



Colac Otway
SHIRE

PLANNING COMMITTEE MEETING
MINUTES

Tuesday 11 February 2025

at 1:00 PM

UNCOVERED



COLAC OTWAY SHIRE COUNCIL PLANNING COMMITTEE MEETING

Tuesday 11 February 2025

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UNCONFIRMED

COLAC OTWAY SHIRE COUNCIL PLANNING COMMITTEE MEETING

MINUTES of the **PLANNING COMMITTEE MEETING OF THE COLAC OTWAY SHIRE
COUNCIL** held at COPACC on Tuesday 11 February 2025 at 1:00 PM.

MINUTES

1 DECLARATION OF OPENING OF MEETING

OPENING PRAYER

*Almighty God, we seek your
blessing and guidance in our
deliberations on behalf of the
people of the Colac Otway Shire.
Enable this Council's decisions to be
those that contribute to the true
welfare and betterment of our community.*

AMEN

2 PRESENT

Cr Jason Schram (Mayor)
Cr Phil Howard (Deputy Mayor)
Cr Chris Potter
Cr Zoe Hudgell
Cr Charlie Buchanan
Cr Mick McCrickard
Cr Chrissy De Deugd

Anne Howard, Chief Executive Officer
Andrew Tenni, General Manager Corporate Services
Ian Seuren, General Manager Community and Economy
Steven O'Dowd, Manager Governance, Customer and Communications
Matilda Hardy-Smith, Coordinator Council Business

3 APOLOGIES

Doug McNeill, General Manager Infrastructure and Operations

4 WELCOME AND ACKNOWLEDGEMENT OF COUNTRY

Colac Otway Shire acknowledges the original custodians and law makers of this land, their elders past, present and emerging.

RECORDING AND PUBLICATION OF MEETINGS

Please note: All Council meetings are live streamed and recorded when the meeting is held either at COPACC or online. This includes the public participation sections of the meetings. When meetings are held in other locations, Council will endeavour to make an audio recording of the meeting for community access. Matters identified as confidential items in the Agenda will not be live streamed or recorded regardless of venue or mode.

By participating in open Council meetings, individuals consent to the use and disclosure of the information they share at the meeting (including any personal and/or sensitive information).

As soon as practicable following each open Council meeting, the live stream recording will be accessible on Council's website. Audio recordings are also taken to facilitate the preparation of the minutes of open Council meetings and to ensure their accuracy. Recordings will be retained by Council for a period of four years.

This meeting was livestreamed to the public via Council's YouTube channel (search Colac Otway Shire Council at www.youtube.com).

5 DECLARATIONS OF INTEREST

Nil

6 CONFIRMATION OF MINUTES

RESOLUTION

Moved Cr Potter, Seconded Cr Buchanan

That the Planning Committee confirm the minutes of the Planning Committee Meeting held on 4 December 2024.

CARRIED 7 : 0

Item: 7.1

**PA2403395-2-4 and 6 Miller Street, Colac -
Submission and Planning Application to Minister of
Planning**

ADDRESS AND PROPERTY DETAILS	2-4 & 6 Miller Street, Colac (Crown Allotments 1, 2 & 3 Section 48)	APPLICATION NUMBER	PA2403395
PROPOSAL	Use and Development of the Land for Group Accommodation		
PERMIT TRIGGERS	Clause 32.08-2 – General Residential Zone (GRZ1) - Use of the land for accommodation (group accommodation). Clause 32.08-10 – General Residential Zone (GRZ1) - Construction of a building or construction or carrying out works for a use in Section 2 (permit required) of Clause 32.08- 2.		
TRIGGER FOR DETERMINATION BY COMMITTEE	Submission on Planning Application to Minister of Transport and Planning		
ZONE	General Residential Zone (GRZ1)	OVERLAYS	Nil
COVENANTS	Crown Grant only, relating to mining rights. The proposal would not result in a breach of the covenant.		
CULTURAL HERITAGE	N/A		
OFFICER	Bernadette McGovan	GENERAL MANAGER	Ian Seuren
DIVISION	Community and Economy		
ATTACHMENTS	1. Plans [7.1.1 - 14 pages]		

RECOMMENDATION

That the Planning Committee:

- 1. Acknowledges the opportunity provided to have input into the decision-making process.*
- 2. Requests that Council be provided with copies of any additional or updated information and reports received in response to the further information request made by the Department of Transport and Planning and is also given the opportunity to submit further comments.*
- 3. Authorises officers to consider any amendments to the proposal under delegation provided such amendments do not materially alter the proposal in terms of the scale of development or setbacks.*
- 4. Provides the following comments to the Department of Transport and Planning, acting on behalf of the Responsible Authority, based on the information submitted to date:*

Use

- The principle of providing key worker accommodation on this site is supported by Council, as an appropriate planning outcome that is consistent with relevant planning policies and the purpose of the zone.*

Design/Built Form

- The proposed built form, including scale, design and site coverage, are considered to be generally acceptable in terms of the character of the area.*
- It is considered that the presentation of Building 1 to the Miller Street frontage could be improved with more activation, a greater mix of external colours and materials, and lower balustrades to first floor balconies. This would provide better surveillance and integration with the streetscape.*
- Reduced height balustrades to first floor balconies could still satisfy Standard B23, which seeks to prevent internal overlooking of more than 50% of the secluded private open space (SPOS) of a lower-level dwelling (i.e. the SPOS area beneath each balcony would not be overlooked). Overlooking from first floor bedroom windows in the east and west elevations should also be addressed.*
- Safety and surveillance need improvement with lower, more permeable front fencing, the high impermeable front fence is not supported. Also, each ground level unit in Building 1 should have direct pedestrian access (a gate), providing a visible and easily identifiable entry from Miller Street without traversing a neighbouring courtyard.*
- Solid structures to walkways overlooking the central parking area should be more permeable for reduced visual bulk.*
- Whilst it is noted that the application states that accommodation would be temporary only and that communal open space would be provided, consideration should be given to improving solar access to the secluded*

private open space of the ground floor units of the southern block (Building 2).

- *Whilst it is acknowledged there is no specific requirement, it is considered that the proposal would benefit from the provision of on-site bicycle parking and external storage.*

Landscaping

- *Consideration should be given to reduced paving to courtyards for increased garden/permeable area and reduced hard surface area.*
- *Consideration should be given to providing additional trees in the car parking area to provide shade and shelter, and to soften the appearance of the car park.*
- *Plant selections should have regard to the Indigenous Species List for Colac.*
- *Lighting of car parks and internal accessways should be shown.*

Infrastructure

- *The traffic report and expected traffic impacts are considered acceptable, particularly given that occupants would likely walk to and from work at Colac Area Health.*
- *The proposed 'entry only' access via the east abutting laneway is considered to be acceptable. It is noted that there would be impeded line of sight from on-street parking if exiting was permitted. On-site signage indicating 'No Exit' via the laneway should be required. Sealing of east abutting laneway to the southern site boundary is supported.*
- *The access from Forbes Street may require widening (a 7.2m wide crossover); however, it is acknowledged that the swept paths in the Waste Management Plan show that trucks and cars would be able to enter and exit using the existing crossover.*
- *The proposed provision of on-site parking (19 spaces including 2 disabled spaces) is considered acceptable. Consideration should be given to allocation of parking to units.*
- *A full stormwater management report should be required. This could be conditioned in the planning permit, if issued.*
- *The submitted Water Sensitive Urban Design Report contains limited information and is focused on providing raingardens for stormwater treatment. Raingardens are not supported by Council as they require constant maintenance and have been removed in many instances for this reason. It is recommended that the applicant be advised to look for alternative treatment solutions. Rainwater tanks can be used for treatment with reuse (flushing toilet and watering garden) or alternative bioretention swale if the site allows. There is also an opportunity to use Gross Pollutant Traps if required.*

Waste Management

- *The application states that waste collection is proposed on-site via a private contractor at off-peak times. Should waste collection be arranged through Council, the contractor must obtain approval from the property owner prior to entry and the property owner must indemnify Council against claim for any loss or damage caused by collection services. It also flagged that waste collection could be undertaken from Forbes Street.*

Gas Connection

- *If a permit is issued, it is considered that it should contain the mandatory condition at Clause 53.03-2 preventing connection to a reticulated gas service.*

RESOLUTION

Moved Cr Potter, Seconded Cr Howard

That the Planning Committee moves the officer's recommendation with the following amendments:

1. *Acknowledges the opportunity provided to have input into the decision-making process.*
2. *Requests that Council be provided with copies of any additional or updated information and reports received in response to the further information request made by the Department of Transport and Planning and is also given the opportunity to submit further comments.*
3. *Authorises officers to consider any amendments to the proposal under delegation provided such amendments do not materially alter the proposal in terms of the scale of development or setbacks.*
4. *Provides the following comments to the Department of Transport and Planning acting for the Minister for Planning as Responsible Authority, based on the information submitted to date:*

Use

- *The principle of providing key worker accommodation on this site is supported by Council, as an appropriate planning outcome that is consistent with relevant planning policies and the purpose of the zone.*

Design/Built Form

- *The proposed built form, including scale, design and site coverage, are considered to be generally acceptable in terms of the character of the area.*
- *It is considered that the presentation of Building 1 to the Miller Street frontage could be improved with more activation, a greater mix of external colours and*

materials, and lower balustrades to first floor balconies. This would provide better surveillance and integration with the streetscape.

- *Reduced height balustrades to first floor balconies could still satisfy Standard B23, which seeks to prevent internal overlooking of more than 50% of the secluded private open space (SPOS) of a lower-level dwelling (i.e. the SPOS area beneath each balcony would not be overlooked). Overlooking from first floor bedroom windows in the east and west elevations should also be addressed.*
- *Safety and surveillance need improvement with lower, more permeable front fencing, the high impermeable front fence is not supported. Also, each ground level unit in Building 1 should have direct pedestrian access (a gate), providing a visible and easily identifiable entry from Miller Street without traversing a neighbouring courtyard.*
- *Solid structures to walkways overlooking the central parking area should be more permeable for reduced visual bulk.*
- *Whilst it is noted that the application states that accommodation would be temporary only and that communal open space would be provided, it is strongly recommended that consideration be given to improving solar access to the secluded private open space of the ground floor units of the southern block (Building 2), e.g. by putting the balconies and courtyards on the northern side of the building.*
- *Council recommends the provision of on-site bicycle parking. Whilst it is acknowledged there is no specific requirement, it is considered that the proposal would benefit from the provision of on-site bicycle parking and external storage.*

Landscaping

- *Consideration should be given to reduced paving to courtyards for increased garden/permeable area and reduced hard surface area.*
- *Consideration should be given to providing additional trees in the car parking area to provide shade and shelter, and to soften the appearance of the car park.*
- *Plant selections should have regard to the Indigenous Species List for Colac.*
- *Lighting of car parks and internal accessways is required for safety and security reasons and should be shown on the plans.*

Infrastructure

- *The traffic report and expected traffic impacts are considered acceptable, particularly given that occupants would likely walk to and from work at Colac Area Health.*
- *The proposed 'entry only' access via the east abutting laneway is considered to be acceptable. It is noted that there would be impeded line of sight from on-street parking if exiting was permitted. On-site signage indicating 'No Exit' via the laneway should be required. Sealing of east abutting laneway to the southern site boundary is supported.*
- *The crossover from Forbes Street should be upgraded and widened to 7.2m wide. However, it is acknowledged that the swept paths in the Waste Management Plan show that trucks and cars would be able to enter and exit using the existing crossover.*
- *The proposed provision of on-site parking (19 spaces including 2 disabled spaces) is considered acceptable. Consideration should be given to allocation of parking to units.*
- *A full stormwater management report should be required. This could be conditioned in the planning permit, if issued.*
- *The submitted Water Sensitive Urban Design Report contains limited information and is focused on providing raingardens for stormwater treatment. Raingardens are not supported by Council as they require constant maintenance and have been removed in many instances for this reason. It is recommended that the applicant be advised to look for alternative treatment solutions. Rainwater tanks can be used for treatment with reuse (flushing toilet and watering garden) or alternative bioretention swale if the site allows. There is also an opportunity to use Gross Pollutant Traps if required.*

Waste Management

- *The application states that waste collection is proposed on-site via a private contractor at off-peak times. Should waste collection be arranged through Council, the contractor must obtain approval from the property owner prior to entry and the property owner must indemnify Council against claim for any loss or damage caused by collection services. It also flagged that waste collection could be undertaken from Forbes Street.*

Gas Connection

- *If a permit is issued, consideration should be given to whether a condition preventing connection to a reticulated gas service should be imposed (similar to that at Clause 53.03-2), noting state policy on gas connection does not specifically apply to group accommodation.*

CARRIED 7 : 0

The meeting was declared closed at 1.08pm

TO BE CONFIRMED AND SIGNED at the meeting held on 11 March 2025.

.....**MAYOR**

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