



STRATHBOGIE SHIRE COUNCIL

MINUTES/DECISIONS OF A MEETING OF THE STRATHBOGIE SHIRE COUNCIL HELD VIRTUALLY ON TUESDAY 15 FEBRUARY 2022, COMMENCING AT 6.00 P.M.

Chair: Laura Binks (Mayor) *(Mount Wombat Ward)*

Councillors: David Andrews *(Lake Nagambie Ward)*
Reg Dickinson *(Lake Nagambie Ward)*
Sally Hayes-Burke *(Seven Creeks Ward)*
Paul Murray *(Hughes Creek Ward)*
Chris Raeburn *(Honeysuckle Creek Ward)*

Municipal Monitor: Janet Dore

Officers: Julie Salomon Chief Executive Officer *(CEO)*
David Roff Director, Corporate Operations *(DCO)*
Amanda Tingay Director, Community and Planning *(DCP)*
Dawn Bray Director, People and Performance *(DPP)*

1. Welcome

2. Acknowledgement of Traditional Land Owners

We acknowledge the Traditional Custodians of the places we live, work and play.

We recognise and respect the enduring relationship they have with their lands and waters, and we pay respects to the Elders past, present and emerging.

Today we are meeting on the lands of the Taungurung peoples of the Eastern Kulin nation, whose sovereignty here has never been ceded.

3. Apologies / Leave of Absence

Councillor Kristy Hourigan	(Seven Creeks Ward)
Kristin Favaloro	Executive Manager, Communications and Engagement (EMCE)

4. Disclosure of Conflicts of Interest

Nil.

5. Confirmation of Minutes of Previous Meetings

MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR MURRAY

- 1. That the Minutes of the Council meeting held on Tuesday 14 December 2021 be confirmed.**
- 2. That the Minutes of the Extraordinary Council meeting held on Tuesday 1 February 2022 be confirmed.**

37-21/22 **CARRIED**

6. Petitions

Two Petitions have been received by Council in relation to stage one of the proposed streetscape plan for Main Street, Strathbogrie. The petitions contain a total of 78 signatories.

The petitions read –

PROPOSED STRATHBOGRIE STREETSCAPE PLAN - PETITION

We the undersigned hereby register our concerns regarding the proposed streetscape works to the Strathbogrie Main Street area. We unanimously agree that the proposed Stage One - Median Strip Renewal, specifically the inclusion of gum trees is completely out of keeping with the current layout of the main street which consists of various European tree types. The current streetscape although on a smaller scale is akin to other high country towns including Bright, Myrtleford, Mansfield, Alexandra etc where the inclusion of gum trees in the town centre would be seen as a completely contradictory and unwelcome action for several safety, aesthetic and other reasons.

6. Petitions (cont.)

Proposed Strathbogie Streetscape Plan - Petition (cont.)

Strathbogie already has wonderful walking trails and an abundance of native flora and fauna along the Spring and Seven Creeks immediately surrounding the town. Any streetscape works must be in keeping with the current attractive and historically significant streetscape. We request to be kept Informed of any progress or amendments to this proposal.

(Petition collected between 25th – 31st January, 2022)

MOVED: COUNCILLOR RAEBURN
SECONDED: COUNCILLOR DICKINSON

1. That Council accept the petitions on the proposed Strathbogie Streetscape Plan.

2. That the petitions be referred to a relevant officer for response.

38-21/22 **CARRIED**

7. Reports of Mayor and Councillors and Delegates

Cr Hayes-Burke

- Euroa Community Action Group draft Strategic Plan out for comment - looking for input on Share Strathbogie website
- Avenel Active preparing their Community Plan – looking for input on Share Strathbogie website
- Encourages Action Groups to ask Council for assistance in strategic plans
- New and exciting phase in waste management – roll out of purple bin – asking people to Share Strathbogie website to vote for options or talk to Councillor
- Starting a series of meetings with Federal election candidates - pushing big agenda of projects throughout the Shire
- Will be releasing latest version of the Climate Change Action Plan for review and comment by the community

Cr Andrews

- Go Fish Nagambie was on last weekend bringing in lots of people and families from across Victoria and nation. Women's fishing clinic to encourage diversity in involvement in fishing and children's participation. Shire supported with facilities and festivities. Great showcase for the Shire.

Cr Murray

- Congratulating all those for Pitch My Project participation – great response – lots of ideas put forward and Council is working through them over the next couple of months.
- Involvement of volunteers across Shire recognised in Australia Day awards.
- Aware of divergent views about Australia Day and as a Council we will look at this as time progresses.
- Remind people in really hot weather one of the key issues Council is advocating for is energy resilience as Council is aware of issues like brown outs.

7. Reports of Mayor and Councillors and Delegates (cont.)

Mayor

- Whilst this is our first Ordinary Meeting, Councillors have all been working on many projects and matters over the summer period.
- In the lead up the Federal election later this year, Council has compiled our priority projects for our shire to advocate to the candidates. This important work of advocacy to other levels of government and authorities is a key role of council to ensure that our projects, goals, and community's interests are known to all candidates and potentially allocated funding.
- Met with Dr Helen Haines the Member for Indi as she visited Euroa, Ruffy and Violet Town on February 2 to launch her Telecommunications Policy requesting a 300 million budget allocation from the federal government to complete the NBN roll out. We all know how challenging it is to get and maintain a descent internet and mobile connection in our region and we believe that the government needs to invest more to achieve equity in digital connectivity.
- Further to this, in early January Council submitted our priority projects which fall in the seat of Indi to Dr Helen Haines MP for inclusion in her budget submission to the federal government. Helen's invitation to her budget submission is a key opportunity for Strathbogie Shire Council to be heard at the federal budget table. We are hopeful for some funding outcomes from this submission and continue to work with Helen and her team to achieve the bigger projects such energy security, Sales Yard Truck Wash, Greening Euroa and the Euroa Railway Precinct Structure Plan.
- Talking of the railway, last week Council had an update from Ed Walker from ARTC, who advised us they are currently finalising all technical elements for both options. The ARTC are working towards completing the Multi Criteria Assessment to propose one option in April. Ed advised that there would be a further stakeholder meeting prior to April. We will keep the community informed of any updates on this front and we will continue to advocate for the community on this important project.
- Last weekend the Mayor had the pleasure of opening the GoFish Tournament at Nagambie on the Friday and the Nagambie On Water Festival on the Saturday. The combination of these two events for the first time was a great initiative of community groups working with the private sector to deliver a fabulous community focused event. GoFish opened with a Women In Recreational Fishing skills workshop where the ambassadors for GoFish ran clinics to encourage more women to take up recreational fishing. It was a really successful event and the Mayor congratulated Karen Rees and GRT Events for working to create an inclusive event that encourages diversity in the sport.
- The NOW Festival had perfect conditions for their day of water activities and being located at the central festival hub ensured that there was a buzzing atmosphere for locals and visitors to enjoy. Congratulations to Claire Sampson and the team of volunteers who ensured this event was a huge success. The Mayor highlighted the efforts of GoNagambie supporting the NOW Festival to run their event in partnership with GoFish. When we work together we achieve great results.
- The Mayor had hoped to be able to share a report of the Rainbow Local Government Conference but unfortunately, due to the current number of COVID cases, the organisation chose to postpone the event to an online event in May. The Mayor encouraged fellow councillors to consider attending this conference which supports us in making our communities safer and more inclusive, and in achieving real change for LBGQITA+ people in our community.

8. Public Question Time
 - Nil
9. Officer Reports
 - 9.1 Strategic and Statutory
 - 9.2 Community
 - 9.3 Infrastructure
 - 9.4 Corporate
 - 9.5 Governance and Customer Service
 - 9.6 Executive
10. Notices of Motion
11. Notices of Rescission
12. Urgent Business
13. Confidential Business

NEXT MEETING

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 15 March 2022, commencing at 6.00 p.m.

It is intended that this meeting be held in the Euroa Community Conference Centre, however, this will be dependent on any COVID-19 restrictions which may be in place.

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9. OFFICER REPORTS

9.1 STRATEGIC AND STATUTORY PLANNING

9.1.1 Planning Permit Application No. P2020-162 – Use and Development for a Caretakers House; Change of Use of existing building to Museum (Military Memorabilia Display); and Signage ~ 22 Nolans Road, Ruffy VIC 3666

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is to use the current building for a museum for military memorabilia.
- The building has previously been utilised in the past for an engineering business and associated storage.
- A caretaker's house / accommodation area will be constructed on a first floor above the museum display area. Signage will be displayed, and car parking will be provided on site.
- The application was advertised, and four objections were received. Further detail is contained within the attached Report.
- The application has not been assessed within the 60-day statutory timeframe due to matters raised within the objections received.
- On balance the proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework and the relevant Zone and Overlay controls.
- It is recommended that Council resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation.

The applicant for the application addressed the meeting.

MOVED: COUNCILLOR RAEBURN

SECONDED: COUNCILLOR ANDREWS

That Council

- 1. Resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation in the attached Delegate Report; and***
- 2. Note the Delegate Report and proposed conditions.***

Conditions:

Amended Plans

- 1. Prior to the commencement of the use and development, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and form part of the permit. The plans must be drawn to scale with dimensions and be generally in accordance with the plans submitted with the application but modified to show –***

9.1.1 Planning Permit Application No. P2020-162 – Use and Development for a Caretakers House; Change of Use of existing building to Museum (Military Memorabilia Display); and Signage ~ 22 Nolans Road, Ruffy VIC 3666 (cont.)

- a) ***Changes to the Proposed Business Identification Signage plan to show the sign on the front elevation of the building.***
- b) ***Operating hours updated on the sign to reflect the permit conditions.***
- c) ***Notation on plan indicating no outside storage and display of museum pieces or other machinery or vehicles.***

Endorsed Plans

2. ***The use and development must be carried out and constructed in accordance with the endorsed plans and permit conditions and must not be altered without the prior written consent of the Responsible Authority.***
3. ***Prior to the use commencing, all works shown on the endorsed landscape plan must be completed to the satisfaction of the Responsible Authority, unless otherwise agreed to in writing.***

Landscape Plan Required

4. ***Prior to the use and development commencing, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and be approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale and be generally in accordance with the plans submitted for assessment. The plans must show –***
 - a) ***The retention of the boundary fencing all around the site, and noted on a site plan, indicating height, style and colour.***
 - b) ***An attractive extension (lattice or similar) to the fence height along the shared boundary with No. 26 Nolans Road to mitigate the view of the shed elevation from the garden setting of No. 26, noted on the plan.***
 - c) ***Plantings along the shared boundary with No. 26 Nolans Road, that will quickly form a screen and are easily maintained effectively as a screen to further buffer the views between the two activities.***
 - d) ***The vegetation along the front boundary is retained and not damaged in any way (on the road reserve and boundary line) noted on the plan, and is enhanced to create a further buffer of vegetation against the front fence, between the activity on site and the public road (this could be spaced plantings of a hardy native medium to large shrub).***

Maintenance of Vegetation

5. ***The vegetation along the outer fence line at the front boundary is to be planted out and maintained by the owner of No.22 and any dead vegetation that the permit holder has planted is to be replaced, to the satisfaction of the Responsible Authority.***
6. ***All vegetation along the boundaries is to be maintained, replacing any dead plants, to the satisfaction of the Responsible Authority.***

9.1.1 Planning Permit Application No. P2020-162 – Use and Development for a Caretakers House; Change of Use of existing building to Museum (Military Memorabilia Display); and Signage ~ 22 Nolans Road, Ruffy VIC 3666 (cont.)

13. All loading and unloading must take place at all times within the curtilage of the subject site.

Plant/Equipment/Features on Roof

14. No plant, equipment, services or architectural features other than those shown on the endorsed plans are permitted above the roof level of the building(s) without the written consent of the Responsible Authority.

Lighting on Site Control

15. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.

16. Flashing or intermittent light must not be displayed on the subject site.

Security Alarms Control

17. All security alarms or similar devices installed on the site must be of the silent type in accordance with any current standard published by Standards Australia International Limited.

Fencing

18. The fencing as shown on the endorsed plan must be erected (extension screening) and maintained (all fencing on all boundaries) to the satisfaction of the Responsible Authority.

Loading Unloading Areas

19. Areas set aside for loading and unloading on site must be kept clear at all times for the purpose of loading and unloading.

Engineering Conditions

Traffic Impact Assessment Report

20. Before any of the development starts or before the plan of subdivision is certified under the Subdivision Act 1988 the applicant shall provide a Traffic Impact Assessment Report in accordance with the requirements of the Infrastructure Design Manual to the satisfaction of Council.

Rural Vehicle Crossing Location

21. Prior to the commencement of works on site, any new, relocated, alteration or replacement of required vehicular entrances to the subject land from the road shall be constructed at a location and of a size and standard in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. The final location of the crossing is to be approved by the Responsible Authority via a Vehicle Crossing Permit. Reference should be made to Clause 12.9.2 "Rural Vehicle Crossings" of the Infrastructure Design Manual. Refer to standard drawing SD255 for small vehicles or SD265 for large vehicles.

9.1.1 Planning Permit Application No. P2020-162 – Use and Development for a Caretakers House; Change of Use of existing building to Museum (Military Memorabilia Display); and Signage ~ 22 Nolans Road, Ruffy VIC 3666 (cont.)

22. The vehicular crossing shall have satisfactory clearance to any power or Telecommunications pole, manhole cover or marker, or street tree and have a minimum of 50mm of gravel from the shoulder to the property boundary.

Rural Drainage – Works

23. All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/Goulburn Murray Water or dissipated within the site boundaries. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.

24. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -

- **Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and**
- **Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)**

25. Prior to the commencement of any works, the design parameters for any defined watercourse crossing(s), both structural and hydraulic design, shall be approved by the Responsible Authority (GBCMA – Works on Waterways Permit).

Internal Access Roads

26. Prior to the commencement of the use all internal access roads must be constructed, formed and drained to avoid erosion and to minimise disturbance to natural topography of the land to the satisfaction of the Responsible Authority. Internal access, including the turn-around areas for emergency vehicles, must be all weather construction with a minimum trafficable width of 4m.

Car Park Construction Requirements

27. Before construction works start associated with the provision of carparking, detailed layout plans demonstrating compliance with Aust Roads Publication ‘Guide to Traffic Engineering Practice : Part 11 Parking’ and to the satisfaction of the relevant authority must be submitted to and approved by the responsible authority. The plans must be drawn to scale with dimensions.

28. Before the use or occupation of the development starts, the area(s) set aside for parking of vehicles and access lanes as shown on the endorsed plans must be (to the satisfaction of the responsibility authority):

- a) **surfaced with an all-weather seal coat or gravel of type or treated to prevent dust, to the satisfaction of the Responsible Authority;**

9.1.1 Planning Permit Application No. P2020-162 – Use and Development for a Caretakers House; Change of Use of existing building to Museum (Military Memorabilia Display); and Signage ~ 22 Nolans Road, Ruffy VIC 3666 (cont.)

- b) constructed and completed to the satisfaction of the Responsible Authority;**
- c) drained in accordance with an approved drainage plan;**
- d) marked to indicate each car space and all access lanes;**
- e) measures taken to prevent damage to fences or landscaped areas of adjoining properties and to prevent direct vehicle access to an adjoining road other than by a vehicle crossing;**
- f) provision of traffic control signage and or structures as required; and**
- g) provision of signage directing drivers to the area(s) set aside for car parking. Such signs are to be located and maintained to the satisfaction of the Responsible Authority. This sign must not exceed 0.3 square metres.**

29. The areas must be constructed and drained to prevent diversion of flood or drainage waters and maintained in a continuously useable condition to the satisfaction of the Responsible Authority.

30. Car spaces, access lanes and driveways must be kept available for these purposes at all times.

Drainage Discharge Plan

31. Before any of the development starts, a properly prepared drainage discharge plan with computations to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions must be provided. The information submitted must show the details listed in the council's Infrastructure Design Manual and be designed in accordance with the requirements of that manual. The information and plan must include:

- a) details of how the works on the land are to be drained and/or retarded;**
- b) computations including total energy line and hydraulic grade line for the existing and proposed drainage as directed by Responsible Authority;**
- c) measures to enhance stormwater discharge quality from the site and protect downstream waterways Including the expected discharge quality emanating from the development (output from MUSIC or similar) and design calculation summaries of the treatment elements;**
- d) a maximum discharge rate from the site is to be determined by computation to the satisfaction of Council or (insert) lit/sec/ha;**

9.1.1 Planning Permit Application No. P2020-162 – Use and Development for a Caretakers House; Change of Use of existing building to Museum (Military Memorabilia Display); and Signage ~ 22 Nolans Road, Ruffly VIC 3666 (cont.)

- e) **documentation demonstrating approval from the relevant authority for the legal point of discharge;**
- f) **the provision of gross pollutant and/or litter traps installed at the drainage outfall of the development to ensure that no effluent or polluted water of any type may be allowed to enter the Council's stormwater drainage system; and**
- g) **maintenance schedules for treatment elements.**

32. Prior to the use commencing all works constructed or carried out must be in accordance with those plans. To the satisfaction of the Responsible Authority.

Council's Assets

33. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to the Councils assets/Public infrastructure caused as a result of the development or use permitted by this permit.

Environmental Health Conditions

Effluent Management

34. Prior to the use commencing, the property being used for occupancy and a place of business, located outside a reticulated sewerage district, must have installed a septic disposal system approved by Council's Environmental Health Officer.

Permit Expiry

Use and Development

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

- a) **The development is not started within two (2) years of the date of this Permit,**
- b) **The development is not completed within four (4) years of the date of this Permit.**
- c) **The use ceases for two or more years.**

The Responsible Authority may extend the periods referred to if a request is made in writing:

- **before the permit expires; or**
- **within six months afterwards if the use or development has not yet started; or**
- **within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.**

Signage

36. The sign must be removed within three months of the use ceasing.

- 9.1.1 Planning Permit Application No. P2020-162 – Use and Development for a Caretakers House; Change of Use of existing building to Museum (Military Memorabilia Display); and Signage ~ 22 Nolans Road, Ruffly VIC 3666 (cont.)

Planning Notes

- **Prior to works commencing on public land or roads, the permit owner must obtain a permit from the relevant authority giving Consent to Work Within a Road Reserve.**
- **This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.**

End of Conditions

39-21/22 **CARRIED**

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is for the development of the land for a bottle shop with the associated use as a licensed premises for packaged liquor to be consumed off site only. The use of the land for the bottle shop is as of right in the Commercial Zone. The site is located on the corner of Tarcombe Street and Hunter Street and is currently vacant.
- The bottle shop will be open until 9pm under this current application. Access will be from Hunter Street. Car parking will be provided on site although the intent is 'drive through'. Signage will be limited to the commercial zone requirements which are identified in the conditions. Landscaping will provide a buffer between the residential use and commercial use at the shared interface which is one dwelling, at the northern boundary.
- The application was advertised and seven objections have been received. A meeting was held on site with the objectors to allow them to discuss their concerns. More details are included in the Delegate Report attached.
- The application has not been assessed within the sixty day statutory timeframe given the objections.
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, the Zone and Overlay.
- It is recommended that Council resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation.

A representative of an objector to the application addressed the meeting.

An invested party in the application addressed the meeting.

**MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR DICKINSON**

That Council

- 1. Resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's Recommendation in the attached Delegate Report; and***
- 2. Note the Delegate Report and proposed conditions.***

Conditions:

Endorsed Plans

- 1. The development and liquor licence must be carried out in accordance with the endorsed plans and permit conditions and must not be altered without the prior written consent of the Responsible Authority.***

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666 (cont.)

General Amenity

2. *During construction the development must be managed so that the amenity of the area or locality, in the opinion of the Responsible Authority, is not detrimentally affected, through the:*
- a) *transport of materials, goods or commodities to or from the land;*
 - b) *appearance of any building, works or materials;*
 - c) *emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and*
 - d) *presence of vermin; and*
 - e) *any other matter as reasonable.*

Neat and Tidy Site

3. *The subject land must be kept neat and tidy at all times, and its appearance must not, in the opinion of the Responsible Authority, adversely affect the amenity of the locality.*

Waste Management

4. *All waste material must be stored out of site of the public domain and must be regularly removed from the site. No waste should be allowed to be spilled or dust or odour created on or around the site, to the satisfaction of the Responsible Authority.*

Noise Control

5. *The activities on site must not cause unreasonable noise or aggravated noise that may unreasonably impact the local community including being responsible for any contractors or tradespeople hired, in accordance with EPA 'Noise limit assessment protocol for the control of noise from commercial, industrial and trade premises and entertainment venues' Publication 1826.4 May 2021.*

Lighting

6. *External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land, to the satisfaction of the Responsible Authority.*
7. *No flashing or intermittent light is to be displayed on the subject land without the prior written consent of the Responsible Authority.*

Security Alarms

8. *All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.*

Landscaping Maintained

9. *The landscaping on site as shown on the endorsed plans must be maintained, replacing any dead or diseased plant, by the permit holder/land holder so that the screen is maintained between the commercial activity and the residential use, to the satisfaction of the Responsible Authority.*

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666 (cont.)

Access and Egress

10. Access and egress from the property for all vehicles must take place in a forward direction at all times.

Loading and Unloading

11. All loading and unloading must be at all times undertaken within the curtilage of the subject land.

Signage

12. The total display area of all signs for the premises must not exceed 8 square metres. This does not include a sign with a display area not exceeding 1.5 square metres that is below a verandah or if not verandah, that is less than 3.7 metres above pavement level, otherwise consent must be gained from the Responsible Authority.

13. No signs are to be internally illuminated or flashing without prior written consent from the Responsible Authority.

Operating Hours

14. The operating hours are, unless agreed otherwise with the Responsible Authority, –

Monday to Saturday	9am till 9pm
Sunday	10am till 9pm
ANZAC Day	12 noon to 9pm
Good Friday and Christmas Day	No Trading

Delivery Times

15. Deliveries must not be before 8am or after 5pm as far as practicable and must not unreasonably impact on the residential areas adjacent.

Concealment of Pipes etc

16. All pipes, fixtures, fittings and vents servicing any building on site, other than stormwater downpipes, must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.

Plant, Equipment or Features on the Roof

17. All external plant and equipment must be acoustically treated or placed in sound proof housing to reduce noise to a level so as not to impact the residential area, to the satisfaction of the Responsible Authority.

Plant Noise and Proximity to Residences

18. No plant is to be placed so that it can be heard from the nearby dwellings and all plant that creates a noise should be encased or internal in buildings, so that any noise is muffled, as far as practicable and reasonably.

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666 (cont.)

Engineering Conditions

Section 173 agreement

19. Prior to the use commencing a legally binding agreement under Section 173 of the Planning and Environment Act 1987 shall be entered into between the landowner and the Responsible Authority, concerning liability, maintenance and possession of parts of the development that extend into air space or sub-soil of land vested in the care and maintenance of Council. The content of which is to be agreed between the Council and permit holder/developer prior to the Agreement being written up. All costs are to be covered by the permit holder/owner/developer.

Asset Protection

20. Before the development starts, the owner or developer must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. This includes 50 metres on both sides of the property or to the property boundary of the next active building site, whichever is the closest. Listed in the report must be the condition of kerb & channel, footpath, seal, street lights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to the Councils assets/Public infrastructure caused as a result of the development or use permitted by this permit.

- a) prior to commencement of building works, the owner/developer is to complete Prior Damage to Asset Report.**
- b) where a person intends undertaking “works” as defined in the Road Management Act 2004, and that person is required to obtain written consent from the “coordinating road authority” by the Road Management Act 2004, that person must:**
 - i. give two business days' notice of the actual commencement date and time for the purpose of an inspection by an Authorised Officer, in the manner prescribed by the Council, and**
 - ii. make full payment prior to the commencement of the works of any fee prescribed by the Council for commencement and post-commencement inspection(s) of the site or works required by an Authorised Officer.**

Engineering Plans

21. Prior to works commencing, engineering plans must be submitted for the approval of Strathbogie Shire Council. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale of 1: 250 in A1 with dimensions and one (1) hardcopy must be provided. The plans must be generally in accordance with the plans submitted with the application modified to show: -

- a) all bearings, distances, levels, contours, street names, lot numbers, lot sizes, reserves and easements;**

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666 (cont.)

- b) existing utility services including pit and cables;*
- c) road Reserve, carriageway and verge widths;*
- d) dimensioned common/shared access and parking bays;*
- e) drainage design; and*
- f) other information relevant to the land such as dams, wells, filled land, creeks and natural water courses etc.*

Carpark Layout Plan

- 22. The carpark layout plan to be in accordance with the report provided by EB Traffic Solution dated 19 October 2021 and Australian Standards AS 2800 series.*

Engineering Plans for External Works at road reserve

- 23. Prior to works commencing, the permit holder/owner/developer is required to provide engineering plans for the external works on the road reserve on the site frontage at Tarcombe and Hunter Streets for Strathbogrie Shire Council for approval. The plans are to be provided by a certified civil engineer.*

Vehicular Crossings

- 24. Existing vehicular crossings to be reconstructed to suit commercial vehicles. Refer to Clause 12.9.1 “Urban Vehicle Crossings” of the Infrastructure Design Manual and Standard Drawing SD250.*

Drainage Plans

- 25. The applicant is to provide drainage discharge plans for the road reserve showing contours and overland flow path, connection to discharge point.*

Footpath design requirements

- 26. The applicant shall provide engineering documents for footpath in accordance with the following requirements:*
- a) The footpath layout is to be generally in accordance with the concept drawing provided by/to Strathbogrie Shire Council dated 8 November 2021.*
 - b) Engineering plans are to be provided showing footpath design in accordance with Australian Standards AS 1428.1. The footpath is to be designed for accessibility.*
 - c) The width of the footpath shall be 1.5 metre*
 - d) The cross-fall of the footpath is to have a maximum grading of 1 in 40. The direction of cross-fall shall be towards the existing road.*
 - e) Footpath alignments should be offset by no more than 300mm from the property boundary.*
 - f) The transition length from footpath to meet the driveway shall occur every 3 bays where one bay is equivalent to 1.2 metres.*
 - g) The location of the footpath shall be outside the tree protection zone (TPZ) subject to Council’s approval and IDM requirements in clause 24.4.4.1.*

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666 (cont.)

- h) The applicant is to provide cross sections from site boundary to existing kerb and channel every chainage of 5 metres. The cross-sections are to include any existing utility service cables with invert levels and the proposed veranda and ramp, and existing trees.***
- i) Construction specifications for footpath are to be in accordance with IDM guidelines version 5.3***

Verandah and Ramp at Tarcombe street

- 27. Prior to works commencing, the applicant is required to provide a certificate by a certified structural engineer for structural design of verandah including the footings. The footings are to ensure that they do not undermine adjacent road infrastructure, utility services and existing trees.***

- 28. For verandahs projecting beyond the street alignment the construction must comply with the following:***
 - a) location and dimension of verandah are to be in generally accordance with the plan Bruce Mactier, drawing reference: 22 525 – Floor Plan issued 12/10/2021;***
 - b) verandahs shall have sufficient clearance from adjacent council tree shrubs;***
 - c) verandah height may be at the same height as the adjoining legal verandahs, but must not be lower than 2.7 metres above the surface of the footpath;***
 - d) verandahs at a minimum height of 2.7 metres above the surface of the footpath must not have any signage or lighting installed underneath;***
 - e) the undercroft/ceiling of all verandahs must be lined with an approved smooth lining with no sharp edges;***
 - f) all ongoing maintenance costs must be payable by the owner;***
 - g) all canopies/verandahs must be drained to legal points of discharge; and***
 - h) a 450mm setback or splay is required for the sides of the verandah if abutting a laneway.***

- 29. All handrails to stairs or ramps projecting beyond the street alignment must comply with the following:***
 - a) handrails may be permitted to project 100mm maximum at a height between 865mm to 1 metre from the surface of the footpath;***
 - b) handrails must be rounded with no sharp edges; and***
 - c) handrails must comply with the requirements of Australian Standard (AS) 1428.1. 'Design for Access and Mobility, Part 1: General Requirements for Access – New Building Work.'***

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666 (cont.)

Drainage Discharge Plan

30. Prior to works commencing, a properly prepared drainage discharge plan with computations to the satisfaction of the responsible authority must be submitted to and approved by the Strathbogie Shire Council. When approved, the plans will be endorsed and will then form part of the permit. The information submitted must show the details listed in the council's Infrastructure Design Manual (IDM) and be designed in accordance with the requirements of that manual.

The information and plans must include:

- a) details of how the works on the land are to be drained and/or retarded;**
- b) computations including total energy line and hydraulic grade line for the existing and proposed drainage as directed by Responsible Authority;**
- c) location of the overland flow paths within the development;**
- d) calculations and documentations to show that the development has no overland flow entering into the neighbouring properties for storm events for 1 in 100 Year ARI or 1% AEP;**
- e) underground pipe drains conveying stormwater to the legal point of discharge;**
- f) measures to enhance stormwater discharge quality from the site and protect downstream waterways including the expected discharge quality emanating from the development (output from MUSIC or similar) and design calculation summaries of the treatment elements;**
- g) documentation demonstrating approval from the relevant authority for the legal point of discharge;**
- h) the details of the incorporation of water sensitive urban design in accordance with clause 20.3.1 of the Infrastructure Design Manual; and**
- i) maintenance schedules for treatment elements.**

31. Before the use begins and/or the building(s) is/are occupied, all works constructed or carried out must be in accordance with those plans. To the satisfaction of the Responsible Authority

Construction Management Plan

32. Prior to the commencement of works, including demolition and excavation, a Construction Management Plan must be submitted to and endorsed by the Responsible Authority. No works are permitted to occur until the Plan has been endorsed by the Responsible Authority. Once endorsed, the construction management plan will form part of the permit and must be implemented to the satisfaction of the Responsible Authority. The plan must provide details of the following:

- a) hours for construction activity in accordance with any other condition of this Permit;**
- b) measures to control noise, dust, water and sediment laden runoff;**
- c) measures to inform adjacent residents of work schedules, etc;**

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666 (cont.)

- d) measures relating to removal of hazardous or dangerous material from the site, where applicable;*
- e) a plan showing the location of parking areas for construction and sub- contractors' vehicles on and surrounding the site, to ensure that vehicles associated with construction activity cause minimum disruption to surrounding premises. Any basement car park on the land must be made available for use by sub-constructors / tradespersons upon completion of such areas, without delay;*
- f) a Traffic Management Plan showing truck routes to and from the site;*
- g) swept path analysis demonstrating the ability for trucks to enter and exit the site in a safe manner for the largest anticipated truck associated with the construction;*
- h) a plan showing the location and design of a vehicle wash-down bay for construction vehicles on the site;*
- i) measures to ensure that sub-contractors / tradespersons operating on the site are aware of the contents of the Construction Management Plan;*
- j) contact details of key construction site staff;*
- k) a site plan showing the location of any site sheds, on-site amenities, building waste storage and the like, noting that Council does not support site sheds on Council road reserves; and*
- l) Any other relevant matters.*

Site Environment Management Plan

- 33. Prior to the commencement of works, a Site Environment Management Plan (SEMP), must be submitted to and approved by the responsible authority and, where relevant, other authorities. When approved, the plan will be endorsed and form part of this planning permit.*

During Construction

- 34. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -*
- a) Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and*
 - b) Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)*
- 35. In the event of mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, appropriate measures must be implemented to minimise the problem to the satisfaction of the Responsible Authority.*

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666 (cont.)

- 36. The permit holder shall ensure that dust suppression is undertaken in the form of constant water spraying or other natural based proprietary dust suppressant to ensure that dust caused by vehicles moving along the access road and/or within the site does not cause a nuisance to surrounding properties to the satisfaction of the Responsible Authority. The development shall not have an adverse impact on existing or future air quality.**
- 37. Soil erosion control measures must be employed throughout the construction stage of the development to the satisfaction of the Responsible Authority.**
- 38. The earthworks and lot filling must be as per the guidelines specified in Council's Infrastructure Design Manual, to the satisfaction of the Responsible Authority.**
- 39. The approved SEMP must be implemented to the satisfaction of the Responsible Authority.**
- 40. The site shall at all times be kept in a neat and tidy condition to the satisfaction of the Responsible Authority. Any litter shall be immediately removed from the site and surrounding area at the direction of the Responsible Authority.**

Goulburn Broken Catchment Management Authority

- 41. The finished floor level of the proposed bottle shop must be constructed at least 300 millimetres above the 100-year ARI flood level of 175.1 metres AHD, or higher level deemed necessary by the Responsible Authority.**

Development Expiry

- 42. This permit will expire if one of the following circumstances applies:
 - a) The development is not started within two (2) years of the date of this Permit,**
 - b) The development is not completed within four (4) years of the date of this Permit.****

The Responsible Authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or**
- within six months afterwards if the use or development has not yet started; or**
- within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.**

Signage Expiry

- 43. Three months following the ceasing of the land for the use as a Bottle Shop, all signage must be removed to the satisfaction of the Responsible Authority.**

9.1.2 Planning Permit Application No. P2021-122 – Development of Land for a Bottle Shop and Liquor License ~ 25 Tarcombe Street, Euroa VIC 3666 (cont.)

Planning Notes

- ***This permit does not authorise the commencement of any building construction works. Before any such development may commence, the applicant must apply for and obtain appropriate building approval.***
- ***This Permit does not authorise the creation of a new access way/crossover. Before any such development may commence, the Applicant must apply for and obtain appropriate approval from Council.***
- ***Prior to works commencing on public land or roads, the applicant must obtain a permit from the relevant authority giving Consent to Work Within a Road Reserve.***
- ***This proposal has not been assessed against Clauses 54, 55 or 56 of the Strathbogie Planning Scheme.***

End of Conditions

40-21/22 **CARRIED**

9.1.3 Planning Permit Application No. P2021-175 - Two Lot Subdivision ~ 16 Jones Street, Avenel VIC 3664

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is for a two lot subdivision at 16 Jones Street in Avenel. The lot currently measures approximately 2024 square metres in area and contains an existing dwelling. Each lot created will measure approximately 1012 square metres in area. The existing dwelling is proposed to be removed. No development has been proposed. No native vegetation removal has been proposed and the planning scheme exempts the need for a planning permit for this, due to the site size.
- The application was advertised and two objections have been received. The developer has agreed with fencing as requested. The Assessing Officer has liaised with the other objector about native vegetation, any built form proposed into the future, and neighbourhood character. Further details are within the Delegate Report as attached.
- The application has not been assessed within the sixty day statutory timeframe to give consideration to the matters raised from objectors.
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, the Zone, Overlay.
- It is recommended that Council resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation.

A representative of the owner of the property addressed the meeting.

MOVED: COUNCILLOR MURRAY

SECONDED: COUNCILLOR HAYES-BURKE

That Council

- 1. Resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's Recommendation in the attached Delegate Report; and***
- 2. Note the Delegate Report and proposed conditions.***

Conditions:

Layout not altered:

- 1. The subdivision as shown on the endorsed plans must not be altered without the prior written consent of the Responsible Authority.**

Telecommunications:

- 2. 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****

9.1.3 Planning Permit Application No. P2021-175 - Two Lot Subdivision ~ 16 Jones Street, Avenel VIC 3664 (cont.)

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

Mandatory Conditions:

4. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity and gas services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
5. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
6. The plan of subdivision submitted for certification under the *Subdivision Act 1988* must be referred to the relevant authority in accordance with Section 8 of that Act.

Public Open Space Contribution

Before the statement of compliance is issued under the Subdivision Act 1988, the owner must pay to the responsible authority a sum equivalent to five per cent of the site value of all the land in the subdivision.

The owners must advise Council, in writing, to undertake the property valuation and must pay the Council's reasonable costs and expenses to provide such a valuation for payment in lieu of the public open space contribution.

Fencing

Prior to Statement of Compliance being issued, the shared boundary with Number 11 Smythe Street must have Colourbond fence erected as agreed with the owner. The developer must incur all costs for this installation.

9.1.3 Planning Permit Application No. P2021-175 - Two Lot Subdivision ~ 16 Jones Street, Avenel VIC 3664 (cont.)

General Amenity During Works for the Subdivision

During the construction works for the subdivision the site and area must be managed so that the amenity of the area or locality, in the opinion of the Responsible Authority, is not detrimentally affected, through the:

- a. transport of materials, goods or commodities to or from the land;
- b. appearance of any building, works or materials;
- c. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
- d. presence of vermin.

Engineering:

Stormwater

7. Prior to the issue of Statement of Compliance the owner must enter into an agreement with the Responsible Authority pursuant to Section 173 of the Planning and Environment Act 1987 to the satisfaction of the Responsible Authority. The Agreement requires:
 - a) The on-site detention for stormwater for future dwellings will each be designed by a qualified drainage engineer and must be approved by the Council prior to construction. A copy of each of the approved plans will be held by Council for future reference.
 - b) The stormwater system must incorporate principles of Water Sensitive Urban design and be designed so that the rate of storm water runoff from the development must not be more than the rate of runoff from the site prior to the development, all to the satisfaction of the Responsible Authority.
 - c) The drainage system must be designed in accordance with the requirements of Clause 19 of the IDM "On-site Detention Systems". The on-site storage size for the development must be in accordance with Table 13. The allowable discharge rate to Council drains shall be the lesser of; a) that which is outlined in Table 13 and b) the remaining capacity of the existing pipe (clause 19.3.1 of the IDM).
 - d) A default allowable discharge rate of 25 l/s/ha may be used in lieu of calculations to determine the remaining capacity of the existing drainage network. www.designmanual.com.au
 - e) Each on-site detention stormwater system must be constructed either prior to, or currently with, the construction of any dwelling on the specified lots. Each on-site detention stormwater system on the specified lots must be completed prior to connection to Council's drainage system and be constructed in accordance with the approved design plans.
 - f) The owner will maintain, and not modify without prior Council written approval, each on-site detention system and will allow each on-site stormwater detention system to be inspected by a duly appointed officer of the Council at mutually agreed times.The Owner will pay for all the costs associated with the construction and maintenance of each on-site detention system.

9.1.3 Planning Permit Application No. P2021-175 - Two Lot Subdivision ~ 16 Jones Street, Avenel VIC 3664 (cont.)

Asset Protection

8. Prior to any works commencing on site the applicant / owner or developer must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. **This includes 50 metres on both sides of the property.** Listed in the report must be the condition of kerb & channel, footpath, seal, street lights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. Any damage to the Responsible Authority's assets (i.e. sealed roads, kerb& channel, trees, nature strip etc), and boundary fences, must be repaired at the cost of the applicant all to the satisfaction of Responsible Authority.

Urban Vehicle Crossing Location

9. Prior to the issue of statement of compliance for the subdivision the applicant/ owner or developer must obtain a vehicle crossing permit from the responsible authority for each lot and construct the vehicle crossing in accordance with the requirements. The crossing/s must be constructed in accordance with the following requirements:
10. Standard vehicular crossings shall be constructed at right angles to the road to suit the proposed driveways, and any existing redundant crossing shall be removed.
11. The vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree.
12. Any new, relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. Final location of vehicle crossing must be approved by Responsible Authority via vehicle crossing permit. Refer to Clause 12.9.1 "Urban Vehicle Crossings" of the Infrastructure Design Manual. Where there is no existing kerb and channel in the street refer to standard drawing SD255.

Urban Drainage – Works

13. All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/ Goulburn Murray Water. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system or Lake Nagambie.

Permit Expiry:

14. This permit will expire if one of the following circumstances applies:
 - a) the plan of subdivision is not certified within two years of the date of this permit;
 - b) the subdivision is not completed within five years of the date of certification under the Subdivision Act 1988.

9.1.3 Planning Permit Application No. P2021-175 - Two Lot Subdivision ~ 16 Jones Street, Avenel VIC 3664 (cont.)

In accordance with Section 69 of the Planning and Environment Act 1987, an application may be submitted to the Responsible Authority to extend the periods referred to, if a request is made in writing:

- **before the permit expires; or**
- **within six months afterwards if the use or development has not yet started; or**
- **within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.**

Planning Notes:

- **Addressing/road naming needs to be applied for at council prior to certification.**

End of Conditions

41-21/22 **CARRIED**

9.1.4 Planning Permit Application No. P2021-091 - Use and Development of land for a dwelling ~ 7 Hill Close, Ruffy VIC 3666

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is for the use and development of land for a dwelling at Crown Allotment 3 Section H ~ 7 Hill Close, Ruffy VIC 3666.
- The application was advertised, and two (2) objections were received. Further detail is contained within this Delegate Report attached.
- The application has not been assessed within the 60-day statutory timeframe due to Covid restrictions and time taken in working with objectors and referral authorities to try and resolve their concerns.
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, and the Farming Zone.

MOVED: COUNCILLOR RAEBURN

SECONDED: COUNCILLOR MURRAY

That Council:

1. **Resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation in the attached Delegate's report; and**
2. **Note the Delegate's Report, including the following conditions: -**

Amended Plans:

1. **Prior to the commencement of any buildings or works a plan or plans must be submitted to and approved by, the Responsible Authority. When approved these plans shall be endorsed and form part of this permit. The plans must show –**
 - a) **Fully dimensioned floor plans and elevations for the dwelling.**
 - b) **Amended Site Plan to meet Goulburn Murray Requirements as per below:**

The wastewater disposal area must be located at least: 60m from any waterways and dams (including dams on waterways), 40m from any drainage lines and 20m from any bores. This must be shown on the endorsed plan forming part of any planning permit issued.

The dwelling must not be constructed within 30m of the waterway or on any drainage lines. This must be shown on the endorsed plan forming part of any planning permit issued.

Endorsed Plans:

2. **The use and development must be sited and constructed in accordance with the endorsed plans. These endorsed plans can only be altered or modified with the prior written approval of the Responsible Authority, or to comply with statutory requirements.**

9.1.4 Planning Permit Application No. P2021-091 - Use and Development of land for a dwelling ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

Environmental Health Conditions:

Septic Tanks Code of Practice

3. ***All sewage and sullage waters shall be treated in accordance with the requirements of the Environment Protection Act 1970 and the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016) and the Responsible Authority.***
4. ***All wastewater shall be disposed of within the curtilage of the land and sufficient area shall be kept available for the purpose of wastewater disposal to the satisfaction of the Responsible Authority.***
5. ***No wastewater shall drain directly or indirectly onto an adjoining property, street or any watercourse or drain to the satisfaction of the Responsible Authority.***

Approval of wastewater disposal

6. ***Prior to installation/alterations works commencing on the septic tank system, a Permit to Install/Alter must be obtained from Council.***

Area of wastewater disposal

7. ***No buildings or works shall occur over any part of the approved waste disposal system including the septic tank in accordance with the requirements of the Environment Protection Act 1970, the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016).***

Engineering Conditions:

Road Design plan

8. ***The final design parameters for the roadways must be based on Council's Infrastructure Design Manual (IDM) as modified from time to time, all to the satisfaction of the Responsible Authority. All works shall conform to plans and specifications prepared by a qualified engineer at Owner's expense and approved by the Responsible authority. A list of specific details and requirements are as follows: -***
 - (a) ***A pavement design must be submitted for the entire road network by a suitably qualified engineer in accordance with clause 12.4 and Standard Drawing 610 of the IDM.***
 - (b) ***The Vehicle crossings to the individual lots from the road must be constructed at a location and of a size and standard satisfactory to the Responsible Authority.***

Road Upgrading

9. ***Before the use begins and/or the building(s) is/are occupied, the developer is to upgrade the unnamed road reserve accessed from Hobart Street to the satisfaction of Strathbogie Shire Council.***

Specific details are as follows:

 - (a) ***Four metre width of gravel road and vehicular crossings;***
 - (b) ***underground conduits for water, gas, electricity and telephone;***
 - (c) ***appropriate intersection and traffic measures;***
 - (d) ***appropriate street lighting and signage;***

9.1.4 Planning Permit Application No. P2021-091 - Use and Development of land for a dwelling ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

Road reserve and road widths must be in accordance with the requirements of the Infrastructure Design Manual.

Rural Vehicle Crossing Location

- 10. Prior to the commencement of works on site, any new, relocated, alteration or replacement of required vehicular entrances to the subject land from the road shall be constructed at a location and of a size and standard in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. The final location of the crossing is to be approved by the Responsible Authority via a Vehicle Crossing Permit. Reference should be made to Clause 12.9.2 "Rural Vehicle Crossings" of the Infrastructure Design Manual. Refer to standard drawing SD255 for small vehicles or SD265 for large vehicles.**
- 11. The vehicular crossing shall have satisfactory clearance to any power or Telecommunications pole, manhole cover or marker, or street tree and have a minimum of 50mm of gravel from the shoulder to the property boundary.**

Internal Access Roads

- 12. Prior to the commencement of the use/issue of the Certificate of Occupancy/issue of the Certificate of Final Inspection all internal access roads must be constructed, formed and drained to avoid erosion and to minimise disturbance to natural topography of the land to the satisfaction of the Responsible Authority. Internal access, including the turn-around areas for emergency vehicles, must be all weather construction with a minimum trafficable width of 4m.**

Drainage Discharge Plan

- 13. Before any of the development starts or before the plan of subdivision is certified under the Subdivision Act 1988, a properly prepared drainage discharge plan with computations to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and a minimum of three copies (or as specified) must be provided. The information submitted must show the details listed in the council's Infrastructure Design Manual and be designed in accordance with the requirements of that manual.**

The information and plan must include:

- a) details of how the works on the land are to be drained and/or retarded.**
- b) computations including total energy line and hydraulic grade line for the existing and proposed drainage as directed by Responsible Authority**
- c) independent drainage for each lot (for subdivisions only)**
- d) underground pipe drains conveying stormwater to the legal point of discharge for each allotment**
- e) a maximum discharge rate from the site is to be determined by computation to the satisfaction of Council.**
- f) documentation demonstrating approval from the relevant authority for the legal point of discharge.**

9.1.4 Planning Permit Application No. P2021-091 - Use and Development of land for a dwelling ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

- g) the details of the incorporation of water sensitive urban design designed in accordance either "Urban Stormwater Best Practice Environmental Management Guidelines" 1999.*
- h) maintenance schedules for treatment elements.*

Before the use begins and/or the building(s) is/are occupied or issue of a Statement of Compliance all works constructed or carried out must be in accordance with those plans. to the satisfaction of the Responsible Authority Rural Drainage - Works

- 14. All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/Goulburn Murray Water or dissipated within the site boundaries. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.*
- 15. Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies:*
 - Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and*
 - Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)*

Prior to the commencement of any works, the design parameters for any defined watercourse crossing(s), both structural and hydraulic design, shall be approved by the Responsible Authority (GBCMA – Works on Waterways Permit).

Council's Assets

- 16. Before the development starts or subdivision works commences, the owner or developer must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb & channel, footpath, seal, street lights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to the Councils assets/Public infrastructure caused as a result of the development or use permitted by this permit.*

DELWP Conditions:

Access and Encroachment

- 17. No access is permitted to the subject land via the Crown land.*
- 18. Adjoining Crown land must not be used for truck turning areas, entry points, parking areas or temporary stack sites during the construction of buildings or works.*

9.1.4 Planning Permit Application No. P2021-091 - Use and Development of land for a dwelling ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

19. No polluted and/or sediment laden run-off is to be discharged directly or indirectly into or watercourses on Crown land. Overland flows must be maintained at the same rate post development as on the undeveloped land.

20. No native vegetation is to be removed.

Goulburn Broken Catchment Management Authority:

21. The finished floor level of the proposed dwelling must be constructed at least 300 mm above the highest existing ground level underneath the building footprint, or higher level deemed necessary by the responsible authority.

Goulburn Murray Water:

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

23. The wastewater disposal area must be located at least: 60m from any waterways and dams (including dams on waterways), 40m from any drainage lines and 20m from any bores. This must be shown on the endorsed plan forming part of any planning permit issued.

24. The dwelling must not be constructed within 30m of the waterway or on any drainage lines. This must be shown on the endorsed plan forming part of any planning permit issued.

25. 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.

26. All wastewater must be applied to land via pressure-compensating sub-surface irrigation installed along the contour.

27. The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy (based on a minimum 4 bedrooms), including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of the current EPA Code of Practice – Onsite Wastewater Management.

28. The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.

9.1.4 Planning Permit Application No. P2021-091 - Use and Development of land for a dwelling ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

General Conditions:

- 29. The external cladding of the proposed buildings, including the roof, must be constructed of materials in good order and condition, be non-reflective and be of muted colours to enhance the aesthetic amenity of the area.**
- 30. The amenity of the area must not be detrimentally affected by the use, through the:**
- (a) Appearance of any building, works or materials;**
 - (b) Transport of materials, goods or commodities to or from the land;**
 - (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil;**
 - (d) Presence of vermin, and;**
 - (e) Others as appropriate.**

Dwelling Conditions:

- 31. 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.**
- 32. The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.**

Permit Expiry:

- 33. This permit will expire if one of the following circumstances applies:**
- (a) The use and development has not started within two years of the date of this Permit.**
 - (b) The development is not completed within four years of the date of this Permit.**
 - (c) The use ceases for a period of two years or more.**

The Responsible Authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or**
- within six months afterwards if the use or development has not yet started; or**
- within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.**

Planning Notes:

- This Permit does not authorise the commencement of any building construction works. Before any such development may commence, the Applicant must apply for and obtain appropriate Building approval.**
- This Permit does not authorise the creation of a new access way/crossover. Before any such development may commence, the Applicant must apply for and obtain appropriate approval from Council.**

9.1.4 Planning Permit Application No. P2021-091 - Use and Development of land for a dwelling ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

- ***This Permit does not authorise the removal of any native vegetation including for access. Before any such works may commence, the Applicant must apply for and obtain appropriate Planning approval.***

Environmental Health Notes:

- ***The system must be at least 300 metres from potable water supply.***
- ***The system must be at least 60 metres from any watercourse and/or dam (non-potable water supply) for primary sewage and 30 metres for secondary sewage, on the subject or neighbouring properties.***
- ***The property has been identified as a Medium Risk Area (Minor Catchment Area).***
- ***A Medium Risk Template - Land Capability Assessment has been provided by Porta Environmental Pty Ltd and prepared in December 2020.***

DELWP Notes:

- ***The adjoining Crown land is not to be used for access, storage of materials or rubbish. Any private use of Crown land requires consent and/or licensing from the Department of Environment, Land, Water and Planning.***

Goulburn Broken Catchment Management Authority Notes:

- ***Please note that the 100-year ARI flood is not the maximum possible flood. There is always a possibility that a flood larger in height and extent, than the 100-year ARI flood, may occur in the future.***

Goulburn Murray Water Notes:

- ***The subject property is located within an area of Cultural Heritage Sensitivity. Should the activity associated with proposed development require a Cultural Heritage Management Plan (CHMP), planning permits, licences and work authorities cannot be issued unless a CHMP has been approved for the activity.***

End of conditions

42-21/22 **CARRIED**

9.1.5 Planning Permit Application No. P2021-092 - Use and Development of land for a two (2) bedroom dwelling (Crown Allotment 8 Section G) ~ 7 Hill Close, Ruffy VIC 3666

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

- The proposal is for the use and development of land for a two-bedroom dwelling on Crown Allotment 8 Section G ~ 7 Hill Close, Ruffy VIC 3666.
- The application was advertised, and two (2) objections were received. Further detail is contained within this Delegate Report attached.
- The application has not been assessed within the 60-day statutory timeframe due to Covid restrictions and time taken in working with objectors and referral authorities to try and resolve their concerns.
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, and the Farming Zone.

The applicant confirmed no native vegetation will need to be removed.

MOVED: COUNCILLOR ANDREWS

SECONDED: COUNCILLOR DICKINSON

That Council:

1. **Resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation.**
2. **Note the Delegate Report as attached including the following conditions:**

Amended Plans:

1. **Prior to the commencement of any buildings or works a plan or plans must be submitted to and approved by, the Responsible Authority. When approved these plans shall be endorsed and form part of this permit. The plans must show:**
 - a) **Fully dimensioned floor plans and elevations for the dwelling.**
 - b) **Amended Site Plan to meet Goulburn Murray Requirements as per below:**

The dwelling must not be constructed within 30m of the waterway or on any drainage lines. This must be shown on the endorsed plan forming part of any planning permit issued.

The wastewater disposal area must be located at least: 30m from any waterways and dams (including dams on waterways), 40m from any drainage lines and 20m from any bores. This must be shown on the endorsed plan forming part of any planning permit issued.

Endorsed Plans:

2. **The use and development must be sited and constructed in accordance with the endorsed plans. These endorsed plans can only be altered or modified with the prior written approval of the Responsible Authority, or to comply with statutory requirements.**

- 9.1.5 Planning Permit Application No. P2021-092 - Use and Development of land for a two (2) bedroom dwelling (Crown Allotment 8 Section G) ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

Environmental Health Conditions:

Septic Tanks Code of Practice

3. *All sewage and sullage waters shall be treated in accordance with the requirements of the Environment Protection Act 1970 and the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016) and the Responsible Authority.*
4. *All wastewater shall be disposed of within the curtilage of the land and sufficient area shall be kept available for the purpose of wastewater disposal to the satisfaction of the Responsible Authority.*
5. *No wastewater shall drain directly or indirectly onto an adjoining property, street or any watercourse or drain to the satisfaction of the Responsible Authority.*

Approval of wastewater disposal

6. *Prior to installation/alterations works commencing on the septic tank system, a Permit to Install/Alter must be obtained from Council.*

Area of wastewater disposal

7. *No buildings or works shall occur over any part of the approved waste disposal system including the septic tank in accordance with the requirements of the Environment Protection Act 1970, the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016).*

Engineering Conditions:

Road Design Plan

8. *The final design parameters for the roadways must be based on Council's Infrastructure Design Manual (IDM) as modified from time to time, all to the satisfaction of the Responsible Authority. All works shall conform to plans and specifications prepared by a qualified engineer at Owner's expense and approved by the Responsible authority. A list of specific details and requirements are as follows: -*
 - (a) *A pavement design must be submitted for the entire road network by a suitably qualified engineer in accordance with clause 12.4 and Standard Drawing 610 of the IDM.*
 - (b) *The Vehicle crossings to the individual lots from the road must be constructed at a location and of a size and standard satisfactory to the Responsible Authority.*

Road Upgrading

9. *Before the use begins and/or the building(s) is/are occupied, the developer is to upgrade the unnamed road reserve accessed from Hobart Street to the satisfaction of Strathbogie Shire Council.*

Specific details are as follows:

- (a) *Four metre width of gravel road and vehicular crossings;*
- (b) *underground conduits for water, gas, electricity and telephone;*
- (c) *appropriate intersection and traffic measures;*
- (d) *appropriate street lighting and signage;*

9.1.5 Planning Permit Application No. P2021-092 - Use and Development of land for a two (2) bedroom dwelling (Crown Allotment 8 Section G) ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

Road reserve and road widths must be in accordance with the requirements of the Infrastructure Design Manual.

Rural Vehicle Crossing Location

10. Prior to the commencement of works on site, any new, relocated, alteration or replacement of required vehicular entrances to the subject land from the road shall be constructed at a location and of a size and standard in accordance with the requirements of the relevant Authority and shall be at the applicant's expense. The final location of the crossing is to be approved by the Responsible Authority via a Vehicle Crossing Permit. Reference should be made to Clause 12.9.2 "Rural Vehicle Crossings" of the Infrastructure Design Manual. Refer to standard drawing SD255 for small vehicles or SD265 for large vehicles.

11. The vehicular crossing shall have satisfactory clearance to any power or Telecommunications pole, manhole cover or marker, or street tree and have a minimum of 50mm of gravel from the shoulder to the property boundary.

Internal Access Roads

12. Prior to the commencement of the use/issue of the Certificate of Occupancy/issue of the Certificate of Final Inspection all internal access roads must be constructed, formed and drained to avoid erosion and to minimise disturbance to natural topography of the land to the satisfaction of the Responsible Authority. Internal access, including the turn-around areas for emergency vehicles, must be all weather construction with a minimum trafficable width of 4m.

Drainage Discharge Plan

13. Before any of the development starts or before the plan of subdivision is certified under the Subdivision Act 1988, a properly prepared drainage discharge plan with computations to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and a minimum of three copies (or as specified) must be provided. The information submitted must show the details listed in the council's Infrastructure Design Manual and be designed in accordance with the requirements of that manual.

The information and plan must include:

- a) details of how the works on the land are to be drained and/or retarded.**
- b) computations including total energy line and hydraulic grade line for the existing and proposed drainage as directed by Responsible Authority**
- c) independent drainage for each lot (for subdivisions only)**
- d) underground pipe drains conveying stormwater to the legal point of discharge for each allotment**

9.1.5 Planning Permit Application No. P2021-092 - Use and Development of land for a two (2) bedroom dwelling (Crown Allotment 8 Section G) ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

- e) *a maximum discharge rate from the site is to be determined by computation to the satisfaction of Council*
- f) *documentation demonstrating approval from the relevant authority for the legal point of discharge*
- g) *the details of the incorporation of water sensitive urban design designed in accordance either "Urban Stormwater Best Practice Environmental Management Guidelines" 1999*
- h) *maintenance schedules for treatment elements.*

Before the use begins and/or the building(s) is/are occupied or issue of a Statement of Compliance all works constructed or carried out must be in accordance with those plans. to the satisfaction of the Responsible Authority

Rural Drainage - Works

- 14. *All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/Goulburn Murray Water or dissipated within the site boundaries. No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.*
- 15. *Appropriate steps must be taken to retain all silt and sediment on site during the construction phase to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -*
 - *Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and*
 - *Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)*

Prior to the commencement of any works, the design parameters for any defined watercourse crossing(s), both structural and hydraulic design, shall be approved by the Responsible Authority (GBCMA – Works on Waterways Permit).

Council's Assets

- 16. *Before the development starts or subdivision works commences, the owner or developer must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb & channel, footpath, seal, street lights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to the Councils assets/Public infrastructure caused as a result of the development or use permitted by this permit.*

- 9.1.5 Planning Permit Application No. P2021-092 - Use and Development of land for a two (2) bedroom dwelling (Crown Allotment 8 Section G) ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

DELWP Conditions:

Access and Encroachment

17. **No access is permitted to the subject land via the Crown land.**
18. **Adjoining Crown land must not be used for truck turning areas, entry points, parking areas or temporary stack sites during the construction of buildings or works.**
19. **No polluted and/or sediment laden run-off is to be discharged directly or indirectly into or watercourses on Crown land. Overland flows must be maintained at the same rate post development as on the undeveloped land.**
20. **No native vegetation is to be removed.**

Goulburn Broken Catchment Management Authority:

21. **The finished floor level of the proposed dwelling must be constructed at least 300 mm above the highest existing ground level underneath the building footprint, or higher level deemed necessary by the responsible authority.**

Goulburn Murray Water:

22. **All construction and ongoing activities must be in accordance with sediment control principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).**
23. **The dwelling must not be constructed within 30m of the waterway or on any drainage lines. This must be shown on the endorsed plan forming part of any planning permit issued.**
24. **The wastewater disposal area must be located at least: 30m from any waterways and dams (including dams on waterways), 40m from any drainage lines and 20m from any bores. This must be shown on the endorsed plan forming part of any planning permit issued.**
25. **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.**
26. **All wastewater must be applied to land via pressure-compensating sub-surface irrigation installed along the contour.**
27. **The wastewater management system must be appropriately designed to manage the potential volume of wastewater generated under full occupancy (based on a minimum 2 bedrooms), including an appropriately sized disposal area based on a full water balance specific to the proposal and subject land in accordance with the requirements of the current EPA Code of Practice – Onsite Wastewater Management.**
28. **The dwelling must not contain any greater than 2 bedrooms; including rooms that could be closed off and used as bedrooms, e.g. study, sunroom, etc.**

9.1.5 Planning Permit Application No. P2021-092 - Use and Development of land for a two (2) bedroom dwelling (Crown Allotment 8 Section G) ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

29. The wastewater disposal area must be kept free of stock, buildings, driveways and service trenching and must be planted with appropriate vegetation to maximise its performance. Stormwater must be diverted away. A reserve wastewater disposal field of equivalent size to the primary disposal field must be provided for use in the event that the primary field requires resting or has failed.

General Conditions:

30. The external cladding of the proposed buildings, including the roof, must be constructed of materials in good order and condition, be non-reflective and be of muted colours to enhance the aesthetic amenity of the area.

31. The amenity of the area must not be detrimentally affected by the use, through the:

- (a) Appearance of any building, works or materials;**
- (b) Transport of materials, goods or commodities to or from the land;**
- (c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil;**
- (d) Presence of vermin, and;**
- (e) Others as appropriate.**

Dwelling Conditions:

32. 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.

33. The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.

Permit Expiry:

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

- (d) The use and development has not started within two years of the date of this Permit.**
- (e) The development is not completed within four years of the date of this Permit.**
- (f) The use ceases for a period of two years or more.**

The Responsible Authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or**
- within six months afterwards if the use or development has not yet started; or**
- within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.**

9.1.5 Planning Permit Application No. P2021-092 - Use and Development of land for a two (2) bedroom dwelling (Crown Allotment 8 Section G) ~ 7 Hill Close, Ruffy VIC 3666 (cont.)

Planning Notes:

- *This Permit does not authorise the commencement of any building construction works. Before any such development may commence, the Applicant must apply for and obtain appropriate Building approval.*
- *This Permit does not authorise the creation of a new access way/crossover. Before any such development may commence, the Applicant must apply for and obtain appropriate approval from Council.*
- *This Permit does not authorise the removal of any native vegetation including for access. Before any such works may commence, the Applicant must apply for and obtain appropriate Planning approval.*

Environmental Health Notes:

- *The system must be at least 300 metres from potable water supply.*
- *The system must be at least 60 metres from any watercourse and/or dam (non-potable water supply) for primary sewage and 30 metres for secondary sewage, on the subject or neighbouring properties.*
- *The property has been identified as a Medium Risk Area (Minor Catchment Area).*
- *A Medium Risk Template - Land Capability Assessment has been provided by Porta Environmental Pty Ltd and prepared in December 2020.*

DELWP Notes:

- *The adjoining Crown land is not to be used for access, storage of materials or rubbish. Any private use of Crown land requires consent and/or licensing from the Department of Environment, Land, Water and Planning.*

Goulburn Broken Catchment Management Authority Notes:

- *Please note that the 100-year ARI flood is not the maximum possible flood. There is always a possibility that a flood larger in height and extent, than the 100-year ARI flood, may occur in the future.*

Goulburn Murray Water Notes:

- *The subject property is located within an area of Cultural Heritage Sensitivity. Should the activity associated with proposed development require a Cultural Heritage Management Plan (CHMP), planning permits, licences and work authorities cannot be issued unless a CHMP has been approved for the activity.*

End of conditions

43-21/22 **CARRIED**

9.1.6 Planning Permit Application No. P2020-147 - Development of land for a dwelling and shed (Five (5) existing units on site) ~ 10 Jean Street, Longwood VIC 3665

Author: Town Planner

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

The proposal is for the development of land for a dwelling and shed (Five (5) existing units on site) at 10 Jean Street, Longwood VIC 3665.

- The application was advertised, and two (2) objections were received. Further detail is contained within this report.
- The application has not been assessed within the 60-day statutory timeframe due to Covid restrictions and working through objections with the applicant and objectors.
- The proposal meets the objectives of the Planning Policy Framework, Local Planning Policy Framework, the Zone, Overlay.
- It is recommended that Council resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation.

MOVED: COUNCILLOR HAYES-BURKE

SECONDED: COUNCILLOR MURRAY

That Council:

1. ***Resolve to issue a Notice of Decision to Grant a Permit in accordance with the Officer's recommendation.***
2. ***Note the Delegate Report as attached including the following conditions:***

Amended Plans Required

1. ***Prior to the commencement of the use/development, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions. The plans must be generally in accordance with the plans submitted with the application but modified to show:***
 - (a) ***fully dimensioned dwelling plans***
 - (b) ***fully dimensioned shed plan***

Endorsed Plans

2. ***The development must be generally in accordance with the endorsed plans. These endorsed plans can only be altered or modified with the prior written approval of the Responsible Authority, or to comply with statutory requirements.***

- 9.1.6 Planning Permit Application No. P2020-147 - Development of land for a dwelling and shed (Five (5) existing units on site) ~ 10 Jean Street, Longwood VIC 3665 (cont.)

Engineering Conditions

Urban Vehicle Crossing Location

3. ***Before the use begins and/or the building(s) is/are occupied vehicular crossings shall be constructed in accordance with the endorsed plan(s) to the satisfaction of the Responsible Authority, and shall comply with the following:***
 - a) ***standard vehicular crossings shall be constructed at right angles to the road to suit the proposed driveways, and any existing redundant crossing shall be removed and replaced with concrete (kerb and channel);***
 - b) ***any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, or street tree. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense;***
 - c) ***crossings shall be at least 9 metres apart.***

Urban Drainage – Works

4. ***All stormwater and surface water discharging from the site, buildings and works must be conveyed to the legal point of discharge drains to the satisfaction of the Responsible Authority/ Goulburn Murray Water. The legal point of discharge for the site is at the existing culvert within easement at north east of the site adjacent to Hill Street.***
5. ***No effluent or polluted water of any type may be allowed to enter the stormwater drainage system.***
6. ***A qualified engineer is to prepare Stormwater Impact Assessment Report [SIAR] and/ or Stormwater Management Assessment Report [SMAR] in accordance with the requirements of clause 11 of the Infrastructure Design Manual.***
7. ***Appropriate steps must be taken to retain all silt and sediment on site during the construction phase (including existing dwelling and shed removal) to the satisfaction of the Responsible Authority and must be carried out in accordance with the following EPA guidelines and policies: -***
 - ***Environmental Guidelines for Major Construction Sites (EPA publication No. 480, December 19985); and***
 - ***Construction Techniques for Sedimentation Pollution Control (EPA publication No. 275, May 1991)***

For Common Access, the drainage system must be constructed before commencement of the use and development as per the approved plans.

- 9.1.6 Planning Permit Application No. P2020-147 - Development of land for a dwelling and shed (Five (5) existing units on site) ~ 10 Jean Street, Longwood VIC 3665 (cont.)

Council's Assets

8. ***Before the development starts or subdivision works commences, the owner or developer must submit to the Responsible Authority a written report and photos of any prior damage to public infrastructure. Listed in the report must be the condition of kerb & channel, footpath, seal, streetlights, signs and other public infrastructure fronting the property and abutting at least two properties either side of the development. Unless identified with the written report, any damage to infrastructure post construction will be attributed to the development. The owner or developer of the subject land must pay for any damage caused to the Councils assets/Public infrastructure caused as a result of the development or use permitted by this permit.***

Health Conditions

Septic Tanks Code of Practice

9. ***All sewage and sullage waters shall be treated in accordance with the requirements of the Environment Protection Act 1970 and the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016) and the Responsible Authority. All wastewater shall be disposed of within the curtilage of the land and sufficient area shall be kept available for the purpose of wastewater disposal to the satisfaction of the Responsible Authority. No wastewater shall drain directly or indirectly onto an adjoining property, street or any watercourse or drain to the satisfaction of the Responsible Authority.***
10. ***All waste water and liquid are to be contained and treated on site by an approved septic tank system or equivalent. The system must be at least 300 metres from potable water supply. The system must be at least 60 metres from any watercourse and/or dam (non-potable water supply) for primary sewage and 30 metres for secondary sewage, on the subject or neighbouring properties, and must meet the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891. 4 (2016).***

Approval of wastewater disposal

11. ***Prior to installation/alterations works commencing on the septic tank system, a Permit to Install/Alter must be obtained from Council.***

Area of wastewater disposal

12. ***No buildings or works shall occur over any part of the approved waste disposal system including the septic tank in accordance with the requirements of the Environment Protection Act 1970, the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016).***

- 9.1.6 Planning Permit Application No. P2020-147 - Development of land for a dwelling and shed (Five (5) existing units on site) ~ 10 Jean Street, Longwood VIC 3665 (cont.)

Goulburn Broken Catchment Management Authority

13. *The finished floor level of the proposed dwelling must be constructed at least 300 mm above the highest existing ground level underneath the building footprint, or higher level deemed necessary by the responsible authority.*

Street numbering

14. *Prior to the Certificate of occupancy, the owner must complete and duly sign a Statutory Declaration agreeing to the Allocation of Street numbers.*

Shed

15. *The shed approved by this permit must not be used for human habitation, or Commercial purposes.*

Dwelling:

16. *Access to the dwelling must be provided via an all-weather road with dimensions adequate to accommodate emergency vehicles.*
17. *The dwelling must be connected to reticulated sewerage, if available. If reticulated sewerage is not available all wastewater from each 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.*
18. *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.*
19. *The dwelling must be connected to a reticulated electricity supply or have an alternative energy source.*

General Amenity:

20. *The external cladding of the proposed buildings, including the roof, must be constructed of materials in good order and condition and be of muted colours to enhance the aesthetic amenity of the area. Material having a highly reflective surface must not be used.*
21. *The building and works hereby permitted must be managed so that the amenity of the area is not detrimentally affected, through the:*
- a. *Transport of materials, goods or commodities to or from the land;*
 - b. *Appearance of any building, works or materials;*
 - c. *Emissions of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, wastewater, waste products, grit or oil;*
 - d. *Presence of vermin; and*
 - e. *Others as appropriate.*

9.1.6 Planning Permit Application No. P2020-147 - Development of land for a dwelling and shed (Five (5) existing units on site) ~ 10 Jean Street, Longwood VIC 3665 (cont.)

Permit Expiry:

Development:

22. *This permit will expire if one of the following circumstances applies:*
- (g) The development is not started within two (2) years of the date of this Permit,*
 - (h) The development is not completed and use commenced within four (4) years of the date of this Permit.*

The Responsible Authority may extend the periods referred to if a request is made in writing:

- before the permit expires; or*
- within six months afterwards if the use or development has not yet started; or*
- within 12 months after the permit expiry date, where the development allowed by the permit has lawfully started before the permit expires.*

Planning Notes:

- This Permit does not authorise the creation of a new access way/crossover. Before any such development may commence, the Applicant must apply for and obtain appropriate approval from Council.*
- This Permit does not authorise the removal of any native vegetation including for access. Before any such works may commence, the Applicant must apply for and obtain appropriate Planning approval.*
- This Permit does not authorise the commencement of any building construction works. Before any such development may commence, the Applicant must apply for and obtain appropriate Building approval.*
- This dwelling was assessed against Clause 32.05-7 (more than one dwelling on a lot), Clause 44.04-2 (buildings and works in the Land Subject to Inundation Overlay) and Clause 55.*
- The shed was assessed under Clause 44.04-2 Buildings and works in the Land Subject to Inundation Overlay.*

Environmental Health Notes:

- A High-Risk Template - Land Capability Assessment was prepared by Damien Porta of Porta Environmental Pty Ltd on August 2019. GV Water – Water main runs along Jean Street, the dwellings will be connected to the water supply. Land Subject to Inundation Overlay.*
- Decommissioning treatment system
When a septic tank is no longer required it may be removed, rendered unusable or reused to store stormwater. A licensed plumbing practitioner must disconnect the tank from the premises and from the absorption trench system.*
- Floor Plan
The floor plan shows a rumpus/office area that could be closed off with a door and may need to be included as a bedroom for the purposes of calculating the minimum daily domestic flow rates.*

- 9.1.6 Planning Permit Application No. P2020-147 - Development of land for a dwelling and shed (Five (5) existing units on site) ~ 10 Jean Street, Longwood VIC 3665 (cont.)

Goulburn Broken Catchment Management Authority Notes:

- *The Authority's best estimate of the 100-year ARI flood level for the location described above is 176.4 metres AHD, which was established from Granite Creeks Regional Flood Mapping Study (2019). Available ground LiDAR information indicates that the location of the proposed dwelling is on elevated ground above the 100-year ARI flood level. Nevertheless, the finished floor level of the proposed dwelling is to be set at least 300 millimetres above the general surrounding ground level to safeguard against over-floor flooding associated with localised severe thunderstorms; particularly in light of climate change, the objectives set out in the Climate Change Act 2017 and the Planning Policy Framework within the Greater Shepparton Planning Scheme.*
- *Please note that if the proposed shed is intended to store high value goods the authority would encourage the floor level to be raised.*
- *Please note that the 100-year ARI flood is not the maximum possible flood. There is always a possibility that a flood larger in height and extent, than the 100-year ARI flood, may occur in the future.*

End of conditions

44-21/22

CARRIED

9.1.7 Planning Applications Received and Planning Applications Determined 1 to 31 December 2021 and 1 to 31 January 2022

Author: Manager Planning & Investment

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

This report provides listings of all Planning Applications Received (Attachment 1) and Planning Applications Determined (Attachment 2) for the periods of 1 to 31 December 2021 and 1 to 31 January 2022. The latest available Planning Permit Activity Performance Figures are also attached (Attachment 3). The contents of this report are provided for information purposes only.

It is noted that there were 22 new planning applications received during the reporting period.

During the reporting period there were 34 planning permit applications decided upon. This included 4 applications that were withdrawn, and 1 planning application that lapsed.

***MOVED: COUNCILLOR MURRAY
SECONDED: COUNCILLOR HAYES-BURKE***

That Council:

- 1. Note that there were 22 new planning applications received, and 34 planning permit applications decided on during the periods of 1 to 31 December 2021 and 1 to 31 January 2022.***
- 2. Note the report.***

45-21/22 CARRIED

9.2 COMMUNITY

9.2.1 Nagambie Ageing Hub

Councillor Dickinson declared an interest in this matter as he is a member of the Senior Citizens and of the Returned & Services League in Nagambie

Author: Director Corporate Operations

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

At its meeting of 20 April 2021 Council considered a report in relation to development of a project in Vale Street/Carrick Crescent, Nagambie, which would see the:

- Creation of an *Age Friendly* community Living environment.
- Development of seven (7) additional units for supported living and refurbishment of six (6) existing units.
- Eventual refurbishment of the Senior Citizens and RSL building.
- Delivery of allied health services from premises adjoining the Nagambie Library.
- Enhancement of the open space within the precinct in line with Rural Councils Victoria Older Persons Framework.

Before this decision, at its 15 September 2020 Council meeting, Council resolved to undertake statutory procedures which would enable it to transfer two land parcels (Lots 3 and 4 Carrick Crescent) to Nagambie HealthCare. This involved Council publicly advertising its intention to transfer land, as is required by the Local Government Act.

At the close of submissions none had been received and the Council resolved to :

1. Obtain an independent valuation for Lots 3 and 4 Carrick Crescent Nagambie (Lots 3 and 4 LP 220490 V9971 Parish of Tabilk;
2. Authorise the Chief Executive Officer to finalise and sign a Section 173 Agreement (including a provision that should there be any change in the circumstances of Nagambie Health, and as result should any change of ownership occur, with Council consent the development must remain for the same purpose under the Planning and Environment Act 1987
3. Develop a Memorandum of Understanding (MOU) in relation to the proposed development; and
4. Transfer Lots 3 and 4 Carrick Crescent to Nagambie Health Care following completion of the above steps.

9.2.1 Nagambie Ageing Hub (cont.)

MOVED: COUNCILLOR ANDREWS
SECONDED: COUNCILLOR MURRAY

That Council:

1. ***Note changes that have occurred to the project since the Council decision of 15 September 2020 and authorize the Chief Executive Officer to finalize a Memorandum of Understanding and Section 173 Agreement with Nagambie HealthCare in line with previous plans and advised changes inter alia:***
 - a) ***Alterations to the mix of new and refurbished units;***
 - b) ***Nagambie HealthCare to continue undertaking garden maintenance on the site (but not manage the Senior Citizens/RSL building); and***
2. ***Authorise officers work with the Nagambie Senior Citizens and RSL to develop shared use leasing and licencing arrangements suitable to both parties to ensure that the centre functions as a multi-use facility accessible to other community groups including Nagambie HealthCare for a range of community activities that promote social inclusion and connectedness.***

46-21/22

CARRIED

9.2.2 Enabling Tourism Fund - Council Co-Contribution

Author: Economic Development and Projects Coordinator

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Released on the 25th January 2022, the Enabling Tourism Fund delivered by the Department of Jobs, Precincts and Regions is a state-wide competitive Victoria Government program that will support the planning and feasibility studies for new and innovative tourism infrastructure projects that will increase visitation, drive private investment and deliver more jobs.

The four priority areas relevant to the Enabling Tourism Fund are nature, epicurean, arts and culture and First Peoples' led experiences.

Council Officers are working in collaboration with the Balmattum Hill Mountain Bike Park Committee, to further investigate (and advocate for) the construction of a Mountain Bike track at Balmattum Hill. The Enabling Tourism Fund provides an opportunity to apply for funding to undertake various planning activities for projects including but not limited to, feasibility studies, detailed design and quantity surveying.

Council Officers have reviewed the priority projects within the community against the specified criteria funding stream to determine projects for inclusion within a funding application due on 4 March 2022. As a Council Plan priority, it is proposed that Council in partnership with the Balmattum Hill Mountain Bike Park Committee submit an application to undertake further planning studies for the development of a Mountain Bike track at Balmattum Hill.

MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR MURRAY

That Council:

- 1. Provisionally allocate up to \$112,500 as a co-contribution to funding submission for the Balmattum Hill Mountain Bike Track project through the State Government 2022 Enabling Tourism Fund; and***
- 2. Note the provision of in-kind Project Management to oversee the delivery of the project including communication and engagement support.***

47-21/22 CARRIED

9.2.3 Building Better Regions Fund (Round 6) - Council Co-Contribution

Author: Director Community and Planning

Responsible Director: Director Community and Planning

EXECUTIVE SUMMARY

Released on the 13 December 2021 the Building Better Regions Fund – Round 6 delivered by the Australian Government is a nationwide competitive program that supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities. Submissions to this fund closed on the 10 February 2022.

Grant funding was available through two funding streams:

- The Infrastructure Projects Stream: Supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure.
- The Community Investments Stream: Funds community development activities including, but not limited to, new or expanded local events, strategic regional plans, leadership and capability building activities.

Council Officers reviewed the priority projects within the community against the Building Better Regions criteria to determine projects Council submitted. The following applications were submitted to Round 6 of the Building Better Regions Fund:

- Nagambie Employment Precinct (Infrastructure Projects Stream) – a package of significant infrastructure works including; sealing of Habel Road for heavy vehicles, linking the Nagambie Employment Precinct to nationally significant regional Freeway networks (Hume & Goulburn Valley Freeways); and drainage improvements that will assist for further development of the industrially zoned land in Nagambie. The new infrastructure will improve business's transport efficiencies and decrease start-up costs. Grant application totalled \$3,008,000, with a Council co-contribution of \$1,110,000. Council also has a grant application pending with the State Government for the Habel Road redevelopment of \$948,000.
- ARTBOX (Infrastructure Projects Stream) - a travelling exhibition space, promoting professional and emerging artists and makers. ARTBOX will support community arts and culture projects across the Shire and will also provide opportunities for community to experience and engage with arts and culture. Grant application totalled \$85,000 with a Council co-contribution of \$42,500.
- Youth Leadership Program (Community Investments Stream) – an opportunity for young people aged between 17 – 25 years of age to participate in a self-growth learning opportunity centred around sustainable agriculture. Grant application totalled \$20,000 with no Council co-contribution required.

Due to the timing of the February Council Meeting and to meet the timeframe of the grant submission deadline, all three applications have been submitted.

9.2.3 Building Better Regions Fund (Round 6) - Council Co-Contribution (cont.)

MOVED: COUNCILLOR ANDREWS
SECONDED: COUNCILLOR DICKINSON

That Council:

1. ***Note the co-contribution of funding required for the submissions to the Australian Government Building Better Regions Fund Round 6:***
 - a) ***up to \$1,110,000 for the Nagambie Employment Precinct;***
 - b) ***up to \$42,500 for the ARTBOX Project from existing budget allocations; and***
2. ***Note the provision of in-kind Project Management to oversee the delivery of the projects including communication and engagement support.***

48-21/22 **CARRIED**

9.3 INFRASTRUCTURE

9.3.1 Collaborative Procurement Working Group HUME Memorandum of Understanding - Waste Services Collaborative Procurement

Author: Environment and Waste Coordinator

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

The North East and Goulburn Valley Waste and Resource Recovery Groups (WRRGs) are working with the Councils in both regions on a regional collaborative procurement process for kerbside and transfer station waste collection and disposal.

This report relates to a Memorandum of Understanding (MOU) for the “Resource Recovery Collective – Hume” and Councils proposed participation in the regional tender for kerbside and transfer station collection and processing for the following streams:

- Landfill Waste (Red Bin)
- Recycling (Yellow Bin)
- Organics (Green Bin)
- NEW – Glass Recycling (Purple Bin)

This report seeks the Councils endorsement to execute the MOU and participating in the collaborative procurement process.

MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR RAEBURN

That Council commit to participating in the collaborative procurement and endorse the execution of the Memorandum of Understanding – Waste Services Collaborative Procurement by the Chief Executive Officer.

49-21/22 ***CARRIED***

9.3.2 Contracts Awarded Under Delegation (as approved in Council's 2021/22 capital works budget)

Author: Manager Projects

Responsible Directors: Director Community & Planning

EXECUTIVE SUMMARY

The purpose of this report is to inform Council and the community of the status of request for tenders that have been awarded under delegation and those that have been publicly advertised but are yet to be awarded as of 1 February 2022. This report specifically relates to works that form part of Council's 2021/22 capital works budget.

***MOVED: COUNCILLOR DICKINSON
SECONDED: COUNCILLOR RAEBURN***

That Council note the contracts awarded under delegated authority by the Chief Executive Officer.

50-21/22 CARRIED

9.4 CORPORATE

9.4.1 Mid-Year Budget Review 2021/22

Responsible Director: Director Corporate Operations

EXECUTIVE SUMMARY

The Mid-year budget review for the 2021/22 financial year records an improvement of operating result by \$2,161,457 and increased capital expenditure by \$1,667,502 when compared to the adopted Budget. The Mid-year review outcome forms the starting point for the 2022/23 Budget

***MOVED: COUNCILLOR MURRAY
SECONDED: COUNCILLOR ANDREWS***

That Council note the Mid-Year Review for the period ended 30 June 2022.

51-21/22 CARRIED

9.5 GOVERNANCE AND CUSTOMER SERVICE

9.5.1 Monthly Performance Report

The February 2022 Monthly Performance Report includes reports as follows:-

- Building Department – December 2021 and January 2022 Statistics
- Planning Department – Planning Application Approvals – Development Cost (Capital Improved Value) – December 2021 and January 2022
- Customer Enquiry Analysis Report – Reports for December 2021 and January 2022
- Waste Management Reporting ~ Year to Date – December 2021 and January 2022
- Actioning of Council Reports Resolutions – Council Meeting 14 December 2021
- Outstanding Actions of Council Resolutions to 31 January 2022
- Review of Council Policies and Adoption of new Policies – December to February 2021
- Records of Informal Council Briefings / Meetings – 1 December 2021 to 31 January 2022

By reporting on a monthly basis, Council can effectively manage any risks that may arise. The Business Management System will also incorporate Council's corporate goals and objectives.

***MOVED: COUNCILLOR HAYES-BURKE
SECONDED: COUNCILLOR RAEBURN***

That the report be noted.

52-21/22 CARRIED

10. NOTICES OF MOTION

Nil

11. NOTICES OF RESCISSION

Nil

12. URGENT BUSINESS

Nil

13. CONFIDENTIAL BUSINESS

Nil

NEXT MEETING

The next monthly Meeting of the Strathbogie Shire Council is scheduled to be held on Tuesday 15 March 2022, commencing at 6.00 p.m.

It is intended that this meeting be held in the Euroa Community Conference Centre, however, this will be dependent on any COVID-19 restrictions which may be in place.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 7.58 P.M.

Confirmed as being a true and accurate record of the Meeting

.....
Chair

.....
Date