



HEPBURN SHIRE COUNCIL ORDINARY MEETING OF COUNCIL PUBLIC MINUTES

Tuesday 16 August 2022

Daylesford Town Hall
76 Vincent Street Daylesford

5:30PM

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

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

A handwritten signature in black ink, appearing to read "Tim Drylie".

Chair, Cr Tim Drylie, Mayor

MINUTES

Tuesday 16 August 2022

Daylesford Town Hall

76 Vincent Street Daylesford

Commencing at 5:30PM

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BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 16 August 2022

CONDUCTING HYBRID COUNCIL MEETINGS

Council continues to be guided by government directives and wants to do the right thing for the health of our community during the COVID-19 pandemic. In line with these directives, the public are able to attend this meeting in person or virtually.

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

Council's meeting will be conducted tonight in accordance with:

- The Local Government Act 2020
- The COVID-19 Omnibus (Emergency Measures) Act 2020
- The Minister's Good Practice Guideline MGPG-1: Virtual Meetings
- Council's Governance Rules; and
- The Hepburn Shire Council Councillor Code of Conduct.

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

2 SAFETY ORIENTATION

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

3 OPENING OF MEETING

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

OFFICERS PRESENT: Mr Bradley Thomas - Chief Executive Officer, Ms Irene McCreevy - Acting Director Organisational Services, Mr Bruce Lucas - Director Infrastructure and Delivery, Ms Julie Reid - Interim Director Community and Development, Mr Chris Whyte – Manager Information and Communication Technology, Ms Rebecca Smith - Manager Governance and Risk, Ms Alison Blacket - Acting Manager Building and Planning, Wallie Cron - Coordinator Statutory Planning, Pauline Maltzis - Senior Planning Consultant.

The meeting opened at 5:32pm

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

5 DECLARATIONS OF CONFLICTS OF INTEREST

Cr Brian Hood declared a general conflict of interest in relation to item 15.2 Treasury Management Policy due to his involvement with a Community Bank.

Cr Tim Drylie declared a general conflict of interest in relation to confidential item 1.1 Referral to VCAT for PA3219 - 47 Albert Street Creswick due to his involvement with the planning permit process.

6 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 19 July 2022 (as previously circulated to Councillors) be confirmed.

MOTION

That the Minutes of the Ordinary Meeting of Council held on 19 July 2022 (as previously circulated to Councillors) be confirmed.

Moved: Cr Juliet Simpson

Seconded: Cr Jen Bray

Carried

Cr Brian Hood called for a division

For: Cr Juliet Simpson, Cr Jen Bray, Cr Don Henderson, Cr Tim Drylie, Cr Lesley Hewitt

Against: Cr Brian Hood

Abstained: Cr Tessa Halliday

7 NOTICES OF MOTION

7.1 NOTICE OF MOTION

The Notice of Motion was put forward by Cr Lesley Hewitt on 2 August 2022.

BACKGROUND

This National General Assembly of Local Government has called on the Australian Government to continue to demonstrate strong leadership in support of Aboriginal and Torres Strait Islander Peoples by supporting Constitutional Recognition for Aboriginal and Torres Strait Islander peoples and endorsing the 'Uluru Statement from the Heart.'

MOTION AS PROPOSED

MOTION

That Hepburn Shire Council supports the Uluru Statement from the Heart and requests the Chief Executive Officer and Mayor to write to our local Federal Member of Parliament noting the recent announcement from the Prime Minister that there will be a referendum to support Constitutional Recognition for Aboriginal and Torres Strait Islander peoples and noting our support for the key principles of the Uluru Statement from the Heart.

Moved: Cr Lesley Hewitt

Seconded: Cr Don Henderson

Carried

ULURU STATEMENT FROM THE HEART

We, gathered at the 2017 National Constitutional Convention, coming from all points of the southern sky, make this statement from the heart:

Our Aboriginal and Torres Strait Islander tribes were the first sovereign Nations of the Australian continent and its adjacent islands, and possessed it under our own laws and customs. This our ancestors did, according to the reckoning of our culture, from the Creation, according to the common law from ‘time immemorial’, and according to science more than 60,000 years ago.

This sovereignty is *a spiritual notion: the ancestral tie between the land, or ‘mother nature’, and the Aboriginal and Torres Strait Islander peoples who were born therefrom, remain attached thereto, and must one day return thither to be united with our ancestors. This link is the basis of the ownership of the soil, or better, of sovereignty.* It has never been ceded or extinguished, and co-exists with the sovereignty of the Crown.

How could it be otherwise? That peoples possessed a land for sixty millennia and this sacred link disappears from world history in merely the last two hundred years?

With substantive constitutional change and structural reform, we believe this ancient sovereignty can shine through as a fuller expression of Australia’s nationhood.

Proportionally, we are the most incarcerated people on the planet. We are not an innately criminal people. Our children are alienated from their families at unprecedented rates. This cannot be because we have no love for them. And our youth languish in detention in obscene numbers. They should be our hope for the future.

These dimensions of our crisis tell plainly the structural nature of our problem. This is *the torment of our powerlessness.*

We seek constitutional reforms to empower our people and take *a rightful place* in our own country. When we have power over our destiny our children will flourish. They will walk in two worlds and their culture will be a gift to their country.

We call for the establishment of a First Nations Voice enshrined in the Constitution.

Makarrata is the culmination of our agenda: *the coming together after a struggle.* It captures our aspirations for a fair and truthful relationship with the people of Australia and a better future for our children based on justice and self-determination.

We seek a Makarrata Commission to supervise a process of agreement-making between governments and First Nations and truth-telling about our history.

In 1967 we were counted, in 2017 we seek to be heard. We leave base camp and start our trek across this vast country. We invite you to walk with us in a movement of the Australian people for a better future.

8 ITEMS OF URGENT BUSINESS

Nil

9 COUNCILLOR AND CEO REPORTS

9.1 MAYOR'S REPORT

Councillor Tim Drylie, Creswick Ward

Tonight, we see the culmination of many months' work as we consider both Sustainable Hepburn and the No Barrier Positive aging strategy reports. Both pieces have involved significant levels of community engagement and input from a range of different stakeholder groups and individuals. Of note is the depth of outreach achieved through the deliberative approaches taken as part of the Sustainable Hepburn engagement. Our community identified climate change and our natural environment as major priorities in our Council Plan and I am glad to say that this document, if adopted tonight, will deliver back to them on that promise. Hepburn Together is a major achievement in our local efforts to address the most important and pressing problems that surround climate change, of our own ongoing survival, the health and wellbeing of our planet and all our living systems.

I congratulate everyone involved in the strategic development of Sustainable Hepburn and look forward to being involved in the implementation of the many ground-breaking and innovative ideas it contains. We are in a state of climate emergency. The world needs strong and decisive leadership now to make the necessary changes to reduce our emissions and transition us to a low carbon, circular economy that supports and celebrates our amazing biodiversity, values our waste as a resource, but also acknowledges we need to adapt and prepare ourselves for the extreme weather events and other changes in our environment that we are already experiencing. I am proud that at Hepburn Shire we have a long history of leading in this space and I note that tonight we vote on extending our MOU with Hepburn Energy and establishing three more Electric Vehicle Charging points.

During the month I attended a lunch hosted by the City of Greater Bendigo where the Ukrainian Ambassador spoke about the devastating consequences and ongoing loss of life caused by the war in his country. I extend my sympathies and condolences to all Ukrainians and other people impacted by this terrible war and acknowledge Australia's contribution to the war effort in support. Here in Australia, we too are feeling the indirect impacts of this conflict with the rapid rise in the cost of living, energy, and fuel prices.

Other events and items of note this month include my attendance at the inaugural Listening Post at Creswick Town Hall which was well attended and received by the community; going to the successful Christmas in July Bonfire at Creswick Park Lake hosted by the Friends of Park Lake; attending a Community Leadership Course organised by the Municipal Association of Victoria (MAV); attending the Commonwealth Games 2026 Insights Forum hosted by the Committee of Ballarat and the Loddon Campaspe Group of Councils meeting in Echuca. I also took 10 days personal leave.

I also wish to acknowledge and look forward to welcoming the new members of the reconciliation advisory committee we being appointed tonight and I welcome our motion to support the Uluru Statement from the Heart which is an invitation to walk together with First Nations Australians to build a better future.

9.2 COUNCILLOR REPORTS

Councillor Lesley Hewitt, Birch Ward

Presented a verbal report

Councillor Tessa Halliday, Cameron Ward

It has been a busy couple of months juggling being a new mum and returning to council. I am excited to be back and be part of the important decisions that have and are coming before council.

I am pleased to see that the footbridge at the end of the creek walk in Clunes has been repaired and is available for community use again. I thank the community for their patience while council focused on repairs and flood recovery in Creswick.

The LGBTIQ+ advisory committee met in July, unfortunately I wasn't able to attend as I had covid, however I have been briefed on the meeting and on behalf of the committee I would like to present the following statement.

"The Rainbow Committee acknowledges and thanks the Hepburn Shire Council for their consideration, and potential adoption, of The Big Rainbow, and its resulting benefits to the LGBTIQ+ community within the Shire."

I look forward to finding out the result of the big rainbow project.

Prior to maternity leave I advocated to Clinical Labs to return pathology services to Clunes and was pleased to see this reinstated while I was on Maternity Leave. I asked them that in future if there is staffing shortages that they provide reduced hours at both Clunes and Creswick rather than removing the service in Clunes. I hope that they have taken this on board and we don't experience removal of the service again. Other than attending briefings and council meetings I have met with community members regarding issues they are experiencing and have advised the relevant council officers for action.

Councillor Don Henderson, Creswick Ward

Presented a verbal report

Councillor Brian Hood, Coliban Ward

Tabled his report

Councillor Juliet Simpson, Holcombe Ward

In the last month I have attended three full days of council briefings.

I have attended two International Women's Day subcommittee meetings.

"The Drop" sculpture is Planned to be installed at Glenlyon in September.

I visited Schools Rd in Coomoora where 50km signs and a school crossing have been installed. The residents of Schools rd and Coomoora generally said to thank the Hepburn Shire Council very much for installing the signs and Crossing.

Councillor Jen Bray, Birch Ward

Activities since Tue 19 July 2022

After last month's Council decision to finalise the sale of The Rex many people in the community

experienced a deep sense of shock and distress. I spent some time this month listening to people

debrief about their disappointment. It led me to reflect on how council might become better at bringing the community with them when making hard decisions, through better communication and transparency.

This comes at the same time as the results of the annual Community Satisfaction Survey show a significant dip in council's approval rating, particularly for Decision Making and Community Engagement. A professional analysis of these figures suggests that we are either

1. Making bad decisions or
2. Not communicating transparently and effectively the reasons for our decisions with our community.

I am reflecting on how we can improve both

- our decision-making, through listening to our community and genuinely taking on board their concerns and suggestions,
- as well as how we can communicate more effectively and transparently the background to our decisions so people can fully understand the complexities.

VNI – West Transmission Line Project

As Deputy Mayor, while Cr Drylie was on leave, I spoke to a number of media about another

Transmission line proposal that will bisect our shire from Kerang/ Bendigo towards the proposed

transmission station near Newlyn. While Hepburn Shire is in strong support for the need for

renewable energy to move away from fossil fuels, we believe there is a need to look for alternatives to above-ground infrastructure where farming, environment, landscape, tourism and community livelihoods and well-being will be significantly impacted.

I reinforced council's position that, like the Western Renewables Link, we are opposed to above

ground transmission infrastructure and the fact that the proposed location of this transfer station

will only increase the possibility of our shire being criss-crossed by more of these transmission lines.

Hepburn Shire communities such as Yandoit, Franklinford, Clydesdale, Blampied, Basalt, Eganstown, Werona, Kooroocheang and Shepherd's Flat are now in the firing line. We are encouraging the community to inform themselves about this proposal and take the opportunity to give feedback on how it will impact them. People can go to our Participate Hepburn website for more information, links to Trans Grid feedback portal and details on an information session on 25 August. Go to: <https://participate.hepburn.vic.gov.au/VNI-West>

I attended the Daylesford Library Re-Opening, after renovations to the Library to give it a revamp and freshen up with new carpets, paint, and furniture. It's become a lovely warm and welcoming space for all our community to enjoy.

Community

Hearing concerns and suggestions from community members and providing advice

- various planning matters
- Affordable long term rental concerns
- Homelessness in our community
- Sale of Rex – questions, and debrief
- Dan Murphy's liquor licence

Promoting:

VNI West – Community Consultation

Homelessness – resources for vulnerable people

Borealis on the Lake – locals discount

Arts and their importance in our lives – remembering significant Australian Artists we have lost recently.

RECOMMENDATION

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

MOTION

That Council receives and notes the Mayor's and Councillor Reports.

Moved: Cr Juliet Simpson

Seconded: Cr Brian Hood

Carried

9.3 CHIEF EXECUTIVE OFFICER'S REPORT

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

- Nil

CHIEF EXECUTIVE OFFICER UPDATE

At last month's Council meeting, Council considered a report in regard to the Community Engagement undertaken on the proposed sale on the Rex.

Last year at the November 2021 Council meeting Council decided to undertake a process to sell the site. As part of that process, we needed to complete a number of steps including community engagement and obtaining a valuation. Council considered all this information, heard from a number of community members and ultimately made the decision to continue with the sale process. We will now work with an agent and seek a buyer for the site.

With Council making this decision we can also consider a subsequent project prepare a scope to undertake a planning project that will review possible solutions of staffing accommodation and community facilities that were to be included in the Hepburn Hub. This will be a long-term project to determine what building staff occupy and community facilities we offer. We don't expect that planning to be finalized until well in 2023.

In the meantime, the Daylesford Library has undergone a mini facelift. New carpet and lino have been laid and the interior has been painted throughout. There's also new lighting and furniture, so you can stretch out and find a spot to read a book, or magazine, or just rest and take in the quiet surrounds. If you haven't already popped in to see the updates, please drop in and say hi. The Daylesford Library is located on the corner of Bridport and Albert streets.



Last month the City of Greater Bendigo hosted the Ukrainian Ambassador to Australia, Vasyl Myroshnychenko. The City extended an invited to the Mayor, Cr Tim

Drylie, and I to meet with the Ambassador. The Ambassador is tireless in his advocacy for his country, especially during these difficult times.



On Wednesday 27 July we held our first Community Listening Post since COVID. These meetings allow a conversation between community, Councillors and officers about key projects, opportunities or issues. Thank you to everyone that participated, we have received good feedback and these will be rolled out across the Shire.



It's exciting to see the progress at the Trentham Sportsground Pavilion and Trentham Community Hub projects.

Some frosty and rainy weather has slowed progress at the Trentham Sportsground Pavilion however the roof works are well underway. At the same time, insulation wrap has been put in place ready for the exterior cladding. Inside the building, services are being roughed in and the interior spaces are really taking shape.



The project timeline of the Trentham Community Hub remains on track, with construction expected to be completed mid-2023.



Council's across the State as well as individual and commercial operations are seeing really significant increases in construction costs for projects, as well as lack of contractors. We are monitoring this situation really closely, working with our government funding partners but there is likely to be changes to scopes of projects, delays and cost increases – we will communicate this with the community during the year.

On Monday 09 August it was great to meet with some of the Newlyn Cricket club members and see the terrific new cricket nets, which were officially opened by Catherine King MP. Council installed the nets with support from the Australian Government's Local Roads and Community Infrastructure (LRCI) Program.



Cr Don Henderson, Shannon Slater Treasure and Secretary of Newlyn Cricket Club, Craig Slater Club President, Ben Diamon Club Captain, Catherine King MP, Kevin Closehy President Newlyn Community and Sporting Complex Committee of Management, and I.

We published the results of the state-wide Community Satisfaction Survey with results falling slightly following the improvement seen in 2021. Data from JWS Research shows that community satisfaction with councils right across Victoria has fallen since last year. Council conducts a Community Satisfaction Survey each year to understand opportunities for improvement or development.

Some of the meetings I have attended over the past month include:

- Council briefings
- Council meeting
- Workshop – Planning for Government Engagement Success
- Meeting with the Mayor and Andy Meddick MP
- Artisan Agriculture Project Meeting
- MAV CEO roundtable on infrastructure costs and delivery of capital projects
- Opening of cricket nets with Catherine King MP at the Newlyn Recreation Reserve

- Meetings regarding the Western Renewables Link Project (formerly known as the Western Victoria Transmission Network Project (WVTNP)) including the VNI West project
- Regular and recurring meetings with Directors and direct reports
- Executive Team and Leadership Team meetings
- Loddon Campaspe Councils and Central Highlands CEO's meeting
- DJPR, CEOs and MAV forum
- Council CEO's biosecurity briefing with Agriculture Victoria
- Central Highlands Regional Taskforce Meeting
- Central Highlands Partnership Housing Working Group
- Virtual All Staff Meeting (including Staff Service Awards & CEO Awards)
- Insights Forum Commonwealth Games 2026: Regional Victoria is hosting the 2026 Commonwealth Games. With this comes opportunity for legacy projects that have the capacity to make a lasting impact on our region for generations to come.
- Interviews

RECOMMENDATION

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

MOTION

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

Moved: Cr Don Henderson

Seconded: Cr Lesley Hewitt

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
- Members of the community to address Council

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

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

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

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

BEHAVIOUR AT COUNCIL MEETINGS

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

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

Respectful behaviour includes:

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

Inappropriate behaviour includes:

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

10.1 PETITIONS

No petitions were tabled.

10.2 PUBLIC QUESTIONS

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

No public questions were received.

10.3 REQUESTS TO ADDRESS COUNCIL

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

No requests to address Council were received.

11 STATUTORY PLANNING

11.1 PA 1249.01 - AMENDMENT TO PA 1249 - AMENDED DWELLING DESIGN AND BUILDING ENVELOPE 106 TORPY'S LANE GLENLYON INTERIM DIRECTOR COMMUNITY AND DEVELOPMENT

In providing this advice to Council as Acting Manager Planning and Development, I, Alison Blacket have no interests to disclose in this report.

ATTACHMENTS

1. PA 1249.01 - Proposed Amended Plans [**11.1.1** - 6 pages]
2. PA 1249 - Original permit and endorsed plans [**11.1.2** - 8 pages]
3. PA 1249 - Redacted Objections [**11.1.3** - 44 pages]

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's position on an Amendment to Planning Permit PA 1249 issued for 106 Torpys Lane, Glenlyon, application PA 1249.01. The application seeks to amend the dwelling design and building envelope that was previously endorsed pursuant to Planning Permit PA 1249 and permit conditions as required. All relevant authorities that include Country Fire Authority, Goulburn-Murray Water and North Central Catchment Management Authority, and Council's Engineering Department have provided no objection or conditional consent to this application.

An application for review under Section 79 of the Planning and Environment Act 1987 was lodged on 16 June 2022 against Council's failure to determine the application within the prescribed time. Therefore, Council cannot issue a determination, however, is required to form a view on the application. A Compulsory Conference is scheduled for 5 September 2022 and a full hearing is scheduled for 8 November 2022.

The site currently has a valid planning permit, originally granted on 5 July 2016, which allowed for the '*Use and development of a dwelling in accordance with the endorsed plans*'. Extensions of time to the permit have been granted, with the permit expiring if not commenced by 5 July 2024 and not completed by 5 July 2026.

The original application proposed the construction of a three (3) bedroom dwelling with a 284sqm floor area and pitched roof. This application proposes an amended dwelling design and form and involves repositioning the dwelling on the site.

The application was advertised and 19 objections were received, grounds relating to environmental concerns, the health of Kangaroo Creek, overdevelopment and access/traffic concerns.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes that an application for review under Section 79 of the Planning and Environment Act 1987 was lodged against Council's failure to determine the amendment application within the prescribed time.*
2. *Having caused notice of amendment to planning application PA 1249.01 to be given under Section 52 of the Planning and Environment Act 1987 (the Act) and having considered the matters required under Section 60 the Act, advise VCAT that had an appeal not been lodged against failure to determine the application within the prescribed time, Council would have determined to approve the application to amend the permit for land at 106 Torpys Lane Glenlyon, subject to the following amended conditions:*

Goulburn-Murray Water

1. *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
2. *All wastewater from the dwelling 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 have a certificate of conformity issued by the Conformity Assessment Body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard and EPA Code of Practice.*
3. *All wastewater must be applied to land via pressure-compensating sub-surface irrigation installed along the contour.*
4. *The wastewater disposal area must be located at least: 100m from Kangaroo Creek and any other waterways, 40m from any drainage lines, 60m from any dams, and 20m from any bores.*

**Where wastewater is treated to at least a secondary standard, the distance may be reduced in accordance with the current EPA Code of Practice – Onsite Wastewater Management. However, where possible setback distances must be maximised.*
5. *The wastewater disposal area must be kept free of stock, buildings, driveways 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.*
6. *The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy (based on a minimum 4 bedrooms), including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in*

accordance with the requirements of the current EPA Code of Practice – Onsite Wastewater Management.

- 7. No buildings are to be located within 30m of any waterways.*

Engineering Department

Stormwater Drainage

- 8. 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.*

Access

- 9. Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.*
- 10. Prior to the occupation the following will be constructed for approval.*
- Vehicle access/crossing is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority.*
 - Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard AS2890.1:2004 Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.*
 - Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.*
 - Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.*
- 11. 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.*
- 12. Prior to commencement of use 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*
- 13. All works must construct and complete prior to commencement of use.*
- 14. All costs incurred in complying with the above conditions shall be borne by the permit holder.*

Country Fire Authority

Endorsement of Bushfire Management Plan

- 15. Before the development starts, the Bushfire Management Plan Figure 10 Bushfire Management Plan, Version E, 20/10/2020 on last page of Bushfire Management Statement, 106 Torpys Lane Glenlyon, in report Ref No.16.12,*

prepared by Regional Planning & Design Pty Ltd must be endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority.

It was also noted that any mandatory condition is to be included on any permit issued, the mandatory condition detailed below:

- 16. The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relation 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.*

Note: The above conditions do not correlate with the relevant permit condition numbers and only the updated/amended conditions have been addressed in this report.

Ms Felicity Brown from Town Planning and Urban Design addressed Council on behalf of the applicant in support of the application.

Ms Galena Debney addressed Council in objection to the application.

MOTION

That Council:

- 1. Notes that an application for review under Section 79 of the Planning and Environment Act 1987 was lodged against Council's failure to determine the amendment application within the prescribed time.*
- 2. Provides Council's representative/s at VCAT with the authority to agree to the proposed conditions, or any reasonable variation to these conditions or plans that result in no material detrimental or consequence to the outcome.*
- 3. Having caused notice of amendment to planning application PA 1249.01 to be given under Section 52 of the Planning and Environment Act 1987 (the Act) and having considered the matters required under Section 60 the Act, advise VCAT that had an appeal not been lodged against failure to determine the application within the prescribed time, Council would have determined to approve the application to amend the permit for land at 106 Torpys Lane Glenlyon, subject to the following conditions.*
- 4. **Amended Plans (additional condition):***
- 5. Before the development commences, 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 (3) copies must be provided. The plans must be generally in accordance with the advertised plans but modified as required to demonstrate:*
 - a. A new location for the proposed dwelling which avoids the removal, destruction or lopping of native vegetation on the site.*

- b. *the location of the existing bore to ensure an appropriate set back of at least 20 metres to the effluent disposal field*
- c. *the location of the dead tree which ensures its retention on site after felling to the satisfaction of Council.*
- d. *compliance with all other permit conditions which must be met.*

Goulburn-Murray Water

- 5. *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
- 6. *All wastewater from the dwelling 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 have a certificate of conformity issued by the Conformity Assessment Body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard and EPA Code of Practice.*
- 7. *All wastewater must be applied to land via pressure-compensating subsurface irrigation installed along the contour.*
- 8. *The wastewater disposal area must be located at least: 100m from Kangaroo Creek and any other waterways, 40m from any drainage lines, 60m from any dams, and 20m from any bores. *Where wastewater is treated to at least a secondary standard, the distance may be reduced in accordance with the current EPA Code of Practice – Onsite Wastewater Management. However, where possible setback distances must be maximised.*
- 9. *The wastewater disposal area must be kept free of stock, buildings, driveways 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.*
- 10. *The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy (based on a minimum 4 bedrooms), including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of the current EPA Code of Practice – Onsite Wastewater Management.*
- 11. *No buildings are to be located within 30m of any waterways or existing bore.*

Engineering Department Stormwater Drainage

- 12. *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. Access*
- 13. *Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.*
- 14. *Prior to the occupation the following will be constructed for approval.*
 - *Vehicle access/crossing is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority.*
 - *Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard AS2890.1:2004*

Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.

- *Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.*
- *Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.*

15. 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.

16. Prior to commencement of use 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

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

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

Country Fire Authority

Endorsement of Bushfire Management Plan

19. Before the development starts, the Bushfire Management Plan Figure 10 Bushfire Management Plan, Version E, 20/10/2020 on last page of Bushfire Management Statement, 106 Torpys Lane Glenlyon, in report Ref No.16.12, prepared by Regional Planning & Design Pty Ltd must be endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority. It was also noted that any mandatory condition is to be included on any permit issued, the mandatory condition detailed below:

20. The bushfire mitigation measures forming part of this permit or shown on the endorsed plans, including those relation 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.

Note: Condition numbers do not correlate with the conditions on the existing planning permit.

Moved: Cr Jen Bray

Seconded: Cr Juliet Simpson

Carried

BACKGROUND

Site and Surrounds

The subject site is 74,562sqm (7.46ha) and is irregular in shape. The site has a western facing access point via Torpys Lane and shares a boundary with Kangaroo Creek to the north and north/east of the property boundaries. The site is currently

zoned Farming Zone (Schedule 2) and is also encumbered by an Environmental Significance Overlay (Schedule 1) and Bushfire Management Overlay.

The land surrounding the site comprises a mix of small-scale farming activity and rural residential development. The lots located to the north and west of the subject site each contain a dwelling.

Permit history

PA 3201 was made on 21 April 2021 for Council to consider an amended design proposal for the site. However, the application was withdrawn on 28th June 2021 and an application to amend the planning permit under Section 72 of the Planning and Environment Act (1987) was subsequently made on 15 October 2021 (current application).

Proposal

The application seeks an amendment to PA1249 under Section 72 and comprises the following amendments:

1. Repositioning the dwelling on the site, east of the approved building location.
2. Revised floor plan for a 3-bedroom dwelling having 218sqm of floor area in addition to a 86sqm deck.
3. Revised building design and form with flat roof.
4. Reduction in building height from 4.8m to 4.45m (top of wall) and 3.45m (roof).
5. Changes to site cut and fill (approximately 1m maximum).

The proposed amendments do not require any changes to primary consent already granted under the existing permit, pursuant to the Hepburn Planning Scheme.

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Farming Zone Schedule 2 (FZ2)
Overlays:	Bushfire Management Overlay (BMO) Environmental Significance Overlay Schedule 1 (ESO1)
Particular Provisions	Clause 52.12 Bushfire Protection Exemptions Clause 53.02- Bushfire Planning
Relevant Provisions of the PPF	Clause 11.01-1S Settlement Clause 11.03-6S Regional and Local Places Clause 12.01-1S Protection of Biodiversity Clause 12.05-1S Environmentally Sensitive Areas Clause 13.02-1S Bushfire Planning Clause 14.01-1S Protection of Agricultural Land

	Clause 14.01-2S Sustainable Agricultural Land Use Clause 14.02-1S Catchment Planning and Management Clause 14.02-1L Catchment and Land Protection Clause 14.02-2S Water Quality Clause 15.01-6S Design for Rural Areas Clause 16.02-3S Rural Residential development	
Under what clause(s) is a permit required?	Clause 35.07 (FZ)	Use and development of a dwelling
	Clause 44.06-1 (BMO)	Building and Works
	Clause 42.01 (ESO1)	Building and Works
Objections?	Nineteen (19)	
Referrals - Internal	Engineering – no objection subject to conditions	
Referrals – External	All authorities as listed below advise no objection to the proposed amendment, GMW and CFA are subject to conditions: Goulburn-Murray Water, Country Fire Authority, North Central Catchment Management Authority	

KEY ISSUES

Response to Planning Policy Framework

The relevant policies of the State and Local Planning Policy Frameworks seek to ensure that land is suitable for urban and rural development and is appropriately utilised for such a purpose. These policies also seek to ensure that such development, including dwellings, are designed having regard to the natural features of a site and the existing character of the area, and have accessibility to services and amenities. The proposed amendment to the dwelling is consistent with relevant policy.

The amended dwelling design and siting is considered to be an environmentally sensitive design with improved visual aesthetics and will minimise the dwelling's visual impact on neighbouring properties in relation to height, scale, colours and materials. The dwelling is also sited on a lower contour line and setback further from dwellings on adjoining properties. Overall, the amended proposal is not considered to result in a detrimental impact to the surrounding environment and natural resources or cause any unreasonable detriment to any neighbouring property.

Importantly, the proposed dwelling location avoids fragmenting the balance of the site for farming use and avoids loss of productive agricultural land, providing a compact domestic build envelope in the north/west corner of the site. The proposed location is also appropriate having regard to accessibility to and from the site and dwelling by any vehicles.

Zoning and Overlay Considerations

The purpose of the Farming Zone is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *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.*
- *To provide for the use and development of land for the specific purposes identified in a schedule to this zone.*
- *Environmental and Sustainability Issues.*

In response to the above, the proposed amendment is considered consistent with the purpose of the zone and appropriately responds to the decision guidelines (Clause 35.07-6) by re-positioning the house to avoid the loss of productive agricultural land on the site and provides an appropriate design response suitable to the rural setting.

Environmental Significance Overlay Schedule 1

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

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

ESO1 seeks to protect the quality of domestic water supplies and maintain and enhance the quality of water in natural watercourses and water bodies. Pursuant to Clause 3.0 of 42.01, the proposed site is located more than 30 metres from a watercourse. However, a permit is required to construct or carry out works for a dwelling that is not connected to a reticulated sewerage system. Primary permission has already been granted for a dwelling. Therefore, the discretion and matters in considering and determining this amendment only turn to any implications as a result of the changes proposed.

The revised dwelling design and siting on the land is considered to meet the objectives and requirements of the ESO1. The proposal does not change the location of the wastewater envelope that is endorsed as part of PA 1249 and was subject to a Land Capability Assessment as part of the original permit application. The on-site wastewater system will be installed in compliance with EPA requirements.

The amended design will include site cut and fill. However, these works are not considered to cause any detrimental impact on Kangaroo Creek and are setback more than 80m from the watercourse.

Bushfire Management Overlay

The purpose of Bushfire Management Overlay is:

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

The proposed amendments are consistent with the requirements of the BMO and the CFA has provided conditional support for the proposal. The Bushfire Management Statement and Bushfire Management Plan reflect the amended dwelling siting and area of defendable space.

Environmental and Sustainability Issues

The proposed amended dwelling design and siting is cognisant of the natural features on the site, importantly, preserving a significant distance from Kangaroo Creek. The proposed amendments will not result in detriment to Kangaroo Creek, reiterating the significant setback from the watercourse exceeds 80m.

The Vegetation Restoration Plan (October 2021) proposes extensive habitat restoration across the property. The plantation of indigenous tree species and shrubs are considered to enhance the environment and quality of harvest in the future. Overall, the vegetation restoration plan demonstrates sustainable land management practices.

The Bushfire Management Statement and Bushfire Management Plan reflect the amended dwelling siting and area of defendable space. The Vegetation Restoration Plan, Bushfire Management Statement, Bushfire Management Plan and Viticulture Suitability Report were referred to Goulburn-Murray Water, North Central Catchment Management Authority, Country Fire Authority as well as Council's Engineering Department. Consent from all referral authorities has been provided to the application subject to conditions.

A licensed bore currently exists on the property at the western corner of the site. Conditions required by Goulburn Murray Water (GMW) address requirements in relation to setbacks to be provided from the bore. GMW conditions further state that where wastewater is treated to at least a secondary standard, the distance may be reduced in accordance with the current EPA Code of Practice – Onsite Wastewater Management. However, where possible setback distances of at least 20 metres should be ensured as a minimum.

POLICY AND STATUTORY IMPLICATIONS

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

All sustainability implications associated with this report have been addressed, as outlined and discussed in the 'Key Issues' section of this report. There are not considered to result any negative sustainability implications as a result of the amendments proposed. The proposal results in a good planning outcome that ensures the availability of agricultural land is not fragmented and remains viable.

FINANCIAL IMPLICATIONS

As an appeal has been lodged against failure, there will be financial costs associated with VCAT representation.

RISK IMPLICATIONS

There are no known risks associated with consideration of this application.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application was advertised by sending notification of the proposal to adjoining and adjacent owners and a notice on the land. As a result, nineteen (19) objections were received. The issues raised in the objections are addressed as follows:

- *The location and operation of the Waste-Water Effluent Field does not meet the minimum setback and will detrimentally affect the health of Kangaroo Creek.*

Response: Goulburn Murray Water and North Central Catchment Management Authority, the two determining water authorities, support the amendment subject to conditions.

- *The location and operation of the Vineyard will result in fertilizers and chemicals going into Kangaroo Creek and will detrimentally affect the health of the creek.*

Response: The relevant water authorities have approved the original permit and proposed amendment subject to conditions. The only matters for consideration as part of this application relate to the amendment proposed to the dwelling design and location and considerations in relation to any vineyard or potential vineyard use are not relevant.

- *The permit will lead to an overdevelopment in rural areas of Glenlyon and the minimum size for a dwelling is 20ha.*

Response: This is an amendment to an existing and valid planning permit allowing the use as a dwelling. As use of the land for a dwelling is already approved, this is not a relevant consideration as part of the assessment of this application.

- *PA 3201 is not a live permit.*

Response: PA 3201 was withdrawn and therefore not determined.

- *Location of the building envelope will impact the natural resources.*

Response: The proposed dwelling design and placement is considerate of the natural features on the site, including the distance from the Kangaroo Creek and vegetation. The proposed dwelling will not cause a detrimental impact on Kangaroo Creek and is setback the minimum distance required from the watercourse.

- *Clearance/Loss of vegetation*

Response: This amendment application does not require planning approval for vegetation or tree removal. The applicant, however, advises they have no opposition to felling the existing dead tree and retaining and relocating this on site. As removal of this tree does not require planning approval, with the original planning permit already establishing this, this would be an undertaking to be honoured by the property owner should they choose.



REV	DATE	NOTE
-	06/09/21	NEW DRAWING. FOR DISTRIBUTION TO CONSULTANTS FOR FURTHER INFORMATION.
01	11/10/21	TITLE BOUNDARY INFO ADDED. FOR TP REVIEW.
02	13/10/21	BUILDING MOVED 7.2M SOUTH. FOR TP REVIEW.

PROJECT #
20-023

DATE
15.03.2021

SCALE
1:1500
@A3

PROJECT
NEW HOUSE
106 TORPYS LANE, GLENLYON

STATUS
TOWN PLANNING

DRAWING TITLE
FULL SITE PLAN

DRAWING NUMBER
TP1-001

REV
02

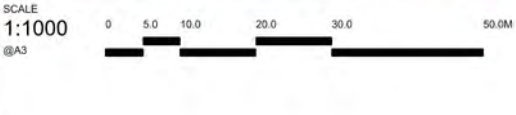
Jackson
Clements
Burrows
Architects



REV	DATE	NOTE
07	13/10/21	BUILDING MOVED 7.2M SOUTH. FOR TP REVIEW.

PROJECT #
20-023

DATE
15.03.2021

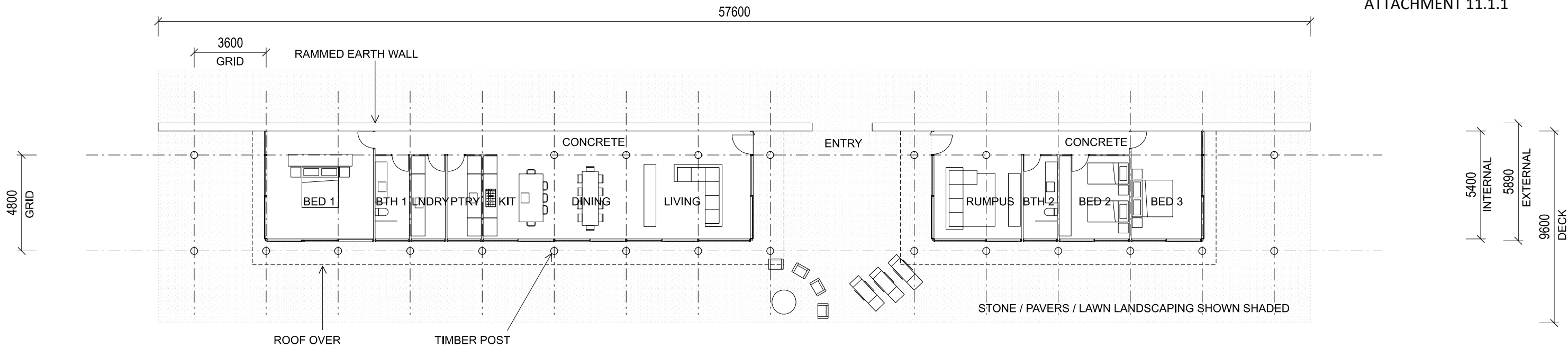


PROJECT
NEW HOUSE
106 TORPYS LANE, GLENLYON

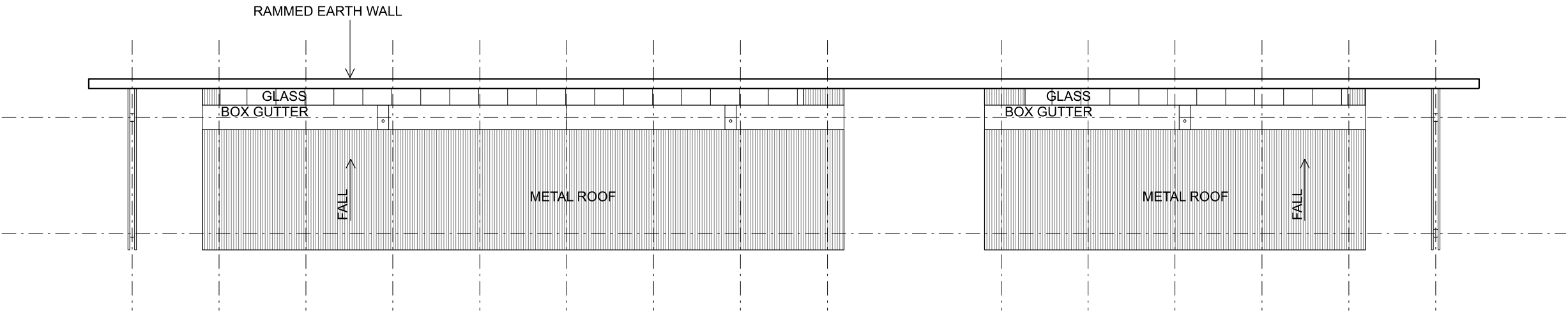
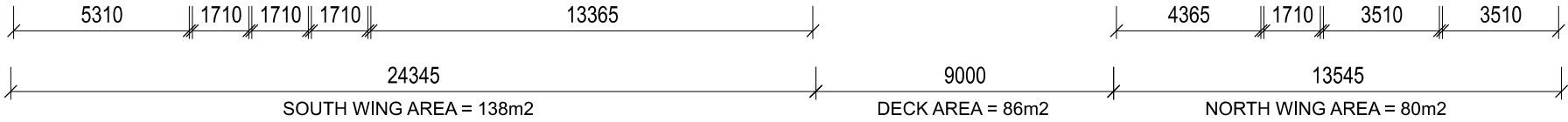
STATUS
TOWN PLANNING

DRAWING TITLE
PART SITE PLAN

DRAWING NUMBER
TP1-100



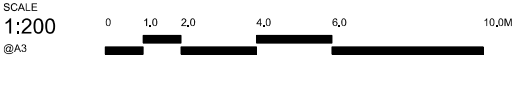
GROUND FLOOR PLAN



ROOF PLAN

REV	DATE	NOTE
06	11/10/21	BEDROOM REMOVED, FOR TP REVIEW.
07	13/10/21	BLADE WALL SHORTENED, FOR TP REVIEW.
08	13/10/21	DECK REMOVED, LANDSCAPING NOTES ADDED, FOR TP REVIEW.

PROJECT #
20-023
DATE
15.03.2021

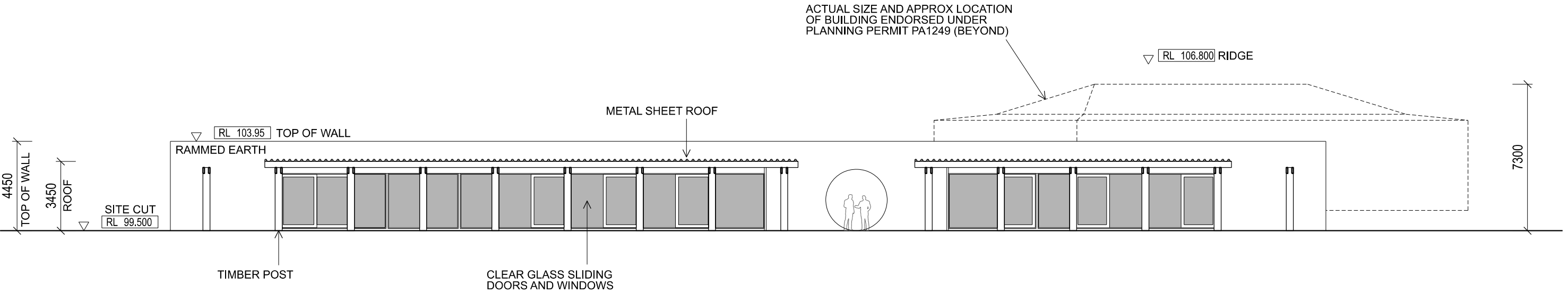


PROJECT
NEW HOUSE
106 TORPYS LANE, GLENLYON
STATUS
TOWN PLANNING

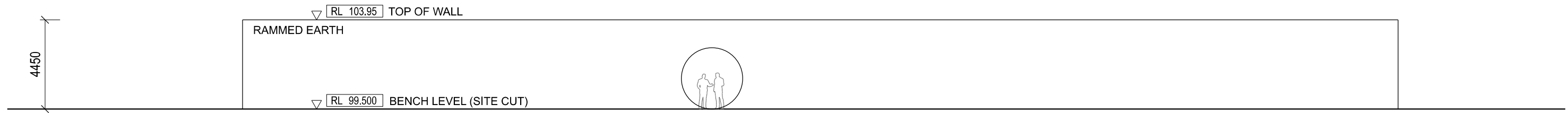
DRAWING TITLE
FLOOR PLAN AND
ROOF PLAN
DRAWING NUMBER
TP1-101

REV
08
Jackson
Clements
Burrows
Architects





EAST ELEVATION

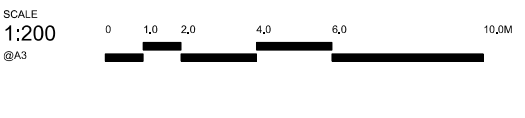


WEST ELEVATION

REV	DATE	NOTE
03	11/10/21	BEDROOM REMOVED, RLs AMENDED, FOR TP REVIEW.
04	13/10/21	BLADE WALL SHORTENED, FOR TP REVIEW.
05	13/10/21	DECK REMOVED, FOR TP REVIEW.

PROJECT #
20-023

DATE
15.03.2021



PROJECT
NEW HOUSE
106 TORPYS LANE, GLENLYON

STATUS
TOWN PLANNING

DRAWING TITLE
ELEVATIONS
EAST AND WEST

DRAWING NUMBER
TP2-101



PROJECT #
20-023

DATE
15.03.2021

DRAWING TITLE
**ELEVATIONS
NORTH AND SOUTH**

DRAWING NUMBER
TP2-102

Jackson
Clements
Burrows
Architects





PHILIP COX - BERMAGUI PAVILION (LEFT)
ALLAN POWELL - TARAWARRA MUSEUM OF ART (RIGHT)

TIMBER WINDOW AND DOOR FRAMES -
NATURAL FINISH

TIMBER POSTS AND BEAMS -
NATURAL FINISH



CLEAR GLAZING TO WINDOWS
AND DOORS

CRUSHED ROCK
GROUND COVER

METAL ROOFING



RAMMED EARTH WALLS



REV	DATE	NOTE
00	12/5/21	FOR TP APPROVAL

PROJECT #	20-023
SCALE	N/A
DATE	15.03.2021

PROJECT	NEW HOUSE
	106 TORPYS LANE, GLENLYON
STATUS	TOWN PLANNING

DRAWING TITLE	MATERIALS AND FINISHES SCHEDULE
DRAWING NUMBER	TP10-101

REV	00

Jackson
Clements
Burrows
Architects



Planning and Environment Regulations 2005
Form 4

Sections 63 and 86

PLANNING PERMIT

Permit No: PlnPA001249

File No: 103558 /P

Planning Scheme: Hepburn

Responsible Authority: Hepburn Shire Council

ADDRESS OF LAND: 106 Torpys Lane Glenlyon
CA 2J SEC 9 Parish Glenlyon

THE PERMIT ALLOWS: Use and development of a dwelling in accordance with the endorsed plans

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

Endorsed Plans

1. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Goulburn Murray Water Conditions

2. All wastewater from the dwelling 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 Approval.
3. Where the following features are present in proximity to the subject land, the wastewater disposal area must be located:
 - At least 100 metres from any waterways
 - At least 40 metres from the nearest drainage line
 - At least 60 metres from any dams
 - At least 20 metres from any bores
4. All wastewater must be applied to land via pressure-compensating sub-surface irrigation installed along the contour.
5. The wastewater disposal area must be kept free of stock, buildings, driveways 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.

Signature for the Responsible Authority: 

Date: 5/07/2016

6. No buildings are to be constructed within 30 metres of any waterways or on any drainage lines
7. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).

8. Council's Environmental Health Officer:

- a. An application to install a septic tank system must be submitted prior to any works commencing.
- b. An EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard must be installed in accordance with the Septic Tanks Code of Practice.

Council's Engineering Services Department:

9. Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority. No stormwater shall drain or discharge from the land to adjoining properties.

10. Access

- Vehicle access/crossing to the property is to be located and constructed of all weather surface to the satisfaction of the Responsible Authority.
- Vehicle access/crossing to the property is to be a culvert constructed in compliance with Infrastructure Design Manual Standard drawing SD 255.
- Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.
- Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree.
- Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.

11. All works must construct and complete prior to occupation.

12. All costs incurred in complying with the above conditions shall be borne by the applicant.

Country Fire Authority

13. Bushfire Management Plan endorsed

The Bushfire Management Plan *Figure 7 – Bushfire Management Plan* (version B; dated 23-3-'16; prepared by Regional Planning & Design Pty. must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

Mandatory condition - Maintenance of bushfire mitigation measures

Signature for the Responsible Authority: *E. Harriott*

Date: 5/07/2016

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

15. Tree and Vegetation Removal or Lopping

Only trees or vegetation to be removed or lopped must not exceed the distance specified within the defendable space as shown on the endorsed Bushfire Management Statement prepared by Regional Planning & Design Pty. dated 23-3-'16 without the written consent of the responsible authority.

16. ONGOING SOIL EROSION CONTROL

All works must be undertaken in a manner that minimises soil erosion, and any exposed areas of soil must be stabilised to prevent soil erosion, to the satisfaction of the responsible authority.

17. CONTROL OF EROSION DURING CONSTRUCTION

Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the Responsible authority.

PLANNING NOTE

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

The development is not started within two years of the date of this permit

The development is not completed within four years of the date of this permit.

The responsible authority may extend the periods referred to if a request is made in writing before the permit expires or within six months afterwards or within 12 months of the expiry date for completion.

NOTE:

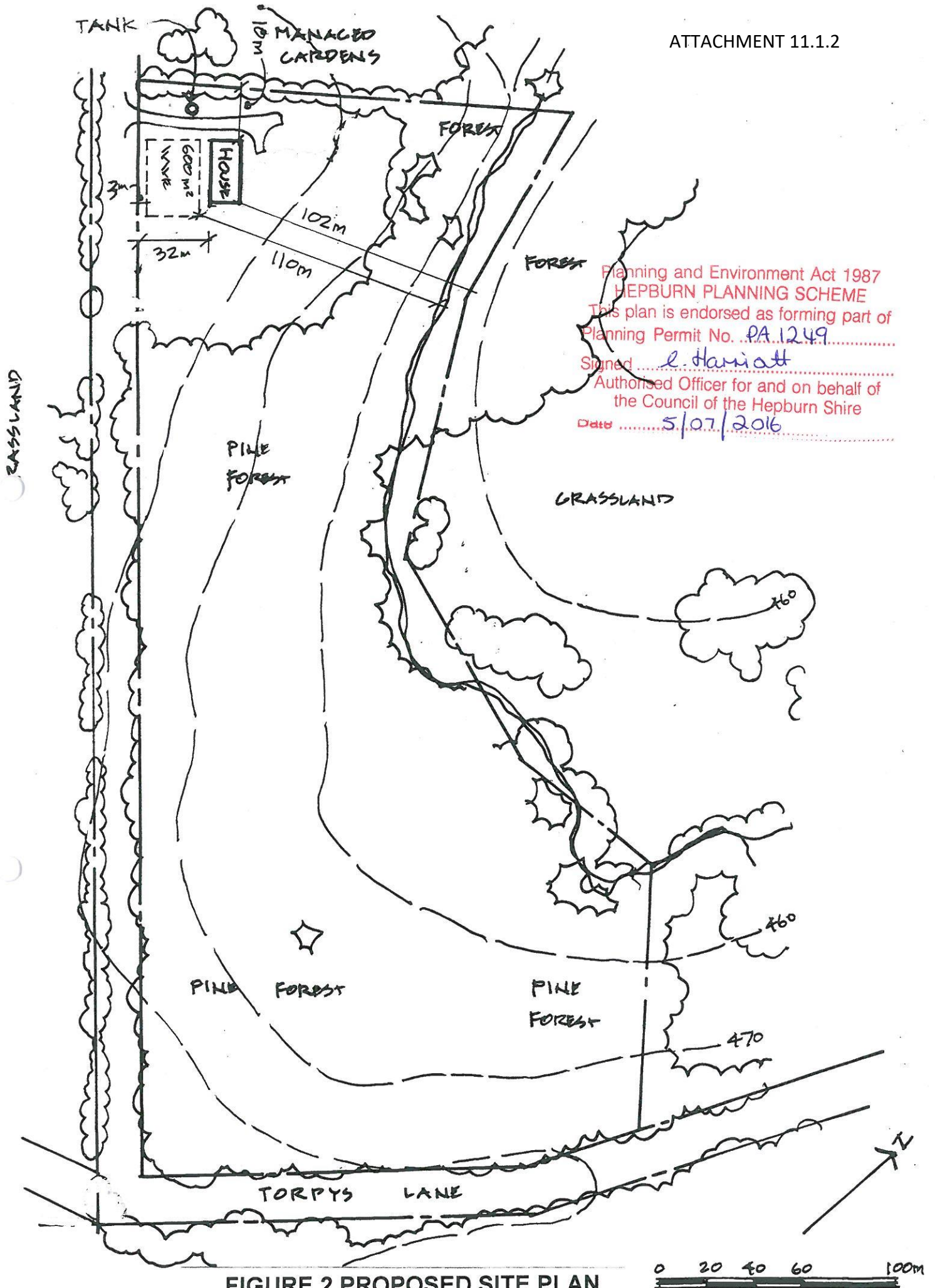
Building Approval Required

This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.

Date Issued: 5th July 2016

Signature for the Responsible Authority: *L. Harriott*

Date: 5/07/2016

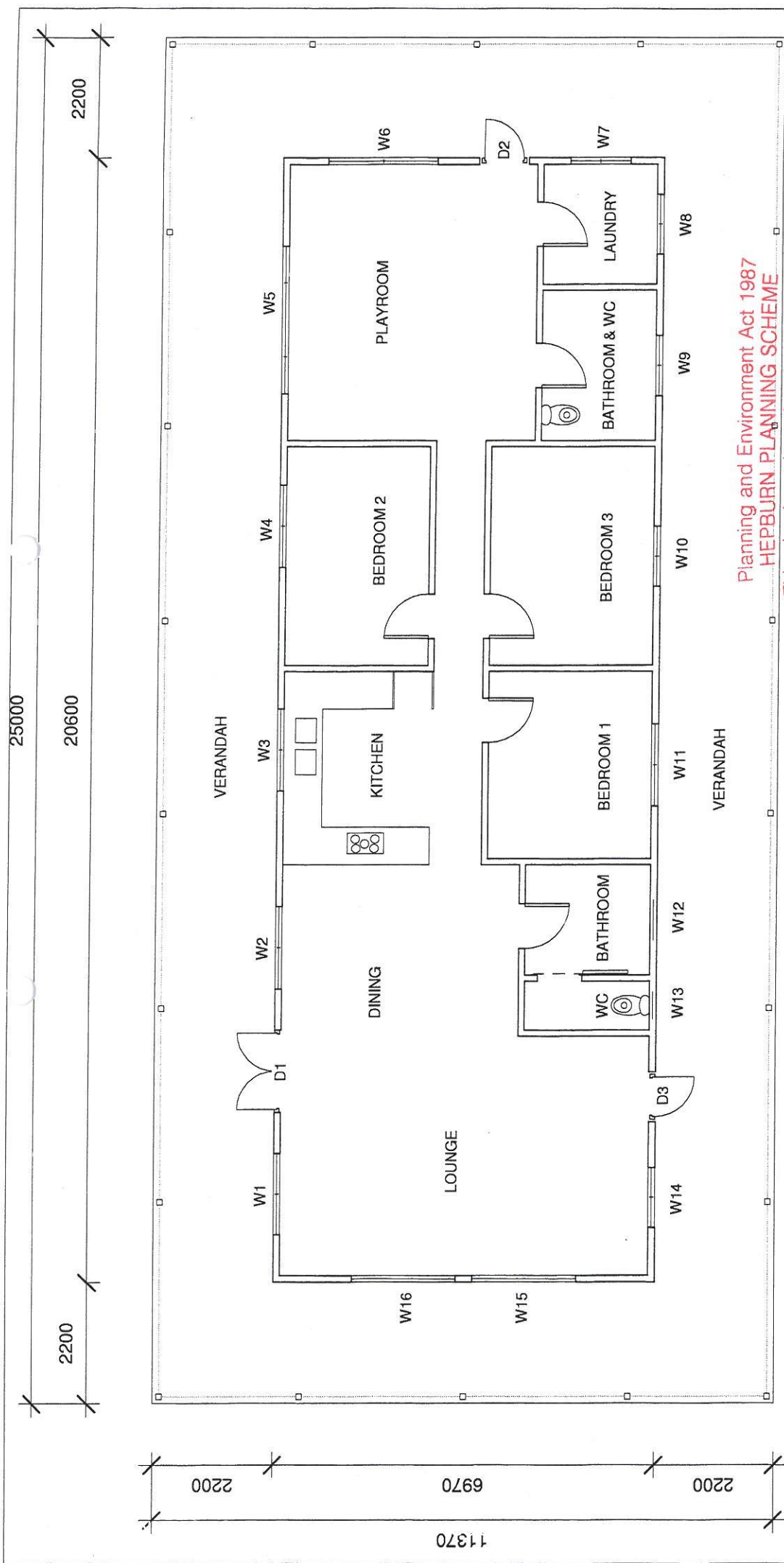


Planning and Environment Act 1987
 HEPBURN PLANNING SCHEME
 This plan is endorsed as forming part of
 Planning Permit No. PA1249
 Signed E. Harriatt
 Authorised Officer for and on behalf of
 the Council of the Hepburn Shire
 Date 5/07/2016

FIGURE 2 PROPOSED SITE PLAN

106 Torpys Lane Glenlyon

Ref No.16/12 March 2016 Scale 1: 1000

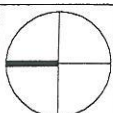


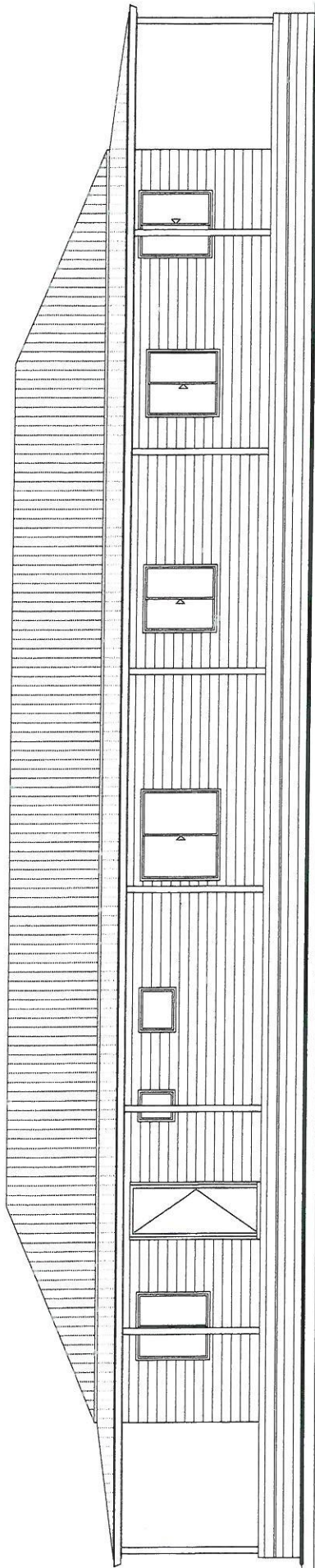
ATTACHMENT 13.1.2

Planning and Environment Act 1987
HEPBURN PLANNING SCHEME
This plan is endorsed as forming part of
Planning Permit No. **PA.1249**
Signed **L. Harris**
Authorised Officer for and on behalf of
the Council of the Hepburn Shire
PA.1249
5/07/2016

FLOOR PLAN

1 : 100

Sam Thompson Regional Planning & Design Pty Ltd 64 Pine Court, Porcupine Ridge 3461 s.thompsondesign@bigpond.com 03 5348 1285 0447 073 107	Client's Name ROSS CURRIE Project Address 106 TORPYS LANE GLENALTON	PROPOSED FLOOR PLAN		Drg. No. 3
			Date MARCH 16	Scale 1 : 100



SOUTH ELEVATION

1 : 100

4100
2200
1500
400

COLORBOND ROOF.
ROOF FULLY SARKED.
NO GAPS > 3mm.

COLORBOND GUTTER
& DOWN PIPES.

F.R.H. 4800
Level 2 3300
verandah 2900
F.F.L. natural gro 700
0

WEST ELEVATION

1 : 100

2

Planning and Environment Act 1987
HEPBURN PLANNING SCHEME
This plan is endorsed as forming part of
Planning Permit No. PA 1249

Signed *L. Hammett*
Authorised Officer for and on behalf of

the Council of the Hepburn Shire

5/07/2016

Client's Name **ROSS CURRIE**

Project Address **106 TORPYS LANE
GLENLYON**

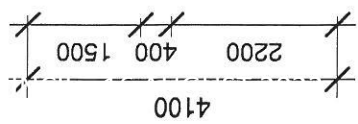
Sam Thompson
Regional Planning & Design Pty Ltd
64 Pine Court, Porcupine Ridge 3461
s.thompsondesign@bigpond.com
03 5348 1285 0447 073 107

ELEVATIONS SOUTH & WEST

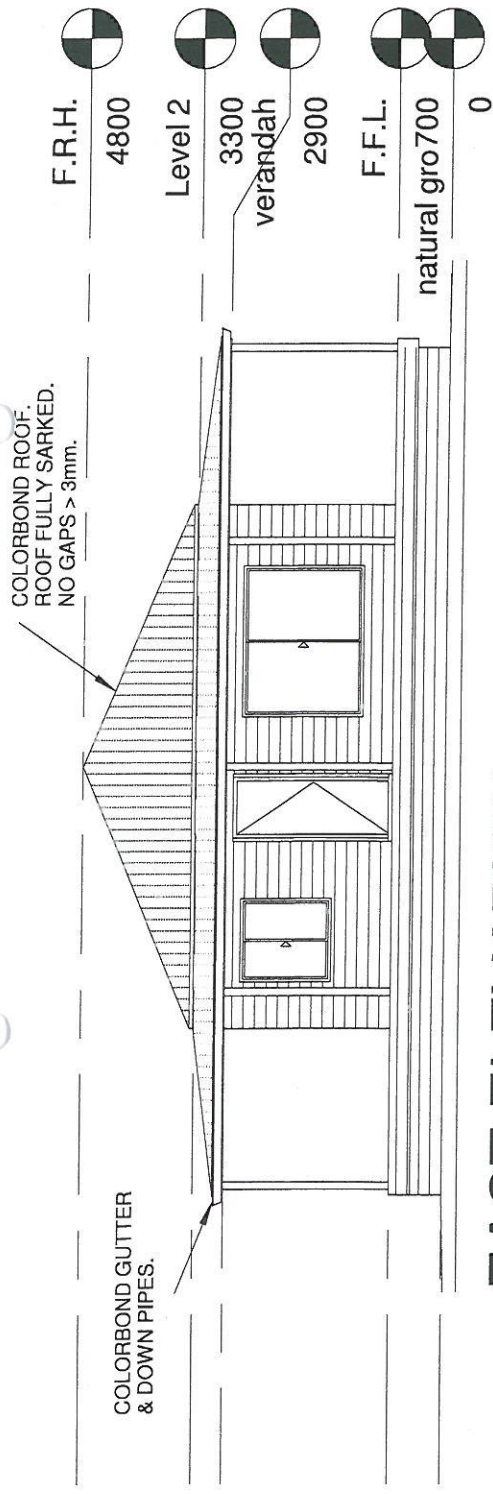
Drg. No. 11.1.2
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Date **MARCH 16**
Scale 1 : 100

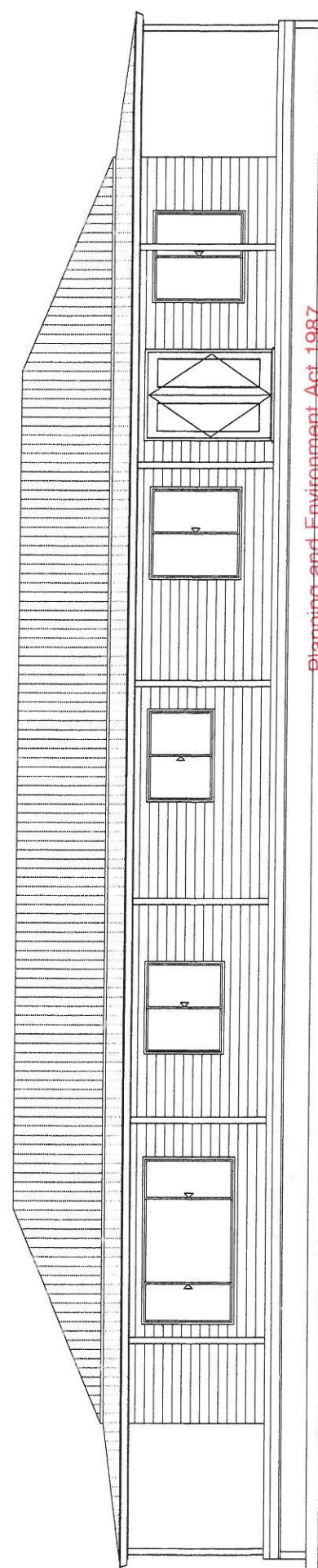
ATTACHMENT 11



2 EAST ELEVATION
1 : 100



1 NORTH ELEVATION
1 : 100



Planning and Environment Act 1987
HEPBURN PLANNING SCHEME
This plan is endorsed as forming part of
Planning Permit No. ...PA.1249.....
Signed*L. Harvitt*.....
Authorised Officer for and on behalf of
the Council of the Hepburn Shire

Sam Thompson
Regional Planning & Design Pty Ltd
64 Pine Court, Porcupine Ridge 3461
s.thompsondesign@bigpond.com
03 5348 1285 0447 073 107

Client's Name **ROSS CURRIE**
Project Address **106 TORPPS LANE
GLENELG**

ELEVATIONS NORTH & EAST

Schedule of Bushfire Protection Measures

Defendable Space

The area of defendable space is shown hatched for a distance of 32 to 61m around the proposed building or to the property boundaries. Vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

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

Construction standards

The building will be designed and constructed a minimum Bushfire Attack Level of (BAL) 29.

Water supply

The tank shown on the plan will hold 10 000 litres of effective water supply for fire fighting purposes which meets the following requirements:

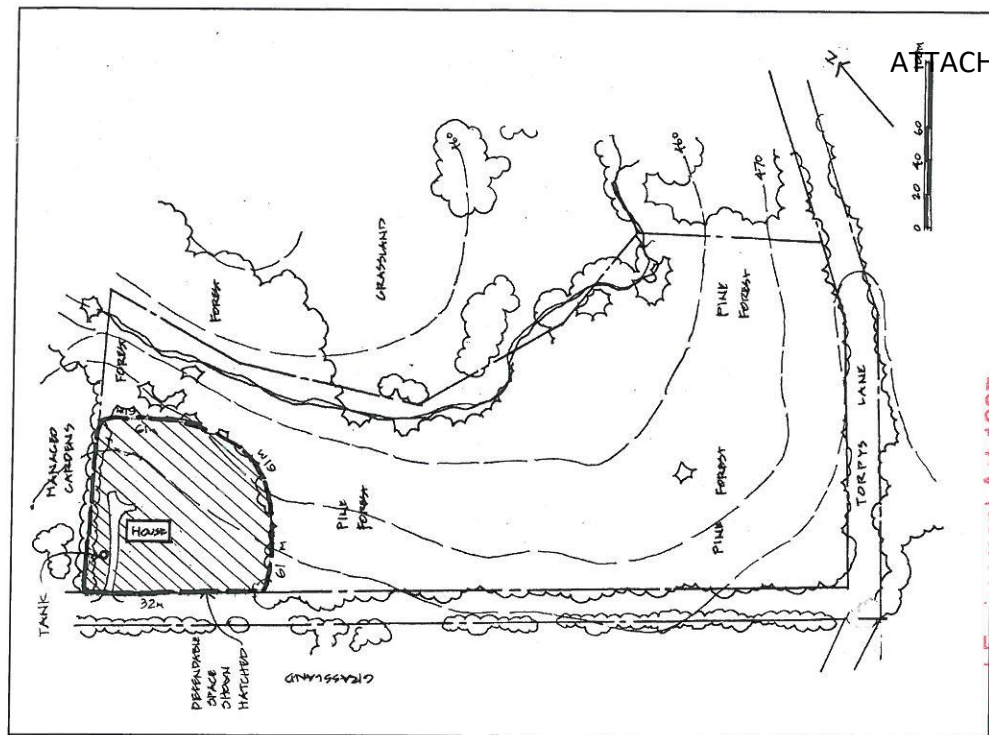
- Is stored in an above ground water tank constructed of concrete or metal.
- All fixed above-ground water pipes and fittings required for fire fighting purposes must be made of corrosive resistant metal.
- The water supply must also
 - Incorporate a ball or gate valve (British Standard Pipe (BSP) 65mm) and coupling (64 mm CFA 3 thread per inch male fitting).
 - The outlet/s of the water tank must be within 4m of the access way and be unobstructed.
- Be readily identifiable from the building or appropriate identification signage to the satisfaction of CFA must be provided.
- Any pipework and fittings must be a minimum of 65 mm (excluding the CFA coupling).

Access

The driveway shown on the plan will provide access for trucks for fire fighting purposes which meets the following requirements:

- Curves must have a minimum inner radius of 10m.
- The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50m.
- Have a minimum trafficable width of 3.5m of all weather construction.
- Be clear of encroachments for at least 0.5m on each side and 4m above the access way.
- Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle. —|

FIGURE 7 BUSHFIRE MANAGEMENT PLAN



Planning and Environment Act 1987
 HEPBURN PLANNING SCHEME
 This plan is endorsed as forming part of
 Planning Permit No. PA.12.49
 Signed *L. Harriott*
 Authorised Officer for and on behalf of
 the Council of the Hepburn Shire
 Dated 5/07/2016

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

[Redacted area]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA1249-01

Proposal: Application for a dwelling

Who has applied for the permit: 106 Torpy's Lane Owner

WHAT ARE THE REASONS FOR YOUR OBJECTION?

- * Environmental Impact and solutions are not adequate.
- * Application process appears not in-line with fair and equitable procedure - original application does not align with current application nor does the zoning of the land.
- * True purpose of the build doesn't appear to match the application - transparency issue.
- * Infrastructure requirements are limited i.e. roads are not fit for presumed purpose with increased traffic to the area.
- * Bushfire affected areas - this parcel of land is located on a dead end road that is in very poor condition.

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

The over development of the area without the appropriate infrastructure in place results in a huge impact on the current long-standing residents in the area. The environmental impact to the river system, wildlife and vegetation is equally concerning and affects everyone within this community and wider. Lastly, without appropriate roads, sewage, and planning for such developments it is impossible to support further development in the area.

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If insufficient space, please attach separate sheet

Privacy Collection Notice

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

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

Signature: Or Tick Box ☒ Date: **11 Dec 2021**

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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

ATTACHMENT 11.113

Objection to Planning Permit Revision A – 13-12-2021
Application PA1249.01 for 106 Torpys Lane, Glenlyon

To Whom It May Concern, Hepburn Shire Council Planning Department

Application PA1249.01 for 106 Torpys Lane, Glenlyon

Quote from the Application:

Planning controls The Hepburn Planning Scheme applies to the site.

ZONE: Farming Zone (FZ)

OVERLAYS: Bushfire Management Overlay (BMO),

Environmental Significance Overlay (ESO1)

OTHER: Area of Aboriginal Cultural Heritage Sensitivity (watercourse proximity)

QUOTE FROM THE HEPBURN PLANNING SCHEME – FZ (Farm Zone) Page 330

SCHEDULE TO THE FARMING ZONE

AREA 3

Minimum area for which no permit

is required to use land for a dwelling (hectares).

20 HA

Minimum subdivision area (hectares).

20 HA

There are two area breaches on this 7.5 HA site before the application is even considered:

These area breaches mean that the original permit for a dwelling should not have been issued and this planning amendment is effectively a completely new dwelling with a very intensive winery operation and should be treated as a new application.

This is a new Dwelling with an intensive agricultural use on a totally undersized site and should not be approved.

Refer to page 3 – is this “Organic Winery” yet another “GREEN WASH” application for Glenlyon ?

QUOTE FROM THE HEPBURN PLANNING SCHEME – FZ Page 328

Agricultural issues and the impacts from non-agricultural uses

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 capacity of the site to sustain the agricultural use.

The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure.

Any integrated land management plan prepared for the site.

Response:

This is not a sustainable agricultural proposal viticulture is intensive farming on a small site it will degrade the site, deplete the soil quality, require additives and do harm to the environment downslope and the broader Loddon water catchment.



QUOTE FROM THE HEPBURN PLANNING SCHEME – FZ Page 329

Dwelling issues

*Whether the dwelling will result in the loss or fragmentation of productive agricultural land.
Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation.*

Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.

The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.

Response:

Yes the dwelling does result in the loss and fragmentation of productive agricultural land

Yes the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses.

Yes the potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.

The proposed dwelling on this site is yet another inappropriate development proposal in an increasingly pressured township and township area.

QUOTE FROM THE HEPBURN PLANNING SCHEME – FZ Page 329

Environmental issues

The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality.

The impact of the use or development on the flora and fauna on the site and its surrounds.

The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.

The location of on-site effluent disposal areas to minimise the impact of nutrient loads on waterways and native vegetation.

Response:

Yes the dwelling and proposed “organic” vineyard will adversely impact on all of the above: particularly on soil and water quality, the flora and fauna on the site and its surrounds.

The vineyards and the on-site effluent disposal area of the dwelling in particular will adversely affect the area.

Future expansion on a marginal site on a minor rural road:

It would be naïve in the extreme for Council not to consider this proposal is a small part of likely future cellar door operation with its associated tourism and hospitality pressures that will form part of the future expansion. All this will simply compound the impact of this proposal on the site and environment.



Application PA1249.01 for 106 Torpys Lane, Glenlyon

WATER USE AND DEMAND FOR GROUND WATER - a serious problem in Glenlyon

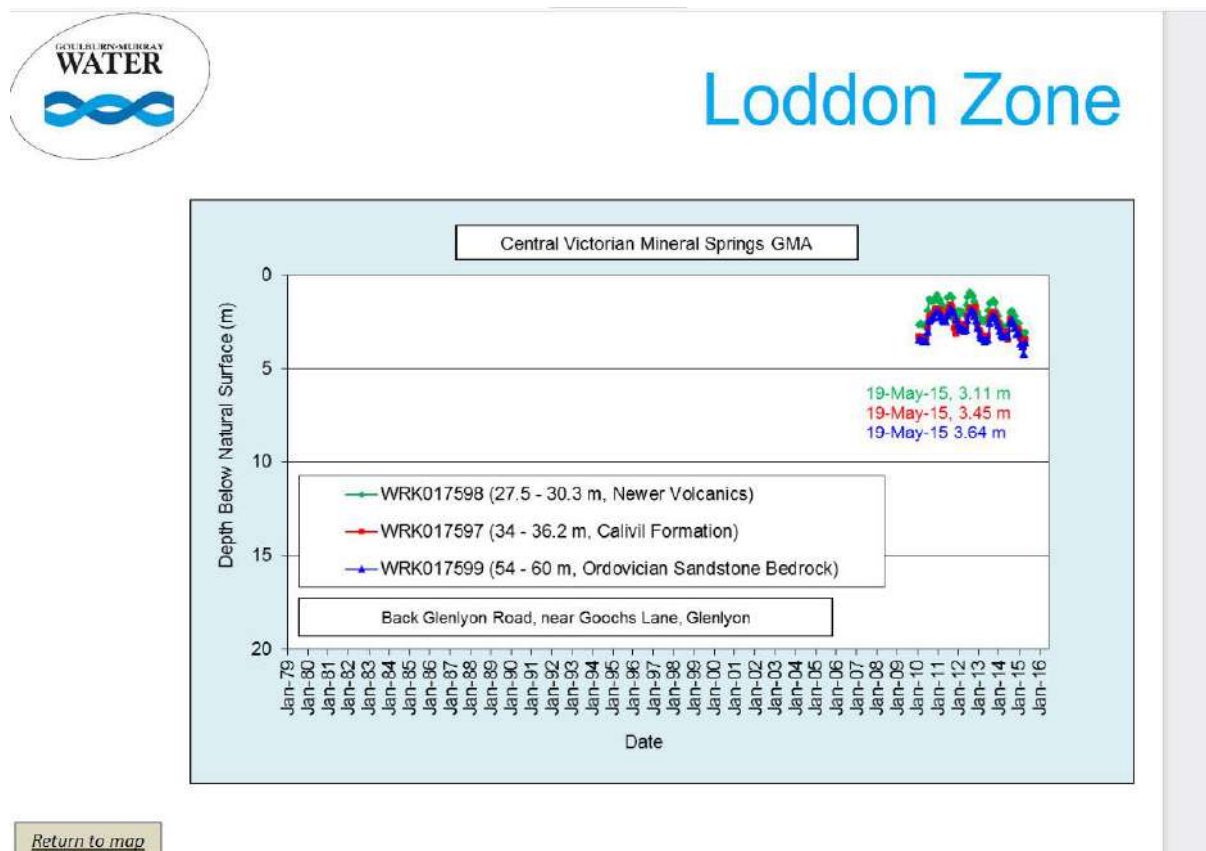
[https://www.abs.gov.au/AUSSTATS/abs@.nsf/Previousproducts/1329.0Main%20Features22008%20\(Re-Issue\)](https://www.abs.gov.au/AUSSTATS/abs@.nsf/Previousproducts/1329.0Main%20Features22008%20(Re-Issue))

VINEYARD IRRIGATION

*The average usage of water was 3.2 megalitres per hectare. South Australia's average was 2.7 megalitres per hectare, with New South Wales having an average of 3.8 megalitres per hectare and Victoria averaging the highest level at **4.1 megalitres per hectare**.*

Glenlyon and the district immediately around the Township are under intense development pressure. The issues of sustainability of water and risk of contamination of this water were highlighted at a recent meeting with GMW representatives at Glenlyon Hall. The monitoring bore dropped 1 metre between 2011 and 2016. Andrew Harbour of GMW claimed without providing the hydrograph data at the meeting, that it had replenished in recent years.

But both Mathew Pethybridge and Andrew Harbour of GMW agreed the unmetered domestic and stock bore usage in the Township was of increasing concern especially with the increasing growth and lack of oversight of bore licences and monitoring by DELWP. Currently Trentham is experiencing water stress and may well run out of water in the next few years. The residents of Glenlyon do not wish to experience the same fate.



The monitoring bore dropped 1 metre between 2011 and 2016 – to be confirmed by GMW if this has continued and is now 2 metres lower or has replenished. BUT the next El Nino phase with more demand, availability of water will become a serious problem in Glenlyon.

“Organic Winery” another “GREEN WASH” application

There have been a number of these “Green Wash” applications in recent years. One of which was so blatant that they chose to **compound** their “Green Wash” status as soon as the VCAT ruling was issued.

The “Hotel Spa at 33 Collins Rd” PA1519, PA1733 PA1618 applied for a “Rainwater Harvest” **no bore onsite condition from all permits**, to win council approval. The condition was imposed on all permits by HSC and endorsed by VCAT. 4 Months after VCAT the owners applied to Hepburn Shire Council and Council then applied to GMW, the referral authority, who imposed the condition, to have the “Rainwater Harvest” no bore onsite condition removed from all permits. In August of that year they succeeded. They now have a bore with a licence for a 1 million litre of water on a site that Neil Repacholi, the now retired planning officer for GMW states the site is “too saturated to absorb 1 million litres of water and effluent.”

Note: The rainfall data demonstrates unequivocally that this 6000 sq m (1.5 acre site) is deemed too saturated to absorb any additional moisture for over 6 months of the year.

The site is completely over developed – despite 13 on site car spaces the owners’ and trades’ vehicles are constantly parked off the property – the development is a planning MESS and an environmental contamination problem in waiting. Our road is rapidly eroding due to high traffic and if HSC approves this over development all the same problems will occur in Torpys Lane.

GLENLYON DESPERATELY NEEDS A DEVELOPMENT MORATORIUM
GLENLYON GROWTH UNCHECKED - NO WATER / SEWER SERVICES INFRASTRUCTURE

2019 – 2021

26 new sites approved at “the Hamlet” (includes 7 subdivisions x 2 allotments = 14)
+ 9 other recent approvals (2019-2021) in Glenlyon
= 35 / 121 existing = **28.9% growth**

Future: subdivision of existing farmland on old 1860’s township zone plan:

In south Glenlyon if this development proceeds unchecked
+ 71 possible (includes 21 subdivisions x 2 allotments = 42
- considered High Risk - if the reduced Allotment areas < 4000 sq m (1 acre)
at the Hamlet are allowed)

This is a total of 106 potential new houses, septic systems and potential groundwater bores
= 106 / 121 existing
= **87.6% growth in houses, septic systems and potential bores in low growth Glenlyon**

Conclusion:

I request that the HSC Planners and Councillors reject this planning application **PA1249.01** for a new dwelling and vineyard as inappropriate development on a marginal site.

**Objection to Planning Permit
Application PA1249.01 for 106 Torpys Lane, Glenlyon**

ATTACHMENT 11.1.3

To Whom It May Concern, Hepburn Shire Council Planning Department

Application PA1249.01 for 106 Torpys Lane, Glenlyon

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OVERLAYS: Bushfire Management Overlay (BMO),

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Application PA1249.01 for 106 Torpys Lane, Glenlyon

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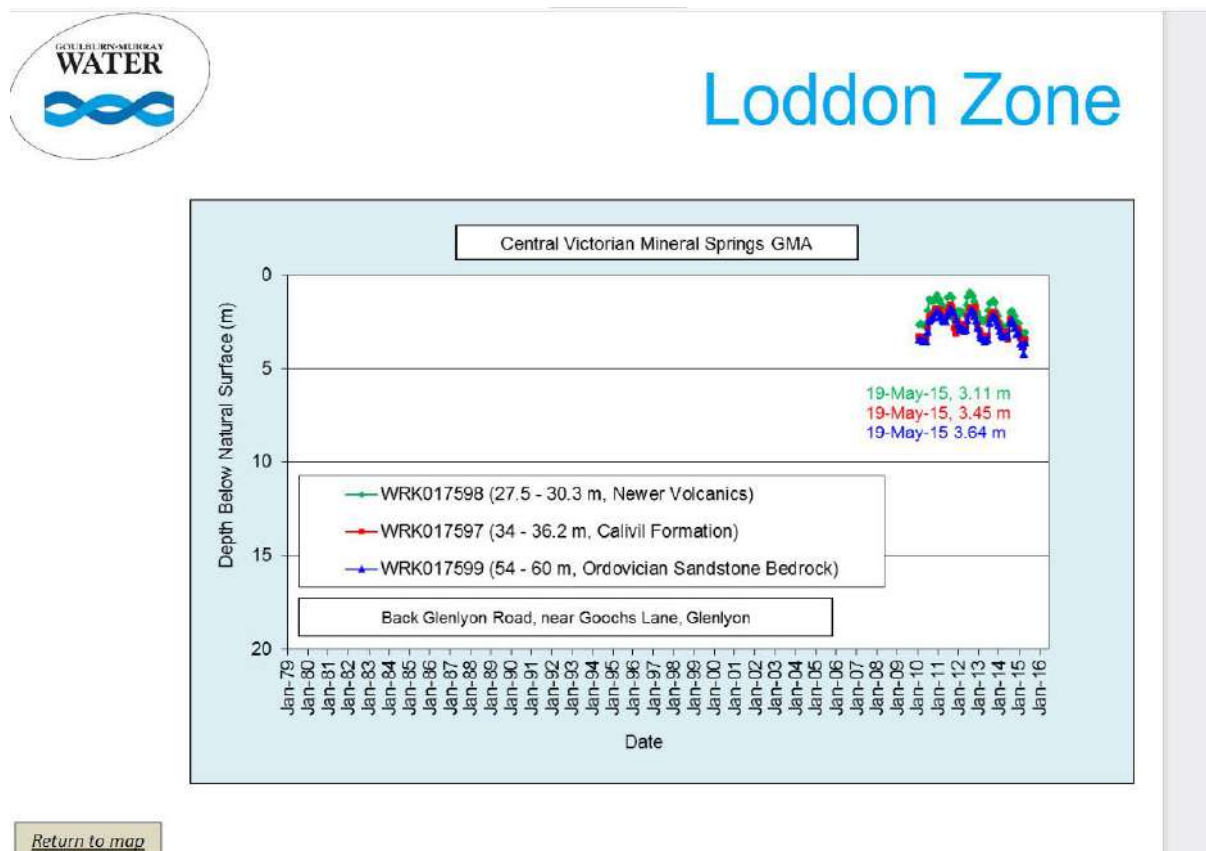
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at the Hamlet are allowed)

This is a total of 106 potential new houses, septic systems and potential groundwater bores
= 106 / 121 existing

= 87.6% growth in houses, septic systems and potential bores in low growth Glenlyon

Conclusion:

I request that the HSC Planners and Councillors reject this planning application **PA1249.01** for a new dwelling and vineyard on this marginal site as inappropriate development on a marginal site.



File No:

Rec'd Date: 10 DEC 2021

Rec'd By: DOMINIAN DUKE

Action By:

Reg No:

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA-1249

Proposal: PROPOSED WINERY & BUILDING

Who has applied for the permit: FELICITY BROWN

WHAT ARE THE REASONS FOR YOUR OBJECTION?

- ① FRAGILE ENVIRONMENT - SEDIMENTARY & SEPTIC RUN-OFF INTO KANGAROCK CREEK
- ② POWERFUL OWLS, PHASOGANES & PLATYPUSES PRESENT ON SITE.
- ③ INCREASED DENSIFICATION OF POPULATION WITHIN FIRE ZONE WITH POOR & LIMITED ACCESS ROAD.
- ④ OVER DEVELOPMENT. 19 ACRES INSUFFICIENT ALLOTMENT (MIN. 50 ACRES / FARM ZONE)
- ⑤ WATER CONSULTANT REPORTS MOD-SEVERE

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

CONSTRAINTS RE CLAY SOIL AND SEPTIC DISPOSAL

I WILL NOT BE IMMEDIATELY AFFECTED BY THE PERMIT GRANT. I LIVE IN CHENNYON & VALUE THE ENVIRONMENT. WE ARE LOSING SPECIES TO WATER & SOIL DEGRADATION & SUBSEQUENT HABITAT & FOOD LOSS TO

Please use block letters

Planning & Environment Act 1987


 SHIRE COUNCIL

WHAT APPLICATION DO YOU OBJECT TO?

 Permit application no. PA1249.01

 Proposal: for a vineyard and rammed earth house

 Who has applied for the permit: Land Owner and Consultant
WHAT ARE THE REASONS FOR YOUR OBJECTION?

The application is dangerous development on steep land sloping down into Kangaroo Creek when there is no reticulated water or sewerage disposal infrastructure. Machinery needed for construction of a house and vineyard will be very dangerous along Torpys Lane, particularly the steep uphill and downhill section that runs from the right-hand bend going up Torpys Lane to the site. There are no pull over areas as the road drops away sharply on the left side, and rises steeply on the right side. Any soil disturbance will increase sedimentary runoff into the creek plus more septic waste water very close to the creek. This is not acceptable.

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

I live directly opposite the proposed development.
 I am a permanent resident
 I am a regular user of Torpys Lane
 Wildlife lives in the old eucalypts which will be removed and I want their habitat conserved.
 Green Gully Road is not safe for any increase in heavy machinery/trucks and I reach my home via this road
 Kangaroo Creek which runs through my property and on through the proposed site

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If insufficient space, please attach separate sheet

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



Or Tick Box ☐ Date: 12/12/21

CONDITIONS TO PLANNING PERMIT APPLICATIONS

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Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

HEPBURN SHIRE COUNCIL

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA1249.01

Proposal: Dwelling and Vineyard

Who has applied for the permit: Felicity Brown Town Planner

WHAT ARE THE REASONS FOR YOUR OBJECTION?

1. Site is under 20+ ha on farming zoned land
2. Over-development along hazardous dead end road
3. Community rehabilitation work on Kangaroo Creek jeopardised by development
4. Septic runoff into Kangaroo Creek
5. Green Gully Road - dangerous for heavy vehicles and increased traffic
6. Chemical run-off and soil disturbance with a vineyard - soil into creek

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

Our property is a short distance downstream of proposed development on Kangaroo Creek and abutts the edge of the waterway. The proposal will have a serious effect on our section of the creek. Travelling on Green Gully Road is already a hazard. Any increase in traffic, especially heavy vehicles, will make it more dangerous.

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If insufficient space, please attach separate sheet

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

Or Tick Box ☐ Date: **12 Dec 21**

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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Objection to Planning Permit Application Amendment PA-1249.01

(106 Torpys Lane, Glenlyon)

File No:

Rec'd Date: 13 DEC 2021

Rec'd By:

Action By:

Reg No:

I claim standing to object to this application on the following grounds:

- I am a frequent visitor to friends in Torpys Lane and have been since 2007; I visit there about twice per week on average.
- I am a resident and landholder in Hepburn Shire and I am concerned to see that proper and legal planning procedures are followed, as this affects us all.
- As a resident and environmentalist, I am concerned that planning and development should be appropriate, and should protect our environment.

Flawed planning permit application process

The planning process has followed a very strange path:

- 07/JUN/2016 - PA-1249 was granted.
No work was commenced.
- 15/JUN/2018 - PA-1249 was granted an extension, Ref. DOC/18/23128
No work was commenced.
- 19 Nov 2018 - 106 Torpys Lane was sold to the current owners
- 8/JUN/2020 - PA-1249 requested an extension, Ref. DOC/20/27296
Still no work had commenced.
I have no reference to indicate that this request for extension was ever granted.
- 27/4/2021 - PA-3201 permit application received by HSC (as entered in the planning register). Development cost was estimated at \$500,000. It attracted objections.
- 28/6/2021 - PA-3201 withdrawn.
- 05/JUL/2021 - PA-1249 was again granted an extension, ref. DOC/21/39988
- 19/10/2021 PA-1249.01 received by HSC. This application for an amendment to the original (PA-1249) permit was lodged by a different planning consultant. The development cost, for an essentially identical design to that proposed in PA-3201, is now given as \$900,000.

(Most of this timeline was given to me by [REDACTED] in response to a question, see Endnotes ¹).

The consultant for both the original permit PA-1249 in 2016 and PA-3201 in 2021 was Regional Planning & Design Pty. Ltd., 13 Bridport Street Daylesford 3460 (Sam Thompson). The consultant was clearly of the opinion that a new planning application was necessary for the new owners with their greatly revised design, hence PA-3201. I assume the consultant was competent and that if he considered that an amendment could be made to the old permit (PA-1249 with extensions, if they existed) he would have done so, rather than starting from scratch and applying for a new one.

The application for amendment PA-1249.01 comes from a different consultant, Felicity Brown. 'Magically', the new consultant now relies on the old 2016 permit PA-1249, with extensions (if they exist and are valid), and has applied for a Section 72 amendment. One must ask, does Felicity Brown have a 'particular relationship' with Council officers, that enables her to do what Sam Thompson, with all of his experience as a planner, could not?

Incidentally, I have been unable to find a registered business name, company name or ABN associated with 'Felicity Brown Urban Planning and Design'. Also I note that no ABN is quoted on her letterhead in documents submitted as part of PA-1249.01, nor even on her website (<https://felicitybrown.com.au/>). ABNs are required to be quoted on public documents such as letterheads. The question must then also be asked: does Felicity Brown have standing to represent the applicant to Council?

It appears that the planning process has not followed the legal requirements specified by the Planning and Environment Act 1987.

The document '8/JUN/2020 - PA 1249 requested an extension Ref. DOC/20/27296' records only that an extension was requested. I see no matching document that confirms the request for extension was granted. Was this an oversight, or does such a document not exist? If it does not exist, then permit PA1249 lapses and further extensions or amendments cannot legally be contemplated.

There is case law at VCAT that confirms extensions must be explicitly granted, and cannot be implied by the conduct of the parties. See *Sewells Finance Ltd v Colac Otway SC* [2003] VCAT 423 (14 April 2003) https://www.austlii.edu.au/cgi-bin/viewdoc/au/cases/vic/VCAT/2003/423.html?context=1;query=expired%20planning%20permit%20s69;mask_path=au/cases/vic/VCAT#disp1. (Tribunal Consideration paragraphs 35-41). The idea that an application, initially granted for two years, should be allowed to drag out with extensions beyond five years with no work commencing, is contrary to the spirit of the Act. Extensions should be granted only with a valid reason.

If it be found that the planning process to date has failed according to the requirements of the Planning and Environment Act, due to incompetence or improper dealings, then the application PA-1249.01 should be struck out, and my further criticisms of the development are moot.

Incorrect description as 'four bedroom dwelling'

The plan shown (Drawing TP1-101) is essentially two dwellings, not one. The two dwellings are joined together only by a common deck and the common rammed earth wall. There are two quite separate entry doors, one on either side of the deck.

Although only one kitchen is shown, it would be a small matter to incorporate a kitchenette into the room described as a 'rumpus room', making the two parts of the so-called 'four bedroom dwelling' each fully a fully self-contained two bedroom dwelling. I suspect this is the applicant's intention.

'The Architects brief was also to design a floor plan to accommodate living spaces for the owners as well as for their children and grandchildren' (Town Planning Report, p5). So the youngsters are fed in the dining room and then sent scurrying across the deck in the rain to go to bed? Sorry, I don't buy it.

The design has the hallmarks of two AirBnB style accommodations that could be let together or separately. I suspect that this planning application is for a commercial tourist development, not a 'dwelling'.

Inflation of development cost

'Magically' the development cost of \$500,000 quoted in PA-3201 has ballooned to \$900,000 in PA-1249.01, for the same design. I don't know what is behind this. Is the applicant trying to 'tempt' Council with a higher rateable value?

Wastewater treatment: 'heroic' measures required

Provincial Geotechnical Pty. Ltd. State in their report (p10) that 'A detailed irrigation system design is beyond the scope of this report, however a general description of subsurface irrigation is provided here for the information of the client and Council'. They then go on to give as an example system scaled for five persons. The plan for the building accommodates 8 persons. A pressure-compensating subsurface irrigation system is recommended. This is a sophisticated system which requires a high level of maintenance, suggested at least monthly.

The treatment system design is incomplete.

There is no guarantee that the sophisticated system will receive the maintenance level required for its proper operation, and I doubt Council has the capacity or inclination to monitor it.

Over-development for tourism in a bushfire prone area

Torpys Lane is a single lane dead end road. The existing AirBnb 'Gabion Hill' at 120 Torpys Lane comprises two dwellings (the smaller of which is described as a 'studio', but is fully self-contained and sleeps four). Gabion Hill has at been advertised for 14 to 16 guests. The other adjacent property at 30 Torpys Lane, 'Green Gully House' is also an AirbnB and accommodates six guests. The proposed development

accommodates eight guests.

So in total, between the two existing properties and the proposed development, there would be accommodation for 30 guests.

Such a concentration of people and cars at the end of a single lane road, with adjacent bushland, in bushfire season, is a disaster waiting to happen. Even the CFA baulk at sending a truck into such situations in the event of a fire, because of the danger of entrapment.

I submit that permitting a development for eight persons at 106 Torpys Lane would exacerbate an already high risk level.

[REDACTED] s
[REDACTED] e
[REDACTED] l
[REDACTED] g
[REDACTED] t

Please use block letters

Rec'd Date: 14 DEC 2021

Planning & Environment Act 1987

Rec'd By: LINDA W. @ DAKE

Action By:

WHO IS OBJECTING:

[Redacted]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. P.A. 1249.01

Proposal: Dwelling and vineyard

Who has applied for the permit:

[Redacted]

WHAT ARE THE REASONS FOR YOUR OBJECTION?

- This development will potentially cause degradation of Kangaroo Creek and turbid water can flow into the Loddon River.
- Overdevelopment on land zoned farming.
- No infrastructure - ~~No~~ support - dwelling & vineyard - ie. septic waste^{system}, roadways, reticulated water.
- How will septic run-off be managed?
- This region is the headwaters to the Loddon River and GMW should protect it.

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

As a long term resident of D'ford and regular visitor to Torpup Lane I feel dismayed at seeing rural lifestyle developments on Victoria's fertile farming land. The long term effect of this will bring hardship to us all, and future generations.

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If insufficient space, please attach separate sheet

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Date: 13/12/21

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► OBJECTION TO A PLANNING APPLICATION

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA 1249-01 106 Torpeys Lane Glenlyon

Proposal: Dwelling with vineyard

Who has applied for the permit: Felicity Brown Town Planning and Urban Design

WHAT ARE THE REASONS FOR YOUR OBJECTION?

This is an area of environmental significance. It provides habitat for rare and endangered species such as the powerful owl and phascogales. It is important that we maintain biodiversity as we now have a better understanding of its importance. Further residential development will necessarily disturb

the habitat. The applicants have provided a Plan for restoration of the land. This should be an enforceable condition in the event the Council consents to the building of a dwelling.

It is important that there be no run off of pollutants into Kangaroo Creek and

it is noted that there are some risks in having a septic system in such an area. The LCA is dated in 2016 and prepared for a different dwelling.

An added concern to such a development is the difficulty of accessing this area in the event of a bushfire.

See over page >

► OBJECTION TO A PLANNING APPLICATION

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

I am a resident of Glenlyon and greatly concerned about the now rampant

development of an area with no reticulated water or sewerage, with the

consequent polluted run off into our waterways.

The applicants are to be commended for their ideas to restore the land and

apply organic principles to a future vineyard but is the Council going to supervise

whether any of these ideas become a reality. The Council needs to develop a

Structure Plan to enable the orderly planned development of a sensitive area.

*If insufficient space,
please attach separate sheet*

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Objection to Planning Permit Application PA 1249.01, 106 Torpys Lane, Glenlyon

I wish to lodge an objection to Planning Permit PA 1249.01.

I have provided links to various State Government websites which support my objection.

My interest in this planning permit application is as follows:

- I am a farming neighbour, directly opposite the proposed development, and a permanent resident.
- I am a resident concerned with the local environment.
- I am a citizen concerned with proper legal process.

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1. FAILURE OF PLANNING PERMIT AND PERMIT EXTENSION PROCESS

I allege that the planning process has not followed the legal requirements specified by the Planning and Environment Act 1987. The Planning Permit, to which this amendment applies, was issued in June, 2016 under very different conditions. At that time, the site was mostly covered by a pine plantation and the dwelling site was located on the flat ridge line requiring no removal of remnant eucalypts or understorey.

Five and a half years have elapsed since the issue of the original Permit PA1249. No construction work has been commenced in that time. Legal grounds for permit extensions have not been complied with.

Council has not been able to provide evidence of continuity of permit extensions. In particular, there has been no evidence presented (after enquiries to Council) that the extension requested on 8 June 2020 (ref. DOC/20/27296) was ever granted.

2. OVERDEVELOPMENT FOR TOURISM ACCOMMODATION

The proposed design splits neatly into two, with separate entries, divided by a common deck. Although only one kitchen is shown on the plan, I suspect there is a potential for a separate kitchen or kitchenette to be provided in the build or by a simple adjustment at a later time. I submit that the nature of this design betrays an intention by the applicant to create ***not one, but two dwellings***, with the purpose of creating one or two Airbnb accommodations.

The adjoining property to the north, 120 Torpys Lane, comprising a large, 4 bedroom house plus a second, fully self contained studio dwelling has been advertised to accommodate up to 16 guests on booking.com. The application for a Planning Permit stated it was a single dwelling and, despite the area being less than 1ha when the minimum requirement was 20ha, a planning permit was granted by Hepburn Shire Council. A second dwelling 120 Torpys Lane (marked on PA 1249.01), which I believe to be illegal, was established on the property in very close proximity to Kangaroo Creek. The dwelling for Planning Permit PA 1249.01 allows accommodation for 8 people. Together with the said neighbouring dwellings on 120 Torpys Lane to the north, 50m from the proposed site, plus the neighbouring property to the east, also an Airbnb with accommodation for six guests (30 guests total), represents an over-development of the area for tourism on land zoned Farming.

3. TROPYS LANE

Torpys Lane is a secondary, 900m, single vehicle, dead end dirt road with three permanent residents. As the only permanent resident at the far end of the road this has been inconsequential. Road use on weekends, public and school holidays to and from the existing Airbnb at 120 Torpys Lane, often five or six vehicles, along with party noise and an adjoining Airbnb property to the east, presents a serious hazard to wildlife. This will be exacerbated by any increase in housing density. Access for site construction is poor and potentially dangerous, and will adversely affect the condition of Torpys Lane. Likewise, Green Gully Road provides dangerous access for construction.

4. SEPTIC SYSTEM – KANGAROO CREEK

As stated in the application, reticulated water waste disposal is not expected on farming zoned land in this area within the next 10-20 years. Kangaroo Creek, flows into the Loddon River and has the potential to be effected by run-off from septic systems, of which there are currently two Airbnb's, providing accommodation for 22 people. If this permit is granted, residency will increase by eight. As a former Water Watch volunteer testing Kangaroo Creek, any increase in septic runoff bordering riparian land, particularly where this would provide accommodation for 30 people within a 500m stretch, has the potential to jeopardise the water quality of Kangaroo Creek now and for future generations.

The consultant geologist employed by the landowner states:

'3.7 For the soils in the proposed land application area a number of features present a moderate to major constraint and require a mitigation measure.'

And also states:

'This leaves nitrogen (N) as the limiting factor in this proposed development.'

Will Hepburn Shire Council enforce the complex management requirements of the proposed septic waste water system?

The geologist states:

'To ensure the land application system functions adequately, residents must:

- Regularly harvest (mow) vegetation within the LAA and remove this to maximise uptake of water and nutrients;*
- Monitor and maintain the subsurface irrigation system following the manufacturer's recommendations, including flushing the irrigation lines; Regularly clean in-line filters;*
- Not erect any structures and paths over the LAA;*
- Avoid vehicle and livestock access to the LAA, to prevent compaction and damage; and*
- Ensure that the LAA is kept level by filling any depressions with good quality topsoil (not clay).'*

5. EROSION – SEDIMENTARY RUNOFF

Logging is one of the most serious activities causing sedimentary runoff and slippage into a riparian zone. Clear felling of the former pine forest (further degraded by stump removal on the steep slope), and steeply sloping topography, has denuded the catchment riparian zone on this stretch of Kangaroo Creek. It remains vulnerable to erosion and slippage directly into the waterway.

<https://vfa.vic.gov.au/recreational-fishing/fishing-locations/inland-angling-guide/special-articles/sedimentation-of-waterways>

The steeply sloping land will have severe erosion and slippage directly into the waterway with channels of runoff already visible after recent heavy rain. I have an Assoc. Degree in Forestry Management, University of Melbourne, School of Ecosystem and Forest Science. My assessment regarding sedimentary runoff is supported by the forester in charge of thinning the pine forest over the last 20 years.

https://www.environment.vic.gov.au/_data/assets/pdf_file/0023/32486/Increase_in_sediment_input_into_Victorian_rivers_and_streams_due_to_human_activities.pdf

A construction and excavation works on this sloping site would add to the ecological threat by carrying sediment directly into the waterway. The proposed dwelling is sited on the steepest incline on the 7.6 ha property and this presents a serious issue for septic disposal.

5.1 Increased erosion processes on land

The major sources of increased sediment are generally those activities occurring in proximity to the stream channel. The amended site location is within 80m of Kangaroo Creek. Primarily, these activities involve disturbing the protective catchment vegetation layer (thus increasing opportunities for erosion) and/or compaction of riparian soils (leading to greater overland flow to the stream). In terms of volume of sediment generated and geographical distribution, the activities of most concern in Victoria are:

- stream bank degradation through stock access;
- riparian zone degradation through clearing or grazing; and
- run-off from roads, tracks and other infrastructure.

6. PLANNING AND ENVIRONMENT ACT 1987

I note the Panel, appointed by the Minister for Planning, (re Planning and Environment Act 1987) to provide recommendations or advice regarding whether or not Hepburn Shire Council amendments to planning schemes should proceed (17 Feb 2021).

<https://www.hepburn.vic.gov.au/wp-content/uploads/2021/03/Hepburn-C80hepb-Panel-Report.pdf>

The Panel Report includes the following:

The Victorian Farmers Federation (VFF) submitted:

The ‘20 hectare’ schedule should be removed as it is not an appropriate lot size to sustain modern agriculture and leads to a proliferation of ‘rural living’ style development in the farming zone.

The Panel acknowledges Council’s submission that this review is ‘step 1’ however it is considered critical that key policy issues are addressed in the short term. While the zoning and overlay controls enable, or allow certain use and development as of right, there is a high chance that development will continue to progress in a manner not consistent with policy.”

7. ENVIRONMENT

The application states the following responses (emphasis added):

‘Environmental issues

The impact of the proposal on the natural physical features and resources of the area, in particular on soil and water quality’.

The proposal preserves most on site forest and habitat

The impact of the use or development on the flora and fauna on the site and its surrounds.

The construction of a dwelling on site will preserve most on site habitat and therefore have minimal affect on surrounding land

The need to protect and enhance the biodiversity of the area, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge area.

*The proposal preserves **most on site forest** on steeply sloping land.'*

This is incorrect. No forest or wildlife habitat remains on the 7.7ha property, except the mature gums where the proposed dwelling is sited. These are to be modified/removed. The remainder of the property is totally denuded following clear felling of the pine forest. The remaining mature eucalypts fall within the 61m boundary permitted for removal/modification for bushfire mitigation once construction is completed.

Dry sclerophyll forest surrounds the region:

<http://www.viridans.com/ECOVEG/dry%20sclerophyll.htm>

'they (dry sclerophyll) are often the only parts of a rural landscape that contain any remnants of the native ecosystems and their loss or damage, due to road maintenance, widening and construction, rubbish-dumping, stock-grazing, fuel-reduction burns and landscaping with non-native species, will inevitably lead to a lowering of the regional biodiversity.'

This following is an excerpt from DELWP in response to my photographs confirming phascogale sightings in Torpys Lane.

"Good Morning 

WOW!!!

You are absolutely correct and extremely lucky to have both seen one and have one living around your house. Here is another picture...

Nowhere near as good as yours!!! They are carnivorous marsupials who feed on insects etc, also called a Tuan. They live in hollows and nesting boxes installed by caring individuals such as yourself. They are a species listed as Vulnerable and are rarely seen.'

Removal or disturbance of the remaining stand of eucalypts threatens survival of endangered/vulnerable species, non endangered species including sugar gliders (an important prey for powerful owl), microbats and other species displaced after 40 years of silviculture on the site. The Airbnb property next door to the applicant, at 120 Torpys Lane, currently has automated artificial, powerful up-lighting in trees for decorative purposes, all night, every night. This is a recognised threat to owls, their prey and other species. The

amended building site now requires removal/modification of remnant vegetation. This is unacceptable.

We are fortunate to have **Powerful Owl** recorded here, and as a threatened species in Victoria, rural lifestyle development further endangers their survival.

In its final recommendation the Scientific Advisory Committee (SAC 1994) has determined that the Powerful Owl is:

- significantly prone to future threats which are likely to result in extinction, and
- very rare in terms of abundance or distribution.

There are no reliable data on population size or densities of the Powerful Owl in Victoria or Australia. Expert opinion provided to the Scientific Advisory Committee (SAC 1994) considered that fewer than 500 pairs may exist throughout Victoria.

Despite the application stating there will be minimal impact on the environment it states:

‘SCHEDULE OF BUSHFIRE PROTECTION MEASURES Defendable space

The area of defendable space, shown hatched on Figure 9 on the previous page for a distance of 61 m around the proposed building or to the property boundaries, is where vegetation (and other flammable materials) will be modified’ etc..

7.1 Establishment of a vineyard

The establishment of a vineyard on land with a 17 or 18 degree slope, within 100m of the Creek, presents an unacceptable risk to the waterway, even with organic practices. ‘Organic practices’ does allow the use of organic fertilisers and some chemicals, e.g. copper sulphate, with consequent risk of nutrient and chemical runoff into the creek. Nutrient runoff increases the risk of blue green algae outbreaks.

The use of machinery to establish a vineyard and harvest, increases the land vulnerability to sedimentary runoff and slippage. This is unacceptable.

8. BUSHFIRE RISK

Rural lifestyle development further exacerbates bushfire risk management for the Glenlyon CFA and surrounding rural CFA’s.

Farmers, and permanent residents make up the majority of CFA volunteer firefighters. Rural lifestyle non-residents and Airbnb guests remain the most vulnerable in the event of a major bushfire. Planning permits granted by Hepburn Shire Council condone a proliferation of rural lifestyle dwellings on farming zoned land with a high fire risk. This will be subject to scrutiny in the event of a bushfire endangering or leading to a loss of lives.

Torpys Lane area is surrounded by dry sclerophyll forest, with an aged pine forest on the eastern side (Photo 16 in application) along the sole exit route. The granting of the

Planning Permit suggests an irresponsible approach, given recognised risks involved in ensuring an exit strategy for rural lifestyle residents or Airbnb guests in the event of a major bushfire.

The amended site is not on the cleared ridge line. The application states:

'SCHEDULE OF BUSHFIRE PROTECTION MEASURES Defendable space

The development has been sited to achieve BAL 29 defendable space, siting the house on a cleared ridge line away from low lying damp ground.'

The site is not on a cleared ridge line. It is sited amongst the only remaining eucalypts and understorey vegetation on the north west end of the property. The remainder of the property is cleared. Despite the applicant stating there would be minimal removal of vegetation, it states in its response:

'53.02-4.2 Defendable space and construction objective

The house has been sited to achieve BAL 29 defendable space (in accordance with Column C of Table 2 to Clause 53.02,) within the property boundaries. This is baes on the hazard of forest on a 15 to 20 degree downslope to the north east and south east (61m) and modified vegetation to the north and west'.

This objection has been sent to those listed below, along with my neighbours, in an effort to have Victorian State Government policy regulated and enforced to provide outcomes that support sustainability of ecologically threatened environments.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

CC:

Premier, The Hon. Dan Andrews MP

Minister for Planning, The Hon. Richard Wynne MP

Minister for Energy, Environment and Climate Change, The Hon. Lily D'Ambrosio, MP

Minister for Local Government, The Hon. Shaun Leane MP

Managing Director, Goulburn Murray Water Catchment Authority, Charmaine Quick

North Central Catchment Management Authority


DELWP

CEO Hepburn Shire Council

Hepburn Shire Councillors

The Hon. Catherine King MP, Ballarat

The Hon. Mary Thomas MP, State Member for Macedon

From: 
Subject: [Hepburn Shire Mailbox](#)
Date: Objection to PA 1249.01
 Saturday, 11 December 2021 7:34:41 PM

Objection to PA 1249.01

106 Torpys Lane Glenlyon 3461

Recent studies and reports of Victorian Waterways have shown that the integrity and health of our waterways, statewide, are in severe decline and the sustained viability and health of precious habitat areas is stressed and greatly compromised. Farming, deforestation, climate crisis, inappropriate over-development, sewerage runoff into waterways, soil degradation, chemical leaching, soil disturbance and sedimentary runoff; all have seriously negative impacts on waterways in particular. This region is the headwaters for the Loddon River and GMW should be involved in this permit application process.

Each new development and associated soil disturbance exacerbates a potential increase in the likelihood of a blue-green algae outbreak and loss of endangered species surviving in this area. In some cases leading to extinction. Application PA1249.01, for the type of development proposed, puts increased pressure on an already fragile and damaged ecosystem on the site after the pine forest was logged. Sedimentary runoff, already a severe problem, will be increased. This will kill fish, platypus, frogs, downstream of the proposed building/vineyard site.

Glenlyon locals along Kangaroo Creek have put considerable time and effort, over many years, to maintain the health of this stretch of the creek, including riparian surrounds. We all participated in a NCCMA River Tender Grant programme 20 years ago. The proposed site provides habitat to many native species including koalas, platypus, sugar gliders, powerful owls and phascogales. It would be negligent and irresponsible to consider the proposed development for this site acceptable.

- Chemical run-off from a proposed vine-yard would run directly into Kangaroo Creek. Vineyards increase the population of European wasps that are greatly detrimental to our native bees and wildlife.
- Soil disturbance and importation of soil presents risks by importing contaminants, foreign seeds and weeds.
- Further clearance of the last remaining remnant eucalypts on this site will severely reduce viable habitat.
- The complex and labour intensive management of septic waste is of great concern. These requirements must be undertaken regularly; what checks and balances are in place to guarantee the proposed system will adhere to “best practice” and be followed?
- Torpys Lane is severely compromised in its ability to safely carry any increase in traffic, particularly large vehicles with heavy loads,.
- Local neighbours care for, protect and sustain remnant pockets of precious native species habitat which is our irreplaceable natural vegetation and heritage.
- Planning needs to be extra sensitive to these issues.

I expect Council to consider my concerns regarding this application.



From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: Objection to planning permit 1249.01
Date: Friday, 10 December 2021 9:35:51 PM

Dear Hepburn Shire,

I am writing to voice my objection to the proposed development at 106 Torpys Lane Glenlyon, planning permit number 1249.01.

I strongly object to this proposed plan because over the time that I have lived here I have observed the land and wildlife that lives within it including many threatened species such as the platypus, phascogale and powerful owl and strongly object to any development that could potentially degrade the environment in which they live.

I feel this plan does not have them in mind on 3 basis's

1. The proposed building site will require the removal of old growth trees to make way for the proposed building.
2. The sites sedimentary and septic runoff if not maintained and monitored will adversely affect Kangaroo Creek a vital life source for the native wildlife.
3. The proposed development is very large considering the small allotment making a big impact on the animals that transition through this space.

I also feel the construction phase will place a lot of pressure on the roads and the people that drive on them everyday. Torpys Lane has a very sharp and often blind entry and exit once you come down the hill and as a resident of this area I am already challenged to meet the demand of the increasing traffic on Green Gully Rd often contending with large oversized machinery driving me off the road putting myself and my family's life at risk.

Yours Sincerely

[REDACTED]

Objection to Planning Permit Application PA 1249.01, 106 Torpys Lane, Glenlyon

I wish to lodge an objection to the above planning permit.

The two main reasons for my objection are :-

1.The potential adverse effect on the environment, in particular Kangaroo Creek

2.Safety concerns due to increased traffic on Green Gully Road and Torpy's Lane

Kangaroo Creek is an important environmental asset to Hepburn Shire and it is the shire's duty to protect it. I do not understand why a permit is being considered for potentially two dwellings and recently, a vineyard, on land zoned farming. Vineyards, whether organic or not, must use chemicals and due to the steep slope of the land , runoff will go directly into the creek.

There is also the issue of the septic system to consider with the accompanying adverse impacts on Kangaroo creek.

I have been a resident of the area for over thirty years and regularly use Torpy's Lane to access the surrounding forest on horseback. Due to the continuing increase in traffic on Green Gully Road, I transport my horse by float to a friend's property on Torpy's Lane. I have serious concerns about the safety of continuing to do this , especially as the last kilometre of road is a single lane.

A previous Vcat ruling stated that Green Gully Road is a safety concern due to the bushfire risk and the poor state of the road. I have observed a huge increase in traffic along this road in recent years.A new dwelling(s) and business on Torpy's Lane would only exacerbate the safety issues which have previously been brought to the shire's attention.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: Objection to Planning Permit PA1249.01 106 Torpys Lane Glenlyon
Date: Sunday, 12 December 2021 8:54:25 PM
Attachments: [image0.jpeg](#)
[image1.jpeg](#)

To whom it may concern,

I am writing to object to planning permit PA1249.01 106 Torpys Lane Glenlyon.

We are residents permanently residing in Green Gully Road Glenlyon. This is a one lane road with passing traffic needing to move off the bitumen to pass oncoming vehicles safely. Most visitors to the area rarely refuse to move off the road forcing other drivers to literally stop to allow them the pass. This is terribly dangerous not to mention the amount of wildlife killed on this road due to driver ignorance. This area is also of great environmental significance. To allow construction of yet another vineyard will increase road traffic. It's a dangerous road already with a ridiculous speed limit of 100km. This is insane.

I also understand the permit will allow a vineyard which creates further concerns due to potential chemical leaks into Kangaroo Creek. This property is clearly unsuitable for this purpose. We already have two vineyards that use Green Gully rd to access their sites. One now being used for weddings. On weekends we have a stream of cars, taxis, people movers and Buses using this poorly managed and maintained road. Where are councils concerns for long residing residents who purchased properties for the very reason of living a peaceful quiet life? Not Turing it into a money grabbing venture.

We have the Loddon River which flows through the bottom of our property which Kangaroo Creek flows into. We have had a number of platypus sightings in this section of the Loddon River not to mention the native vegetation which grows prolifically.

I truly hope council can understand the importance of protecting this area and decline this planning application.

Kind regards

[REDACTED]



Planning & Environment Act 1987

Who has applied for the permit:.....

[illegible]

► HEPBURN SHIRE COUNCIL PO Box 21 Daylesford 3460 T: 03 5348 2306 council@hepburn.vic.gov.au hepburn.vic.gov.au

► OBJECTION TO A PLANNING APPLICATION

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

.....

.....

.....

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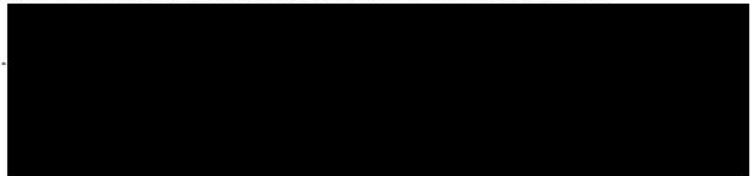
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*If insufficient space,
please attach separate sheet*



IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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

PA1249-01 Application for Dwelling 106 Torpys Lane Glenlyon (<7.5 hectares, Farming Zone)

I wish to object to the above application on the following grounds:

1. Inappropriate process

Proper process is important for the community to retain confidence in Council decisions. Hepburn Council has adopted a less than normal process for this application and has acted unreasonably in re-activating an expired permit and extending this permit after a new application had been withdrawn.

Background to the application (PA1249-01)

In April 2021 the owners of the above property submitted an application for a dwelling (PA3201) on a <7.5 hectare site in a Farming Zone at 106 Torpys Lane Glenlyon. This site adjoins Kangaroo Creek, and is covered by an ESO and a BMO. It almost entirely sits within an area of Aboriginal Cultural Heritage sensitivity. This application was not in association with any rural use. Application PA3201 was advertised and received a number of objections (>2).

This application was withdrawn in June 2021, presumably because it had little or no chance of success. If it had a chance of success, pursuing this application would have been the cheapest and quickest way for the applicant to obtain a permit.

Subsequent to the withdrawal of the above application, Hepburn Council then (in July 2021) extended a permit that had been issued in 2016, and which had previously expired (PA1249). This prior permit had been issued in association with a pine forest that was removed 2017. My understanding is that the adjacent landowners (including agricultural properties in the immediate area) were not given notice of this original application.

A chronology provided by the Council indicates that an application to extend PA1249 was made in June 2020 but the Council have been unable to provide any evidence that the permit was extended (and given the removal of the pine forest in the interim there is good reason why it may not have been extended). For some reason this chronology also suggests that there was a notice of decision issued by VCAT for A1249. My understanding is that VCAT were not involved in the decision to approve PA1249 and that it was approved by Council officers under delegation. No works under PA1249 have ever commenced and no building permit has been issued (and other necessary pre-conditions have not been met). The applicant does not currently have a right to build on the property.

In extending the permit in 2021, immediately after the withdrawal of PA3201, Council acted unreasonably. One of the considerations in the extension of a permit is whether a new permit is likely to succeed (*Kantor v Murrindindi Shire Council* (1997) 18 AATR 285). The withdrawal of PA3201 is an indication that a new application was unlikely to succeed. Further, the Council cannot lawfully extend an expired permit, nor can an expired permit be modified under s72 of the Planning and Environment Act 1987 (*Mondib Group Pty Ltd v Moonee Valley City Council* [2021] VSC 722).

Having submitted a new application (PA3201), and the Council having processes this application and advertised it, it is unreasonable for the Council or applicant to claim that there was an existing permit in place (and they are potentially legally precluded from doing so).

The original permit (PA1249) is not attached to the s72 application (PA 1249-01). The Council advised objectors that an FOI request was required to view a copy of the original permit, a requirement at odds with s70 of the P&E Act. The requirement for an FOI request in order to see a copy of the permit, would allow the Council to delay release of the permit until after the time for objections had passed. The Council eventually relented and provided a copy of the permit to me (but not to the other objectors). Given that the current s72 application leaves next to nothing of the original permit unchanged one wonders what advantage was considered to be gained by the s72 amendment. Perhaps of relevance is the applicant's request, as part of their submission of PA1249-01, that the application not be advertised. It is believed that the Council initially agreed to this request and that the application was only placed on the Council advertised application site after a community member complained. The impression is that the pursuit of the s72 amendment was designed to apply a lower level of scrutiny to the application, with the potential for it to have been approved over the Christmas break, without the community having become aware of it until after the permit had been granted.

The re-activation of PA1249 also appears to have been orchestrated in order to negate the objections that had been lodged to PA3201 (specifically objections to the use of the land for a dwelling).

The Council has not followed proper or reasonable process with this application.

2. The application under s72 (PA 1249-01)

The Council must consider, on the merits, the difference between what was approved under the original permit PA1249 and what is proposed via the amendment PA 1249-01¹. The changes appear to be a transformation of the original permit, as what was approved under PA 1249 has little in common with what is currently proposed.

The changes under the s72 application include:

1. **A different dwelling constructed of different materials**. The use of rammed earth has the potential to impact Kangaroo Creek either via excavation to obtain materials on-site or through the importation and storage of material (ie potential for erosion and turbidity). This may endanger platypus that have been identified as inhabiting Kangaroo Creek (as well as water quality in general and other wildlife).

There is the potential to introduce contaminated soil material if it is obtained off-site. The construction of a rammed earth home may also produce greater off-site amenity impacts through the requirement for truck movements and noise associated with the ramming of the walls. This may significantly impact agricultural uses on adjacent properties, including inhibiting access to these properties, degradation of Torpys Lane, and though the direct

¹ Objections to this could be difficult to formulate for those to whom Council have denied access to view the original permit.

impact of noise on livestock (eg causing horses to startle and run through fences, injuring themselves).

2. A new building envelope which will now require the removal of native vegetation, and which would allow for the removal of most of the remnant vegetation on the site through the establishment of a defensible space. The land is otherwise mostly denuded of trees and approval of application PA1249-01 would threaten most of the remaining mature native vegetation on the site. This vegetation provides habitat for endangered species such as the powerful owl and the brush tailed phascogale (which are present on the property or in the immediate area).

The removal of vegetation may also make the dwelling site prone to land-slip.

The proposal for a dwelling on such an incredibly steep part of the site, shows a total disregard for human life, and ignorance of the potential impacts of fire on a site accessed via a narrow, heavily treed road offering limited escape options. The design and siting of the building (windows facing a steep N/NE upwards slope, with an earth-cut behind) would mean that survival by staying in place would be compromised. The proposed dwelling site is BAL-40 or BAL-FZ.

The threat to life in case of fire is intensified in the case of dwellings used for tourist accommodation, where the occupants will not have a fire plan, and may have little understanding of bushfires. Such tourist accommodation may also pose risks for adjacent permanent residents (e.g. adjacent agricultural properties), who may be faced with assisting large numbers of tourists who seek help in the case of fire (given that the dwellings are not used as B&Bs, and the tourists occupy these buildings in the absence of the owners).

The proposed dwelling design associated with PA1249-01 is amenable to use as 2 dwellings occupied by up to 8 tourists².

3. A different agricultural use. The original permit PA1249 was granted in 2016 in association with a mature pine forest³, which is clearly marked on the approved plans. This forest was harvested in 2017. The current owners have owned the property since 2018 and have not used the property for any agricultural purpose, and the property is unfenced. There has been very minimum or no revegetation on the property.

In submitted PA3201 in April 2021, the owners did not propose any associated agricultural use. The submission of plans for a vineyard as part of PA1249-01 appears little more than an attempt to justify a dwelling in association with a confected agricultural use. It is apparent

² The adjoining property at 120 Torpys lane (<1hectare) had approval in 2012 for a dwelling in association with a rural use, believed to be a herb farm. The agricultural use was never established, and the Council's enforcement officer has stated that the Council does not have a copy of the farm plan. Details of the approval as being in association with a rural use also appear to have been deleted from the current version of the Hepburn's historic plan register, despite the register still including 2012 applications. 120 Torpys Lane has been advertised for use for up to 16 guests in 2 dwellings and has also been advertised and used as a wedding venue, for large numbers of guests. Council has shown a total disinclination to enforce the permit conditions.

³ It is unclear how PA1249 was granted, given that a mature pine forest does not require a dwelling for its management. Hepburn Shire Council refused a number of similar applications in 2016 for the use of small lots as a dwelling in association with proposed agricultural uses.

that there are no other buildings that are proposed as part of the application (such as a shed to store equipment and the supplies needed for a vineyard). It is unclear whether the applicant has applied for a license to use a bore for agricultural purposes. I am reliably informed by local vignerons that Shiraz is unlikely to ripen in Glenlyon.

An organic vineyard still uses chemicals (eg copper and nitrogen, both of which will pose a risk to Kangaroo Creek). I am aware of one organic vineyard in the region which through some unknown mechanism has potentially killed a large stand of mature eucalypts on an adjoining property (possibly due to excess nitrogen). The establishment of the vineyard would also require the extermination of a large mob of kangaroo and other native wildlife that currently inhabit the property. The proposal will have a dramatic and negative impact on biodiversity if approved.

There is no need for the owners to live onsite in order to manage a vineyard. For the project's \$900,000 budget, the applicants could buy a nice house in the Glenlyon township (approx. 4 kilometers away) and manage the vineyard from there. The dwelling does not relate, nor is it necessary, for the proposed agricultural enterprise.

As the establishment of a vineyard will entail significant ground disturbance, a CHMP may be required for this purpose?

4. **Revegetation.** The proposed revegetation plans appear at odds with the need for defendable space and the plans for a vineyard.

Planning Considerations

The approval of application 1249-01 would be contrary to State Planning Provisions:

- 13.02-1S (Bushfire Planning),
- 14.02-1S (Catchment Planning and Management),
- 14.02-2S (Water quality),
- 16.01-3S (Rural Residential Development), which requires "Protecting existing landscape values and environmental qualities such as water quality, native vegetation, biodiversity and habitat", and discourages "development of small lots in rural zones for residential use or other incompatible uses".

And to the Local provisions:

- 21.08 (Rural Land Use & Agriculture) which discourages "development in areas where environmental values, rural resource values and infrastructure requirements present limitations to development potential".
- 21.09 (Environment and Heritage) which requires the maintenance of water quality and the protection of vegetation and habitat areas, including grasslands, streams and associated riparian zones and enhancing the linkages between these areas. Protecting the quality of groundwater. Addressing the management of landscapes and landscape features, including the identification and protection of significant trees. Protecting people, assets and the environment from the threat of wild fire.

- 22.04 (Rural Land) It is policy that the responsible authority considers the impact of any new land use and development against the potential for continued agricultural activity and production on the subject land or adjoining or adjacent surrounding land. *(This is also relevant because no notice was given to adjacent landowners of the original permit PA1249, despite that development being directly opposite a house and an entrance gate to another property i.e. a situation where there was obvious potential for detriment).* The Rural Land Policy at clause 22.04 provides detailed guidance for dwelling proposals in rural areas. Amongst other things, an objective and policies that assist in the exercise of discretion ask that dwelling proposals show the ongoing use of land for productive agricultural activity is not diminished and that development is directly related to an agricultural enterprise.
- 35.07 (Farming Zone) which requires that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture. Primacy is attached to use and development that supports agricultural activity rather than the creation of stand-alone residential use and development.
- 71-02-03 (Integrated decision making) “in bushfire affected areas, planning and responsible authorities must prioritise the protection of human life over all other policy considerations”.
- 71.02 (Operation of Zones) “Because a use is in Section 2 does not imply that a permit should or will be granted. The responsible authority must decide whether the proposal will produce acceptable outcomes in terms of the Municipal Planning Strategy, the Planning Policy Framework, the purpose and decision guidelines of the zone and any of the other decision guidelines in Clause 65”.

I also refer the Council to **Department of Treasury and Finance v Hepburn SC** [2021] VCAT 210 (11 March 2021) which was a similar application for a permit in a Farming Zone which the Council refused, a decision affirmed by VCAT

How I am affected?

I have kept my horse on the property opposite [REDACTED] for more than 20 years, and regularly stay on the property. I am a regular user of Torpys Lane and have intimate knowledge of the wildlife and landscape in the area. I am concerned about the maintenance of native vegetation, the protection of waterways, and the threats posed to biodiversity through loss of habitat. I am also concerned by increased residential densities in fire-prone rural areas, the risk to life this poses, and that this can hamper evacuation of residents and livestock in times of emergency (e.g. my horse). Having recently completed a course in anti-corruption I am also concerned about bias in Council decisions, and lack of proper process. All community members are affected when Council disposes of proper process, fails to consider relevant considerations, considers irrelevant matters, acts unreasonably, or shows bias in its decision making.

I also own a vineyard in the Macedon Ranges region.

[REDACTED]
[REDACTED]
[REDACTED]

From:

To:

Subject:

Planning application 1249.01

Date:

Monday, 13 December 2021 10:45:50 AM

My objection to Planning Application 1249.01

- a) Greengully Rd and Torpy's Lane are both clearly unsuitable for any further traffic, particularly the type of heavy vehicles necessary for building construction.
- b) The water in Kangaroo Creek and the Loddon River has the very likely possibility of permanent contamination from the run off from septic systems. Already there are 2 systems in Torpy's Lane catering for 22 visitors. A further system in this application brings the number of septic users to 30
- c) A vineyard on a slope of 17 or 18 degrees within 100 mtrs of Kangaroo Creek would pose a detrimental risk to the water in the creek and consequently the Loddon River.

I could write further. This is clearly an unacceptable application with significant detrimental effects on the surrounding land and water and resident wildlife.

11.2 PA 3359 - USE AND DEVELOPMENT OF LAND FOR THREE ADDITIONAL DWELLINGS, ALTERATIONS, AND ADDITIONS TO AN EXISTING DWELLING AND FOUR LOT SUBDIVISION OF LAND AT 12 FEELEYS LANE TRENTHAM INTERIM DIRECTOR COMMUNITY AND DEVELOPMENT

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

ATTACHMENTS

1. PA 3359 - Combined Compressed Application [**11.2.1** - 111 pages]
2. PA 3359 - Referral Response - Powercor [**11.2.2** - 2 pages]
3. PA 3359 - Referral Response - Country Fire Authority [**11.2.3** - 2 pages]
4. PA 3359 - Referral Response - Coliban Water [**11.2.4** - 2 pages]
5. PA 3359 - Referral Response - Goulburn Murray Water [**11.2.5** - 2 pages]
6. PA 3359 - Referral Response - Council Engineering Department [**11.2.6** - 3 pages]
7. PA 3359 12 Feeleys Lane Trentham Objections combined and redacted [**11.2.7** - 12 pages]

EXECUTIVE SUMMARY

This application seeks to subdivide land at 12 Feeleys Lane, Trentham (a sewerred land parcel of approximately 8000m²) to four lots, develop 3 single storey dwellings on Lots 1-3 and increase the existing dwelling on Lot 4. The site is located with the Low Density Residential Zone (LDRZ) and is subject to the Bushfire Management Overlay (BMO) and Environmental Significance Overlay (ESO1).

Planning application PA 3359 includes plans for subdivision as well as plans for development. The plans consider removal of vegetation in consideration of the bushfire planning objectives.

The application is being referred to Council as a total of 7 objections have been received, raising concerns including change to the neighbourhood character; increase in traffic; construction noise; loss of vegetation; amenity impacts including increased pressure on infrastructure.

It is recommended that a Notice of Decision to Grant a Permit be issued with conditions for a four lot subdivision including construction of three dwellings on Lots 1, 2 and 3 and alterations and additions to the existing dwelling on lot 4.

OFFICER'S RECOMMENDATION

That Council, having caused notice of Planning Application No. PA 3359 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 12 Feeleys Lane, Trentham, Lot 3 of CS001678H (15177) for the four lot

subdivision of land and construction of three dwellings, 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 advertised plans but further modified to show:*
 - a. Notation on plans requiring that the 10,000L rainwater tank for each dwelling is to be used for grey water including flushing of toilets and landscaping irrigation. This does not include the 10,000L water tank required for CFA use.*
 - b. All changes as required to the Bushfire Management Plan, as outlined at condition 24.*

No Variation

- 2. The development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.*
- 3. The layout of the subdivision as shown on the endorsed plan must not be altered or modified (whether or not in order to comply with any statute, statutory rule or Local Law, or for any other reason) without the prior written consent of the Responsible Authority.*

Public Open Space Contribution

- 4. Prior to the issue of a Statement of Compliance a Public Open Space Contribution of 5% of the land value must be paid to the Responsible Authority in accordance with Section 18 of the Subdivision Act 1988.*

Mandatory Conditions

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

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

Councils Engineering Department Conditions

Stormwater Drainage

- 10. *Prior to Statement of Compliance, all underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to the commencement of construction. The drainage works shall include the provision of an onsite stormwater detention system designed to ensure that the post development runoff does not exceed pre development runoff from the development.*

The drainage works shall be installed to transport stormwater runoff from the subject land and surrounding land and/or adjoining road(s) to an approved point of discharge. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed prior to the issue of the statement of compliance.

Return period for a Detention system is to be 20%AEP where there is overland escape path and 1%AEP if the failure of the detention system will cause property damage or inundation of freehold titles.

11. *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment, not just the immediate development, including any new infrastructure that may be required to convey stormwater to a registered waterway. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surrounding road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.*
12. *All allotments shall be provided with drainage outfall (house connection) connected to the underground drainage system to the satisfaction of the Responsible Authority. House drainage connection shall be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 505.*
13. *Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.*
14. *Prior to Statement of Compliance, all drainage easements deemed necessary by the Responsible Authority must be provided by the Permit Holder to protect and facilitate existing and future drainage infrastructure. Easements shall also be provided through properties between the development site and the nominated legal point of discharge. Minimum width of drainage easements shall be 2.0m for stormwater.*
15. *Drainage easements shall be created to allow for gravity stormwater drainage to the satisfaction of Responsible Authority.*
16. *If the proposed stormwater drainage system includes any works to be undertaken during house construction stage, the Owner must enter into a Section 173 Agreement with the responsible Authority under section 173 and 174 of the Planning and Environment Act, requiring that such works shall be constructed and completed during house/building construction stage.*
17. *The Owner must pay all of the costs and expenses including Responsible Authority's lawyers checking fees in relation to preparation, execution, registration, enforcement and cancellation of this Agreement including costs for obtaining necessary consents if required by the Land Titles Office before registration of this Agreement.*
18. *It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPPEM (Best Practice Environmental Management) Guidelines.*

Access

19. *Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.*
20. *Prior to statement of compliance the following will be constructed for approval:*

- a. *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.*
 - b. *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'.*
 - c. *Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.*
 - d. *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.*
21. *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.*
22. *All engineering works must be constructed and completed prior to statement of compliance.*
23. *All engineering costs incurred in complying with the above conditions shall be borne by the permit holder.*

Country Fire Authority Conditions

Endorsement of Bushfire Management Plan

24. *Before the development starts, an amended Bushfire Management Plan must be prepared to the satisfaction of CFA, then submitted to and endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority. The plan must be generally in accordance with the plan prepared by Bushfire Planning and Design, Version 1, dated 21 August 2021 but modified to:*
- a. *Clearly show trees that will be retained; and*
 - b. *Ensure the trees shown on plan as being retained do not conflict with the vegetation management wording.*

Mandatory Bushfire Management Overlay Conditions

25. *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.*

Goulburn Murray Water Conditions

26. *Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.*
27. *All works within the subdivision must be done in accordance with EPA Publication 1834 Civil Construction, Building and Demolition Guide (November 2020).*
28. *Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.*
29. *Prior to Statement of Compliance being issued the existing house must be connected to reticulated sewerage and the onsite wastewater management system decommissioned to the satisfaction of Council's Environmental Health Officer.*
30. *All stormwater discharged from the site must meet the urban run-off objectives and Standard C25 as specified in Clause 56.07-4 of the Victorian Planning Provisions. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.*

Coliban Water Conditions

31. *The owner is required to provide reticulated water and sewerage services to each of the lots within the subdivision and comply with any requirements arising from any effect of the proposed development on Coliban Water assets. Services are to be provided in accordance with our specifications.*
32. *All Coliban Water assets within the subdivision, both existing and proposed, are to be protected by an easement in favour of Coliban Region Water Corporation.*
33. *If sewer servicing of each of the lots created is to be by pressure sewer rather than provision of traditional gravity sewer then; New Customer Contributions (NCC's) for pressure sewer will apply to each lot being connected to the reticulated infrastructure required. This NCC is to provide developer funding for the supply, installation and ongoing maintenance requirements by Coliban Water for the property assets on each lot including tank, pump and control box. The supply and installation will be completed by our approved contractors after an application to connect is received.*
34. *Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must make payment to Coliban Water of New Customer Contributions (NCCs). These contributions are based upon the number of additional allotments connected (or to be connected) to Coliban Water's water, sewer or recycled water networks. A quote will be supplied to the owner on the referral of the Certified plan of subdivision.*

Powercor Conditions

35. *The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.*
36. *The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.*
37. *The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).*

Permit 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 four years of the date of this permit.*
 - c. *The subdivision is not started within two years of the date of this permit.*
 - d. *The subdivision is not completed within five years of certification.*

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

Notes

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

Given the application includes building and works, a Section 173 Agreement is not necessary.

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

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

Mr Clinton Steele addressed Council in support of the application.

Ms Kim Moiler addressed Council in objection to the application.

Mr Michael Worthington addressed Council in objection to the application.

MOTION

That Council, having caused notice of Planning Application No. PA 3359 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987, decides to refuse to grant a planning permit for the Use and development of land for three additional dwellings, alterations and additions to an

existing dwelling and four lot subdivision of land at 12 Feeleys Lane, Trentham on the following grounds:

- 1. The removal of vegetation from the land will impact the environmental values of the site and that of the surrounding areas fauna and further to Wombat Forest being inconsistent with Clause 12.01-1L.*
- 2. The generation of noise from use will have an adverse impact on the amenity of the area, inconsistent with Clause 13.05-1S.*
- 3. The further development of the land will detrimentally impact the natural environment and is not in keeping with the Decision Guidelines of the Low Density Residential Zone at Clause 32.03-6.*
- 4. The development of land for dwellings has not prioritised the protection of human life, presents an immediate risk to life from bushfire attack and is not accordance with Clause 44.06.*
- 5. 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 Brian Hood

Seconded: Cr Lesley Hewitt

Carried

BACKGROUND

Site and Surrounds

The site is located at Lot 3 of CS001678H, also known as 12 Feeleys Road, Trentham.

The subject site has an area of 8,003m² and is located on the south-east corner of Mulcahys Road (north) and Feeleys Lane (west). The lot currently contains a single detached dwelling sited in the southern quarter of the land. The site is generally flat without any significant slopes.

The land is 'wedge shaped' with a frontage to Mulcahys Road of 20m plus a splay for entrance to the accessway, being Feeleys Lane. The site has a frontage of 193m to Feeleys Lane and a rear boundary of 91.34m.

The rear of the lot abuts common property that services Lots 1 to 6 of CS001678H and includes a wetland with associated green space. All dwellings to common property are located toward the wetland area with the exception of Lot 4 where the dwelling is located away from the wetland. All lots are well vegetated.

Feeleys Lane extends south-east from Mulcahys Road and terminates at the end of the common property. Mulcahys Road extends into the Trentham township with residential properties located either side.

The Wombat State Forest extends east and south from the end of Feeleys Lane.

To the west of the subject site, dwellings at #3 and #5 Feeleys Lane occupy lots of approximately 2000sqm. Further west off Mulcahys Road, Wallaby Jack Road is a looped road, providing access to approximately 11 dwellings on lots of 2000sqm, as well as 4 dwellings on larger allotments.

The subject site is located 1.5kms from the centre of Trentham.

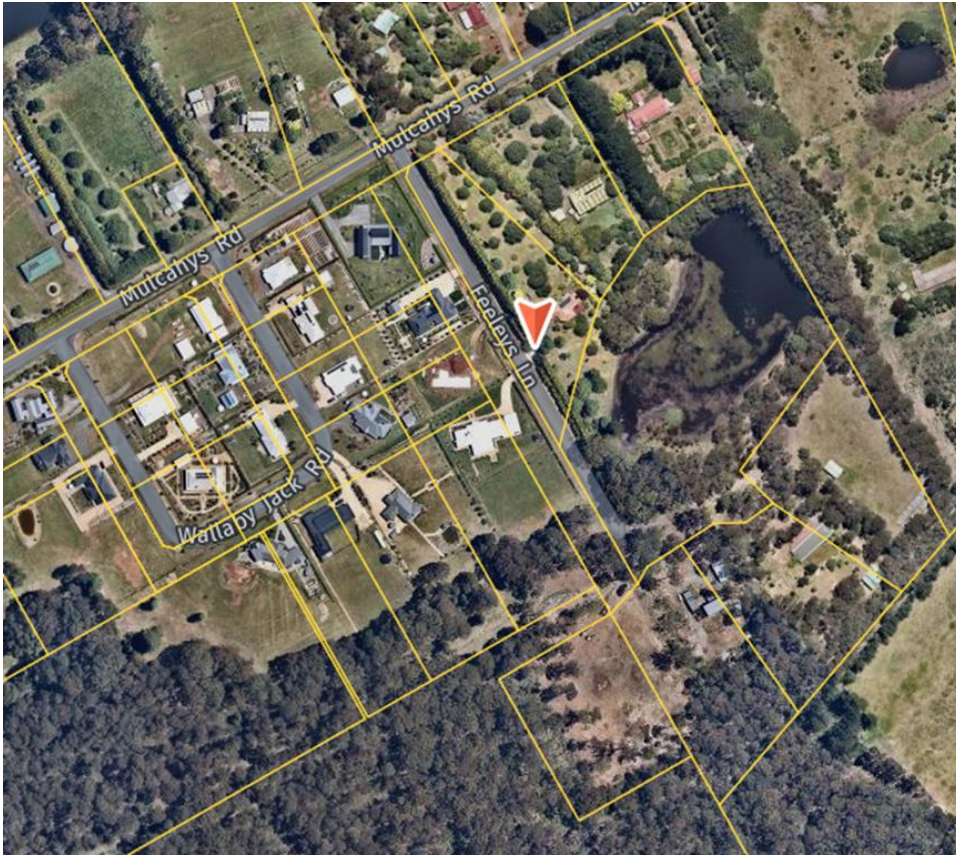


Figure 1 – Subject site and surrounds

Proposal

The application proposes to subdivide the land into four lots.

It is also proposed to create alterations and additions to the existing dwelling on lot 4 and to construct three single storey dwellings on each lot.

The four lot subdivision includes Lot 1 closest to Mulchays Road extending south to Lot 4 including the existing dwelling. Each lot is to be improved with a single storey dwelling.

Specifically, the land is proposed to be subdivided as detailed below. A snapshot of the lot layout is shown at Figure 2:

- Lot 1 - 2,000 square metres with sideage to Mulchays Road;
- Lot 2 - 2,000 square metres;
- Lot 3 - 2,001 square metres; and

- Lot 4 - 2,002 square metres and includes the existing dwelling to be extended and upgraded.

Reticulated sewerage services are available and can be connected to each lot.

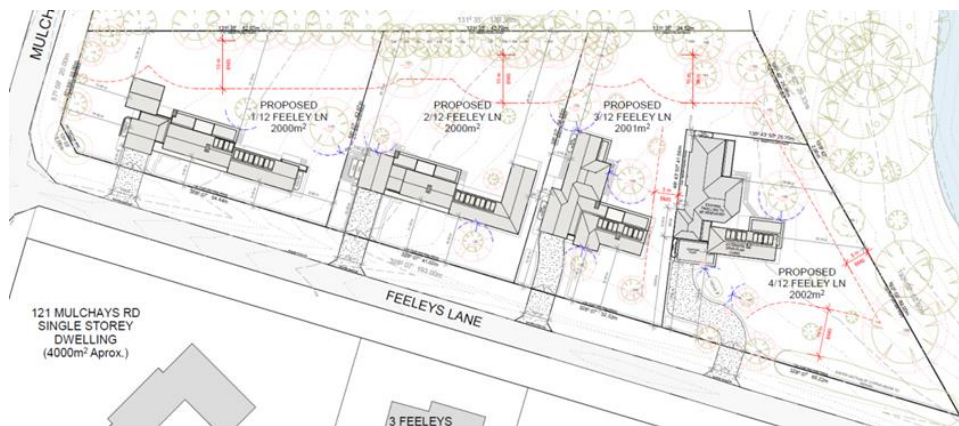


Figure 2 – proposed lot layout and position of dwelling

It is proposed to construct a single storey dwelling on 3 allotments and undertake substantial alterations to the existing dwelling on lot 4. Each dwelling will include 4 bedrooms and includes a double garage with access from Feeleys Lane. The setback of each dwelling is increased as the land progresses east.

Each accessway is shown as 5m wide, satisfying CFA requirements, and being consistent with other driveways on nearby lots.

The existing dwelling is to be retained with all internal walls to be removed (no permit trigger) to allow for additions and alterations to the dwelling. The external verandah and alfresco area will be removed as well as the door to the garage (no permit trigger).

It is proposed to add a new 'wing' to the east of the existing dwelling, including retention of the garage as a single car garage and a new workshop, with a covered tandem space beneath a carport to the front of the garage. A new alfresco area will be provided to the north of the new living wing with direct access from that space.

The garage wall will become a boundary wall with Lot 3, with a length of 6.03m and height of approximately 2.6m (2.528m to floor level).

Each dwelling will be provided with 2 x 10,000L water tanks, with 1 located within 4m of vehicular access, made from steel and provided with CFA fittings, and the other for general use.

A mix of materials is proposed, including face brickwork, timber look cladding to ensure BAL compliance and metal deck roofing. Gable ends present to the frontage and roof pitch of 27 degrees (in the main) is provided.

Overall site coverage is approximately 16%.

Vegetation is proposed to be removed across the site to provide building envelopes and defensible space to satisfy CFA requirements.

A Bushfire Management Statement accompanies the application and identifies the site as requiring protection to a BAL29 level.

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Low Density Residential Zone (LDRZ)
Overlays:	Bushfire Management Overlay (BMO) Environmental Significance Overlay, Schedule 1 (ESO1)
Particular Provisions	Clause 53.01 – Public Open Space Contribution Clause 53.02 – Bushfire Planning
Relevant Provisions of the PPF	<ul style="list-style-type: none"> • Clause 11.01-1S Settlement • Clause 11.01-1R Settlement - Central Highlands • Clause 11.01-1L Township and settlements • Clause 11.03-6S Regional and local places • Clause 12.01-1S Protection of biodiversity • Clause 12.01-1L Native vegetation and habitat protection • Clause 12.01-2S Native vegetation management • Clause 12.05-1S Environmentally sensitive areas • Clause 12.05-2S Landscapes • Clause 12.05-2R Landscapes - Central Highlands • Clause 12.05-2L Landscape management • Clause 13.02-1S Bushfire planning • Clause 14.02-1S Catchment planning and management • Clause 14.02-1L Catchment and land protection • Clause 14.02-2S Water quality • Clause 15.01-01S Urban design • Clause 15.01-1L Urban design • Clause 15.01-2S Building design

	<ul style="list-style-type: none"> • Clause 15.01-04S Healthy neighbourhoods • Clause 15.01-6S Design for rural areas • Clause 16.01-01S Housing supply • Clause 16.01-03S Rural residential development 	
Under what clause(s) is a permit required?	Clause 32.03-3 LDRZ1	Subdivision
	Clause 44.06-2 BMO	Subdivision; Buildings and works (dwelling)
	Clause 42.01-2 ESO	Subdivision; Buildings and works (dwelling) in ESO (Lot 4 only)
Objections?	7	

KEY ISSUES

Response to Policy Planning Policy Framework

This application provides for an incremental increase in the density of lots of 3 additional lots, with connection to reticulated sewage.

Council's vision at Clause 02.03-1 is that the growth of Trentham is contained within the designated township boundary and that development is concentrated into defensible parts of existing township boundaries. Development is supported, including new residential areas and infill development, that responds to its setting and surrounds.

The subject site is within the Trentham townships. As shown on the map at Clause 11.01-1L, the subject site is close to land marked for residential infill and is set well apart from areas of native vegetation of habitat significance. The site is able to utilise existing infrastructure and a Bushfire Management Strategy has been provided with the application to demonstrate mitigation of bushfire.



Figure 3 – Trentham township map, Clause 11.01-1L

The site is not located on a significant ridgeline and is located on a key connector road to Trentham township. This adequately addresses landscape management policy (Clause 12.05-2L).

The site is identified within a bushfire hazard area and is subject to the Bushfire Management Overlay. Policy of Clause 13.02-1S is considered in the application of that overlay.

Clause 15.01-3L – Subdivision in Hepburn Shire, requires the following:

“New subdivision adjacent to township boundaries does not cause an adverse impact on the visual amenity of the rural hinterland and that new subdivisions are designed to protect and maintain habitat corridors, natural landscape features, large trees and visual amenity values of adjacent forests, and connect to walking trails.”

It is considered that the subject site is well within the township boundary and subdivision of 2000sqm lots is in accordance with the zoning and the vision of larger residential lots as the township boundary extends toward farming land.

It is considered that the creation of an additional 3 lots on Feeleys Lane will not impact on any habitat corridors, with the location of the designated edge of Wombat State Forest south of the subject site and not abutting the land or removing vegetation form a corridor. The majority of vegetation on the site is identified as exotic, with all native vegetation located on abutting lots or within the common property area.

As such, it is considered the application complies with the subdivision policy.

It is determined that the subdivision and proposed development of one single storey dwelling on each lot appropriately considers the planning scheme policy.

Zoning and Overlay Considerations

The proposal responds appropriately to the purposes of the zones and overlays which apply to the land which, inter alia, support the intensification of use and development on the lot.

The area around central Trentham includes land zoned as Neighbourhood Residential, extending to Low Density Residential as the buffer to farming land beyond. Land to the west of Feeleys Lane opposite the subject site, at #3 and #5 Feeleys Lane has been subdivided to provide smaller lots in the LDRZ. Wallaby Jack Road also provides a subdivision area of 12 lots with an area of approximately 2000sqm. Figure 4 shows a zoning plan of the area with hatching to those lots where subdivision is approved but not registered. This includes Lot 4 of CS001678H where the land has been approved for a 2 lot subdivision of 4000m² each.

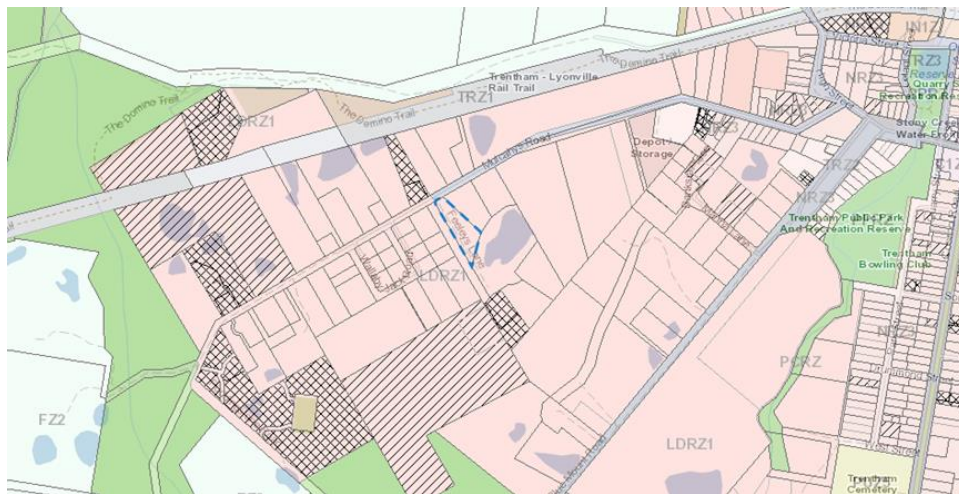


Figure 4 – Zoning and subdivision of surrounding land

Low Density Residential Zone

The subject site is zoned LDRZ for which the purpose is:

“To provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater.”

The zoning allows for ‘lifestyle’ residential lots to be established in a transitional area between the township commercial centre, the general residential land within the township and the rural / farming land to the south.

The schedule to the LDRZ does not require any variation to the minimum subdivision area and as such any area must be at least 0.2 hectare for each lot with connected reticulated sewage.

Each proposed lot satisfies the minimum area specified.

The Decision Guidelines requires consideration of:

- *The protection and enhancement of the natural environment and character of the area including the retention of vegetation and faunal habitat and the*

need to plant vegetation along waterways, gullies, ridgelines and property boundaries.

- *The availability and provision of utility services, including sewerage, water, drainage, electricity, gas and telecommunications.*
- *The relevant standards of Clauses 56.07-1 to 56.07-4.*

Each lot will have access to utilities. The Bushfire Management Plan notes at AM5.3 that a variation is requested to retain:

- 49 exotic trees on each lot providing they do not touch or overhang new dwellings or the existing dwelling or its extension;
- A min 2m distance to be maintained from the dwellings from the nearest retained exotic tree with a 5m canopy separation between any retained tree.

This has been considered by the CFA who does not object to the variation. As such, the environment of the area is considered to have been adequately contemplated in the placement of lot boundaries and dwellings.

The hedging that abuts the western boundary is considered a weed and its removal is supported. New landscaping opportunities are provided to the front of each new dwelling.

Environmental Significance Overlay, Schedule 1

As the lots are to be connected to the reticulated waste water system, concerns of water quality impacts within the ESO1 are largely resolved.

A Stormwater Management Plan should be required as a condition on any permit issued to ensure that water runoff is adequately managed and the development will not create unreasonable off-site water quality issues.

Bushfire Management Overlay

The BMO seeks to ensure any new residential subdivision and residential development is undertaken in such a manner that defensible space can be achieved, buildings are constructed to an appropriate Bushfire Attack Level (BAL), sufficient fire-fighting water is retained on site in an approved tank, and practical access (depending on lot size) to this tank is provided (or a stand-pipe) for CFA use.

A Bushfire Management Plan has been prepared for this application to a BAL29 rating.

The management of each lot has allowed for retention of the existing cyprus hedge and 49 existing trees. It is considered that the BMP has adequately assessed the existing conditions on the site and provides for the retention of key elements including the boundary hedge and as many trees as possible, including large trees on proposed Lots 3 and 4 where a TPZ line indicates compliance with minimum clearance of the canopy.

The CFA have considered the proposed BMP as adequate subject to clarification of tree placement.

Clause 53.02 applies to development and/or subdivisions within the BMO. As the proposed development is associated with a subdivision, Clause 53.02-4 applies as follows:

Measure	Assessment / Comment
53.02-4.1 Landscape, siting and design	
AM2.1	Defendable space can be provided in accordance with the landscape assessment.
AM2.2	The dwelling is sited as far as practically possible from the risk to the east and south and close to the public road.
AM2.3	The building is designed to satisfy BAL 29.
53.02-4.2 Defendable space and construction	
AM3.1	Defendable space in accordance with 53.02-5 can be provided within the proposed title boundaries. Some vegetation removal is required and detailed in the BMS provided with the application.
AM3.5	No native vegetation will be removed.
53.02-4.3 Water supply and access	
AM4.1	Water supply of 10kl and fire authority fittings will be provided to each dwelling and can adequately meet CFA access and fitting requirements.
53.04-4.4 Subdivision objectives	
AM5.2	A plan demonstrating the defendable space for a BAL29 is adequately provided. The BMP should be amended to clarify vegetation to be retained can be in accordance with setback requirements.
AM5.3	N/A - < 10 lots.
AM5.4	The subdivision does not increase the existing risk from public open space or communal areas.

Adherence to ResCode

The relevant standards of Clause 56 are assessed below:

Integrated Water Management	Assessment
<i>C22 - Drinking water supply objectives</i>	The site can be serviced by reticulated drinking water. This requirement should be included as a condition on any permit issued.
<i>C23 - Reused and recycled water objective</i>	10,000L rainwater tank is provided to each lot for the purpose of flushing toilets and watering gardens.
<i>C24 - Waste water management objective</i>	The site can be serviced by reticulated sewage. This requirement should be included as a condition on any permit issued.
<i>C25 - Stormwater management objective</i>	Council's Engineering Department has requested conditions to be included on any permit issued to ensure stormwater is adequately managed on each lot.

Public open space

Clause 53.01 sets out when an open space contribution should be levied, and where applicable, what percentage is payable. A contribution of 5% (as specified within the schedule) of the undeveloped land value is required to be paid. Conditions should be included on any decision which may issue requiring this payment to be made to Council prior to the issue of a Statement of Compliance.

POLICY AND STATUTORY IMPLICATIONS

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

No risks to Council other than those already identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application was advertised on 20 April 2022 by sending notification of the proposal to 13 adjoining and adjacent owners. Seven objections have been received.

Council acknowledged all objections and no consultation meeting has occurred.

Many of the points as raised by the objectors have been considered in this assessment. Outstanding objection points are considered as follows:

- *Advertising process*
 - A total of 13 abutting and nearby neighbours were notified of the application by letter. This included all owners and occupiers of the Lots 1-6 of CS001678H, in accordance with the requirements of the Planning and Environment Act 1987.
- *Subdivision density*
 - The land is zoned as Low Density Residential where lots that are connected to reticulated sewage can be subdivided to no less than 0.2ha, or 2000 square metres. The application is in accordance with the provisions of the zone.
 - Objectors have asked that a 3 lot subdivision be considered with access from Mulcaheys Road and Feeleys Lane. The proposed Lot 1 has a longer boundary along Feeleys Lane and a shorter boundary to Mulcahys Road, particularly as the site progresses north. This is considered appropriate and the shape of the proposed dwelling is accommodating of this.
 - Mulcaheys Road is a key road to Trentham township and crossovers should be discouraged where possible. It is considered more appropriate to use the laneway as provided.
 - Subdivision of 2000sqm lots can be seen opposite the subject site at #3 and #5 Feeleys Road and as well as to the rear of those lots at Wallaby Jack Road. The location of surrounding low density residential subdivisions is mapped on TP0.1 of the planning application plans.
 - There is no covenant on the property to restrict lot sizes. Council must consider the application against the planning scheme requirements of the day.
 - The creation of 4 x 2000sqm lots in this area is consistent with policy of creating additional lots within the Trentham township boundary.
- *Traffic / Construction*
 - Construction traffic during the subdivision process and development of the land is usual to residential areas, including low density residential. A permit condition can be included on any permit issued


to reduce impact on the amenity of surrounding properties during construction and to ensure that construction hours are appropriate.


- Feeleys Lane is designed to accommodate local traffic. The addition of 3 dwellings, close to Mulcaheys Road access, is within the capacity expectations of this road.
- Feeleys Lane is located away from the surrounding state forest and is not a designated wildlife corridor. The use of the road is limited to residential traffic and traffic speed is likely to accommodate the presence of wildlife.
- Wildlife is generally found around the wetland area. Two lots will have frontage to the common property with open boundaries, providing opportunities for wildlife to freely enter those sites, comprising 4000sqm of unimpeded space. This will provide sufficient separation between the common property and northern fencing of Lot 3.
- *Overlooking*
 - The cypress hedge located on the property to the north of the subject site will not be removed. The placement of new dwellings is to be no less than 10m from this hedge and is accommodated through in the BMP.
 - This will ensure the existing sense of seclusion between properties is not affected.
 - All hedging and trees to the south of the hedge on the proposed Lot 1 will be removed, in accordance with the council policy to remove environmental weeds (Clause 12.01-1L).
 - Each dwelling is single storey and located over 9m from adjoining sites with no unreasonable overlooking resulting.
 - Internal overlooking is mitigated through placement of windows on each dwelling and placement of fences between properties.
- *Utilities and services including access for emergency services*
 - The CFA are satisfied that adequate turning circles and access to water are provided within the four lot subdivision, noting that Feeleys Lane has been designed within a BMO.
 - Infrastructure is provided to the street including power, water and sewage. This is considered adequate for the creation of an additional 3 lots and dwellings subject to conditions.
 - The provision of a 10,000L water tank for the use of grey water, including irrigation and flushing of toilets will reduce the impact on water usage of each lot. A permit condition may be included that requires this to be notated on the plans.
- *Neighbourhood Character*
 - The nature of proposed single storey residential development within a low density residential area is appropriate.


- The shape of the proposed dwellings is considerate of the bushfire requirements to be setback from vegetation including the hedge to the north/east of the site.
- Low, single storey dwellings are appropriate for this site and in keeping with the surrounding character. The dwellings orientate to the north / east rear yards, providing privacy to future occupants of those dwellings. The dwellings have adequate separation and comply with CFA requirements.
- Dwelling styles in the surrounding area vary, including the wide buildings as constructed on Lots 1-6 around the common property, and the new buildings to the west of Feeleys Lane and around Wallaby Jack Road.
- The dwellings are modern in their design, with pitched roof form and materials that are appropriate for a BAL29. The materials are in keeping with the modern design of buildings at #3 and #5 Feeleys Lane and Wallaby Jack Road.
- The materials and colours schedule as proposed is considered appropriate for each dwelling.
- *Removal of vegetation*
 - No permit is required for the removal of vegetation. The BMP requests an exemption to the assessment of removal of vegetation for fire hazard, to ensure the retention of the existing cyprus hedge on the northern property and 49 existing trees.
 - This is considered appropriate. The properties provide adequate open space to the front of each dwelling, providing opportunities for bushfire appropriate landscaping. Large trees have been retained where possible, including trees close to the dwelling on proposed Lots 3 and 4.
 - The boundary trees to the eastern boundary of Lots 2, 3 and 4 are to be retained, ensuring the retention of vegetation character and privacy.
- *Other concerns: Increased pressure on Ambulance Services; loss of view; noise from additional occupants; loss of property value*
 - Property value, pressure to services such as Ambulance Victoria and loss of any potential views are not relevant to this planning permit assessment. It is considered any noise that eventuates from occupants of 2000sqm lots is usual to a low density residential area and is appropriate.


Application for a Planning Permit

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

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

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

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

 Click for further information.

Clear Form

The Land


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

Street Address *

Unit No.:	St. No.: 12	St. Name: Feeleys Lane
Suburb/Locality: Trentham		Postcode: 3458

Formal Land Description *


Complete either A or B.


 This information can be found on the certificate of title.

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

A	Lot No.: 3	<input type="radio"/> Lodged Plan	<input type="radio"/> Title Plan	<input checked="" type="radio"/> Plan of Subdivision	No.: CS001678H
OR					
B	Crown Allotment No.:		Section No.:		
Parish/Township Name:					


The Proposal

 You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

 For what use, development or other matter do you require a permit? *


The application seeks to subdivide the 8003m², 12 Feeleys Ln, Trentham property into four 2000m²+ sized blocks.

- Subdivided blocks 1,2 & 3 have a proposed new singles single storey 4 bedroom Dwellings with 2 car garage.
- Block 4 proposes to renovate and extend the existing dwelling.
- The proposal has worked closely with our brushfire management consultant to retain as many of the existing trees on the site as possible while providing an outcome we feel is acceptable by the CFA's safety standards.

 Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

 Estimated cost of any development for which the permit is required *

Cost \$2,000,000

 You may be required to verify this estimate. Insert '0' if no development is proposed.


Existing Conditions

ATTACHMENT 11.2.1

Describe how the land is used and developed now *

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

8003m2 block with an existing single storey 3 bedroom brick dwelling.


 Provide a plan of the existing conditions. Photos are also helpful.

Title Information

Encumbrances on title *

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

- ☐ Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- ☒ No
- ☐ Not applicable (no such encumbrance applies).

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

Applicant and Owner Details

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

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

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

Name:

Title: Mr

First Name: Clinton

Surname: Steele

Organisation (if applicable): Steele Studios Architects

Postal Address:

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

Unit No.: 6

St. No.: 251

St. Name: High Street

Suburb/Locality: Kew

State: VIC

Postcode: 3101

Contact information for applicant OR contact person below

Business phone:

Email: clinton@steelestudios.com.au

Mobile phone: 0412 544 227

Fax:

Contact person's details*

Same as applicant ☐

Name:

Title: Miss

First Name: Nina

Surname: Wang

Organisation (if applicable):

Postal Address:

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

Unit No.:

St. No.: 12

St. Name: Feeleys Lane

Suburb/Locality: Trentham

State: VIC

Postcode: 3458

Owner *

The person or organisation who owns the land

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

Name:

Same as applicant ☐

Title:

First Name:

Surname:

Organisation (if applicable): Steele Development & Co

Postal Address:

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

Unit No.:

St. No.: 90

St. Name: Beaches Lane

Suburb/Locality: Newbury

State: VIC

Postcode: 3458


Owner's Signature (Optional):

Date:

day / month / year

Declaration

This form must be signed by the applicant *

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

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

Signature:

Mr Clinton B Steele

Date: 26/08/2021

day / month / year

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



Need help with the Application?

General information about the planning process is available at planning.vic.gov.au

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

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

☒ No

☐ Yes

If 'Yes', with whom?:

Date:

day / month / year

Checklist

Have you:



Filled in the form completely?



Paid or included the application fee?



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



Provided all necessary supporting information and documents?



A full, current copy of title information for each individual parcel of land forming the subject site.



A plan of existing conditions.



Plans showing the layout and details of the proposal.



Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.



If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).



Completed the relevant council planning permit checklist?



Signed the declaration above?

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Planning Department
Hepburn Shire Council
PO Box 21
Daylesford VIC 3460

Customer Service Centre
Cnr Duke & Albert Streets
Daylesford VIC 3460

Contact information:

Phone: (03) 5348 1577

Email: shire@hepburn.vic.gov.au

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

Privacy Statement

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

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

The Land

Planning permits relate to the use and development of the land. It is important that accurate, clear and concise details of the land are provided with the application.

How is land identified?


Land is commonly identified by a street address, but sometimes this alone does not provide an accurate identification of the relevant parcel of land relating to an application. Make sure you also provide the formal land description – the lot and plan number or the crown, section and parish/township details (as applicable) for the subject site. This information is shown on the title.

See **Example 1**.

The Proposal

Why is it important to describe the proposal correctly?


The application requires a description of what you want to do with the land. You must describe how the land will be used or developed as a result of the proposal. It is important that you understand the reasons why you need a permit in order to suitably describe the proposal. By providing an accurate description of the proposal, you will avoid unnecessary delays associated with amending the description at a later date.

 Planning schemes use specific definitions for different types of use and development. Contact the Council planning office at an early stage in preparing your application to ensure that you use the appropriate terminology and provide the required details.

How do planning schemes affect proposals?

A planning scheme sets out policies and requirements for the use, development and protection of land. There is a planning scheme for every municipality in Victoria. Development of land includes the construction of a building, carrying out works, subdividing land or buildings and displaying signs.

Proposals must comply with the planning scheme provisions in accordance with Clause 61.05 of the planning scheme. Provisions may relate to the State Planning Policy Framework, the Local Planning Policy Framework, zones, overlays, particular and general provisions. You can access the planning scheme by either contacting Council's planning department or by visiting the Planning Schemes Online section of the department's website <http://planning-schemes.delwp.vic.gov.au>

 You can obtain a planning certificate to establish planning scheme details about your property. A planning certificate identifies the zones and overlays that apply to the land, but it does not identify all of the provisions of the planning scheme that may be relevant to your application. Planning certificates for land in metropolitan areas and most rural areas can be obtained by visiting www.landata.vic.gov.au Contact your local Council to obtain a planning certificate in Central Goldfields, Corangamite, Macedon Ranges and Greater Geelong. You can also use the free Planning Property Report to obtain the same information.

See **Example 2**.


Estimated cost of development

In most instances an application fee will be required. This fee must be paid when you lodge the application. The fee is set down by government regulations.

To help Council calculate the application fee, you must provide an accurate cost estimate of the proposed development. This cost does not include the costs of development that you could undertake without a permit or that are separate from the permit process. Development costs should be calculated at a normal industry rate for the type of construction you propose.

Council may ask you to justify your cost estimates. Costs are required solely to allow Council to calculate the permit application fee. Fees are exempt from GST.

 Costs for different types of development can be obtained from specialist publications such as Cordell Housing: Building Cost Guide or Rawlinsons: Australian Construction Handbook.

 Contact the Council to determine the appropriate fee. Go to planning.vic.gov.au to view a summary of fees in the Planning and Environment (Fees) Regulations.

Existing Conditions

How should land be described?

You need to describe, in general terms, the way the land is used now, including the activities, buildings, structures and works that exist (e.g. single dwelling, 24 dwellings in a three-storey building, medical centre with three practitioners and 8 car parking spaces, vacant building, vacant land, grazing land, bush block).

Please attach to your application a plan of the existing conditions of the land. Check with the local Council for the quantity, scale and level of detail required. It is also helpful to include photographs of the existing conditions.

See **Example 3**.

Title Information

What is an encumbrance?

An 'encumbrance' is a formal obligation on the land, with the most common type being a 'mortgage'. Other common examples of encumbrances include:

- **Restrictive Covenants:** A 'restrictive covenant' is a written agreement between owners of land restricting the use or development of the land for the benefit of others, (eg. a limit of one dwelling or limits on types of building materials to be used).
- **Section 173 Agreements:** A 'section 173 agreement' is a contract between an owner of the land and the Council which sets out limitations on the use or development of the land.
- **Easements:** An 'easement' gives rights to other parties to use the land or provide for services or access on, under or above the surface of the land.
- **Building Envelopes:** A 'building envelope' defines the development boundaries for the land.

Aside from mortgages, the above encumbrances can potentially limit or even prevent certain types of proposals.

What documents should I check to find encumbrances?

Encumbrances are identified on the title (register search statement) under the header 'encumbrances, caveats and notices'. The actual details of an encumbrance are usually provided in a separate document (instrument) associated with the title. Sometimes encumbrances are also marked on the title diagram or plan, such as easements or building envelopes.

What about caveats and notices?


A 'caveat' is a record of a claim from a party to an interest in the land. Caveats are not normally relevant to planning applications as they typically relate to a purchaser, mortgagee or chargee claim, but can sometimes include claims to a covenant or easement on the land. These types of caveats may affect your proposal.

Other less common types of obligations may also be specified on title in the form of 'notices'. These may have an effect on your proposal, such as a notice that the building on the land is listed on the Heritage Register.

What happens if the proposal contravenes an encumbrance on title?

Encumbrances may affect or limit your proposal or prevent it from proceeding. Section 61(4) of the *Planning and Environment Act 1987* for example, prevents a Council from granting a permit if it would result in a breach of a registered restrictive covenant. If the proposal contravenes any encumbrance, contact the Council for advice on how to proceed.

You may be able to modify your proposal to respond to the issue. If not, separate procedures exist to change or remove the various types of encumbrances from the title. The procedures are generally quite involved and if the encumbrance relates to more than the subject property, the process will include notice to the affected party.

 You should seek advice from an appropriately qualified person, such as a solicitor, if you need to interpret the effect of an encumbrance or if you seek to amend or remove an encumbrance.

Why is title information required?

Title information confirms the location and dimensions of the land specified in the planning application and any obligations affecting what can be done on or with the land.

As well as describing the land, a full copy of the title will include a diagram or plan of the land and will identify any encumbrances, caveats and notices.

What is a 'full' copy of the title?

The title information accompanying your application must include a 'register search statement' and the title diagram, which together make up the title.

In addition, any relevant associated title documents, known as 'instruments', must also be provided to make up a full copy of the title.

Check the title to see if any of the types of encumbrances, such as a restrictive covenant, section 173 agreement, easement or building envelope, are listed. If so, you must submit a copy of the document (instrument) describing that encumbrance. Mortgages do not need to be provided with planning applications.

⚠ Some titles have not yet been converted by Land Registry into an electronic register search statement format. In these earlier types of titles, the diagram and encumbrances are often detailed on the actual title, rather than in separate plans or instruments.

Why is 'current' title information required?

It is important that you attach a current copy of the title for each individual parcel of land forming the subject site. 'Current' title information accurately provides all relevant and up-to-date information.

Some Councils require that title information must have been searched within a specified time frame. Contact the Council for advice on their requirements.

⚠ Copies of title documents can be obtained from Land Registry: Level 10, 570 Bourke Street, Melbourne; 03 8636 2010; www.landata.vic.gov.au – go direct to "titles & property certificates".

Applicant and Owner Details

This section provides information about the permit applicant, the owner of the land and the person who should be contacted about any matters concerning the permit application.

The applicant is the person or organisation that wants the permit. The applicant can, but need not, be the contact person.

In order to avoid any confusion, the Council will communicate only with the person who is also responsible for providing further details. The contact may be a professional adviser (e.g. architect or planner) engaged to prepare or manage the application. To ensure prompt communications, contact details should be given.

Check with council how they prefer to communicate with you about the application. If an email address is provided this may be the preferred method of communication between Council and the applicant/contact.

The owner of the land is the person or organisation who owns the land at the time the application is made. Where a parcel of land has been sold and an application made prior to settlement, the owner's details should be identified as those of the vendor. The owner can, but need not, be the contact or the applicant.

See **Example 4**.

Declaration

ATTACHMENT 11.2.1

The declaration should be signed by the person who takes responsibility for the accuracy of all the information that is provided. This declaration is a signed statement that the information included with the application is true and correct at the time of lodgement.

The declaration can be signed by the applicant or owner. If the owner is not the applicant, the owner must either sign the application form or must be notified of the application which is acknowledged in the declaration.

⚠ Obtaining or attempting to obtain a permit by wilfully making or causing any false representation or declaration, either orally or in writing, is an offence under the *Planning and Environment Act 1987* and could result in a fine and/or cancellation of the permit.

Need help with the Application?

If you have attended a pre-application meeting with a Council planner, fill in the name of the planner and the date, so that the person can be consulted about the application once it has been lodged.

Checklist

What additional information should you provide to support the proposal?

You should provide sufficient supporting material with the application to describe the proposal in enough detail for the Council to make a decision. It is important that copies of all plans and information submitted with the application are legible.

There may be specific application requirements set out in the planning scheme for the use or development you propose. The application should demonstrate how these have been addressed or met.

The checklist is to help ensure that you have:

- provided all the required information on the form
- included payment of the application fee
- attached all necessary supporting information and documents
- completed the relevant Council planning permit checklist
- signed the declaration on the last page of the application form

⚠ The more complete the information you provide with your permit application, the sooner Council will be able to make a decision.

Lodgement

The application must be lodged with the Council responsible for the planning scheme in which the land affected by the application is located. In some cases the Minister for Planning or another body is the responsible authority instead of Council. Ask the Council if in doubt.

Check with Council how they prefer to have the application lodged. For example, they may have an online lodgement system, prefer email or want an electronic and hard copy. Check also how many copies of plans and the size of plans that may be required.

Contact details are listed in the lodgement section on the last page of the form.

⚠ Approval from other authorities: In addition to obtaining a planning permit, approvals or exemptions may be required from other authorities or Council departments. Depending on the nature of your proposal, these may include food or health registrations, building permits or approvals from water and other service authorities.

Example 1

The Land

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

Street Address *

Unit No.: 4

St. No.: 26

St. Name: Planmore Avenue

Suburb/Locality: HAWTHORN

Postcode: 3122

Formal Land Description *
Complete either A or B.

This information can be found on the certificate of title.

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

A

Lot No.: 2

☐ Lodged Plan ☐ Title Plan ☒ Plan of Subdivision

No.: LP93562

OR

B

Crown Allotment No.:

Section No.:

Parish/Township Name:

Example 2

For what use, development or other matter do you require a permit? *

Construction of two, double-storey dwellings and construction of two new crossovers.

Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

Example 3

Existing Conditions

Describe how the land is used and developed now *

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

Single dwelling.

Provide a plan of the existing conditions. Photos are also helpful.

Example 4

Applicant and Owner Details

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

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

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

Owner *

The person or organisation who owns the land

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

Name:

Title: Mr

First Name: Len

Surname: Browning

Organisation (if applicable): Responsible Developers P/L

Postal Address:

Unit No.: 4

St. No.: 12

St. Name: Ardour Lane

Suburb/Locality: Wycheproof

State: Vic

Postcode: 3527

Contact information for applicant OR contact person below

Business phone: 9123 4567

Email: tcpl@bigpond.net.au

Mobile phone: 0412 345 678

Fax: 9123 4567

Contact person's details* ☐ Same as applicant

Name:

Title: Mr

First Name: Andrew

Surname: Hodge

Organisation (if applicable): Town Planning Consultants

Postal Address:

Unit No.:

St. No.:

St. Name: PO Box 111

Suburb/Locality: Parkdale

State: Vic

Postcode: 3194

☒ Same as applicant

Name:

Title:

First Name:

Surname:

Organisation (if applicable):

Postal Address:

Unit No.:

St. No.:

St. Name:

Suburb/Locality:

State:

Postcode:

Owner's Signature (Optional):

Date:

day / month / year

Application for a Planning Permit | Regional Council

Addendum

Architecture
Interiors
6/251 High St, Kew (3101)
clinton@steelestudios.com.au
No. 0412 544 227

25th August 2021

Attention: Statutory Planning
Hepburn Shire Council
P.O. Box 21, Daylesford,
VIC, 3460

SUBJECT: Town Planning Application
12 Feeleys Lane, Tentham, VIC, (3458)

To whom it may concern,

On behalf of the owners, we are pleased to submit the following town planning application for the proposed townhouse development at 12 Feeley's Lane, Trentham.

Please see attached the following:

1. Cover letter dated 25th August 2021 (this letter);
2. Certificate of title; Dated 26th August 2021.
3. Planning application form; 26th August 2021.
4. Architectural drawings 1:100@A3 (Digital download), 25th August 2021.
5. Survey plan & proposed subdivision, April 2021.
6. Bushfire management statement, August 2021.

Please note when assessing the application:

- Application fee to be paid by the owner of the property Nina Wang or Greg Steele on (0450 230 523) following review of the application. Please call or email Nina Wang to collect payment directly.
- As noted on the architectural drawings each of the properties (Lot 1-4/ 12 Feeley's Lane, Trentham) will be connected to mains sewer. As such no land capability assessment or on-site sewage retention has been provided.
- The dwellings have been designed in accordance with the BMS report to meet a BEL 29 attack rating.
- The current package of drawings have been referred to the CFA on the 27th August 2021 on the recommendation of our bushfire Consultants '*Culingaia Flora Environmental Consultants*' due to the heavily vegetated site we felt it would be in the best interest of the timing of the permit to have the CFA start the review and provide feedback on the proposed vegetation removal and retention during councils review period.
 - o CFA referral number will be provided to council planner when the application has been processed.

Should you wish to contact me, please do not hesitate to call the office on 0412 544 227.

Yours Sincerely,

Clinton Steele
Registered Architect
B.Arch., M.Arch

CC: *Steele Development & Co. (Owners)*

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

Page 1 of 2

VOLUME 11917 FOLIO 544

Security no : 124092067712D
Produced 26/08/2021 09:38 AM

LAND DESCRIPTION

Lot 3 on Registered Cluster Plan 001678H.
PARENT TITLE Volume 09875 Folio 539
Created by instrument AQ277631E 22/09/2017

REGISTERED PROPRIETOR

Estate Fee Simple

AU373766J 24/05/2021

ENCUMBRANCES, CAVEATS AND NOTICES

Any encumbrances created by Section 98 Transfer of Land Act 1958 or Section 24 Subdivision Act 1988 or Section 20 Cluster Titles Act 1974 and any other encumbrances shown or entered on the plan set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE CS001678H FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER		STATUS	DATE
AU371623T (E)	CONV PCT & NOM ECT TO LC	Completed	24/05/2021
AU372657U (E)	REMOVAL OF NOMINATION	Completed	24/05/2021
AU373766J (E)	TRANSFER	Registered	24/05/2021

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 12 FEELEYS LANE TRENTAM VIC 3458

ADMINISTRATIVE NOTICES

NIL

eCT Control 18414U BRAND PARTNERS COMMERCIAL LAWYERS
Effective from 24/05/2021

OWNERS CORPORATIONS

The land in this folio is affected by
OWNERS CORPORATION PLAN NO. CS001678H



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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

ATTACHMENT 11.2.1

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

Page 2 of 2

DOCUMENT END



FINAL SEARCH STATEMENT

Land Use Victoria

Page 1 of 1

Security No : 124092067824G
Produced 26/08/2021 09:41 AM

Volume 11917 Folio 544

ACTIVITY IN THE LAST 125 DAYS

NUMBER		STATUS	DATE
AU371623T (E)	CONV PCT & NOM ECT TO LC	Completed	24/05/2021
AU372657U (E)	REMOVAL OF NOMINATION	Completed	24/05/2021
AU373766J (E)	TRANSFER	Registered	24/05/2021

ADMINISTRATIVE NOTICES

NIL

eCT Control 18414U BRAND PARTNERS COMMERCIAL LAWYERS
Effective from 24/05/2021

STATEMENT END

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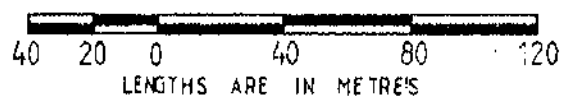
Document Type	Plan
Document Identification	CS001678H
Number of Pages (excluding this cover sheet)	4
Document Assembled	26/08/2021 09:42

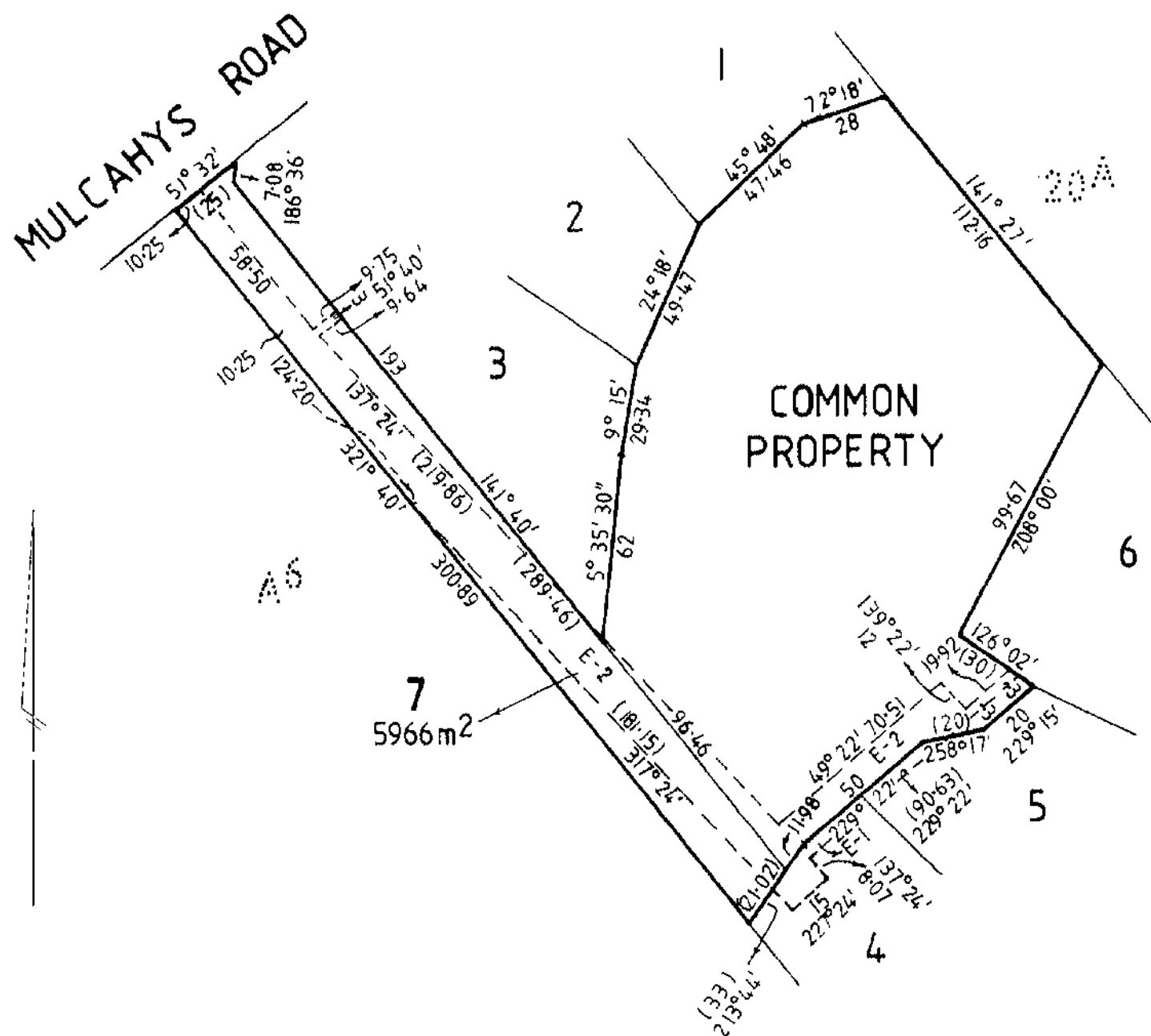
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The document is invalid if this cover sheet is removed or altered.

PLAN OF CLUSTER SUBDIVISION	EDITION 3	CS001678H <small>ATTACHMENT 1.2.2</small>		
LOCATION OF LAND PARISH: TRENTHAM TOWNSHIP: - SECTION: F CROWN ALLOTMENT: A ⁷ CROWN PORTION: - TITLE REFERENCE: VOL. 9598 FOL. 222 LAST PLAN REFERENCE: - DEPTH LIMITATION: DOES NOT APPLY	FOR CURRENT OWNERS CORPORATION DETAILS AND ADDRESS FOR SERVICE OF NOTICE SEE OWNERS CORPORATION SEARCH REPORT SURVEYOR'S CERTIFICATE Surveyor: ROBERT GORDON WEBB Certification Date: 24/10/1988 CERTIFYING MUNICIPALITY SHIRE OF KYNETON REFERENCE NUMBER: 390 REGISTERED DATE: 04/08/1989 PLAN UPDATED BY REGISTRAR IN AT798496A 15 / 04 / 2021			
NOTATIONS THERE ARE NO ACCESSORY LOTS. THERE IS NO SCHEME OF DEVELOPMENT. COMMON PROPERTY IS ALL OF THE LAND IN THE PLAN EXCEPT THE LOTS. COMMON PROPERTY MAY BE SHOWN AS "CP" ON DIAGRAMS.				
EASEMENT INFORMATION				
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				
ENCUMBRANCES REFERRED TO IN SECTION 12 (2) OF THE SUBDIVISION ACT 1988 APPLY TO ALL THE LAND IN THIS PLAN				
Easement Reference	Purpose	Width	Origin	Land Benefitted /In Favour Of
E-1	DRAINAGE	5	THIS PLAN	LOTS IN THIS PLAN
E-2	TRANSMISSION OF ELECTRICITY	SEE DIAG.	P150852Y	S.E.C.
MEASUREMENTS ARE IN METRES				





LENGTHS ARE IN METRES

PLAN NUMBER

CS001678H

[illegible]





Department of Environment, Land, Water & Planning

Owners Corporation Search Report

Produced: 26/08/2021 09:41:58 AM

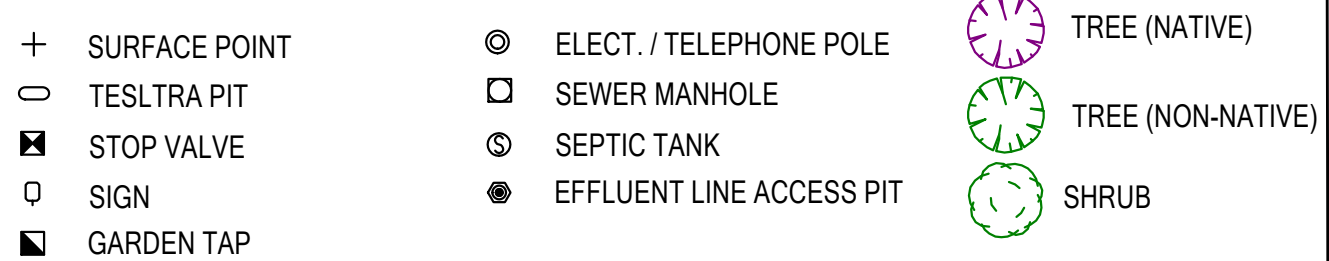
**OWNERS CORPORATION
PLAN NO. CS001678H****báíáÉa Éái=áÇí á-ÄääóW**

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Project:

PROPOSED SUBDIVISION

12 FEELEYS LANE,

TRENTHAM

Stage:

TP01

TOWN PLANNING

APPLICATION

Client:

STEELE DEVELOPMENTS &

CO.

Municipality:

HEPBURN SHIRE COUNCIL

24.08.2021

Rev 1

AREA ANALYSIS:

1/12 FEELEYS LANE, TRENTHAM -
PROPOSED DWELLING AREA SCHEDUAL
3 BED + GUEST/ RUMPUS
3.5 BATH
WORKSHOP & 2 CAR GARAGE

- TOTAL SITE AREA :	2000m²	
-BUILT FORM :	258m²	12.9%
-PERGOLAS CANOPYS:	64m²	
- TOTAL:	322m²	16.1%
-DRIVEWAY :	21m²	
-PERMEABILITY :	1,678m2	83.9%
-GARDEN AREA :	1,657m2	82.8%
* PLEASE NOTE AREAS ARE TAKEN FROM EXTERNAL WALL ETXENTS.		

2/12 FEELEYS LANE, TRENTHAM -
PROPOSED DWELLING AREA SCHEDUAL
3 BED + GUEST/ RUMPUS
3.5 BATH
WORKSHOP & 2 CAR GARAGE

- TOTAL SITE AREA :	2000m²	
-BUILT FORM :	250m²	12.5%
-PERGOLAS CANOPYS:	57m²	
- TOTAL:	307m²	15.4%
-DRIVEWAY :	52m²	
-PERMEABILITY :	1,693m2	84.6%
-GARDEN AREA :	1,641m2	82.0%
* PLEASE NOTE AREAS ARE TAKEN FROM EXTERNAL WALL ETXENTS.		

3/12 FEELEYS LANE, TRENTHAM -
PROPOSED DWELLING AREA SCHEDUAL
3 BED + GUEST/ RUMPUS
3.5 BATH
WORKSHOP & 2 CAR GARAGE

- TOTAL SITE AREA :	2001m²	
-BUILT FORM :	252m²	12.6%
-PERGOLAS CANOPYS:	50m²	
- TOTAL:	302m²	15.1%
-DRIVEWAY :	63m²	
-PERMEABILITY :	1,699m2	84.9%
-GARDEN AREA :	1,636m2	81.8%
* PLEASE NOTE AREAS ARE TAKEN FROM EXTERNAL WALL ETXENTS.		

4/12 FEELEYS LANE, TRENTHAM -
PROPOSED DWELLING AREA SCHEDUAL
3 BED + GUEST/ RUMPUS + STUDY
3.5 BATH
WORKSHOP & 1 CAR GARAGE + CARPORT

- TOTAL SITE AREA :	2002m²	
-BUILT FORM :	275m²	13.7%
-PERGOLAS CANOPYS:	77m²	
- TOTAL:	354m²	17.7%
-DRIVEWAY :	130m²	
-PERMEABILITY :	1,646m2	82.2%
-GARDEN AREA :	1,516m2	75.7%
* PLEASE NOTE AREAS ARE TAKEN FROM EXTERNAL WALL ETXENTS.		

Sheet List - Planning	
ATTACHMENT 11.2.1	
Sheet Number	Sheet Name
TP 0.0	COVER SHEET
TP 0.1	NEIGHBOURHOOD CHARACTER STUDY
TP 0.2	FEATURE SURVEY
TP 0.3	EXISTING SITE PLAN - LARGE
TP 0.4	EXISTING SITE PLAN
TP 0.5	DEMOLITION SITE PLAN
TP 0.6	PROPOSED SUBDIVISION
TP 0.7	PROPOSED SUBDIVISION - IMAGE OVERLAY
TP 0.8	SITE IMAGES
TP 0.9	SITE IMAGES
TP 0.10	SITE IMAGES
TP 0.11	SITE IMAGES
TP 0.12	SITE ANXONOMETRIC
TP 1.1	1/12 - PROPOSED SITE PLAN
TP 1.2	1/12 - PROPOSED GROUND FLOOR
TP 1.3	1/12 - PROPOSED ROOF PLAN
TP 1.4	COLOUR & MATERIAL SCHEDULE
TP 1.5	1/12 - PROPOSED ELEVATIONS
TP 1.6	ARTIST IMPRESSION
TP 2.1	2/12 - PROPOSED SITE PLAN
TP 2.2	2/12 - PROPOSED GROUND FLOOR
TP 2.3	2/12 - PROPOSED ROOF PLAN
TP 2.4	COLOUR & MATERIAL SCHEDULE
TP 2.5	2/12 - PROPOSED ELEVATION
TP 2.6	ARTIST IMPRESSIONS
TP 3.1	3/12 - PROPOSED SITE PLAN
TP 3.2	3/12 - PROPOSED GROUND FLOOR
TP 3.3	3/12 - PROPOSED ROOF PLAN
TP 3.4	COLOUR & MATERIAL SCHEDULE
TP 3.5	3/12 - PROPOSED ELEVATIONS
TP 3.6	ARTIST IMPRESSIONS
TP 4.1	EXISTING GROUND FLOOR
TP 4.2	DEMOLITION PLAN
TP 4.3	EXISTING ELEVATIONS
TP 4.4	4/12 - PROPOSED SITE PLAN
TP 4.5	4/12 - PROPOSED GROUND FLOOR
TP 4.6	4/12 - PROPOSED ROOF PLAN
TP 4.8	COLOUR & MATERIAL SCHEDULE
TP 4.9	4/12 - PROPOSED ELEVATIONS
TP 4.10	ARTIST IMPRESSIONS

12 Feeleys Lane, Trentham



254 0 127 254 Meters
GDA_1994_VICGRID94
© The State of Victoria, Department of Environment, Land, Water and Planning 2021

Disclaimer: This map is a snapshot from Victorian Government data. This material may be of assistance to you but the State of Victoria does not guarantee is without flaw of any kind or is wholly appropriate for your particular purpose and therefore disclaims all liability for error, loss or damage which may arise from reliance upon it. All persons accessing this information should make the appropriate enquiries to access the currency of data.

ATTACHMENT 11.2.1



SUBJECT SITE:
2000m² Minimum Lot Size

LOW DENSITY SUBDIVISION:
- 2000m² Minimum Lot Size

TOWNSHIP SUBDIVISION:
- 300m² Minimum Lot Size

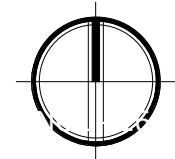
- Legend
- Contour 20m
20m
100m
 - Contour 10m
10m
100m
 - Contour Metro 1-5M
1m
5m
 - Property Proposed
 - Property
 - Parcel Proposed
 - Parcel

Map Created on 17-Mar-2021



NEIGHBOURHOOD CHARACTER STUDY

- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS
- DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS
- IF IN DOUBT ASK, DO NOT GUESS
- CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SHOP DRAWINGS
- ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.



Project: **PROPOSED SUBDIVISION**

Location: **12 FEELEYS LANE, TRENTHAM**

Client: **STEELE DEVELOPMENTS & CO.**

Amendment:		
No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

Date: **24.08.2021**

Scale:

Job No : **SSA21-02**

No in SET:

TP 0.1

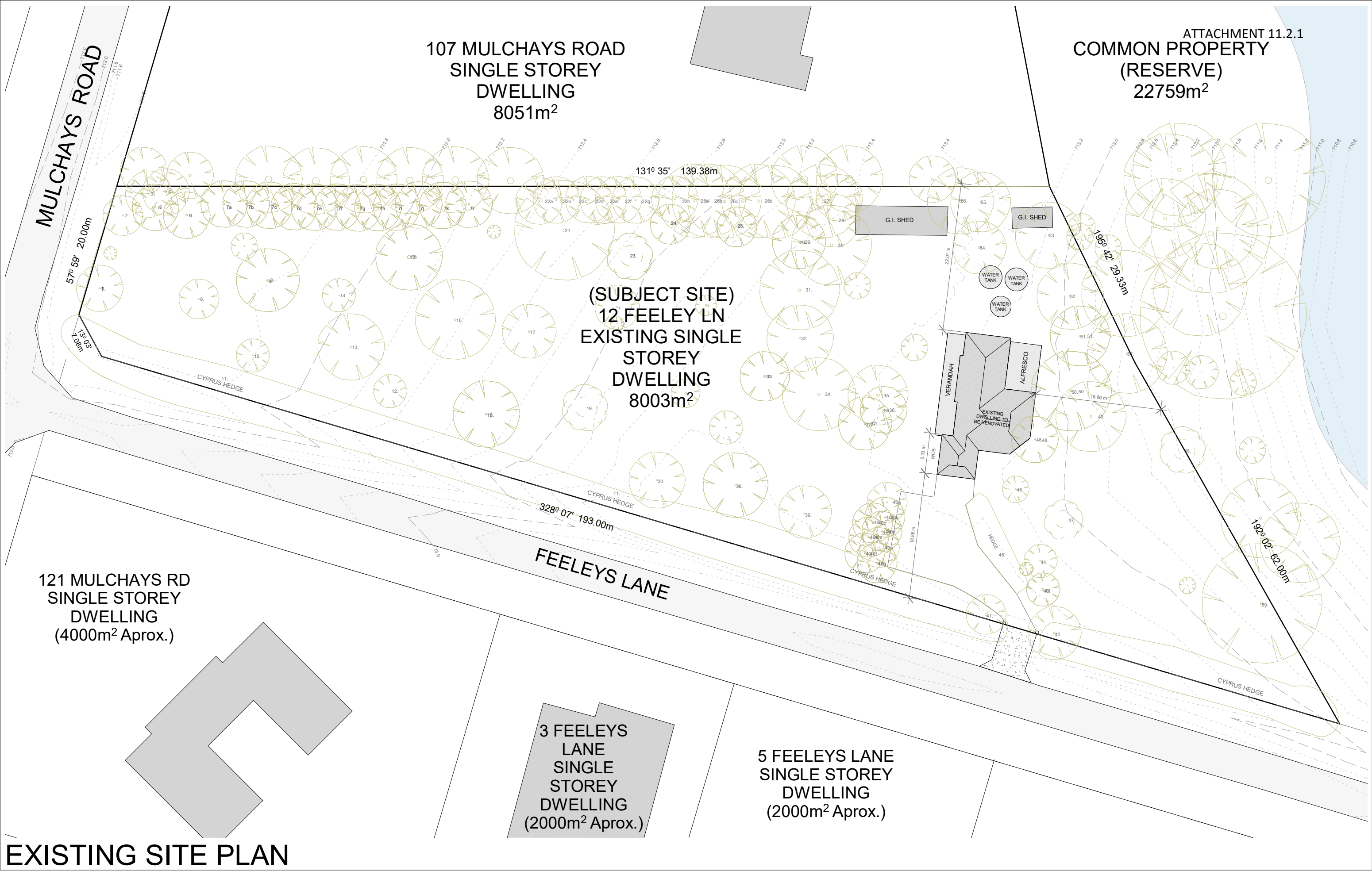






EXISTING SITE PLAN - LARGE

<div>EXISTING SITE PLAN - LARGE</div> <div><div>ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS.</div><div>DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS</div><div>IF IN DOUBT ASK, DO NOT GUESS</div><div>CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SHOP DRAWINGS.</div><div>ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div></div>		Project:	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET: TP 0.3
		Location:	12 FEELEYS LANE, TRENTHAM	No.	Description	Date	Scale:	1 : 1500	
		Client:	STEELE DEVELOPMENTS & CO.	1	TP01 - PLANNING APPLICATION	25.08.21	Job No :	SSA21-02	



EXISTING SITE PLAN

EXISTING SITE PLAN

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Project: PROPOSED SUBDIVISION

Location: 12 FEELEYS LANE, TRENTHAM

Client: STEELE DEVELOPMENTS & CO.

Amendment:		
No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

Date: 24.08.2021

Scale: 1 : 500

Job No : SSA21-02

No in SET:

TP 0.4

Steele Studios
Architecture
Interiors
/art & Decoration

107 MULCHAYS ROAD
SINGLE STOREY
DWELLING
8051m²

MULCHAYS ROAD

(SUBJECT SITE)
12 FEELEY LN
EXISTING SINGLE
STOREY
DWELLING
8003m²


121 MULCHAYS RD
SINGLE STOREY
DWELLING
(4000m² Aprox.)

FEELEYS LANE

3 FEELEYS
LANE
SINGLE
STOREY
DWELLING
(2000m² Aprox.)

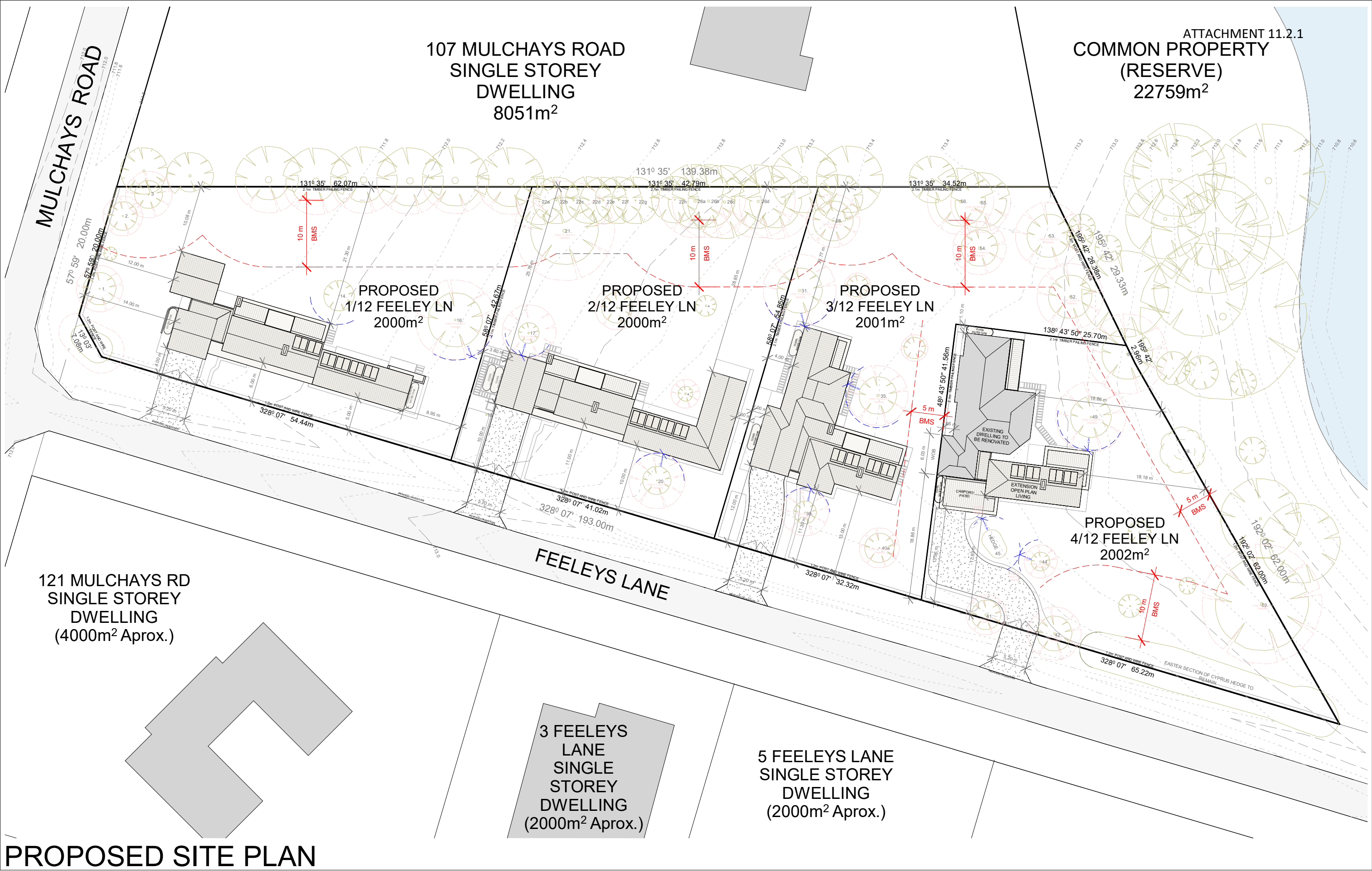
5 FEELEYS LANE
SINGLE STOREY
DWELLING
(2000m² Aprox.)

DEMOLITION SITE PLAN

DEMOLITION SITE PLAN		Project:	Amendment:			Date:	24.08.2021	No in SET: TP 0.5	
- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS. - DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS - IF IN DOUBT ASK, DO NOT GUESS - CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK (IF PREPARED DRAWINGS) - ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.		Location:	PROPOSED SUBDIVISION	No.	Description	Date	Scale:		1 : 500
			12 FEELEYS LANE, TRENTHAM	1	TP01 - PLANNING APPLICATION	25.08.21			
		Client:	STEELE DEVELOPMENTS & CO.				Job No :		SSA21-02



Steele Studios
Architecture
Interiors
Art & Decoration



PROPOSED SITE PLAN

<div>PROPOSED SUBDIVISION</div> <div>- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS. - DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS - IF IN DOUBT ASK, DO NOT GUESS - CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SCHEDULING - ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div>		<div>Project:</div> <div>Location:</div> <div>Client:</div>	<div>PROPOSED SUBDIVISION</div> <div>12 FEELEYS LANE, TRENTHAM</div> <div>STEELE DEVELOPMENTS & CO.</div>	Amendment:			<div>Date:</div> <div>Scale:</div> <div>Job No :</div>	<div>24.08.2021</div> <div>1 : 500</div> <div>SSA21-02</div>	<div>No in SET:</div> <div>TP 0.6</div>
				No.	Description	Date			
				1	TP01 - PLANNING APPLICATION	25.08.21			



PROPOSED SITE PLAN - IMAGE OVERLAY

PROPOSED SUBDIVISION - IMAGE OVERLAY

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Project: PROPOSED SUBDIVISION

Location: 12 FEELEYS LANE, TRENTHAM

Client: STEELE DEVELOPMENTS & CO.

Amendment:		
No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

Date: 24.08.2021

Scale: 1 : 500

Job No : SSA21-02

No in SET:

TP 0.7

Steele Studios
Architecture
Interiors
/ Art & Decoration



SITE IMAGE No.5



SITE IMAGE No.6



SITE IMAGE No.7



SITE IMAGE No.8

SITE IMAGES		Project:	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET:
				No.	Description	Date			
- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS. - DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS - IF IN DOUBT ASK, DO NOT GUESS - CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SHOP DRAWINGS - ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.		Location:	12 FEELEYS LANE, TRENTHAM	1	TP01 - PLANNING APPLICATION	25.08.21	Scale:		TP 0.8
		Client:	STEELE DEVELOPMENTS & CO.				Job No :	SSA21-02	



SITE IMAGES		<div><div>Project:</div><div>Location:</div><div>Client:</div></div>	PROPOSED SUBDIVISION		Amendment:			Date:	24.08.2021	No in SET: TP 0.9
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					1	TP01 - PLANNING APPLICATION	25.08.21			
			STEELE DEVELOPMENTS & CO.				Job No :	SSA21-02		





SITE IMAGES		<div><div>Project:</div><div>Location:</div><div>Client:</div></div>	PROPOSED SUBDIVISION		Amendment:			Date:	24.08.2021	No in SET: TP 0.10
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					1	TP01 - PLANNING APPLICATION	25.08.21			
			STEELE DEVELOPMENTS & CO.				Job No :	SSA21-02		



SITE IMAGE No.13



ATTACHMENT 11.2.1

SITE IMAGE No.14



SITE IMAGE No.15



SITE IMAGE No.16

SITE IMAGES

- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS.
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Project:

PROPOSED SUBDIVISION

Location:

12 FEELEYS LANE, TRENTHAM

Client:

STEELE DEVELOPMENTS & CO.

Amendment:

No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

Date:

24.08.2021

Scale:

Job No :

SSA21-02

No in SET:

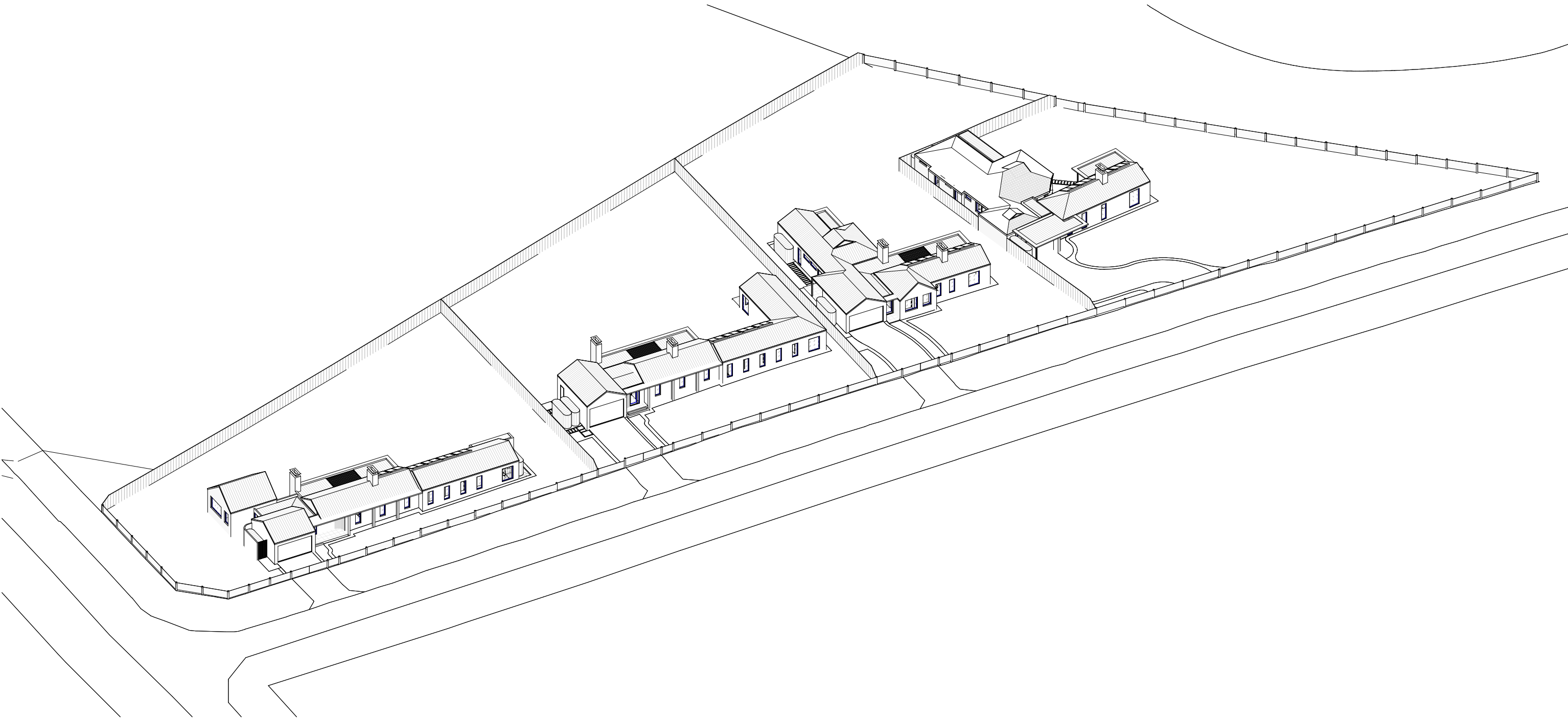
TP 0.11

SSA

Steele Studios
Architecture
Interiors
/art & Decoration

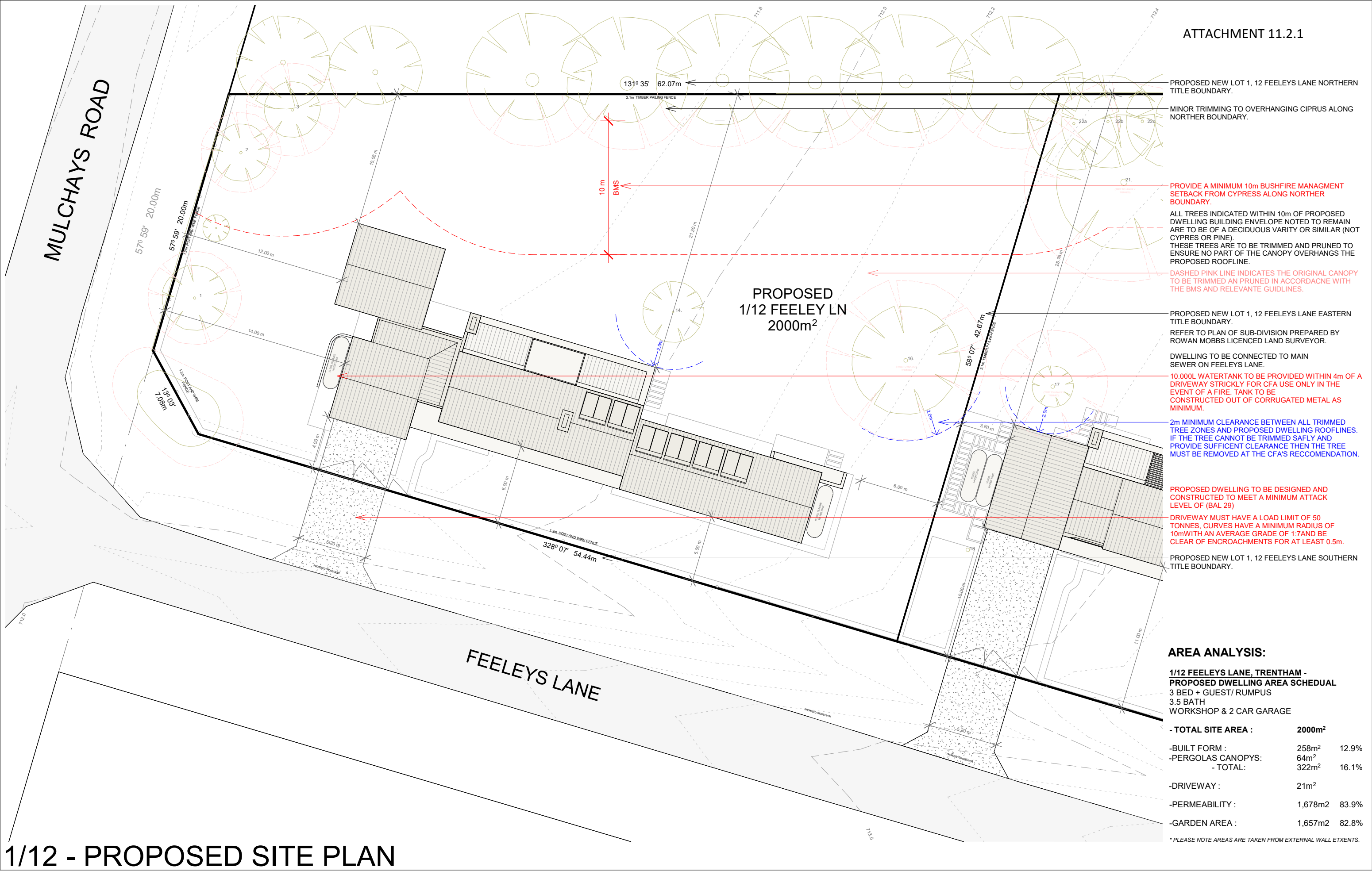


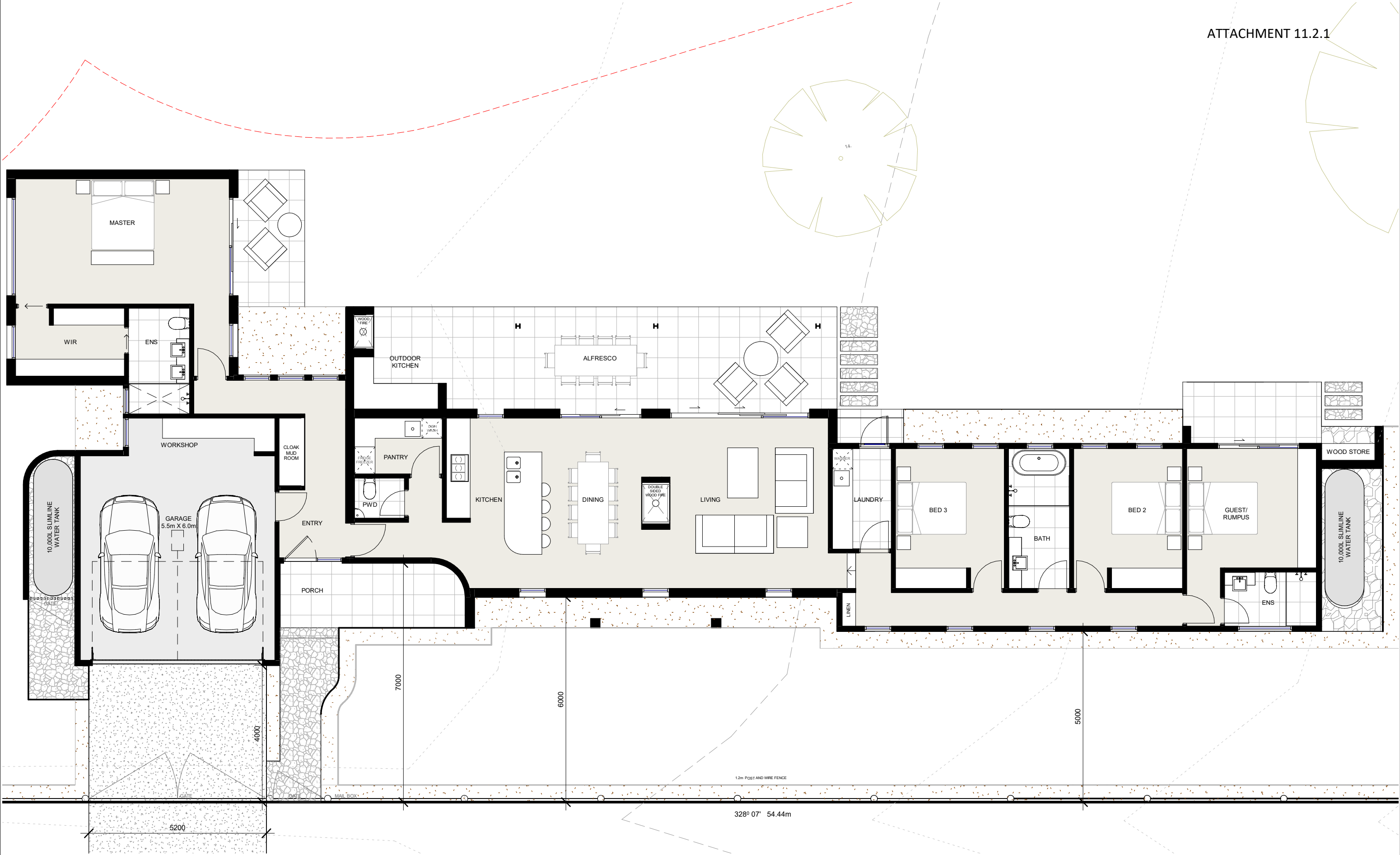
FEELEYS LANE STREET ELEVATION



SITE AXONOMETRIC

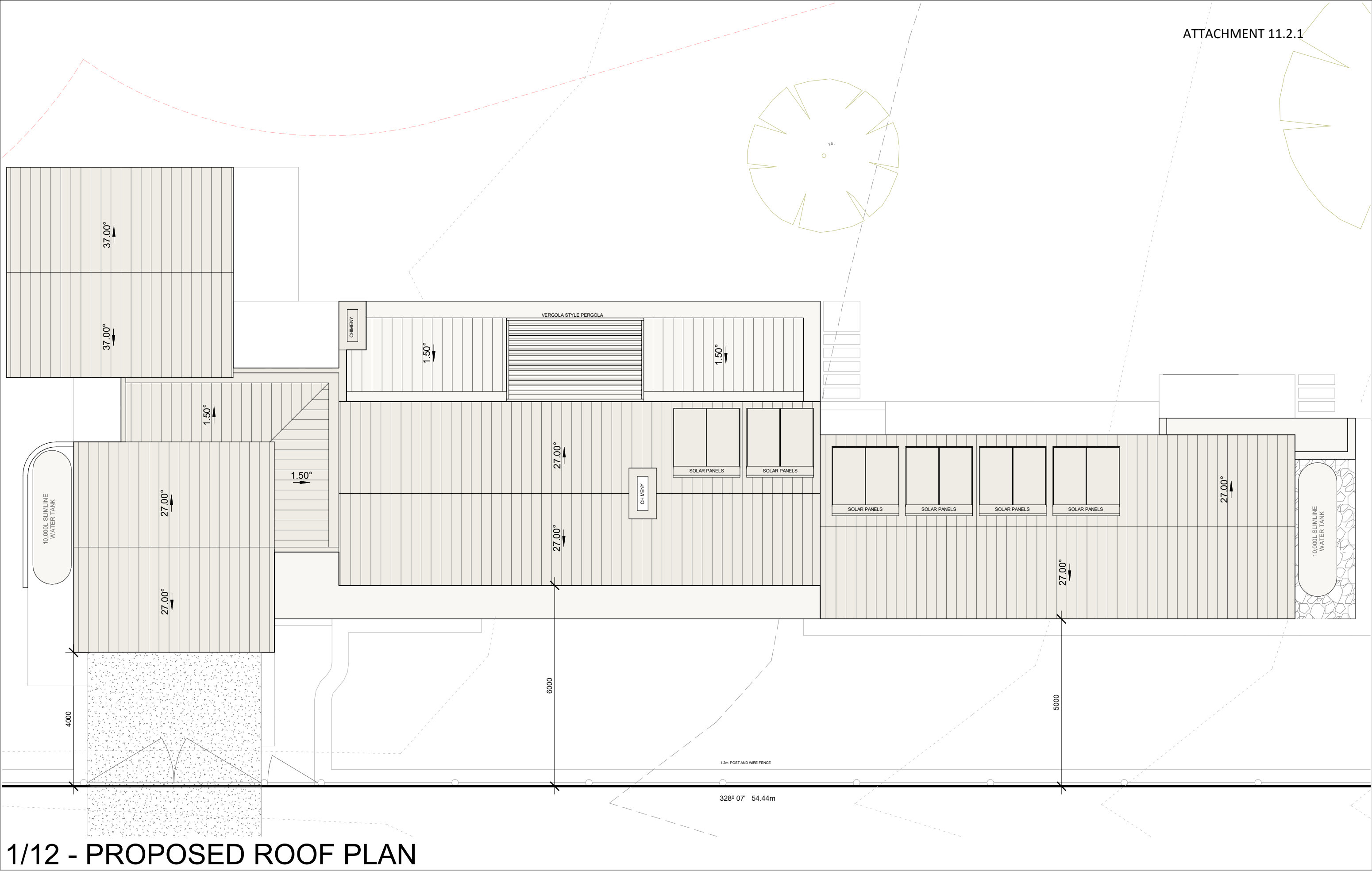
SITE ANXONOMETRIC	<div>- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS. - DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS - IF IN DOUBT ASK, DO NOT GUESS - CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SHOP DRAWINGS. - ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div>	<div>Project:</div> <div>Location:</div> <div>Client:</div>	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET: <div>TP 0.12</div>
				No.	Description	Date			
			12 FEELEYS LANE, TRENTHAM	1	TP01 - PLANNING APPLICATION	25.08.21	Scale:	1 : 500	
							Job No :	SSA21-02	





1/12 - PROPOSED GROUND

<div>1/12 - PROPOSED GROUND FLOOR</div> <div><div>- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS.</div><div>- DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS.</div><div>- IF IN DOUBT ASK, DO NOT GUESS.</div><div>- CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SLOP DRAWINGS.</div><div>- ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div></div>	<div>Project:</div> <div>Location:</div> <div>Client:</div>	<div>PROPOSED SUBDIVISION</div> <div>12 FEELEYS LANE, TRENTHAM</div> <div>STEELE DEVELOPMENTS & CO.</div>	Amendment:			<div>Date:</div> <div>24.08.2021</div> <div>Scale:</div> <div>1 : 100</div> <div>Job No :</div> <div>SSA21-02</div>	<div>No in SET:</div> <div>TP 1.2</div>
			No.	Description	Date		
			1	TP01 - PLANNING APPLICATION	25.08.21		



ATTACHMENT 11.2.1

1/12 - PROPOSED ROOF PLAN

1/12 - PROPOSED ROOF PLAN	<div>- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS. - DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS - IF IN DOUBT ASK, DO NOT GUESS - CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SLOP DRAWINGS. - ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div>	<div>Project:</div> <div>Location:</div> <div>Client:</div>	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET: <div>TP 1.3</div>
				No.	Description	Date			
			12 FEELEYS LANE, TRENTHAM	1	TP01 - PLANNING APPLICATION	25.08.21			
			STEELE DEVELOPMENTS & CO.						



BWG : FACE BRICKWORK - CLOUDY SILVER (or similar)



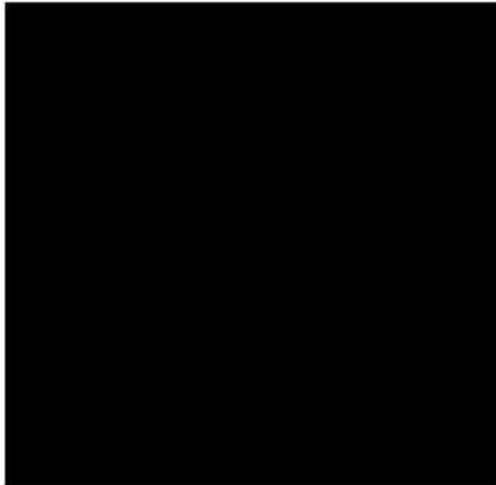
TCB : TIMBER LOOK CLADDING - BLACK (or similar)



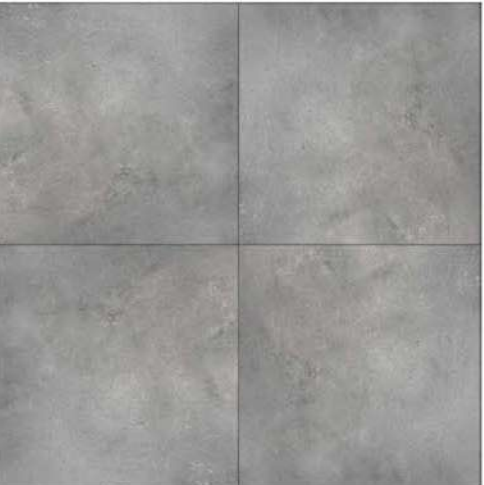
TCW : TIMBER LOOK CLADDING - WHITE (or similar)



MRB : METAL DECK ROOFING - GUN METAL (or similar)



MB : METAL - GUN METAL/ BLACK (or similar)



EXTERNAL TILE - CONCRETE LOOK (or similar)

GL : GLAZING - CLEAR

GLR : GLAZING - RIBBED & OBSCURED

COLOUR & MATERIAL SCHEDULE

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Project:

PROPOSED SUBDIVISION

Location:

12 FEELEYS LANE, TRENTHAM

Client:

STEELE DEVELOPMENTS & CO.

Amendment:

No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

Date:

24.08.2021

Scale:

Job No :

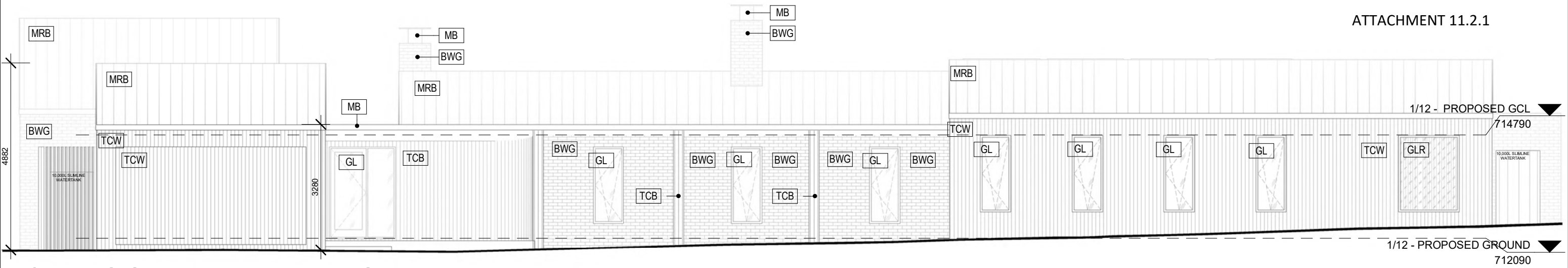
SSA21-02

No in SET:

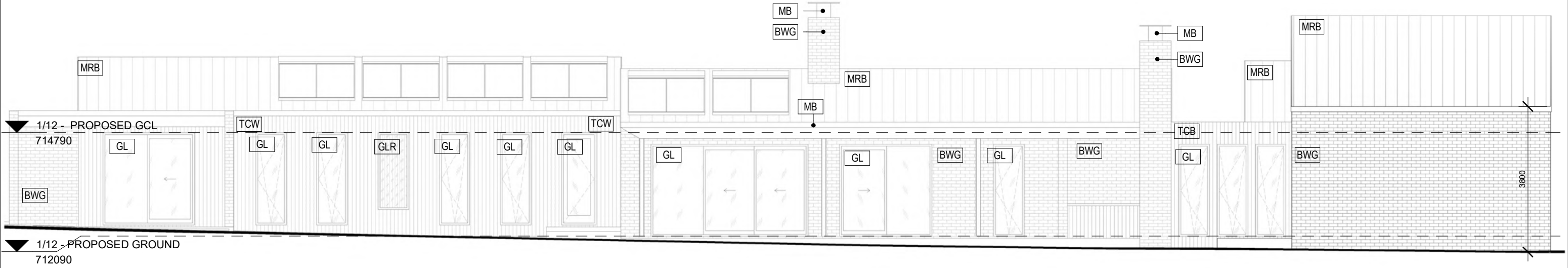
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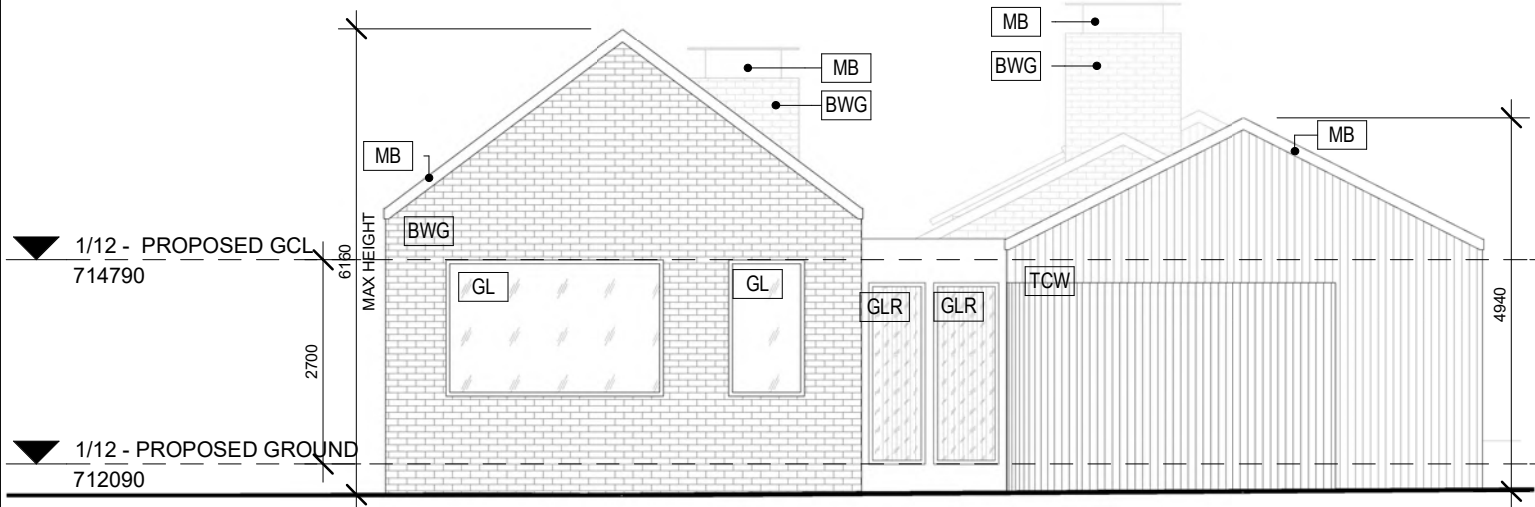
Steele Studios
Architecture
Interiors
/art & Decoration



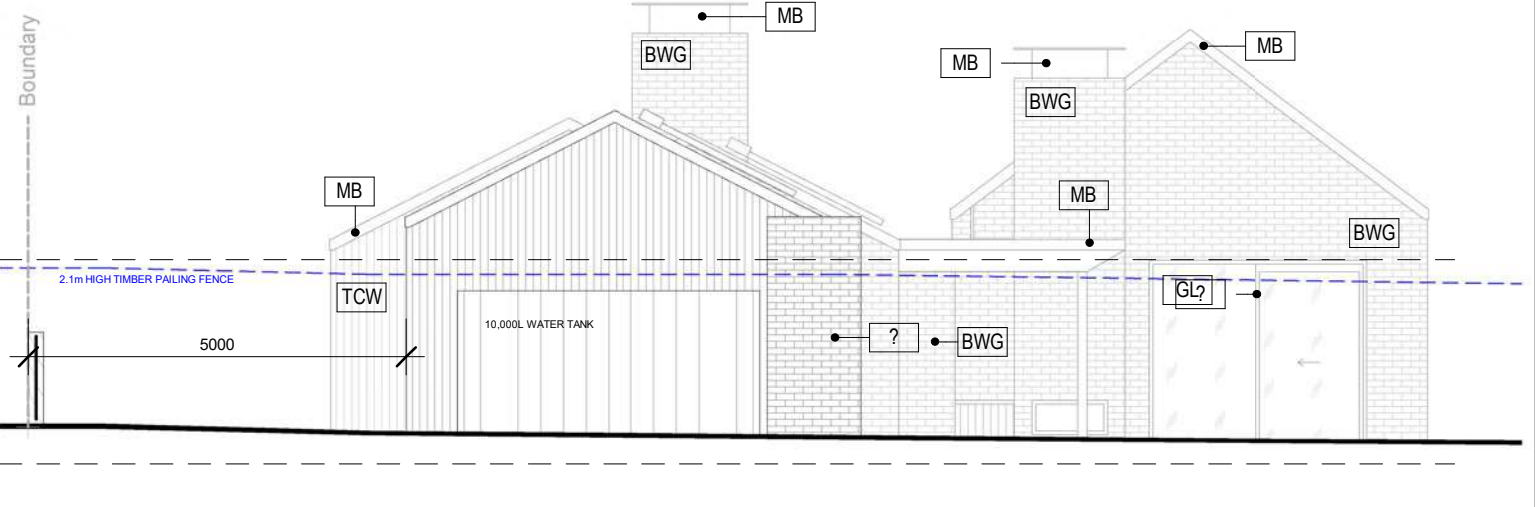
1/12 - SOUTH ELEVATION



1/12 - NORTH ELEVATION



1/12 - WEST ELEVATION



1/12 - EAST ELEVATION



ARTIST IMPRESSION

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Project:	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET: TP 1.6
Location:	12 FEELEYS LANE, TRENTHAM	No.	Description	Date	Scale:		
		1	TP01 - PLANNING APPLICATION	25.08.21			
Client:	STEELE DEVELOPMENTS & CO.				Job No :		
						SSA21-02	

SSA

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MINOR TRIMMING TO THE TREES LOCATED INSIDE 12 FEELEYS LANE ALONG THE NORTHER BOUNDARY.

ALL TREES INDICATED WITHIN 10m OF PROPOSED DWELLING BUILDING ENVELOPE NOTED TO REMAIN ARE TO BE OF A DECIDUOUS VARIETY OR SIMILAR (NOT CYPRESS OR PINE). THESE TREES ARE TO BE TRIMMED AND PRUNED TO ENSURE NO PART OF THE CANOPY OVERHANGS THE PROPOSED ROOFLINE.

REFER TO PLAN OF SUB-DIVISION PREPARED BY
ROWAN MOBBS LICENCED LAND SURVEYOR.

2m MINIMUM CLEARANCE BETWEEN ALL TRIMMED TREE ZONES AND PROPOSED DWELLING ROOFLINES. IF THE TREE CANNOT BE TRIMMED SAFELY AND PROVIDE SUFFICIENT CLEARANCE THEN THE TREE MUST BE REMOVED AT THE CFA'S RECCOMENDATION.

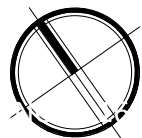
DRIVEWAY MUST HAVE A LOAD LIMIT OF 50 TONNES, CURVES HAVE A MINIMUM RADIUS OF 10m WITH AN AVERAGE GRADE OF 1:7 AND BE CLEAR OF ENCROACHMENTS FOR AT LEAST 0.5m.

PROPOSED NEW LOT 2, 12 FEELEYS LANE SOUTHERN
TITLE BOUNDARY.

**2/12 FEELEYS LANE, TRENTHAM -
PROPOSED DWELLING AREA SCHEDULE
3 BED + GUEST/RUMPUS
3.5 BATH
WORKSHOP & 2 CAR GARAGE**

* PLEASE NOTE AREAS ARE TAKEN FROM EXTERNAL WALL ETXENTS.

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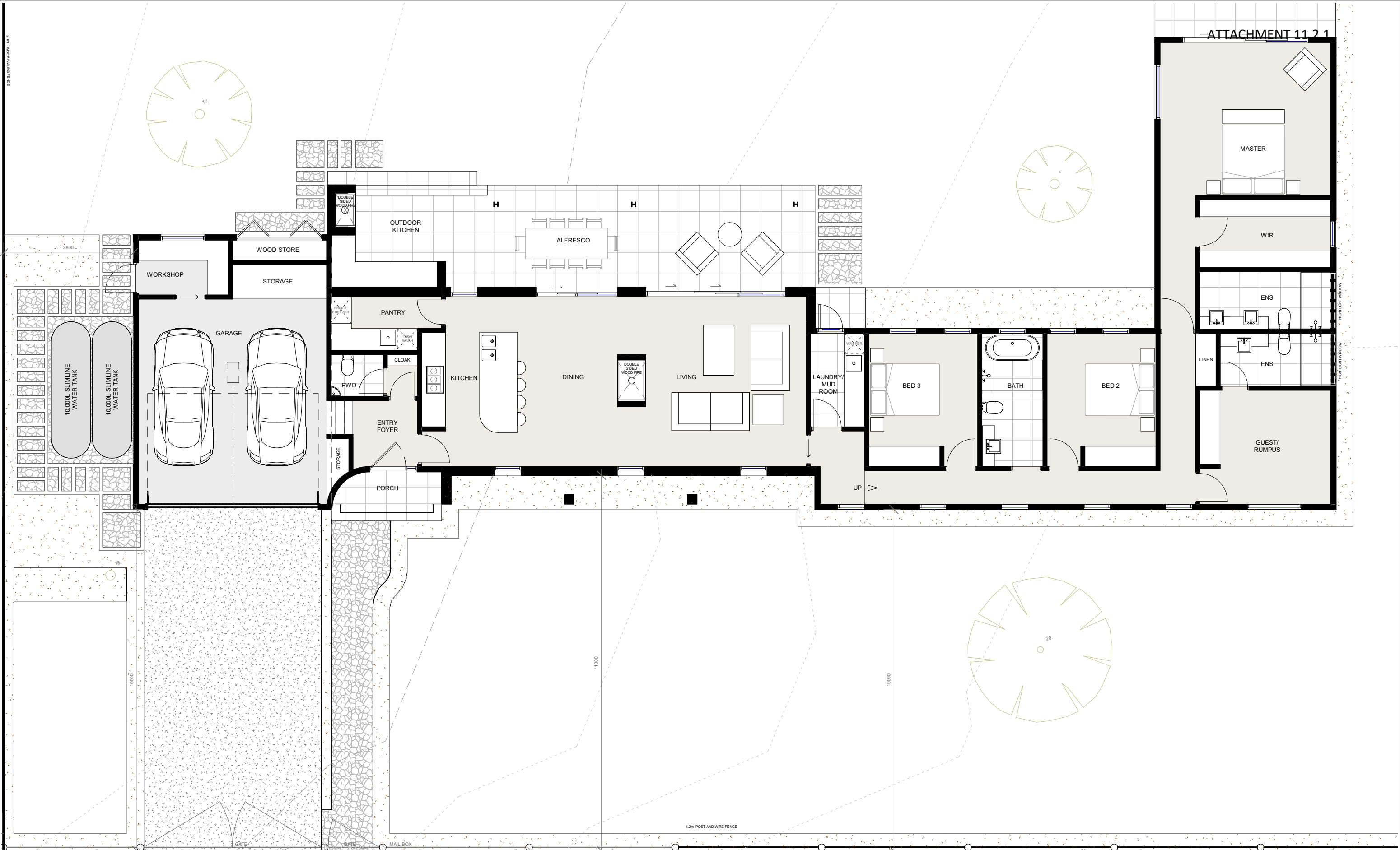
Amendment:		
No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

No in SET:

TP 2.1



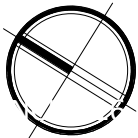
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2/12 - PROPOSED GROUND

2/12 - PROPOSED GROUND FLOOR

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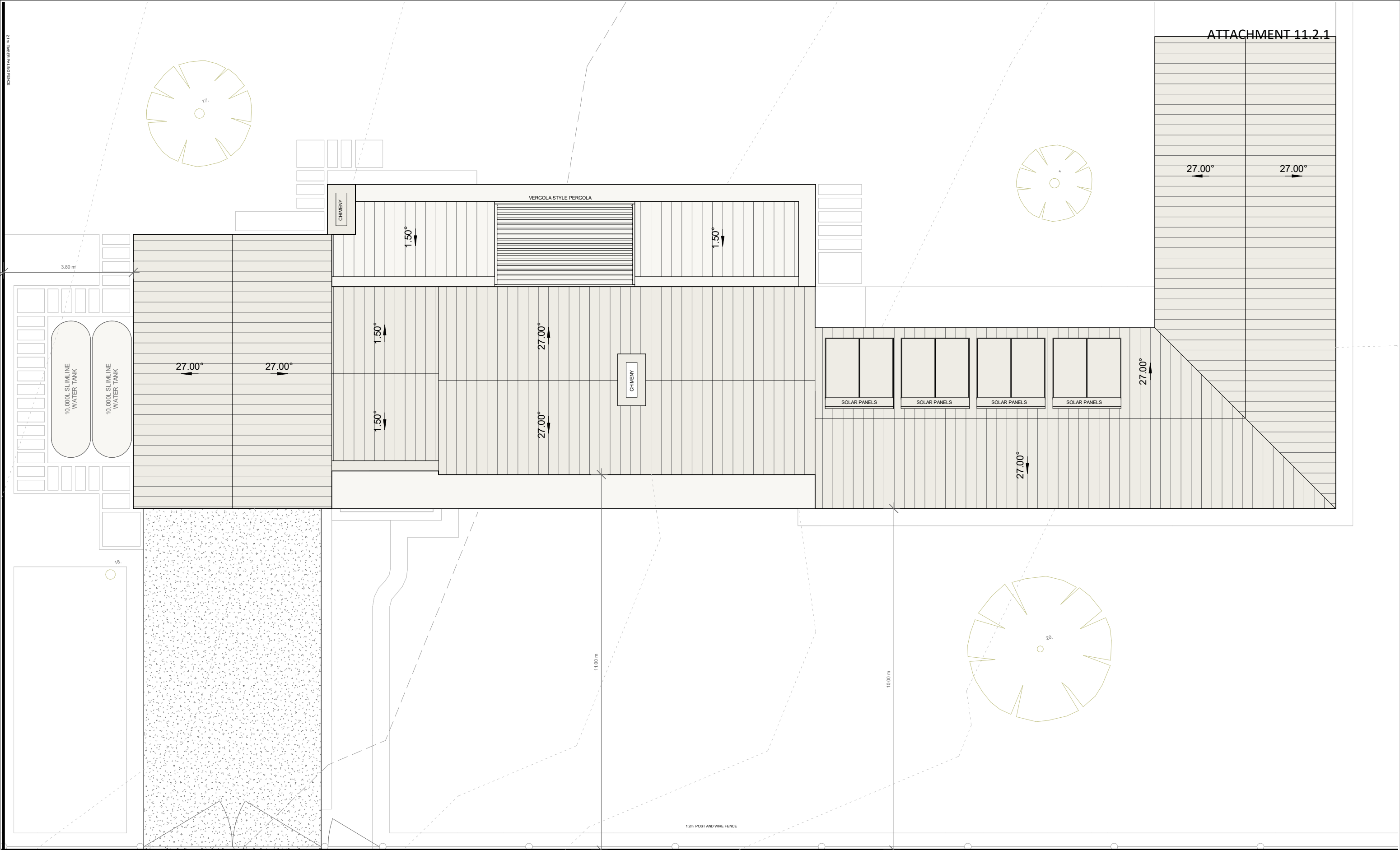
Project: PROPOSED SUBDIVISION
Location: 12 FEELEYS LANE, TRENTHAM
Client: STEELE DEVELOPMENTS & CO.

Amendment:		
No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

Date:	24.08.2021	No in SET: TP 2.2
Scale:	1 : 100	
Job No :	SSA21-02	



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2/12 - PROPOSED ROOF PLAN

<div>2/12 - PROPOSED ROOF PLAN</div> <div><div>- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS.</div><div>- DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS</div><div>- IF IN DOUBT ASK, DO NOT GUESS</div><div>- CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SHOP DRAWINGS.</div><div>- ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div></div>		<div>Project:</div> <div>Location:</div> <div>Client:</div>	<div>PROPOSED SUBDIVISION</div> <div>12 FEELEYS LANE, TRENTHAM</div> <div>STEELE DEVELOPMENTS & CO.</div>	Amendment:			<div>Date:</div> <div>24.08.2021</div> <div>Scale:</div> <div>1 : 100</div> <div>Job No :</div> <div>SSA21-02</div>	<div>No in SET:</div> <div>TP 2.3</div>
				No.	Description	Date		
				1	TP01 - PLANNING APPLICATION	25.08.21		



BWG : FACE BRICKWORK - CLOUDY SILVER (or similar)



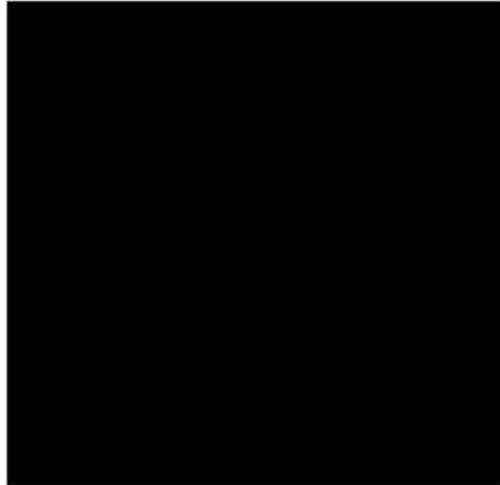
TCB : TIMBER LOOK CLADDING - BLACK (or similar)



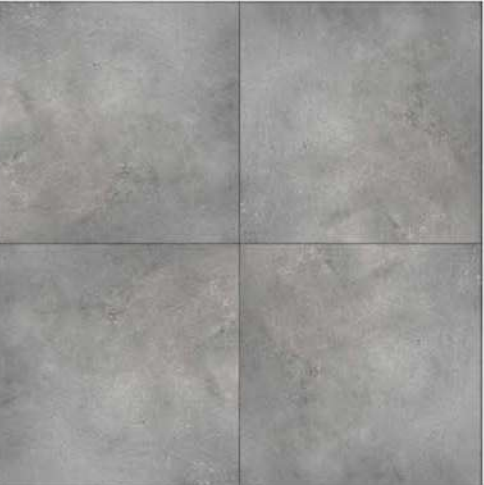
TCW : TIMBER LOOK CLADDING - WHITE (or similar)



MRB : METAL DECK ROOFING - GUN METAL (or similar)



MB : METAL - GUN METAL/ BLACK (or similar)



EXTERNAL TILE - CONCRETE LOOK (or similar)

GL : GLAZING - CLEAR

GLR : GLAZING - RIBBED & OBSCURED

COLOUR & MATERIAL SCHEDULE

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Project: PROPOSED SUBDIVISION
Location: 12 FEELEYS LANE, TRENTHAM
Client: STEELE DEVELOPMENTS & CO.

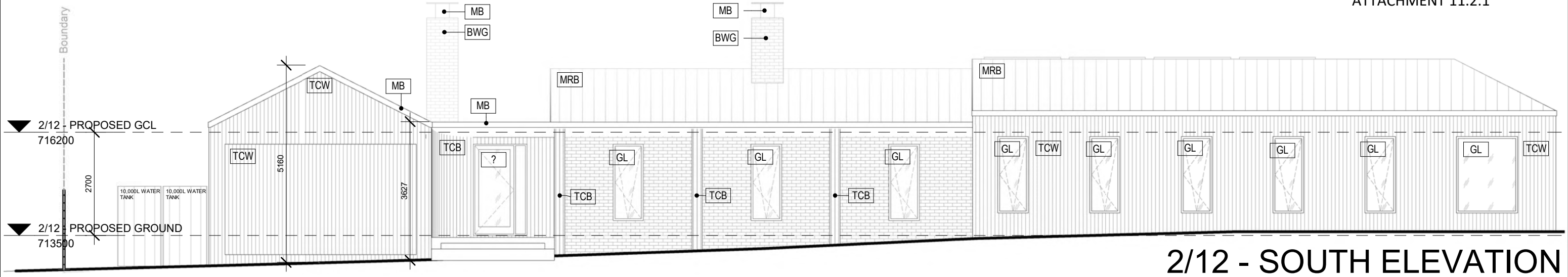
Amendment:		
No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

Date:	24.08.2021
Scale:	
Job No :	SSA21-02

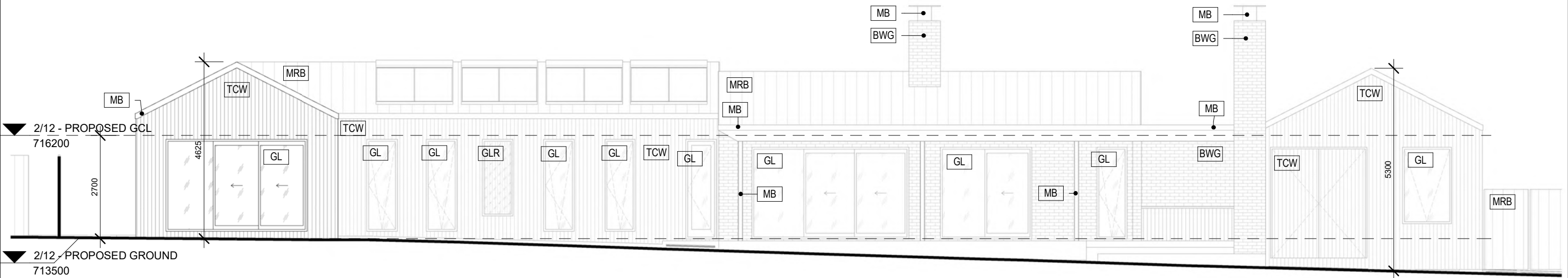
No in SET:
TP 2.4



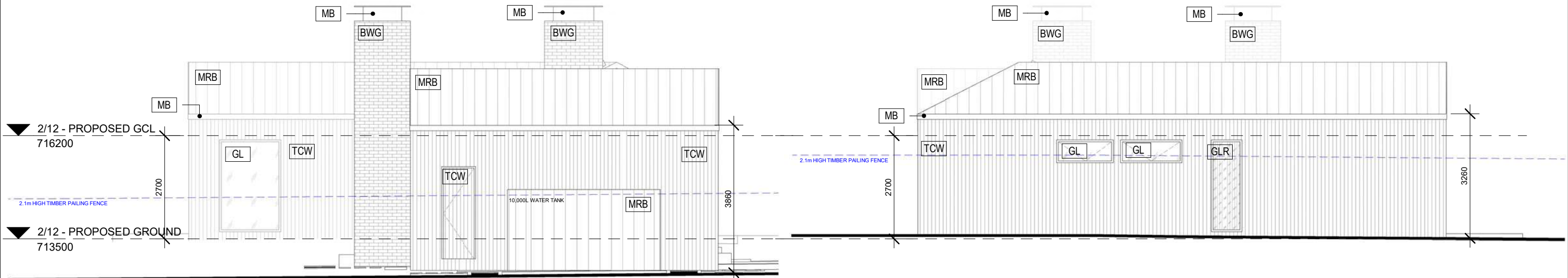
Steele Studios
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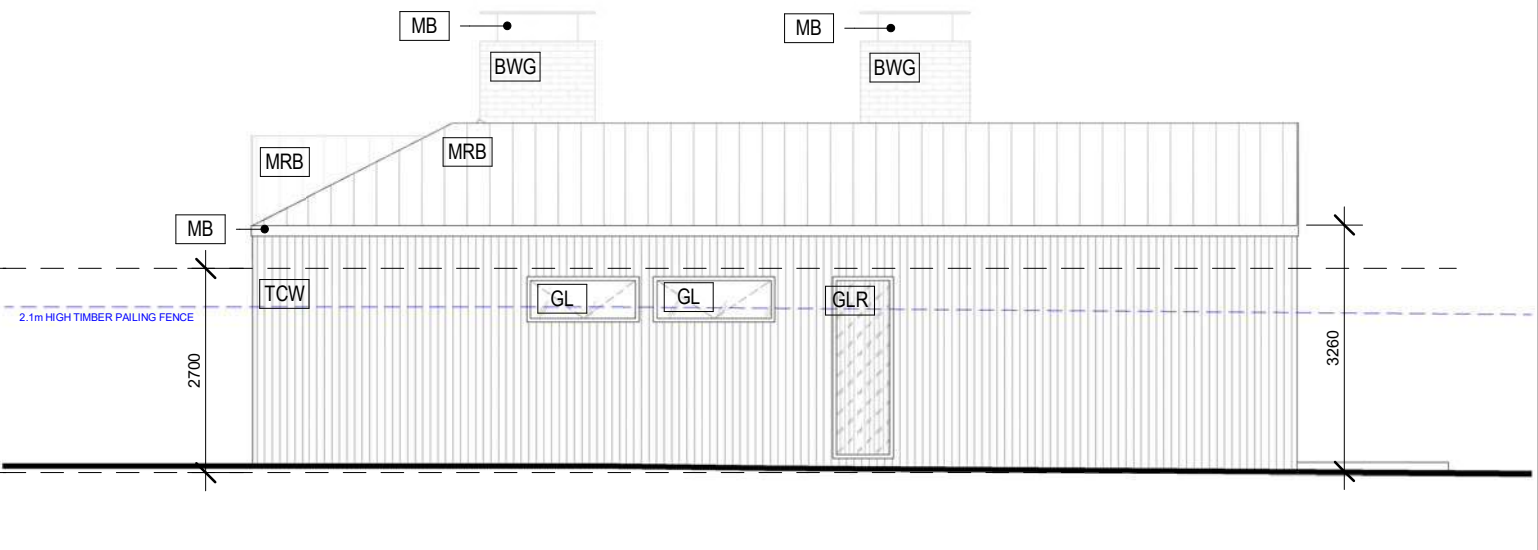
2/12 - SOUTH ELEVATION



2/12 - NORTH ELEVATION



2/12 - WEST ELEVATION



2/12 - EAST ELEVATION

<div>2/12 - PROPOSED ELEVATION</div> <div><div>- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS.</div><div>- DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS</div><div>- IF IN DOUBT ASK, DO NOT GUESS</div><div>- CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SHOP DRAWINGS</div><div>- ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div></div>		<div>Project:</div> <div>Location:</div> <div>Client:</div>	<div>PROPOSED SUBDIVISION</div> <div>12 FEELEYS LANE, TRENTHAM</div> <div>STEELE DEVELOPMENTS & CO.</div>	Amendment:			<div>Date:</div> <div>24.08.2021</div> <div>Scale:</div> <div>1 : 100</div> <div>Job No :</div> <div>SSA21-02</div>	<div>No in SET:</div> <div>TP 2.5</div>	<div>SSA</div> <div>Steele Studios</div> <div>Architecture</div> <div>Interiors</div> <div>/art & Decoration</div>
				No.	Description	Date			
				1	TP01 - PLANNING APPLICATION	25.08.21			



ATTACHMENT 11.2.1



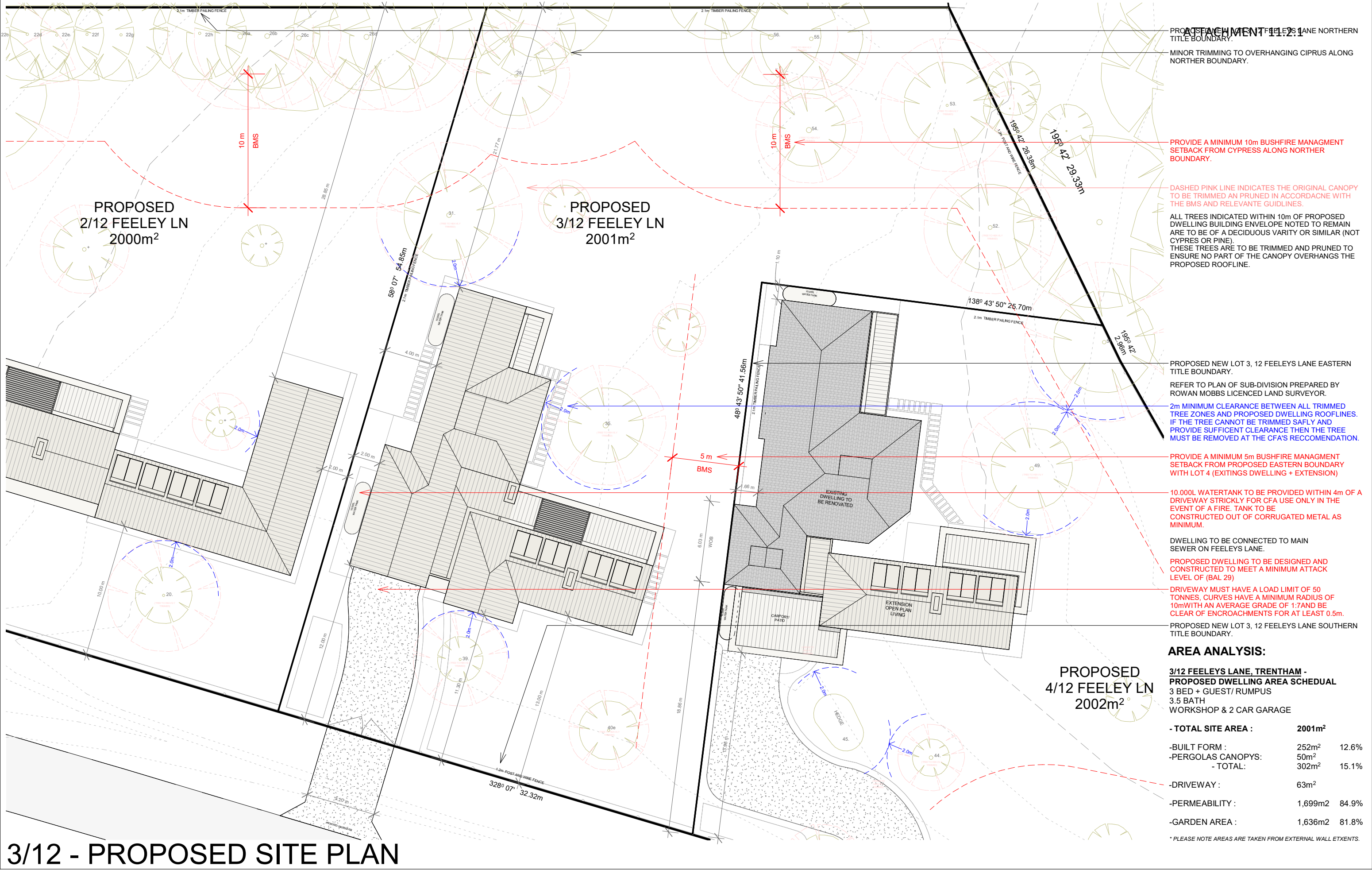
ARTIST IMPRESSIONS

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Location:			No.	Description	Date		
	12 FEELEYS LANE, TRENTHAM	1	TP01 - PLANNING APPLICATION	25.08.21	Scale:		
Client:	STEELE DEVELOPMENTS & CO.				Job No :	SSA21-02	



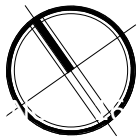
Steele Studios
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3/12 - PROPOSED SITE PLAN

3/12 - PROPOSED SITE PLAN

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Location:
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PROPOSED SUBDIVISION
12 FEELEYS LANE, TRENTHAM
STEELE DEVELOPMENTS & CO.

Amendment:

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1	TP01 - PLANNING APPLICATION	25.08.21

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Scale:
Job No :

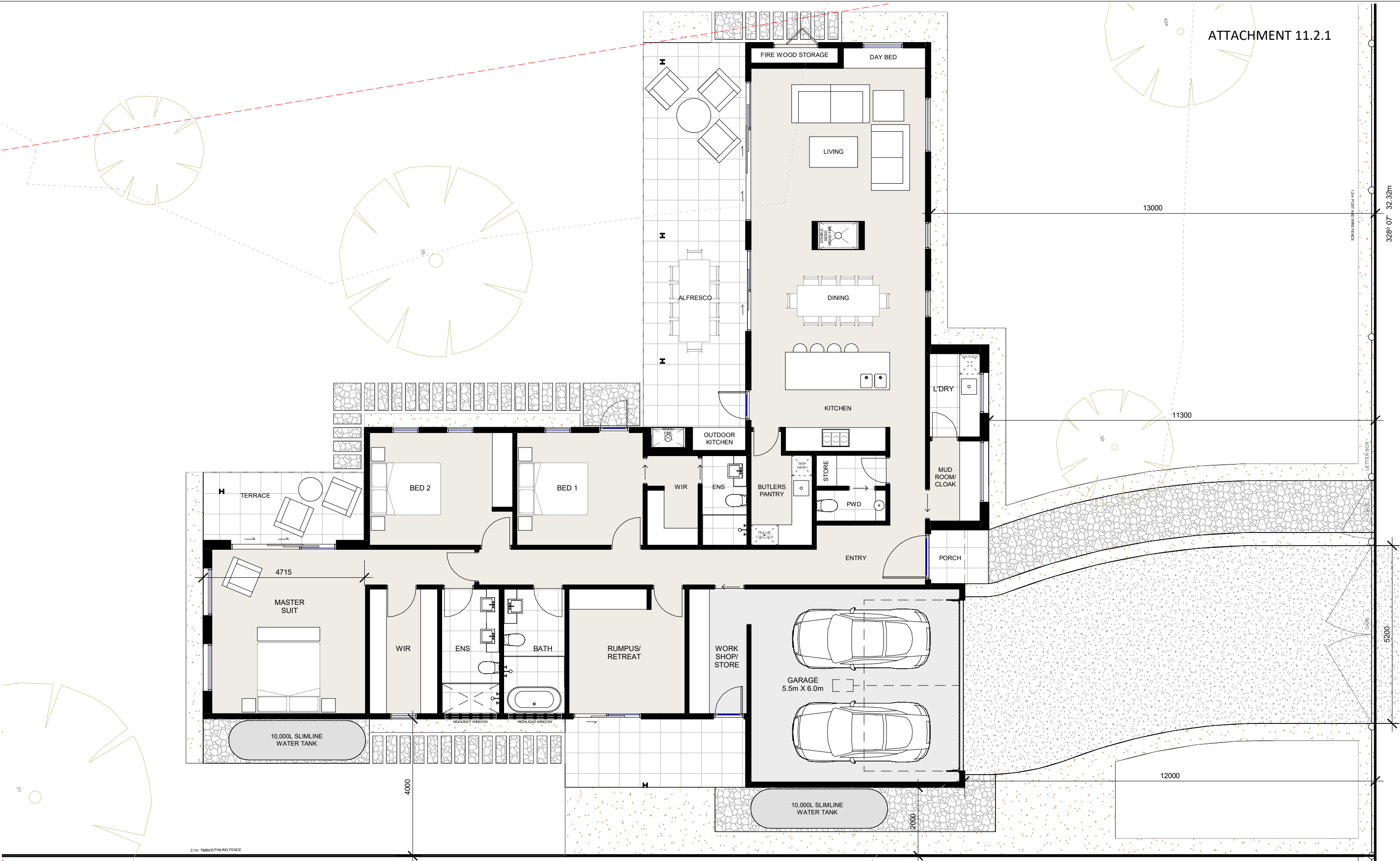
24.08.2021
1 : 250
SSA21-02

No in SET:

TP 3.1



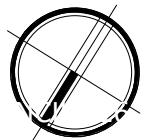
Steele Studios
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Interiors
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3/12 - PROPOSED GROUND FLOOR

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PROPOSED SUBDIVISION
12 FEELEYS LANE, TRENTHAM
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No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

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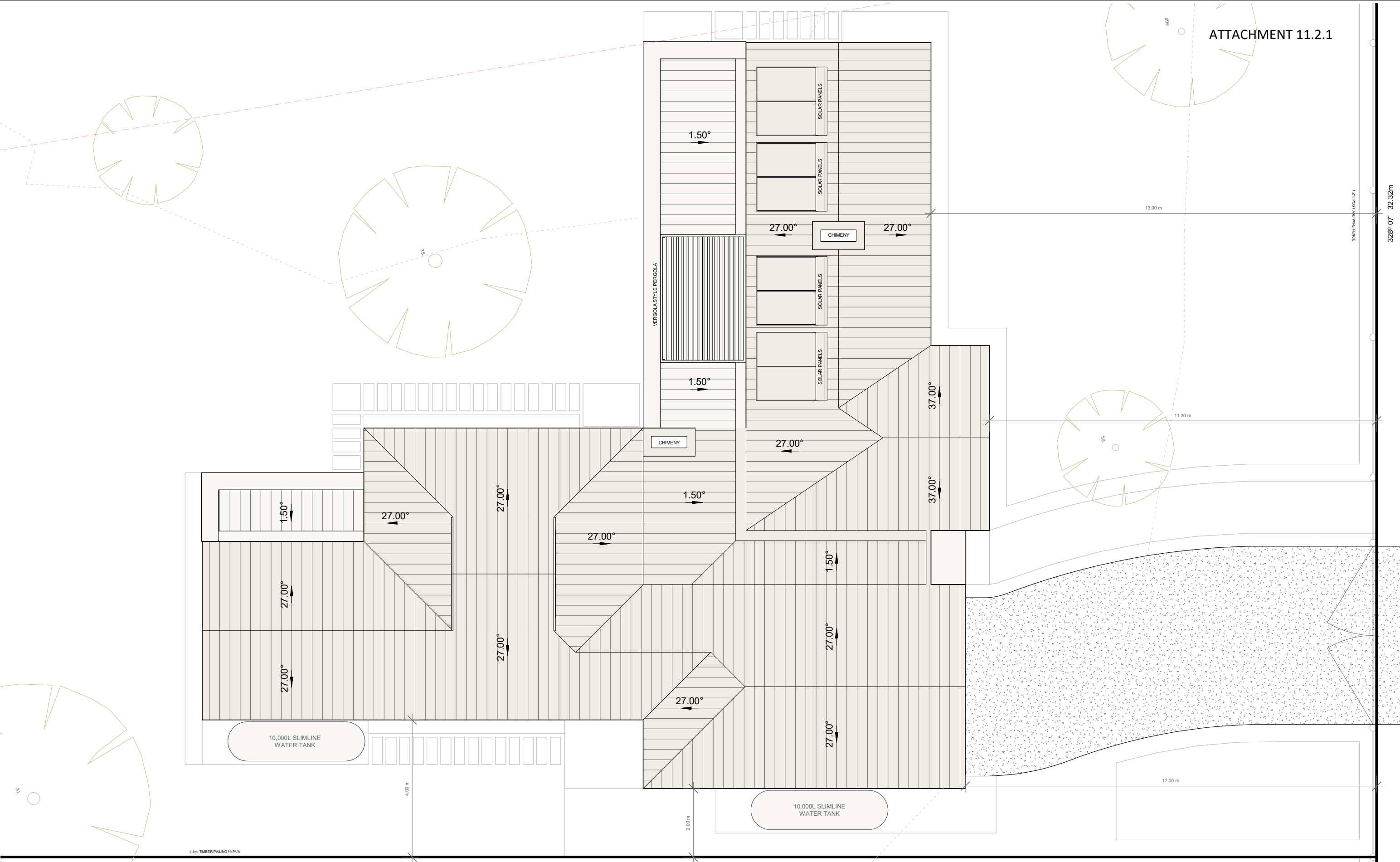
24.08.2021
1 : 100
SSA21-02

No in SET:

TP 3.2



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3/12 - PROPOSED ROOF PLAN

<div>3/12 - PROPOSED ROOF PLAN</div> <div><div><div>ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS.</div><div>DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS.</div><div>IF IN DOUBT ASK, DO NOT GUESS.</div><div>CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SKETCH DRAWINGS.</div><div>ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div></div></div>		<div>Project:</div> <div>Location:</div> <div>Client:</div>	<div>PROPOSED SUBDIVISION</div> <div>12 FEELEYS LANE, TRENTHAM</div> <div>STEELE DEVELOPMENTS & CO.</div>	Amendment:			<div>Date:</div> <div>24.08.2021</div> <div>Scale:</div> <div>1 : 100</div> <div>Job No :</div> <div>SSA21-02</div>	<div>No in SET:</div> <div>TP 3.3</div>
				No.	Description	Date		
				1	TP01 - PLANNING APPLICATION	25.08.21		



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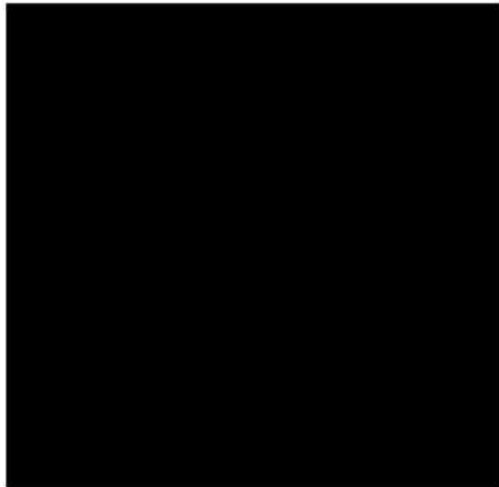
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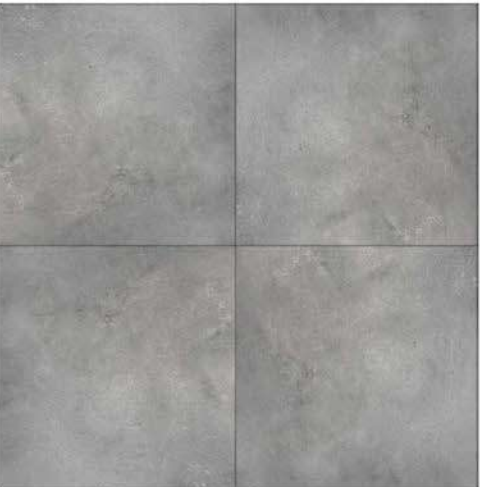
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Project:

PROPOSED SUBDIVISION

Location:

12 FEELEYS LANE, TRENTHAM

Client:

STEELE DEVELOPMENTS & CO.

Amendment:

No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

Date:

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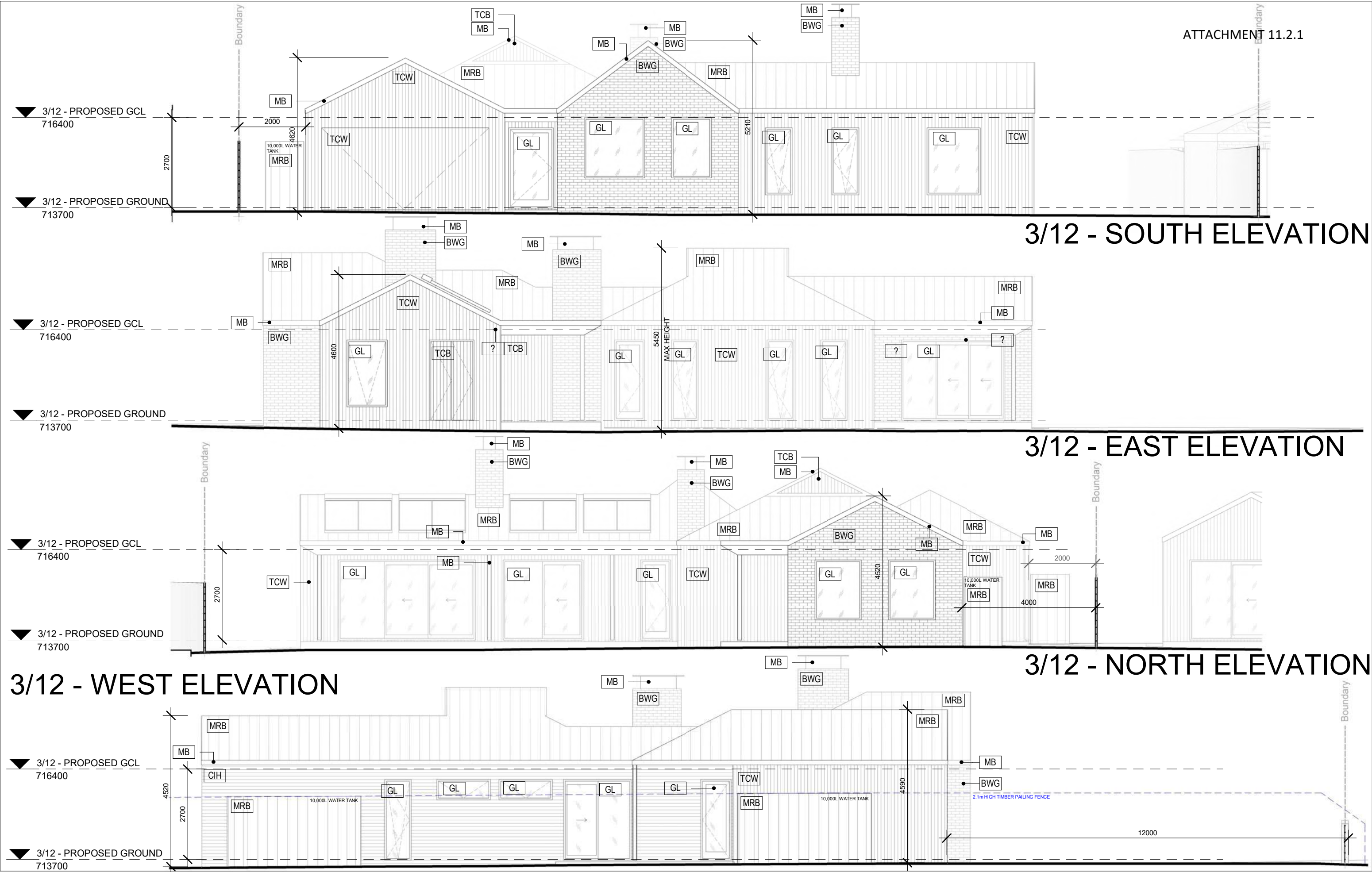
SSA21-02

No in SET:

TP 3.4



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3/12 - PROPOSED ELEVATIONS

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Project:

PROPOSED SUBDIVISION

Location:

12 FEELEYS LANE, TRENTHAM

Client:

STEELE DEVELOPMENTS & CO.

Amendment:

No.	Description	Date
1	TP01 - PLANNING APPLICATION	25.08.21

Date:

24.08.2021

Scale:

1 : 100

Job No :

SSA21-02

No in SET:

TP 3.5



Steele Studios
Architecture
Interiors
Art & Decoration



ATTACHMENT 11.2.1



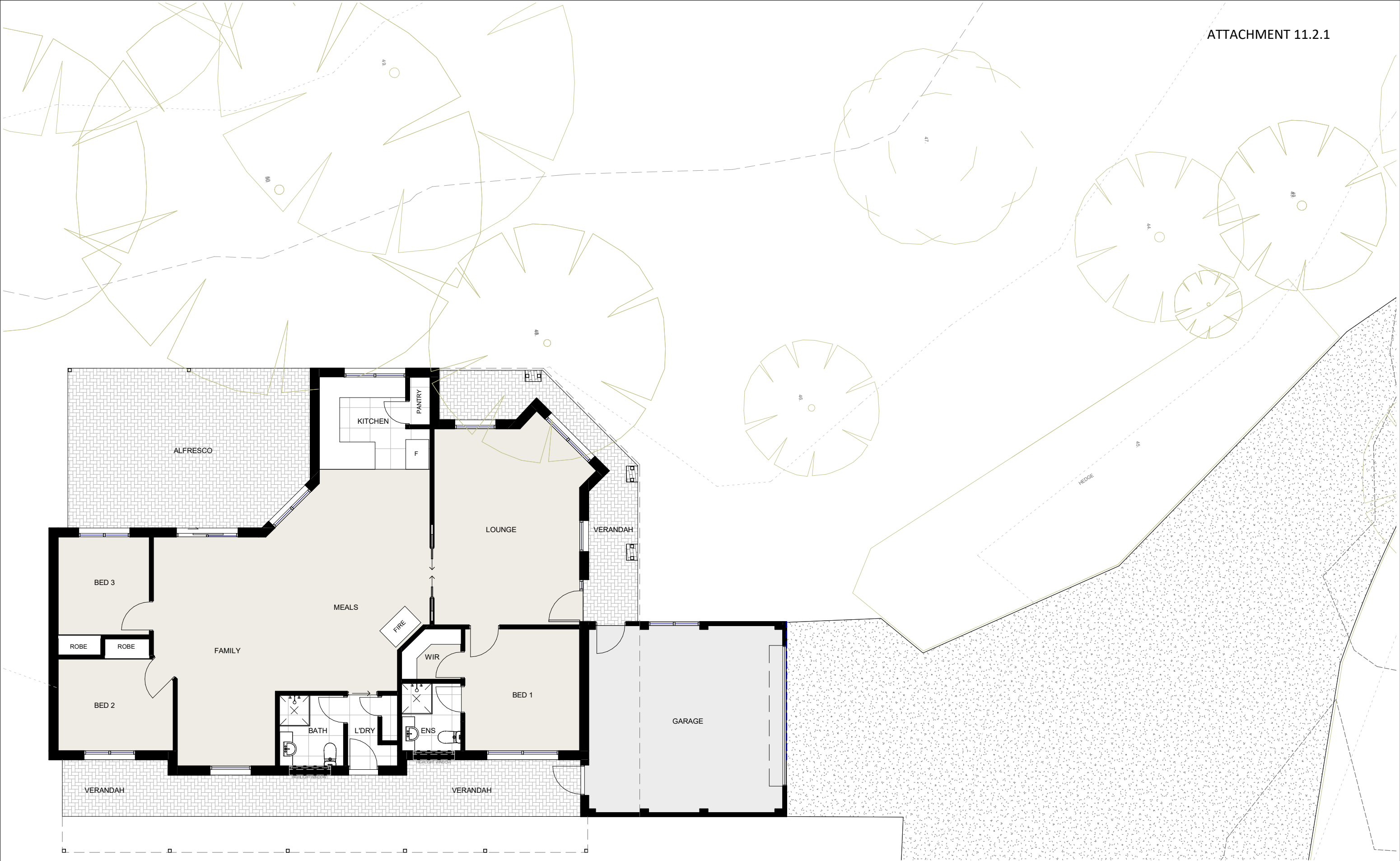
ARTIST IMPRESSIONS

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Project:	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET: TP 3.6
Location:	12 FEELEYS LANE, TRENTHAM	No.	Description	Date	Scale:		
		1	TP01 - PLANNING APPLICATION	25.08.21			
Client:	STEELE DEVELOPMENTS & CO.				Job No :		
						SSA21-02	

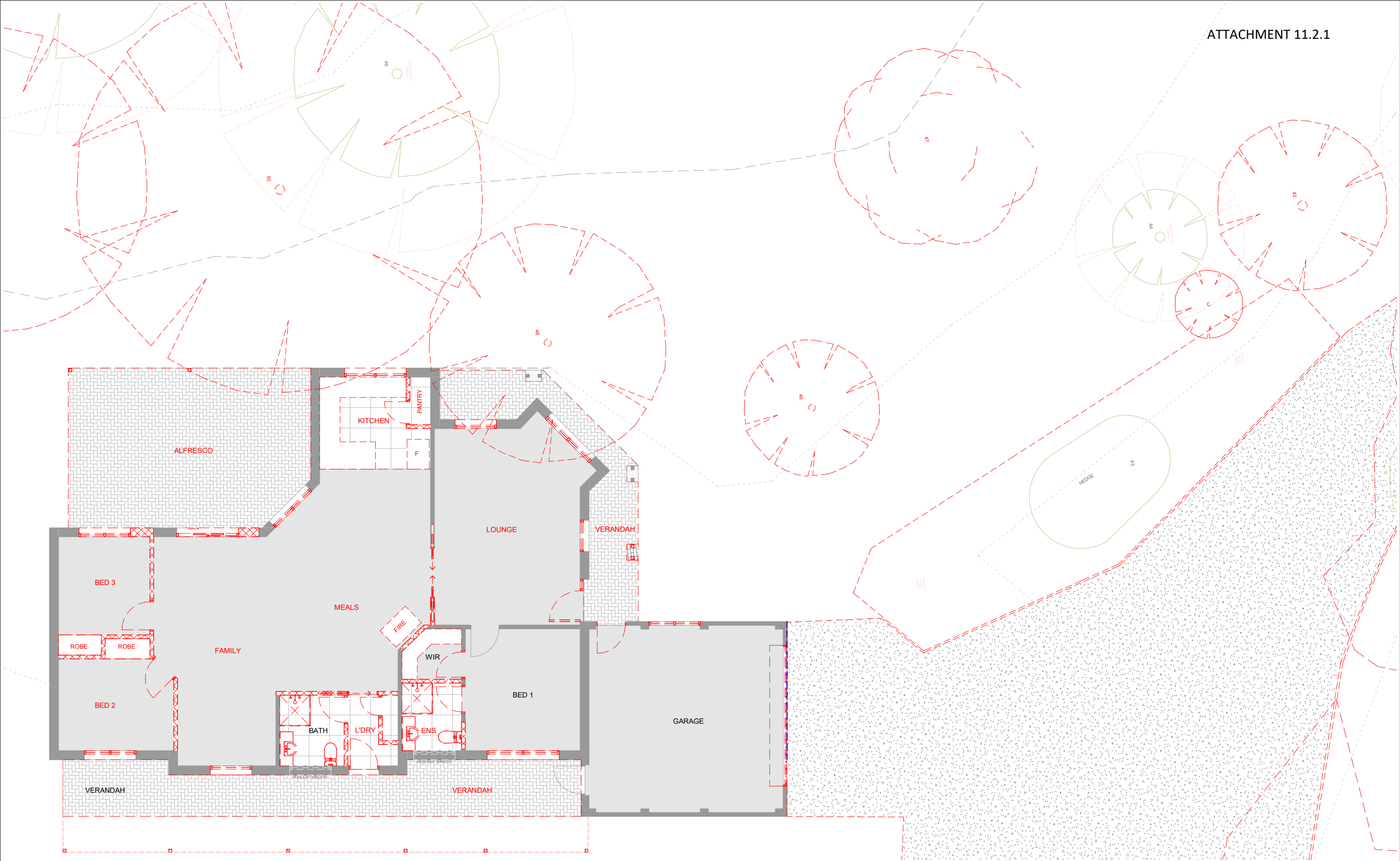
SSA

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EXISTING FLOOR LEVEL

<div>EXISTING GROUND FLOOR</div> <div><div>- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS.</div><div>- DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS.</div><div>- IF IN DOUBT ASK, DO NOT GUESS.</div><div>- CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SHOP DRAWINGS.</div><div>- ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div></div>		<div>Project:</div> <div>Location:</div> <div>Client:</div>	<div>PROPOSED SUBDIVISION</div> <div>12 FEELEYS LANE, TRENTHAM</div> <div>STEELE DEVELOPMENTS & CO.</div>	Amendment:			<div>Date:</div> <div>24.08.2021</div> <div>Scale:</div> <div>1 : 100</div> <div>Job No :</div> <div>SSA21-02</div>	<div>No in SET:</div> <div>TP 4.1</div>
				No.	Description	Date		
				1	TP01 - PLANNING APPLICATION	25.08.21		

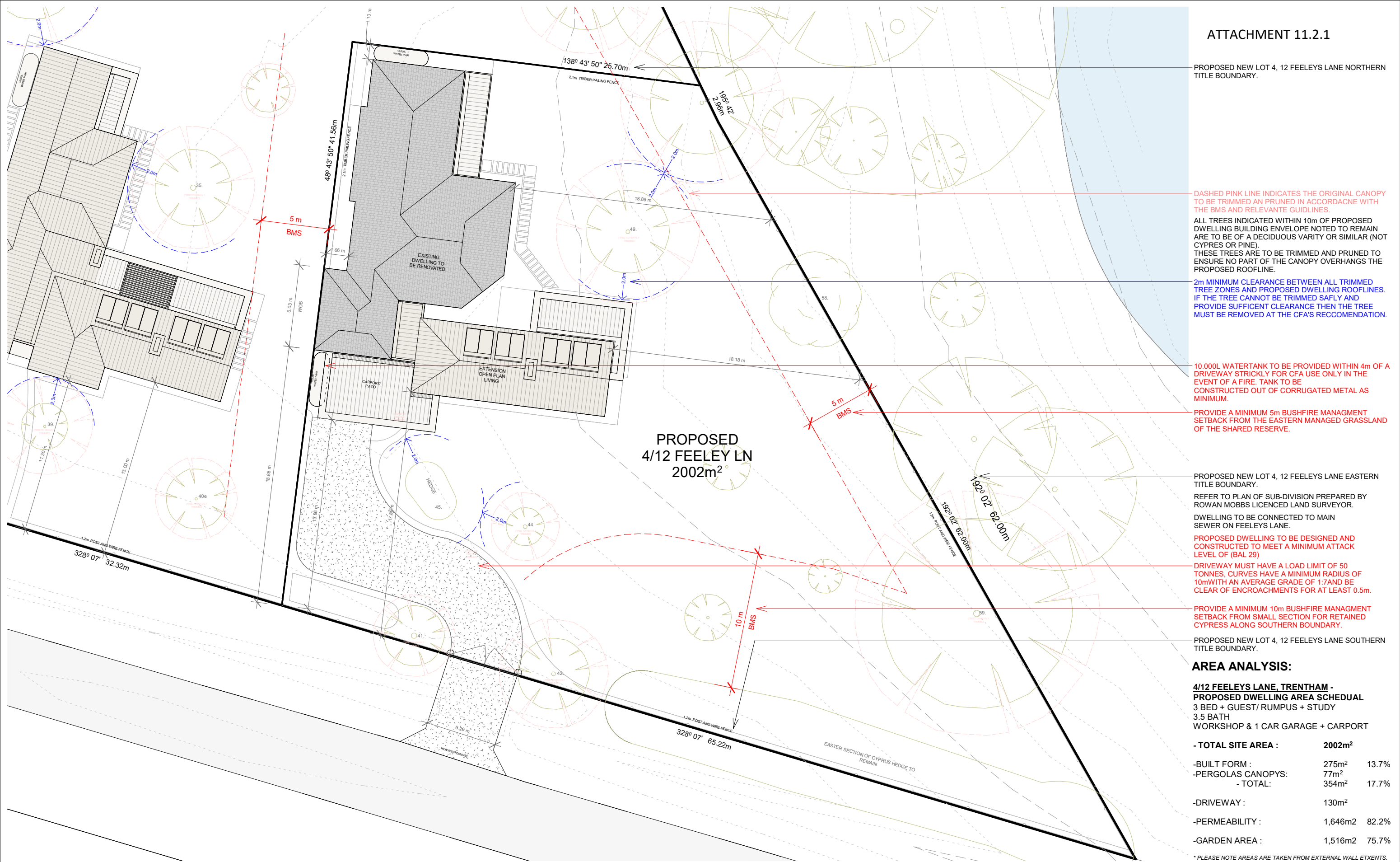


DEMOLITION PLAN

<div>DEMOLITION PLAN</div> <div>- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS. - DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS - IF IN DOUBT ASK, DO NOT GUESS - CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SHOP DRAWINGS. - ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div>		<div>Project:</div> <div>Location:</div> <div>Client:</div>	<div>PROPOSED SUBDIVISION</div> <div>12 FEELEYS LANE, TRENTHAM</div> <div>STEELE DEVELOPMENTS & CO.</div>	Amendment:			<div>Date:</div> <div>24.08.2021</div> <div>Scale:</div> <div>1 : 100</div> <div>Job No :</div> <div>SSA21-02</div>	<div>No in SET:</div> <div>TP 4.2</div>	<div>SSA</div> <div>Steele Studios Architecture Interiors /art & Decoration</div>
				No.	Description	Date			
				1	TP01 - PLANNING APPLICATION	25.08.21			

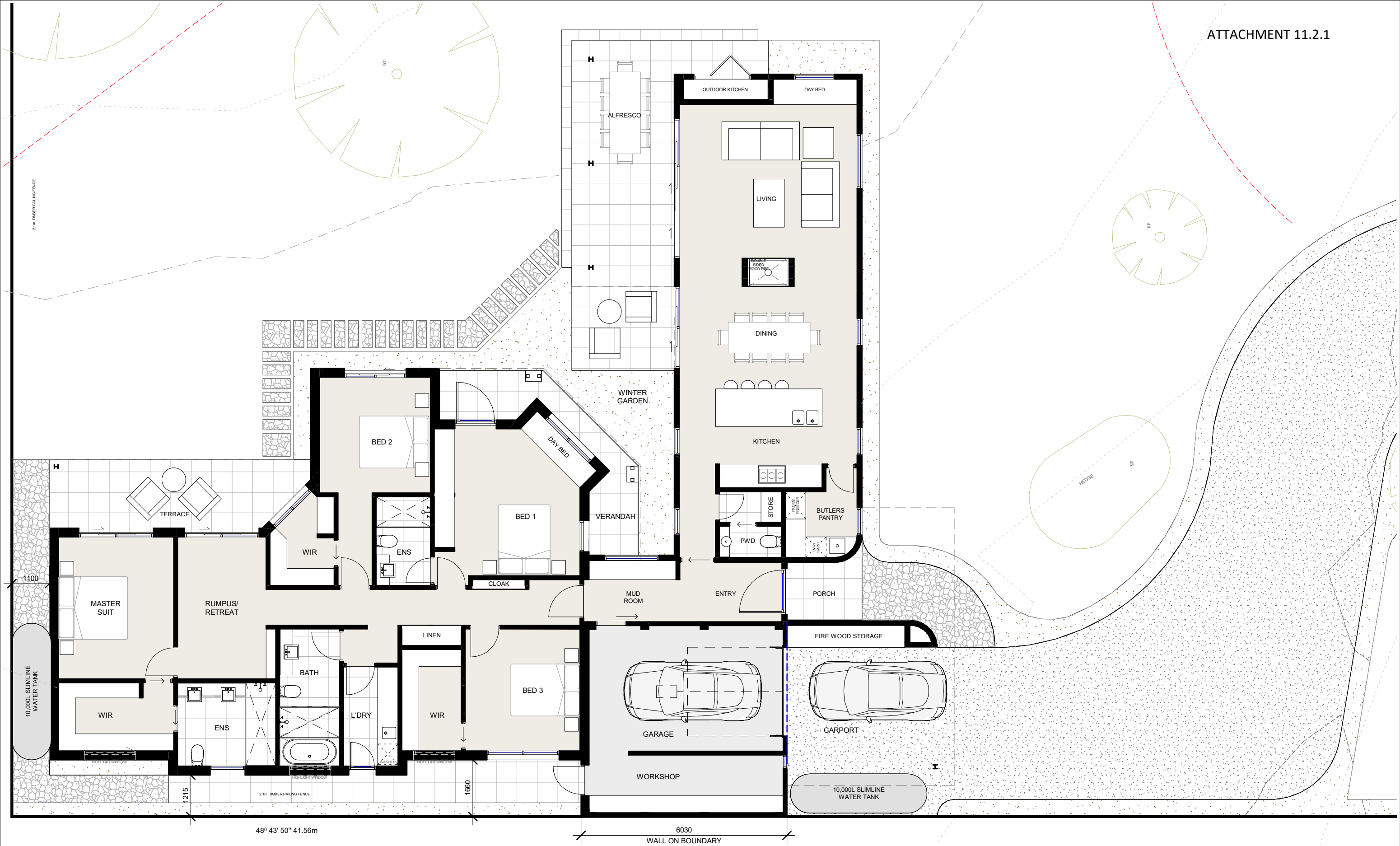


EXISTING ELEVATIONS	<div><div>Project:</div><div>Location:</div><div>Client:</div></div>	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET: TP 4.3	<div><div>SSA</div><div>Steele Studios Architecture Interiors Art & Decoration</div></div>
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			1	TP01 - PLANNING APPLICATION	25.08.21				
						Job No :	SSA21-02		
		STEELE DEVELOPMENTS & CO.							



4/12 - PROPOSED SITE PLAN


4/12 - PROPOSED SITE PLAN		Project:	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET:			
				No.	Description	Date						
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		Client:	STEELE DEVELOPMENTS & CO.				Job No :	SSA21-02				



4/12 - PROPOSED GROUND FLOOR

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				No.	Description	Date		
				1	TP01 - PLANNING APPLICATION	25.08.21		

4/12 - PROPOSED ROOF PLAN

4/12 - PROPOSED ROOF PLAN		Project:	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET: TP 4.6
<div>- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS. - DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS - IF IN DOUBT ASK, DO NOT GUESS - CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCEMENT OF ANY WORK. (IF PREPARING SHOP DRAWINGS. - ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div>		Location:	12 FEELEYS LANE, TRENTHAM	No.	Description	Date	Scale:	1 : 100	
		Client:	STEELE DEVELOPMENTS & CO.	1	TP01 - PLANNING APPLICATION	25.08.21	Job No :	SSA21-02	



BWB : EXISTING BRICKWORK - BAGGED WHITE (or similar)



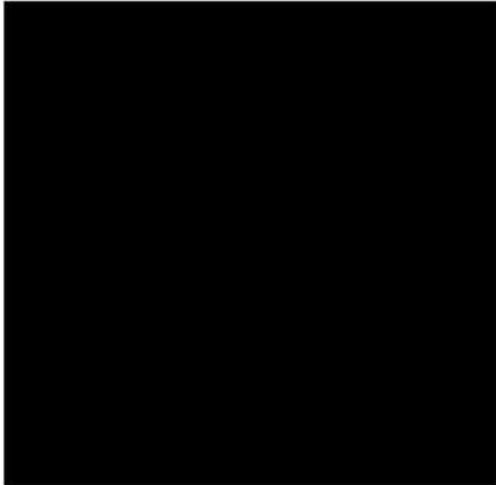
TCB : TIMBER LOOK CLADDING - BLACK (or similar)



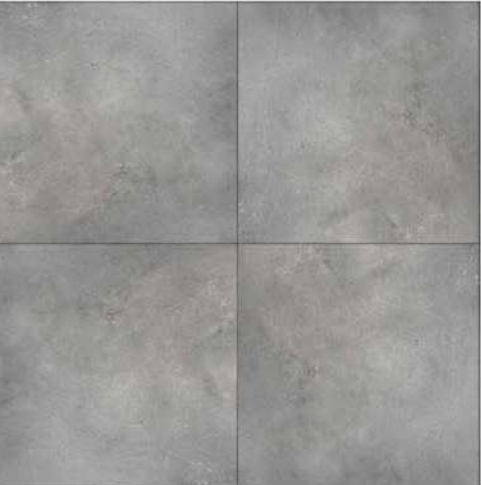
TCW : TIMBER LOOK CLADDING - WHITE (or similar)



MRB : METAL DECK ROOFING - GUN METAL (or similar)



MB : METAL - GUN METAL/ BLACK (or similar)



EXTERNAL TILE - CONCRETE LOOK (or similar)

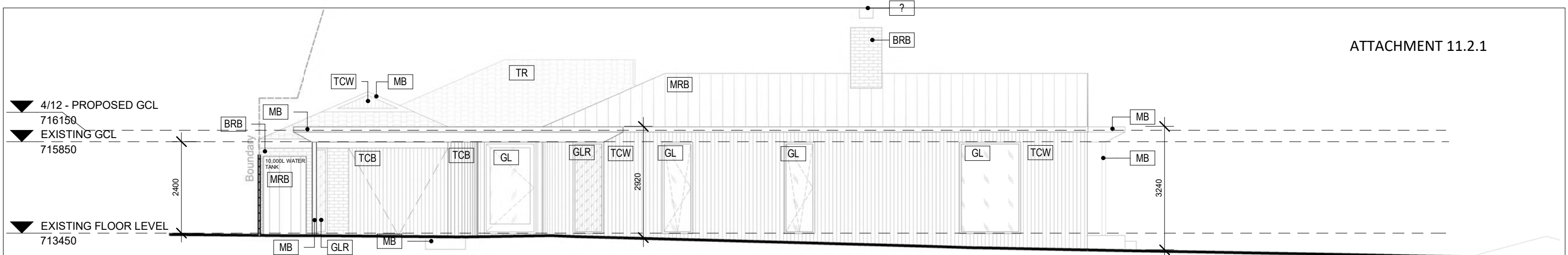
GL : GLAZING - CLEAR

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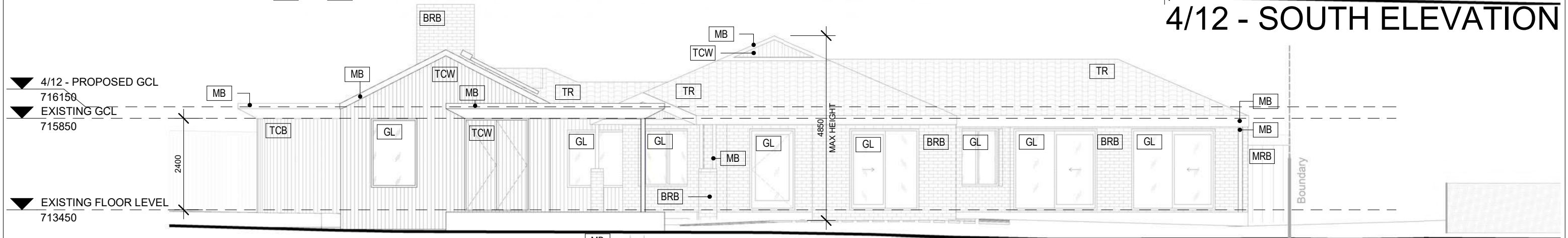
COLOUR & MATERIAL SCHEDULE

- ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS.
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- IF IN DOUBT ASK, DO NOT GUESS
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- ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.

Project:	PROPOSED SUBDIVISION	Amendment:			Date:	24.08.2021	No in SET:
Location:		No.	Description	Date	Scale:		
		1	TP01 - PLANNING APPLICATION	25.08.21			
Client:	STEELE DEVELOPMENTS & CO.				Job No :	SSA21-02	TP 4.8



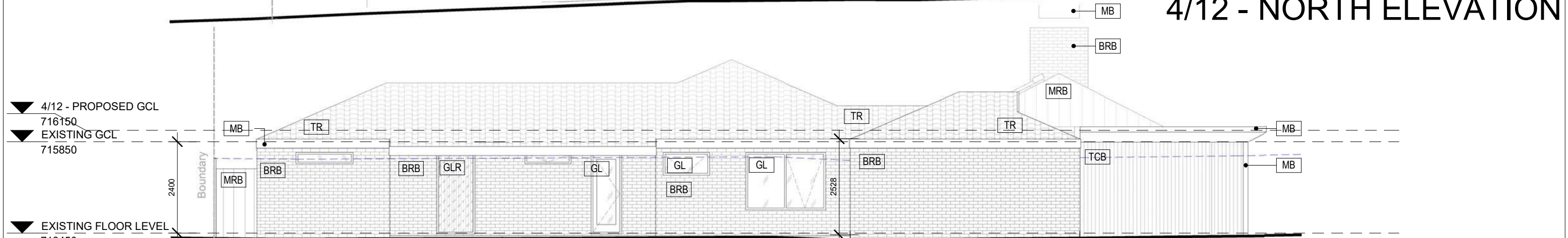
4/12 - SOUTH ELEVATION



4/12 - EAST ELEVATION



4/12 - NORTH ELEVATION



4/12 - WEST ELEVATION

<div>4/12 - PROPOSED ELEVATIONS</div> <div><div>ARCHITECTURAL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH ALL CONSULTANTS AND ENGINEERING DRAWINGS AND DETAILS.</div><div>DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS.</div><div>IF IN DOUBT ASK, DO NOT GUESS.</div><div>CONTRACTORS MUST VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING ANY WORK OR PREPARING SCHEDULED DRAWINGS.</div><div>ANY DISCREPANCIES MUST BE REPORTED TO THE ARCHITECT FOR CLARIFICATION AND APPROVAL IN WRITING.</div></div>		<div>Project:</div> <div>Location:</div> <div>Client:</div>	<div>PROPOSED SUBDIVISION</div> <div>12 FEELEYS LANE, TRENTHAM</div> <div>STEELE DEVELOPMENTS & CO.</div>	Amendment:			<div>Date:</div> <div>24.08.2021</div> <div>Scale:</div> <div>1 : 100</div> <div>Job No :</div> <div>SSA21-02</div>	<div>No in SET:</div> <div>TP 4.9</div>	<div>SSA</div> <div>Steele Studios</div> <div>Architecture</div> <div>Interiors</div> <div>Art & Decoration</div>
				No.	Description	Date			
				1	TP01 - PLANNING APPLICATION	25.08.21			



ATTACHMENT 11.2.1





Central Highlands Environmental Consultancy



Bushfire Management Statement:
Proposed 4 - Allotment Subdivision
Pathway 3 Application
Location: 12 Feeleys Lane, Trentham Vic 3458

21st August 2021

Document status

Version	Doc Type	Reviewed by	Approved by	Date issued
V01	BMS Document	Jennifer Johnson Ray Draper	Ray Draper	21 August 2021

Project Details

Project Name: Bushfire Management Statement:
Proposed 4 - Allotment subdivision

Site Address: 12 Feeleys Lane, Trentham Vic 3458

Postal address: Not supplied

Client: Clinton Steele (Steele Studios Architecture)

Environmental consultants: Ray Draper and Jennifer Johnson

Declaration and Copyright

Central Highlands Environmental Consultancy has prepared this Bushfire Management Statement (BMS) on behalf of **Clinton Steele (Steel Studios Architecture)** who has provided information relating to the site. This BMS contains the following information:

- Bushfire Hazard site Assessment
- Bushfire Landscape Assessment
- Bushfire Management Statement
- Bushfire Management Plan (included separately)

This information is correct as of **August 2021**. Information within this report is based on observations from a field inspection and QIS Near map / Google aerial mapping assessments.

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Central Highlands Consultancy does not warrant this document definitive nor free from error and does not accept liability for any loss caused, or arising from, reliance upon the information provide herein.

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1. Introduction

1.1 Proposal

Central Highlands Environmental Consultancy was contracted by **Clinton Steele (Steele Studios Architecture)** to undertake a Bushfire Attack level assessment and Bushfire Management Statement for a proposed **4-allotment subdivision** located at **12 Feeleys Lane, Trentham Vic 3458**

This report will concentrate on the creation of three new building envelopes and an extension on the existing house on one allotment.

The assessment is required as the property is located within a Bushfire Management Overlay and/or falls within Designated Bushfire Prone Area under the **Hepburn Shire Council** Planning Scheme.

This document details fire related threats to the proposed dwelling and includes responses to legislative requirements regarding development in areas covered by Bushfire Management Overlays.

1.2 Methodology

Methodologies detailed below were used to satisfy the following application requirements under the BMO under the Clause of 53.02-4:

- Bushfire Hazard site Assessment,
- Bushfire Landscape Assessment
- Bushfire Management Statement
- Bushfire management plan (included separately)

1.3 Background Review

References relating to Bushfire Attack level and Bushfire Management Assessment include:

- Planning provisions in clauses 44.06 and 53.02 relating to the Bushfire Management Overlay. Construction in bushfire prone areas AS 3959-2009 (Australian Standards 2009).
- Practice Note 65 Preparing and Assessing a Planning Application Under the Bushfire Provisions in Planning Schemes. (DTPLI 2014).
- Planning for Bushfire. Guidelines for meetings Victoria bushfire planning requirements (BMO).
- Assessing Vegetation in a Bushfire Management Overlay (BMO) (CFA 2011b).
- Landscaping for Bushfire, Garden Design and Plant Selection (CFA 2011c).
- Planning controls covering provisions for development in Bushfire Management Overlays and the implications of these for the proposed development (Land Victoria);
- Advice from Liaise with the Country Fire Authority (CFA) and local government as required.

The following websites were reviewed to obtain background information on the study site:

- **Land Victoria Interactive Map:** topography, slope, planning overlays and zones.
- **Data.Vic Map** for GIS map layers including bushfire history of the local area.
- **Near Maps and Google Earth** for aerial photos of the study area and surrounds.
- **Native Vegetation Information Management System (NVIM)** – vegetation risk assessment

1.4 Field Assessment

A field assessment was undertaken within the property and surrounds on **24 May 2021** to gather information on the Bushfire Hazard Site and Landscape Assessment to determine vegetation types within the defined study site (Bushfire Hazard Site Assessment) and surrounds (Bushfire Hazard Landscape Assessment) as well as land uses and potential fire threats.

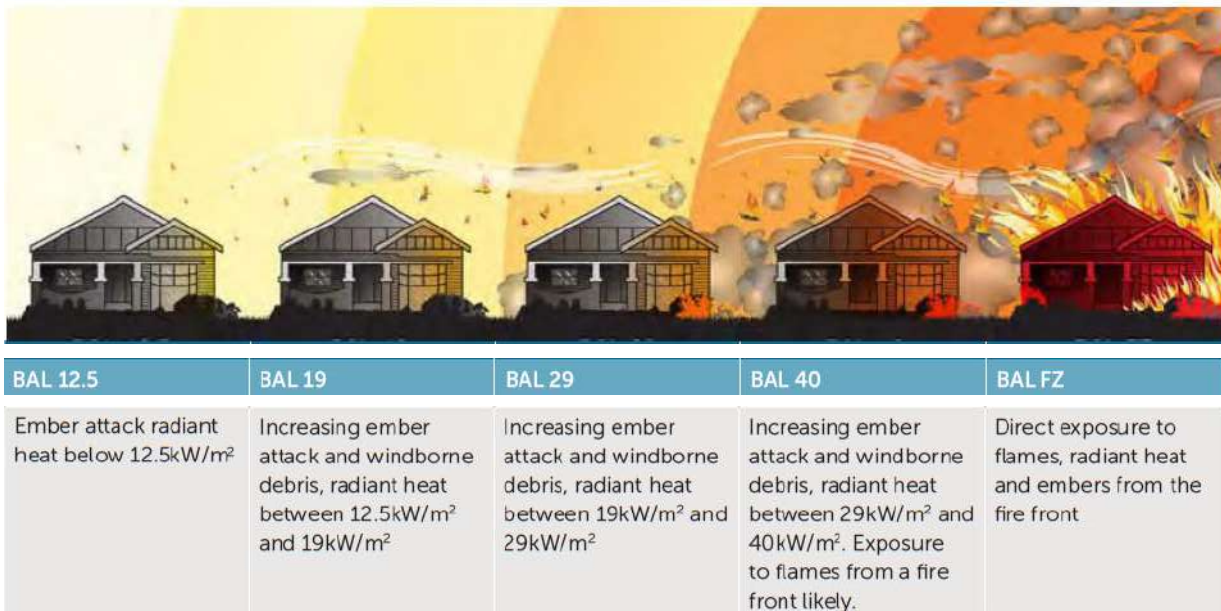
1.5 Bushfire Hazard site Assessment

Land within 150 metres of **proposed subdivision** was investigated where possible to determine classifiable vegetation as described in AS 3959-2009 (Australian Standards 2009) and any low-threat and modified vegetation as described in Practice Note 65 Preparing and Assessing a Planning Application Under the Bushfire Provisions in Planning Schemes (DTPLI 2014). The distance to classifiable vegetation and the proposed development was calculated as well as the slope under the classifiable vegetation.

1.6 Determining BAL & Defendable space

The information shown below in conjunction with Tables 1, 2 or 3 from clause 53.02-5 was used to determine the appropriate Bushfire Attack Level (BAL) defendable space for each of the **proposed new dwellings** construction requirements. The higher the BAL, the higher the exposure to the effects of direct flame contact, radiant heat and ember attack from a bushfire (figure 1). (DTPLI 2014). A lower BAL (i.e. 12.5 or 19) will have a larger defendable space and fewer construction requirements, whilst a BAL- 40 will have a smaller defendable space and extensive fire-protection construction requirements.

Figure 1: Bushfire Attack Levels (BAL) and hazards associated with bushfire threats (source: DTPLI 2014)



Defendable Space

Defendable space is defined in Clause 72 of the relevant Planning Scheme as an area of land around a building where vegetation is modified and managed to reduce the effects of flame contact and radiant heat associated with a bushfire (DTPLI 2014). See Figure 2 for a diagram of defendable space and Appendix 2 for vegetation management requirements.

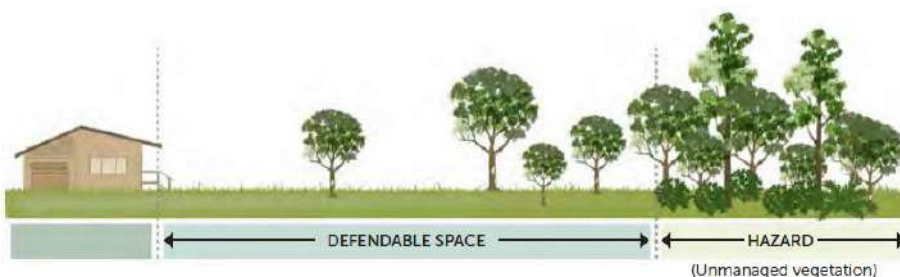


Figure 2: Defendable space around a proposed construction (Source: DTPLI 2014).

1.7 Construction Standards

Building construction and design can be used to minimise the impacts of ember attack and radiant heat on a building. Construction requirements for buildings relating to a calculated BAL are prescribed in AS3959-2009 (Australian Standards 2009). The materials and design of a building can be used to prevent the accumulation of debris and entry of embers. Appropriate construction helps the building to withstand the potential exposure from a bushfire as the fire front passes. Different BAL levels can be utilised on different sides of the proposed dwelling if required. See Appendix 3 for construction requirements associated with this retrofit.

1.8 Bushfire Management Statement

The Bushfire Management Statement describes how the proposed development responds to the requirement of clauses 44.06 and 53.02 of the BMO. The planning provisions related to the BMO are contained in clause 44.06 – Bushfire Management Overlay of the planning scheme. Specific objectives approved measures, alternative measures and decision guidelines are set out in clause 53.02 of the planning scheme and these inform decisions under the BMO (DPTLI 2014).

Clause 53.02-3 (Assessed under Pathway 1):

This Clause provides a process for preparing and assessing planning applications and related to proposals to construct only one dwelling or carry out works associated with a single dwelling located within land zoned Neighbourhood Residential Zone, General Residential Zone, Residential Growth Zone, Urban Growth Zone, **Low Density Residential Zone**, Township Zone or Rural Living Zone. This clause provides one objective *Dwellings in existing settlements – Bushfire protection objective* that has approved measures that must be met.

Clause 53.02-4 (Assessed under Pathway 2):

This clause applies to all other applications including an application that does not meet all the approved measures to be assessed under 53.02-4. This clause includes three objectives:

1. 53.02-4.1 Landscape, Siting and design objectives
2. 53.02-4.2 Defendable space and construction objective; and
3. 53.02-4.3 Water supply and access objectives.

These objectives contain approved and alternative measures required to meet the objectives. Approved measures are those that are considered to meet the objective. Alternative measures may be considered where the responsible authority is satisfied that the objective can be met. The responsible authority may consider unspecified alternative measures (DTPL 2014).

Clause 53.02-4.4 (Assessed under Pathway 3) – Inclusive of Clauses: 53.02 4.1 – 4.3.

To provide lots that are capable of being developed in accordance with the objectives of Clause 53.02. To specify at the subdivision stage bushfire protection measures to develop a lot with a single dwelling on land zoned for residential or rural residential purposes.

This site is within a Low-Density Residential Zone (LDRZ) and is proposed to be subdivided into 4-allotments and therefore Clause 53.02-4.4 applies and will be assessed under Pathway 3.

1.9 Limitations

When determining the bushfire hazards of the site and landscape, access to private property is not always available. In some cases, adjacent fire threats were determined using aerial photos and viewing over a boundary fence.

Classifiable vegetation was assessed based on the current conditions and evidence of vegetation modification. Assumptions have been made as to what ongoing vegetation conditions and successional processes may occur with respect to classifiable vegetation types.

2. Application

Assessment methodology

The site and surrounds were assessed on **24 May 2021** in accordance with methodologies detailed in planning provisions 44.06 and 53.02 associated with the Bushfire Management Overlay.

2.1 Application Details

Location: 12 Feeleys Lane, Trentham Vic 3458.

Council: Hepburn Shire Council

Zoning:

- Low Density Residential Zone (LDRZ)
- Schedule to the Low-Density Residential Zone (LDRZ)

Overlays affecting the allotment:

- Bushfire Management Overlay (BMO)
- Environmental Significance Overlay (ESO)
- Environmental Significance Overlay – Schedule 1 (ESO1)

2.2 Site Description

- **Allotment Shape:** The total size of the property prior to subdivision is 8,003 m² (0.8 ha).
- **Size of Allotments:** Once subdivided, the proposed subdivision will contain 4-allotments of:
 - Lot 1 / 12: 2,000 m² (Proposed dwelling)
 - Lot 2 / 12: 2,000 m² (Proposed dwelling)
 - Lot 3 / 12: 2,001 m² (Proposed dwelling)
 - Lot 4 / 12: 2,002 m² (Contains an existing dwelling with proposed extension).

(Refer to Appendix 1 for further information).

- **Size of Building envelopes:** Please refer to Appendix 1 for building dimensions.

Access:

Proposed primary access for the new proposed subdivision will be off Feeleys Lane (to the west which is a sealed two-way road with a minimum trafficable width of 4-5 m that meets CFA access requirements. There is no proposed secondary access. All driveways will be less than 30m in length to the new proposed building envelopes.

Buildings or works on site:

- **Infrastructure:** Property is fenced on 4 sides and there is an existing dwelling on Lot 4.
- **Power:** Power will be supplied from Feeleys Lane.
- **Septic / Sewer line:** Sewerage will be accessible to the subdivision.
- **Hydrants:** There are hydrants located on the west boundary of the property Close to Lot 1 & 4.
- **Town Water:** Town water is accessible to the subdivision.
- **Neighbouring dwellings:** Closest dwellings are on Lot 4 and west side along Feeleys Lane.

Classifiable Vegetation:

The vegetation onsite is classified as having “Modified Vegetation” characteristics to the north, west, south and east. All classifiable vegetation within the 150-metre assessment area was noted. The site slopes predominately **south to north, at an average of 0 - 5 degrees.**

3. Bushfire Hazard Site Assessment

3.1 Vegetation within 150 m of proposed development in relation to bushfire considerations

Land surrounding the site to the north, west, east and south is defined below according to vegetation type, canopy cover and vegetation height in metres. Bushfire Site Assessment: Table 2 Clause 53.02. *Vegetation types were determined by the closest native vegetation type and possible landscape fire.*

- **North of the subdivision (within 150m of the subdivision):** The vegetation has been classified as “Modified Vegetation”. The closest classifiable vegetation (Large Cypress Hedge) is approx.: **10 m** away from the proposed new allotments along the northeast boundary of the property. Beyond the property boundary across Mulcahys Road, is another cypress hedge located approximately 40m away, which is located within a peri-urban property with managed gardens. The largest classifiable vegetation is located 130m away to the north and extends for 1km before reaching large open paddocks.
- **West of the subdivision (within 150m of the subdivision):** The vegetation has been classified as “Modified Vegetation”. The closest classifiable vegetation of unmanaged bushland is located approx.: **> 300m** away from the proposed subdivision. To the west of the proposed subdivision, beyond Feeleys Lane, is an existing per-urban / suburban area of Trentham containing mainly treeless large acreages with existing dwellings.
- **South of the subdivision:** The vegetation has been classified as “Modified Vegetation”. The closest large area classifiable vegetation approx.: **63 m** away from the proposed extension on Lot 4. Between the property boundary and classifiable vegetation is section of managed gardens and lawns, before reaching patches of partially managed bushland, which transitions into a larger area of unmanaged classifiable vegetation 115m away from the property, and then which extends for several kilometres into the State Forest.
- **East of the subdivision:** The vegetation has been classified as “Modified Vegetation”. The closest large area of classifiable vegetation is approx.: **10m** away from the proposed subdivision and consists of a Cypress Hedge. For 142m is a mixture of managed gardens, Cypress hedges and Bushland (which is located around a large dam). Further east, there is larger open paddocks, which are mainly treeless.

Modified vegetation (describe vegetation found onsite):

Within the property boundary of the proposed subdivision, there was mainly exotic vegetation (i.e. Cypress, Birch, Oaks, Prunus, Ash, Magnolia etc) with no native vegetation present. The property also contains a large area of lawn which is regularly mown.

The exotic trees present did not have any shrubs or lower vegetation planted beneath them on Lots 1, 2, and 3. Where the existing dwelling is located, there was some exotic shrubby vegetation around the dwelling as well as isolated planted exotic trees.

Modified Vegetation is mentioned in AS3959 as:

- Vegetation classes may appear to be modified as a result of previous uses, clearing, weed invasion or due to disturbance factors such as fire which may affect short term fire behaviour. The expansion of additional vegetation classes would make implementation of this Standard more difficult. The presence of disturbance by bushfire or past use does not of itself warrant any reduction in the classification of the vegetation. The potential for re-vegetation should be considered. (Source: C2.2.3.1 - AS3959, 2018).

Excludable vegetation:

Any areas of maintained pasture and non-vegetated surfaces were identified immediately around the proposed dwelling site. These areas meet the AS3959-2009 classifications of low threat as overall the area is managed in a minimal fuel condition. *Excludable vegetation includes maintained gardens, grazed paddocks, mown grass, windrows and non-vegetated surfaces within low-density residential areas.*

Excludable area on site included existing cleared areas not containing any trees and shrubs i.e. Mown lawn as well as managed gardens with exotic trees (with a lower flammability).

Other excludable areas offsite included: adjacent allotments or established peri-urban blocks surrounding the site with managed vegetation or paddocks and nearby roads such as Feeleys Lane and Mulcahys Road as well as mown nature strips along roads.

Vegetation Removal:

Several Exotic Trees Vegetation will be removed as part of the proposed subdivision.

Within the proposed subdivision, the developer wants to retain some exotic trees, providing they are not touching or overhanging the dwellings (Please refer to appendix 1). Exotic trees are not as flammable as native trees, however any areas below retained trees must not contain planted vegetation such as shrubs (mown lawn is acceptable).

Retained Exotic trees may need to be trimmed to ensure they do not overhang or touch any of the proposed dwelling envelopes on Lots 1,2 & 3 or existing dwelling and proposed extension on Lot 4. Any trees should be trimmed back by a minimum 2 metres.

Approximately: 49 exotic trees may be retained providing they “do not touch or overhang the dwelling” – this will need to be requested and justified within the BMS and BMP with variation to the standard Table 6 requirements (Refer to Appendix 1 for location of trees).

As a part of current and future landscaping - it is generally recommended that there is a tree canopy separation of five metres (no branches within 2m of ground level) and overall canopy cover of no more than 15 per cent at maturity (DTPLI Standard 2014a).

Any features of the site relevant to bushfire considerations:

The most significant feature that is relevant as a bushfire hazard in terms of fuel level is the vegetation to north, northeast and east, where there is a large mature Cypress pine hedge located 10m away and to the south of the proposed subdivision site, where there some bushland, located 25m away (as well as a long fire run).

To the northwest and west is mainly open farmland or established peri-urban allotments containing managed allotments.

Please note that although most fire fronts mainly approach from the northwest, west and southwest, fire may approach from other directions as well.

3.2 Vegetation Assessment

Built structures at this location allow for either a BAL **29** rated defensible space and associated construction requirements to all aspects. **BAL 29** reflects location may be prone to short term radiant heat with the possibility of direct flame contact (if vegetation is not managed) from nearby mature trees with mainly ember attack.

Defensible space requirements have been taken from “All Slopes – Modified Vegetation” of **Table 2** to Clause 53.02-5.

- Please note that Defensible Space will be restricted to within each allotment boundary. Due to this, it is important to take into careful consideration, the current and future landscape surrounding the site.
- The following setbacks have been provided and noted on the plans and maintained as setback from proposed built forms:
 - 10m setback from the northern canopy of the Cypress Hedge;
 - 5 m setback from the proposed eastern boundary between lots 3 and 4;
 - 5m setback from the managed grassland / reserve along the eastern boundary to lot 3 and lot 4; and
 - 10m set back from the South Eastern corner of Lot 4.
- Trimming of any remaining deciduous type trees within 10m of the dwellings ensure canopy does not encroach or overhang the proposed building rooflines.
- Pruning also of Conifer Hedge on the southeast corner of proposed Lot 4 situated more than 25m from the proposed dwelling and extension.
- **Defensible space is to be provided for a distance of 50 metre, or the property boundary whichever is the lesser, for building constructed to all bushfire attack levels. The minimum construction standard is BAL 29.**
- The proposed subdivision will NOT impact on native trees. All trees on site are exotic.
- Construction requirements to satisfy specified **BAL Ratings** are detailed in Appendix 5.

Table 1: BAL and defensible space requirements in relation to the effective slope and classifiable vegetation.

Construction requirements to satisfy **BAL 29 for Lots 1,2,3 (new envelopes) & 4 (Extension).**

Direction	Highest threat vegetation	Site Slope	Slope under classifiable vegetation	Distance to highest threat vegetation **	PB (m) *	Defendable space width (m)	BAL Level.
North	Modified Veg	- 4 ° Downslope	0° – 5° down slope	10 m	10 m	PB	29
West	Modified Veg	- 1 ° Downslope	0° – 5° down slope	> 300 m	12 m	PB	29
South	Modified Veg	+ 4 ° Up slope	Flat or up slope	63 m	4 m	PB	29
East	Modified Veg	+ 3 ° Up slope	Flat or up slope	10 m	5 m	PB	29

Key: (Reference: Table 3, Clause 53.02-5.)

PB: Property Boundary

** Distance to highest threat vegetation implies the closest unmanaged classifiable vegetation

* Both building envelopes are offset by 5m off property boundary to the west and east sides.

4. Bushfire Hazard Landscape Assessment

Landscape Classification

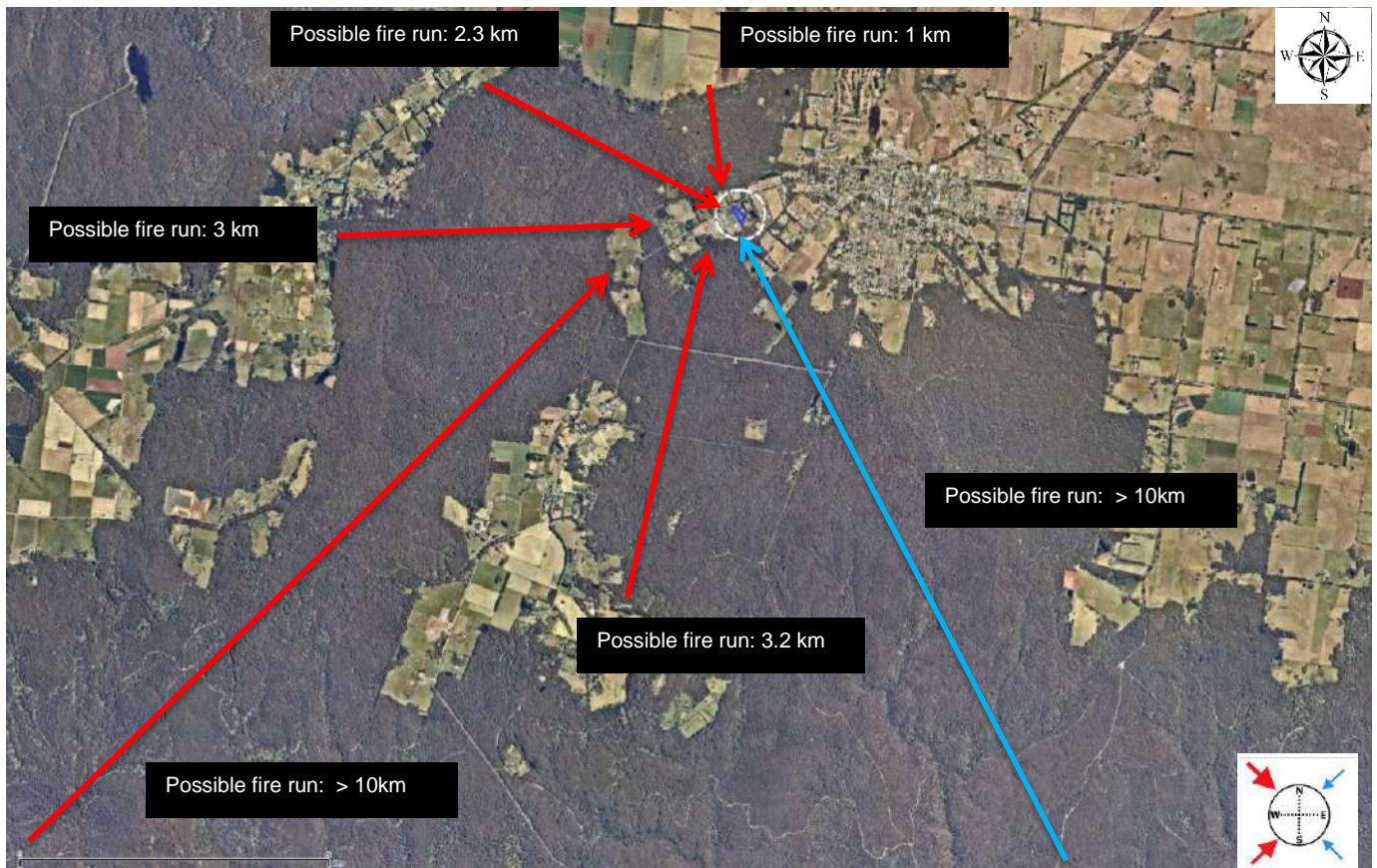
The Landscape for this location is described as **Broader Landscape Type Three (High Risk)**.

- The type and extent of vegetation located more than 150 m from the site may result in neighbourhood-scale destruction as it interacts with the bushfire hazard on and close to a site.
- Bushfire can approach from more than one aspect
- The site is located in an area that is not managed in a minimum fuel condition
- Access to an appropriate place that provides shelter from bushfire is not certain (The nearest Neighbourhood Safer Place is some distance away).



Map above shows proposed subdivision site with 150m assess area around it (white circle).

4.1 Bushfire Hazard Landscape Assessment Map



Aerial photo around the site showing the surrounding landscape that is within 2 km of the site. This map shows where the potential bushfire hazards are in the landscape and where the potential fire runs may occur.

According to the Data.Vic, Fire history since 1965 (see next page) – shows that fuel reduction burns (indicated by grey shading) are the most recent fire type in the Trentham locality to have taken place as recently as 2011. (see fire history map next page).

This fire history map indicates that fuel reduction practices regularly take place in the Trentham area as a part of asset protection. Despite regular fuel reduction burning, there would still be some areas that are long unburnt in the landscape which continue to a potential risk.

Please note that Trentham Central Business District provides the closest Neighbourhood safer places (NSP) – located Camp Street (Between Cosmo Road and Bowen Street) approx.: 5min drive from the site.

Given the nature of the surrounding landscape risks and the distance and travel time to a NSP, it is recommended that residents, monitor weather on high risk days and are familiar with a safe quick route to the nearest NSP.

Please note that in very thick smoke, it is impossible to navigate a safe route to a NSP.

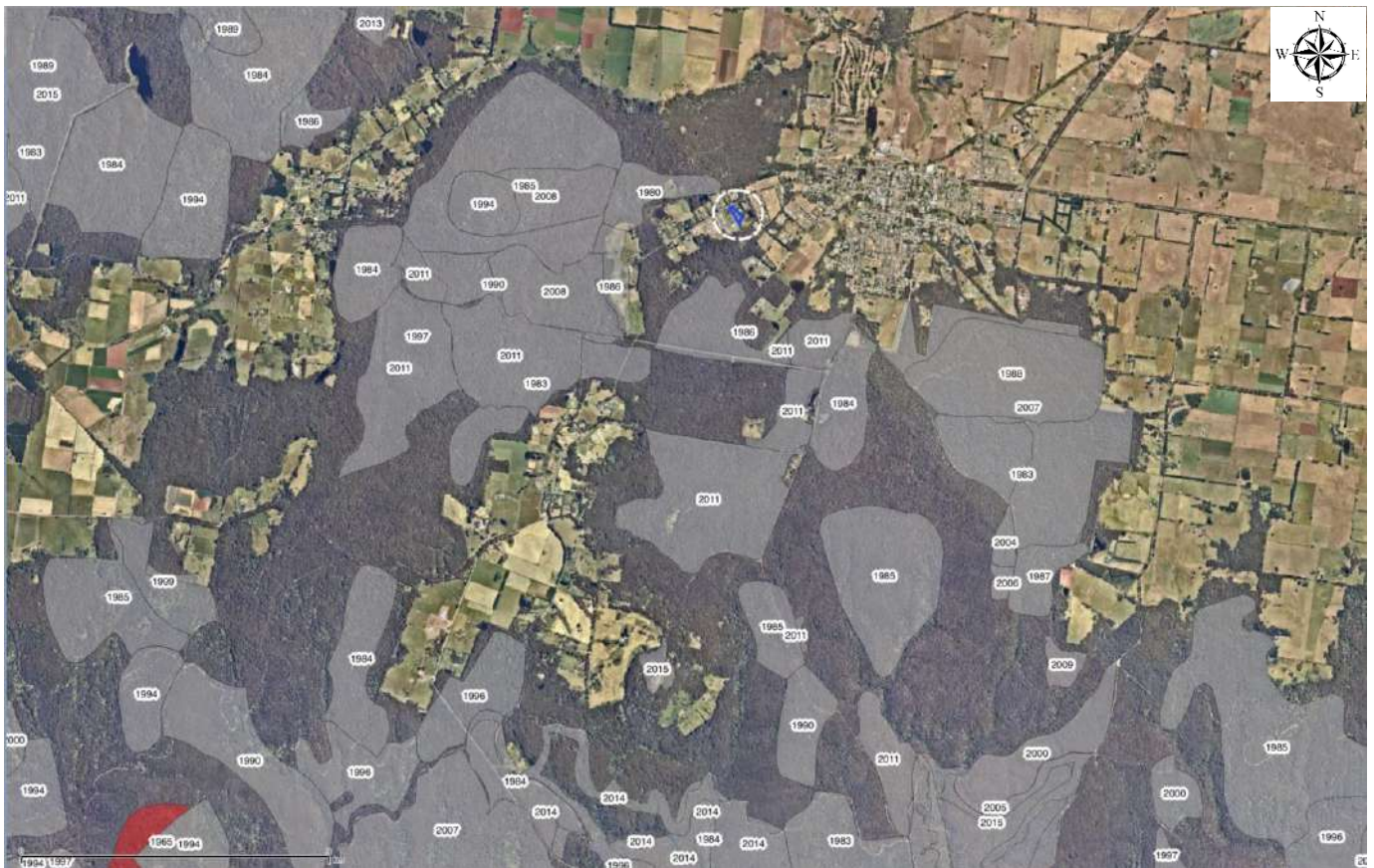
It is highly recommended to develop a practiced Bushfire plan and get involved in local CFA Community Fireguard groups.

Fire History map of the Trentham area.**(Circle indicates 150m assessment area around location of the proposed building)**

- Grey shaded areas indicate past planned burns
- Red shaded areas past bushfires

Both fire types with noted burn years.

Blue line with white circle indicates location of Subdivision.



5. Bushfire Management Statement

Clause 42.47 contains a range of sub clauses with objectives, approved measures, alternative measures and decisions guidelines. Table 2 below details which clauses are relevant to this application. The following section demonstrates how the requirements have been met for the relevant standards.

Table 2: Relevant clauses and measures applicable to the proposed development.

	Clause	Measure	Achieved	Justification
Pathway 1	Clause 53.02-3 Dwellings in existing settlements – Bushfire protection objective <i>i.e. single dwellings or alterations to dwellings</i>	AM 1.1	Not Applicable	The proposed development is a subdivision and does not meet 53.02-3 and as such Clause 53.02-4 applies.
		AM 1.2	Not Applicable	
		AM 1.3	Not Applicable	
Pathway 2	Clause 53.02-4.1 Landscape, siting and design objectives <i>i.e. Landscape beyond site (more than 150 m away) impacts on bushfire risk.</i>	AM 2.1	Applicable	Clause 53.02-4.1 can be achieved: The proposed 4- allotment subdivision is sited with maximum distance from bushfire hazard. Access will be created for emergency service vehicles.
		AM 2.2	Applicable	
		AM 2.3	Applicable	
	Clause 53.02-4.2 Defendable space and construction objective. <i>i.e. defendable space for a dwelling, a dependent person's unit, industry, office or retail premises.</i> <i>Defendable space and building construction mitigate the effect of flame contact, radiant heat and embers on buildings</i>	AM 3.1	Applicable	Clause 53.02-4.2 can be achieved. Defendable space will be to property boundary and the proposed future dwellings will meet a BAL 29 standard in Table 2. No native vegetation will need to removed.
		AM 3.2	Not Applicable	
		AltM 3.3	Not Applicable	
		AltM 3.4	Not Applicable	
		AltM 3.5	Applicable	
		AltM 3.6	Not Applicable	
	Clause 53.02-4.3 Water supply and access objectives. <i>A static water supply is provided to assist in protecting the property. Vehicle access is designed and constructed to enhance safety in the event of a bushfire.</i>	AM 4.1	Applicable	Clause 53.02-4.3 can be achieved: A Static water supply of min. 10,000 litres metal tank will be provided on each allotment with CFA access and fitting requirements.
		AM 4.2	Not Applicable	
Pathway 3	Clause 53.02-4.4 Subdivision objectives <i>i.e. Requirements for a subdivision ensure that the bushfire risk to new lots is considered at the subdivision stage.</i>	AM 5.1	Not Applicable	This application is a proposed 4 -Allotment subdivision within a Lower Density Residential Zone. Defendable space will meet a BAL29 for allotments. Each allotment will satisfy AM 2.1 and 2.2 for a subdivision that creates less than 10 lots.
		AM 5.2	Applicable	
		AM 5.3	Not Applicable	
		AM 5.4	Applicable	
		AltM 5.5	Not Applicable	

Notes: AM – Approved Measures, AltM – Alternative measure

5.1 Clause 53.02-4 Bushfire protection objectives

To specify bushfire design and construction measures for a proposed **Subdivision** that reduces the risk to life and property to an acceptable level.

Approved Measures:

Measure	Requirement
<p>AM 2.1</p> <p>The bushfire risk to the development from the landscape beyond the site can be mitigated to an acceptable level.</p>	<p>Response:</p> <p>The proposed subdivision meets the approved measure as:</p> <ul style="list-style-type: none"> There will be minimum risk from the surrounding landscape to the northwest, west and south beyond the site, as these areas are already being managed by surrounding landholders, containing existing dwellings within a peri-urban environment. There is at least 130m to the north to the closest large fire run and 63m to the south to the largest fire run and in between these areas, vegetation is being managed. On the north and east side – although there is classified vegetation located on the north side of the subdivision (Cypress hedge and other tall exotic trees). This Cypress hedge will be trimmed back and a 10m setback area between the north and east boundary (outer edge of the Cypress tree hedge) and building envelope (see Appendix 1).
<p>AM 2.2</p> <p>A building is sited to ensure the site best achieves the following:</p> <ul style="list-style-type: none"> The maximum separation distance between the building and the bushfire hazard The building is in close proximity to a public road Access can be provided to the building for emergency service vehicles. 	<p>Response:</p> <p>The proposed subdivision meets approved measure as:</p> <ul style="list-style-type: none"> There is no classifiable vegetation located within 150m to the west of the site. There will be a 10m setback between the building envelopes and Cypress on neighbouring property to the north, northeast, east sides (that will be trimmed back to north boundary fence line). To the northwest and south of the subdivision are managed paddocks and gardens. The proposed building envelopes is in close proximity to Feeleys Lane of less than 30m. All access will be made suitable for emergency service vehicles.
<p>AM 2.3</p> <p>A building is designed to be responsive to the landscape risk and reduce the impact of bushfire on the building.</p>	<p>Response:</p> <p>The proposed subdivision meets approved measure as:</p> <ul style="list-style-type: none"> The vegetation has been classified as “Modified Vegetation” to reflect the surrounding vegetation and proximity to building envelopes on Lots 1,2,3 & 4 and are therefore given a BAL 29. Most exotic vegetation will be removed from the site as part of the subdivision and the large Cypress tree and other Large exotic trees will be trimmed on the north boundary with a min 10m setback between the trimmed trees and building envelopes. All tall exotic hedge adjacent to Feeleys Lane will be completely removed. Some exotic trees will be kept within 10m of the building envelope, but will not be overhanging or touching any of the dwellings and will not have any shrubs planted underneath them. A Designated Neighbourhood safer place is located within 5 min drive of the proposed new subdivision. The following setbacks have been provided and noted on the plans and maintained as setback from proposed built forms: <ul style="list-style-type: none"> 10m setback from the northern canopy of the Cypress Hedge; 5 m setback from the proposed eastern boundary between lots 3 and 4; 5m setback from the managed grassland / reserve along the eastern boundary to lot 3 and lot 4; and 10m set back from the South Eastern corner of Lot 4.

	Any future landscaping will take into account recommendations of Landscaping for Bushfire, Garden Design and Plant Selection (CFA 2011).
<p>AM 3.1</p> <p>A building is used for a dwelling (including an extension or alteration to a dwelling), a dependant person's unit, industry, office or retail premises is provided with defendable space (DFS) in accordance with:</p> <ul style="list-style-type: none"> Table 2 Column A, B, or C and Table 6 to clause 53.02-5. Wholly within the title boundaries of the land; or If there are significant siting constraints, Table 2 Column D and Table 6 to Clause 53.02-5. <p>A building is constructed to the bushfire attack level that corresponds to the defendable space provided in accordance with Table 2 to Clause 53.02-5.</p>	<p>Response:</p> <p>The proposed subdivision meets this approved measure:</p> <ul style="list-style-type: none"> The proposed subdivision 4-allotment development will be capable of meeting a BAL 29 defendable space – (Modified Vegetation section of Table 2 to Clause 53.02-5) to the north, east, west and south (contained within each allotment boundary). Refer to setbacks in AM 2.3. The vegetation management on site will meet requirements of vegetation management as stated in Table 6 clause 53.02-5. (Also refer to Appendix 2 (with a variation – see below). A request CFA for a variation to Table 6 for approx.: 49 exotic trees (located within 10m of both building envelopes - Lots 1,2,3 & 4) can be kept providing they do not touch or overhang either proposed building envelopes. The Exotic trees currently do not have any vegetation planted below them and the vegetation around them is being managed to a low fuel level (no fuel ladders present). A minimum 2m distance to be maintained from dwellings from nearest retained exotic trees with a 5m canopy separation between any retained trees.
<p>AltM 3.5</p> <p>A building used for a dwelling (including an extension or alteration to a dwelling) may provide defendable space to the property boundary where it can be demonstrated that:</p> <ul style="list-style-type: none"> The lot has access to urban, township or other areas where: <ul style="list-style-type: none"> Protection can be provided from the impact of extreme bushfire behaviour Fuel is managed in a minimum fuel condition There is sufficient distance or shielding to protect people from direct flame contact or harmful levels of radiant heat. Less defendable space and a higher construction standard is appropriate having regard to the bushfire hazard landscape assessment. The dwelling is constructed to a bushfire attack of BAL FZ <p>This alternative measure only applies where the requirements of AM3.1 cannot be met.</p>	<p>Response: AltM 3.5 may need to be considered as the site has been assessed to have "Modified Vegetation".</p> <ul style="list-style-type: none"> The proposed subdivision is located within 5 mins drive of the township of Trentham. The subdivision is located within a Low-Density Residential Zone and is surrounded by existing and developing dwellings on larger sized allotments with managed vegetation (i.e. Gardens and Lawns). Within 150m of the site is predominately large managed gardens of exotic vegetation, with the closest bushland to the east and south. The surrounded vegetation is considered to be "Modified Vegetation". Fuel is being managed in a minimum condition on the west and south sides of the proposed dwelling envelopes: 1,2 & 3 and extension site on Lot 4. The Cypress trees and other tall exotic vegetation to the north and east sides will have a min setback of 10m between the building envelopes and the north boundary fence. Where possible, this Cypress hedge will be trimmed back to maintain a clear setback. New Dwellings on Lots 1,2 & 3 and New extension on Lot 4 will be built to a BAL 29 standard. Grass is kept managed within the property boundary.

AM 4.1

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

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

The water supply may be in the same tank as other water supplies provided that separate outlet is reserved for firefighting water supplies.

Response:

The proposed subdivision meets this approved measure:

Water Supply:

- There are two Hydrants located on Feeleys Lane, one is located close to Lot 4 and the other located on the corner of Mulcahys road and Feeleys Lane.
- Town water is located nearby
- Allotments 1,2,3 & 4 are 1,001 m² and above in size each (Presence of a Hydrant not applicable), therefore is a requirement for a new static water supply with a minimum of **10,000 litres** of water to be available.
- The Water tanks will be required to have the appropriate fire authority fittings and meet access requirements as specified in Table 4 to Clause 53.02-5.

Table 4 to Clause 53.02-5 requirements:

The location of the tank will be meet fire authority reequipments i.e.:

- Be stored in an above ground water tank constructed of concrete or metal.
- Have all fixed above-ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.
- Include a separate outlet for occupant use.
- A static water supply with min 10,000 litres of water will be available for firefighting & property protection purposes & be constructed of concrete or metal
- Be readily identifiable from the building or appropriate identification signs to the satisfaction of the relevant fire authority.
- Be located within 60m of the outer edge of the approved building.
- The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.
- Incorporate a separate ball or gate valve (British standard Pipe (BSP 65 mm) and coupling (64mm CFA 3 thread per inch male fitting).
- Any pipework and fittings must be a minimum of 65 mm (excluding the CFA coupling).

Access:

Table 5 to Clause 53.02-5 design and construction requirements:

- A concrete or bitumen driveway of approx. 5m min wide will be created to each of the proposed 4-allotments.

As the length of access is less than 30 metres to all 4 allotments:

- Where fire authority access to the water supply is required under AM4.1 fire authority vehicles will be able to get within 4 metres of the water supply outlet.

<p>AM 5.1</p> <p>An application to subdivide land, other than where AM 5.2 applies, demonstrates that each proposed lot is capable of meeting:</p> <ul style="list-style-type: none"> • The defensible space in accordance with Table 2 Columns A, B or C and Table 6 to Clause 53.02-5 • The approved measures in Clause 53.02-4.1 and Clause 53.02-4.3 	<p>Response:</p> <ul style="list-style-type: none"> • The proposed new allotments defensible space will be in accordance with Table 2 (Clause 53.02-5). • However, it also takes into account "Modified Vegetation" which does not fit into Columns A, B or C, therefore AM 5.2 will be considered in this case. • A request to CFA will be made for a variation to the Standard Table 6 in order to keep approx.: 49 exotic trees within 10 m of envelopes. • The proposed new dwelling envelopes will meet with approved measure 53.02-4.1 and Clause 53.02-4.3
<p>AM 5.2</p> <p>An application to subdivide land zoned for residential or rural residential purposes must be accompanied by a plan that shows:</p> <ul style="list-style-type: none"> • Each lot satisfies the approved measure in AM 2.1. • A building envelope for a single dwelling on each lot that complies with AM 2.2 and provides defensible space in accordance with: <ul style="list-style-type: none"> – Columns A or B of Table 2 to Clause 53.02-5 for a subdivision that creates 10 or more lots; or – Columns A, B or C of Table 2 to Clause 53.02-5 for a subdivision that creates less than 10 lots. <p>The bushfire attack level that corresponds to the defensible space provided in accordance with Table 2 to Clause 53.02-5 must be noted on the building envelope.</p> <ul style="list-style-type: none"> • Defensible space wholly contained within the boundaries of the proposed subdivision. • Defensible space may be shared between lots within the subdivision. • Defensible space for a lot may utilise communal areas, such as roads, where that land can meet the requirements for defensible space. • Vegetation management requirements in accordance with Table 6 to implement and maintain the defensible space required under this approved measure. • Water supply and vehicle access that complies with AM 4.1. 	<p>Response:</p> <ul style="list-style-type: none"> • The subdivision is taking place within a Low-Density Residential Zone. • Each allotment satisfies the approved measures in AM 2.1 • The proposed 4-allotments will either comply with "Modified Vegetation" complying with BAL 29 - Table 2 to Clause 52.02-5 for subdivision that creates less than 10 lots. • The defensible space will be contained within the boundaries of all proposed subdivision allotments. • The following setbacks have been provided and noted on the plans and maintained as setback from proposed built forms: <ul style="list-style-type: none"> ○ 10m setback from the northern canopy of the Cypress Hedge; ○ 5 m setback from the proposed eastern boundary between lots 3 and 4; ○ 5m setback from the managed grassland / reserve along the eastern boundary to lot 3 and lot 4; and ○ 10m set back from the South Eastern corner of Lot 4. • All allotments will be required to adhere to vegetation management requirements in accordance with Table 6 in order to maintain defensible space, but requests a variation to table 6 in relation to retention of approx.: 49 exotic trees within the Allotments: 1, 2, 3 & 4 providing they do not touch or overhang proposed new dwellings in lots 1,2, & 3 and the existing dwelling with proposed extension in Lot 4. A minimum 2m distance to be maintained from dwellings from nearest retained exotic trees with a 5m canopy separation between any retained trees. • Water supply and access requirements can be met (as previously described under AM 4.1).
<p>AM 5.4</p> <p>A subdivision manages the bushfire risk to future development from existing or proposed landscaping, public open space and communal areas.</p>	<p>Response:</p> <ul style="list-style-type: none"> • The proposed subdivision will not increase the bushfire risk by ensuring that nature strips are maintained in a minimum fuel state. • Cypress is trimmed to ensure a 10m separation from envelopes. • All allotments adhere to vegetation management requirements in accordance with Table 6 in order to maintain defensible space with a variation to retain some exotic trees. • Any future landscaping will take into account recommendations of Landscaping for Bushfire, Garden Design and Plant Selection (CFA 2011).

Summary

Bushfire Management Statement Requirements

This report addresses a proposed 3-allotment subdivision is within land zoned as **Low-Density Residential Zone (LDRZ)** and due to nearby landscape, approved measures Clause 53.02-4 apply.

All approved measures of 53.02-4 can be met. Development requirements are as follows under Approved and Alternative Measures:

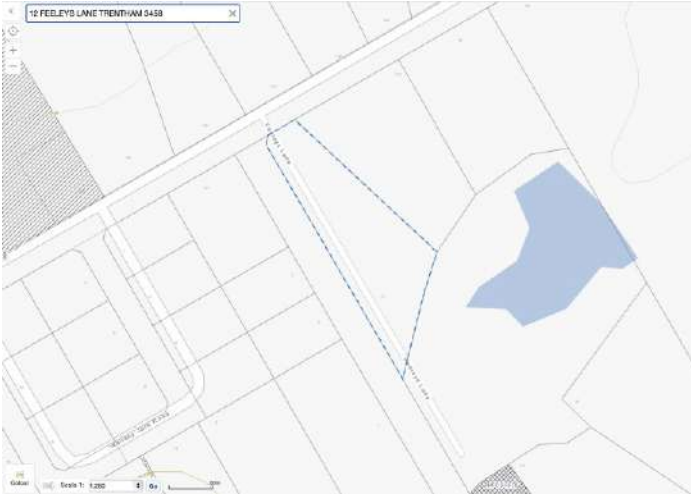
- The bushfire risk to the development from the landscape beyond the site can be mitigated to an acceptable level.
- The proposed 4-allotment subdivision is sited to ensure the site best achieves: maximum separation distance between building and bushfire hazard; building is in close proximity / has clear access to a public road; and access can be provided to the building for emergency service vehicles.
- The subdivision will be designed to reduce the impact from possible future bushfires on the allotments which leads to the accumulation of debris and entry of embers from nearby bushland areas.
- The proposed allotments will have dwellings built to a **BAL 29** construction standard. AS3959-2009 (Australian Standards 2009) provides details on the requirements of construction - including construction components such as subfloor supports, floors, external walls, windows, doors, roofs and verandas.
- For each allotment's proposed dwelling constructed to a bushfire attack level of **BAL 29** Defendable space that will be contained within each allotment boundary.
- All Allotments to be separated at least 10m from Cypress Hedges on north, northeast and east boundaries.
- For building envelopes to have 5m minimum setbacks on the north, west and south sides to address potential grassfire issues.
- To request a variation to table 6 to retain 49 exotic trees within lots 1,2, 3 & 4, as long as they do not touch or overhang either dwellings (and nothing is planted under Exotic trees).
- Any landscaping of the property must be implemented in accordance with specifications of *Landscaping for Bushfire. Garden Design and Plant Selection* (CFA, 2011)
- There is two fire Hydrant located along Feeleys Lane.
- There is a requirement for CFA tank fittings and access requirements.
- A static water supply of a minimum 10,000 litres (for allotments 1,2,3 & 4).
- The proposed allotments have been positioned to maximise distance from nearby hazards.

Additional details of requirements under the BMO objectives and measures are provided in Section 5 of this report.

MAPS

Map 1: Topographic map

Contours



Map 2: Site details and Slope Onsite



- Property boundary (Dark blue line)
- Proposed Lot boundaries (black dashed line)
- Proposed dwellings or extension (Yellow shaded)
- Proposed driveways (Brown shading)
- Proposed 10,000 Litre Water tanks (Light Blue Shaded).
- Setbacks from boundary (orange dotted line)

Map 3: Classifiable Vegetation



Map 4: Bushfire Site Hazard and Reasonable Siting Option Plan

Defendable space is to be contained fully within each allotment boundary and future proposed dwellings to constructed to bushfire attack level of a minimum construction standard is either **BAL 29**

West side: Classifiable Vegetation
"Modified Vegetation"

(Contained to allotment boundary)

Slope: - 1 degrees

Classifiable Vegetation: > 300 m

- Property boundary (Dark blue line)
- Proposed Lot boundaries (black dashed line)
- Proposed dwellings or extension (Yellow shaded)
- Proposed driveways (Brown shading)
- Proposed 10,000 Litre Water tanks (Light Blue Shaded).
- Setbacks from boundary (orange dotted line)
- Defendable space is provided to property boundary (Red dashed outline).

North side: Classifiable vegetation
"Modified Vegetation"

(Contained to allotment boundary)

Slope: - 4 degrees

Classifiable Vegetation: 10 m



South side: Classifiable Vegetation
"Modified Vegetation"

(Contained within allotment boundary)

Site Slope: + 4 degrees

Classifiable Veg: 63 m

East side: Classifiable vegetation
"Modified Vegetation"

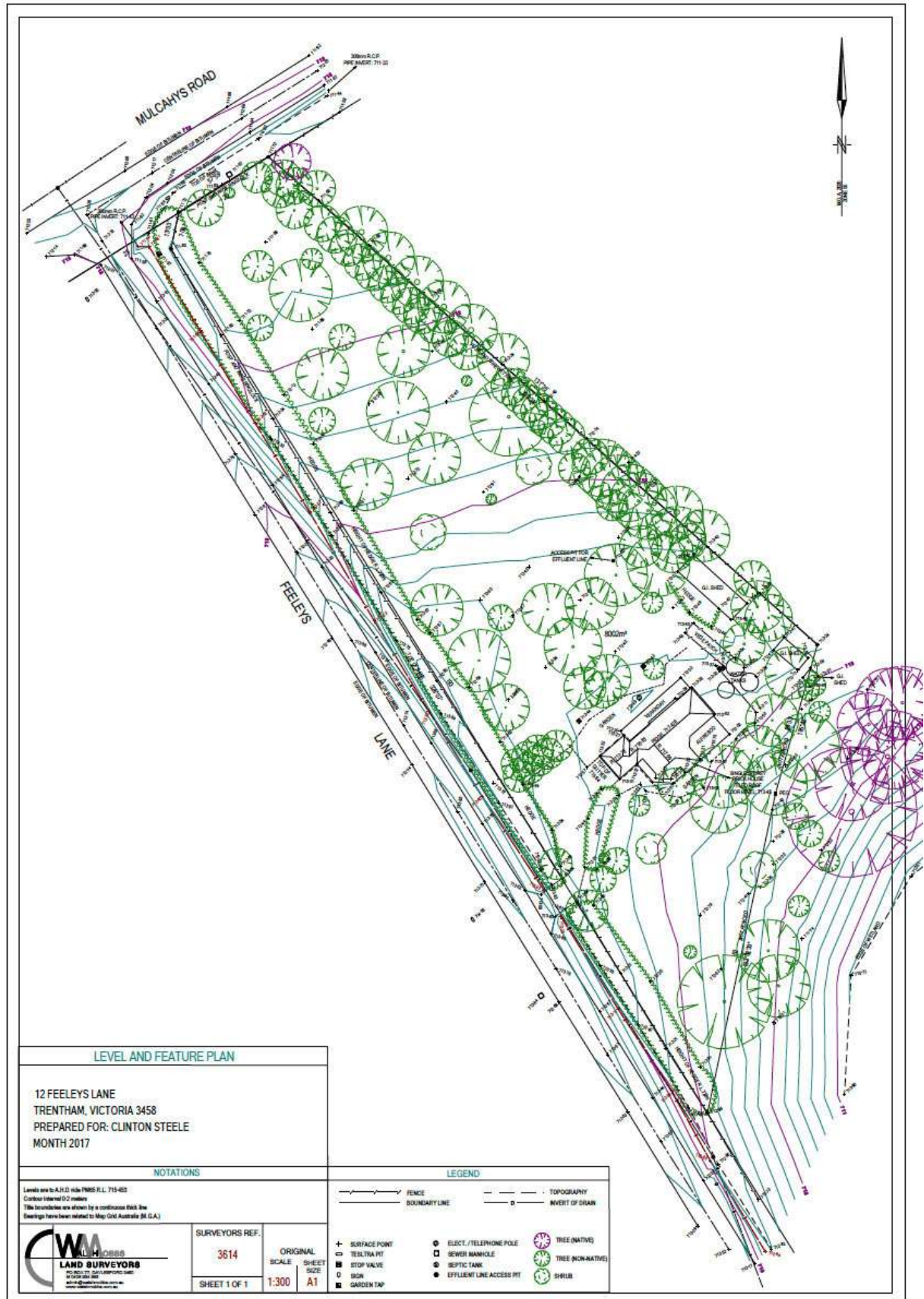
(Contained within allotment boundary)

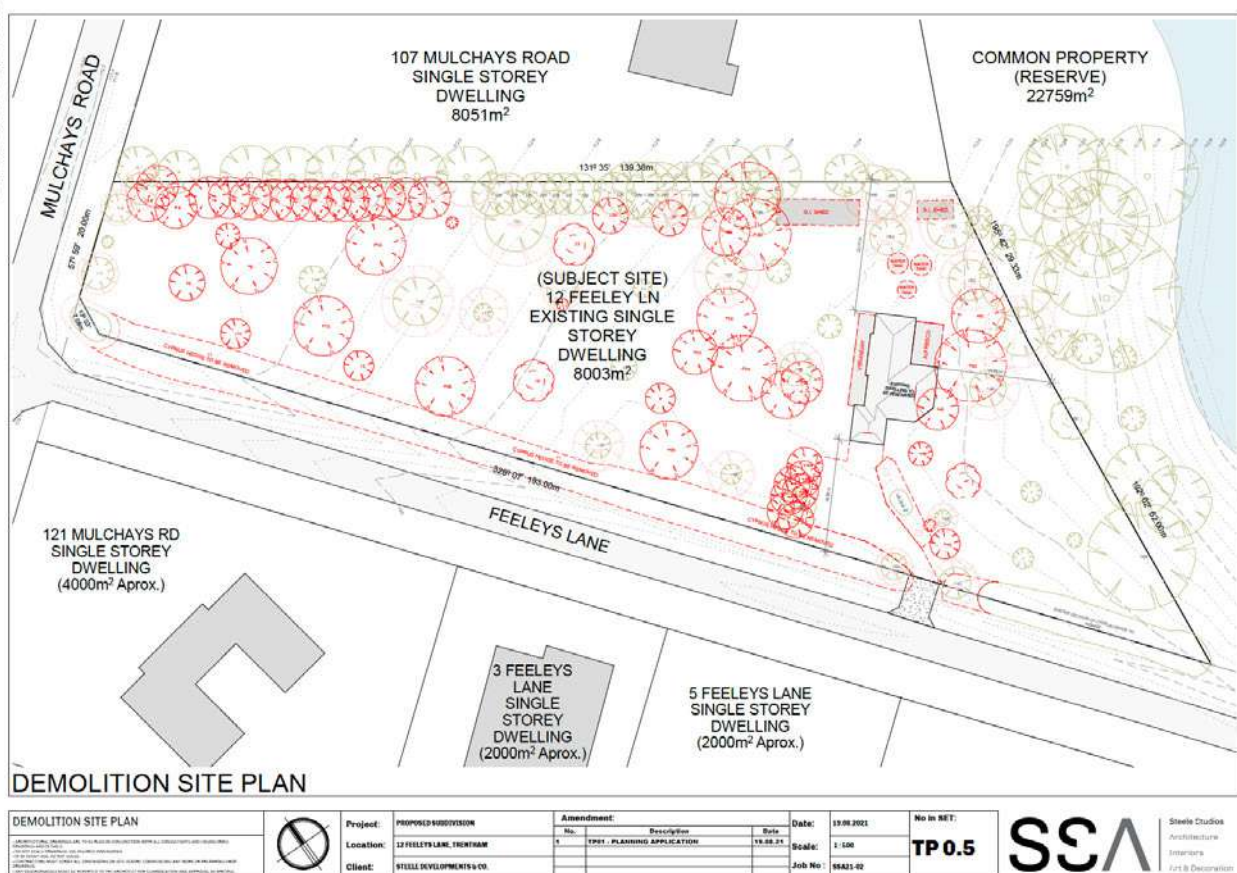
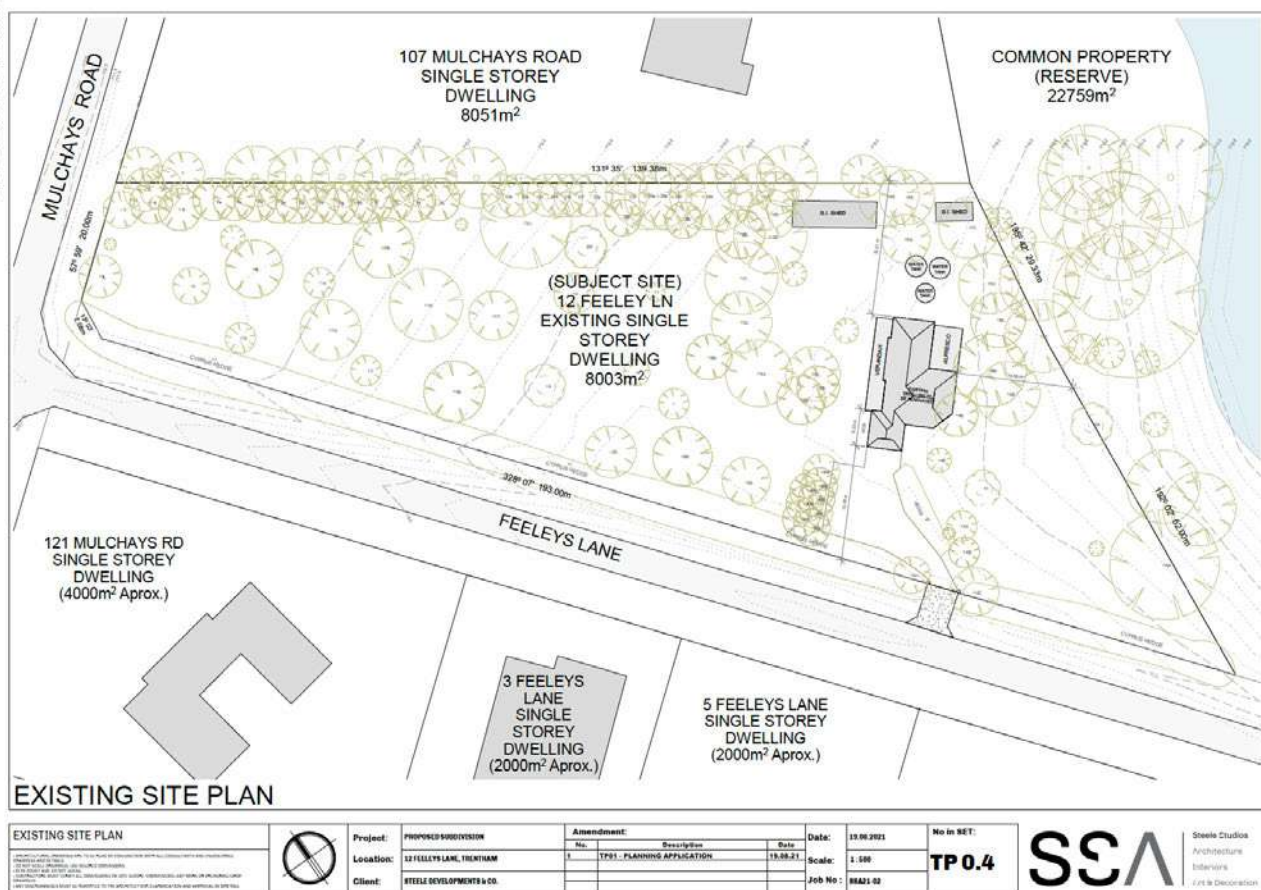
Slope: + 3 degrees

Classifiable Veg: 10 m

APPENDICES

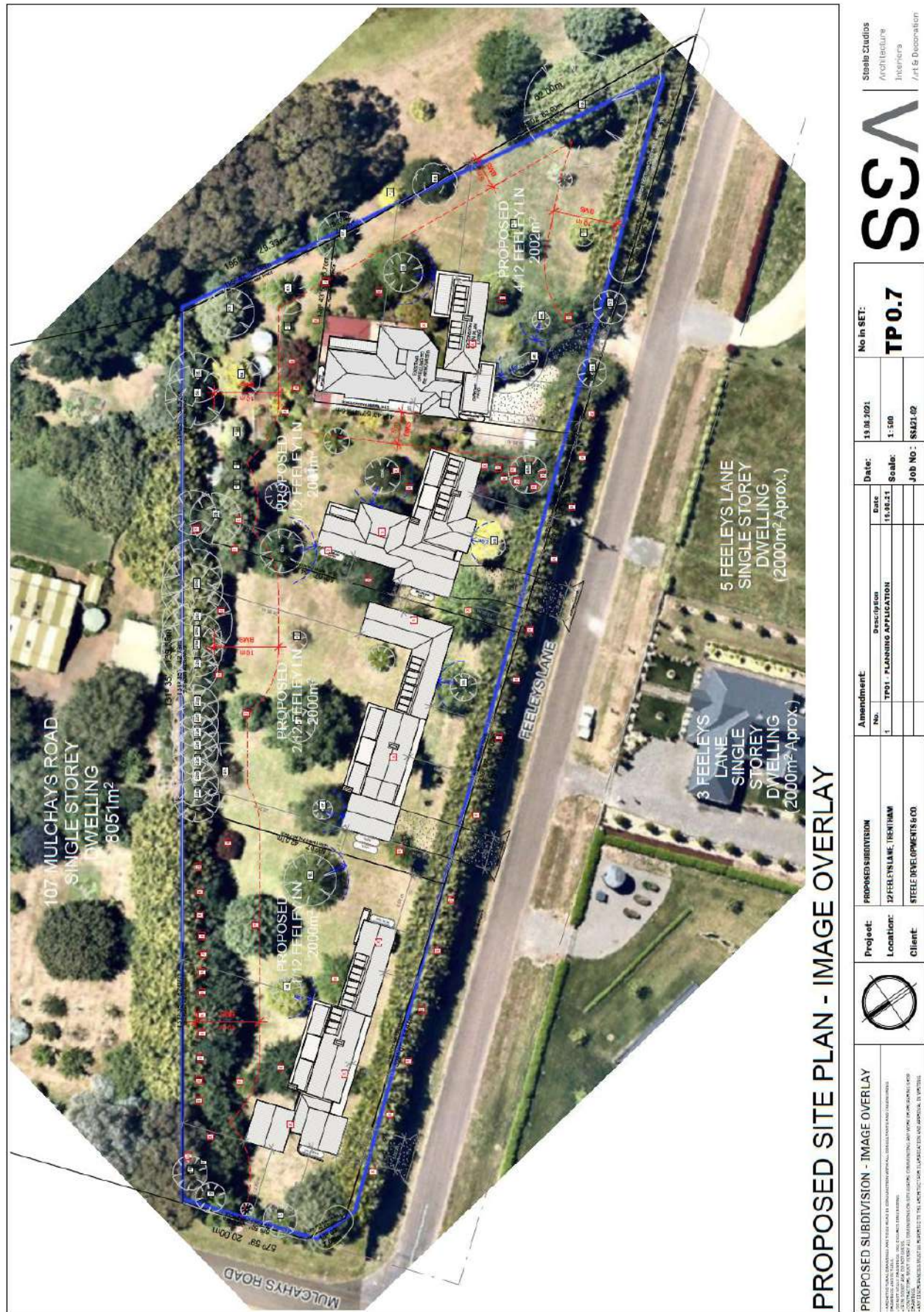
Appendix 1: Plans, site details & reference reports:







<div>PROPOSED SUBDIVISION</div> <div><div><div>1</div><div>TP01 - PLANNING APPLICATION</div><div>19.08.21</div></div><div><div>19.08.2021</div><div>1:100</div><div>SS421.92</div></div></div>	<div><div><div><div></div></div></div><div>Client:</div><div>STEELE DEVELOPMENTS & CO.</div></div>	<div>Project:</div> <div>LOCATION:</div>	<div>PROPOSED SUBDIVISION</div> <div>12 FEELEYS LANE, TRENTHAM</div> <div>STEELE DEVELOPMENTS & CO.</div>	Amendment:		No in SET:	
				No.	Description	Date	
				1	TP01 - PLANNING APPLICATION	19.08.21	
<div><div><div>1</div><div>TP01 - PLANNING APPLICATION</div><div>19.08.21</div></div><div><div>19.08.2021</div><div>1:100</div><div>SS421.92</div></div></div>				Steel Studios			
				Architecture			
				Interiors			
				Art & Decoration			




Please note that numbered trees only match architect drawings (refer to page 26)



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			No.	Description				
		Location: 12 FEELEY LANE, TROUTHAM	1	TP01 - PLANNING APPLICATION	15.08.21	Scale:	TP 0.8	
		Client: STEELE DEVELOPMENTS & CO.		Job No:	98A21-02			



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	Location: 12 FEELEY LANE, TROUTHAM	No.	Description	Date	Scale:			
		1	TP01 - PLANNING APPLICATION	15.08.21				
		Client: STEELE DEVELOPMENTS & CO.						



SITE IMAGE No.9



SITE IMAGE No.10



SITE IMAGE No.11



SITE IMAGE No.12

SITE IMAGES

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Project: PROPOSED SUBDIVISION
Location: 12 FEELY LANE, TRENTHAM
Client: STEELE DEVELOPMENTS & CO.

Amendment:

No.: 1
Description: TP01 - PLANNING APPLICATION
Date: 15.08.21

Date: 19.06.2021
Scale:
Job No.: 88421-02

No in SET:
TP 0.10

SSA

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SITE IMAGE No.13



SITE IMAGE No.14



SITE IMAGE No.15



SITE IMAGE No.16

SITE IMAGES

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Location: 12 FEELY LANE, TRENTHAM
Client: STEELE DEVELOPMENTS & CO.

Amendment:

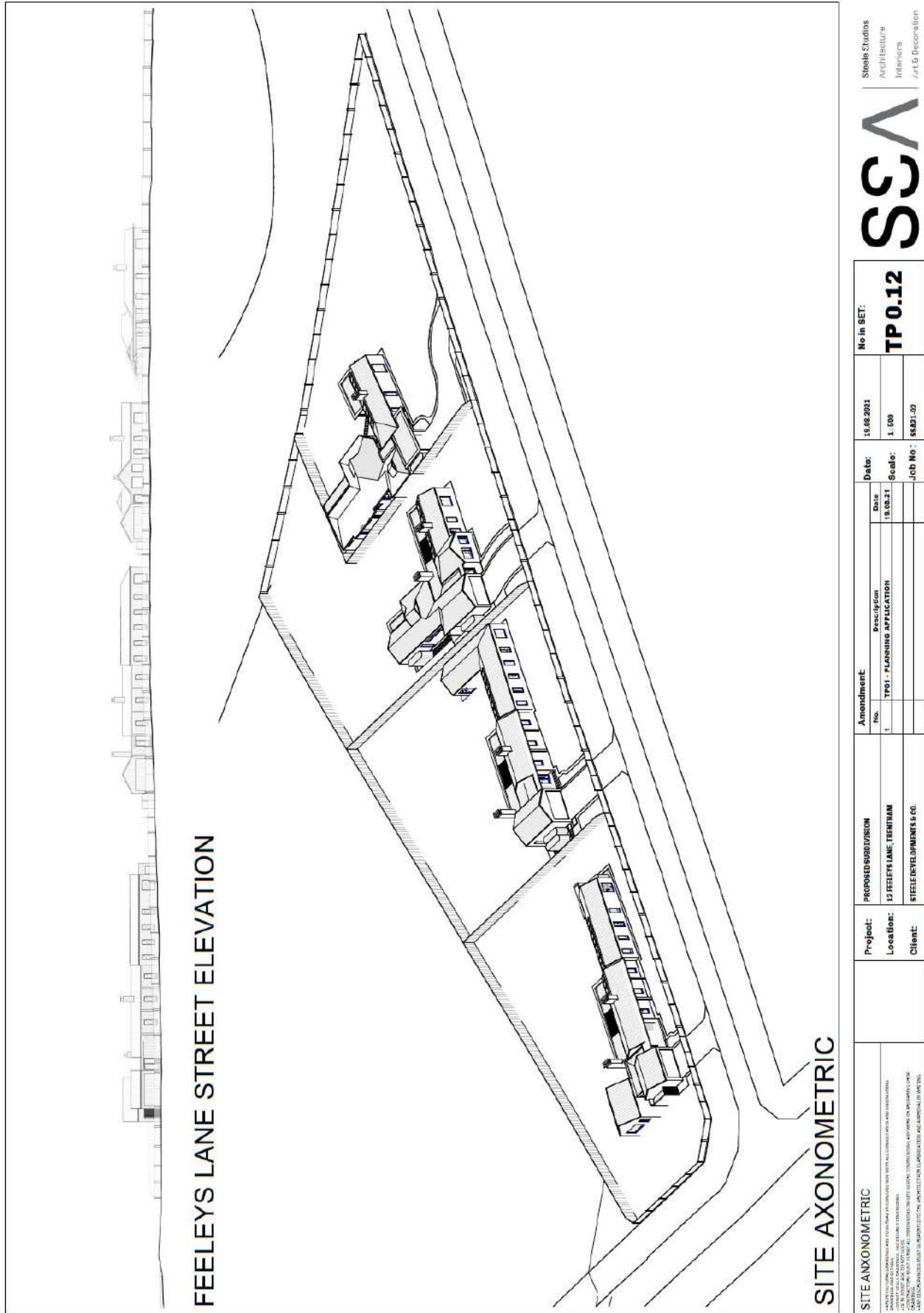
No.: 1
Description: TP01 - PLANNING APPLICATION
Date: 15.08.21

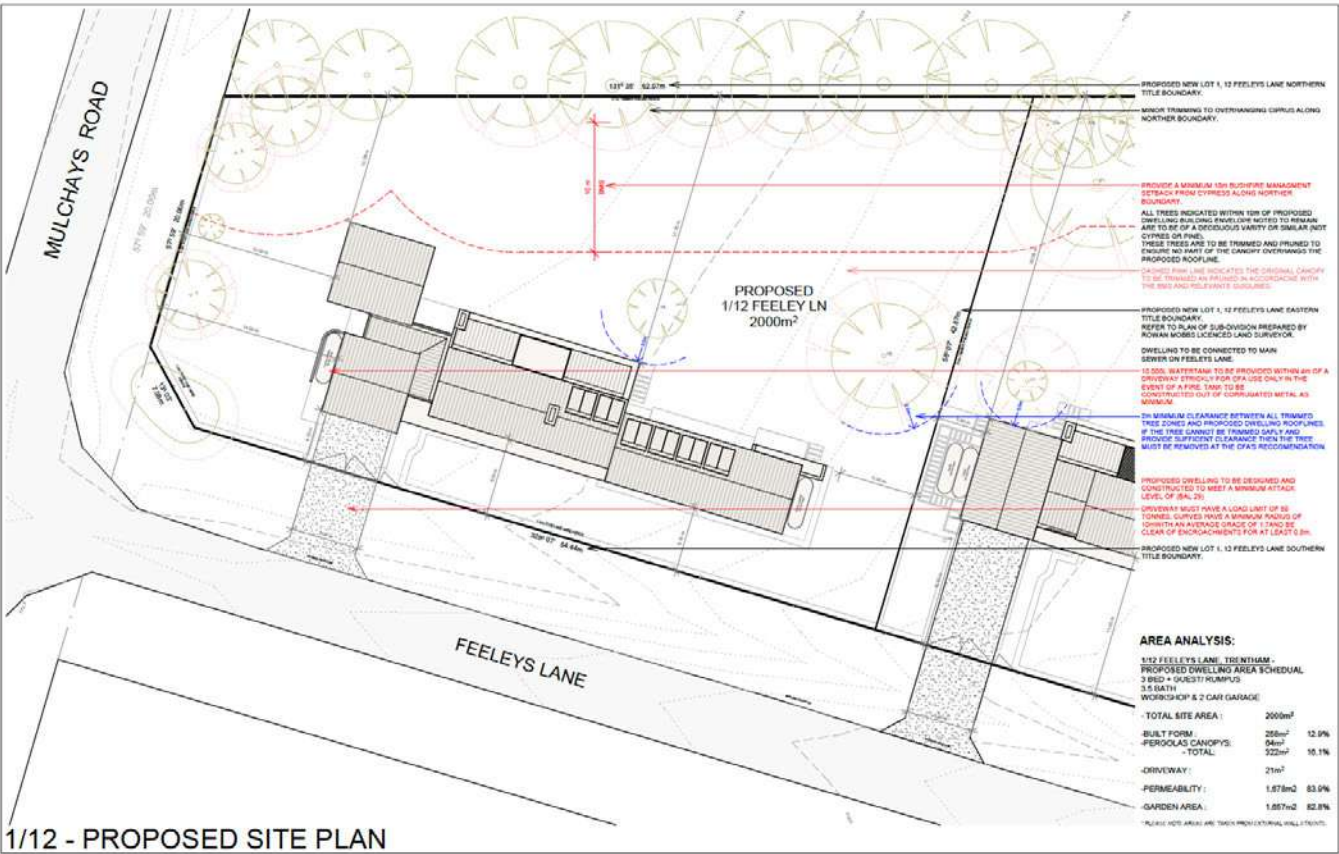
Date: 19.06.2021
Scale:
Job No.: 88421-02

No in SET:
TP 0.11

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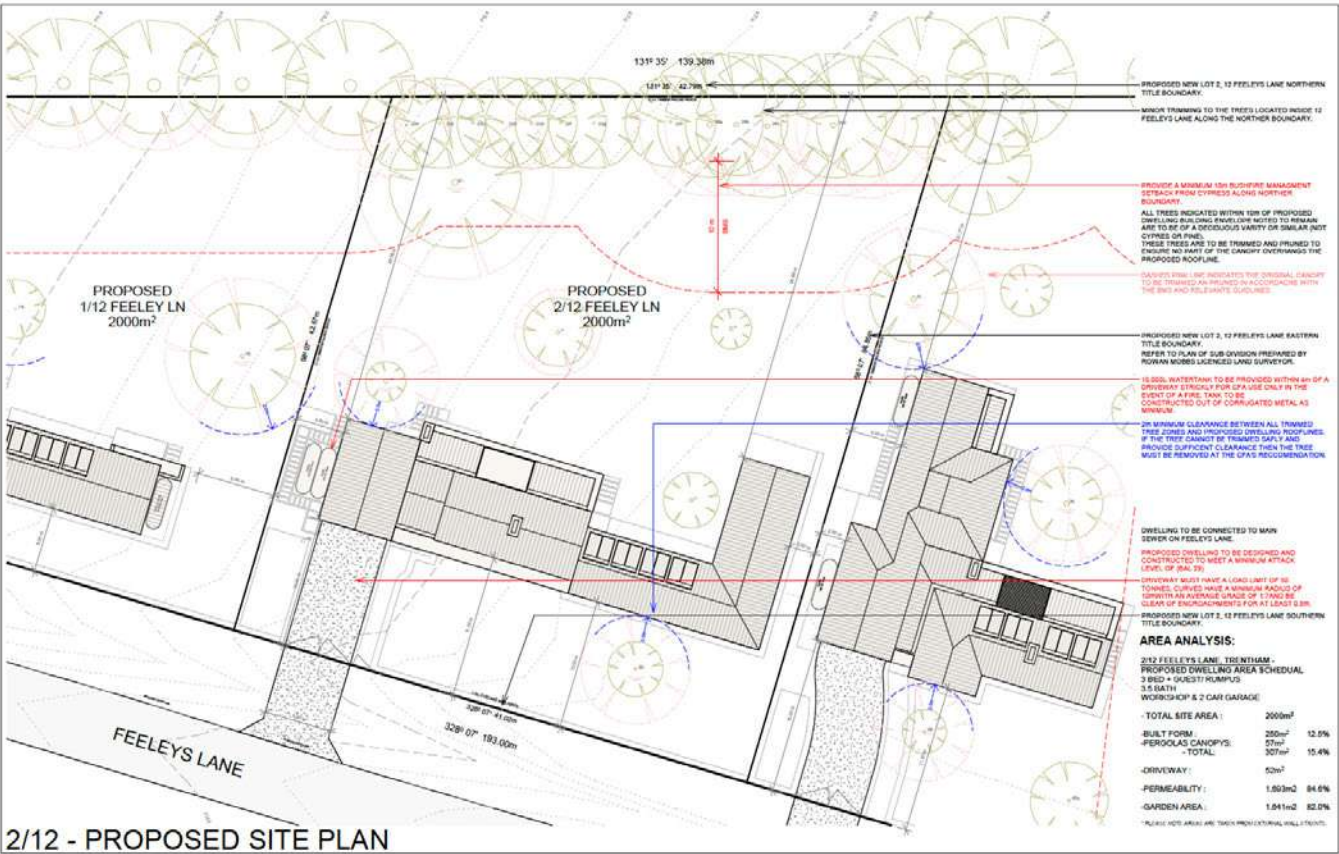




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		Location: 12 FEELEYS LANE, TRENTHAM	No. 1	Description: TP01 - PLANNING APPLICATION	Scale: 1:250
		Client: STEELE DEVELOPMENTS & CO.	Date: 19.06.21	Job No: 88421-02	TP 1.1
					SSA Steele Studios Architecture Interiors Landscape



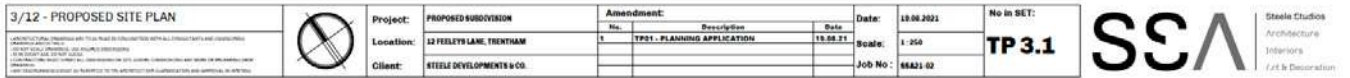
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		Location: 12 FEELEYS LANE, TRENTHAM	No. 1	Description: TP01 - PLANNING APPLICATION	Scale: 1:250
		Client: STEELE DEVELOPMENTS & CO.	Date: 19.06.21	Job No: 88421-02	TP 1.6
					SSA Steele Studios Architecture Interiors Landscape



2/12 - PROPOSED SITE PLAN		Project: PROPOSED SUBDIVISION	Amendment: No. 1 Description: TP21 - PLANNING APPLICATION Date: 15.08.21	Date: 18.08.2021	No in SET: TP 2.1	Steele Studios Architecture Interiors Art & Decoration
<small>LANDSCAPE DESIGN: PROPOSED WITH TREE PLANTING AND LANDSCAPE DESIGN. ALL PLANTING AND LANDSCAPE DESIGN IS TO BE COMPLETED BY THE CLIENT. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.</small>		Location: 12 FEELEYS LANE, TRENTHAM		Scale: 1:250		
		Client: STEELE DEVELOPMENTS & CO.		Job No: 8821-02		



ARTIST IMPRESSIONS		Project: PROPOSED SUBDIVISION	Amendment: No. 1 Description: TP21 - PLANNING APPLICATION Date: 15.08.21	Date: 18.08.2021	No in SET: TP 2.6	Steele Studios Architecture Interiors Art & Decoration
<small>LANDSCAPE DESIGN: PROPOSED WITH TREE PLANTING AND LANDSCAPE DESIGN. ALL PLANTING AND LANDSCAPE DESIGN IS TO BE COMPLETED BY THE CLIENT. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.</small>		Location: 12 FEELEYS LANE, TRENTHAM		Scale: 1:250		
		Client: STEELE DEVELOPMENTS & CO.		Job No: 8821-02		





4/12 - PROPOSED SITE PLAN

4/12 - PROPOSED SITE PLAN

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Amendment:
No. 1 Description: TP01 - PLANNING APPLICATION Date: 15.08.21
Date: 18.08.2021
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Job No: 8821-02

No in SET:
TP 4.4



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Location: 12 FEELEY LANE, TRENTHAM
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Amendment:
No. 1 Description: TP01 - PLANNING APPLICATION Date: 15.08.21
Date: 18.08.2021
Scale: 1:250
Job No: 8821-02

No in SET:
TP 4.10



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Ltd & Decorators

Trees that the developer would like to keep (White circles with numbers).

(Please note that numbers on BMS map are different to architect labelled trees.)



Land Victoria documents

PLANNING PROPERTY REPORT



From www.planning.vic.gov.au at 23 February 2021 02:24 PM

PROPERTY DETAILS

Address: **12 FEELEY'S LANE TRENTAM 3458**
 Lot and Plan Number: **Lot 3 CS1678**
 Standard Parcel Identifier (SPI): **3\CS1678**
 Local Government Area (Council): **HEPBURN**
 Council Property Number: **15177**
 Planning Scheme: **Hepburn**
 Directory Reference: **Vicroads 59 F8**

www.hepburn.vic.gov.au

[Planning Scheme - Hepburn](#)

UTILITIES

Rural Water Corporation: **Goulburn-Murray Water**
 Urban Water Corporation: **Coliban Water**
 Melbourne Water: **Outside drainage boundary**
 Power Distributor: **POWERCOR**
[View location in VicPlan](#)

STATE ELECTORATES

Legislative Council: **NORTHERN VICTORIA**
 Legislative Assembly: **MACEDON**

Planning Zones

[LOW DENSITY RESIDENTIAL ZONE \(LDRZ\)](#)

[SCHEDULE TO THE LOW DENSITY RESIDENTIAL ZONE \(LDRZ\)](#)



Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.

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PLANNING PROPERTY REPORT: 12 FEELEY'S LANE TRENTAM 3458

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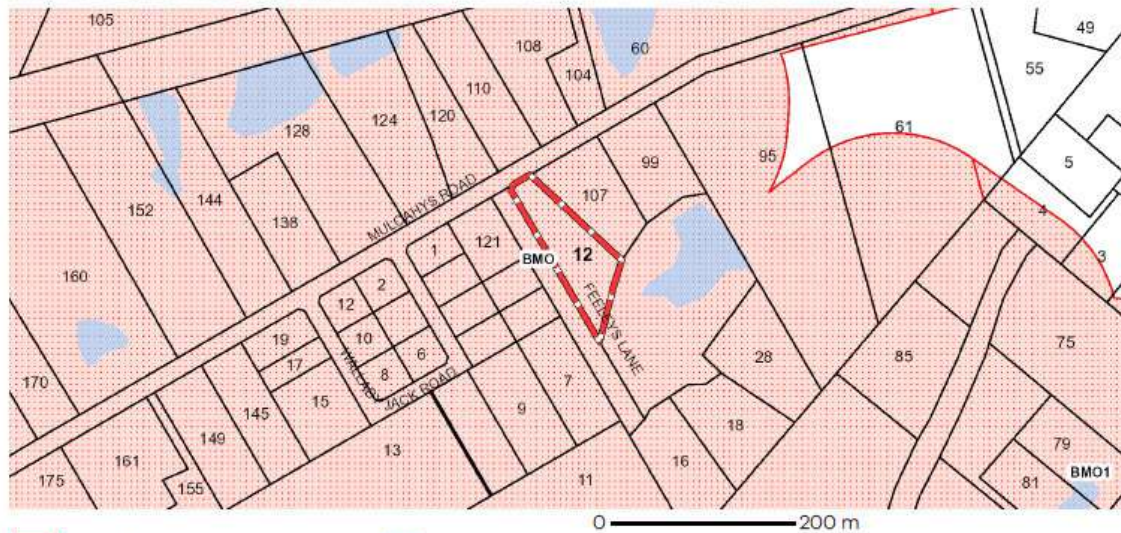
PLANNING PROPERTY REPORT



Environment,
Land, Water
and Planning

Planning Overlays

BUSHFIRE MANAGEMENT OVERLAY (BMO)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

ENVIRONMENTAL SIGNIFICANCE OVERLAY (ESO)

ENVIRONMENTAL SIGNIFICANCE OVERLAY - SCHEDULE 1 (ESO1)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

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PLANNING PROPERTY REPORT: 12 FEELEYS LANE TRENTHAM 3458

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PLANNING PROPERTY REPORT



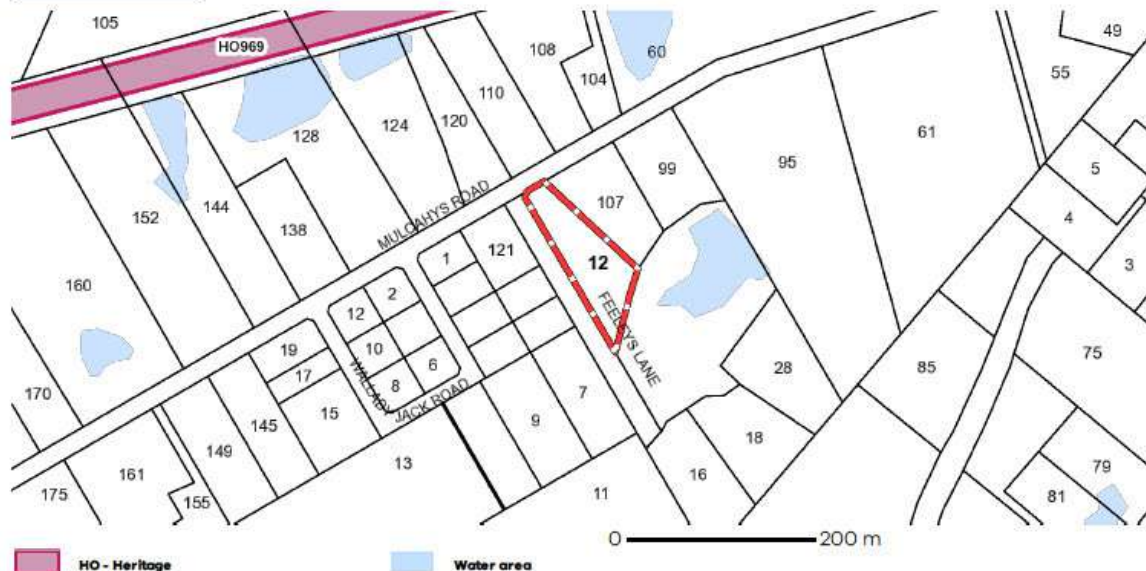
Environment,
Land, Water
and Planning

Planning Overlays

OTHER OVERLAYS

Other overlays in the vicinity not directly affecting this land

HERITAGE OVERLAY (HO)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

Further Planning Information

Planning scheme data last updated on 17 February 2021.

A **planning scheme** sets out policies and requirements for the use, development and protection of land.

This report provides information about the zone and overlay provisions that apply to the selected land.

Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council

or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the **Planning and Environment Act 1987**.

It does not include information about exhibited planning scheme amendments, or zonings that may affect the land.

To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

For details of surrounding properties, use this service to get the Reports for properties of interest

To view planning zones, overlay and heritage information in an interactive format visit

<https://mapshare.maps.vic.gov.au/vicplan>

For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

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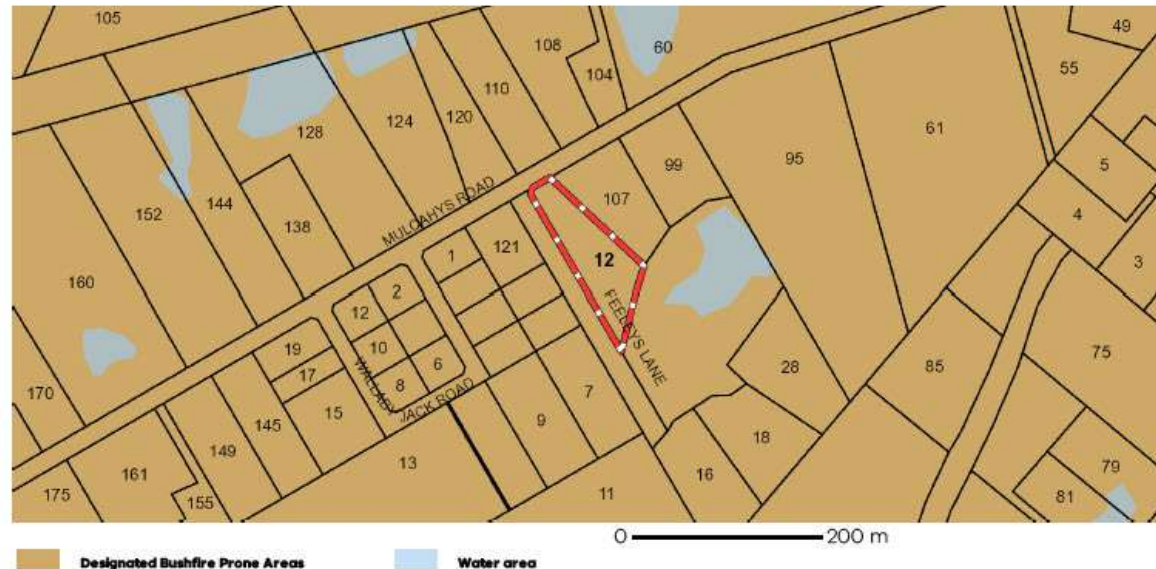
PLANNING PROPERTY REPORT



Environment,
Land, Water
and Planning

Designated Bushfire Prone Areas

This property is in a designated bushfire prone area.
Special bushfire construction requirements apply. Planning provisions may apply.



Designated bushfire prone areas as determined by the Minister for Planning are in effect from 8 September 2011 and amended from time to time.

The Building Regulations 2018 through application of the Building Code of Australia, apply bushfire protection standards for building works in designated bushfire prone areas.

Designated bushfire prone areas maps can be viewed on VicPlan at <https://mapshare.maps.vic.gov.au/vicplan> or at the relevant local council.

Note: prior to 8 September 2011, the whole of Victoria was designated as bushfire prone area for the purposes of the building control system.

Further information about the building control system and building in bushfire prone areas can be found on the Victorian Building Authority website <https://www.vba.vic.gov.au>

Copies of the Building Act and Building Regulations are available from <http://www.legislation.vic.gov.au>

For Planning Scheme Provisions in bushfire areas visit <https://www.planning.vic.gov.au>

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PLANNING PROPERTY REPORT: 12 FEELEYS LANE TRENTHAM 3458

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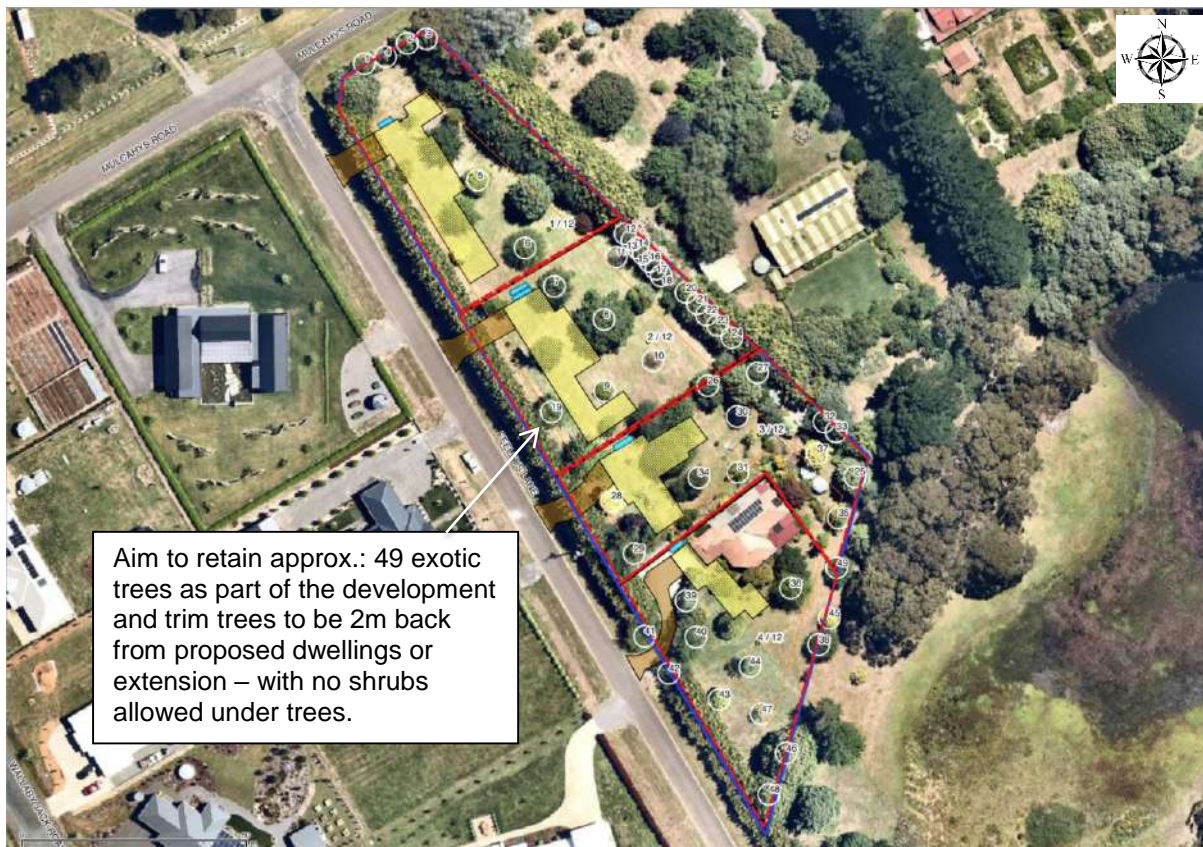
Appendix 2: Management requirements for Defendable Space Zones

The following vegetation management measures apply to the defendable space: **As stated in the CFA Standard Planning Permit Conditions (Bushfire Management Overlay) (2014) and Table 6 in Clause 53.02:**

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

Variation to Table 6:

Request CFA for a variation to Table 6 for several exotic trees (some located within 10m of both building envelopes) can be kept providing they do not touch or overhang proposed dwellings or extension (identified by white circles).



Vegetation management: Any future trees planted within Defendable Space to be ensured that long term that any mature or maturing canopy is 5 m apart with a 15% canopy cover. Any grass or cropped area to be kept mown slashed or grazed or maintained within the defendable space area.

Within 10 m of dwelling, avoid placing flammable objects near vulnerable parts of the building i.e. trees to be kept or planted within 10m of dwelling. **The exception being the request to CFA to retain 49 exotic trees within 10m of building envelopes.**

Water Supply: 10,000 Litre tank (CFA) per allotment with access and CFA fitting requirements.

Proposed 4-allotment subdivision with defendable space to be provided to the property boundary.

Appendix 3: Landscaping suggestions for new and existing buildings

When landscaping your garden, it is still important to note:

- All plants burn
- Garden design and plant selection is one part of preparing for bushfire i.e. Remove flammable objects from around the house, break up fuel continuity and carefully select, locate and maintain trees.
- Garden layout (separation) has greater impact on bushfire behaviour than individual plant attributes.
- A maintained Defendable space will still have benefits with or without active defence
- The safest option is still to leave early.

References: www.cfa.vic.gov.au/plan-prepare/landscaping/

Suggestions for additional landscape design:

- To minimise radiant heat, install colour bond or steel sheeting to deflect radiant heat on sides of the dwelling most at risk.
- Design the garden so that paths break up fuel continuity, make garden beds smaller and select plants that are less flammable i.e. succulents.



Source: Owen Gooding (CFA)

Source (both photos and below garden design): CFA landscaping website.



Example of a Sedum plant designed garden design

**MODEL 4
SUBURBAN GARDEN**

In recent years, severe fires have moved beyond the rural fringe and into metropolitan suburbs of Canberra and Melbourne.

Planning a garden using the principles in Section 4 can help reduce the bushfire risk in suburban areas. However, a garden only forms one component of preparing for bushfire. There are many other things to consider (see Section 7).

The hard landscaping in a garden involves making changes to material selection. Use brick, stone, steel or concrete materials for retaining walls and garden edging. Gravel products are suitable for pathways and mulches. These design selections can reduce fire risk from within the garden.

In most areas timber should be avoided as this can provide a way of directly moving a fire further into the property. In a garden in a high bushfire risk area, timber fences should be replaced with non-combustible options.

Swimming pools or ponds can help when creating a defensible space if placed between the most likely direction of a fire and the house.

Removing other potential fuel sources from directly around the house is important. This includes sheds, garden tools and machinery areas, woodpiles, outdoor furniture, clothes lines and shade screens. These should all be positioned at least 10 metres away from the house.

Planting design should focus on plants that have low flammable characteristics that are placed away from the house. Plants in containers can be an effective way to create seasonal interest and bring productivity into the suburban garden. They can also be readily moved away from the house.

EXAMPLE: SUBURBAN MODEL GARDEN

The numbers here refer to the illustration below and those on pages 30 and 33.

Existing indigenous trees of *Eucalyptus polyanthemos* (Red Box) have been retained in the suburban garden 1 but those within 10 metres of the house have been removed. Vegetation beneath the trees is confined to short, mown lawn, very low shrub and fleshy ground cover plantings. These plantings avoid ladder fuels that can carry fire into the canopy. Any low hanging branches have also been removed up to 2 metres as part of the regular garden maintenance.

A dual access driveway 2 at the front of the property has been provided. The pool 3 has been placed between the house and a possible fire front. It includes a small area of adjoining timber decking 4 that is well separated from the house. Stone paving 5 and gravel pathways 6 are used in the area directly surrounding the house. The pathways have been designed to provide separation between garden beds and areas of low fuel around the house.

The slope of the site has been partially terraced using large rocks 7. Both the rear portion of the garden 8 and the lawn area to the east of the house 9 are maintained as open lawns. This design element reduces fuel loads within the defensible space.

Garden beds are separated by areas of maintained lawn that break up fuel continuity. The lawn also allows easy access for maintenance throughout the garden.

The clothes line and shed 10, which includes swimming pool chemicals and fire wood, are located in this area well away from the house. The eastern boundary of the garden has three large non-combustible water tanks 11 adjoining the fence. These help shelter the house from radiant heat and provide water for the adjacent vegetable garden 12. The vegetation is low around the tanks so that they can be accessed if there is a fire.

Plants chosen for the model garden have been selected for their firewise properties.

POOL AREA

At the back of the pool area is a mixed display planting of short grasses and ornamental shrubs. These include *Festuca glauca* (Blue Fescue), *Cultus 'Grace'* (Smoke bush), *Echium candicans* (Pride of Madras), *Euphorbia characias subsp. wulfenii* (Wulfen Spurge) and *Senecio virens*.

Adjoining the paving area (between the house and the pool) are low-growing (to 30 centimetres in height), drought-tolerant herbaceous plants. These include *Aloe x spinosum* (Spider Aloe), *Chrysanthemum apiculatum* (Common Everlasting), *Coropha 'Moonbeam'*, *Dianthus caryophyllus* (Pink) and *Hepeta fassettii* (Kestrel).

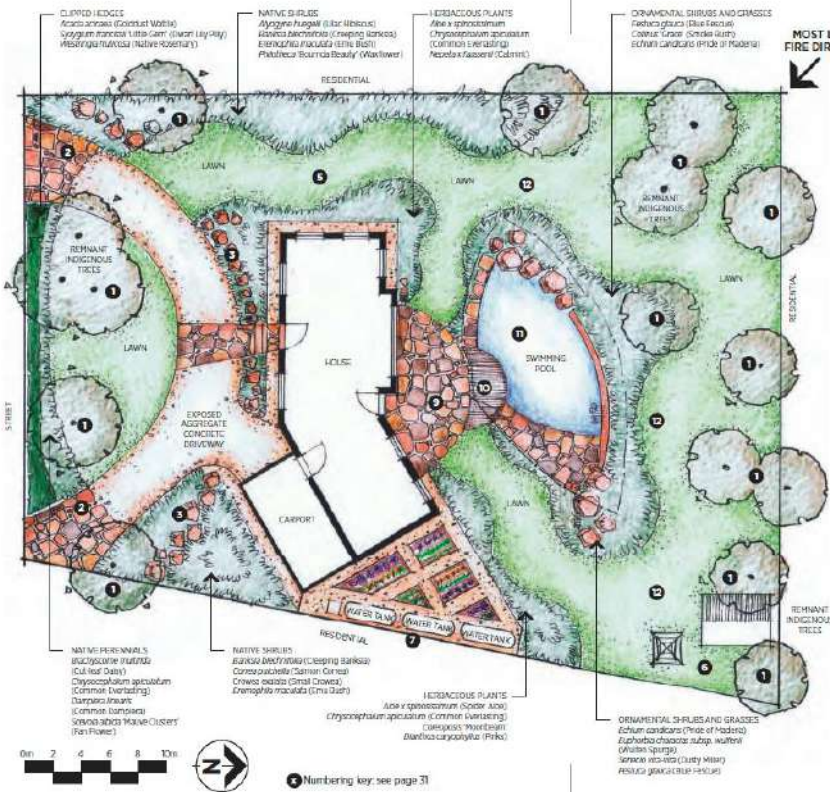
SIDE PLANTING IN THE FRONT YARD

A mix of grouped shrub plantings (0.5-2 metres in height) is located away from the house. These shrubs are pruned after flowering to maintain an open form, reduce plant litter and encourage repeat flowering.

These Australian native plants include *Lygocarpus huegelii* (Native Hibiscus), *Banksia blechnifolia* (Creeping Banksia), *Cornus pulchella* (Salmon Cornus), *Crowea ovalata*, *Emmophila maculata* (Pine Bush) and *Philotheca* (Bouda Beauty).



See also next page.



Source: Landscaping for Bushfire, Garden Design and Plant Selection (CFA 2011).

Appendix 4: Water Supply and Access requirements (Reference DtIP 2014).**Water supply:**

The water supply will meet the following specifications:

- The water supply must be stored in an above ground water tank constructed of concrete, steel or corrugated iron.
- The water supply must be located within 60 metres of the outer edge of the building (including any obstructions).
- The water supply outlet(s) must be fixed to the water tank.
- All pipework between the water supply and the outlet(s) must be 64 millimetres (minimum) nominal bore (See Figure below).

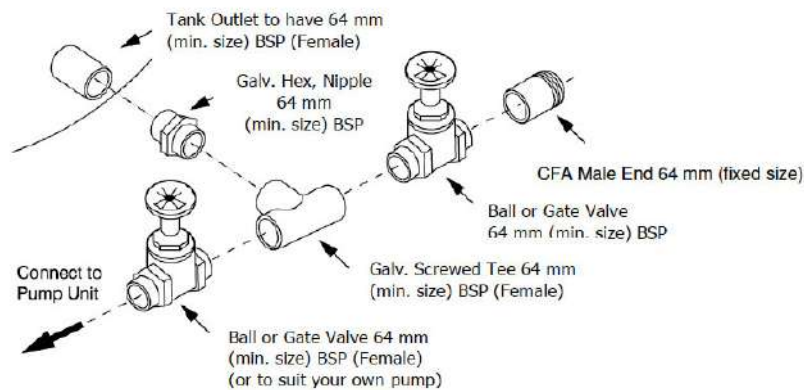


Figure: Water supply outlet, pipework and valve requirements (CFA 2012)

- All fixed above-ground water pipelines and fittings must be of non-corrodible and non-combustible materials
- Be located so that fire brigade vehicles are able to get within 4 metres of the water supply outlet and the outlet must face away from the building if located less than 20 metres from the building to enable access during emergencies
- Incorporate an additional 64 millimetres (minimum) gate or ball valve and 64 millimetres (fixed size), 3 threads per inch, male fitting to suit a CFA coupling.
- Incorporate a vortex inhibitor or additional water must be provided to ensure that the volume of water available is not restricted by a vortex.
- The water supply outlet must incorporate a ball or gate valve to provide access to the water by the resident of the dwelling.
- All below-ground water pipelines must be installed to at least the following depths:
 - Subject to vehicle traffic (300 millimetres).
 - Under dwellings or concrete slabs: 75 millimetres
 - All other locations: 225 millimetres.
- The water supply must be readily identifiable from the building or appropriate signage must be provided (see diagram) which:
 - Has an arrow pointing to the location of the water supply
 - Has dimensions of not less than 310 millimetres high and 400 millimetres long
 - Is red in colour, with a blue reflective marker attached
 - Is labelled with a 'W' that is not less than 15 centimetres high and 3 centimetres thick.

APPENDIX 3 - WATER SUPPLY AND ACCESS

No access requirement	
IF	<ul style="list-style-type: none"> Fire authority access to the water supply is not required in Table 4 in Clause 52.47-3; and The driveway is less than 30 metres.
THEN	<ul style="list-style-type: none"> There are no access requirements under the Bushfire Management Overlay. Apply the water supply requirements in Table 4.
Basic access requirement	
IF	<ul style="list-style-type: none"> Fire authority access to the water supply is required in Table 4; and The driveway is less than 30 metres.
THEN	<ul style="list-style-type: none"> There are no access requirements subject to fire authority vehicles getting within 4 metres of the water supply using the access otherwise provided, (for example, residential dwelling). Apply the water supply requirements in Table 4.
Tailored access requirement	
IF	<ul style="list-style-type: none"> Fire authority access to the water supply is required in Table 4; and The driveway is more than 30 metres.
THEN	<ul style="list-style-type: none"> Access should be provided in accordance with Table 5, depending on the length of the access. Apply the water supply requirements in Table 4.

TIP

An accessway that is longer than 30 metres for purposes other than access to the primary structure on a property or the associated water supply does not require fire authority access. The purpose of a threshold of 30 metres below which fire authority access design and construction is not required relates to the primary structure on a property and not any other structures (such as sheds).

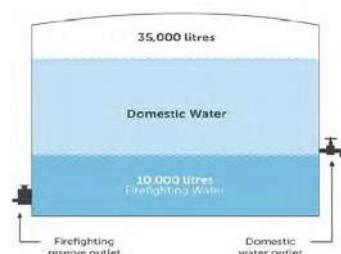
Water tank requirements

The water supply should be stored in an above ground water tank constructed of concrete, steel or corrugated iron.

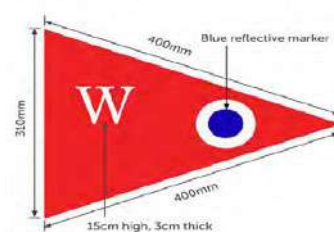
The water supply should be identified.

The water supply may be provided in the same water tank as other water supplies provided they are separated with different outlets.

Shared water tank



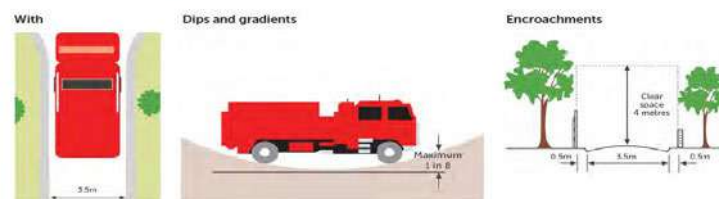
Water supply identification



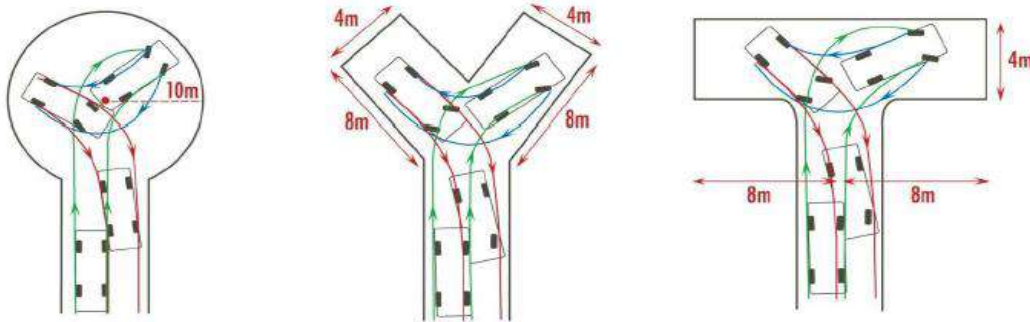
Access

Where the length of access is greater than 30 metres the following design and construction requirements apply:

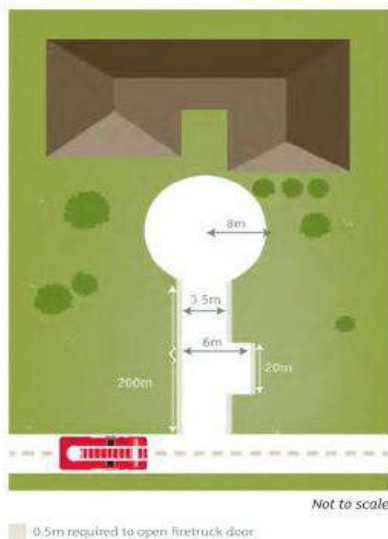
- Curves must have a minimum inner radius of 10 metres.
- The average grade must be no more than 1 in 7 (14.4%) (8.1°) with a maximum of no more than 1 in 5 (20%) (11.3°) for no more than 50 metres.
- Dips must have no more than a 1 in 8 (12.5%) (7.1°) entry and exit angle.
- A load limit of at least 15 tonnes and be of all-weather construction.
- Provide a minimum trafficable width of 3.5 metres.
- Be clear of encroachments for at least 0.5 metres on each side and at least 4 metres vertically.
- A cleared area of 0.5 metres is required to allow for the opening of vehicle doors along driveways.



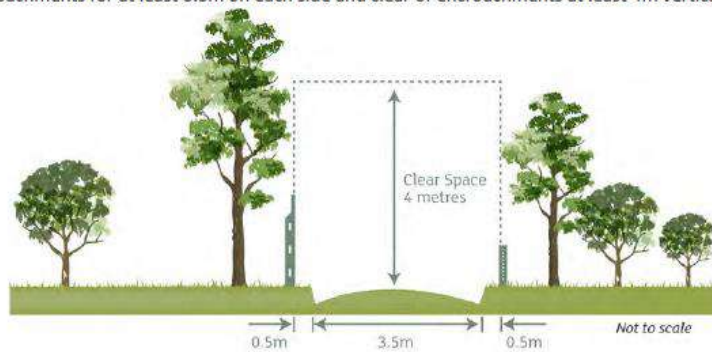
Turning circles – required where accessway is in excess of 100m



Passing bays – required where an access way is in excess of 200m



Widths and clearances around the accessway - minimum trafficable width of 3.5m and be substantially clear of encroachments for at least 0.5m on each side and clear of encroachments at least 4m vertically.



Construction of an all-weather surface

Accessway should be constructed of an all-weather surface (e.g. 150mm depth concrete).

Water Supply requirements: Clause 53.02.

Table 4 Water supply requirements

Capacity, fittings and access

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

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

Fire Authority requirements

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

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

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

- Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.
- Be located within 60 metres of the outer edge of the approved building.
- The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.
- Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting).
- Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling).

****** Where there is only one tank supplied i.e. 20,000 litres: A CFA fitting must be placed on the bottom half of the tank and a domestic fitting (separate outlet for occupant use) at the 10,000-litre mark, half way up tank.

Appendix 5: Construction Requirements

DEFENDABLE SPACE AND CONSTRUCTION REQUIREMENTS OF CLAUSE 52.47

CLAUSE 52.47-3 DEFENDABLE SPACE TABLES		Table 1 Column A Table 2 Column A Table 3	Table 1 Column B Table 2 Column B	Table 1 Column C Table 2 Column C	Table 1 Column D Table 2 Column D	Table 1 Column E
CONSTRUCTION STANDARD (BUSHFIRE ATTACK LEVEL)		BAL 12.5	BAL 19	BAL 29	BAL 40	BAL FZ
Clause 52.47-1	Dwellings	AM 1.2	AM 1.2	AM 1.2	AM 1.2	AM 1.2
Clause 52.47-2	Dwellings	AM 3.1	AM 3.1	AM 3.1	AM 3.2 if there are significant siting constraints	AltM 3.5 subject to landscape assessment
Clause 52.47-2	Dependent person's unit, Industry, Office and Retail premises	AM 3.1	AM 3.1	AM 3.1	AM 3.2 if there are significant siting constraints	Not specified
Clause 52.47-2	Other occupied buildings: accommodation (other than a dwelling or a dependent person's unit), child care centre, education centre, hospital, leisure and recreation, place of assembly	AM 3.2	AltM 3.6 subject to emergency management arrangements and landscape assessment	AltM 3.6 subject to emergency management arrangements and landscape assessment	AltM 3.6 subject to emergency management arrangements and landscape assessment	Not specified
Clause 52.47-2	Subdivision of less than 10 lots	AM 5.1	AM 5.1	AM 5.1	Not specified	Not specified
Clause 52.47-2	Subdivision for 10 or more lots	AM 5.1	AM 5.1	AltM 5.5	Not specified	Not specified
TECHNICAL DESCRIPTIONS OF WHAT THE BUSHFIRE ATTACK LEVEL IS SEEKING TO MITIGATE		Ember attack radiant heat below 12.5kW/m ²	Increasing ember attack and windborne debris, radiant heat between 12.5kW/m ² and 19kW/m ²	Increasing ember attack and windborne debris, radiant heat between 19kW/m ² and 29kW/m ²	Increasing ember attack and windborne debris, radiant heat between 29kW/m ² and 40kW/m ² . Exposure to flames from a fire front likely	Direct exposure to flames, radiant heat and embers from the fire front

Please note that Clause 53.47 is now replaced by 53.02 Bushfire Planning – reference only

What my home might look like

The standard assessment has six levels of risk based on the Bushfire Attack Level (BAL), with increasing construction requirements ranging from ember protection at the low levels (BAL-12.5) to fire-rated construction at the highest (BAL-FZ [Flame Zone]). Following is an outline of requirements to build to the standard in each BAL from the lowest to the highest. Technical details of the BAL are covered in the previous section.

	BAL-LOW	BAL-12.5	BAL-19	BAL-29	BAL-40	BAL-FZ (FLAME ZONE)
SUBFLOOR SUPPORTS	No special construction requirements	No special construction requirements	No special construction requirements	Enclosure by external wall or by steel, braced or aluminium mesh, non-combustible material, naturally fire resistant timber joists or joists or 75 mm metal slatting	If enclosed by external wall refer below. External wall section in table for non-combustible subfloor supports with an FRL of 120/120/120. If not enclosed by external wall, refer to the previous section for requirements for non-combustible subfloor supports with an FRL of 120/120/120.	Subfloor supports – enclosure by external wall or an FRL of 120/120/120 or non-combustible with an FRL of 120/120/120.
FLOORS	No special construction requirements	No special construction requirements	No special construction requirements	Concrete slab on ground, enclosure by external wall, metal mesh or floor joists less than 40 mm above ground, seal to be non-combustible, naturally fire resistant timber joists or joists or 75 mm metal slatting	Concrete slab on ground, enclosure by external wall or protection on underside with non-combustible material such as fire cement sheet	Concrete slab on ground or enclosure by external wall or an FRL of 120/120/120 or protection of underside with 30 mm concrete or fire system
EXTERNAL WALLS	No special construction requirements	As for BAL-19	External walls – Part less than 400 mm above ground or decks etc to be of non-combustible material, 6 mm fire cement sheet or bushfire resistant naturally fire resistant timber	Non-combustible material (masonry, brick, veneer, mud brick, sealed concrete, concrete) or timber framed or steel framed walls sealed on the outside and clad with 6 mm fire cement sheet or bushfire resistant timber	Non-combustible material (masonry, brick, veneer, mud brick, sealed concrete, concrete) or timber framed or steel framed walls sealed on the outside and clad with 6 mm fire cement sheet or bushfire resistant timber	Non-combustible material (masonry, brick, veneer, mud brick, sealed concrete, concrete) with minimum thickness of 50 mm or an FRL of 120/120/120 when tested from outside
EXTERNAL WINDOWS	No special construction requirements	As for BAL-19 except that 6 mm fire cement sheet or bushfire resistant naturally fire resistant glass or 6 mm toughened glass	Protected by bushfire shutter, completely screened with steel, bronze or aluminium mesh, or 5 mm toughened glass or glass blocks with 400 mm of ground, deck etc. Operable portion must comply with frame of metal or metal reinforced PVC-U or bushfire resistant timber	Protected by bushfire shutter or completely screened with steel, bronze or aluminium mesh, or 5 mm toughened glass with operable portion screened with frame of metal or metal reinforced PVC-U or bushfire resistant timber and portion with 400 mm of ground level screen	Protected by bushfire shutter or 5 mm toughened glass. Operable portion screened with steel or bronze mesh	Protected by bushfire shutter or FRL of 120/120/120 and operable portion screened with steel or bronze mesh
EXTERNAL DOORS	No special construction requirements	As for BAL-19 except that door frame can be naturally fire resistant (rigid-frames) under	Protected by bushfire shutter, or screened with steel, bronze or aluminium mesh or ground with 5 mm toughened glass, non-combustible or 35 mm solid timber for 400 mm above ground, seal to be bushfire resistant, door frame to 400 mm above ground, sealing, air, light, etc. with weather strip at base	Protected by bushfire shutter, or screened with steel, bronze or aluminium mesh, or 35 mm solid timber, or 35 mm solid timber for 400 mm above ground, seal to be bushfire resistant, door frame to 400 mm above ground, sealing, air, light, etc. with weather strip at base	Protected by bushfire shutter or 35 mm solid timber, metal framed light rising with weather strips at base and FRL of 120/120/120	Protected by bushfire shutter or light-filling with weather strips at base and an FRL of 120/120/120
ROOFS	No special construction requirements	As for BAL-19	Non-combustible covering, roof/wall junction sealed. Opening fitted with non-combustible ember guards. Roof to be fully sealed	Non-combustible covering, roof/wall junction sealed. Opening fitted with non-combustible ember guards. Roof to be fully sealed	Non-combustible covering, roof/wall junction sealed. Opening fitted with non-combustible ember guards. Roof to be fully sealed and no roof mounted evaporative coolers	Non-combustible covering, roof/wall junction sealed. Opening fitted with non-combustible ember guards. Roof to be fully sealed and no roof mounted evaporative coolers
VERANDAS, DECKS ETC	No special construction requirements	As for BAL-19	Enclosed sub-floor space – No special requirements for materials except within 400 mm of ground. No special requirements for supports or framing. Decking to be non-combustible or bushfire resistant within 300 mm horizontally and 400 mm vertically from ground level	Enclosed sub-floor space or non-combustible or bushfire resistant timber supports. Decking to be non-combustible	Enclosed sub-floor space or non-combustible supports. Decking to be non-combustible	Enclosed sub-floor space or non-combustible supports. Decking to be fully sealed and no roof mounted evaporative coolers

Please note: The information in the table is indicative ONLY of the construction requirements in the bushfire residential building standard and is not intended as a design guide. You should consult AS3659-2009 for the full technical details.

Source: A Guide to building in Victoria after bushfires (VBA) :

<http://www.communitybushfireconnection.com.au/wp-content/uploads/2017/11/Guide-to-building-in-Victoria-after-bushfires.pdf>

Appendix 6: Photos of the site.



Looking north along Feeleys Lane



Looking south along Feeleys Lane



Looking south from the middle of Lot 1 / 12 Feeleys Lane



Looking along the east boundary of Lot 1 / 12 Feeleys Lane



Looking east from the Middle of Lot 2 / 12 Feeleys Lane



Looking west from the east boundary across Lot 2 / 12 Feeleys Lane



Looking west from the east boundary across Lot 3 / 12 Feeleys Lane



Looking east from the west boundary – across Lot 3 / 12 Feeleys Lane



Looking south along the far east section of Lot 3 / 12 Feeleys Lane



Looking at existing dwelling on proposed Lot 4 / 12 Feeleys Lane



Entrance into Lot 4 / 12 Feeleys Lane



Looking southeast towards the location of the proposed extension onto existing dwelling on Lot 4 / 12 Feeleys Lane.

References:

- CFA (2011a). *Assessing Vegetation in a Bushfire Management Overlay (BMO). FS LUP 003 Land Use Planning*. Published by the CFA on 17/11/2011
- CFA (2011b). *Landscaping for Bushfire. Garden Design and Plant Selection*. Published by the Country Fire Authority.
- CFA (2012). *Planning for Bushfire. Guidelines for meeting Victoria's bushfire planning requirements*. Published by Country Fire Authority.
- CFA (2014). *Planning for Bushfire. Guidelines for meeting Victoria's bushfire Planning requirements*. Published by Country Fire Authority.
- Data.vic (2017). Online maps. Website: <https://www.data.vic.gov.au> (Accessed November 2017)
- DELWP (2017a). Outbuildings in the Bushfire Management Overlay (October 2017).
- DELWP (2017b). Planning Permit Applications Bushfire Management Overlay Technical Guide September 2017). DELWP.
- DTPLI (2014a). *Practice Planning Note 65: Preparing and Assessing a Planning Application under the Bushfire Provisions in Planning Schemes*. Published by the Victorian Government Department of Transport Planning and local infrastructure. Published July 2014.
- DTPLI (2014b). Department of Transport, Planning and Local Infrastructure website: www.land.vic.gov.au (Assessed December 2015).
- National Association of Steel Framed Housing Inc (2014). NASH Standard Steel Framed Construction in Bushfire Areas. NASH.
- Regional Planning & Design Pty Ltd (2019). Bushfire Management Statement: 31 Elizabeth Road, Creswick Ref No. 18.295.
- Standards Australia (2009). *Australian Standard Construction of buildings in bushfire-prone areas. AS 3959-2009*. Published by Standards Australia Sydney NSW.
- Other:
- Clause 53.02: Bushfire Planning (31/07/2018).

Important Note to Applicant:

This document belongs to Central Highlands Environmental Consultancy (CHEC) until payment in full has been received (based on agreed quote).

For further information about payment (or payment plans), please email: raydraper2004@gmail.com

In relation to the failure to complete full payment for this document within 7-10 working days, CHEC reserves the right to temporarily pause processes on our request i.e. permit applications with Council. Late payments may also result in an additional late payment fee.

Bushfire Protection Measures

Construction Standard

- Buildings on Lots 1,2,3 & 4 will be in accordance with **BAL 29**

The following measures apply to the subdivision:

Defendable Space Requirements

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

Variation to Table 6:

- Request to retain several exotic trees within Lots: 1, 2, 3 & 4 providing they do not overhang or touch the building envelopes (separated by 2m from buildings and 5m between trees) in Lots 1,2 & 3 or proposed extension in Lot 4.

Water supply requirements

- Be stored in an above ground water tank constructed of concrete or metal.
- Have all fixed above-ground water pipes and fittings required for firefighting purposes must be made of corrosive resistant metal.
- Include a separate outlet for occupant use.
- A static water supply with min 10,000 litres of water will be available for firefighting & property protection purposes & be constructed of concrete or metal
- Be readily identifiable from the building or appropriate identification signs to the satisfaction of the relevant fire authority.
- Be located within 60m of the outer edge of the approved building.
- The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.
- Incorporate a separate ball or gate valve (British standard Pipe (BSP 65 mm) and coupling (64mm CFA 3 thread per inch male fitting).
- Any pipework and fittings must be a minimum of 65 mm (excluding the CFA coupling).

Access requirements

- Length of access is less than 30 metres: The following design and construction requirements apply:
 - Where the Country Fire Authority will need access to the water supply under **AM4.1**. Fire authorities and will be able to get within 4 metres of the water supply outlet.

BUSHFIRE MANAGEMENT PLAN

ATTACHMENT 11.2.1



Location: 12 Feeleys Lane, Trentham Vic 3458.

Version 1 – Bushfire Management Plan: 21st August 2021

Central Highlands Environmental Consultancy: 0427 803 338.

BAL 29



This Bushfire Management Plan has been prepared by an BPAD-2 Accredited Practitioner:
Jennifer Johnson: BPAD53525



Our Reference: 308397428
Your Reference: PInPA003359

18 May 2022

Hepburn Shire Council
PO BOX 21
DAYLESFORD VIC 3460

Dear Sir/Madam

CONDITIONAL CONSENT TO ISSUE OF PLANNING PERMIT
APPLICATION NO: PInPA003359
12 Feeleys Lane, Trentham

Subject to the following conditions, Powercor Australia Ltd (the Distributor) does not object to the issue of a planning permit for the abovementioned application.

Conditions Required By the Distributor

1. This letter shall be supplied to the applicant in its entirety.
2. The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.
3. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.
Notes: Extension, augmentation or rearrangement of the Distributor's electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.
4. The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).
Notes: Where electrical works are required to achieve VSIR compliance, a registered electrical contractor must be engaged to undertake such works.

***** END OF CONDITIONS *****

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

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

CitiPower Pty Ltd	ABN 76 064 651 056	General Enquiries: 1300 301 101	www.citipower.com.au
Powercor Australia Ltd	ABN 89 064 651 109	General Enquiries: 1300 301 101	www.powercor.com.au
Address all correspondence to: Locked Bag 14090, Melbourne VIC 8001, Australia			

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

Yours faithfully,

A handwritten signature in blue ink that reads "Michael Patten". The signature is written in a cursive style and is positioned above the printed name and title.

Michael Patten
Customer Requests Officer

Our patron, Her Excellency the Honourable Linda Dessau AC, Governor of Victoria

CFA Fire Prevention and Preparedness
8 Lakeside Drive Burwood East Vic 3151
Email: firesafetyreferrals@cfa.vic.gov.au

CFA Ref: 15000-73986-118357
Council Ref: PA 3359

22 April 2022

Town Planner
Hepburn Shire Council
PO BOX 21
DAYLESFORD VIC 3460

Dear Town Planner,

CONDITIONAL CONSENT TO THE GRANT OF A PERMIT

Application No: PA 3359
Site Address: 12 Feeleys Lane, Trentham
Proposal: 4 LOT SUBDIVISION & DEVELOPMENT IN BMO

I refer to correspondence dated 31 March 2022 seeking comments on the above application.

CFA acting as a Referral Authority pursuant to Section 55 of the *Planning and Environment Act, 1987* (**Act**) has considered and does not object to the grant of a permit for the above proposal subject to –

- The mandatory conditions at Clause 44.06 relating to ‘buildings and works; and
- The following conditions being included on any planning permit that may be issued.

– Start of Conditions –

Subdivision

CFA has no conditions

Buildings and Works

1. Endorsement of Bushfire Management Plan

Before the development starts, an amended Bushfire Management Plan must be prepared to the satisfaction of CFA, then submitted to and endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority. The plan must be generally in accordance with the plan prepared by Bushfire Planning and Design, Version 1, dated 21 August 2021 but modified to:

- Clearly show trees that will be retained; and
- Ensure the trees shown on plan as being retained do not conflict with the vegetation management wording.

– End of Conditions –

Further Comments

CFA note, a section 173 agreement for the purposes of Clause 44.06-5 is not required where:

"the relevant fire authority states in writing that the preparation of an agreement ... is not required for the subdivision."

Given the application includes building and works, CFA are of the view a s.173 Agreement is not necessary in this instance. Please accept this correspondent as 'agreement in writing' from the relevant fire authority for the purposes of Clause 44.06-5.

Certification and Statement of Compliance

CFA consents under Section 9 of the Subdivision Act 1988 to the Certification of the Plan of Subdivision. CFA does not want the Plan of Subdivision for this planning permit application referred under Section 8 of the Subdivision Act 1988.

CFA also consents to the Statement of Compliance for Subdivision under the Subdivision Act 1988.

If you wish to discuss this matter in more detail, please do not hesitate to contact Anthony Kacunic on 0429105 701.

Yours sincerely



Mark Holland
Service Delivery Team Leader
COMMUNITY PREPAREDNESS

cc: Clinton Steele
C/- Steele Studios Architects
clinton@steelstudios.com.au

Your ref. PLNPA003359 **Our ref.** PAS 22390 Temp 25b **Contact:** Monte Heintz, 5434 1232

26 April 2022

Town Planner
Hepburn Shire Council
P.O. Box 21
DAYLESFORD, VIC 3460

Dear Sir/Madam,

Conditions for Planning Permit – (4 Lots) Four Lot Subdivision, Construction Of Three New Dwellings And Alterations And Extension To Existing Dwelling: 12 Feeleys Lane, Trentham

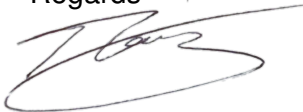
We have investigated the above plan which we received on 31 March 2022 and request that the following conditions be placed on the permit:

1. The owner is required to provide reticulated water and sewerage services to each of the lots within the subdivision and comply with any requirements arising from any effect of the proposed development on Coliban Water assets. Services are to be provided in accordance with our specifications.
2. All Coliban Water assets within the subdivision, both existing and proposed, are to be protected by an easement in favour of Coliban Region Water Corporation.
3. If sewer servicing of each of the lots created is to be by pressure sewer rather than provision of traditional gravity sewer then; New Customer Contributions (NCC's) for pressure sewer will apply to each lot being connected to the reticulated infrastructure required. This NCC is to provide developer funding for the supply, installation and ongoing maintenance requirements by Coliban Water for the property assets on each lot including tank, pump and control box. The supply and installation will be completed by our approved contractors after an application to connect is received.
4. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must make payment to Coliban Water of New Customer Contributions (NCCs). These contributions are based upon the number of additional allotments connected (or to be connected) to Coliban Water's water, sewer or recycled water networks. A quote will be supplied to the owner on the referral of the Certified plan of subdivision.

Specific requirements for the servicing of the new lots will be provided to the applicant after a plan for certification has been referred to us. It is further requested that a final copy of the plan as certified by Council be forwarded to us for record purposes.

If you have any questions regarding this matter, please contact our case manager Monte Heintz on 5434 1232.

Regards

A handwritten signature in black ink, appearing to read 'Tessa Laing', with a large, sweeping loop at the end.

Tessa Laing
Acting Development Services Manager



GMW Ref: PP-22-00338
Doc ID: A4358229

Hepburn Shire Council
Planning Department
shire@hepburn.vic.gov.au

14 April 2022

Dear Sir and/or Madam,

Planning Permit Application - Subdivision - 4 lot subdivision, construction of three new dwellings and alterations and extension to existing dwelling

Application No. PA 3359
Applicant: Steele Studios Pty Ltd C/- Clinton Steele
Location: 12 Feeleys Lane TRENTHAM
V 11917 F 544 Lot 3 Plan 001678H

Thank you for your letter and information received 31 March 2022 in accordance with Section 55 of the *Planning and Environment Act 1987*.

Goulburn-Murray Water's (GMW's) areas of interest are surface water and groundwater quality, use and disposal. GMW requires that development proposals do not impact detrimentally on GMW's infrastructure and the flow and quality of surface water and groundwater. Applicants must ensure that any required water supplies are available from an approved source.

Based on the information provided and in accordance with Section 56 (b) of the *Planning and Environment Act 1987*, Goulburn-Murray Water has no objection to this planning permit being granted subject to the following conditions:

1. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.
2. All works within the subdivision must be done in accordance with EPA Publication 1834 *Civil Construction , Building and Demolition Guide* (November 2020).
3. Each lot must be provided with connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
4. Prior to Statement of Compliance being issued the existing house must be connected to reticulated sewerage and the onsite wastewater management system decommissioned to the satisfaction of Council's Environmental Health Officer.
5. All stormwater discharged from the site must meet the urban run-off objectives and Standard C25 as specified in Clause 56.07-4 of the Victorian Planning Provisions. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.

If you require further information please e-mail planning.referrals@gmwater.com.au or contact 1800 013 357.

Yours sincerely

Ranine McKenzie

Ranine McKenzie
SECTION LEADER STATUTORY PLANNING

TOWN PLANNING REFERRALS

ENGINEERING CONDITIONS

Application No	:	PA – 3359
File	:	15177P
Property No	:	15177
Address of Land	:	12 Feeleys Road, Trentham
Description	:	4 lot subdivision

1. Stormwater Drainage

- Prior to Statement of Compliance, all underground and surface drainage works that are considered necessary by the Responsible Authority shall be constructed in accordance with professionally prepared plans and computations to be provided by the developer and approved by the Responsible Authority prior to the commencement of construction. The drainage works shall include the provision of an onsite stormwater detention system designed to ensure that the post development runoff does not exceed pre development runoff from the development. The drainage works shall be installed to transport stormwater runoff from the subject land and surrounding land and/or adjoining road(s) to an approved point of discharge. No concentrated stormwater shall drain or discharge from the land to adjoining properties. The drainage system must be constructed and completed prior to the issue of the statement of compliance.

Return period for a Detention system is to be 20%AEP where there is overland escape path and 1%AEP if the failure of the detention system will cause property damage or inundation of freehold titles.

- It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment, not just the immediate development, including any new infrastructure that may be required to convey stormwater to a registered waterway. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surrounding road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.
- All allotments shall be provided with drainage outfall (house connection) connected to the underground drainage system to the satisfaction of the Responsible Authority. House drainage connection shall be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 505.
- Stormwater shall be connected to the legal point of discharge to the satisfaction of the Responsible Authority.

- ATTACHMENT 11.2.6
- Prior to Statement of Compliance, all drainage easements deemed necessary by the Responsible Authority must be provided by the Permit Holder to protect and facilitate existing and future drainage infrastructure. Easements shall also be provided through properties between the development site and the nominated legal point of discharge. Minimum width of drainage easements shall be 2.0m for stormwater.
 - Drainage easements shall be created to allow for gravity stormwater drainage to the satisfaction of Responsible Authority.
 - If the proposed stormwater drainage system includes any works to be undertaken during house construction stage, the Owner must enter into a Section 173 Agreement with the responsible Authority under section 173 and 174 of the Planning and Environment Act, requiring that such works shall be constructed and completed during house/building construction stage.
 - The Owner must pay all of the costs and expenses including Responsible Authority's lawyers checking fees in relation to preparation, execution, registration, enforcement and cancellation of this Agreement including costs for obtaining necessary consents if required by the Land Titles Office before registration of this Agreement.
 - It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines
 Note: Additional information for requirements can be found at <https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>

2. Access

- Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.
- Prior to statement of compliance the following will be constructed for approval.
 - 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.
 - Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard AS2890.1:2004 Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.
 - Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.
 - Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.
- 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.

3. All works must be constructed and completed prior to statement of compliance.
ATTACHMENT 11.2.6
4. All costs incurred in complying with the above conditions shall be borne by the permit holder.

Prepared by: Ashley Goad – Engineering Development Officer
Date: 03/05/2022

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s: [REDACTED]

Property address [REDACTED]

Postal Address (if different to above)

Tel: [REDACTED] Email: [REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA3359

Proposal: Four lot subdivision, construction of three new dwellings and alternations and extension to existing dwelling

Who has applied for the permit: Steel Studios Architects

WHAT ARE THE REASONS FOR YOUR OBJECTION?

While we are not opposed to development in the area, we object to a 4 lot development and ask Council to consider a 3 lot sub-division instead, with 2 driveways entering from Feeleys Lane and one from Mulcaheys Rd. This would reduce traffic along Feeleys Lane during the construction process and once the dwellings are completed. With the renovation of the existing dwelling already underway, we have already noticed quite an increase in traffic to the property each day.

We object to the removal of any vegetation along Feeleys Lane other than to allow for a single driveway for each residence. The current vegetation acts as a wind break and screening from other properties. As we are required to have open fences in this location, screening plants are important to provide some level of privacy and protection from the elements.

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

See above

.....

.....

.....

.....

.....

If insufficient space, please attach separate sheet

Privacy Collection Notice

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

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

Signature: Or Tick Box ☒ Date: **10 May 2022**

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: Fwd: Objection of Planning Application - PA3359 12 Feeleys Lane, Trentham Vic 3458
Date: Tuesday, 10 May 2022 8:13:24 PM

[REDACTED] officially wish to object to application of planning permit PA3359 12 Feeleys Lane, Trentham Vic 3458.

The following are points which will impact us as residents of Feeleys Lane if this subdivision proceeds.

*Loss of Privacy - This is due to the current significant cypress hedge directly opposite our residence which allows for complete privacy from adjacent block. Housing will allow overlooking from proposed windows into houses adjacent the proposed application.

*Water - Feeleys Lane currently experience extremely poor water pressure that is below standard of other residents of Trentham. Coliban Water have been unable to correct the situation. Any further developments within the street will impact the pressure further due to increase water usage. Subsequently effecting all residents in Feeleys Lane and Wallaby Jack Road.

*Traffic Generation - Being a lane, a no through road and a single carriageway. Further traffic of up to 8+ vehicles will create road degeneration and road noise for the current residents. Further to this Feeleys Lane is used as an entry/exit of families of neighbouring houses who need to access the the forest. The road is the only even pathway that can be used safely.

*Wildlife - Feeleys Lane is a Wildlife corridor for many different species entering/exiting from the forest to the Domino trail/Wombat Forest. Extra traffic and houses will further reduce their ability to move freely within the corridor and it will be unsafe for both wildlife and traffic.

*Sub Division - This application is a subdivision of a subdivision of 6 blocks with a common area shared between the 6 lots. A previous application for subdivision within these 6 was stated that Hepburn Shire Council would only

allow 1 acre subdivisions.

*Noise Levels - Will increase in the proposed clearing of the block and will continue if the proposal is accepted during the building stage.

*Emergency Services - Large Emergency Service vehicles have no ability for a safe turning circle or safe retreat if a fire/storm impacts Feeleys Lane. This includes access/egress. Currently Trentham does not have a Ambulance branch and further housing will impact the ability of the current Ambulance Victoria response due to added pressure of increase of population and currently staffing/station ratios.

*Application of Planning Permit - Was not delivered to all residents of Feeleys Lane. We have been advised that residents of the current subdivision were not provided information to allow them to make a decision to object in writing.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Subject: [REDACTED] [Mailbox](#)
Date: - 12 Feeleys Lane TRENTHAM VIC 3458 - Planning Submission Objection
Wednesday, 11 May 2022 11:56:59 AM

Name and address of the submitter/objector - [REDACTED]
[REDACTED]

Reason(s) for the submission/objection -

My principal objections are as follows:

impact on infrastructure – water/sewerage/power/drainage
increased traffic

complete change to the aesthetics of the area given the closeness of the buildings and the similar design style and construction materials - it will look like a suburban estate.

I am not against development of this site, but I believe that the number of proposed houses (4) is too high. I would support a less dense development of 2 or 3 (maximum) houses in total.

I trust that you will take my objection into consideration when reviewing this planning application.

Regards

[REDACTED]

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: 12 Feeleys Lane Trentham Objection
Date: Wednesday, 11 May 2022 2:11:33 PM

To whom it may concern

I write to record my objection to the development proposed for 12 Feeleys Lane, Trentham.

The plans are totally inappropriate for this area, where there already is too much development and building occurring. There will be ramifications to wildlife in the area.

It will also increase traffic in the immediate area which has already increasing to unacceptable levels.

The water pressure up Mulcahys Road and in the Owl Woods Estate is already appalling, and further development will only make this worse.

I would be extremely sorry to see this go ahead,

Yours sincerely,

[REDACTED]
[REDACTED]

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s:

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. P1nPA003359

Proposal: Four lot subdivision, construct 3 new dwells, alter + extend exist. dwelling.

Who has applied for the permit:

WHAT ARE THE REASONS FOR YOUR OBJECTION?

1. IF THIS DEVELOPMENT IS ALLOWED TO PROCEED, I WILL LOSE THE VIEW I CURRENTLY ENJOY FROM MY MAIN LIVING AREA, A PRINCIPAL REASON I BOUGHT + BUILT ON MY BLOCK.
2. THIS APPLICATION WILL CAUSE SERIOUS DISRUPTION, NOISE AND LOSS OF AMENITY DUE TO THREE HOUSES BEING BUILT SIMULTANEOUSLY.
3. THE DESIGN OF THE HOUSES PROPOSED IS NOT IN KEEPING WITH THE NEIGHBOURHOOD
4. REDUCED PRIVACY

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

I WILL LOSE THE BEAUTIFUL VIEW FROM MY MAIN LIVING ROOM AND OUTDOOR AREA.
I WILL ALSO NO DOUBT BE IMPACTED BY THE NOISE, TRAFFIC AND DUST FROM 3 HOUSES BEING BUILT SIMULTANEOUSLY.

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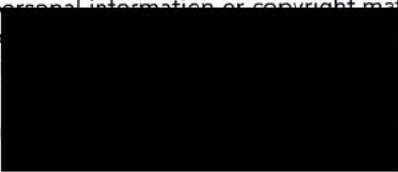
If insufficient space, please attach separate sheet

Privacy Collection Notice

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

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

Signature



Tick Box

☐

Date: 11 MAY 2022

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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

From: [REDACTED]
Subject: Objection to Planning Application # 3359
Date: Thursday, 12 May 2022 4:29:46 PM

To whom it may concern,

We would like to lodge our objection to the development application number 3359 for 12 Feeley's Lane, Trentham for the following two reasons:

1. We accept that under current planning rules for the area, lots can be subdivided into 2000 sq m. blocks (as in the application). However, given the shape of the lot, which tapers significantly at one end, we believe that four houses on the lot is too many. A total of three houses should be the most allowed.
2. From the images on the application, the design for the houses does not appear to fit in at all with the other houses in the immediate area (which has seen significant development over the past few years) or with the general Trentham 'theme'. They look to be more suited to modern inner suburban Melbourne than country dwellings. We strongly believe that the proposed design will look completely out of place in the area.

We would also like assurances that existing utilities such as water supplies and power will not be affected in any way by the additional dwellings and that Council considers previous requests to make provision for the added traffic on Mulcahys Road.

Thank you.

Regards,

[REDACTED]

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

Name/s: [REDACTED]

Property address: [REDACTED]

Postal Address (if different to above) [REDACTED]

Tel: [REDACTED] Email: [REDACTED]

HEPBURN SHIRE COUNCIL

File No: [REDACTED]

Rec'd Date: 9 MAY 2022

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. P.A. 3359

Proposal: FOUR LOT SUBDIVISION

Who has applied for the permit: STEEL STUDIOS ARCHITECTS

Rec'd By: [REDACTED]

Action By: [REDACTED]

Reg No: [REDACTED]

WHAT ARE THE REASONS FOR YOUR OBJECTION?

- If the proposal is granted there will be
- (1) A significant increase in noise at the front of my property from an increase of traffic from across the road and from Feeleys Ln. There will also be significant noise from the destruction of the garden, construction of the dwellings, and from the new residents and all their noise.
 - (2) It will adversely affect the amenity of this part of Mulshys Rd.
 - (3) I believe such a development will adversely affect my property value. I would not wish to buy next to that development.

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

- (a) I moved to the country, from Melbourne, because my physical, emotional and mental health completely collapsed. I cannot cope well with being surrounded by suburban density. It adversely affects my health.
- (b) On the side of Feeleys Ln, where the development is proposed, the surrounding properties are of a larger size. On the other side, and next to, of Mulshys Rd the properties are of a larger size. The Proposal is 'out of character' with what is. To grant the

Proposal will set a bad development precedent for this part of Mulshys Rd/Feeleys Ln. The larger properties add charm and balance, in my opinion, to the overall development in Mulshys Rd/Feeleys Ln. To grant the proposal will destroy charm and amenity, and erode my property desirability.

If insufficient space, please attach separate sheet

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

Signature: [REDACTED]

Or Tick Box ☐

Date: 9/5/22

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11.3 PA 3539 - TWO LOT SUBDIVISION OF LAND AT 24 COLLINS ROAD GLENLYON INTERIM DIRECTOR COMMUNITY AND DEVELOPMENT

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

ATTACHMENTS

1. PA 3539 - Application documentation [**11.3.1** - 70 pages]
2. PA 3539 - Referral Response - Goulburn Murray Water [**11.3.2** - 2 pages]
3. PA 3539 - Referral Response - North Central Catchment Management Authority [**11.3.3** - 3 pages]
4. PA 3539 - Combined Objections Redacted 104581 [**11.3.4** - 15 pages]
5. PA 3539 Referral Response - Councils Engineering Department [**11.3.5** - 2 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to determine the planning application for a two-lot subdivision of land PA 3539 at 24 Collins Road Glenlyon known as Crown Allotment 13, Section 24 Parish and Township of Glenlyon.

The application is being brought to Council as Eight (8) objections have been received and is recommended for approval as the two lot subdivision has been determined to be appropriate with consideration of the *Planning and Environment Act 1987* and the Hepburn Planning Scheme.

OFFICER'S RECOMMENDATION

That Council, having caused notice of Planning Application No. PA 3539 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 24 Collins Road, Glenlyon CA 13, SEC 24 PSH TSP Glenlyon (104581) for the two lot subdivision of land, subject to the following conditions:

Layout must not be altered

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

Mandatory

2. *The owner of the land must enter into an agreement with:*
 - a. *Telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*

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

General

- 7. *No proposed access must necessitate the removal of existing street trees to the satisfaction of the responsible authority. Any street trees to be removed must be replaced at the cost of the permit holder with advanced trees of the same species and size as the existing trees in a location to the satisfaction of the Responsible Authority.*

Council Engineering Conditions

- 8. *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.*

- b. *Each lot requires a separate point of discharge.*
- c. *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.*
- d. *It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines*

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

9. 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 the occupation the following will be constructed for approval.*
 - i. *Vehicle access/crossing 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.*

10. Native Vegetation assessment

- a. *Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the*

Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist report on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.

11. *Prior to commencement of use 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.*
12. *All works must be constructed and completed prior to statement of compliance.*
13. *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

Council Environmental Health Conditions

14. *Before works start an application to install a septic tank system must be submitted to the responsible authority.*
15. *The wastewater system must be an EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard and must be installed in accordance with the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4) unless otherwise agreed in writing by the responsible authority.*
16. *The wastewater management system including effluent disposal fields must be located in an area that is able to satisfy minimum setbacks identified within Table 5 of the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4).*

Goulburn Murray Water Conditions

17. *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
18. *Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*
19. *Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:*
 - a. *If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.*

- b. *The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.*
- c. *The owner shall meet the cost of the registration of the agreement on the title.*
- d. *This agreement must be registered on title.*
- e. *This agreement is cancelled if (a) above is satisfied.*

Permit Expiration Conditions

- 20. *This permit will expire if one of the following circumstances applies:*
 - a. *The plan of subdivision is not certified within two (2) years of the date of this permit;*
 - b. *The registration of the relevant stage of subdivision is not completed within five (5) years from the date of certification of the plan of subdivision;*

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

Mr James Iles from iPlanning Services addressed Council in support of the applications.

Ms Krystyna Croft addressed Council in objection to the applications.

MOTION

That Council, having caused notice of Planning Application No. PA 3539 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 24 Collins Road, Glenlyon CA 13, SEC 24 PSH TSP Glenlyon (104581) for the two lot subdivision of land, subject to the following conditions:

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Mandatory

- 2. *The owner of the land must enter into an agreement with:*
 - a. *Telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*
 - b. *A suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the*

applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.

3. *Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:*
 1. *A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*
 2. *A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
4. *The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities and electricity and gas (where it is proposed to be connected) services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.*
5. *All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.*
6. *The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.*
7. *Prior to a Certificate of Occupancy or a Certificate of Final inspection for a non-habitable structure a 10,000 litre rainwater tank must be installed on the land to the satisfaction of the Responsible Authority.*

General

8. *No proposed access must necessitate the removal of existing street trees to the satisfaction of the responsible authority. Any street trees to be removed must be replaced at the cost of the permit holder with advanced trees of the same species and size as the existing trees in a location to the satisfaction of the Responsible Authority.*

Payment of Public Open Space Condition

9. *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the applicant or owner must pay to the Responsible Authority a public open space contribution of five per cent of the net developable area of land in accordance with the requirements of Clause 53.01 of the Hepburn Planning Scheme and Section 18 of the Subdivision Act 1988.*

Council Engineering Conditions

10. 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.*
- b. *Each lot requires a separate point of discharge.*
- c. *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.*
- d. *It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPPEM (Best Practice Environmental Management) Guidelines*
- e. *Note: Additional information for requirements can be found at <https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>*

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- c.
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 - 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.*

12. Native Vegetation assessment

- a. *Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist report on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.*
- 13. *Prior to commencement of use 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.*
- 14. *All works must be constructed and completed prior to statement of compliance.*
- 15. *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

Council Environmental Health Conditions

- 16. *Before works start an application to install a septic tank system must be submitted to the responsible authority.*
- 17. *The wastewater system must be an EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard and must be installed in accordance with the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4) unless otherwise agreed in writing by the responsible authority.*
- 18. *The wastewater management system including effluent disposal fields must be located in an area that is able to satisfy minimum setbacks identified within Table 5 of the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4).*

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- 19. *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
- 20. *Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*
- 21. *Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:*
 - a. *If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.*

- b. *The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.*
- c. *The owner shall meet the cost of the registration of the agreement on the title.*
- d. *This agreement must be registered on title.*
- e. *This agreement is cancelled if (a) above is satisfied.*

Permit Expiration Conditions

22. *This permit will expire if one of the following circumstances applies:*
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 - 2. *The registration of the relevant stage of subdivision is not completed within five (5) years from the date of certification of the plan of subdivision;*

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

Moved: Cr Juliet Simpson

Seconded: Cr Jen Bray

Carried

Cr Tim Drylie called for a Division

For: Cr Juliet Simpson, Cr Brian Hood, Cr Jen Bray, Cr Tessa Halliday

Against: Cr Tim Drylie

Abstained: Cr Don Henderson, Cr Lesley Hewitt

BACKGROUND

Site and Surrounds

The subject site is located in the southern part of the township of Glenlyon. The existing lot is 8157m² in size of a rectangular configuration, with pastoral grasses being the only vegetation on the lot. The allotment slightly slopes upward from the eastern side to the western side.

Surrounding land uses to the east, west and north are residential and vacant allotments with some newer modern developments scattered.

Proposal

The proposal is for a two-lot subdivision of the land into two lots being 13A & 13B of 4078m² and 4079m² respectively each being the same shape of a rectangular alignment with a property frontage to Spring Street.

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Township Zone 1
----------------	-----------------

Overlays:	Environmental Significance Overlay 1	
Particular Provisions	Clause 53.01 Public Open Space Contribution and Subdivision Clause 56 Residential Subdivision	
Relevant Provisions of the PPF	<ul style="list-style-type: none"> • Clause 11.01-1S – Settlement • Clause 12.01-1S – Protection of biodiversity • Clause 14.02-1S – Catchment planning and management • Clause 14.02-1L – Catchment and Land Protection • Clause 14.02-2S – Water quality • Clause 15.01-5S – Neighbourhood character 	
Under what clause(s) is a permit required?	Clause 32.05-5 TZ1	Subdivision
	Clause 42.01-2 ESO1	Subdivision
Objections?	Eight (8)	

KEY ISSUES

Response to Policy Planning Policy Framework

The relevant aspects of the following clauses inform the assessment of this application

- Clause 11.01-1S – Settlement
- Clause 12.01-1S – Protection of biodiversity
- Clause 14.02-1S – Catchment planning and management
- Clause 14.02-1L Catchment and land protection
- Clause 14.02-2S – Water quality
- Clause 15.01-5S – Neighbourhood character

As growth continues to occur throughout the area, subdivision and development of this kind provides the next step in the sequencing of development. The proposed subdivision is located in close proximity to road transport corridors that provide access to the nearby regional centre of Kyneton, and further afield to Ballarat.

The Land Capability Assessment (LCA) provided with the application outlines the capability of the land to adequately treat wastewater on-site so that local and regional water resources will see no negative impacts. The LCA was referred to Goulburn Murray Water who have responded with consent to the issuing of a planning permit subject to conditions, amongst which is the requirement of the owner to enter into a Section 173 agreement with the Responsible Authority where as if a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the

management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.

The application accords with the relevant objectives and decision guidelines of the PPF.

Zoning and Overlay Considerations'

Zoning considerations

The site is located within the Township Zone (TZ), and as such, pursuant to Clause 32.05-5, a permit is required to subdivide land. An application of this type must meet the requirements of Clause 56 specified in Clause 32.05-5.

The decision guidelines for subdivision of Clause 32.05-13 stipulate that the pattern of subdivision and its effect on the spacing of buildings must be considered when assessing an application. The lot sizes proposed in the application will allow for any subsequent buildings to be placed in such a way that an appropriate amount of spacing can be retained, and adequate solar access will be provided.

The proposal accords with the decision guidelines of the TZ.

Overlay considerations

The site is covered by the Environmental Significance Overlay – Schedule 1 (ESO1), and as such, pursuant to Clause 42.01-2, a permit is required for the proposal of subdivision of the land.

An LCA was submitted with the application. This was sent to GMW as a Section 55 referral, and GMW responded with conditional consent to a permit being granted. Whilst the LCA outlines the means by which the proposed lots could accommodate a wastewater treatment system designed to treat water for a 4 bedroom dwelling, GMW have outlined conditional consent that must see the owner enter into a Section 173 agreement that if a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.

Justification for this conditioning was given with reference to the density of development with on-site wastewater treatment systems already existing throughout Glenlyon.

The proposal will see a minimal increase in storm water runoff, with the terrain of the property continuing to allow natural drainage into existing lines within the road reserves. The geology of the site will continue to allow for onsite absorption. The application does not propose the removal of any vegetation.

The proposal accords with the decision guidelines of the ESO1.

Adherence to ResCode

The application has been assessed against Clause 56 of the Hepburn Planning Scheme being the ResCode provisions.

In accordance with this Clause the proposal has seen to comply with the provisions including neighbourhood character, solar orientation and lot area amongst others.

It is determined the proposal meets the ResCode provisions of Clause 56.

Environmental and Sustainability Issues

The proposal, due to including the requirements for effluent disposal, was referred to Goulburn Murray Water as a Determining referral authority under Section 55 of the Planning and Environment Act 1987.

With response from Goulburn Murray Water, it was determined that there will be no detrimental impacts from the proposal as included in their response.

It is determined that there will be no environmental or sustainability issues.

Amenity Considerations

The land is located within the Township Zone of which primarily caters for the development for residential purposes. The proposed subdivision will increase the density of such residential use; however, the zone does allow for the subdivision of such land where reticulated sewer is not present to a minimum land size of 4000m² per lot.

It is determined that no amenity issues will be present.

Subdivision Layout

The subdivision will split the existing allotment east to west; therefore, the orientation of the allotments will remain the same. The proposal is considered to be in accordance with the overall area surrounding.

Clause 53.01 Public Open Space Contribution and Subdivision

The application has been assessed against Clause 53.01 of the Hepburn Planning Scheme and has been determined that it is unlikely that the land would be further subdivided in the future as the size of the allotments would be unlikely be able to sustain an additional effluent disposal system. In this case Council has not applied the requirement for payment of Public Open Space as per Clause 53.01 of the Hepburn Planning Scheme.

POLICY AND STATUTORY IMPLICATIONS

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

The subdivision of land will in effect double the existing potential for effluent disposal on this area of Glenlyon. However, as detailed earlier in the report Goulburn Murray Water have responded to the application with conditional consent after consideration of the potential sustainability impacts.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

No risks to Council other than those already identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and a notice on the land. As a result, eight (8) objections have been received. The issues raised in the objections are addressed individually as follows:

- Lack of infrastructure - water management
 - o It is understood that the Glenlyon district of the Hepburn Shire does not have access to a potable reticulated water supply. The proposal depicts that each allotment will utilise tank water for the requirements of water supply in accordance with Clause 56.07-1 of the Hepburn Planning Scheme. Whilst this is not always the ideal outcome the Hepburn Planning Scheme does allow for this to occur under the Township Zone where reticulated services are not available.
- Over development
 - o No development at this stage is proposed on the land. It is expected that future development will occur on the land as is expected within the Township Zone. Further planning permits will be required under the Environmental Significance Overlay for the development of land for a dwelling particularly in reference to effluent disposal.
- Effect of effluent disposal – ground water contamination
 - o The application has been referred to Goulburn Murray Water the Determining Authority for effluent disposal within this area and conditional consent has been provided. It is determined there will be no effect to the ground water.

- Lack of structure plan
 - o Whilst no formal structure plan has been provided for Glenlyon the zoning of the land is Township Zone and residential development is the expected use of such land with no permit requirements for use of Township zoned land for a dwelling. The proposed subdivision will increase the potential density of residential development in this area; however, it needs to be considered that the Township Zone does allow for subdivision where no reticulated sewer is present on lands there the resulting allotments are over 4000m².
- Fire risk
 - o The land does not contain significant vegetation and is not located within the Bushfire Management Overlay.
- Vegetation Removal
 - o No vegetation removal is proposed or required on the allotment; however, it is understood that there may be requirements for vegetation removal within the road reserve of which are expected to be minimal. This has been considered as part to the engineering conditions and appropriate conditions have been placed on the permit whereas the requirement for a works within road reserve permit and native vegetation assessment must be submitted to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist report on the health and status of all large trees in the construction zone.

Application for a Planning Permit

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

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

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

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

i Click for further information.

Clear Form

The Land **i**

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

Street Address *

Unit No.:	St. No.: 24	St. Name: Collins Road
Suburb/Locality: Glenlyon		Postcode: 3361

Formal Land Description *

Complete either A or B.

⚠ This information can be found on the certificate of title.

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

A	Lot No.:	<input type="radio"/> Lodged Plan	<input checked="" type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	No.: 307049V
OR					
B	Crown Allotment No.: 13		Section No.: 24		
Parish/Township Name: Glenlyon					

The Proposal

⚠ You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

i For what use, development or other matter do you require a permit? *

Two (2) Lot Subdivision

ⓧ Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

i Estimated cost of any development for which the permit is required *

Cost \$0

⚠ You may be required to verify this estimate. Insert '0' if no development is proposed.


Existing Conditions

ATTACHMENT 11.3.1

Describe how the land is used and developed now *

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

Vacant land


 Provide a plan of the existing conditions. Photos are also helpful.

Title Information

Encumbrances on title *

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

- ☐ Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- ☐ No
- ☒ Not applicable (no such encumbrance applies).

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

Applicant and Owner Details

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

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

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

Owner *

The person or organisation who owns the land

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

Name:

Title: Mr

First Name: James

Surname: Iles

Organisation (if applicable): iPlanning Services Pty Ltd

Postal Address:

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

Unit No.:

St. No.:

St. Name: PO Box 1401

Suburb/Locality: Bakery Hill

State: Vic

Postcode: 3354

Contact information for applicant OR contact person below

Business phone: 0408 577 880

Email: james.ips@iinet.net.au

Mobile phone: 0408 577 880

Fax:

Contact person's details*

Same as applicant ☒

Name:

Title:

First Name:

Surname:

Organisation (if applicable):

Postal Address:

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

Unit No.:

St. No.:

St. Name:

Suburb/Locality:

State:

Postcode:

Name:

Same as applicant ☐

Title: Mr

First Name: Sean

Surname: Lenaghan

Organisation (if applicable): Glenlyon Development Management Pty Ltd

Postal Address:

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

Unit No.:

St. No.: 41

St. Name: Exhibition Street

Suburb/Locality: Melbourne

State: Vic

Postcode: 3000


Owner's Signature (Optional):

Date:

day / month / year

Declaration

This form must be signed by the applicant *

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

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

Signature:

James

Date: 17.12.2021

day / month / year

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

☐

Need help with the Application?

General information about the planning process is available at planning.vic.gov.au

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

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

☐

No

☒

Yes

If 'Yes', with whom?: James McInnes

Date: 3rd December

day / month / year

Checklist

Have you:



Filled in the form completely?



Paid or included the application fee?



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



Provided all necessary supporting information and documents?



A full, current copy of title information for each individual parcel of land forming the subject site.



A plan of existing conditions.



Plans showing the layout and details of the proposal.



Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.



If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).



Completed the relevant council planning permit checklist?



Signed the declaration above?

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Planning Department
Hepburn Shire Council
PO Box 21
Daylesford VIC 3460

Customer Service Centre
Cnr Duke & Albert Streets
Daylesford VIC 3460

Contact information:

Phone: (03) 5348 1577

Email: shire@hepburn.vic.gov.au

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

Privacy Statement

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

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

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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

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

VOLUME 12348 FOLIO 358

Security no : 124094388122T
Produced 13/12/2021 05:42 PM

LAND DESCRIPTION

Crown Allotment 13 Section 24 Township of Glenlyon Parish of Glenlyon.
PARENT TITLE Volume 07574 Folio 024
Created by instrument AU998456P 09/11/2021

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
IAN HENRY FLEISCHER of 24 COLLINS ROAD GLENLYON VIC 3461
E555370 06/10/1972

ENCUMBRANCES, CAVEATS AND NOTICES

CAVEAT AU902307Y 12/10/2021

Caveator
GLENLYON DEVELOPMENT MANAGEMENT PTY LTD ACN: 648377682
Grounds of Claim
AGREEMENT WITH THE FOLLOWING PARTIES AND DATE.
Parties
THE REGISTERED PROPRIETOR(S)
Date
30/06/2021
Estate or Interest
FREEHOLD ESTATE
Prohibition
ABSOLUTELY
Lodged by
MILLS OAKLEY
Notices to
JARROD MARCHESI of LEVEL 6 530 COLLINS STREET MELBOURNE VIC 3000

For details of any other encumbrances see the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP307049V FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER	STATUS	DATE
--------	--------	------

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 24 COLLINS ROAD GLENLYON VIC 3461

ADMINISTRATIVE NOTICES

NIL

eCT Control 21078Q MILLS OAKLEY
Effective from 10/12/2021

DOCUMENT END

The information supplied has been obtained by Dye & Durham Property Pty Ltd who is licensed by the State of Victoria to provide this information via LANDATA® System. Delivered at 13/12/2021, for Order Number 71938476. Your reference: 24 Collins Road, Glenlyon.

TITLE PLAN		EDITION 2	TP 307049V
Location of Land Parish: GLENLYON Township: GLENLYON Section: 24 Crown Allotment: 1, 2, 3, 7, 8, 9, 10, 11, 12, 13 Crown Portion: Last Plan Reference: Derived From: VOL 7574 FOL 024 Depth Limitation: NIL		Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN	
Description of Land / Easement Information		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 07/02/2000 VERIFIED: AK	
<div><div><div>STREET</div><div>SPRING</div></div><div><div>COLLINS ROAD</div><div>GOOCHS LANE</div></div><div><div>STREET</div><div>BARKLY</div></div><p>Diagram showing land parcels with dimensions and areas. Key dimensions include 90°08', 115.27, 70.41, 100.58, 40.23, 76.85, 107.22, 106.82, 106.62, 270°00', 180°08', and 0°08'. Areas include 4047m², 8119m², 8230m², 8215m², and 8200m².</p></div>			
LENGTHS ARE IN METRES		Metres = 0.3048 x Feet Metres = 0.201166 x Fathoms	Sheet 1 of 1 sheets

iPlanning Services P/L

**PO Box 1401
Bakery Hill Vic 3354
ABN 45 160 262 000**

ATTACHMENT 11.3.1



17 December 2021

Our Reference: P-00955

Your Reference:

Ms Bronwyn Southee
Manager Planning and Community
Hepburn Shire Council
PO Box 21
DAYLESFORD VIC 3460

Dear Bronwyn,

RE: Planning Permit Application
Two (2) Lot Subdivision
CA13, Section 24, TP307049V, 24 Collins Street, Glenlyon (Spring Street)

I enclose a planning permit application for a two-lot subdivision located at CA13, Section 24, TP307049V, 24 Collins Street, Glenlyon (Spring Street).

I have enclosed the following information:

- *Planning Permit Application form;*
- *Copy of title;*
- *Detailed Planning Report addressing the requirements of the Hepburn Planning Scheme;*
- *Detailed Land Capability Assessment; and,*
- *Proposed Plan of Subdivision including a Site and Context Plan and an existing Conditions Plan.*

If you have any issues, please don't hesitate to contact me on 0408 577 880 or email james.ips@inet.net.au.

Yours faithfully,
iPLANNING SERVICES P/L

A handwritten signature in blue ink, appearing to read "James Iles".

James Iles
Director/Town Planner



Hepburn Planning Scheme Planning Report for a Two (2) Lot Subdivision

Address: CA13, Section 24, TP307049V,
Spring Street, Glenlyon
Reference: P-00955

Hepburn Shire Council

iPlanning Services Pty Ltd – December 2021

Prepared for:

Glenlyon Development Management Pty Ltd

Prepared by:

iPlanning Services Pty Ltd
PO Box 1401
Bakery Hill
Ballarat Vic 3354
T 0408 577 880
E james.ips@iinet.net.au
ABN 45 160 262 000

Quality Information

Document	Planning Report
Reference No.	P-00955
Date	December 2021
Prepared by	James Iles

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1. Introduction

iPlanning Services Pty. Ltd. has been engaged by Glenlyon Development Management Pty Ltd to submit a Planning Permit Application on their behalf for a two (2) lot subdivision located at Crown Allotment 13, Section 24, TP307049V, Spring Street, Glenlyon.

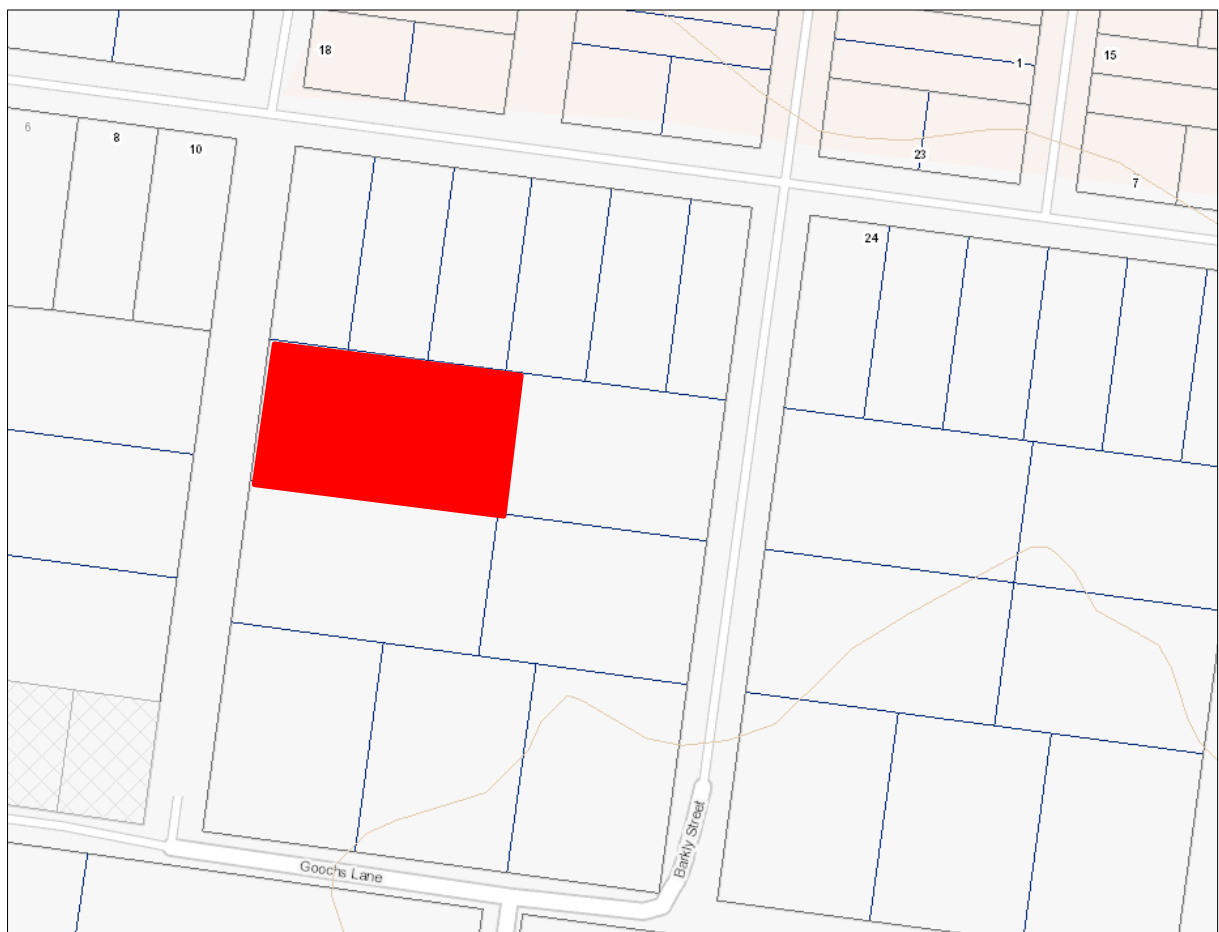
2. Permit Trigger/s

A Planning Permit is required for the above proposal under the following provisions of the Planning Scheme:

- | | | |
|--------------------------------------|----------------|---------------------|
| ▪ Township Zone | Clause 32.05-4 | Subdivision of land |
| ▪ Environmental Significance Overlay | Clause 42.01-2 | Subdivision |

3. Subject Site and Site Context

The subject site is located on the east side of Spring Street. The site consists of one Title and it is described as Vol. 12348 Fol. 358 CA13, Section 24, on Title Plan No. 307049V. The site is regular in shape with a frontage of approximately 70.41 metres to Spring Street, a northern and southern boundaries of approximately 115.27 metres, and an eastern boundary of approximately 70.41 metres with a total land area of approximately 8,119m².



The site is currently vacant of any buildings and vegetation. The land slopes from the northeast to the southeast with a fall of approximately 1.5 metres. The site is currently fenced with post and wire fencing.



The surrounding development includes mainly large allotments that are currently being used for farming purposes, but are within a Township Zone. There are smaller parcels of land in the immediate vicinity that contain a dwelling and outbuildings. There is limited vegetation on the adjoining land, however there is vegetation located within the existing road reserves.



The site is located on the outskirts of the Glenlyon which is a small township located in the Shire. The town has its amazing general store which includes a bar and restaurant. This is located approximately 2.0 kilometres to the north of the site on the Daylesford-Malmsbury Road.

The subject site and the surrounding land to the north, east and west is located within the Township Zone. The land to the south is located within the Farming Zone. The land and the surrounding land is also included within the Environmental Significance Overlay.

Spring Street is an unmade road with existing native vegetation scattered on the road reserve. There are no footpaths or services within the road reserve. A planning permit has allowed land on the western side of Spring **Street to be subdivided which requires Spring Street to upgraded to Council's standards**. Spring Street is controlled and maintained by Hepburn Shire Council.

4. Proposal

The proposal is for a two (2) lot subdivision and the following is a breakdown of the proposal:

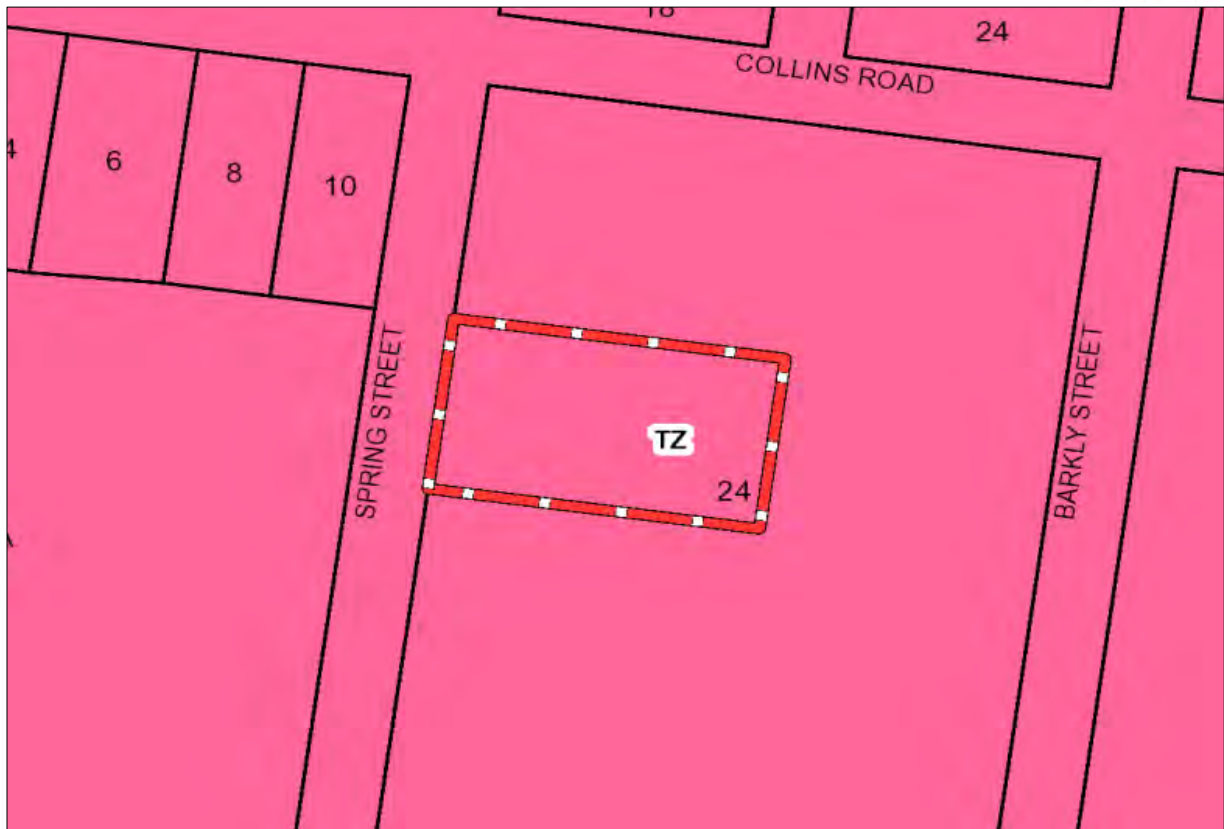
- Lot 13A will have areas of 4,078m² with frontages of approximately 35.34 metres to Spring Street, eastern boundary of approximately 35.34 metres, a northern and southern boundary of approximately 115.39 metres.
- Lot 13B will have areas of 4,079m² with frontages of approximately 35.34 metres to Spring Street, eastern boundary of approximately 35.35 metres, a northern and southern boundary of approximately 115.39 metres.

Access to each lot will be via **Street which will require construction to meet Council's standard**. The services that will be provided to each will comprise power and telecommunications. A potable water supply will be provided by the use of tank water and wastewater will be collected and treated in an approved septic tank. Each lot will be provided with a driveway that comprises a culvert with an endwall located in the open drain.

5. Planning Controls

5.1 Zoning

The subject site is situated within the Township Zone (TZ).



Clause 32.05 of the Planning Scheme refers to the Township Zone and the purpose of the Zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for residential development and a range of commercial, industrial and other uses in small towns.
- To encourage development that respects the neighbourhood character of the area.
- To implement neighbourhood character policy and adopted neighbourhood character guidelines.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Response:

The proposed lots will provide a variety of densities and dwelling types in the area, to meet the housing needs for family types. The overall subdivision takes into regard the existing pattern of surrounding residential blocks.

5.2 Subdivision

Under Clause 32.05-5 of the Planning Scheme, a Planning Permit is required to subdivide land included within the Township Zone.

An application to subdivide land.

An application to subdivide land, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet the requirements of Clause 56 and:

- Must meet all of the objectives included in the clauses specified in the following table.
- Should meet all of the standards included in the clauses specified in the following table

Class of subdivision	Objectives and standards to be met
----------------------	------------------------------------

60 or more lots	All except Clause 56.03-5.
16 – 59 lots	All except Clauses 56.03-1 to 56.03-3, 56.03-5, 56.06-1 and 56.06-3.
3 – 15 lots	All except Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.
2 lots	Clauses 56.03-5, 56.04-2, 56.04-3, 56.04-5, 56.06-8 to 56.09-2.

Each lot must be provided with reticulated sewerage, if available. If reticulated sewerage is not available, the application must be accompanied by:

- A land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.
- A plan which shows a building envelope and effluent disposal area for each lot.

Response:

A full assessment of the application against Clause 56 is located at Section 7.3 of this report. All the lots will be required to install an onsite wastewater system that is in accordance with the SEPPS (Waters of Victoria) and the Septic Tank Code of Practice. A Land Capability Assessment is provided with the application which indicates that the wastewater be treated to a secondary level by a suitable EPA approved treatment system and the effluent applied to land via sub-surface irrigation.

6. Overlays

6.1 Environmental Significance Overlay

The subject site is included within the Environmental Significance Overlay (ESO1).



Clause 42.01 of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and the purpose of the Overlay is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

Schedule 1 of Clause 42.01 of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and specifically to the Proclaimed Catchment Protection, the statement of significance states:

Hepburn Shire is situated in the Central Highlands at the source of a number of catchments linked to Port Phillip Bay or the Murray River. Protection of the quality of this water has significant local and regional implications, especially where these catchments provide domestic water supply.

The environmental objective to be achieved includes:

- To protect the quality of domestic water supplies within the Shire and the broader region.
- To maintain and where practicable enhance the quality and quantity of water within watercourses.
- To prevent increased runoff or concentration of surface water leading to erosion or siltation of watercourses.
- To prevent erosion of banks, streambeds adjoining land and siltation of watercourses, drains and other features.
- To prevent pollution and increased turbidity and nutrient levels of water in natural watercourses, water bodies and storages.

Section 3.0 of the schedule outlines the following mandatory requirements:

- All on-site wastewater must be treated and disposed of in accordance with the relevant EPA Code of Practice – On Site Wastewater Management.
- All stormwater must be managed and discharged to the satisfaction of the responsible Authority and generally in accordance with the principles described in Urban Stormwater: Best Practice Environmental Management Guidelines (Victorian Stormwater Committee 1999).

Under the provisions of Clause 42.01 of the Planning Scheme, a permit is not required to subdivide land if:

- The subdivision is for existing buildings that are connected to reticulated water and reticulated sewerage system.
- The subdivision is a two-lot subdivision and each lot is connected to reticulated water and reticulated sewerage system.

Under the provisions of Clause 42.01 of the Planning Scheme, a permit is not required for buildings and works if:

- Buildings and works for a dwelling connected to a reticulated sewer system.
- Buildings and works associated with an existing dwelling provided the building and works are:
 - Extensions which do not generate additional waste water i.e. any domestic waste water other than stormwater.
 - Connected to a reticulated sewer system.
- Buildings and works if all of the following conditions are met:
 - all waste water (if any) is discharged to a reticulated sewerage system
 - any site cut required is less than one metre in depth
 - any site cut required is less than 300 square metres in area
 - no effluent is discharged less than 100 metres from a waterway

- no stormwater is discharged less than 100 metres from a waterway unless into an approved drainage system.
- Buildings and works for a sign or fence.
- Constructing a dam under 3ML capacity if they are not on a waterway and is for stock and domestic purposes only.
- Development undertaken by a public authority to regulate the flow of water in a watercourse, regulate flooding or to construct or redirect a watercourse.
- Activities conducted on public land by or on behalf of the Department of Sustainability and Environment under the relevant provisions of the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Land Act 1958, the Crown Land (Reserves) Act 1978 or the Forests Act 1958.
- The construction of a building or carrying out of works associated with a utility installation required for the Goldfields Superpipe Project. The building and works must be in accordance with the Project Impact Assessment and Environmental Management Plan approved by the Secretary of the Department of Sustainability and Environment and the native vegetation offset plan approved by the Minister for Environment.

Response:

All the lots will be required to install an onsite wastewater system that is in accordance with the SEPPS (Waters of Victoria) and the Septic Tank Code of Practice. A Land Capability Assessment is provided with the application which indicates that the wastewater be treated to a secondary level by a suitable EPA approved treatment system and the effluent applied to land via sub-surface irrigation.

Any storm or surface water runoff will be discharged to the current legal point of discharge.

7. Particular Provisions

7.1 Public Open Space Contribution and Subdivision

Under the provisions of Clause 53.01, a person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under Section 18 of the *Subdivision Act 1988*.

Response:

No public open space contribution of 5% is required for a two (2) lot subdivision as required under Section 18 of the *Subdivision Act 1988*.

7.2 Native Vegetation

Clause 52.17 of the Planning Scheme refers to Native Vegetation requirements and the purpose of the Clause is:

- To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):
 - Avoid the removal, destruction or lopping of native vegetation.

- Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
- Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.
- To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.

Clause 52.17-1 Permit Requirement states that a permit is required to remove, destroy or lop native vegetation, including dead native vegetation. This does not apply:

- If the table to Clause 52.17-7 specifically states that a permit is not required.
- If a native vegetation precinct plan corresponding to the land is incorporated into this scheme and listed in the schedule to Clause 52.16.
- To the removal, destruction or lopping of native vegetation specified in the schedule to this clause.

Response:

No native vegetation is to be removed as part of the application.

7.3 Residential Subdivision

Clause 56 of the Planning Scheme sets out various objectives and standards which Planning Permit applications for residential subdivision must meet.

Clause	Comment
<p>56.03-5 – Neighbourhood Character objective (Standard C6)</p> <p>To design subdivisions that respond to neighbourhood character.</p>	<p>Complies - Refer to Section 3 of the attached Planning Report for further details.</p> <p>The surrounding residential land comprises a variety of lot sizes, including some smaller lots.</p>
<p>56.04-2 – Lot Area and Building Envelopes objective (Standard C8)</p> <p>To provide lots with areas and dimensions that enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, easements and the retention of significant vegetation and site features.</p>	<p>Complies – The lot areas are approximately 4,078m² and 4,079m² and are suitably dimensioned to allow for the construction of a dwelling and for the onsite treatment of wastewater.</p>
<p>56.04-3 – Solar Orientation of Lots objective (Standard C9)</p>	

To provide good solar orientation of lots and solar access for future dwellings.	Complies – Both lots are of sufficient size to have appropriate solar orientation.
<p>56.04-5 – Common Area objectives (Standard C11)</p> <p>To identify common areas and the purpose for which the area is commonly held.</p> <p>To ensure the provision of common area is appropriate and that necessary management arrangements are in place.</p> <p>To maintain direct public access throughout the neighbourhood street network.</p>	Not applicable.
<p>56.06-8 – Lot Access objective (Standard C21)</p> <p>To provide for safe vehicle access between roads and lots.</p>	Complies – Each lot will have its own access from Spring Street.
<p>56.07-1 – Drinking Water Supply objectives (Standard C22)</p> <p>To reduce the use of drinking water.</p> <p>To provide an adequate, cost-effective supply of drinking water.</p>	Complies – Water supply will be provided by way of water tanks on site.
<p>56.07-2 – Reused and Recycled Water objective (Standard C23)</p> <p>To provide for the substitution of drinking water for non-drinking purposes with reused and recycled water.</p>	N/A – The use of recycled water is not proposed as part of this development.
<p>56.07-3 – Waste Water Management objective (Standard C24)</p> <p>To provide a waste water system that is adequate for the maintenance of public health and the management of effluent in an environmentally friendly manner.</p>	Complies – Each lot will be installed with an approved septic system that meets EPA requirements.

<p>56.07-4 – Stormwater Management objectives (Standard C25)</p> <p>To minimise damage to properties and inconvenience to residents from stormwater.</p> <p>To ensure that the street operates adequately during major storm events and provides for public safety.</p> <p>To minimise increases in stormwater and protect the environmental values and physical characteristics of receiving waters from degradation by stormwater.</p> <p>To encourage stormwater management that maximises the retention and reuse of stormwater.</p> <p>To encourage stormwater management that contributes to cooling, local habitat improvements and provision of attractive and enjoyable spaces.</p>	<p>Complies – Site drainage will be consistent with current best practice design principles. Any future dwelling will have installed rainwater tanks in line with current Building Regulations to further reduce stormwater runoff from the sites.</p>
<p>56.08-1 – Site Management objectives (Standard C26)</p> <p>To protect drainage infrastructure and receiving waters from sedimentation and contamination.</p> <p>To protect the site and surrounding area from environmental degradation or nuisance prior to and during construction of subdivision works.</p> <p>To encourage the reuse of materials from the site and recycled materials in the construction of subdivisions where practicable.</p>	<p>Complies – A detailed site management plan will be not available until such time as the civil works are put out to tender and the successful tenderer provides full details of site management and containment plans. Such information will be provided to Council when available prior to the commencement of construction works.</p>
<p>56.09-1 – Shared Trenching objectives (Standard C27)</p> <p>To maximise the opportunities for shared trenching.</p> <p>To minimise constraints on landscaping within street reserves.</p>	<p>Complies – Trenching will be shared where possible.</p>
<p>56.09-2 – Electricity, Telecommunications and Gas objectives (Standard C28)</p>	

<p>To provide public utilities to each lot in a timely, efficient and cost effective manner.</p> <p>To reduce greenhouse gas emissions by supporting generation and use of electricity from renewable sources.</p>	<p>Complies – The lots will be connected to electricity and telecommunications in accordance with the relevant requirements of the supply/servicing agency.</p>
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8. General Provisions

8.1 Decision Guidelines

Under the provisions of Clause 65.02, before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

Clause 65.02 – Application to subdivide land	Comments
The suitability of the land for subdivision	<p>The land is suitable for subdivision.</p> <p>Moreover, the subdivision finds support in the Local Planning Policy Frameworks including the Municipal Strategic Statement (MSS), and is consistent with the purpose of the Township Zone and Environmental Significance Overlay.</p>
The existing use and possible future development of the land and nearby land	<p>This is a subdivision that creates larger residential lots in a small township that mainly comprises larger residential lots. The resulting lots will be developed for the proposed single dwellings.</p> <p>Nearby and adjacent land is also zoned township and will remain for residential use and development.</p>
The availability of subdivided land in the locality, and the need for the creation of further lots	This subdivision presents itself as a residential infill and urban consolidation opportunity.
The effect of development on the use or development of other land which has a common means of drainage	The subdivision will not adversely affect the drainage regime that is associated with adjoining land or other land in the vicinity of the subject site.
The subdivision pattern having regard to the physical characteristics of the land including existing vegetation	<p>Having regard to the physical characteristics of the subject land and its surrounding context, it is submitted that the pattern and rhythm of the subdivision is appropriate for the subject land.</p> <p>The subdivision will facilitate development that is in keeping with the existing and preferred neighbourhood character.</p>
The density of the proposed development	The subdivision intends to create two (2) lots and there are a number of existing large township lots in the immediate area that have lots sizes similar in size to the lots proposed for this site.
The area and dimensions of each lot in the subdivision	The proposed subdivision will create two (2) new residential lots all capable of containing a dwelling and wastewater area.

The layout of roads having regard to their function and relationship to existing roads	New crossovers from Spring Street will be constructed for each lot. A gravel driveway and a culvert with endwalls located in the open drain.
The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots	There is no footpath located in Spring Street. Pedestrian access will be via the existing naturestrip area.
The provision and location of reserves for public open space and other community facilities	Not applicable.
The staging of the subdivision	Not applicable.
The design and siting of buildings having regard to safety and the risk of spread of fire	Any proposed dwelling to be built on these lots will be well segregated, with internal setbacks of at least 5 metre from all boundaries making a 10 metre separation between proposed dwellings, therefore the risk of the spread of fire is considered minimal.
The provision of off-street parking	Sufficient land is available on each of the proposed lots to accommodate off-street car parking in association with a proposed dwelling.
The provision and location of common property	Not applicable.
The functions of any body corporate	Not applicable.
The availability and provision of utility services, including water, sewerage, drainage, electricity and gas	The proposed subdivision can be serviced by the following utility services, which are all available to it: <ul style="list-style-type: none"> ▪ Drainage; ▪ Electricity; and ▪ Telecommunications.
If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.	An approved onsite wastewater system will be installed on each lot in accordance with EPA requirements. A land capability assessment has been provided with the planning application.
Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas	Not applicable.

9. Policy Context

It is considered the proposal is consistent with the relevant Planning and Local Planning Policies as outlined below:-

9.1 Planning Policy Framework

Clause 12.01 – Biodiversity – Contains policies relating to the protection of habitat and native vegetation management.

Response:

No native vegetation is to be removed from the site.

Clause 12.04 – Significant Environments and Landscapes – Contains policies relating to environmentally sensitive areas and landscapes.

Response:

All lots are to be installed with an approved onsite wastewater system that is in accordance with the EPA. Potable water will be stored in rainwater tanks.

Clause 15.01 – Urban Environment – Contains policies relating to urban design, urban design principles, neighbourhood and subdivision design, density and safety and cultural identity and neighbourhood character.

Clause 15.02 – Sustainable Development – More specifically 15.02-1S Energy and Resource Efficiency aims to encourage land use and development that is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

Response:

The proposal will provide an orderly infill development of this established township area, and the proposed lots will not compromise the existing streetscape as lots are large in area, have similar frontages to other lots of similar size and provide sufficient land around a proposed dwelling that will allow for vegetation and outbuildings. The proposal is consistent with orderly and sustainable development within Glenlyon.

Clause 16.01 – Residential Development – Contains policies relating to integrated housing, location of residential development, housing diversity and housing affordability.

Response:

The proposal will add to the range of available housing and will assist an anticipated demand in this area. The site is located within the established township of Glenlyon and the subdivision will help to consolidate the urban area without consuming additional land for residential purposes. The design is appropriate to the existing character of the area. The site is only 10 minutes from Daylesford where there is major shopping, supermarket, schools and other community facilities.

Clause 19.03-2S – Water Supply, Sewerage and Drainage – This policy aims to plan for the provision of water supply, sewerage and drainage services that efficiently and effectively meet State and community needs and protect the environment.

Response:

The services to be provided to each lot include electricity, telecommunications and drainage. Potable water will be supplied in rain tanks and wastewater will be disposed of and treated onsite in an approved septic tank.

Clause 21.05 - Settlement and Housing – aims:

- To achieve a sustainable urban form for towns by containing most future development within the urban growth boundaries shown on service town Structure Plans.
- To retain and enhance the compact form and heritage and townscape character of town centres.
- To protect and enhance the heritage, landscape and townscape character of towns.

The strategies relevant to this application are:

- Residential growth in rural settlements and villages should occur within designated Township or Low Density Residential Zones.

Response:

There is no designated Structure Plan area for Glenlyon in the Planning Scheme. It is assumed that the urban growth boundary of Glenlyon is the land that is designated by the Township Zone. The proposed subdivision complies with the above strategy as the land is within the Township Zone and the lot sizes and frontages are in keeping with the character of the area.

Clause 21.06 - Infrastructure – aims:

- To encourage appropriate development in serviced areas, support industrial and residential growth and to encourage alternative on-site effluent disposal.

The strategy that is relevant to this application is:

- Encourage infill development in existing or proposed serviced urban areas and provide scope for diverse development options.

Response:

The proposed subdivision is located in the existing township of Glenlyon. There are no reticulated services in the township except for power and telecommunications any development or subdivision will require tank water and septic tanks. Each lot will be required to install a septic system once development occurs and that a water tank will need to be installed for potable water.

Clause 21.09 - Environment and Heritage – aims:

- To encourage water and energy efficiency in all development, including subdivision, construction of buildings and infrastructure.

The strategies relevant to this application are:

- Promoting residential development that acknowledges and enhances the valued character of neighbourhood areas.
- Require use of rainwater tanks and grey water reuse in new development.

Response:

The proposal will provide infill development without compromising the character of Glenlyon. Water tanks will be required for potable water and septic systems will be installed which will allow the treated wastewater to be used for watering of gardens.

Clause 22.01 Catchment and Land Protection – aims:

- To ensure the sustainable use of natural resources including soil and water in water catchment areas.

- To ensure that the use and development of land and water is undertaken with consideration of impacts on long term resource quality and quantity.
- To promote consistency with regional catchment strategies and other regional land and water management plans.

Response:

All lots are to be connected to an onsite wastewater system. The proposed subdivision meets the objectives of the overlay and will not be of any detriment to the water catchment capabilities within the area.

Any storm or surface water runoff will be discharged to the current legal point of discharge. The proposal will not increase stormwater runoff.


10. Conclusion

In summary, it is respectfully submitted that this proposed subdivision is consistent with the objectives and strategies of both the Municipal Planning Strategy and Planning Policy Framework of the Hepburn Planning Scheme, which seek to encourage urban development which respects the existing character of its rural Townships.

In conclusion, it is considered that the proposed subdivision is appropriate to the site and its surrounds given the following:

- The proposal meets the State and Local planning policy objectives.
- The proposal is consistent with the purpose of the Township Zone.
- The proposal is consistent with the provisions of the Environmental Significance Overlay.
- The proposal responds positively to the decision guidelines of Clause 65.02.
- The resulting lot sizes and configuration are such that they are respectful of and not at odds with the existing residential subdivision pattern of the area.
- This proposed residential subdivision is respectful of the established character of the neighbourhood.
- The proposal is considered to be an appropriate outcome for the site.

For all of the reasons outlined above, which have been expanded upon throughout this report, it is respectfully requested that the Hepburn Shire Council support the application and issue a planning permit to allow for a two (2) lot subdivision at CA13, Section 24, TP307049V, Spring Street, Glenlyon.



.....
James Iles
Town Planner

Land Capability Assessment Report

**Land Capability Assessment
24 Collins Road
Crown Allotment 13, Section 24
Township of Glenlyon, Victoria**

Prepared for: Glenlyon Development Management Pty Ltd.
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**DATE: November 2021
REVISION 0**



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1. Table of Revisions

PAGE	DESCRIPTION OF REVISION
-	First issue

2. Introduction

THE CONSULTANTS

Sanae Holdings Pty Ltd, trading as Sanae Services, has been engaged to undertake a Land Capability Assessment (LCA) for Crown Allotment 13, Section 24, Township of Glenlyon in support of a proposed 2-lot subdivision. The field investigation and report have been undertaken and prepared by suitably experienced staff. Sanae Services has appropriate professional indemnity insurance for this type of work. The Certificate of Currency of our public liability and professional indemnity insurance policies is included with this report as Appendix F.

SITE OVERVIEW

The site is a rectangular shaped 0.82 ha block of land, to the East lies Crown Allotment 7, Section 24 and to the West lies Spring Street, to the North lie Crown Allotments 1, 2, and 3, Section 24, and to the South lies Crown Allotment 12, Section 24. The land is more or less flat with a gentle slope of 3.7% towards the South-East.

There are no springs or creeks on the land however there is a small dam in the South-East corner of a nearby block (CA9, Sec 24). Each proposed lot, of 4,078 and 4,079 square metres respectively, has sufficient land available for sustainable onsite effluent management that maintains the required buffers to protect the surface waters.

REPORT SUMMARY

This report has been prepared to support the owners' application for a proposed 2-lot subdivision and this LCA report may also be utilised for the benefit of the purchasers of the lots, once subdivided.

This document provides information about the site and soil conditions. It also provides a detailed LCA and a recommendation for a conceptual design of a suitable onsite wastewater management system, including recommendations for monitoring and management requirements.

The best option is provided for the land application area (LAA); The wastewater should be treated to secondary level by a suitable EPA-approved treatment system and the effluent applied to land via sub-surface irrigation.

3. Description of the Development

Site Address: 24 Collins Road, Crown Allotment 13, Section 24, Township of Glenlyon (Figure 3 below)

Owner/Developer: Glenlyon Development Management Pty Ltd.

Postal Address: Level 20, 41 Exhibition Street, Melbourne, VIC 3000

Contact: Mr Sean Lenaghan

Council Area: Hepburn Shire Council

Zoning: Township (TZ)

Allotment Size: 8,156 square metres (proposed to be subdivided into 2 lots of 4,078 and 4,079 square metres respectively)

Domestic Water Supply: Onsite roof water collection only

Anticipated Wastewater Load per allotment: (Source: Table 4 of the EPA Code of Practice 891.4 July 2016)

Number of bedrooms / habitable spaces	Wastewater load [l/d]		
	Full water reduction fixtures	Standard water fixtures	BOD load [g/d]
1	300	360	120
2	450	540	180
3	600	720	240
4	750	900	300
5	900	1,080	360
6	1,050	1,260	420
7	1,200	1,440	480
8	1,350	1,620	540

Availability of Sewer: The area is unsewered and highly unlikely to be sewerred within the next 10-20 years, due to low development density in the area and the considerable distance from existing wastewater treatment services.



South-West corner looking East

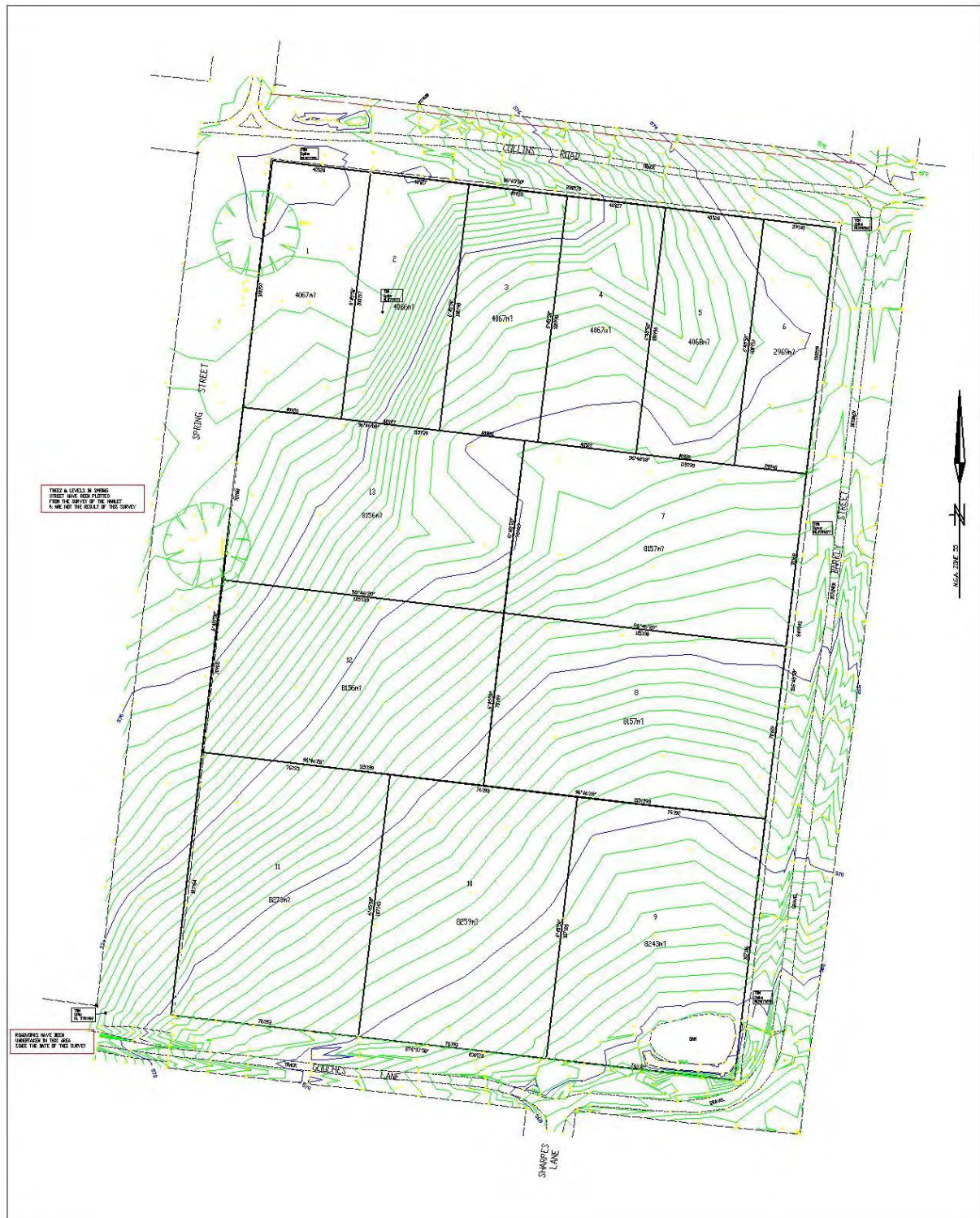
4. Site and Soil Assessment

The field work for the site and soil assessment was conducted on 31 October 2021 by Koos Hulst.

Figure 1 below provides a locality plan and indicates the location of the site of the proposed development (marked in blue at the bottom) and its location relative to the township of Glenlyon.



Figure 2 below provides a site plan showing contour lines at 0.2 m intervals, illustrating the minimal slope at the sub division.



4.1. Site Key Features

Table 1 summarises the key features of the site in relation to effluent management proposed for the site.

NOTE:

- The site is located in a potable water supply catchment area;
- The site experiences negligible stormwater run-on from Spring Street to the West or Collins Road from the North;
- There is no evidence of a shallow watertable or other significant constraints, and
- The risk of effluent transport offsite is low.

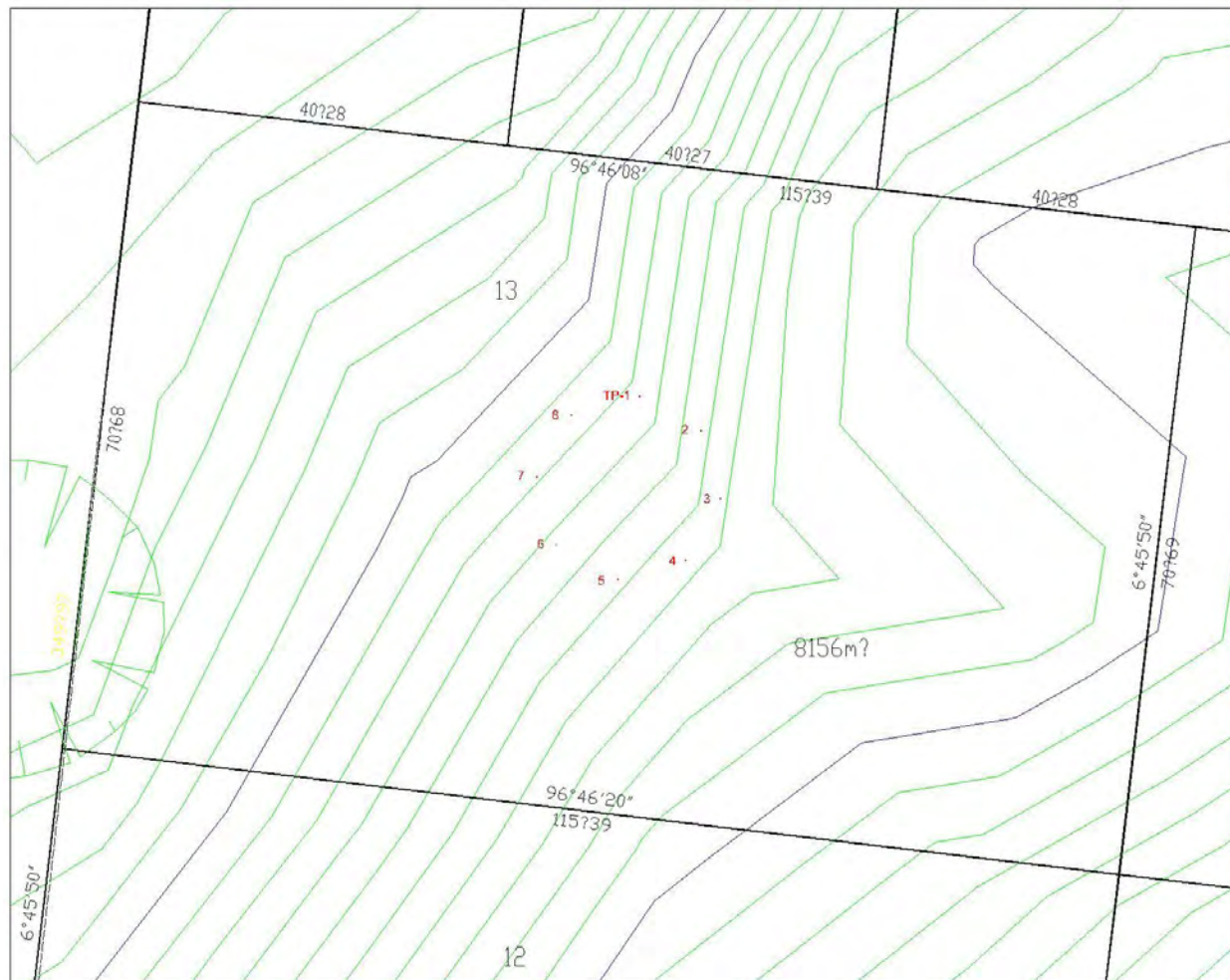
Table 1: Site Assessment

Feature	Description	Level of Constraint	Mitigation Measures
Buffer Distances	All relevant buffer distances in Table 5 of the Code (891.4 July 2016) are achievable from the proposed effluent management area.	Minor	NN
Climate	Average annual rainfall 877 mm (Daylesford Climate Station No. 088020), max. average 105.2 mm in June, min. average 44.9 mm in March. Average annual pan evaporation is 1210.1 mm (Creswick Climate Station No. 088019).	Minor	NN
Drainage	No visible signs of surface dampness, spring activity or hydrophilic vegetation in the proposed effluent management area or surrounds.	Nil	NN
Erosion & Landslip	No evidence of sheet or rill erosion; the erosion hazard is low. No evidence of landslip and landslip potential is low.	Nil	NN
Exposure & Aspect	Cleared, with high sun and wind exposure.	Nil	NN
Flooding	The proposed effluent management area is located above the 1:100 year flood level.	Nil	NN
Groundwater	No signs of shallow groundwater tables to 1.0 m depth. No known groundwater bores within 250 m of the proposed effluent management area.	Nil	NN
Imported Fill	No imported fill material was observed anywhere on the site.	Nil	NN
Land Available for LAA	Considering all the constraints and buffers, this lot has ample suitable land for land application of treated effluent.	Nil	NN
Landform	Upper plateau with minor slope.	Nil	NN
Rock Outcrops	No evidence of surface rocks or outcrops.	Nil	NN
Run-on & Runoff	Negligible stormwater run-on and minor run-off hazard.	Minor	NN
Slope	The proposed effluent management area is quite flat with gradients less than 4 percent, to the South-East.	Nil	NN
Surface Waters	A small dam situated in the South-East corner of a nearby block. The closest proximity to that dam is 200 m.	Minor	NN
Vegetation	Mixture of grasses, both native and exotic.	Nil	NN

NN* = Not needed

4.3. Soil Survey and Analysis

On 31 October 2021, a soil survey was carried out at the site to determine suitability for application of treated effluent. The soil investigation was conducted at one location (TP-1), as shown in Figure 4 below.



Eight holes were dug using a hand auger and a test pit was dug to a target depth of 2.0 m. The holes were dug in a circular pattern with a diameter of 20 metres. This was sufficient to adequately characterise the soils as only minor variation would be expected throughout the area of interest.

Two soil types were encountered in these investigations. A full profile description is provided in Appendix A. A sample of the soil layer was collected for subsequent laboratory analysis of pH, electrical conductivity and Emerson Aggregate Class. Table 2 describes the soil constraints in detail for the soil encountered.

TP1 soil profile - Estimated slope 3.7%

Very gently sloping plain, pasture

A1 0 – 25 cm Very dark brown 7.5YR 3/3 dry colour, silty clay loam, very strong fine polyhedral structure, very friable when moist, dense fine root mass, clear transition to:

BC 25 – 85 cm Reddish brown 5YR 4/4 dry colour, silty clay, strong fine angular blocky structure, firm when moist, plastic when wet. Bore hole terminated on too much friction on the auger.

Notes:

The bright brown to almost reddish brown colours of the soil profile indicate excellent natural drainage.

The reddish brown colours are due to iron oxides, especially Fe_2O_3 or hematite, coating the soil particles. These will bind strongly with phosphates of the effluent.

The strong development of soil; structure indicates excellent access to roots to penetrate the entire soil mass to obtain water and nutrients.

It appears the this soil has formed on volcanic ejecta, probably volcanic ash, or, alternatively basalt lavas, originating from the nearby Sugar Loaf or Spring Hill volcano, similar to soils in other parts of the subdivision, but here the soils tend to be somewhat more clayey throughout.



Soil profile captured on 31 October 2021 from TP1, topsoil is at the left of the photo



Close-up of topsoil A1 from TP1



Close-up of the bottom of TP1, sub soil BC



Close-up of sub soil BC, at TP1

4.4. Geology And Geomorphology

The site is located at the slightly down-sloping edge of an ancient plateau on Tertiary basalt flows.

Rock weathering and soil formation began immediately after the last ash and basalt flows were deposited. It appears that much of the weathering and soil formation took place under a wet and warm climate, leading to thorough destruction of the basalt in the weathering zone and the formation of largely kaolinitic clay minerals, highly enriched with the iron oxides released by the weathering dark minerals in the basalt.

Thus, the soil has assumed the dominant brick red colour associated with ferric oxide (Fe_2O_3).

The upper part of the soil profile has also suffered a degree of loss of clay so its texture is lighter than the deeper portions. In terms of texture they are gradational profiles, going from lighter to heavier with depth.

These old basalt-derived soils are of high agricultural and horticultural value due to their having such stable, fine structure and excellent internal drainage.

The measurement of Ksat in a series of test holes demonstrates the high soil hydraulic conductivity.

However, these basalt soils are known for being very phosphate “hungry” and under cultivation, at least in the early years, require high phosphate fertiliser applications. The iron oxides have a strong affinity for phosphate. They have a very high phosphate binding ability.

Table 2 on the next page provides an assessment of the physical and chemical characteristics of the soil.

Table 2: Soil Assessment – TP1 on Crown Allotment 13, Section 24, Township of Glenlyon, performed on 31 October 2021

Feature	Assessment	Level of Constraint	Mitigation Measures
Cation Exchange Capacity (CEC)	The calcium/magnesium ratio that was found is 4.68 and just above the generally recommended bracket for optimal plant growth (2-4). The topsoil in the proposed effluent management area (only) could be improved by the application of lime and dolomite.	Minor	Soil amelioration recommended for LAA; Lime 0.76 kg/m ² , Dolomite 0.60 kg/m ² , Gypsum not required
Electrical Conductivity	EC (1:5 soil:water suspension) in the limiting soil layer was measured at 0.045 deciSiemens (dS) per metre (subsoil), which is very low.	Nil	NN
Emerson Aggregate Class	Topsoil: EA Class 0 (non dispersive).	Nil	NN
	Subsoil: EA Class 0 (non dispersive).	Nil	NN
pH	Subsoil at 5.1 which is mildly acidic. Soil conditions do not appear to be affecting plant growth.	Nil	NN
Rock Fragments	Some found in sample.	Nil	NN
Sodicity (ESP)	Exchangeable Sodium Percentage is minor with a tested ESP value of 0.45, well below the critical value of 5%.	Nil	NN
Sodium Absorption	Exchangeable Sodium concentration is significantly lower than the exchangeable	Nil	NN

Ratio (SAR)	Magnesium and Calcium concentration in the tested sample		
Soil Depth	Topsoil: <250 mm	Nil	Shallow subsurface irrigation in topsoil recommended
	Subsoil: >250 mm. Total soil depth greater than 1.0 m and no hardpans occur.	Nil	NN
Soil Permeability & Design Loading Rates	Topsoil: Silty loam: 9.1 cm/day saturated conductivity (K_{sat}) (AS/NZS1547:2012); 1.4 mm/day Design Loading Rate (DLR) for irrigation system (EPA Code 891.4* July 2016).	Nil	NN
	Subsoil: Strong fine angular blocky structured silty clay loam tending to silty clay at depth (AS/NZS1547:2012); 1.4 mm/day DLR for irrigation system (EPA Code 891.4* July 2016).	Nil	Shallow subsurface irrigation in topsoil recommended
Soil Texture & Structure	Topsoil (<250 mm): Very strong fine polyhedral structure, very friable when moist (Category 4)	Nil	NN
	Subsoil (>250 mm): Strong fine angular blocky structure, friable when moist and more plastic when wet at depth (Category 5) in accordance with AS/NZS/NZS 1547:2012	Nil	Shallow subsurface irrigation in topsoil recommended
Watertable Depth	Groundwater not encountered, pit terminated at 0.85 m.	Nil	Shallow subsurface irrigation recommended

NN: not needed

OVERALL LAND CAPABILITY RATING

Based on the results of the site and soil assessment tabled above and provided in the Appendices, the overall land capability of the proposed effluent management area for each proposed lot is very satisfactory.

5 Wastewater Management System

The following sections provide an overview of a suitable onsite wastewater management system, with sizing and design considerations and justification for its selection. Detailed design for the system should be undertaken at the time of the building application and submitted to Council.

TREATMENT SYSTEM

The secondary effluent quality required is:

- BOD < 20 mg/L;
- SS < 30 mg/L;

EFFLUENT MANAGEMENT SYSTEM

A range of possible land application systems have been considered, such as absorption trenches, evapotranspiration/absorption (ETA) beds, subsurface irrigation and mounds. The preferred system is pressure compensated subsurface irrigation. Subsurface irrigation will provide even and widespread dispersal of the treated effluent within the root-zone of plants. This system will provide beneficial reuse of effluent, which is desirable given that the site is not serviced by town water. It will also ensure that the risk of effluent being transported off-site will be negligible.

Description of the Irrigation System

A detailed irrigation system design is beyond the scope of this report, however a general description of subsurface irrigation is provided here for the information of the client and Council.

Subsurface irrigation comprises a network of drip-irrigation lines that is specially designed for use with wastewater. The pipe contains pressure compensating emitters (drippers) that employ a biocide to prevent build-up of slimes and inhibit root penetration. The lateral pipes are usually 0.6 to 1.0 m apart, installed parallel along the contour. Installation depth is 100-150 mm in accordance with AS/NZS 1547:2012. It is critical that the irrigation pump be sized properly to ensure adequate pressure and delivery rate to the irrigation network.

A filter is installed in the main line to remove fine particulates that could block the emitters. This must be cleaned regularly (typically monthly) following manufacturer's instructions. Vacuum breakers should be installed at the high point/s in the system to prevent air and soil being sucked back into the drippers when the pump shuts off. Flushing valves are an important component and allow periodic flushing of the lines, which should be done at six monthly intervals. Flush water can be either returned to the treatment system, or should be released to a small dedicated gravel-based trench.

All trenching used to install the pipes must be backfilled properly to prevent preferential subsurface flows along trench lines. Irrigation areas must not be subject to high foot traffic and vehicles and livestock must not have access to the area otherwise compaction around emitters can lead to premature system failure.

Sizing the Irrigation System

To determine the necessary size of the irrigation area water balance modelling has been undertaken using the method and water balance tool in the Victorian Land Capability Assessment Framework (2013) and the EPA Code 891.4 (2016). Based on the results shown in Appendix D: Water and Nitrogen Balance Calculations, a four-bedroom house with a daily effluent flow of 750 litres per day, we require an irrigation area of 550 m². The calculations are summarised below, with full details provided in Appendix D.

The water balance can be expressed by the following equation:

$$\text{Precipitation} + \text{Effluent Applied} = \text{Evapotranspiration} + \text{Percolation}$$

Data used in the water balance includes:

- Mean monthly rainfall (Daylesford);
- Mean monthly pan evaporation (Creswick);
- Average daily effluent load – 750 L (from Table 4 of the Code);
- Design irrigation rate (DIR) – 1.4 mm/day for silty clay loam (from Table 3 of the Code);
- Crop factor – 0.4 to 0.7 (pasture); and
- Retained rainfall – 90% (gently sloping site of approximately 3.7% gradient).

The nominated area method is used to calculate the area required to balance all inputs and outputs to the water balance. As a result of these calculations a land application area is required as per the last column in table 3 below. Since there is no reticulated water supply in Glenlyon, we have assumed that all dwellings will be fitted with full water reduction fixtures.

Table 3: Minimum required area for the LAA based on the number of bedrooms and liveable spaces in the dwelling.

Number of bedrooms	Wastewater load [l/d]		BOD load [g/d]	Required area for LAA [m2]
	Full water reduction fixtures	Standard water fixtures		
1	300	360	120	220
2	450	540	180	330
3	600	720	240	440
4	750	900	300	550
5	900	1,080	360	660
6	1,050	1,260	420	770
7	1,200	1,440	480	880
8	1,350	1,620	540	990

Siting and Configuration of the Irrigation System

The site has a minor downward slope of 3.7% to the South-East. Therefore each LAA shall adhere to the setback distances as provided in Table 5 of the EPA code (July 2016).

This means that the setback distance to the Southern and Eastern boundary of the block of land shall be a minimum of 3 metres, while the setback distance to the Northern and Western boundary shall be a minimum of 1.5 metres. There shall also be adherence to a minimum distance of 30 metres between the irrigation system and the dam in the South-East corner of the block. The above setbacks are based on effluent treated to secondary level.

The final placement and configuration of the irrigation system will be determined by the individual client and/or system installer, provided it remains within the above setbacks.

Whilst each block has ample area available for application of the effluent, it is equally important that appropriate buffer distances to the waterways be maintained. It is important to note that buffers are measured as the overland flow path for run-off water from the effluent irrigation area. Figure 2 on page 6 above shows the contours and flow path directions on the property.

It is recommended that the owner consult an irrigation expert familiar with effluent irrigation equipment to design the system, and an appropriately registered plumbing/drainage practitioner to install the system. The irrigation plan must ensure even application of effluent throughout the entire irrigation area.

Buffer Distances

Setback buffer distances from effluent land application areas and treatment systems are required to help prevent human contact, maintain public amenity and protect sensitive environments. The relevant buffer distances for this site, taken from Table 5 of the Code (July 2016) are:

- 20 metres from groundwater bores in loamy soils;
- 100 metres from waterways (potable water supply);
- 30 metres from waterways, dams, reservoirs or lakes (stock and domestic, non-potable)
- 3 metres if area up-gradient and 1.5 metres if area down-gradient of property boundaries, swimming pools and buildings (values for secondary treated effluent).

Installation of the Irrigation System

Installation of the irrigation system must be carried out by a suitably qualified, licensed plumber or drainer, experienced with effluent irrigation systems.

To ensure even distribution of effluent, it is essential that the pump capacity is adequate for the size and configuration of the irrigation system, taking into account head and friction losses due to changes in elevation, pipes, valves, fittings etc. An additional, optional measure to achieve even coverage is to divide the irrigation area into two or more separate sub-zones, dosed alternately using an automatic indexing or sequencing valve.

The irrigation area and surrounding area must be vegetated or revegetated immediately following installation of the system, preferably with turf. The area should be fenced or otherwise isolated (such as by landscaping), to prevent vehicle and stock access; and signs should be erected to inform householders and visitors of the extent of the effluent irrigation area and to limit their access and impact on the area.

Stormwater run-on is not expected to be a concern for the irrigation areas in this subdivision due to the landform of the site and its relatively gentle slopes. However, upslope diversion berms or drains may be constructed if this is deemed to be necessary during installation of the system, or in the future. Stormwater from roofs and other impervious surfaces must not be disposed of into the wastewater treatment system or onto the effluent management system.

6 Monitoring, Operation and Maintenance

Maintenance is to be carried out in accordance with the EPA Certificate of Approval of the secondary treatment system and Council's permit conditions. The treatment system will only function adequately if appropriately and regularly maintained.

To ensure the treatment system functions adequately, residents must:

- Have a suitably qualified maintenance contractor service the secondary treatment system at the frequency required by Council under the permit to use;
- Use household cleaning products that are suitable for septic tanks, avoiding biocides;
- Keep as much fat and oil out of the system as possible; and
- Conserve water (AAA rated fixtures and appliances are recommended).

To ensure the land application system functions adequately, residents must:

- Regularly harvest (mow) vegetation within the LAA and remove this to maximise uptake of water and nutrients;
- Monitor and maintain the subsurface irrigation system following the manufacturer's recommendations, including flushing the irrigation lines;
- Regularly clean in-line filters;
- Not erect any structures and paths over the LAA;
- Avoid vehicle and livestock access to the LAA, to prevent compaction and damage; and
- Ensure that the LAA is kept level by filling any depressions with good quality topsoil (not clay).

7 Conclusions

As a result of our investigations we conclude that the overall land capability of the property to sustainably manage wastewater onsite is very satisfactory and supports the applicant's proposed 2-lot subdivision, with appropriate mitigation measures, as outlined.




Specifically, we recommend the following:

- Secondary treatment of wastewater by an EPA approved AWTS;
- Land application of treated effluent to a (minimum) subsurface irrigation area, sized as per table 3 above. Each LAA may be subdivided into evenly sized zones using an indexing or sequencing valve;
- Provision of details by the designer / installer of the irrigation system, including the filter, manifold, irrigation line location and diameter, number and length of dripper lines, number and location of vacuum breaker(s), and location of flush valve(s);
- Installation of water saving fixtures and appliances in the new residence to reduce the effluent load;
- Use of low phosphorus and low sodium (liquid) detergents to improve effluent quality and maintain soil properties for growing plants; and
- Operation and management of the treatment and disposal system in accordance with manufacturer's recommendations, the EPA Certificate of Approval, the EPA Code of Practice (July 2016) and the recommendations made in this report.

8 References

- Environment Protection Authority (2003). *Guidelines for Environmental Management: Use of Reclaimed Water* Publication 464.2.
- Environment Protection Authority (1991). *Guidelines for Wastewater Irrigation* Publication 168.
- Environment Protection Authority (2016). Publication 891.4 *Code of Practice for Onsite Wastewater Management*.
- Geary, P. and Gardner, E. (1996). On-site Disposal of Effluent. In Proceedings from the one day conference *Innovative Approaches to the Management of Waste and Water*, Lismore 1996.
- Isbell, R.F. (1996). *The Australian Soil Classification*. CSIRO Publishing, Melbourne.
- Municipal Association of Victoria, Department of Environment and Sustainability and EPA Victoria (2014) *Victorian Land Capability Assessment Framework*.
- Standards Australia / Standards New Zealand (2012). AS/NZS 1547:2012 *On-site domestic-wastewater management*.
- USEPA (2002). *Onsite Wastewater Treatment Systems Manual*. United States Environmental Protection Agency.

Appendix A: Soil Bore Log TP1 – 31 October 2021

Soil Bore Log						Sanae Services				
Client:	Glenlyon Development Management Pty Ltd.					Test Pit No:	TP1			
Site:	Crown Alotment 13, Section 24					Excavated / logged	Koos Hulst			
Date:	31 October 2021					Excavation type:	Auger (90 mm diameter)			
Notes:										
PROFILE DESCRIPTION										
Depth [m]	Graphic Log	Sampling depth / name	Horizon	Texture	Structure	Colour	Mottles	Coarse fragments	Moisture condition	Comments
0.1		Top soil A1		Very friable when moist	Very strong fine polyhedral structure	Very dark brown 7.5YR 3/3 dry colour	None	-	Dry	Silty clay loam, dense fine roots
0.2										
0.3		Sub soil BC		Firm when moist	Strong fine angular blocky structure	Reddish brown 5YR 4/4 dry colour	None	5%	Dry	Silty clay
0.4										
0.5										
0.6										
0.7										
0.8										
0.9										
1.0										
1.1										
1.2										
1.3										
1.4										
1.5										

Notes:

The bright brown to almost reddish brown colours of the soil profile indicate excellent natural drainage.

The reddish brown colours are due to iron oxides, especially Fe_2O_3 or hematite, coating the soil particles. These will bind strongly with phosphates of the effluent.

The strong development of soil; structure indicates excellent access to roots to penetrate the entire soil mass to obtain water and nutrients.

It appears the this soil has formed on volcanic ejecta, probably volcanic ash, or, alternatively basalt lavas, originating from the nearby Sugar Loaf or Spring Hill volcano, similar to soils in the northern part, but here the soils tend to be somewhat more clayey throughout.

Appendix B: Soil Analysis from TP-1

A sample of the soil from the proposed lot was taken from a depth that represents the layer of soil which is considered to be the more limiting zone from a hydraulic conductivity perspective, being heavier in texture than the soil layers above. The results of the three analyses are shown below for each.

The soil on the site is the ultimate result of several millions of years of breakdown and weathering of the basaltic parent rock under a high rainfall regime. The most resistant and stable mineral components are left to make up the soil that is there today. Basalt rock is high in iron and when the iron is released from the minerals by weathering it immediately is oxidised and coats the soil particles as they form.

It is a soil with a high permeability where most of the rainfall percolates downwards and very little surface runoff can occur. This high permeability protects the area from erosion by minimising surface runoff.

Note that the pH in water is 5.1, hence the soil is mildly acidic. The entire soil profile will be acidic as is typical for these very old and thoroughly leached soils that have developed on Tertiary or early Quaternary basalts.

Total soluble salts are at a very low level, as is also evident from the very low Electrical Conductivity (EC).

Exchangeable calcium, magnesium, potassium and sodium levels are low due to loss through leaching and they have been replaced by exchangeable hydrogen, which now controls the pH and renders it "mildly acid" at 5.1 (less acidic than mineral water). The calcium/magnesium ratio is favourable for maintaining good, stable soil structure, as is the low Exchangeable Sodium Percentage (ESP).

At the low pH these soils will have a very high Phosphate Retention Index (PRI), meaning that phosphate contributed from the wastewater will almost totally be retained in the soil. Moreover, the soil contains a high level of iron oxide/iron hydroxide coating the soil clay and silt particles, rendering the dominant colour of the soil a rusty red brown, sometimes brick red, which act by binding phosphate. The iron compounds also create soil structure stability by acting as cementing bridges keeping the clay and silt particles together as larger soil domains, thus maintaining a high permeability.

The recommendations for soil improvement are intended for agricultural uses of the soil only. Lime and dolomite are needed to improve plant growth. If it is the intention of maximising pasture growth over the application area, then some lime and dolomite additions can be beneficial. Note that 1 ton/hectare equates to 0.1 kg/m².



SWEP ANALYTICAL
PTY. LTD. LABORATORIES

ABN 26 005 031 569

Tel: (03) 9701 6007
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REPORT ON SAMPLE OF SOIL

FILE NO : 2111164645

DATE ISSUED 11/11/2021

SANAE HOLDINGS P/L T/A SANAE SERVICES
ATT: KOOS HULST
PO BOX 1040
DAYLESFORD, VIC 3640
koos.hulst@sanae-svcs.com.au

CLIENT ID : SAN047
PHONE : 03 5348 6620

SAMPLE ID : CA 13, SEC 24, 24 COLLINS RD, GLENLYON
DEPTH OF SAMPLE (cm): 0 to 30
LAND USE : PASTURE

REFERENCE :
PHONE :
DATE RECEIVED : 4/11/2021
ANALYSIS REQUIRED : N P K

ITEMS			RESULTS	DESIRABLE LEVEL
DISPERSION INDEX	DI		0	
pH(1:5 Water)			5.1	5.5-7.5
pH(1:5 0.01M CaCl ₂)			4.46	
Electrical Conductivity	EC	µS/cm	45.3	< 300
TOTAL SOLUBLE SALT	TSS	ppm	149.49	< 990
AVAILABLE CALCIUM	Ca	ppm	974	2590
AVAILABLE MAGNESIUM	Mg	ppm	124.8	357
AVAILABLE SODIUM	Na	ppm	20.907	< 228
AVAILABLE HYDROGEN	H	ppm	135	39.7
AVAILABLE NITROGEN	N	ppm	26.7	27
AVAILABLE PHOSPHORUS	P	ppm	5.14	30
AVAILABLE POTASSIUM	K	ppm	136.5	248
AVAILABLE SULPHUR	S	ppm	12.8	11 - 15
TOTAL ORGANIC MATTER	OM	%	1.63	6 - 10
EXCHANGEABLE CALCIUM	Ca	meq/100 of soil	4.75	12.3
EXCHANGEABLE MAGNESIUM	Mg	meq/100 of soil	1.01	2.83
EXCHANGEABLE SODIUM	Na	meq/100 of soil	0.0886	< 0.945
EXCHANGEABLE POTASSIUM	K	meq/100 of soil	0.341	0.945
EXCHANGEABLE HYDROGEN	H	meq/100 of soil	13.5	< 2.83
ADJ. EXCHANG. HYDROGEN	H	meq/100 of soil	12.7	
CATION EXCHANGE CAPACITY	CEC	meq/100 of soil	19.7	
ADJUSTED CEC	ACEC	meq/100 of soil	18.9	
EXCH. SODIUM PERCENTAGE	ESP		0.45	< 5
CALCIUM / MAGNESIUM RATIO	Ca/Mg		4.68	4-4.7

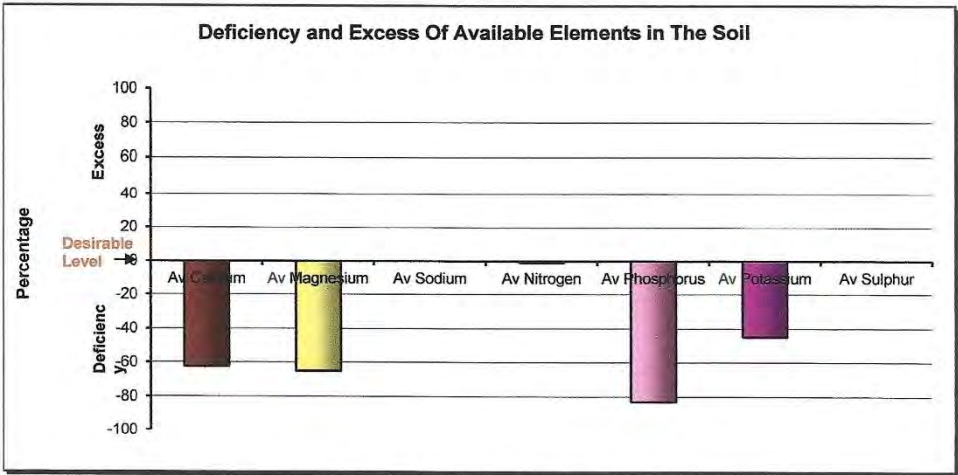
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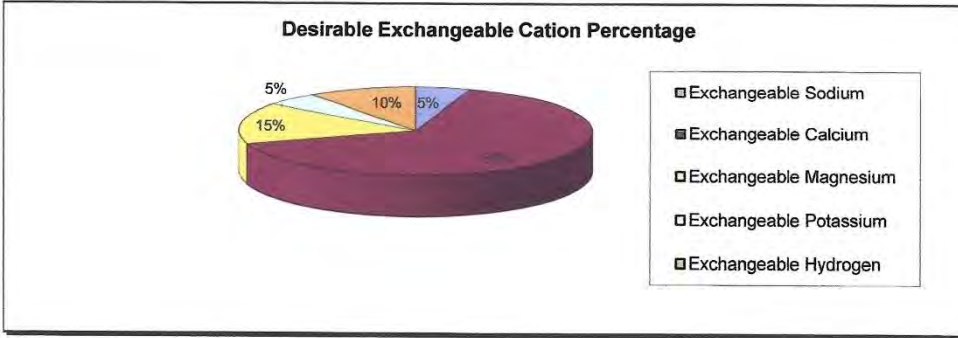
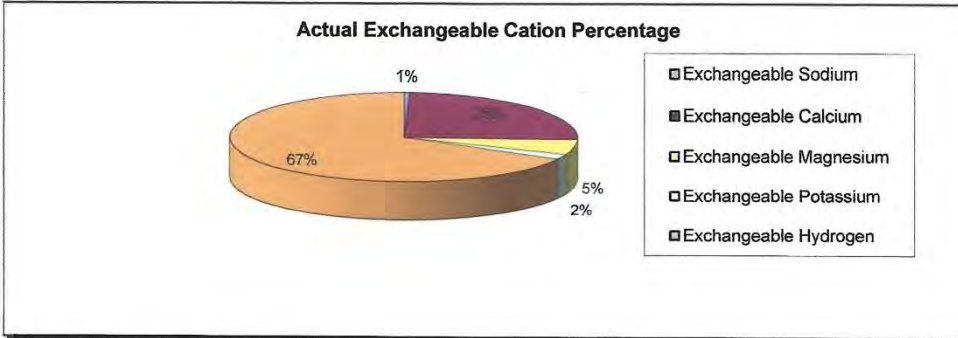
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LAND USE PASTURE

PAGE NO : 2



This graph is limited to a maximum of 100% excess of Available Elements



FILE NO : 2111164645

LAND USE PASTURE

PAGE NO : 3

ITEMS		PERCENTAGE OF ADJUSTED CEC
EXCHANGEABLE CALCIUM	Ca	25.1
EXCHANGEABLE MAGNESIUM	Mg	5.3
EXCHANGEABLE SODIUM	Na	0.5
EXCHANGEABLE POTASSIUM	K	1.8
EXCHANGEABLE HYDROGEN	H	67.2

RECOMMENDATION

4529 kg of Calcium is needed to raise the Available Calcium to 68% and/or Exchangeable Calcium to 65%
 657 kg of Magnesium is needed to raise the Available Magnesium and Exchangeable Magnesium to 15%

GYPSUM REQUIREMENT	0 t/ha					
LIME REQUIREMENT	7.59 t/ha					
DOLOMITE REQUIREMENT	5.97 t/ha					
MAGNESIUM SULPHATE	0 kg/ha	or	MAGNESIUM OXIDE	0 kg/ha		
TOTAL FERTILIZER REQUIREMENT (kg/ha)		N	P	K	S	Ca
		0	30	80	0	107

NOTES :

- Lime Requirement is to increase the Calcium and decrease the hydrogen in the soil
- Lime Requirement is based on Lime containing 40% Calcium.
- We advice that Lime should be applied first in Autumn then followed by Fertiliser in Spring.
- We advice that Lime be applied first before applying trace elements.
- Dolomite Requirement is to increase the Magnesium and Calcium and decrease the Hydrogen in the soil.
- Dolomite Requirement based on Dolomite containing 11% Magnesium and 25% Calcium.
- We advice that Dolomite should be applied first in Autumn then followed by Fertiliser in Spring.
- We advice that Dolomite be applied first before applying trace elements.
- FOR DRYLAND AND IRRIGATED SOILS:
 Lime - maximum application 2.5 t/ha per year for DRYLAND soils or 5 t/ha per year for IRRIGATED soils.
 Dolomite - maximum application 2.5 t/ha per year for DRYLAND soils or 5 t/ha per year for IRRIGATED soils.

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FILE NO : 2111164645

LAND USE PASTURE

PAGE NO : 4

ANALYTICAL METHODS

Items	Methods
pH (1:5 Water)	4A1
pH (1:5 CaCl ₂)	4B1
Electrical conductivity (1:5 Water)	3A1
Total Soluble Salts	Calculation from Electrical conductivity
Exchangeable Calcium	15D3 or 15C1
Exchangeable Magnesium	15D3 or 15C1
Exchangeable Sodium	15D3 or 15C1
Exchangeable Potassium	15D3 or 15C1
Exchangeable Hydrogen	Barium Chloride-Triethanolamine method*
Available Nitrogen	Copper-cadmium reductor column at a pH of 8.0
Available Phosphorus	Olsen extractable, 9C2a
Available Sulphur	KCl 40, 10D1
Total Organic Matter	modified Walkley & Black, 6A1

NB. For available Iron and Manganese, SWEP uses the method developed by E.H. Mikhail (1980) due to the tendency for the standard EDTA method to produce erroneously high results.

For numbered test methods:

Rayment, G.E. & Lyons, D.J. (2011). Soil Chemical Methods - Australasia. CSIRO Publishing, 150 Oxford Street, Collingwood Vic 3066, Australia.

*Peech, M., Cowan, R.L. & Baker, J.H. (1962). Soil Science Society American Procedures, A critical study of the Barium chloride-Triethanolamine and ammonium acetate methods for determining exchangeable Hydrogen of soils.

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Appendix C: In Situ Constant Head Hydraulic Conductivity Testing

EPA Publication 891.4 strongly advocates the measurement of soil permeability, K_{sat} , using the method described in AS/NZS 1547:2012 as the constant head well permeameter:

3.6.1 LCA procedure

Soil permeability testing conducted in situ using the constant head well permeameter method (AS/NZS 1547) to determine the likely rate of flow of wastewater through the soil of the dispersal area is best practice. In situ permeability testing must be conducted on the limiting soil layer (frequently the B horizon) unless soil saturation or high swelling clays or cracked low-to-moderate swelling clays are present. The visual or tactile estimation of indicative permeability based on the latest version of AS/NZS 1547 'Site-and-Soil Evaluation' procedures, which includes soil texture, structure and swell potential tests, may be used as a substitute for actual measurements of soil permeability.

Sanae Services have used this method for the current land capability assessment.

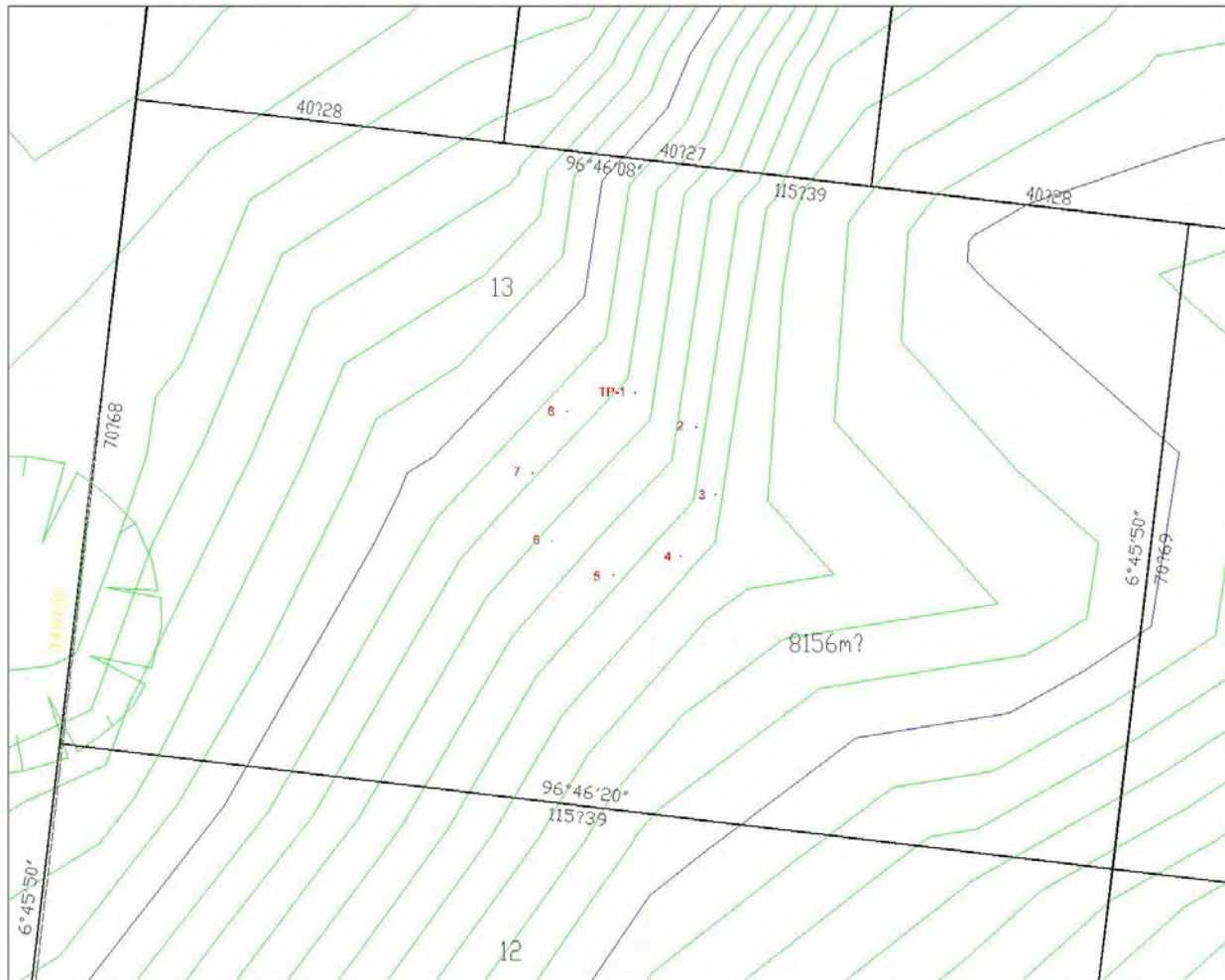
Following this test procedure in the most efficient manner requires augering a series of test holes, usually 6 to 8, to the required depth of the soil receiving the effluent and filling them with water in order to allow the soil around the holes to become wetted before the permeameters are inserted. The method relies on the soil mantle around the wetted internal surface becoming saturated so that the rate of water entry into the soil is not affected by the filling up of empty soil pores, but only by the stable rate of water transmission into the surrounding soil, reflecting a true K_{sat} value.

Pre wetting thus ensures that less time is lost during the actual test, ensuring the recorded rate of water loss from the permeameters is exactly the same as the rate of water passing out through the soil around the hole.

During the testing at the property it was found that the soil was generally moderately but sometimes highly permeable, with the test holes emptying of water very rapidly, in a few minutes, after having been filled and before any testing could be started. This is often found in soils where large root holes, worm channels and other biological channels or drying cracks are common. Commonly, however, the filling of the test holes with water, may cause these major channels to collapse after a short time so that water entry slows down to a stable rate after an initial very fast rate. This stable rate is a true measure of the soil's permeability.

Thus, the holes to be tested later were already exhibiting stable intake rates from the moment the test was started because the pre wetting had fully taken place.

For this LCA a total of 8 holes were augered to conduct the soil permeability tests. The figure below shows the approximate locations of the bore holes.



The soil permeability value obtained by the testing is shown in the spread sheet on the following page. We arrived at a K_{sat} of 29.2 cm/day.

The site soil permeability is obtained by taking the geometric mean of all data. A geometric mean mitigates against extreme outlier values thus resulting in a more representative and conservative overall value.



A total of eight holes were augered



Extracting excess water from the hole



The drop in water level was recorded at three minute time intervals

The next pages show the spread sheet that was used to determine the Ksat for the proposed 2-lot subdivision.

Location : CA13-Sec24, 24 Collins Road, Glenlyon
Soil permeability test date: 31 October 2021

Auger hole	1	2	3	4	5	6	7	8
	17.3	19.1	4.3	9.0		19.4	6.8	11.5
	18.2	17.5	4.8	7.5		16.9	5.4	9.4
	16.9	23.2	4.4	8.6		17.5	6.6	10.4
	16.2		4.2	17.0			5.0	8.7
			3.9	7.6			5.8	9.8
Average Drop [cm]	17.15	19.93	4.32	9.94		17.93	5.92	9.96

H [cm] = 20
Time Interval [min] = 3

2*pi*H^2= 2513 cm^2								
Auger Hole	Radius of Auger Hole r [cm]	H/r [1]	Q [ml/min]	asinh(H/r)-1 [cm]	1.65Q(asinh(H/r)-1	Ksat [cm/min]	ksat [m/day]	Ksat geo mean [m/day]
1	4.5	4.44	41.49	1.20	81.95	0.03	0.47	
2	4.5	4.44	48.22	1.20	95.25	0.04	0.55	
3	4.5	4.44	10.45	1.20	20.64	0.01	0.12	
4	4.5	4.44	24.05	1.20	47.50	0.02	0.27	
5	4.5	4.44	-	1.20	-	-	-	
6	4.5	4.44	43.38	1.20	85.70	0.03	0.49	
7	4.5	4.44	14.32	1.20	28.29	0.01	0.16	
8	4.5	4.44	24.09	1.20	47.59	0.02	0.27	0.292

Talsma Tube
Outer tube ID [mm] 32 8.04
Inner tube OD [mm] 10 0.79
Net area [cm^2] 7.26

Appendix D: Water and Nitrogen Balance Calculations

We acknowledge Paul Williams Pty Ltd. for providing the spread sheet for the water and nitrogen balance calculations. We have chosen the daily flow of 750 litres per day, corresponding to a 4-bedroom house. This results in a minimum area of 550 square metres for the LAA.

Sanae Services

WATER/NITROGEN BALANCE (20/30): With no wet month storage.

Rainfall Station: **Daylesford** Evaporation Station: **Creswick**

Location: 24 Collins Road, Crown Allotment 13, Section 24, Glenlyon

Date: November 2021

Client: Glenlyon Development Management Pty Ltd.



ITEM	UNIT	#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
Days in month:	D		31	28	31	30	31	30	31	31	30	31	30	31	365
Evaporation (Mean)	mm	A	205	176	124	75	47	27	27	43	66	105	126	152	1168
Rainfall (9th Decile wet year adjusted)	mm	B1	45	45	45	78	118	148	141	144	119	103	73	55	1114
Effective rainfall	mm	B2	40	41	41	70	106	133	127	129	107	93	66	50	1003
Peak seepage Loss ¹	mm	B3	167	151	167	162	167	162	167	167	162	167	162	167	1971
Evapotranspiration(IXA)	mm	C1	144	123	87	45	24	12	11	19	36	68	88	106	763
Waste Loading (C1+B3-B2)	mm	C2	271	234	214	137	85	41	51	58	91	143	184	224	1732
Net evaporation from lagoons (10(0.8A-B1x(lagoon area(ha))))	L	NL	0	0	0	0	0	0	0	0	0	0	0	0	0
Volume of Wastewater	L	E	23,250	21,000	23,250	22,500	23,250	22,500	23,250	23,250	22,500	23,250	22,500	23,250	273,750
Total Irrigation Water (E-NL)/P2	mm	F	42	38	42	41	42	41	42	42	41	42	41	42	498
Irrigation Area (E/C2) annual.	m ²	G													550
Surcharge	mm	H	-228	-196	-171	-96	-43	0	-9	-15	-50	-101	-143	-182	0
Actual seepage loss	mm	J	-61	-44	-4	66	125	162	159	152	112	67	19	-15	661
Direct Crop Coefficient:		I	0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture:
Rainfall Retained:	90 %	K	1. Seepage loss (peak) equals deep seepage plus lateral flow: 5.4mm (<3% ksat)												
Lagoon Area:	0 ha	L	CROP FACTOR												
Wastewater(Irrigation):	750 L/d	M	0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture:
Seepage Loss (Peak):	5.4 mm	N	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	Shade:
Irrig'n Area(No storage):	550 m ²	P2	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	Buffalo:
Application Rate: (M/P2)	1.4 mm	Q	1	1	1	1	1	1	1	1	1	1	1	1	Woodlot
Nitrogen in Effluent:	30 mg/L	R	NITROGEN UPTAKE:												
Denitrification Rate:	20 %	S													
Plant Uptake:	220 kg/ha/yr	T													
Average daily seepage:	2.4 mm	U													
Annual N load:	6.57 kg/yr	V													
Area for N uptake: (V/T x 10,000)	299 m ²	W													
Application Rate:	2.5 mm	X													
Irrig'n Area (adjusted for slope)	550 m ²	Z													
Application Rate (Design):	1.6 mm	Z1													

Species:	Kg/ha.yr	pH	Species:	Kg/ha.yr	pH	Species:	Kg/ha.yr	pH
Ryegrass	200	5.6-8.5	Bent grass	170	5.6-6.9	Grapes	200	6.1-7.9
Eucalyptus	90	5.6-6.9	Couch grass	280	6.1-6.9	Lemons	90	6.1-6.9
Lucerne	220	6.1-7.9	Clover	180	6.1-6.9	C cunn'a	220	6.1-7.9
Tall fescue	150-320	6.1-6.9	Buffalo (soft)	150-320	5.5-7.5	P radiata	150	5.6-6.9
Rye/clover	220		Sorghum	90	5.6-6.9	Poplars	115	5.6-8.5

1.2 x hydraulic area (10% to 20% slope)

Appendix E1: Land Capability Risk Rating

LAND FEATURE	LAND CAPABILITY RISK RATING				AMELIORATIVE MEASURES AND RISK REDUCTION
	LOW	MEDIUM	HIGH	LIMITING	
Available land for LAA	Exceeds LAA and duplicate LAA requirements	Meets LAA and duplicate LAA requirements	Meets LAA and partial duplicate LAA requirements	Insufficient LAA area	Non-limiting for trenches & beds: Full reserve area available. Non-limiting for subsurface irrigation: Full reserve area available.
Aspect	North, north-east and north-west	East, west, southeast, south-west	South	South, full shade	Faint South-Easterly aspect.
Exposure	Full sun and/or high wind or minimal shading	Dappled light (partial shade)	Limited light, little wind to heavily shaded all day	Perpetual shade	Full exposure to sunshine
Slope form	Convex or divergent side slopes	Straight sided slopes	Concave or convergent side slopes	Locally depressed	Free draining, no need for cut-off drains
Slope gradient:					
Trenches and beds	<5%	5% to 10%	10% to 15%	>15%	Slope non-limiting for trenches
Sub surface irrigation	<10%	10% to 30%	30% to 40%	>40%	Slope non limiting for sub surface irrigation
Site drainage run off / run on	LAA backs onto crest or ridge	Moderate likelihood	High likelihood	Cut-off drain not possible	Shallow dish drain place upslope from LAA
Land slip(1)	Potential	Potential	Potential	Existing	Not applicable
Erosion potential	Low	Moderate	High	No practical amelioration	Negligible risk
Flood / inundation	Never		<1% AEP	>5% AEP	No risk of flooding
Distance to surface waters [m]	Buffer distance complies with Code requirements		Buffer distance does not comply with Code requirements	Reduced buffer distance not acceptable	Closest proximity to dam is more than 30 metres (200 m).
Distance to groundwater bores	No bores on site or within a significant distance	Buffer distances comply with Code	Buffer distances do not comply with Code	No suitable treatment method	Not needed.
Vegetation	Plentiful/healthy vegetation	Moderate vegetation	Sparse or no vegetation	Propagation not possible	Existing grasses suitable for sub-surface irrigation.
Depth to water table (potentiometric) [m]	>2	2 to 1.5	<1.5	Surface	Non limiting for sub surface irrigation. The Visualizing Victorias Groundwater web site shows a depth to water table of 10 metres or more.
Depth to water table (seasonal perched) [m]	>1.5	<0.5	0.5 to 1.5	Surface	Unremarkable, cut off drain upslope to LAA. LAA is designed for the limiting layer of soil.
Rainfall(2) (9th decile) [mm]	<500	500-750	750-1000	>1000	Limiting for trenches, non limiting for sub surface irrigation
Pan evaporation (mean) [mm]	1250 to 1500	1000 to 1250	750 to 1000	<750	Non limiting
SOIL PROFILE CHARACTERISTICS					
Structure	High or moderately structured	Weakly structured	Structureless, massive or hardpan		Water stable peds, non dispersive
Fill materials	Nil or mapped good quality topsoil	Mapped variable depth and quality materials	Variable quality and/or uncontrolled filling	Uncontrolled poor quality / unsuitable filling	Unremarkable, cut off drain upslope to LAA. LAA is designed for the limiting layer of soil.
Thickness [m]					
Trenches and beds	> 1.4		< 1.4	< 1.2	Non Limiting
Sub surface irrigation	> 1.5	1.0 to 1.5	0.75 to 1.0	< 0.75	
Permeability(3) (limiting horizon) [m/day]	0.15-0.3	0.15-0.3 0.3-0.6	0.01-0.03 0.6-3.0	> 3.0 < 0.03	A kSat of 0.292 m/day was found with the field permeability tests.
Permeability(4) (buffer evaluation) [m/day]	< 0.3	0.3-3	3 to 5	> 5.0	Est 1 m/day for fractured meta sediments
Stoniness [%]	< 10	10 to 20	> 20		Unremarkable
Emerson number	4, 5, 6, 8	7	2, 3	1	Non dispersive
Dispersion index	0	1-8	8-15	> 15	DI = 0 as per SWEP soil analyses
Reaction trend (pH)	5.5 to 8.4	4.5 to 5.5	< 4.5 > 8		The pH 5.1 as per SWEP soil analysis, lime (7.59 T/ha) and dolomite (5.97 T/ha) can be added for agricultural purposes, no Gypsum required.
E.C. [dS/m]	< 0.8	0.8 to 2.0	> 2.0	> 2.0	The EC is 45.3 µS/cm as per SWEP reports, this converts to 0.045 dS/m.
Sodicity (ESP) [%]	< 6	6 to 8	> 8	> 14	The ESP is 0.45 as per SWEP soil analyses.
Free swell [%]	< 30	30-80	80-120	> 120	Low swelling clay

1 Landslip assessment based on proposed hydraulic loading, slope, profile characteristics and past and present land use.

2 9th decile monthly rainfalls used in water balance analyses.

3 Saturated hydraulic conductivity from insitu testing.

4 Saturated hydraulic conductivity estimated from AS/NZS1547:2012 and data base.

Appendix E2: Land Capability Risk Rating

LAND FEATURE	LAND CAPABILITY RISK RATING				
	LOW	MEDIUM	HIGH	RISK RATING	REMARKS
Distance to reservoir [km]	>15	2-15	<2	1	15+ kilometres to the Cairn Curran Reservoir.
Soil type rating (from Appendix C1)	1	2	3	1	Non dispersive, well draining soil down to 1 m.
Distance to river [m]	>80	40-80	<40	1	At least 950 m from the Loddon River.
Distance to stream [m]	>80	40-80	<40	1	Closest stream is the Loddon River which runs at over 950 m from the closest point of the proposed site for the LAA.
Distance to drain [m]	>40	10-40	<10	1	No drains identified
Lot size [ha]	>10	2-10	0.2-2.0	3	0.41 ha proposed per lot
Density [houses/km2]	<20	20-40	>40	2	Around 40 dwellings per km2
LCA Rating (from appendix E1)	1 (low)	2 (medium)	3 (high)	2	See appendix E1
System fail rate [%]	<5	5-10	>10	1	Large lot with ample space for LAA and low risk of effluent running off site.

$$R_n = ((R_{Res} + R_{Soil}) \times (R_{Riv} + R_{Str} + R_{Drain} + R_{Lot}) + (2 \times R_{LCA}) + (3 \times R_{Fail} \times R_{Den}))/10$$

2.20

Low Risk: $R_n < 2.5$ Moderate Risk: $R_n 2.5 - 5$ High Risk: $R_n > 5$.

Appendix E3 Calculated Combined Risk Number

As part of the development of the Mansfield Shire WWMP, Dr Robert Edis identified major factors which influence the level of risk posed by an on-site system. These factors have a differing level of importance, or weighting, when considered relative to other factors and that the interaction between factors must also be considered.

The individual factors can be rated as low risk ($R_n < 2.5$) which reflects the range in which there is no expected consequential impact on water quality, medium risk ($R_n 2.5-5$) which reflects the range in which the factor may influence the risk to water quality, though as a minor component of the overall risk, and high risk ($R_n > 5$) which represents a significant influence on the risk to water quality.

The Edis risk algorithm weights the major factors appropriately in the context of protecting the integrity of the potable water supply, as shown below:

$$R_n = ((R_{Res} + R_{Soil}) \times (R_{Riv} + R_{Str} + R_{Drain} + R_{Lot}) + (2 \times R_{LCA}) + (3 \times R_{Fail} \times R_{Den}))/10$$

Where:

R_n = Combined Risk Number,
 R_{Dres} = Distance to reservoir risk rating
 R_{Soil} = Soil (or Land-Soil) risk rating
 R_{Driv} = Distance to river risk rating
 R_{Dstr} = Distance to stream risk rating
 R_{Drain} = Distance to drain risk rating
 R_{Lot} = Lot size risk rating
 R_{LCA} = Land capability assessment risk rating (from Appendix C1)
 R_{Fail} = System fail rate risk rating R_{Dens} = Density of development risk rating

Low Risk: $R_n < 2.5$


Moderate Risk: $R_n 2.5 - 5$

High Risk: $R_n > 5$

The combined risk number for this site is 2.2 (Low Risk - without limiting constraints).

The risk can be reduced to negligible levels if effluent is treated to a secondary level and disposed of via pressure compensated subsurface irrigation, as described in Section 4 of the land capability assessment.

Appendix F: Certificates of Currency of Public Liability and Professional Indemnity Insurance policies

Business Pack Insurance Certificate of Currency		QBE Insurance (Australia) Ltd Head Office Level 5, 2 Park Street Sydney NSW 2000 ABN: 78 003 191 035 AFS Licence No: 239545	
Policy Number 61U189351BPK			
Issued By QBE Insurance (Australia) Ltd		Period of Insurance From 14/06/2021 To 14/06/2022 at 4pm	
This certificate acknowledges that the policy referred to is in force for the period shown. Details of the cover are listed below.			
The Insured			
SANAE SERVICES PTY LTD ABN Number Not Provided			
Cover Details			
Location	20 JUBILEE LAKE LANE, DAYLESFORD VIC 3460		Risk Number 1
Business	SEPTIC TANK INSTALLATION		
Interested Party	None Noted		
Broadform Liability Section			
Particulars	Total Sum Insured	Limit	
Limit of liability, any one occurrence		\$10,000,000	
Property in Your physical and legal control	As per the policy wording		
Excess	\$500 for property damage claims only \$0 for personal injury claims		
Clauses			
<ul style="list-style-type: none"> I45 PROPERTY DAMAGE TO FIXED PROPERTY The Liability Section of this Policy does not cover liability in respect of damage to or as a result of damage to roads, sewers, water pipes, gas pipes, electric, fibre optic or telecommunications wires or cables or their supports or to any land or fixed property whatsoever and/or the contents thereof unless You have ascertained from the relevant authorities the actual position of any such pipes, mains, cables and wires before commencing any operation. 			

QM1826-1207

**Business Pack Insurance
Certificate of Currency**

QBE Insurance (Australia) Ltd
Head Office
Level 5, 2 Park Street
Sydney NSW 2000
ABN: 78 003 191 035
AFS Licence No: 239545



Policy Number 61U189351BPK

Cover Details *continued*

Location 1548 BALLAN-DAYLESFORD RD, KORWEINGUBOORA VIC 3461
Business SEPTIC TANK INSTALLATION

Risk Number 1

Clauses *continued*

- **IS6**

REMOVAL/WEAKENING OF SUPPORTS

The Liability Section of this Policy does not cover liability in respect of damage to any land or fixed property arising directly or indirectly from the removal or weakening of or interference with support to land, buildings or any other property.

- **CIP**

Austbrokers Commercial/Retail/Industrial Policy wording QM511 applies when BUSINESS PACK INSURANCE is shown on the policy schedule.
QBE Trade Policy QM207 applies when TRADES PACK INSURANCE is shown on the policy schedule.
QBE Office Policy QM208 applies when OFFICE PACK INSURANCE is shown on the policy schedule.

- **IB2**

PRINCIPALS ENDORSEMENT

The following is deemed to be an insured under the Liability section of this Policy to the extent described in "Cover for others" part (f):
The Hepburn Shire Council

End of Certificate

QM1826-1207



Certificate of Currency
Solution ONE Insurance

Policy Number: AD453304851PIND
Insured: Sanae Services Pty Ltd
Address/Premises: 20 Jubilee Lake Lane, Daylesford VIC 3460
Business: Advice and Consulting Services regarding Septic System as declared
Period of Insurance: From: 4pm on 14/06/2021
 To: 4pm on 14/06/2022

Part A: - Professional Indemnity

Limit of Indemnity: \$5,000,000 any one Claim and
 \$10,000,000 in the aggregate
Excess: \$500 each and every Claim inclusive of Defence Costs
Retroactive Date: 14/06/2016 excluding all known Claims and circumstances

Part B: - General Liability

Section: N/A

Part C: - Management Liability

Section: N/A
Premium: As Agreed
Policy Wording: Solution Underwriting Solution ONE Insurance Policy - SU CL 0520
Security: Chubb Insurance Australia Limited
Territorial Limits: Anywhere in the world other than the United States of America or Canada
 or their territories, protectorates or dependencies
Jurisdiction: Anywhere in the world other than the United States of America or Canada
 or their territories, protectorates or dependencies
Endorsements: See Policy Schedule
Date and Place of Issue: Melbourne on 17 June 2021

Signed for and on behalf of Solution Underwriting Agency Pty Ltd

A handwritten signature in black ink, appearing to be 'Rhys Mills', enclosed within a hand-drawn oval.

Rhys Mills – Managing Director



ATTACHMENT 11.3.1
DISTANCES

- Glenlyon General Store
2.0 kilometres
- Daylesford
8 kilometres

 Subject site



iPlanning Services Pty. Ltd
PO Box 1401
Bakery Hill 3354

Telephone: 0408 577 880
Email: james.ips@iinet.net.au

PROJECT:

Two (2) Lot Subdivision

CA13, Sec 24 TP307049V, Spring Street,
Glenlyon

NOTATIONS:



SITE AND CONTEXT PLAN

SCALE: NTS	DATE: December 2021	
DRAWN: J ILES	REF: P-00955	
CHECKED: J ILES	CONTRACT No.	REVISION No.
APPROVED: J ILES		A

DISCLAIMER:

Services shown hereon have been located where possible by field survey.

Prior to any demolition, excavation or construction on the site, the relevant service authority should be contacted for location of any underground services and detailed location of those services. This note is an integral part of this plan.

NOTATIONS

Levels are to A.H.D
Contour interval 0.20 metres
Title boundaries are shown by a continuous thick line
Bearings have been related to Map Grid Australia (M.G.A.)





DIMENSIONS SHOWN ARE SURVEYED ADOPTED AND
DO NOT NECESSARILY ACCORD WITH TITLE DIMENSIONS

JAMES WALSH LICENSED SURVEYOR
PO Box 35
Daylesford, 3460
Tel: 0427847930
Em: ajwalsh@mmnet.com.au

SURVEYORS REF.
3526
SHEET 1 OF 1

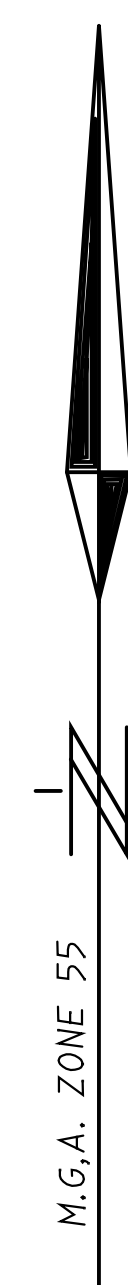
ORIGINAL	
SCALE	SHEET SIZE
1:500	A0

LEGEND

-  SIGN
  TEMPORARY BENCH MARK
  TOP OF BANK
  FENCE
- ELECT. / TELEPHONE POLE
 TELSTRA PIT
 NATIVE TREE
- STAY WIRE
 TELSTRA PILLAR
 EDGE ROAD FORMATION
 TITLE BOUNDARY
- EDGE VEGETATION

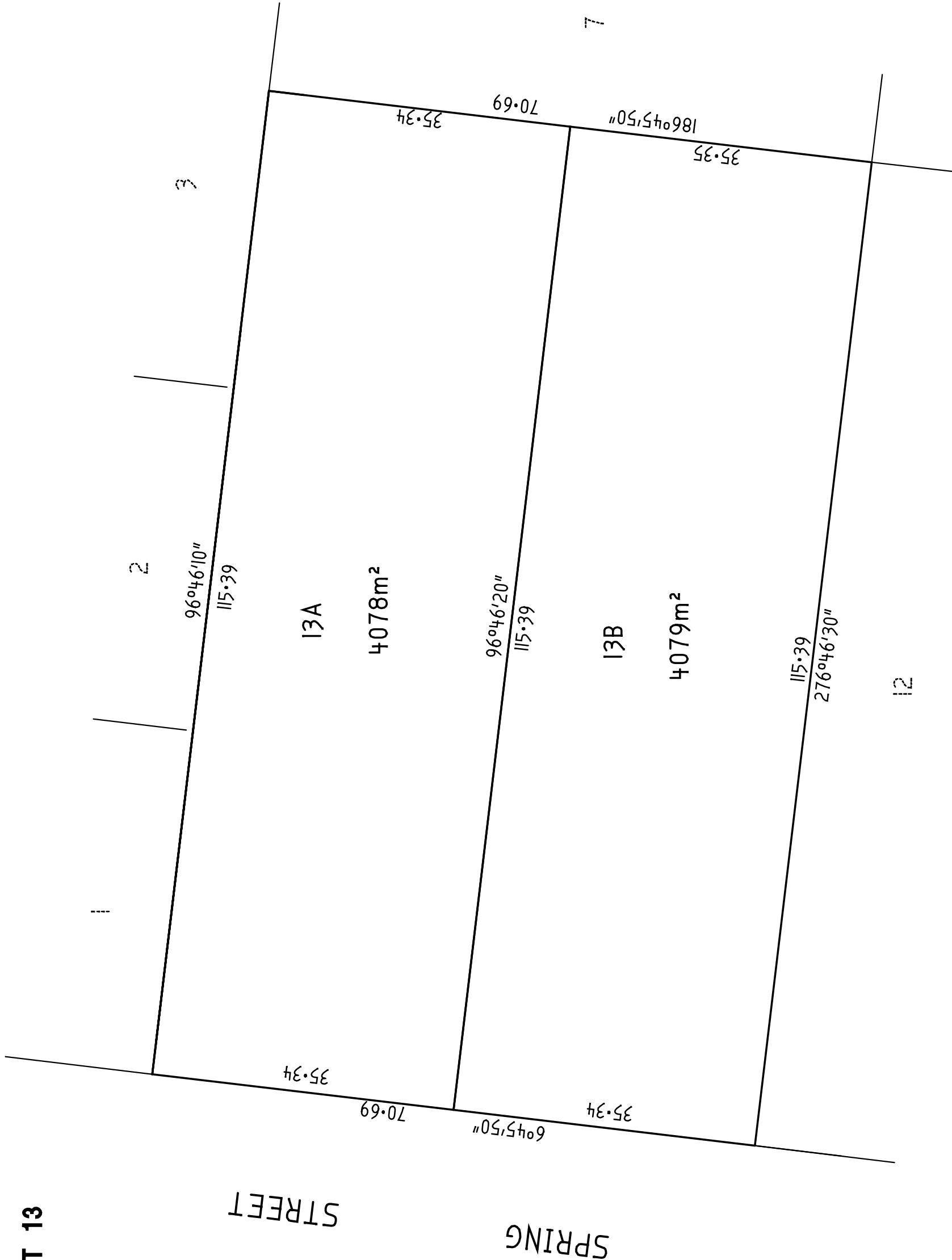
LEVEL AND FEATURE PLAN

PARISH OF GLENLYON
TOWNSHIP OF GLENLYON
SECTION 24
JULY 2021



PARISH OF GLENLYON
TOWNSHIP OF GLENLYON
SECTION 24
CROWN ALLOTMENT 13

PLAN OF PROPOSED SUBDIVISION



JAMES WALSH LICENSED SURVEYOR
PO BOX 35
DAYLESFORD, 3460
TEL: 0427847930
Email: ajwalsh@mmnet.com.au

JAMES PATRICK WALSH / VER:1

SCALE 1:500
LENGTHS ARE IN METRES

ORIGINAL SHEET
SIZE: A3

SHEET 1 OF 1



GMW Ref: PP-22-00202
Doc ID: A4336989

Hepburn Shire Council
Planning Department
shire@hepburn.vic.gov.au

10 March 2022

Dear Sir and/or Madam,

Planning Permit Application - Subdivision - 2 lot subdivision

Application No. PLN22/0016
Applicant: Iplanning Services Pty Ltd
Location: 24 Collins Road GLENLYON
V 12348 F 357 CA 12 Sect 24 Glenlyon

Thank you for your letter and information received 23 February 2022 in accordance with Section 55 of the *Planning and Environment Act 1987*.

Goulburn-Murray Water's (GMW's) areas of interest are surface water and groundwater quality, use and disposal. GMW requires that development proposals do not impact detrimentally on GMW's infrastructure and the flow and quality of surface water and groundwater. Applicants must ensure that any required water supplies are available from an approved source.

The property is located in the Cairn Curran Special Water Supply Catchment and subject to ESO1. The land is zoned TZ and comprises of >8000m². GMW understands that the applicant is seeking planning permission to subdivide the site into 2 lots with an area of 4078m² each. No water features have been identified on the site. A Land Capability Assessment (LCA) has been provided with the application recommending that wastewater from any future dwelling on the site is treated to a secondary standard and disposed of via sub-surface irrigation. However, under the provisions of ESO1 of the planning scheme any future dwelling on the lots will trigger the requirement for a planning permit and be referred to GMW in accordance with Section 55 of the Planning and Environment Act for further comment.

Based on the information provided and in accordance with Section 56 (b) of the *Planning and Environment Act 1987*, Goulburn-Murray Water has no objection to this planning permit being granted subject to the following conditions:

1. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
2. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.

3. Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:
 - a) If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.
 - b) The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.
 - c) The owner shall meet the cost of the registration of the agreement on the title.
 - d) This agreement must be registered on title.
 - e) This agreement is cancelled if (a) above is satisfied.

If you require further information please e-mail planning.referrals@gmwater.com.au or contact 1800 013 357.

Yours sincerely

Ranine McKenzie

Ranine McKenzie
SECTION LEADER STATUTORY PLANNING

NCCMA Ref: NCCMA-F-2022-00266
Document No: 1
Council Ref: PA 3539
Other Ref:
Date: 24 February 2022

James McInnes
Statutory Planner
Hepburn Shire Council
Po Box 21,
Daylesford Vic 3460

Dear James

Planning Permit Application No: PA 3539
Development Description: 2 Lot Subdivision
Street Address: 24 Collins Road Glenlyon Vic 3461
Cadastral Location: CA 13, Section 24, Parish of Glenlyon
Applicant: James Iles, iPlanning Services Pty Ltd

Thank you for your referral under Section 55 of the *Planning and Environment Act, 1987* dated 23 February 2022, and received by North Central Catchment Management Authority (CMA) on 23 February 2022, regarding the above matter.

North Central CMA, pursuant to *Section 56 of the Planning and Environment Act 1987*, **does not object** to the granting of a permit.

Advice to Applicant / Council

Flood levels for the 1% AEP probability (100 year ARI) have not been determined for this area under the *Water Act 1989*. However, information available at North Central CMA indicates that in the event of a 1% AEP flood event it is highly unlikely that the property may be subject to inundation from a designated waterway.

Should you have any queries, please do not hesitate to contact me on **(03) 5440 1896**.

To assist the CMA in handling any enquiries and the supply of further information, please ensure you quote **NCCMA-F-2022-00266** in your correspondence.



Yours sincerely

Nathan Treloar

Nathan Treloar

Waterways and Floodplain Officer

Cc: James Iles, iPlanning Services Pty Ltd

Information contained in this correspondence is subject to the definitions and disclaimers attached.



Attached: Definitions and Disclaimers

Definitions and Disclaimers

1. The area referred to in this letter as the 'proposed development location' is the land parcel(s) that, according to the Authority's assessment, represent(s) the location identified by the applicant. The identification of the 'proposed development location' on the Authority's GIS has been done in good faith and in accordance with the information given to the Authority by the applicant(s) and/or local government authority.
2. While every endeavour has been made by the Authority to identify the proposed development location on its GIS using VicMap Parcel and Address data, the Authority accepts no responsibility for or makes no warranty with regard to the accuracy or naming of this proposed development location according to its official land title description.
3. **AEP** as Annual Exceedance Probability – is the likelihood of occurrence of a flood of given size or larger occurring in any one year. AEP is expressed as a percentage (%) risk and may be expressed as the reciprocal of ARI (Average Recurrence Interval).

Please note that the 1% probability flood is not the probable maximum flood (PMF). There is always a possibility that a flood larger in height and extent than the 1% probability flood may occur in the future.
4. **ARI** as Average Recurrence Interval - is the likelihood of occurrence, expressed in terms of the long-term average number of years, between flood events as large as or larger than the design flood event. For example, floods with a discharge as large as or larger than the 100-year ARI flood will occur on average once every 100 years.
5. **AHD** as Australian Height Datum - is the adopted national height datum that generally relates to height above mean sea level. Elevation is in metres.
6. No warranty is made as to the accuracy or liability of any studies, estimates, calculations, opinions, conclusions, recommendations (which may change without notice) or other information contained in this letter and, to the maximum extent permitted by law, the Authority disclaims all liability and responsibility for any direct or indirect loss or damage which may be suffered by any recipient or other person through relying on anything contained in or omitted from this letter.
7. This letter has been prepared for the sole use by the party to whom it is addressed and no responsibility is accepted by the Authority with regard to any third party use for the whole or any part of its contents. Neither the whole nor any part of this letter or any reference thereto may be included in any document, circular or statement without the Authority's written approval of the form and context in which it will appear.
8. The flood information provided represents the best estimates based on currently available information. This information is subject to change as new information becomes available and as further studies are carried out.



Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

[Redacted]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PLN22/0016

Proposal: SUBDIVISIONS PA 003535, PA003536, PA 003539

Who has applied for the permit: Planning Services Pty Ltd

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Our concerns are that Glenlyon township does not have reticulated water or sewerage. The application for further subdivisions will only exacerbate the concerns we have and other residents with ground water contamination and the over development of the area without further community consultation and the effects on the surrounding environment.

Furthermore information on the application is not on the HSC website and the QR code does not link to the applications.

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

As residents we are most concerned that the granting of this permit will lead to environment damage.

.....

.....

.....

.....

.....

If insufficient space, please attach separate sheet

Privacy Collection Notice

Your objection and the personal information on this form is collected by Hepburn Shire Council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act).

If you do not provide your name and address, Hepburn Shire Council will not be able to consider your objection.

Your objection will be available at the Hepburn Shire Council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

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

Signature: Or Tick Box ☒ Date: 11 April, 2022

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

[REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PlnPA 003535, PLN2

Proposal: To subdivide 'Loddonvale' blocks into high risk sizes

Who has applied for the permit: [REDACTED] Planning ServicesP/L

WHAT ARE THE REASONS FOR YOUR OBJECTION?

HSC has in it's Waste Water Management Plan 2014 that blocks smaller than 4000sq m are high risk in an area with no town water or sewerage. This puts the number of high risk blocks in this and the 'Hamlet' at an unsafe number.

The applicant has no interest in our community or in it's future well being. Get their profits and move on to the next pigeon - with no input from council other than 'sure, sign here and pay the fee'.

Bronwyn Southee gave a definite undertaking that we would be notified if there were to be further subdivisions. I understand she has left but does council have no ethics?

I am sick of asking council for information and being treated with such disrespect (I have been asking about Glenlyon Reserve since last October - nothing).

I realise this is a useless objection and the WWP 2014 was, very conveniently, not incorporated into Planning regulations. Council has only had 7 or 8 years to rectify this so please don't reply with platitudes about your hands being tied.

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

As a member of this community I am concerned about the suburbanisation of Glenlyon. The 3 other town boundaries have 5 acre buffer zones. RLZ.

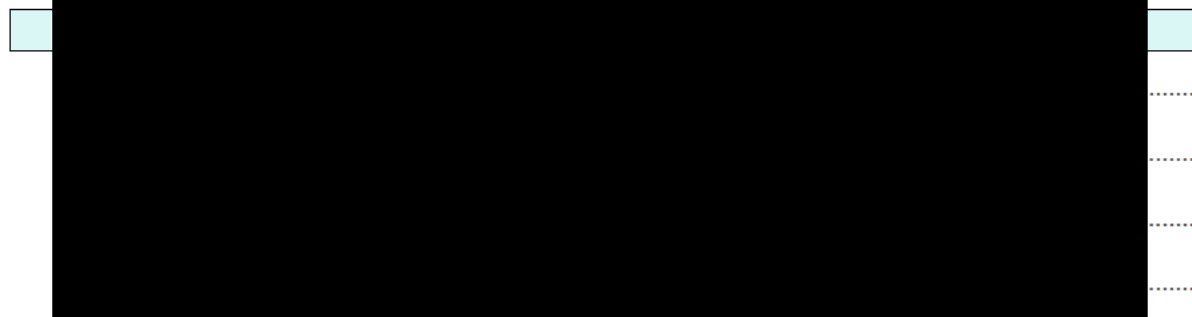
These subdivisions create a real potential for complaint about farming practices across the road - I have asked questions at council about this.

Water security. Glenlyon has had several town meetings about water tables and bores with up to 60 residents attending. This further subdivision creates greater stress on a finite resource.

And just general stress of feeling like council doesn't give a damn.

Please use block letters

Planning & Environment Act 1987



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA003539 & PA03536

Proposal: 2 lot subdivision

Who has applied for the permit: iPlanning Services PTY LTD on behalf of Glenlyon Development Management

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Refer to Hepburn Planning Scheme Cl. 74.02 Further Strategic Work 10/02/2022 C80 hepb.

The Hepburn Shire Council HAS NOT DONE SUFFICIENT FURTHER WORK to properly ensure

1. proper structure planning for Glenlyon,
2. updated municipal wildfire assessment for 24 Collins Road Glenlyon.
3. Flora and fauna assessment and updating of biodiversity controls to take into account the needs of this particular site.
4. Preparing a rural settlement strategy to better understand the risks and challenges posed in Hepburn's settlements to guide development consistent with GLENLYON's inherent rural character.
5. Undertaking an assessment of the Shire's wastewater treatment plants and any necessary odour studies that are consistent with relevant guidelines, detailing future planning scheme approaches.
6. Undertaking proper assessment of the potential for groundwater contamination due

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

I am a resident of Glenlyon. Further development including the recent Hamlet residential development of 26 blocks plus this development of now 21 blocks of which the proposed sub-division is part, will affect the current infrastructure of Glenlyon - gravel roads, an electricity supply that cannot take additional solar input causing regular power outages, more traffic on local roads not built for that purpose, greater shire expenditure on road maintenance. In addition I object to the sly way the Glenlyon Development Management company has by an apparent loophole avoided CI 7.1 PUBLIC SPACE CONTRIBUTION. and therefore any offset of the loss of valuable land for biodiversity purposes.

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If insufficient space, please attach separate sheet

Privacy Collection Notice

Your objection and the personal information on this form is collected by Hepburn Shire Council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act).

If you do not provide your name and address, Hepburn Shire Council will not be able to consider your objection.

Your objection will be available at the Hepburn Shire Council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

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

Signature: Or Tick Box ☒ Date: 12/04/2022

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: PlnPA003535 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Date: Monday, 11 April 2022 5:23:34 PM

Name and address of the submitter/objector - [REDACTED]

Reason(s) for the submission/objection -

I wish to object to the application on the following grounds

1. Overdevelopment - Glenlyon is a small settlement with no reticulated water or sewerage. A 26 lot subdivision has already been approved for development to the west and across Spring Street of this subject land. If this Crown Allotment is subdivided along with the other 3 Crown Allotments in this subdivision there will be another 17 blocks on top of the 26. This is an alarming growth rate in a situation where there is no structure plan. The Township plan for Glenlyon was drawn up in the 1860's. It is not appropriate for development today. In the nineteenth century people did not use water at the rate they do today. Research needs to be carried out on the effect of these sort of developments on the quality of groundwater and the amount. A structure plan needs to be developed and the Shire needs to work with Goulburn Murray Catchment Authority on preparing a sustainable way forward. This type of development needs to have planned overall approach and not just treating each application for subdivision and building permit one by one. Goulburn Murray have said within the last 2 years "Density of unsewered development in Glenlyon is high and further subdivision of land creating additional unsewered lots poses a high risk to ground and surface water quality".

The application states that the each lot owner will have to rely on potable water in tanks and can use treated waste water on their gardens. The LCA Report talks about waste fields and drip systems. All very confusing for the average person. Will the Council be able to supervise any of this?

2. Lack of infrastructure and services as stated above no reticulated sewerage or water. Power supply still problematic. There have been so many interruptions to supply in the last 12 months that we have received 2 credits under the GSL scheme. It needs to be pointed out that the General Store is a tourist venue and provides nothing for locals. There is no public transport service going through Glenlyon.

3. Risk of fire. With fire seasons becoming hotter and more risk of the Wombat Forest going up in flames, and the population of this small hamlet increasing, plans need to be developed with the CFA as to how you keep the expected increase in population safe.

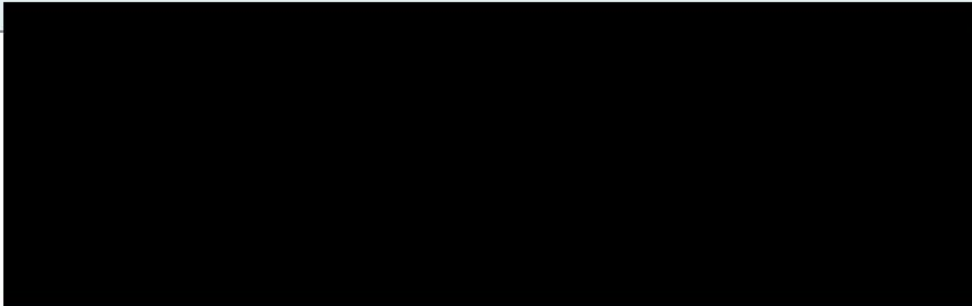
4. I am of the view that it would be helpful to have a round table discussion with the property owner of the land the subject of the application, the developers, Council officers and concerned residents of Glenlyon. I note the details of owners has been redacted. This information is available on public record and I have done my searches.

In summary, the overdevelopment of Glenlyon is posing severe risk to the ground water and the Loddon River. More knowledge is required on how this risk can be dealt with. A structure plan is required. Discussions need to be had with all stakeholders.

[REDACTED]
[REDACTED]

Please use block letters

Planning & Environment Act 1987



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PinPA003535, 003539, 003536, PLN22/0016

Proposal: Subdivisions

Who has applied for the permit: Apparently the name has been redacted

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Refer to attached 4 pages

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

Refer to attached 4 pages

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If insufficient space, please attach separate sheet

Privacy Collection Notice

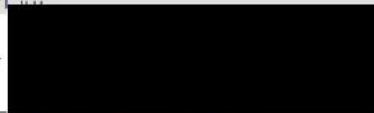
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Signature



Tick Box



Date: 11_04_2022

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11. If the Responsible Authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.

Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development

Objection to the Loddonvale subdivisions
PlnPA003535, 003539, 003536, PLN22/0016
and proposed moratorium on future
subdivisions in Glenlyon until the sustainability issues – lack of mains
sewerage and water supply issues and poor power supply and
the impact of this “suburban
development” on the local environment is resolved.

- **Current 1861 town plan** is a complete anachronism and not an appropriate template for development in Glenlyon 2022 for the reasons outlined below.
- **2022 Glenlyon will never have sewerage and mains water supply** (pop required 3000 currently 380-400 approx.) 3000 min required as advised by planners and staff of HSC on numerous occasions.
- **Every site in Glenlyon is its own sewage farm.**
- **Every site in Glenlyon needs its own water supply from rainwater and groundwater – both sources are being depleted through climate change.**
- **On every site in Glenlyon with a ground water bore – (most sites have one) – risk of cross contamination of human effluent entering the groundwater via the bore penetration. The smaller the site the higher the risk.**
- **Risk from lack of oversight** by underfunded and over committed statutory bodies: HSC GMW EPA all struggling to provide any due diligence with regard to development. Most sites in Glenlyon have never been inspected.
- **All sites in Township Glenlyon are very high maintenance – with no mains water and no sewerage** - everything in Glenlyon is completely owner operated with the inherent contamination risks associated and the multiplier effect of more and smaller subdivisions. Multiple pumps and frequent power failures.

Glenlyon is in the catchment area for the Loddon.

2.0 1861 Glenlyon town plan - Development impacts – Human and Environmental Health, Sustainability, Climate Change all ignored in favour of short term profits.

Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development

(i) High carbon footprint development – very little local employment – no schools and retail: Increased population requiring travel elsewhere for basic work and supplies in an area with little local employment and outlets.

(ii) Hepburn Shire has a commitment to combat climate change: but this is not fulfilled with “suburban” style higher density developments like “Loddonvale” in Townships like Glenlyon. **Travel: 10 km to Daylesford and 29.5 km to Kyneton. A 20 km to 59 km round trip for the most basic supplies.**

(iii) Option - Tourism/holiday market - high water use expectation: with high tariffs of high water consumption and waste water production.

(iv) The unsustainability of 1861 Glenlyon town plan development - there is a finite and reducing supply of groundwater and rain harvested water with reduced rainfall, environmental flows and run off to the river and creek system due to upstream dams and a proliferation of ground water licences.

(v) Climate change – higher temperatures - lower rainfall – erratic rainfall – reduced water supply. **The Farmers Federation acknowledges the reality of climate change.**

(vi) Smaller Sites - eg Hamlet sites down to 31.43 m means less width, and problems of containing effluent onsite and avoiding cross contamination:

Source Code of Practice septic Tanks:

On site setbacks – 20m setbacks to bores (with secondary treatment)
most sites will require secondary treatment (50m primary – conventional septic)
Boundary setbacks - upslope 3m setback - downslope 3m setback

(vii) Amenity Loss: There is no design development / neighbourhood character guidelines in this Township Zone.

(viii) Impact on Existing Township Conditions: The impact on existing conditions is not factored into any appraisals on any grounds: aesthetic, environmental, water loss, effluent risk. Standards are either non existent or to the bare minimum on all fronts. Loss of trees (eg Loddonvale: already trees are threatened), increased traffic etc etc.

3.0 How will we be affected:

Glenlyon services: no water, no sewerage and poor power supply, the Township simply cannot support these household numbers and therefore population increases –

2020 – 2022 - 52 new lot approvals in Glenlyon Township /

121 existing houses Glenlyon Township

9 in Township plus 26 Hamlet plus 17 Loddonvale = 52 / 121

43% growth in 2 years 2020 - 2022

This is unsustainable development on undersized sites has two direct impacts for us:

Access to and risk of contamination of Groundwater - sustainability of life in Glenlyon:

3.1 Increased Risk of groundwater depletion that has the potential to make the township

**Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development**

groundwater inaccessible to us

3.2 Increased Risk of contamination of the Groundwater through effluent from onsite septic systems being dragged into the Aquifers as the water table drops

3.3 HSC are ignoring Clause 56 – drinking water must be provided to each subdivision and GMW are not acting responsibly simply approving these applications without actually assessing if these developments are sustainable – no drinking water or drinking water

The responsible authority is NOT acting responsibly approving these subdivisions without drinking water and HSC are complicit in this.

HEPBURN PLANNING SCHEME

56.07 28/10/2016 VC101	INTEGRATED WATER MANAGEMENT
56.07-1 08/10/2008 VC42	Drinking water supply objectives To reduce the use of drinking water. To provide an adequate, cost-effective supply of drinking water. Standard C22 The supply of drinking water must be: <ul style="list-style-type: none">▪ Designed and constructed in accordance with the requirements and to the satisfaction of the relevant water authority.▪ Provided to the boundary of all lots in the subdivision to the satisfaction of the relevant water authority.

infrastructure is being supplied to these sites.

Environmental life impacts:

3.4 Increased Risk of groundwater depletion that has the potential to make the groundwater inaccessible to the environment

3.5 Increased Risk of contamination of the Groundwater through effluent from onsite septic systems being dragged into the Aquifers as the water table drops

4.0 Conclusion: “Loddonvale” and PInPA003535, 003539, 003536, PLN22/0016

The 1861 Glenlyon town plan development risks are too high and require proper independent scientific (eg hydrogeological ie groundwater volumes and sustainability) and environmental evaluation (In my opinion HSC and GMW have a conflict of interest). This includes such basics as the risk of water supply failure, effluent overload and cross contamination of human effluent entering the existing ground water supply, not to mention the significant permanent environmental impacts of this unsustainable 1861

**Objection to the Loddonvale Development and Subdivisions ATTACHMENT 11.3.4
PlnPA003535, 003539, 003536, PLN22/0016**

**Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development**

town plan. I am opposed to Loddonvale subdivision of subdivisions and request a moratorium on development in Glenlyon until a proper study of all the risks involved in Township expansion are independently evaluated and presented to residents for their input.

This Township expansion is being undertaken without a published Structure Plan – there is no urban planning to prove that these developments are viable, if these further subdivision approvals PlnPA003535, 003539, 003536, PLN22/0016 are accepted without proper independent investigation of the sustainability of this Township expansion – in this Township with no water, no sewerage and poor power supply - this is an act of gross negligence by Hepburn Shire Council and GMW.

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: Objections to planning applications PlnPA003535 PLN22/0016 PlnPA003539 PlnPA003536 - 24 Collins Road, Glenlyon
Date: Monday, 11 April 2022 3:47:18 PM

Name and address of the objector - [REDACTED]

Reason(s) for the objection -

1. Current infrastructure. Glenlyon has little infrastructure - no reticulated water, no sewage, no public transport and no retail (the currently named General Store, is not a general store which could be used for provisioning the locals).

Eleven years ago an employee of Goulburn Murray Water advised residents that there would no more bores drilled in the area. This has proven to be not the case. Bores have continued to be sunk. If every property at (so-called) 24 Collins Road has a bore, what effect will that have on ground water used for nearby agriculture and horticulture (ie our food)? Will building permits contain a covenant restricting water consumption to rain water tanks, and no bores to be drilled?

No universal sewage system means waste water treatment is left to individual property owners. The Hepburn Shire does not currently enforce its own requirements for three monthly and annual inspections. If the shire does not meet their own requirements, then property owners are unlikely to comply. It appears the current Glenlyon power grid is still unable to meet the needs of current users, with frequent power black outs. Additional residences in Glenlyon will put even greater pressure on the grid.

2. General - over development. Crown Allotments drawn up in 1860s, on which the allotments along Barkly Street are based, are inappropriate for 2022 and beyond. There appears to be no overall plan - Council is allowing development, single plot by single plot, and not considering the big picture. Standards required in 2022 and beyond are not those of 1860. Further subdivision of land on the outskirts of Glenlyon creates an appalling precedent for unsustainable development in Glenlyon, and will destroy the neighbourhood character. DELWP document https://planning-schemes.api.delwp.vic.gov.au/_data/assets/pdf_file/0003/463953/Hepburn_PS_Ordinance.pdf?_ga=2.165571574.898885614.1610089951-1594439468.1610089951 which includes reference to needing to maintain the rural aspect of many areas along the Daylesford Malmsbury Road corridor from Coomoora to Glenlyon. The sight of an additional mini-Melton on the edge of Glenlyon does not fit this rural aspect, nor does it fit with the desires of the current residents (several local surveys provide this information).

3. It would be more appropriate for a Glenlyon Structure Plan to be developed before unfettered development and land divisions are permitted.

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: PlnPA003539 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Date: Monday, 11 April 2022 3:17:33 PM

Name and address of the submitter/objector - [REDACTED]

Reason(s) for the submission/objection -

1. General - over development. Crown Allotments drawn up in 1860s, on which the allotments along Barkly Street are based, are inappropriate for 2022 and beyond. There appears to be no overall plan - Council is allowing development, single plot by single plot, and not considering the big picture. Standards required in 2022 and beyond are not those of 1860. Further subdivision of land on the outskirts of Glenlyon creates an appalling precedent for unsustainable development in Glenlyon, and will destroy the neighbourhood character. DELWP document https://planning-schemes.api.delwp.vic.gov.au/_data/assets/pdf_file/0003/463953/Hepburn_PS_Ordinance.pdf?_ga=2.165571574.898885614.1610089951-1594439468.1610089951 which includes reference to needing to maintain the rural aspect of many areas along the Daylesford Malmsbury Road corridor from Coomoora to Glenlyon. The sight of a further mini-Melton on the edge of Glenlyon does not fit this rural aspect, nor does it fit with the desires of the current residents (several local surveys provide this information).

2. Current infrastructure. Glenlyon has little infrastructure - no reticulated water, no sewage, no public transport and no retail (the currently named General Store, is not a general store which could be used for provisioning the locals).

Eleven years ago an employee of Goulburn Murray Water advised residents that there would no more bores drilled in the area. This has proven to be not the case. Bores have continued to be sunk. If every property at (so-called) 24 Collins Road has a bore, what effect will that have on ground water used for nearby agriculture and horticulture (ie our food)? Will building permits contain a covenant restricting water consumption to rain water tanks, and no bores to be drilled?

No universal sewage system means waste water treatment is left to individual property owners. The Hepburn Shire does not currently enforce its own requirements for three monthly and annual inspections. If the shire does not meet their own requirements, then property owners are unlikely to comply. It appears the current Glenlyon power grid is still unable to meet the needs of current users, with frequent power black outs. Additional residences in Glenlyon will put even greater pressure on the grid.

3. A Glenlyon Structure Plan should be put into place before further planning applications are accepted for assessment.

TOWN PLANNING REFERRALS

ENGINEERING CONDITIONS

Application No : PA – 3539
 File : 104581P
 Property No : 104581
 Address of Land : 24 Collins Road Road, Glenlyon
 Description : Staged Subdivision

1. Stormwater Drainage

- 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.
- Each lot requires a separate point of discharge.
- It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.
- It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines
 Note: Additional information for requirements can be found at <https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>

2. Access

- Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.
- Prior to the occupation the following will be constructed for approval.
 - Vehicle access/crossing is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority
 - Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard

AS2890.1:2004 Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.

- Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.
- Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.
- 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.

3. Native Vegetation assessment

- Prior to the commencement of any works , the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist reposit on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.
4. Prior to commencement of use 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
 5. All works must be constructed and completed prior to statement of compliance.
 6. All costs incurred in complying with the above conditions shall be borne by the permit holder

Prepared by: Ashley Goad – Engineering Development Officer
Date: 28/02/2022

11.4 PA 3536 - TWO LOT SUBDIVISION OF LAND AT 24 COLLINS ROAD GLENLYON INTERIM DIRECTOR COMMUNITY AND DEVELOPMENT

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

ATTACHMENTS

1. PA 3536 - Application documentation [**11.4.1** - 72 pages]
2. PA 3536 - Referral Response - North Central Catchment Management Authority [**11.4.2** - 3 pages]
3. PA 3536 - Referral Response - Goulburn Murray Water [**11.4.3** - 2 pages]
4. PA 3536 - Combined Objections Redacted 104581 [**11.4.4** - 17 pages]
5. PA 3536 Referral Response - Council Engineering Department [**11.4.5** - 3 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to determine the planning application for a two-lot subdivision of land PA 3536 at 24 Collins Road Glenlyon known as Crown Allotment 8, Section 24 Parish and Township of Glenlyon.

The application is being brought to Council as Nine (9) objections have been received and is recommended for approval as the two lot subdivision has been determined to be appropriate with consideration of the *Planning and Environment Act 1987* and the Hepburn Planning Scheme.

OFFICER'S RECOMMENDATION

That Council, having caused notice of Planning Application No. PA 3536 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 24 Collins Road, Glenlyon CA 8, SEC 24 PSH TSP Glenlyon (104581) for the two lot subdivision of land, subject to the following conditions:

Layout must not be altered

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

Mandatory

2. *The owner of the land must enter into an agreement with:*
 - a. *Telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*

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

General

- 7. *No proposed access must necessitate the removal of existing street trees to the satisfaction of the responsible authority. Any street trees to be removed must be replaced at the cost of the permit holder with advanced trees of the same species and size as the existing trees in a location to the satisfaction of the Responsible Authority.*

Council Engineering Conditions

- 8. *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.*

- b. *Each lot requires a separate point of discharge.*
- c. *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.*
- d. *It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines*

Note: Additional information for requirements can be found at

<https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemq>

9. 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 the occupation the following will be constructed for approval.*
 - i. *Vehicle access/crossing 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.*

10. Road Upgrade Works

- a. *It is the responsibility of this permit holder(s) to upgrade Barkley Street to a sealed road from the end of the current seal to the southern boundary of the lot 8B to the satisfaction of Responsible Authority.*
 - b. *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*
 - c. *Professionally prepared plans designed by a suitably qualified engineer based on site tests are to be submitted to the Responsible Authority for approval prior to construction.*
 - d. *The road pavement shall be designed by a suitably qualified engineer based on site tests but at a minimum shall include: 4.0m pavement and 1.5m shoulders on both sides comprising*
 - i. *200mm compacted depth class 3, 20mm FCR sub base and 100mm compacted depth class 2, 20mm FCR base pavement.*
 - ii. *2 coat spray seal, 10mm primer seal/7mm rubberised final seal*
- OR**
- iii. *40mm Type N, 10mm asphalt on a primed base.*
11. *The Supervising Consulting Engineer shall provide to Council a report of hold points and inspections for the construction and verification that the roads and drains have been designed and constructed in compliance with the above standards, by providing a list verifying the results of all tests undertaken and corresponding results. The minimum tests required to be provided to the Responsible Authority are:*
- a. *Road Sub-grade (Proof Roll)*
 - b. *Pavement sub-base and base (density test and proof roll)*
 - c. *Pavement prior to sealing or asphalt application*
 - d. *Drainage trench and bedding*
 - e. *Drainage infrastructure prior to backfill*
 - f. *Drainage pits*
12. *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.*
13. *Native Vegetation assessment*
- a. *Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist report on the*

health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.

- 14. Prior to commencement of use 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*
- 15. All works must be constructed and completed prior to statement of compliance.*
- 16. All costs incurred in complying with the above conditions shall be borne by the permit holder*

Council Environmental Health Conditions

- 17. Before works start an application to install a septic tank system must be submitted to the responsible authority.*
- 18. The wastewater system must be an EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard and must be installed in accordance with the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4) unless otherwise agreed in writing by the responsible authority.*
- 19. The wastewater management system including effluent disposal fields must be located in an area that is able to satisfy minimum setbacks identified within Table 5 of the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4).*

Goulburn Murray Water Conditions

- 20. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
- 21. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*
- 22. Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:*
 - a. If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.*
 - b. The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.*
 - c. The owner shall meet the cost of the registration of the agreement on the title.*

- d. *This agreement must be registered on title.*
- e. *This agreement is cancelled if (a) above is satisfied.*

Permit Expiration Conditions

23. *This permit will expire if one of the following circumstances applies:*
- a. *The plan of subdivision is not certified within two (2) years of the date of this permit;*
 - b. *The registration of the relevant stage of subdivision is not completed within five (5) years from the date of certification of the plan of subdivision;*

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

MOTION

That Council, having caused notice of Planning Application No. PA 3539 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 24 Collins Road, Glenlyon CA 13, SEC 24 PSH TSP Glenlyon (104581) for the two lot subdivision of land, subject to the following conditions:

Layout must not be altered

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

Mandatory

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

- b. *A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
- 4. *The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities and electricity and gas (where it is proposed to be connected) services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.*
- 5. *All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.*
- 6. *The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.*
- 7. *Prior to a Certificate of Occupancy or a Certificate of Final inspection for a non-habitable structure a 10,000 litre rainwater tank must be installed on the land to the satisfaction of the Responsible Authority.*

General

- 8. *No proposed access must necessitate the removal of existing street trees to the satisfaction of the responsible authority. Any street trees to be removed must be replaced at the cost of the permit holder with advanced trees of the same species and size as the existing trees in a location to the satisfaction of the Responsible Authority.*

Payment of Public Open Space Condition

- 9. *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the applicant or owner must pay to the Responsible Authority a public open space contribution of five per cent of the net developable area of land in accordance with the requirements of Clause 53.01 of the Hepburn Planning Scheme and Section 18 of the Subdivision Act 1988.*

Council Engineering Conditions

10. 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.*
- b. *Each lot requires a separate point of discharge.*
- c. *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of*

stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.

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

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

11. 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 the occupation the following will be constructed for approval*
- c. i) Vehicle access/crossing is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority.*
- d. 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'.*
- e. iii) Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.*
- f. 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.*
- g. 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.*

12. Road Upgrade Works

- a. It is the responsibility of this permit holder(s) to upgrade Barkley Street to a sealed road from the end of the current seal to the southern boundary of the lot 8B to the satisfaction of Responsible Authority.*
- b. 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*
- c. Professionally prepared plans designed by a suitably qualified engineer based on site tests are to be submitted to the Responsible Authority for approval prior to construction.*

d. The road pavement shall be designed by a suitably qualified engineer based on site tests but at a minimum shall include: 4.0m pavement and 1.5m shoulders on both sides comprising

i. 200mm compacted depth class 3, 20mm FCR sub base and 100mm compacted depth class 2, 20mm FCR base pavement.

ii. 2 coat spray seal, 10mm primer seal/7mm rubberised final seal

OR

iii. 40mm Type N, 10mm asphalt on a primed base.

13. The Supervising Consulting Engineer shall provide to Council a report of hold points and inspections for the construction and verification that the roads and drains have been designed and

constructed in compliance with the above standards, by providing a list verifying the results of all tests undertaken and corresponding results. The minimum tests required to be provided to the

Responsible Authority are:

a. Road Sub-grade (Proof Roll)

b. Pavement sub-base and base (density test and proof roll)

c. Pavement prior to sealing or asphalt application

d. Drainage trench and bedding

e. Drainage infrastructure prior to backfill

f. Drainage pits

14. 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.

15. Native Vegetation assessment

a. Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist reposit on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.

16. Prior to commencement of use 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.

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

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

Council Environmental Health Conditions

19. *Before works start an application to install a septic tank system must be submitted to the responsible authority.*
20. *The wastewater system must be an EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard and must be installed in accordance with the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4) unless otherwise agreed in writing by the responsible authority.*
21. *The wastewater management system including effluent disposal fields must be located in an area that is able to satisfy minimum setbacks identified within Table 5 of the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4).*

Goulburn Murray Water Conditions

22. *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
23. *Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*
24. *Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:*
- a. If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.*
 - b. The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.*
 - c. The owner shall meet the cost of the registration of the agreement on the title.*
 - d. This agreement must be registered on title*
 - e. This agreement is cancelled if (a) above is satisfied.*

Permit Expiration Conditions

25. *This permit will expire if one of the following circumstances applies:*
- a. The plan of subdivision is not certified within two (2) years of the date of this permit;*
 - b. The registration of the relevant stage of subdivision is not completed within five (5) years from the date of certification of the plan of subdivision*

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

Moved: Cr Juliet Simpson

Seconded: Cr Jen Bray

Carried

Cr Tim Drylie called for a Division

For: Cr Juliet Simpson, Cr Brian Hood, Cr Jen Bray, Cr Tessa Halliday

Against: Cr Tim Drylie

Abstained: Cr Don Henderson, Cr Lesley Hewitt

BACKGROUND

Site and Surrounds

The subject site is located in the southern part of the township of Glenlyon. The existing lot is 8157m² in size of a rectangular configuration, with pastoral grasses being the only vegetation on the lot. The allotment slightly slopes upward from the eastern side to the western side.

Surrounding land uses to the east, west and north are residential and vacant allotments with some newer modern developments scattered.

Proposal

The proposal is for a two-lot subdivision of the land into two lots being 8A & 8B of 4078m² and 4079m² respectively each being the same shape of a rectangular alignment with a property frontage to Barkly Street.

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Township Zone 1	
Overlays:	Environmental Significance Overlay 1	
Particular Provisions	Clause 53.01 Public Open Space Contribution and Subdivision Clause 56 Residential Subdivision	
Relevant Provisions of the PPF	<ul style="list-style-type: none">• Clause 11.01-1S – Settlement• Clause 12.01-1S – Protection of biodiversity• Clause 14.02-1S – Catchment planning and management• Clause 14.02-1L – Catchment and Land Protection• Clause 14.02-2S – Water quality• Clause 15.01-5S – Neighbourhood character	
Under what clause(s) is a permit required?	Clause 32.05-5 TZ1	Subdivision
	Clause 42.01-2 ESO1	Subdivision

KEY ISSUES

The relevant aspects of the following clauses inform the assessment of this application

- Clause 11.01-1S – Settlement
- Clause 12.01-1S – Protection of biodiversity
- Clause 14.02-1S – Catchment planning and management
- Clause 14.02-1L Catchment and land protection
- Clause 14.02-2S – Water quality
- Clause 15.01-5S – Neighbourhood character

As growth continues to occur throughout the area, subdivision and development of this kind provides the next step in the sequencing of development. The proposed subdivision is located in close proximity to road transport corridors that provide access to the nearby regional centre of Kyneton, and further afield to Ballarat.

The Land Capability Assessment (LCA) provided with the application outlines the capability of the land to adequately treat wastewater on-site so that local and regional water resources will see no negative impacts. The LCA was referred to Goulburn Murray Water who have responded with consent to the issuing of a planning permit subject to conditions, amongst which is the requirement of the owner to enter into a Section 173 agreement with the Responsible Authority where as if a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.

The application accords with the relevant objectives and decision guidelines of the PPF.

Zoning and Overlay Considerations'

Zoning considerations

The site is located within the Township Zone (TZ), and as such, pursuant to Clause 32.05-5, a permit is required to subdivide land. An application of this type must meet the requirements of Clause 56 specified in Clause 32.05-5.

The decision guidelines for subdivision of Clause 32.05-13 stipulate that the pattern of subdivision and its effect on the spacing of buildings must be considered when assessing an application. The lot sizes proposed in the application will allow for any subsequent buildings to be placed in such a way that an appropriate amount of spacing can be retained, and adequate solar access will be provided.

The proposal accords with the decision guidelines of the TZ.

Overlay considerations

The site is covered by the Environmental Significance Overlay – Schedule 1 (ESO1), and as such, pursuant to Clause 42.01-2, a permit is required for the proposal of subdivision of the land.

An LCA was submitted with the application. This was sent to GMW as a Section 55 referral, and GMW responded with conditional consent to a permit being granted. Whilst the LCA outlines the means by which the proposed lots could accommodate a wastewater treatment system designed to treat water for a 4 bedroom dwelling, GMW have outlined conditional consent that must see the owner enter into a Section 173 agreement that if a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.

Justification for this conditioning was given with reference to the density of development with on-site wastewater treatment systems already existing throughout Glenlyon.

The proposal will see a minimal increase in storm water runoff, with the terrain of the property continuing to allow natural drainage into existing lines within the road reserves. The geology of the site will continue to allow for onsite absorption. The application does not propose the removal of any vegetation.

The proposal accords with the decision guidelines of the ESO1.

Adherence to ResCode

The application has been assessed against Clause 56 of the Hepburn Planning Scheme being the ResCode provisions.

In accordance with this Clause the proposal has seen to comply with the provisions including neighbourhood character, solar orientation and lot area amongst others

It is determined the proposal meets the ResCode provisions of Clause 56.

Environmental and Sustainability Issues

The proposal due to including the requirements for effluent disposal was referred to Goulburn Murray Water as a Determining referral authority under Section 55 of the Planning and Environment Act 1987.

With response from Goulburn Murray Water, it was determined that there will be no detrimental impacts from the proposal as included in their response.

It is determined that there will be no environmental or sustainability issues.

Amenity Considerations

The land is located within the Township Zone of which primarily caters for the development for residential purposes. The proposed subdivision will increase the

density of such residential use; however, the zone does allow for the subdivision of such land where reticulated sewer is not present to a minimum land size of 4000m² per lot.

It is determined that no amenity issues will be present.

Subdivision Layout

The subdivision will split the existing allotment east to west; therefore, the orientation of the allotments will remain the same. The proposal is considered to be in accordance with the overall area surrounding.

Clause 53.01 Public Open Space Contribution and Subdivision

The application has been assessed against Clause 53.01 of the Hepburn Planning Scheme and has been determined that it is unlikely that the land would be further subdivided in the future as the size of the allotments would be unlikely be able to sustain an additional effluent disposal system. In this case Council has not applied the requirement for payment of Public Open Space as per Clause 53.01 of the Hepburn Planning Scheme.

POLICY AND STATUTORY IMPLICATIONS

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

The subdivision of land will in effect double the existing potential for effluent disposal on this area of Glenlyon. However, as detailed earlier in the report Goulburn Murray Water have responded to the application with conditional consent after consideration of the potential sustainability impacts.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

No risks to Council other than those already identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and a notice on the land. As a result, nine (9)

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

- Lack of infrastructure - water management
 - It is understood that the Glenlyon district of the Hepburn Shire does not have access to a potable reticulated water supply. The proposal depicts that each allotment will utilise tank water for the requirements of water supply in accordance with Clause 56.07-1 of the Hepburn Planning Scheme. Whilst this is not always the ideal outcome the Hepburn Planning Scheme does allow for this to occur under the Township Zone where reticulated services are not available.
- Over development
 - No development at this stage is proposed on the land. It is expected that future development will occur on the land as is expected within the Township Zone. Further planning permits will be required under the Environmental Significance Overlay for the development of land for a dwelling particularly in reference to effluent disposal.
- Effect of effluent disposal – ground water contamination
 - The application has been referred to Goulburn Murray Water the Determining Authority for effluent disposal within this area and conditional consent has been provided. It is determined there will be no effect to the ground water.
- Lack of structure plan
 - Whilst no formal structure plan has been provided for Glenlyon the zoning of the land is Township Zone and residential development is the expected use of such land with no permit requirements for use of Township Zoned land for a dwelling. The proposed subdivision will increase the potential density of residential development in this area; however, it needs to be considered that the Township Zone does allow for subdivision where no reticulated sewer is present on lands there the resulting allotments are over 4000m².
- Fire risk
 - The land does not contain significant vegetation and is not located within the Bushfire Management Overlay.
- Vegetation Removal
 - No vegetation removal is proposed or required on the allotment; however, it is understood that there may be requirements for vegetation removal within the road reserve of which are expected to be minimal. This has been considered as part to the engineering conditions and appropriate conditions have been placed on the permit whereas the requirement for a works within road reserve permit and native vegetation assessment must be submitted to protect the native vegetation and associated habitats identified in the native vegetation

assessment report. The Native Vegetation Assessment shall include qualified arborist report on the health and status of all large trees in the construction zone.

Application for a Planning Permit

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

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

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

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

i Click for further information.

Clear Form

The Land **i**

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

Street Address *

Unit No.:	St. No.: 24	St. Name: Collins Road
Suburb/Locality: Glenlyon		Postcode: 3361

Formal Land Description *

Complete either A or B.

⚠ This information can be found on the certificate of title.

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

A	Lot No.:	<input type="radio"/> Lodged Plan	<input checked="" type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	No.: 307049V
OR					
B	Crown Allotment No.: 8		Section No.: 24		
Parish/Township Name: Glenlyon					

The Proposal

⚠ You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

i For what use, development or other matter do you require a permit? *

Two (2) Lot Subdivision

ⓧ Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

i Estimated cost of any development for which the permit is required *

Cost \$0

⚠ You may be required to verify this estimate. Insert '0' if no development is proposed.


Existing Conditions

ATTACHMENT 11.4.1

Describe how the land is used and developed now *

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

Vacant land


 Provide a plan of the existing conditions. Photos are also helpful.

Title Information

Encumbrances on title *

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

- ☐ Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- ☐ No
- ☒ Not applicable (no such encumbrance applies).

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

Applicant and Owner Details

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

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

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

Owner *

The person or organisation who owns the land

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

Name:

Title: Mr

First Name: James

Surname: Iles

Organisation (if applicable): iPlanning Services Pty Ltd

Postal Address:

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

Unit No.:

St. No.:

St. Name: PO Box 1401

Suburb/Locality: Bakery Hill

State: Vic

Postcode: 3354

Contact information for applicant OR contact person below

Business phone: 0408 577 880

Email: james.ips@iinet.net.au

Mobile phone: 0408 577 880

Fax:

Contact person's details*

Same as applicant ☒

Name:

Title:

First Name:

Surname:

Organisation (if applicable):

Postal Address:

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

Unit No.:

St. No.:

St. Name:

Suburb/Locality:

State:

Postcode:

Name:

Same as applicant ☐

Title: Mr

First Name: Sean

Surname: Lenaghan

Organisation (if applicable): Glenlyon Development Management Pty Ltd

Postal Address:

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

Unit No.:

St. No.: 41

St. Name: Exhibition Street

Suburb/Locality: Melbourne

State: Vic

Postcode: 3000


Owner's Signature (Optional):

Date:

day / month / year


Declaration

This form must be signed by the applicant *

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

I declare that I am the applicant; and that all the information in the application is true and correct; and the owner (if not myself) has been notified of the permit application. **ATTACHMENT 11.4.1**

Signature:



Date: 17.12.2021

day / month / year

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

☐

Need help with the Application?

General information about the planning process is available at planning.vic.gov.au

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

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

☐

No

☒

Yes

If 'Yes', with whom?: James McInnes

Date: 3rd December

day / month / year

Checklist

Have you:



Filled in the form completely?



Paid or included the application fee?



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



Provided all necessary supporting information and documents?



A full, current copy of title information for each individual parcel of land forming the subject site.



A plan of existing conditions.



Plans showing the layout and details of the proposal.



Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.



If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).



Completed the relevant council planning permit checklist?



Signed the declaration above?

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Planning Department
Hepburn Shire Council
PO Box 21
Daylesford VIC 3460

Customer Service Centre
Cnr Duke & Albert Streets
Daylesford VIC 3460

Contact information:

Phone: (03) 5348 1577

Email: shire@hepburn.vic.gov.au

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

Privacy Statement

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

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

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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

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

VOLUME 12348 FOLIO 353

Security no : 124094388114B
Produced 13/12/2021 05:42 PM

LAND DESCRIPTION

Crown Allotment 8 Section 24 Township of Glenlyon Parish of Glenlyon.
PARENT TITLE Volume 07574 Folio 024
Created by instrument AU998456P 09/11/2021

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
IAN HENRY FLEISCHER of 24 COLLINS ROAD GLENLYON VIC 3461
E555370 06/10/1972

ENCUMBRANCES, CAVEATS AND NOTICES

CAVEAT AU902307Y 12/10/2021

Caveator
GLENLYON DEVELOPMENT MANAGEMENT PTY LTD ACN: 648377682
Grounds of Claim
AGREEMENT WITH THE FOLLOWING PARTIES AND DATE.
Parties
THE REGISTERED PROPRIETOR(S)
Date
30/06/2021
Estate or Interest
FREEHOLD ESTATE
Prohibition
ABSOLUTELY
Lodged by
MILLS OAKLEY
Notices to
JARROD MARCHESI of LEVEL 6 530 COLLINS STREET MELBOURNE VIC 3000

For details of any other encumbrances see the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP307049V FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER	STATUS	DATE
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-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 24 COLLINS ROAD GLENLYON VIC 3461

ADMINISTRATIVE NOTICES

NIL

eCT Control 21078Q MILLS OAKLEY
Effective from 10/12/2021

DOCUMENT END

The information supplied has been obtained by Dye & Durham Property Pty Ltd who is licensed by the State of Victoria to provide this information via LANDATA® System. Delivered at 13/12/2021, for Order Number 71938476. Your reference: 24 Collins Road, Glenlyon.

TITLE PLAN		EDITION 2	TP 307049V
Location of Land Parish: GLENLYON Township: GLENLYON Section: 24 Crown Allotment: 1, 2, 3, 7, 8, 9, 10, 11, 12, 13 Crown Portion: Last Plan Reference: Derived From: VOL 7574 FOL 024 Depth Limitation: NIL		Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN	
Description of Land / Easement Information		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 07/02/2000 VERIFIED: AK	
<div><div><div>STREET</div><div>SPRING</div></div><div><div>COLLINS ROAD</div><div>GOOCHS LANE</div></div><div><div>STREET</div><div>BARKLY</div></div><p>Diagram illustrating the layout of the land parcels, including lot numbers, areas, and dimensions. The parcels are bounded by COLLINS ROAD, GOOCHS LANE, STREET, and BARKLY.</p></div>			
LENGTHS ARE IN METRES		Metres = 0.3048 x Feet Metres = 0.201166 x Fathoms	Sheet 1 of 1 sheets

iPlanning Services P/L

**PO Box 1401
Bakery Hill Vic 3354
ABN 45 160 262 000**

ATTACHMENT 11.4.1



17 December 2021

Our Reference: P-00955

Your Reference:

Ms Bronwyn Southee
Manager Planning and Community
Hepburn Shire Council
PO Box 21
DAYLESFORD VIC 3460

Dear Bronwyn,

RE: Planning Permit Application
Two (2) Lot Subdivision
CA8, Section 24, TP307049V, 24 Collins Street, Glenlyon (Barkly Street)

I enclose a planning permit application for a two-lot subdivision located at CA8, Section 24, TP307049V, 24 Collins Street, Glenlyon (Barkly Street).

I have enclosed the following information:

- *Planning Permit Application form;*
- *Copy of title;*
- *Detailed Planning Report addressing the requirements of the Hepburn Planning Scheme;*
- *Detailed Land Capability Assessment; and,*
- *Proposed Plan of Subdivision including a Site and Context Plan and an existing Conditions Plan.*

If you have any issues, please don't hesitate to contact me on 0408 577 880 or email james.ips@inet.net.au.

Yours faithfully,
iPLANNING SERVICES P/L

A handwritten signature in blue ink, appearing to read "James Iles".

James Iles
Director/Town Planner



Hepburn Planning Scheme Planning Report for a Two (2) Lot Subdivision

Address: CA8, Section 24, TP307049V,
Barkly Street, Glenlyon
Reference: P-00955

Hepburn Shire Council

iPlanning Services Pty Ltd – December 2021

Prepared for:

Glenlyon Development Management Pty Ltd

Prepared by:

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Quality Information

Document	Planning Report
Reference No.	P-00955
Date	December 2021
Prepared by	James Iles

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1. Introduction

iPlanning Services Pty. Ltd. has been engaged by Glenlyon Development Management Pty Ltd to submit a Planning Permit Application on their behalf for a two (2) lot subdivision located at Crown Allotment 8, Section 24, TP307049V, Barkly Street, Glenlyon.

2. Permit Trigger/s

A Planning Permit is required for the above proposal under the following provisions of the Planning Scheme:

- | | | |
|--------------------------------------|----------------|---------------------|
| ▪ Township Zone | Clause 32.05-4 | Subdivision of land |
| ▪ Environmental Significance Overlay | Clause 42.01-2 | Subdivision |

3. Subject Site and Site Context

The subject site is located on the west side of Barkly Street. The site consists of one Title and it is described as Vol. 12348 Fol. 353 CA8, Section 24, Title Plan No. 307049V. The site is regular in shape with a frontage of approximately 70.41 metres to Barkly Street, a northern and southern boundary of approximately 115.27 metres, and a western boundary of approximately 70.41 metres with a total land area of approximately 8,119m².



The site is currently vacant of any buildings and vegetation. The land slopes from the northeast to the southeast with a fall of approximately 1.5 metres. The site is currently fenced with post and wire fencing.



The surrounding development includes mainly large allotments that are currently being used for farming purposes but are within a Township Zone. There are smaller parcels of land in the immediate vicinity that contain a dwelling and outbuildings. There is limited vegetation on the adjoining land, however there is vegetation located within the existing road reserves.



The site is located on the outskirts of the Glenlyon which is a small township located in the Shire. The town has its amazing general store which includes a bar and restaurant. This is located approximately 2.0 kilometres to the north of the site on the Daylesford-Malmsbury Road.

The subject site and the surrounding land to the north, east and west is located within the Township Zone. The land to the south is located within the Farming Zone. The land and the surrounding land is also included within the Environmental Significance Overlay.

Collins Street is a gravel surface road with open drains on either side and existing native vegetation scattered on the road reserve. There are no footpaths or services within the road reserve. Barkly Street is partially sealed bitumen road with open drains on both sides and existing native vegetation located on both naturestrips. Barkly Street and Collins Street are controlled and maintained by Hepburn Shire Council.

4. Proposal

The proposal is for a two (2) lot subdivision and the following is a breakdown of the proposal:

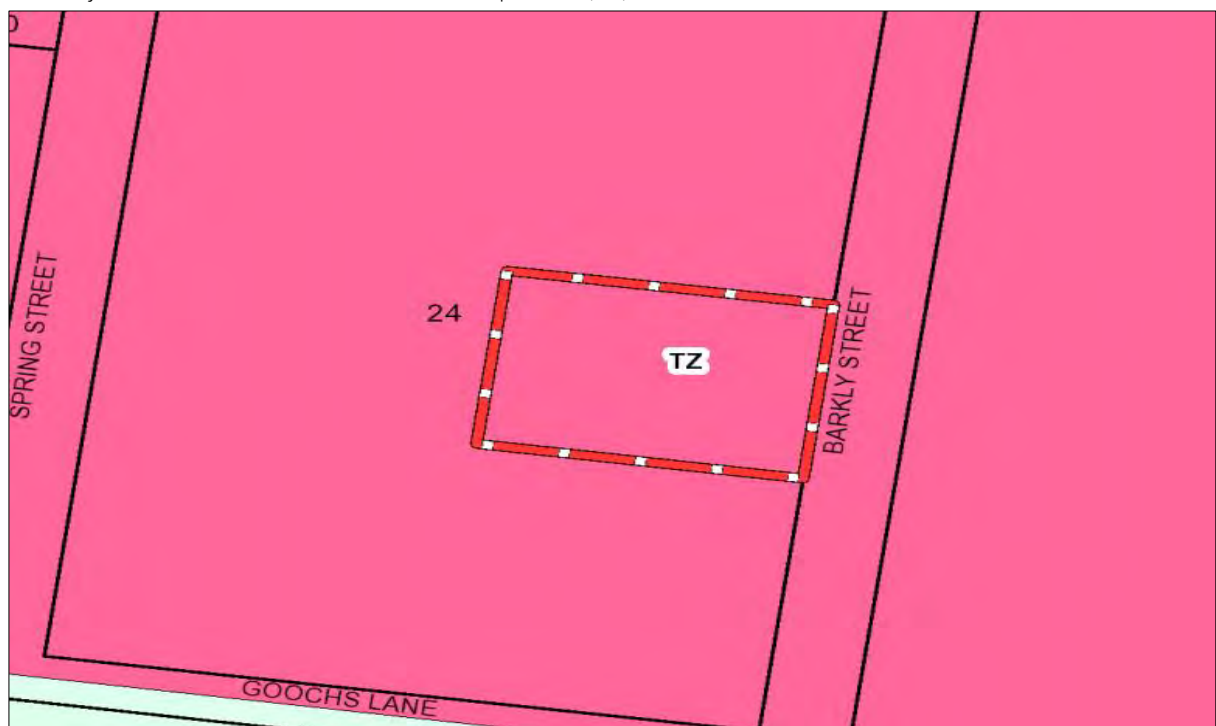
- Lot 8A will have an area of 4078m² with a frontage of approximately 35.34 metres to Barkly Street, a western boundary of approximately 35.34 metres, a northern and southern boundary of approximately 115.39 metres.
- Lot 8B will have an area of 4079m² with a frontage of approximately 35.35 metres to Barkly Street, a western boundary of approximately 35.35 metres, a northern and southern boundary of approximately 115.39 metres.

Access to each lot will be via Barkly Street which is currently a sealed road to **Council's standard**. The services that will be provided to each will comprise power and telecommunications. A potable water supply will be provided by the use of tank water and wastewater will be collected and treated in an approved septic tank. Each lot will be provided with a driveway that comprises a culvert with an endwall located in the open drain.

5. Planning Controls

5.1 Zoning

The subject site is situated within the Township Zone (TZ).



Clause 32.05 of the Planning Scheme refers to the Township Zone and the purpose of the Zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for residential development and a range of commercial, industrial and other uses in small towns.
- To encourage development that respects the neighbourhood character of the area.
- To implement neighbourhood character policy and adopted neighbourhood character guidelines.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Response:

The proposed lots will provide a variety of densities and dwelling types in the area, to meet the housing needs for family types. The overall subdivision takes into regard the existing pattern of surrounding residential blocks.

5.2 Subdivision

Under Clause 32.05-5 of the Planning Scheme, a Planning Permit is required to subdivide land included within the Township Zone.

An application to subdivide land.

An application to subdivide land, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet the requirements of Clause 56 and:

- Must meet all of the objectives included in the clauses specified in the following table.
- Should meet all of the standards included in the clauses specified in the following table

Class of subdivision	Objectives and standards to be met
60 or more lots	All except Clause 56.03-5.
16 – 59 lots	All except Clauses 56.03-1 to 56.03-3, 56.03-5, 56.06-1 and 56.06-3.
3 – 15 lots	All except Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.
2 lots	Clauses 56.03-5, 56.04-2, 56.04-3, 56.04-5, 56.06-8 to 56.09-2.

Each lot must be provided with reticulated sewerage, if available. If reticulated sewerage is not available, the application must be accompanied by:

- A land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.
- A plan which shows a building envelope and effluent disposal area for each lot.

Response:

A full assessment of the application against Clause 56 is located at Section 7.3 of this report. All the lots will be required to install an onsite wastewater system that is in accordance with the SEPPS (Waters of Victoria) and the Septic Tank Code of Practice. A Land Capability Assessment is provided with the application which indicates that the wastewater be treated to a secondary level by a suitable EPA approved treatment system and the effluent applied to land via sub-surface irrigation.

6. Overlays

6.1 Environmental Significance Overlay

The subject site is included within the Environmental Significance Overlay (ESO1).



Clause 42.01 of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and the purpose of the Overlay is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

Schedule 1 of Clause 42.01 of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and specifically to the Proclaimed Catchment Protection, the statement of significance states:

Hepburn Shire is situated in the Central Highlands at the source of a number of catchments linked to Port Phillip Bay or the Murray River. Protection of the quality of this water has significant local and regional implications, especially where these catchments provide domestic water supply.

The environmental objective to be achieved includes;

- To protect the quality of domestic water supplies within the Shire and the broader region.
- To maintain and where practicable enhance the quality and quantity of water within watercourses.
- To prevent increased runoff or concentration of surface water leading to erosion or siltation of watercourses.

- To prevent erosion of banks, streambeds adjoining land and siltation of watercourses, drains and other features.
- To prevent pollution and increased turbidity and nutrient levels of water in natural watercourses, water bodies and storages.

Section 3.0 of the schedule outlines the following mandatory requirements:

- All on-site wastewater must be treated and disposed of in accordance with the relevant EPA Code of Practice – On Site Wastewater Management.
- All stormwater must be managed and discharged to the satisfaction of the responsible Authority and generally in accordance with the principles described in Urban Stormwater: Best Practice Environmental Management Guidelines (Victorian Stormwater Committee 1999).

Under the provisions of Clause 42.01 of the Planning Scheme, a permit is not required to subdivide land if:

- The subdivision is for existing buildings that are connected to reticulated water and reticulated sewerage system.
- The subdivision is a two-lot subdivision and each lot is connected to reticulated water and reticulated sewerage system.

Under the provisions of Clause 42.01 of the Planning Scheme, a permit is not required for buildings and works if:

- Buildings and works for a dwelling connected to a reticulated sewer system.
- Buildings and works associated with an existing dwelling provided the building and works are:
 - Extensions which do not generate additional waste water i.e. any domestic waste water other than stormwater.
 - Connected to a reticulated sewer system.
- Buildings and works if all of the following conditions are met:
 - all waste water (if any) is discharged to a reticulated sewerage system
 - any site cut required is less than one metre in depth
 - any site cut required is less than 300 square metres in area
 - no effluent is discharged less than 100 metres from a waterway
 - no stormwater is discharged less than 100 metres from a waterway unless into an approved drainage system.
- Buildings and works for a sign or fence.
- Constructing a dam under 3ML capacity if they are not on a waterway and is for stock and domestic purposes only.
- Development undertaken by a public authority to regulate the flow of water in a watercourse, regulate flooding or to construct or redirect a watercourse.
- Activities conducted on public land by or on behalf of the Department of Sustainability and Environment under the relevant provisions of the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Land Act 1958, the Crown Land (Reserves) Act 1978 or the Forests Act 1958.
- The construction of a building or carrying out of works associated with a utility installation required for the Goldfields Superpipe Project. The building and works must be in accordance with the Project Impact Assessment and Environmental Management Plan approved by the Secretary of the Department of Sustainability and Environment and the native vegetation offset plan approved by the Minister for Environment.

Response:

All the lots will be required to install an onsite wastewater system that is in accordance with the SEPPS (Waters of Victoria) and the Septic Tank Code of Practice. A Land Capability Assessment is provided with the application which indicates that the wastewater be treated to a secondary level by a suitable EPA approved treatment system and the effluent applied to land via sub-surface irrigation.

Any storm or surface water runoff will be discharged to the current legal point of discharge.

7. Particular Provisions

7.1 Public Open Space Contribution and Subdivision

Under the provisions of Clause 53.01, a person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under Section 18 of the *Subdivision Act 1988*.

Response:

No public open space contribution of 5% is required for a two (2) lot subdivision as required under Section 18 of the *Subdivision Act 1988*.

7.2 Native Vegetation

Clause 52.17 of the Planning Scheme refers to Native Vegetation requirements and the purpose of the Clause is:

- To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):
 - Avoid the removal, destruction or lopping of native vegetation.
 - Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
 - Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.
 - To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.

Clause 52.17-1 Permit Requirement states that a permit is required to remove, destroy or lop native vegetation, including dead native vegetation. This does not apply:

- If the table to Clause 52.17-7 specifically states that a permit is not required.
- If a native vegetation precinct plan corresponding to the land is incorporated into this scheme and listed in the schedule to Clause 52.16.

- To the removal, destruction or lopping of native vegetation specified in the schedule to this clause.

Response:

No native vegetation is to be removed as part of the application.

7.3 Residential Subdivision

Clause 56 of the Planning Scheme sets out various objectives and standards which Planning Permit applications for residential subdivision must meet.

Clause	Comment
<p>56.03-5 – Neighbourhood Character objective (Standard C6)</p> <p>To design subdivisions that respond to neighbourhood character.</p>	<p>Complies - Refer to Section 3 of the attached Planning Report for further details.</p> <p>The surrounding residential land comprises a variety of lot sizes, including some smaller lots.</p>
<p>56.04-2 – Lot Area and Building Envelopes objective (Standard C8)</p> <p>To provide lots with areas and dimensions that enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, easements and the retention of significant vegetation and site features.</p>	<p>Complies – The lot areas are approximately 4,078m² & 4,079m² and are suitably dimensioned to allow for the construction of a dwelling and for the onsite treatment of wastewater.</p>
<p>56.04-3 – Solar Orientation of Lots objective (Standard C9)</p> <p>To provide good solar orientation of lots and solar access for future dwellings.</p>	<p>Complies – Both lots are of sufficient size to have appropriate solar orientation.</p>
<p>56.04-5 – Common Area objectives (Standard C11)</p> <p>To identify common areas and the purpose for which the area is commonly held.</p> <p>To ensure the provision of common area is appropriate and that necessary management arrangements are in place.</p>	<p>Not applicable.</p>

To maintain direct public access throughout the neighbourhood street network.	
<p>56.06-8 – Lot Access objective (Standard C21)</p> <p>To provide for safe vehicle access between roads and lots.</p>	Complies – Each lot will have its own access from Barkly Street.
<p>56.07-1 – Drinking Water Supply objectives (Standard C22)</p> <p>To reduce the use of drinking water.</p> <p>To provide an adequate, cost-effective supply of drinking water.</p>	Complies – Water supply will be provided by way of water tanks on site.
<p>56.07-2 – Reused and Recycled Water objective (Standard C23)</p> <p>To provide for the substitution of drinking water for non-drinking purposes with reused and recycled water.</p>	N/A – The use of recycled water is not proposed as part of this development.
<p>56.07-3 – Waste Water Management objective (Standard C24)</p> <p>To provide a waste water system that is adequate for the maintenance of public health and the management of effluent in an environmentally friendly manner.</p>	Complies – Each lot will be installed with an approved septic system that meets EPA requirements.
<p>56.07-4 – Stormwater Management objectives (Standard C25)</p> <p>To minimise damage to properties and inconvenience to residents from stormwater.</p> <p>To ensure that the street operates adequately during major storm events and provides for public safety.</p> <p>To minimise increases in stormwater and protect the environmental values and physical</p>	Complies – Site drainage will be consistent with current best practice design principles. Any future dwelling will have installed rainwater tanks in line with current Building Regulations to further reduce stormwater runoff from the sites.

<p>characteristics of receiving waters from degradation by stormwater.</p> <p>To encourage stormwater management that maximises the retention and reuse of stormwater.</p> <p>To encourage stormwater management that contributes to cooling, local habitat improvements and provision of attractive and enjoyable spaces.</p>	
<p>56.08-1 – Site Management objectives (Standard C26)</p> <p>To protect drainage infrastructure and receiving waters from sedimentation and contamination.</p> <p>To protect the site and surrounding area from environmental degradation or nuisance prior to and during construction of subdivision works.</p> <p>To encourage the reuse of materials from the site and recycled materials in the construction of subdivisions where practicable.</p>	<p>Complies – A detailed site management plan will be not available until such time as the civil works are put out to tender and the successful tenderer provides full details of site management and containment plans. Such information will be provided to Council when available prior to the commencement of construction works.</p>
<p>56.09-1 – Shared Trenching objectives (Standard C27)</p> <p>To maximise the opportunities for shared trenching.</p> <p>To minimise constraints on landscaping within street reserves.</p>	<p>Complies – Trenching will be shared where possible.</p>
<p>56.09-2 – Electricity, Telecommunications and Gas objectives (Standard C28)</p> <p>To provide public utilities to each lot in a timely, efficient and cost effective manner.</p> <p>To reduce greenhouse gas emissions by supporting generation and use of electricity from renewable sources.</p>	<p>Complies – The lots will be connected to electricity and telecommunications in accordance with the relevant requirements of the supply/servicing agency.</p>

8. General Provisions

8.1 Decision Guidelines

Under the provisions of Clause 65.02, before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

Clause 65.02 – Application to subdivide land	Comments
The suitability of the land for subdivision	The land is suitable for subdivision. Moreover, the subdivision finds support in the Planning Policy Framework, and is consistent with the purpose of the Township Zone and Environmental Significance Overlay.
The existing use and possible future development of the land and nearby land	This is a subdivision that creates larger residential lots in a small township that mainly comprises larger residential lots. The resulting lots will be developed for the proposed single dwellings. Nearby and adjacent land is also zoned township and will remain for residential use and development.
The availability of subdivided land in the locality, and the need for the creation of further lots	This subdivision presents itself as a residential infill and urban consolidation opportunity.
The effect of development on the use or development of other land which has a common means of drainage	The subdivision will not adversely affect the drainage regime that is associated with adjoining land or other land in the vicinity of the subject site.
The subdivision pattern having regard to the physical characteristics of the land including existing vegetation	Having regard to the physical characteristics of the subject land and its surrounding context, it is submitted that the pattern and rhythm of the subdivision is appropriate for the subject land. The subdivision will facilitate development that is in keeping with the existing and preferred neighbourhood character.
The density of the proposed development	The subdivision intends to create two (2) lots and there are a number of existing large township lots in the immediate area that have lots sizes similar in size to the lots proposed for this site.
The area and dimensions of each lot in the subdivision	The proposed subdivision will create two (2) new residential lots all capable of containing a dwelling and wastewater area.
The layout of roads having regard to their function and relationship to existing roads	A new crossovers from Barkly Street will be constructed for each lot. A gravel driveway and a culvert with endwalls located in the open drain.
The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots	There is no footpath located in Barkly Street. Pedestrian access will be via the existing naturestrip area.
The provision and location of reserves for public open space and other community facilities	Not applicable.
The staging of the subdivision	Not applicable.
The design and siting of buildings having regard to safety and the risk of spread of fire	Any proposed dwelling to be built on these lots will be well segregated, with internal setbacks of at least 5 metre from all boundaries making a 10 metre separation between proposed dwellings, therefore the risk of the spread of fire is considered minimal.

The provision of off-street parking	Sufficient land is available on each of the proposed lots to accommodate off-street car parking in association with a proposed dwelling.
The provision and location of common property	Not applicable.
The functions of any body corporate	Not applicable.
The availability and provision of utility services, including water, sewerage, drainage, electricity and gas	The proposed subdivision can be serviced by the following utility services, which are all available to it: <ul style="list-style-type: none"> ▪ Drainage; ▪ Electricity; and ▪ Telecommunications.
If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.	An approved onsite wastewater system will be installed on each lot in accordance with EPA requirements. A land capability assessment has been provided with the planning application.
Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas	Not applicable.

9. Policy Context

It is considered the proposal is consistent with the relevant Planning and Local Planning Policies as outlined below:-

9.1 Planning Policy Framework

Clause 12.01 – Biodiversity – Contains policies relating to the protection of habitat and native vegetation management.

Response:

No native vegetation is to be removed from the site.

Clause 12.04 – Significant Environments and Landscapes – Contains policies relating to environmentally sensitive areas and landscapes.

Response:

All lots are to be installed with an approved onsite wastewater system that is in accordance with the EPA. Potable water will be stored in rainwater tanks.

Clause 15.01 – Urban Environment – Contains policies relating to urban design, urban design principles, neighbourhood and subdivision design, density and safety and cultural identity and neighbourhood character.

Clause 15.02 – Sustainable Development – More specifically 15.02-1S Energy and Resource Efficiency aims to encourage land use and development that is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

Response:

The proposal will provide an orderly infill development of this established township area, and the proposed lots will not compromise the existing streetscape as lots are large in area, have similar frontages to other lots of similar size and provide sufficient land around a proposed dwelling that will allow for vegetation and outbuildings. The proposal is consistent with orderly and sustainable development within Glenlyon.

Clause 16.01 – Residential Development – Contains policies relating to integrated housing, location of residential development, housing diversity and housing affordability.

Response:

The proposal will add to the range of available housing and will assist an anticipated demand in this area. The site is located within the established township of Glenlyon and the subdivision will help to consolidate the urban area without consuming additional land for residential purposes. The design is appropriate to the existing character of the area. The site is only 10 minutes from Daylesford where there is major shopping, supermarket, schools and other community facilities.

Clause 19.03-2S – Water Supply, Sewerage and Drainage – This policy aims to plan for the provision of water supply, sewerage and drainage services that efficiently and effectively meet State and community needs and protect the environment.

Response:

The services to be provided to each lot include electricity, telecommunications and drainage. Potable water will be supplied in rain tanks and wastewater will be disposed of and treated onsite in an approved septic tank.

Clause 21.05 - Settlement and Housing – aims:

- To achieve a sustainable urban form for towns by containing most future development within the urban growth boundaries shown on service town Structure Plans.
- To retain and enhance the compact form and heritage and townscape character of town centres.
- To protect and enhance the heritage, landscape and townscape character of towns.

The strategies relevant to this application are:

- Residential growth in rural settlements and villages should occur within designated Township or Low Density Residential Zones.

Response:

There is no designated Structure Plan area for Glenlyon in the Planning Scheme. It is assumed that the urban growth boundary of Glenlyon is the land that is designated by the Township Zone. The proposed subdivision complies with the above strategy as the land is within the Township Zone and the lot sizes and frontages are in keeping with the character of the area.

Clause 21.06 - Infrastructure – aims:

- To encourage appropriate development in serviced areas, support industrial and residential growth and to encourage alternative on-site effluent disposal.

The strategy that is relevant to this application is:

- Encourage infill development in existing or proposed serviced urban areas and provide scope for diverse development options.

Response:

The proposed subdivision is located in the existing township of Glenlyon. There are no reticulated services in the township except for power and telecommunications any development or subdivision will require tank water and septic tanks. Each lot will be required to install a septic system once development occurs and that a water tank will need to be installed for potable water.

Clause 21.09 - Environment and Heritage – aims:

- To encourage water and energy efficiency in all development, including subdivision, construction of buildings and infrastructure.

The strategies relevant to this application are:

- Promoting residential development that acknowledges and enhances the valued character of neighbourhood areas.
- Require use of rainwater tanks and grey water reuse in new development.

Response:

The proposal will provide infill development without compromising the character of Glenlyon. Water tanks will be required for potable water and septic systems will be installed which will allow the treated wastewater to be used for watering of gardens.

Clause 22.01 Catchment and Land Protection – aims:

- To ensure the sustainable use of natural resources including soil and water in water catchment areas.
- To ensure that the use and development of land and water is undertaken with consideration of impacts on long term resource quality and quantity.
- To promote consistency with regional catchment strategies and other regional land and water management plans.

Response:

All lots are to be connected to an onsite wastewater system. The proposed subdivision meets the objectives of the overlay and will not be of any detriment to the water catchment capabilities within the area.

Any storm or surface water runoff will be discharged to the current legal point of discharge. The proposal will not increase stormwater runoff.

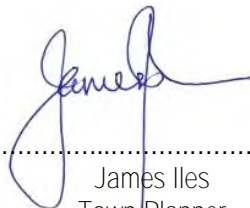
10. Conclusion

In summary, it is respectfully submitted that this proposed subdivision is consistent with the objectives and strategies of both the Municipal Planning Strategy and Planning Policy Framework of the Hepburn Planning Scheme, which seek to encourage urban development which respects the existing character of its rural Townships.

In conclusion, it is considered that the proposed subdivision is appropriate to the site and its surrounds given the following:

- The proposal meets the State and Local planning policy objectives.
- The proposal is consistent with the purpose of the Township Zone.
- The proposal is consistent with the provisions of the Environmental Significance Overlay.
- The proposal responds positively to the decision guidelines of Clause 65.02.
- The resulting lot sizes and configuration are such that they are respectful of and not at odds with the existing residential subdivision pattern of the area.
- This proposed residential subdivision is respectful of the established character of the neighbourhood.
- The proposal is considered to be an appropriate outcome for the site.

For all of the reasons outlined above, which have been expanded upon throughout this report, it is respectfully requested that the Hepburn Shire Council support the application and issue a planning permit to allow for a two (2) lot subdivision at CA8, Section 24, TP307049V, Barkly Street, Glenlyon.



.....
James Iles
Town Planner

Land Capability Assessment Report

**Land Capability Assessment
24 Collins Road
Crown Allotment 8, Section 24
Township of Glenlyon, Victoria**

Prepared for: Glenlyon Development Management Pty Ltd.
Prepared by: Koos Hulst, MSc
Sanae Services
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Daylesford VIC 3460
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**DATE: September 2021
REVISION 0**



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1. Table of Revisions

PAGE	DESCRIPTION OF REVISION
-	First issue

2. Introduction

THE CONSULTANTS

Sanae Holdings Pty Ltd, trading as Sanae Services, has been engaged to undertake a Land Capability Assessment (LCA) for Crown Allotment 8, Section 24, Township of Glenlyon in support of a proposed 2-lot subdivision. The field investigation and report have been undertaken and prepared by suitably experienced staff. Sanae Services has appropriate professional indemnity insurance for this type of work. The Certificate of Currency of our public liability and professional indemnity insurance policies is included with this report as Appendix F.

SITE OVERVIEW

The site is a rectangular shaped 0.82 ha block of land, to the East lies Barkly Street and to the West lies Crown Allotment 12 Section 24, to the North lies Crown Allotment 7, Section 24, and to the South lies Crown Allotment 9 Section 24. The land is more or less flat with a gentle slope of 1.9% towards the South-East.

There are no springs or creeks on the land. Each proposed lot of approximately 4,078 square metres has sufficient land available for sustainable onsite effluent management that maintains the required buffers to protect the surface waters.

REPORT SUMMARY

This report has been prepared to support the owners' application for a proposed 2-lot subdivision and this LCA report may also be utilised for the benefit of the purchasers of the lots, once subdivided.

This document provides information about the site and soil conditions. It also provides a detailed LCA and a recommendation for a conceptual design of a suitable onsite wastewater management system, including recommendations for monitoring and management requirements.

The best option is provided for the land application area (LAA); The wastewater should be treated to secondary level by a suitable EPA-approved treatment system and the effluent applied to land via sub-surface irrigation.

3. Description of the Development

Site Address: 24 Collins Road, Crown Allotment 8, Section 24, Township of Glenlyon (Figure 3 below)

Owner/Developer: Glenlyon Development Management Pty Ltd.

Postal Address: Level 20, 41 Exhibition Street, Melbourne, VIC 3000

Contact: Mr Sean Lenaghan

Council Area: Hepburn Shire Council

Zoning: Township (TZ)

Allotment Size: 8,157 square metres (proposed to be subdivided into 2 lots of 4,078 and 4,079 square metres)

Domestic Water Supply: Onsite roof water collection only

Anticipated Wastewater Load per allotment: (Source: Table 4 of the EPA Code of Practice 891.4 July 2016)

Number of bedrooms / habitable spaces	Wastewater load [l/d]		
	Full water reduction fixtures	Standard water fixtures	BOD load [g/d]
1	300	360	120
2	450	540	180
3	600	720	240
4	750	900	300
5	900	1,080	360
6	1,050	1,260	420
7	1,200	1,440	480
8	1,350	1,620	540

Availability of Sewer: The area is unsewered and highly unlikely to be sewerred within the next 10-20 years, due to low development density in the area and the considerable distance from existing wastewater treatment services.



North-East corner looking South-West

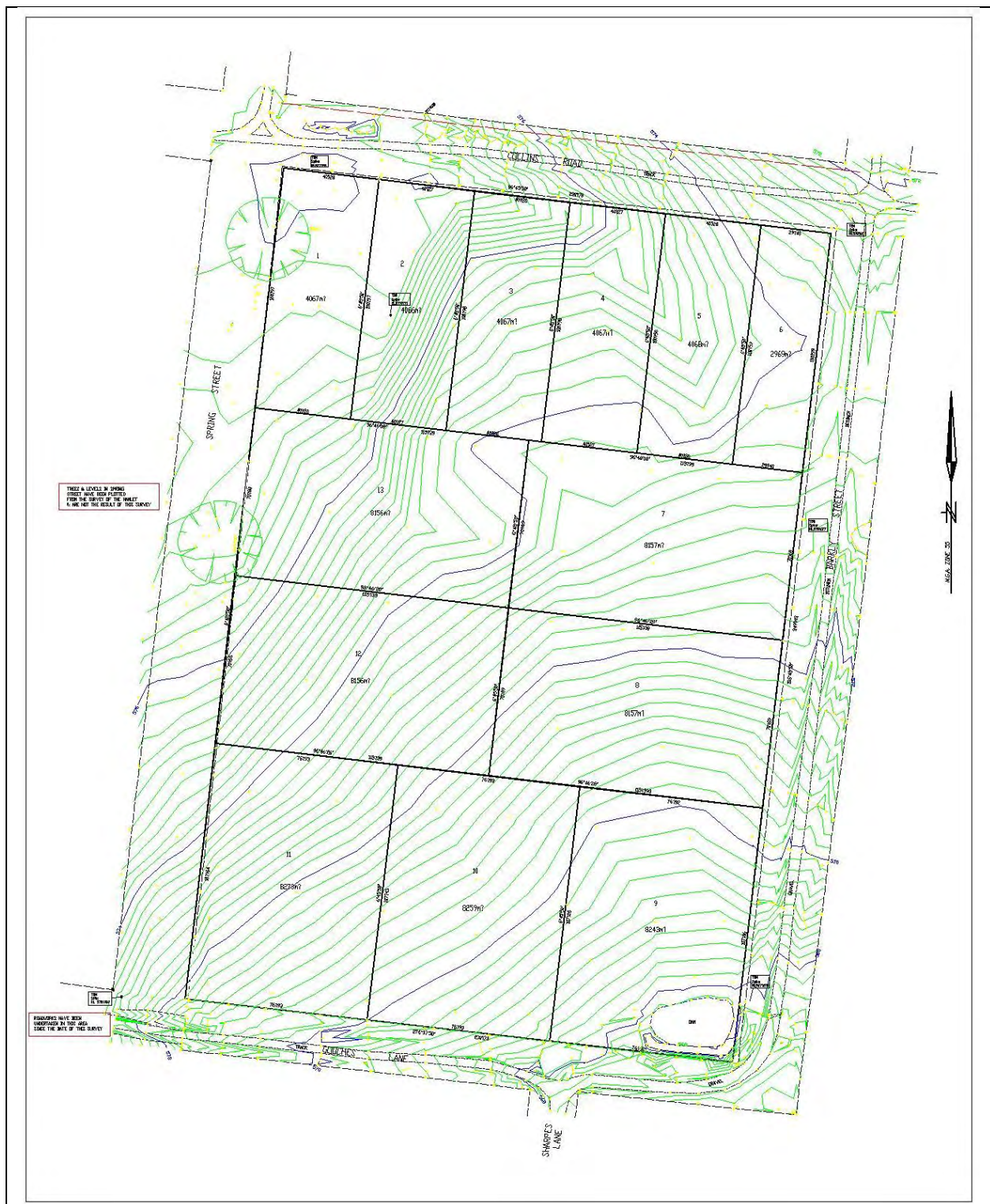
4. Site and Soil Assessment

The field work for the site and soil assessment was conducted on 19 August 2021 by Koos Hulst.

Figure 1 below provides a locality plan and indicates the location of the site of the proposed development (marked in blue at the bottom) and its location relative to the township of Glenlyon.



Figure 2 below provides a site plan showing contour lines at 0.2 m intervals, illustrating the minimal slope at the sub division.



4.1. Site Key Features

Table 1 summarises the key features of the site in relation to effluent management proposed for the site.

NOTE:

- The site is located in a potable water supply catchment area;
- The site experiences negligible stormwater run-on from Spring Street to the West or Collins Road from the North;
- There is no evidence of a shallow watertable or other significant constraints, and
- The risk of effluent transport offsite is low.

Table 1: Site Assessment

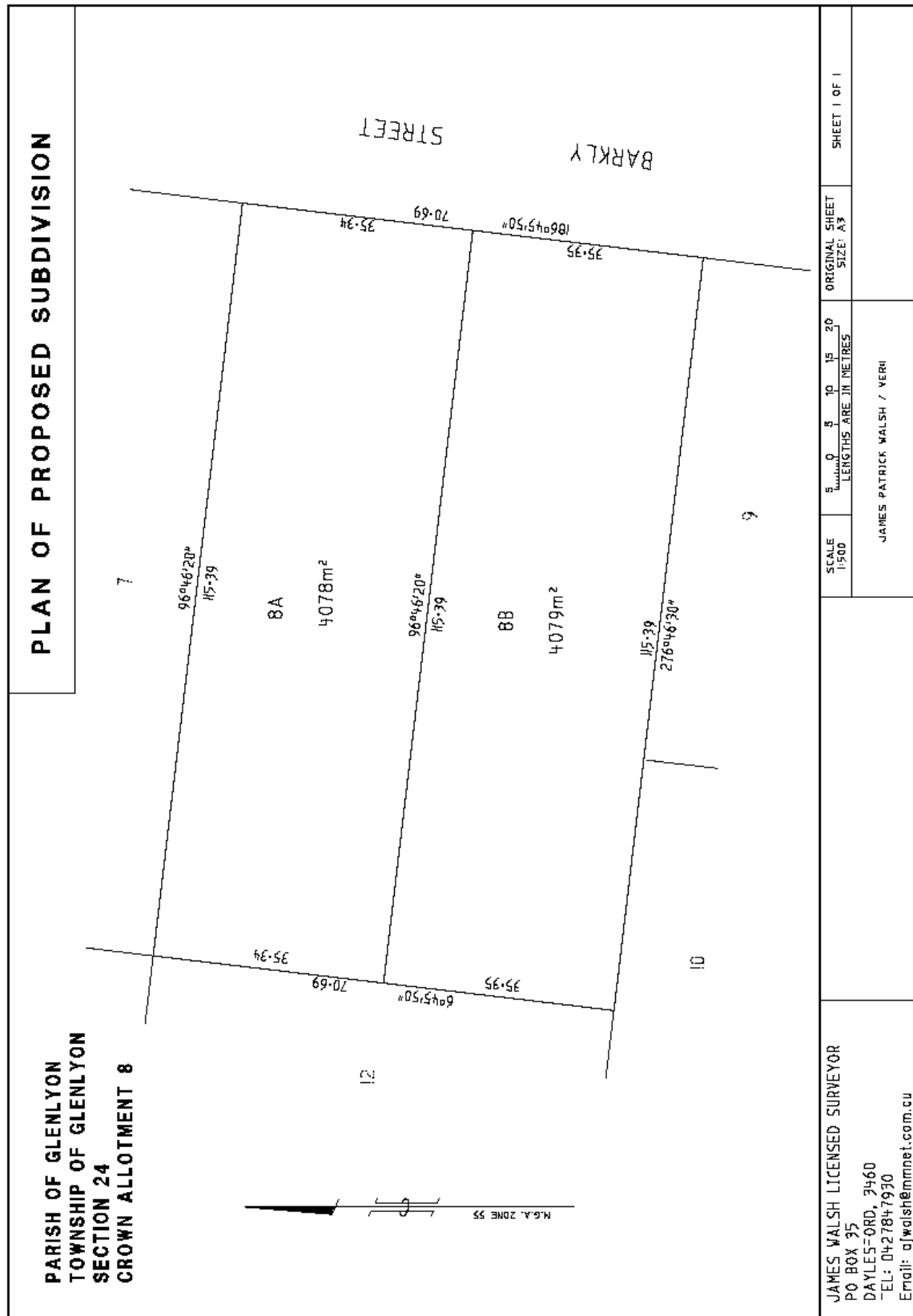
Feature	Description	Level of Constraint	Mitigation Measures
Buffer Distances	All relevant buffer distances in Table 5 of the Code (891.4 July 2016) are achievable from the proposed effluent management area.	Nil	NN*
Climate	Average annual rainfall 877 mm (Daylesford Climate Station No. 088020), max. average 105.2 mm in June, min. average 44.9 mm in March. Average annual pan evaporation is 1210.1 mm (Creswick Climate Station No. 088019).	Minor	NN
Drainage	No visible signs of surface dampness, spring activity or hydrophilic vegetation in the proposed effluent management area or surrounds.	Nil	NN
Erosion & Landslip	No evidence of sheet or rill erosion; the erosion hazard is low. No evidence of landslip and landslip potential is low.	Nil	NN
Exposure & Aspect	Cleared, with high sun and wind exposure.	Nil	NN
Flooding	The proposed effluent management area is located above the 1:100 year flood level.	Nil	NN
Groundwater	No signs of shallow groundwater tables to 1.0 m depth. No known groundwater bores within 250 m of the proposed effluent management area.	Nil	NN
Imported Fill	No imported fill material was observed anywhere on the site.	Nil	NN
Land Available for LAA	Considering all the constraints and buffers, this lot has ample suitable land for land application of treated effluent.	Nil	NN
Landform	Upper plateau with minor slope.	Nil	NN
Rock Outcrops	No evidence of surface rocks or outcrops.	Nil	NN
Run-on & Runoff	Negligible stormwater run-on and minor run-off hazard.	Minor	NN
Slope	The proposed effluent management area is quite flat with gradients less than 2 percent, generally to the South-East.	Nil	NN
Surface Waters	None.	Nil	NN
Vegetation	Mixture of grasses, both native and exotic.	Nil	NN

NN* = Not needed

4.2. Site Assessment Results

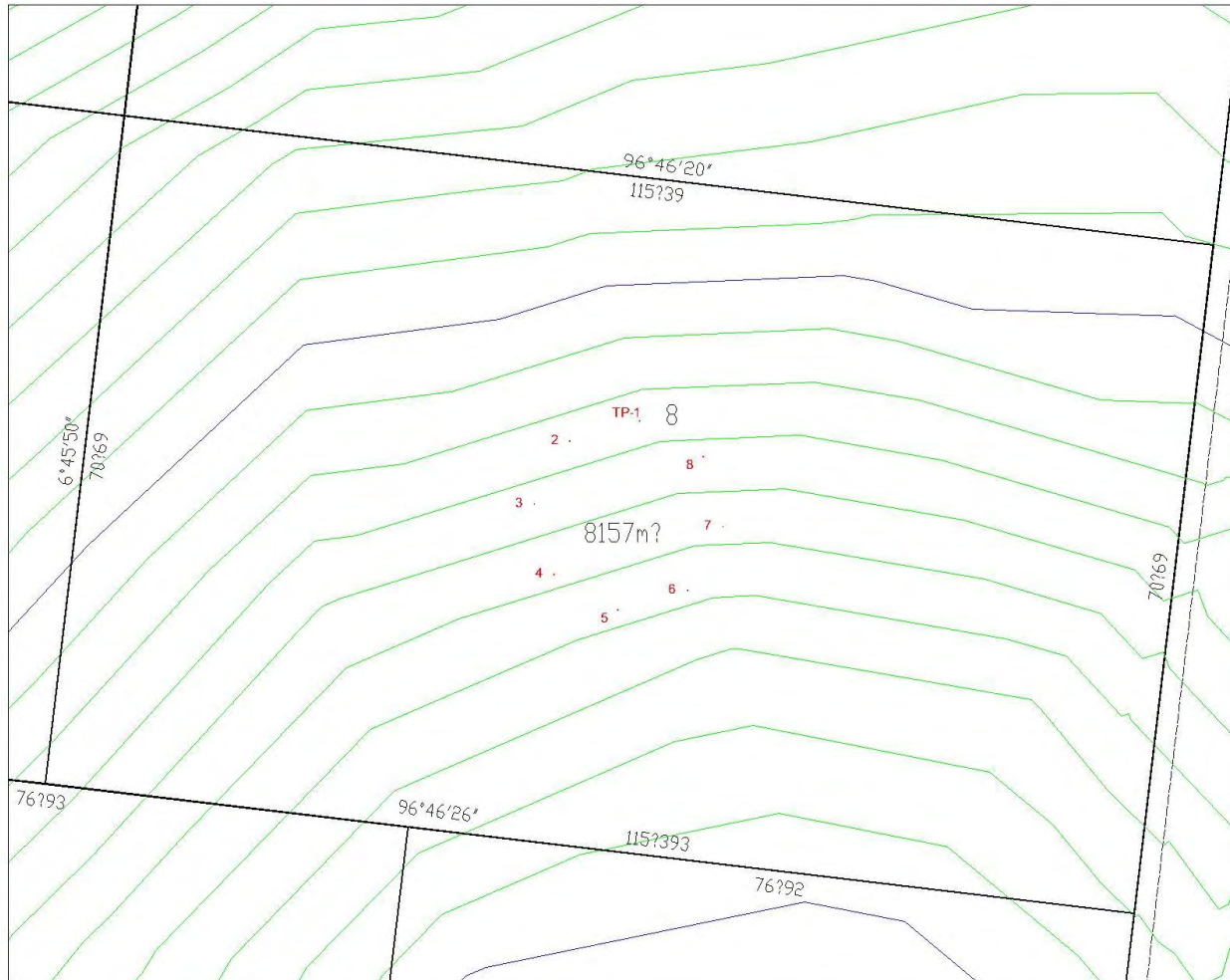
Based on the most constraining site feature (landform), the overall land capability of the site to sustainably manage all effluent onsite is very satisfactory. The proposed effluent management area is located above the 1:100 flood level and by using secondary treatment and pressure-compensating sub-surface irrigation, there will be ample protection of surface waters and groundwater.

Figure 3 below shows Crown Allotment 8, Section 24, Township of Glenlyon and the proposed plan of subdivision.



4.3. Soil Survey and Analysis

On 19 August 2021, a soil survey was carried out at the site to determine suitability for application of treated effluent. The soil investigation was conducted at one location (TP-1), as shown in Figure 4 below.



Eight holes were dug using a hand auger and a test pit was dug to a target depth of 1.0 m. The holes were dug in a circular pattern with a diameter of 20 metres. This was sufficient to adequately characterise the soils as only minor variation would be expected throughout the area of interest.

Two soil types were encountered in these investigations. A full profile description is provided in Appendix A. A sample of the soil layer was collected for subsequent laboratory analysis of pH, electrical conductivity and Emerson Aggregate Class. Table 2 describes the soil constraints in detail for the soil encountered.

TP1 soil profile - Estimated slope 1.9%

Very gently sloping plain, pasture

A1 0 – 40 cm Very dark brown 7.5YR 3/3 dry colour, silty clay loam, very strong fine polyhedral structure, very friable when moist, dense fine root mass, clear transition to:

B1 40 – 65 cm An unusual thing happened, we hit some form of void between 40 and 60 cm depth and the auger shot through effortlessly to 65 cm.

BC 65 – 98 cm Dark brown 5YR3/3 dry colour, silty clay, moderate medium blocky structure, plastic when wet, common small fragments of volcanic rock.

Notes:

The bright brown to almost reddish brown colours of the soil profile indicate excellent natural drainage.

The reddish brown colours are due to iron oxides, especially Fe_2O_3 or hematite, coating the soil particles. These will bind strongly with phosphates of the effluent.

The strong development of soil; structure indicates excellent access to roots to penetrate the entire soil mass to obtain water and nutrients.

It appears the this soil has formed on volcanic ejecta, probably volcanic ash, or, alternatively basalt lavas, originating from the nearby Sugar Loaf or Spring Hill volcano, similar to soils in other parts of the subdivision, but here the soils tend to be somewhat more clayey throughout.



Soil profile captured on 19 August 2021 from TP1, topsoil is at the left of the photo



Close-up of topsoil from TP1

4.4. Geology And Geomorphology

The site is located at the slightly down-sloping edge of an ancient plateau on Tertiary basalt flows.

Rock weathering and soil formation began immediately after the last ash and basalt flows were deposited. It appears that much of the weathering and soil formation took place under a wet and warm climate, leading to thorough destruction of the basalt in the weathering zone and the formation of largely kaolinitic clay minerals, highly enriched with the iron oxides released by the weathering dark minerals in the basalt.

Thus, the soil has assumed the dominant brick red colour associated with ferric oxide (Fe_2O_3).

The upper part of the soil profile has also suffered a degree of loss of clay so its texture is lighter than the deeper portions. In terms of texture they are gradational profiles, going from lighter to heavier with depth.

These old basalt-derived soils are of high agricultural and horticultural value due to their having such stable, fine structure and excellent internal drainage.

The measurement of Ksat in a series of test holes demonstrates the high soil hydraulic conductivity.

However, these basalt soils are known for being very phosphate “hungry” and under cultivation, at least in the early years, require high phosphate fertiliser applications. The iron oxides have a strong affinity for phosphate. They have a very high phosphate binding ability.

Table 2 on the next page provides an assessment of the physical and chemical characteristics of the soil.

Table 2: Soil Assessment – TP1 on Crown Allotment 8, Section 24, Township of Glenlyon, performed on 19 August 2021

Feature	Assessment	Level of Constraint	Mitigation Measures
Cation Exchange Capacity (CEC)	The calcium/magnesium ratio that was found is 9 and above the generally recommended bracket for optimal plant growth (2-4). The topsoil in the proposed effluent management area (only) could be improved by the application of lime and dolomite.	Minor	Soil amelioration recommended for LAA; Lime 0.14 kg/m ² , Dolomite 0.5 kg/m ² , Gypsum not required
Electrical Conductivity	EC (1:5 soil:water suspension) in the limiting soil layer was measured at 0.11 deciSiemens (dS) per metre (subsoil), which is very low.	Nil	NN
Emerson Aggregate Class	Topsoil: EA Class 9 (moderately dispersive).	Nil	NN
	Subsoil: EA Class 9 (moderately dispersive).	Nil	NN
pH	Subsoil at 6.2 which is mildly acidic. Soil conditions do not appear to be affecting plant growth.	Nil	NN
Rock Fragments	Some found in sample.	Nil	NN
Sodicity (ESP)	Exchangeable Sodium concentration is minor with a tested ESP value of 0.062, slightly above the critical value of 5%.	Minor	NN
Sodium Absorption Ratio (SAR)	Exchangeable Sodium concentration is significantly lower than the exchangeable Magnesium and Calcium concentration in the tested sample	Nil	NN
Soil Depth	Topsoil: <400 mm	Nil	Shallow subsurface irrigation in topsoil recommended
	Subsoil: >400 mm. Total soil depth greater than 1.0 m and no hardpans occur.	Nil	NN
Soil Permeability & Design Loading Rates	Topsoil: Silty loam: 3.4 cm/day saturated conductivity (K _{sat}) (AS/NZS1547:2012); 1.4 mm/day Design Loading Rate (DLR) for irrigation system (EPA Code 891.4* July 2016).	Nil	NN
	Subsoil: Strong fine angular blocky structured silty clay loam tending to silty clay at depth (AS/NZS1547:2012); 1.4 mm/day DLR for irrigation system (EPA Code 891.4* July 2016).	Nil	Shallow subsurface irrigation in topsoil recommended

Soil Texture & Structure	Topsoil (<400 mm): Very strong fine polyhedral structure, very friable when moist (Category 4)	Nil	NN
	Subsoil (>400 mm): Strong fine angular blocky structure, friable when moist and more plastic when wet at depth (Category 5) in accordance with AS/NZS/NZS 1547:2012	Nil	Shallow subsurface irrigation in topsoil recommended
Watertable Depth	Groundwater not encountered, pit terminated at 0.98 m.	Nil	Shallow subsurface irrigation recommended

NN: not needed

OVERALL LAND CAPABILITY RATING

Based on the results of the site and soil assessment tabled above and provided in the Appendices, the overall land capability of the proposed effluent management area for each proposed lot is very satisfactory.

5 Wastewater Management System

The following sections provide an overview of a suitable onsite wastewater management system, with sizing and design considerations and justification for its selection. Detailed design for the system should be undertaken at the time of the building application and submitted to Council.

TREATMENT SYSTEM

The secondary effluent quality required is:

- BOD < 20 mg/L;
- SS < 30 mg/L;

EFFLUENT MANAGEMENT SYSTEM

A range of possible land application systems have been considered, such as absorption trenches, evapotranspiration/absorption (ETA) beds, subsurface irrigation and mounds. The preferred system is pressure compensated subsurface irrigation. Subsurface irrigation will provide even and widespread dispersal of the treated effluent within the root-zone of plants. This system will provide beneficial reuse of effluent, which is desirable given that the site is not serviced by town water. It will also ensure that the risk of effluent being transported off-site will be negligible.

Description of the Irrigation System

A detailed irrigation system design is beyond the scope of this report, however a general description of subsurface irrigation is provided here for the information of the client and Council.

Subsurface irrigation comprises a network of drip-irrigation lines that is specially designed for use with wastewater. The pipe contains pressure compensating emitters (drippers) that employ a biocide to prevent build-up of slimes and inhibit root penetration. The lateral pipes are usually 0.6 to 1.0 m apart, installed parallel along the contour. Installation depth is 100-150 mm in accordance with AS/NZS 1547:2012. It is critical that the irrigation pump be sized properly to ensure adequate pressure and delivery rate to the irrigation network.

A filter is installed in the main line to remove fine particulates that could block the emitters. This must be cleaned regularly (typically monthly) following manufacturer's instructions. Vacuum breakers should be installed at the high point/s in the system to prevent air and soil being sucked back into the drippers when the pump shuts off. Flushing valves are an important component and allow periodic flushing of the lines, which should be done at six monthly intervals. Flush water can be either returned to the treatment system, or should be released to a small dedicated gravel-based trench.

All trenching used to install the pipes must be backfilled properly to prevent preferential subsurface flows along trench lines. Irrigation areas must not be subject to high foot traffic and vehicles and livestock must not have access to the area otherwise compaction around emitters can lead to premature system failure.

Sizing the Irrigation System

To determine the necessary size of the irrigation area water balance modelling has been undertaken using the method and water balance tool in the Victorian Land Capability Assessment Framework (2013) and the EPA Code 891.4 (2016). Based on the results shown in Appendix D: Water and Nitrogen Balance Calculations, a four-bedroom house with a daily effluent flow of 750 litres per day, we require an irrigation area of 550 m². The calculations are summarised below, with full details provided in Appendix D.

The water balance can be expressed by the following equation:

$$\text{Precipitation} + \text{Effluent Applied} = \text{Evapotranspiration} + \text{Percolation}$$

Data used in the water balance includes:

- Mean monthly rainfall (Daylesford);
- Mean monthly pan evaporation (Creswick);
- Average daily effluent load – 750 L (from Table 4 of the Code);
- Design irrigation rate (DIR) – 1.4 mm/day for silty clay loam (from Table 3 of the Code);
- Crop factor – 0.4 to 0.7 (pasture); and
- Retained rainfall – 90% (gently sloping site of approximately 1.6% gradient).

The nominated area method is used to calculate the area required to balance all inputs and outputs to the water balance. As a result of these calculations a land application area is required as per the last column in table 3 below. Since there is no reticulated water supply in Glenlyon, we have assumed that all dwellings will be fitted with full water reduction fixtures.

Table 3: Minimum required area for the LAA based on the number of bedrooms and liveable spaces in the dwelling.

Number of bedrooms	Wastewater load [l/d]		BOD load [g/d]	Required area for LAA [m2]
	Full water reduction fixtures	Standard water fixtures		
1	300	360	120	220
2	450	540	180	330
3	600	720	240	440
4	750	900	300	550
5	900	1,080	360	660
6	1,050	1,260	420	770
7	1,200	1,440	480	880
8	1,350	1,620	540	990

Siting and Configuration of the Irrigation System

The site has a minor downward slope of 1.6% to the South-East. Therefore each LAA shall adhere to the setback distances as provided in Table 5 of the EPA code (July 2016).

This means that the setback distance to the Southern and Eastern boundary of the block of land shall be a minimum of 3 metres, while the setback distance to the Northern and Eastern boundary shall be a minimum of 1.5 metres. The above setbacks are based on effluent treated to secondary level.

The final placement and configuration of the irrigation system will be determined by the individual client and/or system installer, provided it remains within the above setbacks.

Whilst each block has ample area available for application of the effluent, it is equally important that appropriate buffer distances to the waterways be maintained. It is important to note that buffers are measured as the overland flow path for run-off water from the effluent irrigation area. Figure 2 on page 6 above shows the contours and flow path directions on the property.

It is recommended that the owner consult an irrigation expert familiar with effluent irrigation equipment to design the system, and an appropriately registered plumbing/drainage practitioner to install the system. The irrigation plan must ensure even application of effluent throughout the entire irrigation area.

Buffer Distances

Setback buffer distances from effluent land application areas and treatment systems are required to help prevent human contact, maintain public amenity and protect sensitive environments. The relevant buffer distances for this site, taken from Table 5 of the Code (July 2016) are:

- 20 metres from groundwater bores in loamy soils;
- 100 metres from waterways (potable water supply); and
- 3 metres if area up-gradient and 1.5 metres if area down-gradient of property boundaries, swimming pools and buildings (values for secondary treated effluent).

Installation of the Irrigation System

Installation of the irrigation system must be carried out by a suitably qualified, licensed plumber or drainer, experienced with effluent irrigation systems.

To ensure even distribution of effluent, it is essential that the pump capacity is adequate for the size and configuration of the irrigation system, taking into account head and friction losses due to changes in elevation, pipes, valves, fittings etc. An additional, optional measure to achieve even coverage is to divide the irrigation area into two or more separate sub-zones, dosed alternately using an automatic indexing or sequencing valve.

The irrigation area and surrounding area must be vegetated or revegetated immediately following installation of the system, preferably with turf. The area should be fenced or otherwise isolated (such as by landscaping), to prevent vehicle and stock access; and signs should be erected to inform householders and visitors of the extent of the effluent irrigation area and to limit their access and impact on the area.

Stormwater run-on is not expected to be a concern for the irrigation areas in this subdivision due to the landform of the site and its relatively gentle slopes. However, upslope diversion berms or drains may be constructed if this is deemed to be necessary during installation of the system, or in the future. Stormwater from roofs and other impervious surfaces must not be disposed of into the wastewater treatment system or onto the effluent management system.

6 Monitoring, Operation and Maintenance

Maintenance is to be carried out in accordance with the EPA Certificate of Approval of the secondary treatment system and Council's permit conditions. The treatment system will only function adequately if appropriately and regularly maintained.

To ensure the treatment system functions adequately, residents must:

- Have a suitably qualified maintenance contractor service the secondary treatment system at the frequency required by Council under the permit to use;
- Use household cleaning products that are suitable for septic tanks, avoiding biocides;
- Keep as much fat and oil out of the system as possible; and
- Conserve water (AAA rated fixtures and appliances are recommended).

To ensure the land application system functions adequately, residents must:

- Regularly harvest (mow) vegetation within the LAA and remove this to maximise uptake of water and nutrients;
- Monitor and maintain the subsurface irrigation system following the manufacturer's recommendations, including flushing the irrigation lines;
- Regularly clean in-line filters;
- Not erect any structures and paths over the LAA;
- Avoid vehicle and livestock access to the LAA, to prevent compaction and damage; and
- Ensure that the LAA is kept level by filling any depressions with good quality topsoil (not clay).

7 Conclusions

As a result of our investigations we conclude that the overall land capability of the property to sustainably manage wastewater onsite is very satisfactory and supports the applicant's proposed 2-lot subdivision, with appropriate mitigation measures, as outlined.


Specifically, we recommend the following:

- Secondary treatment of wastewater by an EPA approved AWTS;
- Land application of treated effluent to a (minimum) subsurface irrigation area, sized as per table 3 above. Each LAA may be subdivided into evenly sized zones using an indexing or sequencing valve;
- Provision of details by the designer / installer of the irrigation system, including the filter, manifold, irrigation line location and diameter, number and length of dripper lines, number and location of vacuum breaker(s), and location of flush valve(s);
- Installation of water saving fixtures and appliances in the new residence to reduce the effluent load;
- Use of low phosphorus and low sodium (liquid) detergents to improve effluent quality and maintain soil properties for growing plants; and
- Operation and management of the treatment and disposal system in accordance with manufacturer's recommendations, the EPA Certificate of Approval, the EPA Code of Practice (July 2016) and the recommendations made in this report.

8 References

- Environment Protection Authority (2003). *Guidelines for Environmental Management: Use of Reclaimed Water* Publication 464.2.
- Environment Protection Authority (1991). *Guidelines for Wastewater Irrigation* Publication 168.
- Environment Protection Authority (2016). Publication 891.4 *Code of Practice for Onsite Wastewater Management*.
- Geary, P. and Gardner, E. (1996). On-site Disposal of Effluent. In Proceedings from the one day conference *Innovative Approaches to the Management of Waste and Water*, Lismore 1996.
- Isbell, R.F. (1996). *The Australian Soil Classification*. CSIRO Publishing, Melbourne.
- Municipal Association of Victoria, Department of Environment and Sustainability and EPA Victoria (2014) *Victorian Land Capability Assessment Framework*.
- Standards Australia / Standards New Zealand (2012). AS/NZS 1547:2012 *On-site domestic-wastewater management*.
- USEPA (2002). *Onsite Wastewater Treatment Systems Manual*. United States Environmental Protection Agency.

Appendix A: Soil Bore Log TP1 – 19 August 2021

Soil Bore Log					Sanae Services					
Client:	Glenlyon Development Management Pty Ltd.					Test Pit No:	TP1			
Site:	Crown Alotment 8, Section 24					Excavated / logged by:	Koos Hulst			
Date:	19 August 2021					Excavation type:	Auger (90 mm diameter)			
Notes:										
PROFILE DESCRIPTION										
Depth [m]	Graphic Log	Sampling depth / name	Horizon	Texture	Structure	Colour	Mottles	Coarse fragments	Moisture condition	Comments
0.1		Top soil		Very friable	Very strong fine	Very dark brown	None	-	Dry	Silty clay loam, dense
0.2										
0.3										
0.4										
0.5	We encountered a void in this zone, possibly caused by an old root or rabbit hole.									
0.6										
0.7		BC		Plastic when	Moderate medium	Dark brown 5YR3/3	None	-	Dry	Silty clay
0.8										
0.9										
1.0										
1.1										
1.2										
1.3										
1.4										
1.5										

Notes:

The bright brown to almost reddish brown colours of the soil profile indicate excellent natural drainage.

The reddish brown colours are due to iron oxides, especially Fe_2O_3 or hematite, coating the soil particles. These will bind strongly with phosphates of the effluent.

The strong development of soil; structure indicates excellent access to roots to penetrate the entire soil mass to obtain water and nutrients.

It appears the this soil has formed on volcanic ejecta, probably volcanic ash, or, alternatively basalt lavas, originating from the nearby Sugar Loaf or Spring Hill volcano, similar to soils in the northern part, but here the soils tend to be somewhat more clayey throughout.

Appendix B: Soil Analysis from TP-1

A sample of the soil from the proposed lot was taken from a depth that represents the layer of soil which is considered to be the more limiting zone from a hydraulic conductivity perspective, being heavier in texture than the soil layers above. The results of the three analyses are shown below for each.

The soil on the site is the ultimate result of several millions of years of breakdown and weathering of the basaltic parent rock under a high rainfall regime. The most resistant and stable mineral components are left to make up the soil that is there today. Basalt rock is high in iron and when the iron is released from the minerals by weathering it immediately is oxidised and coats the soil particles as they form.

It is a soil with a high permeability where most of the rainfall percolates downwards and very little surface runoff can occur. This high permeability protects the area from erosion by minimising surface runoff.

Note that the pH in water is 6.2, hence the soil is mildly acidic. The entire soil profile will be acidic as is typical for these very old and thoroughly leached soils that have developed on Tertiary or early Quaternary basalts.

Total soluble salts are at a very low level, as is also evident from the very low Electrical Conductivity (EC).

Exchangeable calcium, magnesium, potassium and sodium levels are low due to loss through leaching and they have been replaced by exchangeable hydrogen, which now controls the pH and renders it "mildly acid" at 6.2 (less acidic than mineral water). The calcium/magnesium ratio is favourable for maintaining good, stable soil structure, as is the low Exchangeable Sodium Percentage (ESP).

At the low pH these soils will have a very high Phosphate Retention Index (PRI), meaning that phosphate contributed from the wastewater will almost totally be retained in the soil. Moreover, the soil contains a high level of iron oxide/iron hydroxide coating the soil clay and silt particles, rendering the dominant colour of the soil a rusty red brown, sometimes brick red, which act by binding phosphate. The iron compounds also create soil structure stability by acting as cementing bridges keeping the clay and silt particles together as larger soil domains, thus maintaining a high permeability.

The recommendations for soil improvement are intended for agricultural uses of the soil only. Lime and dolomite are needed to improve plant growth. If it is the intention of maximising pasture growth over the application area, then some lime and dolomite additions can be beneficial. Note that 1 ton/hectare equates to 0.1 kg/m².



SWEP ANALYTICAL
PTY. LTD. LABORATORIES

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Tel: (03) 9701 6007
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REPORT ON SAMPLE OF SOIL

FILE NO : 2108163101

DATE ISSUED 31/08/2021

SANAE HOLDINGS P/L T/A SANAE SERVICES
ATT: KOOS HULST
PO BOX 1040
DAYLESFORD, VIC 3640
koos.hulst@sanae-svcs.com.au

CLIENT ID : SAN047
PHONE : 03 5348 6620

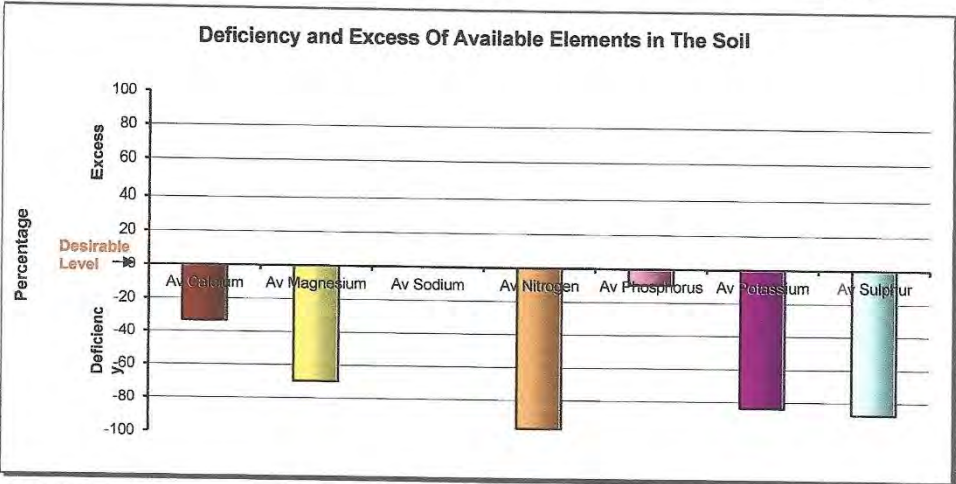
SAMPLE ID : CA8 SEC 24, 24 COLLINS RD, 19 AUG 2021
DEPTH OF SAMPLE (cm): 0 to 30
LAND USE : PASTURE

REFERENCE :
PHONE :
DATE RECEIVED : 26/08/2021
ANALYSIS REQUIRED : N P K

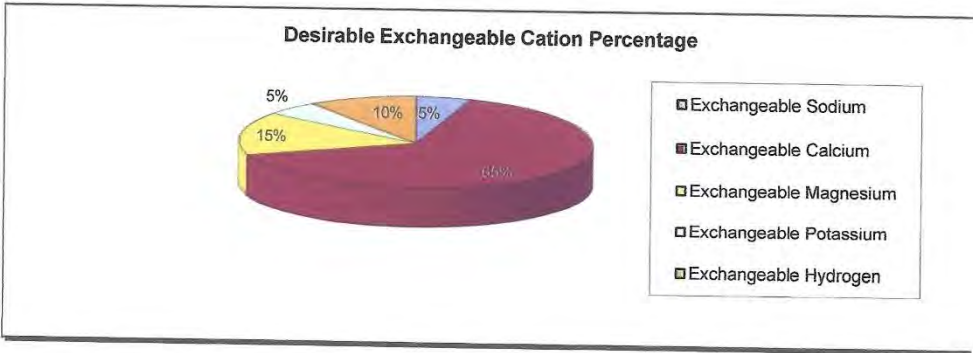
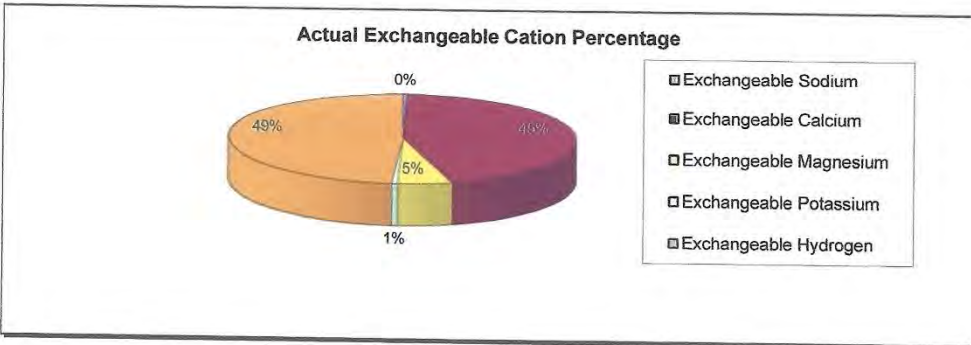
ITEMS			RESULTS	DESIRABLE LEVEL
DISPERSION INDEX	DI		9	
pH(1:5 Water)			6.2	5.5-7.5
pH(1:5 0.01M CaCl ₂)			5.59	
Electrical Conductivity	EC	µS/cm	11	< 300
TOTAL SOLUBLE SALT	TSS	ppm	36.3	< 990
AVAILABLE CALCIUM	Ca	ppm	1398	2100
AVAILABLE MAGNESIUM	Mg	ppm	93.24	308
AVAILABLE SODIUM	Na	ppm	14.352	< 197
AVAILABLE HYDROGEN	H	ppm	91.9	34.2
AVAILABLE NITROGEN	N	ppm	0.914	27
AVAILABLE PHOSPHORUS	P	ppm	27.1	30
AVAILABLE POTASSIUM	K	ppm	35.256	214
AVAILABLE SULPHUR	S	ppm	1.41	11 - 15
TOTAL ORGANIC MATTER	OM	%	3.28	6 - 10
EXCHANGEABLE CALCIUM	Ca	meq/100 of soil	6.94	10.0
EXCHANGEABLE MAGNESIUM	Mg	meq/100 of soil	0.772	2.31
EXCHANGEABLE SODIUM	Na	meq/100 of soil	0.062	< 0.770
EXCHANGEABLE POTASSIUM	K	meq/100 of soil	0.0898	0.770
EXCHANGEABLE HYDROGEN	H	meq/100 of soil	9.19	< 2.31
ADJ. EXCHANG. HYDROGEN	H	meq/100 of soil	7.55	
CATION EXCHANGE CAPACITY	CEC	meq/100 of soil	17.1	
ADJUSTED CEC	ACEC	meq/100 of soil	15.4	
EXCH. SODIUM PERCENTAGE	ESP		0.36	< 5
CALCIUM / MAGNESIUM RATIO	Ca/Mg		9	4-4.7

SWEP Analytical Laboratories
45 - 47 / 174 Bridge Road
Keysborough VIC 3173 Australia

Website: www.swep.com.au
E-mail: services@swep.com.au
Postal Address: P.O.Box 583 Noble Park VIC 3174



This graph is limited to a maximum of 100% excess of Available Elements



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LAND USE PASTURE

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ITEMS		PERCENTAGE OF ADJUSTED CEC
EXCHANGEABLE CALCIUM	Ca	45.1
EXCHANGEABLE MAGNESIUM	Mg	5
EXCHANGEABLE SODIUM	Na	0.4
EXCHANGEABLE POTASSIUM	K	0.6
EXCHANGEABLE HYDROGEN	H	49

RECOMMENDATION

1840 kg of Calcium is needed to raise the Available Calcium to 68% and/or Exchangeable Calcium to 65%
 555 kg of Magnesium is needed to raise the Available Magnesium and Exchangeable Magnesium to 15%

GYPSUM REQUIREMENT	0 t/ha				
LIME REQUIREMENT	1.44 t/ha				
DOLOMITE REQUIREMENT	5.04 t/ha				
MAGNESIUM SULPHATE	0 kg/ha	or	MAGNESIUM OXIDE	0 kg/ha	

TOTAL FERTILIZER REQUIREMENT (kg/ha)	N	P	K	S	Ca
	26	8	80	25	90

NOTES :

- Lime Requirement is to increase the Calcium and decrease the hydrogen in the soil
- Lime Requirement is based on Lime containing 40% Calcium.
- We advice that Lime should be applied first in Autumn then followed by Fertiliser in Spring.
- Dolomite Requirement is to increase the Magnesium and Calcium and decrease the Hydrogen in the soil.
- Dolomite Requirement based on Dolomite containing 11% Magnesium and 25% Calcium.
- We advice that Dolomite should be applied first in Autumn then followed by Fertiliser in Spring.
- FOR DRYLAND AND IRRIGATED SOILS:
 Lime - maximum application 2.5 t/ha per year for DRYLAND soils or 5 t/ha per year for IRRIGATED soils.
 Dolomite - maximum application 2.5 t/ha per year for DRYLAND soils or 5 t/ha per year for IRRIGATED soils.

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LAND USE PASTURE

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ANALYTICAL METHODS

Items	Methods
pH (1:5 Water)	4A1
pH (1:5 CaCl ₂)	4B1
Electrical conductivity (1:5 Water)	3A1
Total Soluble Salts	Calculation from Electrical conductivity
Exchangeable Calcium	15D3 or 15C1
Exchangeable Magnesium	15D3 or 15C1
Exchangeable Sodium	15D3 or 15C1
Exchangeable Potassium	15D3 or 15C1
Exchangeable Hydrogen	Barium Chloride-Triethanolamine method*
Available Nitrogen	Copper-cadmium reductor column at a pH of 8.0
Available Phosphorus	Olsen extractable, 9C2a
Available Sulphur	KCl 40, 10D1
Total Organic Matter	modified Walkley & Black, 6A1

NB. For available Iron and Manganese, SWEP uses the method developed by E.H. Mikhail (1980) due to the tendency for the standard EDTA method to produce erroneously high results.

For numbered test methods:

Rayment, G.E. & Lyons, D.J. (2011). Soil Chemical Methods - Australasia. CSIRO Publishing, 150 Oxford Street, Collingwood Vic 3066, Australia.

*Peech, M., Cowan, R.L. & Baker, J.H. (1962). Soil Science Society American Procedures, A critical study of the Barium chloride-Triethanolamine and ammonium acetate methods for determining exchangeable Hydrogen of soils.

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Appendix C: In Situ Constant Head Hydraulic Conductivity Testing

EPA Publication 891.4 strongly advocates the measurement of soil permeability, K_{sat} , using the method described in AS/NZS 1547:2012 as the constant head well permeameter:

3.6.1 LCA procedure

Soil permeability testing conducted in situ using the constant head well permeameter method (AS/NZS 1547) to determine the likely rate of flow of wastewater through the soil of the dispersal area is best practice. In situ permeability testing must be conducted on the limiting soil layer (frequently the B horizon) unless soil saturation or high swelling clays or cracked low-to-moderate swelling clays are present. The visual or tactile estimation of indicative permeability based on the latest version of AS/NZS 1547 'Site-and-Soil Evaluation' procedures, which includes soil texture, structure and swell potential tests, may be used as a substitute for actual measurements of soil permeability.

Sanae Services have used this method for the current land capability assessment.

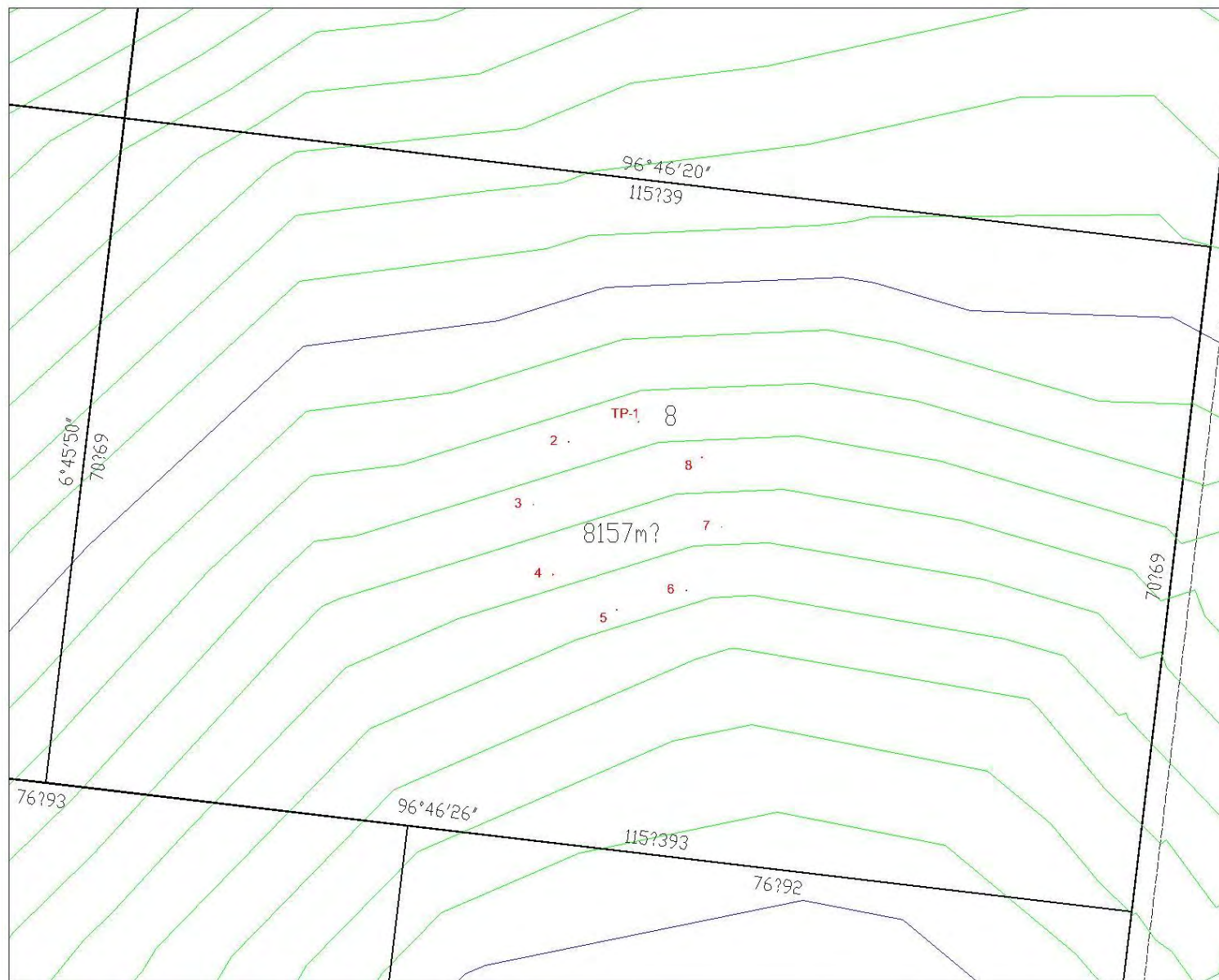
Following this test procedure in the most efficient manner requires augering a series of test holes, usually 6 to 8, to the required depth of the soil receiving the effluent and filling them with water in order to allow the soil around the holes to become wetted before the permeameters are inserted. The method relies on the soil mantle around the wetted internal surface becoming saturated so that the rate of water entry into the soil is not affected by the filling up of empty soil pores, but only by the stable rate of water transmission into the surrounding soil, reflecting a true K_{sat} value.

Pre wetting thus ensures that less time is lost during the actual test, ensuring the recorded rate of water loss from the permeameters is exactly the same as the rate of water passing out through the soil around the hole.

During the testing at the property it was found that the soil was generally moderately but sometimes highly permeable, with the test holes emptying of water very rapidly, in a few minutes, after having been filled and before any testing could be started. This is often found in soils where large root holes, worm channels and other biological channels or drying cracks are common. Commonly, however, the filling of the test holes with water, may cause these major channels to collapse after a short time so that water entry slows down to a stable rate after an initial very fast rate. This stable rate is a true measure of the soil's permeability.

Very rapid emptying of a bore hole filled with water was also encountered at this property (bore hole number 8), necessitating the testing to be completed for 7 out of 8 holes. Thus, the holes to be tested later were already exhibiting stable intake rates from the moment the test was started because the pre wetting had fully taken place.

For this LCA a total of 8 holes were augered to conduct the soil permeability tests. The figure below shows the approximate locations of the bore holes.



The soil permeability value obtained by the testing is shown in the spread sheet on the following page. We arrived at a K_{sat} of 3.4 cm/day.

The site soil permeability is obtained by taking the geometric mean of all data. A geometric mean mitigates against extreme outlier values thus resulting in a more representative and conservative overall value.

One can see from the spread sheet that the pre-wetting water in bore hole 8 had completely drained before the test started, hence no useful data was obtained from that hole.

On the other hand, bore hole 1 showed very little permeability.



A total of eight holes were augered



Extracting excess water from the hole



The drop in water level was recorded at three minute time intervals

The next pages show the spread sheet that was used to determine the K_{sat} for the proposed 2-lot subdivision.

Location : CA8, Sec 24, 24 Coolins Road, Glenlyon
Soil permeability test date : 19 August 2021

Auger hole	1	2	3	4	5	6	7	8
	1.8	0.5	1.7	1.8	1.1	0.9	2.1	1.6
	0.9	0.8	1.9	1.9	1.8	0.9	2.5	1.8
	1.3	0.5	1.7	1.6	1.1	1.0	1.9	1.8
	1.5	0.3	1.2	1.7	1.6	0.5	2.0	2.0
	1.5	0.4	1.6	1.8	0.9	1.0	1.7	1.3
	0.6	0.3	1.4	1.4	1.2	1.0	1.8	1.5
	1.4	0.7	1.6	1.4	1.6	0.4	2.3	2.0
	1.6	0.5	1.5	1.7	1.0	1.1	1.9	1.5
	1.0	0.1	1.5	1.4	1.4	1.0	2.1	1.4
	1.5	0.5	1.1	1.3	1.0	0.4	1.7	2.0
Average Drop [cm]	1.31	0.46	1.52	1.60	1.27	0.82	2.00	1.69

H [cm] = 20

Time Interval [min] = 3

2*pi*H^2= 2513 cm^2								
Auger Hole	Radius of Auger Hole r [cm]	H/r [1]	Q [ml/min]	asinh(H/r)-1 [cm]	1.65Q(asinh(H/r)-1	Ksat [cm/min]	ksat [m/day]	Ksat geo mean [m/day]
1	4.5	4.44	3.17	1.20	6.26	0.00	0.04	
2	4.5	4.44	1.11	1.20	2.20	0.00	0.01	
3	4.5	4.44	3.68	1.20	7.26	0.00	0.04	
4	4.5	4.44	3.87	1.20	7.65	0.00	0.04	
5	4.5	4.44	3.07	1.20	6.07	0.00	0.03	
6	4.5	4.44	1.98	1.20	3.92	0.00	0.02	
7	4.5	4.44	4.84	1.20	9.56	0.00	0.05	
8	4.5	4.44	4.09	1.20	8.08	0.00	0.05	0.034

Talsma Tube

Area $\pi/4 \cdot d^2/100$ [cm^2]

Outer tube ID [mm] 32 8.04
 Inner tube OD [mm] 10 0.79
 Net area [cm^2] 7.26

Appendix D: Water and Nitrogen Balance Calculations

We acknowledge Paul Williams Pty Ltd. for providing the spread sheet for the water and nitrogen balance calculations. We have chosen the daily flow of 750 litres per day, corresponding to a 4-bedroom house. This results in a minimum area of 550 square metres for the LAA.

Sanae Services

WATER/NITROGEN BALANCE (20/30): With no wet month storage.

Rainfall Station: **Daylesford** Evaporation Station: **Creswick**

Location: 24 Collins Road, Crown Allotment 8, Section 24, Glenlyon

Date: September 2021

Client: Glenlyon Development Management Pty Ltd.



ITEM	UNIT	#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
Days in month:		D	31	28	31	30	31	30	31	31	30	31	30	31	365
Evaporation (Mean)	mm	A	205	176	124	75	47	27	27	43	66	105	126	152	1168
Rainfall (9th Decile wet year adjusted)	mm	B1	45	45	45	78	118	148	141	144	119	103	73	55	1114
Effective rainfall	mm	B2	40	41	41	70	106	133	127	129	107	93	66	50	1003
Peak seepage Loss ¹	mm	B3	167	151	167	162	167	162	167	167	162	167	162	167	1971
Evapotranspiration (IXA)	mm	C1	144	123	87	45	24	12	11	19	36	68	88	106	763
Waste Loading (C1+B3-B2)	mm	C2	271	234	214	137	85	41	51	58	91	143	184	224	1732
Net evaporation from lagoons (10(0.8A-B1)xlagoon area(ha)))	L	NL	0	0	0	0	0	0	0	0	0	0	0	0	0
Volume of Wastewater	L	E	23,250	21,000	23,250	22,500	23,250	22,500	23,250	23,250	22,500	23,250	22,500	23,250	273,750
Total Irrigation Water (E-NL)/P2	mm	F	42	38	42	41	42	41	42	42	41	42	41	42	498
Irrigation Area (E/C2) annual.	m ²	G													550
Surcharge	mm	H	-228	-196	-171	-96	-43	0	-9	-15	-50	-101	-143	-182	0
Actual seepage loss	mm	J	-61	-44	-4	66	125	162	159	152	112	67	19	-15	861
Direct Crop Coefficient:		I	0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture:
Rainfall Retained:	90 %	K	1. Seepage loss (peak) equals deep seepage plus lateral flow: 5.4mm (<10% ksat)												
Lagoon Area:	0 ha	L	CROP FACTOR												
Wastewater(Irrigation):	750 L/d	M	0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture:
Seepage Loss (Peak):	5.4 mm	N	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	Shade:
Irrig'n Area(No storage):	550 m ²	P2	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	Buffalo:
Application Rate: (M/P2)	1.4 mm	Q	1	1	1	1	1	1	1	1	1	1	1	1	Woodlot
Nitrogen in Effluent:	30 mg/L	R	NITROGEN UPTAKE:												
Denitrification Rate:	20 %	S													
Plant Uptake:	220 kg/ha/yr	T													
Average daily seepage:	2.4 mm	U													
Annual N load:	6.57 kg/yr	V													
Area for N uptake: (V/T x 10,000)	299 m ²	W													
Application Rate:	2.5 mm	X													
Irrig'n Area (adjusted for slope)	550 m ²	Z													
Application Rate (Design):	1.6 mm	Z1													

Species:	Kg/ha.yr	pH	Species:	Kg/ha.yr	pH	Species:	Kg/ha.yr	pH
Ryegrass	200	5.6-8.5	Bent grass	170	5.6-6.9	Grapes	200	6.1-7.9
Eucalyptus	90	5.6-6.9	Couch grass	280	6.1-6.9	Lemons	90	6.1-6.9
Lucerne	220	6.1-7.9	Clover	180	6.1-6.9	C. cunn'a	220	6.1-7.9
Tall fescue	150-320	6.1-6.9	Buffalo (soft)	150-320	5.5-7.5	P. radiata	150	5.6-6.9
Rye/clover	220		Sorghum	90	5.6-6.9	Poplars	115	5.6-8.5

1.2 x hydraulic area (10% to 20% slope)

Appendix E1: Land Capability Risk Rating

LAND FEATURE	LAND CAPABILITY RISK RATING				AMELIORATIVE MEASURES AND RISK REDUCTION
	LOW	MEDIUM	HIGH	LIMITING	
Available land for LAA	Exceeds LAA and duplicate LAA requirements	Meets LAA and duplicate LAA requirements	Meets LAA and partial duplicate LAA requirements	Insufficient LAA area	Non-limiting for trenches & beds: Full reserve area available. Non-limiting for subsurface irrigation: Full reserve area available.
Aspect	North, north-east and north-west	East, west, southeast, south-west	South	South, full shade	Faint South-Easterly aspect.
Exposure	Full sun and/or high wind or minimal shading	Dappled light (partial shade)	Limited light, little wind to heavily shaded all day	Perpetual shade	Full exposure to sunshine
Slope form	Convex or divergent side slopes	Straight sided slopes	Concave or convergent side slopes	Locally depressed	Free draining, no need for cut-off drains
Slope gradient:					
Trenches and beds	<5%	5% to 10%	10% to 15%	>15%	Slope non-limiting for trenches
Sub surface irrigation	<10%	10% to 30%	30% to 40%	>40%	Slope non limiting for sub surface irrigation
Site drainage run off / run on	LAA backs onto crest or ridge	Moderate likelihood	High likelihood	Cut-off drain not possible	Shallow dish drain place upslope from LAA
Land slip(1)	Potential	Potential	Potential	Existing	Not applicable
Erosion potential	Low	Moderate	High	No practical amelioration	Negligible risk
Flood / inundation	Never		<1% AEP	>5% AEP	No risk of flooding
Distance to surface waters [m]	Buffer distance complies with Code requirements		Buffer distance does not comply with Code requirements	Reduced buffer distance not acceptable	Closest proximity to dam is more than 100 metres (150 m).
Distance to groundwater bores	No bores on site or within a significant distance	Buffer distances comply with Code	Buffer distances do not comply with Code	No suitable treatment method	Not needed.
Vegetation	Plentiful/healthy vegetation	Moderate vegetation	Sparse or no vegetation	Propagation not possible	Existing grasses suitable for sub-surface irrigation.
Depth to water table (potentiometric) [m]	>2	2 to 1.5	<1.5	Surface	Non limiting for sub surface irrigation. The Visualizing Victorias Groundwater web site shows a depth to water table of 10 metres or more.
Depth to water table (seasonal perched) [m]	>1.5	<0.5	0.5 to 1.5	Surface	Unremarkable, cut off drain upslope to LAA. LAA is designed for the limiting layer of soil.
Rainfall(2) (9th decile) [mm]	<500	500-750	750-1000	>1000	Limiting for trenches, non limiting for sub surface irrigation
Pan evaporation (mean) [mm]	1250 to 1500	1000 to 1250	750 to 1000	<750	Non limiting
SOIL PROFILE CHARACTERISTICS					
Structure	High or moderately structured	Weakly structured	Structureless, massive or hardpan		Water stable peds, non dispersive
Fill materials	Nil or mapped good quality topsoil	Mapped variable depth and quality materials	Variable quality and/or uncontrolled filling	Uncontrolled poor quality / unsuitable filling	Unremarkable, cut off drain upslope to LAA. LAA is designed for the limiting layer of soil.
Thickness [m]					
Trenches and beds	> 1.4		< 1.4	< 1.2	Limiting for trenches
Sub surface irrigation	> 1.5	1.0 to 1.5	0.75 to 1.0	< 0.75	
Permeability(3) (limiting horizon) [m/day]	0.15-0.3	0.15-0.3 0.3-0.6	0.01-0.03 0.6-3.0	> 3.0 < 0.03	An average kSat of 0.329 m/day was found with the field permeability tests.
Permeability(4) (buffer evaluation) [m/day]	< 0.3	0.3-3	3 to 5	> 5.0	Est 1 m/day for fractured meta sediments
Stoniness [%]	< 10	10 to 20	> 20		Unremarkable
Emerson number	4, 5, 6, 8	7	2, 3	1	Non dispersive
Dispersion index	0	1-8	8-15	> 15	DI = 0 as per SWEP soil analyses
Reaction trend (pH)	5.5 to 8.4	4.5 to 5.5	< 4.5 > 8		The pH 5.9 as per SWEP soil analysis, lime (8 T/ha) and dolomite (6 T/ha) can be added for agricultural purposes, no Gypsum required.
E.C. [dS/m]	< 0.8	0.8 to 2.0	> 2.0	> 2.0	The EC ranges between 16.8 and 34.1 µS/cm as per SWEP reports, this converts to an average of 0.0232 dS/m.
Sodicity (ESP) [%]	< 6	6 to 8	> 8	> 14	The ESP ranges between 0.77 and 1.51 as per SWEP soil analyses.
Free swell [%]	< 30	30-80	80-120	> 120	Low swelling clay
1 Landslip assessment based on proposed hydraulic loading, slope, profile characteristics and past and present land use.					
2 9th decile monthly rainfalls used in water balance analyses.					
3 Saturated hydraulic conductivity from insitu testing.					
4 Saturated hydraulic conductivity estimated from AS/NZS1547:2012 and data base.					

Appendix E2: Land Capability Risk Rating

LAND FEATURE	LAND CAPABILITY RISK RATING				
	LOW	MEDIUM	HIGH	RISK RATING	REMARKS
Distance to reservoir [km]	>15	2-15	<2	1	15+ kilometres to the Cairn Curran Reservoir.
Soil type rating (from Appendix C1)	1	2	3	2	Moderately dispersive, well draining soil down to 1 m.
Distance to river [m]	>80	40-80	<40	1	At least 950 m from the Loddon River.
Distance to stream [m]	>80	40-80	<40	1	Closest stream is the Loddon River which runs at over 950 m from the closest point of the proposed site for the LAA.
Distance to drain [m]	>40	10-40	<10	1	No drains identified
Lot size [ha]	>10	2-10	0.2-2.0	3	0.408 ha proposed per lot
Density [houses/km ²]	<20	20-40	>40	2	Around 40 dwellings per km ²
LCA Rating (from appendix E1)	1 (low)	2 (medium)	3 (high)	2	See appendix E1
System fail rate [%]	<5	5-10	>10	1	Large lot with ample space for LAA and low risk of effluent running off site.

$$R_n = ((R_{Res} + R_{Soil}) \times (R_{Riv} + R_{Str} + R_{Drain} + R_{Lot}) + (2 \times R_{LCA}) + (3 \times R_{Fail} \times R_{Den}))/10$$

2.80

Low Risk: $R_n < 2.5$ Moderate Risk: $R_n 2.5 - 5$ High Risk: $R_n > 5$.

Appendix E3 Calculated Combined Risk Number

As part of the development of the Mansfield Shire WWMP, Dr Robert Edis identified major factors which influence the level of risk posed by an on-site system. These factors have a differing level of importance, or weighting, when considered relative to other factors and that the interaction between factors must also be considered.

The individual factors can be rated as low risk ($R_n < 2.5$) which reflects the range in which there is no expected consequential impact on water quality, medium risk ($R_n 2.5-5$) which reflects the range in which the factor may influence the risk to water quality, though as a minor component of the overall risk, and high risk ($R_n > 5$) which represents a significant influence on the risk to water quality.

The Edis risk algorithm weights the major factors appropriately in the context of protecting the integrity of the potable water supply, as shown below:

$$R_n = ((R_{Res} + R_{Soil}) \times (R_{Riv} + R_{Str} + R_{Drain} + R_{Lot}) + (2 \times R_{LCA}) + (3 \times R_{Fail} \times R_{Den}))/10$$

Where:

R_n = Combined Risk Number,

R_{Dres} = Distance to reservoir risk rating

R_{Soil} = Soil (or Land-Soil) risk rating

R_{Driv} = Distance to river risk rating

R_{Dstr} = Distance to stream risk rating

R_{Drain} = Distance to drain risk rating

R_{Lot} = Lot size risk rating

R_{LCA} = Land capability assessment risk rating (from Appendix C1)

R_{Fail} = System fail rate risk rating R_{Den} = Density of development risk rating

Low Risk: $R_n < 2.5$


Moderate Risk: $R_n 2.5 - 5$

High Risk: $R_n > 5$

The combined risk number for this site is 2.8 (Moderate Risk - without limiting constraints).

The risk can be reduced to negligible levels if effluent is treated to a secondary level and disposed of via pressure compensated subsurface irrigation, as described in Section 4 of the land capability assessment.

Appendix F: Certificates of Currency of Public Liability and Professional Indemnity Insurance policies

Business Pack Insurance Certificate of Currency		QBE Insurance (Australia) Ltd Head Office Level 5, 2 Park Street Sydney NSW 2000 ABN: 78 003 191 035 AFS Licence No: 239545	
Policy Number 61U189351BPK			
Issued By QBE Insurance (Australia) Ltd		Period of Insurance From 14/06/2021 To 14/06/2022 at 4pm	
This certificate acknowledges that the policy referred to is in force for the period shown. Details of the cover are listed below.			
The Insured			
SANA SERVICES PTY LTD ABN Number Not Provided			
Cover Details			
Location	20 JUBILEE LAKE LANE, DAYLESFORD VIC 3460		Risk Number 1
Business	SEPTIC TANK INSTALLATION		
Interested Party	None Noted		
Broadform Liability Section			
Particulars	Total Sum Insured	Limit	
Limit of liability, any one occurrence		\$10,000,000	
Property in Your physical and legal control	As per the policy wording		
Excess	\$500 for property damage claims only \$0 for personal injury claims		
Clauses			
<ul style="list-style-type: none"> I45 PROPERTY DAMAGE TO FIXED PROPERTY The Liability Section of this Policy does not cover liability in respect of damage to or as a result of damage to roads, sewers, water pipes, gas pipes, electric, fibre optic or telecommunications wires or cables or their supports or to any land or fixed property whatsoever and/or the contents thereof unless You have ascertained from the relevant authorities the actual position of any such pipes, mains, cables and wires before commencing any operation. 			

QM1826-1207

**Business Pack Insurance
Certificate of Currency**

QBE Insurance (Australia) Ltd
Head Office
Level 5, 2 Park Street
Sydney NSW 2000
ABN: 78 003 191 035
AFS Licence No: 239545



Policy Number 61U189351BPK

Cover Details *continued*

Location 1548 BALLAN-DAYLESFORD RD, KORWEINGUBOORA VIC 3461
Business SEPTIC TANK INSTALLATION

Risk Number 1

Clauses *continued*

- **IS6**

REMOVAL/WEAKENING OF SUPPORTS

The Liability Section of this Policy does not cover liability in respect of damage to any land or fixed property arising directly or indirectly from the removal or weakening of or interference with support to land, buildings or any other property.

- **CIP**

Austbrokers Commercial/Retail/Industrial Policy wording QM511 applies when BUSINESS PACK INSURANCE is shown on the policy schedule.
QBE Trade Policy QM207 applies when TRADES PACK INSURANCE is shown on the policy schedule.
QBE Office Policy QM208 applies when OFFICE PACK INSURANCE is shown on the policy schedule.

- **IB2**

PRINCIPALS ENDORSEMENT

The following is deemed to be an insured under the Liability section of this Policy to the extent described in "Cover for others" part (f):
The Hepburn Shire Council

End of Certificate

QM1826-1207



Certificate of Currency
Solution ONE Insurance

Policy Number: AD453304851PIND
Insured: Sanae Services Pty Ltd
Address/Premises: 20 Jubilee Lake Lane, Daylesford VIC 3460
Business: Advice and Consulting Services regarding Septic System as declared
Period of Insurance: From: 4pm on 14/06/2021
 To: 4pm on 14/06/2022

Part A: - Professional Indemnity

Limit of Indemnity: \$5,000,000 any one Claim and
 \$10,000,000 in the aggregate
Excess: \$500 each and every Claim inclusive of Defence Costs
Retroactive Date: 14/06/2016 excluding all known Claims and circumstances

Part B: - General Liability

Section: N/A

Part C: - Management Liability

Section: N/A
Premium: As Agreed
Policy Wording: Solution Underwriting Solution ONE Insurance Policy - SU CL 0520
Security: Chubb Insurance Australia Limited
Territorial Limits: Anywhere in the world other than the United States of America or Canada
 or their territories, protectorates or dependencies
Jurisdiction: Anywhere in the world other than the United States of America or Canada
 or their territories, protectorates or dependencies
Endorsements: See Policy Schedule
Date and Place of Issue: Melbourne on 17 June 2021

Signed for and on behalf of Solution Underwriting Agency Pty Ltd

A handwritten signature in black ink, appearing to be 'Rhys Mills', enclosed within a hand-drawn oval.

Rhys Mills – Managing Director



ATTACHMENT 11.4.1 DISTANCES

- Glenlyon General Store
2.0 kilometres
- Daylesford
8 kilometres

Subject site



iPlanning Services Pty. Ltd
PO Box 1401
Bakery Hill 3354

Telephone: 0408 577 880
Email: james.ips@iinet.net.au

PROJECT:

Two (2) Lot Subdivision

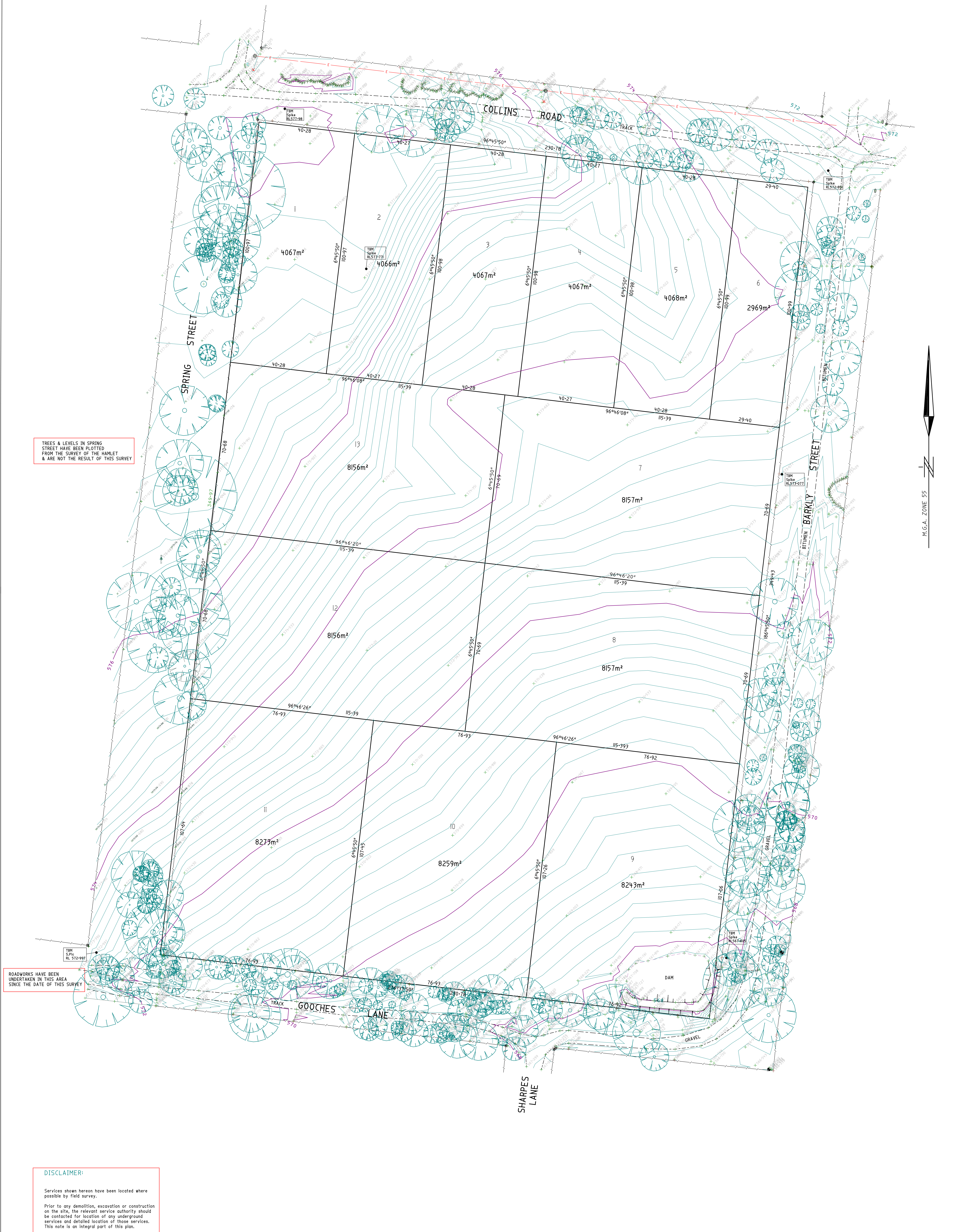
CA8, Sec 24 TP307049V, Barkly Street,
Glenlyon

NOTATIONS:



SITE AND CONTEXT PLAN

SCALE: NTS	DATE: December 2021	
DRAWN: J ILES	REF: P-00955	
CHECKED: J ILES	CONTRACT No.	REVISION No.
APPROVED: J ILES		A



TREES & LEVELS IN SPRING STREET HAVE BEEN PLOTTED FROM THE SURVEY OF THE HAMLET & ARE NOT THE RESULT OF THIS SURVEY

ROADWORKS HAVE BEEN UNDERTAKEN IN THIS AREA SINCE THE DATE OF THIS SURVEY

DISCLAIMER:

Services shown hereon have been located where possible by field survey.
Prior to any demolition, excavation or construction on the site, the relevant service authority should be contacted for location of any underground services and detailed location of these services. This note is an integral part of this plan.

NOTATIONS

Levels are to A.H.D.
Contour Interval 0.20 metres
Title boundaries are shown by a continuous thick line
Bearings have been related to Map Grid Australia (M.G.A.)

DIMENSIONS SHOWN ARE SURVEYED ADOPTED AND DO NOT NECESSARILY ACCORD WITH TITLE DIMENSIONS

JAMES WALSH LICENSED SURVEYOR
PO Box 35
Daylesford, 3460
Tel: 0427847930
Em: ajwalsh@mmnet.com.au

SURVEYORS REF.
3526
SHEET 1 OF 1

ORIGINAL SCALE SHEET SIZE
1:500 A0

LEGEND

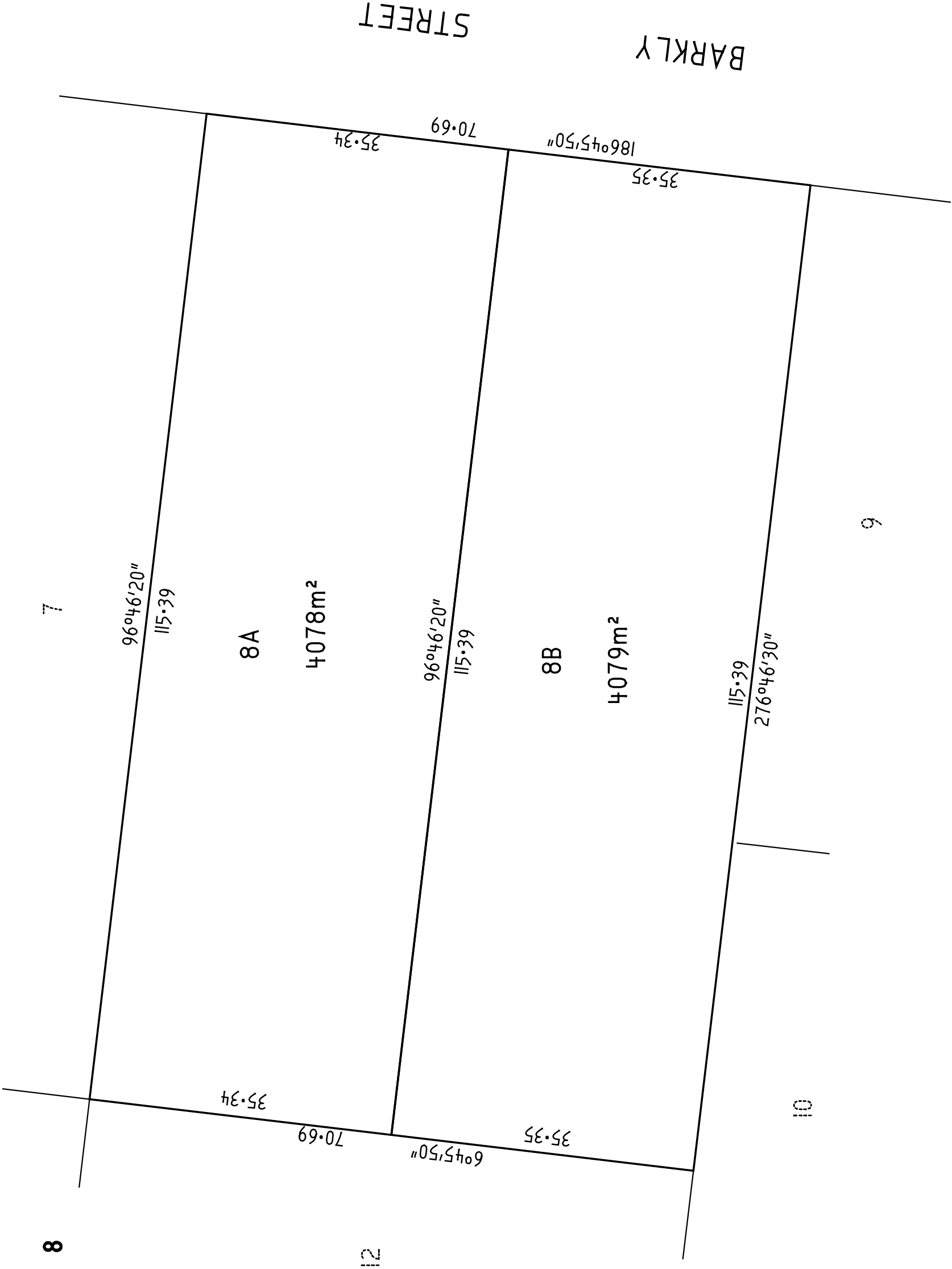
- SIGN
- TEMPORARY BENCH MARK
- ELECT. / TELEPHONE POLE
- TELSTRA PIT
- STAY WIRE
- NATIVE TREE
- TOP OF BANK
- EDGE ROAD FORMATION
- FENCE
- TITLE BOUNDARY
- EDGE VEGETATION

LEVEL AND FEATURE PLAN

PARISH OF GLENLYON
TOWNSHIP OF GLENLYON
SECTION 24
JULY 2021

PARISH OF GLENLYON
TOWNSHIP OF GLENLYON
SECTION 24
CROWN ALLOTMENT 8

PLAN OF PROPOSED SUBDIVISION



JAMES WALSH LICENSED SURVEYOR
PO BOX 35
DAYLESFORD, 3460
TEL: 0427847930
Email: a]walsh@mmnet.com.au

JAMES PATRICK WALSH / VER:1

SHEET 1 OF 1

ORIGINAL SHEET
SIZE: A3

5 0 5 10 15 20
LENGTHS ARE IN METRES

SCALE
1:500

ATTACHMENT 11.4.1

NCCMA Ref: NCCMA-F-2022-00265
Document No: 1
Council Ref: PA 3536
Other Ref:
Date: 24 February 2022

James McInnes
Statutory Planner
Hepburn Shire Council
Po Box 21,
Daylesford Vic 3460

Dear James

Planning Permit Application No: PA 3536
Development Description: 2 Lot Subdivision
Street Address: 24 Collins Road, Glenlyon Vic 3461
Cadastral Location: CA 8, Section 24, Parish of Glenlyon
Applicant: James Iles, iPlanning Services Pty Ltd

Thank you for your referral under Section 55 of the *Planning and Environment Act, 1987* dated 23 February 2022, and received by North Central Catchment Management Authority (CMA) on 23 February 2022, regarding the above matter.

North Central CMA, pursuant to *Section 56 of the Planning and Environment Act 1987*, **does not object** to the granting of a permit.

Advice to Applicant / Council

Flood levels for the 1% AEP probability (100 year ARI) have not been determined for this area under the *Water Act 1989*. However, information available at North Central CMA indicates that in the event of a 1% AEP flood event it is highly unlikely that the property may be subject to inundation from a designated waterway.

Should you have any queries, please do not hesitate to contact me on **(03) 5440 1896**.

To assist the CMA in handling any enquiries and the supply of further information, please ensure you quote **NCCMA-F-2022-00265** in your correspondence.



Yours sincerely

Nathan Treloar

Nathan Treloar

Waterways and Floodplain Officer

Cc: James Iles, iPlanning Services Pty Ltd

Information contained in this correspondence is subject to the definitions and disclaimers attached.



Attached: Definitions and Disclaimers

Definitions and Disclaimers

1. The area referred to in this letter as the 'proposed development location' is the land parcel(s) that, according to the Authority's assessment, represent(s) the location identified by the applicant. The identification of the 'proposed development location' on the Authority's GIS has been done in good faith and in accordance with the information given to the Authority by the applicant(s) and/or local government authority.
2. While every endeavour has been made by the Authority to identify the proposed development location on its GIS using VicMap Parcel and Address data, the Authority accepts no responsibility for or makes no warranty with regard to the accuracy or naming of this proposed development location according to its official land title description.
3. **AEP** as Annual Exceedance Probability – is the likelihood of occurrence of a flood of given size or larger occurring in any one year. AEP is expressed as a percentage (%) risk and may be expressed as the reciprocal of ARI (Average Recurrence Interval).

Please note that the 1% probability flood is not the probable maximum flood (PMF). There is always a possibility that a flood larger in height and extent than the 1% probability flood may occur in the future.
4. **ARI** as Average Recurrence Interval - is the likelihood of occurrence, expressed in terms of the long-term average number of years, between flood events as large as or larger than the design flood event. For example, floods with a discharge as large as or larger than the 100-year ARI flood will occur on average once every 100 years.
5. **AHD** as Australian Height Datum - is the adopted national height datum that generally relates to height above mean sea level. Elevation is in metres.
6. No warranty is made as to the accuracy or liability of any studies, estimates, calculations, opinions, conclusions, recommendations (which may change without notice) or other information contained in this letter and, to the maximum extent permitted by law, the Authority disclaims all liability and responsibility for any direct or indirect loss or damage which may be suffered by any recipient or other person through relying on anything contained in or omitted from this letter.
7. This letter has been prepared for the sole use by the party to whom it is addressed and no responsibility is accepted by the Authority with regard to any third party use for the whole or any part of its contents. Neither the whole nor any part of this letter or any reference thereto may be included in any document, circular or statement without the Authority's written approval of the form and context in which it will appear.
8. The flood information provided represents the best estimates based on currently available information. This information is subject to change as new information becomes available and as further studies are carried out.





GMW Ref: PP-22-00205
Doc ID: A4337013

Hepburn Shire Council
Planning Department
shire@hepburn.vic.gov.au

10 March 2022

Dear Sir and/or Madam,

Planning Permit Application - Subdivision - 2 lot subdivision

Application No. PA 3536
Applicant: Iplanning Services Pty Ltd
Location: 24 Collins Road GLENLYON VIC 3461
V 12348 F 353 CA 8 Sect 24 Glenlyon

Thank you for your letter and information received 23 February 2022 in accordance with Section 55 of the *Planning and Environment Act 1987*.

Goulburn-Murray Water's (GMW's) areas of interest are surface water and groundwater quality, use and disposal. GMW requires that development proposals do not impact detrimentally on GMW's infrastructure and the flow and quality of surface water and groundwater. Applicants must ensure that any required water supplies are available from an approved source.

The property is located in the Cairn Curran Special Water Supply Catchment and subject to ESO1. The land is zoned TZ and comprises of >8000m². GMW understands that the applicant is seeking planning permission to subdivide the site into 2 lots with an area of ~4078m² each. No water features have been identified on the site. A Land Capability Assessment (LCA) has been provided with the application recommending that wastewater from any future dwelling on the site is treated to a secondary standard and disposed of via sub-surface irrigation. However, under the provisions of ESO1 of the planning scheme any future dwelling on the lots will trigger the requirement for a planning permit and be referred to GMW in accordance with Section 55 of the Planning and Environment Act for further comment.

Based on the information provided and in accordance with Section 56 (b) of the *Planning and Environment Act 1987*, Goulburn-Murray Water has no objection to this planning permit being granted subject to the following conditions:

1. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
2. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.

3. Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:
 - a) If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.
 - b) The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.
 - c) The owner shall meet the cost of the registration of the agreement on the title.
 - d) This agreement must be registered on title.
 - e) This agreement is cancelled if (a) above is satisfied.

If you require further information please e-mail planning.referrals@gmwater.com.au or contact 1800 013 357.

Yours sincerely

Ranine McKenzie

Ranine McKenzie
SECTION LEADER STATUTORY PLANNING

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: PlnPA003535 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Date: Monday, 11 April 2022 4:53:03 PM

Name and address of the submitter/objector -

[REDACTED]

Reason(s) for the submission/objection -

I wish to object to the PlnPA003536 HSC.

I refer you to the objections I listed in my objection to the PlnPA003535. The objections written there apply to this application objection also.

Thank you.

Regards

[REDACTED]

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: PlnPA003535 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Date: Monday, 11 April 2022 4:28:15 PM

[REDACTED]

Reason(s) for the submission/objection -

I object to the sub-division of the above lot into two blocks.

My objection is about waste water management on small blocks.

HSC's Domestic Waste Water Management Plan sets out how to manage potential risks to public and environmental health from septic systems. For HSC to consider reducing lot size goes against the value of the council's document statement.

Glenlyon has an historical town plan which does not relate to climate change concerns nor to the demands of modern households.

I fear for the state of the environment of Glenlyon and the Loddon River without HSC's recognition of these unplanned for developments.

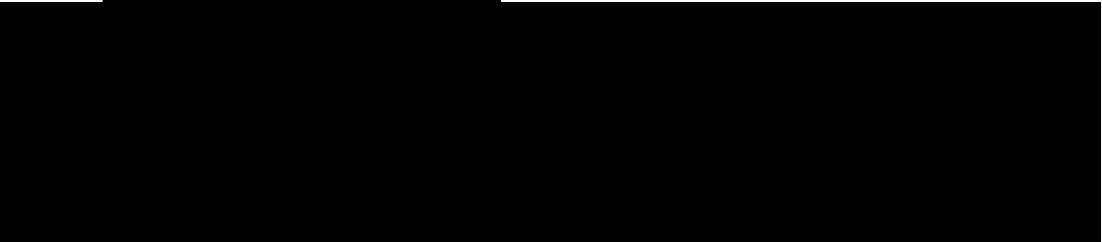
Thank you

Regards,
[REDACTED]

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PLN22/0016

Proposal: SUBDIVISIONS PA 003535, PA003536, PA 003539

Who has applied for the permit: lplanning Services Pty Ltd

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Our concerns are that Glenlyon township does not have reticulated water or sewerage. The application for further subdivisions will only exacerbate the concerns we have and other residents with ground water contamination and the over development of the area without further community consultation and the effects on the surrounding environment.

Furthermore information on the application is not on the HSC website and the QR code does not link to the applications.

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

As residents we are most concerned that the granting of this permit will lead to environment damage.

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.....

If insufficient space, please attach separate sheet

Privacy Collection Notice

Your objection and the personal information on this form is collected by Hepburn Shire Council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act).

If you do not provide your name and address, Hepburn Shire Council will not be able to consider your objection.

Your objection will be available at the Hepburn Shire Council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

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

Signature: Or Tick Box ☒ Date: 11 April, 2022

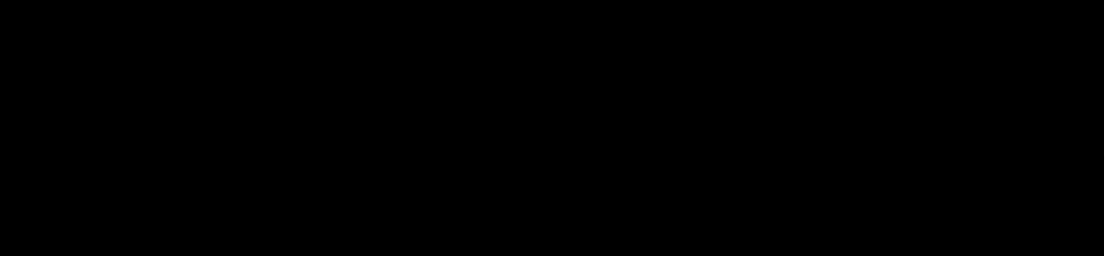
IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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6. Any person may inspect an objection during office hours.
7. If your objection related to an effect on property other than at your address as shown on this form, give details of that property and of your interest in it.
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11. If the Responsible Authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PlnPA 003535, PLN2

Proposal: To subdivide 'Loddonvale' blocks into high risk sizes

Who has applied for the permit: [REDACTED] iPlanning ServicesP/L

WHAT ARE THE REASONS FOR YOUR OBJECTION?

HSC has in it's Waste Water Management Plan 2014 that blocks smaller than 4000sq m are high risk in an area with no town water or sewerage. This puts the number of high risk blocks in this and the 'Hamlet' at an unsafe number.

The applicant has no interest in our community or in it's future well being. Get their profits and move on to the next pigeon - with no input from council other than 'sure, sign here and pay the fee'.

Bronwyn Southee gave a definite undertaking that we would be notified if there were to be further subdivisions. I understand she has left but does council have no ethics? I am sick of asking council for information and being treated with such disrespect ('have been asking about Glenlyon Reserve since last October - nothing').

I realise this is a useless objection and the WWP 2014 was, very conveniently, not incorporated into Planning regulations. Council has only had 7 or 8 years to rectify this so please don't reply with platitudes about your hands being tied.

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

As a member of this community I am concerned about the suburbanisation of Glenlyon. The 3 other town boundaries have 5 acre buffer zones. RLZ.

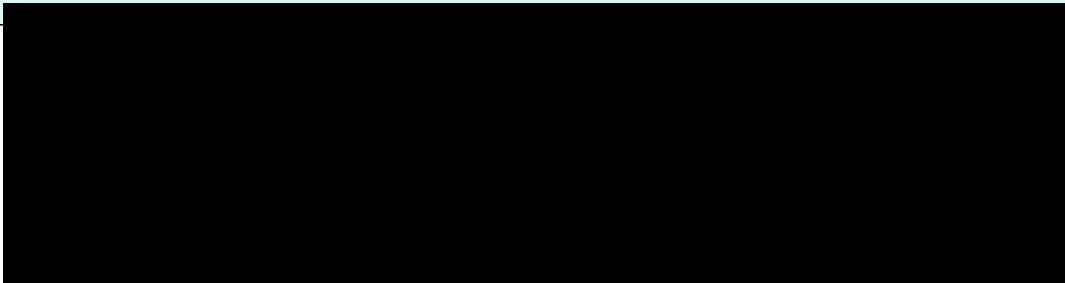
These subdivisions create a real potential for complaint about farming practices across the road - I have asked questions at council about this.

Water security. Glenlyon has had several town meetings about water tables and bores with up to 60 residents attending. This further subdivision creates greater stress on a finite resource.

And just general stress of feeling like council doesn't give a damn.

Please use block letters

Planning & Environment Act 1987



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA003539 & PA03536

Proposal: 2 lot subdivision

Who has applied for the permit: iPlanning Services PTY LTD on behalf of Glenlyon Development Management

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Refer to Hepburn Planning Scheme Cl. 74.02 Further Strategic Work 10/02/2022 C80 hepb.

The Hepburn Shire Council HAS NOT DONE SUFFICIENT FURTHER WORK to properly ensure

1. proper structure planning for Glenlyon,
2. updated municipal wildfire assessment for 24 Collins Road Glenlyon.
3. Flora and fauna assessment and updating of biodiversity controls to take into account the needs of this particular site.
4. Preparing a rural settlement strategy to better understand the risks and challenges posed in Hepburn's settlements to guide development consistent with GLENLYON's inherent rural character.
5. Undertaking an assessment of the Shire's wastewater treatment plants and any necessary odour studies that are consistent with relevant guidelines, detailing future planning scheme approaches.
6. Undertaking proper assessment of the potential for groundwater contamination due

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

I am a resident of Glenlyon. Further development including the recent Hamlet residential development of 26 blocks plus this development of now 21 blocks of which the proposed sub-division is part, will affect the current infrastructure of Glenlyon - gravel roads, an electricity supply that cannot take additional solar input causing regular power outages, more traffic on local roads not built for that purpose, greater shire expenditure on road maintenance. In addition I object to the sly way the Glenlyon Development Management company has by an apparent loophole avoided CI 7.1 PUBLIC SPACE CONTRIBUTION. and therefore any offset of the loss of valuable land for biodiversity purposes.

.....

.....

.....

.....

.....

If insufficient space, please attach separate sheet

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

[REDACTED] [REDACTED] Or Tick Box ☒ Date: 12/04/2022

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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11. If the Responsible Authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: PlnPA003535 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Date: Monday, 11 April 2022 5:23:34 PM

Name and address of the submitter/objector - [REDACTED]

Reason(s) for the submission/objection -

I wish to object to the application on the following grounds

1. Overdevelopment - Glenlyon is a small settlement with no reticulated water or sewerage. A 26 lot subdivision has already been approved for development to the west and across Spring Street of this subject land. If this Crown Allotment is subdivided along with the other 3 Crown Allotments in this subdivision there will be another 17 blocks on top of the 26. This is an alarming growth rate in a situation where there is no structure plan. The Township plan for Glenlyon was drawn up in the 1860's. It is not appropriate for development today. In the nineteenth century people did not use water at the rate they do today. Research needs to be carried out on the effect of these sort of developments on the quality of groundwater and the amount. A structure plan needs to be developed and the Shire needs to work with Goulburn Murray Catchment Authority on preparing a sustainable way forward. This type of development needs to have planned overall approach and not just treating each application for subdivision and building permit one by one.

Goulburn Murray have said within the last 2 years "Density of unsewered development in Glenlyon is high and further subdivision of land creating additional unsewered lots poses a high risk to ground and surface water quality".

The application states that the each lot owner will have to rely on potable water in tanks and can use treated waste water on their gardens. The LCA Report talks about waste fields and drip systems. All very confusing for the average person. Will the Council be able to supervise any of this?

2. Lack of infrastructure and services as stated above no reticulated sewerage or water. Power supply still problematic. There have been so many interruptions to supply in the last 12 months that we have received 2 credits under the GSL scheme. It needs to be pointed out that the General Store is a tourist venue and provides nothing for locals. There is no public transport service going through Glenlyon.

3. Risk of fire. With fire seasons becoming hotter and more risk of the Wombat Forest going up in flames, and the population of this small hamlet increasing, plans need to be developed with the CFA as to how you keep the expected increase in population safe.

4. I am of the view that it would be helpful to have a round table discussion with the property owner of the land the subject of the application, the developers, Council officers and concerned residents of Glenlyon. I note the details of owners has been redacted. This information is available on public record and I have done my searches.

In summary, the overdevelopment of Glenlyon is posing severe risk to the ground water and the Loddon River. More knowledge is required on how this risk can be dealt with. A structure plan is required. Discussions need to be had with all stakeholders.

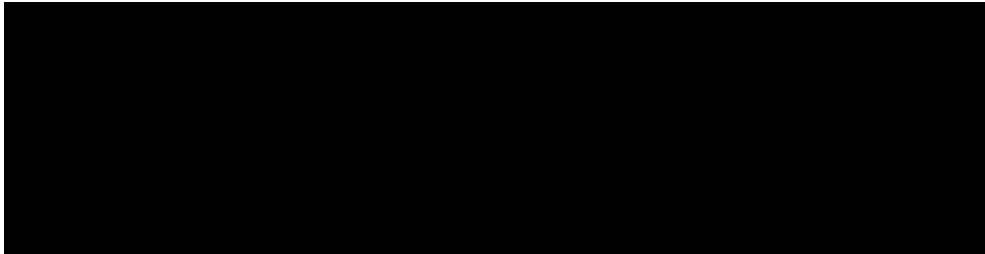
[REDACTED]

[REDACTED]

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PinPA003535, 003539, 003536, PLN22/0016

Proposal: Subdivisions

Who has applied for the permit: Apparently the name has been redacted

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Refer to attached 4 pages

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

Refer to attached 4 pages

.....

.....

.....

.....

.....

If insufficient space, please attach separate sheet

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..... Or Tick Box ☒ Date: 11_04_2022

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Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development

**Objection to the Loddonvale subdivisions
PlnPA003535, 003539, 003536, PLN22/0016
and proposed moratorium on future
subdivisions in Glenlyon until the sustainability issues – lack of mains
sewerage and water supply issues and poor power supply and
the impact of this “suburban
development” on the local environment is resolved.**

- **Current 1861 town plan** is a complete anachronism and not an appropriate template for development in Glenlyon 2022 for the reasons outlined below.
- **2022 Glenlyon will never have sewerage and mains water supply** (pop required 3000 currently 380-400 approx.) 3000 min required as advised by planners and staff of HSC on numerous occasions.
- **Every site in Glenlyon is its own sewage farm.**
- **Every site in Glenlyon needs its own water supply from rainwater and groundwater – both sources are being depleted through climate change.**
- **On every site in Glenlyon with a ground water bore – (most sites have one) – risk of cross contamination of human effluent entering the groundwater via the bore penetration. The smaller the site the higher the risk.**
- **Risk from lack of oversight** by underfunded and over committed statutory bodies: HSC GMW EPA all struggling to provide any due diligence with regard to development. Most sites in Glenlyon have never been inspected.
- **All sites in Township Glenlyon are very high maintenance – with no mains water and no sewerage** - everything in Glenlyon is completely owner operated with the inherent contamination risks associated and the multiplier effect of more and smaller subdivisions. Multiple pumps and frequent power failures.

Glenlyon is in the catchment area for the Loddon.

2.0 1861 Glenlyon town plan - Development impacts – Human and Environmental Health, Sustainability, Climate Change all ignored in favour of short term profits.

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(i) High carbon footprint development – very little local employment – no schools and retail: Increased population requiring travel elsewhere for basic work and supplies in an area with little local employment and outlets.

(ii) Hepburn Shire has a commitment to combat climate change: but this is not fulfilled with “suburban” style higher density developments like “Loddonvale” in Townships like Glenlyon. **Travel: 10 km to Daylesford and 29.5 km to Kyneton. A 20 km to 59 km round trip for the most basic supplies.**

(iii) Option - Tourism/holiday market - high water use expectation: with high tariffs of high water consumption and waste water production.

(iv) The unsustainability of 1861 Glenlyon town plan development - there is a finite and reducing supply of groundwater and rain harvested water with reduced rainfall, environmental flows and run off to the river and creek system due to upstream dams and a proliferation of ground water licences.

(v) Climate change – higher temperatures - lower rainfall – erratic rainfall – reduced water supply. **The Farmers Federation acknowledges the reality of climate change.**

(vi) Smaller Sites - eg Hamlet sites down to 31.43 m means less width, and problems of containing effluent onsite and avoiding cross contamination:

Source Code of Practice septic Tanks:

On site setbacks – 20m setbacks to bores (with secondary treatment)
most sites will require secondary treatment (50m primary – conventional septic)
Boundary setbacks - upslope 3m setback - downslope 3m setback

(vii) Amenity Loss: There is no design development / neighbourhood character guidelines in this Township Zone.

(viii) Impact on Existing Township Conditions: The impact on existing conditions is not factored into any appraisals on any grounds: aesthetic, environmental, water loss, effluent risk. Standards are either non existent or to the bare minimum on all fronts. Loss of trees (eg Loddonvale: already trees are threatened), increased traffic etc etc.

3.0 How will we be affected:

Glenlyon services: no water, no sewerage and poor power supply, the Township simply cannot support these household numbers and therefore population increases –

2020 – 2022 - 52 new lot approvals in Glenlyon Township /

121 existing houses Glenlyon Township

9 in Township plus 26 Hamlet plus 17 Loddonvale = 52 / 121

43% growth in 2 years 2020 - 2022

This is unsustainable development on undersized sites has two direct impacts for us:

Access to and risk of contamination of Groundwater - sustainability of life in Glenlyon:

3.1 Increased Risk of groundwater depletion that has the potential to make the township

**Moratorium on development in Glenlyon
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groundwater inaccessible to us

3.2 Increased Risk of contamination of the Groundwater through effluent from onsite septic systems being dragged into the Aquifers as the water table drops

3.3 HSC are ignoring Clause 56 – drinking water must be provided to each subdivision and GMW are not acting responsibly simply approving these applications without actually assessing if these developments are sustainable – no drinking water or drinking water

The responsible authority is NOT acting responsibly approving these subdivisions without drinking water and HSC are complicit in this.

HEPBURN PLANNING SCHEME

56.07 28/10/2016 VC101	INTEGRATED WATER MANAGEMENT
56.07-1 08/10/2008 VC42	Drinking water supply objectives To reduce the use of drinking water. To provide an adequate, cost-effective supply of drinking water. Standard C22 The supply of drinking water must be: <ul style="list-style-type: none">▪ Designed and constructed in accordance with the requirements and to the satisfaction of the relevant water authority.▪ Provided to the boundary of all lots in the subdivision to the satisfaction of the relevant water authority.

infrastructure is being supplied to these sites.

Environmental life impacts:

3.4 Increased Risk of groundwater depletion that has the potential to make the groundwater inaccessible to the environment

3.5 Increased Risk of contamination of the Groundwater through effluent from onsite septic systems being dragged into the Aquifers as the water table drops

4.0 Conclusion: “Loddonvale” and PInPA003535, 003539, 003536, PLN22/0016

The 1861 Glenlyon town plan development risks are too high and require proper independent scientific (eg hydrogeological ie groundwater volumes and sustainability) and environmental evaluation (In my opinion HSC and GMW have a conflict of interest). This includes such basics as the risk of water supply failure, effluent overload and cross contamination of human effluent entering the existing ground water supply, not to mention the significant permanent environmental impacts of this unsustainable 1861

**Objection to the Loddonvale Development and Subdivisions ATTACHMENT 11.4.4
PlnPA003535, 003539, 003536, PLN22/0016**

**Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development**

town plan. I am opposed to Loddonvale subdivision of subdivisions and request a moratorium on development in Glenlyon until a proper study of all the risks involved in Township expansion are independently evaluated and presented to residents for their input.

This Township expansion is being undertaken without a published Structure Plan – there is no urban planning to prove that these developments are viable, if these further subdivision approvals PlnPA003535, 003539, 003536, PLN22/0016 are accepted without proper independent investigation of the sustainability of this Township expansion – in this Township with no water, no sewerage and poor power supply - this is an act of gross negligence by Hepburn Shire Council and GMW.

From: [REDACTED]
Subject: [Hepburn Shire Mailbox](#)
 Objections to planning applications PlnPA003535 PLN22/0016 PlnPA003539 PlnPA003536 - 24 Collins Road, Glenlyon
Date: Monday, 11 April 2022 3:47:18 PM

Name and address of the objector - [REDACTED]

Reason(s) for the objection -

1. Current infrastructure. Glenlyon has little infrastructure - no reticulated water, no sewage, no public transport and no retail (the currently named General Store, is not a general store which could be used for provisioning the locals).

Eleven years ago an employee of Goulburn Murray Water advised residents that there would no more bores drilled in the area. This has proven to be not the case. Bores have continued to be sunk. If every property at (so-called) 24 Collins Road has a bore, what effect will that have on ground water used for nearby agriculture and horticulture (ie our food)? Will building permits contain a covenant restricting water consumption to rain water tanks, and no bores to be drilled?

No universal sewage system means waste water treatment is left to individual property owners. The Hepburn Shire does not currently enforce its own requirements for three monthly and annual inspections. If the shire does not meet their own requirements, then property owners are unlikely to comply. It appears the current Glenlyon power grid is still unable to meet the needs of current users, with frequent power black outs. Additional residences in Glenlyon will put even greater pressure on the grid.

2. General - over development. Crown Allotments drawn up in 1860s, on which the allotments along Barkly Street are based, are inappropriate for 2022 and beyond. There appears to be no overall plan - Council is allowing development, single plot by single plot, and not considering the big picture. Standards required in 2022 and beyond are not those of 1860. Further subdivision of land on the outskirts of Glenlyon creates an appalling precedent for unsustainable development in Glenlyon, and will destroy the neighbourhood character. DELWP document https://planning-schemes.api.delwp.vic.gov.au/_data/assets/pdf_file/0003/463953/Hepburn_PS_Ordinance.pdf?_ga=2.165571574.898885614.1610089951-1594439468.1610089951 which includes reference to needing to maintain the rural aspect of many areas along the Daylesford Malmsbury Road corridor from Coomoora to Glenlyon. The sight of an additional mini-Melton on the edge of Glenlyon does not fit this rural aspect, nor does it fit with the desires of the current residents (several local surveys provide this information).

3. It would be more appropriate for a Glenlyon Structure Plan to be developed before unfettered development and land divisions are permitted.

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: PlnPA003539 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Date: Monday, 11 April 2022 3:17:33 PM

Name and address of the submitter/objector - [REDACTED]

Reason(s) for the submission/objection -

1. General - over development. Crown Allotments drawn up in 1860s, on which the allotments along Barkly Street are based, are inappropriate for 2022 and beyond. There appears to be no overall plan - Council is allowing development, single plot by single plot, and not considering the big picture. Standards required in 2022 and beyond are not those of 1860. Further subdivision of land on the outskirts of Glenlyon creates an appalling precedent for unsustainable development in Glenlyon, and will destroy the neighbourhood character. DELWP document https://planning-schemes.api.delwp.vic.gov.au/_data/assets/pdf_file/0003/463953/Hepburn_PS_Ordinance.pdf?_ga=2.165571574.898885614.1610089951-1594439468.1610089951 which includes reference to needing to maintain the rural aspect of many areas along the Daylesford Malmsbury Road corridor from Coomoora to Glenlyon. The sight of a further mini-Melton on the edge of Glenlyon does not fit this rural aspect, nor does it fit with the desires of the current residents (several local surveys provide this information).

2. Current infrastructure. Glenlyon has little infrastructure - no reticulated water, no sewage, no public transport and no retail (the currently named General Store, is not a general store which could be used for provisioning the locals).

Eleven years ago an employee of Goulburn Murray Water advised residents that there would no more bores drilled in the area. This has proven to be not the case. Bores have continued to be sunk. If every property at (so-called) 24 Collins Road has a bore, what effect will that have on ground water used for nearby agriculture and horticulture (ie our food)? Will building permits contain a covenant restricting water consumption to rain water tanks, and no bores to be drilled?

No universal sewage system means waste water treatment is left to individual property owners. The Hepburn Shire does not currently enforce its own requirements for three monthly and annual inspections. If the shire does not meet their own requirements, then property owners are unlikely to comply. It appears the current Glenlyon power grid is still unable to meet the needs of current users, with frequent power black outs. Additional residences in Glenlyon will put even greater pressure on the grid.

3. A Glenlyon Structure Plan should be put into place before further planning applications are accepted for assessment.

TOWN PLANNING REFERRALS

ENGINEERING CONDITIONS

Application No : PA – 3536
File : 104581P
Property No : 104581
Address of Land : 24 Collins Road, Glenlyon
Description : Staged Subdivision

1. Stormwater Drainage

- 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.
- Each lot requires a separate point of discharge.
- It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.
- It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines
Note: Additional information for requirements can be found at <https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>

2. Access

- Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.
- Prior to the occupation the following will be constructed for approval.
 - Vehicle access/crossing is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority
 - Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard

AS2890.1:2004 Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.

- Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.
- Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.
- 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.

3. Road Upgrade Works

- It is the responsibility of this permit holder(s) to upgrade Barkley Street to a sealed road from the end of the current seal to the southern boundary of the lot 8B to the satisfaction of Responsible Authority
- 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
- Professionally prepared plans designed by a suitably qualified engineer based on site tests are to be submitted to the Responsible Authority for approval prior to construction.
- The road pavement shall be designed by a suitably qualified engineer based on site tests but at a minimum shall include: 4m pavement and 1.5m shoulders on both sides comprising;
 - 200mm compacted depth class 3, 20mm FCR sub base and 100mm compacted depth class 2, 20mm FCR base pavement.
 - 2 coat spray seal, 10mm primer seal/7mm rubberised final seal
 - OR
 - 40mm Type N, 10mm asphalt on a primed base.
- The Supervising Consulting Engineer shall provide to Council a report of hold points and inspections for the construction and verification that the roads and drains have been designed and constructed in compliance with the above standards, by providing a list verifying the results of all tests undertaken and corresponding results. The minimum tests required to be provided to the Responsible Authority are:
 - Road Sub-grade (Proof Roll)
 - Pavement sub-base and base (density test and proof roll)
 - Pavement prior to sealing or asphalt application
 - Drainage trench and bedding
 - Drainage infrastructure prior to backfill

- Drainage pits
- 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.
 - *Native Vegetation assessment*
 - *Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist reposit on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.*
- 4. Prior to commencement of use 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
- 5. All works must be constructed and completed prior to statement of compliance.
- 6. All costs incurred in complying with the above conditions shall be borne by the permit holder

Prepared by: Ashley Goad – Engineering Development Officer
 Date: 28/02/2022

11.5 PA 3535 - TWO LOT SUBDIVISION OF LAND AT 24 COLLINS ROAD GLENLYON INTERIM DIRECTOR COMMUNITY AND DEVELOPMENT

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

ATTACHMENTS

1. PA 3535 - Application documentation [**11.5.1** - 70 pages]
2. PA 3535 - Referral Response - North Central Catchment Management Authority [**11.5.2** - 3 pages]
3. PA 3535 - Referral Response - Goulburn Murray Water [**11.5.3** - 2 pages]
4. PA 3535 - Combined Objections Redacted 104581 [**11.5.4** - 16 pages]
5. PA 3535 - Referral Response - Council Engineering Department [**11.5.5** - 3 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to determine the planning application for a two-lot subdivision of land PA 3535 at 24 Collins Road Glenlyon known as Crown Allotment 7, Section 24 Parish and Township of Glenlyon.

The application is being brought to Council as Eight (8) objections have been received and is recommended for approval as the two lot subdivision has been determined to be appropriate with consideration of the *Planning and Environment Act 1987* and the Hepburn Planning Scheme.

OFFICER'S RECOMMENDATION

That Council, having caused notice of Planning Application No. PA 3535 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 24 Collins Road, Glenlyon CA 7, SEC 24 PSH TSP Glenlyon (104581) for the two lot subdivision of land, subject to the following conditions:

Layout must not be altered

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

Mandatory

2. *The owner of the land must enter into an agreement with:*
 - a. *Telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*

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

General

- 7. *No proposed access must necessitate the removal of existing street trees to the satisfaction of the responsible authority. Any street trees to be removed must be replaced at the cost of the permit holder with advanced trees of the same species and size as the existing trees in a location to the satisfaction of the Responsible Authority.*

Council Engineering Conditions

- 8. *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.*

- b. *Each lot requires a separate point of discharge.*
- c. *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.*
- d. *It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines*

Note: Additional information for requirements can be found at

<https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemq>

9. 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 the occupation the following will be constructed for approval.*
 - i. *Vehicle access/crossing 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.*

10. Road Upgrade Works

- a. *It is the responsibility of this permit holder(s) to upgrade Barkley Street to a sealed road from the end of the current seal to the southern boundary of the lot 8B to the satisfaction of Responsible Authority.*
 - b. *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*
 - c. *Professionally prepared plans designed by a suitably qualified engineer based on site tests are to be submitted to the Responsible Authority for approval prior to construction.*
 - d. *The road pavement shall be designed by a suitably qualified engineer based on site tests but at a minimum shall include: 4.0m pavement and 1.5m shoulders on both sides comprising*
 - i. *200mm compacted depth class 3, 20mm FCR sub base and 100mm compacted depth class 2, 20mm FCR base pavement.*
 - ii. *2 coat spray seal, 10mm primer seal/7mm rubberised final seal*
- OR**
- iii. *40mm Type N, 10mm asphalt on a primed base.*
11. *The Supervising Consulting Engineer shall provide to Council a report of hold points and inspections for the construction and verification that the roads and drains have been designed and constructed in compliance with the above standards, by providing a list verifying the results of all tests undertaken and corresponding results. The minimum tests required to be provided to the Responsible Authority are:*
- a. *Road Sub-grade (Proof Roll)*
 - b. *Pavement sub-base and base (density test and proof roll)*
 - c. *Pavement prior to sealing or asphalt application*
 - d. *Drainage trench and bedding*
 - e. *Drainage infrastructure prior to backfill*
 - f. *Drainage pits*
12. *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.*
13. *Native Vegetation assessment*
- a. *Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist report on the*

health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.

- 14. Prior to commencement of use 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.*
- 15. All works must be constructed and completed prior to statement of compliance.*
- 16. All costs incurred in complying with the above conditions shall be borne by the permit holder.*

Council Environmental Health Conditions

- 17. Before works start an application to install a septic tank system must be submitted to the responsible authority.*
- 18. The wastewater system must be an EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard and must be installed in accordance with the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4) unless otherwise agreed in writing by the responsible authority.*
- 19. The wastewater management system including effluent disposal fields must be located in an area that is able to satisfy minimum setbacks identified within Table 5 of the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4).*

Goulburn Murray Water Conditions

- 20. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
- 21. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*
- 22. Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:*
 - a. If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.*
 - b. The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.*
 - c. The owner shall meet the cost of the registration of the agreement on the title.*

- d. *This agreement must be registered on title.*
- e. *This agreement is cancelled if (a) above is satisfied.*

Permit Expiration Conditions

23. *This permit will expire if one of the following circumstances applies:*
- a. *The plan of subdivision is not certified within two (2) years of the date of this permit;*
 - b. *The registration of the relevant stage of subdivision is not completed within five (5) years from the date of certification of the plan of subdivision;*

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

MOTION

That Council, having caused notice of Planning Application No. PA 3539 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 24 Collins Road, Glenlyon CA 13, SEC 24 PSH TSP Glenlyon (104581) for the two lot subdivision of land, subject to the following conditions:

Layout must not be altered

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

Mandatory

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

2. *A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
4. *The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities and electricity and gas (where it is proposed to be connected) services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.*
5. *All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.*
6. *The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.*
7. *Prior to a Certificate of Occupancy or a Certificate of Final inspection for a non-habitable structure a 10,000 litre rainwater tank must be installed on the land to the satisfaction of the Responsible Authority.*

General

8. *No proposed access must necessitate the removal of existing street trees to the satisfaction of the responsible authority. Any street trees to be removed must be replaced at the cost of the permit holder with advanced trees of the same species and size as the existing trees in a location to the satisfaction of the Responsible Authority.*

Payment of Public Open Space Condition

9. *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the applicant or owner must pay to the Responsible Authority a public open space contribution of five per cent of the net developable area of land in accordance with the requirements of Clause 53.01 of the Hepburn Planning Scheme and Section 18 of the Subdivision Act 1988.*

Council Engineering Conditions

10. *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.*
 - b. *Each lot requires a separate point of discharge.*

- c. *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.*
- d. *It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines*
- e. *Note: Additional information for requirements can be found at <https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>*

11. 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 the occupation the following will be constructed for approval.*
- c. *i. Vehicle access/crossing is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority.*
- d. *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'.*
- e. *iii. Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.*
- f. *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.*

12. Road Upgrade Works

- a. *It is the responsibility of this permit holder(s) to upgrade Barkley Street to a sealed road from the end of the current seal to the southern boundary of the lot 8B to the satisfaction of Responsible Authority.*
- b. *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*

- c. Professionally prepared plans designed by a suitably qualified engineer based on site tests are to be submitted to the Responsible Authority for approval prior to construction.*
- d. The road pavement shall be designed by a suitably qualified engineer based on site tests but at a minimum shall include: 4.0m pavement and 1.5m shoulders on both sides comprising*
 - i. 200mm compacted depth class 3, 20mm FCR sub base and 100mm compacted depth class 2, 20mm FCR base pavement.*
 - ii. 2 coat spray seal, 10mm primer seal/7mm rubberised final seal*
 - OR*
 - iii. 40mm Type N, 10mm asphalt on a primed base.*

13. The Supervising Consulting Engineer shall provide to Council a report of hold points and inspections for the construction and verification that the roads and drains have been designed and constructed in compliance with the above standards, by providing a list verifying the results of all tests undertaken and corresponding results. The minimum tests required to be provided to the Responsible Authority are:

- a. Road Sub-grade (Proof Roll)*
- b. Pavement sub-base and base (density test and proof roll)*
- c. Pavement prior to sealing or asphalt application*
- d. Drainage trench and bedding*
- e. Drainage infrastructure prior to backfill*
- f. Drainage pits*

14. 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.

15. Native Vegetation assessment

- a. Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist reposit on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.*

16. *Prior to commencement of use 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.*
17. *All works must be constructed and completed prior to statement of compliance.*
18. *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

Council Environmental Health Conditions

19. *Before works start an application to install a septic tank system must be submitted to the responsible authority.*
20. *The wastewater system must be an EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard and must be installed in accordance with the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4) unless otherwise agreed in writing by the responsible authority.*
21. *The wastewater management system including effluent disposal fields must be located in an area that is able to satisfy minimum setbacks identified within Table 5 of the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4).*

Goulburn Murray Water Conditions

22. *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
23. *Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*
24. *Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:*
 - a. *If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.*
 - b. *The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.*
 - c. *The owner shall meet the cost of the registration of the agreement on the title.*
 - d. *This agreement must be registered on title.*
 - e. *This agreement is cancelled if (a) above is satisfied.*

Permit Expiration Conditions

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

1. *The plan of subdivision is not certified within two (2) years of the date of this permit;*
2. *The registration of the relevant stage of subdivision is not completed within five (5) years from the date of certification of the plan of subdivision;*

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

Moved: Cr Juliet Simpson

Seconded: Cr Jen Bray

Carried

Cr Tim Drylie called for a Division

For: Cr Juliet Simpson, Cr Brian Hood, Cr Jen Bray, Cr Tessa Halliday

Against: Cr Tim Drylie

Abstained: Cr Don Henderson, Cr Lesley Hewitt

BACKGROUND

Site and Surrounds

The subject site is located in the southern part of the township of Glenlyon. The existing lot is 8157m² in size of a rectangular configuration, with pastoral grasses being the only vegetation on the lot. The allotment slightly slopes upward from the eastern side to the western side.

Surrounding land uses to the east, west and north are residential and vacant allotments with some newer modern developments scattered.

Proposal

The proposal is for a two-lot subdivision of the land into two lots being 7A & 7B of 4078m² and 4079m² respectively each being the same shape of a rectangular alignment with a property frontage to Barkly Street.

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Township Zone 1
Overlays:	Environmental Significance Overlay 1
Particular Provisions	Clause 53.01 Public Open Space Contribution and Subdivision Clause 56 Residential Subdivision
Relevant Provisions of the PPF	<ul style="list-style-type: none"> • Clause 11.01-1S – Settlement • Clause 12.01-1S – Protection of biodiversity • Clause 14.02-1S – Catchment planning and management

	<ul style="list-style-type: none"> • Clause 14.02-1L – Catchment and Land Protection • Clause 14.02-2S – Water quality • Clause 15.01-5S – Neighbourhood character 	
Under what clause(s) is a permit required?	Clause 32.05-5 TZ1	Subdivision
	Clause 42.01-2 ESO1	Subdivision
Objections?	Eight (8)	

KEY ISSUES

The relevant aspects of the following clauses inform the assessment of this application

- Clause 11.01-1S – Settlement
- Clause 12.01-1S – Protection of biodiversity
- Clause 14.02-1S – Catchment planning and management
- Clause 14.02-1L Catchment and land protection
- Clause 14.02-2S – Water quality
- Clause 15.01-5S – Neighbourhood character

As growth continues to occur throughout the area, subdivision and development of this kind provides the next step in the sequencing of development. The proposed subdivision is located in close proximity to road transport corridors that provide access to the nearby regional centre of Kyneton, and further afield to Ballarat.

The Land Capability Assessment (LCA) provided with the application outlines the capability of the land to adequately treat wastewater on-site so that local and regional water resources will see no negative impacts. The LCA was referred to Goulburn Murray Water who have responded with consent to the issuing of a planning permit subject to conditions, amongst which is the requirement of the owner to enter into a Section 173 agreement with the Responsible Authority where as if a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.

The application accords with the relevant objectives and decision guidelines of the PPF.

'Zoning and Overlay Considerations'

Zoning considerations

The site is located within the Township Zone (TZ), and as such, pursuant to Clause 32.05-5, a permit is required to subdivide land. An application of this type must meet the requirements of Clause 56 specified in Clause 32.05-5.

The decision guidelines for subdivision of Clause 32.05-13 stipulate that the pattern of subdivision and its effect on the spacing of buildings must be considered when assessing an application. The lot sizes proposed in the application will allow for any subsequent buildings to be placed in such a way that an appropriate amount of spacing can be retained, and adequate solar access will be provided.

The proposal accords with the decision guidelines of the TZ.

Overlay considerations

The site is covered by the Environmental Significance Overlay – Schedule 1 (ESO1), and as such, pursuant to Clause 42.01-2, a permit is required for the proposal of subdivision of the land.

An LCA was submitted with the application. This was sent to GMW as a Section 55 referral, and GMW responded with conditional consent to a permit being granted. Whilst the LCA outlines the means by which the proposed lots could accommodate a wastewater treatment system designed to treat water for a 4 bedroom dwelling, GMW have outlined conditional consent that must see the owner enter into a Section 173 agreement that if a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.

Justification for this conditioning was given with reference to the density of development with on-site wastewater treatment systems already existing throughout Glenlyon.

The proposal will see a minimal increase in storm water runoff, with the terrain of the property continuing to allow natural drainage into existing lines within the road reserves. The geology of the site will continue to allow for onsite absorption. The application does not propose the removal of any vegetation.

The proposal accords with the decision guidelines of the ESO1.

Adherence to ResCode

The application has been assessed against Clause 56 of the Hepburn Planning Scheme being the ResCode provisions.

In accordance with this Clause the proposal has seen to comply with the provisions including neighbourhood character, solar orientation and lot area amongst others

It is determined the proposal meets the ResCode provisions of Clause 56.

Environmental and Sustainability Issues

The proposal due to including the requirements for effluent disposal was referred to Goulburn Murray Water as a Determining referral authority under Section 55 of the Planning and Environment Act 1987.

With response from Goulburn Murray Water, it was determined that there will be no detrimental impacts from the proposal as included in their response.

It is determined that there will be no environmental or sustainability issues.

Amenity Considerations

The land is located within the Township Zone of which primarily caters for the development for residential purposes. The proposed subdivision will increase the density of such residential use; however, the zone does allow for the subdivision of such land where reticulated sewer is not present to a minimum land size of 4000m² per lot.

It is determined that no amenity issues will be present.

Subdivision Layout

The subdivision will split the existing allotment east to west; therefore, the orientation of the allotments will remain the same. The proposal is considered to be in accordance with the overall area surrounding.

Clause 53.01 Public Open Space Contribution and Subdivision

The application has been assessed against Clause 53.01 of the Hepburn Planning Scheme and has been determined that it is unlikely that the land would be further subdivided in the future as the size of the allotments would be unlikely be able to sustain an additional effluent disposal system. In this case Council has not applied the requirement for payment of Public Open Space as per Clause 53.01 of the Hepburn Planning Scheme.

POLICY AND STATUTORY IMPLICATIONS

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

The subdivision of land will in effect double the existing potential for effluent disposal on this area of Glenlyon. However, as detailed earlier in the report Goulburn Murray Water have responded to the application with conditional consent after consideration of the potential sustainability impacts.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

No risks to Council other than those already identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and a notice on the land. As a result, eight (8) objections have been received. The issues raised in the objections are addressed individually as follows.

- Lack of infrastructure - water management
 - It is understood that the Glenlyon district of the Hepburn Shire does not have access to a potable reticulated water supply. The proposal depicts that each allotment will utilise tank water for the requirements of water supply in accordance with Clause 56.07-1 of the Hepburn Planning Scheme. Whilst this is not always the ideal outcome the Hepburn Planning Scheme does allow for this to occur under the Township Zone where reticulated services are not available.
- Over development
 - No development at this stage is proposed on the land. It is expected that future development will occur on the land as is expected within the Township Zone. Further planning permits will be required under the Environmental Significance Overlay for the development of land for a dwelling particularly in reference to effluent disposal.
- Effect of effluent disposal – ground water contamination
 - The application has been referred to Goulburn Murray Water the Determining Authority for effluent disposal within this area and conditional consent has been provided. It is determined there will be no effect to the ground water.
- Lack of structure plan
 - Whilst no formal structure plan has been provided for Glenlyon the zoning of the land is Township Zone and residential development is the expected use of such land with no permit requirements for use of Township Zoned land for a dwelling. The proposed subdivision will increase the potential density of residential development in this area; however, it needs to be considered that the Township Zone does allow for subdivision where no reticulated sewer is present on lands there the resulting allotments are over 4000m².
- Fire risk
 - The land does not contain significant vegetation and is not located within the Bushfire Management Overlay.
- Vegetation Removal
 - No vegetation removal is proposed or required on the allotment; however, it is understood that there may be requirements for

vegetation removal within the road reserve of which are expected to be minimal. This has been considered as part to the engineering conditions and appropriate conditions have been placed on the permit whereas the requirement for a works within road reserve permit and native vegetation assessment must be submitted to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist reposit on the health and status of all large trees in the construction zone.

Application for a Planning Permit

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

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

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

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

Click for further information.

Clear Form

The Land

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

Street Address *

Unit No.:	St. No.: 24	St. Name: Collins Road
Suburb/Locality: Glenlyon		Postcode: 3361

Formal Land Description *

Complete either A or B.

This information can be found on the certificate of title.

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

A	Lot No.:	<input type="radio"/> Lodged Plan	<input checked="" type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	No.: 307049V
OR					
B	Crown Allotment No.:	7	Section No.:		24
Parish/Township Name: Glenlyon					

The Proposal

You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

For what use, development or other matter do you require a permit? *

Two (2) Lot Subdivision

Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

Estimated cost of any development for which the permit is required *

Cost \$**0**

You may be required to verify this estimate. Insert '0' if no development is proposed.


Existing Conditions

ATTACHMENT 11.5.1

Describe how the land is used and developed now *

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

Vacant land


 Provide a plan of the existing conditions. Photos are also helpful.

Title Information

Encumbrances on title *

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

- ☐ Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- ☐ No
- ☒ Not applicable (no such encumbrance applies).

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

Applicant and Owner Details

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

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

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

Owner *

The person or organisation who owns the land

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

Name:

Title: Mr

First Name: James

Surname: Iles

Organisation (if applicable): iPlanning Services Pty Ltd

Postal Address:

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

Unit No.:

St. No.:

St. Name: PO Box 1401

Suburb/Locality: Bakery Hill

State: Vic

Postcode: 3354

Contact information for applicant OR contact person below

Business phone: 0408 577 880

Email: james.ips@iinet.net.au

Mobile phone: 0408 577 880

Fax:

Contact person's details*

Same as applicant ☒

Name:

Title:

First Name:

Surname:

Organisation (if applicable):

Postal Address:

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

Unit No.:

St. No.:

St. Name:

Suburb/Locality:

State:

Postcode:

Name:

Same as applicant ☐

Title: Mr

First Name: Sean

Surname: Lenaghan

Organisation (if applicable): Glenlyon Development Management Pty Ltd

Postal Address:

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

Unit No.:

St. No.: 41

St. Name: Exhibition Street

Suburb/Locality: Melbourne

State: Vic

Postcode: 3000


Owner's Signature (Optional):

Date:

day / month / year

Declaration

This form must be signed by the applicant *

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

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

Signature:

James

Date: 17.12.2021

day / month / year

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

☐

Need help with the Application?

General information about the planning process is available at planning.vic.gov.au

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

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

☐

No

☒

Yes

If 'Yes', with whom?: James McInnes

Date: 3rd December

day / month / year

Checklist

Have you:



Filled in the form completely?



Paid or included the application fee?



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



Provided all necessary supporting information and documents?



A full, current copy of title information for each individual parcel of land forming the subject site.



A plan of existing conditions.



Plans showing the layout and details of the proposal.



Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.



If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).



Completed the relevant council planning permit checklist?



Signed the declaration above?

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Planning Department
Hepburn Shire Council
PO Box 21
Daylesford VIC 3460

Customer Service Centre
Cnr Duke & Albert Streets
Daylesford VIC 3460

Contact information:

Phone: (03) 5348 1577

Email: shire@hepburn.vic.gov.au

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

Privacy Statement

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

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

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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

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

VOLUME 12348 FOLIO 352

Security no : 124094388113D
Produced 13/12/2021 05:41 PM

LAND DESCRIPTION

Crown Allotment 7 Section 24 Township of Glenlyon Parish of Glenlyon.
PARENT TITLE Volume 07574 Folio 024
Created by instrument AU998456P 09/11/2021

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
IAN HENRY FLEISCHER of 24 COLLINS ROAD GLENLYON VIC 3461
E555370 06/10/1972

ENCUMBRANCES, CAVEATS AND NOTICES

CAVEAT AU902307Y 12/10/2021

Caveator
GLENLYON DEVELOPMENT MANAGEMENT PTY LTD ACN: 648377682
Grounds of Claim
AGREEMENT WITH THE FOLLOWING PARTIES AND DATE.
Parties
THE REGISTERED PROPRIETOR(S)
Date
30/06/2021
Estate or Interest
FREEHOLD ESTATE
Prohibition
ABSOLUTELY
Lodged by
MILLS OAKLEY
Notices to
JARROD MARCHESI of LEVEL 6 530 COLLINS STREET MELBOURNE VIC 3000

For details of any other encumbrances see the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP307049V FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER	STATUS	DATE
--------	--------	------

AU998456P (E)

APPLICATION FOR NEW FOLIO Registered

ATTACHMENT 11.5.1

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 24 COLLINS ROAD GLENLYON VIC 3461

ADMINISTRATIVE NOTICES

NIL

eCT Control 21078Q MILLS OAKLEY
Effective from 10/12/2021

DOCUMENT END

The information supplied has been obtained by Dye & Durham Property Pty Ltd who is licensed by the State of Victoria to provide this information via LANDATA® System. Delivered at 13/12/2021, for Order Number 71938476. Your reference: 24 Collins Road, Glenlyon.

TITLE PLAN		EDITION 2	TP 307049V
Location of Land Parish: GLENLYON Township: GLENLYON Section: 24 Crown Allotment: 1, 2, 3, 7, 8, 9, 10, 11, 12, 13 Crown Portion: Last Plan Reference: Derived From: VOL 7574 FOL 024 Depth Limitation: NIL		Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN	
Description of Land / Easement Information		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 07/02/2000 VERIFIED: AK	
<div><div><div>STREET</div><div>SPRING</div></div><div><div>COLLINS ROAD</div><div>GOOCHS LANE</div></div><div><div>STREET</div><div>BARKLY</div></div><p>Diagram showing land parcels with dimensions and areas. Key dimensions include 90°08', 115.27, 76.85, 107.22, 106.62, 270°00', 180°08', 70.41, 40.23, 100.58, 0°08', 76.85, 107.02, 106.82, 76.85, 106.62, 270°00'. Areas include 4047m², 8119m², 8230m², 8215m², 8200m².</p></div>			
LENGTHS ARE IN METRES		Metres = 0.3048 x Feet Metres = 0.201166 x Fathoms	Sheet 1 of 1 sheets

[illegible]

iPlanning Services P/L

**PO Box 1401
Bakery Hill Vic 3354
ABN 45 160 262 000**

ATTACHMENT 11.5.1



17 December 2021

Our Reference: P-00955

Your Reference:

Ms Bronwyn Southee
Manager Planning and Community
Hepburn Shire Council
PO Box 21
DAYLESFORD VIC 3460

Dear Bronwyn,

RE: Planning Permit Application
Two (2) Lot Subdivision
CA7, Section 24, TP307049V, 24 Collins Street, Glenlyon (Barkly Street)

I enclose a planning permit application for a two-lot subdivision located at CA7, Section 24, TP307049V, 24 Collins Street, Glenlyon (Barkly Street).

I have enclosed the following information:

- *Planning Permit Application form;*
- *Copy of title;*
- *Detailed Planning Report addressing the requirements of the Hepburn Planning Scheme;*
- *Detailed Land Capability Assessment; and,*
- *Proposed Plan of Subdivision including a Site and Context Plan and an existing Conditions Plan.*

If you have any issues, please don't hesitate to contact me on 0408 577 880 or email james.ips@inet.net.au.

Yours faithfully,
iPLANNING SERVICES P/L

A handwritten signature in blue ink, appearing to read "James Iles".

James Iles
Director/Town Planner



Hepburn Planning Scheme Planning Report for a Two (2) Lot Subdivision

Address: CA7, Section 24, TP307049V,
Barkly Street, Glenlyon
Reference: P-00955

Hepburn Shire Council

iPlanning Services Pty Ltd – December 2021

Prepared for:

Glenlyon Development Management Pty Ltd

Prepared by:

iPlanning Services Pty Ltd
PO Box 1401
Bakery Hill
Ballarat Vic 3354
T 0408 577 880
E james.ips@iinet.net.au
ABN 45 160 262 000

Quality Information

Document	Planning Report
Reference No.	P-00955
Date	December 2021
Prepared by	James Iles

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1. Introduction

iPlanning Services Pty. Ltd. has been engaged by Glenlyon Development Management Pty Ltd to submit a Planning Permit Application on their behalf for a two (2) lot subdivision located at Crown Allotment 7, Section 24, TP307049V, Barkly Street, Glenlyon.

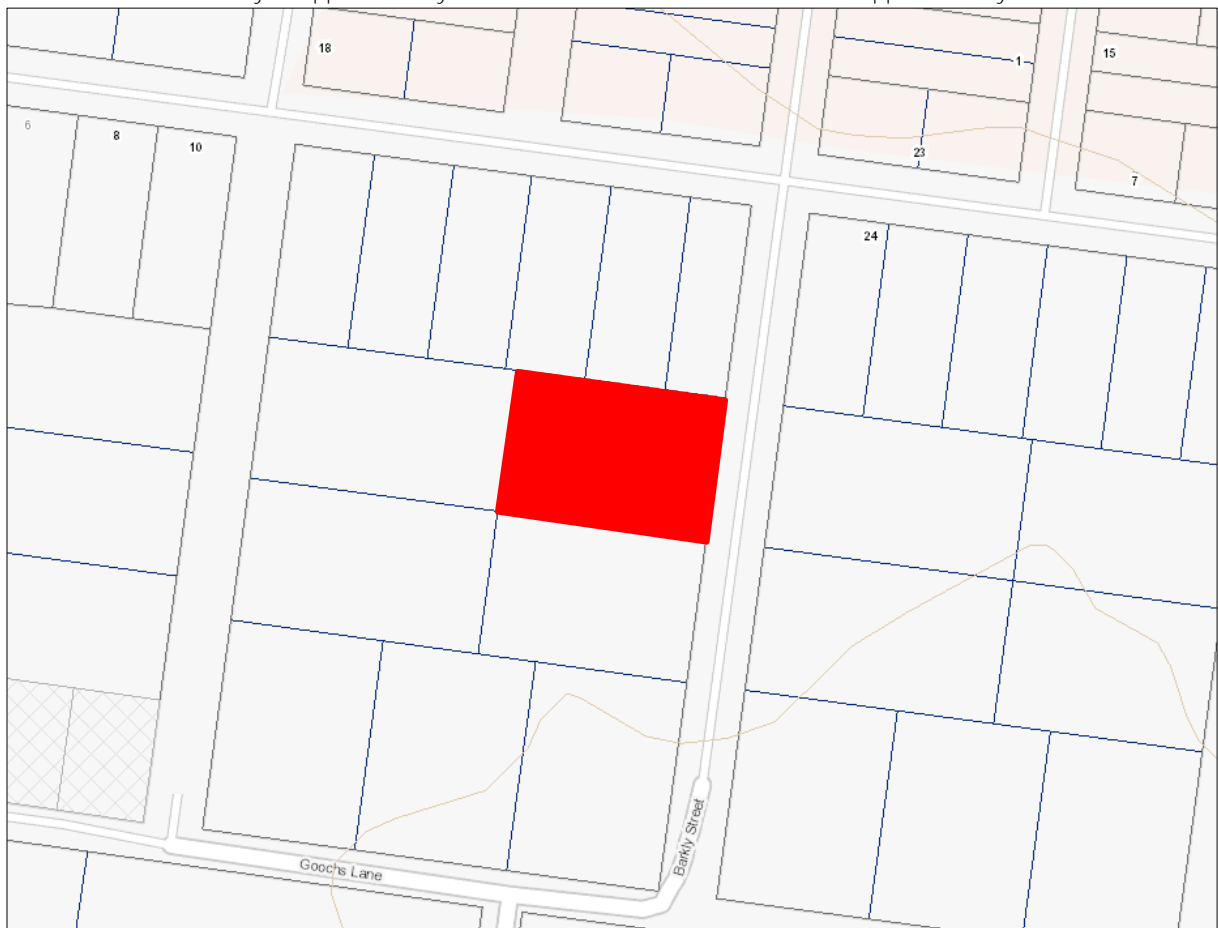
2. Permit Trigger/s

A Planning Permit is required for the above proposal under the following provisions of the Planning Scheme:

- | | | |
|--------------------------------------|----------------|---------------------|
| ▪ Township Zone | Clause 32.05-4 | Subdivision of land |
| ▪ Environmental Significance Overlay | Clause 42.01-2 | Subdivision |

3. Subject Site and Site Context

The subject site is located on the west side of Barkly Street. The site consists of one Title and it is described as Vol. 12348 Fol. 352 CA7, Section 24, Title Plan No. 307049V. The site is regular in shape with a frontage of approximately 70.41 metres to Barkly Street, a northern and southern boundary of approximately 115.27 metres, and a western boundary of approximately 70.41 metres with a total land area of approximately 8,119m².



The site is currently vacant of any buildings and vegetation. The land slopes from the northeast to the southeast with a fall of approximately 1.5 metres. The site is currently fenced with post and wire fencing.



The surrounding development includes mainly large allotments that are currently being used for farming purposes but are within a Township Zone. There are smaller parcels of land in the immediate vicinity that contain a dwelling and outbuildings. There is limited vegetation on the adjoining land, however there is vegetation located within the existing road reserves.



The site is located on the outskirts of the Glenlyon which is a small township located in the Shire. The town has its amazing general store which includes a bar and restaurant. This is located approximately 2.0 kilometres to the north of the site on the Daylesford-Malmsbury Road.

The subject site and the surrounding land to the north, east and west is located within the Township Zone. The land to the south is located within the Farming Zone. The land and the surrounding land is also included within the Environmental Significance Overlay.

Collins Street is a gravel surface road with open drains on either side and existing native vegetation scattered on the road reserve. There are no footpaths or services within the road reserve. Barkly Street is partially sealed bitumen road with open drains on both sides and existing native vegetation located on both naturestrips. Barkly Street and Collins Street are controlled and maintained by Hepburn Shire Council.

4. Proposal

The proposal is for a two (2) lot subdivision and the following is a breakdown of the proposal:

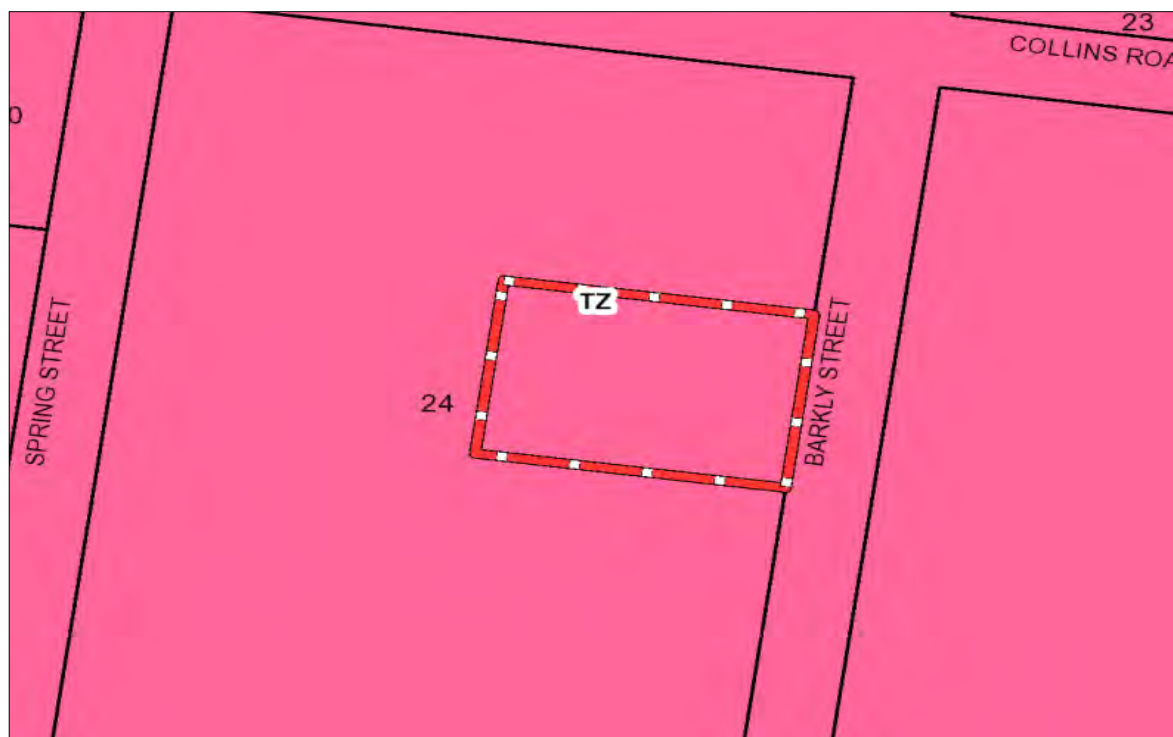
- Lot 7A will have an area of 4078m² with a frontage of approximately 35.34 metres to Barkly Street, a western boundary of approximately 35.34 metres, a northern and southern boundary of approximately 115.39 metres.
- Lot 7B will have an area of 4079m² with a frontage of approximately 35.35 metres to Barkly Street, a western boundary of approximately 35.35 metres, a northern and southern boundary of approximately 115.39 metres.

Access to each lot will be via Barkly Street which is currently a sealed road to **Council's standard**. The services that will be provided to each will comprise power and telecommunications. A potable water supply will be provided by the use of tank water and wastewater will be collected and treated in an approved septic tank. Each lot will be provided with a driveway that comprises a culvert with an endwall located in the open drain.

5. Planning Controls

5.1 Zoning

The subject site is situated within the Township Zone (TZ).



Clause 32.05 of the Planning Scheme refers to the Township Zone and the purpose of the Zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for residential development and a range of commercial, industrial and other uses in small towns.
- To encourage development that respects the neighbourhood character of the area.
- To implement neighbourhood character policy and adopted neighbourhood character guidelines.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Response:

The proposed lots will provide a variety of densities and dwelling types in the area, to meet the housing needs for family types. The overall subdivision takes into regard the existing pattern of surrounding residential blocks.

5.2 Subdivision

Under Clause 32.05-5 of the Planning Scheme, a Planning Permit is required to subdivide land included within the Township Zone.

An application to subdivide land.

An application to subdivide land, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet the requirements of Clause 56 and:

- Must meet all of the objectives included in the clauses specified in the following table.
- Should meet all of the standards included in the clauses specified in the following table

Class of subdivision	Objectives and standards to be met
60 or more lots	All except Clause 56.03-5.
16 – 59 lots	All except Clauses 56.03-1 to 56.03-3, 56.03-5, 56.06-1 and 56.06-3.
3 – 15 lots	All except Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.
2 lots	Clauses 56.03-5, 56.04-2, 56.04-3, 56.04-5, 56.06-8 to 56.09-2.

Each lot must be provided with reticulated sewerage, if available. If reticulated sewerage is not available, the application must be accompanied by:

- A land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.
- A plan which shows a building envelope and effluent disposal area for each lot.

Response:

A full assessment of the application against Clause 56 is located at Section 7.3 of this report. All the lots will be required to install an onsite wastewater system that is in accordance with the SEPPS (Waters of Victoria) and the Septic Tank Code of Practice. A Land Capability Assessment is provided with the application which indicates that the wastewater be treated to a secondary level by a suitable EPA approved treatment system and the effluent applied to land via sub-surface irrigation.

6. Overlays

6.1 Environmental Significance Overlay

The subject site is included within the Environmental Significance Overlay (ESO1).



Clause 42.01 of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and the purpose of the Overlay is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

Schedule 1 of Clause 42.01 of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and specifically to the Proclaimed Catchment Protection, the statement of significance states:

Hepburn Shire is situated in the Central Highlands at the source of a number of catchments linked to Port Phillip Bay or the Murray River. Protection of the quality of this water has significant local and regional implications, especially where these catchments provide domestic water supply.

The environmental objective to be achieved includes;

- To protect the quality of domestic water supplies within the Shire and the broader region.
- To maintain and where practicable enhance the quality and quantity of water within watercourses.
- To prevent increased runoff or concentration of surface water leading to erosion or siltation of watercourses.

- To prevent erosion of banks, streambeds adjoining land and siltation of watercourses, drains and other features.
- To prevent pollution and increased turbidity and nutrient levels of water in natural watercourses, water bodies and storages.

Section 3.0 of the schedule outlines the following mandatory requirements:

- All on-site wastewater must be treated and disposed of in accordance with the relevant EPA Code of Practice – On Site Wastewater Management.
- All stormwater must be managed and discharged to the satisfaction of the responsible Authority and generally in accordance with the principles described in Urban Stormwater: Best Practice Environmental Management Guidelines (Victorian Stormwater Committee 1999).

Under the provisions of Clause 42.01 of the Planning Scheme, a permit is not required to subdivide land if:

- The subdivision is for existing buildings that are connected to reticulated water and reticulated sewerage system.
- The subdivision is a two-lot subdivision and each lot is connected to reticulated water and reticulated sewerage system.

Under the provisions of Clause 42.01 of the Planning Scheme, a permit is not required for buildings and works if:

- Buildings and works for a dwelling connected to a reticulated sewer system.
- Buildings and works associated with an existing dwelling provided the building and works are:
 - Extensions which do not generate additional waste water i.e. any domestic waste water other than stormwater.
 - Connected to a reticulated sewer system.
- Buildings and works if all of the following conditions are met:
 - all waste water (if any) is discharged to a reticulated sewerage system
 - any site cut required is less than one metre in depth
 - any site cut required is less than 300 square metres in area
 - no effluent is discharged less than 100 metres from a waterway
 - no stormwater is discharged less than 100 metres from a waterway unless into an approved drainage system.
- Buildings and works for a sign or fence.
- Constructing a dam under 3ML capacity if they are not on a waterway and is for stock and domestic purposes only.
- Development undertaken by a public authority to regulate the flow of water in a watercourse, regulate flooding or to construct or redirect a watercourse.
- Activities conducted on public land by or on behalf of the Department of Sustainability and Environment under the relevant provisions of the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Land Act 1958, the Crown Land (Reserves) Act 1978 or the Forests Act 1958.
- The construction of a building or carrying out of works associated with a utility installation required for the Goldfields Superpipe Project. The building and works must be in accordance with the Project Impact Assessment and Environmental Management Plan approved by the Secretary of the Department of Sustainability and Environment and the native vegetation offset plan approved by the Minister for Environment.

Response:

All the lots will be required to install an onsite wastewater system that is in accordance with the SEPPS (Waters of Victoria) and the Septic Tank Code of Practice. A Land Capability Assessment is provided with the application which indicates that the wastewater be treated to a secondary level by a suitable EPA approved treatment system and the effluent applied to land via sub-surface irrigation.

Any storm or surface water runoff will be discharged to the current legal point of discharge.

7. Particular Provisions

7.1 Public Open Space Contribution and Subdivision

Under the provisions of Clause 53.01, a person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under Section 18 of the *Subdivision Act 1988*.

Response:

No public open space contribution of 5% is required for a two (2) lot subdivision as required under Section 18 of the *Subdivision Act 1988*.

7.2 Native Vegetation

Clause 52.17 of the Planning Scheme refers to Native Vegetation requirements and the purpose of the Clause is:

- To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):
 - Avoid the removal, destruction or lopping of native vegetation.
 - Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
 - Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.
 - To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.

Clause 52.17-1 Permit Requirement states that a permit is required to remove, destroy or lop native vegetation, including dead native vegetation. This does not apply:

- If the table to Clause 52.17-7 specifically states that a permit is not required.
- If a native vegetation precinct plan corresponding to the land is incorporated into this scheme and listed in the schedule to Clause 52.16.

- To the removal, destruction or lopping of native vegetation specified in the schedule to this clause.

Response:

No native vegetation is to be removed as part of the application.

7.3 Residential Subdivision

Clause 56 of the Planning Scheme sets out various objectives and standards which Planning Permit applications for residential subdivision must meet.

Clause	Comment
<p>56.03-5 – Neighbourhood Character objective (Standard C6)</p> <p>To design subdivisions that respond to neighbourhood character.</p>	<p>Complies - Refer to Section 3 of the attached Planning Report for further details.</p> <p>The surrounding residential land comprises a variety of lot sizes, including some smaller lots.</p>
<p>56.04-2 – Lot Area and Building Envelopes objective (Standard C8)</p> <p>To provide lots with areas and dimensions that enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, easements and the retention of significant vegetation and site features.</p>	<p>Complies – The lot areas are approximately 4,078m² & 4,079m² and are suitably dimensioned to allow for the construction of a dwelling and for the onsite treatment of wastewater.</p>
<p>56.04-3 – Solar Orientation of Lots objective (Standard C9)</p> <p>To provide good solar orientation of lots and solar access for future dwellings.</p>	<p>Complies – Both lots are of sufficient size to have appropriate solar orientation.</p>
<p>56.04-5 – Common Area objectives (Standard C11)</p> <p>To identify common areas and the purpose for which the area is commonly held.</p> <p>To ensure the provision of common area is appropriate and that necessary management arrangements are in place.</p>	<p>Not applicable.</p>

To maintain direct public access throughout the neighbourhood street network.	
<p>56.06-8 – Lot Access objective (Standard C21)</p> <p>To provide for safe vehicle access between roads and lots.</p>	Complies – Each lot will have its own access from Barkly Street.
<p>56.07-1 – Drinking Water Supply objectives (Standard C22)</p> <p>To reduce the use of drinking water.</p> <p>To provide an adequate, cost-effective supply of drinking water.</p>	Complies – Water supply will be provided by way of water tanks on site.
<p>56.07-2 – Reused and Recycled Water objective (Standard C23)</p> <p>To provide for the substitution of drinking water for non-drinking purposes with reused and recycled water.</p>	N/A – The use of recycled water is not proposed as part of this development.
<p>56.07-3 – Waste Water Management objective (Standard C24)</p> <p>To provide a waste water system that is adequate for the maintenance of public health and the management of effluent in an environmentally friendly manner.</p>	Complies – Each lot will be installed with an approved septic system that meets EPA requirements.
<p>56.07-4 – Stormwater Management objectives (Standard C25)</p> <p>To minimise damage to properties and inconvenience to residents from stormwater.</p> <p>To ensure that the street operates adequately during major storm events and provides for public safety.</p> <p>To minimise increases in stormwater and protect the environmental values and physical</p>	Complies – Site drainage will be consistent with current best practice design principles. Any future dwelling will have installed rainwater tanks in line with current Building Regulations to further reduce stormwater runoff from the sites.

<p>characteristics of receiving waters from degradation by stormwater.</p> <p>To encourage stormwater management that maximises the retention and reuse of stormwater.</p> <p>To encourage stormwater management that contributes to cooling, local habitat improvements and provision of attractive and enjoyable spaces.</p>	
<p>56.08-1 – Site Management objectives (Standard C26)</p> <p>To protect drainage infrastructure and receiving waters from sedimentation and contamination.</p> <p>To protect the site and surrounding area from environmental degradation or nuisance prior to and during construction of subdivision works.</p> <p>To encourage the reuse of materials from the site and recycled materials in the construction of subdivisions where practicable.</p>	<p>Complies – A detailed site management plan will be not available until such time as the civil works are put out to tender and the successful tenderer provides full details of site management and containment plans. Such information will be provided to Council when available prior to the commencement of construction works.</p>
<p>56.09-1 – Shared Trenching objectives (Standard C27)</p> <p>To maximise the opportunities for shared trenching.</p> <p>To minimise constraints on landscaping within street reserves.</p>	<p>Complies – Trenching will be shared where possible.</p>
<p>56.09-2 – Electricity, Telecommunications and Gas objectives (Standard C28)</p> <p>To provide public utilities to each lot in a timely, efficient and cost effective manner.</p> <p>To reduce greenhouse gas emissions by supporting generation and use of electricity from renewable sources.</p>	<p>Complies – The lots will be connected to electricity and telecommunications in accordance with the relevant requirements of the supply/servicing agency.</p>

8. General Provisions

8.1 Decision Guidelines

Under the provisions of Clause 65.02, before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

Clause 65.02 – Application to subdivide land	Comments
The suitability of the land for subdivision	The land is suitable for subdivision. Moreover, the subdivision finds support in the Planning Policy Framework, and is consistent with the purpose of the Township Zone and Environmental Significance Overlay.
The existing use and possible future development of the land and nearby land	This is a subdivision that creates larger residential lots in a small township that mainly comprises larger residential lots. The resulting lots will be developed for the proposed single dwellings. Nearby and adjacent land is also zoned township and will remain for residential use and development.
The availability of subdivided land in the locality, and the need for the creation of further lots	This subdivision presents itself as a residential infill and urban consolidation opportunity.
The effect of development on the use or development of other land which has a common means of drainage	The subdivision will not adversely affect the drainage regime that is associated with adjoining land or other land in the vicinity of the subject site.
The subdivision pattern having regard to the physical characteristics of the land including existing vegetation	Having regard to the physical characteristics of the subject land and its surrounding context, it is submitted that the pattern and rhythm of the subdivision is appropriate for the subject land. The subdivision will facilitate development that is in keeping with the existing and preferred neighbourhood character.
The density of the proposed development	The subdivision intends to create two (2) lots and there are a number of existing large township lots in the immediate area that have lots sizes similar in size to the lots proposed for this site.
The area and dimensions of each lot in the subdivision	The proposed subdivision will create two (2) new residential lots all capable of containing a dwelling and wastewater area.
The layout of roads having regard to their function and relationship to existing roads	A new crossovers from Barkly Street will be constructed for each lot. A gravel driveway and a culvert with endwalls located in the open drain.
The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots	There is no footpath located in Barkly Street. Pedestrian access will be via the existing naturestrip area.
The provision and location of reserves for public open space and other community facilities	Not applicable.
The staging of the subdivision	Not applicable.
The design and siting of buildings having regard to safety and the risk of spread of fire	Any proposed dwelling to be built on these lots will be well segregated, with internal setbacks of at least 5 metre from all boundaries making a 10 metre separation between proposed dwellings, therefore the risk of the spread of fire is considered minimal.

The provision of off-street parking	Sufficient land is available on each of the proposed lots to accommodate off-street car parking in association with a proposed dwelling.
The provision and location of common property	Not applicable.
The functions of any body corporate	Not applicable.
The availability and provision of utility services, including water, sewerage, drainage, electricity and gas	The proposed subdivision can be serviced by the following utility services, which are all available to it: <ul style="list-style-type: none"> ▪ Drainage; ▪ Electricity; and ▪ Telecommunications.
If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.	An approved onsite wastewater system will be installed on each lot in accordance with EPA requirements. A land capability assessment has been provided with the planning application.
Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas	Not applicable.

9. Policy Context

It is considered the proposal is consistent with the relevant Planning and Local Planning Policies as outlined below:-

9.1 Planning Policy Framework

Clause 12.01 – Biodiversity – Contains policies relating to the protection of habitat and native vegetation management.

Response:

No native vegetation is to be removed from the site.

Clause 12.04 – Significant Environments and Landscapes – Contains policies relating to environmentally sensitive areas and landscapes.

Response:

All lots are to be installed with an approved onsite wastewater system that is in accordance with the EPA. Potable water will be stored in rainwater tanks.

Clause 15.01 – Urban Environment – Contains policies relating to urban design, urban design principles, neighbourhood and subdivision design, density and safety and cultural identity and neighbourhood character.

Clause 15.02 – Sustainable Development – More specifically 15.02-1S Energy and Resource Efficiency aims to encourage land use and development that is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

Response:

The proposal will provide an orderly infill development of this established township area, and the proposed lots will not compromise the existing streetscape as lots are large in area, have similar frontages to other lots of similar size and provide sufficient land around a proposed dwelling that will allow for vegetation and outbuildings. The proposal is consistent with orderly and sustainable development within Glenlyon.

Clause 16.01 – Residential Development – Contains policies relating to integrated housing, location of residential development, housing diversity and housing affordability.

Response:

The proposal will add to the range of available housing and will assist an anticipated demand in this area. The site is located within the established township of Glenlyon and the subdivision will help to consolidate the urban area without consuming additional land for residential purposes. The design is appropriate to the existing character of the area. The site is only 10 minutes from Daylesford where there is major shopping, supermarket, schools and other community facilities.

Clause 19.03-2S – Water Supply, Sewerage and Drainage – This policy aims to plan for the provision of water supply, sewerage and drainage services that efficiently and effectively meet State and community needs and protect the environment.

Response:

The services to be provided to each lot include electricity, telecommunications and drainage. Potable water will be supplied in rain tanks and wastewater will be disposed of and treated onsite in an approved septic tank.

Clause 21.05 - Settlement and Housing – aims:

- To achieve a sustainable urban form for towns by containing most future development within the urban growth boundaries shown on service town Structure Plans.
- To retain and enhance the compact form and heritage and townscape character of town centres.
- To protect and enhance the heritage, landscape and townscape character of towns.

The strategies relevant to this application are:

- Residential growth in rural settlements and villages should occur within designated Township or Low Density Residential Zones.

Response:

There is no designated Structure Plan area for Glenlyon in the Planning Scheme. It is assumed that the urban growth boundary of Glenlyon is the land that is designated by the Township Zone. The proposed subdivision complies with the above strategy as the land is within the Township Zone and the lot sizes and frontages are in keeping with the character of the area.

Clause 21.06 - Infrastructure – aims:

- To encourage appropriate development in serviced areas, support industrial and residential growth and to encourage alternative on-site effluent disposal.

The strategy that is relevant to this application is:

- Encourage infill development in existing or proposed serviced urban areas and provide scope for diverse development options.

Response:

The proposed subdivision is located in the existing township of Glenlyon. There are no reticulated services in the township except for power and telecommunications any development or subdivision will require tank water and septic tanks. Each lot will be required to install a septic system once development occurs and that a water tank will need to be installed for potable water.

Clause 21.09 - Environment and Heritage – aims:

- To encourage water and energy efficiency in all development, including subdivision, construction of buildings and infrastructure.

The strategies relevant to this application are:

- Promoting residential development that acknowledges and enhances the valued character of neighbourhood areas.
- Require use of rainwater tanks and grey water reuse in new development.

Response:

The proposal will provide infill development without compromising the character of Glenlyon. Water tanks will be required for potable water and septic systems will be installed which will allow the treated wastewater to be used for watering of gardens.

Clause 22.01 Catchment and Land Protection – aims:

- To ensure the sustainable use of natural resources including soil and water in water catchment areas.
- To ensure that the use and development of land and water is undertaken with consideration of impacts on long term resource quality and quantity.
- To promote consistency with regional catchment strategies and other regional land and water management plans.

Response:

All lots are to be connected to an onsite wastewater system. The proposed subdivision meets the objectives of the overlay and will not be of any detriment to the water catchment capabilities within the area.

Any storm or surface water runoff will be discharged to the current legal point of discharge. The proposal will not increase stormwater runoff.

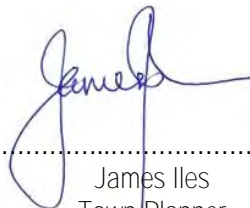
10. Conclusion

In summary, it is respectfully submitted that this proposed subdivision is consistent with the objectives and strategies of both the Municipal Planning Strategy and Planning Policy Framework of the Hepburn Planning Scheme, which seek to encourage urban development which respects the existing character of its rural Townships.

In conclusion, it is considered that the proposed subdivision is appropriate to the site and its surrounds given the following:

- The proposal meets the State and Local planning policy objectives.
- The proposal is consistent with the purpose of the Township Zone.
- The proposal is consistent with the provisions of the Environmental Significance Overlay.
- The proposal responds positively to the decision guidelines of Clause 65.02.
- The resulting lot sizes and configuration are such that they are respectful of and not at odds with the existing residential subdivision pattern of the area.
- This proposed residential subdivision is respectful of the established character of the neighbourhood.
- The proposal is considered to be an appropriate outcome for the site.

For all of the reasons outlined above, which have been expanded upon throughout this report, it is respectfully requested that the Hepburn Shire Council support the application and issue a planning permit to allow for a two (2) lot subdivision at CA7, Section 24, TP307049V, Barkly Street, Glenlyon.



.....
James Iles
Town Planner

Land Capability Assessment Report

**Land Capability Assessment
24 Collins Road
Crown Allotment 7, Section 24
Township of Glenlyon, Victoria**

Prepared for: Glenlyon Development Management Pty Ltd.
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DATE: September 2021
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1. Table of Revisions

PAGE	DESCRIPTION OF REVISION
-	First issue

2. Introduction

THE CONSULTANTS

Sanae Holdings Pty Ltd, trading as Sanae Services, has been engaged to undertake a Land Capability Assessment (LCA) for Crown Allotment 7, Section 24, Township of Glenlyon in support of a proposed 2-lot subdivision. The field investigation and report have been undertaken and prepared by suitably experienced staff. Sanae Services has appropriate professional indemnity insurance for this type of work. The Certificate of Currency of our public liability and professional indemnity insurance policies is included with this report as Appendix F.

SITE OVERVIEW

The site is a rectangular shaped 0.82 ha block of land, to the East lies Barkly Street and to the West lies Crown Allotment 13 Section 24, to the North lie Crown Allotments 3, 4, 5, and 6 Section 24, and to the South lies Crown Allotment 8 Section 24. The land is more or less flat with a gentle slope of 1.9% towards the South-East.

There are no springs or creeks on the land. Each proposed lot of approximately 4,078 square metres has sufficient land available for sustainable onsite effluent management that maintains the required buffers to protect the surface waters.

REPORT SUMMARY

This report has been prepared to support the owners' application for a proposed 2-lot subdivision and this LCA report may also be utilised for the benefit of the purchasers of the lots, once subdivided.

This document provides information about the site and soil conditions. It also provides a detailed LCA and a recommendation for a conceptual design of a suitable onsite wastewater management system, including recommendations for monitoring and management requirements.

The best option is provided for the land application area (LAA); The wastewater should be treated to secondary level by a suitable EPA-approved treatment system and the effluent applied to land via sub-surface irrigation.

3. Description of the Development

Site Address: 24 Collins Road, Crown Allotment 7, Section 24, Township of Glenlyon (Figure 3 below)

Owner/Developer: Glenlyon Development Management Pty Ltd.

Postal Address: Level 20, 41 Exhibition Street, Melbourne, VIC 3000

Contact: Mr Sean Lenaghan

Council Area: Hepburn Shire Council

Zoning: Township (TZ)

Allotment Size: 8,157 square metres (proposed to be subdivided into 2 lots of 4,078 and 4,079 square metres)

Domestic Water Supply: Onsite roof water collection only

Anticipated Wastewater Load per allotment: (Source: Table 4 of the EPA Code of Practice 891.4 July 2016)

Number of bedrooms / habitable spaces	Wastewater load [l/d]		
	Full water reduction fixtures	Standard water fixtures	BOD load [g/d]
1	300	360	120
2	450	540	180
3	600	720	240
4	750	900	300
5	900	1,080	360
6	1,050	1,260	420
7	1,200	1,440	480
8	1,350	1,620	540

Availability of Sewer: The area is unsewered and highly unlikely to be sewerred within the next 10-20 years, due to low development density in the area and the considerable distance from existing wastewater treatment services.



North-East corner looking South-West

4. Site and Soil Assessment

The field work for the site and soil assessment was conducted on 18 August 2021 by Koos Hulst.

Figure 1 below provides a locality plan and indicates the location of the site of the proposed development (marked in blue at the bottom) and its location relative to the township of Glenlyon.



Figure 2 below provides a site plan showing contour lines at 0.2 m intervals, illustrating the minimal slope at the sub division.



4.1. Site Key Features

Table 1 summarises the key features of the site in relation to effluent management proposed for the site.

NOTE:

- The site is located in a potable water supply catchment area;
- The site experiences negligible stormwater run-on from Spring Street to the West or Collins Road from the North;
- There is no evidence of a shallow watertable or other significant constraints, and
- The risk of effluent transport offsite is low.

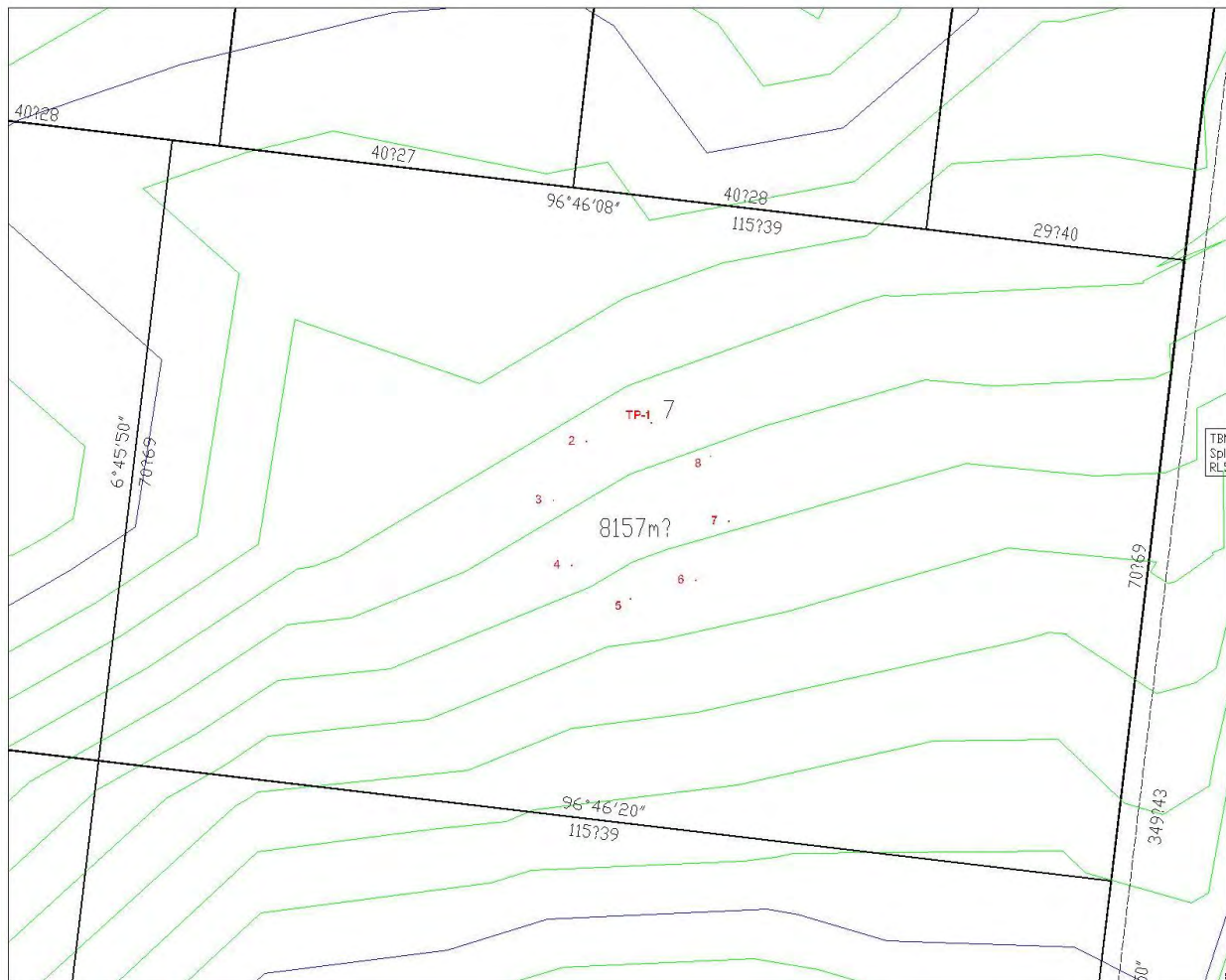
Table 1: Site Assessment

Feature	Description	Level of Constraint	Mitigation Measures
Buffer Distances	All relevant buffer distances in Table 5 of the Code (891.4 July 2016) are achievable from the proposed effluent management area.	Nil	NN*
Climate	Average annual rainfall 877 mm (Daylesford Climate Station No. 088020), max. average 105.2 mm in June, min. average 44.9 mm in March. Average annual pan evaporation is 1210.1 mm (Creswick Climate Station No. 088019).	Minor	NN
Drainage	No visible signs of surface dampness, spring activity or hydrophilic vegetation in the proposed effluent management area or surrounds.	Nil	NN
Erosion & Landslip	No evidence of sheet or rill erosion; the erosion hazard is low. No evidence of landslip and landslip potential is low.	Nil	NN
Exposure & Aspect	Cleared, with high sun and wind exposure.	Nil	NN
Flooding	The proposed effluent management area is located above the 1:100 year flood level.	Nil	NN
Groundwater	No signs of shallow groundwater tables to 1.0 m depth. No known groundwater bores within 250 m of the proposed effluent management area.	Nil	NN
Imported Fill	No imported fill material was observed anywhere on the site.	Nil	NN
Land Available for LAA	Considering all the constraints and buffers, this lot has ample suitable land for land application of treated effluent.	Nil	NN
Landform	Upper plateau with minor slope.	Nil	NN
Rock Outcrops	No evidence of surface rocks or outcrops.	Nil	NN
Run-on & Runoff	Negligible stormwater run-on and minor run-off hazard.	Minor	NN
Slope	The proposed effluent management area is quite flat with gradients less than 2 percent, generally to the South-East.	Nil	NN
Surface Waters	None.	Nil	NN
Vegetation	Mixture of grasses, both native and exotic.	Nil	NN

NN* = Not needed

4.3. Soil Survey and Analysis

On 18 August 2021, a soil survey was carried out at the site to determine suitability for application of treated effluent. The soil investigation was conducted at one location (TP-1), as shown in Figure 4 below.



Eight holes were dug using a hand auger and a test pit was dug to a target depth of 1.0 m. This was sufficient to adequately characterise the soils as only minor variation would be expected throughout the area of interest.

Three soil types were encountered in these investigations. A full profile description is provided in Appendix A. A sample of the soil layer was collected for subsequent laboratory analysis of pH, electrical conductivity and Emerson Aggregate Class. Table 2 describes the soil constraints in detail for the soil encountered.

TP1 soil profile - Estimated slope 1.9%

Very gently sloping plain, pasture

A1 0 – 25 cm Very dark brown 7.5YR 3/3 dry colour, silty clay loam, very strong fine polyhedral structure, very friable when moist, dense fine root mass, clear transition to:

B1 25 – 50 cm Reddish brown 5YR 4/4 dry colour, silty clay, strong fine angular blocky structure, firm when moist, plastic when wet, gradual transition to:

BC 50 – 90+ Dark brown 5YR3/3 dry colour, silty clay, moderate medium blocky structure, plastic when wet, common small fragments of volcanic rock.

Notes:

The bright brown to almost reddish brown colours of the soil profile indicate excellent natural drainage.

The reddish brown colours are due to iron oxides, especially Fe_2O_3 or hematite, coating the soil particles. These will bind strongly with phosphates of the effluent.

The strong development of soil; structure indicates excellent access to roots to penetrate the entire soil mass to obtain water and nutrients.

It appears the this soil has formed on volcanic ejecta, probably volcanic ash, or, alternatively basalt lavas, originating from the nearby Sugar Loaf or Spring Hill volcano, similar to soils in other parts of the subdivision, but here the soils tend to be somewhat more clayey throughout.



Soil profile captured on 18 August 2021 from TP1, topsoil is at the left of the photo



Close-up of topsoil from TP1

4.4. Geology And Geomorphology

The site is located at the slightly down-sloping edge of an ancient plateau on Tertiary basalt flows.

Rock weathering and soil formation began immediately after the last ash and basalt flows were deposited. It appears that much of the weathering and soil formation took place under a wet and warm climate, leading to thorough destruction of the basalt in the weathering zone and the formation of largely kaolinitic clay minerals, highly enriched with the iron oxides released by the weathering dark minerals in the basalt.

Thus, the soil has assumed the dominant brick red colour associated with ferric oxide (Fe_2O_3).

The upper part of the soil profile has also suffered a degree of loss of clay so its texture is lighter than the deeper portions. In terms of texture they are gradational profiles, going from lighter to heavier with depth.

These old basalt-derived soils are of high agricultural and horticultural value due to their having such stable, fine structure and excellent internal drainage.

The measurement of Ksat in a series of test holes demonstrates the high soil hydraulic conductivity.

However, these basalt soils are known for being very phosphate “hungry” and under cultivation, at least in the early years, require high phosphate fertiliser applications. The iron oxides have a strong affinity for phosphate. They have a very high phosphate binding ability.

Table 2 on the next page provides an assessment of the physical and chemical characteristics of the soil.

Table 2: Soil Assessment – TP1 on Crown Allotment 7, Section 24, Township of Glenlyon, performed on 18 August 2021

Feature	Assessment	Level of Constraint	Mitigation Measures
Cation Exchange Capacity (CEC)	The calcium/magnesium ratio that was found is 5.13 and slightly above the generally recommended bracket for optimal plant growth (2-4). The topsoil in the proposed effluent management area (only) could be improved by the application of lime and dolomite.	Minor	Soil amelioration recommended for LAA; Lime 0.63 kg/m ² , Dolomite 0.56 kg/m ² , Gypsum not required
Electrical Conductivity	EC (1:5 soil:water suspension) in the limiting soil layer was measured at 0.28 and 0.15 deciSiemens (dS) per metre (subsoil), which is very low.	Nil	NN
Emerson Aggregate Class	Topsoil: EA Class 0 (no dispersion).	Nil	NN
	Subsoil: EA Class 0 (no dispersion).	Nil	NN
pH	Subsoil at 5.9 which is mildly acidic. Soil conditions do not appear to be affecting plant growth.	Nil	NN
Rock Fragments	Some found in both samples.	Nil	NN
Sodicity (ESP)	Exchangeable Sodium concentration is minor with a tested ESP value of 0.6, well below the critical value of 5%.	Minor	NN
Sodium Absorption Ratio (SAR)	Exchangeable Sodium concentration is significantly lower than the exchangeable Magnesium and Calcium concentration in the tested sample	Nil	NN
Soil Depth	Topsoil: <250 mm	Nil	Shallow subsurface irrigation in topsoil recommended
	Subsoil: >250 mm. Total soil depth greater than 1.0 m and no hardpans occur.	Nil	NN
Soil Permeability & Design Loading Rates	Topsoil: Silty loam: 32.9 cm/day saturated conductivity (K _{sat}) (AS/NZS1547:2012); 1.4 mm/day Design Loading Rate (DLR) for irrigation system (EPA Code 891.4* July 2016).	Nil	NN
	Subsoil: Strong fine angular blocky structured silty clay loam tending to silty clay at depth (AS/NZS1547:2012); 1.4 mm/day DLR for irrigation system (EPA Code 891.4* July 2016).	Nil	Shallow subsurface irrigation in topsoil recommended

Soil Texture & Structure	Topsoil (<250 mm): Very strong fine polyhedral structure, very friable when moist (Category 4)	Nil	NN
	Subsoil (>250 mm): Strong fine angular blocky structure, friable when moist and more plastic when wet at depth (Category 5) in accordance with AS/NZS/NZS 1547:2012	Nil	Shallow subsurface irrigation in topsoil recommended
Watertable Depth	Groundwater not encountered, pit terminated at 0.97 m.	Nil	Shallow subsurface irrigation recommended

NN: not needed

OVERALL LAND CAPABILITY RATING

Based on the results of the site and soil assessment tabled above and provided in the Appendices, the overall land capability of the proposed effluent management area for each proposed lot is very satisfactory.

5 Wastewater Management System

The following sections provide an overview of a suitable onsite wastewater management system, with sizing and design considerations and justification for its selection. Detailed design for the system should be undertaken at the time of the building application and submitted to Council.

TREATMENT SYSTEM

The secondary effluent quality required is:

- BOD < 20 mg/L;
- SS < 30 mg/L;

EFFLUENT MANAGEMENT SYSTEM

A range of possible land application systems have been considered, such as absorption trenches, evapotranspiration/absorption (ETA) beds, subsurface irrigation and mounds. The preferred system is pressure compensated subsurface irrigation. Subsurface irrigation will provide even and widespread dispersal of the treated effluent within the root-zone of plants. This system will provide beneficial reuse of effluent, which is desirable given that the site is not serviced by town water. It will also ensure that the risk of effluent being transported off-site will be negligible.

Description of the Irrigation System

A detailed irrigation system design is beyond the scope of this report, however a general description of subsurface irrigation is provided here for the information of the client and Council.

Subsurface irrigation comprises a network of drip-irrigation lines that is specially designed for use with wastewater. The pipe contains pressure compensating emitters (drippers) that employ a biocide to prevent build-up of slimes and inhibit root penetration. The lateral pipes are usually 0.6 to 1.0 m apart, installed parallel along the contour. Installation depth is 100-150 mm in accordance with AS/NZS 1547:2012. It is critical that the irrigation pump be sized properly to ensure adequate pressure and delivery rate to the irrigation network.

A filter is installed in the main line to remove fine particulates that could block the emitters. This must be cleaned regularly (typically monthly) following manufacturer's instructions. Vacuum breakers should be installed at the high point/s in the system to prevent air and soil being sucked back into the drippers when the pump shuts off. Flushing valves are an important component and allow periodic flushing of the lines, which should be done at six monthly intervals. Flush water can be either returned to the treatment system, or should be released to a small dedicated gravel-based trench.

All trenching used to install the pipes must be backfilled properly to prevent preferential subsurface flows along trench lines. Irrigation areas must not be subject to high foot traffic and vehicles and livestock must not have access to the area otherwise compaction around emitters can lead to premature system failure.

Sizing the Irrigation System

To determine the necessary size of the irrigation area water balance modelling has been undertaken using the method and water balance tool in the Victorian Land Capability Assessment Framework (2013) and the EPA Code 891.4 (2016). Based on the results shown in Appendix D: Water and Nitrogen Balance Calculations, a four-bedroom house with a daily effluent flow of 750 litres per day, we require an irrigation area of 550 m². The calculations are summarised below, with full details provided in Appendix D.

The water balance can be expressed by the following equation:

$$\text{Precipitation} + \text{Effluent Applied} = \text{Evapotranspiration} + \text{Percolation}$$

Data used in the water balance includes:

- Mean monthly rainfall (Daylesford);
- Mean monthly pan evaporation (Creswick);
- Average daily effluent load – 750 L (from Table 4 of the Code);
- Design irrigation rate (DIR) – 1.4 mm/day for silty clay loam (from Table 3 of the Code);
- Crop factor – 0.4 to 0.7 (pasture); and
- Retained rainfall – 75% (gently sloping site of approximately 1.6% gradient).

The nominated area method is used to calculate the area required to balance all inputs and outputs to the water balance. As a result of these calculations a land application area is required as per the last column in table 3 below. Since there is no reticulated water supply in Glenlyon, we have assumed that all dwellings will be fitted with full water reduction fixtures.

Table 3: Minimum required area for the LAA based on the number of bedrooms and liveable spaces in the dwelling.

Number of bedrooms	Wastewater load [l/d]		BOD load [g/d]	Required area for LAA [m2]
	Full water reduction fixtures	Standard water fixtures		
1	300	360	120	220
2	450	540	180	330
3	600	720	240	440
4	750	900	300	550
5	900	1,080	360	660
6	1,050	1,260	420	770
7	1,200	1,440	480	880
8	1,350	1,620	540	990

Siting and Configuration of the Irrigation System

The site has a minor downward slope of 1.6% to the South-East. Therefore each LAA shall adhere to the setback distances as provided in Table 5 of the EPA code (July 2016).

This means that the setback distance to the Southern and Eastern boundary of the block of land shall be a minimum of 3 metres, while the setback distance to the Northern and Eastern boundary shall be a minimum of 1.5 metres. The above setbacks are based on effluent treated to secondary level.

The final placement and configuration of the irrigation system will be determined by the individual client and/or system installer, provided it remains within the above setbacks.

Whilst each block has ample area available for application of the effluent, it is equally important that appropriate buffer distances to the waterways be maintained. It is important to note that buffers are measured as the overland flow path for run-off water from the effluent irrigation area. Figure 2 on page 6 above shows the contours and flow path directions on the property.

It is recommended that the owner consult an irrigation expert familiar with effluent irrigation equipment to design the system, and an appropriately registered plumbing/drainage practitioner to install the system. The irrigation plan must ensure even application of effluent throughout the entire irrigation area.

Buffer Distances

Setback buffer distances from effluent land application areas and treatment systems are required to help prevent human contact, maintain public amenity and protect sensitive environments. The relevant buffer distances for this site, taken from Table 5 of the Code (July 2016) are:

- 20 metres from groundwater bores in loamy soils;
- 100 metres from waterways (potable water supply); and
- 3 metres if area up-gradient and 1.5 metres if area down-gradient of property boundaries, swimming pools and buildings (values for secondary treated effluent).

Installation of the Irrigation System

Installation of the irrigation system must be carried out by a suitably qualified, licensed plumber or drainer, experienced with effluent irrigation systems.

To ensure even distribution of effluent, it is essential that the pump capacity is adequate for the size and configuration of the irrigation system, taking into account head and friction losses due to changes in elevation, pipes, valves, fittings etc. An additional, optional measure to achieve even coverage is to divide the irrigation area into two or more separate sub-zones, dosed alternately using an automatic indexing or sequencing valve.

The irrigation area and surrounding area must be vegetated or revegetated immediately following installation of the system, preferably with turf. The area should be fenced or otherwise isolated (such as by landscaping), to prevent vehicle and stock access; and signs should be erected to inform householders and visitors of the extent of the effluent irrigation area and to limit their access and impact on the area.

Stormwater run-on is not expected to be a concern for the irrigation areas in this subdivision due to the landform of the site and its relatively gentle slopes. However, upslope diversion berms or drains may be constructed if this is deemed to be necessary during installation of the system, or in the future. Stormwater from roofs and other impervious surfaces must not be disposed of into the wastewater treatment system or onto the effluent management system.

6 Monitoring, Operation and Maintenance

Maintenance is to be carried out in accordance with the EPA Certificate of Approval of the secondary treatment system and Council's permit conditions. The treatment system will only function adequately if appropriately and regularly maintained.

To ensure the treatment system functions adequately, residents must:

- Have a suitably qualified maintenance contractor service the secondary treatment system at the frequency required by Council under the permit to use;
- Use household cleaning products that are suitable for septic tanks, avoiding biocides;
- Keep as much fat and oil out of the system as possible; and
- Conserve water (AAA rated fixtures and appliances are recommended).

To ensure the land application system functions adequately, residents must:

- Regularly harvest (mow) vegetation within the LAA and remove this to maximise uptake of water and nutrients;
- Monitor and maintain the subsurface irrigation system following the manufacturer's recommendations, including flushing the irrigation lines;
- Regularly clean in-line filters;
- Not erect any structures and paths over the LAA;
- Avoid vehicle and livestock access to the LAA, to prevent compaction and damage; and
- Ensure that the LAA is kept level by filling any depressions with good quality topsoil (not clay).

7 Conclusions

As a result of our investigations we conclude that the overall land capability of the property to sustainably manage wastewater onsite is very satisfactory and supports the applicant's proposed 2-lot subdivision, with appropriate mitigation measures, as outlined.


Specifically, we recommend the following:

- Secondary treatment of wastewater by an EPA approved AWTS;
- Land application of treated effluent to a (minimum) subsurface irrigation area, sized as per table 3 above. Each LAA may be subdivided into evenly sized zones using an indexing or sequencing valve;
- Provision of details by the designer / installer of the irrigation system, including the filter, manifold, irrigation line location and diameter, number and length of dripper lines, number and location of vacuum breaker(s), and location of flush valve(s);
- Installation of water saving fixtures and appliances in the new residence to reduce the effluent load;
- Use of low phosphorus and low sodium (liquid) detergents to improve effluent quality and maintain soil properties for growing plants; and
- Operation and management of the treatment and disposal system in accordance with manufacturer's recommendations, the EPA Certificate of Approval, the EPA Code of Practice (July 2016) and the recommendations made in this report.

8 References

- Environment Protection Authority (2003). *Guidelines for Environmental Management: Use of Reclaimed Water* Publication 464.2.
- Environment Protection Authority (1991). *Guidelines for Wastewater Irrigation* Publication 168.
- Environment Protection Authority (2016). Publication 891.4 *Code of Practice for Onsite Wastewater Management*.
- Geary, P. and Gardner, E. (1996). On-site Disposal of Effluent. In Proceedings from the one day conference *Innovative Approaches to the Management of Waste and Water*, Lismore 1996.
- Isbell, R.F. (1996). *The Australian Soil Classification*. CSIRO Publishing, Melbourne.
- Municipal Association of Victoria, Department of Environment and Sustainability and EPA Victoria (2014) *Victorian Land Capability Assessment Framework*.
- Standards Australia / Standards New Zealand (2012). AS/NZS 1547:2012 *On-site domestic-wastewater management*.
- USEPA (2002). *Onsite Wastewater Treatment Systems Manual*. United States Environmental Protection Agency.

Appendix A: Soil Bore Log TP1 – 18 August 2021

Soil Bore Log					Sanae Services						
Client:	Glenlyon Development Management Pty Ltd.					Test Pit No:	TP1				
Site:	Crown Alotment 7, Section 24					Excavated / logge	Koos Hulst				
Date:	18 August 2021					Excavation type:	Auger (90 mm diameter)				
Notes:											
PROFILE DESCRIPTION											
Depth [m]	Graphic Log	Sampling depth / name	Horizon	Texture	Structure	Colour	Mottles	Coarse fragments	Moisture condition	Comments	
0.1		Top soil A1		Very friable when moist	Very strong fine polyhedral structure	Very dark brown 7.5YR 3/3 dry colour	None	-	Dry	Silty clay loam, dense fine roots	
0.2											
0.3		Sub soil B1		Firm when moist	Strong fine angular blocky structure	Reddish brown 5YR 4/4 dry colour	None	-	Dry	Silty clay	
0.4											
0.5											
0.6		BC		Plastic when wet	Moderate medium blocky structure	Dark brown 5YR3/3 dry colour	None	-	Dry	Silty clay	
0.7											
0.8											
0.9											
1.0											
1.1											
1.2											
1.3											
1.4											
1.5											

Notes:

The bright brown to almost reddish brown colours of the soil profile indicate excellent natural drainage.

The reddish brown colours are due to iron oxides, especially Fe_2O_3 or hematite, coating the soil particles. These will bind strongly with phosphates of the effluent.

The strong development of soil; structure indicates excellent access to roots to penetrate the entire soil mass to obtain water and nutrients.

It appears the this soil has formed on volcanic ejecta, probably volcanic ash, or, alternatively basalt lavas, originating from the nearby Sugar Loaf or Spring Hill volcano, similar to soils in the northern part, but here the soils tend to be somewhat more clayey throughout.

Appendix B: Soil Analysis from TP-1

A sample of the soil from the proposed lot was taken from a depth that represents the layer of soil which is considered to be the more limiting zone from a hydraulic conductivity perspective, being heavier in texture than the soil layers above. The results of the three analyses are shown below for each.

The soil on the site is the ultimate result of several millions of years of breakdown and weathering of the basaltic parent rock under a high rainfall regime. The most resistant and stable mineral components are left to make up the soil that is there today. Basalt rock is high in iron and when the iron is released from the minerals by weathering it immediately is oxidised and coats the soil particles as they form.

It is a soil with a high permeability where most of the rainfall percolates downwards and very little surface runoff can occur. This high permeability protects the area from erosion by minimising surface runoff.

Note that the average pH in water is 6.1, hence the soil is mildly acidic. The entire soil profile will be acidic as is typical for these very old and thoroughly leached soils that have developed on Tertiary or early Quaternary basalts.

Total soluble salts are at a very low level, as is also evident from the very low Electrical Conductivity (EC).

Exchangeable calcium, magnesium, potassium and sodium levels are low due to loss through leaching and they have been replaced by exchangeable hydrogen, which now controls the pH and renders it "mildly acid" at 5.9 (less acidic than mineral water). The calcium/magnesium ratio is favourable for maintaining good, stable soil structure, as is the low Exchangeable Sodium Percentage (ESP).

At the low pH these soils will have a very high Phosphate Retention Index (PRI), meaning that phosphate contributed from the wastewater will almost totally be retained in the soil. Moreover, the soil contains a high level of iron oxide/iron hydroxide coating the soil clay and silt particles, rendering the dominant colour of the soil a rusty red brown, sometimes brick red, which act by binding phosphate. The iron compounds also create soil structure stability by acting as cementing bridges keeping the clay and silt particles together as larger soil domains, thus maintaining a high permeability.

The recommendations for soil improvement are intended for agricultural uses of the soil only. Lime and dolomite are needed to improve plant growth. If it is the intention of maximising pasture growth over the application area, then some lime and dolomite additions can be beneficial. Note that 1 ton/hectare equates to 0.1 kg/m².



SWEP ANALYTICAL
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REPORT ON SAMPLE OF SOIL

FILE NO : 2108163100

DATE ISSUED 31/08/2021

SANAE HOLDINGS P/L T/A SANAE SERVICES
ATT: KOOS HULST
PO BOX 1040
DAYLESFORD, VIC 3640
koos.hulst@sanae-svcs.com.au

CLIENT ID : SAN047
PHONE : 03 5348 6620

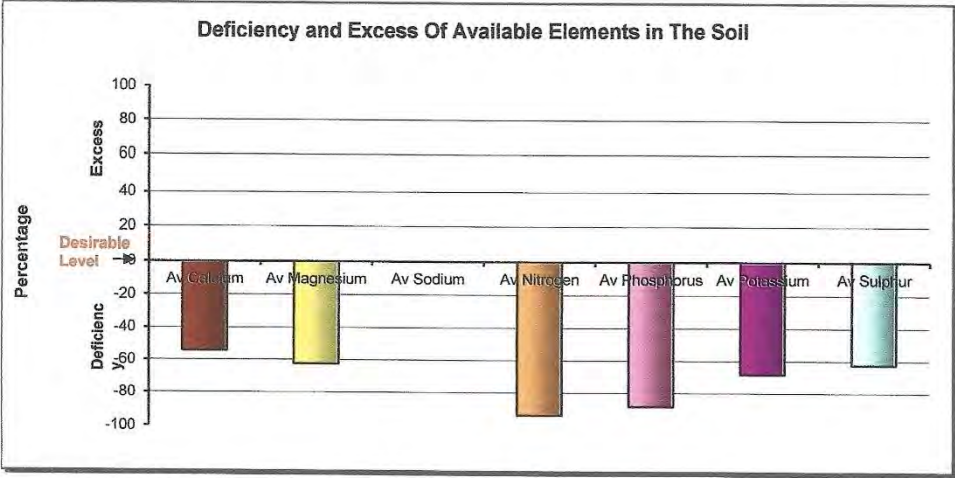
SAMPLE ID : CA7 SEC 24, 24 COLLINS RD, 18 AUG 2021
DEPTH OF SAMPLE (cm): 0 to 30
LAND USE : PASTURE

REFERENCE :
PHONE :
DATE RECEIVED : 26/08/2021
ANALYSIS REQUIRED : N P K

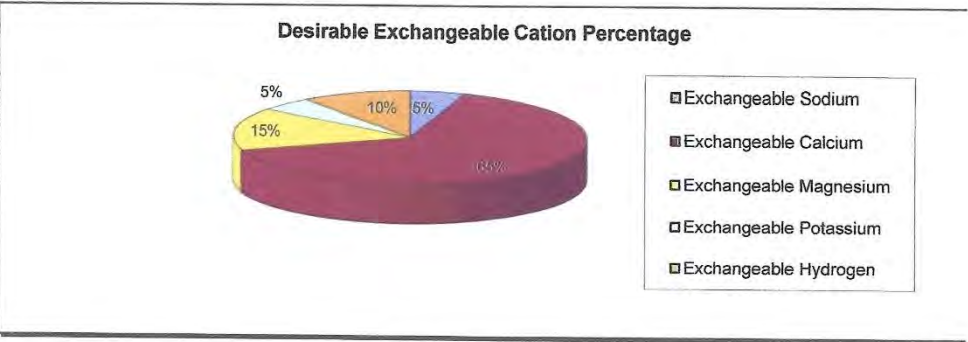
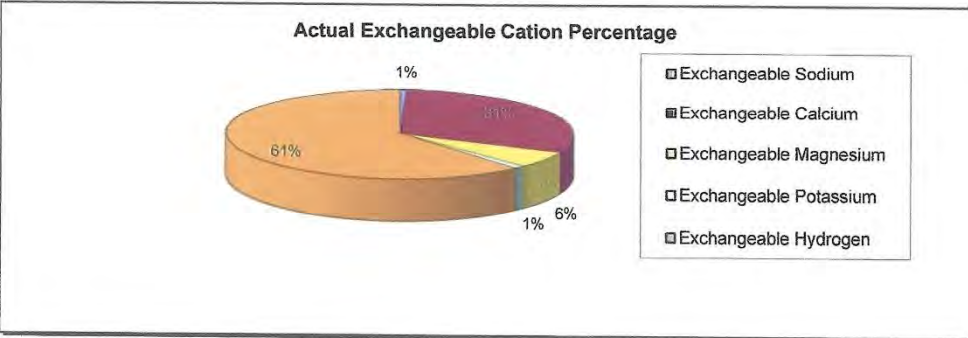
ITEMS			RESULTS	DESIRABLE LEVEL
DISPERSION INDEX	DI		0	
pH(1:5 Water)			5.9	5.5-7.5
pH(1:5 0.01M CaCl ₂)			5.25	
Electrical Conductivity	EC	µS/cm	15.1	< 300
TOTAL SOLUBLE SALT	TSS	ppm	49.83	< 990
AVAILABLE CALCIUM	Ca	ppm	1180	2590
AVAILABLE MAGNESIUM	Mg	ppm	138	367
AVAILABLE SODIUM	Na	ppm	28.06	< 234
AVAILABLE HYDROGEN	H	ppm	130	40.8
AVAILABLE NITROGEN	N	ppm	1.75	26
AVAILABLE PHOSPHORUS	P	ppm	3.56	30
AVAILABLE POTASSIUM	K	ppm	79.17	250
AVAILABLE SULPHUR	S	ppm	4.12	11 - 15
TOTAL ORGANIC MATTER	OM	%	2.56	6 - 10
EXCHANGEABLE CALCIUM	Ca	meq/100 of soil	5.85	12.4
EXCHANGEABLE MAGNESIUM	Mg	meq/100 of soil	1.14	2.85
EXCHANGEABLE SODIUM	Na	meq/100 of soil	0.121	< 0.950
EXCHANGEABLE POTASSIUM	K	meq/100 of soil	0.201	0.950
EXCHANGEABLE HYDROGEN	H	meq/100 of soil	13	< 2.85
ADJ. EXCHANG. HYDROGEN	H	meq/100 of soil	11.7	
CATION EXCHANGE CAPACITY	CEC	meq/100 of soil	20.3	
ADJUSTED CEC	ACEC	meq/100 of soil	19	
EXCH. SODIUM PERCENTAGE	ESP		0.6	< 5
CALCIUM / MAGNESIUM RATIO	Ca/Mg		5.13	4-4.7

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This graph is limited to a maximum of 100% excess of Available Elements



FILE NO : 2108163100

LAND USE PASTURE

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ITEMS		PERCENTAGE OF ADJUSTED CEC
EXCHANGEABLE CALCIUM	Ca	30.8
EXCHANGEABLE MAGNESIUM	Mg	6
EXCHANGEABLE SODIUM	Na	0.6
EXCHANGEABLE POTASSIUM	K	1.1
EXCHANGEABLE HYDROGEN	H	61.6

RECOMMENDATION

3903 kg of Calcium is needed to raise the Available Calcium to 68% and/or Exchangeable Calcium to 65%
 615 kg of Magnesium is needed to raise the Available Magnesium and Exchangeable Magnesium to 15%

GYPSUM REQUIREMENT	0 t/ha					
LIME REQUIREMENT	6.27 t/ha					
DOLOMITE REQUIREMENT	5.58 t/ha					
MAGNESIUM SULPHATE	0 kg/ha	or	MAGNESIUM OXIDE	0 kg/ha		
TOTAL FERTILIZER REQUIREMENT (kg/ha)		N	P	K	S	Ca
		24	31	80	25	109

NOTES :

- Lime Requirement is to increase the Calcium and decrease the hydrogen in the soil
- Lime Requirement is based on Lime containing 40% Calcium.
- We advice that Lime should be applied first in Autumn then followed by Fertiliser in Spring.
- Dolomite Requirement is to increase the Magnesium and Calcium and decrease the Hydrogen in the soil.
- Dolomite Requirement based on Dolomite containing 11% Magnesium and 25% Calcium.
- We advice that Dolomite should be applied first in Autumn then followed by Fertiliser in Spring.
- FOR DRYLAND AND IRRIGATED SOILS:
 Lime - maximum application 2.5 t/ha per year for DRYLAND soils or 5 t/ha per year for IRRIGATED soils.
 Dolomite - maximum application 2.5 t/ha per year for DRYLAND soils or 5 t/ha per year for IRRIGATED soils.

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FILE NO : 2108163100

LAND USE PASTURE

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ANALYTICAL METHODS

Items	Methods
pH (1:5 Water)	4A1
pH (1:5 CaCl ₂)	4B1
Electrical conductivity (1:5 Water)	3A1
Total Soluble Salts	Calculation from Electrical conductivity
Exchangeable Calcium	15D3 or 15C1
Exchangeable Magnesium	15D3 or 15C1
Exchangeable Sodium	15D3 or 15C1
Exchangeable Potassium	15D3 or 15C1
Exchangeable Hydrogen	Barium Chloride-Triethanolamine method*
Available Nitrogen	Copper-cadmium reductor column at a pH of 8.0
Available Phosphorus	Olsen extractable, 9C2a
Available Sulphur	KCl 40, 10D1
Total Organic Matter	modified Walkley & Black, 6A1

NB. For available Iron and Manganese, SWEP uses the method developed by E.H. Mikhail (1980) due to the tendency for the standard EDTA method to produce erroneously high results.

For numbered test methods:

Rayment, G.E. & Lyons, D.J. (2011). Soil Chemical Methods - Australasia. CSIRO Publishing, 150 Oxford Street, Collingwood Vic 3066, Australia.

*Peech, M., Cowan, R.L. & Baker, J.H. (1962). Soil Science Society American Procedures, A critical study of the Barium chloride-Triethanolamine and ammonium acetate methods for determining exchangeable Hydrogen of soils.

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Appendix C: In Situ Constant Head Hydraulic Conductivity Testing

EPA Publication 891.4 strongly advocates the measurement of soil permeability, K_{sat} , using the method described in AS/NZS 1547:2012 as the constant head well permeameter:

3.6.1 LCA procedure

Soil permeability testing conducted in situ using the constant head well permeameter method (AS/NZS 1547) to determine the likely rate of flow of wastewater through the soil of the dispersal area is best practice. In situ permeability testing must be conducted on the limiting soil layer (frequently the B horizon) unless soil saturation or high swelling clays or cracked low-to-moderate swelling clays are present. The visual or tactile estimation of indicative permeability based on the latest version of AS/NZS 1547 'Site-and-Soil Evaluation' procedures, which includes soil texture, structure and swell potential tests, may be used as a substitute for actual measurements of soil permeability.

Sanae Services have used this method for the current land capability assessment.

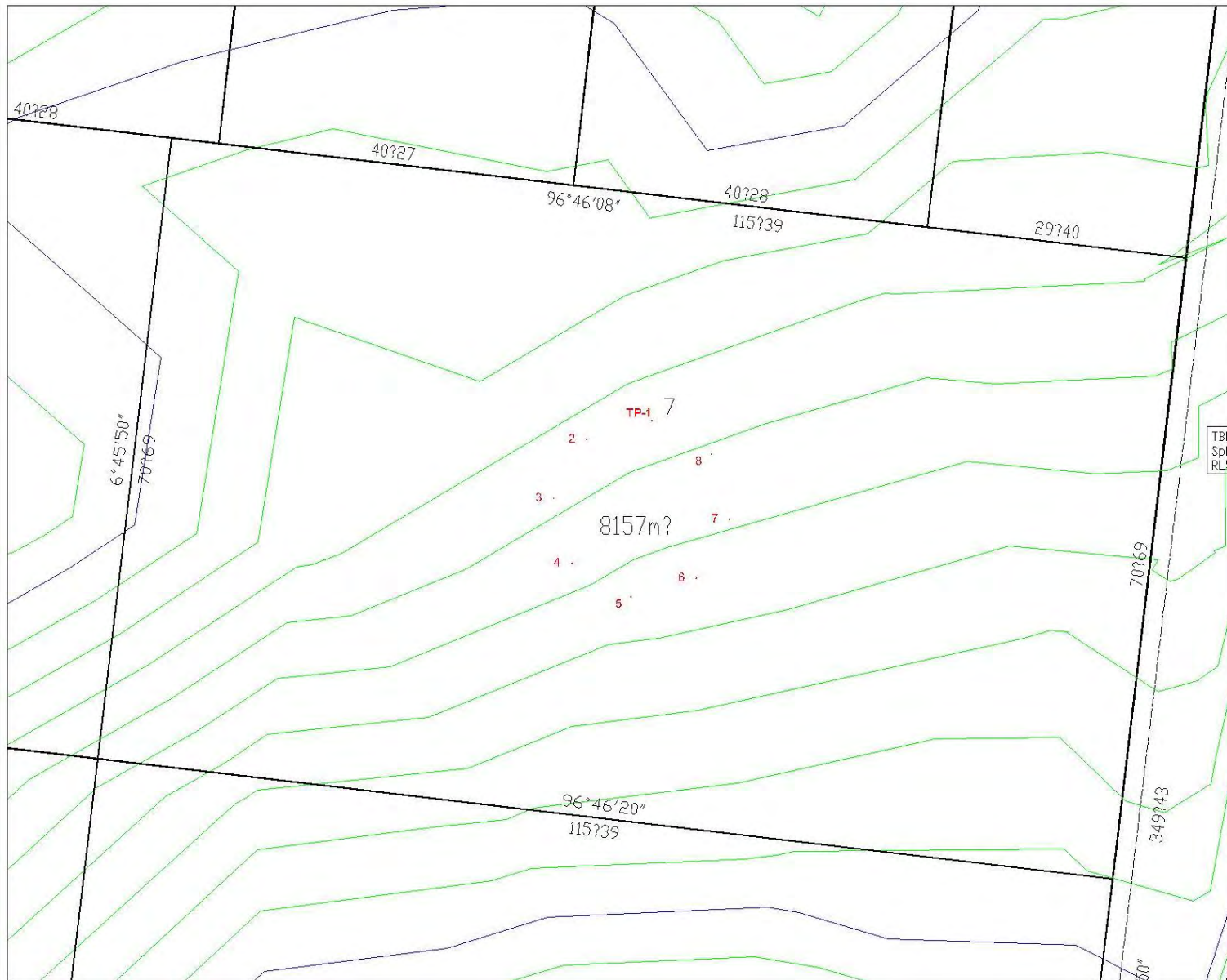
Following this test procedure in the most efficient manner requires augering a series of test holes, usually 6 to 8, to the required depth of the soil receiving the effluent and filling them with water in order to allow the soil around the holes to become wetted before the permeameters are inserted. The method relies on the soil mantle around the wetted internal surface becoming saturated so that the rate of water entry into the soil is not affected by the filling up of empty soil pores, but only by the stable rate of water transmission into the surrounding soil, reflecting a true K_{sat} value.

Pre wetting thus ensures that less time is lost during the actual test, ensuring the recorded rate of water loss from the permeameters is exactly the same as the rate of water passing out through the soil around the hole.

During the testing at the property it was found that the soil was generally moderately but sometimes highly permeable, with the test holes emptying of water very rapidly, in a few minutes, after having been filled and before any testing could be started. This is often found in soils where large root holes, worm channels and other biological channels or drying cracks are common. Commonly, however, the filling of the test holes with water, may cause these major channels to collapse after a short time so that water entry slows down to a stable rate after an initial very fast rate. This stable rate is a true measure of the soil's permeability.

Very rapid emptying of a bore hole filled with water was also encountered at this property (bore hole number 8), necessitating the testing to be completed for 7 out of 8 holes. Thus, the holes to be tested later were already exhibiting stable intake rates from the moment the test was started because the pre wetting had fully taken place.

For this LCA a total of 8 holes were augered to conduct the soil permeability tests. The figure below shows the approximate locations of the bore holes.



The soil permeability value obtained by the testing is shown in the spread sheet on the following page. We arrived at a K_{sat} of 32.9 cm/day.

The site soil permeability is obtained by taking the geometric mean of all data. A geometric mean mitigates against extreme outlier values thus resulting in a more representative and conservative overall value.

One can see from the spread sheet that the pre-wetting water in bore hole 8 had completely drained before the test started, hence no useful data was obtained from that hole.

On the other hand, bore hole 1 showed very little permeability.



A total of eight holes were augered



Extracting excess water from the hole



The drop in water level was recorded at three minute time intervals

The next pages show the spread sheet that was used to determine the K_{sat} for the proposed 2-lot subdivision.

Location :		CA7, Sec 24, 24 Collins Road, Glenlyon						
Soil permeability test date:		18 August 2021						
Auger hole	1	2	3	4	5	6	7	8
	0.0	6.2	8.2	10.0	5.6	7.6	1125.1	
	0.0	6.5	19.0	12.0	6.8	8.7	5.9	
	0.0	6.8	4.4	11.1	4.8	6.4	4.4	
	4.8	6.2	3.7	9.9	5.4	6.6	4.7	
	0.0	5.5	8.3	9.8	5.9	6.9	4.5	
	0.0	5.4	8.2		4.8	6.4	4.3	
	0.0	5.6	8.8		5.6	6.5	4.0	
	0.0	5.3	8.4		5.1	6.7	4.7	
	0.4							
Average Drop [cm]	0.58	5.94	8.63	10.56	5.50	6.98	144.70	
H [cm] =	20							
Time Interval [min] =	3							
			2*pi*H^2=	2513	cm^2			
Auger Hole	Radius of Auger Hole r [cm]	H/r [1]	Q [ml/min]	asinh(H/r)-1 [cm]	1.65Q(asinh(H/r)-1	Ksat [cm/min]	ksat [m/day]	Ksat geo mean [m/day]
1	4.5	4.44	1.40	1.20	2.76	0.00	0.02	
2	4.5	4.44	14.36	1.20	28.37	0.01	0.16	
3	4.5	4.44	20.86	1.20	41.22	0.02	0.24	
4	4.5	4.44	25.54	1.20	50.46	0.02	0.29	
5	4.5	4.44	13.30	1.20	26.28	0.01	0.15	
6	4.5	4.44	16.87	1.20	33.33	0.01	0.19	
7	4.5	4.44	350.03	1.20	691.46	0.28	3.96	
8	4.5	4.44		1.20	-	-	-	0.329
Talsma Tube		Area Pi/4*d^2/100 [cm^2]						
Outer tube ID [mm]	32	8.04						
Inner tube OD [mm]	10	0.79						
Net area [cm^2]		7.26						

Appendix D: Water and Nitrogen Balance Calculations

We acknowledge Paul Williams Pty Ltd. for providing the spread sheet for the water and nitrogen balance calculations. We have chosen the daily flow of 750 litres per day, corresponding to a 4-bedroom house. This results in a minimum area of 550 square metres for the LAA.

Sanae Services

WATER/NITROGEN BALANCE (20/30): With no wet month storage.

Rainfall Station: **Daylesford** Evaporation Station: **Creswick**

Location: 24 Collins Road, Crown Allotment 7, Section 24, Glenlyon

Date: September 2021

Client: Glenlyon Development Management Pty Ltd.



ITEM	UNIT	#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
Days in month:		D	31	28	31	30	31	30	31	31	30	31	30	31	365
Evaporation (Mean)	mm	A	205	176	124	75	47	27	27	43	66	105	126	152	1168
Rainfall (9th Decile wet year adjusted)	mm	B1	45	45	45	78	118	148	141	144	119	103	73	55	1114
Effective rainfall	mm	B2	40	41	41	70	106	133	127	129	107	93	66	50	1003
Peak seepage Loss ¹	mm	B3	167	151	167	162	167	162	167	167	162	167	162	167	1971
Evapotranspiration(IXA)	mm	C1	144	123	87	45	24	12	11	19	36	68	88	106	763
Waste Loading (C1+B3-B2)	mm	C2	271	234	214	137	85	41	51	58	91	143	184	224	1732
Net evaporation from lagoons (10(0.8A-B1x lagoon area(ha)))	L	NL	0	0	0	0	0	0	0	0	0	0	0	0	0
Volume of Wastewater	L	E	23,250	21,000	23,250	22,500	23,250	22,500	23,250	23,250	22,500	23,250	22,500	23,250	273,750
Total Irrigation Water (E-NL)/P2	mm	F	42	38	42	41	42	41	42	42	41	42	41	42	498
Irrigation Area (E/C2) annual.	m ²	G													550
Surcharge	mm	H	-228	-196	-171	-96	-43	0	-9	-15	-50	-101	-143	-182	0
Actual seepage loss	mm	J	-61	-44	-4	66	125	162	159	152	112	67	19	-15	861
Direct Crop Coefficient:		I	0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture:
Rainfall Retained:	90 %	K	1. Seepage loss (peak) equals deep seepage plus lateral flow : 5.4mm (<10% ksat)												
Lagoon Area:	0 ha	L	CROP FACTOR												
Wastewater (Irrigation):	750 L/d	M	0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture:
Seepage Loss (Peak):	5.4 mm	N	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	Shade:
Irrig'n Area (No storage):	550 m ²	P2	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	Buffalo:
Application Rate: (MP2)	1.4 mm	Q	1	1	1	1	1	1	1	1	1	1	1	1	Woodlot
Nitrogen in Effluent:	30 mg/L	R	NITROGEN UPTAKE												
Denitrification Rate:	20 %	S													
Plant Uptake:	220 kg/ha/y	T													
Average daily seepage:	2.4 mm	U													
Annual N load:	6.57 kg/yr	V													
Area for N uptake: (V/T x 10,000)	299 m ²	W													
Application Rate:	2.5 mm	X													
Irrig'n Area (adjusted for slope)	550 m ²	Z													
Application Rate (Design):	1.6 mm	Z1													

Species:	Kg/ha.yr	pH	Species:	Kg/ha.yr	pH	Species:	Kg/ha.yr	pH
Ryegrass	200	5.6-8.5	Bent grass	170	5.6-6.9	Grapes	200	6.1-7.9
Eucalyptus	90	5.6-6.9	Couch grass	280	6.1-6.9	Lemons	90	6.1-6.9
Lucerne	220	6.1-7.9	Clover	180	6.1-6.9	C cunn'a	220	6.1-7.9
Tall fescue	150-320	6.1-6.9	Buffalo (soft)	150-320	5.5-7.5	P radiata	150	5.6-6.9
Rye/clover	220		Sorghum	90	5.6-6.9	Poplars	115	5.6-8.5

1.2 x hydraulic area (10% to 20% slope)

Appendix E1: Land Capability Risk Rating

LAND FEATURE	LAND CAPABILITY RISK RATING				AMELIORATIVE MEASURES AND RISK REDUCTION
	LOW	MEDIUM	HIGH	LIMITING	
Available land for LAA	Exceeds LAA and duplicate LAA requirements	Meets LAA and duplicate LAA requirements	Meets LAA and partial duplicate LAA requirements	Insufficient LAA area	Non-limiting for trenches & beds: Full reserve area available. Non-limiting for subsurface irrigation: Full reserve area available.
Aspect	North, north-east and north-west	East, west, southeast, south-west	South	South, full shade	Faint South-Easterly aspect.
Exposure	Full sun and/or high wind or minimal shading	Dappled light (partial shade)	Limited light, little wind to heavily shaded all day	Perpetual shade	Full exposure to sunshine
Slope form	Convex or divergent side slopes	Straight sided slopes	Concave or convergent side slopes	Locally depressed	Free draining, no need for cut-off drains
Slope gradient:					
Trenches and beds	<5%	5% to 10%	10% to 15%	>15%	Slope non-limiting for trenches
Sub surface irrigation	<10%	10% to 30%	30% to 40%	>40%	Slope non limiting for sub surface irrigation
Site drainage run off / run on	LAA backs onto crest or ridge	Moderate likelihood	High likelihood	Cut-off drain not possible	Shallow dish drain place upslope from LAA
Land slip(1)	Potential	Potential	Potential	Existing	Not applicable
Erosion potential	Low	Moderate	High	No practical amelioration	Negligible risk
Flood / inundation	Never		<1% AEP	>5% AEP	No risk of flooding
Distance to surface waters [m]	Buffer distance complies with Code requirements		Buffer distance does not comply with Code requirements	Reduced buffer distance not acceptable	Closest proximity to dam is more than 100 metres (150 m).
Distance to groundwater bores	No bores on site or within a significant distance	Buffer distances comply with Code	Buffer distances do not comply with Code	No suitable treatment method	Not needed.
Vegetation	Plentiful/healthy vegetation	Moderate vegetation	Sparse or no vegetation	Propagation not possible	Existing grasses suitable for sub-surface irrigation.
Depth to water table (potentiometric) [m]	>2	2 to 1.5	<1.5	Surface	Non limiting for sub surface irrigation. The Visualizing Victorias Groundwater web site shows a depth to water table of 10 metres or more.
Depth to water table (seasonal perched) [m]	>1.5	<0.5	0.5 to 1.5	Surface	Unremarkable, cut off drain upslope to LAA. LAA is designed for the limiting layer of soil.
Rainfall(2) (9th decile) [mm]	<500	500-750	750-1000	>1000	Limiting for trenches, non limiting for sub surface irrigation
Pan evaporation (mean) [mm]	1250 to 1500	1000 to 1250	750 to 1000	<750	Non limiting
SOIL PROFILE CHARACTERISTICS					
Structure	High or moderately structured	Weakly structured	Structureless, massive or hardpan		Water stable peds, non dispersive
Fill materials	Nil or mapped good quality topsoil	Mapped variable depth and quality materials	Variable quality and/or uncontrolled filling	Uncontrolled poor quality / unsuitable filling	Unremarkable, cut off drain upslope to LAA. LAA is designed for the limiting layer of soil.
Thickness [m]					
Trenches and beds	> 1.4		< 1.4	< 1.2	Limiting for trenches
Sub surface irrigation	> 1.5	1.0 to 1.5	0.75 to 1.0	< 0.75	
Permeability(3) (limiting horizon) [m/day]	0.15-0.3	0.15-0.3 0.3-0.6	0.01-0.03 0.6-3.0	> 3.0 < 0.03	An average kSat of 0.329 m/day was found with the field permeability tests.
Permeability(4) (buffer evaluation) [m/day]	< 0.3	0.3-3	3 to 5	> 5.0	Est 1 m/day for fractured meta sediments
Stoniness [%]	< 10	10 to 20	> 20		Unremarkable
Emerson number	4, 5, 6, 8	7	2, 3	1	Non dispersive
Dispersion index	0	1-8	8-15	> 15	DI = 0 as per SWEP soil analyses
Reaction trend (pH)	5.5 to 8.4	4.5 to 5.5	< 4.5 > 8		The pH 5.9 as per SWEP soil analysis, lime (8 T/ha) and dolomite (6 T/ha) can be added for agricultural purposes, no Gypsum required.
E.C. [dS/m]	< 0.8	0.8 to 2.0	> 2.0	> 2.0	The EC ranges between 16.8 and 34.1 µS/cm as per SWEP reports, this converts to an average of 0.0232 dS/m.
Sodicity (ESP) [%]	< 6	6 to 8	> 8	> 14	The ESP ranges between 0.77 and 1.51 as per SWEP soil analyses.
Free swell [%]	< 30	30-80	80-120	> 120	Low swelling clay
1 Landslip assessment based on proposed hydraulic loading, slope, profile characteristics and past and present land use.					
2 9th decile monthly rainfalls used in water balance analyses.					
3 Saturated hydraulic conductivity from insitu testing.					
4 Saturated hydraulic conductivity estimated from AS/NZS1547:2012 and data base.					

Appendix E2: Land Capability Risk Rating

LAND FEATURE	LAND CAPABILITY RISK RATING				REMARKS
	LOW	MEDIUM	HIGH	RISK RATING	
Distance to reservoir [km]	>15	2-15	<2	1	15+ kilometres to the Cairn Curran Reservoir.
Soil type rating (from Appendix C1)	1	2	3	1	Non-dispersive, well draining soil down to 1 m.
Distance to river [m]	>80	40-80	<40	1	At least 950 m from the Loddon River.
Distance to stream [m]	>80	40-80	<40	1	Closest stream is the Loddon River which runs at over 950 m from the closest point of the proposed site for the LAA.
Distance to drain [m]	>40	10-40	<10	1	No drains identified
Lot size [ha]	>10	2-10	0.2-2.0	3	0.408 ha proposed per lot
Density [houses/km ²]	<20	20-40	>40	2	Around 40 dwellings per km ²
LCA Rating (from appendix E1)	1 (low)	2 (medium)	3 (high)	2	See appendix E1
System fail rate [%]	<5	5-10	>10	1	Large lot with ample space for LAA and low risk of effluent running off site.
$R_n = ((R_{Res} + R_{Soil}) \times (R_{Riv} + R_{Str} + R_{Drain} + R_{Lot}) + (2 \times R_{LCA}) + (3 \times R_{Fail} \times R_{Den}))/10$					2.20
Low Risk: $R_n < 2.5$					
Moderate Risk: $R_n 2.5 - 5$					
High Risk: $R_n > 5$.					

Appendix E3 Calculated Combined Risk Number

As part of the development of the Mansfield Shire WWMP, Dr Robert Edis identified major factors which influence the level of risk posed by an on-site system. These factors have a differing level of importance, or weighting, when considered relative to other factors and that the interaction between factors must also be considered.

The individual factors can be rated as low risk ($R_n < 2.5$) which reflects the range in which there is no expected consequential impact on water quality, medium risk ($R_n 2.5-5$) which reflects the range in which the factor may influence the risk to water quality, though as a minor component of the overall risk, and high risk ($R_n > 5$) which represents a significant influence on the risk to water quality.

The Edis risk algorithm weights the major factors appropriately in the context of protecting the integrity of the potable water supply, as shown below:

$$R_n = ((R_{Res} + R_{Soil}) \times (R_{Riv} + R_{Str} + R_{Drain} + R_{Lot}) + (2 \times R_{LCA}) + (3 \times R_{Fail} \times R_{Den}))/10$$

Where:

R_n = Combined Risk Number,

R_{Dres} = Distance to reservoir risk rating

R_{Soil} = Soil (or Land-Soil) risk rating

R_{Driv} = Distance to river risk rating

R_{Dstr} = Distance to stream risk rating

R_{Drain} = Distance to drain risk rating

R_{Lot} = Lot size risk rating

R_{LCA} = Land capability assessment risk rating (from Appendix C1)

R_{Fail} = System fail rate risk rating R_{Dens} = Density of development risk rating

Low Risk: $R_n < 2.5$


Moderate Risk: $R_n 2.5 - 5$

High Risk: $R_n > 5$

The combined risk number for this site is 2.2 (Low Risk - without limiting constraints).

The risk can be reduced to negligible levels if effluent is treated to a secondary level and disposed of via pressure compensated subsurface irrigation, as described in Section 4 of the land capability assessment.

Appendix F: Certificates of Currency of Public Liability and Professional Indemnity Insurance policies

Business Pack Insurance Certificate of Currency		QBE Insurance (Australia) Ltd Head Office Level 5, 2 Park Street Sydney NSW 2000 ABN: 78 003 191 035 AFS Licence No: 239545	
Policy Number 61U189351BPK			
Issued By QBE Insurance (Australia) Ltd		Period of Insurance From 14/06/2021 To 14/06/2022 at 4pm	
This certificate acknowledges that the policy referred to is in force for the period shown. Details of the cover are listed below.			
The Insured			
SANA SERVICES PTY LTD ABN Number Not Provided			
Cover Details			
Location	20 JUBILEE LAKE LANE, DAYLESFORD VIC 3460		Risk Number 1
Business	SEPTIC TANK INSTALLATION		
Interested Party	None Noted		
Broadform Liability Section			
Particulars	Total Sum Insured	Limit	
Limit of liability, any one occurrence		\$10,000,000	
Property in Your physical and legal control	As per the policy wording		
Excess	\$500 for property damage claims only \$0 for personal injury claims		
Clauses			
<ul style="list-style-type: none"> I45 PROPERTY DAMAGE TO FIXED PROPERTY The Liability Section of this Policy does not cover liability in respect of damage to or as a result of damage to roads, sewers, water pipes, gas pipes, electric, fibre optic or telecommunications wires or cables or their supports or to any land or fixed property whatsoever and/or the contents thereof unless You have ascertained from the relevant authorities the actual position of any such pipes, mains, cables and wires before commencing any operation. 			

QM1826-1207

**Business Pack Insurance
Certificate of Currency**

QBE Insurance (Australia) Ltd
Head Office
Level 5, 2 Park Street
Sydney NSW 2000
ABN: 78 003 191 035
AFS Licence No: 239545



Policy Number 61U189351BPK

Cover Details *continued*

Location 1548 BALLAN-DAYLESFORD RD, KORWEINGUBOORA VIC 3461
Business SEPTIC TANK INSTALLATION

Risk Number 1

Clauses *continued*

- **IS6**

REMOVAL/WEAKENING OF SUPPORTS

The Liability Section of this Policy does not cover liability in respect of damage to any land or fixed property arising directly or indirectly from the removal or weakening of or interference with support to land, buildings or any other property.

- **CIP**

Austbrokers Commercial/Retail/Industrial Policy wording QM511 applies when BUSINESS PACK INSURANCE is shown on the policy schedule.
QBE Trade Policy QM207 applies when TRADES PACK INSURANCE is shown on the policy schedule.
QBE Office Policy QM208 applies when OFFICE PACK INSURANCE is shown on the policy schedule.

- **IB2**

PRINCIPALS ENDORSEMENT

The following is deemed to be an insured under the Liability section of this Policy to the extent described in "Cover for others" part (f):
The Hepburn Shire Council

End of Certificate

QM1826-1207



Certificate of Currency
Solution ONE Insurance

Policy Number: AD453304851PIND
Insured: Sanae Services Pty Ltd
Address/Premises: 20 Jubilee Lake Lane, Daylesford VIC 3460
Business: Advice and Consulting Services regarding Septic System as declared
Period of Insurance: From: 4pm on 14/06/2021
 To: 4pm on 14/06/2022

Part A: - Professional Indemnity

Limit of Indemnity: \$5,000,000 any one Claim and
 \$10,000,000 in the aggregate
Excess: \$500 each and every Claim inclusive of Defence Costs
Retroactive Date: 14/06/2016 excluding all known Claims and circumstances

Part B: - General Liability

Section: N/A

Part C: - Management Liability

Section: N/A
Premium: As Agreed
Policy Wording: Solution Underwriting Solution ONE Insurance Policy - SU CL 0520
Security: Chubb Insurance Australia Limited
Territorial Limits: Anywhere in the world other than the United States of America or Canada
 or their territories, protectorates or dependencies
Jurisdiction: Anywhere in the world other than the United States of America or Canada
 or their territories, protectorates or dependencies
Endorsements: See Policy Schedule
Date and Place of Issue: Melbourne on 17 June 2021

Signed for and on behalf of Solution Underwriting Agency Pty Ltd

A handwritten signature in black ink, appearing to be 'Rhys Mills', enclosed within a hand-drawn oval.

Rhys Mills – Managing Director



ATTACHMENT 11.5.1
DISTANCES

- Glenlyon General Store
2.0 kilometres
- Daylesford
8 kilometres

 Subject site



iPlanning Services Pty. Ltd
PO Box 1401
Bakery Hill 3354

Telephone: 0408 577 880
Email: james.ips@iinet.net.au

PROJECT:

Two (2) Lot Subdivision

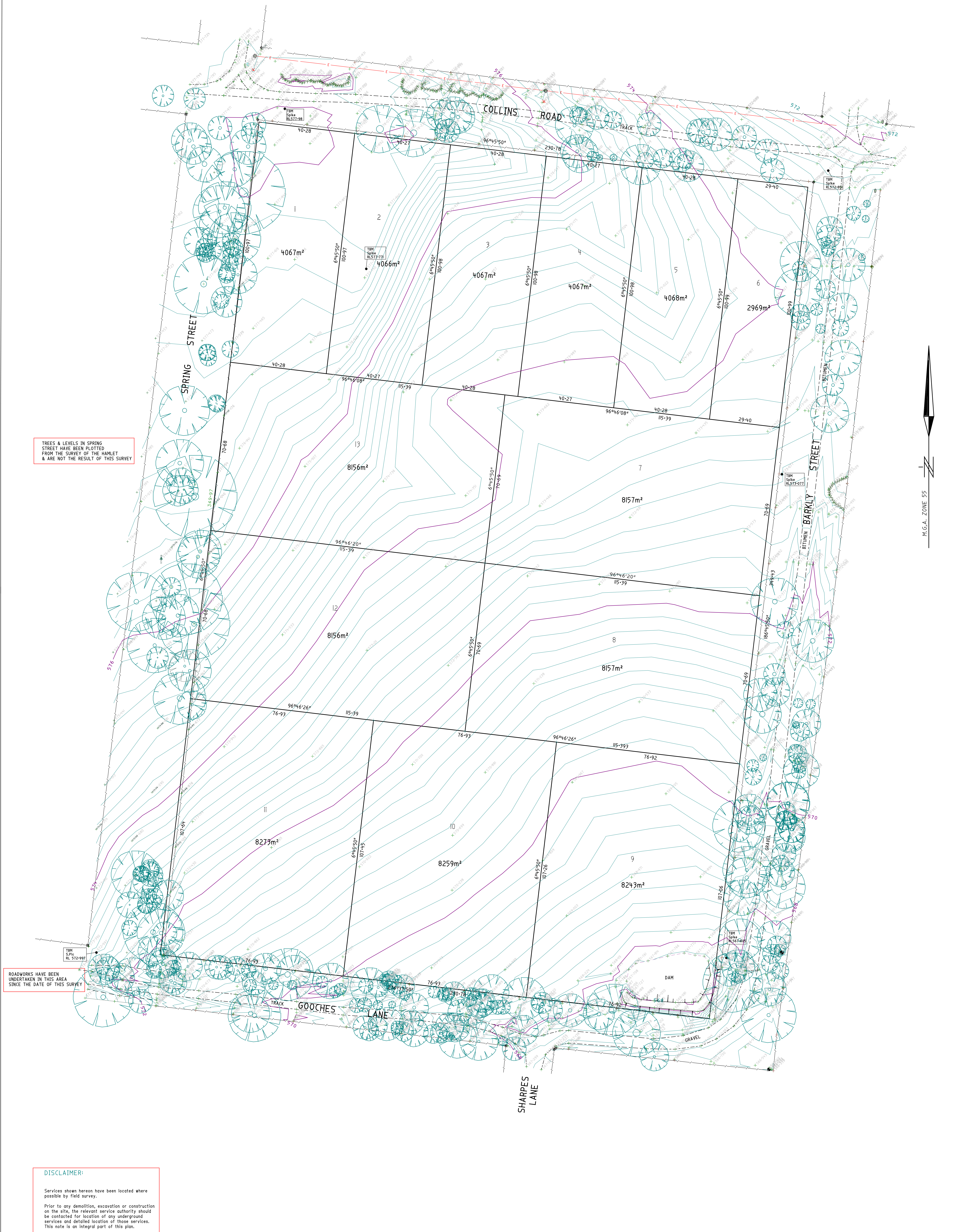
CA7, Sec 24 TP307049V, Barkly Street,
Glenlyon

NOTATIONS:



SITE AND CONTEXT PLAN

SCALE: NTS	DATE: December 2021
DRAWN: J ILES	REF: P-00955
CHECKED: J ILES	CONTRACT No.
APPROVED: J ILES	REVISION No. A



TREES & LEVELS IN SPRING STREET HAVE BEEN PLOTTED FROM THE SURVEY OF THE HAMLET & ARE NOT THE RESULT OF THIS SURVEY

ROADWORKS HAVE BEEN UNDERTAKEN IN THIS AREA SINCE THE DATE OF THIS SURVEY

DISCLAIMER:

Services shown hereon have been located where possible by field survey.
Prior to any demolition, excavation or construction on the site, the relevant service authority should be contacted for location of any underground services and detailed location of these services. This note is an integral part of this plan.

NOTATIONS

Levels are to A.H.D.
Contour Interval 0.20 metres
Title boundaries are shown by a continuous thick line
Bearings have been related to Map Grid Australia (M.G.A.)

DIMENSIONS SHOWN ARE SURVEYED, ADOPTED AND DO NOT NECESSARILY ACCORD WITH TITLE DIMENSIONS

JAMES WALSH LICENSED SURVEYOR
PO Box 35
Daylesford, 3460
Tel: 0427847930
Em: ajwalsh@mmnet.com.au

SURVEYORS REF.
3526
SHEET 1 OF 1

ORIGINAL SCALE SHEET SIZE
1:500 A0

LEGEND

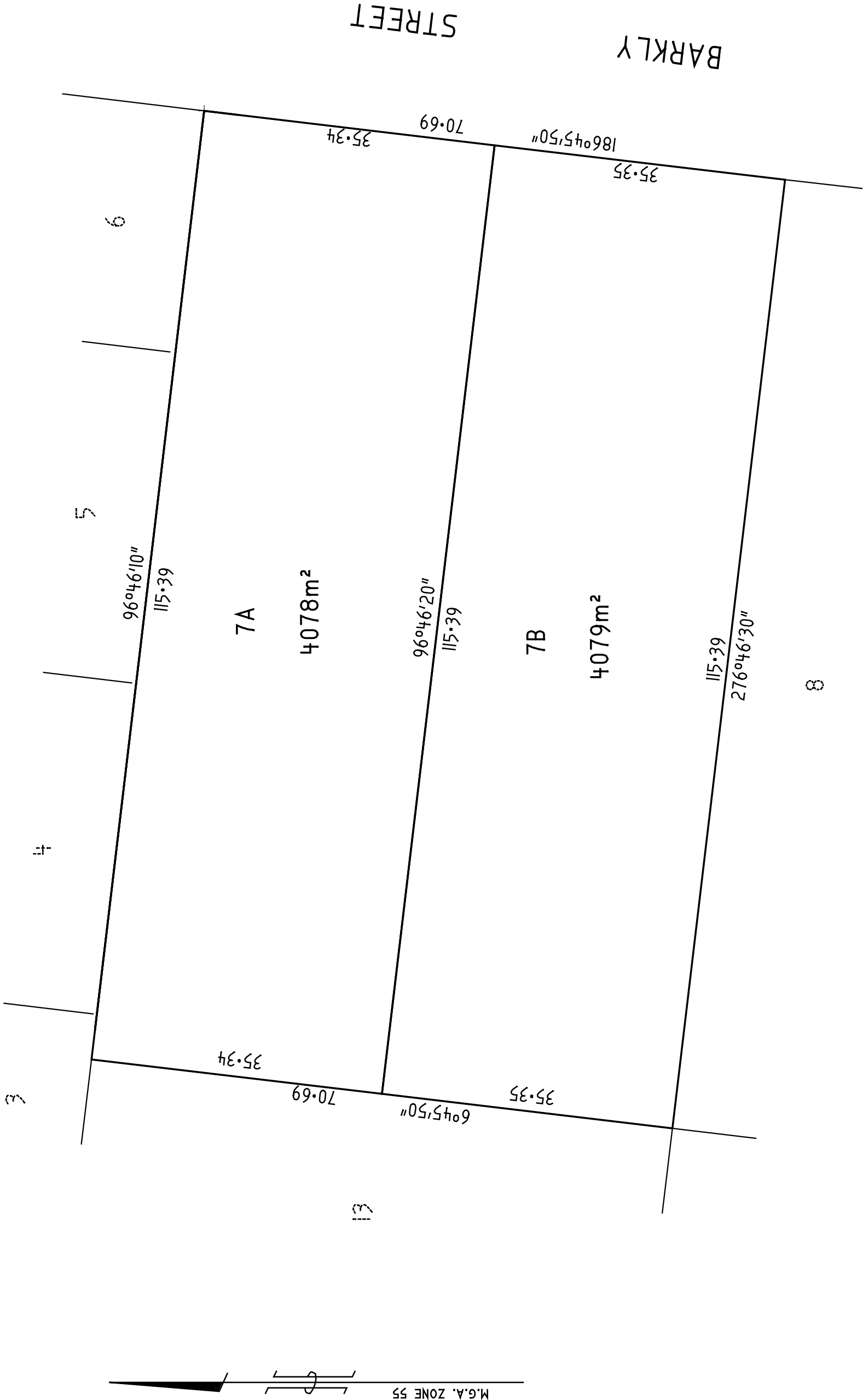
- SIGN
- TEMPORARY BENCH MARK
- ELECT. / TELEPHONE POLE
- TELSTRA PIT
- STAY WIRE
- NATIVE TREE
- TOP OF BANK
- EDGE ROAD FORMATION
- FENCE
- TITLE BOUNDARY
- EDGE VEGETATION

LEVEL AND FEATURE PLAN

PARISH OF GLENLYON
TOWNSHIP OF GLENLYON
SECTION 24
JULY 2021

PARISH OF GLENLYON
TOWNSHIP OF GLENLYON
SECTION 24
CROWN ALLOTMENT 7

PLAN OF PROPOSED SUBDIVISION



JAMES WALSH LICENSED SURVEYOR
PO BOX 35
DAYLESFORD, 3460
TEL: 0427847930
Email: ajwalsh@mmnet.com.au

JAMES PATRICK WALSH / VER:1

ORIGINAL SHEET
SIZE: A3

SHEET 1 OF 1

NCCMA Ref: NCCMA-F-2022-00264
Document No: 1
Council Ref: PA 3535
Other Ref:
Date: 24 February 2022

James McInnes
Statutory Planner
Hepburn Shire Council
Po Box 21,
Daylesford Vic 3460

Dear James

Planning Permit Application No: PA 3535
Development Description: 2 Lot Subdivision
Street Address: 24 Collins Road Glenlyon Vic 3461
Cadastral Location: CA 7, Section 24, Parish of Glenlyon
Applicant: James Iles, iPlanning Services Pty Ltd

Thank you for your referral under Section 55 of the *Planning and Environment Act, 1987* dated 23 February 2022, and received by North Central Catchment Management Authority (CMA) on 23 February 2022, regarding the above matter.

North Central CMA, pursuant to *Section 56 of the Planning and Environment Act 1987*, **does not object** to the granting of a permit.

Advice to Applicant / Council

Flood levels for the 1% AEP probability (100 year ARI) have not been determined for this area under the *Water Act 1989*. However, information available at North Central CMA indicates that in the event of a 1% AEP flood event it is highly unlikely that the property may be subject to inundation from a designated waterway.

Should you have any queries, please do not hesitate to contact me on **(03) 5440 1896**.

To assist the CMA in handling any enquiries and the supply of further information, please ensure you quote **NCCMA-F-2022-00264** in your correspondence.



Yours sincerely



Nathan Treloar

Waterways and Floodplain Officer

Cc: James Iles, iPlanning Services Pty Ltd

Information contained in this correspondence is subject to the definitions and disclaimers attached.



Attached: Definitions and Disclaimers

Definitions and Disclaimers

1. The area referred to in this letter as the 'proposed development location' is the land parcel(s) that, according to the Authority's assessment, represent(s) the location identified by the applicant. The identification of the 'proposed development location' on the Authority's GIS has been done in good faith and in accordance with the information given to the Authority by the applicant(s) and/or local government authority.
2. While every endeavour has been made by the Authority to identify the proposed development location on its GIS using VicMap Parcel and Address data, the Authority accepts no responsibility for or makes no warranty with regard to the accuracy or naming of this proposed development location according to its official land title description.
3. **AEP** as Annual Exceedance Probability – is the likelihood of occurrence of a flood of given size or larger occurring in any one year. AEP is expressed as a percentage (%) risk and may be expressed as the reciprocal of ARI (Average Recurrence Interval).

Please note that the 1% probability flood is not the probable maximum flood (PMF). There is always a possibility that a flood larger in height and extent than the 1% probability flood may occur in the future.
4. **ARI** as Average Recurrence Interval - is the likelihood of occurrence, expressed in terms of the long-term average number of years, between flood events as large as or larger than the design flood event. For example, floods with a discharge as large as or larger than the 100-year ARI flood will occur on average once every 100 years.
5. **AHD** as Australian Height Datum - is the adopted national height datum that generally relates to height above mean sea level. Elevation is in metres.
6. No warranty is made as to the accuracy or liability of any studies, estimates, calculations, opinions, conclusions, recommendations (which may change without notice) or other information contained in this letter and, to the maximum extent permitted by law, the Authority disclaims all liability and responsibility for any direct or indirect loss or damage which may be suffered by any recipient or other person through relying on anything contained in or omitted from this letter.
7. This letter has been prepared for the sole use by the party to whom it is addressed and no responsibility is accepted by the Authority with regard to any third party use for the whole or any part of its contents. Neither the whole nor any part of this letter or any reference thereto may be included in any document, circular or statement without the Authority's written approval of the form and context in which it will appear.
8. The flood information provided represents the best estimates based on currently available information. This information is subject to change as new information becomes available and as further studies are carried out.





GMW Ref: PP-22-00204
Doc ID: A4337003

Hepburn Shire Council
Planning Department
shire@hepburn.vic.gov.au

10 March 2022

Dear Sir and/or Madam,

Planning Permit Application - Subdivision - 2 lot subdivision

Application No. PA 3535
Applicant: Iplanning Services Pty Ltd
Location: 24 Collins Road GLENLYON VIC 3461
V 12348 F 352 CA 7 Sect 24 Glenlyon

Thank you for your letter and information received 23 February 2022 in accordance with Section 55 of the *Planning and Environment Act 1987*.

Goulburn-Murray Water's (GMW's) areas of interest are surface water and groundwater quality, use and disposal. GMW requires that development proposals do not impact detrimentally on GMW's infrastructure and the flow and quality of surface water and groundwater. Applicants must ensure that any required water supplies are available from an approved source.

The property is located in the Cairn Curran Special Water Supply Catchment and subject to ESO1. The land is zoned TZ and comprises of >8000m². GMW understands that the applicant is seeking planning permission to subdivide the site into 2 lots with an area of 4078m² each. No water features have been identified on the site. A Land Capability Assessment (LCA) has been provided with the application recommending that wastewater from any future dwelling on the site is treated to a secondary standard and disposed of via sub-surface irrigation. However, under the provisions of ESO1 of the planning scheme any future dwelling on the lots will trigger the requirement for a planning permit and be referred to GMW in accordance with Section 55 of the Planning and Environment Act for further comment.

Based on the information provided and in accordance with Section 56 (b) of the *Planning and Environment Act 1987*, Goulburn-Murray Water has no objection to this planning permit being granted subject to the following conditions:

1. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
2. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.

3. Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:
 - a) If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.
 - b) The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.
 - c) The owner shall meet the cost of the registration of the agreement on the title.
 - d) This agreement must be registered on title.
 - e) This agreement is cancelled if (a) above is satisfied.

If you require further information please e-mail planning.referrals@gmwater.com.au or contact 1800 013 357.

Yours sincerely

Ranine McKenzie

Ranine McKenzie
SECTION LEADER STATUTORY PLANNING

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: PlnPA003535 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Date: Monday, 11 April 2022 4:53:03 PM

Name and address of the submitter/objector -

[REDACTED]

Reason(s) for the submission/objection -

I wish to object to the PlnPA003536 HSC.

I refer you to the objections I listed in my objection to the PlnPA003535. The objections written there apply to this application objection also.

Thank you.

Regards

[REDACTED]

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: PlnPA003535 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Date: Monday, 11 April 2022 4:28:15 PM

Name and address of the submitter/objector -

[REDACTED]

Reason(s) for the submission/objection -

I object to the sub-division of the above lot into two blocks.

My objection is about waste water management on small blocks.

HSC's Domestic Waste Water Management Plan sets out how to manage potential risks to public and environmental health from septic systems. For HSC to consider reducing lot size goes against the value of the council's document statement.

Glenlyon has an historical town plan which does not relate to climate change concerns nor to the demands of modern households.

I fear for the state of the environment of Glenlyon and the Loddon River without HSC's recognition of these unplanned for developments.

Thank you

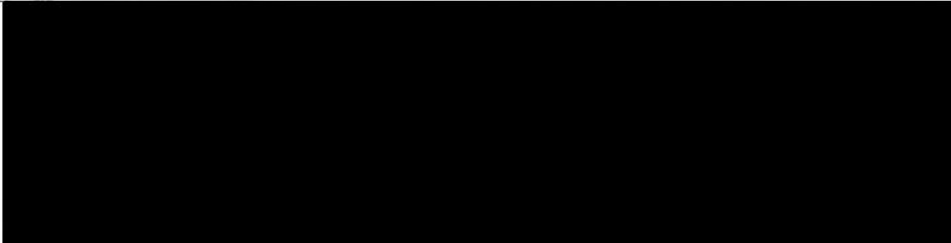
Regards,

[REDACTED]

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PLN22/0016

Proposal: SUBDIVISIONS PA 003535, PA003536, PA 003539

Who has applied for the permit: Iplanning Services Pty Ltd

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Our concerns are that Glenlyon township does not have reticulated water or sewerage. The application for further subdivisions will only exacerbate the concerns we have and other residents with ground water contamination and the over development of the area without further community consultation and the effects on the surrounding environment.

Furthermore information on the application is not on the HSC website and the QR code does not link to the applications.

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

As residents we are most concerned that the granting of this permit will lead to environment damage.

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If insufficient space, please attach separate sheet

Privacy Collection Notice

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

Signature: Or Tick Box ☒ Date: 11 April, 2022

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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 - state how you would be affected if a permit is granted.
5. The Responsible Authority may reject an application which it considers has been made primarily to secure or maintain a direct or indirect commercial advantage for the objector. In this case, the Act applies as if the objection had not been made.
6. Any person may inspect an objection during office hours.
7. If your objection related to an effect on property other than at your address as shown on this form, give details of that property and of your interest in it.
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Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

[REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PlnPA 003535, PLN2

Proposal: To subdivide 'Loddonvale' blocks into high risk sizes

Who has applied for the permit: [REDACTED] Planning ServicesP/L

WHAT ARE THE REASONS FOR YOUR OBJECTION?

HSC has in it's Waste Water Management Plan 2014 that blocks smaller than 4000sq m are high risk in an area with no town water or sewerage. This puts the number of high risk blocks in this and the 'Hamlet' at an unsafe number.

The applicant has no interest in our community or in it's future well being. Get their profits and move on to the next pigeon - with no input from council other than 'sure, sign here and pay the fee'.

Bronwyn Southee gave a definite undertaking that we would be notified if there were to be further subdivisions. I understand she has left but does council have no ethics?

I am sick of asking council for information and being treated with such disrespect (I have been asking about Glenlyon Reserve since last October - nothing).

I realise this is a useless objection and the WWP 2014 was, very conveniently, not incorporated into Planning regulations. Council has only had 7 or 8 years to rectify this so please don't reply with platitudes about your hands being tied.

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

As a member of this community I am concerned about the suburbanisation of Glenlyon. The 3 other town boundaries have 5 acre buffer zones. RLZ.

These subdivisions create a real potential for complaint about farming practices across the road - I have asked questions at council about this.

Water security. Glenlyon has had several town meetings about water tables and bores with up to 60 residents attending. This further subdivision creates greater stress on a finite resource.

And just general stress of feeling like council doesn't give a damn.

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: PlnPA003535 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Date: Monday, 11 April 2022 5:23:34 PM

Name and address of the submitter/objector - [REDACTED]

Reason(s) for the submission/objection -

I wish to object to the application on the following grounds

1. Overdevelopment - Glenlyon is a small settlement with no reticulated water or sewerage. A 26 lot subdivision has already been approved for development to the west and across Spring Street of this subject land. If this Crown Allotment is subdivided along with the other 3 Crown Allotments in this subdivision there will be another 17 blocks on top of the 26. This is an alarming growth rate in a situation where there is no structure plan. The Township plan for Glenlyon was drawn up in the 1860's. It is not appropriate for development today. In the nineteenth century people did not use water at the rate they do today. Research needs to be carried out on the effect of these sort of developments on the quality of groundwater and the amount. A structure plan needs to be developed and the Shire needs to work with Goulburn Murray Catchment Authority on preparing a sustainable way forward. This type of development needs to have planned overall approach and not just treating each application for subdivision and building permit one by one. Goulburn Murray have said within the last 2 years "Density of unsewered development in Glenlyon is high and further subdivision of land creating additional unsewered lots poses a high risk to ground and surface water quality".

The application states that the each lot owner will have to rely on potable water in tanks and can use treated waste water on their gardens. The LCA Report talks about waste fields and drip systems. All very confusing for the average person. Will the Council be able to supervise any of this?

2. Lack of infrastructure and services as stated above no reticulated sewerage or water. Power supply still problematic. There have been so many interruptions to supply in the last 12 months that we have received 2 credits under the GSL scheme. It needs to be pointed out that the General Store is a tourist venue and provides nothing for locals. There is no public transport service going through Glenlyon.

3. Risk of fire. With fire seasons becoming hotter and more risk of the Wombat Forest going up in flames, and the population of this small hamlet increasing, plans need to be developed with the CFA as to how you keep the expected increase in population safe.

4. I am of the view that it would be helpful to have a round table discussion with the property owner of the land the subject of the application, the developers, Council officers and concerned residents of Glenlyon. I note the details of owners has been redacted. This information is available on public record and I have done my searches.

In summary, the overdevelopment of Glenlyon is posing severe risk to the ground water and the Loddon River. More knowledge is required on how this risk can be dealt with. A structure plan is required. Discussions need to be had with all stakeholders.

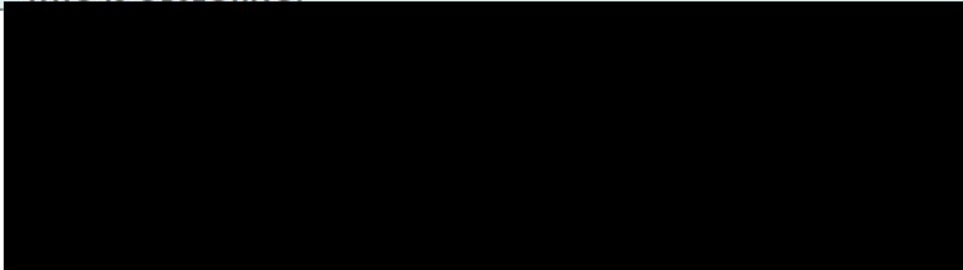
[REDACTED]

[REDACTED]

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PinPA003535, 003539, 003536, PLN22/0016

Proposal: Subdivisions

Who has applied for the permit: Apparently the name has been redacted

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Refer to attached 4 pages

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

Refer to attached 4 pages

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If insufficient space, please attach separate sheet

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Signature



Or Tick Box



Date: 11_04_2022

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Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development

Objection to the Loddonvale subdivisions
PlnPA003535, 003539, 003536, PLN22/0016
and proposed moratorium on future
subdivisions in Glenlyon until the sustainability issues – lack of mains
sewerage and water supply issues and poor power supply and
the impact of this “suburban
development” on the local environment is resolved.

- **Current 1861 town plan** is a complete anachronism and not an appropriate template for development in Glenlyon 2022 for the reasons outlined below.
- **2022 Glenlyon will never have sewerage and mains water supply** (pop required 3000 currently 380-400 approx.) 3000 min required as advised by planners and staff of HSC on numerous occasions.
- **Every site in Glenlyon is its own sewage farm.**
- **Every site in Glenlyon needs its own water supply from rainwater and groundwater – both sources are being depleted through climate change.**
- **On every site in Glenlyon with a ground water bore – (most sites have one) – risk of cross contamination of human effluent entering the groundwater via the bore penetration. The smaller the site the higher the risk.**
- **Risk from lack of oversight** by underfunded and over committed statutory bodies: HSC GMW EPA all struggling to provide any due diligence with regard to development. Most sites in Glenlyon have never been inspected.
- **All sites in Township Glenlyon are very high maintenance – with no mains water and no sewerage** - everything in Glenlyon is completely owner operated with the inherent contamination risks associated and the multiplier effect of more and smaller subdivisions. Multiple pumps and frequent power failures.

Glenlyon is in the catchment area for the Loddon.

2.0 1861 Glenlyon town plan - Development impacts – Human and Environmental Health, Sustainability, Climate Change all ignored in favour of short term profits.

Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development

(i) High carbon footprint development – very little local employment – no schools and retail: Increased population requiring travel elsewhere for basic work and supplies in an area with little local employment and outlets.

(ii) Hepburn Shire has a commitment to combat climate change: but this is not fulfilled with “suburban” style higher density developments like “Loddonvale” in Townships like Glenlyon. **Travel: 10 km to Daylesford and 29.5 km to Kyneton. A 20 km to 59 km round trip for the most basic supplies.**

(iii) Option - Tourism/holiday market - high water use expectation: with high tariffs of high water consumption and waste water production.

(iv) The unsustainability of 1861 Glenlyon town plan development - there is a finite and reducing supply of groundwater and rain harvested water with reduced rainfall, environmental flows and run off to the river and creek system due to upstream dams and a proliferation of ground water licences.

(v) Climate change – higher temperatures - lower rainfall – erratic rainfall – reduced water supply. **The Farmers Federation acknowledges the reality of climate change.**

(vi) Smaller Sites - eg Hamlet sites down to 31.43 m means less width, and problems of containing effluent onsite and avoiding cross contamination:

Source Code of Practice septic Tanks:

On site setbacks – 20m setbacks to bores (with secondary treatment)
most sites will require secondary treatment (50m primary – conventional septic)
Boundary setbacks - upslope 3m setback - downslope 3m setback

(vii) Amenity Loss: There is no design development / neighbourhood character guidelines in this Township Zone.

(viii) Impact on Existing Township Conditions: The impact on existing conditions is not factored into any appraisals on any grounds: aesthetic, environmental, water loss, effluent risk. Standards are either non existent or to the bare minimum on all fronts. Loss of trees (eg Loddonvale: already trees are threatened), increased traffic etc etc.

3.0 How will we be affected:

Glenlyon services: no water, no sewerage and poor power supply, the Township simply cannot support these household numbers and therefore population increases –

2020 – 2022 - 52 new lot approvals in Glenlyon Township /

121 existing houses Glenlyon Township

9 in Township plus 26 Hamlet plus 17 Loddonvale = 52 / 121

43% growth in 2 years 2020 - 2022

This is unsustainable development on undersized sites has two direct impacts for us:

Access to and risk of contamination of Groundwater - sustainability of life in Glenlyon:

3.1 Increased Risk of groundwater depletion that has the potential to make the township

**Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development**

groundwater inaccessible to us

3.2 Increased Risk of contamination of the Groundwater through effluent from onsite septic systems being dragged into the Aquifers as the water table drops

3.3 HSC are ignoring Clause 56 – drinking water must be provided to each subdivision and GMW are not acting responsibly simply approving these applications without actually assessing if these developments are sustainable – no drinking water or drinking water

The responsible authority is NOT acting responsibly approving these subdivisions without drinking water and HSC are complicit in this.

HEPBURN PLANNING SCHEME

56.07 28/10/2016 VC101	INTEGRATED WATER MANAGEMENT
56.07-1 08/10/2008 VC42	Drinking water supply objectives To reduce the use of drinking water. To provide an adequate, cost-effective supply of drinking water. Standard C22 The supply of drinking water must be: <ul style="list-style-type: none">■ Designed and constructed in accordance with the requirements and to the satisfaction of the relevant water authority.■ Provided to the boundary of all lots in the subdivision to the satisfaction of the relevant water authority.

infrastructure is being supplied to these sites.

Environmental life impacts:

3.4 Increased Risk of groundwater depletion that has the potential to make the groundwater inaccessible to the environment

3.5 Increased Risk of contamination of the Groundwater through effluent from onsite septic systems being dragged into the Aquifers as the water table drops

4.0 Conclusion: “Loddonvale” and PInPA003535, 003539, 003536, PLN22/0016

The 1861 Glenlyon town plan development risks are too high and require proper independent scientific (eg hydrogeological ie groundwater volumes and sustainability) and environmental evaluation (In my opinion HSC and GMW have a conflict of interest). This includes such basics as the risk of water supply failure, effluent overload and cross contamination of human effluent entering the existing ground water supply, not to mention the significant permanent environmental impacts of this unsustainable 1861

**Objection to the Loddonvale Development and Subdivisions ATTACHMENT 11.5.4
PInPA003535, 003539, 003536, PLN22/0016**

**Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development**

town plan. I am opposed to Loddonvale subdivision of subdivisions and request a moratorium on development in Glenlyon until a proper study of all the risks involved in Township expansion are independently evaluated and presented to residents for their input.

This Township expansion is being undertaken without a published Structure Plan – there is no urban planning to prove that these developments are viable, if these further subdivision approvals PInPA003535, 003539, 003536, PLN22/0016 are accepted without proper independent investigation of the sustainability of this Township expansion – in this Township with no water, no sewerage and poor power supply - this is an act of gross negligence by Hepburn Shire Council and GMW.

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: Objections to planning applications PlnPA003535 PLN22/0016 PlnPA003539 PlnPA003536 - 24 Collins Road, Glenlyon
Date: Monday, 11 April 2022 3:47:18 PM

Name and address of the objector - [REDACTED]

Reason(s) for the objection -

1. Current infrastructure. Glenlyon has little infrastructure - no reticulated water, no sewage, no public transport and no retail (the currently named General Store, is not a general store which could be used for provisioning the locals).

Eleven years ago an employee of Goulburn Murray Water advised residents that there would no more bores drilled in the area. This has proven to be not the case. Bores have continued to be sunk. If every property at (so-called) 24 Collins Road has a bore, what effect will that have on ground water used for nearby agriculture and horticulture (ie our food)? Will building permits contain a covenant restricting water consumption to rain water tanks, and no bores to be drilled?

No universal sewage system means waste water treatment is left to individual property owners. The Hepburn Shire does not currently enforce its own requirements for three monthly and annual inspections. If the shire does not meet their own requirements, then property owners are unlikely to comply. It appears the current Glenlyon power grid is still unable to meet the needs of current users, with frequent power black outs. Additional residences in Glenlyon will put even greater pressure on the grid.

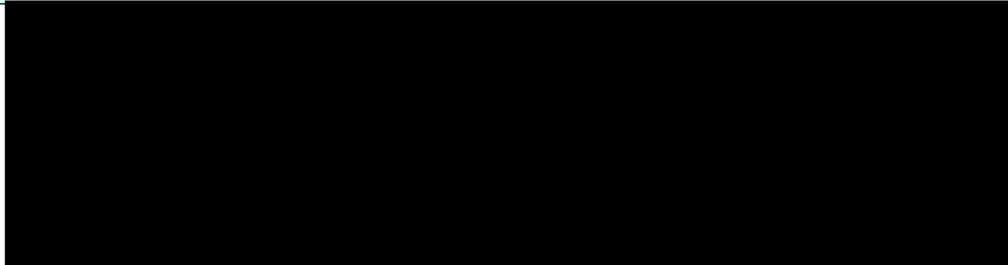
2. General - over development. Crown Allotments drawn up in 1860s, on which the allotments along Barkly Street are based, are inappropriate for 2022 and beyond. There appears to be no overall plan - Council is allowing development, single plot by single plot, and not considering the big picture. Standards required in 2022 and beyond are not those of 1860. Further subdivision of land on the outskirts of Glenlyon creates an appalling precedent for unsustainable development in Glenlyon, and will destroy the neighbourhood character. DELWP document https://planning-schemes.api.delwp.vic.gov.au/_data/assets/pdf_file/0003/463953/Hepburn_PS_Ordinance.pdf?_ga=2.165571574.898885614.1610089951-1594439468.1610089951 which includes reference to needing to maintain the rural aspect of many areas along the Daylesford Malmsbury Road corridor from Coomoora to Glenlyon. The sight of an additional mini-Melton on the edge of Glenlyon does not fit this rural aspect, nor does it fit with the desires of the current residents (several local surveys provide this information).

3. It would be more appropriate for a Glenlyon Structure Plan to be developed before unfettered development and land divisions are permitted.

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA003535 PLN22/0016

Proposal: 2 lot subdivision

Who has applied for the permit: iPlanning PtyLtd on behalf of Glenlyon Development Management

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Refer to Hepburn Planning Scheme Cl. 74.02 Further Strategic Work 10/02/2022 C80
 hepb. The Hepburn Shire Council HAS NOT DONE SUFFICIENT FURTHER WORK
 to properly ensure

1. proper structure planning for Glenlyon,
2. updated municipal wildfire assessment for 24 Collins Road Glenlyon.
3. Flora and fauna assessment and updating of biodiversity controls to take into account the needs of this particular site.
4. Preparing a rural settlement strategy to better understand the risks and challenges posed in Hepburn's settlements to guide development consistent with GLENLYON's inherent rural character.
5. Undertaking an assessment of the Shire's wastewater treatment plants and any necessary odour studies that are consistent with relevant guidelines, detailing future planning scheme approaches.
7. Undertaking proper assessment of the potential for groundwater contamination due

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

I am a resident of Glenlyon. Further development including the recent Hamlet residential development of 26 blocks plus this development of now 21 blocks of which the proposed sub-division is part, will affect the current infrastructure of Glenlyon: an electricity supply that cannot take additional solar input causing regular power outages, more traffic on local roads not built for that purpose, greater shire expenditure on road maintenance.
 In addition I object to the sly way the Glenlyon Development Management company has by an apparent loophole avoided CI 7.1 PUBLIC SPACE CONTRIBUTION. and therefore any offset of the loss of valuable land for biodiversity purposes.

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If insufficient space, please attach separate sheet

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Signature: Or Tick Box ☒ Date: 12/04/2022

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

TOWN PLANNING REFERRALS

ENGINEERING CONDITIONS

Application No : PA – 3535
 File : 101515P
 Property No : 101515
 Address of Land : 24 Collins Road, Glenlyon
 Description : Staged Subdivision

1. Stormwater Drainage

- 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.
- Each lot requires a separate point of discharge.
- It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.
- It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines
 Note: Additional information for requirements can be found at <https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>

2. Access

- Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.
- Prior to the occupation the following will be constructed for approval.
 - Vehicle access/crossing is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority
 - Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard

AS2890.1:2004 Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.

- Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.
- Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.
- 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.

3. Road Upgrade Works

- It is the responsibility of this permit holder(s) to upgrade Barkley Street to a sealed road from the end of the current seal to the southern boundary of the lot 8B to the satisfaction of Responsible Authority
- 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
- Professionally prepared plans designed by a suitably qualified engineer based on site tests are to be submitted to the Responsible Authority for approval prior to construction.
- The road pavement shall be designed by a suitably qualified engineer based on site tests but at a minimum shall include: 4m pavement and 1.5m shoulders on both sides comprising:
 - 200mm compacted depth class 3, 20mm FCR sub base and 100mm compacted depth class 2, 20mm FCR base pavement.
 - 2 coat spray seal, 10mm primer seal/7mm rubberised final seal
 - OR
 - 40mm Type N, 10mm asphalt on a primed base.
- The Supervising Consulting Engineer shall provide to Council a report of hold points and inspections for the construction and verification that the roads and drains have been designed and constructed in compliance with the above standards, by providing a list verifying the results of all tests undertaken and corresponding results. The minimum tests required to be provided to the Responsible Authority are:
 - Road Sub-grade (Proof Roll)
 - Pavement sub-base and base (density test and proof roll)
 - Pavement prior to sealing or asphalt application
 - Drainage trench and bedding
 - Drainage infrastructure prior to backfill
 - Drainage pits

- 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.
 - Native Vegetation assessment
 - Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist reposit on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.
4. Prior to commencement of use 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
 5. All works must be constructed and completed prior to statement of compliance.
 6. All costs incurred in complying with the above conditions shall be borne by the permit holder

Prepared by: Ashley Goad – Engineering Development Officer
Date: 28/02/2022

11.6 PLN22/0016 - TWO LOT SUBDIVISION OF LAND AT 24 COLLINS ROAD GLENLYON INTERIM DIRECTOR COMMUNITY AND DEVELOPMENT

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

ATTACHMENTS

1. PLN 22/0016 - Application Documentation [**11.6.1** - 71 pages]
2. PLN 22/0016 - Referral Response - Goulburn Murray Water [**11.6.2** - 2 pages]
3. PLN 22/0016 - Referral Response - North Central Catchment Management Authority [**11.6.3** - 3 pages]
4. PLN 22/0016 - Combined Objections Redacted 104581 [**11.6.4** - 14 pages]
5. PLN 22/0016 - Referral Response - Council Engineering Department [**11.6.5** - 2 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to determine the planning application for a two-lot subdivision of land PLN 22/0016 at 24 Collins Road Glenlyon known as Crown Allotment 12, Section 24 Parish and Township of Glenlyon.

The application is being brought to Council as Seven (7) objections have been received and is recommended for approval as the two lot subdivision has been determined to be appropriate with consideration of the *Planning and Environment Act 1987* and the Hepburn Planning Scheme.

OFFICER'S RECOMMENDATION

That Council, having caused notice of Planning Application No. PLN 22/0016 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 24 Collins Road, Glenlyon CA 12, SEC 24 PSH TSP Glenlyon (104581) for the two lot subdivision of land, subject to the following conditions:

Layout must not be altered

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

Mandatory

2. *The owner of the land must enter into an agreement with:*
 - a. *Telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*

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

General

- 7. No proposed access must necessitate the removal of existing street trees to the satisfaction of the responsible authority. Any street trees to be removed must be replaced at the cost of the permit holder with advanced trees of the same species and size as the existing trees in a location to the satisfaction of the Responsible Authority.*

Council Engineering

- 8. 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.*

- b. *Each lot requires a separate point of discharge.*
- c. *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.*
- d. *It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines*

Note: Additional information for requirements can be found at

<https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemq>

9. 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 the occupation the following will be constructed for approval.*
 - i. *Vehicle access/crossing 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.*

10. Native Vegetation assessment

- a. *Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the*

Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist report on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.

11. *Prior to commencement of use 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.*
12. *All works must be constructed and completed prior to statement of compliance.*
13. *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

Council Environmental Health Conditions

14. *Before works start an application to install a septic tank system must be submitted to the responsible authority.*
15. *The wastewater system must be an EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard and must be installed in accordance with the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4) unless otherwise agreed in writing by the responsible authority.*
16. *The wastewater management system including effluent disposal fields must be located in an area that is able to satisfy minimum setbacks identified within Table 5 of the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4).*

Goulburn Murray Water Conditions

17. *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
18. *Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*
19. *Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:*
 - a. *If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.*

- b. *The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.*
- c. *The owner shall meet the cost of the registration of the agreement on the title.*
- d. *This agreement must be registered on title.*
- e. *This agreement is cancelled if (a) above is satisfied.*

Permit Expiration Conditions

- 20. *This permit will expire if one of the following circumstances applies:*
 - a. *The plan of subdivision is not certified within two (2) years of the date of this permit;*
 - b. *The registration of the relevant stage of subdivision is not completed within five (5) years from the date of certification of the plan of subdivision;*

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

MOTION

That Council, having caused notice of Planning Application No. PA 3539 to be given under Section 52 of the Planning and Environment Act 1987 and the planning scheme and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to issue a Notice of Decision to Grant a Permit under the provisions of the Hepburn Planning Scheme in respect of the land known and described as 24 Collins Road, Glenlyon CA 13, SEC 24 PSH TSP Glenlyon (104581) for the two lot subdivision of land, subject to the following conditions:

Layout must not be altered

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

Mandatory

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

- a. *A telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*
 - b. *A suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*
4. *The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities and electricity and gas (where it is proposed to be connected) services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.*
 5. *All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.*
 6. *The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.*
 7. *Prior to a Certificate of Occupancy or a Certificate of Final inspection for a non-habitable structure a 10,000 litre rainwater tank must be installed on the land to the satisfaction of the Responsible Authority.*

General

8. *No proposed access must necessitate the removal of existing street trees to the satisfaction of the responsible authority. Any street trees to be removed must be replaced at the cost of the permit holder with advanced trees of the same species and size as the existing trees in a location to the satisfaction of the Responsible Authority.*

Payment of Public Open Space Condition

9. *Before the issue of a Statement of Compliance under the Subdivision Act 1988, the applicant or owner must pay to the Responsible Authority a public open space contribution of five per cent of the net developable area of land in accordance with the requirements of Clause 53.01 of the Hepburn Planning Scheme and Section 18 of the Subdivision Act 1988.*

Council Engineering Conditions

10. *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.*

- b. *Each lot requires a separate point of discharge.*
- c. *It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.*
- d. *It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines*

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

11. 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 the occupation the following will be constructed for approval*
- c. *Vehicle access/crossing is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority.*
- d. *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'.*
- e. *Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.*
- f. *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.*
- g. *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.*

12. Native Vegetation assessment

- a. *Prior to the commencement of any works, the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified*

arborist reposit on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.

13. *Prior to commencement of use 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.*
14. *All works must be constructed and completed prior to statement of compliance.*
15. *All costs incurred in complying with the above conditions shall be borne by the permit holder.*

Council Environmental Health Conditions

16. *Before works start an application to install a septic tank system must be submitted to the responsible authority.*
17. *The wastewater system must be an EPA approved Aerobic Wastewater Treatment System capable of achieving the 20/30 standard and must be installed in accordance with the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4) unless otherwise agreed in writing by the responsible authority.*
18. *The wastewater management system including effluent disposal fields must be located in an area that is able to satisfy minimum setbacks identified within Table 5 of the EPA Code of Practice – onsite wastewater management July 2016 (EPA publication 891.4).*

Goulburn Murray Water Conditions

19. *All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).*
20. *Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.*
21. *Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:*
 - a. *If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.*
 - b. *The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.*
 - c. *The owner shall meet the cost of the registration of the agreement on the title.*

- d. *This agreement must be registered on title*
- e. *This agreement is cancelled if (a) above is satisfied.*

Permit Expiration Conditions

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

- a. *The plan of subdivision is not certified within two (2) years of the date of this permit;*
- b. *The registration of the relevant stage of subdivision is not completed within five (5) years from the date of certification of the plan of subdivision*

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

Moved: Cr Juliet Simpson

Seconded: Cr Jen Bray

Carried

Cr Tim Drylie called for a Division

For: Cr Juliet Simpson, Cr Brian Hood, Cr Jen Bray, Cr Tessa Halliday

Against: Cr Tim Drylie

Abstained: Cr Don Henderson, Cr Lesley Hewitt

BACKGROUND

Site and Surrounds

The subject site is located in the southern part of the township of Glenlyon. The existing lot is 8156m² in size of a rectangular configuration, with pastoral grasses being the only vegetation on the lot. The allotment slightly slopes upward from the eastern side to the western side.

Surrounding land uses to the east, west and north are residential and vacant allotments with some newer modern developments scattered.

Proposal

The proposal is for a two-lot subdivision of the land into two lots being 12A & 12B of 4078m² and 4078m² respectively each being the same shape of a rectangular alignment with a property frontage to Spring Street.

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Township Zone 1
Overlays:	Environmental Significance Overlay 1

Particular Provisions:	Clause 53.01 Public Open Space Contribution and Subdivision Clause 56 Residential Subdivision	
Relevant Provisions of the PPF	<ul style="list-style-type: none"> • Clause 11.01-1S – Settlement • Clause 12.01-1S – Protection of biodiversity • Clause 14.02-1S – Catchment planning and management • Clause 14.02-1L – Catchment and Land Protection • Clause 14.02-2S – Water quality • Clause 15.01-5S – Neighbourhood character 	
Under what clause(s) is a permit required?	Clause 32.05-5 TZ1	Subdivision
	Clause 42.01-2 ESO1	Subdivision
Objections?	Seven (7)	

KEY ISSUES

The relevant aspects of the following clauses inform the assessment of this application

- Clause 11.01-1S – Settlement
- Clause 12.01-1S – Protection of biodiversity
- Clause 14.02-1S – Catchment planning and management
- Clause 14.02-1L Catchment and land protection
- Clause 14.02-2S – Water quality
- Clause 15.01-5S – Neighbourhood character

As growth continues to occur throughout the area, subdivision and development of this kind provides the next step in the sequencing of development. The proposed subdivision is located in close proximity to road transport corridors that provide access to the nearby regional centre of Kyneton, and further afield to Ballarat.

The Land Capability Assessment (LCA) provided with the application outlines the capability of the land to adequately treat wastewater on-site so that local and regional water resources will see no negative impacts. The LCA was referred to Goulburn Murray Water who have responded with consent to the issuing of a planning permit subject to conditions, amongst which is the requirement of the owner to enter into a Section 173 agreement with the Responsible Authority where as if a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.

The application accords with the relevant objectives and decision guidelines of the PPF.

Zoning and Overlay Considerations'

Zoning considerations

The site is located within the Township Zone (TZ), and as such, pursuant to Clause 32.05-5, a permit is required to subdivide land. An application of this type must meet the requirements of Clause 56 specified in Clause 32.05-5.

The decision guidelines for subdivision of Clause 32.05-13 stipulate that the pattern of subdivision and its effect on the spacing of buildings must be considered when assessing an application. The lot sizes proposed in the application will allow for any subsequent buildings to be placed in such a way that an appropriate amount of spacing can be retained, and adequate solar access will be provided.

The proposal accords with the decision guidelines of the TZ.

Overlay considerations

The site is covered by the Environmental Significance Overlay – Schedule 1 (ESO1), and as such, pursuant to Clause 42.01-2, a permit is required for the proposal of subdivision of the land.

An LCA was submitted with the application. This was sent to GMW as a Section 55 referral, and GMW responded with conditional consent to a permit being granted. Whilst the LCA outlines the means by which the proposed lots could accommodate a wastewater treatment system designed to treat water for a 4 bedroom dwelling, GMW have outlined conditional consent that must see the owner enter into a Section 173 agreement that if a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.

Justification for this conditioning was given with reference to the density of development with on-site wastewater treatment systems already existing throughout Glenlyon.

The proposal will see a minimal increase in storm water runoff, with the terrain of the property continuing to allow natural drainage into existing lines within the road reserves. The geology of the site will continue to allow for onsite absorption. The application does not propose the removal of any vegetation.

The proposal accords with the decision guidelines of the ESO1.

Adherence to ResCode

The application has been assessed against Clause 56 of the Hepburn Planning Scheme being the ResCode provisions.

In accordance with this Clause the proposal has seen to comply with the provisions including neighbourhood character, solar orientation and lot area amongst others

It is determined the proposal meets the ResCode provisions of Clause 56.

Environmental and Sustainability Issues

The proposal due to including the requirements for effluent disposal was referred to Goulburn Murray Water as a Determining referral authority under Section 55 of the Planning and Environment Act 1987.

With response from Goulburn Murray Water, it was determined that there will be no detrimental impacts from the proposal as included in their response.

It is determined that there will be no environmental or sustainability issues.

Amenity Considerations

The land is located within the Township Zone of which primarily caters for the development for residential purposes. The proposed subdivision will increase the density of such residential use; however, the zone does allow for the subdivision of such land where reticulated sewer is not present to a minimum land size of 4000m² per lot.

It is determined that no amenity issues will be present.

Subdivision Layout

The subdivision will split the existing allotment east to west; therefore, the orientation of the allotments will remain the same. The proposal is considered to be in accordance with the overall area surrounding.

Clause 53.01 Public Open Space Contribution and Subdivision

The application has been assessed against Clause 53.01 of the Hepburn Planning Scheme and has been determined that it is unlikely that the land would be further subdivided in the future as the size of the allotments would be unlikely be able to sustain an additional effluent disposal system. In this case Council has not applied the requirement for payment of Public Open Space as per Clause 53.01 of the Hepburn Planning Scheme.

POLICY AND STATUTORY IMPLICATIONS

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

The subdivision of land will in effect double the existing potential for effluent disposal on this area of Glenlyon. However, as detailed earlier in the report Goulburn Murray Water have responded to the application with conditional consent after consideration of the potential sustainability impacts.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

No risks to Council other than those already identified.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The application has been advertised by sending notification of the proposal to adjoining and adjacent owners and a notice on the land. As a result, seven (7) objections have been received. The issues raised in the objections are addressed individually as follows:

- Lack of infrastructure - water management
 - It is understood that the Glenlyon district of the Hepburn Shire does not have access to a potable reticulated water supply. The proposal depicts that each allotment will utilise tank water for the requirements of water supply in accordance with Clause 56.07-1 of the Hepburn Planning Scheme. Whilst this is not always the ideal outcome the Hepburn Planning Scheme does allow for this to occur under the Township Zone where reticulated services are not available.
- Over development
 - No development at this stage is proposed on the land. It is expected that future development will occur on the land as is expected within the Township Zone. Further planning permits will be required under the Environmental Significance Overlay for the development of land for a dwelling particularly in reference to effluent disposal.
- Effect of effluent disposal – ground water contamination
 - The application has been referred to Goulburn Murray Water the Determining Authority for effluent disposal within this area and conditional consent has been provided. It is determined there will be no effect to the ground water.
- Lack of structure plan
 - Whilst no formal structure plan has been provided for Glenlyon the zoning of the land is Township Zone and residential development is the expected use of such land with no permit requirements for use of

Township Zoned land for a dwelling. The proposed subdivision will increase the potential density of residential development in this area; however, it needs to be considered that the Township Zone does allow for subdivision where no reticulated sewer is present on land where the resulting allotments are over 4000m².

- Fire risk
 - The land does not contain significant vegetation and is not located within the Bushfire Management Overlay.
- Vegetation Removal
 - No vegetation removal is proposed or required on the allotment; however, it is understood that there may be requirements for vegetation removal within the road reserve of which are expected to be minimal. This has been considered as part to the engineering conditions and appropriate conditions have been placed on the permit whereas the requirement for a works within road reserve permit and native vegetation assessment must be submitted to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist report on the health and status of all large trees in the construction zone.

Application for a Planning Permit

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

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

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

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

i Click for further information.

Clear Form

The Land **i**

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

Street Address *

Unit No.:	St. No.: 24	St. Name: Collins Road
Suburb/Locality: Glenlyon		Postcode: 3361

Formal Land Description *

Complete either A or B.

⚠ This information can be found on the certificate of title.

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

A	Lot No.:	<input type="radio"/> Lodged Plan	<input checked="" type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	No.: 307049V
OR					
B	Crown Allotment No.: 12		Section No.: 24		
Parish/Township Name: Glenlyon					

The Proposal

⚠ You must give full details of your proposal and attach the information required to assess the application. Insufficient or unclear information will delay your application.

i For what use, development or other matter do you require a permit? *

Two (2) Lot Subdivision

ⓧ Provide additional information about the proposal, including: plans and elevations; any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist; and if required, a description of the likely effect of the proposal.

i Estimated cost of any development for which the permit is required *

Cost \$0

⚠ You may be required to verify this estimate. Insert '0' if no development is proposed.


Existing Conditions

ATTACHMENT 11.6.1

Describe how the land is used and developed now *

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

Vacant land


 Provide a plan of the existing conditions. Photos are also helpful.

Title Information

Encumbrances on title *

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

- ☐ Yes (If 'yes' contact Council for advice on how to proceed before continuing with this application.)
- ☐ No
- ☒ Not applicable (no such encumbrance applies).

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

Applicant and Owner Details

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

Applicant *

The person who wants the permit.

Please provide at least one contact phone number *

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

Owner *

The person or organisation who owns the land

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

Name:

Title: Mr

First Name: James

Surname: Iles

Organisation (if applicable): iPlanning Services Pty Ltd

Postal Address:

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

Unit No.:

St. No.:

St. Name: PO Box 1401

Suburb/Locality: Bakery Hill

State: Vic

Postcode: 3354

Contact information for applicant OR contact person below

Business phone: 0408 577 880

Email: james.ips@iinet.net.au

Mobile phone: 0408 577 880

Fax:

Contact person's details*

Same as applicant ☒

Name:

Title:

First Name:

Surname:

Organisation (if applicable):

Postal Address:

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

Unit No.:

St. No.:

St. Name:

Suburb/Locality:

State:

Postcode:

Name:

Same as applicant ☐

Title: Mr

First Name: Sean

Surname: Lenaghan

Organisation (if applicable): Glenlyon Development Management Pty Ltd

Postal Address:

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

Unit No.:

St. No.: 41

St. Name: Exhibition Street

Suburb/Locality: Melbourne

State: Vic

Postcode: 3000


Owner's Signature (Optional):

Date:

day / month / year

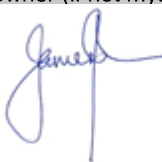
Declaration

This form must be signed by the applicant *

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

I declare that I am the applicant; and that all the information in the application is true and correct; and the owner (if not myself) has been notified of the permit application. **ATTACHMENT 11.6.1**

Signature:



Date: 17.12.2021

day / month / year

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

☐

Need help with the Application?

General information about the planning process is available at planning.vic.gov.au

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

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

☐

No

☒

Yes

If 'Yes', with whom?: James McInnes

Date: 3rd December

day / month / year

Checklist

Have you:



Filled in the form completely?



Paid or included the application fee?



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



Provided all necessary supporting information and documents?



A full, current copy of title information for each individual parcel of land forming the subject site.



A plan of existing conditions.



Plans showing the layout and details of the proposal.



Any information required by the planning scheme, requested by council or outlined in a council planning permit checklist.



If required, a description of the likely effect of the proposal (for example, traffic, noise, environmental impacts).



Completed the relevant council planning permit checklist?



Signed the declaration above?

Lodgement

Lodge the completed and signed form, the fee and all documents with:

Planning Department
Hepburn Shire Council
PO Box 21
Daylesford VIC 3460

Customer Service Centre
Cnr Duke & Albert Streets
Daylesford VIC 3460

Contact information:

Phone: (03) 5348 1577

Email: shire@hepburn.vic.gov.au

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

Privacy Statement

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

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

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The Victorian Government acknowledges the Traditional Owners of Victoria and pays respects to their ongoing connection to their Country, History and Culture. The Victorian Government extends this respect to their Elders, past, present and emerging.

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

VOLUME 12348 FOLIO 357

Security no : 124094388120V
Produced 13/12/2021 05:42 PM

LAND DESCRIPTION

Crown Allotment 12 Section 24 Township of Glenlyon Parish of Glenlyon.
PARENT TITLE Volume 07574 Folio 024
Created by instrument AU998456P 09/11/2021

REGISTERED PROPRIETOR

Estate Fee Simple
Sole Proprietor
IAN HENRY FLEISCHER of 24 COLLINS ROAD GLENLYON VIC 3461
E555370 06/10/1972

ENCUMBRANCES, CAVEATS AND NOTICES

CAVEAT AU902307Y 12/10/2021

Caveator
GLENLYON DEVELOPMENT MANAGEMENT PTY LTD ACN: 648377682
Grounds of Claim
AGREEMENT WITH THE FOLLOWING PARTIES AND DATE.
Parties
THE REGISTERED PROPRIETOR(S)
Date
30/06/2021
Estate or Interest
FREEHOLD ESTATE
Prohibition
ABSOLUTELY
Lodged by
MILLS OAKLEY
Notices to
JARROD MARCHESI of LEVEL 6 530 COLLINS STREET MELBOURNE VIC 3000

For details of any other encumbrances see the plan or imaged folio set out under DIAGRAM LOCATION below.

DIAGRAM LOCATION

SEE TP307049V FOR FURTHER DETAILS AND BOUNDARIES

ACTIVITY IN THE LAST 125 DAYS

NUMBER	STATUS	DATE
--------	--------	------

-----END OF REGISTER SEARCH STATEMENT-----

Additional information: (not part of the Register Search Statement)

Street Address: 24 COLLINS ROAD GLENLYON VIC 3461

ADMINISTRATIVE NOTICES

NIL

eCT Control 21078Q MILLS OAKLEY
Effective from 10/12/2021

DOCUMENT END

The information supplied has been obtained by Dye & Durham Property Pty Ltd who is licensed by the State of Victoria to provide this information via LANDATA® System. Delivered at 13/12/2021, for Order Number 71938476. Your reference: 24 Collins Road, Glenlyon.

TITLE PLAN		EDITION 2	TP 307049V
Location of Land Parish: GLENLYON Township: GLENLYON Section: 24 Crown Allotment: 1, 2, 3, 7, 8, 9, 10, 11, 12, 13 Crown Portion: Last Plan Reference: Derived From: VOL 7574 FOL 024 Depth Limitation: NIL		Notations ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN	
Description of Land / Easement Information		THIS PLAN HAS BEEN PREPARED FOR THE LAND REGISTRY, LAND VICTORIA, FOR TITLE DIAGRAM PURPOSES AS PART OF THE LAND TITLES AUTOMATION PROJECT COMPILED: 07/02/2000 VERIFIED: AK	
<div><div><div>STREET</div><div>SPRING</div></div><div><div>COLLINS ROAD</div><div>GOOCHS LANE</div></div><div><div>STREET</div><div>BARKLY</div></div><p>Diagram showing land parcels with dimensions and area measurements. The parcels are bounded by COLLINS ROAD, GOOCHS LANE, STREET, and BARKLY. The diagram includes lot numbers (1-13) and area measurements (e.g., 4047m², 8119m², 8230m², 8215m², 8200m²). Dimensions are given in feet and inches (e.g., 90°08', 115.27, 76.85, 107.22, 106.62).</p></div>			
LENGTHS ARE IN METRES		Metres = 0.3048 x Feet Metres = 0.201166 x Links	Sheet 1 of 1 sheets

iPlanning Services P/L

**PO Box 1401
Bakery Hill Vic 3354
ABN 45 160 262 000**

ATTACHMENT 11.6.1



17 December 2021

Our Reference: P-00955

Your Reference:

Ms Bronwyn Southee
Manager Planning and Community
Hepburn Shire Council
PO Box 21
DAYLESFORD VIC 3460

Dear Bronwyn,

RE: Planning Permit Application
Two (2) Lot Subdivision
CA12, Section 24, TP307049V, 24 Collins Street, Glenlyon (Spring Street)

I enclose a planning permit application for a two-lot subdivision located at CA12, Section 24, TP307049V, 24 Collins Street, Glenlyon (Spring Street).

I have enclosed the following information:

- *Planning Permit Application form;*
- *Copy of title;*
- *Detailed Planning Report addressing the requirements of the Hepburn Planning Scheme;*
- *Detailed Land Capability Assessment; and,*
- *Proposed Plan of Subdivision including a Site and Context Plan and an existing Conditions Plan.*

If you have any issues, please don't hesitate to contact me on 0408 577 880 or email james.ips@inet.net.au.

Yours faithfully,
iPLANNING SERVICES P/L

A handwritten signature in blue ink, appearing to read "James Iles".

James Iles
Director/Town Planner



Hepburn Planning Scheme Planning Report for a Two (2) Lot Subdivision

Address: CA12, Section 24, TP307049V,
Spring Street, Glenlyon
Reference: P-00955

Hepburn Shire Council

iPlanning Services Pty Ltd – December 2021

Prepared for:

Glenlyon Development Management Pty Ltd

Prepared by:

iPlanning Services Pty Ltd
PO Box 1401
Bakery Hill
Ballarat Vic 3354
T 0408 577 880
E james.ips@iinet.net.au
ABN 45 160 262 000

Quality Information

Document	Planning Report
Reference No.	P-00955
Date	December 2021
Prepared by	James Iles

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1. Introduction

iPlanning Services Pty. Ltd. has been engaged by Glenlyon Development Management Pty Ltd to submit a Planning Permit Application on their behalf for a two (2) lot subdivision located at Crown Allotment 12, Section 24, TP307049V, Spring Street, Glenlyon.

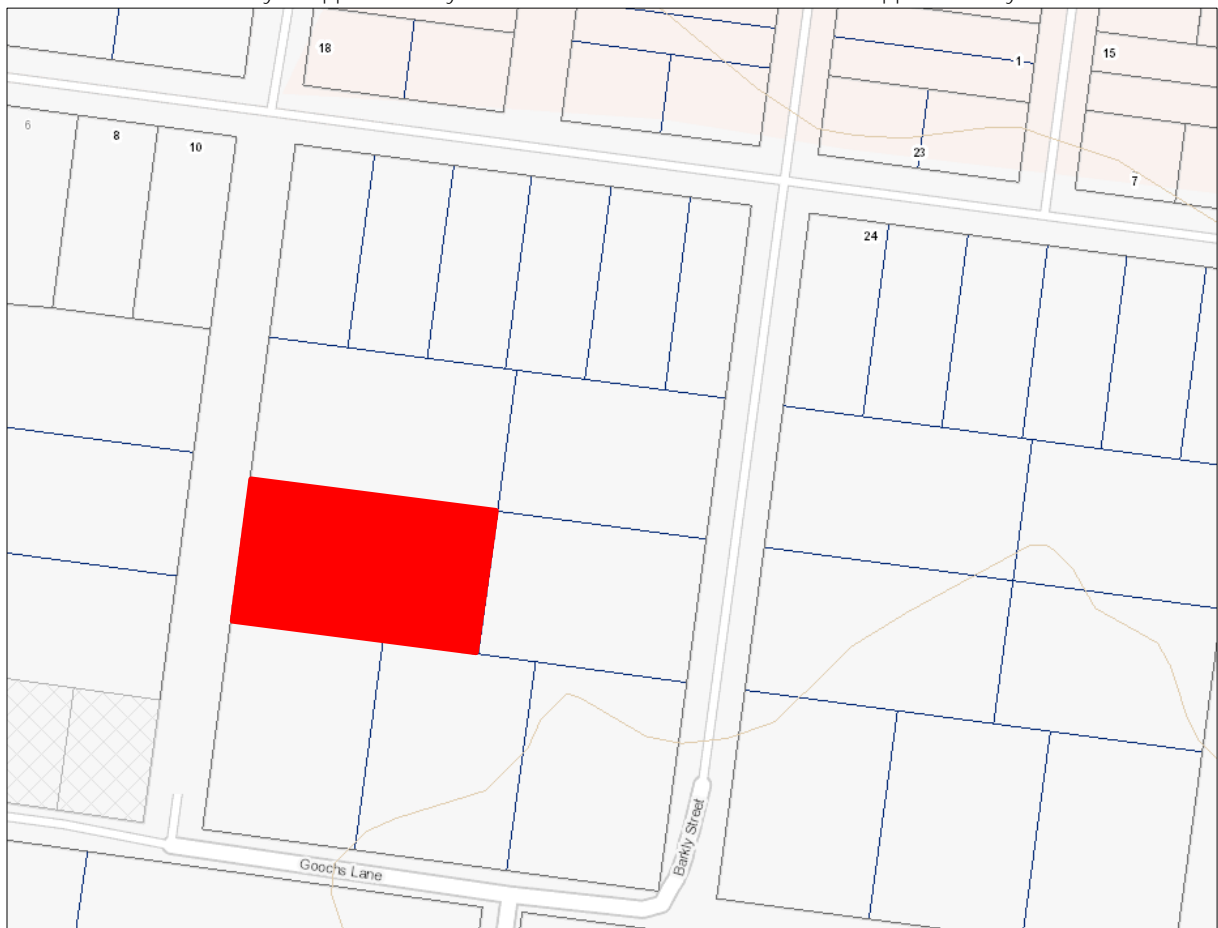
2. Permit Trigger/s

A Planning Permit is required for the above proposal under the following provisions of the Planning Scheme:

- | | | |
|--------------------------------------|----------------|---------------------|
| ▪ Township Zone | Clause 32.05-4 | Subdivision of land |
| ▪ Environmental Significance Overlay | Clause 42.01-2 | Subdivision |

3. Subject Site and Site Context

The subject site is located on the east side of Spring Street. The site consists of one Title and it is described as Vol. 12348 Fol. 357, CA12, Section 24, on Title Plan No. 307049V. The site is regular in shape with a frontage of approximately 70.41 metres to Spring Street, a northern and southern boundaries of approximately 115.27 metres, and an eastern boundary of approximately 70.41 metres with a total land area of approximately 8,119m².



The site is currently vacant of any buildings and vegetation. The land slopes from the northeast to the southeast with a fall of approximately 1.5 metres. The site is currently fenced with post and wire fencing.



The surrounding development includes mainly large allotments that are currently being used for farming purposes, but are within a Township Zone. There are smaller parcels of land in the immediate vicinity that contain a dwelling and outbuildings. There is limited vegetation on the adjoining land, however there is vegetation located within the existing road reserves.



The site is located on the outskirts of the Glenlyon which is a small township located in the Shire. The town has its amazing general store which includes a bar and restaurant. This is located approximately 2.0 kilometres to the north of the site on the Daylesford-Malmsbury Road.

The subject site and the surrounding land to the north, east and west is located within the Township Zone. The land to the south is located within the Farming Zone. The land and the surrounding land is also included within the Environmental Significance Overlay.

Spring Street is an unmade road with existing native vegetation scattered on the road reserve. There are no footpaths or services within the road reserve. A planning permit has allowed land on the western side of Spring Street to be subdivided which requires Spring Street to be upgraded to Council's standards. Spring Street is controlled and maintained by Hepburn Shire Council.

4. Proposal

The proposal is for a two (2) lot subdivision and the following is a breakdown of the proposal:

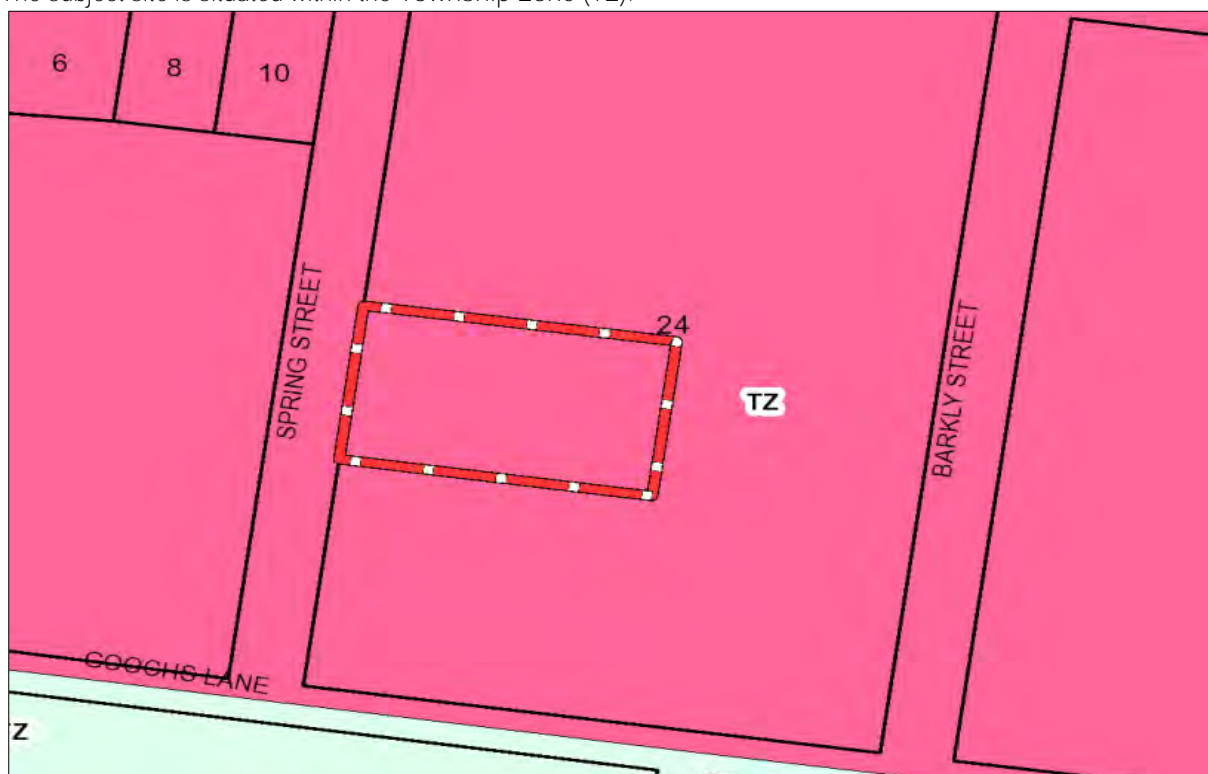
- Lots 12A and 12B will have areas of 4,078m² with frontages of approximately 35.34 metres to Spring Street, eastern boundaries of approximately 35.34 metres, a northern and southern boundaries of approximately 115.39 metres.

Access to each lot will be via Spring **which will require construction to meet Council's standard**. The services that will be provided to each will comprise power and telecommunications. A potable water supply will be provided by the use of tank water and wastewater will be collected and treated in an approved septic tank. Each lot will be provided with a driveway that comprises a culvert with an endwall located in the open drain.

5. Planning Controls

5.1 Zoning

The subject site is situated within the Township Zone (TZ).



Clause 32.05 of the Planning Scheme refers to the Township Zone and the purpose of the Zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for residential development and a range of commercial, industrial and other uses in small towns.
- To encourage development that respects the neighbourhood character of the area.
- To implement neighbourhood character policy and adopted neighbourhood character guidelines.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Response:

The proposed lots will provide a variety of densities and dwelling types in the area, to meet the housing needs for family types. The overall subdivision takes into regard the existing pattern of surrounding residential blocks.

5.2 Subdivision

Under Clause 32.05-5 of the Planning Scheme, a Planning Permit is required to subdivide land included within the Township Zone.

An application to subdivide land.

An application to subdivide land, other than an application to subdivide land into lots each containing an existing dwelling or car parking space, must meet the requirements of Clause 56 and:

- Must meet all of the objectives included in the clauses specified in the following table.
- Should meet all of the standards included in the clauses specified in the following table

Class of subdivision	Objectives and standards to be met
60 or more lots	All except Clause 56.03-5.
16 – 59 lots	All except Clauses 56.03-1 to 56.03-3, 56.03-5, 56.06-1 and 56.06-3.
3 – 15 lots	All except Clauses 56.02-1, 56.03-1 to 56.03-4, 56.05-2, 56.06-1, 56.06-3 and 56.06-6.
2 lots	Clauses 56.03-5, 56.04-2, 56.04-3, 56.04-5, 56.06-8 to 56.09-2.

Each lot must be provided with reticulated sewerage, if available. If reticulated sewerage is not available, the application must be accompanied by:

- A land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.
- A plan which shows a building envelope and effluent disposal area for each lot.

Response:

A full assessment of the application against Clause 56 is located at Section 7.3 of this report. All the lots will be required to install an onsite wastewater system that is in accordance with the SEPPS (Waters of Victoria) and the Septic Tank Code of Practice. A Land Capability Assessment is provided with the application which indicates that the wastewater be treated to a secondary level by a suitable EPA approved treatment system and the effluent applied to land via sub-surface irrigation.

6. Overlays

6.1 Environmental Significance Overlay

The subject site is included within the Environmental Significance Overlay (ESO1).



Clause 42.01 of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and the purpose of the Overlay is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

Schedule 1 of Clause 42.01 of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and specifically to the Proclaimed Catchment Protection, the statement of significance states:

Hepburn Shire is situated in the Central Highlands at the source of a number of catchments linked to Port Phillip Bay or the Murray River. Protection of the quality of this water has significant local and regional implications, especially where these catchments provide domestic water supply.

The environmental objective to be achieved includes;

- To protect the quality of domestic water supplies within the Shire and the broader region.
- To maintain and where practicable enhance the quality and quantity of water within watercourses.
- To prevent increased runoff or concentration of surface water leading to erosion or siltation of watercourses.

- To prevent erosion of banks, streambeds adjoining land and siltation of watercourses, drains and other features.
- To prevent pollution and increased turbidity and nutrient levels of water in natural watercourses, water bodies and storages.

Section 3.0 of the schedule outlines the following mandatory requirements:

- All on-site wastewater must be treated and disposed of in accordance with the relevant EPA Code of Practice – On Site Wastewater Management.
- All stormwater must be managed and discharged to the satisfaction of the responsible Authority and generally in accordance with the principles described in Urban Stormwater: Best Practice Environmental Management Guidelines (Victorian Stormwater Committee 1999).

Under the provisions of Clause 42.01 of the Planning Scheme, a permit is not required to subdivide land if:

- The subdivision is for existing buildings that are connected to reticulated water and reticulated sewerage system.
- The subdivision is a two-lot subdivision and each lot is connected to reticulated water and reticulated sewerage system.

Under the provisions of Clause 42.01 of the Planning Scheme, a permit is not required for buildings and works if:

- Buildings and works for a dwelling connected to a reticulated sewer system.
- Buildings and works associated with an existing dwelling provided the building and works are:
 - Extensions which do not generate additional waste water i.e. any domestic waste water other than stormwater.
 - Connected to a reticulated sewer system.
- Buildings and works if all of the following conditions are met:
 - all waste water (if any) is discharged to a reticulated sewerage system
 - any site cut required is less than one metre in depth
 - any site cut required is less than 300 square metres in area
 - no effluent is discharged less than 100 metres from a waterway
 - no stormwater is discharged less than 100 metres from a waterway unless into an approved drainage system.
- Buildings and works for a sign or fence.
- Constructing a dam under 3ML capacity if they are not on a waterway and is for stock and domestic purposes only.
- Development undertaken by a public authority to regulate the flow of water in a watercourse, regulate flooding or to construct or redirect a watercourse.
- Activities conducted on public land by or on behalf of the Department of Sustainability and Environment under the relevant provisions of the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Land Act 1958, the Crown Land (Reserves) Act 1978 or the Forests Act 1958.
- The construction of a building or carrying out of works associated with a utility installation required for the Goldfields Superpipe Project. The building and works must be in accordance with the Project Impact Assessment and Environmental Management Plan approved by the Secretary of the Department of Sustainability and Environment and the native vegetation offset plan approved by the Minister for Environment.

Response:

All the lots will be required to install an onsite wastewater system that is in accordance with the SEPPS (Waters of Victoria) and the Septic Tank Code of Practice. A Land Capability Assessment is provided with the application which indicates that the wastewater be treated to a secondary level by a suitable EPA approved treatment system and the effluent applied to land via sub-surface irrigation.

Any storm or surface water runoff will be discharged to the current legal point of discharge.

7. Particular Provisions

7.1 Public Open Space Contribution and Subdivision

Under the provisions of Clause 53.01, a person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under Section 18 of the *Subdivision Act 1988*.

Response:

No public open space contribution of 5% is required for a two (2) lot subdivision as required under Section 18 of the *Subdivision Act 1988*.

7.2 Native Vegetation

Clause 52.17 of the Planning Scheme refers to Native Vegetation requirements and the purpose of the Clause is:

- To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):
 - Avoid the removal, destruction or lopping of native vegetation.
 - Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
 - Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.
 - To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.

Clause 52.17-1 Permit Requirement states that a permit is required to remove, destroy or lop native vegetation, including dead native vegetation. This does not apply:

- If the table to Clause 52.17-7 specifically states that a permit is not required.
- If a native vegetation precinct plan corresponding to the land is incorporated into this scheme and listed in the schedule to Clause 52.16.

- To the removal, destruction or lopping of native vegetation specified in the schedule to this clause.

Response:

No native vegetation is to be removed as part of the application.

7.3 Residential Subdivision

Clause 56 of the Planning Scheme sets out various objectives and standards which Planning Permit applications for residential subdivision must meet.

Clause	Comment
<p>56.03-5 – Neighbourhood Character objective (Standard C6)</p> <p>To design subdivisions that respond to neighbourhood character.</p>	<p>Complies - Refer to Section 3 of the attached Planning Report for further details.</p> <p>The surrounding residential land comprises a variety of lot sizes, including some smaller lots.</p>
<p>56.04-2 – Lot Area and Building Envelopes objective (Standard C8)</p> <p>To provide lots with areas and dimensions that enable the appropriate siting and construction of a dwelling, solar access, private open space, vehicle access and parking, water management, easements and the retention of significant vegetation and site features.</p>	<p>Complies – Both lot areas are approximately 4,078m² and are suitably dimensioned to allow for the construction of a dwelling and for the onsite treatment of wastewater.</p>
<p>56.04-3 – Solar Orientation of Lots objective (Standard C9)</p> <p>To provide good solar orientation of lots and solar access for future dwellings.</p>	<p>Complies – Both lots are of sufficient size to have appropriate solar orientation.</p>
<p>56.04-5 – Common Area objectives (Standard C11)</p> <p>To identify common areas and the purpose for which the area is commonly held.</p>	<p>Not applicable.</p>

<p>To ensure the provision of common area is appropriate and that necessary management arrangements are in place.</p> <p>To maintain direct public access throughout the neighbourhood street network.</p>	
<p>56.06-8 – Lot Access objective (Standard C21)</p> <p>To provide for safe vehicle access between roads and lots.</p>	<p>Complies – Each lot will have its own access from Spring Street.</p>
<p>56.07-1 – Drinking Water Supply objectives (Standard C22)</p> <p>To reduce the use of drinking water.</p> <p>To provide an adequate, cost-effective supply of drinking water.</p>	<p>Complies – Water supply will be provided by way of water tanks on site.</p>
<p>56.07-2 – Reused and Recycled Water objective (Standard C23)</p> <p>To provide for the substitution of drinking water for non-drinking purposes with reused and recycled water.</p>	<p>N/A – The use of recycled water is not proposed as part of this development.</p>
<p>56.07-3 – Waste Water Management objective (Standard C24)</p> <p>To provide a waste water system that is adequate for the maintenance of public health and the management of effluent in an environmentally friendly manner.</p>	<p>Complies – Each lot will be installed with an approved septic system that meets EPA requirements.</p>
<p>56.07-4 – Stormwater Management objectives (Standard C25)</p> <p>To minimise damage to properties and inconvenience to residents from stormwater.</p> <p>To ensure that the street operates adequately during major storm events and provides for public safety.</p>	<p>Complies – Site drainage will be consistent with current best practice design principles. Any future dwelling will have installed rainwater tanks in line with current Building Regulations to further reduce stormwater runoff from the sites.</p>

<p>To minimise increases in stormwater and protect the environmental values and physical characteristics of receiving waters from degradation by stormwater.</p> <p>To encourage stormwater management that maximises the retention and reuse of stormwater.</p> <p>To encourage stormwater management that contributes to cooling, local habitat improvements and provision of attractive and enjoyable spaces.</p>	
<p>56.08-1 – Site Management objectives (Standard C26)</p> <p>To protect drainage infrastructure and receiving waters from sedimentation and contamination.</p> <p>To protect the site and surrounding area from environmental degradation or nuisance prior to and during construction of subdivision works.</p> <p>To encourage the reuse of materials from the site and recycled materials in the construction of subdivisions where practicable.</p>	<p>Complies – A detailed site management plan will be not available until such time as the civil works are put out to tender and the successful tenderer provides full details of site management and containment plans. Such information will be provided to Council when available prior to the commencement of construction works.</p>
<p>56.09-1 – Shared Trenching objectives (Standard C27)</p> <p>To maximise the opportunities for shared trenching.</p> <p>To minimise constraints on landscaping within street reserves.</p>	<p>Complies – Trenching will be shared where possible.</p>
<p>56.09-2 – Electricity, Telecommunications and Gas objectives (Standard C28)</p> <p>To provide public utilities to each lot in a timely, efficient and cost effective manner.</p> <p>To reduce greenhouse gas emissions by supporting generation and use of electricity from renewable sources.</p>	<p>Complies – The lots will be connected to electricity and telecommunications in accordance with the relevant requirements of the supply/servicing agency.</p>

8. General Provisions

8.1 Decision Guidelines

Under the provisions of Clause 65.02, before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

Clause 65.02 – Application to subdivide land	Comments
The suitability of the land for subdivision	<p>The land is suitable for subdivision.</p> <p>Moreover, the subdivision finds support in the Local Planning Policy Frameworks including the Municipal Strategic Statement (MSS), and is consistent with the purpose of the Township Zone and Environmental Significance Overlay.</p>
The existing use and possible future development of the land and nearby land	<p>This is a subdivision that creates larger residential lots in a small township that mainly comprises larger residential lots. The resulting lots will be developed for the proposed single dwellings.</p> <p>Nearby and adjacent land is also zoned township and will remain for residential use and development.</p>
The availability of subdivided land in the locality, and the need for the creation of further lots	This subdivision presents itself as a residential infill and urban consolidation opportunity.
The effect of development on the use or development of other land which has a common means of drainage	The subdivision will not adversely affect the drainage regime that is associated with adjoining land or other land in the vicinity of the subject site.
The subdivision pattern having regard to the physical characteristics of the land including existing vegetation	<p>Having regard to the physical characteristics of the subject land and its surrounding context, it is submitted that the pattern and rhythm of the subdivision is appropriate for the subject land.</p> <p>The subdivision will facilitate development that is in keeping with the existing and preferred neighbourhood character.</p>
The density of the proposed development	The subdivision intends to create two (2) lots and there are a number of existing large township lots in the immediate area that have lots sizes similar in size to the lots proposed for this site.
The area and dimensions of each lot in the subdivision	The proposed subdivision will create two (2) new residential lots all capable of containing a dwelling and wastewater area.
The layout of roads having regard to their function and relationship to existing roads	New crossovers from Spring Street will be constructed for each lot. A gravel driveway and a culvert with endwalls located in the open drain.
The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots	There is no footpath located in Spring Street. Pedestrian access will be via the existing naturestrip area.
The provision and location of reserves for public open space and other community facilities	Not applicable.
The staging of the subdivision	Not applicable.

The design and siting of buildings having regard to safety and the risk of spread of fire	Any proposed dwelling to be built on these lots will be well segregated, with internal setbacks of at least 5 metre from all boundaries making a 10 metre separation between proposed dwellings, therefore the risk of the spread of fire is considered minimal.
The provision of off-street parking	Sufficient land is available on each of the proposed lots to accommodate off-street car parking in association with a proposed dwelling.
The provision and location of common property	Not applicable.
The functions of any body corporate	Not applicable.
The availability and provision of utility services, including water, sewerage, drainage, electricity and gas	The proposed subdivision can be serviced by the following utility services, which are all available to it: <ul style="list-style-type: none"> ▪ Drainage; ▪ Electricity; and ▪ Telecommunications.
If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sillage within the boundaries of each lot.	An approved onsite wastewater system will be installed on each lot in accordance with EPA requirements. A land capability assessment has been provided with the planning application.
Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas	Not applicable.

9. Policy Context

It is considered the proposal is consistent with the relevant Planning and Local Planning Policies as outlined below:-

9.1 Planning Policy Framework

Clause 12.01 – Biodiversity – Contains policies relating to the protection of habitat and native vegetation management.

Response:

No native vegetation is to be removed from the site.

Clause 12.04 – Significant Environments and Landscapes – Contains policies relating to environmentally sensitive areas and landscapes.

Response:

All lots are to be installed with an approved onsite wastewater system that is in accordance with the EPA. Potable water will be stored in rainwater tanks.

Clause 15.01 – Urban Environment – Contains policies relating to urban design, urban design principles, neighbourhood and subdivision design, density and safety and cultural identity and neighbourhood character.

Clause 15.02 – Sustainable Development – More specifically 15.02-1S Energy and Resource Efficiency aims to encourage land use and development that is consistent with the efficient use of energy and the minimisation of greenhouse gas emissions.

Response:

The proposal will provide an orderly infill development of this established township area, and the proposed lots will not compromise the existing streetscape as lots are large in area, have similar frontages to other lots of similar size and provide sufficient land around a proposed dwelling that will allow for vegetation and outbuildings. The proposal is consistent with orderly and sustainable development within Glenlyon.

Clause 16.01 – Residential Development – Contains policies relating to integrated housing, location of residential development, housing diversity and housing affordability.

Response:

The proposal will add to the range of available housing and will assist an anticipated demand in this area. The site is located within the established township of Glenlyon and the subdivision will help to consolidate the urban area without consuming additional land for residential purposes. The design is appropriate to the existing character of the area. The site is only 10 minutes from Daylesford where there is major shopping, supermarket, schools and other community facilities.

Clause 19.03-2S – Water Supply, Sewerage and Drainage – This policy aims to plan for the provision of water supply, sewerage and drainage services that efficiently and effectively meet State and community needs and protect the environment.

Response:

The services to be provided to each lot include electricity, telecommunications and drainage. Potable water will be supplied in rain tanks and wastewater will be disposed of and treated onsite in an approved septic tank.

Clause 21.05 - Settlement and Housing – aims:

- To achieve a sustainable urban form for towns by containing most future development within the urban growth boundaries shown on service town Structure Plans.
- To retain and enhance the compact form and heritage and townscape character of town centres.
- To protect and enhance the heritage, landscape and townscape character of towns.

The strategies relevant to this application are:

- Residential growth in rural settlements and villages should occur within designated Township or Low Density Residential Zones.

Response:

There is no designated Structure Plan area for Glenlyon in the Planning Scheme. It is assumed that the urban growth boundary of Glenlyon is the land that is designated by the Township Zone. The proposed subdivision complies with the above strategy as the land is within the Township Zone and the lot sizes and frontages are in keeping with the character of the area.

Clause 21.06 - Infrastructure – aims:

- To encourage appropriate development in serviced areas, support industrial and residential growth and to encourage alternative on-site effluent disposal.

The strategy that is relevant to this application is:

- Encourage infill development in existing or proposed serviced urban areas and provide scope for diverse development options.

Response:

The proposed subdivision is located in the existing township of Glenlyon. There are no reticulated services in the township except for power and telecommunications any development or subdivision will require tank water and septic tanks. Each lot will be required to install a septic system once development occurs and that a water tank will need to be installed for potable water.

Clause 21.09 - Environment and Heritage – aims:

- To encourage water and energy efficiency in all development, including subdivision, construction of buildings and infrastructure.

The strategies relevant to this application are:

- Promoting residential development that acknowledges and enhances the valued character of neighbourhood areas.
- Require use of rainwater tanks and grey water reuse in new development.

Response:

The proposal will provide infill development without compromising the character of Glenlyon. Water tanks will be required for potable water and septic systems will be installed which will allow the treated wastewater to be used for watering of gardens.

Clause 22.01 Catchment and Land Protection – aims:

- To ensure the sustainable use of natural resources including soil and water in water catchment areas.
- To ensure that the use and development of land and water is undertaken with consideration of impacts on long term resource quality and quantity.
- To promote consistency with regional catchment strategies and other regional land and water management plans.

Response:

All lots are to be connected to an onsite wastewater system. The proposed subdivision meets the objectives of the overlay and will not be of any detriment to the water catchment capabilities within the area.

Any storm or surface water runoff will be discharged to the current legal point of discharge. The proposal will not increase stormwater runoff.

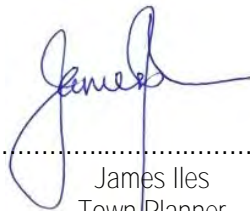
10. Conclusion

In summary, it is respectfully submitted that this proposed subdivision is consistent with the objectives and strategies of both the Municipal Planning Strategy and Planning Policy Framework of the Hepburn Planning Scheme, which seek to encourage urban development which respects the existing character of its rural Townships.

In conclusion, it is considered that the proposed subdivision is appropriate to the site and its surrounds given the following:

- The proposal meets the State and Local planning policy objectives.
- The proposal is consistent with the purpose of the Township Zone.
- The proposal is consistent with the provisions of the Environmental Significance Overlay.
- The proposal responds positively to the decision guidelines of Clause 65.02.
- The resulting lot sizes and configuration are such that they are respectful of and not at odds with the existing residential subdivision pattern of the area.
- This proposed residential subdivision is respectful of the established character of the neighbourhood.
- The proposal is considered to be an appropriate outcome for the site.

For all of the reasons outlined above, which have been expanded upon throughout this report, it is respectfully requested that the Hepburn Shire Council support the application and issue a planning permit to allow for a two (2) lot subdivision at CA12, Section 24, TP307049V, Spring Street, Glenlyon.



.....
James Iles
Town Planner

Land Capability Assessment Report

**Land Capability Assessment
24 Collins Road
Crown Allotment 12, Section 24
Township of Glenlyon, Victoria**

Prepared for: Glenlyon Development Management Pty Ltd.
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**DATE: November 2021
REVISION 0**



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1. Table of Revisions

PAGE	DESCRIPTION OF REVISION
-	First issue

2. Introduction

THE CONSULTANTS

Sanae Holdings Pty Ltd, trading as Sanae Services, has been engaged to undertake a Land Capability Assessment (LCA) for Crown Allotment 12, Section 24, Township of Glenlyon in support of a proposed 2-lot subdivision. The field investigation and report have been undertaken and prepared by suitably experienced staff. Sanae Services has appropriate professional indemnity insurance for this type of work. The Certificate of Currency of our public liability and professional indemnity insurance policies is included with this report as Appendix F.

SITE OVERVIEW

The site is a rectangular shaped 0.82 ha block of land, to the East lies Crown Allotment 8, Section 24 and to the West lies Spring Street, to the North lies Crown Allotment 13, Section 24, and to the South lie Crown Allotments 10 and 11, Section 24. The land is more or less flat with a gentle slope of 3.7% towards the South-East.

There are no springs or creeks on the land however there is a small dam in the South-East corner of a nearby block (CA9, Sec 24). Each proposed lot of 4,138 square metres has sufficient land available for sustainable onsite effluent management that maintains the required buffers to protect the surface waters.

REPORT SUMMARY

This report has been prepared to support the owners' application for a proposed 2-lot subdivision and this LCA report may also be utilised for the benefit of the purchasers of the lots, once subdivided.

This document provides information about the site and soil conditions. It also provides a detailed LCA and a recommendation for a conceptual design of a suitable onsite wastewater management system, including recommendations for monitoring and management requirements.

The best option is provided for the land application area (LAA); The wastewater should be treated to secondary level by a suitable EPA-approved treatment system and the effluent applied to land via sub-surface irrigation.

3. Description of the Development

Site Address: 24 Collins Road, Crown Allotment 12, Section 24, Township of Glenlyon (Figure 3 below)

Owner/Developer: Glenlyon Development Management Pty Ltd.

Postal Address: Level 20, 41 Exhibition Street, Melbourne, VIC 3000

Contact: Mr Sean Lenaghan

Council Area: Hepburn Shire Council

Zoning: Township (TZ)

Allotment Size: 8,156 square metres (proposed to be subdivided into 2 lots of 4,078 square metres each)

Domestic Water Supply: Onsite roof water collection only

Anticipated Wastewater Load per allotment: (Source: Table 4 of the EPA Code of Practice 891.4 July 2016)

Number of bedrooms / habitable spaces	Wastewater load [l/d]		
	Full water reduction fixtures	Standard water fixtures	BOD load [g/d]
1	300	360	120
2	450	540	180
3	600	720	240
4	750	900	300
5	900	1,080	360
6	1,050	1,260	420
7	1,200	1,440	480
8	1,350	1,620	540

Availability of Sewer: The area is unsewered and highly unlikely to be sewerred within the next 10-20 years, due to low development density in the area and the considerable distance from existing wastewater treatment services.



South-West corner looking North East

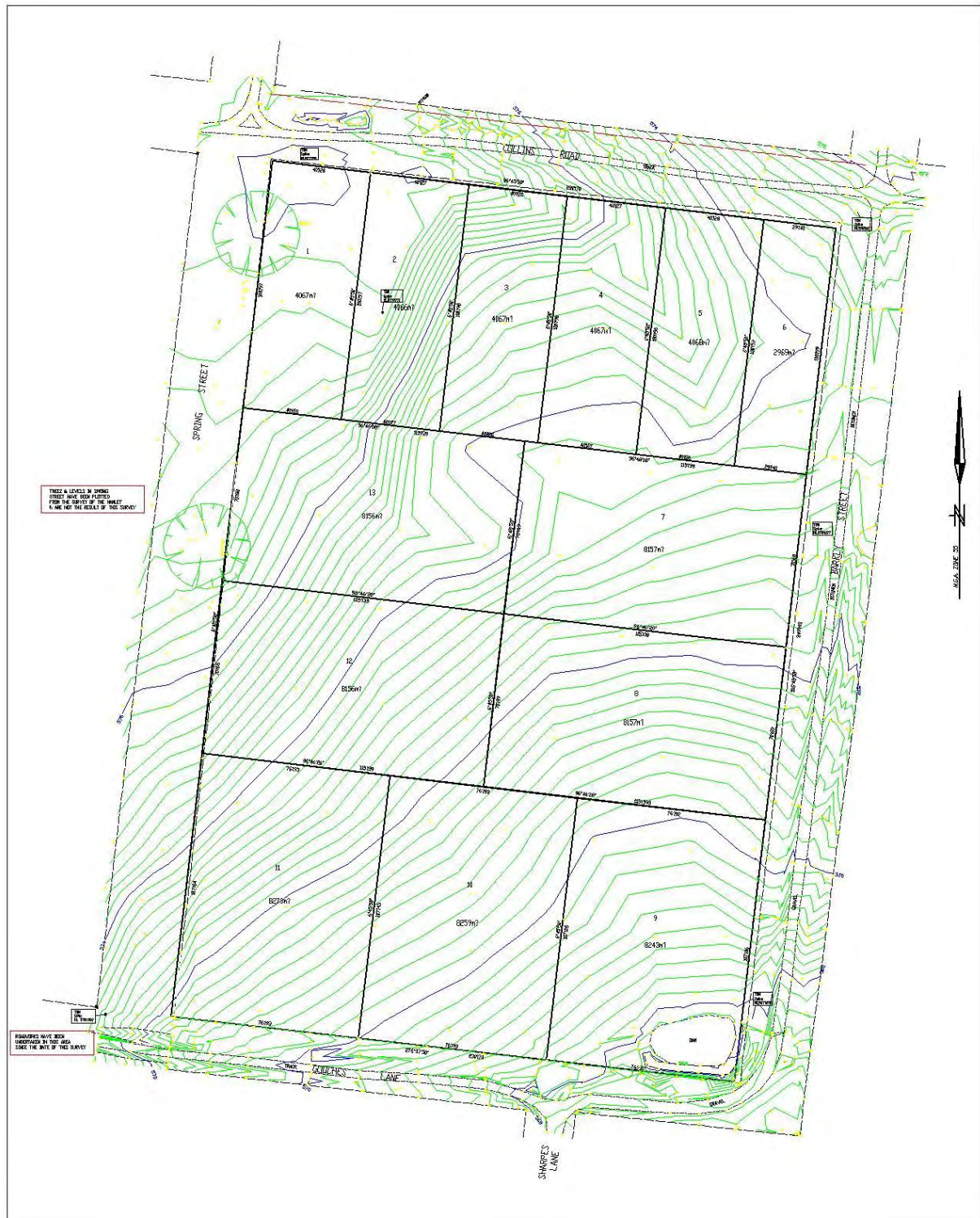
4. Site and Soil Assessment

The field work for the site and soil assessment was conducted on 31 October 2021 by Koos Hulst.

Figure 1 below provides a locality plan and indicates the location of the site of the proposed development (marked in blue at the bottom) and its location relative to the township of Glenlyon.



Figure 2 below provides a site plan showing contour lines at 0.2 m intervals, illustrating the minimal slope at the sub division.



4.1. Site Key Features

Table 1 summarises the key features of the site in relation to effluent management proposed for the site.

NOTE:

- The site is located in a potable water supply catchment area;
- The site experiences negligible stormwater run-on from Spring Street to the West or Collins Road from the North;
- There is no evidence of a shallow watertable or other significant constraints, and
- The risk of effluent transport offsite is low.

Table 1: Site Assessment

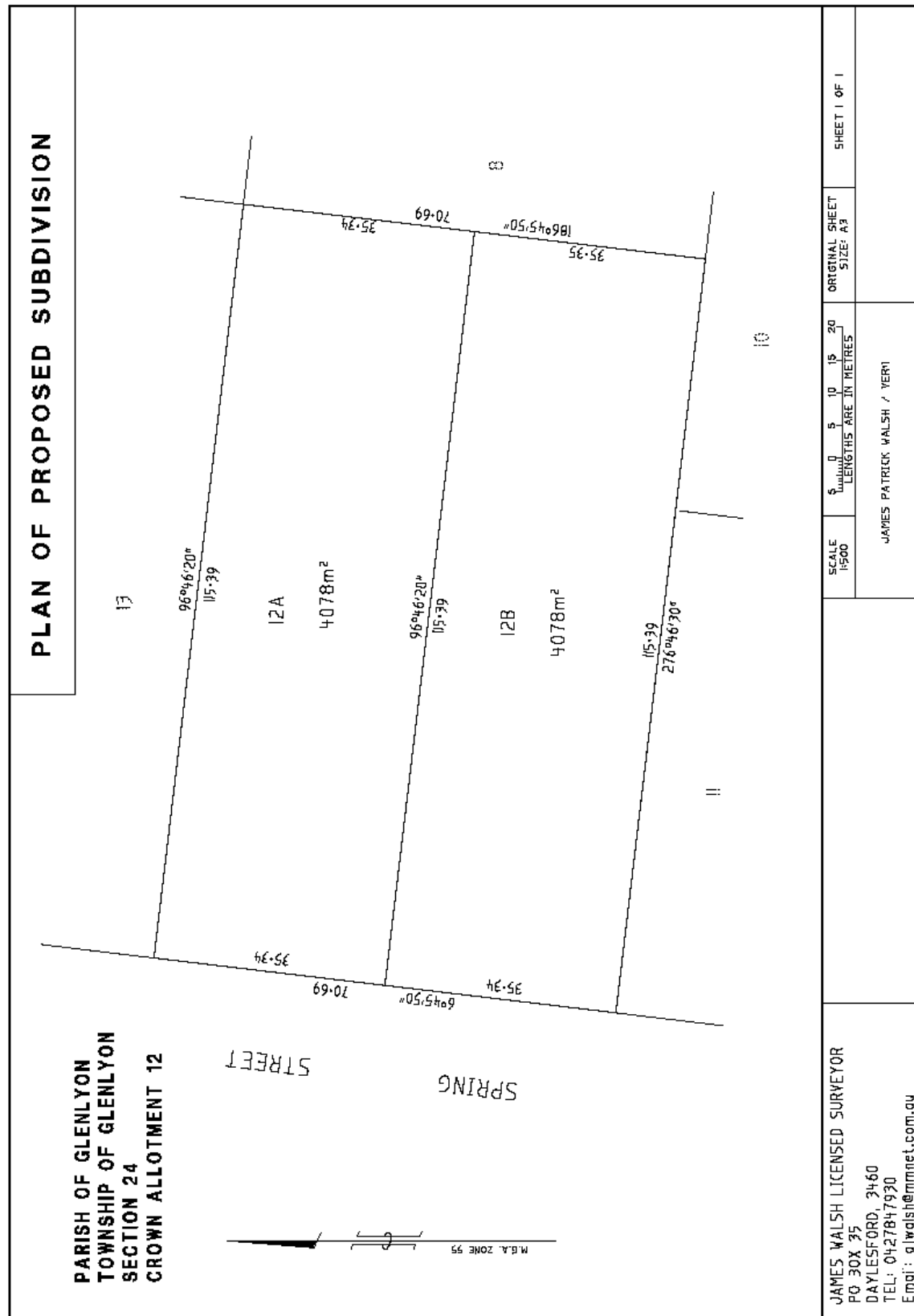
Feature	Description	Level of Constraint	Mitigation Measures
Buffer Distances	All relevant buffer distances in Table 5 of the Code (891.4 July 2016) are achievable from the proposed effluent management area.	Minor	NN
Climate	Average annual rainfall 877 mm (Daylesford Climate Station No. 088020), max. average 105.2 mm in June, min. average 44.9 mm in March. Average annual pan evaporation is 1210.1 mm (Creswick Climate Station No. 088019).	Minor	NN
Drainage	No visible signs of surface dampness, spring activity or hydrophilic vegetation in the proposed effluent management area or surrounds.	Nil	NN
Erosion & Landslip	No evidence of sheet or rill erosion; the erosion hazard is low. No evidence of landslip and landslip potential is low.	Nil	NN
Exposure & Aspect	Cleared, with high sun and wind exposure.	Nil	NN
Flooding	The proposed effluent management area is located above the 1:100 year flood level.	Nil	NN
Groundwater	No signs of shallow groundwater tables to 1.0 m depth. No known groundwater bores within 250 m of the proposed effluent management area.	Nil	NN
Imported Fill	No imported fill material was observed anywhere on the site.	Nil	NN
Land Available for LAA	Considering all the constraints and buffers, this lot has ample suitable land for land application of treated effluent.	Nil	NN
Landform	Upper plateau with minor slope.	Nil	NN
Rock Outcrops	No evidence of surface rocks or outcrops.	Nil	NN
Run-on & Runoff	Negligible stormwater run-on and minor run-off hazard.	Minor	NN
Slope	The proposed effluent management area is quite flat with gradients less than 2 percent, to the South-East.	Nil	NN
Surface Waters	A small dam situated in the South-East corner of a nearby block. The closest proximity to that dam is 120 m.	Minor	NN
Vegetation	Mixture of grasses, both native and exotic.	Nil	NN

NN* = Not needed

4.2. Site Assessment Results

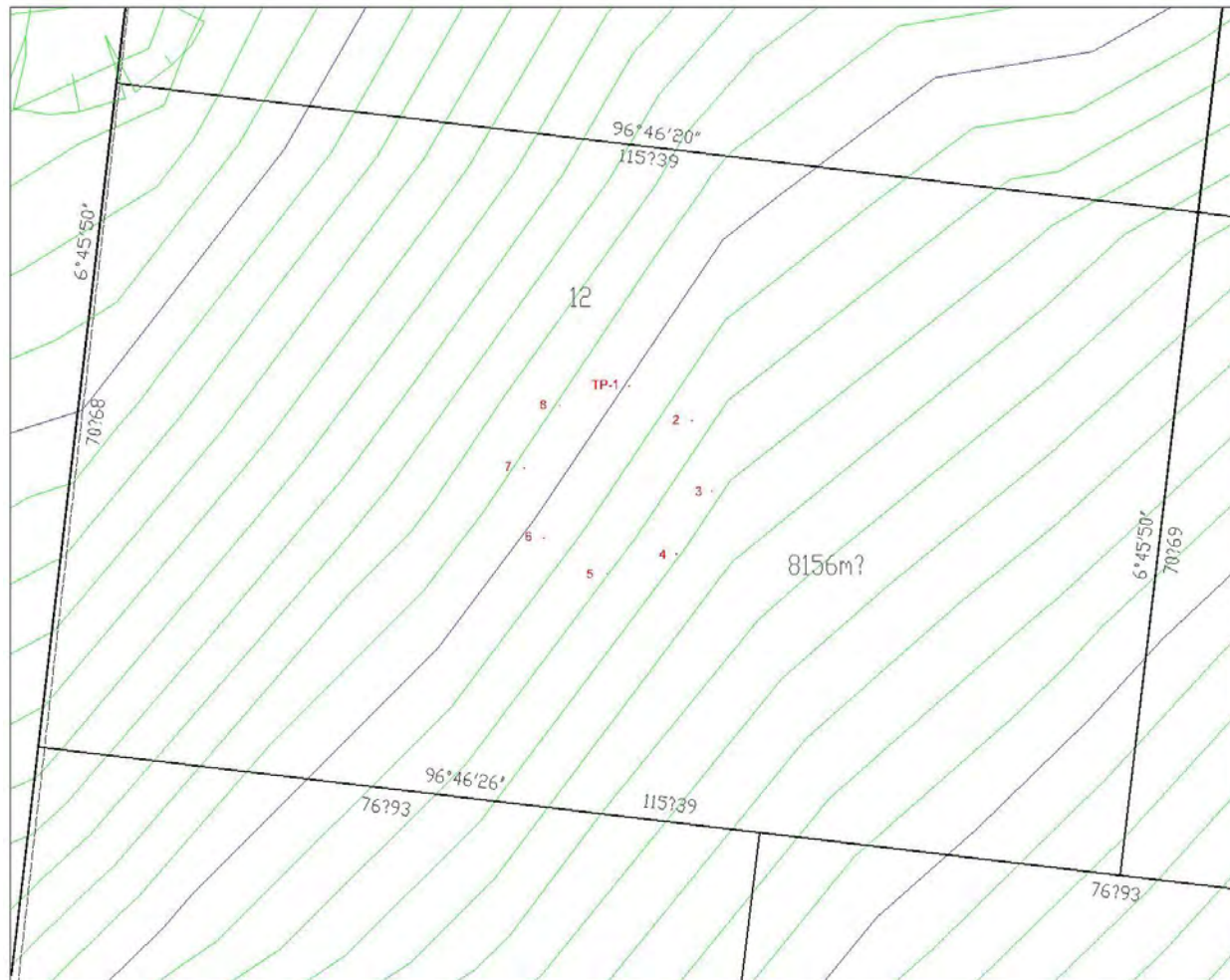
Based on the most constraining site feature (landform), the overall land capability of the site to sustainably manage all effluent onsite is very satisfactory. The proposed effluent management area is located above the 1:100 flood level and by using secondary treatment and pressure-compensating sub-surface irrigation, there will be ample protection of surface waters and groundwater.

Figure 3 below shows Crown Allotment 12, Section 24, Township of Glenlyon and the proposed plan of subdivision.



4.3. Soil Survey and Analysis

On 31 October 2021, a soil survey was carried out at the site to determine suitability for application of treated effluent. The soil investigation was conducted at one location (TP-1), as shown in Figure 4 below.



Eight holes were dug using a hand auger and a test pit was dug to a target depth of 2.0 m. The holes were dug in a circular pattern with a diameter of 20 metres. This was sufficient to adequately characterise the soils as only minor variation would be expected throughout the area of interest.

Two soil types were encountered in these investigations. A full profile description is provided in Appendix A. A sample of the soil layer was collected for subsequent laboratory analysis of pH, electrical conductivity and Emerson Aggregate Class. Table 2 describes the soil constraints in detail for the soil encountered.

TP1 soil profile - Estimated slope 3.7%

Very gently sloping plain, pasture

A1 0 – 25 cm Very dark brown 7.5YR 3/3 dry colour, silty clay loam, very strong fine polyhedral structure, very friable when moist, dense fine root mass, clear transition to:

BC 25 – 116 cm Reddish brown 5YR 4/4 dry colour, silty clay, strong fine angular blocky structure, firm when moist, plastic when wet. Bore hole terminated on too much friction on the auger.

Notes:

The bright brown to almost reddish brown colours of the soil profile indicate excellent natural drainage.

The reddish brown colours are due to iron oxides, especially Fe_2O_3 or hematite, coating the soil particles. These will bind strongly with phosphates of the effluent.

The strong development of soil; structure indicates excellent access to roots to penetrate the entire soil mass to obtain water and nutrients.

It appears the this soil has formed on volcanic ejecta, probably volcanis ash, or, alternatively basalt lavas, originating from the nearby Sugar Loaf or Spring Hill volcano, similar to soils in other parts of the subdivision, but here the soils tend to be somewhat more clayey throughout.



Soil profile captured on 31 October 2021 from TP1, topsoil is at the left of the photo



Close-up of topsoil A1 from TP1



Close-up of the bottom of TP1, sub soil BC



Close-up of sub soil BC, at TP1

4.4. Geology And Geomorphology

The site is located at the slightly down-sloping edge of an ancient plateau on Tertiary basalt flows.

Rock weathering and soil formation began immediately after the last ash and basalt flows were deposited. It appears that much of the weathering and soil formation took place under a wet and warm climate, leading to thorough destruction of the basalt in the weathering zone and the formation of largely kaolinitic clay minerals, highly enriched with the iron oxides released by the weathering dark minerals in the basalt.

Thus, the soil has assumed the dominant brick red colour associated with ferric oxide (Fe_2O_3).

The upper part of the soil profile has also suffered a degree of loss of clay so its texture is lighter than the deeper portions. In terms of texture they are gradational profiles, going from lighter to heavier with depth.

These old basalt-derived soils are of high agricultural and horticultural value due to their having such stable, fine structure and excellent internal drainage.

The measurement of Ksat in a series of test holes demonstrates the high soil hydraulic conductivity.

However, these basalt soils are known for being very phosphate “hungry” and under cultivation, at least in the early years, require high phosphate fertiliser applications. The iron oxides have a strong affinity for phosphate. They have a very high phosphate binding ability.

Table 2 on the next page provides an assessment of the physical and chemical characteristics of the soil.

Table 2: Soil Assessment – TP1 on Crown Allotment 12, Section 24, Township of Glenlyon, performed on 31 October 2021

Feature	Assessment	Level of Constraint	Mitigation Measures
Cation Exchange Capacity (CEC)	The calcium/magnesium ratio that was found is 8.11 and well above the generally recommended bracket for optimal plant growth (2-4). The topsoil in the proposed effluent management area (only) could be improved by the application of lime and dolomite.	Minor	Soil amelioration recommended for LAA; Lime 0.65 kg/m ² , Dolomite 0.89 kg/m ² , Gypsum not required
Electrical Conductivity	EC (1:5 soil:water suspension) in the limiting soil layer was measured at 0.019 deciSiemens (dS) per metre (subsoil), which is very low.	Nil	NN
Emerson Aggregate Class	Topsoil: EA Class 0 (non dispersive).	Nil	NN
	Subsoil: EA Class 0 (non dispersive).	Nil	NN
pH	Subsoil at 6.1 which is mildly acidic. Soil conditions do not appear to be affecting plant growth.	Nil	NN
Rock Fragments	Some found in sample.	Nil	NN
Sodicity (ESP)	Exchangeable Sodium Percentage is minor with a tested ESP value of 0.92, well below the critical value of 5%.	Nil	NN
Sodium Absorption Ratio (SAR)	Exchangeable Sodium concentration is significantly lower than the exchangeable Magnesium and Calcium concentration in the tested sample	Nil	NN
Soil Depth	Topsoil: <250 mm	Nil	Shallow subsurface irrigation in topsoil recommended
	Subsoil: >250 mm. Total soil depth greater than 1.0 m and no hardpans occur.	Nil	NN
Soil Permeability & Design Loading Rates	Topsoil: Silty loam: 9.1 cm/day saturated conductivity (K _{sat}) (AS/NZS1547:2012); 1.4 mm/day Design Loading Rate (DLR) for irrigation system (EPA Code 891.4* July 2016).	Nil	NN
	Subsoil: Strong fine angular blocky structured silty clay loam tending to silty clay at depth (AS/NZS1547:2012); 1.4 mm/day DLR for irrigation system (EPA Code 891.4* July 2016).	Nil	Shallow subsurface irrigation in topsoil recommended
Soil Texture & Structure	Topsoil (<250 mm): Very strong fine polyhedral structure, very friable when moist (Category 4)	Nil	NN
	Subsoil (>250 mm): Strong fine angular blocky structure, friable when moist and	Nil	Shallow subsurface



	more plastic when wet at depth (Category 5) in accordance with AS/NZS/NZS 1547:2012		irrigation in topsoil recommended
Watertable Depth	Groundwater not encountered, pit terminated at 1.16 m.	Nil	Shallow subsurface irrigation recommended

NN: not needed

OVERALL LAND CAPABILITY RATING

Based on the results of the site and soil assessment tabled above and provided in the Appendices, the overall land capability of the proposed effluent management area for each proposed lot is very satisfactory.

5 Wastewater Management System

The following sections provide an overview of a suitable onsite wastewater management system, with sizing and design considerations and justification for its selection. Detailed design for the system should be undertaken at the time of the building application and submitted to Council.

TREATMENT SYSTEM

The secondary effluent quality required is:

- BOD < 20 mg/L;
- SS < 30 mg/L;

EFFLUENT MANAGEMENT SYSTEM

A range of possible land application systems have been considered, such as absorption trenches, evapotranspiration/absorption (ETA) beds, subsurface irrigation and mounds. The preferred system is pressure compensated subsurface irrigation. Subsurface irrigation will provide even and widespread dispersal of the treated effluent within the root-zone of plants. This system will provide beneficial reuse of effluent, which is desirable given that the site is not serviced by town water. It will also ensure that the risk of effluent being transported off-site will be negligible.

Description of the Irrigation System

A detailed irrigation system design is beyond the scope of this report, however a general description of subsurface irrigation is provided here for the information of the client and Council.

Subsurface irrigation comprises a network of drip-irrigation lines that is specially designed for use with wastewater. The pipe contains pressure compensating emitters (drippers) that employ a biocide to prevent build-up of slimes and inhibit root penetration. The lateral pipes are usually 0.6 to 1.0 m apart, installed parallel along the contour. Installation depth is 100-150 mm in accordance with AS/NZS 1547:2012. It is critical that the irrigation pump be sized properly to ensure adequate pressure and delivery rate to the irrigation network.

A filter is installed in the main line to remove fine particulates that could block the emitters. This must be cleaned regularly (typically monthly) following manufacturer's instructions. Vacuum breakers should be installed at the high point/s in the system to prevent air and soil being sucked back into the drippers when the pump shuts off. Flushing valves are an important component and allow periodic flushing of the lines, which should be done at six monthly intervals. Flush water can be either returned to the treatment system, or should be released to a small dedicated gravel-based trench.

All trenching used to install the pipes must be backfilled properly to prevent preferential subsurface flows along trench lines. Irrigation areas must not be subject to high foot traffic and vehicles and livestock must not have access to the area otherwise compaction around emitters can lead to premature system failure.

Sizing the Irrigation System

To determine the necessary size of the irrigation area water balance modelling has been undertaken using the method and water balance tool in the Victorian Land Capability Assessment Framework (2013) and the EPA Code 891.4 (2016). Based on the results shown in Appendix D: Water and Nitrogen Balance Calculations, a four-bedroom house with a daily effluent flow of 750 litres per day, we require an irrigation area of 550 m². The calculations are summarised below, with full details provided in Appendix D.

The water balance can be expressed by the following equation:

$$\text{Precipitation} + \text{Effluent Applied} = \text{Evapotranspiration} + \text{Percolation}$$

Data used in the water balance includes:

- Mean monthly rainfall (Daylesford);
- Mean monthly pan evaporation (Creswick);
- Average daily effluent load – 750 L (from Table 4 of the Code);
- Design irrigation rate (DIR) – 1.4 mm/day for silty clay loam (from Table 3 of the Code);
- Crop factor – 0.4 to 0.7 (pasture); and
- Retained rainfall – 90% (gently sloping site of approximately 3.8% gradient).

The nominated area method is used to calculate the area required to balance all inputs and outputs to the water balance. As a result of these calculations a land application area is required as per the last column in table 3 below. Since there is no reticulated water supply in Glenlyon, we have assumed that all dwellings will be fitted with full water reduction fixtures.

Table 3: Minimum required area for the LAA based on the number of bedrooms and liveable spaces in the dwelling.

Number of bedrooms	Wastewater load [l/d]		BOD load [g/d]	Required area for LAA [m2]
	Full water reduction fixtures	Standard water fixtures		
1	300	360	120	220
2	450	540	180	330
3	600	720	240	440
4	750	900	300	550
5	900	1,080	360	660
6	1,050	1,260	420	770
7	1,200	1,440	480	880
8	1,350	1,620	540	990

Siting and Configuration of the Irrigation System

The site has a minor downward slope of 3.8% to the South-East. Therefore each LAA shall adhere to the setback distances as provided in Table 5 of the EPA code (July 2016).

This means that the setback distance to the Southern and Eastern boundary of the block of land shall be a minimum of 3 metres, while the setback distance to the Northern and Western boundary shall be a minimum of 1.5 metres. There shall also be adherence to a minimum distance of 30 metres between the irrigation system and the dam in the South-East corner of the block. The above setbacks are based on effluent treated to secondary level.

The final placement and configuration of the irrigation system will be determined by the individual client and/or system installer, provided it remains within the above setbacks.

Whilst each block has ample area available for application of the effluent, it is equally important that appropriate buffer distances to the waterways be maintained. It is important to note that buffers are measured as the overland flow path for run-off water from the effluent irrigation area. Figure 2 on page 6 above shows the contours and flow path directions on the property.

It is recommended that the owner consult an irrigation expert familiar with effluent irrigation equipment to design the system, and an appropriately registered plumbing/drainage practitioner to install the system. The irrigation plan must ensure even application of effluent throughout the entire irrigation area.

Buffer Distances

Setback buffer distances from effluent land application areas and treatment systems are required to help prevent human contact, maintain public amenity and protect sensitive environments. The relevant buffer distances for this site, taken from Table 5 of the Code (July 2016) are:

- 20 metres from groundwater bores in loamy soils;
- 100 metres from waterways (potable water supply);
- 30 metres from waterways, dams, reservoirs or lakes (stock and domestic, non-potable)
- 3 metres if area up-gradient and 1.5 metres if area down-gradient of property boundaries, swimming pools and buildings (values for secondary treated effluent).

Installation of the Irrigation System

Installation of the irrigation system must be carried out by a suitably qualified, licensed plumber or drainer, experienced with effluent irrigation systems.

To ensure even distribution of effluent, it is essential that the pump capacity is adequate for the size and configuration of the irrigation system, taking into account head and friction losses due to changes in elevation, pipes, valves, fittings etc. An additional, optional measure to achieve even coverage is to divide the irrigation area into two or more separate sub-zones, dosed alternately using an automatic indexing or sequencing valve.

The irrigation area and surrounding area must be vegetated or revegetated immediately following installation of the system, preferably with turf. The area should be fenced or otherwise isolated (such as by landscaping), to prevent vehicle and stock access; and signs should be erected to inform householders and visitors of the extent of the effluent irrigation area and to limit their access and impact on the area.

Stormwater run-on is not expected to be a concern for the irrigation areas in this subdivision due to the landform of the site and its relatively gentle slopes. However, upslope diversion berms or drains may be constructed if this is deemed to be necessary during installation of the system, or in the future. Stormwater from roofs and other impervious surfaces must not be disposed of into the wastewater treatment system or onto the effluent management system.

6 Monitoring, Operation and Maintenance

Maintenance is to be carried out in accordance with the EPA Certificate of Approval of the secondary treatment system and Council's permit conditions. The treatment system will only function adequately if appropriately and regularly maintained.

To ensure the treatment system functions adequately, residents must:

- Have a suitably qualified maintenance contractor service the secondary treatment system at the frequency required by Council under the permit to use;
- Use household cleaning products that are suitable for septic tanks, avoiding biocides;
- Keep as much fat and oil out of the system as possible; and
- Conserve water (AAA rated fixtures and appliances are recommended).

To ensure the land application system functions adequately, residents must:

- Regularly harvest (mow) vegetation within the LAA and remove this to maximise uptake of water and nutrients;
- Monitor and maintain the subsurface irrigation system following the manufacturer's recommendations, including flushing the irrigation lines;
- Regularly clean in-line filters;
- Not erect any structures and paths over the LAA;
- Avoid vehicle and livestock access to the LAA, to prevent compaction and damage; and
- Ensure that the LAA is kept level by filling any depressions with good quality topsoil (not clay).

7 Conclusions

As a result of our investigations we conclude that the overall land capability of the property to sustainably manage wastewater onsite is very satisfactory and supports the applicant's proposed 2-lot subdivision, with appropriate mitigation measures, as outlined.




Specifically, we recommend the following:

- Secondary treatment of wastewater by an EPA approved AWTS;
- Land application of treated effluent to a (minimum) subsurface irrigation area, sized as per table 3 above. Each LAA may be subdivided into evenly sized zones using an indexing or sequencing valve;
- Provision of details by the designer / installer of the irrigation system, including the filter, manifold, irrigation line location and diameter, number and length of dripper lines, number and location of vacuum breaker(s), and location of flush valve(s);
- Installation of water saving fixtures and appliances in the new residence to reduce the effluent load;
- Use of low phosphorus and low sodium (liquid) detergents to improve effluent quality and maintain soil properties for growing plants; and
- Operation and management of the treatment and disposal system in accordance with manufacturer's recommendations, the EPA Certificate of Approval, the EPA Code of Practice (July 2016) and the recommendations made in this report.

8 References

- Environment Protection Authority (2003). *Guidelines for Environmental Management: Use of Reclaimed Water* Publication 464.2.
- Environment Protection Authority (1991). *Guidelines for Wastewater Irrigation* Publication 168.
- Environment Protection Authority (2016). Publication 891.4 *Code of Practice for Onsite Wastewater Management*.
- Geary, P. and Gardner, E. (1996). On-site Disposal of Effluent. In Proceedings from the one day conference *Innovative Approaches to the Management of Waste and Water*, Lismore 1996.
- Isbell, R.F. (1996). *The Australian Soil Classification*. CSIRO Publishing, Melbourne.
- Municipal Association of Victoria, Department of Environment and Sustainability and EPA Victoria (2014) *Victorian Land Capability Assessment Framework*.
- Standards Australia / Standards New Zealand (2012). AS/NZS 1547:2012 *On-site domestic-wastewater management*.
- USEPA (2002). *Onsite Wastewater Treatment Systems Manual*. United States Environmental Protection Agency.

Appendix A: Soil Bore Log TP1 – 31 October 2021

Soil Bore Log						Sanae Services				
Client:	Glenlyon Development Management Pty Ltd.					Test Pit No:	TP1			
Site:	Crown Alotment 12, Section 24					Excavated / logged:	Koos Hulst			
Date:	31 October 2021					Excavation type:	Auger (90 mm diameter)			
Notes:										
PROFILE DESCRIPTION										
Depth [m]	Graphic Log	Sampling depth / name	Horizon	Texture	Structure	Colour	Mottles	Coarse fragments	Moisture condition	Comments
0.1		Top soil A1		Very friable when moist	Very strong fine polyhedral structure	Very dark brown 7.5YR 3/3 dry colour	None	-	Dry	Silty clay loam, dense fine roots
0.2										
0.3		Sub soil BC		Firm when moist	Strong fine angular blocky structure	Reddish brown 5YR 4/4 dry colour	None	5%	Dry	Silty clay
0.4										
0.5										
0.6										
0.7										
0.8										
0.9										
1.0										
1.1										
1.2										
1.3										
1.4										
1.5										

Notes:

The bright brown to almost reddish brown colours of the soil profile indicate excellent natural drainage.

The reddish brown colours are due to iron oxides, especially Fe_2O_3 or hematite, coating the soil particles. These will bind strongly with phosphates of the effluent.

The strong development of soil; structure indicates excellent access to roots to penetrate the entire soil mass to obtain water and nutrients.

It appears the this soil has formed on volcanic ejecta, probably volcanic ash, or, alternatively basalt lavas, originating from the nearby Sugar Loaf or Spring Hill volcano, similar to soils in the northern part, but here the soils tend to be somewhat more clayey throughout.

Appendix B: Soil Analysis from TP-1

A sample of the soil from the proposed lot was taken from a depth that represents the layer of soil which is considered to be the more limiting zone from a hydraulic conductivity perspective, being heavier in texture than the soil layers above. The results of the three analyses are shown below for each.

The soil on the site is the ultimate result of several millions of years of breakdown and weathering of the basaltic parent rock under a high rainfall regime. The most resistant and stable mineral components are left to make up the soil that is there today. Basalt rock is high in iron and when the iron is released from the minerals by weathering it immediately is oxidised and coats the soil particles as they form.

It is a soil with a high permeability where most of the rainfall percolates downwards and very little surface runoff can occur. This high permeability protects the area from erosion by minimising surface runoff.

Note that the pH in water is 6.1, hence the soil is mildly acidic. The entire soil profile will be acidic as is typical for these very old and thoroughly leached soils that have developed on Tertiary or early Quaternary basalts.

Total soluble salts are at a very low level, as is also evident from the very low Electrical Conductivity (EC).

Exchangeable calcium, magnesium, potassium and sodium levels are low due to loss through leaching and they have been replaced by exchangeable hydrogen, which now controls the pH and renders it "mildly acid" at 6.1 (less acidic than mineral water). The calcium/magnesium ratio is favourable for maintaining good, stable soil structure, as is the low Exchangeable Sodium Percentage (ESP).

At the low pH these soils will have a very high Phosphate Retention Index (PRI), meaning that phosphate contributed from the wastewater will almost totally be retained in the soil. Moreover, the soil contains a high level of iron oxide/iron hydroxide coating the soil clay and silt particles, rendering the dominant colour of the soil a rusty red brown, sometimes brick red, which act by binding phosphate. The iron compounds also create soil structure stability by acting as cementing bridges keeping the clay and silt particles together as larger soil domains, thus maintaining a high permeability.

The recommendations for soil improvement are intended for agricultural uses of the soil only. Lime and dolomite are needed to improve plant growth. If it is the intention of maximising pasture growth over the application area, then some lime and dolomite additions can be beneficial. Note that 1 ton/hectare equates to 0.1 kg/m².



SWEP ANALYTICAL
PTY. LTD. LABORATORIES

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REPORT ON SAMPLE OF SOIL

FILE NO : 2111164644

DATE ISSUED 11/11/2021

SANAE HOLDINGS P/L T/A SANAE SERVICES
ATT: KOOS HULST
PO BOX 1040
DAYLESFORD, VIC 3640
koos.hulst@sanae-svcs.com.au

CLIENT ID : SAN047
PHONE : 03 5348 6620

SAMPLE ID : CA12, SEC 24, 24 COLLINS RD, GLENLYON
DEPTH OF SAMPLE (cm): 0 to 30
LAND USE : PASTURE

REFERENCE :
PHONE :
DATE RECEIVED : 4/11/2021
ANALYSIS REQUIRED : N P K

ITEMS			RESULTS	DESIRABLE LEVEL
DISPERSION INDEX	DI		0	
pH(1:5 Water)			6.1	5.5-7.5
pH(1:5 0.01M CaCl ₂)			5.5	
Electrical Conductivity	EC	µS/cm	19.4	< 300
TOTAL SOLUBLE SALT	TSS	ppm	64.02	< 990
AVAILABLE CALCIUM	Ca	ppm	1610	3350
AVAILABLE MAGNESIUM	Mg	ppm	119.16	489
AVAILABLE SODIUM	Na	ppm	57.96	< 312
AVAILABLE HYDROGEN	H	ppm	176	54.3
AVAILABLE NITROGEN	N	ppm	0.871	26
AVAILABLE PHOSPHORUS	P	ppm	27.1	35
AVAILABLE POTASSIUM	K	ppm	103.35	334
AVAILABLE SULPHUR	S	ppm	4.43	16 - 20
TOTAL ORGANIC MATTER	OM	%	5.06	> 10
EXCHANGEABLE CALCIUM	Ca	meq/100 of soil	7.99	16.0
EXCHANGEABLE MAGNESIUM	Mg	meq/100 of soil	0.985	3.69
EXCHANGEABLE SODIUM	Na	meq/100 of soil	0.25	< 1.23
EXCHANGEABLE POTASSIUM	K	meq/100 of soil	0.263	1.23
EXCHANGEABLE HYDROGEN	H	meq/100 of soil	17.6	< 3.69
ADJ. EXCHANG. HYDROGEN	H	meq/100 of soil	15.1	
CATION EXCHANGE CAPACITY	CEC	meq/100 of soil	27.1	
ADJUSTED CEC	ACEC	meq/100 of soil	24.6	
EXCH. SODIUM PERCENTAGE	ESP		0.92	< 5
CALCIUM / MAGNESIUM RATIO	Ca/Mg		8.11	4-4.7

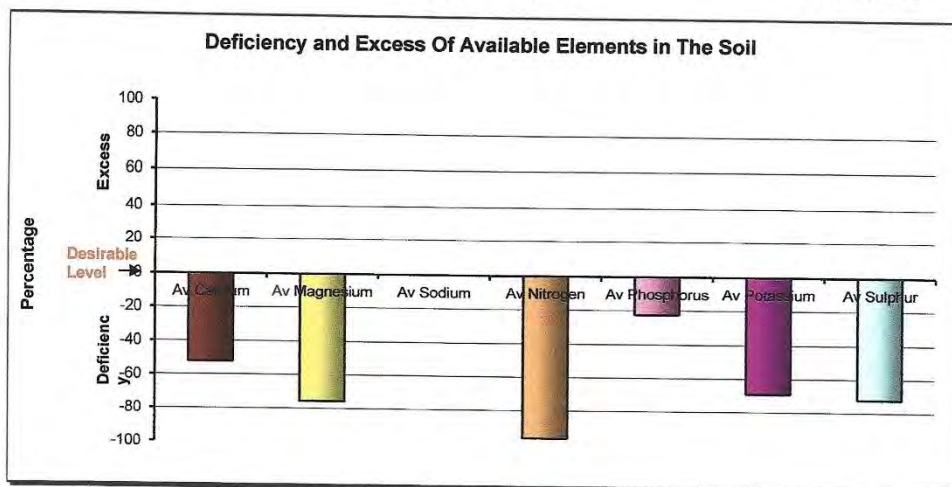
SWEP Analytical Laboratories
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Postal Address: P.O.Box 583 Noble Park VIC 3174

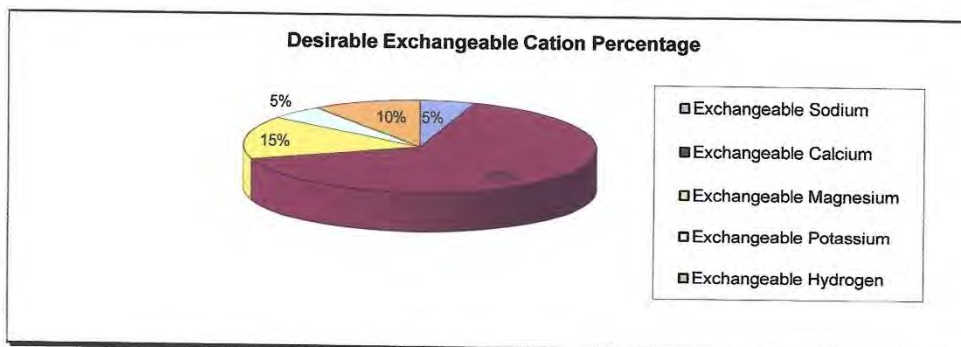
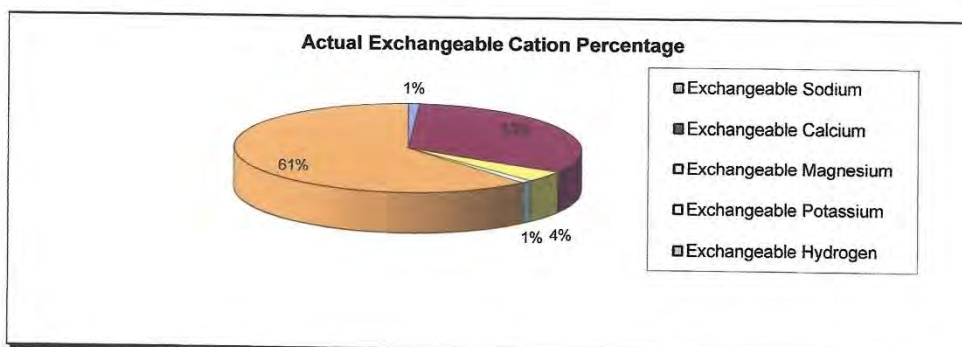
FILE NO : 2111164644

LAND USE PASTURE

PAGE NO : 2



This graph is limited to a maximum of 100% excess of Available Elements



FILE NO : 2111164644

LAND USE PASTURE

PAGE NO : 3

ITEMS

PERCENTAGE OF ADJUSTED CEC

EXCHANGEABLE CALCIUM	Ca	32.5
EXCHANGEABLE MAGNESIUM	Mg	4
EXCHANGEABLE SODIUM	Na	1
EXCHANGEABLE POTASSIUM	K	1.1
EXCHANGEABLE HYDROGEN	H	61.4

RECOMMENDATION

4800 kg of Calcium is needed to raise the Available Calcium to 68% and/or Exchangeable Calcium to 65%
 975 kg of Magnesium is needed to raise the Available Magnesium and Exchangeable Magnesium to 15%

GYPSUM REQUIREMENT	0 t/ha				
LIME REQUIREMENT	6.45 t/ha				
DOLOMITE REQUIREMENT	8.85 t/ha				
MAGNESIUM SULPHATE	0 kg/ha	or	MAGNESIUM OXIDE		0 kg/ha
TOTAL FERTILIZER REQUIREMENT (kg/ha)		N	P	K	S
		25	8	80	25

NOTES :

- Lime Requirement is to increase the Calcium and decrease the hydrogen in the soil
- Lime Requirement is based on Lime containing 40% Calcium.
- We advice that Lime should be applied first in Autumn then followed by Fertiliser in Spring.
- Dolomite Requirement is to increase the Magnesium and Calcium and decrease the Hydrogen in the soil.
- Dolomite Requirement based on Dolomite containing 11% Magnesium and 25% Calcium.
- We advice that Dolomite should be applied first in Autumn then followed by Fertiliser in Spring.
- FOR DRYLAND AND IRRIGATED SOILS:
 Lime - maximum application 2.5 t/ha per year for DRYLAND soils or 5 t/ha per year for IRRIGATED soils.
 Dolomite - maximum application 2.5 t/ha per year for DRYLAND soils or 5 t/ha per year for IRRIGATED soils.

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FILE NO : 2111164644

LAND USE PASTURE

PAGE NO : 4

ANALYTICAL METHODS

Items	Methods
pH (1:5 Water)	4A1
pH (1:5 CaCl ₂)	4B1
Electrical conductivity (1:5 Water)	3A1
Total Soluble Salts	Calculation from Electrical conductivity
Exchangeable Calcium	15D3 or 15C1
Exchangeable Magnesium	15D3 or 15C1
Exchangeable Sodium	15D3 or 15C1
Exchangeable Potassium	15D3 or 15C1
Exchangeable Hydrogen	Barium Chloride-Triethanolamine method*
Available Nitrogen	Copper-cadmium reductor column at a pH of 8.0
Available Phosphorus	Olsen extractable, 9C2a
Available Sulphur	KCl 40, 10D1
Total Organic Matter	modified Walkley & Black, 6A1

NB. For available Iron and Manganese, SWEP uses the method developed by E.H. Mikhail (1980) due to the tendency for the standard EDTA method to produce erroneously high results.

For numbered test methods:

Rayment, G.E. & Lyons, D.J. (2011). Soil Chemical Methods - Australasia. CSIRO Publishing, 150 Oxford Street, Collingwood Vic 3066, Australia.

*Peech, M., Cowan, R.L. & Baker, J.H. (1962). Soil Science Society American Procedures, A critical study of the Barium chloride-Triethanolamine and ammonium acetate methods for determining exchangeable Hydrogen of soils.

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Appendix C: In Situ Constant Head Hydraulic Conductivity Testing

EPA Publication 891.4 strongly advocates the measurement of soil permeability, K_{sat} , using the method described in AS/NZS 1547:2012 as the constant head well permeameter:

3.6.1 LCA procedure

Soil permeability testing conducted in situ using the constant head well permeameter method (AS/NZS 1547) to determine the likely rate of flow of wastewater through the soil of the dispersal area is best practice. In situ permeability testing must be conducted on the limiting soil layer (frequently the B horizon) unless soil saturation or high swelling clays or cracked low-to-moderate swelling clays are present. The visual or tactile estimation of indicative permeability based on the latest version of AS/NZS 1547 'Site-and-Soil Evaluation' procedures, which includes soil texture, structure and swell potential tests, may be used as a substitute for actual measurements of soil permeability.

Sanae Services have used this method for the current land capability assessment.

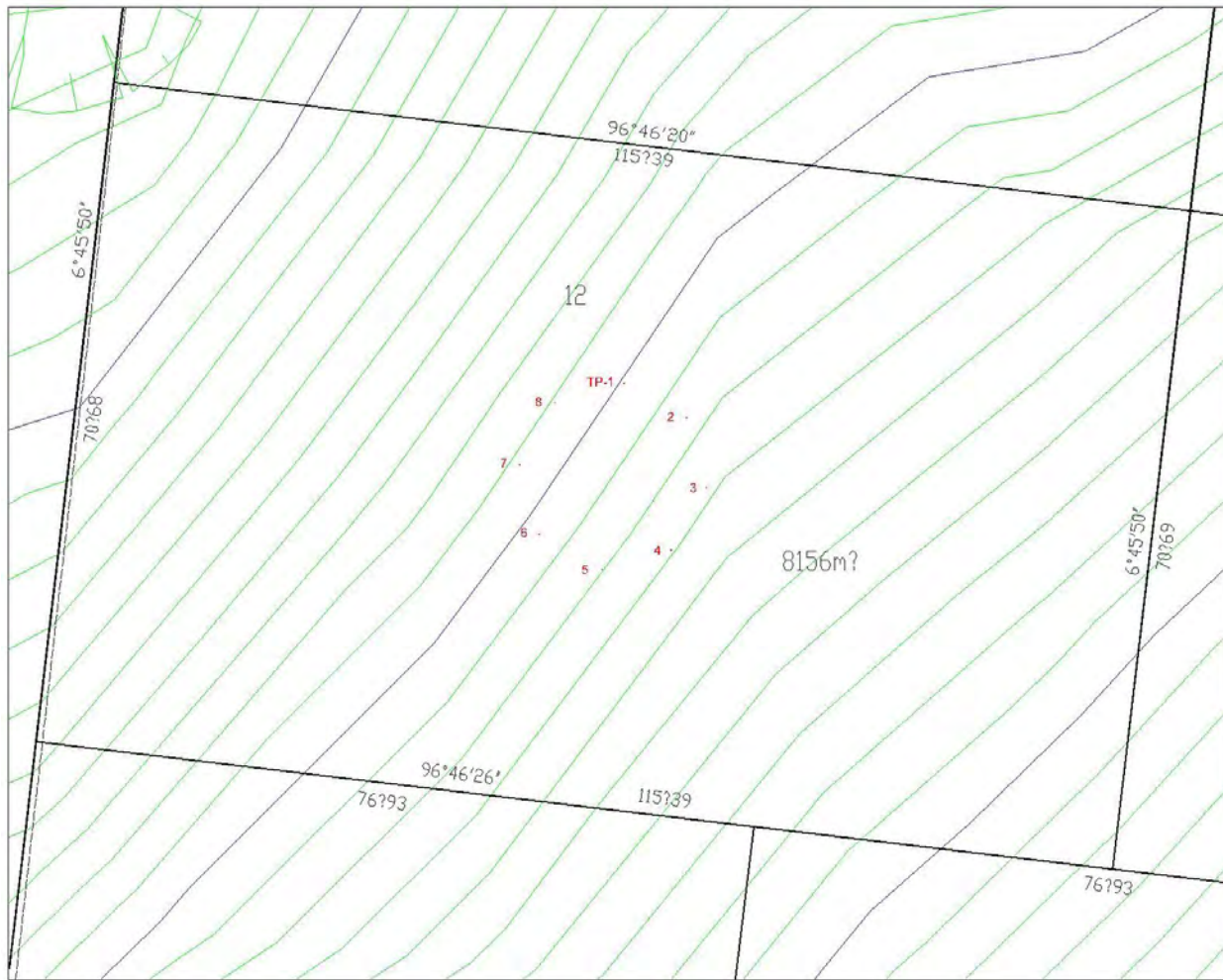
Following this test procedure in the most efficient manner requires augering a series of test holes, usually 6 to 8, to the required depth of the soil receiving the effluent and filling them with water in order to allow the soil around the holes to become wetted before the permeameters are inserted. The method relies on the soil mantle around the wetted internal surface becoming saturated so that the rate of water entry into the soil is not affected by the filling up of empty soil pores, but only by the stable rate of water transmission into the surrounding soil, reflecting a true K_{sat} value.

Pre wetting thus ensures that less time is lost during the actual test, ensuring the recorded rate of water loss from the permeameters is exactly the same as the rate of water passing out through the soil around the hole.

During the testing at the property it was found that the soil was generally moderately but sometimes highly permeable, with the test holes emptying of water very rapidly, in a few minutes, after having been filled and before any testing could be started. This is often found in soils where large root holes, worm channels and other biological channels or drying cracks are common. Commonly, however, the filling of the test holes with water, may cause these major channels to collapse after a short time so that water entry slows down to a stable rate after an initial very fast rate. This stable rate is a true measure of the soil's permeability.

Thus, the holes to be tested later were already exhibiting stable intake rates from the moment the test was started because the pre wetting had fully taken place.

For this LCA a total of 8 holes were augered to conduct the soil permeability tests. The figure below shows the approximate locations of the bore holes.



The soil permeability value obtained by the testing is shown in the spread sheet on the following page. We arrived at a K_{sat} of 21.5 cm/day.

The site soil permeability is obtained by taking the geometric mean of all data. A geometric mean mitigates against extreme outlier values thus resulting in a more representative and conservative overall value.



A total of eight holes were augered



TP-1 is the bore hole closest to the dam



Extracting excess water from the hole



The drop in water level was recorded at three minute time intervals

The next pages show the spread sheet that was used to determine the K_{sat} for the proposed 2-lot subdivision.

Location : CA12, Sec 24, 24 Coolins Road, Glenlyon
Soil permeability test date: 31 October 2021

Auger hole	1	2	3	4	5	6	7	8
	0.0	12.5	11.3	7.0	9.8	8.5		45.5
	3.8	12.2	10.7	6.7	9.5	8.3		
	5.9	12.4	10.7	6.7	8.9	7.8		
	5.3	10.7	9.6	11.8	8.5	6.3		
	5.5	10.5	10.4	6.3	7.5	7.2		
	6.0	10.2	9.8	5.1	9.0	7.3		
	5.0	10.2	10.0		5.0	7.0		
Average Drop [cm]	4.50	11.24	10.36	7.27	8.31	7.49		

H [cm] = 20

Time Interval [min] = 3

$2\pi r H^2 = 2513 \text{ cm}^2$

Auger Hole	Radius of Auger Hole r [cm]	H/r [1]	Q [ml/min]	$\text{asinh}(H/r)-1$ [cm]	$1.65Q(\text{asinh}(H/r)-1)$	Ksat [cm/min]	ksat [m/day]	Ksat geo mean [m/day]
1	4.5	4.44	10.89	1.20	21.50	0.01	0.12	
2	4.5	4.44	27.20	1.20	53.73	0.02	0.31	
3	4.5	4.44	25.05	1.20	49.49	0.02	0.28	
4	4.5	4.44	17.58	1.20	34.72	0.01	0.20	
5	4.5	4.44	20.11	1.20	39.73	0.02	0.23	
6	4.5	4.44	18.11	1.20	35.77	0.01	0.20	
7	4.5	4.44		1.20				
8	4.5	4.44		1.20				0.215

Talsma Tube

Area $\pi/4 \cdot d^2/100$ [cm²]

Outer tube ID [mm] 32 8.04
 Inner tube OD [mm] 10 0.79
Net area [cm²] 7.26

Appendix D: Water and Nitrogen Balance Calculations

We acknowledge Paul Williams Pty Ltd. for providing the spread sheet for the water and nitrogen balance calculations. We have chosen the daily flow of 750 litres per day, corresponding to a 4-bedroom house. This results in a minimum area of 550 square metres for the LAA.

Sanae Services

WATER/NITROGEN BALANCE (20/30): With no wet month storage.

Rainfall Station: **Daylesford** Evaporation Station: **Creswick**

Location: 24 Collins Road, Crown Allotment 12, Section 24, Glenlyon

Date: November 2021

Client: Glenlyon Development Management Pty Ltd.



ITEM	UNIT	#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
Days in month:		D	31	28	31	30	31	30	31	31	30	31	30	31	365
Evaporation (Mean)	mm	A	205	176	124	75	47	27	27	43	66	105	126	152	1168
Rainfall (9th Decile wet year adjusted)	mm	B1	45	45	45	78	118	148	141	144	119	103	73	55	1114
Effective rainfall	mm	B2	40	41	41	70	106	133	127	129	107	93	66	50	1003
Peak seepage Loss ¹	mm	B3	167	151	167	162	167	162	167	167	162	167	162	167	1971
Evapotranspiration (IXA)	mm	C1	144	123	87	45	24	12	11	19	36	68	88	106	763
Waste Loading (C1+B3-B2)	mm	C2	271	234	214	137	85	41	51	58	91	143	184	224	1732
Net evaporation from lagoons (10(0.8A-B1)xlagoon area(ha)))	L	NL	0	0	0	0	0	0	0	0	0	0	0	0	0
Volume of Wastewater	L	E	23,250	21,000	23,250	22,500	23,250	22,500	23,250	23,250	22,500	23,250	22,500	23,250	273,750
Total Irrigation Water (E-NL)/P2	mm	F	42	38	42	41	42	41	42	42	41	42	41	42	498
Irrigation Area (E/C2) annual.	m ²	G													550
Surcharge	mm	H	-228	-196	-171	-96	-43	0	-9	-15	-50	-101	-143	-182	0
Actual seepage loss	mm	J	-61	-44	-4	66	125	162	159	152	112	67	19	-15	861
Direct Crop Coefficient:		I	0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture:
Rainfall Retained:	90 %	K	1. Seepage loss (peak) equals deep seepage plus lateral flow: 5.4mm (<3% ksat)												
Lagoon Area:	0 ha	L	CROP FACTOR												
Wastewater(Irrigation):	750 L/d	M	0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture:
Seepage Loss (Peak):	5.4 mm	N	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	Shade:
Irrig'n Area(No storage):	550 m ²	P2	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	Buffalo:
Application Rate: (M/P2)	1.4 mm	Q	1	1	1	1	1	1	1	1	1	1	1	1	Woodlot
Nitrogen in Effluent:	30 mg/L	R	NITROGEN UPTAKE:												
Denitrification Rate:	20 %	S													
Plant Uptake:	220 kg/ha/yr	T													
Average daily seepage:	2.4 mm	U													
Annual N load:	6.57 kg/yr	V													
Area for N uptake: (V/T x 10,000)	299 m ²	W													
Application Rate:	2.5 mm	X													
Irrig'n Area (adjusted for slope)	550 m ²	Z													
Application Rate (Design):	1.6 mm	Z1													

Species:	Kg/ha.yr	pH	Species:	Kg/ha.yr	pH	Species:	Kg/ha.yr	pH
Ryegrass	200	5.6-8.5	Bent grass	170	5.6-6.9	Grapes	200	6.1-7.9
Eucalyptus	90	5.6-6.9	Couch grass	280	6.1-6.9	Lemons	90	6.1-6.9
Lucerne	220	6.1-7.9	Clover	180	6.1-6.9	C. cunn'a	220	6.1-7.9
Tall fescue	150-320	6.1-6.9	Buffalo (soft)	150-320	5.5-7.5	P. radiata	150	5.6-6.9
Rye/clover	220		Sorghum	90	5.6-6.9	Poplars	115	5.6-8.5

1.2 x hydraulic area (10% to 20% slope)

Appendix E1: Land Capability Risk Rating

LAND FEATURE	LAND CAPABILITY RISK RATING				AMELIORATIVE MEASURES AND RISK REDUCTION
	LOW	MEDIUM	HIGH	LIMITING	
Available land for LAA	Exceeds LAA and duplicate LAA requirements	Meets LAA and duplicate LAA requirements	Meets LAA and partial duplicate LAA requirements	Insufficient LAA area	Non-limiting for trenches & beds: Full reserve area available. Non-limiting for subsurface irrigation: Full reserve area available.
Aspect	North, north-east and north-west	East, west, southeast, south-west	South	South, full shade	Faint South-Easterly aspect.
Exposure	Full sun and/or high wind or minimal shading	Dappled light (partial shade)	Limited light, little wind to heavily shaded all day	Perpetual shade	Full exposure to sunshine
Slope form	Convex or divergent side slopes	Straight sided slopes	Concave or convergent side slopes	Locally depressed	Free draining, no need for cut-off drains
Slope gradient:					
Trenches and beds	<5%	5% to 10%	10% to 15%	>15%	Slope non-limiting for trenches
Sub surface irrigation	<10%	10% to 30%	30% to 40%	>40%	Slope non limiting for sub surface irrigation
Site drainage run off / run on	LAA backs onto crest or ridge	Moderate likelihood	High likelihood	Cut-off drain not possible	Shallow dish drain place upslope from LAA
Land slip(1)	Potential	Potential	Potential	Existing	Not applicable
Erosion potential	Low	Moderate	High	No practical amelioration	Negligible risk
Flood / inundation	Never		<1% AEP	>5% AEP	No risk of flooding
Distance to surface waters [m]	Buffer distance complies with Code requirements		Buffer distance does not comply with Code requirements	Reduced buffer distance not acceptable	Closest proximity to dam is more than 30 metres (120 m).
Distance to groundwater bores	No bores on site or within a significant distance	Buffer distances comply with Code	Buffer distances do not comply with Code	No suitable treatment method	Not needed.
Vegetation	Plentiful/healthy vegetation	Moderate vegetation	Sparse or no vegetation	Propagation not possible	Existing grasses suitable for sub-surface irrigation.
Depth to water table (potentiometric) [m]	>2	2 to 1.5	<1.5	Surface	Non limiting for sub surface irrigation. The Visualizing Victorias Groundwater web site shows a depth to water table of 10 metres or more.
Depth to water table (seasonal perched) [m]	>1.5	<0.5	0.5 to 1.5	Surface	Unremarkable, cut off drain upslope to LAA. LAA is designed for the limiting layer of soil.
Rainfall(2) (9th decile) [mm]	<500	500-750	750-1000	>1000	Limiting for trenches, non limiting for sub surface irrigation
Pan evaporation (mean) [mm]	1250 to 1500	1000 to 1250	750 to 1000	<750	Non limiting
SOIL PROFILE CHARACTERISTICS					
Structure	High or moderately structured	Weakly structured	Structureless, massive or hardpan		Water stable peds, non dispersive
Fill materials	Nil or mapped good quality topsoil	Mapped variable depth and quality materials	Variable quality and/or uncontrolled filling	Uncontrolled poor quality / unsuitable filling	Unremarkable, cut off drain upslope to LAA. LAA is designed for the limiting layer of soil.
Thickness [m]					
Trenches and beds	> 1.4		< 1.4	< 1.2	Non Limiting
Sub surface irrigation	> 1.5	1.0 to 1.5	0.75 to 1.0	< 0.75	
Permeability(3) (limiting horizon) [m/day]	0.15-0.3	0.15-0.3 0.3-0.6	0.01-0.03 0.6-3.0	> 3.0 < 0.03	A kSat of 0.215 m/day was found with the field permeability tests.
Permeability(4) (buffer evaluation) [m/day]	< 0.3	0.3-3	3 to 5	> 5.0	Est 1 m/day for fractured meta sediments
Stonyness [%]	< 10	10 to 20	> 20		Unremarkable
Emerson number	4, 5, 6, 8	7	2, 3	1	Non dispersive
Dispersion index	0	1-8	8-15	> 15	DI = 0 as per SWEP soil analyses
Reaction trend (pH)	5.5 to 8.4	4.5 to 5.5	< 4.5 > 8		The pH 6.1 as per SWEP soil analysis, lime (6.45 T/ha) and dolomite (8.85 T/ha) can be added for agricultural purposes, no Gypsum required.
E.C. [dS/m]	< 0.8	0.8 to 2.0	> 2.0	> 2.0	The EC is 19.4 µS/cm as per SWEP reports, this converts to 0.19 dS/m.
Sodicity (ESP) [%]	< 6	6 to 8	> 8	> 14	The ESP is 0.92 as per SWEP soil analyses.
Free swell [%]	< 30	30-80	80-120	> 120	Low swelling clay

1 Landslip assessment based on proposed hydraulic loading, slope, profile characteristics and past and present land use.

2 9th decile monthly rainfalls used in water balance analyses.

3 Saturated hydraulic conductivity from insitu testing.

4 Saturated hydraulic conductivity estimated from AS/NZS1547:2012 and data base.

Appendix E2: Land Capability Risk Rating

LAND FEATURE	LAND CAPABILITY RISK RATING				
	LOW	MEDIUM	HIGH	RISK RATING	REMARKS
Distance to reservoir [km]	>15	2-15	<2	1	15+ kilometres to the Cairn Curran Reservoir.
Soil type rating (from Appendix C1)	1	2	3	1	Non dispersive, well draining soil down to 1 m.
Distance to river [m]	>80	40-80	<40	1	At least 950 m from the Loddon River.
Distance to stream [m]	>80	40-80	<40	1	Closest stream is the Loddon River which runs at over 950 m from the closest point of the proposed site for the LAA.
Distance to drain [m]	>40	10-40	<10	1	No drains identified
Lot size [ha]	>10	2-10	0.2-2.0	3	0.41 ha proposed per lot
Density [houses/km2]	<20	20-40	>40	2	Around 40 dwellings per km2
LCA Rating (from appendix E1)	1 (low)	2 (medium)	3 (high)	2	See appendix E1
System fail rate [%]	<5	5-10	>10	1	Large lot with ample space for LAA and low risk of effluent running off site.

$$R_n = ((R_{Res} + R_{Soil}) \times (R_{Riv} + R_{Str} + R_{Drain} + R_{Lot}) + (2 \times R_{LCA}) + (3 \times R_{Fail} \times R_{Den}))/10$$

2.20

Low Risk: $R_n < 2.5$
 Moderate Risk: $R_n 2.5 - 5$
 High Risk: $R_n > 5$.

Appendix E3 Calculated Combined Risk Number

As part of the development of the Mansfield Shire WWMP, Dr Robert Edis identified major factors which influence the level of risk posed by an on-site system. These factors have a differing level of importance, or weighting, when considered relative to other factors and that the interaction between factors must also be considered.

The individual factors can be rated as low risk ($R_n < 2.5$) which reflects the range in which there is no expected consequential impact on water quality, medium risk ($R_n 2.5-5$) which reflects the range in which the factor may influence the risk to water quality, though as a minor component of the overall risk, and high risk ($R_n > 5$) which represents a significant influence on the risk to water quality.

The Edis risk algorithm weights the major factors appropriately in the context of protecting the integrity of the potable water supply, as shown below:

$$R_n = ((R_{Res} + R_{Soil}) \times (R_{Riv} + R_{Str} + R_{Drain} + R_{Lot}) + (2 \times R_{LCA}) + (3 \times R_{Fail} \times R_{Den}))/10$$

Where:

R_n = Combined Risk Number,

R_{Dres} = Distance to reservoir risk rating

R_{Soil} = Soil (or Land-Soil) risk rating

R_{Driv} = Distance to river risk rating

R_{Dstr} = Distance to stream risk rating

R_{Drain} = Distance to drain risk rating

R_{Lot} = Lot size risk rating

R_{LCA} = Land capability assessment risk rating (from Appendix C1)

R_{Fail} = System fail rate risk rating R_{Dens} = Density of development risk rating

Low Risk: $R_n < 2.5$


Moderate Risk: $R_n 2.5 - 5$

High Risk: $R_n > 5$

The combined risk number for this site is 2.2 (Low Risk - without limiting constraints).

The risk can be reduced to negligible levels if effluent is treated to a secondary level and disposed of via pressure compensated subsurface irrigation, as described in Section 4 of the land capability assessment.

Appendix F: Certificates of Currency of Public Liability and Professional Indemnity Insurance policies

Business Pack Insurance Certificate of Currency		QBE Insurance (Australia) Ltd Head Office Level 5, 2 Park Street Sydney NSW 2000 ABN: 78 003 191 035 AFS Licence No: 239545	
Policy Number 61U189351BPK			
Issued By QBE Insurance (Australia) Ltd		Period of Insurance From 14/06/2021 To 14/06/2022 at 4pm	
This certificate acknowledges that the policy referred to is in force for the period shown. Details of the cover are listed below.			
The Insured			
SANA SERVICES PTY LTD ABN Number Not Provided			
Cover Details			
Location	20 JUBILEE LAKE LANE, DAYLESFORD VIC 3460		Risk Number 1
Business	SEPTIC TANK INSTALLATION		
Interested Party	None Noted		
Broadform Liability Section			
Particulars	Total Sum Insured	Limit	
Limit of liability, any one occurrence		\$10,000,000	
Property in Your physical and legal control	As per the policy wording		
Excess	\$500 for property damage claims only \$0 for personal injury claims		
Clauses			
<ul style="list-style-type: none"> I45 PROPERTY DAMAGE TO FIXED PROPERTY The Liability Section of this Policy does not cover liability in respect of damage to or as a result of damage to roads, sewers, water pipes, gas pipes, electric, fibre optic or telecommunications wires or cables or their supports or to any land or fixed property whatsoever and/or the contents thereof unless You have ascertained from the relevant authorities the actual position of any such pipes, mains, cables and wires before commencing any operation. 			

QM1826-1207

**Business Pack Insurance
Certificate of Currency**

QBE Insurance (Australia) Ltd
Head Office
Level 5, 2 Park Street
Sydney NSW 2000
ABN: 78 003 191 035
AFS Licence No: 239545



Policy Number 61U189351BPK

Cover Details *continued*

Location 1548 BALLAN-DAYLESFORD RD, KORWEINGUBOORA VIC 3461
Business SEPTIC TANK INSTALLATION

Risk Number 1

Clauses *continued*

- **I56**

REMOVAL/WEAKENING OF SUPPORTS

The Liability Section of this Policy does not cover liability in respect of damage to any land or fixed property arising directly or indirectly from the removal or weakening of or interference with support to land, buildings or any other property.

- **CIP**

Austbrokers Commercial/Retail/Industrial Policy wording QM511 applies when BUSINESS PACK INSURANCE is shown on the policy schedule.
QBE Trade Policy QM207 applies when TRADES PACK INSURANCE is shown on the policy schedule.
QBE Office Policy QM208 applies when OFFICE PACK INSURANCE is shown on the policy schedule.

- **IB2**

PRINCIPALS ENDORSEMENT

The following is deemed to be an insured under the Liability section of this Policy to the extent described in "Cover for others" part (f):
The Hepburn Shire Council

End of Certificate

QM1826-1207



Certificate of Currency
Solution ONE Insurance

Policy Number: AD453304851PIND

Insured: Sanae Services Pty Ltd

Address/Premises: 20 Jubilee Lake Lane, Daylesford VIC 3460

Business: Advice and Consulting Services regarding Septic System as declared

Period of Insurance: From: 4pm on 14/06/2021
To: 4pm on 14/06/2022

Part A: - Professional Indemnity

Limit of Indemnity: \$5,000,000 any one Claim and
\$10,000,000 in the aggregate

Excess: \$500 each and every Claim inclusive of Defence Costs

Retroactive Date: 14/06/2016 excluding all known Claims and circumstances

Part B: - General Liability

Section: N/A

Part C: - Management Liability

Section: N/A

Premium: As Agreed

Policy Wording: Solution Underwriting Solution ONE Insurance Policy - SU CL 0520

Security: Chubb Insurance Australia Limited

Territorial Limits: Anywhere in the world other than the United States of America or Canada or their territories, protectorates or dependencies

Jurisdiction: Anywhere in the world other than the United States of America or Canada or their territories, protectorates or dependencies

Endorsements: See Policy Schedule

Date and Place of Issue: Melbourne on 17 June 2021

Signed for and on behalf of Solution Underwriting Agency Pty Ltd

A handwritten signature in black ink, appearing to be 'Rhys Mills', enclosed within a hand-drawn oval.

Rhys Mills – Managing Director



ATTACHMENT 11.6.1
DISTANCES

- Glenlyon General Store
2.0 kilometres
- Daylesford
8 kilometres

 Subject site



iPlanning Services Pty. Ltd
PO Box 1401
Bakery Hill 3354

Telephone: 0408 577 880
Email: james.ips@iinet.net.au

PROJECT:

Two (2) Lot Subdivision

CA12, Sec 24 TP307049V, Spring Street,
Glenlyon

NOTATIONS:



SITE AND CONTEXT PLAN

SCALE: NTS	DATE: December 2021	
DRAWN: J ILES	REF: P-00955	
CHECKED: J ILES	CONTRACT No.	REVISION No. A
APPROVED: J ILES		

ROADWORKS HAVE BEEN
UNDERTAKEN IN THIS AREA
SINCE THE DATE OF THIS SURVEY

DISCLAIMER:

Services shown hereon have been located where possible by field survey.

Prior to any demolition, excavation or construction on the site, the relevant service authority should be contacted for location of any underground services and detailed location of those services. This note is an integral part of this plan.

NOTATIONS

Levels are to A.H.D
Contour interval 0.20 metres
Title boundaries are shown by a continuous thick line
Bearings have been related to Map Grid Australia (M.G.A.)





DIMENSIONS SHOWN ARE SURVEYED ADOPTED AND
DO NOT NECESSARILY ACCORD WITH TITLE DIMENSIONS

JAMES WALSH LICENSED SURVEYOR
PO Box 35
Daylesford, 3460
Tel: 0427847930
Em: ajwalsh@mmnet.com.au

SURVEYORS REF.
3526

ORIGINAL	
SCALE	SHEET SIZE
1:500	A0

LEGEND

-  SIGN
  TEMPORARY BENCH MARK
  TOP OF BANK
  FENCE
- ELECT. / TELEPHONE POLE
 TELSTRA PIT
 NATIVE TREE
 EDGE ROAD FORMATION
 TITLE BOUNDARY
- STAY WIRE
 TELSTRA PILLAR
 EDGE VEGETATION

LEVEL AND FEATURE PLAN

PARISH OF GLENLYON
TOWNSHIP OF GLENLYON
SECTION 24
JULY 2021

PARISH OF GLENLYON
TOWNSHIP OF GLENLYON
SECTION 24
CROWN ALLOTMENT 12

PLAN OF PROPOSED SUBDIVISION





GMW Ref: PP-22-00202
Doc ID: A4336989

Hepburn Shire Council
Planning Department
shire@hepburn.vic.gov.au

10 March 2022

Dear Sir and/or Madam,

Planning Permit Application - Subdivision - 2 lot subdivision

Application No. PLN22/0016
Applicant: Iplanning Services Pty Ltd
Location: 24 Collins Road GLENLYON
 V 12348 F 357 CA 12 Sect 24 Glenlyon

Thank you for your letter and information received 23 February 2022 in accordance with Section 55 of the *Planning and Environment Act 1987*.

Goulburn-Murray Water's (GMW's) areas of interest are surface water and groundwater quality, use and disposal. GMW requires that development proposals do not impact detrimentally on GMW's infrastructure and the flow and quality of surface water and groundwater. Applicants must ensure that any required water supplies are available from an approved source.

The property is located in the Cairn Curran Special Water Supply Catchment and subject to ESO1. The land is zoned TZ and comprises of >8000m². GMW understands that the applicant is seeking planning permission to subdivide the site into 2 lots with an area of 4078m² each. No water features have been identified on the site. A Land Capability Assessment (LCA) has been provided with the application recommending that wastewater from any future dwelling on the site is treated to a secondary standard and disposed of via sub-surface irrigation. However, under the provisions of ESO1 of the planning scheme any future dwelling on the lots will trigger the requirement for a planning permit and be referred to GMW in accordance with Section 55 of the Planning and Environment Act for further comment.

Based on the information provided and in accordance with Section 56 (b) of the *Planning and Environment Act 1987*, Goulburn-Murray Water has no objection to this planning permit being granted subject to the following conditions:

1. All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
2. Any Plan of Subdivision lodged for certification must be referred to Goulburn-Murray Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act 1988.

3. Prior to Statement of Compliance being issued, the owner shall enter into an Agreement with the Responsible Authority and Goulburn Murray Water under Section 173 of the Planning and Environment Act ensuring that:
 - a) If a community effluent disposal system or reticulated sewerage system becomes available, each lot in the subdivision must be connected to the system for the management of wastewater and all on-site wastewater treatment and disposal systems must be decommissioned.
 - b) The wastewater treatment and disposal facility be installed, operated and maintained as required by the EPA.
 - c) The owner shall meet the cost of the registration of the agreement on the title.
 - d) This agreement must be registered on title.
 - e) This agreement is cancelled if (a) above is satisfied.

If you require further information please e-mail planning.referrals@gmwater.com.au or contact 1800 013 357.

Yours sincerely

Ranine McKenzie

Ranine McKenzie
SECTION LEADER STATUTORY PLANNING

NCCMA Ref: NCCMA-F-2022-00263
Document No: 1
Council Ref: PLN22/0016
Other Ref:
Date: 24 February 2022

James McInnes
Statutory Planner
Hepburn Shire Council
Po Box 21,
Daylesford Vic 3460

Dear James

Planning Permit Application No: PLN22/0016
Development Description: 2 Lot Subdivision
Street Address: 24 Collins Road, Glenlyon Vic 3461
Cadastral Location: CA 12, Section 24, Parish of Glenlyon
Applicant: James Iles, iPlanning Services Pty Ltd

Thank you for your referral under Section 55 of the *Planning and Environment Act, 1987* dated 23 February 2022, and received by North Central Catchment Management Authority (CMA) on 23 February 2022, regarding the above matter.

North Central CMA, pursuant to *Section 56 of the Planning and Environment Act 1987*, **does not object** to the granting of a permit.

Advice to Applicant / Council

Flood levels for the 1% AEP probability (100 year ARI) have not been determined for this area under the *Water Act 1989*. However, information available at North Central CMA indicates that in the event of a 1% AEP flood event it is highly unlikely that the property may be subject to inundation from a designated waterway.

Should you have any queries, please do not hesitate to contact me on **(03) 5440 1896**.

To assist the CMA in handling any enquiries and the supply of further information, please ensure you quote **NCCMA-F-2022-00263** in your correspondence.

Yours sincerely



Nathan Treloar
Waterways and Floodplain Officer
Cc: James Iles, iPlanning Services Pty Ltd



Information contained in this correspondence is subject to the definitions and disclaimers attached.



Attached: Definitions and Disclaimers

Definitions and Disclaimers

1. The area referred to in this letter as the 'proposed development location' is the land parcel(s) that, according to the Authority's assessment, represent(s) the location identified by the applicant. The identification of the 'proposed development location' on the Authority's GIS has been done in good faith and in accordance with the information given to the Authority by the applicant(s) and/or local government authority.
2. While every endeavour has been made by the Authority to identify the proposed development location on its GIS using VicMap Parcel and Address data, the Authority accepts no responsibility for or makes no warranty with regard to the accuracy or naming of this proposed development location according to its official land title description.
3. **AEP** as Annual Exceedance Probability – is the likelihood of occurrence of a flood of given size or larger occurring in any one year. AEP is expressed as a percentage (%) risk and may be expressed as the reciprocal of ARI (Average Recurrence Interval).

 Please note that the 1% probability flood is not the probable maximum flood (PMF). There is always a possibility that a flood larger in height and extent than the 1% probability flood may occur in the future.
4. **ARI** as Average Recurrence Interval - is the likelihood of occurrence, expressed in terms of the long-term average number of years, between flood events as large as or larger than the design flood event. For example, floods with a discharge as large as or larger than the 100-year ARI flood will occur on average once every 100 years.
5. **AHD** as Australian Height Datum - is the adopted national height datum that generally relates to height above mean sea level. Elevation is in metres.
6. No warranty is made as to the accuracy or liability of any studies, estimates, calculations, opinions, conclusions, recommendations (which may change without notice) or other information contained in this letter and, to the maximum extent permitted by law, the Authority disclaims all liability and responsibility for any direct or indirect loss or damage which may be suffered by any recipient or other person through relying on anything contained in or omitted from this letter.
7. This letter has been prepared for the sole use by the party to whom it is addressed and no responsibility is accepted by the Authority with regard to any third party use for the whole or any part of its contents. Neither the whole nor any part of this letter or any reference thereto may be included in any document, circular or statement without the Authority's written approval of the form and context in which it will appear.
8. The flood information provided represents the best estimates based on currently available information. This information is subject to change as new information becomes available and as further studies are carried out.



Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING?



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PA003535 PLN22/0016

Proposal: 2 lot subdivision

Who has applied for the permit: iPlanning PtyLtd on behalf of Glenlyon Development Management

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Refer to Hepburn Planning Scheme Cl. 74.02 Further Strategic Work 10/02/2022 C80
 hepb. The Hepburn Shire Council HAS NOT DONE SUFFICIENT FURTHER WORK
 to properly ensure

1. proper structure planning for Glenlyon,
2. updated municipal wildfire assessment for 24 Collins Road Glenlyon.
3. Flora and fauna assessment and updating of biodiversity controls to take into account the needs of this particular site.
4. Preparing a rural settlement strategy to better understand the risks and challenges posed in Hepburn's settlements to guide development consistent with GLENLYON's inherent rural character.
5. Undertaking an assessment of the Shire's wastewater treatment plants and any necessary odour studies that are consistent with relevant guidelines, detailing future planning scheme approaches.
7. Undertaking proper assessment of the potential for groundwater contamination due

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

I am a resident of Glenlyon. Further development including the recent Hamlet residential development of 26 blocks plus this development of now 21 blocks of which the proposed sub-division is part, will affect the current infrastructure of Glenlyon: an electricity supply that cannot take additional solar input causing regular power outages, more traffic on local roads not built for that purpose, greater shire expenditure on road maintenance.
 In addition I object to the sly waay the Glenlyon Development Management company has by an apparent loophole avoided CI 7.1 PUBLIC SPACE CONTRIBUTION. and therefore any offset of the loss of valuable land for biodiversity purposes.

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If insufficient space, please attach separate sheet

Privacy Collection Notice

Your objection and the personal information on this form is collected by Hepburn Shire Council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act).

If you do not provide your name and address, Hepburn Shire Council will not be able to consider your objection.

Your objection will be available at the Hepburn Shire Council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

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

Signature: Or Tick Box ☒ Date: 12/04/2022

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:

[REDACTED]

WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PLN22/0016

Proposal: SUBDIVISIONS PA 003535, PA003536, PA 003539

Who has applied for the permit: Iplanning Services Pty Ltd

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Our concerns are that Glenlyon township does not have reticulated water or sewerage. The application for further subdivisions will only exacerbate the concerns we have and other residents with ground water contamination and the over development of the area without further community consultation and the effects on the surrounding environment.

Furthermore information on the application is not on the HSC website and the QR code does not link to the applications.

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

As residents we are most concerned that the granting of this permit will lead to environment damage.

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.....

If insufficient space, please attach separate sheet

Privacy Collection Notice

Your objection and the personal information on this form is collected by Hepburn Shire Council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act).

If you do not provide your name and address, Hepburn Shire Council will not be able to consider your objection.

Your objection will be available at the Hepburn Shire Council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

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

Signature: Or Tick Box ☒ Date: **11 April, 2022**

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

1. This form is to help you make an objection to an application in a way which complies with the Planning and Environment Act 1987, and which can be readily understood by the Responsible Authority. There is no requirement under the Act that you use any particular form.
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 - state how you would be affected if a permit is granted.
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11. If the Responsible Authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:**WHAT APPLICATION DO YOU OBJECT TO?**Permit application no. PlnPA 003535, PLN2Proposal: To subdivide 'Loddonvale' blocks into high risk sizesWho has applied for the permit: James Iles iPlanning ServicesP/L**WHAT ARE THE REASONS FOR YOUR OBJECTION?**

HSC has in it's Waste Water Management Plan 2014 that blocks smaller than 4000sq m are high risk in an area with no town water or sewerage. This puts the number of high risk blocks in this and the 'Hamlet' at an unsafe number.

The applicant has no interest in our community or in it's future well being. Get their profits and move on to the next pigeon - with no input from council other than 'sure, sign here and pay the fee'.

Bronwyn Southee gave a definite undertaking that we would be notified if there were to be further subdivisions. I understand she has left but does council have no ethics?

I am sick of asking council for information and being treated with such disrespect (have been asking about Glenlyon Reserve since last October - nothing).

I realise this is a useless objection and the WWP 2014 was, very conveniently, not incorporated into Planning regulations. Council has only had 7 or 8 years to rectify this so please don't reply with platitudes about your hands being tied.

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

As a member of this community I am concerned about the suburbanisation of Glenlyon. The 3 other town boundaries have 5 acre buffer zones. RLZ.

These subdivisions create a real potential for complaint about farming practices across the road - I have asked questions at council about this.

Water security. Glenlyon has had several town meetings about water tables and bores with up to 60 residents attending. This further subdivision creates greater stress on a finite resource.

And just general stress of feeling like council doesn't give a damn.

From: [REDACTED]
Subject: [Hepburn Shire Mailbox](#)
Date: PlnPA003535 - 24 Collins Road GLENLYON VIC 3461 - Planning Submission Objection
Monday, 11 April 2022 5:23:34 PM

Name and address of the submitter/objector - [REDACTED]

Reason(s) for the submission/objection -

I wish to object to the application on the following grounds

1. Overdevelopment - Glenlyon is a small settlement with no reticulated water or sewerage. A 26 lot subdivision has already been approved for development to the west and across Spring Street of this subject land. If this Crown Allotment is subdivided along with the other 3 Crown Allotments in this subdivision there will be another 17 blocks on top of the 26. This is an alarming growth rate in a situation where there is no structure plan. The Township plan for Glenlyon was drawn up in the 1860's. It is not appropriate for development today. In the nineteenth century people did not use water at the rate they do today. Research needs to be carried out on the effect of these sort of developments on the quality of groundwater and the amount. A structure plan needs to be developed and the Shire needs to work with Goulburn Murray Catchment Authority on preparing a sustainable way forward. This type of development needs to have planned overall approach and not just treating each application for subdivision and building permit one by one. Goulburn Murray have said within the last 2 years "Density of unsewered development in Glenlyon is high and further subdivision of land creating additional unsewered lots poses a high risk to ground and surface water quality".

The application states that the each lot owner will have to rely on potable water in tanks and can use treated waste water on their gardens. The LCA Report talks about waste fields and drip systems. All very confusing for the average person. Will the Council be able to supervise any of this?

2. Lack of infrastructure and services as stated above no reticulated sewerage or water. Power supply still problematic. There have been so many interruptions to supply in the last 12 months that we have received 2 credits under the GSL scheme. It needs to be pointed out that the General Store is a tourist venue and provides nothing for locals. There is no public transport service going through Glenlyon.

3. Risk of fire. With fire seasons becoming hotter and more risk of the Wombat Forest going up in flames, and the population of this small hamlet increasing, plans need to be developed with the CFA as to how you keep the expected increase in population safe.

4. I am of the view that it would be helpful to have a round table discussion with the property owner of the land the subject of the application, the developers, Council officers and concerned residents of Glenlyon. I note the details of owners has been redacted. This information is available on public record and I have done my searches.

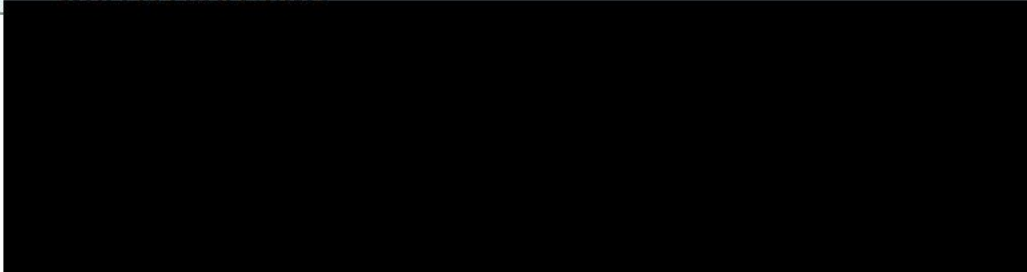
In summary, the overdevelopment of Glenlyon is posing severe risk to the ground water and the Loddon River. More knowledge is required on how this risk can be dealt with. A structure plan is required. Discussions need to be had with all stakeholders.

[REDACTED]
[REDACTED]

Please use block letters

Planning & Environment Act 1987

WHO IS OBJECTING:



WHAT APPLICATION DO YOU OBJECT TO?

Permit application no. PinPA003535, 003539, 003536, PLN22/0016

Proposal: Subdivisions

Who has applied for the permit: Apparently the name has been redacted

WHAT ARE THE REASONS FOR YOUR OBJECTION?

Refer to attached 4 pages

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

Refer to attached 4 pages

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If insufficient space, please attach separate sheet

Privacy Collection Notice

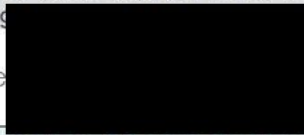
Your objection and the personal information on this form is collected by Hepburn Shire Council for the purposes of the planning process as set out in the Planning and Environment Act 1987 (PE Act).

If you do not provide your name and address, Hepburn Shire Council will not be able to consider your objection.

Your objection will be available at the Hepburn Shire Council office for any person to inspect and copies may be made available on request to any person for the relevant period set out in the PE Act.

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

Signature



..... Or Tick Box



Date: 11_04_2022

IMPORTANT NOTES ABOUT OBJECTIONS TO PLANNING PERMIT APPLICATIONS

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

Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development

Objection to the Loddonvale subdivisions
PlnPA003535, 003539, 003536, PLN22/0016
and proposed moratorium on future
subdivisions in Glenlyon until the sustainability issues – lack of mains
sewerage and water supply issues and poor power supply and
the impact of this “suburban
development” on the local environment is resolved.

- **Current 1861 town plan** is a complete anachronism and not an appropriate template for development in Glenlyon 2022 for the reasons outlined below.
- **2022 Glenlyon will never have sewerage and mains water supply** (pop required 3000 currently 380-400 approx.) 3000 min required as advised by planners and staff of HSC on numerous occasions.
- **Every site in Glenlyon is its own sewage farm.**
- **Every site in Glenlyon needs its own water supply from rainwater and groundwater – both sources are being depleted through climate change.**
- **On every site in Glenlyon with a ground water bore – (most sites have one) – risk of cross contamination of human effluent entering the groundwater via the bore penetration. The smaller the site the higher the risk.**
- **Risk from lack of oversight** by underfunded and over committed statutory bodies: HSC GMW EPA all struggling to provide any due diligence with regard to development. Most sites in Glenlyon have never been inspected.
- **All sites in Township Glenlyon are very high maintenance – with no mains water and no sewerage** - everything in Glenlyon is completely owner operated with the inherent contamination risks associated and the multiplier effect of more and smaller subdivisions. Multiple pumps and frequent power failures.

Glenlyon is in the catchment area for the Loddon.

2.0 1861 Glenlyon town plan - Development impacts – Human and Environmental Health, Sustainability, Climate Change all ignored in favour of short term profits.

Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development

(i) High carbon footprint development – very little local employment – no schools and retail: Increased population requiring travel elsewhere for basic work and supplies in an area with little local employment and outlets.

(ii) Hepburn Shire has a commitment to combat climate change: but this is not fulfilled with “suburban” style higher density developments like “Loddonvale” in Townships like Glenlyon. **Travel: 10 km to Daylesford and 29.5 km to Kyneton. A 20 km to 59 km round trip for the most basic supplies.**

(iii) Option - Tourism/holiday market - high water use expectation: with high tariffs of high water consumption and waste water production.

(iv) The unsustainability of 1861 Glenlyon town plan development - there is a finite and reducing supply of groundwater and rain harvested water with reduced rainfall, environmental flows and run off to the river and creek system due to upstream dams and a proliferation of ground water licences.

(v) Climate change – higher temperatures - lower rainfall – erratic rainfall – reduced water supply. **The Farmers Federation acknowledges the reality of climate change.**

(vi) Smaller Sites - eg Hamlet sites down to 31.43 m means less width, and problems of containing effluent onsite and avoiding cross contamination:

Source Code of Practice septic Tanks:

On site setbacks – 20m setbacks to bores (with secondary treatment)
most sites will require secondary treatment (50m primary – conventional septic)
Boundary setbacks - upslope 3m setback - downslope 3m setback

(vii) Amenity Loss: There is no design development / neighbourhood character guidelines in this Township Zone.

(viii) Impact on Existing Township Conditions: The impact on existing conditions is not factored into any appraisals on any grounds: aesthetic, environmental, water loss, effluent risk. Standards are either non existent or to the bare minimum on all fronts. Loss of trees (eg Loddonvale: already trees are threatened), increased traffic etc etc.

3.0 How will we be affected:

Glenlyon services: no water, no sewerage and poor power supply, the Township simply cannot support these household numbers and therefore population increases –

2020 – 2022 - 52 new lot approvals in Glenlyon Township /

121 existing houses Glenlyon Township

9 in Township plus 26 Hamlet plus 17 Loddonvale = 52 / 121

43% growth in 2 years 2020 - 2022

This is unsustainable development on undersized sites has two direct impacts for us:

Access to and risk of contamination of Groundwater - sustainability of life in Glenlyon:

3.1 Increased Risk of groundwater depletion that has the potential to make the township

**Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development**

groundwater inaccessible to us

3.2 Increased Risk of contamination of the Groundwater through effluent from onsite septic systems being dragged into the Aquifers as the water table drops

3.3 HSC are ignoring Clause 56 – drinking water must be provided to each subdivision and GMW are not acting responsibly simply approving these applications without actually assessing if these developments are sustainable – no drinking water or drinking water

The responsible authority is NOT acting responsibly approving these subdivisions without drinking water and HSC are complicit in this.

HEPBURN PLANNING SCHEME

56.07 28/10/2016 VC101	INTEGRATED WATER MANAGEMENT
56.07-1 08/10/2008 VC42	Drinking water supply objectives To reduce the use of drinking water. To provide an adequate, cost-effective supply of drinking water. Standard C22 The supply of drinking water must be: <ul style="list-style-type: none">■ Designed and constructed in accordance with the requirements and to the satisfaction of the relevant water authority.■ Provided to the boundary of all lots in the subdivision to the satisfaction of the relevant water authority.

infrastructure is being supplied to these sites.

Environmental life impacts:

3.4 Increased Risk of groundwater depletion that has the potential to make the groundwater inaccessible to the environment

3.5 Increased Risk of contamination of the Groundwater through effluent from onsite septic systems being dragged into the Aquifers as the water table drops

4.0 Conclusion: “Loddonvale” and PInPA003535, 003539, 003536, PLN22/0016

The 1861 Glenlyon town plan development risks are too high and require proper independent scientific (eg hydrogeological ie groundwater volumes and sustainability) and environmental evaluation (In my opinion HSC and GMW have a conflict of interest). This includes such basics as the risk of water supply failure, effluent overload and cross contamination of human effluent entering the existing ground water supply, not to mention the significant permanent environmental impacts of this unsustainable 1861

**Objection to the Loddonvale Development and Subdivisions ATTACHMENT 11.6.4
PInPA003535, 003539, 003536, PLN22/0016**

**Moratorium on development in Glenlyon
The 1861 Town Plan is Unsustainable Rural Development**

town plan. I am opposed to Loddonvale subdivision of subdivisions and request a moratorium on development in Glenlyon until a proper study of all the risks involved in Township expansion are independently evaluated and presented to residents for their input.

This Township expansion is being undertaken without a published Structure Plan – there is no urban planning to prove that these developments are viable, if these further subdivision approvals PInPA003535, 003539, 003536, PLN22/0016 are accepted without proper independent investigation of the sustainability of this Township expansion – in this Township with no water, no sewerage and poor power supply - this is an act of gross negligence by Hepburn Shire Council and GMW.

From: [REDACTED]
To: [Hepburn Shire Mailbox](#)
Subject: Objections to planning applications PlnPA003535 PLN22/0016 PlnPA003539 PlnPA003536 - 24 Collins Road, Glenlyon
Date: Monday, 11 April 2022 3:47:18 PM

Name and address of the objector - [REDACTED]

Reason(s) for the objection -

1. Current infrastructure. Glenlyon has little infrastructure - no reticulated water, no sewage, no public transport and no retail (the currently named General Store, is not a general store which could be used for provisioning the locals).

Eleven years ago an employee of Goulburn Murray Water advised residents that there would no more bores drilled in the area. This has proven to be not the case. Bores have continued to be sunk. If every property at (so-called) 24 Collins Road has a bore, what effect will that have on ground water used for nearby agriculture and horticulture (ie our food)? Will building permits contain a covenant restricting water consumption to rain water tanks, and no bores to be drilled?

No universal sewage system means waste water treatment is left to individual property owners. The Hepburn Shire does not currently enforce its own requirements for three monthly and annual inspections. If the shire does not meet their own requirements, then property owners are unlikely to comply. It appears the current Glenlyon power grid is still unable to meet the needs of current users, with frequent power black outs. Additional residences in Glenlyon will put even greater pressure on the grid.

2. General - over development. Crown Allotments drawn up in 1860s, on which the allotments along Barkly Street are based, are inappropriate for 2022 and beyond. There appears to be no overall plan - Council is allowing development, single plot by single plot, and not considering the big picture. Standards required in 2022 and beyond are not those of 1860. Further subdivision of land on the outskirts of Glenlyon creates an appalling precedent for unsustainable development in Glenlyon, and will destroy the neighbourhood character. DELWP document https://planning-schemes.api.delwp.vic.gov.au/_data/assets/pdf_file/0003/463953/Hepburn_PS_Ordinance.pdf?_ga=2.165571574.898885614.1610089951-1594439468.1610089951 which includes reference to needing to maintain the rural aspect of many areas along the Daylesford Malmsbury Road corridor from Coomoora to Glenlyon. The sight of an additional mini-Melton on the edge of Glenlyon does not fit this rural aspect, nor does it fit with the desires of the current residents (several local surveys provide this information).

3. It would be more appropriate for a Glenlyon Structure Plan to be developed before unfettered development and land divisions are permitted.

TOWN PLANNING REFERRALS

ENGINEERING CONDITIONS

Application No : PLN22 – 0016
 File : 104581P
 Property No : 104581
 Address of Land : 24 Collins Road Road, Glenlyon
 Description : Staged Subdivision

1. Stormwater Drainage

- 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.
- Each lot requires a separate point of discharge.
- It is the responsibility of the developer, to prepare a Stormwater Strategy Plan to identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surround road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.
- It is the responsibility of the developer to meet the requirements for stormwater quality as stated in the BPEM (Best Practice Environmental Management) Guidelines
 Note: Additional information for requirements can be found at <https://www.epa.vic.gov.au/business-and-industry/guidelines/water-guidance/urban-stormwater-bpemg>

2. Access

- Vehicle access/crossing to the land is to be located, constructed and maintained to the satisfaction of the Responsible Authority.
- Prior to the occupation the following will be constructed for approval.
 - Vehicle access/crossing is to be constructed in accordance with Infrastructure Design Manual Standard Drawing SD 255 or to approval of responsible authority
 - Vehicle access/crossing to the land shall be located so that adequate sight distance is achieved to comply with Australian Standard

AS2890.1:2004 Section 3.2.4 and as specified in Ausroad's Guide to Road Design Part 4A Section 3.4 - 'Sight Distance at Property Entrance'.

- Minimum 10.0m and 9.0m clearance shall be maintained from any road intersection and between adjacent crossovers respectively.
- Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.
- 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.

3. Native Vegetation assessment

- Prior to the commencement of any works , the permit holder must submit site /construction management plans to the satisfaction of the Responsible Authority demonstrating appropriate measures to put in place to protect the native vegetation and associated habitats identified in the native vegetation assessment report. The Native Vegetation Assessment shall include qualified arborist reposit on the health and status of all large trees in the construction zone. All works undertaken during the construction and development stage must be in accordance with the management plan to the satisfaction of the Responsible Authority.
4. Prior to commencement of use 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
 5. All works must be constructed and completed prior to statement of compliance.
 6. All costs incurred in complying with the above conditions shall be borne by the permit holder

Prepared by: Ashley Goad – Engineering Development Officer
Date: 28/02/2022

12 A RESILIENT AND SUSTAINABLE ENVIRONMENT

12.1 ADOPTION OF THE DRAFT SUSTAINABLE HEPBURN STRATEGY 2022-2026 DIRECTOR INFRASTRUCTURE AND DELIVERY

In providing this advice to Council as the Sustainable Hepburn Project Manager}, I Maree Grenfell have no interests to disclose in this report.

ATTACHMENTS

1. Final Draft Sustainable Hepburn 202226 Full [12.1.1 - 126 pages]
2. Sustainable Hepburn Community Engagement Report 01082022 [12.1.2 - 40 pages]

EXECUTIVE SUMMARY

The purpose of this report is to provide Councillors with the proposed four-year *Sustainable Hepburn* strategy for adoption. *Sustainable Hepburn 2022–2026* is priority 1.5.1 in the Hepburn Shire Council Plan 2021-2025. Acknowledging the opportunity for an integrated approach on environmental sustainability to assist collaboration and co-benefits, it's four themes include: Beyond zero emissions, Natural environment and biodiversity, Low waste, and Climate resilience.

The draft *Sustainable Hepburn* strategy was developed between October 2021 and July 2022 with input from the broad Hepburn community, targeted focus groups and a dedicated Community Reference Group. The draft strategy presents a strong evidence base for sustainability action considering the global to local context. It is widely recognised that action to mitigate emissions, reduce energy and fuel costs, reduce waste to landfill, protect biodiversity and prepare assets and communities for more extreme weather, reduces the likelihood and consequence of future impacts which could be detrimental to the community's ability to thrive. The strategy outlines work already progressed against each *Sustainable Hepburn* theme and a four-year action plan for each theme to guide council work areas.

OFFICER'S RECOMMENDATION

That Council:

1. *Acknowledges the community members who have provided input and feedback into the development of Sustainable Hepburn as well as the efforts from the Community Reference Group in shaping the action plans within the strategy;*
2. *Notes the Community Engagement Report which outlines input and feedback from the community during the strategy's development;*
3. *Notes the changes made to the draft Sustainable Hepburn strategy since last presented;*

4. *Adopts the Sustainable Hepburn Strategy 2022-2026; and*
5. *Commits to the Sustainable Hepburn action plan as a base for future funding submissions to ensure its successful implementation.*

MOTION

That Council:

1. *Acknowledges the community members who have provided input and feedback into the development of Sustainable Hepburn as well as the efforts from the Community Reference Group in shaping the action plans within the strategy;*
2. *Notes the Community Engagement Report which outlines input and feedback from the community during the strategy's development;*
3. *Notes the changes made to the draft Sustainable Hepburn strategy since last presented;*
4. *Adopts the Sustainable Hepburn Strategy 2022-2026; and*
5. *Commits to the Sustainable Hepburn action plan as a base for future funding submissions to ensure its successful implementation.*

Moved: Cr Jen Bray

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

Sustainable Hepburn 2022-2026 is a new strategy referenced in Council's 2021-2025 Council Plan.

Focus Area 1 – A resilient, sustainable and protected environment:

1.5.1 Develop and implement the Sustainable Hepburn strategy to align waste, sustainability and biodiversity

Hepburn Shire Council is proud of the achievements made towards environmental sustainability across the Shire - in the community, in partnership with other agencies and at Council. *Sustainable Hepburn* builds on efforts to date and updates three major Council strategies:

[Waste Management and Resource Recovery Strategy 2014–21](#)

[Biodiversity Strategy 2018–21](#)

[Towards Zero Emissions Roadmap 2017-21](#)

Sustainable Hepburn acknowledges the interconnected relationship between many facets of environmental sustainability and as such, proposes action on four key themes. Each theme shares elements of crossover with each other, providing an opportunity for deeper collaboration and partnership both within Council and between Council and community.

Sustainable Hepburn's themes are:

Beyond zero emissions:

Achieve and maintain beyond zero net emissions from council activities by installing and purchasing renewable energy, increasing energy efficiency, designing for local climates, offsetting where appropriate and providing options for low fossil fuel-based activities.

Natural environment and biodiversity:

Protect and enhance biodiversity values across the Shire through restoration of natural environmental values, appropriate land use, knowledge sharing, and improved capacity of Council.

Low waste:

Reduce waste to landfill, increase and improve recycling and extend services across the Shire for reuse of materials and develop circular economy opportunities.

Climate resilience:

Council's infrastructure, services and the community can adapt to the impacts of a changing climate, know what actions to take in extreme weather, are more informed about climate risk and water is valued as a vital natural resource.

Strategy development

Taking on this integrated strategy development approach meant multiple council strategies could be updated/developed during the COVID-19 pandemic and despite disruptions, consultation activities continued both online and in person producing excellent reach. The integrated approach has also meant that three major strategies have been updated in a time and resource efficient manner, compared to each strategy being developed in isolation to each other.

Engagement activities undertaken throughout the *Sustainable Hepburn* project includes over 400 touch points of participation and collaboration with the community and Council, including broad engagement, stakeholder engagement and the Sustainable Hepburn Community Reference Group.

KEY ISSUES

Council leadership

Sustainable Hepburn extends council's ambition as a leader in sustainability within the local government sector and commits to acting on issues the Hepburn Shire community have indicated as their top priorities.

Leading by example is a powerful gesture and can encourage further action in the community, who has a progressive track record of grass roots action.

Council has a fantastic opportunity to embed sustainability in future investment and decision making, enabling a culture of informed and empowered staff motivated to make a difference to the sustainability of the Shire.

From global to local risks and opportunities

We are in a climate emergency (declared by Hepburn Shire Council in 2019 along with 110 local government jurisdictions around Australia) and at the time of developing *Sustainable Hepburn*, climate scientists warn that we are already perilously close to tipping points that could lead to cascading and irreversible climate impacts.

Global warming of 1.5°C and 2°C will be exceeded during the 21st century unless deep reductions in CO₂ and other greenhouse gas emissions occur in the coming decades. Even under a very low emissions scenario (assuming global reductions in emissions from the 2020s reaching net zero emissions by 2050, and negative emissions thereafter) there is now less than a 50% chance of limiting warming to 1.5°C. It is becoming increasingly obvious that in addition to reducing emissions we need to prepare for a changing climate and more extreme weather.

Sustainable Hepburn responds to obligations of due diligence outlined in the Climate Change Act 2017 (and section 9 of the Local Government Act 2020), the importance of future proofing liveability for Hepburn Shire residents, protecting and enhancing Hepburn Shire's ecosystems and the services they provide and upcoming waste and recycling policy changes from state and federal government. The local environmental values define our local identity and draw visitors to the Shire. Tourism contributes over \$106 million annually to the Shire's economy and is also one of our largest employing sectors. Protecting our natural assets is a risk mitigation strategy not just for future generations but for our local economy.

Sustainable Hepburn encourages a balance between people and place. The opportunity now is to protect these natural values, and position Hepburn Shire as a sustainable destination to leverage the benefit of a strong local economy. The *Sustainable Hepburn* action plans can be leveraged for future funding opportunities.

Sustainability is no longer the sole responsibility of a specific person or department. It requires a collective effort; new governance structures and processes to enable collaboration and genuine accountability. *Sustainable Hepburn* acknowledges the importance of partnerships, and proposes project partners for its actions, as they enable council to do more to facilitate sustainability outcomes leveraging additional funding and resources.

Sustainable Hepburn actions

Sustainable Hepburn proposes actions under its four themes as well as some overarching actions that respond to all the themes.

The action plans serve as four-year workplans for each of the strategy's themes which correspond to council work areas. As such they provide a solid authorising environment for council officers and a roadmap for planned work. *Sustainable Hepburn's* actions are also identified for cross theme collaboration and input.

Sustainable Hepburn Launch

Should Council adopt the strategy, *Sustainable Hepburn* will be launched at a community event in partnership with Storm Recovery at the end of October 2022. The event will be an opportunity for the community to hear from sustainability experts, share their knowledge on sustainability issues, connect with each other to extend their community networks and celebrate *Sustainable Hepburn*. The event will also have a preparedness angle and will align with the start of fire/heat season preparation.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

Focus Area 1 – A resilient, sustainable and protected environment:

1.5.1 Develop and implement the Sustainable Hepburn strategy to align waste, sustainability and biodiversity

GOVERNANCE ISSUES

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

A Gender Impact Assessment (GIA) has also been completed on *Sustainable Hepburn's* development. *Sustainable Hepburn* has considered diversity and inclusion of community members in its development. The Community Reference Group represented gender diversity with 13 males and 17 females (including Council representatives) participating.

Community pop ups events delivered as part of the strategy's development were held in non-gendered settings and were open to anyone to "pop-in". Locations of pop ups included out the front of Council libraries and at Trentham, in the rotunda outside the IGA.

A tally of community members by gender attending community pop up events shows that of the 153 engagements, 102 were female and 51 were male.

Young people were engaged at specific events and a stall was held at Chillout, encouraging involvement from community with diverse sexual orientations.

Sustainable Hepburn does not explicitly address gender diversity, however implicit in its vision for environmental sustainability, it does acknowledge the importance of community resilience (addressed in the climate resilience theme). Community resilience is built through community connection and social inclusion, which

celebrates all community members as equal and important to the community's identity. *Sustainable Hepburn* welcomes all community members to get involved and the recommendations noted in the GIA state:

That Sustainable Hepburn community facing events, promotions and workshops will be developed to ensure equity of participation, ease of access, respect of diversity of all participants and safety for marginalized or at-risk community members.

That any promotional offers to the community consider climate justice and vulnerable community members and actions are implemented in a way to reduce social vulnerability, energy poverty or discrimination.

SUSTAINABILITY IMPLICATIONS

Sustainable Hepburn 2022-2026 will be Council's updated commitment to environmental sustainability and provides actions for council to take to comply with section 9 of the Local Government Act 2020.

FINANCIAL IMPLICATIONS

Sustainable Hepburn is included in the approved 2022/2023 Council budget and actions have been costed as much as possible to determine the additional annual funding above BAU. An annual budget commitment will need to be made for each financial year between 2023/2024 and 2026/2027 for the successful implementation of *Sustainable Hepburn* which can also be supplemented with grant funding opportunities.

RISK IMPLICATIONS

There are risk implications for Council (environmental, social and financial) in not endorsing *Sustainable Hepburn*.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

A comprehensive community engagement report can be found as an attachment to this report which documents the community engagement activities undertaken between October 2021 and July 2022.

DJAARA involvement

Hepburn Shire's Traditional Owners have been a key stakeholder from the beginning of this project. Council's Plan 2021-2025 and Community Engagement Policy February 2021 identifies Traditional Owners as key partners in preserving our environment:

Strategy 1.4.4 *Develop a meaningful and strategic partnership with Dja Dja Wurrung to identify and collaborate on our shared environmental priorities.*

An overarching guiding principle throughout the project has been to partner with and enable Traditional Owners to lead and manage Country within Hepburn Shire. With this principle in mind, Council Officers began discussions with DJAARA

representative early in December 2021 as to their capacity to be involved in this project given our shared environmental priorities.

Summary of Actions Taken

- Inclusion of Country Plan on Participate Hepburn.
- *Sustainable Hepburn* survey content reviewed by DJAARA and inclusion of an additional survey question on their request.
- Presentation by DJAARA staff to the *Sustainable Hepburn* Community Reference Group.
- DJAARA have provided an opening statement in the *Sustainable Hepburn* strategy “*Caring for and Healing Country*”.

Broad feedback on the draft Sustainable Hepburn strategy June/July 2022

The draft and designed *Sustainable Hepburn* was presented to the community on Participate Hepburn from 17 June – 8 July 2022. Eight submissions were received from community members during this time.

One of the recommendations arising from the Community Reference Group was for an ongoing Community Advisory Group to continue this model of community involvement and leadership for the implementation of Sustainable Hepburn.

Should Council adopt the Sustainable Hepburn Strategy, a draft Terms of Reference for a Sustainable Hepburn Community Advisory Group will be provided to Council for approval at the September meeting.

Some of the community feedback identified suggestions already incorporated in *Sustainable Hepburn* (i.e., Electric vehicle transition, improved information on recycling) hence validating the proposed actions, and some feedback was beyond the scope of *Sustainable Hepburn* (emergency management and commercial broadscale agriculture). See attachment “Community engagement report” for more detail.

Two submissions identified ‘ecologically sustainable forest management’ as a priority for the Shire given the amount of native vegetation on private land. This suggestion was agreed by Council’s Project Control Group for inclusion. This has resulted in an updated objective and three new actions in the Natural environment and biodiversity action plan.

This is the only significant change in the strategy since last being presented to Councillors in June 2022.

Natural environment and biodiversity action plan - Objective 7:

From:	To:
Promote agrobiodiversity approach in the shire for farmers, hobby farmers and backyard growers.	‘Promote, and increase access to expert advice on Agrobiodiversity, Agroforestry and ecologically-informed sustainable management of privately held native forests’

	<p>New actions:</p> <p>Support local farm forestry workshops;</p> <p>Investigate interest in local chapter of Farm Forest Growers that includes native forest management; and</p> <p>Develop a resource base for farm forestry and native forest management</p>
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Hepburn Energy requested some small changes to information provided in the strategy on their organisation. This includes changing their name from Hepburn Wind to Hepburn Energy and providing high resolution images.



Hepburn
SHIRE COUNCIL

The background of the page is a solid teal color. In the upper right quadrant, there is a white silhouette of a bird in flight, facing right. The bird's wings and tail are decorated with small, circular patterns. The entire background is scattered with small, white, dash-like shapes. At the bottom of the page, there is a white wavy line that separates the teal background from a patterned area. This area contains a series of concentric circles and a dense, interlocking pattern of lines.

ACKNOWLEDGEMENT OF COUNTRY

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

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

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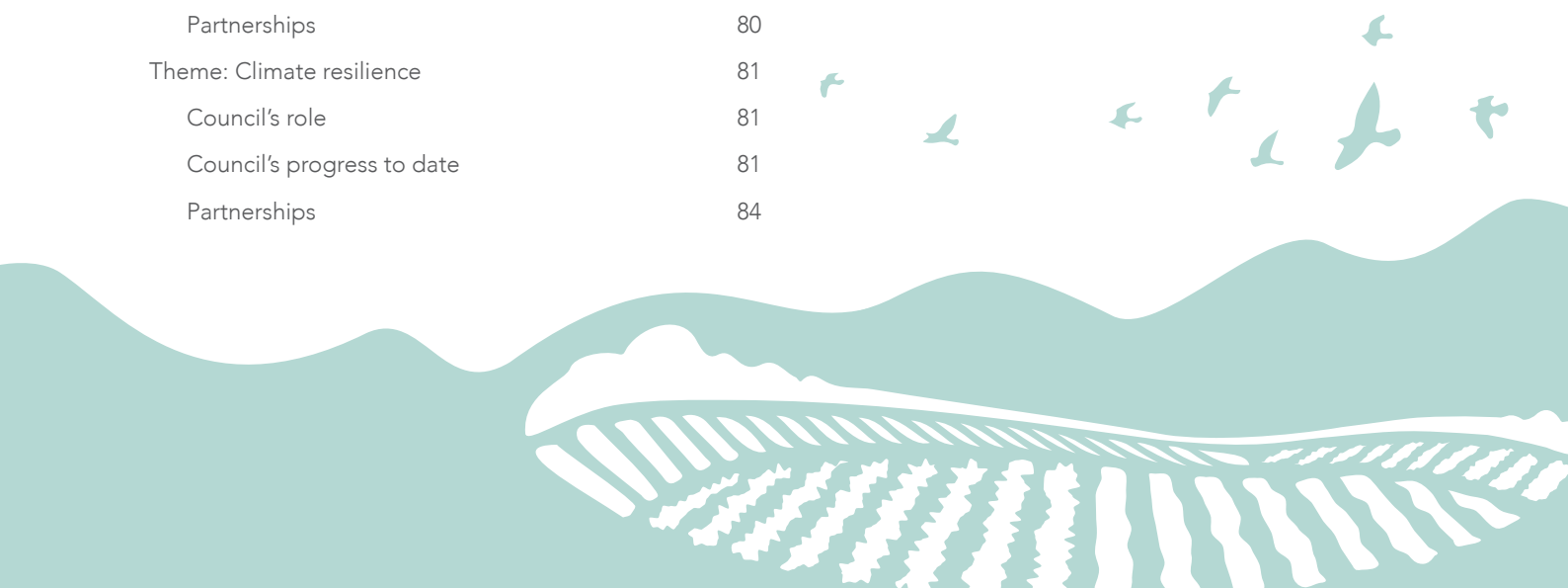
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COMMUNITY ENGAGEMENT SO FAR ON SUSTAINABLE HEPBURN



Caring for and healing Country

Dja Dja Wurrung peoples (Djaara) see all the land and its creatures in a holistic way that is interconnected with each other and with the people. For us, Dja Dja Wurrung Country (Djandak) is a cultural landscape – it is a living entity, which holds the stories of creation and histories that cannot be erased. Imprinted on it are the lore, totemic relationships, songs, ceremonies, and ancestral spirits, which give it life and hold significant value to Djaara. Our Martiinga kuli (ancestors) looked after this Country and we are required to do the same. Caring for Country is vital for maintaining our culture.

“ But over the years, our lands have been exploited and misused, and our people driven off the land and away from their Country. Unsustainable development changed fire regimes and mining have changed the nature of our Country and caused it harm. We have a duty to care for our Country and feel ashamed and sad that it is currently suffering. When the Country suffers, we suffer.

Our Dhelkunya Dja (Healing Country) Plan reaffirms our goals and obligations to care for Country and describes our People's aspirations as the Traditional Owners of Djandak. Our Vision is for the health and wellbeing of our people to be strong and underpinned by our living culture. Our Vision is for our lands and waters to be in good condition and actively managed to protect our values and to promote the laws, culture and rights of all Djaara.

Sustainable Hepburn presents an important opportunity to walk together and heal Country for the Hepburn Shire part of the Dja Dja Wurrung Nation. Successful implementation of *Sustainable Hepburn*, through working in partnership with Djaara as the Traditional Owners, gives life to the Dhelkunya Dja Country Plan, puts spirit back into Country and creates a future that respects our past generations, and those yet to come. This will also deliver the thriving, safe, just, and prosperous local communities, living within planetary boundaries, at the heart of *Sustainable Hepburn*.

Rodney Carter

CEO (Chief Executive Officer) Dja Dja Wurrung Group
Dja Dja Wurrung Clans Aboriginal Corporation



Mayor leadership statement

During the Hepburn Together process in 2020/21, we heard loud and clear from our local community that environmental sustainability is the number one priority closely followed by liveability. We love where we live and we wish to protect what we love, both now and for future generations. Council committed to developing an environmental strategy – *Sustainable Hepburn* – that acknowledges the interconnected nature of climate change, biodiversity and waste management. We are excited to present *Sustainable Hepburn* to you, Council's updated commitment to further reduce our corporate greenhouse gas emissions, protect and enhance our local biodiversity, transition to a low waste Shire and become more resilient to the impacts of climate change.

“ I believe that together we can make a world of difference if we reduce our impact on the environment and ecosystems, advocate for more sustainable and regenerative processes and make meaningful changes to adapt to a changing climate.

There is so much knowledge and sustainable action already occurring in Hepburn Shire, and we applaud the progressive actions underway across the community. Our opportunity is to build on the momentum, extend our ambition and work together in partnership. This is not something we can do alone – council, community, businesses must all chip in for a more *sustainable Hepburn*.

The benefits of acting now reach far beyond lifestyle choices. The sooner we act, the better chance we have of surviving and also thriving. There are many opportunities at a local level to engage and be the change we wish to see in the world. Given the challenges experienced as a result of COVID-19, we have an opportunity to recover in a way that builds a stronger local and more circular economy, building skills and knowledge so our municipality can grow viable and sustainability businesses in ways that give our future generations the chance they deserve to live in a prosperous world. Future generations will hold us accountable to the commitments we make today.

Council is committed to implementing *Sustainable Hepburn* 2022-26 and will actively involve you, our community in its implementation. We look forward to building stronger partnerships with you, enabling you to deepen the work we are already so proud of.

I commend to you this strategy, *Sustainable Hepburn* and sincerely look forward to seeing what we can achieve together today, for a better tomorrow.

Cr Tim Drylie

June 2022



Executive summary

The Hepburn Shire community is renowned for community leadership in grassroots environmental action and identifies strongly with the Shire’s “beautiful natural environment that supports forests, bushlands, and rich agricultural land that is supported by a sustainable conscious and committed community”. The Traditional Owners of the Hepburn Shire, Djaara (Dja Dja Wurrung People), have lived on their traditional lands and cared for Djandak (Country) over many thousands of years.

The local community voiced environmental sustainability as their number one priority during the Hepburn Together – Community Vision process of 2020/21 and again during community engagement for the development of this strategy. Hepburn Shire is home to some of Victoria’s most biodiverse forests, deep volcanic soils, with high annual rainfall making this region one of the most ecologically and agriculturally productive areas in our state.

Hepburn Shire Council is proud of the achievements made towards environmental sustainability across the Shire - in the community, in partnership with other agencies and at Council. *Sustainable Hepburn* builds on efforts to date and updates three major Council strategies:

- Waste Management and Resource Recovery Strategy 2014–21
- Biodiversity Strategy 2018–21
- Towards Zero Emissions Roadmap 2017-21

Council is proud to partner with numerous organisations across the community such as the community-led Hepburn Z-NET project which has been underway in the Hepburn Shire since early 2018. This project is building on a long-standing community work in emission reductions and provides a holistic framework for quantifying and addressing greenhouse gas emissions locally. Through use of this comprehensive, open-source blueprint, the Z-NET Community Transition Plan has been developed: articulating Hepburn Shire’s plan to reach net-zero emissions by 2030.

Hepburn Shire Council mandated carbon neutrality from Council operations in 2021, which is soon to be achieved through the installation of renewable energy, energy efficiency and offsets. Council is an active member of Central Victorian Greenhouse Alliance (CVGA), the Victoria Government's Take2 Initiative and the Climate Council of Australia's Cities Power Partnership.

There are many projects contributing to the uptake of renewable energy and the reduction of energy use and greenhouse gas emissions across the Shire. One of these is Solar Savers – a project where Council purchases photovoltaic systems for low-income households at no upfront cost to the household. This program includes bulk procurement and vetting of solar PV systems/providers, project management on behalf of vulnerable households making loan terms longer, allowing households to be 'cash flow positive' from the outset. This program is extremely well subscribed within the Shire with 80 households receiving solar systems over the past 3 years. Council also supports the Hepburn Solar Bulk Buy which drives solar uptake and is another strong Community-Council partnership including Hepburn Z-NET and other local partners. In early 2022, the Hepburn Shire community reached 42% renewable energy use. This is in comparison to the Victorian state average of 29% renewable energy use. The difference between local and state-wide renewable energy use is, in part, a result of the Shire's commitment to transition to zero-net carbon emissions by increasing local solar and wind power generation.

Council has been proactive in trialling approaches to reduce waste to landfill with an organic waste trial in the township of Clunes achieving a reduction of organic waste to landfill of around 40%. Council will need to develop local solutions to the Recycling Victoria policy which will see glass separated from recyclables and

organics diverted from landfill. The sooner we establish local approaches to value waste as a resource, the sooner we can develop the circular economy as a viable local market to benefit the local community.

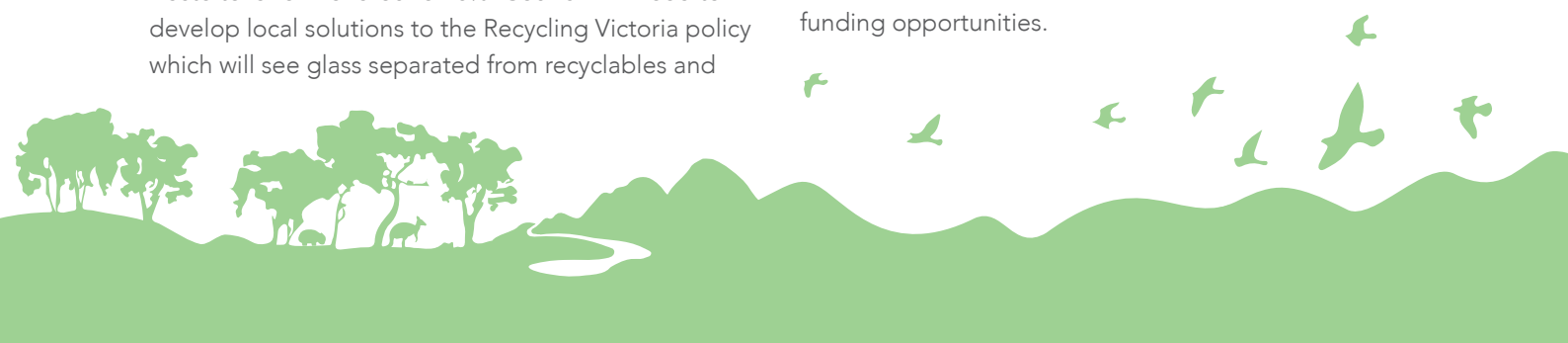
Our natural environment and biodiversity is precious for its unique ecology in its own right, and for the services it provides us as humans. Given climate changes predicted for our region, protecting and enhancing our natural environment builds resilience with nature which in turn enables our survival, for the fresh air and water it gives us for example.

This strategy can be read like a story:

- Our local Hepburn context,
- Why we need to act,
- The strategic themes and their context,
- How we developed the strategy
- Action plans and opportunities for each *Sustainable Hepburn* theme.

This strategy has been developed with multiple authors. We appreciate the input of Council staff, the broad Hepburn community, DJAARA, and other agencies for bringing *Sustainable Hepburn* to life. We are thankful for the hard work and collaborative efforts of the *Sustainable Hepburn* Community Reference Group members who developed the action plans with us in Section 8. The action plans are testament to their personal investment and belief that we can indeed make a difference.

We believe these actions will build on and add value to work already achieved and underway, while enabling council and community to leverage *Sustainable Hepburn* and the commitment it makes for future funding opportunities.



Introduction to a Sustainable Hepburn

We love where we live, Hepburn Shire. Caring for our natural environment by reconnecting with nature, reducing impacts associated with our lifestyles and regenerating disturbed landscapes is fundamental to the health and wellbeing of our community, the natural systems that sustain us, a thriving local economy and resilience in the face of future challenges.



“Think Global Act Local”, accurately reflects the intent of this strategy. Thriving, safe, just, and prosperous local communities, living within planetary boundaries, is at the heart of *Sustainable Hepburn*.

Environmental sustainability is the Hepburn community’s top priority, and Hepburn Shire is known for its progressive and proactive communities walking their talk. The forests, bushlands, and rich agricultural land define our identity and connect us to each other. It is also what draws visitors to the Shire. Tourism contributes over \$106 million annually¹ to the Shire’s economy and is also one of our largest employing sectors. *Sustainable Hepburn* recognises that although we depend on our ecosystems and biodiversity for life, they are vulnerable to the choices we make. We are pushing our natural systems; our waterways, plants and animals, and forests - beyond their ability to cope. Therefore, it is increasingly important to achieve a balance between people and place.

The Traditional Owners of the Hepburn Shire, Djaara (Dja Dja Wurrung People), have lived on their traditional lands and cared for Djandak (Country) over many thousands of years. Dja Dja Wurrung Country is a cultural landscape that is more than just tangible objects. Dja Dja Wurrung peoples see all the land and its creatures in a holistic way that is interconnected with each other and with the people.

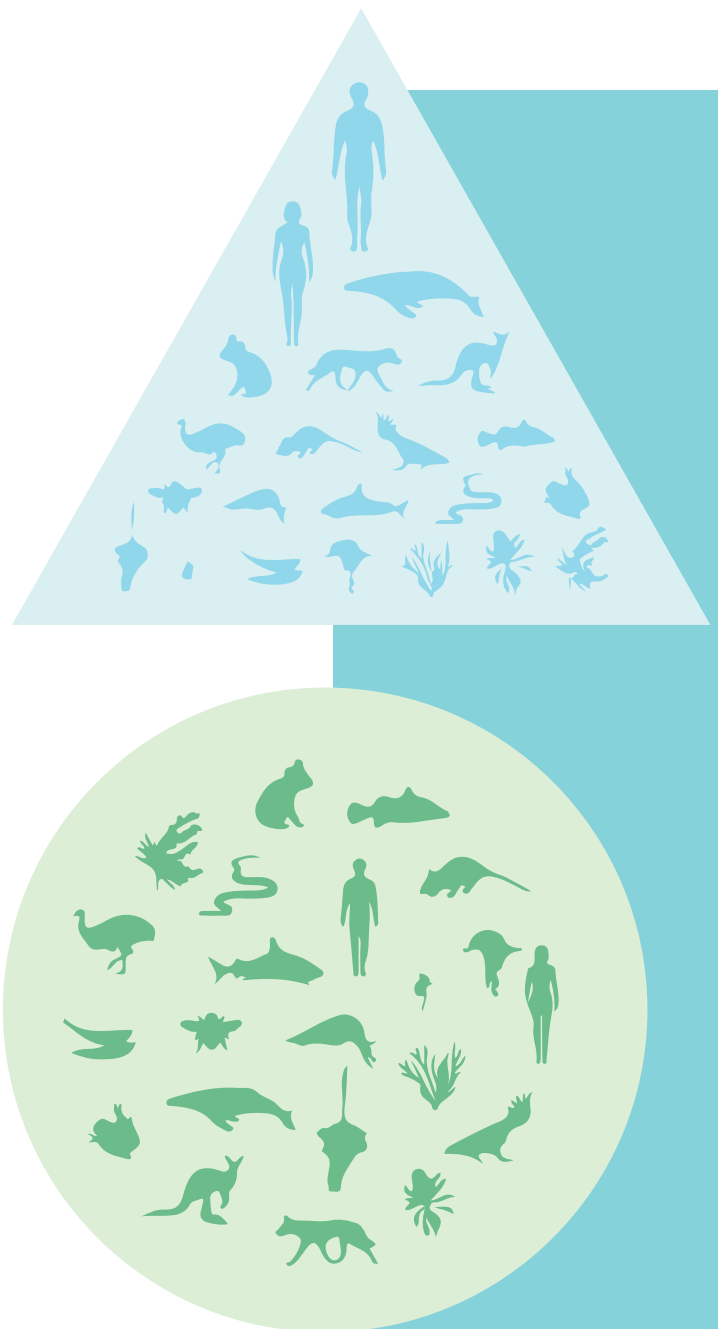
The separation between people and Country is having a profound impact on the health and resilience of our natural environment, compromising the natural cycles that sustain us. Djaara believe they are an integral part of the ecosystem and value the balance of natural resources. *“When the Country is sick, we are sick”* (Dhelkunya Dja Country Plan 2014-2034²).

¹ Attachment-8-Hepburn-Shire-Events-Strategy-2020-2025-Separate.pdf

² Dhelkunya-Dja-Country-Plan-2014-2034 Djaara (Dja Dja Wurrung Clans Aboriginal Corporation)

The impacts of colonisation on Country have left a legacy of significantly altered landscapes. A long history of agricultural development, urban settlement and mining has left fragmented ecosystems and led to the loss of many species of plants and animals. Changed fire regimes have affected the cycling of nutrients and the composition of species and led to increased fire fuel loads that pose dangers to people and ecosystems. Widespread clearing has caused much of the productive topsoil to erode and allowed the establishment of many pest animals and plants that are displacing and preying on our native species. This transformation is continuing – driven by both natural and human caused factors.

We are in a climate emergency and at the time of writing, climate scientists warn that we are already perilously close to tipping points that could lead to cascading and irreversible climate impacts. Significant urban growth and climate change including the increasing variability in rainfall and extreme weather events will continue to challenge the repair and ongoing management of Country. The financial sustainability of local governments following the impacts of COVID-19 will be an ongoing challenge and we need to be creative in our efforts to do more with less.



If design and planning processes consider natural systems that include people, animals, resources, and plants equally – similar to an Indigenous world view – this would make a significant contribution to a more sustainable future world.

Human-centred or Country-centred: Image: Diagram adapted from German architect Steffen Lehmann, Eco v Ego diagram 2010

Sustainable Hepburn is Hepburn Shire Council's updated commitment to environmental sustainability.

Sustainable Hepburn is Hepburn Shire Council's updated commitment to environmental sustainability. It acknowledges that we have entered the Anthropocene, a new era where humans shape every aspect of the biosphere. This means humans now rival natural forces in shaping the functioning, processes, and dynamics of the Earth system. In taking an interconnected view of sustainability, we hope to emphasise that sustainability underpins everything we do, that it should form the basis of future investment, decision making and future planning. *Sustainable Hepburn* takes the view that if we act now, we can reduce future costs. Policy change is coming and if Hepburn Shire can be on the front foot we can design approaches to issues, like seeing waste as a resource, in ways that suit our community.

Sustainable Hepburn is an invitation as well as a provocation. We have much to do to protect and to regenerate our planet and to nurture our Shire, where we love to live. In doing so we can build trusted networks, have fun, learn from each other, and celebrate our achievements.

Sustainable Hepburn acknowledges the interconnected relationship between many facets of environmental sustainability and as such, proposes action on four key themes. Each theme shares elements of crossover which each other, providing an opportunity for deeper collaboration and partnership both within Council and between Council and community.

- ▶ Beyond zero emissions
- ▶ Natural environment and biodiversity
- ▶ Low waste
- ▶ Climate resilience

This shift in mindset requires us to work in new and different ways. Sustainability is no longer the sole responsibility of a specific person or department. To regenerate and heal our natural environment requires a huge collective effort; new governance structures that break down silos, facilitates genuine accountability and reviews and improves processes and systems that no longer serve our ambitions.

Together in partnership, we believe we can make a difference to a more *Sustainable Hepburn*.



Trentham Falls

SECTION 1

THE COMMUNITY WANT A SUSTAINABLE HEPBURN



Hepburn Shire Council

Community Vision and Council Plan 2021-25

Sustainable Hepburn does not exist in a vacuum - it delivers on community sentiment and priorities.

In 2021, Hepburn Shire Council embarked on an extensive engagement process with a broad cross-section of the local community to develop a Community Vision for the next 10 years. Hepburn Together, brought the voice of the community to Council. The community's goals, aspirations and priorities have been captured to develop the Community Vision and helped shape Council Plan 2021-25, which is the strategic commitment and blueprint for Council's work for the next four years.

Hepburn Community Vision:

The five top words used by community in the 306 responses to describe the Shire's identity included: *diverse, community, sustainable, inclusive, and connected.*

We heard how important environmental sustainability is to our community during the Hepburn Together Community Visioning process. Environmental sustainability was the top community priority reported during community consultation on Hepburn Together (2020-21), closely followed by Liveability.

Question 14. If you, or your group had to choose your top three priority areas for the Hepburn Shire community to address over the next 10 years what would they be (please rank your top 3 priorities)?



Figure 1: Hepburn Together community feedback on top three priority areas for Hepburn Shire community

During community engagement activities undertaken specifically for *Sustainable Hepburn*, people were asked to indicate to what extent they agreed with the following statement: “Hepburn Shire residents and ratepayers described the identity of the Shire as a beautiful natural environment that supports forests, bushlands, and rich agricultural land that is supported by a sustainable conscious committed community”. 80% of respondents indicated they either agreed or strongly agreed.

When asked to what extent they agreed with the “Hepburn Shire residents and ratepayers want to see a protected natural environment that is supported by strong climate action, effective emergency management and weed management and the protection of wildlife with a connected network of bike paths”, 85% of respondents either agreed or strongly agreed. See Appendix 1 for a report on community feedback that was collected during the development of *Sustainable Hepburn*.

Hepburn Shire Council - Council Plan 2021-25

Priority statements and strategies in the Council Plan 2021-25 support the five Focus Areas outlined in the Community Vision and set out Council’s operational priorities for the next four years.

Sustainable Hepburn is a new strategy referenced in Council’s 2021-25 Council Plan.

- It falls under Focus Area 1 – A resilient, sustainable, and protected environment:
- 1.5.1 *Develop and implement the Sustainable Hepburn strategy to align waste, sustainability, and biodiversity*

Sustainable Hepburn updates three existing Hepburn Shire Council strategies which expired in 2021:

- [Waste Management and Resource Recovery Strategy 2014–21](#)
- [Biodiversity Strategy 2018–21](#)
- [Towards Zero Emissions Roadmap 2017-21](#)

The local identity statement from the community:



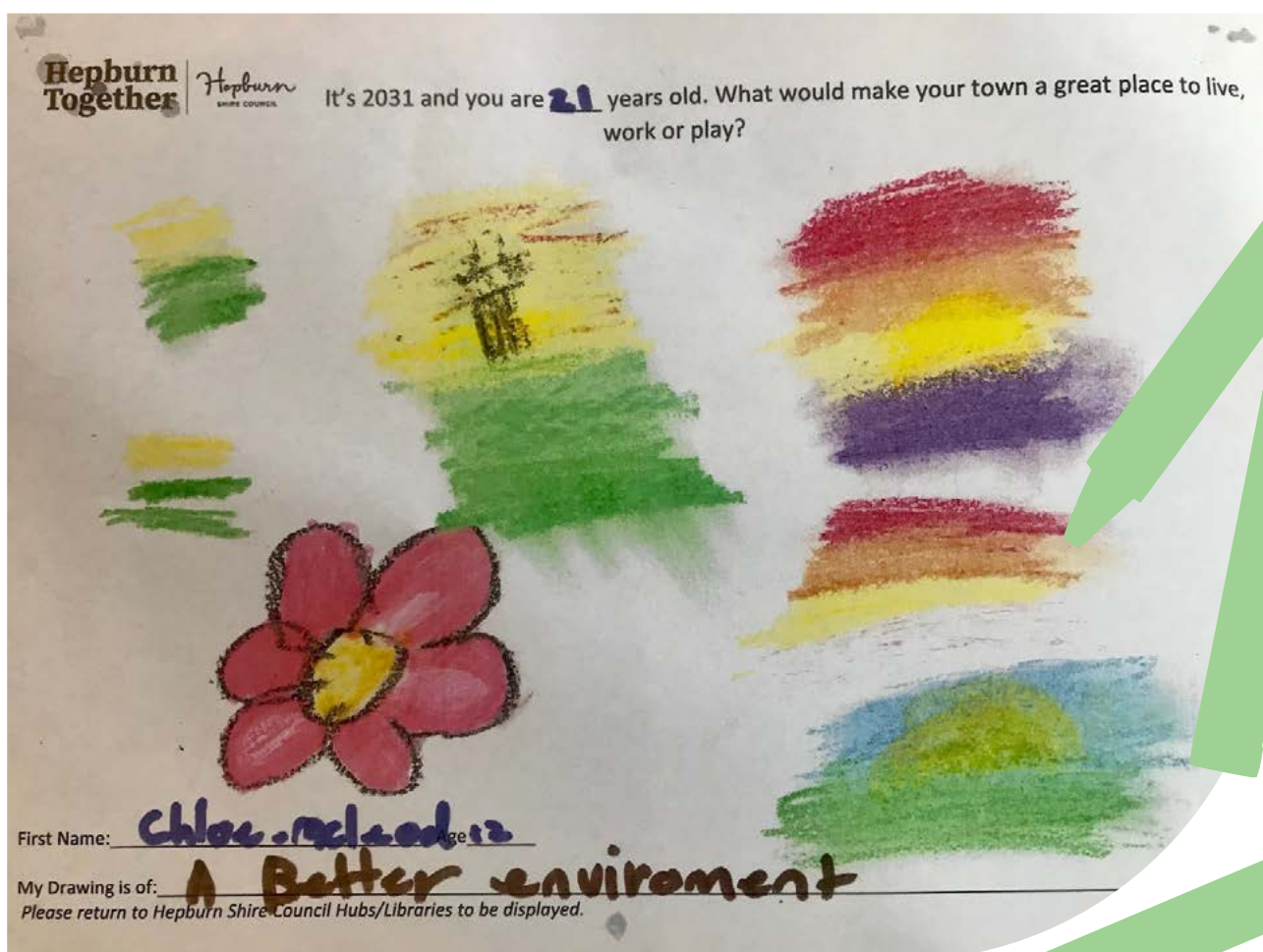
The beautiful natural environment that supports forests, Caagricultural land that is supported by a sustainable conscious and committed community (45.80%).

10 year Community Vision:

Hepburn Shire an inclusive rural community located in Dja Dja Wurrung country where all people are valued, partnerships are fostered, environment is protected, diversity supported and innovation embraced.







Image: Friends of Trentham planting



Where Sustainable Hepburn fits into Council's strategic planning framework

Community Vision: 2021-2031	Hepburn Shire, an inclusive, rural community located in Dja Dja Wurrung country where all people are valued, partnerships are fostered, environment is protected, diversity supported, and innovation is embraced			
Focus areas	1. A resilient, sustainable and protected environment	2. A healthy supported and empowered community	3. Embracing our past and planning for the future	4. Diverse economy and opportunities
Hepburn Shire Council Plan 2021-25				
Relationship with <i>Sustainable Hepburn</i>				
Priority statements	<ul style="list-style-type: none"> Adapt to and mitigate climate change to reach net zero community emissions by 2030 Prioritise environmental management, protection and regeneration Transition to ecologically sustainable and accountable tourism Develop meaningful policies and strategic partnerships that link sustainability and public health Protect and regenerate the natural resources of the Shire including the soils, water and ecological systems from both current and future threats 			
Strategic indicators	<ul style="list-style-type: none"> Climate change and public health Community connection Future proofing assets and services from climate change impacts Djaara Sustainable local economy Circular economy 			
Strategy	<ul style="list-style-type: none"> Annual reduction in Council's Corporate Emissions measured via tonnes CO2 10% reduction in community emissions Annual reduction in tonnes of waste to landfill per capita Maintain existing 11 kms Roadside Weed Control across the Shire 			
	1.5.1 Develop and implement the <i>Sustainable Hepburn</i> Strategy to align waste, sustainability and biodiversity			

Figure 2 illustrates how Sustainable Hepburn fits into Council's strategic planning framework.

	 BEYOND ZERO EMISSIONS	 BIODIVERSITY AND NATURAL ENVIRONMENT	 LOW WASTE	 CLIMATE RESILIENCE
Sustainable Hepburn themes	Achieve and maintain beyond zero net emissions from council activities by installing and purchasing renewable energy, increasing energy efficiency, designing for local climates, offsetting where appropriate and providing options for low fossil fuel-based activities	Protect and enhance biodiversity values across the Shire through restoration of natural environmental values, appropriate land use, knowledge sharing, and improved capacity of Council	Reduce waste to landfill, increase and improve recycling and extend services across the Shire for reuse of materials and develop circular economy opportunities	Council's infrastructure, services and the community can adapt to the impacts of a changing climate, know what actions to take in extreme weather, are more informed about climate risk and water is valued as a vital natural resource
Overarching Sustainable Hepburn objectives	<ul style="list-style-type: none"> • Ensure all decisions are made through a sustainability and climate change (emergency) lens • Ensure good planning / governance for implementation of <i>Sustainable Hepburn</i> actions • Incentivise sustainability and climate action for local businesses and the community • Increase the profile of Hepburn Shire as a "sustainable destination" and encourage businesses in the area to do more to reduce impact of climate change, adapt to the challenges climate change will present 			
Sustainable Hepburn objectives per theme	<ul style="list-style-type: none"> • Transition Hepburn Shire to a Circular Economy • Reduce Council transport emissions and enable electric vehicle uptake across the shire • Reduce emissions and improve energy efficiency of Council buildings and assets, and support the improvement of residential and business building stock • Increase renewable energy & storage capacity for Council operations and support the Hepburn Z-NET Community Transition Plan. • Sequester carbon locally • Amplify emissions reductions impact through effective partnering at local, regional state level and beyond • Tell the story of a Beyond Zero Shire to inspire and involve the Hepburn community and beyond. 	<ul style="list-style-type: none"> • Ensure good planning / governance of biodiversity actions • Prioritise protection of existing biodiversity & habitat on both Council controlled and private land • Increase extent, connectivity & integration of natural ecosystems • Identify & reduce threats to biodiversity • Improve Council's and community's connection to and understanding of biodiversity • Strengthen connection to DJAARA • Promote and increase access to expert advice on Agrobiodiversity, Agroforestry and ecologically informed sustainable management of privately held native forests 	<ul style="list-style-type: none"> • Reduce waste to landfill and make improvements to kerbside collection • Better operating Transfer Stations • Be part of a thriving circular economy • Walk our talk – Council to incorporate zero waste objectives into contractual purchases and services • Provide education and awareness to the community on transitioning to a low waste shire 	<ul style="list-style-type: none"> • The Hepburn community is better connected, prepared and engaged for climate related impacts • Hepburn Shire Council is better prepared for climate related impacts • Re-localise Hepburn Shire: improve security of basic needs for locals from locals • Ensure intergenerational equity of resources across Hepburn Shire

SECTION 2

AN INTERCONNECTED APPROACH TO ENVIRONMENTAL SUSTAINABILITY



Climate change impacts and biodiversity loss are two of the most important challenges and risks for human societies; at the same time climate and biodiversity are intertwined through mechanistic links and feedbacks.

Climate change exacerbates risks to biodiversity and natural and managed habitats; at the same time, natural and managed ecosystems and their biodiversity play a key role in the fluxes of greenhouse gases, as well as in supporting climate adaptation.⁴

Waste produced by our society has traditionally been treated in landfill sites, generating methane, and contaminating soil and water when not managed properly. The prevalent throw away culture means that humans as a rule live beyond their planetary footprint. If everyone around the world lived as Australians do, we would need 4.48 Earths to sustain us.⁵

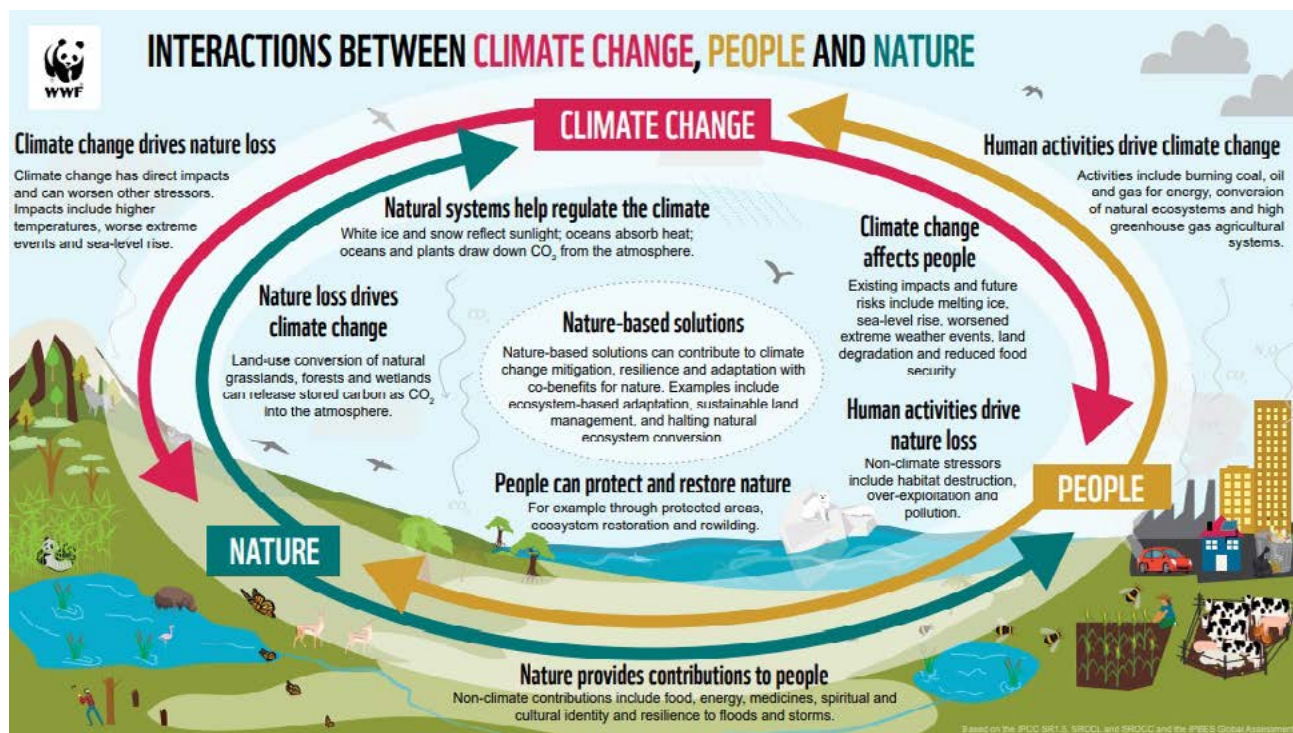
The impact humans are making on our planet is contributing to an uncertain future, which is where climate resilience come in. We need to work out how to improve our resilience to a changing climate, to reduce not only the likelihood but also the consequence of negative impacts.

Despite the interconnections between climate change, biodiversity and waste, organisations often compartmentalise the work across these themes for structural reasons – it is often easier to work in silos because that is the way the systems, we work within have been set established.

Sustainable Hepburn is taking a different approach and in doing so hopes to aid collaboration across council departments, sectors, generate co-benefits and produce deeper long-lasting action.

Figure 3 below illustrates the relationships and interconnection between the four themes of *Sustainable Hepburn*:

- Beyond zero emissions
- Natural environment and biodiversity
- Low waste
- Climate resilience



⁴ IPBES-IPCC co-sponsored workshop report on biodiversity and climate change ipbes_ipcc_wr_12_2020.Pdf

⁵ Global footprint network ecological footprint - global footprint network

Fig 3: Relationships between Sustainable Hepburn's four themes"

Relationships between each Sustainable Hepburn theme	Beyond Zero Emissions	Low Waste	Biodiversity and Natural Environment	Climate Resilience
 <p>BEYOND ZERO EMISSIONS</p>	<p>Reducing GHG emissions mitigates the likelihood and also consequence of climate change occurring.</p> <p>Achieving beyond zero net emissions means sequestration or neutralising any residual emissions that can't be eliminated and increasing our positive impact overall</p>	<p>Reducing GHG emissions from waste disposal and material production:</p> <ul style="list-style-type: none"> • Methane from organic waste (Methane is 28 times more powerful as a GHG than carbon dioxide, over a 100-year period) • Emissions generated in production of materials 	<p>Reducing GHG emissions reduces the likelihood and consequence of climate change impacts on the natural environment such as species extinction, increasing heat, extreme weather events and associated impacts like coral bleaching.</p>	<p>Reducing GHG emissions to a "safer" level reduces the likelihood and consequence of climate change impacts (such as extreme weather) that impacts upon our ability to survive and thrive.</p>
 <p>LOW WASTE</p>	<p>Reducing waste to landfill, recycling more and developing a circular economy reduces emissions required to manufacture goods and keeps goods in the system instead of being thrown away. Methane can be safely captured and used as a form of energy.</p>	<p>Reducing waste to landfill, composting, increasing recycling and reuse of materials:</p> <ul style="list-style-type: none"> • Reduces GHG emissions • Reduces impact of producing/manufacturing materials • Creates opportunity for a circular economy and transition out of primary material 	<p>Reducing waste, recycling and reusing more, means there is less waste in landfills and less risk of contamination in our soils and waterways.</p> <p>Effective and well promoted waste transfer programs reduces incentives for illegal dumping in bushland areas.</p>	<p>Less organic waste in landfill means less methane is generated and less likelihood of us reaching the 2-degree threshold of global warming. Climate change impacts caused by human activities are predicted to increase resulting in a focus on climate resilience – how to build resilience to a warmer and more hospitable world.</p>
 <p>BIODIVERSITY AND NATURAL ENVIRONMENT</p>	<p>The natural environment can sequester carbon and take it out of the atmosphere to reduce likelihood and consequence of climate change and its impacts.</p>	<p>The natural environment can help regenerate impacts of toxicity caused by waste pollution and contamination. It can offset emissions generated by methane.</p>	<p>Biodiversity and the natural environment have an intrinsic right to exist unto itself. Countries are starting to give "nature rights" to ecosystems and waterways, honoring this. Biodiversity and the natural environment also provide multitudes of ecosystem benefits to humans. These include clean air and water, health and wellbeing, food, climate regulation, pollination, and ecotourism (to name a few).</p>	<p>Biodiversity and the natural environment assist with the regulation of climate however the current rate and magnitude of change in climate, compounded by other pressures, are beginning to seriously challenge the natural adaptive capacity of our biodiversity.⁶</p> <p>Building ecosystem resilience by protecting biodiversity, maintaining and re-establishing ecosystem function and connectivity, and reducing threats to biodiversity, we are supporting the capacity of the natural environment to support life on earth in a changing climate.</p>
 <p>CLIMATE RESILIENCE</p>	<p>Climate resilience isn't only about our ability to absorb stresses and maintain function in the face of external stresses imposed upon it by climate change but to learn from, re-organise, and evolve into more desirable configurations that improve the sustainability of the system. In identifying the systemic issues driving climate change, climate resilience will hopefully assist humans in addressing the root causes and make beneficial changes.</p>	<p>It is estimated that 7.3 million tonnes of food is wasted in Australia each year, costing the economy more than \$20 billion annually.⁷ Food waste is a climate injustice. It contributes to methane emissions and climate change. Australia has set a target to halve food waste by 2030, which is one of the UN's sustainable development goals.</p> <p>Climate resilience highlights the equity issues of climate impact (not everyone is impacted equally) and the root causes of inequality.</p>	<p>Biodiversity and the natural environment play a major role in building climate resilience and provide many ecosystem services which assist our adaptation to climate change impacts. These include shading our houses and streets to keep us cool when it gets hot, slowing down floodwater, reedbeds to clean greywater, providing inspiration through biomimicry for design and more. In fact, humans' resilience to climate impacts would be near impossible without biodiversity and the natural environment. Maintaining our natural environment for future generations is vital insurance in the face of ongoing change</p>	<p>Climate resilience is about knowing what to do to adapt, survive and thrive in the face of a changing climate. It requires us to understand the actions needed to make our communities and ecosystems more resilient to major, long-term or irreversible environmental changes.⁸</p> <p>Acting now to build our climate resilience not only reduces the potentially devastating costs of future climate impacts and disasters, but also creates immediate and lasting benefits for our health, economy, and environment. Climate resilience brings with it a lens of climate justice and makes sure we look out for those who are less able to look after themselves.</p>

6 Resilience | Australia State of the Environment Report

7 National Food Waste Baseline - Executive Summary - March 2019 (awe.gov.au)

8 Building Victoria's Climate Resilience (climatechange.vic.gov.au)

UN Sustainable Development Goals



Transitioning towards more sustainable and resilient societies also requires an integrated approach that recognises that these challenges—and their solutions—are interrelated.

The Goals are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030. Achieving sustainable development is the most important challenge facing

our generation. In 2015, the Australian Government, together with all United Nations member states, committed to an overarching framework for global development, titled Transforming Our World: The 2030 Agenda for Sustainable Development (the 2030 Agenda). It sets out 17 ambitious goals supported by 169 targets and 231 indicators designed to measure progress at a national level.

Embedding the Goals into the way we think, plan, design and act reminds us that social equity, justice and inclusion go hand in hand with environmental sustainability, leaving no one behind.

“

Hepburn Shire Council understand the importance of realizing these goals and will use them to support our future planning

Council Plan 2021-25

”

SECTION 3

CONTEXT SETTING - OUR HEPBURN SHIRE



Hepburn Shire is a small rural shire with a population of 16,157 and covering 1472km². The local Indigenous population is approximately 1,300.

The Shire includes townships, Clunes, Creswick, Daylesford, Hepburn Springs and Trentham and villages of Glenlyon, Allendale, Leonards Hill, Kingston, Lyonville, Smeaton, and other small settlements.

Hepburn Shire has a rich cultural history which began with Traditional Owners, Dja Dja Wurrung. During Victoria's gold rush era of the mid-19th century, the local indigenous population suffered greatly because of the population influx. It is believed that by 1854, Creswick had a population of 25,000.

POPULATION 2021

16,157

PROJECTED
POPULATION 2036

17,700

AREA

1,470km²

AVERAGE AGE

50



MALES

48%



FEMALES

52%

19% 0 – 19 YEARS

15% 20 – 39 YEARS

31% 40 – 59 YEARS

27% 60 – 79 YEARS

8% 85+ YEARS

In 1851 gold was found in the bed of Wombat Creek, now Lake Daylesford. Council first formed in 1859 and the population of Daylesford rose to approximately 7000.

A large timber industry, was established to support the huge demand for building, fuelling homes and industries and as supports in the deep lead mines. Timber was also supplied to the burgeoning Melbourne area. The local native forests throughout the wider area were denuded and the Wombat Forest took 50 years to recover.¹⁰

As gold production declined and the population diminished, the railway came in 1883, offering options for employment, travel and transporting goods. The railway also offered the beginning of a tourist industry, which is still important to the area today. Many guest houses operated in the late 1890's and early 1900's. The health benefits of mineral water drew visitors as did the cool climate.

Nowadays in Hepburn Shire, tourism supports an estimated 798 jobs, which is 16.5% of total employment in the region. The largest sub-sector in Hepburn is the Accommodation & Food Services with 618 jobs supported by tourist's expenditure. When compared to other regions such as Central Highlands (6.7%), Victoria (6%) and Australia (6.3%) Hepburn Shire reliance on tourism employment is extremely high.¹¹



Hepburn Shire 'Panoramic view of the township of Clunes,' Victoria c1854-62 – State Library Victoria

¹⁰ Short History of Daylesford - Updated Nov 2019 (visithepburnshire.com.au)

¹¹ S133_Hepburn_Shire_Council_Redacted.pdf (parliament.vic.gov.au)

Sustainability in Hepburn Shire

Dhelkunya Dja | Healing Country Plan

Dhelkunya Dja 2014-2034 (Djaara Healing Country) Plan reaffirms Djaara's goals and obligations to care for Country and describes their People's aspirations as the Traditional Owners of Djandak (Country).¹²

Their Vision is for the health and wellbeing of Djaara people to be strong and underpinned by their living culture. The Vision is for Djaara lands and waters to be in good condition and actively managed to protect their values and to promote the laws, culture, and rights of all Dja Dja Wurrung People. In addition to goals for self-determination and cultural practices, Dhelkunya Dja includes:

- GOAL 5: Rivers and Waterways
"Our rivers and waterways are healthy and meet the needs of our people".
- GOAL 6: Land
"Our upside-down country is healthy again".



Image: Daylesford Repair Café

Local community sustainability groups and action

The Hepburn Shire community is renowned for its progressive community leadership in grassroots environmental action. Community led action is empowering and provides agency in decisions impacting diverse livelihoods.

The Shire is home to many sustainability groups who are leading community action for on ground action and awareness raising, such as the Trentham Sustainability Group, Transition Creswick, Relocalise Hepburn, Hepburn Seed Savers, Daylesford Repair Café, local Landcare groups and Wombat Forestcare to name a few. These groups work across many of the towns and villages around the Shire and are vital in helping Council and the broader community in developing and implementing local sustainability projects.

Trentham Sustainability Group was formed in 2008. "Energy and Climate Resilient Trentham" is one of their projects looking to increase renewable energy produced in Trentham and increase the resilience of electricity supply to local essential services, businesses and the wider community, particularly in extreme weather events.

(<https://trenthamsustainabilitygroup.com>)

The Daylesford Repair Cafe is a community run pop-up space aimed at repairing things instead of throwing them away. All the fixers are volunteers. They have skills to repair mechanical, electrical, and digital items, as well as clothing, furniture, and household and gardening equipment. Knives and tools can be sharpened as well as bicycles repaired. Every item for repair is weighed to record how much is being saved from landfill.¹³

¹² Djaara (Dja Dja Wurrung Clans Aboriginal Corporation)

¹³ Daylesford Repair Café Goes to Glenlyon and joins with Hepburn Seed Savers - The Wombat Post

Hepburn Wholefoods Collective is a not-for-profit community group which aims to support a vibrant and secure community food system. They sell wholefoods in the Daylesford and Hepburn area to provide a connection between growers and their community.

Stocked goods are sourced from local farms, and preference is to buy organic and biodynamic food straight from growers. Community members pay an annual fee and then bring their own containers to stock up their pantry. The shop is staffed by volunteers and is usually open four days a week for two hours at a time.¹⁴

The Friends of Trentham Creeks and Reserves work in the town and close surrounds of Trentham. They have undertaken extensive weed removal and revegetation of Stoney Creek, which runs through the town.

The group has also built the walking track 'The Wombat Trail', a 12 km walking and cycling trail that starts in the town and

passes through nearby forest. They have also installed historical and interpretative signage, including the towns Avenue of Honour. The group has worked on Trent Creek in Trentham, conducting weed removal and planting species such as the rare Brooker Gum. Trentham Primary School Students are involved in this project.

Community groups such as these not only result in sustainability outcomes for the Shire but build community agency and connection between people. Living in more cohesive and connected communities can improve the quality of life when times are good and save lives in the event of a disaster. Connected communities are more likely to pull together and help each other out.¹⁵



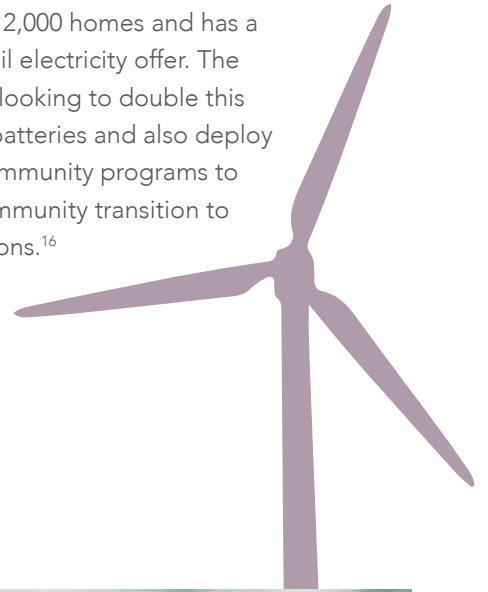
¹⁴ [Hepburn Wholefoods Collective - Daylesford, Hepburn, Central Victoria - Organic bulk wholefoods for the Daylesford region.](#)

¹⁵ Aldrich, Daniel & Surattee, Naufal & Sim, Norio & Tan, Elaine. (2020). Building Community Resilience: Social ties and connections. 59.

Image: Hepburn Seed Savers photo credit Sarah Hines

Hepburn Shire is home to Hepburn Energy, the owner and operator of Australia's first community-owned wind farm, at Leonards Hill, just south of Daylesford.

In addition to active community groups, Hepburn Shire is home to Hepburn Energy. The 4.1MW cooperative wind farm owned by 2,000 people, hosts two turbines called Gale and Gusto. The turbines produce enough clean energy for over 2,000 homes and has a community retail electricity offer. The co-operative is looking to double this with solar and batteries and also deploy a number of community programs to support the community transition to zero-net emissions.¹⁶



¹⁶ [About Hepburn Wind](#)

Hepburn Z-NET

Hepburn Z-NET, the community-led Hepburn Shire Zero Net Emissions Transition project was carried out throughout 2018. Building on a long history of sustainability initiatives and encompassing much of the great work already undertaken, Z-NET has helped to highlight the local challenges and opportunities for the Shire to transition to zero net emissions by 2030. In 2019 a blueprint of the Shire's emissions, with strategies to cut these in homes, workplaces, farms, transport and tourism. These strategies were co-developed with community members, considering locally appropriate options to reach zero-net energy by 2025 and zero-net emissions by 2030.¹⁷

Hepburn Shire Council worked to support the project during its development, and formally endorsed its outcomes and ongoing support in late 2018. Council now provides the role as secretariat for the Z-NET Roundtable.

Partnerships between community, industry and government are proving vital to the successful implementation of projects. The centrality of partnerships to successful project outcomes needs to occur at both local and regional levels. Locally the partnership with Hepburn Energy and the Z-NET collaboration has enabled over 20 programs with over \$4,500,000 leveraged since 2019, all with a social justice lens and resulting in the Shire reaching 42% renewables since 2021. Such programs include community battery storage, household energy efficiency improvements, EV charging stations, bulk buys for solar and battery systems, EVs and heat pumps for hot water.

In addition Council is supporting a targeted roll out of waste reduction projects, streetlight upgrades, procurement of renewable energy and regenerative land management. Without such a collaborative approach, delivery of many of these projects would be cost or resource prohibitive.

¹⁷ Z-NET | Z-Net (hepburnznet.org.au)

¹⁸ [Inequality - OECD](#)

¹⁹ [S133 Hepburn Shire Council Redacted.pdf \(parliament.vic.gov.au\)](#)

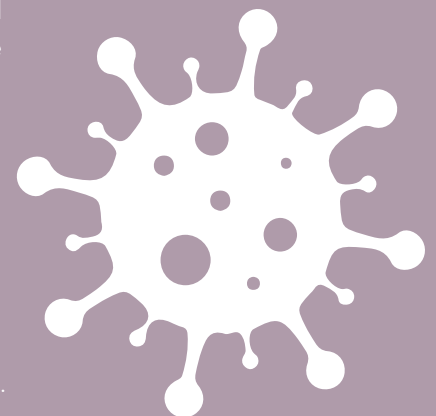
The COVID-19 context

We are currently experiencing the convergence of three disruptive and interconnected forces: the economic crisis brought on by COVID-19, rising social inequality and the climate and biodiversity emergency.

Prior to the COVID-19 pandemic, Australia had enjoyed almost three decades of uninterrupted economic growth. This period of stability and prosperity has allowed many Australians to enjoy an unprecedented quality of life. The distribution of this growth, however, has not been even. The Australian Council of Social Services (ACOSS) has shown (as of 2015) that economic inequality in Australia has increased over the last three decades, peaking in 2007-2008.¹⁰ As of 2018, Australia's economic inequality was slightly below average for OECD nations, higher than Belgium, Germany, and Sweden, but lower than Great Britain or the UK.¹⁸

The impacts of the COVID-19 pandemic have had a devastating effect on Hepburn Shire local businesses especially during the lockdowns, with low to no visitation leading to significant reduction in tourism related businesses income, employment opportunities and event cancellations. Regional Tourism figures show significant decrease, of 48% across the region. In the September 2020 quarter over 52% of businesses within Hepburn Shire had applied for JobKeeper.¹⁹

COVID-19 has exposed fault lines existing in the social fabric of our community, highlighting vulnerabilities and inequality. It has also illustrated the fragility of supply chains for basic needs and services. The effects of the pandemic are still being felt across Hepburn Shire with businesses struggling to find staff, who have either moved out of the area due to the high cost of living and low wages or have moved into other industries for employment.



SECTION 4

WHY WE NEED TO ACT – FROM GLOBAL TO LOCAL



Our climate is changing

Victoria's Climate Change Act (2017) requires the Government to 'take strong action to build resilience to, and reduce the risks posed by, climate change and protect those most vulnerable.'²⁰

Policy objectives of the Climate Change Act 2017 include:

1. To reduce the State's greenhouse gas emissions consistently with the long-term emissions reduction target and interim emissions reduction targets;
2. To build the resilience of the State's infrastructure, built environment and communities through effective adaptation and disaster preparedness action;
3. To manage the State's natural resources, ecosystems and biodiversity to promote their resilience;
4. To promote and support the State's regions, industries and communities to adjust to the changes involved in the transition to a net zero greenhouse gas emissions economy, including capturing new opportunities and addressing any impacts arising from the need to reduce greenhouse gas emissions across the economy;
5. To support vulnerable communities and promote social justice and intergenerational equity.

There are three fundamental messages based on established legal principles relating to risk and liability management:

- 1 Statutory authorities, including local government, have a duty of care in exercising their functions and powers to manage foreseeable risks.
- 2 Climate change hazards and risks are significant and foreseeable, so decision-makers are accountable for considering these matters in making a decision as part of exercising their duty of care.
- 3 Good decision making is enabled by acting as a 'reasonable person' in making decisions guided by law.

Climate change risks include both physical and transition risks:

- Physical risks arise from the increased frequency and severity of extreme weather events, long term changes in weather patterns, and sea level rise. They have serious implications for land use planning, infrastructure, transport, food and water security, and human health.
- Transition risks arise from the social and economic changes associated with adjusting to a low-carbon economy. They include policy, legal, technology, market, reputational, social and financial risks.

The projected impacts of climate change cut across almost all areas of local government responsibility, including the critical assets, infrastructure and essential services that Councils provide for their local communities. As a result, increasing attention is being paid to climate change adaptation and the role of local governments in managing climate risks.²¹



²⁰ Climate Change Act 2017 (Vic), preamble

²¹ Local-Government-Roles-and-Responsibilities-for-Adaptation-under-Victorian-Legislation_Guidance-Brief.pdf (climatechange.vic.gov.au)

We are in a Climate Emergency!

Hepburn Shire Council declared a Climate Emergency in 2019 along with 110 local government jurisdictions around Australia.²²

Climate change is accelerating with deadly consequences. The ecological systems that have sustained human life and societies for generations are being severely damaged by increasing heat and worsening extreme weather events.²³

The legally binding Paris Agreement came into force in 2016. Signatories to the Paris Agreement have agreed to halt warming to 1.5°C or well below 2°C above pre-industrial levels. Yet global heating is already approaching 1.2°C above pre-industrial levels and it is accelerating.

- Human influence has warmed the climate at a rate that is unprecedented in at least the last 2000 years
- Global surface temperature will continue to increase until at least the mid-century under all emissions scenarios considered by the Intergovernmental Panel on Climate Change (IPCC)
- Global warming of 1.5°C and 2°C will be exceeded during the 21st century unless deep reductions in CO₂ and other greenhouse gas emissions occur in the coming decades.

“The climate emergency is evolving faster than predicted. We must accelerate our response, with ambition and urgency. We are sleepwalking to climate catastrophe. This is the battle for our lives.”

António Guterres
UN Secretary General

- Even under a very low emissions scenario (assuming global reductions in emissions from the 2020's reaching net zero emissions by 2050, and negative emissions thereafter) there is now less than a 50% chance of limiting warming to 1.5°C.
- The Paris Agreement aims to halt warming to 1.5°C or well within 2°C above pre-industrial levels. But the world is already close to 1.2°C above pre-industrial levels, and the speed of heating is accelerating.

²² [Climate emergency declarations in 2,094 jurisdictions and local governments cover 1 billion citizens - Climate Emergency Declaration](#)

²³ <https://www.climatecouncil.org.au/wp-content/uploads/2021/04/aim-high-go-fast-why-emissions-must-plummet-climate-council-report-210421.pdf>

Emissions reduction – climate change mitigation

The Intergovernmental Panel on Climate Change (IPCC) – the authoritative UN body charged with assessing our knowledge of climate change – says that to have a 50% chance of keeping global warming to 1.5°C by century's end, global CO₂ emissions must halve in a decade (by 2030), reach net zero in the 2050s and go net negative thereafter. Methane emissions would also have to halve by 2050 in these scenarios.²⁴ To date, commitments by countries around the world are nowhere close to being on track to limit global heating.



Since the publication of the IPCC's special report in 2018, emissions of greenhouse gases into the atmosphere have continued, and even increased.

Annual global emissions of CO₂ for 2018 and 2019 exceeded 42 billion tonnes per year and were the highest annual emissions of CO₂ ever recorded. The report does find that growth in greenhouse gas emissions slowed to 1.3% per year in the 2010s, compared to 2.1% in the 2000s.

Although emissions in 2020 fell by 7% due to the response to the COVID-19 pandemic, this fall in emissions is too small and too temporary to significantly slow global warming, and global emissions are already rising again following easing of COVID-19 restrictions.

The Bureau of Meteorology recently gave evidence to the Senate Standing Committee on the Environment and Energy that shows Australia is on track for 4.4°C of warming this century. This would be catastrophic for our health, economy, and environment. Many areas would be unliveable and mass extinctions would take place. Climate change is projected to increase the magnitude and frequency of extreme weather events.

These will affect urban infrastructure systems for energy, transportation, telecommunications, water and wastewater, solid waste, and food production.

If warming is to be limited to 1.5°C, there is a need to reduce greenhouse gas emissions dramatically, starting immediately. Almost all proposals consistent with limiting warming to 1.5°C also involve actively extracting CO₂ from the atmosphere and storing it securely, so that emissions are net zero around 2050. The more slowly we reduce our emissions over the coming decades, the more CO₂ we will need to extract from the atmosphere later in the century.

In early 2022, the Hepburn Shire community reached 42% renewable energy use.²⁵ A large portion of the power generation has come from household solar with a total of 17,840MWh over the year. Hepburn Wind generated a further 10,150MWh. This is in comparison to the Victorian state average of 29% renewable energy use. The difference between local and state-wide renewable energy use is, in part, a result of the Shire's commitment to transition to zero-net carbon emissions by increasing local solar and wind power generation.



²⁴ IPCC finds the world has its best chance yet to slash emissions – if it seizes the opportunity (theconversation.com)

²⁵ Hepburn Shire hits 42% renewables - Hepburn Shire Council

Climate change: means more extreme weather across Australia

- According to the IPCC report, there is high confidence that the intensity, frequency, and duration of fire weather events will increase.
- A projected increase in heavy and extreme rainfall in most places in Australia, particularly in the north.
- A projected increase in river flood risk almost everywhere in Australia.
- Under a warmer climate, extreme rainfall in a single hour or day can become more intense or more frequent, even in areas where the average

rainfall declines.

- Sandstorms and dust storms are projected to increase throughout Australia (medium confidence)
- Projected reduction in mean rainfall, particularly in the cool season, increase in aridity, and increase in meteorological and agricultural and ecological droughts (medium confidence).
- A 1 in 50-year weather event will occur roughly:
 - > Every 6 years at 1.5°C
 - > Every 3-4 years at 2.0°C
 - > Nearly every year at 4°C

Local climate change impacts – Central Highlands

Australians will experience climate change mainly through weather and climate extremes.

In 2019 the Victorian Government partnered with the Commonwealth Scientific and Industrial Research Organisation (CSIRO) to help communities prepare for climate change by developing local-scale climate projections data for Victoria at a five-by-five-kilometre scale.

Projections for Central Highlands and Wimmera Southern Mallee are depicted in figures 3 and 4. They conclude the climate of Horsham may be more like the current climate of Deniliquin by 2050 and Ballarat's climate may be more like that of Hamilton.

Central Highlands climate projections 2019



Maximum and minimum daily temperatures will continue to increase over this century (very high confidence)



By the 2030s, increases in daily maximum temperature of **0.9 to 1.7°C** (since the 1990s) are expected



Rainfall will continue to be very variable over time, but over the long term it is expected to continue to decline in winter and spring (medium to high confidence) and autumn (low to medium confidence), but with some chance of little change



Extreme rainfall events are expected to become more intense on average through the century (high confidence) but remain very variable in space and time



By the 2050s, the climate of Ballarat could be more like the current climate of Hamilton



Rainfall

Over time, annual rainfall totals are likely to decline, particularly under high emissions, with the greatest drying in spring. By late-century under high emissions, the climate change trend becomes obvious compared to natural variability with a median of 24% decrease in annual totals, larger (31%) in spring.²⁶

Heavy rainfall events are expected to continue to become more intense, as warmer air can hold more water vapour (a 7 per cent increase in atmospheric moisture for every degree of global warming).²⁷

Hot days

From 1981-2010 the number of days above 35 degrees Celsius in Daylesford were on average 3.8. In a medium emissions scenario, the number of hot days is projected to be between 4.4 to 12.2 (av 8.9) and in a high emissions scenario, 7.6 to 17.6 (av 9.8) hot days.

Fire weather

Fire weather has become more dangerous in southern Australia since the mid-1900s. In addition, fire seasons have become longer and commenced earlier over this time. This is likely to continue, with the severity of ongoing changes dependent on the emissions pathway that the world follows.

For example, there is high confidence that the number of fire days where the Forest Fire Danger Index is greater than the 95th percentile for 1986–2005 is predicted to increase at Ballarat by a median value of 12.4 days per year by the 2050s under high emissions (or a 68% increase).



Image: June 2021 storm damage near Trentham Victoria

²⁶ [Central-Highlands-Climate-Projections-2019_20200219.pdf \(climatechange.vic.gov.au\)](#)

²⁷ [What are the impacts of extreme weather and climate events? - CSIRO](#)

Climate adaptation and resilience



A heating planet

Climate change has been described by the World Health Organization (2015) as the greatest threat to global health in the 21st century.

The unfolding climate crisis requires an immediate response to protect the health, safety and wellbeing of Victorians, now and into the future.

Dr. Brett Sutton
MMBS MPHTM, FAFPHM,
FRSPH, FACTM, MFTM
Victorian Chief Health Officer



The inertia of the climate system – The long lifetime of CO₂ in the atmosphere means that its climate warming effect responds to a reduction in CO₂ emissions only gradually, over many years. It also takes centuries to millennia for the Earth system to fully respond to changes in the greenhouse effect. This means that if atmospheric greenhouse gas concentrations were to stop increasing and remain constant from now on, it would take centuries to millennia for the warming of the planet to cease.

Climate adaptation refers to adjustments in ecological, social, or economic systems in response to actual or expected climatic stimuli and their effects or impacts.²⁸ It refers to changes in processes, practices, and structures to moderate potential damages or to benefit from opportunities associated with climate change. In simple terms, countries and communities need to develop adaptation solutions and implement action to respond to the impacts of climate change that are already happening, as well as prepare for future impacts.²⁹

Irrespective of tipping points, climate change adaptation efforts will be less costly and disruptive to society, and will stand a better chance of success, if warming can be limited to 1.5°C rather than 2°C or higher.³⁰

In Australia we have already entered a new era of megafires, more powerful storms and deadly heatwaves. We are witnessing dramatic damage to the ecological systems that sustain human life and our society.

From the Black Summer bushfires causing massive air pollution across major cities; to widespread flooding from intensifying rainfall events; to increasing damage to agricultural landscapes from worsening droughts and fires; and to the long-term decline in rainfall across the population centres of the southwest and southeast of Australia – the climate change crisis is now all around us and is accelerating.

²⁸ [What do adaptation to climate change and climate resilience mean? | UNFCCC](#)

²⁹ [What do adaptation to climate change and climate resilience mean? | UNFCCC](#)

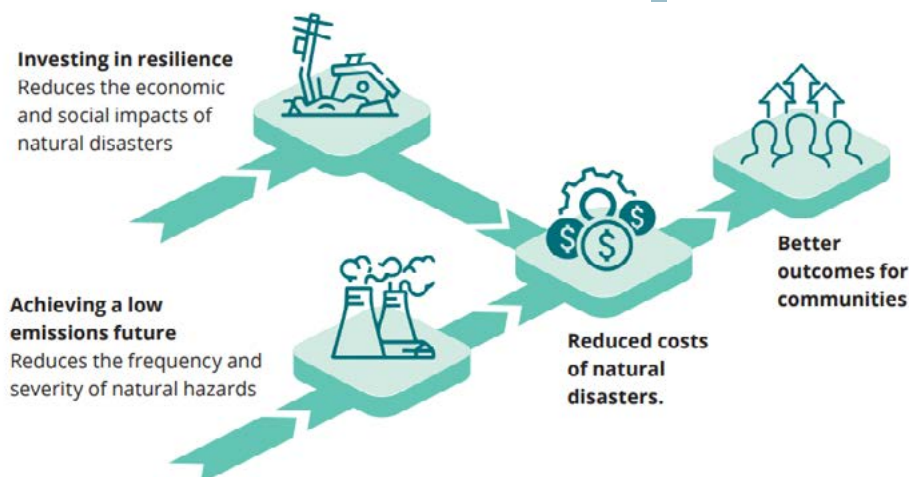
³⁰ [Climate Extremes | » Briefing notes](#)



Image: Cattle stand in a field under a red sky caused by bushfires in Greendale, on the outskirts of Bega, New South Wales, Australia, on January 5, 2020.

It is becoming increasingly obvious that in addition to reducing emissions we need to prepare for a changing climate and more extreme weather. This is where climate adaptation and resilience come into play. Future scenario planning is a helpful tool to better understand the potential impacts on the systems we have designed to sustain life, such as agricultural systems for food production, energy systems, building design and operation, the way we work and more.

Achieving a low emissions future coupled with increasing investment in resilience to natural disasters will deliver better outcomes for communities.³¹



³¹ Special report_Update to the economic costs of natural disasters in Australia.pdf (australianbusinessroundtable.com.au)

The Australian economy is facing \$1.2 trillion in cumulative costs of natural disasters over the next 40 years even under a low emissions scenario.

This shows there is the potential for large economic gains from investments to improve Australia's resilience to natural disasters. Targeted investments in both physical (such as infrastructure) and community (such as preparedness programs) resilience measures are predicted to significantly reduce the increasing costs of natural disasters. Investments in disaster resilience can be effective in lowering these costs, particularly if investments are maintained over a number of years.³²

The Grampians Region Climate Adaptation Strategy 2021-25

refers to four key assumptions:

1. Adapting to a changing climate requires a strategic and coordinated approach, mobilising the people, organisations and communities of the Grampians Region around shared goals and outcomes.
2. Climate change is complex, affecting the landscapes, built environments, businesses, communities, and people of the Region in diverse ways.

3. There are multiple plausible climate futures for the Region, depending in part on global factors (especially the extent of greenhouse gas emissions worldwide) and in part on local factors (especially the quality of the strategic approach to adaptation).

4. Community cohesion and behaviour change are necessary for successful adaptation in the Region and must be factored into every goal and action.

Extreme weather for Hepburn Shire

Bushfire is a significant risk for the Shire with Creswick, Daylesford, Hepburn Springs, and Trentham all identified as high bushfire risk townships. Balancing bushfire management with vegetation and landscape values, and settlement are key challenges.

Flooding impacts the Shire's settlements. Clunes and Creswick were two of the worst affected regional townships in the flood events of 2010-11. Widespread storms experienced in June 2021 resulted in storm damage primarily across the east and central areas of the shire. Many thousands of trees (possibly more), including many large old habitat trees, fell in the storm impacting on native fauna that rely on tree hollows.

The impacts resulting from this event were:

- 53 residences damaged
- 5 houses and 9 cabins destroyed - uninhabitable (all primary residences)
- 39 dwellings impacted but habitable
- 9 vehicles impacted
- 153 private properties with fencing damaged
- 57 dangerous trees at risk of falling on dwelling or access.

On 5 January 2022, a significant storm event resulted in flooding in the Creswick township and storm damage in Creswick surrounds and crop damage in the Dean area. The impacts resulting from that event included:

- 180 primary residences damaged
- 45 primary residents severely damaged/uninhabitable
- 55 residents displaced (as at 24/2/22- seven weeks after the flood)
- \$25m+ direct cost losses to the agricultural sector
- \$10m+ damage and losses to the business sector.

³² Australian Business Roundtable for Disaster Resilience & Safer Communities (ABR) commissioned report: Building Resilience in Our States and Territories (2017), p. 20.

The June 2021 and January 2022 storm events impacted approximately 45% of the Shire's footprint, as per the map below.³³

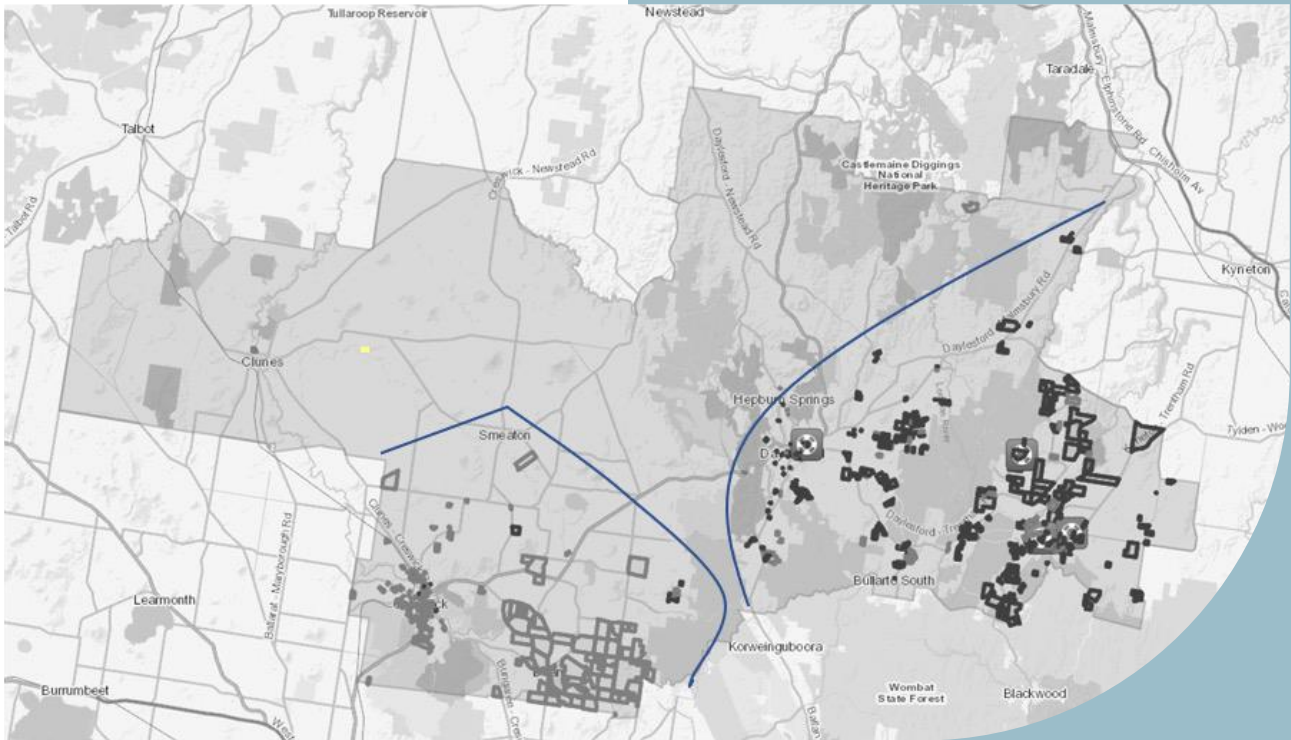


Image: January 2022 storm events impacted approximately 45% of the Shire's footprint.

Due to more extreme weather events, flooding impacts are expected to increase and a consistent Shire-wide approach to flood mitigation is needed.

Considering climate change in all land use and development decisions is essential to ensuring that emission reduction goals are realised reducing the likelihood of climate change, as well as planning for future changes that we cannot curtail. This will include minimising: pollution to air, soil, and water; the use of non-renewable resources; solid waste generation; or other activities resulting in detrimental environmental outcomes.

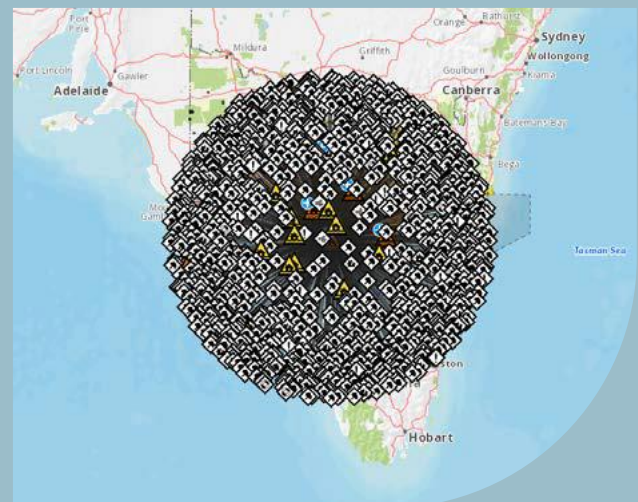


Image above: from VicEmergency App shows more than 2000 incidents across the state – 10 June 2021.

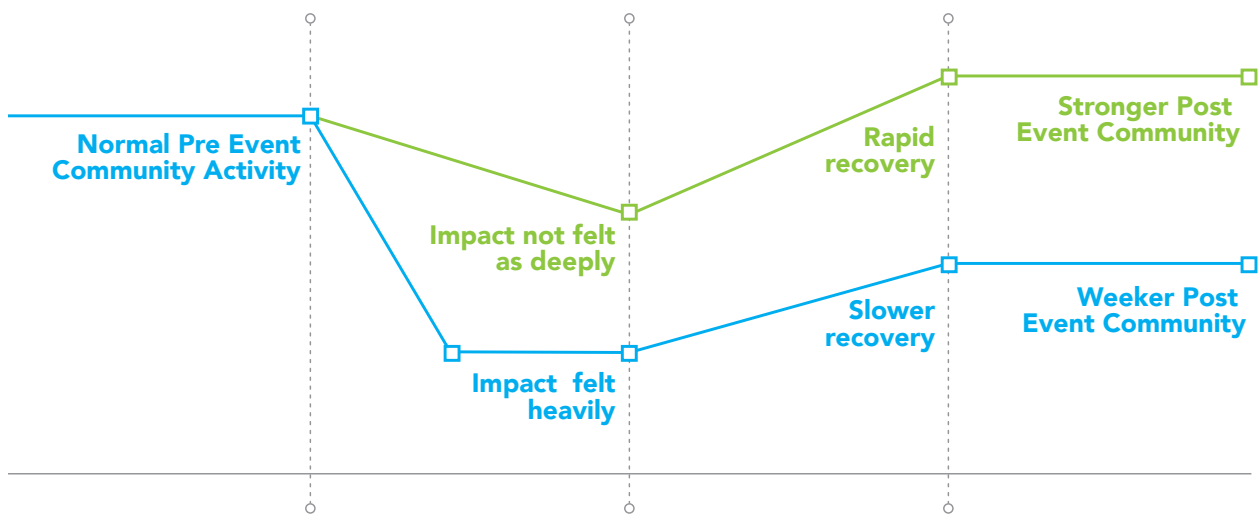
Image left: ORTO Farm, Blampied VIC. Making homes more resilient to the impacts of climate change, can include passive design where natural elements are utilised to warm and cool the home. Advantages are increased liveability and comfort and less money spent on energy.

³³ Storm and Flood Recovery - Hepburn Shire Council

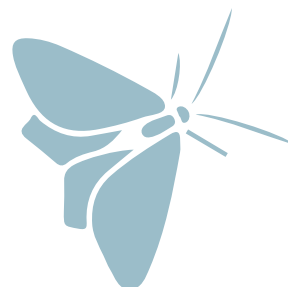
Community resilience

Social capital refers to networks of formal and informal organisations, combined with strong community leadership, which can be drawn on in times of need. Social capital has been shown to save lives, encourage the sharing of information and resources, provide a basis for the planning and implementation of tasks, and ensure appropriate self-advocacy on the basis of need. Social capital can be invested in and drawn on in times of need.³⁴

A significant body of evidence shows that resilient and prepared communities are more likely to withstand the negative impacts of natural disasters. Likewise, strong social capital correlates to a more effective recovery. Local government can enable community resilience by supporting community leadership, facilitating genuine and deliberative community engagement and sometimes getting out of the way so that the community can determine what their priorities and needs are and seeking funding to lead action themselves.



Source: Insurance Council of Australia (2008)



³⁴ Natural Disaster Roundtable Paper Web version January 2014.pdf (australianbusinessroundtable.com.au)

Biodiversity is fundamental to life

Biodiversity is the term given to the variety of life on Earth.

It is the variety within (i.e., genetic diversity) and between all species of plants, animals and micro-organisms and the ecosystems within which they live and interact. Biodiversity comprises all the millions of different species that live on our planet, as well as the genetic differences within species. It also refers to the multitude of different ecosystems in which species form unique communities, interacting with one another and the air, water, and soil.

Threats to global biodiversity

The rate of global change in nature during the past 50 years is unprecedented in human history. The direct drivers of change in nature with the largest global impact have been (starting with those with most impact):

- changes in land and sea use
- direct exploitation of organisms
- climate change
- pollution
- invasion of alien species.

Those five direct drivers result from an array of underlying causes – the indirect drivers of change – which are in turn underpinned by societal values and behaviours that include production and consumption patterns, human population dynamics and trends, trade, technological innovations and local through global governance.

Unprecedented changes in climate and biodiversity, driven by human activities, have combined and increasingly threaten nature, human lives, livelihoods, and well-being around the world. Biodiversity loss and climate change are both driven by human economic activities and mutually reinforce each other. Neither will be successfully resolved unless both are tackled together.

While the world has been battling the COVID-19 pandemic, there has also been a biodiversity extinction crisis unfolding in our cities and across the planet. It is the world's sixth mass extinction.

A mass extinction occurs when the Earth loses three quarters of our species in a geologically short interval. Biologists have suggested that given the current devastating loss of species, we have entered another mass extinction period, only the sixth experienced on Earth over the past 540 million years.³⁵



³⁵ How our cities should respond to the biodiversity extinction crisis | Pursuit by The University of Melbourne (unimelb.edu.au)

Benefits of biodiversity and the natural environment

Biodiversity is important to humans for many reasons. Biodiversity is also considered by many to have intrinsic value—that is, each species has a value and a right to exist, whether or not it is known to have value to humans.

Ecosystem services are defined as the direct and indirect contributions of ecosystems to human wellbeing, and have an impact on our survival and quality of life. Biodiversity is fundamentally important for human health because 'it helps to regulate climate and flooding, filters air and water, enables soil formation and mitigates the impact of natural disasters. It also provides timber, fish, crops, pollination, ecotourism, medicines, and physical and mental health benefits.³⁶ Estimates in 2011 suggest that ecosystems actually provide the equivalent of \$125 trillion in services per year.³⁷

Contact with nature also has health benefits—increased attention, energy and tranquillity, and significantly decreased anxiety, anger, fatigue, and sadness are all associated with exposure to natural environments.³⁸ Natural places such as parks provide opportunities for outdoor recreation, spiritual and cultural heritage connection, physical, mental, and social health benefits, and neighbourhood amenity.³⁹

In June 2021, the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) and the Intergovernmental Panel on Climate Change (IPCC) collaborated for the first time addressing the synergies between mitigating biodiversity loss and climate change, while considering their social impacts, and stated that this integrated approach offers the opportunity to maximize benefits and meet global Sustainable Development Goals.

Changes in biodiversity, in turn, affect climate, especially through impacts on nitrogen, carbon and water cycles. "The evidence is clear: a sustainable global future for people and nature is still achievable, but it requires transformative change with rapid and far-reaching actions of a type never before attempted, building on ambitious emissions reductions.

Solving some of the strong and apparently unavoidable trade-offs between climate and biodiversity will entail a profound collective shift of individual and shared values concerning nature – such as moving away from the conception of economic progress based solely on GDP growth, to one that balances human development with multiple values of nature for a good quality of life, while not overshooting biophysical and social limits." Prof. Hans-Otto Pörtner, co-chair of the Scientific Steering Committee.

Figure 4: Benefits of nature from Living Melbourne: Our metropolitan urban forest



³⁶ [Natural environment and health - Australian Institute of Health and Welfare \(aihw.gov.au\)](https://www.aihw.gov.au/reports/10/natural-environment-and-health) from UN 2019

³⁷ [Changes in the global value of ecosystem services - ScienceDirect](https://www.sciencedirect.com/science/article/pii/S0926641019300011)

³⁸ Bowler, Diana & Buyung-Ali, Lisette & Knight, Teri & Pullin, Andrew. (2010). Bowler et al. 2010.

³⁹ <https://www.parks.vic.gov.au/-/media/project/pv/main/parks/documents/about-us/valuing-victorias-parks/valuing-victorias-parks-report-accounting-for-ecosystems-and-valuing-their-benefits.pdf?la=en&hash=6259F14F477AC64BD19E7783E29ECE7FF8C5B506>



Image: Water sampling in Hepburn Shire
Photo credit: Scheltema

Natural environment and biodiversity in Hepburn Shire

Key Threats to local Biodiversity
(from North Central Catchment Management
Authority Regional Catchment Strategy):

- Clearing for agriculture, urban or other uses
- Global warming/rapid climate change
- Invasive plants and animals
- Over-grazing by stock, feral animals, and native herbivores
- Salinity
- Soil disturbance
- Habitat fragmentation and isolation
- Alterations to natural fire regimes
- Altered hydrology
- Inappropriate timber and firewood harvesting practices
- Off-site effects of nearby land-uses
- Predation by foxes, feral cats and wild dogs

Dja Dja Wurrung priorities

RETURN OF MURRUP

Important Murrup (spirit) to return to Country are those that are connected with our Stories and identity.

FOOD AND FIBRE PLANTS

Returning food and fibre to the landscape....is key to ensuring healing of Djandak (Country).

WI (FIRE)

Wi is a tool Djaara use in many ways and its use is always guided and informed by Our Lore as it has been for millennia.

GATJIN (WATER)

Water has spirit ... It must be respected as an entity in itself that knows where it needs to go.

CLIMATE CHANGE

Climate change is not new to Djaara peoples – cultural practices of land management including fire, forest care and water health have been utilised to adapt and mitigate past climate change events.

'WALKING TOGETHER' TO CARE FOR COUNTRY

Djaara want to build partnerships, including with private landholders and engage with the broader community to raise cultural awareness.

“

The benchmark for fostering biodiversity was set by the Dja Dja Wurrung Ancestors who lived here and cared for this Country in a sustainable way for over 30,000 years, pre-colonisation.

Hepburn Shire Council
Biodiversity Strategy 2018-2021

”



Hepburn Shire's natural environment

There are three bioregions within the Hepburn Shire – the Goldfields, Victorian Volcanic Plains and Central Victorian Uplands bioregions. Bioregions classify the land based on a combination of climate, geology, soils

and vegetation. They are key divisions used in Victoria for biodiversity conservation and align closely with land capability for agriculture and forestry and as such influence where people live and work.

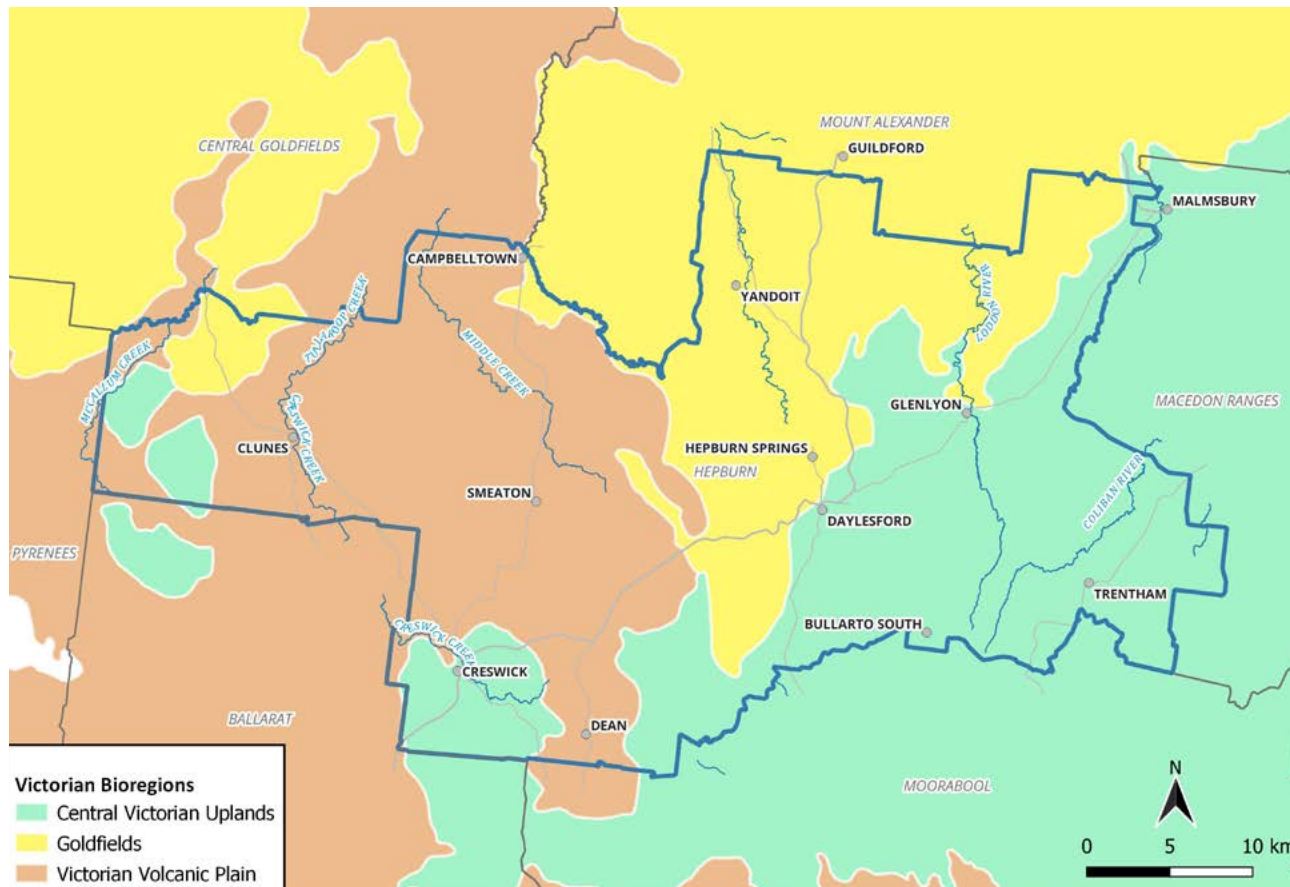


Figure 5: The three bioregions of Hepburn Shire

The native vegetation of the Shire supports rich biodiversity. There is an estimated 707 native plant species and 252 native animal species with many more likely to be found with further surveys. Of these species, 41 plant and 37 animal species are rare or threatened. There are at least 29 eucalypts, 27 acacias, 63 orchids, 74 peas, 100 daisy species, 122 grasses, 38 mammals, 206 birds, 17 reptiles and 11 amphibians.

Significant species include the endangered Spiny Rice-flower (*Pimelea spinescens* subsp. *spinescens*),

the threatened Brush-tailed Phascogale (*Phascogale tapoatafa*), Powerful owl (*Ninox strenua*), the Striped legless lizard (*Delma impar*) and the rare Yarra gum (*Eucalyptus yarraensis*). Rare species unique to the area include the Wombat Leafless Bossiaea and the Wombat Bush-pea. The native species compete with around 266 weeds and 20 introduced animals.⁴⁰

⁴⁰ Hepburn-Biodiversity-Strategy-2018-2021.pdf



Image: Endangered Powerful Owls

Over the past 150 years, extensive areas of Victoria have been converted to agriculture, native and plantation forestry and urban development. In a Victorian context, Hepburn Shire retains a relatively high portion of native vegetation (approximately 46%) along with associated fauna and ecological processes. (See Fig 6)

The remnant vegetation is unevenly distributed across the Shire and native vegetation on fertile soils of the volcanic plains and river valleys today consist of only small, highly fragmented remnants within a rich agricultural landscape.

Council directly manages some large reserves within the main townships (Fig 8) and also has responsibility for management of vegetation management along

Council managed roads (see Fig 9). Through its planning and compliance roles it has an influence on the management of the approximately half of the native vegetation in the Shire that occurs on private land. (See Fig 7)

Much of the forested areas have been modified by cycles of clearing, logging and regrowth from past mining and forestry operations. Introduced pests and animals, incremental development and climate change threaten biodiversity in the Shire. Countering these trends have been the efforts of many residents to retain and enhance the biodiversity on their properties and groups aiming to enhance the protection of public lands.

Figure 6: Area of Shire's Remnant vegetation

67,305 ha or 46% of Shire area is mapped as remnant vegetation (dark green).

Source State Government of Victoria

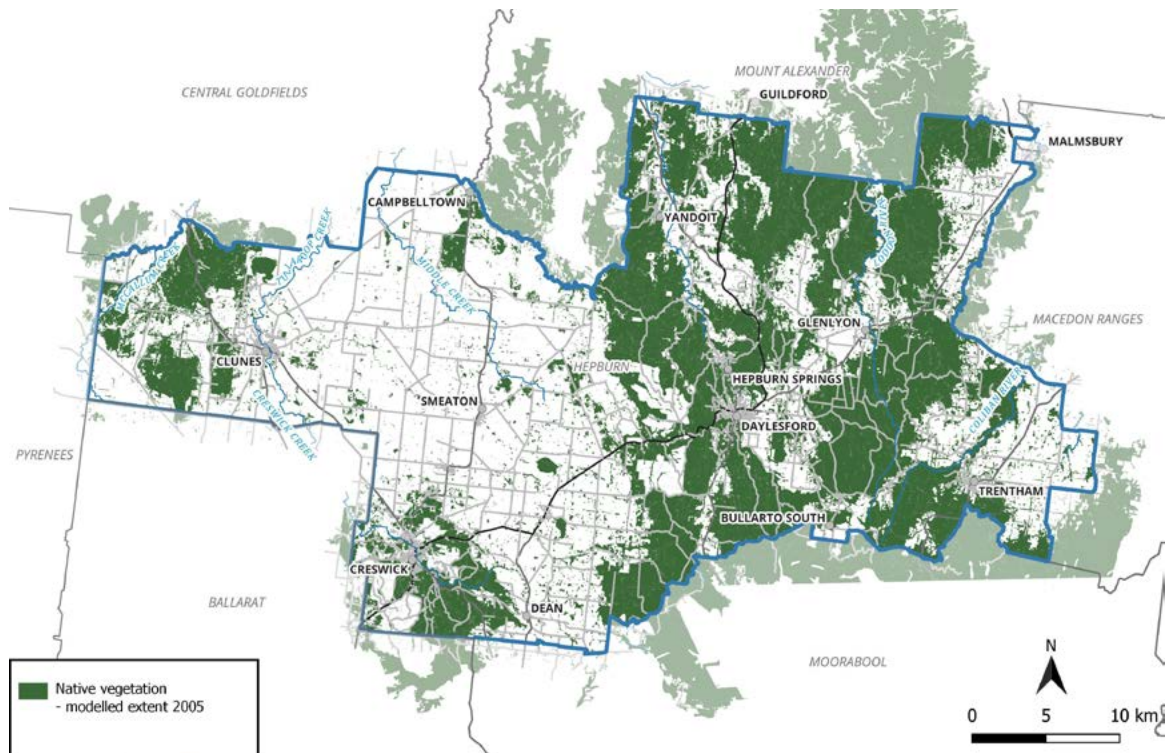


Figure 7: Remnant Vegetation outside of Public land

32,887 ha (49%) of remnant vegetation in Hepburn Shire occurs on private property (dark green)

Source State Government of Victoria

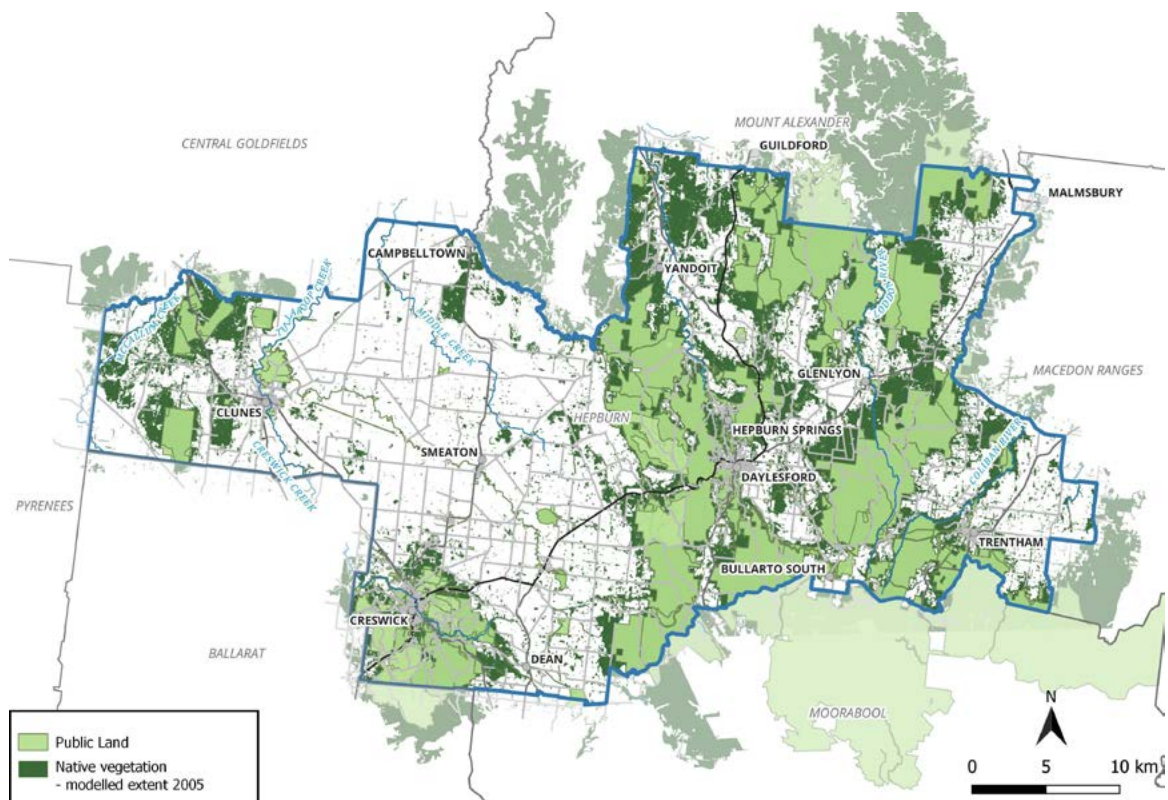


Figure 8: Hepburn Shire land tenure

Council has a responsibility for Crown Land reserves where it is Committee of Management

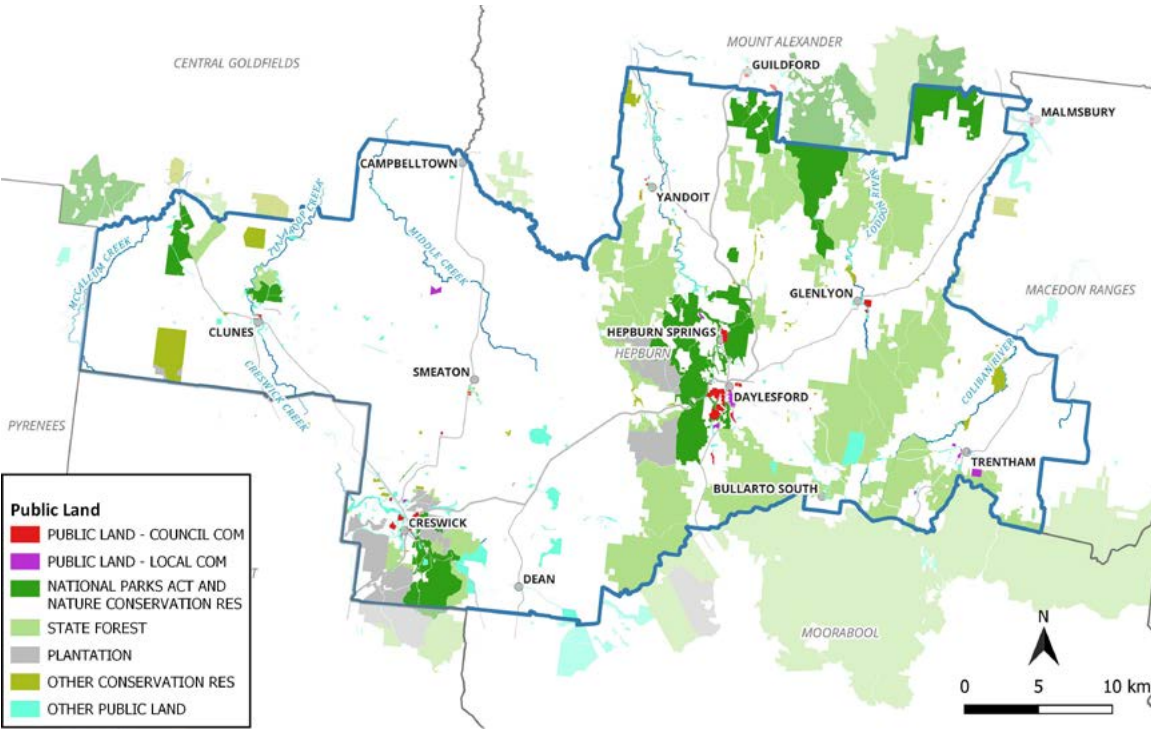
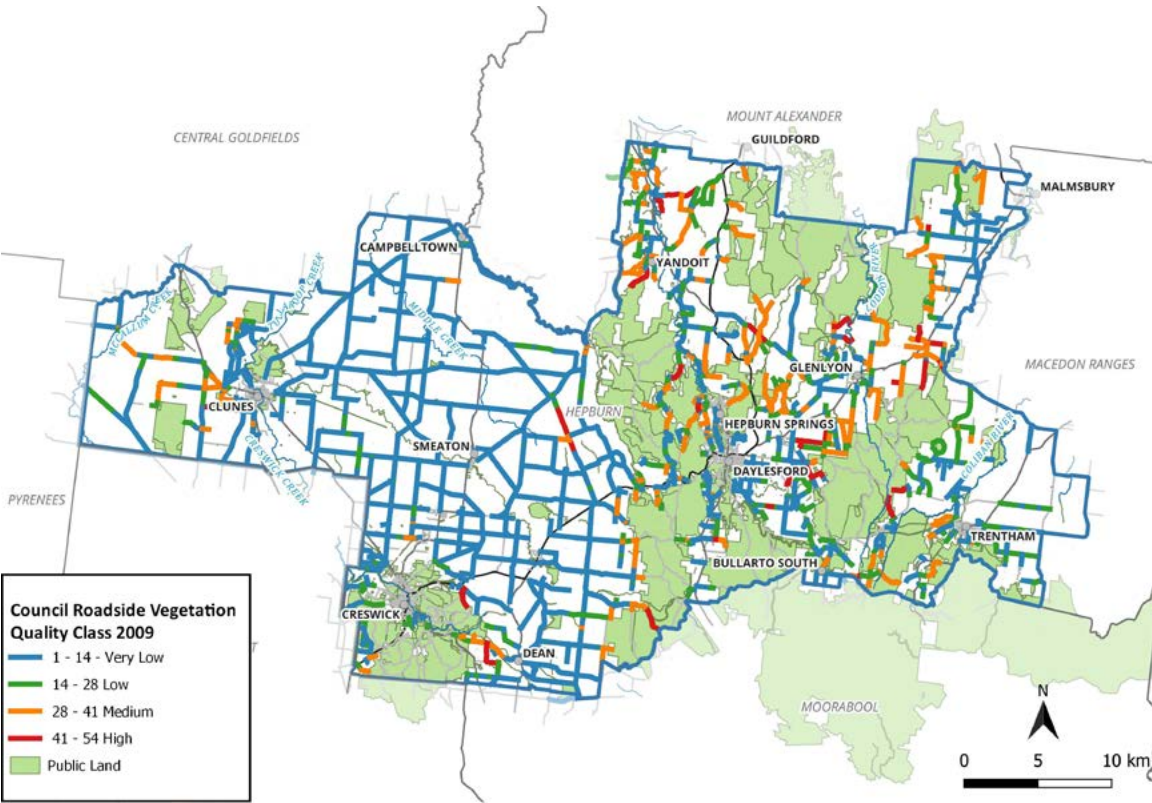


Figure 9: Hepburn Shire Council roadside vegetation quality score

Council has a responsibility for roadside vegetation of Council-managed roads. Vegetation quality of these roads was assessed in 2009. (Source: North Central Catchment Management Authority)



Biodiversity and Climate Adaptation

The Hepburn Shire with its cooler, higher altitude areas and groundwater, has considerable importance as a refuge for biodiversity in a warming and drying climate Cunningham, S., Hemayet, H., & Harmen, R. (2016). Hepburn Biodiversity Strategy and Action Plan 2016 Background Paper. This is a role the Hepburn region already plays during drought in Australia's naturally variable climate. However, as anthropogenic climate change intensifies, the stressors on biodiversity in the Shire (such as increased fire weather, drought, climate variability and extreme weather events) pose an even greater threat to these biodiversity refuges highlighting an even stronger case for their protection.

The Grampians Regional Climate Adaptation Strategy 2021 identifies climate adaptation for biodiversity as "building species and ecosystem resilience and functionality for long-term viability".

Actions within the Natural environment and Biodiversity theme that contribute to climate adaptation can be found under the following objectives:

- Prioritise protection of existing biodiversity and

habitat on both council managed and private land;

- Identify and reduce threats to biodiversity;
- Increase extent, connectivity and integration of natural ecosystems.

Partnership and coordination with community and other agencies for climate adaptation for biodiversity is considered through objectives:

- Improve council's and community's connection to and understanding of biodiversity;
- Strengthen connection to Djaara.

Within the Climate Resilience theme, Objectives such as "Ensure intergenerational equity of resources across Hepburn Shire, includes Actions that can contribute to biodiversity adaptation such as a "Climate resilience plan for greenspaces" that include raingardens, shading and wetlands.

Figure 10: Public Land Management Map

Public Land Management with draft VEAC changes 2022

Source State Government of Victoria

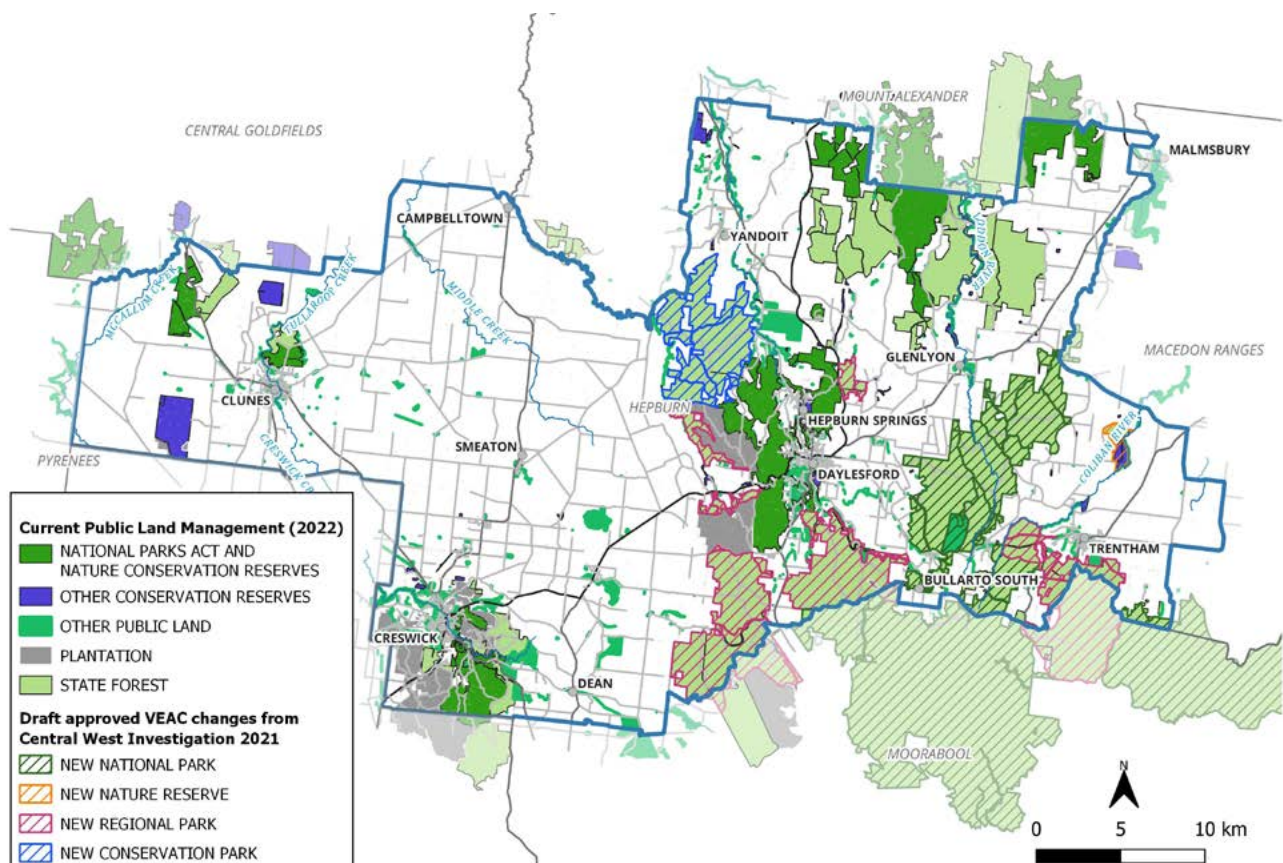




Image: Autumn soft light Daylesford landscape R Reeve



Waste is a resource

Decisions about how goods (such as food, plastic packaging, and building materials) are produced, transported, used, and disposed can make a significant difference in the amount of the resources used, greenhouse gases emitted, environmental impacts created, and waste produced.

According to the United Nations Environment Programme's International Resource Panel, up to half the global greenhouse gas (GHG) emissions stem from the extraction and processing of materials, fuels, and food. Reducing, reusing, recycling, and composting are strategies that can lessen the environmental impact of goods.⁴¹

Of particular concern is organic waste such as food in landfill. When food waste ends up in landfill, the bacteria helping to decompose it release methane instead of carbon dioxide. This is because there is no oxygen in the depths of a pile of landfill rubbish.

Methane is 28 times more powerful as a greenhouse gas than carbon dioxide, over a 100-year period.⁴²

A recent report by the UN Environment Programme noted that 'the atmospheric concentration of methane is increasing faster now than at any time since the 1980s' and that the 'Paris Agreement's 1.5°C target cannot be achieved at a reasonable cost without reducing methane emissions by 40–45 per cent by 2030'.⁴³

Since methane only remains in the atmosphere for around a decade on average, the effect on the amount of methane in the atmosphere, and the benefit to efforts to limiting warming to 1.5°C, would be immediate.



Image: ABC's War on Waste, the landmark series that sparked action across the country to cut Australia's staggering waste levels. In 2017 the program reached 4.3 million viewers across Australia and broke records on social media

⁴¹ [Global Environment Outlook 6 | UNEP - UN Environment Programme](#)

⁴² [SVS: Sources of Methane \(nasa.gov\)](#)

⁴³ [Key Findings | United Nations](#)

Victorian government policy changes: Recycling Victoria

Victoria, like many other states and nations, exports large amounts of recycled materials. Approximately 1.27 million tonnes of paper, plastic, and cardboard each year is sent to overseas markets such as China and Malaysia. This includes 30 per cent of all recycling collected from Victorian households. In 2018, China placed and enforced strict contamination thresholds on its import of recycled materials. This caused widespread disruptions to global recycling markets — including our own.

Recycling Victoria represents the Victorian Government's action plan to reform our waste and recycling system over the next decade. It includes a complete overhaul of our recycling system, with reform to kerbside recycling, the introduction of a container deposit scheme, new investment in industry and the creation of waste management as an essential service. Underpinning this state government policy is to create new innovative markets for cutting-edge recycling and growing an advanced manufacturing sector that makes products from recycled materials. Beyond recycling, this shift aims to fundamentally transform Victoria's

economy by investing in a highly skilled workforce, connected supply chains, exceptional design and engineering expertise, innovative infrastructure, education and research and development. Recycling Victoria aims to help Victorians reduce, reuse, repair and recycle and strengthen our economy—setting up a more sustainable future for our state.

Circular economy

Central to this shift is developing a circular economy. A circular economy continually seeks to reduce the environmental impacts of production and consumption, while enabling economic growth through more productive use of natural resources. It allows us to avoid waste with clever design and effective recovery of materials that can be reused. It promotes more efficient business models that encourage intense and efficient product use, such as sharing products between multiple users, or supplying a product as a service that includes maintenance, repair and disposal. The value people obtain from the resources used to create goods and services increases. It transforms our linear economy mindset—take, use, and throw away—and fosters innovation and productivity that invigorates existing businesses and creates new ones, delivering more jobs and more growth for local, regional, state, and global economies.⁴⁴



Figure 11: *Recycling Victoria* is the Victorian Government's 10-year policy and action plan for waste and recycling.

44 *Recycling Victoria A new economy.pdf* (www.vic.gov.au)

Victoria's transition to a circular economy will be guided by four goals spanning the life cycle of materials (make, use, recycle and manage). Each goal is designed to maximise value and minimise waste.

Goal 1

Design to last, repair and recycle. Generate less waste in businesses through innovation and design; use recycled materials in products and consider impacts across product life cycles; and support business to explore new circular economy business models.

Goal 2

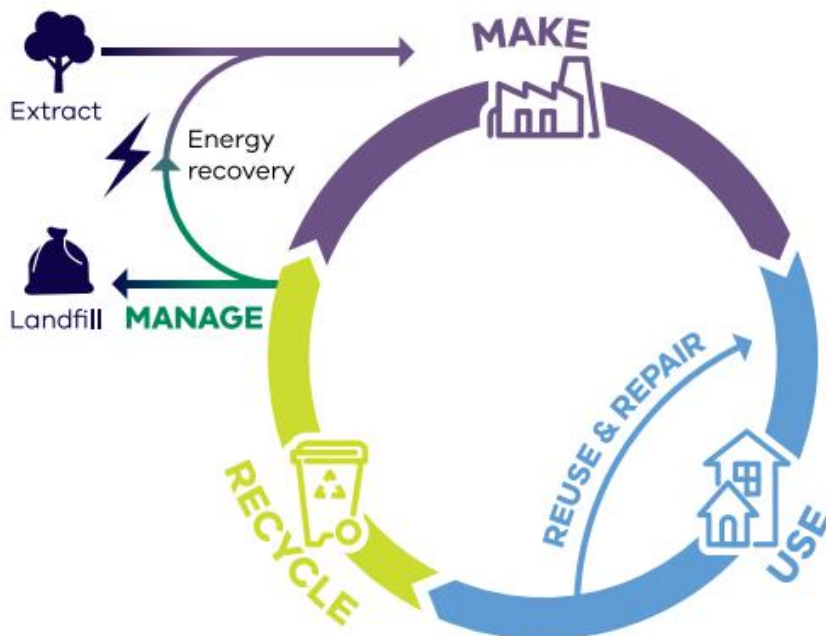
Use products to create more value. Help people make smart purchasing decisions and extend the life of products and support the reuse economy, repair goods where possible.

Goal 3

Recycle more resources. Reform kerbside collections to generate more value from waste; improve the separation of recyclable materials; develop markets for recovered materials; plan for and boost investment in recycling infrastructure; embed the waste hierarchy in the management of materials; support the development of appropriate waste to energy facilities.

Goal 4

Reduce harm from waste and pollution. Protect communities and the environment from high-risk and hazardous wastes.



For Hepburn Shire, getting on board with *Recycling Victoria's* Goals before they become mandated, will allow us to explore the opportunities at a regional and municipal level in a way that suits the citizens of our Shire.

There are choices we can make to suit our local context, creating local economic activities to get on board with a circular economy. The *Sustainable Hepburn* Low Waste action plan outlines local actions for our local community.

Figure 12: Recycling Victoria Circular Economy

Waste and resource management in Hepburn Shire

Key statistics on waste management in Hepburn Shire:

Landfill is the least preferred way to get rid of rubbish in Australia.

Almost half the total waste (49%) managed by Hepburn Shire Council (HSC) is collected through the kerbside system which is provided as a weekly residual waste collection and a fortnightly recyclables collection in the main townships. The residual waste is disposed at the regional landfill owned by City of Ballarat in Smythesdale and the recyclables are sent for sorting and processing to various Material Recovery Facilities (MRFs). A large number of households are not provided with a kerbside service and are instead issued with vouchers to allow disposal of waste at the transfer stations.

- About 480kg of household waste is generated in Hepburn Shire per service versus average Australian 540kg of household waste per service.
- More than 10,000 bins are emptied each week (residential, commercial, public).
- Services include approximately 8,000 landfill, 8000 recycling, 1000 organic, 280 commercial.
- About 4,200 tonnes of material is sent to landfill each year, to Smythesdale Landfill (near Ballarat).
- A recent audit of landfill bins across Hepburn Shire showed that over 40% (2019), and up to 56% (2021) is food or garden material.
- About 2,500 tonnes of material is recovered each year for recycling and sent to a Materials Recovery Facility. Approximately 160 tonnes of material from kerbside is sent for recycling each month.

- Materials for recycling are transported to Ballarat, combined with other recycling, and then transported to a Materials Recovery Facility (MRF).
- Recycling contamination across the Shire is approximately 25.8% (2021 bin survey result) versus 26.5% (Grampians Region 2019 survey) or Barwon Southwest Region 2018 audit rate of 16%.
 - > glass fines were considered 6.8% of contamination
 - > Bagged recycling 1.8%
 - > Top contaminants: broken glass (less than 50mm), non-recyclable paper, non-recyclable plastics, organic material (food and garden), bagged material
- Hepburn Shire Council commenced a trial of kerbside organics (food and garden) collection in Clunes (township) from March 2021.
- In nine months of using the trial organics service, Clunes residents have prevented more than 100 tonnes of food and garden organics from going to landfill and it is being processed locally at Creswick Transfer Station. Material collected through the Clunes organics trial is processed into compost using in-vessel compost units.
- In survey respondents self-reported a 41% reduction in their landfill bin, which is in line with the bin survey (2019) where at least 30% of Hepburn Shire Council region's landfill bin being organic waste.



Image: Smythesdale Landfill (near Ballarat)

During 2020-21, a Community Reference Group was established to provide input into Council's Local Law 2: Salvaging at council waste transfer stations. The group developed salvaging guidelines with a focus on improving the existing accessibility to reusable goods left at Council's waste Transfer stations. The guidelines outline the items that can be dropped at transfer stations for free and establish self-service salvaging areas for building materials, fencing materials, plumbing equipment, garden equipment, and other reusable items. Tip shops at each of the transfer

stations will continue. Metal scrap piles will be off limits to all but transfer station staff.

The guidelines outline ways to:

1. Improve operations at Transfer Stations to maximise rescue of materials going to landfill and improve sales at Tip Shops
2. Educate and promote information to the community about all waste streams
3. Other recommendations such as ways to incentivise reuse and recycling.

SO WHAT?

The risk of not taking action

The economic benefits of emissions reduction far outweigh the costs of extreme weather events if nothing is done to tackle climate change.

A Climate Council report states that extreme weather events have cost Australia \$35 billion over the past decade, which is double the cost in the 1970s. By 2038, these events, as well as the impacts of rising sea levels, could cost the Australian economy \$100 billion every year.⁴⁵

Sixty of the world's central banks, including the Reserve Bank of Australia, have warned that without action on climate change, global gross domestic product (GDP) could fall by 25 per cent by 2100. This would be reduced to 4 per cent if global heating is limited to 2°C.⁴⁶

The Australian Prudential Regulation Authority (APRA) has been advising large financial institutions about the financial risks posed by climate change and the

possibility of future lawsuits if no action is taken.

According to APRA, banks and insurers are preparing for worsening bushfire seasons and more extreme weather events. This will push up the cost of insurance premiums and lead to millions of people being uninsured, with resulting pressure on the financial system. In response, institutions are moving away from investing in or lending to climate-damaging projects and shifting towards technologies for efficient and clean energy, sustainable farming, and carbon drawdown - processes that draw carbon out of the atmosphere and lock it away such as in soils. To date, more than 135 globally significant banks – including Australia's Big Four – and insurers have announced they will divest from coal mining and/or coal-fired power plants.

The cost of renewable energy technology also dropped over the past decade, with solar, wind and batteries now 87 per cent, 55 per cent and 85 per cent cheaper than in 2010.⁴⁷ UK think tank Ember reported that in 2021, 10 per cent of the world's electricity production came from solar and wind.

Technology is not a silver bullet. To have a chance of halving global emissions by 2030, we must use fewer high-carbon products and adopt less emissions-intensive lifestyles. Like all other changes required, these cannot be incremental, the IPCC says.⁴⁸

Protecting and enhancing the natural environment and biodiversity is important to improve ecosystem resilience to the changing climate as well as

⁴⁵ [The Deadly Costs of Climate Inaction | Climate Council](#)

⁴⁶ [Reserve Bank warns of 25% GDP loss by 2100 unless action taken on climate change | Reserve Bank of Australia | The Guardian](#)

⁴⁷ ['Transformational change' needed in all regions and sectors now to mitigate climate change: IPCC - ABC News](#)

⁴⁸ [IPCC finds the world has its best chance yet to slash emissions – if it seizes the opportunity \(theconversation.com\)](#)

maintaining the ecosystem services nature provides. Improving our waste management and considering waste as a resource reduces the impact of the greenhouse gas methane while providing an opportunity for new local economies.

Australia is vulnerable to a range of natural hazards including bushfires, storms, tropical cyclones, floods, coastal inundation and earthquakes and Hepburn Shire is no exception as we have experienced. Yet, natural hazards on their own are not disasters. Disaster occurs when natural hazards intersect with people and things of value, and when the impacts of hazards exceed our ability to avoid, cope or recover from them.⁴⁹

By working closely with affected communities to assess risks and vulnerabilities to natural hazards, better planning can ensure that appropriate natural disaster resilience measures are incorporated into managing both current communities, as well as future developments. All of these risks provide opportunities and the sooner we can embrace change, the sooner we can mitigate the risk and cost of inaction.



Making precautionary decisions

The principal approach for dealing with uncertainties and information gaps regarding risks is the precautionary principle. Climate change adaptation includes decisions that incorporate precautionary responses to consider future risk and hazards such as fire, heat, flooding, and sea-level rise.

A precautionary decision-making response evaluates whether risks can be minimised to an acceptable level based on the best available evidence and adopts a prudent approach to refuse proposals if risks of harm are considered too high.

Call to action

Our response must match the scale and urgency of this worsening situation.

Walking our talk and rolling up our sleeves for a more *sustainable Hepburn* has so many benefits. By thinking global and acting local, we can cherish where we live, respect our community members, and demonstrate to future generations that we cared.



⁴⁹ Royal Commission in Natural Disaster Arrangements (2020)

SECTION 5

SCOPE OF THIS STRATEGY



Role of Council

To ensure that *Sustainable Hepburn* is a living strategy and guides future work, Council commits to the following principles:

RESPECTING OUR TRADITIONAL OWNERS

Develop a meaningful and strategic partnership with Dja Dja Wurrung to identify and collaborate on our shared priorities

LEADERSHIP: WALKING OUR TALK

Reducing impact of operations, walking our talk, innovation

CAPACITY: A SUPPORTED AND KNOWLEDGEABLE WORKFORCE

Staff have the capacity, tools, skills, and resources to make a positive difference

COLLABORATION: WE WORK TOGETHER TO GET THINGS DONE

We maximise outcomes through partnerships, collaboration, and advocacy

PRIORITISE: WE ALLOCATE THE NECESSARY RESOURCES TO IMPLEMENT THIS STRATEGY

Budget allocation, funding opportunities

INCLUSIVE: WE LISTEN, WORK, AND LEARN WITH OUR COMMUNITY

Thriving local community groups, community education and skill sharing, community resilience



Sustainable Hepburn implementation

The *Sustainable Hepburn* Strategy will be implemented through Council's annual action plans. The annual action plans will prioritise actions and add more detail than seen in the strategy. Preparing action plans annually also allows Council to be flexible enough to make the most of opportunities that cannot be foreseen. Progress on the action plans will be assessed in the annual action plans.

Control...

- Council has direct control of and responsibility for

Influence...

- Council can influence behaviour and actions

Advocate...

- Council can advocate for change in policy, programs, funding from other government organisations and community groups



Existing government frameworks & where we fit in

Legislation and frameworks	Climate Change	Natural environment and biodiversity	Low Waste
Australian Government	<p>Renewable Energy Amendment Bill 2019 (Vic) – VRET 2030 Target: Renewable Energy Targets for generation of 40 per cent by 2025 and 50 per cent by 2030</p> <p>Emissions target</p> <p>Net Zero 2050</p>	<p>Environment Protection and Biodiversity Conservation (EPBC) Act</p> <p>Australia's Biodiversity Conservation Strategy 2010 – 2030 (Commonwealth of Australia 2010)</p> <p>Native Title Act 1993</p>	<p>National Waste Policy Action Plan 2019</p>
Victorian Government	<p>Climate change Act 2017</p> <p>Victorian Climate Change Strategy</p> <p>Reduce state's emissions from 2005 emission levels by 28-33% by 2025</p> <p>Interim emissions target for the period 2026–2030 is to reduce 45–50% below 2005 levels by the end of 2030</p> <p>Net-zero emissions by 2050</p> <p>Victorian Renewable Energy Target (VRET) to 50 per cent by 2030</p> <p>Public Health and Wellbeing Act</p>	<p>Victoria's Flora and Fauna Guarantee Act 1988</p> <p>Protecting Victoria's Environment - Biodiversity 2037</p> <p>Biodiversity Response Planning – Loddon – Mallee DELWP Region</p> <p>Including Fact Sheets for the following 'Landscapes of Interest'</p> <p>Daylesford- Wombat – Creswick - Muckleford, Coliban-Campaspe</p> <p>Upper Loddon</p> <p>Mooloort-Smeaton</p> <p>Maryborough-Paddys Ranges</p> <p>Victorian Catchment and Land Protection (CaLP) Act 1994</p> <p>Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017)</p> <p>Victorian Planning and Environment Act 1987</p> <p>Traditional Owner Settlement Act 2010</p> <p>Aboriginal Cultural Heritage Act 2006</p> <p>Victoria's Climate Change Strategy 2021-2050</p> <p>The Victorian public health and wellbeing plan 2019–2023</p> <p>Healthy Waterways Strategy 2018–28 and Integrated Water Management Framework 2017</p> <p>Water for Victoria</p>	<p>Victorian Planning and Environment Act 1987</p> <p>Victoria's Climate Change Strategy 2021-2050</p> <p>The Victorian Public Health and Wellbeing Plan 2019–2023</p> <p>Recycling Victoria Policy 2020</p> <p>Environment Protection Act 2017 (new powers July 2021)</p> <p>Circular Economy (Waste reduction and recycling) Act 2021</p> <p>Waste Management Policy (E-Waste) 2019</p> <p>Victorian Plastic bag ban</p>
Regional	<p>Grampians Region Climate Change Strategy</p> <p>Grampians Region Draft Climate Adaptation strategy</p>	<p>North Central Regional Catchment Strategy 2021-27</p> <p>North Central Catchment Management Authority Native Vegetation Plan</p> <p>Dhelkunya Dja: Dja Dja Wurrung Country Plan 2014-2034</p> <p>Joint Management Plan for the Dja Dja Wurrung Parks: Strategy (Draft for consultation April 2018)</p> <p>Munganin Gadhaba – Achieve Together. DELWP Aboriginal Inclusion Plan 2016-2020</p> <p>Recognition and Settlement Agreement Dja Dja Wurrung 2013</p>	<p>Grampians Central West Waste & Resource Recovery Group (ends June 2022 – to become Recycling Victoria details TBC)</p>
Local	<p>CHW Draft Integrated Water Management Strategy</p> <p>Hepburn Z-NET Community Transition Plan 2019 – 2029</p> <p>Hepburn Shire Planning Scheme</p> <p>Hepburn Wind MOU</p>	<p>Hepburn Shire Council Plan 2021-25</p> <p>Hepburn Planning Scheme</p> <p>Biodiversity strategy</p>	<p>Hepburn Shire Council Plan 2021-25</p> <p>Hepburn Planning Scheme</p>

SECTION 6

COMMUNITY INVOLVEMENT IN SHAPING THIS STRATEGY



The development of the *Sustainable Hepburn Strategy* has been informed by:

Council staff workshops

Hepburn Shire Council staff were engaged across multiple departments to identify opportunities for Council to lead by example and demonstrate leadership in environmental sustainability.

Broad engagement

Online and in-person engagement activities were held between December 2021 and February 2022. The activities focused on engaging with the Hepburn community about the integrated sustainability narrative for *Sustainable Hepburn*, and to hear about priority areas, needs and the community's level of ambition for environmental sustainability action. The engagement captured broad views and perspectives from the community about their vision for sustainability and actions across the four key strategic themes.

Focused engagement

During the preparation phase of the *Sustainable Hepburn* project, 40 community groups were identified as having an interest in at least one of the four key strategic themes. These groups were contacted on numerous occasions by both email and phone. Six online focus groups were convened represented by 14 community groups.

Community Reference Group (CRG)

Following on from the broad engagement, a group of 25 community members from across the Shire were appointed to ensure that the development of the strategy adequately reflected the interest, needs, priorities and sentiment of the Hepburn community (five members were not able to participate for the entirety of the CRG). The Community Reference Group met in February and March over four sessions. These sessions were framed by the broad engagement findings and together the members worked collaboratively to create action plans relating to the four key strategic themes. The CRG workshops were facilitated by Capire Consulting Group (Capire) on behalf of Hepburn Shire Council.

Engagement activities were impacted by the Omicron outbreak of COVID-19 however the CRG was able to meet in person for three of four workshops.

CRG Members

Along with the 20 community members four Councillors participated in the CRG with one sitting in each of the technical working groups. Five Council officers were also included as representatives of each of the *Sustainable Hepburn* themes with technical expertise across the four themes.



Image: commenting on Sustainable Hepburn during Chillout 2022

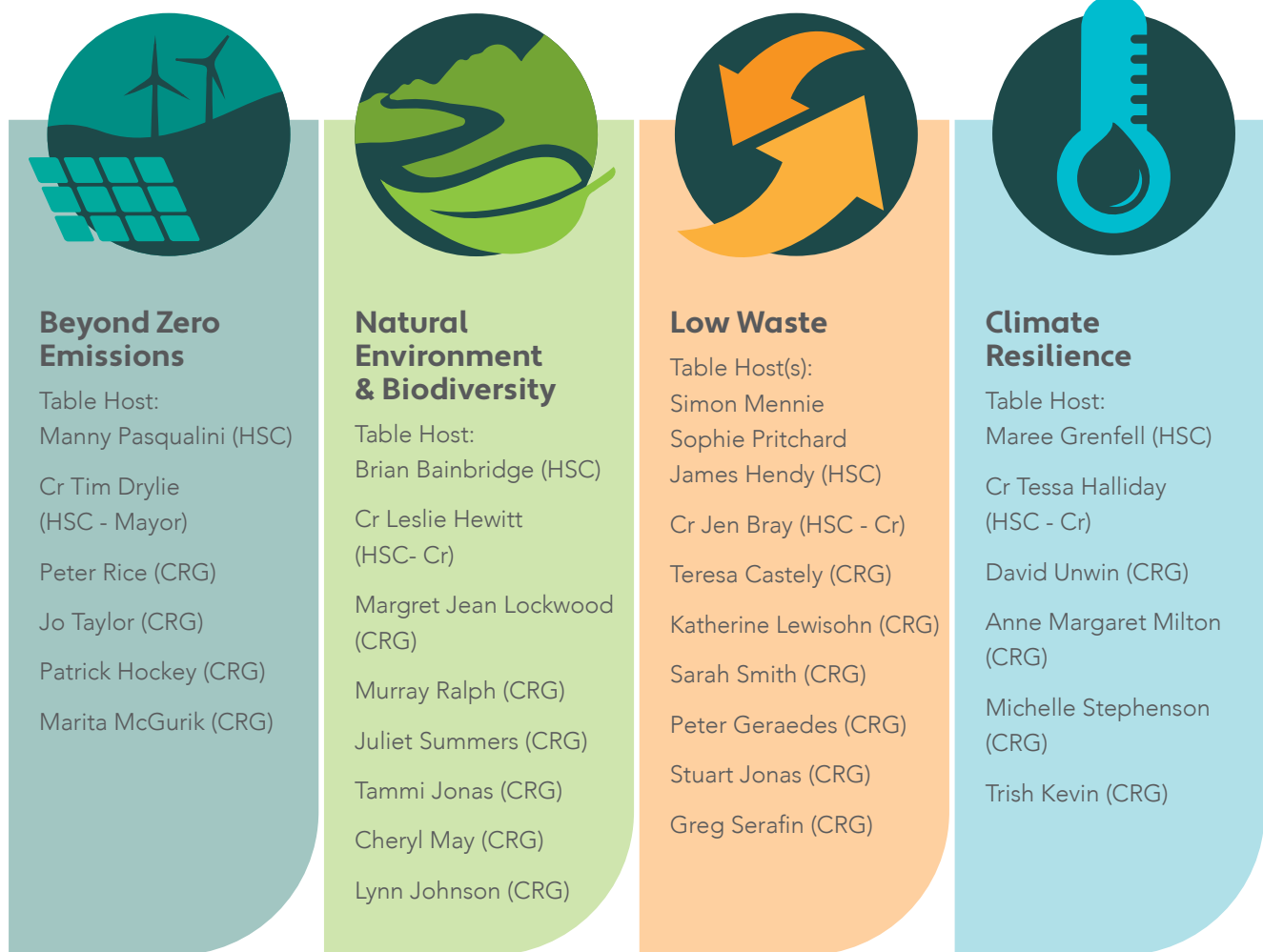


Figure 13: Sustainable Hepburn Community Reference Group members

The broad engagement delivered strong participation across all sectors of our community. An overview of the engagement activity and participation is included below.

Activity	Count
Participate Hepburn Survey (individual responses)	84
Participate Hepburn Survey (group responses)	11
Stakeholder workshops	19
Community pop up sessions	133
Youth sessions	41
Participate Hepburn Social Map	58
Participate Hepburn Visioner	39
Total	385

A report on input and feedback received from the broad community is provided in the Community Engagement Report (Appendix 1).

DJAARA involvement

An overarching guiding principle throughout the project has been to partner with and enable Traditional Owners to lead and manage Country within Hepburn Shire. With this principle in mind, Council Officers began discussions with DJAARA representative early in December 2021 as to their desire and capacity to be involved in this project given our shared environmental priorities.

Summary of Actions Taken

- Inclusion of Country Plan on Participate Hepburn site.
- Survey content reviewed by DJAARA and inclusion of an additional survey question on their request.
- Presentation by DJAARA staff to the *Sustainable Hepburn* CRG.

We thank the staff at DJAARA for their time, expertise and knowledge.

Sustainable Hepburn Community Reference Group



What we heard

The CRG heard from Council leads on work underway and already progressed towards *Sustainable Hepburn's* strategic themes. They were presented with feedback from broad community engagement and priorities, heard from Djaara on their aspirations for environmental sustainability and worked together to develop action plans for each of the *Sustainable Hepburn* themes.

The action plans developed by the CRG have been refined only lightly by Council staff to retain the integrity of the level of engagement commitment made to the CRG. The action plans are the commitment by Council to operationalise this strategy and can be found in Section 8 of this strategy.

Hepburn Shire Council sincerely thanks the *Sustainable Hepburn* CRG for their dedication and hard work in working together to develop the action plans.



“

As a member of the Sustainable Hepburn CRG, I feel grateful to have been involved in developing the strategy and proud of what we have produced, particularly as it addresses Climate Resilience for the first time, making it quite innovative. I'm looking forward to my continued involvement, assisting Council to deliver on the actions that will assist our Shire to thrive in challenging times we face, today and into the future.

Michelle Stephenson
Sustainable Hepburn CRG member

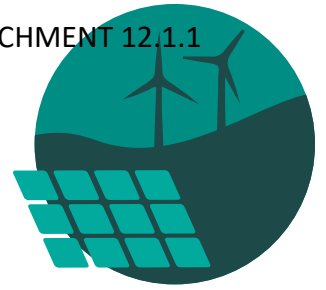
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SECTION 7

SUSTAINABLE HEPBURN'S STRATEGIC THEMES AND THEIR CONTEXT





Theme: Beyond Zero Emissions

Council's role

Reduce corporate emissions

- Existing Council target: Net-zero corporate emissions by 2021 (from Towards Zero Emissions Roadmap 2017-2021)
- Reduce emissions from council assets and service delivery
- Policy development, guidelines, and direction for Council to include climate change in decision making

From Council Plan 2021-25

- Undertake actions to support Council's declaration of a climate emergency including bi-annual reporting to community on local actions and projects which are delivering upon climate change mitigation, while ensuring that the levels of activity remain consistent with the importance of the climate emergency
- Continue to support the objectives of the Hepburn Z-NET and the Hepburn Wind MOU to achieve the target of net zero community emissions by 2030
- Review procurement policies and procedures to ensure they provide a focus on sustainable practices
- Promote the use of environmentally sustainable practices through planning practices and the Environmentally Sustainable Development Policy
- Support community transition to zero emissions through the Towards Zero Community Grants Program and/or any other Grant funding program

Council's progress to date

Hepburn Shire Council's previous plan to reduce Council's corporate emissions, Towards Zero Emissions Roadmap 2017-2021, outlined Council's ambition to reach zero net emissions by 2021. It included specific actions to reduce energy consumption, together with some projects to reach this goal.

- Towards Zero implementation progressed well with net-zero emissions being well within reach for council by the end of the strategy period (end of financial year 2021). Given changing project parameters and different opportunities being presented with greater impact, some actions were not completed however new actions were undertaken. Changing project parameters included The Rex no longer going ahead / upgrades of key sites, Local Government Power Purchase Agreement, unviability of waste to energy development.
- Primarily Towards Zero was not implemented as originally structured because of a shift in energy market trends and an increased focus toward community projects with high impact. Recent Sustainability Officers have spent time on Hepburn Z-NET projects such as

Hepburn Solar Bulk Buy, Solar Savers, Towards Zero Community Grants, street lighting upgrades, and building an electric vehicle charging network because these projects provided significant emission reduction and future proofing with relatively low capital outlay for Council.

- Hepburn community emissions are much larger than Council's, and so there is benefit on focussing on that (via Z-NET) rather than spending big money on some of our old, low usage sites.

HEPBURN TOWARDS ZERO EMISSIONS ROADMAP



- Made effective progress towards zero emissions in a manner that is responsive to a changing market, including installing solar PV and doing energy efficiency works on Council buildings.
- Co-delivered Community-Council partnership projects such as Hepburn Z-NET, Hepburn Solar Bulk Buy and Solar Savers to produce collaborative sustainability wins.
- Towards Zero Community Grants: 5 grants and over \$67,000 awarded to emissions reduction projects over the past two years.
- Formed strong partnerships with other councils to enable ground-breaking emissions reduction in a strategic manner at minimal cost to council, taking into account emissions trends (eg. Procuring 100% renewable energy from local generators).
- Transition of Council fleet to electric vehicles – First EV purchased in 2019, two more by mid-2022.
- Retrofitted streetlighting 'Lighting the Regions' with LED technology making significant cost savings.
- Undertaking a feasibility study in early 2022 to understand the potential for community-scale neighbourhood batteries.
- Planned the roll-out of new public fast charging stations for electric vehicles.
- Collaborated with other councils in the region and the local community to provide practical support for farmers and land custodians to explore regenerative farming techniques, increase soil carbon and water retention, and reduce fossil fuel use and other emission sources.

Council-led emissions reduction activities	Community collaboration on emissions reduction
Major Road Lighting – Lighting the Regions (Reduced energy use, reduced cost to council, reduced emissions)	Hepburn Z-NET: Community-led zero-net emissions (Hepburn community action on climate change, capacity building, resilience, collective impact)
Power Purchase Agreements: (100% renewable energy (reduced cost and risk to Council, leadership)	Hepburn Solar Bulk-Buy (Lower energy bills for local residents, increased community accessibility, community benefit sharing model)
Electric Vehicles into Fleet Transition (Leadership, internal behaviour change)	Energy Savvy Upgrades (household energy audits, lower energy bills, increased livability, energy efficiency rebate)
Solar Savers (Lower energy bills for pensioners and concession card holders, increased community accessibility to solar)	Healthy Landscapes - Regenerative Agriculture (PRAC) (Regional collaboration, capacity building for farmers/land custodians)
Council buildings upgrades (Leadership, internal behaviour change)	Neighbourhood Battery Initiative project – 'Community Sparks' (feasibility of mid-scale batteries, potential solutions to energy system barriers)
Towards Zero Community Grants (Emissions reduction, incentives for community groups to improve public spaces, community accessibility)	Public EV fast-charger rollout (Charging network for local EV drivers, attract tourism)



Council's corporate greenhouse gas emissions inventory 2020/21

Scope	Source	2015/16 tCO ₂ -e	2020/21 tCO ₂ -e
Scope 1 emissions	Natural gas	61.6	83.8
	Transport fleet petrol LPG & ULP	51	42.3
	Transport fleet petrol (LPG)	15	-
	Transport Fleet (Diesel)	109	166.7
	Heavy vehicles/machinery (diesel)	531	506.4
	Heavy vehicles (biodiesel)	46.2	-
Scope 2	Electricity (inc streetlights)	781.6	413
Scope 3	Electricity transmission losses	71	44.7
Scope 4	Natural gas	4.7	6.5
Totals		1671	1263

Key points:

Strong gains from solar installations, electrifying assets and purchasing clean electricity

- 24.42% reduction on 2015/16 tCO₂-e (tonnes carbon dioxide equivalent) levels
- 40% reduction on base level from 2012/13 (2102 tCO₂-e)
- On track for 71% decrease on base levels once second renewable energy contract signed in mid-2022.

Hepburn Shire signs on to Emissions Reduction Project

Hepburn Shire is one of 46 Victorian councils to sign on to VECO, the Victorian Energy Collaboration, the largest ever emissions reduction project by local government in Australia.

VECO, will provide 45 per cent of all Victorian Councils' electricity requirements with 100 per cent renewables, reducing greenhouse emissions by 260,000 tonnes of CO₂-e every year. Provided by Red Energy, the 240GWh of clean power is equivalent to powering 48,000 homes with renewables or removing the emissions from 90,000 cars every year. Initiated by and facilitated with the Victorian Greenhouse Alliances, VECO recognises the benefits of renewable energy for the environment and the economy.

VECO is expected to save councils up to 35 per cent on their electricity bills, based on current costs. By joining the project, Hepburn Shire will power 60 per cent of its total energy use with 100 per cent renewables, including streetlights, libraries and community buildings. Council is looking to source its remaining electricity load from other renewable energy suppliers.

May 2021



Hepburn Shire Council allocates funds to support Pension Card holders in installing solar panels, helping them to reduce their energy bills, keep cool in the summer and lower their household emissions. Solar Savers is the independent organisation that manages this program alongside Hepburn Shire Council and solar installer, Macedon Ranges Solar Power.

Partnerships

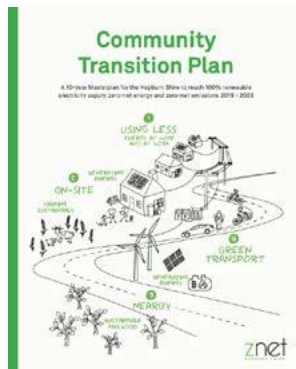
Hepburn Z-NET

In order to mitigate the impacts of climate change, Hepburn Shire Council and the community have committed to a target of zero-net energy by 2025 and zero-net emissions by 2030. This target and the Z-NET Community Transition Plan was endorsed by Council in 2018 as the community wide plan..

Z-NET is Zero-Net Emission Transition, an open-source pathway for a local community to set targets and achieve zero-net emissions.

Hepburn Z-NET is a collaborative partnership bringing together community groups, organisations, experts, and council to shift the Hepburn Shire to zero-net energy by 2025 and zero-net emissions by 2030.

This requires careful consideration of opportunities to manage and reduce greenhouse gas emissions, while also looking to carbon sequestration opportunities locally and supporting community led alternative energy infrastructure.



Central Victorian Greenhouse Alliance (CVGA)

The CVGA works across Central and Northern Victoria to support local government with climate change mitigation and adaptation activities. It represents 13 councils and helps to develop and implement innovative regional initiatives to benefit their local communities and the economy.

Over the past five years, the Alliance has led projects worth over \$50m worth in our region. They advocate on behalf of our member councils to ensure the voice of local government is heard strongly in state and federal policy settings.

The CVGA is one of the Local Government Alliances in Victoria representing 75 of the state's 79 Councils.





Theme: Natural environment and biodiversity

Council's role

Council exercises its stewardship of Hepburn Shire's natural environment via three roles, largely determined by land tenure. (See Figure 8)

► Control and management

Hepburn Shire Council exercises control and management for the natural environment and biodiversity where Council owns the land and where it is a "Committee of Management". Activities include developing and implementing planning policy, managing Council reserves and Council roadside vegetation, community education and the delivery and support of specific environmental programs.

► Influence

Council has an important role in influencing other land management agencies and organisations to achieve best environmental outcomes. Council may also influence the land management practices of private land via programs that reward sustainable practices and through its role in writing and implementing planning policy that seeks to conserve the biodiversity of the Hepburn Shire.

► Advocacy, partnerships and education

Council can advocate and promote information about programs of other government organisations and community groups. Partnerships with other

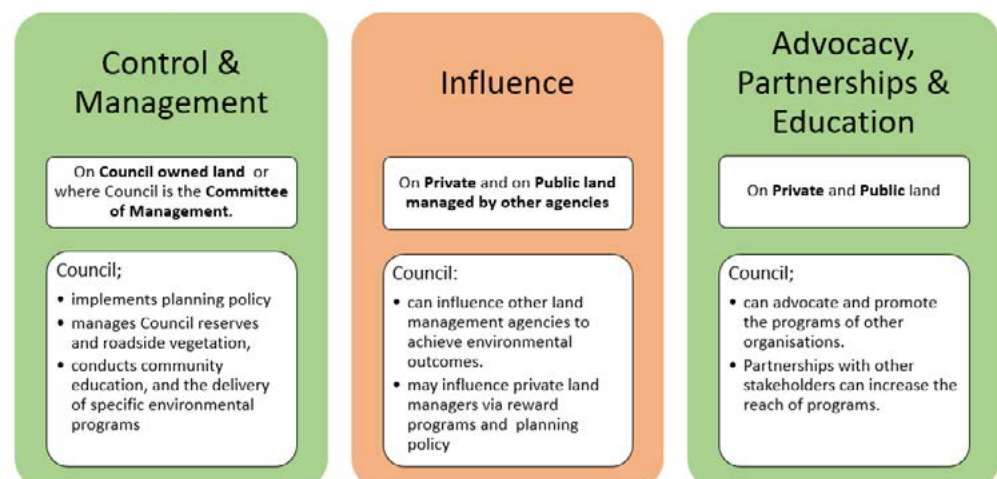
stakeholders can increase the reach of these programs and result in resource efficiencies. The protection of biodiversity is enhanced by coordinated action across a range of land tenures making partnerships a priority for Council.

From Council Plan 2021-25:

- Protect and regenerate the natural resources of the Shire including soils, water, and ecological systems from both current and future threats
- Pursue the environmental and sustainability objectives outlined in Council's Municipal Planning Scheme
- Review Environmental significance Overlays
- Adopt and implement a Tree Management Strategy to protect existing trees and increase planting of new trees
- Develop a meaningful and strategic partnership with Dja Dja Wurrung to identify and collaborate on our shared environmental priorities
- Continue environmental services with an increased focus on weed management and roadside vegetation management including development and implementation of a Roadside Conservation Strategy
- Support the implementation of the Integrated Water Management Plan

Biodiversity: Council's role

Council exercises its stewardship of Hepburn Shire's natural environment via three roles, largely determined by land tenure:



► Biodiversity – Principles

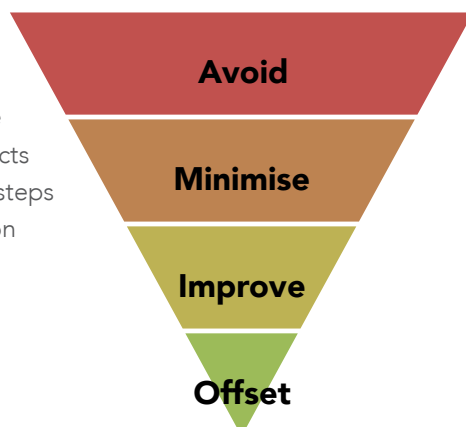
- Seek and respect the diversity of viewpoint, skill, and experience that all stakeholders can bring to biodiversity issues and seek partnerships with key stakeholders for biodiversity projects.
- When considering proposals that impact biodiversity, explore mitigation options in the following order: avoid, minimise, improve, and offset. (See below).
- Conduct biodiversity activities with a holistic approach to environmental protection by considering the range of environmental and social impacts and opportunities that may result from the proposed action.
- Employ an adaptive management approach, i.e., where significant unknowns exist, design actions such that it is possible to learn from the outcomes.

Mitigation Hierarchy

The Mitigation Hierarchy is a tool for decision-making around proposals to protect or clear land with biodiversity value.

This hierarchy is more or less embedded within native vegetation regulations but also reflects principles of ecological conservation and restoration:

- 1 Avoid** – Measures taken to avoid creating impacts. Avoidance is the easiest, cheapest and most effective way of reducing potential negative impacts on biodiversity.
- 2 Minimise** – Minimisation measures are those taken to reduce the duration, intensity and impact of works when the impacts cannot be completely avoided.
- 3 Improve** – Improvement measures are taken to improve degraded or affected ecosystems following exposure to works and other impacts. Improvement measures include Restoration and Rehabilitation.
- 4 Offset** – These are measures taken to compensate for any adverse impacts if the three previous steps of hierarchy mitigation cannot be met.

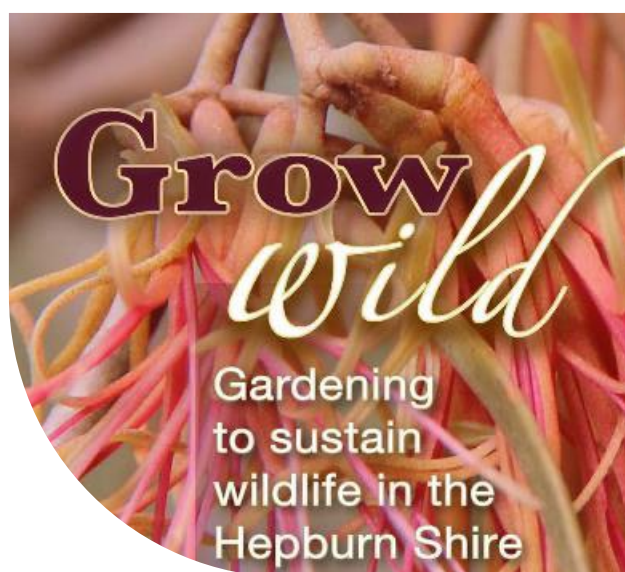


Council's progress to date

Good progress was made on the 33 actions in the Hepburn Shire Council's 2018 Biodiversity strategy, including many that are recurrent or under implementation. Some highlights of the 2018-2022 period include;

- Oversight annual state Roadside Weed and Pest Plant funding (33K in 2021-22) * allowing a structured approach to weed control to commence on a selection of biodiverse roadsides.
- Oversight of CFA funded fuel reduction (primarily of woody weed) in Wheatsheaf and Lake Daylesford in 2021 (150K) under the Safer Together program.
- Supplied ecological restoration design for projects at Lake Daylesford Reserve, Lake Jubilee Reserve, Hepburn Springs Reserve
- Supplied training and program support for approximately 20 volunteers employed under the Working for Victoria program (COVID-related employment program)
- Provided ecological expertise to storm recovery operations from June 2021 storm.
- Developed Biodiversity input to the review of the Hepburn Planning Scheme and Municipal Strategic Statement to balance future growth with the preservation of our heritage and environment. Strategic planning is now following up the many actions arising from this review.
- Contributed development of Firewood collection and verge planting bylaws
- Participation in review of Regional Catchment Strategy (NCCMA) and Biodiversity Response Planning (DELWP)
- Participated in agency networks including the Victorian Gorse Network and Central West Biodiversity Network *
- Provided expert review input to Council's statutory planning processes*
- Developed guidelines for and implemented an annual \$24,000 grants program for groups conducting biodiversity actions. This has funded 19 projects up to 2021
- Oversaw the expansion and implementation of the annual Landcare grant program which supports up to 20 environment groups through provision of \$1000 each annually.
- Raised awareness and curiosity in local nature through weekly Hepburn Naturewatch Facebook Posts (weekly since Oct. 2019) *
- Partnered in development of Hepburn Gardens for Wildlife which up to April 2022 developed a program and trained approximately 30 mentors for provision of wildlife gardening advice*
- In partnership, ran workshops on Blackberry control, Rabbit control, Biological weed control and Citizen Science data.
- Collaborated to create a Regenerative Agriculture project*

* = Ongoing activities



Grow Wild: a publication aided by Hepburn Shire Biodiversity Grant

Developments since 2018

Some significant events have taken place since the previous Biodiversity Strategy (2018-21). These have influenced Council action in the biodiversity area or are likely to do so in the coming years.

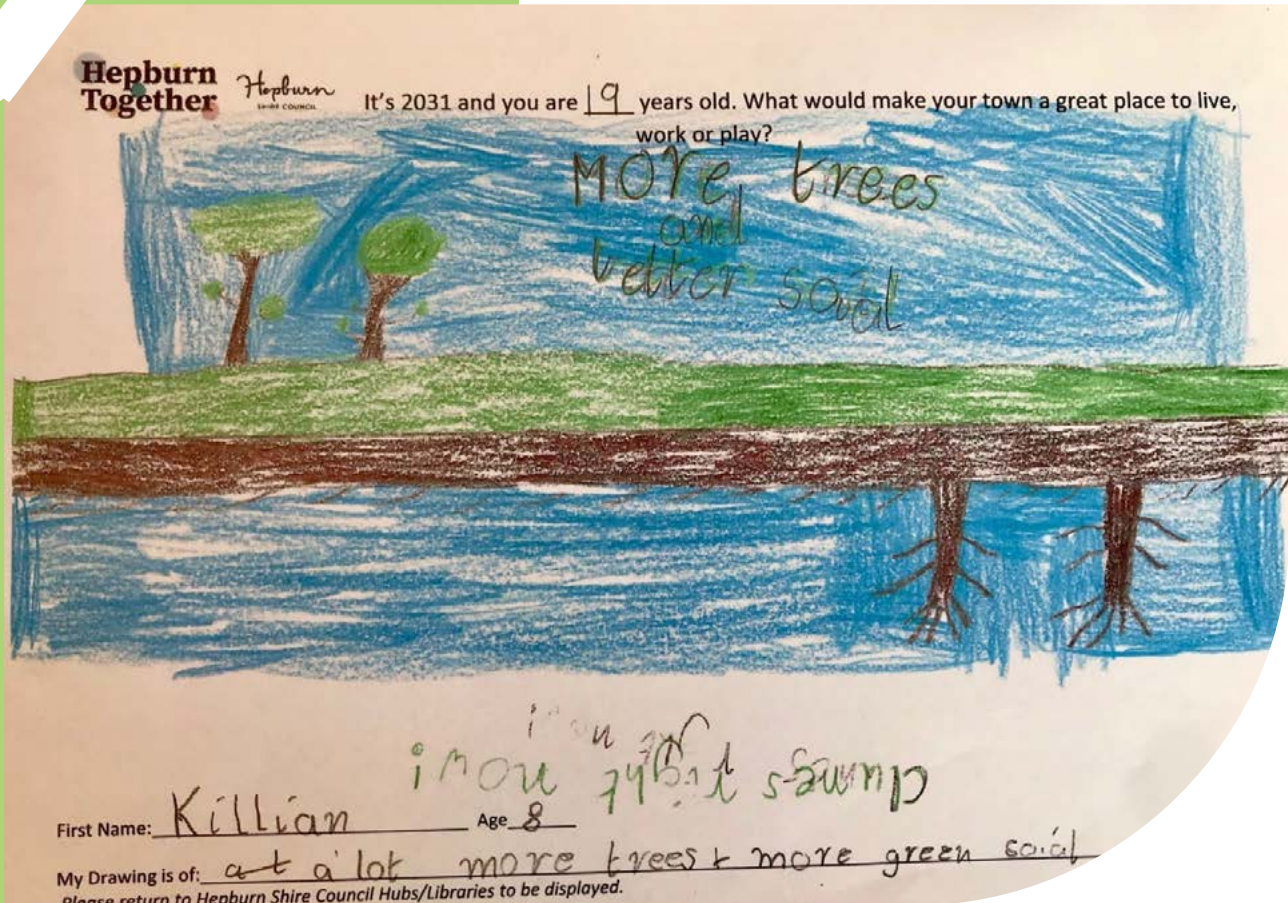
- Following a 4-year process, in 2021 it was announced that a new 44,700-hectare national park would be established between Daylesford and Bacchus Marsh and almost 3000 hectares would be added to the existing Hepburn Regional Park. The new Wombat-Lerderderg National Park will help to improve the protection of threatened species, including the Greater glider while providing eco-tourism values for the region. The parks will result in significant increase in Council's interface with Parks Victoria managed reserves.
- In 2021 the Regional Catchment Strategy for the North Central Catchment Management Authority was completed. Hepburn Shire contributed to development of this strategy and of the update of Biodiversity Response Planning by DELWP Loddon Mallee Region. These important regional strategic processes determine conservation priorities for these agencies and the stakeholders they support, including Hepburn Shire.
- In 2021 the Review of the Hepburn Planning Scheme was completed. This report and the resulting action plan includes several biodiversity directions to be carried out in succeeding years.
- Two significant weather events in 2021, the June storm that affected much of the Shire, resulting in massive loss of standing tree cover, and floods in Creswick in December, have had significant ongoing ecological impacts and commitment from the Shire to mitigate the resulting impacts.



Partnerships

Hepburn Shire has partnered with numerous stakeholders to further biodiversity projects in recent years. Some significant partnerships include;

- An ongoing Gardens for Wildlife program for the Shire has developed through a partnership with local community members group and the network of Community Neighborhood Centres. This has developed a mentor training program which has trained over thirty residents to provide wildlife gardening suggestions.
- Extensive woody weed control along Wheatsheaf roadside and Lake Daylesford reserve has been carried out through a grant and partnership with the CFA Safer together program in 2021 and 2022.
- The Practical Regenerative Agricultural Communities program is being delivered as a partnership between Hepburn Shire Council, Macedon Ranges Shire Council, the City of Greater Bendigo, A Healthy Coliban Catchment project (North Central Catchment Management Authority and Coliban Water), Melbourne Water and the Upper Campaspe Landcare Network.



It's 2031 and you are 19 years old. What would make your town a great place to live, work or play?

“ More trees and better soil. ”

Killian - Age 8



Theme: Low waste

Council's role

The legislative roles that Council must perform with regards to waste management include:

Council is required to offer the following services under the Circular Economy (Waste Reduction and Recycling) Act 2021:

- Municipal residual waste service
- Municipal recycling service
- Municipal recycling service for glass (by 2027)
- Municipal food organics and garden organics service (by 2030)

From Council Plan 2021-25:

- Annual reduction in tonnes of waste to landfill per capita
- Review waste services to ensure alignment with the new Victorian government's circular economy policy and program (Recycling Victoria):
 - > Cut total waste generation by 15 per cent per capita by 2030.
 - > Divert 80 per cent of waste from landfill by 2030, and an interim target of 72 per cent by 2025.
 - > Halve the volume of organic material going to landfill between 2020 and 2030, with an interim target of 20 per cent reduction by 2025.
 - > Ensure every Victorian household has access to food and garden organic waste recycling services or local composting by 2030
 - > Removing glass from recycling stream by 2027



Council's progress to date

Since the adoption of the Waste Management and Resource Recovery Strategy in 2014, the waste team at Council have progressed actions in the following areas.

Improving Kerbside Performance

Rural kerbside service was extended throughout the shire to around 1,250 properties in 2015/16.

Education

A Waste Education Officer was recruited in November 2019 to work with community, schools and businesses to reduce waste to landfill and maximise effective recycling practices.

Council launched a new truck art competition to celebrate the arrival of a new kerbside collection service being provided by Suez Recycling and Recovery across Hepburn Shire in 2021. The theme for the competition was 'reducing landfill'. Xanthe Dalton from Daylesford College was the winner of the Secondary School division. The Hepburn Kindergarten class of 2021 won the Primary School division. The student creations are now displayed on two of the kerbside collection trucks.



Image: Truck Art Winner – Seniors – Xanthe Dalton Daylesford College

Image: Truck Art Winner – Junior – Hepburn Kindergarten Class of 2021



Organic waste diverted from landfill

WASTE TO ENERGY PROJECT

Council has trialled various approaches to reduce organic waste to landfill to find a solution that is cost effective and viable for the small scale of the Shire. In 2017 DELWP provided funding through its New Energy Jobs Fund to pilot an anerobic digester built to process organic waste from local businesses. This system was deemed not suitable for the size and scale of organic waste produced in the Shire. Off the back of this trial, an alternative program was developed to compost organic waste in the Shire starting with Clunes as the pilot area.

ORGANICS TRIAL IN CLUNES

An organics collection trial was initiated in Clunes from March 2021 where residential properties have been provided with a 120L bin for organics (food scraps and garden materials, such as weeds, prunings and more) collected weekly. The organic matter collected in Clunes is processed via in-vessel compost units located at Creswick Transfer Station. The trial has been successful with respondents self-reporting a 41% reduction in their landfill bin, which is in line with the bin survey (2019) where at least 30% of the region's landfill bin being organic waste.

Contamination of the organics bin was reported at 4.3% in a survey conducted 2021 however most of that contamination was oversized organics. Other than this the contamination rate was minimal at less than 1%.



Waste: Current kerbside services offered

Currently Council provides the following residential kerbside collections services:

- Townships receive a 240L recycling collection on a fortnightly basis and a 120L general waste (landfill) collection on a weekly basis.
- Rural properties outside of the main town centres receive their 240L recycling and 140L general waste (landfill) on a fortnightly basis plus two tip vouchers. Some properties without collection access receive 12 tip vouchers instead (one tip voucher equates to 0.5m³).
- Commercial properties can elect to receive a 240L recycling collection on a fortnightly basis and a 240L general waste (landfill) collection on a weekly basis.

Waste: What's in the bins? (From 2021 bin audit)

- **Landfill:** 11% recyclable; 56% organics; 33% general waste – nappies, soft plastics, residual items.
- **Recycling:** 74% recyclables; 24% general waste; 3% organics
- **Organics** (Trial in Clunes only): 99% organics (food and garden); 1% contamination

Shire Transfer stations

Hepburn manages three transfer stations in Hepburn Shire: Creswick, Daylesford, Trentham. These allow residents to drop off materials if they do not have access to kerbside services or for materials not suitable for kerbside bins.

Transfer stations offer the following services:

- Collection of household waste and recycling, mattresses, green waste (no noxious weeds), hard waste, tyres. Bricks, concrete, rubble, and paint (only at Daylesford).
- Asbestos is not accepted at any transfer station or commercial quantities of waste.
- Free Green waste offered during November at all Transfer Stations to prepare for fire season.
- Free community recycling: e- waste, scrap metal, batteries, oil, light globes
- Free mulch collection at transfer stations when it is available.
- Tip shops operate at all three sites to reduce waste to landfill.



Image: Composting organics at Creswick Transfer station

- All transfer stations are capped former landfill sites requiring regular maintenance and monitoring.

Community Recycling Stations: Hepburn Shire Council Customer Service Centres/Hubs accept small e-waste, printer cartridges, batteries, and light globes for convenience.

Low waste Shire opportunities

Currently, the waste management system is largely managed by individual councils. With almost 3 million households across Victoria, living in 79 different Council areas, rolling them out in stages is the best way to transition to a new system.

Over the next three years, Victoria's landfill levy is set to almost double, to create a strong incentive to reduce waste sent to landfill, recover more, and drive new technologies.

At Hepburn Shire Council we need time to access the right infrastructure – such as bins, trucks and processing facilities. Any service changes will be communicated well in advance.

Non-negotiable requirements for Hepburn Shire to comply with Victorian government policy changes:

- Rollout of organics service – kerbside or drop-off (by 2030)
- Glass service separate to mixed recycling – kerbside or drop-off (by 2027)
- Alignment with new Victorian government waste policies

Future directions

The **Container Deposit Scheme (CDS)** is a 'take-back' program for commonly littered drink containers offering cash rewards to community groups, charities, and individuals.

The CDS is expected to reduce the amount of litter in Victoria by half and be introduced by 2023. A 10-cent refund will be given for the return of aluminum cans, cartons, and glass bottles (150mL to 3 litres). Return locations will include shops, reverse vending machines, depots.

The CDS will accept a range of glass drink bottles. This will influence how the future glass service is delivered.

Partnerships

Neighbouring councils partner on joint procurement opportunities, sharing of disposal facilities, sharing knowledge, education material. The Grampians region jointly commissioned a study on removing organics from landfill demonstrating a working model for the region.





Theme: Climate resilience

Council's role

Climate resilience intersects with the Beyond zero emissions theme as Beyond zero emissions works to mitigate the likelihood of climate change while Climate resilience looks to lessen the consequence of climate change impacts and assist our preparedness for challenges to come.

Climate resilience and adaptation are also linked in that adaptation speaks to changing the way we go about our lives in accordance with our changing climate and resilience enables us to thrive through change.

Climate change adaptation responsibilities under the Climate Change Act 2017 (Vic) and Local Government Act 2020 (Vic) require local government to have a duty of care in exercising their functions and powers to manage foreseeable risks. Given that climate change hazards and risks are significant and foreseeable, decision-makers are accountable for considering these matters in making a decision as part of exercising their duty of care. Good decision making is enabled by acting as a 'reasonable person' in making decisions guided by law.⁵⁰

Developing a Council Plan is a requirement of the Local government Act and Council's overarching strategic mechanism. *Sustainable Hepburn* is a priority in Hepburn Shire Council's Council Plan 2021-25.

Council Plan 2021-25 includes the Municipal Health and Wellbeing Plan which has relevant touch points to the *Sustainable Hepburn* strategy and the Climate resilience theme. These include community connection, connection to nature, the effects of climate change on public health and a resilient community who has the ability to participate in its local democracy.

Specific priorities related to a climate resilient Shire within Council Plan 2021-25 include:

- Adapt to and mitigate to climate change to reach net zero community emissions by 2030
- Contribute to the implementation of the Grampians Region Adaptation Strategy
- Undertake appropriate Municipal Emergency Management Planning to prepare for and respond to natural disasters
- Increase community understanding of the risks of climate change to public health through communication and education
- Continue services to build strong, safe, and resilient communities

Climate resilience is also fostered through the implementation of Council's Planning Scheme (environmentally sustainable design) and through partnerships on priorities such as integrated water management to protect the Shire's water security.

Council's progress to date

To date Council has not had a formalised or collated approach to climate resilience. There are however programs aimed at improving climate resilience for council buildings, developments within the Shire and building community climate resilience to climate change impacts such as extreme weather.

Sustainable Hepburn provides the opportunity to link and build on work to build climate resilience into Council buildings and the services it delivers as well as providing streamlined guidance to the community on how to be better prepared for local climate change impacts.

⁵⁰ [Local-Government-Roles-and-Responsibilities-for-Adaptation-under-Victorian-Legislation_Guidance-Brief.pdf \(climatechange.vic.gov.au\)](#)



Planning scheme amendment

Council commenced a review of the Hepburn Planning Scheme in 2020, with Council resolving to support the new scheme in March 2021. The Minister for Planning has approved the Hepburn Shire C80hepb Planning Scheme Amendment, which was gazetted on 10 February 2022.

Within the Planning Scheme Amendment is an environmentally sustainable design (ESD) policy that specifies sustainability guidelines that 'could' be incorporated into non-residential and residential developments. At this stage these are simply guidelines, however this is a very good start to strengthening these directions in the scheme in the future. A key success with the introduction of this policy is that it applies to a minimum of one dwelling on a lot. The ESD guidelines include energy performance, integrated water management, indoor environment quality, transport, waste management and urban ecology.⁵¹

Under this clause is the statement to Encourage the appropriate use of alternative water sources (including greywater, rainwater and stormwater). This is also a policy direction and not a mandate.

⁵¹ [Hepburn Planning Scheme Amendment C80hepb - Hepburn Shire Council](#)

⁵² [Flooding Amendment C77 - Hepburn Shire Council](#)

Flood and Bushfire overlays

FLOOD

The Hepburn Shire Planning Scheme has recently been updated with a revised extent of the LSIO (land subject to inundation overlay). There were flood studies undertaken as part of this work. Amendment C77hepb has now been approved by the Minister for Planning (Victorian government) and was gazetted on Thursday, 31 March 2022.⁵²

The Amendment affects flood-prone land in Creswick and Clunes and certain rural localities and small settlements across the Hepburn Shire.

As a result of flood events in 2010 and 2011 in and around the townships of Clunes and Creswick, the Hepburn Shire Council and the North Central Catchment Management Authority jointly engaged consultants to undertake flood modelling and prepare reports to inform on appropriate flood mitigation and planning controls to minimise flood risk to life, property, community infrastructure and the environment.

The Amendment amends the overview, key issues, objectives and strategies to address flood risk in the Hepburn Shire and to include the Creswick Flood Mitigation and Urban Drainage Plan, February 2012 and the Clunes Flood Mitigation and Urban Drainage Plan, June 2013 as background documents within Clause 21.09 (Environment and Heritage).

BUSHFIRE

Council has an obligation under the Country Fire Authority Act to contribute towards community safety. Council's role is to undertake fire prevention measures within the municipality and ensure its residents take every opportunity to clean up their property to minimise any fire hazards.

Council is currently in the process of undertaking a flora and fauna study in Creswick with the intent to undertake same in other townships. The Creswick study will feed into the Creswick Structure Planning work.

A bushfire assessment for Creswick is planned as part of this work. Engagement with the community is currently underway for the Creswick Structure Plan.⁵³

Emergency management

Council has an ongoing responsibility for the well-being of the community and plays an important role in supporting emergency management.

The Emergency Management Act 1986 requires Municipal Councils to have a Municipal Emergency Management Plan (MEMP) that outlines the strategies for how we will prevent, prepare, respond, and recover from emergencies within the Shire. Council convenes a Municipal Emergency Management Planning Committee which includes Council representatives, emergency response agencies such as the CFA, SES (State Emergency Services) and VicPol, recovery agencies such as the DHS and Red Cross and local community groups. The committee has the responsibility to develop and maintain the MEMP.⁵⁴

Community resilience

The Shire's swimming pools provide free entry to the community during the months of December to March each year. Pool opening hours are extended when the air temperature forecast by the Bureau of Meteorology at 4:00pm is more than 30 degrees Celsius providing an accessible refuge for the community during a heatwave.

Swimming pools are closed on days declared by the CFA a Code Red day.

COMMUNITY SPARKS

The Central Victorian Greenhouse Alliance (CVGA) has been funded to plan community batteries across the Hepburn Shire as part of State Governments' Neighbourhood Battery Initiative.

The program, called 'Community Sparks' will assess the feasibility of five community battery sites in the Hepburn Shire, work on a decision-making tool for regional communities and will also explore a single potential battery site for six other local governments in the region. Hepburn Shire makes an ideal candidate for community batteries because of our high solar penetration and work to reach zero-net emissions by 2030. Two Hepburn Z-NET partners, Hepburn Wind, and the Hepburn Shire Council, will be working with the community and CVGA to deliver this program.⁵⁵

It is estimated
that every
\$1 spent on
adapting to
climate change
now saves
society an
average of \$6
in future costs.



⁵³ [Structure plans | Participate Hepburn](#)

⁵⁴ [Microsoft Word - DOC 18 31296 \(Revision 7\) Attachment 7 ~Municipal Emergency Management Plan \(without Appendices\) August 2018 \(hepburn.vic.gov.au\)](#)

⁵⁵ [Neighbourhood Battery Initiative | Z-Net \(hepburnznet.org.au\)](#)

Partnerships

Department Environment Land Water and Planning (DELWP) – Building Victoria’s Climate Resilience

DELWP has supported the development of Regional Adaptation Strategies across six Victorian regions including the Grampians Region (which includes Hepburn Shire).

Council has committed to supporting the implementation of the Grampians Region Adaptation Strategy 2020-25 which has the following goals:

- Our regional responses to climate change are coordinated, resourced and evidence based.
- Our Region’s biodiversity and natural ecosystems are protected and resilient.
- The Grampians economy is sustainable and climate ready.
- Regional farming is well-adapted to the changing climate.
- Our built environment is more resistant to weather extremes.
- Individuals and communities proactively reduce their climate-related risk.
- Our vulnerable people are supported to adapt to climate change

Central Highlands Water (CHW) Daylesford and Hepburn Springs, Clunes, and Creswick Integrated Water Management draft plan

The Daylesford & Hepburn Springs, Creswick, and Clunes Integrated Water Management (IWM) Draft Plan has been developed with stakeholders to establish a basis for ongoing collaboration and a clear direction for water management in these townships. The plan will provide guidance on how an IWM approach can meet broader environmental and social objectives while ensuring that these towns continue to be great places to live, work and enjoy.

Hepburn Shire Council has provided input into the development of the Draft IWM Plan recommending elevating Djaara aspirations around water management (from Dhelkunya Dja Country Plan 2014-2034), a stronger reference to climate change impacts and resilience given climate projections for the region) and a stronger reference and consideration on water security for the Shire.

Adaptation X Z-NET

Council and Hepburn Energy were successful in its Expression of Interest submission for the Grampians Region Climate Adaptation Strategy - Adapt Grampians Grants Program 2021-2022. This funding will leverage and expand on the Hepburn Z-NET mitigation model to develop an approach to climate change adaptation that is place-based and locally appropriate. It will provide a replicable process for other regional local government areas (LGAs).⁵⁶



⁵⁶ [Regional Climate Change Adaptation 2021-22 projects](#)

SECTION 8

STRATEGIC THEMES – OPPORTUNITIES & ACTION PLANS



Recommendations from the Sustainable Hepburn CRG

Strategy term

The CRG recommended the Sustainable Hepburn strategy term be from 2022 (i.e., initiated in 2022/23) through to 2026/27 (i.e. 4 years).

Form an ongoing Sustainable Hepburn CRG or Advisory Committee to keep building community participation and agency throughout the Shire.

There were at least nine members from the CRG who are interested in being included in an ongoing *Sustainable Hepburn* CRG to meet up at agreed intervals throughout the strategy lifecycle.

The momentum to keep the work of the CRG could take the form of a community champions model which will help to engage additional community members who would like to be involved in the implementation of the *Sustainable Hepburn* Strategy.

Create a Sustainable Hepburn hub/portal and make it easy for the community to connect into it.

CRG Members have made it clear that the community is poised and ready to act however what is lacking is clear communication on how to get involved, where to share information, what actions need doing, and who is leading various efforts. There is an opportunity for Council to create a reliable "one stop shop" where information can flow in and out of. New community members can be directed to the hub to register interest, offer skills, and contribute ideas. This does not need to be a physical hub; it could exist on a digital platform.

Sustainable Hepburn Overarching actions

There are a suite of actions relating to each theme around "embedding sustainability and climate change awareness and action within council culture", "governance for implementing the strategy", "communication," and "community involvement". Having a series of actions that sit in an "overarching action" would assist in articulating the synergy between strategic themes and raising the profile of such actions within the finalised strategy.



BEYOND ZERO EMISSIONS



BIODIVERSITY AND NATURAL ENVIRONMENT



LOW WASTE



CLIMATE RESILIENCE

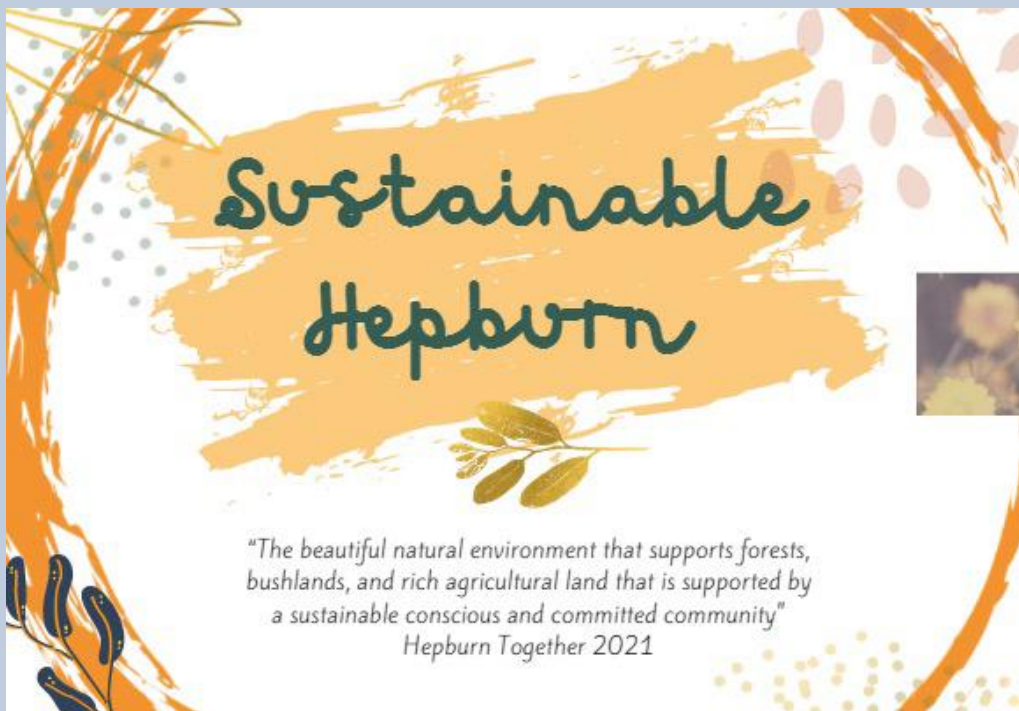
Overarching Sustainable Hepburn Opportunities and action plan

Given the interconnecting nature of the four Sustainable Hepburn themes and the recommendation above, there are opportunities and actions that speak to all themes, enabling co-benefits and deeper outcomes.

Most of these relate to embedding environmental sustainability and climate change understanding, awareness and action into Council culture, investment and decision making.

The objectives guiding the overarching *Sustainable Hepburn* actions include:

- Ensure all decisions are made through a sustainability and climate change lens
- Ensure good planning / governance for implementation of *Sustainable Hepburn* actions
- Incentivise sustainability and climate action for local businesses and the community.





ORTO Farm, Blampied - Low emissions and climate resilient home



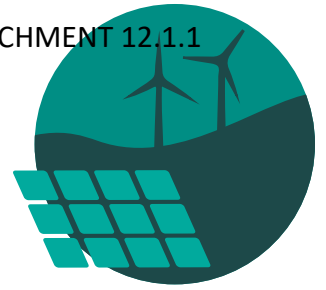
Sustainable Hepburn THEME	OBJECTIVES	ACTIONS (How we will achieve the outcomes)	WHAT WOULD SUCCESS LOOK LIKE?	COUNCIL'S ROLE - Deliver - Partner - Facilitate	ATTACHMENT 12.1 PARTNERS i.e. Business community	ATTACHMENT 12.1 TIME (year)				Related Sustainable Hepburn theme
						1	2	3	4	
SUSTAINABLE HEPBURN OVERARCHING ACTIONS	Ensure all decisions are made through a sustainability and climate change lens	Develop a HSC Sustainability and Climate Change (emergency) policy	A Sustainability and climate change policy is developed, adopted, and embedded in all operations by Council in 2022. Subsequent framework is applied to 80% of council decisions	Deliver Partner	Djaara	x	x			All themes
		Embed the Sustainability and Climate Change Policy into the HSC Planning Scheme	Everywhere you look within Shire you see sustainable property development occurring and the green urban spaces increasing Amend HSC Planning Scheme to incentivise development applications which address Sustainable Building Design and Rain & Greywater harvesting/reuse	Deliver and partner	DELWP Djaara	x	x	x	x	All themes
		Embed sustainability and climate change into council decision making processes. Develop a Sustainability / Climate change Decision Making Framework to assist council officers and Councillors to consider implications of decisions on climate change. <i>Embed into council processes such as council reports, budget development and capital works projects.</i>	80% of all council reports and capital works bids are assessed per year against decision making framework by end of 2023.	Deliver	Djaara	x	x	x	x	All themes
		Build a council culture that recognises climate change action and sustainability as a priority. Develop and deliver climate emergency capacity building program to all council staff (include Djaara Cultural Values)	Councillors and Executive, model behaviours by applying the framework, always questioning and enunciating consequences of decisions and actions. Require senior staff to do the same. 80% of all council staff attend training by 2023	Deliver	Djaara	x	x	x	x	All themes
	Ensure good planning / governance for implementation of Sustainable Hepburn actions	Create and maintain a Sustainable Hepburn Steering Committee within Hepburn Shire Council with representation of each Department responsible for actions to aid collaboration and momentum in implementing actions	Sustainable Hepburn Steering Committee is established with Terms of Reference in place before September 2022	Deliver		x	x	x	x	

SUSTAINABLE HEPBURN OVERARCHING ACTIONS

Sustainable Hepburn THEME	OBJECTIVES	ACTIONS (How we will achieve the outcomes)	WHAT WOULD SUCCESS LOOK LIKE?	COUNCIL'S ROLE - Deliver - Partner - Facilitate	ATTACHMENT 12.1 PARTNERS i.e. Business community	ATTACHMENT 12.1 YEAR 1 (year)				Related Sustainable Hepburn theme
						1	2	3	4	
SUSTAINABLE HEPBURN OVERARCHING ACTIONS	Incentivise sustainability and climate action for local businesses and the community.	Create the annual or bi-annual Sustainable Hepburn awards to celebrate achievements made in projects and actions taken by various sectors across the Shire (i.e., business, community, education).	25 applications to the awards	Deliver Facilitate	Sustainability Victoria Sponsorship partners to be defined Djaara	x	x	x		All themes
	Increase the profile of Hepburn Shire as a “sustainable destination” and encourage businesses in the area to do more to reduce impact of climate change, adapt to the challenges climate change will present	The scope of the awards would be the four themes of the Sustainable Hepburn strategy. Sponsorship would be sought from partners to financially assist the awards program.								
		Create a Sustainable Hepburn Community Grants program to support the community and others to act on the Sustainable Hepburn themes.	50 applications for grants	Hepburn Energy	Sustainability Victoria Hepburn Energy	x	x			All themes
		Work with the local tourism industry to reduce impact and build greater resilience to climate change, so that Hepburn is viewed a leader in the field: • Investigate sustainability certification schemes (using criteria based around Sustainable Hepburn themes) of holiday accommodation and tourism activities. • Liaise with Daylesford Macedon Tourism (DMT) on delivering a series of events to assist tourism businesses to reducing impact and adapting to climate change impacts.	Sustainability Certification is highly sought after with 60% of businesses in Shire registering	Deliver Partner Facilitate	Daylesford Macedon Tourism	x	x	x		All themes

Beyond zero emissions

Opportunities and action plan



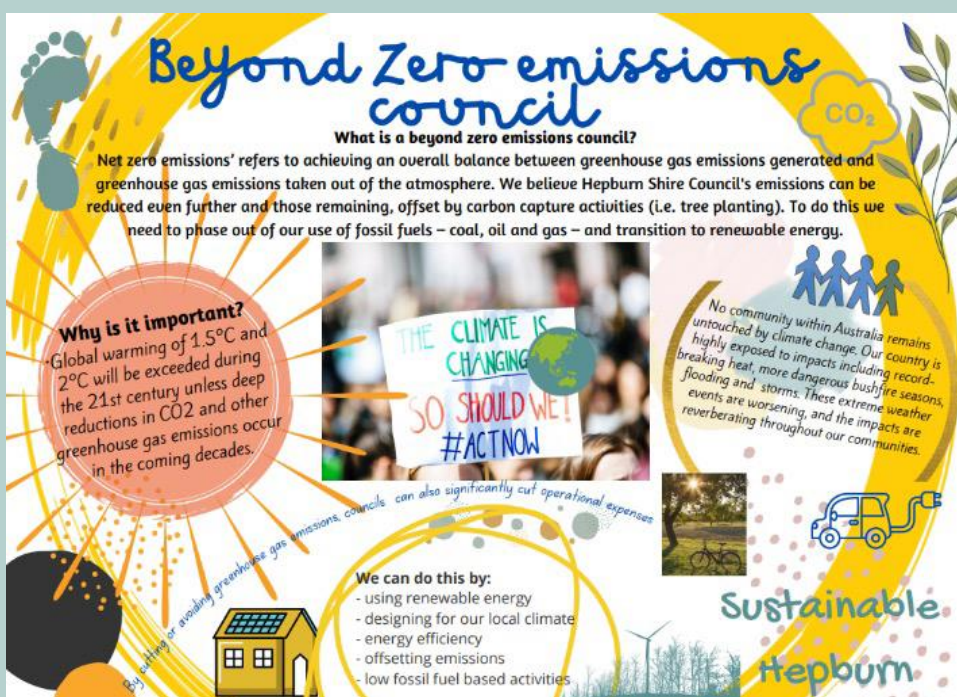
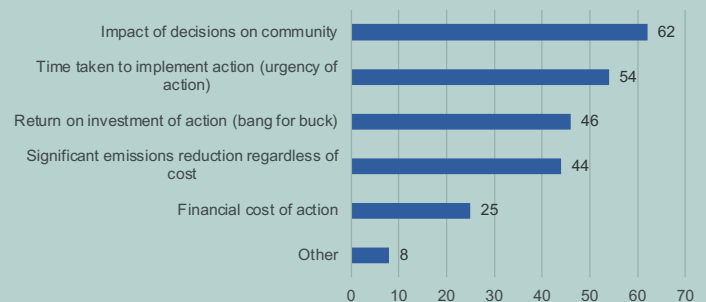
This theme will focus on priorities and actions that will reduce Council's corporate emissions to net zero and beyond. Seven objectives have been developed to guide actions for a Beyond zero emissions council:

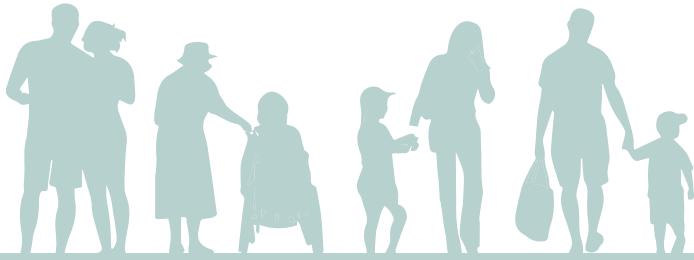
- 1 Transition Hepburn Shire to a Circular Economy
- 2 Reduce Council transport emissions and enable electric vehicle uptake across the shire
- 3 Reduce emissions and improve energy efficiency of Council buildings and assets, and support the improvement of residential and business building stock
- 4 Increase renewable energy & storage capacity for Council operations and support the Hepburn Z-NET Community Transition Plan
- 5 Sequester carbon locally
- 6 Amplify emissions reductions impact through effective partnering at local, regional state level and beyond
- 7 Tell the story of a Beyond Zero Shire to inspire and involve the Hepburn community and beyond.

Broad community feedback that relates to this theme includes:

- Community provided suggestions for renewable energy and suggested ways to increase energy efficient buildings and infrastructure.

What criteria should Council use to prioritise actions and make decisions to reduce future greenhouse gas emissions?





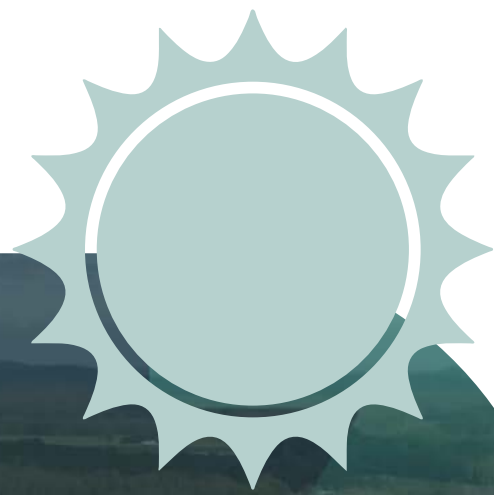
What community and strategy partners can do

▶ to reduce greenhouse gas emissions:

- Participate in [Hepburn Z-NET](#) programs and ambitions to contribute to Hepburn Shire reaching zero-net energy by 2025 and zero-net emissions by 2030
- Retrofit homes with energy efficient appliances and fixtures; install solar panels and batteries through programs like Solar Savers (zero interest loans for solar), or the Hepburn Solar Bulk Buy; and progressively remove gas appliances

Advocate for:

- Strong Victorian Renewable Energy Targets
- All local renewable energy projects to be community partnerships (i.e. with local community ownership)
- Finance products and options for low-income households to gain access to renewable energy and housing upgrades
- Minimum Energy Performance Standards - including for rental properties
- Partnerships with housing agencies rental housing
 - Minimum Energy Performance Standards



znet
HEPBURN SHIRE

Take action on climate change

<p>01 Home</p> <p>Learn about Hepburn Shire household emissions and how Z-NET can help to reduce them.</p> <p>Learn more →</p>	<p>02 Farm</p> <p>Learn about Hepburn Shire farming emissions and how Z-NET can help to cut them.</p> <p>Learn more →</p>	<p>03 School</p> <p>Learn how Z-NET is helping Hepburn Shire schools take action on climate change.</p> <p>Learn more →</p>	<p>04 Work</p> <p>Learn about business sector emissions and how Z-NET can help your workplace to reduce these.</p> <p>Learn more →</p>	<p>05 Visit</p> <p>Learn about Hepburn Shire tourism emissions and how you can make your trip more sustainable.</p> <p>Learn more →</p>	<p>06 Community</p> <p>Learn how community groups are leading the change in the Hepburn Shire.</p> <p>Learn more →</p>
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Beyond Zero Emissions

Transition
Hepburn Shire
to a Circular
Economy

Develop a circular economy framework and implementation roadmap for the Hepburn Shire

Research and development into circular economy models and opportunities for local application providing outputs such as a circular economy framework, local case studies and a roadmap to lay the foundation for on-ground projects in partnership with local stakeholders.

Deliver
Partner
Facilitate

Council teams – EcoDev,
Artisan Agriculture, Waste
& Resource Recovery,
Sustainability.
Business community
Local community
Other LGAs and regional
partners
Sustainability Victoria
Hepburn Energy

x x



Integrate circular economy principles across Council operations

Knowledge sharing and capacity building workshops held across Council resulting in a cross-Council working group to progress circular economy opportunities.

Deliver

HSC
Hepburn Energy

x x x x



Work with local and regional stakeholders to deliver circular economy outcomes

Partnership project that establishes strong collaboration locally and with our regional and other partners to build capacity, innovation, and on-ground activities to strengthen our circular economy.

Deliver
Partner
Facilitate

Business community
Local community
Sustainable Victoria /
Vic Gov
Circular Economy Victoria
Ellen MacArthur Foundation
Hepburn Energy

x x

Reduce
Council
transport
emissions
and enable
electric vehicle
uptake across
the shire

Develop HSC Fleet Transition Plan to Zero Emissions Vehicles

A comprehensive Fleet Transition Plan for all 140+ Council vehicles including heavy and plant.

Exploration of options for reducing emissions in existing heavy vehicles while viable replacements are not available – ie. Carbon reduced or carbon neutral fuels, behaviour change program for drivers.

Deliver
Partner

Central Victorian
Greenhouse Alliance
(CVGA)

Greenhouse Alliance
& Climate Emergency
Australia national network of
Councils

Climate Council/Cities
Power Partnership

Other LGAs
State Government
Federal Government
ARENA
University sector

x



Replace Council Pool Fleet (light passenger vehicles) with electric vehicles (EVs) by 2025

Replace shared vehicle fleet with light passenger EVs, enabling multiple Council teams to utilize EVs, showing leadership and reducing running costs while reducing carbon emissions and local pollution levels.

Deliver

State Government
Federal Government
Local partners such as
CVGA for a bulk buy

x x x x



Enable electric vehicle charging infrastructure across the Shire



















An effective network of EV charging stations installed across Hepburn to stimulate uptake and support Council, community and visitors using EVs.








Deliver
Partner

Hepburn Z-NET
Vic Gov
Business community
Hepburn Energy

x x x x

Sustainable Hepburn THEME	OBJECTIVES	ACTIONS (How we will achieve the outcomes)	WHAT WOULD SUCCESS LOOK LIKE?	COUNCIL'S ROLE - Deliver - Partner - Facilitate	PROJECT PARTNER i.e. Business community	ATTACHMENT 12 TIME 12 (year)				Related Sustainable Hepburn theme
						1	2	3	4	

 Beyond Zero Emissions	Reduce emissions and improve energy efficiency of Council buildings and assets and support the improvement of residential and business building stock.	Develop a Carbon Neutral Buildings Plan. (Or a BERP – Buildings Emissions Reduction Plan)	A clear plan for reducing emissions and building performance across Council assets to complement existing activities.	Deliver	Sustainability Victoria		x				 
		Build capacity within the local community to deliver a range of sustainable buildings services locally.	Partner with local and other stakeholders to provide training and practical experience across a range of vital sustainable buildings and energy efficiency areas such as energy audits, ecologically sustainable design, retrofitting and strategic planning.	Deliver Partner Facilitate		x	x	x	x		 
		Reduce energy consumption and transition from gas.	Commonly utilized buildings management practices and a reduction of gas-powered heating, cooking, and hot water units in Council buildings.	Deliver Partner Facilitate	Internal teams – assets, facilities etc. Local community groups and businesses leasing buildings from Council.	x	x	x	x		 
		Pilot program to improve residential homes to 10-star rating.	Deliver small pilot to retrofit approximately 10 residential properties to a 10-star building performance rating.	Deliver Partner Facilitate				x	x		 
	Increase renewable energy & storage capacity for Council operations and support the Hepburn Z-NET Community Transition Plan.	Continue to explore energy storage and distributed energy generation options across Council operations.	Council increases renewable energy generation capacity, adds storage capacity and works with other council units around opportunities such as waste to energy projects.	Deliver Partner	Business community CVGA Victorian and Federal Govs	x	x	x	x		
		Support Hepburn Z-NET to reach its 2025 goal of net-zero emissions from energy use Shire-wide.	Continue to partner with the community on the Hepburn Z-NET project.	Partner Facilitate	Hepburn Community Business community Vic/Fed Govs Hepburn Energy	x	x	x	x		
	Sequester carbon locally.	Develop a local carbon sequestration (in-setting) and carbon off-setting strategy.	Endorsed carbon sequestration strategy in place.	Deliver	Universities & NRM sector, Parks Vic & DELWP Djaara consultation in strategy development			x	x		 Djaara consultation in strategy development
		Partner and support local in-setting projects that sequester carbon within the Hepburn Shire.	Local carbon farming projects occurring that Council can partner in or support. Revegetation (using indigenous provenances of native flora) of local areas, riparian ecosystems, and degraded crown land.	Partner Facilitate	Hepburn Z-NET Regional partners such as other LGAs, Water Authorities, Landcare, local farmers, universities, state and federal govt.	x	x	x	x		
		Biochar pilot: Collection, conversion to biochar and local sequestration of 'waste' timber biomass from agricultural sector and other available sources within the Shire.	A program in place to support the creation of biochar and addition of the biochar resource to local farming and residential properties.	Partner Facilitate	Agricultural sector, DELWP		x				   
		Explore a carbon credit system to encourage local farmers and other groups to increase soil carbon and/or plant trees.	Increased levels of locally sequestered carbon occurring across the Shire and the region.					x			  

Sustainable Hepburn THEME	OBJECTIVES	ACTIONS (How we will achieve the outcomes)	WHAT WOULD SUCCESS LOOK LIKE?	COUNCIL'S ROLE - Deliver - Partner - Facilitate	PROJECT PARTNERS i.e. Business community	TIMELINE (year)				Related Sustainable Hepburn theme
						1	2	3	4	
 Beyond Zero Emissions	Amplify emissions reductions impact through effective partnering at local, regional state level and beyond.	Council leadership and support for communications initiatives, not limited to developing and implementing a consistent emissions accounting methodology to calculate and report publicly Council's emissions every 12 months.	Effective monitoring and evaluation of HSC emissions Council reports on its annual emissions from operations in an accurate and transparent manner every 12 months.	Deliver Partner Facilitate	Local community groups Business community CVGA Cities Power Partnership Climate Emergency Australia Local media outlets	x				  
		Ensure sufficient resourcing within Council to ensure capacity to deliver matches ambition.	Additional staffing resources to deliver the HSC sustainability and climate action program and partnerships with the Hepburn community.	Deliver		x				
	Tell the story of a Beyond Zero Shire to inspire and involve the Hepburn community and beyond.	Develop an effective communications and engagement strategy for a Beyond Zero Emissions Shire and Sustainable Hepburn more broadly.	Empower local people to tell the story by increasing collaboration and engagement with the Hepburn Shire community, generating inclusivity and participation in Council initiatives and Community-Council partnerships such as Hepburn Z-NET. Strengthened local media outlets.		Hepburn Community & Djaara Sustainability groups Hepburn Z-NET Business community	x				  
		Sustainable Hepburn Day – an annual event bringing together the many groups and individuals the make Hepburn a sustainable Shire.	Wide participation from Community, Council, and local businesses to provide updates on progress, build capacity and knowledge, and celebrate our successes.	Deliver Partner Facilitate	Hepburn Community & Djaara Sustainability groups Hepburn Z-NET Business community Hepburn Energy		x			  



Natural environment and biodiversity

Opportunities and action plan

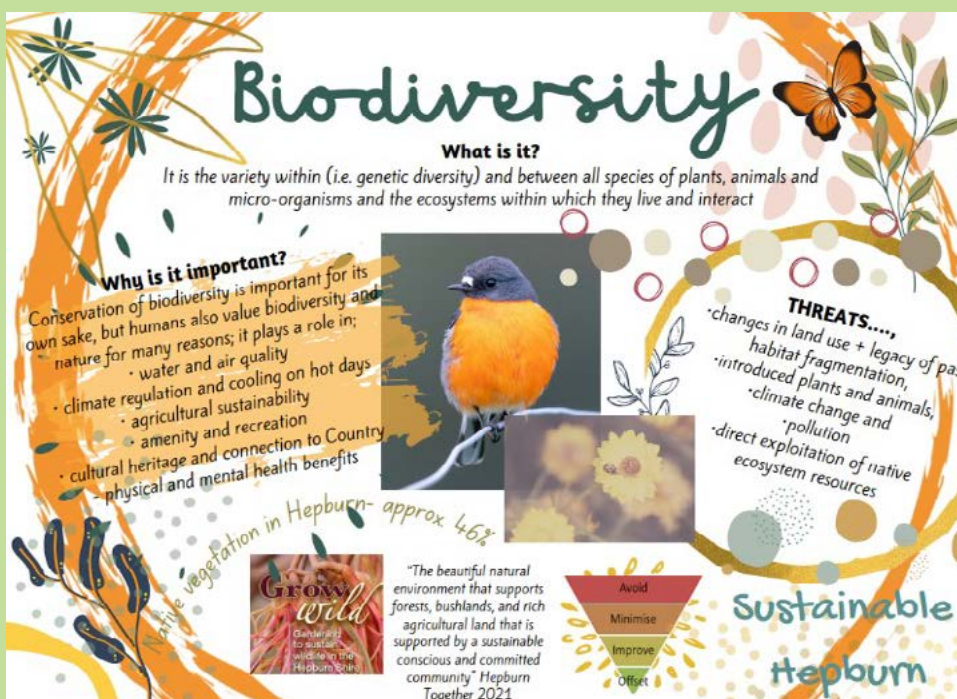


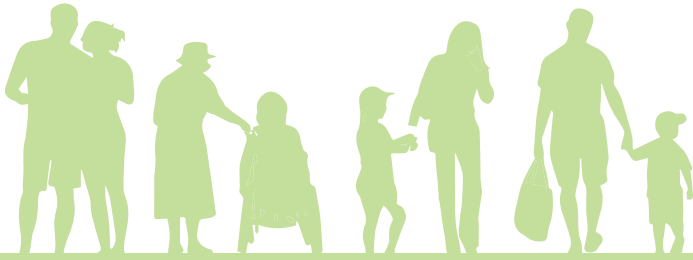
This theme focuses on priorities and actions that protect and enhance biodiversity values across the Shire. Seven objectives have been developed to drive action for the Natural environment and biodiversity theme:

- 1 Ensure good planning / governance of biodiversity actions
- 2 Prioritise protection of existing biodiversity & habitat on both Council controlled and private land
- 3 Increase extent, connectivity & integration of natural ecosystems
- 4 Identify & reduce threats to biodiversity
- 5 Improve Council's and community's connection to and understanding of biodiversity
- 6 Strengthen connection to DJAARA
- 7 Promote and increase access to expert advice on Agrobiodiversity, Agroforestry and ecologically-informed sustainable management of privately held native forests.

Broad community feedback that relates to this theme includes:

- Natural environment and biodiversity were the second highest rated priority, next to waste, for community members
- Participants in the individual online survey ranked actions in order of importance with "better management of roadsides and reserves to reduce threat posed by environmental weeds" as a top priority
- People agreed with actions to manage weeds and protect the natural environment
- Balancing future growth with the preservation of heritage and environment
- Supporting community actions and awareness
- Support for Landcare grants program





What community and strategy partners can do

▶ to protect and enhance biodiversity:

- Assist Traditional Owners to manage public land and deliver natural and cultural resource management strategies on Country
- Get to know your local native species of flora and fauna (see [Grow Wild](#) and [Wombat Native Plants](#))
- Create Wildlife friendly Gardens to attract pollinators and create habitat for native animals
- Avoid removal of native vegetation on your property
- Farmers to increase native vegetation on farms and consider how new vegetation corridors can be linked to existing remnant vegetation on your property and neighbouring properties
- Volunteer in a Landcare group (or similar) and tree planting programs to restore habitats and repair landscape health
- Advocate for increased native vegetation on public land to support threatened species habitat
- Advocate for more native revegetation along waterways to improve habitat for local fauna, decrease nutrient loads and decrease sedimentation in waterways





Natural Environment & Biodiversity

Ensure good
planning /
governance
of biodiversity
actions

Update Hepburn Council
Biodiversity Strategy
every 4 years with minor
review annually

Improved proportion of biodiversity
actions/outcomes achieved compared
2018-2021 Biodiversity Strategy as
identified in June 2022 evaluation

Deliver

DJAARA
Landcare & other
community groups
NCCMA
Academics

x x x x



Strategy is distributed & has broad
public awareness

Deliver

Public – draft consultation
process

x x x x



Develop & implement a
monitoring & evaluation
plan. Report annually to
Council & the public.

Monitoring plan developed
Annual reports delivered to
Council and public

Deliver

x x x x



Council review policies
and procedures on
enforcement regarding
biodiversity protection

Review of policy and procedure
conducted, and improvements
implemented

Deliver

DELWP

x x

Supply significant
biodiversity data
gathered as part
of council activities
and projects to
state government
biodiversity databases

Increased Records of threatened
or significant species on Victorian
Biodiversity Atlas

Deliver

DELWP

x x x x

Prioritise protection
of existing
biodiversity &
habitat on both
Council controlled
and private land

Encourage protection
of large old trees on
private and Council
managed land in
urban and rural areas

Significant Tree Register is
updated and maintained

Deliver

DJAARA Landholders
Council workers Parks
Engineering
DELWP

x

Significant Trees and Large old trees
considered in Vegetation Protection
Overlay (VPO)

Deliver

x

Significant Tree register and VPOs are
used strategically to avoid loss of large
old tree loss

Facilitate and
Deliver

x x x x

Establish Hepburn
Environment Fund
to progress currently
unfunded works

Fund established and promoted and
funds available to initiate identified
projects

Facilitate,
Partner

Community

x x x



Pursue funding
opportunities to
accelerate and leverage
council and community
investment

Increase in grant-funded works

Deliver,
Partner

DELWP

x



Continue Council's
Community Biodiversity
and Landcare grants to
community

Eligible projects continue to be fully
subscribed and successfully implements

Deliver,
Partner

Community groups

x x x x

Improve Council capacity
for prompt and effective
enforcement of illegal
vegetation removal

Reduced illegal clearing due to
increased awareness of greater
risk of enforcement

Facilitate

x

Increased officer time, skill, and
equipment available to follow
up reports

Deliver

x

Greater visibility of enforcement action

Deliver

x

Mapping of biodiversity
features under township
structure planning
processes

Flora and Fauna Assessments completed
for major towns

Deliver

x x









Shire-wide mapping of
biodiversity features of
relevance to planning

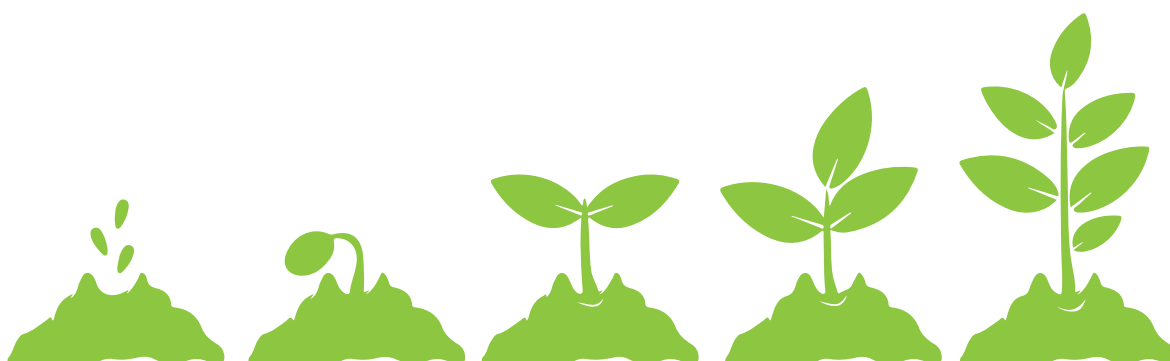
Mapping conducted and included as
reference document to Environmental
Significance Overlays

Deliver

DELWP, Community


















x x

Sustainable Hepburn THEME	OBJECTIVES	ACTIONS (How we will achieve the outcomes)	WHAT WOULD SUCCESS LOOK LIKE?	COUNCIL'S ROLE - Deliver - Partner - Facilitate	PROJECT i.e. Business community	ATTACHMENT 12.1.1 TIMEFRAME (year)				Related Sustainable Hepburn theme	
						1	2	3	4		
<div>  </div> <div> Natural Environment & Biodiversity </div>	Increase extent, connectivity & integration of natural ecosystems	Develop a Landscape Connectivity Plan and biolink overlay in planning scheme that prioritises & places additional protections on biodiversity	Landscape Connectivity Plan	Partner Deliver	DJAARA, NCCMA, ARI, Landcare		x	x			
			Biolink Overlay (ESO) in Planning Scheme					x	x		
			Implementation of Plan actions							x	
	Identify & reduce threats to biodiversity	Develop Weed & Pest Management Strategies	Weed Management Strategy completed to include below outcomes	Deliver	Ag Vic, Landcare Community, DELWP/PV		x				
			<ul style="list-style-type: none"> Chemical minimisation demonstrated Increased education/compliance regarding landowner obligations under CALP ACT Fire protection notices under CFA ACT to reduce weed infestations that create a fire risk A minimum of hectare/kms of road to treated annually for environmental weeds. Owners of pine plantations to be made responsible for supervised and careful removal of pine trees which have spread beyond their boundaries. Council Involve local people and visitors in weeding specific areas Audit of current weed control measures conducted Increase grant application for weed control works Develop/promote options for legal disposal of noxious weeds 	Deliver	Parks Victoria		x	x	x		
			Pest Management Strategy	Deliver	Ag Vic, Landcare Community, DELWP/PV		x				
			Cat curfew, with associated education and enclosure incentives	Deliver, Facilitate	Community		x				
			Collation of accessible online advice on biodiversity threats and actions.	Deliver	Community groups Academics Hepburn Gardens for Wildlife	x	x	x	x	  	
			Regular social media/newsletter including reporting of project results that is archived to online resources.	Deliver	Community groups Hepburn Gardens for Wildlife	x	x	x	x	  	
	Improve Council's and community's connection to and understanding of biodiversity.	Increase information resources and biodiversity engagement that builds community capacity in particular the results of activities.	Increase in face-to-face workshops/events.	Deliver	Community groups Hepburn Gardens for Wildlife	x	x	x	x	  	





Natural Environment & Biodiversity

Strengthen connection to DJAARA	Promote awareness about DJAARA approaches to and knowledge of biodiversity ('All Bunjil's creations') through online resources, media and events.	Increased awareness and support for DJAARA priorities in land management	Partner	DJAARA Community Groups	x	x	x	x	  
		Re-naming of places/ features with cultural and usually ecological significance	Partner	DJAARA RAP Committee Community					
		Increase in environments where Dja Dja Wurrung identify that they as First Peoples and murrup ('spirits') feel safe.	Deliver Partner Facilitate	Everyone	x	x	x	x	  
	Broaden Council and community relationship and interaction with DJAARA	Increased numbers of Hepburn Council staff, community and Dja Dja Wurrung people identifying they have an active and healthy relationship	Deliver	DJAARA RAP Committee	x	x	x	x	  
		Number of engagements with DJANDAK business	Partner	DJANDAK	x	x	x	x	
	Have Dja Dja Wurrung Cultural priorities recognised in biodiversity management decision making	DJAARA involved in Strategic Planning processes	Partner	DJAARA	x	x	x	x	  
	Promote and increase access to expert advice on Agrobiodiversity, Agroforestry and ecologically-informed sustainable management of privately held forests	Agroecology Officer employed and number of interactions with farmers and groups	Deliver	AFSA VFF		x			  
	Support more diverse, heritage seed & breed	Survey community re seed & breed use to determine baseline and follow up to measure increase	Deliver	Artisan Ag Project Seed Savers Garden societies RBTA AFSA	x				
	Support local farm forestry workshops	Deliver workshop on Agroforestry / ecologically informed sustainable forest management for private landowners	Deliver	North Central Catchment Management Authority University of Melbourne Australian Forest Growers	x				
	Investigate interest in local chapter of Farm Forest Growers that includes native forest management	Baseline assessment of forest management needs in Shire conducted including interest in establishing a Local Farm Forest Growers group.	Facilitate	Australian Forest Growers North Central Catchment Management Authority		x			
	Develop resource base for farm forestry and native forest management	Production of an online resource including planning issues. Private landowners have increased knowledge of ecologically informed forest management.	Deliver	North Central Catchment Management Authority University of Melbourne Australian Forest Growers		x	x		

Glossary

AFSA	Australian Food Sovereignty Alliance
CALP act	<p>Catchment and Land Protection act.</p> <p>Purposes include;</p> <ul style="list-style-type: none"> • sets up a framework for the integrated management and protection of catchments; • to encourage community participation in the management of land and water resources; to set up a system of controls on noxious weeds and pest animals; (includes designation of noxious weed controls)
DBH	Diameter at Breast height – standard measurement of trunk circumference (1.3m)
DELWP	Department of Environment Land, Water and Planning
GBF	Global Biodiversity Framework
GMW	Goulburn Murray Water Manages water related services in a region by the Great Dividing Range in the south and the River Murray in the north
NCCMA	<p>North Central Catchment Management Authority</p> <p>Established in 1997 under the CALP act and also has powers under the Water Act 1989.</p> <p>Core function is delivery of Regional Catchment Strategy; overarching strategy for all involved in land, water, and biodiversity management</p>
RBTA	Rare Breeds Trust of Australia
RAP	Reconciliation Action Plan
VFF	Victorian Farmers' Federation





A low waste Shire

Opportunities and action plan

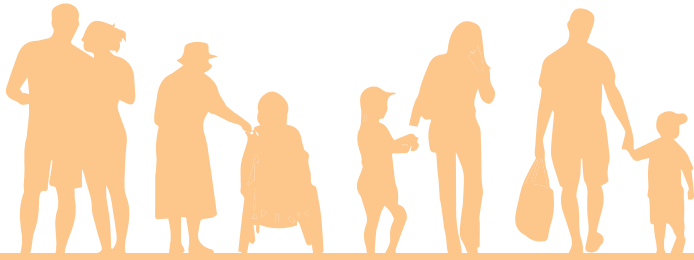
This theme focuses on the reduction of waste to landfill as a community. Five objectives have been developed to guide actions for A low waste Shire.

- Reduce waste to landfill and make improvements to kerbside collection
- Better operating Transfer Stations
- Be part of a thriving circular economy
- Walk our talk – Council to incorporate zero waste objectives into contractual purchases and services
- Provide education and awareness to the community on transitioning to a low waste shire

Broad community feedback that relates to this theme includes:

- A low waste shire was the theme which rated as a top priority for community.
- Clear instructions on top of the bin on what can and can't be recycled
- People want actions with the biggest sustainability benefit.
- Participants offered practical solutions to minimising waste in cafes, schools, hotels, and homes
- Participants wanted to see recycling services improved and increased with more opportunities and access for reusing mater











What community and strategy partners can do

▶ to be Low waste:

- Commercial and industrial businesses can seek new opportunities to use waste as a resource and reduce waste generation
- Avoid disposal of 'waste' materials and products by practising the 5 Rs of refuse, reduce, reuse, repurpose, and recycle
- Divert food and organics from landfill by using kerbside FOGO collection or backyard composting
- Avoid plastic bag shopping and single-use plastic
- Buy products with less packaging to influence suppliers
- Actively support retailers who offer take-back old products or recycling schemes for end of life consumables
- Stick to your shopping list when you go shopping to avoid buying items that may result in food waste
- Check what can go into your bins. Waste and recycling services can change. Check Council's website to make sure the right thing goes in the right bin which means more of our resources can be recovered and less goes to landfill.
- See Sustainability Victoria's website on the small acts you can take to make a big difference (<https://www.sustainability.vic.gov.au/recycling-and-reducing-waste/at-home>)



Sustainable Hepburn THEME	OBJECTIVES	ACTIONS (How we will achieve the outcomes)	WHAT WOULD SUCCESS LOOK LIKE?	COUNCIL'S ROLE - Deliver - Partner - Facilitate	PROJECT PARTNER i.e. Business community	ATTACHMENT 12.1.1 TIME (year)				Related Sustainable Hepburn theme
						1	2	3	4	
 Low Waste	Reduce waste to landfill and make improvements to kerbside collection	Roll out FOGO to urban areas. Investigate for rural areas.	Removal of organic material from the landfill bin	Deliver	Community and contractors	x	x	x	x	
		Remove glass from commingled recycling	Removal of glass from mixed recycling bin	Deliver	Community and contractors	x	x	x	x	
		Transition to fortnightly landfill collection schedule	Reduction in waste to landfill and cost to residents for landfill service	Deliver	Community and contractors	x	x	x	x	
		Trial soft plastics drop off	Residents able to drop off soft plastics at transfer stations	Deliver	Community and contractors	x				
		Review Clunes Hard Waste service	Provide an equitable service for all	Deliver	Community		x			
		Investigate alternative solutions for families with children/nappies	Reduce impact of fortnightly waste service for households with nappies	Deliver	Community	x				
		Review public litter bin schedule and number of bins	A solution which works under "Recycling Victoria" Clear signage on public litter bins Reduce contamination in public recycling bins	Deliver	Community			x		
		Reduce plastic consumption in Shire	Partner with business and community and advocate for plastic free solutions	Partner	State government, Community, Traders	x	x	x	x	
	Improve operations at Transfer stations	Implement Hepburn Shire Salvaging guidelines	Install signage, update website	Deliver		x				
		Improve the layout and flow of our transfer stations	Traffic management plan, better signage	Deliver		x				
		Review Transfer Stations hours	Transfer staff having ability to: 1. Have multiple staff on site at all times for improved safety and better customer service. 2. Access training with all staff present. 3. Have regular team meetings with all staff present			x				
		Capture more granular data of material entering the transfer stations. <i>Undertake annual waste audits to track performance and identify areas for improvement.</i>	Have access to objective data on the type of materials the move through the transfer stations.	Deliver						
		Develop best practice model for regional transfer stations	Having a best practice guide developed for regional transfer stations to strive to create.	Partner	State government Neighbouring LGAs			x		
		Implement changes to improve Shire tip shops	Implement better storage for saleable materials, standard pricing and a more inviting tip shop.	Deliver		x				
		Investigate the potential for recovery of clean concrete and soil at each of the transfer stations	Provide recycled materials locally	Deliver Partner	State government Neighbouring LGAs		x			

Sustainable Hepburn THEME	OBJECTIVES	ACTIONS (How we will achieve the outcomes)	WHAT WOULD SUCCESS LOOK LIKE?	COUNCIL'S ROLE - Deliver - Partner - Facilitate	PRINCIPAL PARTNERS i.e. Business community	ATTACHMENT 12.1.1 Timeline (year)				Related Sustainable Hepburn theme
						1	2	3	4	
 Low Waste	Improve operations at Transfer stations (cont.)	Review Tip Voucher System	Design a better functioning tip voucher system	Deliver	Community					
		Minimise illegal dumping	Develop incentives and stronger penalties to discourage illegal rubbish dumping (eg: Asbestos collection sites, Paintback scheme) Less rubbish in the natural environment	Deliver Partner						
	Lead and enable a thriving local circular economy	Investigate social enterprises at transfer stations and the opportunity for a Resource Education centre at MRF	Create an expression of interest for a resource recovery social enterprise	Deliver Partner Facilitate	Businesses Community State government	x	x			
	Walk our talk – Council to incorporate zero waste objectives into contractual purchases and services	Update Procurement policy to avoid purchase of disposable single use goods, minimal waste in products and packaging and waste free events	Council staff are educated and empowered to avoid waste generation through purchasing behaviour and disposal	Deliver						
	Provide education and awareness to the community on transitioning to a low waste shire	Develop schools and early-childhood initiatives to include resource recovery education	Primary and High School students receiving education and engagement on low-waste initiatives	Partner	Resource Smart Schools	x	x	x	x	
		Develop and deliver community education program	Complete council run education program and partner with community groups Waste avoidance and behaviour change campaigns for community groups, businesses, schools Educational materials for HSC website (what goes in your bins, composting / worm farms etc, Transfer Stations). Support initiatives through libraries, childcare, business and real estate agents for short term stays.	Deliver Partner Facilitate	Local community groups Sustainability Victoria	x	x	x	x	 
		Re-brand Council's waste department to reframing waste as a resource	Implement branding that describes resource recovery rather than waste	Deliver	Community Hepburn Shire Council	x				
		Celebrate success stories	Putting a face/name to the council team Videos from engaged members of the community	Deliver / Partner	Community Hepburn Shire Council	x	x	x	x	
		Assist community and businesses in reducing contamination	Conduct bin inspections and follow up on contaminated bins. Contaminated bin owners notified and supported to assist improvement. Regular bin audits to provide feedback. <i>Strengthen compliance for Commercial, restaurants and B&B operators to meet appropriate standards for no/low contamination in recycling, organics and landfill.</i> <i>Investigate options for rebates for households to reduce waste initiatives - such as cloth nappies, sanitary items, compost bins, textiles.</i>	Deliver/ Partner	Business Residents Hepburn Shire Council	x	x	x	x	

A climate resilient Shire

Opportunities and action plan



This theme focuses on priorities and actions that will prepare Council's services, infrastructure, and the community for the impacts of a changing climate. The specific focus of this theme is to work towards achieving and maintaining:

- Greater understanding of the risk and vulnerability of council assets and service delivered to the community because of extreme weather events
- Climate proof future residential developments from avoidable emissions, extreme heat, flooding, and fire
- Water resilience and integrated water management
- Build disaster and community resilience to connect, inform and prepare communities to know what action to take in the event of extreme weather and related disasters

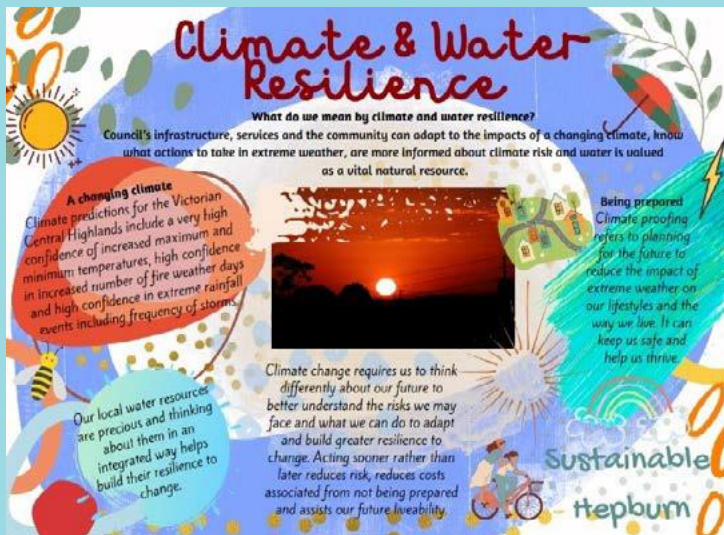
Members of this working group also recommended that the theme's name be changed from Climate and Water Resilience to Climate Resilience, as climate implicitly includes water.

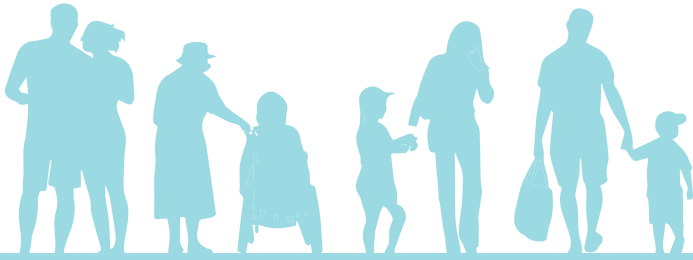
The *Sustainable Hepburn* Community Reference Group proposed the following objectives for the Climate resilience theme:

- The Hepburn community is better connected, prepared and engaged for climate related impacts
- Hepburn Shire Council is better prepared for climate related impacts
- Re-localise Hepburn Shire: improve security of basic needs for locals from locals
- Ensure intergenerational equity of resources across Hepburn Shire

Broad community feedback that relates to this theme includes:

- Community voiced concerns over recent natural disasters and wish to better prepare the community for future events.
- Participants in the individual online survey ranked actions in order of importance with "Local renewable energy supply" as a top priority for Council to focus on to ready services and assets for the impacts of climate change.
- Actions that focus on communication and education
- Climate proof future development and infrastructure
- Water resilience and integrated water management





What community and strategy partners can do to be climate resilient:

- Get to know your neighbours and join a local community group
- Understand your local risks (heat, flooding, bushfire risks to name a few) and download the [VicEmergency](#) app
- Create a climate resilient home using good solar passive design, insulate against the heat and cold (and save money on electricity)
- Create an [emergency plan](#) and know what to do if you experience a disaster
- Learn about the origins of your food purchases and who and how it is produced
- Grow food and create pollinator habitats within your backyard, including practicing organic and permaculture gardening techniques
- Support local farmers and producers by buying locally and sustainably grown and produced food
- Install water tanks and adopt water saving behaviours in your homes and businesses
- Construct a frog pond or rain garden in your backyards
- Businesses can increase water efficiency and/or adopt recycled water and stormwater for non-potable water uses



Sustainable Hepburn THEME	OBJECTIVES	ACTIONS (How we will achieve the outcomes)	WHAT WOULD SUCCESS LOOK LIKE?	COUNCIL'S ROLE - Deliver - Partner - Facilitate	ATTACHMENT 1 PARTNERS i.e. Business community	ATTACHMENT 2 M12M1 (year)				Related Sustainable Hepburn theme
						1	2	3	4	



Climate Resilience

The Hepburn community is better connected, prepared for and engaged for future climate related impacts

Develop a Shire wide "better prepared/know your neighbour" program to build stronger local awareness and understanding of climate change impacts such as extreme weather events. This will include:

- Awareness raising workshops including scenario planning for future disasters
- Map the extent, reach and capacity of existing community services and organisations to jointly produce a working plan for climate preparedness and emergency response
- Hold community BBQs at Refuge centres
- Encourage residents to keep a phone book for contact with neighbours

Our community is empowered to face unknown climate related impacts as they have the capacity and resources to prepare for many situations

Joint community shire response plan developed by 2023

Deliver
Facilitate
Partner

ES
CFA
Forest Management
Djaara
HSC
Community Life

x x x



Develop climate resilience guidelines for future landuse and building design in a changing climate including ideas to future proof your lifestyle

Climate resilience guidelines are developed and published for the community and a workshop series is facilitated

Deliver
Partner

Z-NET

x x



Create Shire wide Community Resilience Hubs.

Community Resilience Hubs are community-serving facilities that provide information and services to build resilient communities before, during, and after emergency events. As climate change brings more flooding, heat waves, and severe storms, Community Resilience Hubs will complement existing emergency response services and, communities year-round by promoting health, providing meeting spaces, educating the community about risks and emergency preparedness. Resilient power systems are a critical feature of Community Resilience Hubs since they will need to operate and provide services such as refrigeration, cell phone charging, food, water and communications during outages.

Community regularly uses CRHs to congregate to prepare for the unknown as they feel ownership and see the value in being involved

Deliver
Partner

SES
CFA
Forest Management
Djaara
HSC
Emergency Management and Community Life

x x x

Support the Community Sparks community battery project

Feasibility completed for five community battery sites in Hepburn Shire completed, work on a decision-making tool for regional communities and implementation of one trial site for scalability

Partner

CVGA

x x x



Partner in the development of the Adaptation X Z-NET program

Leverage and expand on the Hepburn Z-NET mitigation model to develop an approach to climate change adaptation that is place-based and locally appropriate

Partner
Facilitate

Hepburn Z-NET

x x x





Climate Resilience

The Hepburn community is better connected, prepared for and engaged for future climate related impacts (cont.)

Engage telecommunications companies to build back up / spare capacity into communications systems in the event of blackouts and disasters.

Ability to communicate with each other and emergency services during major climate related events

Telcos agree to increase their backup capacity at towers within HS.

Facilitate
Partner

Telcos

x

x



Hepburn Shire Council is better prepared for future climate related impacts

Undertake a vulnerability assessment on the risks to council assets and services given projections of more extreme weather.

Council assets and service delivery is resilient in the face of climate related impacts.

Accompany this with a risk management plan prioritising action and advocating for reduced insurance premiums.

Secure funding from State &/or Federal government to upgrade infrastructure to withstand severe weather events.

Deliver

Insurance companies

x

x



Work with DJAARA on flood, fire and storm mitigation practices.

Djaara practices are the norm in our flood, fire and storm mitigation demonstrating resilience and reduction in impacts

Facilitate knowledge sharing between Djaara and other indigenous groups with local groups/organisations interested in learning their practices.

Deliver
Partner
Facilitate

Djaara
SES
CFA
VicForests

x

x

x

x



Reduce social impacts of a changing climate and extreme weather by future proofing social services such as social housing and mapping existing community groups and services identifying gaps

All Hepburn Shire residents are assured of housing, services and support to protect them from the impacts of climate change

Produce a Community Group/ Service Directory

Develop targets to increase social housing within the Shire.

Deliver
Partner
Facilitate

Community Groups e.g., Good Grub Club

x

x

x

x

Re-localise Hepburn Shire: improve security of basic needs for locals from locals

Improve resilience of communications systems particularly to withstand or have back up during storms or fire.

Ability to communicate with each other and emergency services during major climate related events

Telcos provide a quality of service or agree to increase the backup power available to towers.

Partner

Telcos

x

x

Investigate local energy supplies and battery storage for reliability and back up during power outages.

80% of energy needs of households, community centres and businesses are maintained during climate related events

Engage with Powercor to determine feasibility and cost of installing community batteries within the Shire to provide power in the event of a transmission line damage, and build in grid robustness

Partner

Powercor
Breaze
CFA
SES

x

x

x

x

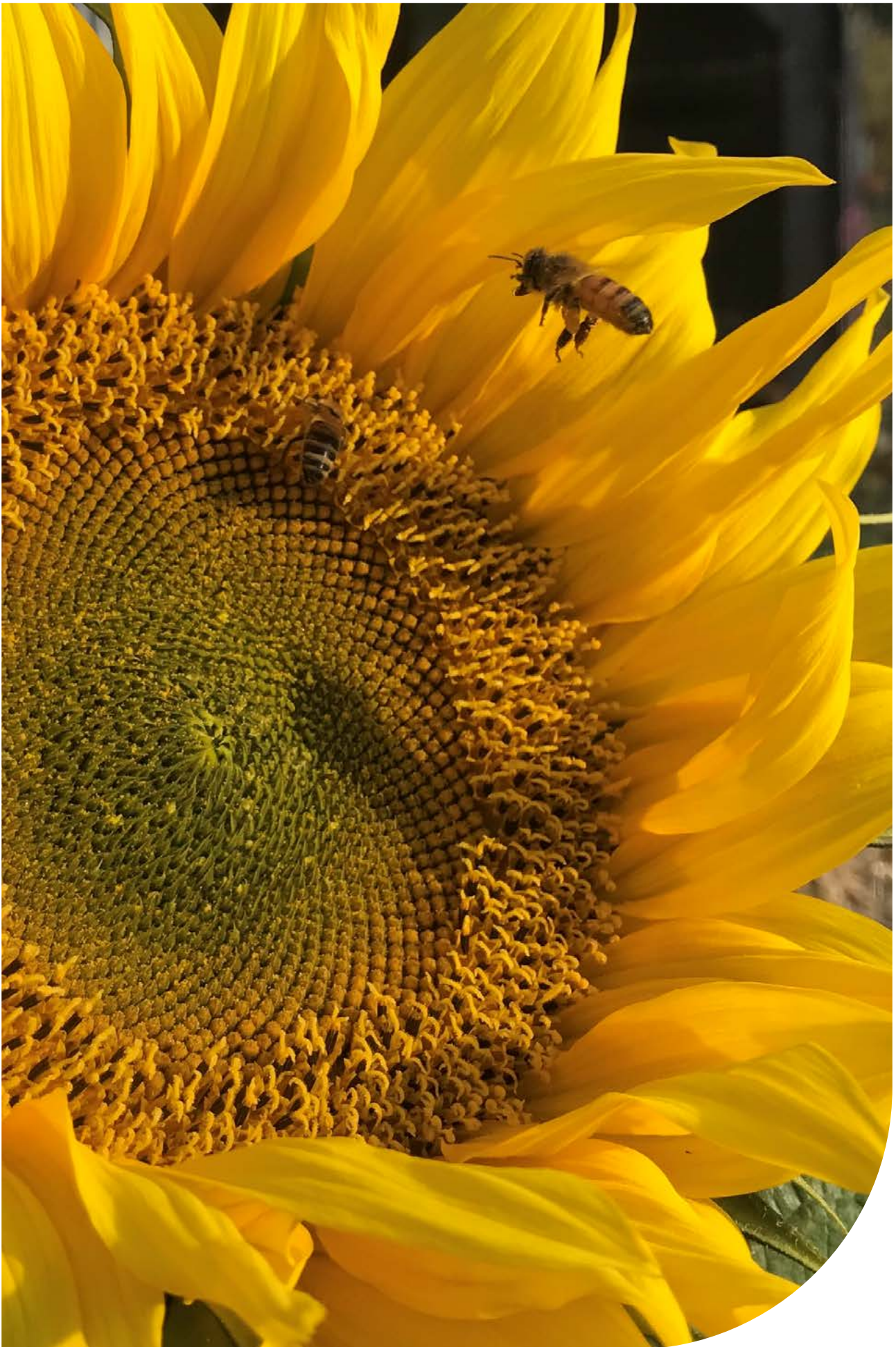


Sustainable Hepburn THEME	OBJECTIVES	ACTIONS (How we will achieve the outcomes)	WHAT WOULD SUCCESS LOOK LIKE?	COUNCIL'S ROLE - Deliver - Partner - Facilitate	ATTACHMENT 12.1.1 PARTNERS i.e. Business community	TABLE 12.1.1 (year)				Related Sustainable Hepburn theme
						1	2	3	4	



Climate Resilience

Re-localise Hepburn Shire: improve security of basic needs for locals from locals (cont.)	Ensure local food & water security before, during and post climate related events through Community Resilience Hubs being well stocked with non-perishables and water tanks.	Enough food and water supplies available for impacted community for one week post climate related event	Deliver	Local community groups Sponsors (local Coles, Blakes, IGA for non-perishable food) Sponsor water tanks for Hubs?? Or apply for grant	x	x				
Ensure intergenerational equity of resources across Hepburn Shire	Explore the opportunity to introduce "Rights of Nature" with DJAARA	Our Shire respects our environment and has made it a legal entity ensuring protection as it is at the centre of all decisions	Deliver	Blue Mountains Shire Council (their experience of introducing 'Rights of Nature') DJAARA	x	x	x			
	Develop a local share economy to reduce the impact on lifestyle due to climate change and also to connect community with each other (link with community resilience hubs) i.e., share homes, cars, tools, food, gardens. Focus on social equity and inclusion – climate justice. This could include community to community mentoring workshops.	All shire residents have access to the same resources no matter how much they earn.	Deliver Partner	Community Groups	x	x				
	Investigate raising revenue to invest in climate resilience actions and protect/improve the local environment (eg tourism/bed and planning/development levies)	An increased revenue stream to deliver Hepburn Shire Council Sustainability Goals	Deliver	Tourism businesses Developers		x	x	x		
	Protect Shire wide water security and align with DJAARA water policy	Everyone in shire has access to affordable high quality drinking water today and into the future. Water leaving Hepburn Shire is cleaner than it arrived.	Deliver Partner Facilitate	Djaara Water Authorities Landcare groups Cleanup Australia	x	x	x	x		
	Develop and implement a climate resilience plan for greenspaces looking at ecosystem services nature provides in an urban setting to provide greater resilience to climate change impacts: <ul style="list-style-type: none">- Raingardens- Shade trees, streetscapes etc- Implement greening main st plan- Restore wetlands	As we experience more drought and less rainfall our shire remains green and shaded through WSUD principles (green and blue infrastructure) designing our towns providing a haven for residents while extending nature	Deliver	Djaara Landcare groups Residents	x	x	x	x		
	Ensure we value all resources that enter our Shire – we no longer refer to anything as waste, instead it is a resource and reuse/recycle/upcycle etc keeping it in the Shire	Embraced and demonstrating leadership in adopting a 'Circular Economy' within the shire to reduce waste and value it as a resource and see new businesses emerging creating local employment	Deliver Partner	Sustainability Victoria DELWP	x	x	x	x		
	Integrate the UN Sustainable Development Goals (SDGs) into Council's Integrated Planning Framework	Council and community better understand intergenerational equity and can apply the SDGs to live in a way that doesn't compromise future generations from having the same ability to live a thriving life.	Progressing targets within the SDGs guide Council's future investments and guide the development of future Council Plans.	Regional partnerships Djaara		x	x	x		



APPENDIX 1

COMMUNITY ENGAGEMENT ON SUSTAINABLE HEPBURN



Background summary

The *Sustainable Hepburn* project builds on community sentiments gathered during the Hepburn Together – Community Vision (2020-21) consultation process where the community identified environmental sustainability as their top priority closely followed by liveability. As a result, the new Council Plan 2021-25 includes the following Focus Area:

“A resilient, sustainable and protected environment: A responsive, adaptive and resilient community that addresses changes to our climate and biodiversity”. The *Sustainable Hepburn* project strives to develop an integrated strategy linking key sustainability themes in the strategic narrative, highlighting the interconnection between climate change (emissions reduction, adaptation, and resilience), managing waste, and biodiversity.

Broad engagement purpose

Online (via Participate Hepburn) and in-person community engagement activities were held between December 2021 and Feb 2022. The activities focused on engaging with the broad Hepburn community about the integrated sustainability narrative for *Sustainable Hepburn*, and to hear about community priorities, needs and the community’s level of ambition towards environmental sustainability. The engagement captured broad views and perspectives from the community about a vision for sustainability and actions across the four strategic themes:

- > A beyond zero emissions Shire
- > Natural environment and biodiversity
- > A low waste Shire
- > A climate and water resilient Shire.

Individual survey results

Demographics

Figure 2 and Figure 3 show the age and gender of the participants who undertook the survey compared to the 2016 census data for Hepburn Shire. They tell us we had a higher range of participants over 40 years in age and slightly higher percentage of females than males. Figure 4 indicates that Birch ward was the largest location represented, however each Ward in the Shire was represented.

PARTICIPANT AGE RANGE

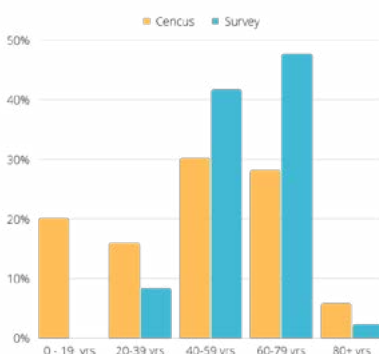


Figure 2: Age of survey participants

PARTICIPANT GENDER

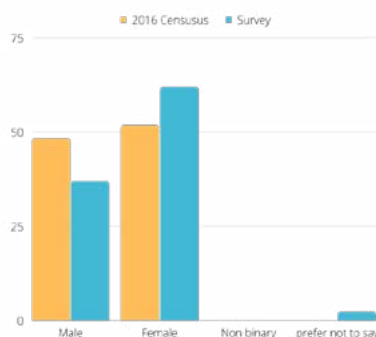


Figure 3: Gender of survey participants

PARTICIPANT LOCATION

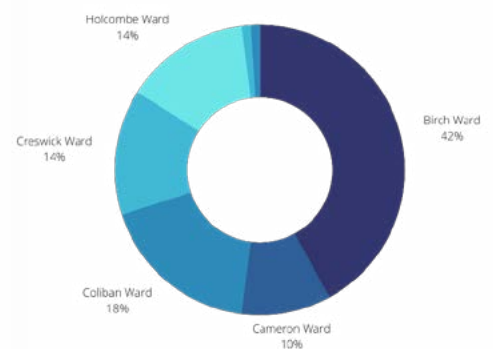


Figure 4: Location of participants

Agreement on overall statements

Individual survey respondents were asked 'To what extent do you agree with the following statements from what we heard during the Hepburn Together engagement project conducted throughout the Shire in 2020/21?' A

Hepburn Shire residents and ratepayers described the identity of the Shire as a beautiful natural environment that supports forests, bushlands, and rich agricultural land that is supported by a sustainable conscious committed community.

Hepburn Shire Council values an environment that is characterised by diverse landscapes, fresh air, forests, and lakes that support the community's connection to nature.

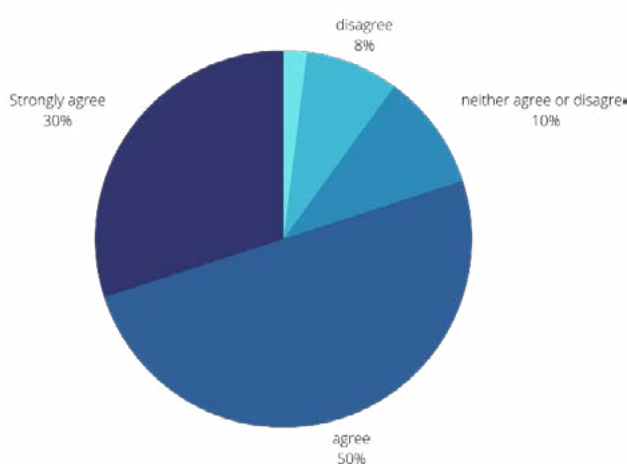


Figure 5: Individual survey results (n=84)

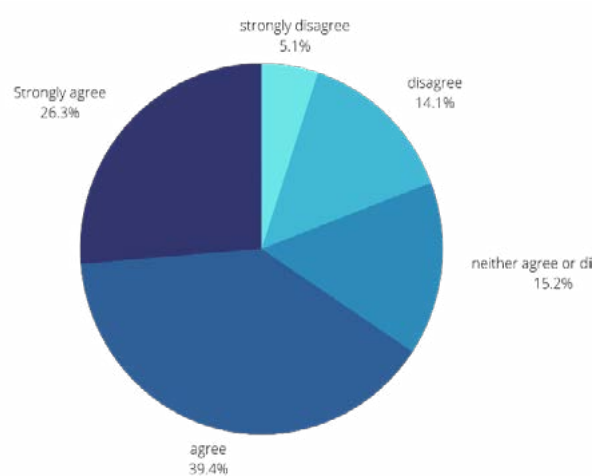


Figure 6: Individual survey results (n=84)

Hepburn Shire residents and ratepayers want to see a protected natural environment that is supported by strong climate action, effective emergency management and weed management and the protection of wildlife with a connected network of bike paths.

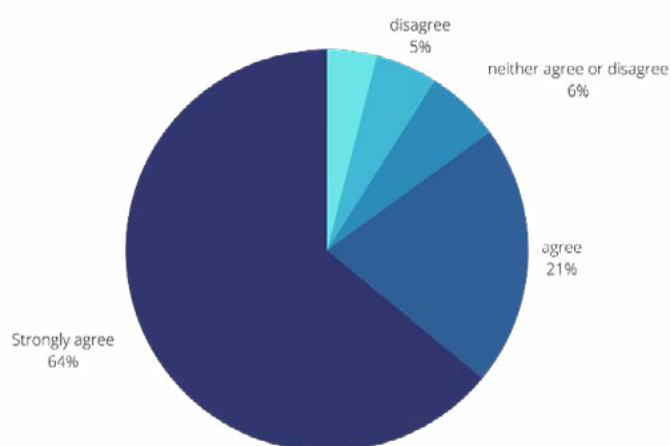


Figure 7: Individual survey results (n=84)

What's missing from the overall statements?

Below is a summary of individual survey responses indicating what's missing from the three statements displayed in Figures 5, 6 and 7.

- Address the environmental impacts from land subdivision, housing estates and building developments and reflect this in the planning scheme.
- Increase opportunities for recycling and circular waste management including separate collections for compostable waste, recyclables, soft plastics, and landfill. Reusing materials in well-organised transfer stations is a key aspect of sustainability and needs to be an integral component of our Hepburn sustainability plan.
- Provide clear facts and messaging to help local sustainable practices for businesses and residents.
- Increase First Nations' management and leadership whilst protecting culturally significant areas.
- Focus on weed management and eradication such as along roadsides which helps reduce fire risk.
- Build community connections and initiatives around food security using community gardens, school growing programs, and goat herds.
- Encourage sustainable transport by supporting electric vehicles, improved biking paths, walking paths and trails around towns and bushlands.

What would help you to take greater action on waste reduction, biodiversity, water, and climate protection?

Figure 8 provides an overview of the results from the individual survey question which asked participants to rank the actions that would help them take greater action on waste reduction, biodiversity, and climate change.



Figure 8: Individual survey results

What are the biggest sustainability opportunities available to Hepburn Shire?

Error! Reference source not found. indicates that the community identified "Council and the community to work collaboratively" as the biggest opportunity for sustainability.



Figure 9: Biggest sustainability opportunities for Hepburn Shire

What are the biggest sustainability challenges that face us as a community?

Highlights that individual online survey participants identified "the impacts of climate change events such as heatwaves" as the biggest challenge faced by community.

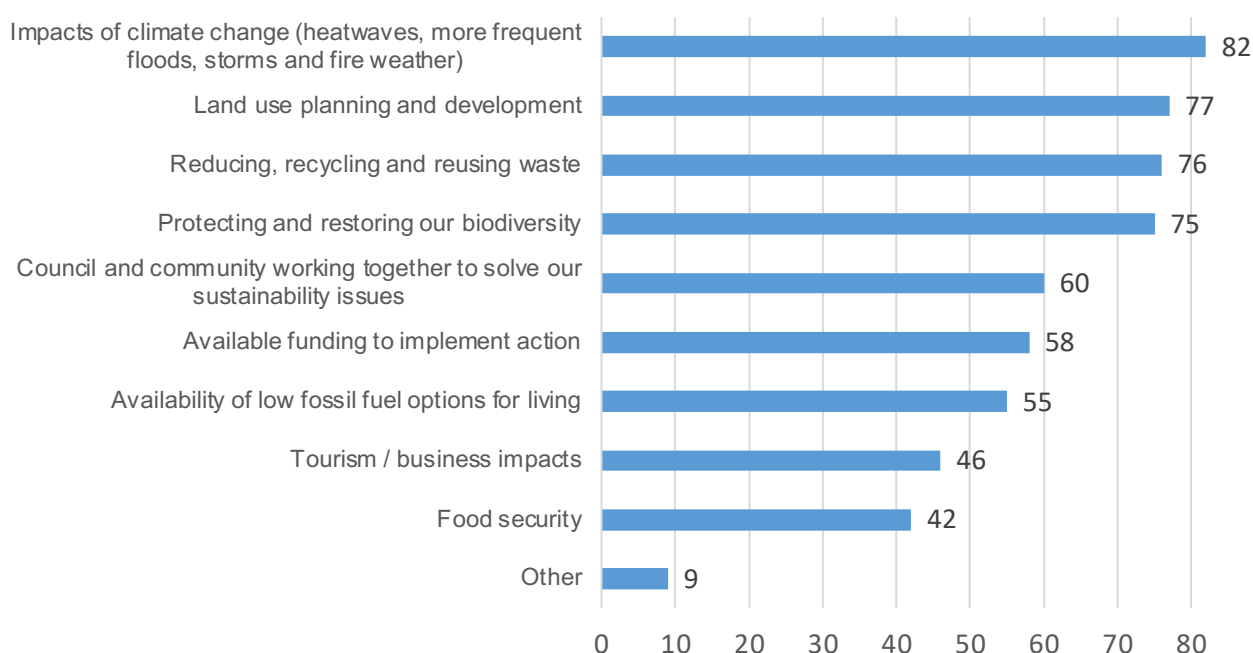


Figure 10: Sustainability challenges for Hepburn Shire

Hepburn locations participants enjoy

Participants who contributed to the *Sustainable Hepburn* map, pinpointed locations they enjoy throughout Hepburn Shire. In total there were 58 interactions from 38 people. The most popular towns included Creswick, Daylesford and Glenlyon.

Learning about Traditional Owner land management practices

Individual survey respondents were asked 'How could the community best learn about Traditional Owner land management practices.'

The participant's responses fitted within three main categories:

- Share knowledge
- Involve Traditional Owners
- Value and incorporate traditional practices.

Figure 13 provides a summary of responses.

<p>Council engaging, promoting, and listening to Traditional Owners when making council decisions on planning and land management.</p> <p>Council shares feedback with the community about how they are changing practices in line with local Aboriginal land management methods.</p>	<p>Create a booklet that shares knowledge of local plants which would detail what is useful to protect biodiversity and support local flora and fauna, where to buy them, how to care for them, the benefits of growing them, and which plants are edible.</p>
<p>Build awareness and connection to country by running community events lead by Traditional Owners and the Dja Dja Wurrung Council. This could include sharing land management and practices such as cultural burning practices, not using pesticides and protecting waterways. This could be done through interactive hands-on demonstrations and workshops, bush explorations/walk and talks, training sessions, café mornings, show and tell pub afternoons and events at the Hepburn Soundshell.</p> <p>Sessions could also be offered at schools.</p>	<p>Provide free signs to all landowners that acknowledges the Country they are on.</p> <p>More opportunities for Traditional Owners to play a role in community events like community markets around Hepburn Shire.</p>
<p>Dja Dja Wurrung Council and their land management team are the first option for any land management contracting services.</p>	<p>More opportunities to share Traditional Owner knowledge and Dja Dja Wurrung history of the area through newsletters, Council website, social media, publications, rate notices, community forums, noticeboards, letterbox leaflets and local historical societies.</p>
<p>Traditional Owners would be employed to work in the State Forests and reserves to help manage weeds and reduce fire risk. They would also work with landholders and farmers, and integrate their experience and knowledge into the Council Reconciliation Action Plan</p>	

Figure 13: How the community can best learn about Traditional Owner land management practices

A low waste Shire

Overview

A low waste shire was a theme which rated as a top priority for participants. This was clearly reflected in the level of engagement on the 'other' questions, visioner responses, pop-up engagement, and focus group discussions. Below is a summary of the responses to the survey questions and focus group discussions that related specifically to lowering waste.

Rank in order of importance how Council and community can work together to reduce contamination in recycling, so it doesn't end up in landfill?

Indicates that survey participants in the individual online survey want council to clearly communicate what can and can't be recycled by providing instructions on the bins.



Figure 14: How Council and community can work together to reduce contamination in recycling, so it doesn't end up in landfill

Rank in order of importance how Council should make decisions about future kerbside waste collection services?

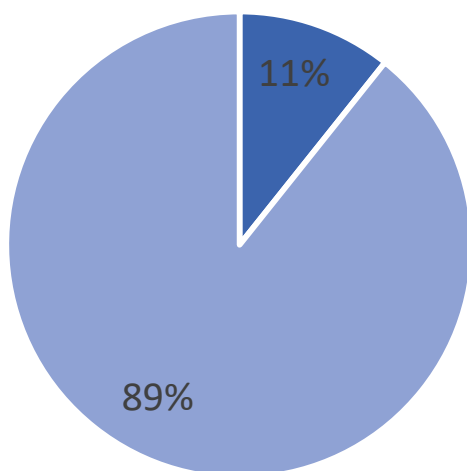
Figure 15 shows that survey participants in the individual online survey ranked "biggest sustainability benefit" as the number one key decision-making factor for future kerbside waste collection services.



Figure 15: how Council should make decisions about future kerbside waste collection services

Which statement do you agree with more?

Figure 16 below highlights participants in the individual online survey valued recycling and will go to greater effort to get it right.



- I want recycling instructions to be as simple as possible, even if that means more items go into my household rubbish bin
- I want to recycle as many items as possible, even if that means I need to carefully read recycling instructions and take greater effort getting it right

Figure 16: Statement responses

Opportunities identified

The opportunities and focus areas listed below are summarised from the focus groups and visioner question (12 responses) on the Participate Hepburn webpage.

Participants offered practical solutions to minimising waste in cafes, schools, hotels, and homes such as:

- offering small kitchen waste bins with bags
- compost using kitchen/green waste
- providing a magnet list to remind people what can be recycled
- an education campaign for the community to discourage landfill (see link for further reference).

Participants wanted to see recycling services improved and increased with more opportunities and access for reusing materials such as:

- continue creating and offering firewood from storm damage
- less focus on risk management at the tip and remove all impediments to the proper running of the tip shop and the tip in general
- free up regulatory constriction of existing willingness in community to creatively reuse materials at transfer stations
- having a recycling drop off point such as bins at transfer stations for recycle types - glass, electrics / batteries, cardboard etc.
- support a container deposit scheme <https://www.vic.gov.au/container-deposit-scheme> to reduce plastic bottle and drink can litter
- green waste bins throughout the shire and free green waste recycling which can be sold on for mulch etc.
- free weed disposal Sept-Dec at Transfer stations.

A beyond zero emissions Council

Overview

Below is a summary of responses from the survey questions and focus group discussions that relate specifically to zero emissions.

What criteria should Council use to prioritise actions and make decisions to reduce future greenhouse gas emissions?

Figure 17 below highlights that the individual online survey respondents highly rated wanting Council to prioritise actions and make decisions to reduce future greenhouse gas emissions based on the impact those decisions will

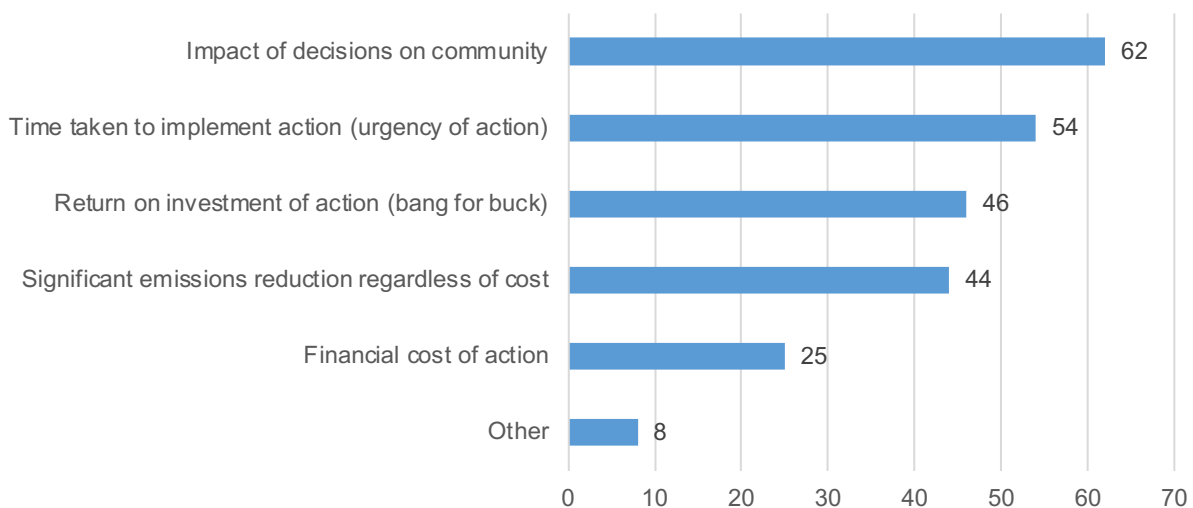


Figure 17: criteria Council should use to prioritise actions and make decisions to reduce future greenhouse gas emissions

Opportunities identified

The opportunities and focus areas listed below are summarised from focus groups discussions and visioner question (9 responses) on the Participate Hepburn webpage.

People provided suggestions for renewable energy which included:

- a community battery for feeding home rooftop solar excess into and a microgrid for residents; so renewable energy doesn't have to travel far
- renewable energy from solar for local use over transporting wind energy all the way from WestVic
- support wood as the most important renewable and dispatchable energy to complement wind and solar at domestic and commercial scales

- small towns with their own electricity hub; have been to meetings at Mollonghip where they have expertise to push the project; expertise is needed.

People suggested ways to increase energy efficient buildings and infrastructure including:

- landlords should support sustainability through rental properties
- solar, (small) wind turbines, R6 insulation and double glazing on all public buildings - halls, churches, sports, and park buildings etc.
- people want to see more promotion and support for building energy efficient homes reflected in planning schemes.

Natural environment and biodiversity

Overview

Biodiversity and natural environment appeared to be the second highest rated priority, next to waste, for participants. This was also demonstrated in the mapping exercise (Figure 12) which attracted 58 responses from 38 people.

What Biodiversity actions are most important for people?

Figure 18 highlights how participants in the individual online survey ranked actions in order of importance with "better management of roadsides and reserves to reduce threat posed by environmental



Figure 18: Biodiversity actions are most important for people

Opportunities identified

The opportunities and focus areas listed below are summarised from focus group discussions and visioner question (11 responses) on the Participate Hepburn webpage.

People agreed with actions to manage weeds and protect the natural environment including:

- Reduce land clearing and logging to support ecosystems. Create a tree management policy and program to prioritise protection instead of removal. This may include a significant tree register.
- Provide funding for long-term targeted roadside weed management, and management of council's many parks and reserves is essential.
- Control weeds (such as blackberries) by using interactive Weed mapping à Send, snap, solve.
- Recognise the value of naturalised (non-native) flora and fauna contributing ecological services and harvestable wild resources.
- Provide enhanced programs to support improved management by private landholders, to reduce threat from environmental weeds to existing vegetation.

Balancing future growth with the preservation of heritage and environment by:

- Copy Anglesea and halt development outside current town boundary.
- Council planning (housing and 'new' farming practices) that protects good long-term land use.
- Planning scheme amendment to further protect native vegetation and limit further threat to vegetation and biodiversity.
- Create biodiversity corridors.

Supporting community actions and awareness by:

- developing a Bush Playground at a suitable location in Trentham, multi-generational planning, and building, focus on children, education for all
- make Glenlyon Dam a demonstration site for Traditional Owner vegetation management strategies e.g., cool burn
- There should be Council incentives (i.e., resources/training) to landowners for the removal of blackberries along shared roadsides and tracks.

Improving the capacity of Council by:

- Landcare grants program
- Maintaining existing biodiversity team at Council

Protect animals

- save owls
- ban rat poison and promote humane traps.

A climate and water resilient Shire

Overview

Participants voiced concerns over recent natural disasters and wish to better prepare the community for future events.

Rank in order of importance the areas you think Council should focus on to ready our services and assets for the impacts of climate change?

Figure 19 highlights the that participants in the individual online survey ranked actions in order of importance with "Local renewable energy supply" as a top priority for Council to focus on to ready services and assets for the impacts of climate change.

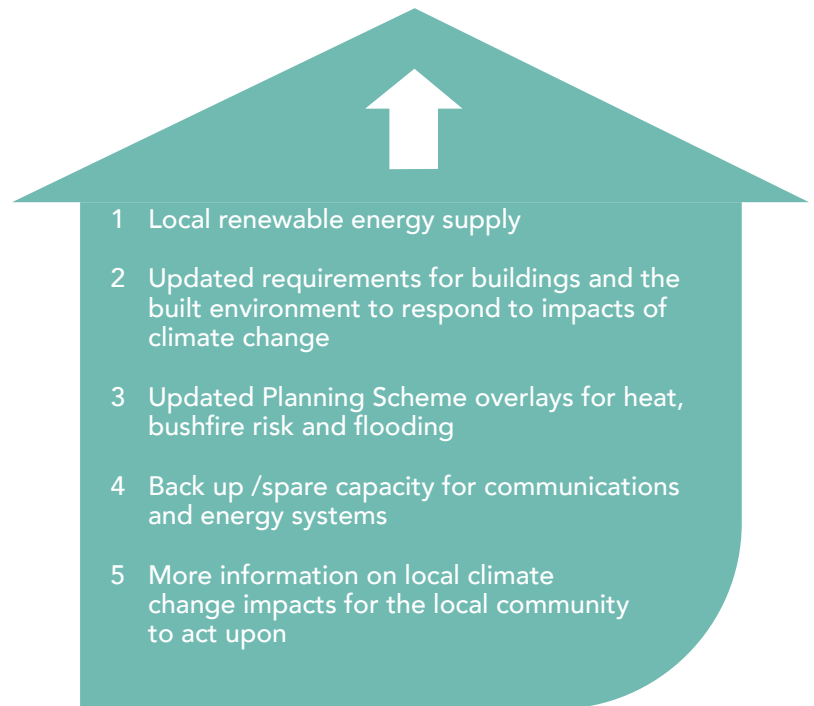


Figure 19: areas Council should focus on to ready services and assets for the impacts of climate change

Opportunities identified

The opportunities and focus areas listed below are summarised from focus group discussions and visioner question (7 responses) on the Participate Hepburn webpage. Opportunities included:

Communication:

- establishing better community communication in emergency events
- information sessions delivered to primary schools
- Council meets with residents in highly vulnerable locations near Wombat Forest to agree on fire safety resources and measures.

Climate proof future developments:

- updated planning scheme overlays for heat, bushfire and flooding
- storm and heat design planning for builders and developers and retrofitting the built, biological, and behavioural fields of existing households for greater resilience using the Retro Suburbia framework.

- support new build building innovations that value practical solutions over fashionable solutions such as that ban dark roofs which become heat banks similar to California
- thin forests appropriately to reduce fire risk
- roadside and reserves managed to prevent fire risks.

Water resilience and integrated water management including:

- water reform
- clear drainage ditches and waterways and open up waterways to reduce the risks of flooding
- strategic partnerships with Council / Coliban / NWCMA / Goulburn-Murray planning on water issues
- higher Step 2 and 3 water rates
- provide greater limits on bore use.

Place-based pop-up events summary

81 people participated in eight pop up events held in four locations across Hepburn Shire between 3rd and 12th February.

The purpose of the place-based pop ups was to ensure a range of users were engaged while also highlighting any geographic trends. Participants were asked to engage with a series of six posters (Figure 21) which replicated questions from the individual online survey. Each participant was given eight stickers that they could place on any of the items on each poster to signify its importance to them.

The engagement findings for each location has been summarised below including the number of participants and any trends or key discussions that were highlighted within those places.

Clunes

17 interactions took place by 11 females and six males across two pop up sessions.

Key highlights included:

- They valued decisions with the biggest sustainability benefits
- Suggested actions included updated requirements for building developments, hard rubbish collections and education.
- Participants were most interested in their natural environment and biodiversity, including roadside management, increased support for volunteer environment groups, habitat links, increased traditional owner involvement and greater education.
- Reducing waste was also noted.

Daylesford

31 interactions took place by 24 females and seven males across two pop up sessions.

Key highlights included:

- They valued decisions with the greatest sustainability benefit for the community.
- Noted biggest challenges were impacts of climate change, reducing waste and working together with council.
- They supported having local and renewable energy, as well as low fossil fuel options.

Trentham

19 interactions took place by eight females and 11 males across two pop up sessions.

Key highlights included:

- They valued decisions with the biggest sustainability benefits and supported emissions reduction regardless of cost.
- Trentham participants strongly supported creating a low waste shire by strengthening policy, Council leadership and developing clear instructions.
- Participants also praised local renewable energy and sourcing building materials for developments locally.
- Actions included greater education and involvement of young people.

Creswick

14 interactions took place by seven females and seven males across two pop up sessions.

Key highlights include:

- The main priority was emissions reduction, regardless of cost.
- Trentham participants recognised a low waste shire is a current challenge.
- Taking actions such as updated requirements for buildings to respond to climate change, experts sharing knowledge, Council and community working together, and users paying for waste removal.

Hepburn

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Sustainable Hepburn

Consolidated community engagement report

28 July 2022



Hepburn
SHIRE COUNCIL



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Executive Summary

This document is a consolidated report on the engagement activities undertaken throughout the Sustainable Hepburn project. It documents over 400 touch points of participation and collaboration with the community and Council in the development of this four-year strategy.

This report documents the different stages of the engagement through chapters.

Chapter One: Broad Engagement

Chapter One outlines the outcomes from the activities undertaken by Council officers in December 2021 to March 2022. The activities included:

- Individual and community group survey
- Community pop-up sessions
- Social map

Chapter Two: Stakeholder engagement

- Community focus groups
- Visioning Tool
- Youth pop-up sessions
- DJAARA engagement

Chapter Three: Sustainable Hepburn Community Reference Group

Following on from the broad engagement, a group of 25 community members from across the Shire were appointed to ensure that the development of the strategy adequately reflected the interest, needs, priorities and sentiment of the Hepburn community. The Community Reference Group met in February and March 2022 over four sessions. These sessions were framed by the broad engagement findings and together the members worked collaboratively to create action plans relating to the four key strategic themes.

Chapter Four: Broad community feedback on draft Sustainable Hepburn

Following the development of *Sustainable Hepburn* with input from the above activities, Councillors approved the draft to be released to the community for feedback. The draft *Sustainable Hepburn* strategy was provided on Participate Hepburn from 17 June – 8 July 2022 along with a survey for feedback.

Appendices

- Communications
- Community groups
- Social map submissions
- Vision Book

Chapter One: Broad Engagement

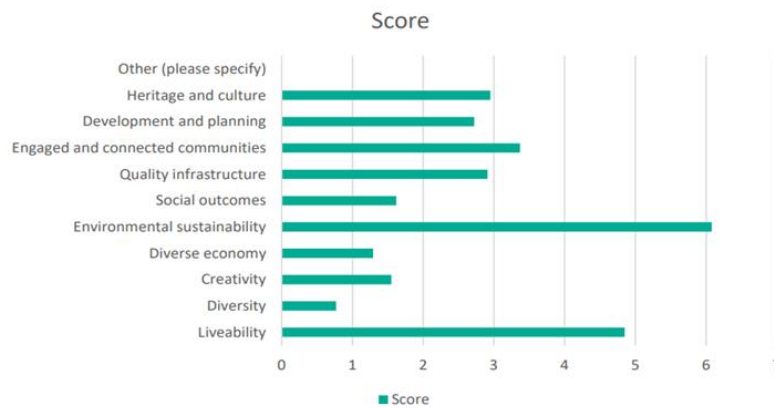
The *Sustainable Hepburn* project commenced in October 2021 following the adoption of Hepburn Shire Council Plan 2021-25.

Sustainable Hepburn is a new strategy referenced in Council's 2021-25 Council Plan.

- It falls under *Focus Area 1 – A resilient, sustainable, and protected environment*:
- 1.5.1 *Develop and implement the Sustainable Hepburn strategy to align waste, sustainability, and biodiversity*

Council used a variety of engagement methods to understand sustainability priorities and collect feedback from the Hepburn Shire community. This engagement built on community input to the Hepburn Together process conducted during 2020 and 2021 where Council heard that environmental sustainability was the Hepburn Shire community's number one priority closely followed by liveability.

Question 14 If you, or your group had to choose your top three priority areas for the Hepburn Shire community to address over the next 10 years what would they be (please rank your top 3 priorities)?



The broad engagement with the community from December 2021 to March 2022 on *Sustainable Hepburn*, delivered strong participation across all sectors of our community. An overview of the engagement activity and participation is included below.

Sustainable Hepburn

Engagement snapshot

Broad Engagement activities took place between 20 December 2021 – 12 February 2022. An overview of the engagement activities and participation is outlined in Figure 1.



Figure 1: Overview of broad engagement activities and participation

**Note total tally for community pop ups was 153. This tally was taken by Capire and excluded numbers from last two pop ups.*

Table 1. Participation

Activity	Count
Survey (individual responses)	84
Survey (group responses)	11
Stakeholder workshops	19
Community pop up sessions	153
Youth sessions	41
Social Map	58
Visioner	39
Total	405

Broad engagement purpose

Broad community engagement was conducted from 17 December 2021 to 12 February 2022.

The engagement sought comment from a broad range of community members to frame the deliberations and decision making of Councillors, Council staff and the Community Reference Group while developing the Draft Strategy. A summary of the findings is included in this report.

Key Engagement Questions

The broad engagement sought to answer a number of key questions with the purpose of informing the Draft Strategy content and action plans. These key questions, developed around four key themes, are contained in Table 2 below.

Table 2:

Key Strategic Theme	Key Engagement Questions
Sustainable Hepburn Strategic Narrative	<ul style="list-style-type: none"> • What do you love about Hepburn Shire's natural environment and what do you want to protect and improve for future generations? • What vision do you have for a sustainable Hepburn? • What is the biggest challenge that faces us as a community? • What do you need (skills, knowledge, resources, services, connections) to play your part in achieving your vision for a sustainable Hepburn? • What needs to change to achieve your vision?
Beyond Zero Net Emissions	<ul style="list-style-type: none"> • How do we move beyond zero net emissions for Council's operations? • What criteria should Council use to prioritise actions to reduce future emissions? • Once Council has achieved zero net emissions how do we move beyond zero and decide on an updated corporate emissions reduction target? • What projects are happening in our community that you would like to see replicated, repeated or expanded across the Shire?
Natural Environment & Biodiversity	<ul style="list-style-type: none"> • What issues or locations for biodiversity conservation in the Shire do you regard as most important? Why is this issue or location important? • What do you need to make a difference to a more protected and enhanced natural environment/biodiversity in your backyard or neighbourhood? • How do we support each other and work together as a community to protect and enhance the natural environment while minimising our impact? • What projects are happening in our community that you would like to see replicated, repeated or expanded across the Shire?
A low waste Shire	<ul style="list-style-type: none"> • How can we work together to identify local options for meeting the Victorian Government's Recycling Victoria 10-year policy? <ul style="list-style-type: none"> ○ Goal 1 - Design to last, repair and recycle ○ Goal 2 - Use products to create more value

	<ul style="list-style-type: none"> ○ Goal 3 - Recycle more resources ○ Goal 4 - Reduce harm from waste and pollution • How should Council decide on the geographical boundaries of waste collection service in rural areas? What criteria should Council use to determine future curb side collection services? • How can Council and community work together to reduce contamination in recycling so it doesn't end up in landfill? • What projects are happening in our community that you would like to see replicated, repeated or expanded across the Shire?
A climate and water resilient Shire	<ul style="list-style-type: none"> • What are your key climate change concerns and which issues are most important to you? • What would make our community more resilient and adaptive to local climate change impacts? What would stop you from acting? • What would you like Council to do so that we are better prepared for and resilient in the face of the impacts of climate change? • How do we better value and protect our local water resources from the impacts of climate change? • What projects are happening in our community that you would like to see replicated, repeated or expanded across the Shire?

Key Engagement Findings

Online Survey

Summary

Method	Date	Style	Participation
Online Survey	23 December 2021 – 8 Feb 2022	Qualitative preferences and Qualitative exploration	84 individual surveys 11 individual responses representing four community groups.

The survey was designed and made available online through the Participate Hepburn website during the time period from 23 December 2021 to 8 February 2022. Community organisations answered questions 5-13 and were asked an additional question in relation to the purpose of their organisation.

The survey was publicised through Council's social media and Council pages in local newspapers and newsletters. Additionally, 40 plus community groups, who were identified during the engagement planning process, were directly emailed on the launch of the Survey.

Survey Questions

1. Age
2. Gender
3. Ward
4. Hepburn Together was a major community engagement project conducted throughout the Shire in 2020 and 2021. Community engagement was undertaken over a number of months to explore the community's views on the Hepburn Shire community's identity, priorities and wishes for the future. To what extent do you agree with the following statements from what we heard?
 - Hepburn Shire residents and ratepayers described the identity of the Shire as a beautiful natural environment that supports forests, bushlands, and rich agricultural land that is supported by a sustainable conscious committed community
 - Hepburn Shire Council values an environment that is characterized by diverse landscapes, fresh air, forests, and lakes that support the community's connection to nature
 - Hepburn Shire residents and ratepayers want to see a protected natural environment that is supported by strong climate action, effective emergency management and weed management and the protection of wildlife with a connected network of bike paths
 - Is there anything missing from this list?
5. What are the biggest sustainability opportunities available to Hepburn Shire? (Tick all that apply)
 - Learning knowledge and skills from each other
 - Community resilience (connection and inclusion)
 - Experts coming and sharing their knowledge and ideas
 - Council leading by example
 - Tourism and sustainable businesses
 - New ways of working such as Social Enterprises

- Community leadership
- Council and community working together to solve our sustainability issues
- Local sustainability accreditation system
- Leadership from Traditional Owners
- Opportunities for the community to learn about traditional land ownership practices
- All of the above
- Other

6. What are the biggest sustainability challenges that face us as a community? (Tick all that apply)

- Impacts of climate change (heatwaves, more frequent floods, storms and fire weather)
- Reducing, recycling and reusing waste
- Protecting and restoring our biodiversity
- Food security
- Land use planning and development
- Council and community working together to solve our sustainability issues
- Available funding to implement action
- Tourism / business impacts
- Availability of low fossil fuel options for living
- All of the above
- Other

7. Rank in order of importance the areas you think Council should focus on to ready our services and assets for the impacts of climate change:

- Local renewable energy supply
- Back up /spare capacity for communications and energy systems
- Updated Planning Scheme overlays for heat, bushfire risk and flooding
- Updated requirements for buildings and the built environment to respond to impacts of climate change
- More information on local climate change impacts for the local community to act upon

8. Have we missed anything in the question above?

9. What would help you to take greater action on waste reduction, biodiversity, water and climate protection? (Rank in order of importance)

- More information about each of these topics
- Community events to share knowledge and ideas
- Community grants
- Council leadership
- Clear instruction on what actions to take
- Alternative ways of doing things (low fossil fuel options)
- Strengthen policy to enforce sustainability [i.e. Planning Scheme]

10. Have we missed anything in the question above?

11. What criteria should Council use to prioritise actions and make decisions to reduce future greenhouse gas emissions? (Tick all that apply)

- Financial cost of action

- Return on investment of action (bang for buck)
- Significant emissions reduction regardless of cost
- Impact of decisions on community
- Time taken to implement action (urgency of action)
- Other

12. How should Council make decisions about future kerbside waste collection services? (Rank in order of importance)

- Location of residence (distance from town centre)
- User pays for service
- Cost to community
- Percentage of waste collected relative to Shire population
- Biggest sustainability benefit

13. Have we missed anything in the question above?

14. It is important that we reduced the amount of waste ending up in landfill. Hepburn Shire's current contamination rate of recyclables in kerbside collection stands at 36%. How can Council and community work together to reduce contamination in recycling so it doesn't end up in landfill? (Rank in order of importance)

- Clear instructions on top of the bin on what can and can't be recycled
- Fridge magnets with clear instructions on top of the bin on what can and can't be recycled
- Incentives for recycling correctly
- Penalties for not recycling correctly
- Separate bin for glass
- Separate bin for plastics
- Build a community culture of correct recycling so everyone encourages each other to do the right thing

15. Have we missed anything in the question above?

16. Which statement do you agree with more?

- I want recycling instructions to be as simple as possible, even if that means more items go into my household rubbish bin
- I want to recycle as many items as possible, even if that means I need to carefully read recycling instructions and take greater effort getting it right

17. Rank your biodiversity priorities for Hepburn Shire in order of importance:

- Roadsides and reserves better managed to reduce threat to biodiversity and fire safety posed by environmental weeds
- Improved programs to support private landholders to reduce threat from environmental weeds to bushland and production landscapes
- Increased support for volunteer environment groups working to establish environmentally friendly land management practices and restore native habitats
- Private landholders are better informed and supported to protect flora and fauna on bushland on their properties
- Habitat links between core habitats in the Shire are identified and become a focus for protection and restoration on private and public land

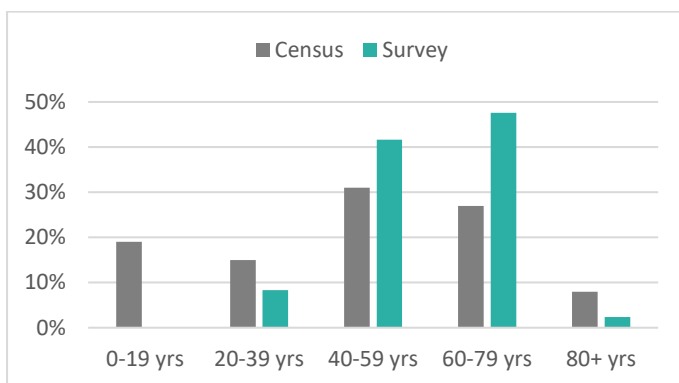
- Increased Traditional Owner involvement in land management that supports and rebuilds traditional ecological knowledge
- Stronger planning scheme provisions that protect native flora and fauna
- Greater involvement and education of youth in environmental protection and restoration
- Waterway water quality and riparian vegetation quality and management improved

18. How could the community best learn about Traditional Owner land management practices?

Online Survey responses

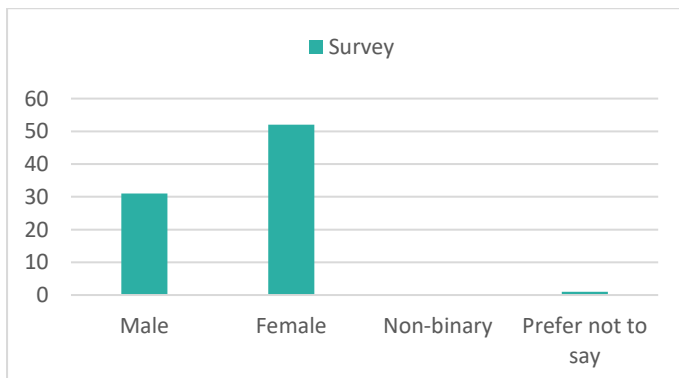
The following section outlines the finding from the online survey by question.

Question 1. Participant Age Range



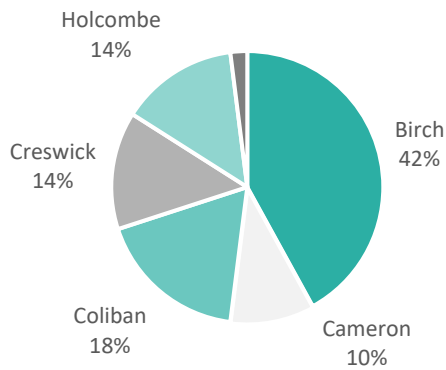
Question 2. Participant Gender

Most respondents to the survey were female who represented 52 percent of the participants. This was followed by male respondents, and those who preferred not to say.



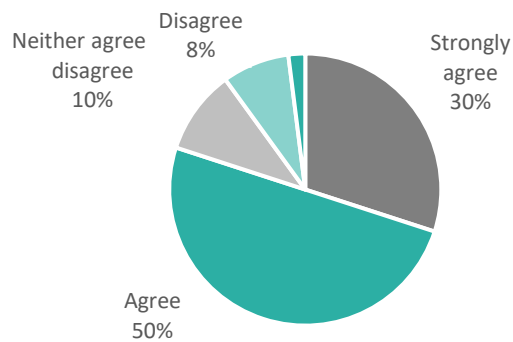
Question 3. Participant location

Most survey respondents were residents from Birch ward, followed by Creswick, Coliban, Holcombe, Cameron and a Hepburn Shire ratepayer living outside the Shire and participant who works or participates in the Shire but did not live in the Shire.

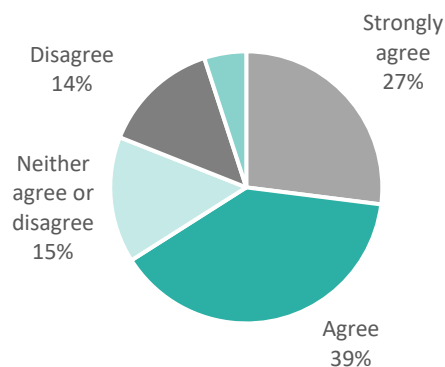


Question 4. Hepburn Together was a major community engagement project conducted throughout the Shire in 2020 and 2021. Community engagement was undertaken over a number of months to explore the community's views on the Hepburn Shire community's identity, priorities and wishes for the future. To what extent do you agree with the following statements from what we heard?

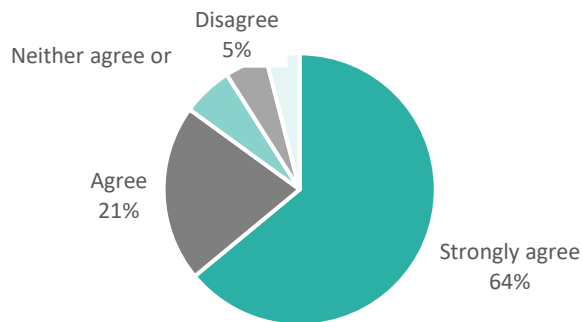
Hepburn Shire residents and ratepayers described the identity of the Shire as a beautiful natural environment that supports forests, bushlands, and rich agricultural land that is supported by a sustainable conscious committed community.



Hepburn Shire Council values an environment that is characterized by diverse landscapes, fresh air, forests, and lakes that support the community's connection to nature.



Hepburn Shire residents and ratepayers want to see a protected natural environment that is supported by strong climate action, effective emergency management and weed management and the protection of wildlife with a connected network of bike paths.



Is there anything missing from this list?

Below is a summary of individual survey responses indicating what's missing from the three statements above.

- Address the environmental impacts from land subdivision, housing estates and building developments and reflect this in the planning scheme.
- Increase opportunities for recycling and circular waste management including separate collections for compostable waste, recyclables, soft plastics, and landfill. Reusing materials in well-organised transfer stations is a key aspect of sustainability and needs to be an integral component of our Hepburn sustainability plan.
- Provide clear facts and messaging to help local sustainable practices for businesses and residents.
- Increase First Nations' management and leadership whilst protecting culturally significant areas.
- Focus on weed management and eradication such as along roadsides which helps reduce fire risk.
- Build community connections and initiatives around food security using community gardens, school growing programs, and goat herds.
- Encourage sustainable transport by supporting electric vehicles, improved biking paths, walking paths and trails around towns and bushlands.

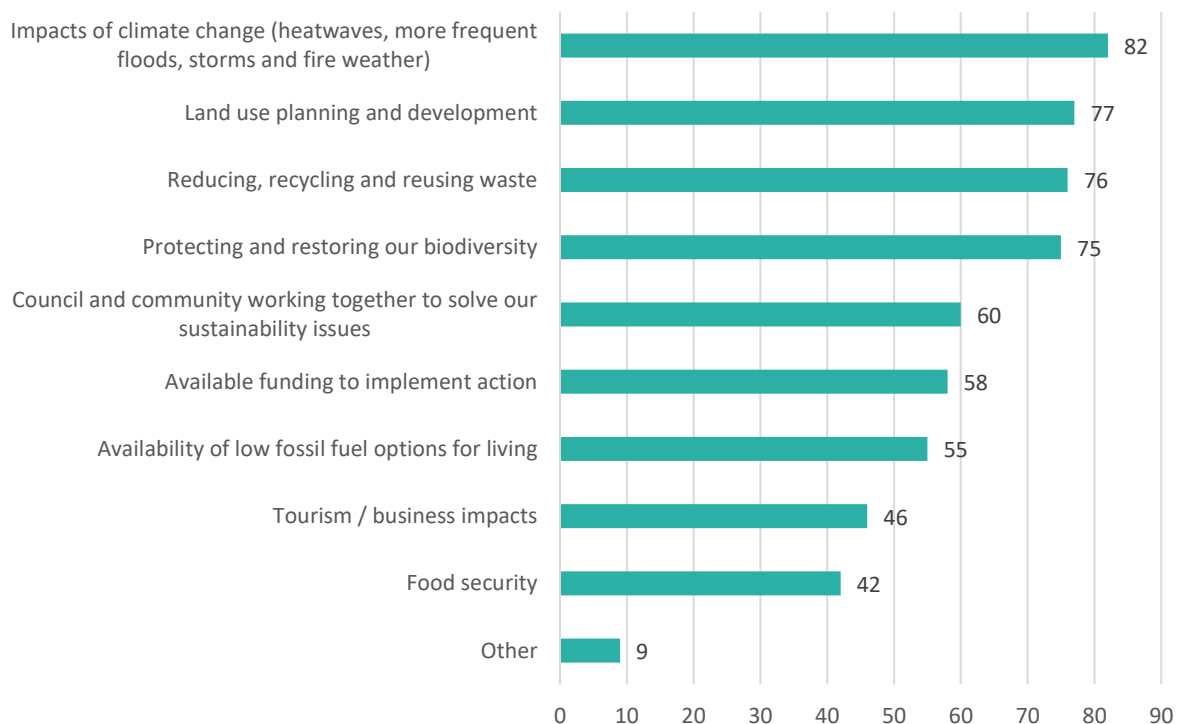
Question 5. What are the biggest sustainability opportunities available to Hepburn Shire? (Tick all that apply)

Respondents nominated Council and community working together to solve our sustainability issues as the number one opportunity available. Other opportunities not listed below included a vibrant tip shop, improved communication taking advantage of a regular section of Council publications, jobs and partnerships with between all agencies working within the Shire.



Question 6. What are the biggest sustainability challenges that face us as a community? (Tick all that apply)

Respondents nominated the climate change impacts as the biggest sustainability challenge facing us as a community. Other opportunities not listed below included groundwater protection, solar for low-income households, internal wood heating and weed management.



Question 7. Rank in order of importance the areas you think Council should focus on to ready our services and assets for the impacts of climate change.

Ranked in order of importance:

Importance	Focus areas
1	Local renewable energy supply
2	Updated requirements for buildings and the built environment to respond to impacts of climate change
3	Updated Planning Scheme overlays for heat, bushfire risk and flooding
4	Back up /spare capacity for communications and energy systems
5	More information on local climate change impacts for the local community to act upon

Question 8. Have we missed anything in the question above?

Respondents noted additional priorities to ready services and assets for the impacts of climate change. They recommended a greater focus on water security, restrictions on commercialization of the local water supply and a secure water supply for everyone in the Shire. Rainwater tanks for residential properties were also high on the list.

Other priorities included increased public transport options for locals, and better and safer bike lanes or short-cuts across our towns. They want to see a stop to houses being built with black-tiled roofs which get so hot in summer they need huge amounts of air conditioning and strengthened planning regulations for passive solar house design. More timely processing of planning applications was noted as important to encourage greater adherence to building regulations. Tiny houses were mentioned as an option for affordable housing.

Protection and enhancement of the Shire's most significant biodiversity assets such as large old trees, endangered flora and fauna were noted as priorities as were improving natural habitats under threat from invasive plants and species. Respondents wanted to see greater protection of the Shire's waterways and partnerships with local water authorities to protect groundwater supplies.

Community education was considered a priority to make sure local residents have enough information to make informed decisions about what will contribute to sustainability. Communicating local sustainability action and information on the Hepburn Z-Net Community Transition Plan was considered important.

Communication included better education of the local tourist market on fire risk and emergency awareness. Underground power lines were noted as a fire mitigation option.

Question 9. What would help you to take greater action on waste reduction, biodiversity, water and climate protection? (Rank in order of importance)

Ranked in order of importance:

Importance	Focus areas
1	Council leadership
2	Alternative ways of doing things (low fossil fuel options)
3	Strengthen policy to enforce sustainability (i.e Planning Scheme)
4	Clear instructions on what action to take
5	Community events to share knowledge and ideas

6	More information about each of these topics
7	Community grants

Question 10. Have we missed anything in the question above?

Respondents identified additional opportunities for them to take greater action related to themes of council leading by example, providing funding to the community for community leadership on sustainability, tip shops and services for recycling, protecting agricultural land and stronger regulation of developers.

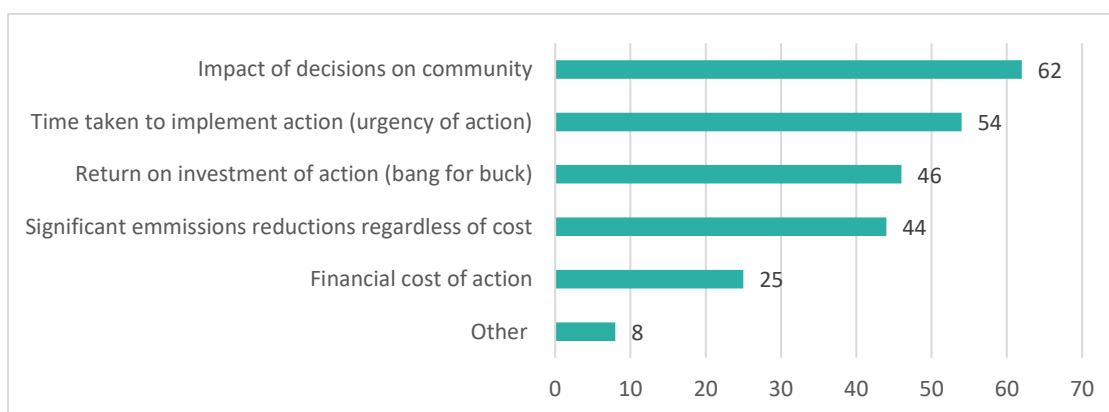
More specifically they commented that they would feel enabled to do more if transfer stations were vibrant and active recycling centres (low cost or free) where waste was seen as a resource and available for the local community. Having bylaws and funding to actively encourage foraging, scavenging, food gardens and edible nature strips.

They wanted to see support for local community initiatives to combat climate change such as sustainability expos, community gardens, salvaging enterprises, non-spray weed management, Land Care. Communicating sustainability successes and reporting on progress, was thought to be a motivator for greater action. In addition, utilising existing local knowledge, resources and capacity.

Numerous respondents wanted to see non-toxic responses to weeds and creative ways to harvest them as a resource. Supporting farmers already trying to do the right thing and prohibiting residential development on farming land was noted numerous times.

Respondents wanted to be able to contact council staff and be confident of a reply. Improving council's relationship with the community was identified as a way for the community to feel more engaged and motivated to do good.

Question 11. What criteria should Council use to prioritise actions and make decisions to reduce future greenhouse gas emissions? (Tick all that apply)



Question 12. How should Council make decisions about future kerbside waste collection services? (Rank in order of importance)

Ranked in order of importance:

Importance	Focus areas
1	Biggest sustainability benefit
2	Percentage of waste collected relative to Shire population
3	Cost to community

4	Location of residence (distance from town centre)
5	User pays for service

Question 13. Have we missed anything in the question above?

A couple of respondents mentioned that location of residence shouldn't be a factor in determining cost of kerbside collection, indicating that their rates should be enough of a financial contribution for this service. An organics collection service was considered favorable. Some respondents suggested an opt in or out of a future organics collection service (some people compost own waste), a ban on all organics from landfill bin, and a separate glass drop off/bin to reduce weight in recycling. A common comment was for clearer instructions about what goes in the recycling bin (a sticker on the outside of the yellow bin with pictures/photos). Some respondents suggested to expand transfer stations and make it cheaper and easier to use transfer stations as a recycling hub for both dropping off and salvaging. Some respondents suggested a more frequent recycling service and less frequent landfill service. There were suggestions to introduce weighbridges to transfer stations and charge by weight, allow locals to utilize waste as circular economy assets, banning throw away coffee cups especially with plastic lids, glass recycling locally and options for repurposing hard waste. Also better education about and locations for soft plastics recycling in our towns.

Respondents want to be involved and help and expressed need for improved communication between Council and the community. There was a call for flexibility like being able to separate and drop deliver individual recyclables like library items. Options for large item recycling or repurposing like six monthly hard rubbish collections.

Question 14. It is important that we reduced the amount of waste ending up in landfill. Hepburn Shire's current contamination rate of recyclables in kerbside collection stands at 36%. How can Council and community work together to reduce contamination in recycling so it doesn't end up in landfill? (Rank in order of importance)

Importance	Focus areas
1	Clear instructions on top of the bin on what can and can't be recycled
2	Separate bin for glass
3	Separate bin for plastics
4	Incentives for recycling correctly
5	Build a community culture of correct recycling so everyone encourages each other to do the right thing
6	Fridge magnets with clear instructions on top of the bin on what can and can't be recycled
7	Penalties for not recycling correctly

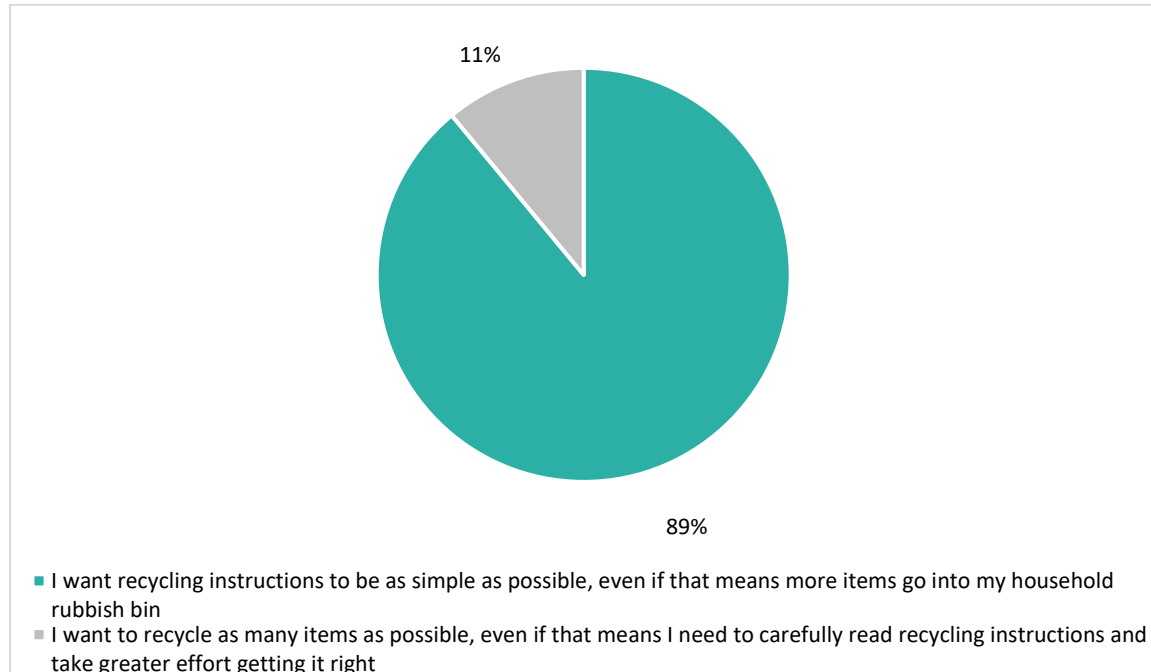
Question 15. Have we missed anything in the question above?

Overwhelmingly respondents wanted better and clearer information on what goes in the bin and what doesn't. Education was a priority theme to responses to this question, utilising social media and education at schools. People want information on where recyclables end up saying there is less incentive to recycle if they believe it all ends up in landfill anyway (myth busting). Survey participants responded with suggestions for green (organics bins), community bins for glass and cardboard, local drop off points. Build community culture and social norms so people do the right thing. Community volunteers and Council leadership. An approach for tourists to do the right thing. A plastic bag free

Daylesford. Refusal to collect contaminated bins. Community tours to recycling facilities or film the waste cycle for people to better understand.

Question 16. Which statement do you agree with more?

Participants in the online survey valued recycling and will go to greater effort to get it right.



Question 17. Rank your biodiversity priorities for Hepburn Shire in order of importance:

Importance	Focus Areas
1	Roadsides and reserves better managed to reduce threat to biodiversity and fire safety posed by environmental weeds
2	Habitat links between core habitats in the Shire are identified and become a focus for protection and restoration on private and public land
3	Stronger planning scheme provisions that protect native flora and fauna
4	Increased support for volunteer environment groups working to establish environmentally friendly land management practices and restore native habitats
5	Improved programs to support private landholders to reduce threat from environmental weeds to bushland and production landscapes
6	Private landholders are better informed and supported to protect flora and fauna on bushland on their properties
7	Increased Traditional Owner involvement in land management that supports and rebuilds traditional ecological knowledge
8	Waterway water quality and riparian vegetation quality and management improved
9	Greater involvement and education of youth in environmental protection and restoration.

Question 18. How could the community best learn about Traditional Owner land management practices?

Participant responses fitted within three main categories:

- Share knowledge
- Involve Traditional Owners
- Value and incorporate traditional practices

Table 3. below provides a summary of responses

Table 3: How the community can best learn about Traditional Owner land management practices

<p>Council engaging, promoting, and listening to Traditional Owners when making council decisions on planning and land management.</p> <p>Council shares feedback with the community about how they are changing practices in line with local Aboriginal land management methods.</p>	<p>Create a booklet that shares knowledge of local plants which would detail what is useful to protect biodiversity and support local flora and fauna, where to buy them, how to care for them, the benefits of growing them, and which plants are edible.</p>
<p>Build awareness and connection to country by running community events lead by Traditional Owners and the Dja Dja Wurrung Council. This could include sharing land management and practices such as cultural burning practices, not using pesticides and protecting waterways.</p> <p>This could be done through interactive hands-on demonstrations and workshops, bush explorations/walk and talks, training sessions, café mornings, show and tell pub afternoons and events at the Hepburn Soundshell.</p> <p>Sessions could also be offered at schools.</p>	<p>Provide free signs to all landowners that acknowledges the Country they are on.</p> <p>More opportunities for Traditional Owners to play a role in community events like community markets around Hepburn Shire.</p>
<p>Dja Dja Wurrung Council and their land management team are the first option for any land management contracting services.</p>	<p>More opportunities to share Traditional Owner knowledge and Dja Dja Wurrung history of the area through newsletters, Council website, social media, publications, rate notices, community forums, noticeboards, letterbox leaflets and local historical societies.</p>
<p>Traditional Owners would be employed to work in the State Forests and reserves to help manage weeds and reduce fire risk.</p> <p>They would also work with landholders and farmers and integrate their experience and knowledge into the Council Reconciliation Action Plan.</p>	

Chapter two: Stakeholder engagement

Community Conversations – Qualitative data

During the broad engagement phase a great deal of qualitative data was collected. This data was collected primarily through two methods: online focus groups with existing community organisations activated around the four key strategic themes, and from the broader community via the Visioning tool on Participate Hepburn.

Community Groups

Summary

Method	Date	Tool	Participation
Online Focus groups	28 January to 7 February	Qualitative exploration	6 focus groups were held with 19 participants representing 14 groups

During the preparation phase of the Sustainable Hepburn project 40 community groups were identified as having an interest in at least one of the four key strategic themes. These groups were contacted on numerous occasions by both email and phone. Council wishes to sincerely thank all the groups that participated by distributing the survey to their members, sharing information on the project, and who participated in the online focus groups.

Discussion at these groups focused on two key questions:

Question 1: What are the biggest sustainability opportunities available to Hepburn Shire?

Question 2: What are the biggest sustainability challenges that face us as a community?

Community groups

The community organisations represented during the online Focus Group sessions were:

- Gardens for Wildlife
- Quarry Street Reserve
- Blampied/Kooroocheang Landcare
- Wombat Forest Care
- Hepburn Wholefoods
- Repair Café
- Resourceful Hepburn
- Clunes Landcare Group
- Yandoit Community Planning Group
- Wattle Flat/Pootilla Landcare Group
- Breaze
- Blampied Kooroocheang Landcare Consortium
- ZNet
- Hepburn Wind

Visioner Tool

Summary

Method	Date	Style	Participation
Visioner Tool – online engagement	23 December 2021 – 9 February 2022	Quantitative exploration	39 contributions from 22 participants

The Visioner tool was used to identify the projects related to each theme that participants would like to see introduced, repeated or expanded across the Shire. The tool was included on Participate Hepburn site.

Participation by strategic theme

Strategic Theme	Participation
Beyond Zero	9 contributions
Natural environment and biodiversity	11 contributions
Low waste Shire	12 contributions
Climate Resilient Shire	7 contributions

What we heard

Given the large number of qualitative responses from both the Visioner tool and the online focus groups the responses were combined below.

Beyond Zero

Opportunities identified

The opportunities and focus areas listed below are summarised from focus groups discussions and visioner question (9 responses) on the Participate Hepburn webpage.

People provided suggestions for renewable energy which included:
<ul style="list-style-type: none"> • A community battery for feeding home rooftop solar excess into and a microgrid for residents; so renewable energy doesn't have to travel far. • Renewable energy from solar for local use over transporting wind energy all the way from Western Victoria. • Support wood as the most important renewable and dispatchable energy to complement wind and solar at domestic and commercial scales. • Small towns with their own electricity hub; have been to meetings at Mollonghip where they have expertise to push the project; expertise is needed.
People suggested ways to increase energy efficient buildings and infrastructure including:
<ul style="list-style-type: none"> • Landlords should support sustainability through rental properties. • Solar, (small) wind turbines, R6 insulation and double glazing on all public buildings - halls, churches, sports, and park buildings etc. • People want to see more promotion and support for building energy efficient homes reflected in planning schemes.

Natural environment and biodiversity

Opportunities identified

The opportunities and focus areas listed below are summarised from focus group discussions and visioner question (11 responses) on the Participate Hepburn webpage.

People agreed with actions to manage weeds and protect the natural environment including:
<ul style="list-style-type: none"> • Reduce land clearing and logging to support ecosystems. Create a tree management policy and program to prioritise protection instead of removal. This may include a significant tree register. • Provide funding for long-term targeted roadside weed management, and management of council's many parks and reserves is essential. • Control weeds (such as blackberries) by using interactive Weed mapping à Send, snap, solve. • Recognise the value of naturalised (non-native) flora and fauna contributing ecological services and harvestable wild resources. • Provide enhanced programs to support improved management by private landholders, to reduce threat from environmental weeds to existing vegetation.
Balancing future growth with the preservation of heritage and environment by:
<ul style="list-style-type: none"> • Copy Anglesea and halt development outside current town boundary. • Council planning (housing and 'new' farming practices) that protects good long-term land use. • Planning scheme amendment to further protect native vegetation and limit further threat to vegetation and biodiversity. • Create biodiversity corridors.
Supporting community actions and awareness by:
<ul style="list-style-type: none"> • Developing a Bush Playground at a suitable location in Trentham, multi-generational planning, and building, focus on children, education for all. • Make Glenlyon Dam a demonstration site for Traditional Owner vegetation management strategies e.g., cool burn. • There should be Council incentives (i.e., resources/training) to landowners for the removal of blackberries along shared roadsides and tracks.
Improving the capacity of Council by:
<ul style="list-style-type: none"> • Landcare grants program. • Maintaining existing biodiversity team at Council.
Protect animals:
<ul style="list-style-type: none"> • Save owls • Ban rat poison and promote humane traps.

Low waste Shire

Opportunities identified

The opportunities and focus areas listed below are summarised from the focus groups and visioner question (12 responses) on the Participate Hepburn webpage.

Participants offered practical solutions to minimising waste in cafes, schools, hotels, and homes such as:
<ul style="list-style-type: none"> • Offering small kitchen waste bins with bags. • Compost using kitchen/green waste. • Providing a magnet list to remind people what can be recycled. • An education campaign for the community to discourage landfill (see link for further reference).

Participants wanted to see recycling services improved and increased with more opportunities and access for reusing materials such as:

- Continue creating and offering firewood from storm damage.
- Less focus on risk management at the tip and remove all impediments to the proper running of the tip shop and the tip in general.
- Free up regulatory constriction of existing willingness in community to creatively reuse materials at transfer stations.
- Having a recycling drop off point such as bins at transfer stations for recycle types - glass, electrics /batteries, cardboard etc.
- Support a container deposit scheme <https://www.vic.gov.au/container-deposit-scheme> to reduce plastic bottle and drink can litter.
- Green waste bins throughout the shire and free green waste recycling which can be sold on for mulch etc.
- Free weed disposal Sept-Dec at Transfer stations.

A Climate and Water Resilient Shire

Participants voiced concerns over recent natural disasters and wish to better prepare the community for future events.

Opportunities identified

The opportunities and focus areas listed below are summarised from focus group discussions and visioner question (7 responses) on the Participate Hepburn webpage. Opportunities included:

Communication:

- Establishing better community communication in emergency events.
- Information sessions delivered to primary schools.
- Council meets with residents in highly vulnerable locations near Wombat Forest to agree on fire safety resources and measures.

Climate proof future developments:

- Updated planning scheme overlays for heat, bushfire and flooding.
- Storm and heat design planning for builders and developers and retrofitting the built, biological, and behavioural fields of existing households for greater resilience using the Retro Suburbia framework.
- Support new build building innovations that value practical solutions over fashionable solutions such as that ban dark roofs which become heat banks similar to California
- Thin forests appropriately to reduce fire risk.
- Roadside and reserves managed to prevent fire risks.

Water resilience and integrated water management including:

- Water reform.
- Clear drainage ditches and waterways and open up waterways to reduce the risks of flooding
- Strategic partnerships with Council / Coliban / NWCMA / Goulburn-Murray planning on water issues.
- Higher Step 2 and 3 water rates.
- Provide greater limits on bore use.

Community Pop-ups

Summary

Method	Date	Tool	Participation
Community Pop-ups	3 February – 12 February	Quantitative measures Qualitative exploration	153 participants

Eight community pop-ups events were held between 3 February and 12 February 2022. The purpose of the pop-up events was to hear the community's thoughts and feedback on what a Sustainable Hepburn meant to them and to share their perspective on the priorities when making decisions on waste, biodiversity, climate resilience and emissions. Over the course of eight pop-events 153 people took part. Two pop-up events were each held in Clunes, Creswick, Daylesford and Trentham.

Participants were asked to engage with a series of six posters which replicated questions from the Participate Hepburn online survey. Each participant was given eight stickers that they could place on any of the items on each poster to signify its importance to them.



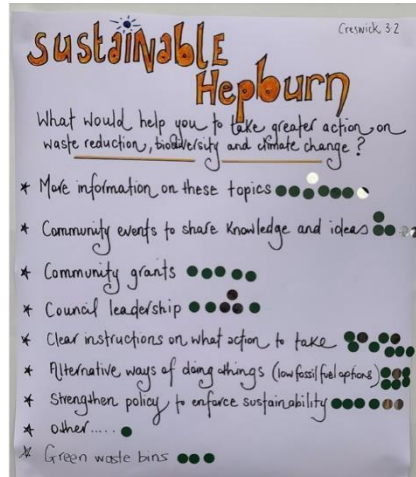
Township Participation Profile

Township	Total participation
Clunes	17
Creswick	50
Daylesford	67
Trentham	19
Total	153

Pop up methodology

Council staff set up an information stall at each pop-up event. This included information about Sustainable Hepburn and a series of large posters replicating some of the questions from the online survey. This was to assist the analysis of data received by consultants Capire.

Each pop up was held outside a community library (except Trentham where the pop-up event was held in the rotunda opposite the IGA). This was due to the COVID outbreak. A COVID safe plan with QR check-ins was provided for each event.



Two scrapbooks were also provided for community members to write their comments and visions for a sustainable Hepburn. A synthesis of input is provided as Appendix three.

What we heard

Clunes

17 interactions took place by 11 females and six males across two pop up sessions.

Key highlights included:

- They valued decisions with the biggest sustainability benefits
- Suggested actions included updated requirements for building developments, hard rubbish collections and education.
- Participants were most interested in their natural environment and biodiversity, including roadside management, increased support for volunteer environment groups, habitat links, increased traditional owner involvement and greater education.
- Reducing waste was also noted.

Creswick

50 interactions took place by 33 females and 17 males across two pop up sessions.

Key highlights include:

- The main priority was emissions reduction, regardless of cost.
- Trentham participants recognised a low waste shire is a current challenge.
- Taking actions such as updated requirements for buildings to respond to climate change, experts sharing knowledge, Council and community working together, and users paying for waste removal.

Daylesford

67 interactions took place by 50 females and 17 males across two pop up sessions.

Key highlights included:

- They valued decisions with the greatest sustainability benefit for the community.
- Noted biggest challenges were impacts of climate change, reducing waste and working together with council.
- They supported having local and renewable energy, as well as low fossil fuel options.

Trentham

19 interactions took place by eight females and 11 males across two pop up sessions.

Key highlights included:

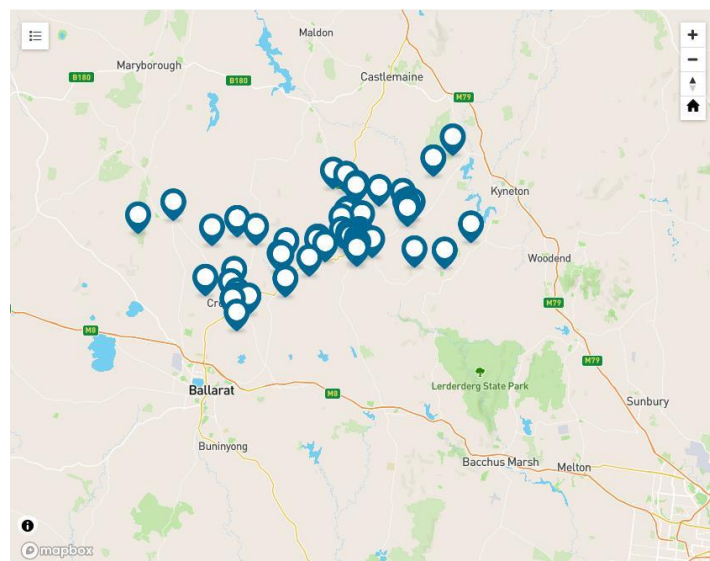
- They valued decisions with the biggest sustainability benefits and supported emissions reduction regardless of cost.
- Trentham participants strongly supported creating a low waste shire by strengthening policy, Council leadership and developing clear instructions.
- Participants also praised local renewable energy and sourcing building materials for developments locally.
- Actions included greater education and involvement of young people.

Social Map

Summary

Method	Date	Style	Participation
Social Map – online engagement	23 December 2021 – 9 February 2022	Quantitative exploration	58 contributors

The Social Map was used to ask people to share the places in our natural environment that they treasured and believed should be protected for future generations. Below is a map of the 58 contributions that were identified by 37 contributors as the places they treasured and should be protected.



Respondents who placed markers on the Social Map identified importance of places for recreation, biodiversity, accessibility, protection of significant trees, productive soil, places to swim and have

picnics, birdlife, lakes and spring water, and places for community enjoyment. Favorite places that people treasured and wanted to see protected can be found in Appendix four.

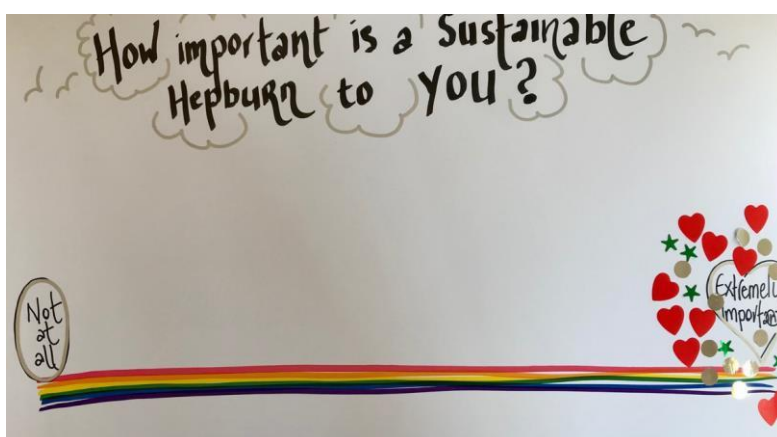
Working with Youth

Summary

Method	Date	Style	Participation
Youth Popups at Soundshell	12 March 26 March	Qualitative	41 participants

Council Officers identified early in the engagement process that young people would represent an important stakeholder group. Two engagement sessions were held over two weekends where participants were asked three questions to gain feedback on their thoughts about Sustainable Hepburn. A summary of the findings is outlined below.

Additional engagement data from both Hepburn Together and the Youth Development strategy will inform the development of this strategy.



Youth popup findings

How important is a Sustainable Hepburn to you?
Extremely important
What would help you get involved in Sustainable Hepburn?
Tree planting Film nights Eco parties and sustainable events Murals School involvement More information Fundraising events
What would you like to see in a Sustainable Hepburn?
Thriving wildlife Affordable housing Bulk food stores

More indigenous plants
 Less waste and more recycling
 A train station
 Protected landscapes
 “No massive estates – blocks of houses”
 Working bees
 Less built up concrete environments
 Better planning controls
 No maccas
 Healthy environments for animals
 Community gardens
 More sustainable events
 Stop cutting down tress

DJAARA

Hepburn Shire’s Traditional Owners have been a key stakeholder from the beginning of this project. Council’s Plan 2021-2025 and Community Engagement Policy February 2021 identifies Traditional Owners as key partners in preserving our environment.

Strategy 1.4.4 Develop a meaningful and strategic partnership with Dja Dja Wurrung to identify and collaborate on our shared environmental priorities.

An overarching guiding principle throughout the project has been to partner with and enable Traditional Owners to lead and manage Country within Hepburn Shire. With this principle in mind, Council Officers began discussions with DJAARA representative early in December 2021 as to their desire and capacity to be involved in this project given our shared environmental priorities.

Summary of Actions Taken

- Inclusion of Country Plan on Participate Hepburn site.
- Survey content reviewed by DJAARA and inclusion of an additional survey question (Question 18) on their request.
- Presentation by DJAARA staff to the Sustainable Hepburn Community Reference Group
- Introduction provided by Rodney Carter (CEO Dja Dja Wurrung Aboriginal Corporation) for *Sustainable Hepburn*

We thank the staff at DJAARA for their time, expertise and knowledge.

Chapter three: Sustainable Hepburn Community Reference Group

In December 2021 the *Sustainable Hepburn* CRG was selected to further build on the findings from the broad engagement. The group came together for one online introductory session and three in person workshops to develop actions that built on the community sentiments gathered through the broad engagement. The CRG workshops were facilitated by Capire Consulting Group (Capire) on behalf of Hepburn Shire Council (HSC).

The community engagement aspect of the project aims to:

- build capacity within the Council and the community to understand how we fit into the sustainability picture and can take meaningful action together
- ensure that a diverse range of voices from across the Shire participate in the development of the strategy
- build on the existing capability, capacity and connections of the community and Council to work more closely together to encourage learning, sharing of knowledge, co-creation of projects and innovation
- provide a genuine level of influence over the final strategy and action plans
- understand the views and priorities of our community and stakeholders that support the aspirations that align with the Community Vision and Council Plan
- build and maintain trusted community relationships that supports the implementation of the shared sustainability vision.

CRG Recruitment

Council received 27 applications as the result of a call for Expressions of Interest via the dedicated Council webpage, Participate Hepburn – Sustainable Hepburn, from 11 November to 5 December 2021. A total of 25 nominations were accepted and approved by Council based on criteria provided in the Sustainable Hepburn CRG Terms of Reference. Five of the 25 members were unable to participate due to personal reasons such as moving away from the area, work, or family commitments.

CRG Members

Along with the 20 community members four Councillors participated in the CRG with one sitting in each of the technical working groups. Five Council officers were also included as representatives of each of the *Sustainable Hepburn* subgroups with technical expertise across the four themes. Table below describes the CRG members for each technical working group including the Council table hosts and Councillors.

Participation of members who were unable to attend all three sessions is detailed in brackets.

Table 4: CRG members

Beyond Zero Emissions	Natural Environment / biodiversity	Low Waste	Climate and Water Resilience
<ul style="list-style-type: none"> • Table Host Manny Pasqualini (HSC) • Cr Tim Drylie (HSC - Mayor) • Peter Rice (CRG) • Jo Taylor (CRG) • Patrick Hockey (CRG) 	<ul style="list-style-type: none"> • Table Host Brian Bainbridge (HSC) • Cr Leslie Hewitt (HSC- Cr) (did not attend Workshop 3) • Margret Jean Lockwood (CRG) 	<ul style="list-style-type: none"> • Table Host(s) Simon Mennie, Sophie Pritchard, James Hendy (HSC) • Cr Jen Bray (HSC - Cr) • Teresa Castely (CRG) (first Workshop only) 	<ul style="list-style-type: none"> • Table Host Maree Grenfell (HSC) • Cr Tessa Halliday (HSC - Cr) • David Unwin (CRG) • Anne Margaret Milton (CRG)

- | | | | |
|------------------------|------------------------|---|-----------------------------|
| • Marita McGurik (CRG) | • Murray Ralph (CRG) | • Katherine Lewisohn (CRG) (attended Workshop 3 via zoom) | • Michelle Stephenson (CRG) |
| | • Juliet Summers (CRG) | | • Trish Kevin (CRG) |
| | • Tammi Jonas (CRG) | • Sarah Smith (CRG) | |
| | • Cheryl May (CRG) | • Peter Geraedes (CRG) | |
| | • Lynn Johnson (CRG) | • Stuart Jonas (CRG) | |
| | | • Greg Serafin (CRG) (first half of Workshops 1 and 2) | |



WORKSHOP 1

The first CRG Workshop was held on Saturday 19th February from 9am-2:30pm at the Doug Lindsay Recreation Reserve, Creswick.

The group was guided through a number of small group and large group discussions, activities and presentations that encouraged participants to learn and explore information to better understand constraints, context, and the scope of the project, and to listen to each other and hear about the broader community's sentiments about sustainability (from broad community engagement findings). The key output from this workshop was a set of strategic outcomes for each of the four themes. The group was also asked to consider what other information they would require before developing actions.

This session was attended by 20 CRG members, four Councillors and six Council staff.

WORKSHOP 2

The second CRG Workshop was held on Saturday 26th February from 9am-2:30pm at the Doug Lindsay Recreation Reserve, Creswick.

The key output from this workshop was a set of actions to help deliver the shared outcomes each group identified at the previous workshop. To help get to that stage each technical working group mapped out existing actions underway already, services and knowledge, identified gaps and opportunities, and framed the opportunities into “how might we” statements. This set up a solid foundation for the subgroups to brainstorm informed actions.

The larger CRG group broke into smaller thematic technical working groups for most of Workshop 2. Each technical working group embarked on their own journey to achieve the desired workshop outcomes. Working groups set up in their own space at the workshop venue and used large sheets of butcher’s paper and post it notes to work through their objectives collaboratively. Groups collaborated outside of Workshop 2 to further develop and agree on the draft set of recommended actions. Once actions were submitted, Capire prepared a collated summary report which was issued to the CRG. CRG members were then asked to test those draft actions through discussions with family, peers and networks where possible before Workshop 3.

18 CRG members (one had to leave part way through), four Councillors and six Council officers attended Workshop 2.

WORKSHOP 3

The final CRG workshop was held on Saturday 19th of March from 9am – 2:30pm at the Doug Lindsay Recreation Reserve, Creswick.

The group welcomed guest speaker Mark Costello, Manager of Partnerships and Policy from Djaara (Dja Dja Wurrung Clans Aboriginal Corporation). Mark provided an overview of the organisation’s structure along with an overview of, Dhehkunya Dja: Dja Dja Wurrung Country Plan 2014-2034 (the Plan). Mark outlined in the Plan the sustainability priorities of Djaara and highlighted opportunities for collaboration through *Sustainable Hepburn*. He encouraged both CRG members and the Council to think holistically about opportunities to connect these two strategies and to walk together. Members were able to ask questions to help build understanding to further develop draft actions during the session.

Members discussed the feedback they heard from within their networks between both sessions. The feedback shared during Workshop 3 broadly highlighted different levels of awareness and understanding that the community has and further supported a case to develop a communication strategy.

The group focused on further refinement of the actions within their subgroups for the remainder of the workshop. They were given tools to help focus their discussions to refine actions to ensure they were not only ambitious, but also practical and achievable within the four-year timeframe. Working groups collaborated for two weeks following Workshop 3 to further develop and agree on their final set of recommended actions. The key output from this group are the action plans presented in the final Sustainable Hepburn strategy.

The final workshop was attended by 17 CRG members, three Councillors and six Council officers.

Chapter Four: Broad community feedback on draft Sustainable Hepburn

Hepburn Shire Councillors were briefed on the draft *Sustainable Hepburn* strategy on 7 June 2022 where they approved the strategy to be released to the community for feedback. Following the briefing the strategy was designed for release to the community.

The draft and designed *Sustainable Hepburn* was presented to the community on Participate Hepburn from 17 June – 8 July 2022. An online survey was developed with the following questions:

1. How satisfied are you with the overall draft Sustainable Hepburn Strategy 2022-2026?
2. Share with us what you like and what improvements could be made in these overarching objectives and/or actions.
3. Share with us what you like and what improvements could be made in Beyond Zero Emissions
4. Share with us what you like and what improvements could be made in Natural environment and biodiversity
5. Share with us what you like and what improvements could be made in Low Waste
6. Share with us what you like and what improvements could be made in Climate resilience

Eight community submissions were received and one was received from Hepburn Energy.

Theme	Number of submissions	Detail	Recommendation	Actioned
Beyond zero emissions	1	Support for electric vehicles	Already included in Sustainable Hepburn	N
Natural environment and biodiversity	4	Support commercial agriculture and environmental stewardship. Query on emissions calculations for farming impact.	Farming is not a focus of Sustainable Hepburn and Sustainable Hepburn will not be calculating community emissions (this is undertaken by Hepburn Z-NET on an annual basis which includes emissions from local agriculture).	N
		Recommendation for 'ecologically sustainable forest management' or 'adaptive forest management' being advocated on public and private land.	Updated objective and new actions in Natural environment and biodiversity action plan:	Y

			<i>'Promote, and increase access to expert advice on Agrobiodiversity, Agroforestry and ecologically-informed sustainable management of privately held native forests'</i>	
Low Waste	1	Supporting more information on recycling	Already included in Sustainable Hepburn	N
Climate resilience	1	Back up power for extreme weather events and evacuation plans	Emergency management issue – Back up power is included in Sustainable Hepburn however evacuation and emergency relief centres are the responsibility of Emergency Management.	N
Other	2	Nonconstructive comments		N

Appendices

Appendix One: Communications

A great deal of communication took place throughout the Sustainable Hepburn project to help socialize the project.

Method	Date	Statistics
Facebook	17 December 2021 to 11 February 2022	30 Posts, with an audience reach of 26,253 and 1,644 engaged users
	February to June 2022	
	17 June – 8 July 2022	11 Posts
Emails	December 2021 to February 2022	Forty community groups contacted by phone and email at a minimum of two touch points; the project launch, offer of targeted focus groups. Individual Council Officers also contacted their networks independent of the Project Lead.
Sustainable Hepburn Postcards	Printed 24 January 2022	50 printed (200 in total) for each key strategic theme and distributed to four libraries across the Shire.
Hepburn Life	Various	November 2021 – January 2022 April 2022 May 2022 June 2022
Printed media	Various	The Local – 31 January 2022, 17 January 2022, 20 December 2021, 22 November 2021, 8 November 2021 Trentham Trumpet – January 2022 Clunes Newsletter – December 2021 Creswick District News – December 2021 Multiple articles featured between February and July 2022 in: The Local, Clunes Newsletter, Creswick District News and Trentham Trumpet

Visitations to Participate Hepburn – Sustainable Hepburn webpage

Participate Hepburn – Sustainable Hepburn 1 December 2021 – 12 April 2022

2,055 Views	1,148 Visits	913 Visitors	197 Contributions	125 Contributors	0 Followers
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Participate Hepburn – Sustainable Hepburn 17 June – 8 July 2022

684 Views	521 Visits	477 Visitors	9 Contributions	9 Contributors	0 Followers
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Appendix Two: Community Groups

Community Groups contacted during the Sustainable Hepburn engagement activities	
Bald Hills Creswick Landcare Group	RockyLead Landcare Group
Blampied Kooroocheang Landcare Consortium	SHARE – Sustainable Hepburn Association – note that SHARE has ceased operations.
Clunes Landcare & Waterways Group	Shepherds Flat Landcare Group
Clunes Neighbourhood House	Transition Creswick
Creswick Neighbourhood Centre	Trentham District Landcare Group
Creswick Scouts	Trentham Neighbourhood Centre
Creswick Wholefoods	Trentham Sustainability Group
Daylesford Neighbourhood Centre	Ullina Landcare Group
Daylesford Repair Cafe	Upper Campaspe Landcare
DJAARA	Upper Loddon and Avoca Landcare Network
Friends of Ajax Road	Wattle Flat-Pootilla Landcare Group
Friends of Cornish Hill Inc	Weed free Trentham
Friends of Creswick's Park Lake Botanical Reserve	Wombat Forest Care
Friends of Smeaton	Z-NET
Friends of Trentham Creeks & Reserves	
Gardens for Wildlife	
Glenlyon Upper Loddon Landcare Group	
Grampians Central West Waste Resource Recovery Group	
Great Dividing Trail Association	
Guildford Upper Loddon Landcare	
Hepburn Seed Savers	
Hepburn Wholefoods	
Hepburn Wind	
Mt Bolton & Mt Beckworth Landcare Group	
Quarry Street Reserve COM	
Relocalise Hepburn	
Resourceful Hepburn	

Appendix three: Vision books

Two Sustainable Hepburn Vision books were provided at community pop up events for the community to comment on their priorities and visions for a sustainable Hepburn. The Vision Books were provided to the CRG to read, and the themes presented were included in Capire's analysis of community input.

Comments by theme are provided below:

Beyond zero emissions:

- Shared electric bikes
- Electric trucks and cars
- Renewable energy
- Biochar – and use heat

- Sustainable houses – for less emissions and connection for residents

Natural environment and biodiversity:

- Protect riparian vegetation as habitat
- Assist local gardeners to improve backyard biodiversity
- Hepburn Gardens for wildlife
- No development outside of town “growth zone” Protect productive land for agriculture
- Cat curfews
- Council funded revegetation nursery
- Blue green infrastructure
- Charge levies on using environment (tourism, bike trails)

Low waste:

- Better communication on recycling
- Soft plastic recycling at transfer stations
- Compost bins and green waste collection (FOGO)
- Glass bins for residents
- More education
- Recycling tips on fridge magnets
- Get supermarkets involved in green organic waste
- Waste reused locally

Climate resilience:

- Info sessions on sustainable house design and liveability
- Localise resources
- Understand climate impacts and be prepared

Other:

- Sharing skills and knowledge
- Community information sessions
- Faster Planning Scheme amendments
- No Ausnet towers
- Bike paths
- Support community groups

Appendix four: Social map – Places people treasure

Create a foot bridge on the creek next to cemetery road so residents can walk safely instead of drive to events in old main road and each other's homes in our town. Creating a safe passage for our small town and those who cannot drive. Walking on the 100 k highway is stressful especially where the metal Creek line barriers don't allow you to use the verges	3880 Midland Highway, Eganstown Victoria 3461, Australia
Work with Parks Vic to refurbish the Eganstown pump house and public picnic area in the reserve. It's been plastic barricaded for years.	Deep Spring Road, Eganstown Victoria 3461, Australia

Protection needed for all the big old deciduous trees around Daylesford.	Farmers Arms Hotel, Midland Highway, Victoria 3460, Australia
The very good productive soil is special here in the Southeast of Daylesford	107 East Street, Daylesford Victoria 3460, Australia
Favourite picnic place	Lerderberg Track, Daylesford Victoria 3460, Australia
Love the views here across to Coliban Reservoir	995 Springhill Road, Tylden Victoria 3444, Australia
Enjoying the magnificent view	55 Powell Connection Road, Shepherds Flat Victoria 3461, Australia
Favourite views in Hepburn Shire looking toward Mount Alexander	815 Porcupine Ridge Road, Porcupine Ridge Victoria 3461, Australia
The small country gravel roads all over in Hepburn Shire where everyone drives slowly.	23a Sixteenth Street, Hepburn Victoria 3461, Australia
Tipperary Spring. Great pool for the children to swim in and good sparkling water. One of the best kept secrets.	12a Fulcher Street, Daylesford Victoria 3460, Australia
Wombat Hill. I love this place for walks and meeting friends. Keep it just the way it is.	20 East Street, Daylesford Victoria 3460, Australia
Amazing to drive around the country seeing all the volcanic hills and very fertile soil in the great volcanic plain and the farmers crops - producing our food.	3364, Smeaton, Victoria, Australia
NO POWER STATION here. How inappropriate could that ever be on top agricultural productive land. We cannot allow AUSNET to ride roughshod over Hepburn Shire	3364, Blampied, Victoria, Australia
Wombat Hill Botanical Gardens are a favourite as they are, like a charming country gardens. Very popular; with lovely old shading trees. Don't ruin the gardens by developing them with expensive and fancy paths and signs and infrastructure and make like a city park.	Wombat Hill Scenic Drive, Daylesford Victoria 3460, Australia
Lake Daylesford	Lake Daylesford, Lake Rd., Daylesford - Hepburn Springs, Victoria 3460, Australia
Protect the entrance to Daylesford from suburban development. Daylesford's entrance is very important to all its visitors, and to its economy. If it is filled with houses rather than the inspiring significant views it is known for, we are in peril of killing the golden goose.	10 Raglan Street, Daylesford Victoria 3460, Australia
Kangaroo Hills and the other volcanoes of Great Volcanic Plain	3364, Blampied, Victoria, Australia
Hepburn Lagoon	3364, Newlyn North, Victoria, Australia
Hepburn Lagoon. Excellent variety of water birds. Brolgas recorded here.	3364, Blampied, Victoria, Australia
Good bushland area with some nice native grasses	1180 Gillies Road, Creswick Victoria 3363, Australia
Good patch of original bush with very few weeds and good forest birds	3363, Creswick, Victoria, Australia
Creswick Forest and Regional Park. Many areas of the native forest are in good condition with minimal weed invasion. They are biorich, diverse areas which need to be preserved for their own value.	Wrights Gully Road, Cabbage Tree Victoria 3364, Australia

Cosgrave Reservoir and the surrounding native forest. A lovely tranquil walk and bird watching area.	3363, Creswick, Victoria, Australia
Newlyn Reservoir. Good water bird habitat and a nice small patch of old growth native forest	84 Sutton Park Road, Newlyn North Victoria 3364, Australia
A beautiful creek side commons and swimming hole	130 Clarkes Road, Franklinford Victoria 3461, Australia
Mt Franklin is an icon in the shire. It is significant to the Dja Dja Wurrung and to locals and needs protecting especially from development.	Mount Franklin, Mt Franklin Rd, Victoria 3461, Australia
120 acres of Cornish Hill Reserve are being restored to box iron bark forest. Population includes wombats, wallabies, reptiles and birds. It is threatened by gorse, blackberry and weeds. They need to be removed ASAP.	42 Stanley Street, Daylesford Victoria 3460, Australia
How to implement and support the East St. spring resident plantings and resident management of this area, as mapped here. How to make this map open source available for ongoing resident use. This map was originally open source initiated by myself, for the use by residents for management of the environment here, and revegetation.	11 Houston Street, Daylesford Victoria 3460, Australia
The waterway that begins at a drainage line at 17 Smith st where the water table is close to the surface, then and moves above ground behind the Schools north onto Wombat Park then up into Spring Creek is an important natural feature. This waterway, while existing both in reality and virtually in planning maps, is somehow not marked on your map provided it needs acknowledgement and protection. (I have both footage of flowing water and hard maps)	7 Rosella Lane, Daylesford Victoria 3460, Australia
Lederderg track To be left wild & free	Rail Trail, Daylesford Victoria 3460, Australia
East st springs To be left wild & historic	11 Houston Street, Daylesford Victoria 3460, Australia
Nuggety gully Creswick	Slaty Creek Road, Creswick Victoria 3363, Australia
Puddingbag Reserve; stunning wildflowers	295 Pudding Bag Road, Drummond Victoria 3461, Australia
Belltopper Hill; Goldfields dry forest with many treasures to discover	175 Belltopper Road, Drummond North Victoria 3446, Australia
Hills-Merrifield and McKenzies Roads- precious Native grassland remnants	224 Mckenzie's Road, Creswick North Victoria 3363, Australia
Tipperary Springs; An amazing secluded place of flora and fauna that I can during a lunch break!	Tipperary Springs Road, Daylesford Victoria 3460, Australia
Picnic Flat, Spring Ck especially the Redwood Grove but more generally the creek corridor from Mineral Springs Reserve to Breakneck Gorge	2 Sixteenth Street, Hepburn Victoria 3461, Australia
I love our community and want to see it remain safe and thrive.	3 Templeton Street, Clunes Victoria 3370, Australia
Anderson's Mill and surrounds.	3505 Creswick-Newstead Road, Smeaton Victoria 3364, Australia

Lyonville Springs has historical connections from the early period of white settlement and the Loddon River feeding it is an important waterway for communities downstream. The surrounding forest, although logged previously, contains specimens of old growth trees and the area has diverse understorey vegetation. The area is threatened by nearby development and weed invasion and requires monitoring to ensure these threats are controlled.	Lyonville Springs Road, Lyonville Victoria 3461, Australia
Trentham Falls and the associated waterways are both scenic and provide water for downstream communities. The area around the Falls has been the subject of revegetation with native species, but ongoing work is required for weed control and maintenance along the waterways to preserve and enhance this valuable biolink in the landscape, which will help support wildlife and ensure good water quality.	Trentham Scenic Reserve Road, Trentham Victoria 3458, Australia
Neville's Dam - currently private property with a planning permit for a massive tourism development that would be disastrous for this town. (No housing for staff, no plan for net zero energy or circular waste management, too big for the town's capacity). A beautiful lake bigger than Jubilee with established trees and abundant bird life. Council should consider procuring and protecting to promote activities for well-being such as bush walking, swimming, fishing and camping.	254 Daylesford-Trentham Road, Daylesford Victoria 3460, Australia
I love Mount Franklin and Franklinford and would like more pressure on Coca Cola by council and community to have the nearby spring repaired and repatriated- 'Mount Franklin' water is a famed and valuable brand that continues to be associated with this area and to have a functional spring restored would go some way to repairing the company's ill treatment of it. At stake is environmental justice, a rehabilitated community asset, and possible highway attraction.	3461, Mount Franklin, Victoria, Australia
St George's Lake is a high value recreational and natural community asset. It's not wilderness, but there are opportunities for excellent bird and wildflower interactions.	St Georges Lake Road, Creswick Victoria 3363, Australia
Hepburn Regional Forest is an altogether safe and peaceful place to explore. Famed for its mineral springs, it supports an abundance of wildflowers and wildlife, and serves as a living museum of gold rush activity and human disturbance.	3460, Daylesford, Victoria, Australia
Glenlyon Dam	29 Glenlyon Dam Road, Mingoola Queensland 4380, Australia
Glenlyon recreation reserve. A lovely natural amphitheatre. Choice of walking along the bio link or a more open walk around the reserve itself. Has become	1090 Daylesford - Malmsbury Road, Glenlyon Victoria 3461, Australia

rather more manicured over the years sadly resulting in the loss of echidnas and fewer wallabies.	
Glenlyon Dam. Many species of birds. Numerous types of duck at various times, cormorants, sometimes swans, sometimes purple swamp hens,, coots. Not over managed which retains its charm but sadly spoilt for walking round by ute drivers who seem to need to drive all round and badly damage inflows and the outflow.	38 Holcombe Road, Glenlyon Victoria 3461, Australia
Loddon Falls	3461, Glenlyon, Victoria, Australia
Glenlyon Recreation Reserve	15 Suttons Lane, Glenlyon Victoria 3461, Australia
Glenlyon Biolink	930 Daylesford - Malmsbury Road, Glenlyon Victoria 3461, Australia
Glenlyon Dam	58 Suttons Lane, Glenlyon Victoria 3461, Australia
Bryces Flat - beautiful rocky spot on Sailors Creek, wildflowers and trees	135 Bald Hill Road, Daylesford Victoria 3460, Australia
Slatey Creek. An incredible environmental resource in our region, a watershed and riparian zone, home to a multitude of native flora and fauna. But sadly, neglected and forgotten in an ever degenerative cycle of mismanagement, noxious weed invasion, and misuse by 4WD vehicles.	Slaty Creek Road, Creswick Victoria 3363, Australia
Park Lake Botanical Gardens, Midland Highway Creswick	25 Castlemaine Road, Creswick Victoria 3363, Australia
The old Koala Park is sadly weed infested and overgrown - has been neglected for years. Would a perfect opportunity to restore country in collaboration with Dja Dja Wurrung, and establish a Djarra Cultural Centre.	160 Melbourne Road, Creswick Victoria 3363, Australia
Love the unspoilt nature of the Mt Beckworth reserve.	Northern Ridge Track, Mount Beckworth Victoria 3363, Australia
Road reserve snow gums, kangaroo and wallaby grass, geological basalt biscuit crack. Walking and bicycle access from Morgantis road to creek, mineral spring and Brandyhot Road without going on the highway.	84 Morgantis Road, Eganstown Victoria 3461, Australia

12.2 ELECTRIC VEHICLE CHARGING STATION LICENCE AGREEMENT FOR USE ON COUNCIL SITES

DIRECTOR INFRASTRUCTURE AND DELIVERY

In providing this advice to Council as the Sustainability Officer, I Manny Pasqualini have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Licence Agreement EV Charging Stations [12.2.1 - 17 pages]

EXECUTIVE SUMMARY

Council has partnered with Hepburn Energy and Chargefox in seeking and co-funding a grant under the DELWP Destination Charging Across Victoria (DCAV) program. The successful grant provides for the installation of three (3) new Electric Vehicle (EV) Charging Stations in the Hepburn Shire in Hepburn Springs, Creswick and Trentham.

The resulting EV Charging Station assets will be owned and managed by Hepburn Energy. As part of the implementation, Council will need to enter into a Licence with Hepburn Energy in order for them to place the EV Charging Stations on Council owned or managed land.

The purpose of this report is to seek Council approval for the three (3) proposed Licence Agreements between Council and Hepburn Energy for the installation and ongoing operation of the new EV Charging Stations in the Hepburn Shire.

For the proposed EV Charging Station Licence at the Hepburn Mineral Springs Reserve (Reserve), Council is considering this report in its role as Committee of Management for the Reserve.

OFFICER'S RECOMMENDATION

That Council:

1. *Approves the Licences for the three (3) EV Charging Stations to be entered into with Hepburn Energy for a period of five (5) years plus a five (5) year option in accordance with the attached Licence document;*
2. *Authorises the Chief Executive Officer to sign the Licences on behalf of Council;*
3. *Authorises Council Officers to formally seek approval from the Minister for the Licence at the Hepburn Mineral Springs Reserve;*
4. *Authorises Council Officers to manage the exercise of the extension option when it comes due and authorises the Chief Executive Officer to sign the Renewal of Licence.*

MOTION

That Council:

- 1. Approves the Licences for the three (3) EV Charging Stations to be entered into with Hepburn Energy for a period of five (5) years plus a five (5) year option in accordance with the attached Licence document;*
- 2. Authorises the Chief Executive Officer to sign the Licences on behalf of Council;*
- 3. Authorises Council Officers to formally seek approval from the Minister for the Licence at the Hepburn Mineral Springs Reserve;*
- 4. Authorises Council Officers to manage the exercise of the extension option when it comes due and authorises the Chief Executive Officer to sign the Renewal of Licence.*

Moved: Cr Jen Bray

Seconded: Cr Brian Hood

Carried

BACKGROUND

Hepburn Shire Council has partnered with leading EV Charging Station network operator *ChargeFox* and local community-owned renewable energy generator *Hepburn Energy* to deliver part of the Destination Charging Across Victoria (DCAV) program that includes three 50kW sites in Hepburn Shire.

Together, the three partners have a track record of collaborating already in the deployment of a 25kW charger on the main street of Daylesford.

Council has committed to contribute \$45,000 as well as approximately \$10,000 of in-kind support for project management and minor civil works to deliver the three chargers in Hepburn Springs, Trentham and Creswick. As part of the project implementation, it is proposed that Council will licence the sites to Hepburn Energy.

Council has set aggressive corporate and community emissions reduction targets through internal net-zero strategy and the community-wide Hepburn ZNET program which has targeted net-zero energy by 2025, and net-zero emissions across the Hepburn Shire by 2030. To do this, Council has already started deploying charging infrastructure in the Shire as well as partnering with the Good Car Company in 2020 to deliver the Australian mainland's first EV bulk buy, with plans to continue in 2022 with future rounds.

The chosen sites are of high tourism and connectivity relevance throughout the Victorian Central Highlands. Our Shire is particularly relevant to the DCAV program beyond tourism and connectivity – in order to ensure that a community who is motivated to transition quickly is therefore supported by appropriate public EV infrastructure.

KEY ISSUES

The Sites:

1. Creswick – it is proposed that the EV Charging Station be installed outside the Creswick Visitor Information Centre. This is Council managed road reserve.
2. Hepburn Mineral Springs Reserve Car Park – this is Crown land for which Council has been appointed the Committee of Management. The Licence will require Landowner Consent from DELWP and possibly approval from Heritage Victoria.
3. Trentham – it is proposed that the EV Charging Station be installed on the Road Reserve adjacent to the Quarry Street Reserve in Trentham. Council manages the Road Reserve but connection to existing electricity infrastructure in Quarry Street Reserve will require consent from both the landowner, DELWP, and the Committee of Management.

The DELWP Licence under s.17B of *Crown Land (Reserves) Act 1978* permits a maximum Licence term of 10 years. All three (3) Licences are therefore proposed to be for an initial period of five (5) years with a five (5) year option for a further term. The Licence for the Hepburn Mineral Springs site will be amended to a DELWP s.17B Licence template, with need for formal licence endorsement by DELWP.

The Licences will include reporting requirements in order to measure emission reductions being achieved through the provision of the EV Charging Stations in the Shire and will also contain review mechanisms to ensure the currency of the service being offered.

It has been confirmed that the installation of EV Charging Stations does not require a planning permit, including in relation to any heritage overlay imposed.

The Licence has been drafted by Council solicitors, BJT Legal.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A resilient, sustainable and protected environment

1.1 Adapt to and mitigate climate change to reach net-zero community emissions by 2030.

1.3 Transition to ecologically sustainable and accountable tourism.

Diverse economy and opportunities

4.3 Support and facilitate a diverse and innovative local economy that encourages an increase of local businesses with diverse offerings to achieve positive social, economic and environmental impacts.

Council Policy 9: Council Owned & Controlled Property (1997) requires that appropriate written occupancy arrangements be in place to support good governance objectives and principles.

Formal tenure agreements provide legal certainty and ensure that the responsibilities and obligations of both the owner and the occupant are clearly identified and managed.

Crown Land (Reserves) Act 1978 (the Act)

The proposed Licence for the Hepburn Mineral Springs Reserve location will be in accordance with s.17B of the Act.

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

Reducing greenhouse gas emissions from transport is a significant challenge in the Hepburn Shire, as it is across the globe currently. One of the most effective steps available in reducing transport emissions is for Council to facilitate the rollout of an effective EV charging network for public use. This will enable local residents to purchase EVs with confidence as well as attracting EV drivers from other parts of Australia to prioritise Hepburn as a tourism destination, adding further value to parallel sustainability initiatives being delivered within the Shire.

FINANCIAL IMPLICATIONS

Council has committed \$45k towards the co-funding of the grant, which is the basis of the new EV Charging Stations installation.

The additional contributions by Council are project management of the initial installation and in-kind support for minor civil works as agreed between the parties over time.

As discussed in the Sustainability Section above, the chosen sites are of high tourism relevance and connectivity relevance throughout the Victorian Central Highlands. It is expected that by creating a comprehensive EV charging network through this project, the Hepburn Shire will be able to attract greater numbers of 'EV tourists' which will result in more business and sales opportunities for local hospitality, accommodation and retail operations.

RISK IMPLICATIONS

Hepburn Energy is required to hold the insurance coverage for the EV Charging Stations and undertake all repairs and maintenance.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Between 2020 and 2022, the Committee of Management of the Trentham Quarry Street Reserve were consulted about the placement of the EV Charging Station adjacent to their Reserve and are supportive of this initiative.

The DCAV program was launched by the Victorian State Government (DELWP), and the grant application was approved. The proposal for the new EV Charging Stations has been widely publicised in Council's social media, media releases and eNewsletter. It has also been promoted by Hepburn Energy and DELWP through their own channels.

During the community co-design process of Sustainable Hepburn, the Community Reference Group for 'Beyond Zero Emissions Council' prioritised the establishment of a public EV charging network as a way of benefitting the broader community as an enabler to greater uptake of zero emissions vehicles.

12.3 RENEWAL OF THE HEPBURN WIND MEMORANDUM OF UNDERSTANDING DIRECTOR INFRASTRUCTURE AND DELIVERY

In providing this advice to Council as the Sustainability Officer, I Manny Pasqualini have no interests to disclose in this report.

ATTACHMENTS

1. Document - Memorandum of Understanding - Hepburn Wind - 2018 [**12.3.1** - 3 pages]
2. Memorandum of Understanding - Hepburn Energy - 2022-2026 - 02-08-22 [**12.3.2** - 4 pages]

EXECUTIVE SUMMARY

Since the adoption in 2018 of the four-year Memorandum of Understanding (MoU) between the Hepburn Shire Council and Hepburn Energy (formerly Hepburn Wind), there has been a high level of co-operation and achievement of a number of shared goals around emissions reduction and community benefit across the Hepburn Shire.

These achievements include:

- the establishment of the Z-NET Community Transition Plan
- joint facilitation of the Z-NET Roundtable
- progress towards development of a comprehensive electric vehicle charging network
- driving solar PV uptake through the Hepburn Solar Bulk Buy
- conducting an annual electricity audit to track the percentage of renewable energy uptake shire-wide
- Assisting 'not for profit' organisations across the Shire to conduct technical assessments for their own emissions reduction activities

It is recommended that this MoU is renewed in line with the recommendations of this report in order to continue the high level of co-operation towards the delivery of the Z-NET Community Transition Plan and strategies and initiatives relevant to the Council Plan 2021-2025.

OFFICER'S RECOMMENDATION

That Council endorses the renewal of the Memorandum of Understanding 2022-2026 between Hepburn Shire Council and Hepburn Energy (previously known as Hepburn Wind and still operating as Hepburn Community Wind Park Co-operative Ltd.)

MOTION

That Council endorses the renewal of the Memorandum of Understanding 2022-2026 between Hepburn Shire Council and Hepburn Energy (previously known as Hepburn Wind and still operating as Hepburn Community Wind Park Co-operative Ltd.)

Moved: Cr Jen Bray

Seconded: Cr Tessa Halliday

Carried

BACKGROUND

Hepburn Wind is a community co-operative that has built Australia's first community-owned wind farm. Over 2000 people, mostly Hepburn Shire residents, pooled \$10 million to build a two-turbine, 4.1megawatt wind farm at Leonards Hill. The wind farm produces more energy than the houses in nearby Daylesford and much of the surrounding area consume. Hepburn Wind is additionally a certified B-Corp and Social Enterprise.

In 2018, Hepburn Wind and Hepburn Shire Council signed a Memorandum of Understanding (June 2018 – 30 June 2022) in order to formalise how the two organisations will work collaboratively to progress shared objectives including those outlined in the Council Plan and other strategic plans such as the Towards zero Emissions Roadmap 2017-2021 (replaced by Sustainable Hepburn) and the 'Zero-Net Emissions Transition (Z-NET) Community Roadmap' (this eventually became the Community Transition Plan.)

Since the adoption of the 2018 MoU, Council and Hepburn Wind/Energy have worked together to establish and implement the Z-NET Community Transition Plan which has included co-delivery of projects such as solar and battery community bulk buys, energy efficiency retrofit program for Hepburn residents, community battery feasibility study, climate adaptation readiness, and circular economy community engagement.

The 2018-2022 MoU between the parties has seen strong collaboration to progress shared objectives, including but not limited to:

- the establishment of the Z-NET Community Transition Plan
- joint facilitation of the Z-NET Roundtable
- progress towards development of a comprehensive electric vehicle charging network
- driving solar PV uptake through the Hepburn Solar Bulk Buy
- conducting an annual electricity audit to track the percentage of renewable energy uptake shire-wide

This MoU renewal seeks to continue the high level of co-operation to achieve our shared goals of emissions reduction and community benefit through related initiatives.

KEY ISSUES

Hepburn Shire Council entered into an MoU with Hepburn Wind in 2018 to formalise the nature of the relationship between the two organisations, particularly in relation to their common sustainability and community-wide emissions reduction goals. The MoU covered the period of 2018 to 2022 and outlines common activities and values for achieving a common goal of 100% renewable energy and eventually zero net emissions within the Shire.

The MoU is up for renewal and the attached document has been developed by both parties for consideration by Council.

POLICY AND STATUTORY IMPLICATIONS

The Hepburn Shire Council and Hepburn Energy MoU is intended to facilitate cooperation towards both parties reaching their emissions reduction goals. The proposed MoU renewal is relevant to the following areas of the Council Plan 2021-2025:

A resilient, sustainable and protected environment

1.1 Adapt to and mitigate climate change to reach net-zero community emissions by 2030.

1.3 Transition to ecologically sustainable and accountable tourism.

1.4 Development meaningful policies and strategic partnerships that link sustainability and public health

Diverse economy and opportunities

4.4 Develop and promote the circular economy to diversify our local economy and support our sustainability goals

Other strategies relevant to the MoU:

- Sustainable Hepburn (currently in draft form)
- Hepburn Z-NET Community Transition Plan

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

Council will consider environmental, social and economic sustainability implications for future actions related to this MoU. Given the nature of the agreement, and the strong track record from collaboration through the previous MoU, it is envisaged that future actions relating to this MoU inherently have a net positive impact on the above factors, but they shall always be taken into consideration nonetheless.

FINANCIAL IMPLICATIONS

Signing of this MoU has no binding legal or financial implications. Any future funding commitments will still be assessed and adopted/rejected on a case-by-case basis by either party.

RISK IMPLICATIONS

As this MoU is non-binding, Council is not required to commit to any specific actions. Therefore, potential future risks will need to be assessed on a case specific basis and are not dependent on the signing of the MoU.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Hepburn Shire Council and Hepburn Energy have provided backbone support to the development and implementation of the Z-NET Community Transition Plan – the 10-year strategy to reach net-zero emissions across the whole of shire by 2030. Since the Z-NET Community Advisory Panel (CAP) held its first meeting on 2 June 2018, through to the current Z-NET Roundtable, the cooperation of the two organisations has been vital in maintaining momentum towards the strategy targets.

The Z-NET Roundtable has new members each year and has representation from existing community sustainability groups, together with Council, Hepburn Energy, industry, agriculture and individual community members. This group will continue to provide ongoing, broad representation from the Hepburn Shire Community.

The MoU shall be routinely monitored and revised to ensure that the intentions and needs of both parties and the broader community are continually being addressed. Any significant changes shall be referred back to Council and/or Hepburn Energy for endorsement.

Memorandum of Understanding
Hepburn Shire Council
&
Hepburn Community Wind Park Co-operative Ltd

Purpose: The nature of the relationship between Hepburn Wind and Hepburn Shire Council.

How the two organisations will work collaboratively to progress shared objectives including those that are outlined in the Council Plan and other strategic plans such as the Towards Zero Emissions Roadmap and the Zero-Net Emission Transition (Z-NET) Community Roadmap

How the two organisations will communicate with each other.

Term: This MOU is for a four-year period June 2018 – 30 June 2022 to be reviewed on an annual basis

Parties: Hepburn Shire Council (Council)
Hepburn Community Wind Park Co-operative Ltd (Hepburn Wind)

Background

Hepburn Shire has a population of approximately 15,000 with five major towns across 1,470km².

Council is committed through their Council Plan to delivering a sustainable, vibrant and economically active community. The Council Plan 2017-2021 particularly outlines key strategic areas of Quality Community Infrastructure, Active and Engaged Communities, Sustainable Environment and Vibrant Economy.

In August 2017 Council endorsed a Towards Zero Emissions Roadmap which outlines the actions that will be taken in order to achieve 100% renewable energy use at Council-owned facilities. This follows through on a long-standing (2009) commitment to drive towards a completely renewable energy base across the Council organisation and the broader community.

Hepburn Wind is a community co-operative that has built Australia's first community-owned wind farm. Over 2000 people, most of whom are local, pooled \$10M to build a two turbine, 4.1 MW wind farm at Leonards Hill in Central Victoria. On average, the wind farm produces more energy than the houses in nearby Daylesford and much of the

surrounding area, one of the first examples of a town-scaled local zero-net energy project.

At the project's core is the shared desire to take constructive action against climate change and in the process directly benefit the community. The project has demonstrated that, under the right conditions, communities will overwhelmingly support renewable energy and the benefits can be spread widely throughout a community.

Hepburn Wind and the other sustainability groups in the Shire requested Council endorsement for a whole of Shire Zero-net Energy Target by 2025 during the Council planning period in 2017.

Activities to Support the Z-NET Community Roadmap and the Council Towards Zero Emissions Roadmap

In collaboration, Hepburn Wind and Hepburn Shire Council hereby:

- Declare an ambition to be the first 100% renewable Shire in Australia
- Aim to be a lighthouse community for community-owned energy facilities, demonstrating the economic and environmental benefits of locally owned and generated renewables
- Set a target of zero-net energy by 2025 for the Hepburn Shire locality, to be monitored and evaluated annually with an aspirational target of 2021

Create a forum with other key local stakeholders to guide the implementation of the Z-NET Community Roadmap

- Actively work together to progress activities to deliver this target
- Look to attract technology solutions and innovations such as energy efficiency, microgrid analysis and bulk buy programs to the Shire
- Explore the potential for a community-based investment facility in concert with other interested community groups and organisations
- Explore co-investment, energy procurement and participation in the development of local renewable energy generation facilities such as small to mid-scale solar or biomass projects

Investigate local planning guidelines that would ensure the best community and environmental benefit from any renewable energy investments in Hepburn Shire

Together, Council and Hepburn Wind will:

- Interact in a courteous and respectful manner, appreciating the differences between local government and community organisations for example by understanding and acknowledging the approval process timeframes of Council
- Maintain regular, informal officer contact to maximise opportunities for collaboration and transparency of information sharing.
- Commit to review this MOU before its end date, 30 June 2022.

- Participate in formal partnership meetings every six months to discuss areas for collaboration and to review the operation of the MOU



Exclusions to this agreement:

- This MOU does not create a legally-binding relationship and does not provide any commitment to approval of any future planning application lodged by either party of projects related to this partnership
- This MOU does not commit either party to purchase or participate in any future initiative without full consideration and approval at the appropriate level within each organisation

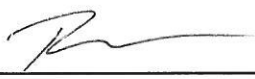
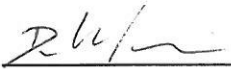
Reporting

Each party to this MOU is to report to Councillors annually on the achievements and performance of the MOU.

Signed for and on behalf of the Hepburn Shire Council:

	<u>EVAN KING</u>	<u>1/8/18</u>
Signature of CEO	Print Name	Date
	<u>Michelle Dove</u>	<u>01-08-18</u>
Witness signature	Witness Name	Date

Signed for and on behalf of Hepburn Community Wind Park Co-operative Ltd:

	<u>TARYN ADELE LANE</u>	<u>13/8/18</u>
Signature of Manager	Print Name	Date
	<u>DOMINIC MURPHY</u>	<u>13/8/18</u>
Witness signature	Witness Name	Date

Memorandum of
Understanding Hepburn Shire
Council
&
Hepburn Energy / Hepburn Community Wind
Park Co-operative Ltd

Purpose: The nature of the relationship between Hepburn Energy and Hepburn Shire Council.

How the two organisations will work collaboratively to progress shared objectives including those that are outlined in the Council Plan and other strategic plans such as the Sustainable Hepburn strategy and the Zero-Net Emission Transition (Z-NET) Community Transition Plan (CTP)

How the two organisations will communicate with each other.

Term: This MOU is for a four-year period August 2022 - August 2026 to be reviewed on an annual basis

Parties: Hepburn Shire Council (Council)
Hepburn Community Wind Park Co-operative Ltd (Hepburn Energy)

Background

Hepburn Shire has a population of approximately 16,604 (Australian Census 2021), with five major towns across 1,470km.

In 2019 the Hepburn Z-NET Community Transition Plan (CTP) was released which showed the tonnes of carbon dioxide equivalent across the shire to be 262,041. Council endorsed the Z-NET CTP in 2018 as the community-wide plan to reach the targets of zero-net energy by 2025 and zero-net emissions by 2030.

Hepburn Energy and Hepburn Shire Council have already collaborated successfully with the local community and key stakeholders to achieve emissions reduction and the associated community benefits.

Council is committed through their Council Plan to delivering a sustainable, vibrant and economically active community. The Council Plan 2021-2025 particularly outlines key strategic areas of:

A resilient, sustainable and protected environment

1.1 Adapt to and mitigate climate change to reach net-zero community emissions by 2030.

1.3 Transition to ecologically sustainable and accountable tourism.

1.4 Development meaningful policies and strategic partnerships that link sustainability and public health

1.5 Protect and regenerate the natural resources of the Shire including soils, water and ecological systems from both current and future threats

Diverse economy and opportunities

4.4 Develop and promote the circular economy to diversify our local economy and support our sustainability goals

In August 2017 Council endorsed a Towards Zero Emissions Roadmap which outlined the actions required to achieve net-zero emissions from Council operations by the end of the 2021/22 financial year. In 2022 the Sustainable Hepburn strategy was developed which proposes to continue the emissions reduction activities and set the Hepburn Shire Council on course to be a 'Beyond Zero Emissions Council' by 2025. This involves a continuation of emissions cuts from difficult areas such as heavy vehicles and gas in council buildings, the purchasing of carbon offsets for the emissions sources that cannot be eliminated, and importantly for this MoU, continuing to partner with the community, industry, regional partners, and local organisations such as Hepburn Energy to drive down whole of Shire emissions.

These ambitious strategies follow through on a long-standing (2009) commitment to drive towards a completely renewable energy base and other key areas for pollution reduction across the Council organisation and the broader community.

Hepburn Energy is a community co-operative that has built Australia's first community- owned wind farm. Over 2000 people, most of whom are local, pooled \$10M to build a two turbine, 4.1 MW wind farm at Leonards Hill in Central Victoria. On average, the wind farm produces more energy than the houses in nearby Daylesford and much of the surrounding area, one of the first examples of a town-scaled local zero-net energy project.

At the project's core is the shared desire to take constructive action against climate change and in the process directly benefit the community. The project has demonstrated that, under the right conditions, communities will overwhelmingly support renewable energy and the benefits can be spread widely throughout a community.

The 2018-2022 MoU between the parties has seen strong collaboration to progress shared objectives as mentioned previously, including but not limited to:

- the establishment of the Z-NET Community Transition Plan
- joint facilitation of the Z-NET Roundtable
- progress towards development of a comprehensive electric vehicle charging network
- driving solar PV uptake through the Hepburn Solar Bulk Buy
- conducting an annual electricity audit to track the percentage of renewable energy uptake shire-wide
- Assisting non-profit organisations across the Shire to conduct technical assessments for their own emissions reduction activities

This MoU renewal seeks to continue the high level of co-operation towards the achievement our shared goals of emissions reduction and community benefit through related initiatives.

Activities to Support the Z-NET Community Transition Plan and the Sustainable Hepburn Strategy

In collaboration, Hepburn Energy and Hepburn Shire Council hereby:

- Collaborate on the shared ambition to be the first zero-net emissions Shire in Australia
- Be a lighthouse community for community-owned energy facilities, demonstrating the economic and environmental benefits of locally owned and generated renewables
- Work towards the targets of zero-net energy by 2025, and zero-net emissions by 2030, for the Hepburn Shire locality

Coordinate the Z-NET Roundtable with other key local stakeholders to guide the implementation of the Z-NET CTP:

- Actively work together to progress activities to deliver these targets
- Look to attract technology solutions and innovations such as energy efficiency, electric vehicle charging infrastructure, community batteries, microgrid, and bulk buy programs to the Shire
- Explore co-funding, co-investment, energy procurement and participation in the development of local projects, including renewable energy generation facilities such as community batteries, small to mid-scale solar and other appropriate initiatives
- Monitor and track the progress of the CTP Implementation Plan
- Enhance the Z-NET model through innovations such as climate adaptation and circular economy

Together, Council and Hepburn Energy will:

- Interact in a courteous and respectful manner, appreciating the differences between local government and community organisations, for example by understanding and acknowledging the approval process timeframes of Council
- Maintain regular, informal officer contact to maximise opportunities for collaboration and transparency of information sharing.
- Commit to review this MOU before its end date, 30 August 2026
- Participate in formal partnership meetings every six months to discuss areas for collaboration and to review the operation of the MOU

Exclusions to this agreement:

- This MOU does not create a legally-binding relationship and does not provide any commitment to approval of any future planning application lodged by either party of projects related to this partnership
- This MOU does not commit either party to purchase or participate in any future initiative without full consideration and approval at the appropriate level within each organisation

Reporting

Each party to this MOU is to report to Councillors annually on the achievements and performance of the MOU.

Signed for and on behalf of the Hepburn Shire Council:

Signature

Print Name

Date

Witness signature

Witness Name

Date

Signed for and on behalf of Hepburn Community Wind Park Co-operative Ltd:

Signature of Manager

Print Name

Date

Witness signature

Witness Name

Date

13 A HEALTHY, SUPPORTED, AND EMPOWERED COMMUNITY

13.1 ADOPTION OF THE 'NO BARRIER' POSITIVE AGEING STRATEGY 2022-2030 INTERIM DIRECTOR COMMUNITY AND DEVELOPMENT

In providing this advice to Council as the Positive Ageing Officer, I Eddie Wyman have no interests to disclose in this report.

ATTACHMENTS

- 1. No Barrier- Positive Ageing Strategy 2022 - 2030 [13.1.1 - 28 pages]

EXECUTIVE SUMMARY

Positive Ageing is the ability to maintain a positive outlook, feeling good about yourself, keeping fit and healthy and fully engaged in life as you age.

The 'No Barrier' Positive Ageing Strategy 2022–2030 is in response to a rapidly growing, global, ageing population and Hepburn Shire is no exception. The 2021 Census has shown us the median age in the Shire of Hepburn is 52 years with population percentages of older people well above the State average. Forty six percent (46%) of Hepburn Shire residents are over the age of 55 as compared to twenty eight percent (28%) as the state average.

This strategy has been built from the eight key topics of 'ageing well' identified by the World Health Organisation (WHO) and similarly by the Commissioner for Senior Victorians' report. These eight topics have been used throughout the consultation to create a strategy that is supported by global, Victorian and local data and information to address the challenges experienced by the older community. Through community consultation we have ensured that priority has been given to address the specific local concerns the Hepburn communities face when getting older.

The 8 Focus Areas include:

1. Communication and information
2. Community support and health services
3. Housing
4. Outdoor spaces and buildings
5. Transportation
6. Social participation
7. Civic participation and employment
8. Respect and social inclusion

This strategy will support community members living in Hepburn who are over 55 years of age. It aims to present a way forward for Council to take action to improve outcomes and address the barriers faced by older people in the community.

OFFICER'S RECOMMENDATION

That Council adopts the 'No Barrier' Positive Ageing Strategy 2022-2030.

MOTION

That Council adopts the 'No Barrier' Positive Ageing Strategy 2022-2030.

Moved: Cr Don Henderson

Seconded: Cr Lesley Hewitt

Carried

BACKGROUND

The Hepburn Shire Council's new Positive Ageing Strategy 2022–2030 ("No Barrier") is built upon the foundations of the global research document produced by the World Health Organization, entitled *Global Age-friendly Cities: A Guide* (2007) and the Commissioner for Senior Victorians report entitled *Ageing Well in a Changing World* (2020).

Thirty-three cities around the world, one of which was Melbourne, had input into the World Health Organisation's research document and nearly five thousand older Victorians took part in the research that supported the Commissioner for Senior Victorians report.

The Hepburn Shire community identified the need for a Positive Ageing strategy in the development of the Council Plan and Community Vision 2021–2031.

KEY ISSUES

Council has recently decided to withdraw from delivering Aged and Disability services. The development of the Positive Ageing Strategy coincided with this decision.

As of 1 July 2022, Council exited aged and disability service provision and transitioned the services to two new service providers.

Some members of the key stakeholder groups were also impacted by the Council decision to withdraw from aged and disability service provision and valuable feedback was received in the development of this strategy through joint one-on-one stakeholder information sessions and as a result of feedback from key stakeholders the following objectives have been included:

1. 'Support the transition of home care services from Council to a values-aligned service provider funded by the Commonwealth and State Government'
2. 'Advocate for the needs of the community and will hold accountable Commonwealth and State Governments and the appointed home support providers for the delivery of quality services to the Hepburn Shire community'.

Several Positive Ageing stakeholders throughout the public exhibition period specifically noted these two actions and commented that they liked the wording and were in high support of Council adopting and working with these objectives.

Throughout the development of the strategy, common messaging from Community Care and Positive Ageing consultations has been applied to minimise communication breakdown with community members affected by the Aged Care decision.

POLICY AND STATUTORY IMPLICATIONS

A healthy, supported, and empowered community

2.2 Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing.

1. Council Plan 2021-2025 *Priority Statement 2.2.6 - Develop, adopt and implement a Positive Ageing Strategy.*
2. World Health Organization (WHO) - *Global Age-friendly Cities: A Guide* (2007).
3. Municipal Association of Victoria (MAV) - *Age-friendly Cities and Community Information Kit for Local Government Councillors and Senior Management.*
4. The Commissioner for Senior Victorians report – *Ageing Well in a Changing World* (2020).

GOVERNANCE ISSUES

A Gender Impact Assessment (GIA) has been completed for this strategy as part of the requirements under the Gender Equity Act. The GIA revealed the following data that will be used to guide the direction of specific actions in the future action plan:

- High percentage of older people (46%) well above state average (28%).
- Ageing population more prevalent in low socio-economic group compared to State average.
- A strong representation of older women living alone in the Hepburn Shire.
- Higher representation of same-sex couples residing in the Shire compared to the State average.
- Older men are less likely to know how to access support.
- There is a lack of appropriate services for older men to access mental health support.
- Women are more likely to be a carers of older family members.
- Stakeholder organisations are highly female indexed.

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Council has committed to a full time ongoing Positive Ageing Officer resource and \$30,000 recurrent budget to implement this strategy. In addition, Officers will seek

future external grant and partnership opportunities to maximise the implementation of the future Action Plan.

RISK IMPLICATIONS

The Hepburn Shire community median age is 52 years. Our community is ageing much higher than the State average.

This may present risks throughout the life of this Strategy that will be important to prepare for, including adequate health and service provision for older people and ensuring there is a preventative approach to good health and positive ageing outcomes for our community through Council strategic planning processes.

These risks can be mitigated by ensuring the strong objectives in the Strategy are implemented.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There was extensive community and stakeholder engagement completed as part of the development of the strategy. This included:

1. Shire-wide Positive Ageing pop ups,
2. A Service Provider survey,
3. A Community Member Survey,
4. Aged Care and Positive Ageing 1:1 session with community organisations.

The Draft “No Barrier” strategy public exhibition period was conducted between 18 May - 16 June 2022 which included:

1. Online feedback survey and hard copy surveys in VIC's and Libraries,
2. 1:1 feedback sessions with Stakeholders throughout the region,
3. Hard copy survey sent to Positive Ageing stakeholders as required,
4. Internal Positive ageing working party feedback session.

> NO BARRIER

Positive Ageing
Strategy
2022-2030

Hepburn
SHIRE COUNCIL





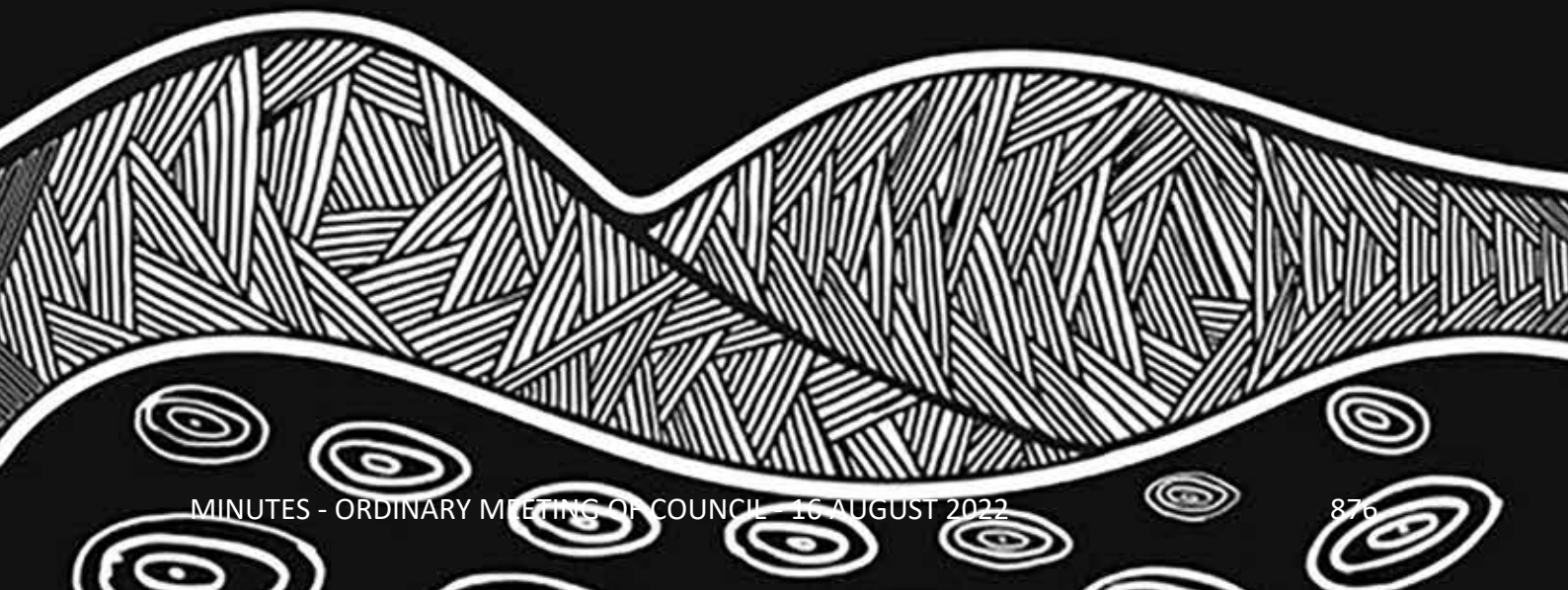
ACKNOWLEDGEMENT OF COUNTRY

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

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

Australian Institute of Health and Welfare classes Aboriginal older people from 50 years young.

<https://www.aihw.gov.au/reports/older-people/older-australia-at-a-glance/contents/diverse-groups-of-older-australians/aboriginal-and-torres-strait-islander-people>



> MAYOR'S MESSAGE



It's an honour to present Council's new 'No Barrier' Positive Ageing Strategy 2022-2030. The Shire has a history of recognising community members that contribute to our dynamic and diverse region. Forty-six percent (46%) of our community is over 55 years of age, which is much higher than the Victorian average of 28%. Research shows there are many barriers to maintaining health and wellbeing as we age. This Positive Ageing Strategy identifies strategic actions to work towards eliminating these barriers and supporting people to thrive well into their later years.

This strategy is based on the World Health Organisation's (WHO) Age-friendly Cities Framework and the Commissioner for Senior Victorians' report Ageing Well in a Changing World. Our Positive Ageing Strategy has been informed by feedback from the community and key service providers.

The strategy will set Council's direction in response to the ageing population and guide the provision of services and resources to residents so that they can age well in an age-friendly community.

An age-friendly community promotes a human rights-based approach where people of all ages and abilities are included, respected and barriers are removed to access support and social connection. Council is committed to achieving the best outcomes for all members of our community. The strategy highlights our support and investment in an age-friendly community to improve health and wellbeing outcomes for all.

Thank you to everyone who worked collaboratively to develop our 'No Barrier' Positive Ageing Strategy 2022-2030. It's an exciting time for Council as we look forward and plan together to create a happier, healthier and more connected future for all.

Mayor Tim Drylie

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1> INTRODUCTION & BACKGROUND

Council's **'No Barrier'** Positive Ageing Strategy is built upon the foundations of the global research document produced by the World Health Organization (WHO), *Global Age-friendly Cities: A Guide* (2007) and the Commissioner for Senior Victorians' report *Ageing Well in a Changing World* (2020).

All this work is in response to a rapidly growing, global, ageing population and Hepburn Shire is no exception. The median age in Hepburn Shire is 52 years with population percentages of older people well above the Victorian average. Forty-six percent (46%) of Shire residents are over the age of 55 as compared to the state average of 28%.

Thirty-three cities around the world, including Melbourne, had input into the WHO's research document and nearly 5,000 older Victorians took part in the research that supported the Commissioner for Senior Victorians' report.

What is Positive Ageing?

Positive Ageing is the ability to maintain a positive outlook, feeling good about yourself, keeping fit and healthy and fully engaged in life as you age.

The need for the 'No Barrier' strategy comes from Council's Community Vision 2021 – 2031 and Council Plan 2021-2025.

In the development of the strategy, valuable data and information was collected from the community through a mixture of:

- one-on-one targeted consultations with key stakeholders
- online and hardcopy surveys
- community pop-up sessions across the Shire.

The United Nations has declared 2021 to 2030 to be the decade of 'Healthy Ageing' with the goal of bringing together governments, civil society, international agencies, professionals, academia, the media, and the private sector to improve the lives of older people, their families, and the communities in which they live.

2> THE WHEN METHODOLOGY

Aug / Sep 2021

Project Initiation

The project initiation involved:

- Research and establishing a foundational approach to the strategy
- Establishing internal and external stakeholder links
- Conducting one-on-one meetings with stakeholders to introduce the positive ageing concept and the proposed way forward
- Creating management systems such as a positive ageing database and a stakeholder directory.

Oct / Nov 2021

Data and literature review

The data and literature review included:

- A review of the known data and key external and internal documents
- A gaining of knowledge as to best practice, 'cutting edge' approaches and the depth of local community issues around ageing well
- Mapping the strategy alignment with other Council strategies.

“ In the end,
it's not the
years in your
life that count.
It's the life in
your years.
Abraham Lincoln

Nov / Dec 2021

Preparation for consultation

This stage included:

- Development of community and service provider surveys
- Establishing an internal Positive Ageing Working Group and Project Control Group
- Connecting with other local governments to form a Regional Network.
- Preparing materials for community engagement

“ Growing old is mandatory but growing up is optional!
Walt Disney

Dec 2021 – Feb 2022

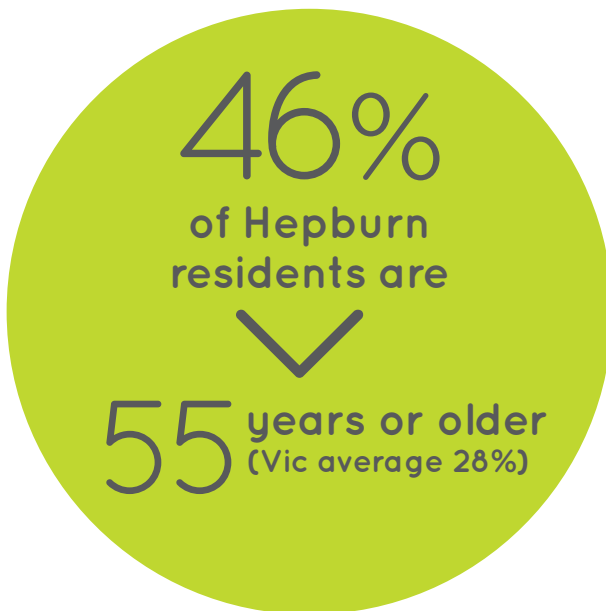
Community & stakeholder consultation

During this stage:

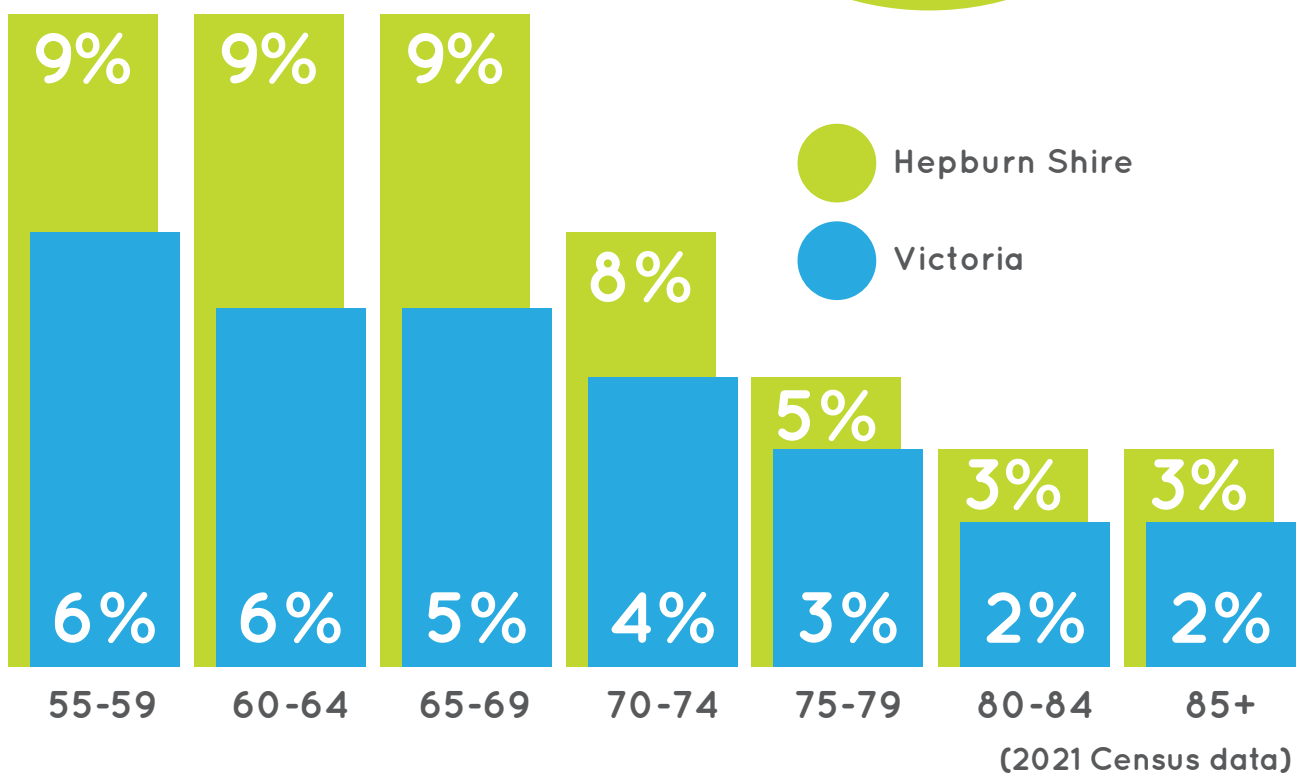
- One-on-one targeted consultations occurred with key community organisations in conjunction with aged care reform information sessions
- 113 contributions were received from a combination of online and hard copy community member surveys with three online contributions received from the online service provider survey.
- Ten pop-up sessions occurred across the Shire with representations from all wards. Clunes, Smeaton, Glen Lyon, Drummond, Clydesdale, Hepburn Springs, Daylesford, Creswick, Bullarto and Trentham.

3> THE FACTS

DATA ANALYSIS



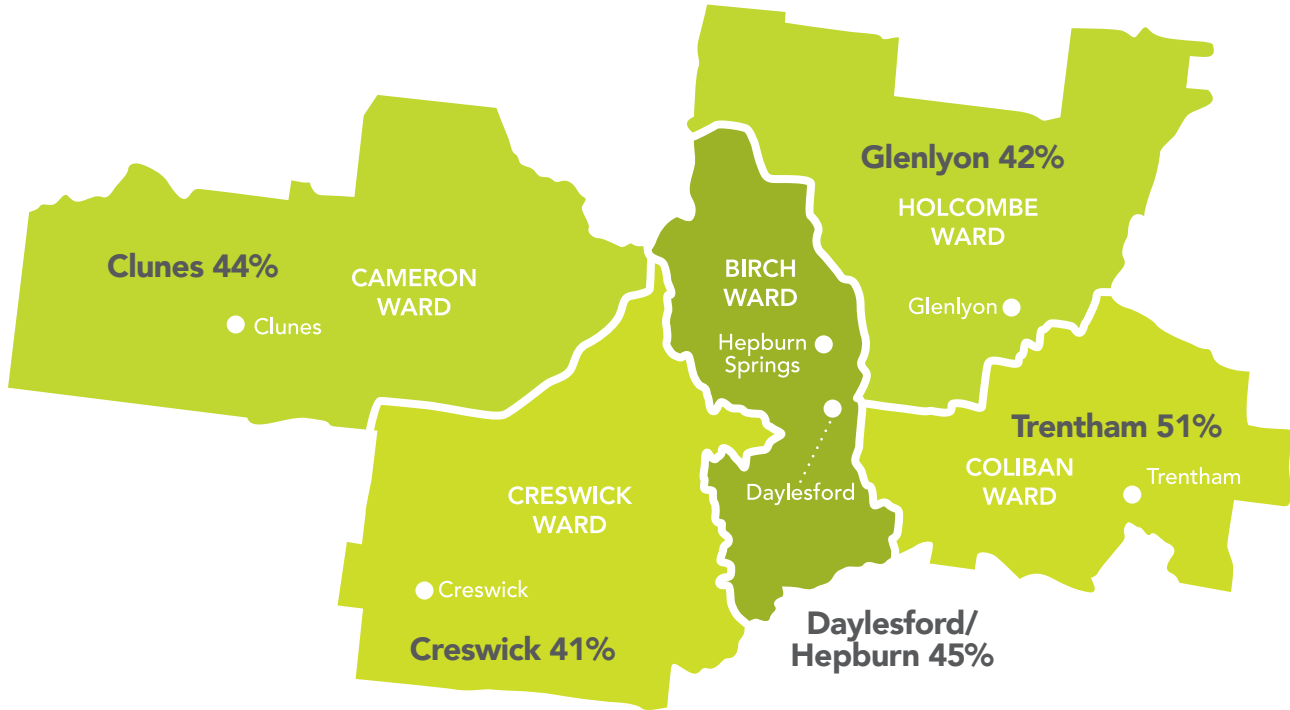
Age of Population





3> THE FACTS cont.

Total Age of Population by Area



Age of Population	Trentham	Glenlyon	Clunes	Creswick	Daylesford / Hepburn	ALL	VIC
55-59	7%	8%	9%	8%	9%	9%	6%
60-64	11%	11%	11%	7%	9%	9%	5%
65-69	11%	9%	8%	8%	8%	9%	5%
70-74	8%	8%	7%	6%	6%	6%	4%
75-79	5%	3%	4%	5%	5%	4%	3%
80-84	4%	2%	4%	4%	3%	3%	2%
85+	5%	1%	2%	5%	5%	3%	2%
Total	51%	42%	44%	41%	45%	43%	27%

(2016 Census data)

Impact of Covid-19 Pandemic and our Community and Economic Recovery

As Hepburn Shire, along with the rest of the country navigates the new COVID normal, business support, community and economic recovery will remain a high priority. Older people in our region have been severely impacted by the pandemic lockdowns, which have contributed to challenges for access to information and social support activities.

COVID-19 has also brought along challenges of isolation and connection for many older people. This has compounded the many complex issues of living in rural communities. Mental health, social support systems and transport have become a high focus for older people moving to a COVID normal lifestyle and ensuring that we are removing any barriers to access to activities and social connection.

Equality, inclusion and priority groups

Hepburn is a diverse vibrant community that celebrates people from all backgrounds and experiences. Every person has a unique experience of life, so it makes sense that each individual's experience of ageing will be different. We want all residents of Hepburn to enjoy a safe, fulfilling and equitable life as they age. One way to achieve this is to consider the many intersecting factors that can create inequalities for our residents.

The Council Plan identifies 'Priority Groups' to be considered in all Hepburn strategies. The Positive Ageing Strategy will pay closest attention to these groups:

- **Older women** are more likely to experience poverty, unstable housing and homelessness
- **Older men** are less likely to access mental health and wellbeing services due to traditional stereotypes
- **Older LGBTIQ+ people** experience more mental health issues and fear discrimination when accessing services from 'mainstream' organisations, particularly health and aged care
- **Older people from culturally diverse backgrounds** seek access to culturally appropriate services often unavailable in their local area
- **Disability** rates are always higher in older populations, and people already living with disability will face extra challenges as they age
- **Aboriginal and Torres Strait Islander people** face tough barriers to equality and inclusion, as recognised in all social research.

Therefore, this Positive Ageing Strategy will work across all the traditional boundaries and bring together actions that link with the Council Plan, Municipal Public Health and Wellbeing Plan, Disability Access and Inclusion Plan, Reconciliation Plan and other equity and inclusion plans that are being developed.

“

Getting old is like climbing a mountain; you get a little out of breath, but the view is much better!

Ingrid Bergman

4> WHAT YOU SAID

COMMUNITY CONSULTATION RESULTS

> Housing

Safe and secure at home and financially

- 76% said they have adequate supports in place to age well at home and engaged in community life
- 49% said they find it difficult to maintain their home and land
- 16% have difficulty paying bills

> Social participation

Connected to family, friends and society

- 7% said they often feel socially isolated or disconnected from family and friends
- 69% said they have enough social activity in their life 30%, said they didn't

> Respect and social inclusion

Respected and respectful

- 2% said they are often insulted or mistreated, 13% said sometimes and 84% said hardly ever or never.
- 7% have experience elder abuse

> Civic participation and employment

Life has purpose and meaning

- 75% participate in community groups 14% don't but want to, and 14 % don't and don't want to
- 20% employed 79% unemployed or retired

> Communication and information

In touch with a changing world

- 89% said they could access information on the internet and 74% use online banking
- How do you communicate with your community 84%: use email, 54% use social media, 66% use TV, 75% use internet, 61% use newsletters, 45% use newspapers, 17% use letters, 30% use community boards and 57% use physical meetings

> Community support and health services

Able to manage health issues including mental health

- 48% feel that their needs are being met by Council, 38% said partially
- For health support including mental health 16% use My Aged Care, 70% use family or friends, 29% use other support agencies, 12% use none
- People surveyed said they had easy access to services 92% Food / Shopping, 89% Doctors/ health providers, 85% Medication and 66% social activities
- 83% had no barriers to accessing healthy food, 14% said cost was a barrier, 6% had trouble eating food, 4% need to learn more about food preparation and cooking and 2% said transport was a barrier

> Outdoor spaces and buildings

Activity and a positive attitude

- 59% are physically active every day of the week, 25% 3-5 times a week, 11% 1-2 times a week, 4% not active at all
- When asked to rate out of 1-5 their attitude towards ageing, 62% rated 4 or higher with an average score of 3.7.
- 71% feel if life changed significantly, they would be able to get help, 28% said they wouldn't be confident they could get help

> Transportation

Able to get around

- 91% have their own car, 25% walk or ride a bike, 11% rely on public transport and taxis, 10% rely on family and friends, 2% use mobility scooter/ wheelchair
- Common issues raised about transport were footpaths, parking, and fuel cost.

Priorities/Top issues from community and stakeholder consultations



49%

Communication and information

In touch with a changing world



42%

Housing

Safe and secure at home and financially



31%

Respect and social inclusion

Respected & respectful

5 > WORKING TOGETHER

PARTNERS, CO-BENEFITS, & LINKS TO COUNCIL PLANS

> Partnerships and co-benefits

Council will develop stronger partnerships to identify local opportunities and priorities, lead the coordination and implementation of the strategy and ensure stakeholders are committed to the success of the strategy and its objectives.

Adopting a co-benefit lens means that we will recognise the multiple benefits that may come from this strategy. For example, links can be made to other strategies for the creation of intergenerational opportunities, or an active transport project supporting people to walk or cycle to activities

could have co-benefits for positive ageing, active living and mental wellbeing. A co-benefits lens helps us to strengthen partnerships, create solutions and leverage resources to achieve greater systemic change. Links to other strategies shown in the diagram on the right.

Council Plan 2021-2025 Including Municipal Public Health & Wellbeing Plan



➤ Council's Role

Council takes a collaborative approach to positive ageing planning to ensure community members have enabling environments and opportunities to age well.

The strategy outlines the Council's role in the delivery of each priority, described using the following terms:

- Deliver - Planning and coordination, Programs and activities, Infrastructure and Accessibility
- Partner - Communication and information, Community connection, Strengthening community capacity
- Advocate - Advocacy and networking

6> HOW THIS FITS

IMPORTANT INFORMATION

WHO and commissioners' report summary

This strategy is based on the World Health Organisation's (WHO) Age-friendly Cities Framework and the Commissioner for Senior Victorians' report Ageing Well in a Changing World. The Positive Ageing Strategy has been created to respond to feedback from the community and service providers.

The eight key topics required for 'ageing well' identified in the report and framework are:

World Health Organisation	Commissioner for Senior Victorians
Housing	Safe and secure at home and financially
Social participation	Connected to family, friends, and society
Respect and social inclusion	Respected and respectful
Civic participation and employment	Life has purpose and meaning
Communication and information	In touch with a changing world
Community support and health services	Able to manage health issues including mental health
Outdoor spaces and buildings	Activity and a positive attitude
Transportation	Able to get around

The name of the strategy 'No Barrier' is derived from the popular saying 'age is no barrier' made famous by Jackie Joyner-Kersey, a multiple gold medal Olympian.

“ Age is no barrier.
It's a limitation you put on your mind.
Jackie Joyner-Kersey

The development of this strategy is a timely implementation of Focus Area 2.2.6 of the Community Vision 2021 – 2031 Council Plan considering the Commonwealth Government's aged care reforms and how they impact on the capacity of Council to deliver aged and disability services. It is also timely in terms of social recovery from the impacts of the COVID-19 pandemic.



7> WHY & THE FUTURE?

VISION AND PURPOSE

> VISION

Hepburn Shire - an inclusive rural community located in Dja Dja Wurrung country where older people are valued, partnerships are fostered, environment is protected, diversity supported, and innovation embraced.

> PURPOSE

The No Barrier Positive Ageing Strategy 2022 – 2030 aims to present a way forward for Council with actions that improve outcomes and address the barriers faced by older people in the community.

8 > FOCUS AREAS & OBJECTIVES

VISION AND PURPOSE

Focus area 1

Communication and information

In touch with a changing world

Objectives:

- 1.1 Improve** access to information for older people that enables them to make informed decisions about their lives.
- 1.2 Increase support** for internet access and digital technology (the digital divide).
- 1.3 Promote** and **encourage** programs that help older people keep up with and adapt to a rapidly changing world.
- 1.4 Increase** community awareness of local support services.

“Age is an issue of mind over matter. If you don't mind, it doesn't matter.

Mark Twain

Focus area 2

Community support and health services

Able to manage health issues including mental health

Objectives:

- 2.1 Encourage** older people to be physically active, have fun and eat nutritious meals.
- 2.2 Promote** healthy behaviours that help reduce the risk of serious illness.
- 2.3 Support** the transition of home care services from Council to a values-aligned service provider funded by the Commonwealth Government.
- 2.4 Promote, encourage, and advocate** for programs that provide opportunities for older people to manage their health issues, including mental health, and to have the ability to independently manage their own affairs in order to 'age well' at home, and increase referral pathways.
- 2.5 Advocate** and **partner** with local networks to ensure equitable service delivery across the region.
- 2.6 Advocate** for the needs of the community and will hold accountable Commonwealth and State Governments and the appointed home support providers for the delivery of quality services to the Hepburn community.

8> FOCUS AREAS cont.

Focus area 3

Housing

Safe and secure at home and financially

Objectives:

- 3.1 Advocate and support** initiatives that improve the availability of a range of housing options to meet the changing needs of older people as they age. Incorporate universal design principles.
- 3.2 Ensure** older residents can access emergency planning information to make informed choices regarding their personal situation.
- 3.3 Promote and encourage** programs that assist older people to feel safe and secure in their homes as well as financially.
 - Links to Revenue and Rating Plan 2021-2025, 5.8 Rebates and Concessions
- 3.4 Support** partnerships to improve housing access and support services.

Focus area 4

Outdoor spaces and buildings Activity and a positive attitude

Objectives:

- 4.1 Design, build and maintain** open spaces, community facilities and outdoor infrastructure that helps support the health and wellbeing and social connectiveness of older community members.
 - Links to Aquatics strategy, Objective 1 & 3.
 - Links to Play Space Strategy 2020-2030, Pillar 1.
- 4.2 Encourage** a positive attitude towards ageing by promoting enjoyment of life, living life to the full, having fun and promoting new experiences.
- 4.3 Support** programs that address the challenges of ageing.



Focus area 5

Transportation

Able to get around

Objectives:

- 5.1 Support** initiatives that provide effective, safe, affordable and accessible transport options.
- 5.2 Improve** the community's knowledge of existing local transport options available in Hepburn Shire.
- 5.3 Advocate, promote and investigate** solutions to the continual improvement of an accessible transport and mobility system that supports the wellbeing of older people.



Focus area 6

Social participation

Connected to family friends and society

Objectives:

- 6.1 Enable** opportunities for older people to engage and socially participate in activities that address social isolation.
- 6.2 Support** existing and emerging community groups in their provision of social activities.
 - Links to Events Strategy 2020-2025, Strategy 4
- 6.3 Promote and encourage** programs that sustain connections between older people and their family, friends, and society. Including intergenerational activity.
 - Links to Aquatic strategy, Objective 1
- 6.4 Encourage** older people to increase participation in Council committees, celebrations and events, e.g. R U OK day, 16 Days of Activism, Seniors Week, Chillout Festival, etc.
 - Links to Women and Girl's strategy, Strategic Pillar 1

8> FOCUS AREAS cont.

Focus area 7

Civic participation and employment

Life has purpose and meaning

Objectives:

- 7.1 Increase opportunities** and decrease barriers of engagement in a diverse range of employment, continual learning, and volunteering activities. Links to Gender Equality Action Plan 2021-2025, Priority 2.
- 7.2 Promote** the rights and abilities of older people to participate in civic life.
- 7.3 Promote** and **encourage** programs that provide older people with self-determination, fulfillment, a meaningful social role or to receive recognition.
 - Links to Disability Access and Inclusion Plan 2018-2022, Objective 3.

“ You don’t stop laughing when you grow old, you grow old when you stop laughing.

George Bernard Shaw

Focus area 8

Respect and social inclusion

Respected and respectful

Objectives:

- 8.1 Ensure** meaningful consultation occurs with older residents on issues that affect them.
- 8.2 Create** a positive ageing network to increase awareness and accountability of support services available for older people.
- 8.3 Promote** positive, respectful inclusion within the community.
 - Links to Gender Equality Action Plan 2021-2025, Priority 1.
- 8.4 Support** activities that help prevent elder abuse and ageism.
- 8.5 Promote** and **encourage** programs that reduce any stigma associated with being older. Inc. and provides for intergenerational activities and cross generational engagement.
- 8.6 Acknowledge** and **celebrate** achievements and contributions from older people.





9> WHAT'S NEXT?

REVIEW AND EVALUATION

Council will strive to meet the needs of people over 55 years (50 years for Aboriginal people) through thoughtful partnerships, planning, networking, and creating environments that remove barriers of access to local support systems that ensure everyone has the opportunity to age positively.

Council is working together with local groups and service providers all playing a key role in the development and implementation of the **'No Barriers'** strategy.

Action Plan

An Action Plan will be developed in line with this Strategy stating the individual actions that will be taken under each objective. This will include year of priority, Council's role (Facilitate, Partner or Advocate), lead agent, cost of action and links to current Council Strategies and Plans. A communication plan will set out how Council will inform the community of implementation and outcomes to date.

Implementation

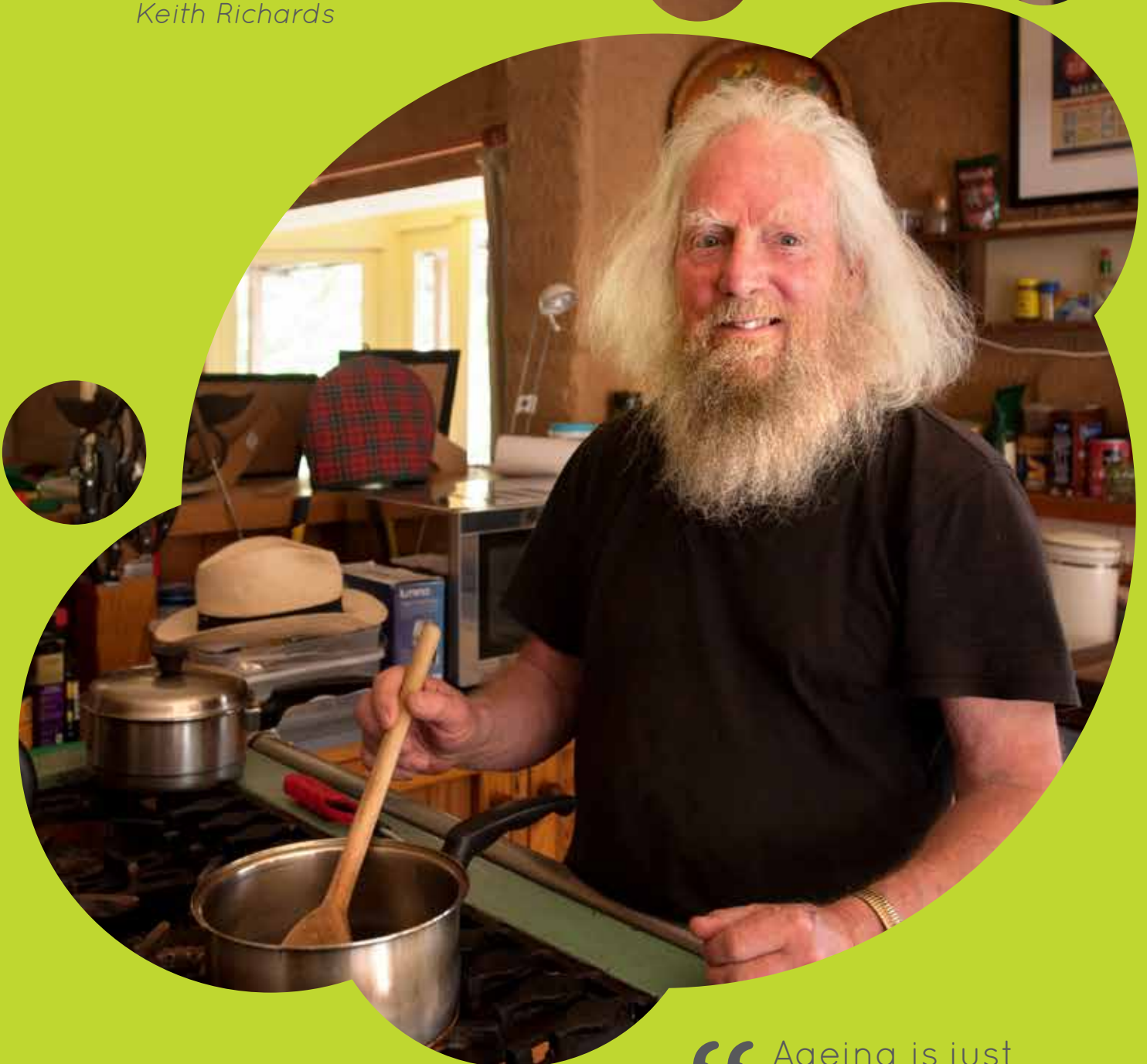
The role of local government across the positive ageing sector should focus on community connection, communication, and information, planning and coordination, advocacy and networking, programs and activities, strengthening community capacity and infrastructure and accessibility.

Council has developed strategic priorities and actions for people over 55 years of age (50+ for Aboriginal people) to guide Council's decision making over the next eight years. A process of continuous improvement will be established to allow for flexibility and adaptability for positive ageing planning. Where required, Council will develop specific action plans in partnership with key service providers and organisations to ensure the priorities are met.

Review and evaluation

Council will monitor and report on the success and progress of the plan. The Health and Wellbeing survey will be implemented to provide a baseline measure for the strategy. This survey will be run bi-annually to review outcomes of the action plan. This will assist in determining if positive change has occurred in the community, as well as identifying any required modifications and new actions.

“ Getting old is a
fascination thing.
The older you get, the
older you want to get.
Keith Richards




“ Ageing is just
another word
for living.
Cindy Joseph

>NOTES

Handwriting practice lines consisting of 20 horizontal dotted lines.



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Corner Duke &
Albert Streets, Daylesford

CRESWICK

68 Albert Street,
Creswick

CLUNES

The Warehouse - Clunes
36 Fraser Street, Clunes

TRENTHAM

13 Albert Street,
Trentham

13.2 APPOINTMENT OF MEMBERS TO THE RECONCILIATION ADVISORY COMMITTEE

INTERIM DIRECTOR COMMUNITY AND DEVELOPMENT

In providing this advice to Council as the Reconciliation Officer, I Annette Millar have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

Council's previous Reconciliation Action Plan Advisory Committee (RAPAC) provided valuable advice on the development and implementation of Hepburn's first "Reflect" Reconciliation Action Plan 2018/2019.

At its meeting in September 2021 Council adopted a new Terms of Reference for a Reconciliation Advisory Committee to focus on the development of a new Reconciliation Action Plan in 2022. The existing Committee was dissolved, remuneration for Traditional Owner members was addressed, and the term of membership was increased from eighteen months to four years.

Public Expressions of Interest for the new Reconciliation Advisory Committee was advertised from 14 June to the 10 July 2022. The Terms of Reference specify that there will be between four and ten community representatives.

Nine applications were received from individuals and have been assessed by the selection panel comprising two Council Officers and one Council Coordinator. All applicants met the advertised criteria and are recommended for appointment. In addition to the nine EOIs received, DJAARA has advised that a representative will be nominated when available. It is recommended that the Advisory Committee be established with the nine individual community representatives in addition one member to represent DJAARA.

OFFICER'S RECOMMENDATION

That Council:

- 1. Appoints the following members to the Reconciliation Advisory Committee for a four-year term:*

- *Barry Goanna Golding*
- *Jason Boston*
- *Rod Poxon*
- *Gary Lawrence*
- *Craig Barrett*
- *Noah Tyler*

- *Nola Orr*
- *Dale McDonald*
- *Erica Higgins*

2. *Appoints a member to be nominated by DJAARA as Dja Dja Wurrung Peoples representative.*

MOTION

That Council:

1. *Appoints the following members to the Reconciliation Advisory Committee for a four-year term:*
 - *Barry Goanna Golding*
 - *Jason Boston*
 - *Rod Poxon*
 - *Gary Lawrence*
 - *Craig Barrett*
 - *Noah Tyler*
 - *Nola Orr*
 - *Dale McDonald*
 - *Erica Higgins*
2. *Appoints a member to be nominated by DJAARA as Dja Dja Wurrung Peoples representative.*

Moved: Cr Jen Bray

Seconded: Cr Brian Hood

Carried

BACKGROUND

Council is committed to promoting reconciliation and working in partnership with the Traditional Owners of the Hepburn area.

Since 2017, there has been a Reconciliation Action Plan Reference Group established by Council with the purpose of assisting in the development of Council's first "Reflect" Reconciliation Action Plan (RAP). The Terms of Reference were subsequently updated in November 2018 to reflect a change in purpose to supporting the implementation of Reconciliation activities. The Reference Group transitioned to an Advisory Committee (RAPAC) in 2019.

The Reconciliation Action Plan was adopted in June 2018, and the RAPAC continued to provide advice on the implementation of Actions from the Plan. Some of the progress and achievements since the adoption of the "Reflect" RAP and the establishment of the RAPAC include:

- Establishing a Cultural Competency programme for staff and Councillors;
- Encouraging Dja Dja Wurrung enterprise procurement through exemptions in Council's procurement policy;
- Opening the Manna Gums Frontier Wars Memorial, Australia's first Avenue of Honour to acknowledge the Aboriginal lives lost in the Frontier Wars and Massacres and;
- Proposing the renaming of Jim Crow Creek to the name recommended by Dja Dja Wurrung elders and representatives, "Larni Barramal Yaluk".

Following the implementation of key actions from the first RAP, a new Terms of Reference was adopted by Council at its Ordinary Meeting in September 2021 for a Reconciliation Advisory Committee to focus on the development of a new Reconciliation Action Plan in 2022. The Terms of Reference for the new Committee included remuneration for Traditional Owner members, specified that there would be between four and ten community representatives, and the term of membership was increased from eighteen months to four years.

Public Expressions of Interest for community members to join the new Reconciliation Advisory Committee was advertised from 14 June to the 10 July 2022. All previous members of the RAPAC were invited to apply.

Nine applications were received from individuals and have been assessed by the selection panel comprising two Council Officers and one Council Coordinator. All applicants met the advertised criteria and are recommended for appointment. In addition to the nine EOIs received, DJAARA has advised that a representative will be nominated when available.

KEY ISSUES

The selection panel considered the nine Expressions of Interest against the Selection Criteria as they are specified in the Terms of Reference:

1. Applied knowledge of Aboriginal and Torres Strait Islander history
2. An understanding of the barriers and issues affecting Aboriginal and Torres Strait Islander individuals and communities in the Hepburn Shire Council region and in the broader context.
3. Relevance of background and expertise to assist in the implementation and future development of Hepburn Shire Council's Reconciliation Action Plans.
4. Ability to influence with the purpose of promoting reconciliation in the Hepburn Shire (e.g., affiliations with community organisations, local businesses, Aboriginal and Torres Strait Islander communities, organisations and businesses).
5. Ability to work collaboratively and constructively with key stakeholders and the community.
6. People who identify as Djaara (Traditional Owner), Aboriginal and/or Torres Strait Islander.

7. An understanding or willingness to learn the historical policies and social context that have detrimentally affected First Nation Peoples.

POLICY AND STATUTORY IMPLICATIONS

Relevant state context for the work of the Reconciliation Advisory Committee includes the *Aboriginal and Local Government Strategy 2021-2026*

Council Plan 2021-2025

Embracing our past and planning for the future

3.1 Partner with and empower our Traditional Owners and broader community to acknowledge, understand, celebrate and preserve our area's cultures, traditions and environs.

A dynamic and responsive Council

5.1 Harness community expertise.

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

Council has allocated an operating budget to the development and implementation of the Hepburn Reconciliation Action Plan.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The invitation to submit Expressions of Interest was advertised by Council through social media, a media release, flyers and was featured in the *Hepburn News* e-newsletter, *The Local* and the *Trentham Trumpet*.

An official invitation to Express Interest was submitted to DJAARA in accordance with the Terms of Reference.

Members of the dissolved RAPAC were contacted by email to invite them to submit an Expression of Interest to the new committee. Four members of the previous RAPAC have expressed interest in joining the RAC.

14 EMBRACING OUR PAST AND PLANNING FOR OUR FUTURE

14.1 CONTRACT AWARD - HEPBU.RFT2022.87 - CRESWICK TOWN HALL CONDITION UPGRADE

DIRECTOR INFRASTRUCTURE AND DELIVERY

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

ATTACHMENTS

1. CONFIDENTIAL - Tenders Evaluation HEPBU RFT2022 - Creswick Town Hall Condition Upgrade [14.1.1 - 7 pages]

EXECUTIVE SUMMARY

Heritage building experts assessed the Creswick Town Hall and recommended a program of works to renew the building and prevent deterioration. The current scope was identified as priority works and was successful in attracting external funding. Designs and approvals are complete, and procurement for the works has been undertaken.

OFFICER'S RECOMMENDATION

That Council:

1. *Awards contract number HEPBU.RFT2022.87 – Creswick Town Hall Remediation Works for the fixed lump sum of \$922,678 exclusive of GST to SIDA CONSTRUCTIONS P/L;*
2. *Does not exercise the tender option to remove the bio box for \$79,245.92 exclusive of GST due to budget limitations, and commits to seeking further funding for this element of the project;*
3. *Approves Council Officers to make variations to the Contract, within approved Officer Delegations for each variation, and within approved budgets;*
4. *Delegates the Chief Executive Officer to sign and seal the contract documents on behalf of Council; and*
5. *Resolves that Tender Evaluation Report remains confidential.*

MOTION

That Council:

1. *Awards contract number HEPBU.RFT2022.87 – Creswick Town Hall Remediation Works for the fixed lump sum of \$922,678 exclusive of GST to SIDA CONSTRUCTIONS P/L;*

2. *Does not exercise the tender option to remove the bio box;*
3. *Approves Council Officers to make variations to the Contract, within approved Officer Delegations for each variation, and within approved budgets;*
4. *Delegates the Chief Executive Officer to sign and seal the contract documents on behalf of Council; and*
5. *Resolves that Tender Evaluation Report remains confidential.*

Moved: Cr Don Henderson

Seconded: Cr Jen Bray

Carried

BACKGROUND

The Creswick Town Hall is listed on the Victorian Heritage Register as being of state significance.

This project scope was developed from the outcomes of a condition report carried out by Andronas Conservation Architecture in 2019. In 2021 Council was successful in receiving \$500,000 funding from the Victorian State Government and an additional \$432,673 in funding from the Local Roads and Community Infrastructure fund. Council is also contributing \$148,000 towards the project.

Conservation Studio Australia was engaged to provide further heritage advice, historian consultation, detailed design and documentation, a Heritage Impact Statement and a successful application for Heritage Victoria (HV) exemption permit for all scoped works. An engineer subsequently determined the flag pole, its support beam and access stair were in need of replacement rather than repair.

The scope of works includes roof repairs, window and door repairs, external repairs and painting, flagpole replacement, and removal of the bio box.

A cost plan report was carried out and the total cost estimate was for \$1,044,500 ex GST including contingencies. Due to current market volatility factors the sum was higher than anticipated and the tender has been structured to allow for the scope to be reduced to suit the budget.

KEY ISSUES

The current scope includes removal of the 'bio box'. The bio box is a non-original addition that was used to house a film projector. Heritage specialists have deemed that the bio box detracts from the heritage significance of the building. The bio box has been inaccessible and disused for many years.

Retaining the bio box will have future years cost implications from a maintenance perspective. The windows and door are decaying and not functional, the balcony is not able to be accessed without high access equipment and multiple staff present. Presently Council maintenance staff are unable to do this.

There is suspected asbestos present in the form of cladding in areas adjacent to windows which will be safely removed if/when the Bio box is removed.

The addition is not original - believed to be built in the 1940s, it has no function for which it was intended due to the progression of modern electronic projector equipment not needing to be isolated.

The structure cannot be made accessible for all abilities, has no use and detracts from the aesthetics of the original design.

Officers understand there to be a diversity of views in the community on the support for removing or retaining the bio box. Given the aspects of the bio box outlined above, officers support the conservation architect's recommendation to remove the bio box. The additional cost in the recommended tenderer's submission to remove the bio box is considered good value.

The request for tender was structured with the option to include or exclude the removal of the bio box from scope.

The recommended tenderer submitted a price for both the full scope, and the scope excluding the removal of the bio box. Given the reasoning above, officers recommend delivering the full scope. Alternatively, the contract is well set up to deliver the scope excluding the removal of the bio box, should Council prefer that option.

POLICY AND STATUTORY IMPLICATIONS

This project delivers on the Council Plan 2021-2025 strategy:

Embracing our past and planning for the future.

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

The implications of the Heritage Act 2017 on the project have been addressed through the permit process with Heritage Victoria.

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

The standard sustainability evaluation criterion was one of the criteria used for the assessment of the Requests for Tender. There are no direct sustainability implications of the works.

FINANCIAL IMPLICATIONS

The total project budget is \$1,080,674, with \$500,000 funded from Regional Development Victoria (RDV) and \$432,673 from Local Roads and Community Infrastructure (LRCI).

Officers recommend the awarding of the contract to SIDA Constructions Pty Ltd (without the option to demolish the bio box) for **\$922,678 (excl. GST)**. The recommendation to not exercise the option to demolish the bio box reflects the budget shortfall that would result from that option. The table below shows the total estimated project costs for both the option of full scope delivery, and of the scope excluding the bio box removal.

Project Budget Allocation	\$1,080,674	
Actual Expenditure – To: 5/08/2022	\$73,013	
	Biobox retained	Biobox removed
Recommended Tender Amount	\$922,678	\$1,001,923.92
Project Management	\$50,000	\$50,000
Estimated Additional Costs Against Project – Additional Contingency	\$138,000	\$150,000
Total Estimated Expenditure Against Project *	\$1,183,691	\$1,274,936.92
Shortfall on Project	(\$103,017)	(\$194,262.92)

RISK IMPLICATIONS

The current scope includes works prioritised to reduce risk, based on the building condition, primarily maintenance risks and prevention of further damage.

Additionally, the risk of managing a state-significant heritage building in a way that detracts from the heritage is being managed by including in scope the removal of the bio box.

There is a risk that some community members do not support the removal of the bio box. Given the strength of support from heritage architects and Heritage Victoria for the removal of the bio box, and that most projects experience a diversity of levels of support, this risk is considered acceptable.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The community engagement approach for this project is at the inform level. The project is rated as *low* on Council's community engagement matrix. This is typical for building renewal works that are prioritised through a building condition report, and

particularly where the works are on a heritage listed building and recommended by three independent heritage experts. Key stakeholders have been informed throughout the project, and broader communication has also occurred.

Officers have reviewed the response to Facebook posts for the project, including those shared to other pages, and the significant majority are positive. For example on the Facebook post on 16 June 2022 on the project,

- Council’s Facebook post received 16 thumbs up and 1 wow reaction, along with two comments – neither related to the actual project
- Cr Drylie shared the Facebook post on the Creswick Noticeboard, and this received 12 likes and 1 wow reaction and no comments
- Discover Creswick shared the Facebook post and this received 1 love reaction and 5 likes
- It was also shared by two individuals.

An April Facebook post on the project garnered a number of comments, none opposing the possible removal of the bio box, one commenter praising the removal of the bio box. The post received one ‘care’ reaction, 17 likes, and six shares.

Most recently, a Facebook post informed community members that officers would be available to discuss the project at the Creswick Listening Post. Officers talked to three community members at the Listening Post who felt very strongly about retaining the bio box. Their view generally was that some residents have strong memories of past activities at the hall related to the screening of films. In addition, they thought the shelter from the weather that the structure provided at the entrance to the hall was important.

14.2 CONTRACT AWARD - HEPBU.RFT2022.79 - PUBLIC AMENITY UPGRADE – QUARRY STREET RESERVE TRENTHAM

DIRECTOR INFRASTRUCTURE AND DELIVERY

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

ATTACHMENTS

1. CONFIDENTIAL - Tender Evaluation Report - HEPBU RFT2022 79 Quarry Street Reserve [14.2.1 - 6 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider the awarding of contract HEPBU.RFT2022.79 – Amenity Upgrade – Quarry Street Reserve TRENTHAM.

OFFICER'S RECOMMENDATION

That Council:

1. *Awards Contract Number HEPBU.RFT2022.79 for the fixed lump sum of \$348,122 exclusive of GST to Ferrum Group.*
2. *Approves Council Officers to make variations within approved Officer Delegations for each variation, and within approved budgets.*
3. *Authorises Chief Executive Officer to sign and seal the contract documents on behalf of Council.*
4. *Resolves that the tender evaluation report remains confidential.*

MOTION

That Council:

1. *Awards Contract Number HEPBU.RFT2022.79 for the fixed lump sum of \$348,122 exclusive of GST to Ferrum Group.*
2. *Approves Council Officers to make variations within approved Officer Delegations for each variation, and within approved budgets.*
3. *Authorises Chief Executive Officer to sign and seal the contract documents on behalf of Council.*
4. *Resolves that the tender evaluation report remains confidential.*

Moved: Cr Brian Hood

Seconded: Cr Don Henderson

Carried

BACKGROUND

Council has committed to the upgrade of the toilets and shelter at Quarry Street Reserve, Trentham, in response to the priorities of the reserve's Committee of Management. The Reserve is not a Council owned or managed property, with the community based Committee of Management delegated directly under DELWP.

The committee had previously drafted a design utilising an architect, which formed the basis of the detailed design used for the tender.

KEY ISSUES

The upgrade of these toilets and shelter was part of two previous tendering efforts, neither of which resulted in the awarding of a contract. Well documented challenges in the construction industry contributed to this tendering difficulty.

One submission to this most recent tender process has been evaluated against key criteria and is considered suitable. Appropriate contingency has been allowed to accommodate volatility in supply and costs issues resulting from the aforementioned construction industry challenges.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

Embracing our past and planning for the future

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

The budget for this project is \$480,000. If this contract is awarded, the projected total project cost will be \$519,033. The shortfall of \$39,033 will be accommodated through the mid-year budget review, (incorporating budget carry forward process from 2021-22).

Project Budget Allocation	\$480,000
----------------------------------	-----------

Actual Expenditure – To: 29/07/2022	\$79,033
Recommended Tender Amount	\$348,122
Estimated Additional Costs Against Project	\$91,878
Total Estimated Expenditure Against Project	\$519,033
Shortfall on Project	\$39,033
Funding Source if Shortfall Exists	Mid year budget review

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council officers have been liaising with the Quarry Street Reserve Committee of Management throughout the life of the project. The Committee of Management have been empowered to lead the design and undertake community consultation for the project.

14.3 CONTRACT AWARD - 2403/0109 - BULK FUEL SUPPLY DIRECTOR INFRASTRUCTURE AND DELIVERY

In providing this advice to Council as the Manager Operations, I Tristan May have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Tender Evaluation Report 2403/0109 - Bulk Fuel Supply
[14.3.1 - 19 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider awarding a contract through Procurement Australia for a minimum period of two (2) years for Contract No. 2403-0109 – Bulk Fuel Supply.

Council have previously been a signatory to this Procurement Australia contract which supplies Diesel to Council's Daylesford Operations Depot. Council officers have not experienced any issues with the previous contract and therefore endorse this contract for approval.

On average, Council take delivery of and use in the order of 100,000 - 120,000 litres of diesel annually for the Daylesford Depot. The current cost of diesel delivered is \$2.18/litre.

Fuel prices have increased substantially over the last few years and with no certainty as to when the peak prices may be reached, officers will monitor this expense over the financial year to ensure costs are contained within nominated budgets.

OFFICER'S RECOMMENDATION

That Council:

1. *Awards the Procurement Australia Contract number 2403/0109 - Bulk Fuel Supply for the next two (2) years;*
2. *Authorises officers to exercise the further one (1) year extension option if satisfied the ongoing service delivery standards are being met and the contract provides value for money;*
3. *Authorises the Chief Executive Officer to sign and seal the contract documents; and*
4. *Resolves that the tender evaluation report remains confidential.*

MOTION

That Council:

1. *Awards the Procurement Australia Contract number 2403/0109 - Bulk Fuel Supply for the next two (2) years;*
2. *Authorises officers to exercise the further one (1) year extension option if satisfied the ongoing service delivery standards are being met and the contract provides value for money;*
3. *Authorises the Chief Executive Officer to sign and seal the contract documents; and*
4. *Resolves that the tender evaluation report remains confidential.*

Moved: Cr Lesley Hewitt

Seconded: Cr Don Henderson

Carried

BACKGROUND

Council has many plant items that operate on diesel fuel and has storage capacity for this located at the Daylesford Operations Depot. The supply of similar fuel for plant and machinery based at the Creswick depot is supplied from the local outlets on demand through fuel cards. The Daylesford Operations Depot operates an above ground tank that stores 12,000 litres of fuel which is generally filled on a two-week cycle by bulk delivery.

During the last financial year Council took delivery of 107,673 litres of diesel fuel at a total cost of approximately \$180,000. This financial year Council's diesel requirements to continue our operations is expected to increase to be in the order of \$280,000 - \$300,000. This is an estimate based on the current price and anticipated increases, although this is an estimate only.

KEY ISSUES

Council has the ability to enter into an agreement with Procurement Australia through Contract No. 2403/0109 - Bulk Fuel Supply, for the supply of bulk diesel for the next 2 years, with an option for a 1-year extension.

This contract has been market tested in accordance with Council's procurement policy and as per the attached evaluation report, has been independently evaluated and assessed through Procurement Australia.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

5.5 Strong asset management and renewal.

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

The anticipated cost to Council's Operations department for the delivery of bulk diesel for the upcoming financial year is expected to be in the order of \$280,000 - \$300,000. This value is based on our standard operational activities and takes into consideration a steady, modest growth in fuel over the next 12 months.

RISK IMPLICATIONS

The cost of fuel has steadily increased over the past 12 months and is expected to continue. Council's Operations department will monitor this expense over the financial year to ensure costs are contained within nominated maintenance budgets and any major implications will be reported back to Council.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report.

15 A DYNAMIC AND RESPONSIVE COUNCIL

15.1 ADOPTION OF HEPBURN SHIRE COUNCIL'S GOVERNANCE RULES AND ELECTION PERIOD POLICY 2022 ACTING DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Manager Governance and Risk, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. Summary of Submissions - Governance Rules review - 2022 [**15.1.1** - 3 pages]
2. Hepburn Shire Council Governance Rules and Election Period Policy [**15.1.2** - 64 pages]

EXECUTIVE SUMMARY

From 2 September 2022 onwards, an amendment to the *Local Government Act 2020* (the Act) will permanently enable Councils to conduct meetings by electronic means in accordance with relevant Governance Rules.

To comply with these measures, Council's current Governance Rules need to be updated to allow for hybrid meetings. Council is also taking the opportunity to review the Governance Rules in full for clarity and completeness.

Public consultation was conducted for 13-27 July 2022 and Council received 47 submissions. The submissions were supportive of the changes being proposed.

OFFICER'S RECOMMENDATION

That Council:

1. *Acknowledges those that made a submission and thanks them for their contributions;*
2. *Adopts the Governance Rules and Election Period Policy, in accordance with the Local Government Act 2020;*
3. *Notes that the Governance Rules and Election Period Policy will come into effect from 1 September 2022;*
4. *Rescinds Local Law no 1: Meeting Procedures 2014, noting that the last remaining provisions relating to the Common Seal have been included in the Governance Rules and Election Period Policy, and;*
5. *Notes that, from 1 September 2022, those wishing to address Councillors regarding statutory planning applications will be invited to speak at a Councillor Briefing instead of a Council Meeting.*

MOTION

That Council:

- 1. Acknowledges those that made a submission and thanks them for their contributions;*
- 2. Adopts the Governance Rules and Election Period Policy, in accordance with the Local Government Act 2020;*
- 3. Amends the Draft Governance Rules to keep recordings of Council Meetings in perpetuity (Item 104.6);*
- 4. Amends the Draft Governance Rules to maintain the existing deadline for Councillor Reports of 5pm the day after the Council Meeting;*
- 5. Notes that the Governance Rules and Election Period Policy will come into effect from 1 September 2022;*
- 6. Rescinds Local Law no 1: Meeting Procedures 2014, noting that the last remaining provisions relating to the Common Seal have been included in the Governance Rules and Election Period Policy, and;*
- 7. Notes that, from 1 September 2022, those wishing to address Councillors regarding statutory planning applications will be invited to speak at a Councillor Briefing instead of a Council Meeting.*

Moved: Cr Juliet Simpson

Seconded: Cr Jen Bray

Carried

BACKGROUND

From 2 September 2022 onwards, Councils will be permanently enabled to conduct meetings by electronic means in accordance with relevant Governance Rules.

To comply with these measures, Council's current Governance Rules will be updated to allow for hybrid meetings and clarify requirements for virtual participation by the public.

Council is also taking the opportunity to review the Governance Rules in full for clarity and completeness, based on enquiries from Councillors and areas where further advice has been required, and to improve the flow of Council Meetings.

Community consultation was undertaken from 13-27 July 2022, with 47 Submissions received (including one duplicate submission). This is a hugely successful engagement for a procedural document such as the Governance Rules, and the majority of submissions were supportive of the changes proposed.

KEY ISSUES

What are Governance Rules?

The Governance Rules establish the context in which Council decisions will be made, provide rules by which meetings are conducted, and ensure that matters are dealt with consistently and efficiently.

The Governance Rules, as adopted in 2020, are based on the template provided by Maddocks to ensure best practice for meeting procedures, and ensure compliance with the *Local Government Act 2020*.

What changes are being proposed?

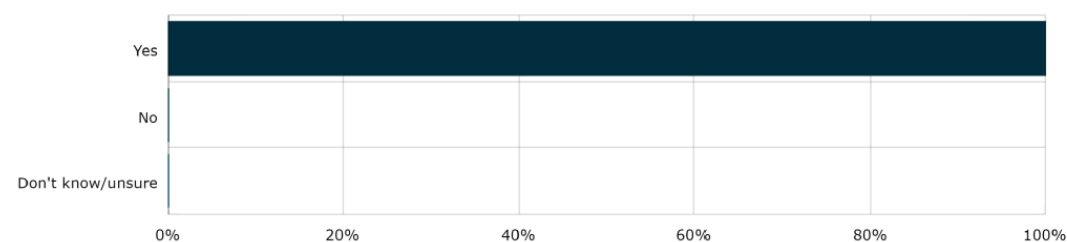
The following changes have been incorporated into the draft Governance Rules:

- Councillors will be able to attend in-person or virtually;
- Community members addressing Council will be able to attend in-person or virtually;
- Community members asking questions can read their question themselves or ask the CEO to read the question on their behalf if they are in attendance;
- The Mayor or CEO will read their question if they are not in attendance;
- The CEO will be empowered to refuse questions that do not meet the current requirements of the governance rules;
- The deadline for petitions will be aligned with deadline for Public Participation time of 10am the day before the Council Meeting;
- Online petitions will be accepted, as long as a list of names, email addresses and postcode or townships is provided;
- Notices of Motion will be due to the CEO by 12 noon 8 business days before the Council Meeting;
- Written Councillor reports will need to be provided to Governance by 5pm 1 week before the Council Meeting so they can be included in the agenda;
- Provisions related to speakers to statutory planning applications have been removed, and speakers will instead be invited to address Councillors at a Councillor Briefing;
- Binary language has been removed throughout the document;
- The common seal provisions have been included in the Governance Rules, and Local Law no. 1 will be rescinded;
- Removal of references to the 2020 election in the Election Period Policy;
- A number of clarifying changes recommended by Maddocks Lawyers to:
 - make it clear that the Mayor can only be elected with an absolute majority of votes;
 - reflect the repeal of certain provisions in the Local Government Act 1989;
 - Provide clarity regarding the foreshadowing of motions.

Outcomes from community consultation

Overwhelmingly, the survey results showed support for the changes being proposed. All respondents supported those addressing Council during Public Participation Time being able to do so virtually or in person:

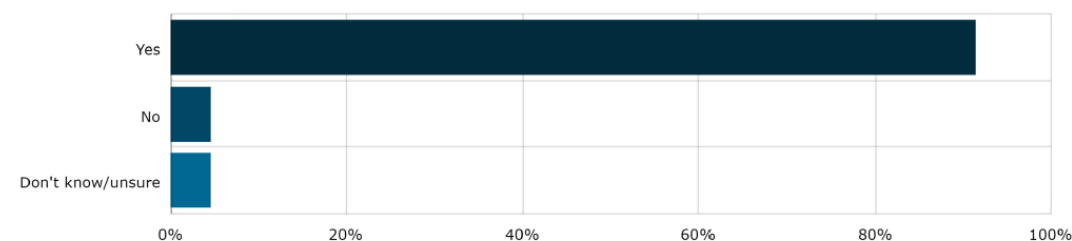
4. The amendment to the Local Government Act 2020 allows for community members to address Council virtually, even for in person meetings. Would you like the Governance Rules to allow for people to choose whether they attend virtually or in-person for future meetings? Required
Select Box | Skipped: 0 | Answered: 46 (100%)



Answer choices	Percent	Count
Yes	100.00%	46
No	0%	0
Don't know/unsure	0%	0
Total	100.00%	46

Most respondents (91.30%) supported the CEO or the Mayor reading their question if they were unable to attend or preferred not to read their question:

6. Under the current Governance Rules, people are required to be in attendance at the Meeting to ask a question of Council. For future meetings, we propose that the Mayor can read questions for those who aren't able to attend the meeting. Do you support this change? Required
Select Box | Skipped: 0 | Answered: 46 (100%)

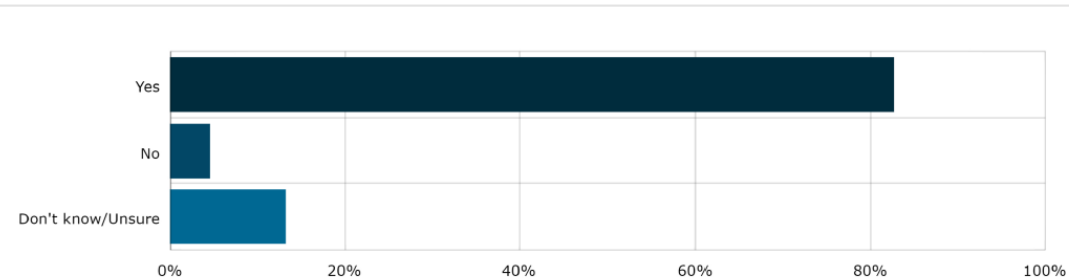


Answer choices	Percent	Count
Yes	91.30%	42
No	4.35%	2
Don't know/unsure	4.35%	2
Total	100.00%	46

Most respondents (82.61%) also supported speakers to statutory planning matters being invited to address Councillor Briefing, rather than a Council Meeting:

8. Under the current Governance Rules, applicants and objectors to planning applications are invited to speak at a Council Meeting when the application is considered by Council. Officers are proposing to invite applicants and objectors to speak to a Councillor Briefing instead. This change would allow the views and concerns of applicants and objectors to be heard by Councillors much earlier in the decision process, enabling Councillors the opportunity to receive and consider all relevant planning information well prior to a report being presented to a Council Meeting. Would you support speakers being invited to a Councillor Briefing? Required

Select Box | Skipped: 0 | Answered: 46 (100%)



Answer choices	Percent	Count
Yes	82.61%	38
No	4.35%	2
Don't know/Unsure	13.04%	6
Total	100.00%	46

Many submitters raised concerns regarding the sound quality for those attending Council Meetings in person, as well as the quality of the recording. While these issues do not require a change to the Governance Rules, Council is currently procuring audio and visual equipment to improve the experience for those watching Council Meetings both in-person and online.

Some submissions suggested changes that are already incorporated in the draft Rules:

- Request for fillable forms to be available to submit public questions.
- Continue to live stream Council Meetings for accessibility.
- Enable those addressing Council to do so virtually.
- Enable those asking questions to have their question read by the Chair or CEO if they are unable to attend.
- Establish a code of conduct for community members attending Council Meetings.
- Minutes to record how each Councillor voted.
- Request for online petitions to be accepted.

There were a number of suggestions for additional changes that have not been incorporated into the draft Rules for reasons explained in the summary of submissions (attached). These included:

- Allow follow up questions during public participation time.
- Allow questions to be asked of individual Councillors during the Meeting.
- Allow questions to be asked without notice at the meeting.

- Councillors to be required to state why they are voting a particular way.
- Enable Councillors to speak publicly regarding policies they disagree with.
- Extend public address time limit for speakers.
- Extension of time to submit a Notice of Motion for recission to 72 hours.
- Public to be allowed to record Council Meetings.
- Request for more interaction between Councillors and the gallery during meetings, including the ability to ask questions to Councillors.
- Request for online petitions not to be accepted.
- Requests to address to Council to receive a response at the Council Meeting.

Some submissions suggested changes that did not relate the Governance Rules. These have also been included in the attached summary of submissions.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

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

5.4 Improve staff resourcing, support, and capacity building.

Local Government Act 2020

The Regulatory Legislation Amendment (Reform) Act 2022 (the Amendment Act) received Royal Assent on 29 March 2022 and extends COVID-19 temporary measures for the holding of council meetings virtually through to 1 September 2022.

From 2 September 2022 onwards, Councils will be permanently enabled to conduct meetings by electronic means in accordance with relevant Governance Rules.

To comply with these measures, Council's current Governance Rules need to be updated to allow for hybrid meetings, and clarify requirements for virtual participation by the public.

Local Government Victoria (LGV) has developed guidelines to assist councils in updating their Governance Rules to reflect these permanent changes. These guidelines have been incorporated into the Draft Governance Rules.

GOVERNANCE ISSUES

Council first adopted its Governance Rules at the Special Council Meeting held on 25 August 2020. These are required under section 60 of the Local Government Act 2020 and deal with the following:

- Conduct of Council and delegated committee meetings
- Form and availability of meeting records
- Election of Mayor and Deputy Mayor and appointment of Acting Mayor

- Election Period Policy
- Procedures for disclosure of conflicts of interest

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

There are currently a number of challenges in providing adequate image and sound quality for both in-person and virtual participants. Council is currently exploring options to improve the experience for both in person and virtual attendees.

RISK IMPLICATIONS

Should Council not adopt revised Governance Rules, it would be required to revert to in person meetings or face the risk of decisions made at hybrid/virtual meetings being challenged.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

In line with Council's Community Engagement Policy, consultation undertaken was to inform and consult with the community in relation to the draft Governance Rules. From 13-27 July 2022, Council invited community feedback via Participate Hepburn, Facebook posts, a Media Release, and targeted emails to everyone who had addressed Council or asked a question in the last 6 months.

Council received 47 submissions. The survey focused on areas where the community would have greatest interest and ability to influence, namely:

- Public participation time, and;
- Hearing of speakers for planning applications.

In summary, of those who responded to the survey:

- 58.7% were aware of the Governance Rules before completing the survey;
- 69.57% had previously submitted a public question or addressed Council;
- 78.26% found the process of asking a question or requesting to address Council either simple or only a little complicated.

Survey respondents were mostly female (60.87%) and overwhelmingly from the Birch Ward (58.70%). Most respondents (63.04%) were over the age of 60.

MOTION

That Council approves an extension of the Ordinary Council Meeting for 16 August 2022 until the remaining items on the agenda have been considered.

Moved: Cr Don Henderson

Seconded: Cr Juliet Simpson

MOTION

That standing orders be suspended at 8:25pm for 5 minutes.

Moved: Cr Tessa Halliday

Seconded: Cr Jen Bray

Meeting proceedings were suspended at 8:25pm

MOTION

That standing orders be resumed at 8:30pm.

Moved: Cr Jen Bray

Seconded: Cr Don Henderson

Meeting proceedings resumed at 8:30pm

Cr Brian Hood declared a general conflict of interest in relation to item 15.2 and left the meeting at 8:30pm.

Change suggested	Response	Status
Request for fillable forms to be available to submit public questions.	Council recently launched its new website, which includes online forms for Public Participation time. No change to Governance Rules required.	Already available
Ability to amend Rules when required to provide accessibility requirement for those with a disability.	Rules may already be amended or adjusted to meet needs on request. This will also be incorporated into the form for Public Participation Time.	Already available
Continue to live stream Council Meetings for accessibility.	Already included in the Draft Governance Rules.	Already included
Enable those addressing Council or asking a question to do so virtually.	Community members will be able to address in person or virtually. If asking a question they will be able to read their question if they are present in the gallery. If they are not in attendance, their question will be read by the Mayor/CEO. Amendment already included in the Draft Governance Rules.	Already included
Establish a code of conduct for community members attending Council Meetings.	Guidelines for public conduct at Council Meetings are included in the Agenda papers, and the Governance Rules empower the Mayor to call to order anyone who is disrupting proceedings. No change to Governance Rules required.	Already included
Minutes to record how each Councillor voted	Amendment already included in the Draft Governance Rules.	Already included
Request for online petitions to be accepted	Amendment already included in the Draft Governance Rules.	Already included
Have those addressing Council or asking a question visible on the screen.	Council is currently investigating options for upgraded audio visual equipment to improve recording/streaming function and quality. No change to Governance Rules required.	Coming soon
Improvements to audio/visual technology	Council is currently investigating options for upgraded audio visual equipment to improve recording/streaming quality and audio in the Town Hall. No change to Governance Rules required.	Coming soon
Request to use an alternative platform to live stream Council Meetings, such as YouTube, rather than Facebook.	Council is currently investigating options for upgraded audio visual equipment to improve recording/streaming quality and audio in the Town Hall. No change to Governance Rules required.	Under investigation
Request for responses to Public Questions to more directly address the question.	Council will continue to work to improve responses. Questioners are also welcome to follow up with Council if further information is required.	Noted
Allow follow up questions during public participation time	The deadline for public questions ensures that accurate responses can be given, and removes the likelihood of questions needing to be taken on notice. The limit is applied to public participation time to ensure time is available for all those addressing Council to be heard. No change to the Governance Rules required.	Not included
Allow questions to be asked of individual Councillors during the Meeting	Council Meetings are a decision forum, established under the Local Government Act 2020. Community members are welcome to contact Councillors directly if they would like to ask questions of particular Councillors.	Not included
Allow questions to be asked without notice at the meeting	The deadline for public questions ensures that accurate responses can be given, and removes the likelihood of questions needing to be taken on notice.	Not included
Councillors to be required to state why they are voting a particular way	Community members are welcome to contact Councillors directly if they would like to ask questions of particular Councillors. No change to the Governance Rules required.	Not included

Change suggested	Response	Status
Enable Councillors to speak publicly regarding policies they disagree with.	Councillor conduct is governed by the Local Government Act 2020 and the Councillor Code of Conduct. No change to Governance Rules required.	Not included
Extend public address time limit	The time limit is applied to public participation time to ensure time is available for all those addressing Council to be heard. No change to the Governance Rules required.	Not included
Extension of time to submit a Notice of Motion for recission to 72 hours.	The current deadline allows for the business of Council to continue effectively and promptly. A recission notice also requires that a Motion has not been acted on, which is unlikely after 72 hours. No change to the Governance Rules required.	Not included
Public to be allowed to record Council Meetings	Council Meeting recordings are available to the public. No change to the Governance Rules required.	Not included
Request for more interaction between Councillors and the gallery during meetings, including the ability to ask questions to Councillors.	Council Meetings are primarily a decision forum, established under the Local Government Act 2020, and not a community engagement forum. Community members are welcome to contact their Ward Councillors directly, and can also attend regular Listening Post and Meet the Mayor sessions to engage with Councillors and the organisation. Individual projects also have their own consultation programs where community feedback is sought. All consultation is governed by Council's Community Engagement Policy. No change to Governance Rules required.	Not included
Request for online petitions not to be accepted	The majority of feedback received by Council to date is in favour of electronic petitions being accepted. There will still be a minimum standard required to ensure that individual signatories can be identified and remove the risk of duplicate signatures.	Not included
Requests to address to Council to receive a response at the Council Meeting.	Council Meetings are primarily a decision forum, established under the Local Government Act 2020, and not a community engagement forum. Those addressing Council are welcome to contact Council regarding their address, or to contact their Ward Councillors directly, and can also attend regular Listening Post and Meet the Mayor sessions to engage with Councillors and the organisation. No change to Governance Rules required.	Not included
Amendment to Planning Delegations to require more applications to come to Council for decision.	No change to the Governance Rules required.	NA
Establishment of a Public Oversight Committee and release of detailed expenditure reports.	Council publishes quarterly financial performance statements, which are included in Council Meeting Agenda's to be noted by Council. IBAC, the Inspectorate and the Victorian Ombudsman serve as oversight agencies for all Council's in Victoria. No change to Governance Rules required.	NA
Greater opportunity for Objectors to participate in Planning Application decisions.	Consideration of objections to Planning Applications is governed by the Planning and Environment Act. Hearing speakers to planning applications at a Councillor Briefing will allow more time for concerns and issues to be considered and addressed. This change has already be reflected in the draft Governance Rules.	NA
Increase advertising time for Planning Applications	Advertising requirements for planning applications are established by the Planning and Environment Act. No change to Governance Rules required.	NA
Provide opportunity for community members to address Councillors at Briefings.	Community members are welcome to contact Councillors directly if they would like to discuss a particular matter. No change to the Governance Rules required.	NA

Change suggested	Response	Status
Request for ongoing review of Community Consultation processes	Council's Community Engagement Policy was adopted in 2021. The Policy outlines the standard for community engagement and Council continues to look for ways to improve consultation.	NA
Request for planning speakers being heard at Briefings to be included in the Governance Rules	The Governance Rules govern the process and protocols for Council Meetings, not Councillor Briefings. The process for speakers to planning applications will be implemented upon adoption of the revised Governance Rules, and incorporated in the process and procedures for assessing planning applications. No change to the Governance Rules required.	NA
That all Councillors and Staff be required to be Australian citizens, without dual citizenship or formal ties to another nation.	Outside the powers of Council to enact. Councillor eligibility is governed by the State Government. Eligibility to work in Australia is governed by the Federal Government. No change to Governance Rules required.	NA



GOVERNANCE RULES

2022
DRAFT

Commencement Date: 1 September 2022

OVERVIEW

These Governance Rules are divided into an introduction and seven Chapters.

Each Chapter has its own rule.

Each Chapter will commence with Rule 1.

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INTRODUCTION

1. NATURE OF RULES

These are the Governance Rules of Hepburn Shire Council, made in accordance with section 60 of the *Local Government Act 2020*.

2. DATE OF COMMENCEMENT & REVIEW

These Governance Rules commence on 1 September 2022 and will be reviewed at least every 4 years.

3. CONTENTS

These Governance Rules are divided into the following Chapters:

Chapter	Name
Chapter 1	Governance Framework
Chapter 2	Meeting Procedure for Council Meetings
Chapter 3	Meeting Procedure for Delegated Committees
Chapter 4	Meeting Procedure for Community Asset Committees
Chapter 5	Disclosure of Conflicts of Interest
Chapter 6	Miscellaneous
Chapter 7	Election Period Policy

4. DEFINITIONS

In these Governance Rules, unless the context suggests otherwise the following words and phrases mean:

Act means the *Local Government Act 2020*.

Chief Executive Officer includes an Acting Chief Executive Officer.

Community Asset Committee means a Community Asset Committee established under section 65 of the Act.

Council means Hepburn Shire Council.

Council meeting has the same meaning as in the Act

Special Council Meeting – means a meeting not fixed by Council and called when required
The Governance rules apply to any Special Council Meeting as would apply to a Council Meeting.

Delegated Committee means a Delegated Committee established under section 63 of the Act.

Mayor means the Mayor of Council.

these Rules means these Governance Rules.

CHAPTER 1 GOVERNANCE FRAMEWORK

5. CONTEXT

These Rules should be read in the context of and in conjunction with:

- the overarching governance principles specified in section 9(2) of the *Act*; and
- the following documents adopted or approved by *Council*:
 - The Council Plan
 - The Annual Budget
 - The Councillor Code of Conduct
 - The Staff Code of Conduct
 - The Instrument of Delegation from Council to the Chief Executive Officer
 - The Instrument of Delegation from Council to Members of Council Staff
 - The Instrument of Sub Delegation from the Chief Executive Officer to Members of Council Staff
 - The Instrument of Delegation from the Municipal Building Surveyor to Members of Council staff
 - The Instruments of Delegation to any Delegated Committee of Council
 - Instruments of Appointment to Authorised Officer as issued and executed
 - Council's Public Transparency Policy
 - Council Complaints Policy
 - Councillor Expenses and Resource Policy
 - Council Community Engagement Policy
 - Council Our Commitment to the Human Rights Charter
 - Councillor Staff Interaction Policy

And other documents that gives rise to Council's decision making or a document that may be created after the adoption of these Governance Rules that relate to the strategic direction and decision-making framework of Council.

6. DECISION MAKING

- a) In any matter in which a decision must be made by Council (including persons acting with the delegated authority of Council), Council must consider the matter and make a decision:
 - i. fairly, by giving consideration and making a decision which is balanced, ethical and impartial; and
 - ii. on the merits, free from favouritism or self-interest and without regard to irrelevant or unauthorised considerations

- b) *Council* must, when making any decision to which the principles of natural justice apply, adhere to the principles of natural justice (including, without limitation, ensuring that any person whose rights will be directly affected by a decision of *Council* is entitled to communicate their views and have their interests considered).
- c) Without limiting anything in paragraph (b) of this sub-Rule:
 - i. before making a decision that will directly affect the rights of a person, *Council* (including any person acting with the delegated authority of *Council*) will strive to identify the person or persons whose rights will be directly affected, give notice of the decision which *Council* must make and ensure that such person or persons have an opportunity to communicate their views and have their interests considered before the decision is made

CHAPTER 2 – MEETING PROCEDURE FOR COUNCIL MEETINGS

PART A – INTRODUCTION

7. TITLE

- 7.1. This chapter will be known as the "meeting procedure chapter".

8. PURPOSE OF THIS CHAPTER

- 8.1. The purpose of this Chapter is to:
- 8.1.1. provide for the election of the Mayor and a Deputy Mayor;
 - 8.1.2. provide for the appointment of an Acting Mayor; and
 - 8.1.3. provide for the procedures governing the conduct of Council meetings.

9. DEFINITIONS AND NOTES

- 9.1. In this Chapter:
- "Council meeting" means a Council meeting or a Special Council meeting.
 - "*agenda*" means the notice of a meeting setting out the business to be transacted at the meeting;
 - "*Chair*" means the Chairperson of a meeting and includes a Councillor who is appointed by resolution to chair a meeting under section 61(3) of the *Act*;
 - "*minute book*" means the collective record of proceedings of *Council*;
 - "*municipal district*" means the municipal district of *Council*;
 - "*notice of motion*" means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting;
 - "*notice of rescission*" means a *notice of motion* to rescind a resolution made by *Council*; and
 - "*written*" includes duplicated, lithographed, photocopied, printed and typed, and extends to both hard copy and soft copy form, and *writing* has a corresponding meaning.
- 9.2. Introductions to Parts, headings and notes are explanatory notes and do not form part of this Chapter. They are provided to assist understanding.

PART B – ELECTION OF MAYOR

Introduction: This Part is concerned with the annual election of the *Mayor*. It describes how the *Mayor* is to be elected.

10. ELECTION OF THE MAYOR

10.1. The *Chief Executive Officer* must facilitate the election of the *Mayor* in accordance with the provisions of the *Act*.

11. METHOD OF VOTING

11.1. The election of the *Mayor* must be carried out by a show of hands or such other visual or audible means as the *Chief Executive Officer* determines.

12. DETERMINING THE ELECTION OF THE MAYOR

12.1. The *Chief Executive Officer* must open the meeting at which the *Mayor* is to be elected, and invite nominations for the office of *Mayor*.

12.2. Any nominations for the office of *Mayor* must be seconded by another Councillor.

12.3. Once nominations for the office of *Mayor* have been received, the following provisions will govern the election of the *Mayor*:

12.3.1. Single Nomination - if there is only one nomination, the candidate nominated must be declared to be duly elected;

12.3.2. Multiple Nominations and Candidate Elected on first vote - if there is more than one nomination, the Councillors in attendance at the meeting must vote for one of the candidates;

12.3.3. in the event of a candidate receiving the votes of an absolute majority of the Councillors, that candidate is declared to have been elected;

12.3.4. Three or More Nominations and no Candidate Obtaining Absolute Majority in first vote - in the event that:

- a. there are three or more candidates
- b. no candidate receives the votes of an absolute majority of Councillors and;
- c. it is not resolved to conduct a new election at a later date and time, the candidate with the fewest number of votes must be declared to be a defeated candidate. The Councillors in attendance at the meeting must then vote for one of the remaining candidates;

12.3.5. if one of the remaining candidates receives the votes of an absolute majority of Councillors, that candidate is duly elected. If none of the remaining candidates receives the votes of an absolute majority of Councillors and it is not resolved to conduct a new election at a later day and time, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives the votes of an absolute majority of the Councillors. That candidate must then be declared to have been duly elected;

- 12.4. For the purposes of sub-Rules 12.3.4 and 12.3.5 if no candidate can be determined to have the fewest number of votes due to two or more candidates having an equality of votes then the candidate who is to be declared a defeated candidate will be determined by lot.
- 12.5. if a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:
- a) each candidate who has an equal number of votes with another candidate or candidates will draw one lot;
 - b) the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
 - c) as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a receptacle. If the lot is being conducted to determine who is a defeated candidate, the word "Defeated" shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates until one of those candidates receives the votes of an absolute majority of Councillors).
- 12.5.2. *Two Nominations or Two Remaining Candidates and No Candidate Obtaining An Absolute Majority On First Vote - In the event of two candidates being nominated or remaining, and neither candidate receiving the votes of an absolute majority of Councillors, the Councillors in attendance at the meeting will consider whether to resolve to conduct a new election at a later date and time.*
- 12.5.3. *If:*
- a) it is resolved to conduct a new election at a later date and time a new election will take place at on the date and at the time resolved upon. In that event the provisions of this Rule 12 will continue to govern the election of the Mayor, and ultimately any candidate whose nomination is the sole nomination or any candidate who receives the votes of an absolute majority of Councillors will be declared duly elected; and
 - b) it is not resolved to conduct a new election at a later date and time Councillors must continue to vote until one of the candidates receives the votes of an absolute majority of Councillors, at which point that candidate will be declared duly elected. If, after two or more further votes are taken neither candidate receives the votes of an absolute majority of Councillors, the provisions of sub-Rule 12.5.2 and this sub-Rule 12.5.3 must again be followed.

13. ELECTION OF DEPUTY MAYOR AND CHAIRS OF DELEGATED COMMITTEES

13.1. Any election for:

- a) any office of Deputy Mayor; or
- b) Chair of a Delegated Committee

will be regulated by Rules 10-12 (inclusive) of this Chapter, as if the reference to the:

- a) Chief Executive Officer is a reference to the Mayor; and
- b) Mayor is a reference to the Deputy Mayor or the Chair of the Delegated Committee (as the case may be).

14. APPOINTMENT OF ACTING MAYOR

If *Council* has not established an office of Deputy Mayor and it becomes required to appoint an Acting Mayor, it can do so by:

- a) resolving that a specified Councillor be so appointed; or
- b) following the procedure set out in Rules 11 and 12 (inclusive) of this Chapter, at its discretion.

PART C – MEETINGS PROCEDURE

Introduction: This Part is divided into a number of Divisions. Each Division addresses a distinct aspect of the holding of a meeting. Collectively, the Divisions describe how and when a meeting is convened, when and how business may be transacted at a meeting.

DIVISION 1 – NOTICES OF MEETINGS AND DELIVERY OF AGENDAS

15. DATES AND TIMES OF MEETINGS FIXED BY COUNCIL

Subject to Rule 7, *Council* must from time to time fix the date, time and place of all *Council meetings*.

16. COUNCIL MAY ALTER MEETING DATES

Council may change the date, time and place of any *Council meeting* which has been fixed by it and must provide reasonable notice of the change to the public.

17. SPECIAL COUNCIL MEETING

17.1. The *Mayor* or at least 3 Councillors may by a *written* notice call a *Special Council meeting*.

17.2. The notice must specify the date and time of the *Special Council meeting* and the business to be transacted.

17.3. The *Chief Executive Officer* must convene the *Special Council meeting* as specified in the notice.

17.4. Unless all Councillors are present and unanimously agree to deal with any other matter, only the business specified in the *written* notice of the meeting can be transacted at the *Council meeting*.

18. NOTICE OF MEETING

18.1. A notice of meeting, incorporating or accompanied by an *agenda* of the business to be dealt with, must be delivered or sent electronically to every Councillor for all *Council meetings* at least 48 hours before the meeting.

18.2. Notwithstanding sub-Rule 18.1, a notice of meeting need not be delivered or sent electronically to any Councillor who has been granted leave of absence unless the Councillor has requested the *Chief Executive Officer* in *writing* to continue to give notice of any meeting during the period of their absence.

18.3. Reasonable notice of each *Council meeting* must be provided to the public. *Council* may do this:

- a) for meetings which it has fixed by preparing a schedule of meetings annually, twice yearly or from time to time, and arranging publication of such schedule in a newspaper generally circulating in the municipal district either at various times throughout the year, or prior to each such Council meeting; and
- b) for any meeting by giving notice on its website and:
- c) in each of its Customer Service Centres; and/or

- d) in at least one newspaper generally circulating in the municipal district.

DIVISION 2 – QUORUMS

19. INABILITY TO OBTAIN A QUORUM

If after 30 minutes from the scheduled starting time of any *Council meeting*, a quorum cannot be obtained:

- 19.1. the meeting will be deemed to have lapsed;
- 19.2. the *Mayor* must convene another *Council meeting*, the *agenda* for which will be identical to the *agenda* for the lapsed meeting; and
- 19.3. the *Chief Executive Officer* must give all Councillors *written* notice of the meeting convened by the *Mayor*.
- 19.4. A quorum at Council meetings is an absolute majority

20. INABILITY TO MAINTAIN A QUORUM

- 20.1. If during any *Council meeting*, a quorum cannot be maintained then Rule 19 will apply as if the reference to the meeting is a reference to so much of the meeting as remains.
- 20.2. Sub-Rule 20.1 does not apply if the inability to maintain a quorum is because of the number of Councillors who have a conflict of interest in the matter to be considered.

21. ADJOURNED MEETINGS

- 21.1. *Council* may adjourn any meeting to another date or time but cannot in the absence of disorder or a threat to the safety of any Councillor or member of Council staff adjourn a meeting in session to another place.
- 21.2. The *Chief Executive Officer* must give *written* notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining to be considered.
- 21.3. If it is impracticable for the notice given under sub-Rule 21.2 to be in *writing*, the *Chief Executive Officer* must give notice to each Councillor by telephone or in person.

22. TIME LIMITS FOR MEETINGS

- 22.1. A *Council meeting* must not continue after 3 hours unless a majority of Councillors present vote in favour of it continuing.
- 22.2. A meeting cannot be continued for more than 30 minutes (or a further 30 minutes, if a majority of Councillors has already voted to continue it for 30 minutes).
- 22.3. In the absence of such continuance, the meeting must stand adjourned to a time, date and place announced by the *Chair* immediately prior to the meeting standing adjourned. In that event, the provisions of sub-Rules 21.2 and 21.3 apply.

23. CANCELLATION OR POSTPONEMENT OF A MEETING

- 23.1. The Chief Executive Officer may, in the case of an emergency necessitating the cancellation or postponement of a Council meeting, cancel or postpone a Council meeting.

- 23.2. The Chief Executive Officer must present to the immediately following Council meeting a written report on any exercise of the power conferred by sub-Rule 23.1

DIVISION 3 – BUSINESS OF MEETINGS

24. AGENDA AND THE ORDER OF BUSINESS

- 24.1. The *agenda* for and the order of business for a *Council meeting* is to be determined by the *Chief Executive Officer* so as to facilitate and maintain open, efficient and effective processes of government.

25. CHANGE TO ORDER OF BUSINESS

- 25.1. Once an *agenda* has been sent to Councillors, the order of business for that *Council meeting* may be altered via a resolution of *Council*.

26. URGENT BUSINESS

- 26.1. If the *agenda* for a *Council meeting* makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of *Council* and only then if it:

- 26.1.1. relates to or arises out of a matter which has arisen since distribution of the *agenda*; and
- 26.1.2. cannot safely or conveniently be deferred until the next *Council meeting*.

27. MAYOR AND COUNCILLOR REPORTS

- 27.1. At a Council meeting, the Mayor and Councillors may report to the meeting on issues of importance to Council, notwithstanding that the report is not listed on the Agenda.
- 27.2. The Mayor or Councillor who wishes their written report to be included in the agenda and minutes must submit a copy of that report in writing to the Governance Office by the close of business 7 days before the *Council Meeting* for inclusion in the agenda.
- 27.3. If Councillor reports are not submitted within the timeframes set out in clause 27.2, the agenda and minutes will be distributed without inclusion of the report.
- 27.4. No motion, except a motion to receive any such report, can be accepted by the Chairperson until there is a matter raised in it which is resolved in the manner prescribed by clause 26.1 to urgent business.
- 27.5. The presentation of a report by a Councillor must not exceed three (3) minutes unless the Chairperson allows an extension in any case.

DIVISION 4 – MOTIONS AND DEBATE

28. COUNCILLORS MAY PROPOSE NOTICES OF MOTION

- 28.1. Councillors may ensure that an issue is listed on an *agenda* by lodging a *Notice of Motion*.

29. NOTICE OF MOTION

- 29.1. A *notice of motion* must be in *writing* signed by a Councillor, and be lodged with or sent to the *Chief Executive Officer* not less than eight business days before the *Council Meeting* to allow

for him or her to include the *notice of motion* in agenda papers for a *Council meeting* and to give each Councillor at least 48 hours notice of such *notice of motion*.

- 29.2. The Chief Executive Officer may reject any notice of motion which:
- 29.2.1. is vague or unclear in intention
 - 29.2.2. it is beyond Council's power to pass; or
 - 29.2.3. if passed would result in Council otherwise acting invalidly
 - 29.2.4. but must:
 - 29.2.5. give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and
 - 29.2.6. notify in writing the Councillor who lodged it of the rejection and reasons for the rejection.
- 29.3. The full text of any *notice of motion* accepted by the *Chief Executive Officer* must be included in the *agenda*.
- 29.4. The *Chief Executive Officer* must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they were received.
- 29.5. Except by leave of *Council*, each *notice of motion* before any meeting must be considered in the order in which they were entered in the notice of motion register.
- 29.6. If a Councillor who has given a *notice of motion* is absent from the meeting or fails to move the motion when called upon by the *Chair*, any other Councillor may move the motion.
- 29.7. If a *notice of motion* is not moved at the *Council meeting* at which it is listed, it lapses.

30. CHAIR'S DUTY

- 30.1. Any motion which is determined by the *Chair* to be:
- a) defamatory;
 - b) objectionable in language or nature;
 - c) vague or unclear in intention;
 - d) outside the powers of *Council*; or
 - e) irrelevant to the item of business on the *agenda* and has not been admitted as urgent, or purports to be an amendment but is not,
- must not be accepted by the *Chair*.

31. INTRODUCING A REPORT

- 31.1. Before a *written* report is considered by *Council* and any motion moved in relation to such report, a member of Council staff may introduce the report by indicating;
- 31.1.1. its background; or
 - 31.1.2. the reasons for any recommendation which appears.

- 31.2. Unless *Council* resolves otherwise, a member of Council staff need not read any written report to *Council* in full.

32. INTRODUCING A MOTION OR AN AMENDMENT

The procedure for moving any motion or amendment is:

- 32.1. the mover must state the motion without speaking to it;
- 32.2. the motion must be seconded and the seconder must be a Councillor other than the mover. If a motion is not seconded, the motion lapses for want of a seconder;
- 32.3. if a motion or an amendment is moved and seconded the *Chair* must ask:
"Is the motion or amendment opposed? Does any Councillor wish to speak to the motion or amendment?"
- 32.4. if no Councillor indicates opposition or a desire to speak to it, the *Chair* may declare the motion or amendment carried without discussion;
- 32.5. if a Councillor indicates opposition or a desire to speak to it, then the *Chair* must call on the mover to address the meeting;
- 32.6. after the mover has addressed the meeting, the seconder may address the meeting;
- 32.7. after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting,) the *Chair* must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion; and
- 32.8. if, after the mover has addressed the meeting, the *Chair* has invited debate and no Councillor speaks to the motion, then the *Chair* must put the motion to the vote.

33. RIGHT OF REPLY

- 33.1. The mover of a motion, including an amendment, has a right of reply to matters raised during debate.
- 33.2. After the right of reply has been taken but subject to any Councillor exercising their right to ask any question concerning or arising out of the motion, the motion must immediately be put to the vote without any further discussion or debate.

34. MOVING AN AMENDMENT

- 34.1. Subject to sub-Rule 34.2 a motion which has been moved and seconded may be amended by leaving out or adding words. Any added words must be relevant to the subject of the motion.
- 34.2. A motion to confirm a previous resolution of *Council* cannot be amended.
- 34.3. An amendment must not be directly opposite to the motion.

35. WHO MAY PROPOSE AN AMENDMENT

- 35.1. An amendment may be proposed or seconded by any Councillor, except the mover or seconder of the original motion.
- 35.2. Any one Councillor cannot move more than two amendments in succession.

36. HOW MANY AMENDMENTS MAY BE PROPOSED

- 36.1. Any number of amendments may be proposed to a motion but only one amendment may be accepted by the *Chair* at any one time.
- 36.2. No second or subsequent amendment, whether to the motion or an amendment of it, may be taken into consideration until the previous amendment has been dealt with.

37. AN AMENDMENT ONCE CARRIED

- 37.1. If the amendment is carried, the motion as amended then becomes the motion before the meeting, and the amended motion must then be put.
- 37.2. The mover of the original motion retains the right of reply to that motion.

38. FORESHADOWING MOTIONS

- 38.1. At any time during debate a Councillor may foreshadow a motion so as to inform *Council* of their intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- 38.2. A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the *Chair* being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 38.3. The *Chief Executive Officer* or person taking the minutes of the meeting is not expected to record foreshadowed motions in the minutes until the foreshadowed motion is formally moved.
- 38.4. The *Chair* is not obliged to accept foreshadowed motions.
- 38.5. If a motion lapses or is defeated, the *Chair* must call for a new motion before moving to the next item, even when none has been foreshadowed.

39. WITHDRAWAL OF MOTIONS

- 39.1. Before any motion is put to the vote, it may be withdrawn by the mover and seconder with the leave of Council.
- 39.2. If the majority of Councillors objects to the withdrawal of the motion, it may not be withdrawn.

40. SEPARATION OF MOTIONS

- 40.1. Where a motion contains more than one part, a Councillor may request the *Chair* to put the motion to the vote in separate parts.

41. CHAIR MAY SEPARATE MOTIONS

- 41.1. The *Chair* may decide to put any motion to the vote in several parts.

42. PRIORITY OF ADDRESS

- 42.1. In the case of competition for the right of speak, the *Chair* must decide the order in which the Councillors concerned will be heard.

43. MOTIONS IN WRITING

- 43.1. The *Chair* may require that a complex or detailed motion be in writing.

43.2. *Council* may adjourn the meeting while the motion is being *written* or *Council* may defer the matter until the motion has been *written*, allowing the meeting to proceed uninterrupted.

44. REPEATING MOTION AND/OR AMENDMENT

44.1. The *Chair* may request the person taking the minutes of the *Council meeting* to read the motion or amendment to the meeting before the vote is taken.

45. DEBATE MUST BE RELEVANT TO THE MOTION

45.1. Debate must always be relevant to the motion before the Chair, and, if not, the *Chair* must request the speaker to confine debate to the motion.

45.2. If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the *Chair* may direct the speaker to be seated and not speak further in respect of the motion then before the Chair.

45.3. A speaker to whom a direction has been given under sub-Rule 45.2 must comply with that direction.

46. SPEAKING TIMES

46.1. A Councillor must not speak longer than the time set out below, unless granted an extension by the *Chair*:

- a) the mover of a motion or an amendment which has been opposed: 3 minutes;
- b) any other Councillor: 3 minutes; and
- c) the mover of a motion exercising a right of reply: 3 minutes.

47. ADDRESSING THE MEETING

47.1. If the *Chair* so determines:

- a) any person addressing the *Chair* must refer to the *Chair* as:
- b) Mayor...(name); or
- c) Chair...(name); or

as the case may be;

47.2. all Councillors, other than the *Mayor*, must be addressed as

Cr(name).

47.3. all members of Council staff, must be addressed by their preferred honorific (Mr, Ms, Mx etc)(name) as appropriate or by their official title.

47.4. Any councillor who addresses a Council Meeting must direct all remarks through the Chairperson.

47.5. The Chairperson may address a meeting, however if the Chairperson wishes to debate a particular motion or move any motion or amendment, or address any matter under discussion, the Chairperson must advise Council of that intention and vacate the Chair on such occasion for the duration of the item under discussion.

- 47.6. If the Chairperson vacates the Chair, the Deputy Mayor will fill the position of Chairperson. If the Deputy Mayor wishes to address the motion or move a motion, Councillors will appoint a Councillor to act as a temporary Chairperson until the item has been voted on.

48. RIGHT TO ASK QUESTIONS

- 48.1. A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.
- 48.2. The *Chair* has the right to limit questions and direct that debate be commenced or resumed.

DIVISION 5 – PROCEDURAL MOTIONS

49. PROCEDURAL MOTIONS

- 49.1. Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the *Chair*.
- 49.2. Procedural motions require a seconder.
- 49.3. Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the following table:

PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover & Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	(a) During the election of a <i>Chair</i> ; (b) When another Councillor is speaking; or (d) When the motion would have the effect of causing <i>Council</i> to be in breach of a legislative requirement	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes
3. The closure	That the motion be now put	Any Councillor who has not moved or seconded the original motion or otherwise spoken to the original motion	During nominations for <i>Chair</i>	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

DIVISION 6 – RESCISSION MOTIONS

50. NOTICE OF RESCISSION

50.1. A Councillor may propose a *notice of rescission* provided:

- 50.1.1. it has been signed and dated by at least three Councillors;
- 50.1.2. the resolution proposed to be rescinded has not been acted on; and
- 50.1.3. the notice of rescission is delivered to the Chief Executive Officer within 24 hours of the resolution having been made setting out –
 - a) the resolution to be rescinded; and
 - b) the meeting and date when the resolution was carried.

It should be remembered that a notice of rescission is a form of notice of motion.

Accordingly, all provisions in this Chapter regulating notices of motion equally apply to notices of rescission.

50.2. A resolution will be deemed to have been acted on if:

- 50.2.1. its contents have or substance has been communicated in writing to a person whose interests are materially affected by it; or
- 50.2.2. a statutory process has been commenced

so as to vest enforceable rights in or obligations on *Council* or any other person.

50.3. The *Chief Executive Officer* or an appropriate member of Council staff must defer implementing a resolution which:

- 50.3.1. has not been acted on; and
- 50.3.2. is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with sub-Rule 50.1.2,

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Monday. Assume also that, immediately after that resolution is made, a

Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being the evening of the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Sub-Rule 50.3 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

51. IF LOST

51.1. If a motion for rescission is lost, a similar motion may not be put before *Council* for at least three months from the date it was last lost, unless *Council* resolves that the *notice of motion* be re-listed at a future meeting.

52. IF NOT MOVED

52.1. If a motion for rescission is not moved at the meeting at which it is listed, it lapses.

53. MAY BE MOVED BY ANY COUNCILLOR

53.1. A motion for rescission listed on an *agenda* may be moved by any Councillor present but may not be amended.

54. WHEN NOT REQUIRED

54.1. Unless sub-Rule 54.2 applies, a motion for rescission is not required where *Council* wishes to change policy.

54.2. The following standards apply if *Council* wishes to change policy:

54.2.1. if the policy has been in force in its original or amended form for less than 12 months, a notice of rescission must be presented to Council; and

54.2.2. any intention to change a Council policy, which may result in a significant impact on any person, should be communicated to those affected and this may include publication and consultation, either formally or informally.

DIVISION 7 – POINTS OF ORDER

55. CHAIR TO DECIDE

55.1. The *Chair* must decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.

56. CHAIR MAY ADJOURN TO CONSIDER

56.1. The *Chair* may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.

56.2. All other questions before the meeting are suspended until the point of order is decided.

57. DISSENT FROM CHAIR'S RULING

57.1. A Councillor may move that the meeting disagree with the *Chair's* ruling on a point of order, by moving:

"That the *Chair's* ruling [setting out that ruling or part of that ruling] be dissented from".

57.2. When a motion in accordance with this Rule is moved and seconded, the *Chair* must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not present, temporary *Chair* elected by the meeting) must take their place.

57.3. The Deputy Mayor or temporary *Chair* must invite the mover to state the reasons for their dissent and the *Chair* may then reply.

57.4. The Deputy Mayor or temporary *Chair* must put the motion in the following form:
"That the *Chair's* ruling be dissented from."

57.5. If the vote is in the negative, the *Chair* resumes the Chair and the meeting proceeds.

57.6. If the vote is in the affirmative, the *Chair* must then resume the Chair, reverse or vary (as the case may be) their previous ruling and proceed.

57.7. The defeat of the *Chair's* ruling is in no way a motion of censure or non-confidence in the *Chair*, and should not be so regarded by the meeting.

58. PROCEDURE FOR POINT OF ORDER

58.1. A Councillor raising a point of order must:

58.1.1. state the point of order; and

58.1.2. state any section, Rule, paragraph or provision relevant to the point of order

before resuming their seat.

59. VALID POINTS OF ORDER

59.1. A point of order may be raised in relation to:

- 59.1.1. a motion, which, under Rule 24, or a question which, under Rule 54, should not be accepted by the *Chair*;
- 59.1.2. a question of procedure; or
- 59.1.3. any act of disorder.

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

DIVISION 8 – PUBLIC QUESTION TIME

60. QUESTION TIME

- 60.1. There must be a public question time at every *Council meeting* fixed under Rule 1515 to enable members of the public to submit questions to *Council*.
- 60.2. Sub-rule 60.1 does not apply during any period when a meeting is closed to members of the public in accordance with section 66(2) of the Act.
- 60.3. Public question time will not exceed 30 minutes in duration.
- 60.4. A single 15 minute extension of the time permitted in subclause 60.3 may be allowed subject to approval from the majority of the Councillors present for the purposes of hearing the questions and addresses from community members that have been received.
- 60.5. Questions submitted to *Council* must be:
- 60.5.1. in writing, state the name and address of the person submitting the question and generally be in a form approved or permitted by Council; and
 - 60.5.2. Presented to a member of Council staff at one of Councils Customer Service Centres prior to 10am on the day before the Council meeting, or be lodged electronically at the designated email address prior to 10am the day before the Council meeting.
- 60.6. No person may submit more than two questions at any one meeting.
- 60.7. If a person has submitted two questions to a meeting, the second question:
- 60.7.1. may, at the discretion of the Chief Executive Officer or Chair, be deferred until all other persons who have asked a question have had their questions asked and answered; or
 - 60.7.2. may not be asked if the time allotted for public question time has expired.
- 60.8. The *Chair* or a member of Council staff nominated by the *Chair, or the questioner* if they are present in the gallery, will read to those present at the meeting a question which has been submitted in accordance with this Rule.
- 60.9. A question may be disallowed by the *Chair* or the Chief Executive Officer if they determine that it:
- 60.9.1. relates to a matter outside the duties, functions and powers of Council;
 - 60.9.2. is defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

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- 60.9.3. deals with a subject matter already answered;
 - 60.9.4. is aimed at embarrassing a Councillor or a member of Council staff;
 - 60.9.5. relates to personnel matters;
 - 60.9.6. relates to the personal hardship of any resident or ratepayer;
 - 60.9.7. relates to industrial matters;
 - 60.9.8. relates to contractual matters;
 - 60.9.9. relates to proposed developments;
 - 60.9.10. relates to legal advice;
 - 60.9.11. relates to matters affecting the security of Council property; or
 - 60.9.12. relates to any other matter which Council considers would prejudice Council or any person.
- 60.10. Any question which has been disallowed by the Chief Executive Officer or *Chair* must be made available to any other Councillor upon request.
- 60.11. All questions and answers must be as brief as possible, and no discussion may be allowed other than by *Councillors* for the purposes of clarification.
- 60.12. Like questions may be grouped together and a single answer provided.
- 60.13. The *Chair* may nominate a Councillor or *a member of Council staff* to respond to a question.
- 60.14. A councillor or the Chief Executive Officer may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent to the person who asked the question.
- 60.15. A question may include an introduction of no more than 200 words.
- 60.16. Council may determine to defer an answer to a later date.
- 60.17. A Councillor or *the Chief Executive Officer* may advise *Council* that it is their opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or *Chief Executive Officer* (as the case may be) must state briefly the reason why the reply should be so given and, unless *Council* resolves to the contrary, the reply to such question must be so given.

DIVISION 9 – PETITIONS AND JOINT LETTERS

61. PETITIONS AND JOINT LETTERS

- 61.1. Unless *Council* determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter,

memorial or other like application until the next *Council meeting* after that at which it has been presented.

- 61.2. It is incumbent on every Councillor presenting a petition or joint letter to acquaint themselves with the contents of that petition or joint letter, and to ascertain that it does not contain language which is disrespectful towards *Council*.
- 61.3. Every Councillor presenting a petition or joint letter to *Council* must:
- 61.3.1. write or otherwise record their name at the beginning of the petition or joint letter; and
 - 61.3.2. confine themselves to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of the request.
- 61.4. Every petition or joint letter presented to *Council* must be in *writing* (other than pencil), contain the request of the petitioners or signatories and be signed by at least 20 people.
- 61.5. Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the email address or phone number of every petitioner or signatory must be clearly stated.
- 61.6. Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by *Council*.
- 61.7. Every page of a hard-copy petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
- 61.8. Electronic or online petitions, joint letters, memorials or like applications must contain the name, email address and suburb of each petitioner or signatory, which details will, for the purposes of this Rule 61, qualify as the address and signature of such petitioner or signatory.
- 61.9. If a petition, joint letter, memorial or other like application relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* for consideration.
- 61.10. Councillors must submit the petition to the Chief Executive Officer by 10am the day before the Council Meeting for it to be considered at that meeting.
- 61.11. Council may resolve to receive the petition or joint letter and refer the matter for a report or appropriate action as required to the next appropriate Council meeting, unless Council agrees to deal with it earlier.

61.12. When a petition relates to an item already on the agenda at the meeting at which the petition is tabled the matter may be dealt with at that meeting.

61.13. A petition or joint letter must:

- a) be in legible and permanent writing (other than pencil);
- b) not be defamatory, indecent, abusive or objectional in language and content;
- c) not relate to matters beyond the powers of Council;
- d) bear the wording of the whole of the petition or request upon each page of the petition;
- e) include the name, email address or phone number, suburb and signatures of petitioners; and
- f) consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper if in hard copy other than another page of the petition or joint letter.
- g) the petition or joint letter must nominate a person to whom a reply must be sent to, but if no person is nominated or is the obvious contact person, Council may reply to the first signatory which appears on the petition.

DIVISION 10 – VOTING

62. HOW MOTION DETERMINED

62.1. To determine a motion before a meeting, the *Chair* must first call for those in favour of the motion and then those opposed to the motion, and must then declare the result to the meeting.

62.2. A motion is determined in the affirmative by a majority of the Councillors present at a Council meeting at the time the vote is taken voting in favour.

63. SILENCE

63.1. Voting must take place in silence.

64. RECOUNT

64.1. The *Chair* may direct that a vote be recounted to satisfy himself or herself of the result.

65. CASTING VOTE

65.1. In the event of a tied vote, the *Chair* must exercise a casting vote.

66. BY SHOW OF HANDS

- 66.1. Voting on any matter is by show of hands.
- 66.2. Voting at a meeting that is open to members of the public must not be in secret.
- 66.3. An abstention will be counted as a vote against.

67. PROCEDURE FOR A DIVISION

- 67.1. Immediately after any question is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.
- 67.2. When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.
- 67.3. When a division is called for, the *Chair* must:
 - 67.3.1. first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of their hands. The Chair must then state, and the Chief Executive Officer or any authorised officer must record, the names of those Councillors voting in the affirmative; and
 - 67.3.2. then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of their hands. The Chair must then state, and the Chief Executive Officer or any authorised officer must record, the names of those Councillors voting in the negative.

68. NO DISCUSSION ONCE DECLARED

- 68.1. Once a vote on a question has been taken, no further discussion relating to the question is allowed unless the discussion involves:
 - 68.1.1. a Councillor requesting, before the next item of business is considered, that their opposition to a resolution be recorded in the minutes or a register maintained for that purpose; or
 - 68.1.2. foreshadowing a *notice of rescission* where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

For example, Rule 68 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a notice of rescission to rescind that resolution.

Equally, Rule 68 would permit discussion about a matter which would otherwise be left in limbo because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

Without a positive resolution – to the effect that a planning permit now be granted – the planning permit application will be left in limbo. Hence the reference, in sub-Rule 68.1.2, to discussion about a positive motion were a resolution has just been rescinded.

DIVISION 11 – MINUTES

69. CONFIRMATION OF MINUTES

69.1. At every *Council meeting* the minutes of the preceding meeting(s) must be dealt with as follows:

- 69.1.1. a copy of the minutes must be delivered to each Councillor no later than 48 hours before the meeting;
- 69.1.2. if no Councillor indicates opposition, the minutes must be declared to be confirmed;
- 69.1.3. if a Councillor indicates opposition to the minutes:
 - a) they must specify the item(s) to which they object;
 - b) the objected item(s) must be considered separately and in the order in which they appear in the minutes;
 - c) the Councillor objecting must move accordingly without speaking to the motion;
 - d) the motion must be seconded;
 - e) the Chair must ask:
 - i. "Is the motion opposed?"

- ii. if no Councillor indicates opposition, then the Chair must declare the motion carried without discussion and then ask the second of the questions described in sub-Rule 69.1.24vii;
- iii. if a Councillor indicates opposition, then the Chair must call on the mover to address the meeting;
- iv. after the mover has addressed the meeting, the seconder may address the meeting;
- v. after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting), the Chair must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion;
- vi. if, after the mover has addressed the meeting, the Chair invites debate and no Councillor speaks to the motion, the Chair must put the motion; and
- vii. the Chair must, after all objections have been dealt with, ultimately ask:
 - (i) "The question is that the minutes be confirmed" or
 - (ii) "The question is that the minutes, as amended, be confirmed",
 - (iii) and they must put the question to the vote accordingly;

69.1.4. a resolution of Council must confirm the minutes and the minutes must, if practicable, be signed by the Chair of the meeting at which they have been confirmed;

69.1.5. the minutes must be entered in the minute book and each item in the minute book must be entered consecutively; and

69.1.6. unless otherwise resolved or required by law, minutes of a Delegated Committee requiring confirmation by Council must not be available to the public until confirmed by Council.

70. NO DEBATE ON CONFIRMATION OF MINUTES

70.1. No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

71. DEFERRAL OF CONFIRMATION OF MINUTES

71.1. *Council* may defer the confirmation of minutes until later in the *Council meeting* or until the next meeting if considered appropriate.

72. FORM AND AVAILABILITY OF MINUTES

72.1. The *Chief Executive Officer* (or other person authorised by the *Chief Executive Officer* to attend the meeting and to take the minutes of such meeting) must keep minutes of each *Council meeting*, and those minutes must record:

- 72.1.1. the date, place, time and nature of the meeting;
- 72.1.2. the names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;
- 72.1.3. the names of the members of Council staff present;
- 72.1.4. any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 5; and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest;
- 72.1.5. arrivals and departures (including temporary departures) of Councillors during the course of the meeting;
- 72.1.6. each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
- 72.1.7. how each Councillor voted for each motion put, excluding procedural motions.
- 72.1.8. the vote cast by each Councillor upon a division; and any abstention from voting;
- 72.1.9. the vote cast by any Councillor who has requested that their vote be recorded in the minutes;
- 72.1.10. questions upon notice;
- 72.1.11. the failure of a quorum;
- 72.1.12. any adjournment of the meeting and the reasons for that adjournment; and
- 72.1.13. the time at which standing orders were suspended and resumed.

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72.2. Apart from minutes relating to a Council meeting or part of a Council meeting that is closed to members of the public in accordance with section 66 of the Act, The *Chief Executive Officer* must ensure that the minutes of any *Council meeting* are:

- 72.2.1. published on Council's website;
- 72.2.2. available for inspection at Council's office during normal business hours.

DIVISION 12 – BEHAVIOUR

73. PUBLIC ADDRESSING THE MEETING

- 73.1. Members of the public do not have a right to address *Council* and may only do so with the consent of the *Chair* or by prior arrangement.
- 73.2. Any member of the public addressing *Council* must extend due courtesy and respect to *Council* and the processes under which it operates and must take direction from the *Chair* whenever called on to do so.
- 73.3. Any member of the public wishing to address Council must submit a brief synopsis of the address in writing by the Chief Executive Officer by 10am the day before the Council meeting.
- 73.4. A time limit of three minutes of each address will apply but the time may be extended at the discretion of the chairperson.
- 73.5. A person wishing to address Council at a virtual *Council Meeting* must address virtually, but may choose to address virtually or in person at an in-person meeting.
- 73.6. A person will be permitted to address Council if the Chair or the Chief Executive Officer has determined that the relevant address:
 - a) does not relate to a matter beyond or outside the duties, functions and power of Council;
 - b) is not defamatory, indecent, abusive, offensive, irrelevant or objectional in language or content;
 - c) is not a repetitious of an address already presented (whether at the same or an earlier meeting);
 - d) is not aimed to embarrass a Councillor or a member of a Council staff or member of the public; and
 - e) does not relate to a development application before Council.
- 73.7. The Chairperson may decide to defer an address until a later date.

73.8. A member of the public present at a *Council meeting* must not disrupt the meeting.

74. PUBLIC SUBMISSIONS UNDER SECTION 223 OF THE 1898 ACT

74.1. Where a person is given the right to make a submission under section 223 of the 1989 Act and requests to appear in person (or be represented by a person specified in the submission) at a Council Meeting to be heard in support of their submission, the time limit for such hearing will be three minutes.

74.2. The Chairperson may allow the hearing to exceed three minutes.

75. CHAIR MAY REMOVE

75.1. The *Chair* may order and cause the removal of any person, other than a Councillor, who disrupts any meeting or fails to comply with a direction given under sub-Rule 73.2.

It is intended that this power be exercisable by the Chair, without the need for any Council resolution. The Chair may choose to order the removal of a person whose actions immediately threaten the stability of the meeting or wrongly threatens their authority in chairing the meeting.

76. CHAIR MAY ADJOURN DISORDERLY MEETING

76.1. If the *Chair* is of the opinion that disorder at the *Council* table or in the gallery makes it desirable to adjourn the *Council meeting*, they may adjourn the meeting to a later time on the same day or to some later day as they thinks proper. In that event, the provisions of sub-Rules 21.2 and 21.3 apply.

77. REMOVAL FROM CHAMBER

77.1. The *Chair*, or *Council* in the case of a suspension, may ask the *Chief Executive Officer* or a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Chapter and whom the *Chair* has ordered to be removed from the meeting under Rule 75.

DIVISION 13 – ADDITIONAL DUTIES OF CHAIR

78. THE CHAIR'S DUTIES AND DISCRETIONS

78.1. In addition to the duties and discretions provided in this Chapter, the *Chair*:

78.1.1. must not accept any motion, question or statement which is derogatory, or defamatory of any Councillor, member of Council staff, or member of the community; and

78.1.2. must call to order any person who is disruptive or unruly during any meeting.

DIVISION 14 – SUSPENSION OF STANDING ORDERS

79. SUSPENSION OF STANDING ORDERS

79.1. To expedite the business of a meeting, *Council* may suspend standing orders.

The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.

79.2. The suspension of standing orders should not be used purely to dispense with the processes and protocol of the government of *Council*. An appropriate motion would be:

"That standing order be suspended to enable discussion on....."

79.3. No motion can be accepted by the *Chair* or lawfully be dealt with during any suspension of standing orders.

79.4. Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

DIVISION 15 – MISCELLANEOUS

80. MEETINGS CONDUCTED REMOTELY

80.1. If:

80.1.1. by law a meeting may be conducted electronically; and

80.1.2. *Council* decides that a meeting is to be conducted electronically,

the *Chair* may, with the consent of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

81. HYBRID COUNCIL MEETINGS

81.1. If a councillor is unable to attend a *Council meeting* in-person, they may attend and participate in voting virtually as long as:

81.1.1. They can clearly see and hear, and be seen and heard by, their Councillor colleagues'

81.1.2. They understand that, should electronic connection be lost and not be able to be re-established, the meeting will not be adjourned or postponed unless there is no longer a quorum.

81.2. the *Chair* may, with the consent of the meeting, modify the application of any of the Rules in this Chapter to facilitate the more efficient and effective transaction of the business of the meeting.

81.3. If a member of the public wishing to address Council is unable to attend a *Council meeting* in-person, they may address Council virtually,

Note: when the *Council meeting* is being conducted virtually, members of the public may only address Council virtually.

82. PROCEDURE NOT PROVIDED IN THIS CHAPTER

82.1. In all cases not specifically provided for by this Chapter, resort must be had to the Standing Orders and Rules of Practice of the Upper House of the Victorian Parliament (so far as the same are capable of being applied to *Council* proceedings).

83. CRITICISM OF MEMBERS OF COUNCIL STAFF

83.1. The *Chief Executive Officer* may make a brief statement at a *Council meeting* in respect of any statement by a Councillor made at the *Council meeting* criticising them or any member of Council staff.

83.2. A statement under sub-Rule 83.1 must be made by the Chief Executive Officer, through the Chair, as soon as it practicable after the Councillor who made the statement has resumed their seat.

DIVISION 16 – COMMON SEAL

84. USE OF COMMON SEAL

84.1.1. The common seal may be affixed to a document for the purpose of giving effect to a decision:

84.1.2. made by Council resolution; or

84.1.3. made by the Chief Executive Officer under delegation.

85. SECURITY OF THE COMMON SEAL

85.1.1. A Director nominated by the Chief Executive Officer must keep the common seal in safe custody.

86. SIGNATURES TO ACCOMPANY SEAL

- 86.1.1. Every document to which the common seal is affixed must be signed by: the Mayor and the Chief Executive Officer; or
- 86.1.2. in the absence of the Mayor, by two Councillors and the Chief Executive Officer; or
- 86.1.3. the Chief Executive Officer if the document is being sealed under delegation.

87. COMMON SEAL REGISTER

87.1.1. The Chief Executive Officer must ensure that a common seal register is maintained which records the following information each time the common seal is affixed to a document: a description of the document to which the seal was affixed; and the date on which the common seal was affixed.

88. COMMON SEAL – SEALING CLAUSE

The following wording applies to any document to which the common seal is affixed:

The COMMON SEAL of the
HEPBURN SHIRE COUNCIL was affixed on this
.....day of.....20XX
on the authority of the Council and signed by:
..... Mayor
..... Chief Executive Officer

CHAPTER 3 – MEETING PROCEDURE FOR DELEGATED COMMITTEES

89. MEETING PROCEDURE GENERALLY

If Council establishes a Delegated Committee:

89.1. all of the provisions of Chapter 2 apply to meetings of the *Delegated Committee*; and

89.1.1. any reference in Chapter 2 to:

- a) a *Council meeting* is to be read as a reference to a *Delegated Committee* meeting;
- b) a Councillor is to be read as a reference to a member of the *Delegated Committee*; and
- c) the Mayor is to be read as a reference to the Chair of the *Delegated Committee*.

90. MEETING PROCEDURE CAN BE VARIED

90.1. Notwithstanding Rule 89, if *Council* establishes a *Delegated Committee* that is not composed solely of Councillors:

- a) *Council* may; or
- b) the *Delegated Committee* may, with the approval of *Council*

resolve that any or all of the provisions of Chapter 2 are not to apply to a meeting of the *Delegated Committee*, in which case the provision or those provisions will not apply until *Council* resolves, or the *Delegated Committee* with the approval of *Council* resolves, otherwise.

CHAPTER 4 – MEETING PROCEDURE FOR COMMUNITY ASSET COMMITTEES

91. INTRODUCTION

91.1. In this Chapter, “Instrument of Delegation” means an instrument of delegation made by the *Chief Executive Officer* under section 47(1)(b) of the *Act*.

92. MEETING PROCEDURE

92.1. Unless anything in the instrument of delegation provides otherwise, the conduct of a meeting of a *Community Asset Committee* is in the discretion of the *Community Asset Committee*.

CHAPTER 5 – DISCLOSURE OF CONFLICTS OF INTEREST

93. DEFINITION

93.1. In this Chapter:

- a) “attend” and “in attendance” include attend or in attendance by electronic means
- b) “meeting conducted under the auspices of *Council*” means a meeting of the kind described in section 131(1) of the Act, and includes a meeting referred to in Rule 102 of Chapter 6 (whether such a meeting is known as a ‘Councillor Briefing’ or by some other name); and
- c) a member of a Delegated *Committee* includes a Councillor.

94. DISCLOSURE OF A CONFLICT OF INTEREST AT A COUNCIL MEETING

94.1. A Councillor who has a conflict of interest in a matter being considered at a *Council meeting* at which they:

94.1.1. are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the Council meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest; or

94.1.2. intend to be in attendance must disclose that conflict of interest by providing to the Chief Executive *Officer* before the *Council meeting* commences a written notice:

- a) advising of the conflict of interest;
- b) explaining the nature of the conflict of interest; and indicating whether it is a general conflict of interest or a material conflict of interest; and
- c) detailing, if the nature of the conflict of interest involves a Councillor’s relationship with or a gift from another person, the:
 - viii. name of the other person;
 - ix. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - x. nature of that other person’s interest in the matter,

and then immediately before the matter is considered at the meeting announcing to those in attendance that they have a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

94.2. The Councillor must, in either event, leave the *Council meeting* immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

95. DISCLOSURE OF CONFLICT OF INTEREST AT A DELEGATED COMMITTEE MEETING

95.1. A member of a *Delegated Committee* who has a conflict of interest in a matter being considered at a *Delegated Committee* meeting at which they:

- a) are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the *Delegated Committee* meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest; or
- b) intend to attend must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Delegated Committee* meeting commences a written notice:
 - i. advising of the conflict of interest;
 - ii. explaining the nature of the conflict of interest; and indicating whether it is a general conflict of interest or a material conflict of interest; and
 - iii. detailing, if the nature of the conflict of interest involves a member of a *Delegated Committee's* relationship with or a gift from another person the:
 - (i) name of the other person;
 - (ii) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - (iii) nature of that other person's interest in the matter,

95.2. and then immediately before the matter is considered at the meeting announcing to those in attendance that they have a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

95.3. The member of a *Delegated Committee* must, in either event, leave the *Delegated Committee* meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

96. DISCLOSURE OF A CONFLICT OF INTEREST AT A COMMUNITY ASSET COMMITTEE MEETING

96.1. A Councillor who has a conflict of interest in a matter being considered at a *Community Asset Committee* meeting at which they:

- a) are in attendance must disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the *Community Asset Committee* meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest; or
- b) intend to attend must disclose that conflict of interest by providing to the *Chief Executive Officer* before the *Community Asset Committee* meeting commences a written notice:
 - i. advising of the conflict of interest;
 - ii. explaining the nature of the conflict of interest; and indicating whether it is a general conflict of interest or a material conflict of interest; and
 - iii. detailing, if the nature of the conflict of interest involves a member of a Councillor's relationship with or a gift from another person the:
 - (i) name of the other person;
 - (ii) nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and
 - (iii) nature of that other person's interest in the matter,

96.2. and then immediately before the matter is considered at the meeting announcing to those in attendance that they have a conflict of interest and that a written notice has been given to the *Chief Executive Officer* under this sub-Rule.

96.3. The Councillor must, in either event, leave the *Committee Asset Committee* meeting immediately after giving the explanation or making the announcement (as

the case may be) and not return to the meeting until after the matter has been disposed of.

97. DISCLOSURE AT A MEETING CONDUCTED UNDER THE AUSPICES OF COUNCIL

97.1. A Councillor who has a conflict of interest in a matter being considered by a meeting conducted under the auspices of *Council* at which they are in attendance must:

- a) disclose that conflict of interest by explaining the nature of the conflict of interest to those in attendance at the meeting immediately before the matter is considered; and indicating whether it is a general conflict of interest or a material conflict of interest;
- b) absent themselves from any discussion of the matter; and
- c) as soon as practicable after the meeting concludes provide to the *Chief Executive Officer* a written notice recording that the disclosure was made and accurately summarising the explanation given to those in attendance at the meeting.

98. DISCLOSURE BY MEMBERS OF COUNCIL STAFF PREPARING REPORTS FOR MEETINGS

98.1. A member of Council staff who, in their capacity as a member of Council staff, has a conflict of interest in a matter in respect of which they are preparing or contributing to the preparation of a Report for the consideration of a:

- a) Council meeting;
- b) Delegated Committee meeting;
- c) Community Asset Committee meeting

must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* disclosing the conflict of interest and explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

98.2. The *Chief Executive Officer* must ensure that the Report referred to in sub-Rule 98.1 records the fact that a member of Council staff disclosed a conflict of interest in the subject-matter of the Report.

98.3. If the member of Council staff referred to in sub-Rule 98.11 is the *Chief Executive Officer*:

- 98.3.1. the written notice referred to in sub-Rule 98.1.1 must be given to the *Mayor*; and

98.3.2. the obligation imposed by sub-Rule 98.2 may be discharged by any other member of Council staff responsible for the preparation of the Report.

99. DISCLOSURE OF CONFLICT OF INTEREST BY MEMBERS OF COUNCIL STAFF IN THE EXERCISE OF DELEGATED POWER

99.1. A member of Council staff who has a conflict of interest in a matter requiring a decision to be made by the member of Council staff as delegate must, immediately upon becoming aware of the conflict of interest, provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

99.2. If the member of Council staff referred to in sub-Rule 99.1.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

100. DISCLOSURE BY A MEMBER OF COUNCIL STAFF IN THE EXERCISE OF A STATUTORY FUNCTION

100.1. A member of Council staff who has a conflict of interest in a matter requiring a statutory function to be performed under an Act by the member of Council staff must, upon becoming aware of the conflict of interest, immediately provide a written notice to the *Chief Executive Officer* explaining the nature of the conflict of interest and indicating whether it is a general conflict of interest or a material conflict of interest.

100.2. If the member of Council staff referred to in sub-Rule 100.1 is the *Chief Executive Officer* the written notice must be given to the *Mayor*.

101. RETENTION OF WRITTEN NOTICES

101.1. The *Chief Executive Officer* must retain all written notices received under this Chapter for a period of three years.

CHAPTER 6 – MISCELLANEOUS

102. INFORMAL MEETINGS OF COUNCILLORS

102.1. If there is a meeting of Councillors that:

- a) is scheduled or planned for the purpose of discussing the business of *Council* or briefing Councillors;
- b) is attended by at least one member of Council staff; and
- c) is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting

the *Chief Executive Officer* must ensure that a summary of the matters discussed at the meeting are:

- d) tabled at the next convenient Council meeting; and
- e) recorded in the minutes of that Council meeting.

103. CONFIDENTIAL INFORMATION

103.1. The *Chief Executive Officer* is of the opinion that information relating to a meeting is confidential information within the meaning of the *Act*, they may designate the information as confidential and advise Councillors and/or members of Council staff in writing accordingly.

103.2. Information which has been designated by the *Chief Executive Officer* as confidential information within the meaning of the *Act*, and in respect of which advice has been given to Councillors and/or members of Council staff in writing accordingly, will be presumed to be confidential information.

103.3. Nothing in sub-Rule 103.2 will, without more, mean that information designated by the Chief Executive Officer under sub-Rule 103.1 satisfies the definition of “confidential information” contained in section 3(1) of the *Act*.

104. RECORDING OF MEETINGS

104.1. The Chief Executive Officer (or any other person authorised by the Chief Executive Officer) may conduct electronic broadcasting (webcasting) of a council meeting by any means.

104.2. A person, including any representative of the media, must not operate photographic, audio or video recording equipment or any other recording device at any Council Meeting without first obtaining the consent of Council or the Chairperson.

Such consent may at any time during the course of such meeting be revoked by Council or the Chairperson (as the case may be).

104.3. The Chief Executive Officer must advise the Chairperson before the commencement of the meeting of any approval to record the meeting that has been given and the Chairperson must inform those in attendance at the meeting, that, subject to any relevant legislative provisions, proceedings will be recorded.

104.4. The approval to record a meeting is subject to the business of the meeting being able to continue in an orderly and lawful manner and in a way that the rights and responsibilities of all attendees can be appropriately managed.

104.5. This clause does not apply to any member of Council staff operating any recording device for the purpose of preparing draft minutes of the meeting.

104.6. Recordings made by a member of council staff for the purpose of preparing draft minutes of a meeting will be retained for a period of up to three months from the date of the meeting.

CHAPTER 7 - ELECTION PERIOD POLICY

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1. INTRODUCTION

The Local Government Act 2020 requires Council to include and adopt an Election Period Policy (Policy) in its Governance Rules.

This Policy forms Chapter 7 of the Hepburn Shire Council Governance Rules.

This Policy provides a framework for decisions prohibited by Council during the election period in accordance with the Act, and the procedures to be applied by Council during the election period for.

The 'election period' as defined by the Act for the 2020 local government elections will commence on 22 September 2020 and end at 6pm on election day, 24 October 2020.

This policy replaces the Election Period Policy adopted by Council on 17 December 2019.

Hepburn Shire Council is committed to good governance and to fair and democratic elections. The purpose of Council's caretaker policy is to ensure that the ordinary business of local government at Hepburn Shire Council continues throughout the election period in a responsible and transparent manner, in accordance with statutory requirements and established caretaker conventions.

2. PURPOSE

This policy has been developed in accordance with the Act and to ensure the Hepburn Shire Council elections on Saturday 24 October 2020 (and subsequent elections) are conducted in a manner that is ethical; fair and equitable; and are publicly perceived as such.

The policy sets out how Council will:

- avoid making decisions which would affect voting in the election or could reasonably be made after the election;
- not use resources inappropriately during the election period prior to the election;
- limit public consultation and the scheduling of Council events;
- ensure that access to information held by Council is made equally available and accessible to all candidates during the election.

► DRAFT ELECTION PERIOD POLICY – Attachment to Governance Rules
(Chapter 7)

3. SCOPE

This policy applies to Hepburn Shire Council councillors, 2020 general election candidates and all employees of Hepburn Shire Council (whether permanent, temporary, casual, part-time or contract) up to and during the election period.

4. DEFINITIONS

TERM	DEFINITION	SOURCE
Candidate	<p>Means a person:</p> <ol style="list-style-type: none"> 1. Who has nominated as a candidate for an election under section 256 of the Act. 2. Who has: <ol style="list-style-type: none"> a) publicly expressed an intention to run as a candidate in the election; and or b) a person who has formally nominated as a candidate in the election with the Returning Officer. <p>A candidate is a “known candidate” when a person has actual knowledge of the candidate’s identity and that they meet the above definition.</p>	<p>Act s.3</p> <p>Policy</p>
Chief Executive Officer (CEO)	<p>Means:</p> <ol style="list-style-type: none"> a) The person appointed by a Council to be its Chief Executive Officer under section 44 of the Act or any person acting in that position; and/or b) The Chief Executive Officer's delegate <p>Such other person that the Chief Executive Officer selects for the purpose of giving effect to this Policy.</p>	<p>Act s.3</p> <p>Policy</p>
Council	Means the Hepburn Shire Council, whether constituted before or after the commencement of this Policy.	Policy

► DRAFT ELECTION PERIOD POLICY – Attachment to Governance Rules
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TERM	DEFINITION	SOURCE
Council-controlled land	Means any land which Council, owns, occupies, manages, has leased or licensed to another person or is otherwise under Council's control and management, other than a road.	Local Law no. 2
Councillor-Candidate	Means a current Councillor who has nominated, or is considering nominating for election in the 24 October 2020 Council elections.	Policy
Electioneering	Means any action, statement and or publication that contains material directly related to, or likely to influence, a Councillor's re-election or a candidate's election.	Policy
Electoral material	Means an advertisement, handbill, pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper that is only announcing the holding of a meeting.	Act s.3
Electoral matter	<p>Matter which is intended or likely to affect voting in an election but does not include any electoral material produced by or on behalf of the returning officer for the purposes of conducting an election.</p> <p>Without limiting the generality of the definition of electoral matter, matter is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on -</p> <ul style="list-style-type: none"> (a) the election; or (b) a candidate in the election; or (c) an issue submitted to, or otherwise before, the voters in connection with the election. <p>Electoral matter includes material which:</p>	Policy

► DRAFT ELECTION PERIOD POLICY – Attachment to Governance Rules
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TERM	DEFINITION	SOURCE
	<ul style="list-style-type: none"> Publicises the strengths or weaknesses of a candidate Advocates the policies of the Council or of a candidate Responds to claims made by a candidate Publicises the achievements of the elected Council. 	
Election Period	<p>Means the period that:</p> <p>a) starts at the time that nominations close on nomination day; and</p> <p>b) ends at 6 p.m. on election day;</p>	Act s.3
Nomination Day	Means the last day on which nominations to be a candidate at a Council election may be received in accordance with this Act and the regulations.	Act s.3
Prohibited decision	<p>Means any decision -</p> <p>a) relating to the appointment or remuneration of a Chief Executive Officer, but not to the appointment or remuneration of an Acting Chief Executive Officer; or</p> <p>b) commits the Council to expenditure exceeding 1% of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year; or</p> <p>c) the Council considered could be reasonably deferred until the next Council is in place; or</p> <p>d) that Council considered should not be made during an election period; or</p>	<p>Act s.69</p> <p>Policy</p>

DRAFT ELECTION PERIOD POLICY – Attachment to Governance Rules
(Chapter 7)

TERM	DEFINITION	SOURCE
	<p>e) that would enable the use of Council's resources in a way that is intended to influence voting at an election.</p> <p>f) Means an irrevocable decision that significantly affects the municipality.</p>	
Publication	<p>Means:</p> <p>a) a published work in any form (e.g. hardcopy or digital) including but not limited to brochures, articles, letters, posters, policies, strategies, papers, letters, commentary.</p> <p>b) the act or process of publishing.</p>	Policy
Publish	Means publish by any means including by publication on the Internet.	Act s.3
Public consultation	Means a process which involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.	Policy
Returning Officer	<p>Means:</p> <p>a) the Electoral Commissioner; or</p> <p>b) a person appointed in writing by the Electoral Commissioner;</p>	Policy

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TERM	DEFINITION	SOURCE
Road	<p>Road includes:</p> <ul style="list-style-type: none"> a) a street; and b) a right of way; and c) a public highway; and d) any land reserved or proclaimed as a street or road under the Crown Land (Reserves) e) Act 1978 or the Land Act 1958; and f) a public road under the Road Management Act 2004; and g) a passage; and h) a cul de sac; and i) a by-pass; and j) a bridge or ford; and k) a footpath, bicycle path or nature strip; and l) any culvert or kerbing or other land; and m) works forming part of the Road 	Policy
Staff, Council staff or Staff member	Means any employee of Council whether permanent or temporary or casual, and includes contractors, and volunteers carrying out work for or on behalf of Hepburn Shire Council.	Policy

POLICY

5. ELECTION PERIOD

The Local Government Act 2020 the (“Act”) defines the election period to be the period that:

- starts on the last day on which nominations for that election can be received; and
- ends at 6.00 pm on election day.

6. DECISION MAKING – ACCOUNTABILITY

It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. The Council therefore commits to the principle that it will make every endeavour to avoid making significant decisions that bind an incoming Council.

6.1. COUNCIL WILL FUNCTION IN ACCORDANCE WITH THIS ELECTION PERIOD POLICY DURING THE ELECTION PERIOD.

In addition, the Chief Executive Officer’s statutory responsibilities, the Chief Executive Officer will:

- Ensure as far as possible, that all councillors and officers are informed of the application of this policy 30 days prior to the commencement of the election period.
- Ensure as far as possible, that matters of Council business requiring prohibited decisions are scheduled for Council to consider prior to the commencement of the election period, or deferred where appropriate for determination by the incoming Council.
- Not include in the order of business for any Council meeting scheduled during the election period, any matters requiring prohibited decisions or matters that could be considered prohibited decisions.

The Chief Executive Officer may issue guidelines to staff on the role and responsibilities of staff in the implementation of this policy.

The Chief Executive Officer may also issue guidelines to councillors to inform them about changes to services, processes and procedures that may impact them in their role during the election period.

6.2. DECISIONS – COUNCIL AND DELEGATED COMMITTEE MEETINGS

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During the election period reports to Council and any Delegated Committees of Council meetings will be carefully vetted to avoid listing matters on the Agenda which could foreseeably influence voters' intentions at the forthcoming election; or encourage Councillor- candidates to use the matter as part of their election platform.

Councillors commit to refrain from moving motions on, or raising matters at Council or Delegated Committee meetings that could potentially influence voting at the election

6.3. DECISIONS - DELEGATES

The ordinary, day-to-day business of local government must continue throughout the election period. That business will be conducted by Council, its delegates and staff in a responsible and transparent manner, in accordance with statutory requirements.

Most Council decisions are not made at meetings of the Council. Significant decision-making power is formally delegated to staff and the decision of a delegate is 'deemed' to be a decision by Council. Because a delegate's decision is the same as a Council decision, the same constraints that apply to decisions made in Council and Delegated Committee meetings apply when delegates make decisions. Delegates should therefore give careful consideration to the exercise of their powers during the election period.

Should a delegate be required to make a decision(s) under delegation in the ordinary course of Council business during the election period, the delegate must satisfy themselves beforehand that the decision is not a prohibited decision.

The following matters may also be considered a prohibited decision during the election period:

- Allocation of community grants;
- Direct funding to community organisations;
- Major planning scheme amendments; or
- Changes to strategic objectives and strategies in the Council Plan.

6.4. INVALID DECISIONS

In accordance with section 69(4) of the Act, if the following decision are made during the election period, the decisions are invalid:

- relating to the appointment or remuneration of the Chief Executive Officer, but not the appointment or remuneration of an Acting Chief Executive Officer; and
- committing the Council to expenditure exceeding 1% of the Council's income from general rates, municipal charges and service rates and charges in the preceding financial year.

6.5. COMPENSATION

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In accordance with section 69(5) of the Act, any person who suffers any loss or damage as a result of acting in good faith on a Council decision that is an invalid decision, is entitled to compensation from the Council for that loss or damage.

7. PUBLIC CONSULTATION

Consultation is an integral part of Council's policy development process and operations.

Surveys, blogs, invitations to put forward submissions, and other community engagement activities should be avoided during the election period.

Council will not continue or commence public consultation on prohibited decisions, contentious or politically sensitive matters after the commencement of the election period.

However, some public consultation activities may be necessary during the election period to facilitate the day-to-day business of Council.

Public consultation associated with activities and decisions which are the subject of statutory processes, for example:

- Applications under the Planning and Environment Act 1987 can be expected to continue through the election period to ensure Council does not breach its statutory obligations.

Public consultation not associated with activities and decisions which are the subject of statutory processes shall only proceed if prior approval is given by the Chief Executive Officer.

Where community engagement has occurred prior to the election period but the report has not yet proceeded to a Council or Delegated Committee meeting, results of the consultation will also not be provided to a Council or Delegated Committee meeting until the election period has concluded.

Any public consultation that does proceed during the election period will be vetted for electoral matter and express or implicit links to the election.

7.1. POSTPONING CONSULTATION

In view of the potential for a matter or issue to become contentious or politically sensitive in the course of the election period, Council reserves the right where possible and practicable, to postpone public consultation and any associated decisions where the matter is considered likely to affect voting in the election.

8. COUNCIL PUBLICATIONS

8.1. PROHIBITION ON PUBLISHING MATERIAL DURING THE ELECTION PERIOD

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Council must not publish electoral material that contains electoral matter. The words “advertisement, handbill, pamphlet or notice” are to be interpreted broadly and will include, amongst other things:

- Brochures, pamphlets, handbills, flyers, magazines and books
- Newsletters and other circulars (hardcopy and/or electronic)
- New website material and social media posts
- Mass mail outs or letters to a large number of people
- Media releases
- Material to publicise a function or event
- Notices or posters placed on Council controlled property, including walls, noticeboards, and electronic noticeboards and screens

This does not apply to the publishing of any document published before the commencement of the election period or publication of any document required to be published in accordance with, or under, any Act or regulation.

8.2. COUNCIL PUBLICATIONS INCLUDING COUNCILLOR INFORMATION

References to councillors who are standing for re-election in Council publications printed, published or distributed during the election period could be considered electoral matter and will be carefully vetted during the certification process.

8.3. EXISTING PUBLICATIONS

Existing publications will be reviewed at the start of the election period. Publications or material which is prominently displayed and might be regarded as likely to influence how people vote may be temporarily removed from display. Any material so removed may still be provided to members of the community upon request.

In the context of Council’s website, prominently displayed means content visible on the Hepburn Shire Council’s website: www.hepburn.vic.gov.au and all pages contained within.

During the election period Councillor profile pages will be limited to names, contact details, date elected and councillor assignments. There will be no biographies or policy statements.

8.4. ANNUAL REPORT

Council is required by the Act to produce its Annual Report. The 2020-21 Annual Report will be published during the election period. The Annual Report will not contain any

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material that could be regarded as overt electioneering or that inappropriately promotes individual councillors.

Any publication of an extract or summary of the Annual Report should not contain information that could be considered electoral matter.

8.5. COUNCIL AND DELEGATED COMMITTEE MEETINGS

Council is required by the Governance Rules to:

- Give public notice of Council meetings and Delegated Committee meetings; and
- Produce and make available agendas and minutes of Council meetings and Delegated Committee meetings.

8.6. SOCIAL MEDIA

At the start of the election period a message will be posted on Council's social media channels and website stating these channels will have no new content added until after the election period unless it relates to existing Council services.

Any new publication on social media sites including Facebook, Twitter, Instagram, blogs and wiki pages created by Council during the election period should not contain information that could be considered electoral matter.

As public comments posted on Council's social media sites could be considered electoral matter, staff responsible for administering social media sites will, where possible, disable public commenting. Where public commenting cannot be disabled, staff will monitor their respective sites during the election period and where possible, remove information that could be considered electoral matter as soon as reasonably practicable after it is posted.

9. COUNCIL EVENTS

Where practicable, civic and ceremonial Council events should not be scheduled during the election period. Civic and ceremonial events do not include routine events and programs conducted as part of Council's day-to-day activities (e.g. library programs).

Any civic or ceremonial council event held during the election period should meet one or more of the following criteria:

- It is a planned event endorsed by the current Council Plan;
- It is routinely held at the same time of year;
- It is a commemorative or anniversary event held on or near the anniversary date;

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- It demonstrates a clear community benefit, or serves an educational or welfare purpose; or
- It contributes to cultural development, social awareness or sense of community identity.

Councillors may attend events as required by their Council duties, but are not permitted to use these appearances for electioneering.

10. COUNCIL RESOURCES

10.1. APPLICATION OF RESOURCES

Council resources, including offices, staff, hospitality, services (including phone, internet and email), property, equipment and stationary must be used exclusively for normal Council business during the election period and must not be used in connection with any election campaign or issue.

Councillor-candidates must not use Council resources in connection with any activities associated with their election campaigns, regardless of any entitlement to "reasonable personal use" of Council equipment under any other policy, protocol or terms of use.

Councillor-candidates should also be mindful to manage any perceived conflicts even where a direct expense isn't incurred, this may include for example:

- Where campaign-related emails are received in a Council email account, send any responses from a private email and encourage the correspondent to use that account in future.
- Where campaign-related calls are received on a Council device, provide and encourage the caller to use a non-council number for future calls.

10.2. ROLE OF COUNCIL STAFF

The Executive Assistant to the CEO & Councillors, and other Governance staff, will not be asked to undertake any tasks connected directly or indirectly with the election campaign of a councillor standing for re-election.

10.3. USE OF COUNCIL EQUIPMENT BY COUNCILLORS

Councillors may continue to use any Council equipment provided to them to facilitate their performance of normal Council duties during the election period, subject to existing protocols and terms of use.

10.4. COUNCILLORS' ENTITLEMENT TO REIMBURSEMENT

Reimbursements of councillors' out-of-pocket expenses during the election period will only apply to expenses incurred in the performance of normal Council duties, and not for expenses that support or are connected with a candidate's election campaign.

10.5. COUNCIL BRANDING

No Council logos, letterheads, Council taken photos or other Hepburn Shire Council branding may be used for, or linked in any way to, a candidate's election campaign.

10.6. COUNCILLOR CORRESPONDENCE

While the routine business of Council must continue, it is important that the administration is not perceived as providing Councillor-candidates any undue advantage whilst campaigning.

During the election period, any responses prepared by the administration in response to correspondence addressed to a Councillor-candidate, will therefore be signed by the Chief Executive Officer or relevant Director or Manager as appropriate. Such responses will acknowledge the administration is responding due to limitations imposed upon councillors during the election period.

10.7. OFFICERS DISCRETION

The Council will ensure that due propriety is observed in the use of all Council resources, and Council staff are required to exercise appropriate discretion in that regard.

Where the use of Council resources appears to relate to the election campaign of a councillor standing for re-election, the matter must be referred to the Chief Executive Officer.

11. MEDIA SERVICES

11.1. RESTRICTION ON SERVICES

During the election period, Council resources must not be used in any way that might promote a councillor as an election candidate.

New Council publicity during the election period will be restricted to communicating normal Council activities and initiatives and subject to approval by the Chief Executive Officer.

11.2. MEDIA RELEASES/SPOKESPERSONS

Media releases during the election period will minimise references to specific councillors and will not identify any councillor in a manner that could promote a councillor as an

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election candidate. Where it is necessary to identify a spokesperson, the Chief Executive Officer or his delegate will be consulted.

11.3. COUNCILLORS

Councillors must not use their position as an elected representative or their access to Council staff and other Council resources to gain media attention during the election period in support of an election campaign.

11.4. COUNCIL EMPLOYEES

During the election period no Council employee may make any public statement that relates to an election issue unless prior approval from the Chief Executive Officer has been obtained.

12. EXTRAORDINARY CIRCUMSTANCES

If the Council considers that there are extraordinary circumstances which require the making of a decision during the Election Period that in doing so would breach the Act, the Council may apply in writing to the Minister for Local Government for an exemption from the application of this prohibition.

13. COUNCIL MEETINGS

Ordinary Council Meetings will continue to take place during the Election Period. However, the following adjustments will be made to the Agenda:

- 104.6.1. Public Question Time will be suspended;
- 104.6.2. General Business and Notice of Motion will not be allowed where the matter is an Electoral Matter;
- 104.6.3. Councillors will limit their discussion during debate to the topic under consideration and will avoid raising Electoral Matter; and
- 104.6.4. Reports for the consideration of Council will be referred to the CEO for approval before inclusion on the meeting agenda.

14. INFORMATION**14.1. CANDIDATES' ACCESS TO INFORMATION**

Council recognises that all election candidates have certain rights to information relevant to their election campaigns from the Council administration subject to legislative constraints such as:

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- Sections 123 of the Act which prohibit Councillor candidates from misusing or inappropriately making use of their position; and
- the *Privacy and Data Protection Act 2014*.

Councillors will continue to receive information that is necessary to fulfil their existing elected roles. Beyond that, only information that is readily available to any member of the community will be provided to any candidate.

14.2. INFORMATION REQUEST REGISTER

An Information Request Register will be maintained by the Manager Governance and Risk during the election period. This Register will be a public document and record requests by persons who identify themselves as candidates when seeking information relating to electoral matters or when making other general enquiries.

The register will also record the responses provided.

Any candidate may, upon request, obtain information about the recorded requests made by another candidate as recorded in the Information Request Register and a copy of information given in response to the request.

The Manager Governance and Risk may, at their discretion, automatically circulate to all candidates, the response to any request recorded in the Information Request Register.

15. ASSISTANCE TO CANDIDATES

All election related enquiries from candidates, whether sitting councillors or not, will be directed to the Returning Officer or, where the matter is outside the responsibilities of the Returning Officer, to the Chief Executive Officer.

15.1. CANDIDATE INFORMATION

Council will provide candidates with a Councillor Candidate Information Kit to assist them in running and nominating for Council.

The Councillor Candidate Information Kit may include:

- Information about this policy;
- Information about nominating as a candidate;
- Information about other sources of information, including from the Victorian Electoral Commission and the Returning Officer; or
- Information about election campaign donation returns.

15.2. COUNCIL STAFF

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Upon becoming a candidate in a Hepburn Shire Council election, the Council staff member must:

- Inform the Chief Executive Officer;
- Take leave from their duties at least for the duration of the election period in accordance with sections 34 and 256 the Act;
- Return any Council equipment (including, but not limited to, motor vehicles, telephones and computers), documents or information that is not available to the public at least for the duration of the election period; and
- If elected, immediately resign from their employed position at Council, in accordance with sections 34 and 256 Act.

15.3. MEMBER OF COUNCIL DELEGATED OR ADVISORY COMMITTEES

Upon becoming a candidate, any person who is a member of one of Council's Delegated committees or Advisory committees is expected to:

- Comply with this policy;
- Inform the Chief Executive Officer;
- Take leave from the Delegated committee or Advisory committee
- Return any council equipment, documents or information which is not available to the public for the duration of their candidacy and/or the election period; and
- If elected, immediately resign from the Delegated committee or Advisory committee.

16. ADVERTISING SIGNAGE ON COUNCIL-CONTROLLED LAND

Candidates and their supporters are not permitted to affix, attach or place advertising signs on Council-controlled land or a Council road during election campaigns including during the election period.

17. BREACHES

Sections 123 of the Act prohibits Councillors from misusing or inappropriately making use of their position. A breach of section 123 attracts serious penalties, including possible imprisonment. Allegations of breaches of the Act are independently received and investigated by the Local Government Inspectorate.

Section 304 of the Act prohibits Councillors or a member of Council staff from using resources in a way that is intended to or likely to affect the result of an election.

DRAFT ELECTION PERIOD POLICY – Attachment to Governance Rules
(Chapter 7)

In addition, section 304 of the Act also prohibits Councillors or a member of Council staff from using Council resources to intentionally or recklessly print, publish or distribute or cause, permit or authorise to be printed, published or distributed any electoral material during the election period on behalf of, or purporting to be on behalf of, the Council unless the electoral material only contains information about the election process or is otherwise required in accordance with, or under, any Act or regulation.

18. COUNCILLOR CODE OF CONDUCT

Allegations of breaches of this Policy will be dealt with under the Dispute Resolution Procedures in the Hepburn Shire Council – Councillor Code of Conduct. The Chief Executive Officer will take the place of the Mayor in managing complaints received under the Election Period (Caretaker) Policy.

Complaints must be directed to the Chief Executive Officer in writing, providing details of the alleged contravention, when it occurred and who it involved. The Chief Executive Officer will assess the information and follow the provisions of the Dispute Resolution Procedures in the Hepburn Shire Council – Councillor Code of Conduct including, where necessary, the appointment of an external arbiter.

19. FURTHER INFORMATION

Any enquiries about the Election Period Policy should be directed to Council's Manager Governance and Risk or Director Organisational Services.

20. IMPLEMENTATION

A copy of this policy will:

- a) be given to each councillor as soon as practicable after it is adopted; and
- b) be available for inspection by the public at Council's customer service centres in Daylesford, Creswick and Clunes; and
- c) be published on the Council's Internet website

The policy and the related certification processes will be communicated to all Council staff in the lead up to the election period.

21. REVIEW

The Election Period Policy will be formally reviewed and updated at least one year prior to each Hepburn Shire general election in accordance with the Act, or as required by legislative changes.

The officer responsible for the review of this policy is the Manager Governance and Risk and the Director Organisational Services

[illegible]

Date Register sent to Governance:

15.2 ADOPTION OF THE TREASURY MANAGEMENT POLICY ACTING DIRECTOR ORGANISATIONAL SERVICES

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

ATTACHMENTS

1. Policy 50 C Treasury Management Policy 2022 August 2022 Council (1) [15.2.1 - 20 pages]

EXECUTIVE SUMMARY

The Treasury Management Policy is concerned with the activities of investing and borrowing of funds and ensures that Council's money is safely invested, investment returns are maximised and borrowing costs are minimised.

The current policy allows for investment with a Community Bank if the interest rate is 0.01% - 0.2% below the highest interest rate quote received. This margin has been reviewed in response to the changing economic environment and the increase in interest rates in recent months.

To support the work with Community Banks it is proposed to increase the margin to 0.01% - 0.5% below the highest interest rate quote received.

OFFICER'S RECOMMENDATION

That Council adopts the Treasury Management Policy.

MOTION

That Council adopts the Treasury Management Policy.

Moved: Cr Jen Bray

Seconded: Cr Don Henderson

Carried

BACKGROUND

Council reviewed and updated the Treasury Management Policy in July 2021. This policy provided an opportunity to invest with Community Banks by allowing a margin of 0.01% - 0.2% below the highest interest rate quote to be accepted.

Interest rates have been increased by the Reserve Bank of Australia (RBA) over recent months which has had a positive impact on the interest rate quotes for investments.

In response to the interest rate increases the policy was reviewed to ensure that maximising return on investment whilst safeguarding investments and maintaining sufficient liquidity for operations was still achievable.

The review of current investment interest rates from banking institutions indicated that the margin between the larger banks and the Community Banks had increased.

To support the work with Community Banks it is proposed to increase the margin to cover a spread of 0.01% - 0.5% below the highest interest rate quote received.

This supports the intention of maximising investment returns and supporting our Community Bank.

KEY ISSUES

- The policy needs to support investment in the Community Banks.
- The change proposed to the policy supports maximising investment returns and investing council funds safely.
- The Community Banks are provided with the opportunity to directly quote on potential investments.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report.

Cr Brian Hood returned to the meeting at 8:36pm.

► TREASURY MANAGEMENT POLICY

POLICY NUMBER: 50 (C)

NAME OF POLICY: TREASURY MANAGEMENT POLICY 2021

DATE OF NEXT REVIEW: XX Aug 2026

DATE APPROVED: ~~20-July-2021~~ XX Aug 2022

RESPONSIBLE OFFICER: Manager Financial Services

REFERENCES: *Local Government Act 2020*

► TREASURY MANAGEMENT POLICY

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► TREASURY MANAGEMENT POLICY

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1. INTRODUCTION

Council is committed to operating in accordance with the financial management principles defined by the *Local Government Act 2020*.

This Policy is concerned with the activities of investing and borrowing of funds (money) and ensures that investing and borrowing activities are consistent with the financial management principles.

It ensures that those activities are conducted in a risk-controlled manner and managed prudently, so that investing and borrowing has a predictable financial outcome.

It ensures that Council's money is safely invested, investment returns are maximised and borrowing costs are minimised.

This Policy includes –

- Legislative requirements.
- Objectives.
- Types of investments and borrowings.
- Risk management and internal controls.
- Selection criteria for investments and borrowings.
- Monitoring and reporting.

It does not include matters (such as Council's Borrowing Strategy) which are found in Council's financial plans (in particular, the long-term financial plan, but also the Revenue and Rating Plan and Budget).

2. SCOPE

This Policy applies to all investing and borrowing of funds by Hepburn Shire Council.

3. LEGISLATIVE REQUIREMENTS

Division 4 of the *Local Government Act 2020* is reproduced below.

101 Financial management principles

- (1) *The following are the financial management principles—*
- (a) *revenue, expenses, assets, liabilities, investments and financial transactions must be managed in accordance with a Council's financial policies and strategic plans;*
 - (b) *financial risks must be monitored and managed prudently having regard to economic circumstances;*
 - (c) *financial policies and strategic plans, including the Revenue and Rating Plan, must seek to provide stability and predictability in the financial impact on the municipal community;*
 - (d) *accounts and records that explain the financial operations and financial position of the Council must be kept.*
- (2) *For the purposes of the financial management principles, **financial risk** includes any risk relating to the following—*
- (a) *the financial viability of the Council;*
 - (b) *the management of current and future liabilities of the Council;*
 - (c) *the beneficial enterprises of the Council.*

102 Financial policies

- (1) *A Council must prepare and adopt financial policies that give effect to the financial management principles.*
- (2) *A financial policy must include any matters prescribed by the regulations.*

103 Investments

A Council may invest any money—

- (a) *in Government securities of the Commonwealth; and*
- (b) *in securities guaranteed by the Government of Victoria; and*

► TREASURY MANAGEMENT POLICY

- (c) *with an ADI; and*
- (d) *with any financial institution guaranteed by the Government of Victoria;
and*
- (e) *on deposit with an eligible money market dealer within the meaning of the
Corporations Act; and*
- (f) *in any other manner approved by the Minister, either generally or
specifically, to be an authorised manner of investment for the purposes of
this section.*

104 Borrowings

A Council cannot borrow money unless the proposed borrowings were included in the budget or a revised budget.

105 Accounts and records

- (1) *The Principal Accounting Officer of a Council must ensure that there are kept proper accounts and records of the transactions and financial affairs of the Council.*
- (2) *A failure by a Council to keep proper accounts and records and the reason for that failure must be reported in the annual report.*

4. INVESTMENT FRAMEWORK

It has been Council's practice to develop a Budget based on achieving a balanced cash position, that is, generating at least the same amount of income, during the year as is spent on operations and capital works.

Income includes rates, fees, grants and contributions. Expenditure includes creditor payments (including contracts), payroll payments and loan repayments.

The majority of funds available for investment comprise of money received in advance of the programs and works being undertaken (that is, the money being spent). Trust funds, deposits and money in financial reserves are also available for investment.

Funds available for investment are shown under Assets in the Balance Sheet in the Annual Financial Report and full disclosure is provided in the Notes to the Financial Statements.

4.1 Objectives

To seek a balanced investment portfolio which delivers a strong return on the invested funds whilst safeguarding those funds and being able to access them as cash flow requirements demand.

These objectives, in order of importance, are –

- Safeguarding Council's investments (refer sections 4.3 to 4.6).
- Maintaining sufficient liquidity (refer sections 4.7 to 4.9).
- Maximising the return on invested funds (refer section 4.10).

4.2 Authority to invest

S7 Instrument of Sub-Delegation by the Chief Executive Officer specifies those Officers who have authority to invest money on behalf of Council in accordance with Section 103 of the *Local Government Act 2020*.

4.3 Safeguarding investments

► TREASURY MANAGEMENT POLICY

Safeguarding investments involves –

- Investing with Australian owned Authorised Deposit-taking Institutions (ADIs).
- Investing with ADIs which have a credit rating specified in section 4.4 of this Policy.
- Diversifying investments across different ADIs to minimise exposure to risk.

4.4 Credit rating

Council will reference *S&P Global Ratings* (refer Appendix) and will only invest funds in Australian owned ADIs with a minimum credit rating of BBB for long term investments and a minimum credit rating of A-3 for short term investments.

The maximum allocation of investments with each credit rating category, measured at the time of placing the investment, is represented in the following table.

<i>S&P Global Ratings</i> (long term credit rating)	<i>S&P Global Ratings</i> (short term credit rating)	Maximum Allocation (% of available funds for investment)	Maximum Allocation per ADI (% of available funds for investment)	Limit per ADI
AAA	A1+	100%	80%	\$12 Million
AA	A1	100%	75%	\$10 Million
A	A2	75%	50%	\$7.5 Million
BBB	A3	60%	40%	\$5 Million

The investment limits do not include money held in Council's bank accounts.

4.5 Change in credit rating

If the credit rating of an ADI, in which funds are currently invested, is downgraded, then a risk assessment will be undertaken. If it is determined that the risk of retaining the investment has risen to an unacceptable level of likelihood and consequence, then the investment will be divested as soon as possible.

4.6 Types of investment

► TREASURY MANAGEMENT POLICY

Only the following types of investment are acceptable –

- Cash Deposits
- Bonds
- Debentures
- Term Deposits
- Negotiable Certificates of Deposits and Bank Bills
- Transferable Certificates of Deposit
- Floating Rate Notes and Floating Rate Certificates of Deposit.

4.7 Maintaining sufficient liquidity

Maintaining sufficient liquidity involves –

- Monitoring budget to actual performance on a regular basis.
- Preparing cash flow forecasts (refer section 4.8).
- Maintaining a minimum average level of cash and cash equivalents which is sufficient to cover up-coming creditor payments, payroll payments and other planned major outlays such as loan repayments (refer section 4.9).

4.8 Cash Flow Forecast

A Cash Flow Forecast for anticipated operating income and expenditure will be maintained by the Coordinator Financial Services.

The Cash Flow Forecast will be used to assist in (a) investment planning and (b) maintaining sufficient liquidity for up-coming financial commitments.

If it is forecast that there will be a significant positive cash flow for a sufficient period to invest, then funds may be invested in accordance with this Policy.

4.9 Funds available for investment

The Coordinator Financial Services ~~Funds~~ will monitor Council's bank accounts to ascertain if any funds are available for investment and to ensure that Council's general bank account does not go into overdraft.

► TREASURY MANAGEMENT POLICY

Funds will be considered as available for investment after sufficient operating and at call funds are held in accounts by applying the following limits –

- Maintaining an average monthly operating bank balance of \$400,000.
- Maintaining an average monthly at call balance of \$1,500,000.

4.10 Maximising returns

Maximising the return on investment involves investing funds whilst safeguarding investments and maintaining sufficient liquidity for operations.

The period of investment will be determined in accordance with the cash flow forecast.

Council will seek quotes from Australian owned ADIs including the local Bendigo Bank Community Banks.

At least three written quotes must be received before investing or reinvesting funds.

Except as allowed for in the following paragraph, providing all requirements of this Policy have been complied with, then the quote(s) offering the highest interest rate return(s) will be accepted.

To support the local economy and community, Council may invest in a local Bendigo Bank Community Bank, when its quote is between 0.01% and 0.~~25~~% per annum less than the highest quote received.

5. INTERNAL CONTROLS – INVESTMENTS

All investment transactions will be appropriately authorised, documented and reported as described in this section.

5.1 Money to be transferred using the general bank account

All investments being placed will be derived from funds transferred from Council's general bank account. On maturity, all investments will be redeemed to Council's general bank account. The interest earned on investments will be redeemed to Council's general bank account at the time of maturity. Funds will be transferred electronically and will be authorised by two Authorised Officers.

5.2 Documentation

Investment confirmations will be sought in writing within one day of placing an investment. Confirmations will be checked to ensure accuracy. Any identified discrepancies will be rectified immediately.

5.3 Authorisation of Investments

The following internal controls will apply to the authorisation of investments –

- 1) The Coordinator Financial Services will obtain three quotes for each investment from prospective ADIs.
- 2) The Manager Financial Services will –
 - a. review the quotes;
 - b. select the most appropriate quote according to section 4 of this Policy; and
 - c. approve the investment in writing.
- 3) The Coordinator Financial Services will prepare an electronic file for online transmission to the ADI.
- 4) The Coordinator Financial Services will provide the electronic file to two Authorised Officers who will authorise the file.

► TREASURY MANAGEMENT POLICY

- 5) Where an investment is to be withdrawn to Council's general bank account, the withdrawal will be arranged by the Coordinator Financial Services and approved by one of the Authorised Officers.

5.4 Investment Register and reconciliation controls

The Coordinator Financial Services will maintain an Investment Register as follows –

- 1) The Investment Register will be updated following each investment and will be reconciled to the ledger as part of the monthly Balance Sheet reconciliation process.
- 2) The Investment Register will include –
 - Type of investment.
 - Name of ADI.
 - Investment date.
 - Maturity date.
 - Period of investment.
 - Amount invested.
 - Interest rate.
 - Interest earned and received.
- 3) Investments will be entered in the general ledger.
- 4) Journals will be prepared to update additional, rolled over or withdrawn investments to their appropriate general ledger investment control accounts.
- 5) A monthly reconciliation will be completed comparing general ledger investment control accounts to the Investment Register.
- 6) The reconciliation will be reviewed and approved by the Manager Financial Services.

5.5 Reporting

The Coordinator Financial Services will prepare an end-of-month report of investment activities to the Director ~~Corporate and Community~~Organisational Services and the Manager Financial Services.

The report will summarise –

- Total cash holdings (including totals of restricted cash balances)

► TREASURY MANAGEMENT POLICY

- The average interest rate held, with a comparison to the 90 Day Bank Bill Rate and the RBA Cash Rate.
- Total Investment Balances at month end.

The Manager Financial Services will include a Report of Investments, as part of the Quarterly Budget Report to Council (in accordance with Section 97 of the *Local Government Act 2020*).

6. BORROWING FRAMEWORK

In accordance with Section 91 of the *Local Government Act 2020*, Council will develop a long-term Financial Plan, which will include Council's Borrowing Strategy.

In accordance with Section 104 of the *Local Government Act 2020*, Council may borrow money providing the borrowings are included in the Budget.

If Council includes borrowings in its Budget, then this Policy prescribes the actions and internal controls that will be applied.

6.1 Objectives

To seek a financially sustainable and affordable loan portfolio, whilst minimising the borrowing costs, and structuring the borrowing so that it is appropriate for the nature of the asset being funded.

To achieve these objectives, Council will seek quotes in a competitive market.

6.2 Authority to borrow

► TREASURY MANAGEMENT POLICY

In accordance with Section 1(2)(l) of the *Local Government Act 2020*, Council may not delegate the authority to borrow money.

Therefore, in accordance with Section 104 of the *Local Government Act 2020*, Council will make its borrowing determinations as part of the annual Budget process (and revised Budget process, if applicable).

In making its borrowings determinations, Council will have proper regard for its borrowing strategy as described in the long-term Financial Plan and its objectives as described in the Council Plan.

Following adoption of the Budget –

- The Chief Executive Officer has authority to accept loan offers, in accordance with the requirements of this Policy.
- The Mayor and the Chief Executive Officer have authority to sign and seal all relevant loan documents on behalf of Council.

6.3 Loan duration

In normal circumstances loans should have a maximum repayment period as follows –

- For assets with an estimated minimum useful life of 10 years or less, the loan should be repaid within the asset's estimated minimum useful life to Council.
- For assets with an estimated minimum useful life of greater than 10 years, the loan should be repaid over 10 years to recognize that after this time, most assets require significant levels of maintenance and/or renewal.
- For assets with a value of greater than \$5 million, Council should consider inter-generational equity and give regard to repaying the loan over longer than 10 years.

6.4 Early repayment of loan

► TREASURY MANAGEMENT POLICY

When preparing its Budget, Council may consider allocating funds for the early repayment of a loan based on the facts available at the time and having due regard to reducing the overall cost to Council.

7. INTERNAL CONTROLS – BORROWINGS

All borrowing transactions will be appropriately authorised, documented and reported as described in this section.

Banks, the MAV's Local Government Funding Vehicle and other funding options may be used as sources of loans.

7.1 Seeking quotes

The process of seeking and evaluating quotes for a loan will be guided by Council's Procurement Policy.

The Coordinator Financial Services will prepare a Request for Quote which will comprise the Evaluation Criteria, Conditions of Submitting a Quote (including closing dates), Specification and Response Form.

To support the local economy and community, the Request for Quote will be provided to the local Bendigo Bank Community Banks.

It will also be provided to the major banks.

The Specification will stipulate the –

- Principal to be borrowed.
- The term of the loan.
- The type of loan (generally a principal amortising loan, that is the full principal of loan to be amortised over its term).
- The type of interest rate (generally a fixed rate).
- The number of Instalments and the expected payment dates (generally two instalments of equal amount per financial year).
- The expected date that the loan will be drawdown.

► TREASURY MANAGEMENT POLICY

7.2 Evaluation and accepting quotes

The Coordinator Financial Services will establish an Evaluation Panel, and the Panel members will be required to complete a “Conflict of Interest and Confidentiality Declaration”.

After quotes close, the Panel will undertake the evaluation and make a recommendation to the Chief Executive Officer.

The Chief Executive Officer will consider the recommendation and may determine to accept a quote in accordance with section 6.2 of this Policy.

7.3 Reporting

Borrowing ratios will be reported in the long-term Financial Plan, the Budget and the Annual Report.

8. DEFINITIONS

Term	Definition
Council	Hepburn Shire Council
Authorised Officers	The Chief Executive Officer and members of Council staff holding, acting in or performing the duties of the office or position authorised to invest money in accordance with the <i>Local Government Act 2020</i> .
Operating Funds	Funds contained in a cheque or operating account used for daily transaction purposes.
At Call Funds	Cash held in Cash Deposit Account or similar and available for immediate transfer of funds as required.
Authorised deposit taking institution (ADI)	A financial institution licensed by the Australian Prudential Regulatory Authority to carry on banking business, including accepting deposits from the public. ADIs include banks, building societies and credit unions.

► TREASURY MANAGEMENT POLICY

Term	Definition
Local Community Bank	Community bank with an office located in the Hepburn Shire Council municipality.
MAV Local Government Funding Vehicle (LGFV)	The MAV established the LGFV in 2014 with the aim of providing funding to councils directly from capital market investors.

9. GOVERNANCE

9.1 Owner

The Manager Financial Services is responsible for the Policy and its implementation.

9.2 Further Information

The Policy is available to the public via Council's website.

Questions about the Policy should be directed to the Manager Financial Services.

9.3 Compliance Responsibility

- Chief Executive Officer.
- Director Organisational Services.
- Manager Financial Services.

9.4 Operation

The Policy is operational from the date it is adopted by Council until the date it is rescinded by Council unless its operation becomes obsolete by circumstances beyond the control of Council.

The Chief Executive Officer is authorised to make minor administrative amendments to the Policy.

9.5 Review

► TREASURY MANAGEMENT POLICY

The Policy will be reviewed every four years or sooner if required by Council or changes in legislation.

The Manager Financial Services is responsible for the review.

The Chief Executive Officer may also cause the Policy to be reviewed if there is a significant change in investment market conditions or borrowing market conditions.

10. APPENDIX – S&P GLOBAL RATINGS

Credit ratings are forward looking opinions about an organisation's relative creditworthiness. They provide a common and transparent global language for investors to form a view on and compare the relative likelihood of whether an organisation may repay its debts on time and in full. Credit Ratings are one of the criteria that investors and other market participants can consider as part of their decision-making processes.

S&P Global Ratings (previously Standard & Poor's) is a credit rating agency that publishes financial research and analysis on stocks, bonds, and commodities. It is designated as a nationally recognized statistical rating organization by the U.S. Securities and Exchange Commission.

S&P Global Ratings issues credit ratings for the debt of public and private companies, and other public borrowers such as governments and governmental entities. It issues both short-term and long-term credit ratings as shown in the table below.

As defined in Section 4.4 of the Policy Council will only invest funds in ADI's with a minimum credit rating of A3 for short term investments and BBB for long term investments.

Short Term Rating (1 to 365 days).

- A1+ extremely strong degree of safety for timely payment
- A1 a strong degree of safety for timely payment
- A2 a satisfactory capacity for timely payment
- A3 an adequate capacity for timely payment
- B significant speculative characteristics
- C vulnerable to non-payment
- D in payment default.

Long Term Rating (greater than 12 months).

- AAA Extremely strong capacity to meet financial commitments
- AA Very strong capacity to meet financial commitments
- A Strong capacity to meet financial commitments, but somewhat susceptible to economic conditions and changes in circumstances

► TREASURY MANAGEMENT POLICY

- BBB Adequate capacity to meet financial commitments, but more subject to adverse economic conditions
- BB Less vulnerable in the near-term but faces major ongoing uncertainties to adverse business, financial and economic conditions
- B More vulnerable to adverse business, financial and economic conditions but currently has the capacity to meet financial commitments
- CCC Currently vulnerable and dependent on favorable business, financial and economic conditions to meet financial commitments
- CC Highly vulnerable; default has not yet occurred, but is expected to be a virtual certainty
- C Currently highly vulnerable to non-payment, and ultimate recovery is expected to be lower than that of higher rated obligations
- D Payment default on a financial commitment or breach of an imputed promise.

15.3 DELEGATION TO THE CEO - LOAN BORROWINGS ACTING DIRECTOR ORGANISATIONAL SERVICES

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

ATTACHMENTS

1. Loan 25 Request for Quote (1) [**15.3.1** - 11 pages]

EXECUTIVE SUMMARY

At the Ordinary Meeting of Council on 28 June 2022, Council adopted its budget for 2022/2023. Whilst doing so, Council also declared borrowings for the financial year 2022/2023 of \$1.5 million to assist with the delivery of the \$18.76 million capital program.

Quotes for the loan were invited from financial organisations via Council E-Tender website (www.hepburn.vic.gov.au/tenders)

OFFICER'S RECOMMENDATION

That Council:

1. *Delegates authority to the Chief Executive Officer to accept a quote for Loan 25 for \$1.5 million:*
2. *Authorises the Chief Executive Officer and the Mayor to sign and seal all relevant loan documents on behalf of Council.*

MOTION

That Council:

1. *Delegates authority to the Chief Executive Officer to accept a quote for Loan 25 for \$1.5 million:*
2. *Authorises the Chief Executive Officer and the Mayor to sign and seal all relevant loan documents on behalf of Council.*

Moved: Cr Brian Hood

Seconded: Cr Lesley Hewitt

Carried

BACKGROUND

The loan for \$1.5million was identified during the budget process as being required to support the delivery of the capital program in 2022/2023. It was included in the adopted budget 2022/2023.

KEY ISSUES

All quotes received will be assessed in accordance with the following evaluation criteria:

CRITERIA	DESCRIPTION	WEIGHTING
Price	Quotes will be evaluated based on the full cost of the loan including total amount of interest payments, fees, charges and any other costs.	80%
Local Content	Quotes will be evaluated based on evidence provided in the quote of the respondent's contribution to the Shire of Hepburn community including local employment and business, grants to or sponsorships of community groups and participation in community events.	10%
Sustainability	Quotes will be evaluated based on evidence in the quote of the respondent's commitment to sustainable work practices and support of environmentally sustainable industries and companies.	10%

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

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

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

The reports concerns the raising and repayment (principal and interest) of a loan.

There are no other financial implications associated with this report.

RISK IMPLICATIONS

There are no risk implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Council's current Community Engagement policy is not applicable to this item as this is an administrative report to enact the previously adopted 2022/2023 budget.

REQUEST FOR QUOTE: LOAN Number 25

Request for Quote:

Council Loan Number 25

- PART 1. SUMMARY**
- PART 2. CONDITIONS**
- PART 3. SPECIFICATION**
- PART 4. RESPONSE FORM**

REQUEST FOR QUOTE: LOAN Number 25

PART 1. SUMMARY

1.1 Introduction

At the Ordinary Meeting of Council on 28 June 2022, Council adopted its Budget for the financial year ending 30 June 2023. At the same time, Council also declared borrowings for the financial year 2022/2023 of \$1.5 million to assist with the delivery of the \$18.76 million capital works program.

Council invites quotes for the loan via Council E-Tender website (www.hepburn.vic.gov.au/tenders)

Council's requirements are described in the Specification (Part 3). Furthermore, Council anticipates the Respondent's quote will be based on the respondent's normal terms and conditions for loans to Victorian councils.

1.2 Closing time and lodgement method for quotes

Closing time and date: 2:00pm on Wednesday 24 August 2022

Lodgement method: via Council E-Tender website

1.3 Key dates

Milestone	Indicative Date
Release of Request for Quote (RFQ)	Monday 8 August 2022
Closing date of RFQ responses	Wednesday 24 August 2022
Evaluation of quotes	Monday 29 August 2022
Decision communicated to Respondents	Wednesday 31 August 2022
Commencement of Loan	Monday 5 September 2022
Conclusion of Loan	Upon repayment of loan.

1.4 Evaluation Criteria

All quotes received will be assessed in accordance with the evaluation criteria as described on the following page.

Respondents should ensure that enough information is included in their quotes to facilitate proper assessment.

Council may determine not to fully evaluate any quote if the quote does not adequately address or meet any of the evaluation criteria.

REQUEST FOR QUOTE: LOAN Number 25

CRITERIA	DESCRIPTION	WEIGHTING
Price	Quotes will be evaluated based on the full cost of the loan including total amount of interest payments, fees, charges and any other costs.	80%
Local Content	Quotes will be evaluated based on evidence provided in the quote of the respondent's contribution to the Shire of Hepburn community including local employment and business, grants to or sponsorships of community groups and participation in community events.	10%
Sustainability	Quotes will be evaluated based on evidence in the quote of the respondent's commitment to sustainable work practices and support of environmentally sustainable industries and companies.	10%

1.5 Terms and Conditions

Council anticipates quotes will be based on the respondent bank's normal terms and conditions for loans to Victorian councils.

1.6 Council contact details

Name: Kathy Fulton

Position: Manager Financial Services

E-mail: kfulton@hepburn.vic.gov.au

Phone: 0408897419

REQUEST FOR QUOTE: LOAN Number 25

PART 2. CONDITIONS

2.1 Respondents to become Informed

Respondents should read this Request for Quote document to ensure the quote conditions under which the loan is sought are fully understood. Council will not entertain any claim arising from a failure to do so.

2.2 Respondent to Make Enquiries

Respondents should make appropriate enquiries, if and as required.

2.3 Contact Staff

All enquiries concerning the quotation process, or this document must be made directly to the contact person listed under section 1.6. No statement made by any member of Council's staff may be construed as modifying this document unless confirmed in writing by Council.

2.4 Place and Time to Submit Quotes

Quotes should be lodged by electronic mail into Council's electronic tender box and only until the time and date stated in the Request for Quote.

2.5 Late Quotes

Council may consider late responses only when there is clear evidence of an e-mail system failure or interruption.

2.6 Council not Bound to Accept Quote

Council is not bound to accept the lowest or any quote and may determine:

- not to proceed with any of the quotes;
- not to proceed with the loan;
- to negotiate with a preferred respondent; or
- to seek new quotes;

2.7 Non-Conforming Quotes

Council reserves the right to accept or reject any quote that does not comply with any requirement specified in the Request for Quote or contains any qualification, condition or other indication that the respondent is not willing to offer the loan in accordance with the Request for Quote.

2.8 Withdrawal of Quotes

Quotes may not be withdrawn within 30 days, after the closing date, without Council's consent.

2.9 Changes to the Quotation Process

Council may, prior to the closing date, by notice in writing to respondents, change -

- the closing date for quotes;
- the quotation process; or
- the scope of the loan.

REQUEST FOR QUOTE: LOAN Number 25

2.10 No Collateral Contract

The submission of a quote will not give rise to any contract governing, or in any way concerning, the quotation process, or any aspect of the quotation process.

2.11 Discrepancies and Inadequate Information

A respondent must seek clarification in writing from the contact person in item 1.1, as soon as possible, if the respondent -

- finds any discrepancy, error or omission in the Request for Quote;
- considers that any work necessary for the loan has not been adequately described or included in the Request for Quote; or
- has any doubt as to the meaning or completeness of any portion of the Request for Quote.

Any clarification provided may be given in the form of an addendum to all respondents.

2.12 Costs Associated with Preparing Quotes

All costs and expenses incurred by respondents in any way associated with the development, preparation and submission of a quote will be borne entirely by the respondents. No respondent, whether successful or unsuccessful, will be entitled to make any claim against Council for such costs and expenses.

2.13 Requirements and Information

Quotes must contain all the required information, using either the Response Form or the respondent's own documentation. Quotes must be lodged -

- in accordance with these Conditions;
- in conformity with the Specification; and
- signed.

2.14 Disclosure of Quotation Contents and Information

Quotes will be treated as confidential and Council will not disclose quotation contents and information except:

- as required by law including, for the avoidance of doubt, as required under the Freedom of Information Act 1982 (Vic) (FOI Act);
- for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction;
- to external consultants and advisers of Council engaged to assist with a quotation process; or
- general information from respondents required to be disclosed by Council and/or State Government policy.

2.15 Exemptions from Disclosure

Any request by the successful respondent for non-disclosure of contract provisions must be justified by the successful respondent in accordance with s34(1) of the FOI Act. Under s34(1), information acquired by Council from a business, commercial or financial undertaking is exempt from disclosure if the information relates to:

- trade secrets; or

REQUEST FOR QUOTE: LOAN Number 25

- other matters of a business, commercial or financial nature and the disclosure would be likely to expose the undertaking unreasonably to disadvantage.

However, even if certain contractual clauses are redacted by agreement between Council and the successful respondent, this will not:

- exempt the redacted clauses from the further operation of the FOI Act; or
- constrain the Auditor General's power to secure and publish documents in accordance with the Audit Act 1994.

2.16 Post-Quotation Submissions

Council may require a respondent to submit additional information concerning its quote. Should a respondent fail to submit the additional information by the required time and date, its quote may not be further considered.

2.17 Rectification of Errors and Omissions

Council reserves the right to:

- check quotes for errors and omissions; and
- by agreement with a respondent, amend a quoted price or rate to remedy the effect of any errors or omissions in the calculation of the quoted price or rate.

2.18 Acceptance of Quote

The successful respondent will be notified in writing of the acceptance of its quote. The notification of the acceptance of quote will create a contract between the parties based on the successful respondent's quote and the respondent's normal terms and conditions for loans to Victorian councils.

2.19 Canvassing

Respondents must not approach or request any other person to approach any Councillor or member of Council's staff to solicit support for their quote or otherwise seek to influence the outcome of the quotation process.

The quote of any respondent which engages in such conduct may not be considered by Council.

2.20 Compliance with Law

Respondents must comply with all applicable laws in preparing and lodging its quote and in taking part in the quotation process. Any respondent, if requested by Council, must submit evidence of its compliance with any relevant laws.

2.21 Form of Loan

The successful respondent will provide their normal documentation to Council for signing.

REQUEST FOR QUOTE: LOAN Number 25

PART 3. SPECIFICATION

At the Ordinary Meeting of Council on 28 June 2022, Council adopted its Budget for the financial year ending 30 June 2023. At the same time, Council also declared borrowings for the financial year 2022/2023 of \$1.5 million to assist with the delivery of the \$18.76 million capital works program.

Council proposes to borrow the funds as follows –

Principal:	\$1,500,000
Term:	10 Years
Type:	Principal amortising loan. (Full principal of loan to be amortised over its term).
Interest rate:	Fixed for the term of the loan.
Instalments:	20 Instalments of principal and interest. Two instalments per financial year. Instalments of equal amount. Payment on or about 28 February and 31 August each
First Instalment Date:	On or about 28 February 2023.
Last instalment Date:	On or about 31 August 2032.

Notes:

1. Council anticipates the respondent's offer will be based on the respondent's normal terms and conditions for loans to Victorian councils.
2. Providing the respondent submits a quote for the loan as described above, then the respondent may also submit an alternative quote if the respondent is of the opinion that the alternative quote offers Council a better deal. In doing so the respondent must clearly explain why they consider the alternative quote to be a better deal for Council.

REQUEST FOR QUOTE: LOAN Number 25

PART 4. RESPONSE FORM

Respondents must complete and submit all parts of the Response Form.

4.1 Respondent Information

Full Name	
ABN	
Business Address	
Mailing Address (if different to above)	
Contact Person	
Contact Telephone Number	
Contact Email Address	

4.2 Respondent Declaration

The respondent declares that -

- there has not been any engagement in any practices that have contravened the Competition and Consumer Act 2010 in relation to the preparation or submission of the Response;
- it has or will obtain the necessary insurances as specified in this Request for Quote; and
- it does not have a conflict of interest or a potential conflict of interest in respect of the respondent's Response (unless stated in section 4.7).

SIGNED by or on behalf of the respondent

Signature:

Name:

Title:

Date:

Witness Signature:

Witness Name:

Title:

Date:

Note: The Respondent may use their own documentation, providing that it includes all aspects of sections 4.1 and 4.2.

REQUEST FOR QUOTE: LOAN Number 25

4.3 Price

Fixed Interest Rate for Term of Loan: _____%

All fees, charges and any other costs: \$ _____

Instalment payments:

Date	Principal	Interest	Total Payment
28/02/2023	\$	\$	\$
31/08/2023	\$	\$	\$
28/02/2024	\$	\$	\$
31/08/2024	\$	\$	\$
28/02/2025	\$	\$	\$
31/08/2025	\$	\$	\$
28/02/2026	\$	\$	\$
31/08/2026	\$	\$	\$
28/02/2027	\$	\$	\$
31/08/2027	\$	\$	\$
28/02/2028	\$	\$	\$
31/08/2028	\$	\$	\$
28/02/2029	\$	\$	\$
31/08/2029	\$	\$	\$
28/02/2030	\$	\$	\$
31/08/2030	\$	\$	\$
28/02/2031	\$	\$	\$
31/08/2031	\$	\$	\$
28/02/2032	\$	\$	\$
31/08/2032	\$	\$	\$
Total	\$1,500,000	\$	\$

Note: The respondent may use their own documentation, providing that it clearly shows (a) the interest rate, (b) the total of all fees, charges and other costs and (c) instalment payments (principal, interest and total of each instalment), in a similar presentation to the one above.

REQUEST FOR QUOTE: LOAN Number 25

4.4 Response to Non-Price Evaluation Criteria

The Evaluation Criteria are described in section 1.4.

Evaluation Criteria	Respondents Response
Local Content	
Sustainability	

Note: The respondent may use their own documentation, providing that it clearly shows the response to each of the evaluation criteria.

REQUEST FOR QUOTE: LOAN Number 25

4.5 Professional Referees

	Professional Referee 1	Professional Referee 2
Name		
Position		
Organisation		
Phone Number		
Type of Work Performed		

4.6 Insurance & Indemnity Disclosure

Policy Type	Name of Insurer	Amount of Insurance	Expiry date	Certificate of Currency No. on Policy
Public Liability		\$10m		
Product Liability		\$10m		
Professional Indemnity		\$5m		
Work Cover Policy		N/A		

4.7 Conflict of Interest

Provide details of any actual or potential conflicts of interest concerning this Request for Quote. If no actual or potential conflict of interest exists state 'Not Applicable'.

Note: The respondent may use their own documentation, providing that it clearly shows the response to sections 4.5, 4.6 and 4.7.

15.4 ANNUAL PLAN 2021/2022 - QUARTER 4 UPDATE APRIL-JUNE 2022 ACTING DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Grants and Corporate Reporting Officer, I Kelly Lewis have no interests to disclose in this report.

ATTACHMENTS

1. Annual Plan Project Update Quarter 4 2021/2022 [**15.4.1** - 13 pages]

EXECUTIVE SUMMARY

The attached report provides a list of the projects included in the Annual Plan 2021/2022 and a progress comment has been provided for each project by a responsible officer.

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the Annual Plan 2021/2022 Quarter 4 updates, and;*
2. *Notes that this report will be published on Council's website*

MOTION

That Council:

1. *Notes the Annual Plan 2021/2022 Quarter 4 updates, and;*
2. *Notes that this report will be published on Council's website*

Moved: Cr Lesley Hewitt

Seconded: Cr Brian Hood

Carried

BACKGROUND

The Annual Plan outlines the actions for 2021/2022 that will be implemented as priorities from the Council Plan 2021-2025 and Annual Budget 2021/2022. The Annual Plan was adopted by Council at its Ordinary Meeting on 20 July 2021.

The Annual Plan details to the organisation, Councillors and the community how Council will monitor progress towards actions in the Council Plan, and the quarterly progress report updates Councillors and the Community on the progress on the actions.

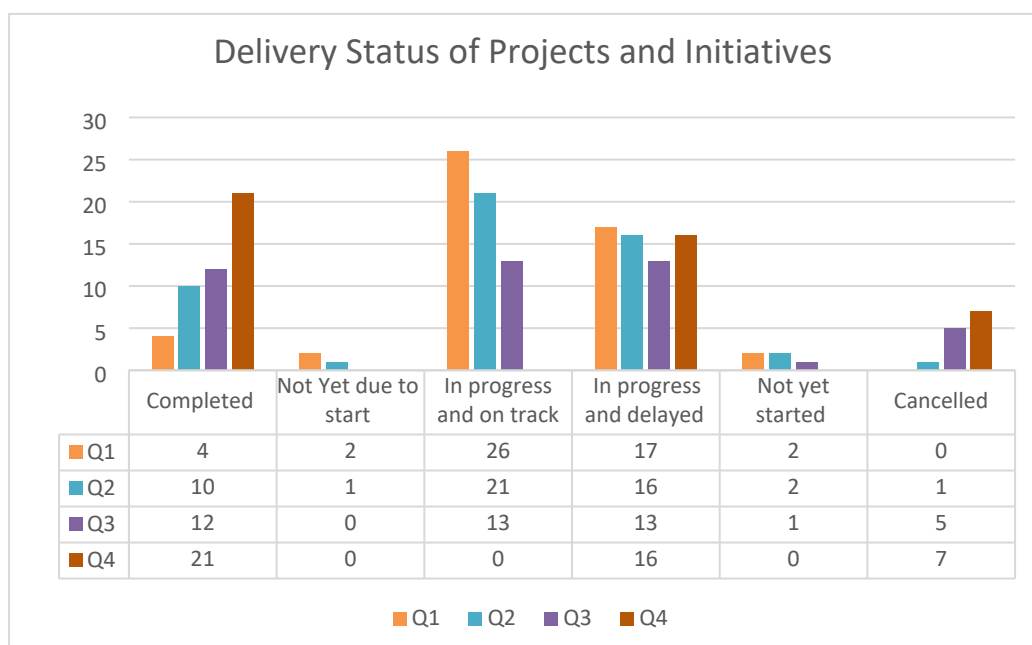
KEY ISSUES

The attached report provides a list of the projects included in the Annual Plan 2021/2022 and a progress comment has been provided for each project by a responsible officer, for the period ended 30 June 2022.

It should be noted that the Annual Plan does not include all projects to be undertaken during the year, and as it was adopted in July 2021 does not include several new actions and opportunities have been undertaken by Council, which were not included in the Plan.

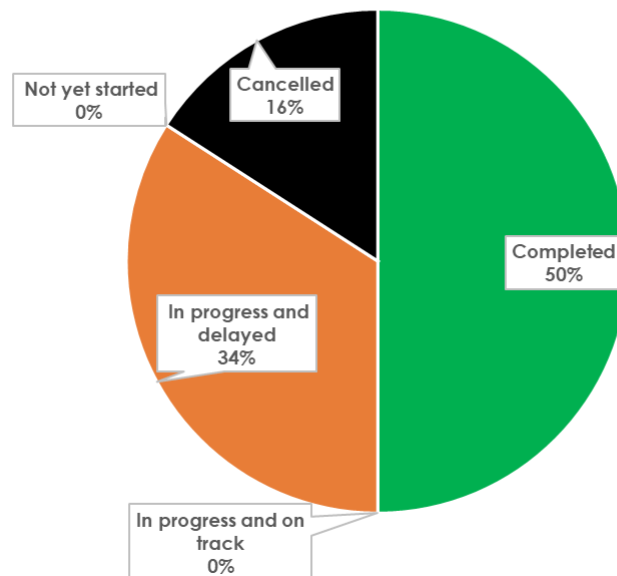
Some projects have been delayed because of announcements of government funding, delays in project delivery or in recent months as a result of the impacts of the COVID-19 Pandemic, resourcing issues and natural disasters.

The following graph provides a snapshot of the current status of projects as of 30 June 2022, including carry-forward projects. Significant progress has been made on many of the projects with three projects completed over this reporting period.



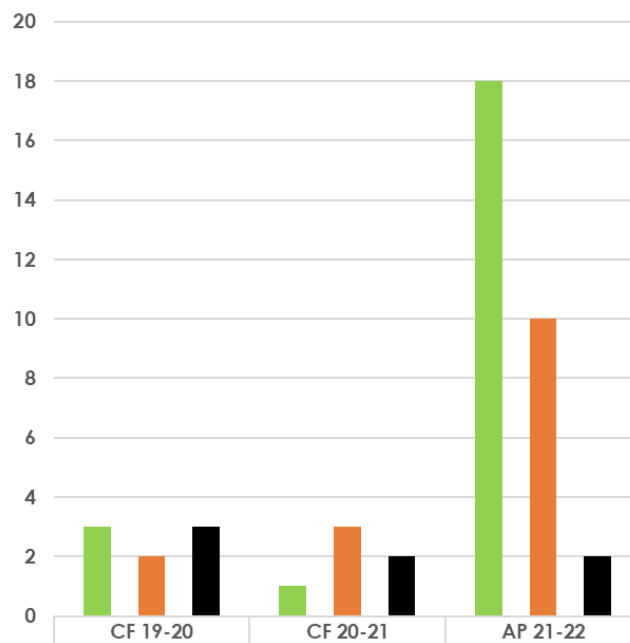
Q4

■ Completed ■ In progress and on track ■ In progress and delayed ■ Not yet started ■ Cancelled



Q4 Status

■ Completed ■ In progress and on track ■ In progress and delayed ■ Not yet started ■ Cancelled



	CF 19-20	CF 20-21	AP 21-22
Completed	3	1	18
In progress and on track	0	0	0
In progress and delayed	2	3	10
Not yet started	0	0	0
Cancelled	3	2	2

The report contains the status of carry forward projects from the 2019/2020 and 2020/2021 annual plans. When these projects are reported as completed, they will not appear on the following quarter report. All completed projects in the current financial year plan, will be continuously reported throughout the entire reporting period.

Snapshot Commentary:

- 22 projects are complete, ten more than last quarter
- Seven listed as a cancelled project
- 15 projects listed as 'in progress and delayed' a number of these projects are ongoing and have also been impacted by procurement stages.
- Five projects currently being delivered are carry-forward projects from 2019/2020 and 2020/2021

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

- 3. Embracing our past and planning for the future
 - 3.3 Build and maintain infrastructure that supports liveability and activity in our community.
- 5. A dynamic and responsive Council
 - 5.2 A sustainable and agile organisation with strong corporate governance that supports excellent operations.
 - 5.3 Actively communicate, inform and engage with our community about events and decision-making.

GOVERNANCE ISSUES

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

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report. Individual projects will consider sustainability implications where appropriate.

FINANCIAL IMPLICATIONS

A Carry-forward budget review of projects and initiatives will be undertaken in the first quarter of 2022/2023 financial year.

RISK IMPLICATIONS

Project comments have been updated to confirm status as of 30 June 2022.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community Engagement in accordance with the adopted policy is considered on a project-by-project basis. This update report will be placed on Council's website.

Annual Plan Project Updates

Quarter 4 / 2021-2022 (April to June 2022)
(Includes carry-forward projects 2019-20 and 2020-21)



A resilient and sustainable environment

A responsive, adaptive, and resilient community that addresses changes to our climate and biodiversity.



A healthy supported, and empowered community

A community that values connection, supports diversity, health, and wellbeing, and is inclusive of all people and their needs.



Embracing our past and planning for the future

We acknowledge and empower the Traditional Owners and other cultures of our area to protect our historical roots while planning for future generations.



Diverse economy and opportunity

Our community is enhanced by a diverse and resilient economy that supports local aspirations through opportunity.



A dynamic and responsive council

Council and the community partner to achieve their aspirations through excellent communication and engagement, the delivery of effective services, strong financial management, and governance.

2021-22 Annual Plan

A RESILIENT AND SUSTAINABLE ENVIRONMENT

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Domestic Animal Management Plan (DAMP)	Develop a 4-year plan that outlines Councils approach to animal management within the Shire.	Operational Budget	Dec-21	Waste, Facilities and Community Safety	Councillors have been briefed on the DAMP and a document is being drafted ready for community feedback in July.	In progress and delayed
Western Victoria Transmission Line	Advocate for detailed community engagement and underground construction of the proposed Western Victorian Transmission Line and complete detailed Environmental Effects Statement submission	\$50,000	Jun-22	CEO Unit	Strategic Advisor appointed to lead ongoing advocacy and liaison between HSC, AusNet, AEMO, VicGrid, DELWP EES unit, adjoining councils and the community. Participating in EES TRG and reviewing and responding to draft EES chapters. Participating in AusNet Community Consultation Group and Council Advisory Group. Arranged regular councillor briefings by AusNet. Project renamed Western Renewables Link 16-06-22. EES due for submission by end of 2022 and exhibition in early 2023. Advocacy goals achieved for this year.	Completed
Sustainable Hepburn	Develop and adopt integrated strategy to include 1. Waste Strategy, 2. Biodiversity Strategy, 3. Sustainability Strategy	Operational Budget	Mar-22	Waste, Facilities and Community Safety / Planning and Development	The draft Sustainable Hepburn strategy was provided to Councillors during a June Briefing where they approved the draft strategy for release for community feedback. The community feedback period was held from 17 June to 8 July. All feedback will be collated, and the draft strategy updated with relevant feedback. The final designed Sustainable Hepburn strategy will be presented for endorsement at the August Ordinary meeting.	In progress and delayed

A HEALTHY, SUPPORTED AND EMPOWERED COMMUNITY

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Hepburn Hub at the Rex	Begin construction of the Hepburn Hub at the Rex to deliver improved community spaces	Carry-forward	Mar-22	Major Projects	In line with the decision of Council this project has been cancelled and is no longer being delivered	Cancelled
Trentham Community Hub	Complete detailed design of the new Trentham Community Hub and progress to construction stage.	Carry-forward \$200,000	Jun-22	Major Projects	Construction work has commenced, beginning with required demolition and deconstruction related to existing building. Construction schedule 13 months, with an expected completion date of June 2023.	Completed
Trentham Sportsground Reserve Pavilion Development	Complete detailed design of the pavilion redevelopment and begin construction.	Carry-forward +\$748,623	Nov-22	Economic Development and Recreation	Design phase of the Trentham Sportsground Pavilion is completed. Construction commenced in November 2022 and is progressing well. A minor delay in finalising the power supply upgrade has delayed construction and it is anticipated that the project will be completed (inclusive of funding acquittal and the ministerial opening being undertaken) by November 2022.	Completed
Arts and Culture Strategy	Develop and adopt an Arts and Culture Strategy to set the future direction for art and culture in the Shire, in order to nurture and expand experiences.	\$40,000	May-22	Community Life	There has been a strong response to community consultation and key themes are being identified to lay the foundations for detailed development of the Strategy	In progress and delayed
Early Years Strategy	Develop and adopt a strategy that will build on the previous Hepburn Shire Healthy, Active and Safe Early Years Strategy 2015.	Carry-forward	Mar-22	Community Life	Starting Blocks' Hepburn Shires Early and Middle Years Strategy 2022 - 2030 was adopted by Council on the 17 May 2022.	Completed

Positive Ageing Strategy	Develop and implement a new Positive Ageing Strategy to focus on staying active and healthy.	Operational Budget	Jun-22	Community Life	Extensive public exhibition and feedback period was completed April/May. No Barriers Positive Ageing Strategy 2022-2030 will be presented at the August Council meeting for adoption.	In progress and delayed
LGBTIQA+ Advisory Committee	Fund an Officer resource and operational budget to establish an LGBTIQA+ Advisory Committee of Council.	\$50,000	Dec-21	Community Life	A successful first meeting was held with the six endorsed Committee members in April. Committee members also participated in an event and flag raising to mark IDAHOBIT day in May. The opportunity for additional representatives to join the committee was advertised, resulting in four new diverse members being endorsed by Council in June.	Completed
Walking and Cycling Strategy	Develop and adopt a Walking and Cycling Strategy 2021-2025.	\$90,000	Jun-23	Economic Development and Recreation	A project allocation was endorsed as part of Council's 2022/2023 Annual Budget. Officers will submit a funding application for \$40,000 under the Victorian Government's Local Sport Infrastructure Funding program to co funding the development of the Strategy.	Cancelled

EMBRACING OUR PAST AND PLANNING FOR OUR FUTURE

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Hammon Park Trail Head and Bike Path	Begin construction of Hammon Park Trail Head and Bike Path, Creswick	\$750,000	Nov-22	Major Projects	Completed. Construction for the Hammon Park Trailhead is underway with works tracking to time and budget projections. Tender for implementation of the public amenities block and Changing Place was awarded at the June 2022 Council meeting. Completion of works is expected by November 2022.	Completed

Reconciliation Action Plan Development	Develop and adopt our next Reconciliation Action Plan	\$29,000	Jun-22	Community Life	Having undertaken an extensive community engagement process and having heard submissions from both supporters and objectors to the proposed renaming of Jim Crow Creek, Council determined at its April meeting to recommend to the Office of Geographic Names that the Creek be renamed to Larni Barramul Yaluk. Respondents to the community survey in 2021 have been informed of Council's decision and advised of next steps in the process. Other Reconciliation activities included recognition of Sorry Day and Reconciliation Week with flag lowering and raising according to appropriate protocols. A call out for Expressions of Interest for committee members for the Reconciliation Advisory Committee has been advertised and it is anticipated that a new Committee will be formed in August. The Committee will provide advice on the development of Council's next Reconciliation Action Plan	In progress and delayed
Delivery of Strategic Planning Program	Implement year 1 of Council program of strategic planning work to be delivered in accordance with financial budget allocations.	\$660,000	Jun-22	Planning and Development	Work has commenced on the Creswick Structure Plan, the first of the town structure plans to be delivered under this program. The first stage of engagement, involving identifying the vision for Creswick in 20 years' time, was undertaken in late April /early May. This involved a range of activities including an online survey, pop-ups in key locations in Creswick such as the IGA, community hub and Creswick market as well as sharing of project information through council's website and social media. Technical studies including flora and fauna assessment, bushfire management, heritage and identification of buffer separation distances are in progress. The shire wide Land Supply and Demand Study will be completed in July 2022 and is a key input into the development draft structure plans for all towns.	In progress and delayed

Undertake Affordable Housing Strategic Planning	Implement year 1 of Council program of strategic planning work.	\$50,000	Jun-22	CEO Unit	Draft Affordable Housing Strategy and Action Plan project brief finalised following consultation with community and government stakeholders. Request for Quotation to be sent out to consultants in early July 2022. Land Demand and Supply Study to be completed July 2022 and will comprise a key input into the Affordable Housing Strategy. Aim is to have the Strategy completed by the end of 2022.	In progress and delayed
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DIVERSE ECONOMY AND OPPORTUNITIES

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Hub for Premium Produce	Undertake Year 3 (of 3) actions, focused on connecting and actively working with Premium Produce Enterprises in the Hepburn Shire and surrounding region to navigate processes, unlock opportunities, and build the ongoing capacity and skills of the sector to collectively grow and survive.	Carry-forward +\$270,000	Jun-22	Economic Development and Recreation	In Q4 a highly successful planning forum was held at Doug Lindsay Recreation Reserve, where planners and economic development staff attended to learn about Agriculture Victoria Advisory Service. The second part of the day was for Farmers to attend to have their opportunity to learn about this service and provide information on the challenges they face when it comes to planning matters. Open Food Networks Food Hub report has been received and Officers will continue to work with the Artisan Agriculture sector to further explore this opportunity based on the recommendations in the report.	In progress and delayed

City (Region) of Gastronomy	Partner with the City of Greater Bendigo to seek opportunities for our region flowing from the City (Region) of Gastronomy initiative and continue advocacy for the planning of the Institute of Gastronomy.	Operational Budget	Jun-22	Economic Development and Recreation	Council has represented the Shire in seeking opportunities for Gastronomy in our region. All advocacy activities have been achieved this quarter.	Completed
Central Victorian Goldfields	Partner with other Council's to advocate for the World Heritage Listing of the Central Victorian Goldfields	Operational Budget	Jun-22	Economic Development and Recreation	The bid will serve as a catalyst to transform the region, delivering a crucial post-pandemic economic lifeline to the Central Victorian Goldfields region. Officers are participating in ongoing meetings with the region as arranged by project leads at City of Ballarat and City of Greater Bendigo to identify 12 key sites from throughout the entire region that will be put forward for listing.	Completed
Hepburn Shire COVID Stimulus Projects Package	Deliver key COVID stimulus projects including 1. Bullarto Station Tourist Precinct, 2. Creswick Town Hall restoration and 3. Wombat Hill Botanic Gardens enhanced visitation experience.	State Government Regional Infrastructure Fund in partnership with HSC and Community partners. Total package \$2.2M	Jun-22	Major Projects	1. Bullarto Station Tourist Precinct - some design and redocumentation changes have resulted in delay, building permit now issued and works expected to commence in June and be complete by the end of 2022. 2. Creswick Town Hall - documentation complete, first procurement process yielded no submissions. Retendering in June, with construction program dependent on contract award, planned for August. 3. Wombat Hill Botanic Gardens enhanced visitation experience - steps element complete; glasshouse refurbishment mostly complete; design of both amenity block and landscaping mostly complete, with construction to begin September 2022.	In progress and delayed

A DYNAMIC AND RESPONSIVE COUNCIL

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Pavement Rehabilitation Program	Undertake Councils Annual Road rehabilitation program of selected roads throughout the Shire.	\$1.41M	Jun-22	Operations	Council's 2021/22 Road Rehabilitation program includes the following large projects Daylesford Clunes Road is complete. The final seal was brought forward and delivered in the Annual reseal program in March 2022 to maximise the Heavy Vehicle grant funding Lone Hand Road was constructed by Council Works team and completed in March 2022. Orford St Daylesford was completed in October 2021. Railway Crescent planning complete with construction works deferred to future capital works programs.	Completed
Gravel Resheeting Program	Undertake 16 kilometres of Gravel Resheeting of roads across the Shire.	\$570,000	Mar-22	Operations	The annual gravel resheeting program was completed in December 2021. The program achieved resurfacing of 14kms of road as identified in the program.	Completed
Implementation of the Local Government Act	Implement changes as required by the Local Government Act 2020	Operational Budget	Jun-22	Governance and Risk	The final element of the Local Government Act 2020 Implementation - Council's Municipal Asset Plan 2022-2032 - was adopted on 28 June 2022. Council has fully implemented the Local Government Act 2020.	Completed
Review and Implement HSC Workforce Strategy and Plan	Develop, in accordance with the Local Government Act 2020, a Workforce Plan that describes the organisational structure of the Council and specifies projected staffing requirements for a period of at least four years.	Operational Budget	Dec-21	Culture and Performance	The 2021 – 2025 Workforce Strategy and Plan developed in consultation with staff was presented to Executive and Councillors for consideration in late 2021. The finalised plan was adopted in December 2021.	Completed

Develop and Implement Gender Equity Action Plan	Develop, in accordance with the Gender Equity Act 2020, a Gender Equity Action Plan. The plan will include strategies for improving gender equality in the workplace. Council will report publicly every two years on its progress.	Operational Budget	Mar-22	Culture and Performance	Submitted to Commission and received feedback which has been addressed (direct union consultation). This has been done and report will be re-submitted 7 July 2022.	Completed
Customer Service Strategy	Implement a Customer Service Strategy.	Operational Budget	Mar-22	Organisational Services	Project has commenced, internal consultation has taken place, a Project Working Group established. Project is on track to be completed in August.	In progress and delayed
Community Vision, Council Plan including Municipal Public Health and Wellbeing Plan.	Finalise and adopt the Community Vision, Council Plan and Municipal Public Health and Wellbeing Plan.	Operational Budget	Oct-21	Executive	Community Vision, Council Plan and Municipal Public Health and Wellbeing Plan adopted by Council at the October 2021 Ordinary meeting of Council. Project Complete.	Completed
Priority Projects	Continued advocacy for State and Federal Government funding of Council's adopted priority projects.	Operational Budget	Jun-22	Executive	The Hepburn Shire Advocacy Statement was adopted by Council at the February 2022 Ordinary Meeting. The Statement has been forwarded to all levels of Government to showcase our priority projects and initiatives.	Completed
Risk Management Framework Implementation	Implementation of the Risk Management Framework	Carry-forward	Dec-21	Governance and Risk	Following detailed development and review by Councils Audit and Risk Committee the Risk Management Framework was finalised and adopted by Council at the Ordinary Meeting of Council in December 2021.	Completed
Long Term Financial Plan	Adopt a Long-Term Financial Plan 2021-2031	Operational Budget	Oct-21	Financial Services	The 10-year Financial Plan (Long Term Financial Plan) was adopted by Council at a Special Meeting held on 21 October 2021. Project complete.	Completed
Council Website	Modernise and upgrade website to make the site more user-friendly allowing information to be more accessible and more easily found.	\$75,000	Mar-22	CEO Unit	The project was delivered under budget with the website going live on 21 June 2022.	Completed

Carry Forward 2020-21 Annual Plan

QUALITY COMMUNITY INFRASTRUCTURE

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Creswick Fountain Refurbishment	Repair and reinstate the Creswick fountain to permanent use.	\$42,350	Jun-21	Operations	Project cancelled and will be revisited in the next financial year.	Cancelled
Hammon Park Facilities Upgrade	Identify further needs for the current buildings at Hammon Park Reserve and provide drawings to the level of tender issue for any proposed works.	\$50,000	Jan-21	Waste, Facilities and Community Safety	Flooding in Creswick severely impacted the Hammon Park Reserve. Internal and external water damage and insurance claims are being assessed before continuing with this project. This damage is also impacting the execution of the lease arrangements for nominated users.	In progress and delayed
Glenlyon Recreation Reserve Community Pavilion	Complete detailed design of the new pavilion at the Glenlyon Recreation Reserve following adoption of the masterplan and continue advocacy for government funding.	\$121,000	Nov-22	Economic Development and Recreation	The project received a Labour Federal Election Funding Commitment in April 2022 of \$500,000 to co fund the development of this project. Recent advice received from the Federal Government indicates that election commitments will be considered in the October 2022 Federal budget. Officers are progressing project planning to support any funding nomination process to enter into a funding agreement for this project with the Australian Government.	In progress and delayed

ACTIVE AND ENGAGED COMMUNITIES

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Community Planning	Work with appointed Charter Groups to review or endorse Community Plans for Lyonville, Glenlyon and District and Hepburn/Hepburn Springs.	Operational Budget	May-21	Community Life	The Community Planning program and working with Charter Groups has been delayed while resources have been targeted to Storm and COVID Recovery. The program and connections with Charter Groups will resume at the start of the next financial year.	In progress and delayed

VIBRANT COMMUNITIES

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Artists in Residency Pilot program	Undertake as a pilot an Artist in Residency Programme utilising the Caretakers Cottage at Hepburn Mineral Springs Reserve.	Operational Budget	Jun-21	Community Life	Project Cancelled. The project and artist programming will be reconsidered as part of the development of the Arts and Culture Strategy, which is expected to be completed by mid-2022.	Cancelled

SUSTAINABLE ENVIRONMENT

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Tree Management	Adoption of a Tree Management Plan and 5-Year Street Tree Strategy	Operational Budget	Feb-21	Operations	Project completed with both plans endorsed by CEO and available on Councils websites.	Completed

Carry Forward 2019-20 Annual Plan

QUALITY COMMUNITY INFRASTRUCTURE

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Future Water Security	Central Highlands Water partnership for Integrated Water Management (IWM)	Carry-forward	Jun-21	Parks and Open Spaces	Project Delivered	Completed
Creswick Trails Project	Undertake a tender process and begin construction on the Creswick Trails.	Carry-forward	Jun-21	Major Projects	Following receipt of a planning permit in January 2022, the additional required permits including a negotiated Land Use Activity Agreement and a Protected Flora Permit have been obtained. A construction tender will be released in mid-June 2022 with award expected in November 2022.	In progress and delayed

ACTIVE AND ENGAGED COMMUNITIES

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Recreation Facilities and Management Models	Complete a study to review the current management models of Community Recreation Facilities	Carry-forward	Jun-23	Economic Development and Recreation	Project cancelled.	Cancelled
Recreation Facilities – Masterplans	Work with community groups to undertake and adopt masterplans for Glenlyon, Trentham, Doug Lindsay and Clunes Recreation Facilities	Carry-forward	Nov-22	Economic Development and Recreation	The Doug Lindsay Recreation Reserve and Trentham Recreation Reserve Masterplans have previously been adopted by Council. Officers have progressed project planning and are finalising any procurement requirements to undertake the Daylesford Community Park, Daylesford ARC, Glenlyon and Clunes Master Planning projects to adopt at various times by June 2023.	In progress and delayed

SUSTAINABLE ENVIRONMENT

Project Name	Description	Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Towards Zero Emissions Roadmap - Streetlights	Continue implementation of the towards Zero Emissions Roadmap by upgrading 133 Street lights as part of the Major Road Lighting Project.	Carry-forward	Jun-20	Waste, Facilities and Community Safety	Project completed – Installation of light fixtures has been completed and administrative documentation is being finalised, including the Victorian Energy Efficiency Certificates.	Completed
Waste to Energy	Construct a plant and expand the waste to energy project to full scale (pending the outcome of the current pilot project)	Carry-forward	Jun-20	Waste, Facilities and Community Safety	Pilot project completed and there is insufficient justification to proceed to full scale plant. Some further trials around composting are now being undertaken in partnership with DELWP and the remaining grant funding available.	Completed

A HIGH PERFORMING ORGANISATION

Project Name		Budget - 2021/22	Target Completion Date	Business Unit	Q4 Comments	Status
Description						
Governance Software	Purchase, install and implement software to manager and enhance Council's risk and incident management reporting including management of Council delegations	Carry-forward	Oct-19	People and Governance	Project cancelled and incorporated into the ICT Strategy 2021-2024	Cancelled
Contractor Management	Continue the training and development of staff skills in relation to Contractor Management, including the rollout of an online induction system for contractors	Operational Budget	Mar-20	People and Governance	Project cancelled and incorporated into the ICT Strategy 2021-2024	Cancelled

15.5 RECOMMENDATIONS FROM THE AUDIT AND RISK COMMITTEE MEETING HELD ON 27 JUNE 2022

ACTING DIRECTOR ORGANISATIONAL SERVICES

In providing this advice to Council as the Manager Governance and Risk, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL - Cover note from the Chair - Audit and Risk Committee Meeting - 27 June 2022 [**15.5.1** - 2 pages]
2. CONFIDENTIAL - Confidential Minutes - Audit and Risk Committee - 27 June 2022 [**15.5.2** - 35 pages]

EXECUTIVE SUMMARY

The purpose of this report is for Councillors to consider advice from the Audit and Risk Committee (ARC) meeting that was held on 27 June 2022.

OFFICER'S RECOMMENDATION

That Council:

1. *Receives the draft minutes of the Audit and Risk Committee Meeting that was held on the 27 June 2022; and*
2. *Notes the recommendations of the Audit and Risk Committee that were moved at the meeting on 27 June 2022.*

MOTION

That Council:

1. *Receives the draft minutes of the Audit and Risk Committee Meeting that was held on the 27 June 2022; and*
2. *Notes the recommendations of the Audit and Risk Committee that were moved at the meeting on 27 June 2022.*

Moved: Cr Brian Hood

Seconded: Cr Lesley Hewitt

Carried

BACKGROUND

The purpose of the Audit and Risk Committee is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management and risk, good corporate governance, provide experience in public sector management, and the maintenance of systems of internal control, and the fostering of an ethical environment.

The Audit and Risk Committee is not a delegated committee and cannot exercise statutory functions and powers of the Council under delegation, and essentially acts as an advisory body on behalf of Council.

The Audit and Risk Committee meetings are closed to the public.

KEY ISSUES

The Audit and Risk Committee held its quarterly meeting on 27 June 2022. The Confidential Minutes of the meeting are attached for Council's consideration, along with the cover note from Chair Ms Linda McNeill.

POLICY AND STATUTORY IMPLICATIONS

Council Plan 2021-2025

A dynamic and responsive Council

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

Local Government Act 2020

The Audit and Risk Committee is governed by section 53 of the *Local Government Act 2020*, and operates in line with the Audit and Risk Committee Charter. A Workplan is developed to align with their obligations.

GOVERNANCE ISSUES

The Audit and Risk Committee was established by Council resolution on 28 August 2020 in line with section 53 of the *Local Government Act 2020*.

The Committee is made up of four independent committee members – Ms Linda McNeill (Chair), Mr Jason Young, Mr Robert Taylor and Ms Carol Pagnon.

The Councillor delegates of the Committee are Cr Tim Drylie (Mayor), and Cr Brian Hood.

SUSTAINABILITY IMPLICATIONS

There are no sustainability implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

RISK IMPLICATIONS

There are no major risk implications associated with this report.

The Audit and Risk Committee were duly briefed on all reports and a robust discussion was had. Should Council disagree with any recommendations that the Audit and Risk Committee present for its consideration, then Council will need to, via

a resolution of Council and in line with Council's good governance framework, state which motions Council do not accept.

If officers do not present this report to Council at the next practicable Council meeting for consideration, then there will be a breach of the Audit and Risk Committee Charter.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report. The Audit and Risk Committee, and representatives from Council's external and internal auditors respectively have been engaged and consulted on reports that relate to their function and duty to Council.

All members of the Audit and Risk Committee were presented with agenda papers and were all present at the Audit and Risk Committee Meeting.

16 CONFIDENTIAL ITEMS

16.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC

Pursuant to section 66(1) of the *Local Government Act 2020* (the Act) Council or delegated committee must keep a meeting open to the public unless the Council or delegated committee considers it necessary to close the meeting to the public because a circumstance specified in subsection (2) applies.

The circumstances detailed in section 66(2) of the Act are:

- a) the meeting is to consider confidential information; or
- b) security reasons; or
- c) it is necessary to do so to enable the meeting to proceed in an orderly manner.

RECOMMENDATION

That in accordance with sections 66(1) and 66(2)(a) of the Local Government Act 2020, the meeting to be closed to members of the public for the consideration of the following confidential items:

1.1. REFERRAL TO VCAT FOR PA 3219 - 47 ALBERT STREET CRESWICK

This agenda item is confidential information for the purposes of section 3(1) of the Local Government Act 2020:

- *(e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;*
- *the ground applies because the agenda item is related to a current proceeding with the Victorian and Civil and Administrative Tribunal (VCAT) which requires confidentiality pursuant to the VCAT Act 1998.*

MOTION:

That in accordance with sections 66(1) and 66(2)(a) of the Local Government Act 2020, the meeting to be closed to members of the public for the consideration of the following confidential items:

1.1. REFERRAL TO VCAT FOR PA 3219 - 47 ALBERT STREET CRESWICK

This agenda item is confidential information for the purposes of section 3(1) of the Local Government Act 2020:

- *(e) legal privileged information, being information to which legal professional privilege or client legal privilege applies;*
- *the ground applies because the agenda item is related to a current proceeding with the Victorian and Civil and Administrative Tribunal (VCAT) which requires confidentiality pursuant to the VCAT Act 1998.*

Moved: Cr Lesley Hewitt

Seconded: Cr Juliet Simpson

Carried

17 CLOSE OF MEETING

The Meeting closed at 8:47pm.