

MINUTES of the **PLANNING COMMITTEE MEETING OF THE COLAC-OTWAY SHIRE COUNCIL** held at COPACC Meeting Rooms on 10 September 2014 at 10.30am.

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**1. 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 Lyn Russell (Mayor)  
Cr Frank Buchanan  
Cr Michael Delahunty  
Cr Stephen Hart  
Cr Chris Smith  
Cr Terry Woodcroft  
Sue Wilkinson, Chief Executive Officer  
Colin Hayman, General Manager Corporate & Community Services  
Phil Corluka, General Manager Infrastructure & Service  
Doug McNeill, (Acting) General Manager Sustainable Planning & Development  
Blaithin Butler, Statutory Planning Coordinator  
Jane Preston-Smith, Executive Officer Sustainable Planning & Development

**3. APOLOGIES**

Cr Brian Crook  
Jack Green, General Manager Sustainable Planning and Development

**4. MAYORAL STATEMENT**

Colac Otway Shire acknowledges the original custodians and law makers of this land, their elders past and present and welcomes any descendants here today.

Colac Otway Shire encourages active community input and participation in Council decisions. Council meetings provide one of these opportunities as members of the community may ask questions to Council either verbally at the meeting or in writing.

Please note that some questions may not be able to be answered at the meeting, these questions will be taken on notice. Council meetings also enable Councillors to debate matters prior to decisions being taken.

I ask that we all show respect to each other and respect for the office of an elected representative.

All Council and Committee meetings are audio recorded, with the exception of matters identified as confidential items in the Agenda. This includes the public participation sections of the meetings.

Audio recordings of meetings are taken to facilitate the preparation of the minutes of open Council and Committee meetings and to ensure their accuracy.

In some circumstances a recording will be disclosed to a third party. Those circumstances include, but are not limited to, circumstances, such as where Council is compelled to disclose an audio recording because it is required by law, such as the Freedom of Information Act 1982, or by court order, warrant, or subpoena or to assist in an investigation undertaken by the Ombudsman or the Independent Broad-based Anti-corruption Commission.

Council will not use or disclose the recordings for any other purpose. It is an offence to make an unauthorised recording of the meeting.

**5. DECLARATION OF INTEREST**

**6. VERBAL SUBMISSIONS FROM APPLICANTS/OBJECTORS**

PC141009-2	Applicant	Ronnie Reissenweber
PC141009-2	Owner	Brett Walker

**7. CONFIRMATION OF MINUTES**

- **Planning Committee held on the 09/07/14.**

**Resolution**

***MOVED Cr Frank Buchanan seconded Cr Stephen Hart that Council confirm the above minutes.***

***CARRIED 6 : 0***

## **OFFICERS' REPORTS**

### **Sustainable Planning and Development**

- PC141009-1 PLANNING AND BUILDING STATISTICAL REPORT
- PC141009-2 CONSTRUCTION OF AN INDUSTRIAL BUILDING AND  
ASSOCIATED WORKS, DISPLAY OF BUSINESS  
IDENTIFICATION SIGNAGE AND REDUCTION IN CAR PARKING  
REQUIREMENT AT 20 ROSSMOYNE ROAD COLAC WEST  
(PP141/2014)

**Sue Wilkinson**  
Chief Executive Officer

**PC141009-1 PLANNING AND BUILDING STATISTICAL REPORT**

AUTHOR:	Tammy Kavanagh	ENDORSED:	Jack Green
DEPARTMENT:	Sustainable Planning & Development	FILE REF:	F11/2683

**Recommendation(s)**

***That Council’s Planning Committee take note of the statistical reports for July and August 2014.***

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***MOVED Cr Terry Woodcroft seconded Cr Michael Delahunty  
CARRIED 6 : 0***

**PC141009-2 CONSTRUCTION OF AN INDUSTRIAL BUILDING AND ASSOCIATED WORKS, DISPLAY OF BUSINESS IDENTIFICATION SIGNAGE AND REDUCTION IN CAR PARKING REQUIREMENT AT 20 ROSSMOYNE ROAD COLAC WEST (PP141/2014)**

|             |                                    |           |            |
|-------------|------------------------------------|-----------|------------|
| AUTHOR:     | Helen Evans                        | ENDORSED: | Jack Green |
| DEPARTMENT: | Sustainable Planning & Development | FILE REF: | F14/7055   |

**Original Recommendation(s)**

***That Council's Planning Committee resolves to issue a planning permit for construction of an industrial building and associated works, display of business identification signage and a reduction in the car parking requirement at 20 Rossmoyne Road Colac West subject to the following conditions:***

**Amended Plans**

- 1. Prior to commencement of the development hereby permitted, 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 and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application, but modified to show:***
  - a) Full details of the proposed business identification signage, which must not exceed 12sqm, including details of siting and dimensions of the sign(s) and any supporting structure(s), materials and colours, and lettering style.***

**Endorsed Plans**

- 2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.***
- 3. The location and details of the signage and any supporting structures, as shown on the endorsed plans, must not be altered without the written consent of the Responsible Authority.***

**Amenity**

- 4. The development hereby permitted must be managed so that the amenity of the area is not detrimentally affected, through the:***
  - transport of materials, goods or commodities to or from the land;***
  - appearance of any building, works or materials;***
  - emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.***

5. *Any external lighting on the building hereby permitted must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.*
6. *The buildings and works hereby permitted must be maintained in good order and appearance, to the satisfaction of the Responsible Authority.*
7. *Details of measures to protect the existing heritage building on site during and after construction works, such as fencing or barriers, must be submitted to and approved in writing by the Responsible Authority prior to the commencement of development. The protective measures must be installed prior to the commencement of development and must thereafter be maintained on an ongoing basis to the satisfaction of the Responsible Authority.*

#### **Waste Disposal**

8. *An all waste septic tank disposal system must be constructed concurrently with the new building, so that all liquid waste is at all times contained within the title boundary. The septic tank system must be designed and installed to the satisfaction of the Responsible Authority.*
9. *The design and installation of any wastewater disposal system for any building on the land must comply with the Septic Tanks Code of Practice, (On-site Domestic Wastewater Management), February, 2013, (Publication No 891.3) published by the Environment Protection Authority, State Government of Victoria.*

#### **Landscaping**

10. *Prior to commencement of the development hereby permitted, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and 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 with dimensions and three copies must be provided. The landscaping plan must show:*
    - a) *a survey (including botanical names) of all existing vegetation to be retained and/or removed*
    - b) *details of surface finishes of pathways and driveways*
    - c) *a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, sizes at maturity, and quantities of each plant*
    - d) *a minimum of 5 canopy trees (minimum one metre tall when planted) to be planted adjacent to the proposed building along the northern boundary.*
    - e) *a range of indigenous and exotic species to soften the appearance of car parks and buildings. Landscaping should provide shading for buildings, define entrances and provide a buffer between buildings.*
- All species selected must be to the satisfaction of the Responsible Authority.*

- 11. Within 6 months of the completion of the development hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. The landscaping must thereafter be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.**

#### **Signage**

- 12. The signage must be constructed and maintained to the satisfaction of the Responsible Authority.**
- 13. The signage must not be illuminated by external or internal light except with the written consent of the Responsible Authority.**

#### **Stormwater/Drainage**

- 14. Prior to the commencement of development, a stormwater management plan detailing how the site's stormwater is to be managed and discharged must be submitted to and approved by the Responsible Authority. Once approved the plan will form part of the permit.**
- 15. The site must be developed and managed to ensure that no contaminants, including but not limited to chemicals, sediments, wastes or pollutants, are discharged off site or into the stormwater drainage system from the property, to the satisfaction of the Responsible Authority.**

#### **Car Parking and Access**

- 16. No less than thirty car spaces, including a disabled parking space, must be provided on the land to the satisfaction of the Responsible Authority.**
- 17. Prior to the commencement of the use of the building hereby permitted, car parking and vehicle access must be clearly designated on site and constructed with a compacted gravel surface to the satisfaction of the Responsible Authority.**
- 18. Unless otherwise approved by the Responsible Authority, within 12 months of the date of this permit construction plans showing the sealing of car parking and vehicle access areas to the satisfaction of the Responsible Authority must be submitted to and approved in writing by the Responsible Authority.**

**Unless otherwise approved by the Responsible Authority, within 18 months of the commencement of the use of the building hereby permitted those car parking and vehicle access areas shown on the approved construction plans to be sealed and line-marked must be so constructed to the satisfaction of the Responsible Authority.**

- 19. Prior to the commencement of the use of the building hereby permitted, the proposed vehicle crossover must be sealed to the satisfaction of the Responsible Authority.**

**Barwon Water condition**

20. *The payment of New Customer contributions for each additional lot created and/or each additional metered connection for water supply within the development.*

**Southern Rural Water conditions**

21. *A new sewer disposal system must comply with the EPA's Code of Practice for Onsite Wastewater Management (Publication 891.3).*
22. *The existing wastewater disposal system must be decommissioned in accordance with the EPA's Code of Practice for Onsite Wastewater Management (Publication 891.3).*

**Expiry**

23. *This permit, excluding the signage component, will expire if one of the following circumstances applies:*
- a) *The development is not commenced 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.*
24. *The signage component of this permit will expire if the signage hereby permitted is not completed within two years of the date of this permit.*

**Notes**

1. *The Responsible Authority may extend the periods referred to in conditions 23 and 24 if a request is made in writing before the permit expires, or within six (6) months afterwards, or if the request for the extension of time is made within 12 months after the permit expires and the development started lawfully before the permit expired.*
2. *This permit does not authorise the commencement of any building works. Prior to commencement of the development, it will be necessary to apply for and obtain building approval for the proposed works.*
3. *A separate application to install an all waste septic tank system must be submitted to and approved by Council's Environmental Health Department prior to the commencement of works.*

*A Land Capability Assessment is required to accompany the Application for a Permit to Install a Septic System. The Land Capability Assessment must comply with 'Land Capability Assessment for Onsite Domestic Wastewater Management', March 2003, (Publication 746.1) published by the EPA. The Land Capability Assessor should contact the Council to discuss the requirements for the assessment.*

4. *Prior to commencement of the development, an application to undertake works within the road reserve must be submitted to and approved by the Council.*



**Standard drawings for industrial use crossovers are available from the Council.**

- 5. The developer is to apply to Barwon Water for details relating to costs and conditions required for the provision of water supply services to the development. It would be appreciated if all communications between the developer/agent and Barwon Water quote Barwon Water reference number L011379.**

**MOVED Cr Frank Buchanan seconded Cr Terry Woodcroft that the officer recommendation be adopted with item 18 deleted.**

**That Council's Planning Committee resolves to issue a planning permit for construction of an industrial building and associated works, display of business identification signage and a reduction in the car parking requirement at 20 Rossmoyne Road Colac West subject to the following conditions:**

#### **Amended Plans**

- 1. Prior to commencement of the development hereby permitted, 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 and three copies must be provided. The plans must be generally in accordance with the plans submitted with the application, but modified to show:**
  - a) Full details of the proposed business identification signage, which must not exceed 12sqm, including details of siting and dimensions of the sign(s) and any supporting structure(s), materials and colours, and lettering style.**

#### **Endorsed Plans**

- 2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 3. The location and details of the signage and any supporting structures, as shown on the endorsed plans, must not be altered without the written consent of the Responsible Authority.**

#### **Amenity**

- 4. The development hereby permitted must be managed so that the amenity of the area is not detrimentally affected, through the:**
  - transport of materials, goods or commodities to or from the land;**
  - appearance of any building, works or materials;**
  - emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.**
- 5. Any external lighting on the building hereby permitted must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.**

6. ***The buildings and works hereby permitted must be maintained in good order and appearance, to the satisfaction of the Responsible Authority.***
7. ***Details of measures to protect the existing heritage building on site during and after construction works, such as fencing or barriers, must be submitted to and approved in writing by the Responsible Authority prior to the commencement of development. The protective measures must be installed prior to the commencement of development and must thereafter be maintained on an ongoing basis to the satisfaction of the Responsible Authority.***

#### **Waste Disposal**

8. ***An all waste septic tank disposal system must be constructed concurrently with the new building, so that all liquid waste is at all times contained within the title boundary. The septic tank system must be designed and installed to the satisfaction of the Responsible Authority.***
9. ***The design and installation of any wastewater disposal system for any building on the land must comply with the Septic Tanks Code of Practice, (On-site Domestic Wastewater Management), February, 2013, (Publication No 891.3) published by the Environment Protection Authority, State Government of Victoria.***

#### **Landscaping**

10. ***Prior to commencement of the development hereby permitted, a landscape plan to the satisfaction of the Responsible Authority must be submitted to and 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 with dimensions and three copies must be provided. The landscaping plan must show:***
    - a) ***a survey (including botanical names) of all existing vegetation to be retained and/or removed***
    - b) ***details of surface finishes of pathways and driveways***
    - c) ***a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, sizes at maturity, and quantities of each plant***
    - d) ***a minimum of 5 canopy trees (minimum one metre tall when planted) to be planted adjacent to the proposed building along the northern boundary.***
    - e) ***a range of indigenous and exotic species to soften the appearance of car parks and buildings. Landscaping should provide shading for buildings, define entrances and provide a buffer between buildings.***
- All species selected must be to the satisfaction of the Responsible Authority.***

- 11. Within 6 months of the completion of the development hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be completed to the satisfaction of the Responsible Authority. The landscaping must thereafter be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.**

#### **Signage**

- 12. The signage must be constructed and maintained to the satisfaction of the Responsible Authority.**
- 13. The signage must not be illuminated by external or internal light except with the written consent of the Responsible Authority.**

#### **Stormwater/Drainage**

- 14. Prior to the commencement of development, a stormwater management plan detailing how the site's stormwater is to be managed and discharged must be submitted to and approved by the Responsible Authority. Once approved the plan will form part of the permit.**
- 15. The site must be developed and managed to ensure that no contaminants, including but not limited to chemicals, sediments, wastes or pollutants, are discharged off site or into the stormwater drainage system from the property, to the satisfaction of the Responsible Authority.**

#### **Car Parking and Access**

- 16. No less than thirty car spaces, including a disabled parking space, must be provided on the land to the satisfaction of the Responsible Authority.**
- 17. Prior to the commencement of the use of the building hereby permitted, car parking and vehicle access must be clearly designated on site and constructed with a compacted gravel surface to the satisfaction of the Responsible Authority.**
- 19. Prior to the commencement of the use of the building hereby permitted, the proposed vehicle crossover must be sealed to the satisfaction of the Responsible Authority.**

#### **Barwon Water condition**

- 20. The payment of New Customer contributions for each additional lot created and/or each additional metered connection for water supply within the development.**

#### **Southern Rural Water conditions**

- 21. A new sewer disposal system must comply with the EPA's Code of Practice for Onsite Wastewater Management (Publication 891.3).**

**22. The existing wastewater disposal system must be decommissioned in accordance with the EPA's Code of Practice for Onsite Wastewater Management (Publication 891.3).**

**Expiry**

**23. This permit, excluding the signage component, will expire if one of the following circumstances applies:**

- a) The development is not commenced 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.**

**24. The signage component of this permit will expire if the signage hereby permitted is not completed within two years of the date of this permit.**

**Notes**

- 1. The Responsible Authority may extend the periods referred to in conditions 23 and 24 if a request is made in writing before the permit expires, or within six (6) months afterwards, or if the request for the extension of time is made within 12 months after the permit expires and the development started lawfully before the permit expired.**
- 2. This permit does not authorise the commencement of any building works. Prior to commencement of the development, it will be necessary to apply for and obtain building approval for the proposed works.**
- 3. A separate application to install an all waste septic tank system must be submitted to and approved by Council's Environmental Health Department prior to the commencement of works.**

**A Land Capability Assessment is required to accompany the Application for a Permit to Install a Septic System. The Land Capability Assessment must comply with 'Land Capability Assessment for Onsite Domestic Wastewater Management', March 2003, (Publication 746.1) published by the EPA. The Land Capability Assessor should contact the Council to discuss the requirements for the assessment.**

- 4. Prior to commencement of the development, an application to undertake works within the road reserve must be submitted to and approved by the Council. Standard drawings for industrial use crossovers are available from the Council.**
- 5. The developer is to apply to Barwon Water for details relating to costs and conditions required for the provision of water supply services to the development. It would be appreciated if all communications between the developer/agent and Barwon Water quote Barwon Water reference number L011379.**

**AMENDMENT – Moved Cr Chris Smith seconded Cr Michael Delahunty that: Point 19 becomes 18, point 20 becomes 19 and so on.**

**CARRIED 6 : 0**

**MOVED Cr Frank Buchanan seconded Cr Terry Woodcroft**

**That Council's Planning Committee resolves to issue a planning permit for construction of an industrial building and associated works, display of business identification signage and a reduction in the car parking requirement at 20 Rossmoyne Road Colac West subject to the following conditions:**

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***All species selected must be to the satisfaction of the Responsible Authority.***
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**Stormwater/Drainage**

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- 21. The existing wastewater disposal system must be decommissioned in accordance with the EPA's Code of Practice for Onsite Wastewater Management (Publication 891.3).**

**Expiry**

- 22. This permit, excluding the signage component, will expire if one of the following circumstances applies:**
- a) The development is not commenced 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.**

- 23. The signage component of this permit will expire if the signage hereby permitted is not completed within two years of the date of this permit.**

**Notes**

- 1. The Responsible Authority may extend the periods referred to in conditions 23 and 24 if a request is made in writing before the permit expires, or within six (6) months afterwards, or if the request for the extension of time is made within 12 months after the permit expires and the development started lawfully before the permit expired.**
- 2. This permit does not authorise the commencement of any building works. Prior to commencement of the development, it will be necessary to apply for and obtain building approval for the proposed works.**
- 3. A separate application to install an all waste septic tank system must be submitted to and approved by Council's Environmental Health Department prior to the commencement of works.**

**A Land Capability Assessment is required to accompany the Application for a Permit to Install a Septic System. The Land Capability Assessment must comply with 'Land Capability Assessment for Onsite Domestic Wastewater Management', March 2003, (Publication 746.1) published by the EPA. The Land Capability Assessor should contact the Council to discuss the requirements for the assessment.**

- 4. Prior to commencement of the development, an application to undertake works within the road reserve must be submitted to and approved by the Council. Standard drawings for industrial use crossovers are available from the Council.**
- 5. The developer is to apply to Barwon Water for details relating to costs and conditions required for the provision of water supply services to the development. It would be appreciated if all communications between the developer/agent and Barwon Water quote Barwon Water reference number L011379.**

**MOVED 6 : 0**