



HEPBURN SHIRE COUNCIL
ORDINARY MEETING OF COUNCIL
PUBLIC AGENDA

Tuesday 20 August 2024

Council Chamber
24 Vincent Street Daylesford

5:30PM

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

AGENDA

Tuesday 20 August 2024

Council Chamber

24 Vincent Street Daylesford

Commencing at 5:30PM

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BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 20 August 2024

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

5 DECLARATIONS OF CONFLICTS OF INTEREST

6 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 16 July 2024 (as previously circulated to Councillors) be confirmed.

7 NOTICES OF MOTION

7.1 NOTICE OF MOTION - ADVOCATING FOR JUSTICE AND HUMANITARIAN SUPPORT IN GAZA

The Notice of Motion was put forward by Cr Drylie on 5 July 2024.

MOTION AS PROPOSED

That Council:

1. *Strongly condemns the ongoing loss of civilian lives in Gaza, the West Bank, and Israel, with a particular emphasis on the grievous loss of women and children.*
2. *Condemns all forms of racism, including anti-Semitism and Islamophobia, and notes that lasting peace requires full equality before the law for every person in Palestine and Israel, irrespective of ethnicity, religion, or any other status.*
3. *Acknowledges and supports the work of international and local humanitarian organisations that provide critical services and advocate for human rights in the region.*
4. *Writes to the Prime Minister and Foreign Minister calling on the Australian government to:*
 - a) *Advocate for an immediate ceasefire and urge them to take active steps towards ending the occupation of Palestinian territories.*
 - b) *Advocate for the rights and welfare of refugees displaced by the conflict, including support for resettlement programs and international aid.*
 - c) *Impose sanctions on leaders who are complicit in war crimes, as evidenced by credible international investigations, and to support international efforts to hold all perpetrators accountable.*

- d) Demand guaranteed safety of humanitarian and medical workers, and unimpeded access to all areas affected by the conflict, to ensure the delivery of necessary humanitarian aid.*
- e) Advocate for the immediate and unconditional release of all hostages taken during the conflict, emphasising the need for their safety and the respect of their human rights in accordance with international law.*
- f) To stop the sales of parts and equipment that support the war effort, and to impose sanctions on companies involved in the production or sale of weaponry used in the conflict and corporations that benefit from the occupation.*

7.2 NOTICE OF MOTION - CLOSURE TO TRAFFIC OF BATH STREET TRENTHAM

The Notice of Motion was put forward by Cr Hood on 8 July 2024.

MOTION AS PROPOSED

That Council, following the extremely successful completion of the Mechanics Trentham, requests the Chief Executive Officer to consider options for the potential closure, or part closure to traffic on Bath Street, between High and Albert Streets in Trentham, noting a statutory process will be required for any road closure.

8 ITEMS OF URGENT BUSINESS

9 COUNCILLOR AND CEO REPORTS

9.1 MAYOR'S REPORT

Councillor Brian Hood, Coliban Ward

9.2 COUNCILLOR REPORTS

Councillor Lesley Hewitt, Birch Ward

Councillor Tessa Halliday, Cameron Ward

Councillor Don Henderson, Creswick Ward

Councillor Tim Drylie, Creswick Ward

Councillor Jen Bray, Birch Ward

RECOMMENDATION

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

9.3 CHIEF EXECUTIVE OFFICER'S REPORT

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

CHIEF EXECUTIVE OFFICER UPDATE

It's been a privilege to lead the Hepburn Shire team over the past few weeks while Bradley has been taking a well-deserved break.

On 11 July I was delighted to attend our citizenship ceremony, when ten residents took the citizenship pledge or oath. This is such an important day, and we're very proud to warmly welcome them to our beautiful region.



Our new citizens have come from the United Kingdom, New Zealand, India, the Philippines, and Ireland.

At the July Council meeting, Council proudly adopted its inaugural Rainbow Action Plan for LGBTIQ+ Inclusion. Community members and staff have shaped this Plan to ensure Hepburn Shire is an inclusive place to live, work and visit for all LGBTIQ+ people. We want all LGBTIQ+ people to feel supported, connected and safe in our community. We look forward to officially launching the plan in August.



We were excited to hear the producers of The Block have chosen Daylesford for the filming of the 2025 season, at the corner of Raglan Street and the Midland Highway in Daylesford. Daylesford will provide a picturesque backdrop for the filming of The Block, and it is anticipated that the production will generate a boost for the local economy. We encourage producers, contestants and the support crew to shop and eat local to ensure economic benefits flow back into our community.

It was exciting to officially launch the Arts and Culture Strategy this month with the Mayor and local artists Kim Haughie, Rose Wilson and Helen Cottle. Kim, Rose and Helen are all from the Little Gallery in Trentham, an artist run space showcasing regional fine artists.



On Thursday 25 July, myself, the Mayor and Bridgette O'Brien attended the Victorian Tourism Industry Awards. Daylesford won Gold and was crowned as Victoria's 2024 Top Tourism Small Town at the TAC Victorian Top Tourism Town Awards. We now move on to the national awards to be announced in Canberra on 10 September.



Dr Karina Lamb (Acting CEO), Cr Brian Hood (Mayor) and Bridgette O'Brien (Coordinator Economic Development & Visitor Economy)

This is a very good news story for our visitor economy and businesses. As a part of the prizes, Council will receive a townscape audio guide to be produced by Storytowns, and 13 weeks of digital advertising worth \$10k.

Federal Member for Ballarat, Catherine King MP, together with Hepburn Shire Mayor Cr Brian Hood and Dja Dja Wurrung Clans Aboriginal Corporation Group CEO Rodney Carter officially opened the redeveloped Central Springs Mineral Reserve at Lake Daylesford on Friday 26 July. The project has delivered a wonderful new public open space for locals and visitors to enjoy.

This is the first stage of implementation of the masterplan which was adopted following community consultation in 2021 and sees three new mineral spring pumps (one accessible), complemented by Dja Dja Wurrung artwork.

The design was closely coordinated with DJANDAK, a Dja Dja Wurrung enterprise working to revitalise Country for community benefit. This included elements such as the picnic shelter, signage, and mineral spring pump area design.

The project includes:

- A paved picnic area with a BBQ, picnic tables and an indigenous-inspired shelter
- Rejuvenation of the hydroelectric pump infrastructure and the Hard Hills Spring
- Directional and interpretative signage

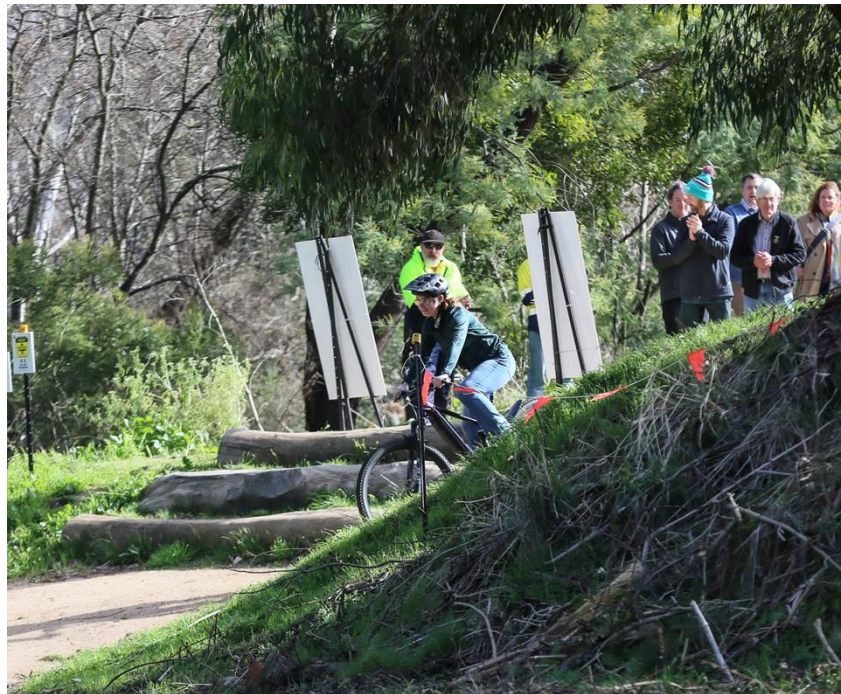
- Landscaping with plenty of seating opportunities to take in the beautiful surrounds
- The design of the works takes into account the health and safety of the significant trees within the reserve.

The \$1.25 million project was funded by \$350,000 from the Australian Government, \$35,000 from the State Government Mineral Springs Reserves Grant Program 2022 – 2023, with the remaining funding coming from Council through the Mineral Springs Reserve fund.

We would also like to extend a special thank you to our Mineral Springs Reserve Advisory Committee for their support and guidance over the life of this project.



On Friday 2 August, we celebrated the opening of 32 kilometres of Djuwang Baring (Creswick Trails) five months ahead of schedule with our project partners Djaara, land management partners and our funding bodies (Regional Development Victoria and Creswick Community Bank). We would also like to thank our friends at Daylesford Macedon Tourism, Tourism Midwest Victoria, VOGA and Dirt Art for their contributions and ongoing support. Xanthia Chatham from Creswick was the first mountain biker to officially ride the open trails. We will host a community celebration when the entire network opens as scheduled in December this year.



We have two important Special Council Meetings in September. The first meeting is on Tuesday 3 September at 2pm regarding the Township Structure Plans and Rural Hepburn Strategy, and the second meeting at 2pm on Tuesday 10 September relates to the Financial Vision. Both meetings will be live streamed to the public. Under the Governance Rules, there is no public participation at Special Meetings.

Meetings I have participated in during the month include:

- Giving Voice – ageing in a rural community
- Regular staff one on one meetings
- Councillor briefings
- Council Meeting

- Executive Leadership Team meetings
- Senior Leadership Team meeting
- Performance Review discussions with my direct reports
- Parks and Open Spaces Toolbox meeting
- Meeting with the CX and Library team
- MAV Monday Connect Monthly CEO Forum
- Various budget briefings and meetings regarding Long Term Financial Planning
- 2024 Victorian Top Tourism Town awards night
- Meetings with Mayor and Councillors

RECOMMENDATION

That Council receives and notes the Chief Executive Officer's Report for August 2024.

10 PUBLIC PARTICIPATION TIME

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

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

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

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

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

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

BEHAVIOUR AT COUNCIL MEETINGS

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

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

Respectful behaviour includes:

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

Inappropriate behaviour includes:

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

10.1 PETITIONS

10.2 PUBLIC QUESTIONS

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

10.3 REQUESTS TO ADDRESS COUNCIL

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

11 STATUTORY PLANNING

11.1 PLN24/0048 - 123 SHARPES LANE, GLENLYON, USE OF LAND FOR SAWMILL AND DEVELOPMENT OF DWELLING EXECUTIVE MANAGER DEVELOPMENT AND COMMUNITY SAFETY

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. PLN 24 0048- House Plan- 123 Shapes Lane Glenlyon- [11.1.1 - 10 pages]
2. PLN 24 0048 Section 57 a Amendment to application - 123 Sharpes Lane, Glenlyon [11.1.2 - 7 pages]
3. PL N 24 0048 - Land Management Plan -123 Sharpes Lane Glenlyon [11.1.3 - 13 pages]

EXECUTIVE SUMMARY

The application proposes the use and development of the land for a dwelling and sawmill.

The subject land at 123 Sharpes Lane Glenlyon is 2.83 ha in size, within the Farming Zone – Schedule 2 and covered by the Bushfire Management Overlay and Environmental Significance Overlay - Schedule 1.

The proposal includes the construction of a three-bedroom dwelling and studio. The application was advertised, and 13 objections were received. Seven objections have since been withdrawn.

On 1 July 2024, the applicant amended the application and removed the milling component to address various concerns raised in objections. The amended application proposes to place the kiln used to dry the already milled timber on the site. The dwelling aspect of the proposal has not changed. The applicant is relying on the original town planning report submitted to justify the dwelling.

The kiln consists of a 40 ft shopping container which has been made fit for purpose. Stacking and grading of timber will all be undertaken manually by the applicant who plans to reside on the land. Two cubic metres of previously milled timber will be transported to the site on a weekly basis.

Transportation of timber will be via a ute and trailer.

The kiln is solar powered and does not require the use of generators or other power sources to operate.

A number of planning permit conditions requiring amended plans would need to be applied to a permit (should one issue) to demonstrate the location of the kiln on the site.

OFFICER'S RECOMMENDATION

That Council, having complied with the relevant sections of the Planning and Environment Act 1987, issue a Notice of Decision to grant a Planning Permit for application No.PLN24/0048 for the use and development of the land for a dwelling and sawmill (drying of timber), within the Bushfire Management Overlay, Heritage Overlay and Environmental Significance Overlay at 123 Sharpes Lane, Glenlyon subject to the following conditions:

1. *Prior to the commencement of works on the following plans/amended plans must be submitted to and endorsed by the Responsible Authority. Once endorsed the plans will form part of the permit:*
 - a. *An amended Bushfire Management Plan and site plan in accordance with the CFA conditions included on this permit;*
 - b. *An Emergency Management Plan prepared in accordance with the CFA conditions included on this permit;*
 - c. *A Site Management Plan prepared in accordance with the CFA conditions included on this permit;*
 - d. *An amended site plan detailing:*
 - i. *the location of the kiln*
 - ii. *The demolition of the 'historic sawmill'*
 - iii. *A hard stand area (gravel) and accessway set aside for the delivery of timber to and from the site.*
 - iv. *The layout of the development must not be altered from the layout on the approved and endorsed plans without the written consent of the responsible authority.*
2. *This permit allows the use of the land as a sawmill (drying of timber) only by Lee Duclose and Joshua Roe. If Lee Duclose and Joshua Roe cease to use the land for the purposes of a sawmill (drying of timber), the right to use the land granted under this permit as a sawmill (drying of timber) will expire unless otherwise approved by the Responsible Authority.*
3. *Should the above-mentioned persons cease to use the land as stated in condition 3 of this permit, The Responsible authority must be notified in writing of this; and all equipment (including the kiln) and timber must be*

removed from the site within 3 months of the cessation of the use, to the satisfaction of the Responsible Authority.

- 4. The hardstand area and driveway associated with the delivery of timber to the site must be kept available for these purposes at all times and must be maintained to the satisfaction of the Responsible Authority.*
- 5. No more than 8 cubic metres of timber may be stored on the site at any one time. The Responsible Authority may agree to vary this requirement in writing.*
- 6. All timber must be stored in accordance with the site management plan.*
- 7. The use and/or development must be managed so that the amenity of the area is not detrimentally affected, through the:
 - a. transport of materials, goods or commodities to or from the land*
 - b. appearance of any timber stored on the site*
 - c. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil*
 - d. presence of vermin*to the satisfaction of the responsible authority.*
- 8. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.*
- 9. No direct sales of goods or other materials may be made to the public on the site.*
- 10. Deliveries to the site associated with the permitted use of the land as a sawmill (drying of timber) must only occur between 8 am and 7 pm Monday to Sunday (including public holidays). The responsible authority may consent in writing to vary these requirements.*
- 11. All waste material not required for further on-site processing must be regularly removed from the site.*
- 12. The dwelling hereby permitted must, to the satisfaction of the Responsible Authority:*
- 13. Be provided access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.*

14. *Wastewater must be treated and retained on-site in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.*
15. *The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for firefighting purposes.*
16. *Be connected to a reticulated electricity supply or have an alternative energy source.*
17. *No vegetation, apart from that shown on the endorsed plan as vegetation to be removed may be felled, destroyed or lopped without the written consent of the Responsible Authority.*

Country Fire Authority (CFA)

18. *Amended Site Plan and Bushfire Management Plan (BMP) to reflect the new proposal.*

Emergency Management Plan

- a. *The EMP should be developed in accordance with 'AS 3745 Planning for emergencies in facilities' and must clearly describe the proposed emergency management arrangements for the site. The plan should address (but is not limited to) the following matters:*

Fire prevention

- b. *Identification and mitigation of possible ignition sources, including:*
 - i. *Natural / accidental ignition sources within the facility and it's processes;*
 - ii. *External ignition sources such as bushfire impacting the site; and*
 - iii. *Incendiary sources.*

Fire preparedness

- iv. *Fire-safe work practices;*
- v. *Staff training on fire safety and first-aid firefighting;*

- vi. *Equipment and / or machinery available for use in case of fire;*
- vii. *Maintenance of fire separation between wood piles and other combustible materials on site; and*
- viii. *Vegetation management within the site to protect against bushfire.*
- ix. *Procedures for responding to fire and for days of significant forecast fire weather*
- x. *Procedures for days forecast to be 'extreme' and 'catastrophic'.*
- xi. *Procedures in the event of a fire both onsite and in the local area*

Site Management Plan

- c. *Before the use commences, a Site Management Plan must be submitted to and endorsed by the Responsible Authority. Once endorsed, the facility must operate in accordance with the plan. The plan must include the following fire protection measure unless agreed to in writing by CFA:*
 - i. *Storage of combustible materials*
 - ii. *Piles of combustible materials must be in windrows separated by at least*
 - iii. *5m and no higher than 4m.*
 - iv. *A fuel break of at least 10m should be maintained around the perimeter of the storage areas and kiln.*

Fire brigade access

- d. *Access must be provided around the site and within 60m of the furthest windrow of combustible materials which meets the following requirements:*
 - i. *Be of all-weather construction.*
 - ii. *Provide a load limit of at least 15 tonnes.*
 - iii. *Provide a minimum trafficable width of 3.5 metres*

- iv. *Be clear of encroachments for at least 0.5 metre on each side and at least 4 metres vertically.*
- v. *Curves must have a minimum inner radius of 10m.*
- vi. *Dead end roads greater than 60m in length must incorporate a turning area for fire fighting vehicles by one of the following:*
- vii. *A turning circles with a minimum radius of eight metres.*
- viii. *A driveway encircling the site*
- ix. *The provision of vehicle turning heads – such as a T or Y head – which meets the specification of Austroads Design for an 8.8 metre Service Vehicle.*

Firefighting water supply

- e. *Provide 20,000lt of effective water supply for fire fighting purposes which meets the following requirements:*
 - i. *Be stored in an above ground water tank or tanks constructed of concrete or metal.*
 - ii. *Have all fixed above ground water pipes and fittings required for firefighting purposes made of corrosive resistant metal.*
 - iii. *Include a separate outlet for occupant use.*
 - iv. *Be readily identifiable from the entry to the site.*
 - v. *Be located within 60 metres of the furthest window.*
 - vi. *The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.*
 - vii. *Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting)*
 - viii. *Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling)*

Goulburn Murray Water

19. *All construction and ongoing activities must be in accordance with EPA Publication 1834.1 Civil Construction, Building and Demolition Guide (September 2023).*
20. *All wastewater from the dwelling must be treated to a standard of at least 20mg/L BOD and 30mg/L suspended solids using a package treatment plant or equivalent. The system must have a certificate of conformity issued by the issued by the relevant body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard(s) and EPA Guideline for Onsite Wastewater Management, May 2024, as updated or replaced.*
21. *The wastewater disposal area must be located in accordance with the setback distances set out in Table 4-10 of the EPA Guideline for Onsite Wastewater Management, May 2024, as updated or replaced. Low lying areas shown in Land Capability Assessment (dated 03/03/2017), prepared by Provincial Geotechnical Pty Ltd, must be avoided.*
22. *The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy (based on a minimum 3 bedrooms), including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of the relevant Australian Standard(s) and EPA Guideline for Onsite Wastewater Management, May 2024, as updated or replaced.*
23. *All wastewater must be applied to land via pressure-compensating sub-surface irrigation installed along the contour.*
24. *The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.*
25. *The existing septic tank system must be decommissioned once the new system is installed and operational. All wastewater from the development must be disposed of via connection to the new wastewater management system to the satisfaction of Council's Environmental Health Department.*

Environmental Health

26. *Before any building works commence on the site an application for a Permit to Construct/Install/Alter an onsite wastewater management system must be submitted to Hepburn Shire Council (the responsible authority) for assessment by an Environmental Health Officer.*
27. *The wastewater to be installed must be an Aerobic Wastewater Treatment System capable of achieving the 20/30 standard, or the equivalent, unless otherwise agreed in writing by the responsible authority.*
28. *The onsite wastewater management system must have a Certificate of Conformity issued by the Conformity Assessment Body (or equivalent approval); these can be viewed on the EPA website. Each system must be installed, operated and maintained in accordance with the relevant Australian Standard and the EPA Guidelines on onsite wastewater management (May 2024).*
29. *The wastewater management system including effluent disposal fields must be located in an area that is able to satisfy minimum setbacks identified within Table 4-10 of the EPA Guidelines on onsite wastewater management (May 2024).*

Expiry

30. *This permit will expire if one of the following circumstances applies:*
 - a. *The development is not started within 2 years of the issued date of this permit.*
 - b. *The development is not completed within 4 years of the issued date of this permit.*
 - c. *The use does not start within 2 years of completion of the development.*
 - d. *The circumstances outlined within condition 3 of this permit occur*

In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

BACKGROUND

Site and Surrounds

The subject site is 2.83 ha in size and is a rectangular shape. The site contains a significant amount of vegetation, including native vegetation. A large area of the site was previously cleared.

Located on the site is an historical sawmill which has not been operational for a number of years. The shed and old equipment will be removed as part of the proposed development of the site. The site is accessed via Sharpes Lane which is an unsealed Council road.

The surrounding area contains a significant amount of vegetation, a number of dwellings are existing on surrounding sites or are under construction.

Proposal

The proposal includes the construction of a three-bedroom dwelling and studio.

On 1 July 2024 the applicant lodged a Section 57a amendment to the application. The amendment removed the milling aspect of the application to address various concerns raised in objections lodged to the application.

The amended application proposed to place the kiln used to dry the already milled timber on the site. The dwelling aspect of the proposal has not changed. The applicant is relying on the original town planning report submitted to justify the dwelling.

The kiln consists of a 40 ft shopping container which has been made fit for purpose. Stacking and grading of timber will all be undertaken manually by the applicant who plans to reside on the land within the proposed dwelling. Two cubic metres of previously milled timber will be transported to the site on a weekly basis.

Transportation of timber will be via a ute and trailer.

The kiln is solar powered and does not require the use of generators or other power sources to operate. Under clause 73.03 of the scheme, a sawmill is defined as:

Land used to handle, cut, and process timber from logs.

The use of the kiln on site is considered to fit within the definition of the above and therefore has been considered as a rural industry (sawmill).

Permit history

There is no relevant planning permit history for the site.

Referrals

The following referrals have been undertaken

Authority	Summarised advice
Country fire authority	The CFA has provided conditional consent to the application, requiring an amended Bushfire Management Plan, an Emergency Management Plan and

	a Site Management Plan be submitted prior to works commencing on the site.
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Authority	Summarised advice
Environmental Protection Agency	The EPA does not object to the proposal

Authority	Summarised advice
Goulburn Murray Water	Conditional consent based on the installation of appropriate wastewater system.

The Following internal departments have provided comment on the application:

Department	Summarised advice
Environmental Health	Conditional consent regarding the installation of appropriate wastewater system.

Relevant Planning Ordinance applying to the site and proposal

Zoning:	Farming Zone: Schedule 2 (FZ2)	
Overlays:	Bushfire Management Overlay (BMO) Environmental Significance Overlay – Schedule 1 (ESO1)	
Particular Provisions	53.10 - Uses and activities with potential adverse amenity impacts	
Relevant Provisions of the PPF	13.02-1S Bushfire planning 13.05-1S Noise management 13.07-1S Land use compatibility 14.01-1S Protection of agricultural land 14.01-1L Protection of agricultural land 14.01-2L Sustainable agricultural enterprise 14.02-1S Catchment planning and management 14.02-1L Catchment and land protection 17.03-2S Sustainable industry	
Under what clause(s) is a permit required?	35.07-1	Use of the land for a dwelling in the FZ
	35.07-4	Buildings and works associated with a dwelling in the FZ

	42.01-2	Buildings and works within the ESO1
	44.06-2	Buildings and works associated with accommodation in the BMO
Objections	6	

KEY ISSUES

Response to Policy Planning Policy Framework

Planning policy includes significant direction around the appropriate use and development of land within the Farming Zone (including the development of dwellings) as well as direction on appropriate land use compatibility. Planning policy strongly encourages decision makers to ensure planning is protecting high-quality agricultural land and avoiding land use conflict, where industry or rural industry is being considered within proximity to sensitive uses.

The proposal is considered to be consistent with planning policy which addresses the above matters; including clauses:

- 13.05-1S Noise management
- 13.07-1S Land use compatibility
- 14.01-1S Protection of agricultural land
- 14.01-1L Protection of agricultural land

The proposal includes the use and development of the land for a dwelling within the Farming Zone, which is required to be adequately justified by planning policy. It is recognised that the initial proposal of a sawmill on the land generally presented stronger justification for the dwelling to be required in order to support the proposed rural industry, the amended proposal ensures land use compatibility with surrounding sensitive receptors (dwellings) is at the forefront of the proposal by removing the risk of noise pollution from the sawmill activities.

The subject site and surrounding area is characterised with dense native vegetation, which prevents agriculture from occurring and should be protected based on the presents of likely high biodiversity values. The area has seen a proliferation of rural dwellings approved previously, and whilst the lack of viable agricultural land and past fragmentation of an area do not justify a dwelling alone, the location and characteristics of the subject site is generally considered to be suitable for rural industry. The site has good access to road networks which are appropriate for the scale of the development and is within close proximity the major township of Daylesford and the Co-Op site which will be milling the timber. The dwelling and studio offer the operation security and a high level of appropriate site management. It should be noted that officer support would have been offered to the sawmill, however the application has been amended in order to better adapt to and reduce impacts on surrounding dwellings which have been established within the Farming Zone.

Zoning and Overlay Considerations

The subject site is within the Farming Zone, which aims to protect high quality agricultural land by ensuring only appropriate use and developments are permitted.

Under the Farming Zone, rural industry is generally a section 1 use (no planning permit required). Sawmills, although nested under rural industry are specifically listed as a section 2 use (planning permit required) due to their potentially high adverse amenity impacts. The appropriateness of the proposal within the Farming Zone is supported given the context of the area and the proposals low impact on amenity, the proximity to services and town centres. There is also a recognised need for a presents on site to ensure security and appropriate site management including oversight of timber deliveries and monitoring of the kiln as well as implementation of procedures required on high danger fire days.

The proposal will not impact on any agricultural undertakings or result in the loss of viable agricultural land.

The Bushfire Management Overlay details the need to ensure that bushfire risk is appropriately mitigated without an unreasonable impact on biodiversity values.

The Environmental Significance Overlay – Schedule 1 ensures the protection of water quality within special catchment areas.

The applicant will be required to submit an amended Bushfire Management Plan, Emergency Management Plan and Site Management Plan for approval by Council and the CFA prior to any works commencing on the site.

The permit holder will also be required to ensure an appropriate septic system is installed to reduce risk to the catchment area.

Particular provisions

Use of the land as a 'sawmill' is a land use which is listed under Clause 53.10 - Uses and activities with potential adverse amenity impacts.

As the subject site is not with 500 metres of land (not a road) an Activity Centre Zone, Capital City Zone, Commercial 1 Zone, Docklands Zone, residential zone or Rural Living Zone; or land used for a hospital, an education centre or a corrective institution; or land in a Public Acquisition Overlay to be acquired for a hospital, an education centre or a corrective institution; referral to the EPA under Section 55 was not required.

Council's Planning Officer chose to refer the application to the EPA for advice as mentioned above.

Objections

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, 13 objections to the original application were received.

On 20 June 2024 Council Planning officers held a consultation meeting with nine objectors and the applicant. The meeting offered an opportunity for the applicant and objectors to discuss the proposal and their concerns in a safe and respectful manner. As a result of the meeting, the applicant lodged an amendment (under Section 57a of the *Planning and Environment Act*) to the application which changed the proposal from installing a sawmill on the land, to installing only the kiln in which the timber is dried in.

As a result of this amendment, seven objections have been withdrawn, with six objections remaining.

Many of the objectors did not respond to the correspondence from Council which contained the amendment documentation, therefore the majority of the issues below relate to the original proposal, however two objectors did respond and wished for their objections to remain in place.

The issues raised in the remaining objections are addressed individually as follows.

Objection raised	Comment
Increase in noise, traffic and large trucks accessing Goochs Lane	Vehicles used to transport timber to and from the site will be limited to a ute and trailer. This will occur once per week with no more than two cubic metres delivered to the site per week. No large trucks or vehicles are associated with the proposed use.
Damage to the road for vehicles associated with the sawmill	Given the use will utilise a standard vehicle for a minimal (one trip per week) amount, it is unlikely significant damage will occur to the road
Destruction of roadside vegetation	Given the use will utilise a standard vehicle for a minimal (one trip per week) amount, it is unlikely significant damage will occur to roadside vegetation.
Use of the land for sawmill inappropriate within Farming Zone	A sawmill is nested under 'rural industry' which is a section 2 use under the FZ and can be considered by Council. Given the amendment the proposed use of the kiln on the land is considered to be appropriate.

The proposal is not aligned with Council's mission for the Shire	This is considered to be objective in view.
A sawmill will detract from the character of the area	The proposal no longer includes the use of a physical sawmill.
The impact on amenity of residents from noise	The proposal no longer includes the use of generators or an electric saw which would create any noise. The milled timber in the kiln is stacked and turned by hand which will not generate an excessive amount of noise.
Impacts on wildlife	The proposed use of the kiln is not considered to have significant impacts on wildlife.
Clearing of the block will impact on the biodiversity values of the area	The proposal does not require the clearing of any vegetation (other than for defensible space which is exempt for planning considerations) for the proposed kiln or the dwelling. The site has been cleared previously.
Increase and expansion of the business resulting in increased amenity impacts	Whilst this point was submitted in relation to the original proposal to mill timber on the site, it should be noted that the operation of the business will be subject to planning permit conditions which will limit the expansion.
Deforestation of the area	The area will not be impacted by deforestation. The applicant has stated they run a small-scale business which only uses sustainably sources timber e.g. from Powercor or arborists.
Use of chemicals on site is a likely health and environmental hazard	No chemicals are associated with the proposed use. The applicant has stated that bees wax is used on the timber, and that is the only treatment the timber receives.

Council Policy and legislative Implications

COUNCIL PLAN 2021-2025

Diverse economy and opportunities

4.3 Support and facilitate a diverse and innovative local economy that encourages an

increase of local businesses with diverse offerings to achieve positive social, economic and environmental impacts.

FINANCIAL IMPLICATIONS

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report.

RISK AND GOVERNANCE IMPLICATIONS

There are no particular governance or risk implications with this recommendation.

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.



123 SHARPES LANE,
GLENLYON



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IssueID	ChID	Change Name	Date
01 - WIP			Work in Progress

PROPOSED RESIDENCE **..project**
 L DUCLOS **..client**
 123 SHARPES LANE, GLENLYON **..location**
 J TOMKINSON **..designer**

D DORIC **..drawn**
 01 **..issue**
 Work in Progress **..issued**
 240102 **..proj no**

WORKING DRAWINGS **..version**
 COVER SHEET **..a3 dwg**
 1 of 10 **..sheet no**
 123 SHARPES LN.pln **..filename**

SPECIFIC NOTES

1. ALL MATERIALS AND BUILDING WORKS ARE TO COMPLY WITH THE REQUIREMENTS OF THE NCC, CURRENT AUSTRALIAN STANDARDS, AND THE STATUTORY REQUIREMENTS AND BY LAWS OF ALL LOCAL AUTHORITIES HAVING JURISDICTION OVER THE WORKS.
2. ALL CONTRACTORS TO VERIFY ALL LEVELS AND DIMENSIONS ON SITE BEFORE COMMENCING ANY OF THE WORKS.
3. ALL CONCRETE FOOTINGS, PADS AND FLOOR SLABS TO BE CONSTRUCTED IN ACCORDANCE WITH ATTACHED ENGINEERS DRAWINGS, COMPUTATIONS AND SOIL REPORTS.
4. ALL FRAMING SHALL BE STRICTLY IN ACCORDANCE WITH THE TIMBER FRAMING MANUAL, TIMBER FRAMING CODE - AS1684 AND IN ACCORDANCE WITH ENGINEERS DRAWINGS AND OR COMPUTATIONS.
5. ALL BRICKWORK IS TO COMPLY WITH AS3700 MASONRY CODE AND AMENDMENTS.
6. PROVIDE EXPANSION JOINTS (CONTROL JOINTS) IN BRICKWORK IN ACCORDANCE WITH THE CEMENT AND CONCRETE ASSOCIATIONS TECHNICAL NOTE TN 61 AND IN COMPLIANCE WITH AS3700 AND AS PER THE RECOMMENDATIONS MADE IN THE GEOTECHNICAL SITE INVESTIGATION REPORT.
7. PROVIDE IMPERVIOUS FLOOR AND WALL COVERINGS AS REQUIRED BY THE NCC 2022 WATER RESISTANT SUBSTRATES TO CONSIST OF EITHER HARDIES VILLABOARD OR WR PLASTERBOARD, WATER RESISTANT WALL LININGS TO CONSIST OF EITHER CERAMIC TILES OR PREFINISHED WALL PANELS SEALED WITH FLEXIBLE SEALANTS AT JOINTS.
8. 10mm THICK PLASTERBOARD TO ALL INTERNAL WALLS AND CEILINGS U.N.O.
9. INSULATION TO BE PROVIDED IN ACCORDANCE WITH THE CURRENT NCC OPTION A, ACHIEVING THE FOLLOWING VALUES (UNLESS NOTED OTHERWISE ON AN ENERGY EFFICIENCY RATING REPORT) ROOF OR CEILING - R 3.5 Bulk Insulation between ceiling joists.
EXTERNAL WALLS - R 2.0 Double sided sisalation or R 2.0 Batts between studs, (R2.0 to Timber floors if applicable)
10. SMOKE DETECTOR: INSTALL AS PER THE CURRENT NCC AND TO COMPLY WITH AS3786.
SMOKE DETECTOR - self contained battery / mains type to AS3786.
11. ALL WINDOWS ALUMINIUM IMPROVED, SLIDING OR FIXED SASHES UNLESS INDICATED OTHERWISE ALL GLAZING TO AS1288, INCLUDING SAFETY GLASS TO ALL GLAZING BELOW 500mm FROM FLOOR HEIGHT, SLIDING DOORS AND SIDELIGHTS, BATHROOM WINDOW AND SHOWER SCREENS.
12. WHERE REQUIRED MECHANICAL VENTILATION DUCTED TO EXHAUST FAN SHALL PROVIDE 25 LITRES / SEC CLEAN AIR.
13. THESE DRAWINGS TO BE READ IN CONJUNCTION WITH ATTACHED ENGINEERS DRAWINGS AND/OR COMPUTATIONS, SITE INVESTIGATION (SOIL REPORT) , "GENERAL SPECIFICATIONS FOR DOMESTIC AND OTHER APPROPRIATE BUILDINGS NOT EXCEEDING 12m IN HEIGHT" PREPARED BY THE HOUSING INDUSTRY ASSOCIATION PTY LTD, AND ALL OTHER DOCUMENTS APPROVED AND ISSUED AS PART OF THE BUILDING AND OR PLANNING PERMITS.
14. DO NOT SCALE FROM THESE DRAWINGS. USE FIGURED DIMENSIONS ONLY, VERIFY ALL DIMENSIONS, LEVELS AND DETAILS LISTED AND/OR AS SHOWN ON THESE DRAWINGS AND SCHEDULES PRIOR TO CARRYING OUT ANY OFF SITE FABRICATION, OR ORDERING OF ANY MATERIALS OR ASSEMBLIES TO BE INCORPORATED INTO THE WORKS. REPORT ALL DISCREPANCIES BEFORE PROCEEDING.
15. UNLESS SHOWN OTHERWISE (BY LIGHTING AND POWER LAYOUT PLANS) LIGHTING AND POWER OUTLET LOCATIONS SHALL BE AS DIRECTED BY THE PROPRIETOR/S. (MAX 5 Watts/m² LIGHTING OUTPUT)
16. ALL STEPS TO HAVE A MAXIMUM RISE OF 190mm AND A MINIMUM TREAD OF 240mm (DOMESTIC) 250mm (COMMERCIAL).
17. THE BUILDER SHALL ENSURE THAT ALL STRUCTURAL MEMBER SIZES DETAILED ON THESE DRAWINGS AND OR INCORPORATED INTO THE WORKS SHALL BE ADEQUATE FOR THE INTENDED LOADINGS (INCLUDING ANY CONSTRUCTION LOADS).
18. THE BUILDER SHALL TAKE ALL MEASURES AND PROVIDE ALL MATERIAL BOTH PERMANENT AND TEMPORARY TO PROTECT THE STRUCTURE (INCLUDING EXISTING STRUCTURES) FROM ADVERSE LOADINGS AND WEATHER CONDITIONS.
19. CHECK WITH THE LOCAL BUILDING AUTHORITY REGARDING THE REQUIREMENT FOR PROTECTION AGAINST SUBTERRANEAN TERMITES. IF REQUIRED ADOPT A METHOD OF PROTECTION COMPLYING WITH AS3660.
20. ALL STEELWORK CONNECTIONS TO BE MADE WITH 10mm PLATE & 2-M12 BOLTS UNO.
21. DOORS OF SANITARY COMPARTMENTS TO COMPLY WITH THE CURRENT NCC.
22. NO RESPONSIBILITY WILL BE ACCEPTED BY DENNIS DORICIC DESIGN FOR WORKS CARRIED OUT THAT HAVE NOT BEEN DETAILED ON THESE DRAWINGS. THESE DRAWINGS SHALL NOT BE ALTERED IN ANY FORM WITHOUT THE PERMISSION OF DENNIS DORICIC DESIGN.
23. THESE GENERAL NOTES ARE NOT A SUBSTITUTE FOR BUILDING OR STATUTORY REGULATIONS AND ARE LISTED AS GUIDELINES. BUILDER IS BOUND BY CONTRACTUAL OBLIGATIONS AND NO RESPONSIBILITY IS ACCEPTED BY DENNIS DORICIC DESIGN FOR MISUSE.

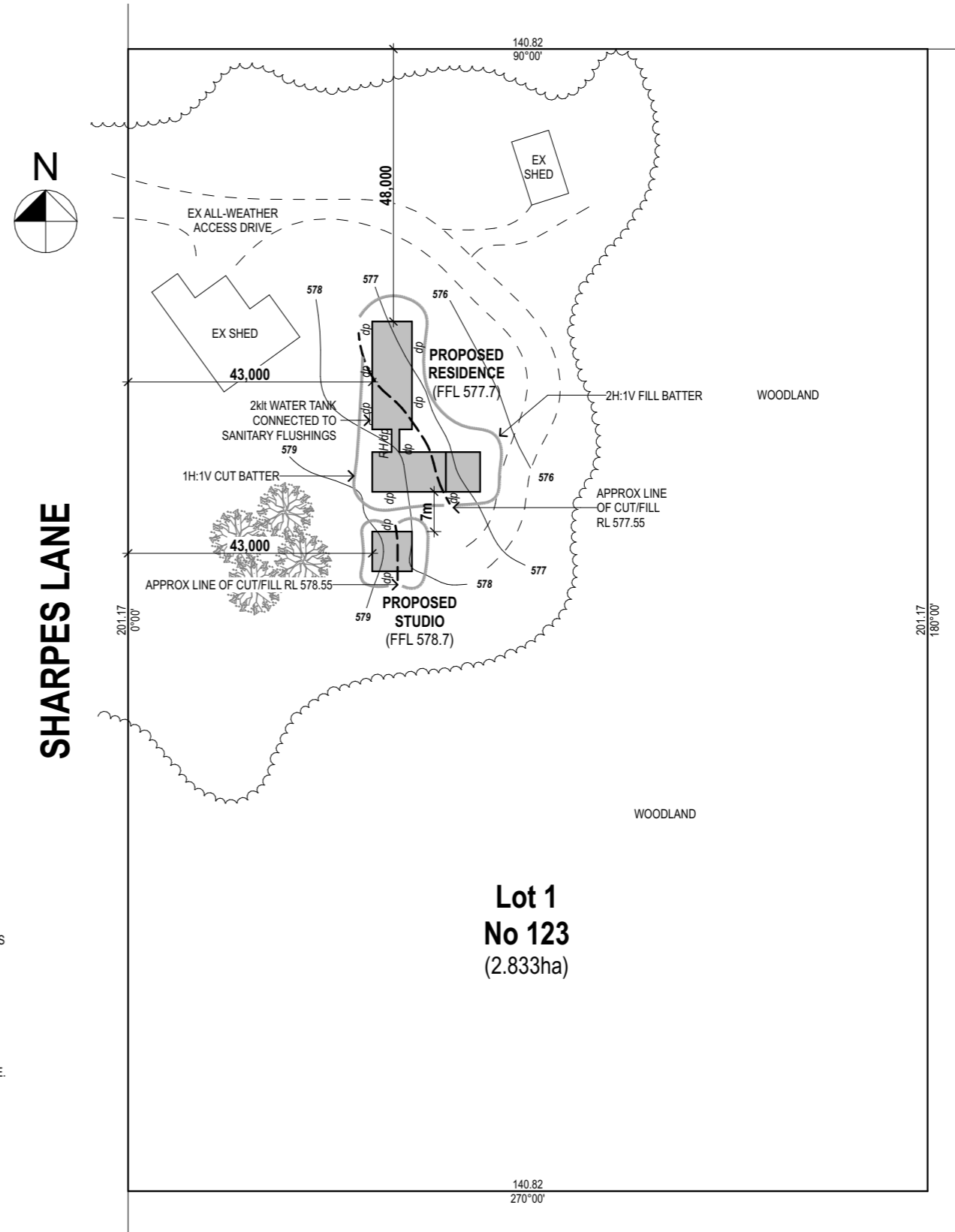
6 STAR ENERGY RATING REQUIREMENTS:

SARKING TO BE USED UNDER ROOFING. PROVIDE MIN R6.0 INSULATION TO CEILINGS. PROVIDE MIN R2.5 INSULATION BATTS TO EXTERIOR WALLS WITH DS REFLECTIVE FOIL FIXED TO THE EXTERNAL FACE OF THE STUDS. ALL NEW WINDOWS TO BE ALUMINIUM IMPROVED FRAMED (DOUBLE GLAZED) UNLESS NOTED OTHERWISE. HOLLAND BLINDS INSTALLED INTERNALLY - ALLOWED BY SEAV. ALL UTILITY AREAS TO BE FITTED WITH SELF CLOSING EXHAUST FANS AND HAVE SEALED DOORS. ALL EXTERNAL DOORS, WINDOWS, GAPS AND CRACKS TO BE SEALED WITH WEATHERSTRIPS.

SITE NOTES:

DISCHARGE STORMWATER & SEWER SYSTEMS TO LEGAL POINTS OF DISCHARGE.
ALL STORMWATER DRAINS TO BE 100mmØ LAID AT 1:100, MIN 100mm COVER AND AS PER NCC 2022 VOL 2.
STORMWATER LAYOUT TO BE DETERMINED ON SITE AT THE DRAINERS DISCRETION.
ALL DOWNPIPES TO BE 100x50 COLOURBOND AT MAX 12m SPACINGS.

BUILDER TO INSTALL RAINWATER TANK FOR GREY-WATER REUSE.



BUSHFIRE ATTACK LEVEL ASSESSMENT:
REFER TO REPORT BY OTHERS
ADOPTED BAL 29

1 SITE PLAN
1:1000

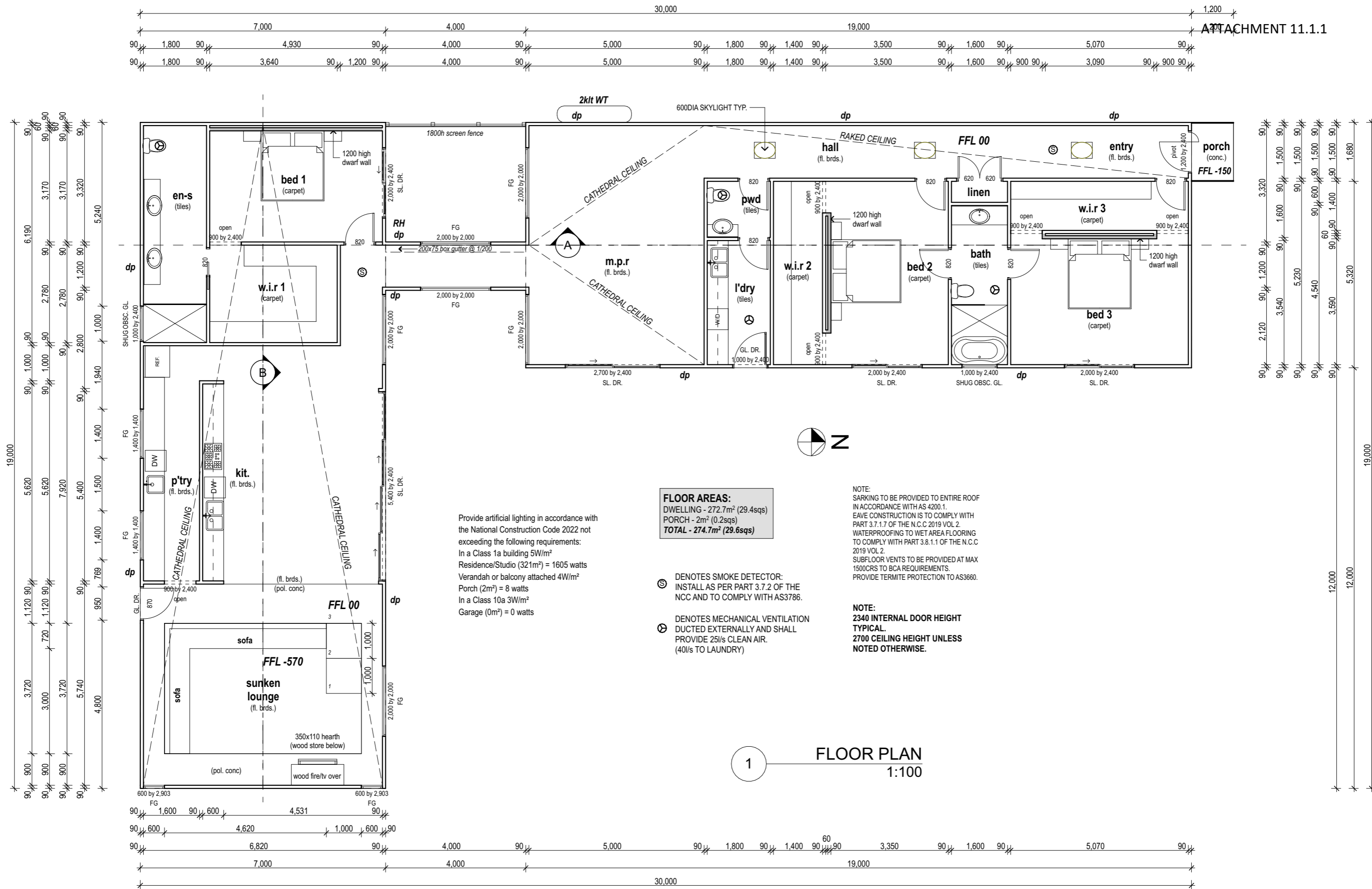


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01 - WIP			Work in Progress

PROPOSED RESIDENCE	..project	D DORICIC	..drawn	WORKING DRAWINGS	..version
L DUCLOS	..client	01	..issue	SPECIFIC NOTES & SITE PLAN	..a3 dwg
123 SHARPES LANE, GLENLYON	..location	Work in Progress	..issued		3 of 10 ..sheet no
J TOMKINSON	..designer	240102	..proj no	123 SHARPES LN.pln	..filename



Provide artificial lighting in accordance with the National Construction Code 2022 not exceeding the following requirements:
 In a Class 1a building 5W/m²
 Residence/Studio (321m²) = 1605 watts
 Verandah or balcony attached 4W/m²
 Porch (2m²) = 8 watts
 In a Class 10a 3W/m²
 Garage (0m²) = 0 watts

FLOOR AREAS:
 DWELLING - 272.7m² (29.4sqs)
 PORCH - 2m² (0.2sqs)
TOTAL - 274.7m² (29.6sqs)

⊙ DENOTES SMOKE DETECTOR:
 INSTALL AS PER PART 3.7.2 OF THE NCC AND TO COMPLY WITH AS3786.

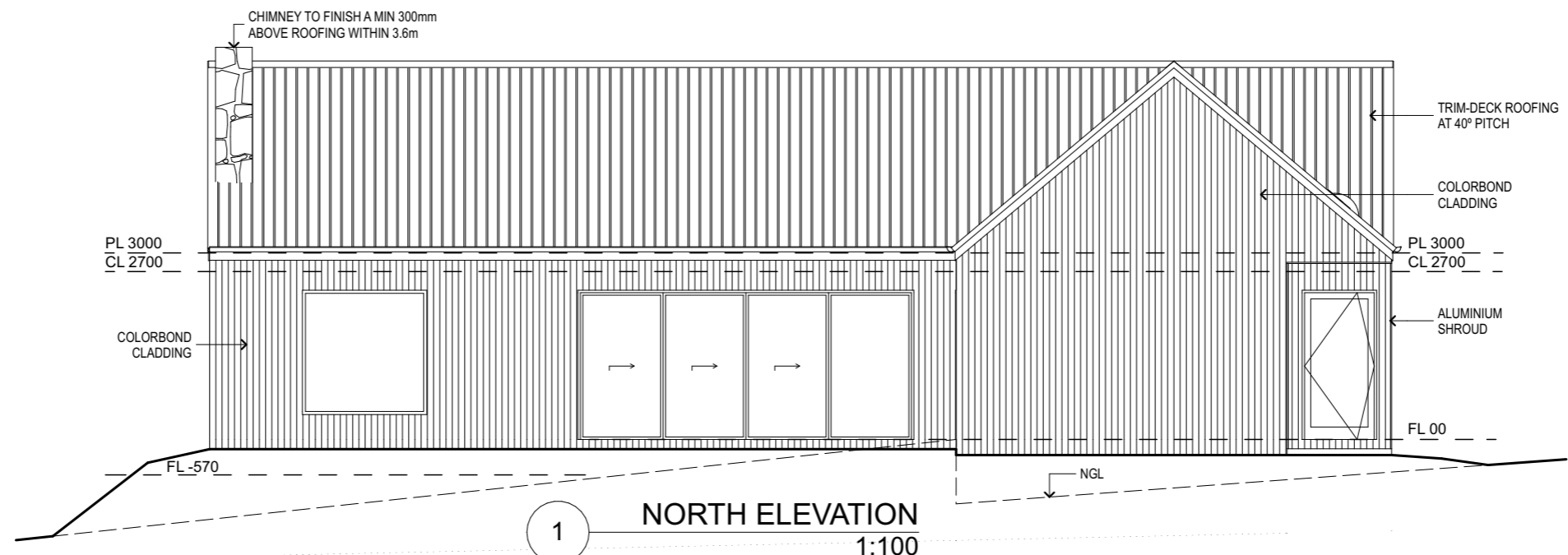
⊕ DENOTES MECHANICAL VENTILATION
 DUCTED EXTERNALLY AND SHALL PROVIDE 25l/s CLEAN AIR. (40l/s TO LAUNDRY)

NOTE:
 SARKING TO BE PROVIDED TO ENTIRE ROOF IN ACCORDANCE WITH AS 4200.1.
 EAVE CONSTRUCTION IS TO COMPLY WITH PART 3.7.1.7 OF THE N.C.C 2019 VOL 2.
 WATERPROOFING TO WET AREA FLOORING TO COMPLY WITH PART 3.8.1.1 OF THE N.C.C 2019 VOL 2.
 SUBFLOOR VENTS TO BE PROVIDED AT MAX 1500CRS TO BCA REQUIREMENTS.
 PROVIDE TERMITE PROTECTION TO AS3660.

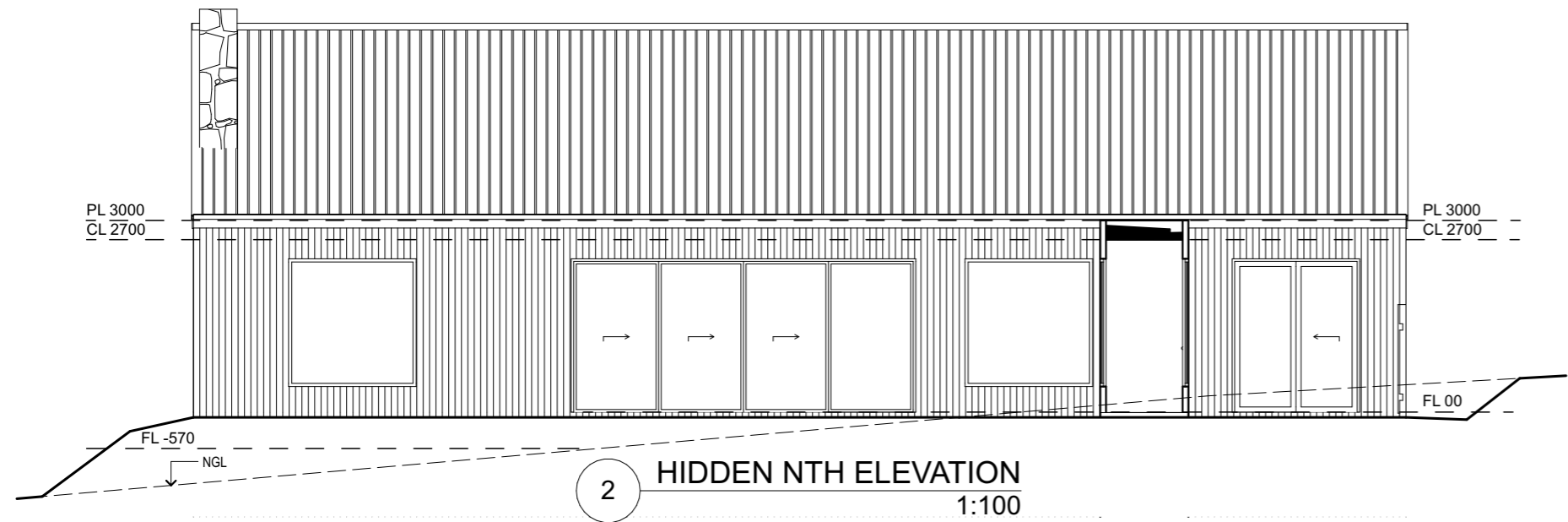
NOTE:
 2340 INTERNAL DOOR HEIGHT TYPICAL.
 2700 CEILING HEIGHT UNLESS NOTED OTHERWISE.

1 FLOOR PLAN 1:100

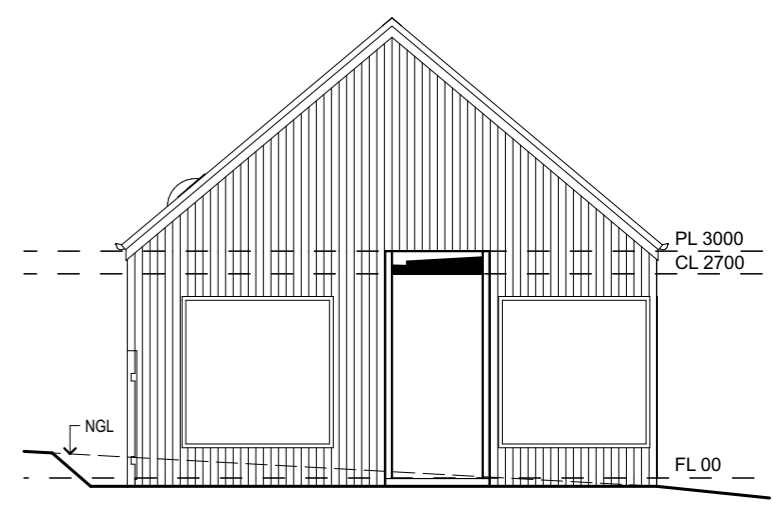
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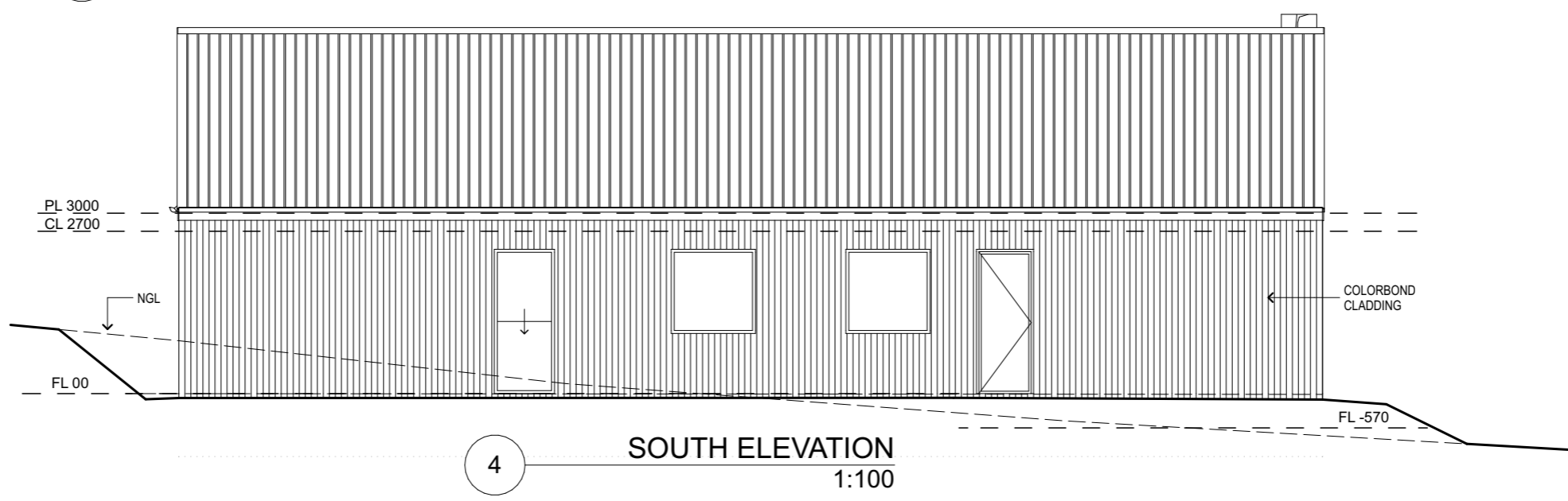
1 NORTH ELEVATION
1:100



2 HIDDEN NTH ELEVATION
1:100



3 HIDDEN STH ELEVATION
1:100



4 SOUTH ELEVATION
1:100



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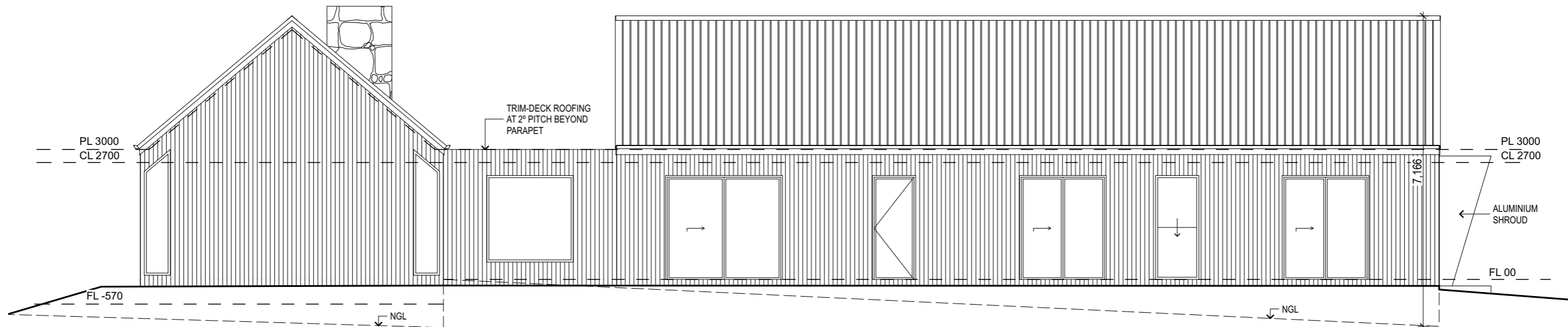
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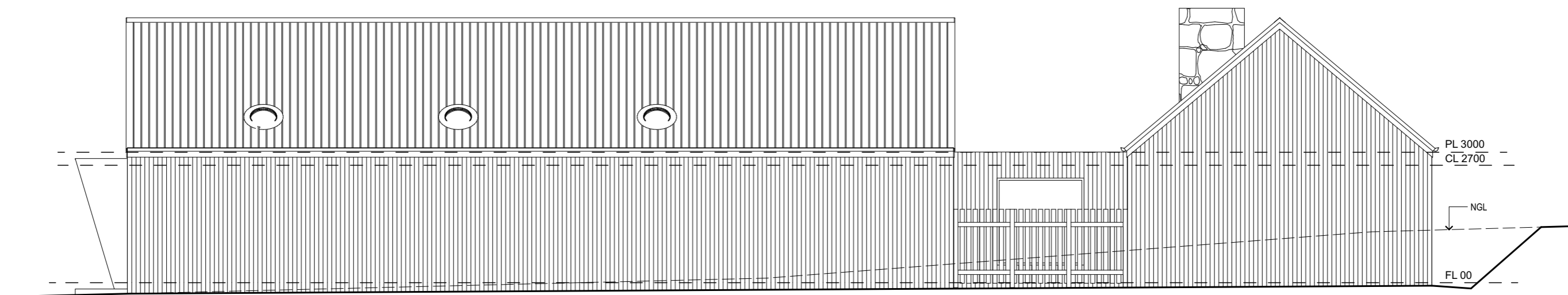
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L DUCLOS **..client**
123 SHARPES LANE, GLENLYON **..location**
J TOMKINSON **..designer**

D DORIC **..drawn**
01 **..issue**
Work in Progress **..issued**
240102 **..proj no**

WORKING DRAWINGS **..version**
FRONT & REAR ELEVATIONS **..a3 dwg**
6 of 10 **..sheet no**
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1 EAST ELEVATION
1:100



2 WEST ELEVATION
1:100



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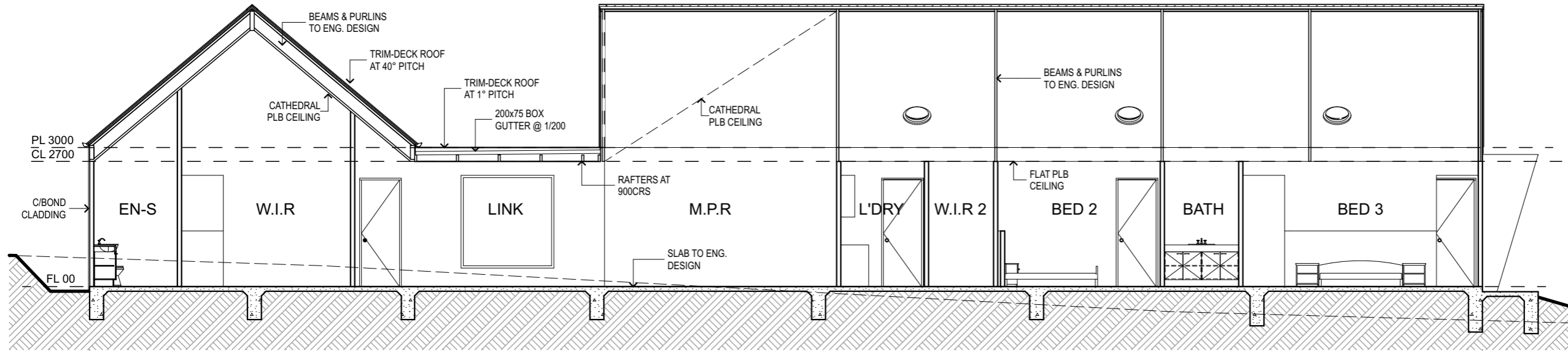
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 240102 **..proj no**

WORKING DRAWINGS **..version**
 SIDE ELEVATIONS **..a3 dwg**
 7 of 10 **..sheet no**
 123 SHARPES LN.pln **..filename**



CoASTRACTION Schedule 1
DWELLING/PORCH:
 TRIM-DECK ROOFING.
 ROOF BATTENS - 35x70 F8 @ 900 CRS OR APPROVED EQUIVALENT.
 ROOF & WALL FRAMING TO ENGINEERS DESIGN AND FIXING REQUIREMENTS.
 TOP PLATE - 1/35x90 MGP10 & 1/45x90 MGP10
 BOTTOM PLATE - 45x90 MGP10
 LOAD BEARING STUDS - 90x45 MGP10 @ 450CRS
 COMMON STUDS - 90x35 MGP10 @ 450CRS
 STUDS AT OPENINGS - 2/90x45 MGP10 U.N.O BY ENGINEERING.
 NOGGINS - 70x35 MGP10 @ MAX 1350CRS
 BRACING TO ENGINEERS DESIGN.
 10mm PLASTERBOARD CEILING FIXED TO METAL BATTENS (OR APPROVED EQUIVALENT) @ 450 CENTRES.
 ALL ROOFING TO BE TRIM-DECK INCL. GUTTER AND 100Ø DOWNPIPES @ MAX 12m CRS.
 SLAB TO ENGINEERS DESIGN.

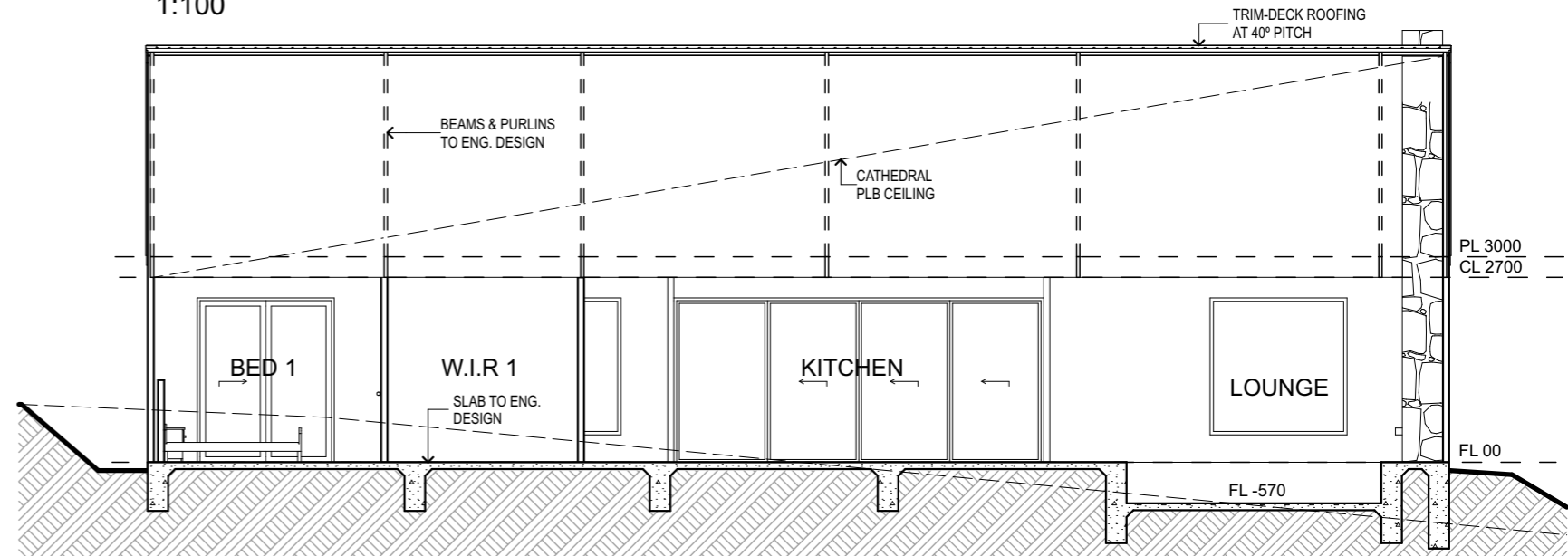
NOTE:
 REFER TO ENGINEERS DRAWINGS FOR DETAILS OF ALL STRUCTURAL MEMBERS AND FOOTING DESIGN.

Materials & Colour Schedule

ROOF: TRIM-DECK - COLORBOND 'NIGHT SKY' **WINDOW FRAMES:** COLORBOND 'NIGHT SKY'
WALLS: TRIM-DECK - COLORBOND 'NIGHT SKY' **GARAGE DOOR:** NATURAL TIMBER FINISH
CHIMNEY: GREY STONE CLADDING

1 SECTION A-A
1:100

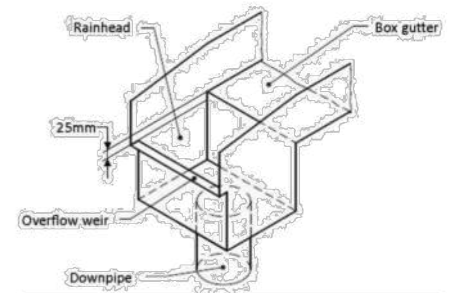
WINDOW SCHEDULE							
Quantity	1	1	1	2	2	2	6
Height	1,400	2,400	2,400	1,400	2,400	2,903	2,000
Width	900	900	1,000	1,400	1,000	600	2,000
Head height	2,400	2,400	2,400	2,400	2,400	3,000	2,400
2D Symbol							
3D Front View							
Room/Desc.	Sudio/awning	Studio/fixed	Studio/shug obsc. gl.	Pantry/fixed	En-s & bath/shug obsc. gl.	Lounge/fixed	Various/fixed



2 SECTION B-B
1:100

ALL NEW WINDOWS & GLASS DOORS TO BE ALUMINIUM IMPROVED FRAMED (DOUBLE GLAZED) UNLESS NOTED OTHERWISE.

DOOR SCHEDULE															
Quantity	1	1	1	1	1	1	1	1	1	1	2	2	2	5	7
W x H Size	1,000x2,400	1,200x2,400	1,240x2,340	2,000x2,400	2,400x2,400	2,700x2,400	3,000x2,400	5,400x2,400	820x2,340	900x2,400	2,000x2,400	820x2,340	950x2,400	900x2,400	820x2,340
Door head height	2,400	2,400	2,340	2,400	2,400	2,400	2,400	2,400	2,340	2,400	2,400	2,340	2,400	2,400	2,340
2D Symbol															
3D Front View															
Room/Desc.	L'dry/gl. swing (ext)	Entry/gl. pivot	Linen/dbl swing	Bed 1/gl. sliding door	Studio/gl. sliding door	M.p.r/gl. sliding door	Studio/panel-lift	Kitchen/gl. sliding doors	En-s/cav. slider	W.i.r./hamper	Bed 2 & 3/gl. sliding door	Studio/swing	Lounge & Studio/gl. swing (ext)	Various/hamper	Various/swing



TYPICAL BOX GUTTER DETAIL (NTS)



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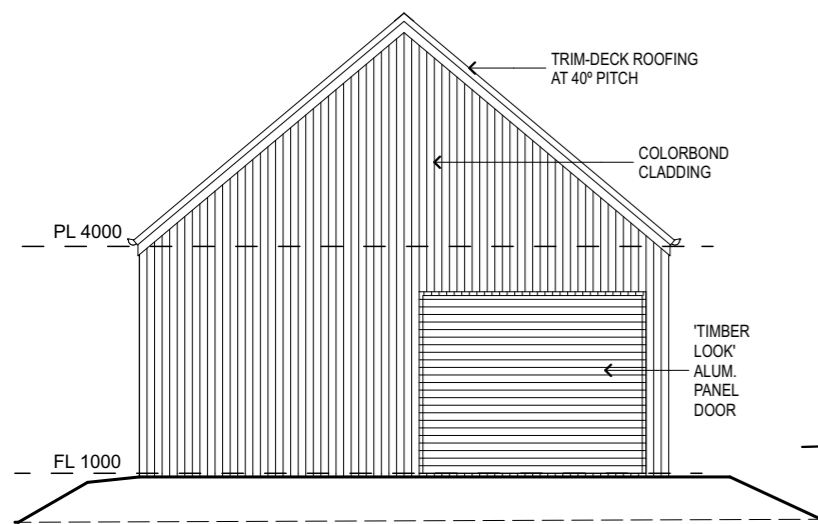
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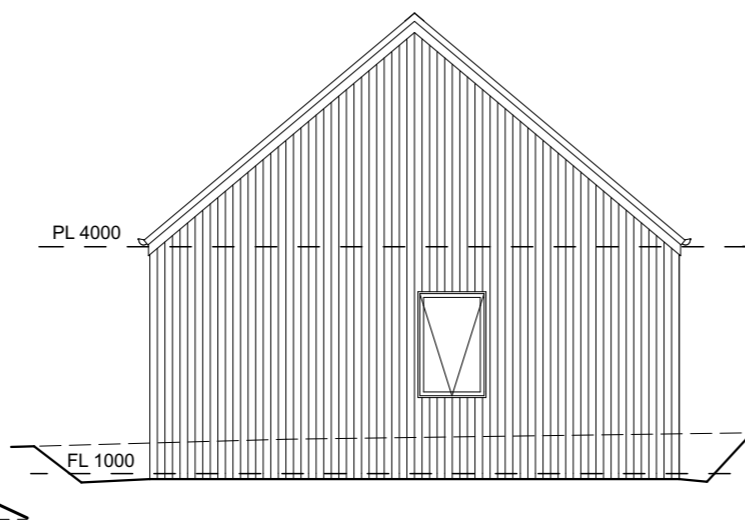
PROPOSED RESIDENCE **..project**
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D DORICIC **..drawn**
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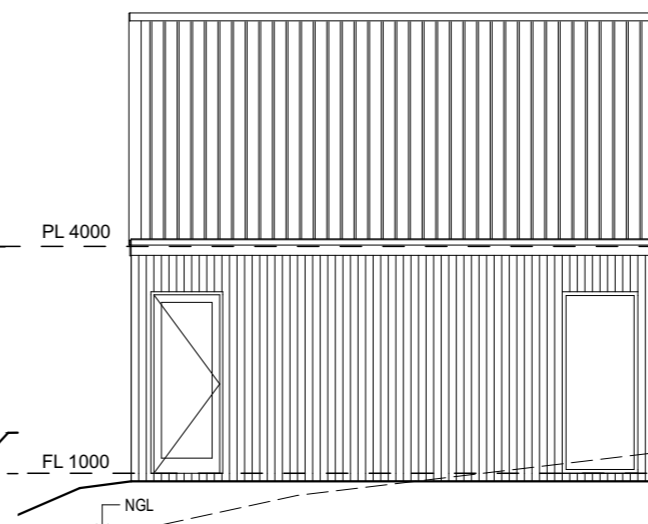
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 SECTIONS & SCHEDULES **..a3 dwg**
 8 of 10 **..sheet no**
 123 SHARPES LN.pln **..filename**



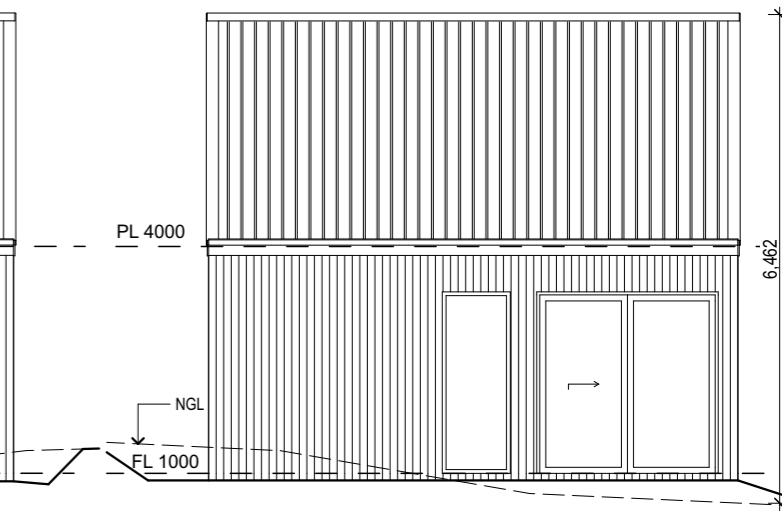
2 EAST ELEVATION
1:100



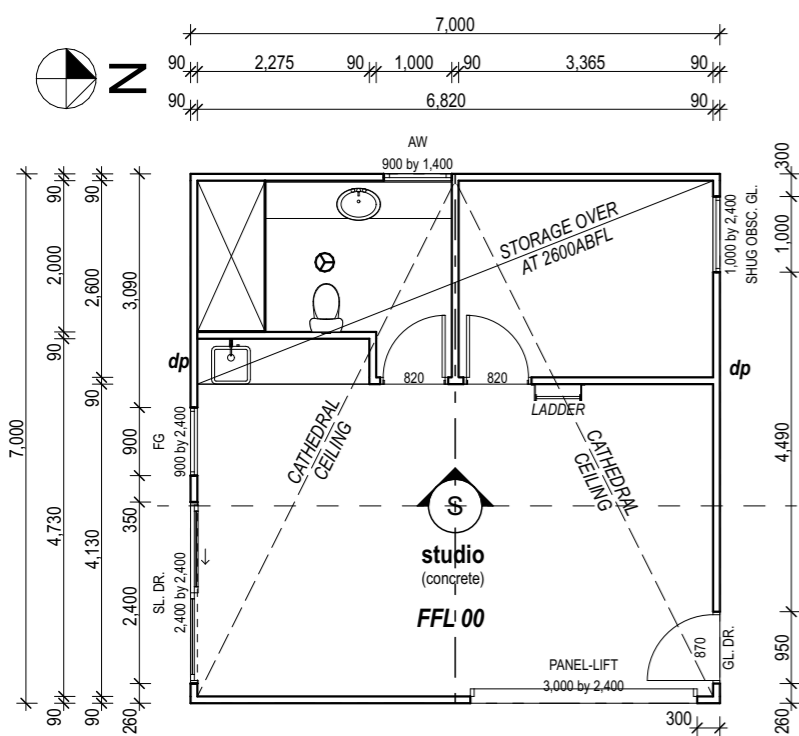
3 WEST ELEVATION
1:100



4 NORTH ELEVATION
1:100



5 SOUTH ELEVATION
1:100



1 FLOOR PLAN
1:100



Materials & Colour Schedule

ROOF:
TRIM-DECK - COLORBOND 'NIGHT SKY'

WALLS:
TRIM-DECK - COLORBOND 'NIGHT SKY'

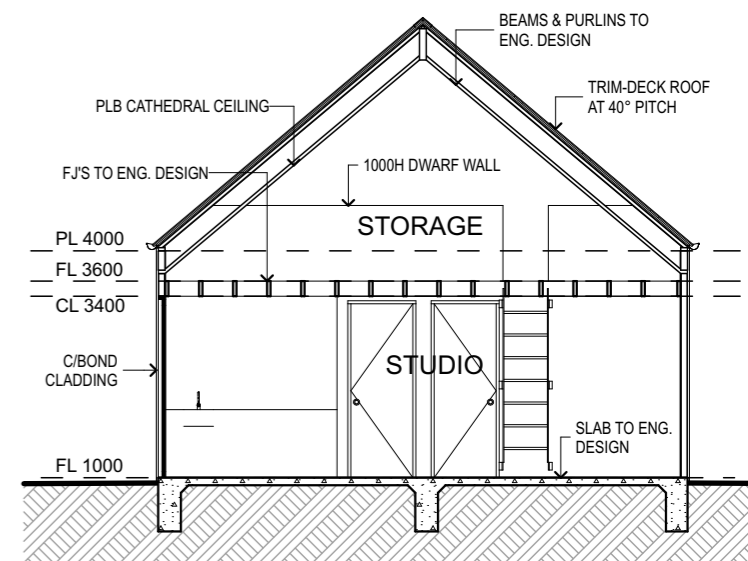
GARAGE DOOR:
COLORBOND IN NATURAL TIMBER FINISH

WINDOW FRAMES:
COLORBOND 'NIGHT SKY'

Construction Schedule

STUDIO:
TRIM-DECK ROOFING.
ROOF BATTENS - 35x70 F8 @ 900 CRS OR APPROVED EQUIVALENT.
RAFTERS & PURLINS TO ENGINEERS DESIGN AND FIXING REQUIREMENTS.
TOP PLATE - 1/35x90 MGP10 & 1/45x90 MGP10
BOTTOM PLATE - 45x90 MGP10
LOAD BEARING STUDS - 90x45 MGP10 @ 450CRS
COMMON STUDS - 90x35 MGP10 @ 450CRS
STUDS AT OPENINGS - 2/90x45 MGP10 U.N.O BY ENGINEERING.
NOGGINS - 70x35 MGP10 @ MAX 1350CRS
BRACING TO ENGINEERS DESIGN.
FJ'S TO ENG. DESIGN.
10mm PLASTERBOARD CEILING FIXED TO METAL BATTENS (OR APPROVED EQUIVALENT) @ 450 CENTRES.
ALL ROOFING TO BE TRIM-DECK INCL. GUTTER AND 100Ø DOWNPIPES @ MAX 12m CRS.
SLAB TO ENGINEERS DESIGN.

NOTE:
REFER TO ENGINEERS DRAWINGS FOR DETAILS OF ALL STRUCTURAL MEMBERS AND FOOTING DESIGN.



6 SECTION S-S
1:100



dennis doricic design
ddesign@iprimus.com.au
DP-AD 24796
0434 827 927



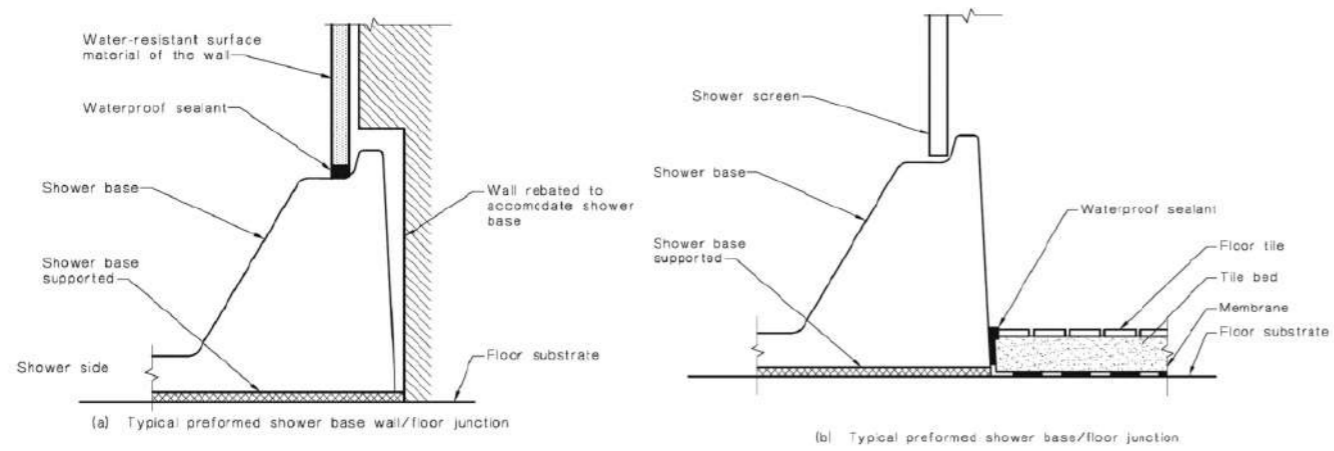
COPYRIGHT © THIS DRAWING IS AND SHALL REMAIN THE PROPERTY OF DENNIS DORICIC DESIGN AND MAY ONLY BE USED FOR THE PURPOSE FOR WHICH IT WAS COMMISSIONED. UNAUTHORISED USE OF THIS DOCUMENT IN ANY FORM IS PROHIBITED.

IssueID	ChID	Change Name	Date
01 - WIP			Work in Progress

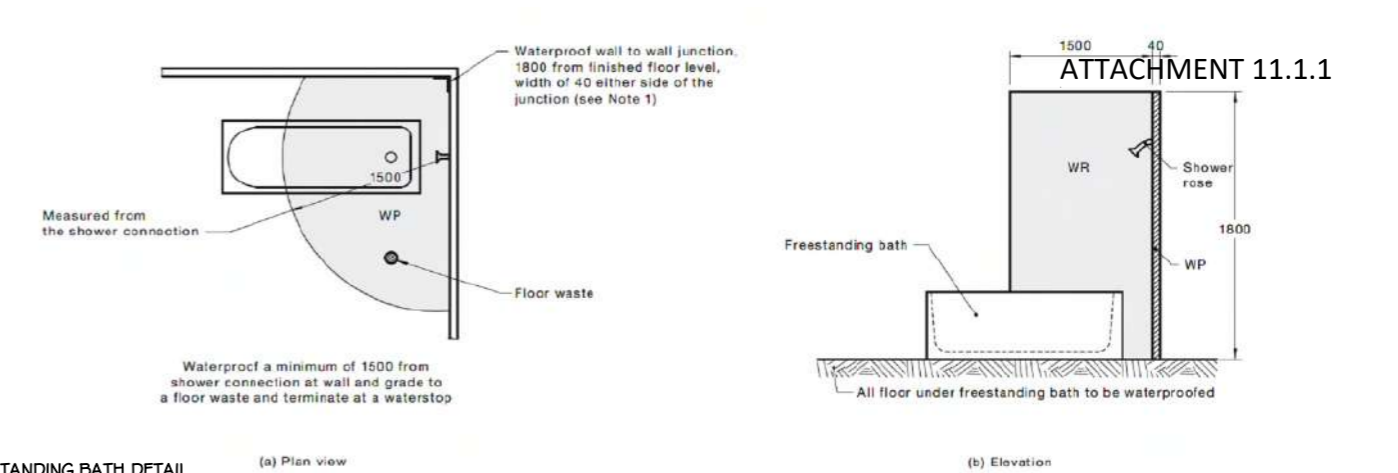
PROPOSED RESIDENCE **..project**
L DUCLOS **..client**
123 SHARPES LANE, GLENLYON **..location**
J TOMKINSON **..designer**

D DORICIC **..drawn**
01 **..issue**
Work in Progress **..issued**
240102 **..proj no**

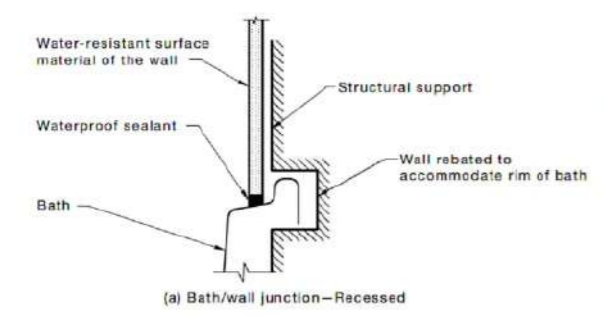
WORKING DRAWINGS **..version**
STUDIO PLANS **..a3 dwg**
9 of 10 **..sheet no**
123 SHARPES LN.pln **..filename**



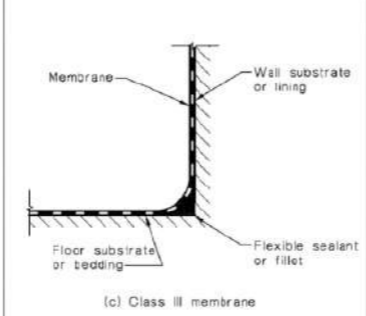
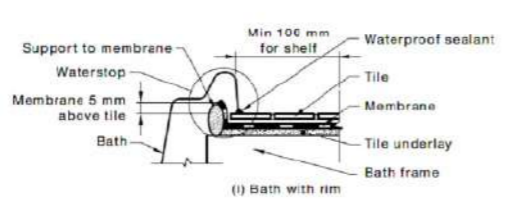
TYPICAL PREFORMED SHOWER BASE JUNCTION DETAIL



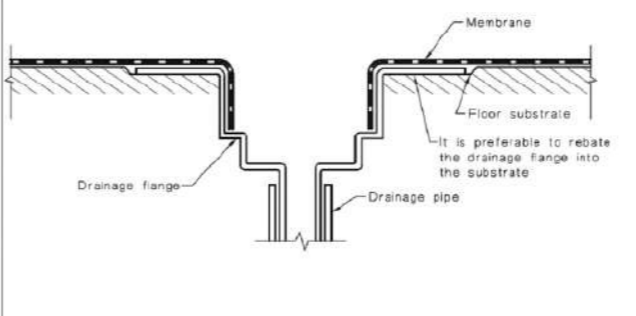
TYPICAL FREESTANDING BATH DETAIL



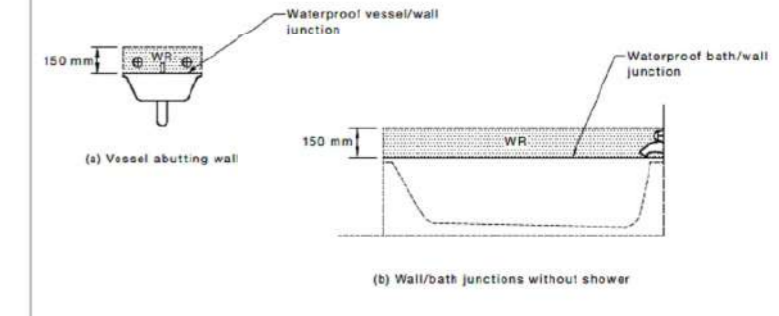
TYPICAL BATH JUNCTION DETAIL



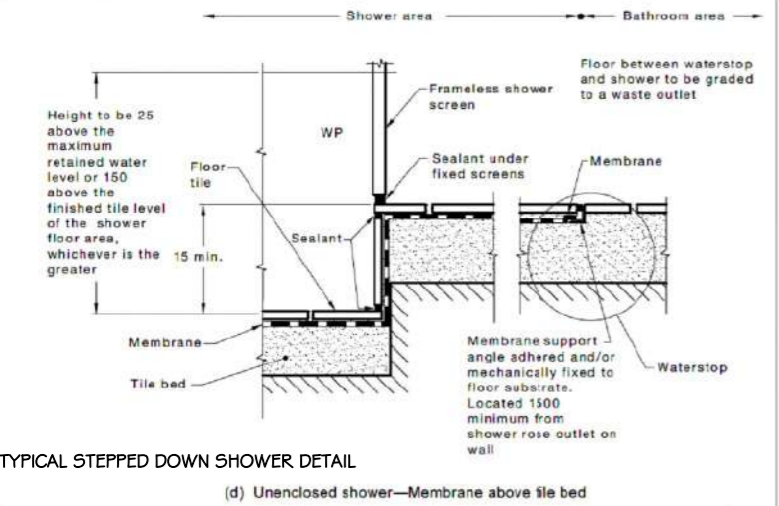
TYPICAL BOND BREAKER DETAIL



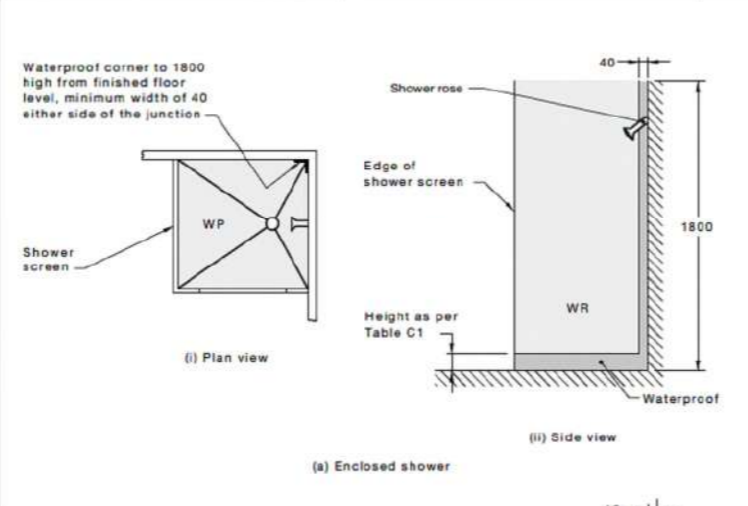
TYPICAL DRAINAGE FLANGE / MEMBRANE DETAIL



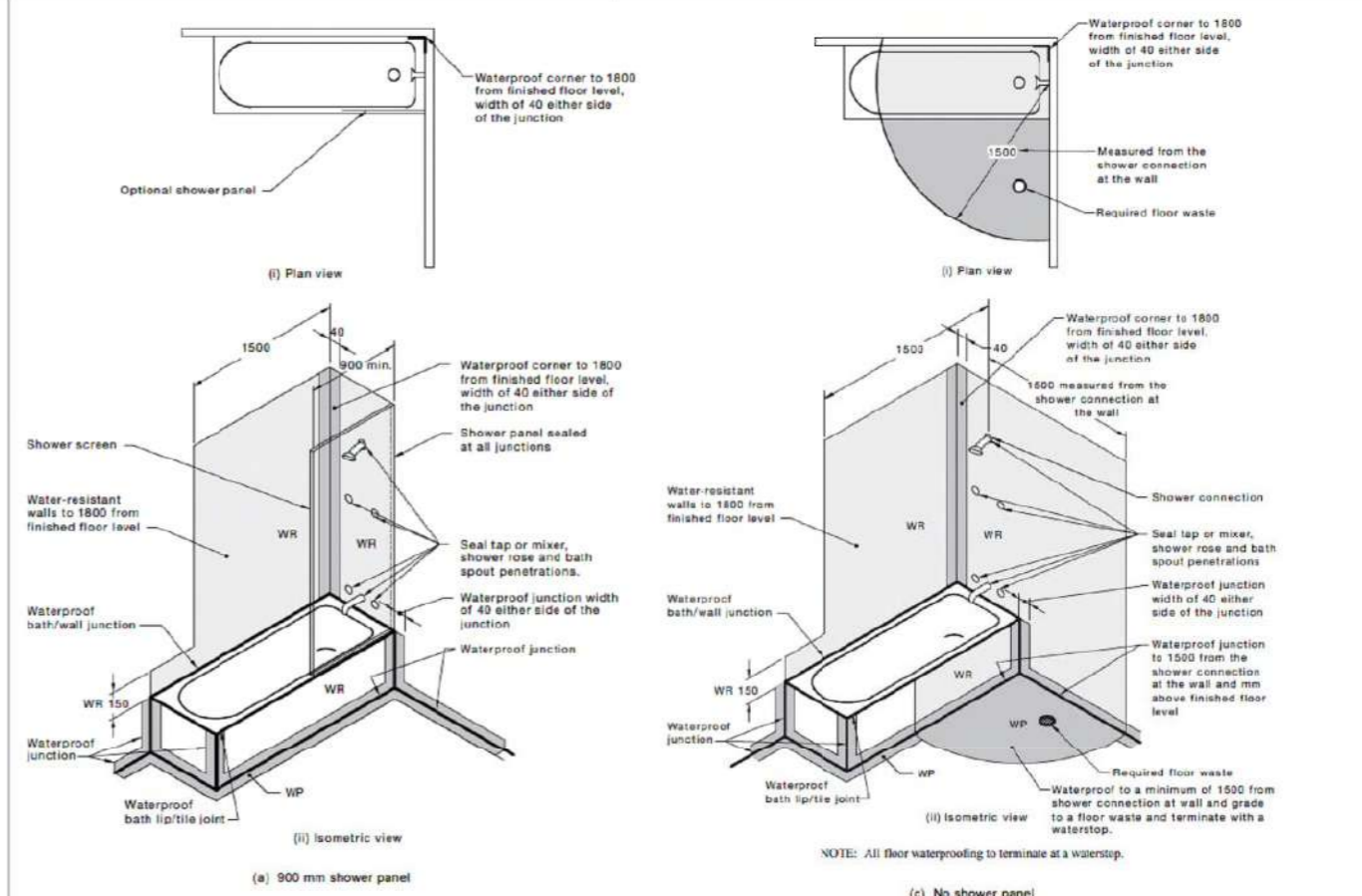
TYPICAL BATH AND VESSEL ABUTTING WALL DETAIL



TYPICAL STEPPED DOWN SHOWER DETAIL

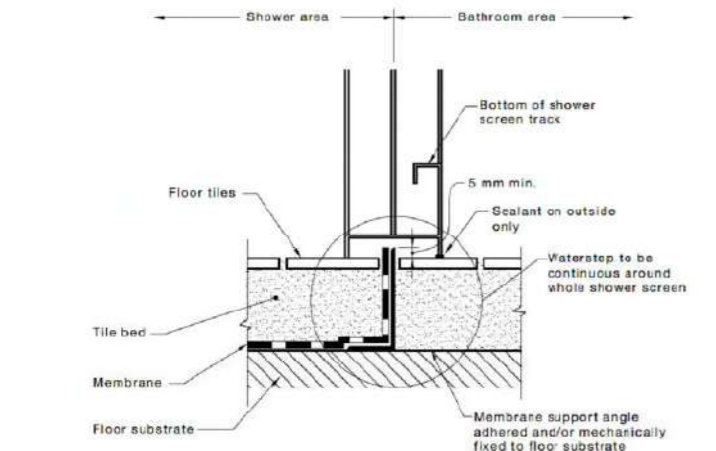


TYPICAL WATERPROOFING TREATMENT SHOWER DETAIL (CONCRETE AND COMPRESSED FIBRE-CEMENT SHEET FLOORS)



TYPICAL WATERPROOFING TREATMENT UNENCLOSED SHOWERS ABOVE BATHS DETAIL (CONCRETE AND COMPRESSED FIBRE-CEMENT SHEET FLOORS)

NOTE: Above details has been sourced from AS 3740 - Waterproofing of Domestic Wet Areas, refer to manufacturer's details for a specific installation details.
All waterproofing to comply with AS 3740 and N.C.C. Part 10.2 Wet areas and external waterproofing. All waterproofing and water resistance requirements for building elements in wet areas to comply with NCC Part 10.2



TYPICAL HOBLESS SHOWER DETAIL



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0434 827 927

Design Matters
Member

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IssueID	ChID	Change Name	Date
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PROPOSED RESIDENCE *..project*
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D DORIC *..drawn*
01 *..issue*
Work in Progress *..issued*
240102 *..proj no*

WORKING DRAWINGS *..version*
WATERPROOFING DETAILS *..a3 dwg*
10 of 10 *..sheet no*
123 SHARPES LN.pln *..filename*

Section 50 / 57A amendment to a planning permit



Submitted on	1 July 2024, 4:16PM
Receipt number	79
Related form version	3

Applicant details

Surname	[REDACTED]
First name	[REDACTED]
Contact number	[REDACTED]
Email	[REDACTED]
Street address	[REDACTED]
Town / Suburb	Glenlyon
State	Vic
Postcode	[REDACTED]
Planning permit number	PLN24/0048
Is the address of the land the same as the applicants?	No

Land address

Address of the land	123 Sharpes Lane
Town / Suburb	Glenlyon
State	Vic
Postcode	3461

Amendment sought

(Attach your supporting documents here)	Amended plan for 123 Sharpes Lane.pdf
Does the amendment breach a registered covenant, section	No

Declaration

Acknowledgement

I understand and accept the above statements



[Link to signature](#)

Amended proposal for 123 Sharpes Lane Glenlyon.

After some particularly fruitful community engagement, we feel that our proposal should be amended to meet the expectations of all interested parties.

A saw milling business, such as ours, has a few distinct components: sourcing the logs, milling them into timber and then drying, stacking and selling that timber.

Our initial proposal called for a permit that allowed us to transport logs to the site, mill them and then transport the timber to our other site for drying. This, justifiably, caused some concern as to the noise levels of the mill and the disturbance caused by the movements of vehicles.

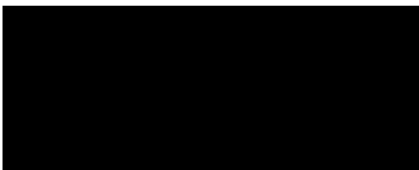
The new proposal, that we are hoping will be suitable in the local area, is as follows:

- 1: The site will be used to dry timber, with that in mind, we will transport our solar kiln, which is completely self contained, to the site.
- 2: Timber stacking and grading will be done manually.
- 3: No milling of timber on site.
- 4: No generator to operate the equipment.
- 5: No logs stored on site.
- 6: The original mill shed will be removed.
- 7: A maximum of one ute and trailer load of milled timber, approx two cubic metres, delivered to the site per week.
- 8: A full audio and sensory audit to be undertaken, at three, six and twelve months, with any recommendations to be adhered to.
- 9: The permit, kiln and associated equipment to be removed upon sale.

The stacking and drying of timber is a major component of our business and constitutes the majority of our workload which can be achieved in a way that doesn't require noisy equipment, but will allow us to continue to operate in the community we enjoy so much.

We look forward to any suggestions and hope that this proposal will allay any concerns and allow your support of our project.

Yours,

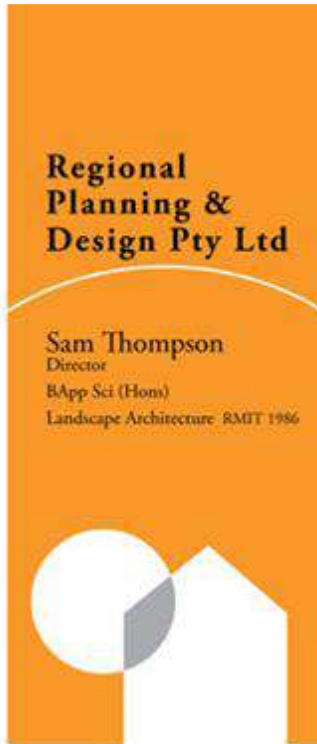




The solar kiln







Land Management Plan

**123 Sharpes Lane
Glenlyon
Ref No.23.312**

Sam Thompson
Regional Planning & Design Pty Ltd
13 Bridport Street Daylesford 3460
s.thompsondesign@bigpond.com 5348 1285
044 7073107

February 2024

Revision	Date	Description
A	24/2/2024	Issued to Client
B	25/2/2024	Minor revisions
C	28/2/2024	Issued to Council with planning application
D	12/5/2024	Vegetation management plan added

The following Land Management Plan for the 2.8 hectare property at 123 Sharpes Lane Glenlyon to accompany an application to obtain approval to use the site as a saw mill and construct a dwelling and studio

The site will be divided into land management zones with an ongoing weed control program.

LOCATION

The site is located in the farming area of Glenlyon to the north east of Daylesford. The surrounding properties to the north, south and east are small lots that are zoned farming but used for rural living purposes.

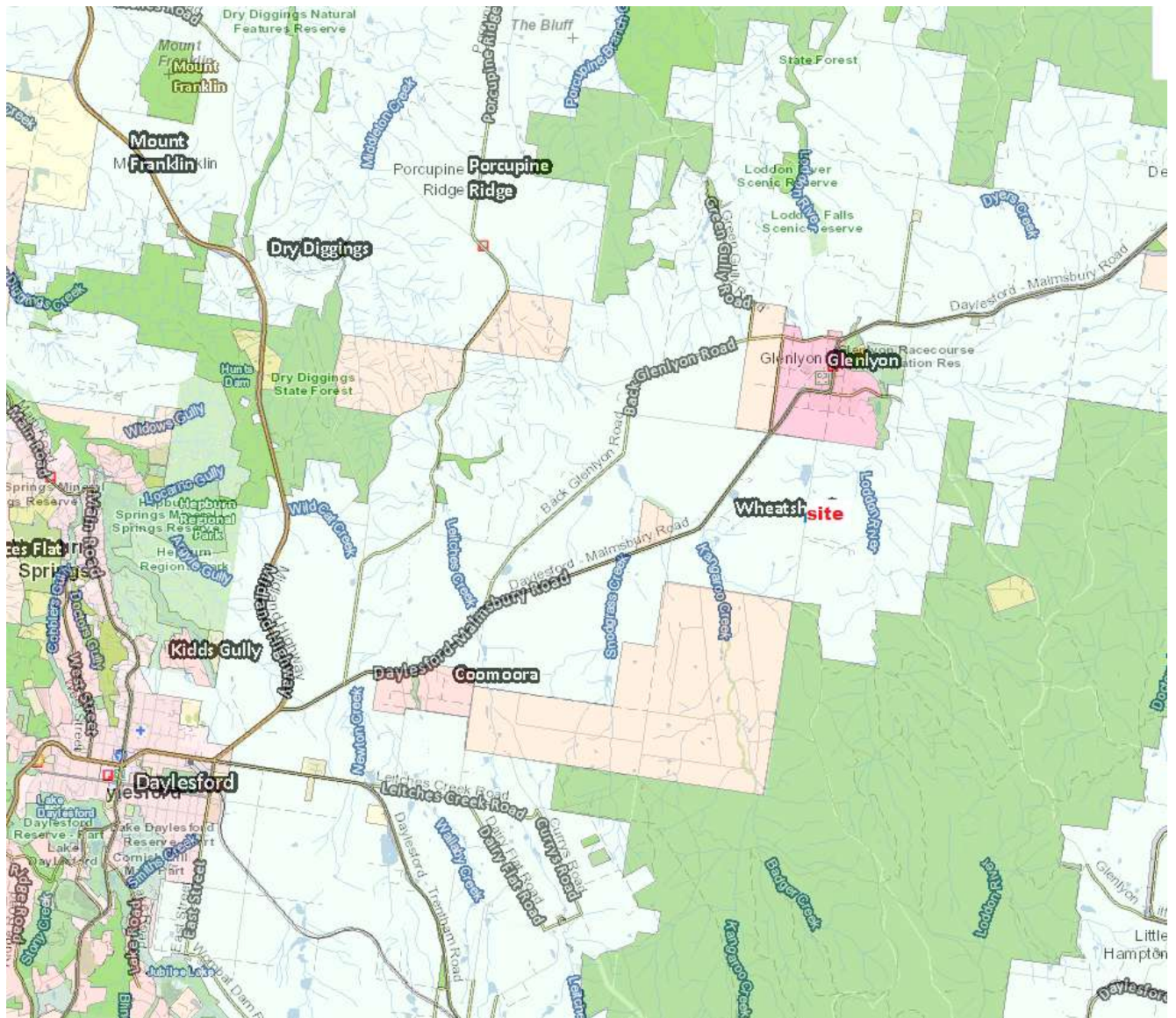


FIGURE 1 LOCATION

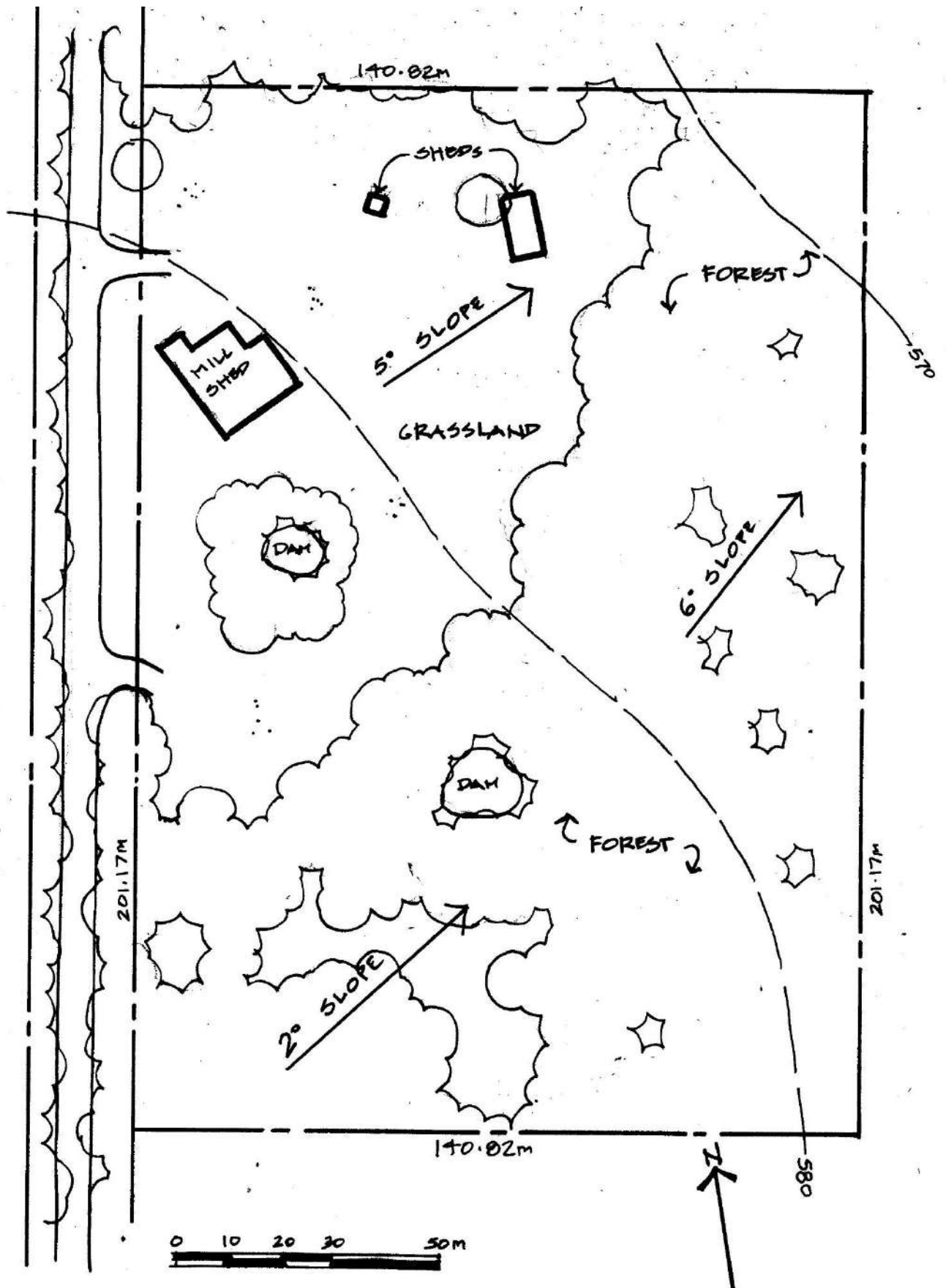


FIGURE 2 EXISTING CONDITIONS plan



FIGURE 3 EXISTING CONDITIONS AIR PHOTO

LANDFORM

The site is elevated on the western boundary . Land slopes gently in south west part of the site at 0 to 5 degrees (photo 1) and more steeply in the north east area at 5 to 10 degrees (photo 2)



Photo 1 Looking east through forest in the southern part of the site



Photo 2 Looking south east across grassland in the northern part of the site

There are two small dams in the central and western parts of the site (photos 3 and 4 below)



Photo 3 Looking north east across a small dam in the central part of the site



Photo 4 Looking east across a small dam in the west central part of the site

SOIL

The soils on site are sedimentary, with a layer of silty loam on beige fine silty clay over weathered sandstone, shale and quartz.

As slopes are gentle and it appears grazing animals have been excluded for some years, there is minimal evidence of erosion, apart from small areas along old vehicle tracks . These areas will be rehabilitated as forest is restored and weeds removed.

VEGETATION

There is forest covering the south and eastern parts of the site (photo 1) with grassland in the north west part of the lot (photos 2 and 5).



Photo 5 Looking east across grassland around the shed in the north western part of the site.

PESTS

Site inspections were carried out on the 15th January and 22nd February 2024. No foxes or rabbits or scats were observed on site. There does not appear to be any major pest infestation on site

WEEDS

The property has areas of Gorse, Broom and Blackberry, with some large patches but seedlings are emerging across almost all of the site, including in the areas of grassland in the north west area. A staged and comprehensive weed eradication schedule has been developed. The following weeds were observed on the which are shown on photos on the following page and mapped on Figure 3.

Botanical name	Common name	Status	Proposed method of control	Timing	Frequency
Rubus fruticosus (Photos 1 and 2)	Blackberry	Declared noxious weed	Large areas can be slashed or sprayed. Canes to be cut and removed. Any live canes to be painted with approved herbicide. Regrowth to be spot sprayed in Spring	Commence work in Summer 2024	Annual
Conium maculatum (Photo 4)	Hemlock	Declared noxious weed	Slash large plants. Regrowth to be spot sprayed with an approved herbicide	Commence work in Summer 2024	Annual
Onopordum acanthium (photo 3)	Scotch Thistle	Declared noxious weed	Remove any foliage by hand. Regrowth to be spot sprayed with an approved herbicide	Commence work in Summer 2024	Annual
Carduus pycnocephalus (Photo 4)	Slender Thistle				
Cirsium arvense	Californian Thistle				
Ulex europaeus (photo 5)	Gorse	Declared noxious weed	Cut stems and paint with an approved herbicide Regrowth to be spot sprayed in Spring	Commence work Autumn 2024	Annual
Genista monspessullana (Photo 6)	Cape Broom	Declared noxious weed	Cut stems and paint with an approved herbicide Regrowth to be spot sprayed in Spring	Commence work in Summer 2024	Annual

A visual inspection will be carried out at least monthly to monitor weed regrowth over a 10 year period from 2024 to 2034. The annual treatment will be carried out until weeds are eradicated. Following eradication, an inspection each spring will be done to ensure invasion does not occur.

Weed Photos



Photo 1 Blackberry (Larger patches can be slashed)



Photo 2 Blackberry, broom and gorse seedlings emerging (Careful spot spray required)



Photo 3 Scotch Thistle



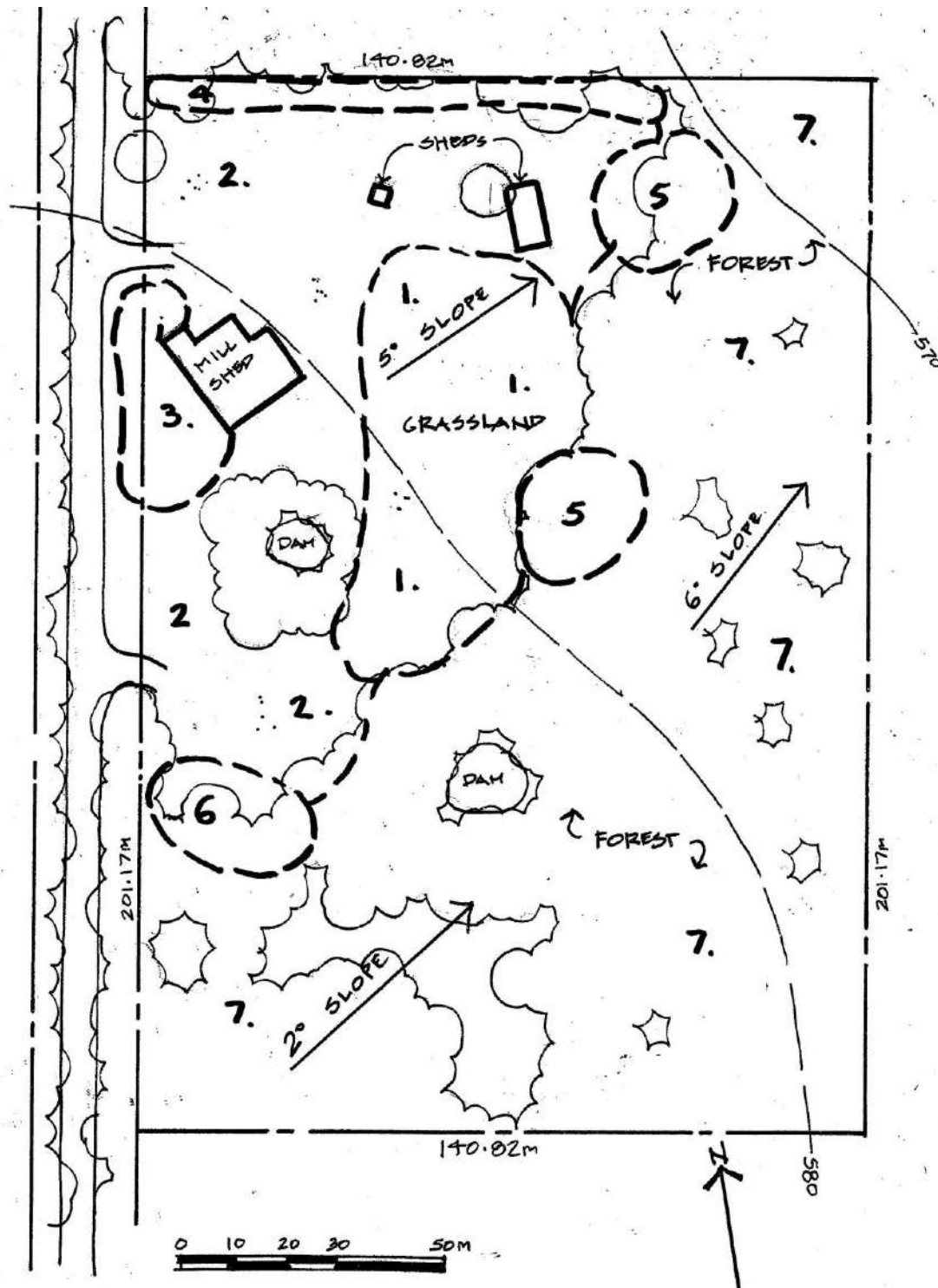
Photo 4 Hemlock and Slender Thistle



Photo 5 Gorse near the north boundary



Photo 6 Cape Broom



- 1 GRASSLAND WITH LARGE AREAS OF THISTLES.,
- 2. GRASSLAND WITH THISTLES, AND EMERGING BLACKBERRY, BROOM AND GORSE SEEDLINGS.
- 3. GRASSLAND WITH THISTLES AND HEMLOCK
- 4 FOREST WITH LARGE AREAS OF GORSE
- 5 FOREST WITH LARGE AREAS OF BLACKBERRY
- 6 FOREST WITH PATCHES OF GORSE AND BLACKBERRY
- 7 FOREST WITH EMERGING BLACKBERRY, BROOM AND GORSE SEEDLINGS.

FIGURE 3 WEED LOCATION PLAN

TREES WITHIN DEFENDABLE SPACE

Many of the trees within the defendable space are multi stemmed coppice regrowth and are growing too close to each other to develop a full canopy, sound branch structure and thick trunk, and ultimately nesting hollows, such as the very large trees in the north west corner of the site (photos 6 and 7 below).



Photo 6 Tree No 1



Photo 7 Tree Nos 2 and 3

Trees will be selectively thinned within the defendable space to retain the larger specimens with 5 metres canopy separation (shown on Figure 4)

LAND MANAGEMENT ZONES

The site is divided into the following two zones, shown on the Land Management Plan. Each zone is to be managed as follows;

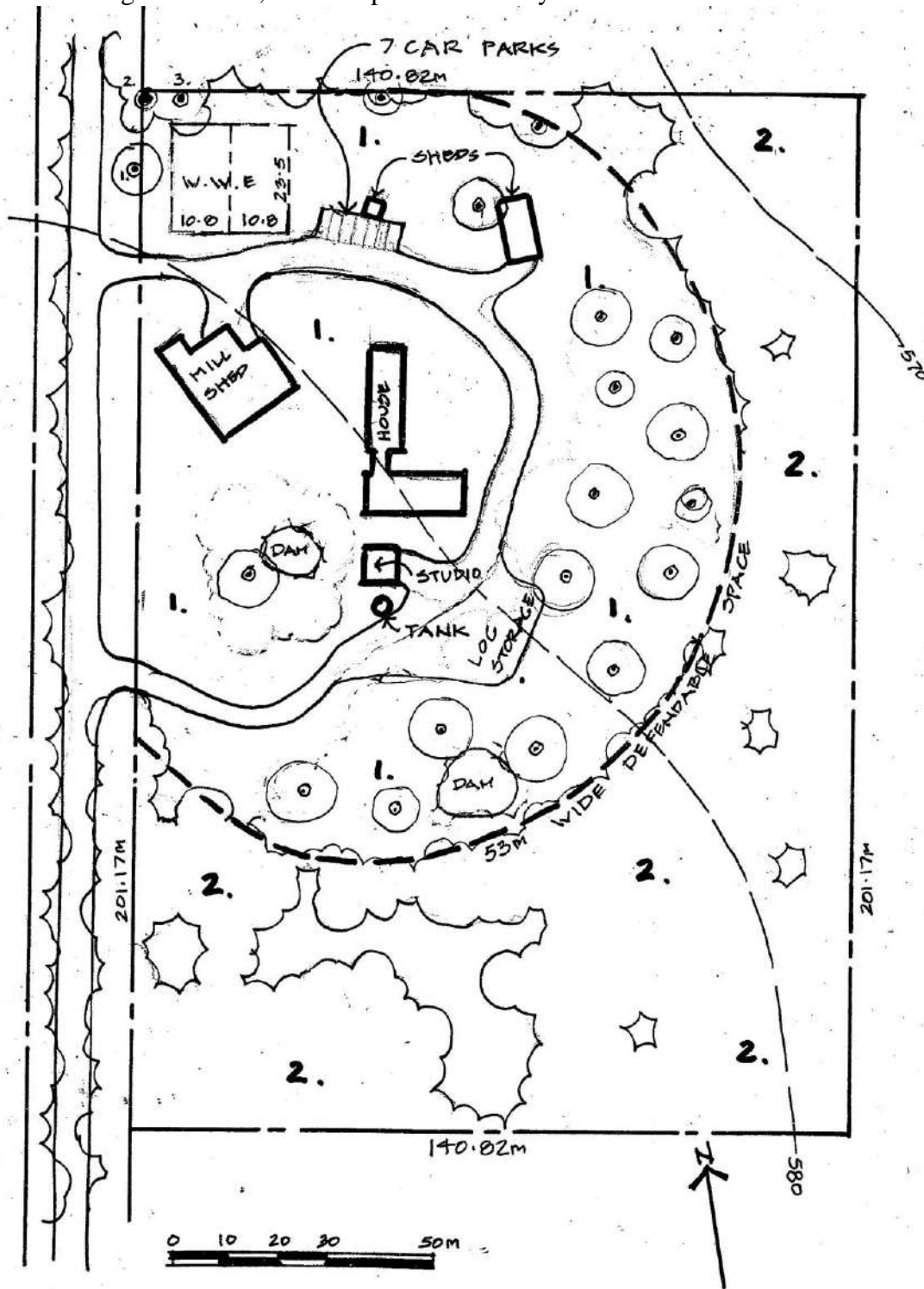
1. HOUSE GARDEN AND DEFENDABLE SPACE

The area immediately around the dwelling will be planted with deciduous trees for summer shade with some garden beds planted for growing perennial shrubs around the dwellings. Beyond the driveway, existing eucalypts will be thinned to retain the largest trees and the smaller multi stemmed trees will be removed. (The approximate location of trees to be retained is show on Figure 4) Land will be managed to the following defendable space standards

- Grass must be short cropped and maintained during the declared fire danger period.
- All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.
- Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.
- Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.
- Shrubs must not be located under the canopy of trees.
- Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.
- Trees must not overhang or touch any elements of the building.
- The canopy of trees must be separated by at least 5 metres, apart from trees numbered 1, 2 and 3 on the plan.
- There must be a clearance of at least 2 metres between the lowest tree branches and ground level.

2. FOREST ZONE

This area has established acacias and eucalypts and will be maintained to increase habitat. The Fallen timber will predominantly be allowed to decay (other than small amounts being used for firewood) and hard hoofed grazing animals will be excluded. Noxious Weeds will be sprayed each spring and at any other time of year where weeds are observed.



LEGEND

-  TREES TO BE RETAINED WITHIN THE DEFENDABLE SPACE WITH 5M CANOPY SEPARATION
- 1. HOUSE GARDEN AND MILLING AREA
- 2. FOREST ZONE

FIGURE 4 LAND AND VEGETATION MANAGEMENT PLAN

11.2 PLN22/0410 – 240 MCDONALDS ROAD, CLUNES – THREE LOT SUBDIVISION EXECUTIVE MANAGER DEVELOPMENT AND COMMUNITY SAFETY

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. PL N 22 0410 - Redacted Combined Documents - 240 McDonalds Road Clunes-13942 [11.2.1 - 121 pages]

EXECUTIVE SUMMARY

This is an application for a three lot subdivision at 420 McDonalds Road, Clunes.

The site has a total area of approximately 4.84 hectares and has a dwelling at the rear of the site.

The site is located in the Low Density Residential Zone and it is subject to the Bushfire Management Overlay and the Environmental Significance Overlay – Schedule 1.

The application has been with Council for some time, with the initial application proposing a five lot subdivision, then a four lot subdivision, and now a three lot subdivision.

As such, the application has been advertised three times. Six objections have been lodged with Council.

The application has been referred to Goulburn Murray Water, Powercor, Central Highlands Water, North Central Catchment Management Authority and the Country Fire Authority. Council's Engineering Team, Biodiversity Officer and Environmental Health Team have also been consulted about the application.

As Golden Sun Moths have been sighted around the site, the advice of the relevant Federal Government department has been sought to determine whether the proposed subdivision is a protected action under the *Environment Protection and Biodiversity Conservation Act 1999*.

Key issues for consideration are the retention of native vegetation, disposal of wastewater, bushfire risk, and possible impact on Golden Sun Moth populations.

It is recommended that the application is supported via a Notice of Decision to Grant a Planning Permit.

OFFICER'S RECOMMENDATION

That Council, having caused notice of Planning Application No PLN22/0410 to be given under Section 52 of the Planning and Environment Act 1987; and having considered all matters required under Section 60 of the Planning and Environment

Act 1987; issues a Notice of Decision to Grant a Planning Permit for a three-lot subdivision at 240 McDonalds Road Clunes, subject to the following conditions:

Amended plans

1. *Before the plan of subdivision is certified under the Subdivision Act 1988, plans must be approved and endorsed by the responsible authority. The plans must:*
 - a. *be prepared to the satisfaction of the responsible authority*
 - b. *be drawn to scale with dimensions and submitted in electronic form*
 - c. *be generally in accordance with the Plan of Subdivision submitted to Council on 1 July 2024, but amended to show the following:*
 - i. *A reduction in size for the building envelope for Lot 1 so that it is outside the area of the lot encumbered by the Bushfire Management Overlay.*
 - ii. *A reduction in size for the building envelope on Lot 2, retaining the eastern portion of the building envelope only.*
 - iii. *The provision of a driveway envelope for Lot 2 to provide for vehicle access to the building envelope.*
 - iv. *Relabelling of the Environmental Significance Overlay to “Area of Native Vegetation” and additional dimensions on the plans to ensure that the location of these areas can be easily understood.*

Endorsed plans

2. *The layout of the subdivision must not be altered from the layout on the approved and endorsed plans without the written consent of the responsible authority.*

Section 173 Agreement

3. *Before the plan of subdivision is certified under the Subdivision Act 1988, the owner must enter into an agreement with the responsible authority under section 173 of the Planning and Environment Act 1987. The agreement must provide for the following:*
- a. *on Lots 1 and 2 buildings may be constructed only within the building envelopes as shown on the endorsed plans of this permit and provide a definition of buildings which includes fencing.*
 - b. *on Lots 1 and 2, effluent disposal must be confined to the effluent disposal envelopes as shown on the endorsed plans of this permit.*
 - c. *unless with the approval of a Planning Permit, works may not be undertaken in 'areas of native vegetation' as shown on the endorsed plans and native vegetation may not be removed.*

A definition of works must include any changes to the topography of the land, gardening, the removal or lopping of trees, and the removal of vegetation or topsoil.

The Agreement must highlight that the areas of native vegetation include native Wallaby Grass.

- d. *The internal driveway for Lot 2 may only be constructed within the driveway envelope shown on the endorsed plans.*
- e. *these envelope(s) must not be altered without the written consent of the responsible authority.*
- f. *include any stormwater works deferred until the dwelling development stage, as identified in the endorsed Stormwater Management Plan.*
- g. *require that the vegetation protection measures identified in the endorsed Vegetation Management Plan to protect native trees and grasses must be implemented during the construction phase of dwellings on Lots 1 and 2.*

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.

Stormwater Management Plan

4. *Before the certification of the Plan of Subdivision, a stormwater management plan must be approved and endorsed by the responsible authority. The stormwater management plan must:*
 - a. *be prepared to the satisfaction of the responsible authority.*
 - b. *be submitted in electronic form.*
 - c. *include details of the proposed stormwater management system, including drainage works and retention, drainage outfall, detention and discharges of stormwater to the drainage system/ legal point of discharge and how the design meets the requirements for stormwater quality as stated in the Best Practice Environmental Management Guidelines.*
 - d. *detail any easements required to provide for the discharge of stormwater. Minimum width of all drainage easements must be 2 metres and drainage easements must provide for gravity stormwater drainage.*
 - e. *provide for the retention of stormwater beyond pre-development levels. Note: Return period for a Detention system is to be 10%AEP where there is overland escape path and 1%AEP if the failure of the detention system will cause property damage or inundation of freehold titles.*
 - f. *identify and record the manner by which the quantity and quality of stormwater shall be managed for the catchment, not just the immediate development, including any new infrastructure that may be required to convey stormwater to a registered waterway. The stormwater strategy plan must demonstrate how to avoid adverse impact on neighbouring properties and surrounding road network due to the development. Drainage design plans and legal point of discharge will not be considered until the drainage strategy has been established.*
 - g. *set out how the stormwater management system will be managed on an ongoing basis.*
 - h. *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.*

Vegetation management plan

5. *Before the certification of the Plan of Subdivision under the Subdivision Act 1988, a vegetation management plan must be approved and endorsed by the responsible authority. The vegetation management plan must:*
 - a. *be prepared to the satisfaction of the responsible authority*
 - b. *be prepared by a suitably qualified person*
 - c. *be submitted to the responsible authority in electronic form*
 - d. *include the following:*
 - i. *measures necessary to protect native vegetation during the construction phase of the subdivision and the later development of the land with dwellings must be provided to ensure the protection of trees and native grasses in the 'native vegetation areas.'*
 - ii. *the location of tree protection zones (TPZ), tree protection fencing and native grass protection fencing on a plan that is drawn to scale with dimensions.*

Prior to the issue of Statement of Compliance

6. *Before a Statement of Compliance is issued under the Subdivision Act 1988, the following works must be provided on or to the land to the satisfaction of the responsible authority:*
 - a. *stormwater management system in accordance with approved stormwater management plan.*
 - b. *Evidence, via land titles, that any easements required to drain the land to the legal point of discharge have been secured and are available to use.*

The responsible authority may consent in writing to vary these requirements.

Easements

7. *All existing and proposed easements and sites for existing and required utility services and roads on the land must be set aside in favour of the relevant authority for which the easement or site is to be created on the plan of subdivision submitted for certification under the Subdivision Act 1988.*

Telecommunications

8. *The owner of the land must enter into an agreement with:*

 - a. *a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and*
 - b. *a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network (NBN) will not be provided by optical fibre.*

Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:

- c. *a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and*
- d. *a suitably qualified person that fibre ready telecommunications facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.*

Central Highlands Water

9. *Any plan lodged for certification will be referred to the Central Highlands Region Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.*
10. *A reticulated water supply must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.*

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

Goulburn Murray Water

12. *Any Plan of Subdivision lodged for certification must be referred to Goulburn Murray Water Rural Water Corporation pursuant to Section 8(1)(a) of the Subdivision Act.*
13. *The plan of subdivision submitted for Certification must show building and effluent envelopes identified in accordance with proposed plan (Dickson Hearn Pty Ltd) DWG No.9085-01 Revision K.*
14. *The existing on-site wastewater treatment and disposal systems for proposed new Lot 3 must be wholly contained within the boundaries of the new lot created by subdivision. If necessary, the system must be altered and/or upgraded in accordance with the current EPA Code of Practice – Onsite Wastewater Management, and to the satisfaction of Council’s Environmental Health Department.*
15. *All construction and ongoing activities must be in accordance with EPA Publication 1834.1 Civil Construction, Building and Demolition Guide (September 2023).*

Powercor

16. *This letter shall be supplied to the applicant in its entirety.*
17. *The plan of subdivision submitted for certification under the Subdivision Act 1988 shall be referred to the Distributor in accordance with Section 8 of that Act.*
18. *The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor’s requirements and standards.*

Note: Extension, augmentation or rearrangement of the Distributor’s electrical assets may be required to make such supplies available, with the cost of such works generally borne by the applicant.
19. *The applicant shall ensure that existing and proposed buildings and electrical installations on the subject land are compliant with the Victorian Service and Installation Rules (VSIR).*

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

Expiry

20. This permit as it relates to development (subdivision) will expire if one of the following circumstances applies:

- a. The plan of subdivision has not been certified under the Subdivision Act 1988 within 2 years of the issued date of this permit.*
- b. A statement of compliance is not issued within 5 years of the date of certification.*

In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the responsible authority for an extension of the periods referred to in this condition.

Note: Prior to any works on site, it is the applicant's responsibility to ensure compliance with the EPBC Act and maintain compliance at all times.

BACKGROUND

Subject site

The subject site is located on the eastern side of McDonalds Road, Clunes.

The site, which is highlighted in red in the image below, contains a total area of approximately 4.84 hectares and has a frontage of approximately 100 metres to McDonalds Road.



Figure 1 | Aerial image. Source: Nearmap

The site has a dwelling which is located to the eastern end of the lot; vehicle access is provided along northern boundary of the site.

Some vegetation has been established on the site, including along the frontage of the site where a very large river red gum tree is located. The road reserve area also contains significant levels of vegetation.

The land falls approximately 5 metres over 400 metres, with the fall being towards McDonalds Road.

Surrounds

Land to the rear of the site is located in the Farming Zone, while the remainder of land surrounding the subject site is located in the Low Density Residential Zone.

Land to the south of the site has been subdivided into two lots and the northernmost lot is developed with a dwelling. The lots are 1.59ha and 3.06 ha in area.

Land to the north of the site includes lots which are oriented to Fawcett Drive. These lots feature significant levels of vegetation, and all but one of these lots is developed with a dwelling.

Proposal

The application has been formally amended twice.

Initially a five lot subdivision was proposed with two vehicle access points onto McDonalds Road. This was amended to a four lot subdivision with a single vehicle access point, and now approval for a three lot subdivision is sought.

The details of the subdivision are as follows:

- Lot 1 is a vacant lot of 1.224 ha. It includes a building envelope, effluent envelope and 'environmental protection overlay areas';
- Lot 2 is a vacant lot containing a total area of 1.176ha. It includes a building envelope, effluent envelope and 'environmental protection overlay areas';
- Lot 3 contains the existing dwelling. It also includes some 'environmental protection overlay areas';
- Vehicle access will be via a common driveway located in common property along the northern boundary of the site.

The proposed subdivision can be seen in the image below.

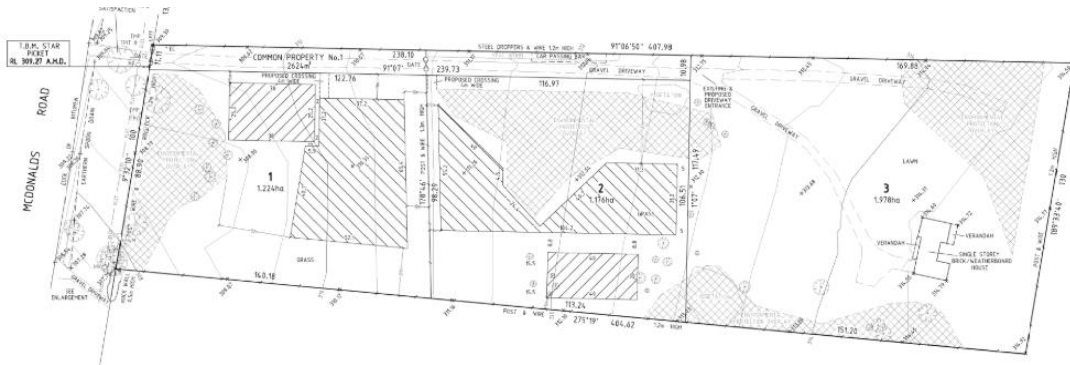


Image 2 | Proposed subdivision

The application was supported by:

- A Land Capability Assessment;
- A Vegetation Assessment; and
- A Bushfire Management Statement.

Planning Scheme

The site is located in the Low Density Residential Zone – Schedule 1 and it is subject to the Bushfire Management Overlay (BMO) and the Environmental Significance Overlay – Schedule 1. The BMO extends approximately 95 metres into the site.

A Planning Permit is triggered under the following clauses of the Hepburn Planning Scheme:

- Clause 32.03-3 – Subdivision in the Low Density Residential Zone;
- Clause 42.01-2 – Subdivision in the Environmental Significance Overlay – Schedule 1;
- Clause 44.06-2 – Subdivision in the Bushfire Management Overlay.

The following policies are relevant to the consideration of this application:

- Clause 02.02 – Vision.
- Clause 02.03-1 – Settlement.
- Clause 02.03-2 – Environmental and landscape values.
- Clause 02.03-3 – Environmental risks and amenity.
- Clause 02.03-4 – Natural resource management.
- Clause 02.04 – Strategic framework plans.
- Clause 11.01-1R – Settlement.
- Clause 11.01-1L – Township and settlements.
- Clause 12.01-1S – Protection of biodiversity.
- Clause 12.01-1L – Native vegetation and habitat protection.
- Clause 12.01-2S – Native vegetation management.
- Clause 12.03-1S – River and riparian corridors, waterways, lakes, wetlands and billabongs.
- Clause 13.02-1S – Bushfire planning.

- Clause 14.02-1S – Catchment planning and management.
- Clause 14.02-1L – Catchment and land protection.
- Clause 14.02-2S – Water quality.
- Clause 15.01-3L – Subdivision in Hepburn Shire.
- Clause 71.02-3 – Integrated decision making.

Referrals

The following referrals have been undertaken:

- Powercor;
- Goulburn Murray Water;
- Central Highlands Water;
- Country Fire Authority;
- Northern Central Catchment Management Authority;
- Biodiversity Officer;
- Engineering Team;
- Environmental Health Officer.

Advice has been sought from the Federal Government as to whether the proposal is a Protected Action under the *Environment Protection and Biodiversity Conservation Act, 1999* (EPBC Act) as Golden Sun Moths have been sighted in the area.

Public notification

Public notification of the application has been undertaken three times and six objections have been lodged with Council.

The concerns raised by objectors include:

- A two lot subdivision would be appropriate;
- The removal of trees and grassland will be excessive;
- Two side-by-side driveways are a poor outcome*;
- Land along the frontage of the site floods*;
- Movement of kangaroos will be impacted*;
- Small subdivisions will ruin the character of the area;
- Golden Sun Moths have been sighted in this area;
- Fragmenting native vegetation is not best practice;
- Removal of vegetation in the road reserve should not be supported;*;
- Lack of clarity around native vegetation removal.

*It is likely that the points of objection denoted with an asterisk have been resolved as a result of amendments to the application.

KEY ISSUES

The site is located in the Low Density Residential Zone. The provisions of the zone contemplate further subdivision, with the minimum lot size in the zone being 0.4 hectare. All lots exceed this minimum requirement, with larger lot sizes proposed to provide for the protection of native vegetation, wastewater disposal and bushfire requirements.

The proposed subdivision is consistent with the purpose of the zone *to provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater* and Clauses 56.07-1 to 56.07-4 which seek to ensure appropriate stormwater, wastewater and drinking water outcomes.

The application was supported by a Land Capability Assessment (LCA). The LCA and has been referred to Goulburn Murray Water and Central Highlands Water to ensure that wastewater can be appropriately accommodated on the site without negatively impacting water quality. The wastewater solution has been supported with permit conditions required to be imposed, ensuring that there will be no contaminated water run off or waste which would negatively impact on the quality of surface water and groundwater resources. This is consistent with planning policy at Clauses 14.02-1L and 14.02-2S and the statement of environmental significance, environmental objective and decision guidelines of the Environmental Significance Overlay – Schedule 1.

The application was supported by a Vegetation Assessment, which notes that:

- No native vegetation is to be impacted by the proposal;
- The road reserve area comprises a patch of native species and also some invasive and weedy species;
- A patch of native vegetation dominated by a River Red Gum occurs to the west of the property;
- Two patches of native vegetation, dominated by Wallaby Grass occurs in the central and northern sections of the site;
- A patch of native vegetation dominated by a Yellow Gum occurs to the south east of the property.

The patches of native vegetation can be seen in the image below.



Image 3 | Patches of native vegetation

While the proposed Plan of Subdivision includes cross hatched areas which are denoted as “Environmental Protection Overlay” no information is included in the application documents as to what this cross hatching means, though it is clear that it corresponds with the patches of native vegetation identified above.

Given that no application has been made to remove native vegetation, it is important that future owners of the land are aware of these areas of the site and the need to apply for a Planning Permit to remove grasses and trees from these parts of the site. The recommendation includes a requirement for a Section 173 Agreement to ensure that this obligation is understood.

The building envelopes which are proposed for Lots 1 and 2 are particularly large in size, and Lot 2’s building envelope is irregular in shape. Planning Permit conditions within the recommendation seek to cut back the size of the building envelopes and regularise them so that they are easily understood and enforceable. A permit condition also requires the nomination of a driveway envelope for Lot 2.

The changes to the subdivision layout which include only one vehicle access point onto McDonalds Road, retain the native vegetation in the road reserve and across the frontage of the site, resulting in a positive environmental outcome.

With appropriate building envelopes in place, and a Section 173 Agreement on the lots, the proposed subdivision will be consistent with planning policy which seeks the retention of native vegetation and which encourages the protection of biodiversity and the purpose of Clause 52.17 – Native vegetation.

Policy relevant to bushfire directs Council to prioritise the protection of human life above all other considerations. Currently the land is developed with a dwelling located outside the BMO area of the site, such that there is no risk to people and property from bushfire.

This application sees Lot 1 located within the BMO. The BMO extends approximately 95 metres into the site.

The building envelope for Lot 1 is located in the area of the site burdened by the BMO, increasing the risk to human life from bushfire. A permit condition within the recommendation requires that the building envelope for Lot 1 is reduced in size such that the new dwelling and other buildings on the land will be located outside the BMO. The plan below shows that even with modification, there is still a significant building envelope area available for Lot 1.

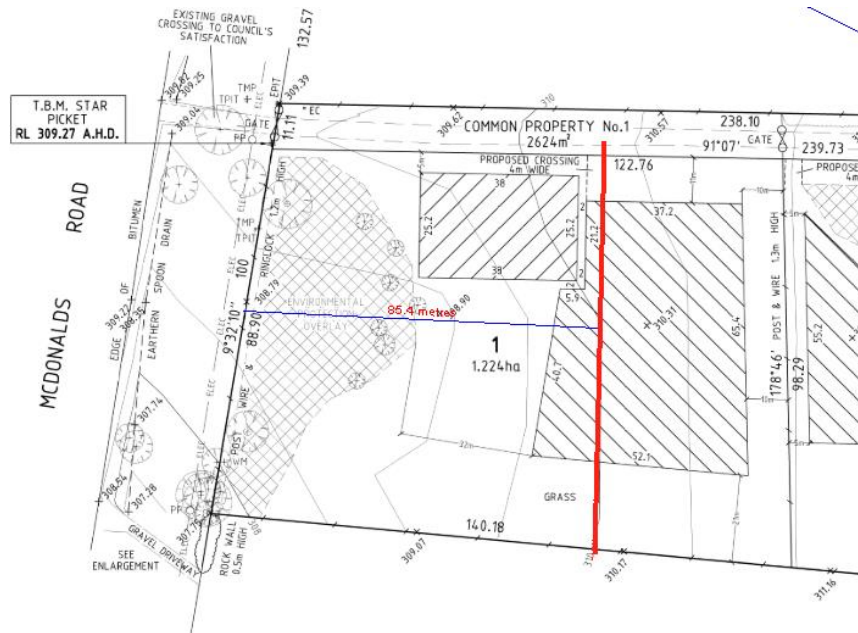


Image 4 | Approximate extent of BMO

The modification of the building envelope ensures that the application is consistent with the strategies of clause 13.02-1S – Bushfire planning, which is as follows:

Protection of human life

Give priority to the protection of human life by:

- Prioritising the protection of human life over all other policy considerations.
- Directing population growth and development to low risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.
- Reducing the vulnerability of communities to bushfire through the consideration of bushfire risk in decision making at all stages of the planning process.

This is further reinforced by Clause 71.02-3 – Integrated decision making which states (emphasis added):

*The Planning Policy Framework operates together with the remainder of the scheme to deliver integrated decision making. Planning and responsible authorities should endeavour to integrate the range of planning policies relevant to the issues to be determined and balance conflicting objectives in favour of net community benefit and sustainable development for the benefit of present and future generations. **However, in bushfire affected areas, planning and responsible authorities must prioritise the protection of human life over all other policy considerations.***

Objectors have noted the potential for flooding along the frontage of the site. Advice was sought from the North Central Catchment Management Authority (NCCMA) who have not objected to the issue of a Planning Permit. NCCMA have advised that in the event of a 1% Annual Exceedance Probability flood event, it is possible that the land may be subject to inundation from Creswick Creek. If a Planning Permit is issued for the subdivision, flooding issues would be considered by the relevant Building Surveyor at the time that a Building Permit is sought to develop the land with a dwelling.

During the strategic work that was undertaken to inform the Draft Clunes Structure Plan via the Biodiversity Assessment, Part 2 – Field Surveys, Hepburn 4 Township Structure Plans it was established that *large areas of derived grasslands... have good connectivity and records show the presence of the EPBC Act listed Golden Sun Moths Synemon Plana.*

An objector to the application has noted that the site is in proximity to two sites of the same EVC where the Golden Sun Moth was sighted in January by both the objector and Council's Biodiversity Officer.

There is a lack of information about the Golden Sun Moth and its presence on the lot. A survey has not been undertaken to determine the presence, or otherwise, of the moth, as these surveys should be undertaken during the peak flying period of November to January.

Advice has been sought from the Federal Government as to whether the proposal is a Protected Action under the *Environment Protection and Biodiversity Conservation Act, 1999* (EPBC Act) as Golden Sun Moths have been sighted in the area. No response had been received at the time of writing this report

The Golden Sun Moth (*Synemon plana*) is listed in the Vulnerable category of the threatened species list under the EPBC Act, effective 7 December, 2021. It is also listed as a vulnerable species under the *Flora and Fauna Guarantee Act, 1988*.

A search on the Protected Matters Search Tool for the Federal Govt has not shown any matters to be considered for that property or any adjoining property. However, it is recommended a note be included on the permit to ensure compliance with the Act.

Council's Biodiversity Officer has not raised any concern with the application but notes the possible presence of the moth.

Draft Township Structure Plan – Clunes and Draft Rural Hepburn Strategy

A review of the above strategies reveals that the site is not specifically identified in either strategy.

CONCLUSION

Given that the site is zoned to allow for further subdivision and permit conditions which recommend changes to building envelopes and effluent envelopes to provide for the provision of onsite wastewater disposal, protection of native vegetation and to minimise risk from bushfire, it is recommended that Council supports the application.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

COUNCIL PLAN 2021-2025

A resilient, sustainable and protected environment

1.2 Prioritise environmental management, protection and regeneration

FINANCIAL IMPLICATIONS

There are no financial implications for Council.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Public notification of the application was undertaken and objections were received.

RISK AND GOVERNANCE IMPLICATIONS

There is no risk to Council associated with this application. The application has been processed in the manner required under the *Planning and Environment Act 1987* and all relevant legislation has been considered.

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.

AMENDMENT TO PLANNING APPLICATION

Pursuant to Sections 50, 50A and 57A of the Planning and Environment Act 1987

Is this form for me? This form is for making amendments to an application that has been lodged with Council, but which has not yet been decided.

Planning Permit

Permit number: PLN22/410

Address of the Land: PO Box 4164 Bakery Hill

The Applicant

Organisation: iPlanning Services Pty Ltd

Postcode: [REDACTED]

Mobile phone no: [REDACTED]

Fax no: [REDACTED]

Amendment sought

- 1/ Three Lot Subdivision
- 2/ Remove reference to 'Removal of Native Vegetation'
- 3/ Amended Planning Report.
- 4/ Amended Bushfire Management Statement.
- 5/ Amended Vegetation Report.
- 6/ Amended Land Capability Assessment.

Attach a full schedule of all changes, including all changes to plans. If plans are to be amended, three full sets of amended plans are required. If the amendment changes the description of the use or development, please make that clear.

Does the amendment breach a registered covenant, section 173 agreement or restriction on Title? Yes No

Prescribed Fee

To amend an application before advertising
To amend an application after advertising

No fee
40% of application fee for the relevant class of permit

Declaration

I declare that I am the applicant and that all the information in this application is true and correct. [REDACTED] (not myself) has been notified of the amendment to the application.

Name: [REDACTED] Date: 6/25/24 Signature: [REDACTED]

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

Lodgement

Please lodge the completed form, appropriate fee and supporting documents with:

Planning Department
 Hepburn Shire Council
 Duke Street
 Daylesford VIC 3460
 Telephone: (03) 5348 1577
 email: shire@hepburn.vic.gov.au

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.

HOW TO AMEND AN APPLICATION FOR A PLANNING PERMIT

Applications made under section 50.3(c) must include the information required by Regulation 16 of the Planning and Environment Regulations 1988.

Section 50. Amendment to application at request of the applicant before notice

- (1) An applicant may ask the responsible authority to amend an application before notice of the application is first given under section 52.
- (2) An amendment to an application may include—
 - (a) an amendment to the use or development mentioned in the application; and
 - (b) an amendment to the description of land to which the application applies; and an amendment to any plans and other documents forming part of or accompanying the application.
- (3) A request under this section must—
 - (a) be accompanied by the prescribed fee (if any); and
 - (b) be accompanied by any information or document referred to in section 47(1)(c) to 47(1)(e) that relates to the proposed amendment to the application and that was not provided with the original application; and
 - (c) if the applicant is not the owner of the land to which the application applies, be signed by the owner or include a declaration by the applicant, that the applicant has notified the owner about the request.
- (4) Subject to sub-section (5), the responsible authority must amend the application in accordance with the request.
- (5) The responsible authority may refuse to amend the application if it considers that the amendment is so substantial that a new application for a permit should be made.
- (6) The responsible authority must make a note in the register if any amendment is made to an application under this section.
- (7) On the amendment of an application under this section, the amended application is to be taken—
 - (a) to be the application for the purposes of this Act; and
 - (b) to have been received on the day that the request for amendment was received by the responsible authority.

50A. Amendment of application by responsible authority before notice

- (1) With the agreement of the applicant and after giving notice to the owner, the responsible authority may make any amendments to an application that it thinks necessary before notice of the application is first given under section 52.
- (2) An amendment to an application may include—
 - (a) an amendment to the use or development mentioned in the application; and
 - (b) an amendment to the description of land to which the application applies; and
 - (c) an amendment to any plans and other documents forming part of or accompanying the application.
- (3) The responsible authority may require the applicant—
 - (a) to notify the owner under sub-section (1); and
 - (b) to make a declaration that that notice has been given.
- (4) The responsible authority must make a note in the register if any amendment is made to an application under this section.
- (5) On the amendment of an application under this section, the amended application is to be taken—
 - (a) to be the application for the purposes of this Act; and
 - (b) to have been received on the day that the applicant agreed to the amendment.

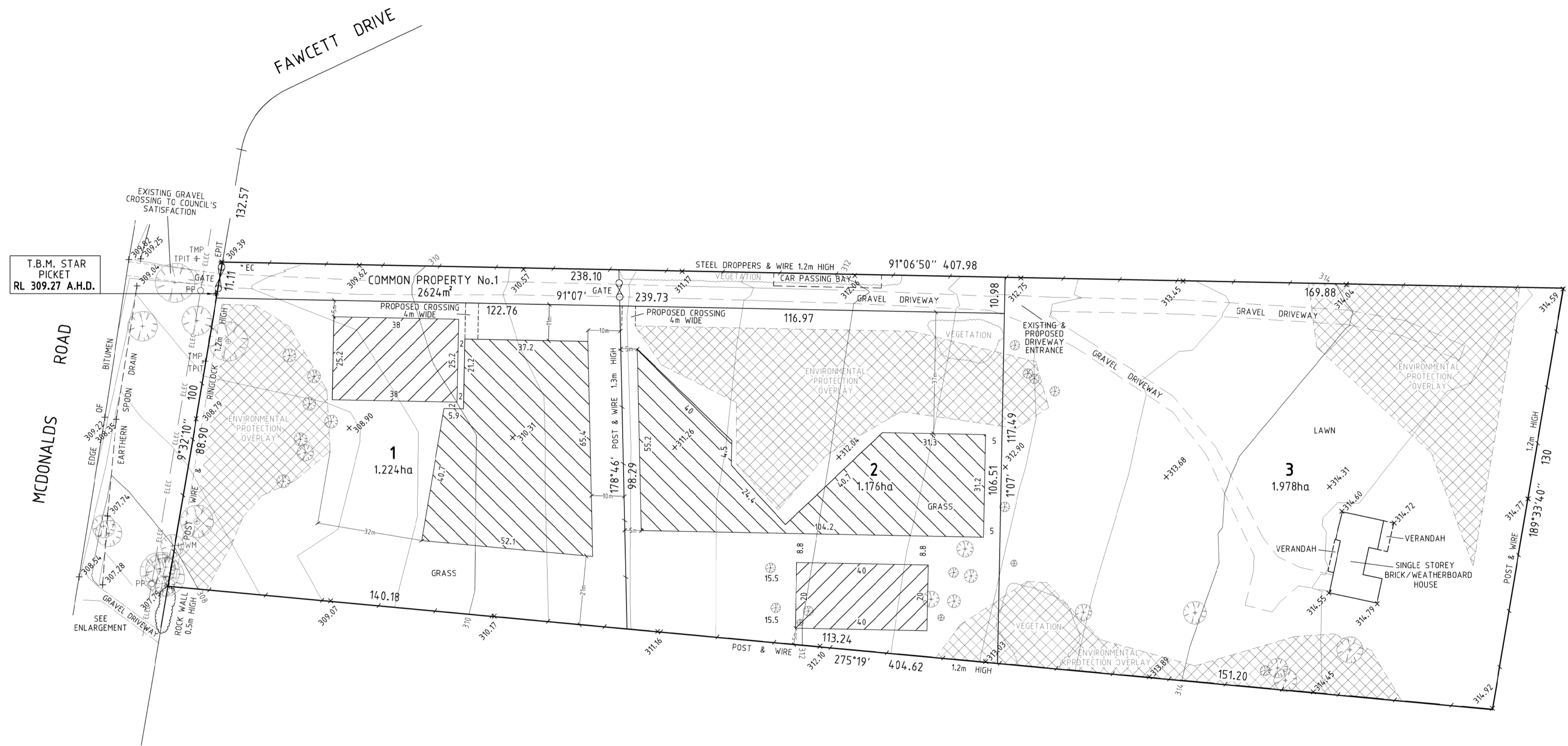
57A. Amendments to application after notice of application is given

- (1) An applicant may ask the responsible authority to amend an application after notice of the application is given under section 52.
- (2) An amendment to an application may include—
 - (a) an amendment to the use or development mentioned in the application; and
 - (b) an amendment to the description of land to which the application applies; and
 - (c) an amendment to any plans and other documents forming part of or accompanying the application.
- (3) A request under this section must—
 - (a) be accompanied by the prescribed fee (if any); and
 - (b) be accompanied by any information or document referred to in section 47(1)(c) to 47(1)(e) that relates to the proposed amendment to the application and that was not provided with the original application; and
 - (c) if the applicant is not the owner of the land to which the application applies, be signed by the owner or include a declaration by the applicant that the applicant has notified the owner about the request.
- (4) Subject to sub-section (5), the responsible authority must amend the application in accordance with the request.
- (5) The responsible authority may refuse to amend the application if it considers that the amendment is so substantial that a new application for a permit should be made.
- (6) The responsible authority must make a note in the register if any amendment is made to an application under this section.
- (7) On the amendment of an application under this section—
 - (a) the amended application is to be taken—
 - (i) to be the application for the purposes of this Act; and
 - (ii) to have been received on the day that the request for amendment was received by the responsible authority; and
 - (b) all objections made in relation to the original application are to be taken to be objections to the amended application.
- (8) Nothing in this section affects any right a person may have to make a request under section 87 or 89 in respect of anything done or not done in relation to the original application.
- (9) Sections 52 and 55 do not apply to an amended application.

REMEMBER it is against the law to give false or misleading information. You may receive a heavy fine and your permit may be cancelled.



Send the completed form and all the documents to the Responsible Authority:

M.G.A. 2020 ZONE 54



NOTES
 THE LEVELS SHOWN ON THIS PLAN ARE BASED ON & CONNECTED TO THE AUSTRALIAN HEIGHT DATUM VIDE CLUNES PM6 (RL 325.002 A.H.D.) VIA GNSS.

CONTOUR INTERVAL - 0.5m.

-  DENOTES BUILDING ENVELOPE.
-  DENOTES EFFLUENT ENVELOPE.

CERTIFICATE BY LICENSED SURVEYOR FOR PLAN 1, RUSSELL JOHN DICKSON of Unit 3/92 Bridge Mall, Ballarat, 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 08/08/2022, 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: 24/08/2022

DIGITALLY SIGNED
 Licensed Surveyor
 Surveying Act 2004.

KEY

- EC - ELECTRICITY CABINET
- EPIT - ELECTRICITY PIT
- PP - POWER POLE
- TMP - TELECOMMUNICATION MARKER POST
- TPIT - TELECOMMUNICATION PIT
- WM - WATER METER

DICKSON HEARN PTY LTD
 A.C.N. 162 086 339
 3/92 BRIDGE MALL,
 BALLARAT, 3350.
 Phone (03) 5333 2225 Fax (03) 5333 3220
 Email: ball@dicksonhearn.com.au

DATE	REV.	COMMENTS
12/06/24	K	REMOVED LOT 2 PROPOSED DRIVEWAY
03/05/24	J	UPDATED LOT 1 BUILDING ENVELOPE
19/04/24	I	UPDATED LOT 1 BUILDING ENVELOPE
19/03/24	H	UPDATED ENVELOPES & VEHICLE CROSSINGS
14/03/24	G	UPDATED SUBDIVISION DESIGN
09/11/23	F	AMENDED ENVELOPES & VEHICLE CROSSING
30/05/23	E	PROPOSED CROSSINGS ADDED

PLAN OF SURVEY
 240 MCDONALDS ROAD
 CLUNES
 C/T. VOL.9233 FOL.657

DRAWN BY	L.P.M.	DWG. No.
DATE	06/07/22	9085-01
CHECKED	D.J.H.	REVISION
SCALE	1:750	SHEET SIZE A1
DATUM	A.H.D.	SHEET 1 OF 1



Hepburn Planning Scheme Planning Report for a Three (3) Lot Subdivision

Address: 240 McDonalds Road, Clunes
Reference: P-00678

Hepburn Shire Council

iPlanning Services Pty Ltd – January 2023 (Amended June 2024)

Prepared for:



Prepared by:

iPlanning Services Pty Ltd

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Bakery Hill

Ballarat Vic 3354

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ABN 45 160 262 000

Quality Information

Document	Planning Report
Reference No.	P-00678
Date	January 2023 (Amended June 2024)
Prepared by	James Iles

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1. Introduction

iPlanning Services Pty. Ltd. has been engaged by [REDACTED] to submit a Planning Permit Application on his behalf for a three (3) lot subdivision located at 240 McDonalds Road, Clunes.

2. Permit Trigger/s

A Planning Permit is required for the above proposal under the following provisions of the Planning Scheme:

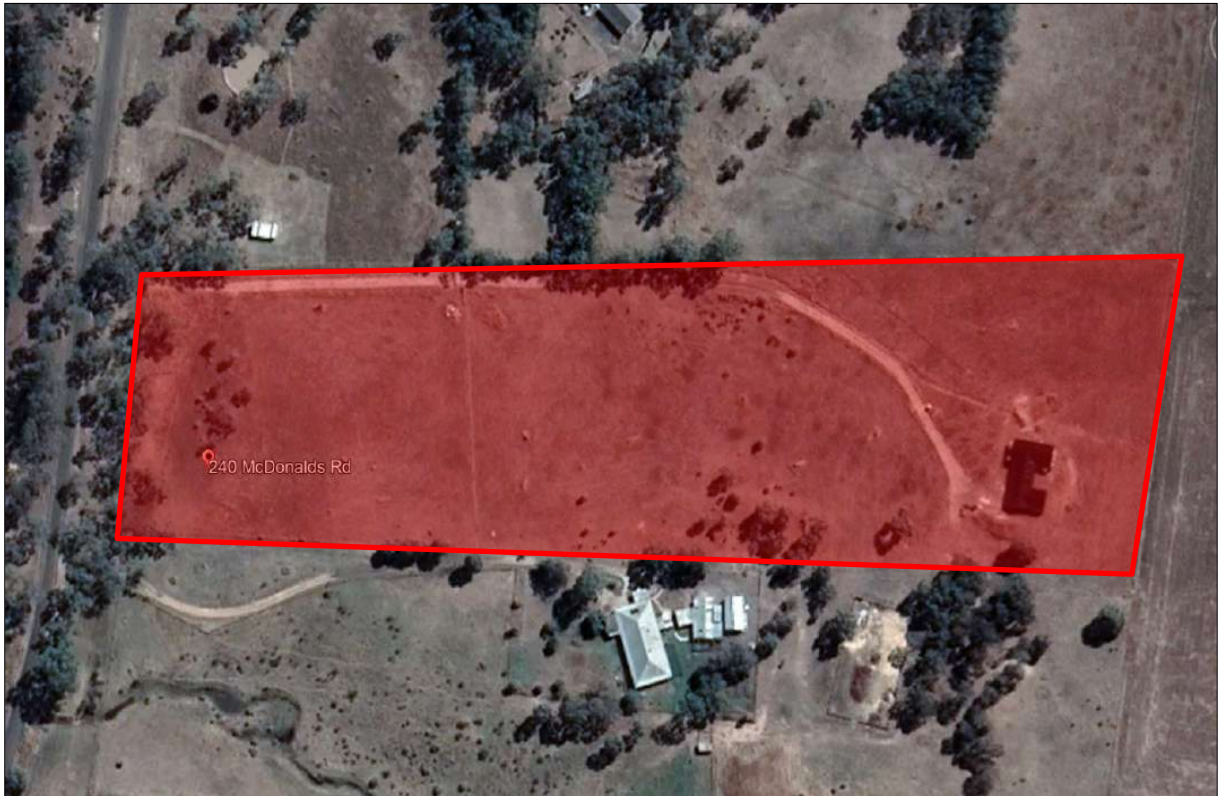
▪ Low Density Residential Zone	Clause 32.02-3	Subdivision of land
▪ Bushfire Management Overlay	Clause 44.06-1	Subdivision of land
▪ Environmental Significance Overlay	Clause 42.01-3	Subdivision of land

3. Subject Site and Site Context

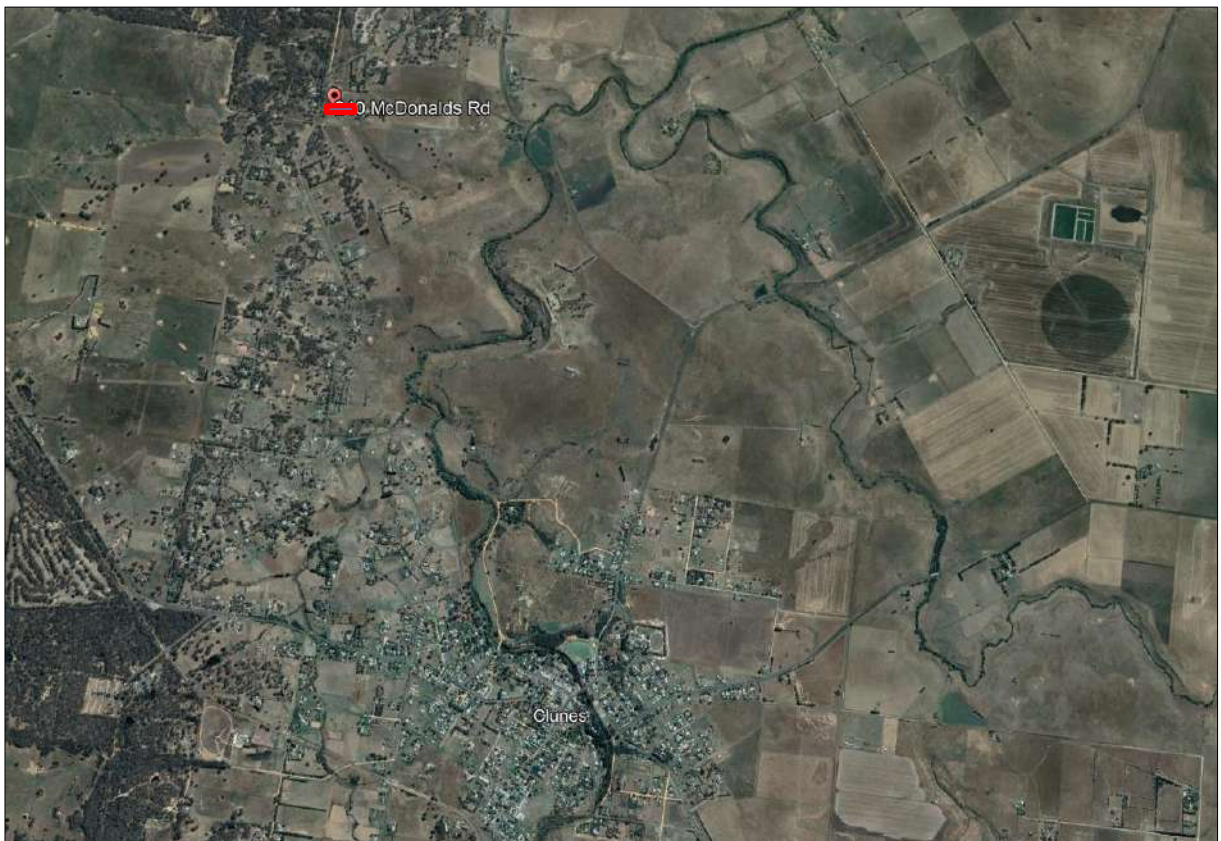
The subject site is located on the east side of McDonalds Road. The site consists of one Title and it is described as Vol. 09233 Fol. 657 Lot 57 on Plan of Subdivision No.121368. The site is regular in shape with a frontage of approximately 100 metres to McDonalds Road, a northern boundary of approximately 407.98 metres, an eastern boundary of approximately 130 metres and a southern boundary of approximately 404.62 metres with a total land area of approximately 4.84 hectares.



The site currently contains an existing dwelling which is located towards the rear of the site. There is also existing native vegetation and regrowth native vegetation located at the front of the site. An existing gravel driveway provides access from McDonalds Road along the northern boundary to the existing dwelling at the rear. The land is relatively flat with a slight fall from the east to the west of approximately 5.0 metres over 400 metres. The property is fenced with post and wire fencing.



The surrounding development includes rural residential development on existing lots that range between 3.0 hectares to 5.0 hectares and some lots contain existing vegetation. Land to the east and southeast of the site is located within the Farming Zone.



The subject site and the surrounding land to the north, west and southwest is located within the Low Density Residential Zone and the land to the east and southeast is located within the Farming Zone. The land and the surrounding land is also included within the Bushfire Management Overlay and the Environmental Significance Overlay.

McDonalds Road is a sealed narrow bitumen road pavement with gravel shoulders and open drains located on both sides. There are no footpaths on either side and there is existing native vegetation on both sides of the road reserve. McDonalds Road is controlled and maintained by the Hepburn Shire Council.

4. Proposal

The proposal is for a three (3) subdivision and removal of native vegetation the following is a breakdown of the subdivision:

Proposed Subdivision:

Lot No.	Area of Lot (ha)	Frontage of Lot (m)
1	1.224	88.9 (McDonalds Rd)
2	1.176	1116.97 (common driveway)
3	1.978	10.98 (common driveway)
Common property	0.2624	11.1 (McDonalds Rd)

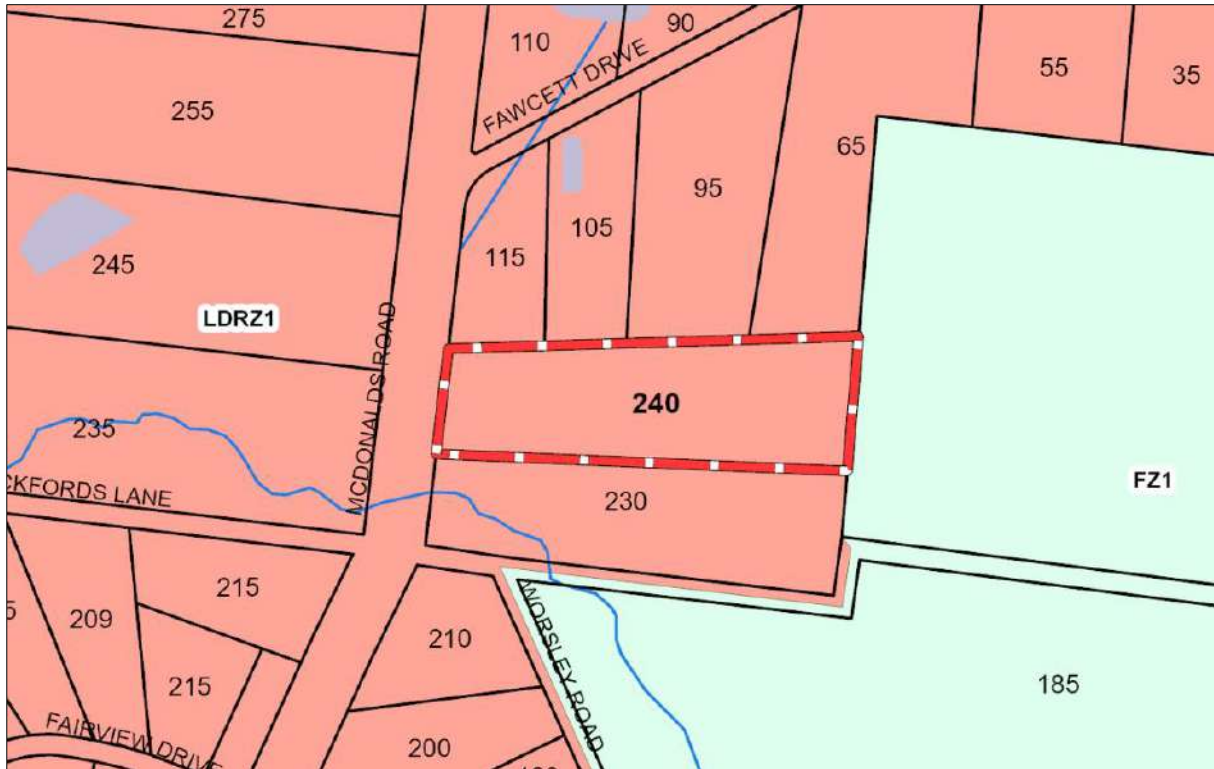
Each lot will have access from a common driveway that has direct access to McDonalds Road and each lot will be serviced with the appropriate services such as town water, electricity, telecommunications and drainage. Each lot will be required to install a septic tank system in accordance with the SEPP requirements. **No gas** will be provided to the lots.

As the land is partly covered by the Bushfire Management Overlay, Lot 1 will require the inclusion of a building envelope. The envelope will be located at least 32.0 metres from any existing vegetation at the front of the lot.

5. Planning Controls

5.1 Zoning

The subject site is situated within the **Low Density Residential Zone (LDRZ)**.



Clause 32.03 of the Planning Scheme refers to the Low Density Residential Zone and the purpose of the Zone is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To provide for low-density residential development on lots which, in the absence of reticulated sewerage, can treat and retain all wastewater.

Response:

The proposed lots will provide for increased low density living stock within the established neighbourhood of Clunes. The lots will meet housing needs for family types with excellent access to facilities and services within the Township. The overall subdivision takes into regard the existing pattern of surrounding residential allotments. The proposals compliance with relevant Planning and Local policies is addressed below.

5.2 Subdivision

Under **Clause 32.03-3** of the Planning Scheme, a Planning Permit is required to subdivide land included within the Low Density Residential Zone.

Each lot must be at least the area specified for the land in a schedule to this zone. Any area specified must be at least:

- 0.4 hectare for each lot where reticulated sewerage is not connected. If no area is specified each lot must be at least 0.4 hectare.
- 0.2 hectare for each lot with connected reticulated sewerage. If no area is specified each lot must be at least 0.2 hectare.

A permit may be granted to create lots smaller than 0.4 hectare if the subdivision:

- Excises land which is required for a road or a utility installation.
- Provides for the re-subdivision of existing lots and the number of lots is not increased.

Response:

The proposed three lots all excess of 0.4 hectares.

Clause 32.03-5 refers to Application Requirements of a subdivision in the Low Density Residential Zone and it is required that:

An application must be accompanied by a site analysis, documenting the site in terms of land form, vegetation coverage and the relationship with surrounding land, and a report explaining how the proposed subdivision has responded to the site analysis. The report must:

- In the absence of reticulated sewerage, include a land assessment which demonstrates that each lot is capable of treating and retaining all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970.
- Show for each lot:
 - A building envelope and driveway to the envelope.
 - Existing vegetation.
 - In the absence of reticulated sewerage, an effluent disposal area.
- Show how the proposed subdivision relates to the existing or likely use and development of adjoining and nearby land.
- If a staged subdivision, show how the balance of the land may be subdivided.

Response:

Refer to the attached plan in the planning application documentation.

5.3 Decision Guidelines

Decision Guidelines	Response
The protection and enhancement of the natural environment and character of the area including the retention of vegetation and faunal habitat and the need to plant vegetation along waterways, gullies, ridgelines and property boundaries.	There is no vegetation on the site that is to be removed.
The availability and provision of utility services, including sewerage, water, drainage, electricity, gas and telecommunications.	All lots will be connected to a septic tank, reticulated water, electricity and telecommunications. No gas will be connected to the lots.
In the absence of reticulated sewerage: <ul style="list-style-type: none"> ▪ The capability of the lot to treat and retain all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria) under the Environment Protection Act 1970. ▪ The benefits of restricting the size of lots to the minimum required to treat and retain all wastewater in accordance with the State Environment Protection Policy (Waters of Victoria). 	<p>Attached to the planning application is a Land Capability Assessment prepared by Ballarat Soil Testing.</p> <p>All lots are above the minimum 4000m².</p>

<ul style="list-style-type: none"> The benefits of restricting the size of lots to generally no more than 2 hectares to enable lots to be efficiently maintained without the need for agricultural techniques and equipment. 	<p>All three lots are not greater than 2.0 hectares.</p>
<p>The relevant standards of Clauses 56.07-1 to 56.07-4.</p>	<p>Refer to Section 7.4 of this report</p>

6. Overlays

6.1 Overlay

The subject site is included within the **Environmental Significance Overlay (ESO1)**.



Clause 42.01 of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and the purpose of the Overlay is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To identify areas where the development of land may be affected by environmental constraints.
- To ensure that development is compatible with identified environmental values.

Schedule 1 of **Clause 42.01** of the Planning Scheme refers to the Environmental Significance Overlay Schedule 1 and specifically to the **Proclaimed Catchment Protection**, the statement of significance states:

Hepburn Shire is situated in the Central Highlands at the source of a number of catchments linked to Port Phillip Bay or the Murray River. Protection of the quality of this water has significant local and regional implications,

especially where these catchments provide domestic water supply.

The environmental objective to be achieved includes;

- To protect the quality of domestic water supplies within the Shire and the broader region.
- To maintain and where practicable enhance the quality and quantity of water within watercourses.
- To prevent increased runoff or concentration of surface water leading to erosion or siltation of watercourses.
- To prevent erosion of banks, streambeds adjoining land and siltation of watercourses, drains and other features.
- To prevent pollution and increased turbidity and nutrient levels of water in natural watercourses, water bodies and storages.

Section 3.0 of the schedule outlines the following mandatory requirements:

- All on-site wastewater must be treated and disposed of in accordance with the relevant EPA Code of Practice – On Site Wastewater Management.
- All stormwater must be managed and discharged to the satisfaction of the responsible Authority and generally in accordance with the principles described in Urban Stormwater: Best Practice Environmental Management Guidelines (Victorian Stormwater Committee 1999).

Under the provisions of **Clause 42.01** of the Planning Scheme, a permit is not required to subdivide land if:

- The subdivision is for existing buildings that are connected to reticulated water and reticulated sewerage system.
- The subdivision is a two-lot subdivision and each lot is connected to reticulated water and reticulated sewerage system.

Under the provisions of **Clause 42.01** of the Planning Scheme, a permit is not required for buildings and works if:

- Buildings and works for a dwelling connected to a reticulated sewer system.
- Buildings and works associated with an existing dwelling provided the building and works are:
 - Extensions which do not generate additional waste water i.e. any domestic waste water other than stormwater.
 - Connected to a reticulated sewer system.
- Buildings and works if all of the following conditions are met:
 - all waste water (if any) is discharged to a reticulated sewerage system
 - any site cut required is less than one metre in depth
 - any site cut required is less than 300 square metres in area
 - no effluent is discharged less than 100 metres from a waterway
 - no stormwater is discharged less than 100 metres from a waterway unless into an approved drainage system.
- Buildings and works for a sign or fence.
- Constructing a dam under 3ML capacity if they are not on a waterway and is for stock and domestic purposes only.
- Development undertaken by a public authority to regulate the flow of water in a watercourse, regulate flooding or to construct or redirect a watercourse.
- Activities conducted on public land by or on behalf of the Department of Sustainability and Environment under the relevant provisions of the Reference Areas Act 1978, the National Parks Act 1975, the Fisheries Act 1995, the Wildlife Act 1975, the Land Act 1958, the Crown Land (Reserves) Act 1978 or the Forests Act 1958.

- The construction of a building or carrying out of works associated with a utility installation required for the Goldfields Superpipe Project. The building and works must be in accordance with the Project Impact Assessment and Environmental Management Plan approved by the Secretary of the Department of Sustainability and Environment and the native vegetation offset plan approved by the Minister for Environment.

Response:

All lots are capable of treating and retaining waste water within proposed property boundaries. The proposed subdivision meets the objectives of the overlay and will not be of any detriment to the water catchment capabilities within the area. A Land Capability Assessment has been prepared by Ballarat Soil Testing and a copy of the report is attached with the planning application documents.

Any storm or surface water runoff will be discharged to the current legal point of discharge. The proposal will not increase stormwater runoff.

6.2 Bushfire Management Overlay

The subject site is also included within **Bushfire Management Overlay (BMO)**.



Clause 44.06 of the Planning Scheme refers to the Bushfire Management Overlay and the purpose of the Overlay is:

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

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

Clause 44.06-2 Permit Requirement states that a Permit is required for subdivision.

This does not apply to any of the following:

- If a schedule to this overlay specifically states that a permit is not required.
- A building or works consistent with an agreement under Section 173 of the Act prepared in accordance with a condition of permit issued under the requirements of Clause 44.06-5.
- An alteration or extension to an existing building used for a dwelling or a dependent person's unit that is less than 50 percent of the gross floor area of the existing building.
- An alteration or extension to an existing building (excluding a dwelling and a dependent person's unit) that is less than 10 percent of the gross floor area of the existing building.
- A building or works with a floor area of less than 100 square metres not used for accommodation and ancillary to a dwelling.
- A building or works associated with Timber production provided the buildings or works are not within 150 metres of Accommodation or land zoned for residential or rural residential purposes.

Response:

The proposed subdivision requires a planning permit under the Bushfire Management Overlay.

Clause 44.06-3, an application must be accompanied by:

- A **bushfire hazard site assessment** including a plan that describes the bushfire hazard within 150 metres of the proposed development.
- A **bushfire hazard landscape assessment** including a plan that describes the bushfire hazard of the general locality more than 150 metres from the site.
- A **bushfire management statement** describing how the proposed development responds to the requirements in this clause and Clause 44.06.

Response:

A Bushfire Management Statement (BMS) has been prepared by Regional Planning and Design Pty Ltd.

7. Particular Provisions

7.1 Public Open Space Contribution and Subdivision

Under the provisions of **Clause 53.01**, a person who proposes to subdivide land must make a contribution to the council for public open space in an amount specified in the schedule to this clause (being a percentage of the land intended to be used for residential, industrial or commercial purposes, or a percentage of the site value of such land, or a combination of both). If no amount is specified, a contribution for public open space may still be required under Section 18 of the *Subdivision Act 1988*.

Response:
A 5% open space contribution is required for a three (3) lot subdivision.

7.2 Native Vegetation

Clause 52.17 of the Planning Scheme refers to Native Vegetation requirements and the purpose of the Clause is:

- To ensure that there is no net loss to biodiversity as a result of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the Guidelines for the removal, destruction or lopping of native vegetation (Department of Environment, Land, Water and Planning, 2017) (the Guidelines):
 - Avoid the removal, destruction or lopping of native vegetation.
 - Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
 - Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy or lop native vegetation.
- To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.

Clause 52.17-1 Permit Requirement states that a permit is required to remove, destroy or lop native vegetation, including dead native vegetation. This does not apply:

- If the table to **Clause 52.17-7** specifically states that a permit is not required.
- If a native vegetation precinct plan corresponding to the land is incorporated into this scheme and listed in the schedule to **Clause 52.16**.
- To the removal, destruction or lopping of native vegetation specified in the schedule to this clause.

Response:
All native vegetation is to be avoided by the reduction of the subdivision to three lots.

7.3 Residential Subdivision

Clause 56 of the Planning Scheme sets out various objectives and standards which Planning Permit applications for residential subdivision must meet.

Clause	Comment
<p>56.07-1 – Drinking Water Supply objectives (Standard C22)</p> <p>To reduce the use of drinking water.</p> <p>To provide an adequate, cost-effective supply of drinking water.</p>	<p>Complies – Water supply will be provided to the requirements of Central Highlands Water Authority.</p>
<p>56.07-2 – Reused and Recycled Water objective (Standard C23)</p>	

<p>To provide for the substitution of drinking water for non-drinking purposes with reused and recycled water.</p>	<p>N/A – The use of recycled water is not proposed as part of this development.</p>
<p>56.07-3 – Waste Water Management objective (Standard C24)</p> <p>To provide a waste water system that is adequate for the maintenance of public health and the management of effluent in an environmentally friendly manner.</p>	<p>Complies – Each lot will be connected to a septic tank system.</p>
<p>56.07-4 – Stormwater Management objectives (Standard C25)</p> <p>To minimise damage to properties and inconvenience to residents from stormwater.</p> <p>To ensure that the street operates adequately during major storm events and provides for public safety.</p> <p>To minimise increases in stormwater and protect the environmental values and physical characteristics of receiving waters from degradation by stormwater.</p> <p>To encourage stormwater management that maximises the retention and reuse of stormwater.</p> <p>To encourage stormwater management that contributes to cooling, local habitat improvements and provision of attractive and enjoyable spaces.</p>	<p>Complies – Site drainage will be consistent with current best practice design principles. Any future dwelling will have installed rainwater tanks in line with current Building Regulations to further reduce stormwater runoff from the sites.</p>

7.4 Bushfire Planning

Clause 53.02 refers to Bushfire Planning and the purpose of the Clause is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To ensure that the development of land prioritises the protection of human life and strengthens community resilience to bushfire.
- To ensure that the location, design and construction of development appropriately responds to the bushfire hazard.
- To ensure development is only permitted where the risk to life, property and community infrastructure from bushfire can be reduced to an acceptable level.
- To specify location, design and construction measures for a single dwelling that reduces the bushfire risk to life and property to an acceptable level.

Clause 53.02-4 Bushfire protection objectives

Clause 53.02-4.1 Landscape, siting and design objectives

- Development is appropriate having regard to the nature of the bushfire risk arising from the surrounding landscape.
- Development is sited to minimise the risk from bushfire.
- Development is sited to provide safe access for vehicles, including emergency vehicles.
- Building design minimises vulnerability to bushfire attack.

Approved measures

Measure	Requirement	Response
AM 2.1	The bushfire risk to the development from the landscape beyond the site can be mitigated to an acceptable level.	The site is located on the edge of Clunes. There are large areas of forest to the north west which are partly managed through planned burns to reduce the fuel load. There is a buffer of managed residential land on large lots to the southwest. There is good access to the town of Clunes to the south. BAL 29 defensible space can be achieved within property boundaries.
AM 2.2	A building is sited to ensure the site best achieves the following: <ul style="list-style-type: none"> ▪ The maximum separation distance between the building and the bushfire hazard. ▪ The building is in close proximity to a public road. ▪ Access can be provided to the building for emergency service vehicles. 	The subdivision has been planned so that building the envelope for Lot 1 is sited to enable enough defensible space surrounding the dwelling to achieve BAL 29 defensible space . The lot will have a driveway connecting to McDonalds Road, providing adequate access for emergency service vehicles.
AM 2.3	A building is designed to reduce the accumulation of debris and entry of embers.	Any new buildings on lot 1 will be required to meet a BAL of 29. The construction requirements minimise the ability for ember penetration and radiant heat exposure to compromise the building integrity.

Clause 53.02-4.2 Defensible space and construction objective

Defensible space and building construction mitigate the effect of flame contact, radiant heat and embers on buildings.

Approved measure

Measure	Requirement	Response
AM 3.1	A building used for a dwelling (including an extension or alteration to a dwelling), a dependent	The new building on lot 1 can achieve BAL of 29 defensible space according to Column C and

	<p>person's unit, industry, office or retail premises is provided with defendable space in accordance with:</p> <ul style="list-style-type: none"> ▪ Table 2 Columns A, B or C and Table 6 to Clause 53.02-5 wholly within the title boundaries of the land; or ▪ If there are significant siting constraints, Table 2 Column D and Table 6 to Clause 53.02-5. <p>The building is constructed to the bushfire attack level that corresponds to the defendable space provided in accordance with Table 2 to Clause 53.02-5.</p>	<p>the final row of Table 2 to Clause 53.02-5 based on the hazard of forest on a 0 to 5 degree downslope to the south west (32 metres) and modified vegetation in all other directions. Defendable space is contained within the property boundaries. 10 metres of defendable space is proposed to the north and east within the lot 1 boundary in case the fuel load on adjacent lots increases to grassland or shrubland.</p>
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Clause 53.02-4.3 Water supply and access objectives

- A static water supply is provided to assist in protecting property.
- Vehicle access is designed and constructed to enhance safety in the event of a bushfire.

Approved measure

Measure	Requirement	Response
<p>AM 4.1</p>	<p>A building used for a dwelling (including an extension or alteration to a dwelling), a dependant person's unit, industry, office or retail premises is provided with:</p> <ul style="list-style-type: none"> ▪ A static water supply for fire-fighting and property protection purposes specified in Table 4 to Clause 53.02-5. ▪ Vehicle access that is designed and constructed as specified in Table 5 to Clause 53.02-5. <p>The water supply may be in the same tank as other water supplies provided that a separate outlet is reserved for fire-fighting water supplies.</p>	<p>The proposed lot 1 will require a 10,000 litre tank. CFA will need to be able to drive to within 4 metres of the outlet which will need to be located within 60 metres of the proposed dwelling.</p> <p>The driveway for proposed Lot 1 will have a minimum width of 3.5 metres with 4 metres vertical and 4.5 metres of horizontal clearance. The driveway will be capable of providing access for a 15 tonne truck.</p> <p>If the driveway longer than 100 metres long a turning area will be required.</p>

Clause 53.02-4.4 Subdivision objectives

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

Approved measures

Measure	Requirement	Response
AM 5.1	<p>An application to subdivide land, other than where AM 5.2 applies, demonstrates that each proposed lot is capable of meeting:</p> <ul style="list-style-type: none"> ▪ The defensible space in accordance with Table 2 Columns A, B or C and Table 6 to Clause 53.02-5. ▪ The approved measures in Clause 53.02-4.1 and Clause 53.02-4.3 	<p>Not applicable as the site is zoned Low Density Residential.</p>
AM 5.2	<p>An application to subdivide land zoned for residential or rural residential purposes must be accompanied by a plan that shows:</p> <ul style="list-style-type: none"> ▪ Each lot satisfies the approved measure in AM 2.1. ▪ A building envelope for a single dwelling on each lot that complies with AM 2.2 and provides defensible space in accordance with: <ul style="list-style-type: none"> ▪ Columns A or B of Table 2 to Clause 53.02-5 for a subdivision that creates 10 or more lots; or ▪ Columns A, B or C of Table 2 to Clause 53.02-5 for a subdivision that creates less than 10 lots. The bushfire attack level that corresponds to the defensible space provided in accordance with Table 2 to Clause 53.02-3 must be noted on the building envelope. ▪ Defensible space wholly contained within the boundaries of the proposed subdivision. ▪ Defensible space may be shared between lots within the subdivision. Defensible space for a lot may utilise communal areas, such as roads, where that land can meet the requirements for defensible space. 	<p>Lot 1 can achieve BAL 29 defensible space within the boundaries, as described in AM 3.1 and AM 3.4. Water supply and access requirements can be met, as previously described under AM 4.1.</p>

	<ul style="list-style-type: none"> Vegetation management requirements in accordance with Table 6 to implement and maintain the defensible space required under this approved measure. Water supply and vehicle access that complies with AM 4. 	
AM 5.4	A subdivision manages the bushfire risk to future development from existing or proposed landscaping, public open space and communal areas.	The proposed common property used for access on the east boundary will be managed to the defensible space standards in Table 6 to Clause 53.02-5 between the southern edge of Lot 1 and the north boundary.

8. General Provisions

8.1 Decision Guidelines

Under the provisions of **Clause 65.02**, before deciding on an application to subdivide land, the responsible authority must also consider, as appropriate:

Clause 65.02 – Application to subdivide land	Comments
The suitability of the land for subdivision	The land is suitable for subdivision. Moreover, the subdivision finds support in the Municipal Planning Strategy and the Planning Policy Frameworks, and is consistent with the purpose of the Low Density Residential Zone.
The existing use and possible future development of the land and nearby land	This is a rural residential subdivision in a rural residential area. The resulting lots excluding Lot 3 will potentially be developed for proposed single dwellings. Nearby and adjacent land is also zoned low density residential and will remain for residential use and development.
The availability of subdivided land in the locality, and the need for the creation of further lots	This subdivision presents itself as a residential infill and urban consolidation opportunity.
The effect of development on the use or development of other land which has a common means of drainage	The subdivision will not adversely affect the drainage regime that is associated with adjoining land or other land in the vicinity of the subject site.
The subdivision pattern having regard to the physical characteristics of the land including existing vegetation	Having regard to the physical characteristics of the subject land and its surrounding context, it is submitted that the pattern and rhythm of the subdivision is appropriate for the subject land. The subdivision will facilitate development that is in keeping with the existing and preferred neighbourhood character.

The density of the proposed development	The subdivision intends to create three (3) lots, ranging in area from 1.17 hectares to 1.97 hectares.
The area and dimensions of each lot in the subdivision	The proposed subdivision will create three (3) new rural residential lots all capable of containing a dwelling.
The layout of roads having regard to their function and relationship to existing roads	No new roads are to be constructed as part of the subdivision. A new common property driveway will be constructed to provide access to each lot. Lot 1 will have access via the common property driveway and not from McDonalds Road so as to protect the existing native vegetation on the road reserve.
The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots	The common property driveway will provide vehicular and pedestrian access.
The provision and location of reserves for public open space and other community facilities	Not applicable.
The staging of the subdivision	Not applicable.
The design and siting of buildings having regard to safety and the risk of spread of fire	No new buildings are being constructed on the site. The existing dwelling is located at the rear of the site and will have no impact on the surrounding dwellings on any future dwellings in the subdivision.
The provision of off-street parking	Each lots has sufficient land is available to accommodate off-street car parking.
The provision and location of common property	A proposed 11.0 metre wide common property driveway will be provided along the northern boundary of the site to provide vehicular, pedestrian and emergency access.
The functions of any body corporate	Owners Corporation will be established for the driveway and any services.
The availability and provision of utility services, including water, sewerage, drainage, electricity and gas	The proposed subdivision can be serviced by the following utility services, which are all available to it: <ul style="list-style-type: none"> ▪ Water; ▪ Drainage; ▪ Electricity; and ▪ Telecommunications.
If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.	Lot 3 currently has a dwelling and an approved septic system. Lots 1 & 2 will be required to install an approved septic system when development is to occur. The attached LCA recommends that any new dwellings on the vacant lots will have a maximum of five bedrooms.
Whether, in relation to subdivision plans, native vegetation can be protected through subdivision and siting of open space areas	All native vegetation is to be avoided.

9. Policy Context

It is considered the proposal is consistent with the Municipal Planning Strategy and Planning Policies as outlined below:

9.1 Municipal Planning Strategy

Clause 02.03-1 – Settlement – aims to:

- Direct rural residential development that is not associated with rural enterprises into established townships and settlements.

Response:

The proposed subdivision is not associated with a rural enterprise and is located within the Clunes settlement area.

Clause 02.03-2 – Environmental and Landscape Values – aims to:

- Retain existing habitat and create new habitat corridors, that increases the resilience of existing stands of native vegetation.
- Encourage land owners and public land managers to sustainably manage land and instream uses including removing environmental weeds.
- Minimise wholesale clearing of significant vegetation in areas of high bushfire risk.

Response:

All native vegetation is to be avoided by the new three lot subdivision.

Clause 02.03-3 – Environmental Risk and Amenity – aims to:

- Contain future growth within township boundaries to protect environmental values and to limit the risk to life and property from bushfire.
- Avoid development that through its location or design increases exposure to bushfires.

Response:

The site is within an established rural residential area in Clunes where there is existing rural residential development. The site is partially covered by a Bushfire Management Overlay and proposed Lot 1 can meet the required bushfire attack levels of 29, which is a suitable reading for rural residential areas. The surrounding land is managed and is privately owned.

9.2 Planning Policy Framework

Clause 11.01-1L – Township and Settlement – aims:

- To achieve a sustainable urban form for townships by containing future development within the township boundaries shown on the township structure plans.

The strategies that are relevant to this application are:

- Provide for urban development and economic growth in the townships of Clunes, Creswick, Daylesford, Hepburn Springs and Trentham based on township boundaries and structure plans.
- Locate new dwellings and residential subdivisions within township boundaries.

- Provide for urban infill and consolidation opportunities in townships that utilise existing infrastructure.
- Encourage development in townships and settlements to be respectful of heritage, environmental and neighbourhood character elements.

Response:

The proposed subdivision is located outside of the main township boundaries of Clunes. However, the subdivision will allow for infill development of lots that are varying in size which will provide choice and affordability to new and existing residents.

Clause 12.01-1L – Native Vegetation and Habitat Protection – aims:

- To protect and enhance the Shire's native vegetation and habitats.

Response:

All native vegetation is now to be avoided by the reduction of the subdivision to 3 lots.

Clause 13.02-1S – Bushfire Planning – This policy aims to assist to strengthen community resilience to bushfire.

Response:

Lot 1 will be affected by the Bushfire Management Overlay and a Bushfire Management Statement has been prepared which responds to the requirements of Clause 53.02 of the Scheme which relates to Bushfire Planning.

Clause 14.02-1L – Catchment and Land Protection – aims:

- 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.

Response:

All the lots will be connected to reticulated water supply. Lot 3 is currently connected to a septic tank system while Lots 1 and 2 will need to install an approved septic system once development occurs. Drainage will be directed to the legal point of discharge.

Clause 15.01-3L – Subdivision in Hepburn Shire – aims:

- For the subdivision of land within the boundaries of townships shown on the Strategic Framework Plan at Clause 02.04 including Clunes, Creswick, Daylesford, Hepburn Springs and Trentham and the settlement of Glenlyon.

Response:

The proposed subdivision is outside the boundaries of the Strategic Framework Plan for Clunes township.

Clause 15.01-5L – Neighbourhood Character in Townships and Settlements – aims:

- To ensure residential development in townships and settlements is responsive to neighbourhood character

Response:

The proposed lots sizes are smaller than what is currently in the immediate area, but the lots are three times the minimum size in order to be consistent with the larger lots in the immediate area.

Clause 16.01 – Residential Development – Contains policies relating to integrated housing, location of residential development, housing diversity and housing affordability.

Response:

The proposal will add to the range of available housing and will assist to meet demand in this area. The site is located within an established residential area and the development will help to consolidate the urban area without consuming additional land for residential purposes. Physical and community infrastructure are located close to this site, with supermarkets, schools, public open space and recreational facilities in close proximity.

Clause 19.03-3S – Integrated Water Management – This policy aims to plan for the provision of water supply, sewerage and drainage services that efficiently and effectively meet State and community needs and protect the environment.

Response:

All services are to be provided to each lot including reticulated water, drainage, telecommunications and electricity. No gas will be provided to the lots.

10. Conclusion

In summary, it is respectfully submitted that this proposed subdivision is consistent with the objectives and strategies of both the Municipal Planning Strategy and the Planning Policy Framework of the Hepburn Planning Scheme, which seek to encourage urban development which respects the existing character of its rural Townships. In conclusion, it is considered that the proposed subdivision is appropriate to the site and its surrounds given the following:

- The proposal is consistent with the purpose of the Low Density Residential Zone.

- All native vegetation is to be avoided by the three lots.
- The proposal responds positively to the decision guidelines of Clause 65.02.
- The proposal will result in a more efficient use of the existing infrastructure.
- The resulting lot sizes and configuration are such that they are respectful of and not at odds with the existing residential subdivision pattern of the area.
- This proposed residential subdivision is respectful of the established character of the neighbourhood.
- The proposal is considered to be an appropriate outcome for the site.

For all of the reasons outlined above, which have been expanded upon throughout this report, it is respectfully requested that the Hepburn Shire Council support the application and issue a planning permit to allow for a three (3) lot subdivision located at 240 McDonalds Road, Clunes.



.....
James Iles
Town Planner

11. Photos of the site and surrounds



Subject site looking east along the eastern boundary of the site.



Looking east on the site.



Looking northeast from the site.



Existing vegetation located on the front portion of the site.



Existing vegetation located on the front portion of the site.



Existing vegetation located on the front portion of the site.



Existing driveway along the northern side of the site which provides access to the existing dwelling at the rear.



Existing driveway from McDonalds Road to the site.



Existing driveway from McDonalds Road to the site.



Existing dwelling located on the south side of the subject site.



Existing shed located at the front of the adjoining site to the north.



Existing vegetation and open drain located in front of the subject site.



Looking north along
McDonalds Road.



Looking south along
McDonalds Road.

LAND CAPABILITY ASSESSMENT

ATTACHMENT 11.2.1
Ballarat Soil Testing

*Specialising in building site soil classification
& land capability assessments*

ABN 24 586 140 741

SUMMARY:

JOB:	
Reference No	IP060922
Date	June 13, 2024

SITE:	
Proposed development	3 x lot subdivision
Property address	240 McDonalds Road, Clunes
Shire council	Heburn Shire Council
Soil category (AS/NZ 1547:2012)	6 - moderately structured silty clay (medium to heavy clay)
Indicative permeability (Ksat)	0.04m/day

PROPOSED LOT 3 – EXISTING DWELLING WITH 5 X BEDROOMS:

Loading rate	900L/day
Existing secondary treatment device	Aerated Water Treatment System (AWTS)
Existing land application system	Subsurface irrigation system of 633m ²

PROPOSED LOT 1 & 2 – NEW 5 x BEDROOM DWELLING ON EACH:

Lot 1 & 2 loading rate	900L/day
Secondary treatment device	Aerated Water Treatment System (AWTS)
Land application system	Subsurface irrigation system of 540m ²

PREPARED FOR:

Client name	iPlanning Services Pty Ltd
Address	PO BOX 1401, Bakery Hill VIC 3354

PREPARED BY:	
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REVIEW:	DATE:	DETAILS:
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B	April 18, 2023	Second draft
C	October 11, 2023	Third draft
D	November 20, 2023	Fourth draft
E	May 8, 2024	Fifth draft
F	June 13, 2024	Sixth draft

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When a property developer, potential buyer or land holder considers subdividing land or building one or more premises, they must first determine whether wastewater can be sustainably managed and absorbed by the land within the property boundaries without negatively impacting the beneficial uses of surface waters and groundwater.

It is the responsibility of the property owner to prove to Council that the proposed onsite wastewater treatment and recycling system will operate sustainably on the property without adverse impacts on public health or the environment.

The objective of this investigation is to conduct a Land Capability Assessment (LCA) and propose a suitable type of onsite wastewater management system for the proposed residential development at the above address.

This document provides a detailed LCA for the allotment, information about the site and soil conditions along with monitoring and management recommendations.

This report has been written to comply with all relevant and current Victorian legislation, guidelines, codes and standards, including:

- AS/NZS 1547:2012, Onsite domestic wastewater management;
- AS/NZS 1547:1994, Onsite domestic wastewater management;
- Code of Practice Onsite Wastewater Management, Publication No. 891.4, July 2016, Environmental Protection Authority;
- Land Capability Assessment for Onsite Domestic Wastewater Management, Publication 746.1, March 2003, EPA Victoria;
- Victorian Land Capability Assessment Framework, January 2014, Municipal Association of Victoria.

Exclusion of liability:

- Please be advised, it is the property owner's responsibility when applying for a Planning Permit or Septic Tank Permit, or a consultant might lodge an LCA if they are acting on behalf of the property owner to obtain a Planning or Septic Tank Permit should the property owner direct the consultant to do so.
- It is the responsibility of the property owner to prove to Council that the proposed onsite wastewater treatment and recycling system will operate sustainably on the property without adverse impacts on public health or the environment.
- This LCA document does not substitute a Planning Permit or Septic Tank Permit nor does it provide guidance or recommend the suitability of an allotment for purchase. That is the responsibility of the client. Ballarat Soil Testing assumes no responsibility for the decision of the client to purchase an allotment.

2 Locality and site description

2.1 The site

	Site sizes, gradient and drainage
Estimated allotment areas:	Lot 1 - 1.224 <i>ha</i> . Lot 2 - 1.176 <i>ha</i> . Lot 3 - 1.978 <i>ha</i> .
The ground surface:	Very lightly undulating.
The gradient of the site:	Slight slope falling to west.
The drainage on site:	Fair

	Existing use and development on the site
The current use of the sites:	Lot 1 & 2 - vacant. Lot 3 - residential.
The buildings or works located on the site:	Brick veneer 5 x bedroom dwelling and detached shedding.

	Existing access arrangements
The main vehicle access to the site is provided from:	Gate and driveway access from McDonalds Road.
The space available for vehicle maneuverability can be considered:	Excellent
The site location:	Please refer to Attachment 1.

	Existing vegetation
Describe the vegetation on the site, including the type, location, extent and any other relevant information:	Grasses across property. Small stand of medium-sized native trees to south of proposed effluent field. Small native shrubs across site to north.

2.2 The locality and surrounding land

	Existing use and development on adjacent sites
Describe the land and existing land uses around the subject land:	Residential to north and south. Farming to east. LDRZ - Low Density Residential Zone.

3 Existing development – Lot 3

3.1 Construction on existing allotment

	Building
The existing building on site is:	Single-story brick/weatherboard house.
The number of bedrooms/study is:	5 x habitable rooms.
The maximum occupancy is :	6 x persons.

3.2 Wastewater

	Target effluent quality
Wastewater system:	Aims to achieve the target effluent quality of BOD <20 mg/L and SS <30mg/L.
Existing wastewater load:	<p>Daily household wastewater generation is estimated by multiplying the potential occupancy, which is based on the number of bedrooms (plus one person), by the Minimum Wastewater Flow Rates.</p> <p>Assessments should include any additional room(s) shown on the house plan such as a study, library or sunroom that could be closed off with a door, as a bedroom for the purposes of the following calculations.</p> <p>The following have been considered:</p> <ul style="list-style-type: none"> • 5 x bedroom dwelling on this site • Water-saving fixtures installed • 6 x people maximum occupancy • Wastewater generation of 150L/day/person • Proposed one-bedroom DPU. <p>Therefore:</p> <ul style="list-style-type: none"> • Total Design Load = 900L/day.

3.3 Intended water supply and sewer source

	Services
Domestic water supply	Reticulated water supply is provided.
Availability of sewer	No town sewerage system is available.

4 Proposed development – Lot 1 & 2

4.1 Construction on each new allotment

	Building
The proposed building on each new site is:	New dwelling with onsite wastewater treatment system.
The number of bedrooms/study is proposed to be:	5 x bedrooms.
The maximum occupancy is proposed to be:	6 x persons.

4.2 Wastewater

	Target effluent quality
Wastewater system:	Aims to achieve the target effluent quality of BOD <20 mg/L and SS <30mg/L.
Anticipated wastewater load:	<p>Daily household wastewater generation is estimated by multiplying the potential occupancy, which is based on the number of bedrooms (plus one person), by the Minimum Wastewater Flow Rates.</p> <p>Assessments should include any additional room(s) shown on the house plan such as a study, library or sunroom that could be closed off with a door, as a bedroom for the purposes of the following calculations.</p> <p>The following have been considered:</p> <ul style="list-style-type: none"> • 5 x bedroom dwelling on each site • Water-saving fixtures installed • 6 x people maximum occupancy • Wastewater generation of 150L/day/person. <p>Therefore:</p> <ul style="list-style-type: none"> • Total Design Load = 900L/day.

4.3 Intended water supply and sewer source

	Services
Domestic water supply	Reticulated water supply is likely to be provided.
Availability of sewer	No town sewerage system is available.

5 Site and soil assessment

5.1 Work undertaken

Assessment	
Assessor:	Stephen O'Loughlin
Date:	September 6, 2022

5.2 Site assessment

Feature	Description	Level of constraint	Mitigation measures
Aspect (affects solar radiation received)	North	Nil	NN
Climate (difference between annual rainfall and pan evaporation)	Excess of rainfall over evaporation in the wettest months	Major	Water and nutrient balance analyses were based on the 9th decile wet year calculated from the mean monthly rainfall data and 9th decile annual rainfall for Clunes and mean evaporation data for Creswick and were undertaken.
Erosion (or potential for erosion)	Nil	Nil	NN
Exposure to sun and wind	Full sun	Nil	NN
Fill (imported)	No fill	Nil	NN
Flood frequency (ARI)	Less than 1 in 100 years	Nil	NN
Groundwater bores	Setback distance from bore complies with requirements in EPA Code of Practice 891.4 (as amended)	Moderate	Effluent field will be at least 20m from any groundwater bores as per code of practice.
Land area available for LAA	Exceeds LAA and duplicate LAA and buffer distance requirements	Nil	NN
Landslip (or landslip potential)	Nil	Nil	NN
Rock outcrops (% of surface)	<10%	Nil	NN

ATTACHMENT 11.2.1			
Slope Form (affects water shedding ability)	Straight side-slopes	Minor	NN
Slope gradient (%) for subsurface irrigation	<10%	Nil	NN
Soil Drainage (qualitative)	Some signs or likelihood of dampness	Moderate	The Design Irrigation Rate for drip irrigation is 2 mm/day.
Stormwater run-on	Low likelihood of stormwater run-on	Nil	NN
Surface waters - setback distance (m)	Setback distance complies with requirements in EPA Code of Practice 891.4 (as amended)	Nil	The proposed effluent fields have been positioned to be at least 100 metres from the creek in the allotment to the south.
Vegetation coverage over the site	Plentiful vegetation with healthy growth and good potential for nutrient uptake	Nil	NN
Soil Drainage (Field Handbook definitions)	Moderately well drained. Water removed somewhat slowly in relation to supply, some horizons may remain wet for a week or more after addition	Moderate	Shallow subsurface irrigation recommended with Irrigation area sizing using the Nominated Area Water Balance & Storage Calculations allows for the wettest recorded months.

*NN: not needed

5.3 Soil key features

The site's soils have been assessed for their suitability for onsite wastewater management by a combination of soil survey and desktop review of published soil survey information as outlined below.

5.4 Geology

Geological mapping	
Geological Survey Code:	Qn
Description:	Localised sheet flow basalts; flows partly confined in palaeovalleys; dominantly tholeiite to mildly alkalic olivine basalt; youngest flows have stony surfaces.
Reference:	██████████ D.H., 2000. Creswick 1:50,000 geological map. Geological Survey of Victoria.

5.5 Local Mine Hazards

DPI Search for Mine Hazard results	
Department of Primary Industries records:	"do not indicate the presence of any mining activity on this site, and the site appears to be outside any known mined area."

	Soil conditions
The predominant soil profile on site is:	Silty clay loam overlying stiff silty clay.

5.7 Soil profile determination

	Assessment
Field work	6 x boreholes were established and excavated in the area of the proposed wastewater management systems.
Method of drilling or excavation	Trailer-mounted and hand-held soil sampling machines.
Method of classification	The soil was classified according to AS/NZS 1547-1994/2012 while considering Clunes' temperate climate.
Site and test plan	Please refer to Attachment 2.
Reporting	Please refer to Attachment 4.

5.8 Soil assessment

Feature	Assessment	Level of Constraint	Mitigation Measures
Soil category (AS/NZ 1547:2012)	6 - moderately structured silty clay (medium to heavy clay).		
Soil depth	Soil: 100 - 300mm	Minor	NN
Soil Permeability & Design Loading Rates	Soil: 6 - moderately structured silty clay (medium to heavy clay): <0.06 - 0.12m/day saturated conductivity (K_{sat}) (AS/NZS1547:2012); 2mm/day Design Loading Rate (DIR) for irrigation system (Code of Practice, 2016).	Major	Use indicative permeability (k_{sat}) of 0.04m/day in calculations.
Mottling	Very well to well-drained soils generally have uniform brownish or reddish colour	Nil	NN
pH	5.5 - 8 is the optimum range for a wide range of plants	Nil	NN
Rock Fragments	0 - 10%	Nil	NN
Soil Depth to Rock or other impermeable layer	1.5 - 1 m	Nil	NN

Soil Structure (pedality)	Moderately-structured	Nil	ATTACHMENT 11.2.1 NN
Soil Texture, Indicative Permeability	6	Major	Use indicative permeability (ksat) of 0.04m/day in calculations.
Watertable Depth (m) below the base of the LAA	>2m	Nil	NN

5.9 Groundwater Assessment

DEPI Groundwater Data Search	
Department of Environment and Primary Industries records:	Groundwater depth: 5 - 10m Groundwater salinity: 1000 - 3500mg/L

5.10 Victorian Planning Provision – Overlays

Overlay	Assessment
Planning Zone:	LDRZ - Low Density Residential Zone
Planning Overlay:	ESO1 - Environmental Significance Overlay <ul style="list-style-type: none"> Schedule 1 - Proclaimed catchment protection BMO - Bushfire Management Overlay
Declared Special Water Supply Catchment Area:	Tullaroop Reservoir.

5.11 Overall assessment results and land capability rating

The overall land capability of the proposed effluent management area is constrained due to the following site features and soil assessment:

- Climate (difference between annual rainfall and pan evaporation)
- Soil drainage
- Soil texture and low permeability.

The site is also in the Tullaroop Reservoir Declared Special Water Supply Catchment Area.

However, the effluent management systems will be designed, installed and maintained in ways which will mitigate these factors.

The proposed effluent management area is located above the 1:100 flood level and by using secondary treatment and pressure-compensating sub-surface irrigation, there will be ample protection of surface waters and groundwater.

6 Wastewater management system – Lot 3 – Existing dwelling

6.1 Existing treatment system servicing current dwelling

Aerated Water Treatment System (AWTS)

The existing dwelling is currently serviced by a relatively new Aerated Water Treatment System.

An **AWTS** is the preferred option and is designed to treat small (<2000L/day) wastewater flows. This system consists of a series of treatment chambers combined where air is bubbled through wastewater in a tank provides oxygen to micro-organisms to facilitate aerobic biological digestion of the organic matter in the wastewater.

This office recommends that the system be retained.

6.2 Existing land application system servicing current dwelling

Pressure-compensating subsurface irrigation system

The existing dwelling is currently serviced by a relatively new pressure-compensating subsurface irrigation system.

The default land application system for sustainably recycling secondary treated sewage or greywater effluent to land is **pressure-compensating subsurface irrigation** (with disc or mesh filters and scour and vacuum valves) which evenly distributes effluent throughout the irrigation area.

This office recommends that the system be retained.

7 Wastewater management system – Lot 1 & 2 – New dwellings ATTACHMENT 11.2.1

7.1 Overview

This report provides recommendations for treatment and land application systems that are appropriate to the land capability. The following sections provide an overview of a suitable system, with sizing and design considerations and justification for its selection. Detailed design for the system is beyond the scope of this study, but should be undertaken at the time of building application and submitted to Council.

7.2 Type of treatment system required for each new site

Sand Filter or Aerated Water Treatment System (AWTS)

To treat domestic wastewater and allow irrigation with the treated effluent, we recommend installing a system that provides secondary treatment to meet Environmental Protection Authority requirements for irrigation. Indicative target effluent quality is:

- BOD <20 mg/L;
- SS <30mg/L.

Several suitable options are available, including an **Aerated Water Treatment System (AWTS) or sand filter**. Any of these options are capable of achieving the desired level of performance and final selection is the responsibility of the property owner, who will forward details to Council for approval.

7.3 Preferred treatment system for each new dwelling

Aerated Water Treatment System (AWTS)

To treat domestic wastewater and allow irrigation with the treated effluent, we recommend installing a system that provides secondary treatment to meet Environmental Protection Authority requirements for irrigation. The water quality of secondary standard effluent in Victoria is <20 mg/L BOD₅, <30 mg/L TSS and, where disinfected, *E. coli* <10 cfu /100 mL.

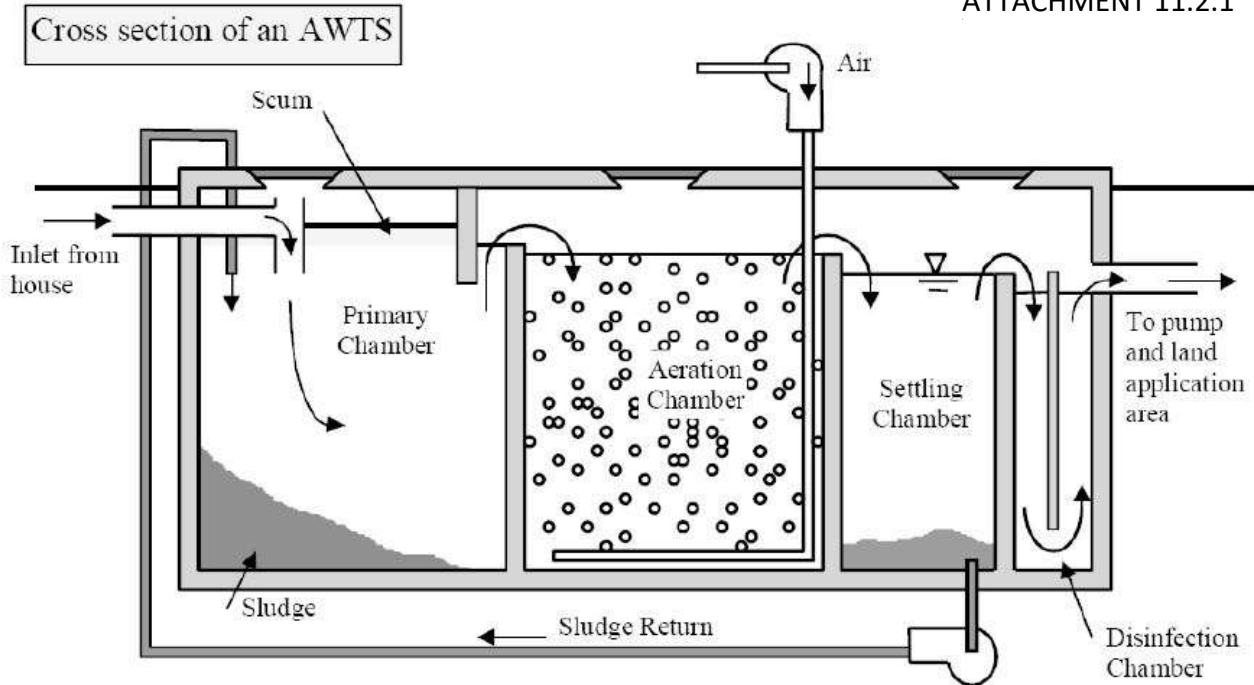
An **Aerated Water Treatment System (AWTS)** is the preferred option and is designed to treat small (<2000L/day) wastewater flows. This system consists of a series of treatment chambers combined where air is bubbled through wastewater in a tank provides oxygen to micro-organisms to facilitate aerobic biological digestion of the organic matter in the wastewater.

Wastewater from a household is treated in stages in several separate chambers. The first chamber is similar to a conventional septic tank. The wastewater enters the chamber where the solids settle to the bottom and are retained in the tank forming a sludge layer.

Scum collects at the top, and the partially clarified wastewater flows into a second chamber. Here the wastewater is mixed with air to assist bacteria to further treat it.

A third chamber allows additional clarification through the settling of solids, which are returned for further treatment to either the septic chamber or to the aeration chamber. The clarified effluent may be disinfected in another chamber (usually by chlorination) before irrigation can take place.

Bacteria in the first chamber break down the solid matter in the sludge and scum layers. Material that cannot be fully broken down gradually builds up in the chamber and must be pumped out periodically.



7.4 Recommended land application system for each new dwelling

Pressure-compensating subsurface irrigation system

The default land application system for sustainably recycling secondary treated sewage or greywater effluent to land is **pressure-compensating subsurface irrigation** (with disc or mesh filters and scour and vacuum valves) which evenly distributes effluent throughout the irrigation area.

The distribution pipes (drip-lines) fill up with effluent until a certain pressure is reached which opens the emitter valves. More controlled pressure can be applied when the field is divided into two or more zones and these smaller areas are intermittently dosed using a sequencing valve.

Water is not wasted by evaporation or runoff, flexible garden designs are possible, water is delivered to the plants' roots in the topsoil layer and it provides the highest protection for environmental and public health.

In combination with the selected secondary treatment system, these systems will provide even and widespread dispersal of highly treated effluent loads within the root-zone of plants.

Secondary quality effluent is a valuable water and nutrient resource and should be used beneficially to support vegetation growth, not be discharged deep in the soil profile where it provides very little beneficial use to the land or to the residents.

A gravity-flow effluent irrigation system is not allowed, due to the lack of even distribution. Irrigation distribution pipes must not have dripper-holes drilled or cut into them after purchase because the effluent will flow out of the holes in the first few metres of pipe at a far higher rate than the system is designed for and higher than the soil is capable of sustainably absorbing.

7.5 Sizing the irrigation systems

Water and nutrient balance analyses were based on the 9th decile wet year calculated from the mean monthly rainfall data and 9th decile annual rainfall for Daylesford and mean evaporation data for Creswick and were undertaken in accordance with *Guidelines for Wastewater Irrigation*, E.P.A. Publication 168, April 1991 (Part), AS/NZS 1547:2012 and in-house methods.

Redistribution of monthly rainfall was adjusted in proportion to the deviation of ATTACHMENT 11 minimum mean (see Attachment 5 - Water balance calculations). The rainfall and evaporation data were obtained from the National Climate Centre, Bureau of Meteorology. The data was subsequently analysed and applied to the water and nutrient balance analyses using the Water/Nitrogen Balance spreadsheet developed by Paul Williams & Associates Pty Ltd.

The results of the water and nutrient balance analyses are given in Attachment 5 of this report.

Size
<p>As a result of these calculations, a subsurface irrigation field of at least 540m² is required for a proposed 5 x bedroom dwelling on each new allotment.</p>

Number of habitable rooms	Number of occupants	Total daily household wastewater	Area of subsurface irrigation bed
3	4	600	360m ²
4	5	750	450m ²
5	6	900	540m²
6	7	1050	630m ²

7.6 Siting and configuration of each new irrigation system

Description
<p>It is preferable to keep the irrigation area as high on the property as possible and a maximum distance from the boundaries as setbacks allow.</p> <p>The preferred areas are as follows:</p> <ul style="list-style-type: none"> • Lot 1 – in the north of the allotment • Lot 2 – in the southeast of the allotment. <p>Attachment 3 shows envelopes of land that are suitable for effluent management. Final placement and configuration of the irrigation system will be determined by the client and/or system installer, provided it remains within this envelope.</p> <p>Whilst there is ample area for application of the effluent, it is important that appropriate buffer distances to the waterways be maintained. It is important to note that buffers are measured as the overland flow path for run-off water from the effluent irrigation area.</p> <p>It is recommended that the owner consult an irrigation expert familiar with effluent irrigation equipment to design the system, and an appropriately registered plumbing/drainage practitioner to install the system. The irrigation plan must ensure even application of effluent throughout the entire irrigation area.</p>

Description

Setback buffer distances from effluent land application areas and treatment systems are required to help prevent human contact, maintain public amenity and protect sensitive environments. The relevant buffer distances for this site, taken from Table 5 of the Code (2016) are:

- 150 metres from a dam, lake or reservoir (potable water supply);
- 100 metres from waterways (potable water supply);
- 30 metres from waterways, wetlands (continuous or ephemeral, non-potable); estuaries, ocean beach at high-tide mark; dams, lakes or reservoirs (stock and domestic, non-potable);
- 20 metres from groundwater bores in Category 2b to 6 soils; and
- 3 metres if area up-gradient and 1.5 metres if area down-gradient of property boundaries, swimming pools and buildings (conservative values for primary effluent).

The setback distance in a Special Water Supply Catchment area may be reduced by up to a maximum of 50% conditional on the following requirements (otherwise the setback distances for primary treatment systems apply):

- effluent is secondary treated to 20/30 standard as a minimum
- a maintenance and service contract, with a service technician accredited by the manufacturer, is in place to ensure the system is regularly serviced in accordance with Council Septic Tank Permit conditions and
- Council is satisfied the reduction in set-back distance is necessary to permit the appropriate development of the site and that risks to public health and the environment are minimised.

Where an intermittent stream on a topographic or orthographic map is found through ground-truthing to be a drainage line (drainage depression) with no defined banks and the bed is not incised, the setback distance is 40 metres (SCA 2010). The topography of the drainage line must be visually inspected and photographed during the LCA site inspection and reported upon in writing and photographs in the LCA report.

The proposed effluent fields have been positioned to be at least 100 metres from the creek in the allotment to the south.

All buffer distances are therefore achievable.

8 Installation, monitoring, operation and maintenance

8.1 Installation of the irrigation system

Description

Installation of the irrigation system must be carried out by a suitably qualified, licensed plumber or drainer experienced with effluent irrigation systems.

To ensure even distribution of effluent, it is essential that the pump capacity is adequate for the size and configuration of the irrigation system, taking into account head and friction losses due to changes in elevation, pipes, valves, fittings etc. An additional, optional measure to achieve even coverage is to divide the irrigation area into two or more separate sub-zones; dosed alternately using an automatic indexing or sequencing valve.

The irrigation area and surrounding area must be vegetated or revegetated immediately following installation of the system, preferably with turf. The area should be fenced or otherwise isolated (such as by landscaping), to prevent vehicle and stock access; and signs should be erected to inform householders and visitors of the extent of the effluent irrigation area and to limit their access and impact on the area.

Stormwater run-on is not expected to be a concern for the proposed irrigation area, due to the landform of the site and its relatively gentle slopes. However, upslope diversion berms or drains may be constructed if this is deemed to be necessary during installation of the system, or in the future. Stormwater from roofs and other impervious surfaces must not be disposed of into the wastewater treatment system or onto the effluent management system.

8.2 Monitoring, operation and maintenance

Description

Maintenance is to be carried out in accordance with Australian Standards 1546.1 to 1546.4 pursuant to the selected secondary treatment system and Council's permit conditions. The treatment system will only function adequately if appropriately and regularly maintained.

To ensure the treatment system functions adequately, residents must:

- Have a suitably qualified maintenance contractor service the treatment system at the frequency required by Council under the permit to use;
- Use household cleaning products that are suitable for septic tanks;
- Keep as much fat and oil out of the system as possible; and
- Conserve water (AAA rated fixtures and appliances are recommended).

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

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

As a result of our investigations we recommend that sustainable onsite wastewater management systems can be built to meet the needs of a 3 x lot subdivision at 240 McDonalds Road, Clunes.

Specifically, we recommend the following:

- Existing dwelling – proposed Lot 3
 - 5 x bedroom dwelling.
 - The existing dwelling is currently serviced by a relatively new Aerated Water Treatment System providing secondary treatment of effluent.
 - The dwelling is also serviced by a relatively new pressure-compensating subsurface irrigation system, which is the default land application system for sustainably recycling secondary treated sewage or greywater effluent to land.
- New dwelling – proposed Lots 1 & 2
 - 5 x bedroom dwelling constructed in each proposed allotment.
 - Secondary treatment of wastewater in an Aerated Water Treatment System.
 - Land application of wastewater in a 540m² pressure compensating subsurface irrigation area.
 - Location of Land Application Areas in the following areas:
 - Lot 1 – in the north of the allotment
 - Lot 2 – in the southeast of the allotment
 - The proposed effluent fields have been positioned to be at least 100 metres from the creek in the allotment to the south.
 - Installation of water saving devices in the new residence to reduce the effluent load for onsite disposal.
 - Use of low phosphorus and low sodium (liquid) detergents to improve effluent quality and maintain soil properties.
 - Operation and management of the treatment and disposal system in accordance with manufacturer's recommendations, Australian Standards 1546.1 to 1546.4 pursuant to the selected secondary treatment system, the EPA Code of Practice (2016) and the recommendations made in this report.

If there are any queries regarding the content of this report, please contact this office.



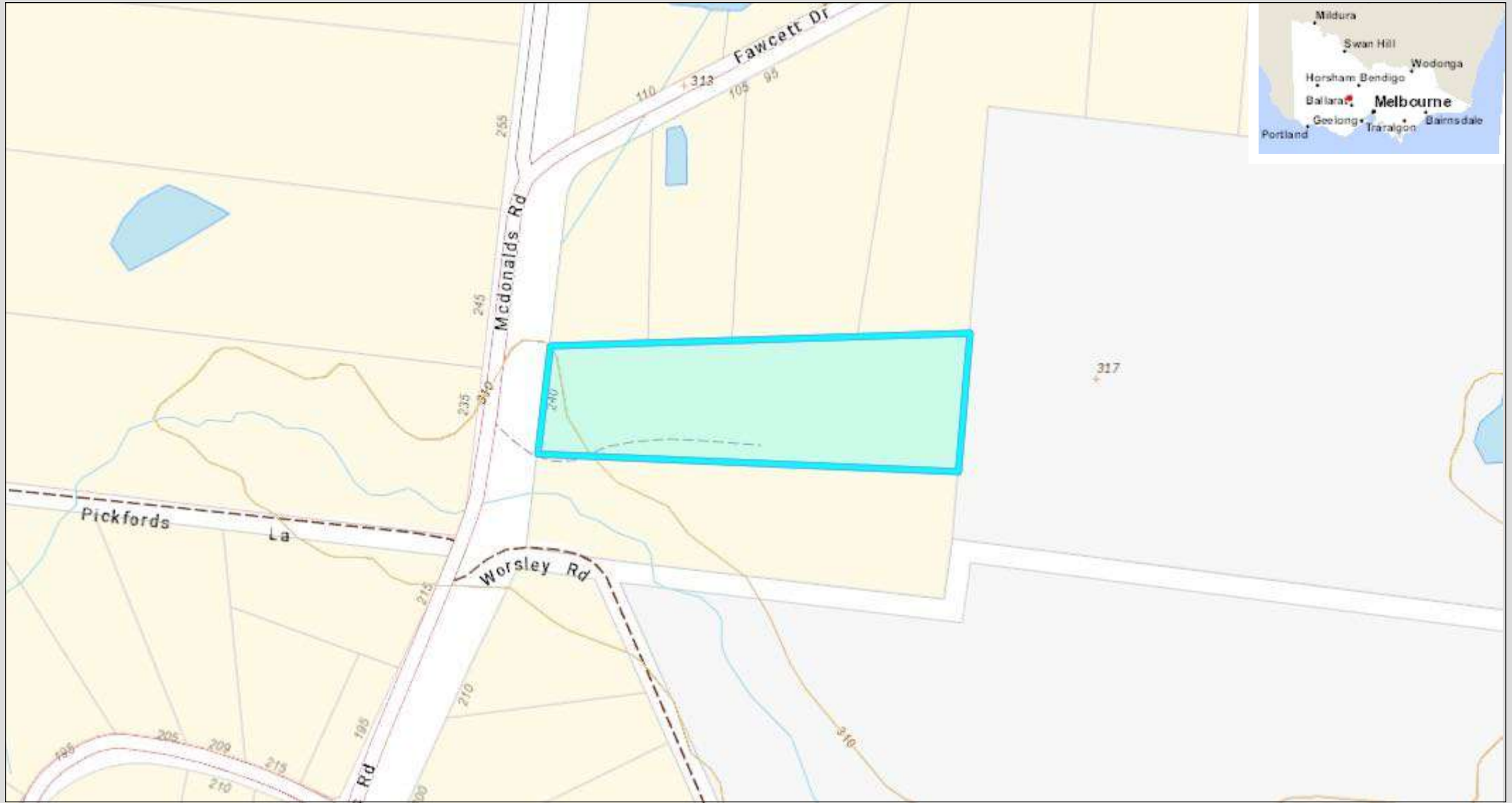
STEPHEN O'LOUGHLIN
Geologist

Attachment 1 – Locality plan

Plan included on next page.

Locality Map

240 Mcdonalds Road, Clunes



GDA_1994_VICGRID94

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

Map Created on 09-Sep-2022
Scale 1:5,000

Attachment 2 – Soil testing program plan

Plan included on next page.



Tue Sep 19 2023

Imagery © 2023 Nearmap, HERE

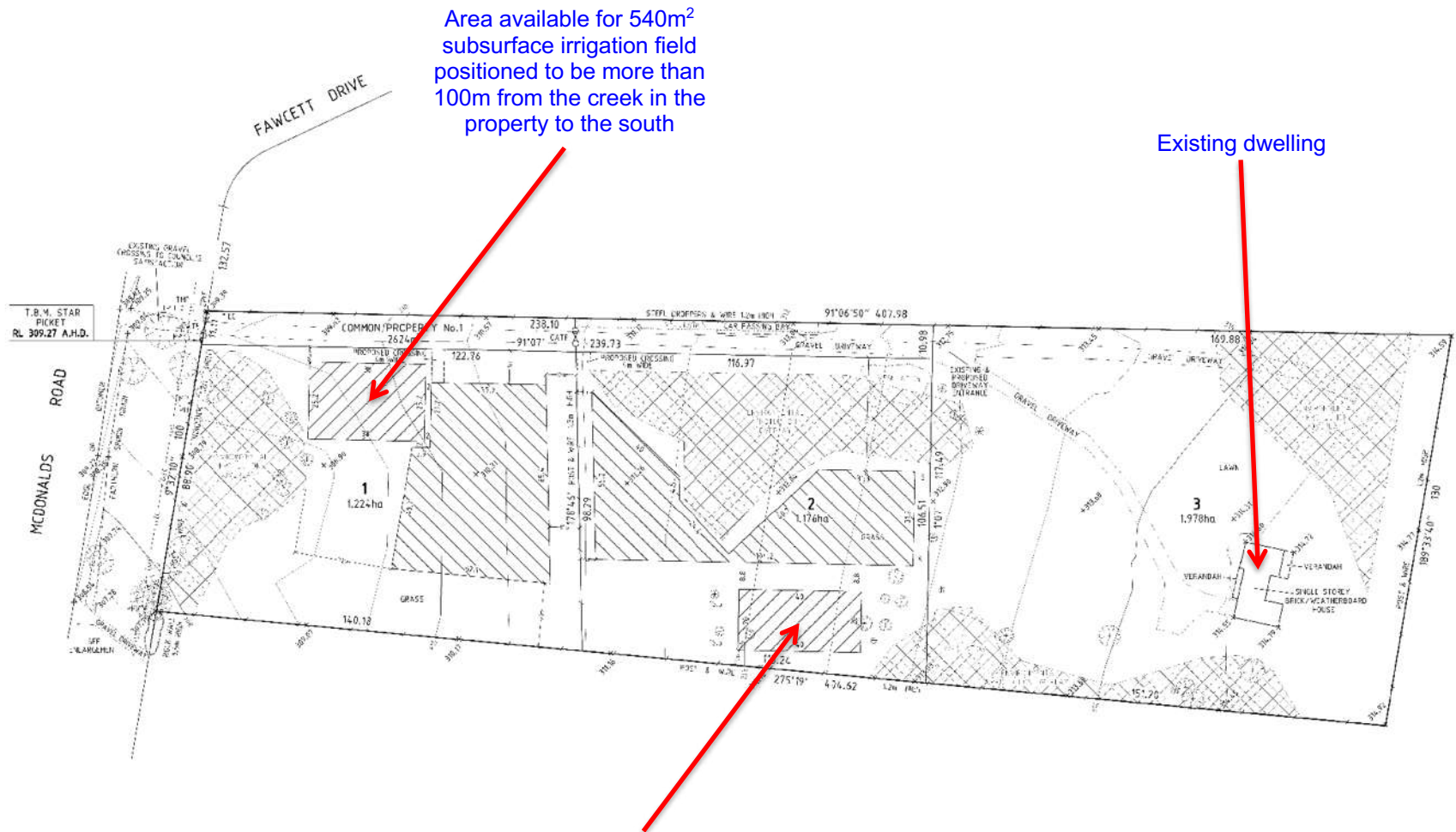


nearmap

Attachment 3 – Proposed wastewater treatment systems ATTACHMENT 11.2.1

Plan included on next page.

M.G.S. 2022 2006 59



NOTES
THE LEVELS SHOWN ON THIS PLAN ARE BASED ON A (CORRECTED) TO THE AUSTRALIAN HEIGHT DATUM VERTICAL DATUM (AHD), VIA CHS.

- DENOTES BUILDING ENVELOPE.
- DENOTES EFFLUENT PIPE.

CERTIFICATE BY LICENSED SURVEYOR FOR PLAN
I, PHILLIP JOHN DICKSON, of my firm, DICKSON HEARN PTY LTD, being a duly qualified and licensed surveyor, certify that this plan has been prepared from a survey made under my direction and supervision in accordance with the Survey Act 1994, and completed on 26/08/2022, that this plan is accurate and correctly represents the subject land and that the survey was conducted in accordance with the Survey Act 1994, and the Survey Regulations 2005.
Date: 26/08/2022

KEY
 EL - ELECTRICITY CASHE
 EP - ELECTRICITY POLE
 FP - FURNACE
 TP - TELECOMMUNICATION MARKER POST
 WT - WATER TOWER
 WT - WATER TOWER

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 BALLARAT, 3350.
 Phone: (03) 5393 2295 Fax: (03) 5393 3241
 Email: info@dicksonhearn.com.au

DATE	REV.	COMMENTS
12/06/21	K	REMOVED LOT 2 PROPOSED DRIVEWAY
07/07/22	I	UPDATED LOT 1 BUILDING ENVELOPE
09/05/22	I	UPDATED LOT 1 BUILDING ENVELOPE
19/03/24	H	UPDATED FENCE LINES & VEHICLE CROSSINGS
14/03/22	G	UPDATED SUBDIVISION DESIGN
04/07/23	F	AMENDED ENVELOPES & VEHICLE CROSSINGS
12/03/23	F	PROPOSED CROSSINGS ADDED

PLAN OF SURVEY			DRAWN BY	L.P.P.	DWG. No.
240 MCDONALDS ROAD CLUNES					9085-01
C/T. VOL.9233 FOL.657			CHKD BY	DATE	REVISION
			SCALE	1:250	SHEET SIZE A1
			DATE	A.H.D.	SHEET 1 OF 1

Sample Hole BH01

Depth (mm)	Description	Fill	Moisture	Consistency	DIR (mm/day)	Indicative permeability (Ksat)
100 200 300	Silty clay LOAM; dark grey	–	Very moist	Firm	–	–
400 500 600 700 800 900 1000 1100 1200	Silty CLAY; grey	–	Slightly moist	Stiff	2	0.04
1300 1400 1500	END OF HOLE - Refusal - Basalt rock					

Sample Hole BH02

Depth (mm)	Description	Fill	Moisture	Consistency	DIR (mm/day)	Indicative permeability (Ksat)
100 200 300 400 500 600 700 800 900 1000	Silty CLAY; grey	–	Slightly moist	Stiff	2	0.04
1100 1200 1300 1400 1500	END OF HOLE - Refusal - Basalt rock					

Sample Hole BH03

Depth (mm)	Description	Fill	Moisture	Consistency	DIR (mm/day)	Indicative permeability (Ksat)
100	Silty clay LOAM; dark brown	–	Very moist	Firm	–	–
200	Silty CLAY; grey	–	Slightly moist	Stiff	2	0.04
300						
400						
500						
600						
700						
800						
900						
1000						
1100						
1200						
1300						
1400						
1500	END OF HOLE					

Sample Hole BH04

Depth (mm)	Description	Fill	Moisture	Consistency	DIR (mm/day)	Indicative permeability (Ksat)
100	Silty clay LOAM; dark brown	–	Very moist	Firm	–	–
200	Silty CLAY; grey	–	Slightly moist	Stiff	2	0.04
300						
400						
500						
600						
700						
800						
900						
1000						
1100						
1200						
1300						
1400						
1500	END OF HOLE					

Sample Hole BH05

Depth (mm)	Description	Fill	Moisture	Consistency	DIR (mm/day)	Indicative permeability (Ksat)
100	Silty clay LOAM; dark grey	–	Very moist	Firm	–	–
200	Silty CLAY; grey	–	Slightly moist	Stiff	2	0.04
300						
400						
500						
600						
700						
800						
900						
1000						
1100						
1200						
1300						
1400						
1500	END OF HOLE					

Sample Hole BH06

Depth (mm)	Description	Fill	Moisture	Consistency	DIR (mm/day)	Indicative permeability (Ksat)
100	Silty clay LOAM; dark grey	–	Very moist	Firm	–	–
200						
300	Silty CLAY; grey	–	Slightly moist	Stiff	2	0.04
400						
500						
600						
700						
800						
900						
1000						
1100						
1200						
1300						
1400						
1500	END OF HOLE					

Spreadsheets included on next page.

Water/Nitrogen Balance (20/30 irrigation): With no wet month storage

Rainfall station: Clunes 88015
 Evaporation station: Creswick 88019
 Location: 240 McDonalds Road, Clunes
 Date: May 8, 2024
 Client: iPlanning Services Pty Ltd

ITEM	UNIT	#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
Days in month:	D		31.0	28.0	31.0	30.0	31.0	30.0	31.0	31.0	30.0	31.0	30.0	31.0	365.0
Evaporation (Mean):	mm	A	207.7	184.8	127.1	81.0	49.6	27.0	27.9	43.4	66.0	111.6	129.0	155.0	1210.1
Rainfall (9th decile wet year adjusted):	mm	B1	34.7	37.3	33.5	50.8	74.2	85.3	82.5	91.9	77.1	73.4	56.9	44.8	742.4
Effective or retained rainfall:	mm	B2	29.5	31.7	28.5	43.2	63.1	72.5	70.1	78.1	65.5	62.4	48.4	38.1	631.0
Peak seepage loss (1):	mm	B3	114.7	103.6	114.7	111.0	114.7	111.0	114.7	111.0	114.7	111.0	114.7	111.0	1350.5
Evapotranspiration (I x A):	mm	C1	145.4	129.4	89.0	48.6	24.8	12.2	11.2	19.5	36.3	72.5	90.3	108.5	787.6
Waste loading / Outputs (C1 + B3 - B2):	mm	C2	230.6	201.2	175.2	116.4	76.4	50.6	55.8	56.1	81.8	124.8	152.9	185.1	1507.1
Net evaporation from lagoons (10(0.8A - B1 x lagoon area (ha)):	L	NL	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Volume of wastewater:	L	E	27900.0	25200.0	27900.0	27000.0	27900.0	27000.0	27900.0	27000.0	27900.0	27000.0	27000.0	27900.0	328500.0
Total Irrigation water ((E - NL)/G):	mm	F	52.2	47.2	52.2	50.6	52.2	50.6	52.2	52.2	50.6	52.2	50.6	52.2	615.2
Irrigation area (E / C2) annual:	sqm	G	121.0	125.2	159.3	231.9	365.0	533.5	500.3	496.9	330.2	223.5	176.6	150.7	534.0
Surcharge:	mm	H	-178.4	-154.0	-122.9	-65.9	-24.2	-0.1	-3.5	-3.9	-31.2	-72.6	-102.4	-132.8	0.0
Actual seepage loss:	mm	J	-63.7	-50.4	-8.2	45.1	90.5	110.9	111.2	110.8	79.8	42.1	8.6	-18.1	458.6
Crop factor:	I		0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture
Rainfall retained:	K		85												
Lagoon area:	L		0												
Wastewater (irrigation):	M		900												
Seepage loss (peak):	NL		3.7												
Irrigation area (no storage):	P2		534.0												Shade
Application rate:	Q		1.7												Buffalo
Nitrogen in effluent:	R		30												Woodlot
% N lost to soil processes:	S		20												
Crop N uptake:	T		220												
Average daily seepage:	U		60.27												
Total N loss to soil:	V		1.3												
Remaining N load after soil loss:	W		21600												
Area for N uptake (no storage):	X		358												
Application rate:			2.5												

Crop factor														
0.7	0.7	0.7	0.6	0.5	0.45	0.4	0.45	0.55	0.65	0.7	0.7	Pasture		
0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	Shade		
0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	Buffalo		
1	1	1	1	1	1	1	1	1	1	1	1	Woodlot		

Nitrogen uptake								
Species	kg/ha/yr	pH	Species	kg/ha/yr	pH	Species	kg/ha/yr	pH
Ryegrass	200	5.6-8.5	Bentgrass	170	5.6-6.9	Grapes	200	6.1-7.9
Eucalyptus	90	5.6-6.9	Couch grass	280	6.1-6.9	Lemons	90	6.1-6.9
Lucerne	220	6.1-7.9	Clover	180	6.1-6.9	C cunn'a	220	6.1-7.9
Tall fescue	150-320	6.1-6.9	Buffalo (soft)	150-320	5.5-7.5	P radiata	150	5.6-6.9
Ryeclover	220		Sorghum	90	5.6-6.9	Poplars	115	5.6-8.5

Weather data

Rainfall station: Clunes 88015

Mean monthly rainfall:	mm	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
		34.1	35.5	33.5	42.5	54.7	60.5	59	63.9	56.2	54.3	45.7	39.4	582

Rainfall data & 9th decile redistribution

Rainfall to be redistributed (9th decile): 745.1 mm/yr
 Minimum mean rainfall: 33.5 mm
 9th decile (annual) - mean rainfall (annual): 163.1 mm

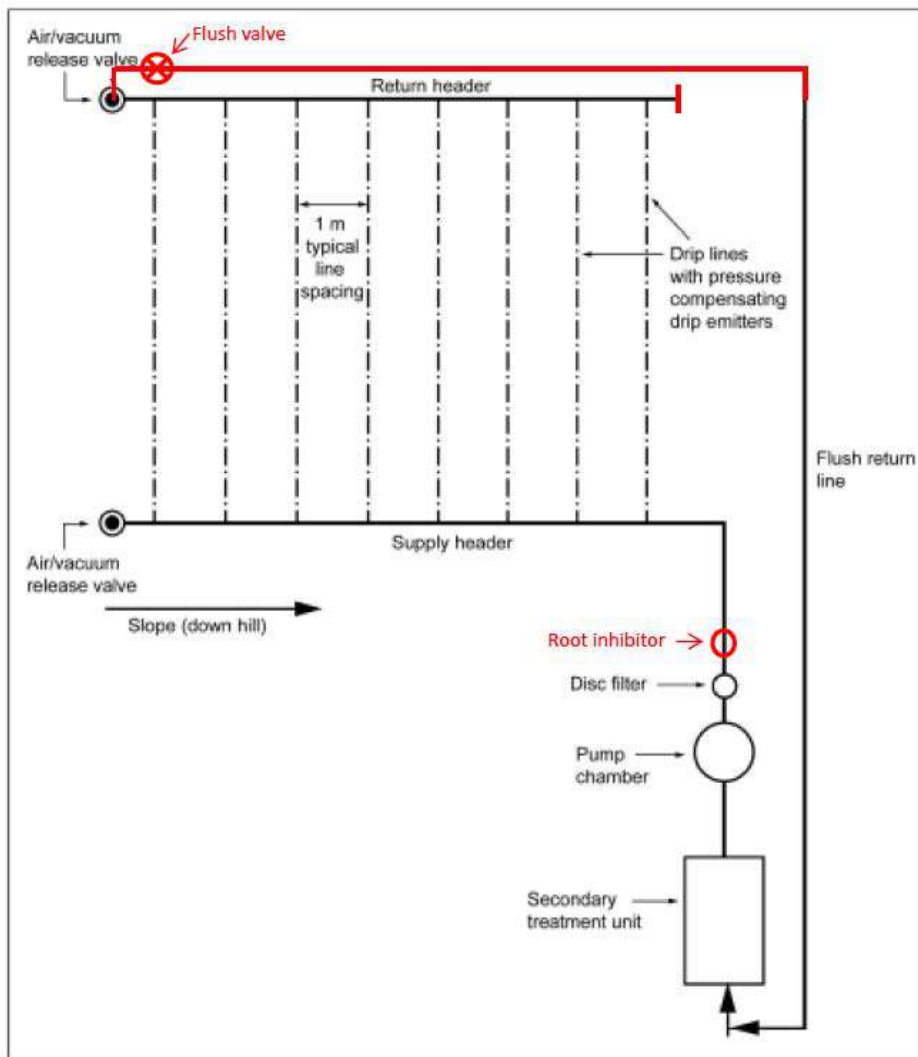
Mean rainfall	mm	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
		34.1	35.5	33.5	42.5	54.7	60.5	59.0	63.9	56.2	54.3	45.7	39.4	582.0
Deviation from minimum mean	mm	0.6	2	0	9	21.2	27	25.5	30.4	22.7	20.8	12.2	5.9	177.3
Redistributed rainfall (1)	mm	34.7	37.3	33.5	50.8	74.2	85.3	82.5	91.9	77.1	73.4	56.9	44.8	745.1

(1) The distribution is adjusted in proportion to the deviation of means from the minimum mean

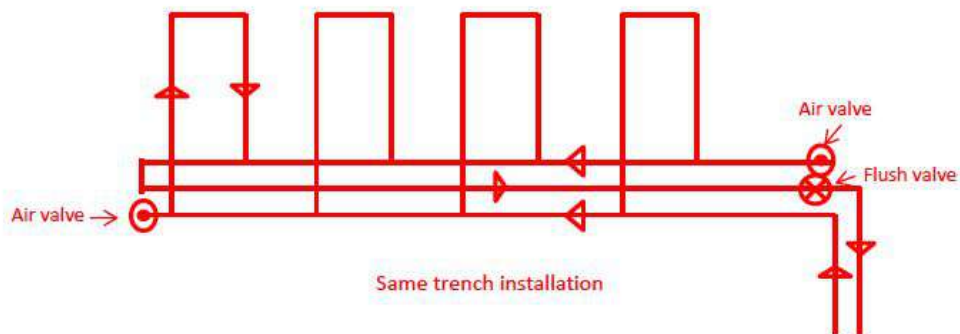
Evaporation station: Creswick 88019

Mean daily evaporation:	mm	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
		6.7	6.6	4.1	2.7	1.6	0.9	0.9	1.4	2.2	3.6	4.3	5	40.0
Mean monthly evaporation:	mm	207.7	184.8	127.1	81.0	49.6	27.0	27.9	43.4	66.0	111.6	129.0	155.0	1210.1

Proposed number of habitable rooms: 5
 Proposed maximum number of people: 6
 Design hydraulic flow rate: 150 L/d (Households with full water-reduction fixtures)
 180 L/d (Households with standard water fixtures)
 Design wastewater flow (Q): 900 L/d
 Design irrigation rate (DIR): 2 mm/d
 Indicative permeability (Ksat): 0.04 m/d
 40 mm/day
 Peak seepage loss: 3.7 mm/day (Seepage loss (peak) equals deep seepage plus lateral flow: 5.5mm (<10% ksat)



Revised Figure M1 Page 167 AS/NZS1547:2012 to ensure effective distribution and flushing



Report included on next page.

From www.planning.vic.gov.au at 09 September 2022 01:23 PM

PROPERTY DETAILS

Address: **240 MCDONALDS ROAD CLUNES 3370**
 Lot and Plan Number: **Lot 57 LP121368**
 Standard Parcel Identifier (SPI): **57\LP121368**
 Local Government Area (Council): **HEPBURN**
 Council Property Number: **13942**
 Planning Scheme: **Hepburn**
 Directory Reference: **Vicroads 58 E6**

www.hepburn.vic.gov.au

[Planning Scheme - Hepburn](#)

UTILITIES

Rural Water Corporation: **Goulburn-Murray Water**
 Urban Water Corporation: **Central Highlands Water**
 Melbourne Water: **Outside drainage boundary**
 Power Distributor: **POWERCOR**

STATE ELECTORATES

Legislative Council: **WESTERN VICTORIA**
 Legislative Assembly: **RIPON**

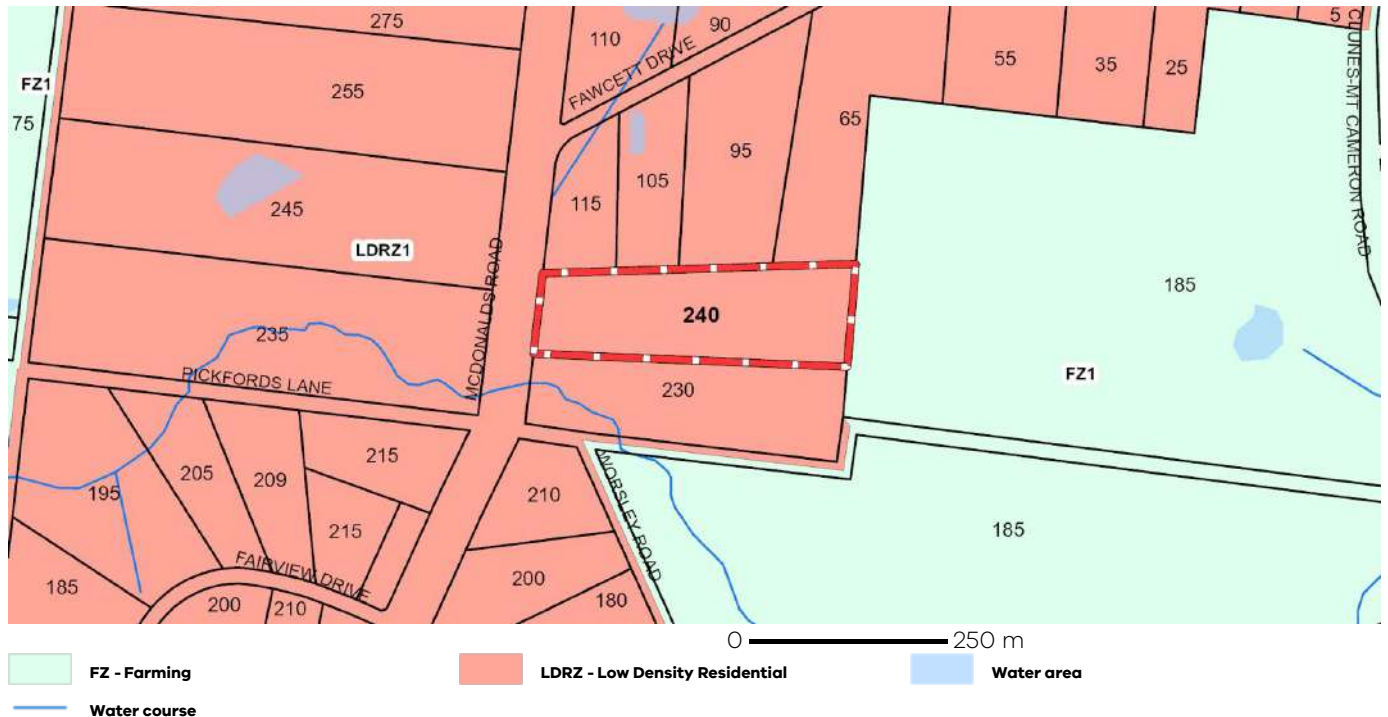
OTHER

Registered Aboriginal Party: **Dja Dja Wurrung Clans Aboriginal Corporation**

[View location in VicPlan](#)

Planning Zones

[LOW DENSITY RESIDENTIAL ZONE \(LDRZ\)](#)
[LOW DENSITY RESIDENTIAL ZONE - SCHEDULE 1 \(LDRZ1\)](#)



Note: labels for zones may appear outside the actual zone - please compare the labels with the legend.

Planning Overlays

BUSHFIRE MANAGEMENT OVERLAY (BMO)



Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

ENVIRONMENTAL SIGNIFICANCE OVERLAY (ESO)

ENVIRONMENTAL SIGNIFICANCE OVERLAY - SCHEDULE 1 (ESO1)



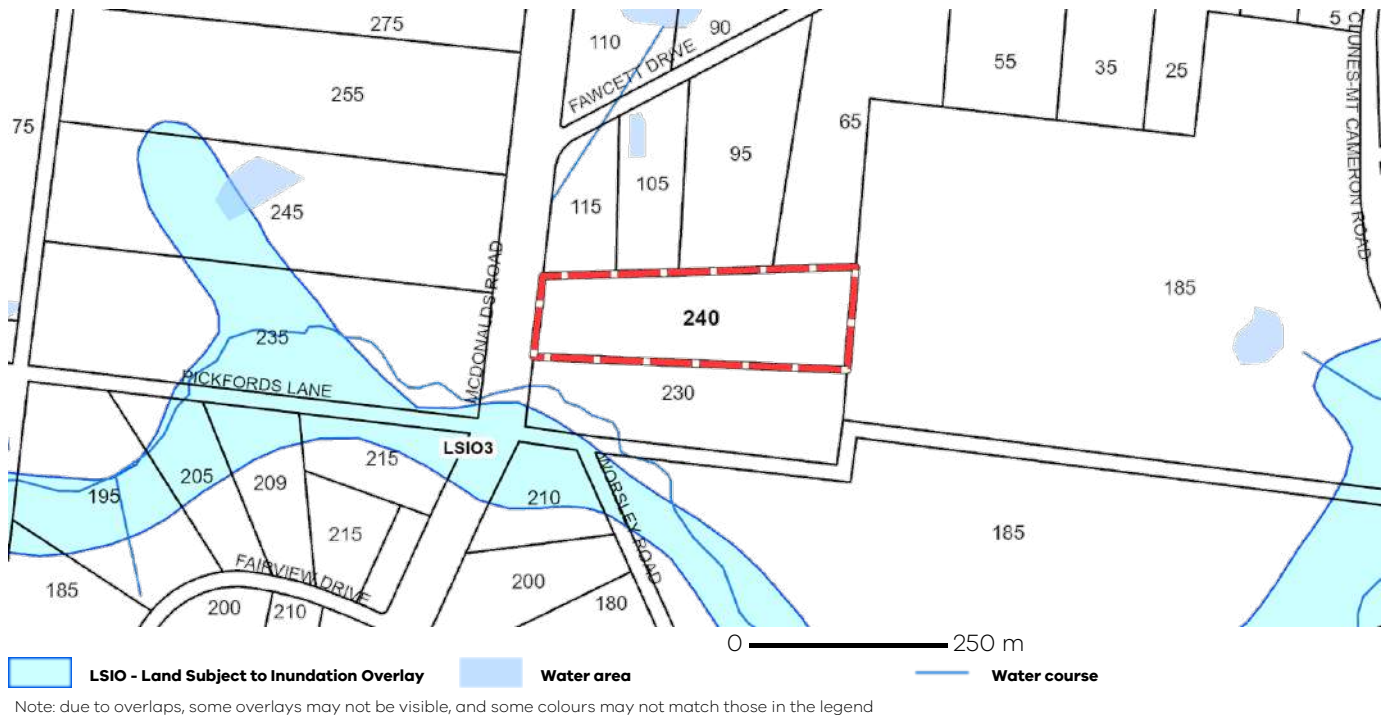
Note: due to overlaps, some overlays may not be visible, and some colours may not match those in the legend

Planning Overlays

OTHER OVERLAYS

Other overlays in the vicinity not directly affecting this land

LAND SUBJECT TO INUNDATION OVERLAY (LSIO)



Further Planning Information

Planning scheme data last updated on 7 September 2022.

A **planning scheme** sets out policies and requirements for the use, development and protection of land. This report provides information about the zone and overlay provisions that apply to the selected land. Information about the State and local policy, particular, general and operational provisions of the local planning scheme that may affect the use of this land can be obtained by contacting the local council or by visiting <https://www.planning.vic.gov.au>

This report is NOT a **Planning Certificate** issued pursuant to Section 199 of the **Planning and Environment Act 1987**. It does not include information about exhibited planning scheme amendments, or zonings that may affect the land. To obtain a Planning Certificate go to Titles and Property Certificates at Landata - <https://www.landata.vic.gov.au>

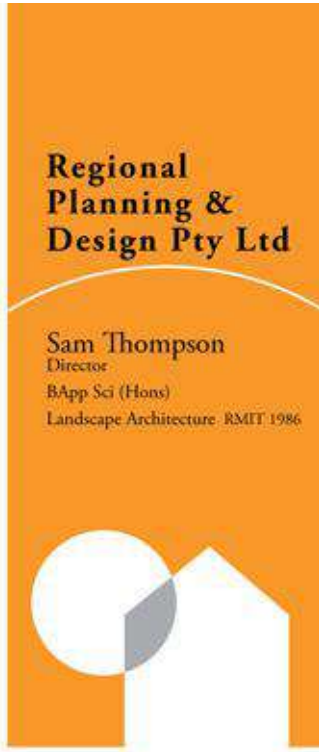
For details of surrounding properties, use this service to get the Reports for properties of interest.

To view planning zones, overlay and heritage information in an interactive format visit <https://mapshare.maps.vic.gov.au/vicplan>

For other information about planning in Victoria visit <https://www.planning.vic.gov.au>

In accordance with the principles of the waste hierarchy, the following steps are recommended to limit the amount of wastewater generated and beneficially use the resultant water resource onsite:

	Suggestions
1. Avoid generating excess wastewater by:	<ul style="list-style-type: none"> a) constructing a house with fewer bedrooms b) installing a dry composting toilet c) not installing a spa d) not installing a bath (low flow rate shower only) e) not installing a kitchen food waste grinder.
2. Reduce the volume of wastewater generated by installing:	<p>High 'Water Efficiency Labelling Scheme' (WELS)-rated water-efficient fittings (minimum '3 Stars' for appliances and minimum '4 Stars' for all fittings and fixtures):</p> <ul style="list-style-type: none"> a) water-efficient clothes washing machines (front or top loading) b) dual-flush (6.5/3.5L or less) toilets c) water-efficient shower roses d) water-efficient dishwashers e) aerated taps f) hot and cold water mixer taps (especially for the shower) g) flow restrictors h) hot water system fitted with a 'cold water diverter' which recirculates the initial flow of cold water until it is hot enough for a shower.
3. Reuse (another use without any treatment) wastewater by:	<ul style="list-style-type: none"> a) washing fruit and vegetables in tap water in a container and reusing the water for another purpose in the house such as watering pot plants b) collecting the initial cold water from showers in buckets and using it for another purpose such as soaking feet, hand washing clothes or washing the car on the lawn.
4. Recycle wastewater after treatment by using it to:	<ul style="list-style-type: none"> a) water gardens and lawn areas b) flush toilets with effluent from an EPA-approved 10/10/10 greywater system c) supply effluent to the cold water tap of the washing machine from an EPA-approved 10/10/10 greywater treatment system



Bushfire Management Statement



Prepared by Regional Planning
& Design Pty Ltd
64 Pine Court, Porcupine Ridge
3461
Phone 0447 073 107
s.thompsondesign@bigpond.com

**240 McDonalds Road,
Clunes Ref No.22.379**

Disclaimer

This report has been made with careful consideration and with the best information available to Regional Planning and Design Pty Ltd at the time of writing. Before relying on information in this report, users should evaluate the accuracy, completeness and relevance of the information provided for their purposes. Regional Planning and Design Pty Ltd do not guarantee that it is without flaw or omission of any kind and therefore disclaim all liability for any error, loss or other consequence that may arise from you relying on any information in this report.

Requirements detailed in this document do not guarantee survival of the buildings or the occupants. The client is strongly encouraged to develop and practice a bushfire survival plan.

Information and assistance including a template for a Bushfire Survival Plan is provided as part of the 'Fire Ready Kit' available through the CFA website at <http://www.cfa.vic.gov.au> or through your local CFA Regional office.

Version Control

Report Version	Description	Date Completed	Issued to
A	Issued as a draft for discussion	1/12/2022	Client
B	Issued as a final version	6/1/2023	Client
C	Revisions to plans	26/5/2023	Client
D	Minor revisions	28/6/2023	Client
E	Revisions to plans	25/10/2023	Client
F	General revisions	10/4/2024	Client
G	Minor revision to text	10/4/2024	Client
H	Revisions to plans	2/5/2024	Client
I	Revisions to plans	6/5/2024	Client

1 SUMMARY

Summary	
Date of site visit:	24/11/2022
Summary of proposal	Three lot subdivision
Broad landscape setting (Technical Guide Planning Permit Applications – Bushfire Management Overlay)	3
Static water supply requirements	10, 000 litres in non combustible tank for proposed lot 1
Access requirements can be met	3.5m wide driveway with 4m vertical and 4.5m horizontal clearance
Defendable Space requirements can be met	Yes, BAL 29 within the property boundaries for proposed lot 1
Proposed BAL construction level	BAL 29 for proposed lot 1
Is native vegetation removal required:	No

2 INTRODUCTION

This Bushfire Management Statement (BMS) has been prepared to enable I Planning Services to respond to the requirements of Clause 44.06 *Bushfire Management Overlay* (known from this point on as Clause 44.06), and associated Clause 53.02 *Bushfire Protection: Planning Requirements* (known from this point on as Clause 53.02) for the proposed subdivision at 240 McDonalds Road, Clunes.

The BMO extends for the distance of approximately 95 metres into the site and covers the building envelope for Lot 1. This report does not place any requirements for the proposed dwellings on Lots 2 or 3, where there is an existing dwelling.

The BMS is in two parts

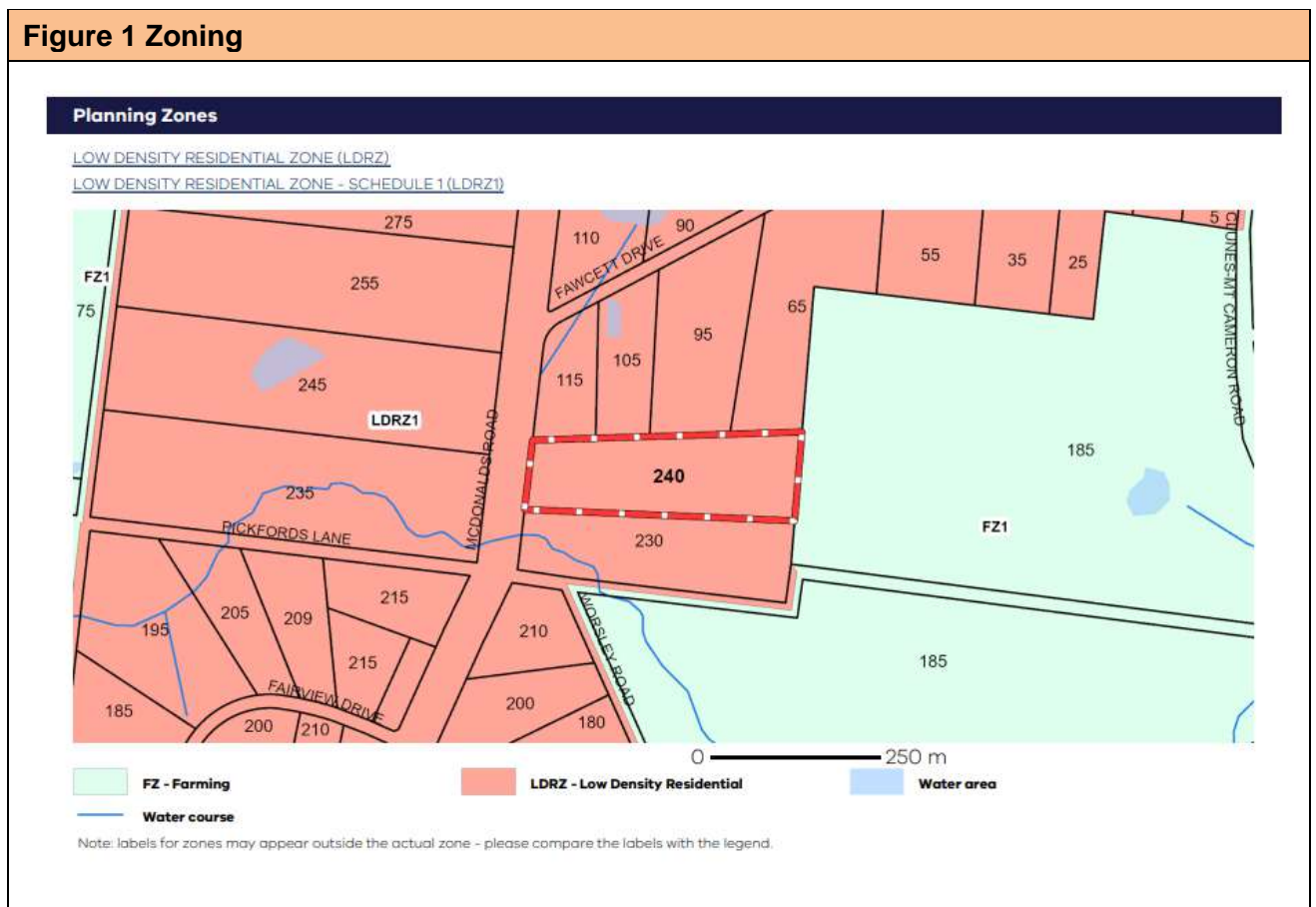
Part 1 Site description, hazard assessment and locality description

Part 2 A Bushfire Management Statement describing how the proposed development responds to the requirements in Clause 53.02 and 44.06

3 ZONING AND OVERLAYS

Clause Number	Name
32.03	Low Density Residential zone
44.06	Bushfire Management Overlay (western part)
53.02	Bushfire Planning
42.01	Environmental Significance Overlay (ESO 1)
13.02-1S	Bushfire planning

Figure 1 Zoning



4 LOCATION

The site is located to the north west of the town of Clunes (See Figure 2). There is forest beyond the property boundaries to the north, west and south. To the east is some forest fragmented with dwellings managed farmland.

The site could be vulnerable to long runs of fire from the north west and south west following a wind change, which often occurs on high fire risk days in summer. This is described in further detail in the Bushfire Hazard Landscape Assessment

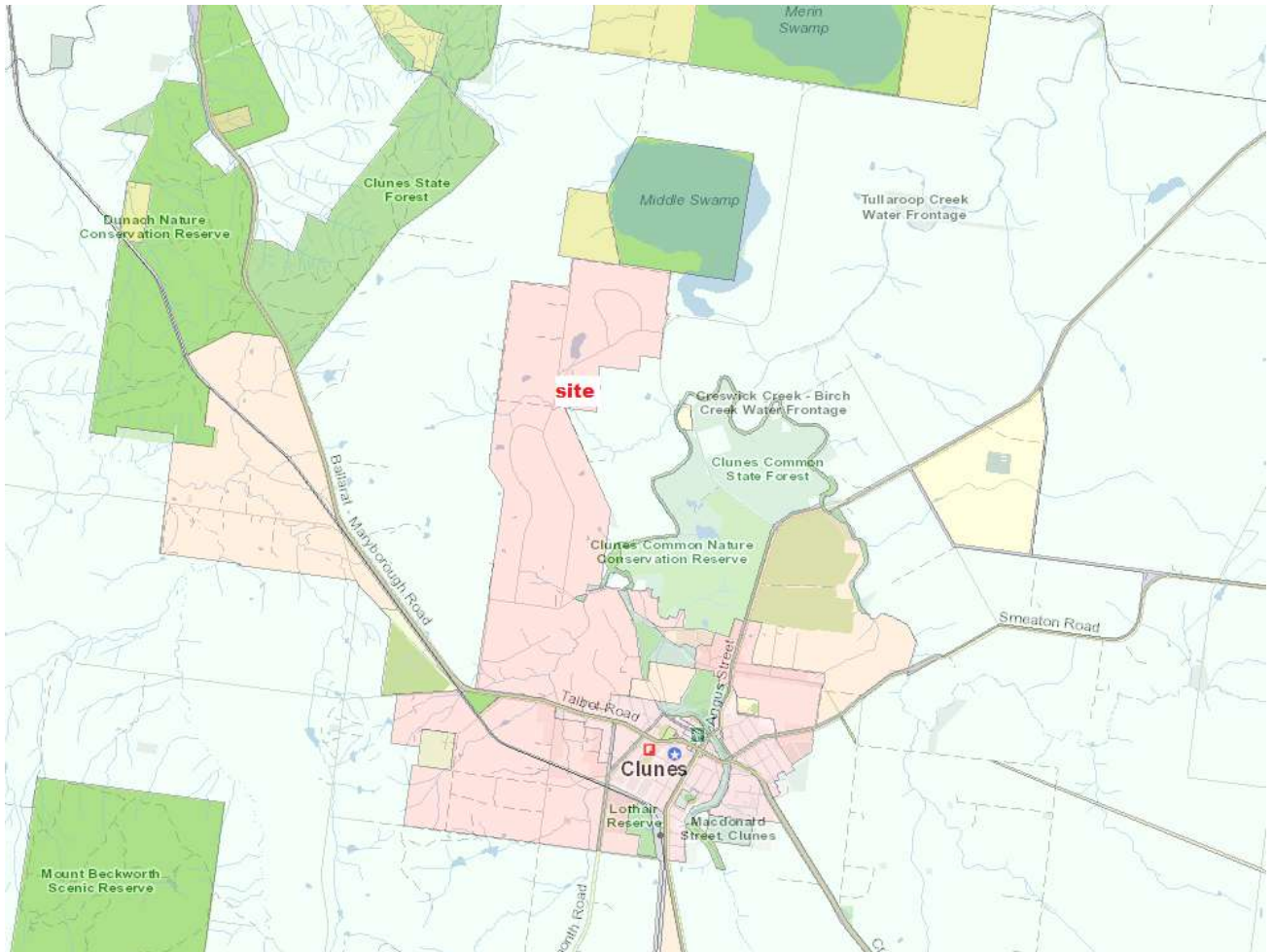


FIGURE 2 LOCATION



Proposed Plan of Subdivision

5 SITE DESCRIPTION

Site shape, dimensions, size, existing use and buildings and works	
The shape of the site is:	Irregular
The site has a total area of:	4.81 ha
The current use of the site is	Low Density residential
The buildings or works located on the site are:	Dwelling in the eastern part (photo 1)
Site topography	Land slopes gently to the west on 1 degree gradients.
Vegetation	The site is mostly covered in managed and grazed grassland with patches of woodland (photos 1 to 5)
Services and infrastructure	The site has adequate road access via gravel roads. Power is connected

Site Photo



Photo 1 Looking south east to the existing dwelling in the eastern part of the site.

Site Photo



Photo 2 Looking south east across grassland towards the dwelling and in the eastern part of the site.



Photo 3 Looking north west across the western part of the site across the proposed Lot 1

Site Photo



Photo 4 Looking south east through a patch of woodland in the south eastern part of the site.



Photo 5 Looking south across regenerating woodland in the western part of the site (proposed Lot 1).

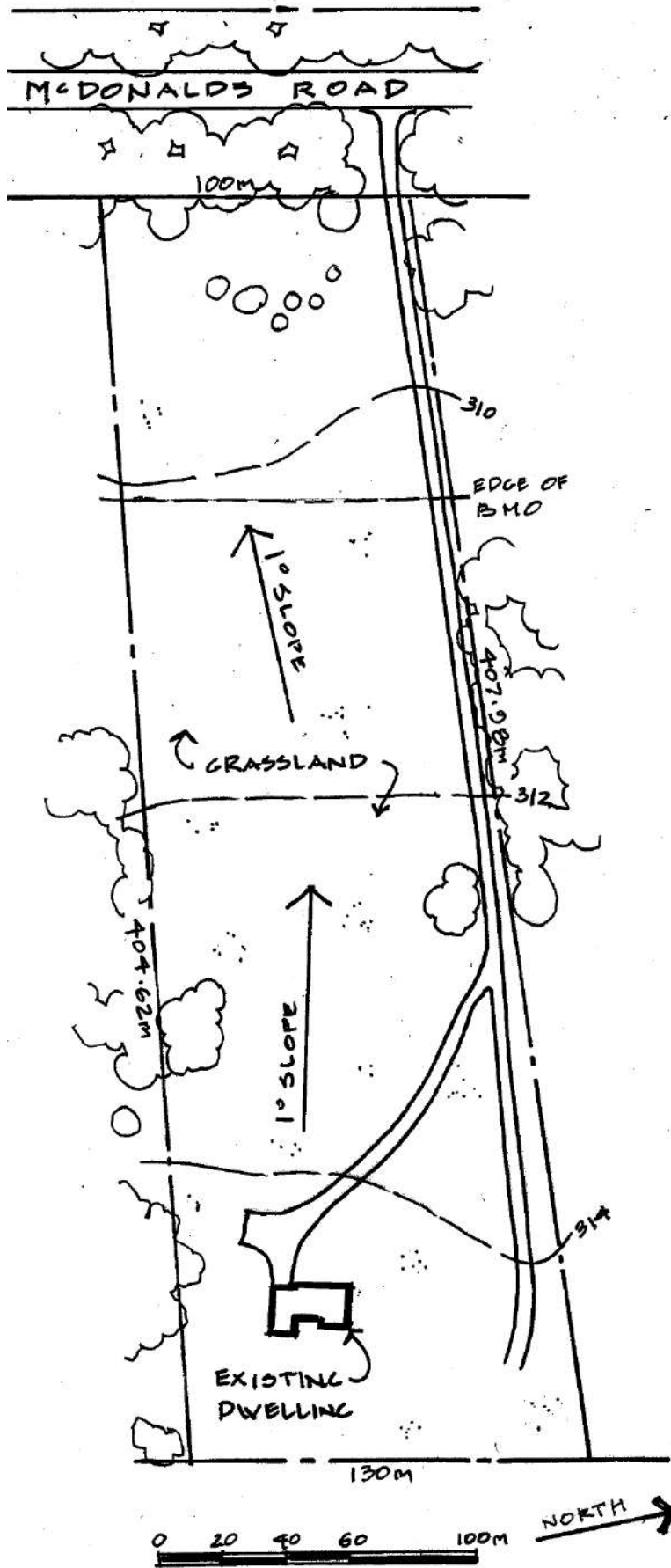


FIGURE 3 EXISTING CONDITIONS PLAN



FIGURE 4 EXISTING CONDITIONS AERIAL PHOTO

6 ACCESS

Vehicle access to the site is from McDonalds Road on the west boundary which meets the Fairview Road 2.4 kilometres to the south, providing access to the town centre of Clunes through grassland and generally low threat vegetation.

Access Photos



Photo 6 Looking south along McDonalds Road on the west boundary at the site entrance.



Photo 7 Looking west along the gravel driveway on the north boundary

7 BUSHFIRE HAZARD SITE ASSESSMENT

As shown in Figure 5 and described in Appendix 1, within the 150 metre assessment area there is modified vegetation to the north east, south east and west of the site (Photos 8 to 10) . On the north boundary partly managed vegetation (photo 10) and some grassland and woodland (photo 11). To the south east and south west is grassland and woodland (photos 12 and 13). To the north west and west is forest (photos 14 and 15).

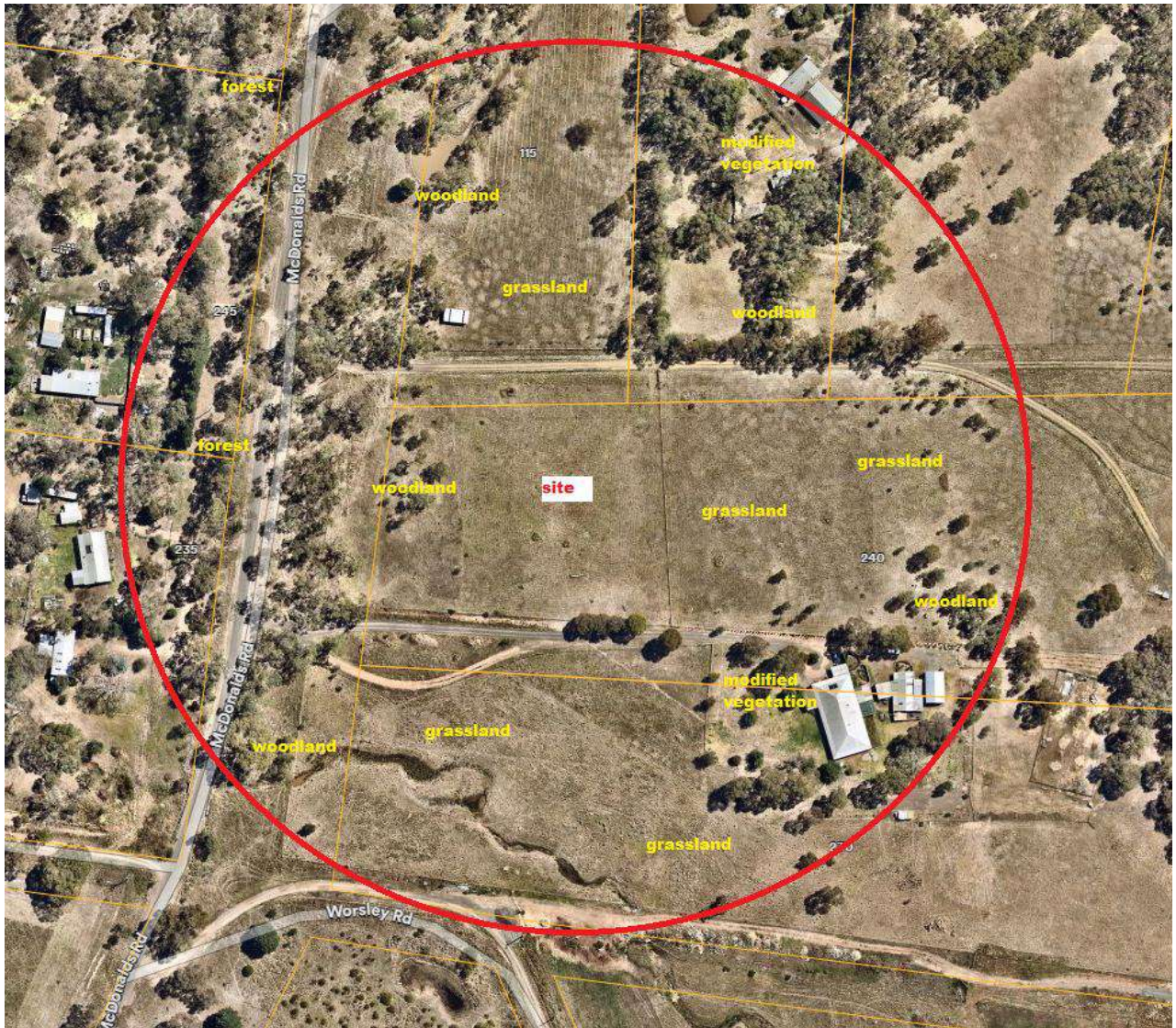


FIGURE 5 150 METRE ASSESSMENT PLAN

Surrounding Landscape Photos



Photo 8 Looking south west east through modified vegetation towards a dwelling to the west of the site beyond McDonalds Road



Photo 9 Looking south across modified vegetation towards a dwelling to the south of the site.

Surrounding Landscape Photos



Photo 10 Looking north east across partly managed land towards buildings to the north of the site



Photo 11 Looking north west across grassland towards forest and woodland to the north of site

Surrounding Landscape Photos



Photo 12 Looking south west through woodland towards grassland to the south west of the site



Photo 13 Looking south east across managed grassland and woodland to the south east of site

Surrounding Landscape Photos



Photo 14 Looking north west through shrubland towards forest to the north west of the site beyond McDonalds Road



Photo 15 Looking west across shrubland towards woodland and forest to the west of the site beyond McDonalds Road

9 BUSHFIRE HAZARD LANDSCAPE ASSESSMENT

The surrounding landscape corresponds to Broader Landscape Type 3 as assessed in accordance with the *Technical Guide ,Planning Permit Applications – Bushfire Management Overlay* (DTPLI, 2017). On a broad landscape scale this increases the fire risk to the site as on high fire danger days there are often strong northerly winds followed by a gusty south west change which can turn the east flank of a fire approaching from the north west into a long fire front. There is the potential for long runs of fire from the north, north west and south west to affect the site. It is following the south west wind changes when fire can cause greatest life and house loss.

The areas of grassland and woodland to the east of the site are less likely to form part of a long rapidly moving bushfire as strong winds from the east are not generally experienced on high fire danger days in Victoria. A spot fire could start to the east of the site and burn slowly towards the site. The established farming and residential areas to the east will also reduce the effects of a bushfire from this direction .

There are sufficient areas of stringy bark forest (particularly to the north west) to cause significant spotting and ember attack (embers can easily travel more than one kilometre), Ember attack causes highest house loss in bushfires

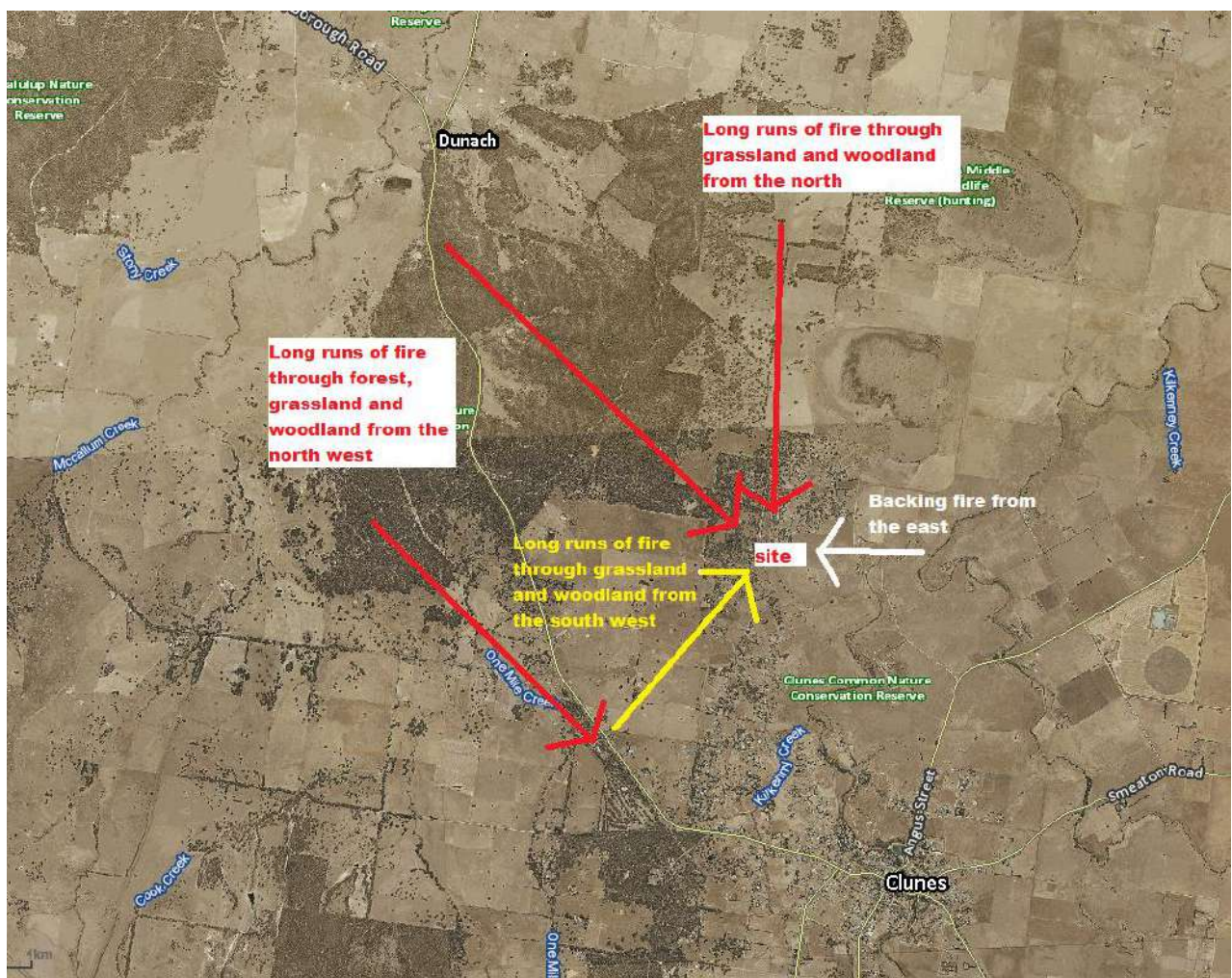


FIGURE 6 BUSHFIRE CONTEXT PLAN

As shown in Figures 7 and 8 there is some fragmentation of fuels to the north and south west which will help to reduce the intensity of an approaching fire, however the risk from the north west is still very high.

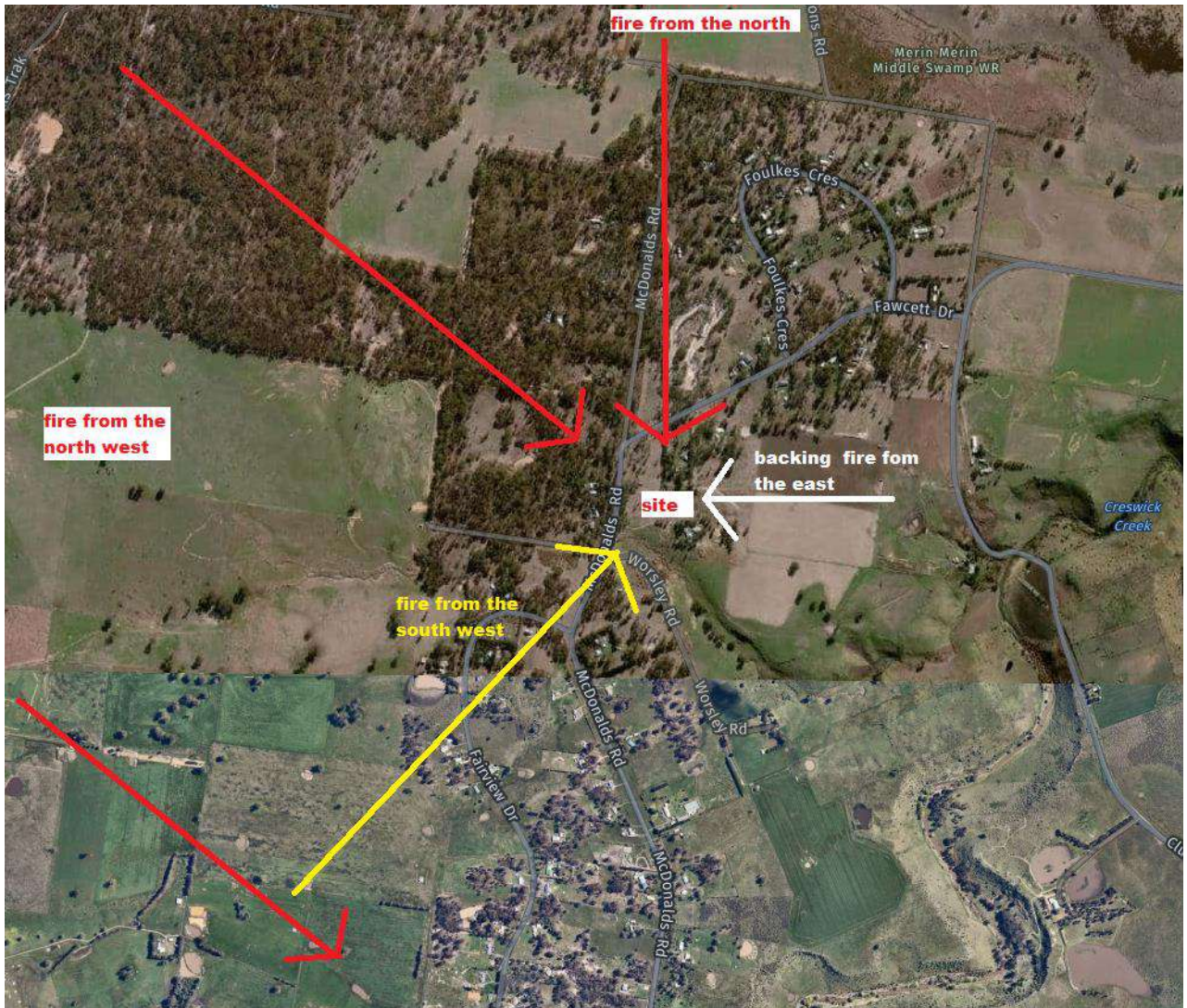


FIGURE 7 BUSHFIRE LOCAL CONTEXT PLAN

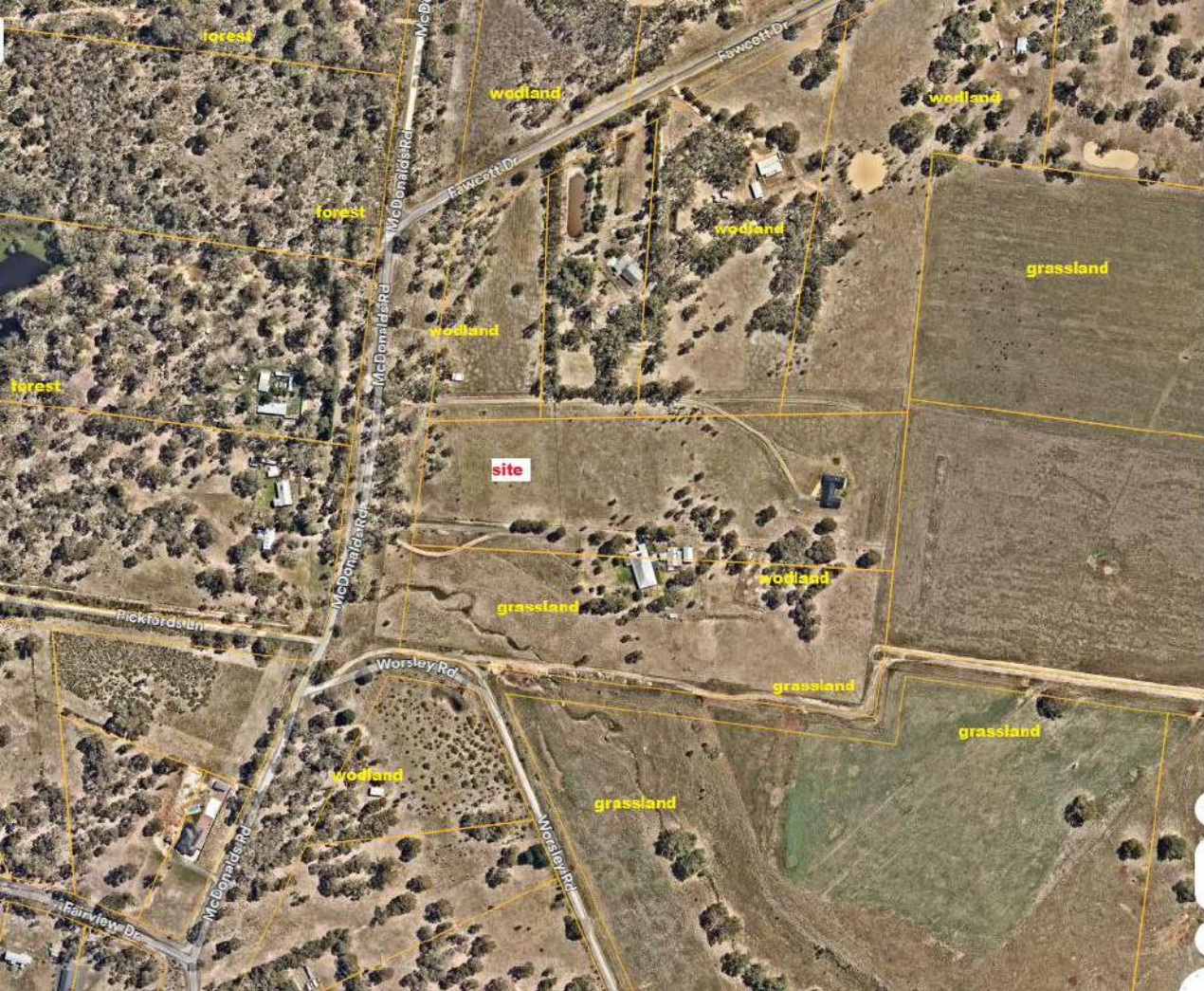


FIGURE 8 BUSHFIRE NEIGHBOURHOOD CONTEXT PLAN

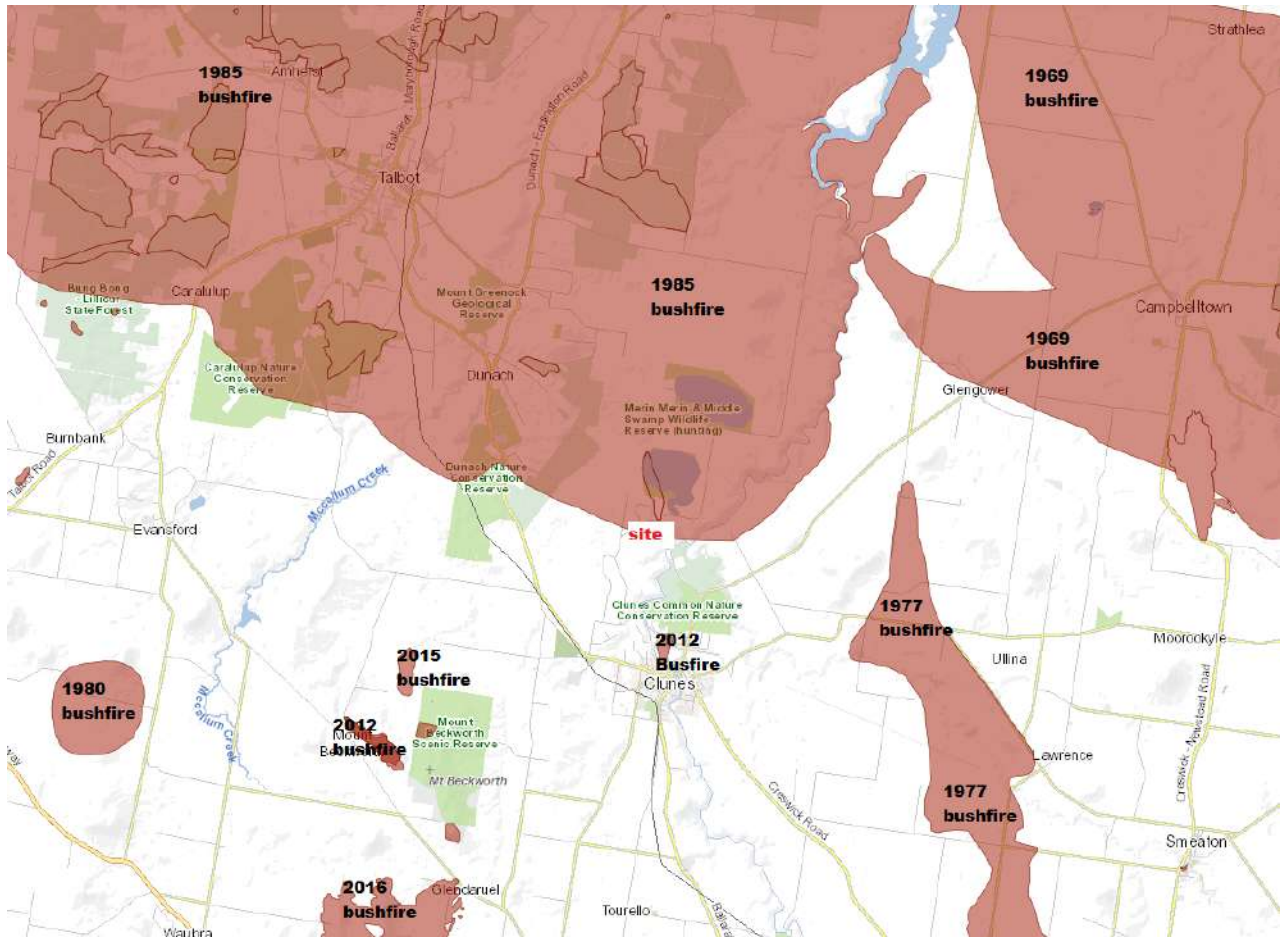
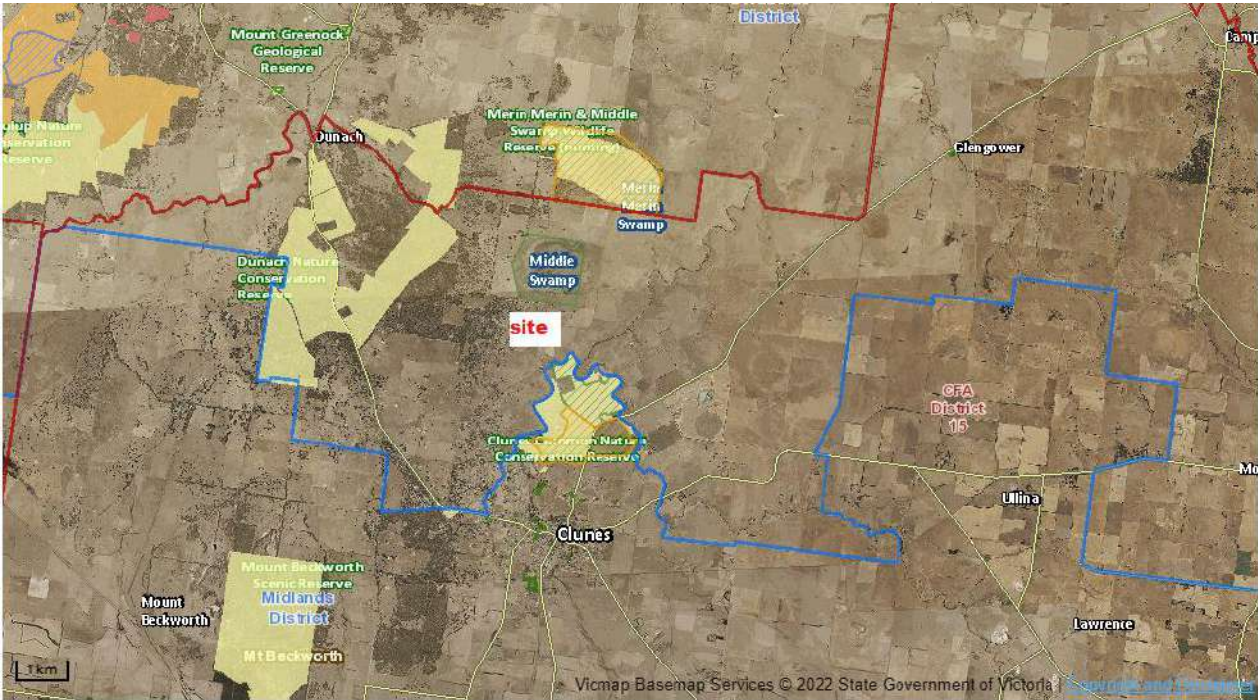


FIGURE 9 BUSHFIRE HISTORY MAP

The Fire History Map above shows significant fires have occurred to the around the property and the site was probably affected by fire in 1985.

As shown on Figure 10 surrounding public land is designated as Bushfire Moderation and Landscape Management Zones which aim to reduce the fuel load and fire risk in forest.

In summary, the fragmentation of forest closer to the site (particularly from the managed gardens and farmland to the north and south west) reduces the risk, however, it needs to be considered and maximizing defensible space within property boundaries will help reduce the fire risk






Legend

Strategic Fuel Breaks

-  2021-22 Non Buming Treatment - Strategic Fuel Breaks
-  2022-24 Non Buming Treatment - Strategic Fuel Breaks
-  2021-24 Non Buming Treatment - Other Mechanical Treatments

Planned Burns

-  2021-2022
-  2022-2023
-  2023-2024

Fire Management Zones

-  1 - Asset Protection Zone
-  2 - Bushfire Moderation Zone
-  3 - Landscape Management Zone
-  4 - Planned Burn Exclusion Zone
-  Fire History
-  CFA District Boundaries
-  DELWP District Boundaries

FIGURE 10 FUEL MANAGEMENT ZONES AND PLANNED BURNS

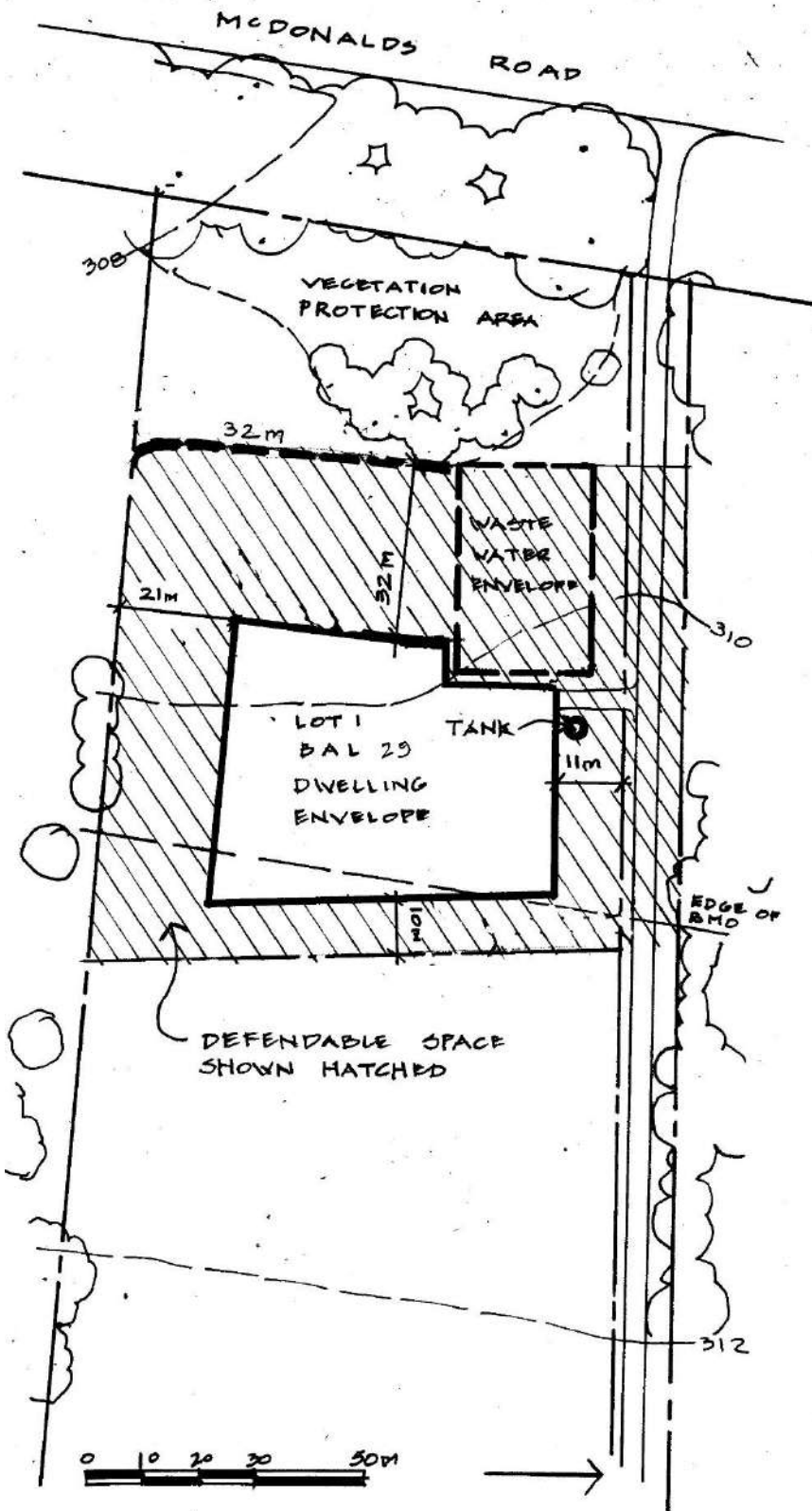


FIGURE 11 DEFENDABLE SPACE, ACCESS AND WATER SUPPLY

SCHEDULE OF BUSHFIRE PROTECTION MEASURES

Defendable space

The area of defendable space (shown hatched on Figure 11 on the previous page) will extend from the edges of the dwelling within and for the distance of 10 to 32 m from the edges of the dwelling envelope on Lot 1 to the property boundaries and within the common property, where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

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

Construction standards

The dwelling on Lot 1 will be designed and constructed a minimum Bushfire Attack Level of (BAL) 29 .

Static Water Supply

A tank on lot 1 will hold 10 000 litres of effective water supply for fire fighting purposes which meets the following requirements:

- Is stored in an above ground water tank constructed of concrete or metal.
- All fixed above-ground water pipes and fittings required for fire fighting purposes must be made of corrosive resistant metal.

- Include a separate outlet for occupant use

The water supply must also

- Incorporate a ball or gate valve (British Standard Pipe (BSP) 65mm) and coupling (64 mm CFA 3 thread per inch male fitting).
- The outlet/s of the water tank must be within 4m of the access way and 60m of all parts of the building and be unobstructed.
- Be readily identifiable from the building or appropriate identification signage to the satisfaction of CFA must be provided.
- Any pipework and fittings must be a minimum of 65 mm (excluding the CFA coupling).

Access

The driveway on Lot 1 will provide access for trucks for fire fighting purposes which meets the following requirements:

- . A load limit of at least 15 tonnes
 - Curves must have a minimum inner radius of 10m.
 - The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50m.
 - Have a minimum trafficable width of 3.5m of all weather construction.
 - Be clear of encroachments for at least 0.5m on each side and 4m above the access way.
 - Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.
- A turning area will be provided for fire fighting vehicles close to the building by one of the following:
- A turning circle with a minimum radius of eight metres.
 - A driveway encircling the dwelling.
 - The provision of other vehicle turning heads (such as a T or Y head) which meet the specification of Austroad Design for an 8.8 metre Service Vehicle

8 BUSHFIRE MANAGEMENT STATEMENT

Clause 53.02 contains a range of sub clauses with objectives, approved measures (AM), alternative measures (AltM) and decision guidelines. The table below details which clauses are relevant to this application. The following section demonstrates how the requirements have been met for the relevant standards.

Relevant clauses and measures applicable to the proposed development.

Clause	Approved Measure	Achieved / Applicable	Justification
Clause 53.02-3 – Dwellings in existing settlements – Bushfire protection objective	AM 1.1	Not Applicable	This is a subdivision so clauses are not applicable.
	AM 1.2	Not Applicable	
	AM 1.3	Not Applicable	
Clause 53.02-4.1 Landscape, siting and design objectives	AM 2.1	Applicable	This development addresses this clause.
	AM 2.2	Applicable	
	AM 2.3	Applicable	
Clause 53.02-4.2 Defendable space and construction objectives	AM 3.1	Applicable	This development addresses this clause
	AM 3.2	Not Applicable	No accommodation proposed
	AltM 3.3	Not Applicable	Defendable space is contained within property boundaries
	AltM 3.4	Not Applicable	
	AltM 3.5	Not Applicable	
	AltM 3.6	Not Applicable	
Clause 53.02-4.3 Water supply and access objectives	AM 4.1	Applicable	This development addresses this clause
	AM 4.2	Not Applicable	
Clause 53.02-4.4 Subdivision objectives	AM 5.1	Applicable	This development addresses these clauses.
	AM 5.2	Applicable	
	AM 5.3	Not Applicable	Less than 10 lots are proposed
	AM 5.4	Applicable	Applies to common property on the east boundary
	AM 5.5	Not Applicable	Less than 10 lots are proposed

53.02-4.1 Landscape, siting and design objectives

Development is appropriate having regard to the nature of the bushfire risk arising from the surrounding landscape.

Development is sited to minimise the risk from bushfire.

Development is sited to provide safe access for vehicles, including emergency vehicles.

Building design minimises vulnerability to bushfire attack.

Approved Measure	Requirement
AM 2.1	<p>The bushfire risk to the development from the landscape beyond the site can be mitigated to an acceptable level.</p> <p>Response:</p> <p>The site is located on the edge of Clunes. There are large areas of forest to the north west which are partly managed through planned burns to reduce the fuel load. There is a buffer of managed residential land on large lots to the south west</p> <p>There is good access to the town of Clunes to the south.</p> <p>BAL 29 defensible space can be achieved within property boundaries.</p>
AM 2.2	<p>A building is sited to ensure the site best achieves the following: The maximum separation distance between the building and the bushfire hazard. The building is in close proximity to a public road. Access can be provided to the building for emergency service vehicles.</p> <p>Response:</p> <p>The subdivision has been planned so that building the envelope for Lot 1 is sited to enable enough defensible space surrounding the dwelling to achieve BAL 29 defensible space .</p> <p>The lot will have a driveway connecting to McDonalds Road, providing adequate access for emergency service vehicles.</p>
AM 2.3	<p>A building is designed to be responsive to the landscape risk and reduce the impact of bushfire on the building.</p> <p>Response:</p> <p>Any new buildings on lot 1 will be required to meet a BAL of 29. The construction requirements minimise the ability for ember penetration and radiant heat exposure to compromise the building integrity.</p>

8.1.1 53.02-4.2 Defendable space and construction objective

Defendable space and building construction mitigate the effect of flame contact, radiant heat and embers on buildings

Approved Measure	Requirement
AM 3.1	<p>A building used for a dwelling (including an extension or alteration to a dwelling), a dependant person's unit, industry, office or retail premises is provided with defendable space in accordance with:</p> <p>Table 2 Columns A, B or C and Table 6 to Clause 53.02-3 wholly within the title boundaries of the land; or If there are significant siting constraints, Table 2 Column D and Table 6 to Clause 53.02-5.</p> <p>The building is constructed to the bushfire attack level that corresponds to the defendable space provided in accordance with Table 2 to Clause 53.02-5.</p> <p>Response ;</p> <p>The new building on lot 1 can achieve BAL of 29 defendable space according to Column C and the final row of Table 2 to Clause 53.02-5 based on the hazard of forest on a 0 to 5 degree downslope to the west (32 metres), woodland on a 0 to 5 degree downslope to the south and north west (21 metres) and modified vegetation to the east. Defendable space is contained within the property boundaries. 10 metres of defendable space is proposed to the south within the lot 1 boundary in case the fuel load on the adjacent lot increases to grassland or shrubland.</p>

53.02-4.3 Water supply and access objectives

A static water supply is provided to assist in protecting property. Vehicle access is designed and constructed to enhance safety in the event of a bushfire.

Approved Measure	Requirement
AM 4.1	<p>A building used for a dwelling (including an extension or alteration to a dwelling), a dependant person's unit, industry, office or retail premises is provided with:</p> <p>A static water supply for fire fighting and property protection purposes specified in Table 4 to Clause 53.02-5.</p> <p>Vehicle access that is designed and constructed as specified in Table 5 to Clause 53.02-5.</p> <p>The water supply may be in the same tank as other water supplies provided that a separate outlet is reserved for fire fighting water supplies</p> <p>Response:</p> <p>The proposed lot 1 will require a 10000 litre tank. CFA will need to be able to drive to within 4 metres of the outlet which will need to be located within 60 metres of the proposed dwelling.</p> <p>The driveway for proposed Lot 1 will have a minimum width of 3.5 metres with 4 metres vertical and 4.5 metres of horizontal clearance. The driveway will be capable of providing access for a 15 tonne truck.</p> <p>If the driveway longer than 100 metres long a turning area will be required.</p>

8.1.2 53.02-2.4 Subdivision objectives

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

To specify at the subdivision stage before protection measures to develop a lot with a single dwelling on land zoned for residential or rural residential purposes.

Approved Measure	Requirement
AM 5.1	NA as the site is zoned LDRZ
AM 5.2	<p>An application to subdivide land zoned for residential or rural residential purposes must be accompanied by a plan that shows:</p> <p>Each lot satisfies the approved measure in AM 2.1.</p> <p>A building envelope for a single dwelling on each lot that complies with AM 2.2 and provides defensible space in accordance with:</p> <p>Columns A or B of Table 2 to Clause 53.02-5 for a subdivision that creates 10 or more lots; or</p> <p>Columns A, B or C of Table 2 to Clause 53.02-5 for a subdivision that creates less than 10 lots. The bushfire attack level that corresponds to the defensible space provided in accordance with Table 2 to Clause 53.02-3 must be noted on the building envelope.</p> <p>Defensible space wholly contained within the boundaries of the proposed subdivision.</p> <p>Defensible space may be shared between lots within the subdivision. Defensible space for a lot may utilise communal areas, such as roads, where that land can meet the requirements for defensible space.</p> <p>Vegetation management requirements in accordance with Table 6 to implement and maintain the defensible space required under this approved measure. Water supply and vehicle access that complies with AM 4.</p> <p>Response:</p> <p>Lot 1 can achieve BAL 29 defensible space within the boundaries , as described in AM 3.1 and AM 3.4</p> <p>Water supply and access requirements can be met, as previously described under AM 4.1.</p>
AM 5.4	<p>A subdivision manages the bushfire risk to future development from existing or proposed landscaping, public open space and communal areas.</p> <p>Response:</p> <p>The proposed common property used for access on the east boundary will be managed to the defensible space standards in Table 6 to Clause 53.02-5 between the southern edge of Lot 1 and the north boundary.</p>

6 CONCLUSION

53.02 -4.5 Decision guidelines

The proposed development meets the decision guidelines as follows:

The State Planning Policy Framework (SPPF) outlines the broad framework for bushfire protection policy and provisions in the planning scheme. The following policy is included in this;

Clause 13.02-1 S Bushfire planning

Objective

To strengthen the resilience of settlements and communities to bushfire through risk-based planning that prioritises the protection of human life.

Strategies

Protection of human life

Give priority to the protection of human life by:

Prioritising the protection of human life over all other policy considerations.

Directing population growth and development to low risk locations and ensuring the availability of, and safe access to, areas where human life can be better protected from the effects of bushfire.

Reducing the vulnerability of communities to bushfire through the consideration of bushfire risk in decision making at all stages of the planning process

This proposal has been prepared having regard for this over arching policy

The bushfire hazard landscape and site assessment, and bushfire management statement submitted with the application meets the objectives of Clause 53.02.

Land surrounding the site is a mix of woodland, forest, grassland and modified vegetation. The proper establishment and maintenance of defendable space on site will reduce the overall bushfire risk.

The proposed measures can be practically implemented and maintained in conjunction with the ongoing use of the land for residential purposes.

7 REFERENCES

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DELWP (2018) *Clause 53.02 Bushfire Planning* Department of Environment, Land, Water and Planning

http://planning-schemes.delwp.vic.gov.au/schemes/vpps/53_02.pdf

DELWP (2018) *Bushfire Fuel and Risk Management*

<https://www.ffm.vic.gov.au/bushfire-fuel-and-risk-management/joint-fuel-management-program>

Nearmap

<http://maps.au.nearmap.com>

APPENDIX 1– BUSHFIRE SITE ASSESSMENT

From the proposed house site on Lot 2

Component	West	North	East	South
Vegetation Type	Forest	Forest	Modified vegetation	Woodland
Slope under vegetation	0 - 5	Up	Up	0 - 5
Distance to vegetation from house site	32	45	10	21
Required defensible space for BAL 29	32	Property boundaries	Property boundaries	21

APPENDIX 2 DEFENDABLE SPACE CHECKLIST FOR HOUSE SITE (TABLE 6, CLAUSE 53.02-3)

Requirement	Compliance	Comment	Is a permit required to remove vegetation
All leaves and vegetation debris must be removed at regular intervals during the declared fire danger period.	No	Leaf litter to be removed	Yes
Grass must be short cropped and maintained during the declared fire danger period.	No	Grass to be cut	Yes
Within 10 metres of a building, flammable objects must not be located close to the vulnerable parts of the building.	Yes		Yes
Plants greater than 10 centimetres in height must not be placed within 3m of a window or glass feature of the building.	Yes		Yes
Shrubs must not be located under the canopy of trees.	Yes		Yes
Individual and clumps of shrubs must not exceed 5 sq. metres in area and must be separated by at least 5 metres.	Yes		Yes
Trees must not overhang or touch any elements of the building.	Yes		Yes
The canopy of trees must be separated by at least 5 metres.	Yes		Yes
There must be a clearance of at least 2 metres between the lowest tree branches and ground level.	Yes		Yes

APPENDIX 3 ACCESS AND WATER SUPPLY REQUIREMENTS

Table 4 Water supply requirements

Capacity, fittings and access

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

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

Fire Authority requirements

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

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

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

- Be readily identifiable from the building or appropriate identification signage to the satisfaction of the relevant fire authority.
- Be located within 60 metres of the outer edge of the approved building.
- The outlet/s of the water tank must be within 4 metres of the accessway and unobstructed.
- Incorporate a separate ball or gate valve (British Standard Pipe (BSP 65 millimetre) and coupling (64 millimetre CFA 3 thread per inch male fitting).
- Any pipework and fittings must be a minimum of 65 millimetres (excluding the CFA coupling).

Table 5 Vehicle access design and construction

Vehicle access (or part thereof) of a length specified in Column A implements the design and construction requirements specified in Column B.

Column A	Column B
Length of access is less than 30 metres	There are no design and construction requirements if fire authority access to the water supply is not required under AM4.1 .
Length of access is less than 30 metres	Where fire authority access to the water supply is required under AM4.1 fire authority vehicles should be able to get within 4 metres of the water supply outlet.
Length of access is greater than 30 metres	The following design and construction requirements apply: <ul style="list-style-type: none"> ▪ All-weather construction. ▪ A load limit of at least 15 tonnes. ▪ Provide a minimum trafficable width of 3.5 metres. ▪ Be clear of encroachments for at least 0.5 metres on each side and at least 4 metres vertically. ▪ Curves must have a minimum inner radius of 10 metres. ▪ The average grade must be no more than 1 in 7 (14.4%) (8.1°) with a maximum grade of no more
	<ul style="list-style-type: none"> than 1 in 5 (20%) (11.3°) for no more than 50 metres. ▪ Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.
Length of access is greater than 100 metres	A turning area for fire fighting vehicles must be provided close to the building by one of the following: <ul style="list-style-type: none"> ▪ A turning circle with a minimum radius of eight metres. ▪ A driveway encircling the dwelling. ▪ The provision of other vehicle turning heads – such as a T or Y head – which meet the specification of Austroad Design for an 8.8 metre Service Vehicle.
Length of access is greater than 200 metres	<ul style="list-style-type: none"> ▪ Passing bays must be provided at least every 200 metres. ▪ Passing bays must be a minimum of 20 metres long with a minimum trafficable width of 6 metres.

Note 1: The length of access should be measured from a public road to either the building or the water supply outlet, whichever is longer.

SCHEDULE OF BUSHFIRE PROTECTION MEASURES

Defendable space

The area of defendable space (shown hatched) will extend from the edges of the dwelling within and for the distance of 10 to 32 m from the edges of the dwelling envelope on Lot 1 to the property boundaries and common property, where vegetation (and other flammable materials) will be modified and managed in accordance with the following requirements:

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

Construction standards

The dwelling on Lot 1 will be designed and constructed a minimum Bushfire Attack Level of (BAL) 29 .

Static Water Supply

A tank on lot 1 will hold 10 000 litres of effective water supply for fire fighting purposes which meets the following requirements:

- Is stored in an above ground water tank constructed of concrete or metal.
- All fixed above-ground water pipes and fittings required for fire fighting purposes must be made of corrosive resistant metal.
- Include a separate outlet for occupant use

The water supply must also

- Incorporate a ball or gate valve (British Standard Pipe (BSP) 65mm) and coupling (64 mm CFA 3 thread per inch male fitting).
- The outlet/s of the water tank must be within 4m of the access way and 60m of all parts of the building and be unobstructed.
- Be readily identifiable from the building or appropriate identification signage to the satisfaction of CFA must be provided.
- Any pipework and fittings must be a minimum of 65 mm (excluding the CFA coupling).

Access

The driveway on Lot 1 will provide access for trucks for fire fighting purposes which meets the following requirements:

- A load limit of at least 15 tonnes
- Curves must have a minimum inner radius of 10m.
- The average grade must be no more than 1 in 7 (14.4 per cent) (8.1 degrees) with a maximum of no more than 1 in 5 (20 per cent) (11.3 degrees) for no more than 50m.
- Have a minimum trafficable width of 3.5m of all weather construction.
- Be clear of encroachments for at least 0.5m on each side and 4m above the access way.
- Dips must have no more than a 1 in 8 (12.5 per cent) (7.1 degrees) entry and exit angle.

A turning area will be provided for fire fighting vehicles close to the building by one of the following:

- A turning circle with a minimum radius of eight metres.
- A driveway encircling the dwelling.
- The provision of other vehicle turning heads (such as a T or Y head) which meet the specification of Austroad Design for an 8.8 metre Service Vehicle

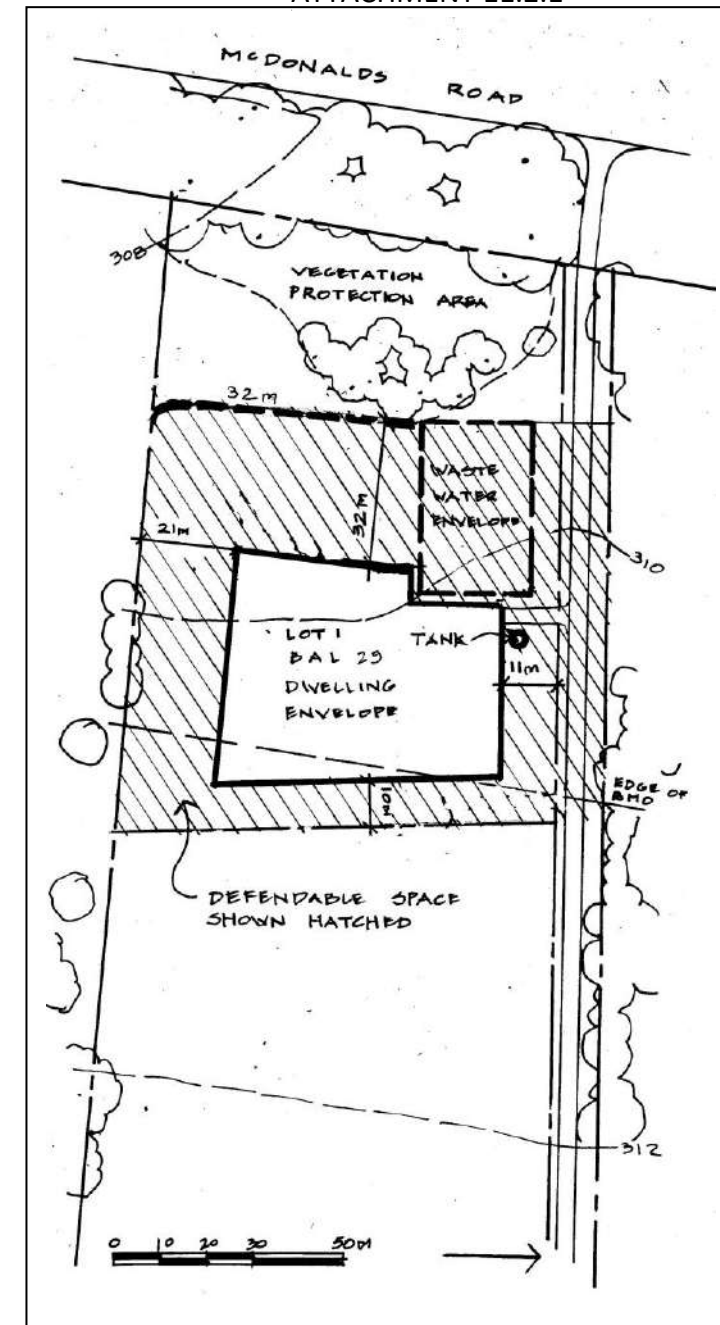


FIGURE 12 BUSHFIRE MANAGEMENT PLAN

240 McDonalds Road Clunes

Version 1

6/5/2024

240 McDonalds Road Clunes

Vegetation Assessment

A report to



Prepared by

Mark Trengove Ecological Services

June 2024

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Document Version

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Draft for Client	31 November 2022	Natalie James	Mark Trengove
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Modified final to include 3 Lot sub-division	19 June 2024	Mark Trengove	

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1 INTRODUCTION

1.1 Project Background

An existing property at 240 McDonalds Road, Clunes is the location of a proposed 3 Lot sub-division. This report was commissioned by Tom English to assess the native vegetation present on the subject property, the adjacent roadside reserve and identify and quantify any impacts for the proposal.

Under Clause 52.17 of the Planning Scheme, the State has gazetted the Native Vegetation Removal Regulations. The Regulations ‘introduce a risk based approach to assessing applications to remove native vegetation’ (DEECA, 2017). Refer to Section 4.2 for further discussion.

1.2 Objectives

The objectives of this investigation are to:

- Determine the nature of any native vegetation identified on site
- Describe the significance and value of that vegetation
- Assess any potential impacts of the proposed development, in relation to the above
- Assess the implications of relevant government policy and legislation (EPBC Act, Clause 52.17).

1.3 Study Area

The study area is comprised of approximately 4.5 ha of land located at 240 McDonalds Road, Clunes, located within a predominately low-density residential area in Clunes, situated in the Shire of Hepburn.

The site is within the Victorian Volcanic Plain bioregion and the North Central Catchment Management Authority region. Under the Hepburn Planning Scheme, the land is zoned Low Density Residential Zone (LDRZ).

The study area consists of the entire subject property and the adjacent area of McDonalds Road roadside verge.

The study area is located approximately 40km north of the City of Ballarat. The surrounding landscape is largely fragmented, but not heavily developed. Native vegetation and ecological communities persist within the landscape, with some high value areas of natural vegetation to the west and south-west including the Dunach Nature Conservation Reserve.

An existing dwelling located to the east of the property is proposed to be retained, to be situated within the proposed Lot 3.

The location of the study area and proposed sub-division is shown on Figure 1.

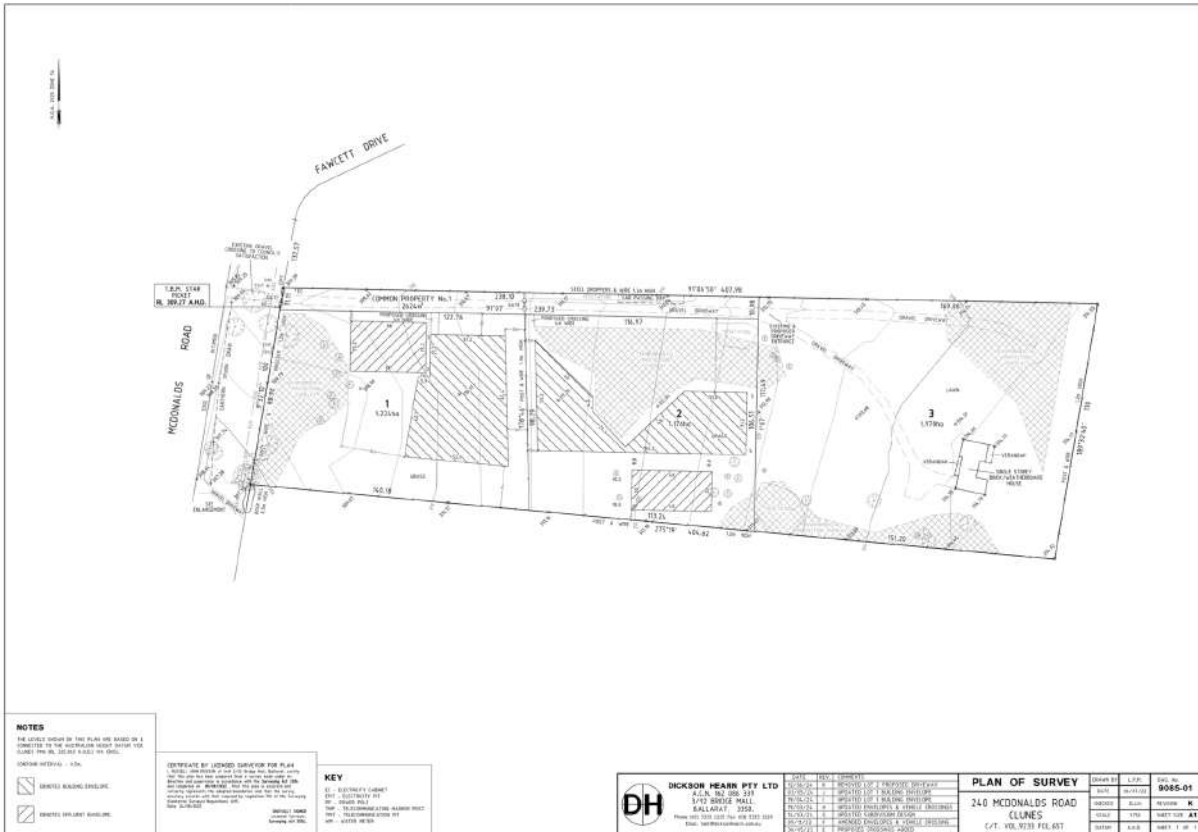


Figure 1. Study area, 240 McDonalds Rd, Clunes. Location of native vegetation on subject property and proposed 3 Lot sub-division including property boundaries, access, building envelopes and effluent fields for Lots 1 and 2.

1.4 Potential impacts

The area of potential impact is the subject property and the adjacent roadside verge native vegetation, taking into consideration the Bushfire Management Plan for proposed Lot 1 (Figure 2) and any tree protection zones that may be applicable.

Options to avoid and minimise impacts to the native vegetation have been considered and applied. No native vegetation is to be impacted by the proposal.

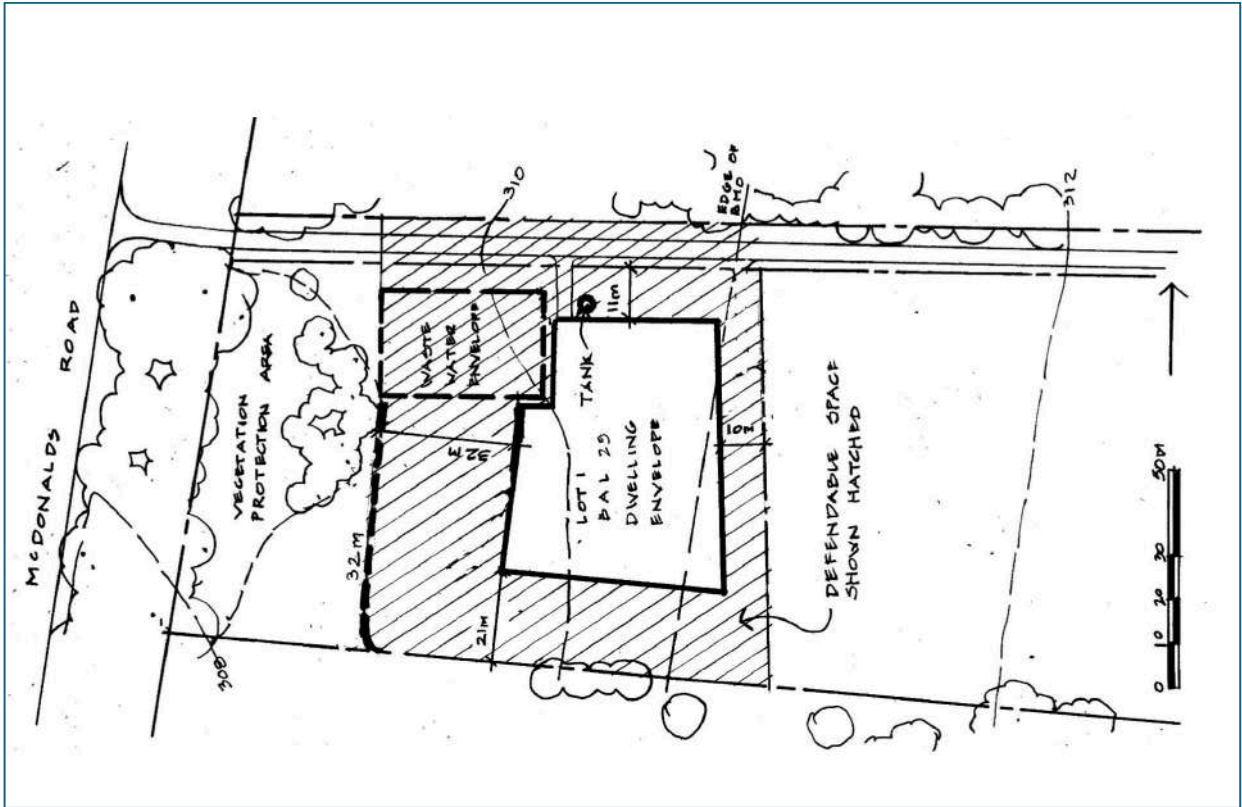


Figure 2. BMP Lot 1.

2 METHODS

2.1 Taxonomy

Scientific names for plants follow the Vicflora (RBG website i). Common names for plants follow the Flora of Victoria Vols 2-4 (Walsh and Entwisle 1994-1999).

2.2 Literature and Database Review

Relevant literature and databases, including data from the following sources were reviewed.

- NatureKit for modelled biodiversity data (DEECA, 2024a).
- The Victorian Biodiversity Atlas for threatened flora and fauna species records (DEECA, 2024b).
- The Protected Matters Search Tool (PMST) for information relating to matters of National Environmental Significance (listed species and communities) under the EPBC Act (DAWE, 2024).
- DEECA NVR tool (DEECA, 2024c).
- Relevant environmental legislation, policies, and strategies.

2.3 Field Survey

The site was inspected on the 29th of October 2022 (Natalie James) and the 3rd of April 2023 (Mark Trengove). The study area was inspected by foot with a particular focus on the proposed impacts and existing vegetation. Records were taken of vascular plant species. Observations were made of the existing habitat values and dominant exotic vascular plant species. Native vegetation plant communities were identified and mapped.

2.4 Limitations

This assessment focuses on the location of vegetation identified on site. The assessment was conducted during spring and autumn, times of year that are suitable for the detection and identification of most flora species likely to occur on site. The assessment surveys vascular flora only. Fauna was not assessed.

There are not considered to be any significant limitations to the findings of this study.

Mark Trengove is a suitably qualified and experienced ecologist and a Vegetation Quality Assessment DEECA accredited practitioner.

2.5 Defining Significance

A number of criteria are applied in order to assess the significance of flora species and vegetation communities. The definition of the criteria is detailed in Appendix 1.

2.6 Defining and Assessing Vegetation

Native vegetation in Victoria has been defined by DEECA as belonging to two categories. These are:

Patch native vegetation

Patch native vegetation is either:

- any area of vegetation where at least 25 per cent of the total perennial understorey plant cover is native.
- any area with three or more native canopy trees where the canopy foliage cover is overlapping.
- areas of current wetlands as mapped by DEECA mapping tools.

Scattered Tree native vegetation

Scattered tree native vegetation is:

- a native canopy tree that does not form part of a patch.

3 RESULTS

3.1 Ecological Vegetation Class

Ecological Vegetation Classes (EVCs) are the primary level of classification of vegetation communities within Victoria. An EVC contains one or more plant (floristic) communities and represents a grouping of vegetation communities with broadly similar ecological attributes. Classification of EVCs in this report follows Oates and Taranto (2001).

EVC mapping undertaken by DEECA indicates that the study area historically supported both EVC 55 Plains Grassy Woodland and EVC 53 Swamp Scrub, both of which have the bioregional conservation status of Endangered within the Victorian Volcanic Plain (DEECA 2024c) (Figure 3).

Native vegetation, dominated by *Eucalyptus camaldulensis* and *Eucalyptus leucoxylon*, which accords with EVC 55 Plains Grassy Woodland, was identified. Areas of native vegetation dominated by *Rytidosperma* spp. were also identified. This vegetation is considered to be derived EVC 55 Plains Grassy Woodland native vegetation.

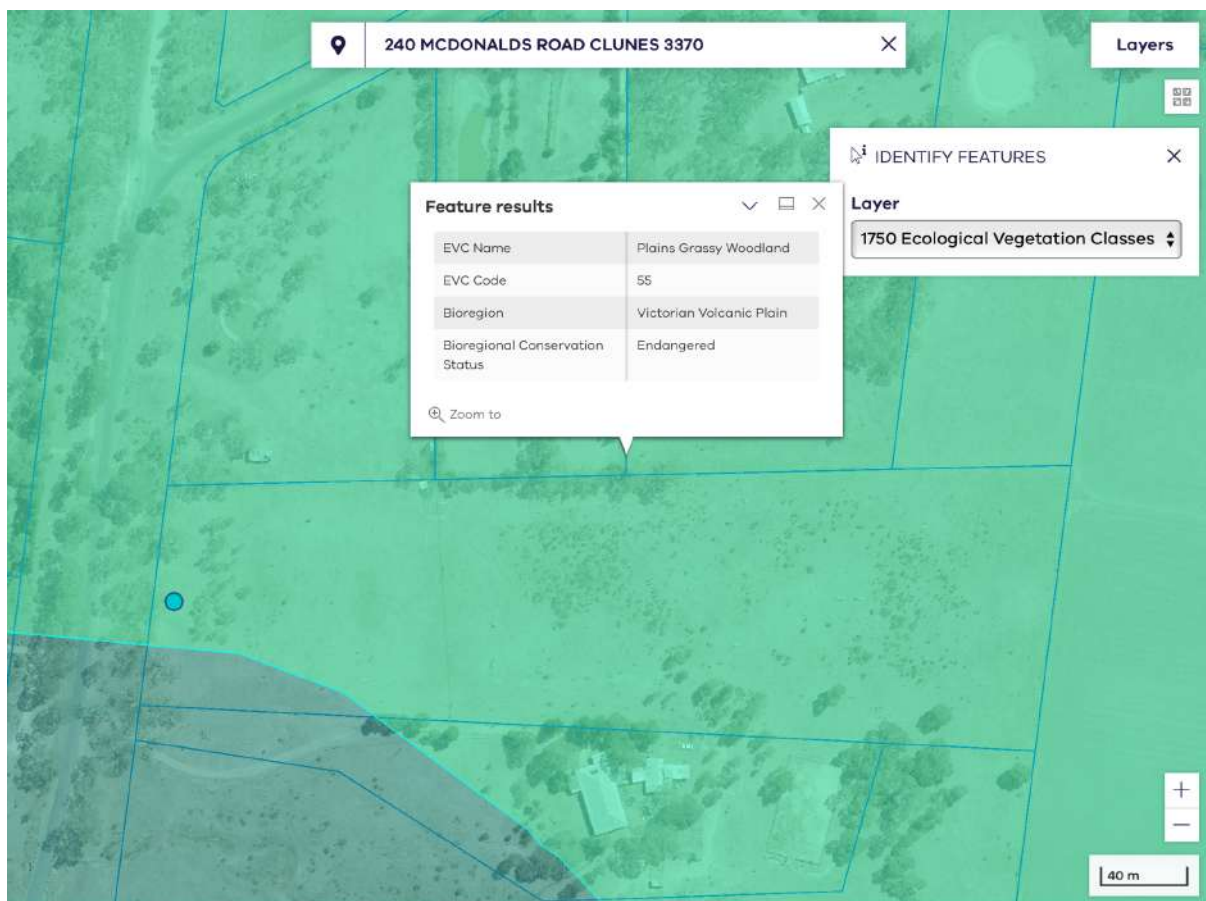


Figure 3. Distribution of EVC pre-1750. (DEECA, 2024c).

3.2 Vegetation Condition

The adjacent roadside verge is comprised of both disturbed (predominately exotic) and partially to relatively intact (predominately native) areas.

Eucalyptus camaldulensis is the dominant native species (Patch 4 at Figure 4). A total of 14 indigenous species were identified for the roadside verge during this assessment. The understory also contains invasive grasses and weedy species, including *Gazania sp.*, *Plantago lanceolata* (Plantain) and *Briza maxima* (Quaking Grass).

The subject land is comprised of both disturbed (predominately exotic) and partially intact (predominately native) areas. A total of 13 indigenous species were identified for the subject land during this assessment.

Patch native vegetation dominated by River Red Gum occurs to the west of the property (Patch 3 at Figure 4). Derived patch native vegetation dominated by Wallaby-grass occurs in the central and north-eastern sectors (Patches 2 and 5 at Figure 4). Patch native vegetation dominated by Yellow Gum occurs to the south-east of the property (Patch 1 at Figure 4). Refer to Figures 1 and 4 for the location of recorded native vegetation.

Refer to Table 1 for a list of indigenous vascular plant species recorded this assessment, including conservation significance and location by tenure. Refer to 7 for photographs of the vegetation existing conditions.

Table 1 Indigenous vascular plant species recorded this assessment and conservation significance

Botanical Name	Common Name	Status	Property	Road side
<i>Amphibromus nervosus</i>	Common Swamp Wallaby-grass	Local	#	
<i>Carex inversa</i>	Sedge	Local	#	
<i>Carex tereticaulis</i>	Basket Sedge	Local	#	#
<i>Cassinia sifton</i>	Sifton Bush	? Local	#	#
<i>Dianella revoluta</i>	Black-anther Flax-lily	Local		#
<i>Eleocharis acuta</i>	Common Spike-rush	Local	#	#
<i>Elymus scabrous</i>	Common Wheat-grass	Local		#
<i>Eryngium vesiculosum</i>	Prickfoot	Local	#	
<i>Eucalyptus camaldulensis</i>	River Red Gum	Local	#	#
<i>Eucalyptus leucoxylon ssp. leucoxylon</i>	Yellow Gum	Local	#	
<i>Exocarpos cupressiformis</i>	Cherry Ballart	Local		#
<i>Juncus holoschoenus</i>	Rush	Local		#
<i>Juncus subsecundus</i>	Finger Rush	Local	#	#
<i>Lachnagrostis filiformis</i>	Common Blown-grass	Local	#	#
<i>Lomandra filiformis</i>	Wattle Mat-rush	Local		#
<i>Lythrum hyssopifolium</i>	Small-flower Loosestrife	Local		#
<i>Rumex brownii</i>	Slender Dock	Local	#	#
<i>Rytidosperma spp.</i>	Wallaby-grass	Local	#	#
<i>Schoenus apogon</i>	Common Bog-rush	Local	#	

3.3 Significant Flora

No National or State significant flora was identified during this assessment.

The 19 recorded native plant species are assessed to be of local conservation significance or possibly local significance (i.e., Sifton Bush which is assessed as native for the purposes of establishing the extent of native vegetation).

Refer to Table 1 and Appendix 1.

4 LEGISLATION AND GOVERNMENT POLICY

4.1 Commonwealth

4.1.1 Environment Protection and Biodiversity Conservation Act (1999)

The Environment Protection and Biodiversity Conservation (EPBC) Act (1999) was established to ‘promote the conservation of biodiversity by providing strong protection for listed species and communities in the Commonwealth and for protected areas, Ramsar sites, Commonwealth Reserves, conservation zones and World Heritage sites, etc’.

The EPBC Act applies to developments and associated activities that have the potential to significantly impact on matters protected under the Act. Under the Act, unless exempt, actions require approval from the Australian Government Minister for Environment and Heritage if they are likely to significantly impact on a ‘matter of national environmental significance’. There are currently seven matters of national environmental significance (NES):

- World Heritage properties.
- National Heritage properties.
- nationally listed threatened species and ecological communities.
- listed migratory species.
- Ramsar wetlands of international significance.
- Commonwealth marine areas; and
- nuclear actions (including uranium mining).

Any person proposing to take an action that may, or will, have a significant impact on a matter of national environmental significance must refer the action to the Australian Government Minister for Environment and Water Resources for determination as to whether the action is a ‘controlled action’ or is not approved.

Grassy Eucalypt Woodland of the Victorian Volcanic Plain is an ecological community that is listed as ‘Critically Endangered’ under the EPBC Act (EPBC Website i). The study area carries native vegetation that conforms with this community that is proposed to be impacted on.

4.1.2 Implications

As no impacts are proposed for the native vegetation of the study area, it is assessed that there are no implications for the current proposal for the Grassy Eucalypt Woodland of the Victorian Volcanic Plain ecological community under the EPBC Act.

4.2 Native Vegetation Permitted Clearing Regulations

Under Particular Provision (Native Vegetation Clause 52.17) the State has gazetted the Native Vegetation Permitted Clearing Regulations, updated in December 2017. The reforms ‘introduce a risk based approach to assessing applications to remove native vegetation’ (DEECA, 2017).

The purpose of Clause 52.17 is to ensure that there is no net loss to biodiversity because of the removal, destruction or lopping of native vegetation. This is achieved by applying the following three step approach in accordance with the *Guidelines for the removal, destruction or lopping of native vegetation* (DEECA, 2017) the *Guidelines*:

1. Avoid the removal, destruction or lopping of native vegetation.
2. Minimise impacts from the removal, destruction or lopping of native vegetation that cannot be avoided.
3. Provide an offset to compensate for the biodiversity impact if a permit is granted to remove, destroy, or lop native vegetation.

To manage the removal, destruction or lopping of native vegetation to minimise land and water degradation.

When native vegetation removal is permitted, an offset must be secured which achieves a no net loss outcome for biodiversity. To achieve this the offset contributes to Victoria’s biodiversity that is equivalent to the contribution made by the native vegetation that was removed. The type and amount of offset required depends on the native vegetation being removed and the contribution it makes to Victoria’s biodiversity.

4.2.1 Patch Native Vegetation

Under the Native Vegetation Permitted Clearing Regulations, any areas of patch native vegetation that are proposed to be removed are subject to protection/and or recruitment offsets, depending upon the characteristics of the site.

For the purposes of this assessment, in keeping with DEECA directives, Sifton Bush is considered a native plant. Five areas of patch native vegetation with a total area of 1.193 ha (including the adjacent roadside reserve) were recorded this assessment (Figure 4).

No patch native is proposed to be impacted on.

4.2.2 Scattered Tree Native Vegetation

Under the Native Vegetation Permitted Clearing Regulations, any scattered native canopy trees that are proposed to be removed are subject to protection/and or recruitment offsets, depending upon the characteristics of the site. For practicality, a standard extent amount has been developed for scattered trees, based on the habitat hectare assessment method.

Within the VVP bioregion, EVC 55 has *Eucalyptus* spp. as ‘canopy trees’.

No scattered tree native vegetation was recorded for the study area. No scattered tree native vegetation is proposed to be impacted on.



Figure 4. Location of native vegetation recorded this survey shown in mauve.

Previous clearing

The history of native vegetation removal on the site is unknown.

4.2.3 Avoid and minimise

The subdivision proposes the development of three new Lots. Avoid and minimise principles are applied as follows:

- The sub-division utilises the existing access to avoid impacts on native vegetation on the roadside reserve.
- The location of the Lots, access to the Lots and the locations of building envelopes and effluent fields are all sited to avoid impacts on native vegetation.

4.2.4 No Net Loss Implications

As native vegetation is not proposed to be removed, there are no implications for the Native Vegetation Permitted Clearing Regulations.

5 CONCLUSIONS

The study area is approximately 4.5 ha in size, consisting of the adjacent roadside reserve and the subject property at 240 McDonalds Rd, Clunes. This assessment focuses on the impacts to native vegetation owing to the development of the proposed new 3 Lot sub-division. The study area is located within the Shire of Hepburn.

Pre-1750 EVC mapping of the study area undertaken by DEECA indicates that the study area historically supported both EVC 55 Plains Grassy Woodland and EVC 53 Swamp Scrub, both of which are classified as Endangered within the Victorian Volcanic Plain (DEECA, 2024c). This assessment records native vegetation that accords with EVC 55 Plains Grassy Woodland.

The vegetation of the study area can be described as largely degraded with some areas of native vegetation. 19 locally significant native plant species were recorded. No State or National significant plant species were recorded for the study area.

Five areas of patch native vegetation with a total area of 1.193 ha (including the adjacent roadside reserve) were recorded this assessment.

Native vegetation is not proposed to be impacted upon. Avoid and minimise principles are applied in keeping with the Clause 52.17 3 Steps. As native vegetation is not proposed to be removed, there are no implications for the Native Vegetation Permitted Clearing Regulations.

There are no implications for the proposal for the Commonwealth EPBC Act.

There are not considered to be any significant limitations to the findings of this report.

Appendix 1 - Assessing conservation significance

Conservation significance is assessed at a range of scales, including national, state, regional and local. Criteria used for determining the conservation significance of flora at national to local scales are presented below for botanical conservation significance.

Botanical Significance

National botanical significance applies to an area when it supports one or more of the following attributes:

a population of at least one nationally threatened plant species listed by Briggs and Leigh (1996) or plant species listed on the schedules to the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999*.

A nationally threatened ecological community listed on the schedules of the *Environment Protection and Biodiversity Conservation Act 1999*.

State botanical significance applies to an area when it supports one or more of the following attributes:

A population of at least one plant species threatened in Victoria, as on the schedules to the Victorian *Flora and Fauna Guarantee Act 1988*.

An ecological community considered threatened in Victoria through its listing on the schedules of the *Flora and Fauna Guarantee Act 1988*.

Regional botanical significance applies to an area that supports one or more of the following attributes:

Supports a population of one or more regionally depleted species defined in a valid regional assessment of biodiversity (e.g., Regional Native Vegetation Plan, Environment Conservation Council Report or Comprehensive Regional Assessment documents).

An ecological vegetation class that is considered endangered or vulnerable in a particular bioregion (based on Conn 1993 and the Regional Native Vegetation Plan).

An ecological vegetation class that is considered depleted in a particular bioregion (based on Conn 1993 and the Regional Native Vegetation Plan).

Local botanical significance applies to all remnant native vegetation that does not meet the above criteria. In much of Victoria native vegetation has been so depleted by past clearing and disturbance that all remaining vegetation must be considered to be of at least local conservation significance.

6 REFERENCES

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7 SITE PHOTOGRAPHS (Plates)



Plate 1: Patch native vegetation dominated by River Red Gum on the subject property.



Plate 2: Exotic vegetation dominated by pasture grasses on the subject property.



Plate 3: Patch native vegetation dominated by Wallaby-grass on the subject property.



Plate 4: Patch native vegetation dominated by River Red Gum, McDonalds Road roadside reserve.

12 EMBRACING OUR PAST AND PLANNING FOR OUR FUTURE

12.1 INNOVATE RECONCILIATION ACTION PLAN EXECUTIVE MANAGER PEOPLE AND TRANSFORMATION

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

ATTACHMENTS

1. Draft Innovate Reconciliation Action Plan 2025-2027 [**12.1.1** - 32 pages]

OFFICER'S RECOMMENDATION

That Council:

1. *Acknowledges the successful implementation of the Reflect Reconciliation Action Plan through which Council has promoted reconciliation and raised the awareness and importance of Aboriginal and Torres Strait Islander issues within our Council's sphere of control;*
2. *Endorses the Innovate Reconciliation Action Plan 2025-2027 (attached);*
3. *Authorises the Chief Executive Officer to make administrative amendments following Council's adoption of the Plan as required by Reconciliation Australia for the Plan to be approved under their framework, and;*
4. *Acknowledges the Reconciliation Advisory Committee, the internal reconciliation working group, and representatives of Djaara who have been involved in the development of the Innovate Reconciliation Action Plan 2025-2027.*

EXECUTIVE SUMMARY

This report provides an overview of the Innovate Reconciliation Action Plan and offers an opportunity for the Councillors to provide feedback.

BACKGROUND

The Reconciliation Action Plan is a strategic framework provided by Reconciliation Australia enabling organisations to continuously advance their reconciliation commitments. Hepburn Shire Council introduced the first Reflect Reconciliation Action Plan in 2018, which aimed to build relationships with Aboriginal and Torres Strait Islander peoples and specifically with traditional Owners of the land on which Hepburn Shire is located, the Dja Dja Wurrung peoples, and identify areas where Council could have the most meaningful impact on reconciliation activities and projects within the Shire.

The successful implementation of the Reflect Reconciliation Action Plan has significantly raised the awareness and importance of Aboriginal and Torres Strait Islander issues within our Council's sphere of control. The Reflect Reconciliation Action Plan created many successful outcomes for Council including the renaming of Jim Crow Creek to Larni Barramal Yaluk, the opening of the Manna Gums Frontier War Memorial along with many other meaningful actions which have all helped to progress our progress toward reconciliation.

Council is now at the second stage of implementing the Reconciliation Framework named the Innovate Reconciliation Action Plan which aims to further embed and advance Councils' vision for reconciliation.

The Innovate Reconciliation Action Plan seeks to further develop relationships with members of the Aboriginal and Torres Strait Islander community and Dja Dja Wurrung peoples through innovative approaches which align with the goals outlined in the Dja Dja Wurrung 'Dhelkunya Dja' Country Plan and the Recognition Settlement Agreement (RSA). It is noted that the two-year timeline for the Plan, is imposed by Reconciliation Australia guidelines.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2021-2025

1.4.4. Develop a meaningful and strategic partnership with Dja Dja Wurrung to identify and collaborate on our shared environmental priorities.

State legislation requires consultation with the Traditional Owners of the Shire in environmental and statutory planning, and natural resource management. This legislation includes the *Traditional Owner Settlement Act 2010* and the Recognition and Settlement Agreement 2013 between the State of Victoria and the Dja Dja Wurrung Clans Aboriginal corporation.

Council also adheres to the *Aboriginal Heritage Act 2006* (the Act).

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The following key stakeholder engagement has been undertaken to inform the development of the Innovate RAP:

Council's Reconciliation Action Plan Working Group (internal): Stakeholders on this working group consisted of council officers representing different areas responsible for delivering different council strategies and plans. These meetings occurred fortnightly with six meetings held between February and April 2024.

Council's Reconciliation Advisory Committee (external): This Advisory committee consists of different representatives from within the community including Aboriginal and Torres Strait Islander people. Aside from the usual cycle of advisory meetings, this Advisory group during met four times to focus and discuss the Innovate Reconciliation Action Plan.

Djaara: Are the Registered Aboriginal party responsible for implementing government initiatives and represent the interests of the Dja Dja Wurrung Peoples. Three workshops were held with representatives of Djaara between April and June 2024 to seek feedback and endorsement for Council's Innovate Reconciliation Action Plan.

Reconciliation Australia: Are the leading body for Reconciliation within Australia and provide the governance framework for all Reconciliation Action Plans to be adopted. Reconciliation will provide approval for Council's completed Innovate Reconciliation Action Plan.

The attached Innovate Reconciliation Action Plan has been reviewed and endorsed by the internal Reconciliation Action Plan Working Group and the External Reconciliation Advisory Committee. The plan has also been endorsed by representatives of Djaara, the Executive Team and is awaiting a response from Reconciliation Australia.

FINANCIAL IMPLICATIONS

Whilst the achievement of the Innovate Reconciliation Action Plan will be ambitious to achieve within the two- year timeline provided, the current resources and budget allocated should be sufficient to achieve utilising collaboration and support from other teams within Council.

RISK AND GOVERNANCE IMPLICATIONS

Reputational Risk: Failing to adopt the Innovate Reconciliation Action Plan poses a reputational risk for Council given the public support and commitment for the key principles of the Uluru Statement of the Heart and the Voice to Parliament Referendum in 2023. Without ongoing advancement towards meaningful reconciliation, Council may be perceived as indifferent to the historical injustices faced by First Nations Peoples, undermining its reputation for social responsibility and cultural sensitivity.

Political Risk: Within the current LGA landscape, councils continue to prioritise reconciliation with First Nations peoples to varying levels. With this in mind, adoption of the Innovate Reconciliation Action Plan will be important for any future funding initiatives, government partnerships or grants that may become available to support Council expand on reconciliation initiatives.

ENVIRONMENTAL SUSTAINABILITY

The Innovate Reconciliation Action Plan has been developed to incorporate the goals established in the Dja Dja Wurrung Dhelkunya Dja (Country Plan), ensuring a holistic cultural approach. The Innovate Reconciliation Action Plan includes key themes such as Djaara, Cultural Practices and Customs, Cultural Heritage, Bushtucker and Medicine, Rivers and Waterways, Land, Self-Determination, Traditional Owner

Economy, and Joint Management. Additionally, the Innovate Reconciliation Action Plan has been aligned with the Sustainable Hepburn Strategy, ensuring that our commitment to reconciliation also supports Council's broader environmental sustainability objectives. This connection highlights our dedication to respecting and preserving the cultural and natural heritage of the Dja Dja Wurrung people while promoting sustainable practices within the Council and broader community.

GENDER IMPACT ASSESSMENT (GIA)

A gender impact assessment has been completed and informed the draft Innovate Reconciliation Action Plan.

Hepburn

SHIRE COUNCIL



INNOVATE:

RECONCILIATION ACTION PLAN 2025-2027



DRAFT

AGENDA - ORDINARY MEETING OF COUNCIL - 20 AUGUST 2024



Acknowledgement of Country

Hepburn Shire Council acknowledge 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 culture and tradition, which is strong and thriving.

We also acknowledge the neighbouring Traditional Owners, the Wurrundjeri to our Southeast and the Wadawurrung to our Southwest and pay our respect to all Aboriginal peoples, their culture, and lore.

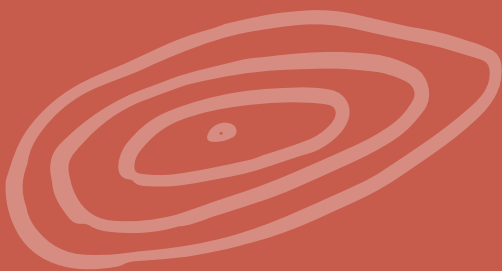
We acknowledge their living culture and the unique story they play in the life of this region of which the Hepburn region resides and operates within.



: About the artwork and artists

This piece is the collaboration of Aboriginal visual artists Megan Van Den Berg (Dja Dja Wurrung, Yorta Yorta, Taungurung and Boon Wurrung) and Emma Bamblett (Wemba Wemba, Gunditjmara, Ngadjonji and Taungurung).

“On Dja Dja Wurrung country, this piece celebrates the creation story featuring Bunjil and acknowledges our ancestral stories, and connection to the land and the deep springs. The piece is also a celebration of the future of Dja Dja Wurrung descendants who bring forward this strong and vibrant culture”



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This documents contains photos and or imagery that may include deceased Aboriginal and Torres Strait Islander members. Reader discretion is advised.



: Messages of Reconciliation

Message from the Mayor **DRAFT**



Hepburn Shire is steadfastly committed to the Reconciliation journey. We welcome the opportunity to implement the next stage of that pivotal journey by developing the 'INNOVATE' Reconciliation Action Plan. This powerful tool will provide the framework for us to formalise recognition of our local Indigenous heritage. Our work in this area through our previous REFLECT RAP is about encouraging unity and respect between Aboriginal and Torres Strait Islander people and our non-indigenous community.

In my role as Mayor, I am honoured to act as Chair of the Reconciliation Advisory Committee and to work with the committee to drive meaningful projects in the community and landscape of Hepburn Shire Council.

Our Council is determined to advance reconciliation and to strengthen our partnership with, and commitment to, Aboriginal and Torres Strait Islander peoples and Traditional Owners the Djaara peoples. We intend to continue constructively working to encourage unity and respect between Aboriginal and Torres Strait Islander people and our non-indigenous community.

It is my hope that Council's enduring commitment is reflected through the INNOVATE Reconciliation Action Plan and its subsequent achievements.

Brian Hood
Mayor

Message from the CEO DRAFT



Hepburn Shire Council is proud to present its second Reconciliation Action Plan INNOVATE to continue the important work achieved in the Reconciliation Action Plan REFLECT. This new plan innovates further relationship building through deliberate actions to improve acknowledgement and recognition of the Traditional Owners the Dja Dja Wurrung People.

Council promotes an atmosphere of inclusivity, equality, respectful and positive relationships throughout the Shire. Our ongoing connection with Djaara peoples aims to build these principles and walk forward together with all our community in a journey of reconciliation.

Our Reconciliation work has led to recognition in the form of several awards, the Maggolee Award in 2023 for the Manna Gums Frontier War Memorial as an Avenue of Honour, and our collaboration with Uncle Rick Nelson and Daylesford Museum showcasing a set of portraits of Dja Dja Wurrung people photographed in 1866 at the Coranderk Aboriginal Station, which won the Australian Museums and Galleries Award in 2023 in the First Peoples Exhibition category.

I look forward to the implementation of this plan and to continue working with Traditional Owners DJAARA.

Bradley Thomas
CEO

: Messages of Reconciliation



▲ HSC Mayor Cr Brian Hood
MP Martha Haylett Manager CNC
Chrissy Austin and HSC Councilor
Don Henderson at NAIDOC 23comms.



▶ Kate Proctor - Coordinator Healthy
Communities and Brett Dunlop -
Inclusion Officer at NAIDOC 23
Internal comms.

: Our vision for Reconciliation

Hepburn Shire Council's vision for reconciliation is to promote unity, respect and understanding between Aboriginal and Torres Strait Islander peoples and other community members.

Our relationships with Traditional Owners will be built on respect, understanding and acknowledgment of their history, and we seek to ensure Hepburn Shire is a place where Aboriginal and Torres Strait Islander peoples, their heritage, cultures and spirituality are valued, respected and celebrated.



► Larni Barramul Yaluk.

: Our acknowledgement of Reconciliation and the RAP framework

Through our Innovate Reconciliation Action Plan (RAP), Council seeks to ensure reconciliation is at the core of our organisation and a foundation to all our services.

We acknowledge the Dja Dja Wurrung as the Traditional Owners of the lands and waters on which we live and work, the neighbouring Traditional Owners, the Wurrundjeri to our Southeast and the Wadawurrung to our Southwest and the many other Aboriginal and Torres Strait Islander community members across the Shire who make up the vibrant communities to which our organisation provides services.

Their connection to Country and waters requires us to engage respectfully and genuinely with Aboriginal and Torres Strait

Islander peoples to ensure we empower and support their right to self-determination.

Our council seeks to recognise and promote the collections of stories that make up the shared history of the Shire. We acknowledge the name of our Local Government Area and organisation references John Hepburn, one of the first European squatters to this region. The events that followed Hepburn's arrival disrupted the Dja Dja Wurrung peoples. As such, Hepburn Shire Council acknowledges our leadership role and responsibility in promoting reconciliation in the community. Our Council issues the following statement to respectfully acknowledge the Aboriginal and Torres Strait Islander history within our Shire.

"We commit to working positively today and in the future with the Dja Dja Wurrung peoples and other Aboriginal and Torres Strait Islander community members to learn, acknowledge and move forward together with the whole Hepburn Shire community".

The RAP Framework

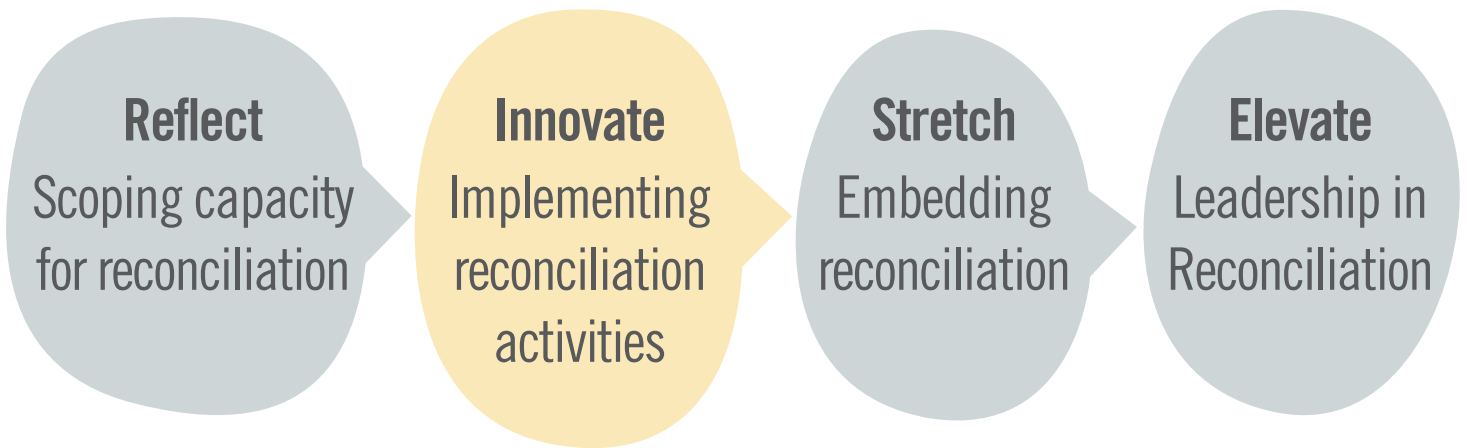
‘Reconciliation’ is about Aboriginal and non-Aboriginal Australians talking, walking, and working together to overcome the division and inequality between Aboriginal and non-Aboriginal Australians. It is about addressing and acknowledging our true history and righting wrongs. It is not one act but a journey that requires a commitment from non-Aboriginal Australians to take ownership and responsibility for their own learning and role in the process of reconciliation’
 – Reconciliation Victoria.

The four RAP types – Reflect, Innovate, Stretch, and Elevate, provide a framework enabling organisations to continually develop their reconciliation journey.

Hepburn Shire Council has been on its reconciliation journey for some time and having worked through implementation of our Reflect RAP, have now developed our Innovate RAP.

Our Innovate RAP is a public and open commitment to our continuous work on reconciliation and is in accordance with the requirements of Reconciliation Australia. Our Innovate RAP outlines Hepburn’s vision for reconciliation and focuses on developing and strengthening relationships with Aboriginal and Torres Strait Islander peoples.

Reconciliation Australia’s RAP framework provides organisations with a structured approach to advance reconciliation. Each type of RAP is designed to suit an organisation at different stages in their reconciliation journey.



: Our innovate RAP engagement and development process

Hepburn Shire Council Reconciliation Action Plan (RAP) Innovate builds on our clear direction of advancing reconciliation established through our previous Reflect RAP in which we committed to collaboration with Aboriginal and Torres Strait Islander people through projects that celebrate Aboriginal peoples, local history, cultural heritage, and art.

A whole-of-council approach was taken in the development of this RAP, with the actions and deliverables being informed by consultation with Traditional Owners, Aboriginal and Torres Strait Islander community members, community stakeholders, and Council staff and maps a pathway towards achieving reconciliation.

Whilst building on our previous RAP REFLECT, the new actions and strategies aim to further embed reconciliation within our organisation and externally with our partners. Our Innovate RAP details the actions necessary to embed

a process of change and represents the cornerstone to supporting Aboriginal and Torres Strait Islander self-determination. The strategies include:

- Promotion and enhancement of the acknowledgement, recognition, and respect for Traditional Owner culture and history with signage, art installations and place naming using Aboriginal language.
- Ensuring our services, workplaces and events are appropriate and culturally safe.
- Strengthened partnerships with the Registered Aboriginal Party DJAAARA to implement local government commitments under the Dja Dja Wurrung Recognition and Settlement Agreement.
- Continued facilitation of respect, trust, and positive relationships between Aboriginal and Non-Aboriginal community members including encouraging community participation in cultural learning through regular activities that address racism and promote reconciliation.

Our RAP Consultation Partners

- RAP Working Group (Internal)
- Reconciliation Advisory Committee (External)
- Dja Dja Wurrung Peoples through DJAARA
- Reconciliation Australia

Hepburn Shire Council extends its thanks and gratitude to the many people who have invested their passion, Vision, and time in the developing of this RAP.

Cultural Immersion Tour to deepen our understanding.

In late 2023, Hepburn’s Executive Leadership Team and the members of the RAP Working Group participated in a Cultural Immersion Day hosted by DJAARA. The Tour visited significant cultural sites and provided insights into the local Indigenous cultural history and a deeper understanding of the landscape. The session aimed to support the working group to better understand Dja Dja Wurrung Country, known as Djandak, the Dja Dja Wurrung People history, and the role of the group in supporting self-determination of Djaara people through the INNOVATE Reconciliation Action Plan.



▲ CEO Hepburn Shire Council Bradley Thomas and CEO DJAARA Rodney Carter at the renaming ceremony of Larni Barramal Yaluk 18 July 2023

Photo by Dan Hough.



◀ Hepburn Shire Council Internal RAP Working Group at the Franklinford Aboriginal protectorate during a Cultural Immersion Day.

: About Hepburn Shire Council

Hepburn Shire Council aims for all community members to be provided with consistent, highest quality services from our organisation. We aim to promote awareness and respect across the community to build a better future for Aboriginal and Torres Strait Islander peoples. Council aspires for all staff, Councilors, and community members to refer to Council as “Our Council.”

The Shire of Hepburn is a local government organisation located in the Central Highlands region of Victoria, about 110 kilometers north-west of Melbourne. The boundaries are formed by Central Goldfields and Mount Alexander Shires in the north, Macedon Ranges Shire in the east, Moorabool Shire in the south, and the City of Ballarat and Pyrenees Shire in the west. The Shire spans roughly 1470 square kilometers, reaches 70 kilometers east to west and 40 kilometers north to south. The Shire lies within the southern area of Dja Dja Wurrung country as recognised in the Recognition and Settlement Agreement 2013. Hepburn Shire Council is one of eleven Councils that sit within the lands of the Dja Dja Wurrung People.

Hepburn Shire Council provides local government services to the Local Government Area (LGA) and sets the overall direction for the municipality through long-term planning. Council adopt a strategic view of the future aligned to the community vision and makes plans and policies to achieve this. Council sets building and planning codes that engage cultural heritage elements, and monitor social and community issues, operating under the Local Government Act 2020 to deliver our services to the highest standard for all community members.

◀ Uncle Rick Nelson and Alvine Darcy Briggs



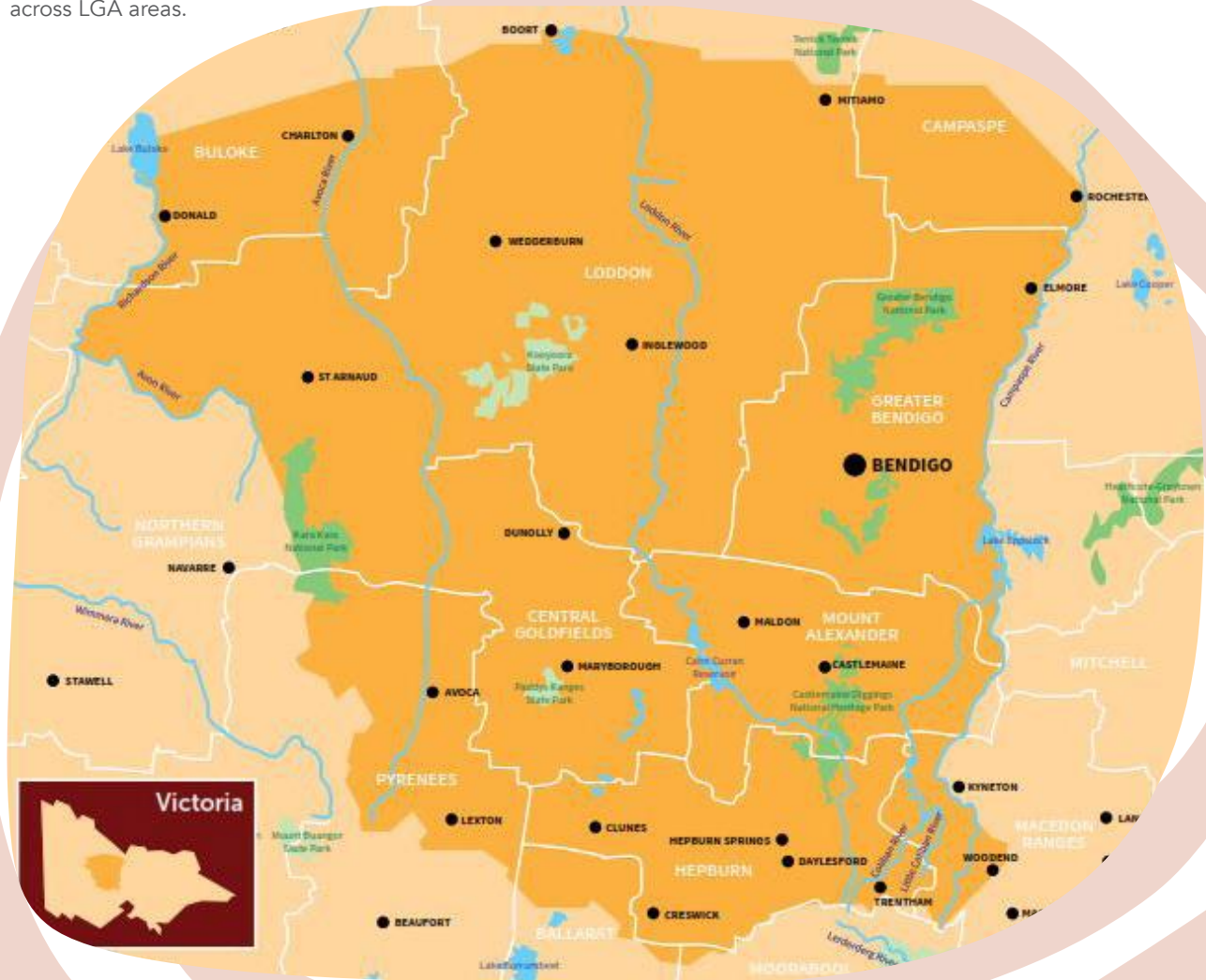
Djaara Country and Local Government Boundaries

We acknowledge as part of our services, alongside the Dja Dja Wurrung, we hold joint responsibility of public lands, Dja Dja Wurrung country and other significant Aboriginal and Torres Strait Islander sites. Council also works under state legislation that requires consultation with the Traditional Owners of the Shire in environmental and statutory planning, and natural resource management. This legislation includes the Traditional Owner Settlement Act 2010 and the Recognition and

Settlement Agreement 2013 between the State of Victoria and the Dja Dja Wurrung Clans Aboriginal Corporation.

The council also adheres to the Aboriginal Heritage Act 2006 (the Act). Under the Act, our planning unit has a responsibility to ensure development is contained within areas of Aboriginal Cultural Heritage and sites of significance. Also, in any review of the Hepburn Planning Scheme, Council should consider the recognition, and where applicable, the protection of Aboriginal culturally sensitive areas.

► Dja Dja Wurrung boundaries across LGA areas.



: Understanding Dja Dja Wurrung Country

Council acknowledges the fundamental disruption to Aboriginal and Torres Strait Islander cultures, economies, and well-being since first contact. This disruption has been met with resilience, resistance, and struggle. Hepburn Shire Council recognises the resilience in Aboriginal and Torres Strait Islander peoples across Australia whose descendants proudly survive today.

Dja Dja Wurrung country, Djandak, is a culturally rich landscape that extends north from the Great Dividing Range including Lalgambuk (Mount Franklin) and the current towns of Creswick and Daylesford in the southeast, to Castlemaine, Maldon, Bendigo, Boort in the north, Donald in the northwest, and Navarre Hill and Mount Avoca to the

southwest. It covers the catchments of the Avoca, Loddon and Coliban Rivers. For Djaara peoples, the Country or land is known as 'Djandak' and is more than just a landscape; it is a living entity that holds the stories of creation, histories, memories, and cultural significance going back three thousand generations. It cannot be erased.

Hepburn Shire acknowledges that the majority of lands within the footprint of the Hepburn Shire are in the unceded lands of Dja Dja Wurrung Nation, two areas deserve to be acknowledged and managed for future generations as unique and important cultural landscapes by virtue of evidence on country and in the historical record.

1. Gurutjanga/Kooroocheang Cultural Landscape, comprising a unique and significant cluster of oven mound sites surrounding an important ceremonial site, all on private land.
2. Lalgambuk/Mt Franklin Cultural Landscape, comprising a concentration of unique and significant pre and post contact sites on both public and private land within the footprint of the former Mt Franklin Aboriginal Protectorate (1841-1849).

Given the unique nature and importance of these landscapes Hepburn Shire Council is committed to work collaboratively with Dja Dja Wurrung peoples to properly record, acknowledge, protect and interpret these significant cultural sites, recognising their importance in the new Innovate RAP.

Local and State Policies, Legislations and Conventions that inform our RAP

(see Appendix for Australian Government and International Context)

Hepburn Shire Council Context

- Community Vision 2031– Hepburn Shire, an inclusive rural community located in Dja Dja Wurrung country where all people are valued, partnerships are fostered, environment is protected, diversity supported, and innovation embraced.
- Council Plan and Municipal Public Health and Wellbeing Plan 2021-2025
- Active Women and Girls Strategy
- Affordable Housing Action Plan and Strategy
- Biodiversity Strategy
- Community Engagement Framework and Policy
- Gender Equality Action Plan 2021-2025
- Positive Ageing Strategy
- Procurement Policy
- Recreation and Open Space Strategy
- Sustainable Hepburn

► Ricky Nelson at Lalgambuk Mt Franklin 07 2018 WTC (5)

Photo by Gary Lawrence

Victorian Government Context

- Victorian Aboriginal and Local Government Strategy 2020-2025
- Victorian Aboriginal Affairs Framework 2018-2023
- Victorian Aboriginal Economic Strategy 2013-2020
- Self-Determination Reform Framework 2019
- Local Government Act 2020
- Victorian Charter of Human Rights and Responsibilities 2006
- Victorian Equal Opportunity Act 2010
- Aboriginal Heritage Act 2006 and Aboriginal Heritage Regulations 2018
- Traditional Owner Settlement Act 2010
- Native Title Act 1993
- Advancing Treaty Process with Aboriginal Victorians Act 2018



Census Snapshot – Our Aboriginal and Torres Strait Islander Community in Hepburn

Based on the ABS Census 2021. Council recognises that the Aboriginal and Torres Strait Islander population is historically under-counted in Census and that the actual population in Hepburn is likely to be higher.

Population	16,604
Female	50.9%
Male	49.1%
Median age	52
Aboriginal and/or Torres Strait Islander Peoples	180
Female	48.6%
Male	51.4%
Median Age	25
Non-Indigenous	91.8%
Indigenous status not stated	7.1%
Number of households	6,845
Aboriginal and/or Torres Strait Islander Households	95
Average people per household	2.8
Average people per household	2.2

▼ Alvine Darcy Briggs



Source: [2021 Hepburn, Census All persons QuickStats](#)
[Australian Bureau of Statistics \(abs.gov.au\)](https://abs.gov.au)

: Our reconciliation journey so far

Our first Reflect RAP gave us the opportunity to gain a deeper understanding of the Dja Dja Wurrung Peoples culture, history, and wellbeing in our Shire. Within the Reflect RAP we explored our sphere of influence focusing on identifying opportunities to recognise the unique landscape in our shire in traditional language.

Our Reflect RAP guided us through the early stages of our reconciliation journey. We focused on working to develop relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations, increasing respect and identifying opportunities.

Delivering our Reflect RAP actions required a collaborative approach from our organisation, gaining insight from Aboriginal peoples who are part of our communities and with DJAARA. We want to do the best we can, but we cannot do it alone. We need guidance from First Nations Peoples about how we can best enable self-determination and reconciliation.

Our participation and support of National Reconciliation Week and NAIDOC Week events contributed in our work to increase awareness and understanding of reconciliation and the

deep culture and history of Aboriginal and Torres Strait Islander people. We have introduced Welcome to Country and Acknowledgement of Country practices at formal meetings and events, and on Council platforms and materials.

Our Reflect RAP has significantly raised the awareness and importance of Aboriginal and Torres Strait Islander issues within Councils sphere of influence. We will continue to build on these learnings, deepening our understanding of histories, connections, stories and walk together with DJAARA to heal country by innovating actions through our RAP.

Following is an outline our activities to date in our reconciliation journey.

Commitment to Reconciliation

Hepburn Shire Council formally supported the key principles of the Uluru Statement of the Heart and the Voice to Parliament in the 2023 Referendum. Council respectfully acknowledges the outcome of the referendum whilst remaining unanimously resolved to reaffirming our unwavering commitment to reconciliation.

Aboriginal and Torres Strait Islander Representation:

Aboriginal and Torres Strait Islander community members are part of our Reconciliation Advisory Committee that help guide Council in our reconciliation journey.

Cultural Awareness Training

Aboriginal and Torres Strait Islander cultural awareness training is provided to all staff and Councillors. Ongoing evaluation of staff knowledge of Aboriginal and Torres Strait Islander histories and cultures continue as is embedded in the Innovate RAP.

Reconciliation Week and NAIDOC Week

Council hosts annual NAIDOC and Reconciliation week celebrations and partners with our libraries and community groups to raise awareness of Aboriginal and Torres Strait Islander cultures and histories.

Cultural Value Assessment

Our Council has recently completed a Cultural Values assessment of the Shire in partnership with DJAARA, acknowledging cultural knowledge to inform and shape Future Hepburn planning.

Diversity Plan

Our Healthy Communities team have a Diversity Plan that includes actions to support better outcomes for Aboriginal and Torres Strait Islander clients by providing accessible, culturally safe, and respectable services.

Promotion of Reconciliation in our Libraries and Museums

Our libraries participate in many reconciliation activities including special exhibitions of Aboriginal and Torres Strait Islander history books and local storytelling sessions with young people. Our Museums are updating displays of important artifacts and informative text with the view to acknowledging the living culture today with important historical exhibitions.

The Renaming of Jim Crow Creek to Larni Barramal Yaluk and Co-Naming of Lalgambuk

The creek originally formed the boundary of the Franklin Ford Aboriginal mission station when it was in use up to 1867 and at the time was known as 'Black Protectorates Creek'. The name Jim Crow was given to the site in 1890.

The term "Jim Crow" came from a song in a minstrel show in the 1830s in the United States. A performer wore blackface, sang, and danced a routine making fun of a black person, called "Jim Crow." Known widely as a racist and derogatory term, Jim Crow refers to racial segregation laws that were active in the United States. This legislation legalised white-only schools, restaurants, bathrooms and drinking fountains. The term became an insult that was commonly used against black people.

In April 2022, Council resolved to request Geographic Names Victoria to rename the Jim Crow Creek, which flows between Newstead and Hepburn to Larni Barramal Yaluk. 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 proposed name change reinstated Dja Dja Wurrung language into the landscape and recognised Aboriginal heritage reconciling the past name. In May 2023, Geographical Names Victoria gazetted the renaming of Jim Crow Creek to 'Larni Barramal Yaluk' meaning Home (or habitat) or the Emu Creek. Another translation given is 'the resting place of the Emu'. The crater at Mt Franklin/Lalgambuk

had this name because the crater resembles the Emu nest. The country surrounding this was also referred to as Larni Barramal because the springs and swamps there provided water for the emu. The Creek would also provide water, therefore, renaming the Creek Larni Barramal after this area was agreed by the Traditional Owners.

- ▶ Around 50 people attended a special ceremony to celebrate the renaming of Jim Crow Creek to Larni Barramal Yaluk



- ◀ Signs depicting the co-naming of Lalgambuk (Mt Franklin)

The Manna Gums Frontier War Memorial

In July 2021, Council, in partnership with DJAARA, opened the first Avenue of Honour to Acknowledge Aboriginal lives lost in defending their traditional lands during early contact and 'settlement'. The Memorial Avenue is on the Daylesford-Malmsbury Road near Coomoora. This project responded to the NAIDOC theme 'Heal Country' and is the first of its kind in our country. Rodney Carter, DJAARA CEO, said "The Frontier Wars Memorial Avenue affords a greater recognition to our fallen Ancestors and helps us all heal". This project was one of the winners of the inaugural Maggolee Award 2023.

Reconciliation Videos

Council has produced several videos about truth telling and reconciling our shared history. Three videos called 'Peaks, Rivers and Wetlands' take viewers on a journey across the landscape with Djaara Elder Uncle Rick Nelson and Professor Barry Golding to environments and events from early contact period that marked the beginning of unimaginable loss and trauma for Dja Dja Wurrung People.

These videos look at Mount Greenock, Merin Merin, and The Loddon River at Neereman. This project was an initiative of the Reconciliation Action Plan Advisory Committee and was highly commended in the 2021 HART (Helping Achieve Reconciliation Together) Awards in the Local Government category.



The Coranderk Portraits

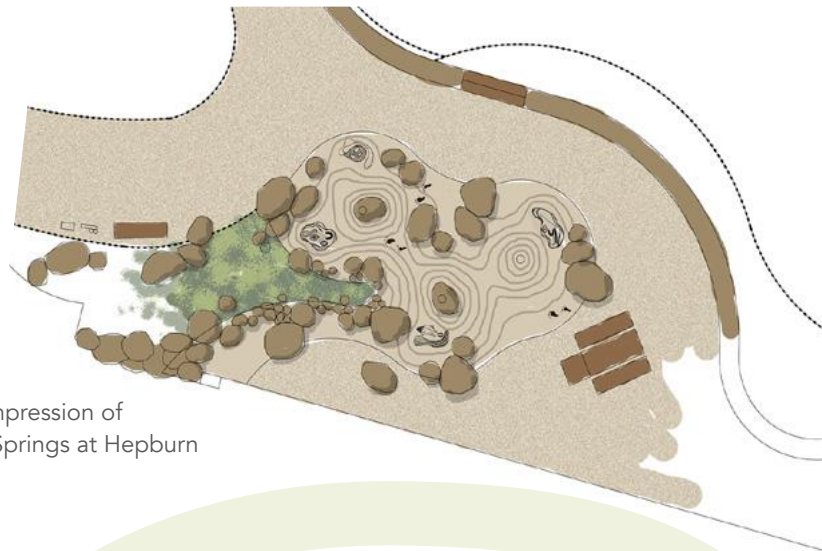
Daylesford & District Historical Society, in partnership with DJAARA Elder Uncle Rick Nelson and Council, hosted an exhibition to showcase a set of portraits of Dja Dja Wurrung people photographed in 1866 at the Coranderk Aboriginal Station. This was a rare opportunity to reflect on the journey these First Nations people endured; from being forced off their land and waterways, left in government protectorates until they were closed, and then in 1864 taken to Coranderk and off Country. The photographs are generously made available by Uncle Rick Nelson and won the Australian Museums and Galleries Award in 2023 in the First Peoples Exhibition category. A narrated short film titled 'We're getting our voice back' was produced with Uncle Rick Nelson and Professor Barry Golding AM. This film takes a journey of truth telling, moving across the landscapes at sites Neereman, and Lalgambook (Mt Franklin) and Coranderk.



Central Springs at Hepburn

A key feature of this work is a collaboration between council, the consultant team, DJANDAC and Dja Nermeen Wurrung representatives. This collaboration ensured Dja Dja Wurrung lead the development of the story and representation of cultural themes in the design. The design was informed by cultural information gathered at a Wartaka.

An indigenous artwork was commissioned from Timani Nicholls to enhance the mineral springs pump area, interpretative signs with Dja Dja Wurrung content and an indigenous inspired shelter will be installed.



▶ Artists impression of Central Springs at Hepburn



Djuwang Baring

Hepburn Shire Council and DJAARA, through the Dja Dja Wurrung Clans Aboriginal Corporation, collaborated on the naming of the Creswick Trails Project, a network of mountain bike trails in Creswick. The trail will be known as Djuwang Baring, meaning long track in Dja Dja Wurrung language.

Mayor, Cr Brian Hood, commented “the trails wind their way through Dja Dja Wurrung Country passing through State Forest, Regional Park and HVP Plantation lands.” There has been extensive consultation with DJAARA during the development and activation of this project, bringing back language to Country.

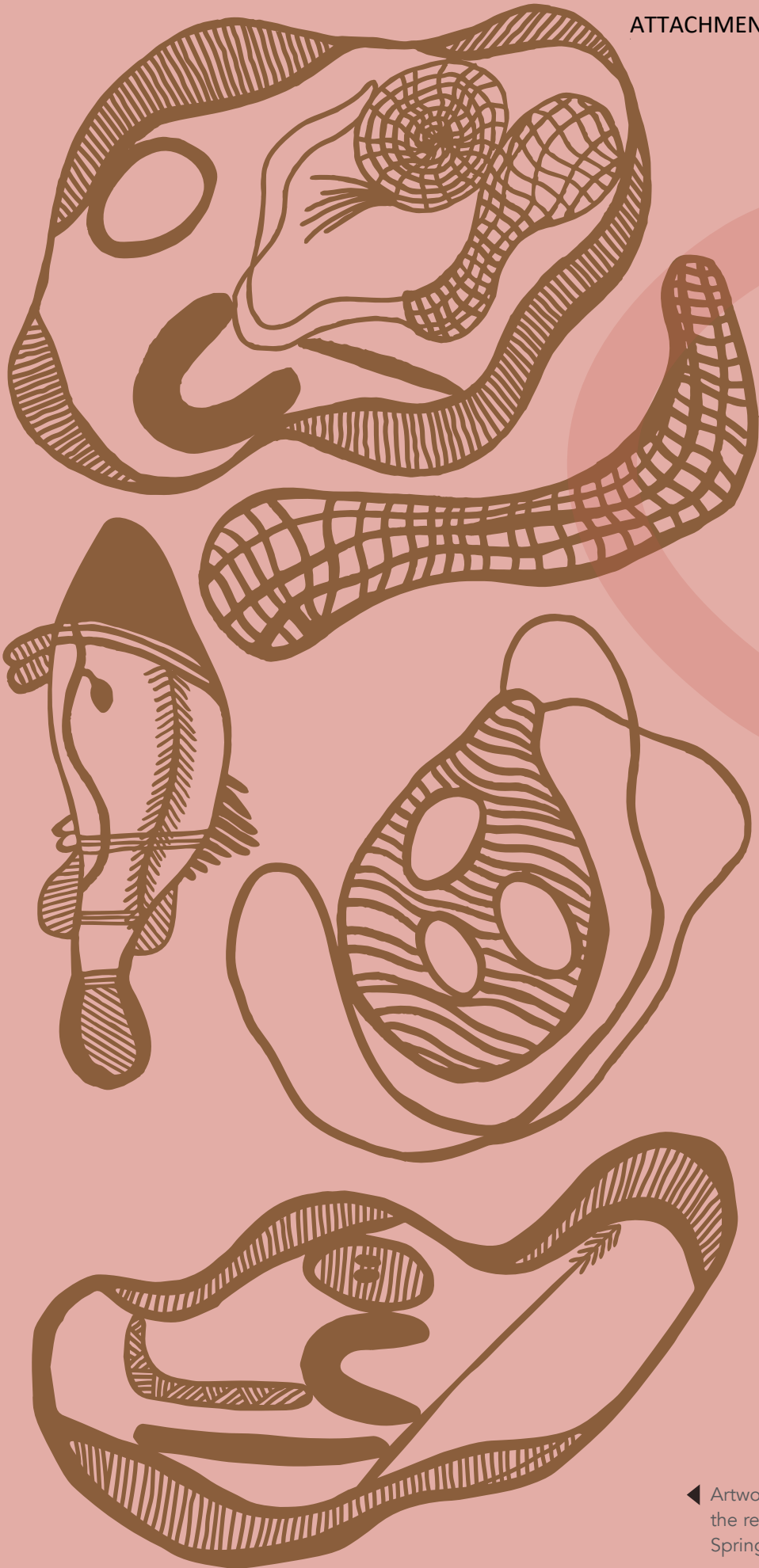
Dja Dja Wurrung Group CEO Rodney Carter said DJAARA was very pleased to collaborate with Hepburn Shire Council on the project, which would bring a significant boost to the region.

“Dja Dja Wurrung People have walked this Country for many thousands of years, and we are proud to share our Country and our Culture with all in the community. The project recognises Dja Dja Wurrung Peoples as the Traditional Owners through the naming of the facility, and through the use of Dja Dja Wurrung language on many of the individual trail segments,”



▲ Dirt Art representatives on Djuwang Baring





◀ Artwork included in the redesign of Central Springs at Hepburn.

Hepburn Shire Council's Action Areas



: RELATIONSHIPS

Hepburn Shire Council understands that relationships are key to the strengthening of reconciliation within our organisation. Good relationships enable people to connect, for the sharing of experiences, good governance and self-determination, open communication, engagement and strengthening of partnerships. Council seeks to build better relationships with the Aboriginal and Torres Strait Islander community of Hepburn.

Action	Alignment to Dhelkunya Dja Country Plan	Deliverable	Timeline		Responsibility
			2025	2026	
1: Establish and maintain mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations	Goal 1 Djaara	Meet with local Aboriginal and Torres Strait Islander stakeholders and organisations to develop guiding principles for future engagement including DJAARA, DJANDAK, Parks Victoria and DEECA.	●		Director Community and Corporate
	Goal 2 Cultural Practices and Customs	Develop and implement an engagement plan to work with Aboriginal and Torres Strait Islander stakeholders and organisations.	●		Director Community and Corporate
	Goal 3 Cultural Heritage	Establish and maintain a register of engagement with Hepburn Shire Council (Council) reporting that tracks consultation with DJAARA.	●	●	Reconciliation Officer
	Goal 9 Joint Management	Further develop relationships and partnerships with DJAARA to support achievement of the goals outlined in the 'Dhelkunya Dja' Country Plan and the Recognition Settlement Agreement (RSA).	●	●	Manager Community and Economy; Reconciliation Officer.
2: Build relationships through celebration of National Reconciliation Week (NRW)	Goal 2 Cultural Practices and Customs	Circulate Reconciliation Australia's NRW resources and reconciliation material to our staff.	●		Reconciliation Officer
	Goal 3 Cultural Heritage	Internal RAP Working Group members to participate in an external event that recognises and celebrates NRW.	●		Reconciliation Officer
		Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.	●	●	Reconciliation Officer; Events Officer
		Organise at least one NRW event each year.	●	●	Reconciliation Officer; Events Officer
		Register all Hepburn Shire Council NRW events on Reconciliation Australia's NRW website.	●	●	Reconciliation Officer; Events Officer
	Promote local and NRW events in our region via our social media to increase awareness of what is happening and how to get involved.	●	●	Reconciliation Officer	

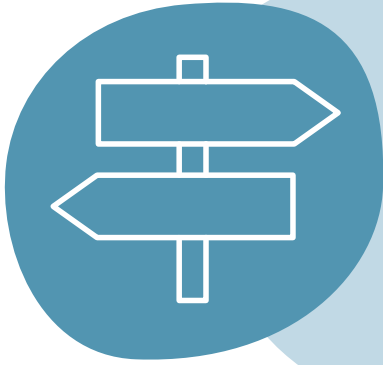
Action	Alignment to Dhelkunya Dja Country Plan	Deliverable	Timeline		Responsibility
			2025	2026	
3: Promote reconciliation through our sphere of influence	Goal 2 Cultural Practices and Customs	Implement strategies to engage our staff in reconciliation	●	●	Reconciliation Officer
		Communicate our commitment to reconciliation publicly.	●	●	Reconciliation Officer
	Goal 3 Cultural Heritage	Explore opportunities to positively influence our external stakeholders to drive reconciliation outcomes.	●	●	Reconciliation Officer
		Goal 5 Rivers and Waterways	Collaborate with RAP, and other likeminded organisations to develop ways to advance reconciliation.	●	●
	Goal 4 Bush Tucker and Medicine	Work across Council to advance reconciliation across other barriers people may face including disability, age, gender, sexual orientation and religion.		●	Reconciliation Officer and Executive
		Goal 6 Land	In partnership with DJAARA, develop a framework for the naming and co-naming of significant places and sites across the Shire.		●
	Support and encourage reconciliation projects and program funding through Councils Community Grants program.		●		Grants Specialist
Increase organisational and community awareness of significant dates around Aboriginal and Torres Strait Islander cultures, histories and achievements.	●			Reconciliation Officer	
4: Promote positive race relations through anti-discrimination strategies.	Goal 3 Cultural Heritage	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions and future needs.	●		Manager People & Culture
		Develop, implement and communicate an anti-discrimination policy for our organisation.		●	Manager People & Culture
		Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult on our anti-discrimination policy.		●	Manager People & Culture
		Educate senior leaders and managers on the effects of racism.	●	●	Manager People & Culture;
		Review and determine Council's ongoing approach to January 26.		●	Reconciliation Officer; Executive



: RESPECT

Respect is one of our organisational values – we value diversity, appreciate others and show our respect to all. Through our activities we will increase appreciation and respect for Aboriginal and Torres Strait Islander cultures, empowering our staff to learn about the history of the people of our region, and increase their understanding and contribution toward meaningful self-determination and reconciliation.

Action	Alignment to Dhelkunya Dja Country Plan	Deliverable	Timeline		Responsibility
			2025	2026	
5: Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	Goal 2 Cultural Practices and Customs	Conduct a review of cultural learning needs within our organisation specifically relating to the Recognition and Settlement Agreement (RSA) & cultural safety.	●		Reconciliation Officer
		Consult local Traditional Owners and/or Aboriginal and Torres Strait Islander advisors on the development and implementation of cultural learning for Council's learning strategy.	●		Manager People & Culture; Reconciliation Officer
		Incorporate, implement and communicate a cultural learning focus into Council's learning strategy for our staff.	●		Manager People & Culture; Reconciliation Officer
		Provide opportunities for our RAP Working Group members, HR Managers, and other key leadership staff to participate in formal and structured cultural learning.	●	●	Manager People & Culture; Reconciliation Officer
		Continue to implement and comply with the terms of the LUAA in Council operations	●	●	Responsibility is Director Infrastructure & Delivery
6: Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	Goal 2 Cultural Practices and Customs	Increase staffs understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country.	●		Reconciliation Officer
		Develop, implement and communicate a cultural protocol document, including protocols for Welcome to Country and Acknowledgement of Country.		●	Reconciliation Officer
		Invite a local Traditional Owner or Custodian to provide a Welcome to Country or other appropriate cultural protocol at significant events each year.	●	●	Reconciliation Officer
		Include an Acknowledgement of Country or other appropriate protocols at the commencement of formal meetings and events.	●	●	Reconciliation Officer
7: Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week and other days of significance.	Goal 2 Cultural Practices and Customs	Support the RAP Working Group to participate in external NAIDOC week event.	●	●	Reconciliation Officer
		Review HR Policies and Procedures to remove barriers to staff participating in NAIDOC week.		●	Manager People & Culture
	Goal 3 Cultural Heritage	Promote and encourage participation in external NAIDOC events to all staff.	●	●	Reconciliation Officer
		Promote local and national NAIDOC recognition and events via our social media to increase awareness and encourage community involvement.	●	●	Communications Team; Reconciliation Officer



: OPPORTUNITIES

We understand that Aboriginal and Torres Strait Islander communities face greater challenges in terms of health and wellbeing, education and employment. Our Innovate RAP will create opportunities for Aboriginal and Torres Strait Islander peoples, organisations and communities and contribute to positive relationships. their understanding and contribution toward meaningful self-determination and reconciliation.

Action	Alignment to Dhelkunya Dja Country Plan	Deliverable	Timeline		Responsibility
			2025	2026	
8: Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	Goal 2 Cultural Practices and Customs	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	●		Manager People & Culture; Reconciliation Officer
	Goal 3 Cultural Heritage	Engage with Aboriginal and Torres Strait Islander staff to consult on our recruitment, retention, and professional development strategy.	●		Manager People & Culture
		Incorporate a focus on Aboriginal and Torres Strait Islander people into Council's recruitment, retention, and professional development strategies.	●		Manager People & Culture
		Review HR and recruitment policies and procedures to remove barriers to Aboriginal and Torres Strait Islander participation in our workplace.	●		Manager People & Culture
		Advertise job vacancies to effectively reach Aboriginal and Torres Strait Islander stakeholders.	●	●	Manager People & Culture
		Increase the percentage of Aboriginal and Torres Strait Islander staff employed in our workforce.	●	●	Manager People & Culture
9: Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	Goal 3 Cultural Heritage	Incorporate a focus on Aboriginal and Torres Strait Islander people into Council's procurement strategy.	●	●	Manager Finance; Reconciliation Officer
	Goal 7 Self-determination	Develop and communicate opportunities for procurement of goods and services from Aboriginal and Torres Strait Islander businesses to staff.		●	Manager Finance; Reconciliation Officer
		Goal 8 Traditional Owner Economy	Review and update procurement practices to remove barriers to procuring goods and services from Aboriginal and Torres Strait Islander businesses.		●
		Develop commercial relationships with Aboriginal and /or Torres Strait Islander businesses with a focus on Djaara operated and owned businesses.		●	Manager Community and Economy; Reconciliation Officer
		Investigate Supply Nation membership.		●	Manager Community and Economy
		Work with the Visitor Information Centres to upgrade Aboriginal and Torres Strait Islander people displays and information, including the procurement and sale of merchandise and artwork , and the promotion of Cultural Tourism initiatives with DUMAWUL.		●	Manager Community and Economy; Reconciliation Officer



: GOVERNANCE

It is important to create ownership of this plan at all levels of the organisation of Council. Through regular reporting and consultation, we can track our progress, celebrate our achievements, and identify gaps and challenges. determination and reconciliation.

Action	Alignment to Dhelkunya Dja Country Plan	Deliverable	Timeline		Responsibility
			2025	2026	
10: Establish and maintain an effective RAP Steering Committee to drive governance of the RAP.	Goal 2 Cultural Practices and Customs	Maintain Aboriginal and Torres Strait Islander representation on the Internal Reconciliation Working Group (RWG)	●	●	Reconciliation Officer
		Establish and apply a Terms of Reference for the Internal RWG.	●	●	Reconciliation Officer
	Goal 3 Cultural Heritage	RWG to meet at least four times per year to drive and monitor RAP implementation.	●	●	Reconciliation Officer
		Develop a proposal to include Aboriginal and Torres Strait Islander positions on all of Council's advisory committees.	●	●	Reconciliation Officer
11: Provide appropriate support for effective implementation of RAP commitments.	Goal 2 Cultural Practices and Customs	Define (and provide) resource needs (human and financial) for the Innovate RAP implementation.	●		Reconciliation Officer
		Engage senior leaders and other staff in the delivery of RAP commitments.	●		Reconciliation Officer
	Goal 3 Cultural Heritage	Define and maintain appropriate systems to track, measure and report on RAP commitments.	●	●	Reconciliation Officer
		Appoint and maintain an internal RAP Champion from senior management.	●		Reconciliation Officer

Action	Alignment to Dhelkunya Dja Country Plan	Deliverable	Timeline		Responsibility
			2025	2026	
12: Build accountability and transparency through reporting RAP achievements, challenges, and learnings both internally and externally.	Goal 2 Cultural Practices and Customs	Complete and submit the Annual RAP Impact Measurement questionnaire to Reconciliation Australia.	●	●	Reconciliation Officer
		Report RAP progress to all staff and senior leaders quarterly.	●	●	Reconciliation Officer
	Goal 3 Cultural Heritage	Publicly report our RAP achievements, challenges, and learnings annually.	●	●	Reconciliation Officer
		Investigate participating in Reconciliation Australia's biennial Workplace RAP Barometer.	●		Reconciliation Officer
13: Continue our reconciliation journey by developing our next RAP	Goal 3 Cultural Heritage	Register via Reconciliation Australia's website to begin development of our next RAP.		●	Reconciliation Officer

: Appendix

Federal and International Policies, Legislations and Conventions that inform our RAP

Australian Government

- Human Rights and Equal Opportunity Act 1986
- Racial Discrimination Act 1975
- Council of Australian Governments (COAG) Closing the Gap 2008
- Indigenous Procurement Policy 2019
- Indigenous Advancement Strategy (IAS) 2014 and IAS Guidelines 2019
- National Engage with Aboriginal and Torres Strait Islander staff and/or Aboriginal and Torres Strait Islander advisors to consult and Torres Strait Islander Education Strategy 2015
- National Aboriginal and Torres Strait Islander Health Plan 2021-2031
- National Anti-Racism Strategy 2012

International Context


- International Convention for the Elimination of all Forms of Racial Discrimination 1965
- International Convention on the Economic, Social and Cultural Rights 1966
- International Convention on Civil and Political Rights 1966
- United Nations Declaration on the Rights of Indigenous People 2007
- United Nations World Conference on Indigenous People 2014

: Glossary

Aboriginal	First people persons from mainland Australia
Torres Strait Islander	First people persons from the Torres Strait Islands
Self-Determination	Defined under the United Nations Declaration on the Rights of Indigenous Peoples as the ability or Indigenous people to freely determine their political status and pursue their economic, social, and cultural development (Victorian Aboriginal and Local Government Strategy 2021 – 2026: Pathways to Stronger Partnerships)
Council	Hepburn Shire Council
RAP	Reconciliation Action Plan
NAIDOC	National Aborigines and Islanders Day Observe Committee
NRW	National Reconciliation Week
LGA	Local Government Area
Traditional Owners	The descendants of the inhabitants that occupied a particular region before European settlement, having a spiritual and cultural connection to the lands and waterways of their ancestors. Aboriginal Land Rights (Northern Territory) Act 1976
Djandak	Dja Dja Wurrung Country
DJAARA	The Registered Aboriginal Party of the Dja Dja Wurrung People operated by the Dja Dja Wurrung Traditional Owners
DJANDAK	The Enterprise, owned and operated by the Dja Dja Wurrung Traditional Owners, devoted to land management services
DUMAWUL	The Enterprise, owned and operated by the Dja Dja Wurrung Traditional Owners, a social enterprise for Djaara creatives
Supply Nation	A national organisation that supports the growth of First Nations businesses through supplier diversity.
RAC	Reconciliation Advisory Committee
RWG	Reconciliation Working Group
Reconciliation Australia	The national body responsible for the oversight and endorsement of Reconciliation Action Plans.
RSA	Recognition and Settlement Agreement



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Daylesford

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Creswick

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The Warehouse - Clunes
36 Fraser Street, Clunes

TRENTHAM

13 Albert Street
Trentham

12.2 CONTRACT HEPBU.RFT2024.93 – VICTORIA PARK (DAYLESFORD) SPORTS LIGHTING REDEVELOPMENT CHIEF EXECUTIVE OFFICER

In providing this advice to Council as the Project Manager, I Elizabeth Atkin have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Request For Tenders Evaluation HEPBU RFT2024 93 Victoria Park [12.2.1 - 6 pages]

OFFICER'S RECOMMENDATION

That Council:

1. *Awards Contract Number HEPBU.RFT2024.93 for the fixed lump sum of \$306,790 exclusive of GST to De Araugo and Lea;*
2. *Delegates authority to the Chief Executive Officer to sign and seal the contract documents on behalf of Council;*
3. *Approves Council officers to make variations and additions to the contract in excess if the awarded lump sum contract value, within approved officer delegations and approved budgets; and*
4. *Resolves that the attached tender evaluation report remain confidential and that the Minutes record the successful tenderer and the accepted tender price.*

EXECUTIVE SUMMARY

This contract is for the upgrade of sports lighting for the oval and netball courts at Victoria Park, Daylesford. The project will deliver upgraded oval and netball court sports lighting for Victoria Park, Daylesford. The oval lighting upgrade will meet AFL local club competition and match practice standards (100 lux level) and the netball court sports lighting upgrade will meet Netball Victoria mid-level competition standards (200 lux level).

Tenders were invited through a publicly advertised process and five tender submissions were received in accordance with Council's Procurement Policy. The tender submissions were evaluated against relevant criteria to determine the most suitable contractor to undertake the project.

BACKGROUND

The upgrade of AFL oval and netball court sports lighting at Victoria Park is crucial to address the inadequate lighting levels that hinder participation in football and

netball. A recent lighting audit undertaken by Council revealed it to be non-compliant to Australian Standards and fails to meet the AFL and Netball Victoria infrastructure guidelines. The audit noted the AFL oval and netball court sports lighting measured an average of 14.3 and 42.3 lux respectively.

The current lighting is more than 30 years old, with some wooden lighting poles being over 40 years old. An upgrade to competition standard lighting will address the poor lighting issues on both the football oval and adjacent netball court which is having an impact on programming, safe play and overall perception of safety for players, coaches and spectators, particularly given that play is outside of daylight savings.

Furthermore, the Central Highlands Football League will look favourably when considering hosting league scheduled matches at Victoria Park because they are attractive and capable of hosting full-day events.

The oval lighting upgrade will meet AFL local club competition and match practice standards (100 lux level). The new LED lighting system is to include future proofing to increase lux levels if required. The netball court sports lighting upgrade will meet Netball Victoria mid-level competition standards (200 lux level). The netball court sports lighting will be inclusive of an upgrade to the associated electrical infrastructure. The project will also cover the removal of old infrastructure.

KEY ISSUES

Procurement Process

- Officers conducted a public tender for Victoria Park (Daylesford) Sports Lighting Redevelopment. The tender was advertised on Council's website and Tenders.net
- A total of five companies provided tender submissions for the construction of these works and the submissions were evaluated by a panel
- The evaluation panel evaluated the tenders received against the mandatory criteria as set out on the procurement policy
- The outcome of the tender evaluation is detailed in the attached Confidential Tender Evaluation Report

Project Considerations

- The project will replace not fit for purpose lighting infrastructure
- The lighting levels to be provided meet the required Australian Standards and are compliant with AFL Victoria and Netball Victoria guidelines
- The project has considered the health and safety of trees in proximity to the works and adopted measures in accordance with arborist advice

- The works will be scheduled around planned events and not impact users

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2021-2025

A healthy, supported, and empowered community

2.2 Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing.

2.3 Optimise the use of public spaces to increase participation and community connection.

2.5 Improved mental wellbeing within the community.

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 funding for this project will be drawn from a budget allocation of \$439,450 inclusive of \$270,000 funding from external sources.

Project Budget Allocation	\$439,450
Actual Expenditure – To: 30/07/2024 <i>{e.g. Project Management Time / \$'s to date}</i>	\$12,000
Recommended Tender Amount	\$306,790
Estimated Additional Costs Against Project <i>{e.g. Project Management \$'s}</i>	\$71,450
Total Estimated Expenditure Against Project	\$390,240
Surplus/Shortfall on Project	\$49,210 surplus

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report.

RISK AND GOVERNANCE IMPLICATIONS

Project risks are recorded in a risk register with mitigation strategies identified. The risk register will be reviewed on a monthly basis throughout the construction period.

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

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 A DYNAMIC AND RESPONSIVE COUNCIL

13.1 VACANCY IN THE OFFICE OF THE DEPUTY MAYOR EXECUTIVE MANAGER PEOPLE AND TRANSFORMATION

In providing this advice to Council as the Manager Governance and Risk, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

- Nil

OFFICER'S RECOMMENDATION

That Council:

- 1. Thanks Councillor Juliet Simpson for her valuable contributions over the term, and*
- 2. Resolves to disestablish the role of Deputy Mayor until the end of the Council Term on 26 October 2024, and;*
- 3. Resolves that the remaining Councillor representative position on Council's Audit and Risk Committee will remain vacant until the end of the Council term on 26 October 2024.*

EXECUTIVE SUMMARY

The office of the Deputy Mayor became vacant following the resignation of Councillor Juliet Simpson on 22 July 2024. With the Election Period to commence on 17 September 2024, Officers recommend that the role of the Deputy Mayor be disestablished until the end of the Council term on 26 October 2024, and are bringing this report to Council to satisfy the requirements of s26(6) relating to a vacancy in the office of the Deputy Mayor.

Cr Simpson's resignation has also resulted in a vacancy on the Audit and Risk Committee. The Committee is able to meet and maintain a quorum with a single Councillor representative (Currently Cr Brian Hood) and officers also recommend that this vacancy be left unfilled until the new term of Council.

BACKGROUND

Cr Juliet Simpson was elected to Council as the Holcombe Ward Councillor in November 2020. During her term, Councillor Juliet Simpson took great pride in her role as an elected official and was a passionate representative for the community.

Cr Simpson served as Deputy Mayor, following the resolution at the Statutory Meeting of Council on the 14 November 2023:

"MOTION

That Council notes that under the Local Government Act 2020 s29(1)(b), the current Council term ends at 6:00am on 26 October 2024 (Election Day). The deputy mayor will be appointed until that date.

Moved: Cr Jen Bray

Seconded: Cr Juliet Simpson

Carried"

Cr Simpson was also appointed as one of two Councillor representatives on the Audit and Risk Committee.

KEY ISSUES

Under the *Local Government Act 2020*, Council is not required to appoint a Deputy Mayor, however where a Deputy Mayor is appointed, must address a vacancy within one month of the vacancy occurring. Given that the current Council term will end on 26 October 2024, officers recommend that the role of Deputy Mayor be disestablished for the remainder of the term. Council could then consider reestablishing the role in the new term.

Under the Audit and Risk Committee Charter, a single Councillor representative is required to maintain a quorum. Given there is only one Audit and Risk Committee remaining in the current term, Officers recommend that the second Councillor representative role remains vacant, with Mayor, Cr Brian Hood, serving as the first representative.

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

Local Government Act 2020

Under s26(6) of the Act, a Deputy Mayor is to be elected within one month of any vacancy occurring.

FINANCIAL IMPLICATIONS

Disestablishing the role of the Deputy Mayor would provide a nominal saving to Council given the additional allowance provided to the role would not be paid.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

Community members in the Holcombe Ward are encouraged to contact Mayor Brian Hood or another Councillor for support and advocacy regarding local issues.

RISK AND GOVERNANCE IMPLICATIONS

Under the *Local Government Act 2020* and the Audit and Risk Committee Charter, Council may also resolve to appoint a Deputy Mayor, and appoint a second representative to the Audit and Risk Committee, for the remainder of the term.

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.

GENDER IMPACT ASSESSMENT

Officers note that, with the resignation of Cr Simpson, there is a significant gender imbalance on the Audit and Risk Committee for the remainder of the current Council term. While it will be important to address this imbalance with the new Council term, it is not expected to disrupt the effectiveness or probity of the Committee in the short term.

13.2 ANNUAL PLAN PROGRESS REPORT Q4 - 2023/2024 EXECUTIVE MANAGER PEOPLE AND TRANSFORMATION

In providing this advice to Council as the Corporate Planning and Performance Officer, I Erin Vanzetta have no interests to disclose in this report.

ATTACHMENTS

1. Annual Plan Progress Report Q4 2023/2024 [**13.2.1** - 34 pages]

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the Annual Plan 2023/2024 Progress Report for the fourth quarter period; and*
2. *Notes that this report will be published on Council's website.*

EXECUTIVE SUMMARY

The attached report provides an update on the progress against projects and initiatives included in the Annual Plan 2023/2024 for the fourth quarter period. The report outlines the significant amount of work that has been achieved across 2023/2024.

There were 41 projects identified for 2023/2024; of these,

- 18 were completed by 30 June 2024;
- 18 have had considerable work completed and all are scheduled to be finalised by December 2024;
- Four were cancelled or were joined with another action;
- One was not able to commence as a result of state government policy, however, consideration will be given to what can be achieved in this space in 2024/2025.

Whilst officers try in earnest to complete all actions in the financial year, mitigating circumstances such as legislative changes, external stakeholder delays, unplanned projects and initiatives, changing priorities, and staff turnover have all contributed to the delays in delivering all actions in 2023/2024.

BACKGROUND

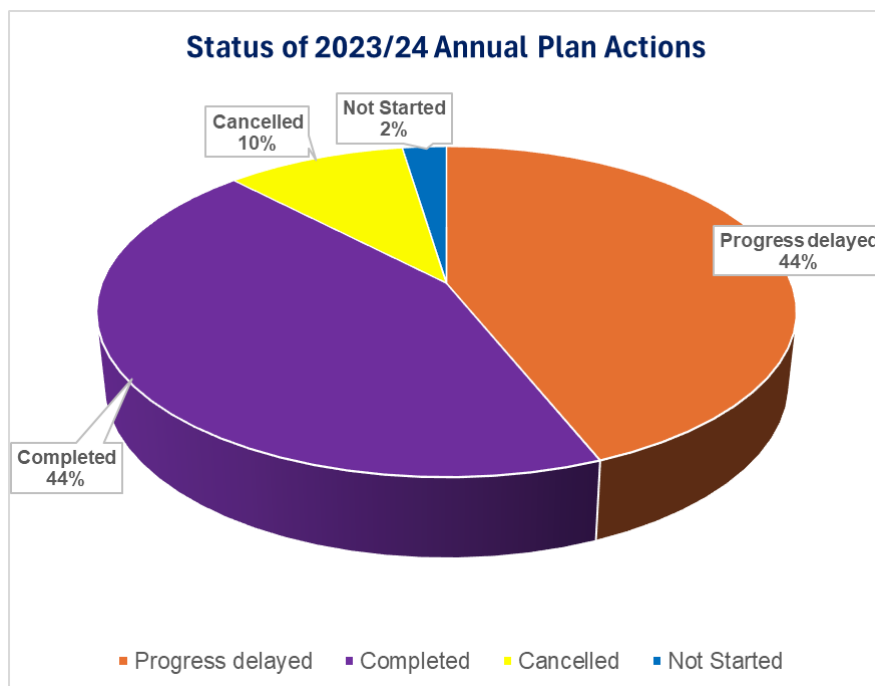
Council's Annual Plan outlines the actions for 2023/2024 that will be implemented as priorities from the Council Plan 2021-2025 and Annual Budget 2023/2024. The current Annual Plan was adopted by Council at its Ordinary Meeting held on 15 August 2023.

The Annual Plan 2023/2024 details the initiatives or actions we will deliver to achieve the strategies in the Council Plan, and once published the quarterly report updates our stakeholders on the progress of those actions.

KEY ISSUES

The attached report provides a list of the projects included in the Annual Plan 2023/2024 and a progress comment has been provided for each project by the responsible officer, for the fourth quarter (April-June) period of the 2023/2024 financial year.

The following graph provides a snapshot of the status of projects as of 30 June 2024.



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

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

FINANCIAL IMPLICATIONS

All Annual Plan 2023/2024 projects and initiatives had been budgeted for in the 2023/2024 financial year.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report.

RISK AND GOVERNANCE IMPLICATIONS

The *Local Government (Planning and Reporting) Regulations 2020* support the operation of the strategic planning and reporting requirements under the *Local Government Act 2020*, by prescribing information to be contained in Council budgets and revised budgets, financial plans, and annual reports, as well as mandating for councils the system of performance reporting. Annual Plan Progress Reports form part of the Council Plan reporting requirements.

ENVIRONMENTAL SUSTAINABILITY

There are no environmental sustainability impacts associated with this report; however projects and initiatives have been individually assessed for sustainability as part of the budgetary process. For ongoing delivery of these projects any further impacts will be managed at a project management level.

GENDER IMPACT ASSESSMENT

Projects and initiatives have been assessed individually for gender impacts as part of the budgetary process. Any further implications because of delays or cancellations will be assessed at a project management level where further details can be obtained.

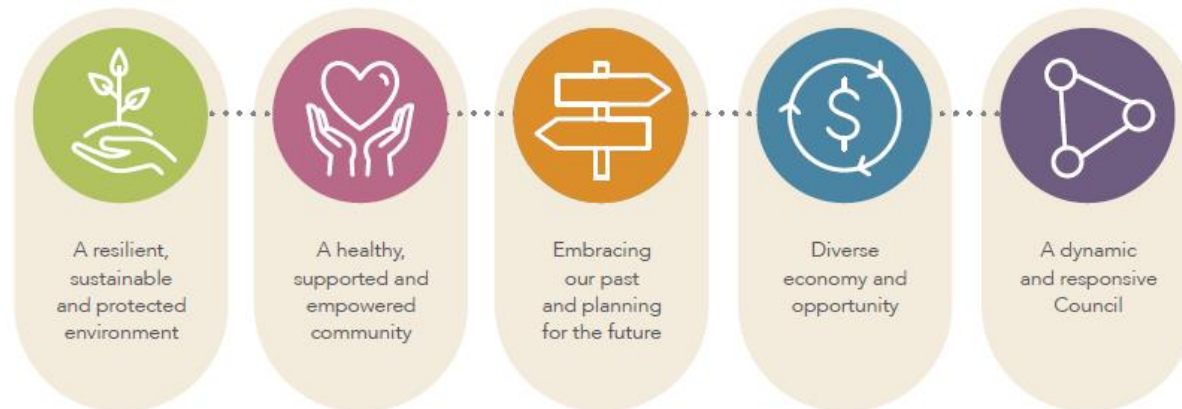
2023/24 Annual Plan



Progress Report – Q4

Hepburn Shire - an inclusive rural community located in Dja Dja Wurrung country where all people are valued, partnerships are fostered, environment is protected, diversity supported, and innovation embraced.

Our five focus areas:



STATUS



On Track



Progress Delayed



Completed



Not Started





Cancelled

Other Plans and Strategies

All other Council Plans and Strategies

A resilient, sustainable and protected environment

A responsive, adaptive, and resilient community that addresses climate change and biodiversity.

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.1	1.1	Adapt to and mitigate climate change to reach net-zero community emissions by 2030	Vehicle Charging Stations: Partner with Hepburn Energy and Chargefox to install three electric charging stations in Creswick, Hepburn Springs and Trentham.	Operations	01/01/2023	30/06/2024	The 3rd and final install of this project has been awaiting completion of the Mechanics Trentham development and was partly installed in June with final connection to Chargefox's national charging network to occur in late July/early August 2024.	
AP24.1	1.1	Adapt to and mitigate climate change to reach net-zero community emissions by 2030	Hepburn Shire Council Sustainability and Climate Change Policy: Adopt a Hepburn Sustainability and Climate Change Emergency policy and commence embedding this into Councils operations and decision-making processes.	Operations	28/06/2024	17/09/2024	A draft Climate Emergency & Risk Management Plan and accompanying draft Climate Risk Management Policy completed in June 2024. Draft policy to be presented to the Executive and Councillors in July, August with policy endorsement proposed for the September Ordinary Council Meeting 2024.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.2	1.5	Protect and regenerate the natural resources of the Shire including soils, water and ecological systems, from both current and future threats	Let's Rethink Waste - FOGO Collection Service: Rollout of a new Food Organics and Garden Organics (FOGO) bin collection service across the townships in the Shire with a goal to reduce landfill and create opportunities for resource recovery and re-use.	Operations	30/04/2024		Food and garden organics kerbside service to the Shire's townships successfully rolled out on the 8th April 2024. This rollout also included a reduction of general waste collection from weekly to fortnightly and the diversion of approximately 45t per month away from landfill.	
AP24.3	1.5	Protect and regenerate the natural resources of the Shire including soils, water and ecological systems, from both current and future threats	Sustainable Hepburn Community Advisory Committee: Create a Sustainable Hepburn Community Advisory Committee to assist community support, involvement and partnership towards a sustainable Hepburn.	Operations	28/02/2024		Sustainable Hepburn Community Advisory Committee adopted at the Ordinary October 2023 Council Meeting with the first meeting held on 30 November 2023.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.4	1.5	Protect and regenerate the natural resources of the Shire including soils, water and ecological systems, from both current and future threats	Roadside Conservation: Continue environmental services with an increased focus on weed management and roadside vegetation management including development and implementation of a Roadside Conservation Strategy.	Operations	28/06/2024		Appointment of a Biodiversity Officer and development and assessment of roadside weed management programs that include multi-year follow-up. Roadside Conservation Management Plan in early stage development.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

A healthy, supported and empowered community

A community that values connection, supports diversity, health, and wellbeing, and is inclusive of all people and their needs

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.10	2.3	Optimise the use of public spaces to increase participation and community connection	Walking and Cycling Strategy: Develop and adopt a Walking and Cycling Strategy.	Community and Economy	01/06/2023		Action has now been incorporated into the AP24.19 Action - Shire Wide Integrated Transport Strategy.	
AP24.5	2.1	Support appropriate land use and accommodate more affordable long-term housing within townships that conforms with the character of the area.	Review of Short Term Accommodation: Review possible regulation of short-term rental accommodation to assist with permanent rental housing supply, while still allowing for a diverse and sustainable base of tourist accommodation to support the local economy.	Strategic Planning	30/06/2024		Through its Housing Statement, the Victorian Government announced the introduction of a Short Stay Levy in 2024. It is proposed that any local council regulations and levies on short stay accommodation are removed upon introduction. Whilst this proposal clashes with Hepburn Shire's Strategy Action, Council remains committed to delivering other actions in its Strategy, and continues to advocate to Government, collaborate with stakeholders, and prepare strategic land use plans that support the Strategy.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.6	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Advocating for Improved Health Services: Council will advocate for access to high quality health services across the Shire, including early years program and through the upgrade of Daylesford Hospital.	Community and Economy	30/06/2024		Engagement in Community Support and Services Network, Youth Network and Early Years network has been consistent with the last quarter. MOU with Central Highland Rural Health continues to assist with consistent messaging and common health promotion throughout Hepburn Shire Council. Current upgrades to Daylesford hospital continue with Council support for funding	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.7	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Best Start, Best Life - Kinder Infrastructure and Workforce Planning: Deliver the Best Start, Best Life program funded by the Victorian Government. This will involve an audit and analysis of the all Kindergarten facilities and early years workforce needs across the region into the future.	Community and Economy	30/06/2024		Council has submitted the final Early Years Workforce Development Plan to the Department of Education for Approval and Kindergarten Infrastructure Service Plan has been extended to 31st Dec 2024.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.8	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Storm Rectification and Road Repair Works: Continuation of Hepburn Shire's ongoing Storm Rectification Works program that includes the ongoing repair of sealed roads damaged by floods.	Emergency Management	30/06/2024		All works claimable through state and commonwealth funding bodies have been completed and financial claims submitted for assessment. Other remaining works completed under annual work program.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.9	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Dusk to Dawn Cat Curfew Rollout: Implement and enforce a cat curfew (effective from 1 July 2023) from dusk to dawn as part of the Domestic Animal Management Plan 2021-2025.	Emergency Management	30/09/2023		Dusk to Dawn Cat Curfew was introduced in July 2023. Promotion continues via a number of channels including social media, media releases, posters in vet clinics, attendance at community events and information on formal notices. Enforcement continues but is reactive due to resource constraints. Furthermore, the last quarter has been particularly challenging due to vets, pounds and shelters not accepting additional cats, due to a nationwide shortage of the cat flu vaccine. (Vaccination is a prerequisite to admission to these facilities).	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.10	2.2	Increase the availability and accessibility of services in the Hepburn Shire area to support liveability, health, and wellbeing	Community Recovery Hub: Deliver community recovery and resilience activities across Hepburn Shire building resilience of community members to respond to and recover from emergency risks in the Shire.	Emergency Management	30/06/2024		This project has been successfully achieved. Pleasingly, additional external funding for the Community Recovery Officer (CRO) has been received, allowing the extension of community recovery hub initiatives and activities into Financial Year (FY) 24-25. Community hub activities are being delivered in-line with the funding agreement delivery plan. This additional funding allows continuation of ongoing activities and new initiatives to be scoped and delivered in FY 24-25.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.11	2.3	Optimise the use of public spaces to increase participation and community connection	Central Springs Mineral Reserve, Daylesford - Stage One Development: Enhance the visitor experience of our Mineral Springs by delivering accessibility and water quality improvements at Central Springs Mineral Reserve at Lake Daylesford.	Operations	30/06/2024	30/07/2024	Construction works, including drainage improvements, new mineral spring bores, shelter and landscaping practically complete with formal asset handover anticipated in July/August 2024.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.12	2.3	Optimise the use of public spaces to increase participation and community connection	Recreation Masterplans for Clunes and Glenlyon: Prepare detailed designs for Clunes Recreation Reserve Masterplan and Glenlyon Recreation Reserve Masterplan, including detailed designs on the new Glenlyon Pavilion.	Community and Economy	31/03/2024	30/04/2024	The Glenlyon Recreation Reserve Masterplan was adopted at the April 2024 Council Meeting. Release of the adopted Masterplans to key stakeholders and the broader community was undertaken. Three meetings of the Clunes Community Project Advisory Group were convened in April, May and June 2024. The consultant has commenced feasibility work required for this project. An Architect has been engaged and has commenced the design phase of the new Glenlyon Recreation Reserve community pavilion.	
AP24.13	2.3	Optimise the use of public spaces to increase participation and community connection	Aquatics Business Case Development: Finalise a business case on aquatics provision within the Shire, as informed by the 2022 Hepburn Shire Aquatics Strategy.	Community and Economy	31/12/2023	30/09/2024	Commenced undertaking the structural auditing of existing pool shells to inform further consideration by Council on the final options and feasibility report - anticipated in July 2024. Reporting to Council on the draft Indoor Aquatics Provision Final Options and Feasibility Discussion Report anticipated by September 2024.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Embracing our past and planning for the future

We acknowledge and empower the Traditional Owners and other cultures of our area to protect our historical roots while planning for future generations.

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.13	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	COVID Stimulus Infrastructure Projects: Continue to deliver key stimulus funded projects including, Bullarto Station Tourist Precinct, Creswick Town Hall and Wombat Hill Botanical Gardens	Projects	01/06/2023	30/07/2024	Bullarto Station Upgrade Project complete. Creswick Town Hall Project complete. Wombat Hill Botanical Gardens works now has Heritage Victoria approval. Procurement for works now underway. Works planned to be undertaken in Q1 2024-25.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.14	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	Reconciliation Action Plan: Develop and adopt a Reconciliation Action Plan.	People and Culture	01/12/2022		This action has been transferred to an action in the 2023/24 Annual Plan (AP24.15 Innovate Reconciliation Action Plan).	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.16	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	Strategic Planning Work Program: Implement year 2 of council program of strategic planning work to be delivered in accordance with financial budget allocations, including continued work on Creswick Structure Plan and commencement of Trentham Structure Plan.	Strategic Planning	01/06/2023		This action is now included in 24.16	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.14	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	Arts and Culture Strategy: Finalise and adopt an Arts and Culture Strategy that provides support to local artists who enrich community wellbeing by providing cultural experiences.	Community and Economy	31/12/2023	30/04/2024	The Arts and Culture Strategy was adopted at the June 2024 Council Meeting.	
AP24.15	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	Innovate Reconciliation Action Plan: Develop and adopt a new Reconciliation Action Plan to ensure an inclusive community, reduce racial discrimination, identify and acknowledge issues requiring actions of reconciliation.	People and Culture	30/06/2024	20/08/2024	The Innovate RAP has been developed in consultation with key stakeholders including the Internal Council RAP Working Group, Council's external Advisory Committee, and DJAARA who are acting on behalf of the Dja Dja Wurrung Peoples. The Innovate RAP will be presented for Council endorsement at the Council Meeting on 20 August 2024.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.16	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	Future Hepburn: Continuation of Hepburn's key strategic planning program through the development of town structure plans, agricultural land and rural settlement strategy, integrated transport strategy and other supporting technical studies.	Strategic Planning	30/06/2024		The community consultation period for the draft Rural Strategy and five township structure plans has now concluded. Officers are considering all submissions, and this will inform changes to the documents. The Rural Strategy and five structure plans are scheduled to be presented to a special council meeting on September 3 for adoption.	
AP24.17	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Daylesford Town Hall Restoration Stage 1: Award tender for the delivery of priority structural and electrical repair works to the Daylesford Town Hall to conserve our important heritage asset.	Operations	30/06/2024		Conservation design works completed with construction procurement underway. Tender to be awarded at the September Ordinary Council Meeting 2024.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.18	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Creswick Trails Construction: Achieve construction delivery milestones to enable the 60km of trails to be completed in December 2024.	Projects	30/06/2024		Trail construction progressing well. Signage design and trails naming work underway. On track for planned completion date for the trail network date in december 2024.	
AP24.19	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Shire Wide Integrated Transport Strategy: Adopt a 10-year integrated transport strategy for improved connections for the community through the various modes of transport including active transport such as walking and cycling.	Strategic Planning	31/05/2024	30/06/2024	Progress on the Integrated Transport Strategy has been delayed due to the need to focus on delivering the Rural Strategy and five structure plans. Work will continue on preparing a draft Integrated Transport Strategy and it is anticipated that community and stakeholder consultation will be undertaken in early 2025.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.20	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Completion of Trentham Hub Construction : Complete construction and open the new Trentham Community Hub for the community.	Projects	31/03/2024	03/06/2024	Construction now complete and facility operational.	
AP24.21	3.3	Build and maintain quality infrastructure that supports and promotes liveability and active living in the community	Historic Wheelers Bridge in Lawrence: With financial assistance from the Australian Government, begin construction on the historic Wheelers Bridge in Lawrence.	Operations	31/03/2024	31/03/2025	Detailed civil design and engineering checks in progress. Progress slowed by key consultant personnel turnover and the process of taking notes from both Council and independent checking engineering for incorporation. Detailed design approximately 60% complete.	

STATUS



On Track



Progress Delayed



Completed




Not Started



Cancelled

Diverse economy and opportunities

Our community is enhanced by a diverse and resilient economy that supports local aspirations through opportunity.

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.22	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	Hepburn Shire Young Mayors Program: Provide leadership and development opportunities for young people to increase youth advocacy and leadership by delivering the trial Young Mayors Program through peer led election of Youth Council Members.	Community and Economy	30/06/2024		Council has partnered with Foundation for Young Australian to implement the Young Mayors program. We have implemented a Youth Advisory Group to assist in building momentum and awareness for the program.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.23	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	Enhancing Hepburn's Digital Planning and Reporting Capability: With the financial assistance from the Victorian Government, deliver digital enhancements to modernise Council's planning services and improve the customer experience.	Planning and Building	30/06/2024		Final stages of implementation will occur in July, at which point it is expected that the project will be acquitted by the State Government.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.24	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	Destination Management Planning: Work with our tourism partners, Daylesford Macedon Tourism and Tourism Midwest Victoria to develop Destination Management Plans to support the Shire's visitor economy and provide foundations for sustainable growth which balances economic priorities with social, environmental and cultural factors in the region.	Community and Economy	30/04/2024		The Daylesford Macedon Tourism Destination Management Plan is complete and implementation works have commenced. The Tourism Midwest Victoria Sustainable Destination Management Plan has also been completed.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.25	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	Mineral Springs Awareness Campaign: Through funding from the Victorian Government, develop marketing tools to raise the awareness and understanding of Mineral Springs in the region for locals and visitors.	Community and Economy	30/06/2024		The website is currently under development. Due to additional website design works required from several of the mineral springs land managers. the project is anticipated to be completed by 30 August 2024.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.26	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	Build the Capacity of Event Organisers: Develop tools and templates to assist event organisers to build the capacity of the event industry to continue to deliver and enhance successful, sustainable and compliant events.	Community and Economy	30/06/2024		Event Toolkit is complete. Communications on the toolkit have been undertaken.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.27	4.4	Develop and promote the circular economy to diversify our local economy and support our sustainability goals	Circular Hepburn: Support and transition Hepburn to a circular economy by providing support to our businesses and community, and embedding sustainable practices into Council operations, based on the three pillars of the circular economy - rethinking waste, keeping materials in circulation and regenerating natural systems.	Operations	30/06/2024		Launched the Circular Hepburn Toolkit for Business and Beyond at Sustainable Hepburn Day, kicked off a social media campaign associated with the Toolkit. Focus of Sustainable Hepburn Day was Circular Economy, with a fashion and textiles focus, highlighting good work and opportunities in the community. Aspire platform roll out continues. Circular Economy Roadmap soon to be released. Planning underway for increasing circularity of some waste streams at Council Transfer stations.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

A dynamic and responsive Council

Council and the community partner to achieve their aspirations through excellent communication and engagement, the delivery of effective services, strong financial management, and governance.

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.30	5.3	A sustainable and agile organisation with strong corporate governance that supports excellent operations	Review of Council Services and Programs: Providing options to Councillors for undertaking service reviews of programs, and services offered by Council.	People and Transformation	01/04/2023		Annual Plan 22-23 Initiative has been rolled over into new annual plan action AP24.29.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP23.31	5.4	Improve staff resourcing, support, and capacity building	Employer Value Proposition: Develop Employer Value Proposition and tools to market HSC more effectively as an employer.	People and Culture	01/03/2023	30/06/2024	The HSC Employer Value Proposition is progressing to plan. A key focus includes the launch of the Delivering Better Together project, which encompasses office accommodation, process transformation, people development, communication, culture and engagement, systems and tools, and flexible working. The Staff Engagement Survey has also been revised to include expanded custom questions to gather detailed information on what employees value at Hepburn Shire Council. This data will be further explored in workshops planned for August, with a draft EVP to be socialized in September.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.28	5.2	Actively communicate, inform and engage with our community about events and decision-making	Working Together - Delivering Better: Commence implementing the new Working Together - Delivering Better Service Strategy through the delivery of all Council staff training to enable Council to continue to improve the way we work and deliver excellent customer service.		31/03/2024		Implementation of Council's Customer Experience training to support the Working Together - Delivering Better Service Strategy has been finalised. We are now moving toward sustaining the ongoing focus and capability of existing staff and engaging new staff. This will transfer to the Corporate Training program for implementation as part of the annual Learning & Development program.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.29	5.2	Actively communicate, inform and engage with our community about events and decision-making	Council Services Review: Prepare and undertake Service Summaries to provide insight to the cost, resources required, challenges and opportunities of each Council Service.		31/12/2023		The development of Service Summaries is completed, however the implementation of reviewing these summaries continues. Our staff have completed a service summary template for each service, which offer a comprehensive overview of the service, including its costs, relevant legislative context, and key risks and opportunities. These summaries have been shared with Councillors during a workshop prior to Christmas 2023, and Councillors considered the data during the development of the 2024/25 Budget and updated 10-year Financial Plan. A service map, and simplified service profile was created and forms part of the Financial Vision project.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.30	5.3	A sustainable and agile organisation with strong corporate governance that supports excellent operations	Review of 10-year Long Term Financial Plan: Conduct a review of Council's 2021-2031 Long Term Financial Plan to ensure that Council is investing in the assets and services that reflect the communities' values.	Financial Services	30/06/2024		The 10-year financial plan continues to be progressed and a community engagement process will take place in July for a short period of time. Service priorities will be reviewed based on the engagement process. The intent is for the 10-year financial plan to be adopted by Council by 17 September 2024.	
AP24.31	5.3	A sustainable and agile organisation with strong corporate governance that supports excellent operations	Cyber Security Enhancements for Council: Deliver a suite of ICT enhancements to provide greater security over Council's day-to-day operations.	ICT	30/04/2024	30/06/2024	All documents completed and pending review at Senior Leadership prior to implementation. Actions reviewed from penetration testing to be compiled and discussed with Governance and Risk.	

STATUS



On Track



Progress Delayed





Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.32	5.2	Actively communicate, inform and engage with our community about events and decision-making	Risk Management Framework Implementation: Undertake a review of Council's risk management policies and practices and establishment of updated Risk Registers.	Governance and Risk	30/06/2024		The Risk Management Policy was adopted by Council in November 2023. Council has also reviewed its risk appetite, reviewed its strategic and operational risks, and implemented software to manage its risk registers.	
AP24.33	5.5	Strong asset management and renewal	Staff Accommodation and Community Facilities: Undertake scoping and planning of staff accommodation and Birch Ward facilities.	Projects	31/03/2024	17/09/2024	Medium Term staff accommodation plan and works now underway - Duke Street office works complete; have taken possession of 24 Vincent Street with the move from Town Hall scheduled for August. Architects and PAG members appointed for Daylesford community Facilities project, with feasibility stage underway.	

STATUS



On Track



Progress Delayed




Completed



Not Started



Cancelled

Action Code	Council Plan Priority Ref.	Priority Statement	Annual Plan Strategic Action	Business Unit	Due Date	Adjusted Due Date	Progress Update	Status
AP24.34	5.6	Be a leader in gender equality and equity and promote respect and safety in our community	Gender Equity: Continue to implement Council's Gender Equity Plan with a focus on embedding an inclusive culture that respects diversity by providing a safe workplace for Council Staff and ensuring that we have transparent, fair and gender diverse recruitment practices.	People and Culture	30/06/2024		Council has made significant progress in implementing the Gender Equality Action Plan, including completing Gender Impact Assessment Training and compulsory reporting for the Gender Equality Act in February 2024. There were several key achievements highlighted by the Gender Equity reporting include a notable increase in women in full-time work (34% to 47%), women managers (43% to 50%), and women labourers (27% to 48%). Council have also achieved a positive gender gap to from -2% to -10% which this means that for every \$100 paid to a man, \$110 was paid to a woman.	

STATUS



On Track



Progress Delayed



Completed



Not Started



Cancelled

13.3 RECOMMENDATIONS FROM THE AUDIT AND RISK COMMITTEE MEETING HELD ON 24 JUNE 2024

EXECUTIVE MANAGER PEOPLE AND TRANSFORMATION

In providing this advice to Council as the Manager Governance and Risk, I Rebecca Smith have no interests to disclose in this report.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Chair's Cover note - June 2024 [**13.3.1** - 4 pages]
2. CONFIDENTIAL REDACTED - Confidential Minutes - Audit and Risk Committee - 24 June 2024 [**13.3.2** - 28 pages]

OFFICER'S RECOMMENDATION

That Council:

1. *Receives the draft minutes of the Audit and Risk Committee Meeting that was held on the 24 June 2024; and*
2. *Notes the recommendations of the Audit and Risk Committee that were moved at the meeting on 24 June 2024.*

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider advice from the Audit and Risk Committee (ARC) meeting that was held on 24 June 2024, and receive the biannual update from the Chair.

BACKGROUND

The purpose of the Audit and Risk Committee is to oversee and monitor the effectiveness of Council in carrying out its responsibilities for accountable financial management and risk, good corporate governance, provide experience in public sector management, and the maintenance of systems of internal control, and the fostering of an ethical environment.

The Audit and Risk Committee is not a delegated committee and cannot exercise statutory functions and powers of the Council under delegation, and essentially acts as an advisory body on behalf of Council.

The Audit and Risk Committee meetings are closed to the public.

KEY ISSUES

The Audit and Risk Committee held its quarterly meeting on 24 June 2024. The Confidential Minutes of the meeting are attached for Councillors' consideration, along with the cover note from the Chair.

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

Local Government Act 2020

The Audit and Risk Committee is governed by section 53 of the *Local Government Act 2020*, and operates in line with the Audit and Risk Committee Charter. A Workplan is developed to align with their obligations.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report. The Audit and Risk Committee, and representatives from Council's external and internal auditors respectively have been engaged and consulted on reports that relate to their function and duty to Council.

RISK AND GOVERNANCE IMPLICATIONS

The Audit and Risk Committee was established by Council resolution on 28 August 2020 in line with section 53 of the *Local Government Act 2020*.

The Committee is made up of four independent committee members – Mr Shane Marr (Chair), Mr Jason Young, Ms Philippa Murphy, and Mr Kelvin Tori.

The Councillor delegates of the Committee are Cr Brian Hood (Mayor). A vacancy has been created on the Committee with the resignation of Cr Simpson. The Committee will have a quorum for the September meeting, so the vacancy will not be filled. Councillor appointments will be made to the Committee following the Election.

Should Council disagree with any recommendation that the Audit and Risk Committee present for its consideration, then Council will need to, via a resolution, state which motions Council does not accept.

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.

GENDER IMPACT ASSESSMENT

There are no gender equity implications associated with this report.

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:

1.1. 2024/2025 ANNUAL CEO PERFORMANCE REVIEW

- *Because it is personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.*
- *The ground applies because it relates to the employment and contract of the Chief Executive Officer.*

15 CLOSE OF MEETING