

# **Town Planning Committee Meeting**

## **Minutes**

Monday 1 September 2025

Commenced at 7:00 PM

Council Chambers  
20 Siding Avenue, Officer  
Victoria

**Members:** Cr Jack Kowarzik Mayor  
Cr Alanna Pomeroy Deputy Mayor  
Cr Liz Roberts  
Cr Samantha-Jane Potter  
Cr Casey Thomsen  
Cr David Nickell  
Cr Brett Owen  
Cr Trudi Paton

**Officers:** Debbie Tyson General Manager Community & Planning Services  
Peter Harris Manager Governance, Safety & Property  
Duncan Turner Manager Planning & Design  
Natasha Berry Senior Governance Officer

Meeting opened at 7.00pm.

## Order of Business

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## 1 Opening And Reflection

I would ask those gathered to join us now for a few moments of silence as we reflect on our roles in this chamber. Please use this opportunity for reflection, Prayer or thought, to focus on our shared intention to work respectfully together for the well-being of our whole community.

## 2 Acknowledgements

Cardinia Shire Council acknowledges that we are on the traditional land of the Bunurong and Wurundjeri people and pay our respects to their elders past, present and emerging.

## 3 Apologies

Cr Colin Ross

## 4 Declaration Of Interests

Nil

## 5 Ordinary Business

### 5.1 T220661 PA - USE AND DEVELOPMENT OF LAND FOR A DWELLING AT 160 HOLM PARK ROAD BEACONSFIELD

Responsible GM:	Debbie Tyson
Author:	Tanvi Rawat
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<b>5.1 We practise responsible leadership</b> 5.1.1 Build trust through meaningful community engagement and transparent decision-making.

#### Resolution

Moved Cr Owen, seconded Cr Potter.

That Council resolve to issue a Notice of Decision to Grant a Permit for Planning Permit Application T220661 for Use and development of Land for a Dwelling on 160 Holm Park Road, Beaconsfield, subject to the following conditions:

#### Compliance with documents approved under this permit

- 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.

#### Approved and endorsed plans – changes required

- Before the use and development as appropriate starts, plans must be approved and endorsed by the responsible authority. The plans must:
  - be prepared to the satisfaction of the responsible authority;
  - be drawn to scale with dimensions;
  - be submitted to the responsible authority in electronic form; and
  - be generally in accordance with the plans prepared by Vaastu Pty Ltd forming part of the application and identified as Revision D, dated 31.03.2025, but amended to show the following details:
    - an amended Bushfire Management Plan to reflect the amended siting and design.
    - elevation drawings to specify cardinal/compass directions and include a full schedule of colours and materials.
    - a waste disposal area marked in accordance with the submitted Land Capability Assessment.
    - pedestrian visibility triangles measuring 2 m x 2.5 m with at least 50% visual permeability must be provided and maintained as per Clause 52.06 of the Planning Scheme.

#### Landscaping

- Before the development commences, a landscape plan must be approved and endorsed by the responsible authority. The landscape plan must be prepared to the satisfaction of

the responsible authority by a suitably qualified landscape architect (or similar), drawn to scale with dimensions, and submitted in electronic form. The plans must be generally in accordance with the Landscape Design Plan forming part of the application (dated 2 May 2024) and include the following:

- a. Plantings surrounding the proposed dwelling and accessway (where it diverges from the Northern boundary towards the dwelling). These plantings must include (to the satisfaction of the responsible authority):
    - i. A variety of grasses, shrubs and canopy trees; and
    - ii. Larger and denser plantings capable of providing an effective visual screen in key locations, along the northern elevation of the dwelling and driveways/accessways.
  - b. Plantings of indigenous trees along the north and west title boundaries where there is no substantial existing vegetation.
  - c. A survey (including botanical names) of all existing vegetation to be retained and/or removed.
  - d. Details of surface finishes of pathways and driveways.
  - e. Cardinal direction to indicate the correct North.
  - f. 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.
  - g. All the proposed planting within the defensible space must be in accordance with the endorsed Bushfire Management Plan, including the canopy separation when the trees mature.
  - h. Specific details for management of any plantings proposed as tube stock, outlining how the establishment of any of these plantings will be appropriately managed and ensured. Possible measures include (but are not limited to) use of plastic tree guards, irrigation or regular scheduled watering.
4. Within 90 days of issue of a certificate of occupancy for the dwelling under the *Building Act 1993*, the landscaping shown on the approved landscape plan(s) must be carried out and completed to the satisfaction of the responsible authority.
  5. The landscaping shown on the endorsed plan/s must be maintained to the satisfaction of the responsible authority including replacing any dead, diseased or damaged plants.

#### **Construction Environment Management Plan (CEMP)**

6. Prior to commencement of any works, a site-specific Construction Environmental Management Plan (CEMP) to the satisfaction of the responsible authority must be submitted to and approved by the responsible authority. When approved the CEMP will be endorsed and will form part of the permit. All works must be undertaken in accordance with the approved CEMP. The CEMP must address all environmental values and include:
  - a. site plan that shows the following:
    - i. location and identifying numbers of all trees and understorey vegetation to be retained;
    - ii. location of hollow bearing trees and threatened flora, which are to be protected as no-go zones for the duration of works;
    - iii. location of tree protection fencing at the boundary of tree protection zones for all trees to be retained and the boundary of all patches of understorey vegetation to be retained;

- iv. location of Conservation Zones as shown in the endorsed Integrated Land Management Plan as per condition 7, which are to be protected as no-go zones for the duration of works; and
  - v. location of materials, stock piling and vehicle access, which must not encroach into any tree protection zones or no-go zones for the duration of works.
- b. before works start, to the satisfaction of the responsible authority:
- i. the boundary of the defendable space area must be clearly marked onsite with rocks, bollards, star pickets or similar;
  - ii. areas outside the defendable space area are to be marked as no-go zones;
  - iii. all trees approved for removal must be clearly demarcated from trees approved for retention, using barricade tape or similar;
  - iv. a fence must be erected around any tree and patch of vegetation shown for retention on the endorsed plan. This fence will protect the trees by demarcating the tree protection zone and must be erected at a radius of 12 × the diameter at a height of 1.3 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of the trees, excepting the approved area of encroachment for construction as shown on endorsed plans to the satisfaction of the responsible authority. The protection fence must be constructed of chain mesh or similar to the satisfaction of the responsible authority. The protection fence must remain in place until all works are completed to the satisfaction of the responsible authority. Except with the written consent of the responsible authority, within the tree protection zone, the following are 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 underground services; and
    - e) any other actions or activities that may result in adverse impacts to retained native vegetation.
  - v. ground protection measures in accordance with Australian Standard AS4970-2009 *Protection of trees on development sites* must be installed along the driveway where there is encroachment of tree protection zones for any tree shown for retention on the endorsed plans to the satisfaction of the Responsible Authority. Ground protection measures must remain in place until all works are completed to the satisfaction of the Responsible Authority. Ground protection measures include:
    - a) permeable membrane such as geotextile fabric beneath a 100 mm thick layer of mulch; or
    - b) crushed rock below rumble boards. Rumble boards must be a suitable thickness to prevent soil compaction and root damage and strapped together to prevent movement.
- c. prior to commencement of any works, all contractors are to be provided a hard copy of the CEMP and to undertake a pre-construction induction for significant fauna and flora species, by a site supervisor or suitably qualified ecological consultant.

- d. for the duration of any tree removal works or pruning of tree limbs with hollows or that are over 30cm diameter, a qualified zoologist or registered wildlife carer must be present onsite to manage any displaced native fauna.

### **Integrated Land Management Plan**

- 7. Before use and development starts, an *Integrated Land Management Plan* for the management and operation of the land must be approved and endorsed by the responsible authority. The land management plan must:
  - a. be prepared to the satisfaction of the responsible authority.
  - b. be prepared by a suitably qualified person to the satisfaction of the responsible authority.
  - c. be submitted in electronic form.
  - d. include the following details:
    - i. a site plan that shows the division of the site generally into Domestic Zone (including defensible space), and the remainder of the land into Conservation Zone;
    - ii. overall environmental objectives for management of the land and techniques to achieve these objectives;
    - iii. techniques to protect and enhance the biodiversity of the land, including the retention of vegetation and faunal habitat and the need to revegetate land including riparian buffers along waterways, gullies, ridgelines, property boundaries and saline discharge and recharge areas;
    - iv. a line of permanent visual markers must be installed at the edge of Conservation Zone to delineate the boundary. Visual markers can include easily identifiable items such as star pickets, large rocks or bollards;
    - v. methods for the control and eradication of weeds;
    - vi. methods for the control of pest animals;
    - vii. Show individual plants and areas of all high threat weeds;
    - viii. the use of fencing which is permeable for native fauna;
    - ix. The delineation or fencing of the Conservation Zone and location and type of any internal fencing or markers to establish the various zones;
    - x. Where fences are used to keep domestic animals out of the Conservation Zone, they must be installed at least 4 metres away from the boundary of the conservation zone to avoid introducing a fence exemption;
    - xi. improving the condition of waterway frontages with vegetation;
    - xii. preventing stock from grazing the land;
    - xiii. preventing soil erosion;
    - xiv. practices and procedures to ensure that no significant adverse environmental impacts occur as a result of the use;
    - xv. proposed monitoring systems;
    - xvi. identification of possible risks of operational failure and response measures to be implemented;
    - xvii. day to day management requirements for the use;
    - xviii. an implementation and staging plan of works which must be completed;



- xix. Except with the written consent of the Responsible Authority, within Conservation Zones, the following is required:
  - a) Retain all standing trees (dead and alive) within the Conservation Zone, and as marked in the Domestic Zone;
  - b) Protect and retain all native vegetation and allow for natural regeneration within the Conservation Zone;
  - c) Control and management of vertebrate pests (e.g. European Rabbit, Fox);
  - d) Details of the management of domestic pets (cats and dogs) within the Domestic Zone, and to be excluded from the Conservation Zone;
  - e) All noxious and high threat woody weeds identified in the assessment report must be removed from the Conservation Zone:
    - List the very high and high threat weeds identified in the assessment report
    - Recommend weed control methods and timing for all very high and high threat weeds to remove to less than 1 per cent cover.
- xx. The protection of hollow bearing trees and limits on collection of firewood to personal use only. Firewood is only to be collected from the Domestic Zone, and not from the Conservation Zone.
- xxi. Except with the written consent of the Responsible Authority, within Conservation Zones, the following are prohibited:
  - a) heavy machinery
  - b) vehicular access
  - c) trenching or soil excavation
  - d) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
- e. Be reviewed annually and updated to the satisfaction of the responsible authority and any updated plans must be submitted to the responsible authority.

The responsible authority may consent in writing to vary any details in the integrated land management plan and may request photographic evidence of works identified in the integrated land management plan.

- 8. All necessary works as per the endorsed *Integrated Land Management Plan* must be implemented within 12 months of completion of development, with ongoing management works carried out in perpetuity.

#### **Layout not altered**

- 9. 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.

#### **Dwelling requirements**

- 10. Before the dwelling is occupied:
  - a. Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.
  - b. The dwelling must be connected to reticulated sewerage if available. If reticulated sewerage is not available, all wastewater from the dwelling must be treated and retained within the lot in accordance with the requirements of the Environment

Protection Regulations under the *Environment Protection Act 2017* for an on-site wastewater management system.

- c. The dwelling must be connected to a reticulated potable water supply or have an alternative potable water supply with adequate storage for domestic use as well as for fire fighting purposes.
- d. The dwelling or small second dwelling must be connected to a reticulated electricity supply or have an alternative energy source.

#### **Amenity**

- 11. The exterior colour and cladding of the development must not result in any adverse visual impact on the environment of the area and all external cladding and trim of the building, including the roof, must be of a non-reflective nature to the satisfaction of the responsible authority.
- 12. External lighting must be designed, baffled and located so as to not detrimentally effect on adjoining land to the satisfaction of the Responsible Authority.

#### **Drainage and stormwater**

- 13. All stormwater must be conveyed by means of drains to satisfactory points or areas of discharge approved by the Responsible Authority, so that it will have no detrimental effect on the environment or adjoining property owners.
- 14. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties.

#### **Vehicle crossing**

- 15. Before the development is occupied the vehicle crossing as shown on the approved plans must be constructed in accordance with the approved plans and to the satisfaction of the Responsible Authority. If the construction of the proposed rural vehicle crossing requires the installation of a drainage culvert to the satisfaction of the Responsible Authority

#### **Earthworks and site management**

- 16. Earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent soil erosion. The time for which soil remains exposed and unestablished must be minimised to the satisfaction of the Responsible Authority.
- 17. Sediment control measures must be undertaken during construction to the satisfaction of the Responsible Authority to ensure that the development subject land is adequately managed in such a way that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the stormwater drainage system.
- 18. The slope of batters, both cut and fill, must not exceed 2:1 (horizontal: vertical) or, where this is not practicable, batters must be stabilised by other means to the satisfaction of the Responsible Authority.

#### **Wastewater**

- 19. 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
- 20. 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.

#### **Swimming pool management and backwash**

21. Before the practical completion of the swimming pool, provision must be made for swimming pool backwash water to be disposed of and retained within the boundaries of the land to the satisfaction of the Responsible Authority and not discharged into the septic system or the reticulated sewerage system.

#### **Residential Reticulated Gas Service Connection**

22. Any new dwelling allowed by this permit must not be connected to a reticulated gas service (within the meaning of Clause 53.03 of the Cardinia Planning Scheme). This condition continues to have force and effect after the development authorised by this permit has been completed.

#### **Country Fire Authority**

23. Before the development starts, the Bushfire Management Plan prepared by Keystone Alliance for Holm Park Road Beaconsfield, Ref# B23102/4.0, dated Apr-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.
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.

#### **Commencement of permit**

25. This permit will operate from the issued date of this permit.

#### **Expiry – Development and use**

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

27. A Building Permit may be required before the development commences. For more information, contact Council's Building Department or a Registered Building Surveyor.
28. This Planning Permit has not been assessed against the requirements of ResCode or Clause 54 of the Cardinia Planning Scheme.
29. A 'Vehicle Crossing Permit' must be obtained from Council prior to the commencement of any works associated with the proposed vehicle crossing.
30. Prior to installation works commencing on the septic tank system, a Permit to Install must be obtained from Council.

For: Cr Kowarzik, Cr Nickell, Cr Owen, Cr Paton, Cr Pomeroy, Cr Potter, Cr Roberts and  
Cr Thomsen

Against: Nil

Carried

## 5.2 PLANNING MATTERS DEALT WITH BY OFFICERS UNDER DELEGATED AUTHORITY - SEPTEMBER 2025

Responsible GM:	Debbie Tyson
Author:	Jason Gilbert
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<b>5.1 We practise responsible leadership</b> 5.1.1 Build trust through meaningful community engagement and transparent decision-making.

### Resolution

Moved Cr Pomeroy, seconded Cr Potter.

That Council note the 'Planning Matters Dealt with by Officers Under Delegated Authority – September 2025' report.

For: Cr Kowarzik, Cr Nickell, Cr Owen, Cr Paton, Cr Pomeroy, Cr Potter, Cr Roberts and Cr Thomsen

Against: Nil

Carried

## 5.3 PLANNING MATTERS VCAT REPORT - SEPTEMBER 2025

Responsible GM:	Debbie Tyson
Author:	Jason Gilbert
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<b>5.1 We practise responsible leadership</b> 5.1.1 Build trust through meaningful community engagement and transparent decision-making.

### Resolution

Moved Cr Nickell, seconded Cr Paton.

That Council note the 'Planning Matters VCAT Report – September 2025' report.

For: Cr Kowarzik, Cr Nickell, Cr Owen, Cr Paton, Cr Pomeroy, Cr Potter, Cr Roberts and Cr Thomsen

Against: Nil

Carried

## 5.4 PLANNING SCHEME AMENDMENT ACTIVITY - SEPTEMBER 2025

Responsible GM:	Debbie Tyson
Author:	Duncan Turner
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<b>5.1 We practise responsible leadership</b> 5.1.1 Build trust through meaningful community engagement and transparent decision-making. 5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy. 5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

### Resolution

Moved Cr Thomsen, seconded Cr Roberts.

That Council note the 'Active Planning Scheme Amendments' report in Table 1.

For: Cr Kowarzik, Cr Nickell, Cr Owen, Cr Paton, Cr Pomeroy, Cr Potter, Cr Roberts and Cr Thomsen

Against: Nil

Carried

## 6 Meeting Closure

Meeting closed at 7.23pm.

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Minutes confirmed  
Mayor