



**Pyrenees**  
Shire Council

# Minutes

## Ordinary Meeting of Council

6:00 pm Tuesday 25 June 2024  
Council Chambers  
Beaufort Council Offices,  
5 Lawrence Street, Beaufort

*Wadawurrung Country*

Members of the public may view the meeting virtually via the livestream

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## 1. WELCOME

Mayor Cr Robert Vance welcomed all to the meeting.

## PRESENT

**Mayor:** Cr Robert Vance

**Councillors:** Tanya Kehoe, David Clark, Ron Eason, Damian Ferrari

**Chief Executive Officer:** Jim Nolan

**Director Asset and Development Services:** Douglas Gowans

**Director of Corporate and Community Services:** Kathy Bramwell

**EA to CEO and Councillors:** Chantelle Sandlant (minutes)

**Senior Communications Officer:** Leah Heinrich

## 2. STREAMING PREAMBLE

Mayor Cr Robert Vance read the livestream preamble.

## 3. ACKNOWLEDGEMENT OF COUNTRY

The Mayor acknowledged the people past and present of the Wadawurrung, Dja Dja Wurrung, Eastern Maar and Wotjobaluk tribes, whose land forms the Pyrenees Shire. We pay our respect to the customs, traditions and stewardship of the land by the elders and people of these tribes on whose land we meet today.

## 4. APOLOGIES

There were no apologies.

## 5. NOTICE OF DISCLOSURE OF INTEREST BY COUNCILLORS AND OFFICERS

There were no conflicts of interest declared.

## 6. CONFIRMATION OF THE PREVIOUS MINUTES

**Cr David Clark / Cr Damian Ferrari**

That the Minutes of the:

- Ordinary Meeting of Council held on 21 May 2024; and
- Closed Meeting of Council held 21 May 2024,

as previously circulated to Councillors, be confirmed.

**CARRIED**

## 7. BUSINESS ARISING

There was no business arising (items taken on notice) from the previous meeting held 16 April 2024.

## 8. PUBLIC PARTICIPATION

### Mr George Kirsanovs of Beaufort

#### *Question one:*

I understand the shire would be flat out because of the fire recovery program work however before all that, the progress with the linear track, the linear park, from the reserve lake area right through to, as I understand it almost to where we are meeting tonight. In association with that, I can also recall there was some excitement when we heard in the media that there had been provision made by the authorities for a pedestrian crossing behind us at this particular railway crossing on Lexton Road. What I'm asking is given all that, is completion of the linear track still on schedule or plan to be forwarded when we need to and also the pedestrian crossing facility at the Lexton Road going over the line behind us here, is that also still on the Council's to-do list?

#### *Response:*

Mr Jim Nolan thanked Mr Kirsanovs for the question and provided the following response:

In the first instance, the linear project is still a work in progress, a lot of that community engagement and draft work of the plan has been completed but there are some elements that remain still to be finalised and they relate to communications and input from the catchment management authority particularly and also in relation to land tenure. The work is not quite completed but it's getting very close and it's been really well received in the community and we look forward to bringing that report back to the community in the near future.

Mr Douglas Gowans thanked Mr Kirsanovs for the question and provided the following response:

In reference to the second part of the question about the pedestrian crossing. Council have been advocating to the authorities for that particular pedestrian crossing for a while now. We have met with representatives of the Department of Transport and Planning on a number of occasions and VicTrack. We have put forward that there is a safety issue with that crossing for pedestrians as it currently stands. There are some hurdles that we seem to be running into in terms of getting support for additional pedestrian crossings on the line, the state government has a policy that it's not looking to undertake new crossings, however that doesn't mean we're stopping our advocacy for a new crossing. I would recommend that if you ever get the chance to write to your local member or have any discussions with those authorities, that it is worth bringing the matter to their attention and we will continue to do so.



## 9. ITEMS FOR NOTING

### 9.1. CORPORATE AND COMMUNITY SERVICES

#### 9.1.1. CUSTOMER REQUESTS - MAY 2024

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 16/24/06

#### **PURPOSE**

This report provides updates on contacts made by our community through a range of media, including the Customer Action Request System and emails, for May 2024. This report's purpose is to demonstrate ongoing efforts to improve responsiveness to customers and the community over time.

#### **BACKGROUND**

Our community contact officers through a range of means, including but not limited to:

- Customer Action Request System (CARS)
- Emails – directly to officers or via the central pyrenees@pyrenees.vic.gov.au email address
- Via telephone or face-to-face with Council's switchboard or front counters
- Complaints
- Requests for information via Freedom of Information (FOI) processes
- Social media

The Council has operated an electronic Customer Action Request System (CARS) for many years enabling residents to lodge service requests. Requests can be lodged in person, via telephone, via Council's website or by using a smart phone "Snap Send Solve" application. Requests input via the "Snap Send Solve" application must be input manually by customer service officers into the CAR (Customer Action Requests) system as this currently does not accept automatic uploads.

Service requests are received for operational issues regarding maintenance, road maintenance, pools, local laws, building maintenance and compliance matters. Complaints are received and managed separately to action requests and monthly checks are made of customer action requests to identify requests that should be managed as complaints.

Requests logged through the customer action requests system form a minority of the contacts received by Council officers monthly, however, remain an important method of identifying where problems exist that need to be addressed.

Although the 2024 Customer Satisfaction Survey Report, received in June 2024, indicates a halt to the declining trend in customer satisfaction over the past 10 years, effort to improve in this regard continues and this report will continue to be reformatted in the future to expand information on officer response to community contact to demonstrate efforts to not just halt the trend, but to reverse it.

#### **ISSUE / DISCUSSION – RURAL COUNCILS TRANSFORMATION PROJECT UPDATE (RCTP2)**

Periodically, officers use this report to provide updates on projects designed to enable improvements to customer responsiveness. The Pyrenees Shire Council is partnering with Central Goldfields Shire Council on

a Rural Councils Transformation Project to design, procure, and implement new finance/rates/payroll and customer relationship management systems (CRMS).

The original target date for project completion was 30 June 2024. Due to unforeseeable delays relating to Central Goldfields staffing, difficulties in procurement appropriate project management, and the time needed to properly and inclusively scope the system requirements, the government funding body has agreed on revised project timelines as follows:

- Project implementation by 30 November 2025, and
- Final project report and acquittal by 30 March 2026.

As at the time of writing this report, the status of the two parts of the project are as follows:

- Finance system: Selective tender issued with responses due back by 18 June 2024. Assessment criteria have been determined.
- CRMS: Open Expression of Interest / Tender process initiated with responses due back by 18 June 2024.

#### ISSUE / DISCUSSION - CUSTOMER CONTACT

The following provides data on community contacts with employees, other than that recorded through the customer requests system, providing a more comprehensive view of our customer experience.

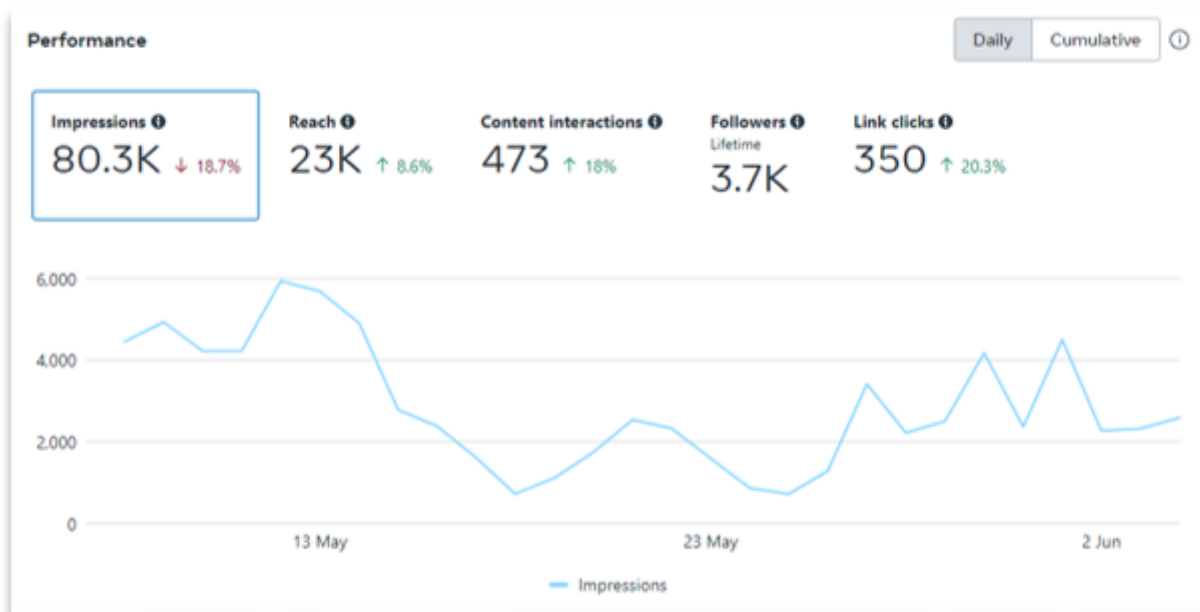
Customer contact media	Jul 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
Legitimate emails received by the organisation *	40,273	37,273	37,439	21,989	24,478	19,055	18,871	30,221 #	24,738	23,720	24,977
Emails rejected (cyber protection)	10 0.02%	7,743 17%	14,773 40%	12,613 34%	11,483 32%	8,045 30%	9,669 34%	36,630 55%	26,452 52%	6,516 22%	7,505 23%
Inbound malware detected	-	-	-	-	-	-	-	-	4	4	2
Emails sent by organisation (external)	8,349	9,169	9,529	10,138	8,439	7,295	6,485	11,007 #	8,825	9,220	10,212
External complaints received	3	4	2	2	4	2	3	6	7	5	3
FOI Requests	1	4	2	10	0	0	0	1	2	2	3
Requests for review of infringements	1	2	0	2	1	6	15	0	6	2	3
Website page views	17,970	17,086	17,242	16,133	15,891	12,638	16,047	20,521	17,342	18,311	15,324

Website users	5,472	5,570	6,017	5,556	5,893	5,000	6,015	8,081	6,314	7,325	5,452
Website contact us page	645	614	473	542	413	354	410	600	540	462	420
Website customer enquiry form	54	65	57	69	60	40	56	50	57	52	54
Telephone Calls Received by PSC (total)	-	-	-	-	-	-	-	-	2,276	2,249	2,264
Calls answered by Switchboard / Customer Service	-	-	-	-	-	-	-	-	1,997 88% of total	1,988 88% of total	1,959 87% of total

\* Statistics amended to only include those emails not rejected as spam or viruses.

# Email traffic impacted by fire response (increase).

### Facebook snapshot



Comments:

- Top website pages viewed: recruitment, fire information, waste management (transfer stations and collection dates), fire recovery information (including hazardous tree removal updates), community action plans, planning information, and Avoca market.
- Customer enquiries received via the website focused on roads, waste and recycling.
- Complaints related to kerbside waste collection, misconduct allegation (unfounded), mistaken identity resulting in an unfounded complaint.
- Infringement appeals all related to parking fines.
- FOI requests related to historical information about a property, historical information about an ancestor, and information about wandering stock on the Western Highway.

- Departments receiving most direct telephone calls (excluding switchboard) are local laws, planning, and rates.

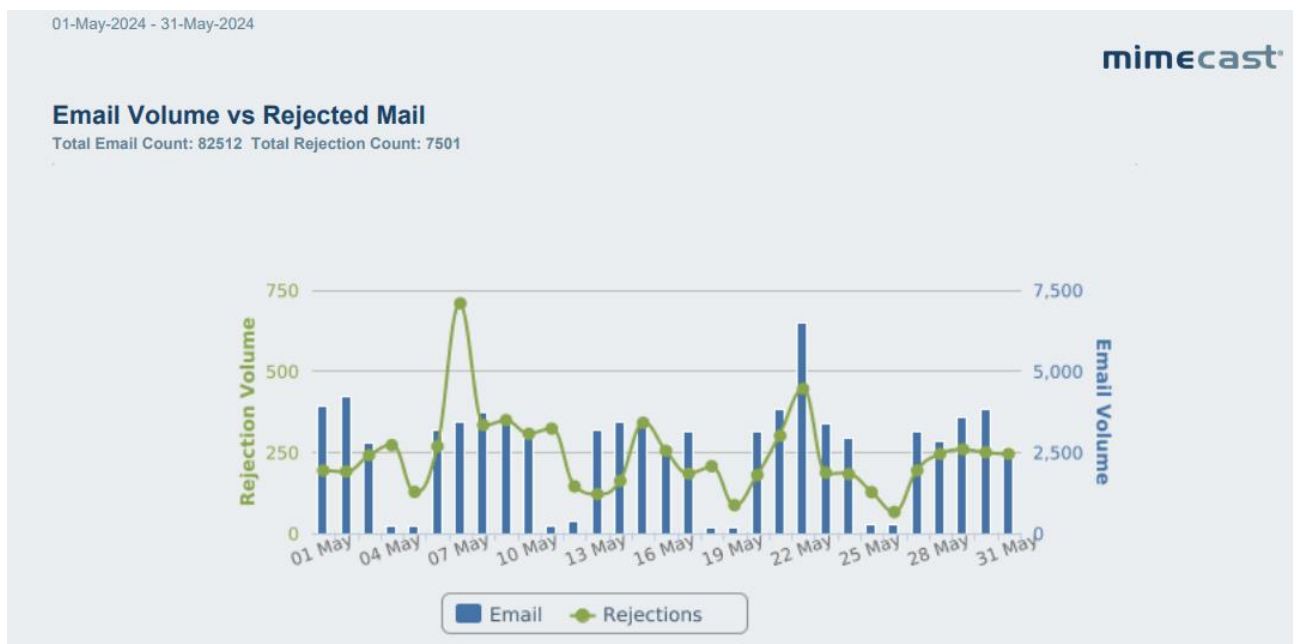
**Cyber security assurance:**

To provide assurance for ongoing cyber protections, the following graph shows total emails received against those rejected by automatic protection services.

- 67% of inbound emails rejected were for IP addresses found to be in remote block lists known to be sources of spam or malware infection.
- 174 (3% of all rejections) messages were rejected as spam.
- 2 cases of inbound Malware were detected during the month.
- 10 emails were detected during the month that were attempts to impersonate someone – e.g., attempting to look like emails from another member of staff.

Other means of identifying potential spam or malware includes spam signature detection, virus signature detection, anti-spoofing lockouts, invalid recipient address, and where the sender failed to retry after initial rejection.

The system also holds emails where they may be suspected, but not confirmed spam. These are notified to the email recipient for checking and approval. 313 emails were held for this purpose during the month.



**Library Daily and Weekly Feedback – Smiley Touch**

The frontline counters have commenced a trial using a technology – Smiley Touch – that measures customers’ satisfaction as they interact with our staff. It is early days but this will allow a growth in the ability to receive, and respond to, immediate feedback. The system allows for customers to input feedback on their experience at the front counters and for us to respond quickly to issues raised. The follow shows the information gained in mid-June.



Pyrenees Shire Council



10/06/2024 - 16/06/2024

**Positive feedback**  
**78%**  
 based on 23 responses

**Weekly report**  
 10/06/24 – 16/06/24

**Unit report**  
 Smiley Touch

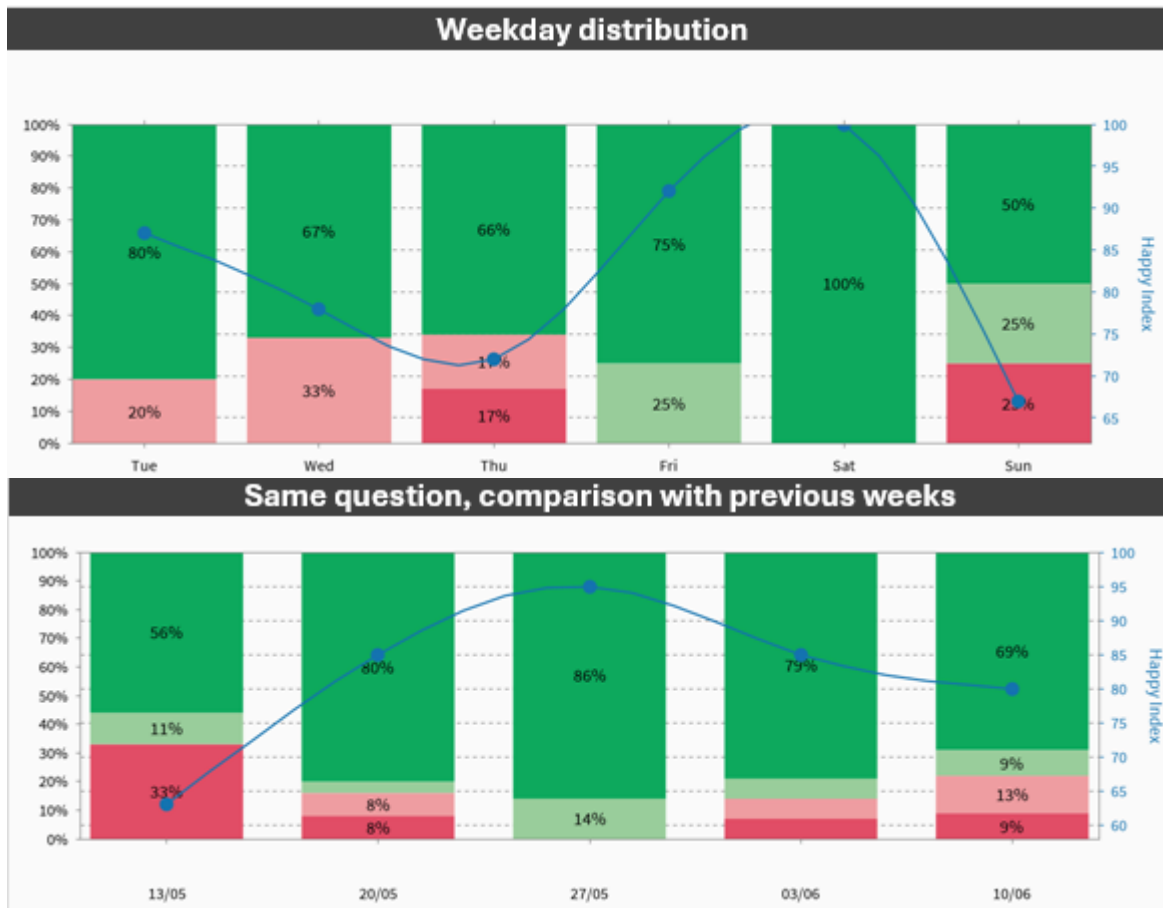
How was your Library experience today ?



Happy Index: **80/100**  
 Responses: 23

The distribution graphs below show the distribution over the week and as compared with previous weeks. Analysis and use of this data will improve in the next few months.

Open feedback provided one positive and two negative comments which will be acted upon – one related to staff acknowledgement of customers upon entry and the other regarding the quality of the computers.



**ISSUE / DISCUSSION - CUSTOMER ACTION REQUESTS**

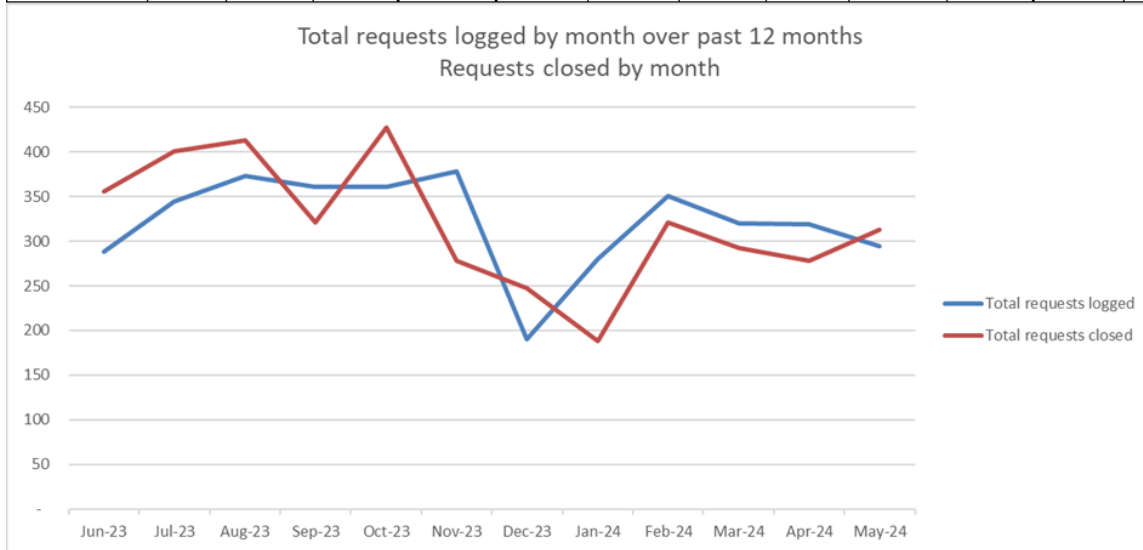
**1. Logged and closed requests**

294 CARs (Customer Action Requests) were logged during the month, 25 less than the previous month. Of these, 96 related to telephone messages.

313 requests were closed during the month.

The following charts detail the numbers of requests received over the last 12 months and the number of requests closed each month.

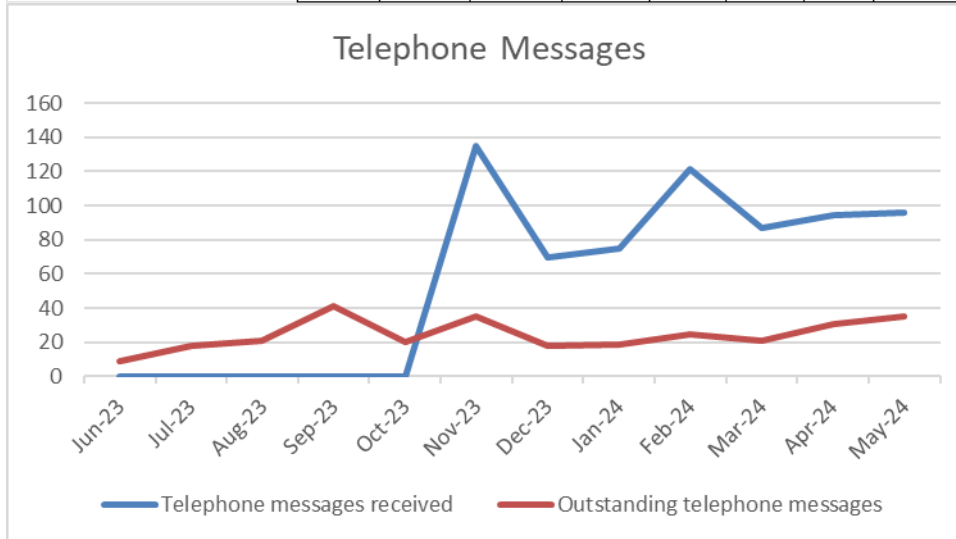
Year	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	% Change
Total requests logged	288	344	373	361	361	378	190	280	351	320	319	294	-8%
Total requests closed	356	401	413	321	427	278	247	188	321	292	278	313	13%



**2. Telephone requests**

96 telephone calls were transferred into requests during the month, with 35 requests remaining outstanding at the end of the month. The following charts detail the trend in telephone calls received and remaining outstanding at the end of each month.

	Telephone messages logged over past 12 months											
	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Telephone messages received						135	70	75	121	87	94	96
Outstanding telephone messages	9	18	21	41	20	35	18	19	25	21	31	35



**3. Open Customer Action Requests**

The number of open requests is now reported differently. Some requests that have had initial contact with the customer but are unable to be resolved quickly for some reason, are now being moved to being 'on-hold' and some may be referred to budget (e.g., long term drainage issues).

At the end of the reporting month, there was a total of 286 active or open requests, of which 132 were currently assigned. These include:

- 132 which are open and assigned for action
- 30 which are on hold awaiting resolution or action scheduling.
- 4 remain referred to budget
- 120 remain in progress, scheduled or being managed – meaning that they are longer term case managed issues

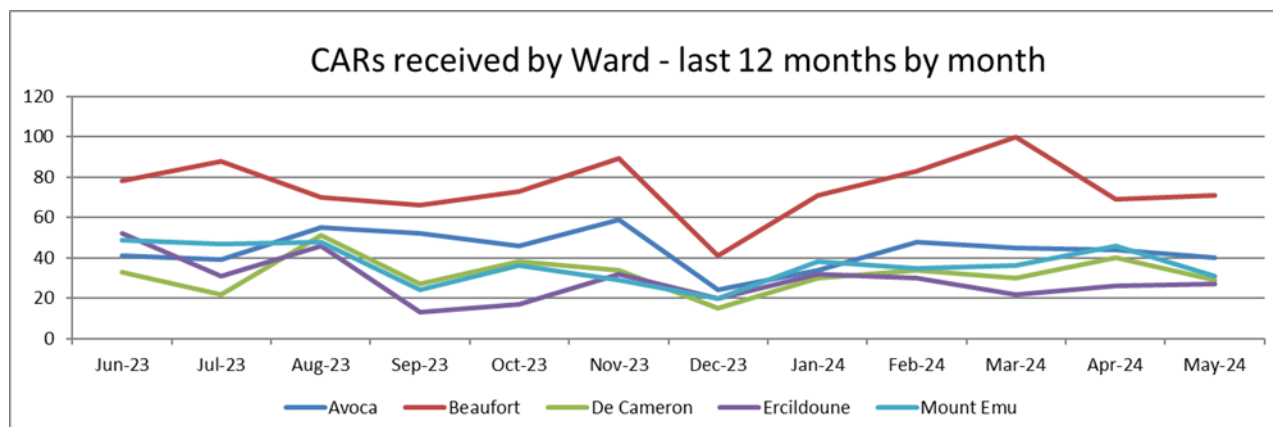
**Open requests** – the balance of this report will focus on the open requests, but statistics relating to requests marked as on-hold or referred-to-budget have been included in the table.

Of the non-telephone call requests received during the month, the following represents those received and still open at the of the last month by Ward:

Request status	Avoca Ward	Beaufort Ward	DeCameron Ward	Ercildoune Ward	Mt Emu Ward
<b>Number of requests received (previous month)</b>	40(44)	71(69)	29(40)	27(26)	31(46)
<b>Requests received and closed in the same month (%)</b>	17(43%)	53(75%)	20(69%)	22(82%)	24(77%)
<b>Requests received remaining open and assigned for action</b>	14	8	3	4	4
<b>Requests received that are on hold or in progress</b>	9	10	6	3	3
<b>Requests received referred to budget</b>	0	0	0	0	0
<b>Total open (assigned) requests as at the end of the month</b>	25(28)	38(59)	11(30)	8(10)	20(28)

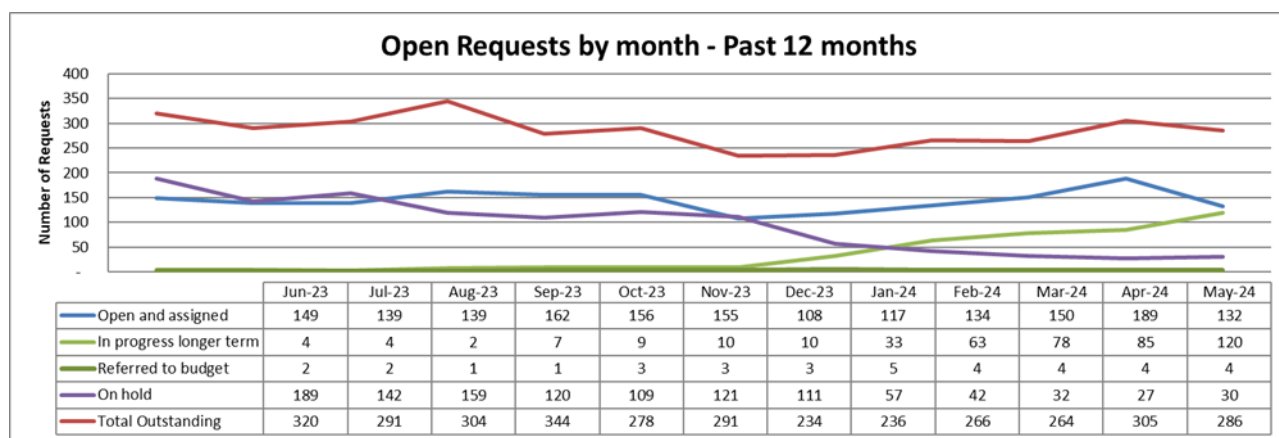
The following charts show the numbers of requests received by Ward per month for the past 12 months.

CARS by Ward received by month Rolling - Past 12 months												
Ward	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Avoca	41	39	55	52	46	59	24	34	48	45	44	40
Beaufort	78	88	70	66	73	89	41	71	83	100	69	71
De Cameron	33	22	51	27	38	34	15	30	34	30	40	29
Ercildoune	52	31	46	13	17	32	20	32	30	22	26	27
Mount Emu	49	47	48	24	36	29	20	38	35	36	46	31
<b>Total by month</b>	<b>253</b>	<b>227</b>	<b>270</b>	<b>182</b>	<b>210</b>	<b>243</b>	<b>120</b>	<b>205</b>	<b>230</b>	<b>233</b>	<b>225</b>	<b>198</b>



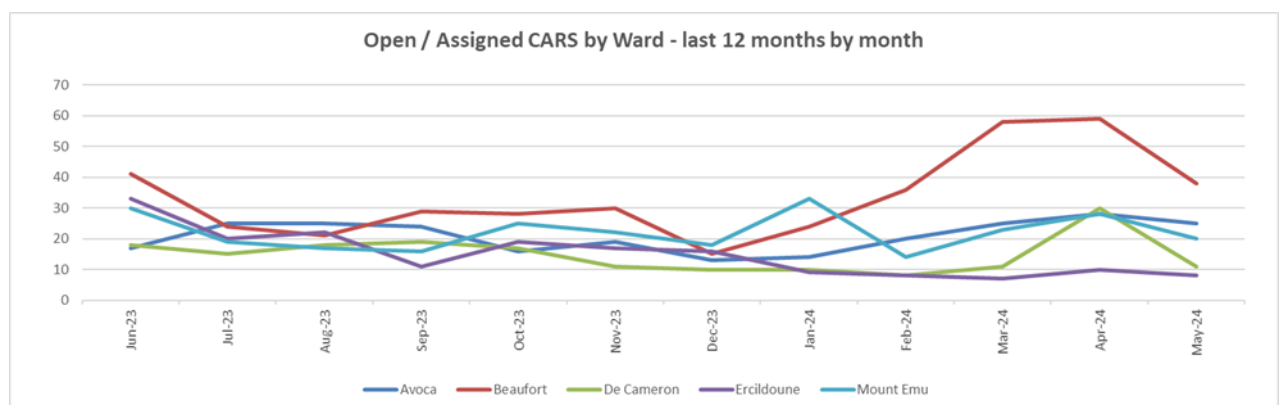
The following charts show the statistics for requests that remained open each month for the past 12 months. These charts now include requests put on hold or referred to budget.

Open requests by age													
Year	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	% Change
2013													
2020	-	1	1	-	-	-	-	-	-	-	-	-	
2021	3	-	-	-	-	-	-	-	-	-	-	-	
2022	114	19	19	27	29	20	13	7	7	7	7	2	0%
2023	227	119	119	135	127	135	95	43	24	22	17	13	-24%
2024								67	103	121	165	117	-29%
Open and assigned	149	139	139	162	156	155	108	117	134	150	189	132	-30%
Outstanding but on hold	189	142	0	120	109	121	111	57	42	32	27	30	11%
In Progress / Scheduled	4	8	6	7	10	12	12	57	86	78	85	120	41%
Referred to budget	2	2	1	1	3	3	3	5	4	4	4	4	0%
Total Closed	356	401	413	321	427	278	247	278	321	292	278	313	13%
Total requests logged	288	344	373	361	361	378	190	280	351	320	319	294	-8%
Total outstanding requests	320	291	304	344	278	291	234	236	266	264	305	286	-6%



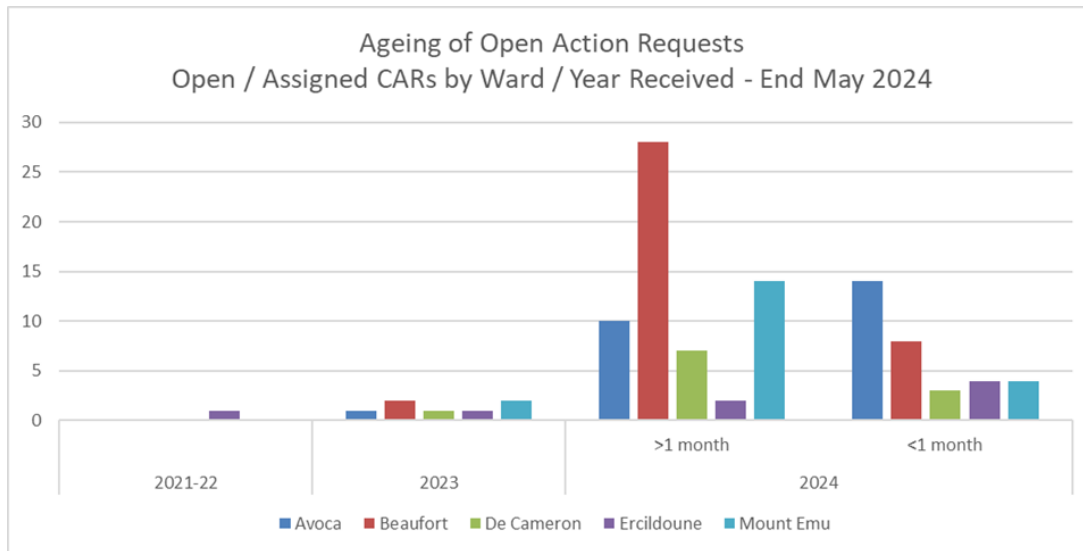
The following charts show the ageing of open assigned requests by Ward as at the end of the month, excluding those referred-to-budget or on-hold.

Open Assigned Requests by Ward - Past 12 months													
Ward	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	
Avoca	17	25	25	24	16	19	13	14	20	25	28	25	
Beaufort	41	24	21	29	28	30	15	24	36	58	59	38	
De Cameron	18	15	18	19	17	11	10	10	8	11	30	11	
Ercildoune	33	20	22	11	19	17	16	9	8	7	10	8	
Mount Emu	30	19	17	16	25	22	18	33	14	23	28	20	
Total by month	139	103	103	99	105	99	72	90	86	124	155	102	



There is one open and assigned requested on the list that remains from November 2022 for Ercildoune Ward. This relates to a request for repair to Government Road (near Thomsons Road) in Amphitheatre that was inspected and deemed not to be resulting from flood damage. This request is awaiting repairs to be programmed. I have requested a status update on this matter which will be reported to the relevant Councillor when received.

Ageing CARS by Ward - Open/Assigned					
Ward	2021-22	2023	2024		Total
			>1 month	<1 month	
Avoca	0	1	10	14	25
Beaufort	0	2	28	8	38
De Cameron	0	1	7	3	11
Ercildoune	1	1	2	4	8
Mount Emu	0	2	14	4	20
<b>Total by month</b>	<b>1</b>	<b>7</b>	<b>61</b>	<b>33</b>	<b>102</b>



The following table provides greater detail of the areas / type where outstanding requests remain, showing the functional areas and numbers of requests still outstanding as at the end of the last month. This data includes those referred-to-budget or on-hold.



	Apr-24	May-24	Change
Roads & Rd Maint.	86	76	-10
Streetlights	0	0	0
Drainage	18	12	-6
Footpaths / Kerb&Channel	11	7	-4
Park & Reserves	12	10	-2
Roadside Veg	67	67	0
Environmental Health	1	0	-1
Planning	6	4	-2
Bld maint	8	11	3
Local Laws	8	7	-1
Cats	3	7	4
Dogs	7	11	4
Livestock	2	3	1
Parking	3	2	-1
Fire Hazard	1	1	0
Bld Compliance	0	0	0
Waste Management	0	0	0
Local Government Act	0	0	0
Rates	5	0	-5
Natural Disasters	31	29	-2
Pools	0	0	0
Council cleaning	0	0	0
Litter	1	0	-1
Design & Assets	3	4	1
GIS	0	0	0
Community	0	0	0
Rural Addressing	0	0	0
Road Naming	1	0	-1
Telephone messages	31	35	4
<b>Total</b>	<b>305</b>	<b>286</b>	<b>-19</b>

### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Enabling Principles

- a. Motivate and inspire community involvement
- b. Provide transparency and accountability
- c. Use resources efficiently and effectively

### COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

This report did not require any community engagement or consultation, other than that provided via this report.

### ATTACHMENTS

Nil

### FINANCIAL / RISK IMPLICATIONS

All risks are discussed in the body of the report.

### CONCLUSION

The customer action request system remains an integral part of Council's reactive identification of issues that need attention. This report provides an update on customer action requests as at the end of April 2024. Reporting continues to be expanded to include other media of customer contact received by officers.

**Cr Ron Eason / Cr David Clark**

That Council notes this report.

**CARRIED**

### **9.1.2. PYRENEES SHIRE WARD BOUNDARY REVIEW**

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 26/02/08

#### **PURPOSE**

To formally notify the Council and its Community on the outcomes of the recent ward boundary review of the Pyrenees Shire Council.

#### **BACKGROUND**

In early 2024 a Ward Boundary Review was conducted of the Wards within the Pyrenees Shire Council. This review was conducted by the Victorian Electoral Commission (VEC).

A final report was provided to the Minister for Local Government under section 17 of the *Local Government Act 2020* and the final determination of Ward boundary alterations was published in the Victoria Government Gazette Special on 28 May 2024.

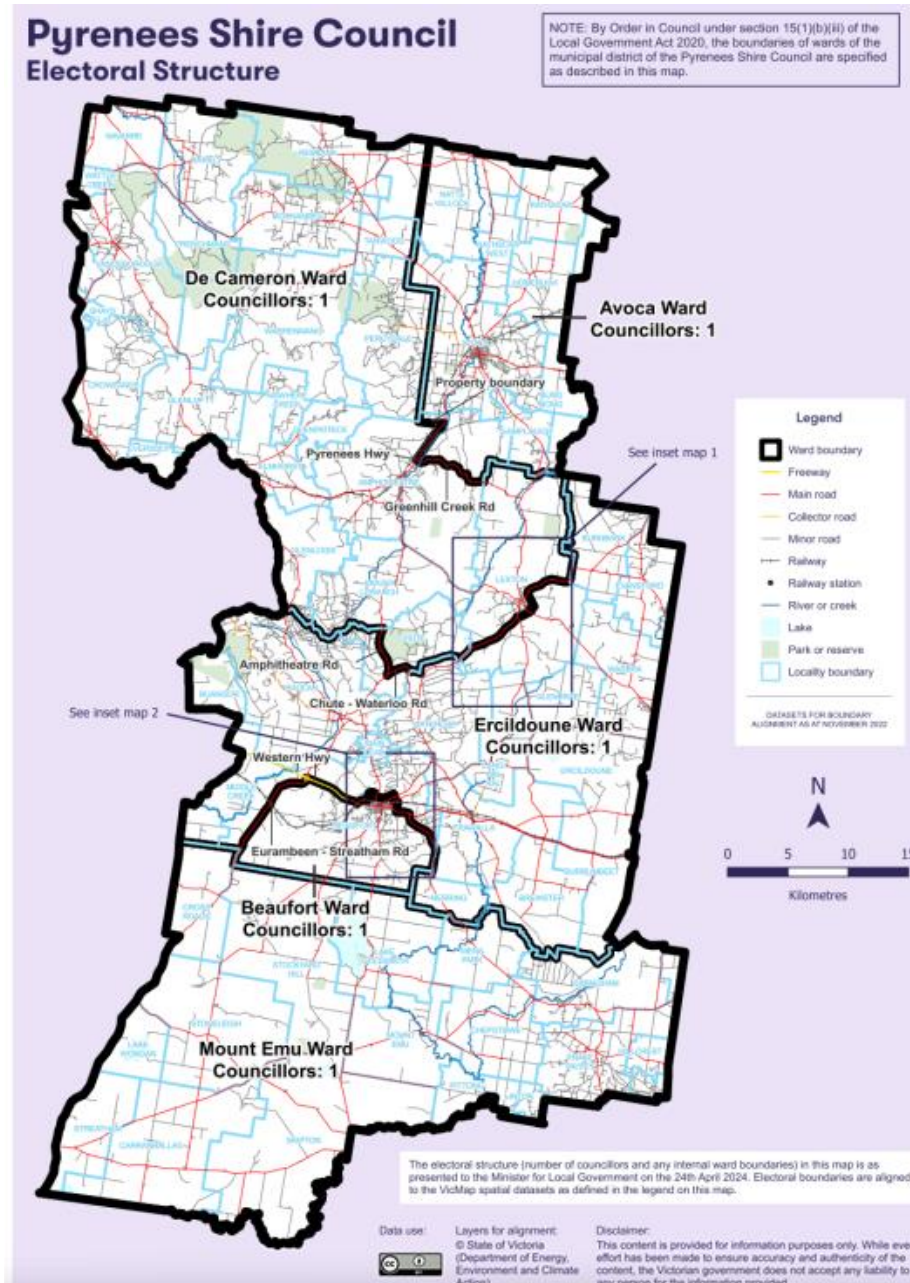
The new boundaries apply for the 2024 general local government elections.

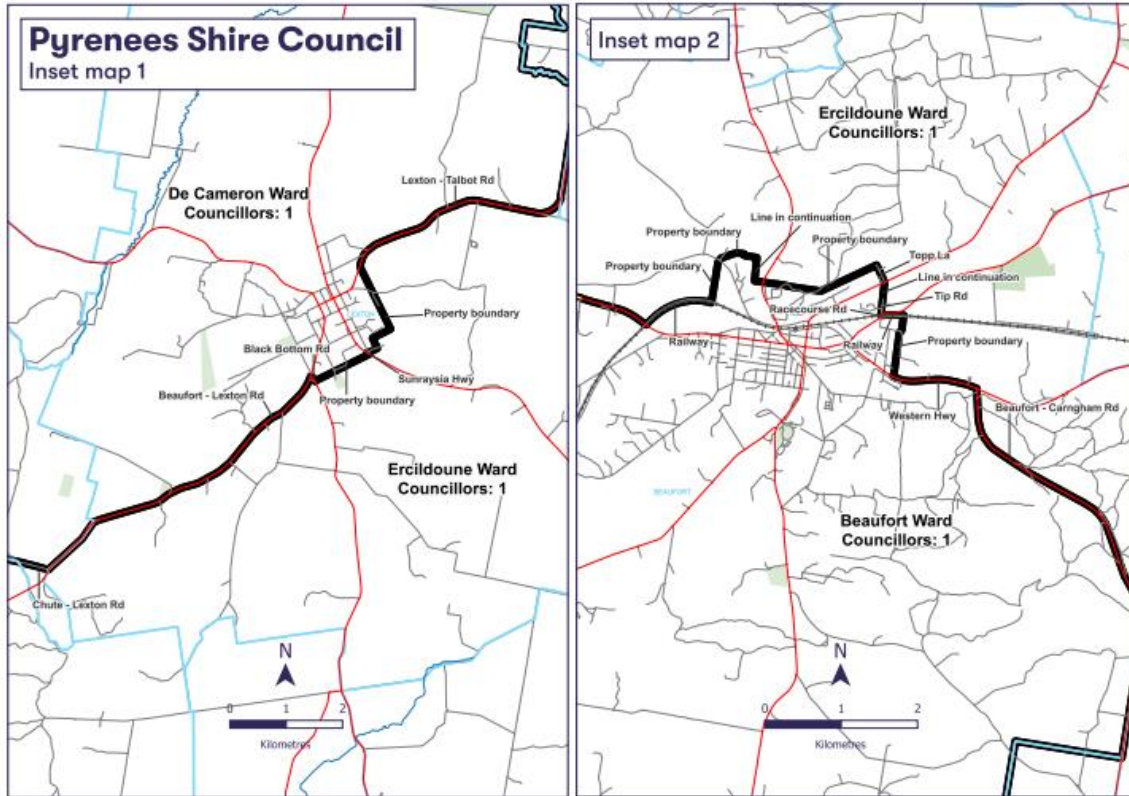
#### **ISSUE / DISCUSSION**

Ward boundaries must be aligned to reflect voters within each Ward being of similar numbers to each other, with an allowable variance of + / - 10%. The 2024 review identified that the population around the two larger townships of the shire – Avoca and Beaufort – had increased, with the population in more rural wards – e.g., De Cameron Ward – having reduced.

The changes in Ward boundaries primarily focused on a reduction in geographic size of the Avoca and Beaufort Wards, with some lesser changes in the boundaries between the De Cameron and Ercildoune, and Ercildoune and Mt Emu Wards. Key local changes are that the township of Lexton is now within the De Cameron Ward and the Ercildoune Ward extends almost to the north of Beaufort.

Maps showing the new Wards and key boundary lines are shown below.





## COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Enabling Principles

b. Provide transparency and accountability

## COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

This report serves as provision of information to the Pyrenees Shire community.

## ATTACHMENTS

Nil

## FINANCIAL / RISK IMPLICATIONS

In preparation for the 2024 local government general election, property coding within the Pyrenees Shire Council's financial and rating system will need to be amended.

## CONCLUSION

A ward boundary was conducted for the Pyrenees Shire Council and the outcomes reported in the Government Gazette on 28 May 2024.

**Cr Tanya Kehoe / Cr Ron Eason**

That Council notes the information provided in this report.

**CARRIED**



**10. COUNCILLOR ACTIVITY REPORTS****10.1. COUNCILLOR ACTIVITY REPORTS - MAY 2024**

<b>Cr Damian Ferrari – Beaufort Ward</b>		
7 May 2024	Special Council Meeting	Virtual
21 May 2024	Council Briefing	Beaufort
21 May 2024	Council Meeting	Beaufort
<b>Cr David Clark – Ercildoune Ward</b>		
3 May 2024	MAV Board Meeting	Virtual
7 May 2024	Special Council Meeting	Virtual
8 May 2024	Lexton Flood Study Meeting	Lexton
9 May 2024	CVGA Board Meeting	Virtual
13 May 2024	Lexton Landcare Meeting	Lexton
14 May 2024	Council Briefing	Beaufort
14 May 2024	Councillor Cuppa & Chat	Stoneleigh
16 May 2024	Information Session – Bayindeen Fire Recovery	Raglan
17 May 2024	MAV State Council	Melbourne
20 May 2024	Pyrenees Co-op Meeting	Lexton
21 May 2024	Council Briefing	Beaufort
21 May 2024	Council Meeting	Beaufort
22-23 May 2024	ALGA	Canberra
30 May 2024	MAV Dinner	Melbourne
<b>Cr Robert Vance – De Cameron Ward</b>		
2 May 2024	Local Government Mayoral Advisory Panel (LGMAP)	Virtual
2 May 2024	Mayoral Forum – LG Amendment Bill Briefing	Virtual
6 May 2024	Amphitheatre Recreation Reserve CoM Meeting	Amphitheatre
7 May 2024	Special Council Meeting	Virtual
14 May 2024	Council Briefing	Beaufort
14 May 2024	Councillor Cuppa & Chat	Stoneleigh
16 May 2024	Information Session – Bayindeen Fire Recovery	Raglan
17 May 2024	MAV State Council Meeting	Melbourne
19 May 2024	Amphitheatre CFA Brigade Recognition Luncheon	Amphitheatre
21 May 2024	Council Briefing	Beaufort
21 May 2024	Council Meeting	Beaufort
24 May 2024	RCV Committee Meeting	Virtual
30 May 2024	MAV Mayor & CEO Dinner	Melbourne
<b>Cr Ron Eason – Avoca Ward</b>		
1 May 2024	Sunraysia Highway Improvement Committee – Minister Horne	Melbourne
3 May 2024	Rail Freight Alliance	Virtual
7 May 2024	Special Council Meeting	Virtual
21 May 2024	Council Briefing	Beaufort
21 May 2024	Council Meeting	Beaufort
28 May 2024	Sunraysia Highway Improvement Committee	St Arnaud

<b>Cr Tanya Kehoe – Mount Emu Ward</b>		
7 May 2024	Special Council Meeting	Virtual
14 May 2024	Council Briefing	Beaufort
14 May 2024	Councillor Cuppa & Chat	Stoneleigh
21 May 2024	Council Briefing	Beaufort
21 May 2024	Council Meeting	Beaufort

**Cr Damian Ferrari / Cr Tanya Kehoe**

That Council notes this report.

**CARRIED**

**11. ASSEMBLY OF COUNCILLORS****11.1. ASSEMBLY OF COUNCILLORS - MAY 2024**

<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Briefing Session		
Meeting Date	14 May 2024 commenced at 1.00pm and closed at 4.30pm		
Meeting Location	Council Chamber, Beaufort		
Items Discussed	<ol style="list-style-type: none"> <li>1. CEO Contract Renewal</li> <li>2. Domestic Wastewater Management Plan</li> <li>3. Amendment VC2361 – Renewal Energy Projects</li> <li>4. Community Funding Program</li> <li>5. Industrial Land, Beaufort</li> <li>6. Avoca Chinese Garden</li> <li>7. Bushfire Recovery</li> </ol>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr Robert Vance Cr Tanya Kehoe Cr David Clark		
Apologies	Cr Ron Eason, Cr Damian Ferrari, Kathy Bramwell		
Staff	Jim Nolan (Chief Executive Officer) - Items 2 to 7 Douglas Gowans (Director Assets and Development Services) - Items 2 to 7 Rachel Blackwell (Manager Planning & Development Services) - Item 2 & 3 Susy Boord (Administrative Support Officer – Environmental Health) - Item 2 & 3 Virginia Mcleod (Senior Planner) - Item 2 & 3 Ned Patterson (Community Wellbeing & Grants Co-ordinator) - Item 4 Jane Bowker (Recovery Co-ordinator) - Item 4		
Visitors	Phillip Shanahan (Independent Consultant) - Item 1		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Item No:	Person making disclosure	Particulars of disclosure	Person left meeting
1	Jim Nolan	CEO Contract discussions	Did not attend till item 2.

<b>MEETING INFORMATION</b>			
Meeting Name	Councillor Briefing Session		
Meeting Date	21 May 2024 commenced at 1.00pm and closed at 5.15pm		
Meeting Location	Council Chamber, Beaufort		
Items Discussed	<ol style="list-style-type: none"> <li>1. Pyrenees Digital Connectivity Project</li> <li>2. Tourism Midwest Victoria Sustainable Destination Management Plan &amp; Local Area Action Plan</li> <li>3. Planning Application PA23070 – Brumbys Lane</li> <li>4. Rates Notice</li> <li>5. Barengi Gadjin Land Council (virtual)</li> <li>6. 2024 Council Election</li> <li>7. Acknowledgement</li> <li>8. Draft Benefits Plan (VicGrid)</li> <li>9. CEO Update</li> </ol>		
<b>ATTENDEES</b>			
Councillors	Mayor Cr Robert Vance Cr Tanya Kehoe Cr Damian Ferrari (virtual)	Cr David Clark Cr Ron Eason	
Apologies	Nil.		
Staff	Jim Nolan (Chief Executive Officer) Douglas Gowans (Director Assets and Development Services) Kathy Bramwell (Director Corporate and Community Services) Ray Davies (Manager Economic Development and Tourism) - Item 1 & 2 Melissa Dimond (Business Support and Events Officer) - Item 1 & 3 Rachel Blackwell (Manager Planning and Development Services) - Item 3 Ella Duniam (Planning Officer) – Item 3		
Visitors	Trent Geddes (Regional Tech Hub) - Item 1 Jennifer Ganske (NBN Co) – Item 1 Mark Barnett (NBN Co) – Item 1 Charee Smith (BGLC) – Item 5 Glenn McDonald (BGLC) – Item 5		
<b>CONFLICT OF INTEREST DISCLOSURES</b>			
Item No:	Person making disclosure	Particulars of disclosure	Person left meeting
Nil.			

**Cr David Clark / Cr Ron Eason**

That Council notes this report.

**CARRIED**

## 12. ITEMS FOR DECISION

### 12.1. ECONOMIC DEVELOPMENT AND TOURISM

#### 12.1.1. TOURISM MIDWEST VICTORIA - DESTINATION MANAGEMENT PLAN

**Ray Davies – Manager Economic Development and Tourism**

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 62/10/04

#### **PURPOSE**

To present Council with the Tourism Midwest Victoria Sustainable Destination Management Plan for its' in principal support, and for Council to provide its' in principal endorsement of the Pyrenees Local Area Action Plan, with it then to be placed on public display for final feedback by industry stakeholders and the local community.

#### **BACKGROUND**

Council became a member of Tourism Midwest Victoria upon its inception twelve months ago.

The recently incorporated Visitor Economy Partnership encompasses the City of Ballarat, Moorabool Shire, Golden Plains Shire, Hepburn Shire and Pyrenees Shire Councils.

A regional tourism update in October 2023 informed Council about the development of two strategic documents being:

1. A region wide Destination Management Plan (DMP) and
2. Local Area Action Plan (LAAP) specific to individual local government areas and in this case the Pyrenees Shire LAAP

The development of these documents has been made possible by funding from the Victorian Government as a component of the Statewide review of Regional Tourism Boards and the establishment of Visitor Economy Partnerships. While these plans have included in kind contributions in terms of officer time, Council has not had to contribute funds to the development of these documents.

The purpose of the DMP is to set the strategic direction for the TMV region while the LAAP is a subset of the DMP which is specific to the Pyrenees Shire. Each council partner will have their own individual LAAP specific to their local government area.

The Pyrenees LAAP will supersede the 2016 – 2019 Tourism Strategy.

The methodology of developing the DMP and LAAP's has included:

- A survey across each of the five local government areas
- Detailed analysis of tourism data incorporating an understanding of visitor demographics
- A synopsis of related tourism plans at a state and regional level
- An examination of the visitor profiles of people coming to the region
- Analysis of expenditure data, visitor numbers, trends and forecasts to understand priority markets
- Workshops with tourism operators within each LGA
- One on one consultation with tourism operators
- Consultation with Pyrenees Grap growers and Winemakers Association
- Consultation throughout the strategic process with a working group comprising local government tourism staff from across the TMV region and State Government representatives.



- Consultation with the TMV board which comprises five industry representatives elected to the board and the CEO (or delegate) from each of the local government partners.
- Three council briefings

The DMP and LAAP's have a ten-year timeframe from 2024 to 2033.

A Council agenda item reported progress by Tourism Midwest Vic in October 2023, with Council endorsing a motion that it:

1. Notes this update report on the activities of Tourism Midwest Victoria
2. Looks to share the draft Destination Management Plan once prepared and available for release by TMV with Pyrenees tourism operators and the general community for their information and comment.

### **ISSUE / DISCUSSION**

Copies of the draft DMP and Pyrenees LAAP are attached to this agenda item.

The DMP provides a framework to support the ongoing development and growth of the entire Midwest region while the Pyrenees LAAP relates specifically to the Pyrenees Shire. These strategies are aimed at ensuring the regions visitor economy continues to be sustainable and appealing to locals and visitors alike. It does this by:

- Supporting the development of a collaborative environment between the wider community and industry, and one that supports businesses to flourish.
- Offering a partnership approach with First Peoples that encourages a better understanding of needs and values, while supporting the development of a collaborative environment between First Peoples, the wider community and industry.
- Leveraging the existing strengths of the region including natural, built experiences and its people, to leverage the recovery of the visitor economy.
- Identifying and supporting the development of new and enhancement of existing experiences and attractions.
- Encouraging operators to work collaboratively as a region to create a unique visitor experience.
- Seeking to improve the resilience, skills, and networking opportunities for the region's operators.
- Connecting the region with its neighbours and partners, working to leverage these connections for the mutual benefit of the community and visitors.
- Recognising the need for stronger regional positioning to offer a consistent set of values and themes to illustrate what the region stands for, and what the consumer can expect to get from it.

The Pyrenees LAAP identifies the development of the following tourism initiatives as priorities for the Pyrenees:

- Undertake a destination brand exercise
- Development of cycle experiences around Beaufort, Avoca and Moonambel
- Redevelopment of Beaufort Lake Caravan Park
- Boutique accommodation
- A centralised cellar door experience
- Streetscape enhancements in Avoca and Beaufort

The DMP and Pyrenees LAAP incorporate detailed action plans and proposed expenditure budgets.

The TMV team will provide reports to the board on the Partnerships performance against the strategic objectives and action plans within the DMP and LAAP's.

The region wide DMP will be presented to the TMV board for its endorsement while the Pyrenees LAAP is presented with this report for Council's endorsement.

Placing the Pyrenees LAAP on public display for a period of four weeks at this time, will allow tourism stakeholders and the community a final opportunity to provide input to the plan.

### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Priority 4 - Economy

4a. Support our local businesses and help to strengthen key industries.

4c. Encourage and invest in assets and infrastructure for commerce and community.

Enabling Principles

b. Provide transparency and accountability

c. Use resources efficiently and effectively

### **ATTACHMENTS**

1. Pyrenees draft LAAP 20052024 [**12.1.1.1** - 71 pages]
2. Draft Tourism Midwest Victoria Sustainable Destination Management plan (v 7) 17052024 [**12.1.1.2** - 37 pages]

### **FINANCIAL / RISK IMPLICATIONS**

Council has previously endorsed an annual financial commitment to TMV of \$40,000- comprising a \$30,000- membership and up to \$10,000- for collaborative buy in throughout the year.

The agreement Council has with TMV allows for annual CPI increases.

The action plans within the DMP and LAAP identify a range of activities requiring further investment by the LGA partners and other stakeholders.

Any further investment sought of Council for TMV initiatives that are beyond the abovementioned thresholds will either be accommodated within approved annual budget allocations for Economic Development and Tourism, or alternatively reported to Council for its approval.

### **CONCLUSION**

The DMP and Pyrenees LAAP have been prepared following broad consultation with community, tourism operators, tourism and business associations, and local government partners.

The documents summarise the priority actions and directions which TMV will focus on over the ten- year lifespan of the strategies. The action plans within each of these strategies identify the means of achieving the strategic objectives to grow the tourism industry across each of the Local Government Areas.

It is proposed to place the Pyrenees LAAP on public display for a period of four weeks to allow a final opportunity for feedback by tourism industry stakeholders and the community.

Council has previously committed to annual contributions of \$40,000- to TMV (which will be subject to annual CPI adjustments) to deliver the actions outlined in the strategies.

**Cr Ron Eason / Cr Damian Ferrari**

That Council:

1. Provides its in principal support for the Tourism Midwest Victoria Sustainable Destination Management Plan
2. Provides its in principal endorsement of the Pyrenees Shire Local Area Action Plan, and places the document on public display for a period of four weeks to allow for final comment by tourism industry stakeholders and the local community and
3. Receives a further report on the Pyrenees LAAP upon conclusion of the period of public display.

**CARRIED**

## **12.2. ASSET AND DEVELOPMENT SERVICES**

### **12.2.1. REVISION TO REGISTER OF PUBLIC ROADS**

**Presenter:** Douglas Gowans - Director Asset and Development Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Tim Day, Manager Assets

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 58/02/02

#### **PURPOSE**

The purpose of this report is for Council to consider adoption of the revision to the Register of Public Roads.

#### **BACKGROUND**

Council is required to maintain a Register of Public Roads in accordance with the *Road Management Act 2004*.

Under the *Road Management Act 2004 s19* a road authority is required to keep a register of public roads which defines those roads for which they are the Coordinating Road Authority. The register must include amongst other things: (a) the name of the public road, or if unnamed, a description which enables the particular road to be easily identified; (b) the date on which the road became a public road; and (c) the classification of the public road.

Council's Register of Public Roads has been reviewed and updated.

#### **ISSUE / DISCUSSION**

Council officers have recently undertaken a periodic review of the network of roads within the municipality. The review has identified that, in addition to newly adopted roads, several corrections and amendments to the register are required.

The corrections and amendments can be identified under the following categories:

- Correction of Coordinating and Responsible Road Authorities
- Correction of road length
- Amendment to the road hierarchy
- Amendment of locational descriptions
- Aligning the road register with boundary demarcations
- Identification of road reserves subject to an Unused Road Licence that are named or provide unique access for addressed properties

The Register of Public Roads requires that the hierarchy of the road is identified.

Council has adopted 5 classes of road. In addition to these, unused roads may be identified in the register where they provide property access despite being subject to a licence. Boundary roads are those roads forming the boundary of the municipality that are managed by the adjoining Council. The classes are tabled below.

<b>ROAD CLASS</b>	<b>DESCRIPTION</b>	<b>MAINTENANCE OBLIGATION</b>
LINK	Roads that link between towns or from towns to the arterial road network.	Inspected and maintained in accordance with the Road Management Plan (RMP).
COLLECTOR	Roads that provide through connections to link and arterial roads. Roads that provide access to key tourist, commercial or industrial locations.	Inspected and maintained in accordance with the RMP.
LOCAL ACCESS 1	Roads that provide access to 3 or more dwellings, that connect to collector, link and arterial roads, that provide access to significant tourist, commercial or industrial locations.	Inspected and maintained in accordance with the RMP.
LOCAL ACCESS 2	Roads that provide access to 1 or 2 dwellings, that connect to Local Access 2, collector, link and arterial roads.	Not inspected. Maintenance undertaken upon request and when required.
LOCAL ACCESS 3	Roads that provide access to un-developed land, State forests and parks, often no-through roads, predominantly unformed and natural surface roads, dry weather roads.	Not inspected. Maintenance only undertaken at Council's discretion to maintain serviceability.
UNUSED ROADS	Roads under an Unused Road Licence issued under s400 of the <i>Land Act 1958</i> . Some unused roads are included in the register, generally where these have been named or provide a property address.	Not inspected. Not maintained.
UNMADE ROADS	Road reserves that do not have a constructed road or track and are not subject to an Unused Road Licence. These are often referred to as "paper" roads. Unmade roads are not included in the register.	Not inspected. Not maintained.
BOUNDARY ROADS	These roads form the boundary between two municipalities and are classified as such where the adjoining Councils exercises responsibility as the coordinating and responsible road authority.	Inspection and maintenance in accordance with the adjoining Council's RMP.
ANCILLIARY AREAS	Ancillary areas include parking bays, car parks, roads within property boundaries, within Crown Reserves, or within unreserved Crown Land that are used by vehicles but do not form part of the road network.	Not inspected under the RMP. Inspected subject to location and purpose as required.

Some roads require a change in their hierarchy. This most commonly occurs with local access roads that are no-through roads, where access changes to unaddressed properties and where access is provided to state government managed land. Where there is a change in hierarchy, the road is segmented to define the start and end points of each segment. There is some further work required to process licenses associated with unused roads.

The hierarchical classification and basis for the classification is defined in the Register.

Road lengths are calculated directly from source data. This data is actively maintained to correct road classification, lengths and responsible authorities. Roads that have been adopted through resolution of Council are added to the register which results in minor changes to summary totals at each review.

The revised Register of Public Roads is provided as an attachment to this report and includes the following additions and deletions.

Addition;

- Unnamed Road Navarre – adopted by Council on 20 February 2024.

Deletions (all forestry roads);

- Baxter Tk
- Fortes Rd
- Sommerville Rd
- Tower Rd

### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Priority 4 - Economy

4b. Invest in road infrastructure to improve connectivity for commerce and community.

Enabling Principles

b. Provide transparency and accountability

### **COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES**

Council's Register of Public Roads is a public document available on Council's website and at its customer services counter.

### **ATTACHMENTS**

1. PSC Register of Public Roads June 2024 [**12.2.1.1** - 56 pages]

### **FINANCIAL / RISK IMPLICATIONS**

The Register of Public Roads is an essential document in relation to the management of risk associated with the management and maintenance of public roads. The register identifies the extent of Council's responsibilities in relation to the inspection and maintenance obligations by class of road defined in its Road Management Plan.

### **CONCLUSION**

The revision to Council's Register of Public Roads is provided for consideration and adoption by Council.

**Cr David Clark / Cr Tanya Kehoe**

That Council:

1. Endorses the revised Road Hierarchy as detailed in this report
2. Adopts the revised Register of Public Roads.

**CARRIED**

### **12.2.2. PROPOSAL FOR THE USE AND DEVELOPMENT OF THE LAND FOR GROUP ACCOMMODATION AND ASSOCIATED WORKS, AND A BUSINESS IDENTIFICATION SIGN AT 76 QUOIN HILL ROAD, WAUBRA VIC 3352**

**Presenter:** Douglas Gowans - Director Asset and Development Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Rachel Blackwell – Manager Planning and Development Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 407005400

#### **PURPOSE**

The purpose of this report is to consider planning permit application PA22091 for land at 76 Quoin Hill Road Waubra.

#### **BACKGROUND**

On 19 September 2022, a planning permit application was lodged. The application proposes the use and development of land for group accommodation and associated works, and a business identification sign.

A request for further information was issued by the Council on 18 October 2022. The applicant requested a number of extensions to the further information time period and Council granted an extension through to 10 January 2024. The applicant provided the requested further information on 5 January 2024.

The application was advertised, and Council has received one (1) objection as a result of the public notification. Consultation has been undertaken with the objector.

In accordance with Section 55 of the Planning and Environment Act 1987, the application was referred to Acciona Energia as manager of the adjacent Waubra Wind Farm. The council received a referral response on 1 February 2024 which included objections and concerns with the proposal.

Following consultation with the objector, meeting with the applicant and Acciona Energia and appropriate referral of the application planning permit conditions have been developed which are considered to adequately address concerns and objections raised.

The application has been assessed against the relevant provisions of the Pyrenees Planning Scheme. It is recommended that the Council issue a Notice of Decision to Grant a Planning Permit subject to Conditions.

#### **THE SITE**

The subject land is identified as Lot 1 Plan of Subdivision 121450 and is commonly known as 76 Quoin Hill Road, Waubra. The site is approximately 19.62 hectares and located 3 kilometres north-west of the Waubra township. See Figure 1 below. The land is undulating and falls from the west to east.

The subject site is rectangular in shape and accessed via the Quoin Hill Road which joins the Sunraysia Highway to the North of the site. The site contains an existing dwelling, homestead, outbuildings, tennis court. In addition, the eastern portion of the site is heavily vegetated, while the western portion is established as the Wayward Winery and includes a cellar door and restaurant. The use and development of a winery on the land was approved under planning permit PA688/03A.

A portion of the land is identified as being subject to Aboriginal Cultural Heritage Sensitivity as well as in a Special Water Supply Catchment Area. The entire site is subject to the Farming Zone and Environmental

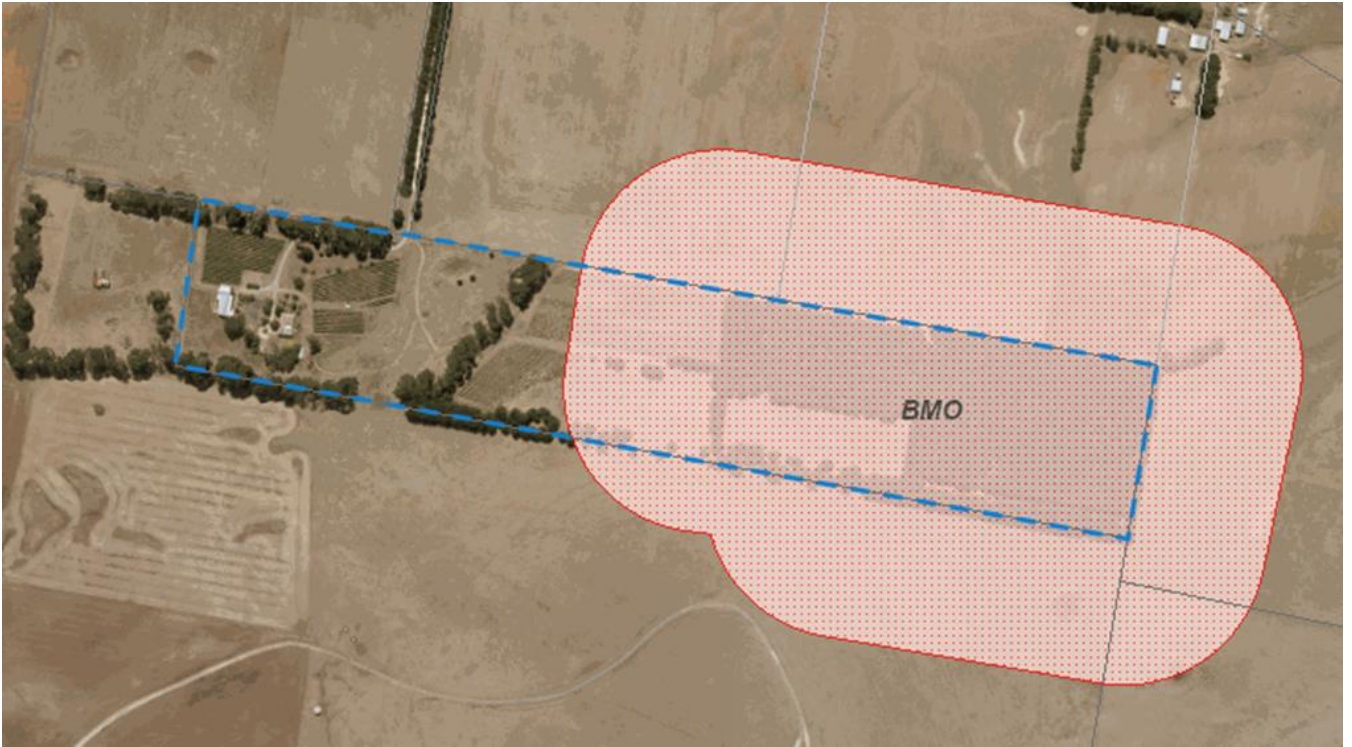


Significance Overlay – Schedule 1. The eastern portion of the site is also subject to the Bushfire Management Overlay as shown in Figure 2 below.

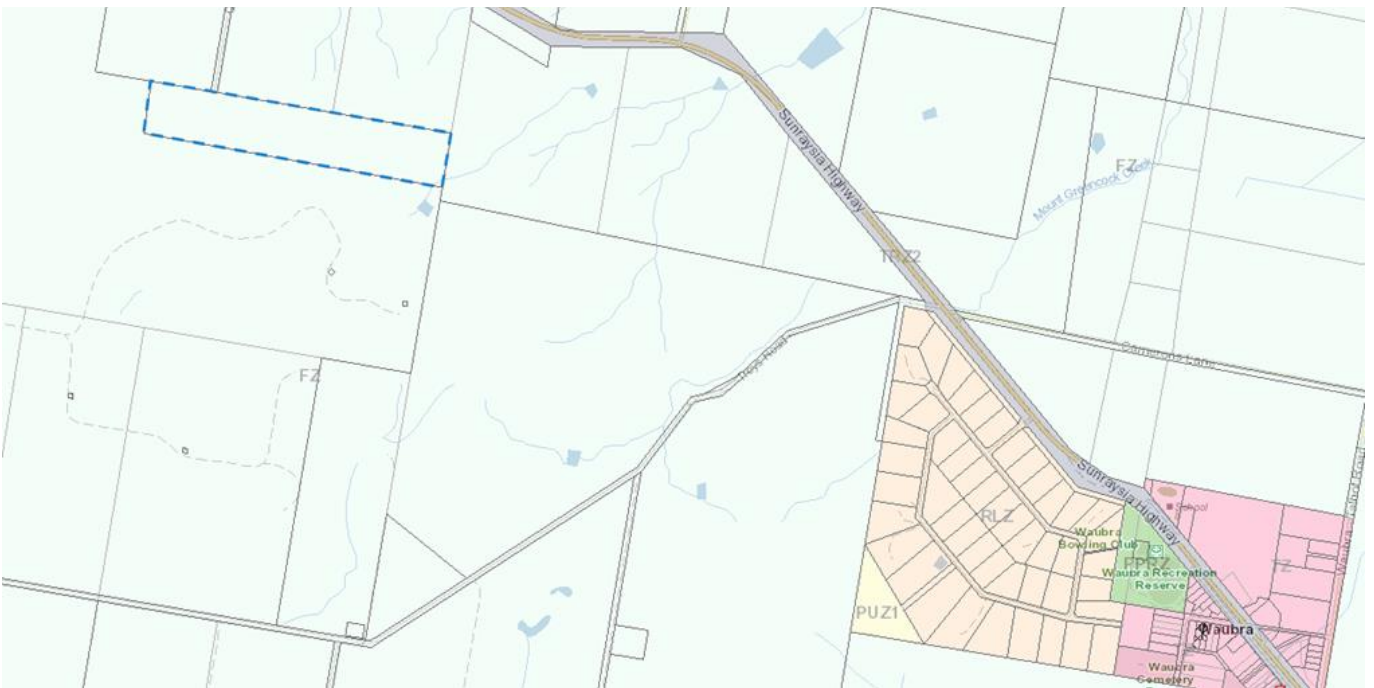
Adjacent and surrounding land is also subject to the Farming Zone, and comprises similar allotment sizes and is primarily used for agricultural purposes such as grazing and broadacre cropping. Adjoining land to the South of the subject site operates under a permit for a wind energy facility and is identified as the Waubra Wind Farm operated by Acciona Energia. The closest wind turbine is approximately 330 metres south of the shared boundary with the subject site.



**Figure 1: Aerial image showing subject site, access to Sunraysia Highway to the North and Waubra Wind Farm to the South.**



**Figure 2: Portion of site subject to the Bushfire Management Overlay shown by red hatching.**



**Figure 3: Zoning, proximity to Waubra township, and wind turbine location**

## THE PROPOSAL

The applicant proposes to use and develop the land for group accommodation and associated works, and a business identification sign. The application is accompanied by:

- A set of plans and elevations (Revision V2) prepared by Shape Building Design and received by Council on 11 January 2024. (**Attachment A**)
- A Land Capability Assessment prepared by McClellands Consulting Engineers dated 19 April 2022
- Planning Report prepared by James Iles of iPlanning Services Pty Ltd
- Planning and Aboriginal Heritage Advice prepared by Nicholas Clark of Clarkeology
- Bushfire Emergency Management Plan prepared by Regional Planning & Design Pty Ltd dated August 2023
- Traffic Advice Letter from O'Brien Traffic dated 4 January 2024
- Wayward Winery Business Plan prepared by Teddy Powlett

The proposed use and development are described in greater detail as follows:

### Group Accommodation

The application proposes to use the land for group accommodation which is defined under Clause 73.03 as:

- *Group Accommodation Land, in one ownership, containing a number of dwellings used to accommodate persons away from their normal place of residence.*

In line with this definition the application proposes the development of eight (8) self-contained accommodation "eco-pods". These comprise 3x single bedroom pods (Type A) and 5x studio pods (Type B). A single car parking space is proposed to be provided for each pod.

Type A pods will include a single bedroom, ensuite, kitchenette and a loungeroom with total floor area of 42m<sup>2</sup>. Type B pods will comprise a studio/open floor plan and ensuite and total floor area of 34m<sup>2</sup>.

The external materials of the pods are a selected standing seam cladding with iron clad roofing. The windows frames will be steel shroud frames and the windows and doors will be double glazed.

Each pod will be provided with solar panels for electricity supply and will be connected to individual wastewater treatment systems and separate effluent fields.

Vehicular access is proposed via internal access roads with a width of between 3-4m and construction of crushed rock.

Private waste collection associated with the existing commercial waste management on site.

The pods are to be utilised for accommodation year-round, with the Business Plan prepared by the winery operator and landowner suggests that the accommodation will have an 85% occupancy rate on weekends.

The development also seeks to support localised employment opportunities through maintenance staff, receptionists, cleaners, and gardening staff.

No vegetation is proposed to be removed to support the development.

The pods have been sited within proximity of each other, with a minimum clearance of 19 metres. Pod 1 is sited a minimum of 33 metres from the southern site boundary and Pod 8 is a minimum of 52 metres from the northern site boundary. Effluent areas have been sited adjacent to each pod, separated by internal vehicular accessways.



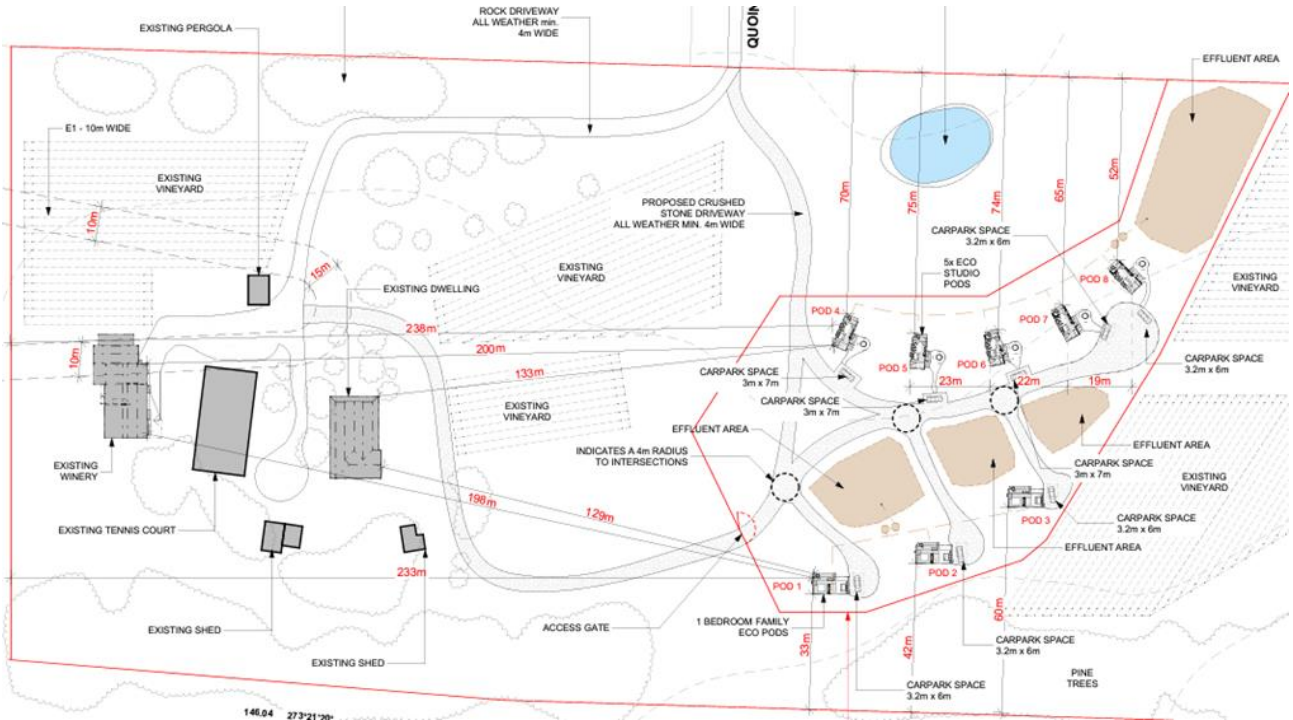


Figure 4: Site plan of the proposal

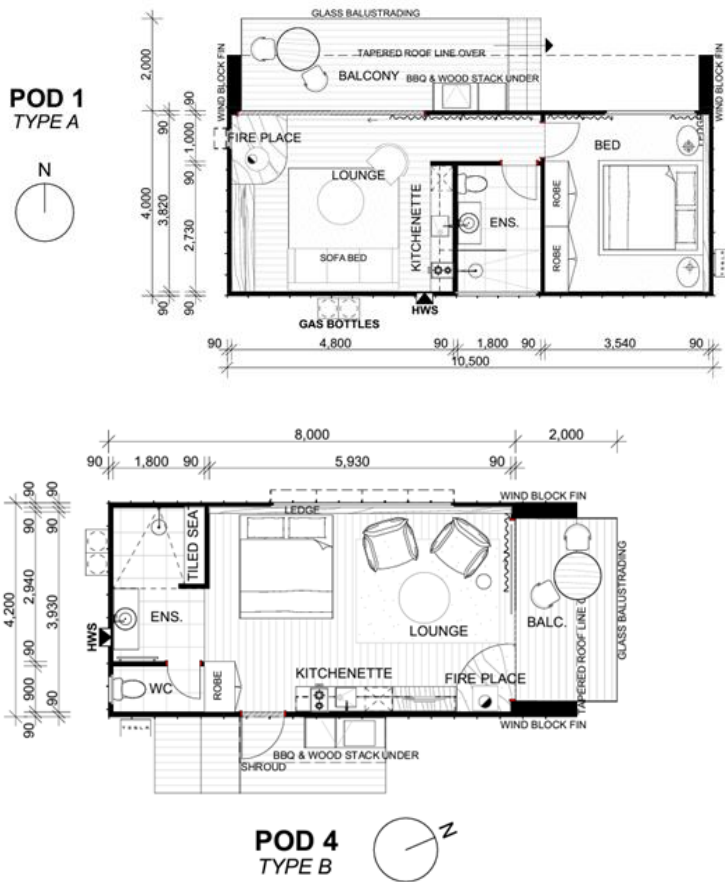


Figure 5: Floor Plans of Type A and B pods



**Figure 6: Perspectives showing pods**

**Signage**

The application proposes the construction of a business identification sign within the road reserve of Quoin Hill Road near the corner of the Sunraysia Highway. The steel sign is to be 1.5m high and 1.35m wide, with a total display area of 2.025m<sup>2</sup>. The sign is proposed to include the name of the winery, opening hours for the restaurant and cellar door, and directions to the entrance. (see Figure 7 below). The sign features a black background with white text.



Steel construct.  
Size: Approx 1500H x 1350W



**Figure 7: Proposed location and details of business identification sign.**

**RESPONSE TO NOTICE OF APPLICATION**

The application was required to be advertised pursuant to Section 52 of the Planning and Environment Act 1987.

The following forms of advertising were undertaken:

- Notices sent to owners and occupiers of adjoining land.

Council has received one objection in response to advertising. The key issues raised in the objection can be summarised as:

- Increased dust as a result of traffic volumes

A copy of the objection is provided at **Attachment B**.

In accordance with Clause 66.05 of the Pyrenees Planning Scheme, as the application involves the proposal to use or develop the land for accommodation within 1 kilometre of a wind energy facility, notice was also provided to the owners and occupiers of land subject to such a permit. Acciona Energia is the manager of the Waubra Wind Farm which is located on land to the south of the subject site.

A response was received from Acciona Energia dated 20 February 2024. The key issues raised in the response can be summarised as:

- Potential noise or shadow flicker impacts
- Lack of detail regarding the suitability of accommodation within proximity to the wind farm in particular noise mitigation measures.

A consultation meeting was held on 26 March 2024 and was attended by the permit applicant James Iles, Council planning staff and Leigh Russell and Brianna Morris of Acciona Energia. At the meeting concerns raised by Acciona Energia due to the proximity to the operational wind farm were discussed. At the meeting it was resolved that:

- The application has been designed/sited acknowledging the location of the wind turbines to the south of the subject site.
- The applicant/landowner is aware of the visibility of the wind turbines from the proposed accommodation as shown in perspective drawings.
- Eco-pods are orientated to face North and feature double glazing. Including double glazing to south-facing windows on pods 1-3 closest to the wind farm to mitigate noise impacts.
- Flicker impacts are limited due to position of wind farm to the South of the site.
- Acciona Energia's employees confirmed they have no objection to the proposed development.
- All parties consented to the inclusion of permit conditions should a permit be granted. Conditions would be included to:
  - Acknowledge proximity of accommodation to the wind farm.
  - Ensure occupants are made aware of impacts due to proximity of wind turbines prior to visiting the site.
  - Require the landowner to provide suitable information/signage to minimise access to wind turbines and risk of trespassing to private property.
  - Reference Acciona Energia's Complaint Plan and establish compliant handling must be via the subject site's landowner.

The issues raised in the objections will be addressed throughout the discussion on the key issues relating to the proposal and permit conditions as agreed.

## REFERRAL OF APPLICATION

### Internal Referrals

Referral	Advice/Response/Conditions
Environmental Health	No objection subject to conditions and notes.
Engineering	No objection subject to conditions including road upgrade requirement to Quoin Hill Road. It is noted in relation to the proposed signs that no custom-made signs are permitted within the Council's Road reserve.

### External Referrals

Referral	Advice/Response/Conditions
North Central CMA	No objection to the grant of a permit
Goulburn-Murray Water	No objection to this planning permit being granted subject to conditions
CFA	Conditional consent to the grant of a permit.
Central Highlands Water	No objection subject to standard conditions including a S173 agreement.

## ISSUE / DISCUSSION

The proposal generally accords with the PPF (Planning Policy Framework) including the Municipal Planning Strategy of the Pyrenees Planning Scheme. The key issues are as follows:

- Strategic Justification.
- The Farming Zone.
- Water Catchment Considerations.
- Parking and access.
- Amenity Impacts.
- Signage

### Strategic Justification

The Pyrenees Planning Scheme provides the following strategic directions within the Planning Policy Framework relevant to this application:

Clause 02.03-1 (Strategic Direction – Settlement) provides the following:

#### Waubra

*Situated in the north-east of the Shire on the Sunraysia Highway, Waubra is a small rural service centre with strong links to Ballarat, located 35 kilometres to the east. There is a well-established rural-residential estate on elevated land at the western edge of the township. Most of the township's development is confined to the south-western side of the Highway. The area to the north is lower-lying and falls within the catchment of the Evansford and Talbot Reservoirs.*

*It is anticipated that there will continue to be a demand for conventional and rural-residential lots in Waubra due to its strong links to Ballarat.*

*Waubra's role is to be supported by:*

- *Discouraging the expansion of the rural-residential subdivision to the west of the township, due to the steeply sloping topography and its visual sensitivity.*
- *Directing development to the north side of the township.*



Clause 14.01-2S (Sustainable agricultural land use) provides the objective “*To encourage sustainable agricultural land use.*” This can be achieved through the following strategies:

- *Encourage diversification and value-adding of agriculture through effective agricultural production and processing, rural industry, and farm-related retailing.*

Clause 17.04-1S (Facilitating Tourism) seeks “*to encourage tourism development to maximise the economic, social and cultural benefits of developing the state as a competitive domestic and international tourist destination.*” Strategies to achieve this objective include:

- *Encourage the development of a range of well-designed and sited tourist facilities, including integrated resorts, accommodation, host farm, bed and breakfast and retail opportunities.*
- *Promote tourism facilities that preserve, are compatible with and build on the assets and qualities of surrounding activities and attractions.*
- *Create innovative tourism experiences.*
- *Encourage investment that meets demand and supports growth in tourism.*

The proposal satisfies the relevant strategic policy objectives because:

- The proposal does not limit the existing agricultural production on the land.
- The proposed development provides a further diversified economic benefit for the land and wider locality, linked to the primary agricultural activity.
- The proposed tourism development is complementary to the existing agricultural activities on site and further supports tourism and economic benefits to the Waubra community and the wider area.

### **The Farming Zone**

Clause 35.07 (Farming Zone) provides the following purposes:

- *To provide for the use of land for agriculture.*
- *To encourage the retention of productive agricultural land.*
- *To ensure that non-agricultural uses, including dwellings, do not adversely affect the use of land for agriculture.*
- *To encourage the retention of employment and population to support rural communities.*
- *To encourage use and development of land based on comprehensive and sustainable land management practices and infrastructure provision.*

A permit is required for the use of Group Accommodation under Clause 35.07-1. In addition, a permit is required to construct a building or works associated with accommodation located within one kilometre of land subject to a permit for a wind energy facility in accordance with Clause 35.07-4.

The use and development is considered appropriate for the following reasons:

- The LCA (Land Capability Assessment) report accompanying the application confirms the capability of the land to accommodate the scale of the proposed use and development of eight group accommodation pods.
- The use is associated with an existing functional and productive agricultural use and would neither detrimentally impact the existing scale of the agricultural operations nor restrict further expansion of agricultural uses on the 19ha site in the future.
- The primary use of the land would continue to be agricultural purposes, aligned with the purposes of the Farming Zone.
- The proposed use and development is complementary to existing land uses on the subject site. The proposed accommodation would provide mutual economic and social benefits to the existing winery, cellar door and restaurant operations. In addition, the siting and scale of the proposed accommodation would not have detrimental impacts or restrict agricultural use and expansion on neighbouring properties.

- The proposed use seeks to provide further economic and social benefits to the land and wider area through tourism. While the pods will primarily be occupied for tourism reasons, this may also extend to temporary accommodation for rural or other workers within the area.
- The group accommodation pods have been co-located to the greatest extent possible. This minimises the footprint of non-agricultural uses on the land.
- The group accommodation pods have also been located to have internal views to the subject site and minimal visibility from external of the site. The pods have also been designed to require minimal earthworks and leveling.
- The accommodation pods feature two design types (Type A and B) with a total floor area of 39.4m<sup>2</sup> and 31.5m<sup>2</sup> and height not exceeding 4.6m from natural ground level. In this way the pods have been designed not to dominate the landscape they will occupy.
- The design of the pods is contemporary in nature, however the addition of hardwood timber cladding (Silvertop Ash or similar) alongside Colorbond cladding provides an appropriate external materials palette in the rural context and avoids reflective or stark materiality.
- The pods feature double glazing and are well separated to provide appropriate internal amenity to occupants as well as preserving the amenity of adjoining properties.

Clause 35.07-6 of the Zone provides the following decisions guidelines specific to the use and development of buildings for the use of accommodation within proximity to a wind energy facility:

- *The potential for accommodation to be adversely affected by noise and shadow flicker impacts if it is located within one kilometre from the nearest title boundary of land subject to:*
  - *A permit for a wind energy facility*
- *The need to locate and design buildings used for accommodation to avoid or reduce noise and shadow flicker impacts from the operation of a wind energy facility if it is located within one kilometre from the nearest title boundary of land subject to:*
  - *A permit for a wind energy facility*

Land to the South of the site actively operates as a wind energy facility, managed by Acciona. The proposed use and development of eight group accommodation pods on the subject land has been designed and sited to respond to potential and realised impacts from the wind energy facility. The proposal has mitigated these impacts by:

- Orientating the pods away from the wind farm and turbines, in particular Pods 1-3 which feature north-facing frontages.
- Maximising setbacks to the southern boundary as much as practicable.
- Double glazing to windows and doors.

The pods are located a minimum of 33m from the southern boundary. As a result, the nearest turbine is over 600 metres South-east of the closest pod (Pod 1). As a result of this setback distance from the turbines and the subject site located to the North of the wind farm, the pods will not experience shadow flicker impacts.

In addition, the provision of appropriate cladding materials, double-glazing to windows and doors and adequate setbacks acts to minimise and mitigate any potential noise impacts from the wind turbines.

In addition, permit conditions discussed and agreed to by Acciona provide requirements for the landowner which act to appropriately manage the site and group accommodation in a way that prevents unanticipated noise impacts to occupants of the pods.

#### **Water Catchment Considerations**

Clause 42.01 (Environmental Significance Overlay) provides the following purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To identify areas where the development of land may be affected by environmental constraints.*
- *To ensure that development is compatible with identified environmental values.*

Furthermore, Clause 2.0 of Schedule 1 provides the following environmental objectives to be achieved:

- *To ensure the protection and maintenance of water quality and water yield within the designated water supply catchments as detailed in Clause 21.05-1.6.*
- *To maintain and where practicable enhance the quality and quantity of water produced within the catchments and in waterways.*
- *To protect the quality of surface and groundwater supplies within the Shire and the broader region.*
- *To prevent erosion of land, pollution, siltation and eutrication of waterways, water bodies, storages and drains.*
- *To ensure that catchment yield and environmental flows are maintained.*
- *To manage the impact of incremental development on water quality and yield.*

Clause 42.01-2 provides that a permit is required to construct a building or construct or carry out works if the proposed works are not connected to reticulated sewerage. The proposed construction of 8 group accommodation pods is to be connected to individual on-site wastewater systems with sufficient space for dispersal areas located adjacent to each pod. The application is accompanied by a Land Capability Assessment (LCA) prepared by McClellands Consulting Engineers which identifies that the site is severely constrained however treated wastewater can be sustainably managed. Permit conditions will require that prior to occupation of the pods, all measures and requirements provided in the LCA are installed on-site.

In addition, the application has been referred to the relevant catchment management authority and water authority. No objections have been raised to the grant of a permit and permit conditions have been included as recommended.

### **Amenity Impacts**

Clause 65.01 directs that before deciding on an application the responsible authority must consider relevant matters. Many of these matters have been addressed through assessment of the Zone and Overlay provisions except for the following:

The effect on the environment, human health and amenity of the area.

The nature, scale and siting of the accommodation does not result in amenity impacts such as overshadowing or overlooking beyond the property boundary. Amenity impacts to be considered are limited to potential noise and other potential disturbances.

Potential noise resulting from the use is considered to be limited to domestic noise similar to that associated with dwellings and increased traffic to and from the site via Quoin Hill Road.

Sited within the Farming Zone, surrounded by large allotments used for agriculture, there are limited sensitive receptors such as dwellings within proximity to the site or proposed location of the accommodation pods. There are limited dwellings within 1km of the site, they are:

- 4 Quoin Hill Road, Waubra 750 metres to the north.
- 2407 Sunraysia Highway, Waubra approximately 840 metres north-east.

Pods 4-8 are sited over 50 metres from the northern property boundary and closest to neighbouring dwellings. These pods are orientated to provide northern solar access and include a north-facing deck area. Designed as studio pods, these will be primarily limited to 2 occupants. In addition, all pods have been designed to include double glazing and contemporary building materials to limit amenity impacts to both occupants and external of the pods. Due to the distance to sensitive receivers and the extent of the proposed occupation, there is considered to be limited noise disturbance and amenity impacts to surrounding land uses.

As supported in O'Brien Traffic's assessment letter, the level of additional traffic from the development is considered to have a minimal traffic impact. As a result, amenity impacts and disturbances from additional traffic are also considered to be minimal. Nearby dwellings are accessed directly from the Sunraysia Highway with the remainder of Quoin Hill Road providing access to the agricultural paddocks of adjoining land.

The dwelling at 4 Quoin Hill Road is within 15 metres of both Quoin Hill Road and the Sunraysia Highway. Increased traffic noise as a result of the use and development is considered to be a negligible increase to that experienced currently. In addition, subject to permit conditions the initial 30 metres of Quoin Hill Road will be upgraded to manage dust and will in turn reduce road noise within proximity to the existing dwelling.

### **Parking and Access**

Table 1 to Clause 52.06-5 does not provide a specific car parking requirement for the land use of 'Group Accommodation'. Clause 52.06-6 provides the following:

*Where a use of land is not specified in Table 1 or where a car parking requirement is not specified for the use in another provision of the planning scheme or in a schedule to the Parking Overlay, before a new use commences or the floor area or site area of an existing use is increased, car parking spaces must be provided to the satisfaction of the responsible authority. This does not apply to the use of land for a temporary portable land sales office located on the land for sale.*

Table 1 provides that one car parking space should be provided for a one- or two-bedroom dwelling. It also provides that 1 visitor space should be provided for every 5 dwellings.

The proposed group accommodation pods feature one bedroom or studio arrangements and will accommodate up to 2 people. The pods are designed to function in a similar manner to dwellings, with occupation limited to short-stay accommodation for tourists. Each pod is provided with one car parking space which is considered to provide sufficient car parking for each pod and the scale of the development overall.

Due to the limited size of the pods and short-term accommodation model, there is not a requirement to provide visitor spaces to service the group accommodation.

The site provides sufficient car parking for existing uses and the proposed development will not compromise the existing extent or functionality of parking within the site. In summary, the proposed provision of car parking for the group accommodation is sufficient.

Car parking areas are to be accessible via internal accessways with a minimum width of 4m and will be constructed of crushed stone to provide adequate all-weather access within the site. These accessways will provide appropriate access for the anticipated traffic volumes.

The primary access to the site will continue to be via Quoin Hill Road to the North. Quoin Hill Road provides direct access to the Sunraysia Highway approximately 770m North of the site and is a no through road beyond the subject site. The existing road is narrow and not sealed. In response to concerns of dust impacts as a result of increased traffic along Quoin Hill Road raised in the objection and a review of the road conditions by Council's Engineers, permit conditions will be included requiring upgrades to the Quoin Hill Road, including bitumen sealing within 30 metres of the Sunraysia Highway. These permit conditions act to ensure safe and efficient access is provided to the subject site and potential amenity impacts on neighbouring properties are minimised.

### **Signage**

The purpose of Clause 52.05 (Signs) is as follows:

- *To regulate the development of land for signs and associated structures.*

- *To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.*
- *To ensure signs do not contribute to excessive visual clutter or visual disorder.*
- *To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance, or efficiency of a road.*

Clause 35.07-7 of the Pyrenees Planning Scheme provides that the Farming Zone is subject to the Category 4 sign requirements of Clause 52.05.

In accordance with Clause 52.05-14 of the Pyrenees Planning Scheme a planning permit is required to construct or put up for display a Business Identification Sign (Section 2) in a Farming Zone. A condition is provided that the total display area to each premises must not exceed 3m<sup>2</sup>.

The application proposes the construction of a business identification sign. The sign's location is proposed at the entry to Quoin Hill Road, within the Council managed road reserve. While the purpose of the sign for business identification aligns with the purpose of Clause 52.05, the location of signage within the road reserve is not considered appropriate.

There is existing road sign signage associated with the winery cellar door and restaurant. As such it is considered that sufficient business identification and directional signage is provided to the premises.

As support is not provided for the proposed signage within a road reserve, the recommendation will not include the business identification signage permit trigger and permit conditions will be included requiring that amended plans be provided for endorsement which relocate signage within the property boundary, if required, or remove the signage from the application documentation.

In the event that the applicant seeks to erect business identification signage within the subject site boundaries, a separate permit application will be required to be lodged.

#### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

##### Priority 1 - People

- 1b. Support a vibrant community arts, culture, and heritage environment.
- 1c. Improve accessibility and inclusivity.
- 1d. Promote health, wellbeing, engagement, and connection.

##### Priority 2 - Place

- 2a. Sustain and enhance unique character of our communities.
- 2b. Enhance the liveability and resilience of our communities.

##### 2c. Promote responsible development.

##### Priority 3 - Environment

- 3c. Encourage community care of biodiversity and natural values.

##### Priority 4 - Economy

- 4a. Support our local businesses and help to strengthen key industries.
- 4b. Invest in road infrastructure to improve connectivity for commerce and community.
- 4c. Encourage and invest in assets and infrastructure for commerce and community.

##### Enabling Principles

- a. Motivate and inspire community involvement
- b. Provide transparency and accountability

**COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES**

The application was required to be advertised pursuant to Section 52 of the Planning and Environment Act 1987.

**ATTACHMENTS**

1. Att B [12.2.2.1 - 2 pages]

**FINANCIAL / RISK IMPLICATIONS**

The council's assessment of the application and management of the planning permit process has been partially met by the fees paid pursuant to the Planning and Environment Act 1987. In relation to the construction program, there will be incidental costs to Council in the management of the construction program and the like Risk Management – There are no significant risks associated with the issue of a planning permit for this proposal.

**REFERENCE DOCUMENTS**

- Pyrenees Planning Scheme
- Planning and Environment Act 1987

**Cr David Clark / Cr Ron Eason**

That Council:

Issue a Notice of Decision to Grant a Planning Permit for the Use and Development of Group Accommodation and associated works, subject to the following conditions.

**Approved and endorsed plans – changes required**

1. Before the use and development starts, 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
  - c) submitted in electronic form
  - d) be generally in accordance with the plans forming part of the application but amended to show the following details:
    - i. the business identification sign relocated so that it is suitably designed and located within the road reserve to the satisfaction of council engineers.
    - ii. The provision of a landscape plan to accord with Condition 3.

iii. all windows and doors of the accommodation pods are to be nominated as being treated with double glazing.

Unless otherwise approved in writing by the Responsible Authority, all buildings and works are to be constructed and or undertaken in accordance with the endorsed plans to the satisfaction of the Responsible Authority prior to the commencement of the use.

#### **Layout Not Altered**

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

#### **Landscape plan**

3. Before the development starts, a landscape plan must be approved and endorsed by the responsible authority. The landscape plan must:
  - a) be prepared to the satisfaction of the responsible authority
  - b) be prepared by a suitably qualified person
  - c) have plans drawn to scale with dimensions
  - d) be submitted to the responsible authority in electronic form
  - e) include the following:
    - i. layout of landscaping and planting within all open areas of the subject land
    - ii. a survey (including botanical names) of all existing vegetation to be retained and/or removed
    - iii. buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary
    - iv. details of surface finishes of pathways and driveways
    - v. a planting schedule of all proposed trees, shrubs, and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant
    - vii. details of how the project responds to water sensitive urban design principles, including how storm water will be mitigated, captured, cleaned, and stored for onsite use and the location and type of irrigation systems to be used including the location of any rainwater tanks to be used for irrigation

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

#### **Completion of landscaping**

4. Before the use starts or the development is occupied the landscaping shown on the approved landscape plan must be carried out and completed to the satisfaction of the responsible authority.

The responsible authority may consent in writing to vary this Requirement.

#### **Landscaping maintenance**



5. At all times, the landscaping shown on the approved landscape plan must be maintained (including the replacement of any dead, diseased or damaged plants) to the satisfaction of the responsible Authority.

**Land Capability Assessment:**

6. Before the development is occupied, all sewage from the proposed development must be discharged into a new, EPA (Environment Protection Authority) approved, on-site wastewater treatment system as described in the Land Capability Assessment Report prepared by [McClellands Consulting Engineers, 220056 LCA01 and 19 April 2022] to the satisfaction of the Responsible Authority.

**Discharge to EPA Approved On-Site Secondary Wastewater Treatment System:**

7. Before the development is occupied, all sewage and sullage wastewater from the proposed development must be discharged into a new, EPA approved, on-site secondary wastewater treatment system to the satisfaction of the Responsible Authority. The treated effluent must be disposed of via sub surface pressure compensating subsurface irrigation retaining all wastewater within the boundaries of the subject land to the satisfaction of the Responsible Authority.

**EPA Approved On-Site Wastewater Treatment System within Property Boundaries**

8. Before the development is occupied, all sewage and sullage wastewater from the proposed development must be retained within the property boundaries of the subject land to the satisfaction of the Responsible Authority.

**Wastewater Envelope – Protection During Construction**

9. Before the development starts, the area set aside for the wastewater envelope and purposes of distribution and absorption of wastewater must be protected to prevent soil disturbance during construction of the proposed development to the satisfaction of the Responsible Authority.

**Noise Control - Noise Limit and Assessment Protocol**

10. Noise emissions from the premises must not exceed the limits set out in the Environmental Protection Authority's (EPA) Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues (Noise Protocol), or its successor or equivalent

**General Amenity - After Construction**

11. The use must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected including through the:
  - i. transportation of materials, goods, or commodities to or from the land.
  - ii. appearance of any building works or materials.
  - iii. emission of noise, artificial light, smell, fumes, smoke, vapour, steam, soot, ash, dust, water, waste products, grit, or oil.
  - iv. presence of vermin.

**Regular waste removal**

12. All waste material not required for further on- site processing must be regularly removed from the site to the satisfaction of the responsible authority. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created, to the satisfaction of the responsible authority.

**Control of light spill**

13. External lighting must be designed, baffled, and located to prevent any adverse effect on adjoining land to the satisfaction of the responsible authority.

**Wind Energy Facility**

14. The landowner must ensure all occupants of the accommodation are aware of the proximity of the accommodation to the Waubra Wind Farm and potential amenity impacts associated with the wind turbines and wind farm operations prior to occupying the group accommodation.
15. The landowner must erect signage on the land and undertake all reasonable endeavours to prevent trespassing to the Waubra Wind Farm from their property.
16. In the event occupants of the group accommodation have concerns with respect to noise from the Waubra Wind Farm the occupants must submit concerns directly to the landowner. The landowner is obligated to ensure all occupants of the group accommodation are aware of this requirement.

**Vehicle Access**

17. Crossover is to be built to Pyrenees Shire Council's IDM standard drawings. Any redundant vehicle crossings must be removed, and the nature strip reinstated to the satisfaction of the Responsible Authority. A Road Excavation Permit (including vehicle crossings) is required to construct the vehicle crossing prior to the commencement of the works associated within the planning permit.
18. The existing location of the property's entrance gate infrastructure is within Council's Road reserve. This infrastructure shall be removed, and any new entrance infrastructure shall be installed within the property boundary.

**Car park construction**

19. Before the use and development starts the areas set aside for the parking of vehicles and bicycles, and access lanes as shown on the endorsed plans must be:
  - a) constructed
  - b) properly formed to such levels that they can be used in accordance with the plans
  - c) appropriately surfaced
  - d) drained
  - e) line marked to indicate each car space and all access lanes
  - f) clearly marked to show the direction of traffic along access lanes and driveways to the satisfaction of the responsible authority.

At all times car spaces, access lanes and driveways must be kept available for these purposes.

Once constructed, these areas must be maintained to the satisfaction of the responsible authority.

**Car parking for disabled persons**

20. A minimum of one car space must be provided for the exclusive use of disabled persons.

The car space must be provided as close as practicable to a suitable entrance of the building and must be clearly marked with a sign to indicate that the space must only be utilised by disabled persons to the satisfaction of the responsible authority.

The dimensions and layout of the car space must be in accordance with Australian Standard AS2890.6-2009 (Accessible (Disabled) Car Parking Requirements) and the Building Code of Australia.

**Road Upgrade**

21. Before the use and development starts, the developer must upgrade the full length of Quoin Hill Road incorporating earthworks, pavement, sealing, drainage, and environmental treatments. Detailed construction plans and specifications must be submitted by the developer and approved by the Pyrenees Shire Council's Assets & Development Department prior to commencement of works on any Council's assets. The upgrade to Quoin Hill Road shall include:

- a. Bitumen seal of first 50 meters (approx) of Quoin Hill Road from the edge of Sunraysia Highway Rd (including pavement upgrade)
- b. Upgrade the remaining length of Quoin Hill Road from the intersection of Sunraysia Highway to the property access in accordance with Pyrenees Shire Council's Infrastructure Design Manual requirements and IDM standard drawing SD600 including the construction of:
  - c. 100mm thick of new pavement material (creating a gravel surface between 4.0-6.0 meters wide)
  - d. Table drain along both sides of the road to manage the stormwater flow along the access road (including cut out drains as required).
  - e. Vegetation removal including permit and purchase of vegetation offsets as required.

All work is to be carried out in accordance with the Infrastructure Design Manual.

**Drainage**

22. Stormwater drainage from the development must be directed to a legal point of discharge to the satisfaction of the Responsible Authority. A Stormwater Point of Discharge permit must be obtained from the responsible authority prior to the commencement of the works associated with the permit.

**Engineering Plans and Construction**

23. As per the Road Upgrade condition, prior to the commencement of works on Council's assets, engineering plans and specifications must be submitted to and approved by the Responsible Authority. The engineering plans must accord with the Infrastructure Design Manual and Council's Standard Cross-sections. All engineering works must be constructed in accordance with the approval plans and completed to a standard satisfactory to the Responsible Authority prior to the commencement of the development/use hereby approved.

**Country Fire Authority**

24. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.
25. Before the development starts, the Bushfire Emergency Management Plan prepared by Regional Planning & Design Pty Ltd, Ref No. 2367, Version B, dated 12/10/2023 must be endorsed by the Responsible Authority. Once endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority.

**Goulburn Murray Water**

26. All construction and ongoing activities must be in accordance with EPA Publication 1834.1 Civil Construction, Building and Demolition Guide (September 2023).
27. All wastewater from the dwelling must be treated to a standard of at least 20mg/L BOD and 30mg/L suspended solids using a package treatment plant or equivalent. The system must have a certificate of conformity issued by the Conformity Assessment Body (or equivalent approval) and be installed, operated and maintained in accordance with the relevant Australian Standard and EPA Code of Practice.
28. All wastewater must be applied to land via pressure-compensating sub-surface irrigation installed along the contour.
29. The wastewater disposal area must be kept free of stock, buildings, driveways, paths, car parking and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. Unless disposal is by subsurface irrigation methods, a reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use if the primary field requires resting or has failed.
30. The group accommodation must not encroach on the existing wastewater treatment system or disposal area or breach the minimum setback distances specified in the current EPA – Code of Practice On-Site Wastewater Management, Publication 891.4, July 2016.

**Central Highlands Water**

31. The dwelling and effluent disposal system must be located in accordance with the land capability assessment McClelland's Consulting Engineers (220056 LCA01) and dated 19th April 2022.
32. The owner must install a wastewater management system, incorporating secondary wastewater treatment, in accordance with the recommendations in Section 5 of land capability assessment by McClelland's Consulting Engineers (220056 LCA01) and dated 19th April 2022. The Land Capability Assessment may be varied if the responsible authority and Central Highlands Region Water Corporation consent in writing.

33. The owner must install the treatment system and manage the site in accordance with all recommendations in Section 6, and mitigation measures in Appendix A of land capability assessment by McClelland's Consulting Engineers (220056 LCA01) and dated 19th April 2022.
34. Prior to a Building Permit being issued for a dwelling the owner shall enter into an agreement with Central Highlands Region Water Corporation (CHW) and Council under Sections 173 and 174 of the Planning and Environment Act 1987. The owner must pay all costs associated with the preparation, negotiation, registration, and enforcement of the agreement. The agreement must provide the following:
- A) Owner shall have any wastewater treatment facility and effluent disposal system for the Eco pods inspected annually by a qualified environmental health officer ("the EHO") and shall provide annually to both Council and CHW a written report from the EHO on the condition of the wastewater treatment and effluent disposal system.
  - B) The Owner shall have the wastewater treatment facility desludged at least once every 3 years or as otherwise determined by the EHO and evidence of this desludging shall be provided in the EHO report referred to in Clause (a) herein.
  - C) The Owner shall carry out any works considered necessary by the EHO to ensure the satisfactory operation of the wastewater treatment facility and effluent disposal system.
  - D) The Owner will maintain all drainage lines at all times to divert surface water and subsurface water clear of the effluent disposal field.
  - E) The Owner and Council agree to do all things necessary to register a memorandum of this Agreement on the title of the land pursuant to Section 181 of the Planning and Environment Act 1987.
  - F) The Owner shall meet all costs of inspections, reports, and works referred to in Clauses (a), (b), (c) and (d) herein and all costs of Council in relation to stamping and registration of this Agreement.
  - G) The Owner shall not sell or enter into any contract to sell the land until this Agreement has been registered pursuant to Clause (e) herein.

**Sign**

35. The location and details of the sign, and any supporting structure, as shown on the endorsed plans, must not be altered without the written consent of the responsible authority.
36. The sign must not be illuminated by external or internal light. The responsible authority may consent in writing to vary this requirement.
37. The sign, including the structure and content, must be constructed and maintained to the satisfaction of the responsible authority.

**Expiry – Development and use**

This permit as it relates to a sign will expire 15 years from the issued date of this permit. On expiry of the permit, the sign and structures built specifically to support and illuminate it must be removed.

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.

**PERMIT NOTES:****Registration of Accommodation Premises**

An application must be made to Council's Health Department for Registration of prescribed accommodation premises under the provisions of the *Public Health and Wellbeing Regulations 2009*.

**Installation of On-Site Sewerage Disposal System**

Approval to install or alter an onsite wastewater treatment system must also be obtained from Council's Health Department.

**Encroaching on Existing On-Site Sewerage Disposal System**

Any proposed buildings or works encroaching over any part of the existing on-site sewerage disposal system, that portion of the system (or greater), needs to be relocated with the required further approval from the Council's Health Department.

**CFA**

CFA recommends that the owners install a CFA approved 20,000L water tank for firefighting purposes within 60 meters of the proposed units and 4m of an access way to assist with the protection of accommodation units as well as guests who may be taking refuge in SIP during a bushfire.

**Building Approvals**

This permit does not constitute any authority to carry out any building works or occupy the building or part of the building unless all relevant building permits are obtained. The works hereby approved must accord with the requirements of the Building Act 1993, Building Regulations 2006, and Building Code of Australia 2014.

**Works within Road Reserve**

The construction or altering of a vehicle crossing, footpath and/or any other works or alterations within a road reserve or any other Council asset may require either a Crossover Permit (which includes a driveway and new crossover), a Road Opening Permit (ie. opening a road for installation of infrastructure), Asset Protection Permit (Temporary Crossing Permit i.e. providing for temporary site access) or other approval to be obtained from Pyrenees Shire Council.

**Cultural Sites**

Should the discovery of Aboriginal objects be discovered during the course of the development, the discovery must be reported to First Peoples State Relations Victoria. If suspected human remains are discovered, you must contact the Victoria Police and the State Coroner's Office immediately.

**CARRIED**





### **12.2.3. PA23110 9 LOT SUBDIVISION AT WARBURTON STREET BEAUFORT**

**Presenter:** Douglas Gowans - Director Asset and Development Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Rachel Blackwell – Manager Planning and Development Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** PA23110

#### **PURPOSE**

The purpose of this report is to consider planning permit application PA23110 for land at Warburton Street, Beaufort - Crown Allotment 33 & 33A Section 31A Township of Beaufort Parish of Beaufort. (Vol: 06479, Fol: 692).

#### **BACKGROUND**

On the 19 December 2023, a planning permit application was lodged. The application proposed the subdivision of the land into nine lots.

The application was advertised, and Council has received two (2) objections.

The applicant responded to the objections by way of a letter. A consultation meeting was not held with objectors.

The application has been assessed against the relevant provisions of the Pyrenees Planning Scheme. It is recommended that a Notice of Decision to Grant a Planning Permit be issued.

#### **THE SITE**

The subject site is located on the north side of Warburton Street and south side of Stuart Street in Beaufort.

The site is an irregular shaped lot with the existing lot separated by a channelised watercourse (Ding Dong Creek). Ding Dong Creek runs from the centre of the north frontage to the south-western corner of the site.

The site has a staggered frontage to Warburton Street of approximately 150 metres. Its frontage to Stuart Street is separated by the watercourse and is approximately 125 metres. The total area of the site is approximately 11,700m<sup>2</sup>.

Whilst there is no substantial topographical change for the majority of the site, the site notably depresses over/adjacent to the Ding Dong Creek. The Ding Dong Creek (and the immediately adjoining land) are affected by a Floodway Overlay and a Land Subject to Inundation Overlay.

The subject land is vacant, with several trees planted near the boundaries by the owner in the late 1980's.

The site is located to the south of the Township of Beaufort.



**Figure 1 – The subject land**

### Surrounding Context

The following is noted in relation to the surrounding context:

- The surrounding area is entirely occupied by residential development.
- The residential density is of a medium-low density, and where lot sizes are typically between 600 to 1000 square metres. There are some examples of larger lots up to 6,000 square metres nearby.
- Dwellings are typical of a rural town, being single storey and low site coverage.
- There is a moderate extent of established vegetation in the area, both in private and public ownership.
- The site is located approximately 600 metres to the south-west of the Beaufort township centre.

Whilst growth/slightly higher density is generally seen where closer to the centre of the township of Beaufort, a new housing estate is currently under construction to the west of the subject site, which demonstrates a smaller subdivision pattern consistent with central Beaufort.





**Figure 2 – The surrounding context**



**Figure 3 – Zoning of the land and surrounding context**



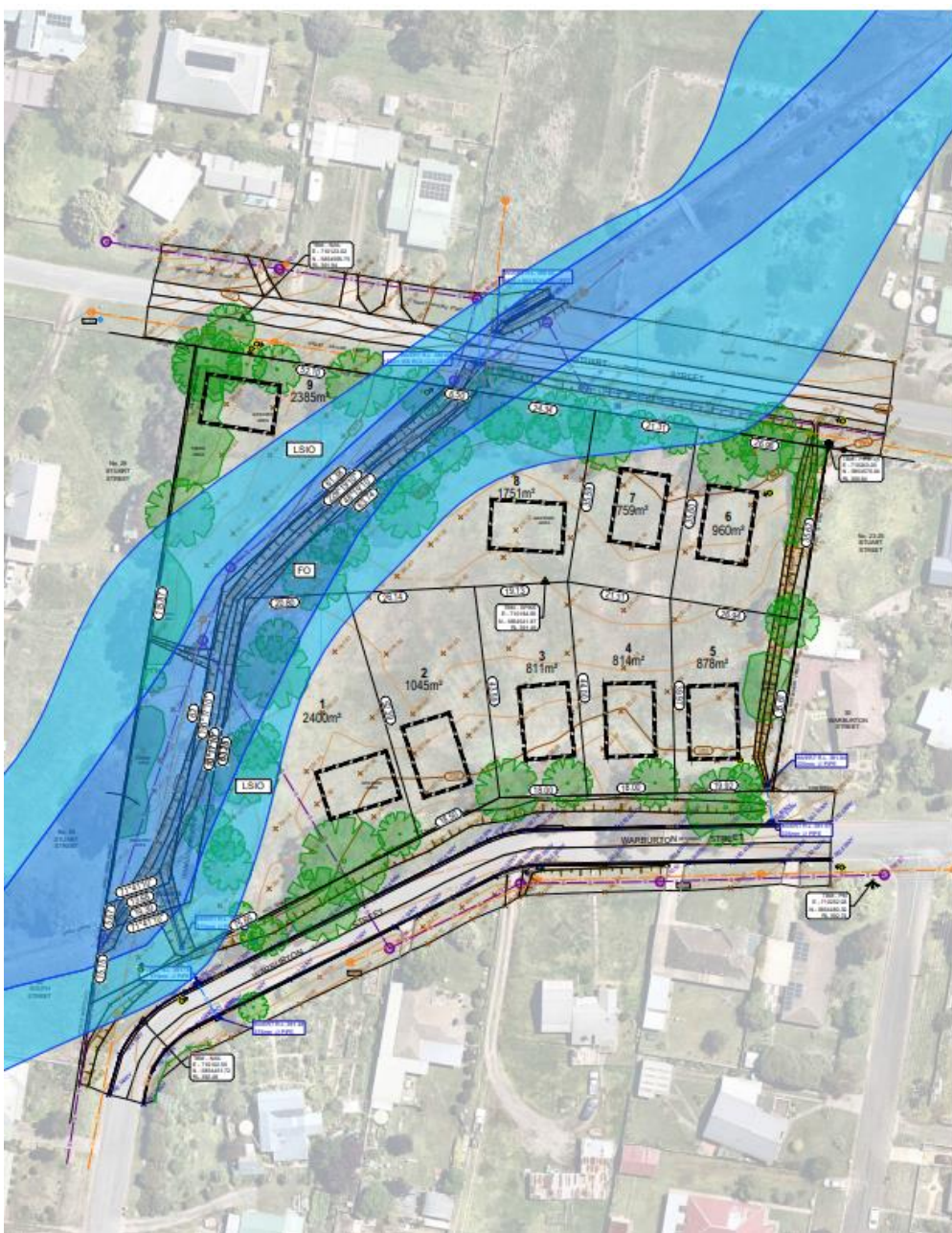
## THE PROPOSAL

The applicant proposes the subdivision of land into nine (9) lots.

No development component is associated with the application. Full details of the proposal are provided as **Attachment 1**. The proposed plan of subdivision with indicative building envelopes is provided below.

The application was supported by the following documentation:

- A Stormwater Management Plan, prepared by Stantec.
- Planning report prepared by Stantec
- Clause 56 Assessment



**Figure 4: Proposed plan of subdivision**

**Subdivision:**

<b>Lot Number</b>	<b>Lot size (square metres)</b>	<b>Features.</b>
Lot 1	2400	Frontage of 75.6 metres to Warburton Street. Irregularly shaped. Larger site to compensate for the LSIO/FO which affect a significant portion of the rear of the site
Lot 2	1045	Frontage of 18.5 metres to Warburton Street. Roughly rectangular shaped. Nominally affected by the LSIO/FO to the rear of the site
Lot 3	811	Frontage of 18.0 metres to Warburton Street. Roughly rectangular shaped.
Lot 4	814	Frontage of 18.0 metres to Warburton Street. Roughly rectangular shaped.
Lot 5	878	Frontage of 19.9 metres to Warburton Street. Roughly rectangular shaped.
Lot 6	960	Frontage of 26.9 metres to Stuart Street. Roughly rectangular shaped. Nominally affected by the LSIO/FO to the front of the site
Lot 7	759	Frontage of 21.3 metres to Stuart Street. Roughly rectangular shaped. Affected by the LSIO/FO to the front of the site.
Lot 8	1751	Frontage of 24.3 metres to Stuart Street. Irregularly shaped. Larger site to compensate for the LSIO/FO which affect a significant portion of the front of the site
Lot 9	2385	Frontage of 52.13 metres to Stuart Street. Irregularly shaped. Larger site to compensate for the LSIO/FO which affect a significant portion of the east of the site

## RESPONSE TO NOTICE OF APPLICATION

The application was required to be advertised pursuant to Section 52 of the Planning and Environment Act 1987.

The following forms of advertising were undertaken:

- Notices sent to owners and occupiers of adjoining land (includes opposite).
- Advertising notices erected on site.

The following concerns have been raised between the two (2) submissions, (with officer response in italics)

- The land, or a portion of it, should have a public component.
  - *The application is subject to Clause 53.01 (Public Open Space Contribution and Subdivision) in which either a financial, or land contribution must be made to satisfy increased demand on Public Open Spaces (as a result of additional residents living in the area). In this instance, a 5% contribution of the land value of the land to council will be required for this purpose. As such, it is considered that the purposes of this clause are achieved.*
  - *Council has no reasonable capacity beyond this provision to acquire additional private land for a public component/use.*
- Concerns associated with flood risk around Ding Dong Creek.
  - *All lots have been designed such that future development can occur outside of the LSIO and FO. This is demonstrated by the building footprints shown on the lots which are well separated from areas affected by these overlays.*
  - *A stormwater management plan has been prepared to demonstrate that the subdivision will not result in overland flows exceeding pre-development flows.*
  - *Central Highlands Water (CHW) and Glenelg Hopkins Catchment Management Authority (GHCMA) have reviewed the proposed subdivision and have no objection to the application.*
  - *Any future buildings or works within the areas affected by the above overlays will be subject to planning approval and the consent of the relevant catchment authorities (CHW & GHCMA), to ensure overland flows will not be affected.*
- Loss of Native vegetation.
  - *Boundary lines have been designed where possible to facilitate the retention of vegetation.*
  - *Given the existing trees were planted by the previous owner, no planning provisions currently apply to the existing trees. As such, the approval of this planning application does not reduce the protections afforded to any trees on the parent lot.*
  - *Despite the above, the protection of these trees will be encouraged throughout any future development applications.*

A copy of the objections are provided at **Attachment 2**.

A letter in response to the objection was provided by the applicant and this was circulated to the objectors. The letter addressed the concerns raised by the objectors.



The objections have not been withdrawn as a result of the letter and no further response was received from the objectors. A copy of this letter is provided at **Attachment 3**.

#### REFERRAL OF APPLICATION

Authority	Type of referral	Under which clause was referrals required?	Date received	Response:
Central Highlands Water	Section 55 (determining)	Clause 66.02-5	17/01/2024	No Objection subject to the inclusion of standard conditions.
Glenelg Hopkins Catchment Management Authority	Section 55 (determining)	Clause 66.01	05/01/2024	<p>No objection. No conditions.</p> <p>This location is within the floodplain of Ding Dong Creek.</p> <p>The CMA's estimate of the 1% AEP flood level for this property is 391.91 - 390.79 metres AHD. These levels come from the Beaufort Mitigation Modelling (2012). During 1% AEP floods the property would be subject to inundation.</p> <p>The CMA is satisfied with the location of the proposed building envelopes which indicates that each lot has sufficient room for the development of a dwelling outside the 1% AEP flood extent. In addition to flooding of the property itself, it must be noted that access to Lots 6, 7 &amp; 8 are likely to be cut by floodwater ranging in depth up to approximately 100mm during 1% AEP floods. This would pose a low level of hazard to anyone trying to gain access to or escape from the property during a flood of this magnitude.</p>
Powercor	Section 55 (determining)	Clause 66.01	22/12/2023	No objection subject to standard conditions.

Engineering	Internal	-	12/06/2024	No objection subject to conditions.  A stormwater management plan has been provided which is in accordance with the above
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**ISSUE / DISCUSSION**

The proposal generally accords with the PPF (Planning Policy Framework) including the Municipal Planning Strategy of the Pyrenees Planning Scheme. The key issues are as follows:

- Strategic Justification.
- Zone considerations (including Clause 56 assessment)
- Public open space contribution
- Flooding/Inundation risks

**Strategic Justification**

The site is located within the township of Beaufort and is located on the south-western periphery of the town Centre. The site comprises land zoned for residential purposes (GRZ (General Residential Zone)). It is a strategic direction of Clause 02.03-1 Settlement of the Municipal Planning Strategy to encourage a diversity of housing types in Beaufort.

Clause 2.03-5 (Housing) also seeks to encourage a diverse range of housing to attract and maintain a socially diverse population base.

It is therefore considered that the site is suitable for subdivision and future residential development as its central location has access to local shops, infrastructure, and community facilities. This is further supported by Clause 02.03-1 (Settlement), which specifically seeks to direct new development to areas within township boundaries and enhance Beaufort as a Major Town within the Municipality via the provision of a diversity of housing stock.

It is therefore considered that a 9-lot subdivision within the township boundary, which provides lots of varying sizes that are generally consistent with the established subdivision pattern in the area represents an appropriate intensification of the land.

The proposal is further supported by the Planning Policy framework at Clause 11 Settlement, Clause 11.01-1R and Clause 16 Housing of the Pyrenees Planning Scheme where it is policy to facilitate well-located, integrated, and diverse housing that meets community needs and to deliver more affordable housing, closer to jobs, transport, and services.

The township of Beaufort provides an attractive lifestyle choice in a semi-rural setting. As the township's population grows, so will the need to diversify housing choice. The proposal will provide lots which are suitable for future development which are suitable for a range of residents, including those which may

choose to stay in Beaufort in their formative years or local employees who require low maintenance living arrangements within proximity to services and community facilities.

The provision of additional in-fill lots on the land, which is residentially zoned and located in proximity of a town centre and other services, such as schools and open spaces is consistent with Clause 16.01-1L (Location of residential development in Pyrenees Shire) in relation to the location of residential development in Pyrenees Shire which seeks to direct residential development to areas within townships that have the potential to accommodate infill development and where water and sewerage services are provided.

In terms of the suitability of the subdivision in its context, it is established that subdivision patterns near to the subject site are typically between the sizes of 600-1000 square metres which is consistent with the size of the proposed lots. In addition to this, there are also some examples of larger lots within the vicinity, which have sizes of up to 6000 square metres.

Dwellings typically show a limited site coverage and have varying levels of vegetation. Dwellings are generally constructed in weatherboard or brick with Color bond/tiled roofing. Older dwellings located in proximity to the town Centre, are generally weatherboard with some brick dwellings. It is considered that the proposed lots could suitably accommodate a dwelling such as this.

Given the proposed infill subdivision results in a density that is, at a maximum, already observed within the township, the proposed subdivision density is considered appropriate. Whilst several of the proposed lots are proposed to be irregularly shaped, which is uncommon within the township, this is a function of ensuring there is an appropriate extent of land not burdened by the FO/LSIO to each lot.

The future development of any dwellings will be subject to the provisions of the Building Act (and planning permit if within the LSIO/FO if a permit is required).

In summary, the subdivision is considered to provide an appropriate degree of residential infill-subdivision in a vacant site within the growing township of Beaufort. As such, the strategic justification of the proposal is considered appropriate.

#### **Zone considerations – Schedule 1 to the General Residential Zone**

The subject site is situated within Schedule 1 to the General Residential Zone. The purposes of the General Residential Zone are noted as follows:

- *To encourage development that respects the neighbourhood character of the area.*
- *To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

As discussed above, the proposal is considered to achieve the relevant considerations of the PPF and is strategically justified within the context of the immediate surrounds and the Beaufort township.

An application to subdivide land must achieve the relevant standards and objectives of Clause 56. An assessment of these standards is provided as **Attachment 4**.

***Public open space contribution***

Pursuant to Clause 53.01 (Public Open Space Contribution), a contribution to the Council for the purposes of public space is required as part of any subdivision. No amount is specified in the schedule to Clause 53.01 and therefore direction is taken from Section 18 of the Subdivision Act.

Pursuant to S.18(1)(a) and S.18(1)(b), the applicant can contribute either 5% of the land to Council or pay 5% of the land value to Council to satisfy this clause.

The applicant has elected to contributing 5% of the monetary value of the site to Council to satisfy this Clause. This satisfactory in addressing the requirements of this Clause.

***Flooding/Inundation Risks***

The site is partially affected by a Floodway and Land Subject to Inundation Overlay that bisect the site (from the north to southwestern corner of the site).

The proposal is considered to appropriately mitigate any flooding/inundation risks associated with the subdivision and future development. The following comments support this statement.

- The application has been referred to Glenelg Hopkins Catchment Authority who have no objection to the proposed development.
- No buildings or works which would disrupt overland flows are proposed or are likely to be required on any future development applications given the ample space given to every lot affected by either overlay. This is considered to limit any floor risks to the resultant lots consistent with the objectives of the LSIO and FO.
- Theoretical building envelopes have been shown on all proposed lots which depict that a typical dwelling could be located on each lot without intersecting either overlay. Further to this, any future application that intersect either overlay will require an independent planning assessment and referral to Glenelg Hopkins Catchment Management Authority (whom could for example request open footed fences or foundations are used).
- A Stormwater Management Plan has been prepared and assessed by Council's engineers who are satisfied there the development can reasonably accommodate/treat the expected level of stormwater.





## COUNCIL PLAN / LEGISLATIVE COMPLIANCE

### Priority 1 - People

- 1d. Promote health, wellbeing, engagement, and connection.
- 1e. Improve social outcomes.

### Priority 2 - Place

- 2a. Sustain and enhance unique character of our communities.
- 2b. Enhance the liveability and resilience of our communities.
- 2c. Promote responsible development.

### Priority 3 - Environment

- 3b. Foster a climate change resilient community.

### Priority 4 - Economy

- 4c. Encourage and invest in assets and infrastructure for commerce and community.

### Enabling Principles

- b. Provide transparency and accountability
- c. Use resources efficiently and effectively
  - *Charter of Human Rights and Responsibilities Act 2006*
  - Pyrenees Shire Council Plan 2021-2025
  - Planning and Environment Act 1987
  - Pyrenees Planning Scheme.

## ATTACHMENTS

1. Survey Plan [12.2.3.1 - 2 pages]
2. Plan of Subdivision [12.2.3.2 - 1 page]
3. Objection [12.2.3.3 - 2 pages]
4. Objection [12.2.3.4 - 2 pages]
5. Applicants response to objection [12.2.3.5 - 1 page]
6. Clause 56 Assessment [12.2.3.6 - 14 pages]

## FINANCIAL / RISK IMPLICATIONS

**Economic** – The proposed subdivision will positively contribute to the prosperity of the Pyrenees Economy both during the construction stage and post development.

**Financial/Resources** – Council's assessment of the application and management of the planning permit process has been partially met by the fees paid pursuant to the Planning and Environment Act 1987. In relation to the construction program, there will be incidental costs to Council in the management of the construction program and the like Risk Management – There are no significant risks associated with the issue of a planning permit for this proposal.



**Cr Damian Ferrari / Cr David Clark**

That Council:

Issue a Notice of Decision to Grant a Planning Permit for the Subdivision of Land into nine (9) Lots subject to the following conditions:

**Layout not Altered.**

1. The subdivision as shown on the endorsed plans, or any other endorsed documents must not be altered without the further written consent of the Responsible Authority.

**Public Open Space Contribution**

2. Before a Statement of Compliance for the plan of subdivision is issued under the Subdivision Act 1988, the applicant or owner must pay a monetary contribution for public open space in accordance with the schedule to Clause 53.01 of the planning scheme. The responsible authority may delay the time for payment of the monetary contribution by agreement in writing with the applicant or owner.

**Formal Plan of Subdivision**

3. The formal plan of subdivision lodged for certification must be in accordance with the approved plan and must not be modified except to comply with statutory requirements or with the further written consent of the Responsible Authority.

**Street Tree Provision**

4. Prior to any works commencing on site, the permit holder shall prepare a plan for the provision of street trees within both the Warburton and Stuart Street Road reserves adjacent to and within the proposed development at locations approved by the Responsible Authority.
5. Prior to statement of compliance, the street trees shall be planted within the road reserve in accordance with the approved plan. The trees shall be of semi-mature age and approved species and supplied, planted, and maintained in accordance with the Responsible Authority's Tree Planting Guidelines.

**Engineering****Vehicle Access:**

6. Prior to the issue of a Statement of Compliance, vehicle access to each lot must be constructed in accordance with IDM standard drawings, plans and specifications set under an approved Road Excavation Permit (Vehicle Crossing Permit) to the satisfaction of the Pyrenees Shire Councils Engineering Department.

Concrete vehicle accesses shall be constructed from the property boundary to the edge of bitumen seal or kerb (whichever occurs first) and as per specifications detailed in an approved Road Excavation Permit (Vehicle Crossing Permit).

Any redundant vehicle crossings must be removed, and the nature strip reinstated to the satisfaction of the Pyrenees Shire Councils Engineering Department.

**Infrastructure Works:**

7. Before the Statement of Compliance is issued, the developer must:
- a) Install kerb & channel on Stuart St incorporating earthworks, pavement, sealing, drainage, kerbing, and environmental treatments across the frontage of the development. The kerb & channel shall be installed at 3.65m from the centre of the existing road to the invert of the kerb & channel,
  - b) Connect the existing table drains on Stuart St to the east and west directions of the development to the drainage reserve,
  - c) Install underground drainage and stormwater detention as per an approved Storm Water Management Plan,
  - d) Extend the existing 375mm stormwater drainage pipe located on the south-west corner of the property to the drainage reserve with a minimum cover of 300mm.
  - e) Improvements to the drainage reserve of Ding Dong Creek within the development site (e.g. beautification, erosion protection, etc. Refer to Melbourne Water's 'Constructed Waterways in Urban Developments Guidelines' or similar)

The responsible authority may consent in writing to vary any of the details of these requirements.

All works are to be carried out in accordance with the Infrastructure Design Manual to the satisfaction of the responsible authority including construction inspections and hold point releases completed by Pyrenees Shire Council's Engineering Department.

Any works within the road reserve need an approved road excavation permit from the responsible authority.

**Detailed Construction Plans – Road and Drainage**

8. Before any works associated with the subdivision commence, detailed construction plans must be approved and endorsed by the responsible authority. The construction plans must:
- a) be prepared to the satisfaction of the responsible authority,
  - b) be drawn to scale with dimensions and submitted electronically,
  - c) Include the following:
    - i. B2 kerb & channel and sealed pavement widening on Stuart St along the frontage of the development, 3.65m from the centre of the existing road to the invert of the kerb & channel,
    - ii. underground drainage in accordance with clause 19 & 20 of the Infrastructure Design Manual (IDM),
    - iii. vehicular crossings to each lot,
    - iv. improvements to the drainage reserve of Ding Dong Creek within the development site (e.g. beautification, erosion protection, etc. Refer to Melbourne Water's 'Constructed Waterways in Urban Developments Guidelines' or similar),
    - iv. Street tree locations.

The responsible authority may consent in writing to vary any of the details of these requirements.

Any modifications to the detailed construction plans agreed to by the responsible authority must be shown on an amended plan that is endorsed by the responsible authority.

#### **Stormwater Detention**

9. Stormwater detention for the site shall be in accordance with the Infrastructure Design Manual (e.g. Clauses 19) and:

a) Allow for the retention of a 20% AEP storm event whilst allowing a rate of discharge equivalent to that presently experienced (undeveloped) from the site.

Computations and plans shall be certified by a suitably qualified/experienced registered engineer and provided to Council.

#### **Stormwater Treatment**

10. Stormwater Treatment for the site shall be in accordance with the Infrastructure Design Manual (e.g. Clauses 20) and be to best practice guidelines.

11. An 'end of line' stormwater treatment is proposed by Pyrenees Shire Council for Ding Dong Creek before it enters to the Yam Holes Creek. In lieu of the GPT & secondary filter proposed in the submitted Stormwater Management Plan, the developer shall contribute \$40,000 towards this end of line treatment.

#### **Legal Point of Discharge**

12. Stormwater drainage from each lot must be directed to a legal point of discharge to the satisfaction of the Responsible Authority. Stormwater Point of Discharge Permits must be obtained from the responsible authority prior to the commencement of any works associated with the Building Code.

#### **Drainage Easements**

13. Prior to the certification of the plan of subdivision, all easements deemed necessary to protect existing or future drainage lines within the proposed development site and properties between the development site and the nominated point of discharge shall be created to the satisfaction of the Responsible Authority.

14. Stormwater must not drain or discharge from the Subdivision to adjoining properties without the prior approval of the adjoining property owner and the Responsible Authority.

#### **Environmental Management Plan:**

15. Before the development or any site works (including demolition and excavation) start, an environmental management plan must be approved and endorsed by the responsible authority. The environmental management plan must:

a) be prepared to the satisfaction of the responsible authority,

- b) be submitted in electronic form,
- c) be prepared in accordance with the *Civil construction building and demolition guide, Publication 1834* (EPA, 2020)
- d) adopt the form of the EMP template included in the EPA guide and must address the following risks:
  - i. noise and vibration,
  - li. erosion, sediment, and dust,
  - lii. contaminated land and groundwater,
  - lv. chemicals,
  - v. waste.
- e) the working hours schedule for construction, building and demolition noise in the EPA guide must be followed.
- f) The responsible authority may consent in writing to vary any details in the environmental management plan.

**As Constructed Plans**

16. Prior to the issue of Statement of Compliance, the applicant or developer shall submit to the satisfaction of the relevant authority 'as constructed' information providing the details listed in the Council's Infrastructure Design Manual.

**Street Numbering**

17. Prior to any works commencing on site, the permit holder must contact Place Names Officer to arrange street numbering requirements. All costs associated with the numbering of properties must be borne by the permit holder. All works must be completed prior to the issue of Statement of Compliance or Certificate of Occupancy (whichever occurs first) to the satisfaction of the Responsible Authority.

**Easements**

18. 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.

**Certification**

19. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with Section 8 of that Act.

**Reticulated Services**

20. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, and electricity to each lot shown on the endorsed plan in accordance with the authorities' requirements and relevant legislation at the time.

**Telecommunications**

21. 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.
  
22. Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:
  - a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and
  - b) a suitably qualified person that fibre ready 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.

**Powercor**

23. 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.
  
24. The applicant shall provide an electricity supply to all lots in the subdivision in accordance with the Distributor's requirements and standards.
  
25. 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).
  
26. The applicant shall establish easements on the subdivision, for all existing Distributor electric lines where easements have not been otherwise provided on the land and for any new powerlines to service the lots or adjust the positioning existing easements.

**Central Highlands Water**

27. 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.
  
28. Reticulated sewerage facilities must be provided to each lot by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water Corporation. This will include the construction of works and the payment of major works contributions by the applicant.

29. 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.

30. The owner will provide easements to the satisfaction of the Central Highlands Region Water Corporation, which will include easements for pipelines or ancillary purposes in favour of the Central Highlands Region Water Corporation, over all existing and proposed sewerage facilities within the proposal.

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

#### **Permit Expiry – Subdivision**

32. 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.

#### **Notes**

##### **Works within Road Reserve**

The construction or altering of a vehicle crossing, footpath and/or any other works or alterations within a road reserve or any other Council asset may require either a Crossover Permit (which includes a driveway and new crossover), a Road Opening Permit (ie. opening up a road for installation of infrastructure), Asset Protection Permit (Temporary Crossing Permit i.e. providing for temporary site access) or other approval to be obtained from Pyrenees Shire Council.

##### **Bushfire Prone Area**

This site is located within a designated Bush Fire Prone Area. Compliance with AS3959 is required.

##### **Powercor**

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

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



Existing easements may need to be amended to meet the Distributor's requirements

Easements required by the Distributor shall be specified on the subdivision and show the Purpose, Origin and the In Favour of party as follows:

**CARRIED**

#### **12.2.4. 39 PARK ROAD BEAUFORT - BUILDINGS AND WORKS ASSOCIATED WITH A CARAVAN & CAMPING GROUND ALTERATION TO AN ACCESS TO A ROAD IN A TRANSPORT ZONE 2; AND THE REMOVAL OF NATIVE VEGETATION**

**Presenter:** Douglas Gowans - Director Asset and Development Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Rachel Blackwell – Manager Planning and Development Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** PA24020

It is recommended that Council issue a Planning Permit subject to Conditions.

#### **PURPOSE**

The purpose of this report is to consider a planning permit application for buildings and works associated with a caravan & camping ground, alteration to an access to a road in a Transport Zone 2; and the removal of native vegetation at 39 Park Road, Beaufort – Beaufort Caravan Park.

#### **BACKGROUND**

On the 28 March 2024, the planning permit application was lodged.

The application was advertised and referred, and Council has received no objections.

The application has been assessed against the relevant provisions of the Pyrenees Planning Scheme.

#### **The Site**

The subject sites are located on the northeast side of Skipton Road, to the south of the Beaufort Township. The site consists of the two existing lots as follows:

- A2\PP3648
- 58Z\PP3648

The site has an irregular shaped site that is predominately occupied by a reservoir (Beaufort Reservoir), Beaufort Lake Caravan Park, Goldfields Recreation Reserve, and large areas of remnant vegetation.

The site is zoned under the Public Parks and Recreation Zone. The site is affected by A Bushfire Management Overlay. Both Park & Skipton Roads are zoned Transport 2.

The existing caravan park is occupied by the following building/structures:

- 17 x powered & 8 x unpowered camp sites;
- 17 x ensuite sites;
- 7 x short-stay cabins & 8 x long stay / permanent cabins;
- Amenity blocks;
- Laundry facilities;
- Reception / caretaker's residence located adjacent to the site's entrance;
- A narrow internal road loops the site providing access to all cabins / caravan sites; and,
- Access is available to a small beach in the reservoir and a walking track that encircles the reservoir.
- There are two access points from Skipton Road to the site, those being located as follows:
  - To the north-west corner of the site, where Skipton Road intersects with Park Road; and,
  - To the west of the existing camp sites.



Figure 1: Aerial Image showing subject site





Figure 2: Aerial Image showing subject site and surrounds



**Surrounding Context**

The following comments are made with regards to the surrounding context:

- The site is encompassed by a range of zones as follows.
  - North-west: General Residential Zone
  - North: Public Use Zone – occupied by a primary and secondary school.
  - North: Rural Living Zone – occupied by a single dwelling
  - North-east: Urban Floodway Zone – Vacant
  - East, South and south-west: Rural Living Zone: occupied by rural style dwellings, substantially setback from property boundaries.
  - East: Industrial Zone:
- The site is located approximately 1300 metres to the south of Beaufort town centre.

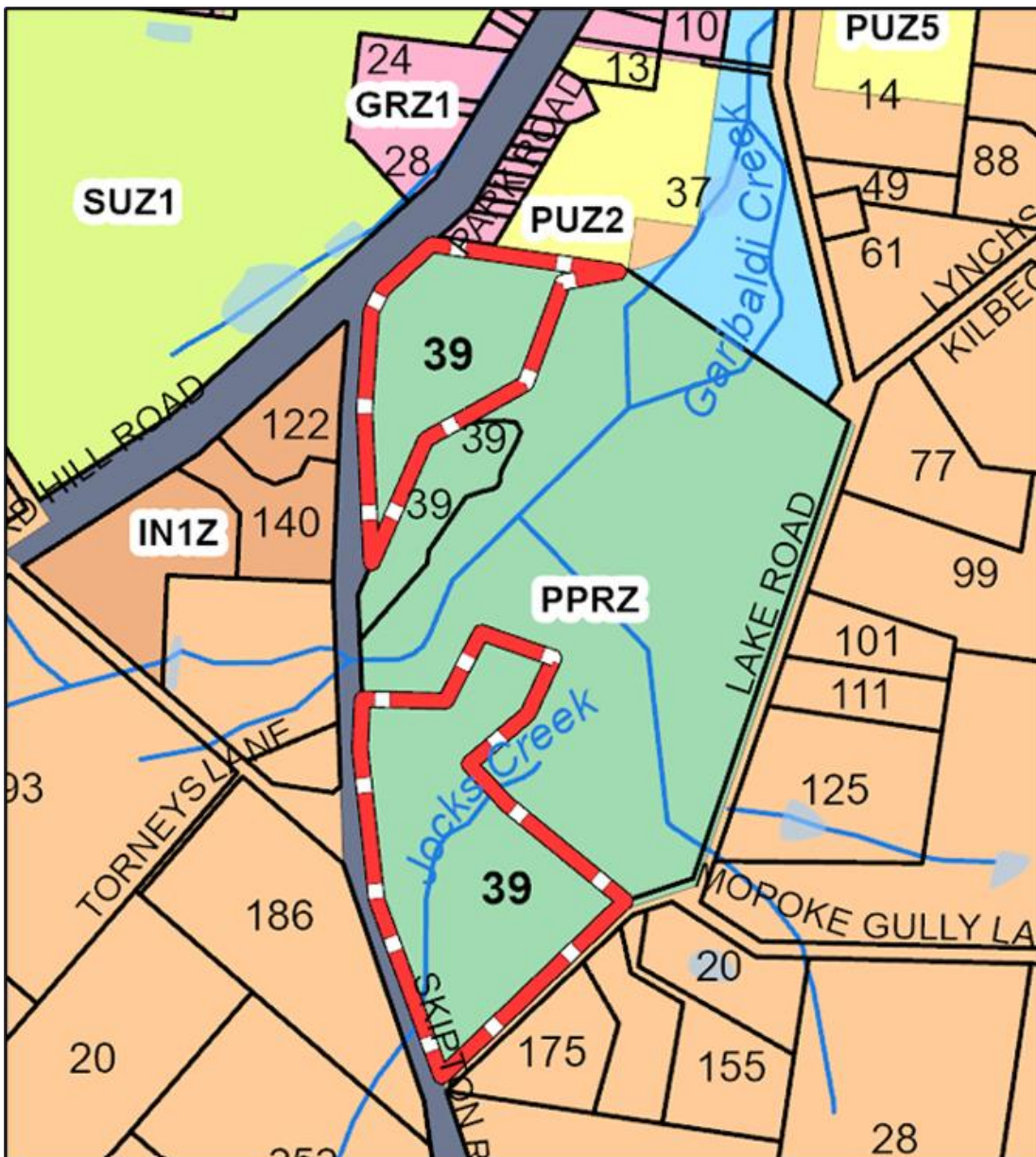


Figure 3: Zoning Map

## The Proposal

The proposed building and works include:

- Construction of 7 unpowered sites (from 8 to 15)
- Construction of 4 powered sites (17 to 21)
- Construction of 14 cabins (from 7 to 21).
- Removal of 12 existing en-suites (from 17 to 5)

Note: this results in a total increase in “accommodation sites,” from 57 to 70.

- Removal and reconstruction of new amenities and kitchen block
- Removal of camp kitchen and amenities block
- Construction of 9 car parking spaces with additional general parking area.
- Construction of additional internal roads for on-site traffic management.
- Construction of new access road / entrance and exit to Skipton Road.
- Removal of four (4) native trees.
- Installation of new septic tank.

It is proposed to construct the above works over 4 stages, which are expected to take a maximum of 5 years.

It is noted that the above changes only account for the finalised work (i.e. at the end of stage 4). There are some fluctuations in the maximum number of unpowered/powered sites during the stages of construction.

The application is supported by the following documentation:

- Biodiversity Impact Assessment Report
- Traffic Impact Assessment Report
- Bushfire Management Statement
- Cultural Heritage Desktop Assessment

The proposed works and their staging are illustrated below. Detailed plans including the proposed cabins and amenities are provided at **Attachment A**.



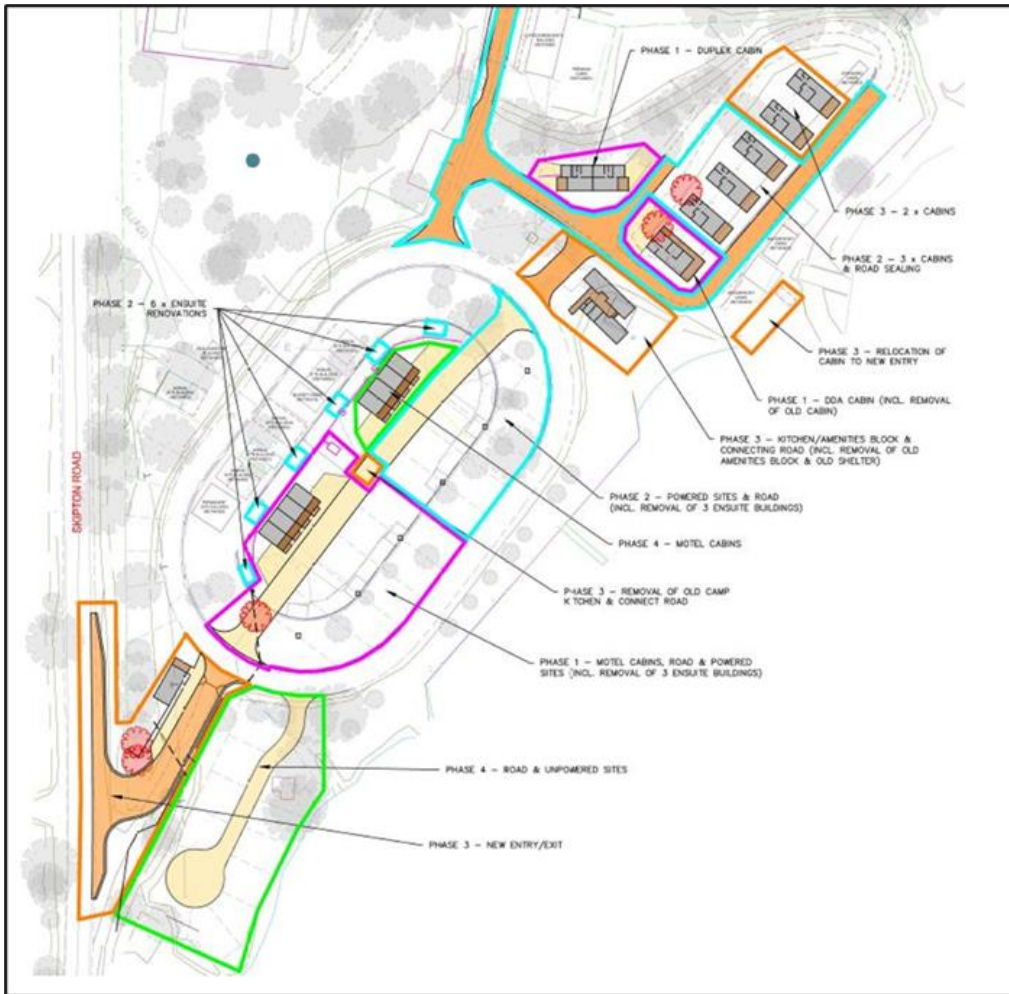


Figure 4: Proposed plan showing works

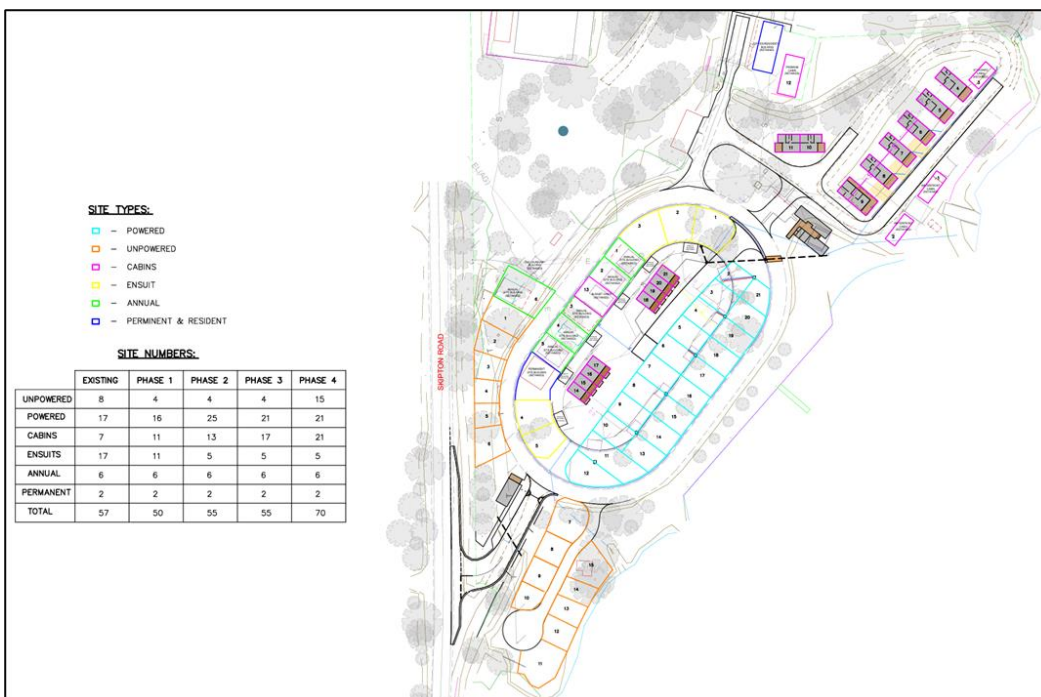


Figure 5: Staging Plan

Stage	Works	Location	Detailed Construction
<b>1</b>	1 X DDA compliant cabin incl. demolition of existing cabin	Northeast corner	76.99m <sup>2</sup> ; 2-bed, open living / kitchen, covered deck and ramp entrance; tiered skillion roof; clad of colorbond corrugated metal sheeting and composite weatherboards finished in neutral tones of classic cream™ for the walls and deep ocean® for the roof.
	Construction of 4 x car parks	West of DDA cabin	12.9m (w) x 7.5m (d), 150mm compacted gravel surface
	2 x cabins (duplex cabin)	South of main reception	58.18m <sup>2</sup> x 2; 2-bed, open living / kitchen, covered deck at entrance; tiered skillion roof
	Construction of 2 x car parks	West of duplex cabin	5.9m (w) x 5.4m (d) 150mm compacted gravel surface
	Construction of 3 x car parks	North of duplex cabin	7.44m (w) x 6.07m (d), 150mm compacted gravel surface
	4 x motel units	Central Field	34.4m <sup>2</sup> x 4 Studio with bathroom, covered deck at entrance; tiered skillion roof
	Removal of 3 x ensuite buildings	Central Field	
	Construction of north-south rd through 'Central Field' including car parking for motel units	Central Field	6m (w), 200mm compacted gravel surface
	Installation of new septic tank	Central Fields	Septic tank to provide sewer lines to the new proposed buildings
	Removal of Trees 15 & 56 – Large fruited Yellow-Gum	North & south end of Central Field	Refer to Biodiversity Impact Assessment Report, Attachment C
<b>2</b>	3 x cabins	Northeast corner	68.5m <sup>2</sup> x 4; 2-bed with central kitchen and living / bathroom at opposite ends, covered deck at entrance; tiered skillion roof
	Road sealing and car parking between cabins to northern end of proposed Stg 3 cabins	Northeast corner	Asphalt sealed road; Car parks 4.7m (w) x 7.5m (d), 150mm compacted gravel surface
	Powered sites	Central Field	
	Renovation of 6 existing ensuites	Central Field	
<b>3</b>	2 x cabins	Northeast corner	68.5m <sup>2</sup> x 2; 2-bed with central kitchen and living / bathroom at opposite ends, covered deck at entrance; tiered skillion roof
	Relocation of lakeside cabin to westside of new southern site entrance	Northeast lakeside → Southwest corner	
	New kitchen / amenities block	North end of Central Field	110.39m <sup>2</sup> kitchen / laundry / bathrooms, central walkway deck of 22.1m <sup>2</sup> , butterfly roof form
	Removal of existing amenities block and shelter (Refer Section 2.2 - Image 5)	North end of Central Field	
	Removal of existing camp kitchen	Central Field	
	Construction of north-south rd west of the new kitchen / amenities block and through location of existing camp kitchen	Central Field	6m (w), 200mm compacted gravel surface
	Construction of new access road, entrance / exit and crossover to Skipton Rd	Southwest corner	6m (w) asphalt seal; 3m (w) compacted gravel parking / walkway sleeved to west side of driveway
	Removal of existing boom gate	Northwest corner	
	Removal of Trees 39 & 40 – Large fruited Yellow-Gum	Southwest corner	Refer to Biodiversity Impact Assessment Report, Attachment C
<b>4</b>	4 x motel units	Central Field	34.4m <sup>2</sup> x 4 Studio with bathroom, covered deck at entrance; tiered skillion roof
	Construction of car parking to north and south of motel units	Central Fields	150mm compacted gravel surface
	Creation of new 15 x unpowered site area	South end	
	Construction of new court bowl to unpowered sites	South end	4m (w) with 7.5m radius court bowl

**Figure 6: Staging Plan as per planning report**

### Permit Triggers

Clause 36.02 (Public Park and Recreation Zone)	<ul style="list-style-type: none"> <li>A permit is required for any buildings and works.</li> <li>No permit is required for the use given the works are on behalf of Pyrenees Shire.</li> </ul>
Clause 44.06 (Bushfire Management Overlay)	<ul style="list-style-type: none"> <li>A permit is required to undertake works associated with accommodation</li> </ul>
Clause 52.17 (Native Vegetation)	<ul style="list-style-type: none"> <li>A permit is required to remove vegetation</li> </ul>
Clause 52.29 (Land Adjacent to the Principal Road Network)	<ul style="list-style-type: none"> <li>A permit is required to create or alter an access to a road in the Transport 2 Zone.</li> </ul>

- Clause 52.06-6: Car Parking - Whilst no planning permit is required, parking must be provided to the satisfaction of the responsible authority (given no parking rate is nominated under Clause 52.06-5).

### RESPONSE TO NOTICE OF APPLICATION

The application was required to be advertised pursuant to Section 52 of the Planning and Environment Act 1987.

The following forms of advertising were undertaken:

- Notices sent to owners and occupiers of adjoining land.

No objections/submissions were received.

### REFERRAL OF APPLICATION

Authority	Type of referral	Under which clause was referrals required?	Date received	Response:
Glenelg Hopkins Catchment Management Authority	Section 55 (determining)	Clause 66.01	13/05/2024	<p>No objection subject to conditions and notes</p> <p>This location is within the floodplain of Beaufort Lake.</p> <p>The CMA's estimate of the 1% AEP flood level for this property is</p>

				<p>392.27 metres AHD. This level comes from the Beaufort Mitigation Modelling (2012). During 1% AEP floods the property would be subject to inundation as indicated by the blue shading on the attached plan. The flood level at the location of proposed buildings is 392.22m AHD. It is recommended that, at a minimum, floor levels are constructed to be finished at least 300mm higher than the 1% AEP flood level. The plans indicate that proposed floor levels will all be higher than this minimum level. The plans are therefore supported by the CMA.</p> <p>It is noted that there are unpowered sites located within the high-risk portion of the floodplain where 1%AEP flood depths are likely to exceed 0.5 metres. It is recommended that a flood response action plan is created, if one does not already exist, to address this risk. It is our understanding that flood risk information for Beaufort is intended to be updated within the next few years and it is recommended that the Caravan Park owners/managers are engaged in formulating/updating a flood response action plan when this updated modelling is completed.</p>
DECCA	Section 55 (recommending)	Clause 66.02	14/05/2024	<p>The subject land adjoins Crown land (being Crown Allotment A2, Parish of Trawalla) along its northwestern boundary. The Crown land is reserved for Water Supply and Recreation purpose. From the available details, it</p>

				<p>appears that the proposed caravan park upgrade work will not impact Crown land. Pyrenees Shire Council manages the land. The land manager is the proponent for the proposal.</p> <p>The legal access, via Skipton Road and is formed and provided appropriately.</p> <p>As an adjoining landowner, DEECA does not object to the granting of a planning permit and recommends conditions being included in the permit.</p> <p>Native vegetation removal: The planning permit application proposes to remove 0.094-hectare native vegetation to upgrade Beaufort caravan &amp; camping ground. DEECA has assessed this application in accordance with detailed assessment pathway of the Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017).</p> <p>DEECA does not object to the granting of a planning permit subject to conditions being included in the permit.</p>
<b>DTP (Department of Transport and Planning)</b>	<b>Section 55 (determining)</b>	<b>Clause 66.03</b>		<b>No response to date.</b>
<b>CHW (Central Highlands Water)</b>	<b>Section 52</b>	<b>N/A</b>	<b>11/06/24</b>	<p>No objection subject to following condition:</p> <p>Reticulated sewerage facilities must be provided to each unit by the owner of the land (or applicant, in anticipation of becoming the owner) to the satisfaction of the Central Highlands Region Water</p>



				Corporation. This may include the construction of works and the payment of major works contributions by the applicant.
CFA	Section 55 (recommending)	Clause 66.03	07/05/24	<p>No objection subject to standard conditions including mandatory conditions and an amended bushfire management plan.</p> <p><b>Further Comments</b> The consultant has addressed in the BMS that a hydrant is required to be installed to the southern sector of the caravan park. CFA requests that a consultant is engaged to ensure fire hydrants and hose reels coverage is being/will be met as per CFA's Caravan Park Guideline 2024. If there is a shortfall in coverage, the caravan park will be required to install fire hose reels and hydrants to meet the Caravan Park guidelines.</p>
Environmental Health	Internal	-	16/05/2024	<p>The increase in wastewater to the septic system on site is not regulated by Council, as the wastewater is treated in the sewer network which is regulated by CHW/EPA as the amount of daily wastewater loading exceeds 5000L/day.</p> <p>Standard Conditions applied.</p>
Engineering	Internal	-	21/05/2024	No objection subject to standard conditions relating to stormwater.



## ISSUE / DISCUSSION

The proposal generally accords with the PPF (Planning Policy Framework) including the Municipal Planning Strategy of the Pyrenees Planning Scheme. The key issues are as follows:

- Strategic Justification.
- Classification of the use
- Traffic & Access
- Bushfire risks
- Vegetation Removal
- Requirement for a Cultural Heritage Management Plan

### **Strategic Justification.**

The site is in the township of Beaufort and on the south periphery of the town Centre. The site comprises land which is zoned with the following purposes (PPRZ):

- To recognise areas for public recreation and open space.
- To protect and conserve areas of significance where appropriate.
- To provide for commercial uses where appropriate.

Broadly, this application seeks for the intensification of buildings and works associated with tourism/accommodation. Whilst the Planning scheme does seek the expansion of tourism facilities in rural areas (CL02.03-1 & CL11.03-5S) in recognition of the value of the tourism industry to Pyrenes Shire, the extent of this intensification is one that requires rationalisation and consideration for the surrounding context, appropriateness, and natural significance of the existing area.

It is acknowledged that the proposed works are to be low scale (maximum of one storey), require limited earthworks, interspersed by vegetation (subject to a landscape plan), and reasonably screened from views (by retained large vegetation).

It is therefore considered that the site is suitable for the proposed intensification, given the additional sites/cabins cover the same geographical area as the existing site. Whilst the additional powered sites to the south are the exception to this, given their nature as campsites (rather than structures), there is limited impact on the natural significance of the place.

It is further noted that the retention of the majority of protected vegetation (loss of only 4 native trees), is an acceptable outcome given the proposed landscaping, replanting and vegetation offsets.

The intensification of this site where relevant to bushfire management considerations has been assessed against the provisions of the BMO (Bushfire Management Overlay) and referred to the CFA as discussed later in this report.

It is therefore considered that the proposed buildings and works, which provided for an acceptable level of intensification of an established tourism use, is appropriate.

The township of Beaufort provides an attractive tourism destination for domestic travellers throughout Victoria. Whilst it is acknowledged there is greater policy support for larger tourism enterprises in other areas of Pyrenees Shire (Mountain Creek, Redbank, and Avoca) it is considered that the opportunity of the intensification of an existing Camping and Caravan Park in within the township boundary of Beaufort is a good outcome. The location of this intensification is also further supported by the immediately adjacent Beaufort Reservoir, the Beaufort Golf Course, nearby Trawalla State Forrest as well as Beaufort's role as a service centre town, which are all considered to contribute to some form of tourist interest/demand.

### **Classification of the use**

It is acknowledged that an argument could be made that the construction of additional permanent structures opens up the applicable definition of the use beyond only a "Camping and Caravan Park."

VCAT (Victorian Civil and Administrative Tribunal) has considered similar cases to this at length, with notable recent cases such as *Wilbow Corporation v Kingston CC (Red Dot) [2005]* VCAT (Victorian Civil and Administrative Tribunal) 2699 (20 December 2005) and *Long Lane Pty Ltd v Mornington Peninsula SC [2020]* VCAT 401 (9 April 2020).

Despite the above. It is noted that any use defined in the scheme that may be applicable to this site (i.e., any accommodation use), does not require a planning permit provided it is on behalf of the local government.

Given this proposal and use is proposed on behalf of Pyrenees Shire, discussion relating to the use component of the proposal is outside of the scope of this application.

### **Traffic & Access**

A minimum of one (1) parking space has been provided to each cabin/motel unit. Whilst a formalised parking plan has not been provided, while a minimum of one (1) space is provided to each cabin/motel, there is substantial additional informal parking areas to cater for any excess demand.

Given no cabin/motel room exceeds 2 bedrooms, it is considered that a satisfactory number of parking spaces are provided.

It is expected that most guests who use the campsites will park their motor-vehicles on the sites. Thereby reducing the effective parking load on internal streets.

In view of the above, a satisfactory number of parking spaces are provided.

A review of the proposed accessways and carparks demonstrates that there is suitable circulation and parking areas on all sites. However, pursuant to Clause 52.06-8, a finalised car parking plan must be prepared, which delineates all parking areas and accessways in accordance with the design standards of Clause 52.06-9. This will be conditioned to the planning permit.

With regards to the proposed alteration to the Transport 2 Zone it is noted no response from DTP has been received at the time of drafting this report. When the response is received this can be included as an update to this report including any conditions DTP seek to impose as a statutory referral authority.

### **Bushfire Risks**

The site is affected by a Bushfire Management Overlay.



**Fig 7: Bushfire Management Overlay extent**

The proposal is supported by a Bushfire Management Plan and Bushfire Management Statement which have been referred to the CFA for comment.

The CFA have responded to the referral request and have no objection to the proposal, subject to the inclusion of the relevant conditions. As part of these conditions, the submitted bushfire management plan will be amended to address revised defensible space requirements.

All proposed structures will be constructed to an appropriate bushfire attack level, with relevant areas of defensible space also to be enforced.

### **Vegetation Removal**

A Biodiversity Assessment Report supported the application. The proposal results in the loss of 4 scattered trees with a biodiversity score of 0.094Ha of remnant native vegetation.

Given the principles of Clause 52.17 and the Guidelines for the removal, destruction or lopping of native vegetation that cannot be avoided, where vegetation removal should be avoided, minimized, and offset it is considered that the proposal suitably achieves this objective via the clear attempt to ensure the survivability of the majority of on-site native vegetation.

Given the location, species, and limited value of the proposed trees to be removed, their removal will not have a significant impact on any habitat for a rare or threatened species.

The application and supporting documentation have been referred to DECCA for comment who have no objection to the proposed vegetation removal, provided compliance with the standard conditions is achieved.

It is noted that these conditions require offset vegetation to be planted/bought within the Glenelg Hopkins Catchment Management Authority or Pyrenees Plains Shire Council with an equal or greater biodiversity value, ensuring that there is no net loss to the local region's biodiversity.

### **Requirement for a Cultural Heritage Management Plan**

As supported by the Heritage assessment undertaken by BHM, it is considered that no cultural heritage management plan is required given the proposed works are associated with a use which was being lawfully used immediately before 28 May 2007. This is consistent with the Aboriginal Heritage Regulations 2018

### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

#### Priority 1 - People

- 1a. Prepare for emergencies and ensure community safety.
- 1b. Support a vibrant community arts, culture, and heritage environment.
- 1c. Improve accessibility and inclusivity.
- 1d. Promote health, wellbeing, engagement, and connection.
- 1e. Improve social outcomes.

#### Priority 2 - Place

- 2a. Sustain and enhance unique character of our communities.
- 2b. Enhance the liveability and resilience of our communities.
- 2c. Promote responsible development.

#### Priority 3 - Environment

- 3c. Encourage community care of biodiversity and natural values.

#### Priority 4 - Economy

- 4a. Support our local businesses and help to strengthen key industries.
- 4b. Invest in road infrastructure to improve connectivity for commerce and community.
- 4c. Encourage and invest in assets and infrastructure for commerce and community.

#### Enabling Principles

- a. Motivate and inspire community involvement
- b. Provide transparency and accountability
- c. Use resources efficiently and effectively

**Human Rights/Social/Cultural** - The application has been assessed in accordance with the requirements of the Planning and Environment Act 1987 and the Pyrenees Planning Scheme. The assessment is considered to accord with the Charter of Human Rights and Responsibilities Act 2006. Specifically:

- Freedom of Expression (part 2 section 15)
- A fair hearing (part 2 section 24)
- Entitlement to participate to public life (part 2 section 18)

**Environmental/Sustainability** – The proposal meets the environmental and sustainability standards set out in the Pyrenees Planning Scheme.

**Implementation and Marketing** – The advice of the Council’s decision in this regard will be made public through publication of the relevant minutes following the Council meeting.

**Evaluation and Review** – The construction process will be subject to review throughout the course of the program and the specific build form will further be reviewed upon completion.

#### ATTACHMENTS

1. park rd plans [12.2.4.1 - 11 pages]

#### FINANCIAL / RISK IMPLICATIONS

**Economic** – The proposal will positively contribute to the prosperity of the Pyrenees Economy both during the construction stage and post development.

**Financial/Resources** – Council’s assessment of the application and management of the planning permit process has been partially met by the fees paid pursuant to the Planning and Environment Act 1987. In relation to the construction program, there will be incidental costs to Council in the management of the construction program and the like Risk Management – There are no significant risks associated with the issue of a planning permit for this proposal.

#### Cr Damian Ferrari / Cr Ron Eason

That Council:

Issue a planning permit for Buildings and works associated with a caravan & camping ground alteration to an access to a road in a Transport Zone 2; and the removal of native vegetation at 39 Park Road, Beaufort.

Any permit issued will be subject to the conditions imposed by the Department of Transport and Planning as a statutory referral authority when a response is received.

#### Endorsed Documents.

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

#### Layout not altered

2. 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.

#### Approved Plans - Changes Required

3. Before the works commence, amended development 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.
  - c) Submitted in electronic form.
  - d) Be generally in accordance with the plans forming part of the application, but amended to show the following details:
    - i. The maximum height of all proposed structures
    - ii. Indicative materials and schedules of all structures.

- iii. The provision of a landscape plan in accordance with Condition 4.
- iv. The provision of a vegetation management plan in accordance with Condition 8.
- v. A Car Parking Plan consistent with the requirements of Clause 52.06-8 and the relevant provisions of Clause 52.06-9. This plan should represent the parking arrangements following the completion of all stages of the project in accordance with Condition 12.
- vi. An amended Bushfire Management Plan to accord with the CFA requirements of Condition 21.

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

#### **Landscape plan**

4. Before the development starts, a landscape plan must be approved and endorsed by the responsible authority. The landscape plan must:
- a. be prepared to the satisfaction of the responsible authority
  - b. be prepared by a suitably qualified person
  - c. have plans drawn to scale with dimensions
  - d. be submitted to the responsible authority in electronic form [or specify the number of hard copies to be provided, if required]
  - e. include the following:
    - i. layout of landscaping and planting within all open areas of the subject land
    - ii. a survey (including botanical names) of all existing vegetation to be retained and/or removed
    - iii. buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary
    - iv. details of surface finishes of pathways and driveways
    - v. a planting schedule of all proposed trees, shrubs, and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.

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

#### **Completion of landscaping**

5. Before the development or any stage is occupied, the landscaping shown on the approved landscape plan must be carried out and completed to the satisfaction of the responsible authority.

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

#### **Landscaping maintenance**

6. At all times, the landscaping shown on the approved landscape plan must be maintained (including the replacement of any dead, diseased or damaged plants) to the satisfaction of the responsible Authority.

#### **Notification of permit conditions**



7. Before vegetation removal OR vegetation lopping starts, the permit holder must advise all persons undertaking the vegetation removal, development or works on site of all relevant permit conditions and associated statutory requirements or approvals.

**Vegetation management plan**

8. Before the development starts, 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 that must be incorporated into the design and construction of the development to ensure the protection of any trees identified for retention, determined in accordance with Australian Standard AS4970-2009 - Protection of Trees on Development Sites
    - ii. the location of tree protection zones (TPZ) and tree protection fencing for trees identified for retention on a plan that is drawn to scale with dimensions

**Erection of tree protection fencing in accordance with vegetation management plan**

9. Before the development or any stage starts, tree protection fencing must be erected around any trees identified for retention on the approved and endorsed plans in accordance with the approved vegetation management plan and Australian Standard AS4970-2009 - Protection of Trees on Development Sites, to the satisfaction of the responsible authority.

**Maintenance of tree protection fencing and exclusion of activities within fencing**

10. At all times during the carrying out of the development:
  - a) the tree protection fencing must remain in place and be maintained around any trees identified for retention on the approved and endorsed plans, in accordance with the approved vegetation management plan and Australian Standard AS4970- 2009 - Protection of Trees on Development Sites to the satisfaction of the responsible authority
  - b) development, excavation, construction works or activities, grade changes, surface treatments, storage, and movement of construction materials and vehicles of any kind must not occur on or over and must be excluded from any areas inside the tree protection fencing to the satisfaction of the responsible authority.

The responsible authority may consent in writing to the variation of these requirements.

**Pruning of trees to be retained**

11. Any pruning that is required to be done to the canopy of any tree to be retained must be done by a qualified arborist to Australian Standard – Pruning of Amenity Trees AS4373-1996, to the satisfaction of the responsible authority.

Any pruning of the root system of any tree to be retained must be done by hand by a qualified arborist, to the satisfaction of the responsible authority.

**Traffic and parking management plan**

12. Before the development starts, a traffic and parking management plan must be approved and endorsed by the responsible authority. The plan must:
- a) be prepared to the satisfaction of the responsible authority
  - b) be submitted to the responsible authority in electronic form
  - d) The plan must include the following details:
    - i. the means by which the on-site car parking and bicycle parking spaces will be allocated and managed
    - ii. the location of all areas on-and/or off-site to be used for staff and patron parking
    - iv. specification of staff numbers adequate to enable efficient operation of car parking areas both on- and offsite
    - vi. the means by which the direction of traffic and pedestrian flows to and from car parking areas will be controlled both on- and off-site

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

#### **Car park construction**

13. Before the development, starts, the areas set aside for the parking of vehicles and bicycles, and access lanes as shown on the endorsed plans must be:
- a) constructed
  - b) properly formed to such levels that they can be used in accordance with the plans
  - c) surfaced with an all-weather-seal coat
  - d) drained
  - e) line marked to indicate each car space and all access lanes
  - f) clearly marked to show the direction of traffic along access lanes and driveways to the satisfaction of the responsible authority.

At all times car spaces, access lanes and driveways must be kept available for these purposes.

Once constructed, these areas must be maintained to the satisfaction of the responsible authority.

#### **Vehicle manoeuvring**

14. All car parking spaces must be designed to allow all vehicles to drive forwards when entering and leaving the property.

#### **Stormwater management plan**

15. Before the development starts, 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, detention and discharges of stormwater to the drainage system
  - d) set out how the stormwater management system will be managed on an ongoing basis
  - e) 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

**Stormwater management system – implementation and management**

16. The stormwater management system approved by the responsible authority and included in the endorsed stormwater management plan must be constructed, managed, and maintained to the satisfaction of the responsible authority.

The details of the stormwater management system must not be altered from the details in the endorsed stormwater management plan without the written consent of the responsible authority.

**Noise Control - Noise Limit and Assessment Protocol**

17. Noise emissions from the premises must not exceed the limits set out in the Environmental Protection Authority's (EPA) Noise limit and assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues (Noise Protocol), or its successor or equivalent

**General Amenity - After Construction**

18. The use must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected including through the:
- (a) transportation of materials, goods, or commodities to or from the land.
  - (b) appearance of any building works or materials.
  - (c) emission of noise, artificial light, smell, fumes, smoke, vapour, steam, soot, ash, dust, water, waste products, grit, or oil.
  - (d) presence of vermin.

**Construction Management Plan**

19. Before the development starts, a Construction Management Plan (CMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must detail how the environmental and construction issues associated with the development will be managed and address the following:
- a) any demolition, bulk excavation, management of the construction site, land disturbance, noise, control of dust and hours of construction.
  - b) public safety and traffic management, construction vehicle road routes and soiling and cleaning of roadways.
  - c) discharge of any polluted water, disposal of site waste and any potentially contaminated materials.
  - d) security fencing, location of site offices, redirection of any above or underground services and site lighting during any night works.

**Registration of Caravan Park**

20. The premises must comply with the relevant provisions of the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2020; and be registered with Council's Health Department as a caravan park.

**Country Fire Authority (CFA)**

21. Amended Bushfire Management Plan Required Before the development starts, an amended Bushfire Management Plan must be submitted to and endorsed by the Responsible Authority. Once

endorsed the plan must not be altered unless agreed to in writing by CFA and the Responsible Authority. The plan must be generally in accordance with the Bushfire Management Plan prepared by Phoenix Wildfire Management, Version 1, dated 14/02/2024 but modified to replace the conditions for Defendable space with:

- a. Defendable space Defendable space for a distance of 48 metres around the proposed building (or to the property boundary, whichever is the lesser distance) must be provided Page 2 of 2 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.
22. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

**Department of Energy, Environment and Climate Action (DEECA)**

23. No structures are to encroach upon the adjoining Crown land.
24. Crown land is not to be used for temporary storage associated with the proposal.
25. Any works occurring on the adjoining freehold land should ensure a suitable setback is provided from the Crown land boundary.
26. The Crown land boundary should be fenced using appropriate fencing.
27. Crown land is not to be used as defendable space to satisfy a Bushfire or Wildfire Management Overlay (BMO or WMO) requirements.

**Access**

28. Crown land is not to be used as an easement or as legal access to facilitate the proposal.

29. Crown land must not be used for truck turning areas, entry points, parking areas or temporary stack sites during the construction of the buildings or works

**Stormwater Management**

30. No effluent, storm water or run-off is to be discharged directly or indirectly onto the adjoining Crown land, or into any drains or watercourses on the Crown land.
31. Overland flows must be maintained at the same rate post-development as on the undeveloped land.

**Waste Management**

32. All waste must be disposed of appropriately and consistent with local government and Environment Protection Authority's requirements.

**Native Vegetation Removal (DEECA)**

33. The native vegetation permitted to be removed, destroyed, or lopped under this permit is comprised of 0.094 ha.
34. To offset the removal of 0.094 hectare of native vegetation, the permit holder must secure a native vegetation offset in accordance with Guidelines for the removal, destruction or lopping of native vegetation (DELWP 2017). The permit holder must secure the following offsets: located within the Glenelg Hopkins Catchment Management boundary or Pyrenees Plains Shire Council; and with a minimum strategic biodiversity value of at least 0.395.
35. A general offset of 0.021 general habitat units must be:
- a. Before any native vegetation is removed evidence of offset security must be provided to [pe.assessment@delwp.vic.gov.au](mailto:pe.assessment@delwp.vic.gov.au). This evidence must be credit extract(s) allocated to the permit from the Native Vegetation Credit Register.
  - b. Before works start, a plan to the satisfaction of the responsible authority identifying all native vegetation to be retained and describing the measures to be used to protect the identified vegetation during construction, must be prepared and submitted to and approved by the responsible authority. When approved, the plan will be endorsed and will form part of this permit. All works constructed or carried out must be in accordance with the endorsed plan.
36. Except with the written consent of the responsible authority, within the area of native vegetation to be retained and any tree or vegetation protection zone associated with the permitted use and/or development, the following is prohibited:
- a. vehicular access
  - b. trenching or soil excavation
  - c. storage or dumping of any soils, materials, equipment, vehicles, machinery, or waste products
  - d. entry and exit pits for the provision of underground services
  - e. any other actions or activities that may result in adverse impacts to retained native vegetation.

**Glenelg Hopkins Catchment Management Authority**



37. New and replacement buildings, including cabins, kitchen and amenities blocks shall be constructed with a floor level no less than 392.52m AHD.

38. No fill shall be applied to the floodplain other than what is required to construct the works proposed in this permit.

#### **Central Highlands Water**

39. Reticulated sewerage facilities must be provided to each unit 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 may include the construction of works and the payment of major works contributions by the applicant.

#### **Department Transport & Planning**

40. insert condition when received.

#### **Expiry of permit for removing native vegetation in accordance with an approved vegetation plan**

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

- a) the removal, destruction or lopping of native vegetation does not start within two years of the date of this permit
- b) the removal, destruction or lopping of native vegetation is not completed within ten years of the date of this permit.

#### **Permit Expiry – Staged Development**

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

- b. Stage 1 as shown on the endorsed documentation is not started within 2 years of the issue date of this permit.
- c. *Stage 2 as shown on the endorsed documentation is not started within 3 years of the issue date of the permit.*
- d. *Stage 3 as shown on the endorsed documentation is not started within 4 years of the issue date of the permit.*
- e. *Stage 4 as shown on the endorsed documentation is not started within 5 years of the issue date of the permit.*
- f. The development is not completed within 7 years of the issued date of this permit.
- g. *Following commencement of works; if at any point development ceases for a period of 2 years.*

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.

#### **Notes**

#### **Bushfire Prone Area & CFA**

This site is located within a designated Bush Fire Prone Area. Compliance with AS3959 is required.

The consultant has addressed in the BMS that a hydrant is required to be installed to the southern sector of the caravan park.

CFA requests that a consultant is engaged to ensure fire hydrants and hose reels coverage is being/will be met as per CFA's Caravan Park Guideline 2024.

If there is a shortfall in coverage, the caravan park will be required to install fire hose reels and hydrants to meet the Caravan Park guidelines. CFA requests that a copy of any permit and a copy of any notice given under section 64 or 65 of the Act be sent to CFA pursuant to section 66 of the Act.

#### **Glenelg Hopkins Catchment Management Authority**

Note: Beaufort Lake is a designated waterway. Any works that intersect with the lakebed at average water level requires a licence from the Glenelg Hopkins CMA. Please visit their website at [www.ghcma.vic.gov.au](http://www.ghcma.vic.gov.au) for more information." Contact Tatjana Linke at [planning@ghcma.vic.gov.au](mailto:planning@ghcma.vic.gov.au) or on 03 5571 2526 should you have any queries. Please quote GHCMA-F-2024-00167 to assist the CMA in handling your enquiry.

#### **Building Act**

This permit does not constitute any authority to carry out any building works or occupy the building or part of the building unless all relevant building permits are obtained. The works hereby approved must accord with the requirements of the Building Act 1993, Building Regulations 2006, and Building Code of Australia 2014.

#### **Works within Road Reserve**

The construction or altering of a vehicle crossing, footpath and/or any other works or alterations within a road reserve or any other Council asset may require either a Crossover Permit (which includes a driveway and new crossover), a Road Opening Permit (ie. opening up a road for installation of infrastructure), Asset Protection Permit (Temporary Crossing Permit i.e. providing for temporary site access) or other approval to be obtained from Pyrenees Shire Council.

#### **Cultural Sites**

Should the discovery of Aboriginal objects be discovered during the course of the development, the discovery must be reported to First Peoples State Relations Victoria. If suspected human remains are discovered, you must contact the Victoria Police and the State Coroner's Office immediately.

**CARRIED**

### 12.2.5. ADOPTION OF REVIEWED TEN YEAR ASSET PLAN

**Presenter:** Douglas Gowans - Director Asset and Development Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Tim Day. Manager Assets

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 06/12/06

#### PURPOSE

The purpose of this report is to notify Council that a review of the 10 Year Asset Plan has been undertaken in year three of its adoption and is presented to Council for endorsement.

#### BACKGROUND

The *Local Government Act 2020* (Act) requires Council to develop, adopt and keep in force an Asset Plan (Plan) in accordance with its deliberative engagement practices. The Plan requires a scope of at least the next 10 financial years.

The Plan must include information about maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council.

In June 2023 a revision to the Ten-Year Asset Plan was presented to Council. This June 2024 revision reports work completed and minor changes applicable to the coming financial year.

#### ISSUE / DISCUSSION

The June 2024 revision to the Ten-Year Asset Plan includes minor changes only.

The Ten-Year Asset Plan has been updated to include:

- Revisions to the budget amounts to align with the latest long term financial plan;
- minor revisions to the listed projects based on changes to condition assessment;
- minor revisions to the order of works to reflect program efficiencies;
- Identification of the impact of the February 2024 fire event.

#### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Priority 2 - Place

2b. Enhance the liveability and resilience of our communities.

Priority 4 - Economy

4b. Invest in road infrastructure to improve connectivity for commerce and community.

Enabling Principles

b. Provide transparency and accountability

c. Use resources efficiently and effectively

#### ATTACHMENTS

1. Draft 10 Yr Plan June 2024 Revision [**12.2.5.1** - 31 pages]

#### FINANCIAL / RISK IMPLICATIONS

The purpose of the Ten-Year Asset Plan is to reduce Council's financial risk through linking the forward planning of asset renewal to Council's Ten-Year Financial Plan. This will ensure expenditure on renewal

works aligns with Council's resource allocation. The renewal of assets also manages and reduces risk associated with asset impairment and failure.

**CONCLUSION**

The Ten-Year Asset Plan is a statutory requirement of Council required by the *Local Government Act 2020*. The revised Ten-Year Asset Plan 2023-2032 is provided for endorsement by Council.

**Cr Tanya Kehoe / Cr Ron Eason**

That Council endorses the revision made to the Ten-Year Asset Plan.

**CARRIED**

## 12.3. CORPORATE AND COMMUNITY SERVICES

### 12.3.1. FRONTLINE SERVICES REVIEW

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 16/20/35

#### **PURPOSE**

This report provides the findings and recommendations from the review conducted on the Frontline Services business unit in 2023.

#### **BACKGROUND**

The Frontline Services business unit is a department which provides a wide range of services to the community including libraries, customer service and business transactions, enquiries resolution, tourism services and visitor information, plus hosting a range of events and functions that support the education and wellbeing of our communities.

It is an essential yet expensive service to provide and past efforts to introduce efficiencies and cost savings have largely been unsuccessful. Previous reviews conducted in 2015 and 2019 resulted in reductions to opening hours and an amalgamation of two formerly separate departments to create the current business unit.

Line management and supervisory arrangements entered into following the 2019 service review were not entirely successful and many recommendations from that review were not implemented for several reasons, including the disruption caused by the COVID-19 pandemic. Opportunities to utilise technology to increase digital customer self-service have not been taken and the necessary upskilling and alignment of the team with other business units was not fully implemented.

In late 2023 it was, therefore, determined that a further review was needed of the unit, including a revisit to previous reviews to determine whether outstanding recommendations remain topical.

#### **ISSUE / DISCUSSION**

A final report on the review was delivered in April 2024. 15 recommendations for improvement were included within the report, including a key recommendation on a proposed remodeling of the service delivery within the resource centres.

#### **Recommendation 1 – Remodeling of the Resource Centre Service Delivery**

The primary recommendation within the report is a proposal to remodel the way services are delivered at the Avoca and Beaufort Resource centres, by introducing an 'Open Libraries' concept of service that combines staff and unstaffed access (for registered members) to the centres.

The recommendation is to investigate the design and implementation of an Open Libraries model, in collaboration with staff and customers, before seeking the Council's final approval of a well-constructed operating model that is acceptable to stakeholders. In the interim, this report seeks the Council's Approval in Principle of this recommendation.

It is likely that the final model will involve a reduction in the number of hours where the centres are fully staffed, but would increase the service delivery to those customers who are pre-approved to access



resources unsupervised and improving the ability for visitors or casual customers (who would not have access to the full centres) to readily access the information they need whether or not staff are available.

Once fully designed, it is proposed that the model be introduced on a trial basis to identify any issues arising before any decision is made to implement permanently.

Early estimates indicate a potential saving of up to \$180,000 per year could be achieved, following the first year which would require investment to allow the model to proceed.

### **Key recommendations**

The following recommendations are proposed to support or work alongside Recommendation 1:

Recommendation 2	Review the physical layout of the Avoca and Beaufort resource centres to improve staff safety with a view to removing the need for two staff to be present at any one time. This recommendation may achieve savings in addition to recommendation 1 of up to \$76,000.
Recommendation 3	Determine, design, budget for, and implement customer self-service technology needs for centres and website, to reduce reliance on staff provided services.
Recommendation 4	Retain the primary customer service / council business transaction focus at the Beaufort Council Offices, with a secondary service at Avoca Information Centre.
Recommendation 5	Complete the front counter renovations at the Beaufort Council Offices to create more usable office space.
Recommendation 6	Review and implement the staffing structure to: <ul style="list-style-type: none"> <li>• Introduce specialist functional leadership roles,</li> <li>• Reduce single person dependency in the outreach library service,</li> <li>• Implement a structure that provides opportunity for career advancement,</li> <li>• Ensure all permanent shifts are filled by permanent staff to reduce the reliance on casual staff and ease rostering workload pressures,</li> <li>• Reduce the number of casuals retained through natural attrition.</li> </ul>
Recommendation 7	Introduce: <ul style="list-style-type: none"> <li>• An electronic rostering system that reduces workload and increases accessibility to staff outside of working hours, and</li> <li>• An electronic venue booking system that allows for customers to book online at any time.</li> </ul>
Recommendation 8	Finalise the Customer Service Charter and Customer Service Policy to articulate and reinforce external and internal expectations.
Recommendation 9	Finalise and implement a Strategic Libraries Plan.
Recommendation 9	Implement improved ways to meet visitor information needs (in consultation with the visitor economy sector) including, but not limited to: <ul style="list-style-type: none"> <li>• Access to digital visitor information, and</li> <li>• Access to hard copy maps at a variety of locations.</li> </ul>

### **Secondary recommendations**

The following recommendations are aimed at increasing the efficiency of the service delivery:

Recommendation 11	Consult and review the name of the Frontline Services business unit.
Recommendation 12	Develop and implement documented procedures and work instructions that cover all functions within the business unit.
Recommendation 13	Support individual business units to: <ul style="list-style-type: none"> <li>• Review information publicly available to improve customer self-service capability, and</li> <li>• Create a common information / Frequently Asked Questions on council functions that will facilitate an increase in resolution at first point of call.</li> </ul>
Recommendation 14	Develop, resource, and implement robust induction and training programs to maintain and upskill staff.
Recommendation 15	Investigate improvements in the measuring of key performance indicators around customer service and customer satisfaction, through technology.

A copy of the report was provided to Councillors under separate cover and findings discussed at a former Council briefing.

### **Recommendation 8**

Recommendation 8 above requires officers to finalise the review of the Customer Service Charter and the development of a new Customer Service Policy.

- The Customer Service Charter 2024 is an externally focused document that changes the focus of the former Charter from a simple listing of services and activities to a statement of commitment to our communities. It will be supported by a public list of service level commitments that can be measured and reported against.
- The Customer Service Policy 2024 is a new internally focused document that articulates to council officers the need for a consistent approach to all customers, increasing responsiveness and acknowledging that all departments have customers, both external and internal.

The drafting and consultation for these two documents is complete and the Council is now requested to approve these for publication.

### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Priority 1 - People

1c. Improve accessibility and inclusivity.

1d. Promote health, wellbeing, engagement and connection.

Enabling Principles

a. Motivate and inspire community involvement

c. Use resources efficiently and effectively

### **COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES**

Subject to the Council's approval in principle being achieved, engagement with stakeholders, including staff and community, will be conducted to facilitate the development of an acceptable model proposal for future Council endorsement.

A summary flyer document has been prepared that can be used to deliver the planned approach to our communities as part of this engagement. A copy of this flyer is attached for information.

#### ATTACHMENTS

1. DRAFT Customer Service Charter 2024 [12.3.1.1 - 2 pages]
2. DRAFT Customer Service Policy 2024 [12.3.1.2 - 5 pages]
3. 2024 06 Frontline Services Review Promotional Document [12.3.1.3 - 2 pages]

#### FINANCIAL / RISK IMPLICATIONS

Pyrenees Shire Council is subject to increasing financial pressure, with a legislative imperative to deliver responsible and balanced budgets and maintain services in the face of ever-increasing costs of operation. The frontline services business unit is an essential yet expensive service to maintain and innovative ways to continue delivery of a contemporary service, yet reduce costs are critical as part of the overall organisation's good management.

#### CONCLUSION

A service review of the Council's frontline service business unit and operations was conducted in 2023-2024. A final report was delivered in April 2024 including 15 recommendations for improvement. The key recommendation included a proposal to investigate an 'Open Library' concept of operation for the resource centres and the Council is now requested to approve this concept in principle and endorse further investigation into the development of a workable model for future consideration and approval.

#### Cr Ron Eason / Cr Damian Ferrari

That Council:

1. Receives the final report from the 2023-24 service review of the frontline services business unit and operations.
2. Approves in Principle Recommendation 1 within the Report: that council officers, in consultation with staff and community, investigate and design an operating model for the resource centres that incorporates the 'Open Library' concept as described within the report.
3. Resolves to approve the implementation of the following recommendations included within the report:
  - Recommendation 2: Review the physical layout of the Avoca and Beaufort resource centres to improve staff safety with a view to removing the need for two staff to be present at any one time.
  - Recommendation 3: Determine, design, budget for, and implement customer self-service technology needs for centres and website, to reduce reliance on staff-provided services.
  - Recommendation 4: Retain the primary customer service / council business transaction focus at the Beaufort Council Offices, with a secondary service at the Avoca Information Centre.
  - Recommendation 5: Complete the front counter renovations (within existing budget allocation) at the Beaufort Council Offices to create more usable office space.
  - Recommendation 6: Review and implement the staffing structure to:
    - Introduce specialist functional leadership roles,
    - Reduce single person dependency in the outreach library service,
    - Implement a structure that provides opportunity for career advancement,
    - Ensure all permanent shifts are filled by permanent staff to reduce the reliance on casual staff and ease rostering workload pressures,
    - Reduce the number of casuals retained through natural attrition.

- Recommendation 7: Introduce:
    - An electronic rostering system that reduces workload and increases accessibility to staff outside of working hours, and
    - An electronic venue booking system that allows for customers to book online at any time.
  - Recommendation 8: Finalise the Customer Service Charter and Customer Service Policy to articulate and reinforce external and internal expectations.
  - Recommendation 9: Finalise and implement a Strategic Libraries Plan.
  - Recommendation 10: Implement improved ways to meet visitor information needs (in consultation with the visitor economy sector) including, but not limited to:
    - Access to digital visitor information, and
    - Access to hard copy maps at a variety of locations.
  - Recommendation 11: Consult and review the name of the frontline services business unit.
  - Recommendation 12: Develop and implement documented procedures and work instructions that cover all functions within the business unit.
  - Recommendation 13: Support individual business units to:
    - Review information publicly available to improve customer self-service capability, and
    - Create a common information / frequently asked questions on council functions that will facilitate an increase in resolution as first point of call.
  - Recommendation 14: Develop, resource, and implement robust induction and training programs to maintain and upskill staff.
4. Requires council officers to report back at a future date on an acceptable operating model for the Council's consideration and approval.

**CARRIED**

### 12.3.2. ELECTION PERIOD POLICY 2024

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Dean Miller – Manager Governance and Performance

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 16/24/12

#### PURPOSE

This report seeks the Council's adoption of a revised Election Period Policy 2024.

#### BACKGROUND

Section 69 of the Local Government Act 2020 requires councils to include an election period policy in its Governance Rules. The Pyrenees Shire Council Governance Rules includes this policy as Appendix C.

The Election Period Policy articulates key dates around a local government general election and provides guidance to council officers to ensure avoidance of any actions or decisions that may be interpreted as influencing voters or binding an incoming Council.

#### ISSUE / DISCUSSION

The next local government general election will be held on 26 October 2024. This election will be held via postal vote.

Amendments to the Local Government (Electoral) Regulations 2020 have resulted in key changes in the dates pertaining to the 2024 Election Period. The Election Period will now commence on 17 September 2024, 7 days earlier than formerly required. At the time of writing this report, it is noted that Royal Assent has not yet been received for this amendment so approval of this report's recommendations are subject to this being received.

The changes also include:

- Increasing the timeframe for roll certification to 23 business days (formerly 13 business days) to ensure CEOs (or their delegates) and the VEC have adequate time to process enrolment applications and complete related roll certification processes.
- Extending the nomination period to 6.5 business days (formerly 3.5 business days) to reduce pressure on the VEC and candidates to lodge their nominations within the nomination period.
- Increasing the timeframe for preparation of the ballot packs to 12 business days (formerly 8 business days) to reduce risks of any disruptions to the production process.
- Increasing the timeframe for mailout of ballot materials to occur over 4 business days (formerly 3 business days) to manage the risk of mail service level reductions and provide additional safeguards against election fraud.

The Council's Election Period Policy has been updated accordingly and is attached for the Council's consideration and adoption, subject to the Amendment receiving Royal Assent. As the Amendment has successfully passed three readings in both houses, it is considered highly likely that the Bill will be accepted.

#### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Enabling Principles

b. Provide transparency and accountability

## **ATTACHMENTS**

1. POLICY Governance Rules Appendix B PSC Election Period Policy 2024 [**12.3.2.1** - 14 pages]

## **FINANCIAL / RISK IMPLICATIONS**

Pursuant to the Local Government Act 2020, Council must include an Election Period Policy as part of its Governance Rules, otherwise being in breach of the Act.

## **CONCLUSION**

Following amendments to the Local Government (Electoral) Regulations 2020, the dates for the Election Period have changed for the local government general election in 2024. The Election Period Policy has been updated to reflect those changes and is now provided for the Council's consideration and adoption.

## **Cr David Clark / Cr Damian Ferrari**

That Council:

1. Subject to Royal Assent being received for the change in Regulation, resolves to adopt the updated Election Period Policy 2024.

**CARRIED**



### 12.3.3. RATES WAIVER - BEAUFORT HISTORICAL SOCIETY

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 52/04/02

#### **PURPOSE**

This report seeks Council consideration and approval of a request to exempt payment of the rates charges for the Beaufort Historical Society regarding the Courthouse, 9 Livingstone Street, Beaufort.

#### **BACKGROUND**

Until 2022, the rates on the Old Courthouse, 9 Livingstone Street, Beaufort were paid by Working Heritage, previously known as The Mint Inc, who managed all the unused courthouses in Victoria.

In 2022, management of the property was transferred to the Beaufort Historical Society following a change in registration status, who operate from that location and from the year 2022/23, rates' responsibility was transferred to the Society.

Following non-payment and debt collection activities, Council has been advised that the Beaufort Historical Society has insufficient funds to pay this ongoing annual commitment.

#### **ISSUE / DISCUSSION**

The Beaufort Historical Society has written to Council requesting an exemption be granted against the payment of rates relating to the Old Courthouse, 9 Livingstone Street, Beaufort.

Management of the Courthouse was passed to the Beaufort Historical Society in 2022 at which time the rates notices were passed to that organisation for payment. The Historical Society has provided evidence of their inability to pay almost \$1,000 per year in rates as income depends upon membership fees, grants, and donations. The Historical Society has been unable to pay the rates for the past two years which now have reached an outstanding amount of \$1,833.07.

The Society is growing its membership and believes it provides an invaluable resource to the shire and beyond as custodians and promoters of precious local history. The Courthouse is a registered Place of Repository and the society managed large collections of community documents and photographs covering all parts of the Shire not managed by other local societies, including historic council documents and memorabilia and a complete collection of Ripon Shire / Pyrenees Shire newspapers.

The Society is very dependent on grant money – in 2022 focusing on the Second World War collecting records and producing a display of Beaufort service men and women, and in 2023 beginning the process of cataloguing and organising their records. The Society intends their next grant-funded project to be developing portable thematic displays of local history.

The importance of the Shire's historical societies was recognised by the Pyrenees community during the development of the Community Vision 2031 in Priority 1 – People, which stated *"By 2031 in Pyrenees Shire our history is preserved, acknowledged and recorded."* and is included within Priority 1 of the Council Plan 2021-2025 as a strategic goal to *"Support our community groups, including historical societies, preserve and understand our region's history"*.

Council officers are, therefore, seeking the Council's approval to provide an exemption to charge rates for the Beaufort Historical Society on this property, wiping off the outstanding debt already owing and granting an exemption for the next three years (ending rates period 2026-2027) after which the situation will be reviewed and brought back to the Council for a decision thereafter.

#### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Priority 1 - People

1b. Support a vibrant community arts, culture and heritage environment.

Enabling Principles

- a. Motivate and inspire community involvement
- b. Provide transparency and accountability

#### **ATTACHMENTS**

Nil

#### **Cr Damian Ferrari / Cr Ron Eason**

That Council:

1. Resolve to waive the outstanding rates debt of \$1,833.07 for the years 2022/23 and 2023/24 for the Beaufort Historical Society.
2. Resolve to grant an exemption against issuing rates notices relating to Assessment A6090, the Courthouse, 9 Livingstone Street, Beaufort, for the Beaufort Historical Society for the years 2024/25, 2025/26 and 2026/27 inclusive.
3. Require council officer to report back in early 2026 providing a status update on the circumstances around this matter to facilitate a decision on potential rates exemptions after that time.

**CARRIED**

#### 12.3.4. AUDIT & RISK COMMITTEE

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 32/04/04

#### PURPOSE

The purpose of this report is to provide Council with an update of the Audit & Risk Committee meeting M012 held on 18 June 2024.

#### BACKGROUND

S.54 of the Local Government Act 2020 requires the Council to establish an Audit & Risk Committee. The Council re-established its Audit & Risk Committee and approved the revised Audit & Risk Committee Charter under these provisions at its meeting in June 2020.

#### ISSUE / DISCUSSION

A copy of the Draft Minutes from the Meeting of the Audit & Risk Committee held on 18 June 2024 is attached for Council information. The meeting was chaired for the first time by Mr Rod Poxon.

A brief overview of the issues considered by the Committee is provided below:

- The CEO provided an overview of topical issues faced by the Council.
- The management report from the Interim External Audit was presented by the Council's External Auditor – Johnsons MME.
- Financial report as of May 2024.
- Governance and performance matters including risk management, insurance renewals, emergency management and staff turnover.
- Internal Audit report on the recent review of outstanding recommendations and an update on the Internal Audit Program.
- A report on Council's valuation processes for assets as required by VAGO.
- A report on external audit recommendations made to all councils.
- A report on the Fraud & Corruption Framework review.
- A report on the Risk Management Framework review.

#### Outstanding recommendations from former internal audits

A determined effort was made this year to complete as many outstanding recommendations as possible with the result that 51 items were closed as part of the 2024 review:

- 23 items being deemed as complete since the previous review, and
- 28 items requested by management to be removed from the register subject to Audit & Risk Committee approval.

This leaves 46 outstanding items, all planned for completion by the next outstanding recommendations review in early 2025. A copy of the register is attached for Council information.

The Committee recommended the Council approve the removal of the 28 items listed in the attached internal audit report.

### Fraud & Corruption Control Framework Review

Council has a framework that defines fraud and corruption, identifies key areas of risk vulnerability and provides guidance to Council and its leadership on controls to prevent and actions in response to allegations. In 2023, it was a key focus of the Audit & Risk Committee for officers to conduct a review of the framework to ensure that its content and methodology was aligned against the AS 8001:2021 Australian Standard on Fraud and Corruption Control.

The review is complete and two key draft documents were presented to the June 2024 meeting of the Audit & Risk Committee:

- A revised draft Fraud & Corruption Policy
- A new draft Fraud & Corruption Control Plan

It was recommended by the Committee that these documents be put forward to the Council for adoption and these are attached to this report for that purpose.

A review of documents that support the framework is underway, including:

- Conflicts of Interest Procedure
- Acceptance of Gifts & Hospitality Procedure
- Whistleblowers reporting and protection procedures

### Internal Audit

An internal audit review of purchasing cards processes and governance was conducted in May/June 2024. The report will be tabled for Committee information at the September 2024 meeting.

### Tabled documents

The following were tabled at the meeting and are attached for Council information.

- 2024 External Interim Audit Management Letter
- Internal Audit Program Update
- Industry update on reports and publications of interest to councils.

### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Enabling Principles

- b. Provide transparency and accountability
- c. Use resources efficiently and effectively

### **ATTACHMENTS**

1. 2024 Interim Audit Management Letter [**12.3.4.1** - 18 pages]
2. Outstanding Audit Recommendations Register ARC Update June 2024 [**12.3.4.2** - 10 pages]
3. 2258877 3- Status Update 18.06.24- Copy [**12.3.4.3** - 5 pages]
4. 2258889 1- Industry Update 18.06.24- Copy [**12.3.4.4** - 10 pages]
5. DRAFT Council Policy Fraud Corruption Control 2024 [**12.3.4.5** - 7 pages]
6. DRAFT Fraud Corruption Control Plan 2024 [**12.3.4.6** - 38 pages]
7. 2254053 4-2024-01 Past Issues Review FINA L- Copy- Copy [**12.3.4.7** - 44 pages]

### **FINANCIAL / RISK IMPLICATIONS**

All financial and risk matters are addressed in the body of the report.

## CONCLUSION

A meeting of the Council's Audit & Risk Committee was held on 18 June 2024. This report provides an overview of discussions at that meeting and provides two documents for the Council's consideration and adoption.

### Cr David Clark / Cr Ron Eason

That Council:

1. Notes the information contained in this report and its attachments.
2. Resolves to adopt the revised Fraud & Corruption Policy, as recommended by the Committee.
3. Resolves to adopt the new Fraud & Corruption Control Plan, as recommended by the Committee.
4. As recommended by the Audit & Risk Committee, resolves to accept the findings related to 28 outstanding former internal audit recommendations where management have determined that actions will not be implemented or will be only partially implemented, and that Council accepts the associated risk of not completing these recommended actions, and that these items be removed from the Outstanding Recommendations Register.
5. With reference to the report on the 2023/24 Assets – Valuation Process, and as recommended by the Audit & Risk Committee, resolves:
6. To adopt the following periods and threshold limits for Council Assets:

	<b>Depreciation Period</b>	<b>Threshold Limit</b>
		<u><b>\$'000</b></u>
<i>Asset recognition thresholds and depreciation periods</i>		
<b>Land &amp; land improvements</b>		
land	-	-
land improvements	15 - 60 years	10
<b>Buildings</b>		
buildings	20 - 150 years	10
<b>Plant and Equipment</b>		
plant, machinery and equipment	5 - 20 years	5
computers & Telecommunications	3 - 10 years	5
fixtures, fittings, and furniture	3 - 20 years	5
library Collection	10 years	
<b>Infrastructure</b>		
sealed roads formation	100 years	10
unsealed roads formation	100 years	10
sealed roads pavement	20 - 110 years	10
unsealed roads pavement	30 years	10
footpaths and cycleways	53 years	5
kerb and channel	15 - 85 years	5
drainage	100 years	5
bridges	128 - 130 years	10
other structure	10 - 25 years	5

7. That all infrastructure assets, including "land under roads" being carried out in such time period whereby they are taken into account in the 2025/2026 financial year, at the latest.
8. That future revaluation of all Council assets be carried out every four (4) years thereafter.
9. That Council carries out an indexation of infrastructure assets based on the Australian Bureau of Statistics, Producer Price Indexes, Australia June 2024.

10. For Council to carry out an indexation of Land and Buildings based on an index value provided by the Valuer General as at June 2024.

**CARRIED**



### 12.3.5. 2024/25 BUDGET

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Glenn Kallio – Manager Finance

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 32/36/04

#### **PURPOSE**

This report presents to Council the 2024/25 Proposed Budget, Revenue and Rating Strategy and 10 Year Financial Plan for consideration and adoption.

#### **BACKGROUND**

The Local Government Act 2020 (the Act) requires the Council to prepare a budget for the upcoming financial year and 3 subsequent financial years. In preparation of the 2024/25 Budget Council reviewed the 10 Year Financial Plan and Revenue and Rating Strategy.

The preparation of the budget begins with Officers preparing the operating and capital components of the budget during January and February. The various components of the budget are then prepared and discussed with the Council at informal briefings. A proposed budget is then prepared in accordance with the Act and the following steps are followed to review and adopt the budget in June: -

1. Officers to prepare the annual budget in accordance with the Act and submit the “proposed” budget to Council for approval in “principle”.
2. Council is then required to give 28 days' notice of its intention to adopt the proposed budget and make the budget available for inspection at its Offices.
3. Individuals have the right to make a submission on any proposal in the budget, and any submission must be considered before the Council adopts the budget.
4. The Council must formally adopt the budget after receiving and considering any submissions from interested parties.

The budget must be adopted by 30 June each year and is prepared in accordance with the Local Government Act 2020 and the Local Government (Planning and Reporting) Regulations 2020.

This report also includes detailed information about the rates and charges to be levied and other financial information which the Council requires to make an informed decision about the budget's adoption. The budget includes consideration of several long-term strategies to assist Council in considering the Budget in a proper financial management context.

These include: -

- 10 Year Financial Plan;
- Revenue and Rating Plan; and
- Borrowing Strategy
- Council Plan

**ISSUE / DISCUSSION**

1. Council had the draft budget, 10-year financial plan, and the revenue and rating plan on public display for a period of 28 days, to be considered by the public and any submissions were to be considered by Council at a Special Council Meeting scheduled for Tuesday 18 June 2024.
2. The proposed 2024/25 Budget was prepared taking into account the Victorian Governments Rate Cap of 2.75%.
3. For the 2024/25 financial year, Council will experience a lesser increase in revenue from rates as a result of a significant reduction in the property valuations during 2023/24. When implementing the rules of the Essential Services Commission, the increase in the average base rate is 1.70% compared to the rate cap of 2.75%. The base average rate for 2024/25 was \$1,577.07 compared to \$1,550.77 the previous year. As mentioned above, the reduction in valuations during 2023/24 and the revaluation has resulted in this lesser average base rate than would normally be expected.
4. Property revaluations are completed annually and, although the Council's rate increase has been set at the rate cap, actual rate increases of individual properties are impacted by changes in property valuations across the municipality. The effect of this is that individual rates can vary from the rate cap set by the Victoria Government.
5. The proposed budget and 10 Year Financial Plan have been prepared considering the latest economic factors to ensure the long-term financial sustainability of the Council.
6. The Revenue and Rating Strategy has been reviewed ensuring the equitable distribution of rates across the municipality.
7. The proposed budget has included a capital budget considered sustainable for the 2024/25 financial year and the next 10 years.
8. Council proposed that the Council borrow \$1,300,000 which will be used for the Regional Works Accommodation project and part of strategic land purchases.
9. The waste management charges have been increased to cover the cost of the delivery of the service. It should be noted that for the 2025/26 budget at least 50% of these costs will be funded from rates due to Ministerial guidelines regarding waste costs funding. This will have the effect of greatly increasing rates in 2025/26 whilst reducing the waste charge. The net effect is that Council will not raise any additional funds.
10. An adjustment to the Revenue and Rating Plan was undertaken following receipt of the annual property valuations. The most significant adjustments proposed were:
  - the increase of the rating differential for rural properties from 67% to 70% of the general rate (having regard to the significant increase in valuation of farm properties).

11. When placing the draft budget of public display, the rate in dollar calculations were done on the stage 3 valuations. The stage 4 valuations were issued by the Valuer General during the budget display period. As is required, the rate in the dollar calculations have been reworked based on the stage 4 valuations. It should be noted that the recalculations do not result in any increase in revenue received by the Council. The revised rate in dollar figures is tabled below:

Rate Code	Description	Stage 3 Valuations	Stage 4 Valuations	Stage 3	Stage 4
		April 2024	April 2023	24/25 Rate in \$	24/25 Rate in \$
1	Vacant Land <2Ha	46,710,000	47,300,000	0.00604669	0.00600587
2	Vacant Land Between 2Ha and 40Ha	173,634,000	173,085,000	0.00534900	0.00531289
3	House Flats etc	1,473,121,000	1,476,241,000	0.00232565	0.00230995
4	Commercial	49,436,000	49,436,000	0.00267450	0.00265644
5	Industrial	70,600,000	70,600,000	0.00267450	0.00265644
6	Farms	2,890,304,000	2,929,654,000	0.00162796	0.00161697
8	Vacant Land Greater than 40Ha	14,577,000	14,577,000	0.00232565	0.00230995
9	Undevelopable Land	74,200,000	73,150,000	0.00360476	0.00358042
		136,000	94,000	0.00232565	0.00230995
		<b>4,792,718,000</b>	<b>4,834,137,000</b>		

12. Public notice of the proposed Budget, Financial Plan and Revenue and Rating Plan was given in accordance with Councils Engagement Strategy through notice in the Pyrenees Advocate and an opportunity was provided for members of the public to make submissions including through the Engagement Hub on Councils website.

### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Enabling Principles

- b. Provide transparency and accountability
- c. Use resources efficiently and effectively

### COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES

Council placed the 2024/25 Draft Budget, 10 Year Financial Plan, and Revenue and Rating Plan on public display for a period of 28 days seeking comment from the public which would be taken into account when Council considers the adoption of these plans.

### ATTACHMENTS

1. 10 Year Budget 24-25 [12.3.5.1 - 23 pages]
2. Fees 2024-25 [12.3.5.2 - 20 pages]
3. Revenue and Rating Plan [12.3.5.3 - 38 pages]
4. Council Budget 24-25 [12.3.5.4 - 58 pages]

### FINANCIAL / RISK IMPLICATIONS

All financial implications have been considered within the 2024/25 Proposed Budget, 10 Year Financial Plan and Revenue and Rating Strategy.

### CONCLUSION

This report presents the 2024/25 Proposed Budget, 10 Year Financial Plan and Revenue and Rating Strategy for consideration and adoption. It is considered that these strategic documents enable the Council to deliver its essential services and projects in line with the Councils vision.

**Cr Ron Eason / Cr David Clark**

That Council:

1. Resolves it has considered all submissions and presentations made to Council.
2. Acknowledges the contribution of submitters to the budget process and thank them for their contribution.
3. Authorises officers to provide a formal response to each submitter.
4. Pursuant to Section 94 of the Local Government Act 2020, adopts the proposed 2024/25 Budget as attached.
5. Adopts the proposed 10 Year Financial Plan 2024/25-2033/34 as attached.
6. Adopts the proposed Revenue and Rating Plan 2024-2028 as attached.
7. Adopts the Fees and Charges as attached.
8. Authorises the Chief Executive Officer to give notice of the decision to adopt such budget.
9. Discloses that as at 30 June 2024 the total amount borrowed by Council is \$1,432,554
10. Projects that \$1,300,000 will be borrowed during the 2024/25 financial year.
11. Projects that \$250,726 will be redeemed during the 2024/25 financial year.
12. Projects that the cost of servicing the borrowings during the 2024/25 financial year will be \$67,978
13. Projects that as at 30 June 2025 Council borrowings will total \$2,481,828.
14. Proposes that the rate in the dollar for each type of rate to be levied for the 12 month period from 1 July 2024 to 30 June 2025 are:

Type or class of land	Budget
	2023/24
	cents/\$CIV
General rate for rateable residential properties	0.230995
General rate for rateable commercial properties	0.265644
General rate for rateable industrial properties	0.265644
General rate for rateable vacant non-farm land properties less than two hectares	0.600587
General rate for rateable non-farm vacant land properties between two hectares and forty hectares	0.531289
General rate for rateable non-farm vacant land properties greater than forty hectares	0.358042
General rate for undevelopable land	0.230995
General rate for rateable farm properties	0.161697
Recreational properties	0.230995

15. Proposes that no municipal charge be declared; and
16. In accordance with the provisions of section 171 of the Local Government Act 1989, Council will waive 50% of the Rates levied for the 2024/25 year on properties where the property is classified as Recreational for rating purposes.  
  
The objective of this waiver is to provide financial assistance to those sporting and recreational clubs that are required to pay rates.
17. Proposes to levy a Waste Facilities/Disposal Charge of
  - \$252 for the period 1 July 2024 to 30 June 2025 on improved properties.
  - \$ 102 for the period 1 July 2024 to 30 June 2025 on unimproved properties.

- Owners of “farm rated” properties will pay a maximum of three “unimproved charges” for farm rate properties upon application.
18. To levy a Kerbside Garbage, Recycling and/or Green Waste collection service of \$581 on those properties receiving a service in the Beaufort and Avoca kerbside collection districts for the period 1 July 2024 to 30 June 2025
  19. To levy a Kerbside Garbage and Recycling collection service of \$581 in the other urban townships and rural areas for the period 1 July 2024 to 30 June 2025.
  20. That the general rates and service charges referred to in this recommendation shall be levied by the service of a notion on each person liable to pay such rate or charge in accordance with s.158 of the Local Government Act 1989.
  21. That the rates and charges declared by the Council for 2024/25 financial year must be paid as follows:
    1. By four instalments made on or before the following dates:
      - i. Instalment 1 - 30 September 2024
      - ii. Instalment 2 - 30 November 2024
      - iii. Instalment 3 - 28 February 2025
      - iv. Instalment 4 - 31 May 2025
    2. By a lump sum payment made on or before 15 February 2025.
  22. That the Chief Executive Officer be authorised to levy and recover the rates and charges in accordance with the Local Government Acts 1989 and 2020.

**CARRIED**

### **12.3.6. INSTRUMENT OF APPOINTMENT AND AUTHORISATION**

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 16/20/08

#### **PURPOSE**

The purpose of this report is for the Council to adopt an updated Instrument of Appointment and Authorisation appointing Council's Authorised Officers (Environmental Health Officer) under the Local Government Acts 1989 and 2020, and various other Acts and regulations.

#### **BACKGROUND**

The Local Government Act 2020 requires the Council to review its delegations, appointments and authorisations as required. Council is advised by Maddocks Lawyers in the preparation of appropriate Instruments as and when updates are required.

Instruments of Appointment and Authorisation are updated either when changes occur within the organisation or when officers appointed change roles or leave the organisation.

Regardless of individual changes, Council officers review Instruments annually to maintain currency and the ability of officers to fulfil all legislated functions.

#### **ISSUE / DISCUSSION**

Some positions within the Council Administration benefit from having individual Instruments approved for individual officers as they may be regularly challenged by members of the public when undertaking their official duties. Such positions include those of the Community Safety & Amenity Officers, Environmental Health Officers, and the Fire Prevention Officer.

The following Instrument of Appointment and Authorisation has been created in June 2024 following the appointment of a new contracted Environmental Health Officer:

- Environmental Health Officer (EHO) - Mr Joape Nainora

#### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Enabling Principles

- b. Provide transparency and accountability

#### **COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES**

External community consultation is not required for this purpose. Consultation with internal stakeholders was conducted to confirm appropriate appointments were included within the relevant Instruments.

Copies of all Instruments of Appointment and Authorisation are publicly available upon request.

#### **ATTACHMENTS**

1. Instrument of Appointment EHO June 2024 [**12.3.6.1** - 3 pages]

#### **FINANCIAL / RISK IMPLICATIONS**

Council officers would be unable to fulfil statutory duties and powers without appropriate delegation or authorisation from the Council.



## **CONCLUSION**

To legally allow officers to enforce provisions of legislation and regulation, the Council must regularly review its Instruments of Appointment and Authorisation as and when required to maintain currency. An Instruments of Appointment and Authorisation has been prepared for a change in Environmental Health Officer as identified in this report and is provided for the Council's consideration and adoption.

### **Cr David Clark / Cr Ron Eason**

That Council, in the exercise of the powers conferred by the Local Government Act 2020 and other legislation referred to in the attached Instruments:

1. Considers and adopts the following Instrument of Appointment and Authorisation:
2. S11/S11A/S11B - Instrument of Appointment and Authorisation for the Environmental Health Officer.
3. Resolves that the Instrument be sealed.

**CARRIED**

### 12.3.7. RECOVERY UPDATE

**Jane Bowker – Flood Recovery Coordinator**

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 28/14/50

#### **PURPOSE**

This report is an update to the Council and community on recovery activities arising from the October / November 2022 flood events and the February 2024 fire event. This report relates to activities between October 2022 and May 2024.

#### **BACKGROUND**

The Council approved the Pyrenees Flood Recovery Plan at its meeting on 21 February 2023. The recovery plan for the Bayindeen Rock Road bushfire was also approved by Council at its meeting on 16 April 2024 and this is the first update related to recovery activities in the Bushfire Recovery Plan.

Both recovery plans provide a full summary (current at the time of the plan being written) of its respective event and are designed to evolve over time as information changes. With the community at its core, the plans include actions to coordinate recovery initiatives to ensure individuals, communities and businesses recover well. The plans provide an implementation framework and reporting mechanism, and oversight of the completing of the actions in the plans is the responsibility of the Recovery Team with support from other Council staff and recovery agencies.

Going forward quarterly updates will now be provided on both events at the same time. It is noted that the key recovery environments (social, built, economic, natural and coordination/administration) and many actions are the same in both plans.

#### **ISSUE / DISCUSSION**

Recovery continues with a strong focus on supporting community recovery and building resilience. It is important recovery is community-led and incorporate the needs and desires of the broad and diverse communities. Supporting community recovery also includes the rehabilitation of the infrastructure including roads, culverts, floodways and now guardrail, guideposts and signage to make the public asset safe for users.

The attached Recovery Plans Summary of Review details the status of recovery actions, and some of the key outcomes since the last reports are:

- Council's existing Flood Recovery Team is now also looking after the fire recovery and is now known as the Disaster Recovery Team.
- The Recovery Newsletter has been updated to include fire recovery and will be distributed quarterly, starting again this month.
- Council has a drop-in centre at the Beaufort Library open on Wednesdays to provide a welcoming environment for those looking for information and support. Support is not just available on Wednesdays; it is always available.
- Partners in Wellbeing have also been available at the drop-in centre.
- Some recovery/resilience events have been held since the fire such as the Women in Business and Chat with A Mate, organised by community and groups with support from Council and funding provided by the Commonwealth and Victorian governments. More events are being planned for the next 12 months.
- Thirteen community resilience grants have been awarded for \$24,358 worth of community-led initiatives.
- Council staff are working with the Bendigo Bank to work through options for the donated funds.

- A funding application under the Risk and Resilience Grants was successful to undertake an investigation into flood mitigation options at the Avoca Recreation Reserve. This project is about to commence with tenders going out soon.
- Successful advocacy for psychosocial support to be provided by local health providers, Ballarat Community Health, and Grampians Community Health. This is a great outcome so local providers can give support locally.

Other notable matters include:

- Planning is underway to establish a community recovery committee to coordinate community-led recovery. An expression of interest will be advertised in the next few weeks.
- Council staff are putting together packages of work to finish the repairs to flood damaged infrastructure. On the ground works have stopped since December 2023 until approval is given by the State Government to go ahead with the packages of work. Council is working closely with the State Government to progress the approvals and it is hoped that work can recommence again soon.
- Assessments of fire damaged infrastructure such as guardrail, guideposts and signage are complete. Repair works will be packaged up and submitted to the State Government for approval. Once approved, on the ground works will be completed.
- Council is working with community and contractors on the hazardous tree removal.
- The State Government is working more closely with Council to assess DRFA (Disaster Recovery Funding Arrangements) flood claims. The last report noted that there has been a significant time lag between lodging claims for reimbursement and claims being assessed for payment.
- Council's application for a DRFA advance payment related to the fires has been approved. An amount of \$1M has been provided as an initial payment to go towards costs associated with the fire. Council has commenced submitting claims for fire related costs.
- Council officers met with staff from the Department of Justice and Community Safety (DJCS), Department of Transport & Planning (DTP) and Department of Government Services (DGS). This was an opportunity to discuss and advocate on a range of matters relating to the DRFA claims process and other recovery matters. ERV (Emergency Recovery Victoria) advised that a review of the claims process is scheduled for 2024.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Priority 1 - People

1a. Prepare for emergencies and ensure community safety.

Priority 2 - Place

2b. Enhance the liveability and resilience of our communities.

## **COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES**

Residents, farmers, sporting/recreation groups, community organisations and business owners have been contacted by recovery support organisations such as Council, Windermere Services (on behalf of Council), and AgVic as part of providing ongoing support. Support is ongoing for anyone affected by the floods and/or fire when they are ready.

There has been continued engagement with government agencies and organisations in planning and coordinating the response, relief, recovery, and resilience efforts. Consultation and engagement will continue for however long it takes to ensure the community is fully supported in their recovery.

## **ATTACHMENTS**

1. 18.06.2024 - PSC Recovery Plans Status Report [**12.3.7.1** - 22 pages]

**FINANCIAL / RISK IMPLICATIONS**

There has been a significant risk to public safety caused by the consecutive, concurrent and compounding emergency events in the Pyrenees over the last 12 years (floods 2011, 2016, 2022, fires in 2019 and 2024, COVID 2020-2023). There has been widespread damage to public and private assets, the environment and substantial personal hardship caused to individuals, community organisations and businesses. Council faces significant financial risk if the recovery effort is not managed well and requires ongoing support from the Commonwealth and State Governments.

**CONCLUSION**

Progress has been made in key recovery areas as detailed in the summary report. Council officers are active with recovery and resilience-building initiatives. Whilst there has been the fire and Council staff have been busy providing support to those that have been affected, work continues to support those affected by the Oct/Nov 2022 floods.

Council officers would like to thank all the community members, businesses, and organisations that have helped with the recovery efforts so far. Recovery is a big task and takes time, and efforts have been appreciated.

**Cr Ron Eason / Cr David Clark**

That Council

1. notes the progress made against required recovery actions in the Flood Recovery Plan and Bushfire Recovery Plan; and
2. continues to advocate for a more funding to provide long-term support for individuals, communities and businesses to recover well and build resilience.

**CARRIED**

### **12.3.8. CUSTOMER SATISFACTION SURVEY 2024**

**Presenter:** Kathy Bramwell - Director Corporate and Community Services

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Kathy Bramwell – Director Corporate and Community Services

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 44/10/04

#### **PURPOSE**

For the Council to receive the 2024 Community Satisfaction Survey report and to consider the key findings.

#### **BACKGROUND**

Each year Local Government Victoria (LGV) coordinates and auspices a state-wide local government community satisfaction survey throughout Victorian local government areas.

Although participation remains optional, questions are relevant to the mandatory local government performance reporting obligations and information gained informs Council's Annual Report.

Key objectives of the survey are to assess the performance of the Pyrenees Shire Council as perceived by its community across a range of measures, and to seek insight into ways to provide improved or more effective service delivery. When coupled with previous data, the survey provides a reliable source of the community's views since 1998.











The telephone survey was conducted in February/March 2024 and the Pyrenees Shire Council's results are benchmarked against the state-wide average and the average for small rural councils.

#### **ISSUE / DISCUSSION**

The attached report contains detailed survey outcomes with results shown as scores out of 100. A summary of Pyrenees Shire Council performance, as perceived by its community through the telephone survey, is provided below.



## Summary of Pyrenees Shire Council performance







Services	Pyrenees 2024	Pyrenees 2023	Small Rural 2024	State-wide 2024	Highest score	Lowest score
 Overall performance	55	55	53	54	18-34 years, Avoca, DeCameron residents	50-64 years
 Value for money	49	48	47	48	35-49 years, Avoca, DeCameron residents	Mt Emu residents
 Overall council direction	43	43	44	45	35-49 years	18-34 years
 Customer service	62	62	66	67	Avoca, DeCameron residents, 35-49 years, Women	18-34 years
 Waste management	71	69	67	67	Avoca, DeCameron residents	Mt Emu residents
 Art centres & libraries	70	70	73	73	35-49 years, Women	Mt Emu residents
 Appearance of public areas	69	65	71	68	35-49 years	Mt Emu residents
 Emergency & disaster mngt	69	62	66	65	18-34 years	50-64 years
 Recreational facilities	68	65	67	68	35-49 years	50-64 years, 18-34 years
 Bus/community dev./tourism	61	57	59	57	35-49 years	50-64 years, Mt Emu residents

Significantly higher / lower than Pyrenees Shire Council 2024 result at the 95% confidence interval. Please see Appendix A for explanation of significant differences.

J W S R E S E A R C H 10



## Summary of Pyrenees Shire Council performance

Services	Pyrenees 2024	Pyrenees 2023	Small Rural 2024	State-wide 2024	Highest score	Lowest score
 Family support services	60	63	61	63	Men	Women
 Enforcement of local laws	60	61	60	61	18-34 years	Mt Emu residents
 Consultation & engagement	52	50	51	51	35-49 years	50-64 years
 Community decisions	51	50	50	50	Women	50-64 years, Men
 Sealed local roads	42	44	41	45	65+ years	18-34 years, Mt Emu residents
 Unsealed roads	33	35	35	36	65+ years	18-34 years

At the time of writing this report, a thorough assessment has not yet been completed, however some general observations about the results and factors influencing the results are contained below:

- Perceptions of overall performance is unchanged from 2023 (55), halting the long-term trend of declining scores.
- Council’s overall performance remains in line with the small rural (53) and state-wide (54) averages, both of which have declined significantly over recent years.



- Perceptions of performance on most service areas evaluated:
  - Increased in eight of the 16 measures (50%),
  - Remained the same in four measures,
  - Reduced in four measures.
- Council's overall direction (43) and customer service (62) scores are unchanged from 2023. Value for money perception has increased slightly.
- Council continues to perform well in waste management when compared with the state (67) and small rural (67) average, again increasing in 2024 to 71 from 69 in 2023.
- Council's highest performing areas relate to:
  - Waste management – 71 (2024) increased from 69 (2023) - higher than small rural (67) and state-wide (67) averages,
  - Art centres & libraries – 70 (2024) remained the same as the previous year,
  - Appearance of public areas – 69 (2024) increased from 65 (2023),
  - Emergency & disaster management – 69 (2024) increased from 62 (2023), and
  - Recreational facilities – 68 (2024) increased from 65 (2023).
- Council's lowest performing areas relate to both sealed and unsealed roads:
  - Sealed local roads – 42 (2024) reduced from 44 (2023) - small rural (41) and state-wide (45) averages, and
  - Unsealed local roads – 33 (2024) reduced from 35 (2023) - small rural (35) and state-wide (36) averages. It is noted that the impact on the unsealed road network from the October 2022 flood event may have been a contributing factor in the level of satisfaction.
- There was a further decline in family support services – 60 (2024) reduced from 63 (2023) but remains in line with small rural (61) and state-wide (63) averages. It is noted that Council's decision to exit in home aged care may have impacted community perceptions on this measure.

Events and activities that may have contributed to the results include:

- Increased effort in community engagement including:
  - The greater visibility and participation of the community development team within the wider community, and
  - The change in timing of the Councillor cuppa & chat enabling greater participation by the community.
- The joint project with Golden Plains to increase bushfire resilience in some townships.
- The poor Commonwealth Government monitoring and enforcement of home-based aged-care services to our residents following Council's transition out of direct delivery.
- Council's relief and recovery support to its community during the February Bayindeen Rocky Road bushfires, which occurred simultaneously with the survey timing.
- The ongoing disaster recovery funding issues resulting in delays with critical infrastructure rehabilitation following the October/November 2022 floods, much of which relates to Council's unsealed road network.
- The issue of a rate notice to multiple residents in error at the time the survey was being conducted.

## **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Enabling Principles

b. Provide transparency and accountability

## **COMMUNITY ENGAGEMENT / CONSULTATION OUTCOMES**

This survey's results are intended to be published on Council's website.

## **ATTACHMENTS**

1. J 01314 CSS 2024 Pyrenees Shire Council Report- Copy [**12.3.8.1** - 96 pages]

## **FINANCIAL / RISK IMPLICATIONS**

There are no financial implications of Council receiving this report.

### **CONCLUSION**

The 2024 Community Satisfaction Survey provides insights into community perceptions about the relative importance of council services and its performance which is an opportunity for Council to better understand our community's expectations to learn and improve. The 2024 survey outcomes indicate a halt to the long-time decline in community satisfaction in many areas.

### **Cr David Clark / Cr Ron Eason**

That Council:

1. Publishes the 2024 Community Satisfaction Survey report on its website.
2. Uses the results of the survey to review Council Plan performance targets where appropriate.
3. Uses the results of the survey to support the Council's preparation of a new Council Plan, post-election in 2024/2025.
4. Uses the results of the survey to review specific areas for continued improvement.
5. Uses the results of the survey relating to the local road network as evidence in advocacy on the need for timing and administrative improvements regarding more responsive disaster funding provision.

**CARRIED**

### **12.3.9. PROJECT UPDATE JUNE 2024**

**Presenter:** Jim Nolan - Chief Executive Officer

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Jerry van Delft – Manager Community Wellbeing and Partnerships

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 16/21/08

#### **PURPOSE**

This report's purpose is for the Council to receive an update on key Council projects.

#### **BACKGROUND**

Updates on Council projects have been reported regularly to Council and the community through information reports in quarterly Council meeting agendas, in addition to the project dashboard which has been developed in recent years and is accessible on Council's website.

Major projects are reported through the weekly community noticeboard and as provided in the summary below.

It is noted that the Bayindeen Bushfire has and will continue to impact the progress of several Council projects.

#### **ISSUE / DISCUSSION**

Project Milestone status is available on the project's dashboard. The dashboard is updated monthly. Below is a summary of the status of a selection of projects underway.

##### **Roadworks on Trawalla-Waterloo Road Construction**

Roadworks are now finished on Trawalla-Waterloo Road near Racecourse Road.

##### **Roadworks on Pittong-Snake Valley**

Road Sealing is now complete on Pittong Snake Valley Road near Cochrane Drive.

##### **Roadworks Smythesdale-Snake Valley Road**

Construction work is complete. Line marking to be completed when contractors are in the area

##### **Infrastructure repairs**

Repair work continues on infrastructure damaged by the October/November 2022 flood events. There is more work to do on roads, culverts, floodways and bridges. See flood reports.

##### **Avoca drainage maintenance**

Avoca drainage upgrades are well advanced and nearing completion.

##### **Caramuir Road, Nerring culvert works**

Upgrade work on the Caramuir Road culvert is complete. Works included the extension of the existing culvert, road reinstatement, and installation of guard railing.

##### **Roadworks Spring Flat Road Crowlands**

Work has started to build two major culverts with floodway decks at Spring Flat Road, Crowlands. Works are expected to be completed in the next 3 months.

##### **Roadworks Astbury Street Avoca**

Work has started on the reconstruction of the kerb and channel at Leibig Street and Astbury Street, Avoca.

**Avoca Depot Office Extension**

Work has commenced on the extension of the Avoca Depot.

**Pyrenees Hardcourt Maintenance (Tennis & Netball)**

Initial cleaning work and minor repairs have been completed and the next phase of the maintenance program will commence shortly.

**Redbank - Streetscape and Drainage Work**

Consultation with the Redbank community was conducted in April and plans are currently underway.

**Rural Council Transformation Project**

This shared services project with Central Goldfields Shire Council is in progress. A project manager has been appointed, workshops held with key staff at both organisations to inform the specification of system requirements and market testing is currently underway.

**Goldfields Power and Lighting Project**

This project, jointly funded with state and commonwealth funds, is complete and an official opening is planned for July.

**Waubra Recreation Reserve Masterplan**

This project has commenced and is in the early stages of delivery.

**Beaufort Caravan Park**

Council received notice that the grant application to the Commonwealth government for \$1M under the Growing Regions Fund was unsuccessful despite a strong business case and considerable cost in development of the bid.

Stage 1 of the project to deliver cabins to the value of \$1M has commenced with Planning Approval being reported to this Council Meeting, and market testing for the supply of cabins will be undertaken in the coming months.

**SWW and NE Pyrenees Pipeline Project**

The Feasibility study and Business case are both well advanced with some further technical investigation work proposed to be undertaken in the coming months with the view to this project being completed at the end of 2024.

**COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Priority 2 - Place

2a. Sustain and enhance unique character of our communities.

Priority 4 - Economy

4b. Invest in road infrastructure to improve connectivity for commerce and community.

Enabling Principles

b. Provide transparency and accountability

**ATTACHMENTS**

Nil

**FINANCIAL / RISK IMPLICATIONS**

This reporting on progress of projects is intended to inform Council and the community.

**CONCLUSION**

This report provides an update on various projects underway within the Pyrenees shire.

**Cr Tanya Kehoe / Cr Ron Eason**

That:

1. Council notes the progress of projects contained in this report.
2. Council officers seek feedback from the Commonwealth about the unsuccessful Growing Regions Fund application and continue to pursue other sources of funding for the unfunded elements of the project.

**CARRIED**

## 12.4. CHIEF EXECUTIVE OFFICE

### 12.4.1. BIODIVERSITY IMPACTS OF RENEWABLE ENERGY PROJECTS

**Presenter:** Jim Nolan - Chief Executive Officer

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Jim Nolan – Chief Executive Officer

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 30/18/02

#### PURPOSE

The purpose of this report is to provide information in relation to the Victorian State Government's publication '*A better approach to managing biodiversity impacts of renewable energy projects*'.

#### BACKGROUND

The State Government has released a publication titled, *A better approach to managing biodiversity impacts of renewable energy projects*. The document's purpose is for the state to show that it is taking action to balance protection of Victoria's unique and threatened biodiversity while enabling essential new renewable energy projects.

#### ISSUE / DISCUSSION

*A document* outlines actions to support the transition from fossil fuels to renewable energy, while protecting biodiversity, and provide energy proponents, and investors, greater clarity and predictability when it comes to the process of having projects assessed.

Actions include:

- a new state-wide Biodiversity Values Map and supporting spatial tools that identify areas of biodiversity value to inform siting decisions, in particular areas that should be avoided
- targeted research to fill gaps in understanding of impacts of wind energy on at-risk bird and bat species and to inform standards and mitigation measures
- guidance to support siting, design and operation of energy projects to better manage biodiversity impacts including a new *Handbook for the development of renewable energy in Victoria* that will list species of concern, potential mitigation measures and include a template for all future bat and avifauna management plans
- guidance for managing impacts on specific species, including updated Brolga standards and targeted guidance for bats.

Recent projects in the Pyrenees have caused concern in some communities where it is apparent that there hasn't been sufficient consideration given to environmental factors such as the nesting and flight patterns of brolga.

#### COUNCIL PLAN / LEGISLATIVE COMPLIANCE

Priority 3 - Environment

3a. Continue being an environmentally progressive organisation.

Enabling Principles

c. Use resources efficiently and effectively



**ATTACHMENTS**

1. A-better-approach-to-managing-biodiversity-impacts-of-renewable-energy-projects [12.4.1.1 - 14 pages]

**Cr Damian Ferrari / Cr David Clark**

That Council:

1. Acknowledges the approach by the Victorian government outlined in the document, 'A better approach to managing biodiversity impacts of renewable energy projects',
2. Provides input if appropriate into the development of the tools and guidance material to be developed.

**CARRIED**

#### 12.4.2. VICGRID - DRAFT RENEWABLE ENERGY ZONE COMMUNITY BENEFITS PLAN

**Presenter:** Jim Nolan - Chief Executive Officer

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Jim Nolan – Chief Executive Officer

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 30/04/04

#### PURPOSE

The purpose of this report is to seek Councils endorsement in providing a submission to the Draft Renewable Energy Zone Community Benefits Plan.

#### BACKGROUND

VicGrid is a new government agency responsible for planning and developing Victoria's transmission infrastructure.

VicGrid has released a draft Renewable Energy Zone (REZ) Community Benefits Plan which is open for feedback.

The Plan states that:

- Victoria is currently undergoing a transition to renewable energy, replacing fossil fuels, such as coal and gas, with renewable energy resources such as sunshine and wind, to generate affordable and sustainable energy for the future.
- The transition to renewables will drive unprecedented new investment in generation, transmission and storage projects, many of which will be hosted by regional communities, as we take action to tackle climate change and keep the lights on.
- The Victorian Government is committed to a new approach to planning transmission and renewable energy infrastructure, incorporating community views from the start of the process to make better decisions, minimise impacts and maximise tailored benefits for communities.
- VicGrid's work is guided by the Victorian Transmission Investment Framework (VTIF), which identifies community engagement and benefits as one of its core principles.

#### ISSUE / DISCUSSION

Feedback is being sought to make sure the final REZ Community Benefits Plan *"incorporates views and priorities, so the benefits truly address local needs and improve social and economic outcomes."*

Feedback is being sought on the following:

- the proposed REZ Community Energy Fund approach, including what types of projects and groups should be eligible and ineligible for funding
- how decisions will be made about allocating funding from each REZ Community Energy Fund to local priorities
- the model of using regional community reference groups to guide decisions about each REZ Community Energy Fund, and which individuals and organisations should be members
- significantly impacted neighbour benefits, including the proposed approach and eligibility criteria
- proposed eligibility criteria and exceptional circumstances related to landholder benefits

[Victorian Transmission Investment Framework - REZ Community Benefits | Engage Victoria](#)

It is proposed to make a submission to the plan having regard to the following points:

- Rural communities are impacted by hosting large scale infrastructure, which benefit disproportionately city centres and high energy consumers.
- Benefits associated with the renewable energy generation and transmission should flow back to rural impacted communities.
- There is no methodology suggested in the plan for how financial amounts are to be determined.
- The model suggested in the draft report will not necessarily see benefits realised in affected communities.
- Alternative models need to be considered.
- There should be consideration for councils to be more involved in the distribution of funds / delivery of projects due to Council's having a closer contact and knowledge of their communities.
- The size and type of projects proposed to benefit communities are limited and need expansion. Some of the proposed project types reflect what might be considered core state government responsibility.

Council officers have been working with other groups in respect of their submissions including:

- Central Victorian Greenhouse Alliance (CVGA)
- Grampians New Energy Taskforce (GNet)

**COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Priority 3 - Environment

3a. Continue being an environmentally progressive organisation.

Enabling Principles

b. Provide transparency and accountability

**ATTACHMENTS**

1. Draft Renewable Energy Zone Community Benefits Plan [12.4.2.1 - 24 pages]

**FINANCIAL / RISK IMPLICATIONS**

There is an opportunity to realise future funds and benefits for Pyrenees Communities if this plan is modified.

There is no financial impact on Council by making a submission.

**CONCLUSION**

Submissions on the draft REZ Community Benefits Plan close on 25 June 2024.

**Cr David Clark / Cr Tanya Kehoe**

That Council:

1. Endorse the CEO to complete a submission on the draft Renewable Energy Zone Community Benefits Plan.

**CARRIED**

### 12.4.3. VICTORIAN GOVERNMENT HOUSING TARGETS FOR COUNCILS

**Presenter:** Jim Nolan - Chief Executive Officer

**Declaration of Interest:** As presenter of this report, I have no disclosable interest in this item.

**Report Author:** Jim Nolan – Chief Executive Officer

**Declaration of Interest:** As author of this report, I have no disclosable interest in this item.

**File No:** 66/22/40

#### PURPOSE

The purpose of this report is to provide Council with information relating to Victorian Government Housing Targets.

#### BACKGROUND

On 16 June 2024 the Victorian Government released Housing Targets for Councils. Each Council has been provided with a draft housing target which identifies the number of homes to be built between now and 2051.

The draft housing targets represent an initial distribution of new homes across each local government area. When finalised, local government housing targets will be an important element of a new plan for Victoria.

The government has advised that each draft housing target was calculated on:

- An area's proximity to jobs and services
- Level of access to existing and planned public transport
- Environmental hazards like flood and bushfire risk
- Current development trends and places already identified for more homes

For Pyrenees, this means an additional 1,200 homes by 2051. This represents approximately 45 new homes per year. This is not significantly more than current new building permit statistics provide.

[Statewide housing targets | Help us shape the future for Victoria | Engage Victoria](#)

Within the Greater Ballarat Area, the following targets have been set:

LGA	Total dwellings in 2023	Total target 2051	Total number of target dwellings in 2051	Percentage increase in the number of dwellings
Ballarat	53,000	46,900	99,900	88%
Central Goldfields	7100	1600	8700	23%
Golden Plains	9800	11,700	21,500	119%
Hepburn	9700	3000	12,700	31%
Moorabool	16,300	19,100	35,400	117%
Pyrenees	4000	1200	5200	30%
<b>GBAC</b>	<b>99,900</b>	<b>83,500</b>	<b>183,400</b>	<b>84%</b>

#### ISSUE / DISCUSSION

Key to the delivery of a 30% increase in new homes in Pyrenees shire will be the progress of a body of strategic planning work to enable suitable land to be appropriately zoned. This work is well underway and is subject of further detailed consideration by Council. Planning Scheme Amendments for three framework plans for Snake Valley, Waubra and Lexton are currently with the Minister for Planning.

Council's land purchased in Beaufort and Avoca are also opportunities for Council to partner with the government and other parties to assist in delivering new homes and meeting housing targets.

#### **COUNCIL PLAN / LEGISLATIVE COMPLIANCE**

Priority 2 - Place

2c. Promote responsible development.

Enabling Principles

c. Use resources efficiently and effectively

#### **ATTACHMENTS**

Nil

#### **FINANCIAL / RISK IMPLICATIONS**

This is an information report and does not have financial implications for Council.

The delivery of new homes in the long term will likely result in economic growth for the shire, but also generate demand for increased services.

#### **Cr Ron Eason / Cr Damian Ferrari**

That Council:

1. Notes the housing targets announced by the Victorian government for councils
2. Gives further consideration to its strategic planning program in light of the new housing targets
3. Continues to progress its planning for development of Council owned land in Beaufort and Avoca
4. Continues to see opportunities to partner with the Victorian government and others in the delivery of new homes in the Pyrenees shire.

**CARRIED**

### 13. COUNCILLOR REPORTS AND GENERAL BUSINESS

#### Cr Damian Ferrari

I have attended the usual things, the cuppas and the councillor briefings. I had some meetings with some constituents in relation to a range of different matters.

Meeting with the Beaufort Football Netball Club, it was pleasing to see a couple weeks ago that the Beaufort Seniors got a win on the board and I think it is the first win for a couple of years so that was really good and it was really timely and it was well celebrated.

Received some queries regarding the ongoing fire recovery activities and the general consensus and the feedback I am getting is that everyone is fairly happy with it, they understand the complexities around it and that is such a big job and an ongoing role, so generally speaking I think people are pretty happy about that.

Attended the Audit and Risk committee meeting and a lot of the things that we discussed were outlined earlier by Ms Bramwell.

#### Cr Tanya Kehoe

The biggest thing I think is if people have been following the Carngham Uniting Church's story recently, it has now become its own entity, its own little parish community and it will govern itself rather than being part of the cluster so for them that's a move to be able to sustain that building and those grounds for community use.

We had a great catch up at Stoneleigh in the past month, it was a great opportunity to catch up with a great number of locals, we still have quite a big telecommunication blackspot issue there that we are trying to work on solutions for the members of the community there. There was a few road safety issues and tree issues but we are looking forward to continue working with those locals and council to come up with those solutions.

As we all know, the weather conditions on the roads are very different going into winter and they change with the weather so please always drive to the conditions and continue to remember to report any of the hazards on our roads through our customer action report system or you can ring our customer service desk, they're wonderful there to be able to help you with that.  
Keep well everyone and keep warm.

#### Cr Ron Eason

It must be getting cold there's not a lot going on so not a lot to report.

I had a couple of meetings about the Sunraysia Highway so I know a little bit about VicRoads situation and it's not improving dramatically unfortunately.

Had some meetings with constituents, the Chinese Garden is looking to see where they can take that organisation going forward and one of the things that will possibly permeate throughout the Shire, the local RSL sub branch in Avoca is finding it very difficult to financially stay afloat when things like insurance for the building is costing them over \$4,500 per year and that's the sort of thing that other community entities will find as their buildings come up for renewal, their insurance costs are going up, other costs are going up and in some instances they will find themselves having to divest themselves much like the RSL is currently discussing. We're hoping for community support but it's an ongoing thing, it's not something that we can have a quick whip round and solve in a month or two, it's an ongoing thing and will be an ongoing thing for other community organisers.



Cr David Clark

Attended Councillor activities in terms of briefings and meetings over the last month or so. We look forward to welcoming everybody at Waubra for our next Cuppa in July which will be good.

Central Victoria Greenhouse Alliance that I represent Council on, had a board meeting recently and again a lot of the discussion has been around renewables, power lines and those kinds of things that affect most of the member councils in that area.

I've attended an ALGA board meeting and we've just made a submission into the federal government inquiry into local government financial sustainability and made presentations to that committee which is really important because the bulk of our money that comes externally comes from the federal government. MAV is working at the moment on a submission for the state inquiry which, while it's a little bit about money, it's much more about responsibilities that the state imposes upon us or makes us do and how that works for us or not as local government.

Attended the drop in session for the Lexton flood study and that was really good, there was a number of people coming in and talking about their experiences, helping validate the mapping and those kind of things. I would like to make a shout out to Judy Martin, Judy came in not only with photos of the 2022 flood but also the 2016 flood, and the 2011 flood which was really invaluable for them, really appreciate that Judy in the sense of helping get those models correct in terms of where the flood is.

Last week had a meeting at the hub at Waubra which was one of our regular meetings and I think our AGM is now scheduled for 16<sup>th</sup> of August.

Cr Robert Vance

Like all Councillors, I attended the cuppa at Stoneleigh.

I had the opportunity to join the Amphitheatre Rural Fire Brigade a few Sunday's ago where they had over 20 recognition awards, there is two that I want to make special recognition to and that would be John Lusby and Ron Reid who achieved 65 years representing their local brigade, that's pretty special. There were a lot of good, honest volunteers at that day and it was great to see them rewarded because they are purely volunteers. They get a pretty raw deal from the government in that regard.

We had a GBAC meeting in Ballarat which I attended and the situation with regards to small rural councils and their funding was discussed at great lengths, a neighbouring council are in extreme financial difficulty and through no fault of their own, they've just got to a point where they're growing faster than what they can accommodate and they just can't keep up with the cost and something has got to be done, an amalgamation is not going to take the problem away. Some of these large metro councils are getting a fair share of the financial assistance grants that just adds to the multi million dollars that they have already got in the bank, they have got more money than they know what to do with a lot of them.

Sadly, at Landsborough last Sunday the Uniting Church held their last service, there are no longer going to operate out of their little church in the main street of Landsborough, which I guess is a sign of the times that we're living in but, it just does dishearten me a little to see these sort of things happening when congregations fall away. The population is not falling away but the people that go along to church nowadays are just not following the traditions that we used to.

For the observing public tonight, it is with the great pleasure that I ask the CEO if he would come to his feet while I congratulate him on his re-appointment for the next five years.

**14. CLOSE OF MEETING**

The Ordinary Meeting of Council - 25 June 2024 closed at 8:15 pm.

Minutes of the Meeting confirmed \_\_\_\_\_

2024 Mayor Cr Robert Vance