



HEPBURN SHIRE COUNCIL  
ORDINARY MEETING OF COUNCIL  
PUBLIC AGENDA

Tuesday 17 October 2023

Daylesford Town Hall  
76 Vincent Street Daylesford

5:30PM

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

# AGENDA

Tuesday 17 October 2023

Daylesford Town Hall

76 Vincent Street Daylesford

Commencing at 5:30PM

## TABLE OF CONTENTS

<b>1</b>	<b>ACKNOWLEDGEMENT OF TRADITIONAL OWNERS</b>	<b>4</b>
<b>2</b>	<b>SAFETY ORIENTATION</b>	<b>4</b>
<b>3</b>	<b>OPENING OF MEETING</b>	<b>4</b>
<b>4</b>	<b>APOLOGIES</b>	<b>5</b>
<b>5</b>	<b>DECLARATIONS OF CONFLICTS OF INTEREST</b>	<b>5</b>
<b>6</b>	<b>CONFIRMATION OF MINUTES</b>	<b>6</b>
<b>7</b>	<b>ITEMS OF URGENT BUSINESS</b>	<b>6</b>
<b>8</b>	<b>COUNCILLOR AND CEO REPORTS</b>	<b>6</b>
8.1	MAYOR'S REPORT	6
8.2	COUNCILLOR REPORTS	6
8.3	CHIEF EXECUTIVE OFFICER'S REPORT	7
<b>9</b>	<b>PUBLIC PARTICIPATION TIME</b>	<b>11</b>
9.1	PETITIONS	12
9.2	PUBLIC QUESTIONS	12
9.3	REQUESTS TO ADDRESS COUNCIL	12
<b>10</b>	<b>STATUTORY PLANNING</b>	<b>13</b>
10.1	PLN23/0157 – 1 RAGLAN STREET DAYLESFORD	13
10.2	PLN22/0379 - 7 CAMP STREET DAYLESFORD	207
<b>11</b>	<b>A RESILIENT AND SUSTAINABLE ENVIRONMENT</b>	<b>219</b>
11.1	SUSTAINABLE HEPBURN ADVISORY COMMITTEE - APPOINTMENT OF MEMBERS	219
<b>12</b>	<b>EMBRACING OUR PAST AND PLANNING FOR OUR FUTURE</b>	<b>228</b>
12.1	NAMING OF THE TRENTHAM HUB	228
<b>13</b>	<b>A DYNAMIC AND RESPONSIVE COUNCIL</b>	<b>231</b>

13.1 APPOINTMENT OF MEMBERS TO THE INTERNATIONAL WOMENS DAY COMMITTEE .....231

13.2 APPOINTMENT OF INDEPENDENT AUDIT AND RISK COMMITTEE MEMBERS .....237

13.3 COUNCIL MEETING DATES FOR 2024 .....240

13.4 COMMUNICATIONS AND SOCIAL MEDIA POLICY .....244

13.5 ANNUAL REPORT 2022/2023 .....254

14 CONFIDENTIAL ITEMS .....352

14.1 CLOSURE OF MEETING TO MEMBERS OF THE PUBLIC .....352

15 CLOSE OF MEETING .....353

**BRADLEY THOMAS**

CHIEF EXECUTIVE OFFICER

Tuesday 17 October 2023

## CONDUCTING HYBRID COUNCIL MEETINGS

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

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

### 1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

### 2 SAFETY ORIENTATION

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

### 3 OPENING OF MEETING

**COUNCILLORS PRESENT:**

**OFFICERS PRESENT:**

#### 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**

Mr Bradley Thomas, CEO

**5 DECLARATIONS OF CONFLICTS OF INTEREST**

## **6 CONFIRMATION OF MINUTES**

### **RECOMMENDATION**

*That the Minutes of the Ordinary Meeting of Council held on 19 September 2023 (as previously circulated to Councillors) be confirmed.*

## **7 ITEMS OF URGENT BUSINESS**

## **8 COUNCILLOR AND CEO REPORTS**

### **8.1 MAYOR'S REPORT**

**Councillor Brian Hood, Coliban Ward**

### **8.2 COUNCILLOR REPORTS**

**Councillor Tim Drylie, Creswick Ward**

**Councillor Juliet Simpson, Holcombe Ward**

**Councillor Jen Bray, Birch Ward**

**Councillor Lesley Hewitt, Birch Ward**

**Councillor Tessa Halliday, Cameron Ward**

**Councillor Don Henderson, Creswick Ward**

### **RECOMMENDATION**

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

### **8.3 CHIEF EXECUTIVE OFFICER'S REPORT**

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

#### **CHIEF EXECUTIVE OFFICER UPDATE**

It has been another busy month in Hepburn Shire. At the September Council meeting we considered some important items including the adoption of the Financial Statements and Performance Statement for the 2022/2023 financial year. The financial statements set our financial performance, financial position and cash flows for the financial year ending 30 June 2023, while the performance statement includes the results of the prescribed indicators and measures developed by the Victorian Government under its performance reporting framework. The Victorian Auditor-General's Office has given the financial statements a clean audit opinion.

Council will introduce a weekly kerbside collection of food organics and garden organics (FOGO) for township residents early next year, which will help to divert thousands of tonnes of organic material from landfill. Introducing FOGO is an action in our Sustainable Hepburn Strategy, which was co-designed with the community, and a requirement under the state government Recycling Victoria legislation. Many local governments have already introduced a FOGO service, including Macedon Ranges Shire, Central Goldfields and Campaspe.

We adopted our Affordable Housing Strategy and Action Plan - A Home in Hepburn Shire. This plan outlines 26 actions on what Council will do to help meet the many challenges of affordable housing needs in the Shire. While most factors that drive housing affordability are outside the direct control of local government, we will continue to advocate to state and federal governments for investment in, or legislative changes to support, improved housing affordability. Thanks to everyone who completed a survey, or made a submission, attended a webinar, community pop-up session or housing solutions forum. We appreciate your input.

We are also preparing an Integrated Transport Strategy (ITS) as part of our strategic planning project Future Hepburn. Transport is a major issue in our Shire and Council is currently conducting a survey on transport options in and around the Shire. If you haven't already participated in the survey, we'd love you to tell us how you travel around the Shire. Your input will help to inform the development of a ten-year Integrated Transport Strategy. Good transport is critical to liveability, both for residents and the thousands of visitors who come to our Shire each year. The survey is open until Sunday 22 October 2023.

You may have heard discussion in the media lately about the condition of local roads. Roads within the Shire have been heavily impacted by successive storm events over recent years and our crews having been working tirelessly to fix roads under Council's control. Our road grading program is underway now that the weather has warmed up. Maintenance grading started early in September and will continue

throughout the Shire during the drier months. There will be a pause for about six weeks from mid-October whilst we carry out the gravel re-sheet program. We have two grading crews operating with one based out of each of our depots at Daylesford and Creswick.

If you've noticed an issue with a Council-managed road (or asset) please let us know. Raise a request via our website. Rural Roads Victoria (RRV) is responsible for many roads in our Shire. While we aren't able to work on these roads, we continue to advocate for improvements on behalf of the community. You can visit our roads page to find out how to report issues on RRV-managed roads.

With El Nino just declared we are expecting a hot and dry spring and summer so now is the time to get yourself and your property ready.

Council's Fire Prevention Officers will commence property inspections shortly as per our legislative obligations. Notices may be issued to those properties with high fuel loads.

Free green waste disposal is available at our Transfer Stations throughout November to assist with fire preparation.

A general guide and information for preparing for the fire danger period is available on the CFA website.

Council hosted its inaugural agricultural forum in Creswick this month, with a great turn out of local farmers and a line-up of informative speakers, including representatives from Agriculture Victoria, Rural Financial Counselling, RM Consulting Group (Rural Hepburn Strategy) and the Bureau of Meteorology. Powercor was also in attendance to assist farmers with any power-related issues. It was a great opportunity for farmers to network with each other and ask questions with many agricultural specialists in the room.



In an intimate ceremony on 5 October 2023, Irene (Italy), Diana (Mexico) and Tamara (United States) took the pledge to officially become Australian citizens and call our beautiful Shire home. We extend you a warm welcome and hope you continue to call Hepburn Shire your home. Thank you also to Catherine King MP for your attendance and presentation.





Cr Lesley Hewitt, Cr Brian Hood, Irene, Diana, Tamara and Catherine King MP

Round 1 of our Community Grants Program opened for applications on 9 October 2023 and is open until 5 November 2023. Community groups can apply for funding of up to \$5,000 for events and activities that align with the values in the Council Plan 2021-2025. A new Quick Response Grant scheme with a maximum of \$1,000 for smaller scale projects and urgent funding requirements such as repairs, is currently being developed and is expected to launch late-October. Community Groups can view information on both these programs at <https://www.hepburn.vic.gov.au/grants>

Some of the meetings I have attended in past weeks include:

- Hepburn Shire MEMPC meeting
- Hepburn Shire Agriculture Forum
- Daylesford Rotary 70th Anniversary
- Long Term Financial Planning (LTFP) meetings
- Central Highlands Partnership Quarterly meeting
- Meeting between Hepburn Shire Council and DJAARA Executive Teams
- Loddon Campaspe Councils CEOs meeting
- Art Show 'Cats Come to Creswick' - John Curtin Aged Care Fundraiser
- Joint State/Local Government monthly CEO forum
- Citizenship Ceremony
- Executive Team Workshop
- VNI West briefing
- Western Renewables Link monthly meeting
- Executive Team meetings
- Organisational Management Team meeting
- Meetings with direct reports

**RECOMMENDATION**

*That Council receives and notes the Chief Executive Officer's Report for October 2023.*

## 9 PUBLIC PARTICIPATION TIME

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

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

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

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

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

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

### **BEHAVIOUR AT COUNCIL MEETINGS**

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

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

Respectful behaviour includes:

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

Inappropriate behaviour includes:

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

### **9.1 PETITIONS**

### **9.2 PUBLIC QUESTIONS**

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

### **9.3 REQUESTS TO ADDRESS COUNCIL**

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

## 10 STATUTORY PLANNING

### 10.1 PLN23/0157 – 1 RAGLAN STREET DAYLESFORD EXECUTIVE MANAGER DEVELOPMENT

*In providing this advice to Council as the Coordinator Major Projects and Policy, I Nicola McGowan have no interests to disclose in this report.*

#### ATTACHMENTS

1. PLN 230157b - Planning Permit application combined documents [**10.1.1** - 137 pages]
2. Landscape Plans - 1 Raglan Street Daylesford [**10.1.2** - 5 pages]
3. Combined Objections - redacted [**10.1.3** - 22 pages]
4. Council Submission to Draft AmC87hep [**10.1.4** - 6 pages]

#### EXECUTIVE SUMMARY

The subject site is located on the northwest corner of Raglan Street and the Midland Highway, known as 1 Raglan Street, Daylesford.

This planning permit application seeks approval for five separate dwellings and the construction of an internal driveway servicing the five dwellings. Each dwelling is proposed to be located on a 2000sqm lot with landscaping and including a single storey farm style dwelling with cathedral ceilings, triple car garage and outdoor swimming pool.

It is recommended that a Notice of Decision to Grant a Permit be issued for the development of five dwellings subject to conditions.

As a separate but related matter, an application for review against Council's NOD for the subdivision of the subject site was subject to a Compulsory Conference (mediation) at VCAT on 5 October 2023. No resolution was made at that meeting.

Access has been previously approved for the removal of a cedar tree (Tree 11) and access to the subject site from the Midland Highway, as well as earthworks outside the TPZ area of the cedar trees on the eastern boundary.

The proposed accessway is situated within the Tree Protection Zone (TPZ) of the cedar/fir trees along the eastern and southern boundary of the subject site. No arborist report or engineering plans have been provided to demonstrate how this could be constructed with no damage to the health of those trees. It is recommended that the accessway should be required to be moved outside of the TPZ, with no buildings or works to occur within that zone.

The stormwater strategy provided by the permit applicant refers to the former subdivision layout of the site and does not reference the construction of five dwellings on lots of 2000sqm. A stormwater strategy has not been approved for the previously supported subdivision. A revised stormwater strategy is required, with the layout of stormwater to be resolved prior to the construction of any dwellings on the subject site.

The dwellings are generally in accordance with the preferred character outcomes for Precinct 11 – Daylesford and consider the rural view lines as significant within HO698.

A similar application is currently being assessed by the Department of Transport and Planning - Development Facilitation Project team for the Minister for Planning. The minutes of this Council Meeting will be provided to the Department for their information.

The site has recently been identified for its state significance as an archaeological site. A Consent Order from Heritage Victoria is required to begin earthworks and will include requirements such as stop works as articles are discovered. This is a requirement of the *Heritage Act 2017*. This does not impede Council from making a decision on the application or impact the ability for the site to be developed; but is rather another process for the applicant to go through.

#### **OFFICER'S RECOMMENDATION**

*It is recommended that a Notice of Decision to Grant a Permit be issued for the development of five dwellings on a lot at 1 Raglan Street, Daylesford, subject to the following conditions:*

##### ***Compliance with documents approved under this permit***

- 1. At all times what the permit allows must be carried out in accordance with the requirements of any document approved under this permit to the satisfaction of the responsible authority.*

##### ***Commencement***

- 2. This permit will operate from the issued date of this permit.*

##### ***Layout not altered***

- 3. The development as shown on the endorsed plans must not be altered without the prior written consent of the responsible authority.*

##### ***Amended Plans***

- 4. Before the development starts, including bulk excavation and site preparation works, plans must be approved and endorsed by the responsible authority. The plans must be prepared to the satisfaction of the responsible authority in consultation with Hepburn Shire Council, be drawn to scale with dimensions, be generally in accordance with the plans prepared by Group Architects, dated July 2023 but amended to show the following details:*
  - a. Setback the extended driveway providing access to dwellings referred to as House 1 to 5, a further 4 metres to the northwest.*

- b. *Detailed design of the extended driveway to dwellings referred to as House 1 to 5 and intersection to Midland Highway.*
- c. *Remove dotted lines indicating mezzanine levels.*
- d. *Provide Section C viewpoints for each ground floor plan.*
- e. *Remove screen guest bedroom windows (south west elevation).*
- f. *The location of temporary site access.*
- g. *Any recommendations from the endorsed Arborist Report.*
- h. *Any recommendations from the endorsed Stormwater Management Strategy.*
- i. *Any recommendations from Environmentally Sustainable Design Statement.*
- j. *Any recommendations of the Water Sensitive Urban Design Report.*

**Materials and colours schedule**

- 5. *Before the development starts, the materials and finishes schedule prepared by Group Architects, dated July 2023, must be approved and endorsed by the responsible authority. The plan must not be altered without the prior written consent of the responsible authority.*

*The responsible authority may consent in writing to vary these requirements and the details in an approved schedule.*

**Section 173 Agreement**

- 6. *Before the development, excluding any demolition, bulk excavation, construction or carrying out of works starts, the owner of the land must enter into an agreement with the Hepburn Shire Council under section 173 of the Planning and Environment Act 1987. The agreement must provide the following:*
  - a. *All civil works must be delivered on the remaining land at 1 Raglan Street, connecting to 9 Raglan Street and 17 Smith Street, must be completed and generally accord with the Concept Lot Layout Plan dated 28 November 2022.*
  - b. *All stormwater management requirements must be completed in conjunction with land at 9 Raglan Street and 17 Smith Street, in accordance with the recommendations of the endorsed Stormwater Management Strategy.*

*The owner of the land must pay all of the responsible authority's reasonable legal costs and expenses of this agreement, including preparation, execution and registration on title.*

**Landscape Plan**

7. *Before the development starts, a landscape plan must be approved and endorsed by the Hepburn Shire Council. The landscape plan must be prepared to the satisfaction of the Hepburn Shire Council, be drawn to scale with dimensions and must include the following:*
  - a. *Layout of landscaping and planting within all open areas of the proposed lot boundaries.*
  - b. *Details of surface finishes of pathways and driveways.*
  - c. *A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.*
  - d. *Minimum of two canopy trees (minimum two metres tall when planted) for each dwelling.*
  - e. *Details of how the project responds to water sensitive urban design principles, including how storm water will be mitigated, captured, cleaned and stored for onsite use and the location and type of irrigation systems to be used including the location of any rainwater tanks to be used for irrigation.*
  - f. *Clear demarcation of public realm and private spaces, including arrangements for pedestrian, bicycle and vehicular circulation.*
  - g. *The extent of any cut, fill, embankments or retaining walls associated with the landscape treatment of the site.*

#### **Completion of landscaping**

8. *Before the development is occupied, the landscaping shown on the approved landscape plan must be carried out and completed to the satisfaction of the Hepburn Shire Council.*

#### **Landscaping maintenance**

9. *At all times the landscaping shown on the approved landscape plan must be maintained (including the replacement of any dead, diseased or damaged plants) to the satisfaction of the Hepburn Shire Council.*

*The responsible authority may consent in writing to vary this requirement.*

#### **Site management plan**

10. *Before the development starts, including vegetation removal, demolition, bulk excavation and site preparation works, a construction management plan must*



*be submitted to and approved by the Hepburn Shire Council. The report must outline how the development responds to Clause 56.08 of the Hepburn Planning Scheme. The plan must include requirements for managing:*

- a. Erosion and sediment.*
- b. Dust.*
- c. Run-off.*
- d. Litter, concrete and other construction wastes.*
- e. Chemical contamination.*
- f. Vegetation and natural features planned for retention.*

*Recycled material should be used for the construction of streets, shared paths and other infrastructure where practicable.*

*The Hepburn Shire Council may consent in writing to vary any of these requirements.*

#### **Arborist Report**

- 11. Before the development starts, including bulk excavation and site preparation works, an Arborist Report must be approved and endorsed by the Hepburn Shire Council. The Arborist Report must be prepared to the satisfaction of Hepburn Shire Council and must:*
  - a. Consider the dwelling layouts and any impact on identified trees.*
  - b. Detail how any works undertaken within tree protection zones can be resolved and impacts mitigated.*
  - c. Detail how mass root extraction or impact outside of the tree protection zone can be resolved and impacts mitigated.*
  - d. Any protection measures to be implemented.*

#### **Management of Cedar Trees**

- 12. The permit holder is responsible for the management of the Cedar Tree reserve along Midland Highway for a period of not less than 2 years, after which the tree reserve will be vested to Hepburn Shire Council, unless otherwise agreed in writing by the responsible authority.*
- 13. Before the development starts, there must be provided to the responsible authority a bank guarantee for the amount of \$100,000 as a security deposit for the satisfactory management of the requirements in relation to tree*

*preservation and to ensure that the trees are not damaged prior to their vesting to the Hepburn Shire Council.*

*Upon successful transfer of the land and the associated trees to the responsible authority, the bank guarantee will be returned to the developer.*

*Where it is determined by the responsible authority that a tree within the tree protection envelope has been damaged as a result of buildings and works by the applicant or its contractors, to an extent that it affects detrimentally the life, health and appearance of the tree or its contribution to the streetscape, financial damages will be paid by the applicant.*

#### **Tree Protection Zones**

- 14. No works other than approved are permitted within the tree protection zones of the Cedar Trees or Manna Gum tree, including private road reserve, without the prior approval of the Hepburn Shire Council.*

#### **Tree protection during construction**

- 15. Before the development starts, including vegetation removal, demolition, bulk excavation and site preparation works, a tree protection fence must be erected around the trees retained to define a 'Tree Protection Zone'. The tree protection fencing and Tree Protection Zone must be established and maintained in accordance with the following requirements to the satisfaction of the Hepburn Shire Council:*
  - a. The tree protection fence must be constructed of star pickets and chain mesh or similar.*
  - b. The tree protection fence must remain in place until the development is completed*
  - c. The Tree Protection Zone must be covered by a 100 mm deep layer of mulch and watered regularly.*

*The Hepburn Shire Council may consent in writing to vary any of these requirements.*

#### **Avenue of Honour Trees**

- 16. All Avenue of Honour Trees are to be retained.*

#### **Environmentally sustainable design (ESD)**

- 17. Before the development starts, an environmentally sustainable design statement (ESD) must be approved and endorsed by the Hepburn Shire*

*Council. The ESD statement must address Clause 15.01-2S of the Hepburn Planning Scheme.*

*The recommendations of the approved ESD statement must be implemented to the satisfaction of the Hepburn Shire Council.*

#### **Implementation of ESD Statement Initiatives**

- 18. Within six months of the occupation of the development, a report from the author of the endorsed report must be submitted to and approved by the Hepburn Shire Council. The report must outline how the design initiatives implemented within the completed development achieve the performance outcomes specified in the endorsed report, to the satisfaction of the Hepburn Shire Council.*

#### **Stormwater Management Plan**

- 19. Before the development starts, a stormwater management plan must be approved and endorsed by the Hepburn Shire Council. The stormwater management plan must be prepared to the satisfaction of Hepburn Shire Council, be generally in accordance with the Stormwater Strategy prepared by Axiom Consulting Engineers ‘Peer Review – Stormwater Management Strategy’, dated July 2023 must:*
  - a. Include details of the proposed stormwater management system, including drainage works and retention, detention and discharges of stormwater to the drainage system.*
  - b. Set out how the stormwater management system will be managed on an ongoing basis.*
  - c. Demonstrate how all relevant standards set out in the planning scheme relating to stormwater management will meet the objectives in the planning scheme, including modelling and calculations.*

#### **Water sensitive urban design (WSUD)**

- 20. Before the development starts, a WSUD report must be approved and endorsed by the Hepburn Shire Council. The report must outline how the development achieves best practice and responds to Clauses 53.15 and 56.07 of the Hepburn Planning Scheme. The WSUD report must include:*
  - a. Details of the proposed stormwater management system/s, including drainage works and retention, detention and discharges of stormwater to the drainage system.*

- b. A site layout plan showing the location of proposed stormwater treatment measures.*
- c. A report including assessment from an industry accepted performance measurement tool such as STORM or MUSIC (or equivalent) outlining how the application achieves the objectives of the Urban Stormwater Best Practice Environmental Management Guidelines, CSIRO 1999 (or as amended).*
- d. Design details, such as cross sections, to assess the technical effectiveness of the proposed stormwater treatment measures.*
- e. A site management plan which details how the site will be managed through construction.*
- f. A maintenance program which sets out future operational and maintenance arrangements.*

*The Hepburn Shire Council may consent in writing to vary any of these requirements.*

#### **WSUD – implementation and management**

- 21. The WSUD system approved by the Hepburn Shire Council and included in the endorsed WSUD report must be constructed, managed and maintained to the satisfaction of the Hepburn Shire Council.*
- 22. The details of the WSUD must not be altered from the details in the endorsed WSUD report without the written consent of the Hepburn Shire Council.*

#### **Run-off control**

- 23. Polluted and/or sediment laden run-off must not be discharged directly or indirectly into Hepburn Shire Council, Goulburn Murray Water or Central Highlands Water drains or watercourses.*

#### **Shared Trenching**

- 24. Reticulated services for water, gas, electricity and telecommunications must be provided in shared trenching to minimise construction costs and land allocation for underground services to the satisfaction of the Hepburn Shire Council. The responsible authority may consent in writing to vary this requirement.*

#### **Ongoing soil erosion control**

25. All works must be undertaken in a manner that minimises soil erosion to greatest extent practicable, and any exposed areas of soil must be stabilised to prevent soil erosion, to the satisfaction of the Hepburn Shire Council.

#### **Goulburn-Murray Water**

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

27. All wastewater from the 5 dwellings must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.

28. Stormwater must be discharged to a legal point as nominated by the Responsible Authority. All infrastructure and works to manage stormwater must be in accordance with the requirements of the Responsible Authority.

#### **Central Highlands Water**

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

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

31. The owner must make an application to Central Highlands Water for an Agreement to construct a new water main on the site to enable a portion of the existing water main, that is located within the site of the proposed dwellings, to be abandoned.

32. Prior to the commencement of any construction the owner must comply with any conditions within the abovementioned Agreement to the satisfaction of Central Highlands Water.

#### **Expiry - Development**

33. This permit as it relates to development (buildings and works) will expire if one of the following circumstances applies:

- a. *The development is not started within two years of the date of this permit; or*
- b. *The development is not completed within four years of the date of this permit.*

*In accordance with Section 69 of the Planning and Environment Act 1987, the Responsible Authority may extend:*

- a. *The commencement date referred to if a request is made in writing before the permit expires or within six months afterwards.*

*The completion date referred to if a request is made in writing within twelve months after the permit expires and the development started lawfully before the permit expired.*

## **BACKGROUND**

### *Site and Surrounds*

The subject site is located on the north-western corner of Raglan Street and the Midland Highway (Malmsbury Road). The site has a frontage length to the Midland Highway of 263.38m and to Raglan Street of 73.61m, with a total lot area of 3.741 hectares.

The site was once a part of the goldfields and has since been used for grazing of sheep. The site is grassed and includes various deviations including an air shaft to the Defiance Mine. The site has a downward slope towards the north.

A strand of well established, large, trees are located along the boundary of the Midland Highway and turns into Raglan Street. These trees are a mix of Himalayan Cedar, Atlas Cedar and Douglas Fir and extend from the driveway to the historic Wombat Park to the north of the subject site.

The Midland Highway is immediately to the east of the site and includes an Avenue of Honour formed by Narrow-leaved Ash trees along the road reserve.

No trees are to be removed as a part of this application.

Beyond the highway to the east are low density residential lots. A commercial use is located on the eastern intersection of Midland Highway, and further east is farming land.

The site is bound by Raglan Street to the south which forms the township entrance and runs east-west through Daylesford. To the south of Raglan Street is the old Daylesford Railway Station precinct, including residential lots, and a hardware store with Wombat Hill behind. To the north of the site is land within the Farm Zone which provides views to Wombat Park. To the west, the site abuts 9 Raglan Street for which a planning application is currently under consideration by VCAT following a Council decision to issue a Notice of Decision to Grant a Permit for a residential subdivision.

The site forms part of the Middleton Fields development, as previously considered by Council, including 17 Smith Street, 29 Smith Street, 9 Raglan Street and the subject site.

Access to the site has been approved through a separate planning permit.

*Previous decisions at this site*

PLN22/0176	Staged multi lot subdivision and associated works, creation of access to a road in a transport zone 2 and removal of vegetation.	Notice of Decision to Grant a Permit determined by Council on 18 April 2023	Application for Review with VCAT
PLN23/0115	Removal of one tree (Tree 11)	Permit issued 27 July 2023	VicSmart application
PLN23/0116	Grading for one or more dwellings, creation of access to the Midland Highway, capping existing airshaft	Permit issued 28 July 2023	Officer Delegation

*Recent VCAT review – Compulsory Conference*

An application for review has been lodged with VCAT against Council’s Notice of Decision to Grant a Permit for the multi-lot subdivision at 1 Raglan Street. A full day Compulsory Conference heard many discussion points on 5 October 2023. Whilst there was some progress with negotiations, no resolution was made on the day.

The discussions held within the Compulsory Conference are confidential and cannot be discussed outside of that forum.

*Draft Amendment C87hepb*

The Department of Transport and Planning (DTP) have advised Council that the Minister for Planning is considering preparing an amendment under section 96A of the *Planning and Environment Act 1987* to make herself the Responsible Authority for the land at 1 Raglan Street, as well as 9 Raglan Street, Daylesford.

Three applications are under consideration by the Development Facilitation Program (DFP) as established by the Minister, including the two multi lot subdivision applications currently with VCAT and this application for five dwellings on a lot.

Submissions have been lodged with the DFP. Council has provided a submission to the Department with concerns raised regarding matters such as Tree Protection Zones at 1 Raglan Street. The submission cut-off date was 5pm, 11 September 2023.

DTP have advised that over 100 submissions have been made, both supporting and opposing the proposed amendment. The Department is now assessing those submissions, and Council will be notified of any decision regarding the proposed amendment. No specific timeframe has been provided by the DTP regarding next steps.

### *Proposal*

The application seeks approval for the construction of five dwellings at 1 Raglan Street, Daylesford - Lot 2 of Title Plan 826164A.

This application is separate from the staged multi lot subdivision and should be considered as such. This application does not include subdivision.

The application shows the separation of the existing cedar/fir trees along the eastern and southern boundaries of the subject site. The plans show the trees to be retained.

The proposal relies upon the access to the Midland Highway as approved through Permit PLN23/0116. This application also relies on the same permit for the grading of the land prior to development of the site.

There is no subdivision included in the application and is to be assessed as a vacant lot in one entity. This is a commonly undertaken process under the planning scheme, known as a multi-dwelling development application process.

This application is for the development of the lot for five (5) dwellings that orientate toward the Midland Highway. Materials are varied between dwellings and the angle of orientation alternates between dwellings. The design intent is informed by typical farm built-form with landscaping. The application states that “...*the design of the dwellings is intended to reflect a transition from the rural to the urban environment, presenting as a collection of farm buildings, with the urban environment reflected through choice of materials and finishes.*”

Each dwelling consists of a main building containing a generous kitchen and living/dining multi-purpose space, overlooked by a mezzanine space. Spanning out from the main building, are five bedrooms in wings, two with attached ensuite bathrooms and all having outdoor access to a private terrace. There is an additional bathroom, a rumpus room and a study. The three-car garage provided for each dwelling has been designed with windows and the same cladding so that it appears to be an additional wing.

The dwellings are to be accessed via a common property entry. The dwellings are single storey and of a similar size and form. They are designed with a high, 7m ceiling within the central body of the dwelling, dropping to approximately 3m height in the bedrooms and presenting as a ‘barn’ style to the public realm.

Each dwelling comprises:

- Master bedroom with ensuite and WIR, three smaller bedrooms, Guest room with ensuite and WIR plus separate terrace area.



- Study, Living/Dining/Kitchen, Rumpus room.
- Mezzanine area above the kitchen/dining/lounge is shown, however no stairwell is provided to this level.
- Double garage with laundry.
- Each proposed rear garden area includes a heated swimming pool.

Each dwelling includes a central body with four wings extending from each corner, including the main bedroom, guest bedroom, rumpus and garage.

The garage and guest bedroom wing extend toward the common driveway, recessing the main body and entrance to each dwelling (see South East Elevation)

There is passive surveillance provided through vertical windows to the kitchen/dining/living area, as well as to the front of the guest bedroom. In addition, a window is provided to the garage, providing natural light and improved articulation.

Each dwelling opens to a large rear yard with roofed terrace across the length of the kitchen/dining/lounge area.

Dwellings 1 and 2 sit within the Heritage Overlay (HO698) and include materials of vertical cladding in dark and natural timber. Dwelling 1 includes a brick base while Dwelling 2 includes a white sheeting.

Dwellings 3-5 are to the north-east of the lot and include a mix of charcoal/barestone and monument cladding.

Each dwelling proposes a swimming pool with an area of 4.7m x 2.4m and includes a roofed terrace to the side of the pool.

Each dwelling has a maximum height of 7.5m

*Relevant Planning Ordinance applying to the site and proposal*

Zoning:	Neighbourhood Residential Zone, Schedule 1 (NRZ1)
Overlays:	Environmental Significance Overlay (ESO1) (ESO2) Heritage Overlay (HO698)
Particular Provisions	Clause 52.06 - Car Parking
Relevant Provisions of the PPF	Clause 02.02: Vision Clause 02.03: Strategic Direction Clause 11.01-1L: Township and settlements Clause 13.02-1S: Bushfire planning Clause 14.02-1S: Catchment planning and management Clause 14.02-1L: Catchment and land protection

	<p>Clause 14.02-2L: Mineral springs and fresh water springs protection</p> <p>Clause 15.01-1L: Urban Design</p> <p>Clause 15.01-2L: Environmentally sustainable development</p> <p>Clause 15.01-5L.01: Neighbourhood character in Daylesford – Precinct 11</p> <p>Clause 15.03-1L: Heritage</p>	
Under what clause(s) is a permit required?	32.09-6	Construct two or more dwellings on a lot
	42.01-2	Carry out works that will result in changes to surface level runoff
	42.01-2	Construct a building or carry out works
	43.01-1	Construct a building or carry out works
	52.06-3	Reduce the number of car parking spaces
Objections?	12	
Referrals	The relevant water authorities and internal Council departments have been notified of the application. Council has received a response of no objection subject to conditions from all referral bodies.	

## KEY ISSUES

### *Response to Policy Planning Policy Framework*

#### **Clause 02.2 Vision.**

Council's mission for the Shire is to protect and enhance the district's unique social culture, environmental and heritage characteristics by preserving the heritage character and strong sense of place in the township, protecting valued landscapes from unsympathetic development, managing natural resources sustainability, facilitating infrastructure to meet community needs.

The position of the lot provides a key visual entry point from the Eastern and Northern approaches to Daylesford.

The proposed development provides five lots of 2000sqm each. This will provide context to the rural surrounds and is responsive to the township character of Daylesford.

The placement of the proposed internal driveway accessing the site is located within the Tree Protection Zone (TPZ) of the existing Cedar and Fir trees on the eastern

boundary of the lot. This is not supported and is discussed below under “Environment”. The position of the driveway should be required to reposition outside of the TPZ of these trees unless otherwise satisfied by Council.

No evidence to date has been provided to Council that the construction of this driveway will not impact the root zone of those trees.

No subdivision is requested through this application.

#### **Clause 02.03 Strategic Direction**

Daylesford is identified as a regional service hub within the Hepburn Shire. The development of the site supports the strategy for the provision of additional dwellings within the existing township boundary.

The cedar/fir trees are historically important and connect to the Wombat Park farm to the north of the property.

The dwellings are set away from the existing trees on the site. The position of the proposed driveway is situated within the TPZ of the cedar/fir trees along the eastern boundary. No evidence has been provided to Council that the construction of this pathway will not impact the root zone of those trees.

An arborist report should be required prior to any works commencing within the TPZ of any tree on this site.

#### **Clause 11.01-1L Township and Settlements**

This clause applies to land identified in townships and the municipality’s settlements. The objective of this clause is to achieve a sustainable urban form for townships by containing future development within the township boundaries shown on the township structure plan.

The subject site is situated within the township boundary identified on the Daylesford township map. The residential development of this site appropriately supports the objective of this clause.

#### **Clause 13.02-1S Bushfire Planning**

The purpose of this clause is to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

The site is within a Designated Bushfire Prone Area. However, the proposed site is located within the lower risk and defensible area of the existing township. The development design will ensure all dwellings have access through an internal road to the Midland Highway.

#### **Clause 14.02-1S Catchment Planning and Management**

The purpose of this clause is to ensure the protection and restoration of catchments and other waterways/waterbodies.

The subject site is identified within the Mineral Springs Protection Area. All stormwater generated by future development of the site must be treated and returned to natural flow corridors at pre-development quality. The Stormwater Strategy Report provided is outdated and does not refer to the proposed development. A new Stormwater Strategy Report should be required as a condition on any permit issued.

#### **Clause 15.01-1S Urban Design**

This clause serves to ensure development creates safe, functional and enriching places that contribute to a sense of place and cultural identity.

The five dwellings are orientated to create visual difference, including differing colours and materials for each dwelling. The layout of the dwellings will provide a functional form with passive surveillance provided to the front open spaces.

The proposed development considers the existing connection to Wombat Park. Rear yard settings provide view lines across the site to the rural land beyond.

Landscaping between each property will generate a landscape that reflects the leafy vegetated character of the Daylesford township. The lot sizes for each dwelling provide a transition from the farming area of the north and the residential development to the east and west of the site.

#### **Clause 15.01-5L Neighbourhood Character in Daylesford**

The subject site is located within Precinct 11 which has the objective:

*To ensure development maintains the spaciousness of the dwelling settings and strengthens the definition of the entrance way to the town.*

The preferred character is to provide a sense of entrance to the town, use of low front fences, timber or non-masonry cladding materials in earth-toned colours and landscaping including exotic and indigenous trees.

The proposed development is reflective of the preferred character. The dwellings are set on large lots with generous breaks between for spacious settings and defines the entrance to Daylesford.

The proposal has been carefully designed to minimise the removal of trees from the site or from the Avenue of Honour.

The dwellings are single storey with an overall height of 7.5m to achieve a farm style look and high ceilings.

#### **Clause 15.03-1L Heritage**

The general strategy is to:

*Ensure new development is consistent with and interprets the significance of heritage places*

The proposed development provides large, farm style buildings on 2000sqm lots, providing a view line from the Railway Precinct towards five dwellings and rural farming beyond. The retention of the existing tree on the eastern boundary will retain a connection to the history of the original Wombat Park estate.

### *Archaeology*

During the permit application process for PLN23/0116 - Earthworks including capping of an air shaft – the application was referred to Heritage Victoria for comment. A site card was prepared by an archaeologist in regard to the mines that run beneath the site, relating in part to the exposed air shaft.

An assessment has been made of the site by Heritage Victoria who have determined that the whole of 1 and 9 Raglan Street properties meet the threshold for inclusion in the Victorian Heritage Inventory. The area is likely to contain historical archaeological features, deposits and/or artefacts that relate to the establishment and use of the site as a residence from 1855, in addition to the site's occupation by the Defiance Co. from 1863. Archaeological features are likely to include shafts, tunnels, horse whim, machinery platforms and other mining infrastructure.

As the site is largely undisturbed, it is likely that archaeological remains will survive in parts of the site.

The owner of this land is bound by the provisions of the *Heritage Act* and must obtain a Consent to Damage from Heritage Victoria which will address, amongst other matters, that works will cease if potentially significant archaeological remain are uncovered at any time.

### **The site is located within the Daylesford Railway Heritage Precinct**

#### *Zoning and Overlay Considerations*

#### **Neighbourhood Residential Zone (NRZ1)**

Pursuant to Clause 32.09 the relevant purposes of the NRZ are:

- Recognise areas of predominantly single and double storey residential development.
- Manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.
- Allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

A permit is also required to construct two or more dwellings on a lot, in accordance with the requirements set out under Clause 32.096.

Schedule 1 to Clause 32.09 applies the Daylesford Neighbourhood Residential Precincts.

Schedule 1 does not specify a minimum subdivision area or set out any requirements relating to buildings and works.

### **Environmental Significance Overlay**

- Pursuant to Clause 42.02 the relevant purposes of the ESO are:
- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

The Statement of environmental significance is:

*The mineral springs that occur within the Hepburn Shire have natural, cultural and economic significance. The protection of the springs, their aquifers and their environs from the impacts of waste disposal and drainage is a fundamental component of the future management of this asset.*

A permit is not required through Schedule 1 of the ESO as the works are more than 30m from a waterway.

The permit triggers under the ESO2 relevant to this proposal are as follows:

- Construct a building or construct or carry out works.
- Construct or carry out works that will result in changes to surface or groundwater runoff.

In addition to the permit triggers, the following application requirements apply, pursuant to Clause 42.01-4 and Schedule 2:

- A scaled and dimensioned site context plan showing the site and surrounding land including the location of all water ways, drainage lines, water bodies, water supply channels or springs and vegetation.
- A scaled and dimensioned plan showing the location and use of existing and proposed buildings and works, including proposed or existing waste-water disposal areas and vehicle access.
- Details of degree and direction of slope, soil type, vegetation and drainage systems.
- A geotechnical report prepared by a suitably qualified person(s) demonstrating:
  - That the land is capable of absorbing effluent generated on the lot.
  - The likely impact of any on-site wastewater treatment system on the mineral spring and freshwater resources and how such impact is to be mitigated.

A geotechnical report was provided through PLN23/0116, permit for earthworks.

A feature survey and location of underground water springs have not been provided. The contours of the site is added to the Overall Site Plan.

The Stormwater Strategy plan provided with the planning application is outdated and does not refer to the proposed development. It is noted that the stormwater strategy for the subdivision process for this site also has not yet been resolved.

### **Heritage Overlay - HO698**

#### *Heritage - HO 698 Daylesford Railway Precinct*

The western portion of the site is included within HO698 and forms part of the viewline from the railway station toward a rural landscape setting.

It is not intended to impact on any tree within the Avenue of Honour along Raglan Street or the Midland Highway.

The proposed dwellings are set on large 2000sqm lots with landscaping provided between and around those lots. Further open space is to be provided along the western and southern boundaries of the subject site, as shown on the Overall Site PlanDwg No.:2023-011-003.

The view to the property will be diffused through the retention of the cedar/fir trees along the eastern and southern boundaries.

### ***Adherence to ResCode***

The proposed development seeks the development of five dwellings on a lot. In this instance, each dwelling is to be set within a 2000sqm area, on a lot of 3.74ha.

The usual consideration of the Clause 55 Standards is less relevant in this situation.

The objectives of Clause 55 are applicable.

*Neighbourhood and Site Description and Design Response* – this has been provided.

*Neighbourhood Character and Infrastructure* - The general provisions of neighbourhood character and residential policy are met.

Infrastructure can be provided to the site, including electricity and reticulated sewage.

*Site Layout and Building Massing* – The floor plans require a mark for each section and the sectional diagrams must be labelled appropriately.

The proposed development integrates well with Raglan Street and the Midland Highway through the retention of the existing trees on the eastern and southern boundary of the site. As previously discussed, the position of the proposed development should be sited further west to ensure no works occur beneath the Tree Protection Zone (TPZ) of those existing trees.

The height of each dwelling is 7.5m, providing context for the Middleton Field development to the west of the site which has a similar height objective.

The site coverage and permeability, as well as overall garden area, has been calculated for the whole site. This is not indicative of the end outcome following erection of fences and subsequent subdivision. A permit condition should be included requiring no less than 35% garden area for each dwelling site, as well as no more than 60% of site coverage or any less than 20% permeability for the same area.

*Open space and landscaping* - No public open space is specifically designed into the development concept plan. The planning report accompanying the application notes that “*Open space provision has been addressed as part of a separate permit application, PLN22/0176 and if approved, will be located along the western boundary and along the cedar tree reserve*”. The permit application for PLN22/0176 shows a different layout, including the trees within the rear yards of private properties.

For the purposes of this report, it is considered that the cedar trees are to be retained in private ownership as a shared open space.

A separate landscaping plan has been provided, showing the provision of 2 canopy trees to the front of each dwelling and one canopy tree with additional smaller trees to the rear of each dwelling. Hedge planting is proposed around the north and south edge of each lot. This contrasts however with the architectural plans that show a post and wire fence with 2m high fences between the houses.

Proposed species include red maple, coal gum and honey myrtle, as well as hedges of blueberry ash or orange jasmine. This is detailed in the Landscaping plan attached to this report.

The south-west elevation of the proposed dwellings shows a screen to the front of the guest bedroom. The dimensions are not specified and it is not included for all dwellings. Any screen would reduce passive surveillance of the public realm and should be removed through a condition on any permit issued.

The landscaping plan should be endorsed as a part of any permit issued.

*Access* – the proposed accessway is placed within the TPZ of the cedar/fir tree reserve and is not supported in this location.

The plans do not dimension the width of the accessway. A condition should be required on any permit issued regarding the detail of this accessway and it's repositioning outside of the TPZ.

There is no indication on the plans that a waste truck could utilise the internal road. Swept paths are required to better assess the adequacy of the proposed communal accessway.

*Parking location* – the double/triple garage includes natural light, allowing passive surveillance of the shared accessway. The driveway must have direct access to the shared accessway. This must be included in any condition that requires the repositioning of the shared accessway.



*Amenity Impacts* – Side and rear setbacks are less relevant on lots of 2000sqm. The setbacks from the abutting lots is generous and will not impact those sites. Each dwelling is single-storey and no internal views will be available. A mezzanine is shown on the ground floor plans with no access to that space. To ensure internal views are minimised, the mezzanine should be removed as a condition on any permit issued.

*On-site amenity impacts* – Each dwelling will be able to be accessed by persons of all abilities and is positioned with an individual sense of identity. Each dwelling is positioned to maximise daylight to the internal spaces and to the private open space areas.

*Storage / site services* - no outbuildings, bin enclosures, clothesline or mailboxes are shown as a part of the proposed development and should be required as condition on any permit issued.

*Detailed Design* – the visual bulk of the built form is appropriate for the site and context. The development will be screened behind the cedar/fir tree avenue. Front fences are to be low post and wire fences, although this should be confirmed through a permit condition.

#### ***Environmental and Sustainability Issues***

Page 25 – 27 of the Planning Report accompanying the application steps through the environmental qualities of the proposed development.

Of note are the use of PV Cells integrated into the roof tiles, placement of windows to achieve maximum solar efficiencies, landscaping to promote increased water retention and cross-ventilation.

A 5000L rainwater tank is provided to the rear of the garage/laundry for each dwelling.

There is no detail regarding the proposed rainwater-fed irrigation or stormwater management. These should be included on any permit issued.

The requirement for an updated Stormwater Strategy is required prior to the construction of any dwelling. This should address the drainage of water across the whole site, including the provision of drainage along the western boundary and space for a retarding basin to the northern boundary, as previously considered with the subdivision permit PLN22/0176.

In addition, a Section 173 Agreement should be required to be entered into with the Hepburn Shire Council, requiring that drainage works for the entire site will be constructed and completed prior to the occupation of any dwelling. This will protect the drainage across the broader Middleton Field area to the west of the subject site.

#### **Existing cedar and fir trees**

The placement of the internal driveway needs close management and scrutiny as it is located within the Tree Protection Zone of the cedar and fir trees on the eastern boundary of the site, which may have a detrimental impact on the health of those trees.

The development of the site does not address the context of the trees to the proposed internal driveway. The subdivision as considered by Council for this site, PLN22/0176, includes a supporting document - *Hygge Property – Preliminary Arboricultural Tree Assessment Report, 18 February 2022*. This report clearly describes that no buildings or works should occur within the TPZ of these trees.

The Preliminary Arboricultural report also notes that they had not undertaken any assessment of the root area beyond a ground-based visual assessment. This must be undertaken prior to the development of the land for these dwellings.

It is recommended that the driveway be repositioned or the entire driveway and lots be moved sufficiently west to ensure no works occur within the TPZ of any tree on this site, or beneath the manna gum tree on the property to the north of the site.

A permit condition should be included that requires a construction management plan for the dwellings to ensure all the trees on and around the site are protected. A traffic management plan may also be required to facilitate this construction.

A tree protection bond should be required to protect the cedar and fir tree reserve as well as the Avenue of Honour trees, to be repaid to the permit applicant at such time that the trees are vested to Council. This bond may be drawn upon if any tree is damaged as a result of buildings and works by the applicant or its contractors.

### ***Car Parking***

The development of five dwellings on a lot requires one visitor parking space. No parking assessment reports accompany the application.

The development includes a triple car garage for each dwelling and sufficient room to the front of each dwelling for the parking of an additional car.

Each dwelling is located on a 2000sqm lot. It is considered that adequate room has been provided to the front of each garage to allow of the parking of visitor vehicles.

The reduction of the visitor parking can be supported for this development.

### **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 proposed development provides the development of residential zoned land with the township boundary and close to physical and community infrastructure. The site is opposite the setting of the Daylesford Market and various commercial areas are within walking distance of the site.

No reticulated gas is proposed to the dwellings. Further requirements to demonstrate sustainable practise can be included on any permit issued.

## **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, 12 objections have been received. The issues raised in the objections are listed as follows:

- Removal of farming land for urban sprawl.
- Does not align with Council's vision and Clause 02.02 mission statement.
- Does not support the policy of Clauses 11, 12, 14, 15 or 16.
- Inappropriate development at the entrance to Daylesford township.
- The development of the lot is being treated as 'entertainment'. The buildings will be rushed and create a poor outcome. The siting does not advantage their position. The buildings are a poor attempt at "farm building" style and detract from the character of Daylesford.
- Large dwellings do not contribute to affordable housing.
- They look like short term accommodation places.
- Reduces the historic feel of the location adjoining Wombat Park.
- Siting, scale and visibility of the development will detract attention and undermine the heritage significance of the precinct and the neighbourhood character. The height of the buildings are excessive for this space.
- The loss of a cedar tree to provide access to the site – the access road should be moved to save the cedar tree and preserve the drainage line.
- Access is to Malmsbury Road, not the Midland Highway – consideration of the intersection should account for this.
- 35% garden area should be provided with a cap of 200sqm per house.

- Inconsistencies within the application material, including no updated stormwater strategy review.
- One visitor car space should be required.
- Query if the relevant referral authority requirements have been met.
- No building should be allowed over drainage lines, including fences.
- Drainage should enable above ground flow and be revegetated with native plants.
- Needs to improve sustainability within the landscaping, drainage and built form.
- The development does not consider flooding, stormwater drainage or the natural contours of the site. The low-lying paddock wetland drainage should be factored in to any development.
- The water recharge area has not been adequately protected.
- A full Stormwater Strategy is required prior to development.
- The removal of a tree should not be allowed until the subdivision process has been completed.
- Inadequate space has been provided for the root system of the cedar trees.
- A Tree Management Plan is required prior to development.
- No walking footpaths or connections to the township have been included in the design.
- Loss of viewlines from the heritage precinct to farming land.
- Question what will be provided within the superlot. What has happened to the proposed EcoVillage?
- Does not follow the Middleton Field Design Guidelines.
- No consideration of the Defiance Tunnel – mining site.
- Disruption – noise, dust, traffic – from ongoing works.
- Requests have been made regarding the encumbrance redacted on title.
- Parking of construction vehicles may compromise the trees within the Avenue of Honour and the cedar trees.

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

# 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.: 1	St. Name: Raglan Street
Suburb/Locality: Daylesford		Postcode: 3460

### Formal Land Description \*

Complete either A or B.

**⚠** This information can be found on the certificate of title.

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

A	Lot No.: 2	<input type="radio"/> Lodged Plan	<input checked="" type="radio"/> Title Plan	<input type="radio"/> Plan of Subdivision	No.: TP 826164A
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.

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

Development of five dwellings on a lot.

**⚠** 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 \$ 3, 800, 000

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

## Existing Conditions i

ATTACHMENT 10.1.1

### 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.

Currently vacant, with some vegetation.

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

## Title Information i

### 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 i

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

### Applicant \*

The person who wants the permit.

Name:			
Title:	First Name: Julian	Surname: Brenchley	
Organisation (if applicable): Group Architects			
Postal Address:		If it is a P.O. Box, enter the details here:	
Unit No.:	St. No.: 69	St. Name: Macarthur Street	
Suburb/Locality: Ultimo		State: NSW	Postcode: 2007

Please provide at least one contact phone number \*

### Contact information for applicant OR contact person below

Business phone:	Email: naomi@nicheplanningstudio.
Mobile phone: 0480 322 835	Fax:

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

### Contact person's details\*

Same as applicant

Name:			
Title:	First Name: Naomi	Surname: Beck	
Organisation (if applicable): Niche Studio			
Postal Address:		If it is a P.O. Box, enter the details here:	
Unit No.: 1	St. No.: 286	St. Name: Ferrars Street	
Suburb/Locality: South Melbourne		State: VIC	Postcode: 3205

### 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 <input type="checkbox"/>			
Title:	First Name:	Surname:	
Organisation (if applicable): Smith Development Partnership Pty Ltd			
Postal Address:		If it is a P.O. Box, enter the details here:	
Unit No.: 8	St. No.: 11	St. Name: Davey Street	
Suburb/Locality: Ballarat Central		State: VIC	Postcode: 3350
Owner's Signature (Optional):		Date:	
day / month / year			

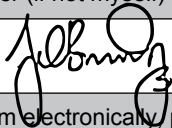
## Declaration

**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. **ATTACHMENT 10.11**

Signature:



Date: 12.07.2023

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](http://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?: Amy Boyd

Date: 24/05/2023


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](mailto: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](http://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](http://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](http://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 10.1.1

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** i

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

**Street Address \***

Unit No.: <b>4</b>	St. No.: <b>26</b>	St. Name: <b>Planmore Avenue</b>
Suburb/Locality: <b>HAWTHORN</b>		Postcode: <b>3122</b>

**Formal Land Description \***  
Complete either A or B.

**A** Lot No.: **2**  Lodged Plan  Title Plan  Plan of Subdivision No.: **LP93562**

**OR**

**B** Crown Allotment No.:  Section No.:

Parish/Township Name:

⚠ 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.

Example 2

**i** 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** i

**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** i

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: <b>Mr</b>	First Name: <b>Len</b>	Surname: <b>Browning</b>
------------------	------------------------	--------------------------

Organisation (if applicable): **Responsible Developers P/L**

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

Unit No.: <b>4</b>	St. No.: <b>12</b>	St. Name: <b>Ardour Lane</b>
Suburb/Locality: <b>Wycheproof</b>		State: <b>Vic</b> Postcode: <b>3527</b>

**Contact information for applicant OR contact person below**

Business phone: <b>9123 4567</b>	Email: <b>tcpl@bigpond.net.au</b>
Mobile phone: <b>0412 345 678</b>	Fax: <b>9123 4567</b>

**Contact person's details\*** Same as applicant

Name:

Title: <b>Mr</b>	First Name: <b>Andrew</b>	Surname: <b>Hodge</b>
------------------	---------------------------	-----------------------

Organisation (if applicable): **Town Planning Consultants**

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

Unit No.:	St. No.:	St. Name: <b>PO Box 111</b>
Suburb/Locality: <b>Parkdale</b>		State: <b>Vic</b> Postcode: <b>3194</b>

**Owner \*** 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:

Owner's Signature (Optional):  Date:

day / month / year



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

VOLUME 12297 FOLIO 878

Security no : 124106509893F  
Produced 31/05/2023 02:27 PM

**LAND DESCRIPTION**

Lot 2 on Title Plan 826164A.  
PARENT TITLE Volume 09239 Folio 578  
Created by instrument AU128771M 11/03/2021

**REGISTERED PROPRIETOR**

Estate Fee Simple  
Sole Proprietor  
SMITH DEVELOPMENT PARTNERSHIP PTY LTD of 18 DOVETON STREET NORTH BALLARAT  
CENTRAL VIC 3350  
AV817654R 04/07/2022

**ENCUMBRANCES, CAVEATS AND NOTICES**

MORTGAGE AV817655P 04/07/2022  
PAYTON CAPITAL LTD

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

RIGHTS as to part Book 395 No.894

**DIAGRAM LOCATION**

SEE TP826164A FOR FURTHER DETAILS AND BOUNDARIES

**ACTIVITY IN THE LAST 125 DAYS**

NIL

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

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

Street Address: 1 RAGLAN STREET DAYLESFORD VIC 3460

**ADMINISTRATIVE NOTICES**

NIL

eCT Control 21078Q MILLS OAKLEY  
Effective from 06/07/2022

DOCUMENT END

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Document Type	<b>Plan</b>
Document Identification	<b>TP826164A</b>
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<b>TITLE PLAN</b>		<b>EDITION 2</b>	<b>TP 826164A</b>
-------------------	--	------------------	-------------------

<b>Location of Land</b> Parish : WOMBAT Section : 3 Crown Portion : 3 (PT) Crown Allotment : 1 (PT) & 4 (PT) Section : 8 Crown Allotment : 1F (PT), 3 (PT) & 4 (PT)  Base record : DCMB Last Plan Reference : - Derived From : VOL. 9239 FOL. 578  Depth Limitation : NIL	Notations          ANY REFERENCE TO MAP IN THE TEXT MEANS THE DIAGRAM SHOWN ON THIS TITLE PLAN
---	--

Description of Land/ Easement Information

**ENCUMBRANCES**

As to part of the land - - - - -  
THE RIGHTS of The Mayor Councillors- -  
 and Burgesses of the Borough of- - -  
 Daylesford under Deed of Compromise- -  
 made by Henry Henty and Thomas Colles-  
 of the one part and The Mayor - - - -  
 Councillors and Burgesses of the - - -  
 Borough of Daylesford of the other - -  
 part registered Book 395 No.894 - - -

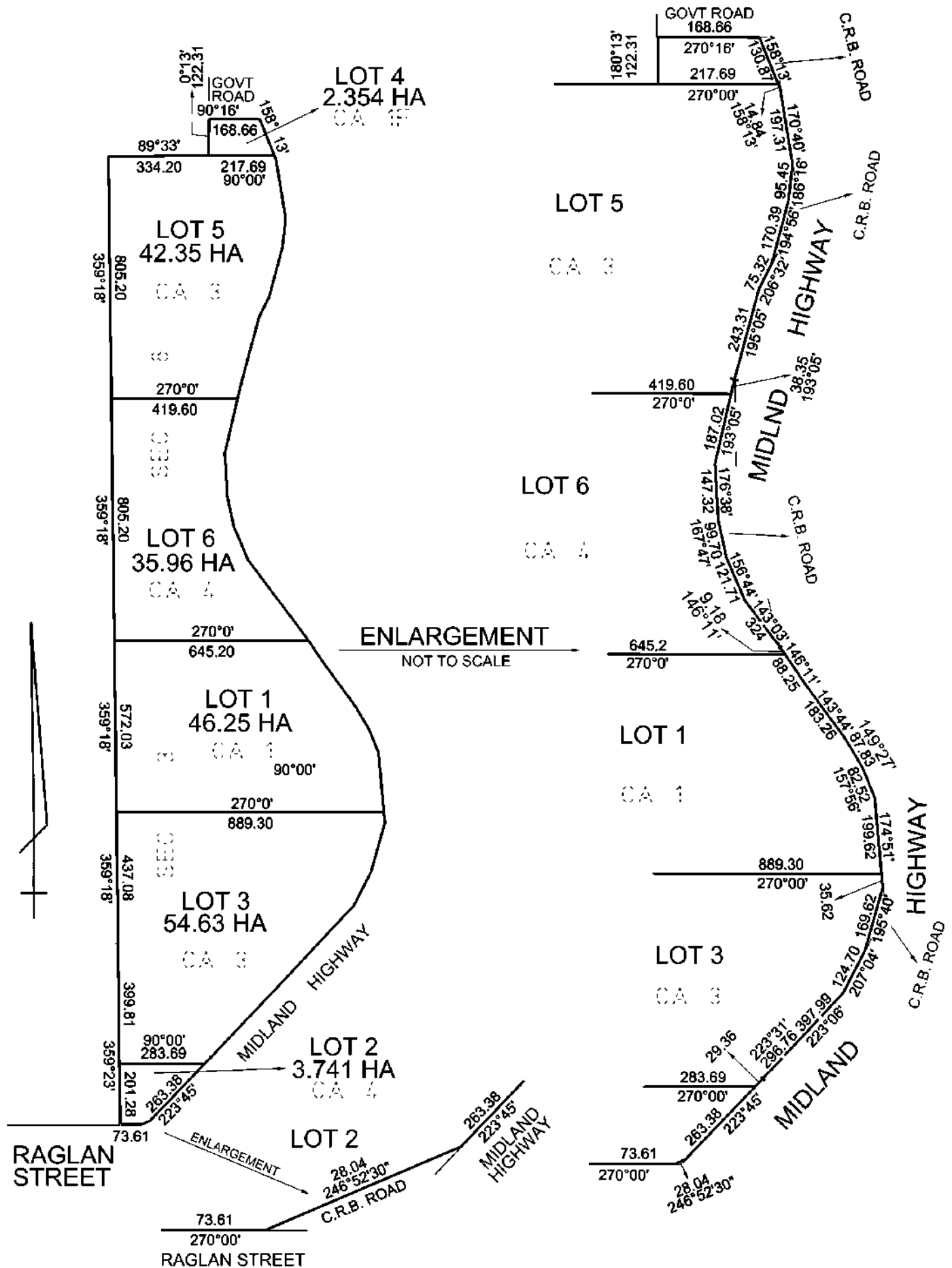
THIS PLAN HAS BEEN PREPARED BY  
 LAND REGISTRY, LAND VICTORIA FOR  
 TITLE DIAGRAM PURPOSES  
 COMPILED: Date 6/01/06  
 VERIFIED: A. DALLAS  
*Assistant Registrar of Titles*

**FOR DIAGRAM SEE SHEET 2**

TABLE OF PARCEL IDENTIFIERS
WARNING: Where multiple parcels are referred to or shown on the Title Plan this does Not imply separately disposable parcels under Section 8A of the Sale of Land Act 1962
LOT 1 = CA 1 (PT) SECTION 3 LOT 2 = CA 4 (PT) SECTION 3 LOT 3 = CP 3 (PT) SECTION 3 LOT 4 = CA 1F (PT) SECTION 8 LOT 5 = CA 3 (PT) SECTION 8 LOT 6 = CA 4 (PT) SECTION 8

# TITLE PLAN

ATTACHED TO TP 820164A



LENGTHS ARE IN METRES  
 Metres = 0.3048 x Feet  
 Metres = 0.201168 x Links

RECORD OF ALL ADDITIONS OR CHANGES TO THE PLAN

# PLAN NUMBER

## TP826164A

WARNING: THE IMAGE OF THIS DOCUMENT OF THE REGISTER HAS BEEN DIGITALLY AMENDED.  
NO FURTHER AMENDMENTS ARE TO BE MADE TO THE ORIGINAL DOCUMENT OF THE REGISTER.

AFFECTED LAND/PARCEL	LAND/PARCEL IDENTIFIER CREATED	MODIFICATION	DEALING NUMBER	DATE	EDITION NUMBER	ASSISTANT REGISTRAR OF TITLES
LAND HEREIN		SEPARATE DIMENSIONS	AU128771M		2	RM



## **PERMIT APPLICATION REPORT FOR:**

**1 Raglan Street, Daylesford**

**Dja Dja Wurrung Country**

Building and works for construction of five dwellings on a lot.



## CONTENTS

<b>1. EXECUTIVE SUMMARY .....</b>	<b>5</b>
<b>2. INTRODUCTION .....</b>	<b>6</b>
2.1 WHY IS THIS REPORT REQUIRED? .....	6
<b>3. APPLICATION SUMMARY .....</b>	<b>7</b>
<b>4. PROPOSAL.....</b>	<b>9</b>
4.1 WHAT IS PROPOSED? .....	9
4.2 DESIGN RESPONSE HIGHLIGHTS .....	9
<b>5. SITE CONTEXT.....</b>	<b>14</b>
5.1 BACKGROUND OVERVIEW.....	14
5.2 STRATEGIC CONTEXT .....	15
5.3 THE SUBJECT SITE .....	17
<b>6. PLANNING POLICY FRAMEWORK.....</b>	<b>20</b>
6.1 PLANNING POLICY FRAMEWORK .....	20
6.2 SETTLEMENT, GROWTH AND DISTINCTIVE PLACES .....	21
6.2.1 Clause 02.02 – Vision .....	21
6.2.2 Clause 02.03 – Strategic Direction .....	21
6.2.3 Clause 02.03-1 Settlement .....	21
6.2.4 Clause 11.01-1R – Settlement – Central Highlands.....	21
6.2.5 Clause 11.01-1L Township and settlements.....	22
6.3 SIGNIFICANT ENVIRONMENTS AND LANDSCAPES.....	22
6.3.1 Clause 02.03-2 Environmental and landscape values.....	22
6.3.2 Clause 12.05-2S – Landscapes – Central Highlands .....	22
6.3.3 Clause 12.05-2L Landscape management .....	22
6.4 ENVIRONMENTAL RISKS AND CLIMATE CHANGE MITIGATION .....	23
6.4.1 Clause 02.03-3 Environmental risks and amenity.....	23
6.4.2 Clause 02.03-4 Natural resource management .....	23
6.4.3 Clause 13.01-1S Natural hazards and climate change.....	23
6.4.4 Clause 13.02-1S Bushfire planning.....	24
6.4.5 Clause 14.02-1S Catchment planning and management.....	24
6.4.6 Clause 14.02-1L Catchment and land protection .....	24
6.4.7 Clause 14.02-2L Mineral springs and fresh water springs protection – Hepburn .....	24
6.5 URBAN DESIGN AND NEIGHBOURHOOD CHARACTER .....	24
6.5.1 Clause 15.01-1S Urban Design .....	24
6.5.2 Clause 15.01-1L Urban Design .....	25
6.5.3 Clause 15.01-2S Building design .....	25
6.5.4 Clause 15.01-2L Environmentally sustainable development.....	25

### Planning and Urban Design

**ABN** 35 334 392 034  
**W** nicheplanningstudio.com.au

### VIC BOONWURRUNG COUNTRY

Unit 1, 286 Ferrars Street  
 South Melbourne VIC 3205

### WADAWURRUNG & DJA DJA WURRUNG COUNTRY

Suite 8, 11 Davey Street  
 Ballarat Central VIC 3350

### WA WHADJUK NOONGAR COUNTRY

Level 2, 896 Canning Highway  
 Applecross WA 6153

### TAS PALAWA COUNTRY

Level 1, 14 Mollie Street  
 Hobart, TAS, 7000

6.5.5	Clause 15.01-5S Neighbourhood character .....	27
6.5.6	Clause 15.01-5L-01 Neighbourhood character in Daylesford .....	27
6.6	BUILT ENVIRONMENT AND HERITAGE.....	28
6.6.1	Clause 02.03-5 Built environment and heritage .....	28
6.6.2	Clause 02.03-6 Housing .....	28
6.6.3	Clause 15.03-1S Heritage conservation .....	28
6.6.4	Clause 15.03-1L Heritage .....	29
<b>7.</b>	<b>ZONING.....</b>	<b>29</b>
7.1	CLAUSE 32.09 – NEIGHBOURHOOD RESIDENTIAL ZONE (NRZ1) .....	29
7.2	DISCUSSION .....	30
7.3	DECISION GUIDELINES.....	30
<b>8.</b>	<b>OVERLAYS .....</b>	<b>31</b>
8.1	CLAUSE 42.01 – ENVIRONMENTAL SIGNIFICANCE OVERLAY – ESO2 .....	31
8.2	DISCUSSION .....	33
	THIS PROPOSAL WILL NOT IMPACT ON THE NATURAL, CULTURAL OR ECONOMIC SIGNIFICANCE OF THE MINERAL SPRINGS THAT ....	33
8.3	DECISION GUIDELINES.....	33
8.4	CLAUSE 43.01- HERITAGE OVERLAY (SCHEDULE 698).....	35
8.5	DISCUSSION .....	35
8.6	DECISION GUIDELINES.....	36
<b>9.</b>	<b>PARTICULAR PROVISIONS .....</b>	<b>37</b>
9.1	CLAUSE 52.06 CAR PARKING.....	37
9.2	DISCUSSION .....	37
9.3	DECISION GUIDELINES.....	38
<b>10.</b>	<b>CONCLUSION.....</b>	<b>39</b>

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## Planning and Urban Design

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## 1. EXECUTIVE SUMMARY

This planning report supports the proposed development of five carbon-neutral, architecturally designed residential dwellings at 1 Raglan Street, Daylesford, Victoria, Dja Dja Wurrung Country.

The proposed dwellings will facilitate a high-quality residential development in the Daylesford township, with each dwelling consisting of 5 bedrooms, study, living, covered garage, and quality outdoor areas, including heated swimming pool.

Built within the broader Middleton Field estate, the dwellings will espouse similar sustainable outcomes, operating fossil fuel free with a minimum of 7\*NatHERS rating, and will have consideration of aesthetic and other requirements of the Middleton Field Design Guidelines, as approved by Hepburn Shire Council.

A key principle is to maintain Daylesford's leafy and spacious entry along the Midland Hwy transitioning from rural farmland to township built form character. This has been achieved through landscaping, including carefully located canopy trees to minimise visibility of the houses from the highway. To further complement the existing Daylesford entrance, each proposed dwelling takes rural forms and materials as inspiration to present a collection of rural buildings surrounded by open space and landscaping. In reality each collection of buildings is connected to form one house, designed to accommodate the Daylesford climate and reveal important views both between buildings and out to the surrounding farmland.

At the time of writing, the subdivision application for the site has not been finalised, however, the designs have been located to align with the proposed subdivision layout. This can be altered as required upon the issue of any planning permit associated with PLNPA00176.

## 2. INTRODUCTION

### 2.1 WHY IS THIS REPORT REQUIRED?

This report has been prepared by Niche Studio (Niche) on behalf of the planning permit applicant. This report supports the development of land at 1 Raglan Street, Daylesford, Dja Dja Wurrung Country (Lot 2 TP826164) within the Shire of Hepburn, herein referred to as the subject site.

This application is made with reference to the plans prepared by Group Architects.

The report's purpose is to provide an analysis of the development area and a strategic justification for the proposed residential development. It also provides an assessment for planning approval for the site's development.

Specifically, the report covers the following:

- Provides background context to the project, including existing approvals in the Middleton Field Estate.
- Identifies the development area within the context of the Daylesford township and its eastern entrance.
- Provides planning support for approving a planning permit to allow residential development of the site.

This report will have regard to the following documents:

- Hepburn Planning Scheme.
- Site-specific background studies and reports supporting this application (appendices).

This report focuses on the Zone, Overlays and particular provisions applicable to the land, the proposal, and the relevant Planning Policy Framework.

### 3. APPLICATION SUMMARY

SITE ADDRESS	1 Raglan Street, Daylesford, Dja Dja Wurrung Country
Title Details:	Lot 2 TP826164
Zoning:	Neighbourhood Residential Zone – Schedule 1 (NRZ1)
Overlays:	Environmental Significance Overlay – Schedule 1 (ESO1) Environmental Significance Overlay – Schedule 2 (ESO2) Heritage Overlay – Schedule (HO698)
Proposal:	Planning permit for building and works associated with 5 dwellings.
Permit Triggers:	<p>NRZ1:</p> <ul style="list-style-type: none"> <li>To construct two or more dwellings on a lot.</li> </ul> <p>ESO2:</p> <ul style="list-style-type: none"> <li>Construct a building or construct or carry out works.</li> <li>Construct or carry out works that will result in changes to surface or groundwater runoff...</li> </ul> <p>HO698:</p> <ul style="list-style-type: none"> <li>Construct a building or construct or carry out works.</li> </ul> <p>Cl. 52.06-3:</p> <ul style="list-style-type: none"> <li>Reduce the number of car parking spaces required under Cl. 52.06-5 or in a Schedule to the Parking Overlay.</li> </ul>



Figure 1: View to the site from Raglan Street

## 4. PROPOSAL

### 4.1 WHAT IS PROPOSED?

It is proposed to develop five dwellings on a lot, each with an attached garage and heated swimming pool. The development will offer carbon neutral dwellings prepared by a leading architectural firm, reflecting the style and character of Daylesford and a transition from rural farmland to urban small town living. Dwellings will not be connected to reticulated gas and will achieve a minimum 7\*NatHERS rating to reduce the energy required for heating and cooling.

A concept site plan, together with elevations and floorplans of dwellings has been provided in Appendix 3.

The design concept has been informed by typical farm built-form design and significant landscaping surrounding the dwellings, including integration with (potential) public open space to the west and along the frontage to Midland Highway. Specifically, the proposal consists of:

- Development of five dwellings utilising one layout. Varying materials and finishes on the exterior and altering orientation of the dwellings have been employed to increase interest, enhance the farm style collection of the buildings and differentiate the dwellings.
- The design of the dwellings is intended to reflect a transition from the rural to the urban environment, presenting as a collection of farm buildings, with the urban environment reflected through choice of materials and finishes.
- Each dwelling consists of a main building containing a generous kitchen and living/dining multi-purpose space, overlooked by a mezzanine space. Spanning out from the main building, are five bedrooms in wings, two with attached en-suite bathrooms and all having outdoor access to a private terrace. There is an additional bathroom, a rumpus room and a study. The three car garage provided for each dwelling has been designed with windows and the same cladding so that it appears to be an additional wing.
- Quality outdoor areas have been provided for each dwelling, including extensive landscaping, terraced alfresco areas, and a heated swimming pool.

The subdivision of the site is addressed in a separate application, however the house designs are to accord with the lots associated with that application. It is noted that this application triggers consideration of visitor parking under the Hepburn Planning Scheme. As the final development aligns with the overall Middleton Field subdivision, no visitor parking is proposed, see the assessment against the relevant provision for further information.

### 4.2 DESIGN RESPONSE HIGHLIGHTS

The proposal includes the following highlights:

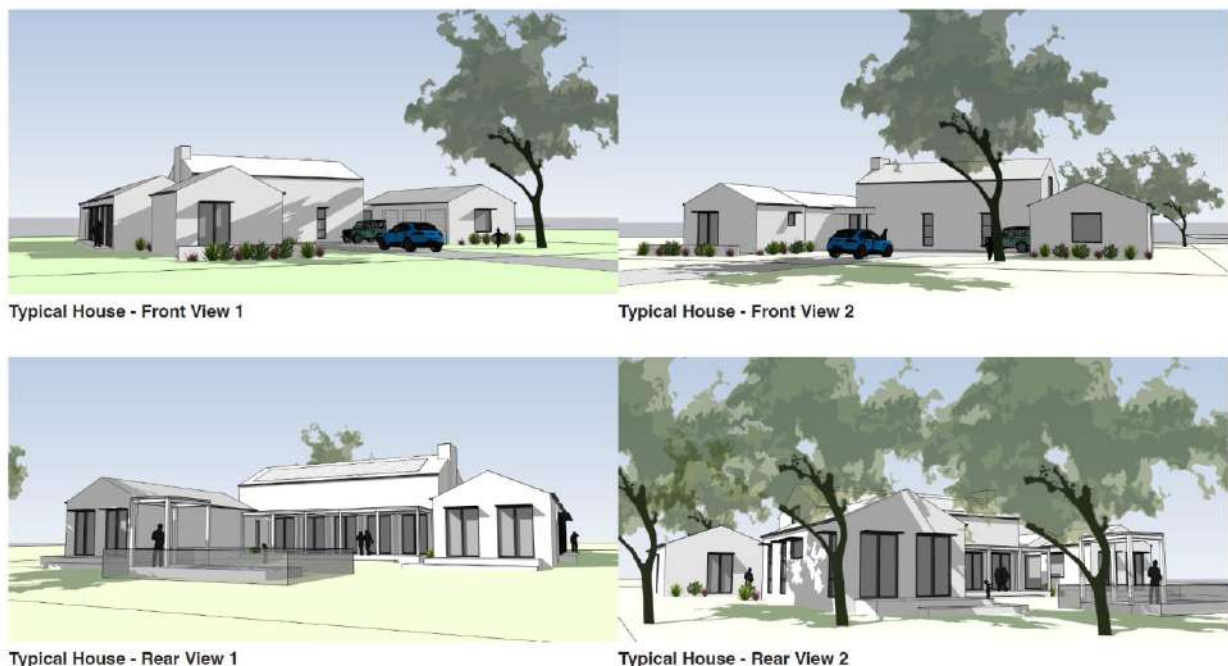
- Luxury residential development which enhances the Daylesford entrance.
- Acknowledgment of the contrasting urban heritage and rural character of the area. Building massing and site design presents each dwelling as a cluster of farm buildings. In contrast, dwellings have gable roofs and colour schemes reminiscent of those found within the



surrounding heritage area and Daylesford township to provide a sense of context and place to the development.

- Houses respond uniquely to their location through varying orientations and differing palettes of materials and finishes, and utilising a similar tonal colour scheme of muted earthy tones and dark greys to blacks.
- Landscaping along and between wings of dwellings has been embraced, with vegetation utilised for privacy screening between rooms and corridors and for amenity of viewlines for residents.
- Each dwelling will have expansive, extensively landscaped outdoor settings, including private heated pool.
- The dwellings are nestled in a unique rural setting, with viewlines extending to surrounding rural landscapes, screened from Raglan Street and Malmsbury Road by mature established cedar trees.
- The dwellings will facilitate sustainability and carbon-neutral living through provision of elements such as solar panels, rainwater tanks and no provision of reticulated gas. Careful consideration of materials selected for use in the construction and landscaping of the dwellings will support a safer and healthier living environment.

The typical form of the proposed dwelling is shown below in Figure 2.



**Figure 2: Typical proposed dwelling for five dwelling development; adapted from Group Architecture Plans provided at Appendix 3.**

Dwelling materials include the following (noting that all images are materials references only and not directly showing the actual dwellings):

**Dwelling 1** is affected by the heritage overlay and is proposed to have external board and batten cladding in charcoal, with lighter accents provided through the use of light-coloured mix of recycled bricks, reflecting heritage character of Daylesford. The roof will be tiled in 'Barramundi' coloured tiles.



**Dwelling 2** is also affected the by heritage overlay. The proposed finishes for Dwelling 2 are natural timber cladding, with white FC sheeting providing a light accent for the remainder of the walls, and the roof tiled in 'Silver Perch'. This provides a sense of modernity and speaks to the farm-house character of the area through the use of the timber cladding. A reference image is shown t the right.



**Dwelling 3** Is proposed to be finished in charcoal 'Oblique' cladding, with a 'Barramundi' tiled roof. The pergola on the terrace, as for the other dwellings, will be timber framed.



Walnut House  
Central Springs Rd, DAYLESFORD  
Adam Kane Architects



**Dwelling 4** is proposed to be finished in 'Barestone' FC sheet cladding, with a 'Barramundi' tile roof, reference image shown below.



**Dwelling 5** finishes are proposed to be vertical metal cladding in Colourbond 'Monument', with some face brick walls in 'Sand'. The roofing will also be completed in Colourbond 'Monument', with timber framed pergola posts. Reference images are shown to the right.



## 5. SITE CONTEXT

### 5.1 BACKGROUND OVERVIEW

The proposed development area is located within the Middleton Field subdivision area at 1 Raglan Street and is bounded to the south by the Avenue of Honour providing an eastern entry into the Daylesford township. The lot represents the current north-eastern boundary of urban development and is located to the south-east of the approved subdivision at 17 Smith Street. Development of the subject site represents a logical Daylesford entrance response.

As shown in Figure 2 overleaf, the site forms part of four parcels comprising the new Middleton Field development, including 17 Smith Street, 29 Smith Street, 1 Raglan Street and 9 Raglan Street. Middleton Field is a masterplanned 11.2ha subdivision facilitating a variety of lot sizes, two architect designed ecovillages and over 9000sqm of open space, including walking trails and landscape features, all overlooking preserved farmland to the north.

As such, development of the parcel at 1 Raglan Street will need to demonstrate consideration for the design guidelines for Middleton Field. At the time of writing, a subdivision permit has not been approved for the lot at 1 Raglan Street, but subdivision will likely include open space areas and an eco village (within a superlot) to the north of this development, as well as a local road connecting to the rest of the development via 9 Raglan Street.



Figure 3: Middleton Field Estate, giving context to all land parcels.

## 5.2 STRATEGIC CONTEXT

Due to bushfire risk in the Hepburn Shire, the environmental sensitivity of the Hepburn Springs, and limited servicing outside of the townships, the Municipal Planning Strategy provides strategic direction to consolidate development within Daylesford's designated township boundary, within which the subject site is located (see Figure 3).

Hepburn Shire's Municipal Planning Strategy identifies Daylesford as one of its larger townships and as a regional service hub. Daylesford's economy is driven by tourism, retailing and offices and limited manufacturing and industrial activities. Its farming, gold mining and mineral springs history contributes to its built form and heritage value, while its natural scenic landscape contributes to its value as a place to live as well as a tourism hub. Hepburn's Municipal Planning Strategy emphasises the heritage significance of the township and Avenue of Honour Trees.

Daylesford has good access to Ballarat, Bendigo and Melbourne via major highways and freeways. The Midland Highway is identified for its significance to Hepburn, as it bisects the Shire and provides primary road access to the regional and transport network for both passenger and freight vehicles. The Daylesford Township Plan identifies five main town entrance points from varying directions, which connect to major freeways and highways. The town of Daylesford is nestled directly to the east of various regional parks and conservation areas.

In recent years, Daylesford's housing supply has been impacted by the demand for short-stay accommodation, which has led to reduced availability of housing for residents. Moreover, Hepburn Shire's population is ageing, and these residents require smaller, more affordable accommodation to

allow them to age in place. As a result of these trends, housing unaffordability, diversity and choice has become a significant issue for Daylesford. Niche Planning Studio understands that Hepburn Shire Council has adopted an Affordable Housing Policy which recognises this pressure on the community and commits to developing an affordable housing policy and strategy to be implemented through planning controls.

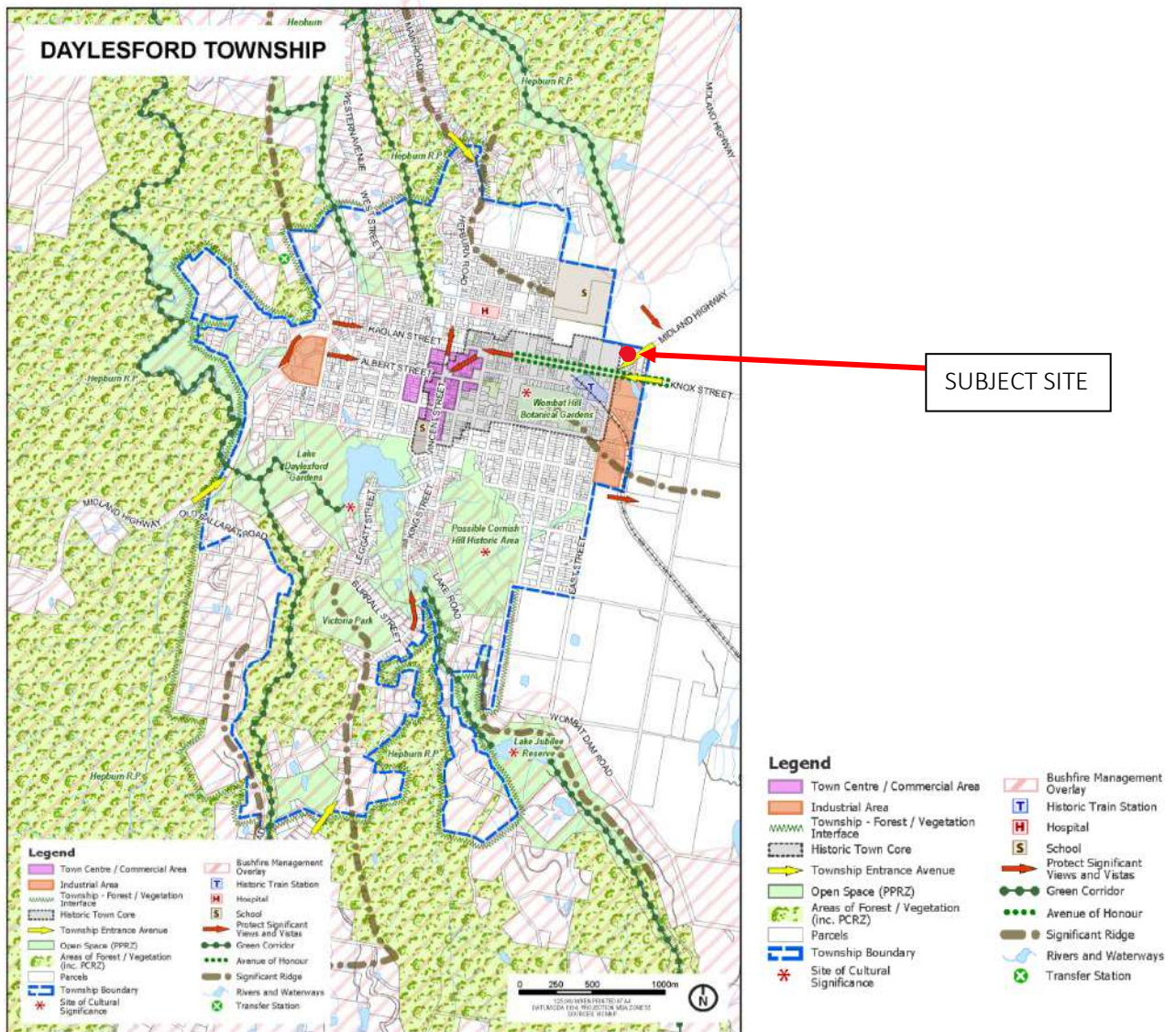


Figure 4: Daylesford Township Map

### 5.3 THE SUBJECT SITE

The subject site consists of a singular landholding of approximately 3.8ha vacant land.

The site does not currently have access to either Raglan Street or Midland Highway, both higher order roadways controlled by the Department of Transport. Planned access to Midland Highway has been proposed in a previously lodged application to Hepburn Shire Council.

The site is surrounded by the following:

- To the immediate north of the site is Wombat Park, large rural lot in the Farming Zone.
- To the east lies the Midland Highway and residential lots beyond.
- To the south is Raglan Street, Mitre 10, residential lots beyond and the old Daylesford Railway Station.
- To the west is 9 Raglan Street, for which a permit application is proposing residential subdivision.



A drainage line runs north south along the western boundary of the site.

A feature survey is provided with this application (see Appendix 2).

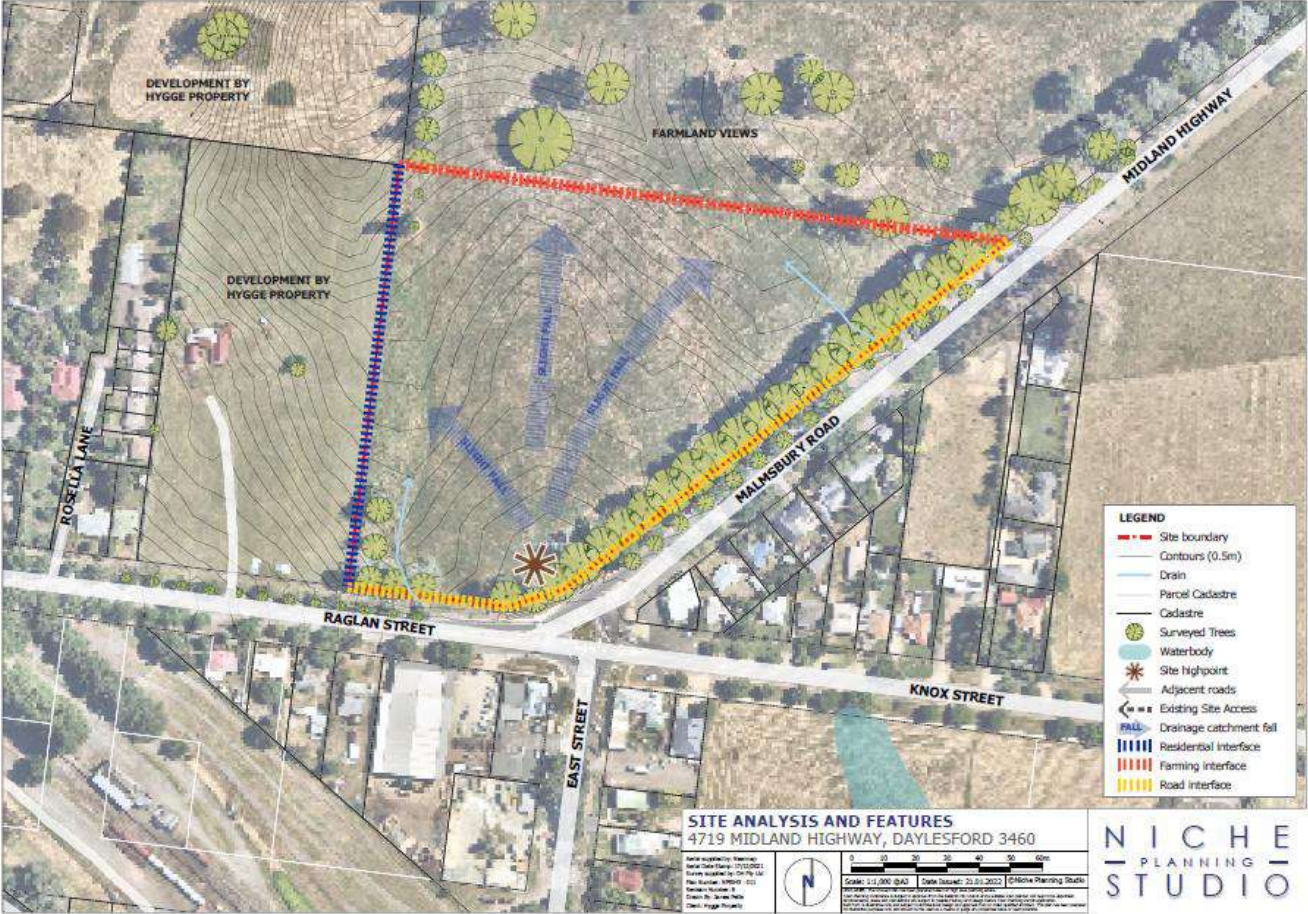


Figure 5: Site Analysis

## 6. PLANNING POLICY FRAMEWORK

### 6.1 PLANNING POLICY FRAMEWORK

The Planning Policy Framework sets the high order strategic guidance for planning and land-use outcomes across Victoria.

The proposed development is consistent with what is set out within the Central Highlands Regional Growth Plan. Daylesford is highlighted as a key tourism precinct, and an area which should ‘contain growth’. The proposed residential development allows for growth to be contained within the area, as it is within the township urban growth boundary.

The regional Planning Policy Framework sets out strategic guidance for planning and land-use outcomes across the regional context of Hepburn Shire, and the wider Central Highlands area. Relevant to the subject site, these regional policies aim to ensure that services and sub-services be provided at regional towns, including Daylesford. Additionally, it seeks to ensure that Daylesford’s growth is maintained in the township boundary and respects landscape and resource values.

The proposed residential development is consistent with policy framework for the Central Highlands area, providing appropriate housing within a dedicated area identified for residential land use.

Within the Local Planning Policy Framework, the Strategic Framework Plans at Clause 02.04 identify Daylesford as a township identified for consolidation and within the Mineral Springs Protection area.

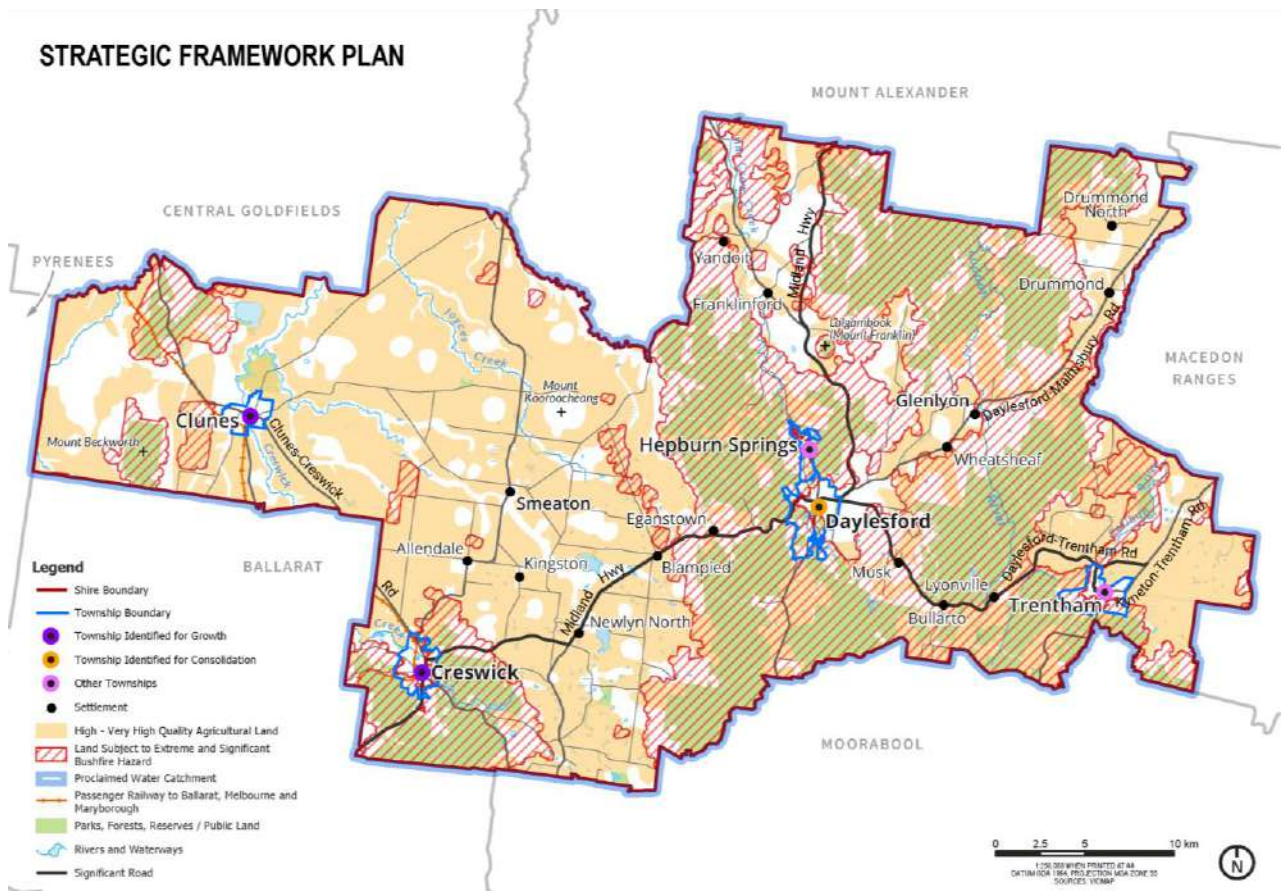


Figure 6: Regional Strategic Framework Plan

## 6.2 SETTLEMENT, GROWTH AND DISTINCTIVE PLACES

### 6.2.1 Clause 02.02 – Vision

*'Hepburn Shire will maintain, promote, protect and enhance the district's unique social, cultural, environmental and heritage characteristics. This will be achieved through effective, caring management and responsible governance. We will strive to gain maximum advantage for our community by protecting and enhancing our natural and built environment.'*

The proposed residential development and associated works will support the long-term vision for Hepburn Shire by delivering high quality residential housing that is consistent with the existing rural and township character of Daylesford, providing an enhanced transition to the town centre from surrounding rural lots with sensitive and appropriate design that will not negatively impact views of the surrounding environment.

The proposed residential development is responsive to the environmental values of the site as designated by the Mineral Springs Protection Area, as siting and construction of the development has been considered so as to minimise impact on management of stormwater, and all dwellings will be connected to reticulated sewerage. Dwellings will not be connected to reticulated gas and will achieve a minimum 7\*NatHERS rating to reduce the energy required for heating and cooling.

### 6.2.2 Clause 02.03 – Strategic Direction

*This clause outlines the strategic directions for Hepburn Shire.*

The following clauses are relevant to this application and are addressed in the Planning Policy Framework assessments in this section: 02.03-1 Settlement; 02.03-2 Environmental and Landscape Values; 02.03-3 Environmental risks and amenity; 02.03-4 Natural resource management; 02.03-5 Built environment and heritage; 02.03-6 Housing.

### 6.2.3 Clause 02.03-1 Settlement

*This clause outlines strategic direction for settlement patterns and growth within the Hepburn Shire.*

The proposed development is within the Daylesford township boundary and therefore meets the strategic directions of this clause for concentrating development into defensible parts of existing township boundaries, and consolidating development in Daylesford within the township boundary.

### 6.2.4 Clause 11.01-1R – Settlement – Central Highlands

*Encouraging growth in Ballarat as the main regional centre, while containing growth of Daylesford to minimise environmental impacts and exposure to natural hazards and maintain a clear settlement break between Metropolitan Melbourne.*

The proposed development is within the township boundary. It is thereby consistent with the purpose of this clause to limit outward growth of Daylesford and maintain a clear settlement break between Metropolitan Melbourne.

### 6.2.5 Clause 11.01-1L Township and settlements

*This policy applies to land identified within townships and the municipality's settlements. The objective of this clause is to achieve a sustainable urban form for townships by containing future development within the township boundaries shown on the township structure plan.*

The site is located within the township boundary identified on the Daylesford township map and thereby supports the objective of this clause by containing development within the identified boundary.

## 6.3 SIGNIFICANT ENVIRONMENTS AND LANDSCAPES

### 6.3.1 Clause 02.03-2 Environmental and landscape values

*This policy gives strategic direction for protection and conservation of environment and landscape within Hepburn Shire.*

In accordance with this policy, the proposed development will protect landscape and environmental values within Hepburn Shire through retention of established vegetation along Midland Highway. Additionally, all stormwater generated by development on the site is to be treated and returned to natural flow corridors at a pre-development quality – refer to Appendix 4 for Stormwater Strategy. Note that while all stormwater on site will be managed according to this strategy, it refers to a separate planning application, so subdivision plans should be ignored.

### 6.3.2 Clause 12.05-2S – Landscapes – Central Highlands

*To provide clear boundaries and maintain distinctive breaks and open rural landscapes between settlements.*

The proposed development is in accordance with this clause, as it contains development within the township boundary, thereby avoiding the incursion of development on open rural landscapes.

### 6.3.3 Clause 12.05-2L Landscape management

*The objective of this clause is to protect and enhance the unique features of the landscape character areas of the municipality. Development should be managed to:*

- *Conserve and enhance significant landscapes, views and vantage points.*
- *Maintain sequences of views from key transport corridors.*

*Design development to complement the character of the surrounding landscape with consideration of form, construction materials, colours and finishes, and design detailing.*

The site is located within the Uplands landscape character area. The proposed development will ensure the agricultural landscape character and dominance of topography and vegetation is maintained by delivering dwelling designs that provide generous spacing and viewlines between

dwellings, amongst landscaped settings. The proposed dwelling development will not threaten the dominance of views to the Macedon Ranges, Mount Beckworth or other landscape features.

The proposal does not impact the trees along the property boundary with Raglan Street, preserving the iconic eastern entrance into Daylesford and screening the dwellings from the road, thereby maintaining the sequence of view from Midland Highway/Raglan Street into the town centre.

The proposed development will follow the policy guidelines of locating new development among established vegetation and minimising visibility from major road corridors through screening by the established trees and additional plantings.

## 6.4 ENVIRONMENTAL RISKS AND CLIMATE CHANGE MITIGATION

### 6.4.1 Clause 02.03-3 Environmental risks and amenity

*This policy gives strategic direction for risks posed to Hepburn Shire by environmental challenges, and distils approaches to be taken with regard to bushfire, flooding, and soil management.*

The proposed development is within the township boundary of Daylesford, minimising bushfire risk to the dwellings by locating them within the defensible area of the township.

### 6.4.2 Clause 02.03-4 Natural resource management

*Through direction around climate change, water and agricultural land, this policy supports and directs future sustainable development within Hepburn Shire.*

The dwellings will be fossil fuel free with a minimum of 7\*NatHERS rating, thus meeting direction from this clause to reduce climate change impacts. Overall, the Middleton Field estate is positioned to be a sustainable, high-amenity development that offers carbon neutral living in support of future climate-associated challenges.

The proposed development has a Stormwater Strategy (Appendix 4), that will ensure treatment and return of stormwater to pre-development quality levels, meeting direction in this clause to protect water resources from the impact of development.

### 6.4.3 Clause 13.01-1S Natural hazards and climate change

*Directing population growth towards appropriate areas to reduce climate change impacts on lives, property and the environment.*

The site is within a Designated Bushfire Prone Area, however the proposal appropriately directs development within the lower risk and defensible area of the existing township, outside of the Bushfire Management Overlay. Further, the proposal ensures all dwellings have vehicular access to the Highway, which provides access to and from the site in accordance with road safety standards (subject to approval of separate planning application). The proposed dwelling development also responds to potential flooding risk through appropriate stormwater management.

#### 6.4.4 Clause 13.02-1S Bushfire planning

*This purpose of this clause is to strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.*

As noted, the site is within a Bushfire Prone Area, and as such will be constructed to the relevant BAL requirements under Building Code. While this site has not been indicated as extremely high fire risk, it will be developed in accordance with Country Fire Authority guidelines as appropriate.

#### 6.4.5 Clause 14.02-1S Catchment planning and management

*The purpose of this clause is to ensure the protection and restoration of catchments and other waterways/waterbodies.*

The subject site is identified within the Mineral Springs/Mineral Springs Protection Area. All stormwater generated by development on the site is to be treated and returned to natural flow corridors at a pre-development quality, in accordance with what was proposed in the application concerning subdivision (PLNPA00176). This system will serve to detain and regulate the flow of stormwater from the site. See the Stormwater Strategy (Appendix 4) for further detail on how this proposal will ensure the protection of the surrounding catchment and waterways.

#### 6.4.6 Clause 14.02-1L Catchment and land protection

*The objective of this clause is to ensure that use and development in a special water supply catchment protects, restores and enhances the quality and quantity of the natural resources and environmental systems for the long term supply of quality water for future generations.*

As noted above, the subject site is identified within the Mineral Springs/Mineral Springs Protection Area. The proposal will ensure all dwellings are connected to reticulated sewerage, and have a stormwater treatment system in accordance with the objective of this policy, as outlined in detail in the Stormwater Strategy (Appendix 4).

#### 6.4.7 Clause 14.02-2L Mineral springs and fresh water springs protection – Hepburn

*To enhance and protect the quality and quantity of mineral springs and fresh water springs water and not compromise aquifer integrity through development.*

The proposed development will direct all excess stormwater to the stormwater treatment system in accordance with the Stormwater Strategy (Appendix 4). Sewerage is to be reticulated to minimise risk of entering the springs system.

## 6.5 Urban Design and Neighbourhood Character

#### 6.5.1 Clause 15.01-1S Urban Design

*The objective of this policy is to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.*

The proposed dwellings are designed to positively contribute to the urban design of the area, with close proximity to walking trails, landscaped corridors, nearby cafes and shops and road networks (subject to subdivision approval in separate application).

#### 6.5.2 Clause 15.01-1L Urban Design

*This clause provides support for good urban design outcomes relevant to a rural area with a gold rush history, specifically for Daylesford, which is included within the Strategic Framework Plan.*

The proposed development supports urban design outcomes for Daylesford through reference (but not imitation) of rural and heritage built form cues from the area. In addition, the dwellings respect the preferred low scale and vegetated landscape character of the Daylesford entrance.

#### 6.5.3 Clause 15.01-2S Building design

*This policy aims to achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.*

The dwelling design has carefully considered contours, views and other site features to ensure that dwellings are orientated along contours, while retaining appropriate daylight exposure and energy efficiency. This approach has resulted in variation of dwelling sitings, allowing for a more organic outcome similar to flexible design approaches for rural dwellings. The energy performance of the dwellings has been considered through orientation (maximising northern exposure to living areas), window size and glazing, shading and wind protection techniques. These techniques appropriately manage passive and mechanical heating and cooling by allowing for areas to be closed off or opened up as required.

Dwellings are designed with appropriate space for renewable energy and storage (as required), various waste streams and water storage options. The outdoor spaces are to be appropriately landscaped with a mixture of native and exotic species appropriate to Daylesford's climate.

The dwellings are not intended to remain as a collective development, however individually respond to the existing and emerging urban character of the area, providing a careful balance between privacy needs of residents, open landscape character of the surrounds, and a feeling of friendliness and safety within the area through orientation, breaking up the dwellings into wings, and window placement addressing public areas, such as nearby streets.

#### 6.5.4 Clause 15.01-2L Environmentally sustainable development

*This clause provides support for best practice in environmentally sustainable development to be embedded from design through to construction and operation, and includes consideration of energy, water management, indoor environment quality, transport, waste management and urban ecology.*



The proposed dwellings benefit from large surrounds, and relatively flat, open landscapes, meaning that there are no significant site constraints to achieving high quality, sustainable dwellings that can minimise environmental impacts through all stages of their lifecycle. Specifically, the dwellings respond to the strategies as follows:

**Energy:** Reduction of energy use promoted through passive heating and cooling techniques:

- Minimal windows on southern interface of dwellings
- North-facing windows to rooms used throughout the day, such as living area and study
- North facing windows to living rooms shaded to allow for direct sunlight during winter and blocking during summer
- West facing windows minimised to rooms floor sleeping, promoting coolth during the night for comfortable sleeping conditions
- Sleeping and lower use areas sectioned off to be opened up when used, reducing overall energy requirements

#### **Water Management**

- Efficient water fixtures and appliances to be utilised
- Rainwater-fed irrigation to gardens provided where relevant
- Additional landscaping to promote increased retention of rainwater
- Stormwater captured, treated and released according to best practice standards in accordance with Stormwater Plan associated with subdivision application

#### **Indoor Environment Quality**

- See above for passive design techniques used, which facilitate comfortable thermal conditions
- Cross-ventilation to rooms through window and door locations on northern and western interfaces to capture afternoon summer breezes
- Openable windows to all habitable rooms

#### **Transport**

- The dwellings are located within close proximity to the proposed walking trails included within Middleton Field, and within a short driving or cycling distance to central Daylesford, minimising car dependency as much as possible within a rural township context.
- Space for electric vehicle charging and storage is provided within the garage.

#### **Waste Management**

- Materials reuse, recycling and avoidance will be utilised during construction where possible, including the re-use of an existing barn for one of the dwellings
- Materials used during construction will be of high quality and will be durable and reusable where possible.
- Operational waste will be managed through available waste stream collections (pursuant to waste management approved as part of the subdivision application) with plenty of space either in the kitchens, garages or gardens for future waste stream management.

**Urban Ecology**

- Biodiversity will be enhanced through generous landscaping, including indigenous planting.
- Urban heat island effect is unlikely to apply here due to the climate and relative density of the proposal, however provision for additional canopy trees and climate appropriate planting is addressed in the Landscape Plan

6.5.5 Clause 15.01-5S Neighbourhood character

*This clause serves to support development that recognises, supports and protects neighbourhood character, cultural identity, and sense of place.*

The proposed dwellings support existing Daylesford built form structure and sense of place through referencing elements of rural, heritage and urban forms in this transition area from farmland to urban, at the Daylesford entrance.

6.5.6 Clause 15.01-5L-01 Neighbourhood character in Daylesford

*This clause reinforces preferred character in various precincts throughout Daylesford, with particular emphasis on views and landmarks including Wombat Hill.*

The proposal addresses Daylesford-wide strategies through use of neutral materials, spacing and landscaping to ensure that the dwellings do not dominate the landscape, and contribute to the existing landscape character. In addition, these techniques will respect the precinct-specific character, create a balance between open vistas and screening protection so as not to detract from the Daylesford entrance character, or surrounding rural land.

The site is located within precinct 11, which is characterised by spacious settings and defines the entrance to Daylesford. An assessment against the relevant strategies can be found below:

PRECINCT 11 STRATEGIES	RESPONSE
Contribute to the preferred neighbourhood character by encouraging:	
The development of buildings to better define the highway intersection, and provide a sense of entrance to the town.	The development of the dwellings will contribute to the presentation of dwellings lining both sides of Midland Hwy, fronted by the Avenue of Honour, while giving space to the interface due to being set back behind the extended driveway and cedar tree line. This will create a more even built form spacing along this entrance to Daylesford and create visual interest and a welcoming character to this entrance.
Use of low front fences.	Front fences for the proposed dwellings will be post and rail 1.5m timber fences, complying with the farmhouse heritage character of the precinct.

Use of timber or other non-masonry cladding materials, or materials and finishes with natural or earth-toned colours in streetscapes where weatherboard predominates.	Proposed finishes are timber cladding, recycled brick and colourbond. Detailed descriptions of proposed finishes specific to each dwelling can be found in Design Response, Section 4, and the supplied architectural plans, Appendix 3.
Landscaping that includes exotic and indigenous trees.	The proposed landscaping will include exotic and indigenous species appropriate to the heritage character of the area, in accordance with Council species list guidance. Refer to the forthcoming Landscape Plan.
Retention of large, established indigenous trees and understorey and provision of new indigenous trees.	No indigenous trees occur on site, however new indigenous trees are proposed. Refer to the forthcoming Landscape Plan.
Development that doesn't impact on the maintenance and enhancement of the avenue planting.	Development is well set back from the Avenue of Honour and will not impact any planting in that location.

## 6.6 BUILT ENVIRONMENT AND HERITAGE

### 6.6.1 Clause 02.03-5 Built environment and heritage

*This policy underlines the importance of history in Hepburn Shire and reinforces strategies to preserve historic built form and visual prominence within heritage precincts.*

Through consideration of local character, the proposed development reflects rural built-form character in appearing as a grouping of farm buildings. Neutral materials will be used for the development, and the dwellings are well setback from the established trees in the Avenue of Honour, protecting and maintaining the cultural heritage of Daylesford, as well as ensuring vantages of rural land are maintained through screening of the proposed development.

### 6.6.2 Clause 02.03-6 Housing

*Guiding strategic direction for housing within Hepburn Shire, this policy ensures housing diversity within the context of neighbourhood character.*

The proposed development will be a part of the greater Middleton Field development. As such, this larger subdivision will provide blocks of varying sizes to suit the needs of a diverse community. The proposed development in this application will be located along the Midland Highway entrance to Daylesford, and as such, will provide a transition from rural landscapes to the established town centre.

This site is intended to be subdivided into larger blocks than the remainder of Middleton Field; this will enhance the peri-urban transition and enable attractive landscaping while reinforcing the spacious feeling of rural environments.

### 6.6.3 Clause 15.03-1S Heritage conservation

*This policy ensures new development is consistent with and interprets the significance of heritage places.*

A heritage overlay affects the western portion of the site. There are no specific built form requirements pertaining to HO698, which seeks to preserve and maintain the heritage character of the Daylesford Railway Heritage Precinct. The proposed development is consistent with the established neighbourhood character of Daylesford. Through careful selection of neutral-coloured materials appropriate to the site, the dwellings will acknowledge the heritage character of the region, while providing a modern interpretation.

The trees forming the Avenue of Honour are protected under the planning scheme only where they fall under the Heritage Overlay in the western portion of the site. However, recognising the important cultural significance they hold for the community, the proposed development respects the significance of the Avenue of Honour trees, and ensures that this cultural heritage is preserved.

#### 6.6.4 Clause 15.03-1L Heritage

*This policy supports the heritage overlay and specifically supports development that respects and supports the heritage place*

Respecting the built form character, form and rhythm of the heritage precinct, the proposed dwellings have been designed to blend into a rural landscape through the building design, appearing as a cluster of farm buildings. The spacing of the proposed dwellings will reflect future subdivision greater than the average lot size, facilitating a rural character and a smooth transition to the town centre. These larger blocks will also encourage additional landscaping, appropriate to the rural context, with both exotic and native flora species.

Through retention of the Avenue of Honour trees, rural outlook viewlines on the eastern approach to Daylesford will be maintained to the farmland beyond.

## 7. ZONING

### 7.1 CLAUSE 32.09 – NEIGHBOURHOOD RESIDENTIAL ZONE (NRZ1)

The site is zoned Neighbourhood Residential Zone (NRZ1).

The permit triggers under the NRZ relevant to this proposal are as follows:

- Clause 32.09-6 - To construct two or more dwellings on a lot.

In addition to the permit trigger, a number of other settings apply to the proposal:

Minimum Garden Area applies to the lot pursuant to Clause 32.09-4 requiring a minimum of 35% land set aside for garden area. In addition, buildings must not be higher than 9 metres and the following application requirements apply, pursuant to Clause 32.09-11:

- For an application for two or more dwellings, a site and context description and design response as required in Clause 55.
- Architect plans (including construction materials, finishes and colours).

Garden Area requirements are addressed in the Architect Plans at Appendix 3. A site and context description have been included in this report. The requirements of Clause 55 are addressed in an accompanying document.

Further, the schedule to the zone requires a landscape plan is provided. This will be forthcoming.

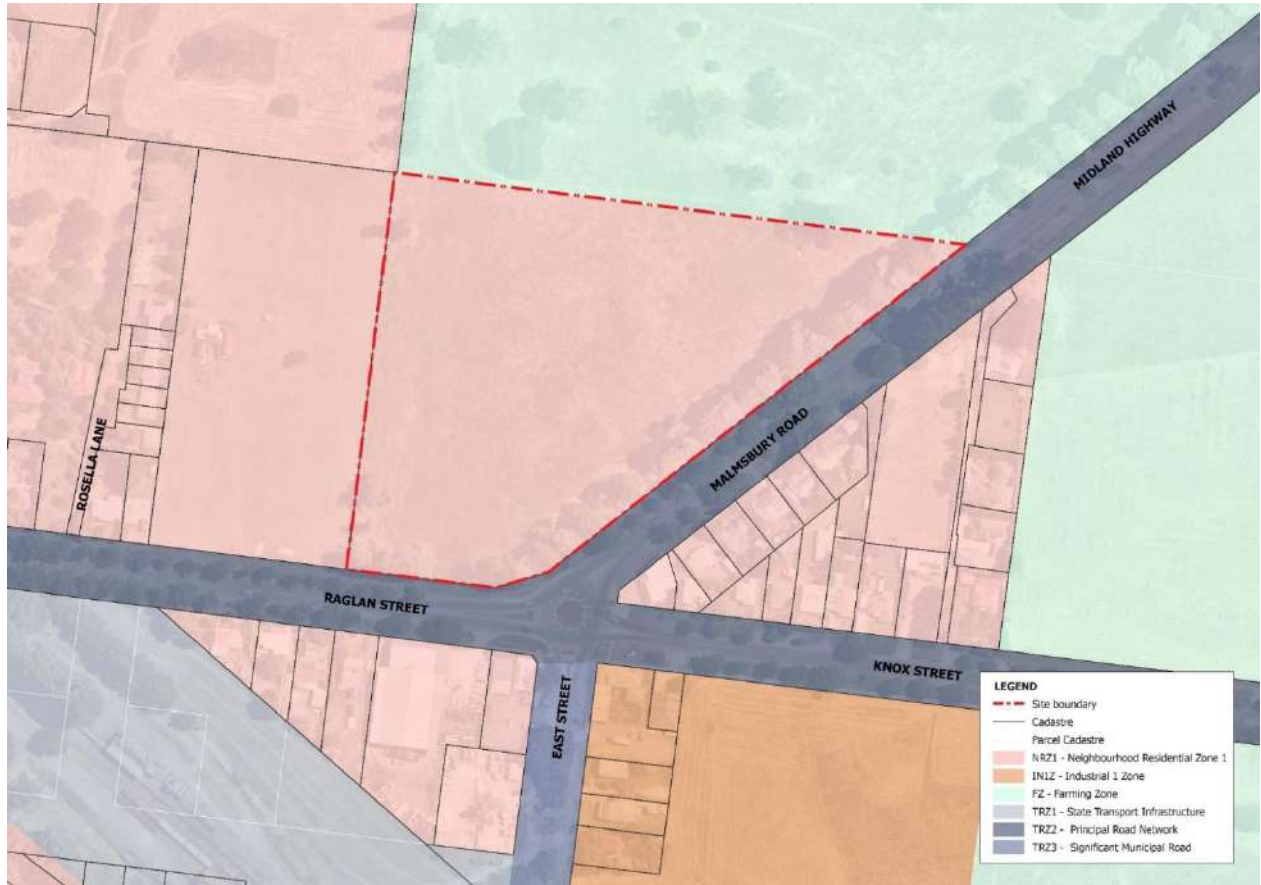


Figure 7: NRZ1

## 7.2 DISCUSSION

The proposal reflects the purpose of the NRZ, as it proposes dwellings that respect the preferred neighbourhood character of the surrounding area. The proposal will deliver diverse dwelling types within the context of its surrounds that conform to the single-storey built form and maximum building heights required by the NRZ. The housing delivered will serve to meet Hepburn Shire's housing needs within the established township area.

## 7.3 DECISION GUIDELINES

Pursuant to Clause 32.09-6, a permit is required to construct two or more dwellings on a lot. The proposed development will create five (5) new residential dwellings.

Clause 32.09-13 of the NRZ sets out the decision guidelines to be considered part of a subdivision application. A response to the decision guidelines is provided below:

Table 1: NRZ1 Decision Guidelines

DECISION GUIDELINE	RESPONSE
<i>The Municipal Planning Strategy and the Planning Policy Framework.</i>	<b>Complies</b> – See Section 6 of this report.
<i>The purpose of this zone.</i>	<b>Complies</b> – See Section 7 of this report.
<i>The objectives set out in the schedule to this zone.</i>	<b>Complies</b> - the development achieves the identified preferred neighbourhood character of Daylesford.
<i>Any other decision guidelines specified in a schedule to this zone.</i>	<b>Complies</b> – see below.
<i>The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone</i>	<b>Complies</b> – See Clause 55 Assessment
<i>For the construction and extension of two or more dwellings on a lot, dwellings on common property and residential buildings, the objectives, standards and decision guidelines of Clause 55.</i>	<b>Complies</b> – See Clause 55 Assessment
<i>Whether the design, height, setback, appearance and interface of the proposed buildings and works is appropriate within the streetscape and to any heritage place on the land or adjacent land.</i>	<b>Complies</b> – See Clause 55 Assessment
<i>Whether the proposed landscaping enhances the existing landscape character and vegetation in the precinct.</i>	<b>Complies</b> – See forthcoming Landscape Plan
<i>Whether the significant elements of the precinct are retained including those elements that contribute to its setting.</i>	<b>Complies</b> – See Sections 4 and 6 of this Report.

## 8. OVERLAYS

### 8.1 CLAUSE 42.01 – ENVIRONMENTAL SIGNIFICANCE OVERLAY – ESO2

The site is subject to an Environmental Significance Overlay – Schedule 2 (ESO2).

The permit triggers under the ESO2 relevant to this proposal are as follows:

- *Clause 42.01 Schedule 2 - Construct a building or construct or carry out works.*
  - *Construct or carry out works that will result in changes to surface or groundwater runoff..*

In addition to the permit triggers, the following application requirements apply, pursuant to Clause 42.01-4 and Schedule 2:

- A scaled and dimensioned site context plan showing the site and surrounding land including the location of all water ways, drainage lines, water bodies, water supply channels or springs and vegetation.
- A scaled and dimensioned plan showing the location and use of existing and proposed buildings and works, including proposed or existing waste water disposal areas and vehicle access.
- Details of degree and direction of slope, soil type, vegetation and drainage systems.
- A geotechnical report prepared by a suitably qualified person(s) demonstrating:
  - That the land is capable of absorbing effluent generated on the lot.
  - The likely impact of any on-site wastewater treatment system on the mineral spring and freshwater resources and how such impact is to be mitigated.

Detailed architectural plans have been provided at Appendix 3 to this report. These plans show the location and use of proposed buildings, including proposed vehicle access.

Refer to Figure 4 for detailed site context, provided as part of this report. The site context at Figure 4 includes details of the site and surrounding land, and a Feature Survey has been supplied at Appendix 2 with details of degree and direction of slope, soil type, vegetation and drainage systems.

A Stormwater Strategy has been provided as Appendix 4 to this report. All stormwater on site will be managed in accordance with the strategy provided at Appendix 4, however it refers to a separate planning application, so subdivision plans should be ignored.

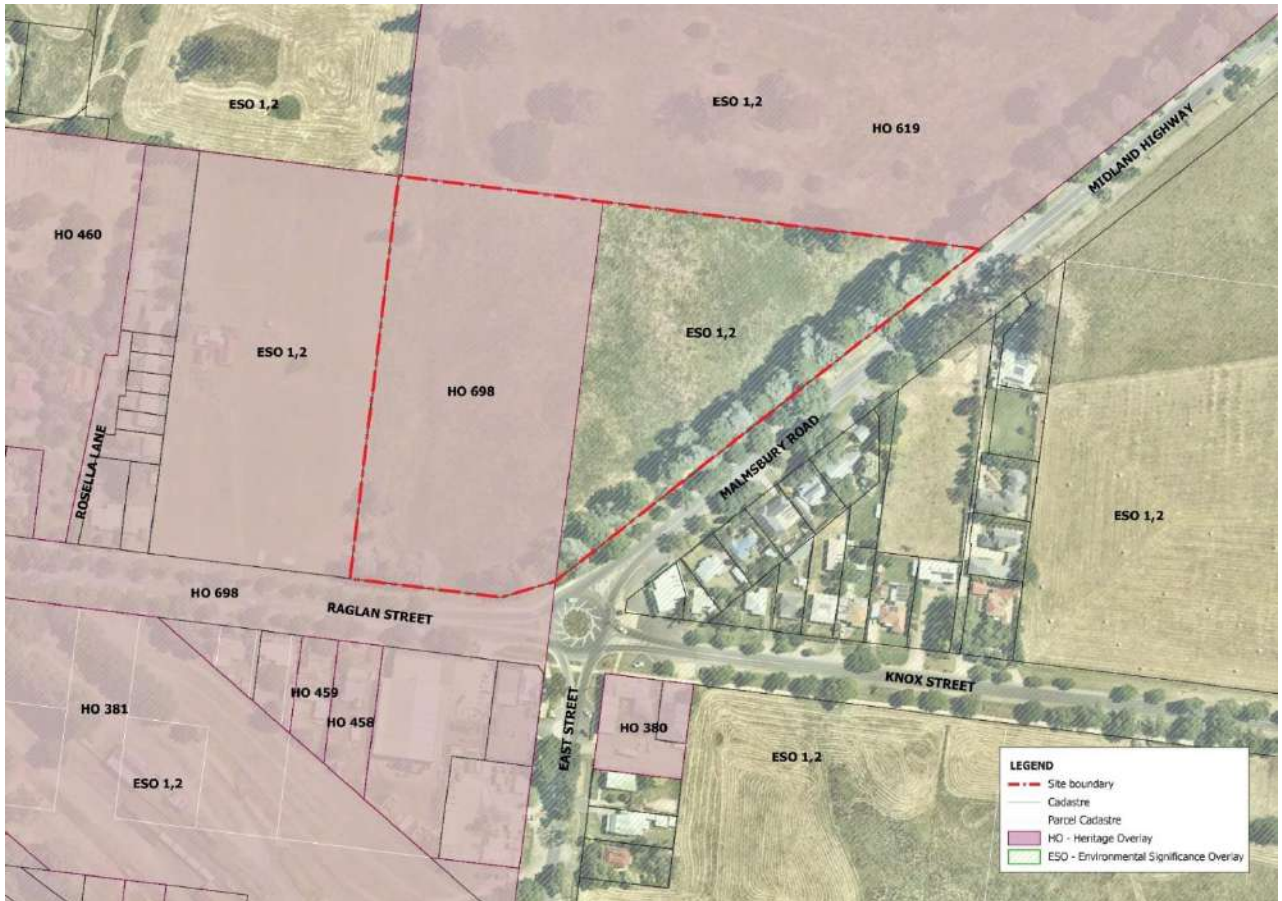


Figure 8: ESO 1 and 2.

## 8.2 DISCUSSION

This proposal will not impact on the natural, cultural or economic significance of the mineral springs that occur within Hepburn Shire. Each dwelling is connected to reticulated sewerage and surrounded by large gardens, providing ample opportunity for wastewater to filter back into the ground water table and minimising impact on the surrounding environment. The mineral springs, their aquifers and environs, private domestic bores and water bores that provide town water supply will therefore be protected from the impacts of effluent and drainage.

## 8.3 DECISION GUIDELINES

Table 2: ESO2 decision guidelines

DECISION GUIDELINE	RESPONSE
<i>The Municipal Planning Strategy and the Planning Policy Framework.</i>	<b>Complies</b> – See Section 6 of this report.
<i>The statement of environmental significance and the environmental objective contained in a schedule to this overlay.</i>	<b>Complies</b> – See Section 8 of this report.



<i>The need to remove, destroy or lop vegetation to create a defensible space to reduce the risk of bushfire to life and property.</i>	<b>Complies</b> – no vegetation is to be removed, destroyed or lopped as a result of this proposal.
<i>Any other decision guidelines specified in a schedule to this overlay.</i>	<b>Complies</b> – see below.
<i>The means of treatment and disposal of all sewage, sullage, stormwater and other wastes on site which is consistent with a geotechnical report or land capability report having regard to the slope, soil type and other environmental factors including the potential for pollution of waterways and ground water.</i>	<b>Complies</b> – all dwellings will be connected to reticulated sewerage. Refer to Appendix 4 for a Stormwater Strategy for the proposal.
<i>The means of treatment and disposal of all sewage, sullage, stormwater and other wastes where connection to a reticulated sewage system is not available consistent with a geotechnical report.</i>	<b>Complies</b> – all dwellings will be connected to reticulated sewerage.
<i>The possible effect of the development on the quality and quantity of the mineral spring or freshwater resource, including impacts on nutrient levels, and whether this is consistent with any environmental management plan for the proposal.</i>	<b>Complies</b> – all dwellings will be connected to reticulated sewerage and therefore no additional nutrients will be added to the surrounding environment.
<i>The impact of development on drainage and stormwater run-off, waste water disposal, stream bed erosion, solid waste disposal, commercial waste disposal, storage of fuel, pesticide and fertiliser and hazardous materials.</i>	<b>Complies</b> – all dwellings will be surrounded by ample landscaped gardens. These gardens will give plentiful opportunity for management of run-off and stormwater.
<i>The slope, soil type and other environmental factors including the potential for pollution of the mineral spring and freshwater and the impact this may have on the quality and yield of water from the spring.</i>	<b>Complies</b> – all dwellings will be connected to reticulated sewerage.
<i>The preservation of and impact on soils and the need to prevent erosion.</i>	<b>Complies</b> – the proposal will protect soils, and erosion will be prevented through the provision of landscaping through the ample garden space on the lot.
<i>The need to prevent or reduce the concentration of wastewater or stormwater.</i>	<b>Complies</b> – a detailed Stormwater Strategy has been provided in Appendix 4.
<i>Whether development for chemical or liquid fuel storage is located within 200 metres of the eye of a mineral or freshwater spring.</i>	<b>Complies</b> – there will be no chemical or liquid fuel storage as part of the proposed development.
<i>The protection of the area for its recreational value.</i>	<b>Complies</b> – this proposal will not impact use of the area for recreation.

<i>Potential threats to mineral springs water quality.</i>	<b>Complies</b> – all dwellings will be connected to reticulated sewerage. Together with ample landscaped gardens as part of the Stormwater Strategy, there will be no potential threat to the water quality of mineral springs.
<i>The need to retain vegetation to prevent or limit adverse effects on the mineral spring or freshwater.</i>	<b>Complies</b> – no vegetation is proposed to be removed as part of this development application.

#### 8.4 CLAUSE 43.01- HERITAGE OVERLAY (SCHEDULE 698)

The site is affected by the heritage overlay schedule 698 (HO698) which applies to the Daylesford Heritage Precinct.

Pursuant to Clause 43.01-1, a permit is required to construct a building or carry out works.

#### 8.5 DISCUSSION

The site is located partially within the Daylesford Railway Heritage Precinct. As discussed in the Heritage Impact Statement at Appendix 5, the significance of the heritage precinct is linked to the railway station. Please note that this Heritage Impact Statement contains further detailed information about a separate planning application, therefore all information about the site at 9 Raglan Street should be ignored for the purposes of this application.

There are no heritage buildings or structures associated with the precinct present on the site. The Heritage Impact Statement notes the view lines to Wombat Park, open fields and Avenue of Honour Trees as part of the original description of the precinct, however the report does not consider there to be adequate justification to include the view lines as contributory to the heritage importance of the precinct or to HO698. Further, these view lines are largely obscured by the Avenue of Honour trees along the east and southern boundary. Please refer Heritage Report (Appendix 5) for further discussion.

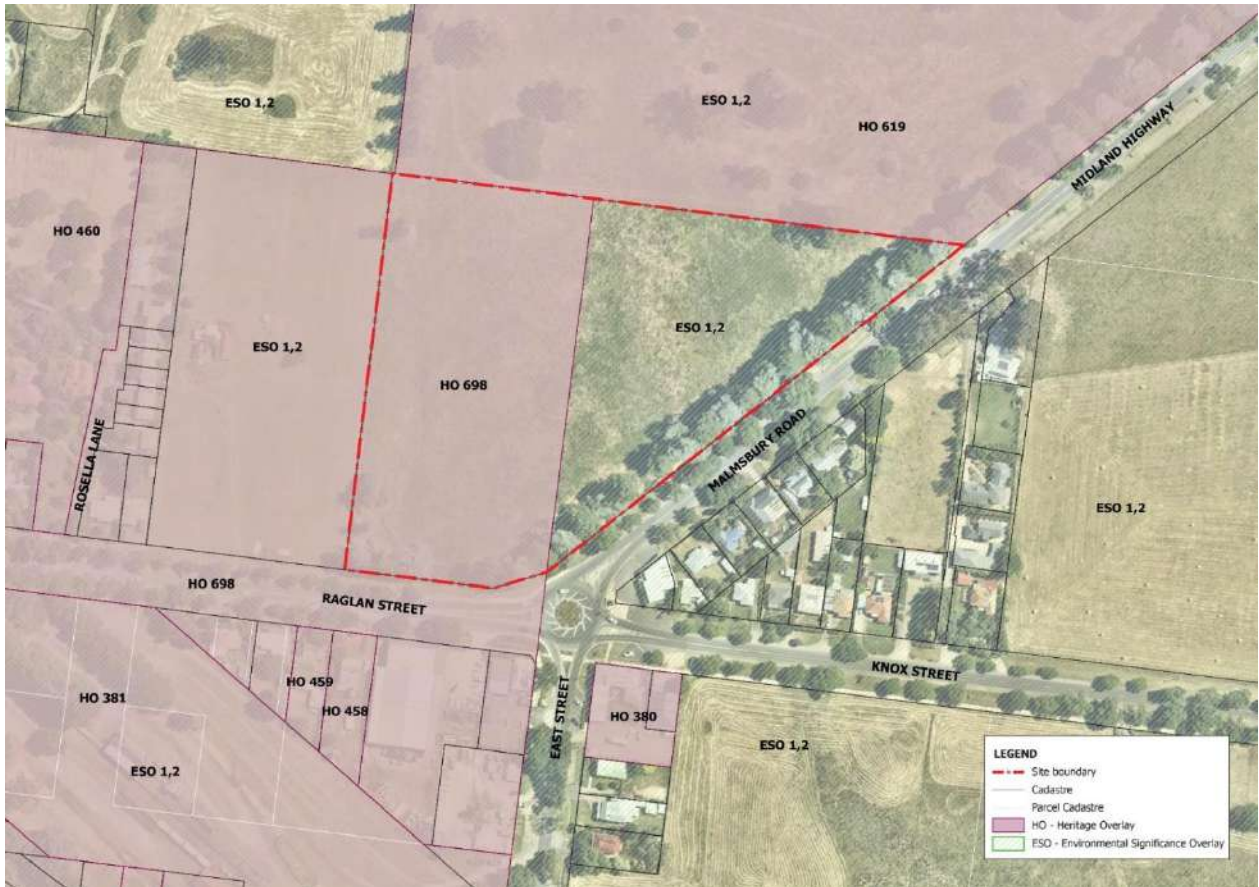


Figure 9: HO698

### 8.6 DECISION GUIDELINES

The heritage overlay applies the following guidelines:

Table 3: Heritage overlay decision guidelines

DECISION GUIDELINE	RESPONSE
<i>The Municipal Planning Strategy and the Planning Policy Framework.</i>	<b>Complies</b> – See Section 6 of this report.
<i>The significance of the heritage place and whether the proposal will adversely affect the natural or cultural significance of the place.</i>	<b>Complies</b> – See Section 6 and 8 of this report.
<i>Any applicable statement of significance (whether or not specified in the schedule to this overlay), heritage study and any applicable conservation policy.</i>	<b>Complies</b> – The proposal has been prepared with consideration to the Statement of Significance, the heritage study undertaken by Council and dated 21 <sup>st</sup> July 2022, as well as heritage report undertaken by JBA at Appendix 5. As a result, landscaping, building spacing, materials and other design features have been proposed with consideration of this guidance.

<i>Any applicable heritage design guideline specified in the schedule to this overlay.</i>	<b>N/A</b>
<i>Whether the location, bulk, form or appearance of the proposed building will adversely affect the significance of the heritage place.</i>	<b>Complies</b> – As the significance of the heritage place stems from the railway station, which is located behind a row of houses with regard to the subject site, any built form implications at the subject site are most likely to occur in the south western corner of the site. To mitigate any visual impact of the dwellings at this interface, landscaping including canopy trees are proposed to set the buildings within a garden setting appropriate to the heritage character of the area.
<i>Whether the location, bulk, form and appearance of the proposed building is in keeping with the character and appearance of adjacent buildings and the heritage place.</i>	<b>N/A</b> – There are no adjacent buildings and the train station is not adjacent to the subject site.
<i>Whether the proposed works will adversely affect the significance, character or appearance of the heritage place.</i>	<b>Complies</b> – The dwellings have been designed to sensitively respond to the heritage character of the area by utilising similar materials, colours and pitched roof forms for dwellings affected by the overlay. Further the proposed landscaping will create a landscape consistent with the open and vegetated examples in the area.
<i>Whether the location, style, size, colour and materials of the proposed solar energy system will adversely affect the significance, character or appearance of the heritage place.</i>	<b>Complies</b> – Solar systems will be screened from Malmsbury Road by virtue of being mounted on the north-facing slope of the rooflines, positioned to be angled on the opposite slope of the roofline from the road.

## 9. PARTICULAR PROVISIONS

### 9.1 CLAUSE 52.06 CAR PARKING

This proposal is subject to the requirements of Cl 52.06, as the proposed development is for five dwellings on a lot. Under Cl. 52.06, this requires provision of one visitor car space, as none of the subject site is identified as being within the Principal Public Transport Network Area.

### 9.2 DISCUSSION

This proposal does not include visitor parking. Each dwelling is surrounded by large gardens and includes driveways and space near dwellings for visitors to park close to each dwelling. A separate area designated for visitor parking is therefore not required.

### 9.3 DECISION GUIDELINES

DECISION GUIDELINE	RESPONSE
<i>The role and function of nearby roads and the ease and safety with which vehicles gain access to the site.</i>	<b>Complies</b> – the shared driveway is long enough to provide for safe vehicle access to the site and each dwelling.
<i>The ease and safety with which vehicles access and circulate within the parking area.</i>	<b>Complies</b> – Each dwelling is provided with a large garage, sufficient to accommodate the car space requirements of the Scheme. Garages have been designed to allow for easy access to and from each dwelling.
<i>The provision for pedestrian movement within and around the parking area.</i>	<b>N/A</b> – There is no designated parking area other than the garages for each dwelling. Footpaths to garages can be provided if necessary.
<i>The provision of parking facilities for cyclists and disabled people.</i>	<b>Complies</b> – The garage and any garden shed associated with each dwelling will be large enough to accommodate bicycles and parking for disabled people as required.
<i>The protection and enhancement of the streetscape.</i>	<b>N/A</b> – All parking is to be contained within the proximity of the dwellings. No visitor car parking is required.
<i>The provisions of landscaping for screening and shade.</i>	<b>Complies</b> – Refer to forthcoming Landscape Plan.
<i>The measures proposed to enhance the security of people using the parking area particularly at night.</i>	<b>N/A</b> – No external parking area is proposed as visitor parking is not required.
<i>The amenity of the locality and any increased noise or disturbance to dwellings and the amenity of pedestrians.</i>	<b>Complies</b> – The amenity of the area will not be impacted as no visitor car parking is proposed, all visitors will be able to park within the garage or driveway of each dwelling.
<i>The workability and allocation of spaces of any mechanical parking arrangement.</i>	<b>N/A</b>
<i>The design and construction standards proposed for paving, drainage, line</i>	<b>N/A</b> – No visitor carparking is proposed.

<i>marking, signage, lighting and other relevant matters.</i>	
<i>The type and size of vehicle likely to use the parking area.</i>	<b>N/A</b> – No visitor carparking is proposed.
<i>Whether the layout of car parking spaces and access lanes is consistent with the specific standards or an appropriate variation.</i>	<b>N/A</b> - No visitor carparking is proposed.
<i>The need for the required car parking spaces to adjoin the premises used by the occupier/s, if the land is used by more than one occupier.</i>	<b>Complies</b> – All parking for each dwelling will be located adjoining the premises.
<i>Whether the layout of car spaces and accessways are consistent with Australian Standards AS2890.1-2004 (off street) and AS2890.6-2009 (disabled).</i>	<b>Complies</b> – Garages will be designed in accordance with relevant rules and regulations.
<i>Any other matter specified in a schedule to the Parking Overlay.</i>	<b>N/A</b> - The subject site is not covered by a parking overlay.

## 10. CONCLUSION

The proposed development is considered appropriate as it supports the aims and objectives of Victorian Planning Policy and the Hepburn Planning Scheme.

The proposed dwellings will facilitate a high-quality residential development in the Daylesford township, with each dwelling consisting of 5 bedrooms, study, living, covered garage, and quality outdoor areas, including heated swimming pool, and is in accordance with the zoning and overlay provisions of the site.

The proposed development is considered to be a positive outcome for the site, by providing a sensitive and appropriate transition for the entrance to Daylesford and considers and is respectful of established and forthcoming neighbourhood character.

# APPENDIX 1: Title

# APPENDIX 2: Feature Survey



# APPENDIX 3: Architect Plans

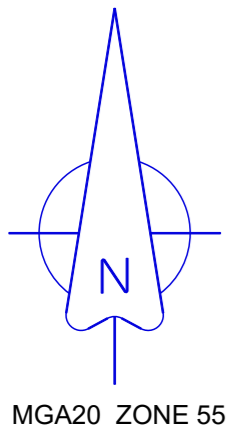
# **APPENDIX 4: Stormwater Strategy**

# **APPENDIX 5: Heritage Impact Statement**

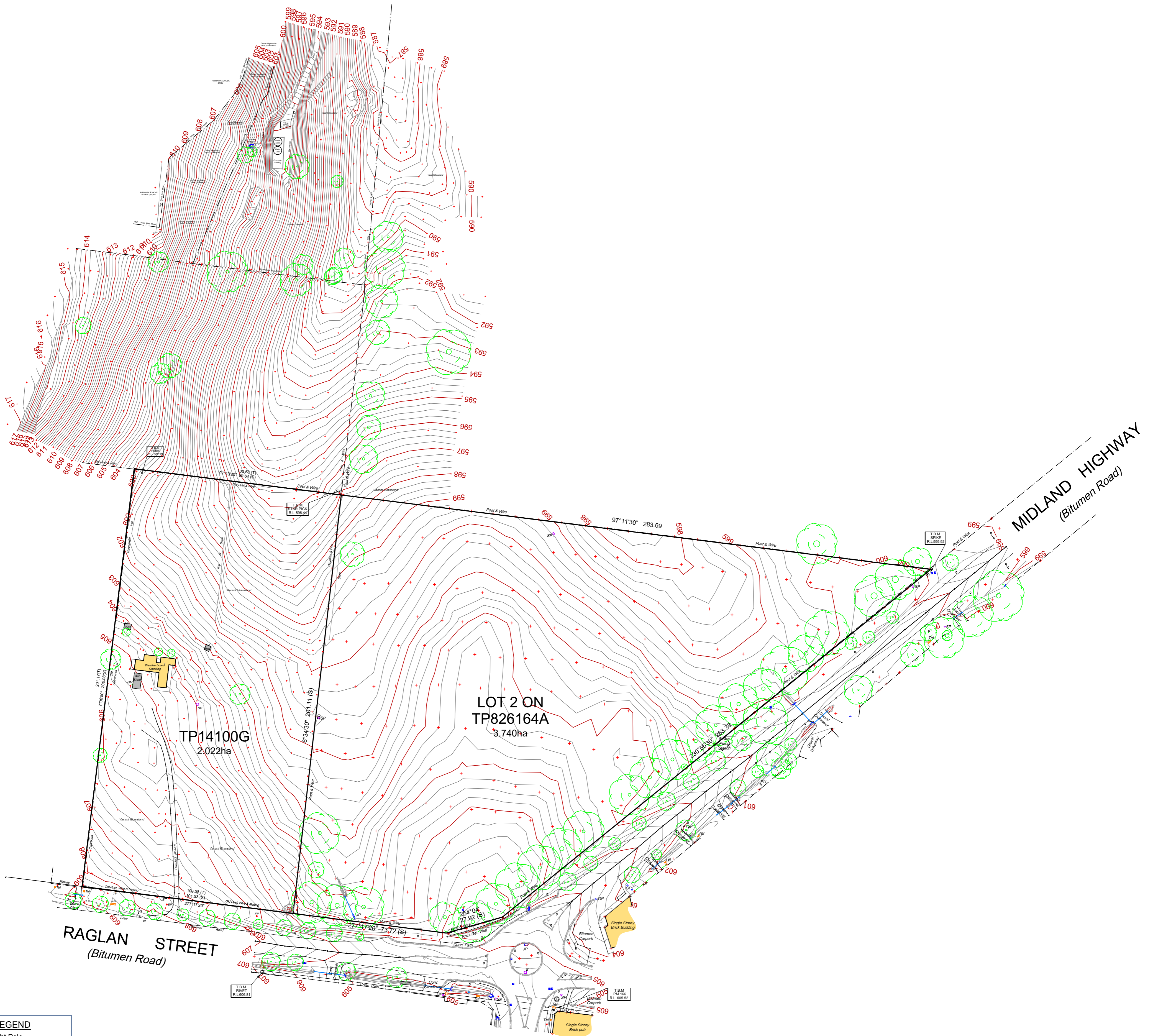


## Appendix 2 – Feature Survey

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MGA20 ZONE 55



**LEGEND**

- Light Pole
- ⊕ Electricity Pole
- ⊕ Electricity Pole & Light
- Electricity Pit
- ES Electricity Substation
- Tel Telecomm. Pit
- ⊕ Telecomm. Pillar
- ⊕ Gas Valve
- ⊕ Gas Meter
- ⊕ Sewer Pit
- ⊕ Sewer Vent
- SU Sewer Unclassified
- ⊕ Sewer Inspection Shaft
- ⊕ Stop Valve
- ⊕ Fire Plug
- ⊕ Fire Hydrant
- ⊕ Water Meter
- ⊕ Water Tap
- ⊕ Sprinkler
- WU Water Unclassified
- DP Drainage Pit
- SEP Side Entry Pit
- GP Grated Pit
- JP Junction Pit
- PU Unclassified Pit
- Sign
- Letterbox
- Bollard
- ⊕ Bin
- tf Top of Fence
- FL Floor Level
- tk Top of Kerb
- × Back of Kerb
- × Invert of Kerb
- × Lip of Kerb
- × Edge of Bitumen
- × Ridge
- × Underside of Gutter
- e Eave Line
- × Parapet Wall
- hw habitable window
- nhw non habitable window
- × Window Head
- × Window Sill
- + d Door Height
- × Top of Building
- × tw Top of Wall

**TITLE DESCRIPTION**

CERTIFICATE OF TITLE: V.10448 F.287  
 LAST PLAN REF: TP14100G  
 PARISH: WOMBAT  
 SECTION: 2  
 CROWN ALLOTMENT: 35

**NOTES**

AHD LEVELS VIDE WOMBAT PM 303 R.L = 612.923  
 LEVEL LAYERS TURNED OFF FOR CLARITY PURPOSES. REFER TO CAD FILE FOR FULL SURVEY INFORMATION.  
 CONTOUR INTERVALS SHOWN AT 0.25m

(S) - SURVEY BASED DIMENSIONS  
 (T) - TITLE DIMENSIONS

**CERTIFICATION BY SURVEYOR**

I, Myles Sewell, of Unit 2/85 Salmon Street, Port Melbourne VIC 3207, certify that this plan has been prepared from a survey made under my direction and supervision in accordance with the Surveying Act 2004 and completed on 7/9/20, that this plan is accurate and correctly represents the adopted boundaries and that the survey accuracy accords with that required by regulation 7 (1) of the Surveying (Cadastral Surveys) Regulations 2015.

Date: 10/9/20

Licensed Surveyor  
 Surveying Act 2004

REV	DESCRIPTION	DRN	DATE	APP
D	UPDATED TITLE, COMBINED FEATURE	JD	18/02/22	MS
C	ADDITIONAL EASTERN FEATURE	JD	18/08/21	MS
B	NORHTERN LOTS ADDED	MS	11/9/20	MS

**Land Surveys**

Unit 2, 85 Salmon Street  
 Port Melbourne  
 Victoria 3207

T (03) 9646 0864  
 E melbourne@landsurveys.net.au  
 www.landsurveys.net.au

SCALE @ A1: 1:1000

SURVEYED BY: MS  
 SURVEYED ON: 1-3/9/20

DRAWN BY: MS  
 DRAWN ON: 9/9/20

HOR DATUM: MGA20  
 VERT DATUM: AHD

**TITLE RE-ESTABLISHMENT, FEATURE & LEVEL SURVEY**

9 RAGLAN STREET, DAYLESFORD

CLIENT: HYGGE PROPERTY

JOB No.	PLAN	DRG	REV	SHEET
2002206 - RFL - 001 - C				1 OF 1



## DRAWING SCHEDULE

TITLE PAGE  
 3D VIEWS - TYPICAL HOUSE  
 3D VIEWS - STREETScape  
 3D VIEW - AERIAL

001 - NEIGHBOURHOOD AND SITE DESCRIPTION PLAN  
 002 - DESIGN RESPONSE PLAN  
 003 - OVERALL SITE PLAN  
 004 - AREA ANALYSIS

HOUSE 1 - FINISHES  
 L101-100 - ROOF PLAN  
 L101-101 - FLOOR PLAN  
 L101-200 - ELEVATIONS 1  
 L101-201 - ELEVATIONS 2  
 L101-300 - SECTIONS

HOUSE 2 - FINISHES  
 L102-100 - ROOF PLAN  
 L102-101 - FLOOR PLAN  
 L102-200 - ELEVATIONS 1  
 L102-201 - ELEVATIONS 2  
 L102-300 - SECTIONS

HOUSE 3 - FINISHES  
 L103-100 - ROOF PLAN  
 L103-101 - FLOOR PLAN  
 L103-200 - ELEVATIONS 1  
 L103-201 - ELEVATIONS 2  
 L103-300 - SECTIONS

HOUSE 4 - FINISHES  
 L104-100 - ROOF PLAN  
 L104-101 - FLOOR PLAN  
 L104-200 - ELEVATIONS 1  
 L104-201 - ELEVATIONS 2  
 L104-300 - SECTIONS

HOUSE 5- FINISHES  
 L105-100 - ROOF PLAN  
 L105-101 - FLOOR PLAN  
 L105-200 - ELEVATIONS 1  
 L105-201 - ELEVATIONS 2  
 L105-300 - SECTIONS



# PROPOSED NEW DWELLINGS 1 Raglan St, DAYLESFORD

PLANNING PERMIT - JULY 2023





Typical House - Front View 1



Typical House - Front View 2



Typical House - Rear View 1



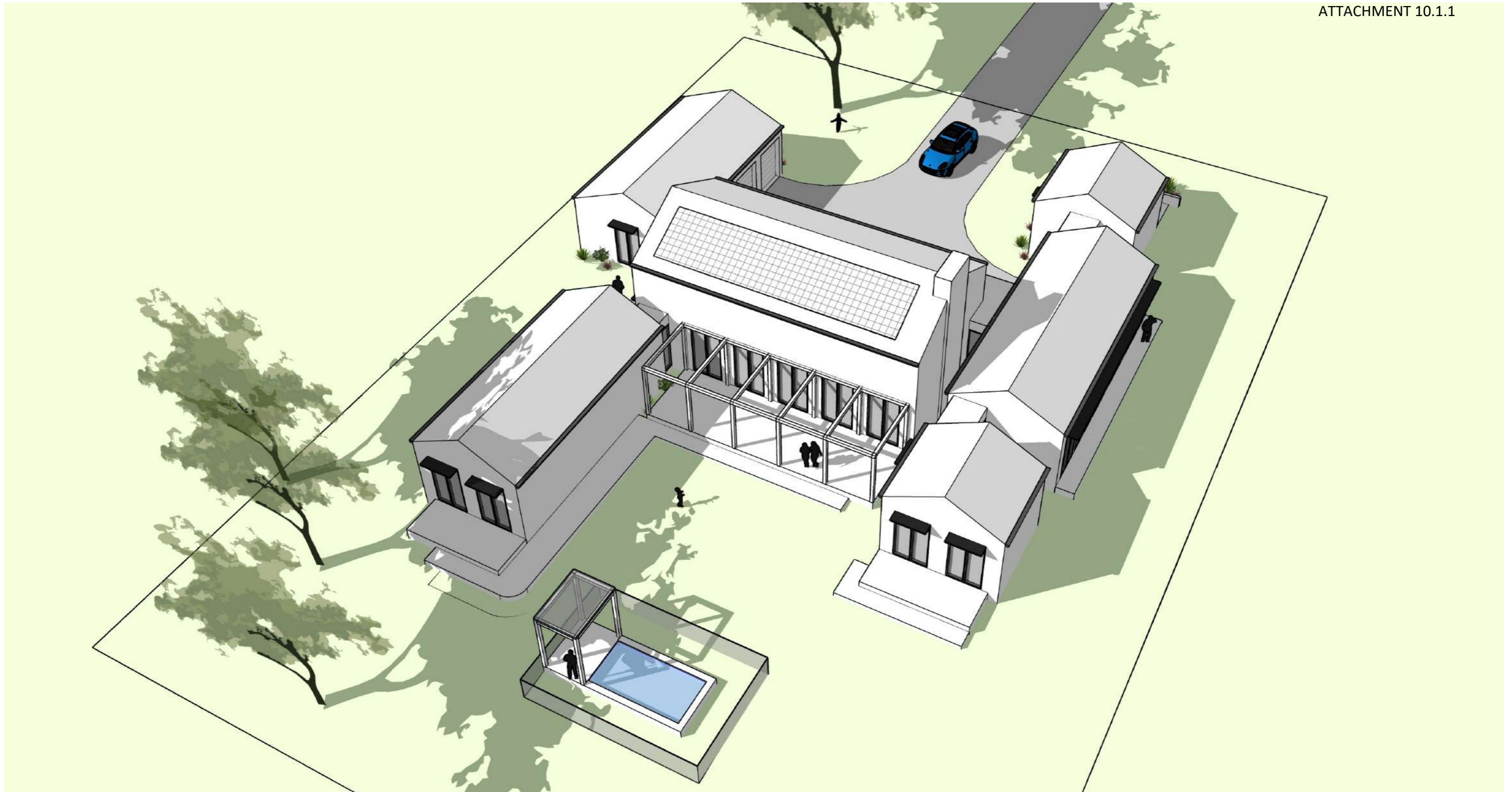
Typical House - Rear View 2

**PROPOSED NEW DWELLINGS**  
**1 Raglan St, DAYLESFORD**

PLANNING PERMIT - JULY 2023







Typical House - Aerial View

**PROPOSED NEW DWELLINGS**  
**1 Raglan St, DAYLESFORD**

PLANNING PERMIT - JULY 2023



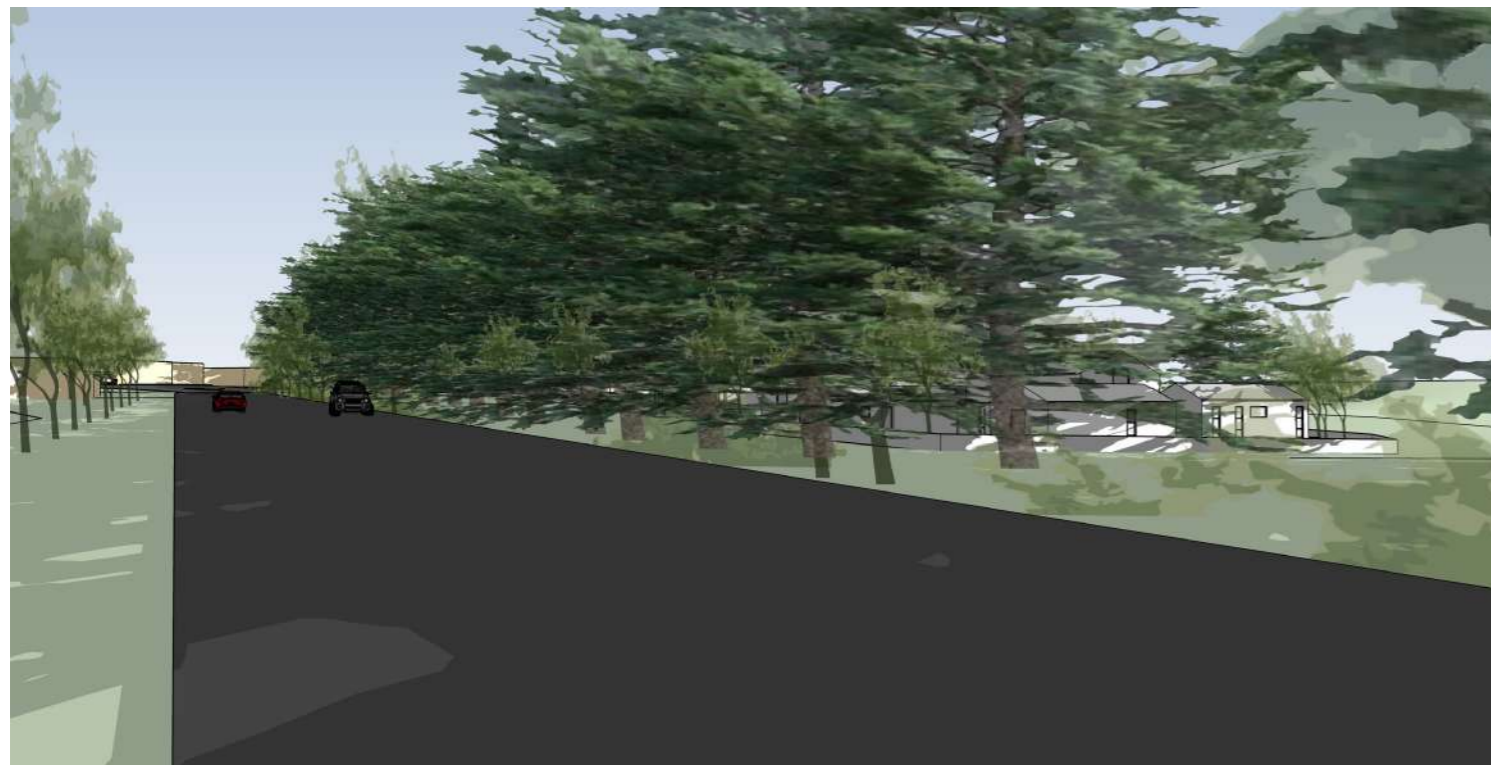


Overall Site - Aerial View

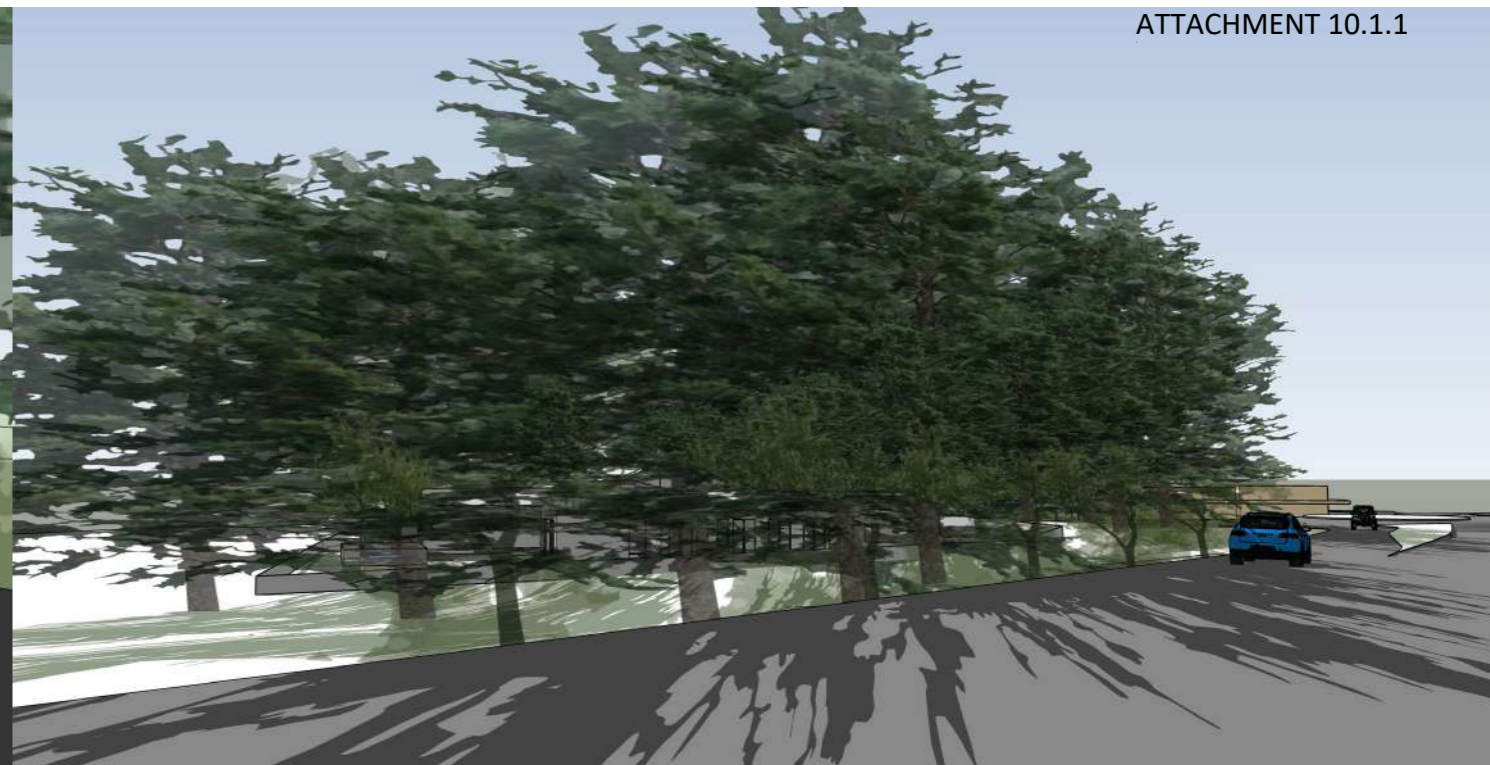
**PROPOSED NEW DWELLINGS  
1 Raglan St, DAYLESFORD**

PLANNING PERMIT - JULY 2023





View 1 - From Malmsbury Rd - Southbound



View 2 - From Raglan St - Eastbound



View 3 - From Opposite Cnr - East St/Knox St

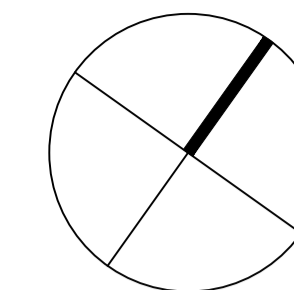
# PROPOSED NEW DWELLINGS 1 Raglan St, DAYLESFORD

PLANNING PERMIT - JULY 2023

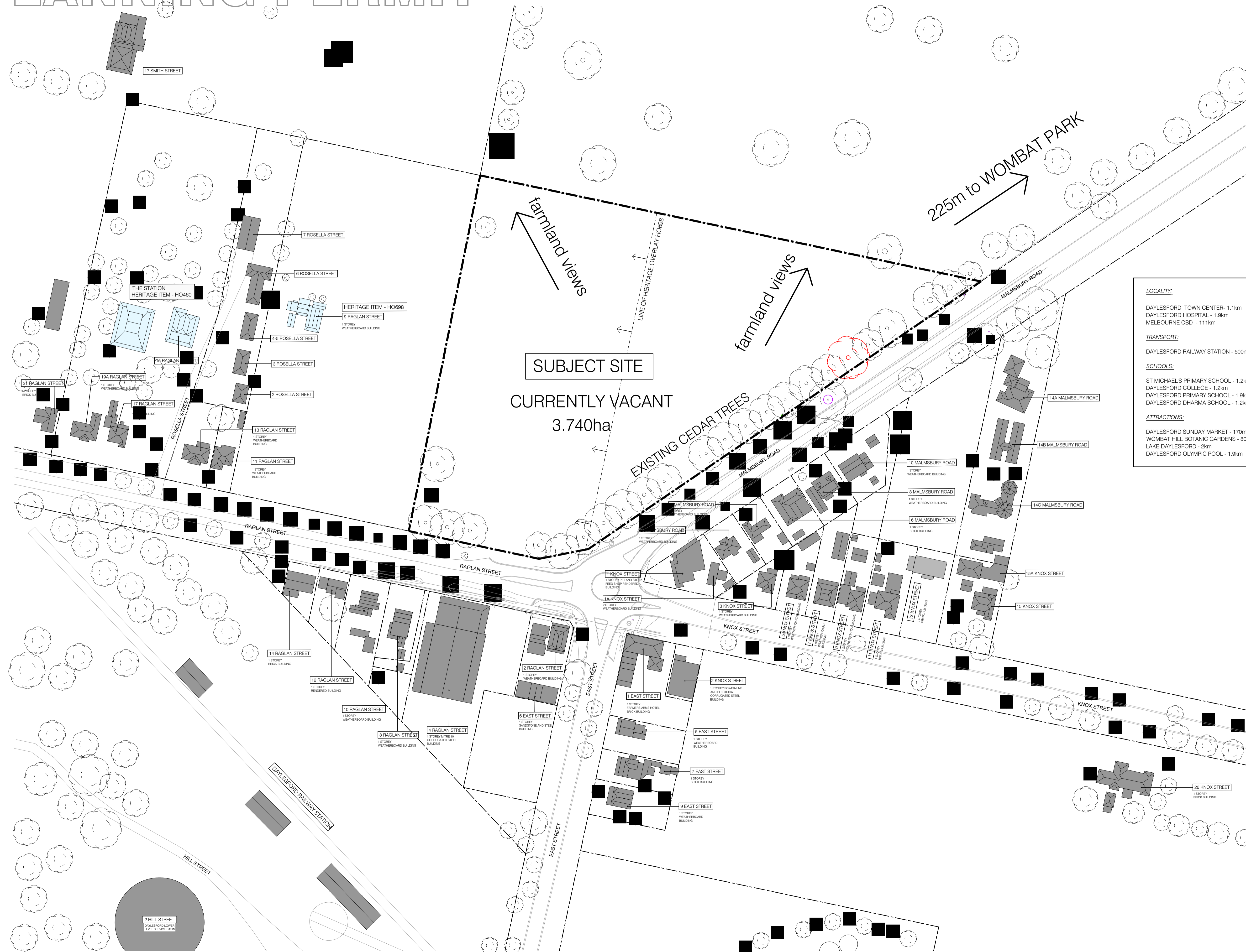


# PLANNING PERMIT

NOT FOR ATTACHMENT TO A DP



LEGEND:



**LOCALITY:**  
 DAYLESFORD TOWN CENTER - 1.1km  
 DAYLESFORD HOSPITAL - 1.9km  
 MELBOURNE CBD - 111km

**TRANSPORT:**  
 DAYLESFORD RAILWAY STATION - 500m

**SCHOOLS:**  
 ST MICHAEL'S PRIMARY SCHOOL - 1.2km  
 DAYLESFORD COLLEGE - 1.2km  
 DAYLESFORD PRIMARY SCHOOL - 1.9km  
 DAYLESFORD DHARMA SCHOOL - 1.2km

**ATTRACTIONS:**  
 DAYLESFORD SUNDAY MARKET - 170m  
 WOMBAT HILL BOTANIC GARDENS - 800m  
 LAKE DAYLESFORD - 2km  
 DAYLESFORD OLYMPIC POOL - 1.9km

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

ALL DIMENSIONS TO BE VERIFIED ON SITE. DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS. ANY DISCREPANCIES TO BE REFERRED TO ARCHITECT BEFORE PROCEEDING. IF IN DOUBT, ASK!



**GROUP ARCHITECTS**  
 Nominated Architect Julian Branchley 6246  
 Group Architects Pty Limited ABN 82 600 366 069  
 69 Macarthur St Ultimo NSW 2007  
 T: +612 9660 1055 E: info@grouparchitects.com.au

NEW DWELLINGS

address  
 1 RAGLAN ST, DAYLESFORD

drawing  
 NEIGHBORHOOD & SITE  
 DESCRIPTION PLAN

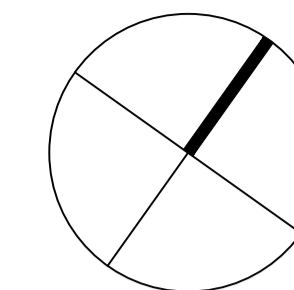
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 ISSUE: 2. DATE: JULY 2023

DWG No.: 2023-011-001

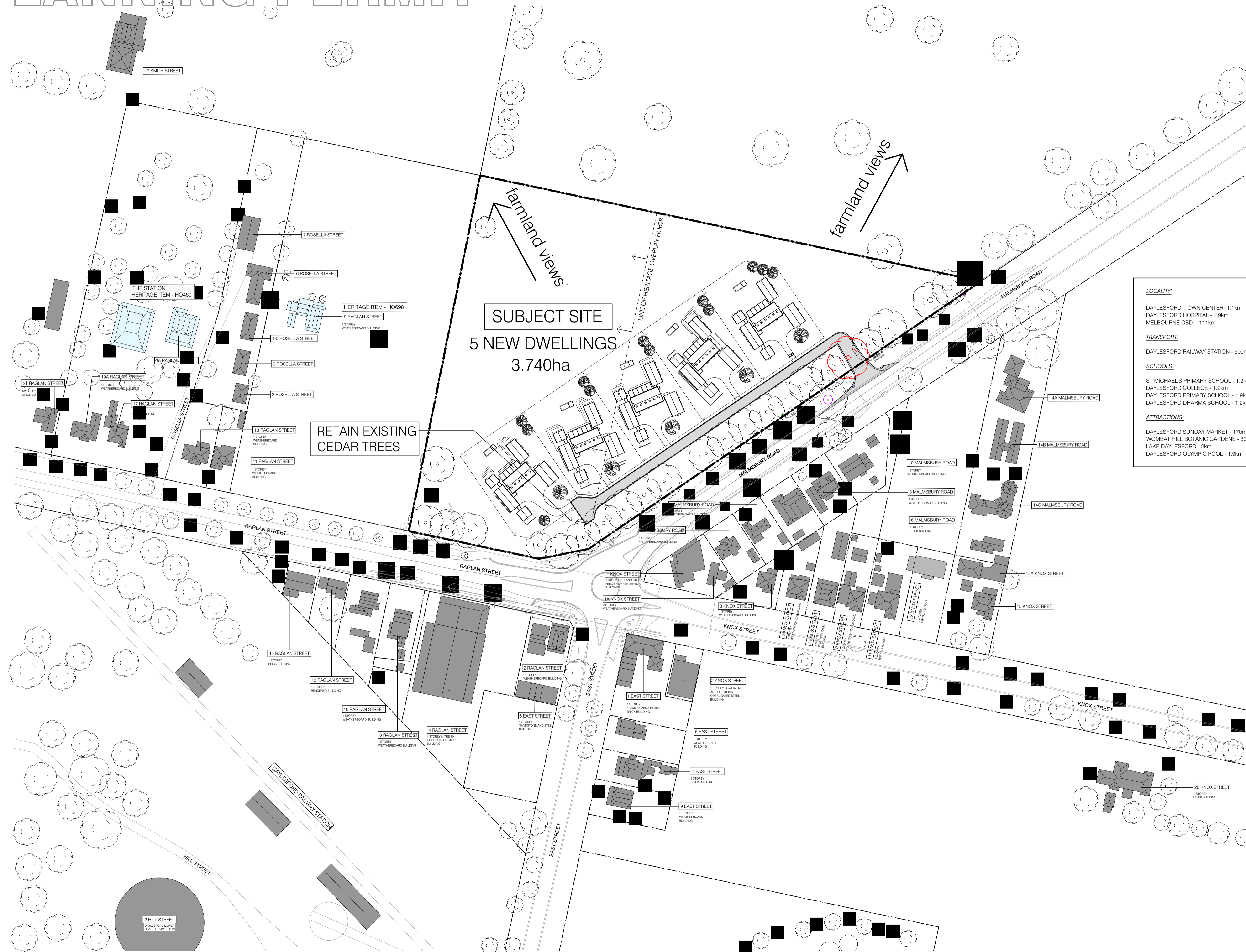
NEIGHBOURHOOD AND SITE DESCRIPTION PLAN  
 NTS

# PLANNING PERMIT

NOT FOR ATTACHMENT TO A D



LEGEND:



**LOCALITY:**  
 DAYLESFORD TOWN CENTER - 1.1km  
 DAYLESFORD HOSPITAL - 1.9km  
 MELBOURNE CBD - 111km

**TRANSPORT:**  
 DAYLESFORD RAILWAY STATION - 500m

**SCHOOLS:**  
 ST MICHAEL'S PRIMARY SCHOOL - 1.2km  
 DAYLESFORD COLLEGE - 1.2km  
 DAYLESFORD PRIMARY SCHOOL - 1.9km  
 DAYLESFORD DHARMA SCHOOL - 1.2km

**ATTRACTIONS:**  
 DAYLESFORD SUNDAY MARKET - 170m  
 WOMBAT HILL BOTANIC GARDENS - 800m  
 LAKE DAYLESFORD - 2km  
 DAYLESFORD OLYMPIC POOL - 1.9km

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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 69 Macarthur St Ultimo NSW 2007  
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NEW DWELLINGS

address  
 1 RAGLAN ST, DAYLESFORD

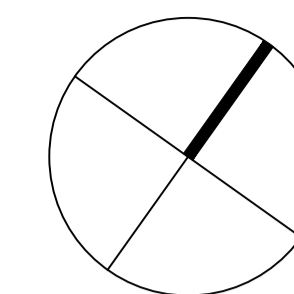
drawing  
 DESIGN RESPONSE PLAN

SCALE: 1:500@A1  
 ISSUE: 2. DATE: JULY 2023  
 DWG No.: 2023-011-002

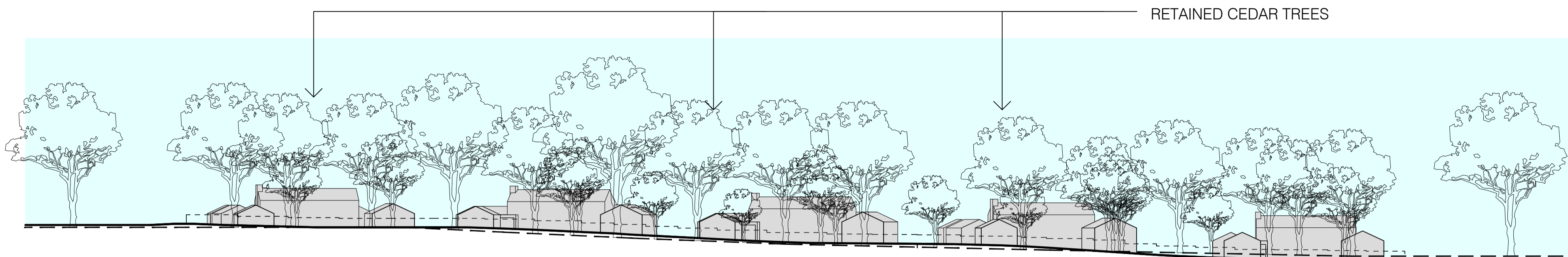
DESIGN RESPONSE PLAN  
 NTS

# PLANNING PERMIT

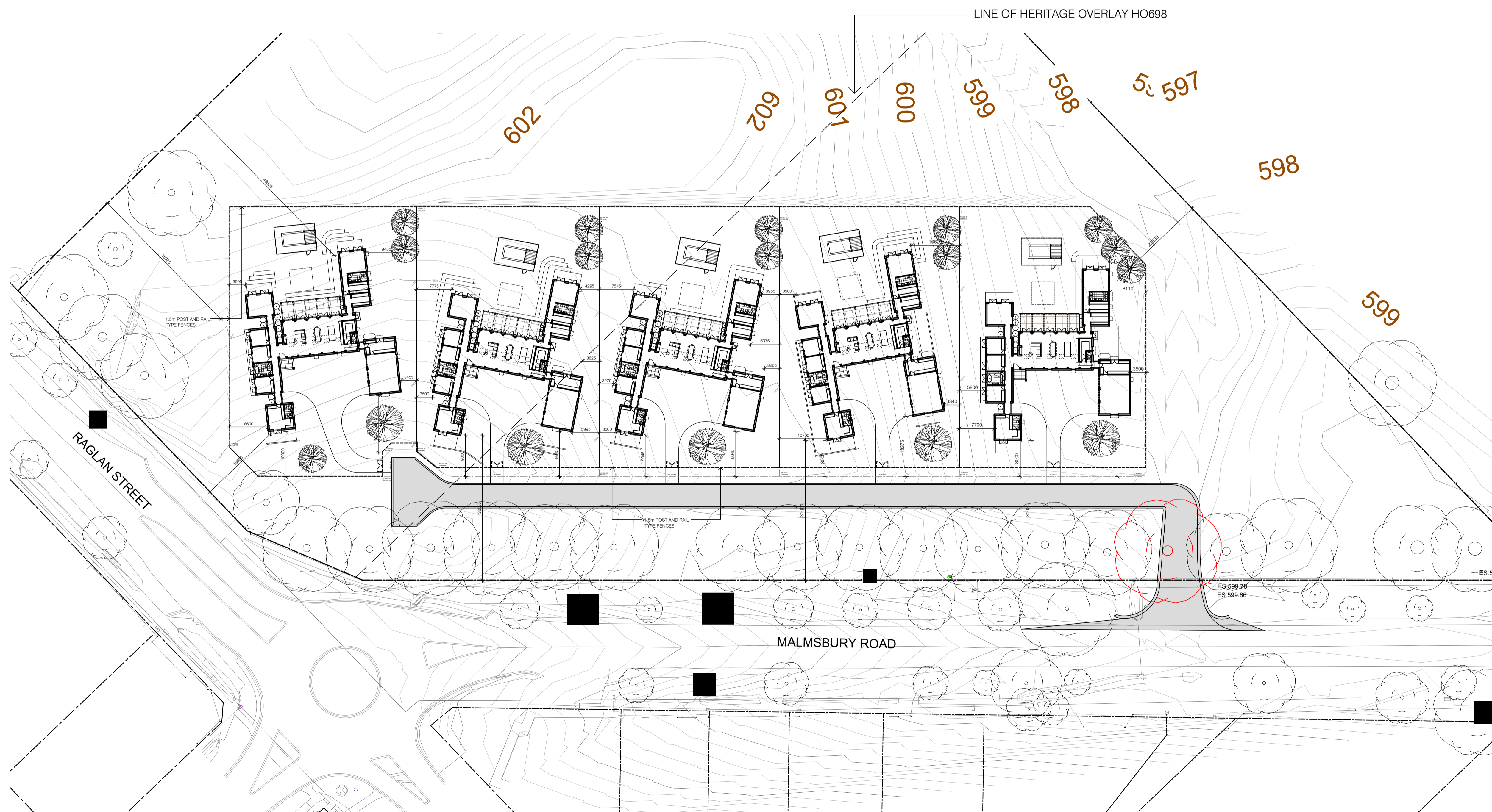
NOT FOR ATTACHMENT 10.1.1



LEGEND:



MALMSBURY RD STREETSCAPE



Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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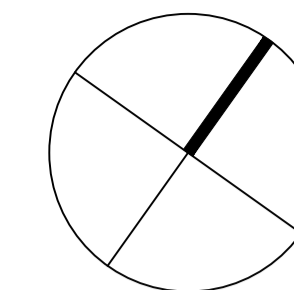
drawing  
 OVERALL SITE PLAN

SCALE: 1:500@A1  
 ISSUE: 2. DATE: JULY 2023  
 DWG No.: 2023-011-003

OVERALL SITE PLAN  
 1:500@A1 / 1:1000@A3

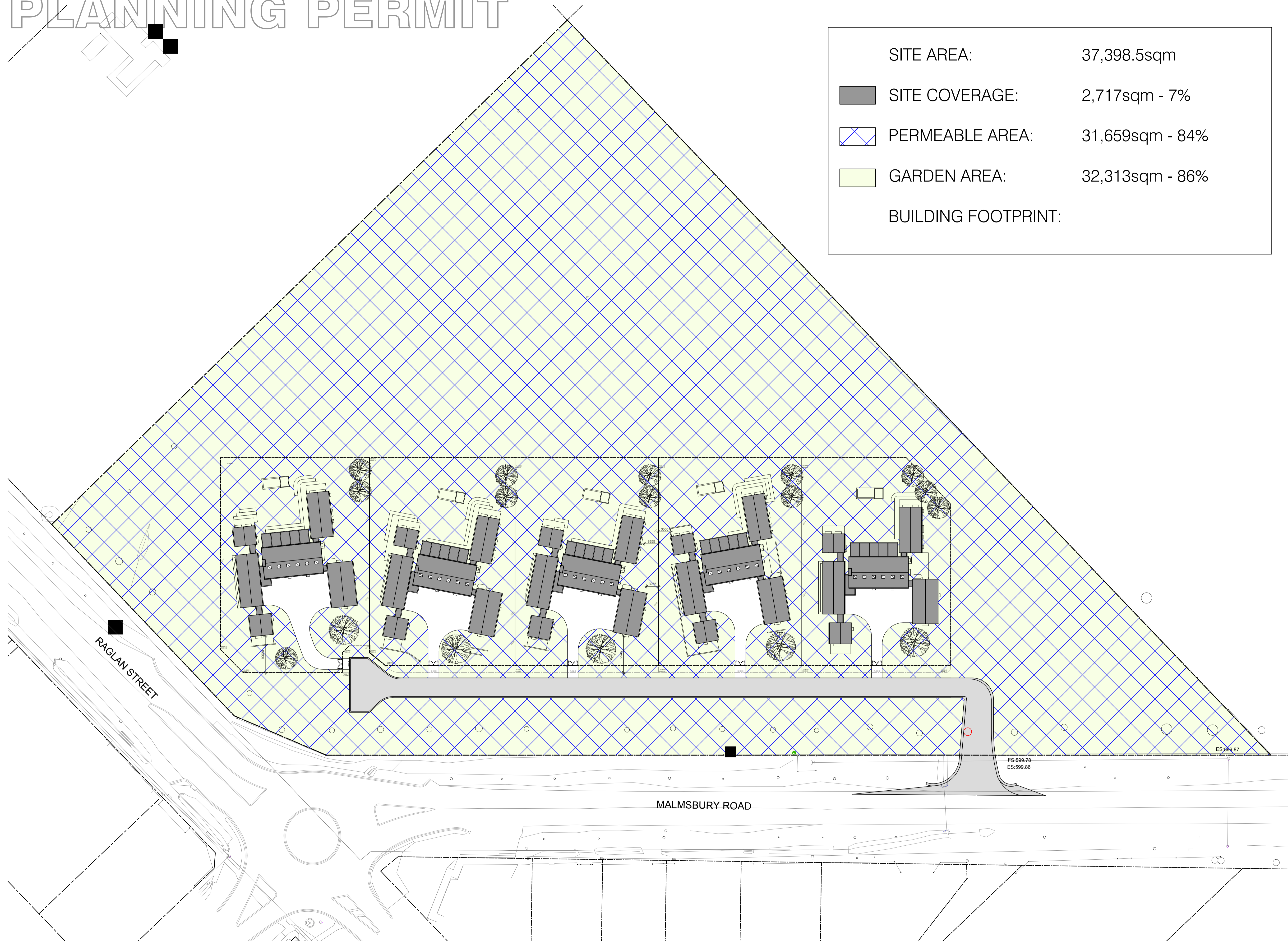
# PLANNING PERMIT

NOT FOR ATTACHMENT TO A D10



LEGEND:

SITE AREA:	37,398.5sqm
SITE COVERAGE:	2,717sqm - 7%
PERMEABLE AREA:	31,659sqm - 84%
GARDEN AREA:	32,313sqm - 86%
BUILDING FOOTPRINT:	



Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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NEW DWELLINGS

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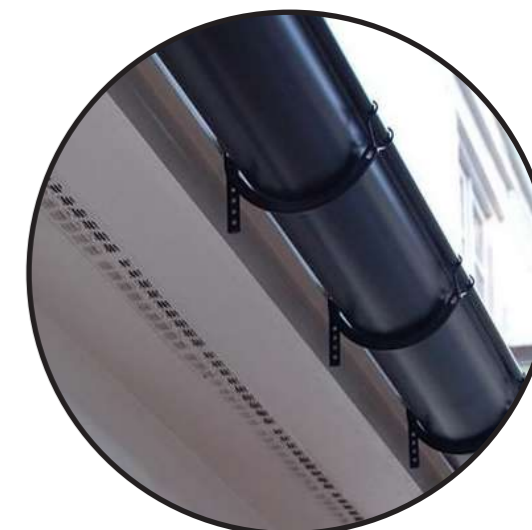
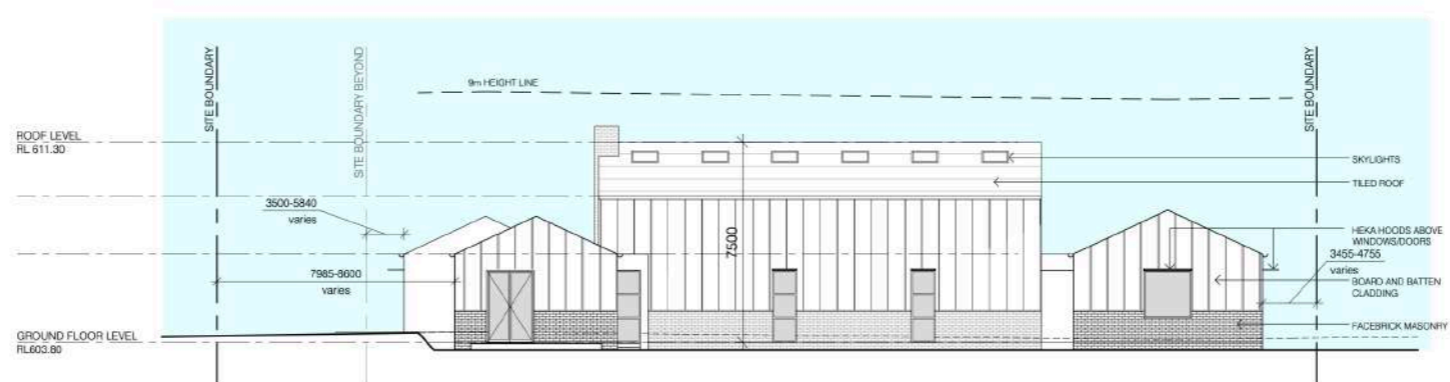
drawing  
 AREA ANALYSIS

SCALE: 1:500@A1  
 ISSUE: 2. DATE: JULY 2023  
 DWG No.: 2023-011-003

AREA ANALYSIS  
 1:500@A1 / 1:1000@A3



Daylesford 1863  
Moloney Architects



Walnut House  
Central Springs Rd, DAYLESFORD  
Adam Kane Architects



# HOUSE 1

**Colours:**

- Walls 1: Board and Batten Cladding - Charcoal
- Walls 2: Facebrick - recycled, light mix
- Roof: Tiled roof - 'Barramundi'
- Pergola Framing: Timber posts
- Window Shades: HEKA Hoods - Black

## PROPOSED NEW DWELLINGS 1 Raglan St, DAYLESFORD

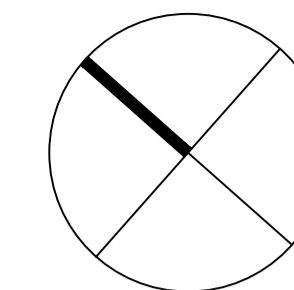
PLANNING PERMIT - JULY 2023



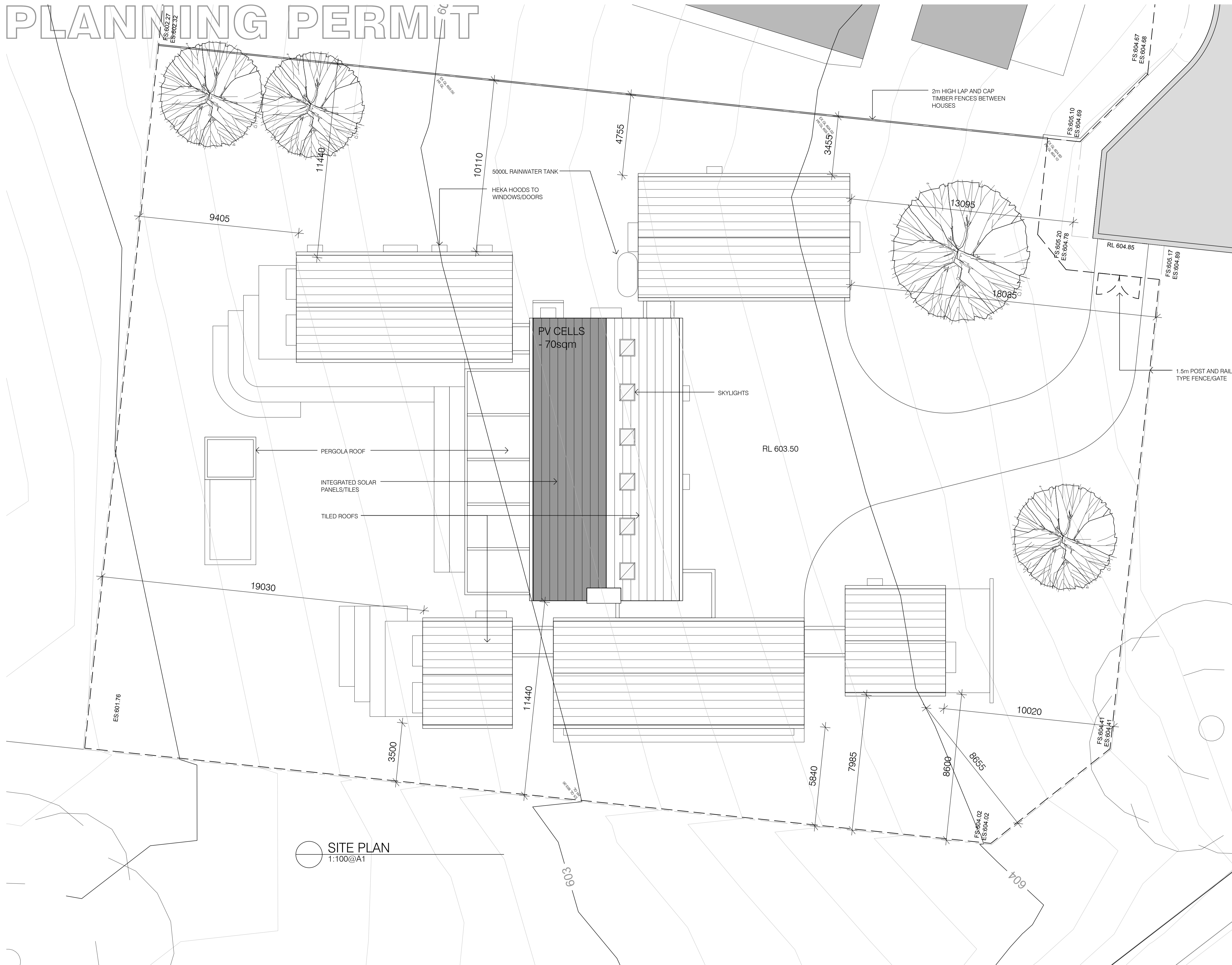


# PLANNING PERMIT

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LEGEND:



Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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**NEW DWELLINGS**

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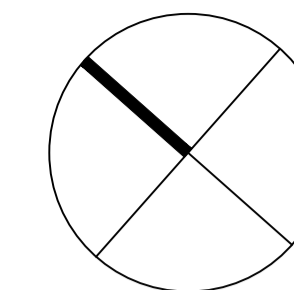
drawing  
 SITE PLAN - LOT 101

SCALE: 1:100@A1  
 ISSUE: 2. DATE: JULY 2023  
 DWG No.: 2023-011-L101-100

SITE PLAN  
 1:100@A1

# PLANNING PERMIT

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LEGEND:

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2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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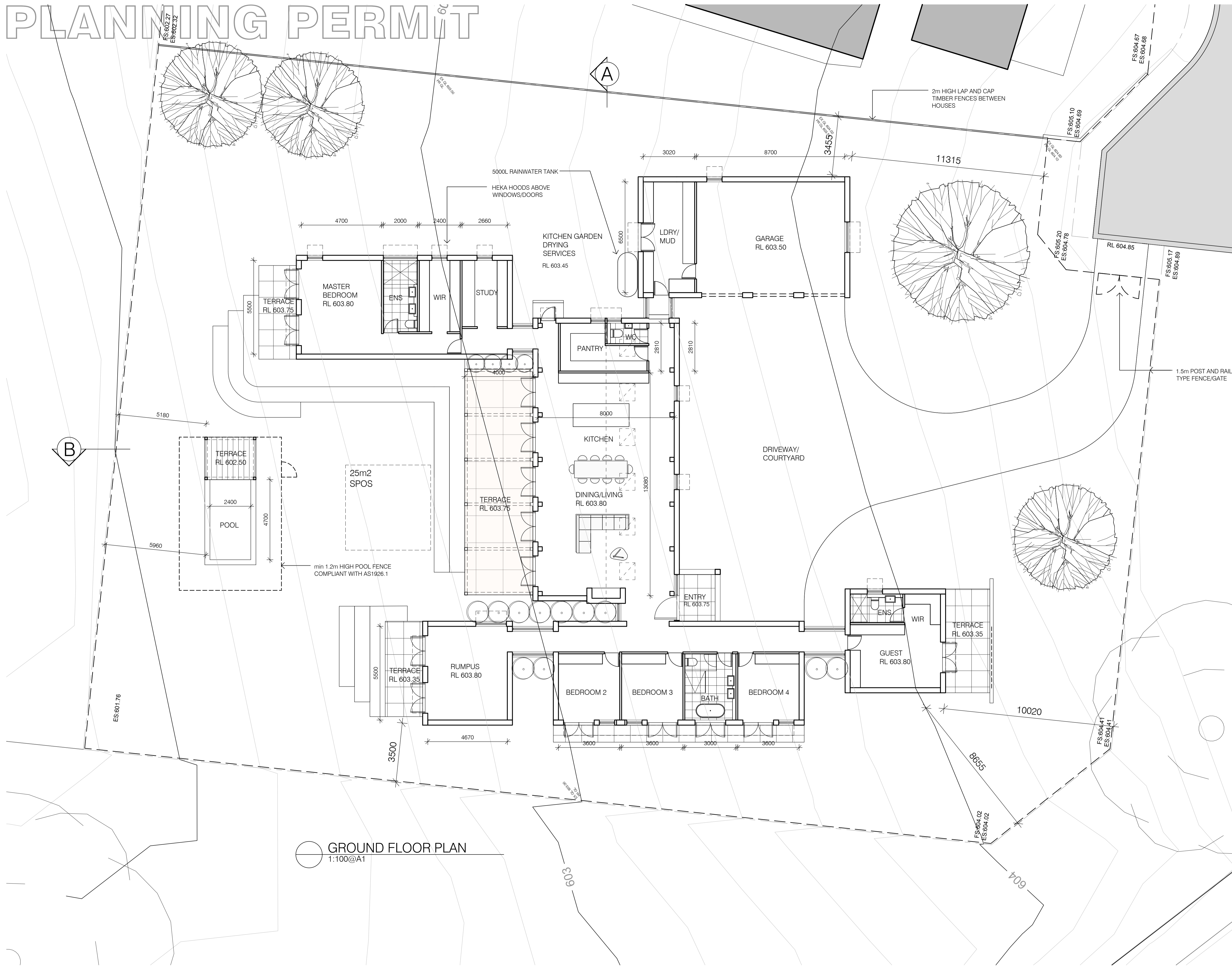


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NEW DWELLINGS

address  
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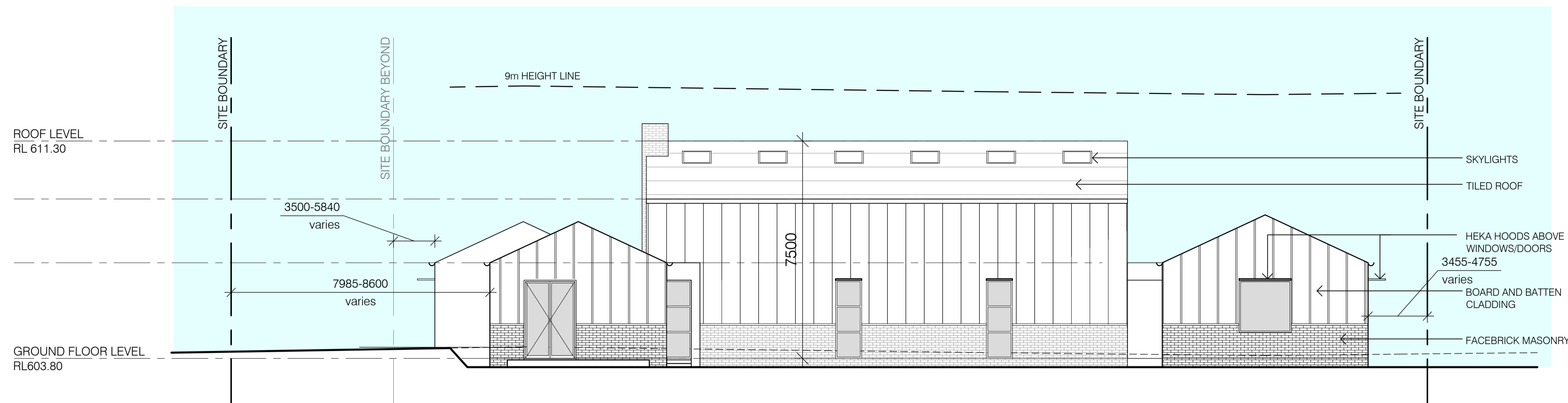
drawing  
**GROUND FLOOR**  
**PLAN - LOT 101**  
 SCALE: 1:100@A1  
 ISSUE: 2. DATE: JULY 2023  
 DWG No.: 2023-011-L101-101



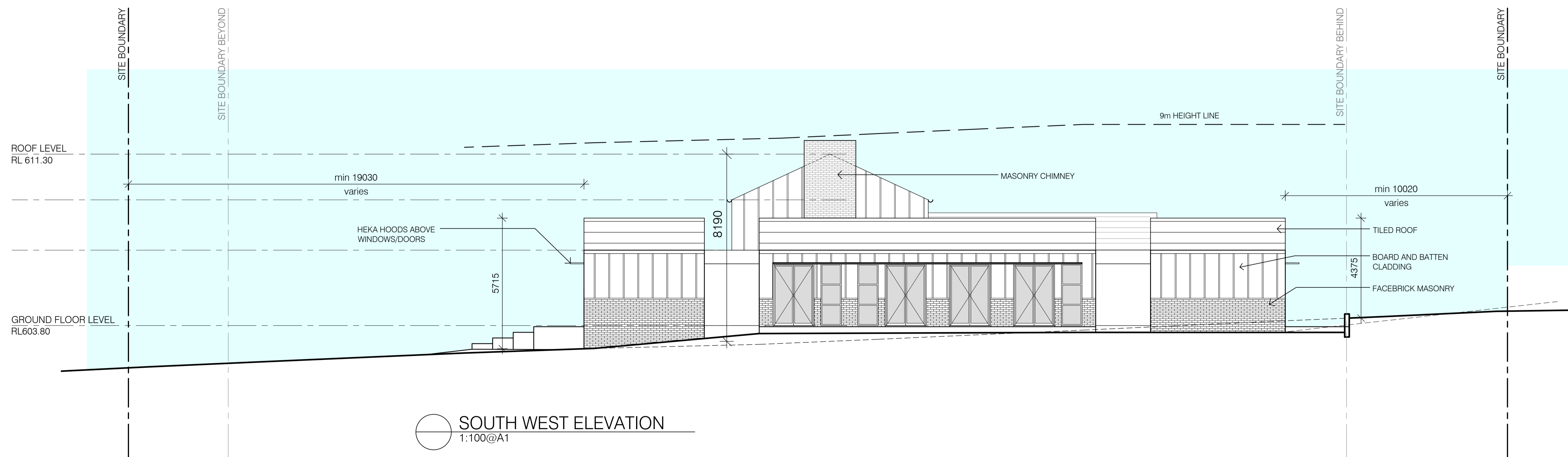
GROUND FLOOR PLAN  
 1:100@A1

# PLANNING PERMIT

NOT FOR ATTACHMENT 10.1.10



**SOUTH EAST ELEVATION**  
1:100@A1



**SOUTH WEST ELEVATION**  
1:100@A1

LEGEND:

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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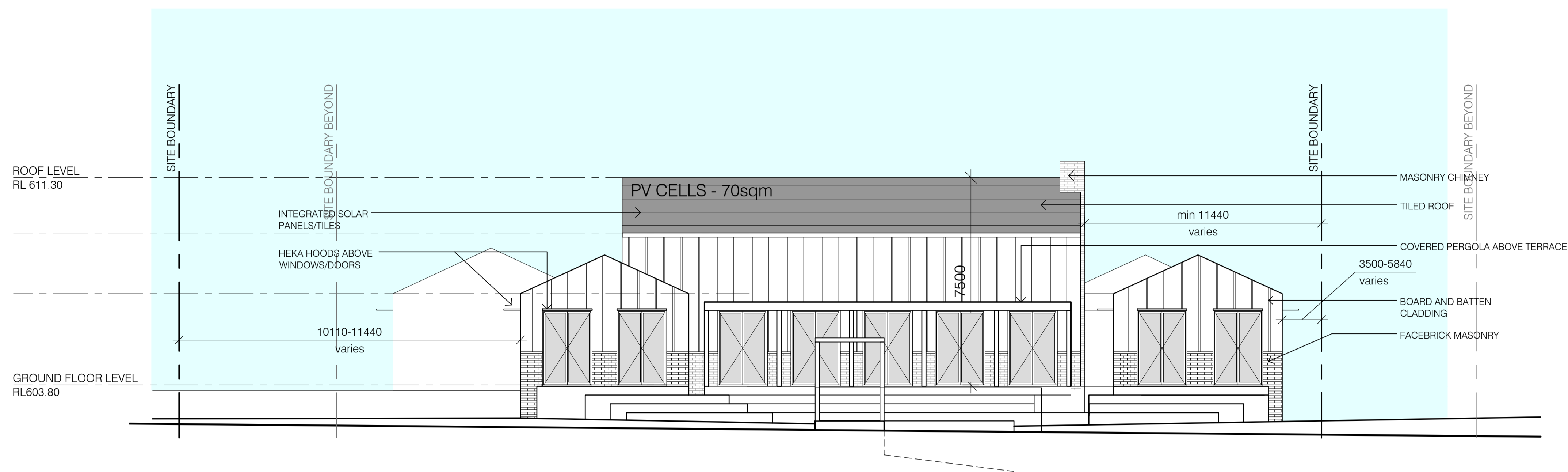
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1 RAGLAN ST, DAYLESFORD

drawing  
ELEVATIONS 1

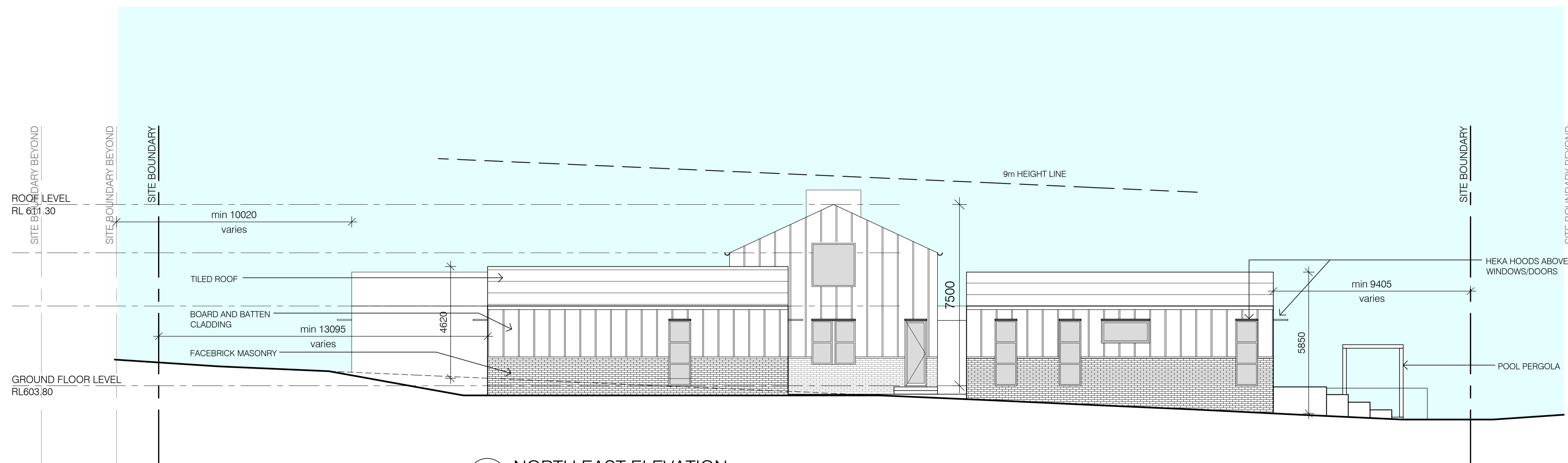
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ISSUE: 2. DATE: JULY 2023  
DWG No.: 2023-011-L101-200

# PLANNING PERMIT

NOT FOR ATTACHMENT 10.1.10



NORTH WEST ELEVATION  
1:100@A1



NORTH EAST ELEVATION  
1:100@A1

LEGEND:

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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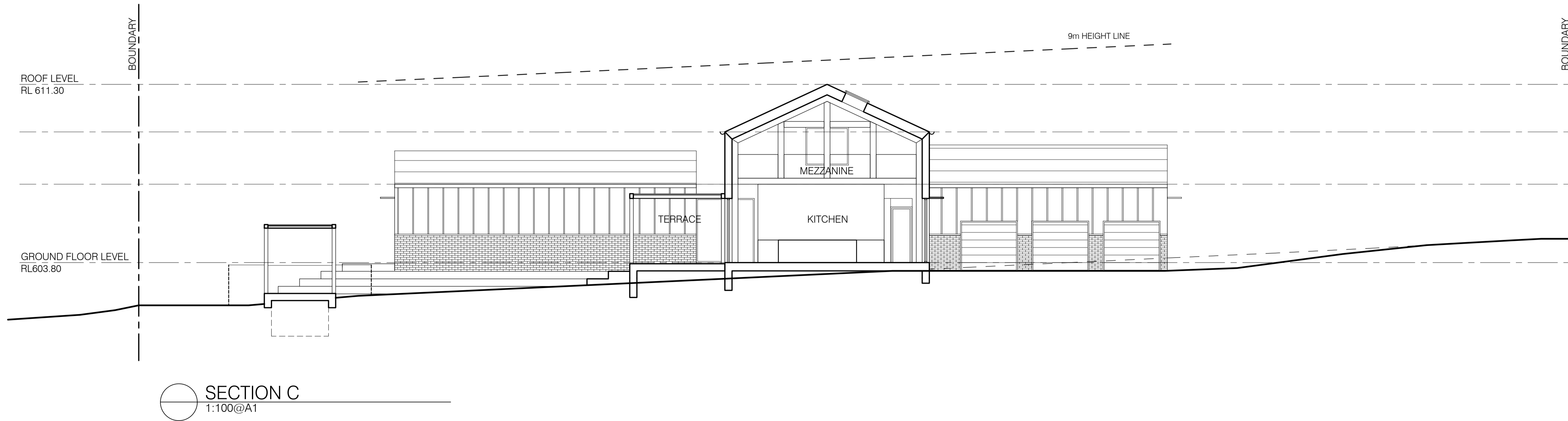
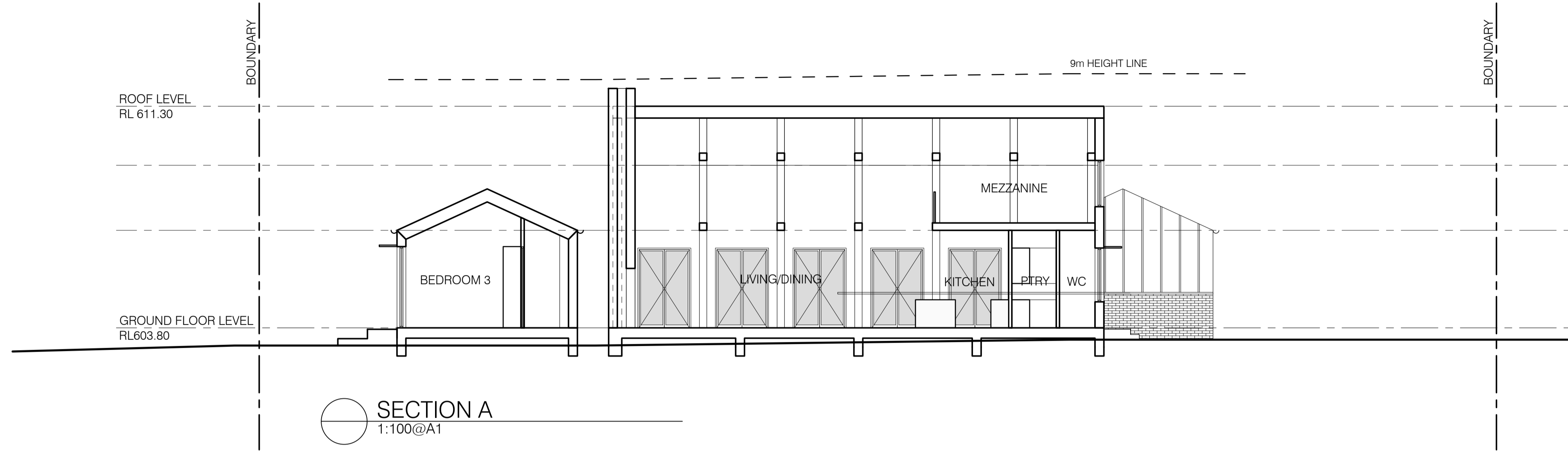
NEW DWELLINGS

address  
1 RAGLAN ST, DAYLESFORD

drawing  
ELEVATIONS 2

SCALE: 1:100@A1  
ISSUE: 2. DATE: JULY 2023  
DWG No.: 2023-011-L101-201

# PLANNING PERMIT



LEGEND:

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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NEW DWELLINGS

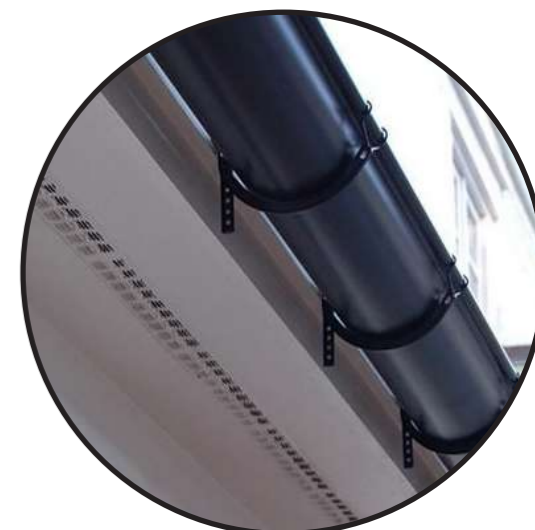
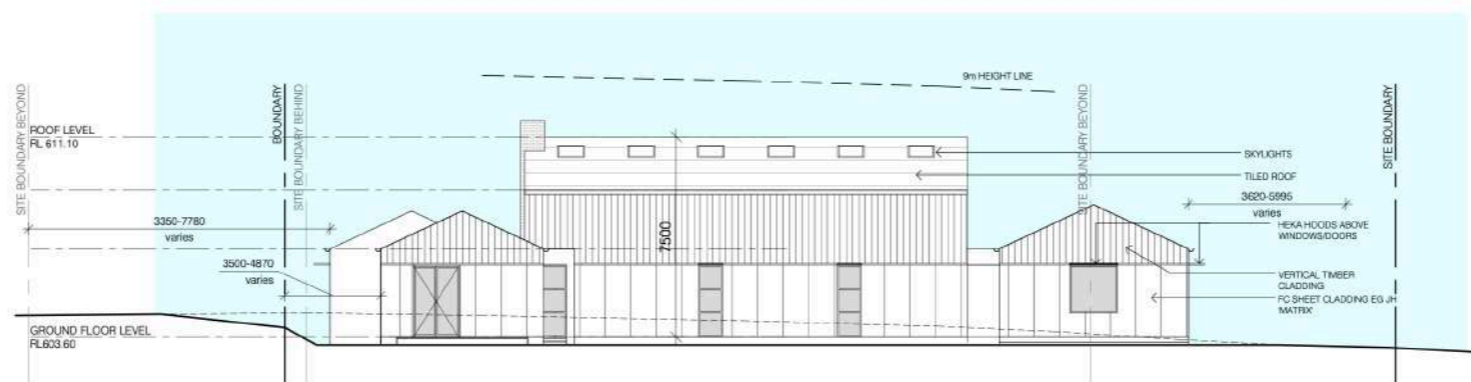
address  
 1 RAGLAN ST, DAYLESFORD

drawing

SCALE: 1:100@A1  
 ISSUE: 2. DATE: JULY 2023  
 DWG No.: 2023-011-L101-300



Daylesford 1863  
Moloney Architects



Walnut House  
Central Springs Rd, DAYLESFORD  
Adam Kane Architects



## HOUSE 2

### Colours:

- Walls 1: Timber cladding
- Walls 2: White FC sheet
- Roof: Tiled Roof - 'Silver Perch'
- Pergola Framing: Timber posts
- Window Shades: HEKA Hoods - White

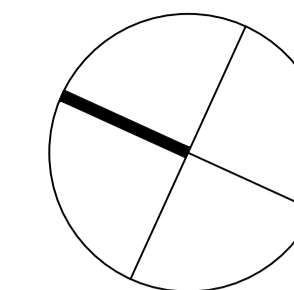
## PROPOSED NEW DWELLINGS 1 Raglan St, DAYLESFORD

PLANNING PERMIT - JULY 2023

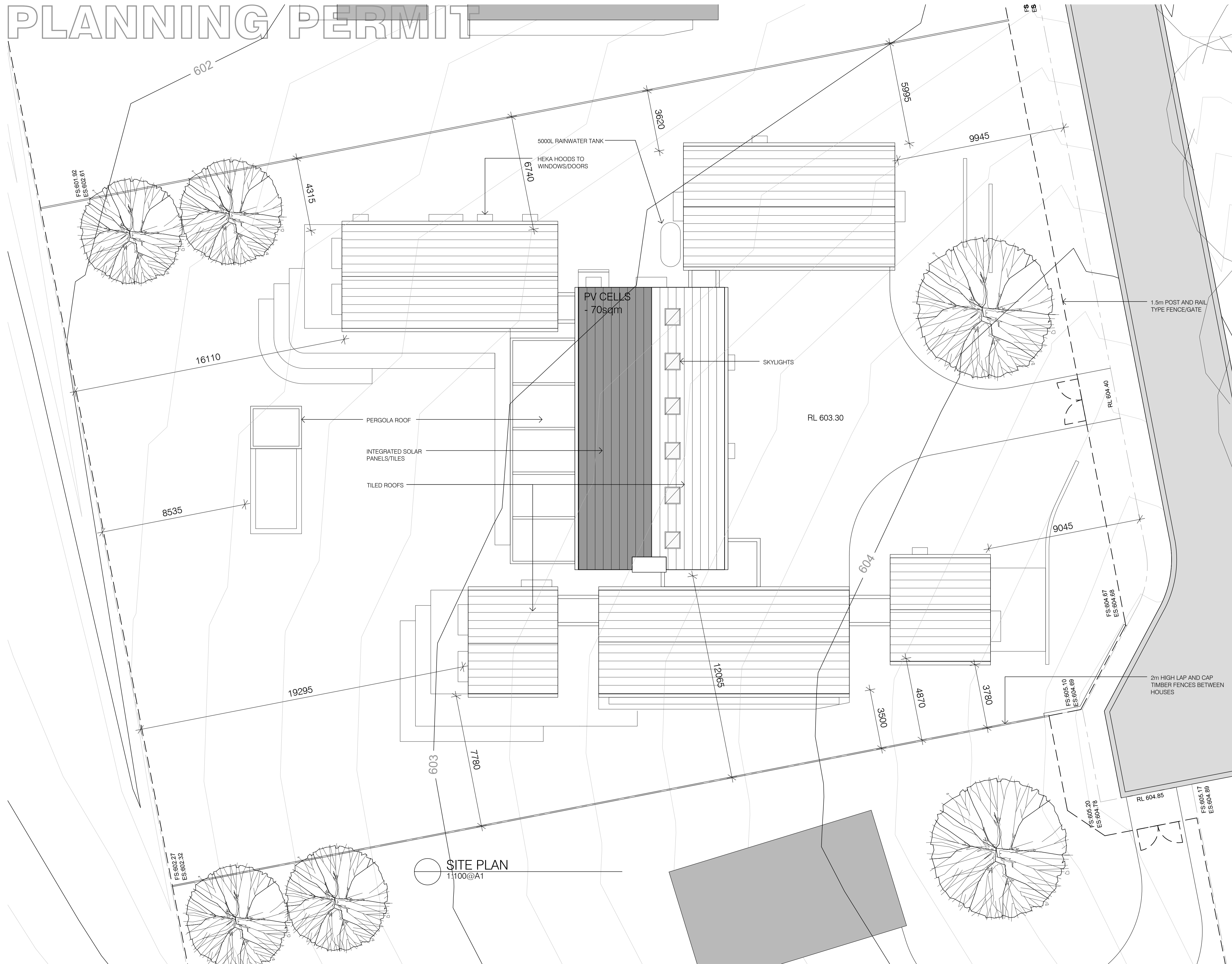


# PLANNING PERMIT

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LEGEND:



Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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NEW DWELLINGS

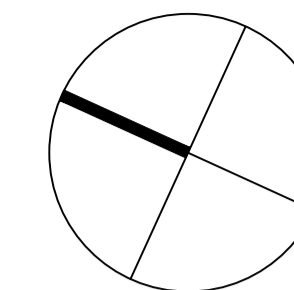
address  
 1 RAGLAN ST, DAYLESFORD

drawing  
 SITE PLAN - LOT 102

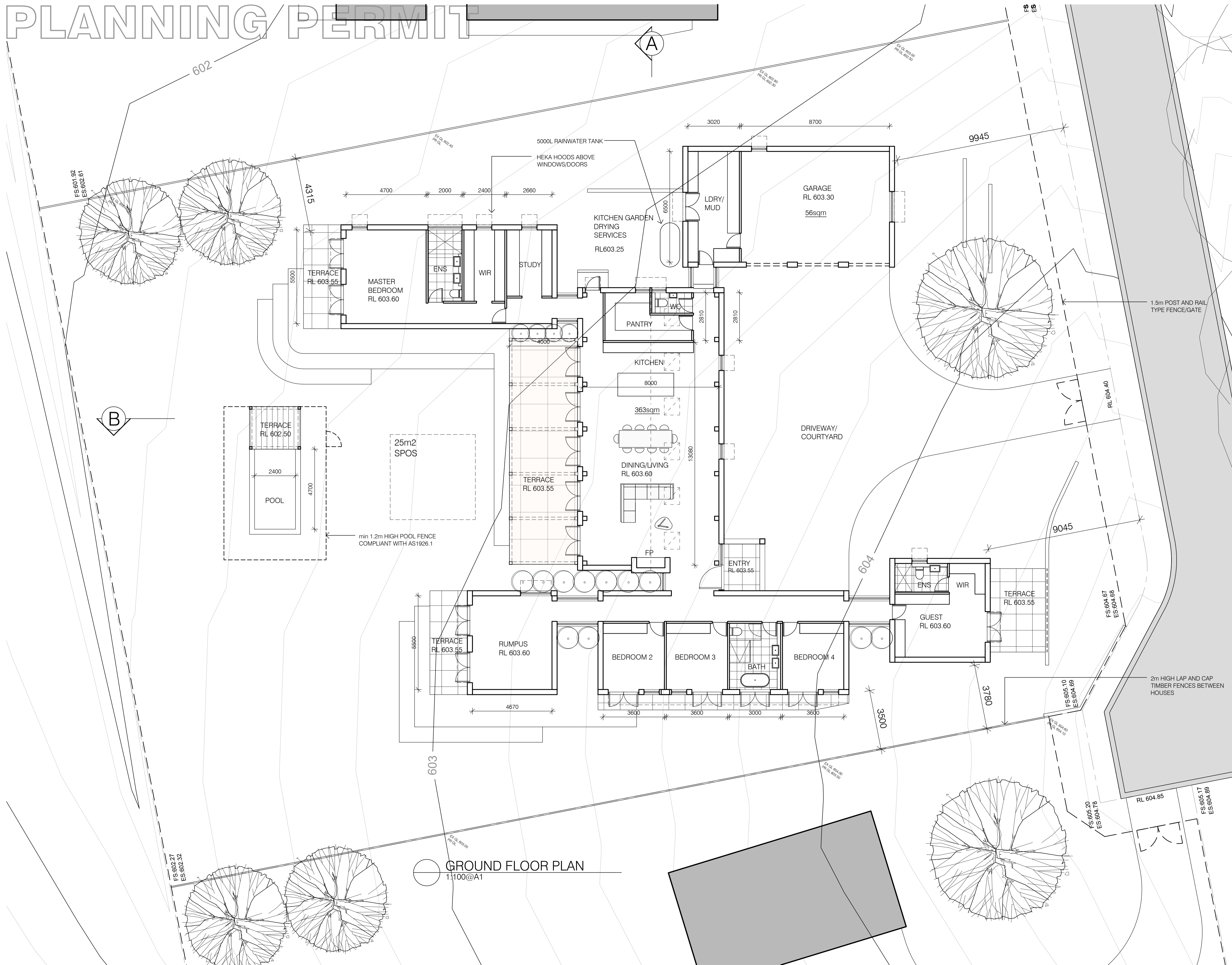
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 ISSUE: 2. DATE: JULY 2023  
 DWG No.: 2023-011-L102-100

# PLANNING PERMIT

NOT FOR ATTACHMENT TO A1



LEGEND:



GROUND FLOOR PLAN  
1:100@A1

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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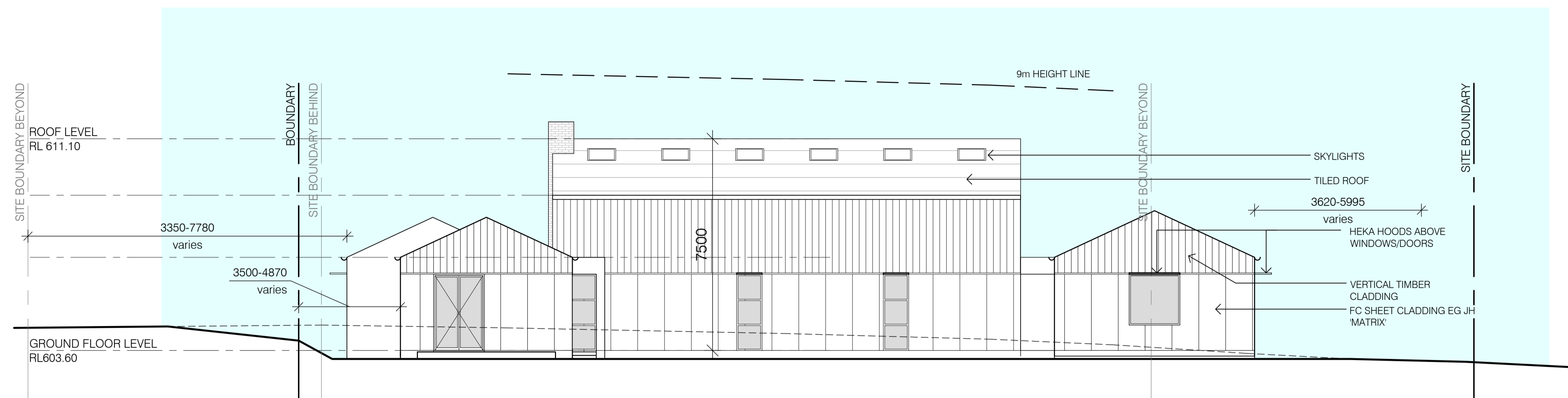
NEW DWELLINGS

address  
1 RAGLAN ST, DAYLESFORD

drawing  
GROUND FLOOR  
PLAN - LOT 102  
SCALE: 1:100@A1  
ISSUE: 2. DATE: JULY 2023  
DWG No.: 2023-011-L102-101

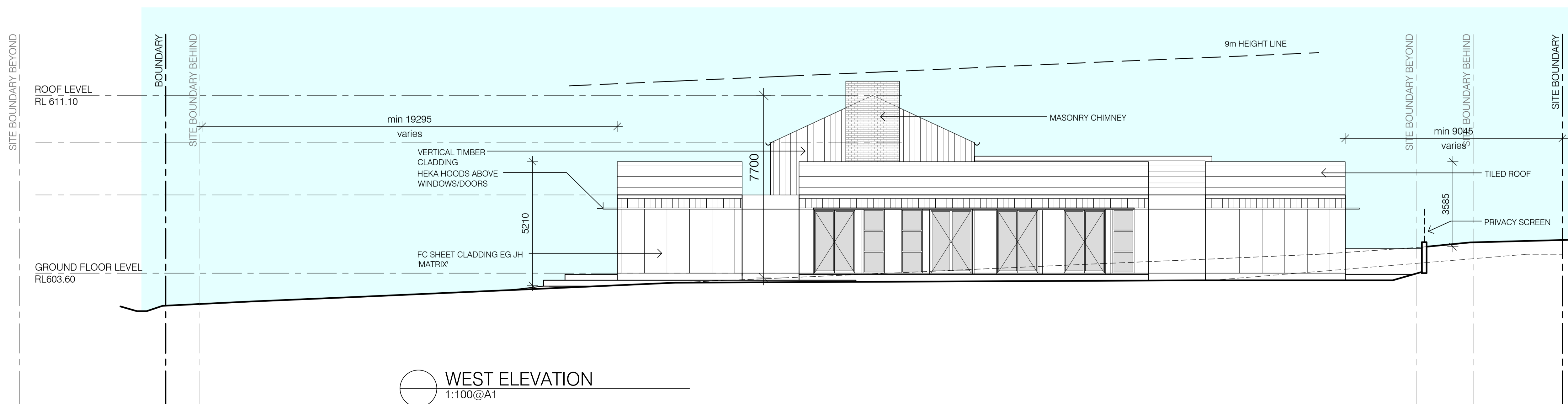


# PLANNING PERMIT



**SOUTH ELEVATION**  
1:100@A1

LEGEND:



**WEST ELEVATION**  
1:100@A1

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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NEW DWELLINGS

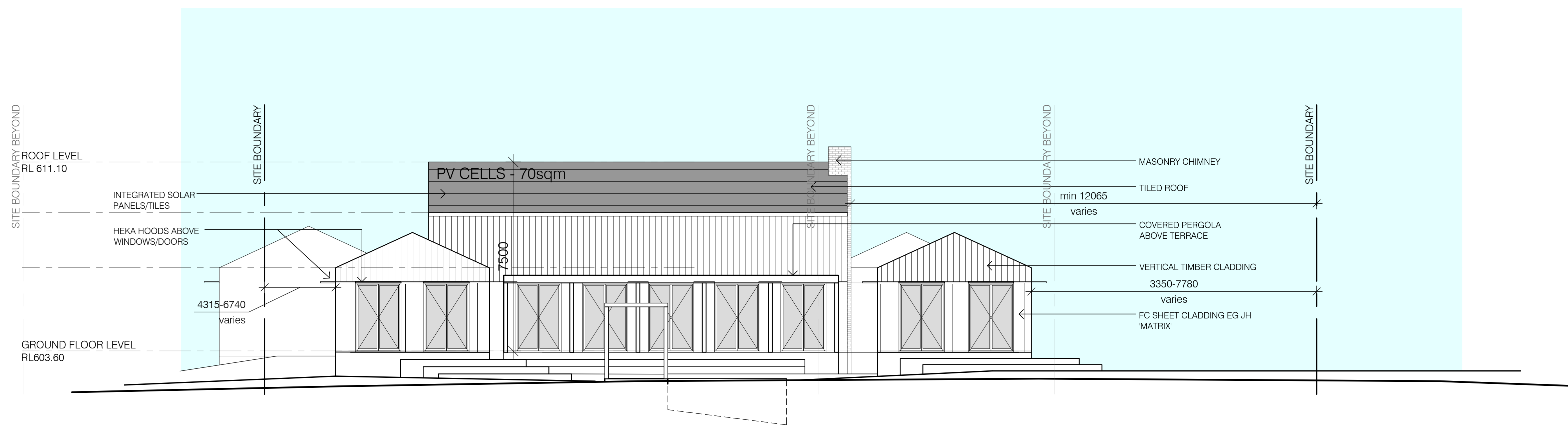
address  
1 RAGLAN ST, DAYLESFORD

drawing  
ELEVATIONS 1

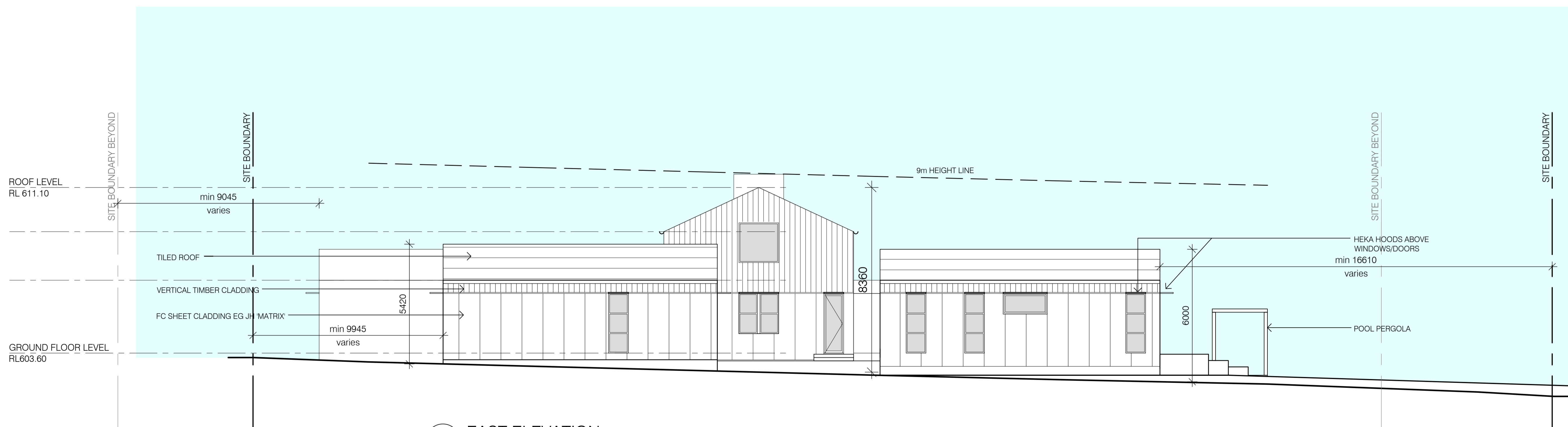
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ISSUE: 2. DATE: JULY 2023  
DWG No.: 2023-011-L102-200

# PLANNING PERMIT

LEGEND:



**NORTH ELEVATION**  
1:100@A1



**EAST ELEVATION**  
1:100@A1

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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NEW DWELLINGS

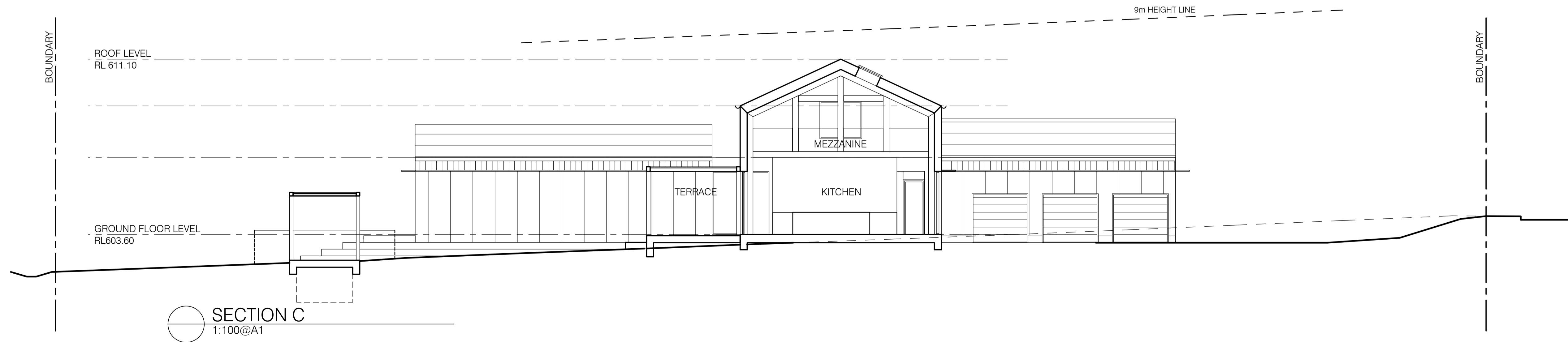
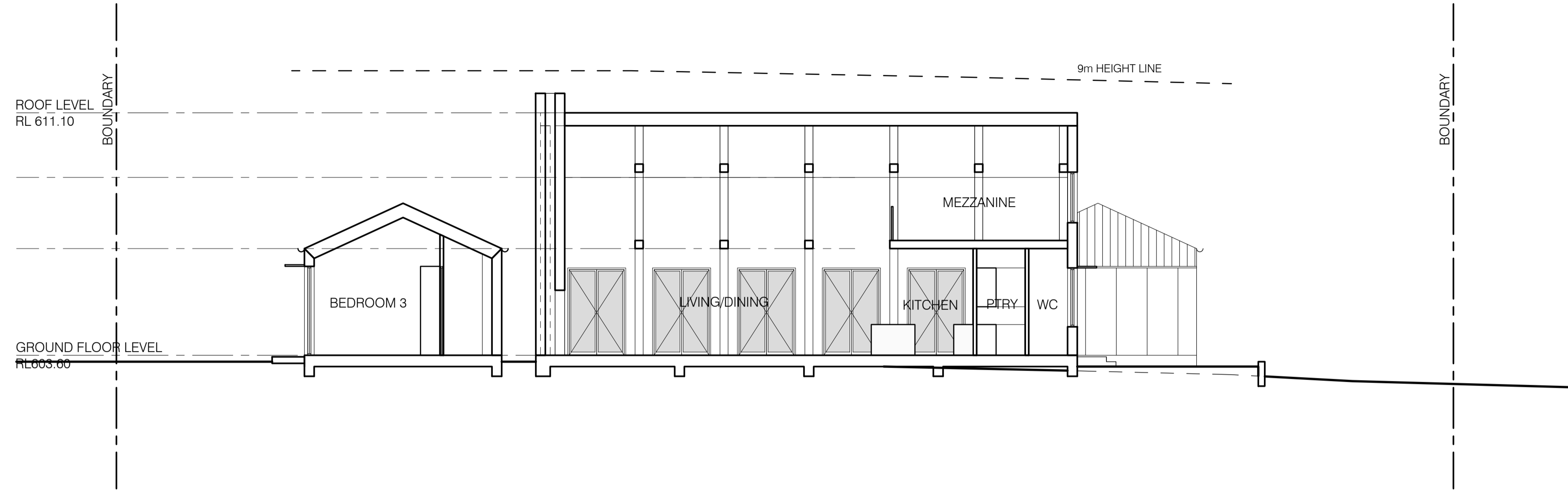
address  
1 RAGLAN ST, DAYLESFORD

drawing  
ELEVATIONS 2

SCALE: 1:100@A1  
ISSUE: 2. DATE: JULY 2023  
DWG No.: 2023-011-L102-201

# PLANNING PERMIT

LEGEND:



SECTION C  
1:100@A1

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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NEW DWELLINGS

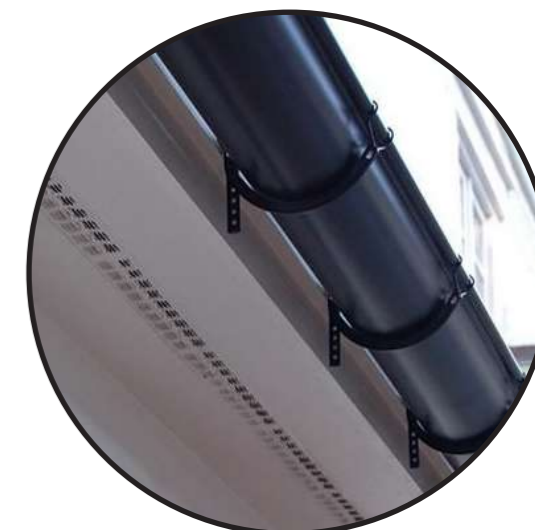
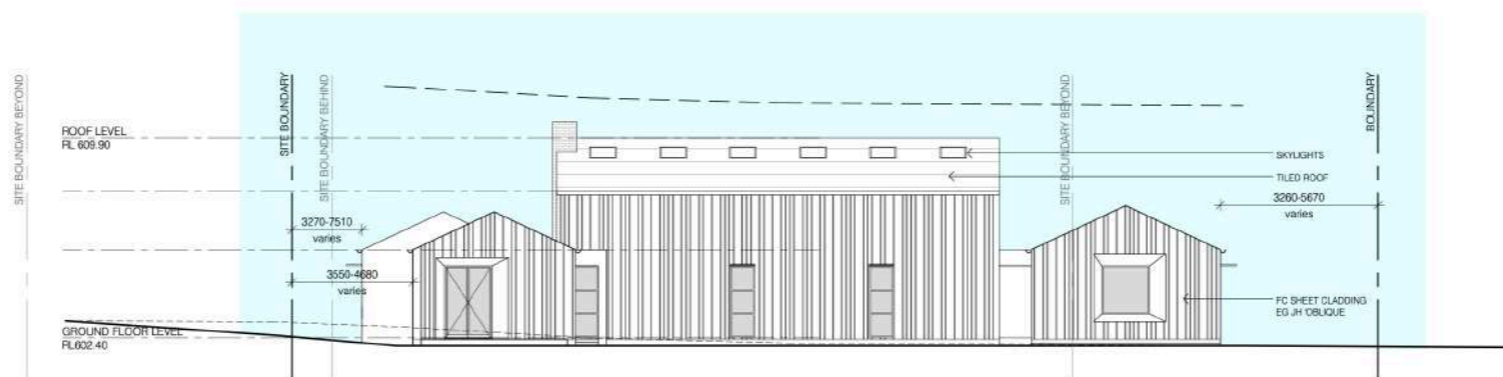
address  
 1 RAGLAN ST, DAYLESFORD

drawing  
 SECTIONS

SCALE: 1:100@A1  
 ISSUE: 2. DATE: JULY 2023  
 DWG No.: 2023-011-L102-300



Daylesford 1863  
Moloney Architects



Walnut House  
Central Springs Rd, DAYLESFORD  
Adam Kane Architects



### HOUSE 3

- Colours:**
- Walls 1: 'Oblique' Cladding - Charcoal
  - Roof: Tiled Roof - 'Barramundi'
  - Pergola Framing: Timber posts
  - Window Shades: HEKA Hoods - Black

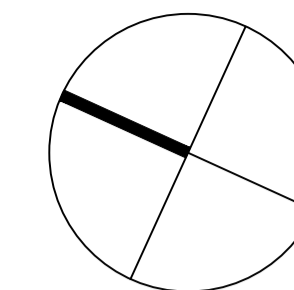
## PROPOSED NEW DWELLINGS 1 Raglan St, DAYLESFORD

PLANNING PERMIT - JULY 2023

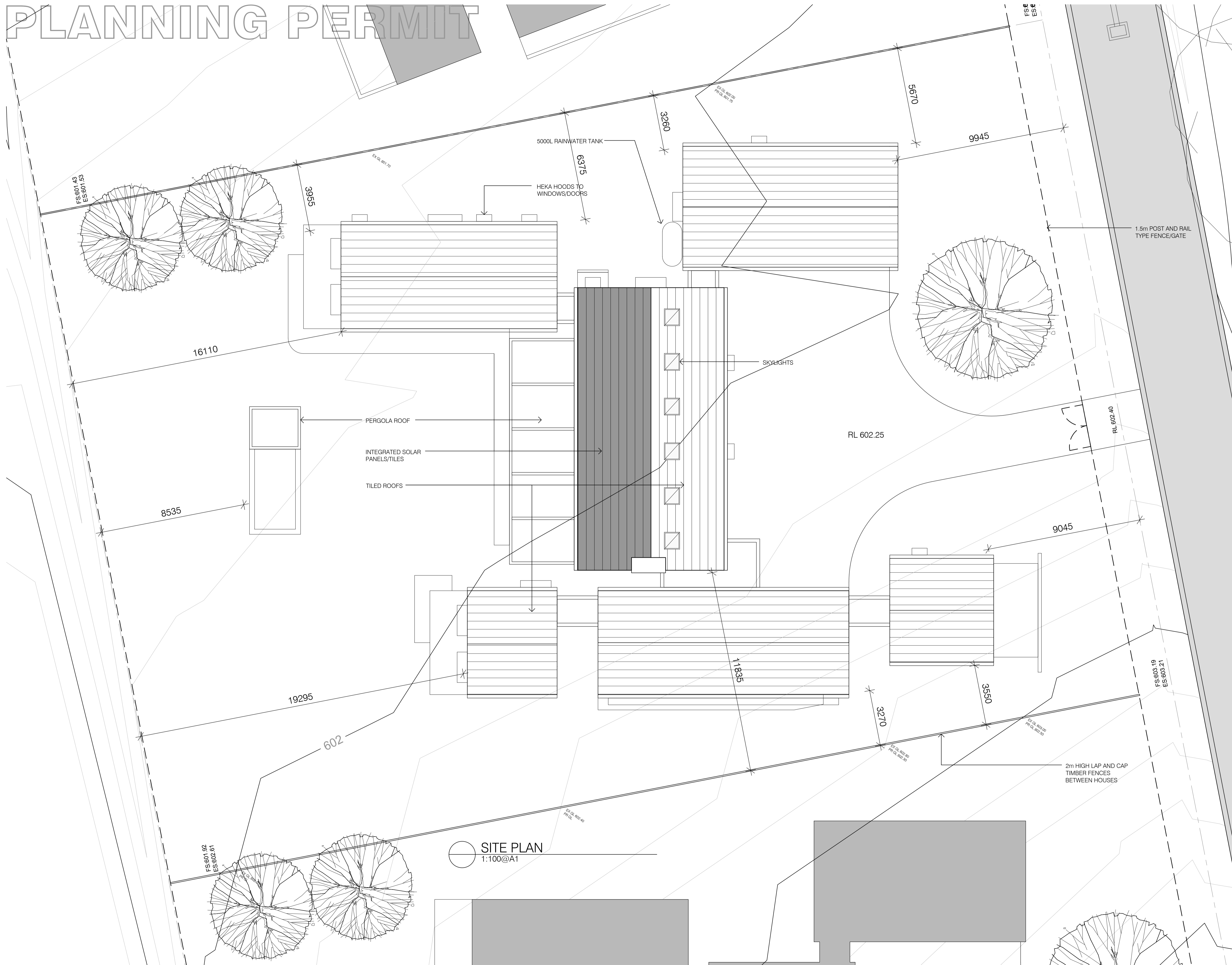


# PLANNING PERMIT

NOT FOR ATTACHMENT 10.1.1



LEGEND:



**SITE PLAN**  
1:100@A1

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

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**NEW DWELLINGS**

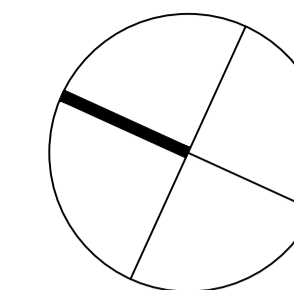
address  
1 RAGLAN ST, DAYLESFORD

drawing  
SITE PLAN - LOT 103

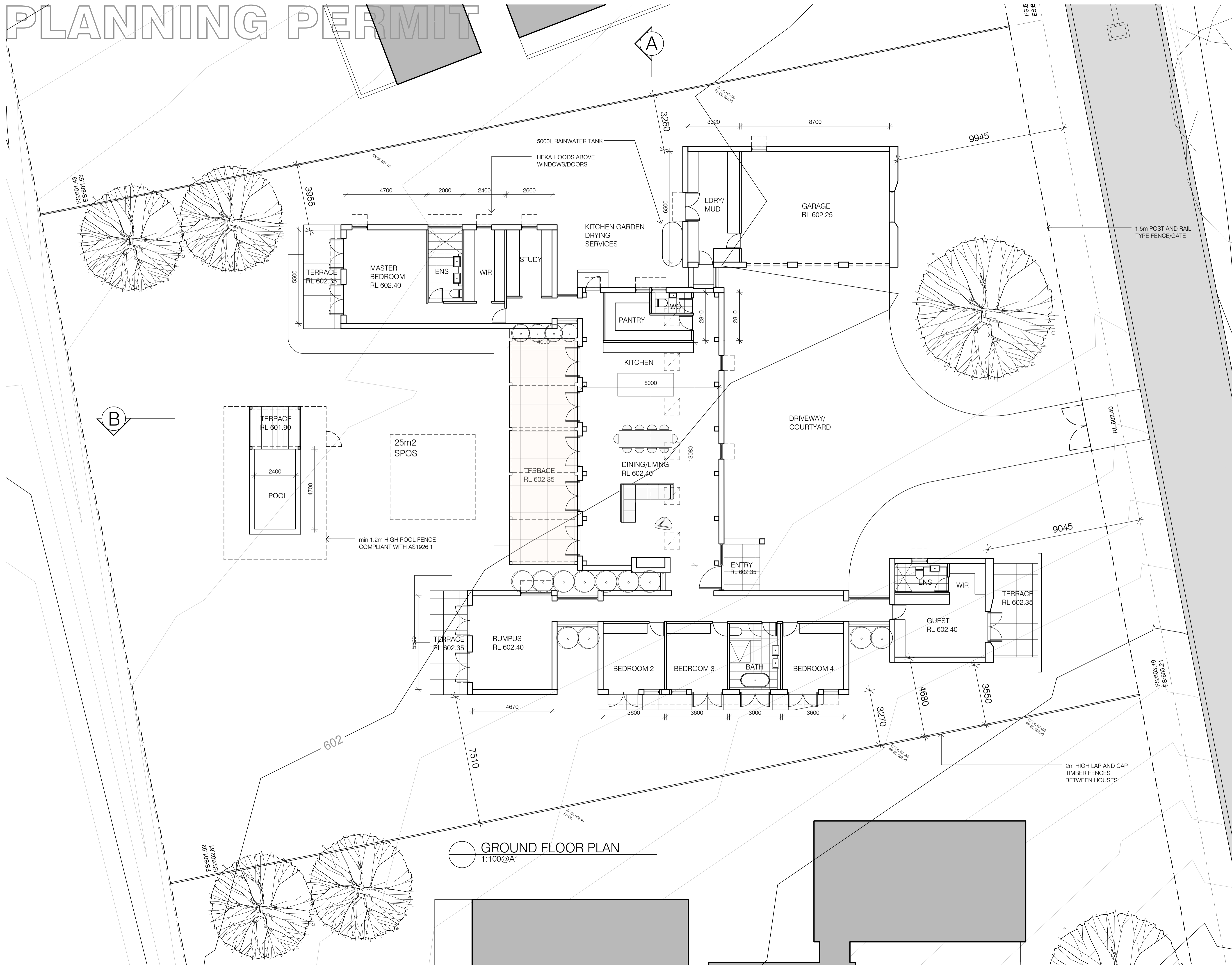
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ISSUE: 2. DATE: JULY 2023  
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# PLANNING PERMIT

NOT FOR ATTACHMENT TO A1



LEGEND:



GROUND FLOOR PLAN  
1:100@A1

Issue	Amendment	Date
2.	PLANNING PERMIT	JUL 2023
1.	PRELIMINARY	MAY 2023

ALL DIMENSIONS TO BE VERIFIED ON SITE. DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DIMENSIONS. ANY DISCREPANCIES TO BE REFERRED TO ARCHITECT BEFORE PROCEEDING. IF IN DOUBT, ASK!



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 Nominated Architect Julian Branchley 6246  
 Group Architects Pty Limited ABN 82 600 366 069  
 69 Macarthur St Ultimo NSW 2007  
 T: +612 9660 1055 E: info@grouparchitects.com.au

NEW DWELLINGS

address  
1 RAGLAN ST, DAYLESFORD

drawing  
GROUND FLOOR  
PLAN - LOT 103

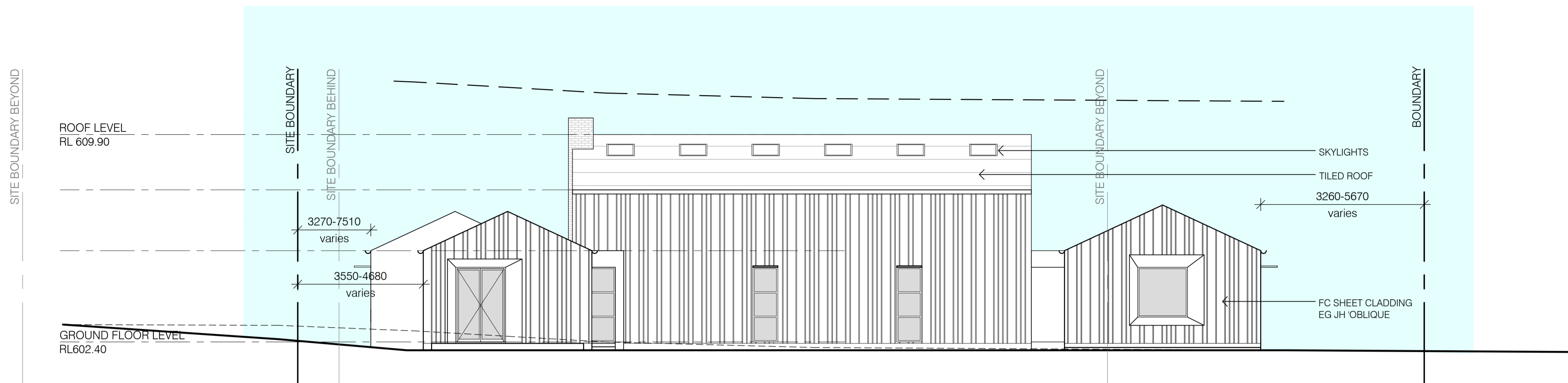
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ISSUE: 2. DATE: JULY 2023

DWG No.: 2023-011-L103-101

# PLANNING PERMIT

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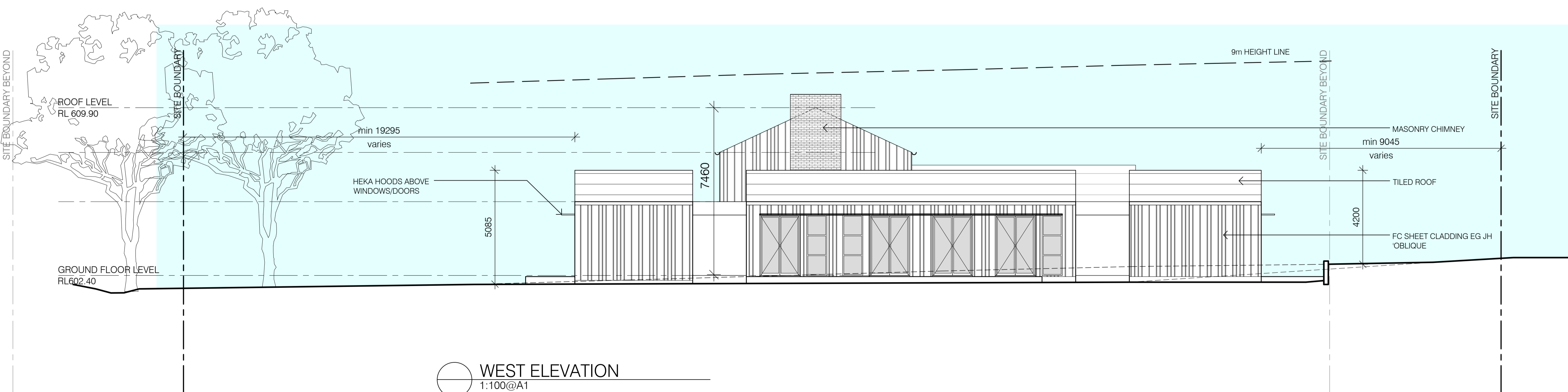


 SOUTH ELEVATION  
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 WEST ELEVATION  
1:100@A1



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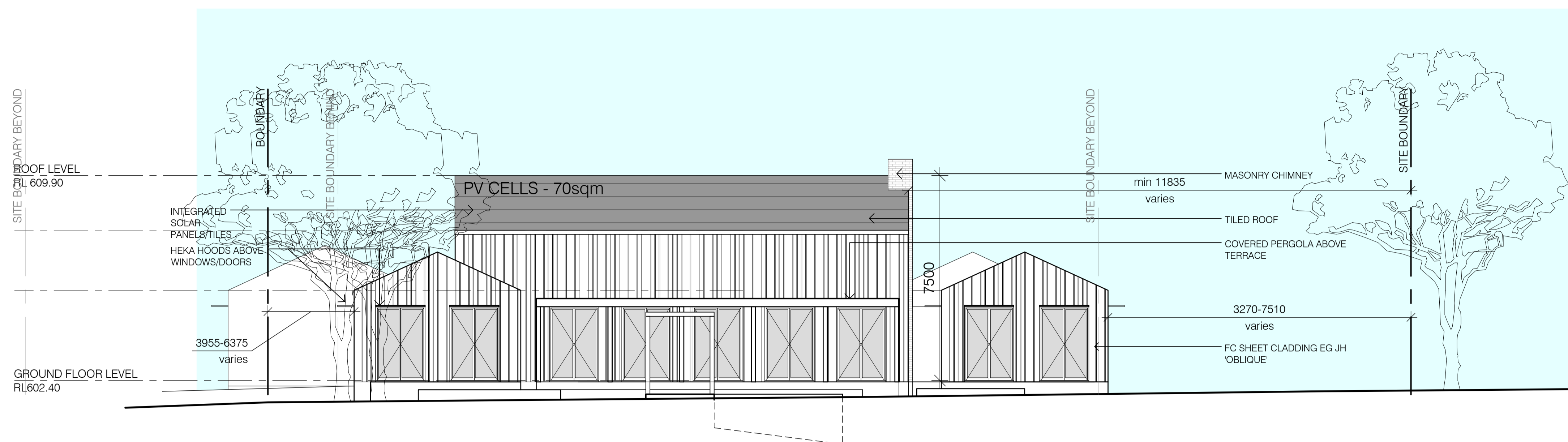
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drawing  
ELEVATIONS 1

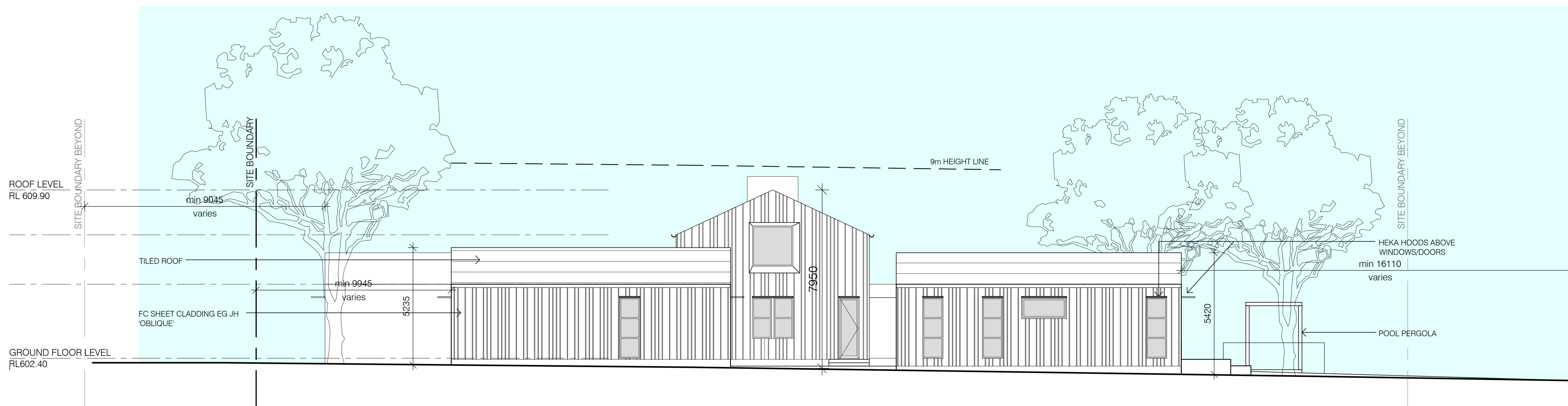
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**EAST ELEVATION**  
1:100@A1

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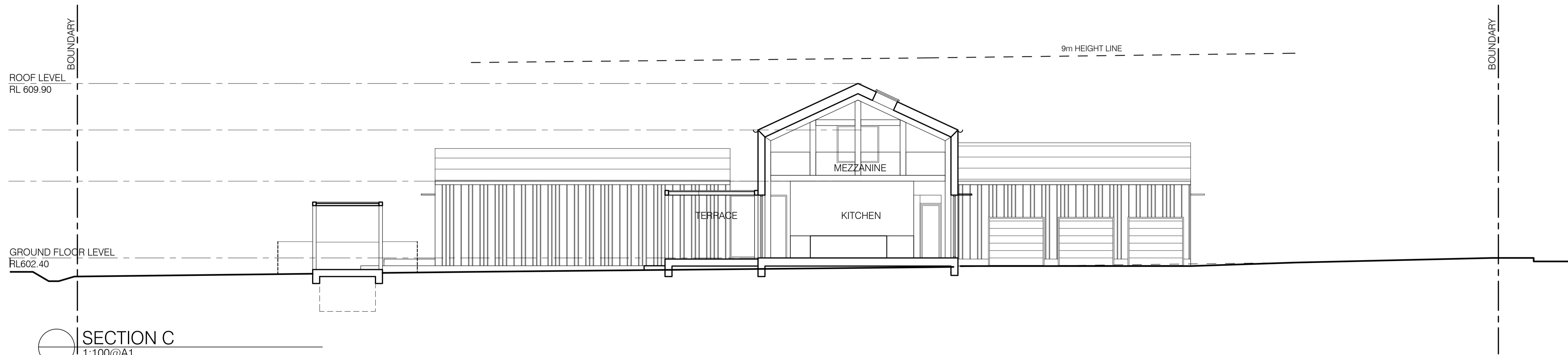
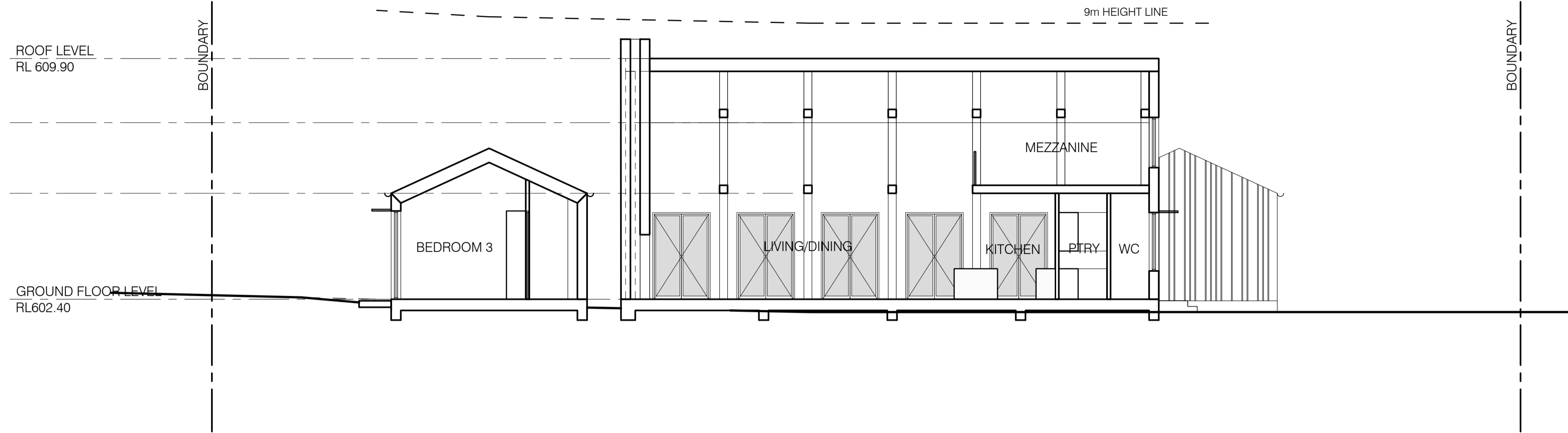
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SCALE: 1:100@A1  
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SECTION C  
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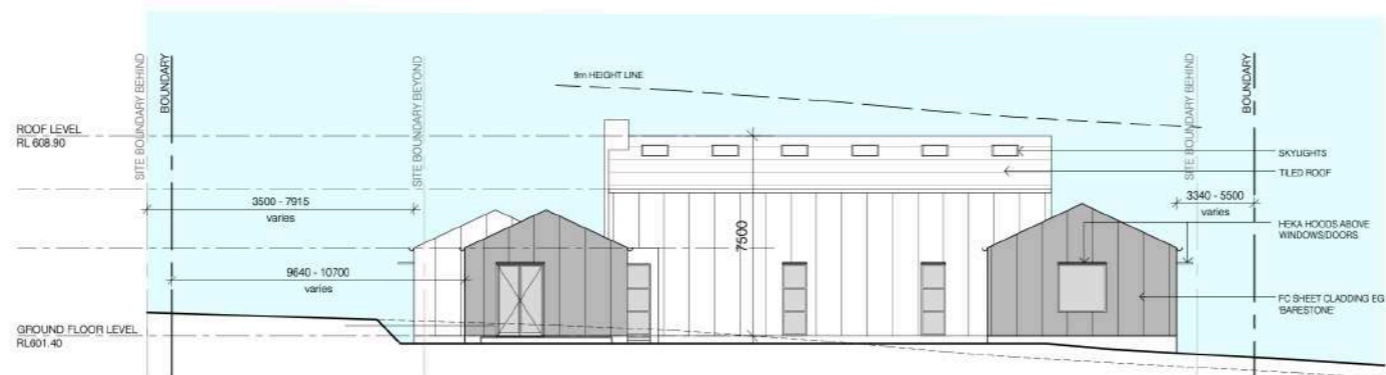
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drawing  
 SECTIONS

SCALE: 1:100@A1  
 ISSUE: 2. DATE: JULY 2023  
 DWG No.: 2023-011-L103-300



Daylesford 1863  
Moloney Architects



Walnut House  
Central Springs Rd, DAYLESFORD  
Adam Kane Architects



## HOUSE 4

**Colours:**

- Walls 1: 'Barestone' FC sheet cladding
- Roof: Tiled Roof - 'Barramundi'
- Terrace Framing: Timber posts
- Window Shades: HEKA Hoods - Black

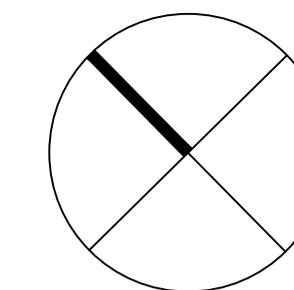
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PLANNING PERMIT - JULY 2023

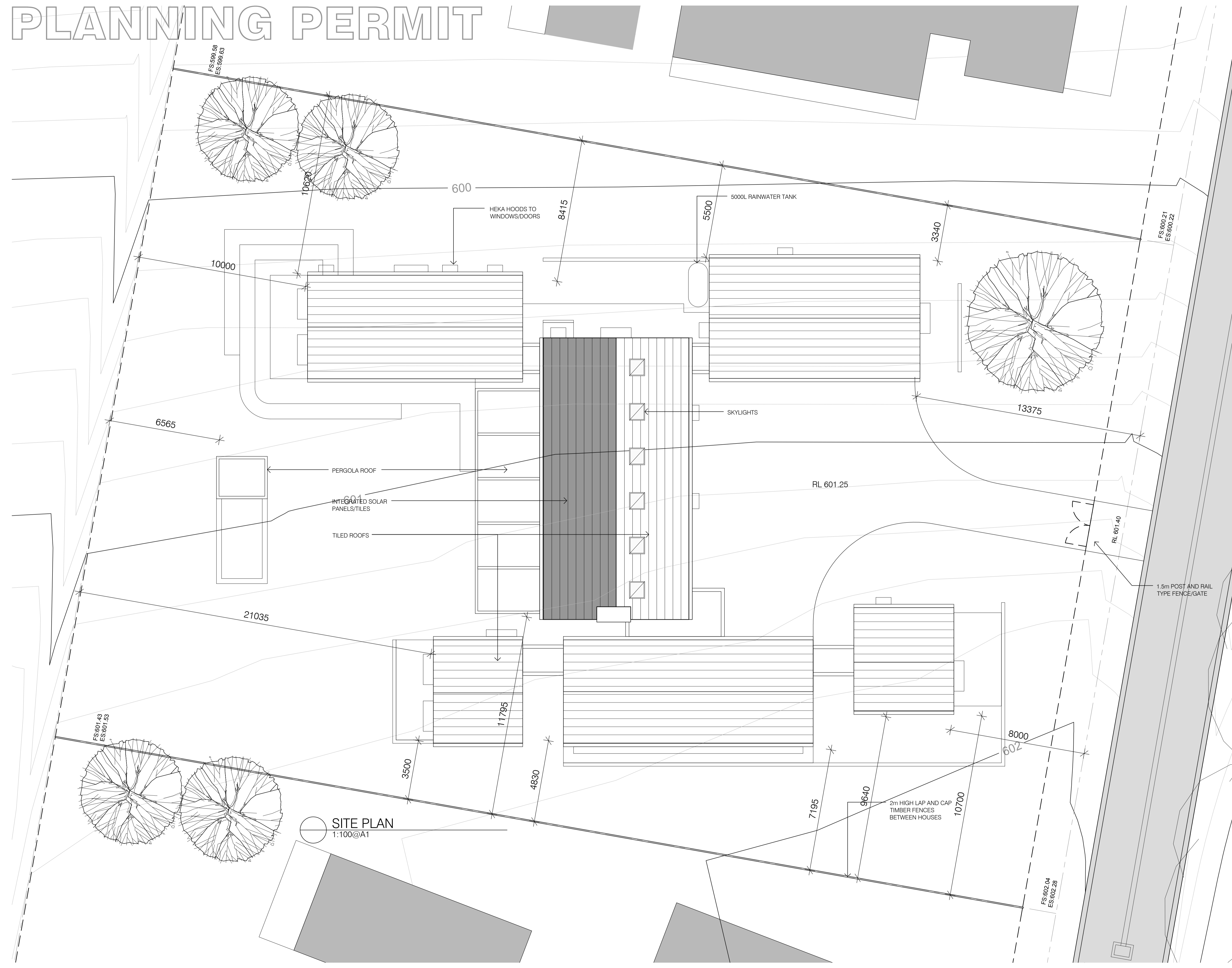


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LEGEND:



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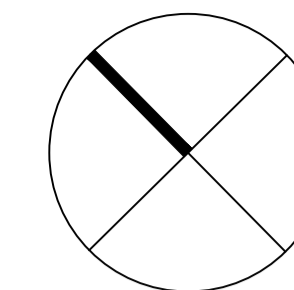
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drawing  
**SITE PLAN - LOT 104**

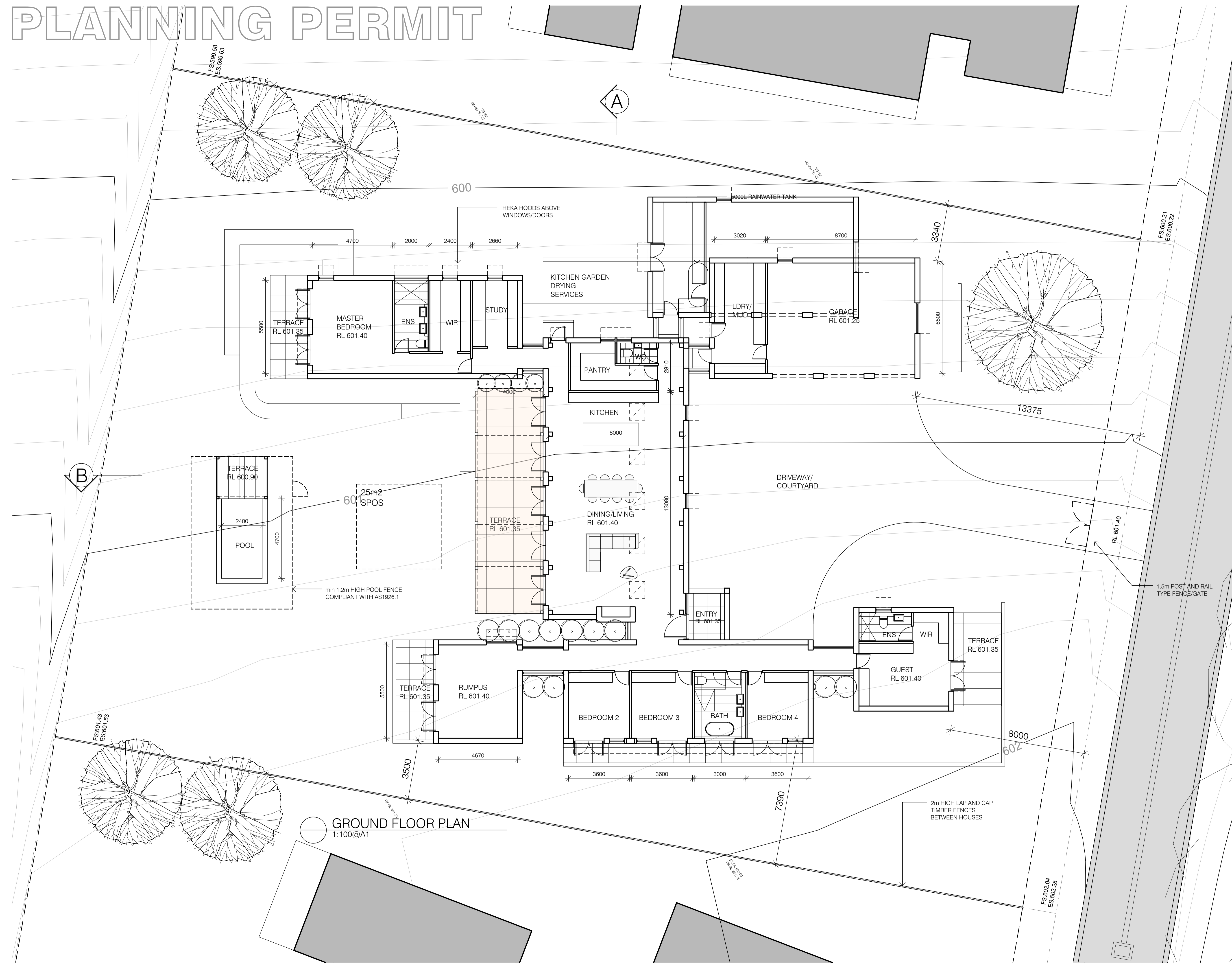
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DWG No.: 2023-011-L104-100

# PLANNING PERMIT

NOT FOR ATTACHMENT 10.1.10



LEGEND:



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Issue	Amendment	Date
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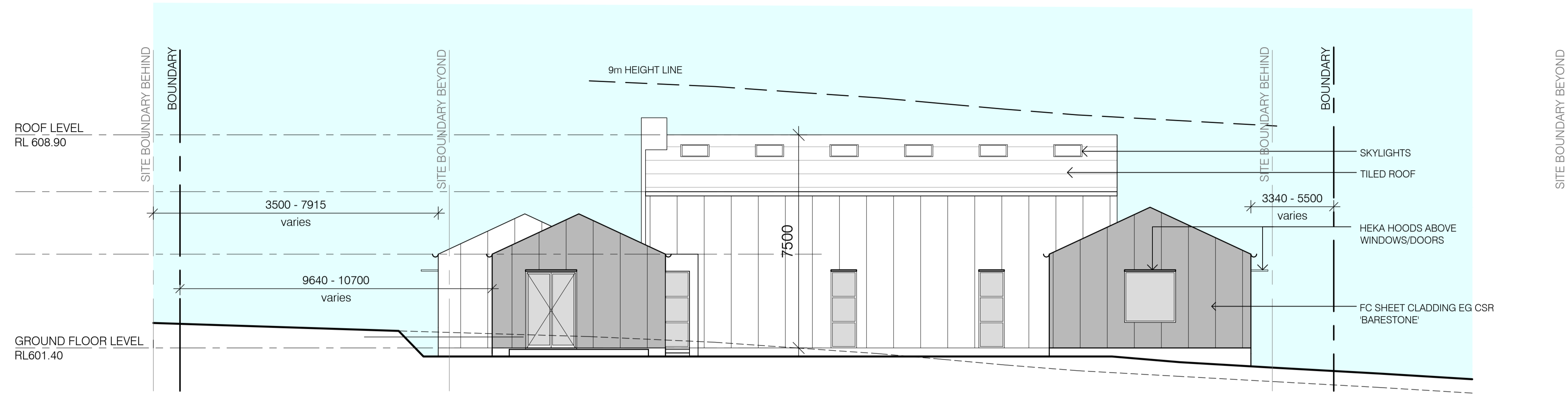
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**GROUND FLOOR  
PLAN - LOT 104**

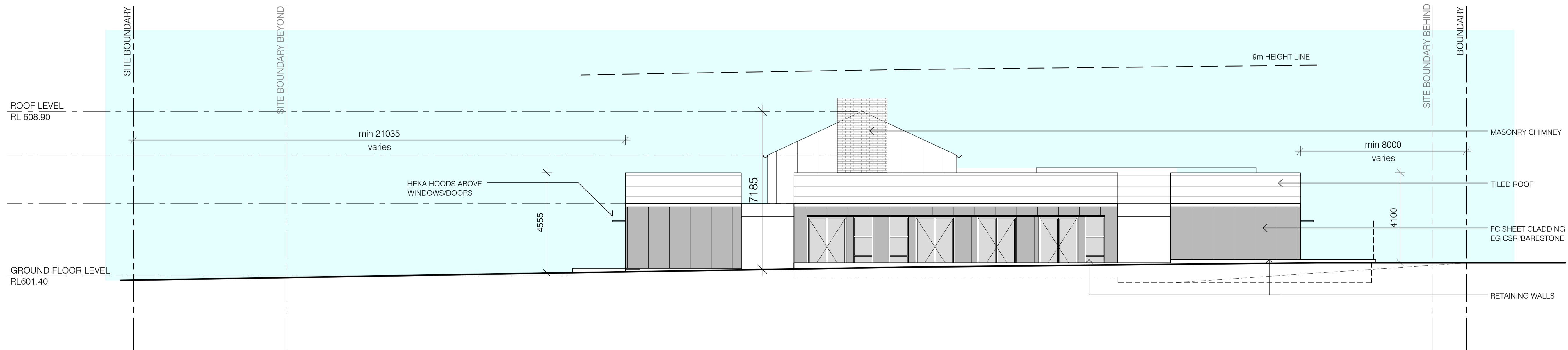
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# PLANNING PERMIT



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1:100@A1



 SOUTH WEST ELEVATION  
1:100@A1

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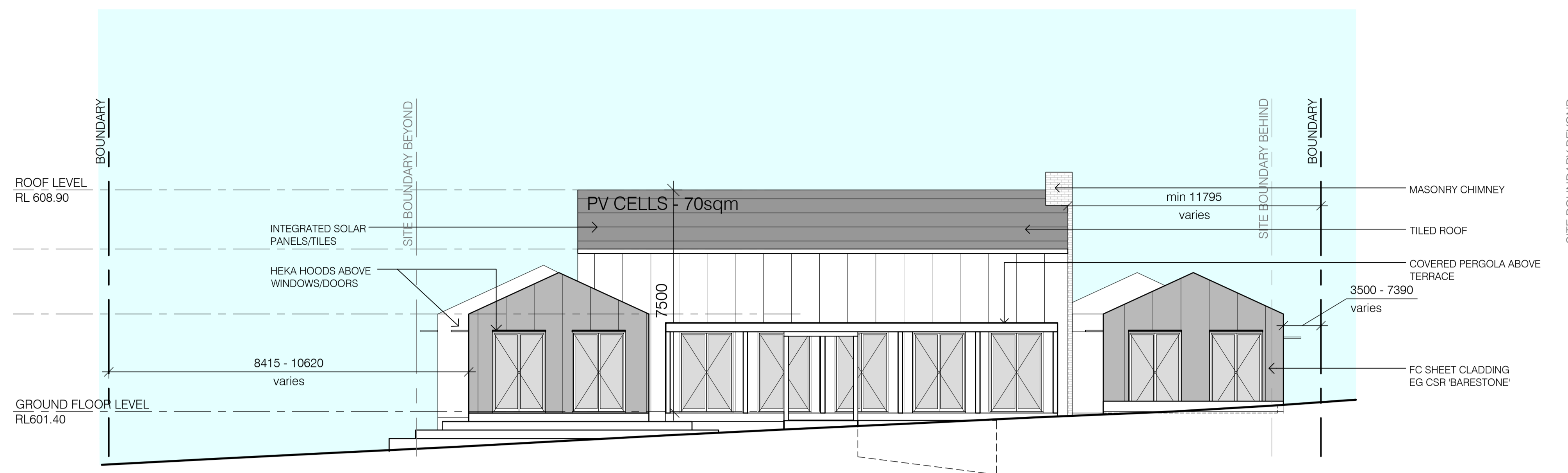
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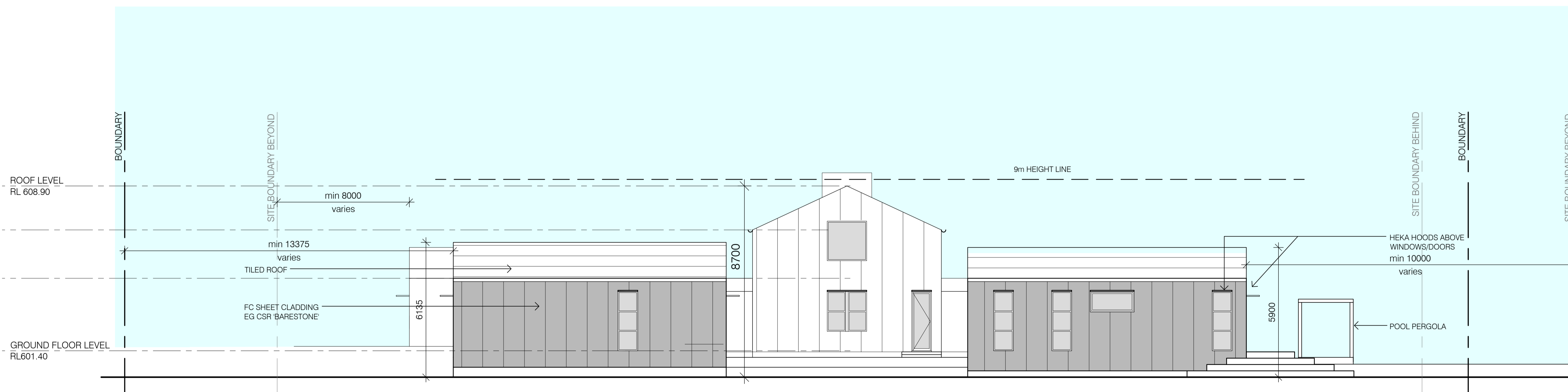
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# PLANNING PERMIT



NORTH WEST ELEVATION  
1:100@A1



NORTH EAST ELEVATION  
1:100@A1

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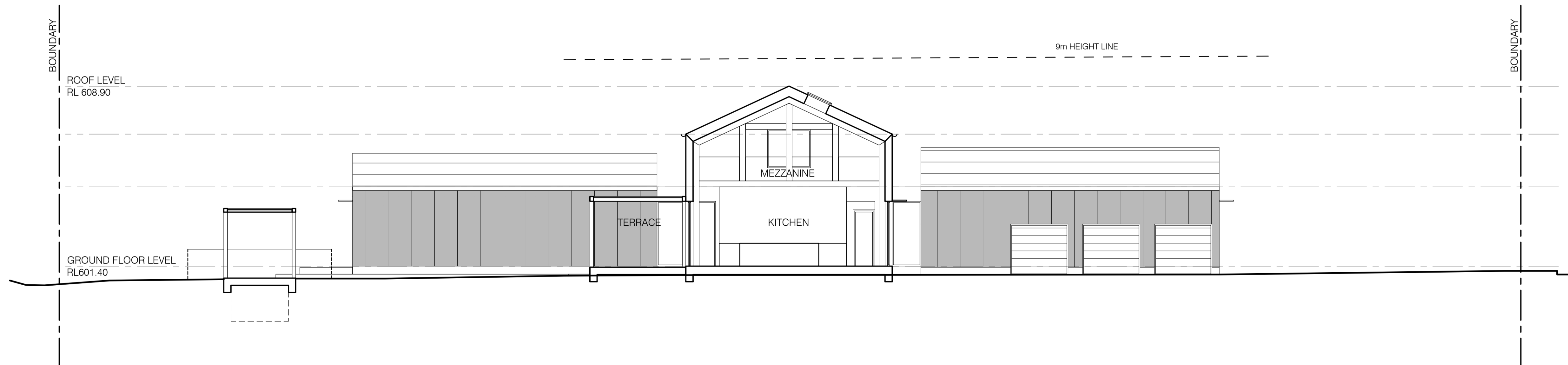
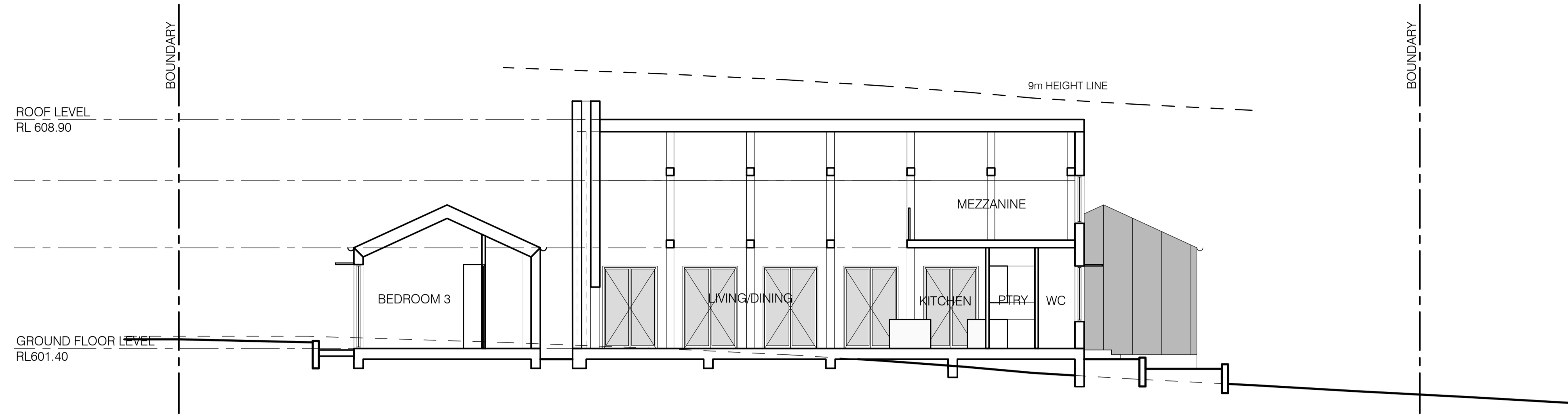
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drawing  
ELEVATIONS 2

SCALE: 1:100@A1  
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SECTION C  
1:100@A1

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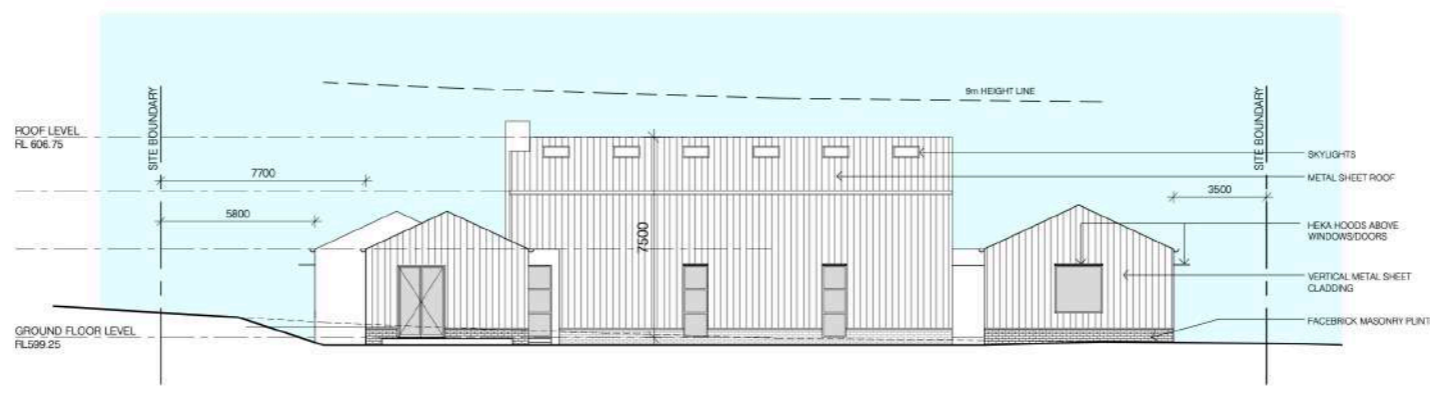
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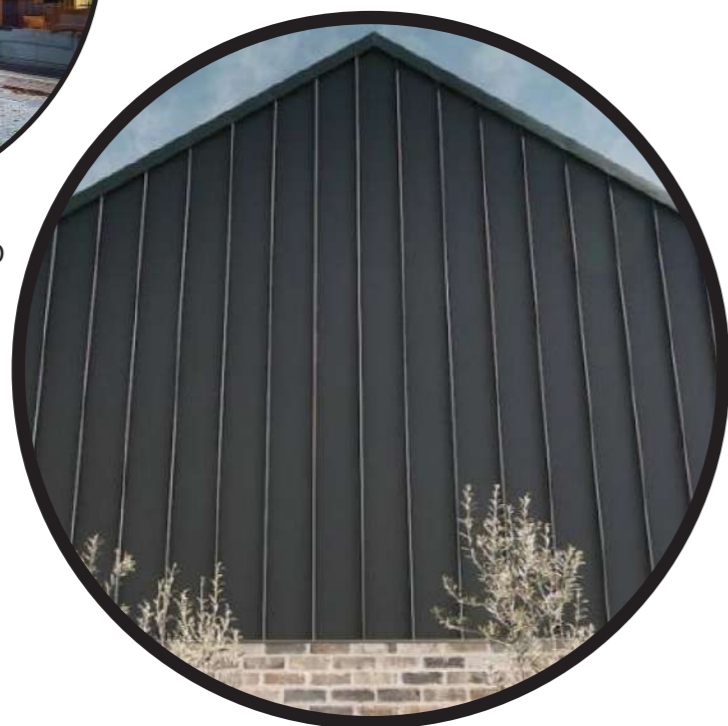
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Daylesford 1863  
Moloney Architects



Walnut House  
Central Springs Rd, DAYLESFORD  
Adam Kane Architects



# HOUSE 5

## Colours:

- Walls 1: Vertical metal cladding - Colorbond 'Monument'
- Walls 2: Face brick - Sand
- Roof: Colorbond 'Monument'
- Pergola Framing: Timber posts
- Window Shades: HEKA Hoods - Black

# PROPOSED NEW DWELLINGS 1 Raglan St, DAYLESFORD

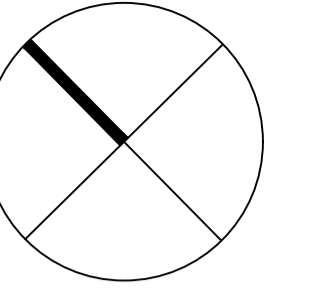
PLANNING PERMIT - JULY 2023





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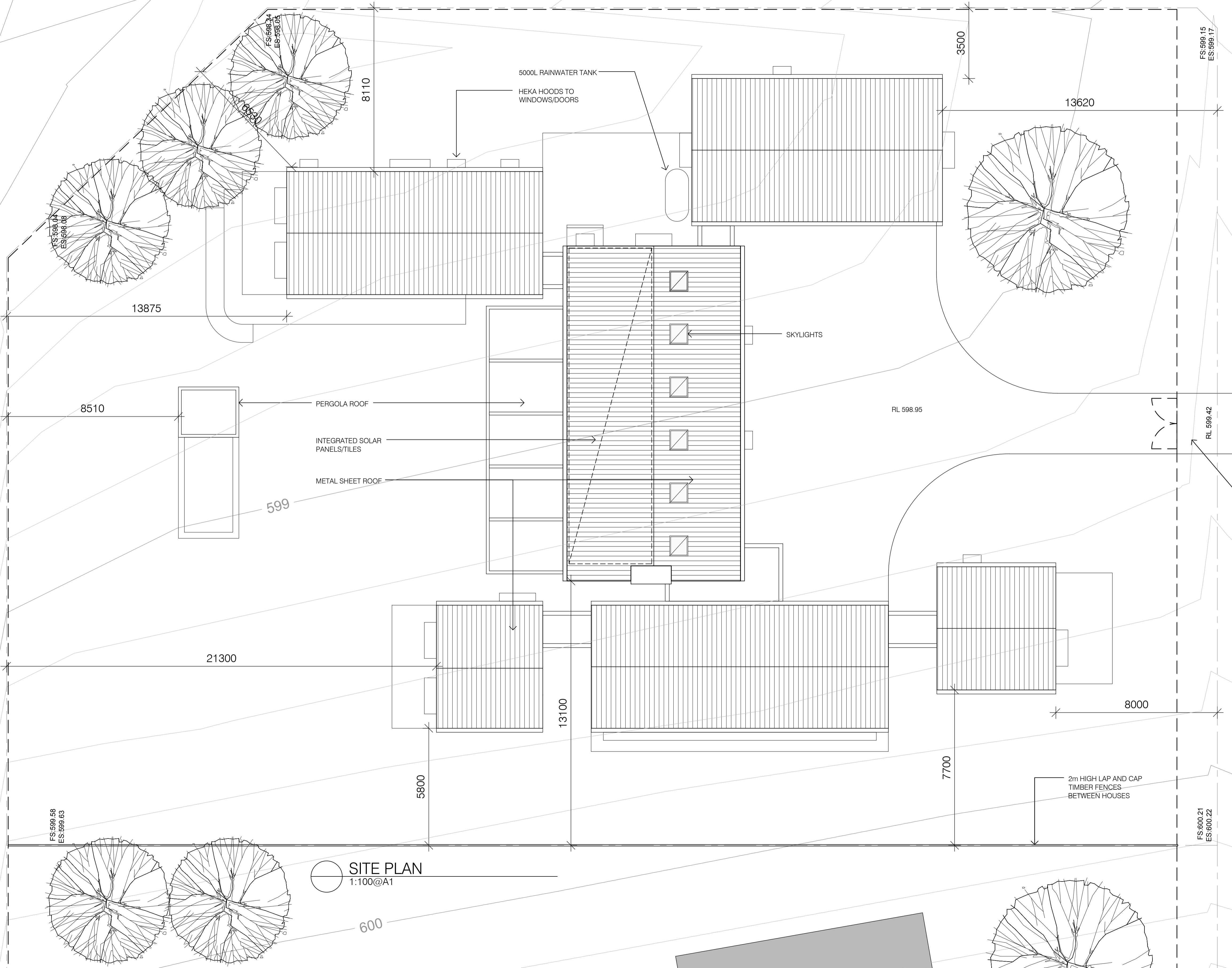
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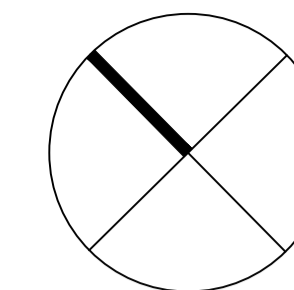
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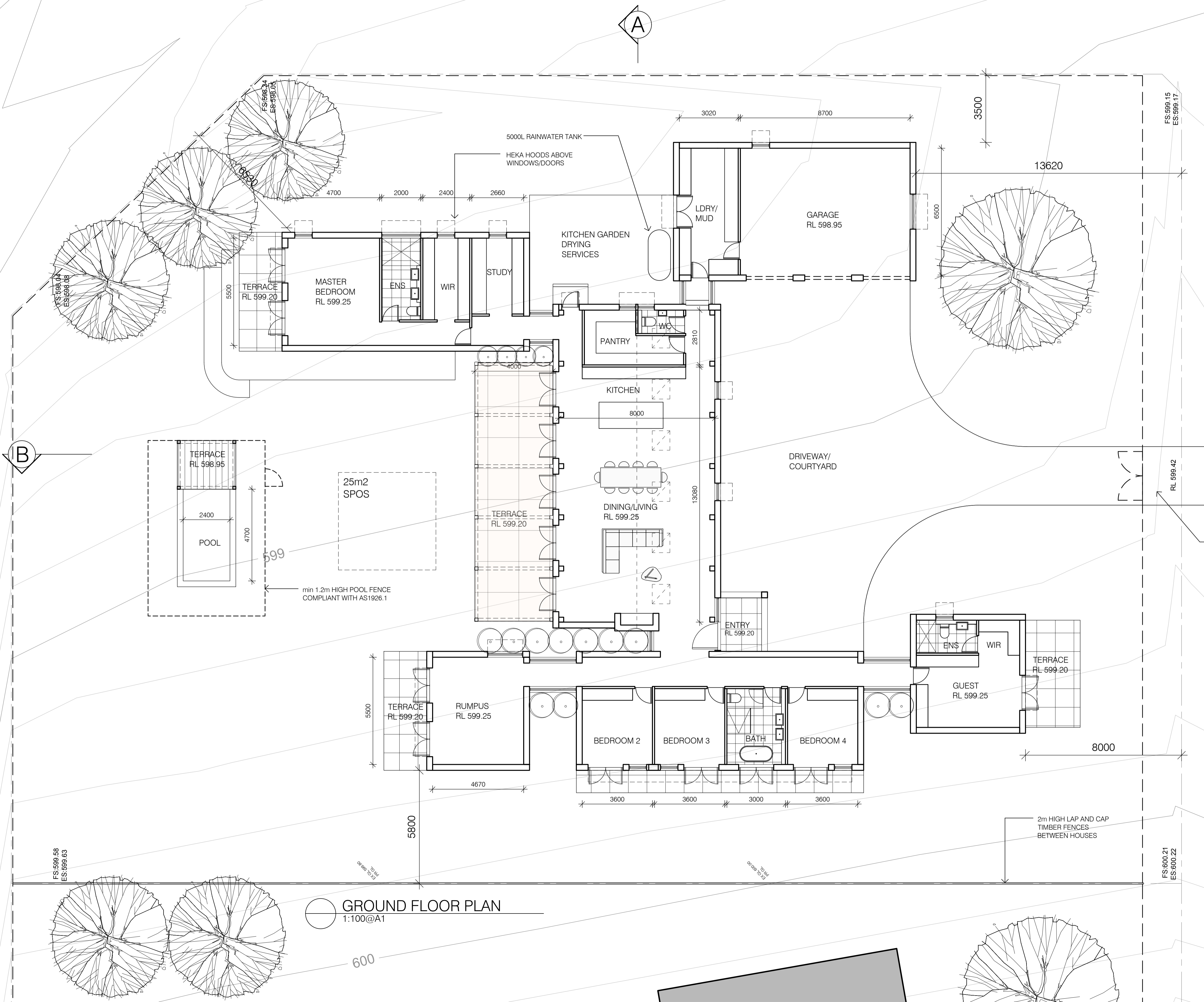


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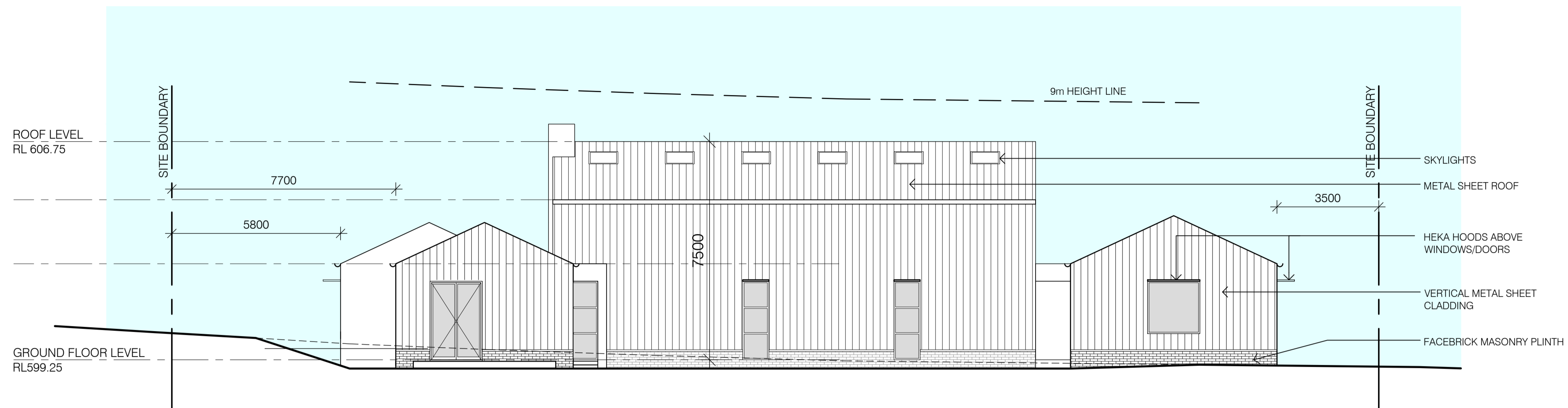
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drawing  
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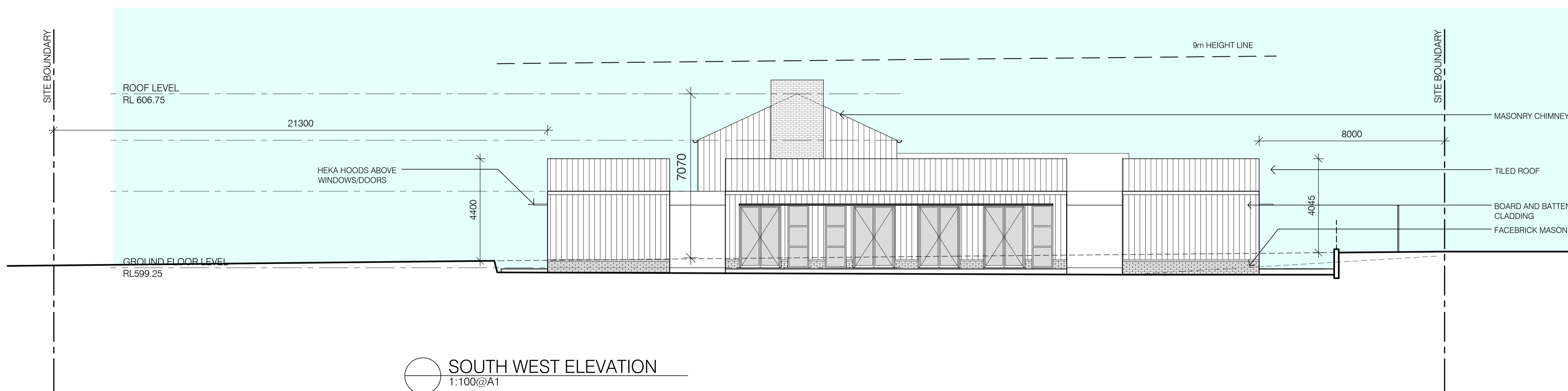
○ GROUND FLOOR PLAN  
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# PLANNING PERMIT



 SOUTH EAST ELEVATION  
1:100@A1

LEGEND:



 SOUTH WEST ELEVATION  
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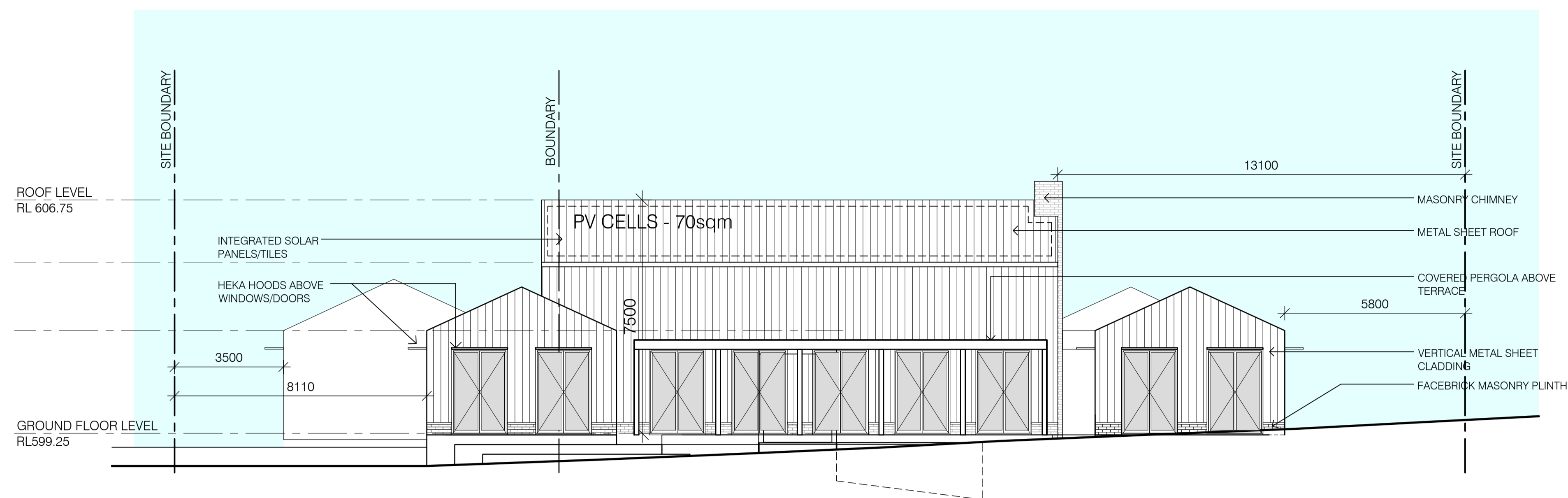
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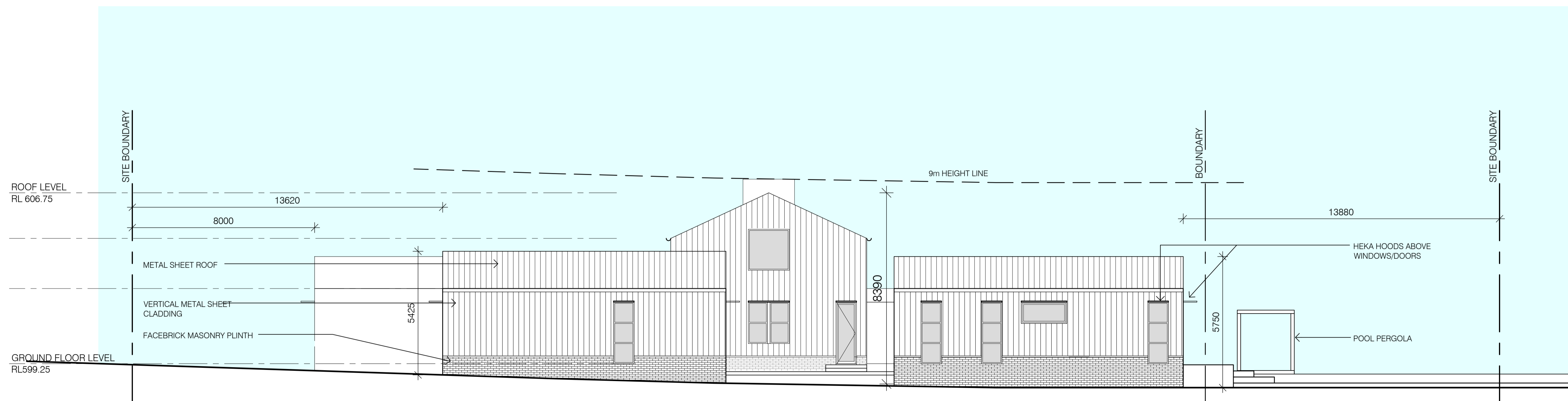
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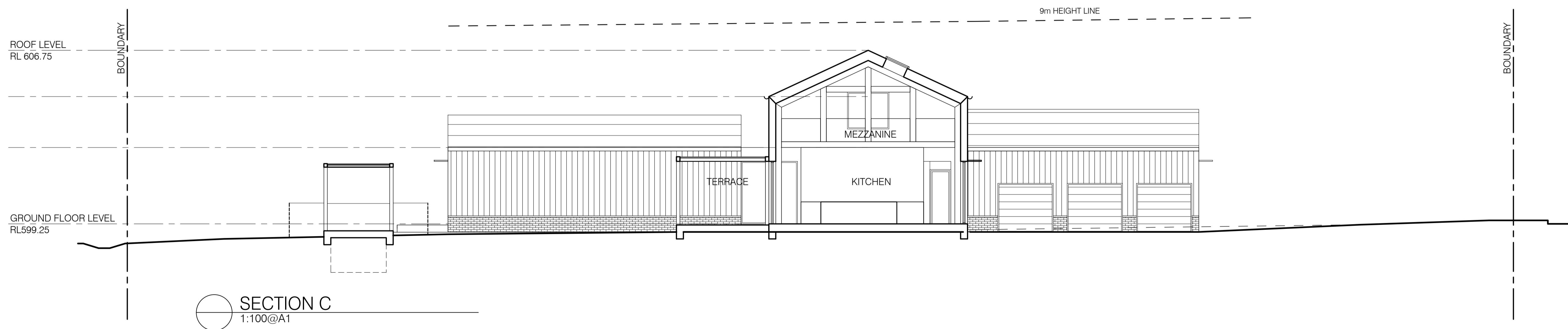
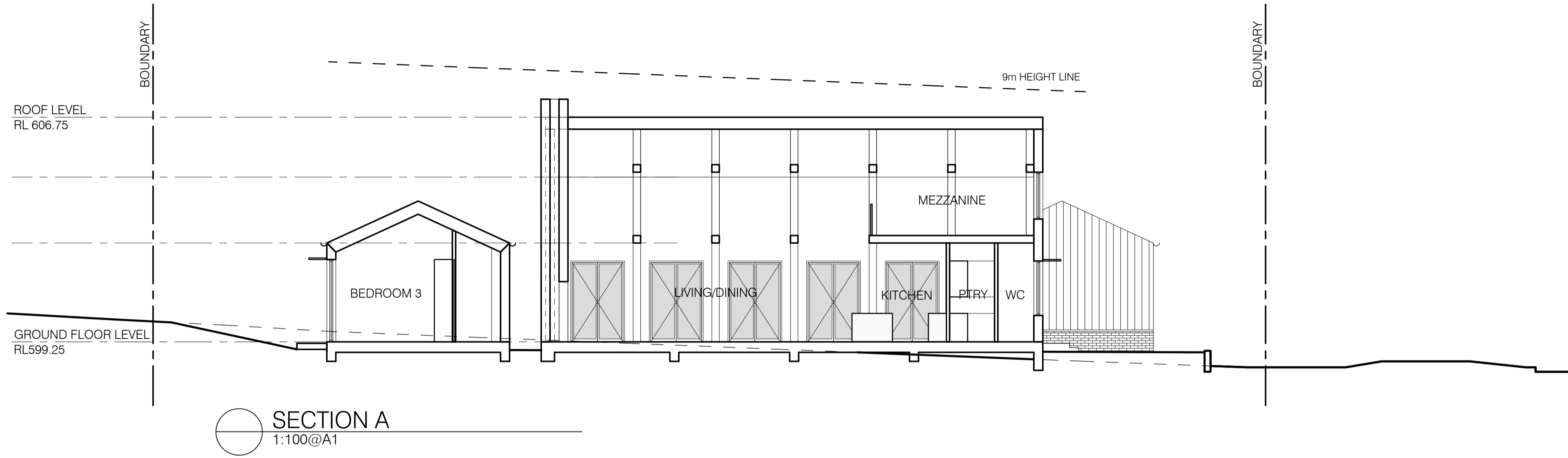
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drawing  
ELEVATIONS 2

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drawing  
SECTIONS

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## Appendix 5 – Stormwater Strategy

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**AXIOM**  
**CONSULTING**  
**ENGINEERS**

## STORMWATER STRATEGY

RESIDENTIAL SUBDIVISION  
4719 Midland Highway, Daylesford

**Prepared For**  
Smith Development Partnership Pty Ltd

**Document Reference**  
984-01Rev A



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**DOCUMENT CONTROL**

Issue	Author	Date	Checked	Date	Authorised	Date
A	Michael Parker	07/03/22	Joel Leman	07/03/22	Chris Coughlan	07/03/22

This investigation and report have been authorised by Mr. Chris Coughlan, the Director of Axiom Consulting Engineers Pty Ltd.



**Chris Coughlan** BEng (Civil), MIEAust



## Contents

1. EXECUTIVE SUMMARY .....	2
2. SITE AND SURROUNDS AND EXISTING DRAINAGE .....	2
3. PROPOSED DRAINAGE STRATEGY .....	2
a. Conveyance of Minor Flows .....	2
b. Detention of Minor Flows.....	2
c. Major Flows .....	3
d. Water Sensitive Urban Design .....	3
4. CONCLUSION.....	4
5. REFERENCES.....	4
APPENDIX A – Site Contours.....	5
APPENDIX B – Proposed Development .....	6
APPENDIX C – Catchment Plan .....	7
APPENDIX D – Retarding Basin Plan .....	8
APPENDIX E – MUSIC Model.....	9

## Definitions

<b>AEP</b>	Annual Exceedance Probability
<b>OSD</b>	On-site Stormwater Detention
<b>Rational Method</b>	A method of estimating the runoff at a specific point and time by means of the rational formula $Q = C.I.A/360$ , where $C$ is a runoff coefficient based on type of surface, $I$ is the rainfall intensity in mm/hour, and $A$ is the area in hectares.
<b>WSUD</b>	Water Sensitive Urban Design
<b>AS3500.3</b>	Australian Standard for Plumbing and Drainage – Stormwater Drainage

## 1. EXECUTIVE SUMMARY

It is proposed for land at 4719 Midland Highway, Daylesford to be subdivided into 7 low-density residential allotments and a superlot, which will become a medium density development. Drainage infrastructure is to be provided to convey storm flows to a nominated discharge point.

There will be four elements to the proposed stormwater drainage system:

- Conveyance of flows that arise in minor storm events up to the of 20% AEP event; Those minor flows will be conveyed along the underground drainage system that will be constructed as part of the development;
- Detention of minor flows back to the discharge rate that is calculated for pre-development flow;
- Conveyance of major flows that arise in storm events greater than the 20% AEP event up to the 1% AEP event along overland flow paths to appropriately sized drainage infrastructure;
- Reduction of pollutants in stormwater flows to best practice targets

## 2. SITE AND SURROUNDS AND EXISTING DRAINAGE

The subject site totals approximately 3.8ha in area and exhibits a natural fall to the north and northwest. A plan showing contours of the natural surface is shown in Appendix A.

All lots will have vehicular access to proposed internal roads. The proposed layout for the development can be seen in Appendix B.

Based on the existing slopes, the site can be divided into two separate catchments – Catchments A and B. A plan showing the catchments can be found in Appendix C.

The site is located within the limits of the Hepburn Shire region and is zoned Neighbourhood Residential Zone (NRZ). The surrounding area is made up of Farming Zone (FZ) to the north, NRZ to the east and west and Industrial Zone 1 (IN1Z) to the south.

## 3. PROPOSED DRAINAGE STRATEGY

### a. Conveyance of Minor Flows

The proposed development will incorporate a drainage system that is to be designed and constructed in accordance with the IDM<sup>[1]</sup> as follows:

- An underground drainage system consisting of stormwater pits to collect surface flow and underground pipes connected to the pits to convey the flow towards the existing waterway/depression on the western and northern boundaries of the site;
- Surfaces designed and constructed so that they are free flowing and facilitate overland flows towards the receiving drainage infrastructure;

### b. Detention of Minor Flows

In order to provide stormwater detention for the road reserves and lots, it is proposed to provide a detention basin for each catchment, generally as shown in Appendix D. Each basin is to be controlled by an orifice pit (dual chamber pit with diving baffle wall and orifice located at the invert).

The orifice diameter will be determined in the detailed design phase and is dependant on the amount of head in the orifice pit (subject to detailed design of the retarding basins). Each orifice will be designed to let out a maximum flow rate equivalent of the 20% AEP pre-development flow for each catchment during a post-development 20% AEP event.

A summary of the OSD computations for the road reserves is shown below.

	CATCHMENT A		CATCHMENT B	
	20% AEP PRE-DEVELOPMENT	20% AEP POST-DEVELOPMENT	20% AEP PRE-DEVELOPMENT	20% AEP POST-DEVELOPMENT
Catchment Area (Ha)	1.25		1.929	
Coefficient of Runoff	0.14	0.52	0.14	0.54
Time of Concentration (min)	9	6	11	6
Rainfall Intensity (mm/h)	68	99	54	99
Flow (m <sup>3</sup> /s)	0.048	0.168	0.062	0.244
Detention Volume Required (m <sup>3</sup> )	51		83	

The above computations allow for the superlot to be developed as medium density residential.

### c. Major Flows

The surface of the proposed allotments will be designed such that the development is free flowing towards the stormwater pits and road reserves to ensure no damage to private property occurs. Pits and pipes will be designed to convey flows in a 20% AEP event.

Roads will act as overland flow paths for events greater than the 20% AEP and be designed to meet flood safety criteria (maximum flood depth of 0.3m, maximum velocity of 1.5m/s and maximum  $d \times v$  of 0.3m<sup>2</sup>/s) for the 1% AEP event.

### d. Water Sensitive Urban Design

To address the WSUD requirements for stormwater quality treatment post development, a MUSIC model has been produced based. MUSIC is a software tool used to measure the pollutant loads on stormwater networks based on development and the reduction of pollutants based on various treatment options. Refer to Appendix E for model layout and pollutant reduction results.

The model comprises of rainwater tanks, which would be plumbed to each dwelling for reuse in toilet flushing, laundry and irrigation. The allocated reuse volume for each lot is 2,000 litres and a reuse rate of 150 litres per day is assumed.

Runoff from the balance of lots and road reserves will be treated using a bioretention system in each catchment, which is located in the base of the retarding basins. Storm flows will infiltrate through the filter media within the bioretention systems and be directed to the piped stormwater network via a series of agi drains.

All runoff from both catchments will discharge into the swale/depression at the western and northern boundaries of the site.

The following table shows the targets that are required to be met in order to satisfy the best practice guidelines<sup>[2]</sup> against the performance of the proposed treatment cycle (via tanks):

	Target	Projected Performance
Reduction in suspended solids	80%	90.0%
Reduction in total nitrogen	45%	56.4%
Reduction in total phosphorous	45%	53.8%

The MUSIC model demonstrates best practice targets are met. And makes allowance for the superlot to be developed as medium density residential.

## 4. CONCLUSION

A drainage system is to be included in the development in accordance with the Infrastructure Design Manual that conveys minor flows in subsurface drainage pipes and allows major flows to discharge through the catchments to the existing waterways west and north of the site (or 1% AEP pipe if no overland flow path is available).

Detention is to be provided that will reduce the storm flows to pre-development flow rates in a 20% AEP event.

WSUD best practice guidelines will be achieved by directing storm flows from roofs to water tanks and balance land to bioretention systems.

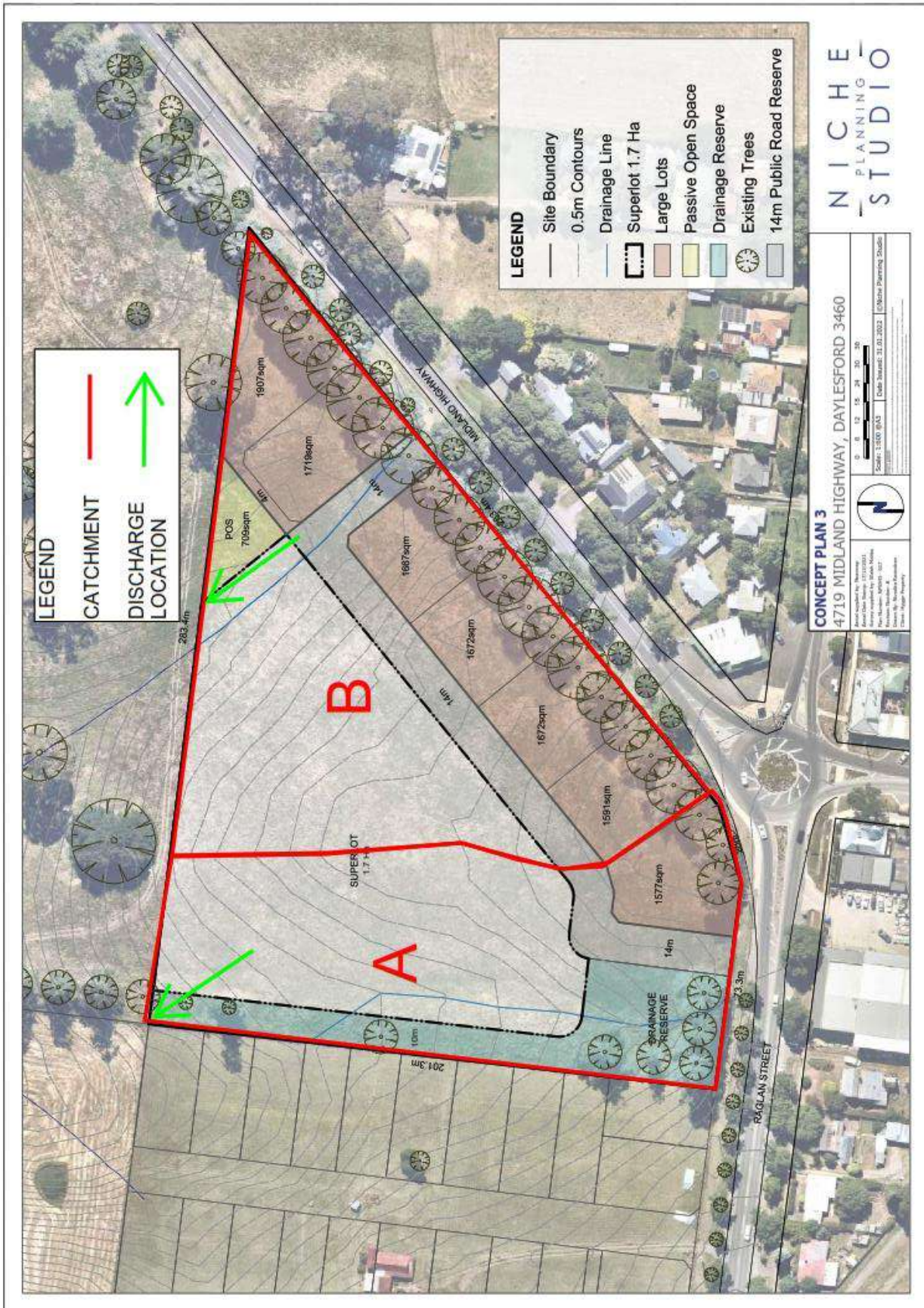
## 5. REFERENCES

- 1 Infrastructure Design Manual (version 5.10), *Local Government Infrastructure Design Association*, 11 January 2018.
- 2 WSUD ENGINEERING PROCEDURES STORMWATER, CSIRO PUBLISHING, 2005
- 3 SPEL are a leading provider in Australia of Stormwater Treatment products

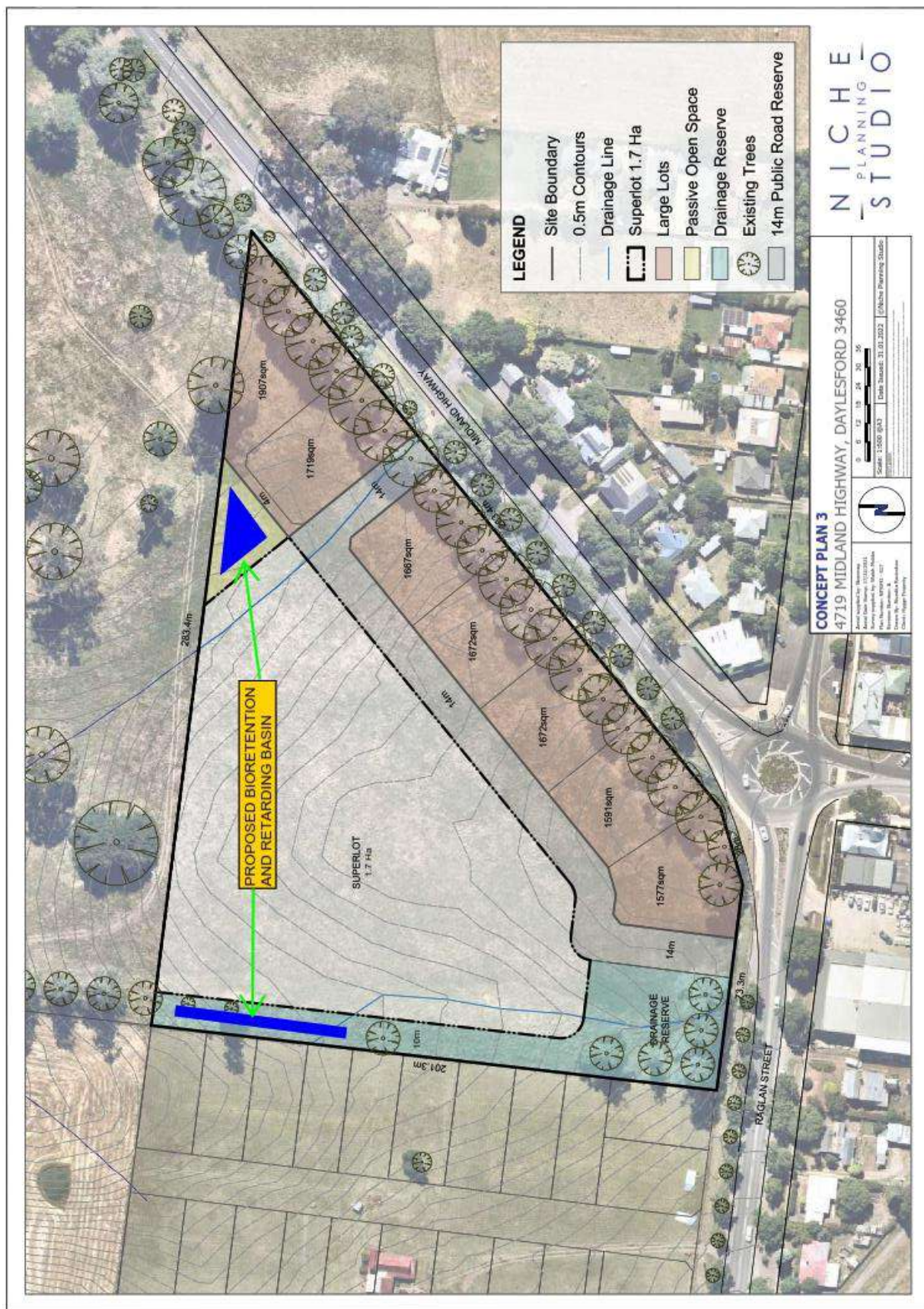




## APPENDIX C – Catchment Plan

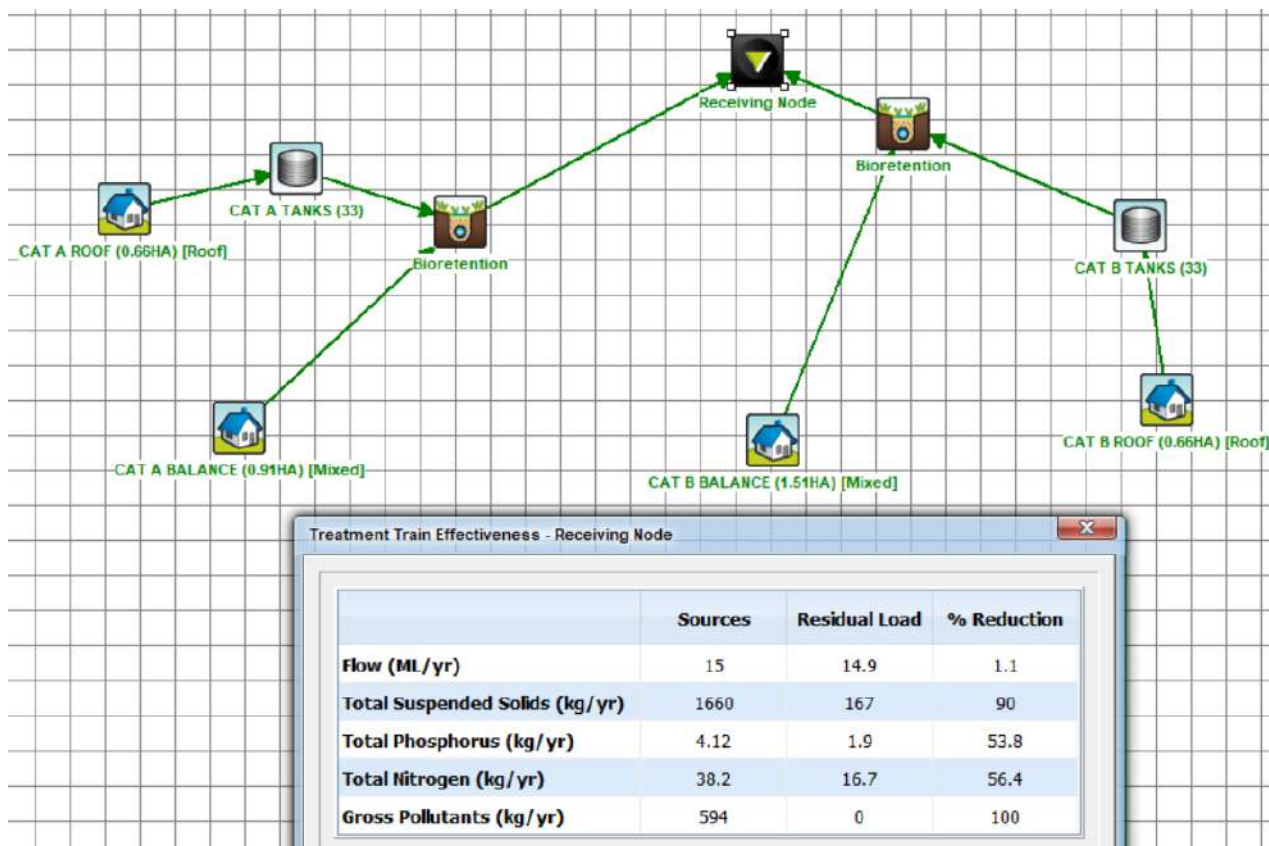


## APPENDIX D – Retarding Basin Plan





## APPENDIX E – MUSIC Model



## Appendix 6 – Heritage Report

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331A Bay Street  
Port Melbourne 3207  
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Phone 9681 9924

## HERITAGE IMPACT STATEMENT

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Place: 4719 Midland Highway, Daylesford  
Date: 4 February 2022  
For: Hygge Property

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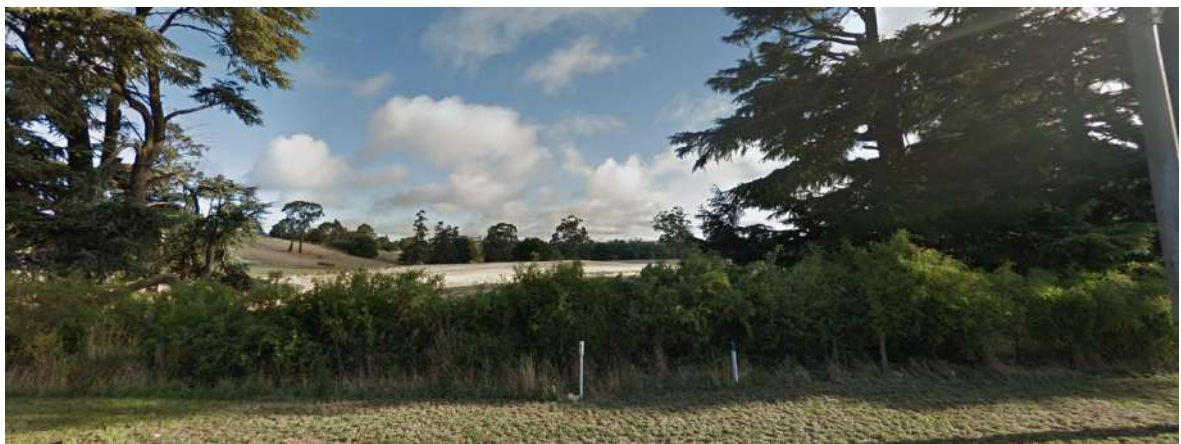


Figure 1 View of the southern Raglan Street frontage of the property opposite the Mitre 10 store

### Introduction

This heritage impact statement assesses the likely heritage impacts of the proposed subdivision of the land for construction of houses. The property is located partially within the Railway Precinct HO 698 at the northeast corner of the precinct and is land associated in the Wombat Park Estate which is covered by HO619, and which abuts the north boundary of the subject land.

In assessing the impact on the heritage place of the proposed development I have had regard to Clause 15.03-1S, *Heritage Conservation*, in the Hepburn Planning Scheme with its policy guidelines in The Burra Charter. No local heritage policy is provided under Clause 22 or at 15.03-1L of the Hepburn Planning Scheme and so the most pertinent heritage provisions are those of Clause 43.01, Heritage Overlay. Whilst not heritage policy the Hepburn Planning Scheme at Clause 22.08 and 22.13 provides policy in relation to the Preferred Neighbourhood Character particularly of Character Precinct Eleven in which the subject site is located.

### Description of Site and Surrounds

The rectangular block of land is located on the north side of Raglan Street and the Midland Highway intersection. The property itself is open that has been land included in the Wombat Park Estate but which has been on a separate title since the land sales of 1854. The distant view to the farmland looking north from Hill Street and Frazer Street over the railway goods shed are limited by trees on the verges along Raglan Street and

views from Wombat Hill itself. The trees along Raglan Street and the Midland highway are a regular plantation of mature Conifers planted along the frontage of the Wombat Park Estate. Views of the open undulating land are possible from between these trees.



Figure 2 Aerial view of the subject property at the corner of Raglan Street and the Midland Highway

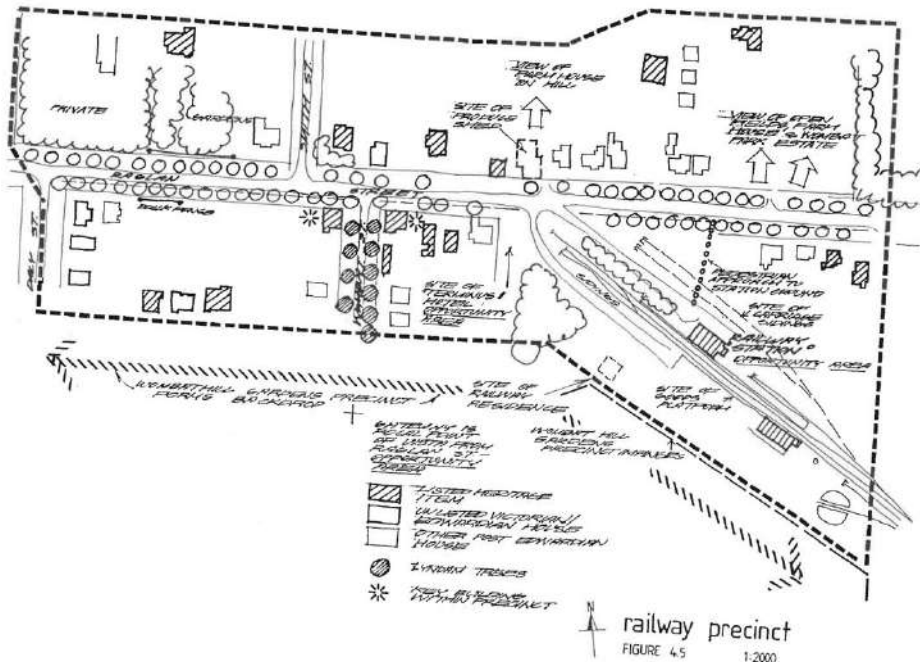


Figure 3 Map of the Railway Heritage Precinct - Daylesford and Hepburn Springs Conservation Study, 1985

### Heritage Significance

The Citation for the Railway Precinct (appended) shows the return of Conifers at the east side of the citation map. The heritage citation for the Railway Precinct is provided in the Daylesford and Hepburn Springs Conservation Study by Perrott Lyon Mathieson Pty Ltd and Andrew Ward in 1985. It may be noted that the boundary of the Railway Precinct passes just north of the house on the adjacent land to the west and that the east boundary of the Railway Precinct is located just to the east of the conifers and the west boundary of land associated with the Wombat Park Estate. Presumably for mapping simplicity with the application of the Heritage Overlay at the turn of this century the east boundary of the Heritage Overlays appears to have been extended north of the Raglan Street Midland Highway junction to meet the tile boundary of the Wombat Park Estate.

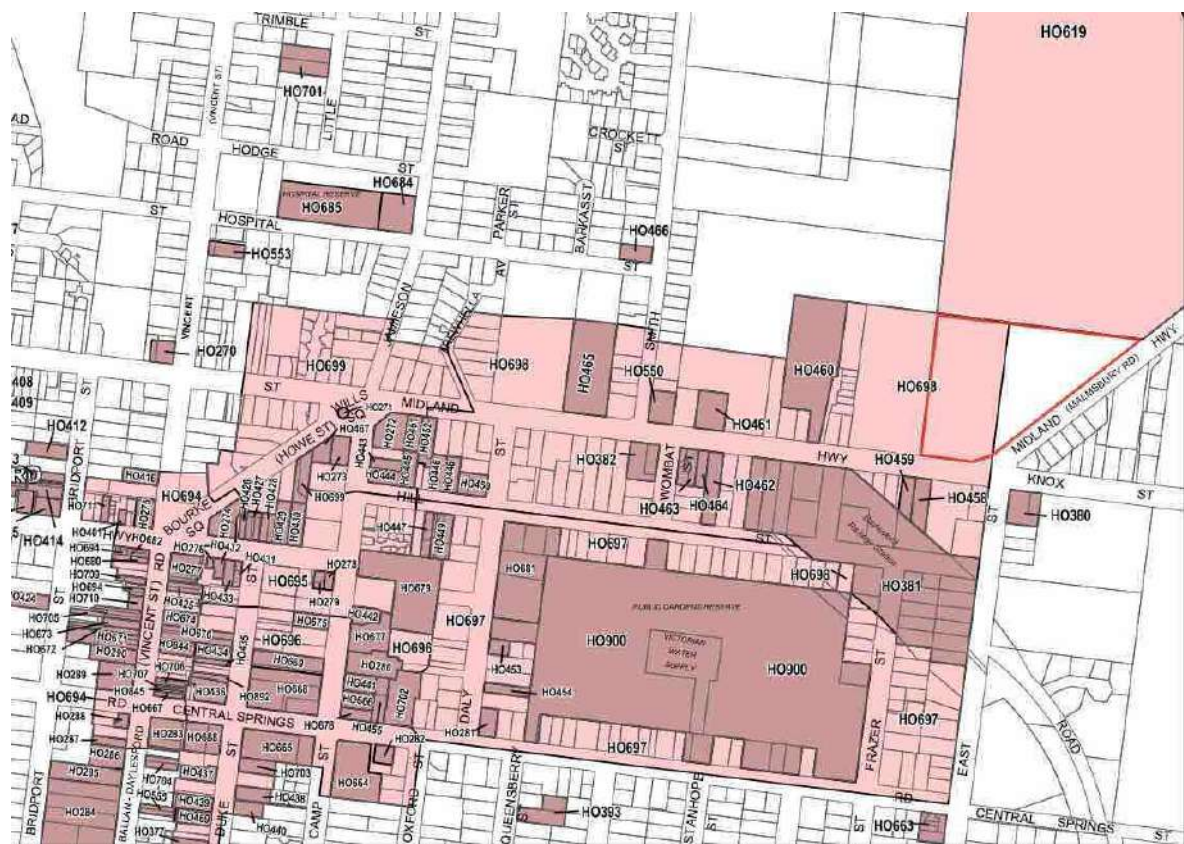


Figure 4 Extract of the Heritage Overlay Map with the subject site outlined in red

As is generally the practice the mapping of the Heritage Overlay has taken in the whole of the adjacent property, extending to the north boundary beyond the 1985 mapping of the Railway Precinct. Whilst the subject property shares the southern boundary of the title to the Wombat Park Estate, which is covered by the Heritage Overlay HO619, and whilst the triangular section of the subject having frontage to the Midland Highway is not included in either Heritage Overlay, almost the whole of the subject property other than land covering the trees along the west boundary was not included in the Railway Heritage Precinct as mapped in 1985.

On the Railway Precinct Map in conjunction with arrows pointing north over the subject property and that of the neighbour are the words: “View of open fields, farm house and Wombat Park Estate”. This note could be taken to indicate that the ‘view’ is itself an element that is contributory to the heritage value of the Railway Precinct. However even with that interpretation the mapping of the ‘Precinct’ having heritage value excluded the body of the subject property.



Figure 5 Aerial view overlaid by the map of the Railway Precinct from the 1985 Conservation Study

The Citation for the Railway Precinct is as follows:

#### *Development*

*The land upon which the station ground is situated was subdivided by the Crown following completion of Frazer’s survey in 1854 and sold off almost completely during the period commencing in the mid 1850’s and concluding during the early 1870’s. With the coming of the railway, however in 1880 it was resumed by the Crown and resulted in the closure of Church Street and the diversion of Frazer and Hill Streets through a number of building allotments and the north-east corner of the Botanical Gardens Reserve. Thus a substantial proportion of the early buildings within the precinct actually predate the railway and in case of the Athens Hotel and the grocery opposite, not doubt have thrived because of it.*

...

#### *Description and Significance*

*This precinct is linked visually and was formerly linked functionally with the railway station which forms its south boundary at the Frazer Street end. Commencing at the south-west corner of the Wombat Park Estate, which is encircled by mature conifers, the entire precinct is tied together by the treed avenue which runs from the cemetery in the east to Wills Square in the west. To the north, distant*

*views of early farm houses may be obtained whilst there has been considerable residential development in recent years in the vicinity of the station yard.*

*The pedestrian entrance to the station is marked by cast iron lamp standards relocated from other points in the town and fitted with "Hoor Avenue" signs in lieu of lanterns. At this point, the station building itself is visible and the embankments carrying the former carriage siding and running lines appear to intrude into the Raglan Street reservation. A solitary produce shed, the adjoining sheds having been demolished during the currency of this survey, faces the buffer stops and the site of the former Terminus Hotel. Beyond to the south, the Hill Street cottages overlook the precinct and form the edge to the Wombat Hill gardens. Further to the west, important elements include Densem's grocery building and the Victorian and Edwardian villas surrounding it. Together with the "Athens" Hotel, situated at the Wombat Street intersection, they form the heart of the precinct. Here, the avenue of Linden trees in Wombat Street focusses attention on the northern entrance to the Botanical Gardens. West of Smith Street, extensive private gardens dominate the north side of Raglan Street and façade three early cottages, set well back from the roadway.*

#### *Management*

*The importance of this precinct hinges particularly on its role as main access route from Castlemaine and Woodend and also as an area of historic interest for the future patrons of the Central Highlands Tourist Railway who will congregate at this point.*

*Its amenity will be heightened by the encouragement of works which are sympathetic to its historical character and might include the gradual replacement of modern fencing with forms appropriate to its principal era of growth. The stone faced culverts and the bridges should be retained and consideration given to effective landscape management within the station ground, softening the impact of parked cars and heightening the presence of the tourist railway. Any works within the station ground should accurately demonstrate departmental practice at the turn of the century and will incorporate the precise restoration of the station building itself. In this role, bearing in mind that it is at present one of only six registered historic buildings within the township.*

*The precinct should be designated an area of special significance within the Council's planning scheme, having regard to its historic importance.*

The above citation, now over three decades old, does not comply with current practice as set out in Planning Practice Note 1 – Applying the Heritage Overlay. This is particularly and with regards to format or heritage criterion applied to statements of significance today and that the citation is vague regarding what are the elements of the place that are considered to have heritage importance or contribute to the heritage importance of the Precinct.

The subject property and land on the north side of Raglan Street has been zoned with a General Residential Zoning with confirmation that there is intent that the land be developed with housing. With such practical and statutory confirmation of the expected use of the land any claim that the 'distant views' to open fields might

be interpreted to be an 'element' that is contributory to the importance of the Railway Precinct can only be considered to be mutually exclusive of the gazetted zoning of the land. Without the 1985 Conservation Study, or a latter heritage review, having provided unequivocal demonstration that the views to open paddock have heritage value and without any basis to distinguish views to the subject paddocks from any other it is my assessment that views over the subject land are not contributory to the heritage importance of the Railway Precinct or to HO698. This is particularly the case as the HO appears to have been extended over the subject land either in error or indecently but not as a result of any particular intent that could be seen to be in accordance with Planning Practice Note 1.



Figure 6 View looking northeast across the subject land from the Raglan Street Midland Highway corner



Figure 7 View looking northeast up the Midland Highway with the subject land on the left



Figure 8 View looking back across the subject land from the Midland Highway



## Heritage and Character Controls

As there are no local heritage provisions and the applicable heritage controls those of Clause 15.03, *Heritage Conservation*, and the *Purpose and Decisions Guidelines* provided at Clause 43.01, *Heritage Overlay* as follows:

### Clause 15.03-1S

#### *Strategies*

*Identify, assess and document places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme.*

*Provide for the protection of natural heritage sites and man-made resources.*

*Provide for the conservation and enhancement of those places that are of aesthetic, archaeological, architectural, cultural, scientific or social significance.*

*Encourage appropriate development that respects places with identified heritage values.*

*Retain those elements that contribute to the importance of the heritage place.*

*Encourage the conservation and restoration of contributory elements of a heritage place.*

*Ensure an appropriate setting and context for heritage places is maintained or enhanced.*

*Support adaptive reuse of heritage buildings where their use has become redundant.*

*Consider whether it is appropriate to require the restoration or reconstruction of a heritage building in a Heritage Overlay that has been unlawfully or unintentionally demolished in order to retain or interpret the cultural heritage significance of the building, streetscape or area.*

### Clause 43.01

#### *Purpose*

*To implement the Municipal Planning Strategy and the Planning Policy Framework.*

*To conserve and enhance heritage places of natural or cultural significance.*

*To conserve and enhance those elements which contribute to the significance of heritage places.*

*To ensure that development does not adversely affect the significance of heritage places.*

*To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.*

### Clause 43.01-8 Decision Guidelines

*Before deciding on an application, in addition to the decision guidelines in Clause 65, the responsible authority must consider, as appropriate:*

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The significance of the heritage place and whether the proposal will adversely affect the natural or cultural significance of the place.*
- *Any applicable statement of significance (whether or not specified in the schedule to this overlay), heritage study and any applicable conservation policy.*
- *Any applicable heritage design guideline specified in the schedule to this overlay.*
- *Whether the location, bulk, form or appearance of the proposed building will adversely affect the significance of the heritage place.*
- *Whether the location, bulk, form and appearance of the proposed building is in keeping with the character and appearance of adjacent buildings and the heritage place.*

- Whether the demolition, removal or external alteration will adversely affect the significance of the heritage place.
- Whether the proposed works will adversely affect the significance, character or appearance of the heritage place.
- Whether the proposed subdivision will adversely affect the significance of the heritage place.
- Whether the proposed subdivision may result in development which will adversely affect the significance, character or appearance of the heritage place.
- Whether the proposed sign will adversely affect the significance, character or appearance of the heritage place.
- Whether the lopping or development will adversely affect the health, appearance or significance of the tree.
- Whether the location, style, size, colour and materials of the proposed solar energy system will adversely affect the significance, character or appearance of the heritage place.

### Character Controls

Whilst there are no local heritage provisions the Hepburn planning scheme provides local Neighbourhood Character Controls, including for the local area essentially overlaying the area of potential development within the Railway Heritage Precinct. This area is Character Area 11 shown below.



Figure 9 Extract of the Neighbourhood Character Precinct Map

Clause 22.013 applies particularly to the Neighbourhood Character Precinct Eleven:

#### ***Statement of neighbourhood character***

##### ***Current character statement***

*The precinct is distinct for its flat topography and predominantly post-war to recent housing stock with a number of older heritage listed buildings. The consistently large dwelling setbacks and low front fences add to the spaciousness of the area. The area forms the link between the open pastoral landscape beyond and the formal avenue planting of The Avenue of Honour at the entrance to the town which extends to Malmesbury along the Midland Highway. In contrast to this spacious context, the intersection of the highway with the local streets is partially delineated by historic buildings built to the boundary.*

**Key existing characteristics**

The following elements contribute to the current character:

- Architectural styles are mixed with many post war (1950s and 60s) and some 1980s dwellings.
- Building materials are mixed.
- Front setbacks are generally 3-4 or 5-7 metres and 3-4 metres on both side setbacks.
- Front fences are low-average otherwise open style.
- Private gardens are generally low level otherwise mixed styles.
- Roads are sealed with no kerbs.
- Large verges have predominantly no footpaths.
- Large exotic avenue of street trees on both sides of the road.
- Topography is flat with a light slope.
- There are some partial views to Wombat Hill and to the north to the surrounding pastoral landscape.

**Preferred neighbourhood character statement**

The spaciousness of the dwelling settings will be maintained and the definition of the entrance way to the town will be strengthened by:

- Encouraging the development of buildings to better define the highway intersection, and provide a sense of entrance to the town.
- Encouraging low front fences.
- Maintaining and enhancing the avenue planting.

**Objectives**

- To maintain and strengthen the garden settings of the dwellings.
- To maintain the rhythm of dwelling spacing.
- To use materials and finishes that harmonise with the surrounding Daylesford Township setting.
- To maintain the openness of the streetscape.

**Policy**

*Exercising discretion*

Where a permit is required for development it is policy to:

- Encourage landscaping that includes exotic and native trees.
- Retain large, established native trees and understorey and provide new native trees where possible.
- Use timber or other non-masonry cladding materials where possible, or earthy toned building materials and finishes, in streetscapes where weatherboard predominates.

**Proposal**

It is proposed to subdivide the land to provide housing lots for future development.

**Conclusion**

It is my assessment that the subject property whist in part covered by the Heritage Overlay has been include without evident appropriate justification and is not land that exhibits elements or characteristics that have been demonstrated to contribute to the heritage significance of the Railway Precinct Heritage Overlay. It cannot be overlooked that when the Railway Precinct was recognized as a heritage place in 1985 that subject land was excluded from the mapped area. The notation that intermittent and partial view of open fields and farmhouse that may be obtained from Raglan Street looking to the north does not constitute clear justification,

demonstration, or explanation of what views are important to the heritage significance of the Railway Precinct or how the limited views are important. Inspection shows that views are indeed limited and are not distinguished or differentiated from many other views not considered to be of any heritage value worthy of consideration for heritage protections.

The views of the subject land to the north of Raglan Street and the Midland Highway are effectively screened by the mature conifers along the frontage as viewed from rising ground to the south within the area of the former Railway and up Wombat Hill such that no open view of the subject property is available.

The recent zoning of the land as general residential land clearly provides for the subdivision of the subject land and development of houses that will replace the current open fields.

Given the historical development along Raglan Street the particular existence of open pasture on the subject land views over this pasture cannot, in my assessment, be construed to be a feature or item that contributes to the heritage significance of the Railway Precinct, HO698 such that the general residential zoning of the land can be shown to have been in error.

Accordingly, it is my assessment that the proposed subdivision is acceptable with regards to the heritage provisions of the Hepburn Planning Scheme.



John Briggs

John Briggs Architects Pty Ltd

HO 698

## 4.5 RAILWAY PRECINCT

## 4.5.1 Location

The location of this precinct is indicated on figure 4.1 and described in more detail in figure 4.5. It occupies the north-east corner of the 1854 township survey plan and focusses on Raglan Street which forms part of the Midland Highway at this point.

## 4.5.2 Development

The land upon which the station ground is situated was subdivided by the Crown following completion of Frazer's survey in 1854 and sold off almost completely during the period commencing in the mid 1850's and concluding during the early 1870's. With the coming of the railway, however, in 1880 it was resumed by the Crown and resulted in the closure of Church Street and the diversion of Frazer and Hill Streets through a number of building allotments and the north-east corner of the Botanical Gardens reserve. Thus a substantial proportion of the early buildings within the precinct actually predate the railway and in the case of the Athens Hotel and the grocery opposite, no doubt have thrived because of it.

In recent years, the gradual decline in railway traffic leading eventually to its extinction with the closure of the line in 1978, has contributed to the passing of the Terminus Hotel formerly located at the entrance to the goods yard and to the cessation of trading of produce merchants opposite. Today recent development has not only taken the form of houses, but petrol filling stations, and has increased traffic movement causing a decline in residential amenity. The management of the future development of the railway station environment will continue to have a strong bearing upon the amenity of this precinct.

## 4.5.3 Description and Significance

This precinct is linked visually and was formerly linked functionally with the railway station which forms its southern boundary at the Frazer Street end. Commencing at the south-west corner of the Wombat Park estate, which is encircled by mature conifers, the entire precinct is tied together by the treed avenue, which runs from the cemetery in the east to Wills Square in the west. To the north, distant views of early farm houses may be obtained whilst there has been considerable residential development in recent years in the vicinity of the station yard.

63.

The pedestrian entrance to the station is marked by cast iron lamp standards, relocated from other points in the town and fitted with "Honour Avenue" signs in lieu of lanterns. At this point, the station building itself is visible and the embankments carrying the former carriage siding and running lines appear to intrude into the Raglan Street reservation. A solitary produce shed, the adjoining shed having been demolished during the currency of this survey, faces the buffer stops and the site of the former Terminus Hotel. Beyond to the south, the Hill Street cottages overlook the precinct and form the edge to the Wombat Hill gardens. Further to the west, important elements include Densem's grocery building and the Victorian and Edwardian villas surrounding it. Together with the former "Athens" Hotel, situated at the Wombat Street intersection, they form the heart of the precinct. Here, the avenue of Linden trees in Wombat Street focusses attention on the northern entrance to the Botanical Gardens. West of Smith Street, extensive private gardens dominate the north side of Raglan Street and face three early cottages, set well back from the roadway.

Throughout the precinct, a stone faced culvert runs along the southern shoulder of the roadway and is bridged, where necessary, to facilitate pedestrian and vehicular movement.

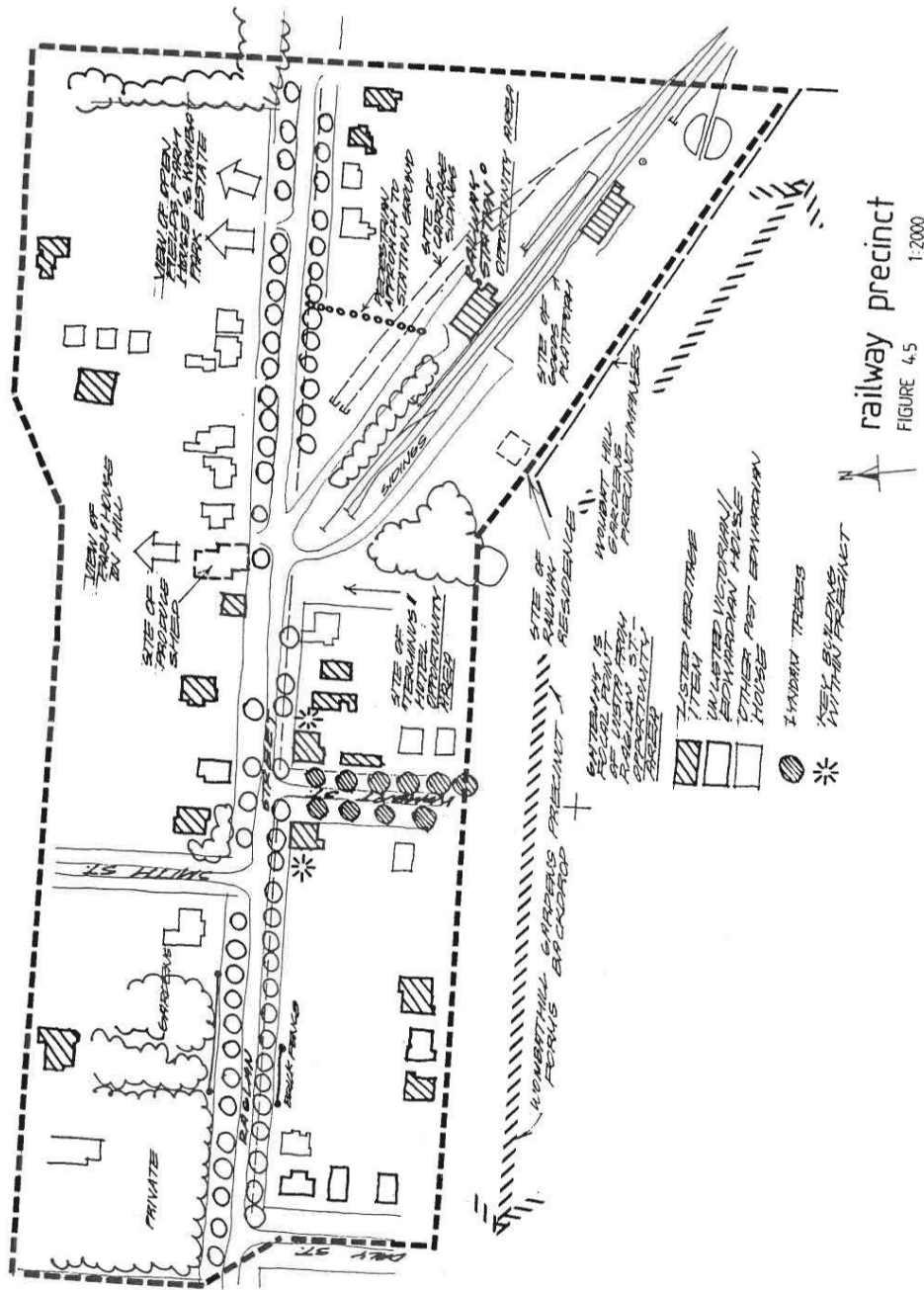
#### 4.5.4 Management

The importance of this precinct hinges particularly on its role as a main access route from Castlemaine and Woodend and also as an area of historic interest for the future patrons of the Central Highlands Tourist Railway who will congregate at this point.

Its amenity will be heightened by the encouragement of works which are sympathetic to its historic character and might include the gradual replacement of modern fencing with forms appropriate to its principal era of growth. The stone faced culverts and bridges should be retained and consideration given to effective landscape management within the station ground, softening the impact of parked cars and heightening the presence of the tourist railway. Any works within the station ground should accurately demonstrate departmental practice at the turn of the century and will incorporate the precise restoration of the station building itself. In this respect, Council, as the lessee, will have a role, bearing in mind that it is at present one of only six<sup>(30)</sup> registered historic buildings within the township.

The precinct should be designated an area of special significance within the Council's planning scheme, having regard to its historic importance.

65.



railway precinct  
FIGURE 4.5  
1:2000



## CLAUSE 55 ASSESSMENT

1 Raglan Street, Daylesford

Dja Dja Wurrung Country

Construction of five dwellings on a lot

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## CONTENTS

<b>1. TWO OR MORE DWELLINGS ON A LOT AND RESIDENTIAL DEVELOPMENT .....</b>	<b>3</b>
1.1 VARIATIONS OF STANDARDS (VIA THE ZONE) .....	3
<b>2. ASSESSMENT .....</b>	<b>4</b>
2.1 NEIGHBOURHOOD AND SITE DESCRIPTION (CLAUSE 55.01-1) .....	4
2.2 DESIGN RESPONSE (CLAUSE 55.01-2) .....	4
2.3 NEIGHBOURHOOD CHARACTER AND INFRASTRUCTURE (CLAUSE 55.02) .....	4
2.4 SITE LAYOUT & BUILDING MASS (CLAUSE 55.03) .....	5
2.5 AMENITY IMPACTS (CLAUSE 55.04) .....	8
2.6 ON-SITE AMENITY & FACILITIES (CLAUSE 55.05) .....	10
2.7 DESIGN DETAIL (CLAUSE 55.06) .....	12
<b>3. VARIATIONS TO STANDARDS .....</b>	<b>13</b>
<b>4. CONCLUSION .....</b>	<b>14</b>

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## 1. TWO OR MORE DWELLINGS ON A LOT AND RESIDENTIAL DEVELOPMENT

The purpose of clause 55 is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To achieve residential development that respects the existing neighbourhood character or which contributes to a preferred neighbourhood character.
- To encourage residential development that provides reasonable standards of amenity for existing and new residents.
- To encourage residential development that is responsive to the site and the neighbourhood.

An application to construct or extend a dwelling (other than a dwelling in or forming part of an apartment development) must meet all of the requirements of clause 55 except clause 55.07-1 to 55.07-15.

### 1.1 VARIATIONS OF STANDARDS (via the Zone)

Schedule 1 of the Neighbourhood Residential Zone has varied the following standards:

	STANDARD	REQUIREMENT
Minimum street setback	B6	None Specified
Site coverage	B8	None Specified
Permeability	B9	None Specified
Landscaping	B13	None Specified
Side and rear setbacks	B17	None Specified
Walls on boundaries	B18	None Specified
Private open space	B28	None Specified
Front fence height	B32	None Specified

## 2. ASSESSMENT

A detailed assessment of the proposal against the relevant sections of clause 55 is provided below. This assessment shows that the proposal meets all the relevant objectives of clause 55 and is consistent with all standards. This assessment must be read in conjunction with the relevant objectives and standards set out in clause 55 of the scheme.

### 2.1 NEIGHBOURHOOD AND SITE DESCRIPTION (Clause 55.01-1)

Refer to Sections 4.1 and 5 in the Planning Report.

### 2.2 DESIGN RESPONSE (Clause 55.01-2)

Refer to Section 4.2 in the Planning Report.

### 2.3 NEIGHBOURHOOD CHARACTER AND INFRASTRUCTURE (Clause 55.02)

The following table provides an assessment of the application against the relevant objectives and standards of this clause.

OBJECTIVE	STANDARD	MEETS OBJECTIVE	MEETS STANDARD
Neighbourhood character Clause 55.02-1	B1	✓	✓
The proposed development represents a modern built form within this landscape that is consistent with the existing neighbourhood character.			
Residential policy Clause 55.02-2	B2	✓	✓
The proposed development is consistent with the strategic direction for Housing in Hepburn, as outlined in the Local Planning Policy Framework at cl. 02.03-6.			
Dwelling diversity Clause 55.02-3	B3	N/A	N/A
This standard is not applicable as the development does not propose ten or more dwellings.			
Infrastructure Clause 55.02-4	B4	✓	✓
All relevant services are available to service the proposed development. The proposed development complies with this standard and is consistent with these objectives.			
Integration with street Clause 55.02-5	B5	✓	✓

The proposed development is orientated to the common driveway, with 1.5m high post and rail fences screening the garage exterior and the front deck from the street.

The design response is considered to be consistent with this standard and objective.

**2.4 SITE LAYOUT & BUILDING MASS (Clause 55.03)**

The following table provides an assessment of the application against the relevant objectives and standards of this clause.

OBJECTIVE	STANDARD	MEETS OBJECTIVE	MEETS STANDARD
<b>Street setback</b> Clause 55.03-1	B6	✓	✓
As there are no existing buildings on neighbouring allotments, and the site is on a corner, the setback of the five dwellings from Malmsbury Road is greater than 6m as a street in Transport Zone 2.  The proposal complies with the objective and is consistent with the standard for this clause.			
<b>Building height</b> Clause 55.03-2	B7	✓	✓
With a maximum height of 8.2 m, the proposed development complies with this standard and is consistent with this objective.			
<b>Site coverage</b> Clause 55.03-3	B8	✓	✓
With a site coverage of 7%, the proposed development complies with this standard and is consistent with this objective.			
<b>Permeability and stormwater management</b> Clause 55.03-4	B9	✓	✓

OBJECTIVE	STANDARD	MEETS OBJECTIVE	MEETS STANDARD
<p>The permeable area of the site is 84%, and complies with this standard and is consistent with these objectives.</p>			
<p><b>Energy efficiency</b> Clause 55.03-5</p>	<p><b>B10</b></p>	<p>✓</p>	<p>✓</p>
<p>The proposed design response is considered appropriate with the development orientated to maximise solar access into the proposed new dwellings.</p> <p>The proposed development is considered to be consistent with these objectives.</p>			
<p><b>Open Space</b> Clause 55.03-6</p>	<p><b>B11</b></p>	<p>N/A</p>	<p>N/A</p>
<p>No public or communal open space is provided as part of this proposal.</p> <p>Open space provision has been addressed as part of a separate permit application, PLN22/0176 and if approved, will be located along the western boundary and along the cedar tree reserve..</p>			
<p><b>Safety</b> Clause 55.03-7</p>	<p><b>B12</b></p>	<p>✓</p>	<p>✓</p>
<p>All front entries to the dwellings are visible from the common driveway and Midland Highway, by extension. Unsafe planting along the streets has been avoided.</p> <p>The proposed development complies with this standard and is consistent with this objective.</p>			
<p><b>Landscaping</b> Clause 55.03-8</p>	<p><b>B13</b></p>	<p>✓</p>	<p>✓</p>

OBJECTIVE	STANDARD	MEETS OBJECTIVE	MEETS STANDARD
<p>The site provides ample space for appropriate landscaping to be provided on the site, including adequate space for a canopy tree to be planted in the front setback and rear setback of the site.</p> <p>Space for additional plantings including large shrubs, grasses and ground cover, will complete the landscaping associated with this development.</p> <p>A detailed landscape plan will be forthcoming with the attached planning report.</p> <p>The proposed development complies with this standard and is consistent with these objectives.</p>			
<b>Access</b>			
Clause 55.03-9	B14	✓	✓
<p>Access from Midland Highway to the site has been sought via a separate planning permit application. This access is proposed to be 7.0m wide, which as the site has a frontage of 263.38m on Midland Highway, the proposed accessway is compliant with this clause at a total of 2.6%.</p> <p>The proposal complies with this standard and is consistent with this objective.</p>			
<b>Parking location</b>			
Clause 55.03-10	B15	✓	✓
<p>Each proposed dwelling has an attached garage, accessible from the interior of the dwelling as well as externally. Location of garage allows for more generous landscaping and provision of open space to the dwellings. The garages will be constructed from materials to blend harmoniously with neighbourhood character and to not appear at first glance to be a garage.</p> <p>The proposal complies with this standard and is consistent with these objectives.</p>			

**Commented [AL1]:** Update once detailed landscaping plan has been provided.

**Commented [AL2]:** Need measurements here; prelim plans are not detailed enough.

**Commented [AL3R2]:** Update from midland hygge

**2.5 AMENITY IMPACTS (Clause 55.04)**

The following table provides an assessment of the application against the relevant objectives and standards of this clause.

OBJECTIVE	STANDARD	MEETS OBJECTIVE	MEETS STANDARD
<b>Side and rear setbacks</b> Clause 55.04-1	<b>B17</b>	✓	✓
[The] proposal complies with this standard and is consistent with this objective.			
<b>Walls on boundaries</b> Clause 55.04-2	<b>B18</b>	N/A	N/A
The proposed development does not include any walls located on boundaries; therefore this clause does not apply to this proposal.			
<b>Daylight to existing windows</b> Clause 55.04-3	<b>B19</b>	✓	✓
There are no existing nearby dwellings on adjoining properties. The proposed development complies with this standard and is consistent with this objective.			
<b>North-facing window</b> Clause 55.04-4	<b>B20</b>	✓	✓
There are no north facing windows on adjoining properties that are located within 3m of the site boundary. The proposed development complies with this standard and is consistent with this objective.			
<b>Overshadowing open space</b> Clause 55.04-5	<b>B21</b>	N/A	N/A

**Commented [AL4]:** Double check this once detailed plans are received with measurements; appears to comply from a rough squint and relative scale atm.

**Commented [AL5R4]:** With regards to future sub-division too.

OBJECTIVE	STANDARD	MEETS OBJECTIVE	MEETS STANDARD
There are no adjoining existing dwellings with existing secluded private open space; therefore this clause does not apply to this proposal.			
<b>Overlooking</b> Clause 55.04-6	<b>B22</b>	<b>N/A</b>	<b>N/A</b>
There are no adjoining existing dwellings with existing secluded private open space; therefore this clause does not apply to this proposal.			
<b>Internal views</b> Clause 55.04-7	<b>B23</b>	✓	✓
Appropriate screening of 2m high fencing between dwellings has been provided to ensure that the proposed development complies with this standard and is consistent with this objective.			
<b>Noise impacts</b> Clause 55.04-8	<b>B24</b>	✓	✓
Each of the proposed dwellings has adequate space and setbacks to ensure that noise generating equipment (e.g. air conditioning compressors) can be located at ground level.  The proposed development complies with this standard and is consistent with these objectives.			



## 2.6 ON-SITE AMENITY & FACILITIES (Clause 55.05)

The following table provides an assessment of the application against the relevant objectives and standards of this clause.

OBJECTIVE	STANDARD	MEETS OBJECTIVE	MEETS STANDARD
<b>Accessibility</b> Clause 55.05-1	B25	✓	✓
<p>All dwellings are provided with minimal steps at the main entry, and all rooms and all amenities are located at the ground level.</p> <p>The proposed development complies with this standard and is consistent with these objectives.</p>			
<b>Dwelling entry</b> Clause 55.05-2	B26	✓	✓
<p>Each of the proposed dwellings are provided with a clear sense of address that can be identified from the frontage.</p> <p>The proposed development complies with this standard and is consistent with this objective.</p>			
<b>Daylight to new windows</b> Clause 55.05-3	B27	✓	✓
<p>Each of the proposed dwellings include clear setbacks from each other, ensuring adequate daylight access to windows.</p> <p>The proposed development complies with this standard and is consistent with this objective.</p>			
<b>Private open space</b> Clause 55.05-4	B28	✓	✓
<p>Within the site, each dwelling will have generous landscaped secluded private open space, with a minimum of 25m<sup>2</sup> of secluded private open space accessible from a living room, with a minimum dimension of 3m.</p> <p>The proposed development in this application complies with this standard and is consistent with the objective.</p>			

OBJECTIVE	STANDARD	MEETS OBJECTIVE	MEETS STANDARD
<b>Solar access to open space</b> Clause 55.05-5	B29	✓	✓
The secluded private open space for the dwellings is located on the north-western side of the dwellings. The proposed development complies with this standard and is consistent with this objective.			
<b>Storage</b> Clause 55.05-6	B30	✓	✓
All dwellings have an attached garage with included storage space. The proposed development complies with this standard and is consistent with this objective.			

## 2.7 DESIGN DETAIL (Clause 55.06)

The following table provides an assessment of the application against the relevant objectives and standards of this clause.

OBJECTIVE	STANDARD	MEETS OBJECTIVE	MEETS STANDARD
<b>Design detail</b> Clause 55.06-1	<b>B31</b>	✓	✓
<p>The proposed dwelling design respects the neighbourhood character of the area with regards to built form, height, roof pitch, façade articulation and massing articulation. Further details are provided in attached plans and the Design Response section of the Planning Report.</p> <p>Consequently, the proposed development complies with this standard and is consistent with this objective.</p>			
<b>Front fences</b> Clause 55.06-2	<b>B32</b>	✓	✓
<p>The proposed development provides a front fence to the proposed dwellings with a height of 1.5m.</p> <p>This complies with the standard and is consistent with the objective.</p>			
<b>Common property</b> Clause 55.06-3	<b>B33</b>	✓	✓
<p>The five dwellings will share a common driveway, which is clearly defined, functional and capable of efficient management.</p>			
<b>Site services</b> Clause 55.06-4	<b>B34</b>	✓	✓
<p>Provision of a service yard for each dwelling has been made to facilitate placement of services and bins.</p> <p>The proposed development complies with this standard and is consistent with these objectives.</p>			

### 3. VARIATIONS TO STANDARDS

In this instance no variations to the standard(s) are proposed:

## 4. CONCLUSION

As there are no proposed variations to any of the standard, this proposal meets all relevant objectives of clause 55.















Your Reference: **PLN23/0157**

4 August 2023

The Manager, Statutory Planning Services  
Hepburn Shire Council  
PO Box 21  
DAYLESFORD VIC 3460

Dear Sir/Madam,

We refer to Planning Application PLN23/0157 for the development of 5 dwellings on a lot at the site known as 1 Raglan Street, Daylesford (subject site).



On behalf of our client, we lodge this objection to PLN23/0157 for the following reasons.

**1. Inconsistencies within the application**

Review of the advertised documents show a number of inconsistencies within the material, which is of great concern to our client in understanding the nature of the proposal sought on the subject site.

Firstly, we note that drawing number 2023-011-L104-101 of the advertised plans shows two different configurations of the garage and laundry/mud room for proposed 'Lot 104'.

Secondly, we also identify that the proposal does not accord with the subdivision layout for PLN22/0176 – which a notice of decision to grant a planning permit was issued by Council on 20/04/2023 and is currently under review at the Victorian Civil and Administrative Tribunal (VCAT). Specifically, the proposed dwelling, access and lot layout (although not a subdivision proposal) is at odds with the subdivision considered by Council and currently before the Tribunal. As can be readily identified in Figures 1 and 2, the number and size of lots, the lot configuration and orientation, and the internal road layout does not conform between the respective applications.

Moreover, this proposal has implications on the efficacy of abutting development (subdivision) to the west considered under PLNPA003530 – which a notice of decision to grant a planning permit was also issued by Council on 20/04/2023 and which is currently under

review at VCAT. Specifically, the proposal compromises future road layouts and connections between subdivisions (refer to Figures 1 and 3), which is likely to have significant impacts on accessibility and amenity.

Finally, we note that the Stormwater Strategy, prepared by Axiom Consulting Engineers (Document reference 984-01RevA, dated 07/03/2022) appears to be based on the proposed subdivision layout for PLNPA003530 and not the layout of the proposed development. As the proposed development does not conform with this subdivision layout (as discussed above), we submit that the Stormwater Strategy submitted with the application is misguided and likely inaccurate. Our client has genuine concerns about how stormwater will be managed on the site given the scale and siting of development proposed, the inconsistencies between the Stormwater Strategy and the rest of the application, and the potential for stormwater flows to impact on surrounding properties and the road network – which do not appear to have been accurately assessed.

It is worth noting that all three applications have been prepared by the same proponents/representatives. In this vein, our client has significant concerns regarding the transparency and accuracy of the proposal(s) and the ability to achieve orderly planning, and whether further proposals are envisaged that may be contradictory to those already sought.

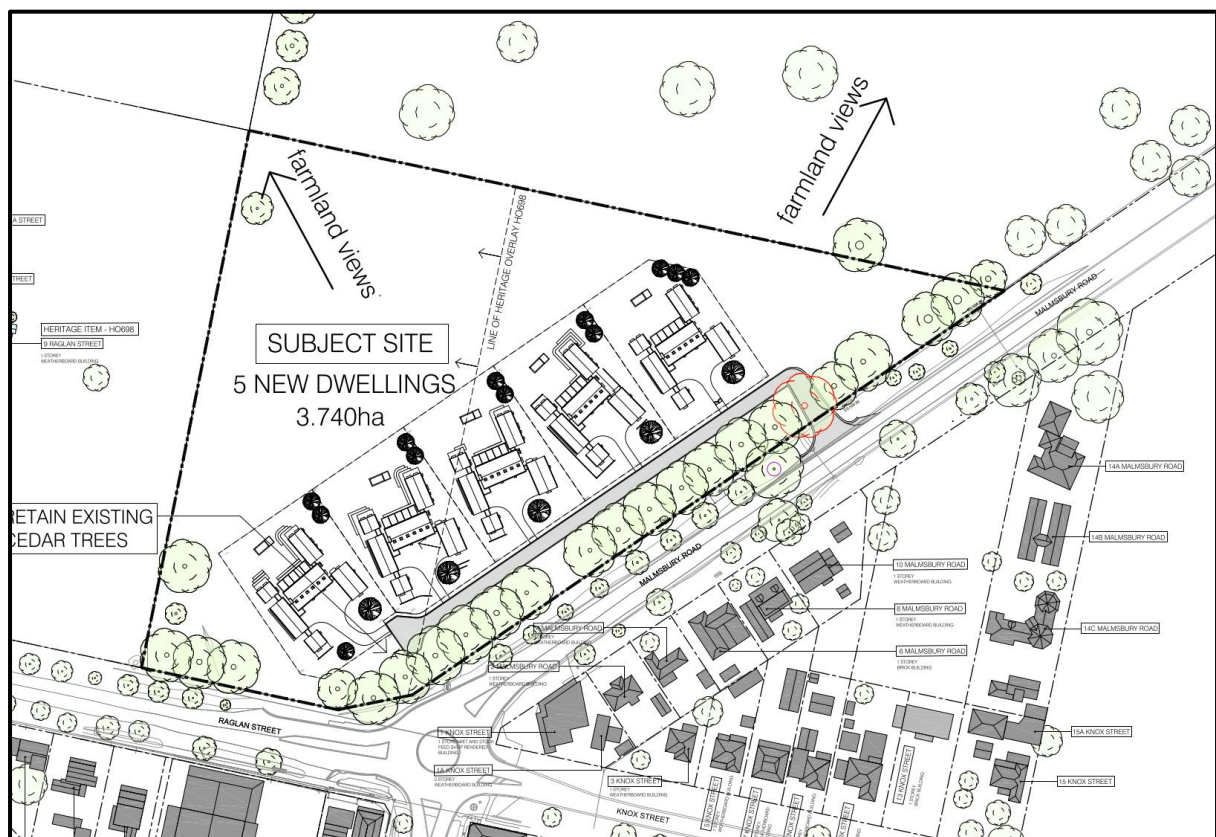


Figure 1: Proposed site/development plan for the current application PLN23/0157.



Figure 2: Proposed subdivision layout plan for PLN22/0176.



Figure 3: Proposed subdivision layout plan for PLNPA003530

## 2. Omission of permit triggers

We submit that the following permit triggers apply to this application:

- Clause 32.09-6 (NRZ1) – *a permit is required to construct two or more dwellings on a lot;*
- Clause 42.01-2 (ESO1 & ESO2) – *a permit is required to construct a building or construct or carry out works;*
- Clause 42.01-2 (ESO1) – *a permit is required to construct a fence if specified in a schedule to this overlay;*
- Clause 42.01-2 (ESO1 & ESO2) – *a permit is required to remove, destroy or lop any vegetation, including dead vegetation;*
- Clause 43.01-1 (HO698) – *a permit is required to construct a building or construct or carry out works;*
- Clause 52.06-3 – *a permit is required to reduce (including reduce to zero) the number of car parking spaces required under Clause 52.06-5; and*
- Clause 52.29-2 – *a permit is required to create or alter access to a road in a Transport Zone 2.*

Upon review of the advertised documents, we note that the application fails to address and seek permission under the following permit triggers:

- Clause 42.01-2 (ESO1) – *a permit is required to construct a fence if specified in a schedule to this overlay*

We contend that Schedule 1 to Clause 42.01 infers that there is an intent to trigger a permit for a fence that does not meet the schedule's stipulations (i.e. to construct or carry out works for a fence that is less than 10 metres away from the nearest edge of a waterway). Given that a mapped watercourse runs through the subject land (and proposed development), a permit is triggered under this clause to construct a fence within 10 metres away from the nearest edge of the waterway. Further, we note that a Section 55 referral to the relevant water board or water supply authority is required in accordance with Clause 66.02-5 (Use and development referrals – special water supply catchment area) of the Scheme.

- Clause 42.01-2 (ESO1 & ESO2) – *a permit is required to remove, destroy or lop any vegetation, including dead vegetation*

Review of the advertised documents show the removal of at least one (1) tree to accommodate construction of a new vehicle accessway to the proposed dwellings, which triggers the requirement for a permit under Clause 42.01-2.

- Clause 52.06-3 – *a permit is required to reduce (including reduce to zero) the number of car parking spaces required under Clause 52.06-5*

Table 1 to Clause 52.06-5 prescribes that one (1) visitor car parking space is required (for visitors) to every five (5) dwellings for developments of five (5) or more dwellings. The application does not nominate any provision for visitor car parking. Our client is concerned that the applicant has not sought a reduction to the car parking requirement as part of this application.

- Clause 52.29-2 – *a permit is required to create or alter access to a road in a Transport Zone 2.*

Review of the advertised documents show the creation of a new vehicle crossover to the north-western side of Malmsbury Road. Malmsbury Road zoned in the Transport Zone 2. Our client is concerned that the necessary Section 55 referral to the Head, Transport for Victoria required under Clause 52.29-4 and Clause 66.03 of the Scheme has not been undertaken. This omission has implications on road and intersection design and siting, and wider implications on vehicle and pedestrian safety.

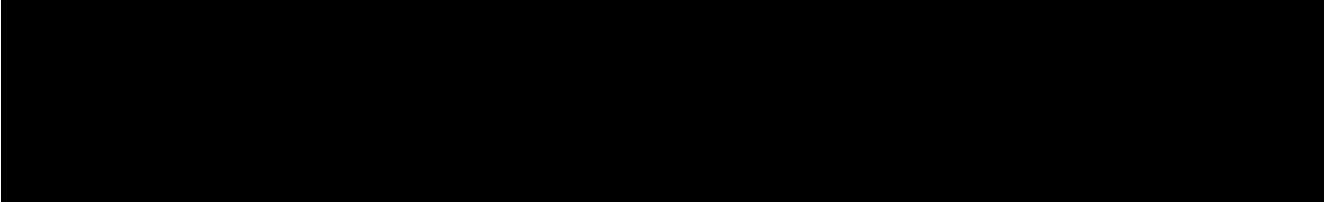
While our client may not be opposed to these matters individually, our client is concerned that the application is deficient regarding these matters, and the consequences (or impacts) associated with those matters not being fully addressed and considered by the proponent.

### **3. Discordance with Planning Policy, Clause 32.09 (Neighbourhood Residential Zone – Schedule 1) and Clause 55 (Two or more dwellings on a lot)**

We submit that the proposal is inconsistent with relevant State and Local Planning Policy within the Hepburn Planning Scheme, as well as the purpose and decision guidelines of the Neighbourhood Residential Zone – Schedule 1 (NRZ1) and Clause 55, as detailed below:

- Clause 02.03-1 – Settlement
- Clause 11.01-1S – Settlement
- Clause 11.01-1L – Township and settlements

In relation to these Clauses, we submit that the overwhelming state and local planning policy direction within the scheme seeks to encourage sustainable and adaptable growth and development, and discourage development which would compromise future orderly expansion. The proposal contradicts the policy direction in that it imprudently provides for development that undermines the townships adaptability to growth pressures within the settlement boundaries. As can be ascertained in Figure 1, the proposed dwellings would drastically diminish any meaningful urban consolidation to the balance of the site, in a manner



that is not generally in accordance with the prevailing (and expected) urban form for the settlement. It is therefore inconsistent with the above policy direction relating to settlements.

- Clause 02.03-5 – Built environment and heritage (built form)
- Clause 15.01-1S – Urban design
- Clause 15.01-1L – Urban design
- Clause 15.01-2S – Building design
- Clause 15.01-2L – Environmentally sustainable development
- Clause 15.01-5S – Neighbourhood character
- Clause 15.01-5L – Neighbourhood character in Daylesford

In relation to these Clauses, we submit that the overwhelming state and local planning policy direction within the scheme seeks to promote development that provides good urban design, building and siting outcomes that harmonise with neighbourhood character and foster a sense of place. We submit that the development:

- (1) Lacks grain and articulation, primarily owing to the repetitive and uniform nature of the dwellings;
- (2) Lacks fenestration (windows/glazing) and passivity, particularly in the front setbacks;
- (3) Provokes excessive viewshed, mass and dominance, owing to the size/bulk, pattern of development and building fabric; and
- (4) Presents a disjointed outcome for the site that is considerably dissonant to the neighbourhood character of the town and immediate surrounds.

The proposal is therefore concernedly inconsistent with the above policy direction relating to built form and neighbourhood character.

- Clause 02.03-6 – Housing
- Clause 16.01.1S – Housing supply
- Clause 16.01-2S – Housing affordability
- Clause 16.01-2L – Affordable housing

In relation to these Clauses, we submit that the overwhelming state and local planning policy direction within the scheme seeks to facilitate well-located, integrated, diverse housing and more affordable housing that meets community needs. The application represents an unfavourable divergence from the relevant policy direction in that it provides for five identical dwellings (in form, appearance and layout) of lavish construction standard, which does not provide diversity in housing nor adaptability in design, and is likely to foster greater unaffordability in the area owing to the cost of development and expected gains. It is therefore highly inconsistent with the above policy direction relating to housing.



It is our view that the above reinforces our contention that the proposed development is not considered to be conducive with the NRZ1 and the relevant policy enunciated above given that it is at odds with settlement strategies, is a poor urban design response, is antithetical to the neighbourhood character, and nonsensical given the current housing affordability crisis and policy direction for efficient use of sparse urban zoned land.

#### **4. Discordance with Planning Policy and Clause 42.01 (Environmental Significance Overlay – Schedules 1 and 2)**

We submit that the proposal is inconsistent with relevant State and Local Planning Policy within the Hepburn Planning Scheme, as well as the purpose and decision guidelines of the Environmental Significance Overlay – Schedules 1 and 2 (ESO1 and ESO2, respectively), as detailed below:

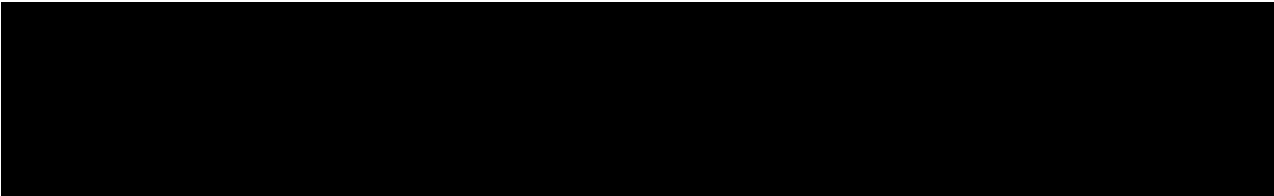
- Clause 02.03-4 – Natural resource management (water)
- Clause 12.03-1S – River and riparian corridors, waterways, lakes, wetlands and billabongs
- Clause 14.02-1S – Catchment planning and management
- Clause 14.02-1L – Catchment and land protection
- Clause 14.02-2S – Water quality
- Clause 14.02-2L – Mineral Springs and Fresh Water Springs Protection – Hepburn

In relation to these Clauses, we submit that the overwhelming state and local planning policy direction within the scheme seeks to protect water catchments and the valued mineral springs of the area from the impacts of development. As aforementioned, whilst the application provides a Stormwater Strategy, it makes some egregious assumptions on the proposal's congruence with a preceding subdivision proposal. Furthermore, the application fails to address the ESO1 and a number of permit triggers associated with the ESO1 and ESO2 (as previously detailed). As such, our client is yet to be convinced that the application has sufficiently considered impacts to the integrity of water quality and ways to mitigate such.

#### **5. Discordance with Planning Policy and Clause 43.01 (Heritage Overlay)**

We submit that the proposal is inconsistent with relevant State and Local Planning Policy within the Hepburn Planning Scheme, as well as the purpose and decision guidelines of the Heritage Overlay (HO), as detailed below:

- Clause 02.03-5 – Built environment and heritage (heritage)
- Clause 15.03-1s – Heritage conservation
- Clause 15.03-1L – Heritage



In relation to these Clauses, we submit that state and local planning policy direction within the scheme together with the HO seeks to, among other things, ensure that new development does not impugn on the significance of heritage places and precincts. More specifically, key policy calls to *design development to respect elements of the heritage place and surrounds*, and for the promotion of *building design that clearly and positively supports the heritage significance and distinguishes old from new construction through responsive siting, scale, massing, materials and detailing*. The proposed development would present a dominating and repetitious development form which would undermine and detract attention from the heritage-significant attributes of the precinct. Our client finds little comfort in the siting, scale and visibility of the proposed development from the streetscape, and subsequently considers the proposal contrary to the relevant policy direction and the intent of HO.

**6. Non-compliance with Clause 52.06-5 (Number of car parking spaces required)**

As discussed, the application does not nominate any provision for visitor car parking, as required by Clause 52.06-5. Whilst it is appreciated that there is space for this to be provided, our client is concerned by the proposal failing to meet the minimum statutory requirements.

**Conclusion**

Overall, the proposed development represents a disorderly planning outcome for the site and the township, that is not congruous with the relevant planning policy, the zone, the overlays, the relevant particular provisions and Clause 65. For the reasons outlined in this submission, we respectfully request that the Responsible Authority (Hepburn Shire Council) determine the application by way of Notice of Refusal to Grant a Planning Permit.

Should you have any questions regarding the matter or would like more information from us, please don't hesitate to contact me using the details provided below.

Kind regards,



**Objection 1:**

One would hope the history, culture and charm of Daylesford is NOT about to be monopolised and capitalised on by a commercial TV reality show for the benefit of a few.

Is this type of development at the entry to iconic Daylesford there to exploit or contribute to the historical town & precinct? The face of Daylesford will be blurred by this city centric pseudo attempt at a 'farm building' style – 5 housing estate replicas typically without architectural consideration of the site, surround and climate.

I therefore object on the grounds of heritage values and character of Daylesford.

**Objection 2:**

Reason(s) for the submission/objection -

I object to the application PLN23 0157, on several grounds.

The overarching reason that this development should not proceed in its current state, is **character**.

The last inhabitants of that land, were sheep.

The character of this town does not have 5 houses, all the same except cladding, so clearly a developers' hand, at the entrance to this quaint town. Soon there will be no 'quaint' left. We need to be more careful.

The architect is from Sydney and has little understanding of our little town in the highlands - swimming pools on every block?

That joke aside, the architect has created one rambling urban dwelling and simply twisted this way, and that, on each block.

Speaking of The Block, this would not only allow a developer to determine our entrance to town with one boring architect, with these houses placed boundary to boundary, then a series of untrained media-hungry REALITY TV random people, are to execute the builds. It is ludicrous in the extreme.

It defies belief.

These houses are not sited to advantage their position. They are not a design in keeping with Daylesford. They should be built in the western suburbs.

Our town deserves better. These developers are in charge of 30 acres of pristine land at the entrance to town. Now they are going to the next level, not even trying to be empathetic by using a good architect. And then The Block ...

There will be hundreds of UNAFFORDABLE hideous houses so not even helping with the housing crisis.

The developers don't live here. The architect lives in another state. The TV people are from Melbourne. They will all make money, then leave the devastation in their wake.

Please consider the overall impact this bad development will have in this town. It will shape its future. It will be a sad indictment on the legacy of this current Council - it will be remembered that this Council let this happen.

**Objection 3:**

Dear Mayor and Councillors & Acting Manager of Planning and Development - Hepburn Shire

**As an Architect I have been educated in what is considered the best practice in Design Development Guidelines and have experience in negotiating these Guidelines in a number of shires.**

**Please accept this Objection & recommendations to planning permits:**

**PLN230157,**

1. **4719 Midland Highway/ 1Raglan: 9 acre Multi lot with 5 large Lots by the BLOCK Group Architects and Smith st Development**

Signed by Julian Benchley for Group Architects - To begin we must acknowledge Aboriginal possession especially as the land is crossed by a watercourse and the proposed activity is a high impact. High-impact activity (as defined under regulations 9(1) and 58(3) of the Aboriginal Heritage Regulations 2018). Accordingly, a **Cultural Heritage Management Plan** is required for this permit application. This was a major stumbling block for the Musk farm planning proposal at VCAT when the application and the Council did not address it. I wish to introduce this request with a brief introduction to Urban Design and what it is! The Australian Sustainable Built Environment Council <https://www.asbec.asn.au/> has proposed a protocol I will quote from. [https://urbandesign.org.au/content/uploads/2015/08/INFRA1219\\_MCU\\_R\\_SQUARE\\_URBAN\\_PROTOCOLS\\_1111\\_WEB\\_FA2.pdf](https://urbandesign.org.au/content/uploads/2015/08/INFRA1219_MCU_R_SQUARE_URBAN_PROTOCOLS_1111_WEB_FA2.pdf)

WHAT IS URBAN DESIGN?

GENERALLY, URBAN DESIGN IS:

Urban design is concerned with the arrangement, appearance and function of our suburbs, towns and cities. It is both a process and an outcome of creating localities in which people live, engage with each other, and engage with the physical place around them. Urban design involves many disciplines including planning, development, architecture, landscape-architecture, engineering, economics, law and finance, among others.

Urban design operates at many scales, from the macro scale of the urban structure (planning, zoning, transport and infrastructure networks) to the micro-scale of street furniture and lighting. When fully integrated into policy and planning systems, urban design can be used to inform land use planning, infrastructure, built form and even the socio-demographic mix of a place.

Urban design can significantly influence the economic, environmental, social and cultural outcomes of a place:

Urban design can influence a locality's economic success and socio-economic composition—whether it encourages local businesses and entrepreneurship; whether it attracts people to live there; whether housing and travel costs are affordable; and whether access to job opportunities, facilities and services are equitable.

Urban design determines a place's physical scale, space and ambience and establishes the built and natural forms within which individual buildings and infrastructure are sited. As such, it affects the balance between natural ecosystems and built environments, and their sustainability outcomes.

Urban design can influence health and the social and cultural impacts of a locality: how people interact with each other, how they move around, and how they use a place. Although urban design is often delivered as a specific 'project', it is in fact a long-term process that continues to evolve over time. It is this layering of building and infrastructure types, natural ecosystems, communities and cultures that gives places their unique characteristics and identities.

<https://urbandesign.org.au/what-is-urban-design/#:~:text=and%20support%20networks.-,SCALE,seem%20'out%20of%20scale>. in particular

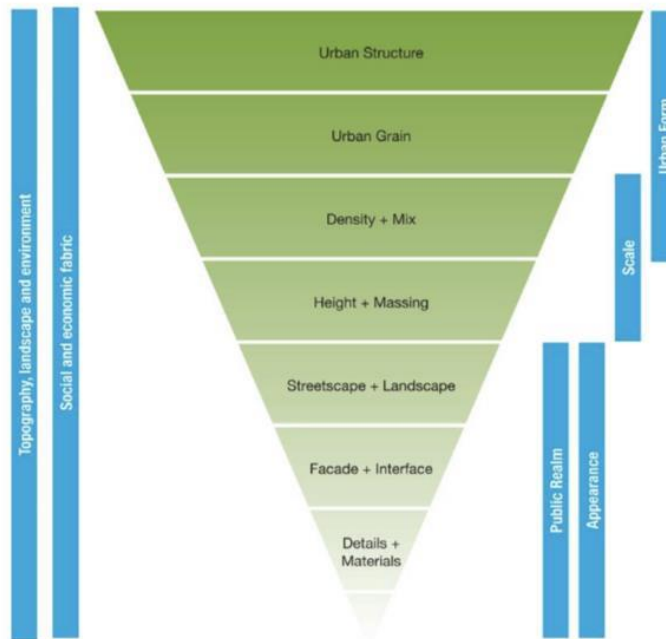
- urban structure
- car parking, road bicycle and foot pavement
- open space,
- garden coverage
- wildlife
- scale
- amenity of existing and future residents

For instance, basic requests like requiring developers to meet Planning Scheme parking requirements and denying their parking waiver requests have a solid foundation in Urban Design theory as well as practice.

## ELEMENTS OF URBAN DESIGN

This section provides basic explanations for terms that are commonly used for urban design in the Australian context. Figure 2 shows the approximate hierarchical relationship between the elements of urban form, followed by a brief definition of the elements.

Figure 2: Elements of urban form – macro to micro scale



## Recommendations:

### 1 Urban structure

The overall framework of a region, town or precinct, shows relationships between zones of built forms, landforms, natural environments, activities and open spaces. It encompasses broader systems including transport and infrastructure networks.

- The 5 Large lots with 5 bedroom house and heated swimming pools pay scant regard to the existing Daylesford Urban Structure. The implied development behind of the “eco-villages” proposals that were in the previous application in the left over Supa lot give cursory respect to the existing Daylesford Urban Structure.
- They don't have very much in the way of a theoretical framework to respond to as a result of the Hepburn Planning Scheme having not been revised in 20 years
- The temptation of the “potential” shoelace development of vacant blocks over the road from a strip of housing, 1 block deep, on two Main Streets; Raglan St and Malmsbury Rd (Midland Highway.)
- The sites are on the downhill side of a “semi-rural road” near a pub, a pet food store and a hardware store. Downhill from a lot of industrial development along East St and a Heritage Gateway entrance to Daylesford \_ Heritage Railway precinct used for Sunday Markets. Traffic and Parking on this part of Raglan St on Sundays are dangerous.
- There is little advertised notification of engineering design for the **management of the existing streams and drainage**. The little there is underestimates the amount of the water and the catchment. The design for overland flow is substandard, Little information about how the ecosystem is currently working is provided nor of the benefits of its existing vacant state. In fact, the site is:

1. the recharge zone of an important catchment, the Iconic Heritage Hepburn Springs Recreation Reserve
2. forms part of a tributary system leading downstream to the Loddon
3. has a high water table (5-10 m @29 Smith St. & 4719 Midland Highway)
4. Several springs serve the waterways through the site including the dewatering of the Iconic Heritage "Defiance" Mine site

- It serves as a drainage line for the mine dewatering as well as significant drainage from the railway precinct and adjacent land. **The submission hides the existence of the historic mining tunnel, the Defiance Tunnel @4719 Midland Highway**

- The resultant drainage is filtered through the vacant paddock before it arrives in the creek that serves the Hepburn Mineral Springs area and **is a flood-prone wetland on 4719 Midland Highway**

- A proper hydrographic study of the effects of putting 5 large lots with swimming pools and an urban "eco-village" on this land needs to be carried out and audited by qualified certifiers. At least employ a water engineer as a consultant in the project, who is experienced in Integrated Water Management matters. Reveal the high water table in plans possibly derived from identifying it via the website "Visualising Victoria's Groundwater": <https://www.vvg.org.au>. The Landscaping plans must be submitted for community viewing prior to the application being granted.

## **2. Urban Grain including Car Parking in "Eco-Villages".**

A 'fine urban grain' might constitute a network of small or detailed streetscapes. It takes into consideration the hierarchy of street types, the physical linkages and movement between locations, and modes of transport.

- While there may be adequate on site parking for the 5 large lots, it will be necessary to deny parking waiver requests & provide for onsite parking for all homes in the implied "eco-villages" due to Daylesford's inadequate Public Transport
- Developers are incorrect in their assumption that Public Transport in Daylesford is adequate.
- Daylesford has minimal to no public transport. PTV Buses are only available from the Bridport depot (½ hr walk from the proposed site, 1 or 2 times a day to regional towns and remote VLine connections at Ballan and Woodend more than ½ an hour by bus and a further hour to Melbourne. A day trip to Melb on PTV can easily take 5 hours. Taxis are expensive.
- Onsite & street parking are needed for visitors, helpers & carers  
- even if owners don't have cars, they often are assisted by family and friends who do it,
- Visitor parking needs to be all-weather, close to home parking is required
- Cars are always needed in Australian country towns of Daylesford's size. There is no comparison with the bigger cities with regular reliable public transport.
- Future residents of these implied Supa lot "eco-villages" will have cars
- The Eastern connecting roads Raglan St, malmsbury Rd (Midland Highway) and Daylesford Trentham Rd are major truck routes. They are busy with cattle & sheep trucks, water & petrol tankers, freight trucks and school, tourist and PTV buses, with almost no bike lanes
- The developers need to provide more entry/exit roads, as the potential population is more than provided by the current number of lots, due to probable further subdivision and infill development.
- Daylesford has a high percentage of older folk who will be unlikely to engage in cycling for transport.
- Daylesford has Inadequate bike infrastructure. Daylesford is cold, wet and hilly & has no bike lanes so it is really unsuitable for riding bikes, only the brave are tempted to do it." And they often report dangerous falls due to damaged unsafe roads.

- The proposed pavements are unfriendly for wheelchairs and mobility scooters. Many slopes are steeper than the standard 1:14 wheelchair ramp
- Town centre is 1/2 km away up and down a steep hill. i.e. unwalkable for mobility compromised for shopping and difficult for bikes and mobility scooters.
- Currently Daylesford's road pavement widths and footpaths on both sides of the roads are deficient. The development proposals should not be allowed to have even less provision for these vital pathways especially for emergency vehicles. Particularly because of the likelihood of more frequent bushfires, storms or floods
- Rural life in Daylesford often requires the transport of large objects e.g. hay. gardening equipment etc

### **3. Density and mix**

The intensity of development and the range of different uses (such as residential, commercial, institutional or recreational uses).

- In the implied "eco-villages" there is a very limited mix of uses, the emphasis on residential needs to be broadened to include other uses.
- The Cedar reserve previously negotiated is lost in this proposal and needs to be reinstated with an adequate buffer zone Which may include a walking track but not street access and infra structure services in the root zone.

### **4. Height, Massing and Scale**

The size, bulk and perception of buildings and spaces. Bulk refers to the height, width and depth of a building in relation to other surrounding buildings, the street, setbacks and surrounding open space.

The scale of buildings in relation to height and floor area, and how they relate to surrounding landforms, buildings and streets.

The scale of buildings also incorporates building envelope, site coverage and solar orientation.

Height and massing create a sense of openness or enclosure and affect the amenity of streets, spaces and other buildings.

- The proposed/ implied "EcoVillage" smaller footprint buildings set amongst the proposed 5 larger footprint residential buildings will seem 'out of scale'.
- The proposed/ implied smaller 2-storey buildings set amongst the proposed 5 larger footprint single-storey residential buildings will seem 'out of scale' despite the 5 single storey residences 7.5m ridge heights
- Also the perception of constricted garden space being severely reduced in relation to house sizes of the Supa lot will create an obtrusive pattern compared with the 5 large lots, especially in relation to perceived comparative privacy

### **5. Open Space, Streetscape and landscape**

Open space across all developments not borrowing from neighbouring development.

The balance of open space to built form, and the nature and extent of subdividing an area into smaller parcels or blocks.

The design of public spaces such as streets, open spaces and pathways, and includes landscaping, microclimate, shading and planting

- Council should insist on maximum open space requirement to be included as recreational green space within the whole development ( ie do not accept cash contribution) -ie insist on at least 5% of total land value across all developments
- Incorporate & design with the needs of various demographics in mind eg parents with prams, elderly & young, people with dogs and pets eg. Goats horses

### **6. Facade and Interface**

The relationship of buildings to the site, street and neighbouring buildings (alignment, setbacks, boundary treatment) and the architectural expression of their facades (projections, openings, patterns and materials).



- The expression of the existing heritage Daylesford facade has been completely rejected in these 5 large lots despite the potential to be sympathetic. They rather follow a more recent model urban spread luxury unrelated to rural living. The implied “eco-village” designs in the Supa Lot, in favour of the current fashion commonly being used in such eco-village designs around the world. They use the ubiquitous real estate glitz of the moment and rejection of the traditional Daylesford “face”. The Daylesford “face” of 19th and 20th-century door and window openings and double, even triple fronts and eave projections. The “face” of materials; weatherboard, cement sheet and brick veneer, of alignment, setbacks, and boundary treatment as discussed above.
- Its not clear that Group Architects have rejected the Middleton Fields Guidelines, but if they have it makes a mockery of the guidelines relevance and application across the estate. The developer's design guidelines are very city-centric. Support rural life in "design /lifestyle guidelines" e.g. contrary to current developer guidelines, choose to allow visibility of garden sheds, water tanks, machinery, trailers, caravans etc.

## 7. Details and Materials

The close-up appearance of objects and surfaces and the selection of materials in terms of detail, craftsmanship, texture, colour, durability, sustainability and treatment. It includes street furniture, paving, lighting and signage. It contributes to human comfort, safety and enjoyment of the public domain.

- Incorporate emergency backup electric generation or storage or non-electric means of heating ( e.g. wood fires) as Daylesford has long cold winters and is prone to frequent power blackouts.
- Ensure proper Energy Rating certification and use of passive solar design principles
- Minimise glare off roofs. Minimise max absorption of summer solar radiation with matt black rooves proposed or allowed.
- Minimal concrete, including as landscape furniture - uncomfortable, too hot in summer, too cold in winter. Rather use reclaimed wood.
- LED illumination needs to be monitored for its distracting glare and brightness. Prefer dimmer ambient light consistent with the local rural environment as compared to denser urban surrounds.
- Reduced noise pollution

## 8. Public Realm

Much of urban design is concerned with the design and management of publicly used space (also referred to as the public realm or public domain) and the way this is experienced and used.

The public realm includes the natural and built environment used by the general public on a day-to-day basis such as streets, plazas, parks, and public infrastructure. Some aspects of privately owned space such as the bulk and scale of buildings, or gardens that are visible from the public realm, can also contribute to the overall result.

At times, public and private realms are blurring, particularly where privately owned space is publicly used.

- Allow for internal fencing in eco village
- High proportion of Daylesford residents have dogs, so fencing is required.
- Daylesford is in itself already a village where ‘everyone knows everyone’ so homes need to be more private as everyone meets incidentally in the public domain, so there’s no need to overly encourage this in the “eco village” design by reducing fencing.
- These implied eco villages currently being proposed have no or minimal plazas, parks, and public infrastructure and rely on all of Daylesford for their fulfilment.
- The relationship of the 5 large lots with the public open space is not sympathetic rather it is a “shoelace layout” of 5 lots off a subsidiary road/cul de sac

## 9. Green Infrastructure

The natural environment includes the topography of landforms, water courses, flora and fauna—whether natural or introduced. It may be in the form of rivers and creeks, lakes,

bushland, parks and recreational facilities, streetscapes or private gardens, and is often referred to as 'green infrastructure'.

- The existing green infrastructure is not well understood by the developer, particularly the downstream green capital of Hepburn mineral Springs.
- The proposed Holding basins are not going to contain wastes in a flood from entering the mineral springs. In fact most reliance is placed on pipes and tanks rather than the existing natural wetland mechanism
- Ensure Planning Scheme requirement of at least 35% garden coverage, (on top of Open Space requirements). For example, Surf Coast Shire recently increased their requirement from 30% to 35%
- Provide room for vegetated buffer with neighbouring farmland of Wombat Park to the north and connect to the Council managed waterway within 100-200m from the site. Also rationalise the site upstream flows.
- Plant bird-friendly native trees. At night many of the larger Australian mammals are venturing close to town Wombats, Koalas, even Platypuses.
- Currently a mob of kangaroos graze the site. Given they will be displaced, developers could acknowledge this by
  1. Donating to our wildlife protection charities eg Hepburn Wildlife Shelter
  2. Support local Wildlife Protection Signage projects

## **10. Social & Economic Fabric**

There should be an inclusion of non-physical aspects of the urban form, including social factors (culture, participation, health and well-being) as well as the productive capacity and economic prosperity of a community. It incorporates aspects such as demographics and life stages, social interaction and support networks.

- Single-storey apartments are needed for practical 'ageing-in-place'
- proposed double-storey impractical for ageing or infirm residents.
- Lifts and ramps mandated if double storey allowed.
- social housing and low-cost housing is required for the economic benefit of Daylesford to provide housing for hospitality workers.

None of this is provided by 5 large residential lots.

## **11. Urban Form**

The arrangement of a built-up area. This arrangement is made up of many components including how close buildings and uses are together; what uses are located where; and how much of the natural environment is a part of the built-up area.

- The implied proposed "eco-villages" are strongly influenced by the real estate imperative of increasing density to maximise the \$ return to the detriment of Urban Form.

Protect the heritage values of viewlines to Wombat park and of the Eastern Heritage Gateway entry. Please accept these thresholds to help improve planning outcomes and help retain Daylesford's unique beauty of its Urban Design.

### **Objection 4:**

Reason(s) for the submission/objection - Absolutely object to the proposal to build ugly townhouses at the entrance to the town. This is important farmland and the overbuilding of the town is a huge risk to the amenity and attraction that brings tourists in from Melbourne and basically form the entire economy of Daylesford.

Council needs to be very careful in approving development that risks the entire character and attractiveness of a country town. As it is, the services of Daylesford can't cope with the population as it stands currently.

Please block this planning application.

**Objection 5:****To Hepburn Shire Council - Objection to Planning Permit application - Regarding 1 Raglan Street Daylesford / 4719 Midland Highway****PLN23 0157**

I appreciate that the proposed lots are a lower density than the rest of all the developments proposed by this developer and this application contains many statements that are an acknowledgement of the suitability of low density on this very different land at the entrance to Daylesford in Precinct 11, NRZ, with three of the lots being under Heritage Overlay 698. Two of the 5 dwellings in this permit application are under the Heritage Overlay, plus the majority of the remainder of the land is also.

**Stormwater in the Hepburn Mineral Springs Protection Area**

The application however, fails to acknowledge the low lying paddock wetland drainage and important catchment parts of this land making up the site. In fact the wetland paddock drainage is virtually ignored as are the contours also ignored. These contours that exist in this recharge wetland area are a very effective wetland drainage solution using the natural filtering of the site for a flood prone area. This has developed naturally through nature having arrived at an excellent solution over millenia which happens to mirror closely the best practice approach to stormwater management which is WSUD, Water Sensitive Urban Design; such as practiced by Melbourne Water:

"An integrated drainage in a managed paddock wetland following the contour lines at ground level with specific planting that can reduce the risk of flooding. This is a more resilient stormwater management system, as it does not require the use of pipes and it also relieves the very rectilinear planning that disrespects topography, plus by slowing down the flow it allows pollutants to settle out."

There is benefit to Daylesford by improving the aesthetic appeal of the development by maintaining a more natural development, utilising the contours much more.

The contours need also to be observed for the sake of flood management. These are not "pre-development contours" What audacity.

The developers do not have the skill or deep understanding of the area to just grade it to their liking.

There is a very high water table in this area and this is an important recharge area of the Loddon River catchment and the stormwater management needs to be much improved to ensure the Hepburn Mineral Springs are not contaminated, or that the proposed retention basin does not silt up, a very likely scenario given the amount of water that comes over this land.

Hepburn's tourism depends on the Mineral Springs so there is a lot at stake to get this right and a hydrological study is needed.

If Daylesford continues to lose more and more of its charm and the tourism becomes just shop and a coffee why will people come if they can get that anywhere.

6.4.5 Clause 14.02-1S Catchment planning and management

*The purpose of this clause is to ensure the protection and restoration of catchments and other waterways/waterbodies.*

On Page 32 of the planning application pdf, quote from PA (in blue):

"The proposed development has a Stormwater Strategy (Appendix 4), that will ensure treatment and return of stormwater to pre-development quality levels, meeting direction in this clause to protect water resources from the impact of development."

This statement is highly questionable and the current "best standards" stormwater approach is needed to mitigate the important issues with stormwater such as flood, stormwater quality. What is suitable to this important land directly upstream from the iconic Hepburn Mineral Springs is that Hepburn Shire takes responsibility to ensure these amenities are not compromised in any way, due to silting up from flood, nor contaminated from pollutants that are known to result from housing.

["The proposed dwelling development also responds to potential flooding risk through appropriate stormwater management."](#)

Again, the stormwater management of the proposed retention basin is not up to standard or best practice and needs improvement.

#### **6.4.6 Clause 14.02-1L Catchment and land protection**

*The objective of this clause is to ensure that use and development in a special water supply catchment protects, restores and enhances the quality and quantity of the natural resources and environmental systems for the long term supply of quality water for future generations.*

#### **6.4.7 Clause 14.02-2L Mineral springs and fresh water springs protection – Hepburn**

*To enhance and protect the quality and quantity of mineral springs and fresh water springs water and not compromise aquifer integrity through development.*

["The proposed development will direct all excess stormwater to the stormwater treatment system in accordance with the Stormwater Strategy \(Appendix 4\)."](#)

This proposed "Stormwater Strategy" and the holding basins will not be sufficient for all the reasons previously mentioned and they will not keep pollutants and waste out of the Spring Creek going down to the Hepburn Mineral Springs when there is a larger rain event or even normal prolonged high rainfall and flooding as happens in this area. Pipes might be suitable in the developers city experience but not in this recharge area part of the source of the Loddon catchment.

The stormwater management needs to be upgraded to best practice which means utilising and enhancing the wetlands and contours that are already in place, as described above, thank you.

#### **Cedar Trees with a road on their roots!**

Very unfortunately the plan in the PA for these 5 proposed dwellings has a road running over the Tree Protection Zone or root zone of the avenue of cedars. The plan also includes services and pipes to be dug under the proposed road which is where roots of the trees are.

["The proposal does not impact the trees along the property boundary with Raglan Street, preserving the iconic eastern entrance into Daylesford and screening the dwellings from the road, thereby maintaining the sequence of view from Midland Highway/Raglan Street into the town centre."](#)

The above is not true as to the trees not being impacted. The unfortunate outcome would certainly be that the avenue of cedars would be severely impacted by a road that is unfortunately planned to be placed running immediately alongside the avenue of trees, running over the roots of the above mentioned outstanding cedar trees at the acknowledged iconic eastern entrance into Daylesford. The trees would be majorly impacted by such proposed placement of the road, let alone with pipes and services dug into the area below the road.

This is an obvious oversight or else a disregard and this cannot possibly be permitted as a satisfactory road placement.

The PA talks of “retaining existing cedar trees” in their plans which is all good, but of course if the cedars are to be retained they will need their root protection zone observed. I ask that a Tree Management Plan (TMP) is done for the cedars avenue and that this should be a requirement in order to establish the buffer zone. The TMP to be done by Council approved arborists, with agreement by the developers to implement the professional arborist Tree Management Plan recommendation into a permit condition until such time as Council confirms taking this area over as a reserve. The space right beside the cedar trees in the TPZ can well be allocated to unencumbered Public Open Space (POS).

Daylesford needs and wants these trees and this iconic entrance protected, not threatened. So the development of houses should be placed further away from the eastern boundary and avenue of cedars if the road is to be in this vicinity. Or else the road needs to be placed on the western side of the development/proposed luxury dwellings.

"The proposed development will follow the policy guidelines of locating new development among established vegetation and minimising visibility from major road corridors through screening by the established trees and additional plantings."

This would of course be excellent if it were the reality. However, as above, there will be no screening if the trees do not survive in a healthy condition with a Tree Management Plan and their Tree Protection Zone observed. 'Biodiversity' is now understood and acknowledged to include all trees in Hepburn Shire, not just native trees.

### **6.3 SIGNIFICANT ENVIRONMENTS AND LANDSCAPES**

#### **6.3.3 Clause 12.05-2L Landscape management**

*The objective of this clause is to protect and enhance the unique features of the landscape character areas of the municipality.*

On Page 31 of the planning application pdf, quote from PA (in blue):

"The site is located within the Uplands landscape character area. The proposed development will ensure the agricultural landscape character and dominance of topography and vegetation is maintained by delivering dwelling designs that provide generous spacing and viewlines between dwellings, amongst landscaped settings."

It's good that viewlines are considered in a real way and that these five dwellings will be acknowledging the 3 to 4 metres side boundary set back as per requirement of Heritage Overlay 698 and Precinct 11 of the NRZ values and character. Both of these are important features of this area.

However 'landscape character and dominance of topography' needs to be observed, as per above, regarding retaining the important contours, with the lower lying wetland drainage areas also retained as described. It would be appalling if this land would be graded flat for convenience. This is a unique rural town with special characteristics and not a city suburb.

Lastly the viewlines and "agricultural landscape character and dominance of topography and vegetation" will not be maintained if a medium density block of buildings is created right in the view of these 5 dwellings, on the remaining land of the lot as the developer currently proposes in the other permit application for this same land. That inappropriate “supalot” medium density proposal should be entirely removed and the developer should refer to their own low density and rural integration statements as seen in this PA, which are applicable also to the remainder of the lot.

#### **Objection 6:**

We wish to object to Planning Permit PLN23/0157  
at 1 Raglan St. Daylesford Vic 3460

by Smith Development Partnership Pty Ltd  
**For five - five bedroom houses, plus study, and rumpus, room**

Our reasons for objecting are:

1. **This development does not sit well with the Hepburn Shire's draft Affordable Housing Strategy which says:**

"We will be advocating for more social housing and emergency accommodation, encouraging regulatory changes to promote long-term rentals over short-term accommodation, and also campaigning for updates to the Victorian planning scheme to include mandatory affordable housing contributions," said Cr Hood. Key actions relating to land use planning and regulation include updating planning processes to reduce timeframes and improve customer experience, investigating amendments to the planning scheme to facilitate secondary dwellings and relocatable dwellings, and encouraging housing diversity including smaller, less costly dwellings. <https://www.hepburn.vic.gov.au/Council/News/Latest-news/Council-releases-draft-Affordable-Housing-Strategy>

2. **The Hepburn Shire has a need for family homes.**

As the **Average Australian household has less than 2.5 persons**, these homes, accommodating at least 7 people each, **do not appear to be family homes but rather short term accommodation.** More recently, the AHS declined to historical lows of a little below 2.5 people per household.

<https://www.rba.gov.au/publications/bulletin/2023/mar/a-new-measure-of-average-household-size.html>

3. **These homes are not in keeping with the neighbourhood character.**

- A few years ago a small cottage opposite was restored.
- Other homes along Raglan St and in the area are smaller.

4. Given that there are as yet no general access roads, to the site, during any build of this size,

- If vehicles were permitted to park and materials stored along the boundary with the Malmsbury road the **historic Cedar trees may be threatened.**
- If vehicles were permitted to park, and materials stored on the verge, the **historic memorial trees may be threatened.**
- Given that this is adjacent to a roundabout, unless there are adequate roads and parking on site, there may be **traffic issues.**

**How are we affected by this planning application?**

This Planning Application concerns us, as during this Australia wide critical shortage of housing, it goes against the needs of the Australian Community, and specifically, the Hepburn Community and the Draft Hepburn Housing Strategy, which calls for family homes, and smaller housing.

Five five bedroom homes with study and rumpus room, appear to be holiday accommodation.

**Objection 7:**

- **PLN23/0115** – VicSmart application for removal of one tree.
- **PLN23/0116** – Grading for one or more dwellings, creation of access to Midland Highway, capping existing air shaft, construction of driveway.
- **PLN23/0157** – Development of 5 Dwellings on a Lot.

I object to all these application as they contradict much of what I hold dear about Daylesford. And much of what our Planning Scheme strives to protect. We have something special here yet with each greedy application we erode bit by bit the very things that make it so.

Below is a passionless list of planning objections in the place of where I think art and music would do better justice to advocate this land's protection.

**1.**

**The application does not align with our council Vision and Mission**

**Clause 02.02** of our Planning Scheme, our Council mission states Hepburn Shire will

*“maintain, promote, protect and enhance the district’s unique social, cultural, environmental and heritage characteristics.”*

Conducting a crass reality show and speed building oversized luxury mansions with chlorinated swimming pools in this pristine landscape in a historic parkland, without due regard for the lay of the land, while axing a 100 year old giant, is not maintaining, promoting, protecting nor enhancing our unique social, cultural & heritage characteristics. It is destroying them.

**2.**

**The application is contradictory to clause 16.01-1S of the Planning Scheme, the**

Housing supply objective which is

*“To facilitate well-located, integrated and diverse housing that meets community needs.”*

There is no community need for this self described (p9) “luxury residential development”.

The community needs smaller affordable homes suitable for local singles and the elderly, not five bedroom houses with swimming pools marketed at out of towners selling the fabricated fantasy ‘Daylesford lifestyle’.

It makes a mockery of our Affordable Housing Policy and the years of hard work by dedicated locals to lock in solutions to the homing crisis facing many. That the application even makes mention of the policy, all the while selling to the highest bidder for luxury mansions, is insulting.

**3.**

**It does not respect our heritage values**

as it callously requests the removal of a much loved old cedar tree that is over 100 years of age. One that stands with its tree family 100 years strong, forming the gateway to town in part of an intentional collection of Cedrus trees planted by Florence Stanbridge, daughter of William Stanbridge. It took a 100 years for that tree to grow. One hundred years. And will take only a few hours to chop it down, for what ? For greed. Greed and ego. Make no mistake, no one needs these houses.

**4.**

**It does not respect cultural values**

by not acknowledging the historic underground mining tunnels, (tunnels what tunnels?) nor aboriginal cultural heritage even though the site is within 200m of a spring and to this day has only been lightly grazed. It does not recommend sensible landscaping with plants local to dja dja Wurrung country that would help with drainage, attract wildlife and encourage healthy eco-systems.

**5.**

**The application does not allow enough room for the historic cedar trees** to be safely protected from harm as the driveway appears too close to them. The application could better facilitate walking and healthy neighbourhood goals by running a promenade type path along the border of the TPZ of the Cedar Collection.

6.

**It does not respect topography nor water flows** as it positions a road over a drainage line and seeks to cut and grade the land's natural form which has been contoured over time to give the surface it's characteristic undulations.

7.

**It does not guarantee pure water** will leave the site in this important catchment area of the Spring creek tributary system at the headlands of the Loddon. It removes land from performing it's important recharge function which replenishes our groundwater and precious mineral waters in this the spa capital of Australia, the very element the area is so prized for.

8.

**And, the application is incomplete & contains inaccuracies:** to name a few

1. the application form is blank except for signature identifying The Block architect Julian Brenchley
2. has no details on the nature of the encumbrance redacted on title.
3. missing the Middleton Field Design Guidelines
4. the potential access road is actually Malmsbury rd, not Midland highway; important when one considers the nature of the new intersection
5. claims incorrectly in Heritage Impact Statement (by J Briggs) that the Shire has no local Heritage policy. It does (**CI 15.03-1L**) important, as heritage is a key unique aspect of this town.
6. it's misleading in it's characteristics saying it will be "*Designed to reveal important views both between buildings & to surrounding farmland*" (P5) yet omits to mention the surrounding land is subject to medium density development without careful design guidelines thus removing such views.

So for all the above and many other reasons, I simply object



## HEPBURN SHIRE COUNCIL - SUBMISSIONS

### DRAFT AMENDMENT C87hep

#### 1 and 9 RAGLAN STREET, DAYLESFORD

Draft Amendment C87hepb proposes to amend the Hepburn Planning Scheme to make the Minister for Planning the Responsible authority for 1 and 9 Raglan Street, Daylesford.

The amendment to the planning scheme would facilitate consideration of the proposed subdivision of the land and construction of five dwellings on the land.

The draft planning permits that Council has regarded are numbered:

- PA2302417 – 1 Raglan Street, Daylesford; Subdivision into multiple allotments and associated works, removal of vegetation, creation of access to a road in a Transport Zone 2.
- PA2302418 – 9 Raglan Street, Daylesford: Subdivision into multiple allotments and associated works, removal of vegetation, demolition of a building in a Heritage Overlay, creation and alteration of access to a road in a Transport Zone 2.
- PA2302419 – 1 Raglan Street, Daylesford; Building and works for the construction of five dwellings.

Council has previously assessed PLN22/0176 for a multi lot subdivision at 1 Raglan Street (4719 Midland Highway). The layout plan varies from that forming part of Draft AmC87hepb.

The proposed layout plan reference C87hepb-NPS5943-Mid-Hwy-Subdivision-Layout-Plan.pdf has not been circulated as an amended plan as part of the VCAT process.

The subdivision layout as considered by Council regarding 9 Raglan Street is similar to that considered through C87hepb-Amended-Subdivision-Layout-Plan.pdf

Council has had regard to the proposed permit documents and conditions and makes the following submissions:

#### General

- Condition 1 of PLN22/0176 has not been included on PA2302417. Council does not support the removal of this condition.
- Conditions 5 and 9 of PA2302417 are repeated.
- Council is currently assessing the application for the development of 5 dwellings at 1 Raglan Street. A copy of the Council Agenda and Minutes will be provided to the Priority Projects team when they are available.
- Council requests that another opportunity be provided, as necessary, to make submissions regarding the proposed 5 dwelling following Council determination.

## Supporting Documents are not up-to-date

Many of the supporting documents do not correspond to the proposed Plan of Subdivision as advertised through the Priority Projects process, particularly as they relate to the land at 1 Raglan Street, Daylesford.

Of note the following reports (but not limited to only these reports) are not consistent with the applications sought:

- Arborist Report: C87hepb-PA2302417-1-Raglan-Street,-Daylesford-Arborist-Report-s205.pdf

The *Hygge Property – Preliminary Arboricultural Tree Assessment Report, 18 February 2022* relies upon a plan of subdivision that includes the cedar trees to be retained with private lots. The access road in this plan of subdivision extended to the west of the lots and away from the tree roots.

Council is concerned that the trees along the eastern boundary of 1 Raglan Street will no longer benefit from original rear yard setbacks or Proposed Building Exclusion Zone, as shown on the Decision Plans for PLN22/0176.

Council submits that the position of the internal driveway, accessing the 5 lots, may have a detrimental impact on the health of the trees.

A revised arborist report should be required prior to any works undertaken in the TPZ, including how any works that may be undertaken within the TPZ can be adequately resolved. Alternatively the tree assessment may require no works within the TPZ, in which case the internal private driveway may need to be repositioned.

- Clause 56 Assessment: C87hepb-PA2302417-1-Raglan-Street,-Daylesford-Clause-56-Assessment-s205.pdf

This assessment refers to 1 Raglan Street and clearly refers to the original subdivision as considered by Council. There is no Clause 56 assessment provided for the subdivision as per C87hepb-NPS5943-Mid-Hwy-Subdivision-Layout-Plan.pdf

This is evidenced by the comments: *“7 larger residential lots on the eastern portion of the site will be complemented by the future EcoVillage to be delivered on the superlot...”<sup>1</sup>*, and Standard C8 assessment *“The lots are large enough that potential building envelopes can be located with generous setbacks so that they won’t overlap or interfere with any existing trees on the site.”*

The internal private driveway and position of the proposed 5 lots have a different orientation in the subdivision as considered by Council versus the application before the Priority Projects group.

Council encourages the Priority Projects to undertake a thorough Clause 56 assessment of this application.

This comment also applies to 9 Raglan Street, Daylesford.

- Stormwater Strategy: C87hepb-PA2302417-1-Raglan-Street,-Daylesford-Stormwater-Strategy-s205.pdf

A Stormwater Strategy was prepared by Axiom Consulting Engineers on 7/3/2022. The proposed development plan, as shown at Appendix B, refers to the initial plan of subdivision.

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<sup>1</sup> Clause 56 Assessment, Niche Planning, Standard C6, page 10

Council suggests that a revised Stormwater Strategy be provided to the satisfaction of the responsible authority, prior to the subdivision or development of the site.

### **Avenue of Honour Trees**

- Council does not support the removal of any tree along the Avenue of Honour, including the proposed entrance to 9 Raglan Street, Daylesford.

The Avenue of Honour along both Raglan Street and the Midland Highway are considered important to the heritage of Daylesford, honouring the lives of persons who have served for this country.

The Avenues are included on the Victorian War Heritage Inventory and should be protected through any subdivision or development of the abutting land.

Council submits that a permit condition should be included for PA2302417 and PA2302418 that all Avenue of Honour trees must be retained.

### **Cedar and Fir Trees, 1 Raglan Street**

The permit applicant for this site has approached Council regarding the establishment of a reserve beneath the existing Cedar and Fir trees along the eastern boundary of 1 Raglan Street.

- Council is in principle supportive of the retention of the Cedar and Fir trees in a public reserve, noting that the trees are of potential State heritage significance<sup>2</sup>
- Council requires that an amended Arborist Report should be required to consider any new development or subdivision layout and the impact on those trees.

Xylem TreeCare note in the preliminary arborist report that they had not undertaken any assessment of the root area beyond a ground-based visual assessment.<sup>3</sup> Council considers that this must be undertaken prior to the development of the land for dwellings or subdivision.

Council supports in principle, proposed Condition 11 of PA2302417 and the vesting of the Cedar Tree reserve after a period of not less than 2 years. The condition should be expanded upon, to ensure that there is reduced liability to Council for any works required to those trees to ensure their ongoing health.

No works should be permitted within the TPZ of the Cedar/Fir Trees or Manna Gum tree, including the private road reserve, without the prior approval of the responsible authority.

The plans at C87hepb-Architect-Plans-Part1.pdf do not show the full extent of the 15m TPZ. Council submits it is appropriate to require that the common property driveway and 5 lots for development be moved west to fully sit outside the Tree Protection Zone of the Cedar and Fir trees.

A tree protection bond should be applied to the Cedar and Fir tree reserve, to be repaid to the permit applicant at such time that the trees are vested to Council. This bond may be drawn upon if any tree is damaged as a result of buildings and works by the applicant or its contractors.

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<sup>2</sup> Nomination currently before Heritage Victoria, including Wombat Park and Gardens.

<sup>3</sup> Xylem preliminary arboricultural tree assessment, Section 5

## Manna Gum

The Manna Gum tree, situated on the northern adjoining property, is identified as significant native vegetation in the Vegetation Assessment report; C87hepb-PA2302417 1-Raglan-Street,-Daylesford-Native-Vegetation-and-Ecologist-Report-s205.pdf.

- Council requires that a condition requiring a tree protection zone be included in any permit issued around the Manna Gum that is located on the property to the north of the site at 1 Raglan Street.
- Council does not support any works within the TPZ of this tree.
- Conditions 1a – 1d of the Notice of Decision to Grant a Permit for PLN22/0176 have been excluded from PA2302417. There does not appear to be any justification for this.

## Stormwater Strategy Plan

Council supports the requirements for a Stormwater Strategy Plan as a part of PA2302417 and PA2302418.

For consistency, a similar condition should be required of PA2302419 that prior to the development of any houses on that lot, as Section 173 Agreement must be entered into with Hepburn Shire Council, requiring that drainage works will be constructed and completed during the house construction stage.

This will protect the drainage across the broader Middleton Field, should the construction of houses occur prior to subdivision of the land.

## Public Open Space

The subdivision plans as considered by Council included a 544sqm drainage reserve to the northern boundary of 1 Raglan Street. The proposed C87hepb-NPS5943-Mid-Hwy-Subdivision-Layout-Plan.pdf shows this space as 478sqm. Council does not have any evidence as to why that area should be reduced.

The 449sqm area of unencumbered public open space shown on the Decision Plans for PLN22/0176 is not shown on C87hepb-NPS5943-Mid-Hwy-Subdivision-Layout-Plan.pdf. Council does not support the removal of this space. All other land is encumbered by a drainage line and is not included in the calculation of required open space.

The drainage line is shown at C87hepb-1-and-9-Raglan-Street,-Daylesford-Amended-Public-Open-Space-Plan-s205.pdf.

This must be considered in the provision of unencumbered public open space at 1 and 9 Raglan Street, Daylesford.

## Buildings and Works – Development of 5 dwellings at 1 Raglan Street

Council request an opportunity to further comment on the built form outcomes, following consideration of the application at the Ordinary Council meeting on 17 October 2023.

Council has noted the following through the assessment of this application:

- C87hepb-Architect-Plans-Part1.pdf:
  - A garden area has been calculated for the entire lot. A calculation of, and compliance with, the required garden area for each proposed lot should be required.
  
- C87hepb-Architect-Plans-Part2.pdf:
  - No Section C points are shown on the ground floor plan.
  - A dotted line is shown on the ground floor plan across the kitchen/dining/living area. The sectional diagrams show that line to be a Mezzanine area. There is no access shown to the mezzanine level. Council submits this should be deleted from the plans.
  
- C87hepb-Architect-Plans-Part3.pdf:
  - As for Part 2
  - The South West Elevation shows a screen to the front of the guest bedroom. This would reduce passive surveillance of the public realm and is not supported by Council.

As previously submitted, Council considers that a Stormwater Strategy should be considered as a collective for the Middleton Field Land Budget, as per the Public Open Space plan at C87hepb-1-and-9-Raglan-Street,-Daylesford-Amended-Public-Open-Space-Plan-s205.pdf.

Should the development of land at 1 Raglan Street occur prior to the certification of a subdivision of that land, Council submits that the implementation of a Section 173 Agreement is appropriate to ensure that all works occur during later stages.

If you have any questions or would like to discuss these matters, please contact Nicola McGowan-Coordinator Major Projects and Policy or Amy Boyd – Manager Planning and Building at Hepburn Shire Council.

Regards,



Amy Boyd  
Acting Executive Manager Development

---

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Corner Duke  
& Albert Streets  
Daylesford  
03 5348 1577

► CRESWICK

68 Albert Street  
Creswick  
03 5345 8399

► CLUNES

The Warehouse  
36 Fraser Street  
Clunes  
03 5345 3359

## **10.2 PLN22/0379 - 7 CAMP STREET DAYLESFORD EXECUTIVE MANAGER DEVELOPMENT**

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

### **ATTACHMENTS**

1. PLN22/0379 - Redacted Objection [**10.2.1** - 1 page]
2. Application Summary Form [**10.2.2** - 3 pages]
3. Title Plan [**10.2.3** - 1 page]

### **EXECUTIVE SUMMARY**

The application before Council is for the removal of a 3.35m wide carriageway easement along the rear boundary of 7 Camp Street Daylesford (Lot 1 TP1482). The easement extends up to the properties to the north (3 Camp Street and 5 Camp Street) of the subject site and provides access to these properties.

In accordance with Memorial No 143 Book 554, the easement burdens and forms part of the rear of 7 Camp Street and 5 Camp Street respectively for the historical benefit of access to the rear of 3 Camp Street via Hill Street.

The subject site is located within Neighbourhood Residential Zone- Schedule 1 (NRZ1) and is subject to an Environmental Significance Overlay- Schedule 1 (ESO1) and Schedule 2 (ESO2), and Heritage Overlay (HO444). Currently, the site comprises of a single dwelling with minimal vegetation.

Formal notification of the application was made to owners and occupiers of surrounding properties. One objection was received. The grounds of objections are:

- The easement has not been abandoned or otherwise terminated.
- The continuation of the easement has been acknowledged by the applicant and other persons affected by the easement.
- The easement is required for future development on 3 Camp Street.

Council's Engineering Department (Internal Referral Authority) has provided consent to the application.

### **OFFICER'S RECOMMENDATION**

*That Council, having caused notice of Planning Application PLN22/0379 to be given under Section 52 of the Planning and Environment Act 1987 and having considered all the matters required under Section 60 of the Planning and Environment Act 1987 decides to refuse to Grant a Permit for the proposal 'Removal of a carriageway easement' under the provisions of Clause 52.02 (Easements, restrictions, and reserves) of Hepburn Planning Scheme in respect of the land known and described as 7 Camp Street Daylesford 3460, Lot 1 TP1482.*

*The Statement of Grounds of Refusal are:*

1. A negative impact upon the easement rights of a benefitting property (3 Camp Street Daylesford 3460).
2. A negative impact upon potential future development of a benefitting lot (3 Camp Street Daylesford 3460).

## BACKGROUND

### *Site and Surrounds*

The site has an area of 873 m<sup>2</sup>/0.09 ha and is sited at the corner of Camp Street and Hill Street in Daylesford. The easement is currently fenced with gates and padlocks fitted by the respective owners of 7 Camp Street and 5 Camp Street. The easement has not been used or accessed by the owner of 3 Camp Street, and that owner does not have keys to those padlocks. There is a solid wall constructed on the easement on 3 Camp Street which would prohibit any access into 3 Camp Street via the easement. These actions are contrary to the purpose of the carriageway easement, as accessible to all beneficiaries at all times.

### *Proposal*

The application proposes the removal of a carriageway easement of a width of 3.35m along the rear boundary of Lot 1 TP1482. The easement extends up to the properties in the north - 3 Camp Street and 5 Camp Street - of the subject site and provides access to these properties.

In accordance with the Memorial No 143 Book 554, the easement burdens and forms part of the rear of 7 Camp Street and 5 Camp Street respectively for the historical benefit of access to the rear of 3 Camp Street via Hill Street.

### *Relevant Planning Ordinance applying to the site and proposal*

Zoning:	Neighbourhood Residential Zone- Schedule 1 (NRZ1)	
Overlays:	Environmental Significance Overlay- Schedule 1 (ESO1) Environmental Significance Overlay- Schedule 2 (ESO2) Heritage Overlay- HO444	
Particular Provisions	Clause 52.02 – Easements, Restrictions, and Reserves	
Relevant Provisions of the PPF	N/A	
Under what clause(s) is a	Clause 52.02	Easements, Restrictions, and Reserves



permit required?	
Objections?	One (1)

**KEY ISSUES**

*Response to Policy Planning Policy Framework*

It is policy to enable development which has safe and clear access to the residential properties to ensure orderly and sensible outcomes within township boundaries. The proposal to remove a carriageway easement at 7 Camp Street is generally considered consistent with this policy. The carriageway easement is shared among the property 3, 5 and 7 Camp Street. All three properties have direct access to Camp Street. The removal of the carriageway that traverses through the three lots does not remove all access.

Any objections from the easement beneficiaries must be considered. The property owner of 5 Camp Street, Daylesford has provided consent to the removal of the easement.

The owner of 3 Camp Street has objected to the proposed removal of easement. Due to the layout of the three properties and the location of the easement, the owners/occupants of 3 Camp Street would not be able to access the rear of their property from Hill Street if the easement is removed from properties at 7 Camp Street and 5 Camp Street. This is because the easement's access begins from the southern portion of 7 Camp Street (towards Hill Street). It would be an unreasonable outcome to restrict access for one property owner by easement if they do not support the proposal.

In the matter of *Wheelhouse v Maribyrnong CC [2021] VCAT 1171*, the Tribunal sets out criteria considered relevant when deciding whether removal of carriageway easement is an acceptable planning outcome. These are discussed below:

**1. Does the current use, state or condition of 7 Camp Street (servient land) and 3 and 5 Camp Street (dominant land) indicate that the easement is needed?**

Response: As explained above, due to the existing conditions of the three lots it is clearly understood that the easement is not currently being used for access to any of the three properties (3, 5 and 7 Camp Street Daylesford). In addition, all three properties have a direct access to Camp Street. 7 Camp Street has a direct access from both Camp Street and Hill Street. There is no strong necessity or requirement for the easement to remain in place.

3 Camp Street has existing vehicular access from Camp Street. This access has existed since at least 2010. 5 Camp Street does not have any vehicular access from Camp Street though conceivably could on its northern side if required.

The question of whether the easement is needed by 3 Camp Street may be impacted by the access being obstructed by the actions of the owners of both 5 and 7 Camp Street. The applicant advises that the owner of 3 Camp Street does not have keys to the padlocks to the gates obstructing the easement. This is contrary to the intended operation of a carriageway easement.

The applicant advises that the easement was created prior to 1937, during which time it is agreed the easement may have been required for reasons that are no longer relevant.

**2. Would the removal of the easement result in a material detriment to the use and enjoyment of 3 and 5 Camp Street (dominant land)?**

Response: The easement is currently fenced with gates and padlocks fitted by the respective owners of 7 Camp Street and 5 Camp Street. The easement has not been used or accessed by the owner of 3 Camp Street, and that owner does not have keys to those padlocks. There is a solid wall constructed on the easement on 3 Camp Street which would prohibit any ingress and egress into 3 Camp Street via the easement. Therefore, due to the existing conditions of the easement on three properties, it is highly unlikely that the removal of the easement will result in material detriment to the properties addressed as 3 and 5 Camp Street. Conversely, it cannot be concluded without doubt that there is no possibility of material detriment when 3 Camp Street cannot use the easement due to the obstructions put in place by 5 and 7 Camp Street.

The owner of 3 Camp Street would likely contend that removing the easement would result in material detriment as the easement may be required for future development (per objection).

**3. Is the removal of the easement an acceptable planning outcome?**

Response: The objections raised by the property owners of 3 Camp Street, being a beneficiary of the easement, provide concern regarding future use of the land.

5 Camp Street does not currently have access direct from Camp Street.

Although the properties do not currently utilise the easement, it cannot be assumed that 3 Camp Street would not use the easement if they were provided legal access.

Removal of the easement may result in an unsatisfactory planning outcome.

*Zoning and Overlay Considerations*

Not relevant – the zone and overlays are not triggered.

*Particular Provisions*

## **Clause 52.02- Easements, Restrictions and Reserves**

Pursuant to clause 52.02 a planning permit is required to allow removal of an easement from a title. In addition to the Decision Guidelines at clause 65, this clause requires Council to consider the interests of all affected people.

One of the beneficiaries to the easement has objected to the removal of the easement. Their position that the site should retain access via Hill Street to allow the potential for future development of the rear of the lot is reasonable.

### *Neighbourhood Character*

No immediate change to the character would be impacted by the removal or retention of the easement.

### *Amenity Considerations*

Currently the easement is clear of buildings and would be accessible was it not for the obstructions put in place by 5 and 7 Camp Street. The removal of a carriageway located at the rear of a property is unlikely to create amenity impacts to other owners and occupiers in the area.

It is possible that if the easement was removed, rear outbuildings could be placed adjacent to the eastern property boundaries, or the easement space could be otherwise developed.

Buildings may be constructed closer to the dwelling at 41 Hill Street which is currently setback approximately 4m from the common boundary. Construction of sheds and structures on boundaries is entirely expected in residential areas, so whilst a consequence, this is not considered significant or likely to result in material detriment from an amenity perspective.

5 Camp Street does not enjoy the benefit of vehicular access. Given the historic nature of this property, the creation of access from Camp Street is not considered appropriate. As such, it is logical to require access to the property to be provided from Hill Street.

## **POLICY AND STATUTORY IMPLICATIONS**

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

## **GOVERNANCE ISSUES**

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

## **SUSTAINABILITY IMPLICATIONS**

There are no sustainability implications associated with this report.

## **FINANCIAL IMPLICATIONS**

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

## **RISK IMPLICATIONS**

No risks to Council other than those already identified.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

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

*The easement has not been abandoned or otherwise terminated.*

Response: The easement is currently fenced with gates and padlocks fitted by the respective owners of 7 Camp Street and 5 Camp Street. The easement has not been used or accessed by the owner of 3 Camp Street, and that owner do not have keys to those padlocks. There is a solid wall constructed on the easement on 3 Camp Street which would currently prohibit any ingress and egress into 3 Camp Street via the easement. The easement is not actively used by any of three property owners for its originally intended purpose.

The easement could be used for its intended purpose if the fences were removed. The easement has not been abandoned or terminated.

*The continuation of the easement has been acknowledged by the applicant and other persons affected by the easement.*

Response: Noted.

*The easement is required for future development of the site (3 Camp Street).*

Response: The easement is not required to provide access to a redeveloped 3 Camp Street, but it is likely a perceived benefit. The assessment of whether an easement could provide access in a future development would be considered at the appropriate time.

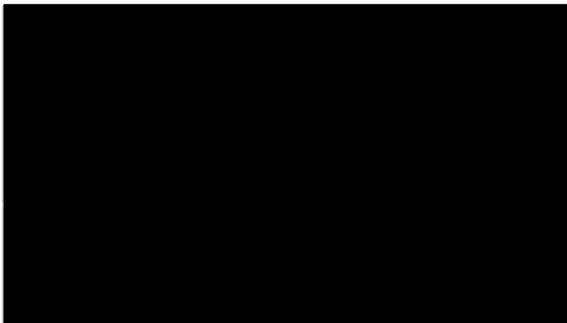
## **CONCLUSION**

The removal of the carriageway easement from the rear of 3, 5 and 7 Camp Street will prevent access to those properties at 3 Camp Street or 5 Camp Street from Hill Street.

One beneficiary has objected to the removal of the easement. As the easement's beneficiary, the owners of 3 Camp Street have a strong case to oppose to the proposal because it may be utilised in the future to access the rear side of the property despite having a front access from Camp Street. Their objection must be taken into account.

Although the owners of 5 Camp Street have provided consent to removal of the easement, it is unlikely that future vehicle access would be allowed from Camp Street, due to the heritage significance of this place.

As a result, Council does not support the proposal of the removal of the carriageway easement as it negatively impacts and is strongly opposed by one of the beneficiaries. The proposal may also have an influence on any future development on any of the benefiting lots.



[Redacted]

10 March 2023

Hepburn Shire Council  
PO Box 21  
Daylesford VIC 3460

EMAIL TO: [shire@hepburn.vic.gov.au](mailto:shire@hepburn.vic.gov.au)

Dear Sir/Madam

**Re: Application for Planning Permit PLN22/0379**

We act for [Redacted].

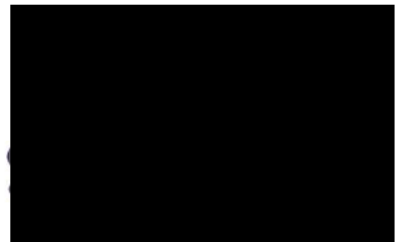
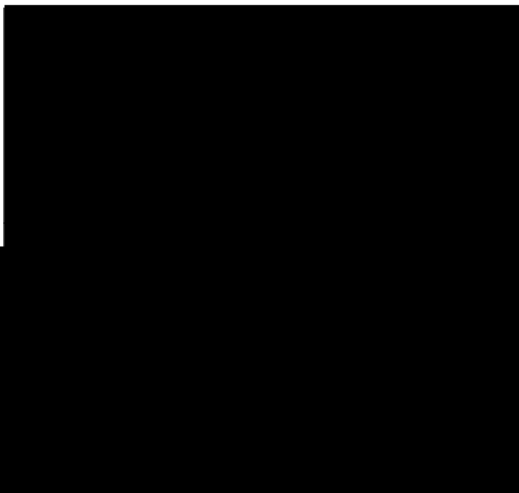
This letter is a formal objection, on behalf of [Redacted], to the granting of a planning permit for the removal of the carriageway Easement benefitting his land and burdening the applicant's land at 7 Camp Street, Daylesford.

The removal of the easement would adversely affect [Redacted] as access to the rear of his property would be permanently truncated and impacting on the value of his property.

The reasons for the objection are as follows:-

1. The Easement has not been abandoned or otherwise terminated.
2. The continuation of the Easement has been acknowledged by the applicant and other persons affected by the Easement.
3. The Easement is required for future development of [Redacted].

It would be appreciated if you would acknowledge receipt of this objection.



# Application Summary



Application Information	
Council Reference	PLN22/0379
Application Received	5 December 2022
Address	7 Camp Street DAYLESFORD VIC 3460
Proposal	Removal of Carriageway Easement E-1
Existing Use	Residential / Accommodation
Proposed Use	Residential / Accommodation
Estimated Cost	\$5000.00
Applicant Name	Darren O'Shea
Applicant email:	darren@spsurveys.com.au
Owner Name:	Gavin Carson
Owner Email/Phone:	<a href="mailto:gavin@grcsurgical.com">gavin@grcsurgical.com</a> / 0431 606 182
Heritage Plan Required	No
Number of Dwellings	0
Application Category	Permit Application
Title Information	Not Applicable (there are no encumbrances)

Pre-Application Meeting

No Meeting Undertaken



### Attachment Information

**Other Supporting Documentation - 22229-ROE-A 2022 11 29.pdf - PDF**

**Proposal Plans - 22229-ROE-A 2022 11 29[1].pdf - PDF**

**Certificate of Title - Volume\_10150\_Folio\_879\_VicPackageSearch\_1669682871.pdf - PDF**

### Declaration

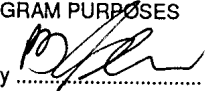
I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application. By selecting 'Yes' in the below drop-down box, you are declaring that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

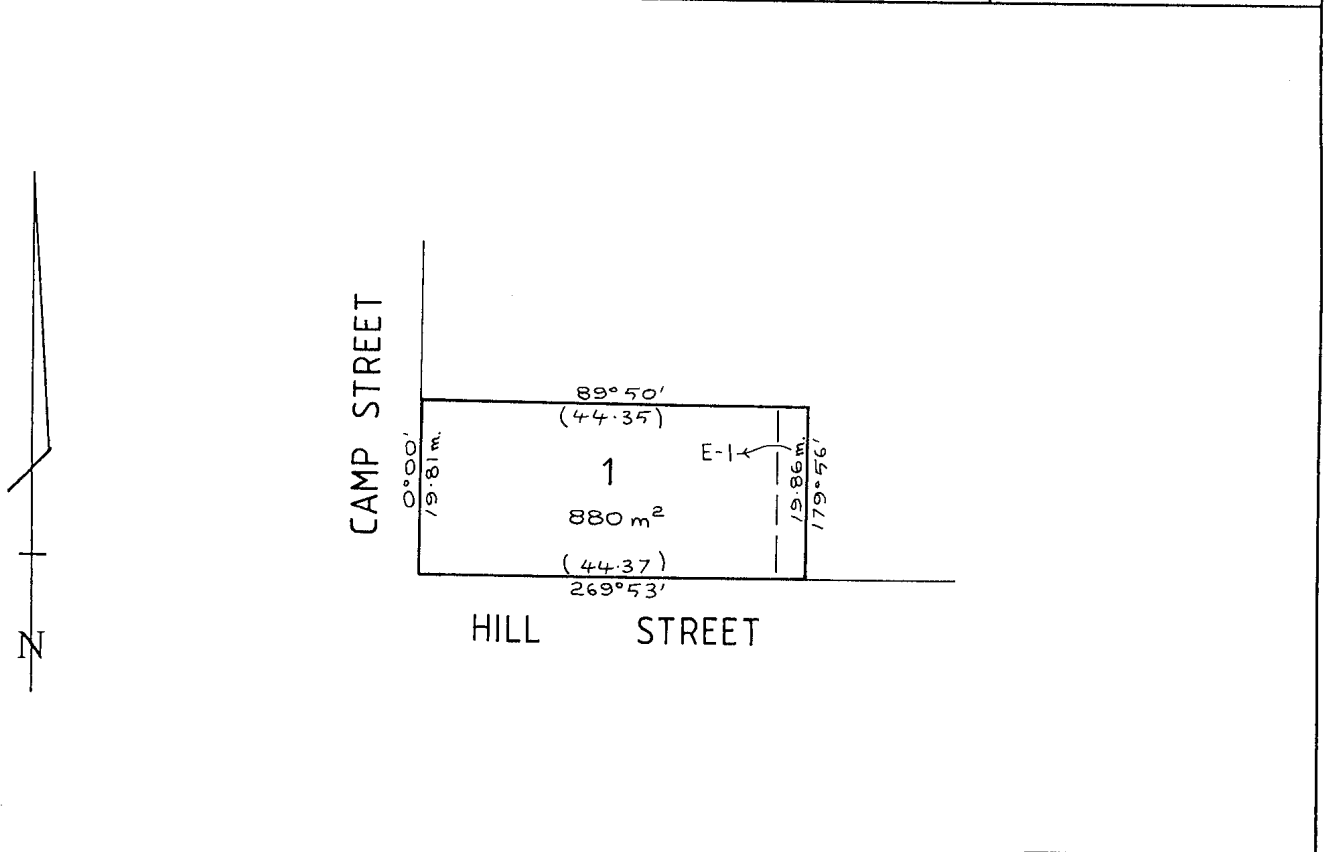
It is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

Date Accepted: 5 December 2022

	<b>TITLE PLAN</b>		<b>EDITION 1</b>	<b>TP1482L</b>
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<p><b>LOCATION OF LAND</b>                  Parish: WOMBAT                  Township: DAYLESFORD                  Section: 11 A                  Crown Allotment: ONE (part)                  Crown Portion:</p> <p>LTO base record : TOWNSHIP ( 5231 )                  Last Plan Reference:                  Title References:                  Depth Limitation: Nil</p>	<p><b>NOTATIONS:</b>  <b>WARNING AS TO DIMENSIONS :</b>                  Any dimension and connecting distances shown is based on the description of the land shown in General Law Title and is not based on survey information which has been investigated by the Registrar of Titles.</p>
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Easement Information					THIS PLAN HAS BEEN PREPARED BY THE VICTORIAN LAND TITLES OFFICE FOR TITLE DIAGRAM PURPOSES  Checked by  Date 4 / 1 / 194 Assistant Registrar of Titles
Easement Reference	Purpose / Authority	Width (Metres)	Origin	Land benefited / In favour of	
E-1	Carriageway	3.35	Book 554 No. 143	See Book 554 No. 143	



Sheet 1 of 1 Sheet

LENGTHS ARE IN METRES	SCALE 1 : 600	SHEET SIZE A3	File No: <b>AP73274X</b>
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## **11 A RESILIENT AND SUSTAINABLE ENVIRONMENT**

### **11.1 SUSTAINABLE HEPBURN ADVISORY COMMITTEE - APPOINTMENT OF MEMBERS ACTING DIRECTOR INFRASTRUCTURE AND DELIVERY**

*In providing this advice to Council as the Circular Economy Officer, I Jodi Newcombe have no interests to disclose in this report.*

#### **ATTACHMENTS**

1. Sustainable Hepburn Advisory Committee Terms of Reference [**11.1.1** - 5 pages]

#### **OFFICER'S RECOMMENDATION**

*That Council:*

1. *Appoints the following community members to the Sustainable Hepburn Community Advisory Committee for a one-year term:*
  - *Linda Hancock*
  - *Peter Rice*
  - *Katherine Lewisohn*
  - *Nikki Marshall*
  - *Diana Martinez Valadez*
  - *Stuart Jonas*
  - *Sandra Nichols*
  - *Jo Taylor*
  - *Karl Fitzgerald*
  - *Michelle Stephenson; and*
2. *Refers the appointment of a Councillor representative to the Committee for consideration at the Statutory Meeting scheduled for 14 November 2024.*

#### **EXECUTIVE SUMMARY**

A public Expression of Interest (EOI) process was undertaken to invite prospective membership for our new Sustainable Hepburn Community Advisory Committee. The EOI was advertised from 12 May 2023 to 31 July 2023. Ten applications were received prior to the closing date and a further two nominations were also received after the closing date. The nominations have been assessed by a panel comprising two Council officers.

The applications received prior to the closing date met the advertised criteria and are recommended for appointment as members to this Advisory Committee.

The Terms of Reference for this Committee indicate that there will be up to ten community representatives, so the two late applications have not been recommended.

## **BACKGROUND**

Hepburn Shire Council invited community members to nominate via Expression of Interest to join the Sustainable Hepburn Advisory Committee to assist in the implementation of Council's four-year environmental sustainability strategy, Sustainable Hepburn 2022-2026.

A dedicated Community Reference Group was engaged in the co-design and development of Sustainable Hepburn Strategy and a recommendation coming out of the process was to continue to involve the community in Sustainable Hepburn's implementation.

The Advisory Committee will assist with building stronger partnerships and collaboration between Council, community and other stakeholders for Sustainable Hepburn's implementation as well as assisting with transparency of progress and efficiency of communication.

### **Aims of the Committee**

- By further developing the partnership between community and Council established during earlier collaboration around the design of Sustainable Hepburn, the Advisory Committee can build momentum towards achieving delivery of the action plans for each theme, and combine efforts to share knowledge, skills and opportunities across the community via targeted advice, communication outreach and engagement.
- While not being a formal decision-making body, the Advisory Committee's primary function is to provide advice on the implementation of action plans and that it achieves community-wide collaboration, particularly in the delivery of Sustainable Hepburn capacity building, knowledge sharing and network development events.
- One of the key outcomes of our work together will be a fun and informative annual 'Sustainable Hepburn Day' celebrating the sustainability and climate action successes of community members across the Shire, while coming together to face the daunting challenges we share in mitigating and adapting to a changing climate.

### **Criteria for selection**

- Applicants agree to contribute to the Sustainable Hepburn Advisory Committee.
- Demonstrated ability to work collaboratively in a group and represent the interests of the wider Hepburn community.
- Have read and understand the scope of Sustainable Hepburn 2022-2026.

- Define interest for participation on the Sustainable Hepburn Advisory Committee and outline alignment with 'composition' above.
- Demonstrated understanding of Council's legislative responsibilities in the implementation of Sustainable Hepburn.
- Agreement to work collaboratively with Council and Committee members and respect the opinions of other members.
- Availability to attend at least 80% of scheduled sessions.

The Committee will meet a minimum of three times per year. The term of service is 12 months from the date of appointment, after which current committee members will be required to reapply if they are willing to continue for an additional term.

## **KEY ISSUES**

### **Response from the Community**

The EOI was advertised through Participate Hepburn, Hepburn Life, Sustainable Hepburn e-news, Facebook and through the networks and e-news of the Community Life team and Economic Development and Recreation teams, as well as through the Community Advisory Group for the Sustainable Hepburn Strategy, and the Hepburn ZNET network.

The deadline for EOIs was extended and further promotional efforts made as the initial response from the public was low. The result was that ten applications were made through the EOI process prior to the closing date and a further two late nominations were received.

### **Committee's diversity**

The EOI sought the following representation on the committee:

- up to two members representing Dja Dja Wurrung Traditional Owners or Aboriginal and Torres Strait Islander communities
- up to two members from Hepburn Shire's culturally and linguistically diverse communities
- up to two members with specialist sustainability expertise – could be technical or other
- up to two members with community expertise – community leadership, community engagement, advocacy
- up to two members aged between 16 to 25 years of age.

Together the applicants offer excellent sustainability and community expertise/networks, and provide a reasonable geographic representation across the Shire, but do not represent diversity in terms of:

- Youth (the applicants age range is 45-74)
- Culturally and linguistically diverse communities, or
- Aboriginal or Torres Strait Islander representation.

This could be responded to through the work of the Committee in terms of the communities that we collectively seek to engage through the work.

## **COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

### **Council Plan 2021-2025**

A resilient, sustainable and protected environment

1.4 Development meaningful policies and strategic partnerships that link sustainability and public health

The Sustainable Hepburn Strategy presents the following action in Overarching Actions (p.89) under *Ensure good planning/governance for implementation of Sustainable Hepburn actions*:

“Create and maintain an external Sustainable Hepburn Community Advisory Committee to assist community support, involvement and partnership towards a sustainable Hepburn.”

## **FINANCIAL IMPLICATIONS**

Running the Committee will incur a small financial cost in terms of catering for the meetings, due to take place three times a year. It will also incur a cost in terms of officer time to organise, chair and minute the meetings which is included within existing operational budgets.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The Expression of Interest was advertised to the Hepburn Shire community through the Participate Hepburn website, social media and newsletters.

## **RISK AND GOVERNANCE IMPLICATIONS**

The Advisory Committee will operate under the agreed Terms of Reference to guide the Advisory Committee and it is proposed to gain agreement from the membership around a Code of Conduct which will be presented at the first meeting.

## **ENVIRONMENTAL SUSTAINABILITY**

The purpose of the Committee is to assist in the implementation of the Sustainable Hepburn Strategy and therefore its successful operation should have significant positive implications for the sustainability of the Shire.

## **GENDER IMPACT ASSESSMENT**

There is a reasonable gender representation of the proposed Committee members. However, as is often the case in the voluntary community and sustainability sector the balance is tipped towards female representation.



## Sustainable Hepburn Advisory Committee Terms of Reference

### Contents

Introduction.....	2
Background.....	2
Purpose of the Advisory Committee .....	2
Aims of the Advisory Committee.....	3
Function.....	3
Composition .....	4
Roles and Responsibilities .....	4
Operation.....	4
Meeting procedure.....	5
Criteria for Sustainable Hepburn Advisory Committee selection.....	5

## INTRODUCTION

Hepburn Shire Council is inviting community members to nominate via Expression of Interest, to join the Sustainable Hepburn Advisory Committee to assist in the implementation of Council's four-year environmental sustainability strategy, *Sustainable Hepburn 2022-26*.

The Hepburn community prides itself as a leader in environmental sustainability and understands its importance to the Shire's local identity. Environmental sustainability was the top priority reported by the community during community consultation on *Hepburn Together (2020-21)*, closely followed by Liveability.

A dedicated Community Reference Group was engaged in the co-design and development of *Sustainable Hepburn* and a recommendation coming out of the process was to continue to involve the community in Sustainable Hepburn's implementation.

## BACKGROUND

*Sustainable Hepburn* provides an integrated approach to improve environmental sustainability across the Shire with four distinct themes:

- **A beyond zero emissions Shire:** 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;
- **A low waste Shire:** Reduce waste to landfill, increase and improve recycling and extend services across the Shire for reuse of materials and develop circular economy opportunities
- **A climate and water resilient Shire:** 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.

The strategy includes an action plan for each of its themes providing strategic guidance and a workplan for multiple council areas.

## PURPOSE OF THE ADVISORY COMMITTEE

We are looking for community members from diverse walks of life to partner with us to deliver the Sustainable Hepburn Strategy through targeted advice, communication outreach and engagement.

We would like to foster a fun and engaging community advisory committee that provides a rewarding experience for all. You can expect to meet other interesting and diverse members of our community who share your passion and offer different knowledge and insights.

This strategy was co-designed with the community and is ideally delivered with the community. We see this Advisory Committee as a critical body to ensure we are in touch with community as we implement the actions it sets out.



The Advisory Committee will assist with building stronger partnerships and collaboration between council, community and other stakeholders for *Sustainable Hepburn's* implementation as well as assisting with transparency of progress and efficiency of communication.

## AIMS OF THE ADVISORY COMMITTEE

- By further developing the partnership between community and council established during earlier collaboration around the design of Sustainable Hepburn, the advisory committee can build momentum towards achieving delivery of the action plans for each theme, and combine efforts to share knowledge, skills and opportunities across the community via targeted advice, communication outreach and engagement.
- While not being a formal decision making body, the advisory committee's primary function is to provide guidance on the implementation of action plans and that it achieves community-wide collaboration, particularly in the delivery of Sustainable Hepburn capacity building, knowledge sharing and network development events.
- One of the key outcomes of our work together will be a fun and informative annual 'Sustainable Hepburn Day' celebrating the sustainability and climate action successes of community members across the Shire, while coming together to face the daunting challenges we share in mitigating and adapting to a changing climate.

## FUNCTION

By participating in the Advisory Committee, all members are asked to:

- Acknowledgement of Aboriginal and Torres Strait Islander people as the First People of this nation and the Dja Dja Wurrung people as the Traditional Owners of the land on which the Shire of Hepburn is situated. This acknowledgement recognises the importance of traditional owners ongoing commitment and contribution to Country, including to land, water and Culture
- A Child Safe Hepburn, with all members complying with Child Safe policy and protocols
- Respect for diversity of ideas and voices in discussions and advice provided to Council and enable all members and guests to be heard equally, and listen and consider other points of view;
- Support the dissemination of relevant, authorised project information within council and, where requested, community.
- Actively participate in discussions and idea generation in a manner conducive to constructive and positive discussion.
- Respect the value and integrity of each member and the richness they bring.
- Approach dialogue and debate with a spirit of understanding and collaboration.
- Respect, value and promote the role of the Sustainable Hepburn Community Advisory Committee.
- Ensure a broad range of community perspectives are considered.

## COMPOSITION

A maximum of 10 community members representing the diversity within Hepburn Shire's community. It will endeavour to include:

- up to two members representing Dja Dja Wurrung Traditional Owners or Aboriginal and Torres Strait Islander communities
- up to two members from Hepburn Shire's culturally and linguistically diverse communities
- up to two members with specialist sustainability expertise – could be technical or other
- up to two with community expertise – community leadership, community engagement, advocacy
- up to two members between 16 to 25 years

*\*A committee member could be eligible under more than one of the above categories. The Committee will seek to build and reflect diversity within membership including age and gender and be inclusive in practice.*

From Hepburn Shire Council:

- One Councillor
- Up to three Council Officers

## ROLES AND RESPONSIBILITIES

Organisation	Key Responsibilities
<b>Hepburn Shire Council</b>	<ul style="list-style-type: none"> <li>• Schedule and host Committee meetings</li> <li>• Develop and present background information, relevant subject matter and discussion papers for consideration</li> <li>• Perform administration tasks for the Committee</li> <li>• Take meeting minutes/notes and distribute to Committee members</li> <li>• Perform any allocated actions or tasks that result from Committee meetings</li> </ul>
<b>Committee members</b>	<ul style="list-style-type: none"> <li>• Provide input, advice and recommendations as related to the implementation of Sustainable Hepburn actions</li> <li>• Work with other Committee members to identify opportunities for community involvement in community facing actions</li> <li>• Perform any allocated actions or tasks that result from Committee meetings</li> <li>• Make timely contributions where applicable/required</li> <li>• Attend meetings and workshops</li> <li>• Provide advice on how to best share <i>Sustainable Hepburn</i> updates with the local community</li> </ul>

## OPERATION

Key operational details of the group include:

- The Committee will meet a minimum of three times per year.
- The meetings will be held either virtually or in person, subject to COVID-19 or other constraints.

- The nominated Council Officer will be responsible for administration associated with the Committee including the organisation of meetings and support activities such as the distribution of agendas, minutes, briefing papers etc.
- The Committee will operate for the duration of the implementation of *Sustainable Hepburn*.
- The meeting agenda and any supporting documents will be sent to the group at least five days prior to a meeting.
- A standing meeting agenda will be developed, with additional agenda items for the next scheduled meeting to be nominated and agreed at meeting close of the previous meeting.
- The term of service is 12 months after which current committee members will be required to reapply if they are willing to continue for an additional term.

## MEETING PROCEDURE

### Member responsibilities and behaviours

#### Confidentiality

Confidential material may be discussed as part of the Committee.

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

Any materials shared in Committee meetings will be identified as:

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

## CRITERIA FOR SUSTAINABLE HEPBURN ADVISORY COMMITTEE SELECTION

- 1) Applicants agree to contribute to the Sustainable Hepburn Advisory Committee.
- 2) Demonstrated ability to work collaboratively in a group and represent the interests of the wider Hepburn community.
- 3) Have read and understand the scope of *Sustainable Hepburn 2022-26*.
- 4) Define interest for participation on the Sustainable Hepburn Advisory Committee and outline alignment with 'composition' above.
- 5) Demonstrated understanding of Council's legislative responsibilities in the implementation of *Sustainable Hepburn*.
- 6) Agreement to work collaboratively with Council and Committee members and respect the opinions of other members.
- 7) Availability to attend at least 80% of scheduled sessions.

## **12 EMBRACING OUR PAST AND PLANNING FOR OUR FUTURE**

### **12.1 NAMING OF THE TRENTHAM HUB ACTING DIRECTOR INFRASTRUCTURE AND DELIVERY**

*In providing this advice to Council as the Project Manager, I Elizabeth Atkin have no interests to disclose in this report.*

#### **ATTACHMENTS**

- Nil

#### **OFFICER'S RECOMMENDATION**

*That Council names the Trentham Community Hub facility "The Mechanics Trentham".*

#### **EXECUTIVE SUMMARY**

A poll was conducted to allow community input into the process to name the Trentham Community Hub. The poll received 205 submissions of which approximately 87% of these submissions were from within the Coliban ward. The Project Advisory Group considered the submissions and provided a written recommendation for the facility name on 6 September 2023. The recommendation was "TheMechanics TRENTHAM". Following advice from officers, this recommendation was modified to "The Mechanics Trentham".

#### **BACKGROUND**

Construction commenced on the Trentham Community Hub in June 2022.

Prior to this, extensive community consultation was undertaken to determine the location of the facility and components of the facility.

During the design process, a Project Advisory Group (PAG) was established. The current PAG membership is the ward Councillor and five Trentham community members. The PAG provided input during the design process and have served as representatives of the project within the community.

Despite early delays, construction is progressing well, and completion is expected in early 2024.

#### **KEY ISSUES**

With construction expected to be completed in early 2024, it is necessary to confirm the name of the future facility. The PAG members had met, shortlisted two options for consideration and had undertaken informal vetting of their proposed names within the Trentham community. To ensure all Trentham community members had the opportunity to contribute their view on the future facility name, officers and PAG members agreed to conduct a poll.

The poll opened on 1 August 2023 and closed on 31 August 2023. Three options were available for selection:

1. Mechanics at Trentham
2. Trentham and Districts Community Centre
3. Submit your own idea

A total of 205 submissions were recorded of which approximately 87% of these submissions were from within the Coliban ward. The results of the poll were de-identified and provided to the PAG for consideration. The PAG were tasked with providing a written recommendation to officers by 12 September 2023. The Project Advisory Group considered the submissions and provided a written recommendation for the facility name on 6 September 2023. The recommendation was “TheMechanics TRENTHAM”. Following discussion around the acceptable facility naming conventions to ensure the recommended name would comply with the requirements of Geographic Names Victoria (GNV), this recommendation was modified to “The Mechanics Trentham”.

## **COUNCIL POLICY AND LEGISLATIVE 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.

### **FINANCIAL IMPLICATIONS**

The design and production of signage incorporating the facility name is allowed for in the current project budget allocation.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The facility naming poll was hosted on the Participate Hepburn website on the dedicated Trentham Community Hub page. The poll was posted to Council’s Facebook page and subsequently shared to other community Facebook pages. The poll was further advertised through Hepburn Life and the Trentham Trumpet.

An option to vote in-person was provided at Trentham Library. Posters to alert the community to this option were provided within the library and at the local supermarket. This option was also noted on Participate Hepburn and Council’s Facebook page.

### **RISK AND GOVERNANCE IMPLICATIONS**

Given the unlimited number of options for the naming of the facility, there exists a risk that some members of the community will be dissatisfied with the facility name. This has been mitigated to a degree by allowing the option of submitting a facility name other than the suggestions made by the PAG.

Guidance was provided around acceptable parameters for facility naming conventions to ensure the recommended name would comply with the requirements of Geographic Names Victoria.

#### **ENVIRONMENTAL SUSTAINABILITY**

There are no sustainability implications associated with this report.

#### **GENDER IMPACT ASSESSMENT**

There is no gender impact assessment requirement associated with this report. However, consideration was given to the accessibility of the poll and the removal of barriers for any community group to provide suggestions. Examples of easing accessibility include making the poll available online and in-person, responses were anonymous, assistance was provided to people who elected to vote in person just to name a few considerations.

## **13 A DYNAMIC AND RESPONSIVE COUNCIL**

### **13.1 APPOINTMENT OF MEMBERS TO THE INTERNATIONAL WOMENS DAY COMMITTEE DIRECTOR COMMUNITY AND CORPORATE**

*In providing this advice to Council as the Events Officer, I Bridgette O'Brien have no interest to disclose in this report.*

#### **ATTACHMENTS**

1. Heather Mutimer International Womens Day Honour Roll Committee Terms of Reference [**13.1.1** - 3 pages]
2. CONFIDENTIAL REDACTED - Biography - Suzanne Learmonth [**13.1.2** - 1 page]

#### **OFFICER'S RECOMMENDATION**

*That Council appoints Suzanne (Evans) Learmonth to the Heather Mutimer International Women's Day Honour Roll Advisory Committee.*

#### **EXECUTIVE SUMMARY**

At the Ordinary Meeting of Council on 20 July 2021, Council endorsed the Terms of Reference (TOR) for the Heather Mutimer International Women's Day Honour Roll Advisory Committee (refer to attachment 1). There are two community members currently on the committee. From 21 July 2023 until 21 August 2023, Council called for applications from suitably qualified and experienced community members for appointment to the committee. Council received one community application which has been assessed as suitable. Officers will contact the applicant to advise them of the outcome of their application following this meeting.

#### **BACKGROUND**

The Hepburn Shire Council Heather Mutimer International Women's Day Women's Honour Roll Organising Committee was first established by Council as an Advisory Committee in October 2009 to oversee the Women's Honour Roll process and organise an appropriate function.

The Heather Mutimer International Women's Day Honour Roll was launched in 2005 and each year, as part of the week of International Women's Day – up to five names are added to the Honour Roll. Honour Roll inductees are announced at an annual civic function which takes place around International Women's Day.

At the Ordinary Meeting of Council on 20 July 2021, Council endorsed the Terms of Reference for the Heather Mutimer International Women's Day Advisory Committee. The Terms of Reference state that between four to seven community members are required to form part of the committee. On 22 September 2021, seven community members were endorsed to join the committee. Over the past two years five members have resigned from the committee leaving two community members remaining.

From 21 July 2023 until 21 August 2023, Council called for applications from suitably qualified and experienced community members for appointment to the committee. A communications campaign was implemented. Council received one application from Suzanne (Evans) Learmonth (refer to confidential attachment for Biography).

### **KEY ISSUES**

This application has been assessed as suitable against criteria based on the endorsed Terms of Reference which are as follows:

- An interest, knowledge and understanding of relevant practices that advance women's rights.
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee.
- A high level of female representation will be encouraged.

As per the Terms of Reference, four to seven community members are required to be on the committee. If Council endorse the officer's recommendation, there will be three community members on the committee. Please note that it is being proposed that the committee will continue to operate outside the Terms of Reference regarding not meeting the required number of community members on the committee. The committee have operated in this way for the past year and would like to continue to do so.

Council officers will notify Suzanne (Evans) Learmonth of the outcome following this meeting.

### **COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

#### **Council Plan 2021-2025**

A dynamic and responsive Council

5.6 Be a leader in gender equality and equity and promote respect and safety in our community.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

An extensive communications campaign was implemented to encourage new community members to join the committee.

### **RISK AND GOVERNANCE IMPLICATIONS**

The committee is functioning outside the membership outlined in the Terms of Reference regarding not meeting the required number of community members on the committee. Four to seven community members are required. If Council endorse the officer's recommendation, there will be three community members on the



Heather Mutimer International Womens Day Advisory Committee. The committee have operated in this way for the past year and would like to continue to do so.

### **ENVIRONMENTAL SUSTAINABILITY**

There are no sustainability implications associated with this report.

### **GENDER IMPACT ASSESSMENT**

As per Council's Gender Impact Assessment Matrix this project required a gender impact assessment to be undertaken.

The Heather Mutimer International Honour Roll was established to pay tribute to the women in the Hepburn Shire whose contributions, courage and examples have led to significant social change for women. The roll provides an acknowledgement to the women who have made a difference in our Shire, past and present, who then become role models for generations to come.

The Heather Mutimer International Women's Day Honour Roll Advisory Committee form part of a program that is specifically open to all those who identify as a woman to focus on elevating women in achieving equity and celebrating their achievements, which benefits people of all genders raising an awareness of the importance of gender equity.

The Heather Mutimer International Womens Day Advisory Committee play an important role in promoting and supporting gender equality to the whole community, as does the Honour Roll and event which is held around International Womens Day, annually.

In appointing the recommended Committee member officers will take into account their social roles and responsibilities and will commit to working with them to accommodate their needs.

The application process to be appointed to the Heather Mutimer International Women's Day (IWD) Honour Roll Advisory Committee will continue to be reviewed in consultation with the IWD Committee members.

## 1. INTRODUCTION

The Hepburn Shire Council Heather Mutimer International Women's Day Women's Honour Roll Organising Committee was first established by Council as an Advisory Committee in October 2009 to oversee the Women's Honour Roll process and organise an appropriate function.

The Heather Mutimer International Women's Day Honour Roll was launched in 2005 and each year, as part of the week of International Women's Day – up to five names are added to the Honour Roll.

The nominee must have demonstrated:

- Advancing gender equity.
- Exhibiting leadership qualities and sharing of individual skills and knowledge.
- Creating an environment towards which long-term and sustainable change is possible.
- Contributing creative, unique or innovative ideas or initiatives.

Honour Roll inductees are announced at a function which takes place around International Women's Day (March 8). This is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating gender parity.

The Heather Mutimer International Women's Day Honour Roll Committee is an advisory committee and not a decision-making body and will make recommendations to Council on matters for determination.

## 2. OBJECTIVES

- To provide advice to Council and its officers on the International Women's Day Women's Honour Roll including:
  - Contribute to the promotion the IWD Honour Roll and event.
  - Review and provide feedback on Honour Roll guidelines.
  - Encourage participation of women to nominate for the Honour Roll.
  - Providing input/advice to Council on the review of nominees for the Heather Mutimer Honour Roll, including the recommendation of nominees to be placed on the roll each year.
  - Develop the citations to be communicated about the successful nominees.

## 3. MEMBERSHIP

The committee membership positions are voluntary, and membership will comprise of a Councillor as the Chair and 4 community members who are committed to working positively to meet the objectives of the Committee. The Committee will operate with a minimum of four (4) members.

Membership will be invited by way of an Expression of Interest (EOI) and recommendations of appropriate members will be presented to Council for consideration and appointment will be by Council resolution.

Members should notify Council in writing if they intend to rescind their membership. If membership numbers fall below four (4), Council may seek to increase membership through another EOI process.

From time to time, may co-opt additional members, including Council officers, if it is considered that additional skills and experience would benefit or add value to the general performance of the Committee.

### **3.1 SELECTION PROCESS**

The Selection Committee will include the appointed Councillor representative, Director Community & Corporate Services and/or Manager Community and Economic Development and a representative from the Economic Development team. The Selection Committee will assess the nominations against the selection criteria and recommend appointments to Council.

### **3.2 REQUIREMENTS FOR MEMBERS (Criteria)**

Advisory Committee members will be able to demonstrate some of the following:

- An interest, knowledge and understanding of relevant practices that advance women's rights.
- Direct links to local community populations and/or organisations.
- Experience and/or understanding of the role of an advisory committee.
- A high level of female representation will be encouraged.

### **3.3 TERMS OF APPOINTMENT**

- Appointments will be for a minimum four-year (4) term.
- Council will appoint a Councillor to chair the meetings.
- Heather Mutimer Honour Roll Committee members completing a four-year term may re-apply for a further four-year term.

## **4. HEPBURN SHIRE COUNCIL**

### **4.1 Role and Responsibilities**

Council will have accountability for management of the Heather Mutimer International Women's Day Honour Roll Committee.

Council is committed to working co-operatively with committee members to continue the Honour Roll.

Council will organise and deliver an annual event in March to announce and celebrate the inductees.

## **5. ADMINISTRATION AND CONDUCT**

### **5.1 Administration**

The Committee will receive administration support by a Council Officer from the Economic Development team.

The Committee will meet a minimum of three (3) times annually.

Minutes from the Committee Meetings will be presented to Council at the corresponding Ordinary Meeting.

### **5.2 Conduct**

All members of the Heather Mutimer International Women's Day Honour Roll Committee will work in a co-operative and positive manner. Members are expected to:

- Actively participate in meetings and offer opinions and views, and attend a minimum of 50% of meetings;
- Treat all persons with respect and have due regard to the opinions, rights and responsibilities of others;
- Declare any conflicts of interest or perceived conflicts of interest;
- Act with integrity and avoid the release of confidential information;
- Adhere to the principle of clear and open communication;
- Where issues of conflict arise, parties will be encouraged to discuss issues openly and clearly in a respectful manner;
- Where there is difficulty in resolving issues of conflict, Council will make a final decision on any matter.

Breaches of the Terms of Reference may result in revoking the member from representing the committee.

## **13.2 APPOINTMENT OF INDEPENDENT AUDIT AND RISK COMMITTEE MEMBERS DIRECTOR COMMUNITY AND CORPORATE**

*In providing this advice to the Council as the Manager Governance and Risk, I Rebecca Smith have no interests to disclose in this report.*

### **ATTACHMENTS**

1. CONFIDENTIAL REDACTED - Summary of Recommendations - Audit and Risk Committee membership recruitment - September 2023 [13.2.1 - 2 pages]

### **OFFICER'S RECOMMENDATION**

*That Council:*

1. *Endorses the Panel's recommendation to appoint Ms Phillippa Murphy and Mr Shane Marr to the Audit and Risk Committee for a term of 4 years, with the option to extend for a further 4 years;*
2. *Endorses the Panel's recommendation to appoint Mr Kelvin Tori to the Audit and Risk Committee for a term of 2 years, with the option to extend for a further 4 years;*
3. *Notes that the current term of independent member Mr Jason Young will continue until 19 July 2025, with the option to extend for a further 4 years.*
4. *Resolves that, in the event of a further vacancy within the next 2 years, Mr David Gunn will be appointed to the to the Audit and Risk Committee subject to approval of the Mayor and Chief Executive Officer;*
5. *Notes that the skills and attributes of the recommended independent committee members fulfil the requirements pursuant to section 53(3)(b) of the Local Government Act 2020, and;*
6. *Formally thanks and acknowledges the contribution, skills and attributes of Ms Carol Pagnon and Mr Robert Taylor to the Committee during their tenure.*

### **EXECUTIVE SUMMARY**

The purpose of this report is to consider the appointment of three new members to Council's Audit and Risk Committee.

The vacancies have been created by the resignation of one committee member, and two other committee members coming to the end of their terms.

The vacancies were advertised in August and 37 applications were received. The panel conducted interviews in September and are now recommending three applicants to Council for consideration.

## **BACKGROUND**

Two members of the Committee, Ms Carol Pagnon and Mr Robert Taylor, will end their tenure in December 2023. Following the resignation of the Chair, Ms Linda McNeill, in June, recruitment was brought forward to allow for new and outgoing members to overlap and ensure continuity.

The Audit and Risk Committee Charter provides for section 4 – membership and tenure.

The Charter states that the:

- Committee must comprise of a majority of members who are not councillors of the Council, appointed by Council.
- Total membership will be 6 members (2 councillor delegates and 4 independent committee members)
- Independent members will be appointed for a four year term after a public advertisement process has been undertaken.
- A sitting member can reapply and be appointed for a subsequent 1 term, subject to the evaluation process set below and subject to maintain the ration of councillors to external members.

## **KEY ISSUES**

The roles were advertised from 14 – 28 August 2023 and 37 applications were received. The calibre of applicants was very high, with extensive experience across the field. Shortlisting was conducted, and 7 candidates were selected to interview. Five candidates were interviewed in September 2023, after two candidates withdrew their applications for personal reasons. Reference checks were undertaken, and the Panel now recommends 3 candidates to Council to be appointed to the committee.

Given the calibre of the candidates, it is also recommended that Council pre-emptively resolves that one further candidate to be automatically appointed should a further vacancy arise in the next 2 years.

The confidential attachment provides an overview of the shortlisted candidates and those being recommended to Council to be appointed to the Committee.

An onboarding process will commence in October.

The first meeting of the three new members will be Monday 11 December 2023. Members will be provided with a copy of the meeting agenda, previous meeting minutes and any additional information to assist in the preparation of their first meeting.

## **COUNCIL POLICY AND LEGISLATIVE 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

#### **FINANCIAL IMPLICATIONS**

The officer resources required to support the recruitment was managed within existing budget.

#### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The vacancies were advertised publicly on Council's website, Seek, LinkedIn and via social media. The Audit and Risk Committee and Councillors have been kept updated throughout the recruitment process.

#### **RISK AND GOVERNANCE IMPLICATIONS**

Council has managed the appointment of members in alignment with the *Local Government Act 2020* and the Audit and Risk Committee Charter.

#### **ENVIRONMENTAL SUSTAINABILITY**

There are no sustainability implications associated with this report.

#### **GENDER IMPACT ASSESSMENT**

The recruitment panel was also gender balanced, with a mix of experience that enabled a range of views to be considered.

While a formal Gender Impact Assessment was not required for this recruitment, the panel has considered the importance of gender balance on the Committee. Due to two female candidates withdrawing their applications, a gender balance could not be maintained. Officers recommend that at least one Councillor representative serving on the Committee is not male to ensure diversity.

### **13.3 COUNCIL MEETING DATES FOR 2024 DIRECTOR COMMUNITY AND CORPORATE**

*In providing this advice to Council as the Acting Manager Governance and Risk, I Dannielle Kraak have no interests to disclose in this report.*

#### **ATTACHMENTS**

- Nil

#### **OFFICER'S RECOMMENDATION**

*That Council:*

- 1. Adopts the following dates as the schedule for Ordinary Meetings of Council in 2024, commencing at 5:30pm;*
  - *Tuesday 20 February 2024*
  - *Tuesday 19 March 2024*
  - *Tuesday 16 April 2024*
  - *Tuesday 21 May 2024*
  - *Tuesday 18 June 2024*
  - *Tuesday 16 July 2024*
  - *Tuesday 20 August 2024*
  - *Tuesday 19 September 2024 (last meeting of current Council term)*
  - *Tuesday 19 December 2024*
- 2. Notes that all Ordinary Meetings will be held in the Daylesford Town Hall, with proceedings live streamed to the public, except for the December Ordinary Meeting which will be held at a location to be determined;*
- 3. Resolves to hold the Statutory Meeting of Council on Tuesday 26 November 2024 at 5:30pm at a location to be determined;*
- 4. Places a public notice in local newspapers to advertise the dates and locations for meetings of Council for 2024; and*
- 5. Makes the Council meeting dates and locations for the 2024 calendar year available on Council's website.*

#### **EXECUTIVE SUMMARY**

Each year officers propose the Council Meeting Schedule for the following year, taking into account public holidays and Councillor availabilities. The schedule forecast next year differs from previous years due to the upcoming 2024 Elections.

Meetings will be suspended during the caretaker period to reduce the risk to Council, ensure a fair transparent election process.



## **BACKGROUND**

Under rule 18 of Council's Governance Rules and Election Period Policy, Council must provide reasonable notice of each Council Meeting to the public via advertising on its website, customer service centres and/or local newspapers.

The election period will commence on 24 September 2024, and conclude with the election on 26 October 2024.

During caretaker period, the *Local Government Act 2020* and Council's Governance Rules and Election Period Policy 2022 limit what decisions can be made, including the allocation of funding, appointment of a CEO, or decisions that could reasonable be deferred until after the election.

Applications under the *Planning and Environment Act 1987* can continue through the election period to ensure Council does not breach its statutory obligations. A special meeting could be called to accommodate this if required.

## **KEY ISSUES**

Officers are proposing the following schedule taking into consideration Election period key dates and Councillor availabilities.

### **Council Meetings**

It is proposed that Council adopts the following dates as the schedule for Ordinary Meetings of Council in 2024, with a commencing time of 5:30pm:

- *Tuesday 20 February 2024*
- *Tuesday 19 March 2024*
- *Tuesday 16 April 2024*
- *Tuesday 21 May 2024*
- *Tuesday 18 June 2024*
- *Tuesday 16 July 2024*
- *Tuesday 20 August 2024*
- *Tuesday 19 September 2024 (last meeting of current Council term)*
- *Tuesday 19 December 2024*

The schedule omits an Ordinary Meeting in January 2024, as business operations are traditionally slower following the Christmas and New Year period.

It is proposed that Council scheduled the Statutory Meeting to swear in Councillors and elect the Mayor and Deputy Mayor on Tuesday 26 November 2024 (if election result known). This will allow some induction activities to occur before Councillors are sworn in.

Meetings will continue to be held in the Daylesford Town Hall.

It is important to note that in line with Council's Governance Rules and Election Period Policy, Council may call a special Council Meeting when required, including during the caretaker/election period.

A Special Council Meeting would ordinarily only be called to deal with Council business that is urgent or cannot wait until the next scheduled Council Meeting.

## **COUNCIL POLICY AND LEGISLATIVE 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

Annually setting Council meeting dates for the next calendar year provides consistency for the community and facilitates engagement. It also ensures transparency and notice of meeting requirements of the *Local Government Act 2020* and Council's Governance Rules and Election Period Policy are met.

## **FINANCIAL IMPLICATIONS**

The cost of facilitating Council meetings is accounted for in Council's annual budget. The cost of supporting the Election will be considered in the 2024/2025 budget.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The timetable will be published on Council's website. Individual meetings will be promoted through Council's Facebook page as they occur.

The live streaming of meetings via Council's Facebook page will continue and remain in place when in-person meetings resume to promote transparency and public engagement.

Should a Special Meeting be called during the caretaker period, comments would be disabled on the live stream in accordance with the Election Period Policy.

## **RISK AND GOVERNANCE IMPLICATIONS**

The Governance Rules and Election Period Policy was adopted by Council in August 2022. These rules allow for meetings to be conducted virtually as needed and outline the Election period requirements.

Suspending meetings during the caretaker period will help to ensure the integrity of the Local Government Election, and Council's capacity to support the election process and induction of Councillors following the Election.

## **ENVIRONMENTAL SUSTAINABILITY**

There are no sustainability implications associated with this report.

## **GENDER IMPACT ASSESSMENT**

There are no gender equity implications associated with this report.

## **13.4 COMMUNICATIONS AND SOCIAL MEDIA POLICY ACTING CHIEF EXECUTIVE OFFICER**

*In providing this advice to Council as the Communications Officer, I Lisa Shiner have no interests to disclose in this report.*

### **ATTACHMENTS**

1. Draft Communications and Social Media Policy [**13.4.1** - 8 pages]

### **OFFICER'S RECOMMENDATION**

*That Council adopts the Communications and Social Media Policy.*

### **EXECUTIVE SUMMARY**

This policy outlines the importance of clear, meaningful and transparent communication between Council and the community (including media). It includes guiding principles for Council's communication activities, which supports effective engagement, builds partnerships, manages expectations, delivers strong customer service and increases awareness about Council operations, processes and regulatory compliance requirements.

### **BACKGROUND**

Development of a Communication and Social Media Policy is an action in the Internal Audit Report – Community and Stakeholder Engagement (December 2022).

Many local governments have a Communications and/or Social Media Policy to guide processes behind communication activities. The policy outlines who may speak on behalf of Council, roles and responsibilities over external communication, how incorrect information should be managed, organisational contacts for media and more.

The Communications and Social Media Policy will be supported by the best practice guidelines for communication and social media. The best practice guidelines will provide operational detail including communicating in an emergency, planning communication activities, rules of engagement on social media platforms, tone and language.

### **KEY ISSUES**

The policy provides clarity to staff and Councillors regarding external communication, particularly in relation to social media and media engagement – key ways that Council interacts with and engages with the community.

### **COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

**Council Plan 2021-2025**

A dynamic and responsive Council

5.2 Actively communicate, inform and engage with our community about events and decision-making.

### **FINANCIAL IMPLICATIONS**

Expenses relating to the implementation of this policy will be incorporated into operational budgets.

### **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The engagement matrix indicates low level of engagement, to inform or consult with the community on the proposed policy. Inform is an appropriate level of engagement given this policy will formalise current practices. The policy will be shared with community following adoption.

### **RISK AND GOVERNANCE IMPLICATIONS**

A Communications and Social Media Policy is required action in the Community and Stakeholder Engagement Internal Audit Report and is good practice. The policy clarifies the current activities of the Communications Team and provides more concrete advice for staff and Councillors.

### **ENVIRONMENTAL SUSTAINABILITY**

There are no sustainability implications associated with this report.

### **GENDER IMPACT ASSESSMENT**

Officers carried out a gender impact assessment as part of this work. The policy will reaffirm Council's position on gender equity. The policy references Council's Facebook rules, which reiterates the removal of inappropriate comments. This includes obscene, indecent or profane language; threats or defamatory statements; hate speech directed at race, colour, sex, sexual orientation, ethnicity, age, religion or disability; or other comments that are inappropriate or offensive.

► COMMUNICATIONS AND SOCIAL MEDIA POLICY

POLICY NUMBER: 92 (O)

NAME OF POLICY: COMMUNICATIONS AND SOCIAL MEDIA POLICY

DATE OF NEXT REVIEW: <October 2027>

DATE APPROVED: <Insert date adopted by Council>

RESPONSIBLE OFFICER: Communications Officers

REFERENCES:

- Local Government Act 2021
- Councillor Code of Conduct 2021
- Community Engagement Policy 2021
- Employee Code of Conduct 2019
- Complaints Handling Policy 2021
- Guide for Mayors and Councillors – Your role in emergency management – Municipal Association of Victoria – 2021
- Election Period Policy 2022
- Accessibility guidelines for government communicators
- Web Content Accessibility Guidelines (WCAG)

## ► COMMUNICATIONS AND SOCIAL MEDIA POLICY

### INTRODUCTION

Hepburn Shire Council communicates with the community via a number of methods including traditional media (print, radio and television), social media (Facebook, YouTube, Instagram, LinkedIn, etc), websites (corporate site, tourism site and Participate Hepburn), printed and electronic materials (e-newsletters, publications, advertising), along with face-to-face and direct communication.

This policy outlines the importance of clear, meaningful and transparent communication between Council and the community (including media). This approach supports effective engagement, builds partnerships, manages expectations, delivers strong customer service and increases awareness about Council operations, process and regulatory compliance requirements.

### Guiding principles

Council communication should:

- Be accurate, transparent, respectful and professional.
- Promote Hepburn Shire as a great place to live, work, visit and do business.
- Be accessible.
- Be planned, timely and proactive.
- Add to the reputation of Council.
- Be clear and consistent.
- Be written in plain English where possible.
- Align to organisational strategic objectives.

The policy supports the Council Plan 2021-2024 priority statement (5.2) Actively communicate, inform and engage with strong corporate governance that supports excellent operations.

### SCOPE

This policy is applicable to Hepburn Shire Councillors, employees, volunteers, and contractors.

## ► COMMUNICATIONS AND SOCIAL MEDIA POLICY

The policy applies to communication activities undertaken by Council except where processes are governed by legislation and regulations other than the Local Government Act 2020 (VIC), and other Council policies and procedures.

### **POLICY**

#### **1. Spokespeople**

The Mayor is the primary spokesperson on policy, Shire-wide and intergovernmental issues and topics of community significance. The Mayor may choose to involve other Councillors and/or the Deputy Mayor and/or Chief Executive Officer (CEO), particularly where topics are relevant to specific wards or interest areas.

The CEO is the primary spokesperson on operational issues such as day-to-day decisions and staffing matters. The CEO may delegate staff as spokespeople.

Comments made by staff and Councillors at public events including Council meetings are on the public record and may be reported by the media.

#### **2. Media requests and responses**

Staff are not permitted to speak to the media on behalf of Council without CEO approval. Media requests are to be forwarded to the Communications Team who will coordinate approvals and responses in a timely manner.

Any quotes attributed to individuals must be approved by the individual named.

#### **3. Media releases, publications and formal communications**

The Communications Team will liaise with staff to develop content and coordinate the approvals process for proactive and reactive communication.

Any statements attributed to staff, Councillors or stakeholders must be approved by the individual named.

The CEO or their delegate will approve media releases and formal Council communication such as the e-newsletter, advertisements and publications.

#### **4. Social media**

##### **a. Posting**



► COMMUNICATIONS AND SOCIAL MEDIA POLICY

Council's corporate social media platforms are managed and administered by the Communications Team. Other social media accounts including Tourism, Youth and Libraries are managed by staff in those departments who are responsible for posting content to those sites. All Council social media accounts will be administered in accordance with Council's Best practice guidelines – communication and social media.

Posts will adhere to the guiding principles listed in the policy introduction.

Council will also share information with the community via social media. This includes but is not limited to Victorian or national agencies (for example, Victorian Health Department, Bureau of Meteorology, Better Health Channel, VicEmergency), events and community activities supported by Council, reputable local services, peak bodies and industry groups.

Any errors will be corrected as soon as possible. All posts will comply with legal requirements.

**b. Comments**

The Communications Team monitors comments on social media platforms during office hours, subject to resourcing. The Communications Officer will liaise with officers to determine whether a response to comments is required.

Complaints and maintenance requests are not accepted via social media.

The Communications Team does not monitor and will not respond to comments made on community-managed or private social media pages (outside of Council's pages) unless the information is misleading and likely to cause harm, especially during an emergency situation.

Council reserves the right to turn off comments on posts.

**c. Moderating**

Inappropriate comments will be removed in line with Council's social media rules. This includes but is not limited to content that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright or is otherwise unlawful. This also extends to posts that contain confidential material about Council or individuals, or mention staff by name.

Rules of engagement outlining acceptable behaviour are listed on Council's social media platforms where practical.

## ► COMMUNICATIONS AND SOCIAL MEDIA POLICY

Council reserves the right to remove, block or ban individuals who comment inappropriately on Council's Facebook page. This will be at the discretion of Council Executive.

Council wants to ensure this is a safe workplace. Staff and Councillors negatively affected by social media content are encouraged to raise concerns with their manager / the Executive, or the Mayor in the case of Councillors, and / or access the Employee Assistance Program.

### **d. Councillors and Council staff**

This policy is not intended to cover private use of social media by staff, which is unrelated to Council. However, Councillors and staff must abide by the Code of Conduct.

Staff may 'like' or share Council pages and posts.

When using social media Councillors, staff and contractors must ensure they:

- Do not make any comment that may lead a reasonable person to conclude they cannot serve the organisation impartially and professionally.
- Make it clear they are expressing their personal view and not purporting to represent the position of Council.
- Do not use Council platforms as a forum for political debate or make comments that impact Council's reputation.
- Ensure their personal comments do not divulge privileged, private, legal or confidential information that can only be known as a result of their role at Council.
- Do not offer derogatory views on Councillors, members of staff or community members.
- Adhere to the relevant Codes of Conduct for all online interactions.

## **5. Website**

The corporate website and engagement platform Participate Hepburn must reflect Council's corporate image and branding, meet legislative requirements and accessibility standards. Managers are responsible for ensuring information relevant to their area is updated.

## **6. Communication planning**

## ► COMMUNICATIONS AND SOCIAL MEDIA POLICY

Communication should be well planned, timely and proactive. Templates are available to support staff with this work.

### **7. Branding and corporate identity**

Council has a consistent and uniform visual image outlined in the Brand Guidelines. This includes the correct use of Council's logo, corporate colours, consistent fonts and layouts in all publications and promotional material including but not limited to stationery, strategic documents, newsletters, posters, displays and banners.

The use of the logo by a third party must be approved by the Communications Officer.

### **8. Language**

Council communications should be clear and written in Plain English, where possible. Jargon should be minimised. Writing style should be consistent with Council's Best practice guidelines – writing style.

### **9. Accessibility**

Council communications are required to meet accessibility requirements, including the Victorian Government Accessibility Standards and international standards for Web Content Accessibility Guidelines (WCAG). This must be taken into account when developing Council communications.

### **10. Emergencies**

During an emergency the CEO is the key media spokesperson. They may delegate this role to other staff. The Mayor may speak on behalf of Council by providing approved comments and information to the community and media. This should be done in close consultation with the Communications Team, CEO or Emergency Management representatives in line with the Emergency Management Guide for Mayor and Councillors, Council policies and procedures. The Mayor would represent the community's needs and views, not operational matters relating to the emergency.

### **11. Election period**

During an election period, the Election Period Policy will govern public communications.

► COMMUNICATIONS AND SOCIAL MEDIA POLICY

## DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
Council	Hepburn Shire Council
Staff	Includes permanent and temporary full-time and part-time council employees, and contractors and consultants while engaged by Council.
Social media	A general term to describe tools and forms of publishing that are based on two-way interaction online. Examples are Facebook, Instagram, YouTube.
Corporate social media account	All social media accounts and platforms that Council manages.
Publications	Online or printed Council documents including, but not limited to, corporate plans, e-newsletters, posters.
Council election period	Defined in the Local Government Act 2020 to be the period from the last day of nominations until the election day.

## FURTHER INFORMATION

Any enquiries about the Communication and Social Media Policy should be directed to Council's Communications Team.

## IMPLEMENTATION

This policy will be available on the intranet, corporate website and will be included in induction for all staff. Training will be rolled out to relevant staff to support understanding and compliance.

## REVIEW

The Communication and Social Media Policy will be reviewed every four years or sooner if required by legislation or organisational changes.

▶ COMMUNICATIONS AND SOCIAL MEDIA POLICY

The Chief Executive Officer is authorised to make minor, administrative changes to the policy that do not change the overall context of the policy direction.

The officer responsible for the review of this policy is the Communications Officer.

DRAFT

### **13.5 ANNUAL REPORT 2022/2023 ACTING CHIEF EXECUTIVE OFFICER**

*In providing this advice to Council as the Communications Officer, I Maria Abate have no interests to disclose in this report.*

#### **ATTACHMENTS**

1. Annual Report 2022/2023 [13.5.1 - 96 pages]

#### **OFFICER'S RECOMMENDATION**

*That Council adopts the Annual Report 2022/23.*

#### **EXECUTIVE SUMMARY**

The Annual Report provides an overview of highlights, achievements and challenges of the 2022/23 financial year. The report also measures our performance and progress against the objectives and priorities of the four-year Council Plan and the Local Government Performance Reporting Framework indicators. It is very pleasing to review the progress made on these items.

#### **BACKGROUND**

The information contained in this report complies with the legislative requirement as per the Integrated Strategic Planning and Reporting Framework (*Local Government Act 2020*).

#### **KEY ISSUES**

The Annual Report of Operations is broken up into six sections:

- 1) Introduction
  - a) Details the Community Vision, Plan and introductions from Mayor and CEO
- 2) Year in Review
  - a) Provides a summary of highlights and key events from each month
- 3) Our Shire
  - a) Demographic details of our shire
  - b) Overview of Councillors
- 4) Our People
  - a) Details about the staffing component of the organisation
  - b) People and culture workforce outcomes
- 5) Performance
  - a) Detail of how we are progressing against the Council Plan
  - b) Overview of activities towards the Municipal Public Health and Wellbeing Plan progress
  - c) Local Government Performance Reporting Framework indicators
- 6) Governance
  - a) The role of local government and governance

- b) Council meetings
  - c) Financial report – noting that the financial and performance statements have been placed on our website following their sign off by VAGO and adoption at the September Council meeting.
- 7) Statutory information.

## **COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

### **Council Plan 2021-2025**

#### 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.

## **FINANCIAL IMPLICATIONS**

There are no financial implications as a result of this report.

## **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

The adopted report will be forwarded to the Minister for Local Government. It will also be uploaded to our website and shared with the community via social media, a media release and other communications channels.

## **RISK AND GOVERNANCE IMPLICATIONS**

The Annual Report of Operations forms part of our mandatory reporting requirements.

## **ENVIRONMENTAL SUSTAINABILITY**

There are no sustainability implications associated with this report.

## **GENDER IMPACT ASSESSMENT**

The report affirms Council's position on gender equity and includes data and information on Council's action in respect to gender equity throughout the year. Photographs in the report have been selected to show a broad representation of genders through photos of Councillors, staff and community members.

2022 / 2023

# Annual Report



*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.

## Contents

Council Plan	4
Community Vision	5
Municipal Public Health and Wellbeing Plan	5
Message from the Mayor and Chief Executive Officer	6
<b>1 Year in Review</b>	<b>8</b>
Highlights	9
<b>2 The Year In Review</b>	<b>13</b>
Awards and recognition	27
<b>3 Our Shire</b>	<b>28</b>
Yearly statistics within our Shire	29
Councillors	30
<b>4 Our People</b>	<b>32</b>
Organisational structure	33
People and culture workforce outcomes	36
<b>5 Performance</b>	<b>38</b>
Council Plan Progress	39
Our five focus areas:	39
A resilient, sustainable and protected environment	40
A healthy, supported and empowered community	46
Embracing our past and planning for the future	54
Diverse economy and opportunity	60
A dynamic and responsive council	66
Municipal Public Health and Wellbeing Plan (MPHWP) progress	74
Local government performance reporting framework indicators	75
<b>6 Governance</b>	<b>84</b>
The role of local government	85
Council meetings	85
Financial Report	94
Statutory Information	95



# Introduction



## Council Plan

The Council Plan 2021–25 is Council’s key strategic document that describes the community’s long-term vision for Hepburn Shire and shows how we will strive towards that vision during our four-year term. The plan is shaped by the voice of the community and incorporates:

- **Community Vision:** the long-term aspirations that the community has for our Shire.
- **Municipal Public Health and Wellbeing Plan:** what the Council will do to protect, improve and promote public health and wellbeing in the Shire.

The plan and vision were developed through the Hepburn Together Project, where we heard from ten per cent of the Shire’s community. Council held community drop-in sessions, hosted surveys, undertook a deliberative engagement process made up of citizens reflective of our community.



Our engagement with the community on the Council Plan identified five key focus areas:

### Focus area one: A resilient, sustainable and protected environment

A responsive, adaptive and resilient community that addresses changes to our climate and biodiversity.

### Focus area two: 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.

### Focus area three: 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.

### Focus area four: Diverse economy and opportunities

Our community is enhanced by a diverse and resilient economy that supports local aspirations through opportunity.

### Focus area five: 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.

## Community Vision

The Community Vision, developed in partnership with the community, is an aspirational statement and includes the elements that we heard were important to our community.

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.

## Municipal Public Health and Wellbeing Plan

For the first time Council's Municipal Public Health and Wellbeing Plan (MPHWP) has been integrated into the Community Vision and Council Plan 2021-2025. Council and community identified health and wellbeing priority areas for working towards the Community Vision. They are:

### **Tackling climate change and its impact on health**

Resilient and safe communities that are adapting to the public health impacts of climate change.

### **Increasing healthy eating**

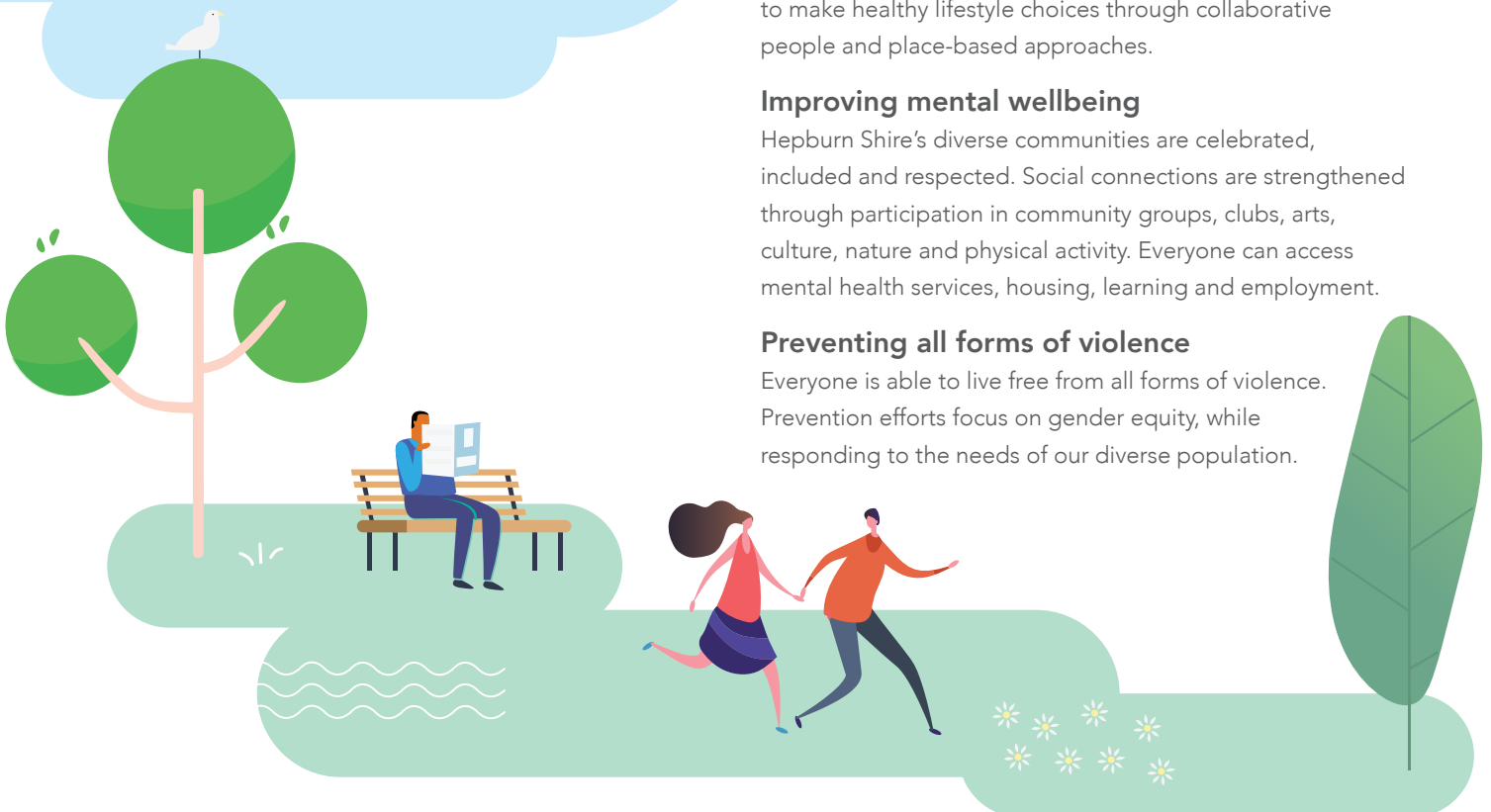
Access to nutritious food and water for everyone, especially the most vulnerable. People are supported to make healthy lifestyle choices through collaborative people and place-based approaches.

### **Improving mental wellbeing**

Hepburn Shire's diverse communities are celebrated, included and respected. Social connections are strengthened through participation in community groups, clubs, arts, culture, nature and physical activity. Everyone can access mental health services, housing, learning and employment.

### **Preventing all forms of violence**

Everyone is able to live free from all forms of violence. Prevention efforts focus on gender equity, while responding to the needs of our diverse population.



## Message from the Mayor and Chief Executive Officer



2022/23 has been an extremely busy time for Council. Our Annual Report provides an overview of some of the highlights from the year, reports on how we have performed against our Council Plan objectives and notes performance against the Local Government Reporting Framework.

Hepburn Shire continues to share in the global challenges faced by many other councils, including sharply rising costs, diminished levels of government funding, recovery from the COVID-19 pandemic and rebuilding infrastructure after several severe weather events that have affected many parts of the Shire.



Despite these challenges, Council has made solid progress, including completing major capital projects such as the Trentham Sportsground Reserve Pavilion, the mountain bike trailhead at Hammon Park in Creswick and redevelopment of Chatfield Reserve at Lake Daylesford. These projects have brought considerable benefits to the community; they are well-used and highly valued spaces. We also began constructing the 60-kilometre mountain bike trails as part of the Creswick Trails Network, and the new library and community facilities as part of the Trentham Community Hub.

In addition to these capital projects we continued implementing a wide range of actions within the Sustainable Hepburn Strategy, including strengthening the circular economy. We adopted important plans such as the Disability Access Inclusion Plan, Youth Strategy, Positive Ageing Strategy 'No Barrier', and developed a Domestic Animal Management Plan which encompasses a dusk until dawn cat curfew.

We also continued work towards an Affordable Housing Strategy, formalised the creation of a Visitor Economy Partnership with neighbouring councils, installed the Big Rainbow in Daylesford, unveiled a public artwork in Glenlyon and worked through the lengthy process of renaming Jim Crow Creek to Larni Barramal Yaluk.

Alongside these projects, staff continued delivering business-as-usual activities to our community, including building and maintaining roads and footpaths, collecting waste and recycling, maintaining and beautifying our many parks and open spaces, and delivering library, youth and positive ageing programs.

The year has been dominated by the need to carry out works to repair our flood and storm damaged road network. We fully appreciate the extent of damage and the safety risk it presents. Council has undertaken works incurring expenditure of \$13.7m since June 2021, which exceeds the relief funding received from state and federal governments to date of \$9.2m. Council will continue to strongly advocate for greater funding and to work closely with Regional Roads Victoria.

While we are a relatively small shire council, our work has been recognised widely this year. We were named winner of the inaugural Maggolee Awards 2023 for the Manna Gums Aboriginal Peoples Memorial, recognising and honouring the loss of lives and the sacrifice and suffering inflicted on Aboriginal people during the frontier wars. In addition, we were announced as winners of the Local Government Professionals (LGPro) award for Aged Care and Disability Services Transition, in the category of Outstanding Small Rural Council Initiative. A small team of staff represented the Shire in the LGPro Australasian Management Challenge, with the team placing a very credible third in Victoria.

While the Annual Report reflects on Council's activities during 2022/23, we continue to have our sights firmly set on the future. Council has embarked on a once-in-a-generation strategic planning project, Future Hepburn. Future Hepburn includes the development of township structure plans for Clunes, Creswick, Daylesford-Hepburn Springs, Glenlyon, and Trentham; Rural Hepburn: Agricultural Land and Rural Settlement Strategy; and an Integrated Transport Strategy. We have heard clearly, that our community values and wants to protect our Shire's rural lifestyle, the look and feel of our townships, valuable built heritage, the natural environment and productive farming land. This critically important work will continue into 2023/24 and beyond.

Council continues to deal with the unwelcome prospect of massive overhead powerlines planned for our Shire as part of the Western Renewables Link. We are strongly opposed to the transmission lines being above ground along the proposed route, traversing prime agricultural land and uncomfortably close to our historic townships. We will continue to advocate alongside, and on behalf of, the community for a better long-term outcome.

Long-term financial sustainability remains an ongoing challenge for Hepburn Shire Council, as it does for many other small councils, requiring much diligence in our planning and budgeting. Council relies heavily on grant funding from state and federal governments, especially to fund capital projects, but maintains a strong relationship with our funding partners and we are grateful for their ongoing support.

Thank you to our dedicated staff for their adaptability, perseverance and commitment over the past year. As an organisation we have been able to achieve a lot over this time, often in difficult circumstances, and we appreciate your ongoing efforts.

We encourage you to read through our Annual Report to gain an understanding of the services, initiatives and projects delivered over the last 12 months.



Cr Brian Hood  
Mayor



Bradley Thomas  
Chief Executive Officer



# The Year in Review



# Highlights

## Reconciliation and working with Djaara

The majority of Hepburn Shire is on the traditional lands of the Dja Dja Wurrung, formally recognised in a Recognition and Settlement Agreement signed in 2013.

Council’s vision for reconciliation is to promote unity, respect and understanding between Aboriginal and Torres Strait Islander peoples and our community. In 2019, Council adopted a Reconciliation Action Plan (RAP), a formal statement of commitment to reconciliation. There are four types of RAPs in the Reconciliation Australia framework – Reflect, Innovate, Stretch and Elevate. Council’s Reflect RAP was developed with staff, Councillors, Djaara, our local Aboriginal and Torres Strait Islander community and representatives from relevant organisations.

Fundamental to the RAP is that reconciliation is placed at the core of our organisation and a foundation to our services.

Council works closely with Djaara, the Traditional Owner Group in Central Victoria, including ongoing engagement on Council’s services, strategies and masterplans for Hepburn Shire.

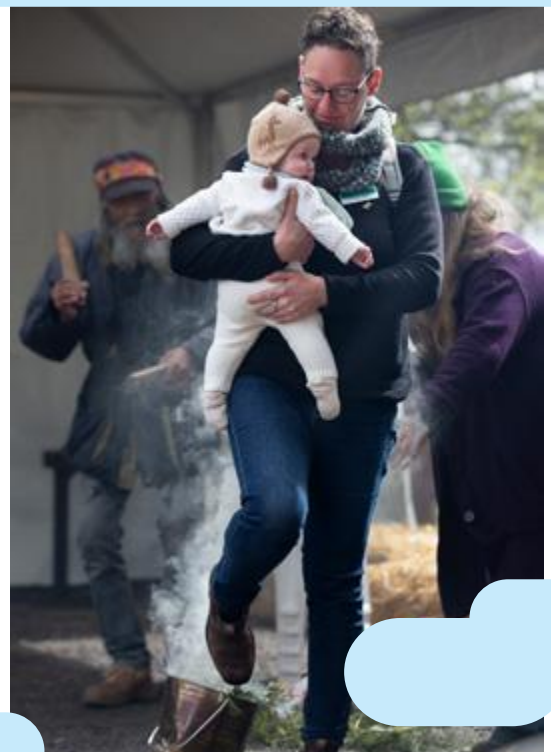
There has been a significant amount of work by Council on delivering on actions in the RAP, many working in partnership with Djaara. These include:

- The renaming of Jim Crow Creek to Larni Barramal Yaluk
- Opening the Manna Gums Frontier Wars Memorial Avenue
- Formal support for the key principles of the Uluru Statement of the Heart
- Assistance with the installation of co-naming signage for Lalambuk (Mt Franklin), a project with Parks Victoria and Djaara
- Cultural awareness training for Council staff
- Recognition of National Sorry Day
- Celebration of Reconciliation Week and NAIDOC Week
- Commission of Dja Dja Wurrung public art by Aunty Marilyne Nicholls.

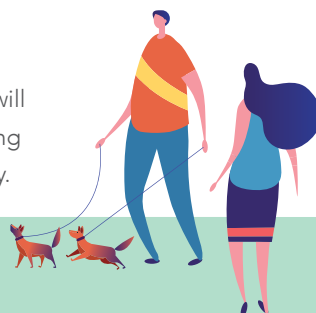
Council is nearing the end of the Reflect RAP and will develop the next plan, an Innovate RAP. This new plan will be developed in consultation with Djaara and referencing the Victorian Aboriginal and Local Government Strategy.



During Reconciliation Week, Council partnered with Djaara Elder Uncle Rick Nelson and Daylesford and District Historical Society to showcase a set of portraits of Dja Dja Wurrung people photographed in 1866 at the Coranderk Aboriginal Station.



Cr Tessa Halliday and Octavia at the smoking ceremony that launched the Sustainability Expo at Trentham.





## Sustainable Hepburn

Council adopted our Sustainable Hepburn Strategy in August 2022. The strategy covers four key areas - beyond zero emissions, natural environment and biodiversity, low waste and climate resilience. We have seen significant improvements in these area in recent years, particularly since the strategy was adopted.

In terms of tangible outcomes, 2022/23 saw a 24% reduction in community greenhouse gas emissions (GHG) resulting from electricity use in Hepburn Shire since 2018, with renewable energy generation accounting for 35.8% of electricity use during that time.

Our Solar Savers program, now in its fifth year will no doubt be a significant contributor to this achievement with the roll out of 100 solar systems for residents over that period and achieving emissions savings estimated to be in excess of 700t of carbon dioxide equivalent (CO2e) per year.

Council's corporate emissions reduced 29% on the baseline year of 2021, with a reduction of 18% on the previous financial year. Our decarbonisation efforts included the replacement of all streetlighting with highly efficient LED lighting, the purchase of clean renewable electricity, the addition of two electric vehicles into our pool fleet and other energy, emissions and cost saving measures. Along with the reduction in GHG emissions, we also had a reduction in energy and fuel costs across Council assets of 24% and energy consumption was down by 27% on 2021/22.

Throughout the year Council successfully delivered a range of projects related to Sustainable Hepburn. These include:

- Offered the Solar Savers program (fifth annual program), which supports pensioner households to install quality, affordable solar systems with no upfront costs. We reached the milestone of 100 Solar Savers households in Hepburn Shire.
- Delivered 'Connecting the Circular Economy' with Hepburn Energy, which identified circular economy case studies and opportunities to transition Hepburn Shire to a circular economy.



- Held Climate Adaptation Workshops.
- Offered workshops and training programs as part of the Healthy Landscapes (Regenerative Agriculture) program in partnership with Macedon Ranges Shire Council and City of Greater Bendigo.
- Launched a neighbourhood battery initiative Community Sparks with the Central Victorian Greenhouse Alliance and Hepburn Energy.
- Continued the collection of food organics and garden organics (FOGO) trial at Clunes and investigated a broader FOGO service roll-out.
- Established a Sustainable Hepburn e-newsletter to inform the community of our work in this space.
- Continued to work closely with Djaara on caring for country and climate action.
- Partnered with Hepburn Energy and Chargefox to install electric charging stations in Creswick, with more to come at Hepburn Springs, Clunes and Trentham.
- Continued to have representation on the Board of the Central Victorian Greenhouse Alliance.
- Progressed many of the actions endorsed in the Sustainable Hepburn Strategy.

This work will continue to strengthen in coming years as we continue to implement a range of actions to improve the sustainability and environmental outcomes in partnership with our community and stakeholders.



Creswick is now home to an electric vehicle charging station at the Visitor Information Centre. The charger is thanks to a collaboration between Chargefox, Hepburn Energy, Council and Central Highlands Water (CHW), with installation by Fells Electrical and partially funded by the State Government's Destination Charging Across Victoria Program. More stations are planned for Trentham, Hepburn Springs and Clunes.

### Roads

Council continued to invest heavily in roads through 2022/23, with \$12.10 million spent on our road network, which is made up of more than 1,400km of road and transport infrastructure.

Our expenditure included \$2.65 million on capital and construction works, \$3.06 million on scheduled and unscheduled maintenance works and \$6.39 million in flood and storm damage repairs.

The community will be well aware of the challenges facing road authorities with managing the road network given the flood and storm damage and the persistent wet conditions for much of the year.

The seasonal conditions created many challenges for Council in how we were able to manage and preserve our road network and make sure it is safe for our community.

We encouraged the community to notify us of issues with roads and customer requests were up on previous years. We received many reports and requests for maintenance works on roads managed by other authorities such as Regional Roads Victoria (formally Vic Roads). Council has been actively referring these requests to the responsible authority as part of supporting our community.

The Mayor, Councillors and senior officers have continued to advocate and lobby to all levels of government on the need for increased investment in road maintenance and upgrades. Advocating on behalf of the community is an important role of Council and this will continue into 2023/24 and beyond.



Before and after. Storm damage along Learmonth Road at Clunes in October and December 2022.



### Storm recovery

We are still investing significant time and funds into our flood and storm recovery programs, which includes community infrastructure and road repairs as well as a number of programs to support the social and psychological recovery of our communities.

Over the year, Council invested \$6.393 million in these efforts and received reimbursements of \$5.046 million from state and federal government. The impact on Council to fund the \$1.347million shortfall for these events does have a significant impact on available funding for other community projects and initiatives.

We deeply appreciate many of our community also continue to work through their own recovery and repairs to family homes and we acknowledge the difficulties this can present. We are here to support the community and advocate for them wherever we can.

As part of this support, we carried out and continue to work on a number of community resilience projects in partnership with community. These include the Creswick Community Recovery Committee and Community-led Recovery Projects for Glenlyon, Bullarto, Lyonville and Trentham. We also secured funding to commence a further stage of the Creswick Flood Study. We will include a review of the previous Clunes Flood Mitigation Study as part of this work and both will be undertaken in partnership with community.

In November 2022 we launched the book, *The Big Storm*, which included incredible stories and experiences of people who were in Trentham and surrounds during the extreme weather event in June 2021. Copies were made available to libraries across the Shire, and we had two print runs due to the popularity of the publication.

We also ran a range of events including workshops and a storm recovery photography competition for the east and western parts of our Shire as part of the recovery efforts. Thank you to everyone who was involved and to those who continue to support the community throughout the recovery.



Photography competitions invited residents to submit images from storm events. This image is by Alice Petherbridge.

The Big Storm book told stories of the community of their experiences of the June 2021 extreme weather event.

# The Year in Review

## July 2022

- Launched the new series of Listening Posts to give the community the opportunity to speak with Councillors and staff about local projects, highlight ideas or raise concerns.
- Supported two major events in the Shire, BOREALIS and Winter Sounds.
- Opened submissions for community grants.
- Invited Creswick residents to join a Community Recovery Committee following the January 2022 storm and flood.
- Started community engagement on a review of Governance Rules.
- Creswick Community Bank announced \$250,000 of financial support towards the Hammon Park Trailhead project.
- Resolved to sell The Rex building in Vincent Street, Daylesford.
- Released a tender for construction of the 60-kilometre Creswick Trails Network.
- Completed a mini-facelift of the Daylesford Library to make the space more welcoming and practical.
- Adopted the Annual Plan.



Council announced six recipients of Biodiversity Grants, with \$24,000 share between Daylesford Primary School (pictured), Daylesford Neighbourhood Centre, Hepburn Gardens for Wildlife, Hepburn Wildlife Shelter, Blampied Kooroocheang Landcare Group and Wattle Flat Pootilla Landcare Group.



Council unveiled a new drinking fountain at Doug Lindsay Recreation Reserve in partnership with Central Highlands Water as part of the Choose Tap campaign. Pictured: (L-R) Council CEO Bradley Thomas, Cr Jen Bray, Cr Don Henderson, Cr Tim Drylie and Council Director Bruce Lucas at the new drinking fountain in Creswick.

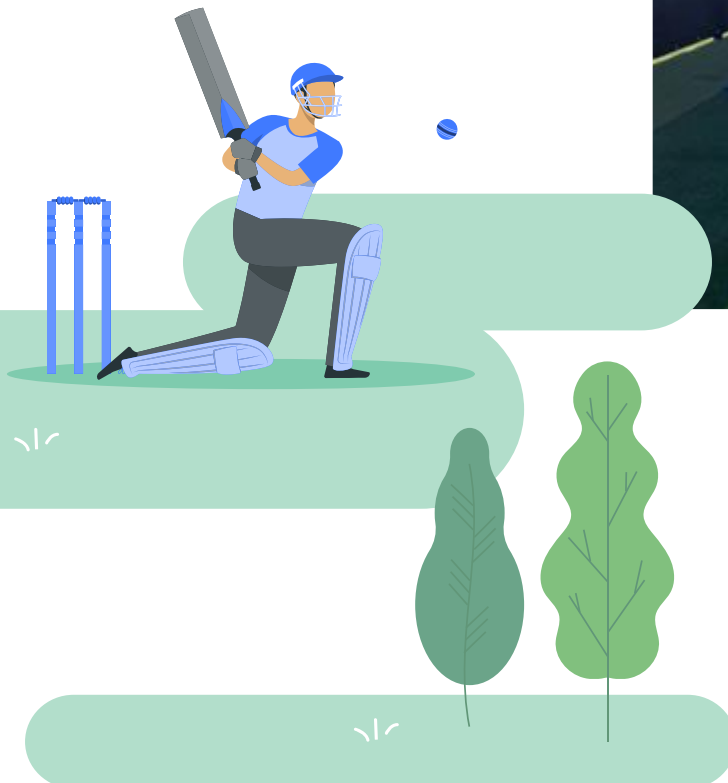


Council continued to protest the proposed Western Renewables Link and associated infrastructure.



## August 2022

- Adopted Sustainable Hepburn, Council's updated environmental sustainability strategy.
- Invited community feedback on the draft Domestic Animal Management Plan.
- Adopted the Positive Ageing Strategy 'No Barrier' to guide Council's work to promote positive ageing across the Shire.
- Secured funding from the Country Fire Authority (CFA) under the Victorian Government's Safer Together Program to continue removal of woody weeds from Lake Daylesford Reserve.
- Supported community efforts to keep waste and valuable resources out of landfill by offering subsidised compost bins to give a new life to food scraps and garden waste.
- Endorsed the renewal of the Memorandum of Understanding 2022-2026 with Hepburn Energy. This will continue the work towards delivering the Z-NET Community Transition Plan and initiatives in our Council Plan 2021-25.
- Kicked off the Healthy Landscapes Program for 2022/23 with a sustainable horse grazing workshop. The program is run in partnership with Macedon Ranges Shire Council and the City of Greater Bendigo.



Council officially opened the new cricket nets at Newlyn, which we installed with support from the Australian Government's Local Roads and Community Infrastructure Program.

Pictured: (L-R) Cr Don Henderson, Shannon Slater Treasure and Secretary of Newlyn Cricket Club, Craig Slater Club President, Ben Diamon Club Captain, Catherine King MP, Kevin Clohesy President Newlyn Community and Sporting Complex Committee of Management, and Council CEO Bradley Thomas.



Council held free chainsaw classes as part of our storm recovery efforts. Around 80 people attended the three-day course, which was designed to build skills in theory, chainsaw maintenance and practical application.



Council donated a set of Birdie books to each of our local libraries and two copies to every school and preschool in the shire. The books were developed by Queensland Health to talk children through what happens in a disaster, how they might feel, and what the process is for recovery.

Pictured: Cr Henderson and Cr Drylie read the Birdie books with Savannah, Tori, Angus and Tommy.



Council hosted the Local Government Professionals (LGPro) CEO/Director Forum and the Regional Councils Victoria Forum, bringing together more than 130 leaders in local government to our Shire.



## September 2022

- Awarded community grants totalling more than \$15,000 to local community groups.
- Supported the Victorian Seniors Festival with free events around the Shire, in line with our positive ageing work.
- Hosted award-winning Australian actor and documentary maker Damon Gameau as a guest speaker at a free Habitat Renewal event held in Trentham.
- Daylesford Macedon Tourism announced strong visitation figures for the region, including a 41% year-on-year increase on domestic overnight visitors (against a regional Victoria average of 26% growth) and total tourism spend of \$434 million for the 12 months ending March 2022.
- Held a Farmers and food forum in Creswick to give farmers, producers and food manufacturers the chance to hear from leading food regulators. The forum was part of Council's Artisan Agriculture project, which was established to assist the local artisan agriculture sector navigate operational challenges and thrive into the future.
- Supported residents on their low-waste journey through a free Cloth Nappy Workshop, which included a cloth nappy starter pack for all attendees.



Council held a Sustainable Hepburn Expo Day at Trentham Railway Station showcasing some of the businesses and community organisations who are improving the sustainability of our Shire.

## October 2022

- Adopted the Domestic Animal Management Plan, which provides a strategic framework for Council to guide policy direction, service programs, initiatives and action plans related to animal management.
- Parts of the Shire were hit by another severe weather event impacting community, roads, Council buildings and services.
- Hosted a Community Preparedness Session in Creswick in partnership with emergency agencies. The purpose of the event was to help build resilience in the community and provide information on how to prepare for emergency events.
- Victorian Government announced the Creswick Trails to host the mountain biking competition in the 2026 Commonwealth Games.
- Participated in the 2022 Aussie Bird Count, which saw 145 bird species identified across the Shire.
- Began renewal works at the Creswick Town Hall.
- Started improvement works at Chatfield Reserve on Lake Daylesford.
- Invited applications for the Small-scale Artisan Agriculture Grants.
- Daylesford was named the winner of the Big Rainbow, following a national competition.
- Council representatives attended the regional affordable housing summit held in Creswick.
- Launched our ACE Youth Development Strategy at Daylesford Town Hall.



Launched photography competitions to capture images of the storms that had affected the community since 2021. This image was taken by Poppy Ludvac.

## November 2022

- Responded to the potential adverse environmental and social impact of exploratory mining activities following the Victorian Government's decision to issue an exploratory license to Red Rock Mining.
- Hosted three events to celebrate International Day of People with Disability.
- Supported a community partnership led by Daylesford Men's Shed to celebrate the festive season by decorating Vincent Street in Daylesford with locally handcrafted Christmas trees.
- Hosted walks in Trentham, Daylesford, Creswick and Clunes to recognise 16 Days of Activism against gender-based violence.
- Encouraged community readiness and emergency preparedness for summer.
- Announced a review into Council's grants program to ensure its effectiveness and value to the community.
- Adopted an amended 2022/23 project program in response to the market volatility being experienced in the construction sector, including significant price increases, material supply challenges and rising inflation.
- Council elected Cr Brian Hood as Mayor and Cr Lesley Hewitt as Deputy Mayor.
- Invited the community to help guide a strategy and action plan to address housing affordability in our Shire.
- Offered free green waste disposal at our transfer stations throughout November.



We completed the new change facilities at Calemben Park in November. The project included three accessible unisex changerooms with toilet, shower and baby change facilities, an accessible footpath, accessible car parking space, drinking fountain, park furniture and landscaping. This project was funded in partnership by Council and the Victorian Government.

Pictured: Cr Tim Drylie and Cr Don Henderson.

## December 2022

- Sold The Rex building to local entrepreneurs and businesspeople following a public expression of interest.
- Announced round two of our Community Grants program, totalling almost \$12,000 to local groups including Health Foods Australia, Daylesford Table Tennis Association, Eco Warriors Australia, Daylesford Dharma School and Trentham Playgroup.
- Opened the bike jumps at Hammon Park in Creswick in time for the summer holidays.
- Invited the community to review and provide feedback on the draft Disability Action Plan.
- Awarded a contract to construct the 60-kilometre Creswick Trails Network to Australian company Dirt Art, a world leader in mountain bike trail construction.
- Welcomed the announcement that the Australian Energy Market Operator (AEMO) and Transgrid would investigate alternative options for the transmission line route and terminal station siting planned for the Victoria to New South Wales Interconnector West (VNI West) project.
- Supported the announcement by Central Highlands Water of a \$15 million investment in Daylesford's long-term water supply security, with a 400mm raw water pipeline from Blampied to the Goldfields Superpipe.



Council opened outdoor pools and aquatic facilities across the Shire on the first weekend in December.





## January 2023

- Supported a range of Australia Day events organised by community groups throughout the Shire.
- Began a trial of an off-lead dog park in Trentham near the Trentham Swimming Pool.
- Supported a series of seven sustainability and resilience events and workshops in partnership with Trentham Neighbourhood Centre. Topics included composting and worm farms, Hepburn Seed Savers, creating a wicking bed and food dehydrating and preserving.
- Invited a second round of community engagement on the Arts and Culture Strategy.
- Developed an online hub for artisan growers and producers to promote their business as part of our Artisan Agriculture Project.
- Supported businesses in the lead-up to the Victorian Government ban of single use plastics.
- Installed new outdoor furniture across townships in the Shire to support business recovery, activate outdoor spaces and enhance streetscapes.



Began the annual road reseal program in January, with works at Blampied, Creswick, Daylesford, Drummond North, Kingston, Lyonville, Newlyn, Smeaton and Ullina.

Pictured: Road works underway in Kingston. Investment in the annual reseal program this year was \$940,000 which achieved works to approximately 18km of the road network.



Announced John Drife as Citizen of the Year (centre) Atticus Punt-Trethewey (right) as Young Citizen of the Year and The Great Dividing Trail Association Reconciliation Walks (represented by Tim Bach, left) as Event of the Year at our Hepburn Shire 2023 Community Awards in January.



Awarded 18 Small-Scale Artisan Agriculture Grants worth more than \$34,000 to farmers and producers in the Central Highlands. Grant recipients came from a range of businesses including wineries, flower farms, organic growers and berry farms.

Pictured: Carmel and Brett from Springmount Fine Foods received an artisan agriculture grant. Photo by Chloe Smith.



## February 2023

- Welcomed some aspects and expressed concern about other conclusions outlined in the report into the VNI West project, by the Australian Energy Market Operator (AEMO) and Transgrid. Council was pleased to see the terminal station proposed for Mount Prospect was no longer the preferred option. However, concerns remained that the Western Renewables Link (WRL) transmission line continued to run through the Shire, that underground lines were not considered, and the recommendation to increase overhead transmission lines from 220kV (kilovolt) to 500kV along the section of the WRL from Mount Prospect through our Shire, requiring significantly larger towers.
- Victoria Park at Daylesford announced as the home of the Big Rainbow for a period of three years.
- Launched a trial project to sell low-cost and safe electrical items at the Daylesford Transfer Station.
- A series of small business workshops and webinars commenced, including topics such as how to boost your social media and online presence, cyber security and ways to generate cash flow.
- Promoted a visit from the Small Business Bus to local business operators.
- Encouraged the community to provide a submission on the electoral structure review of Hepburn Shire, which was led by an independent electoral advisory panel.
- Endorsed a special rates charge to fund the Solar Savers program for another 15 residences.
- Adopted a new Disability Action Plan to guide our actions in removing barriers and making adjustments to help people living with disability.
- Installed new play equipment at the Magic Pudding Playground in Creswick.



Began reconstruction works along a 1.6 kilometre section of the Ullina Kooroocheang Road at Ullina in February. The \$700,000 project was funded by Council and the Federal Government through the Heavy Vehicle Safety and Productivity Program.



We held an affordable housing forum to hear from the community in February and to inform development of an Affordable Housing and Action Plan.



Council, staff, growers and project advisory group members celebrated the end of the three-year Artisan Agriculture Project in February.



We celebrated the Begonia season at the Wombat Hill Botanic Gardens, with the Alf Headland Conservatory awash with colour for everyone to enjoy.



## March 2023

- Invited the community to complete a survey to help inform our indoor aquatics provision feasibility study and business case.
- Encouraged the community to have a say on outdoor dining and trading in the Shire.
- Officially opened Calembreen Park change facilities, with Martha Haylett MP. The \$425,350 project was funded in partnership by the Victorian Government and Council.
- Proudly supported Clunes Booktown, ChillOut Festival and CresFest, three major events in the Shire throughout March, that collectively brought thousands of people to our region.
- Adopted a new approach to grants delivery through a more efficient, equitable and transparent process following a process review.
- Called for new members to the Gender Equity Advisory Committee.
- Promoted the visit by the BreastScreen Victoria van to Daylesford.
- Installed a defibrillator at Daylesford Visitor Information Centre.

We congratulated five local women who were inducted on to the Heather Mutimer Honour Roll on International Women's Day. These women were recognised for their contribution to the Shire and progressing women's causes.

Pictured: (L-R) Debbie Stoneman (granddaughter of posthumous inductee Marie Magdalen Lewis), Anneke Deutsch, Mayor Brian Hood, Heather Mutimer, Joee Aganetti-Fraser, Tess Brady, Joyce Orr, Cr Don Henderson and Cr Jen Bray.





Councillors and staff joined members of our LGBTQIA+ Advisory Committee and committee representatives and volunteers from ChillOut, Daylesford Football Netball Club, Daylesford Show and Victoria Police to unveil the Big Rainbow at Victory Park in Daylesford in March.



Councillors, staff and family members participated in the street parade at ChillOut Festival in March.



Council was a proud supporter of a new shower and laundry facility for homeless and vulnerable people at Daylesford Neighbourhood Centre. The facility was launched in March with representatives from the neighbourhood centre and Council, Daylesford Foundation, Community Bank Daylesford and District, and Safe Place Homes Inc. Along with Council, supporters of the facility included Central Highlands Rural Health, Community Bank Daylesford District, the Department of Family, Fairness & Housing and Daylesford Community OpShop.



Council's Community Safety Officer rehomed a neglected sheep which was found roaming the streets of Smeaton. As no owner was able to be identified, Edgars Mission took special care of him, removing around 20kg of excess wool.

## April 2023

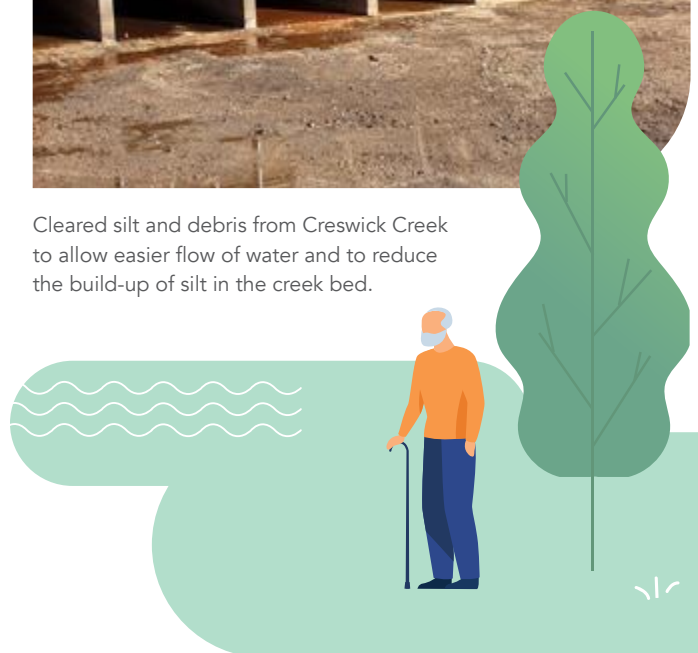
- Promoted and supported ANZAC Day events across the Shire.
- Launched the strategic planning project Future Hepburn, a once-in-a-generation project that will touch many aspects of life as a resident of Hepburn Shire. Its focus is to protect and enhance the existing character of our towns and rural settlements through strategic planning controls on growth and development.
- As part of Future Hepburn, we invited the community to provide input via a survey on Rural Hepburn: Agricultural Land and Rural Settlement Strategy. The strategy will consider future agricultural needs and requirements and seek to adequately protect agricultural land and small rural settlements.
- Made a strong submission on the VNI West project.
- Lobbied the Victorian Government for a review to expand Creswick's ambulance operations to 24/7, noting that in this critically important part of the healthcare system ambulance response times in Hepburn Shire are significantly behind the state average – 19 minutes compared to 13.
- Marked Trans Day of Visibility by a flag raising event in Daylesford.
- Supported the Bullarto Trentham Vintage Tractor Pull and Vehicle Display.
- Launched a waste survey to understand how our community uses their bins, how full are the bins and the use of transfer stations to understand the information that the community is looking for to reduce waste to landfill.
- Endorsed joining a Visitor Economy Partnership (Tourism MidWest) with neighbouring councils at Ballarat, Moorabool, Pyrenees and Golden Plains, along with representatives from the tourism industry and the Victorian Government to continue to boost tourism to the region and to complement the work of Daylesford Macedon Tourism.
- Opened the Clunes Creek Walk outdoor fitness pod on Scenic Drive, which includes an aerobic walker, dexterity bar, hand cycle, and bars for push ups, step ups and chin ups. The project was funded by Council with a contribution from the Clunes Landcare and Waterways Group.



Signed a new service agreement with the Daylesford Neighbourhood Centre to manage the out-of-school-hours community use of the Daylesford Arts, Recreation and Cultural Centre (ARC). The ARC is part of the Daylesford Secondary College and features three indoor multi-lined indoor courts, squash courts, canteen/kitchen, office, storage spaces and change amenities. The service agreement ensures the centre provides access to a mix of recreation, social and sporting activities for the community.



Cleared silt and debris from Creswick Creek to allow easier flow of water and to reduce the build-up of silt in the creek bed.





Completed a major refurbishment of facilities at Quarry Street Reserve in Trentham in partnership with the reserve Committee of Management. The project included installation of all-abilities toilet facilities, two electric barbecues, baby change facilities, drinking fountain and carpark.

Pictured: (L-R) Cr Brian Hood, project manager Sam Hattam, committee member Fay Magee, builder Tim Ferrantino, committee members John Riches and Charles Sherlock with concept designer Steve Kelly.



We officially opened the Trentham Sportsground Reserve Pavilion with Mary-Anne Thomas MP, along with representatives from the Sportsground Reserve Committee of Management, Trentham District Football and Netball Club Inc, Trentham and District Cricket Club and community members. The wonderful new facility is a fantastic asset for the town and community, along with current and future netballers, footy players and cricketers. The redevelopment project, with over \$2.5 million of investment, was delivered in partnership between the Victorian Government and Council.



## May 2023

- Released the draft budget 2023/24 for public comment.
- Adopted a cat curfew at the Council meeting, with an introduction date of 1 July 2023.
- Installed rope canopy bridges in Wombat State Forest near Spring Hill. These bridges help wildlife move through storm-damaged tree canopies where trees and branches have fallen or broken.
- Awarded more than \$25,000 of community grants.
- Invited submissions for our Biodiversity Grants program, with grants available up to \$5,000.
- Began works to improve the road pavement and drainage along West Berry Road in Creswick North, and then Daylesford-Clunes Road in Lawrence.
- Recognised the International Day Against LGBTIQ+ Discrimination, IDAHOBIT Day, with an event at the Big Rainbow in Daylesford.
- Launched an e-newsletter, Sustainable Hepburn enews, to update the community on actions relating to our Sustainable Hepburn strategy.
- Released the video 'We're getting our voice back' in partnership with Daylesford Museum and Djaara Elder Uncle Rick Nelson.



Council was a proud supporter of The Great Trentham Spudfest.

Pictured: (L-R) Mayor Cr Brian Hood, Cr Don Henderson, Deputy Mayor Lesley Hewitt, Mary-Anne Thomas MP, Telstra's Marcus Swinburne and the Hon Catherine King MP.



We said a big THANK YOU to our wonderful volunteers at Hepburn Shire Visitor Information Centres during National Volunteer Week in May. The day involved a morning tea, and a tour and talk from David and Karen at Overwrought in Blampied.



Installed public artwork The Drop at Glenlyon Dam and celebrated with the community as a special launch event. The Drop was created by international artist Yu Fang Chi. The piece is a polished stainless steel sculptural form that considers water in the landscape.





Mayor Brian Hood at the new signs at Larni Barramal Yaluk, which was renamed from Jim Crow Creek by Geographic Names Victoria. Council worked closely with the community and project partners Mount Alexander Shire Council, North Central Catchment Management Authority and DJAARA to campaign for the renaming of the creek over many years. The term Jim Crow is unacceptable due to its origins in racial segregation and anti-black racism.



Launched the next stage of Future Hepburn, and invited the community to help develop township structure plans for Clunes, Creswick, Daylesford and Hepburn Springs, Glenlyon and Trentham. Community conversations were held in each township and a survey was launched to understand local perspectives on future growth and appropriate development, to understand what the community values.



We held an event in May to celebrate the opening of the Hammon Park trailhead at Creswick during The Dirty Pig and Whistle race event. Families enjoyed free face painting, coffee and explored the trailhead. It has challenging cycling jumps and a learn to ride track, which is a scaled-down model of the actual Creswick Trails. There are also terrific community facilities such as BBQ area and children's play area. The project was funded by Council and Regional Development Victoria, with a generous contribution from Creswick Community Bank, who provided financial backing for the children's playground and learn to ride track.





## June 2023

- Adopted the \$59 million 2023/24 budget, with investment focused on the completion of major capital works and delivery of more than 100 services to the community, in line with the Council Plan and Municipal Public Health and Wellbeing Plan.
- Mayor, Cr Brian Hood and CEO Bradley Thomas attended the National Conference of Councils in Canberra. Representatives from 537 councils attended the conference, with key topics of financial sustainability, disaster relief funding, skills shortages, emergency management and resilience, cyber security and affordable housing. Council's motion to change the 2026 national census to add the topics of gender, variations of sex characteristics and sexual orientation, passed unanimously.
- Offered an exciting school holiday program with a range of events such as nature, cartoon and drawing workshops; NAIDOC Week activities; and sessions on art and craft, song writing, skateboard art and podcasting.
- Released the draft Affordable Housing Strategy and Action Plan for public feedback.
- Invited the community to sign up for free Youth Mental Health First Aid training in Creswick in partnership with Youth Gurus.

- Adopted our new Outdoor Dining and Trading Policy.
- Released the draft Glenlyon Recreation Reserve Masterplan for public comment.
- Hosted a Municipal Emergency Management Planning Committee (MEMPC) meeting, which included a report from the Creswick Community Recovery Committee on their activities.
- Opened the electric vehicle charging station at the Visitor Information Centre at Creswick.
- Staff attended the Ballarat Jobs and Training Expo to highlight employment opportunities at Council.
- Recognised the King's birthday honours of two Shire residents, Karen Heap AM and Anneke Deutsch OAM.
- Installed a new interpretive sign at Bullarto in partnership with the community to replace the storm-damaged sign.
- Co-hosted the Detox your Home event in partnership with Sustainability Victoria, which offered householders safe disposal of unwanted household chemicals such as weedkiller, cleaning chemicals, old cooking oil and cosmetics for free.



Work continued on the Trentham Community Hub, which will deliver a new library, Visitor Information Centre, Council customer service counter, meeting rooms and multi-functional community hall. The project is expected to be delivered in early 2024.

Pictured: Huon and Project Advisory member Kate Mooney, Mayor Brian Hood, Natalie Poole and Council's Lizzy Atkin.





The Hon Catherine King MP and Martha Haylett MP turned on the Creswick Town Hall clock to officially reopen the building following major restoration works. Building upgrades included roof plumbing, a new flagpole and access ladder, accessible entry, electrical work, painting, and masonry repairs. The project was funded by Council (\$251,017), State Government's Regional Tourism Investment Fund (\$500,000) and the Federal Government's Local Roads and Community Infrastructure Program (\$432,000).

Pictured: (L-R) Cr Jen Bray, Cr Tim Drylie, Council's Sam Hattam, Catherine King MP, Cr Brian Hood, Martha Haylett MP, Cr Don Henderson and builder Jasper Davies.



Council held a Waste Assistance Day at the Daylesford Transfer Station for people who needed a helping hand to unload recycling or waste from cars or trailers.

Pictured: (Top) Cr Lesley Hewitt with members of Council's Waste Team Tally and (front) Simon with Ron.



## Awards and recognition

### Maggolee Awards 2023

Council was selected as one of the inaugural winners of the Maggolee Awards 2023 for facilitating the Frontier Wars Memorial along Malmsbury-Daylesford Road in Daylesford. The Manna Gums site for the Aboriginal Peoples Memorial recognises and honours the loss of lives, the sacrifice and suffering inflicted on Aboriginal people during the frontier wars.

The Maggolee Awards recognise Victorian councils that have shown excellence working in partnership with First Peoples to support self-determination, advance reconciliation, and strengthen inclusion of First Peoples' voices.

### Local Government Professionals Award

Council won a Local Government Professionals award for its Aged Care and Disability Services Transition, in the category of Outstanding Small Rural Council Initiative. This was a three-year project where Council assessed the impacts of Commonwealth funding reforms on the delivery of its aged care services, ultimately transitioning from delivery into a focus on positive ageing.

### Sparring Wombats

Council placed third in the Local Government sector Australasian Management Challenge, a professional development opportunity for local government staff in Australia and New Zealand.

The Management Challenge is a competition that requires quick-thinking teamwork around real-life local government themes.

Hepburn Shire's team placed third against 25 teams from across Victoria, including large metropolitan councils.



# Our Shire



## Yearly statistics within our Shire



**16,555**

Estimated  
resident population  
(no.) 2022



**52**

Median age  
2021



**180**

Aboriginal and Torres  
Strait Islander Peoples  
(no.) 2021



**3,077**

Youth population  
0-19 years  
2021



**2,503**

Age pension  
(no.) 2022



**\$42,504**

Median income (excl.  
Government pensions and  
allowances) (\$) 2019



**1,772**

Total number of  
businesses  
2022



**\$295**

Median weekly household  
rental payment (\$) 2021



**\$1,421**

Median monthly household  
mortgage payment (\$) 2021



**147,298.4**

Land area (ha)  
2021



**3,537**

Total protected  
land area (ha)  
2020



**49.9%**

Completed year 12  
or equivalent (%)  
2021

Source: ABS 2021 Census, release July 2022.

## Councillors

### Birch Ward



**Cr Lesley Hewitt**

Deputy Mayor from November 2022

Mobile: 0408 793 941

Email: [lhewitt@hepburn.vic.gov.au](mailto:lhewitt@hepburn.vic.gov.au)

Represents Council on the Municipal Association of Victoria, Disability Advisory Committee and Gender Equity Advisory Committee.



**Cr Jen Bray**

Deputy Mayor to November 2022

Mobile: 0428 150 652

Email: [jbray@hepburn.vic.gov.au](mailto:jbray@hepburn.vic.gov.au)

Represents Council on the Heather Mutimer International Women's Day Honour Roll Advisory Committee and Mineral Springs Reserves Advisory Committee.

### Coliban Ward



**Cr Brian Hood**

Mayor from November 2022

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Email: [bhood@hepburn.vic.gov.au](mailto:bhood@hepburn.vic.gov.au)

Represents Council on the Municipal Association of Victoria, Audit and Risk Committee, Reconciliation Action Plan Advisory Committee, Loddon Campaspe Group of Councils and Greater Ballarat Alliance of Councils.

### Cameron Ward



**Cr Tessa Halliday**

Mobile: 0427 596 101

Email: [thalliday@hepburn.vic.gov.au](mailto:thalliday@hepburn.vic.gov.au)

Represents Council on the LGBTIQ+ Advisory Committee.

## Councillors

### Creswick Ward



**Cr Tim Drylie**

Mayor to November 2022

Mobile: 0427 503 258

Email: [tdrylie@hepburn.vic.gov.au](mailto:tdrylie@hepburn.vic.gov.au)

Represents Council on the Municipal Emergency Management and Z-NET Community Roundtable.



**Cr Don Henderson**

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Email: [dhenderson@hepburn.vic.gov.au](mailto:dhenderson@hepburn.vic.gov.au)

Represents Council on the World Heritage Listing of the Victorian Goldfields Region Steering Committee and Heather Mutimer International Women's Day Honour Roll Advisory Committee.

### Holcombe Ward



**Cr Juliet Simpson**

Phone: 5321 6423

Mobile: 0427 855 603

Email: [jsimpson@hepburn.vic.gov.au](mailto:jsimpson@hepburn.vic.gov.au)

Represents Council on the Audit and Risk Committee.



4



# Our People



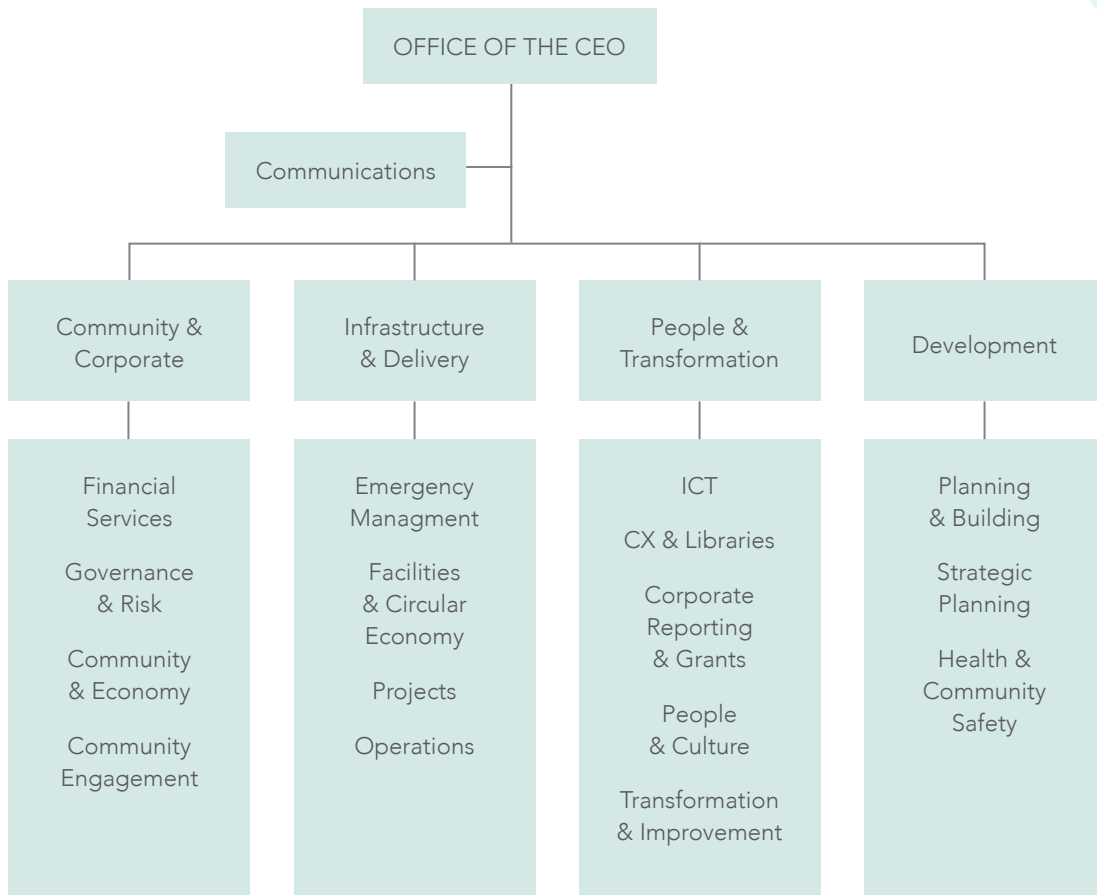
# Organisational structure

The 2022/23 financial year commenced with a structure consisting of the three directorates and the Chief Executive Officer (CEO) Unit. Early in 2023, the departure of two executive team members presented an opportunity for the CEO to assess the structure in relation to the Council Vision, Council Plan and priorities, along with succession planning of the organisation, and market conditions of the local government sector.

An organisational-wide consultation process was carried out that aimed to deliver a dynamic and modern approach to the structure at Hepburn Shire and deliver on the future needs of the organisation. This structure will be implemented at the commencement of the 2023/24 financial year.



## Organisational structure





The average full time equivalent (FTE) across 2022/23 was 193.30. This fluctuates over time with seasonal workers along with changes to department structures, new roles, casual conversions, amendments to roles and vacancy rates.

### New positions

- Emergency Management Team x 2
- Circular Economy Officer
- Coordinator Major Projects and Policy
- Coordinator Transformation and Improvement
- Team Leader Trails.

### Council employees

An Establishment Report has been introduced that assists with oversight of roles and FTE as staff movements occur over a 12-month period to ensure the workforce data can accurately be reviewed, monitored and managed.

The following tables summarise of the number of FTE Council employees by organisation structure, employment type and gender. This is accurate as at 30 June 2023.

### FTE by Employee classification male and female

Banding	Female FTE	No.	Male FTE	No.
Band 1	1.38	5	.15	3
Band 2	4.05	7	9.46	12
Band 3	2.00	2	17.00	17
Band 4	16.84	37	8.91	12
Band 5	19.54	22	16.28	17
Band 6	19.75	22	10.64	11
Band 7	12.32	13	8.00	8
Band 8	4.22	6	3.60	5
SEO+	5.73	6	6.80	7

### FTE by organisational structure (excludes vacant roles/external consultants)

#### Office of the CEO

Tenure	Female FTE	No.	Male FTE	No.
Permanent Full Time (Perm FT)	2.00	2	0	0
Permanent Part Time (Perm PT)	.80	1	0	0
Fixed Term	0	0	1.00	1
Temp/casual	0	0	0	0



### Organisational Services Directorate as at 30 June 2023

Tenure	Female FTE	No.	Male FTE	No.
Perm FT	13.00	13	5.00	5
Perm PT	17.07	27	0.86	1
Fixed Term FT	3.00	3	2.00	2
Fixed Term PT	.80	1	0	0
Temp/casual	.90	11	0.15	3

### Infrastructure and Delivery Directorate as at 30 June 2023

Tenure	Female FTE	No.	Male FTE	No.
Perm FT	19.00	19	49.00	49
Perm PT	4.15	9	5.60	7
Fixed Term FT	5.00	5	5.00	5
Fixed Term PT	.63	1	0	0
Temp/casual	.10	2	0.25	5

### Community and Development Directorate as at 30 June 2023

Tenure	Female FTE	No.	Male FTE	No.
Perm FT	14.00	14	7.00	7
Perm PT	5.29	9	3.28	4
Fixed Term FT	0	0	3.00	3
Fixed Term PT	.80	1	0	0
Temp/casual	0.60	2	0	0

### Turnover

(Does not include seasonal workers or short-term casual).

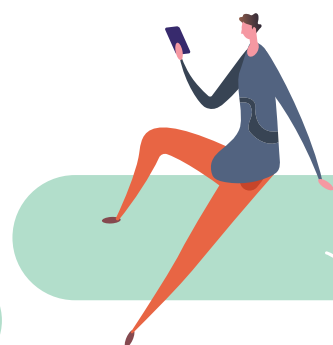
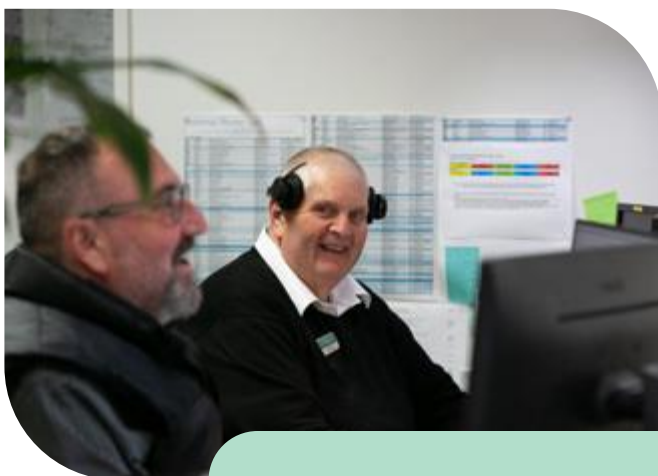
Planned turnover	5.97%
Unplanned turnover	17.93%
Total turnover	23.39%

**Planned turnover** - employees who are ending a period of employment with the organisation, which predominately relate to fixed-term positions including funded roles, parental leave replacements or project-based. There were no planned terminations outside of these categories.

**Unplanned turnover** - due to resignations by employees. Exit interview data shows a variety of reasons for departures including career opportunity, health, working closer to home and retirement.

Unplanned turnover has reduced from previous years. This is likely due to post-COVID adjustment and the return to a more normalised work environment.

Whilst some staff are of a casual tenure, conversion to permanent positions where possible occur and where the hours of work are routine and regular. Casual role conversions occurred across the work groups Customer Experience, Transfer Station and Planning roles.



**Recruitment and retention**

Council’s People and Culture team carried out 97 recruitment activities during the year, attracting a total of 1,164 candidates. Of these:

- 12 positions related to new positions
- The remaining 85 related to re-positioned roles, vacant roles or re-advertised roles (19) over the 12-month period and includes seasonal roles such as Aquatics.

Overall, Council has experienced positive trends and outcomes in staff attraction. The exception to this experience is for vacancies in Statutory and Strategic Planning, Procurement and Asset Management, which is common across the local government sector. Where difficulty continues, the vacancies are managed by external consultants and temporary staff to enable review of positions and re-advertisement when the market is favourable.

Council continues to encourage applications from all suitable applicants including Aboriginal and Torres Strait Islander people, and people of different ages, abilities, gender identities, sexual orientations and cultural backgrounds.

Council staff continue to support career expos and contribute to other forums where appropriate to promote careers in local government. Council also supports the broader interests of the sector with inter-council mentoring programmes.

As a regional employer, Council recognises the importance of supporting young people’s careers. During the year Council engaged three trainees in various roles across the organisation.

Council continues to work with schools and universities in the region to provide opportunities for students to be involved in the work environment and gain valuable work experience.

Encouragingly, Council has continued to support a blended approach to working from home (dependent on role suitability) and introduced a nine-day fortnight across the whole of organisation as an optional benefit increasing staff flexibility to enhance our employment offering.

**Industrial Relations/Employee Relations**

There were no industrial issues that required Council to present to the Fair Work Commission for conciliation. The Enterprise Agreement has been in place for over 12 months. People and Culture continue to work positively with unions on matters as they arise and have developed strong professional working relationships.

**People and culture workforce outcomes**

The HR Strategy and Workforce Plan 2021-2025 is the current strategy being implemented by People and Culture and has informed activities and outcomes for the year. In review of the past 12 months, the following has been noted and achieved:

**Learning and employee development**

The introduction of a full-day induction as part of the onboarding of new employees has been developed and implemented. This program provides new staff a high-level overview of the organisation to support their commencement at Hepburn Shire and ensures they receive corporate training that enables compliance with legislation and positive employee outcomes. These presentations are delivered by subject matter experts from various departments.

Mandatory training in bullying and harassment was undertaken with 100% of organisation participating.

The Employee Performance Development Program is conducted twice annually across the organisation which identifies development needs across departments and roles, and helps to inform the development of an annual learning and development program.

Council offers employee formal study assistance for individuals undertaking relevant undergraduate or postgraduate studies and provides ongoing work-related training programs.

In 2022-2023 Council had six staff participate in the Local Government Management Challenge, which saw the team placed third across the state. This programme is designed to engage emerging talent in a range of complex scenarios relevant to local government and develop their skills, preparing them for future opportunities.





Council staff spoke to job seekers at a stall at the Ballarat Jobs

### Diversity and inclusion

Council has worked closely with CoRE and the Grampians CoRE Alliance. Gender Impact Assessment training has been conducted through this organisation to better develop and embed a commitment to gender equity in program development and outcomes. Council has also encouraged and made available a range of modules for diversity, inclusion and intersectionality via the CoRE Alliance. One round of Cultural Diversity training has been delivered with more scheduled.

The Recruitment Policy and Position Descriptions have been amended to include a broader statement on diversity and child safety commitments at Council. There was also the introduction of the Special Measures Policy, designed to sit alongside the Recruitment Policy and promote equity of opportunity through positive discrimination.



### Other activities

- Mandatory Child Safe training / Child Safe Committee (new policy pending)
- Re-design of Annual Performance Review documents to simplify process
- Redevelopment of the Position Description Template
- Update of Code of Conduct
- Pulse Survey and staff cultural workshops
- Employee Assistance Program workshops / Superannuation Workshops
- Diversity and significant day celebrations, including Harmony Day, Men's Health Week, International Women's Day, IDAHOBIT day and Trans Day of Visibility.

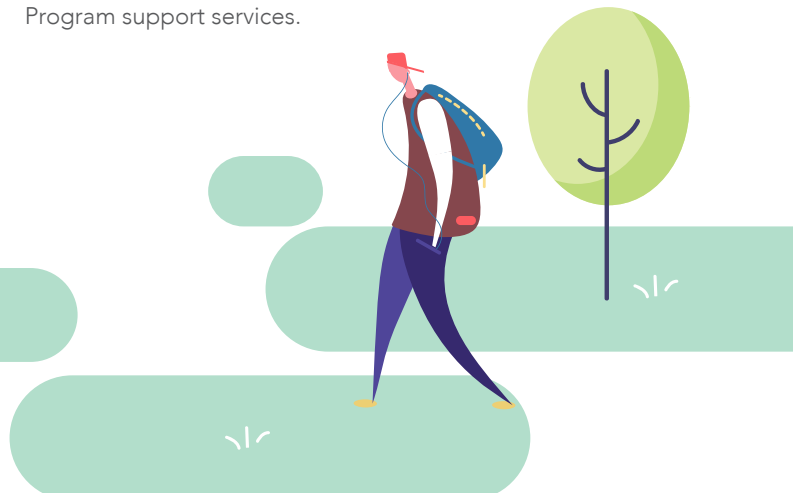
### Work health safety and staff wellbeing

Council is committed to maintaining a safe and healthy workplace for all employees, contractors, volunteers, visitors and councillors, and recognises that safety is an integral part of our organisation. This commitment is supported by the Work Health Safety (WHS) Policy which is displayed on noticeboards in workplaces and on the website.

The organisation continues to focus on strengthening its safety management system and practical safety applications at the workplace. Health and safety are key components of all new employees' induction and orientation program, and Council's WHS Committee meets regularly to identify and discuss work health and safety matters, compliance and training/awareness opportunities.

Council also encourages staff to receive the COVID-19 vaccinations and seasonal flu vaccinations.

Council continues to offer all employees and volunteers access to 24/7 confidential Employee Assistance Program support services.





# Performance



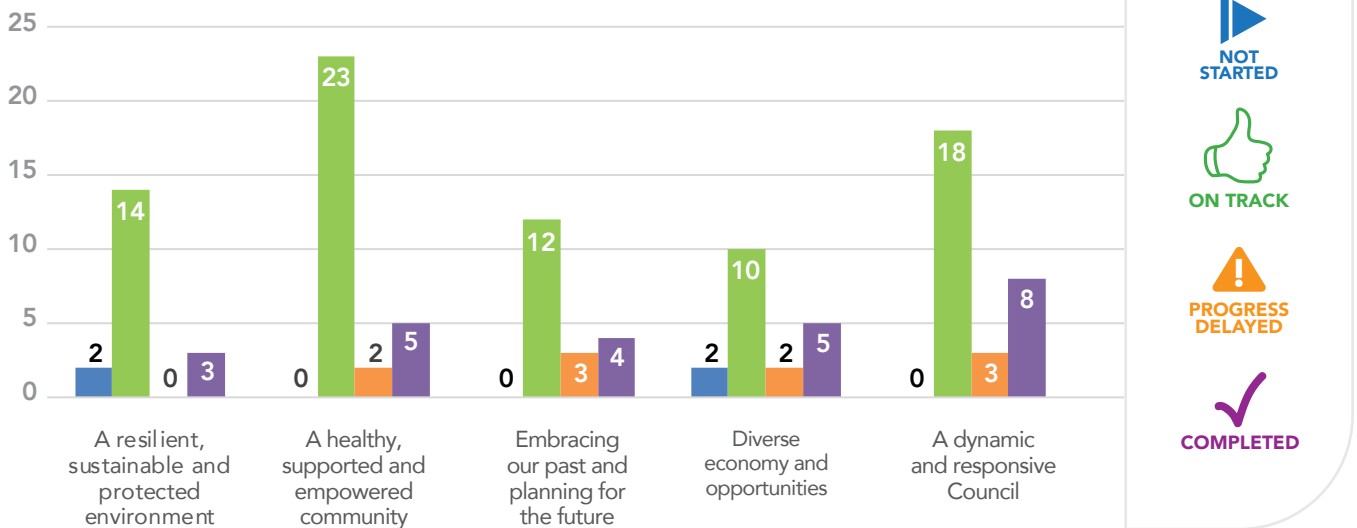
# Council Plan Progress

The Council Plan 2021-2025 including the Municipal Public Health and Wellbeing Plan (MPHWP) is complemented by the Annual Plan 2022/23.

Council is committed to monitoring and reporting progress of the plan to the community. This reports on the progress of year two of the plan's deliverables and initiatives under each of the five Focus Areas.

Significant progress is being made in delivering actions from the Council Plan this year. Of the 116 actions, 25 have been completed, 77 are on track and 10 have started with progress delayed. Four actions are not due to commence until future years. Many of the on-track actions have ongoing requirements across the four years of the plan.

## Council Plan 2021-2023 action progress



## Our five focus areas:



A resilient, sustainable and protected environment



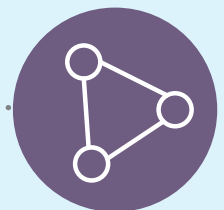
A healthy, supported and empowered community



Embracing our past and planning for the future



Diverse economy and opportunity



A dynamic and responsive Council

# 1 A resilient, sustainable and protected environment




**MEASURES OF SUCCESS**

FOCUS AREA 1 - STRATEGIC INDICATOR	TARGET	2021-22	2022/23	Target Met	COMMENTS
<p>Council's corporate emissions</p> <p>An annual reduction in Council's Corporate emissions measured via tonnes CO2e.</p>	>1% Reduction	11% Reduction	11% Reduction	✓	<p>Strong greenhouse gas emissions (GHG) reduction recorded in FY2022/23 with emissions from Council operations down to 895 tCO2e (tonnes of CO2-equivalent) from 1,085 tCO2e in FY2021/22. This represents an 18% reduction compared to the previous financial year, and a 29% reduction on the baseline year.</p> <p>Our decarbonisation efforts included the replacement of all streetlighting with highly efficient LED lighting, the purchase of clean renewable electricity, the addition of two electric vehicles into our pool fleet and other energy, emissions and cost saving measures. Along with the reduction in GHG emissions, we also had a reduction in energy and fuel costs across Council assets of 24% and energy consumption was down by 27% on the previous year.</p>
<p>Community emissions</p> <p>10% reduction in community emissions measured by tonnes CO2 against the baseline of 70,715 tonnes.</p>	10% reduction from baseline of 70,715t in 2021	49.6%	24%	✓	<p>2022/23 marks the second year of Phase 2 of Z-NET Hepburn Community Transition Plan, focusing on zero-net energy. Despite an overall increase in electricity consumption across the Shire, Hepburn Shire's net emissions from electricity were 53,690 tCO2e, reflecting a 24% reduction in greenhouse emissions since 2018. Renewable energy generation accounted for 35.8% of electricity use, marking a decrease from the previous year. However, substantial advances continue in the local sustainable energy scene through solar power, energy-efficient measures, and electric vehicles.</p>
<p>Tonnes of waste to landfill per capita</p> <p>An annual reduction in tonnes of waste to landfill per capita measured by Weight of Garbage, Recyclables and green organics collected from kerbside bins against the baseline of 3,454 tonnes.</p>	Reduction from 3,454	40.22%	34.3%	✓	<p>The increase in waste to landfill can be attributed to changes in the community's habits and an increase in visitors to the Shire.</p>

**MEASURES OF SUCCESS**

**FOCUS AREA 1  
- STRATEGIC INDICATOR**

TARGET	2021-22	2022/23	Target Met	COMMENTS
11km	15km	16km		Council carried out over 16km of mechanical grooming to control previously untouched roadside weeds and more than a 100km of follow-up weed management works along sections of roadside that had previously been mechanically groomed to control regrowth.

Roadside weed control across the Shire




Maintain existing 11 kilometres of Roadside Weed Control across Shire measured by number of actual roadsides maintained.

**1.1 Adapt to and mitigate climate change to reach net-zero community emissions by 2030.**





**ANNUAL PLAN 2022/23 INITIATIVE**

Vehicle Charging Stations: Partner with Hepburn Energy and Chargefox to install three electric charging stations in Creswick, Hepburn Springs, and Trentham.

Two of the three planned electric vehicle charging stations have now been installed. Creswick’s charger started operation in June 2023 and Hepburn Springs’ is due to come online in July 2023. The Trentham charger is ready to be installed pending construction of Trentham Community Hub and carpark development.

Item	Strategy	2022/23 Actions and Outcomes
 ON TRACK	<b>1.1.1</b> 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.	Hepburn Z-NET Community Council Partnership convenes every two months to progress our joint response to the climate emergency in line with the Z-NET Community Transition Plan. More recently Council adopted its new Sustainability and Climate Strategy, Sustainable Hepburn.
 ON TRACK	<b>1.1.2</b> Review procurement policies and procedures to ensure they provide a focus on sustainable practices.	A review of procurement policy, guidelines and procedures including discussions with sustainability staff has been undertaken, with formal adoption by Council expected in September 2023.
 ON TRACK	<b>1.1.3</b> Continue to support the objectives of Hepburn Z-NET and the Hepburn Wind MoU (Memorandum of Understanding) to achieve the target of net zero community emissions by 2030.	Council continues to support Hepburn Z net through its role as secretariat with support from Hepburn Energy. Council Hepburn Wind memorandum of understanding (MOU) was renewed 2022.






<p><b>1.1.4</b></p>  <p>ON TRACK</p>	<p>Promote the use of environmentally sustainable practices through planning processes and the Environmentally Sustainable Development (ESD) Policy.</p>	<p>Development of a framework to embed ESD guidelines in planning decision making will continue in 2023/24. Council is now a member, and working with the Council Alliance for Sustainable Built Environments to introduce and apply guidance material for development applicants.</p>
<p><b>1.1.5</b></p>  <p>ON TRACK</p>	<p>Pursue the environment and sustainability- objectives outlined in Council's Municipal Planning Scheme.</p>	<p>An ESD planning policy was included in the Hepburn Planning Scheme through Amendment C80. Council has become a member of the Council Alliance for Sustainable Built Environments which is developing a framework to provide local training and guidance on the application of ESD principles to development assessment.</p>
<p><b>1.1.6</b></p>  <p>ON TRACK</p>	<p>Support community transition to zero emissions through the Towards Zero Community Grants Program and or any other applicable grant funding program.</p>	<p>The newly rebranded Sustainable Hepburn Community Grants is a continuation of Council's Towards Zero Community Grants, which are offered to not-for-profit community groups every year to assist them with reducing their greenhouse gas emissions and operating costs.</p>
<p><b>1.1.7</b></p>  <p>COMPLETED</p>	<p>Contribute to the implementation of the Grampians Region Climate Adaption Strategy.</p>	<p>Council delivered two projects with the Department of Energy, Environment and Climate Action (DEECA) Grampians in 2022/23. A climate adaptation toolkit was developed in partnership with Hepburn Energy, Central Highlands Water, Djarra and other local stakeholders to help respond to climate impacts.</p>
<p><b>1.1.8</b></p>  <p>ON TRACK</p>	<p>Publish Council's emission profile annually.</p>	<p>Council has successfully published our corporate emission profile in the 2021, 2022 and 2023 annual reports.</p>

## 1.2 Prioritise environmental management, protection, and regeneration

### ANNUAL PLAN 2022/23 INITIATIVE

Sustainable Hepburn: Develop and implement the 'Sustainable Hepburn Strategy' to align waste, sustainability, and biodiversity strategies. This includes \$150,000 for Waste initiatives and \$75,000 for Sustainability initiatives.

In 2022/23, Council successfully delivered projects including Solar Savers, Circular Economy Stage 2, Healthy Landscapes (Regenerative Agriculture) under the Sustainable Hepburn Initiative. Furthermore, we launched Community Sparks (Neighbourhood Battery Initiative), set up a governance model for Sustainable Hepburn, started an e-newsletter, and strengthened our climate action and relationship with Djaara on caring for country and climate action.


Item	Strategy	2022/23 Actions and Outcomes
1.2.1 	Review Environmental Significance Overlays.	Identified as future strategic planning work in Clause 74 of the Hepburn Planning Scheme. Budget for this work to be allocated once current strategic planning program priorities including structure plans for towns and agricultural land and settlement strategy are progressed.
1.2.2 	Undertake appropriate Municipal Emergency Management Planning to prepare for and respond to natural disasters.	Hepburn Shire has been preparing for the Community Emergency Risk Assessment (CERA) which will occur early in the first quarter of 2023/24 financial year. The CERA process is the core of undertaking appropriate Municipal Emergency Management Planning to prepare for, respond to and recover from emergencies. The CERA process will determine which plans need to be updated or created based on the emergency risks assessed by the control agencies in Victoria's emergency management arrangements.
1.2.3 	Adopt and implement a Tree Management Strategy to protect existing trees and increase planting of new trees.	Hepburn Shire's Tree Management Plan was endorsed by Council's Executive Team in July 2022. The plan was developed to provide guidance for the management of public trees to ensure a consistent approach whilst providing a safe environment for the community and increase township tree canopy cover.

## 1.3 Transition to ecologically sustainable and accountable tourism

### ANNUAL PLAN 2022/23 INITIATIVE

Destination Management Plan: Partner with Daylesford Macedon Regional Tourism to develop a regional destination management plan which will include local tourism action plans to ensure community needs are understood and addressed.

The final Destination Management Plan for the Daylesford Macedon Tourism Region and Local Area Action Plan for Hepburn Shire will be completed in September 2024. This will provide a five-year plan for the region and support operators to attract sustainable visitation levels and identify areas that require private and public investment.





Item	Strategy	2022/23 Actions and Outcomes
1.3.1 	Develop and implement a sustainable and accountable Visitor Economy Strategy that balances sustainability goals whilst supporting the economy.	Council has been working with partner Daylesford Macedon Tourism on the development of a Tourism Destination Management Plan which is expected to be adopted late 2023.

**1.4 Develop meaningful policies and strategic partnerships that link sustainability and public health**

**ANNUAL PLAN 2022/23 INITIATIVE**

Linking sustainability and public health: Develop a memorandum of understanding (MOU) with Central Highlands Rural Health to ensure a collaborative approach to resource management and community messaging regarding the link between sustainability and public health.

A MOU was developed and signed by Central Highlands Rural Health and Council. The collaborative partnership continues in the implementation of our Municipal Health and Wellbeing Plan and the Central Highlands Rural Health Population Health Plan. An annual review of the MOU is in progress to improve formal communication and co-branding.




Item	Strategy	2022/23 Actions and Outcomes
<p><b>1.4.1</b></p>  <p><b>COMPLETED</b></p>	<p>Strengthen and protect existing agriculture to support the availability, sustainability, and accessibility of local food sources.</p>	<p>The Artisan Agriculture pilot is completed and has resulted in strengthened relationships and contacts amongst the agricultural sector.</p>
<p><b>1.4.2</b></p>  <p><b>ON TRACK</b></p>	<p>Promote community adaptation to the public health risks of climate change to public health.</p>	<p>This is an annual action for the Municipal Public Health and Wellbeing Plan - Focus area 1: Tackling climate change and its impacts on health. A Health and Wellbeing survey in development will inform the approach for 2023/24.</p>
<p><b>1.4.3</b></p>  <p><b>ON TRACK</b></p>	<p>Increase community understanding of the risks of climate change to public health through communication and education.</p>	<p>This is an annual action for the Municipal Public Health and Wellbeing plan - Focus area 1: Tackling climate change and its impacts on health. This strategy connects to the Central Highlands Rural Health – Health Promotions Plan which outlines key actions Council and Central Highlands Rural Health are delivering to improve community outcomes. A bi-annual Health and Wellbeing survey will inform actions taken by Council and health services to increase community awareness and understanding. Community awareness campaigns continue regarding potential risks to public health leading up to predicted extreme weather events.</p>
<p><b>1.4.4</b></p>  <p><b>ON TRACK</b></p>	<p>Develop a meaningful and strategic partnership with Dja Dja Wurrung to identify and collaborate on our shared environmental priorities.</p>	<p>The Sustainable Hepburn team is currently working with Djarra on projects such as climate adaptation, Healthy Landscapes as well as attending several Djarra events and on-country workshops.</p>

## 1.5 Protect and regenerate the natural resources of the shire including soils, water and ecological systems, from both current and future threats

### ANNUAL PLAN 2022/23 INITIATIVE

Flora and Fauna Assessment: Conduct a biodiversity assessment as part of the Creswick Structure Plan.

A biodiversity assessment for Creswick township and surrounds has been prepared to inform work on the Creswick Structure Plan.

Item	Strategy	2022/23 Actions and Outcomes
<p><b>1.5.1</b></p>  <p>ON TRACK</p>	<p>Develop and implement the 'Sustainable Hepburn Strategy' to align waste, sustainability, and biodiversity strategies.</p>	<p>Sustainable Hepburn Strategy adopted and 59 out of 68 actions are on track or completed.</p>
<p><b>1.5.2</b></p>  <p>ON TRACK</p>	<p>Continue environmental services with an increased focus on weed management and roadside vegetation management including development and implementation of a Roadside Conservation Strategy.</p>	<p>Council is completing a biodiversity assessment of roadsides as part of our Future Hepburn Project and alongside this will be the development of a roadside Conservation Policy which is expected to be delivered in 2024. Council continues to implement an annual weed management program in accordance with budget allocations and in the past year has resulted in a further 16km of roadside weeds mechanically treated with over 100km of roadsides also treated/followed up with selective weed management.</p>
<p><b>1.5.3</b></p>  <p>ON TRACK</p>	<p>Support the implementation of priorities of the Integrated Water Management Plans.</p>	<p>As a member of the regional Integrated Water Management forums, Council continues to advocate and source funding opportunities to support appropriate projects within the plans.</p>



## 2 A healthy, supported and empowered community




MEASURES OF SUCCESS					
FOCUS AREA 2 - STRATEGIC INDICATOR	TARGET	2021-22	2022/23	OUTCOME	COMMENTS
<p><b>Proportion of adults eating sufficient fruit and vegetables</b></p> <p>Over the life of the Plan 5% increase in proportion of adults eating sufficient fruit and vegetables measured against the baseline of 46% using Australian Health survey data.</p>	51%	No updated data available	No updated data available	No data available	Health survey results from 2021. Next survey results will be available in 2024.
<p><b>Partnerships and networks to support access to mental health services</b></p> <p>Increase in the network of mental health service providers servicing the Shire established. 75% of the network active in Shire to support access to mental health services measured by an increase in the number of providers servicing the Shire above 50%.</p>	75%	0%	0%	✘	Council is working with Central Highlands Rural Health for establishment in 2024.
<p><b>Percentage of population that are active library borrowers</b></p> <p>Over the life of the Plan, a 5% increase in percentage of population that are active library borrowers measured by percentage of the community that are active borrowers against a baseline of 15.66%.</p>	1.25%	-3.2%	-1.6%	✘	Active borrowers are below target, down to 14% against a baseline of 15.6% in 2021, however active borrowers have increased from last year highlighting a continues focus area for the coming year.
<p><b>Partnerships and networks related to the prevention of all violence</b></p> <p>Increase in the network of providers servicing the Shire focusing on prevention of all violence. An increase of 25% to 75% of network active in Shire to support prevention of all violence, measured by the number of providers servicing the Shire.</p>	75%	100%	100%	✔	Target achieved. All participating organisations are actively engaged in the Hepburn Shire Prevention of Violence Network.
<p><b>Children enrolled in Maternal Child Health (MCH) who participated in services</b></p> <p>Over the life of the Plan, a 5% increase of children against a baseline of 382 enrolled in Maternal Child Health (MCH) who participated in MCH services.</p>	5%	18%	26.2%	✔	During the last year we have seen a spike in Maternal and Child Health (MCH) enrolments due to families moving into the region and engaging families who were previously enrolled in other MCH services outside of Hepburn Shire.

## 2.1 Support appropriate land use and accommodate more affordable long-term housing within townships that conforms with the character of the area

### ANNUAL PLAN 2022/23 INITIATIVE

Affordable long-term housing: Advocate for involvement in the Victorian State Government's Big Housing Build Program.

A draft Affordable Housing Strategy and Action Plan has been developed. It includes actions by Council and the community to advocate for state government investment to increase the supply of affordable housing. The draft action plan was made available for public comment. Submissions will be considered, and a final strategy presented for consideration by Council later in 2023. Regular contact and advocacy to Homes Victoria continues.

Item	Strategy	2022/23 Actions and Outcomes
<b>2.1.1</b>  ON TRACK	Develop an Integrated Affordable Housing Policy and Strategy.	A draft Affordable Housing Strategy and Action Plan made available for public comment in June 2023. Submissions to be considered and a final strategy presented for consideration by council in September 2023.
<b>2.1.2</b>  ON TRACK	Deliver the strategic planning program from the adopted Municipal Planning Scheme.	Council launched the Future Hepburn strategic planning program in May 2023. Future Hepburn consists of a suite of projects that will update and improve the urban and rural planning framework for the shire. Key projects currently underway include Rural Hepburn: Agricultural Land and Rural Settlement Strategy, Structure Plans for five main townships (Creswick, Daylesford/Hepburn Springs, Clunes, Trentham and Glenlyon), Urban Design and Neighbourhood Character assessments, Integrated Transport Strategy and Biodiversity and Bushire assessments.
<b>2.1.3</b>  ON TRACK	Advocate for involvement in the Victorian State Government's Big Housing Build program.	A draft Affordable Housing Strategy and Action Plan has been developed. It includes actions by Council and the community to advocate for State government investment to increase the supply of affordable housing.

**2.2 Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing**

**ANNUAL PLAN 2022/23 INITIATIVE**

Trentham Community Hub: Continue constructing the new multi-purpose community facility, featuring the new library and Council Customer Services.





Construction commenced in May 2022, and ground works continued with site preparations and demolitions. Work completed this year included groundwork, footings, car park construction, with structural work to both the old building and the new section underway. Completion is expected in March 2024.

**ANNUAL PLAN 2022/23 INITIATIVE**

Disability Access Inclusion Plan: Develop and adopt a new plan.

Council created and implemented the Disability Action Plan 2023-2026 at the start of 2023. Annual action plans and reviews track the implementation of the four focus areas of the plan:

1. Inclusive communities
2. Health, housing and wellbeing
3. Fairness and safety
4. Opportunity and pride

Item	Strategy	2022/23 Actions and Outcomes
 <b>2.2.1</b> ON TRACK	Conduct a gap and needs analysis of local health and community services to support advocacy for funding parity.	Council has implemented a new Community Services Support Network to increase local understanding of services available, referral pathways, arising issues and service gaps.
 <b>2.2.2</b> ON TRACK	Promote partnerships with health service providers to improve shared community health outcomes.	Council signed a MOU (Memorandum of Understanding) with Central Highlands Rural Health and are working together to improve health and wellbeing outcomes throughout the region. Council also runs the external health and wellbeing working group, engaging a range of key local health and wellbeing partners that are committed to achieving the outcomes set in the Municipal Public Health and Wellbeing plan.
 <b>2.2.3</b> ON TRACK	Support advocacy for a new facility for Central Highlands Rural Health	Council continues to advocate and support Central Highlands Rural Health upgrade to Daylesford Hospital, including strong advocacy in the lead up to the 2022 state election.
 <b>2.2.4</b> COMPLETED	Develop services networks to increase community awareness and access to local services	Hepburn Shire Community Services Support Network was established in October 2022. We are seeing a high level of attendance and an increase in stakeholders wishing to engage in the network. The network has a strong focus on finding gaps in service delivery and looking for local solutions for local issues within Hepburn communities. One of the great successes of the network has been the implementation of the funding of the free shower and laundry facilities at Daylesford Neighbourhood House giving access of much needed services for vulnerable community members.

<p><b>2.2.5</b></p>  <p>ON TRACK</p>	<p>Develop, adopt, and implement an Early Years Strategy.</p>	<p>Council created and implemented the ‘Starting Blocks’ Early and Middle years strategy in 2022. Annual action plans and reviews documents the implementation of the three focus areas of the strategy: 1. Play and participate, 2. Grow and Develop, 3. Our Future Need. Key achievements over the past 12 months have been the implementation of Early Years network, free family friendly event supported across the region and ongoing advocacy for increased and improved early years services for young families.</p>
<p><b>2.2.6</b></p>  <p>COMPLETED</p>	<p>Develop, adopt, and implement a Positive Ageing Strategy.</p>	<p>Council created and implemented the ‘No Barrier’ Positive Ageing strategy in early 2022. Annual action plans and reviews track the implementation of the eight focus areas of the strategy: 1. Community and information, 2. Community and health services, 3. Housing, 4. Outdoor spaces and buildings, 5. Transport, 6. Social participation, 7. Civic participation and employment, 8. Respect and social inclusion. Key achievements over the 12 months have been implementation of the Positive Ageing Network, work in the lead up to signing the Aged Friendly declaration (planned for July 2023), free senior’s week events and planning for an inaugural Positive Ageing expo for July 2023.</p>
<p><b>2.2.7</b></p>  <p>ON TRACK</p>	<p>Work with our partners to support the provision of Early Years Services, e.g., Maternal Child Health, Kindergartens, Childcare and Playgroup.</p>	<p>Council has built strong relationships with early years providers including playgroups, family day care, long day care and sessional kindergartens to improve service delivery, upgrade buildings and work with employers to increase workforce development within Hepburn Shire. Council has also been successful in receiving grants from Department of Education to create an Early Years Workforce Development plan and a Kindergarten Infrastructure and Service Plan that will be completed during 2023/24.</p>
<p><b>2.2.8</b></p>  <p>ON TRACK</p>	<p>Continue services to build strong, safe, and resilient communities (emergency management, local laws, animal control, environmental health).</p>	<p>Council continues routine inspections of registered businesses in relation to community safety and compliance activities. This included development of a suite of policies and procedures including an enforcement policy framework ensuring a greater consistency for enforcement actions. Developed a dusk until dawn cat curfew, to be implemented 1 July 2023. Continued development of emergency management plans. Provided tobacco education to local businesses. Participated in a Victorian Auditor General’s Office (VAGO) performance audit, which identified pleasing results although with a number of recommendations.</p>
<p><b>2.2.9</b></p>  <p>COMPLETED</p>	<p>Deliver actions identified in the Disability Action and Inclusion Plan (DAIP) 2018-2022.</p>	<p>Implementation of the Disability Access and Inclusion Plan 2018 -2022 is complete. Key achievements over the 12 months have been included in the implementation of an Inclusion Officer role, celebrations for International Day of People with Disabilities, creation of a staff awareness pack and ongoing support of the Disability Advisory Committee.</p>
<p><b>2.2.10</b></p>  <p>ON TRACK</p>	<p>Develop, adopt, and implement a new Disability Access and Inclusion Plan post-2022.</p>	<p>Council adopted the Disability Action Plan 2023-2026 at the start of 2023. An annual action plan reviews and documents the implementation of the four focus areas of the plan: 1. Inclusive communities, 2. Health, housing and wellbeing, 3. Fairness and safety, 4. Opportunity and pride.</p>



**2.3 Optimise the use of public spaces to increase participation and community connection**

**ANNUAL PLAN 2022/23 INITIATIVE**


Aquatics Strategy Implementation: Undertake further detailed investigation and development of a feasibility Study and Business Case for Indoor Aquatics Provision.

Council adopted the Hepburn Shire Aquatics Strategy at the April 2022 Ordinary Council Meeting. In September 2022, officers commenced the Hepburn Shire Indoor Aquatics Provision Feasibility Study and Business Case (IAP) project. The IAP is anticipated to be completed in November 2023.

**ANNUAL PLAN 2022/23 INITIATIVE**

Walking and Cycling Strategy: Develop and adopt a Walking and Cycling Strategy.

The Integrated Transport Strategy, which includes Walking and Cycling goals, is advancing under the Strategic Planning Program - Future Hepburn. External experts have been engaged to lead this project, which is expected to progress in the second half of 2023.

Item	Strategy	2022/23 Actions and Outcomes
<p><b>2.3.1</b></p>  <p>ON TRACK</p>	<p>Increase female health and wellbeing by implementing the Hepburn Shire Active Women and Girls Strategy.</p>	<p>Council has implemented a new Community Services Support Network to increase local understanding of services available, referral pathways, arising issues and service gaps.</p> <p>Gender-neutral design elements were incorporated into both the Trentham Sportsground Pavilion redevelopment and Calemben Park Amenities projects to support the further growth of female participation in a range of sport and recreation opportunities. A Trentham Sportsground Participation Plan was developed and will be delivered throughout the 2023/24 period together with the Trentham Sportsground Committee of Management, Trentham Football Netball Club and Trentham and District Cricket Club that focuses primarily on opportunities to develop female participation.</p>
<p><b>2.3.2</b></p>  <p>ON TRACK</p>	<p>Implement appropriate actions from the 'Play is for everyone' Hepburn Shire Playspace Strategy.</p>	<p>The annual Hutchinson's safety audit of playspaces throughout the Shire was undertaken and has resulted in safety compliance works undertaken on 25 playspaces throughout 2022/23. Officers worked with Business and Tourism Creswick to upgrade the Magic Pudding Playspace with three new pieces of play equipment that align with the design principals of the Hepburn Shire Playspace Strategy. The Quarry Hill Reserve Committee of Management were funded within Council's 2022/23. Capital Works Program to provide a shade structure over the existing playground within the Reserve.</p>
<p><b>2.3.3</b></p>  <p>ON TRACK</p>	<p>Support access and participation through strong asset management practices aligned with developing a long-term Asset Plan.</p>	<p>Adopted a shire-wide Asset Plan in June 2022.</p> <p>Council officers continued to focus on developing projects and programs that encourage and support community participation within our public spaces. Council officers utilised delegated committees such as the Disability Advisory Committee to ensure projects have community oversight regarding access issues. Council's current asset management practices and future asset planning have access and participation at the core of decision making.</p>





<p><b>2.3.4</b></p>  <p>PROGRESS DELAYED</p>	<p>Facilitate walking and cycling infrastructure by implementing works outlined in the Walking and Cycling Strategy.</p>	<p>The Integrated Transport Strategy is being delivered as part of the Future Hepburn project, which incorporates walking and cycling objectives. The strategy development has been delayed; however external expertise has now been secured for the project to progress in the second half of 2023.</p>
<p><b>2.3.5</b></p>  <p>ON TRACK</p>	<p>Promote the use of libraries and hubs throughout Hepburn Shire.</p>	<p>Activities are programmed across the Shire, developed independently and inclusive of programs developed by industry partners such as Public Libraries Victoria (PLV) and the Australian Library and Information Association (ALIA).</p> <p>Programs include regular events, school holiday programs, and days of significance. These programs are promoted through Council's social media accounts and the Hepburn Libraries' social media accounts.</p>
<p><b>2.3.6</b></p>  <p>ON TRACK</p>	<p>Maintain our open spaces for the enjoyment of our community and visitors.</p>	<p>Council's Parks and Open Space department continue to manage and improve our public open spaces throughout the municipality.</p>
<p><b>2.3.7</b></p>  <p>COMPLETED</p>	<p>Design, develop and advocate for funding to enhance or build sport and active recreation facilities identified through Master Planning. Ensure design and construct projects comply with Universal Design principles, including compliance with the Design for Everyone Guide.</p>	<p>Federal funding commitment of \$1.25 million will co-fund priority projects from the Doug Lindsay and Glenlyon Recreation Reserves Master Plans. Council was successful in gaining a Victorian Government Grant of \$185,500 to co-fund new sports lighting at the Newlyn Recreation Reserve. Universal design elements were incorporated into the delivery of both the Trentham Sportsground Pavilion and Calembreen Park Amenities Projects that will support the development of diverse participation in a range of sport and active recreation participation opportunities.</p>
<p><b>2.3.8</b></p>  <p>PROGRESS DELAYED</p>	<p>Deliver key projects including Wombat Hill Botanic Gardens enhanced visitation experience, Bullarto Station Precinct development and Creswick Town Hall restoration.</p>	<p>Two of the three projects have experienced a delay due to construction industry challenges. Creswick Town Hall upgrades were completed on time. Bullarto Station construction works are behind schedule but well underway, with external cladding now installed. Wombat Hill Botanic Gardens scope required refinement, which now has full stakeholder support - heritage permits now underway. This has delayed the project, and procurement for construction is expected in November of 2023.</p>
<p><b>2.3.9</b></p>  <p>ON TRACK</p>	<p>Finalise and implement the Hepburn Shire Aquatic Strategy.</p>	<p>Council adopted the Hepburn Shire Aquatics Strategy at the April 2022 Ordinary Council Meeting. In September 2022, Officers commenced the Hepburn Shire Indoor Aquatics Provision Feasibility Study and Business Case (IAP) project. The IAP is anticipated to be completed in November 2023. Following the adoption of the Aquatics Strategy, officers commenced planning and delivery of Occupational Health and Safety (OHS) and Compliance works to the existing aquatics facilities as outlined in the strategy. It is anticipated that the OHS and Compliance works will be completed by September 2023.</p>

**2.4 Assist our community to increase access to healthy food to improve nutrition, reduce chronic disease, improve mental wellbeing, and strengthen the local food production system**

**ANNUAL PLAN 2022/23 INITIATIVE**

Creating a circular food economy in the Hepburn Shire: Partner with local organisations to increase access to healthy and affordable food.

Council is working closely with partners to build awareness and programs to support a circular food economy in the Shire. This includes working with emergency food relief agencies to understand the demand and access challenges for affordable food within the region for vulnerable populations.

Item	Strategy	2022/23 Actions and Outcomes
<p><b>2.4.1</b></p>  <p>ON TRACK</p>	<p>Lead by example, by supplying and promoting healthier local food and drink options across Council-run meetings, events, activities, facilities and programs.</p>	<p>Officers have drafted a Food and Drink Policy for Council-run meetings, events, activities, facilities, and programs. A Project Control Group will be formed over the coming months to review before seeking further feedback and adoption. The Health and Wellbeing Officer is collaborating with the Aquatics Team to implement a Healthy Choices project in the Council-run pools.</p>
<p><b>2.4.2</b></p>  <p>ON TRACK</p>	<p>Support initiatives that encourage healthier lifestyles and habits across the lifespan, particularly in children's early years.</p>	<p>Objective outlined in the 'Starting Block' Early and Middle Years Strategy 2022-2030. Council has supported free family friendly events across the Shire. Officers have developed partnerships with early years providers to improve healthy habits, raise awareness, and increase resources. The Positive Ageing Expo planned for July 2023 will focus on improving the visibility of local social support programs that have a healthy lifestyle focus.</p>
<p><b>2.4.3</b></p>  <p>ON TRACK</p>	<p>Partner with local organisation/s to increase access to healthy and affordable food (including for vulnerable groups) and to support positive food system change.</p>	<p>The Health and Wellbeing Officer is engaging with food security organisations to promote access across the region.</p>
<p><b>2.4.4</b></p>  <p>ON TRACK</p>	<p>Partner with key health agencies to support initiatives and services to improve health and wellbeing.</p>	<p>Council runs the external Health and Wellbeing working group incorporating a range of key local health and wellbeing partners that are committed to achieving the outcomes set in the Municipal Public Health and Wellbeing Plan.</p>

## 2.5 Improved mental wellbeing within the community

### ANNUAL PLAN 2022/23 INITIATIVE

Improved mental wellbeing within the community: Establish a mental health support network for organisations that have a focus on mental health support and referral processes throughout the Hepburn region.

Council continues to work closely with Central Highlands Rural Health to ensure adequate Mental Health networks are run on a regular basis. Working with the new Mental Health team to ensure all stakeholders are aware of the network and referral processes throughout the shire.

Item	Strategy	2022/23 Actions and Outcomes
<p><b>2.5.1</b></p>  <p>ON TRACK</p>	<p>Raise awareness and understanding of mental health services and resources, and work with other levels of government to localise and improve mental health services available to residents with a specific focus on youth mental health.</p>	<p>Officers are currently working with key stakeholders to improve attendance at regional mental health networks and increase awareness of funded services and referral pathways for community members.</p>
<p><b>2.5.2</b></p>  <p>ON TRACK</p>	<p>Strengthen partnerships and support education, programs, events, and prevention activities that focus on community participation, diversity and inclusion.</p>	<p>Council has signed a Memorandum of Understanding with Daylesford College to support the implementation of Live4Life throughout Hepburn Shire. This project encourages a community response to mental health, increases awareness and activates young people in the community to champion mental health discussions. Inclusion activities have included support ChillOut Festival, Big Rainbow, recommitted to the refugee welcome zone, ongoing events and celebrations.</p>
<p><b>2.5.3</b></p>  <p>ON TRACK</p>	<p>Adopt a co-benefit approach to improving mental wellbeing, supporting active living and healthy eating initiatives.</p>	<p>A co-benefits approach has been embedded throughout the Council Plan and the Municipal Public Health and Wellbeing Plan. An annual action plan has been implemented that includes internal and external partnerships across Hepburn Shire. Key achievements over the year include implementation of Healthy Choices in pool project, Healthy lunch boxes project, free inclusion workshop for sporting clubs throughout the region.</p>
<p><b>2.5.4</b></p>  <p>ON TRACK</p>	<p>Ensure Council services, activities and facilities are accessible and inclusive to remove barriers to participation.</p>	<p>In July 2022 Council engaged an Inclusion Officer to ensure access and inclusion is embedded across the organisation. This role implements the Disability Plan, facilitates the Disability Advisory Committee and the LGBTIQ+ Advisory Committee and ensures inclusion and equity is a priority throughout Council. Council continues to upgrade and redevelop Council facilities in line with access for all requirements. For example, the accessible pavilion at Trentham Sportsground Recreation Reserve, Calembreen Park change facilities and accessible pathways and a Changing Places facility at Hammond Park trailhead.</p>

# 3 Embracing our past and planning for the future



**MEASURES OF SUCCESS**

**FOCUS AREA 3  
- STRATEGIC INDICATOR**

	TARGET	2021-22	2022/23	OUTCOME	COMMENTS
<p>Council staff completed cultural awareness training</p> <p>90% of current staff have completed cultural awareness training within the last 4 years measured by the current number of completions against the number of current headcounts.</p>	22.5% p.a	0%	8%	✗	Council is progressing towards our four-year target for cultural awareness training, and investigating how this program can be built into a staff on-boarding program to ensure an ongoing focus.
<p>Deliver Council's documented and agreed annual strategic planning program</p> <p>Over the life of the plan, deliver 25 agreed actions from Council's documented and agreed annual strategic planning program measured by the number of actions completed.</p>	50%	60%	68%	✓	We are on track in the middle phase of the strategic planning program Future Hepburn. Work commenced on the bushfire and biodiversity studies which will inform our township studies and settlements for future development. Work also began on Rural Hepburn - Agriculture Land and Rural Settlement Strategy, along with engagement on the five township structure plans for Clunes, Creswick, Daylesford/Hepburn, Trentham and Glenlyon. Work also progressed on the development of an Affordable Housing Strategy and Action Plan.
<p>Length of walking and cycling trails available across the Shire</p> <p>A 3% per annum (1.5km) footpath expansion i.e., new footpath (generally concrete or asphalt, not granitic sand) to increase connectivity of walking paths across the Shire.</p>	3%	2.5%	9%	✓	Council has increased the total network length again this year through construction of new paths and acquisition of paths built by others resulting in the target being exceeded by 4.5km across the Shire.
<p>Percentage of planning applications approved within required time frames</p> <p>Across the life of the Plan, a 10% increase in the percentage of Planning applications decided within required time frames against a baseline of 64.4%.</p>	67.7%	44.77%	43%	✗	Statutory time limits are influenced by a range of factors. The complexity of an application and reliance on external agencies leads to delays in processing times. The unit has also been impacted by resourcing. Whilst steps are in place to manage and address these matters, it is expected this will be an area for ongoing improvement.

### 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

#### ANNUAL PLAN 2022/23 INITIATIVE


COVID Stimulus Infrastructure Projects: Continue to deliver key stimulus funded projects including, Bullarto Station Tourist Precinct, Creswick Town Hall, and Wombat Hill Botanic Gardens

The Creswick Town Hall condition upgrade project is now complete with an official opening and restarting of the clock by Martha Haylett MP, the Hon Catherine King MP and Mayor Cr Brian Hood, on 23 June 2023. A brass plaque will be installed at the entrance to the museum to commemorate the occasion. The paint, flagpole, roofing elements, glazing replacement, joinery work, clock tower access ladder, cast iron cresting remediation and chimney works all look incredible and have secured the building for future generations. Despite construction industry challenges causing delays, Bullarto Station Project is progressing, now reaching the cladding installation stage. Meanwhile, the final designs for Wombat Hill Botanic Gardens have reached the heritage approval stage.

#### ANNUAL PLAN 2022/23 INITIATIVE

Reconciliation Action Plan: Develop and adopt a Reconciliation Action Plan.

A number of actions have continued through the year to support reconciliation and continue to strengthen our relationship with the Traditional Owners, such as renaming of Larni Barramal Yaluk, negotiations for Land Use Access Agreements and NAIDOC week. With our Reconciliation Officer role now on board we have prioritised the development of our new Reconciliation Action Plan which has been delayed due to temporary resourcing constraints.

Item	Strategy	2022/23 Actions and Outcomes
 <p><b>3.1.1</b></p>	<p>Continue to implement and review the Reconciliation Action Plan (RAP) and build strong partnerships through the RAP Advisory Committee.</p>	<p>Council is reviewing the 2019 Reconciliation Action Plan - 'Reflect' in preparation for the next stage of an 'Innovate' Reconciliation Action Plan. This will run for two years to gain a deeper understanding of Council's support to advance reconciliation.</p> <p>Initial discussion has begun with Dja Dja Wurrung representatives to enable a meaningful and effective community and stakeholder engagement process.</p>
 <p><b>3.1.2</b></p>	<p>Hold annual strategic meetings with Dja Dja Wurrung to share and align projects and priorities.</p>	<p>Council is currently working closely with Dja Dja Wurrung on several projects including Creswick Trails, Arts and Culture Strategy and the Larni Barramal Yaluk Creek renaming which will be formally acknowledge in July 2023. The ongoing development of strong relationships is a key focus and commitment for Council.</p>
 <p><b>3.1.3</b></p>	<p>Develop and implement an Arts and Culture Strategy to support local artists to provide creative cultural experiences to enrich community wellbeing.</p>	<p>Initial community consultation process has been completed and Council's Arts and Culture Strategy has been drafted. It is anticipated to go on public exhibition period in early 2024 for community comment, subject to Council approval.</p>

**3.1.4**

ON TRACK

Develop and implement an Indigenous Heritage Strategy to support the recognition and preservation of Aboriginal cultural heritage.

Council has prepared a brief for an Indigenous Cultural Heritage Management Strategy to inform shire-wide strategic planning.

**3.1.5**

ON TRACK

Manage and support our heritage buildings in accordance with the adopted Hepburn Heritage Strategy 2020-2030.

A brief for the heritage gap analysis for Daylesford and Hepburn Springs, Clunes, Trentham, and Glenlyon has been advertised and a suitable response obtained. The project will commence in early July 2023 and is expected to be completed later in 2023.

**3.1.6**

COMPLETED

Partner with other Council's to advocate for UNESCO World Heritage Listing of the Central Victorian Goldfields.

The Victorian Goldfields UNESCO World Heritage bid was given a boost thanks to \$3.8 million announced in the stage government budget for championing Victoria's outstanding heritage. Officers provided input into the draft World Heritage Sustainable Tourism Master Plan and all feedback was accepted. The Steering Committee postponed the finalisation of the plan to allow for the shift to the 'Victorian Goldfields' approved by the Minister Planning, as this name is recognised better internationally. The Steering Committee will accept the report once this variation is completed.

## 3.2 Protect and enhance the existing character of our towns and rural settings through community-inclusive strategic planning to strengthen planning controls on growth and development

### ANNUAL PLAN 2022/23 INITIATIVE

Strategic Planning Work Program: Implement year 2 of council program of strategic planning work to be delivered in accordance with financial budget allocations, including continued work on Creswick Structure Plan and commencement of Trentham Structure Plan.

Council launched the Future Hepburn strategic planning program in May 2023. Future Hepburn consists of a suite of projects that will update and improve the urban and rural planning framework for the shire. Key projects currently underway include Rural Hepburn: Agricultural Land and Rural Settlement Strategy, Structure Plans for the five main shire towns (Creswick, Daylesford and Hepburn Springs, Clunes, Trentham and Glenlyon), Urban Design and Neighbourhood Character assessments, Integrated Transport Strategy, and Biodiversity and Bushire assessments.

Item	Strategy	2022/23 Actions and Outcomes
<b>3.2.1</b>  <b>ON TRACK</b>	Develop and complete Town Structure Plans as per Council's strategic planning program.	Council launched the Future Hepburn strategic planning program in May 2023. Structure Plans for the five main shire towns (Creswick, Daylesford and Hepburn Springs, Clunes, Trentham and Glenlyon) have commenced with the first phase of community engagement through a survey, community pop-ups and a discussion paper for each town. Supporting technical work is also in progress, including Urban Design and Neighbourhood Character assessments, Integrated Transport Strategy, and Biodiversity and Bushire assessments.
<b>3.2.2</b>  <b>PROGRESS DELAYED</b>	Support community planning to enable local communities to determine their priorities for the future.	This has been delayed due to staffing. Recruitment is anticipated to commence in late 2023 with a future priority to review community planning processes to ensure a sustainable, effective, and efficient delivery framework is established to improve community outcomes.
<b>3.2.3</b>  <b>ON TRACK</b>	Conduct a study of land development supply.	SGS Economics & Planning completed revisions to the draft Land Supply and Demand Study.
<b>3.2.4</b>  <b>ON TRACK</b>	Develop an Agricultural Land Use and Settlement Strategy.	First stage of community engagement was undertaken in April and May 2023 through Participate Hepburn with release of a survey, background report, and consultation with key stakeholders. The next phase involves developing draft strategic directions and principles and further consultation with key stakeholders to inform preparation of a draft Rural Hepburn: Agricultural Land and Rural Settlement Strategy in late 2023.
<b>3.2.5</b>  <b>ON TRACK</b>	Undertake strategic land use planning to identify access to commercial and industrial land.	Council launched the Future Hepburn strategic planning program in May 2023. Structure Plans for the five main shire towns (Creswick, Daylesford and Hepburn Springs, Clunes, Trentham, and Glenlyon) have commenced with the first phase of community engagement through a survey, community pop-ups and a discussion paper for each town. A Land Supply and Demand report prepared by SGS Economics & Planning and RMCG is a key input to planning for commercial and industrial land.
<b>3.2.6</b>  <b>ON TRACK</b>	Develop and implement a local Environmentally Sustainable Design (ESD) Planning Policy.	The development of a framework to embed ESD guidelines in planning decision making will continue in 2023-24. Council is working with the Council Alliance for Sustainable Built Environments to introduce and apply guidance material for development applicants.







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

**ANNUAL PLAN 2022/23 INITIATIVE**

Trentham Sportsground Pavilion - Construct: Complete construction of the pavilion and change facilities.

The Trentham Sportsground Pavilion Redevelopment Project is now complete, with the facility officially opened on 20 April 2023 by the Hon Mary-Anne Thomas MP. The new facilities are a fantastic asset for the area and the Trentham community, along with current and future netballers, footballers and cricketers.

Item	Strategy	2022/23 Actions and Outcomes
 <b>3.3.1</b> <b>COMPLETED</b>	Continue to provide strong management and maintenance of our infrastructure.	Ongoing activities include acquiring and maintaining asset data and asset planning to determine appropriate levels of maintenance and renewal. Activities completed in 2022-23 include updating building asset data, and a capital asset renewal of \$7.5 million completed.
 <b>3.3.2</b> <b>ON TRACK</b>	Support the amenity of our towns through the maintenance, replacement and development of streetscapes.	Council continued to maintain streetscapes to provide neat and tidy townships. The replacement and development of streetscapes are subject to Council priorities in line with appropriate organisational fiscal responsibilities. In addition to many seasonal plantings in urban environments, this year also saw the installation of planter boxes in main retail areas to support additional greening of the streetscape.
 <b>3.3.3</b> <b>COMPLETED</b>	Advocate, plan and deliver pedestrian, cycling and recreation paths and trails that reduce reliance on vehicles.	The total length of our footpaths and trails network has increased again this year to a total length of 55.5kms which has been achieved through the construction of new paths and trails and acquisition of shared footpaths and trails built by others throughout the Shire.
 <b>3.3.4</b> <b>ON TRACK</b>	Advocate to the State and Federal Government to improve cycling connections, public transport infrastructure and roll out of a public electric vehicle (EV) charging network across city boundaries and the broader region.	Council partnered with Hepburn Energy, Central Highlands Water, and EV charging network operator Chargefox, to install two of the three new 50kW public EV fast chargers as part of the Destination Charging Across Victoria program, partly funded by the Victorian Government. Creswick and Hepburn Springs EV chargers were installed, with Hepburn Springs EV set to open to the public in July 2023. A third EV charger is scheduled for installation in Trentham in late 2023/early 2024. The Sustainability and Planning teams are working together on an Integrated Transport Strategy with feed-in from the community and other stakeholders.

<p><b>3.3.5</b></p>  <p>COMPLETED</p>	<p>Ensure sustainable and accessible infrastructure that promotes healthy recreation, physical activity and social connection.</p>	<p>Sustainable and accessible infrastructure has been achieved in delivered sport and active recreation projects and through the master plan development undertaken on community sport and active recreation places and spaces.</p>
<p><b>3.2.6</b></p>  <p>ON TRACK</p>	<p>Maintain and improve the amenity and cleanliness of townships, roadsides and public spaces.</p>	<p>Council continues to invest in maintenance and management of all public spaces throughout the municipality lead by Council's Operations Department.</p>
<p><b>3.3.7</b></p>  <p>ON TRACK</p>	<p>Advocate for and partner in the delivery of Council's priority projects.</p>	<p>Council continues to advocate on behalf of its community for improvements to improved services and to provide quality infrastructure that enhances the liveability of our Shire. This year has seen Council advocate on important issues such as the Western Renewables Link, increased financial support from state and federal governments, and the ongoing housing availability and affordability issues. Council also continued to work alongside neighbouring councils to progress the Goldfields UNESCO bid, Commonwealth Games 2026 and tourism growth opportunities.</p>

# 4 Diverse economy and opportunity



**MEASURES OF SUCCESS**

**FOCUS AREA 4 - STRATEGIC INDICATOR**      **TARGET**      **2021-22**      **2022/23**      **OUTCOME**      **COMMENTS**





<p><b>Yield of tourist spend</b></p> <p>Over the life of the plan a 2% increase in total spend per visitor measured against a baseline of \$60 of total spend per visitor.</p>	2%	40%	75.4%	✓	Growth of 75.4% from \$134 in the previous year to \$235 indicates a significant bounce back from COVID-impacted years and reflects the strong branding and positioning of the region to domestic overnight visitors.
<p><b>Per capita Gross Regional Product</b></p> <p>4% annual increase in per capita Gross Regional Product against a baseline of \$46,730 per capita GRP (Gross Regional Product).</p>	4%	9.6%	3.7%	✗	Target not met with GRP per capita at \$49,380 representing a 3.7% increase on last year. This figure is reflective of the currently broader economic conditions.
<p><b>Subscribers to Hepburn Shire Business E-newsletter</b></p> <p>5% annual increase of subscribers to the Hepburn Shire business e-newsletter against a baseline of 595 subscribers.</p>	5%	0.3%	-5.38	✗	Although this target was not met, open rates are consistently exceeding 40%. This is double the industry average and indicates engagement with the e-newsletter is strong. It will be continually advertised for new businesses and subscribers throughout the coming year.
<p><b>Gross revenue generated by business and organisations, outside the Tourism sector</b></p> <p>4% annual increase percentage of gross revenue generated by businesses and organisations, outside the Tourism sector against baseline of \$1,163.565M.</p>	4%	6.2%	21%	✓	A 21% rise in revenue indicates broad growth of the business sector (outside of tourism) across Hepburn Shire.

## 4.1 Work in partnership to attract and retain young people in our area through the provision of improved digital connectivity, education opportunities, employment pathways, affordable housing, improved public and active transport options, and leadership opportunities

### ANNUAL PLAN 2022/23 INITIATIVE

Hepburn Shire Traineeships Program: Creation of new traineeship opportunities within Council.

Council has three trainees engaged within various departments of the organisation. In collaboration with industry association Local Government Professionals (LGPro), Council is working to expand traineeship opportunities for marginalised groups. The traineeship program has been successful for both Council and the trainees.

Item	Strategy	2022/23 Actions and Outcomes
<p>4.1.1</p>  <p>ON TRACK</p>	<p>Develop and implement a Youth Strategy 2021-25 to support the delivery of services and opportunities to young people in Hepburn Shire.</p>	<p>Council created and implemented the ACE (Advocate, Celebrate and Elevate) Youth Development Strategy in July 2022. Annual action plans track the implementation of the eight focus areas of the strategy: 1. Mental health, 2. Climate action, 3. Gender equality, inclusion and diversity, 4. Youth health and wellbeing, 5. Social and community connection, 6. Personal growth and development, 7. Youth agency and empowerment, 8. Safety and security. Key achievements over the last 12 months have been free family friendly events, school holiday programs, Queer Book Club, skate competitions, Freeza youth events and Hepburn Soundshell music events.</p>
<p>4.1.2</p>  <p>COMPLETED</p>	<p>Explore offering a graduate or traineeship program in alignment with Council's Workforce Plan development.</p>	<p>Council has three trainees engaged within various departments of the organisation. In collaboration with LGPro, Council is working to expand traineeship opportunities for marginalised groups. The traineeship program has been successful for both Council and the trainees with a framework that will enable ongoing success of the program to be developed.</p>
<p>4.1.3</p>  <p>ON TRACK</p>	<p>Advocate to government to assist with funding of the business case for the establishment of Institute of Gastronomy within the shire.</p>	<p>Advocacy to government and support for the growth of the gastronomy industry within our Shire continues.</p>
<p>4.1.4</p>  <p>ON TRACK</p>	<p>Investigate the formation of a Youth Council or Youth Advisory Committee.</p>	<p>Council signed a Memorandum of Understanding (MOU) with Foundation for Young Australians (FYA) to implement a trial program 'Young Mayors'. This program is evidence based and is designed in partnership with the electoral commission. Young people under 18 will vote in representatives to sit on a committee of Council. The project is in design phase that will include young people, Councillors, officers, and key community stakeholders to design a model that is fit for Hepburn Shire. The trial will run for two years.</p>

**4.2 Build and maintain quality infrastructure that supports and promotes liveability and active living in the community**

**ANNUAL PLAN 2022/23 INITIATIVE**

Trentham Sportsground Pavilion - Construct: Complete construction of the pavilion and change facilities.

The Trentham Sportsground Pavilion Redevelopment Project is now complete, with the facility officially opened on 20 April 2023 by the Hon Mary-Anne Thomas MP. The new facilities are a fantastic asset for the area and the Trentham community, along with current and future netballers, footballers and cricketers.

Item	Strategy	2022/23 Actions and Outcomes
<p><b>4.2.1</b></p>  <p>ON TRACK</p>	<p>Support implementation of Central Highlands Digital Plan.</p>	<p>Advocacy ongoing with both state government and telecommunication’s carriers including Telstra and National Broadband Network (NBN). Grant funding was sought from NBN for Trentham fibre to the premise, but co-contribution was cost prohibitive. State government funding sought unsuccessfully under the Connecting Victoria program. Several meetings held with NBN, and proposal put forward for better internet coverage in the Sailors Falls area. Discussions with NBN and Councillors were also conducted. Public Wi-Fi mentioned in reports and moved into separate plan item.</p>
<p><b>4.2.2</b></p>  <p>CANCELLED</p>	<p>Review the impact of the co-working space at the Hepburn Hub at the Rex and explore the feasibility of a local co-working spaces in other parts of the Shire.</p>	<p>Project was cancelled and external funding returned to funding body. Council has a new project underway to investigate future community facilities in the Birch Ward.</p>
<p><b>4.2.3</b></p>  <p>ON TRACK</p>	<p>Install public wi-fi in appropriate areas.</p>	<p>Initial discussions with vendors have taken place with progress dependent on project funding. Public Wi-Fi is available at all Libraries and Customer Service Hubs.</p>
<p><b>4.2.4</b></p>  <p>ON TRACK</p>	<p>Advocate to ensure that our community has access to, and benefits from, reliable digital services.</p>	<p>Advocacy is ongoing with both state government and telecommunication carriers including Telstra and NBN. Grant funding has been sought from NBN for Trentham fibre to the premise, but co-contribution was cost prohibitive. State government funding has been unsuccessful under the Connecting Victoria program for areas of Trentham, Clunes, and Glenlyon. Several meetings have been held with NBN, and a proposal put forward for better internet coverage in the Sailors Falls area.</p>

### 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

#### ANNUAL PLAN 2022/23 INITIATIVE





Artisan Agriculture: Finalise the pilot project of the Artisan Agriculture Project to support producers more broadly.

The final elements of the Artisan Agriculture Project were completed including the final Project Advisory Group meeting in February 2023, an end of project event at Sault Estate, along with a final presentation to Councillors on achievements and project outcomes. The Artisan Agriculture Facilitation Specialist and Artisan Agriculture Project Support Officer completed their tenures with Hepburn Shire. With the loss of dedicated staff resources for this project, additional work created by this project will be absorbed into existing staff resources in the Economic Development Team.

#### ANNUAL PLAN 2022/23 INITIATIVE

Attraction of significant events: Advocacy and attraction of significant events that align with Council's Event Strategy.

In total, 57 events throughout 2022/23 were supported by Council either financially or with in-kind support. Signature events including ChillOut, Spudfest and Booktown continued to grow in popularity and CresFest, in its second year also grew to become an important regional event. The signature event of BOREALIS on the Lake was successfully held for the first time in 2022 and has been reengaged to hold their event in July 2023.

Item	Strategy	2022/23 Actions and Outcomes
<b>4.3.1</b> 	Implement a Business Concierge model (Customer Service, Planning and Economic Development) to enhance the permit approvals process.	<p>This project will commence in 2024/25, following improvements being made to systems and processing within the Planning Team, following a \$260,000 grant from the state government to assist this work.</p> <p>The Planning and Economic Development Teams have established regular meetings to improve communications regarding business permits and applications.</p>
<b>4.3.2</b> 	Invest in streetscapes and infrastructure in commercial and retail areas across the Shire.	<p>The following streetscapes works/investments were completed in 2022/23:</p> <ul style="list-style-type: none"> <li>• Vincent Street, Daylesford roundabout garden redevelopment</li> <li>• Pearman Street, Creswick kerb and channel, road upgrade, pedestrian connections</li> <li>• Albert Street, Trentham drainage upgrade</li> <li>• Albert Street, Creswick Street furniture renewal</li> <li>• Various locations, street planter box installations.</li> </ul>
<b>4.3.3</b> 	Finalise the pilot project of the Artisan Agriculture Project to support producers more broadly.	The Artisan Agriculture pilot is completed and has resulted in strengthened relationships and contacts amongst the agricultural sector.
<b>4.3.4</b> 	Develop and implement an Economic Development Strategy that ensures diverse offerings.	This project has not started as commencement of this project is subject to achieving funding as part of Council's annual budget process.



<p><b>4.3.5</b></p>  <p>PROGRESS DELAYED</p>	<p>Develop and implement a Commercial Land Use Policy.</p>	<p>This project is delayed, and a scope is to be developed in consultation with Council's Economic Development department.</p>
<p><b>4.3.6</b></p>  <p>ON TRACK</p>	<p>Develop and implement an HSC Shire Wide Agricultural and Rural Settlement Strategy.</p>	<p>The first stage of community engagement was undertaken in April and May 2023 with release of a survey, Background Report and consultation with key stakeholders. The next phase involves developing draft strategic directions and principles and further consultation with key stakeholders to inform preparation of a draft Rural Hepburn: Agricultural Land and Rural Settlement Strategy in late 2023.</p>
<p><b>4.3.7</b></p>  <p>COMPLETED</p>	<p>Support local and regional tourism campaigns and initiatives to support the local offer.</p>	<p>Council has formalised a partnership with Tourism Midwest, the inaugural Visitor Economy Partnership in Victoria to improve exposure, branding, and product development in the west of the Shire. This augments Council's existing partnership with Daylesford Macedon Tourism which continues to showcase the region to travellers at a high level.</p>
<p><b>4.3.8</b></p>  <p>COMPLETED</p>	<p>Implement the Events Strategy 2020-2025 building on existing brand pillars including Indulge (Food &amp; Drink), Refresh (Escape &amp; Rejuvenate), Learn (History &amp; Culture) and Make (Art &amp; Artisans).</p>	<p>Council supported 60 events throughout the year, with significant social, community and economic benefits coming to the region. Three signature events (Spudfest, ChillOut and Booktown) and two regional events (Daylesford Motorfest and CresFest) combined brought an estimated 60,000 additional visitors to the region.</p>
<p><b>4.3.9</b></p>  <p>ON TRACK</p>	<p>Review procurement policy to ensure a focus on sustainable practices, a meaningful partnership with Dja Dja Wurrung and support local business.</p>	<p>The Procurement Policy is being reviewed and will include a review of the evaluation criteria, with expected adoption in September 2023.</p>

## 4.4 Develop and promote the circular economy to diversify our local economy and support our sustainability goals

### ANNUAL PLAN 2022/23 INITIATIVE

Circular Economy Officer: Employment of a Circular Economy officer to investigate and drive investment in circular economy initiatives relevant to the Shire.

The new Circular Economy Officer, who was appointed in January 2023, has been actively collaborating with teams on numerous Circular Economy initiatives. This includes developing a Circular Economy Toolkit and Roadmap, acquiring the Aspire software platform for resource recovery and a focus on improving Daylesford Transfer Station.

Item	Strategy	2022/23 Actions and Outcomes
<b>4.4.1</b>  <b>ON TRACK</b>	Review waste services to ensure alignment with the new State Government's Circular Economy program.	Community engagement plan completed with engagement beginning late September 2023 pending Council approval. Food Organics and Garden Organics (FOGO) kerbside collection rollout proposed for February 2024. Council still awaiting confirmation from Recycling Victoria on clear direction regarding glass service delivery.
<b>4.4.2</b>  <b>ON TRACK</b>	Develop and promote the circular economy to diversify our local economy and support our sustainability goals.	Circular Economy Officer has been actively collaborating with teams on numerous circular economy initiatives. This includes developing a circular economy toolkit and roadmap.



# 5 A dynamic and responsive council



**MEASURES OF SUCCESS**





FOCUS AREA 5 - STRATEGIC INDICATOR	TARGET	2021-22	2022/23	OUTCOME	COMMENTS
<p><b>Subscribers to Council’s e-newsletter Hepburn Life</b></p> <p>5% annual increase in subscribers to Council’s e-newsletter, Hepburn Life against baseline of 2,941 subscribers.</p>	5%	14.9%	22.4%	✓	Target achieved and exceeded. There are now 3,968 subscribers.
<p><b>Financial sustainability of the organisation</b></p> <p>Achieve a low or medium risk rating for VAGO (Victorian Auditor General’s Office) financial sustainability indicators</p>	All indicators low or medium	4 Low, 1 Medium, 1 High	3 Low, 2 Medium, 1 High	✗	The Underlying Surplus / Deficit is in the high category. This is predominately impacted by costs associated with storm recovery that have not been reimbursed and the writing-off of costs incurred that will not be recognised as assets, however, needs to be closely monitored.
<p><b>Customer Service Requests responded to according to Charter</b></p> <p>2% annual increase percentage of service requests responded to in accordance with customer service charter.</p>	2%	No updated data available	No updated data available	No updated data available	Council adopted a Customer Service Strategy in 2022/23, with a key action to develop targets and appropriate reporting.
<p><b>Community satisfaction with community consultation and engagement</b></p> <p>Increase result of community satisfaction with community consultation and engagement from 44 to 50 points, over the life of the plan, a 14% improvement.</p>	47	44	46	✗	Hepburn Shire demonstrated an improvement of 2 points over the 2022 score of 44 (statewide results of other councils was a negative trend). Whilst it did not meet the target, there has been a demonstrated improvement. Over the life of the plan (2025) Councillors and Officers continue actions to reach the target of 50.
<p><b>Workforce Plan Actions delivered</b></p> <p>Over the life of the plan, 100% of actions (36) from the 2021 adopted Workforce Plan are implemented to ensure gender equity, diversity, and inclusiveness in the workforce.</p>	18 Actions	8	26	✓	Council is in the second year of year of five-year plan, with strong progress resulting in two thirds of actions underway or completed.

## 5.1 Harness community expertise

### ANNUAL PLAN 2022/23 INITIATIVE

Western Victoria Transmission Network Project: Continue to work in partnership with the community in support of their opposition to AusNet's 24ha terminal station location and the above ground transmission lines.

Council is working in partnership with the community to respond to the Western Renewables Link (WRL) and Victoria – New South Wales Interconnector (VNI) West transmission projects through a range of activities. These include regular community meetings and updates, engagement with the proponents AusNet and Australian Energy Market Operator (AEMO) on project details and seeking changes, participating in the Technical Reference Group for the WRL Environmental Effects Statement and via representations to political representatives and media.

Item	Strategy	2022/23 Actions and Outcomes
<b>5.1.1</b>  ON TRACK	Conduct a Community Skills Session to capture community skills and interest for future engagements.	Initial discussions have commenced investigating how we capture the skills and knowledge of community members that more effectively involves them in Advisory Committees and other advisory capacities within Council.
<b>5.1.2</b>  ON TRACK	Strengthen processes to create strong alignment with community-led engagement.	An increased focus on understanding stakeholder and community needs during the engagement planning process was identified during the internal audit. More work is being done with teams to understand the needs of those impacted or interested in their projects and strategies put in place to ensure their representation within the feedback collected.
<b>5.1.3</b>  ON TRACK	Continue to value, support, and implement Community Reference Groups, where appropriate.	Community Reference Groups have supported in the development of several Council engagement projects, for example Sustainable Hepburn, and have added a great deal of value to the finished strategies and plans in which they have been involved.
<b>5.1.4</b>  ON TRACK	Actively participate in community and government networks and regional alliances.	Council officers participate in a wide range of industry and government steering committees, alliances, strategic partnerships, and formal Memorandum of Understandings relating to community and social issues. Some of these are Early years workforce development, Community of Respect and Equity, Healthy and Active in Nature Alliance, Healthy Food Choices Alliance and Youth code of ethics steering committee.

**5.2 Actively communicate, inform, and engage with our community about events and decision-making**

**ANNUAL PLAN 2022/23 INITIATIVE**

**Customer Service Strategy Development:** Develop and adopt a whole of Council Customer Service Strategy and Charter.

The Customer Service Strategy (Working Together Delivering Better) was approved by the Executive Team and provided to Councillor briefing in April 2023. Implementation of strategy and roll-out of staff training will be led by a new Customer Experience Coordinator in 2023/24.

**ANNUAL PLAN 2022/23 INITIATIVE**






**Governance Rules Review:** Undertake review of Governance and Risk rules to ensure compliance with the Local Government Act 2020.

Council reviewed its Governance Rules and undertook public consultation during July 2022. The rules were updated to embed arrangements for virtual and hybrid Council Meetings that had become common practice during the COVID-19 pandemic, along with some minor administrative amendments. The rules were adopted at the Ordinary Meeting of Council on 16 August 2022.

**ANNUAL PLAN 2022/23 INITIATIVE**

**Community Engagement Staff Training Program:** Deliver a Community Engagement training program for staff.

In September 2022, 30 Council Officers participated in Community Engagement Training, with engagement experts Mosaic Lab. These experts utilised our Community Engagement Policy, Matrix, and other tools so that the training delivered supported the professional development needs of our staff and organisation. An ongoing program is currently under development that will continue to build the capacity, confidence and skills of staff to deliver quality community engagement activities. The training was extended to Councillors and the Executive Team in March 2023.

Item	Strategy	2022/23 Actions and Outcomes
 <b>ON TRACK</b>	<b>5.2.1</b> Implement the Community Engagement Policy and procedures to improve community engagement practices and relationship building.	Council continues to seek areas of improvement in the implementation of the Community Engagement Policy. A firm foundation has been established including tools and templates for Council officers and training across the organisation. An internal audit has been undertaken and we are working towards embedding continuous improvement practices across Council's community engagement processes and practices.
 <b>COMPLETED</b>	<b>5.2.2</b> Communicate in a timely, clear, responsive, and accessible way about decisions and circumstances that impact our community.	Council continues to improve the way it communicates by providing accessible information to the community. Hepburn Life, the regular monthly newsletter has a reach of almost 4,000 subscribers, and a new look Council website was launched.
 <b>ON TRACK</b>	<b>5.2.3</b> Implement the recommendations of Hepburn Shire Council Service Review-Customer Experience.	Actions as listed in the Customer Service strategy are on track for completion. Actions completed include development of all staff training modules in customer service (scheduled to be delivered in Q1 2023/2024) and communication to the community promoting customer experience services and availability.
 <b>PROGRESS DELAYED</b>	<b>5.2.4</b> Create an online database of Community Groups and contacts from across the Shire accessible to relevant Council Departments.	This is anticipated for completion during 2024/25.
 <b>COMPLETED</b>	<b>5.2.5</b> Increase public participation in Council meetings by continuing to live stream meetings.	All Council Meetings held in 2022/2023 were live streamed via Council's Facebook page. The recording remains available for people to view.

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

#### ANNUAL PLAN 2022/23 INITIATIVE

ICT Transformation Project: Implementation of the ICT Strategy.





Council's Information and Communication Technologies (ICT) Strategy and Roadmap has been completed, with the implementation to be rolled out over the next five years.

#### ANNUAL PLAN 2022/23 INITIATIVE

Review of Council Services and Programs: Providing options to Councillors for undertaking service reviews of programs, and services offered by Council.

A contractor was appointed to undertake a high-level review of Council services in order to identify, rank and prioritise services for a detailed review. Ranking and prioritisation will be completed no later than December 2023, slightly later than expected, however implementation of reviews will be able to be carried out in 2023/24.

Item	Strategy	2022/23 Actions and Outcomes
<b>5.3.1</b>  <b>ON TRACK</b>	<b>Strengthen the Integrated Strategic Planning and Reporting Framework, including a programmed service review of all Council services.</b>	A contractor was appointed to undertake a high-level review of Council services to identify, rank and prioritise services for a detailed review. Ranking and prioritisation was completed in 2022/23, with an internal review and service summary scheduled for 2023/24.
<b>5.3.2</b>  <b>ON TRACK</b>	<b>Develop and implement an Annual Plan to set the operational direction of Council year on year.</b>	Council adopted its Annual Plan 2022/23 in October 2023, with quarterly progress reports on the plan's actions presented to Council and published on Council's website. Council successfully delivered 31 of the 34 actions listed in the plan. The remaining actions will be incorporated into the Annual Plan 2023/24.
<b>5.3.3</b>  <b>PROGRESS DELAYED</b>	<b>Enhance long-term financial planning and forecasting through the development and implementation of a Long-Term Financial Plan.</b>	Work on the Long-Term Financial Plan will commence in September 2023 and the development of a forecasting process will be implemented.
<b>5.3.4</b>  <b>COMPLETED</b>	<b>Effectively advocate, scope projects, prepare applications and ensure delivery of major initiatives and projects.</b>	Improved projects development, using the Project Management Framework, has led to the progression of highly complex projects (Creswick Trails, Trentham Community Hub) and the delivery of a record amount of capital works expenditure of \$16.5 million. To assist with the cost of new and upgrades to our infrastructure, this year Council secured \$725,383 in grant funding toward our projects.
<b>5.3.5</b>  <b>COMPLETED</b>	<b>Development and implementation of an Information, Communications and Technology (ICT) Strategy to ensure staff have quality equipment and software to deliver high quality services to our community.</b>	The ICT Strategy was finalised in 2022/23 and adopted. Activities are in progress and on-track with the schedule.
<b>5.3.6</b>  <b>COMPLETED</b>	<b>Ensure Council practices, processes and decision making is compliant with the Local Government Act 2020 provisions and other related legislation and regulations.</b>	Throughout 2022/23, Council meetings and decisions have been conducted in compliance with the Local Government Act 2020. Council's instruments of delegation and authorisation are reviewed twice a year to account for changes to legislation, as well as changing roles and responsibilities.





<p><b>5.3.7</b></p>  <p>COMPLETED</p>	<p>Strengthen internal governance through ongoing Councillor and staff capacity building and skill development.</p>	<p>Throughout the 2022/23, Councillors have been provided information and training regarding the Governance Rules, conflicts of interest, Councillor and staff interaction, rating and valuations, critical infrastructure and emergency management. All new staff receive induction in relation to privacy, conflicts of interest, record keeping, decision making, and gifts. Refresher courses are offered throughout the year for existing staff.</p>
<p><b>5.3.8</b></p>  <p>PROGRESS DELAYED</p>	<p>Embed Council's risk management framework and risk appetite into project management and decision making.</p>	<p>Council has commenced a project to implement the Risk Management Framework adopted in 2021. This project will include risk appetite assessment, the development of guides and templates for staff in managing risk, and training for staff in embedding risk practice in their daily work. the project is expected to be completed by March 2024.</p>
<p><b>5.3.9</b></p>  <p>ON TRACK</p>	<p>Ensure the procurement practices of staff are in line with set policies, procedures and guidelines that have a focus on transparency, accountability and probity.</p>	<p>Procurement Policy, guidelines and procedures are being reviewed and scheduled for the September 2023 Ordinary Council Meeting.</p>
<p><b>5.3.10</b></p>  <p>COMPLETED</p>	<p>Respond and adapt to requirements set out by the Victoria Electoral Commission in relation to representation reviews and general elections.</p>	<p>Council participated in and provided feedback to the Electoral Structure Review. Council is awaiting the decision of the Minister for Local Government regarding the electoral structure of Hepburn Shire for the 2024 local government elections.</p>

## 5.4 Improve staff resourcing, support, and capacity building

### ANNUAL PLAN 2022/23 INITIATIVE

Employer Value Proposition: Develop Employer Value Proposition and tools to market Hepburn Shire Council more effectively as an employer.

Throughout the year, work has been done to ensure our workplace culture reflects an excellent proposition for potential employees. These actions will continue in 2023 aiming to produce an Employee Value Proposition (EVP) in 2024 that reflects the employee experience.

Item	Strategy	2022/23 Actions and Outcomes
<b>5.4.1</b>  ON TRACK	Develop Workforce Plan to promote gender equity, diversity, inclusion, with an appropriate organisational structure to deliver the Council Plan.	Council's Workforce Plan and Gender Equality Action Plan outline actions that will support and promote gender equity and inclusion at Council and continue to be implemented.
<b>5.4.2</b>  ON TRACK	Ensure appropriate training and development of staff to ensure continuous improvement and access to the required skills.	The Annual Review Professional Development Program (PDP) was redeveloped in 2022/23 with greater emphasis on staff development identification, with the data feeding into an organisational training program. Individual training opportunities continue to be identified through programs including LGPro Local Government Management Challenge, Local Government specific Leadership Diploma through Federation University, and inter-council mentoring program.
<b>5.4.3</b>  COMPLETED	Strengthen the organisational approach to project management and delivery.	A Project Management Framework was developed and is in use. Capital works programming was strengthened and improvements made to a suite of templates and forms. This also included improvements in processes and an increased delivery of annual capital works.
<b>5.4.4</b>  ON TRACK	Ensure that 100% of staff are offered the opportunity to undertake Cultural Awareness training.	Staff cultural awareness training was delivered across 2022/23. A focus on embedding cultural awareness training into the corporate on-boarding program will enable an effective and achievable process to building program success ongoing, as will ongoing training and awareness connected with dates of significance recognised throughout the year.

**5.5 Strong asset management and renewal**

**ANNUAL PLAN 2022/23 INITIATIVE**




Daylesford Community Facilities and Staff Accommodation: Planning and scoping of Daylesford Community facilities and staff accommodation options.

A project manager has been assigned to undertake preliminary scoping and development of process in readiness for the Birch Ward Community Facilities project and the Staff Accommodation project. The Project Management department will be providing a proposed next steps approach and timeline for Councilors to consider and approve.

**ANNUAL PLAN 2022/23 INITIATIVE**

Asset Condition Assessments: Undertake building condition assessment on Council owned facilities.

All building inspections and assessments have been completed and the condition audit report has been finalised. The future building renewal program is being revised by officers based on the audit data to spread the recommended works and resulting expenditure over a manageable period.




Item	Strategy	2022/23 Actions and Outcomes
<b>5.5.1</b>  ON TRACK	Continue to invest in asset maintenance, renewal, and upgrade programs.	Council officers continue to prepare annual budgets which provide recommended renewal and maintenance investment in line with the adopted Municipal Asset Plan and subsequent Asset Management Strategies and Asset Management Plans.
<b>5.5.2</b>  ON TRACK	Review and modernise Council's Asset Management practices in alignment with the development of Council's Asset Plan.	Council's Asset Plan details the framework in which Council manages assets through appropriate strategies, policies and individual management plans.
<b>5.5.3</b>  COMPLETED	Deliver the annual Capital Works program.	A record amount of capital works expenditure was delivered at \$16.5 million. several large multi-year projects continue in delivery phase, including Creswick Trails Network and Trentham Community Hub. This is a positive result given the very challenging construction sector regarding pricing, availability, COVID-19 impacts and inflation.

## 5.6 Be a leader in gender equality and equity and promote respect and safety in our community

### ANNUAL PLAN 2022/23 INITIATIVE

Gender Equity Action Plan: Implement 2022-23 actions detailed in the Gender Equality Action Plan.

Actions for the Action Plan (multi-year) are on track for completion including some achievements ahead of timelines. Actions implemented during 2022/23 include online anonymous reporting, Gender Impact Assessment training and awareness, gender and diversity included in new induction program, inclusion of a 'quiet room' in Duke Street office, customer service strategy with staff boundaries, increased incident reporting, revision of recruitment policy including recruitment panels, reboot of Personal Development Program (PDP) process, enablement of employee controlled personal data through Employee Self Service.

Item	Strategy	2022/23 Actions and Outcomes
<b>5.6.1</b>  ON TRACK	Implement provisions of the Gender Equality Act 2020, including a Gender Equity Action Plan.	The Gender Equality Action Plan (GEAP) and provisions of the Gender Equality Act continue to be met. Compliance with the act is an organisational responsibility with co-leadership by Community and Economy and People and Culture departments in the support of successful outcomes.
<b>5.6.2</b>  ON TRACK	Provide strong Council leadership, both internally and in the community, to build understanding of safe, respectful, and equitable relationships through education and awareness raising.	Council staff undertake Respectful Behaviours training as part of the onboarding program, with bystander training also included in Council's induction program for staff.
<b>5.6.3</b>  ON TRACK	Review and update the Act@Work Plan and continue to strengthen Gender Equity on Council.	Act @ Work program was in place in Council from 2019 to 2021. The program was absorbed into the Gender Equality Action Plan (GEAP) with an ongoing action to deliver the GEAP on track.



## Municipal Public Health and Wellbeing Plan (MPHWP) progress

Council's Municipal Public Health and Wellbeing Plan (2021-2025) enters its third year. Over the past twelve months, Council has been actively engaged with numerous stakeholders as we work to develop positive change for residents. Building and maintaining these relationships is integral to fostering sustainable change for the region, both at the provider and consumer level.

Below are highlights from each of the strategic objectives for the Municipal Public Health and Wellbeing Plan 2023.

### Tackling climate change and its impact on health

- Council is working with neighbouring local government and appropriate authorities to develop consistent health and climate messaging, making additional considerations for communities who have experienced trauma from recent extreme weather events.
- 2023 saw the completion of the Sustainable Hepburn Climate Adaptation Toolkit, launched via Climate Adaptation Workshops for key stakeholders and community.
- Artisan Agriculture Grants Program projects implemented early 2023.
- Community-led Weed Control Grants Program launched in July 2023.
- Central Highlands Rural Health continues to implement the Mow to Grow program. Daylesford Secondary College continue to deliver their Getting Dirty program as well as a revegetation project supported by Council's Biodiversity Grants.
- Council supported the development of a Canopy Bridge in Wombat State Forest, through the Community Grants Program. The project has an online viewing component that allows community to observe local wildlife activity. Additionally, Daylesford Primary School was successful in receiving a Biodiversity Grant to establish a habitat garden.
- Council supported a research project by LaTrobe University and Women's Health Loddon Mallee which investigates the impacts of climate change on women's health and safety. Research findings will be directly provided to Council for reference.

### Increase healthy eating

- Council officers have drafted the organisational Food and Drink Policy, which will be released for consultation later in 2023.
- Council continues to develop healthy retail environments by focusing on Healthy Choices in Pools project with close collaboration from Central Highlands Rural Health and joining the Vic Kids Eat Well program.
- Council has partnered with Central Highlands Rural Health to deliver a healthy lunchbox resource by way of fridge magnet, making it accessible to parents in the home via a scannable QR code.
- Added Food Relief services to Council's webpage for improved visibility.

### Improving mental wellbeing

- Working with Central Highlands Rural Health to establish a Mental Health Network for service providers and practitioners in the region. This will assist in understanding services and gaps.
- Council signed a sponsorship agreement with WayOut Pride Camp, along with neighbouring councils to support the social connectedness of identified priority groups.
- A Memorandum of Understanding has been drafted with Daylesford Secondary College to deliver LIVE 4 LIFE program, a community-wide approach to youth mental health.

### Preventing all forms of violence

- Project Rokit delivered at Daylesford Secondary College, programming focused on cyber-bullying prevention and respectful relationships.
- Outside the Locker Room delivered at various sporting clubs across the region, with a focus on respectful relationships and leadership.
- Council continues to promote service provision in the region through the ASK IZZY platform, ensuring improved understanding of and access to crucial services for vulnerable communities.

# Local government performance reporting framework indicators

## SERVICE PERFORMANCE INDICATORS

The following statement provides the results of the prescribed service performance indicators and measures including explanation of results in the comments.

## Aquatic Facilities

Service / indicator / measure	Results				Comments
	2020	2021	2022	2023	
<b>Service standard</b>					
Health inspections of aquatic facilities <i>[Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]</i>	1.20	0.00	0.00	1.00	Satisfactory pool inspections in line with the Public Health and Wellbeing Act 2008 were undertaken on Council's Aquatics facilities during the 2022/2023 Pool Season.
<b>Utilisation</b>					
Utilisation of aquatic facilities <i>[Number of visits to aquatic facilities / Municipal population]</i>	1.59	1.20	1.64	1.47	Decrease of visits to aquatics facilities is due to shorter opening hours to manage aquatics sector wide qualified staff shortages and number of pool closures due to weather policy, staffing limitations and reactive maintenance requirements.
<b>Service cost</b>					
Cost of aquatic facilities <i>[Direct cost of aquatic facilities less income received / Number of visits to aquatic facilities]</i>	\$15.95	\$19.84	\$12.95	\$18.91	The increase cost of aquatics services per visit in 2022/2023 is attributed to service cost escalation of managing and maintaining aquatics facilities.

# Animal Management

Service / indicator / measure	Results				Comments
	2020	2021	2022	2023	
<b>Timeliness</b>					
Time taken to action animal management requests <i>[Number of days between receipt and first response action for all animal management requests / Number of animal management requests]</i>	1.58	4.14	4.48	4.54	There have been some complex service requests relating to animal management that have remained open until resolved. This has contributed to an increased average response time. In addition, the Ballarat Animal Shelter has been at capacity for a long period of time which has made it difficult to respond to some service requests in a timely manner that relate to the cat trapping program.
<b>Service standard</b>					
Animals reclaimed <i>[Number of animals reclaimed / Number of animals collected] x100</i>	83.33%	11.63%	13.75%	45.10%	These statistics relate to animals that have been collected and impounded either due to lack of registration or owners unable to be contacted. All other animals are provided a free ride home.
Animals rehomed <i>[Number of animals rehomed / Number of animals collected] x100</i>	55.56%	95.35%	27.50%	21.57%	The number of animals successfully returned to their owner is approximately 45% which has meant that fewer have required rehoming. Unfortunately, animal shelters across the region still have a number of animals available for adoption as adoption rates have declined post covid.
<b>Service cost</b>					
Cost of animal management service per population <i>[Direct cost of the animal management service / Population]</i>	\$8.29	\$10.91	\$9.72	\$12.25	There has been an increase in the cost of animal management services as the number of EFT has increased in the team.
<b>Health and safety</b>					
Animal management prosecutions <i>[Number of successful animal management prosecutions / Number of animal management prosecutions] x 100</i>	0.00%	0.00%	0.00%	100.00%	One successful prosecution relating to a serious dog attack.

## Food Safety

Service / indicator / measure	Results				Comments
	2020	2021	2022	2023	
<b>Timeliness</b>					
Time taken to action food complaints <i>[Number of days between receipt and first response action for all food complaints / Number of food complaints]</i>	1.50	5.00	1.00	1.00	All food complaints have been actioned the same or the following day.
<b>Service standard</b>					
Food safety assessments <i>[Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100</i>	74.30%	25.67%	48.44%	75.53%	Food Safety Assessments are carried out across a calendar year. Therefore, the remaining assessments will be completed outside of the reporting period.
Animals rehomed <i>[Number of animals rehomed / Number of animals collected] x100</i>	55.56%	95.35%	27.50%	21.57%	The number of animals successfully returned to their owner is approximately 45% which has meant that fewer have required rehoming. Unfortunately, animal shelters across the region still have a number of animals available for adoption as adoption rates have declined post covid.
<b>Service cost</b>					
Cost of food safety service <i>[Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]</i>	\$449.60	\$585.21	\$841.56	\$835.57	Direct cost of food safety service has increased this financial year due to workforce shortage of Environmental Health Officers and the need to employ contractors to cover vacant positions.
<b>Health and safety</b>					
Critical and major non-compliance outcome notifications <i>[Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises] x100</i>	100.00%	50.00%	100.00%	100.00%	All critical and major non-compliant notifications have been followed up.

## Governance

Service / indicator / measure	Results				Comments
	2020	2021	2022	2023	
<b>Transparency</b>					
Council decisions made at meetings closed to the public  <i>[Number of Council resolutions made at meetings of Council, or at meetings of a delegated committee consisting only of Councillors, closed to the public / Number of Council resolutions made at meetings of Council or at meetings of a delegated committee consisting only of Councillors] x100</i>	3.03%	4.68%	9.29%	13.99%	Council ensures that as many decisions as possible are made in a public forum, and the majority of those decisions made at confidential meetings are disclosed to the public after the fact.
<b>Consultation and engagement</b>					
Satisfaction with community consultation and engagement  <i>[Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement]</i>	41.00	44.00	44.00	46.00	Community satisfaction on engagement and consultation has improved by 2 points over the past 12 months.
<b>Attendance</b>					
Councillor attendance at council meetings  <i>[The sum of the number of Councillors who attended each Council meeting / (Number of Council meetings) × (Number of Councillors elected at the last Council general election)] x100</i>	96.94%	99.25%	97.32%	98.10%	Councillor attendance at meetings has been excellent through the year, with all Councillors adhering to attendance and leave requirements with very few absences. This has been partly due to an amendment to the Governance Rules in August 2022 to allow virtual attendance by Councillors at all Council Meetings.
<b>Service cost</b>					
Cost of elected representation  <i>[Direct cost of the governance service / Number of Councillors elected at the last Council general election]</i>	\$37,815.57	\$37,259.57	\$37,944.57	\$38,540.57	This is within range and reflects the increase in allowances paid to Councillors.
<b>Satisfaction</b>					
Satisfaction with council decisions  <i>[Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]</i>	38.00	44.00	41.00	42.00	This year's Community Satisfaction Survey has seen an improvement by increasing one point from last year's results, but down on the 10-year average of 45.

## Libraries

Service / indicator / measure	Results				Comments
	2020	2021	2022	2023	
<b>Utilisation</b>					
Physical library collection usage <i>[Number of physical library collection item loans / Number of physical library collection items]</i>	3.61	2.50	3.16	4.66	Usage of the library collection is within target. Library teams continue to promote its services to maximise the benefits of the libraries' collections.
<b>Resource standard</b>					
Recently purchased library collection <i>[Number of library collection items purchased in the last 5 years / Number of library collection items] x100</i>	73.18%	69.34%	66.17%	75.36%	75.36% of library collection has been purchased in the last five (5) years.
<b>Participation</b>					
Active library borrowers in municipality <i>[Number of active library borrowers in the last three years / The sum of the population for the last three years] x100</i>	18.08%	15.66%	13.67%	12.82%	The reduction is likely due to an increase in other available activities returning and becoming available post COVID that are an alternative to borrowing books from the library. We also see many people sit in our library services reading books whereas through COVID this was not an option.
<b>Service cost</b>					
Cost of library service per population <i>[Direct cost of the library service / Population]</i>	\$44.80	\$39.36	\$37.21	\$42.86	This figure is inclusive of all directly related costs: - Wages, depreciation, utilities, etc.

## Maternal and Child Health (MCH)

Service / indicator / measure	Results				Comments
	2020	2021	2022	2023	
<b>Service standard</b>					
Infant enrolments in the MCH service <i>[Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100</i>	100.89%	101.50%	104.63%	102.36%	All children have been enrolled in MCH service.
<b>Service cost</b>					
Cost of the MCH service <i>[Cost of the MCH service / Hours worked by MCH nurses]</i>	\$86.46	\$86.79	\$98.54	\$138.10	Cost of the MCH service - Council is currently working with the auspice provider of MCH through a new contract to find a more cost-effective way to provide the service given recent state funding cuts for Maternal Child Health statewide.
<b>Participation</b>					
Participation in the MCH service <i>[Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100</i>	78.99%	76.96%	86.01%	85.37%	Currently working with Central Highland Rural Health to increase the 3.5-year-old attendance rate. There has been a positive improvement compared to 2020 rates.
Participation in the MCH service by Aboriginal children <i>[Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100</i>	76.74%	75.76%	80.95%	88.89%	Increase attendance from Aboriginal children in local MCH programs demonstrating a positive trend.
<b>Satisfaction</b>					
Participation in 4-week Key Age and Stage visit <i>[Number of 4-week key age and stage visits / Number of birth notifications received] x100</i>	96.43%	94.74%	99.07%	95.28%	Some families choose to go outside Hepburn region to access MCH services that are closer to home.

## Roads

Service / indicator / measure	Results				Comments
	2020	2021	2022	2023	
<b>Satisfaction of use</b>					
Sealed local road requests <i>[Number of sealed local road requests / Kilometres of sealed local roads] x100</i>	41.94	46.96	50.26	43.08	High number of requests relating to flood or water damaged roads.
<b>Condition</b>					
Sealed local roads maintained to condition standards <i>[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100</i>	99.47%	96.91%	97.73%	98.19%	Based on pavement condition.
<b>Service cost</b>					
Cost of sealed local road reconstruction <i>[Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]</i>	\$51.92	\$56.20	\$49.88	\$49.40	Based on a very small FY22/23 road reconstruction program
Cost of sealed local road resealing <i>[Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]</i>	\$6.80	\$7.59	\$8.67	\$10.77	Includes asphalt resealing works
<b>Satisfaction</b>					
Satisfaction with sealed local roads <i>[Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]</i>	44.00	47.00	39.00	33.00	The performance rating this year for sealed local roads is at its lowest rating in 10 years. This is consistent with increase in water and flood damaged roads across the Shire.



## Statutory Planning

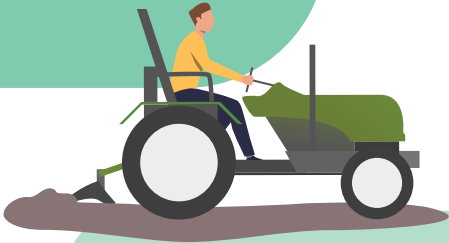
Service / indicator / measure	Results				Comments
	2020	2021	2022	2023	
<b>Timeliness</b>					
Time taken to decide planning applications <i>[The median number of days between receipt of a planning application and a decision on the application]</i>	53.00	69.00	107.00	145.00	Whilst planning days are slightly higher than previous, significant work is being done to move through the back log of work so as these are completed they are attributing to the number of days. This in time should start to trend downwards as the back log clears. A process improvement project is also underway to improve efficiencies and processes which should also have a positive impact.
<b>Service standard</b>					
Planning applications decided within required time frames <i>[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100</i>	60.99%	64.47%	19.70%	33.79%	Whilst planning days are slightly higher than previous, significant work is being done to move through the back log of work so as these are completed they are attributing to the number of days. This in time should start to trend downwards as the back log clears. A process improvement project is also underway to improve efficiencies and processes which should also have a positive impact.
<b>Service cost</b>					
Cost of statutory planning service <i>[Direct cost of the statutory planning service / Number of planning applications received]</i>	\$1,662.25	\$2,012.01	\$2,458.49	\$3,473.95	Costs to the service are higher than average due to a reliance on additional resources to assist with backlog of applications, however still within the targeted range. This service should prove more cost effective going forward with system and process improvements, a better interface for the public via the website and additional resources within the team.
<b>Decision making</b>					
Council planning decisions upheld at VCAT <i>[Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100</i>	0.00%	80.00%	50.00%	40.00%	The VCAT decisions overturned rested largely in policy within the planning scheme. Council is undertaking a large strategic planning program that will go directly to these matters.

## Waste Collection

Service / indicator / measure	Results				Comments
	2020	2021	2022	2023	
<b>Satisfaction</b>					
Kerbside bin collection requests <i>[Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000</i>	94.46	96.44	104.19	162.83	Contractor staff and fleet shortages have contributed to an increase in kerbside requests.
<b>Service standard</b>					
Kerbside collection bins missed <i>[(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100</i>	4.58	3.59	5.89	12.76	Contractor staff and fleet shortages have contributed to an increase in kerbside requests.
<b>Service cost</b>					
Cost of kerbside garbage bin collection service <i>[Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]</i>	\$111.64	\$119.33	\$149.49	\$163.63	Slight increase to disposal rates.
Cost of kerbside recyclables collection service <i>[Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]</i>	\$71.43	\$85.15	\$77.88	\$82.38	Slight increase due to increase in disposal rates.
<b>Waste diversion</b>					
Kerbside collection waste diverted from landfill <i>[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100</i>	37.81%	48.46%	40.22%	34.23%	A 6% decrease due to a reporting error for last year's recycling and organics tonnages. Have seen a decrease in overall waste delivered to land fill.



# Governance



## The role of local government

Hepburn Shire Council is constituted under the Local Government Act 2020, which guides governance processes to support the municipality and the local community. The key focus of the principles-based Act is to enhance local democracy, accountability, and service delivery for all inhabitants of Victoria.

Council fulfils multiple roles, including:

- Consideration of the varied needs of the community when making decisions.
- Providing leadership via the establishment of strategic objectives, along with monitoring and reporting on their progress.
- Ensuring responsible and accountable management of resources.
- Advocating for the community's interests at local, state and federal level.
- Promoting community unity and motivating active civic participation.

A commitment to efficient and sustainable democratic and corporate governance is core to Council operations, aiming to cater to the needs of the community effectively. There are ample avenues for the community to play a role in Council's decisions, including community consultation, public forums such as Listening Posts, or through public participation in each regular Council Meeting.

Council decisions are made through Council meetings and by officers acting under delegation. Council staff exercise these delegations in line with Council policies and legislative requirements.

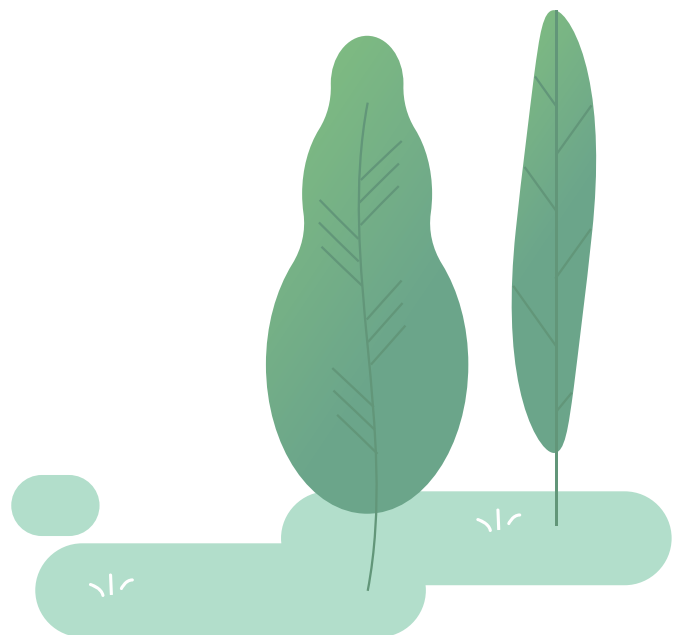
## Council meetings

Council conducts scheduled meetings on the third Tuesday of each month, and unscheduled meetings as required. These meetings are open to the public.

Council meetings are livestreamed to Council's Facebook account, to maintain transparency and accessibility of these meetings to the public. The recordings and minutes are available on Council's website after the meeting.

All meetings are governed by Council's Governance Rules to allow for accountable and transparent conduct of Council meetings. The Governance Rules were reviewed during 2022/23 and adopted in August 2022 to continue provisions for hybrid and virtual meetings established during the COVID-19 pandemic. The Governance Rules also provide the opportunity for community members to submit questions to the Council during scheduled Council meetings, or ask to address Council, and have the option to submit petitions to Council for consideration.

In addition to Council meetings, Councillors are briefed on relevant issues during Confidential Councillor Briefing sessions throughout the month.



**CONFLICT OF INTEREST DECLARATIONS**

Councillors and members of Council staff are required under the Local Government Act 2020 to comply with the conflict of interest provisions as set out in the legislation.

During 2022/23, Councillors declared a total of 20 conflicts of interest. These declarations were made at both Councillor briefings and Council Meetings.

Council held 15 meetings in 2022/23, including three unscheduled meetings and one statutory meeting.



Meetings:

- 19 July 2022 – Ordinary Meeting of Council
- 16 August 2022 – Ordinary Meeting of Council
- 29 August 2023 – Special Meeting of Council
- 20 September 2022 – Ordinary Meeting of Council
- 18 October 2022 – Ordinary Meeting of Council
- 15 November 2022 – Statutory Meeting to elect the mayor and deputy mayor
- 22 November 2022 – Ordinary Meeting of Council
- 20 December 2022 – Ordinary Meeting of Council
- 21 February 2023 – Ordinary Meeting of Council
- 21 March 2023 – Ordinary Meeting of Council
- 18 April 2023 – Ordinary Meeting of Council
- 16 May 2023 – Ordinary Meeting of Council
- 23 May 2023 – Special Meeting of Council
- 20 June 2023 – Ordinary Meeting of Council
- 27 June 2023 – Special Meeting of Council

The following table provides a summary of Councillor attendance at Council Meetings in 2022/23:

Councillors	Ordinary Meeting (11)	Special/Statutory Meeting (4)	Total
Cr Bray	11	4	15
Cr Drylie	11	4	15
Cr Halliday	11	4	15
Cr Henderson	11	4	15
Cr Hewitt	10*	4	14
Cr Hood	11	4	15
Cr Simpson	11	3*	14

\*A leave of absence was granted

## COMMUNITY ASSET COMMITTEES

Community Asset Committees are committees established by Council under section 65 of the Local Government Act 2020 to manage community assets within the Shire. They each have an instrument of Delegation, and members are appointed by the CEO.

On 25 August 2020 Council resolved to establish the following Community Asset Committees:



Special Committee	Purpose
Creswick Museum Community Asset Committee	To administer, manage and control the historic Creswick Museum building and collection of artworks and artefacts.
Dean Recreation Reserve and Tennis Courts Community Asset Committee	To manage, control, operate and maintain the Dean Recreation Reserve and Tennis Courts.
Drummond Hall Community Asset Committee	To manage, control, operate and maintain the Drummond Hall premises.
Glenlyon Recreation Reserve Community Asset Committee	To administer, maintain and control the Glenlyon Recreation Reserve.
Lee Medlyn Home of Bottles Community Asset Committee	To administer, manage and control the property of the Clunes Historic Medlyn Complex, the Lee Medlyn Bottle collection, the Eberhard Factory and other collectables and displays contained in the facility.
Lyonville Hall Community Asset Committee	To manage, control, operate and maintain the Lyonville Hall.

*Under the Local Government Act 2020, the CEO is required to submit a report to Council each year on the activities and performance of Community Asset Committees.*



**COUNCILLOR CODE OF CONDUCT**

The Local Government Act 2020 requires Council to develop a Councillor Code of Conduct and details that Council must review and adopt the Councillor Code of Conduct within four (4) months after a general election. Council adopted a Councillor Code of Conduct in 2021.

The Hepburn Shire Council Councillor Code of Conduct:

- Sets standards of conduct expected of Councillors in order to ensure that good governance and increase public confidence in the administration of Council and integrity of local government is achieved and prohibits discrimination, harassment (including sexual harassment) and vilification.
- Endeavours to foster good working relationships between Councillors to enable Councillors to work constructively together in the best interests of the local community.
- Details governing principles to guide the Councillors in their duties and functions and details the roles and responsibilities of Councillors. The Code additionally provides a dispute resolution process.
- Details breaches of the Councillor Code of Conduct and includes obligations regarding child safety and gender equality, diversity and inclusiveness.

**COUNCILLOR ALLOWANCES**

The duties of a councillor demand time, energy and commitment with many reducing their time in paid employment to meet the demands of the role. The Victorian Government currently sets the upper and lower limits for all allowances paid to Councillors and Mayors. Councils are divided into three categories based on the income and population of the municipality. Hepburn Shire Council is currently recognised as a category 1 council.

Councils are required to review allowance levels by 30 June in the year following a general election and the allowance level determined remains in effect for the full term of the Council.

Whilst the Local Government Act 2020 was in force, Section 74 of the Local Government Act 1989 remained until the Victorian Independent Remuneration Tribunal decided on the values of allowances, including allowance categories payable to mayors, deputy mayors and councillors in Victorian councils.

On 7 March 2022 the Victorian Independent Remuneration Tribunal made the allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) Determination No. 01/2022. The Determination applies to all Councillors (Council members) in all Victorian Councils and took effect from 18 December 2021.

The superannuation guarantee increased to 10.5% as of 1 July 2022.

Hepburn Shire Council is a category 1 Council for the purposes of Determination No. 01/2022.

From 18 December 2022 to 30 June 2023, the allowances paid to Councillors were:

- Mayors - \$76,781
- Deputy Mayors - \$38,391
- Councillors - \$24,775.

The following table contains a summary of the allowances paid to each Councillor during the year.

Councillors	Councillor Allowance
Cr Don Henderson	\$24,634
Cr Lesley Hewitt	\$32,983
Cr Brian Hood	\$56,520
Cr Tessa Halliday	\$24,634
Cr Jen Bray	\$29,841
Cr Tim Drylie	\$44,495
Cr Juliet Simpson	\$24,634
<b>TOTAL</b>	<b>\$237,741</b>

## COUNCILLOR EXPENSES

In accordance with sections 39-43 of the Local Government Act 2020, Council adopted the Council Expenses and Resources Policy on 25 August 2021. The policy provides guidance for the payment of reimbursements of expenses and the provision of resources, facilities and other support to the Mayor and Councillors to enable them to discharge their duties.

It is a requirement of Council to adopt and maintain this policy in relation to the reimbursement of expenses for Councillors.

The details of the expenses for Councillors for 2022/23 are set out in the following table.

Councillor	Training and development	Travel	Communication	Carer expenses	Total expenditure by Councillor
Councillor Expenses & Resources Guidelines Reference	2.1	2.2 & 2.3	2.4, 2.5 & 2.6	2.7	
Cr Don Henderson	\$776		\$1,340		\$2,116
Cr Lesley Hewitt	\$3,483		\$1,228		\$4,711
Cr Brian Hood	\$3,531	\$7,878	\$1,570		\$12,979
Cr Tessa Halliday	\$686	\$ 5,225	\$1,228	\$1,049	\$8,188
Cr Jen Bray	\$2,763		\$1,228		\$3,991
Cr Tim Drylie	\$2,224	\$3,187	\$1,228		\$6,639
Cr Juliet Simpson	\$686		\$1,986		\$2,672
<b>Total expenditure by cost category</b>	<b>\$14,149</b>	<b>\$16,290</b>	<b>\$9,808</b>	<b>\$1,049</b>	<b>\$41,296</b>

Note: Travel – cost is inclusive of Mayoral vehicle allocation



**PROCUREMENT MANAGEMENT REPORTING**

In accordance with the Local Government Act 2020, Council adopted the Procurement Policy on 21 December 2021.

For the financial year 1 July 2022 to 30 June 2023, Council entered into contracts for \$300,000 inclusive of GST or more for the purchase of goods or services or works.

The following table provides a list of these contracts where a public process was undertaken in compliance with the Procurement Policy for the financial year commencing on 1 July 2022:

During the period 01 July 2022 – 30 June 2023 Council entered into the following contracts without undertaking a competitive public process consisting of either a public tender or expression of interest:

- Bulk Fuels <sup>1</sup>
- Provision of Municipal Building Surveyor

<sup>1</sup> Procurement Australia contract 2403/0109 Bulk Fuels

Contract Title	Contract Value (Exclusive of GST)
Realignment of Kingston Road Intersection, Kingston	\$351,382.53
Hammon Park Trailhead Amenities Block – Toilets and Changing Place	\$2,124,879.90
Public Amenity Upgrade – Quarry Street Reserve Trentham	\$382,934.20
Creswick Town Hall – Condition Upgrade	\$1,014,945.80
Arboriculture Maintenance and Removal Works	Schedule of Rates
Weed Control throughout Hepburn Shire	Schedule of Rates
Creswick Trails Mountain Bike Network – Trails Construction	\$4,925,786.80
Provision of Native Vegetation Offset Credits for Construction of the Creswick Trails	\$465,005
Creswick Bowling Club Suspended Slan and Green Redevelopment	\$1,063,551.50
Annual Bituminous Reseal Program	Schedule of Rates
Intersection Realignment of Kingston Road	\$319,438.66
Old Ballarat Road Clunes - Bridge Construction	\$507,039.10
Hammon Park Trailhead Public Amenities Block - Toilets and Changing Place	\$283,761

## GOVERNANCE AND MANAGEMENT

Governance and Management Items	Assessment
Community Engagement Policy	Council's Community Engagement Policy was adopted in February 2021 at a Special Meeting of Council (and is due for review in June 2025).
Community engagement guidelines	Current guidelines commenced on 23 February 2021
Financial Plan	Plan adopted on 26 October 2021
Asset Plan	Plan adopted on 29 June 2021
Revenue and Rating Plan	Plan adopted on 29 June 2021
Annual budget	Budget adopted on 27 June 2023
Risk Policy	Council commenced a project in May 2023 to review the Risk Management Policy, review risk registers, and establish regular reporting. The project will be completed in the 2023/2024 financial year.
Fraud Policy	Council adopted its Fraud Prevention Policy in 2021 and it is due for review in 2025.
Municipal Emergency Management Plan	Plan adopted on 16 September 2018. Council is on track in meetings its obligations under Section 20 of the Emergency Management Act with a planned formal review of the plan to occur in 2025.
Procurement Policy	Adopted 22 December 2020. An updated policy is being presented to Council in September 2023.
Business Continuity Plan	A full review of the Business Continuity Plan is required and is expected to begin in 2023/24.
Disaster Recovery Plan	Current plan adopted on 25 May 2017.
Risk management framework	Council adopted its Risk Management Framework on 21 December 2021. It will be reviewed in 2025.
Audit and Risk Committee	The Audit and Risk Committee met four times during 2022/23, and reports were prepared in line with the Audit and Risk Committee workplan to ensure appropriate oversight across Council's financial, risk management and audit activities.
Internal audit	Approximately half of the planned audits have been completed, and Council is well positioned to complete the current Audit Program by 2024.
Performance reporting framework	The current performance reporting framework commenced on 1 July 2022.
Council Plan report	Quarterly Council Plan reports and including Annual Report were reported on: Annual Report – 19 October 2022; Quarter 1 – 19 October 2022; Quarter 2 - 21 February 2023; Quarter 3 - 16 May 2023 Quarter 4- 17 August 2023.

Governance and Management Items	Assessment
Council Plan report	Quarterly Council Plan reports and including Annual Report were reported on: Annual Report – 19 October 2022; Quarter 1 – 19 October 2022; Quarter 2 - 21 February 2023; Quarter 3 - 16 May 2023 Quarter 4- 17 August 2023.
Quarterly budget reports	Budget reports are prepared quarterly.
Risk reporting	Council commenced a project in March 2023 to review the Risk Management Policy, review risk registers and establish regular reporting. This project will be completed in 2023/24.
Performance reporting	Reports prepared 22 November 2022 and 16 May 2023.
Annual report	Council’s Annual Report 2021/22 was endorsed on 19 October 2022.
Councillor Code of Conduct	Adopted and signed by all Councillors on 23 February 2021.
Delegations	Instruments of Delegation and Authorisation are updated at least every six months, and as needed to account for organisational requirements.
Meeting procedures	Meeting procedures were updated on 25 August 2022.

**PROTECTED DISCLOSURE PROCEDURES**

In accordance with section 69 of the Protected Disclosure Act 2012 a council must include in their annual report information about how to access the procedures established by the council under Part 9 of that Act. It is also required to provide certain information about the number and types of public interest disclosures complaints investigated during the financial year.

The Protected Disclosure Act 2012 aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. Procedures on how to make a disclosure are publicly available Council’s website at [www.hepburn.vic.gov.au/public-interest](http://www.hepburn.vic.gov.au/public-interest). During 2022/23 no disclosures were notified to council officers appointed to receive disclosures, or to the Independent Broad-based Anti-corruption Commission (IBAC).

**FOOD ACT MINISTERIAL DIRECTIONS**

In accordance with section 7E of the Food Act 1984, Council is required to publish a summary of any Ministerial Directions received during the financial year in its annual report. No such Ministerial Directions were received by Council during the 2022/23 financial year.

**ROAD MANAGEMENT ACT MINISTERIAL DIRECTIONS**

In accordance with section 22 of the Road Management Act 2004, a council must publish a copy or summary of any Ministerial direction in its annual report. No such Ministerial Directions were received by council during the financial year.

**INFRASTRUCTURE AND DEVELOPMENT CONTRIBUTIONS**

In accordance with section 46GM and 46QD of the Planning and Environment Act 1987, a council that is a collecting or development agency must prepare and give a report to the Minister for Planning on infrastructure and development contributions including levies and works in kind. The report must be published in a council’s annual report. For the 2022/23 year there were no infrastructure and development contributions collected.

## AUDIT AND RISK MANAGEMENT

Council established the Audit and Risk Committee (ARC) pursuant to section 53 of the Local Government Act 2020 on 25 August 2020. The Audit and Risk Committee, whilst not a delegate committee of Council, acts as an advisory committee to Council (in that it doesn't have any decision-making powers of Council) and assists Council with oversight in the areas of risk, governance, financial management and compliance.

Independent members for 2022/23 were:

- Ms Carol Pagnon
- Mr Robert Taylor
- Ms Linda McNeill (Chair)
- Mr Jason Young.

Councillor Members were:

- Cr Brian Hood (November 2020 – June 2023)
- Cr Tim Drylie (November 2021 – November 2022)
- Cr Juliet Simpson (November 2022 – June 2023)

At these meetings the committee considers the following agenda items:

- Review of key risks and controls
- Summary of quarterly finance reports
- Summary of quarterly management reports
- Mid-year budget review
- Annual budget review
- Review of councillor expenses
- Internal audit reports
- External audit reports and management letters
- Review of compliance obligations
- Progress on internal and external audit recommendations
- Policy and procedure review.

Council's internal audit function provides independent and objective assurance that the appropriate processes and controls are in place. A risk based three-year Internal Audit Plan is revised annually to ensure the audit resources remain focused on the appropriate areas.

The audit plan considers Council's risk framework, the Council Plan, the impact of any change on operations, systems or the business environment, prior audit coverage and outcomes and management input. The plan is reviewed and approved by the Audit and Risk Committee annually.

The Internal Auditor attends each Audit and Risk Committee meeting to report on the status of the Audit Plan, provide an update on the implementation of audit recommendations, and present findings of completed audits. All audit issues identified are risk rated and tracked in Council's performance management system.

Internal Audits conducted in 2022/23 were:

- Community and Stakeholder Engagement
- Governance
- Building Maintenance (Including Essential Safety Measures)

In July 2013, Council adopted its Risk Management Policy in line with current best practice in the management of business enterprise risks and current AS/NZS 31000 guidelines.

Council adopted its Risk Management Framework in December 2021.

In 2023, under a collaborative procurement process with Central Goldfields Shire, Council commenced a project to:

- Refresh the Risk Management Framework and Policy.
- Refresh risk management reporting.
- Refresh Strategic, Operational and Project Risk Registers.
- Provide Risk Management training for staff.

This project will be completed in 2023/24.



## Financial Report

Council, like most local governments, is experiencing a challenging fiscal environment with the continuing impacts of the COVID-19 pandemic, two major storm events and the rising costs in the economy.

Although rate capping has been implemented for several years, the impact on rate revenue for small rural councils is still significant. Council is in a delicate financial position which must continue to be managed over the coming years.

### OVERVIEW

- A deficit of \$2.6 million (2021/2022; \$5.6 million deficit) against an original budget of \$5.7 million surplus.
- A net asset revaluation increment (non-cash) of \$23.9 million (2021/2022; \$20.1 million).
- Revenue of \$54.0 million (2021/2022; \$47.1 million) with 46% coming from rates and waste charges (2021/2022; 50%).
- Operating expenditure of \$56.6 million (2021/2022; \$52.7 million), with 33% attributable to employee costs (2021/2022; 39%) and 41% attributable to materials and services (2021/2022; 33%).
- \$364.4 million in capital assets (at written down value), providing community facilities, roads, bridges and other infrastructure (2021/2022; \$343.3 million).
- Cash and other financial assets of \$18.5 million (2021/2022; \$23.8 million), which after excluding external restrictions and internal allocations, provides revised cash and cash equivalents of \$1.409m (2021/2022; \$961k) and needs to be closely monitored.
- The total balance of loan borrowings at the end of the 2022/2023 financial year was \$3.9 million (2021/2022; \$4.5 million).

### CASH

Council's cash, cash equivalents and other financial assets decreased \$5.3 million to \$18.5 million at 30 June 2023 (2021/2022; \$23.8 million). Council's cash and cash equivalents are subject to external restrictions and internal allocations that limit the amounts available for discretionary use.

At 30 June 2023 Council's working capital ratio, which represents Council's current assets as a percentage of current liabilities, was 238% improved from 195% at 30 June 2022.

### INCOME

Total income for the financial year was \$54.0 million (2021/2022; \$47.1 million).

This included \$9.6 million of capital grants (2021/2022; \$4.9 million).

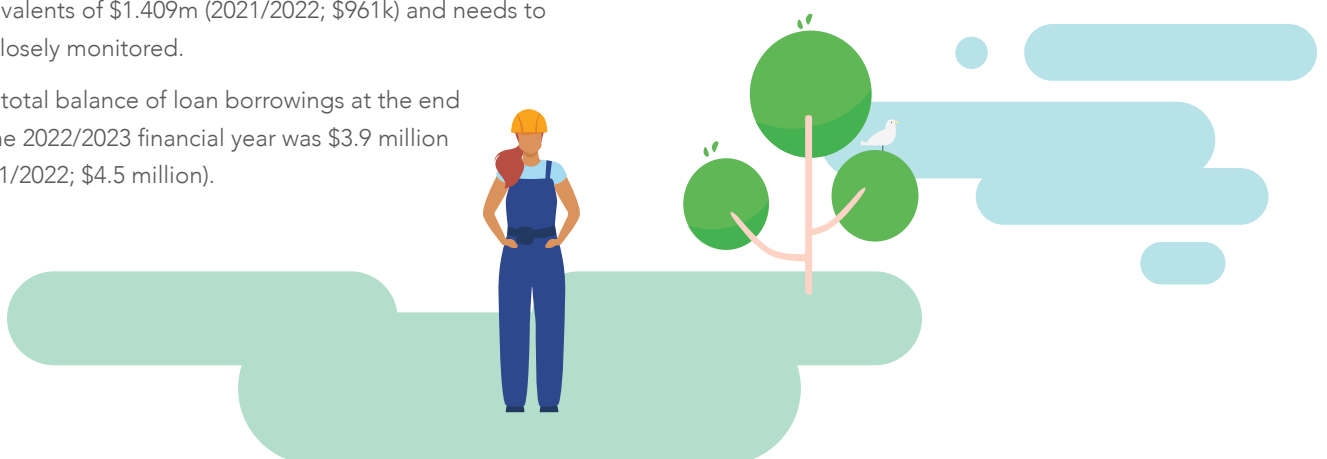
### EXPENSES

Council incurred total expenditure of \$56.6 million in the financial year (2021/2022; \$52.7 million). As a service-based entity, Council's main costs are employee costs. Employee costs for the financial year were \$18.7 million or 33% of total expenses (2021/2022; \$15.6 million or 39%). Materials and services for the financial year were \$23.2 million or 41% of total expenses (2021/2022; \$12.4 million or 31%).

### CAPITAL WORKS

Of the \$14.6 million capital expenditure (\$10.2 million 2021/2022), 38% was spent on renewal of assets (2021/2022, 64%) and 42% was spent on new assets (2021/2022, 14%). Renewal of assets as opposed to building new assets or upgrading assets is an important focus of Council as it works towards reducing the infrastructure renewal gap.

Council's capital assets provide community facilities, roads, bridges and other infrastructure that are important to the everyday functioning of our community. The written down value of these assets continues to increase over time.



## UNRESTRICTED CASH POSITION

Council has a very delicate cash position. The majority of cash reserves held at 30 June 2023 have been allocated to fund carry-forward projects, reserves and refundable deposits and are therefore considered to be restricted funds. Council's unrestricted cash balance as at 30 June 2023 was \$2.64m in deficit (\$1.874m in deficit in 2022). The deficit is caused by \$4.049m (\$2.835m in 2022) in storm claim income not being received by 30 June. Timely receipt of storm claim income would have resulted in an unrestricted cash balance of \$1.409m (\$961,000 in 2022) which in itself is a small buffer against unforeseen emergencies. Council's cash position will need to be carefully managed over coming years.

## LIABILITIES

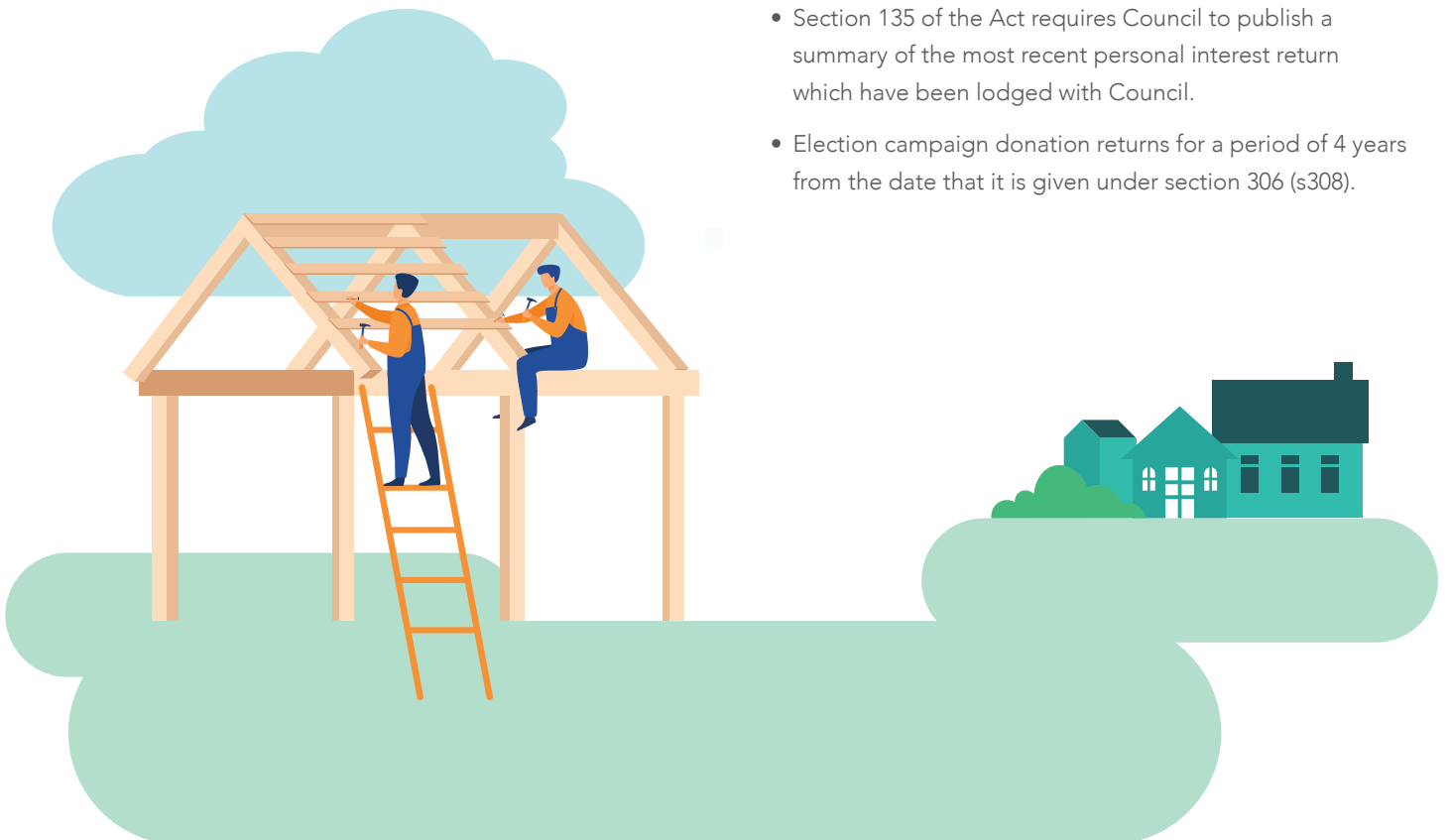
Council's liabilities comprise of loans, amounts owed to suppliers and amounts owed to employees for leave entitlements. The total balance of loan borrowings at the end of the 2022/2023 financial year was \$3.9 million (2021/22 was \$4.5 million).

**Detailed and audited Financial & Performance Statements are available on Council's website.**

## Statutory Information

Hepburn Shire Council is required by law to collect and make public information about some of the councillors and council administration activities, roles and responsibilities. We also publish information that is not required by law as we are committed to transparent and open governance.

- A register of authorised officers kept under section 224(1A) of the Local Government Act 1989.
- A register of delegations kept under sections 11 and 47 of the Local Government Act 2020.
- The Local Government Act 2020 requires our CEO, Councillors and any officers nominated by the CEO to complete personal interest returns.
- Section 135 of the Act requires Council to publish a summary of the most recent personal interest return which have been lodged with Council.
- Election campaign donation returns for a period of 4 years from the date that it is given under section 306 (s308).



# Hepburn

SHIRE COUNCIL

## Hepburn Shire Council

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## Council offices

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### Daylesford

Crn Duke & Albert Streets,  
Daylesford

### Creswick

68 Albert Street,  
Creswick

### Clunes

The Warehouse - Clunes  
36 Fraser Street, Clunes

### Trentham

13 Albert Street,  
Trentham

## 14 CONFIDENTIAL ITEMS

### 14.1 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. *Comensura Contract Extension*

- *Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; and*
- *private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets; or if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.*
- *These grounds apply because the agenda concerns the progress of ongoing contractual negotiations that would, if prematurely released, diminish the strength of Council's position in those negotiations.*



**15 CLOSE OF MEETING**