

Planning Report

Proposed Use and Development of a Childcare Centre

23 Boundary Road, Mortlake VIC 3272

Applicant	
Director	
Site Address	23 Boundary Road, Mortlake VIC 3272
Council	Moyne Shire Council
Planning Scheme	Moyne Planning Scheme
Zone	Public Use Zone Schedule 3 (PUZ3) — Health and Community, and General Residential Zone Schedule 1 (GRZ1)
Overlays	Nil affecting the title. Designated Bushfire Prone Area applies.
Public Land Manager	
Proposal	Use and development of the land for a Childcare Centre (44 licensed places) within an existing building, with associated internal works, perimeter fencing to outdoor play area, car park use, and one business identification sign.
Estimated Cost of Development	\$65,060.60 (indicative)
Date	May 2026

1. Introduction

This Planning Report has been prepared by Ready Set Go Pty Ltd (the applicant) in support of an Application for a Planning Permit under the Planning and Environment Act 1987 and the Moyne Planning Scheme. The application seeks approval for the use and development of land at 23 Boundary Road, Mortlake (the subject site) for a Childcare Centre of 44 licensed places, located within an existing single-storey brick building on the site that has historically operated as a day centre.

The proposal arises from a partnership between [redacted] of the subject site. TMHS will lease the building to Ready Set Go Pty Ltd under a long-term arrangement. Written consent of TMHS as Public Land Manager to the making of this application and to the proposed use and development is submitted as Attachment B.

The applicant operates two existing long day care centres in regional Victoria, including a 22-place service in Mortlake. The proposal will allow consolidation and expansion of the Mortlake service into a purpose-converted, larger building, doubling the centre's licensed capacity and directly responding to identified unmet demand for early childhood education and care in Mortlake and the broader western Moyne Shire region.

A pre-application meeting was held with Ms Emma Leach (Acting Planning Coordinator) and Mr Liam Arnott of Moyne Shire Council on Wednesday 29 April 2026. Further written advice was provided by Council via email dated 8 May 2026. This application has been prepared having regard to that advice.

2. The Subject Site and Surrounds

2.1 Site description

The subject site is located at 23 Boundary Road, Mortlake, on the eastern edge of the township. It comprises three parcels: Lot 1 on LP64279 (1,619 square metres), Crown Allotment 17 on TP570477A (5,587 square metres by survey, 5,595 square metres by title), and Crown Allotment 18 (6,484 square metres), with a combined area of approximately 1.35 hectares as identified in the Detailed Land Survey prepared by Swanson Surveying (Ref 12268 RE01V1, dated 1 March 2023).

Title references are Vol. 8810 Fol. 523 and Vol. 3940 Fol. 838. The site is owned and managed by

The site contains:

- A multiple-storey brick hospital building (No. 17 on the survey, with iron roof and solar panels) located on the northern portion of the site;
- A single-storey brick building (the former day centre, the subject of this application) located in the central portion of the site, served by an existing sealed bitumen driveway and parking area to its immediate south;
- Ancillary structures including a garage, carport and brick shed;
- Formed bitumen parking areas providing approximately 25 marked spaces;
- Established landscaped grounds with significant mature trees; and
- Open, undeveloped grassed land on the southern portion (CA 17) fronting Jamieson Avenue.

The site has a fall of approximately 2 metres from north (134.5 metres AHD) to south (132.5 metres AHD) across the length of the site.

2.2 Surrounds

The subject site sits within the established Mortlake hospital and community services precinct. Immediately surrounding land uses include:

- North: Established residential properties within the General Residential Zone fronting Boundary Road and Waters Lane;
- South: Mortlake P–12 College and the Tea Tree Lake Reserve, within the Public Park and Recreation Zone and Public Use Zone Schedule 2 (Education);
- East: Rural Living Zone properties fronting Boundary Road;
- West: Mortlake P–12 College and the wider hospital precinct fronting Jamieson Avenue.

The site is well integrated with the township's community infrastructure. The OneMap Site Report (Myers Planning Group) records the closest government primary school (Mortlake P–12 College) at 421 metres and the closest secondary school (also Mortlake P–12 College) at 374 metres. The site achieves an amenity score of 3.35 out of 5, reflecting strong access to community, retail and recreation amenity within the 800-metre walking catchment.

3. The Proposal

3.1 Use

The proposal is to use the existing single-storey former day centre building on the subject site as a Childcare Centre licensed for 44 places. Operational characteristics are summarised below.

Use class (Moyne Planning Scheme)	Childcare Centre
Licensed places	44 places
Age range of children	0 to 5 years
Hours of operation	Monday to Friday, 7:00am to 6:00pm. Closed weekends and public holidays.
Weeks of operation	Approximately 50 weeks per year
Number of staff at full operation	11 FTE staff (combined educators, room leaders, cook and administration). Maximum on-site staff at any time approximately 8 to 10 due to shift rostering.
Operator	Ready Set Go Pty Ltd

3.2 Development and works

The development associated with the use comprises the following:

- Internal reconfiguration of the existing building to provide playroom spaces appropriate to age groupings, a kitchen and food preparation area, staff and family amenities, and storage. Indicative scope includes selective demolition of internal floor finishes, wall linings and framing; localised concrete cutting for new toilet plumbing; construction of new internal wall framing and half-doors with hardware mounted at 1,520mm height appropriate to children; new plasterwork and painting (three coats);
- Replacement of safety glazing to 1 metre in accordance with Australian Standards;
- Installation of three junior toilet suites and associated plumbing rough-in;
- New vinyl flooring to the bathroom area;
- Construction of approximately 80 linear metres of 1,800mm pool-style perimeter fencing enclosing a 485 square metre outdoor play area on the southern side of the building. The play area meets the

Education and Care Services National Regulations requirements for unencumbered outdoor space for 44 children;

- No external building extension. The building footprint is retained as existing;
- Use of the existing sealed bitumen car park on the southern side of the building to provide staff parking and family drop-off and pick-up. This car park is separate from the main hospital car park to the north and is dedicated to the childcare use;
- Display of one business identification sign not exceeding 3 square metres, with associated directional signs (each not exceeding 0.3 square metres) for wayfinding from Boundary Road and Jamieson Avenue.

Estimated cost of development: \$65,060.60 inclusive of GST, based on Roberts Builders quote QU-0317 dated 20 February 2026. This is an indicative figure pending refresh of the quote.

4. Planning Controls and Permit Triggers

4.1 Zoning

The subject site is zoned Public Use Zone Schedule 3 — Health and Community (PUZ3) in the portion containing the existing buildings (CA 17 and CA 18), and General Residential Zone Schedule 1 (GRZ1) over Lot 1 on LP64279 to the north.

The proposed Childcare Centre will be located wholly within the PUZ3 portion of the site. The use of land for a Childcare Centre within the PUZ3 requires a planning permit. The land remains under the management of TMHS as the Public Land Manager, and written consent of TMHS to the use and development is provided as Attachment B.

Buildings and works associated with a permitted use under the PUZ3 also require a permit. The proposed internal reconfiguration, perimeter fencing and signage works are accordingly included within the scope of this application.

4.2 Overlays

No planning overlays apply directly to the subject site. The Heritage Overlay (HO12, HO77 and HO86) applies to land in the vicinity but does not extend to the title. The site is identified as a Designated Bushfire Prone Area under the Building Regulations 2018; bushfire construction requirements are addressed at the building permit stage by the relevant building surveyor.

4.3 Particular and general provisions

The following provisions of the Moyne Planning Scheme apply to the proposal:

- **Clause 52.06 — Car Parking.** A Childcare Centre is identified as a Category 1 use. The Schedule to Clause 52.06 of the Moyne Planning Scheme requires 1 car parking space per employee. The service will operate at 11 FTE (approximately 8 to 10 staff on-site at any one time given shift rostering across opening hours). The existing sealed car park on the southern side of the building provides 25 marked spaces, which exceeds the statutory requirement and provides additional capacity for family drop-off and pick-up. Spillover capacity is available within the existing hospital precinct car parks if required during peak windows. A staggered drop-off arrangement will be operationally encouraged through the centre's family handbook.
- **Clause 52.05 — Signs.** The PUZ3 places the site in Category 4 Sensitive Areas. Business identification signage is restricted to a maximum of 3 square metres per premises with a permit; signage above this area is prohibited. The proposed business identification sign does not exceed 3 square metres and accordingly is consistent with the controls. The directional signage proposed (each sign not exceeding 0.3 square metres and containing no commercial information) is permitted in addition under Clause 52.05.
- **Clause 65 — Decision Guidelines.** The matters in Clauses 65.01 and 65.02 are addressed throughout this report.
- **Clause 71.02 — Operation of the Planning Policy Framework and Clause 72.06 — Operation of zone, overlay and particular provisions.** The proposal has been assessed against all relevant provisions.

4.4 Permit triggers — summary

Clause 36.01 (PUZ3)	Use of land for a Childcare Centre — permit required.
Clause 36.01 (PUZ3)	Buildings and works associated with a Section 2 use — permit required.

Clause 52.05	Display of one business identification sign in Category 4 — permit required.
Clause 52.06	Parking provision to be addressed under the Clause 52.06 framework.

This is not a VicSmart application.

5. Strategic and Policy Assessment

5.1 Planning Policy Framework

The proposal is consistent with the relevant State and Regional Planning Policies, in particular:

- Clause 17 (Economic Development) and 17.01 (Employment) — the proposal supports local employment, with the service operating at 11 FTE (a higher headcount when part-time and casual roles are counted) in the early childhood sector at full operation;
- Clause 19 (Infrastructure) and 19.02-2S (Education facilities) — the proposal increases the supply of early childhood education and care infrastructure in a regional location where access is constrained;
- Clause 16 (Housing) and Clause 11.02 (Managing growth) — early childhood education infrastructure is a recognised settlement-supporting service that strengthens the capacity of regional townships to retain and attract families.

5.2 Local Planning Policy Framework — Clause 21.09-4 Mortlake

Clause 21.09-4 sets out the Council's vision and objectives for Mortlake. The vision is:

To direct the contained development of Mortlake, in a manner that strengthens Mortlake's role as a commercial centre for the region while respecting the town's historic character, surrounding rural land and the natural landscape.

The proposal aligns with this vision. It is an adaptive reuse of an existing building within an established institutional precinct, strengthening the role of Mortlake as a service centre without expanding the urban footprint. The Mortlake Framework Plan (Clause 21.09-4.1) identifies the subject site within the area marked for Public Uses and Residential.

The proposal is also consistent with the following specific objectives and strategies under Clause 21.09-4:

- Town centre and Urban Character — The reuse of an existing building avoids introducing additional built form and respects the existing scale of the precinct. The siting and design of the works do not affect key views to Mount Shadwell. Mature trees and landscape character are retained;
- Residential areas (proximity) — The location of the centre within the established hospital precinct adjacent to existing residential areas provides convenient walking access for local families;
- Infrastructure — The proposal makes use of existing public infrastructure (water, sewer where available, road access, parking), consistent with the strategy that 'new development should be supported to concentrate in areas where infrastructure can be provided in a cost-effective manner';
- Accessibility — The site is highly accessible, with safe pedestrian and vehicle access from Boundary Road and Jamieson Avenue and direct proximity to Mortlake P-12 College, supporting integrated family movement between school and childcare.

5.3 Net community benefit

Mortlake has experienced sustained unmet demand for childcare. The applicant's existing 22-place Mortlake service has been at or near capacity. Family enquiries have grown materially in early 2026 following six months of constrained supply. The proposal will double licensed capacity to 44 places, addressing this unmet demand directly. The strategic and economic benefits include:

- Increased childcare supply in a regional location, supporting workforce participation by parents of young children;
- Direct creation of ongoing local employment in the early childhood sector at 11 FTE (a higher headcount when part-time and casual roles are counted);
- Adaptive reuse of an underutilised public building, strengthening the financial sustainability of TMHS as a regional health service through lease revenue;

- Family retention and attraction, supporting the long-term viability of Mortlake P–12 College and other Mortlake services.

6. Response to Decision Guidelines

6.1 Use

The proposed Childcare Centre is a use consistent with the underlying purpose of the Public Use Zone Schedule 3 — Health and Community. Childcare services are recognised as an associated community use, complementing the existing health and community service character of the precinct. The use is contained within an existing building and does not expand the precinct's developed footprint.

Hours of operation (Monday to Friday, 7:00am to 6:00pm) are consistent with surrounding institutional and residential uses. The number of children (44) and staff (11 FTE, with peak on-site staff of 8 to 10) is appropriately scaled to the building and site.

6.2 Built form, character and amenity

All proposed works are internal to the existing building or comprise low-impact site works (perimeter pool fencing and signage). There is no external addition, no change to building height, no change to the existing roofline and no encroachment on existing landscape or established trees. The proposal does not affect views to Mount Shadwell.

The 1,800mm pool fence enclosing the outdoor play area uses materials appropriate to the regulatory function (Education and Care Services National Regulations) and will be located within the existing landscape envelope on the southern side of the building.

6.3 Traffic, access and car parking

Access to the site for the childcare centre will be via the existing dedicated sealed bitumen car park on the southern side of the building. This car park is physically separate from the main hospital staff and visitor car park to the north, ensuring no conflict between childcare drop-off movements and hospital service operations.

Clause 52.06 requires 1 space per employee for a Category 1 area. The service will operate at 11 FTE with approximately 8 to 10 staff on-site at any one time. The existing southern car park (approximately 25 spaces by survey) provides full compliance with a substantial margin for family drop-off and pick-up. Drop-off and pick-up movements will be managed across the standard early childhood peak windows (7:00am to 9:00am and 4:00pm to 6:00pm), with the centre's family handbook encouraging a staggered arrival pattern. Adequate overflow capacity exists within the broader hospital precinct car parks if required.

Boundary Road and Jamieson Avenue both provide safe vehicle ingress and egress. Pedestrian access from the car park to the building entry is direct and level.

6.4 Signage

The proposed business identification sign does not exceed 3 square metres in display area and is therefore consistent with the maximum permitted area for Category 4 Sensitive Areas under Clause 52.05. Directional signage proposed (each not exceeding 0.3 square metres and containing no commercial information) is permitted in addition under Clause 52.05. Final sign location, dimensions and design are shown on Attachment G.

6.5 Environment and bushfire

The subject site is within a Designated Bushfire Prone Area. As the proposal involves works to an existing building rather than the construction of a new building envelope, the bushfire construction requirements under the Building Code of Australia apply to the building permit stage and will be addressed by the relevant building surveyor. The relevant building surveyor will determine the extent of compliance required with the bushfire construction standards under the Building Regulations 2018.

No native vegetation is proposed to be removed. The existing landscape, including mature trees identified on the survey, will be retained.

6.6 Cultural heritage

The Registered Aboriginal Party for the area is the Eastern Maar Aboriginal Corporation. The subject site is not within an area of cultural heritage sensitivity under the Aboriginal Heritage Regulations 2018. The proposed works do not involve significant ground disturbance beyond localised concrete cutting for plumbing fit-out, and a Cultural Heritage Management Plan is not required.

7. Conclusion

The proposed use and development of 23 Boundary Road, Mortlake, for a Childcare Centre is consistent with the strategic direction of the Moyne Planning Scheme. The proposal:

- Provides for the adaptive reuse of an existing underutilised building within an established institutional precinct;
- Strengthens the role of Mortlake as a regional service centre and addresses a documented unmet demand for childcare;
- Creates ongoing local employment in the early childhood sector at 11 FTE and supports family retention in Mortlake and the surrounding western Moyne Shire;
- Is supported by the Public Land Manager, TMHS, via written consent;
- Complies with Clause 52.06 (car parking) and Clause 52.05 (signage); and
- Does not adversely affect built form, landscape character, views to Mount Shadwell, or cultural heritage values.

The applicant respectfully requests that Moyne Shire Council grant a planning permit for the use and development as proposed.

Attachments

This Planning Report is accompanied by the following attachments forming part of the application:

- Attachment A — Completed Application for Planning Permit form (signed)
- Attachment B — Written consent of Public Land Manager (TMHS), signed by Julia Ogdin, CEO
- Attachment C — Full current copy of title (register search statement, title diagram and instruments)
- Attachment D — Detailed Land Survey (Swanson Surveying, Ref 12268 RE01V1, March 2023)
- Attachment E — Existing conditions site plan and photographs
- Attachment F — Scaled and dimensioned site plan showing buildings, proposed use, car parking and outdoor play area
- Attachment G — Scaled and dimensioned floor plan
- Attachment H — Quote, Materials, finishes and colour schedule
- Attachment I — Fencing and Signage Plans
- Attachment J — Statement of operation (hours, staff numbers, child numbers)