

8857

# ADVERTISED PLAN

24 October 2025

Honourable Minister for Planning  
Department of Transport and Planning

Via: Department of Transport and Planning's Portal and email [planning.support@transport.vic.gov.au](mailto:planning.support@transport.vic.gov.au)

Attention [REDACTED]

Dear Minister,

**Re: Planning Permit Application  
MacKillop School Geelong  
25-33 Oxford Street and 34 & 36 Truscott Street, Whittington**

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## 1.0 Application

We act on behalf of MacKillop Family Services in lodging planning application to the above property.

More particularly the planning application seeks to undertake:

- Buildings and works to provide an expanded new primary school element and also undertake works to improve multi-purpose facilities on site together with other minor works including selective removal and re-planting of boundary canopy trees.

The buildings and works are proposed to be undertaken and completed in 3 stages hence a staged planning permit is sought to facilitate incremental building approvals and occupation.

## 2.0 Application Material

### 2.1 Information to Application

The following items are provided to the planning application:

- Completed Online Application for Permit Form.
- Planning Application Plans including:
  - TP100 Cover Page Rev A.
  - TP1.001 Bus Stop Location Rev A.
  - TP1.01 Existing Site Plan Rev A.
  - TP1.02 Proposed Site Plan Rev A.
  - TP1.03 Detail Plan – New Learning Building (Stage 1a) Rev A.
  - TP1.04 Elevation & Section – New Learning Building (Stage 1a) Rev E.
  - TP1.05 Detail Plan – Multipurpose Building (Stage 1b) Rev E.
  - TP1.06 Elevation & Section – Multipurpose Building (Stage 1b) Rev E.
  - TP1.07 Detailed Plan – Sanctuary Centre (Stage 1c) Rev E.
  - TP1.08 Existing Pedestrian & Vehicular Access Rev D.
  - TP1.09 Proposed Pedestrian & Vehicular Access Rev D.
  - TP1.10 Existing Building Shadow Diagram Rev D.
  - TP1.11 Proposed Building Shadow Diagram Rev E.

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- TP1.12 Proposed Staging Rev E.
- TP1.13 Waste Management Rev C.
- TP1.14 Existing Fence Elevation Rev A.
- TP1.15 Proposed Fence Elevation Rev A.
- Title Details to:
  - 25-33 Oxford Street Vol 11024 Folio 463;
  - 34 Truscott Street Vol 10340 Folio 164;
  - 36 Truscott Street Vol 12299 Folio 389.
- Copy of Planning Permit No. PP-892-2006/A (Amended) 18 June 2025
- Copy of Endorsed Plans dated 18 June 2025.
- Copy of Delegate Officers report to determination.
- Arboricultural Impact Assessment report prepared by ATC Land Management.
- Letter of client authorisation

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## 2.2 Permit Application Fee

An invoice is requested to the sum of the permit application fee and payment will be made directly by the client upon receipt. Cost of development is \$6,847,000.00.

## 3.0 Submission

The balance of this correspondence forms a town planning submission prepared to assist in considerations of the application.

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## 4.0 Background

### 4.1 Profile

*MacKillop Family Services is a highly regarded, non-profit organisation dedicated to supporting vulnerable children, young people, and their families throughout Australia, continuing the work built on the enduring legacies of the Sisters of Mercy, the Christian Brothers, and the Sisters of St Joseph.*

*In Whittington, MacKillop's key presence is the MacKillop Specialist School (Geelong Campus) located at 25 Oxford Street. This institution provides trauma-informed, individualized education programs (from Foundation through to the Victorian Pathways Certificate) for students whose complex needs, often stemming from disability, trauma, or social and emotional challenges, cannot be met in mainstream settings.*

*To expand their critical mission, MacKillop Family Services acquired the adjacent property at 34 Truscott Street.*

## 4.2 Planning Permit to Expanded Land Use

Planning approval via permit PP-892-2006/A has been granted to expand land use of the school to include 34 and 36 Truscott Street (copy of permit included).

The permit allows:

*Change of use to education centre to allow for extension to existing education centre at 25-33 Oxford Street and 34-36 Truscott Street, Whittington including waiving of bicycle parking requirements and creation of easement.*

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### 4.3 Pre-Application Advice

This permit application was subject to a pre-application with D.O.T. who provided the following summary advice on the 15<sup>th</sup> April 2025.

*I confirm that the buildings and works application can be submitted to DTP under Clause 53.19 Non-government Schools if the cost of the works proposed is over \$3m.*

*I also confirm that the land use of 34 & 36 Truscott Street Whittington as an Education Centre must be established through the issue of the amended planning permit currently with City of Greater Geelong, before the buildings and works application can be submitted to DTP.*

*As discussed in the meeting the proposed buildings are considered to be modest and appear to be appropriately setback from boundaries, including a generous setback to Truscott Street allowing for the playground space.*

*Specific to this proposal, the following items will be required to be submitted with the application, along with the usual items:*

- *The existing and proposed number of students and staff. From the meeting we understand 16+ additional students and 2-3 additional staff are likely.*
- *An assessment of the proposed car drop off and pick up arrangements, how children enter and exit the school site, and any staggered start and finish times when considering the number of children anticipated at the school resulting from the works proposed.*
- *An assessment of the proposed car parking provision and waste storage/collection given the proposed increase in students and staff.*
- *A copy of the approved planning permit and endorsed plans allowing the use of 34 & 36 Truscott Street Whittington as an education centre and any other planning permits that the council may have issued.*
- *An overshadowing assessment of the proposed buildings taken at 22 September.*
- *An indicative landscape plan.*
- *Details of any proposed front and side fencing, including height and materials.*
- *Suggested permit condition wording to be for the proposed staging of the development.*

### 5.0 Requirements for Planning Permit

The essential planning permit trigger is **Clause 32.08-10 Buildings and Works** associated with a Section 2 use GRZ1.

A permit is required to construct a building or carry out works for a use in Section 2 of Clause 32.08-10.

A permit is also required for the removal of canopy trees at **Clause 52.37-3.**

Particular provisions relevant to the application include:

- **Clause 53.19 Non-Government Schools** which essentially seeks to facilitate upgrades and extensions to existing non-government schools and (at Clause 53.19-2) exempts such applications from the review rights of Section 82(1) of the Act.
- **Clause 52.06 Car parking** which (at Clause 52.06-1 and -2) applies to an increase in the floor area of an existing use, and (at Clause 52.06-5) requires provision of 1 car space to each

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additional employee (to a Primary School) that is part of the maximum number of employees on site at any one time.

- **Clause 52.34 Bicycle Facilities** It is noted the existing approval (PP-892-2006/A) in relation to the waiving of bicycle facilities is proposed to be maintained.
- **Clause 52.37-3 Canopy Trees.**

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### 6.0 Application Site Location Details

MacKillop School Geelong is located at 25-33 Oxford Street, Whittington, approximately 500m to the south of Bellarine Village Shopping Centre and the Bellarine Hwy, within a residential area.

The school extends between Oxford Street (at the south) and Truscott Street (at the north) and includes 28 and 32 Truscott Street. Planning Permit PP892-2006A was amended on 18 June 2025 to extend existing education centre land use to include 34 and 36 Truscott Street (on the adjoining residential properties).

Currently the school is made up of the following titles:

- 25-33 Oxford Street, a consolidated holding comprising 25 – 33 Oxford Street and 28-32 Truscott Street, Vol 11024 Fol 463 PC36987;
- 34 Truscott Street, Vol 10340 Fol 164, Lot 12 TP000961D; and
- 36 Truscott Street, Vol 12299 Fol 389, Lot 1 TP 968710E

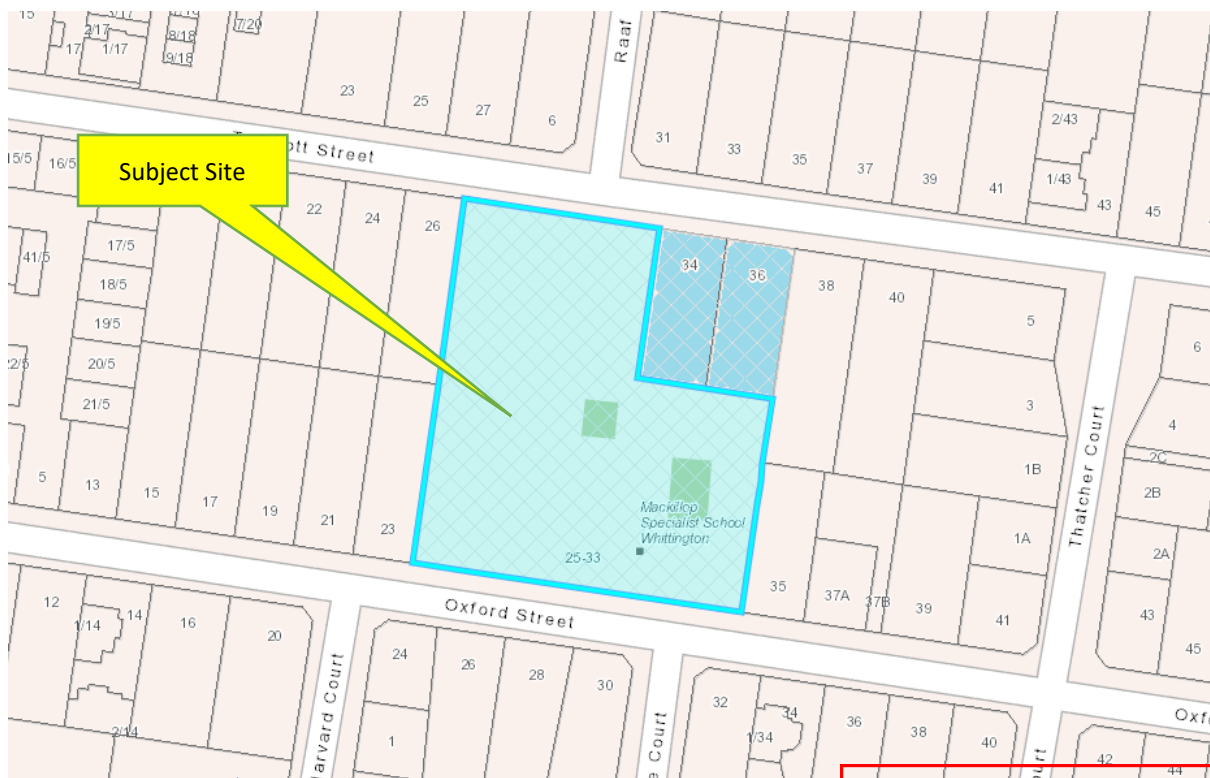
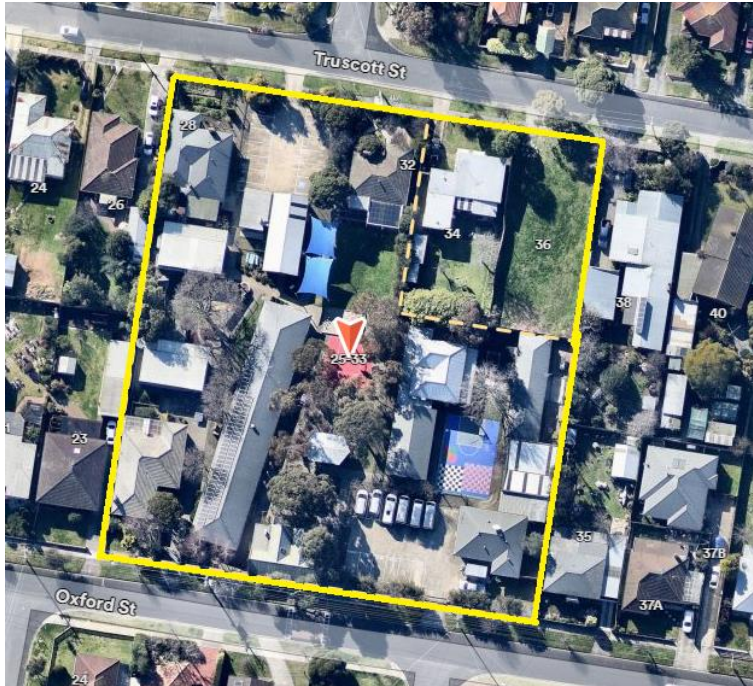


Figure 1: Location Plan

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Figure 2: Nearmap Aerial Street View Image

## 7.0 Existing Operational Profile

The school is an education centre providing primary school and secondary school and employment training programs.

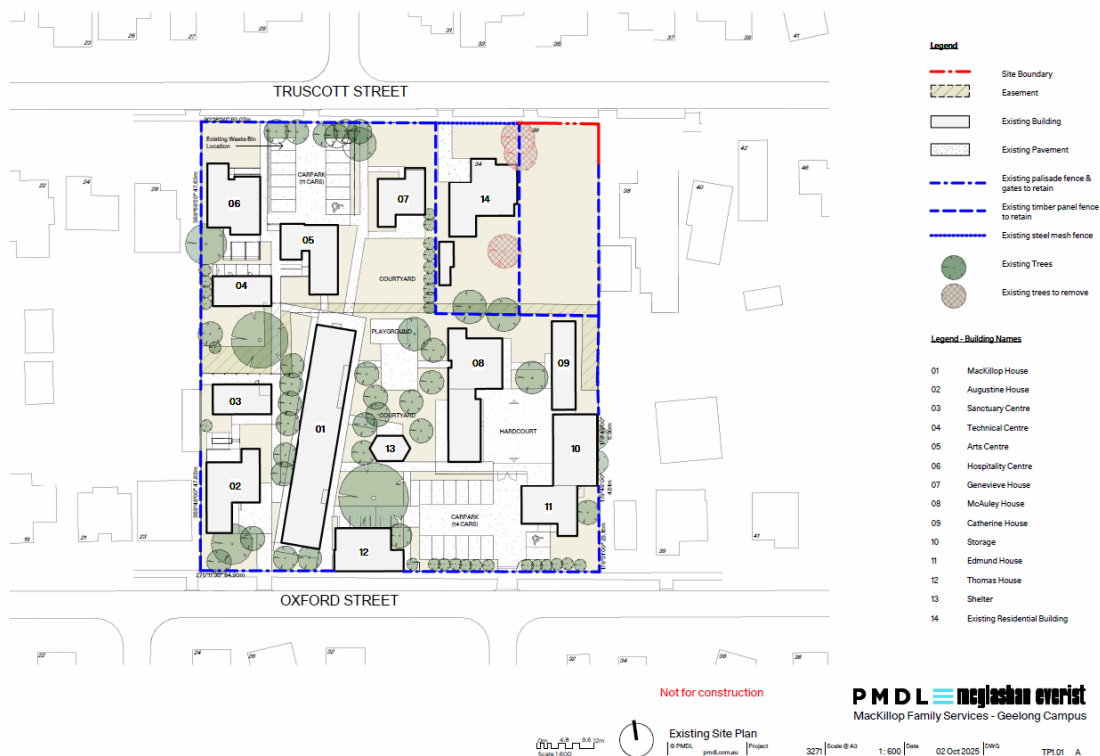


Figure 3: Plan Sheet TP1.01

A total of 13 single storey buildings associated with the education centre facilities of which building No's 8 and 9 comprise the existing junior and primary school.

A detached dwelling and outbuilding is located upon 34 Truscott Street whereas No. 36 Truscott Street is a vacant residential allotment.

The school has existing northern and southern onsite car parking areas that provide:

- 11 spaces including 1 disability at the north;
- 14 spaces including 1 disability at the south.

Currently, waste management facilities are located:

- Within a possible 12<sup>th</sup> car space in the northern car park; and
- Along building 11 within the southern car park.

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The existing school is fenced in:

- Timber palings and on-boundary structures to adjoining residential neighbours; and
- With metal palisade to the Oxford Street and Truscott Street frontages.

The school is principally accessed by staff, primary school and secondary school students via Oxford Street at the south and by staff and senior employment training students via Truscott Street at the north.

Pick up and drop off of students (none drive) is principally along Oxford Street.

The school operates to typical school days between the hours of 9:00am and 2:00pm Mondays to Thursdays and 9:00am and 12 noon Fridays.

Staff attend the school between the hours of 8:45am and 5:00pm Mondays to Fridays with majority of staff on site between the hours of 8:45am and 4:00pm.

The school currently provide education programs to a total of 80 students made up of:

- 24 Primary / Junior school students
- 32 Secondary school students; and
- 24 Employment training students

None of these students ride bicycles or drive cars to the school.

Current school staffing totals 29 made up of:

- 8 Junior and Primary school staff;
- 10 Secondary school staff;
- 7 Employment Training staff; and
- 4 Administration staff.

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## 8.0 Proposal

The proposal essentially relates to buildings and works in:

- Establishment of a new expanded junior primary school building / facility on 34/36 Truscott Street. (stage 1a)
- Establishment of a new multi-purpose building facility to the overall school. (stage 1b)
- Refurbishment of amenities within Building 03. (stage 1 c)

Contingent works associated with the proposal include:

- Demolition of existing improvements including:
  - Front fencing and common boundary fencing of 34/36 Truscott Street
  - Dwelling improvements at 34 Truscott Street and associated shed
  - Southern wing of existing primary school building (No. 08)
  - Existing primary building (No. 09).
  - Existing garages store building (No. 10).
  - Removal of 3 canopy trees.

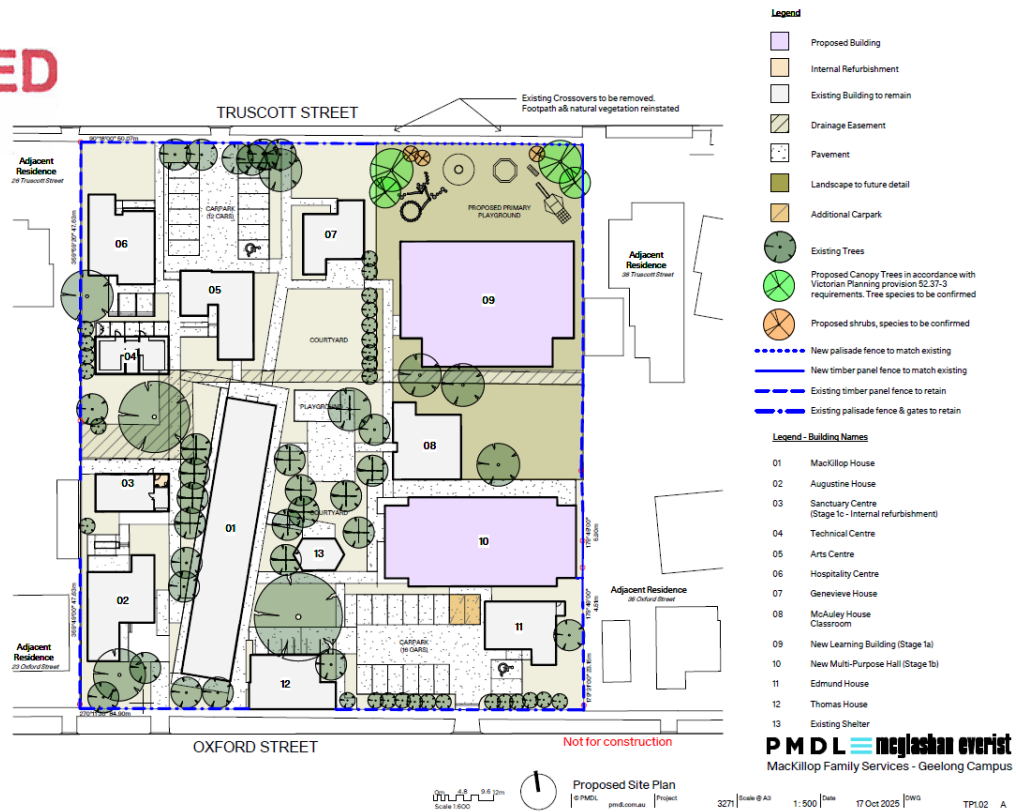
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Construction of the following:

- Single storey primary learning building.
- Playground, landscaping and associated fencing to the north (Truscott Street frontage) of the new Primary school Building.
- Single storey multi-purpose hall.
- Line marking of two additional car spaces within the southern car park and minor fencing in association.
- New infill replacement fencing to the eastern boundary with 38 Truscott Street and 35 Oxford Street

The new expanded junior primary school building will facilitate an increase of 3 staff (from 8 to 11 total) and an increase of 16 primary school students (from 24 to 40 total).

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**Figure 4: Plan Sheet TP1.02**

Staging – The works are proposed to be constructed over three stages:

- Stage 1a –Demolition of the existing fence, dwelling and associated shed on 34 Truscott Street and the construction of the new single storey Primary Learning building across 34 and 36

Truscott Street along with associated landscaping of the area to the north of the new building, establishment of a children’s playground and new fencing to Truscott Street and infill fencing to boundary with 38 Truscott Street.

- Stage 1b – Demolition of buildings 09, 10 and the southern wing of building 08 and the construction of the Multi-purpose Hall. Works will also include completion of infill fencing to the eastern boundary and line marking and fencing to the existing carparking area off Oxford Street.
- Stage 1c – minor refurbishment works to existing amenities within Building 03.

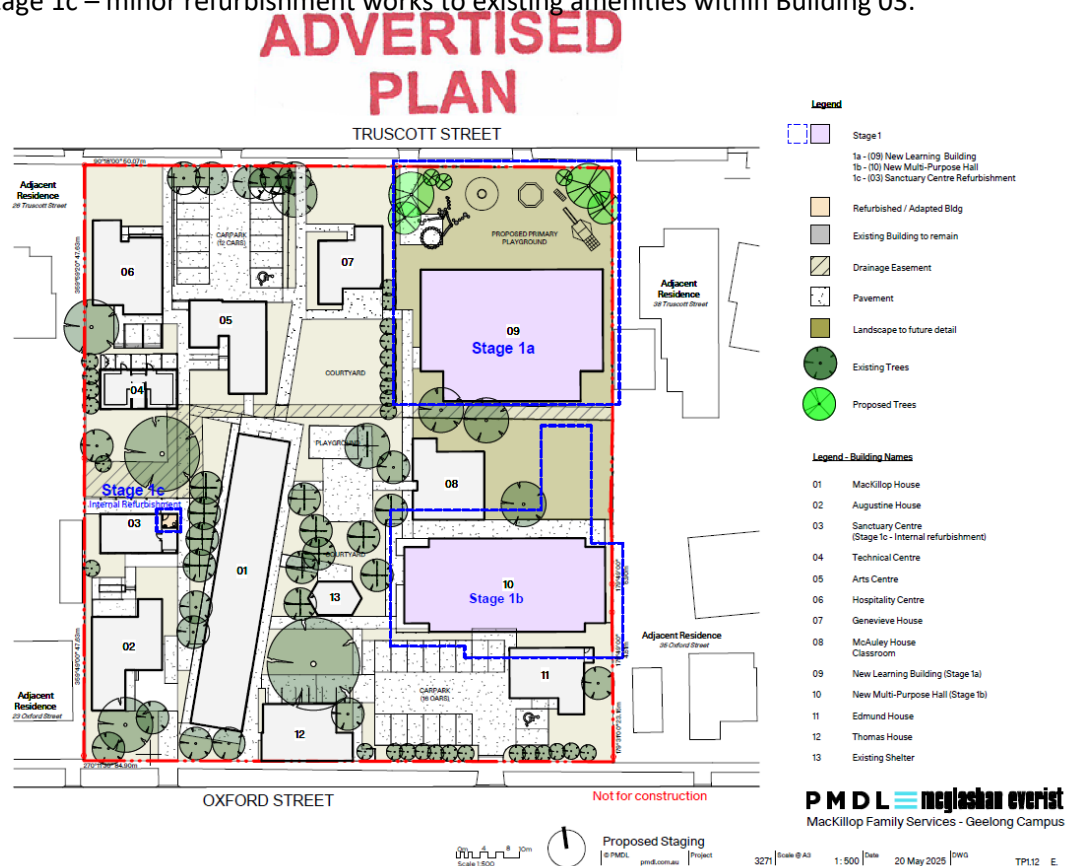


Figure 5: Plan Sheet TP1.12

9.0 Planning Assessment

9.1 Land Use Provision Considerations

A copy of the Delegated Officers report assessment to the expansion of Education Centre land use PP-892-2006/A is attached. This assessment report provides key details and considerations of Council to the issue of that amended permit. This report identifies the following matters are to be further determined in relation to this application for buildings and works:

- Clause 52.06 Car Parking
- Clause 52.34 Bicycle Facilities
- Clause 65.01 Approval of an Application or Plan

This report provides full state and local policy references and considerations that apply to the context of this application from a land use perspective and hence the following is provided in relation to policy considerations to built form.

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### 9.2 Built Form

The built form of the proposal responds well to the residential context and character of the area and adjoining residential properties at 38 Truscott Street and 35 Oxford Street in its adoption of:

- Single storey built form;
- The performance standards as would otherwise be considered to residential dwelling development including ample compliance with relevant performance standards of:
  - Clause 54.02-3 Side and rear setbacks
  - Clause 54.02-4 Walls on boundaries
  - Clause 54.04-1 Daylight to existing windows
  - Clause 54.04-2 Existing north facing windows.
  - Clause 54.04-3 Overshadowing secluded open space.
  - Clause 54.04-4 Overlooking
  - Clause 54.04-5-2 Overshadowing domestic solar energy system

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The built form response results in less overshadowing of 35 Oxford Street through the removal of existing on boundary structure of the school building 10 and establishment of the new multi-purpose hall with appropriate setbacks from the boundary.

The setbacks adopted to the new primary school building to Truscott Street will enhance the landscape and garden character of the area.

The new fencing to Truscott Street is proposed to match the existing meal palisade details of fencing along the balance existing school frontage.

### 9.3 Operational Considerations

An additional capacity of 16 primary school students will result from the new primary school.

No changes are proposed to the current operating hours.

The new multi-purpose hall will not increase the student capacity of the existing secondary school or employment training students.

The current pick up and drop-off arrangements to the overall school are not proposed to change from the principal access via Oxford Street and secondary access via Truscott Street.

The extent of site frontage to these streets and lack of parking restrictions favours the continued use of these frontages to school pick up and drop off.

The expanded operation of the primary school seeks to maintain the staggered start and finish times of students whereby:

- The overall numbers of primary school students arrive and depart incrementally between 9:00am and 2:00pm school days; and
- The peak intensity of primary school student numbers on site is typically between 10:00am and 1:00pm.

Parking for expanded primary school staff numbers (3) is proposed to be provided on site through the creation of a further 2 car spaces in the southern car park and an additional space (through relocation of waste bin facilities) from the northern car park.

Waste facilities are proposed to be expanded and consolidated proximate to the southern car park and Building 11.

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### 9.4 Clause 52.37 Canopy Trees

The proposal necessitates the removal of 3 boundary canopy trees and associated weeds that are located within 34 Truscott Street (Stage 1a) and works adjacent to the TPZ of Tree 65 associated with Stage 1b works.

The proposal raises no tensions to the requirements and outcomes sought in providing opportunities to relandscape the frontage at 34 and 36 Truscott Street with a landscape proposal to new fencing, canopy trees, the requirements of 52.37-3 with additional shrubs, ground covers and landscape treatments.

The Executive Summary of the attached Arboricultural Impact Assessment report prepared by ATC Land Management identifies the following:

#### 2.1 Key planning findings

*Due to the size of the combined site, it is subject to the provisions of Clause 52.37 (Canopy Trees). Crucially, an assessment confirmed that the vegetation is planted and in a formal landscape arrangement, which exempts the site from Clause 52.17 (Native Vegetation) permit requirements (as detailed in Appendix D). Therefore, this proposal only addresses the requirements of the Canopy Tree control.*

##### 2.1.1 Arboricultural justification for tree removal:

*The assessment confirms that the removal of three specific trees protected under Clause 52.37 (Tree 2: Ornamental Citrus, Tree 3: Lillypilly, and Tree 6: Tuart) is arboriculturally justified.*

*These specimens exhibit severe structural defects (including significant dieback, included bark at basal unions, and suppressed growth), which results in a low Useful Life Expectancy (ULE) and an unacceptable risk of failure. Their compromised condition renders them unsuitable for retention, particularly within a high-use children's playground environment.*

##### 2.1.2 Tree retention and compliance:

*All remaining trees designated for retention—including the Council-owned *Callistemon citrinus*—will sustain only minor or negligible encroachments into their Tree Protection Zones (TPZs). This ensures the proposal can achieve full compliance with the planning overlays.*

##### 2.1.3 Mitigation and next steps

*To mitigate all potential construction impacts and secure the long-term health of the retained trees, a robust Tree Protection Specification (TPS), strictly adhering to Australian Standard 4970-2025, is mandatory. Key mitigation strategies include:*

- *Installing compliant TPZ fencing.*
- *Scheduling dedicated Arborist Supervision for all critical works.*

### 10.0 Conclusion

The planning application is considered to be well found, having been informed and detailed to provide an appropriate and acceptable outcome to relevant planning controls. It is requested the permit allow for the staged development and occupation as outlined in this report.

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It would appear an extended timeframe be issued for the validity of the permit and the permit also recognise the incremental completion of each proposed stage.

This will facilitate the continued operation of the school over the development / construction period.

We would be happy to discuss these matters further.

Yours faithfully  
for FASTNET CONSULTING



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