



# LATROBE CITY COUNCIL

## MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6.00PM ON  
23 OCTOBER 2017

CM508

**PRESENT:**

<b>Councillors:</b>	Cr Kellie O'Callaghan, Mayor	East Ward
	Cr Graeme Middlemiss, Deputy Mayor	Central Ward
	Cr Alan McFarlane	Central Ward
	Cr Darren Howe	East Ward
	Cr Dale Harriman	East Ward
	Cr Dan Clancey	East Ward
	Cr Darrell White	South Ward
	Cr Brad Law	West Ward
	Cr Sharon Gibson	West Ward
<b>Officers:</b>	Gary Van Driel	Chief Executive Officer
	Sara Rhodes-Ward	General Manager Advocacy and Transition
	Jodie Pitkin	Acting General Manager Community Services
	Phil Stone	General Manager City Development
	Greg Drumm	General Manager Corporate Services
	Steven Piasente	General Manager Infrastructure & Recreation
	Brett McCulley	Manager Governance
	Amy Phillips	Coordinator Governance
	Rebecca Haley	Acting Governance Officer

**TABLE OF CONTENTS**

<b>1. OPENING PRAYER.....</b>	<b>3</b>
<b>2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND.....</b>	<b>3</b>
<b>3. APOLOGIES AND LEAVE OF ABSENCE.....</b>	<b>3</b>
<b>4. DECLARATION OF INTERESTS.....</b>	<b>3</b>
<b>5. ADOPTION OF MINUTES.....</b>	<b>3</b>
<b>6. ACKNOWLEDGEMENTS.....</b>	<b>3</b>
6.1 RELAY FOR LIFE.....	3
<b>7. PUBLIC QUESTION TIME.....</b>	<b>3</b>
7.1 QUESTIONS ON NOTICE.....	3
7.2 PUBLIC SPEAKERS.....	6
<b>8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE.....</b>	<b>7</b>
<b>9. NOTICES OF MOTION.....</b>	<b>16</b>
9.1 2017/17 Deferment of Decision Relating to Adjustments to Committee Appointments.....	16
<b>10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION.....</b>	<b>18</b>
10.1 Proposed Lease - Airlie Bank Homestead, Morwell.....	18
10.2 Proposed Lease - The Star Hotel, Peterkin Street, Traralgon.....	24
10.3 Recreation Needs Assessment.....	28
10.4 Removal of Pine Trees at Links Road, Newborough.....	396
10.5 Moe Bus Routes and Car Parking Working Party.....	426
<b>11. CORRESPONDENCE.....</b>	<b>448</b>
<b>12. PRESENTATION OF PETITIONS.....</b>	<b>450</b>
12.1 Petition for the Provision of Fenced Off Dog Parks.....	450
<b>13. CHIEF EXECUTIVE OFFICE.....</b>	<b>453</b>
<b>14. CITY DEVELOPMENT.....</b>	<b>455</b>
14.1 Process for selling land - Gippsland Logistics Precinct.....	455

14.2 Latrobe Convention Centre Business Case and Functional Concept Design Project Reference Group .....	463
<b>15. INFRASTRUCTURE AND RECREATION.....</b>	<b>481</b>
<b>16. COMMUNITY SERVICES.....</b>	<b>483</b>
16.1 Latrobe City Council Annual Report 2016/17 .....	483
16.2 Moe Community Groups Hub Evaluation Year 1 .....	643
16.3 Update on the Provision of Condom Vending Machines In Public Toilet Facilities .....	656
16.4 Municipal Public Health and Wellbeing Plan 2013 - 2017 Year Four Action Plan Annual Report.....	659
16.5 Presentation of the Municipal Public Health and Wellbeing Plan 2017-2021 for adoption.....	752
16.6 Age Friendly Victoria Declaration - Statement of Support and Partner Endorsement .....	797
16.7 Our Future Our Place .....	804
<b>17. CORPORATE SERVICES .....</b>	<b>812</b>
17.1 Renaming a section of Wilmot Court, Traralgon East.....	812
17.2 Review of Council Delegations .....	825
17.3 Assemblies of Councillors.....	1097
<b>18. URGENT BUSINESS.....</b>	<b>1116</b>
<b>19. MEETING CLOSED TO THE PUBLIC .....</b>	<b>1118</b>
19.1 LCC-429 LATROBE CITY HYLAND HIGHWAY LANDFILL CELL 5 LINER CONSTRUCTION .....	1118
19.2 DELIVERY OF SERVICES TO NDIS CLIENTS DURING THE 'IN- KIND' PERIOD.....	1118
19.3 SERVICE PROVISION UNDER THE NDIS BEYOND TRANSITION PERIOD .....	1118
19.4 DEVELOPMENT PROPOSAL - EXPRESSION OF INTEREST .....	1118
19.5 GIPPSLAND LOGISTICS PRECINCT POTENTIAL BUSINESS OPPORTUNITY.....	1118
19.6 LATROBE CREATIVE PRECINCT .....	1119
19.7 MAJOR RECREATION PROJECTS.....	1119

**1. OPENING PRAYER**

The Mayor read the opening prayer.

**2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND**

The Mayor read the acknowledgement of the traditional owners of the land.

**3. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

**4. DECLARATION OF INTERESTS**

Nil.

**5. ADOPTION OF MINUTES**

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Howe

**That the minutes of the Ordinary Council Meeting held on 2 October 2017 be confirmed.**

**CARRIED UNANIMOUSLY**

**6. ACKNOWLEDGEMENTS**

**6.1 RELAY FOR LIFE**

Cr Clancey acknowledged the Latrobe Relay for Life that was held on the weekend, including the participation of Councillors and staff, as well as acknowledging the work undertaken by the organisers for the successful running of the event.

**7. PUBLIC QUESTION TIME**

**7.1 QUESTIONS ON NOTICE**

**1. From: Dr Christine Sindt**

**Topic:** CM508 Item 10.1 Proposed Lease – Airlie Bank Homestead

**Question:** Have the annual grants to Advance Morwell since 2001 to assist with maintenance costs of Airlie Bank Homestead since the building was fully restored been acquitted as described on CM508, page 17, paragraph 6?

**Response:** Prior to the current lease with Advance Morwell that commenced on 1<sup>st</sup> August 2014 there was no requirement for an acquittal of the maintenance grant to be provided. Advance Morwell have provided the acquittals required by the current lease for 2014/15 and 2015/16 and will provide a final acquittal following their

AGM this month.

**2. From: Dr Christine Sindt**

**Topic:** CM508 Item 10.1 Proposed Lease – Airlie Bank Homestead

**Question:** If so, how is it that Airlie Bank Homestead is in the condition shown in the attached photographs taken last Friday 20<sup>th</sup> October, 2017?

**Response:** While the property has generally been well maintained and is in good condition overall, it is acknowledged that some maintenance issues were identified during an onsite meeting on the date specified. These are currently being investigated by Council officers.

**3. From: Dr Christine Sindt**

**Topic:** CM508 Item 10.1 Proposed Lease – Airlie Bank Homestead

**Question:** Has Council considered a different model of management for this historic building?

**Response:** Given that Advance Morwell have leased and managed Airlie Bank Homestead up until 31 July 2017, Council has not previously considered a different model of management for the building. In the event that a lease cannot be entered into with either of the groups that submitted an expression of interest as part of the current process, alternative options will be explored.

**4. From: Dr Christine Sindt**

**Topic:** CM 493 Item 17.1 Report into Grant Acquittal Practices

**Question:** Have Community Grants for 2012/13 and 2013/14 been acquitted?

**Response:** The data for the 2013/14 financial year is included below. Prior to the 2013/14 financial year, the Community Grant Program was administered using a manual process. Collating this information will involve significant staff resourcing and at this time resourcing is dedicated to administering current grant programs.

**5. From: Dr Christine Sindt**

**Topic:** CM 493 Item 17.1 Report into Grant Acquittal Practices

**Question:** What progress has been made to date for the 121 outstanding acquittals and 15 unclaimed grants for the period 2014/15 to 2015/16?

**Response:** On the 19 June 2017 a new Grant Governance Policy was adopted, outlining the acquittal process for all grant programs, this includes a requirement that an applicant cannot receive further funding until they have submitted all outstanding acquittals.

**6. From: Dr Christine Sindt**

**Topic:** CM 493 Item 17.1 Report into Grant Acquittal Practices

**Question:** I request a list of all organisations which have outstanding acquittals, and the total dollar value of those Community Grants which have not been acquitted during the four-year period (2012-2016).

**Response:** Of the 616 (\$1,652,699.00) grants issued from 2013/14 until now, through the Community Events, Community Development, Community Minor Capital Works and Minor Equipment categories of the Community Grants Program, 407 (\$1,108,583.47) have been acquitted with 209 (\$404,085.53) still outstanding. Of these grants, 136 were distributed in the 2016/17 financial year and had an acquittal due date in September 2017. Information regarding specific applicants is not readily available through questions on notice or the public register. If there is further information that you would like to obtain you may be able to access it by submitting it as a request under the *Freedom of Information Act 1982*.

**7. From: Merv Geddes**

**Topic:** Maintenance Grants to lessee Airlie Bank Homestead

**Question:** If there was no requirement under the lease for acquittals or scrutiny by LCC, what method was used to approve the payments and who authorised them?

**Response:** Under the terms of the current lease for the Airlie Bank Homestead that commenced on 1 August 2014, Council would provide an annual grant of \$4,000 for the upkeep and maintenance of the building and grounds payable upon receipt of a tax invoice on the 1st August each year. The lease also required an annual acquittal providing details of the expenditure of this grant for the period ending 30 June each year. The two previous lease agreements between 2000 and 2014, also allowed for the provision of the annual grant of \$4,000 however there was no requirement to provide such an acquittal for its use.

**8. From:** Merv Geddes

**Topic:** Latrobe City Council Statistics

**Question:** What is the dollar value for the September 2017 quarter for 1) labour costs and 2) revenue?

**(This question was taken on notice at the 02 October 2017 meeting)**

**Response:** A final response to Mr Geddes question will be provided once the September quarter finance report is presented to Council which is scheduled for the Council meeting to be held on 13 November 2017.

## **7.2 PUBLIC SPEAKERS**

### **Suspension of Standing Orders**

#### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr White

That Council suspend standing orders to hear speakers at this point in time.

#### **CARRIED UNANIMOUSLY**

**Standing orders are suspended at 6.13 pm**

The following persons spoke on an item on the agenda:

#### 10.1 Proposed Lease – Airlie Bank Homestead

- Mr Merv Geddes
- Mr Keith Brownbill

#### 10.2 Proposed Lease – The Star Hotel, Peterkin Street, Traralgon

- Mr Brett Ingwerson

#### 16.7 Our Future Our Place

- Mr Neil McRae
- Ms Adele Pugsley

### **Resumption of Standing Orders**

#### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr White

That Council resumes standing orders.

#### **CARRIED UNANIMOUSLY**

Standing orders were resumed at 6.37 pm

**8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE**

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
<b>Chief Executive Office</b>		
<b>City Development</b>		
06 November 2013	Latrobe Regional Motorsport Complex	<p><b>2015</b></p> <p>A briefing report and Council report will be presented in April 2016.</p> <p><b>30 March 2016</b></p> <p>A briefing report will be presented in May 2016.</p> <p><b>26 May 2016</b></p> <p>A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing.</p> <p><b>30 May 2016</b></p> <p>A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September.</p> <p><b>20 September 2016</b></p> <p>A tour of possible sites for the development of a Motorsport Complex will be organised for early in 2017.</p> <p><b>26 April 2017</b></p> <p>A report to Council is tentatively scheduled for June 2017.</p> <p><b>05 June 2017</b></p> <p>The report to Council has been rescheduled while the Committee's Terms of Reference are drafted.</p> <p><b>20 September 2017</b></p> <p>A report will be presented to the 2 October 2017 Ordinary Council Meeting.</p> <p><b>04 October 2017</b></p> <p>A report will be presented to a Council Meeting March 2018</p>



<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
29 May 2017	<p>Visitor Information Centre Options for Future Operations</p> <p><i>Confidential under section 89(2)(c) industrial matters</i></p>	<p><b>07 June 2017</b> A report will be presented to a Councillor Briefing in July 2017.</p> <p><b>03 August 2017</b> A report is scheduled for the Councillor Briefing on 28 August 2017, and Council Meeting on 11 September 2017.</p> <p><b>24 August 2017</b> The Briefing is now scheduled for 18 September 2017, with the Council Report scheduled to go up on 2 October 2017.</p> <p><b>20 September 2017</b> The report to Council has been rescheduled.</p>
31 July 2017	<p>Proposed Lease to GippsAero-Latrobe Regional Airport Facility</p> <p><i>Confidential under Section 89(2)(d) contractual matters</i></p>	<p><b>09 August 2017</b> A report will be presented to Council at the conclusion of the public notice period should any submissions be received.</p> <p><b>21 September 2017</b> Public submissions close on Friday 22 September 2017.</p> <p><b>09 October 2017</b> Complete. As no submissions were received following the public consultation period, this matter is now no longer required to return to Council.</p>
31 July 2017	<p>International Relations Advisory Committee Recruitment of Community Members</p> <p><i>Confidential under section 89(2)(a) personnel matters</i></p>	<p><b>09 August 2017</b> A report will be prepared for Council by 30 September 2017.</p> <p><b>11 October 2017</b> A report will be prepared for Council by 13 November 2017</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
21 August 2017	Proposal to establish a broad-based Economic Development Advisory Committee	<p><b>30 August 2017</b> A report will be presented to a Councillor Briefing in October 2017.</p> <p><b>25 September 2017</b> A report will be presented to Council Meeting 04 Dec 2017</p>
11 September 2017	2017/14 Morwell / Hazelwood Mine	<p><b>20 September 2017</b> A report will be supplied at a later date to a future Council Meeting.</p>
<b>Infrastructure &amp; Recreation</b>		
27 March 2017	Disposal of Illegally Dumped Rubbish on HVP Plantations Land	<p><b>28 March 2017</b> A report will be presented to Council in 2018, at the conclusion of the one year period.</p>
19 June 2017	Recreation Needs Assessment	<p><b>22 June 2017</b> Released for public exhibition. Submissions and feedback will be accepted until Friday 28 July 2017.</p> <p><b>03 August 2017</b> A report is scheduled for the Councillor Briefing on 28 August 2017.</p> <p><b>25 August 2017</b> A report will be presented to the 2 October 2017 Ordinary Council Meeting.</p> <p><b>09 October 2017</b> This matter was deferred by Council. A report will be presented to the 23 October 2017 Ordinary Council Meeting.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
19 June 2017	Road Asset Management Plan 2017 – Endorsement for consultation	<p><b>28 June 2017</b> Consultation being prepared for July and August for Council report November 2017.</p> <p><b>22 August 2017</b> A report will be presented to the 2 October 2017 Ordinary Council Meeting.</p> <p><b>09 October 2017</b> A report will be presented to the 16 October 2017 Ordinary Council Meeting.</p>
31 July 2017	2017/10 Proposed Working Party to Address Moe Public Transport	<p><b>09 August 2017</b> A report will be presented to Council on or before 23 October 2017.</p>
21 August 2017	2017/11 - Parking on Narrow Roads in Latrobe City	<p><b>25 August 2017</b> A report will be presented to the 4 December 2017 Ordinary Council Meeting.</p>
21 August 2017	2017/12 - Northern Reserve, Newborough	<p><b>25 August 2017</b> A report will be presented to the 13 November 2017 Ordinary Council Meeting.</p>
21 August 2017	Road Management Plan 2017-2021 - Consideration of Public Submission and Adoption	<p><b>25 August 2017</b> A report will be presented to the 4 December 2017 Ordinary Council Meeting.</p>
21 August 2017	2016/17 Outdoor Pool Season Report	<p><b>23 August 2017</b> A report will be presented to Council in July 2018.</p>
21 August 2017	<p>Hazelwood Pondage Caravan Park</p> <p><i>Confidential under section 89(2)(e) proposed developments</i></p>	<p><b>25 August 2017</b> A report will be presented to Council at the 4 December 2017 Ordinary Council Meeting.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
<b>Community Services</b>		
18 February 2013	Affordable Housing Project – Our Future Our Place	<p><b>09 March 2016</b> A report will be presented to a Councillor Briefing in May 2016</p> <p><b>08 June 2016</b> The Briefing report has been rescheduled to 27 June 2016.</p> <p><b>20 July 2016</b> A briefing report was prepared for the Councillor briefing on 27 June.</p> <p><b>09 August 2016</b> A briefing report was presented to the Councillor briefing on 25 July.</p> <p><b>28 October 2016</b> Report scheduled in for Councillor Briefing (2) on Monday, 28 November 2016.</p> <p><b>07 November 2016</b> Councillor Briefing Report to be presented in Feb 2017.</p> <p><b>15 March 2017</b> A report will be presented to Council at the 18 April 2017 meeting.</p> <p><b>21 April 2017</b> A further report to a Councillor Briefing is scheduled for 03 July 2017.</p> <p><b>28 June 2017</b> A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p><b>04 July 2017</b> This report will now be scheduled for the briefing Monday 31 July, 2017.</p> <p><b>15 July 2017</b> Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p><b>09 August 2017</b> The report has been rescheduled to October 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
22 August 2016	2016/21 – Hinkler Street Reserve Site	<p><b>07 November 2016</b> Councillor Briefing Report to be presented in Feb 2017.</p> <p><b>15 March 2017</b> A report will be presented to Council at the 18 April 2017 meeting.</p> <p><b>21 April 2017</b> A further report to a Councillor Briefing is scheduled for 03 July 2017.</p> <p><b>28 June 2017</b> A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p><b>17 July 2017</b> Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p><b>09 August 2017</b> The report has been rescheduled to October 2017.</p>
21 August 2017	Municipal Public Health and Wellbeing Plan 2017 - 21 - draft for public release	<p><b>24 August 2017</b> A report will be presented to Council on 23 October 2017.</p>
11 September 2017	Reducing Alcohol Related Harm Policy	<p><b>20 September 2017</b> A report will be presented to Council on 13 November 2017.</p>
<b>Corporate Services</b>		
25 May 2015	<p>MAV Workcare Self Insurance</p> <p><i>Confidential under section 89(2)(d) contractual matters</i></p>	<p><b>2015</b> A report will be presented to Council in the second half of 2019.</p> <p><b>14 March 2017</b> A report to Council is scheduled for the end of the current financial year.</p> <p><b>18 July 2017</b> A report will be presented to Council in 2020/2021 Financial Year.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
18 April 2017	Proposed Lease - The Star Hotel, Peterkin Street, Traralgon	<p><b>20 April 2017</b></p> <p>A report will be presented to Council at the conclusion of the community consultation period, should any submissions be received.</p> <p><b>30 May 2017</b></p> <p>Expression of Interest document currently being prepared, once finalised public advertising to be undertaken seeking submissions from prospective tenants.</p> <p><b>04 August 2017</b></p> <p>Community consultation to begin 14 August 2017. A report will be presented to Council at the conclusion of the consultation period.</p> <p><b>25 August 2017</b></p> <p>A report will be presented to Council in October 2017.</p>
31 July 2017	Proposed Long Term Lease - Yinnar Bowling Club	<p><b>Complete</b></p> <p><b>04 August 2017</b></p> <p>A public notice inviting community comment will be published on 10 August 2017. Submissions close 11 September 2017. A report will be prepared for Council following the consultation period if required.</p> <p><b>20 September 2017</b></p> <p>Complete. As no submissions were received following the public consultation period, this matter is now no longer required to return to Council.</p>
21 August 2017	Presentation of the Proposed Meeting Procedure Local Law and Associated documents for community consultation purposes	<p><b>24 August 2017</b></p> <p>A report will be presented to Council on 13 November 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
21 August 2017	<p>Potential Naming of Unnamed Council Reserve Located Between Alfred Drive And Main Street Yinnar</p> <p><i>Confidential under section 89(2)(h) any other matter which the Council or special committee considers would prejudice the Council or any person</i></p>	<p><b>28 August 2017</b></p> <p>If required, a report will be presented to Council at the conclusion of all consultation.</p>
11 September 2017	<p>Proposed Road Renaming – Ashley Avenue, Morwell</p>	<p><b>20 September 2017</b></p> <p>Pending further discussions before a report to Council is rescheduled for decision.</p>

Comments provided 09 October 2017. Any further updates after this time will be provided in the next Council Meeting Agenda.

# **NOTICES OF MOTION**

DRAFT



**9. NOTICES OF MOTION**

**9.1 2017/17 Deferment of Decision Relating to Adjustments to Committee Appointments**

**Cr Dan Clancey**

I, Cr Clancey, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 23 October 2017:

**MOTION**

**Moved:** Cr Clancey  
**Seconded:** Cr Middlemiss

**That Council:**

- 1. Defers consideration of any adjustments to Committee Appointments for Councillors until the 04 December 2017 Ordinary Council Meeting; and**
- 2. Confirms that current appointments for Councillors will remain in place until a decision on the adjustment has been made.**

**CARRIED UNANIMOUSLY**

(signed)

Cr Dan Clancey  
20 October 2017

**Attachments**  
Nil

*Notices of Motion may be lodged by Councillors with the Chief Executive Officer up until 10.00 am on the Friday prior to an Ordinary Council Meeting.  
All Notices of Motion accepted, will be published to the Council website on the same day.*

**ITEMS REFERRED BY  
THE COUNCIL TO THIS  
MEETING FOR  
CONSIDERATION**

DRAFT

**10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR  
CONSIDERATION**

**10.1 Proposed Lease - Airlie Bank Homestead, Morwell**

**General Manager**

**Corporate Services**

**For Decision**

**EXECUTIVE SUMMARY**

Airlie Bank Homestead, located at 33 The Boulevard, Morwell, was bequeathed to the former Shire of Morwell in 1959 and has been leased to Advance Morwell for the purpose of a public gallery and approved community use. This lease arrangement has been in place since the restoration of the property that was completed in 2001.

As Advance Morwell had given notice that it did not intend to seek renewal of the lease when it expired on 31 July 2017, an expression of interest (EOI) process has been undertaken to identify any suitable community/not for profit groups or artistic endeavours that may be interested in leasing the property now that it is available.

Council has received two EOI's; the first from Woolum Woolum Arts Inc. for use as an art gallery; and the second from the Latrobe Valley University of the Third Age (LVU3A), for the provision of educational courses for retirees in the area.

Following an objective assessment of the two EOI's, it is recommended that LVU3A, an established institution with the financial resources to meet maintenance and other obligations required from the tenant of Airlie Bank Homestead, is selected as the preferred party and that negotiations between Council and LVU3A now commence.

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr McFarlane

**That Council:**

- 1. Enter into negotiations with the Latrobe Valley University of the Third Age to lease the Airlie Bank Homestead at 33 The Boulevard, Morwell, and**
- 2. Authorises the Chief Executive Officer to enter into a three year lease with the Latrobe Valley University of the Third Age for the Airlie Bank Homestead at 33 The Boulevard, Morwell, once negotiations and any planning requirements have been finalised.**
- 2. Advises the Latrobe Valley University of the Third Age and Woolum Woolum Arts Inc. of their decision regarding the lease of the Airlie Bank Homestead at 33 The Boulevard, Morwell.**

**CARRIED UNANIMOUSLY**

## **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

The Airlie Bank Homestead was built circa 1880 by David Ogilvy on the banks of Waterhole Creek and it was the homestead on an early 100 hectare farm. It later passed to the Bridle family who farmed the property for around 60 years and, in 1959, they bequeathed the homestead to the former Shire of Morwell.

After falling into disrepair, the homestead was restored by Advance Morwell with the support of Council, local businesses, community groups and individuals together with local government, federal government and Heritage Trust funding. It was officially opened in April 2000 with the restoration finalised in late 2001.

The Airlie Bank Homestead has been leased to Advance Morwell since the renovations were completed, however, Advance Morwell have advised that they would not be seeking to renew its lease when the current three year term expired on 31 July 2017. The current lease did allow for two further fixed term leases of three years each, although the decision on any request(s) for such further term(s) was to be subject to a decision of Council.

Planning permit 99268 was originally issued for the property in September 1999. This permit provides for the use of the building as a museum and art gallery to operate between the hours of 10.00 am and 4.00 pm, Monday to Sunday.

There are some inherent restrictions as to what the building can be used for as it is located in a Public Park and Recreation Zone (PPRZ) and is also subject to the Heritage Overlay in the Latrobe Planning Scheme which may preclude some uses or require an additional planning permit.

Under the terms of its lease, Advance Morwell was charged a nominal rental fee and was responsible for the management and maintenance of the building and gardens. In return, it was provided with an annual grant of \$4,000 to assist with maintenance costs, subject to an annual acquittal and maintenance plan being provided.

To identify a new tenant for the property Council has sought interest from community / not for profit groups and artistic endeavours. Two EOI's have been received, the first from Woolum Woolum Arts Inc. and a second from the LVU3A. ([Attachments One and Two](#))

An initial assessment of these EOI's indicated both satisfied the criteria of being a community / not for profit group or artistic endeavour. They were subsequently assessed by representatives of Community Development and Governance Teams against the following criteria:

- The suitability of the proposed use of the building.
- Social and community benefit.
- Contribution towards future maintenance of the building and surrounds.
- Capacity to meet financial obligations.
- Proposed rental offered.

As part of the assessment process, consideration was also given to the proposed use with regard to the existing planning permit and relevant zoning and advice on each of the EOI's was received from a representative of Statutory Planning.

#### Suitability of proposed use

The Woolum Woolum Arts Inc. proposal is for the development of "an art space dedicated to showcasing the artistic and cultural endeavours of local Aboriginal artists in the Latrobe Valley Community". It is intended that this would provide Aboriginal artists with "a place to share cultural practices and to maintain and showcase these endeavours to the wider local community and visitors to the area" through workshops and exhibitions.

LVU3A's proposal is to use the property for the ongoing provision of courses "to meet the needs and interests of retirees in the Latrobe Valley area".

Based upon the information contained in the EOI's received, both of the proposed uses are considered suitable for the building and its surrounds.

#### Social and community benefit

Each of the proposed uses offers different social and community benefits. LVU3A has been operating for 28 years, has a strong membership which is growing and meets an established need in the community. The Woolum Woolum Arts proposal also demonstrates benefits to the community through the opportunity to develop and promote indigenous art, however, it is not yet established and therefore remains aspirational.

#### Contribution towards maintenance

While both expressions of interest indicate that they are prepared to contribute to the ongoing maintenance of the building and surrounds, LVU3A has a proven track record based upon the contribution it has made to the improvement and maintenance of its current premises. Further, LVU3A's larger membership will likely provide a better base for it to successfully undertake the necessary maintenance and works.

Woolum Woolum Arts Inc. would not have the same resources at this stage in their development to contribute anything beyond basic maintenance and cleaning.

#### Capacity to meet financial obligations

Given the nature of both applicants, neither was likely to have substantial funds that could be contributed towards occupation of the premises however it is essential that any prospective tenant has the ability to meet the financial obligations associated with the property.

In its EOI, LVU3A has provided financial statements from its annual report and has proven to be sustainable for the last 28 years. Although its budget may be tight, LVU3A has the ability to attract other sources of funding and have established partnerships in place.

Woolum Woolum Arts Inc. does not have an established source of funding at this point in time and would therefore present a higher risk of being unable to satisfy this requirement moving forward.

#### Proposed rental offered

Neither of the EOI's provided a rental offer however both LVU3A and Woolum Woolum Arts Inc. would qualify for the adopted community/not for profit rental, currently \$80.00 per annum including GST.

#### Planning considerations

The current planning permit for the Airlie Bank Homestead provides for the use of the building as a museum and art gallery between the hours of 10.00 am and 4.00 pm, Monday to Sunday. These hours can only be changed with the prior written consent of the Responsible Authority.

The current hours of LVU3A are between 9.00 am and 5.00 pm, Monday to Friday so it would be necessary for the Airlie Bank Homestead's hours of operation to be amended to reflect this. Woolum Woolum Arts Inc. have not provided specific operating times though it is suggested that the gallery may operate week days and one day on the weekend, though this would be likely to change based upon demand from visitors.

While it is likely that either use will require a new planning permit, the proposed use by Woolum Woolum Arts Inc. better fits within the existing permitted use as a museum and art gallery. Due to the presence of the heritage overlay a planning permit would also be required for most buildings and works, depending on what is proposed.

Another planning consideration that will have an impact on either use is the provision of adequate parking for the number of visitors to the property. While there is currently an adjacent area that is used for car parking it is unsealed and may not be sufficient to meet this requirement.

Given that they are yet to operate, Woolum Woolum Arts Inc. is obviously unable to specify visitation numbers. LVU3A has stated that classes and meetings normally comprise of up to 12 people at a time and 417 classes were conducted in 2016, with approximately 100 people per week visiting their current premises.

Whichever group is deemed to be the preferred tenant as a result of the expression of interest process, further work will be required to establish the specific planning requirements for the proposed use prior to entering into a lease agreement.

#### Options

Based upon the EOI's received from Woolum Woolum Arts Inc. and LVU3A, both parties propose uses that are suitable for Airlie Bank Homestead and both clearly meet the requirement of being a not for profit / community group or artistic endeavour.

Of the two groups, LVU3A is already established and has a demonstrated track record based upon its 28 year existence, however, the planning requirements and the need for minor modifications to make the building suitable for their members would require further investigation.

Alternatively, the proposed use as an indigenous art gallery by Woolum Woolum Arts Inc. would be more consistent with the use detailed in the existing planning permit and require less modification to ensure the building is suitable. As it is a new venture and the extent of their ability to maintain the building and surrounds as well as meet the various financial obligations moving forward is not as clear.

Once the preferred tenant has been determined it will be possible to focus on their proposed use and identify the next steps that are required to make the Airlie Bank Homestead available. In either case, this will require assistance from Council to work through the various issues that have already been noted, particularly with regard to planning requirements.

There may be an opportunity to identify another Council building that could be occupied by Woolum Woolum Arts Inc. that would not require the same degree of obligation as those associated with occupying the Airlie Bank Homestead. This would also be subject to further discussions with Woolum Woolum Arts Inc. to determine if this would be an option they wish to pursue.

### **STAKEHOLDER CONSULTATION**

Public notices were published in the Latrobe Valley Express on Thursday, 13 July and Thursday, 20 July 2017 seeking expressions of interest from community/not for profit groups or artistic endeavours to occupy the Airlie Bank Homestead.

Two additional enquiries of a general nature were also received in response that did not result in an EOI being submitted.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

It is proposed that Council would continue to provide the annual allowance of \$4,000 (plus GST) to the successful tenant to support maintenance of the property and any lease would include a requirement that the tenant provide Council with an acquittal detailing the use of these funds.

Alternatively, this allowance could be administered by Council to ensure that regular maintenance is undertaken, based upon the recommendations contained in the Structural Condition and Maintenance Planning Report obtained by Council in 2014.

It is noted that LVU3A would require certain changes and improvements to the property to ensure it is suitable for their members, particularly with regard to access and parking which would need to be investigated further to determine specific costs should they be selected as the preferred tenant.

### **RISK IMPLICATIONS**

There is a risk that a future tenant may not be able to meet the ongoing financial and maintenance obligations to the same degree that Advance Morwell have done previously. This may require Council to provide some form of assistance in the future or resume some degree of management of the property, though this would need to be negotiated at the time and would be dependent on the extent of the assistance that was required.

In the event that the tenant was unable to fulfil their obligations under the lease there would be a provision that the agreement could be terminated by Council on written notice, with management of the property then reverting back to Council.

### **CONCLUSION**

Having undertaken a public process to identify a new tenant for the Airlie Bank Homestead by seeking expressions of interest from community / not for profit groups

or artistic endeavours two EOI's have been received; firstly from Woolum Woolum Arts Inc., and a second from LVU3A for use of the property.

While the proposed uses in each of these EOI's are suitable and either could be accommodated with further work, LVU3A has an established history and greater financial and other resources that would better allow it to meet the maintenance and financial obligations of managing the Airlie Bank Homestead in the future.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Expression of Interest - Woolum Woolum Arts Inc. (Published Separately) (Confidential)
2. Expression of Interest - Latrobe Valley University of the Third Age (Published Separately) (Confidential)



**10.2 Proposed Lease - The Star Hotel, Peterkin Street, Traralgon**

**General Manager**

**Corporate Services**

**For Decision**

**EXECUTIVE SUMMARY**

- Council is the appointed land manager for the historic Star Hotel in Peterkin Street, Traralgon.
- The building is currently leased to Brother Nature Holdings Pty Ltd (trading as Café Stellina) (Tenant), pursuant to Section 17D of the *Crown Land (Reserves) Act 1978*.
- At its meeting on 18 April 2017, Council resolved to undertake an expression of interest process for the Star Hotel in order to identify a tenant prior to expiry of the Tenant's current lease on 31 December 2017.
- Having invited expressions of interest and simultaneously giving notice of its intention to enter into lease for an initial term of five years, with an option for a further five year term, only one response has been received, being that from the Tenant.
- No submissions were received from the community regarding the proposed duration of the lease.

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Clancey

**That Council:**

- 1. Having given public notice in accordance with sections 190 and 223 of the *Local Government Act 1989* and section 17D of the *Crown Land (Reserves) Act 1978* and not receiving any other written submissions to the proposed lease, resolves to lease the Star Hotel at 17 Peterkin Street, Traralgon, for an initial term of five years with an option for a further five year term to Brother Nature Holdings Pty Ltd; and**
- 2. Authorises the Chief Executive to finalise the terms and conditions and sign the lease with Brother Nature Holdings Pty Ltd for an initial term of five years with an option for a further five year term; and**
- 3. Notifies Brother Nature Holdings Pty Ltd of its decision.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

The Star Hotel is situated on Crown land, described as part of Crown Allotment 22, Section 18 in the Township of Traralgon, being land permanently reserved for public purposes for which Latrobe City Council is the appointed Committee of Management.

Constructed in 1875, the Star Hotel is one of the oldest surviving buildings in Traralgon and was relocated to its current location in 1990 through the efforts of the former City of Traralgon with the support of the Traralgon & District Historical Society. The building is listed in the Latrobe City Heritage Study as being of local historic and social significance to Latrobe City as one of the oldest buildings in Central Gippsland.

In 2012 Council entered into a lease agreement for the Star Hotel with a term of five years commencing on 1 January 2013. This lease was subsequently assigned to a different tenant on 1 August 2013, and then to the Tenant on 4 July 2014.

The Tenant, wishing to ensure that they have security of tenure prior to investing further in their business, have requested that a new lease be entered into prior to the expiration of the current agreement on 31 December 2017.

Initially the Tenant sought to enter into direct negotiations for a new lease rather than going through a public process and Council resolved to give public notice of its intention to do so at its meeting held on 6 March 2017. The Tenant subsequently advised that they now did want to participate in a public process. In light of that request, at its meeting on 18 April 2017, it was resolved that Council:

- 1. Rescind the motion adopted at the Ordinary Council meeting held on Monday 6 March 2017 "That Council 1. Authorises the Chief Executive Officer to give public notice of its intention to commence direct negotiations with Brother Nature Holdings Pty Ltd for the lease of the Star Hotel at 17 Peterkin Street, Traralgon, and invite comment from the community.";*
- 2. Undertake an expression of interest process for the Star Hotel at 17 Peterkin Street, Traralgon, to identify a tenant prior to the expiration of the current lease on 31 December 2017,*
- 3. Concurrently gives public notice and invite written submissions in accordance with sections 190 and 223 of the Local Government Act 1989 and section 17D of the Crown Land (Reserves) Act 1978 and the State Government Leasing Policy for Crown Land in Victoria 2010 to lease the Star Hotel at 17 Peterkin Street, Traralgon, for a period of five years with a provision for a further five year term, and*
- 4. In accordance with sections 223(1)(b)(ii) of the Local Government Act 1989 authorises the Chief Executive Officer to fix the day, time and place of the Council meeting to consider submissions received.*

Based upon this resolution, public notices were published in the Latrobe Valley Express inviting expressions of interest to occupy the Star Hotel and seeking public comment on the term of the proposed lease agreement. Only one expression of interest was received in response, with that being from the Tenant. No submissions

were received from the community regarding the proposed lease term. (Attachments One to Three)

The Tenant's expression of interest as attached does show improvements that the Tenant has made to the Star Hotel since the Tenant commenced occupation of it in 2014. However, the Tenant's expression of interest also discounts the contribution that Council has made to improve the property, referring to it as "*assistance from the council as a conciliatory measure*".

That comment does not properly reflect the contributions made by Council which have comprised of extensive improvements to the kitchen, increasing the size of the covered eating area at the front of the building and providing disabled access to the building and outdoor eating area, all of which have been of benefit to the Tenant, even if this is not acknowledged in the Tenant's expression of interest.

During the period of the Tenant's occupation, there have not been any issues with the manner in which the Tenant has operated and they have proven to be the most successful tenant to occupy the Star Hotel in recent times with regard to growing a business that maximises the use of the property by the community. It is also positive that the number of staff employed at Café Stellina has increased and most of the goods and services used by the business are sourced from Latrobe City.

As the Star Hotel is on Crown Land, Council must adhere to the leasing requirements of the Department of Environment, Land, Water and Planning (DELWP) and the provisions of the *Crown Land (Reserves) Act 1978*.

Should Council resolve to enter into a new lease agreement with the Tenant, it will be subject to obtaining "approval in principle" from the Minister for Energy, Environment, Climate Change and Suburban Development or their delegate at DELWP. Having sought expressions of interest prior to awarding a new lease for the Star Hotel, Council has satisfied the preference that tenures of public land are subject to an open and transparent process wherever possible.

### **STAKEHOLDER CONSULTATION**

Expressions of interest to lease the Star Hotel and public comment on the term of the proposed lease were sought through a notice published in the Latrobe Valley Express on Thursday 17 August 2017. (Attachment Four)

Four requests for the expression of interest document were received in response, however, only one was received by the closing date, that being received from the Tenant, and no submissions were received from the community regarding the term of the proposed lease.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The costs associated with running the expression of interest process were minimal and within budget. Additional indirect costs would involve the future negotiation of the terms and conditions of the new lease agreement and obtaining the relevant consents from DELWP.

The rental for the new lease would be based upon an independent market rental valuation which is currently being obtained. The current annual rental is \$3,400.00 (plus GST) payable in monthly instalments.

Given that the last rental valuation was sought prior to the commencement of the current lease in 2012, it is expected that the rental value will increase, particularly given the significant improvements that have been made to the Star Hotel by both Council and the Tenant.

Under the terms of the proposed lease there will be also be a requirement that the Tenant is to continue to invest funds into improving the property during the term of the lease, contribute towards its ongoing maintenance and pay all outgoings associated with the property including municipal rates.

Based upon their expression of interest, the Tenant has already made a significant investment in improving the Star Hotel during the three years that they have been in occupation. This is in addition to the investment that Council has also made to improve the kitchen, increasing the size of the covered eating area at the front of the building and providing disabled access to the building and outdoor eating area.

### **RISK IMPLICATIONS**

The major risk moving forward is the Tenant's ability to operate a sustainable business which will enable them to meet the obligations associated with use of the Star Hotel. During its three year tenure the Tenant has demonstrated an ability to develop its business while continuing to improve the property and the Tenant's expression of interest indicates that this will continue if provided with the opportunity to enter into a new lease agreement with Council.

### **CONCLUSION**

Having undertaken a public process by seeking expressions of interest from prospective tenants for the Star Hotel, Council may now determine if it wishes to enter into a new lease agreement with the Tenant to commence on 1 January 2018 for an initial term of five years and an option for a further five year term.

Based upon the expression of interest that was received, the Tenant has demonstrated reasonable capacity to operate a business that will enable them to meet the obligations associated with the use of the Star Hotel. In the time that they have been in occupation they have also been prepared to invest in the improvement of the property and will continue to do so in the future.

### **SUPPORTING DOCUMENTS**

Nil

#### **Attachments**

1. Brother Nature Holdings Pty Ltd - Expression of Interest (Published Separately)  
(Confidential)
2. Brother Nature Holdings Pty Ltd - List of Improvements (Published Separately)  
(Confidential)
3. Brother Nature Holdings Pty Ltd - Business Profile (Published Separately)  
(Confidential)

### **10.3 Recreation Needs Assessment**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

*This matter was deferred by Council at the 02 October 2017 Ordinary Council meeting to be heard at this meeting, 23 October 2017.*

#### **EXECUTIVE SUMMARY**

This report seeks Council's endorsement of the Recreation Needs Assessment report, Recreation Infrastructure Funding Policy and Assessment matrices.

The Recreation Needs Assessment was released for public exhibition from Tuesday 20 June 2017 to Friday 28 July 2017. During this period, Latrobe City Council met with 18 sporting clubs or organisations, with a further 27 sporting clubs and organisations attending Information sessions at Morwell, Traralgon, Churchill and Moe Service Centres.

A total of 35 submissions have been received providing feedback to the Recreation Needs Assessment, Recreation Infrastructure Funding Policy and Assessment matrices.

Each submission received and matters highlighted and Latrobe City Council's response is provided in attachment three. The feedback and suggestions provided by sporting clubs and associations have been extremely valuable and have resulted in amendments to the documentation.

Where a matter has been identified by more than one submission, a response has been provided in this report.

The significant key themes identified during the consultation are as follows.

- Positive feedback was provided in relation to the process and the development of the assessment, policy and assessment matrix.

#### **Recreation Needs Assessment**

- The need for additional projects was identified by a range of stakeholders. In response, clubs that have projects not previously identified in existing master plans will have the opportunity to provide an expression of interest process for their projects to be assessed.

#### **Infrastructure Funding Policy**

- Concerns were raised regarding the limited size of social facilities/meeting space at 50 square metres. The policy has been amended to allow for greater space where three or more user groups occupy a facility.
- Clubs raised concern about the inability to undertake works at a reserve. In response it is proposed that where a project can either be completed without the requirement for a building permit or planning permit Council may consider providing approval, subject to conditions.

#### Assessment Matrix

- The level of cash contribution required from clubs in order to have a meaningful impact on the assessment of a project was unreasonable for some clubs. In response the matrix has been amended so that it is based on a percentage of the cash contribution.

A further report will be provided to Council on 23 October 2017 following the endorsement of the Recreation Needs Assessment, presenting the assessment of all outstanding projects from Council's master plans that are the responsibility of Council to deliver.

#### **RECOMMENDATION**

##### **That Council:**

- 1. Endorses the Recreation Needs Assessment report (attachment 4), Recreation Infrastructure Funding Policy (attachment 6) and Infrastructure Policy Assessment matrices (attachment 7); and**
- 2. Requests that a further report detailing the assessment of all recreation projects outstanding from existing master plans that are the responsibility of Latrobe City Council be provided to the 23 October 2017 Ordinary Council meeting.**

#### **MOTION**

**Moved:** Cr White

**Seconded:** Cr Gibson

##### **That Council:**

- 1. Endorses the Recreation Needs Assessment report (attachment 4), Recreation Infrastructure Funding Policy (attachment 6) and Infrastructure Policy Assessment matrices (attachment 7);**
- 2. Requests that a further report detailing the assessment of all recreation projects outstanding from existing master plans that are the responsibility of Latrobe City Council be provided to the 13 November 2017 Ordinary Council meeting; and**
- 3. Requests that Council officers prepare a report for Council consideration that identifies options to waive and/or reimburse planning permit fees and building permit fees for approved projects on Council controlled land or facilities by not-for-profit clubs/organisations.**

**CARRIED UNANIMOUSLY**

#### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

The Council report of 19 June 2017 (see Attachment 1) provides the background to the Recreation Needs Assessment document. The timeline of the process so far is as detailed in Table 1:

**Table 1**

Date	Action
July 2016	Commencement of Recreation Needs Assessment project.
Nov 2016	Initial engagement activities
27 Feb 2017	Presentation to Councillors
1 May 2017	Councillor Briefing paper
15 May 2017	Presentation to Councillors
19 June 2017	Council report – seeking release of Recreation Needs Assessment for public exhibition
20 June 2017 – 28 July 2017	Public Exhibition period
28 August	Councillor Briefing paper – Presenting submission
2 October 2017*	Council report – Seeking adoption of the final Recreation Needs Assessment
23 October 2017	Council report – Presenting assessment of outstanding projects

\*Current stage

### **Public Exhibition**

At the ordinary Council meeting held on 19 June 2017 Council resolved the following:

*That Council:*

1. *Releases the draft Recreation Needs Assessment, draft Recreation Infrastructure Funding Policy and draft Recreation Assessment matrices for public exhibition for a period of six (6) weeks, from Tuesday 20 June 2017 to Friday 28 July 2017; and*
2. *Requests that a further report detailing the submissions and feedback received be presented to a future Council meeting.*

The Draft Recreation Needs Assessment report, Draft Recreation Infrastructure Funding Policy and Draft Assessment matrices were publically exhibited from the Tuesday 20 June to Friday 28 July 2017. The following engagement activities occurred during this period:

- Emails to all sporting user groups/sporting organisations
- One on One meetings with sporting user groups
- Information sessions:
  - Traralgon Service Centre – 27 June 2017

- Morwell Corporate Headquarters – 6 July 2017
- Moe Service Centre – 12 July 2017
- Churchill Service Centre – 13 July 2017
- Advertised on the Latrobe City Council 'Have a Say' page
- Facebook posts
- Council Noticeboard in the Latrobe Valley Express
- Copies of the documentation at all Latrobe City Council Service Centres

During exhibition period an email was sent each week to all sporting user groups of Latrobe City Council owned, managed or funded facilities. This email explained the Recreation Needs Assessment project, provided information about each of the documents, and encouraged user groups to contact Latrobe City Council to arrange a one on one meeting or to attend one of the four (4) public information sessions.

In the week five (5) of the public exhibition period, an email was specifically sent to all user groups, including Committees of Management that had not yet arranged a one on one meeting or attended an information session.

During the public exhibition period Latrobe City Council met personally with 18 sporting user groups or Committees of Management. The meetings discussed the reports, with an explanation of both the Recreation Infrastructure Funding Policy and the assessment matrices being the focus. During each of the meetings, each user group was encouraged to provide their feedback or submission regarding the project.

Table one (1) below provides details on the clubs/organisations that participated in one on one meetings with Latrobe City Council and whether they subsequently submitted their feedback or a submission to the project.

**Table 1**

	<b>Club/Sporting Organisation</b>	<b>Submission Yes/No</b>
1	Moe & District Netball Association	Yes
2	Traralgon Football Netball Club	Yes
3	Newborough Football Netball Club	Yes
4	Boolarra Memorial Park Committee of Management	Yes
5	Yinnar Recreation Reserve Committee of Management	Yes
6	Glengarry Recreation Reserve Committee of Management	Yes
7	Toongabbie Recreation Reserve Committee of Management	Yes
8	Traralgon Imperials Cricket Club	Yes
9	Cumberland Park Junior Football Club	Yes
10	Traralgon & District Cricket Association	Yes
11	Pegasus Soccer Club	No
12	Traralgon Croquet Club	Yes
13	Traralgon South Tennis Club	Yes
14	Churchill Soccer Club	Yes



15	Moe Urban Fire Brigade	Yes
16	Traralgon Baseball Club	No
17	Twin City Archery Club	No
18	Churchill Football Netball Club	Yes

In addition to the one on one meeting, four (4) public information sessions were held at Morwell, Traralgon, Moe and Churchill service centres over a three (3) week period. Table two (2) below provides details of the clubs or sporting organisations that attended these sessions and whether they lodged a submission.

**Table 2**

	<b>Club/Sporting Organisation</b>	<b>Session</b>	<b>Submission Yes/No</b>
1	Traralgon Baseball Club	Traralgon	No
2	Glengarry Recreation Reserve COM	Traralgon	Yes
3	Morwell Junior Football Club	Traralgon	No
4	Traralgon Imperials Cricket Club	Traralgon	No
5	Traralgon West Cricket Club	Traralgon	Yes
6	Traralgon Little Athletics Association	Traralgon	Yes
7	AFL Gippsland	Traralgon	No
8	Central Gippsland Cricket Association	Morwell	No
9	Latrobe Cricket Club	Morwell	No
10	Morwell Junior Football Club	Morwell	No
11	Morwell Croquet Club	Morwell	No
12	Morwell Baseball Club	Morwell	No
13	Morwell Football Netball Club	Morwell	No
14	Yallourn North Cricket Club	Morwell	No
15	Pax Hill Tennis Club, Churchill Tennis Club, Morwell Tennis Club & Hazelwood North Tennis Club (one representative for all)	Morwell	Yes
16	Netball Victoria	Morwell	Yes
17	Newborough Yallourn Soccer Club	Morwell	No
18	Moe Newborough Baseball Club	Moe	No
19	George Bates Reserve COM	Moe	No
20	Moe Urban Fire Brigade	Moe	Yes
21	Moe Cricket Club	Moe	No
22	Yallourn Badminton Club	Moe	No
23	Moe & District Netball Association	Moe	Yes
24	Moe Tennis Club	Moe	No
25	Moe United Soccer Club	Moe	No
26	Churchill Baseball Club	Churchill	No
27	Traralgon Harriers Athletics Club	Churchill	No

Following completion of the public exhibition period, a total of 35 submissions (Attachment 2) have been received from sporting user groups/associations providing their feedback to the Recreation Needs Assessment project.

Attachment three (3) details each submission received, information or matters highlighted within the individual submission and Latrobe City Council's response.

The feedback and suggestions provided by sporting clubs and associations have been valuable and have resulted in amendments to the documentation. It is important to highlight some of the very positive comments provided by submitters to the Recreation Needs Assessment project. Table 3 provides details of these comments provided by submitters:

<b>Sporting Club/Organisation</b>	<b>Comments</b>
Morwell Swimming club	Enjoyed reading the Recreation Needs Assessment.
Graham Berrett, Toongabbie Recreation Reserve Committee of Management	Many thanks for explaining the draft Recreation Needs Assessment. Found the explanations helpful and will pass this on to the committee and sporting users. Sees the draft as a fair way to delivery limited funding to recreation projects by Latrobe City Council.  Agrees that the three matrix policy as a way of addressing most need.
Sally Kirstine Pax Hill Tennis Club	The existence of a funding process is a great thing.
Colin Brick Boolarra Memorial Park Committee of Management	We appreciate the intent of the process to provide Councillors and Council officers with a more robust methodology for assessing recreation needs and competing demands on limited resources.
Judi Buhagiar Netball Victoria	Thank you for the opportunity to provide feedback on the Recreation Needs Assessment Draft document. Netball Victoria acknowledges the importance of strategic planning and community consultation for future development. Latrobe City is to be congratulated on the high percentage of the community involvement in sport and active recreation, we know that by providing safe and accessible places to play and be active it will only stand to increase these rates.
Don Barnes Yinnar Recreation Reserve Committee of Management	Council is to be congratulated on its initiative to establish clearer policy and guidelines for the provision of recreation infrastructure.
Rhonda Chapman Cumberland Park Junior Football Club	I think that the matrices document is a fair way to ascertain whether there is a genuine club/community need basis or want basis for particular clubs to apply for new infrastructure, such as pavilions, lighting and/or ground maintenance and upgrades.
Mick Johnson President Churchill Football Netball Club	The Churchill Football Netball Club would like to commend Latrobe City for the development of this new policy as we believe it will deliver true transparency around funding allocation and remove any perceived bias, that may have been considered by some community groups
Peter Duncan President CATS Cricket Club	Thank you for a wonderful document with a myriad of information that is very enlightening and informational. I find that the information has given me some great insight and confidence into the direction we are heading with our club and the Council facility that we use

Each submitter has been responded to directly, thanking them for their feedback and providing information on how the information that they provided will be used and what the process will be for presenting the information to Councillors and eventually Council. Submitters who lodged a submission via email were replied to via email and submitters who submitted a formal letter were written to advising them of the above process.

Where there has been a matter identified by more than a single submission, a response to these matters is provided below.

### **Recreation Needs Assessment report**

#### *Outstanding projects*

A number of submitters have provided submissions to the Recreation Needs Assessment (Attachment 4) that highlight their need for upgrades, improvements or additional infrastructure to their facilities. The majority of these needs have previously been identified in Latrobe City Council master plans.

All projects previously identified in a Latrobe City Council master plan will be assessed through the appropriate assessment matrix. Clubs or organisations that have identified recreation projects that have not previously been identified in a Latrobe City Council master plan will have an opportunity to submit an Expression of Interest, which will then be assessed through the appropriate assessment matrix.

A complete list of all projects (Attachment 5) previously identified in all Council's master plans has now been included as an appendix to the final report (Attachment 1). This list presents all projects, their status (completed/not complete) who is responsible to fund the project (Council, Club or other), and if Council is responsible for funding the project, which assessment matrix it will be assessed against.

Projects that are not identified as the responsibility of Latrobe City Council to fund as per the Recreation Infrastructure Funding Policy will not be assessed.

#### *Other comments*

There were a number of submissions provided by the user groups of Catterick Crescent Reserve (Cumberland Park Junior Football Club and Traralgon Imperials Cricked Club). These submissions have not provided any feedback on the process or mechanism for prioritising projects, but rather have sought to highlight the existing conditions at the facility and the need for a new pavilion at Catterick Crescent Reserve.

Latrobe City Council met in a one on one meeting with both the Cumberland Park Junior Football Club and Traralgon Imperials Cricket Club, both user groups of the Catterick Crescent Reserve and asked that they provide further feedback on the process by which projects would be assessed for funding, which they subsequently did. The Cumberland Park Junior Football Club provided a great deal of detail in their submission regarding the club's participation data from 2010 – 2016. This information is not dissimilar to the information already provided by AFL Gippsland. The data provided by AFL Gippsland has been retained and represented in the final report.

Specific information relating to the CFA Urban Fire Brigades has now been included in the final report, with participation data for the Moe, Morwell and Traralgon Urban

Fire Brigades. Information was also provided for the Maryvale Urban Fire Brigade, however this has not been included as it is not operated on Council owned land, but rather land owned by Australian Paper.

The Boolarra Pony Club provided detailed information relating to both their participation numbers in relation to the various clubs utilising the Boolarra Memorial Park and their peak body organisations. Contact was made by Latrobe City Council with these peak equestrian organisations to seek their views on the priorities for the Boolarra Memorial Park. This information, where provided has now been included in the final report.

The Gippsland Athletics Club provided further information about their participation numbers and use of the Joe Carmody Track in Newborough. This information has been updated in the final report.

The Moe & District Netball Association has also provided their participation data for all their annual competitions for the past three (3) years. This information has been included in the final report.

The Yinnar Recreation Reserve Committee of Management highlighted the omission of Judo from their reserve users. This information has been updated in the final report.

Tennis Victoria has also provided information relating to the participation numbers of Latrobe City Council tennis clubs. Latrobe City Council for a number of years has collected participation data for a number of active sports, including tennis. The comments and data relating to Victoria have no relevance to the actual data for Latrobe City.

Some minor amendments have been made to the report to correct inaccuracies or omissions in regard to participation statistics and the number of fields and ovals.

### **Recreation Infrastructure Funding Policy**

Projects that do not relate directly to participation in active sport such as landscaping, paths and car parks are also not assessed through the Recreation Infrastructure Funding Policy or the Assessment matrices. These projects will be referred to the broader Latrobe City Council capital works process, rather than specific assessment as a recreation only project.

The Recreation Infrastructure Funding Policy (Attachment 6) has been well received by user groups and sporting organisations, largely due to it providing clarity around what Latrobe City Council will fund or won't fund in relation to recreation infrastructure and the process for prioritising projects through the assessment matrices.

Many comments that have been made in relation to the policy have stated that user groups and stakeholders like the surety of a process or methodology for identifying projects as a priority for funding. All user groups and stakeholders that Latrobe City Council met with during the six week public exhibition period expressed their satisfaction and agreement with the policy and process.

A number of matters were raised in the submissions received about the policy:

#### *Multi-use Facilities*

A number of submitters have highlighted the section of the policy that relates to the size of social/meeting space in the Recreation Infrastructure Funding Policy. The policy currently states that a social or meeting space of up to 50 m/sq will be included as a core-component of a pavilion upgrade or construction. The Traralgon West Cricket Club and the Moe & District Netball Association raised concerns due the fact their current or future facilities would be catering for multiple user groups.

This is a valid point, and the Recreation Infrastructure Funding Policy has been amended to state that where a facility has three (3) or more user groups, the size of the social/meeting space could be larger than 50 m/sq.

*All Abilities Access & recognition of disability programs*

The Traralgon West Cricket Club, Traralgon South & District Community Association and the Flynn Recreation Reserve Committee of Management highlighted the need to acknowledge the diversity of users and community use at recreation facilities. Whilst the assessment matrices all acknowledge and prioritise girls and women, there was no such recognition for gender diversity or disability programs. The Traralgon West Cricket Club has for some years now operated a disability cricket program.

This is a valid point, and the Recreation Infrastructure Funding Policy has been amended to recognise this aspect of programming.

*Club contributions & Club capacity*

A number of clubs have raised concerns that they will no longer be able to undertake minor/major projects to facilities that they currently use. In the majority of these submissions, the clubs are utilising Council owned and managed facilities as part of a seasonal allocation. The facilities in most cases are Council owned, managed and maintained facilities and assets.

The recommendation in the Recreation Infrastructure Funding Policy which prevents clubs/sporting organisations from undertaking works on Council owned facilities is due to a number of projects being undertaken by clubs/organisations that were either completed without Council's knowledge or approval, without the appropriate permits (planning & building) and/or poor workmanship and not meeting the required standards (Australian standards, DDA compliance, Lighting standards, etc.).

This part of the policy is consistent with the current Sporting Reserves & Pavilion Licence which requires clubs/organisations to seek Latrobe City Council's permission prior to the development of any project.

Not all projects that have been completed by clubs/sporting organisations have been a poor outcome. Some projects, usually minor projects (under \$20,000) have resulted in a positive outcome for both the club and Latrobe City Council. Many of these projects have been funded under the Latrobe City Council Community Grants program.

In response to the concerns raised by clubs/sporting organisations, it is proposed that where a project can be completed without the requirement for either a building or planning permit, Latrobe City Council may consider giving permission to the club to undertake the works, however the clubs/sporting organisations need to undertake the same due diligence, planning, design and confirmation of project costs as is required by Latrobe City Council.

The requirement for planning or building permits can be quite complicated and expensive, and take a considerable time to be approved. In the past, clubs have not followed the correct process, or planned their project to include the need to planning or building permits or both. Building permits are required for many projects, and advice should be sought during the planning phase of a project by the sporting club or organisation prior to committing funds for a project.

A recent example of this type of issue has been a club which wanted to install behind the goal netting. This type of project is the responsibility of the club or sporting organisation as per the current Sporting Reserves Policy and the proposed Recreation Infrastructure Funding Policy. The club were about to construct the poles, however were advised that they were required to obtain a building permit. The installation of poles, over 9 metres in height requires a building permit for the footings. There is also a requirement for soil testing to ensure that the footings are engineering correctly for the site.

Some proposed works to Council reserves, will also require a planning permit. This is a statutory process, with the costs associated with the planning permit being legislated. Planning permit fees cannot be waived by Council, so careful planning is required to ensure that clubs are aware of these cost prior to finalising their project budgets.

All projects must be approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and Recreation Infrastructure Funding Policy.

#### *Turf Wickets*

Both the Traralgon & District Cricket Association and Cricket Victoria have raised the funding and maintenance of turf wickets.

It is Latrobe City Council's current policy not to fund the construction of turf wickets/benches or maintain them. However, Latrobe City Council recently partnered with Cricket Victoria, Sport & Recreation Victoria and the Traralgon West Cricket Club to construct a six wicket turf bench at Jack Canavan Oval No. 2 at the Traralgon West Sporting Complex. This has been a positive partnership and will result in a positive outcome for the club and the broader Traralgon & District Cricket Association.

As a result of this project, the Recreation Infrastructure Funding Policy has been reviewed to include the possibility of exploring joint funding of Turf Benches/Wickets with Cricket Victoria in the future, as long as there is a demonstrated demand and need for the infrastructure. The Recreation Infrastructure Funding Policy will be amended to reflect this, however all future projects will need to be assessed through the Assessment matrix to determine its priority.

The Latrobe City Council Sporting Reserves Policy currently states that clubs are responsible for the maintenance of turf wickets/benches. Latrobe City Council does not currently maintain existing turf benches; however, Latrobe City Council Sporting Reserves Team does assist clubs with the transitioning of turf benches from winter to summer.

The Latrobe City Council Sporting Reserves Team oversees the benches on ovals where football has been played during the winter months, and uses shade cloth or

growth sheets to assist in getting the Rye to grow prior to the commencement of the football season.

### **Assessment matrices**

Following the engagement sessions with user groups and stakeholders, officers have reviewed all the Assessment matrices (Attachment 7), and have made the following amendments to three (3) of the key criteria:

#### *Amendment to Key Priority Assessment 2 – Assessment Matrix for Pavilions*

This criterion relates to the current infrastructure's compliance and building condition. The criterion has been amended to include both non-compliance in terms of the building condition and a lack of compliance, which relates to Peak Sporting bodies guidelines and standards, DDA compliance issues etc.

If there is a serious building issue or asbestos related issue with the building, then a score of 10 points is given. If issues relates only to the buildings compliance with peak sporting bodies guidelines or standards or DDA standards then a score of 5 points is given. Some pavilion assessment will score for both categories.

#### *Amendment to Key Priority Assessment 3*

Some clarity is being provided around the scoring of this assessment criterion. Multi-use is use by more than two (2) sporting clubs/organisations. The words 'or unisex' is being removed from this criterion, as female participation is scored under KPA 1 of the matrix.

#### *Key Priority Assessment 7*

This criterion will be scored directly from the data represented in the Recreation Needs Assessment report that relates to whether a sport is declining, increasing or remaining steady in terms of overall participation and demand. This removes the subjectivity of any assessment, as is the objective of the criterion in the Assessment matrices.

This component of the criterion will be removed along with club based participation data on an annual basis to ensure that trends and participation are accurately represented and assessed. The scoring will be 10 points for increasing demand, 5 points for steady demand and 0 points for declining demand.

#### *Cash Contribution*

The Recreation Infrastructure Funding Policy states that a cash contribution can be offered by club/organisations towards core-components (only) of recreation infrastructure as identified in the policy. The general consensus from many submitters was that this was generally a good thing. As a response to this, one of the criteria included in the Assessment matrix is a score or value for the amount of cash contribution made by a club towards a project.

The reason that this criterion was included in the Assessment matrix is that in the past, clubs have offered cash or in-kind contributions towards Latrobe City Council recreation projects; however there has been no methodology or process to attribute the value of this contribution.

Some submitters have suggested ways to assess a contribution in a different way. The comments relating to this particular matter are represented below:

- *Unsure around KPA 5 – cash contribution disadvantages clubs/sports that don't have the capacity to attain extra revenue from gate takings/entry fees, renting, social functions etc.*
- *Cash contribution – perhaps a sliding scale may be more favourable as opposed to the points being dependent on what percentage can be contributed. The proposed structure will put smaller clubs at risk of not being considered based on their lower financial capacity particularly when organisation are only open to juniors.*
- *No for the cash contribution*
- *Matrix – Cash contribution Pavilion, Lighting & Draining, irrigation & surfaces KPA 5 - most clubs won't be able to meet this KPA- should it be here?*
- *KPA 4 - This needs to include the costs provided by Cricket with both Turf installation (100%) and Maintenance (100%) – 20 points if Cricket provided these essential components.*
- *KPA5 – Credits should be considered*
- *Club contribution - there is no club that has the level of contribution that would make any tangible difference to a projects overall funding requirements*
- *KPA 5 component is not necessary as not all clubs are able to provide cash supplements to assist with the core projects costs.*
- *4 - In regards to the cash contribution, Council may want to consider the weighting on the percentages as 50% on a \$1 million project (even a 20% contribution) would be out of the reach of all sporting clubs in Gippsland. Maybe the points need some adjusting. Furthermore, how would a grant from a 3rd part is assessed if the club sourced this funding? Would that be considered a cash contribution?*

Historically, most of the contributions towards projects in the past have been no greater than \$20,000.

A cash contribution in the assessment matrices is assessed as a percentage of the total value of a proposed project. In the majority of cases an upgrade or construction of a pavilion would cost greater than \$200,000. So for a \$200,000 pavilion project a contribution of \$20,000 would only score 1 point, which is the same score that a club would get for making no contribution.

Many submitters raised concerns regarding the capacity of smaller clubs being able to contribute to projects. However in saying this, some contributions that have been made towards projects during the past five (5) years have not come from the larger clubs, but rather smaller or mid-size sporting clubs.

The dilemma with criteria is, if a contribution is made by a club towards a project, and it is not reflected or scored in an assessment matrix; how then will the contribution impact the assessment of the project?

Following a review of this criterion, it is recommended that the cash contribution be scored a little differently to the original proposal in the assessment matrices:

- No contribution – 0 points
- Less than 10% - 5 point
- Less than 20% - 10 points



- Greater than 20% - 15 points

For example, if a club made a contribution towards a smaller pavilion upgrade, that was expected to cost \$100,000, then a 20% contribution will be \$20,000 and the club's project will score 10 points.

If a club for the same project (\$200,000) makes a 10% contribution of \$10,000 then the score will be 5 points and if no contribution is made then the club score 0 points on the assessment matrix.

The Recreation Infrastructure Funding Policy and Assessment matrices will be amended to reflect this change.

#### *Participation numbers*

For the assessment of projects within the three (3) Assessment matrices, the gold standard for participation data or statistics is that which is provided by the peak sporting organisations. Most peak sporting organisations have provided Latrobe City Council with their participation data for the past three (3) years for 2014, 2015 and 2016. Latrobe City Council has for a number of years collected participation data for Australian Rules Football (AFL), Football (Soccer), Tennis, Basketball, Indoor Netball, Hockey and Cricket.

During the development of the Recreation Needs Assessment report, further data has been clarified or provided by other peak sporting bodies, such as Equestrian, Swimming, Baseball, Athletics (including Traralgon Little Athletics Association and Gippsland Athletics) as well as CFA Urban Fire Brigade running teams.

A small number of peak bodies have been unable to provide data due to changes in their collection and recording method for registrations and participation or an ability to collect and collate the registrations.

In these cases, Latrobe City Council will be accepting the data provided by the sporting clubs, to ensure that the club's projects are not disadvantaged in the assessment process.

Latrobe City Council is continuing to work with those peak sporting organisations in presenting and providing consistent and relevant participation data. The data provided needs to be specific to the club and facility being assessed and analysed at a minimum on a gender basis (Male/Female).

#### *Community participation recognition*

A number of submitters, particular those from the small townships of Latrobe City have raised concerns regarding the priority that projects in the small towns will get from the Recreation Assessment matrices.

As has been responded in the submission table, the assessment matrices have been developed to ensure that the assessment of individual projects regardless of their location are assessed based on the individual club/s data, and not scored as a comparison against other clubs or organisations.

Some of the submissions refer to Latrobe City Council recognising community participation at a particular reserve. The Traralgon South & District Community Association undertook their own survey of the use of the tennis courts at the Traralgon South Recreation Reserve.

Whilst the survey provides a comprehensive summary of those residents who say that they use the facility, this type of information is subjective, rather than being objective by using actual registration/participation information provided by Tennis Victoria.

Tennis Victoria and local tennis representatives have also indicated that there is significant community use of tennis venues in Latrobe City; however they are unable to provide any quantitative data to support this. In response to this matter, it has been suggested to Tennis Victoria and clubs that they review their registration or membership options to have a low/no cost registration or membership option for casual or social users. If this was implemented, then there would be an objective measure of casual/community participation at all tennis venues, not just to ones in the small towns.

No change has been made to the Recreation Infrastructure Funding Policy or Assessment matrices in relation to this matter.

### **Assessment of Outstanding projects**

Following the endorsement of the Recreation Needs Assessment report, Recreation Infrastructure Funding Policy and Assessment matrices, all outstanding projects from Council's draft or endorsed master plans that are the responsibility of Latrobe City Council to fund and deliver will be assessed through the most appropriate assessment matrix.

The final project assessment matrices will be presented to Council seeking their endorsement at the Ordinary Council meeting to be held on 23 October 2017.

### **STAKEHOLDER CONSULTATION**

The Draft Recreation Needs Assessment report, Draft Recreation Infrastructure Funding Policy and Draft Assessment matrices were publically exhibited from the Tuesday 20 June to Friday 28 July 2018. The following engagement activities occurred during this period:

- Emails to all sporting user groups/sporting organisations
- One on One meetings with sporting user groups
- Information sessions:
  - Traralgon Service Centre – 27 June 2017
  - Morwell Corporate Headquarters – 6 July 2017
  - Moe Service Centre – 12 July 2017
  - Churchill Service Centre – 13 July 2017
- Advertised on the Latrobe City Council 'Have a Say' page
- Facebook posts
- Council Noticeboard in the Latrobe Valley Express
- Copies of the documentation at all Latrobe City Council Service Centres

During exhibition period an email was sent each week to all sporting user groups of Latrobe City Council owned, managed or funded facilities. This email explained the Recreation Needs Assessment project, provided information about each of the documents, and encouraged user groups to contact Latrobe City Council to arrange a one on one meeting or to attend one of the four (4) public information sessions.

In week five (5) of the public exhibition period, an email was specifically sent to all user groups, including Committees of Management that had not yet arranged a one on one meeting or attended an information session.

During the public exhibition period Latrobe City Council met personally with 18 sporting user groups or Committees of Management. The meetings discussed the reports, with an explanation of both the Recreation Infrastructure Funding Policy and the assessment matrices being the focus. During each of the meetings, each user group was encouraged to provide their feedback or submission regarding the project.

A further 27 sporting clubs/associations attended the information sessions that were held at Traralgon, Morwell, Moe and Churchill.

A total of 35 written submissions were received by Latrobe City Council.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Recreation Needs Assessment has been a jointly funded project by Latrobe City Council and Sport & Recreation Victoria.

The Recreation Needs Assessment report seeks to allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

The Recreation Infrastructure Funding Policy and Assessment Matrices will provide a strategic basis for future budget submission and funding submission to external funding bodies, such as Latrobe Valley Authority and Sport & Recreation Victoria.

Three separate assessment matrices have been developed to specifically assess the merits of projects. These matrices are for:

- Pavilions (Upgrades and new developments)
- Ground improvements (including drainage and irrigation)
- Lighting projects (Upgrades and new developments)

These policies will allow Council to plan for future development and provide a transparent process based upon a number of objective measures, to give user groups and key stakeholder a thorough understanding on how projects are prioritised for funding.

The implementation of the policy and assessment matrices will be undertaken within the Council's existing resources.

### **RISK IMPLICATIONS**

The Recreation Needs Assessment seeks to mitigate the risk of Council funding developments and improvements of recreation assets without a clear objective

process and without regard to levels of hierarchy and levels of service. The Recreation Needs Assessment report has identified that local level provision of sporting infrastructure is a priority for Latrobe City Council.

The focus of the Recreation Infrastructure Funding Policy is to ensure that Latrobe City Council funding is allocated on a fair and equitable basis, benefits the broader community, prioritises projects that are experiencing a demand in participation and are strategically supported.

The Assessment matrices provide an objective methodology for the assessment and prioritisation of recreation projects based upon clear objective criteria.

If the Recreation Infrastructure Funding Policy and Assessment Matrices aren't adopted the risk is that Council will not have a transparent and endorsed methodology to assess the priority of recreation projects for funding.

### **CONCLUSION**

This report is seeking Councils endorsement of the Recreation Needs Assessment, Recreation Infrastructure Funding Policy and Assessment Matrices.

The Latrobe City Recreation Needs Assessment is a strategic report that provides Council with one consolidated document that covers the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The report seeks to allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

The Recreation Infrastructure Funding Policy has been developed to ensure a fair and consistent allocation and provision of Latrobe City Council resources towards the development of Council owned/managed and maintained facilities for sport and recreation.

The policy focuses on providing high quality *local level* facilities that cater for the participation demand being experienced consistently throughout Latrobe City.

The assessment matrices have been developed to ensure that projects are assessed against objective measures identified in the draft Recreation Needs Assessment.

### **SUPPORTING DOCUMENTS**

Nil

#### **Attachments**

- 1↓ . Council report 19 June 2017
- 2↓ . All Submissions
- 3↓ . Submission response table
- 4↓ . Recreation Needs Assessment final report
- 5↓ . Master Plan Actions - Status report
- 6↓ . Recreation Infrastructure Funding Policy
- 7↓ . Infrastructure Policy Assessment Matrices

## **Recreation Needs Assessment**

<b>1</b>	<b>Council report 19 June 2017 .....</b>	<b>45</b>
<b>2</b>	<b>All Submissions .....</b>	<b>57</b>
<b>3</b>	<b>Submission response table .....</b>	<b>153</b>
<b>4</b>	<b>Recreation Needs Assessment final report .....</b>	<b>187</b>
<b>5</b>	<b>Master Plan Actions - Status report .....</b>	<b>317</b>
<b>6</b>	<b>Recreation Infrastructure Funding Policy .....</b>	<b>351</b>
<b>7</b>	<b>Infrastructure Policy Assessment Matrices .....</b>	<b>395</b>

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**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

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15.2 Recreation Needs Assessment

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**EXECUTIVE SUMMARY**

This report seeks Council endorsement to release the draft Recreation Needs Assessment, draft Recreation Infrastructure Funding Policy and draft Assessment matrices for public exhibition for a period of six (6) weeks from Tuesday 20 June 2017 to Friday 28 July 2017.

A recreation needs assessment study is undertaken to determine:

- The potential need for a project/s which have been proposed or is being discussed in the community;
- To assess the sport and recreation needs of a community, within a particular area. The size of the area being studied may be a single suburb, a local authority or a regional comprising of several local authorities.

The Latrobe City Council Recreation Needs Assessment report includes the following documentation:

- Draft Recreation Needs Assessment
- Draft Recreation Infrastructure Funding Policy
- Draft Assessment matrices

The draft Recreation Needs Assessment report has identified five (5) key recommendations:

1. Local facilities – Council should focus on the development of local level facilities where the greatest amount of participation is focused.
2. Prioritise development of local level provision – The greatest demand and need for facilities is at local level. Facilities should be developed only to a local level standard.
3. Multi-purpose facilities – Facilities should be developed and prioritised based on their ability to cater for multiple user groups
4. Unisex Facilities – All facilities should be developed to be unisex, catering for all users especially girls and women
5. Funding priorities – All projects should be assessed using the Recreation Infrastructure Funding policy

The draft Recreation Infrastructure Funding Policy provides a policy position on what sporting infrastructure Council will fund and what it will not fund.

The three (3) draft Assessment matrices have been developed to provide a clear and transparent process for the assessment of all outstanding recreation infrastructure projects.

Following the six week public exhibition period, the submissions received in relation to the Recreation Needs Assessment will be collated, and the documents will be amended as required and presented to Council at a future Council meeting to be formally endorsed.

Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017

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### **RECOMMENDATION**

**That Council:**

- 1. Releases the draft Recreation Needs Assessment, draft Recreation Infrastructure Funding Policy and draft Recreation Assessment matrices for public exhibition for a period of six (6) weeks, from Tuesday 20 June 2017 to Friday 28 July 2017; and**
- 2. Requests that a further report detailing the submissions and feedback received be presented to a future Council meeting.**

### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

### **DISCUSSION**

The Latrobe City Council recreation strategies and master plans that have been developed and endorsed by Council over the past 10 years have provided a positive legacy, with the construction of over \$33 million in recreation projects since 2009. There remain however, a large number of actions in the master plans which are classified as incomplete.

This can be attributed to a number of causes, including:

- Many master plans were developed as 'wish' lists by sporting clubs and organisations
- Master plans being completed on the basis of a geographical area, rather than being based upon particular sports and their facility hierarchy
- A duplication of sporting infrastructure recommendations based upon aspirational desires rather than actual demand
- Maintenance actions being included as actions in master plans
- Actions that are the responsibility of clubs/organisation to fund and complete rather than Council
- Non-sporting related recommendations being included in the master plans such as car parks, landscaping and play spaces.
- Master planning process isolated to particular sites rather than reflecting the needs across Latrobe City.

As a result of the number of actions, and without a clear policy or process for determining the priority of recreation projects, it was recommended that Council undertake a Recreation Needs Assessment to provide a clear direction for the future provision of sporting infrastructure and how this is to be funded.

In August 2015, Council applied for funding through the 2016/17 Community Sports Infrastructure Fund – Planning for \$30,000 to assist with the development of a Recreation Needs Assessment. Council provided matching funding of \$70,000 for this application. The application was successful.

**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

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The project brief for the Recreation Needs Assessment was developed in consultation with Sport & Recreation Victoria.

*What is a Recreation Needs Assessment?*

A needs assessment is a comprehensive information gathering process to identify and analyse whether recreation infrastructure is required or whether the need can be satisfied in some other way. If it is determined that recreation infrastructure is required, the needs assessment will provide clear direction with regard to the most appropriate scope, scale, component parts and the timing of the required infrastructure.

A Recreation Needs Assessment study is essentially undertaken to determine:

- The potential need for a project/s which have been proposed or is being discussed within the community;
- To assess the sport and recreation needs of a community within a particular area. The size of the area being studied may be a single suburb, a local authority or a region comprising several local authorities.

The Latrobe City Recreation Needs Assessment commenced in July 2016. Council engaged an experienced external recreation planning consultant to assist with the development and preparation of this report. The key objectives of the project were to:

- Review all Latrobe City Council recreation plans and strategies
- Determine the status of projects identified in the recreation plans and strategies
- Identify all user groups/stakeholders of Latrobe City Recreation facilities, including:
  - Recreation reserves and associated facilities
  - Traralgon Indoor Sports Stadium
  - Indoor Leisure facilities
  - Outdoor pools
- Identify all sports and active recreation pursuits that are active within the municipality
- Identify trends and needs in regard to sport and active recreation within the municipality
- Include mapping of all current sport and active recreation provision in Latrobe City
- Analyse population and demographic changes that will impact on the provision of sports and active recreation facilities within Latrobe City
- Document existing demand and issues for sport and active recreation with the current population
- Compile current participation data for the identified sport and recreation activities across the municipality. Compare this with the Australian Sport and Recreation participation data.



**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

---

- Analyse future demand that may impact on levels of participation in sport and active recreation in Latrobe.
- Develop a funding policy for projects identified through the Recreation Needs Assessment.

All the identified objectives (above) have now been addressed in the draft report and draft funding policy.

**Draft Recreation Needs Assessment report**

The draft Latrobe City Recreation Needs Assessment (attached) is a strategic report that aims to provide Council with one consolidated document that covers the current provision, participation, demand and planning for active organised sport and active recreation within Latrobe City.

This report does not include non-organised recreational pursuits such as walking, cycling and running. Latrobe City Council already has a number of strategies that respond to the need for passive or non-organised recreation infrastructure such as the Public Open Space Strategy, Tracks Trails and Paths Strategy and the Play Space Strategy. However, officers will be providing a further report to Council detailing the funding provided for both organised and non-organised recreational pursuits and future opportunities.

The draft Recreation Needs Assessment report seeks to allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

The draft Recreation Needs Assessment report provides information and analysis specifically in relation to active sport being played at Council owned, managed or maintained and funded reserves across the municipality.

The consultants commenced a review of the background information and collated demographic and stakeholder information. Registration and membership information was also requested and collated.

*Community engagement*

In November 2016, Council sought input from Latrobe City Council sporting groups and organisations and the general community about their sports and sporting infrastructure provided by Latrobe City Council. Clubs, sporting organisations and the general community had an opportunity to complete a survey until 4 December 2016.

Two surveys were developed, one for sporting users and organisations and another for the general community. The surveys for the sporting clubs and organisations were emailed directly to each club or organisation for completion by one representative per club.

The community survey was made available on the Latrobe City Council website, posted on Council's Facebook page as well as advertising the community survey at Council's service centres at Morwell, Moe, Traralgon and Churchill. Paper copies of both surveys were available upon request.

Council received 37 online survey responses to the user group/organisation survey and a further 731 online survey responses to the community survey. Council received two (2) paper survey responses to the community survey.

**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

---

These survey responses have been used to inform the development of the Draft Recreation Needs Assessment report and the draft Recreation Infrastructure Funding policy. A copy of both surveys is provided as an attachment to this report.

Information relating to participation data has been provided through a number of sources, including:

- Membership/registration data from State Sporting Associations
- Membership/registration data from clubs/organisations

The best practice for the collection of this information is that the data provided through the State Sporting Associations. Where possible, this is the data that has been relied upon in the presentation of the information in the report.

The consultants and officers have been engaging with the State Sporting Associations to accurately reflect their key priorities for the development of their sports. This information has been reflected in the report for each individual sport.

An analysis has been provided in the draft report about the major sporting activities that are occurring on Council owned or managed land, and also includes Department Environment Water Land and Planning (DELWP) reserves managed by a Committee of Management. This analysis includes the supply of facilities that service the sport, as well as the total registration data for that sport in Latrobe City.

Each summary of the individual sports also includes the feedback provided through the surveys from individual clubs and the general community. It also details the discussions held with the peak sporting association and the key points identified through this discussion.

### **Key Findings**

A number of key planning principles are core to the assessment of existing Council priorities and the planning for future active recreation facility developments. These principles apply to all active recreation facilities throughout Latrobe City.

#### *Local level participation*

The Recreation Needs Assessment report provides information that the greatest level of participation across most active sports is for ages 4 – 15 years of age. Council should focus on upgrading or developing local level infrastructure that responds to this demand, including:

- Pavilions
- Sports lighting
- Grounds (including irrigation, drainage & resurfacing)
- Hard Courts

#### *Female Participation*

A significant increase in female participation in traditionally male-dominated sports is currently being experienced by sporting clubs in Latrobe City. Latrobe City Council is experiencing strong demand for facilities that cater for participation for all participants, including girls and women in AFL, Cricket and Football.

Future facility upgrades should focus on providing unisex facilities that meet the demands of all participants, including girls and women.

**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

---

*Multi-purpose facilities*

With the rise in participation in sports by girls and women, there is the need for sporting clubs and association to better utilise their facilities in order to accommodate all participants. Whilst there is a need for existing facilities to be re-purposed to accommodate all participants, there is also a need for clubs to change their perception that their facilities are currently only for males.

All facilities should be multi-use, or used by more than a single user group. There is a need for Council in conjunction with state and regional sporting organisations to lead by example, and undertake an education and awareness campaign regarding the benefits of sharing multi-use facilities.

When assessing the development of any new active recreation development within the City, Council's priorities should be for unisex and multi-use facilities, rather than single-use and single-gender only.

*Regional VS local provision*

Player participation in active recreation should be central to any Council investment in facility development. There is often a desire for clubs to over-embellish their facilities in order to attract certain events and fixtures.

Due to the large number of active recreation facilities and clubs within Latrobe City, coupled with Council's limited capacity to fund new and upgraded facilities, Council needs to prioritise the provision of local facilities over regional facilities. The participation data presented in this report shows that the strongest demand in participation in most sports is between the ages of 4 – 15 years of age. This age group are the dominant users of local level facilities in Latrobe City.

Existing external grant opportunities are more geared toward funding the higher level of infrastructure provision often associated with regional facilities, as has been the case with the recent state and federal government funding announcements.

Council should promote local level, state sporting organisation guidelines when discussing infrastructure requirements with clubs and facilities that are classed as local level should not exceed this level of provision.

*Incorporated clubs and emerging activities*

The focus of the Recreation Needs Assessment and the ongoing provision of facilities for active recreation is on formal, organised sports that are managed and operated by an incorporated club. Council needs to ensure that public risk can be managed accordingly, and that a facility has sufficient club-based activities to justify the expenditure and maintenance required for a facility.

*Priorities*

Council should use the LCC Recreation Infrastructure Funding Policy as the basis for determining future investment in recreation infrastructure in Latrobe City.

**Draft Infrastructure Funding Policy**

The draft policy has been developed in conjunction with Sport & Recreation Victoria to ensure a fair and consistent allocation and provision of Council resources towards the development of Council owned/managed and maintained facilities for sport and recreation.

**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

---

The draft policy focuses on providing high quality *local level* facilities that cater for the participation demand being experienced consistently throughout Latrobe City. (see attached draft policy)

Council has a key role in providing facilities that benefit the community through increasing participation and encouraging active, healthy lifestyles and build capacity of volunteers to offer improved opportunities in sport and recreation for everyone.

The draft policy is proposed to apply to the development of infrastructure on Council owned and managed or maintained property. In particular, it identifies the funding responsibilities for the identified core and optional infrastructure relating to specific sport and recreation activities.

The draft policy (attached) provides direction on *what* recreation infrastructure Council will fund and what it won't fund. This infrastructure is defined by core components and non-core components.

*Core & Non-Core infrastructure components*

Essentially core components are the basic sporting infrastructure that is required for a sporting club for participation in their chosen sport. This includes infrastructure such as unisex change facilities, first aid rooms, unisex umpires change facilities, toilets and basic social/meeting space.

None-core components includes infrastructure that is not deemed to be essential for participation in sport, including bars, scoreboards, catering kitchens, gymnasiums, storage larger than 20 sq/m and social facilities larger than 50sq/m. This is consistent with *Latrobe City's Sporting Reserves and pavilion license agreement* currently being used to manage the use of Council managed recreation facilities.

**Project Matrix Assessment**

Another key objective of the funding policy is to provide clear assessment criteria for *how* a project is identified as a priority. Three separate matrices have been developed to specifically assess the merits of projects. These matrices are for:

- Pavilions (Upgrades and new developments)
- Ground improvements (including drainage and irrigation)
- Lighting projects (Upgrades and new developments)

The assessment matrices will include the following criteria against which a project will be assessed:

- Participation numbers
- Identified demand & trends
- OH & S assessment
- Club policy that encourages participation by all, including female participation
- Multi-use/single use
- Alignment with master plan, strategies and Council Asset Audits
- Club contribution

A new initiative with the proposed implementation of the assessment matrix is the requirement for clubs to work with Gippsport in developing a Club Participation plan.

**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

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Gippsport is the Gippsland Regional Sports Assembly. It is specifically funded to deliver a range of programs, activities and capacity building to all sporting clubs within Gippsland. It is directly funded by both VicHealth and Sport & Recreation Victoria to do this work.

Gippsport's vision is to be *the regional leader of sport and active recreation in Gippsland*. Its mission is *Gippsport will advance the Sport and Recreation community by supporting participation in sport and active recreation and increasing the capacity and sustainability of sport to build a healthy, active and inclusive Gippsland*.

Gippsport's five (5) key objectives are:

**Sport capacity** – Gippsport will increase the capacity and capabilities of clubs, administrators and volunteers by providing services and information to support their sustainability.

**Participation & Inclusion** – Gippsport will facilitate and encourage activities and innovative programs to provide all people with opportunities to participate in organised competition, social sport and recreational pursuits in Gippsland.

**Health & Community** – Gippsport will actively contribute to the health and wellbeing of Gippsland by encouraging healthy and connecting sporting communities.

**Partnerships** – Gippsport will work in collaboration with key stakeholders to maximise outcomes to advance the Gippsland sport and recreation sector.

**Leadership & Excellence** – Gippsport is committed to providing leadership and advocacy within the Gippsland community and achieving operational excellence by seeking out, adopting and implementing organisational best practice.

A participation plan, developed with the assistance of Gippsport will articulate how clubs will implement policies at their sporting club or organisation to encourage the broadest range of participation, specifically focusing on female participation. Clubs may choose not to complete a participation plan, however their total score on the assessment matrices will be affected by this.

The scope of the draft Recreation Infrastructure Funding policy includes sporting infrastructure developed at outdoor recreation facilities. The majority of this infrastructure relates to the upgrade or construction of pavilions or change facilities, sports lighting infrastructure and ground improvements such as ground resurfacing projects, drainage and irrigation.

This policy relates to the development of all Council owned or managed land and infrastructure used for the purposes of providing active sport and recreation activities within Latrobe City Council. Developments may include new facilities or refurbishments/renovations of existing facilities.

Developments associated with indoor sporting centres/stadiums or aquatic facilities are not covered by this policy. Given the recent funding allocation from the State government in relation to the Gippsland Regional Aquatic Centre and the Traralgon Sports Stadium, it is not required.

### **STAKEHOLDER CONSULTATION**

In November 2016, Council sought input from Latrobe City Council sporting groups and organisations and the general community about their sports and sporting

**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

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infrastructure provided by Latrobe City Council. Clubs, sporting organisations and the general community had an opportunity to complete a survey until 4 December 2016.

Two surveys were developed, one for sporting users and organisations and another for the general community. The surveys for the sporting clubs and organisations were emailed directly to each club or organisation for completion by one representative per club.

The community survey was made available on the Latrobe City Council website, posted on Council's Facebook page as well as advertising the community survey at Council's service centres at Morwell, Moe, Traralgon and Churchill. Paper copies of both surveys were available upon request.

Council received 37 online survey responses to the user group/organisation survey and a further 731 online survey responses to the community survey. Council received two (2) paper survey responses to the community survey.

These survey responses have been used to inform the development of the Draft Recreation Needs Assessment report and the draft Recreation Infrastructure Funding policy. A copy of both surveys is provided as an attachment to this report.

Information relating to participation data has been provided through a number of sources, including:

- Membership/registration data from State Sporting Associations
- Membership/registration data from clubs/organisations

The best practice for the collection of this information is that the data provided through the State Sporting Associations. Where possible, this is the data that has been relied upon in the presentation of the information in the report.

The consultants and officers engaged with the State Sporting Associations to accurately reflect their key priorities for the development of their sports. This information has been reflected in the report for each individual sport.

The draft Recreation Infrastructure Funding policy was developed in consultation with Sport and Recreation Victoria, to ensure that the policy aligns with the objectives of Council's major funding partner.

#### Engagement for Public Exhibition

It is proposed to publically exhibit the draft Recreation Needs Assessment, draft Infrastructure Funding Policy and draft Assessment matrices for a period of six (6) weeks, commencing on Tuesday 20 June 2017. The following engagement activities are proposed to be undertaken during this period:

- Latrobe City Council 'Have a Say' page
- Latrobe City Council Facebook page
- Latrobe Valley Express – Council Notice board
- Media releases
- Emails to all sporting user groups and sporting organisation at Council owned, managed or financed facilities
- Emails to all peak sporting bodies
- One on One meetings will be available with the Recreation & Open Space team as requested

**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

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- Information Session at the following Council service centres:
  - Traralgon Service Centre – Tuesday 27 June 2017 at 5 pm
  - Morwell Corporate Headquarters – Thursday 6 July 2017 at p.m.
  - Moe Service Centre – Wednesday 12 July 2017
  - Churchill Hub – Thursday 13 July 2017

The purpose of the public exhibition period is to invite feedback on the draft report, including the draft Recreation Infrastructure Funding Policy and draft assessment matrices. Submissions will be accepted in writing or via email.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Recreation Needs Assessment has been a jointly funded project by Latrobe City Council and Sport & Recreation Victoria.

The Recreation Needs Assessment report seeks to allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

The draft Recreation Infrastructure Funding Policy (the policy) has been developed to ensure a fair and consistent allocation and provision of Council resources towards the development of Council owned/managed and maintained facilities for sport and recreation. The policy also provides guidance to sporting clubs and association on how projects are prioritised and potentially funded.

Three separate assessment matrices have been developed to specifically assess the merits of projects. These matrices are for:

- Pavilions (Upgrades and new developments)
- Ground improvements (including drainage and irrigation)
- Lighting projects (Upgrades and new developments)

These policies will allow Council to plan for future development, based upon a number of objective measures, and give user groups and key stakeholder a thorough understanding on how projects are prioritised for funding.

The implementation of the policy and assessment matrices will be undertaken within the Council's existing resources.

### **RISK IMPLICATIONS**

The Recreation Needs Assessment seeks to mitigate the risk of Council funding developments and improvements of recreation assets without a clear objective process and without regard to levels of hierarchy and levels of service. The draft Recreation Needs Assessment report has identified that local level provision of sporting infrastructure is a priority.

The focus of the draft Recreation Infrastructure Funding Policy is to ensure that Council funding is allocated on a fair and equitable basis, benefits the broader community, prioritises projects that are experiencing a demand in participation and are strategically supported.

### **CONCLUSION**

This report is seeking Councils endorsement to release the draft Recreation Needs Assessment, draft Recreation Infrastructure Funding Policy and draft Assessment Matrices for public consultation. It is proposed that the documents will be publically

**Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017**

---

exhibited for a period of six (6) weeks from Tuesday 20 June 2017 to Friday 28 July 2017.

The draft Latrobe City Recreation Needs Assessment is a strategic report that aims to provide Council with one consolidated document that covers the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The report seeks to allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

The draft Recreation Infrastructure Funding Policy has been developed to ensure a fair and consistent allocation and provision of Council resources towards the development of Council owned/managed and maintained facilities for sport and recreation.

The policy focuses on providing high quality *local level* facilities that cater for the participation demand being experienced consistently throughout Latrobe City.

The draft assessment matrices have been developed to ensure that projects are assessed against objective measures identified in the draft Recreation Needs Assessment.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Draft Recreation Needs Assessment
2. Draft Recreation Infrastructure Funding Policy
3. Draft Assessment matrices



**Karen Tsebelis**

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**From:** Karen Tsebelis  
**Sent:** Monday, 3 July 2017 8:33 AM  
**To:** Cam Juha  
**Subject:** FW: Rec feedback

Hi Cam

Need to start a submission folder. This one is the first.

Thanks

Karen

-----Original Message-----

**From:** Frank Leister  
**Sent:** Saturday, 1 July 2017 11:52 AM  
**To:** Karen Tsebelis  
**Cc:**  
**Subject:** Rec feedback

To whom it may concern,

I expect I speak for a large number of citizens in Latrobe City, and would point out that as indicated by census data recently published, the population of recreational facility users is not increasing, therefore our taxes/ rates must not be squandered building more to pander too minority lobby interests. We are all in the grip of reduced employment in the area and reduced average income in comparison to increased fees and charges levied at us at every opportunity, there is no extra incomes available from citizens to be taxed without taking food off their table in many instances. So we don't need to be taxed to build bigger and better sports facilities that the average resident can ill afford.

I urge the Council represent the people who actually live here and pay local taxes which you are spending, we do not need more football ovals or the likes.....What is needed is lower local taxes that would be a bigger incentive for people too stay in the area. And then if you want to be ambitious put some extra effort into encouraging businesses into the area such as geothermal power generation, which is where our strengths lay, and develop the potentials going to waste.

It is a big NO from me at present on spending money for recreation, until prosperity improves.

Yours sincerely  
Frank Leister

2

**Karen Tsebelis**

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**From:** Gippsland Athletics  
**Sent:** Monday, 3 July 2017 9:13 PM  
**To:** Nathan Robinson; Karen Tsebelis; Cam Juha  
**Cc:**  
**Subject:** Re: Latrobe City Draft Recreation Needs Assessment Community Feedback

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Nathan

Thank you for your email, we are concerned that you haven't listed the Gippsland Athletics Club in your Latrobe City Draft Recreation Assessment document as we are the main Senior club for athletics in the Latrobe Valley. The one listed Traralgon Harriers is mainly a cross country/road running club.

We use the facilities at Joe Carmody Track, Cnr John Field Drive & Old Sale road Newborough, including ownership of the high jump equipment and storage shed on the property.

During the year we support approximately 10 x secondary school athletics equipment hires for the Gippsland region.

The Gippsland Athletics Club membership figures are listed below:

2013/14 - 20

2014/15 - 33

2015/16 - 36

2016/17 - 30

Can you please add our club information into your document?

Kind regards

Janelle McGrail

Secretary

Gippsland Athletics Club

On 20/06/2017 2:57 PM, Nathan Robinson wrote:

Good afternoon,

Latrobe City's draft Recreation Needs Assessment is now open for community feedback.

The draft Latrobe City Recreation Needs Assessment is an important strategic report that aims to provide Latrobe City Council with one consolidated document that covers

3

**Karen Tsebelis**

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**From:** Nathan Robinson  
**Sent:** Thursday, 6 July 2017 5:35 PM  
**To:** Liesl McKay  
**Cc:** Karen Tsebelis; Cam Juha  
**Subject:** RE: FEEDBACK: Draft Recreational Needs Assessment [SEC=UNOFFICIAL]

Hi Liesl,

Thank you for your email and feedback on the draft Recreation Needs Assessment.

Sincere apologies, but this was an unintended omission within the report.

Given that this report is still a draft and in feedback process we will get the report amended prior to the final copy.

We understand that there are three clubs, Morwell, Traralgon and Moe that participate in the sport so the report will be amended to reflect those as well.

If you are able to provide us with some background information into the sport such as peak sporting body or governing affiliate so we can contact them and get some information around participation data etc that would be extremely helpful.

The sport will not be disadvantaged by this as it is listed in all the Master Plans in which the matrix will assess all relevant infrastructure relating to the sport.

If you have any further questions please let me know. Hope this helps.

Kind Regards,

**Nathan Robinson**

Recreation Intern  
Latrobe City Council

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[mailto: Nathan.Robinson@latrobe.vic.gov.au](mailto:Nathan.Robinson@latrobe.vic.gov.au)  
Direct: 5483  
Fax: (03) 5128 5672

Phone: 1300 367 700  
PO Box 264, Morwell 3840  
141 Commercial Rd. Morwell 3840



<http://www.latrobe.vic.gov.au/>

**From:** Liesl McKay  
**Sent:** Thursday, 6 July 2017 1:02 PM  
**To:** Nathan Robinson  
**Subject:** FEEDBACK: Draft Recreational Needs Assessment [SEC=UNOFFICIAL]

Dear Nathan

I am writing as a resident of the Latrobe City in relation to the draft Recreational Needs Assessment.

My family has had a long standing involvement in the CFA 'running team' competition. During the summer period, there are regular competitions across Gippsland for junior and senior competitions.

Unfortunately the Moe running track, located as part of the Ted Summerton Reserve, is not to the standard necessary to host competitions. This reduces the opportunity to promote participation in the sport and the associated benefits for the town and wider Latrobe community.

I noticed neither the sport nor the running track was included in the draft documentation. Is there a reason for this and will this disadvantage the future development of the infrastructure required for this sport?

Kind regards

Liesl McKay

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4



PO Box 29  
Boolarra 3870

6<sup>th</sup> July 2017

To : Karen Tsebelis  
Coordinator Recreation & Open Space.

**Submission – Recreation Needs Assessment.**

The Boolarra Equestrian Centre, caters for three Clubs/ Associations :-

**Boolarra Pony Club.** (Peak Agency) Pony Club Association of Victoria.  
**Boolarra Equestrian Club.** (Peak Agency). Horse Riding Club Association of Victoria.  
**Boolarra and District Trail Riders Club .** (Peak Agency) Australian Trail Horse Riders Association .

*Current facilities at this centre, consist of ;-*

3 sand arenas,  
Equestrian round yard.  
30 horse holding pens  
Club rooms. (power connected) (no toilet facilities)  
Storage building.  
Incomplete cross country course, catering for grade 5, 4 & 3 riders.

Relevant Council Planning.

Southern towns outdoor recreation plan 2009.

Outstanding actions from the 2009 plan

1. Develop new pony club first aid/ storage building (following the removal of existing building (containing asbestos)
2. Develop equestrian cross country course and holding pens.
3. Develop equestrian dressage arena.

Key issues - Equestrian

Clubs priority : Toilet facilities

A covered arena.

Completion of the cross country course for all grades (1, 2, 3, 4, &5), with the installation of a water jump.

No toilet facilities at the Equestrian centre, ... have to walk a considerable distance to access toilet facilities at the Boolarra Memorial Park.

No change or shower facilities at the centre.

Disability accessibility – limited.

Vision for Boolarra Equestrian Centre

The Boolarra Equestrian Centre is located at the Boolarra Memorial Park on 40 acres of land.

The Boolarra Equestrian Centre has the land to expand and accommodate a all-weather covered arena, and dressage arena.

Since the review in 2009, there has been a priority to develop as a regional equestrian centre, (*as mention in the southern towns outdoor recreation plan 2009*). Through fund raising this has allowed us to build a storage shed, horse holding pens, club rooms, and an incomplete cross country course. The expansion of facilities since 2009, has resulted in two new equestrian clubs starting up in Boolarra. (Boolarra Equestrian Club) and (Boolarra & District Trail Riders Club).

Our vision is to continue to grow with equestrian participation.

Seek funding to develop toilet facilities, a covered arena, and have a cross country course for all equestrian grades.

Submission forwarded to be included in the Draft – Recreation Needs Assessment

Yours sincerely,

Gary Mills  
President  
Boolarra Pony Club Committee.

5

**Karen Tsebelis**

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**From:** Karen Tsebelis  
**Sent:** Tuesday, 11 July 2017 10:51 AM  
**To:** Cam Juha  
**Subject:** FW: Traralgon West Cricket Club - Latrobe City Draft Recreation Needs Assessment Community Feedback

Hi Cam

Can you please place this email into the submission folder for the Recreation Needs Assessment?

I have responded and thanks Sam for his submission.

Cheers

Karen

**From:** Varsaci, Sam  
**Sent:** Friday, 7 July 2017 4:07 PM  
**To:** Karen Tsebelis  
**Subject:** Traralgon West Cricket Club - Latrobe City Draft Recreation Needs Assessment Community Feedback

Hi Karen,

I am responding to the info session for Latrobe City Draft Recreation Needs Assessment held in Traralgon on Tuesday 27 June 2017 with feedback as discussed.

My feedback related mainly to the Traralgon West Sporting Complex.

- It seems that multi-use / shared facilities submissions are encouraged, however from discussions on the night statistics needed to be club / group specific. I would think the submission should encompass the statistics of the entire user group for an accurate picture of use and need.
- The allocation of 50m2 for social space disadvantages multi-use / shared facility user groups, this allowance whilst may be sufficient for a single entity group / user I do not believe it is practical in a multi-use / shared facility such as the Traralgon West Sporting Complex.
- The inclusion of female participation as a key priority area within the criteria is a good initiative and seems to be in line with a national push to increase participation, however I believe it should not be the only consideration for additional criteria when it comes to inclusion within our community. I strongly believe the criteria should be broadened to include disability participation within our community clubs and groups. Clubs / community groups should be acknowledged for providing inclusive environments with long term programs in place. Traralgon West Cricket Club & West End Junior Football club run All Ability programs at the Traralgon West Sporting Complex giving young people the opportunity to be part of a club environment. These types of programs I believe should be encouraged throughout the community as an ongoing concern as are programs for female participation.

Please feel free to contact me for any further clarification.

Regards

**Sam Varsaci**

Mobile:

Important Notice: This email message and any attachments contain information that is confidential and may

6

**Karen Tsebelis**

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**From:** Cumberland Park  
**Sent:** Tuesday, 11 July 2017 6:54 PM  
**To:** Nathan Robinson  
**Subject:** Re: Latrobe City Draft Recreation Needs Assessment Community Feedback - INFO SESSION

these have been our playing numbers within the last 7 years, please note that all our players are at Junior category;

2010:  
MALE - 78  
FEMALE - 0  
TOTAL = 78 players and 3 teams

2011:  
MALE- 85  
FEMALE- 5  
TOTAL = 90 players and 4 teams

2012:  
MALE- 93  
FEMALE- 5  
TOTAL = 98 players and 4 teams

2013:  
MALE- 59  
FEMALE- 2  
TOTAL = 61 players and 2 teams

2014:  
MALE- 44  
FEMALE- 10  
TOTAL = 54 players and 2 teams

2015:  
MALE- 41  
FEMALE-5  
TOTAL = 46 players and 2 teams.

2016:  
MALE- 41  
FEMALE- 5  
TOTAL = 46 players and 2 teams

2017:  
MALE- 58  
FEMALE- 8  
TOTAL= 66 players and 3 teams

Cumberland Park has seen a decrease in players within the last couple of years, feedback provided by families has been mainly due to the club's aged facilities.

Cumberland faces is the fact that we are competing against clubs with much better facilities compared to our aging rooms.



Since Master Plan being published on Latrobe City Council and requesting community feedback, we have successfully fielded 3 teams from under 10s thru to Under 14s.

We have also received several expressions of interest for some large major sponsors who are interested in sponsoring Cumberland Park [REDACTED]

Cumberland Park is celebrating it's 63rd Anniversary as a Junior Football team in Traralgon, this is quite a milestone as some of the original clubs have folded over the years. With fresh and renewed interest from families and sponsors since the publication of the Catterick Crescent Reserve Upgrade we hope council consider the application.

In regards to our grounds and pavilions they are in a poor state.

We share them with the Umperials Cricket Club on the off season.

The ground drainage is terrible with training sessions being called off due to the grounds being too wet (flooded) for children to safely train on.

We have two lights with one not working at all, the light that does work does not offer any light to the field at all.

We do not have any toilets that are considered disability accessible or friendly.

We also do not have any change rooms.

Our Pavillion is in poor array with volunteers patching up were they can this obviously has an impact on the clubs financial means as the club rooms are constantly needing repair.

We are unable to host any home games obviously due to the overall poor state of the pavilion complex but also as we advised some years ago from LCC that due to the state of conditions that it would not allow it occupational health and safety wise.

No major works have been completed on the Catterick Crescent grounds since it was first upgraded in the 1960s.

Thank You.

Jessica Tooth

CPJFC secretary

From: Nathan Robinson <Nathan.Robinson@latrobe.vic.gov.au>

Sent: Monday, July 10, 2017 2:21:13 PM

To: Cam Juha

Cc: Karen Tsebelis

Subject: Latrobe City Draft Recreation Needs Assessment Community Feedback - INFO SESSION

Good afternoon,

A reminder that the draft Latrobe City Recreation Needs Assessment is still open for community feedback, and our final information sessions are this **Wednesday 12 July 2017 at the Moe Service Centre** and **Thursday 13 July 2017 at the Churchill Hub, both starting at 5.00 pm**

The draft Latrobe City Recreation Needs Assessment is an important strategic report that aims to provide Latrobe City Council with one consolidated document that covers the current provision, participation, demand and planning for active organised sport and active recreation at Council owned, managed or financed facilities within Latrobe City.

The following documents have been developed as part of the project:

7

I am writing to provide feedback to the Recreation Needs Assessment document. I wish to advocate to making upgrades to the Pavillion at Catterick Crescent an immediate priority. I have been involved with the Imperials Cricket Club as a player for 30 years, and as the Club Secretary for 20 years. During this period of time, the Imperials Cricket Club have had to endure with the most decrepit and run down Clubrooms in the Latrobe Valley.

The Traralgon Imperials Cricket Club field 3 senior sides (A,B & C Grade) and 3 Junior sides (U/121, U/14 & U/16). As such, we have approximately 50 Senior players, and 40 Junior players at the Club, not to mention numerous Club supporters and volunteers. The Clubrooms in their current state are far too small for the Club's requirements, and completely inadequate to the Club's needs.

Due to the lack of room within our Clubrooms, we are not able to hold Social Functions at our Clubrooms, which hampers the Cricket Club's ability to be self sufficient. This impacts negatively on our financial capacity, an issue that other Club's in the TDCA don't have.

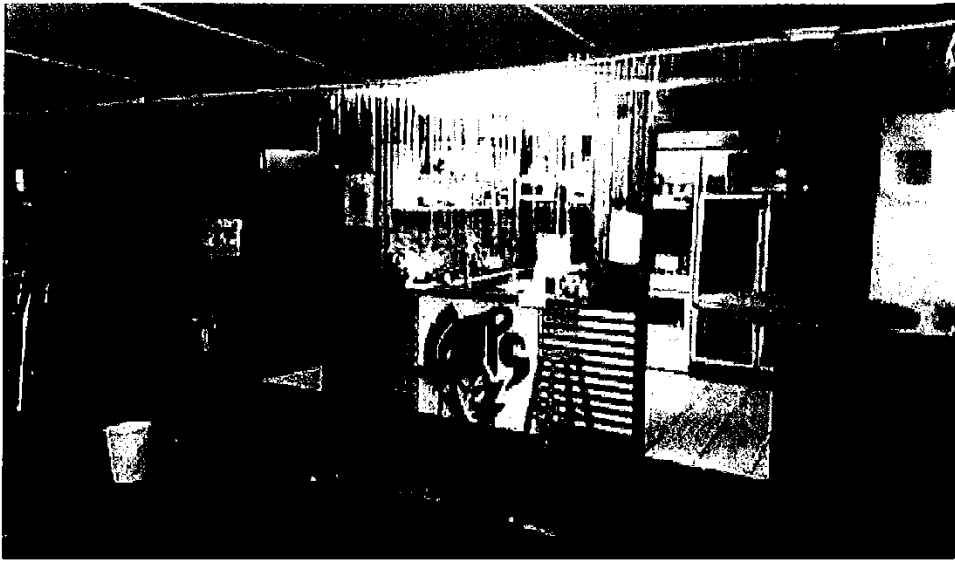
Structurally, we have been advised the building is unsafe, and is likely to contain asbestos. The roof has leaked for the past 5 years. Anytime there is a substantial amount of rain, this leaks through the roof like a shower, as per the photos I have attached with this feedback (see Page 2). This is an issue that has been known to the Latrobe Council for numerous years. Despite this, the problem has never been fixed by the Council, and the Club has had to put up with it for numerous years.

Our inadequate and archaic Clubroom's mean we are severely disadvantaged with player retention and player recruitment. It is very difficult to attract players to the Club with our Clubroom's in the state that they are currently in. The other Cricket Club's within Traralgon and the surrounding areas all have superior facilities, making it hard for us to convince players to play at Imperials.

The Clubroom's are completely inadequate for anyone with a disability. Our male and female toilets are incredibly cramped, and there is nowhere near enough room for a person in a wheelchair to be able to access either toilet. There is also no ability for players to have a shower after a game, which is unhygienic, given that cricket is often played in temperatures of 35 degrees and above.

The Clubrooms are not big enough to contain an area where players can get changed. As a result, the Club has had to bring in an Atco hut, so that the players have some privacy to get changed, and also a place to store their cricket bags. The downside of this is that while the Atco hut serves a practical purpose, it is an eyesore, that makes the facilities even more drab and unattractive.

The absence of any changerooms within our facility has a negative affect on attracting other user groups to Catterick Crescent. For eg, we have been approached to host female cricket squad matches, but have been advised that our facilities aren't suitable without an area for the girls to get changed in, as there would be absolutely no privacy.







## Karen Tsebelis

**From:** Karen Tsebelis  
**Sent:** Friday, 14 July 2017 1:30 PM  
**To:** Cam Juha  
**Subject:** Fwd: Feedback on Recreation Needs Assessment

----- Forwarded message -----

**From:** "Melanie Shankland"  
**To:** "Karen Tsebelis" <[Karen.Tsebelis@latrobe.vic.gov.au](mailto:Karen.Tsebelis@latrobe.vic.gov.au)>  
**Subject:** Feedback on Recreation Needs Assessment  
**Date:** Fri, Jul 14, 2017 12:58 PM

Hi Karen,

I am providing feedback on the Recreation Needs Assessment. I believe that upgrades at Catterick Crescent, in particular the pavilion, courts, cricket and tennis facilities should be number 1 priority.

I have had involvement at Imperials Cricket Club for about 17 years and my husband has played there for about 25 years. In that time, I have noticed no improvements made by council other than to keep the grass short over summer, which is needed for playing cricket, and replacement of flooring after flooding. To my knowledge, all other improvements have been made by the clubs that utilize the facilities.

The facilities lack adequate space for players and spectators to shelter from the heat or rain, in fact there is a down-pour inside the rooms anytime there is heavy rain. There's not enough toilets for males or females, there's also no separate change room space for females and the change rooms that are there for males were put there by the club. There's also no wheelchair accessible facilities at all. The only shower is in the female bathroom, there isn't one at all in the male's bathroom.

It is an expectation when you take it played at our ground (two weeks over cricket season) that we provide afternoon tea for both teams, the club has a kitchen with a separate sink for washing hands and it is lacking other hygiene facilities. The kitchen doesn't even meet council's standards as it's council property). There's not enough space to store platters, utensils, crockery, etc as well as food and drink. The kitchen facilities make it hard to run any sort of 'canteen' on game day which would help increase the club's financial stability.

I have two young girls that I hope one day will have the opportunity to play cricket and/or football from these clubrooms, but unfortunately if there continues to be no improvements made, this won't be possible. Women's football and cricket is surging in numbers right now and Catterick Crescent has the potential to be the 'home' for these sports in the Latrobe Valley if adequate facilities are built. The new women's team are struggling to find facilities as they usually have to fit in with the current training schedules of other clubs. Catterick Crescent is severely under utilized because of the conditions of the facilities.

I really hope the council sees the potential in increasing the use of Catterick Crescent and puts it high on the priority list.  
 Thank you.

9

**Karen Tsebelis**

**From:**  
**Sent:** Saturday, 15 July 2017 9:35 AM  
**To:** Cam Juha  
**Subject:** RE: Latrobe City Draft Recreation Needs Assessment - FAQ

Thank you, Cam,

I have really enjoyed reading about the Recreational Needs Assessment. Most of what is in this does not really suit a swimming club so to begin with I didn't realise it was relevant. I did call Karen Tsebelis a couple of weeks back to open the channels of discussion between the swimming community and your assessment. She advised me that it probably wasn't worth our clubs while to go to the open sessions as it is in regard to mostly outdoor sporting facilities.

Morwell Swimming Clubs biggest issue with gaining new swimmers and keeping old swimmers in the sport is the cost. Swimming is a family sport so in most occasions 2 or 3 children from the same family will swim for the club and at \$3.80 per entry to the Latrobe leisure Morwell the costs to families do add up. If you consider swimming twice a week with 2 children 52 weeks a year it really does add up and with all the uncertainty of industry in Latrobe at the moment parents are re-thinking their expenses.

Thank you for your time  
 Monica Bramley  
 Secretary  
 Morwell Swimming Club

**From:** Cam Juha [mailto:Cam.Juha@latrobe.vic.gov.au]  
**Sent:** Friday, 14 July 2017 10:30 AM  
**To:** Karen Tsebelis <Karen.Tsebelis@latrobe.vic.gov.au>  
**Cc:** Nathan Robinson <Nathan.Robinson@latrobe.vic.gov.au>  
**Subject:** Latrobe City Draft Recreation Needs Assessment - FAQ  
**Importance:** High

Good morning,

As we have now officially ended the public information sessions, a summary of the FAQ's are below, with some extra detail to hopefully clarify any questions you may still have.

Please note - the feedback period does not end until **Friday 28 July 2017** so there is still time to organise a one on one meeting with our Recreation staff and to provide your feedback on the have a say page: <http://www.latrobe.vic.gov.au/recneeds>

- Masterplans
  - A master plan identifies opportunities for upgrades and developments at Council owned/managed/or financed recreation facilities.
  - Outstanding projects identified in Council master plans will be assessed on a range of evidence based criteria.
  - The delivery of projects that have been identified in Council master plans are subject to funding, which is not guaranteed.
- Matrices
  - The matrices are an evidence based analysis tool that essentially provides a score for each project that is assessed.
  - There are three project categories that will be assessed.
    - Category A: Pavilion Components listed within the Recreation Infrastructure Policy

10

**Karen Tsebelis**

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**From:** Karen Tsebelis  
**Sent:** Friday, 14 July 2017 2:28 PM  
**To:** Peter Ceeney  
**Cc:** Cam Juha; Nathan Robinson  
**Subject:** RE: Infrastructure Policy Prioritisation Matrix

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Peter

Thanks for your submission. We will take your comments on board along with the other feedback we have received to finalise the documents.

Yes I agree the commentary about the history of the club is subjective, and there are also a lot of other clubs that may have the same thing. Whilst this is probably the case, the pavilions are now Council's responsibility, and I don't think having that sort of assessment actually helps the assessment process.

If you have any further feedback, the public exhibition period closes on Friday 28 July 2017.

Cheers

Karen

**From:** Peter Ceeney  
**Sent:** Friday, 14 July 2017 2:22 PM  
**To:** Karen Tsebelis  
**Subject:** Infrastructure Policy Prioritisation Matrix

Hello Karen,

I didn't get a chance to go to the Churchill Hub last night so thought I might submit some of my thoughts on the matrix.

I found the KPA 2 area in the Pavilion and Lighting areas a bit confusing. For example the "no change rooms" with a score of "yes (10)" may seem easier to have "Change Rooms" – No (10) Yes (0) as you have in other areas.

I also wondered if it requires input to the history of the club in creating and supporting developments could be scored. For example, I'm with the Churchill Soccer Club and our pavilion was created with minimal input from council and maximum output from community. I realise this is a bit subjective, but felt that if a club has a good history of project capability, it could receive a score of some amount.

Hope these are helpful.

ta

**Peter Ceeney** | Director | mob: 011 111 1111  
email: p.veeney@ccc.govt.nz

11

I have been Imperials Cricket Club Junior Coordinator and have also coached different age groups for over 10 years. We have some fantastic kids, coaches and team managers with us. Our juniors have the largest compliment of female players in the TDJCA. The Imperials Cricket Club junior program has a rich history that prides itself on providing kids with the opportunity to play cricket and become outstanding citizens for the Gippsland Region.

The current club rooms and storage area is way too small to host the large number of players, supporters and parents that are involved with the club. The size of the clubrooms greatly hampers the club's ability to host junior functions and other junior activities.

Every time we have a significant downpour of rain, the roof leaks to an extent that it needs to be seen to be believed. This waterfall extends almost the entire length of the clubrooms. The carpet is already terribly water damaged and often produces a pungent odour.

We have historical memorabilia that is unable to be displayed due to the risk of water damage and the restricted wall space.

We have Coaches and Volunteers having to store playing and training equipment at their homes then transporting to games and trainings due to the limited storage space and the possibility of water damage.

Our clubrooms also do not have an adequate kitchen. Our kitchen is outdated and small. Without a decent kitchen we are unable to cook and prepare food. This impacts volunteers through having to cook junior game interval snacks at home and transport the food to games. It also restricts our financial capability to sell hot food.

Both the female and male toilets are tiny and of poor condition.

There are no appropriate change room facilities.

Poor facilities have also had a major impact on player retention over time. Imperials have provided the largest number of most talented juniors over the past 25 years with most residing at other clubs now. Our facilities play a major part in their reason for leaving.

All of the above restricts the important people we have at our club to attract volunteers and players, yet through hard work and great people we persist for the benefit of our youth. We can only imagine the large positive impact we could have to our area and region if we were to have fantastic new facilities.

Wayne Morley

Imperials C.C - Junior Co Ordinator



12

**From:** [Graham Berrett](#)  
**To:** [Karen Tsebellis](#)  
**Subject:** LCDRNA Response  
**Date:** Tuesday, 25 July 2017 9:00:00 AM

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Toongabbie Recreation Reserves Committee Inc

Hi Karen

Many thanks for explaining the draft of the LC Recreation Needs Assessment. I found your explanations very helpful and I will pass this on to our committee and sporting user groups.

I see the draft as a fair way to deliver limited funding to recreation projects over the LC. I agree that with increased female participation in historically male dominated sports is going to make many facilities (including our own) sub standard. I agree with the three matrix policy as a way of addressing most need. I agree that our sporting clubs develop a Participation Plan with Gipps Sport. I will discuss this with the clubs.

We are a small community with smaller numbers of participants than larger centres, however our basic need of good up to date facilities is the same. Could small communities have a loading mechanism in the scoring to recognise this and help raise their project priority score?

You discussed the scenario of a annual budget of \$1M to fund three prioritised projects throughout the LC. Could you consider having a small amount of this available each year to fund some smaller projects identified in the out door recreation plans of the smaller towns, otherwise these projects may never reach priority status.

We have Riders/Pony club and Golf club on our reserve. This is probably unique in the LC and we would not like you to forget their needs. Their participation rates are high with probably females in the majority.

Our Rec Res does have needs that would be covered by the three matrices. However I feel the Northern Towns Outdoor Recreation Plan June 2010 which is to be used is out of date in respect of our reserve and we may need to consult with you to update this. In fact this changing of priorities of Rec Res over time not keeping up what the \$ budget allocation can provide may be a weakness. Could you possibly have a three year review of preferred projects.

I will pass all this information on to other committee members at our next meeting and should any other issues arise I will let you know.

Once again thankyou Karen for explaining the draft policy so succinctly.

Regards  
Graham Berrett  
Chairperson  
TRRCoM  
Sent from [Mail](#) for Windows 10



## MORWELL EAST FOOTBALL/NETBALL CLUB INC.

President : Dave Evans  
Ph :

Secretary : Jarryd Pickett  
Ph :

PO BOX 3221  
GIPPSLAND MAIL CENTRE  
MORWELL, VIC 3841  
CLUB ROOMS Ph/Fax : 5134 6592  
Email:  
Website: <http://morwelleastfc.vcfl.com.au>  
ABN:

13

Our Ref: LC2017-1

4 August, 2017

Karen Tsebelis  
Latrobe City Council.  
PO Box 264,  
Morwell VIC 3840

Dear Karen

### DRAFT LATROBE CITY RECREATION NEEDS ASSESSMENT

Thank you for the opportunity to comment on the Draft Latrobe City Recreation Needs Assessment. Having reviewed the documents we have the following comments/questions that we would appreciate a response from Latrobe City on.

- On page 28 of the report it states as follows in relation to Ronald Reserve, "*Determine the most effective spend of recently allocated State Government funding*". Although Morwell East Football Netball Club (MEFNC) is aware of the recent recreation funding announcements, no detail has yet been provided about what that funding actually entails for the Ronald Reserve to our knowledge. We would appreciate being informed of how this funding may benefit our club facilities and identified priority projects;
- On the "*Outstanding Recommendations*" section of this report and particularly page 86 it details that the following are outstanding actions/recommendations from the "*Morwell Outdoor Recreation Plan 2008*" in relation to the Ronald Reserve "*Renovate football clubrooms to include facilities for female umpires and improved canteen facilities*". While Council has completed a design for the upgrade of this pavilion, no further detail has been provided about when this work will take place. MEFNC would like confirmation about when this will occur.
- On page 109 it also details that that there was "*no club response*". Many club members individually responded to the survey that closed on 4 December 2016 and referred to agreed identified priorities for the club which is consistent with our letter to Latrobe City Council dated 29 November 2016.

### 2017 MAJOR SPONSORS





**MORWELL EAST FOOTBALL/NETBALL CLUB INC.**

President : Dave Evans

Secretary : Jarryd Pickett

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ABN:

- We are pleased read on page 109 of the report that Council will be funding the reconstruction of two courts and installation of court lighting with the project due to commence in 2017. We really appreciate this project been funded which is one of the three identified priority projects for our club. We would appreciate confirmation on the start date for this project.

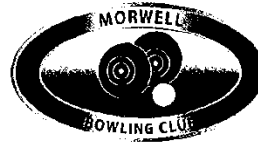
Finally we would like to be made aware of the date the Latrobe City Recreation Needs Assessment we will be considered by Council as we would appreciate an opportunity to thank Latrobe City for their assistance. We look forward to getting confirmation about when funding will be provided and when the works will take place for all three identified priority projects for the club.

We look forward to your response on these points and working with Council in delivering the projects identified.

Yours sincerely

Dave Evans  
**President – Morwell East Football Netball Club INC**

**2017 MAJOR SPONSORS**



14

### FEEDBACK ON NEEDS ASSESSMENT SURVEY FINDINGS

1. Approximate LV population: 73,900
2. Responses to Recreation Needs Assessment survey: 742
3. A sample size of approximately 1% of the population, which is not deemed to be statistically viable.  
From speaking to a number of people from different organizations, many did not receive the survey. This is unfortunate, and therefore the results in Table 3 (page 7), column 1 are not statistically viable.
4. Table 1 (page 8) – Player registration numbers are a good indicator, but do not take into account social player numbers and therefore the impact on facilities outside of competition use.
5. Under the Key Considerations on page 12, the following statement is made; ‘the five most popular sports that Council will need to continue to provide significant support to include AFL, basketball, cricket, football (soccer) and netball’. This statement is not supported by the data presented in the preceding tables. Table 7 (page 11) shows tennis to be 2<sup>nd</sup> for 4 – 9 age group and 3<sup>rd</sup> for 30+ age group and Table 8 (page 11) shows tennis to be 3<sup>rd</sup> for female participation. Female and older age participation rates are a high priority area for VicHealth etc and tennis caters very well for these groups. The table on page 12 shows that tennis has a projected participation rate in the area comparable to other sports (12.1%) and a significantly higher ERASS projected rate than any other sport on the list (689.7%). Based on this data, tennis should be in the top 5 sports.  
**There are sufficient tennis courts in the area, but many of them need to be upgraded (surface, pavilions, toilets and lighting) in order to provide safe environments that have facilities to enable all people to participate at more flexible times of the day.**

### FEEDBACK ON NEEDS ASSESSMENT FUNDING PROCESS and MATRIX

The existence of a funding process is a great thing. There are a few questions that need to be clarified in the process.

1. Will clubs get to see the result of the assessment matrix?
2. Will clubs have an opportunity to re-address areas that didn't score well in the matrix and rectify these?
3. Will clubs be given an indication of where they fit in the priority list?

The main issue that appears to exist within the process is dot point 5, relating to the cash contribution percentage. This disadvantages clubs that do not have the capacity to earn extra revenue, ie charging an entry fee to spectators, selling alcohol, renting out their social room for functions, or in the case of tennis, running night competitions that require players to be a member of the club in order to participate. Clubs without lights consequently lose their members as they cannot conduct night time competitions. Equally for sporting clubs like soccer, that have high quality lights, can run night games and host Cup games, thus increasing their income through the gate and canteen receipts, which is not available to other clubs with lower quality lighting.



In many of the master plan discussion sessions, there was a focus on prioritising aspects of improvement that would enable a club to become self-sufficient, thus enabling the council to direct funds to other sporting groups. Once a club has the facilities that enables them to bring in extra income (as indicated by their bank balance), they should be responsible for maintenance, improvements and providing a larger contribution to any further projects than a club that does not; or in some cases fund the entire project themselves. They should not necessarily receive extra points on the matrix, just because they are more financial. This does not mean that clubs (not having this capacity) should be complacent. A club should be able to gain points in the matrix, by showing that they are actively fund-raising and applying for and receiving grants in order to help subsidise their bank account to assist in the maintenance of their facility.

In Section 2.1 Guiding Principles. 'Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council.' Project management and particularly tendering by the Council increases the cost to the club contribution in comparison to a case where a club has qualified tradesman and engineers as well as access to materials and could therefore upgrade facilities much more cheaply than can be done by the Council. If a club can get quotes for a job, they would be much cheaper than if the Council gets quotes. Obviously, the materials and work needs to be according to the set standards. If money can be saved by this process, then there would be more money to go around.

Sally Kirstine

President, Latrobe Valley Junior Tennis Association

Written on behalf of: Pax Hill TC, Morwell TC, Churchill TC, Flynn TC, Hazelwood North TC, Newborough TC

15

**Attention Cam Juha  
Latrobe City Council  
141 Commercial Road  
Morwell  
Vic 3840**

**Latrobe City Draft Recreation Needs  
Assessment – FAQ**

**From**

**Glengarry Recreation Reserve  
Committee of Management**

21



### **Description:**

Large recreation reserve covering 9 hectares(20 area's) that comprises 2 Senior Football/Cricket Ovals (1 with a turf wicket) and 1 junior oval ,4 cricket nets , 4 asphalt tennis courts with 2 multi-use tennis netball courts with lighting to all courts and large pavilion for internal sport activities. This is a Crown Land Reserve with a Committee of Management directly appointed by the Department of Environment, Land, and Water & Planning. Latrobe City Council provides the committee with an annual grant for maintenance of the reserve.

### **User Groups:**

Glengarry Football Netball Club	Glengarry Cricket Club
Glengarry Junior Football Club	Glengarry Tennis Club
Glengarry Primary School	Australian Miniature Ponies

### **Opportunities:**

**Ovals:** Fred King Oval presently watered by bore water which has a high salt, iron and tandan content which over a period time will damage the soil structure of the oval and will have trouble growing grass successfully. Requires the set-up of a small water treatment plant (decal plant) to pre-treat the water before putting onto the ovals. If we don't do this the whole oval will need to be refurnished with new soil and drainage system. (Note in Master plan 2010). We do need to put in an additional new drain around the Fred King Oval near boundary line to take away excess water that lies on the ground during winter months. We also will connect the Don Duncan Oval to the new water system so that it can be watered during the summer months so that the Football Clubs can start training earlier in the New Year at the reserve instead of training away from the reserve. Look at replacing the 50mm water line inside the Fred King oval as over the past three years it has sprang a number of leaks as pasted it used by date.

Prepared by Mark Bermingham

**Cricket Nets:** To relocate the cricket nets from their existing position to the Doug Timmins Oval due to not meeting the standards of Cricket Victoria anymore as they were built back in 1990's. Also being close to houses on the Traralgon- Maffra Road in passed cricket balls have been hit into back yards breaking windows even when putting up additional netting. By being on the Doug Timmins Oval this will allow the Primary School children being able to use them a lunch time and on sports days. This will open this area for car parking around the Don Duncan Oval during junior match days as parking is limited in this area. This car park to be all weather as at the moment you cannot park any cars in this area during a period of wet weather. (Note in Master plan 2010)

**Amenities & Building Upgrade:** Clubs wish to upgrade the kitchen in the pavilion as it has not changed since they were built back in the mid 1970's. To plan to increase the size of the female & male change rooms at the main pavilion for umpires for football as this has increased in numbers in the last few years. To refurbish the ladies toilets and increase the number of men's toilets available at pavilion and social rooms for security and health regulations for numbers using the rooms. To refurbish the existing showers in the home and move the visitors rooms into the existing home rooms and have plans drawn up to refurbish the visitors change rooms to utilize the main pavilion as a warm. To replace the ridging capping, skylights and spouting on the main pavilion as they are no longer weather proof.

**Access Roads and Car Parking:** Due to the increase in traffic around the reserve they are becoming an issue with dust on windy days, the Primary School have made complaints to Latrobe City about this. Another issue with the access road is wheel chair access around the reserve being too rough and loss materials on the road to move around safely to get to the toilets, playing areas and social rooms for events & presentations. The committee would like to seal the road surface on the reserve. Also to increase car parking between the New Netball/Tennis Change Rooms and the Main Pavilion, on the Northern end of Reserve near the Doug Timmins Oval. To put in a spoon drain from the existing cricket nets to the south end of the Don Duncan Oval (Note in Master Plan 2010).

Prepared by Mark Bermingham



**Walking & Running Track:** As mentioned in the Master Plan in 2010 the Committee of Management would like to install a 1.1km walking track with three fixed exercise stations around the perimeter of the reserve. This has the support of the general community given a safe area where people can go exercise in a friendly environment, being next to the school this will be used in there sporting activities and by sporting clubs for preseason training.

**Storage Area:** To add a bay to the existing building to be able store equipment under cover that cannot be stored inside at the moment. (Note in Master Plan 2010)

**Dangerous Tree Removal:** To be able to remove dangerous pine trees around the reserve as required and to be replaced with better shade trees for the future needs. (Note in Master Plan 2010)

**Lighting:** To upgrade the lighting on the Fred King Oval as at moment as they are below the AFL standard for training with readings ranging from 32lux in the centre of the oval with the forward pockets down as low as 5lux. Also to improve the lighting on the Don Duncan Oval within the next 5 years and add lights to Doug Timmins Oval within 10 years to take the load off the Fred King Oval during the winter months as the ground is used 5 days per by school children during school times, football training 4 nights per week and matches very second week plus 5 junior Sunday matches during winter. To add in solar lighting for security and to the parking areas on the reserve in next 5 years.

**Fencing:** To replace the existing security fencing on the front fence and the school side of reserve. Also look at replacing the boundary fence line on the Fred King Oval from the two coach's boxes with white picket fence similar to the Rosedale Football Ground.

**Summary:**

The Glengarry Recreation Reserve Committee Management over the past seven years have shown that we are able to carry out large projects and small projects to increase the standard of the facilities at the reserve by completing the following with the financial help from Latrobe City Council, State & Federal Governments, DEWLP, Department of Justice and the user groups.

- New Netball/Tennis Courts with lighting.
- New Netball/Tennis Change Rooms with social area, kitchen , first aid room, umpires change room, disable and unisex toilets
- Improve the front entrance to the reserve
- New deck area at the Social Rooms
- Install 10kW Solar Power System.
- Top Dress and improve the drainage on the Fred King Oval.
- Purchase two new self-propelled sprinklers to water the Fred King Oval.
- Paint the outside of the Pavilion and Social Rooms
- Fenced the Doug Timmins & Don Duncan Ovals (Grants from the Justice Dept.)
- New Coaches Boxes on Don Duncan Oval
- Internal lining to the pavilion and new netting for indoor cricket training facilities.

The Glengarry Recreation Reserve Committee of Management would like to thank Latrobe City Council in being able to submit our current proposed upcoming projects for your consideration.

If you wish to discuss any of the above projects please feel free to call me anytime on the below mobile or by return email.

Best Regards

Mark Bermingham

Secretary/Treasurer

Glengarry Recreation Reserve Committee of Management

Prepared by Mark Bermingham

Infrastructure Policy Prioritisation Matrix														
PAVILION APPLICATION DETAILS														
Weighting	2							2			3			
Key Priority Areas	KPA 1							KPA 2			KPA 3			
Project/Facility	Past and Current Club based Participation Average Increase/Decrease over the past three years							State Sporting Association Compliance			Are there current compliance issues? Eg OH&S, asbestos, DCA compliance issues relating to the building and/or			
	Men				Female			No change rooms	Change rooms, no unisex	Full Unisex Capability	Will this project encourage the development of new facilities or services? Eg. More than one user group per season allocation			
	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (10)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (10)	5-10%+ Decrease (-5)	Yes (10)	Yes (5)	Yes (10)	Yes (10) / No (0)		
Men Upgrade		5				5					10	10		
Female Unisex Change Room		5				5			5			10		
Change Room Upgrade		5				5			5			10		
Toilet Upgrade in Pavilion & Social Room		5				5				0				
Replace Ridge Capping and skylights on main Pavilion		5												

Infrastructure Policy Priority														
LIGHTING APPLICATION														
Weighting	2								2		3			
Key Priority Areas	KPA 1								KPA 2		KPA 3			
Project/Facility	Past and Current Club based Participation Average Increase/Decrease over the past three years								No Lighting (10) Points	Non-compliant Lighting <50lux (5) Points	Number of existing Lighting Poles		Will the project encourage the development of multi-use, shared facilities or user facilities? Eg. More than one user group per seasonal allocation Yes (10) No(0)	Has the club we female friendly female inclusion w Has the Club Wof participation Yes (10)
	All				Female						1	2+		
	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)			(5) Points	(0) Points		
Upgrade Lights Fred King Oval		5				5				5			0	
Upgrade Lights on Don Duncan Oval		5				5				5			0	
Lights Doug Timmes Oval									10				10	

Infrastructure Policy Priority													
DRAINAGE, IRRIGATION AND SURFACE													
Weighting	2								3		3		Cash
	KPA 1								KPA 2		KPA 3		
Key Priority Areas	Past and Current Club based Participation Average Increase/Decrease over the past three years								Will the project encourage the development of multi-use, shared facilities or unused facilities? Eg: More than one user group per seasonal allocation		Has the club worked with GppSpot to develop female friendly policies/ programs to promote female inclusion within the club and implemented? Has the Club Worked with GppSpot to develop a participation Plan to assist in increasing participation?		50% (10)
	Project/Facility	All				Female				Yes (10)	No (0)	Yes (10)	
		5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)				
Water Treatment Plant		5				5				10		10	
Walking Track + 11km o/w Exercise Points		5				5				10			
Resurface of Fred King Oval & Upgrade		5				5				10			
Cricket Nets Replace		5				5				10			
Seal Main Roads at the Reserve		5				5				10			
Spook Drain on the Don Duncan Oval		5				5				0			
Remove Dangerous Trees		5				5				0			
Additional Car Park		5				5				10			
Replace 300m a 50mm poly water line on Fred King Oval		5				5				10			10

16

## Recreation Needs Assessment

After reviewing the Recreation Needs Assessment draft document and the Recreation Infrastructure Funding Policy I have a few points for clarification.

## 1. Page 30 - Peak agency discussions

"Harold Preston Reserve – Support the request to upgrade toilets and install discuss cages etc"

Who is offering the support and who put the request forward?

## 2. Page 32 -Summary of Athletic priorities

"The development of the Harold Preston Reserve/Traralgon Tennis/Agnes Brereton Park sites should be considered and developed as a major sporting precinct into the future.

Develop Northern Reserve (Joe Carmody Track), Moe/Newborough as the primary athletics facility in the city"

All development should be to the benefit of all user groups and to the detriment of none.

## 3. Page 92 – Outstanding recommendations

Upgrade/extension of existing Little Athletics and Traralgon City Soccer Club storage facility to provide a multi-use storage/sheltered spectator viewing area.

This was listed as a council responsibility in the Traralgon Outdoor Recreation Plan 2014 – Harold Preston Reserve Master Plane Recommendations. It was listed as a medium priority, with an estimated cost and council noted as potential funding opportunities.

Why has this now moved to a club responsibility?

## 4. Page 111 – Upgrade and consolidate existing Traralgon City Soccer Club buildings.....

This wording does not support the insistence by Council that the club rooms are shared between existing user groups.

## 5. Page 111 - Upgrade/extension of existing Little Athletics and Traralgon City Soccer Club storage facility to provide a multi-use storage/sheltered spectator viewing area.

This item has not been assigned a responsibility but seems to be including in the point 2. A design is currently being developed for this recommendation.

So who is responsible for this upgrade/extension?

## 6. Page 111 – Lighting to pitch 3 at the Traralgon City Soccer Club and Pitch 2 at Traralgon Olympians will be constructed at the completion of the 2017 soccer season.

This needs to be noted that the completion of the soccer season is the beginning of the Athletics season and any works done should not adversely affect Traralgon Little Athletics.



#### Recreation Infrastructure Funding Policy

##### Guiding Principles

1. Page 4 - Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council.

Is this only for when council supply the funding or does this also cover if a club receives a grant from an outside body or corporation?

What are the costs involved of project managing?

2. Page 5 - Changes to requirements from governing/statutory bodies (e.g. change room requirements, lighting levels, access for people with disabilities, etc)

I would image the council would want access for all at all venues, currently this is not the case at Harold Preston Reserve.

3. Page 10 – Core components that Council will fund.

Toilets – we have been led to believe that the toilets at Harold Preston Reserve are not on the upgrade list despite their poor condition.

#### Infrastructure Policy Prioritisation Matrix

##### Weighting

KPA 1 – Past and current club based participation average increase/decrease over the past three years. All and Female.

Our club this season (2016/2017) was 48% female and 52% male.

Last season (2015/2016) the figures were 49% female and 51% male.

The weighting of the KPA 1 points does not support a balance of participants. Points are awarded for increasing female participation but no points are given when a club has very close to 50/50 participation levels, seems unfair when we are being scored.

Hi Karen

My name is Graeme Stuckey I am currently President of LYDYTA (Loy Yang Yinnar District Tennis Association)

I have concerns regards the Recreation Needs Assessment June 2017 Draft which I only received yesterday via a member.

Having quickly reviewed this Draft I would have the following comments:

The lack of response to this Draft from tennis comes down to the communication between parties

To those Contacts that did receive information most are not focused on Tennis during winter months

Our Association covers all your council venues including Traralgon Tennis Centre

Wish to stress that all clubs are vital to support each other and have a personal concerns that some of our regional and smaller clubs are somewhat left wanting when it comes to Financial and Social support from Council.

Smaller regional clubs are run by Volunteers for the locals and do so exceptionally well, however they often are busy people and don't spend a lot of time asking Council for help, grants, money, etc.

These smaller clubs play a vital role in our communities not something that can be put on paper and submitted easily,

Please support our small rural clubs to help themselves

Recent improvements to Pax Hill is a credit to the club members and great value for money for our Council

Traralgon South Court issue is a major concern to that community and our association, a very high priority

Flynn Courts 3 & 4 are in major need of resurfacing

To gain a better understanding and improve communication please feel free to contact myself any time, Mob

Email.

Best wishes Graeme Stuckey

17



18.

**From:** [Livingstone, Andrew](#)  
**To:** [Karen Tsebelis](#)  
**Cc:** "[Lorraine Paule](#)"; \_\_\_\_\_  
**Subject:** Recreation Infrastructure Funding Application  
**Date:** Friday, 28 July 2017 11:42:15 AM

---

Hi Karen

Firstly thanks for meeting with me on Tuesday and giving me a better understanding of the Recreation Infrastructure Funding Policy and the matrix evaluation process.

As you required I have listed below the most important infrastructure improvements identified by the Traralgon Football Netball Club and reasons why they are so necessary.

- 1. Upgrade to existing change rooms facilities** – The TFNC change rooms are approximately 70 years old and are very outdated and in a lot of cases non-compliant to today's standards. The TFNC fields 4 men's football teams (approximately 110 registered players) and is also now home to 3 women's football teams (approximately 80 registered players) including the Gippsland Maroons division one team that is a representative side made up from the greater Gippsland region. These change room facilities are used on four nights during the week and most weekends. These change facilities are also regularly used by other organisations including – Traralgon & District Cricket Association, Traralgon & District Junior Football League, North Gippsland Football League, Traralgon Marathon and various other football activities such as boys and girls V-Line cup etc.
- 2. Restructure of Netball Facilities** – As a member club of the regions premier football and netball league (Gippsland League) the TFNC netball facilities do not comply with the requirements of our league or current netball facility standards. The TFNC is home to approximately 60 registered netball players across six grades. Presently we have old tin sheds as our netball facility with no shower/change rooms or toilets. The current court is out of date and we also require a second court for training and game day warm up requirements. With the new lighting at the main oval our club will now be hosting night games and the Gippsland League is likely to hold night finals at our venue in the future and therefore we also require new lighting for our netball facility to replace the substandard lighting we currently have.

Can you also please send me the new draft master plan for the Traralgon Recreation Reserve.

Please contact me if you require any further information.

Regards  
Andrew Livingstone  
President TFNC

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19.

From: Ken Jacobs  
To: Cam Juha  
Cc: Tanya Mason; Karen Tsebelis; Nathan Robinson  
Subject: LaTrobe City Draft Recreation Needs Assessment  
Date: Thursday, 27 July 2017 9:07:12 PM

---

Dear Cam

Thank you for the opportunity to provide some feedback in relation to the "Draft Recreation Needs Assessment June 2017".

In so doing we wish to provide some comments related to the data and trends contained in the Draft document as well as some of the recommendations in relation to the future of tennis in Latrobe City.

Page 8 Player Registrations -- according to our information tennis registrations for affiliated clubs in Latrobe City in 2015/16 were 979 and the recently completed 2016/17 financial year 818. The main reason for the decline year on year from our information is the closure of the LaTrobe indoor Tennis Centre and also does not include registrations from either the Traralgon South and Newborough Tennis Clubs.

Page 8 National, State and Local participation trends - we don't believe the trends displayed for tennis are a true and accurate reflection of where the sport is at in terms of participation trends and certainly across all measurements the trends for participation are increasing at both state and national levels and locally we believe are steady. To demonstrate my point registered participation in Victoria has increased from 191,798 registered participants in 2015/16 to 270,605 in 2016/17. This includes an increase in registered club players as well as Hot Shots participants in schools -- based on this and other national data we believe the trends both nationally and on a state basis both for children and adults should be reflected as "increasing" and at local participation level for children should be "increasing" and agree adults remain at "steady".

Page 11- we note the participation by gender shows tennis as having a more even split between male and female than most other sports and this also reflects the statewide trend in the sport highlighting that tennis is a naturally attractive sport to both genders, creating opportunities for clubs.

Page 12 -- Key Considerations - I have provided the updated participation figures above for LaTrobe City that should be reflected in the schedule on page 12 ; in terms of the key considerations outlined around the five most popular sports we are not certain that they considerations take account of the changes that are taking place in the way the sport of tennis is now being consumed -- away from the traditional club membership based competitions moving more towards social or casual playing of the sport -- this is certainly a national trend that is seeing more people playing tennis casually , at night and mid week as it can be made easily available in this unstructured format.

Page 13 --Tennis -- the reference to the improvements around existing facilities will address any expected increases in participation- does this factor in the loss of the Latrobe Indoor Facility as we believe this is a significant loss for the sport of tennis in the region.

Pages 72/73 -- Tennis- in relation to the comment made under "Peak Agency Discussions" we don't believe it is correct to say that the Gippsland Region has seen an increase in participation because of a "new competition structures" but the increase has come about because of clubs recognizing and tapping into the opportunities through casual and social play opportunities .and this can certainly be further enhanced through opportunities with our new "Book A Court" technology.

Pages 119-120 --Tennis- In relation to Monash Reserve and the recommendations outlined we note the recommendation to demolish the tennis pavilion -- are there plans to replace the existing pavilion with suitable changing facilities for the users of the new facilities be they netball or tennis?

I may be wrong but the Draft Plan does not appear to take account of the Traralgon South Recreation Reserve tennis needs and this certainly remains a priority for tennis.

Thank you for the opportunity to provide input into the Draft Plan and both Tanya Mason , Participation Leader and myself would be more than happy to meet with you to discuss further at your convenience.

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.P1

Yours Sincerely

**Ken Jacobs**  
 Government Relations Manager | Tennis Victoria  
 KJacobs@tennis.vic.gov.au | Locked Mail Bag 9718, Melbourne Victoria 3121 Australia  
 PH: 03 9594 9600 | Switch: 2222  
[www.tennis.com.au/vic](http://www.tennis.com.au/vic) | [www.austropen.com](http://www.austropen.com)

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20

24<sup>th</sup> July 2017

Ms. Karen Tsebelis  
 Coordinator Recreation and Open Space  
 Latrobe city council  
 P O Box 264  
 Morwell 3840

Dear Karen,

Thankyou for the opportunity to provide feedback about the current Flynn Recreation Reserve Facilities.

The Flynn Recreation Reserve, Widdis Way Flynn, is home to the Flynn Tennis Club and the Flynn Badminton club.

**Overview of Flynn Tennis Club**

The Flynn Tennis Club has in total 4 playing courts, it has a strong consistent membership of both Junior and senior players with membership fluctuating between 30 and 35 members for the last 5 years. 2015 35 recorded members and in 2016 33 members. In 2016-17 Flynn registered 3 senior teams and 3 junior teams. 2 junior teams making it to the finals placing a 1<sup>st</sup> and 2<sup>nd</sup> in their level. The Flynn tennis club have been actively involved with Tennis Australia with 2 tennis events being carried out in conjunction with them last season. This is a strong testimony to the Flynn community and the enthusiasm and hard work of the volunteerism that is so strongly prevalent within this community. If you compare Flynn participation and membership to other areas including Traralgon on a per head population ratio Flynn easily comes out on top, which is what makes us unique.

**Overview of Flynn Badminton Club**

Flynn Badminton club also run consistently strong with the exception of 2016, the club has entered minimum 3 teams for the last 5 or more years. In 2016 2 teams were entered. This year we have a team in A, B and C level. Again if you look at it in comparison to other clubs from a population base perspective this is a real tribute to the Flynn community.

**Other Recreational Groups**

Both facilities utilised by numerous groups including Flynn Country Women's Association, Flynn Country Fire Authority, Toddlers Playgroup and Farm and Landcare group. As well as holding numerous community days including Community Lunch, Biggest Morning Tea, National Tree planting day and community meetings.

The relevance of the new Recreation Infrastructure Funding Policy is of great relevance to the Flynn community due to the high need for funding assistance to help maintain, repair and hopefully replace current sporting and recreational facilities.

1. Courts 3 and 4 of the tennis club are in need of major works. Despite re surfacing in the last 2 years to a portion of the back courts. Cracks and lifting of the surface is still quite prevalent with greater damage occurring over time largely due to the Gum trees that grow in close proximity.
2. The badminton court which is situated in the Hall has also had major work carried out on the surface due to extensive termite damage.
  - The hall is also very inadequate with the building being deemed structurally unsound.
  - Numerous pest/rodent damage caused my termites, possums, cats, and mice/rats.



- Kitchen is inadequate with rotting shelves in cupboards and a lack of useable hotplates and oven.
- There is no change room.
- The toilets are outdated.

The community is currently in the process of trying to obtain sufficient funding to replace the existing Hall with a new one.

**Feedback re: Recreation needs Assessment, funding policy and assessment matrices.**

- Notification for Community involvement in the assessment process of the Latrobe Valley Recreational needs Assessment could have been improved. I received an invite via email only 24 hours prior to consultation meeting time. The express does not get delivered to Flynn area unless you pay for it so we were unaware of notices that may have been placed in the paper. Did not hear any radio/TV announcements.
- Rural areas are not well or accurately presented in the assessment.
- Feedback is limited to a couple of representatives not showing a true indication of needs and wants of the community.
- (KPA1) Participation increases will be minimal due to Flynn being a small population growth area. Flynn would benefit with a ratio measurement of membership to per head population.
- Flynn club works with other Sporting associations rather than being Gippsport specific could it read is the club affiliated with any relevant sporting associations, does it support inclusion, participation and growth within its community.
- Being female specific excludes other minority groups such as LGBTI, Mental health, disability. Flynn is overweight with female participation so that is not an area of concern for us. We need male inclusion policies which again is unique.
- What are the master plans? There are concerns that the master plans are city centric due to miss representation in the assessment process, small Rural Recreational areas are dying due to support being mainly provided to the major towns. Is there an equity process in place to counteract this?
- Due to Flynn being Unique it is not stereo typical of trends and demands identified in the assessment
- Does Community Hall fit into Pavilion definition I could not find a definition for pavilion?
- Flynn tennis club surfaces are largely a single use resource we have multiple recreation groups however they may not fit in your definition of recreation group. E.g. farm group, CWA.
- Badminton and Tennis are the more obvious recreation Group Flynn has.
- In the recreation Infrastructure funding policy Badminton did not rate highly. How are other sporting ventures catered for in the prioritisation Matrix?
- How Does the Weighted Score work? Does this take into account other factors?

Thankyou for your time

Yours sincerely

Pam Derham (Flynn Tennis club president)

Fiona Derham (Flynn Rec Reserve Committee Secretary)

21

**From:** [Colin Brick](#)  
**To:** [Karen Tsebelis](#)  
**Cc:** [Cr Darrell White](#),  
**Subject:** Draft recreation needs assessment-Boolarra Memorial Park Feedback  
**Date:** Friday, 28 July 2017 1:24:50 PM

---

Karen,

Thanks to Cam and yourself for meeting us a couple of weeks ago to discuss the Recreation Needs Assessment.

We appreciate the intent of the process to provide councillors and council officers with a more robust methodology for assessing recreation needs and competing demands on limited resources.

The following feedback provides some general comments followed by some specific detail.

The Southern Towns Recreation Reserves review that was undertaken some years ago provided a comprehensive plan for meeting users needs at these reserves. While some work has been done against the planned works in Boolarra, there are still a considerable number of outstanding items.

These do not seem to have been allowed for in the current plan in assessing Boolarra's needs, although I note there is reference to the Southern Towns Plan in determining the needs assessment for some other reserves.

It is our view that outstanding items from the earlier review should be considered in determining issues and priorities for the current assessment.

Specific outstanding items that should be included are upgrades to the change room facilities and development to the equestrian facilities at Boolarra.

The Boolarra Memorial Park has recently been through an extensive consultation process with the users of the reserve and the general community of Boolarra to identify their views on priorities and future development of the space and facilities.

This was developed into the Boolarra Memorial Park Master Plan, which has been provided to Latrobe City, to councillors, and local politicians.

Again, this document should be used as input in determining issues and priorities for the current assessment.

Issues and priorities identified in the Master Plan included:

- a major redevelopment of the change room and Nissen Hut area to increase its functionality as a multi-use facility better able to meet the broad needs of the local community,
- development of the second oval to cater for increased cricket teams,
- development of the equestrian facilities,
- improved parking to cater for events with large crowds,



- toilet facilities on the Eastern side of the reserve to cater for equestrian and cricket use,
- suitable power supply,
- improved irrigation for No 1 oval to address health and safety issues and to improve turf management,
- an additional clubroom and storage facility between the two ovals to cater for cricket and pony club use.

We have commenced implementation of this master plan ourselves, to the extent our limited resources allow, and we have reinstated the No 2 oval and it was used weekly for cricket last season. We have also put in an access track to permit the use of an additional parking area with parking available for 150-200 cars. We have also commissioned a review of available power versus power demand to identify our needs going forward.

In going through the draft Recreation Needs Assessment, using a shorter timeframe than the Master Plan, a number of areas have been identified.

For AFL, our issues and priorities are:

- improved irrigation for No 1 oval to address health and safety issues and to improve turf management,
- lighting,
- upgrade to change room facilities
- in general, we don't have a major problem with male/female change facilities, although the umpires facilities are grossly inadequate.

For cricket our issues and priorities are:

- report to indicate Boolarra has two, rather than one, cricket grounds,
- a pavilion to be located between the two reserves,
- storage,
- additional drainage on the reinstated oval,
- relocation of the cricket nets.

For equestrian facilities our issues and priorities are:

- As Gary Mills, from the Boolarra Pony Club, mentioned at our meeting, there are a number of Victorian bodies which have an involvement in equestrian activities. The prime reference in the report is Equestrian Victoria, however this body does not in fact have much involvement in the equestrian activities undertaken, certainly in Boolarra, and probably across Latrobe Valley.
- At Boolarra there are three separate groups that use the facilities at Boolarra Recreation Reserve, They share and work to improve the facilities in a harmonious manner. They comprise the Pony Club, the Adult Riders Club and Boolarra Trail Riders.
- Boolarra provides a great opportunity for the development of a regional facility that would provide great economic and social benefits not only to Boolarra but also the whole of the Latrobe City municipality.
- Proposed improvement under the Southern Towns plan should be included in the current Needs Assessment,



With the increased usage associated with three user groups, there is a need for toilet facilities.

For netball facilities our issues and priorities are:

- Improved lighting.
- Minor court maintenance.
- Confirmation that the courts meet Netball Victoria guidelines.

For tennis facilities our issues and priorities are:

- Minor court maintenance.

Thanks for the opportunity to provide this feedback. We are happy to meet to discuss any particular issues, or to provide any additional information as required, or to facilitate a meeting with any of the user clubs.

Regards,

Colin Brick  
Secretary  
Boolarra Recreation Reserve Committee of Management

Sent from [Mail](#) for Windows 10

22



487 King Street,  
West Melbourne, VIC 3003

PO Box 60,  
North Melbourne, VIC 3051

P:

F:

E:



July 28, 2017

Ms K Tsebelis  
Acting Manager Recreation  
Latrobe City Council  
PO Box 264  
Morwell Vic 3840

Dear Karen

Thank you for the opportunity to provide feedback on the Recreation Needs Assessment Draft document dated June 2017. Netball Victoria (NV) acknowledges the importance of strategic planning and community consultation for future development.

Netball is the most popular female team sport in Australia. The provision of safe and compliant facilities for netball participants is vital to ensure the continued growth of the sport. Not responding to the current need will result in declining participation levels.

Latrobe City is to be congratulated on the high percentage of the community involvement in sport and active recreation, we know that by providing safe and accessible places to play and be active it will only stand to increase these rates.

#### DATA COLLECTION:

The recent changes to the Netball Victoria member registration process has improved our ability to capture participation data and analyse participation trends. Individual Netball Victoria membership is not restricted to one club or association. In fact, Netball Victoria members play on average 1.6 times a week. Participants may have multiple registrations while maintaining a primary registration with the association they initially register with. In this instance Moe & District Netball Association's numbers are not truly reflective of their participation rate as they have only included their primary registrations. They have been made aware of this and I understand will be providing a correct indication in their feedback to you.

Netball Victoria is aware of a number of non-affiliated competitions operating within the Latrobe City Council. Unfortunately, we cannot capture these netball participants within our participation data.

With regards to the data around Football Netball clubs based in Latrobe City, Mid Gippsland Netball Association (aligns with the Mid Gippsland Football League) is documented as having 598 members, however it appears there is an omission of numbers for Latrobe City based clubs from the Gippsland League and North Gippsland Football Netball League. Whilst there is reference to the following clubs in the detail it appears they may have been omitted from the data:

Gippsland League  
Moe, Morwell & Traralgon – 178 members  
North Gippsland Football Netball League  
TTU, Glengarry & Churchill – 188 members

1/3

**WE MAKE  
CHAMPIONS.**

#### Summary of Netball Priorities:

We are pleased to see the need to resurface courts in the area has been identified and would welcome the opportunity to work with Latrobe City on prioritising such projects under a specifically targeted Netball strategy. We would also encourage and look to work with Latrobe City around a vision/standard for all Football/Netball facilities to complement recommendations in our Statewide Facility Strategy.

Netball Victoria agrees with the Summary of Netball Priorities outlined on page 67. We would strongly encourage Latrobe City Council to focus on addressing the deficiencies identified within the existing indoor and outdoor netball venues.

Netball Victoria's State-wide Facilities Strategy outlines four key strategic priorities.

1. *Regional Planning* - partner on regional strategic planning projects which focus on facility planning and sport development objectives.
2. *Existing Facilities* - supports initiatives which optimise the capacity and use of existing netball facilities. Ensure all existing netball facilities are redeveloped to meet national standards.
3. *New Facilities* – ensure all new netball facilities are developed to meet national standards. Ensure all new netball facilities include the provision of appropriate amenities and supporting infrastructure, as outlined in Netball Victoria's Facility Manual.
4. *Community to Elite* – provide access to appropriate netball venues in each Netball Victoria region to satisfy local need.

#### Other Sports:

As per the reference to our data collection it is noted Latrobe City administer stadium run competitions not affiliated with Netball Victoria, this does impact our participation data. Churchill Indoor Netball Association has not been included as a competition under the Churchill Leisure Centre, referred to as 'Junior Netball – Stadium operated competition'.

Page 84 refers to a long-term direction for each centre to be developed to cater for certain activities so as to avoid duplication, a concept NV would be interested in discussing further, in particular discussing opportunities of affiliating Latrobe City Council netball delivered competitions as well as the provision of additional programs such as Rock Up Netball and Fast5 creating.

#### Sports Field lighting:

With regards to lighting of sports fields, it is unclear what the term 'sports fields' defines, assuming it captures netball court lighting as well but clarification around this would be appreciated as we are aware many netball courts require adequate lighting to provide maximum opportunity for programming as well as a safe environment.

Netball Victoria advocates for lights to be erected over netball courts at venues where there are no lit courts and where participation warrants it. LED lighting should be explored as the preferred option for court lighting. Netball Victoria expects that lighting plans are developed specific to each site to ensure all compliance standards are met. The following lux levels are recommended:

100 lux It is recommended for training on outdoor courts

200 lux is recommended for competition on outdoor courts

- Encourage clubs, associations and leagues to optimise the capacity and use of existing netball facilities.
- Where appropriate, support the installation of lighting to optimise the use of courts.

**Matrix:**

We raise concerns in relation to the point structure referred to regarding cash contribution to be made by applicants, perhaps a sliding scale may be more favourable as opposed to the points being dependent on what percentage can be contributed. The proposed structure will put smaller clubs at risk of not being considered based on their lower financial capacity particularly when organisations are open only to juniors. Hardship for sporting organisations only stands to increase following the closure of Hazelwood Power Station and Carter Holt Harvey therefore we encourage consideration of the unforeseen socio-economic situation Latrobe City is dealing with also be a factor in the decision making.

Once again, thank you for the opportunity to provide this feedback, please don't hesitate to contact me should you require clarification or wish to discuss the content in further detail.

Yours truly

*Judi Buhagiar*

Judi Buhagiar  
Eastern Region Manager

23

I am writing to provide feedback to the Recreation Needs Assessment document. I wish to advocate to making upgrades to the Pavillion at Catterick Crescent an immediate priority. I have been involved with the Imperials Cricket Club as a player for 30 years, and as the Club Secretary for 20 years. During this period of time, the Imperials Cricket Club have had to endure with the most decrepit and run down Clubrooms in the Latrobe Valley.

The Traralgon Imperials Cricket Club field 3 senior sides (A,B & C Grade) and 3 Junior sides (U/121, U/14 & U/16). As such, we have approximately 50 Senior players, and 40 Junior players at the Club, not to mention numerous Club supporters and volunteers. The Clubrooms in their current state are far too small for the Club's requirements, and completely inadequate to the Club's needs.

Due to the lack of room within our Clubrooms, we are not able to hold Social Functions at our Clubrooms, which hampers the Cricket Club's ability to be self sufficient. This impacts negatively on our financial capacity, an issue that other Club's in the TDCA don't have.

Structurally, we have been advised the building is unsafe, and is likely to contain asbestos. The roof has leaked for the past 5 years. Anytime there is a substantial amount of rain, this leaks through the roof like a shower, as per the photos I have attached with this feedback (see Page 2). This is an issue that has been known to the Latrobe Council for numerous years. Despite this, the problem has never been fixed by the Council, and the Club has had to put up with it for numerous years.

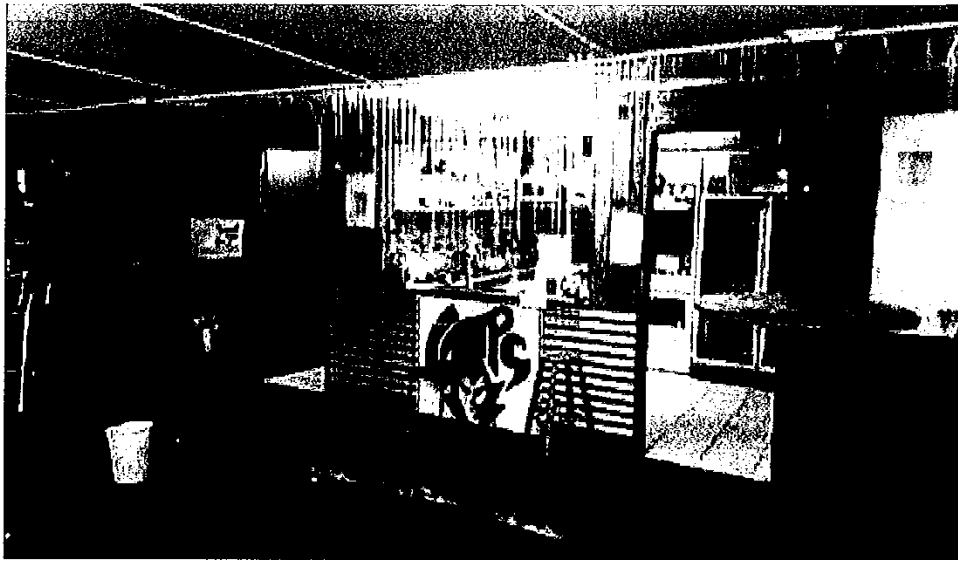
Our inadequate and archaic Clubroom's mean we are severely disadvantaged with player retention and player recruitment. It is very difficult to attract players to the Club with our Clubroom's in the state that they are currently in. The other Cricket Club's within Traralgon and the surrounding areas all have superior facilities, making it hard for us to convince players to play at Imperials.

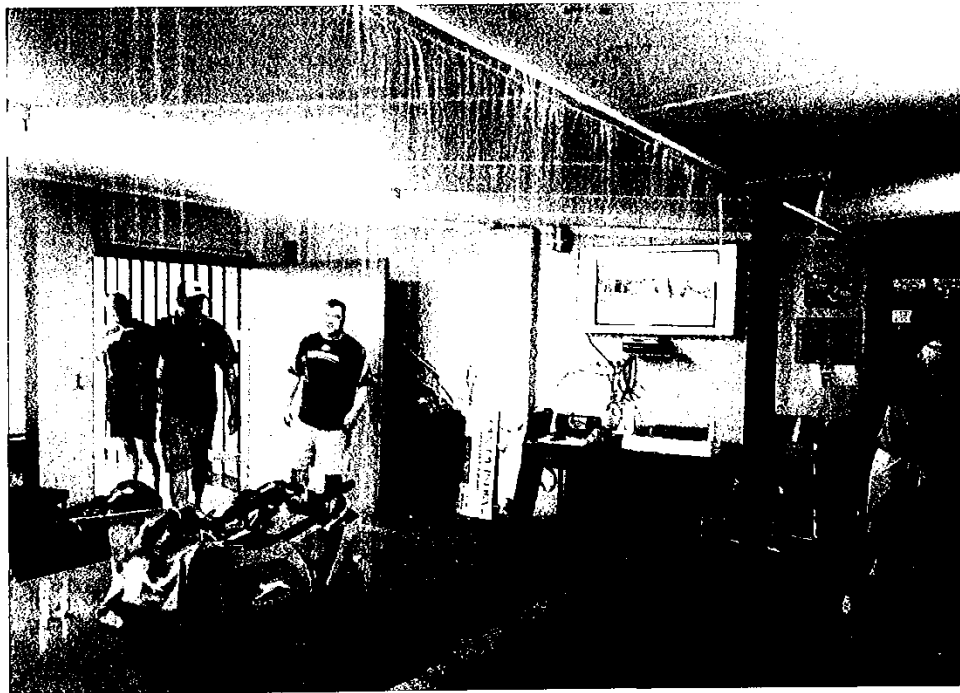
The Clubroom's are completely inadequate for anyone with a disability. Our male and female toilets are incredibly cramped, and there is nowhere near enough room for a person in a wheelchair to be able to access either toilet. There is also no ability for players to have a shower after a game, which is unhygienic, given that cricket is often played in temperatures of 35 degrees and above.

The Clubrooms are not big enough to contain an area where players can get changed. As a result, the Club has had to bring in an Atco hut, so that the players have some privacy to get changed, and also a place to store their cricket bags. The downside of this is that while the Atco hut serves a practical purpose, it is an eyesore, that makes the facilities even more drab and unattractive.

The absence of any changerooms within our facility has a negative affect on attracting other user groups to Catterick Crescent. For eg, we have been approached to host female cricket squad matches, but have been advised that our facilities aren't suitable without an area for the girls to get changed in, as there would be absolutely no privacy.

25





24

**From:** Kim Maxwell  
**To:** Karen Tsebellis  
**Cc:** ; "Martin Luders"; "Karen Pettifer (CATS netball)"  
**Subject:** Traralgon South Reply on Recreational Needs Assessment Documents.  
**Date:** Sunday, 30 July 2017 9:20:52 PM

---

Feedback from Traralgon South Tennis Club on Council's 3 draft documents. As explained and discussed in the meeting of the 27 July 2017 at Traralgon Offices.

**Draft Recreation Needs Assessment June 2017.**

We are disappointed that the Traralgon South tennis courts have been overlooked in this draft document.

Page 72 states that Traralgon South has 4 courts. That would have been true in 2015. however if council/Ross Planning had reviewed the following Council reports, or done a local inspection, or made contact with the club to complete a survey, it would have provided information that the two Northern courts are locked up and not currently useable.

**Relevant Council Reports**

- Tennis Club Audit Report of 10/3/2016
- Geotechnical Investigation. Geoscan Report. 2/6/2016
- Geotechnical Advice. Report. 14/6/2016
- Stormwater Drainage investigation. July 2016
- The Master Plan also notes the poor state of the Northern courts.

I would expect that page 119 to 121 will be amended to reflect the true state of the Traralgon South Tennis facility and that the repair/replacement of the Northern courts is a high priority.

**Draft Recreation Infrastructure Funding Policy**

We like the intent of the funding policy with the divide of core components.

Do not want the cash contribution clause. See below KPA 5 d) below.

**Draft Assessment matrices.**

Drainage, Irrigation and Surfaces application details.

**KPA 1**

- a. To get an understanding of the sports current participation by obtaining membership/registration numbers via affiliation/insurance providers is an accurate way to measure the organised active participation numbers but this is not the total use of unlocked facilities. I would expect council owned facilities that allow free public access to all community members is far more inviting and encouraging of participation than those facilities that are members only with locked gate public exclusion policies. We encourage council to allow some bonus points in this KPA that account for the difficult to quantify public use of the facility. We suggest a straight point bump or a membership multiplier relative to local population.
- b. Not clear how a proposed multiuse court is applied to this KPA?
  - i. Do members simply get added together?
  - ii. Are members of a club that currently do not have a facility considered new members and hence their entire membership is an increase for the facility?
- c. There is no adjustment to membership numbers that may have dropped due to the fact that facility repairs or replacement have been delayed, and are unusable.

**KPA 2**

No Comment. Have no problems with this measure.

**KPA 3**

No Comment. Have no problems with this measure.

**KPA 4**

No Comment. Have no problems with this measure.

**KPA 5**

- d. A cash contribution from a not for profit club is illogical. All funds that are in addition to





the running of the club go back into the maintaining of non-core facility components or membership benefit. If this KPA is to measure the members' commitment to the sport, the Club and the facilities then a listing of projects completed showing the following is required. "In-kind labour", and expenses paid by the Club, the Council and any other contributor would show who is actively committed. A total of in-kind labour per member would be an interesting statistic to rank as would money raised by the club per money donated.

KPA 6

- e. Only comment is that Master Plans can be out of date very quickly. They may be the nice to have but where is the money coming from to complete such large projects? They do not show all options and hence may not be the lowest cost or best community outcome.

KPA 7

- f. Not sure how this is determined but I offer the following example for tennis which may already be covered. Page 72 of "Draft Recreation Needs Assessment" has the membership numbers and the tennis court numbers. A division of total players by total courts gives an average value of almost 7 for Latrobe City Clubs and can then be ranked using their own values. If you were to use this statistic across different facilities/sports perhaps the division of "Player Numbers on Court/Field for game" into the equation would work.

KPA 8

- g. Should remain only if **Recreation Needs Assessment** is correct.

**Recreation Needs Assessment – Draft June 2017**

Moe & District Netball Association input.

Area's that need attention

Page 15 – Traralgon Football Netball Association is not shown on the map

Why weren't they included in the report at all?

Page 22 – First paragraph – refer Appendix one – This states Monash Reserve Netball dedicated sports pavilion Netball & Paintball – what has happened to Tennis?

Also states Design Developed, further consultation pending – with whom and when?

Would also like to know why this isn't marked as a priority?

Page 64 – Supply overview

Again Traralgon Football Netball Association not listed – they have how many courts?

Please confirm how many and location of all netball courts in Traralgon.

Traralgon - 10 courts (not noted as non-compliant) but in the Peak Agency discussions they are page 65.

Joe Tabateau Reserve has 10 courts (not noted as non-compliant)

Membership numbers incorrect for Moe & District netball –

Breakdown By Age over a year							
Year	5-9 years	10-13 Years	14-17 years	Open			
2014	148	336	61	156			701
2015	157	322	56	153			688
2016	129	299	129	267			824
2017	55	144	128	136			463 *** NOTE year has not finished yet***
Breakdown By Season							
Year	Individuals RSG	FN pre season	winter	twilight	*INWT		
2014	44	0	21	42			121
2015	39	0	21	42			118
2016	17	14	23	43			112
2017	17	16	24				59 *** NOTE year has not finished yet***
Break Down By Competition in Team							
	9's	11's	13's	15's	15 mixed	Open	
2014 winter	4	9	8				21
2014 summer	8	13	10	7	0	4	42
2015 winter	6	7	8				21
2015 summer	8	13	10	7	0	4	42
2016 FNS				6		8	14
2016 winter	5	7	11				23
2016 Summer	8	9	8	6	4	8	43
2017 FNS				6		10	16
2017 winter	4	8	8	4			24 *** NOTE year has not finished yet***

Year on year breakdown

2014 -701

2015 - 688

2016 – 824

Average – 738

Page 67 Key Issues Netball

Club 4 - Moe & District Netball survey results



These results show we need the move to Monash Reserve or at a minimum new courts and lighting at Joe Tabateau Reserve (current facility)

Any development of netball facilities across the Latrobe city should be considered, the recent State Government funding allocation- \$4million - in addition to the \$5million for Morwell Recreation reserve - please explain what this \$4million is for?

Within the report we are referred to as both Moe & District Netball Association & Joe Tabateau Reserve this can be confusing for the end reader, please refer to us as Moe & District Netball Association going forward.

**Matrix -**

Pavilion, Lighting & Draining, irrigation & surfaces KPA 5 - most clubs won't be able to meet this KPA- should it be here?

**CORE COMPONENTS** that Council will fund – this needs attention to fit with each sporting body.

**OPTIONAL COMPONENTS** that Council will not fund:

**Additional Administration / Social Space**

**Timekeepers room**

As noted above these areas again need to be in consultation with the relevant sporting body and each sports needs are different.

As an example – Netball time keeping is ran from a central point i.e. Administration office / Time Keepers room.

This space is a necessary component to any Netball Facility

**Cleaners room**

Again a necessity to any association / clubs requirements

**Shade Spectator Area**

I would have expected under Cancer Council this would also be a high recommendation.

**Rubbish Bins (Fixed)** This should be a core component – it's your building.

**Drinking Fountain** Would have expected this would be a core component.

Happy to discuss further

Donna Krznaric & Tamara Kennedy

Moe & District Netball Association

26

**Traralgon and District Cricket Association Inc**

Formed in 1928/29

Proudly represented by the **Traralgon Tornados**

PO Box 630

Traralgon VIC 3844

ABN:

**President**Colin Scammell  
Traralgon**Website:** tdca.vic.cricket.com.au**Twitter:****Facebook:** Traralgon and District  
Cricket Association**Secretary**Gavin Foenander  
Traralgon VIC 3844**Recreation Needs Assessment-Traralgon & District Cricket Feedback. Part 2**

Attention: Karen Tsebellis- LCC Recreation Manager

Date: 28th July 2017

Karen,

Thanks for your time, patience and advise on our meeting last Monday.

Further to this meeting, the TDCA which to add the following items and then obtain feedback on the Assessment Report dated 21st July 2017. This would be appreciated and if any further information is required, I'm now in a better position to assist.

Attachment 1. Infrastructure Funding Policy comments/feedback.

Attachment 2. Draft assessment matrix feedback.

The TDCA will be contacting Cricket Victoria and Sport &amp; Recreation to seek assistance and support with future projects.

Hopefully these projects can be prioritised and TDCA and associated clubs can continue to contribute to establishing high standard sporting facilities in the region. Also that this TDCA feedback and information can assist to formulate your process.

Call if in need of any further details.

I have a meeting on Monday Night with the TDCA executive members and may have additional details to submit.

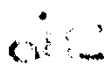
Look forward to the final report with our requirement given the appropriate consideration.

regards

David Little- TDCA Executive Member

Gavin Foenander -TDCA Secretary

**Life Members:**A. Anton (dec)  
L. Blake (dec)  
L. Collins (dec)  
R. Dunbar(dec)  
J. Falloon (dec)  
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2009/10  
2011/12



### **Attachment 1. Infrastructure Funding Policy comments/feedback.**

Further to our submission and comments on the Draft Recreation Needs Assessment, the TDCA has reviewed the Infrastructure Funding policy and wish to advise that the TDCA specific requirement is to provide Turf Wicket Benches for A/B grade matches and that they are to a standard for Regional cricket matches. Remaining grades and Juniors to be synthetic or turf(optional)

Turf wickets are an essential part of the Cricket Oval surface and in regional areas provide a pathway for Junior Cricket development to senior level, regional level and State Level.

Two regional players of note are Cameron White,(Bairnsdale ) & Peter Siddle (Morwell) were cutting their teeth on turf wickets before moving to senior Victorian and Australian Cricket duties.

**As this is a standard requirement, all TDCA Clubs have now installed turf on their competition allocated grounds**

Page 15 in report lists the Turf Construction and Maintenance cost is a 100% Club responsibility on both.

This is not appropriate. What other major sports is subject to these requirement. Doesn't the LCC support cricket development.

Cricket clubs are a voluntary groups and installation of turf is a once off deal undertaken with ground upgrades and resurfacing. ( past practices on grounds)

This installation is generally best done in conjunction with ground upgrades and needs to be part of the total infrastructure costs and controlled by Council.

Cricket clubs undertake the daily and weekly preparation of the turf and may spent 10 to 20 man hours each week to produce playing surfaces of high quality for the cricketing family. Cricket does not expect council to undertake this work but does expect to be given assistance with bi-annual maintenance.

Cricket Clubs do need assistance after the Winter Sports period to repair and rejuvenate the damaged areas.

This is generally minimal with light top dressing, levelling and reseeding being required. Similar to general ground maintenance.

To achieve this clubs stock pile turf ready to use in August /September and again in the March/April period. This requires extra storage sheds at each ground.

Pre amalgamation a small amount of turf was supplied by Council and stored undercover at the Traralgon Depot to undertake these tasks by the clubs. This was a workable arrangement and avoids each club storing turf at their ground.

Over seeding, herbicides and fertiliser are required on the oval and the turf bench throughout the year . These are however undertaken at different times. It is best if the club undertakes this activity and Council assist with the materials.

This situation is similar to Council top dressing the oval each year to rejuvenate the oval.

Ovals are scarified and cored annually, except for the turf bench. Cricket undertakes this activity on the turf as required.

The equipment costs for scarifiers, mowers, rollers, line markers etc. are generally covered by Cricket Clubs and from sponsor and grants.

Cricket practice wickets and nets is a cost clubs wish to seek support with.

The Traralgon CC had a Super-soaker, paid by the Traralgon Ratepayers and available for access by TDCA Cricket Clubs. Access to this unit in Traralgon is required. (Required Saturday and Sunday mornings)

Wet weather covers are another high cost item and because these are also used during the winter period should not be a sole cricket cost. Council can and should assist and be part of the management of these high quality shared Ovals.

At present no credit or recognition is given for the quality of maintenance undertaken by Traralgon Cricket on the Ovals in the Area for many years  
Yet the grounds and turf wicket are an extremely high standard and Cricket Victoria has acknowledge this fact.

Lighting is not a requirement on category "B" grounds. (Need 750 to 1000Lux for cricket).  
But Cricket does need Practice Nets and an Indoor training centre to be shared by all Cricket Clubs.  
Lighting on all the grounds in the LCC will be \$Ms, yet Cricket gets no benefit from this infrastructure on these shared grounds.

Please add these notes to the review issued earlier and pass onto the decision makers.  
Still to provide comments on the Matrix.

I'm available to discuss this matter further and will pass details onto our council representatives.

**Attachment 2. Draft assessment matrix feedback.**

The final response to the Infrastructure Policy process matrix is attached

Not sure how this adds benefit to priorities projects.

Where did this ranking system come from?

Weighting is being subjective. Needs some explanation. Why is it required?

Over emphasis on some items.

Lack of detail on costing ranking.

Lack of needs for particular sports.

Lack of how long a project has sat in the Plan. Ie Traralgon Recreation Reserve. – No action.

Hopefully this all comes out in the final report and recommendations.

**TDCA Feedback****1. Grounds**

- a. There are insufficient grounds in Traralgon for our present Club participation. Future development is limited by insufficient ground availability.
- b. Currently Traralgon based clubs (C Grade and Juniors) have to travel to the rural grounds for competition)
  - i. Next season it is planned to play at the Maryvale Mill Oval- This has some toilets and amenities.
  - ii. Liddiard Rd School ground is another ground used- Difficult to access toilets.
  - iii. There is no opportunity for cricket to grow due to this limitation.

Agree with the KPA1 in this section.

Historically cricket in Traralgon progressed from one team per club to 5 teams per club (Juniors and Seniors )

Need to acknowledge history and development.

Also need to consider a section on grounds. Traralgon should have 2 A group grounds. Twice the population of Morwell or Moe.

TDCA use a lot of school grounds . Liddiard Rd, St Pauls, Lavella, Traralgon High School.

Agree with KPA2

Agree with KPA3

KPA4 – This needs to include the costs provided by Cricket with both Turf installation(100%) and Maintenance (100%) – 20 points if Cricket provided these essential components.

KPA5- Agree and state the duration these projects have been listed. The reason why no action has been taken. (Some are pre amalgamation 20+ years)- Again points should be allocated.

KPA6- Not clear on this . Please clarify what is the intension? . What does this do with Drainage, Irrigation and surface details.

KPA7 – Agree but have not confirmed if the Council data is correct. Some inaccuracies in report need to be rectified before issuing the results. Ie Traralgon West have only 3 cricket ovals not 5 as listed.

Missing: Type of work is unclear. Some drainage work is because of run off. This need attention and is not part of the Oval but creates a problem

Value of project: Various ranges required to be listed.

## 2. Pavilions-

a. Cricket is willing to share pavilions with other users on a seasonal basis. Does this on all Traralgon based teams and grounds. Hasn't worked at Old Trafford. This has to be addressed.

Similar comments as above shortage of grounds for long periods- Inaction from Council results in members doing other things, drinking, gambling and mixing with the non-sporting groups.

KPA1 – Ok

KPA2- OK

KPA3- OK

KPA4- TDCA is hopeful the completion of Traralgon West complex can start the women's cricket competition in Traralgon.

KPA5 – Credits should be considered.

KPA6- Higher rating for projects that have been requested for greater than 10 years. – Ie on the 2006 plans - Pre amalgamation.20points.

KPA7- Agree but have not confirmed if the Council data is correct. Some inaccuracies in report need to be rectified before issuing the results. Ie Traralgon West Complex have only 3 cricket ovals not 5 as listed. 2 Pavilions. One suitable but not completed, one substandard.

Missing: Type of work is unclear.

Value of project: Various ranges required to be listed

## 3. Lighting

- a. This is not a TDCA priority. Our priority is to have an indoor training centre with lights. The Traralgon Recreation Reserve lighting(500 to 750 Lux) is adequate for the TDCA into the foreseeable future.
- b. There is a need in Traralgon for cricket/other sports indoor centres type of facility.. A section should be allocated for this as an option to lighting. I'm sure if this was available, junior football and Cricket clubs would use this instead of wet and cold nights under lighting at say the Traralgon West Complex. A Stadium was originally at this venue but was limited and not suitable for cricket.

I'll leave this item to others to comment further.



## Traralgon and District Cricket Association Inc

Formed in 1928/29

Proudly represented by the **Traralgon Tornados**

PO Box 630

Traralgon VIC 3844

ABN: 90 173 393 969

### President

Colin Scammell  
Traralgon

**Website:** tdca.vic.cricket.com.au

**Twitter:**

**Facebook:** Traralgon and District  
Cricket Association

### Secretary

Gavin Foenander  
Traralgon VIC 3844  
AH

### Recreation Need- Traralgon & District Cricket Response

Attention: Cam Juha

Date: 21/07/2017.

Cam,

A summary of priority is attached for our discussion on Monday.

- The Catterick Crescent Sporting Complex development is our highest priority item.
- This is closely followed by the Old Trafford Oval requirements to align Oval with the overall plan
- Next is the Traralgon West and Apex Park precinct to complete the Building fit out. Please keep me informed on this status.
- In addition, the provision for an indoor cricket training facility has now become an essential infrastructure requirement in Traralgon. With the Shakespeare Cricket indoor centre closing last year and the State Government directive to develop the MOE Township with a Cricket Victoria funds, this leaves Traralgon with no facilities. **The TDCA is making a formal submission today for funding on this subject.**
- Duncan Cameron Park is the last TDCA completion ground in Traralgon. This has just had a hugely successful ground rejuvenation. Some minor work are still required and will be submitted in the minor capital works program.
- The other grounds used in the competition are mostly covered through their Committee of Management Committees. Some additional minor works for these clubs will be submitted in August.

The condition of the Traralgon Rec Reserve change rooms has been raised many times in the past and the TDCA and Ex-Students fully support and endorse the TFC stance on upgrading these facilities.

Council has often acknowledged that these facilities are not up to standard but still funds new projects at Moe and Morwell. **(This was a recent assessment with the decision to endorse the TED Summerton venue in preference to the Traralgon Recreation Reserve)**

Due to this poor standard of amenities, Traralgon Football and TDCA Cricket have limited opportunities to host major events even though they are the major township in the region and have a proven record of success with major sporting events.

**Council needs to fix the problem now. Otherwise Traralgon will continue to be disadvantaged.**

Regards

David Little – TDCA Executive Member.

Gav Foenander TDCA Secretary/Administrator

### Life Members:

A. Anton (dec)  
L. Blake (dec)  
L. Collins (dec)  
R. Dunbar(dec)  
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## Attachments

- 1.0 General Comments
- 2.0 Maintenance
- 3.0 Funding Matrix
- 4.0 Catterick Crescent Complex
  - 4.1 TCDA Input- Priority
  - 4.2 Imperial Cricket Club recent submission
  - 4.3 Indoor Cricket centre
  - 4.4 2006 Plan- Review
  - 4.5 2014 Plan-Review
  - 4.6 2015 Plan- Review
- 5.0 Traralgon Recreation Reserve
  - 5.1 TDCA input-Priority
  - 5.2 Plan 2006 Plan Review
  - 5.3 Draft Plan 2014 Plan Review
  - 5.4 Traralgon Recreation Reserve needs.
    - 5.4.1 Old Trafford Oval Requirements
    - 5.4.2 Lighting ( Football requirement)
    - 5.4.3 Main Oval Pavilion & Change Rooms
  - 5.5 Indoor Cricket centre
- 6.0 Traralgon West Complex- Including Apex Park
  - 6.1 Moving forward with completion of Pavilion building.
  - 6.2 2006 plan
  - 6.3 2014 plan
  - 6.4 Priorities
- 7.0 Duncan Cameron Park
  - 7.1 TDCA Input
  - 7.2 Rovers CC
- 8.0 Other Cricket grounds/complex are covered under the Recreational Management Committees

**Attachment****1.0 General comments**

- 1.1 Cricket does require Pavilions and shade and seating, Equipment Storage Sheds, Change Rooms, amenities and Uni-sex facilities.
- 1.2 Car Parking is generally adequate. Special additional areas to be defined.
- 1.3 Cricket in Traralgon uses numerous School grounds and hosts school sports throughout the year using the Turf wickets throughout the summer. Lavalla College Traralgon is hosting a major Maris Bros Carnival in December 2017.
- 1.4 All grounds need to cater for Gippsland Cricket. Played generally on a Sunday.
- 1.5 The Traralgon Rec Reserve (Lighting available for night cricket) and DCP are the show piece grounds
- 1.6 Cricket does not require any more ground lighting. (T'gon Rec Reserve Lighting facilities is adequate for the foreseeable future)
- 1.7 More trees around the Ovals is required. Some get removed but not replaced. Why?
- 1.8 Attached is recent correspondence with Mayor and Councillors representative of the Traralgon and District Cricket association- July 2017

**2.0 Maintenance Issue:** Council to provide agreed turf maintenance tasks. This should not a one way deal.

- 2.1 Turf wicket prepared by Clubs. Wicket benches are rotated to minimise wear and tear and promote regrowth. (Every 2 to 3 weeks a new wicket is prepared)
- 2.2 Wear and tear however should be treated the same as other playing surfaces, not discriminated because it is Turf.
- 2.3 Particularly multiuser grounds need more attention, management and repairs after a wet winter season and heavy usage.
- 2.4 Covers are an essential part of minimising impact of weather in both the winter and summer periods.
- 2.5 Turf wickets require top dressing and at time relaying grass cover to replace worn or damaged sections. This is similar to Football heavy traffic areas in Goal squares and Centre bounce areas.
- 2.6 Turf wickets need fertilizing and scarifying similar to the playing surface of the oval. This however may be done at different times to the main oval.
- 2.7 Equipment and storage facilities are required at each ground and turf soil should be stored at a Council Depot for use by all clubs as required.
- 2.8 Summer sports grounds recover, winter sports ground deteriorate, require drainage and pre-season require irrigation.
- 2.9 Need a fair policy. Not a blanket No maintenance policy.

**3.0 Funding: For Discussion**

## Attachment

### 4.0 Catterick Crescent Oval and Pavilion upgrade.

The condition of the Pavilion for Cricket and Junior Football has been below standard for many years. Numerous reports and plans have been prepared, but no action has occurred. **The main issue appears to be the future development of the Basketball Stadium and allocation of funds. The recent Vic Government funding announcement may have resolved this hurdle.**

#### Attachment 4.1 TDCA input

Our highest priority item is Catterick Crescent Oval upgrade and a Pavilion & Uni-sex Change Room and storage shed for cricket.

Imperials CC have been an established cricketing organisation in the Traralgon & Cricket District Association since the 1950's.

Cricket in Traralgon and the surrounds has grown from an 8 side competition to a 32 Senior side competition with now 16 Junior sides over this period.

**Imperials CC have been using the Catt Crescent ground as their home base for the past 60 year.**

Originally there were 2 teams sharing the ground.

Ex-Student moved to KLP when this became available and then to the Traralgon Recreational Reserve. (KLP was ok for junior cricket- Synthetic wickets were regularly vandalized. Now used for Baseball)

Cricket was being played at the Catterick Crescent ground long before Basketball commenced at this venue.

In the 1980's a turf wicket was developed. This wicket bench is now in need of rejuvenating and should be undertaken in the next off season to minimise disruptions to the TDCA Competition.

Gippsland cricket matches should be regularly scheduled at this ground, but due to the lack of facilities this has been limited.

Lavalla College Traralgon is hosting the 2017 Maris Bros Cricket Carnival in December this year and the Catterick Crescent ground again should be allocated at least 2 matches. (20 matches to be held over 5 days. Each Club in the association hosts 2 games)

This venue allocation may have to be overruled due to the poor state of amenities. ( The Carnival should be a Show piece event as it brings players and parents from all over Australia & New Zealand to these Carnivals.

Gippsland Junior Country Week was hosted by the TDCA in in 2014 and again Catterick Crescent turf oval was allocated 2 games. This poor quality amenities is not providing a good impression to our regional partners.

**The Imperials Cricket club has been and is a viable organisation with 3 Senior Grades and 3 Junior grades for many years.**

**This ground is a vital part of the cricketing establishment in Traralgon and has survived under adverse conditions and lack of facilities. There is little reason to doubt this Club will not be part of the TDCA cricketing fraternity well into the future.**

A Traralgon Recreation Master plan in 2006 again highlighted these deficiencies and the recommendations were generally acceptable, but were tied to the Basketball stadium expansion.

**Again in 2014 master plan and the 2015 Plan specifically for the Catterick Crescent Complex development has the full support from both the ICC and the TDCA.**

Now that the Vic Government has ear marked \$17M for development in this area, it is our expectation the Oval and pavilion issues will be part of this package.

Recent discussion with Councillors gave some indication the process was about to commence. **The ICC & the TDCA wish to be included as major stakeholders in these developments. Please advise meeting dates.**

tdca Draft: Rec Need Submission July 2017 23072017

Page No 6 of 16

**Attachment 4.2 Imperial Cricket Club Recent submission**

**Attachment 4.3 Indoor Cricket Centre**

**Traralgon needs an indoor cricket facility.**

**This is critical now with the closure of the Shakespeare Indoor Cricket Centre and the Council decision not to proceed with the CV hub in Traralgon.**

**The TDCA proposes that indoor cricket facilities are provide within the proposed Multi-Sports Stadium Building extensions and run and maintained by the Stadium management team.(LCC)**

**Traralgon has 6 A grade Clubs with A/B/C & Juniors, Morwell has 2 and Moe has 1.**

**The demand for this facility is twice that of Morwell and Moe combined.**



**Attachments Catterick Crescent Plans.**

**4.4 2006 Plan**

**4.5 2014 Plan**

**4.6 2015 Plan**

## Attachments

### 5.0 Traralgon Recreation Oval and Old Trafford Complex

- The Traralgon Main Oval is the only 'A' classification Oval in Traralgon. However the facilities have not be upgraded for over 50 years. These facilities are in need of upgrading
- With the recent lighting upgrade, both Cricket and Football can attract major events in the evening. (sports trend)
- The Old Trafford Oval has a major alignment issue since a recent building was erected.

#### 5.1 TDCA Input Old Trafford Oval. This is the TDCA's priority project.

The TDCA clubs have been part of the Traralgon Recreation Reserve family for close on 100 years.

The Old Trafford Oval as affectionately named is a slightly smaller ground than the main oval, but still an integral part of the TDCA Structure and competition.

This ground is used for the lower grades, especially the junior grade. It is shared by Ex-Students CC and Rovers CC.

Its condition is subject to various events, making it sometimes difficult to maintain.

However it recovers quickly and is still a major ground for TDCA cricket. (There is limited synthetic wickets in Traralgon

In 2006, study recommended upgrading this ground

In 2014, a draft Recreation report was prepared to upgrade this ground but no further action been taken, other than a building has been erected in a position which now obstructs the cricket field.

**To overcome this situation, the Oval/cricket wicket requires moving 20 meters to the South and the 2 Southern Power poles relocated. This is the minimum work to achieve a suitable playing oval and needs to be addressed urgently**

This action alone would improve the quality for Cricket immensely and avoid the problematic building structure location issue.

**Please change the draft to incorporate these needs as stage 1.**

Note: Funding for Morwell Rec Reserve continues at the expense of Traralgon. Traralgon has 6 cricket Clubs, Morwell has two and Moe has one. On this ratio Traralgon should get twice the funding for cricket to Morwell & Moe combined.

If the redundant lighting from the main oval was relocated to Old Trafford at the same time the power poles are relocated, the cost benefits would be appreciable. Note: This item does not benefit Cricket but is a benefit to ground maintenance costs.

The amenities and change room at Traralgon Main Oval needs immediate attention. Why hasn't fund been allocated to this item. Council continues to advise these facilities are inadequate but has not addressed this issue for more than a decade.

The TDCA fully support the TFC in applying for a major upgrade.

Minor works will not resolve this issue.

SportsTeams could use the Old Trafford building until the main Oval amenities is rectified.

**Attachments**

**5.2 Rec Reserve Plan 2006 for reference**

**5.3 Rec Reserve Plan 2014 for reference**

## **Attachments**

### **5.4 Traralgon Recreation Reserve needs.**

#### **5.4.1 Old Trafford requirements**

**Align Oval for Cricket- Move 20 metres south**

**Relocate Power poles**

**Modify the skate park**

Practice wickets do not need to be relocated.

Assess to the pavilion is required at this oval. Alternatively provide a 2<sup>nd</sup> pavilion for cricket.

#### **5.4.2 Lighting for football Training on Old Trafford**

Lighting on Old Trafford will reduce training traffic on main oval during adverse weather conditions. This is beneficial to Football but could be arranged to support cricket practice wickets as well.

#### **5.4.3 Main Oval Pavilion & Change Rooms**

A major upgrade is required. Ex-students and the TDCA are stakeholders and need to be involved in formal discussion with Council. Please advise the Current Status of the RR Management committee?

Cricket supports the TFC proposal, although a major upgrade is our recommendation with a new spectator stand and possibly an indoor cricket and training centre in the mix.

### **5.5 Indoor Training & Cricket centre- Available for Football**

**Traralgon needs an indoor cricket facility.**

**This is critical now with the closure of the Shakespeare Indoor Cricket centre and the Council decision not to proceed with the CV hub in Traralgon.**

**The TDCA proposes that indoor cricket facilities are provided in conjunction with any proposed Building extensions, but run and maintained by the TDCA/Ex-Students CC/TFC**

**Traralgon has 6 A grade Clubs with A/B/C & Juniors, Morwell has 2 and Moe has 1.**

**The demand for this facility is twice that of Morwell and Moe Combined.**

## Attachments

### 6.0 Traralgon West Complex including Apex Park. Refer Plans 2006 & 2014

This area has developed over time to become an important hub for Junior Sport and Club Cricket

#### Cricket Clubs shared facilities include

- Apex Park Oval- Centrals CC.+ 2 Junior Football Clubs
- Jack Kanavan Oval– Traralgon West CC+ 2 Junior Football Club. All Junior Clubs in the area utilise the training lights at this ground.
- Stoddard Oval – Gormandale CC + 1 Junior Football Club

Not being Council property, some obstacles continue to limit development in this area

This shouldn't be the case. Council needs to co-ordinate this area for the community as otherwise Traralgon is lacking in suitable open space. (at times a similar situation has occurred at other sporting complexes in Traralgon)

The area comprises 3 Turf Wickets Ovals. 1 Senior grade Synthetic wicket Oval and 2 synthetic junior wickets Ovals(limited size Ovals).

Three Pavilions/ Change rooms provided. Some have limitations.

#### 6.1 Moving Forward with Completion of the Sports Pavilion

The completion of the Sports Pavilion at Jack Kanavan Oval is a TDCA priority along with the associated Clubs

The TDCA and the associated Clubs need to be kept informed of plans and progress to complete the building works.

The Cricket group can then respond to issues raised.

The TDCA hopes to develop a women's cricket training and competition area along with their existing Junior cricket Program at this complex.

An indoor cricket training facility in this area would benefit the schools and the sporting organisations. A Stadium was removed from this area a number of years ago. It was not suitable for cricket.

**Attachment**

**6.2 Traralgon West Complex 2006 Plan review**

**6.3 Traralgon West Complex 2014 Plan review**

**Attachment****6.4 Priorities at Traralgon West Complex**

Landscape, trees and Shade. Often considered but seldom undertake. – Need a plan and a commitment.

Need to replace trees removed along Grubb Avenue. Add additional as in 2014 Plan. This will reduce cricket ball entering the roadway. Required for Shade

The Old Pine trees in SW corner of Stoddard Park Oval should be removed.

This would be a good area for a car park to the club rooms

Continue to update Pavilions and amenities.(Current Plans)

Turf Equipment storage shed is required at the Jack Kanavan Oval.

Maintain ovals to at least Level B playing surface. (Review the maintenance Plan)

Traralgon should have at least 2 Level A playing surfaces. With Traralgon's larger population and cricket, Junior football teams numbers being greater than Moe and Morwell combined. The Jack Kanavan Oval with the Pavilion completion justifies this grading.

**Attachments****7.0 Duncan Cameron Park**

This ground has finally been rejuvenated and a pleasant small ground used for major TDCA competition and some regional games. When this was developed in the 1960's it was the envy of all our regional cricketing family. The ground condition is now excellent, but concerned it may not be adequately maintained.(past history on Grade B grounds)

**7.1 TDCA input**

The fencing around Oval was ear marked to replace 2 years ago. This is still to be done.

The amenities were upgraded a few years back by the user groups. South Side JF & Rovers CC. Still require funding to improve these facilities.

This venue is excellent to State Wide Junior and Women's Competition

**7.2 Rovers CC Input**

A Turf Equipment Shed is required at this ground. Minor Capital funds maybe an answer.



27

**YINNAR  
RECREATION  
RESERVE**  
Est. 1958

PO Box 165 Yinnar VIC 3869

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29 July 2017

Ms Karen Tsebelis  
Coordinator, Recreation & Open Space  
Latrobe City Council  
141 Commercial Road  
Morwell VIC 3840

*Via email: Karen.Tsebelis@latrobe.vic.gov.au*

Dear Ms Tsebelis

**LATROBE CITY COUNCIL RECREATION NEEDS ASSESSMENT (RNA)**

Thank you for the opportunity to provide a response to the above draft LCC policy documents.

This submission is made by the Yinnar Recreation Reserve Committee of Management, for and on behalf of the CoM and its user groups, these being:


- Yinnar & District Judo Club
- Yinnar Tennis Club
- Yinnar Football & Netball Club
- Morwell Tigers Yinnar Cricket Club

Council is to be congratulated on its initiative to establish clearer policy and guidelines for the provision of recreation infrastructure.

The accessibility, availability and readiness to engage in meaningful consultation demonstrated by Council staff is acknowledged and appreciated.

The following feedback is provided on the RNA:

1. The strategic and policy context to which the RNA responds does not appear to be clear to the reader – why is LCC undertaking this work? Its is only when reaching the end of the document that the higher-level strategy and policy is identified and this is included in the 'document review' section.
2. The importance of sport and recreation to our community should be 'front and centre'. The health, wellbeing and significant other social benefits from an active community are well documented and should be central to the RNA.
3. We believe the value (both in terms of value for money and tangible outcomes) Council and its community receives via well led and managed volunteer Committees of Management should be identified in the RNA and strongly supported.
4. The principle of equal access to appropriate recreation infrastructure across the municipality, regardless of location is important and must ensure the needs of the 'non big 4' (with every respect to Moe, Morwell, Traralgon & Churchill) are recognised and responded to.
5. Judo is not mentioned in the RNA, however the YDJC is a member of our CoM - we are unsure why sport is not recognised?



6. Whilst the RNA does recognise the need for unisex facilities, it is silent on the broader issue of needing to cater for diversity. We do acknowledge that this will be a challenge and that there is still a mindset that has to get past the M v F categorisation of facilities, let alone consider the complex issue of gender diversity.
7. The RNA acknowledges the role, good work, resources and guidance Gippsport can provide to the sport and recreation community. We believe that in addition to Gippsport, peak bodies such as the AFL, through AFL Gippsland also provide a wealth of relevant policy and general administrative tools and techniques that ensures clubs don't 'reinvent any wheels'. We suggest the availability of resources, or acknowledgement of the role bodies such as AFL Gippsland play, should be recognised in the RNA.
8. In relation to the RNA identifying the needs of specific sports (e.g. page 28 identifies AFL priorities), the YRR CoM has a process whereby the needs and priorities of our user groups are agreed and ranked accordingly. We share this process and project priority ranking annually with LCC staff and as part of the RNA, will provide the CoM project and priority listing to ensure this is reflected in the planning process and documents.
9. The need for a consistent approach to the assessment and funding of recreation infrastructure is acknowledged. Council's approach to this challenge via the Draft Recreation Infrastructure Funding Policy is acknowledged. However, this should be considered a guide and tool that is used in the planning process, not an absolute that does not take into account factors such as grant program opportunities and potential community specific factors that may include events such as fire or flood – etc.!
10. The club contribution component of the Funding Policy is a reasonable policy approach, however in reality there is no club that has the level of contribution that would make any tangible difference to a projects overall funding requirements. A co-contribution would only result in the club 'robbing Peter to pay Paul' leaving insufficient funds to provide the internal / fit-out requirements that are its responsibility under the policy.
11. We understand Council has adopted a policy that does not allow user groups or Committees to undertake construction works on Council owned or managed land, and that this is based on some recent experiences of poor workmanship and / or unsafe structures etc. Whilst we can appreciate this approach as Council is ultimately responsible for the works and must manage the associated risk, Council must have provision for exceptions where there are groups that have a track record, or demonstrated capability to undertaken and complete works on various scales. We would suggest if this was the policy since inception of YRR, there would be few facilities for community use today.
12. Some specific comment / queries on the draft document are:
  - a. Page 6, tables 1 & 2 are incomplete and significant omissions evident.
  - b. Page 24, YRR has 2 full sized ovals suitable for football, cricket, soccer (or other sport as required to meet the needs of our community) etc., not 1.
  - c. Page 52, there is a Yinnar South Pony Club located adjacent the LCC Transfer Station – unsure of how or where this may or may not relates to the RNA.

Once again, thank you for the opportunity to comment of this important Council policy initiative.

Should further information regarding our submission be required, please do not hesitate to contact me on

Yours faithfully

Don Barnes  
**PRESIDENT**

28

Cricket Victoria  
86 Jolimont Street  
Jolimont Victoria 3002  
Australia

cricketvictoria.com.au



28 July 2017

Karen Tsebelis  
Senior Recreation and Open Space Planner  
Latrobe City Council  
[Karen.Tsebelis@latrobe.vic.gov.au](mailto:Karen.Tsebelis@latrobe.vic.gov.au)

Cc: Cam Juha  
[Cam.Juha@latrobe.vic.gov.au](mailto:Cam.Juha@latrobe.vic.gov.au)

Dear Karen

**Re: Latrobe City Council Recreation Infrastructure Funding Policy**

Thank you for the opportunity to provide feedback on Latrobe City Council's Recreation Infrastructure Funding Policy.

The feedback, which has been developed in consultation with the local cricket community, aligns with Cricket Victoria's policy for the upgrading and development of cricket infrastructure across the state, Common Ground – A Unified Plan for Victorian Cricket Facilities Development.

Cricket Victoria, with the support of Cricket Australia, has also commenced the development of a Victorian Cricket Infrastructure Strategy. This strategy work is supported by a state-wide audit of cricket facilities and analysis of population and cricket participation data.

In developing the strategy, we will consult with relevant stakeholders and will seek Council's input on the draft framework in the coming months.

Should you have any questions or require clarification on our feedback please feel free to contact me directly.

Yours sincerely

Annie Hateley  
Partnerships & Government Relations Manager

80

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Feedback from Cricket Victoria on the Recreation Infrastructure Funding Policy.

Section	Cricket Victoria Comments
<b>2.1 Guiding Principles</b>	The principles are supported by Cricket Victoria. Where developments do not align with the local level facility hierarchy or Cricket Australia's <i>Community Facility Guidelines</i> , Cricket Victoria and Cricket Australia would like to be consulted, particularly where a project may have site or budget constraints.
<b>3.1 Process</b>	The principles are supported by Cricket Victoria and we are open to consultation and consideration of projects that have site and budget constraints and may require special consideration against the <i>Community Facility Guidelines</i> .  Latrobe City's Grass Based Sporting Review – can Cricket Victoria obtain a copy of this review?  What is the measurement for overuse, underuse and match potential usage?
<b>4.1 Sports Pavillions</b>	Cricket Victoria welcomes the reference to being consulted on guidelines and requirements.
<b>4.1.1 Core Components</b>	
<b>4.2 Ancillary Infrastructure</b>	<b>Floodlighting:</b> Policy supported by Cricket Victoria.  <b>Scoreboards:</b> Policy supported by Cricket Victoria.
	<b>Protective netting:</b> Does this refer to cricket practice nets/facilities?  Cricket Victoria has identified practice facilities as one of the five facilities priorities in Victoria. <i>Common Ground</i> references a priority action for Cricket Victoria to work with local government to develop funding and innovative solutions – such as multi-use practice facilities – to maintain and develop practice nets across the state.

	<p>Cricket Victoria advocates for provision of practice facilities and funding commitments at all levels of government and would like to continue to work with Latrobe City Council on a continued commitment to practice facilities – particularly multi-use facilities where a ground has shared tenancy with other sports.</p> <p>If this does not refer to practice nets for cricket, we would like it made explicit within the policy.</p>
<p><b>4.3 Sports Cricket</b></p>	<p><b>Clubs are responsible for 100% turf wicket construction and maintenance cost.</b> Cricket Victoria proposes that this be a shared responsibility of council and clubs. Whilst clubs are generally happy to maintain their wickets, cricket clubs cannot be accountable for maintenance and damage during winter months and the subsequent costs to repair wickets in preparation for the cricket season. The maintenance of wickets requires expert advice and training from professional curators. Cricket Victoria in partnership with Sports Turf Association (STA) – Victoria is currently exploring how we can further provide support to both councils and clubs in terms of the appropriate skills, education practical experience.</p> <p>Turf wickets that are left solely to a volunteer club curator/s can increase the risks of long term damage to wickets, increased costs for maintenance, increased costs for storage of equipment, fertilisers and soil storage/replacement. Council and Cricket Victoria/STA engagement with local clubs and associations can facilitate a partnership to increase care of turf wickets and outfield/s 12 months of the year and increase the capacity and longevity of the costs of maintaining a turf wicket. (Please refer to page 34, 25 of Common Ground). Cricket Victoria also liaises regularly with AFL Victoria to further explore how we can work together to ensure the better maintenance of sports fields and increase the use/capacity of fields while minimising the costs for clubs and councils.</p> <p><b>Replacement of synthetic pitch replacement</b> Cricket Victoria welcomes and supports council's position on replacing synthetic pitches.</p> <p><b>Cricket nets</b> As mentioned above, Cricket Victoria advocates for a shared funding partnership with club and council on development and upgrade of practice nets, particularly where an opportunity exists to upgrade to multi-purpose, multi-sport use. Practice facilities are a high priority for Cricket Victoria in the facilities space and seeks to work closely with councils on their development and maintenance given their use by clubs and the broader community.</p>

29

**From:** [Rhonda Chapman](#)  
**To:** [Karen Tsehels](#)  
**Cc:** [Leigh Fabris](#); [Ross Williams](#)  
**Subject:** Latrobe City Council Recreation Needs Assessment feedback  
**Date:** Friday, 28 July 2017 5:09:38 PM

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Dear Karen, After speaking with you last Monday and seeing the documents first hand I feel I am in a much position to make an accurate response as per feedback requested both personally as a Rate Payer and sports minded person living in the Latrobe Valley for the past 32 years. My involvement has been with my own basketball, swimming and golfing loves as well as the involvement with my children at both Junior and now Senior-levels of Football (AFL), cricket, basketball and baseball.

1) Firstly I think that the Matrices Document is a fair way to ascertain whether there is a genuine Club / Community need basis or want basis for particular clubs to apply for new Infrastructure such as pavilions, lighting and / or ground maintenance and upgrades. Unfortunately some of the statistics required can be affected detrimentally for some of the Key Priority Areas such as current player participation and especially female participants to a in traditional male sports such as our Imperials Cricket Club and Cumberland Park Junior Football Club when we simply do not have the facilities warranted to attract new players to the clubs. This is not just as male or female facilities within the clubrooms but unisex ones and areas big enough for teams / players to be changing in privacy or even to hold the players in regards to addressing them, catering needs or appropriate kitchen facilities to do so.

2) Secondly I think that the KPA 5 component is not necessary as not all clubs are able to provide cash supplements to assist with the core projects costs. I believe this could make clubs vulnerable to promises to have work completed by individuals / sponsors that may not occur when needed or not done according to building codes, requirements etc as a quick fix that then has a flow on effect to other shared users, Committee members and players and officials.

3) I think that the Draft Recreation Infrastructure Funding Policy that clearly outlines what Council will and will not fund and the steps necessary to deal with LCC in case of urgent negotiations, and / or Master Plans is beneficial to all Clubs and groups trying to put their cases forward for new facilities especially as well as other projects such as lighting or ground maintenance and repair.

4) Hearing that the State Government will be contributing funds to the Latrobe Valley earlier this year but having the difference highlighted between what is local level standards and Regional Level Standards will also help clubs to keep their information for requests more relevant and make it easier to understand what they can apply for and have a greater chance of programs and Master Plans being accepted.

Thanking you, Rhonda Chapman



31

**From:** [Amanda McInnes](#)  
**To:** [Karen Tsebelis](#)  
**Cc:**  
**Subject:** rw: Latrobe City Draft Recreation Needs Assessment - Submission [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 2 August 2017 3:19:49 PM

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Hi Karen,

Further feedback on the Latrobe City draft rec needs assessment is attached below.

The CFNC would like to commend Latrobe City for the development of this new policy as we believe it will deliver true transparency around funding allocation and remove any perceived bias that may have been considered by some community groups. As stated in the document this policy will "ensure a fair and consistent allocation of Council resources....."

Below is some more detailed feedback/suggestion for consideration by Council on this policy –

#### 2.1 Guiding Principles

The CFNC agrees with these stated principles and would particularly highlight the last key principle around "special consideration" around some proposed projects, specifically around change room requirements & the need for female facilities both from a player & umpire point of view (female participation is definitely on the increase, especially in the umpiring ranks). We also acknowledge that "shared" facilities (multiple tenants) will deliver better ROI for Council.

#### 3.1 Process

The CFNC also supports the concept around "weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy", we believe these projects should be considered before any new projects are identified, especially if the Master Plan ticks all the boxes.

In regards to the actual "matrix" we are very comfortable with the proposed criteria's but would suggest that Council also take into consideration any recent infra-structure improvements undertaken by clubs that enhance the Council facility or have saved Council the expense of having to fund this capital improvement (e.g netball change rooms).

In regards to the cash contribution Council may want to consider the weighting on the percentages as 50% on a \$1M project (even a 20% contribution) would be out of the reach of all sporting clubs in Gippsland, maybe the points (or percentages) need some adjusting. If a club could pay 50% cash contribution then we would suggest they get a "high priority" on this project. Furthermore, how would a grant from a 3<sup>rd</sup> party (government or non-government) be assessed if the club sourced this funding? Would that be considered a cash contribution?

#### 4. Levels of Contribution

CFNC again has no issues with the proposed "core components that Council will fund".

##### 4.1.2 Optional Components

CFNC appreciates these items are "nice to have items" and has no issues with the club funding these, our only question would be would there be any additional weighting if a club funded an "optional component" (such as a gym) which would be available to all users of the facility? The same with a meeting room or shades spectator area?





#### 4.13 Pavilion Fit-out

CFNC fully agrees with these items and who is responsible for them.

#### 4.2 Ancillary infrastructure

CFNC fully agrees with these items and who is responsible for them. Our only question is regards to this is "what if the club funds infrastructure that exceeds the requirements of Council" and hence enhances the total sporting precinct? And in turn this capital improve attracts more utilisation of the facility.

As a way of example at Gaskin Park the CFNC has enhanced the facility by –

- Installing a state of art coloured scoreboard at a cost \$20K, this scoreboard is one of the best in Gippsland & enhances the players & spectators experience as well as providing non-sporting opportunities, e.g community movie night
- Installing 15 metre (AFL approved) goal posts at a cost of \$10K. These post are taller than most local football grounds & again enhance the facility.
- Installing a goal net at the Switchback road end of the oval, this net is both a OH&S improvement and eliminates wasted time chasing balls after a goal is kicked. The cost of this was \$15K
- Installing a timekeepers box above the social rooms on the centre wing, this gives ideal viewing for the timekeepers & is also used to control the electronic scoreboard on the other side of the ground. Again the timekeepers box is one of the best in Gippsland & also allows for local radio stations to utilise it for broadcasting of local games
- Construction of netball change rooms close to the netball facility at a cost of \$25K, these facilities allow the netballers to get changed, have a shower and stay out of the weather.

The items stated above are just examples of where a club has enhanced a Council owned facility which we acknowledge is great for the club but it is also great for the community and Latrobe City. It also assists in allowing the facilities to be utilised for football & netball finals as well as allowing representative teams such as Gippsland Power to utilise the venue when Morwell Rec is not available.

Our point here is whether the policy will take these type of capital improvements into consideration as a part of the matrix assessment.

In summary the CFNC fully supports the Recreation Infrastructure Funding Policy and the proposed assessment matrix but would like Council to consider some of our suggested improvements to the policy.

Regards,

Mick Johnson

sent by Amanda McInnes on behalf of Mick Johnson | CFNC Secretary | Churchill Football Netball Club Inc | PO Box 111 Churchill VIC 3542 | e: [am@cfnc.org.au](mailto:am@cfnc.org.au) | p: [0354421111](tel:0354421111)

----- Forwarded by Amanda McInnes/Traralgon/VIC/ASIC on 02/08/2017 03:16 PM -----

From: Amanda McInnes/Traralgon/VIC/ASIC  
To: "Karen Tsebelis" <[Karen.Tsebelis@latrobe.vic.gov.au](mailto:Karen.Tsebelis@latrobe.vic.gov.au)>  
Date: 28/07/2017 12:50 PM

Subject: Fw: Latrobe City Draft Recreation Needs Assessment - Submission [SEC=UNCLASSIFIED]

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Hi Karen,

Our feedback regarding the Policy is in relation to 4.2 Ancillary infrastructure.

Specifically the ongoing replacement of bulbs/globes.

We are happy to front the cost of supplying the bulbs/globes, but to actually facilitate the replacement is a \$1000 exercise to get the equipment each time to get up to the top of the poles, so if council were already doing the maintenance of the infrastructure including poles, we think the actual replacement of the bulbs should also be a Council function.

Happy to discuss further on Monday if needed.

Thanks,  
Amanda

Amanda McInnes | CFNC Secretary | Churchill Football Netball Club Inc | PO Box 111 Churchill VIC 3842 | e: amanda.mcinnis@asic.gov.au or cfnc.secretary@hotmail.com | p: 0439 230 283 or (03) 5177 3708

----- Forwarded by Amanda McInnes/Traralgon/VIC/ASIC on 28/07/2017 12:44 PM -----

From: m>  
To:  
Cc:  
Date: 18/07/2017 07:48 PM  
Subject: Re: Latrobe City Draft Recreation Needs Assessment - Submission

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Yep this is the one I had printed last week at the meeting. I'll book a time in with them to have a chat.

Sent from my iPhone

On 18 Jul 2017, at 7:38 pm, Mick Johnson <mickjohnson@latrobe.vic.gov.au> wrote:

Amanda are you able to follow this up ?

Sent from my iPad

Begin forwarded message:

From: Cam Juha <Cam.Juha@latrobe.vic.gov.au>

Date: 18 July 2017 at 3:55:37 pm AEST

To: "m"

Cc: Karen Tsebelis <Karen.Tsebelis@latrobe.vic.gov.au>, Nathan Robinson

<Nathan.Robinson@latrobe.vic.gov.au>

**Subject: Latrobe City Draft Recreation Needs Assessment - Submission**

**Att: Churchill Football Netball Club**

Good afternoon,

I'm emailing through in regards to the draft Recreation Needs Assessment currently out for community feedback. We noticed the Churchill Football Netball Club was not represented in the information sessions held in Traralgon, Morwell, Moe and Churchill over the past three weeks. We are keen to hear from you on the draft Recreation Needs Assessment and Council's proposed funding process of future recreation infrastructure, therefore I strongly encourage you to provide feedback before the closing date of **Friday 28 July 2017**.

If you would like to schedule a one on one meeting with the Recreation & Open Space team, or have any questions about the draft Recreation Needs Assessment – please do not hesitate to contact any of the following:

- Karen Tsebelis – Acting Manager Recreation on (03) 5128 5629 or via email [Karen.Tsebelis@latrobe.vic.gov.au](mailto:Karen.Tsebelis@latrobe.vic.gov.au)
- Cam Juha – Acting Coordinator Recreation & Open space on (03) 5128 5483 or via email [Cam.Juha@latrobe.vic.gov.au](mailto:Cam.Juha@latrobe.vic.gov.au)
- Nathan Robinson – Recreation Intern on (03) 5128 5485 or via email [Nathan.Robinson@latrobe.vic.gov.au](mailto:Nathan.Robinson@latrobe.vic.gov.au)

Kind regards,

**Cam Juha**

Acting Coordinator Recreation & Open Space  
Latrobe City Council

[mailto: Cam.Juha@latrobe.vic.gov.au](mailto:Cam.Juha@latrobe.vic.gov.au)  
Direct: 03 5128 5483

Fax: (03) 5128 5672  
Phone: 1300 367 700  
PO Box 264, Morwell 3840  
141 Commercial Rd, Morwell 3840

<image001.jpg>

<http://www.latrobe.vic.gov.au/>

\*\*\*\*\*  
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Latrobe City Council  
P.O. Box 264



# Newborough Football/Netball Club

Postal Address: P.O. Box 118, NEWBOROUGH, VIC 3825

Club Rooms Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

32

Affiliated with MID GIPPSLAND FOOTBALL LEAGUE

Registered Associated No: \_\_\_\_\_

ABN \_\_\_\_\_

Stephen Hall

RE: Recreation Infrastructure Funding Policy Draft.

Ms Karen Tsebelis  
Co-ordinator Recreation & Open space,  
Latrobe City Council,

Karen,

Following our one-on-one meeting 26/07/17, the Newborough Football Netball Club would like to put forward our feedback to the Recreation Infrastructure Funding Policy Draft.

This feedback comes from Both NFNC and Newborough Junior Football Club users of Northern Reserve Newborough.

While we feel that Draft Policy and its accompanying matrix are a step in the right direction, in relation to recognising growth rates, Compliancy, and individual sporting code trends. We would also like to see some discussion on some inclusions/ additions to the policy which we will dot point below:

- We must look at current use / overuse of current facilities to ensure participation rates do not drop.
- We feel there is a need to accommodate and recognise current member numbers
  - in cases where in sporting codes where there are limits on the numbers of teams permissible in certain competitions, i.e. Netball in the MGFL we are only allowed to have six teams covering u15 through A-grade with realistic maximum numbers being a side of 7 and two reserves = 9, Thus, for a club which operates at this level to show growth may not be possible. Therefore, constant participation numbers should be considered.

Page 1 of 2



# Newborough Football/Netball Club

Postal Address: P.O. Box 118, NEWBOROUGH, VIC 3825

Club Rooms Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Affiliated with MID GIPPSLAND FOOTBALL LEAGUE

Registered Associated No: \_\_\_\_\_

ABN \_\_\_\_\_

- In addition to utilising this policy we would also like to see the opportunity for clubs able to attract funding through alternate areas/means be able upgrade their facilities, providing they follow guidelines set down by building codes, sporting codes and councils own policies and procedures. **And there are no extra costs to Council.** This would mean that private (self) funding could be used to upgrade facilities, meaning council funding would be freed up to spend on other recreational facilities.
- Where Council fund lighting/installations/upgrades to a maximum of 100lux, clubs should be able to contribute to upgrade to a higher level of lux, given that the club is responsible for replacement of bulbs/globes and the operating costs.

We fully understand that Council has access to limited funding and budgets only stretch so far, but clubs who operate on good numbers and levels should not be restricted due to the level of competition they play in or their proximity to "Higher league facilities" Remembering that access to these higher league facilities is limited to current tenants only.

Should you wish to discuss our feedback, please do not hesitate to call

Stephen Hall  
President  
Newborough Football Netball Club

33

**From:** [Duncan, Peter](#)  
**To:** [Nathan Robinson](#)  
**Cc:** [Cam Juha](#); [Karen Tsebelis](#)  
**Subject:** RE: Latrobe City Draft Recreation Needs Assessment Community Feedback  
**Date:** Friday, 28 July 2017 7:12:52 AM

---

Hi Nathan

I am responding to the Latrobe City Draft Recreation Needs Assessment on behalf of the CATS (Callignee and Traralgon South) cricket club.

Thank you for a wonderful document with a myriad of information that is very enlightening and informational.

I find that the information has given me some great insight and confidence into the direction we are heading with our club and the council facility that we use.

Some of my comments on the report.

- We share our facilities with numerous groups and this was an important factor highlighted in the report which other facilities need to do, which we totally agree with.
- Clubs should be incorporated, which we are.
- Some important planning principles were highlighted such as; emerging female participation, and uni-sex multi-purpose facilities. This backs up our plans of having girls playing in our juniors and our goal of having a women's team active this season.
- I also noted that there is only 4.97% women participation in cricket. Hence, our aim to target women's cricket has a huge potential in significantly increasing overall participation.
- While there is an estimated 111.4% increase in cricket participation in the future, and assumed 200 further participants by 2031, from the current 1395. I feel we can significantly increase this amount by getting more women and girls participating in cricket in Latrobe. So with the focus from the Victorian Government, Cricket Victoria and Gippsport on trying to improve women's participation, I think this number will be a lot higher.
- With this point and other points noted in the report such as; pavilions are no 1 priority, multi-use facilities not being done enough, and a high need for uni-sex facilities, I feel our proposal of the facilities extension at Traralgon South will provide for and fill these needs.
- I note that one point highlights the need for sufficient club based activities to justify the expenditure and maintenance spent on facilities is important and will be harder to get funds for. My concern in Traralgon South is that the we receive funding for the users group, but this funding is only partially used for maintenance, and some of the funds are given to the clubs for their own use. My belief is that this money should ONLY be used for maintenance of the facility and surrounding areas, so all of the users and public benefit. Something needs to be done to address this point.
- In regard to cricket there are 2 important things that are happening that will hopefully increase cricket participation within Latrobe.
  - Cricket Victoria are looking at setting up a cricket centre of excellence in Moe to give facilities for all cricket clubs in Gippsland.
  - There is also a current committee looking at a merger between the CGCA and the TDCA, to create the Latrobe Valley Cricket Association. This will hopefully enhance cricket in Latrobe and give cricket in the area an even bigger lift in exposure, sponsorship and participation.

I hope you find these comments helpful and informative for your report.

Thanks

**Peter Duncan**  
President CATS cricket club



**From:** Nathan Robinson  
**Sent:** Tuesday, 20 June 2017 2:50 PM  
**To:** Cam Juha  
**Subject:** Latrobe City Draft Recreation Needs Assessment Community Feedback  
**Importance:** High

Good afternoon,

Latrobe City's draft Recreation Needs Assessment is now open for community feedback.

The draft Latrobe City Recreation Needs Assessment is an important strategic report that aims to provide Latrobe City Council with one consolidated document that covers the current provision, participation, demand and planning for active organised sport and active recreation at Council owned, managed or financed facilities within Latrobe City.

The following documents have been developed as part of the project:

- Draft Recreation Needs Assessment
- Draft Recreation Infrastructure Funding Policy
- Draft Assessment matrices

The draft Recreation Needs Assessment report provides information and analysis specifically in relation to active sport being played at Council owned, managed or maintained and funded reserves across the municipality.

The draft Recreation Infrastructure Funding Policy provides direction to both Council and sporting clubs and associations about what recreation infrastructure Council will fund and what it won't fund.

The final document is the draft Assessment matrices. There are three (3) matrices which address the following types of recreation infrastructure:

- Assessment matrix 1 – Pavilions and pavilion upgrades
- Assessment matrix 2 – Ground improvements, such as irrigation and drainage
- Assessment matrix 3 – Sports lighting construction or upgrades

These three documents are open for feedback and submission for a period of six (6) weeks, commencing on Tuesday 20 June 2017, and closing on Friday 28 July 2017.

We would like to hear from you about these important documents which will help prioritise the delivery of recreation projects in Latrobe City.

You can be involved in this project by reviewing the draft Recreation Needs Assessment, Draft Recreation Infrastructure Funding Policy and Draft Assessment matrices, and provide your feedback either in person to the Recreation & Open Space Team or via email or letter.

Alternatively, interested community members can:

- Schedule One on One meetings with the Recreation & Open Space team, or
- Attend an Information Session at the following Council service centres:
  - Traralgon Service Centre – Tuesday 27 June 2017 at 5.00 pm

34

**Traralgon South and District Association**

Ms Karen Tsebelis,  
Co-ordinator Recreation and Open Space  
Latrobe City Council  
PO Box 264  
Morwell, VIC 3840

ABN

Latrobe City Council



DOC17/54818

Date Received: 31-Jul-2017

27 July 2017

Dear Ms Tsebelis,

**LATROBE CITY  
RECREATION NEEDS ASSESSMENT**

The purpose of this letter is to make a formal submission to the Council's Recreation Needs Assessment.

In 2016, the TSDA Committee undertook a survey of residents about the future development of the Traralgon South Recreation Reserve. In particular, we sought to obtain from residents their views about priorities for future development. A copy of the Report on the Results accompany this letter. As will be seen, the local community has some clear views about how to proceed. The results were presented to a General Meeting in November 2017 and endorsed by community members.

This determination was communicated to Steve Piasente in January 2017 and a copy of our covering letter dated 23 January 2017 is attached. A response to our communication was received in a letter from Steve dated 6 March 2017. This is also attached.

Could you please ensure that Council takes full account of our submission when completing the Needs Assessment. In so doing, could you please note that we strongly hold the view that any assessment of needs must take into account not just the requirements of formal sporting groups but also the participation in sporting activities of the wider community. This is particularly relevant with tennis.

Yours sincerely,

**Ang Gordon**  
President TSDA

Traralgon South and District Township Association Inc.  
Registration No.



713

**Traralgon South and District Association**

ABN

Mr Steve Piasente,  
General Manager  
Infrastructure and Recreation  
Latrobe City Council,  
Morwell, VIC 3840

30 January 2017

CC: Councillors, East Ward  
Ms Karen Tsebelis

Dear Steve,

**TRARALGON SOUTH RECREATION RESERVE  
10 YEAR PLAN**

The purpose of this letter is to make a formal submission to Council to proceed with implementation of certain proposals arising from the contents of above plan.

Some time ago, the TSDA Committee had a number of meetings with Councillors and Council officers regarding the contents and future implementation of the Ten Year Plan for the Traralgon South Recreation Reserve. At the time, the Committee was told that this Plan was part of the Latrobe City's long term plans for the municipality, but there would be no action to implement the Plan pending representations from the community on their views and priorities.

In the meantime, there have been a number of developments. In particular, Council financed the installation of a Skate Park, and Council has undertaken a preliminary study on drainage issues. We have also experienced some deterioration in the existing facilities. There have been a number of problems with the stability and safety of the tennis courts, with "sink holes" appearing. And there have been problems with the playing surface of the cricket oval as a result of which home games in the current season have been played at Callignee Oval. You should also note that we are currently in the process of requesting, under the small grants program, an upgrade of the children's play area.

Traralgon South and District Township Association Inc.  
Registration No. /

In 2016, the TSDA Committee undertook a survey of residents about the future development of the Recreation Reserve. In particular, we sought to obtain from residents their views about priorities. A copy of the Survey (Attachment 1), and the Report on the Results (Attachment 2) accompany this letter. As will be seen, the local community has some clear views about how to proceed. The results were presented to a General Meeting in November and endorsed by community members.

The TSDA Committee would now like to make a formal submission that Council commences the process of establishing a forward plan to implement a substantial upgrade of the Recreation facility. This will involve an update of the Ten Year Plan and eventually a capital works program designed to implement certain key aspects of the Plan. We know that implementation may involve a number of steps including the following:

- a) A major review of the drainage issues associated with the site, following completion of the Feasibility Study already in hand.
- b) Major works to address the drainage issue.
- c) An assessment of the potential for extending the current boundaries of the Reserve to include adjacent land.
- d) Preparation of alternative plans for the whole site, including options for access and parking.

Finally, you should know that the TSDA is willing to be an active partner in any development proposals. In particular, we are willing to discuss with Council a financial contribution drawing on our modest community reserves and related fund raising activity.

The TSDA Committee would appreciate an opportunity to meet with you and discuss how we may proceed with implementation of the 10 Year Plan.

Yours sincerely,



**Ang Gordon**  
**President TSDA**

Traralgon South and District Township Association Inc.  
Registration No.

**TRARALGON SOUTH AND DISTRICT ASSOCIATION****REPORT ON****SURVEY ON RECREATION RESERVE****Background**

During August, the TSDA Committee undertook a survey of residents regarding the future development of the Traralgon South Recreation Reserve. The aim of this Survey was to gauge community opinion on the options for implementing the Latrobe City Council Ten Year Plan for the facility.

The Recreation Reserve is a five hectare area on the west side of Traralgon South. Not included in the site, but potentially available for expansion of the Reserve, is an area of cleared land to the north. The Reserve currently provides the following amenities:

- Cricket Oval, cricket nets, and Sports Pavilion, but no changing rooms
- Community Hall
- Tennis Courts
- Indoor Badminton Courts at rear of Sports Pavilion
- CFA Station
- Men's Shed
- Skate Park

The Reserve and adjacent land presents some opportunities for development, and there are also some constraints. The opportunities include the following:

- a) Refurbish existing tennis courts, or relocate to accommodate car park
- b) Establish changing facilities for sports teams
- c) Relocate car park to more central location
- d) Establish Netball courts for use by the town's Netball team.
- e) Establish passive recreational area with picnic and BBQ areas.
- f) Establish football oval for use as a reserve ground by one or more of our local Gippsland teams.
- g) Expand CFA facility
- h) Install more drinking fountains
- i) Plant additional vegetation for shade

Development activity will require funding from the Latrobe City Council which may be obtained by submitting proposals adopted by the Community. If approved by the Council, implementation may take several years. Any development will need to take account of the following:

- i) Before any development takes place, there is a need to address some major drainage issues which have led to the closure of the tennis courts.
- ii) The current layout of facilities does not make the best use of the site. Depending on which amenities are provided, a new layout may be required.
- iii) There is no lighting, so use of facilities is confined to daylight hours.
- iv) Some development options are connected (eg relocation of tennis courts and car park which are items a) and b) above).

## **SURVEY AND RESULTS**

The Survey was sent to every household in the district (about 350 residences). Replies were received from 47 residents (13%), and thanks to everyone who took the time to respond. In completing the survey, residents were asked to indicate whether they were "For" or "Against" a particular development option. They were also asked to rank the options. The responses have been analysed and the results are as follows.

### **Higher Priority**

The options which received the **highest** level of support were as follows:

Re-establish/Relocate Tennis Courts  
Extend Reserve to include the land to the north  
Improve drainage on Cricket Oval  
Establish additional parkland  
Extend area with BBQ facilities  
Extend CFA Facilities  
Relocate Car Park

### **Lower Priority**

The options which received the **least** support were the following:

Upgrade of St Stephens Church  
Establishment of Football Oval (47% were in favour but 47% were also against)  
Upgrade of Skate Park  
Establishment of Netball Courts  
Refurbishment of Community Hall

### **Other ideas**

In addition, a number of **other ideas** for consideration were identified including:

1. The establishment of a multi-purpose sports hall with changing facilities
2. The establishment of hockey/soccer ground
3. Upgrade of children's play area next to Community Hall
4. Introduction of a pony club, and
5. Improved lighting for night time use.

### **TSDA Committee Comments**

The Committee thinks that the community should accept the list of items under the Higher Priority heading as the preferred options. However, the Committee has some comments as follows:

- a) There is a need to install changing facilities in the sports building next to the cricket oval.
- b) The children's area next to the Community Hall is in urgent need of a review and upgrade for health and safety reasons and this could be undertaken using existing community grants.
- c) The installation of lighting for night time use is worthy of inclusion.
- d) Any upgrade to the CFA facility will involve funding from the CFA, but should be built into the overall plan.

**NEXT STEPS**

- i) At the General Meeting on 15 November 2016, community members had an opportunity to discuss the results and raise any issues they have. There was general acceptance of the findings.
- ii) We will then need to engage with the Council officers to share the results with them and begin a process of examining how the community priorities can be built into a new version of the Ten Year Plan. This will involve looking at a number of designs for the total reserve including the extended area to the north and bearing in mind the need to address the underlying drainage issue.
- iii) The TSDA Committee will then make a submission to proceed with the preferred options.

End

Our Ref: 1599117  
SP:JM



6 March 2017

M/s Ang Gordon  
Traralgon South & District Association  
RMB 3132  
TRARALGON SOUTH VIC 3844

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Dear M/s Gordon

**TRARALGON SOUTH RECREATION RESERVE MASTERPLAN**

Thank you for your letter in regards to the Traralgon South Recreation Reserve Master Plan.

The Traralgon South Recreation Reserve Master Plan was endorsed by Council in 2013 and identifies opportunities for upgrades and improvements to the Traralgon South Recreation Reserve. The Master Plan does not detail any timeframes for the delivery of the identified projects at the Traralgon South Recreation Reserve.

This practice of identifying projects through Master Plans has been undertaken at Latrobe City Council for a number of years. This has led to an expectation that Council will deliver all of the projects and unfortunately, this is not achievable.

To address this issue Latrobe City Council is currently undertaking a process to assist determining the most immediate recreation projects, by developing a Recreation Needs Assessment. This municipal wide report will detail the following in relation to active sports in Latrobe City:

- current and future demographics;
- current and future demand for active sports;
- recreation trends; and
- participation data for active sports.

This information will be used to determine key priorities for recreation infrastructure projects over the short term. It is expected that this report will be finalised in mid-2017.

If you require any further information regarding this matter, please contact Jamey Mullen, Manager Recreation on 5126 5629 or email [Jamey.Mullen@latrobe.vic.gov.au](mailto:Jamey.Mullen@latrobe.vic.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read "Steve", is written over a long horizontal line that extends across the page.

**STEVEN PIASENTE**  
**General Manager Infrastructure & Recreation**

35

**From:** [Traralgon Croquet Club Secretary](#)  
**To:** [Karen Tsebellis](#)  
**Subject:** Recreation Needs Assessment - Expression of Interest  
**Date:** Monday, 31 July 2017 8:29:34 PM

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Dear Karen

Thank you for your time on Friday and for welcoming input from the Traralgon Croquet Club as part of the Recreation Needs Assessment processes.

As discussed on Friday, there is no master plan for the Hubert Osborne Reserve on which the club's facilities are located. We are willing to be involved in the development of such a master plan if Latrobe City Council seeks to prepare this. Perhaps this may take the form of consultation regarding the redevelopment of the Traralgon Swimming Pool facilities adjacent to the croquet club.

The key improvement projects that Traralgon Croquet Club would like to have considered in the master plan and/or list of recreation projects are:

- Upgrade to toilet facilities, especially the provision of an accessible toilet: At the moment, we have one female toilet, accessed from inside the club house, and one male toilet, accessed from outside the club house. These are the old style small cubicles with a separate wash basin in the entry area. We do not have any accessible toilets. Ideally, the toilets would be directly accessed from both the inside of the club house and from the outside playing areas.
- Extension to the club house (pavilion): The club house is adequate, but relatively small. It becomes especially crowded during major events, eg, when we host tournaments or visiting groups, or when members and partners are present for social activities.
- Lighting for the courts: Currently, the use of the playing facilities is limited to daylight hours only. Lighting for the courts would facilitate after hours activities enabling the club to recruit working adults as members, and offer coaching and competitions in the evenings. The Croquet Victoria guidelines for facilities recommend lighting requirements as: "LED lights installed with an even illumination of at least 150 lux (lumens/m<sup>2</sup>), with a variance of no more than 0.87 across the playing area."
- Complete renewal of the turf playing surfaces, including laser levelling: The playing surfaces have been maintained to a reasonable standard. However, over the years, a number of issues have developed. These include variation in the levels, a mixture of grasses in the turf, and damp spots where the drainage does not work so well.

The club has three courts. These reach capacity with 24 players at any one time: 3 courts x 2 games on each court (different sets of colour balls) x 2 teams x 2



people per team. During the warmer months, we regularly reach this capacity. This is also prompting consideration of additional alternative club days. We are looking forward to making more use of the facilities. However, it will lead to more wear and tear on the playing surface, and to the need for a longer term plan for a new, more durable, turf.

We have not prepared any detailed submissions for these projects and seek to work with the Council to develop these as required. These projects are based on the assumption that the club will remain at the current location. Croquet Victoria (our state body) has recently issued guidelines for croquet facilities, which will help with further development of the improvements projects proposals.

The Traralgon Croquet Club is one of the stronger clubs in the Gippsland region, and our members have regularly represented the region in state-wide competitions. Our membership numbers of about 34 have been relatively steady over the last couple of years, after a rebuilding period. The gender representation in the club is quite balanced and membership is made up of a majority of retired people. Recently joined new members have taken up croquet as part of their transition to retirement and/or as a result of moving from more physically demanding sports (such as tennis). Our "Try Croquet" days have been part of our successful recruitment processes.

Social play is offered three times a week on Tuesday afternoon, Thursday afternoon/evening and Saturday afternoon, with many members attending each time. There is usually some coaching conducted on Saturday mornings and there have been suggestions / request for regular Sunday play from those members that are working during the week. There are also pennant competitions and tournaments in which the club members actively participate. The croquet season generally runs from August to June. The major turf maintenance activities are usually undertaken in the June/July off season. If courts are available during the off season, members will continue to undertake social play, practice and coaching activities.

The direction of the club has been guided by our 2012-2016 business plan. Five years on, it is now time for us to revisit and update this plan. Your suggestion to work with GippSport to develop a participation plan and female friendly policy is timing and will help us refocus our intentional activities aimed at membership growth and development.

Karen, please let me know if you wish to discuss this expression of interest submission.

Thank you for your assistance.

Regards

Simon

Simon Trebilcock, Vice President, Traralgon Croquet Club Inc.



1

	Club/ Association/Name	Identified Issues/ Summary	Officer Response
1	Frank Leister	<ul style="list-style-type: none"> <li>Population of recreation facilities is not increasing therefore our taxes/rates must not be squandered building more to pander to minority lobby interests.</li> <li>No need to be taxed to fund more sport and recreation facilities</li> <li>What is needed is lower local taxes that would be a bigger incentive for people to stay local</li> <li>Some extra effort into encouraging business into the area such as geothermal power generation, which is where our strengths lay and develop the potentials going to waste.</li> </ul>	<ul style="list-style-type: none"> <li>Latrobe City's population is expected to grow by 8560 people by 2031.</li> <li>Participation in most sports such as AFL, Netball; Cricket etc. are expected to growth by at least 12% in the next 15 years.</li> <li>Community sporting facilities provide a valuable contribution to community life, encouraging both physical and social activities.</li> <li>Funding for recreation infrastructure is predominately funded by Latrobe City Council and other funding partners such as Federal and State governments, and specific recreation funding such as Sport &amp; Recreation Victoria.</li> <li>In 2014, the Victorian government implemented a policy of rate capping for all Victorian local governments. Latrobe City Council has complied with this policy and all rate increases since 2014 have increased as per the CPI</li> <li>Noted – However this is not relevant to the Recreation Needs Assessment which relates only to recreation infrastructure and not other issues such as power geothermal power generation.</li> </ul>
2	Gippsland Athletics Club	<ul style="list-style-type: none"> <li>Gippsland Athletics Data provided for inclusion into the report</li> <li>The club uses Joe Carmody Track in Newborough.</li> </ul>	<ul style="list-style-type: none"> <li>The information provided by Gippsland Athletics Club has now been included in the final Recreation Needs Assessment report.</li> <li>Noted.</li> </ul>
3	Leisl Mckay – Moe Urban Fire Brigade	<ul style="list-style-type: none"> <li>The submission highlights the Moe Urban Fire Brigade and its running team competition.</li> <li>Standard of the current facilities isn't adequate to host competitions.</li> <li>Reduces opportunity to promote participation in the sport and community</li> </ul>	<ul style="list-style-type: none"> <li>Information relating to the participation in fire brigade running competitions has been collected from each of the Urban Fire Brigades, including Moe, Morwell and Traralgon and included in the final Recreation Needs Assessment report.</li> <li>Noted. The purpose of the Recreation Needs Assessment is to document and provide a process for assessing and funding local level facility standards. There may be an opportunity for the club to attract funding through the redevelopment of Ted Summerton Reserve, with the Regional CricketCentre of Excellence.</li> <li>Noted</li> </ul>
4	Boolarra Pony Club	<ul style="list-style-type: none"> <li>Provided a list of the peak bodies for Equestrian in Victoria/Australia</li> <li>Provided detail regarding the current facilities at Boolarra Memorial Park for equestrian activities</li> </ul>	<ul style="list-style-type: none"> <li>The peak body affiliations have been included in the final Recreation Needs Assessment report.</li> <li>Noted.</li> </ul>

2

		<ul style="list-style-type: none"> <li>• Provided a vision and list of outstanding actions priorities for the Boolarra Pony Club from the Southern Towns Outdoor Recreation Plan (2009)</li> <li>• Identification of clubs priorities including toilet facilities, covered arena and cross country course.</li> </ul>	<ul style="list-style-type: none"> <li>• All outstanding actions from all master plans, including the Southern Towns Outdoor Recreation Plan are detailed in the final Recreation Needs Assessment report as an appendix.</li> <li>• A covered arena has been determined as higher level of provision than local level and the Recreation Infrastructure Funding Policy identifies that this type of infrastructure is the responsibility of the club or association to fund.</li> <li>• All projects previously identified in a Council master plan have been assessed through the appropriate Assessment matrix.</li> </ul>
5	Traralgon West Cricket Club – Sam Varsaci	<ul style="list-style-type: none"> <li>• It seems that multi-use/shared submissions are encouraged. Submission should encompass the statistics of the entire user group for an accurate picture of use and need.</li> <li>• 50 m2 for social space not sufficient enough for multi-use shared facilities.</li> <li>• The inclusion of female participation as a key priority area within the criteria is a good initiative</li> <li>• Consideration for additional criteria should be considered and be broadened to include disability participation with community clubs and groups. Club/s should be acknowledged for providing inclusive environments with long term program in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. Where a project has multiple user groups, the data from each user group will be combined and averaged and used to assess the participation average in the project assessment. However, if a project has multiple users, but only one major beneficiary for a particular project, then only the data from the main beneficiary will be utilised to assess the project as identified in the Recreation Infrastructure Funding Policy.</li> <li>• Noted. Latrobe City Council will consider an increase in the size of a social/meeting area if there are three or more user groups.</li> <li>• Noted.</li> <li>• Noted. KPA 1 will be amended in the Assessment matrices to reflect participation by disabled participants; however the score for this will also include female participants.</li> </ul>
6	Cumberland Park JFC- Jessica Tooth	<ul style="list-style-type: none"> <li>• Membership data provided from 2010 through to 2017.</li> <li>• Cumberland Park Junior Football Club as experienced a decrease in player participation mainly due to clubs aged facilities</li> <li>• Since the 2015 Catterick Crescent master plan was developed the club has fielded three (3) teams from under 10s to under 14s</li> <li>• The club has received several expressions of interest</li> </ul>	<ul style="list-style-type: none"> <li>• Noted and thank you. The data provided by the club is slightly different to the data provided by AFL Gippsland. When compared, the data from AFL Gippsland provides a more positive reflection of participation at the club and a better score outcome in the assessment matrix. Where possible, Latrobe City Council's policy is to use data provided by the peak sporting organisations to accurate and non-biased information.</li> <li>• Noted. The club has been encouraged to work with Gippsport to undertake a Participation plan to address participation issues at the club.</li> <li>• Noted.</li> <li>• Noted</li> </ul>

3

		<p>for some large major sponsors who are interested in sponsoring the club.</p> <ul style="list-style-type: none"> <li>• Cumberland Park is celebrating its 63<sup>rd</sup> anniversary as a junior football club.</li> <li>• The club can't compete against other clubs to retain players due to lack of facilities</li> <li>• Grounds and pavilions in poor condition</li> <li>• Trainings cancelled due to grounds drainage, two lights with one not working</li> <li>• No DDA compliance and No change rooms</li> <li>• Unable to host home games due to poor state of pavilion as advised by LCC</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Noted. This is a maintenance issue which will be addressed when the seasonal maintenance commences in September/October 2017. The club has been advised of this maintenance work.</li> <li>• Noted</li> <li>• Noted</li> <li>• The Traralgon West Sporting Complex was developed in 2011 to support the Traralgon &amp; District Junior Football League competition. It was the purpose of this facility to host games for this competition.</li> </ul>
7	Imperials Cricket Club	<ul style="list-style-type: none"> <li>• Pavilion upgrades as a priority</li> <li>• The Traralgon Imperials Cricket Club field three (3) senior sides (A, B &amp; C grade) and three (3) junior sides (U12, U14 &amp; U16). The clubrooms in their current state are far too small for the club's requirements and completely inadequate to the club's needs.</li> <li>• Due to the lack of room within the clubrooms, the club cannot hold social functions. This impacts negatively on the club's financial capacity.</li> <li>• Unsafe building, likely to contain asbestos &amp; Roof leaked for the past 5 years</li> <li>• The inadequate clubrooms mean that the club is disadvantaged with player retention and player recruitment.</li> <li>• The clubrooms do not meet disability access requirements.</li> <li>• There are no change facilities in the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Noted. As per the previous response.</li> <li>• Noted. However, the pavilion at Catterick Crescent Reserve is classified as a local level pavilion. The purpose of sporting pavilions is to cater for the needs of active participation.</li> <li>• The building is currently being maintained to a safe standard by Building maintenance</li> <li>• Noted. The club has been encouraged to work with Gippsport to undertake a Participation plan to address participation issues at the club.</li> <li>• Noted</li> <li>• Noted</li> </ul>

4

		<ul style="list-style-type: none"> <li>The lack of change facilities has a negative effect on attracting other user groups to Catterick Crescent Reserve e.g. female cricket</li> </ul>	<ul style="list-style-type: none"> <li>Noted. The club has been encouraged to work with Gippsport to undertake a Participation plan to address participation issues at the club.</li> </ul>
8	Catterick Crescent – Melanie Shankland	<ul style="list-style-type: none"> <li>The Pavilion upgrade at Catterick Crescent Reserve for cricket and football should be priority.</li> <li>Have not witnessed any improvements made by Council other than to keep the grass short over summer and the replacement of the flooring after the flooding</li> <li>The facilities are of a poor standard; don't meet disability standards, poor change facilities, and the kitchen facilities are not up to scratch.</li> <li>Hope that girls will have an opportunity to play cricket and/or football from these clubrooms. Demand is not being met for existing female cricket team.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>Noted. However Latrobe City Council maintains both the building and the oval.</li> <li>Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>Noted. As above.</li> </ul>
9	Morwell Swimming Club – Monica Bramley	<ul style="list-style-type: none"> <li>Enjoyed reading the Recreation Needs Assessment report</li> <li>Cost to swim affects gaining and retaining swimmers is a hindrance</li> </ul>	<ul style="list-style-type: none"> <li>Noted and thank you. However, the submitter was not told it was a waste of time submitting a submission. All interested community members and clubs have been encouraged to submit their feedback to the project. Whilst the focus of the Recreation Needs Assessment is for outdoor recreation facilities, comments and feedback regarding indoor facilities can still be made and reflected upon, especially in light of the future design of the Gippsland Regional Aquatic Centre.</li> <li>Noted, but this is not within the scope of the Recreation Needs Assessment. Monica has been contacted by the Recreation &amp; Open Space team and encouraged to advocate for reduced costs associated with the sport of swimming to Swimming Victoria or Gippsland Swimming.</li> </ul>
10	Churchill Soccer Club – Peter Ceeney	<ul style="list-style-type: none"> <li>Found the KPA2 criteria in the pavilion and lighting matrix a bit confusing.</li> <li>Score for clubs who have project development capacity?</li> </ul>	<ul style="list-style-type: none"> <li>Noted. Makes sense and the Assessment matrices has been updated to reflect this feedback.</li> <li>Noted. However many clubs have spoken about this particular point. The intention of the Recreation Infrastructure Funding Policy and the Assessment matrices is to ensure that all projects are assessed against objective measures. The assessment of past performance is very subjective.</li> <li>The Recreation Infrastructure Funding Policy recommends that</li> </ul>

5

			clubs are not permitted to undertake projects on or to Latrobe City Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Latrobe City Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Latrobe City Council. All projects must be approved by Latrobe City Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy.
11	Imperials Cricket Club – Wayne Morley	<ul style="list-style-type: none"> <li>• Currently the Imperials Club Junior Coordinator. The club has some fantastic kids, coaches and team managers. The club's juniors have the largest compliment of female players in the Traralgon &amp; District Cricket Association.</li> <li>• The current clubrooms and storage area is way too small to host the large number of players, supporters and parents that are involved with the club.</li> <li>• The roof leaks. The club have historical memorabilia that is unable to be displayed due to the risk of water damage and the restricted wall space.</li> <li>• Coaches and Volunteers having to store playing and training equipment at their homes then transporting to games and trainings due to the limited storage space and possible water damage.</li> <li>• Inadequate facilities, including the kitchen, no change facilities, poor quality toilets.</li> <li>• Poor facilities have had a major impact on player retention over time. All of the above impacts on the clubs ability to attract volunteers and players.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> <li>• Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Noted. This issue has been referred to Building Maintenance for investigations.</li> <li>• Noted.</li> <li>• Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Noted.</li> </ul>
12	Toongabbie Recreation Reserve Committee of Management – Graham Berrett	<ul style="list-style-type: none"> <li>• Many thanks for explaining the draft Recreation Needs Assessment. Found the explanations helpful and will pass this on to the committee and sporting user groups.</li> <li>• Sees the draft as a fair way to deliver limited funding to recreation projects by Latrobe City Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted and thank you.</li> <li>• Noted</li> </ul>

6

		<ul style="list-style-type: none"> <li>• Agrees with the three matrix policy as a way of addressing most need</li> <li>• Agree that Toongabbie's sporting clubs develop a participation plan with Gippsport. Will discuss with the sporting club.</li> <li>• Toongabbie is a small community with smaller numbers of participants than larger centres; however the town's basic need of good up to date facilities is the same. Could small communities have a loading mechanism in the scoring to recognise this and help raise their project priority score?</li> <li>• As discussed with an annual budget for recreation project of \$1 million to fund three prioritised projects throughout Latrobe City, could Council consider having a small amount of this available each year to fund some smaller projects identified in the outdoor recreation plans of the smaller towns.</li> <li>• Toongabbie have riders/pony club and a golf club on the reserve. This is probably unique in Latrobe City and the reserve would not like Council to forget their needs.</li> <li>• The Toongabbie Recreation Reserve has needs that would be covered by all three matrices. Feels that the Northern Towns Outdoor Recreation Plan is outdated, and there is a further need for engagement to update this.</li> <li>• Could Council possibly have a three year review of preferred projects?</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• Noted</li> <li>• Noted. However the greatest demand for recreation infrastructure is in the larger towns with the greater population base. Participation data assessment is based upon individual clubs data and is not compared to other clubs, regardless of whether they are smaller or larger. This was designed like this to ensure that smaller clubs and townships were not disadvantaged by the assessment criteria.</li> <li>• This will be a decision for Council to make when projects have been assessed and presented for future Latrobe City Council funding. As part of the Community Building Initiative project, which finished in 2008, Latrobe City Council made a commitment to fund each of the seven small towns \$10,000 each year to use for priority projects or to leverage for additional funding for priority projects.</li> <li>• As part of the Northern Towns Outdoor Recreation Plan, the equestrian needs/ requirements were included as recommendations in this master plan. All outstanding master plan actions will be assessed through the appropriate assessment matrix, including those identified for the Pony Club.</li> <li>• Noted. An expression of interest process has been included as part of the Recreation Infrastructure Funding Policy. Projects that have been identified by clubs/associations as a priority, but not identified in a master plan can use this EOI process to have projects assessed through the assessment matrix.</li> <li>• The Recreation Infrastructure Funding Policy and the Assessment Matrices will be reviewed every year. All projects will be reviewed to update participation data from the previous year prior to projects being considered for future Latrobe City Council budgets and external funding opportunities.</li> </ul>
13	Morwell East Football Netball Club – Dave Evans	<ul style="list-style-type: none"> <li>• On page 28 of the report it states as following in relation to Ronald Reserve, "Determine the most effective spend of recently allocated State government funding". Although Morwell East Football Netball Club is aware of the recent recreation funding announcements, no detail has yet</li> </ul>	<ul style="list-style-type: none"> <li>• The Victorian government recently announced an investment of \$85 million for the construction and redevelopment of a range of sporting infrastructure in Latrobe City. Specifically \$5 million has been allocated to nine (9) DELWP reserves, of which five (5) are in Latrobe City. Ronald Reserve is one of these reserves, however there has been no further decision on how</li> </ul>

7

		<p>been provided about what that funding actually entails for Ronald Reserve to our knowledge. We would appreciate being informed of how this funding may benefit our club facilities and identified projects.</p> <ul style="list-style-type: none"> <li>On the 'Outstanding Recommendations section of this report and particularly page 86 it details that the following are outstanding actions/recommendations from the Morwell Outdoor Recreation Plan in relation to Ronald Reserve "renovate football clubrooms to include facilities for female umpires and improved canteen facilities. While Council has completed a design for the upgrade of this pavilion, no further detail has been provided about when this work will take place.</li> <li>On page 109 it also details that there was 'no club response'. Many club members individual responded to the survey that closed on 4 December 2016 and referred to agreed identified priorities for the club which is consistent with our letter to Latrobe City Council date 29 November 2016.</li> <li>We are pleased to read on page 109 of the report that Council will be funding the reconstruction of two courts and installation of court lighting with the project due to commence in 2017. We would appreciate confirmation on the start date of this project.</li> <li>Date that the Needs Assessment will be adopted</li> <li>Confirmation on when the funding will be provided and when the works will take place for the three identified projects for the club.</li> </ul>	<p>much funding will be available and what projects will be funded. Further community engagement is required with all the user groups from the nine (9) reserves prior to any decision being made on the projects to be funded. Ronald Reserve has three (3) major user groups, including the Morwell East Football Netball Club, Morwell Tennis Club and the Pegasus Soccer Club.</p> <ul style="list-style-type: none"> <li>Noted. The Morwell Outdoor Recreation Plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices. This is how projects will be prioritised and funded.</li> <li>Whilst club/community members may have completed a community survey in relation to the Recreation Needs Assessment, no formal response was received from the Morwell East Football Netball Club through a specific club survey. An email was sent directly to the club on 4 November 2016 with a direct link to the club survey.</li> <li>As previous advised, this project will commence at the completion of the 2017 AFL season.</li> <li>A report will be presented to Councillors in late August presenting submissions. A final report seeking Council's endorsement of the project will be presented in October 2017.</li> <li>As advised as part of the Recreation Needs Assessment project, all projects previously identified in Latrobe City Councils master plan will be assessed and prioritised through the Recreation Infrastructure Funding Policy and the Assessment matrices. This is how projects will be prioritised for funding.</li> </ul>
14	Sally Kirstine – Tennis Representation	<ul style="list-style-type: none"> <li>LV Population = 73,900, Survey responses = 742. Therefore results in table 3 page 7 are not statistically viable. A sample size of approximately 1% of the population which is not deemed to be statistically</li> </ul>	<ul style="list-style-type: none"> <li>The purpose of the Recreation Needs Assessment is to determine who is participating in active sport in Latrobe City. It is not intended to be a census collection tool. Participation by the community via feedback and submissions are completely</li> </ul>

8

		<p>viable.</p> <ul style="list-style-type: none"> <li>• Player registration numbers are a good indicator, but do not take into account social player numbers and therefore the impact of facilities outside of competition use. Table 1 page 8 – don't take into account social player numbers</li> <li>• Key considerations page 12 'top five sports' are not supported by the data presented in the following table</li> <li>• Table 7 (page 11) shows tennis to be 2<sup>nd</sup> for 4 – 9 age group and 3<sup>rd</sup> for 30+ age group and Table 8 (page 11) shows tennis to be 3<sup>rd</sup> for female participation. Female and older age participation rates are a high priority area for VicHealth etc. and tennis caters very well for these groups. The table on page 12 shows that tennis has a projected participation rate in the area comparable to other sports (12.1%) and a significantly higher ERASS projected rate than any other sport on the list (689.7%). Based on this data, tennis should be in the top 5 sports</li> <li>• There are sufficient tennis courts to cater for tennis however most are non-complaint and need resurfacing</li> <li>• Will clubs get to see the result of the assessment matrix?</li> </ul>	<p>voluntary. Council cannot force clubs or the community to participate or provide their feedback to this project. Some clubs and community members are more willing to be a part of this project than others. Council emailed all Council sporting users and organisation, on the 4 November 2016 and 7 November 2016. Once again, the involvement in this process was voluntary.</p> <ul style="list-style-type: none"> <li>• Noted. However the purpose of the Recreation Infrastructure Funding Policy and the Assessment matrices is to ensure that projects are assessed in a consistent and objective process. Many clubs and community provide anecdotal reports that there is significant community or non-club based use of their recreation infrastructure; however Council must be able to accurately and quantitatively measure this. This proves very difficult when participation is not recorded accurately or reflected in registration numbers. Local tennis club's social users are encouraged to register their support for their organisation's sporting activities by becoming registered members of their tennis club.</li> <li>• It is quite clear from the data provided on actual registrations, that participation in the sport of tennis is not as great as Basketball, AFL, Soccer, Netball or Cricket. In saying this, it is not a competition between the sports; it merely reflects the participation of these sports.</li> <li>• Noted, as above.</li> <li>• Noted. Many master plans have identified a number of tennis court upgrades. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Yes when the Assessment matrices are completed, the final</li> </ul>
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9

		<ul style="list-style-type: none"> <li>• Will clubs have an opportunity to re-address areas that didn't score well in the matrix and rectify these?</li> <li>• Will clubs be given an indication of where they fit in the priority list?</li> <li>• Unsure around KPA 5 – cash contribution disadvantages clubs/sports that don't have the capacity to attain extra revenue from gate takings/entry fees, renting, social functions etc.</li> <li>• Once a club has the facilities that enables them to bring in extra income (as indicated by their bank balance), they should be responsible for maintenance, improvements and providing a larger contribution to any further projects than a club that does not; or in some cases fund the entire project themselves. They should not necessarily receive extra points on the matrix, just because they are more financial.</li> <li>• In Section 2.1 Guiding Principles. 'Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council.' Project management and particularly tendering by the Council increases the cost to the club contribution in comparison to a case where a club has qualified tradesman and engineers as well as access to materials and could therefore upgrade facilities much more cheaply than can be done by the Council. If a club can get quotes for a job, they would be much cheaper than if the Council gets quotes. Obviously, the materials and work needs to be according to the set standards. If money can be saved by this process, then there would be more money to go around.</li> </ul>	<ul style="list-style-type: none"> <li>• assessment will be public to all user groups and stakeholders.</li> <li>• The Assessment matrices are an objective measure to assess the priority of projects for funding. By their very nature, the objectiveness of the assessment criteria does not allow for subjective assessment, meaning that they will only be reviewed annual to update participation information.</li> <li>• Yes as advised above.</li> <li>• Noted.</li> <li>• Noted. However due to limited resources especially from club and sporting organisation volunteers, this suggestion would be difficult and onerous to manage.</li> <li>• The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Latrobe City Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must be approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy. The recommendation in the Recreation Infrastructure Funding Policy which prevents clubs/sporting organisations from undertaking works on Council owned facilities is due to a number of projects being undertaken by clubs/organisations that were either completed without Council's knowledge or approval, without the appropriate permits (planning &amp; building) and/or poor workmanship and not meeting the required standards (Australian standards, DDA compliance, Lighting</li> </ul>
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10

15	Glengarry Recreation Reserve CoM – Mark Birmingham	<ul style="list-style-type: none"> <li>• Small water desalination treatment plant for bore water</li> <li>• Additional drainage around Fred King Oval boundary line</li> <li>• Relocate cricket nets to Doug Timmins Oval</li> <li>• Upgrade the kitchen in pavilion</li> <li>• Change rooms for females increased size</li> <li>• Other upgrades around the Reserve</li> </ul>	<p>standards, etc.).</p> <ul style="list-style-type: none"> <li>• Noted. The Northern Towns Outdoor Recreation Plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> </ul>
16	Traralgon Little Athletics Association	<ul style="list-style-type: none"> <li>• Page 30 - Peak agency discussions “Harold Preston Reserve – Support the request to upgrade toilets and install discuss cages etc.” Who is offering the support and who put the request forward?</li> <li>• Page 32 -Summary of Athletic priorities “The development of the Harold Preston Reserve/Traralgon Tennis/Agnes Brereton Park sites should be considered and developed as a major sporting precinct into the future.</li> <li>• Develop Northern Reserve (Joe Carmody Track), Moe/Newborough as the primary athletics facility in the city”</li> <li>• All development should be to the benefit of all user groups and to the detriment of none.</li> <li>• Page 92 – Outstanding recommendations Upgrade/extension of existing Little Athletics and Traralgon City Soccer Club storage facility to provide a multi-use storage/sheltered spectator viewing area. This was listed as a council responsibility in the Traralgon Outdoor Recreation Plan 2014 – Harold Preston Reserve Master Plane Recommendations. It was listed as a medium priority, with an estimated cost and council noted as potential funding opportunities. Why has this now moved to a club responsibility?</li> <li>• Page 111 – Upgrade and consolidate existing Traralgon City Soccer Club buildings..... This wording does not support the insistence by Council that the club rooms are shared between existing user groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement was undertaken with the Victoria Little Athletics Associations as per advice previously provided to the Traralgon Little Athletics Association.</li> <li>• This comments relates to ensuring that future projects in the Harold Preston Reserve precinct, which includes the Traralgon Tennis Facility be considered as a single precinct to ensure that infrastructure is not duplicated or overdeveloped.</li> <li>• Noted. The Joe Carmody Track is recognised by the peak athletics organisations as the regional athletics facility in Gippsland.</li> <li>• Noted.</li> <li>• The Recreation Infrastructure Funding Policy provides direction on what Council will and won’t fund. The priority for Council is to fund recreation infrastructure that directly supports active participation in sport. The funding of shelters for spectators and storage does not directly relate to participation or respond to a participation need. Council will fund storage up to 20 m/sq.; however any increase in this will be the responsibility of the club. Funding for this type of infrastructure is available through the Latrobe City Council Community Grants Program. A Minor Capital Works grant for \$5,000 is available each year and clubs are encouraged to work together, if co-located at the same site to fund this type of infrastructure.</li> <li>• Noted. The final report has been amended to reflect this omission.</li> </ul>

11

		<ul style="list-style-type: none"> <li>• Page 111 -Upgrade/extension of existing Little Athletics and Traralgon City Soccer Club storage facility to provide a multi-use storage/sheltered spectator viewing area.</li> <li>• This item has not been assigned a responsibility but seems to be including in the point 2. A design is currently being developed for this recommendation. So who is responsible for this upgrade/extension?</li> <li>• Page 111 – Lighting to pitch 3 at the Traralgon City Soccer Club and Pitch 2 at Traralgon Olympians will be constructed at the completion of the 2017 soccer season. This need to be noted that the completion of the soccer season is the beginning of the Athletics season and any works done should not adversely affect Traralgon Little Athletics.</li> <li>• Page 4 - Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council. Is this only for when council supply the funding or does this also cover if a club receives a grant from an outside body or corporation? What are the costs involved of project managing?</li> <li>• Page 5 - Changes to requirements from governing/statutory bodies (e.g. change room requirements, lighting levels, access for people with disabilities, etc.) I would imagine the council would want access for all at all venues, currently this is not</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. As above response. The club/s will be responsible for funding of the additional storage and shelter.</li> <li>• A design for the upgrading of existing facilities at the pavilion was completed in 2016. Engagement activities included on site meetings with both users (Traralgon Little Athletic Association and Traralgon City Soccer Club).</li> <li>• Noted. As per previous advice provided to the Traralgon Little Athletics Club, further engagement with all users of Harold Preston Reserve will be undertaken during the planning for the lighting projects.</li> <li>• The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must to be approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy. The recommendation in the Recreation Infrastructure Funding Policy which prevents clubs/sporting organisations from undertaking works on Council owned facilities is due to a number of projects being undertaken by clubs/organisations that were either completed without Council's knowledge or approval, without the appropriate permits (planning &amp; building) and/or poor workmanship and not meeting the required standards (Australian standards, DDA compliance, Lighting standards, etc.).</li> <li>• Noted. Many of Latrobe City Council's owned and managed facilities may not comply with Peak body guidelines and DDA compliance. Many of these projects have previously been identified in Council master plans, and will be assessed and prioritised through the Assessment matrices.</li> </ul>
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12

		<p>the case at Harold Preston Reserve.</p> <ul style="list-style-type: none"> <li>Page 10 – Core components that Council will fund. Toilets – we have been led to believe that the toilets at Harold Preston Reserve are not on the upgrade list despite their poor condition.</li> <li>Weighting KPA 1 – Past and current club based participation average increase/decrease over the past three years. All and Female. Our club this season (2016/2017) was 48% female and 52% male. Last season (2015/2016) the figures were 49% female and 51% male. The weighting of the KPA 1 points does not support a balance of participants. Points are awarded for increasing female participation but no points are given when a club has very close to 50/50 participation levels, seems unfair when we are being scored.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. The Traralgon Outdoor Recreation Plan has identified a number of ground and pavilion improvements. A design for the upgrade of the existing pavilion at Harold Preston Reserve, including the toilets was developed in 2016. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>Noted. The intent of the Assessment matrices is to ensure that all projects are assessed in an objective manner. The Recreation Needs Assessment has identified five (5) key recommendations for Council to implement. One of these key recommendations relates to responding to the need to increase participation by girls and women in active sport. The KPA 1 criterion in the matrix is a reflection of the broader need for this recommendation. Whilst there are clubs that have a more balanced gender demographic, most do not. Clubs that have strong traditional female participation will probably benefit from the focus of female participation.</li> </ul>
17	Loy Yang Yinnar District Tennis Association – Graeme Stuckey	<ul style="list-style-type: none"> <li>A lack of response to this draft from tennis comes down to the communication between parties. To those contacts that did receive information, most are not focused on tennis during the winter months.</li> <li>Our Association covers all Council's venues including the Traralgon Tennis Centre. Wish to stress that all clubs are vital to support each other and have a personal concern that some of our regional and smaller clubs are somewhat left wanting when it comes to financial support from Council.</li> <li>Traralgon South tennis courts issue</li> <li>Flynn Courts 3 and 4 need resurfacing</li> </ul>	<ul style="list-style-type: none"> <li>Noted, however this is the second submission that Latrobe City Council has received in relation to the Flynn Recreation Reserve. Latrobe City Council has a register of user group contacts that it utilises to advise clubs/sporting organisation of information. This relies upon the contacts of each club being responsible for emails sent to them.</li> <li>Noted. This is the reason why the Recreation Needs Assessment project is required. The Recreation Infrastructure Funding Policy and Assessment matrices provides a clear and transparent process for prioritising and funding projects, based upon each clubs individual information. This process will benefit all Latrobe City Council clubs/organisation by providing some level of transparency and understanding on what projects will be funded and when.</li> <li>Noted. This project has been identified in the Traralgon South Recreation Reserve master plan, and all outstanding projects will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> <li>Noted. This project has been identified in the Southern Towns Outdoor Recreation Plan, and all outstanding projects will be assessed through the Recreation Infrastructure Funding Policy</li> </ul>

13

			and the Assessment matrices.
18	Traralgon Football Netball Club – Andrew Livingstone	<ul style="list-style-type: none"> <li>• Change rooms 70 years old – outdated and non-compliant</li> <li>• Insufficient catering for 4 male and 3 females teams plus other competitions</li> <li>• Netball facilities – noncompliant</li> <li>• No shower/change or toilets for netball</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. The projects mentioned are all identified in draft Traralgon Recreation Reserve &amp; Showground master plan. All outstanding actions will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> </ul>
19	Tennis Victoria – Ken Jacobs	<ul style="list-style-type: none"> <li>• Page 8 Player Registrations – according to our information tennis registrations for affiliated clubs in Latrobe City in 2015/16 were 979 and the recently completed 2016/17 financial year 818. The main reason for the decline year on year from our information is the closure of the Latrobe indoor Tennis Centre (private owned) and also does not include registrations from both the Traralgon South and Newborough Tennis Clubs.</li> <li>• Page 8 National, State and Local participation trends - we don't believe the trends displayed for tennis are a true and accurate reflection of where the sport is at in terms of participation trends and certainly across all measurements the trends for participation are increasing at both state and national levels and locally we believe are steady. To demonstrate my point registered participation in Victoria has increased from 191,798 registered participants in 2015/16 to 270,605 in 2016/17. This includes an increase in registered club players as well as Hot Shots participants in schools – based on this and other national data we believe the trends both nationally and on a state basis both for children and</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. Latrobe City Council has collected Tennis participation data (provided by Tennis Victoria) for the past 5 years. Council's data which is represented in the report also includes the Newborough Tennis Club and the Traralgon South Tennis Club. The reason proposed for decline in tennis participation is not supported by statistical data or exit survey information. Latrobe City Council is aware that tennis players from the now defunct private indoor tennis competition are now competing at Moe Tennis Club in a night competition under lights. This is a fantastic outcome, given that Latrobe City Council invested over \$1.5 million into the redevelopment of this facility. The match standard lighting provides great flexibility for programming of tennis, especially night tennis.</li> <li>• Noted. The extrapolation of data used to identify trends in sport is always difficult; however the same statistical analysis has been applied to all sports. The representation of participation in sport is not a competition between sport, merely a snapshot of current and future participation for that individual sport.</li> <li>• On a year to year comparative analysis, tennis is in decline in Latrobe City. This data will be reviewed annually, and if there is a change to individual clubs participation data, then this will be represented in the individual matrices. Whilst the statistical analysis may differ for Victoria, it is important to remember that this Recreation Needs Assessment relates specifically to Latrobe City.</li> </ul>

14

		<p>adults should be reflected as “increasing” and at local participation level for children should be “increasing” and agree adults remain at “steady”.</p> <ul style="list-style-type: none"> <li>• Page 11- we note the participation by gender shows tennis as having a more even split between male and female than most other sports and this also reflects the state-wide trend in the sport highlighting that tennis is a naturally attractive sport to Both genders, creating opportunities for clubs.</li> <li>• Page 12 – Key Considerations - I have provided the updated participation figures above for Latrobe City that should be reflected in the schedule on page 12 ; in terms of the key considerations outlined around the five most popular sports we are not certain that they consider or take into account of the changes that are taking place in the way the sport of tennis is now being consumed – away from the traditional club membership based competitions moving more towards social or casual playing of the sport – this is certainly a national trend that is seeing more people playing tennis casually , at night and mid-week as it can be made easily available in this unstructured format.</li> <li>• Page 13 –Tennis – the reference to the improvements around existing facilities will address any expected increases in participation- does this factor in the loss of the Latrobe Indoor Facility as we believe this is a significant loss for the sport of tennis in the region.</li> <li>• Pages 72/73 – Tennis- in relation to the comment made under “Peak Agency Discussions” we don’t believe it is correct to say that the Gippsland Region has seen an increase in participation because of a “new competition structures” but the increase has come about because of clubs recognizing and tapping into the opportunities through casual and social play opportunities, this can certainly be further enhanced through opportunities with our new “Book A Court” technology.</li> <li>• Pages 119-120 –Tennis- In relation to Monash</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> <li>• Noted. Tennis Victoria is encouraged to consider a different model with its registration of players. A significantly more objective way to measure social/community participation is to have a registration component for casual/social players, with a reduced or minimal registration fee. This way, there is an objective and statistical measure for this type of participation. At the present time Tennis Victoria and Latrobe City Council have no way of measuring this type of participation.</li> <li>• Noted. The closure of the Moe Indoor Tennis Centre has not been reflected in the Recreation Needs Assessment. This facility was not a Council owned or managed facility. Any impacts (i.e. increases in other competitions) will be clearly captured in increasing registration data and represented in the 2017/18 tennis participation data for tennis.</li> <li>• Noted. The peak agency discussions were held with Tennis Victoria and this information was provided during this engagement.</li> <li>• As previously advised, the redevelopment of the tennis courts</li> </ul>
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		Reserve and the recommendations outlined we note the recommendation to demolish the tennis pavilion – are there plans to replace the existing pavilion with suitable changing facilities for the users of the new facilities be they netball or tennis?	at Monash Reserve is clearly identified in Moe Newborough Outdoor Recreation plan. It is proposed that the current courts will be redeveloped into multi-use netball tennis courts, with the addition of a new pavilion.
20	Flynn Recreation Reserve – Fiona and Pam Derham	<ul style="list-style-type: none"> <li>Feedback is provided in relation to the Flynn Recreation Reserve, home of the Flynn Tennis Club and Flynn Badminton Club.</li> <li>The Flynn Tennis club has 4 courts. It has a strong membership of both junior and senior players with membership fluctuating between 30 – 50 members. During 2016/17 Flynn registered 3 senior teams and 3 junior teams.</li> <li>The Flynn Badminton Club has entered 3 teams for the last 5 years. In 2016, 2 teams were entered. This year the club has a team in A, B and C level competition.</li> <li>Both facilities utilised by numerous groups including Flynn Country Women’s Association, Flynn Country Fire Authority, Toddlers playgroup and Farm and Landcare groups. The facility hosts numerous community days including Community Lunch, Biggest Morning Tea, and National Tree Planting day and community meetings.</li> <li>The Recreation Infrastructure Funding Policy is of great relevance to the Flynn community due to the high need for funding assistance to help maintain, repair and hopefully replace current sporting and recreational facilities.</li> <li>Notification for Community involvement in the assessment process could have been improved.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>Noted</li> <li>Noted</li> <li>Noted.</li> <li>Noted</li> <li>Noted. Council is aware that further engagement opportunities need to occur on a more regular basis, specifically with user groups and stakeholders that are currently not managed through the Latrobe City Council Recreation Liaison team. However this is the second submission that Latrobe City Council has received in relation to the Flynn Recreation Reserve. Latrobe City Council has a register of user group contacts that it utilises to advise clubs/sporting organisation of information. This system of email notification relies upon the contacts of each club being responsible for replying or acknowledging emails sent to them.</li> </ul>

16

		<ul style="list-style-type: none"> <li>• Rural areas are not well or accurately presented in the assessment.</li> <li>• Feedback is limited to representatives not showing true needs and wants of the community</li> <li>• KPA 1 small rural clubs will not see such significant growth due to being a small town – maybe a ratio measurement to population demographics</li> <li>• Being female specific excludes other minor groups such as LGBTI, Mental Health and Disability. Flynn is overweight with female participation so that is not an area of concern for us. We need male inclusion policies which again is unique.</li> <li>• If clubs work with other affiliations other than Gippsport can this be taken into account?</li> <li>• What are the master plans? There are concerns that the master plans are city centric due to miss representation in the assessment process, small Rural Recreational areas are dying due to support being</li> </ul>	<ul style="list-style-type: none"> <li>• Rural reserves are well catered for by Latrobe City, with all reserves being included in either the Northern Town or Southern Town Outdoor Recreation plan. Many rural reserves, including the Flynn Recreation Reserve receive an Annual Maintenance Grant for the ongoing maintenance of recreation infrastructure within the reserve.</li> <li>• This is an ongoing issue for local government. It is difficult to engage the community and sometimes user groups about the importance of being involved in these types of projects. Participation is voluntary, and relies upon clubs/organisation being engaged and understanding the impacts or possible outcomes of a project. Latrobe City Council will continue to trial new ways to engage with sporting users.</li> <li>• The greatest demand for recreation infrastructure is in the towns with the larger population base. However the participation data assessment is based upon individual clubs data and is not compared to other clubs, regardless of whether they are smaller or larger. This was design like this to ensure that smaller clubs and townships were not disadvantaged by the assessment criteria.</li> <li>• The focus of the Recreation Needs Assessment is not on programming, rather on infrastructure that can provide for all the community. Non-gender specific change facilities are the major goal for the upgrades of recreation facilities as these cater for all users. Latrobe City Council is encouraging clubs to work with Gippsport to develop programs that can meet the needs of their local communities, such as programming for men, LGBTI etc. KPA 1 will be amended in the Assessment matrices to reflect participation by disabled participants; however the score for this will also include female participants.</li> <li>• Gippsport is the funded body assist clubs with club governance and participation outcomes. In order to create a fair and consistent assessment, Gippsport is the best positioned agency to deliver this type of assistance. Gippsport is already funded by both VicHealth and Sport &amp; Recreation Victoria to provide assistance to clubs.</li> <li>• In 2009, Latrobe City Council developed the Southern Towns Outdoor Recreation Plan. This plan includes master plans and recommendations for Flynn Recreation Reserve, Traralgon South Recreation Reserve, Yinnar Recreation Reserve, Gaskin</li> </ul>
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17

		<p>mainly provided to the major towns. Is there an equity process in place to counteract this?</p> <ul style="list-style-type: none"> <li>• Due to Flynn being Unique it is not stereo typical of trends and demands identified in the assessment does Community Hall fit into Pavilion definition I could not find a definition for pavilion?</li> <li>• Flynn tennis club surfaces are largely a single use resource we have multiple recreation groups however they may not fit in your definition of recreation group. E.g. farm group, CWA.</li> <li>• Badminton and Tennis are the more obvious recreation groups that Flynn has in the recreation Infrastructure funding policy. Badminton did not rate highly. How are other sporting ventures catered for in the prioritisation Matrix? How Does the Weighted Score work? Does this take into account other factors?</li> </ul>	<p>Park, Andrews Park West and Boolarra Memorial Park. Latrobe City Council welcomes comments on these master plans at any time from user groups to further inform any future projects..</p> <ul style="list-style-type: none"> <li>• The Recreation Needs Assessment, Recreation Infrastructure Funding Policy and Assessment matrices relate specifically to recreation infrastructure. The Flynn Hall serves a recreation function, with badminton currently being played at the facility and the hall servicing the tennis club.</li> <li>• The Recreation Needs Assessment specifically relates to active recreation, not passive or community activities.</li> <li>• The Recreation Needs Assessment has an objective to be a fair and equitable assessment process for projects. Regardless of what active sport it is, each project is assessed according to the criteria in the assessment matrix. The weighting has been implemented to highlight the importance of certain criteria. The more important the criteria, the higher the weighting.</li> </ul>
<p>21</p>	<p>Boolarra Recreation Reserve Committee of Management – Colin Brick</p>	<ul style="list-style-type: none"> <li>• The Southern Towns Outdoor Recreation Plan review that was undertaken some years ago provided a comprehensive plan for meeting users’ needs at these reserves. While some work has been done against the planned works in Boolarra, there are still a considerable number of outstanding items.</li> <li>• Outstanding items from the earlier review should be considered in determining issues and priorities for the current assessment. Specific outstanding items that should be included are upgrades to the change facilities and development to the equestrian facilities at Boolarra.</li> <li>• The Boolarra Memorial Park has recently been through an extensive consultation process with the users of the reserve and the general community of Boolarra to identify their view on priorities and future development of the space and facilities. Issues and priorities identified in this master plan include: A major redevelopment of the change room and Nissen Hut, development of a second oval, development of equestrian facilities, improve car parking to cater for</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. Projects previously identified in the Southern Towns Outdoor Recreation Plan for Boolarra Memorial Park will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> <li>• Noted. As above</li> <li>• As this is a master plan developed by the Committee of Management, actions identified will need to be lodged through an Expression of Interest process. Projects will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> </ul>

18

		<ul style="list-style-type: none"> <li>events</li> <li>• Boolarra Memorial Park developed master plan – all actions identified</li> <li>• Maintenance issues with Tennis/Netball Court</li> </ul>	<ul style="list-style-type: none"> <li>• Actions or recommendations identified from the master plan developed by the Boolarra Memorial Park Committee of Management will need to be lodged through an Expression of Interest process. Projects will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> <li>• The Boolarra Memorial Park Committee of Management receives an annual maintenance grant from Latrobe City Council for the maintenance of sporting infrastructure at the park, including the tennis/netball courts. The Committee of Management is responsible for this maintenance.</li> </ul>
22	Netball Victoria – Judi Buhagiar	<ul style="list-style-type: none"> <li>• Netball is the most popular female team sport in Australia. The provision of safe and compliant facilities for netball participants is vital to ensure the continued growth of the sport.</li> <li>• Latrobe City is to be congratulated on the high percentage of the community involvement in sport and active recreation.</li> <li>• Recent changes to the Netball Victoria member registration process have improved the ability to capture participation data and analyse participation trends. Individual Netball Victoria membership is not restricted to one club or association. In fact, Netball Victoria members play on average 1.6 times per week. Participants may have multiples registrations while maintain a primary registration with the association they initially register with. In this instance Moe &amp; District Netball Association's numbers are not truly reflective of their participation rates as they have only included their primary registrations.</li> <li>• Netball Victoria is aware of a number of non-affiliated competitions operating within Latrobe City. Unfortunately, Netball Victoria cannot capture these netball participants with their data.</li> <li>• Data around football netball clubs based in Latrobe</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• Noted and thank you</li> <li>• Noted. The process improvements by Netball Victoria in trying to capture participation data are appreciated. However, Latrobe City Council will need to rely upon club based data in relation to determining participation levels at each facility or local competition because of the quality of the data being collected and provided by Netball Victoria. Netball Victoria does collect registration data, but have no way of tracking which competition a player may be participating in. As indicated by Netball Victoria, many players play in multiple competitions, however Netball Victoria is unable to provide this information. Pure registration data that only captures a single person's initial registration is insufficient to analyse actual participation. This feedback has been provided to Netball Victoria through Sport &amp; Recreation Victoria, and it is hoped that Netball Victoria understands the importance of this and are able to respond accordingly in the future.</li> <li>• Noted. These are competitions currently operated within Latrobe City Council Leisure Facilities. Latrobe City Council has captured this information and participation data.</li> <li>• The data has not been omitted, rather it was not provided by</li> </ul>

19

		<p>City, Mid Gippsland Netball Association (aligns with the Mid Gippsland Football League) is documented as having 598 members, however it appears there is an omission of the numbers for Latrobe City based clubs from the Gippsland League and North Gippsland Football Netball League. Whilst there is reference to the following clubs in the detail, it appears they have been omitted from the data. Gippsland League data provided.</p> <ul style="list-style-type: none"> <li>• Summary of Netball Priorities</li> <li>• Other Sports – Page 84 refers to a long-term direction for each indoor centre to be developed to cater for certain activities so as to avoid duplication, a concept that Netball Victoria would be interested in discussing further, in particular discussing opportunities of affiliating Latrobe City Council netball delivered competitions as well as the provision of additional programs such as Rock up Netball and Fast5.</li> <li>• With regards to lighting of sports fields, it is unclear what the term sports fields defines, assuming it captures netball court lighting as well but clarification around this would be appreciated.</li> <li>• Cash contribution – perhaps a sliding scale may be more favourable as opposed to the points being dependent on what percentage can be contributed. The proposed structure will put smaller clubs at risk of not being considered based on their lower financial capacity particularly when organisation are only open to juniors.</li> </ul>	<p>Netball Victoria in a format that was useful in representing participation data based upon club or reserve participation. Netball Victoria has been asked to provide data on an individual club basis for each sporting club participating in Latrobe City. Netball Victoria due to their collection protocols is not able to provide this; therefore the data is inaccurate and unable to be presented in the report. Latrobe City Council and Sport &amp; Recreation Victoria will continue to work with Netball Victoria to solve this problem. In the meantime, clubs will be asked to provide their individual participation data.</p> <ul style="list-style-type: none"> <li>• Latrobe City Council is always guided by the peak sporting bodies’ guidelines for the design and delivery of projects. However, local level facilities will be developed to a local level standard as per the Recreation Infrastructure Funding Policy. Guidelines and standards for the construction of Netball courts will be developed to respond to Netball Victoria Facility Guidelines.</li> <li>• Noted. With the imminent redevelopment of the Traralgon Sports Stadium, there is an opportunity for this to be addressed during the development of concept plans.</li> <li>• The Recreation Infrastructure Policy and Assessment matrices specifically detail lighting projects. The lighting assessment matrix applies to both sports fields and courts (Tennis or Netball).</li> <li>• Noted – Many submitters raised concerns regarding the capacity of smaller clubs being able to contribute to projects. However in saying this, some contributions that have been made towards projects in the past have not come from the larger clubs, but rather smaller or mid-size sporting clubs. The dilemma with this criterion is, if a contribution is made by a club towards a project, and it is not reflected or scored in an assessment matrix, how then will the contribution impact the assessment of the project? Following a review of this criteria, it is recommended that the cash contribution be score a little</li> </ul>
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20

			<p>differently to the original proposal in the assessment matrices:</p> <ul style="list-style-type: none"> <li>No contribution – 0 points</li> <li>Less than 10% of total project cost – 5 points</li> <li>Less than 20% of total project cost – 10 points</li> <li>Greater than 20% of total project cost – 15 points</li> </ul>
23	Catterick Crescent – unknown submitter	<ul style="list-style-type: none"> <li>This submission is an exact copy of submission No.11.</li> </ul>	<ul style="list-style-type: none"> <li>As per previous responses for submission No. 11</li> </ul>
24	Traralgon South tennis Club – Kim Maxwell	<ul style="list-style-type: none"> <li>Traralgon South tennis courts have been overlooked</li> <li>Page 72 – states 4 courts however only 2 are playable</li> <li>Amend pages 119 and 121 to reflect the true state of the courts</li> <li>No for the cash contribution</li> <li>KPA1</li> <li>Bonus points for public facility that encourages participation</li> <li>Not clear how a proposed multiuse court is applied to this KPA? Do members simply get added together? Are members of a club that currently do not have a facility considered new members and hence their entire membership is an increase for the facility? There is no adjustment to membership numbers that may have dropped due to the fact that facility repairs or replacement have been delayed, and are unusable.</li> <li>Would like 'in-kind labour' to be rewarded with points</li> <li>KPA 6 – master plans are dated quickly</li> <li>Where is the money coming from to complete the large projects?</li> <li>KPA 7 – not sure how this is determined</li> <li>KPA 8 – should only remain if the needs assessment is correct</li> </ul>	<ul style="list-style-type: none"> <li>The Traralgon South Tennis Courts are represented in the Recreation Needs Assessment report; however they were included under Traralgon instead of their own township. This issue has been amended in the final report.</li> <li>Noted.</li> <li>This section of the report relates to outstanding actions from Councils master plans. It is a reflection of projects, not the current state of these projects.</li> <li>Noted</li> <li>Noted. However most Latrobe City Council facilities, including tennis courts are public facilities. There are many tennis clubs in Latrobe City that also have community access.</li> <li>Where a project has multiple user groups, the data from each user group will be combined and averaged and used to assess the participation average in the project assessment. However, if a project has multiple users, but only one major beneficiary for a particular project, then only the data from the main beneficiary will be utilised to assess the project as identified in the Recreation Infrastructure Funding Policy.</li> <li>Due to the complicated nature of projects and the need to comply with Building regulations, OH&amp;S and Risk management it is not possible for in-kind contributions to occur on major projects.</li> <li>Most master plans are created to have a lifespan of up to 10 years.</li> <li>Funding for larger projects can come from multiple sources, including Council, Sport &amp; Recreation Victoria and Federal &amp; State government funding.</li> <li>KPA 7 relates specifically to sporting fields not hard courts.</li> <li>KPA 8 relates specifically to the trends of a particular sport. It is determined on whether a sport is increasing over time or</li> </ul>

21

			decreasing. It is important in assessing where the priority for funding is.
25	Moe and District Netball Association – Donna Krzrnaric	<ul style="list-style-type: none"> <li>Page 15 – Traralgon Football Netball Association is not identified on the map or report at all</li> <li>Page 22 – First paragraph – refer Appendix one – This states Monash Reserve Netball dedicated sports pavilion Netball &amp; Paintball – what has happened to Tennis? Also states Design Developed, further consultation pending – with whom and when? Would also like to know why this isn't marked as a priority?</li> <li>Page 64 – Supply overview Again Traralgon Football Netball Association not listed – they have how many courts? Please confirm how many and location of all netball courts in Traralgon. Traralgon - 10 courts (not noted as non-compliant) but in the Peak Agency discussions they are</li> <li>Page 65 - Joe Tabuteau Reserve has 10 courts (not noted as non-compliant)</li> <li>Membership figures are incorrect and data is provided</li> <li>Page 67 Key Issues Netball Club 4 - Moe &amp; District Netball survey results. These results show we need the move to Monash Reserve or at a minimum new courts and lighting at Joe Tabuteau Reserve (current facility). Any development of netball facilities across the Latrobe city should be considered, the recent State Government funding allocation- \$4 million - in addition to the \$5 million for Morwell Recreation reserve - please explain what this \$4 million is for? Within the report we are referred to as both Moe &amp; District Netball Association &amp; Joe Tabuteau Reserve this can be confusing for the end reader, please refer to us as Moe &amp; District Netball Association going</li> </ul>	<ul style="list-style-type: none"> <li>Noted. This has been amended in the final report.</li> <li>Noted. This has been amended in the final report. A draft concept plan has been developed for the multi-use pavilion. Further engagement will be required to finalise the design prior to funding and construction with the current users of the reserve and the Moe &amp; District Netball Association. The assessment matrices will determine the priority of projects.</li> <li>Noted. The final report has been amended to reflect the court at the Traralgon Recreation Reserve &amp; Showgrounds. The Traralgon Netball Association at Agnes Brereton Reserve was recently reconstructed, and fully compliant with Netball Victoria standards.</li> <li>Noted. The final report will reflect that non-compliant nature of the courts.</li> <li>Noted. The data will be included in the final report. However, this information will be cross-checked with Netball Victoria. The standard for the collection of data is from peak sporting organisations; however Latrobe City Council acknowledges that the collection of data by Netball Victoria is problematic.</li> <li>Noted. This information is has been deleted from the final report.</li> </ul>

22

		<p>forward.</p> <ul style="list-style-type: none"> <li>Matrix – Cash contribution Pavilion, Lighting &amp; Draining, irrigation &amp; surfaces KPA 5 - most clubs won't be able to meet this KPA- should it be here?</li> <li>CORE COMPONENTS that Council will fund – this needs attention to fit with each sporting body.</li> <li>OPTIONAL COMPONENTS that Council will not fund: <ul style="list-style-type: none"> <li><b>Additional Administration / Social Space</b></li> <li><b>Timekeepers room</b> As noted above these areas again need to be in consultation with the relevant sporting body and each sport's needs are different. As an example – Netball time keeping is ran from a central point i.e. Administration office / Time Keepers room. This space is a necessary component to any Netball Facility</li> <li><b>Cleaners room</b> Again a necessity to any association / clubs requirements</li> <li><b>Shade Spectator Area</b> I would have expected under Cancer Council this would also be a high recommendation.</li> <li><b>Rubbish Bins (Fixed)</b> This should be a core component – it's your building.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Noted – Many submitters raised concerns regarding the capacity of smaller clubs being able to contribute to projects. However in saying this, some contributions that have been made towards projects in the past have not come from the larger clubs, but rather smaller or mid-size sporting clubs. The dilemma with this criterion is, if a contribution is made by a club towards a project, and it is not reflected or scored in an assessment matrix, how then will the contribution impact the assessment of the project? Following a review of this criteria, it is recommended that the cash contribution be score a little differently to the original proposal in the assessment matrices: <ul style="list-style-type: none"> <li>No contribution – 0 points</li> <li>Less than 10% of total project cost – 5 points</li> <li>Less than 20% of total project cost – 10 points</li> <li>Greater than 20% of total project cost – 15 points</li> </ul> </li> <li>The core components which include pavilions, lighting and ground improvements have been considered and developed across the basic infrastructure required for all sports.</li> <li>Noted. The Recreation Infrastructure Funding Policy will be amended to include timekeepers room/space as a core-component for a pavilion utilised for Netball.</li> <li>A cleaner's cupboard can be included in the core pavilion components, however it is not a basic standard for a local level pavilion, and if required for a pavilion upgrade, it will be considered as a non-core component and the responsibility of the club to fund.</li> <li>This infrastructure is not considered to be a core component necessary to meet the needs of active participation.</li> <li>Noted. This will be amended and reflected as part of a core component and the responsibility of Council to fund.</li> </ul>
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		<p><b>Drinking Fountain</b> Would have expected this would be a core component.</p>	<ul style="list-style-type: none"> <li>Noted. As above</li> </ul>
26	Traralgon and District Cricket Association	<p><b>Infrastructure Funding Policy comments</b></p> <ul style="list-style-type: none"> <li>Traralgon &amp; District Cricket Association (TDCA) specific requirement is to provide Turf Wicket Benches for A/B grade matches and that they are to a standard for Regional cricket matches.</li> <li>As this is a standard requirement, all TDCA Clubs have now installed turf on their competition allocated grounds</li> </ul> <ul style="list-style-type: none"> <li>Page 15 in report lists the Turf Construction and Maintenance cost is a 100% Club responsibility on both. This is not appropriate.</li> <li>Cricket does not expect council to undertake this work but does expect to be given assistance with bi-annual maintenance.</li> <li>Cricket practice wickets and nets is a cost clubs wish to seek support with.</li> <li>Wet weather covers are another high cost item and because these are also used during the winter period should not be a sole cricket cost.</li> </ul>	<ul style="list-style-type: none"> <li>Cricket Australia's Facility Guidelines provide guidance on the development of turf wickets. The Cricket Australia facility hierarchy recommends the following levels of provision. Domestic/Underage national 10 pitches to accommodate a combination of domestic cricket matches, carnivals and regular weekly fixtures. Premier/Regional 8-10 pitches dependent upon whether the venue is used for a range of State, Regional, Country, Metropolitan and/or Junior Association representative matches, in addition to regular weekly competition fixtures. Community Club (home or satellite grounds) <u>5-6 pitches to accommodate weekly Country, Metropolitan and/or Junior Association fixtures.</u> Turf management practices and affordability of preparation is likely to impact on the number of pitches that are able to be provided at this level of venue. Traralgon currently has six (6) Turf wickets at Traralgon Recreation Reserve, Duncan Cameron Park, Stoddart Oval, Apex Park, Catterick Crescent Reserve and a to be constructed wicket at Jack Canavan Oval No. 2 at Traralgon West Sporting Complex. There are no other ovals, currently owned or managed by Latrobe City Council that can accommodate a turf wicket.</li> <li>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches. This type of infrastructure will remain the club's responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</li> <li>Funding for cricket nets and practice wickets is available through Latrobe City Council's annual Community Grants. Clubs can submit a funding application under the Minor Capital Works category to assist them with the funding of this type of infrastructure. Grants for up to \$5,000 may be available each year/per club.</li> <li>As per council's current policy, this is the responsibility of the individual clubs.</li> </ul>

24

		<ul style="list-style-type: none"> <li>• At present no credit or recognition is given for the quality of maintenance undertaken by Traralgon Cricket on the Ovals in the Area for many years</li> <li>• Lighting is not a requirement on category "B" grounds. (Need 750 to 1000 Lux for cricket).</li> <li>• Cricket does need Practice Nets and an Indoor training centre</li> <li>• Lighting on all the grounds in the LCC will be \$Ms, yet Cricket gets no benefit</li> </ul> <p style="text-align: center;"><b>Matrix feedback Surfaces</b></p> <ul style="list-style-type: none"> <li>• Not sure how this adds benefit to priorities projects.</li> <li>• Where did this ranking system come from?</li> <li>• Weighting is being subjective. Needs some explanation. Why is it required?</li> <li>• Lack of needs for particular sports.</li> <li>• Lack of how long a project has sat in the Plan. I.e. Traralgon Recreation Reserve. – No action.</li> </ul>	<ul style="list-style-type: none"> <li>• Council acknowledges and appreciates the work of hard working volunteers, assisting with the ongoing maintenance of ovals and fields utilised for Cricket. However Latrobe City Council is also investing significant resources in the upgrade and maintenance of these fields and ovals.</li> <li>• Sports lighting for local level ovals and fields will be to a maximum standard of 100 lux. Only Regional Facilities will be upgraded to a standard of higher than 100 lux, as per the Recreation Infrastructure Funding Policy.</li> <li>• An Indoor Cricket centre is not a local level standard of provision. The Recreation Infrastructure Funding Policy relates to local level provision to cater for local level needs. There may be an opportunity for the expressed need for indoor cricket facilities to be developed as part of the planning and design for the Regional Cricket Hub at Ted Summerton Reserve Moe.</li> <li>• 500 lux sports lighting has recently been installed at Traralgon Recreation Reserve &amp; Showgrounds. The standard of lighting for this facility is Premier League Cricket standard, with the ability to host elite level cricket competition under lights.</li> <li>• The matrix will assess each project on an individual basis and provide a score, which will then be used to prioritise projects</li> <li>• The Recreation Infrastructure Funding Policy and the Assessment Matrices were developed by the Recreation &amp; Open Space Team at Latrobe City Council based upon considerable investigations and benchmarking with other local governments.</li> <li>• The weighting is required, as it provides Latrobe City Council with the ability to highlight and score certain aspects of the matrix criteria on the basis of importance. The weightings have been a collaborative assessment by Latrobe City Council and Sport &amp; Recreation Victoria.</li> <li>• The matrix is an objective assessment of all projects regardless of the particular sport.</li> <li>• Latrobe City Council is unsure as to what this reference is regarding. Considerable investment at the Traralgon Recreation Reserve &amp; Showgrounds has occurred over recent years. This includes a significant contribution towards the construction of the TEDAS pavilion and \$400,000 towards the</li> </ul>
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		<ul style="list-style-type: none"> <li>• KPA 1 - There are insufficient grounds in Traralgon for our present Club participation.</li> <li>• KPA 1 - Need to consider a section on grounds. Traralgon should have 2 A group grounds. Twice the population of Morwell or Moe. TDCA use a lot of school grounds. Liddiard Rd, St Pauls, Lavalla, Traralgon High School.</li> <li>• KPA 4 - This needs to include the costs provided by Cricket with both Turf installation (100%) and Maintenance (100%) – 20 points if Cricket provided these essential components.</li> <li>• KPA 5 - Agree and state the duration these projects have been listed. The reason why no action has been taken. (Some are pre amalgamation 20+ years)- Again points should be allocated.</li> <li>• KPA 6 - Not clear on this. Please clarify what is the intention? What does this do with Drainage, Irrigation and surface details?</li> <li>• KPA 7 - Agree but have not confirmed if the Council data is correct. Traralgon West has only 3 cricket ovals not 5 as listed.</li> </ul> <p style="text-align: center;"><b>Matrix feedback Pavilions</b></p> <ul style="list-style-type: none"> <li>• KPA4- TDCA is hopeful the completion of Traralgon West complex can start the women’s cricket competition in Traralgon.</li> <li>• KPA5 – Credits should be considered</li> <li>• KPA6- Higher rating for projects that have been requested for greater than 10 years.– i.e. on the</li> </ul>	<ul style="list-style-type: none"> <li>• construction of the recent Sports Lighting project.</li> <li>• The needs assessment has clearly articulated that the current provision of cricket fields/ovals is sufficient for the current and future participants of cricket.</li> <li>• As above. The purpose of the Recreation Infrastructure Funding Policy and Assessment matrices is to focus on the provision of local level infrastructure. The statistics and participation data do not support this statement.</li> <li>• This is not possible. All projects are distinctly different from one another, and require detailed design prior to costs being determined. Only cash contributions will be considered as part of core-components.</li> <li>• This KPA relates only to whether a project has been identified in a Council master plan. It gets a score of 5 if it is identified and 0 if it is not identified.</li> <li>• This KPA relates directly to the Grass Based Sporting Fields report. All grass based ovals/fields were assessed as to their level of use, versus their expected level of use.</li> <li>• The data for cricket has been provided by Cricket Victoria. Traralgon West Sporting Complex has 5 ovals, including Jack Canavan 1, Jack Canavan 2, Gil Blythman Oval, Jack Maskrey Oval and Stoddart Oval. This KPA relates to the demand for a particular sport, rather than the actual individual data for individual clubs. For example, there are some sports who are suffering from a decline overall, however some clubs will be experience an increased or maintaining their participation. The data that has been provided for the Recreation Needs Assessment for cricket has been supplied by Cricket Victoria.</li> <li>• There is no reason why women’s cricket cannot be currently played at any venue in Traralgon. The Traralgon West Sporting Complex has six (6) change facilities, easily accommodating for the need of girls and women.</li> <li>• Only cash contributions made towards a current project will be used to assess this criterion. Funding previously provided to past projects is not relevant to the project assessment.</li> <li>• The purpose of the Recreation Infrastructure Funding Policy and Assessment matrix is to assess the priority of projects in an</li> </ul>
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26

		<p>2006 plans - Pre amalgamation. 20points.</p> <p><b>Matrix Feedback Lighting</b></p> <ul style="list-style-type: none"> <li>This is not a TDCA priority. Our priority = training centre with lights. The Traralgon Recreation Reserve lighting (500 to 750 Lux) is adequate for the TDCA into the foreseeable future.</li> <li>There is a need in Traralgon for cricket/other sports indoor centres type of facility. A section should be allocated for this as an option to lighting. I'm sure if this was available, junior football and Cricket clubs would use this instead of wet and cold nights under lighting at say the Traralgon West Complex. A Stadium was originally at this venue but was limited and not suitable for cricket.</li> </ul>	<p>objective way. The fact that a project has not been funded after 10 years may mean that the project is not a priority or is the responsibility of a club to fund and deliver.</p> <ul style="list-style-type: none"> <li>Noted</li> <li>As per previous response. The purpose of the Recreation Infrastructure Funding Policy and Assessment matrices is to fund a basic level of recreation infrastructure necessary and to meet the needs of local level provision. An Indoor facility is a regional project, and will not be funded through this process. There may be an opportunity for indoor cricket facilities with the development of the Regional Cricket Hub in Moe.</li> </ul>
27	Yinnar Recreation Reserve Committee of Management – Don Barnes	<ul style="list-style-type: none"> <li>The submission is made by the Yinnar Recreation Reserve Committee of Management on behalf of the reserve user groups, including Yinnar &amp; District Judo Club, Yinnar Tennis Club, Yinnar Football &amp; Netball Club and Morwell Tigers Yinnar Cricket Club.</li> <li>Addition of Judo</li> <li>Lacks strategic direction and context – why is Latrobe City Council undertaking this work?</li> <li>The importance of sport and recreation to our community should be 'front and centre'. The health, wellbeing and significant other social benefits from an active community are well documented and should be central to the RNA.</li> <li>We believe the value (both in terms of value for money and tangible outcomes) Council and its community receive via well led and managed volunteer Committees of Management should be identified in the RNA and strongly supported.</li> <li>The principle of equal access to appropriate recreation infrastructure across the Municipality, regardless of location is important and must ensure the needs of the 'non big 4' (with every</li> </ul>	<ul style="list-style-type: none"> <li>Noted and thank you</li> <li>Noted. This has been amended in the final report.</li> <li>Noted. This has been amended and reflected in the Executive Summary in the Recreation Needs Assessment final report.</li> <li>Noted.</li> <li>Noted. Council acknowledges the hard work and considerable investment by volunteers in the community, especially the rural reserves Committees of Management.</li> <li>Recreation facilities and infrastructure are classified on the basis of regional and local level. Whilst Council acknowledges the need for a basic level of infrastructure across the municipality, there will always be a need and demand for</li> </ul>

27

		<p>respect to Moe, Morwell, Traralgon &amp; Churchill) are recognised and responded to.</p> <ul style="list-style-type: none"> <li>• Positive female category however silent on the broader issue of needing to cater for diversity, gender diversity</li> <li>• We believe that in addition to Gippsport, peak bodies such as the AFL, through AFL Gippsland also provide a Wealth of relevant policy and general administrative tools and techniques that ensures acknowledgement of the role bodies such as AFL Gippsland play should be recognised in the RNA.</li> <li>• In relation to the RNA identifying the needs of specific sports (e.g. page 28 identifies AFL priorities), the YRR CoM has a process whereby the needs and priorities of our user groups are agreed and ranked accordingly. We share this process and project priority ranking annually with LCC staff and as part of the RNA, will provide the CoM project and priority listing.</li> <li>• Funding Policy should be considered a guide and tool that is used in the planning process, not an absolute that does not take into account factors such as grant program opportunities and potential community specific factors that may include events such as fire or flood – etc.</li> <li>• Club contribution - there is no club that has the level of contribution that would make any tangible difference to a projects overall funding requirements</li> <li>• Undertaking of works on Council land - Council must have provision for exceptions where there are groups that have a track record, or demonstrated capability to undertaken and complete works on various scales.</li> </ul>	<p>regional level infrastructure for the community, events, and elite sport and athlete pathways.</p> <ul style="list-style-type: none"> <li>• Whilst the change facilities are currently being described as female friendly, this has been an attempt to try and address the current lack of facilities for females. Into the future these change facilities will be called non-gender specific change facilities.</li> <li>• There needs to be a consistent approach in the assessment of projects in the assessment matrices. Whilst AFL Gippsland does provide significant support for AFL, it has also relied upon Gippsport to deliver a wide range of programs and support. A single measure is required to streamline the assessment process.</li> <li>• Noted, however the Recreation Infrastructure Funding Policy and the Assessment matrices will be the tool and process that Latrobe City Council uses to either fund directly or to apply for external funding.</li> <li>• Noted. However Latrobe City Council needs a consistent methodology or process whereby projects can be identified as a priority. This will be used if significant events occur in the future resulting in funding becoming available for projects. Projects should be funded on the basis of their priority, not other subjective measures.</li> <li>• There have been some significant contributions made by clubs and sporting organisation in the past for recreation infrastructure. Council needs a way to asses this contribution in an objective way, to ensure that the contribution being made is acknowledged and prioritised correctly.</li> <li>• The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must be</li> </ul>
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28

		<ul style="list-style-type: none"> <li>Page 6, tables 1 &amp; 2 are incomplete and significant omissions evident.</li> <li>Page 24, YRR has 2 full sized ovals suitable for football, cricket, soccer (or other sport as required to meet the needs of our community) etc., not 1.</li> <li>Page 52, there is a Yinnar South Pony Club located adjacent the LCC Transfer Station – unsure of how or where this may or may not relates to the RNA.</li> </ul>	<p>approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy.</p> <ul style="list-style-type: none"> <li>Noted. This has been amended in the final report.</li> <li>Noted. This has been amended in the final report.</li> <li>Noted. However the scope of the Recreation Needs Assessment includes Council owned, managed or financed sporting reserves. This Crown land reserve is leased by the Pony Club. Latrobe City Council has included Crown Land, where the sporting users receive an annual maintenance grant from Latrobe City Council in the preparation of the Recreation Needs Assessment. The Yinnar South Pony club do not receive an annual maintenance grant from Latrobe City Council.</li> </ul>
28	Cricket Victoria – Annie Hateley	<ul style="list-style-type: none"> <li>Latrobe City’s Grass Based Sporting Review – can Cricket Victoria obtain a copy of this review? What is the measurement for overuse, underuse and match potential usage?</li> <li>Protective netting: Does this refer to cricket practice nets/facilities? If this does not refer to practice nets for cricket, we would like it made explicit within the policy.</li> <li>Cricket Victoria proposes that turf wicket construction and maintenance cost be a shared responsibility of council and clubs.</li> <li>Section 2.1, The principles are supported by Cricket Victoria. Where development do not align with the local level facility hierarchy or Cricket Australia’s Community Facility Guidelines, Cricket Victoria and Cricket Australia would like to be consulted, particularly where a project may have site budget constraints.</li> <li>The Process – The principles are supported by Cricket</li> </ul>	<ul style="list-style-type: none"> <li>This document is an internal operational document. It is currently not available to the public or sporting user groups/organisations as it is not an adopted document of Council.</li> <li>Noted. Protective netting refers to netting that’s purpose is to stop balls (cricket, football etc.) from leaving a ground. Council’s current policy is that it will not fund this type of infrastructure. The Recreation Infrastructure Funding Policy will be amended to make this clear.</li> <li>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches. This type of infrastructure will remain the club’s responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</li> <li>Noted. Thank you</li> <li>Noted. Thank you</li> </ul>

29

		Victoria and we are open to consultation and consideration of projects that have site and budget constraints and may require special consideration against the Community Facility Guidelines.	
29	Rhonda Chapman	<ul style="list-style-type: none"> <li>Some of the statistics required can be affected detrimentally for some of the Key Priority Areas such as current player participation and especially female participants in traditional male sports such as our Imperials Cricket Club and Cumberland Park Junior Football Club when we simply do not have the facilities warranted to attract new players to the clubs.</li> <li>KPA 5 component is not necessary as not all clubs are able to provide cash supplements to assist with the core projects costs.</li> <li>Having the difference highlighted between what is local level standards and Regional Level Standards will also help clubs to keep their information for requests more relevant</li> </ul>	<ul style="list-style-type: none"> <li>Noted. However Council needs to have an objective measure to determine current and past two (2) years participation data. Clubs such as Cumberland Park Junior Football Club are encouraged to develop Participation Plans with Gippsport to assist them in increasing their participation base.</li> <li>There have been some significant contributions made by clubs and sporting organisation in the past for recreation infrastructure. Council needs a way to assess this contribution in an objective way, to ensure that the contribution being made is acknowledged and prioritised correctly.</li> <li>Noted.</li> </ul>
30	Ken Neilson -	<ul style="list-style-type: none"> <li>It is difficult to navigate the process of improving Council owned club facilities. I think it would be very beneficial to have a one contact point for sporting clubs to communicate with when trying to improve their facilities. This point could also provide advice and assistance with the process.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. The Recreation &amp; Open Space team at Latrobe City Council are responsible for the development and management of recreation master plans, funding, design and eventual delivery of projects. This team should be the first point of contact with any enquiries regarding recreation infrastructure.</li> </ul>
31	Churchill Football Netball Club – Amanda McInnes	<ul style="list-style-type: none"> <li>The Churchill Football Netball Club (CFNC) would like to commend Latrobe City for the development of this new policy as we believe it will deliver true transparency around funding allocation and remove any perceived bias that may have been considered by some community groups.</li> <li>2.1 – The CFNC agrees with these state principles and would particularly highlight the last key principle around ‘special consideration’ around some proposed projects, specifically around change room requirements &amp; the need for female facilities for both players and umpires.</li> <li>3.1 – The CFNC also supports the concept around</li> </ul>	<ul style="list-style-type: none"> <li>Noted and thank you</li> <li>Noted</li> <li>Noted.</li> </ul>

30

		<p>'weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy'. We believe these projects should be considered before any new projects are identified in the master plan ticks all the boxes.</p> <ul style="list-style-type: none"> <li>In regards to the actual 'matrix' CFNC are very comfortable with the proposed criteria's but would suggest that Council also take into consideration any recent infrastructure improvements undertaken by clubs that enhance the Council facility or have saved Council the expense of having to fund this capital improvement.</li> <li>4 - In regards to the cash contribution, Council may want to consider the weighting on the percentages as 50% on a \$1 million project (even a 20% contribution) would be out of the reach of all sporting clubs in Gippsland. Maybe the points need some adjusting. Furthermore, how would a grant from a 3<sup>rd</sup> part is assessed if the club sourced this funding? Would that be considered a cash contribution?</li> </ul> <ul style="list-style-type: none"> <li>CFNC has no issues with the proposed core components that Council will fund.</li> <li>4.1.2 - Optional components – CFNC appreciates that these items are nice to have items and has no issues with the club funding these, our only question would there be any additional weighting if a club funded optional components.</li> <li>4.13 – CFNC fully agrees with these items and who is responsible for them.</li> <li>4.2 – CFNC fully agrees with these items and who is responsible for them. Our only question in regards to this is 'what if the club funds infrastructure that exceeds the requirement of Council' and hence</li> </ul>	<ul style="list-style-type: none"> <li>Noted. However this is very difficult to score on an objective assessment. Many clubs contribute to the upgrade or maintenance of their facilities. This is very valuable for Latrobe City Council, because it means that the works do not have to be completed by Council. However past performance does not measure future participation, demand etc.</li> <li>Noted. Most major grants are only available for Local governments to access. Minor grants, up to \$5,000 or \$10,000 are available from some funding bodies, however as previously responded to in this submission table, The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must be approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy.</li> <li>Noted</li> <li>As per the Recreation Infrastructure Funding Policy, only cash contributions towards core components are credited in the cash contribution criteria/weighting.</li> <li>Noted</li> <li>This is very clear in the Recreation Infrastructure Funding Policy. For local level facilities, Latrobe City Council will not allow infrastructure to be constructed that exceeds the current agreed standard. Latrobe City Council has the most amount of</li> </ul>
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		<p>enhances the total sporting precinct.</p> <ul style="list-style-type: none"> <li>Enhancements by the Churchill Football Netball club to the facility. Et al. Our point here is whether the policy will take these types of capital improvements into consideration as part of the matrix assessment.</li> </ul>	<p>regional sporting infrastructure already to upgrade and maintain. It also has the most number of local level infrastructure and facilities to upgrade and maintain.</p> <ul style="list-style-type: none"> <li>Noted. Latrobe City Council acknowledges and appreciates the valuable contribution made by the Churchill Football Netball Club to improvements and upgrades to Gaskin Park Churchill. However, Council cannot objectively measure this type of improvement in an objective way. It is open to interpretation which is what we are trying to avoid with this transparent process.</li> </ul>
32	Newborough Football Netball Club – Steve Hall	<ul style="list-style-type: none"> <li>This feedback is provided by both the Newborough Football Netball Club and Newborough Junior Football Club.</li> <li>The draft policy and its accompanying matrix are a step in the right direction, in relation to recognising growth rates, compliance and individual sporting code trends.</li> <li>We must look at current use/overuse of current facilities to ensure participation rates do not drop.</li> <li>We feel there is a need to accommodate and recognise current member numbers. In cases where sporting codes there are limits on the numbers of teams permissible in certain competitions i.e. Netball in Mid Gippsland Football League where the club is only allowed to have size team covering under 15 through A-Grade with realistic maximum numbers being a side of 7 and two reserves, being 9. Thus for a club which operates at this level to show growth may not be possible. Therefore, constant participation numbers should be considered.</li> <li>In addition to utilising this policy, the club would also like to see the opportunity for clubs able to attract funding through alternate areas/means be able upgrade their facilities, providing they follow guidelines set down by building codes, sporting codes and councils own policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>Noted.</li> <li>Noted. This is the purpose of the Recreation Needs Assessment project.</li> <li>Noted. However many football/netball clubs are in the same position, and it will even out across the assessment matrix and the clubs will not be disadvantaged, rather they will benefit due to their strong female participation.</li> <li>The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must be approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User</li> </ul>

32

		<ul style="list-style-type: none"> <li>Where Council fund lighting/installations/upgrades to a maximum of 100 lux, clubs should be able to contribute to upgrade to a higher level of lux, given that the club is responsible for replacement of bulbs/globes and the operating costs. Attracting higher league capabilities essentially</li> </ul>	<p>Policy and the Recreation Infrastructure Funding Policy. The recommendation in the Recreation Infrastructure Funding Policy which prevents clubs/sporting organisations from undertaking works on Council owned facilities is due to a number of projects being undertaken by clubs/organisations that were either completed without Council's knowledge or approval, without the appropriate permits (planning &amp; building) and/or poor workmanship and not meeting the required standards (Australian standards, DDA compliance, Lighting standards, etc.).</p> <ul style="list-style-type: none"> <li>The Recreation Infrastructure Funding Policy has been developed to ensure the facilities are upgraded to a local level provision. The local level standard for match for AFL in country/rural level competitions is 100 lux. Council will not permit a higher standard of provision for any projects, including lighting as this will mean additional construction, maintenance and replacement costs for Latrobe City Council.</li> </ul>
33	CATS Cricket Club	<ul style="list-style-type: none"> <li>This feedback is provided on behalf of the CATS (Callignee &amp; Traralgon South) cricket club.</li> <li>Thank you for a wonderful document with a myriad of information that is very enlightening and informational.</li> <li>Agrees with multi-use encouragement and that clubs should be incorporated.</li> <li>Agrees with unisex and multi-purpose facilities</li> <li>Believes that the growth rate for cricket will be higher than predicted</li> <li>With this point and other points noted in the report such as; pavilions are no 1 priority, multiuse facilities not being done enough, and a high need for unisex facilities, I feel our proposal of the facilities extension at Traralgon South will provide for and fill these needs.</li> <li>One point highlights the need for sufficient club based activities to justify the expenditure and maintenance spent on facilities is important and will be harder to get funds for. My concern in Traralgon South is that we receive funding for the users group, but this funding is only partially used for maintenance, and some of the funds are given to the</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>Noted and thank you</li> <li>Noted</li> <li>Noted</li> <li>Noted</li> <li>Noted. This is the major reason why the project was supported for a project proposal to Sport &amp; Recreation Victoria.</li> <li>Noted. There is currently a review of annual maintenance funding provided by Latrobe City Council to committees for the purpose of maintenance. It is Latrobe City Council's position that this funding is spent on maintenance requirements, not banked for capital purchases.</li> </ul>



33

		<p>clubs for their own use. My belief is that this money should ONLY be used for maintenance of the facility and surrounding areas, so all of the users and public benefit. Something needs to be done to address this point.</p> <ul style="list-style-type: none"> <li>In regards to cricket there are 2 important things that are happening that will hopefully increase cricket participation within Latrobe? Cricket Victoria is looking at setting up a cricket centre of excellence in Moe to give facilities for all cricket clubs in Gippsland. There is also a current committee looking at a merger between the CGCA and the TDCA, to create the Latrobe Valley Cricket Association.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
34	Traralgon South and District Association	<ul style="list-style-type: none"> <li>View that any assessment of needs must take into account not just the requirements of formal sporting groups but also the participation in sporting activities of the wider community. This is particularly relevant with tennis.</li> <li>Have also experienced some deterioration in the existing facilities. There have been a number of problems with the stability and safety of the tennis courts, with "sink holes" appearing. And there have been problems with the playing surface of the cricket oval as a result of which home games in the current season have been played at Callignee Oval.</li> <li>Implementation of the Traralgon South Recreation Reserve master plan – et al</li> </ul>	<ul style="list-style-type: none"> <li>Noted. However the purpose of the Recreation Infrastructure Funding Policy and the Assessment matrices is to ensure that projects are assessed in a consistent and objective process. Many clubs and community provide anecdotal reports that there is significant use of their recreation infrastructure; however Latrobe City Council must be able to accurately and quantitatively measure this. This proves very difficult when participation is not recorded accurately or reflected in registration numbers. The community of Traralgon South can register their support for their sporting activities by becoming registered members of the three (3) clubs currently utilising the Traralgon South Recreation Reserve.</li> <li>Noted. Latrobe City Council is continuing to work with the Traralgon South Tennis Club in relation to the two unusable courts. A report will be presented to Council later in 2017, when the Recreation Needs Assessment project is completed. The Callignee and Traralgon South user group is provided with an annual maintenance grant to address maintenance issues both at Traralgon South and Callignee ovals.</li> <li>All active sporting infrastructure recommendations identified in the Traralgon South Recreation Reserve master plan will be assessed in the appropriate assessment matrix.</li> <li>Actions that relate to non-sporting infrastructure will need to be referred to the capital works budget and dealt with outside the Recreation Infrastructure Funding Policy.</li> <li>A drainage review for the reserve has been completed.</li> </ul>
35	Traralgon Croquet Club – Simon Trebilcock	<ul style="list-style-type: none"> <li>There is no master plan for Hubert Osborne Park</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>

34

		<ul style="list-style-type: none"> <li>• The Traralgon Croquet Club has identified a number of key priorities for consideration for funding. They include upgrade to the toilet facilities, extension to the existing pavilion, lighting for the courts, renewal of the turf playing surface.</li> <li>• The Traralgon Croquet Club is one of the stronger clubs in the Gippsland region, and members have regularly represented the region in state-wide competitions.</li> <li>• The gender representation in the club is quite balanced and membership is made up of a majority of retired people.</li> <li>• Social play is offered three times per week on Tuesday afternoon, Thursday afternoon/evening and Saturday afternoon, with many members attending each time. There is also a pennant competition and tournaments in which club members actively participate.</li> <li>• The major turf maintenance activities are usually undertaken in June/July of season.</li> <li>• The direction of the club has been guided by our 2012-2016 business plan. Five years on, it is now time for us to revisit and update the plan. The club will work with Gippsport to develop a participation plan and female friendly policy which will help us refocus our intentional activities aimed at membership growth and development.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. The club have been advised that they should submit Expressions of Interest under the Recreation Needs Assessment project when it is endorsed by Council for review prior to the 31 October 2017.</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted.</li> </ul>
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# Recreation Needs Assessment

September 2017



**Version control**

Version	Date	Document	Author	Reviewer	Recipient
01	11/04/17	Recreation Needs Assessment Draft Report	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
02	13/04/17	Recreation Needs Assessment Draft Report - amended	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
03	21/04/17	Recreation Needs Assessment Draft Report - amended	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
04	24/04/17	Recreation Needs Assessment Draft Report - amended	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
05	07/06/17	Recreation Needs Assessment Draft Report - amended	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
06	14/08/17	Recreation Needs Assessment Final Report	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
07	15/09/17	Recreation Needs Assessment Final Report	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space

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# Table of contents

<i>Executive summary</i>	<b>4</b>
<i>Introduction</i>	<b>6</b>
<i>Social profile</i>	<b>8</b>
<i>Participation in active recreation</i>	<b>9</b>
<i>Sports played within Latrobe City</i>	<b>9</b>
<i>Future community demand</i>	<b>14</b>
<i>Trends and planning principles</i>	<b>22</b>
<i>Key recommendations</i>	<b>24</b>
<i>Citywide active recreation analysis</i>	<b>25</b>
AFL	26
Athletics	30
Badminton	34
Baseball	38
Basketball	42
CFA Urban Fire Brigade	46
Cricket	48
Equestrian sports	52
Football (Soccer)	56
Hockey	60
Netball	64
Swimming	68
Tennis	70
<i>Funding options</i>	<b>80</b>
<i>Appendices</i>	<b>83</b>



# Executive summary

## About Latrobe City

Latrobe City is centrally located in eastern Victoria approximately two hours east of Melbourne. The City has a combined population of over 75 000 and includes the four main towns of Traralgon, Morwell, Moe/ Newborough and Churchill and the smaller townships of Toongabbie, Glengarry, Tyers, Yallourn North, Yinnar, Boolarra and Traralgon South.

Latrobe City Council has a wide range of sports played on a diverse range of Council owned and managed facilities. Over the past 10 years, Latrobe City Council has also developed a large number of recreation strategies and outdoor recreation master plans.

Whilst a number of recommendations from Council's master plans have been completed, a larger proportion of the recommendations remain incomplete or unfinished.

## Purpose

The purpose of the Recreation Needs Assessment is to assess and document the current and future sport and active recreation needs of the Latrobe City community to draw together and prioritise outstanding infrastructure projects emanating from a range of existing plans and strategies.

The Objectives of the Recreation Needs Assessment is to:

- » Review all Latrobe City Council recreation plans and strategies
- » Determine the status of projects identified in the recreation plans and strategies
- » Identify all user groups/stakeholders of Latrobe City recreation facilities
- » Identify all sports and active recreation pursuits that are active within the municipality
- » Identify trends, demands and needs in regards to sport and active recreation within the municipality
- » Analyse population and demographic changes that will impact on the provision of sports and active recreation facilities with Latrobe City
- » Compile current participation data for the identified sport and recreation activities across the municipality
- » Analyse community future demand that may impact on levels of participation in sport and active recreation in Latrobe City

## Strategic Alignment

The Recreation Needs Assessment responds to key objectives identified in the Recreation and Leisure Strategy They are:

- » Provide a diversity of financially sustainable recreation and leisure facilities and opportunities
- » Provide and promote well used and relevant recreation facilities and settings
- » Consolidate recreation and sports facility provision and use
- » Encourage and support community involvement in sustainable facility management and development
- » Maximise opportunities for economic development through recreation and leisure
- » Provide effective management, support and resources.

The Recreation Needs Assessment also directly responds to strategies and objectives articulated in the Latrobe City Council Plan 2017-2021.

- » Objective 12. Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.
- » Objective 14. Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.

## Methodology

The methodology for the report included the analysis of both the sport participation data. A survey process formed the analysis of the community's priorities whilst external documentation and data such as the ERASS, Census and Vic Health Profile formed the external analysis. A Six (6) week public exhibition period gave an opportunity to the community and sporting clubs and association to provide comment around the draft Recreation Needs Assessment, Draft Recreation Infrastructure Funding Policy and Draft Assessment. The community and sporting clubs/associations were encouraged to meet personally with Latrobe City Council to discuss the project and provide their feedback.

The below diagram illustrates the process undertaken:



## Recreation Needs Assessment Key Findings

Upon analysis, findings from the Recreation Needs Assessment report identified five Key Areas for priority:

1. Local facilities
2. Prioritising local developments
3. Multi-purpose facilities
4. Unisex facilities
5. Funding priorities

The above findings have shaped the development of the Recreation Infrastructure Funding Policy and Assessment Matrices.

## Conclusion

In conclusion, the Recreation Needs Assessment now provides Latrobe City Council and sporting clubs with a transparent process for identifying and prioritising projects through objective criteria. The Recreation Infrastructure Funding Policy provides a clear policy on what Council will and won't fund. The Assessment matrices provide clear and objective criteria on which all projects will be assessed.

The Recreation Needs Assessment report identifies that Latrobe City Council's focus should be on the funding and delivery of projects that respond to the need of local participation given that the largest active participation is those that using our local facilities. With the current and future demand by girls and women participating in sports, multi-use and non-gender specific facilities also need to be addressed for future infrastructure developments or upgrades.

# Introduction

The Latrobe City Recreation Needs Assessment is a strategic project that aims to provide Council with one consolidated document that covers the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The document seeks to allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

## What is sport?

For the purpose of the Recreation Needs Assessment it is important to define active recreation (or sport). Sport can be defined as:

*“An activity capable of achieving a result requiring physical exertion and/or physical skill, which, by its nature and organisation, is competitive or training for competition. Sport is generally considered to be an ‘organised’ activity”.*

The sporting activities that operate within Latrobe City are listed below:

- |              |                                     |                 |                   |
|--------------|-------------------------------------|-----------------|-------------------|
| » AFL        | » CFA Urban Fire Brigade<br>Running | » Gridiron      | » Shooting Sports |
| » Archery    | » Cricket                           | » Hockey        | » Swimming        |
| » Athletics  | » Croquet                           | » Judo          | » Table Tennis    |
| » Badminton  | » Dog Obedience                     | » Lawn Bowls    | » Tennis          |
| » Baseball   | » Equestrian Sports                 | » Netball       | » Volleyball      |
| » Basketball | » Football (Soccer)                 | » Pigeon Racing |                   |

It is noted that there are other activities that operate within the City that may be considered sport. The focus of this Assessment is on sports with an incorporated club.

## Current provision of active recreation

The entire network of active recreation sites across the City, excluding private facilities is mapped and shown on page 10, with more detailed maps of active recreation sites by township and village from page 11.

## Council's current planning documents

A key component of the Needs Assessment is a review of Council's current planning. A thorough review of the planning documents undertaken for active recreation has been undertaken with a focus on outstanding recommendations, and is included within the Appendix of this Report. It needs to be noted however, that only current planning documents undertaken to April 2017 have been considered within this Report.

## Player participation

Of the current planning documents, only active recreation recommendations that are related to player participation have been considered in the scope and subsequent development of this Needs Assessment i.e. it does not include maintenance, ancillary infrastructure (such as car parking, access roads etc), passive recreation elements, streetscaping or beautification.



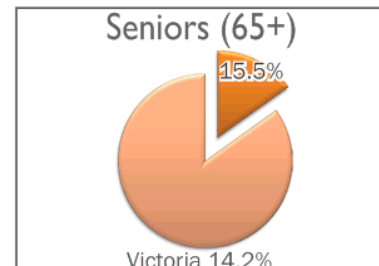
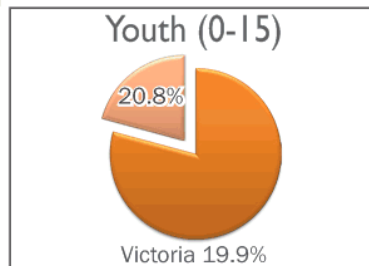
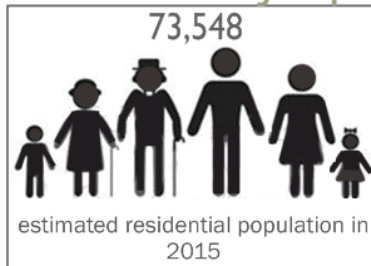
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# Social profile

The way in which a community uses the surrounding open space and participates in active recreation and sport activities is largely influenced by age. Understanding the spatial and demographic variations in communities, such as concentrations of older residents or youth, is fundamental to responding to, and planning for, the future provision of active recreation and sports facilities.

## Latrobe City's population



The information in the table below shows the towns with major variations from the Latrobe City percentage of Youth (20.8%) and Seniors (15.5%).

Table 1. Variation in the population of Youth and Seniors across Latrobe City

Town	Population	% of Youth	% of Seniors
Traralgon	23,837	21.7%	14.3%
Morwell	14,006	19.6%	19.3%
Moe	8,754	18.9%	18.9%
Newborough	6,932	19.9%	20.0%
Churchill	4,944	20.4%	11.7%
Mirboo North	2,297	21.5%	19.3%
Traralgon East	1,865	25.7%	7.7%
Yallourn North	1,493	18.3%	15.9%
Hazelwood North	1,476	22.4%	9.7%
Glengarry	1,358	24.3%	7.4%
Boolarra	1,004	18.4%	12.6%
Toongabbie	914	19.8%	8.1%
Tyers	821	21.3%	6.3%
Yinnar	812	23.3%	14.0%
Tanjil South	699	19.2%	13.7%
Yinnar South	668	21.4%	9.3%
Moe South	566	25.0%	10.8%
Mirboo	563	19.2%	17.1%
Jeeralang Junction	533	17.4%	12.4%
Traralgon South	468	37%	2.6%
Hernes Oak	424	22.2%	11.1%
Callignee	366	23.5%	5.5%
Budgerie	347	21.3%	10.7%
Hazelwood South	320	30.3%	5.0%
Hazelwood	278	15.8%	21.6%
Narracan	278	11.2%	14.4%
Boolarra South	166	11.4%	16.3%
Glengarry North	141	28.4%	5.0%
<b>Total</b>	<b>72,396</b>	<b>20.8%</b>	<b>15.5%</b>

### Population growth

The Department of Environment, Land, Water and Planning projections indicate Latrobe City's population will increase by 8,560 persons over the next 15 years, experiencing growth from an estimated level of 73,900 persons in 2016 to 82,460 persons in 2031. This is an estimated growth rate of 11.6% by 2031.

### Household snapshot

- » approximately 19,293 families within Latrobe City
  - 39.7% are couples without children
  - 39.9% are couples with children
  - 19% are single with children
- » median weekly income (household) \$942<sup>1</sup>
- » 8.8% of households do not have access to a motor vehicle
- » 17.5% of households do not have an internet connection
- » state SEIFA ranking of 7, indicating a moderate level of disadvantage within Latrobe City, with the exception of Morwell and Moe which have a relatively high level of disadvantage.

<sup>1</sup> This is up to \$300 less than the State and National figure

# Participation in active recreation

A number of sources have been utilised in building a picture of participation in active recreation within the City, including the Recreation Needs Assessment Survey, the Latrobe City Council Sport and Health Profile (Victoria University and Federation University 2017), and registration data from State Sporting Organisations.

It needs to be noted that the ABS data (2011) has not been utilised at this stage, as it will be superseded by the 2017 data release later this year. National and State participation data has therefore been sourced from the Australian Sports Commission's Participation in Exercise, Recreation and Sport Survey (ERASS) 2010 (the last year the survey was undertaken).

A total of 742 responses were received to the community survey undertaken as part of the Recreation Needs Assessment. This information has been utilised in determining the total picture of participation in active recreation within the City.

85% of the Latrobe City community play sport/participate in active recreation with 80% playing within Latrobe City.

As a comparison, the Australian Sports Commission reports that 40.9% of Victorian's participate in organised sport\*.

## Sports played within Latrobe City

Based on the participation data results from peak sporting bodies, the top sports played within Latrobe City are shown in the table below, as compared to the percentage of Victorians and Australian's who participate in the sport

Table 2. Top ten sports currently played in Latrobe City, Victoria and Australia

Sport	Latrobe City Council *	Australian Sports Commission (ERASS) 2010 - Victorian Participation	Australian Sports Commission 2010 - Australian Participation
	Percentage	Percentage	Percentage
Netball	3.2%	3.8%	3.1%
Basketball	2.9%	4.8%	2.3%
AFL	2.9%	5.4%	2.6%
Football (Soccer)	2.7%	3.5%	3.4%
Cricket	1.9%	3.5%	2.1%
Tennis	1.0%	6.8%	2.4%
Athletics	0.5%	0.5%	0.5%
Swimming	0.3%	13.5%	1.3%
Hockey	0.3%	0.7%	0.9%
Baseball	0.2%	0.2%	0.1%

\*The Latrobe City Council participation rates are based on actual player registrations in the City.

As evidenced by Table 2 above, participation rates within Latrobe for basketball and AFL football are higher than the national rates. All other sports have a lower participation rate than the national rate (except for athletics which is the same), and all sports have a lower (or equal) rate than that for the state. This may indicate a need for Council to concentrate on ensuring that the local sporting facilities are to a standard that attract and support increased participation.

In addition to the survey responses shown in the above table, State/Regional Sporting Organisations have provided their player registration numbers for 2016. These are shown below, as actual player numbers.

Table 3. City of Latrobe player registration numbers by Sport

Sport	Player registrations 2016
Netball	2,387
AFL	2,140
Basketball	2,136
Football (Soccer)	1,667
Cricket	1,365
Tennis	743
Athletics	348
Swimming	236
Hockey	224
Baseball	174
Badminton	133

### Top six sports played in Latrobe City

As shown in Tables 1 and 2, the top six sports are consistent across the two local data sources.

When comparing local participation to greater Victoria and Australia, the top six sports are consistent, with the addition of Tennis as the second most participated in sport.

## National, State and Local participation trends

The table below shows a summary of the national, state and local participation trends (across the last 3-5 years where data was available) in Latrobe City's most popular organised sports.

Table 4. National, State and Local Participation trends

Sport	National participation trends		State participation trends		City of Latrobe participation trends*	
	Children	Adults	Children	Adults	Children	Adults
AFL	steady	decreasing	increasing	steady	steady	steady
Athletics	increasing	increasing	steady	steady	steady	decreasing
Baseball	increasing	increasing	increasing	increasing	decreasing	decreasing
Basketball	increasing	increasing	increasing	increasing	increasing	increasing
Cricket	decreasing	decreasing	decreasing	decreasing	steady	steady
Football (soccer)	increasing	increasing	increasing	increasing	increasing	steady
Hockey	steady	steady	steady	steady	decreasing	decreasing
Netball	steady	steady	increasing	increasing	unknown^	unknown^
Swimming	increasing	steady	increasing	steady	decreasing	decreasing
Tennis	decreasing	decreasing	steady	steady	unknown	steady

\* trends are taken from engagement with peak bodies undertaken throughout the development of the Background Report. Future community demands for sporting opportunities are explored further on page 12.

^ due to inconsistency of available data

## Barriers to participation

Respondents to the community survey listed the barriers they experienced to participating in formal, organised sport within the City. These are shown in the table below.

Table 5. Barriers to participating in formal, organised sporting activity within Latrobe City:

Barrier	Percentage*
There is a limited range of sporting fields/courts/facilities provided	41.8%
The facilities are poorly maintained	28.8%
No I have not experienced any barriers	22.7%
There is a lack of toilets	21.1%
Weather (too hot, too cold)	15.6%
There are no female friendly facilities	10.5%

\*Does not add up to 100 as respondents could provide multiple responses

## Quality of sporting facilities

Survey respondents were asked to rate the overall quality of the following sporting facilities within Latrobe City, with the responses provided below.

Table 6. Quality of sporting facilities within the City

Sporting facility	1 (Poor)	2	3 (Average)	4	5 (Great)	Unsure
Aquatic facilities	16%	14%	28%	23%	11%	7%
AFL Ovals	1%	6%	22%	28%	22%	21%
Football (Soccer) fields	3%	7%	20%	23%	11%	36%
Cricket Ovals	2%	6%	22%	24%	13%	33%
Athletics Facilities	7%	9%	22%	15%	8%	39%
Baseball Facilities	5%	10%	13%	6%	4%	63%
Badminton Courts	5%	7%	11%	6%	4%	67%
Netball Courts	4%	9%	20%	26%	17%	24%
Tennis Courts	2%	5%	13%	22%	30%	29%
Basketball Courts	9%	12%	19%	22%	18%	21%
Equestrian Facilities	7%	3%	5%	2%	2%	81%
Supporting infrastructure i.e. Pavilions	19%	22%	22%	7%	2%	28%

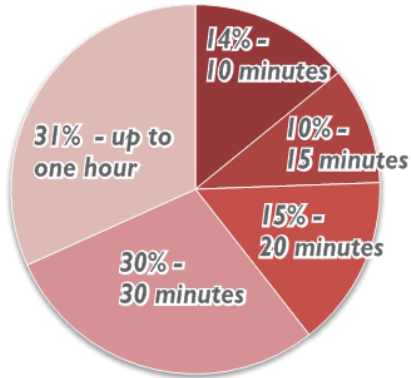
As shown in Table 6 above, with the exception of 'supporting infrastructure' such as pavilions, Latrobe City community are relatively happy with the overall quality of sporting facilities within the City.

The community were most happy with the following sporting facilities, with 50% or more of the community rating them as above average:

- » Aquatic facilities (62%)
- » AFL ovals (72%)
- » Tennis courts (65%)
- » Netball courts (63%)
- » Football fields (54%).

### Travel time

Survey respondents were asked what the maximum time they were willing to travel to participate in their chosen sporting activities:



61% of the community are prepared to travel 30 minutes (or more) to their chosen active recreation activity

An overwhelming 95% of community survey respondents rated the importance of sport and its facilities within Latrobe City as a high-very high priority (78% rated it as a very high priority).

## Who plays sport in Latrobe City?

### Participation by age

The Latrobe City Council Sport and Health Report provides the participation in sport by age group.

Table 7. Sport participation by age

Sport	Age range				
	4-9	10-14	15-19	20-29	30+
Netball	22.5%	35.2%	16.2%	13.8%	12.3%
Hockey	18.0%	26.7%	9.4%	20.4%	25.5%
AFL	30.0%	24.5%	20.4%	17.6%	7.6%
Basketball	36.0%	33.0%	8.0%	10.5%	12.5%
Football	30.6%	26.0%	17.0%	16.6%	9.8%
Cricket	15.0%	21.0%	14.5%	23.0%	26.5%
Tennis	33.5%	24.2%	7.8%	6.8%	27.7%

As shown in the table above, the highest participation for all sports except for Cricket and Tennis is in the 10-14 and 4-9 age groups.

It should be noted that ERASS

### Participation by gender

Sport Table 8. participation by gender

Sport	Gender	
	Male	Female
Netball	2.47%	97.53%
Hockey	42.27%	57.73%
AFL	96.08%	3.92%
Basketball	60.57%	39.43%
Football	77.25%	22.75%
Cricket	95.03%	4.97%
Tennis	55.85%	44.15%

As shown in the above table, Netball and Hockey are dominated by female participation, whilst AFL, Basketball, Football and Cricket are predominately played by males.

## Future community demand

Given the current participation numbers/rates of sports across the Latrobe LGA and the projected growth in the population, it is possible to plan accordingly so that the future demand for sporting opportunities and facilities is catered for.

The table below summarises the projected increases as a result of applying both the actual current participation rate and the Victorian participation rate (from ERASS) to the expected population of the Latrobe LGA in the year 2031 (82,460 people) for each sport.

It should be noted that the projections have been based on currently available participation rates and do not consider possible changes to participation trends in each sport, as they are largely unknown and impossible to predict accurately.

Sport	2016 Participation*	2031 Participation based on actual current participation rates#	% increase/decrease	2031 Participation based on State participation rate (ERASS)^	% increase/decrease
AFL	2,140	2,365	12.1%	4,453	101.9%
Athletics	348	390	12.1%	412	29.6%
Badminton	133	149	12.0%	247^^	85.7%
Baseball	174	195	12.1%	165	- 5.2%
Basketball	2,136	2,395	12.1%	3,958	85.3%
Cricket	1,365	1,530	12.1%	2,886	111.4%
Football (soccer)	1,667	1,869	12.1%	2,886	73.1%
Hockey	224	251	12.1%	577	157.6%
Netball	2,387	2,676	12.1%	3,133	73.5%
Swimming	236	265	12.3%	1,072^^	43.1%
Tennis	743	833	12.1%	5,607	689.7%

\* Most recent number of registered players in the Latrobe LGA as provided by the relevant State Sporting Organisation (except for AFL, where the 2015 figure from the Latrobe City Council Sport and Health Profile has been utilised)

# Actual current participation rates based on number of registered players divided by current population (73,548 people)

^ Calculated by applying expected projected population at 2031 to State sporting participation rates (ERASS)

^^ Given that State figures include unorganised activities, in the case of swimming and badminton, the national (organised only) participation rates (1.3% and 0.3% respectively) have been applied.

### Key considerations

Council should be aware that while the results of the above analysis can assist to guide the provision of sporting facilities into the future, it is only one tool to do so. It should be noted that there was difficulty in obtaining consistent and accurate data from peak sporting bodies and state sporting associations, including the interpretation of how the data is presented. Other factors must also be considered when planning for the future growth (or decline) of the sports:

- » the State data includes unorganised participation (except for swimming) and thus participation rates include informal use of facilities. While this informal use by the community should continue to be catered for, the demand for dedicated infrastructure (especially that such as pavilions, change rooms, scoreboards, etc) is minimal. It should also be noted that these rates are based on information that is seven years old
- » sporting participation rates change regularly, and even a minor increase or decrease in those rates can significantly affect the actual number of people playing a sport
- » local communities/LGAs often have markedly different participation rates than the State participation rates, hence the inclusion of both methods of calculations in the above table
- » the five most popular sports that Council will need to continue to provide significant support to include AFL, basketball, cricket, football (soccer) and netball.

A more detailed analysis of the projected demands for each individual sport is provided on the next page.





## Future sporting considerations

It should be noted that local (Latrobe) participation rates have been used for these future considerations, except where State participation rates have been referenced.

### **AFL**

Already one of the 'big five' sports in Latrobe, AFL is projected to increase in participation rates. Even with no increase to the current participation rate of 2.9%, the sport is projected to cater for almost 2,400 participants by the year 2031. If the State participation rates are an accurate reflection of the Latrobe community (albeit unlikely), over 4,000 players may need to be catered for into the future. Female participation in the sport is growing, hence the need to develop unisex facilities whenever the opportunity arises. Further, the sport is firmly entrenched in the State's culture and could therefore reasonably expect at least steady participation.

### **Athletics**

Significant growth is not expected for athletics over the next 15 years. Future developments should focus on improving existing facilities so that they can cater for the expected, relatively low increase in numbers (no more than 100 additional participants).

### **Badminton**

Badminton will be easily catered for into the future given its relatively low numbers, which are not expected to exceed 200 in total. As mentioned later in this report, the future development of the Latrobe Leisure venues across the LGA should be undertaken with consideration given to the individual sports to be catered for.

### **Baseball**

Baseball is the only sport that should expect a decline in participation based on State participation levels. Local participation rates (if they remain steady) will result in only 21 additional players in 2031. As in the case of badminton, the sport will be adequately provided for by existing facilities with only minor improvements to these facilities necessary.

### **Basketball**

Local (actual) participation rates for basketball indicate that although quite popular, the sport will be well catered for into the future. The recent State Government funding for the development of the Traralgon facility and the continued provision of the other three Latrobe Leisure facilities will further ensure that basketball will be provided for adequately. It should be noted that this will remain the case even if the State participation projections are achieved (almost 4,000 players).

### **Cricket**

Another of the top five sports in Latrobe, cricket is expected to retain its current participation rate into the future. Using the current participation rate for Latrobe,

the sport should attract approximately 200 further participants by the year 2031. The current cricket facilities across the LGA, especially considering various proposed developments/improvements, will be well placed to meet this growth.

### **Football (soccer)**

The future development of playing fields across the LGA should consider the expected growth of football. Although projections indicate moderate growth (just over 200 additional players), the sport's junior participation rates are expected to increase markedly over future years, as is currently happening across Australia. State participation data (due to its age) does not necessarily consider this growth and therefore Council should regularly review the popularity of the sport when planning for the development/improvement of sporting facilities. As is the case for AFL, female participation is also on the rise, resulting in a need for the development of unisex facilities at such sites.

### **Hockey**

Given the relatively low increase in player numbers anticipated (below 100 players at most), the proposed developments/improvements of hockey facilities within this report will result in the sport being catered for into the future.

### **Netball**

Although difficult to quantify, approximately 300 extra players are expected by 2031. Again, the proposed developments within this report will cater for the sport into the future, especially when consideration is given to increased indoor netball opportunities as a result of recent State Government funding.

### **Swimming**

Participation is decreasing, and the proposed Gippsland Regional Aquatic Centre (GRAC), in conjunction with the existing outdoor pools across the LGA, will adequately provide for the sport.

### **Tennis**

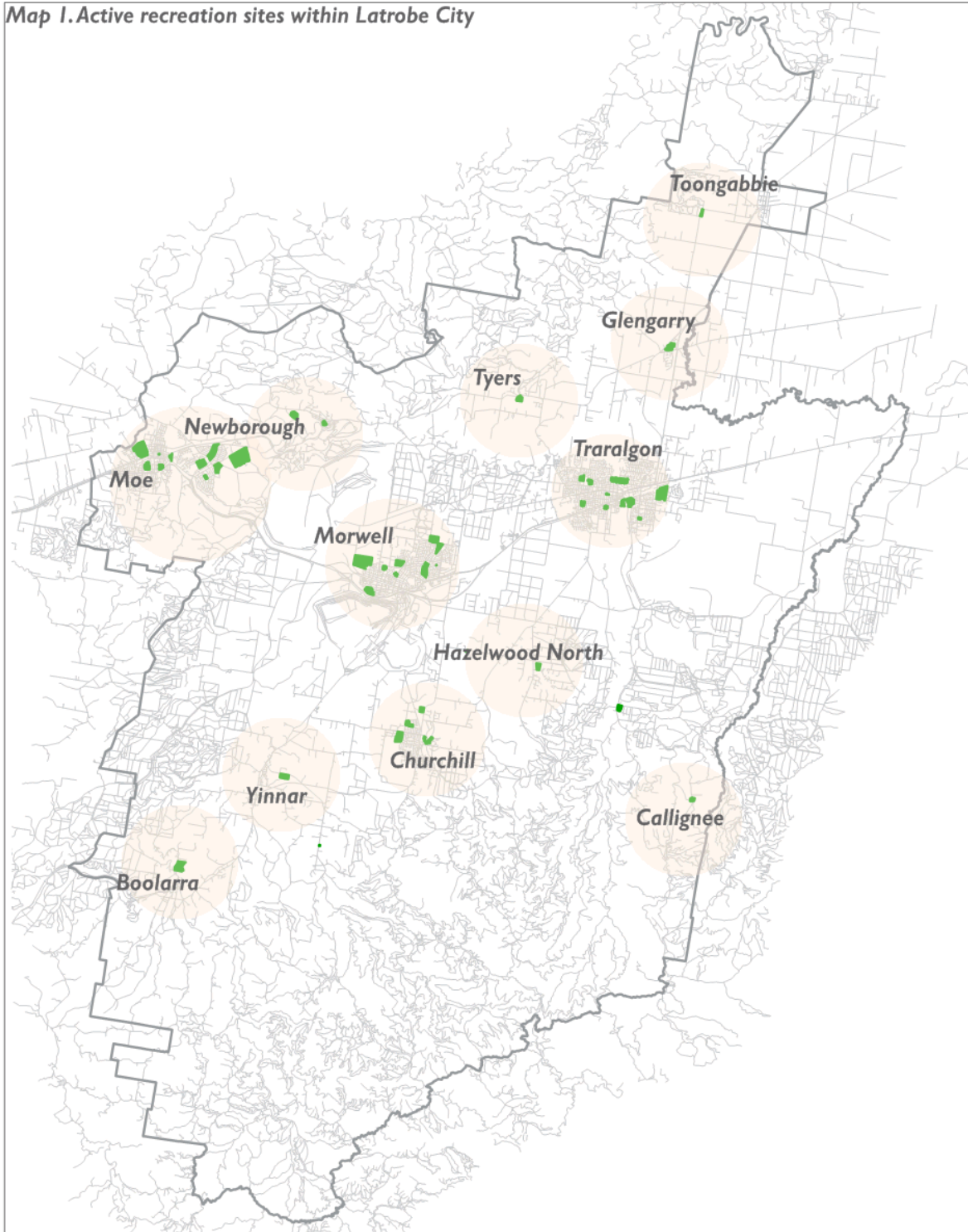
It must be noted that current participation rates are significantly lower than the State participation rates and subsequently, the need for additional tennis facilities is not expected. Improvements to existing facilities and improvements to their management will address any expected increases in participation.

### **Volleyball**

At the current time, participation rates demonstrate that the sport has adequate facilities to cater for volleyball. Whilst it has been highlighted the development of a new indoor sand facility would be ideal, an increase in demand needs to be demonstrated before any infrastructure is developed around this

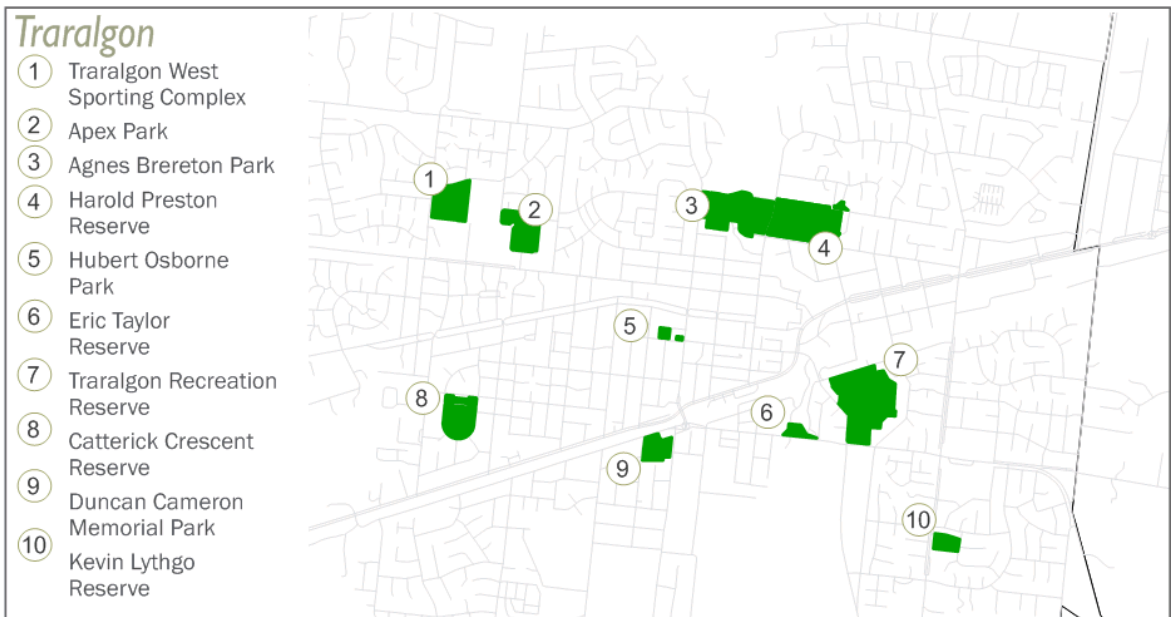
Latrobe City currently has a sound provision of active recreation sites distributed across its towns and villages. The map below shows the City-wide distribution of all active recreation.

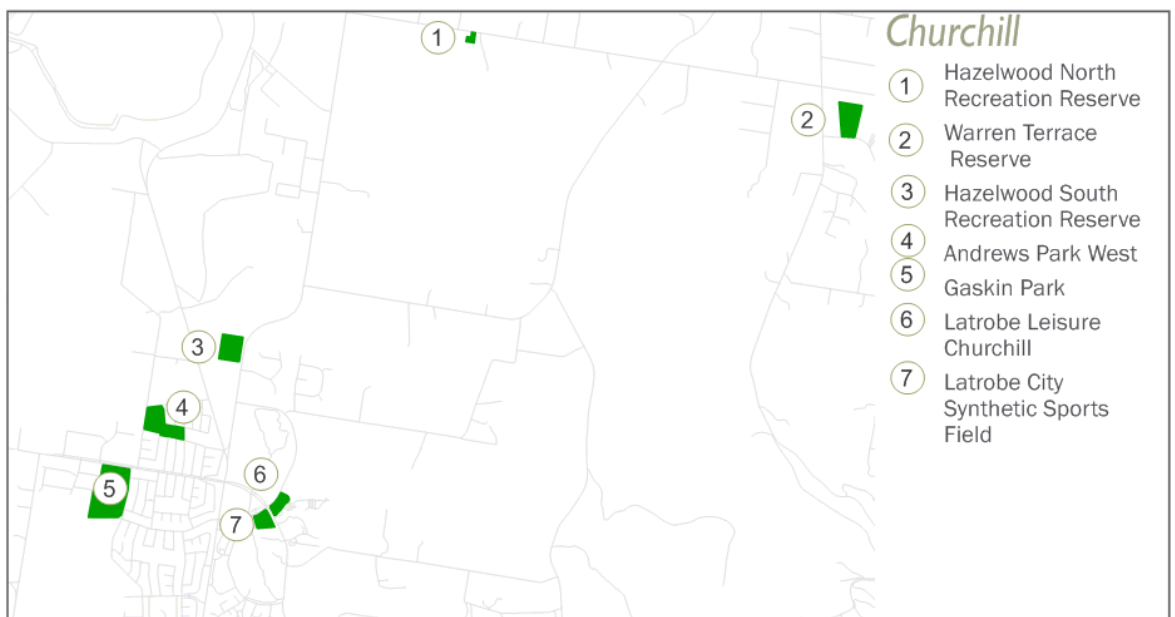
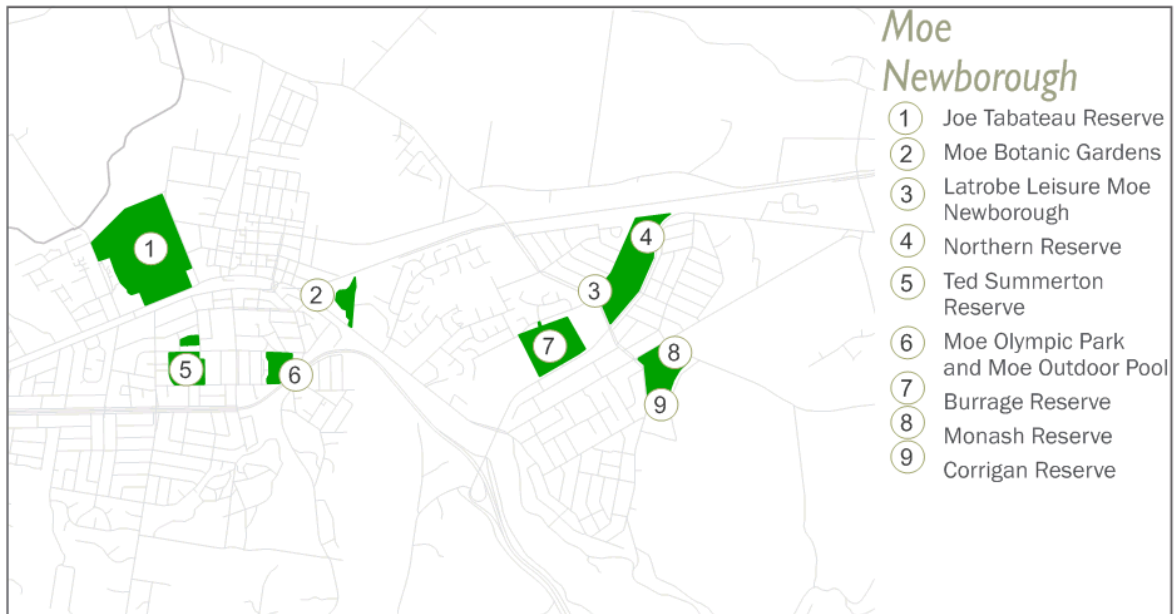
**Map 1. Active recreation sites within Latrobe City**

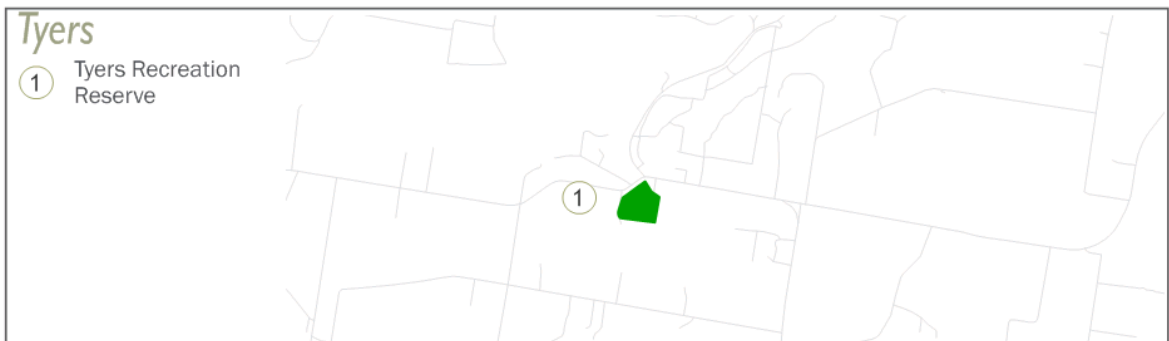
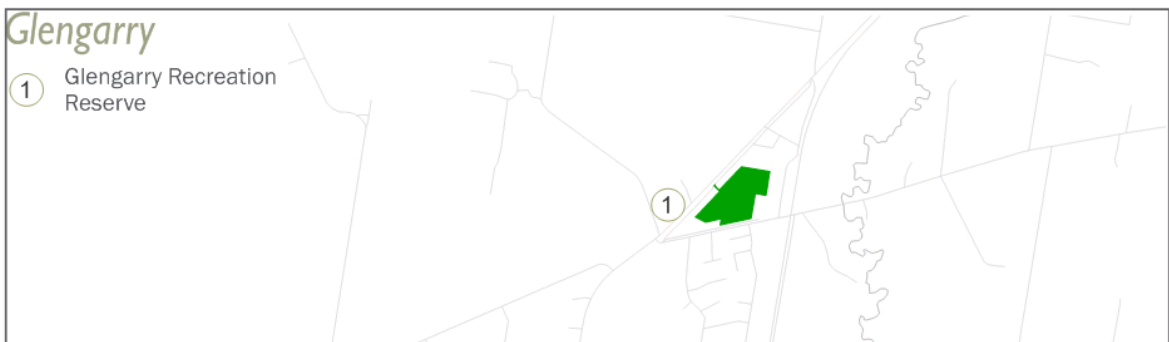
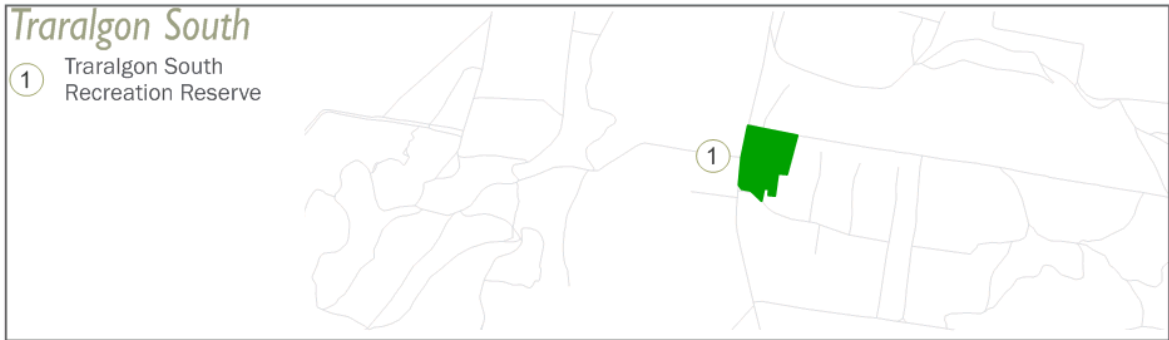


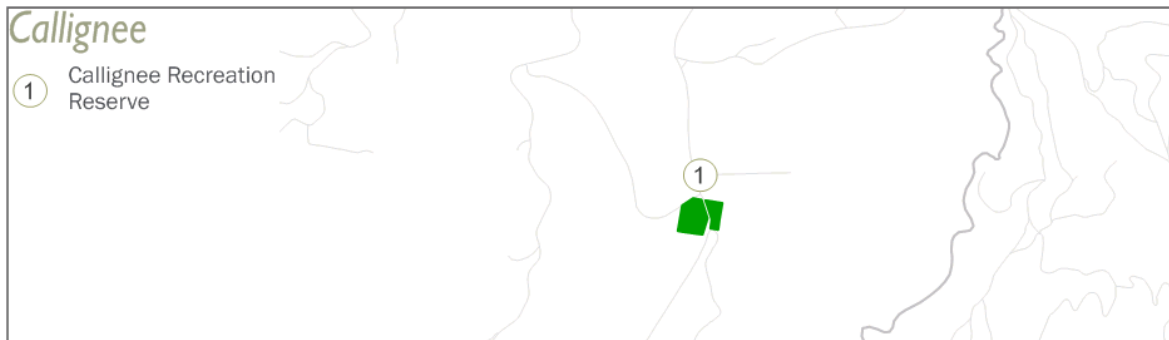
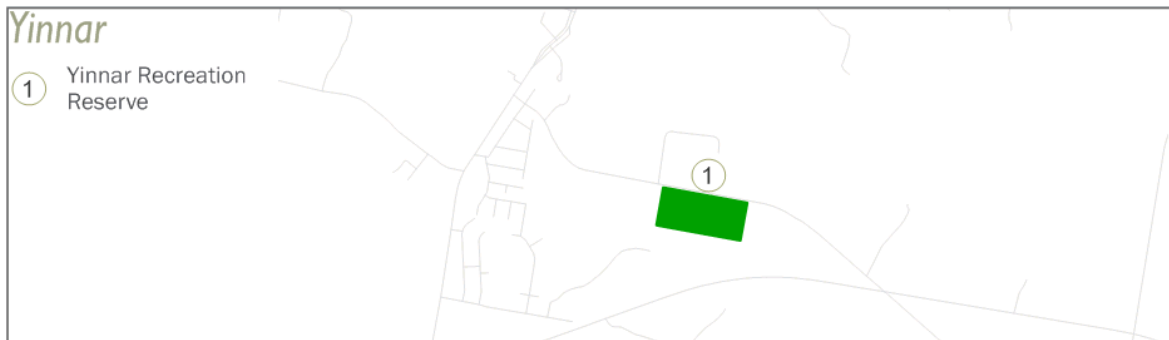
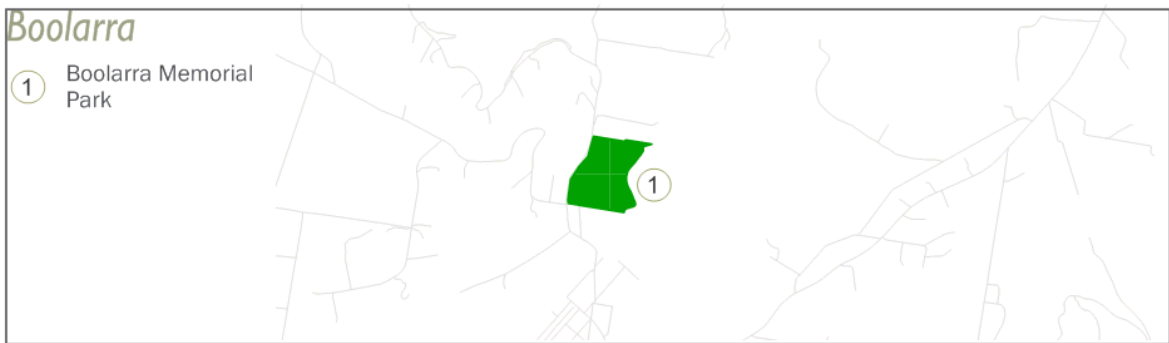
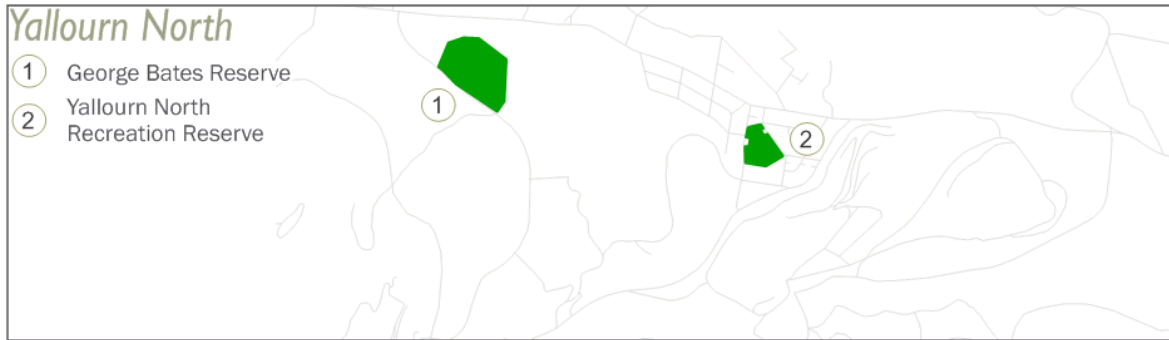
The following maps show the City's main active recreation sites by town.

**Map 2. Active recreation sites by town**









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# Trends and planning principles

In addition to the participation data collected during the community survey, Latrobe City Council Sport and Health Report, as well as State Sporting Organisations, a number of relevant trends and planning principles exist in relation to active recreation in the City.

## Trends

### *Field sharing*

With many sports extending the lengths of pre-season and season fixtures, sharing of field space is becoming more difficult. While providers strive to maximise the use of community resources (and State Governments espouse field sharing), the reality is that shared use of ancillary facilities rather than fields (e.g. clubhouses, carparks) may be a more appropriate goal.

### *Field and court quality*

Council will face pressures to develop and re-develop sporting fields and courts to a higher level in order to increase carrying capacity. Upgrades, such as lighting and field irrigation, allow training and competition times to be extended and increases the ability of turf playing fields to cope with the resulting wear and tear. Further, to achieve ongoing field quality, fields need 'rest periods' (of up to four weeks) where necessary maintenance can be undertaken. Council's document 'Grass Based Sporting Reserve Review 2016' will be a valuable tool to guide sports field maintenance and development into the future.

### *Facility provision*

With an increasing population, a greater range of sport and activities on offer and increased expectations of a more flexible approach to the provision of traditional sporting opportunities, sporting field overuse and lack of fields is becoming more prevalent. Additionally, there is a trend toward year-round sport with a number of codes lengthening seasons and/or providing alternate opportunities in the off-season (e.g. 6-a-side football conducted in the summer sporting season).

### *Volunteer sport organisations*

The rate of volunteering in sport and recreation clubs has been declining for many years. Often, the responsibility for running clubs falls to one or two key personnel. To address this issue, there is a move toward amalgamations, with multi-sport clubs becoming more common. In other cases, organisations may become aligned to larger licensed clubs that take over some or all of the volunteers' roles as well as asset management responsibilities. It should be noted that Council encourages clubs to utilise GippSport as a resource for developing policies and programs to support club participation goals and to address volunteer issues.

### *Participation trends*

The Australian Bureau of Statistics (ABS) conducted a nation-wide Children's (5 to 14 years) Participation in Cultural and Leisure Activities Survey every three years between 2000 and 2012. Overall, participation in organised sport has not changed significantly across these years with rates of between 59% and 64%, identified across the five surveys (2000, 2003, 2006, 2009 and 2012). For those children involved in organised sport, 32% are only involved in one sport.

At a national-level, the reduction in available leisure time has resulted in a trend for adults to move away from organised sport toward physical activity and non-organised (social) sport. The ABS has conducted a nation-wide Participation in Sport and Physical Recreation Survey for adults over 15 years of age in 2005/06, 2009/10 and 2011/12. The survey shows that participation in organised sport reduced slightly whilst non-organised sport reported increases.



## Planning principles

A number of key planning principles are core to the assessment of existing Council priorities and the planning for future active recreation facility development.

### *Emerging female participation*

A significant increase in female participation in traditionally male-dominated sports is currently being experienced. National and State sporting bodies are leading the way in promoting female participation in key sports including AFL, Football and Cricket. National 'female league' competitions are highlighting the popularity of these sports, with local and regional fixtures experiencing an influx of female players registering.

### *Unisex, multi-purpose facilities*

With the rise in female participation in core sports, there is the need for clubs to better utilise their facilities in order to accommodate both males and females, depending upon what games or training are being held at any time.

Whilst there is a need for existing facilities to be re-purposed to accommodate both males and females (and others developed), there is also a need for clubs to change their perception that their facilities are currently only for males.

All facilities should be used by a sport, rather than by any one gender. There is a need for council in conjunction with State and Regional Sporting Organisations to lead by example, and undertake an education and awareness campaign.

When assessing the development of any new active recreation development within the City, Council's priority needs to be for unisex and multi-use facilities, rather than single-use and single-gender only.

### *Regional vs local provision*

Player participation in active recreation should be central to any council investment in facility development within the City. There is often a desire for clubs to over-embellish their facilities in order to attract certain events and fixtures. Due to the large number of active recreation facilities and clubs within the City, coupled with Council's limited capacity to fund new and upgraded facilities, Council needs to prioritise the provision of local facilities over regional facilities. Subsequently, grant opportunities are more geared toward funding the higher level of infrastructure provision often associated with regional facilities. Council should promote State Sporting Organisation guidelines when discussing infrastructure requirements with clubs.

To ensure clarity, the following definitions of regional and local facilities is as follows:

#### **Regional**

A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.

#### **Local**

A local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighbourhood, or very local ie: one suburb or one town.

### *Incorporated clubs and emerging activities*

The focus of the Needs Assessment and the ongoing provision of facilities for active recreation, is on formal, organised sports (see definition on page 4 of this document), that are managed and operated by an incorporated club. Council needs to ensure that public risk can be managed accordingly, and that a facility has sufficient club-based activities to justify the expenditure and maintenance.

Further, Council strongly encourages and highly recommends liaising with GippSport to develop relevant club policies and participation programs to ensure long term sustainability for sporting clubs.



# Key recommendations

Several over-arching areas have been identified during the development of the Recreation Needs Assessment that are key recommendations for Council to consider for the future development of sporting opportunities across the Latrobe LGA. More specific projects to be undertaken over future years are detailed in Appendix One.

## 1. Local facilities

Given the limitations of future Council funding (and the recent allocation of State Government funding towards a range of regional sporting projects), Latrobe City Council should focus on the provision of local sport and recreation infrastructure. This is to ensure that participation at a local level is catered for, resulting in more viable sporting organisations and greater participation levels, resulting in a more active community.

## 2. Prioritising local developments

While a wide range of local infrastructure developments/improvements have been identified during the course of the project, the following are the identified priorities that should become the focus of Council:

- a. Pavilions
- b. Field lighting
- c. Playing surfaces
  - irrigation
  - drainage
  - resurfacing/levelling
- d. Hard courts (e.g. netball).

## 3. Multi-purpose facilities

The Assessment has identified that many sport and recreation facilities across the LGA are not being used to their full potential. Consistent with the first two areas identified above, sport and recreation facilities need to be developed in a way that enables their shared use by multiple users. Further, Council officers should encourage and assist this in their dealings with local organisations.

## 4. Unisex facilities

Further to the development of multi-purpose facilities as above, a high need for the development of unisex facilities has been identified. Many of the existing facilities across the LGA were developed at a time when female participation was not considered, and many activities are now experiencing significant growth in this area. For Council to ensure that female participation continues to grow, unisex facilities should always be considered so that future sporting opportunities are provided in an equitable manner.

## 5. Funding priorities

Council regularly receive a wide range of requests for assistance in the development of sporting facilities and to ensure consistency and equity, all requests should be prioritised as outlined by Latrobe City Council's Recreation Infrastructure Funding Policy.

# Citywide active recreation analysis



An analysis of each sport operating within Latrobe City has been undertaken in order to inform the future provision, facility development and funding priority.

For each sport, the following elements have been assessed:

- » Existing facilities and number of courts/fields/ovals
- » The club or association
- » Registered players or members
- » The pattern of growth or decline in participation
- » The distribution of facilities across the City
- » The future direction and viability of the sport (and club) through discussions with peak agencies
- » Relevant Council planning and outstanding actions and recommendations
- » Key issues for each club and the sport
- » The appropriateness of each club's existing facilities.

Following this assessment, priorities for each sport have been developed.

The following pages document this assessment and are provided alphabetically by sport/active recreation type:

- » AFL
- » Athletics
- » Badminton
- » Baseball
- » Basketball
- » Cricket
- » Equestrian Sports
- » Football
- » Hockey
- » Netball
- » Swimming
- » Tennis
- » Other sports.

# AFL

## Supply overview

Existing AFL facilities and the associated clubs in Latrobe City are located at:

Locality	Venue	Club/Association	Number of ovals
Moe	Ted Summerton Reserve	Moe Football Netball Club	2
	Joe Tabuteau Reserve	Moe Lions Junior Football Club	2
Morwell	Morwell Recreation Reserve Precinct (includes Keegan Street Reserve)	Gippsland Power	2
		Morwell Football Netball Club	
	Ronald Reserve	Morwell East Football Netball Club	1
	Northern Reserve	Morwell Junior Football Club	1
Newborough	Northern Reserve	Newborough Football Netball Club	1
		Newborough Junior Football Club	
Traralgon	Traralgon Recreation Reserve and Showgrounds	Traralgon Football Netball Club	2
		TEDAS (Traralgon East District Association Sport)	
	Catterick Crescent Reserve	Cumberland Park Junior Football Club	1
	Apex Park	Pax Hill Football Club	1
		Police Boys Junior Football Club	
	Duncan Cameron Memorial Park	Southside Junior Football Club	1
Traralgon West Sporting Complex (including Stoddart Oval)	Combined Saints Football Club	5	
	West End Football Club		
Yinnar	Yinnar Recreation Reserve	Yinnar Football Netball Club	2
Glengarry	Glengarry Recreation Reserve	Glengarry Football Netball Club	2
		Glengarry Junior Football Club	
Tyers	Tyers Recreation Reserve	Traralgon-Tyers United Football Netball Club	1
Yallourn North	George Bates Reserve	Yallourn North Football Netball Club	1
	Yallourn North Town Oval	Yallourn North Junior Football Club	1
Churchill	Gaskin Park	Churchill Football Netball Club	2
		Churchill Junior Football Club	
Boolarra	Boolarra Recreation Reserve	Boolarra Football Netball Club	1

## AFL membership

Membership details for AFL in Latrobe City are as follows:

	2016	2015	2014
Juniors	1,410	1,333	1,393
Seniors	700	523	667
Total	2,110	1,856	2,060

### AFL membership – Excluding Designated Junior Leagues

Club/organisation	2016	2015	2014
Boolarra FNC	93	81	67
Churchill FNC	90	75	86
Glengarry FNC	94	91	90
Moe FNC	114	95	119
Morwell FNC	104	88	101
Morwell East FNC	93	87	114
Newborough FNC	156	138	153
Traralgon FNC	94	82	103
Traralgon Tyers United FNC	89	77	94
Yallourn North FNC	105	82	99
Yinnar FNC	99	82	100

### Traralgon and District Junior Football League

Club/organisation	2016	2015	2014
Churchill JFC	58	70	93
Combined Saints JFC	88	93	91
Cumberland JFC	38	31	42
Glengarry JFC	88	76	87
Pax Hill JFC	86	80	84
Police Boys JFC	89	87	64
Southside JFC	91	85	79
TEDAS JFC	66	70	88
West-End JFC	91	70	83

### Central Gippsland Junior Football League

Club/organisation	2016	2015	2014
Moe JFC	91	109	120
Morwell JFC *	94	*	*
Yallourn North JFC	34	43	45
Yinnar JFC	65	64	57

\* Merged with Youth Club in 2016 season.

### Peak agency

- » AFL Gippsland

### Key strategic documents

- » AFL Gippsland State of the Region Report
- » AFL Preferred Facility Guidelines for State/Regional /Local Facilities 2012
- » AFL Synthetic Turf Guidelines.

### Peak agency discussions

This information is not available at this time. Discussions to be held at the availability of AFL Gippsland staff.

## Relevant Council planning

The following Council documents contain current recommendations for AFL within Latrobe City:

- » Catterick Crescent Reserve Master Plan 2015
- » Moe Newborough Outdoor Recreation Plan 2015
- » Traralgon Recreation Reserve and Showgrounds Draft Master Plan 2014
- » Morwell Recreation Reserve Precinct Master Plan 2014
- » Traralgon Outdoor Recreation Plan 2014
- » Traralgon South Recreation Reserve Master Plan 2013
- » Gaskin Park Master Plan 2011
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009
- » Morwell Outdoor Recreation Plan 2008.

### Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, which shows the details of each outstanding action.

## Key issues - AFL

Out of the 23 AFL Clubs, there were six clubs who responded to the Recreation Needs Assessment Survey. A summary of the Club's identified issues are outlined below.

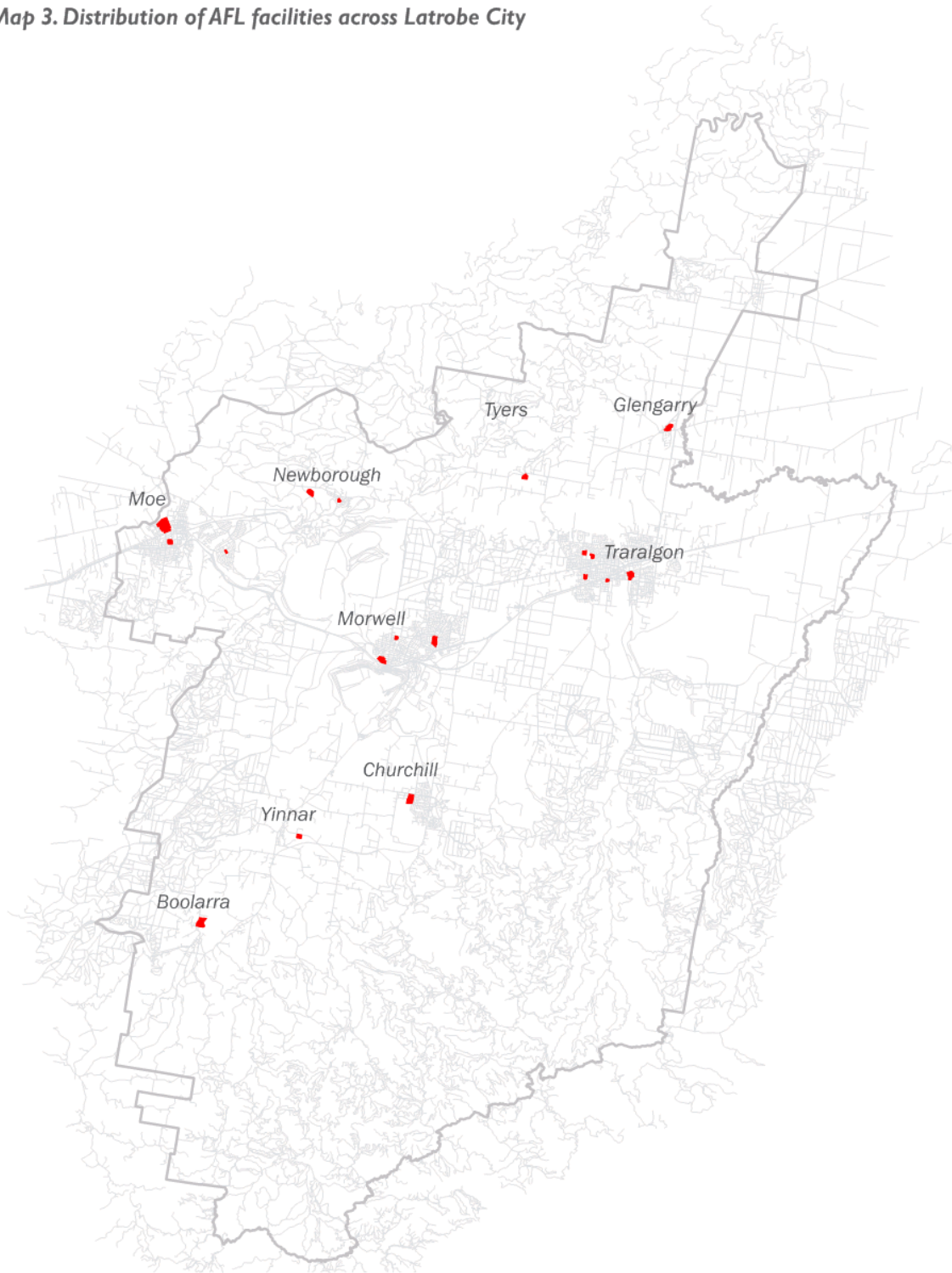
Table 9. Key issues for Latrobe City AFL Clubs

Club	Club's priority one	Club's priority two	Club's priority three	# of playing fields	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities
1	Female friendly change rooms	Lighting for training	Football safety nets due to busy road	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	Not Suitable
2	More grounds	Female friendly change rooms	Ground lighting	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
3	Female friendly change rooms	Upgrade toilets, and not currently disabled friendly	Ground lighting	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
4	None identified	None identified	None identified	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
5	Pavillion amenities	Oval lighting	None identified	Suitable	Not Suitable	Not Suitable	Suitable	Suitable	Suitable
6	Female friendly change rooms	Upgrade change room facilities	None identified	Not Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues. A summary of the club's responses are provided below:

- » Out of the six clubs who responded to the survey, two rated the issue of competition from other sports as High, and three clubs as medium
- » Only one club rated a lack of female participation as high
- » Cannot accommodate growing demand - one club High and two medium
- » Lack of facilities to accommodate the needs of the club - four clubs high, two medium
- » Disability access to facilities, two clubs High, two clubs Medium
- » Difficulty in accessing grant funding, three clubs High and Two Clubs Medium
- » Cost of playing or participating in increasing - one high and 2 medium
- » Disability access to facilities 2 high, 2 medium
- » Difficulty in accessing grant funding 3 high, 2 medium.

Map 3. Distribution of AFL facilities across Latrobe City



# Athletics

## Supply overview

Existing Athletics facilities and associated clubs within Latrobe City are located at:

Locality	Venue	Club/Association	Key facilities
Traralgon	Harold Preston Reserve	Traralgon Little Athletics	Grass athletics track Long jump track
Newborough	Northern Reserve (Joe Carmody Track)	Moe Little Athletics	Synthetic athletics track
Traralgon	Traralgon West Sporting Complex	Traralgon Harriers Athletics Club	-

### Little Athletics membership

Membership details for Athletics in Latrobe City are as follows:

Club/ Organisation	2015/2016	2014/2015	2013/2014
Traralgon Little Athletics	176	169	160
Moe Little Athletics	112	106	98

### Athletics membership

Club/ Organisation	2015/2016		2014/2015		2013/2014	
	Jnr	Snr	Jnr	Snr	Jnr	Snr
Traralgon Harriers Athletics Club	5	25	4	33	5	40
Gippsland Athletics Club		36		33		20

### Peak agency

- » Little Athletics Victoria
- » Athletics Victoria

### Key strategic documents

- » Athletics Victoria Annual Report 2015-2016 (And Previous Years)
- » Athletics Victoria Strategic Plan 2014-2017
- » Little Athletics Victoria - Year in Review 2015/2016 (and previous years annual reports)

### Peak agency discussions

Discussions were held with members of Little Athletics Victoria with the key points listed below:

- » Joe Carmody Track is of a high standard and has previously been utilised as a state venue. The facility largely serves its purpose however it has some deficiencies, including shade for participants and spectators
- » Harold Preston Reserve - Support the request to upgrade toilets and install discuss cages etc
- » The Latrobe City facilities are outside of the first choice to host the State events, (with Casey Fields the first choice in proximity to Latrobe), however will continue to host Regional events
- » Membership is likely to continue to see a slight annual increase
- » Disabled athletes are an emerging group that the sport are keen to cater for
- » State and regional memberships are declining, with local memberships (Moe and Traralgon) showing a steady increase.

### Relevant Council planning

- » Traralgon Outdoor Recreation Plan 2014

### Outstanding actions

A review of the current planning document listed above is provided within the Appendix, and shows the details of each outstanding action.





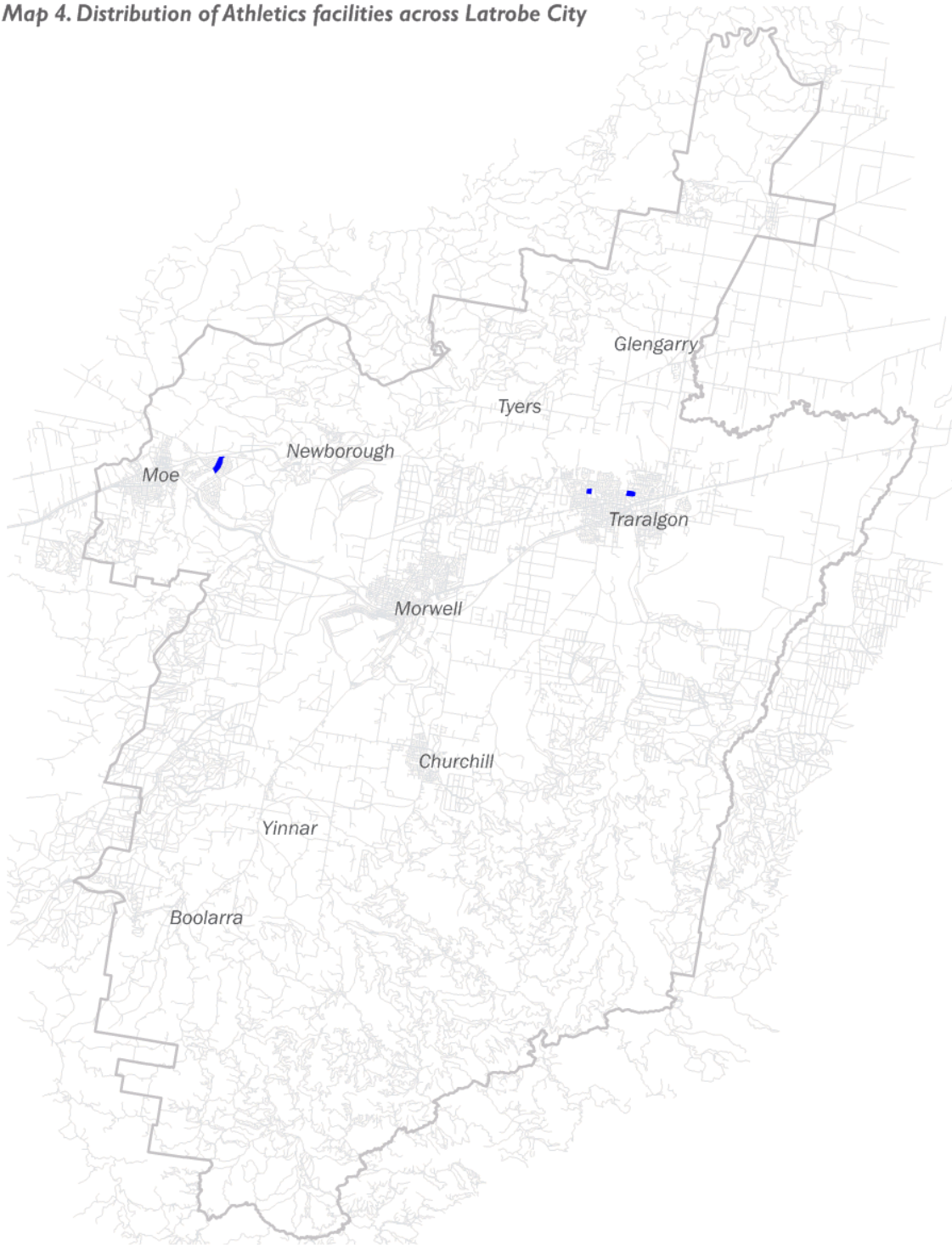
## Key issues - Athletics

None of the three athletics clubs responded to the survey.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing fields	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities
-	-	-	-	-	-	-	-	-	-

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**Map 4. Distribution of Athletics facilities across Latrobe City**



# Badminton

## Supply overview

Existing Badminton facilities and associated clubs within Latrobe City are located at:

Locality	Venue	Club/Association	Facilities
Churchill	Latrobe Leisure Churchill	Churchill Badminton Club	Indoor Multipurpose Hall
Flynn	Flynn Recreation Reserve	Flynn Badminton Club	Flynn Hall
Traralgon	Traralgon Sports Stadium	Latrobe Valley Badminton Assoc	Indoor Multipurpose Stadium
		Latrobe Valley Veterans Badminton Assoc	
		Traralgon Badminton Club	
Traralgon South	Traralgon South Recreation Reserve	CATS Badminton Club	Badminton/cricket pavillion
Morwell	Latrobe Leisure Morwell	Morwell Badminton	Indoor Multipurpose Hall
Moe Newborough	Latrobe Leisure Moe Newborough	Badminton Club	Indoor Multipurpose Hall

## Badminton membership

Membership details for Badminton in Latrobe City are as follows:

Club/ Organisation	2016	2015	2014
Total Latrobe City members	133	No data	No data

## Peak agency

- » Badminton Victoria

## Key strategic documents

- » Badminton Victoria Annual Report 2015.

## Peak agency discussions

Discussions were held with members of Badminton Victoria with the key points listed below:

- » There is a rise in private facility development across the state with a demand for casual court higher
- » Participation numbers exist only for registered members and does not account for social players
- » Participation growth was unable to be confirmed, however it was believed that a growth in the sport was being experienced
- » The current registration system 'encourages' clubs to down-play their numbers due to higher registration costs
- » It is an ongoing issue that many clubs are not registered with Badminton Victoria.

## Relevant Council planning

- » Latrobe Leisure Morwell Stadium Revitalisation Plan 2015
- » Catterick Crescent Reserve Master Plan 2015
- » Traralgon Outdoor Recreation Plan 2014
- » Traralgon South Recreation Reserve Master Plan 2013
- » Gaskin Park Master Plan 2011
- » Southern Towns Outdoor Recreation Plan 2009.

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, which shows the details of each outstanding action.

## Key issues - Badminton

Of the eight Badminton Clubs, one club responded to the survey. A summary of the Club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Timber flooring	Additional courts	N/a	Suitable	Suitable	Suitable	Suitable	Suitable	Suitable	Not Suitable

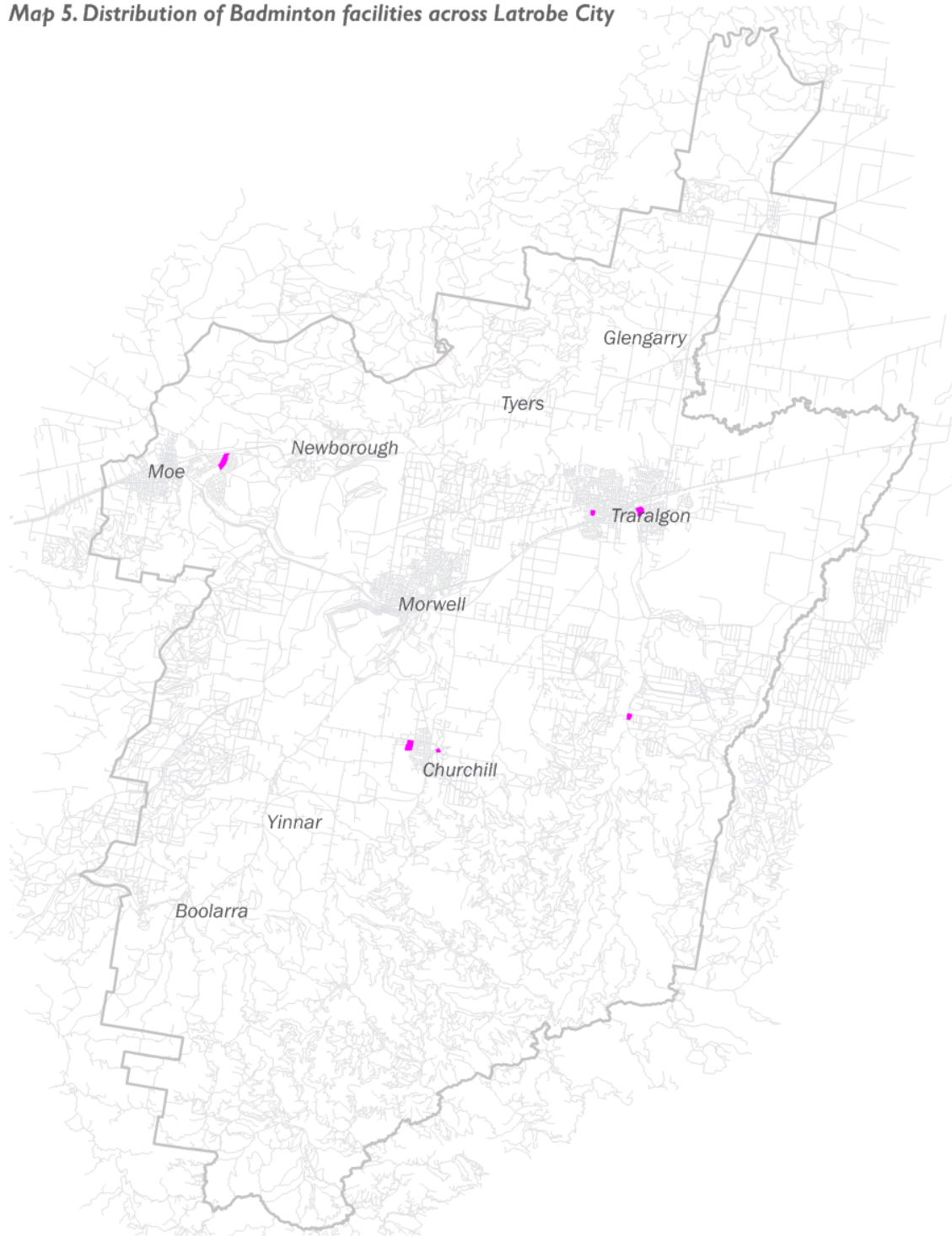
The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » Falling membership was rated as Medium
- » Lack of female participation was rated as Medium
- » Unable to attract new members was rated as Medium
- » Competition from other sports was rated as High
- » Lack of facilities to accommodate the needs of the club was rated as Medium\*
- » Cost of maintaining the venue for the activity was rated as Low
- » Disability access to facilities was rated as Low (this conflicts with the answer provided in the table above)
- » Difficulty in accessing grant funding was rated as High.

\*Please note, this was clarified as for competitions only. It is recommended that they host their competitions elsewhere rather than develop new courts.

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Map 5. Distribution of Badminton facilities across Latrobe City



# Baseball

## Supply overview

Existing Baseball facilities and associated clubs in Latrobe City are located at:

Locality	Venue	Club/Association	Fields
Newborough	WH Burrage Reserve	Moe Newborough Baseball Club	2
Morwell	Toners Lane Reserve	Morwell Baseball Club	2
Churchill	Andrews Park West	Churchill Baseball Club	1
Traralgon	Kevin Lythgo Reserve	Traralgon Red Sox Baseball Club	1

### Baseball membership

Membership details for Baseball clubs in Latrobe City are as follows:

Club	2016	2015
Moe/Newborough	37	31
Traralgon	63	70
Churchill	42	54
Morwell	32	31
TOTAL	174	186

### Peak agency

- » Baseball Victoria

### Key strategic documents

- » Baseball Victoria By-Laws 2014
- » Baseball Victoria Annual Report 2014/2015
- » Strategic Plan 2012-2015.

### Peak agency discussions

- » The sport is excited to welcome the formation of a number of female teams this season
- » Victorian State team trial numbers are at a record high level
- » There are an increasing number of teams who are operating over the winter months, with some cross-over of players
- » Baseball Victoria are currently finalising their new strategic direction.

### Relevant Council planning

- » Moe Newborough Outdoor Recreation Plan 2015
- » Traralgon Outdoor Recreation Plan 2014.

### Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.



## Key issues - Baseball

All of the City's four Baseball Clubs responded to the survey. A summary of the Club's identified issues are outlined below.

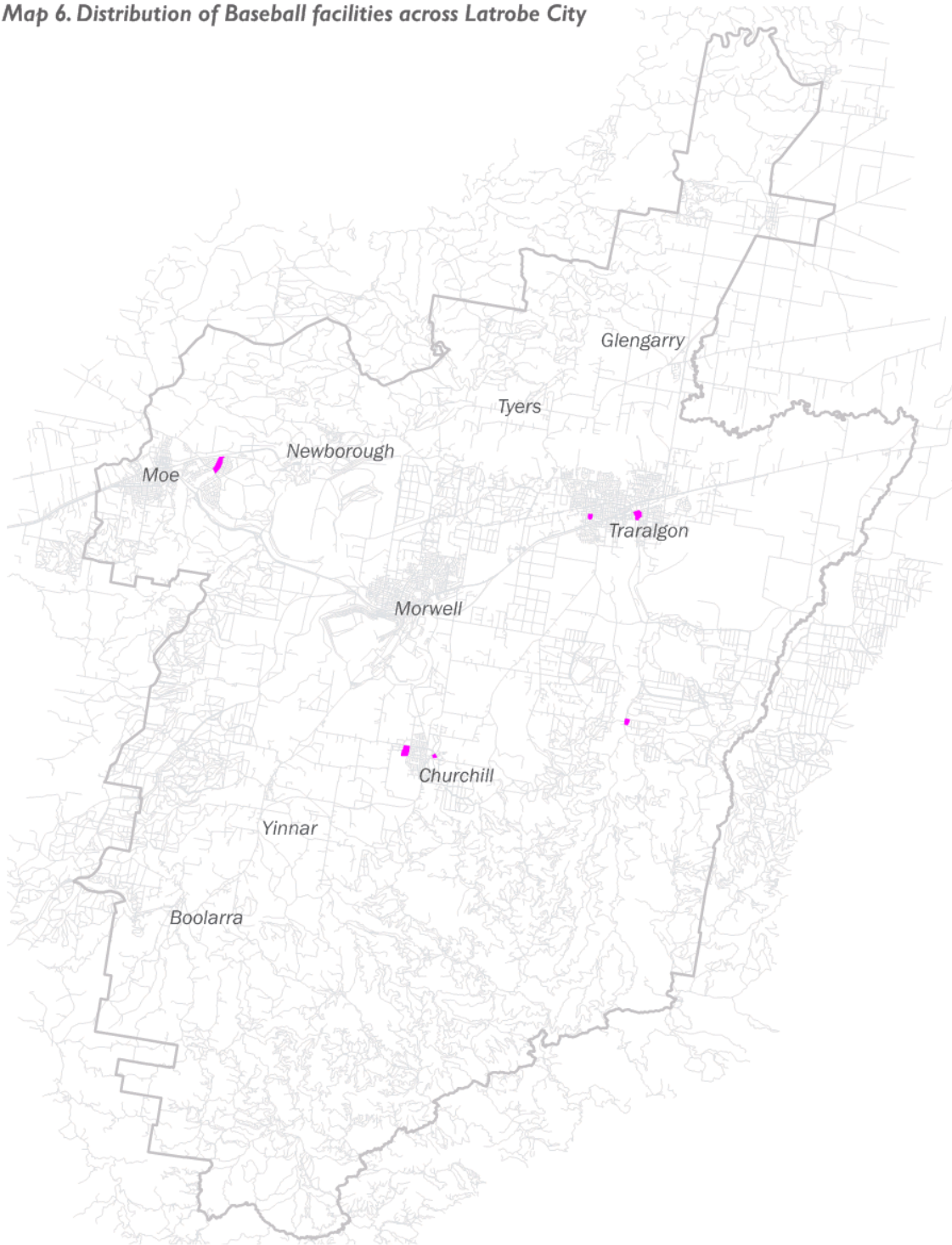
Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavilion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Improved lighting	Surface drainage	Gender specific change facilities	Not Suitable	Suitable	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable
2	Lighting	Facility upgrade	N/a	Suitable	Not Suitable	Not Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable
3	Lighting	Additional field	Pavillion expansion	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable
4	Light towers	Batting cage	N/a	Suitable	Suitable	-	Suitable	Suitable	Suitable	Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » Three of the four clubs rated falling membership as Medium
- » Two of the four clubs rated lack of female participation as High, with the other two rating it as Medium
- » One of the four clubs rated unable to attract new members as High, and another club rated it as Medium
- » All of the four clubs rated competition from other sports as High
- » One of the four clubs rated cannot accommodate growing demand as Medium
- » One of the four clubs rated lack of facilities to accommodate the needs of the club as High, and one as Medium
- » One club rated the cost of maintaining the venue for the activity was rated as High, and two as Medium
- » Two clubs rated the increasing cost of playing/participating as High, and two as Medium
- » One club rated disability access to facilities as High
- » Two clubs rated the difficulty in accessing grant funding as Medium.

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**Map 6. Distribution of Baseball facilities across Latrobe City**



# Basketball

## Supply overview

Existing Basketball facilities and associated clubs in Latrobe City are located at:

Locality	Venue	Club/Association	Courts
Traralgon	Traralgon Sports Stadium	Traralgon Amateur Basketball Assoc	5
		Traralgon Midweek Basketball	
		Latrobe City Energy	
Morwell	Latrobe Leisure Morwell	Morwell Basketball Association	3
Churchill	Latrobe Leisure Churchill	Churchill Junior Basketball	3
		Churchill Senior Basketball	
Moe Newborough	Latrobe Leisure Moe Newborough	Latrobe Challengers Basketball	4
		Basketball Moe	

### Basketball membership

Membership details for Basketball in Latrobe City are as follows:

Association	2016 (as at 10 Oct)*	2015	2014
Churchill	289	399	312
Morwell	89	88	206
Moe	759	1,056	872
Traralgon	999	1,342	1,331
<b>TOTAL</b>	<b>2,136</b>	<b>2,885</b>	<b>2,721</b>

\*These numbers are expected to increase with the inclusion of Summer registrations

### Peak agency

- » Basketball Country

### Key strategic documents

- » Basketball Victoria Strategic Plan 2013-2016
- » Gippsland Regional Basketball Plan 2014.

### Peak agency discussions

This information is not available at this time. Discussions to be held at the availability of Basketball Country staff.

### Relevant Council planning

- » Catterick Crescent Reserve Master Plan 2015
- » Latrobe Leisure Morwell Stadium Revitalisation Plan 2015.

### Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Basketball

Of the eight Basketball Clubs, one club responded to the survey. A summary of the Club's identified issues are outlined below.

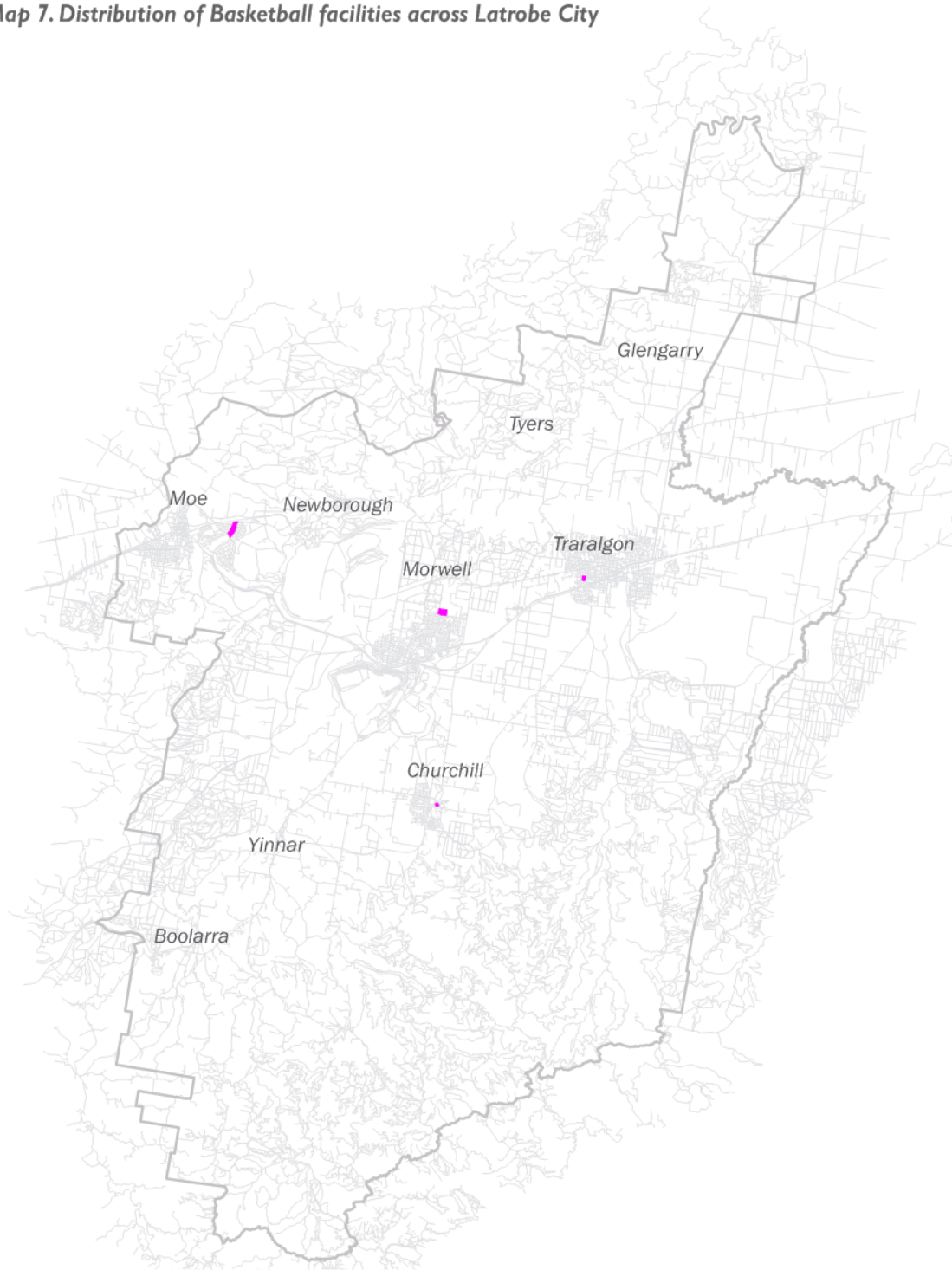
Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	No response	No response	No response	Suitable	N/a	Suitable	Suitable	Suitable	Suitable	Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » The club rated falling membership as High
- » The club rated the lack of female participation as Medium
- » The club rated unable to attract new members as High
- » The club rated competition from other sports as Medium
- » The club rated a lack of facilities to accommodate the needs of the club as Low
- » The club rated the increasing cost of playing/participating as Medium.

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**Map 7. Distribution of Basketball facilities across Latrobe City**



# CFA Urban Fire Brigade

## Supply overview

Existing CFA facilities and the associated clubs in Latrobe City are located at:

Locality	Venue	Club/Association	Number of Tracks	Key Facilities
Moe	Ted Summerton Reserve	Moe Urban Fire Brigade	1	Pavilion, running track
Morwell	Maryvale Reserve	Morwell Urban Fire Brigade	1	Pavilion, running track
Traralgon	Traralgon Recreation Reserve and Showgrounds	Traralgon Urban Fire Brigade	1	Pavilion, running track
Maryvale*	Maryvale	Maryvale Urban Fire Brigade	1	Running track

\* Please note private facility not managed or owned by Council

## CFA Urban Running Brigade membership

Club/Association	2017		2016		2015	
	Jnr	Snr	Jnr	Snr	Jnr	Snr
Moe Urban Fire Brigade^	11	24	Unknown		Unknown	
Morwell Urban Fire Brigade^	11	8	Unknown		Unknown	
Traralgon Urban Fire Brigade^	12	12	Unknown		Unknown	
Maryvale Urban Fire Brigade*	6	12	Unknown		Unknown	

\* Please note private facility not managed or owned by Council

^ These figures have been obtained from the individual clubs

## Peak agency

- » Volunteer Fire Brigades Victoria.

## Key strategic documents

- » VFBV Annual Report 2015-2016 (And Previous Years)
- » VFBV Constitution (Amended 2013).

## Peak agency discussions

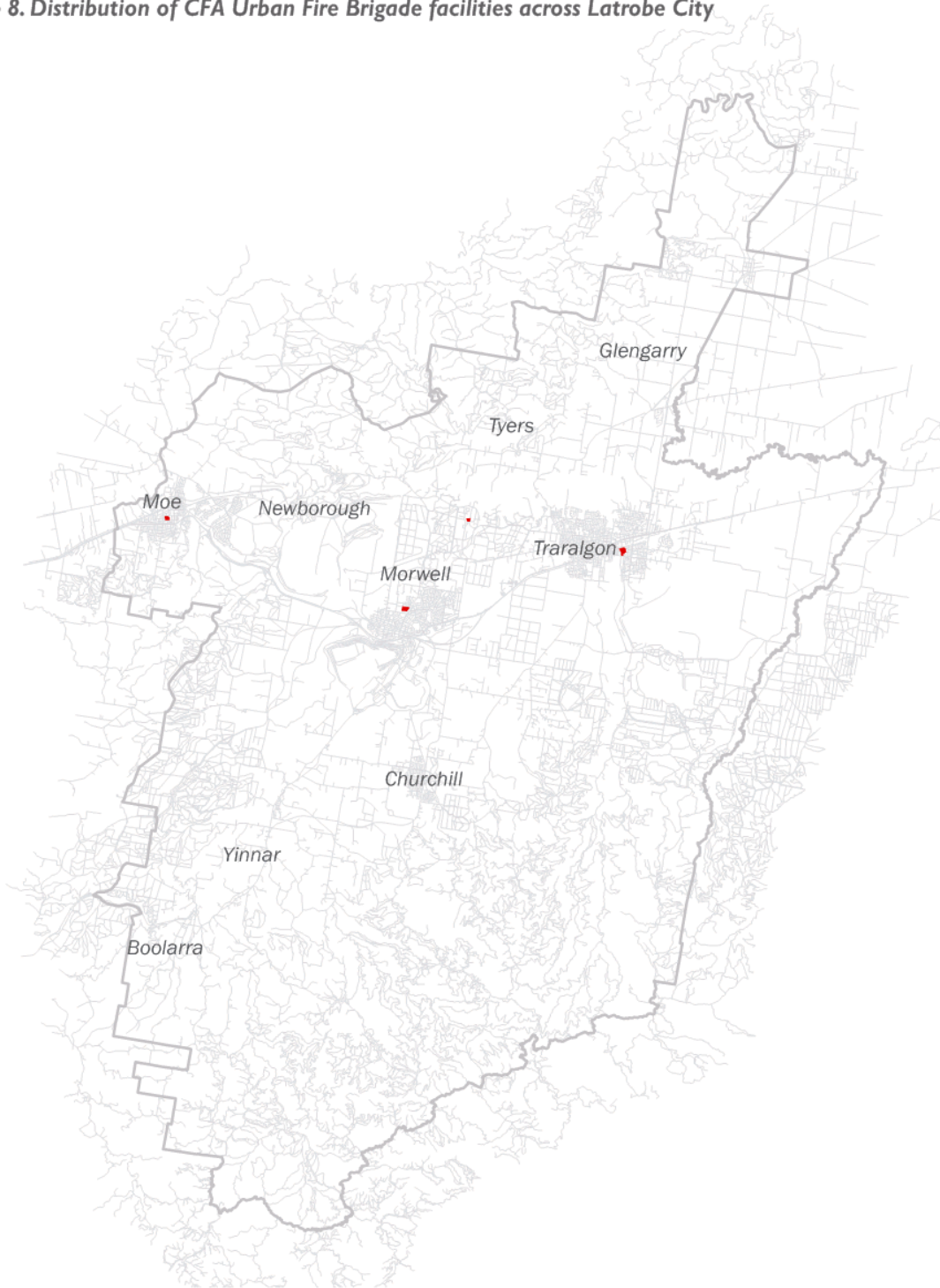
- » Latrobe City facilities host national and state championships
- » Facilities can see anywhere up to 30 brigades and over 100 competitors with insufficient facilities and ability to cater for such demand.

## Relevant Council planning

- » Maryvale Reserve Master Plan 2016
- » Traralgon Recreation Reserve and Showgrounds Draft Master Plan 2014
- » Moe Newborough Outdoor Recreation Plan 2015.



Map 8. Distribution of CFA Urban Fire Brigade facilities across Latrobe City



# Cricket

## Supply overview

Existing Cricket facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Ovals
Moe	Ted Summerton Reserve	Moe Cricket Club	2
	Joe Tabuteau Reserve	Moe Cricket Club	2
		Moe Junior Cricket Club	
Newborough	WH Burrage Reserve	Newborough Bulldogs Cricket Club	1
	Northern Reserve	Newborough Bulldogs Cricket Club	1
Morwell	Morwell Recreation Reserve Precinct (including Keegan Street Reserve)	Morwell Cricket Club	2
	Crinigan Road South Reserve	St Vincents Cricket Club	1
	Maryvale Reserve	Latrobe Cricket Club	2
Callignee	Callignee Recreation Reserve	CATS Cricket Club	1
Hazelwood North	Hazelwood North Recreation Reserve	Hazelwood North Cricket Club	nets only
Glengarry	Glengarry Recreation Reserve	Glengarry Cricket Club	3
Yinnar	Yinnar Recreation Reserve	Morwell Tigers Yinnar Raders Cricket Club	2
Traralgon South	Traralgon South Recreation Reserve	CATS Cricket Club	1
Traralgon	Apex Park	Traralgon District Cricket Association	1
		Traralgon Central Cricket Club	
	Catterick Crescent Reserve	Traralgon District Cricket Association	1
		Traralgon Imperial Cricket Club	
	Traralgon West Sporting Complex	Gormandale Cricket Club	5
		Traralgon West Cricket Club	
Duncan Cameron Memorial Park	Traralgon Rovers Cricket Club	1	
Traralgon Recreation Reserve and Showgrounds	Ex-Students Cricket Club	2	
Toongabbie	Toongabbie Village Green	Toongabbie Cricket Club	1
	Toongabbie Recreation Reserve	Toongabbie Cricket Club	1
Yallourn North	Yallourn North Town Oval	Yallourn North Cricket Club	1
Churchill	Andrews Park West	Churchill Cricket Club	1
Boolarra	Boolarra Memorial Park	Boolarra Cricket Club	1

## Cricket membership

Membership details for Cricket in Latrobe City are as follows:

	2015/16		2014/15		2013/14	
	Jnr	Snr	Jnr	Snr	Jnr	Snr
Total Latrobe City membership	570	795	525	780	585	780

### *Peak agency*

- » Cricket Victoria

### **Key strategic documents**

- » Community Cricket Facility Guidelines 2015
- » Cricket Victoria Strategic Plan 2015-2017.

### **Peak agency discussions**

Discussions were held with members of Cricket Victoria with the key points listed below:

- » Cricket Victoria are currently undertaking a state-wide facility audit which can be shared with Latrobe City
- » Investment in female participation has recently occurred
- » Latrobe City is the regional centre for Gippsland, with Traralgon a desirable location for a future regional-level cricket facility.

### *Relevant Council planning*

- » Maryvale Reserve Master Plan 2016
- » Moe Newborough Outdoor Recreation Plan 2015
- » Catterick Crescent Reserve Master Plan 2015
- » Traralgon Recreation Reserve and Showgrounds Draft Master Plan 2014
- » Morwell Recreation Reserve Precinct Master Plan 2014
- » Warren Terrace Reserve Master Plan 2014
- » Traralgon Outdoor Recreation Plan 2014
- » Traralgon South Recreation Reserve Master Plan 2013
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009.

### **Outstanding actions**

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Cricket

Of the 21 Cricket Clubs, six clubs responded to the survey. A summary of the club's identified issues are outlined below.

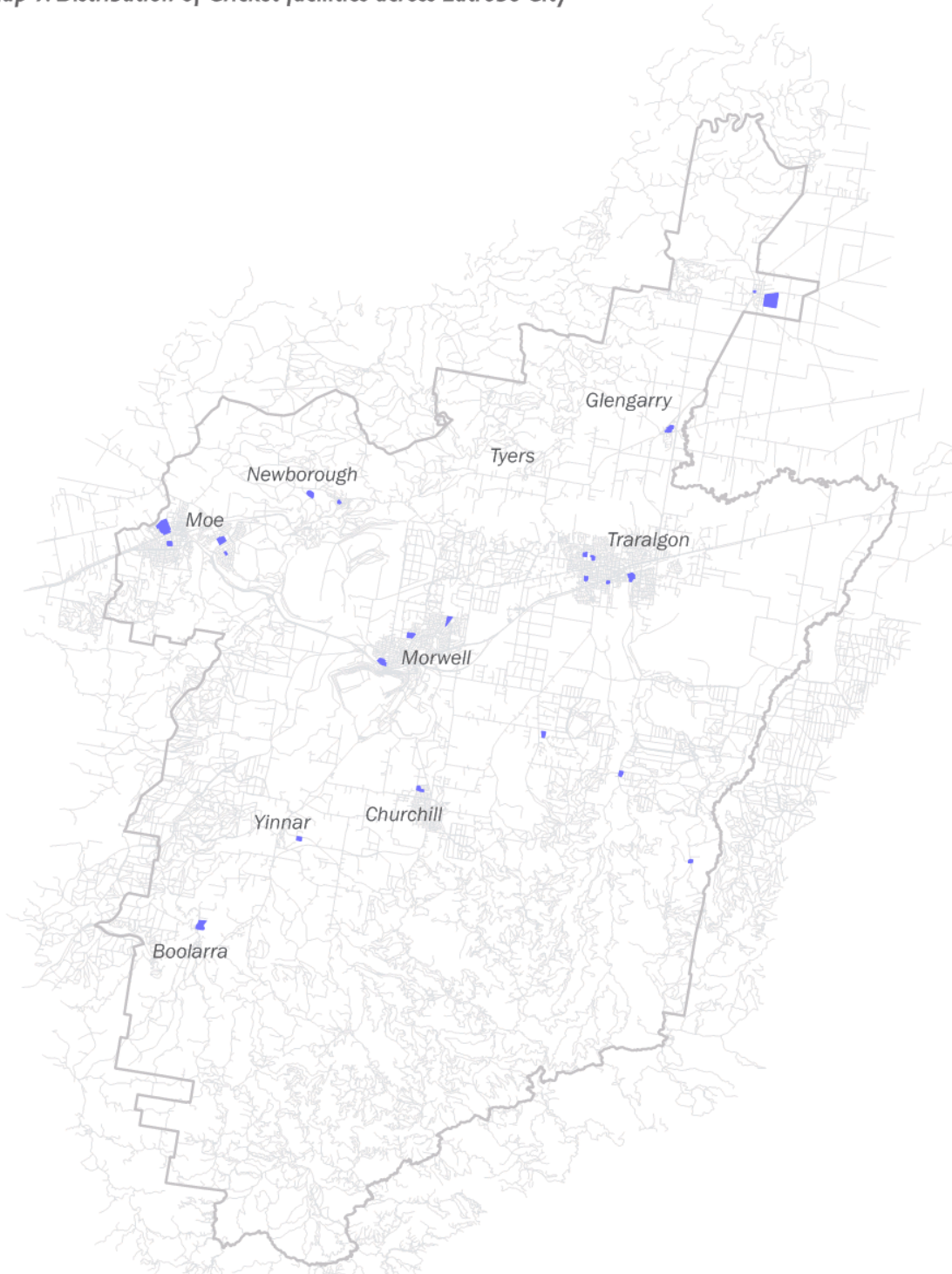
Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Storage shed	Pergola or extended verandah	None identified	Suitable	Suitable	Suitable	-	Not Suitable	Not Suitable	Suitable
2	Expand ground keepers shed	Score board	Pavillion	Suitable	Not Suitable	Not Suitable	Suitable	Suitable	Suitable	Not Suitable
3	Contouring and drainage of oval	Female friendly change rooms, storage	Upmires change rooms	Suitable	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	Not Suitable
4	Drainage (Keegan Street Oval)	Upgraded social and change rooms	Improved lighting (Keegan Street Oval)	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
5	Facility Upgrade (Catterick Crescent)	Ground re-development (Andrews Park)	Facility completion (Upstairs) Traralgon West	Not Suitable	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » Three of the clubs rated falling membership as Medium
- » Four of the clubs rated the lack of youth participation as Medium, and one as High
- » Three of the clubs rated the lack of female participation as High, and a further two as Medium
- » Four of the clubs rated unable to attract new members as Medium, and one as High
- » Four of the clubs rated competition from other sports as Medium, and one as High
- » Two clubs rated cannot accommodate growing demand as Medium
- » Two of the clubs rated a lack of facilities to accommodate the needs of the club as Medium
- » Three of the clubs rated the cost of maintaining the venue for their activity as High, and a further two as Medium
- » Four of the clubs rated the cost of playing or participating is increasing as Medium, and two as High
- » Three clubs rated disability access to facilities as Medium, and one as High
- » Three clubs rated difficulty in accessing grant funding as Medium, and two as High.

\* Club number six returned five survey responses. While the majority of their responses were consistent, some varied (including priority three and the suitability of lighting).

Map 9. Distribution of Cricket facilities across Latrobe City



# Equestrian sports

## Supply overview

Existing Equestrian facilities and associated clubs within Latrobe City are located at:

Locality	Venue	Club/Association	Courts
Moe	Joe Tabuteau Reserve	Moe Pony Club	Large equestrian/pony club area
		Latrobe Valley Equestrian Club	Equestrian/pony club area
		Moe Riding For The Disabled Assoc	Equestrian/pony club area
Morwell	Toners Lane Reserve	Morwell Pony Club	Equestrian riding area, stockyards
Toongabbie	Toongabbie Recreation Reserve	Toongabbie Adult Riders Club	2 sand arenas, disused cross country course
		Toongabbie and District Trail Riders Club	
		Toongabbie Riding For The Disabled	
		Victorian Endurance Riders Assoc	
		Toongabbie Pony Club	
Boolarra	Boolarra Memorial Park	Boolarra Pony Club	Three sand arenas, equestrian round yard, 30 horse holding pens, incomplete cross country course, catering for grade 5, 4 & 3 riders.
		Boolarra Equestrian Club	
		Boolarra and District Trail Riders Club	

## Membership

Membership details for Equestrian in Latrobe City are as follows\*:

### Pony Clubs

Club/Organisation	2016/17		2015/16		2014/15	
	Jnr	Snr	Jnr	Snr	Jnr	Snr
Boolarra Pony Club	31	4	26	0	Unknown	
Moe Pony Club	26	0	22	3	Unknown	
Morwell Pony Club	Unknown		Unknown		Unknown	
Toongabbie Pony Club	Unknown		Unknown		Unknown	

### Other Equestrian Clubs

Club/ Organisation	2017	2016	2015
Boolarra Equestrian Club	21	Unknown	Unknown
Boolarra and District Trail Riders Club	Unknown	Unknown	Unknown
Latrobe Valley Equestrian Club	35	Unknown	Unknown
Moe Riding for the Disabled	Unknown	Unknown	Unknown
Toongabbie Adult Riders Club	Unknown	Unknown	Unknown
Toongabbie and District Trail Riders Club	Unknown	Unknown	Unknown
Toongabbie Riding for the Disabled	Unknown	Unknown	Unknown
Victorian Endurance Riders Association	Unknown	Unknown	Unknown

\*The figures identified are for physical participants not life members or supporter memberships



## Peak agency

- » Pony Clubs – Pony Club Association of Victoria
- » Equestrian Clubs – Horse Riding Club Association of Victoria
- » Trail Riders Club – Australian Trail Horse Riders Association.

## Key documents

- » Pony Club Victoria Strategic Plan 2016-2019
- » Pony Club Victoria Equestrian Centre (PCVEC) Strategic Plan 2015-2017
- » Australian Trail Horse Riders Association Strategic Plan 2016
- » Australian Trail Horse Riders Association Annual Report 2016
- » Horse Riding Club Association of Victoria Strategic Plan 2016

## Peak agency discussions

Equestrian Victoria were unable to provide information for the project at this time. Commitment has been made to provide information for the Needs Assessment.

## Relevant Council planning

- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Equestrian

Of the 10 Equestrian Clubs, one club responded to the survey. A summary of the club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	A covered arena	N/a	N/a	No response	No response	No response	No response	No response	No response	No response

The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

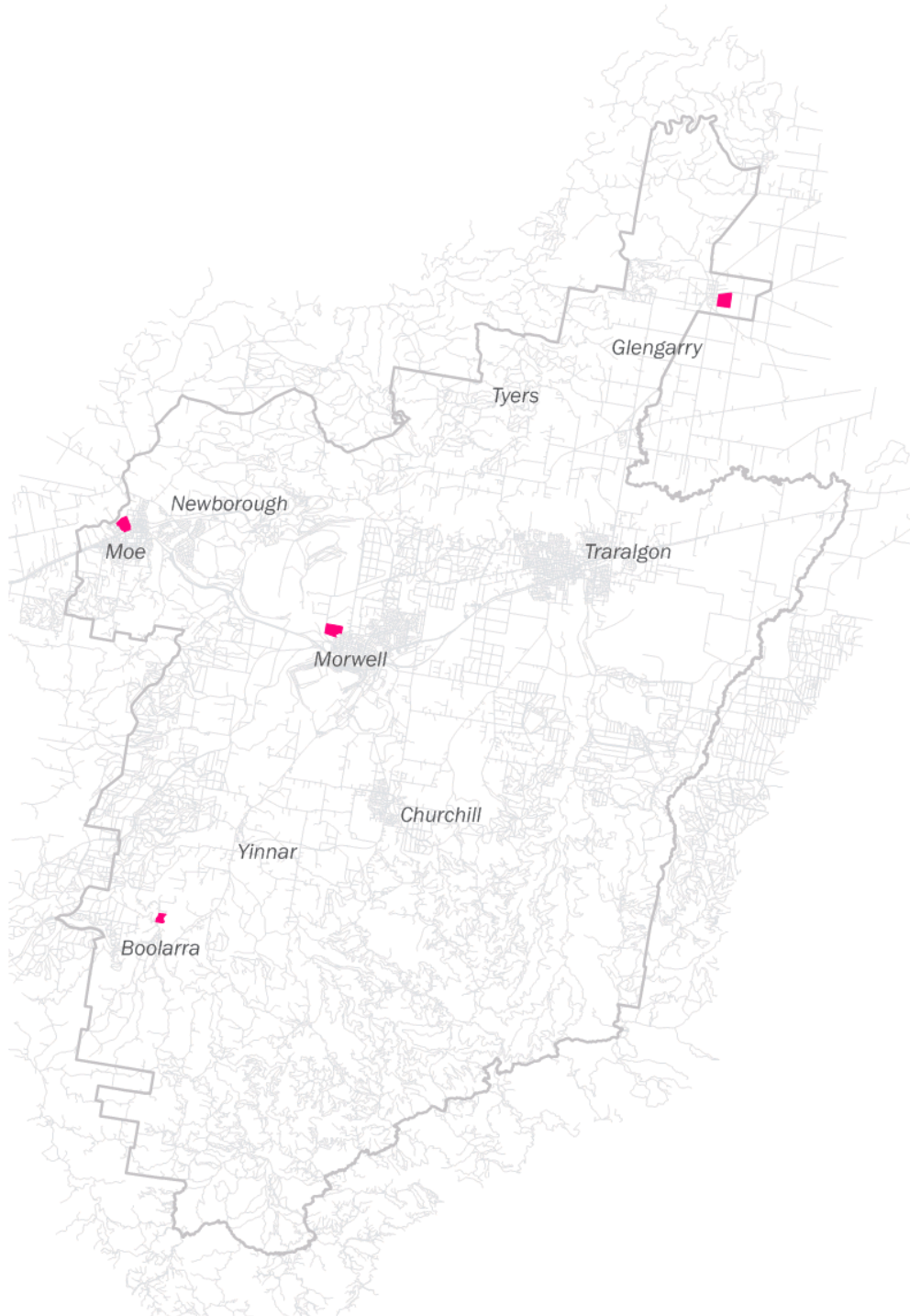
- » The club rated competition from other sports as Medium
- » The club rated cannot accommodate growing demand as High
- » The club rated a lack of facilities to accommodate the needs of the club as High
- » The club rated the cost of maintaining the venue for their activity as Medium
- » The club rated difficulty in accessing grant funding as Medium.

The club currently utilise a private facility. Their top priority for facility improvements is the development of a covered arena to provide all-weather training. No location was provided for the new facility. Priorities were not previously provided to Council.

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Map 10. Distribution of Equestrian sports across Latrobe City



# Football (Soccer)

## Supply overview

Existing Soccer facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Number of fields
Churchill	Hazelwood South Reserve	Churchill United Soccer Club	2
	Latrobe City Synthetic Sports Field	Churchill United Soccer Club	1
Moe	Olympic Reserve	Moe United Soccer Club	2
Newbough	Corrigan Reserve	Monash Soccer Club	1.5
	WH Burrage Reserve	Newborough Yallourn United Soccer Club	2
Morwell	Latrobe City Sports and Entertainment Stadium*	Falcons 2000 Soccer Club	4
	Crinigan Road South Reserve	Fortuna Soccer Club	2
	Ronald Reserve	Morwell Pegasus Soccer Club	1
	Morwell Park Oval		1 (training pitch)
Traralgon	Harold Preston Reserve	Traralgon City Soccer Club	3
		Traralgon Olympians Soccer Club	2
Tyers	Tyers Recreation Reserve	Tyers Soccer Club	1

\* Latrobe City Sports and Entertainment Stadium is the Regional facility for football (soccer)

## Football membership

Membership details for Football clubs in Latrobe City are as follows:

Club/ Organisation	2016			2015			2014		
	Jnr	Snr	Female	Jnr	Snr	Female	Jnr	Snr	Female
Newborough SC	76	48	45	62	49	38	56	57	36
Churchill SC	97	63	52	36	38	3	53	37	10
Falcons SC - Morwell	122	46	44	92	57	42	101	45	26
Fortuna SC - Morwell	117	47	29	128	55	40	122	61	31
Moe SC	87	45	31	71	45	24	64	35	11
Monash SC - Newborough	92	49	39	103	45	45	97	50	39
Pegasus SC - Morwell	72	78	43	48	63	13	61	82	18
Traralgon City SC	283	51	97	241	60	80	229	46	76
Traralgon Olympians	139	45	40	137	45	26	151	49	38
Tyers SC	65	45	29	50	42	24	52	46	28

## Peak agency

- » Football Federation Victoria

## Key strategic documents

- » 2014 Football Summary by Municipality - Latrobe
- » FFV data and statistics for Latrobe City Council 2015
- » Football in Victoria FFV Strategic Plan 2012-2015
- » Gippsland Soccer Registrations 2014
- » Gippsland Region State of Play 2016
- » Women's Football Development Guide 2016.

## Peak agency discussions

Discussions were held with members of Football Federation Victoria with the key points listed below:

- » Female friendly facilities are key, with the lack of appropriate facilities becoming an issue
- » Field condition and ancillary facilities are more of an issue than field availability
- » Having access to Summer venues is becoming more of a necessity

- » The Latrobe City Sports and Entertainment Centre is the most likely venue to host National Premier League teams/games
- » There is limited access to the synthetic "Hockey" field in Churchill
- » Football Federation Victoria are currently undertaking a facility audit (due in late October).

## Relevant Council planning

- » Moe Newborough Outdoor Recreation Plan 2015
- » Traralgon Outdoor Recreation Plan 2014
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009
- » Morwell Outdoor Recreation Plan 2008
- » Soccer Facilities Plan 2008.

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Football

Of the 10 Football Clubs, four clubs responded to the survey. A summary of the Club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Unisex change facilities	Develop third pitch (and drainage to the second)	Lighting upgrade to main pitch	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
2	Lighting upgrade (both pitches)	Drainage and watering system to pitches	Covered spectator and player area (pitch 2)	Not Suitable	Suitable	Not Suitable	Suitable	Suitable	Suitable	Not Suitable
3	Portable goal installation	Lighting upgrade	Improved car parking	Suitable	Suitable	Not Suitable	Suitable	Suitable	Suitable	Suitable
4	Access to a venue for training and games	Synthetic pitch	Female friendly facilities	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable

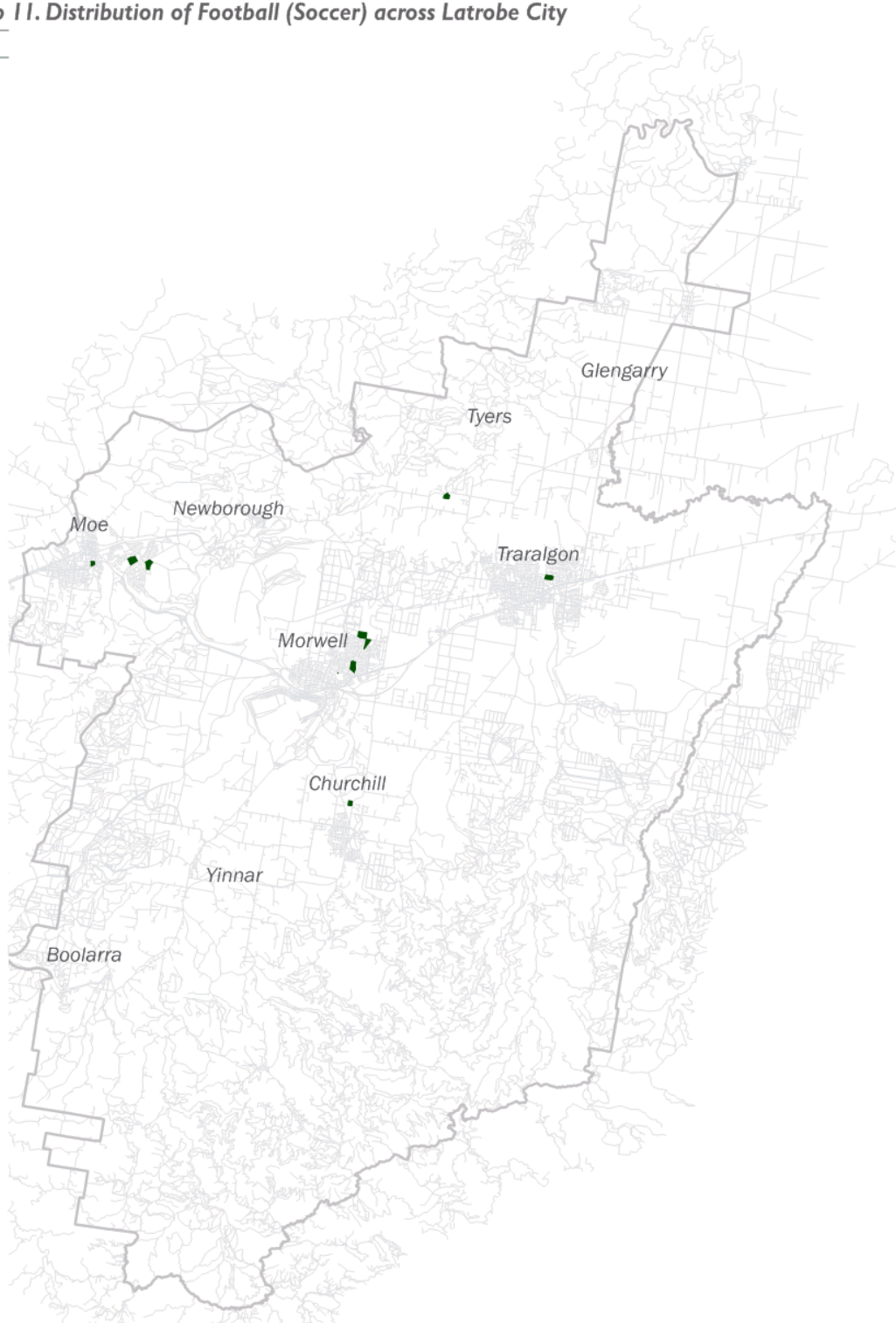
The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » Two of the clubs rated lack of youth participation as Medium
- » One of the clubs rated lack of female participation as High, and one as Medium
- » Three of the clubs rated competition from other sports as Medium
- » Three of the clubs rated cannot accommodate growing demand as Medium, and one as High
- » Three of the clubs rated a lack of facilities to accommodate the needs of the club as Medium, and one as High
- » Two clubs rated the cost of maintaining the venue for their activity as High, and another two as Medium
- » Two clubs rated the cost of playing or participating is increasing as Medium, and one as High
- » One club rated disability access to facilities as High, and one as Medium
- » One club rated difficulty in accessing grant funding as High, and one as Medium.

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**Map 11. Distribution of Football (Soccer) across Latrobe City**

Total



# Hockey

## Supply overview

Existing Hockey facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Number of fields
Churchill	Latrobe City Synthetic Sports Field	Latrobe Valley Hockey Association	1

## Hockey membership

Membership details for Hockey in Latrobe City are as follows:

Club/ Organisation	2016		2015		2014		2013	
	Juniors	Seniors	Juniors	Seniors	Juniors	Seniors	Juniors	Seniors
Total Latrobe City Clubs	111	113	99	109	130	143	78	148

## Peak agency

- » Hockey Victoria

## Key strategic documents

- » State-wide Strategic Facilities Master Plan 2014
- » Gippsland Hockey Facilities Strategic Plan 2007.

## Peak agency discussions

Discussions were held with members of Hockey Victoria with the key points listed below:

- » Participation within Latrobe City is fairly stable, with the State experiencing a steady increase
- » The Churchill synthetic facility is let down by the lack of change rooms, club rooms, toilets and an under cover area. This prevents the hosting of events and training sessions at the facility.

## Relevant Council planning

- » Traralgon Outdoor Recreation Plan 2014.

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Hockey

The City's sole Hockey club responded to the survey. A summary of the club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Pavillion	Upgrade portable goals	Complete concreting around ground (hardstand area)	Suitable	Not Suitable	Exceeds needs	Not Suitable	Not Suitable	Not Suitable	Not Suitable

The club was asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » The club rated falling membership as Medium
- » The club rated lack of youth participation as Medium
- » The club rated unable to attract new members as High
- » The club rated competition from other sports as High
- » The club rated a lack of facilities to accommodate the needs of the club as High
- » The club rated the cost of playing or participating is increasing as High
- » The club rated difficulty in accessing grant funding as Medium.

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**Map 12. Distribution of Hockey across Latrobe City**



# Netball

## Supply overview

Existing Netball facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Number of courts
Traralgon	Agnes Brereton Reserve	Traralgon Netball Association	10
	Traralgon Recreation Reserve	Traralgon Football Netball Club	1
	Latrobe Leisure Traralgon	Stadium operated competition	2 Multi-use courts
Morwell	Morwell Park Netball Centre	Morwell Netball Association	5
	Ronald Reserve	Morwell East Football Netball Club	1
Morwell	Morwell Recreation Reserve and Keegan Street Reserve	Morwell Football Netball Club	1
	Latrobe Leisure Morwell	Morwell Netball	3 Multi-use courts (non-compliant)
Moe	Joe Tabuteau Reserve	Moe and District Netball Association	10 (non-compliant)
	Ted Summerton Reserve	Moe Football Netball Club	2
	Latrobe Leisure Moe Newborough	Stadium operated competition	4 Multi-use courts (non-compliant)
Newborough	Northern Reserve	Newborough Football Netball Club	1
Glengarry	Glengarry Recreation Reserve	Glengarry Football Netball Club	2
Tyers	Tyers Recreation Reserve	Traralgon-Tyers United Football Netball Club	1
Yallourn North	George Bates Reserve - Yallourn North	Yallourn North Football Netball Club	1
Churchill	Gaskin Park	Churchill Football Netball Club	1
	Latrobe Leisure Churchill	Stadium operated competition	3 Multi-use courts (fully compliant)
Boolarra	Boolarra Memorial Park	Boolarra Football Netball Club	2
Yinnar	Yinnar Recreation Reserve	Yinnar Football Netball Club	2

## Netball membership

Membership details for Netball in Latrobe City are as follows:

Club/ Organisation/Postcode	2016
Churchill Indoor Netball Association	92
Morwell Indoor Netball Association	38
Mid Gippsland Netball Association	598
Moe and District Netball Association	824
Morwell Netball Association	72
Traralgon Netball Association	763
<b>Total</b>	<b>2,387</b>

## Peak agency

- » Netball Victoria

## Key strategic documents

- » Netball Statewide Facilities Strategy 2016
- » Netball Victoria Strategic Plan 2014
- » Netball Court Planning Guide 2011.

## Peak agency discussions

Discussions were held with members of Netball Victoria with the key point listed below:

- » Netball Victoria have developed a hierarchy of facilities to direct future planning, funding and events
- » Netball Victoria have just completed a Statewide Facility Strategy which will, among other things, outline Netball Victoria's facility development priorities for each local government area, region and zone in Victoria
- » Venue accessibility is an issue, indoor due to the dominance of other sports, and outdoor due to the lack of lighting
- » Spectator opportunities at the indoor centres are limited
- » A number of deficiencies in local facilities were discussed including the non-compliant Traralgon courts.

## Relevant Council planning

- » Moe Newborough Outdoor Recreation Plan 2015
- » Morwell Recreation Reserve Precinct Master Plan 2014
- » Gaskin Park Master Plan 2011
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009
- » Morwell Outdoor Recreation Plan 2008.

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Netball

Four of the sixteen Netball clubs responded to the survey. A summary of the club's identified issues are outlined below.

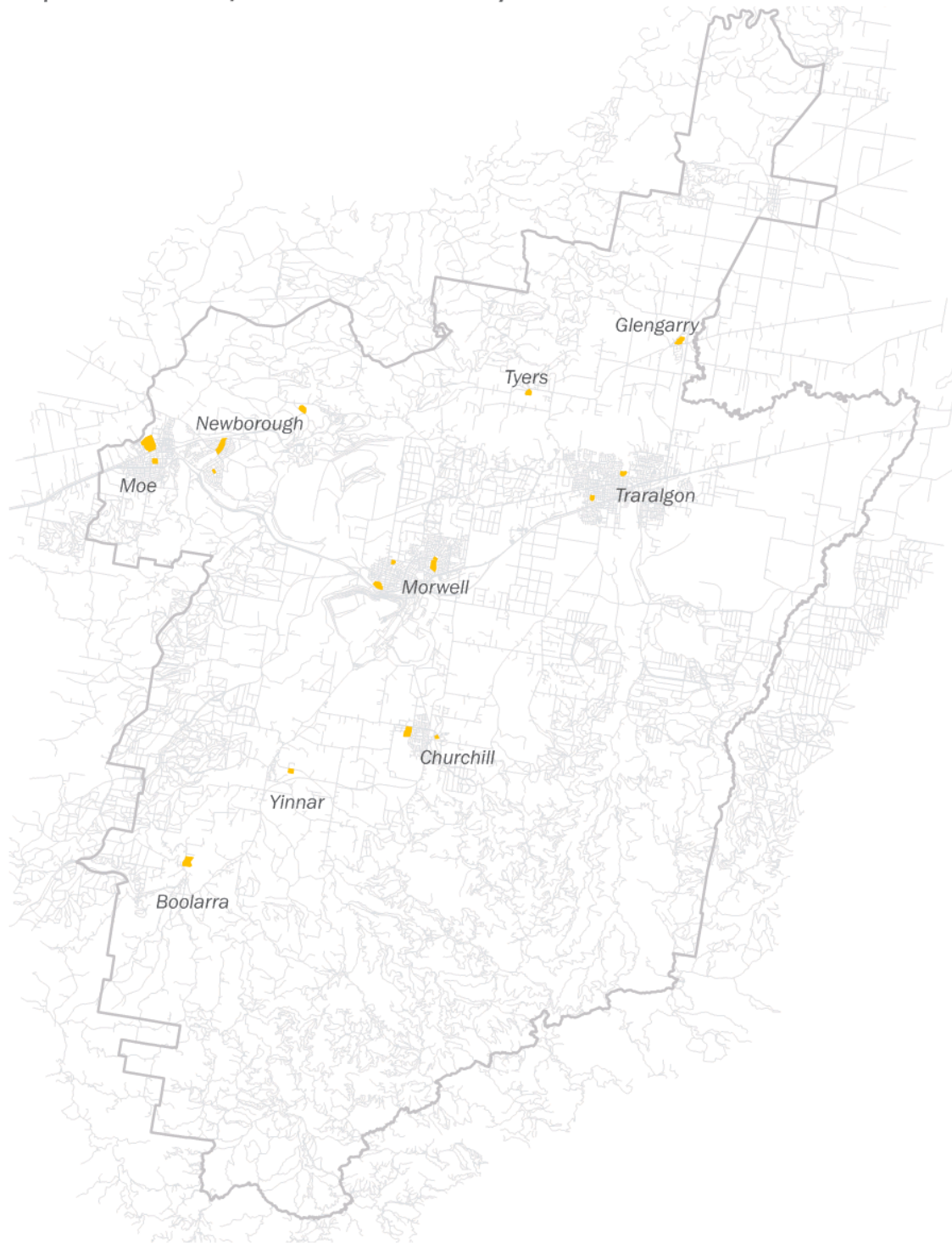
Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts*	Pavillion*	Lighting*	Public toilets*	Change facilities*	Gender appropriate facilities*	Disability accessibility *
1	Pavillion amenities	N/a	N/a	Suitable	Not Suitable	Not Suitable	Suitable	Suitable	Suitable	Not Suitable
2	Change rooms, spectator area and public toilets	N/a	N/a	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Suitable
3	Female friendly change rooms	Public toilets	N/a	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
4	Female friendly change rooms	New netball court and lighting	New pavillion	Not Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues\*. The club's responses are outlined below:

- » One of the clubs rated lack of youth participation as High
- » Three of the clubs rated a lack of facilities to accommodate the needs of the club as High, and one as Medium
- » All four of the clubs rated the cost of maintaining the venue for your activity as Medium
- » Two of the clubs rated the cost of playing or participating is increasing as Medium
- » Two of the clubs rated disability access to facilities as High, and one Medium
- » Two of the clubs rated difficulty in accessing grant funding as High, and two as Medium.

\*All four of the netball clubs who responded were Football Netball Clubs. The responses for the suitability of their current facilities generally will relate to both AFL and Netball facilities.

Map 13. Distribution of Netball across Latrobe City



# Swimming

## Supply overview

Existing Swimming Pools and associated swimming clubs within the City are located at:

Locality	Venue	Club/Association	Facilities/ Ranges
Moe	Olympic Reserve - Moe Olympic Swimming Pool	Moe Swimming Club	8 lane, 50m
	Latrobe Leisure Moe Newborough	Moe Swim Club	6 lane, 25m
Morwell	Latrobe Leisure Morwell	Morwell Swimming Club	8 lane, 25m
		Traralgon Swimming Club	
		Gippsland Flippers Swimming Club	
Churchill	Latrobe Leisure Churchill	Traralgon Swimming Club	6 lane, 25m
Traralgon	Traralgon Swimming Pool	Traralgon Swimming Club	8 lane, 50m
		Latrobe Valley Triathlon Club	
Yallourn North	Yallourn North Swimming Pool	N/a	6 lane, 25m

### Membership

Competitive swimmer numbers (excluding officials and parents/guardians) in Latrobe City are as follows:

	2016	2015	2014
Gippsland Region	236	351	214

### Peak agency

- » Swimming Victoria

### Key strategic documents

- » Strategic Plan 2014-2017.

### Peak agency discussions

Discussions were held with representatives from Swimming Victoria with the main points listed below:

- » The sport is growing steadily across the state however generally experiences cyclic trends in an Olympic Games year and subsequently expect a growth in numbers this year
- » Growth is expected in the Gippsland Region due to a couple of amateur clubs merging with Swimming Victoria affiliated clubs
- » Swimming Australia have launched a new junior program 'Junior Dolphins' which is aimed at increasing junior membership
- » The availability of water space and lane hire are ongoing issues for swimming across Victoria.

### Relevant Council planning

- » Gippsland Regional Aquatic Centre Concept Design.

### Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Swimming

None of the City's seven Swimming clubs responded to the survey.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts*	Pavillion	Lighting	Public toilets*	Change facilities*	Gender appropriate facilities*	Disability accessibility
-	-	-	-	-	-	-	-	-	-	-

**Map 14. Distribution of Swimming facilities across Latrobe City**



# Tennis

## Supply overview

Existing Tennis facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Number of courts
Boolarra	Boolarra Memorial Park (Crown Land, managed by CoM)	Boolarra Tennis Club	4 (2 multiuse)
Churchill	Gaskin Park	Churchill Tennis Club	7
Flynn	Flynn Recreation Reserve (Crown Land, managed by CoM)	Flynn Tennis Club	4
Glengarry	Glengarry Recreation Reserve (Crown Land, managed by CoM)	Glengarry Tennis Club	4 (2 multiuse)
Hazelwood North	Hazelwood North Recreation Reserve	Hazelwood North Tennis Club	4
Moe	Moe Botanic Gardens	Moe Tennis Club	13
Newborough	Monash Reserve	Newborough Tennis Club	8
Morwell	Morwell Tennis Courts	Morwell Tennis Club	10
Toongabbie	Toongabbie Recreation Reserve	Toongabbie Tennis Club	2
Traralgon	Maskrey Reserve	Pax Hill Tennis Club	4
	Eric Taylor Reserve	Pax Hill Tennis Club	2
	Traralgon Tennis Centre	Traralgon Tennis Association	24
Traralgon South	Traralgon South Recreation Reserve	Traralgon South Tennis Club	4*
Tyers	Tyers Recreation Reserve	Tyers Tennis Club	4 (1 multiuse)
Yallourn North	Yallourn North Recreation Reserve (Crown Reserve)	N/a	4
Yinnar	Yinnar Recreation Reserve	Yinnar Tennis Club	4 (2 multiuse)

\* two of these courts are currently unplayable due to poor condition.

## Membership

Membership details for Tennis in Latrobe City are as follows:

Club/ Organisation	2016-2015	2015-2014	2013-2014
Boolarra Tennis Club	11	9	17
Churchill Tennis Club	22	18	25
Flynn Tennis Club	33	-	-
Glengarry Tennis Club	39	-	32
Hazelwood North Tennis Club	5	5	5
Moe Tennis Club	49	33	32
Morwell Tennis Club	78	58	38
Newborough Tennis Club	18	25	21
Pax Hill Tennis Club	56	43	49
Toongabbie Tennis Club	-	9	29
Traralgon South Tennis Club	42	42	50
Traralgon Tennis Association	365	306	361
Tyers Tennis Club	10	13	11
Yinnar Tennis Club	15	13	12
<b>Total</b>	<b>743</b>	<b>574</b>	<b>682</b>





### *Peak agency*

- » Tennis Victoria

### **Key strategic documents**

- » National Tennis Facility Planning and Development Guide
- » Tennis Victoria Places to Play Key Directions to 2020.

### **Peak agency discussions**

Discussions were held with members of Tennis Victoria with the key points listed below:

- » The Gippsland Region has seen an increase in participation for the first year in a while due to the development of new competition structures. This is consistent with an increased participation statewide
- » Tennis Victoria play a club development role and are working closely with clubs to think about other opportunities outside of the regular Saturday fixtures
- » Tennis Victoria support the hierarchy of facilities available within Latrobe City
- » It is acknowledged that there are facilities within Latrobe City that are deficient.

### *Relevant Council planning*

- » Moe Newborough Outdoor Recreation Plan 2015
- » Traralgon Outdoor Recreation Plan 2014
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009
- » Tennis Plan 2008.

### **Outstanding actions**

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Tennis

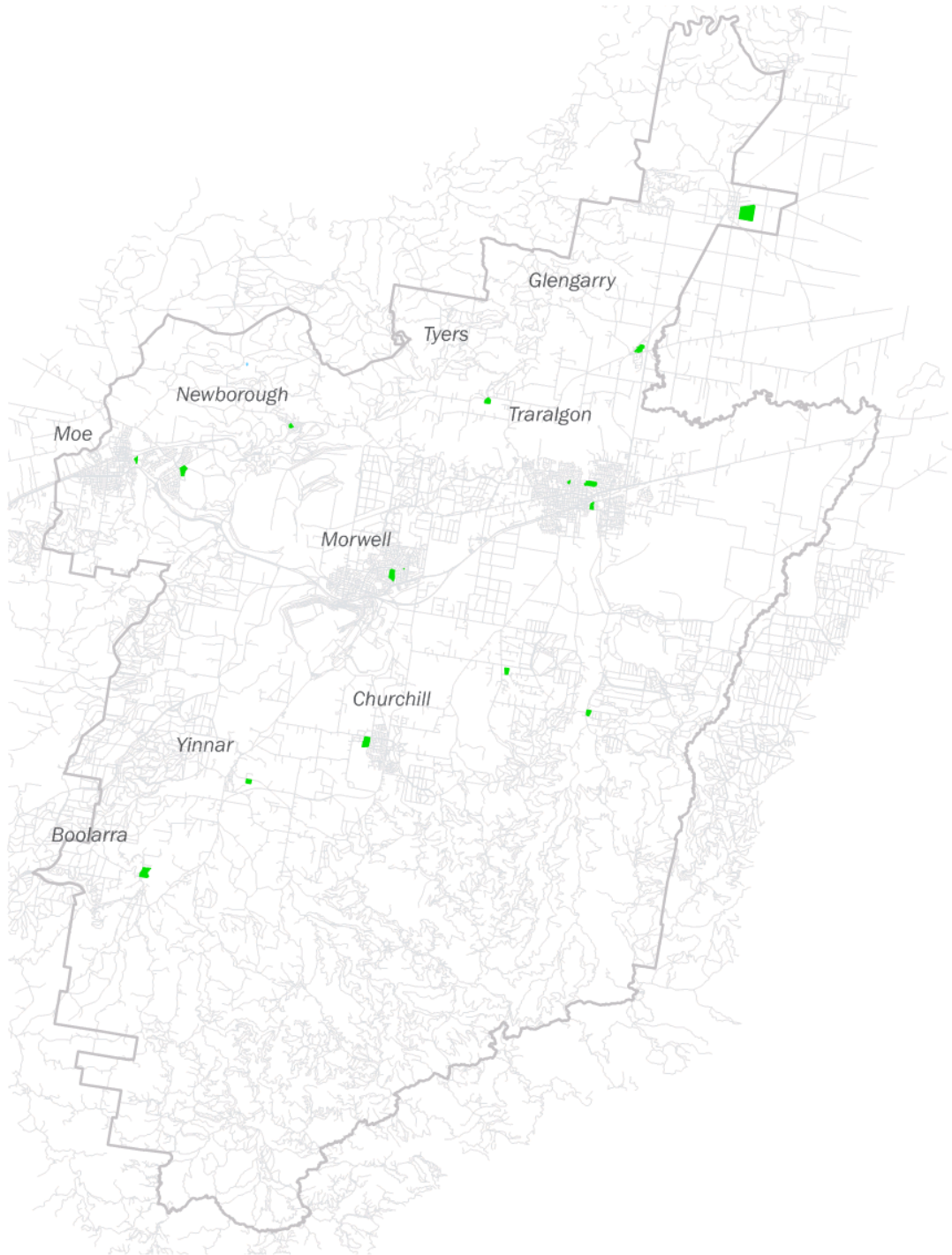
Two of the fifteen Tennis clubs responded to the survey. A summary of the club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Wheelchair access inside the venue to upper level	Shade over deck area	N/a	Exceeds needs	Suitable	Suitable	Suitable	Suitable	Exceeds needs	Not Suitable
2	Shade over deck area	N/a	N/a	Suitable	Suitable	Suitable	Suitable	Suitable	Suitable	Not Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's responses are outlined below:

- » One of the clubs rated falling membership as Medium
- » One of the clubs rated falling youth membership as Medium
- » One of the clubs rated lack of female participation as High, and the other as Medium
- » One of the clubs rated unable to attract new members as Medium
- » One of the clubs rated the cost of maintaining the venue for your activity as High
- » One of the clubs rated the cost of playing or participating is increasing as Medium
- » Both of the clubs rated disability access to facilities as High
- » One of the clubs rated difficulty in accessing grant funding as Medium.

Map 15. Distribution of Tennis facilities across Latrobe City



## Other sports

A number of individual sports have been identified that operate within Latrobe City with small numbers of facilities, or that are specialised in nature. These sports have been grouped as 'other sports'.

A summary of the current planning documents are listed in the table below, and shows the details of each outstanding action.

Locality	Venue	Club/Association	Outstanding Recommendation	Comment
<b>Cycling</b>				
Newborough	Joe Carmody Athletics Track	Latrobe City Cycling Club	N/a	Any further development relating to Joe Carmody should be made with consideration to the facility being the Regional Facility for athletics and cycling in Latrobe City.
<b>Dog Obedience</b>				
Morwell	Toners Lane Reserve	Gippsland Obedience Dog Club (under a lease)	Morwell Outdoor Recreation Plan 2008 - Extend dog obedience clubrooms to accommodate the baseball club in a multi-use facility and including disability access.	
<b>Gridiron</b>				
Morwell	Maryvale Reserve	Gippsland Gladiators	Grid-iron pitch <ul style="list-style-type: none"> <li>» Improve drainage to pitch</li> <li>» Install field fence</li> <li>» Install seating and shade</li> </ul> Upgrade facility <ul style="list-style-type: none"> <li>» Grid-Iron club</li> <li>» Include change rooms, showers, toilets and club facilities</li> </ul>	The club has folded - no action required until demand is demonstrated
<b>Motor sports</b>				
Moe	Joe Tabuteau Reserve	Latrobe Valley Model Railway Assoc	N/a	Community group - not sporting club
Morwell	Toners Lane Reserve	Gippsland Historical Automobile Club Us and Them Tourers Motorcycle Club	Upgrade auto clubrooms to include disability access and a kitchen upgrade.	Community groups - not sporting clubs

Locality	Venue	Club/Association	Outstanding Recommendation	Comment
<b>Paintball</b>				
Newborough	Monash Reserve	Adrenalin Paintball Club	Moe Newborough Outdoor Recreation Plan 2015 - Dedicated sports pavilion <ul style="list-style-type: none"> <li>» Shared Facility for netball and paintball [allow 300m2]</li> <li>» Including separate storage spaces for paintball</li> <li>» Demolish existing sports pavilion</li> </ul>	
<b>Pigeon Racing</b>				
Moe	Joe Tabuteau Reserve	Moe Pigeon Club	N/a	-
Morwell	Maryvale Reserve	Morwell Racing Pigeon Club	Extend pigeon club room <ul style="list-style-type: none"> <li>» Additional shed/carport for truck access</li> <li>» Kitchenette</li> </ul>	For any further developments, demand needs to be demonstrated
<b>Shooting sports</b>				
Morwell	Toners Lane Reserve (under a lease)	Twin Archery Gippsland Inc	Extend archery safety buffer to ensure the safety of pony club riders in neighbouring parcel of land.	Club's responsibility - funding was provided in 2015/16 by the State Government  Consider a longer term lease in the future
		Boola Valley Archery Club	N/a	-
Traralgon	Eric Taylor Reserve	Small Bore Rifle Club	Upgrade of existing building/ pavilion amenities with priority given to accessible toilet provision and improved building security	
		Target Rifle Traralgon	N/a	-
<b>Table Tennis</b>				
Traralgon	Harold Preston Reserve	Traralgon Table Tennis Association	N/a	Club survey response indicated the need for an upgrade to change and toilet facilities, as well as all-ability access to stadium and facilities

Locality	Venue	Club/Association	Outstanding Recommendation	Comment
<b>Indoor Courts</b>				
N.B. The provision of indoor courts through the four Latrobe Leisure venues should be reviewed as part of the planning process for the redevelopment of the Traralgon Sports Stadium.				
Morwell	Latrobe Leisure Morwell	<ul style="list-style-type: none"> <li>» Latrobe Valley Volleyball</li> <li>» Morwell Basketball Association</li> <li>» Morwell Netball</li> <li>» Morwell Badminton</li> <li>» Gippsland Indonesian Badminton</li> </ul>	Latrobe Leisure Morwell - Stadium Revitalisation Plan and Car Parking Assessment 2015 <ul style="list-style-type: none"> <li>» Minor improvements to fit-out</li> </ul>	Netball, basketball and some volleyball to be catered for
Moe Newborough	Latrobe Leisure Moe Newborough	<ul style="list-style-type: none"> <li>» Moe Volleyball</li> <li>» Latrobe Challengers Basketball</li> <li>» Badminton</li> <li>» Basketball Moe</li> <li>» Netball (Stadium operated competition)</li> <li>» The Keenagers</li> </ul>	N/a	Volleyball and basketball to remain the focus
Traralgon	Traralgon Sports Stadium	<ul style="list-style-type: none"> <li>» Traralgon Amateur Basketball Association</li> <li>» Traralgon Mid-Week Basketball</li> <li>» Latrobe City Energy</li> <li>» Traralgon soft tennis</li> <li>» Walking Club</li> </ul>	Catterick Crescent Reserve Master Plan 2015 Redevelop the existing Traralgon Indoor Stadium to provide a five court facility with support infrastructure such as change rooms to cater for a range of indoor sports  Redevelopment of the stadium to include the refurbishment of the show court area for seating and score bench to the northern side and spectator seating to the southern side	Subject to design of upgraded/new centre, continue to be primary basketball stadium while also catering for netball and some badminton
Churchill	Churchill Leisure Centre	<ul style="list-style-type: none"> <li>» Latrobe City Energy Junior Netball (Stadium operated competition)</li> <li>» Churchill Junior Basketball</li> <li>» Churchill Senior Basketball</li> <li>» Churchill Volleyball</li> </ul>	N/a	Continue catering for basketball and some netball (only existing complying indoor courts)
<b>Volleyball</b>				
Churchill	Latrobe Leisure Churchill	Churchill Volleyball	N/a	Club requested sand (beach) courts adjacent to either Churchill or Moe Stadiums
Moe Newborough	Latrobe Leisure Moe Newborough	-	N/a	
Traralgon	Hubert Osborne Memorial Park	-	N/a	

## Key issues - Other Sports

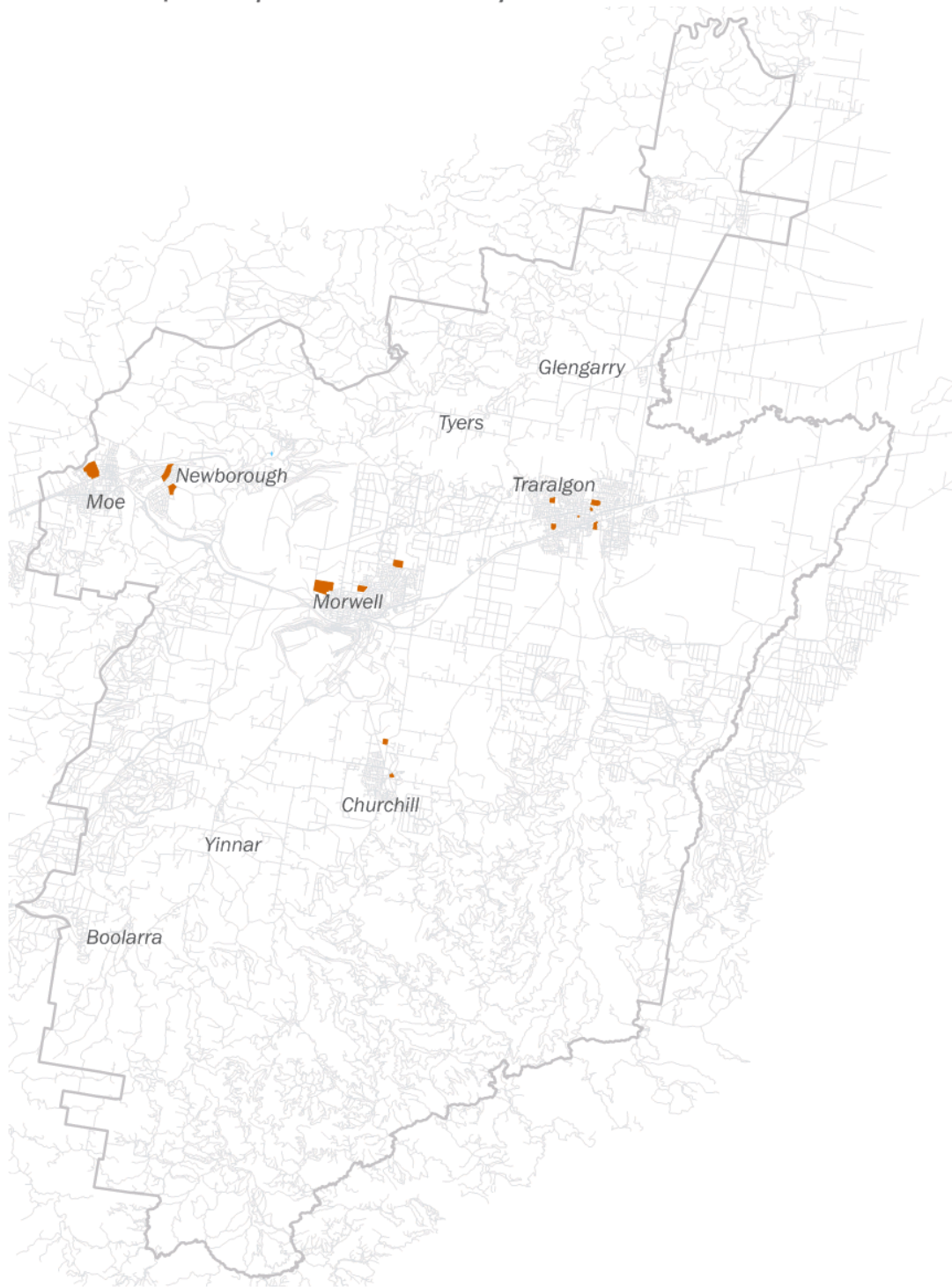
Five clubs representing 'other sports' responded to the survey. A summary of the club's identified issues are outlined below.

Sport	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavilion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility	Summary
Archery	Development of a second ABA archery course	Upgrade of female toilets and showers	Ongoing secure tenure over the site	Suitable	N/a	N/a	N/a	N/a	Not Suitable	Not Suitable	» Falling membership - High » Lack of female participation - Medium » Unable to attract new members - Medium » Cannot accommodate growing demand - Low » Lack of facilities to accommodate the needs of the club - Low » Cost of maintaining the venue for your activity - Medium » Disability access to facilities - High
Croquet	Expansion of the facility to provide an additional court	Realignment of boundary to increase playing area	N/a	Suitable	Suitable	N/a	Suitable	Suitable	Suitable	Suitable	» Lack of youth participation - High » Disability access to facilities - Medium

Sport	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavilion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility	Summary
Mountain Bike	Construct the Haunted Hills Mountain Bike Park	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a	<ul style="list-style-type: none"> <li>» Lack of facilities to accommodate the needs of the club - High</li> <li>» Difficulty in accessing grant funding - High</li> </ul> Master Plan undertaken by Gippsland MTB Club endorsed by Council with Council to continue to seek funding opportunities to implement
Table Tennis	Change room and toilet facilities	All-ability access to stadium and its facilities	N/a	Suitable	Suitable	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	<ul style="list-style-type: none"> <li>» Falling membership - medium</li> <li>» Lack of facilities to accommodate the needs of the club - high</li> <li>» Cost of playing or participating - medium</li> <li>» Disability access to facilities - High</li> <li>» Difficulty in accessing grant funding - High</li> </ul>
Volleyball	Sand (beach) volleyball courts	Access for volleyball in Traralgon	N/a	Suitable	N/a	N/a	Suitable	Suitable	Not Suitable	Not Suitable	<ul style="list-style-type: none"> <li>» Falling membership - Medium</li> <li>» Unable to attract members - Medium</li> <li>» Cost of playing or participating is increasing - Medium</li> </ul>



Map 16. Distribution of Other Sports across Latrobe City





# Funding options

Following the extensive research and consultation phases of the project, the range of identified sport and recreation improvements and developments have been summarised in the table at the end of this section with the most relevant funding opportunities identified.

It should be noted that funding opportunities often change, and thus, for each development, further investigations should be undertaken to ensure all possibilities are identified at that time. Further, State and Federal Government opportunities often become available without notice and Council needs to ensure that these are taken advantage of wherever possible.

The impact of Council's current financial position also needs to be taken into account. With rate-capping in place, it must be assumed that funds through Council's usual budgetary process will be minimal, and the focus for such funding should be on the improvements required for local facilities so that clubs can continue their operations to the satisfaction of Council, the community and the relevant State Sporting Organisations.

The two most appropriate sources of revenue external to Council and clubs are provide by the Victorian Government and are summarised below.

It should be noted that for any developments on Council owned or managed land, it is recommended that Council be the applicant for such funds. Further, these programs are subject to change with little or no notice.

## *Sport and Recreation Victoria*

### Community Sports Infrastructure Fund

#### **Categories:**

This fund has several categories applicable to sporting facilities within Latrobe City:

- » Better Pools – grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres
- » Major Facilities – grants of up to \$650,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade major district and regional sport and recreation facilities
- » Small Aquatic Projects – grants of up to \$200,000 are available to improve and upgrade aquatic facilities, seasonal pools and develop new water-play spaces
- » Minor Facilities – grants of up to \$100,000 for any one project (where the total project cost is up to \$1,000,000 excluding GST) are available for community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities
- » Cricket Facilities - grants of up to \$100,000 are available to assist local councils, cricket associations and local cricket clubs to upgrade and develop cricket specific club infrastructure, including new buildings, grounds, and training facilities
- » Female Friendly Facilities – grants of up to \$100,000 are available to build new and upgrade existing, outdated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments
- » Planning – funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:
  - Grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
  - Grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities
  - Grants of up to \$30,000 for female participation strategies.

### Better Indoor Stadiums Fund

Aimed at providing indoor multi-sports stadiums across metropolitan Melbourne and regional Victoria. The fund assists in meeting the community demand for indoor sport and recreation participation opportunities.

Councils may submit one application for funding to the 2017/18 Better Indoor Stadiums Fund and may be successful in receiving up to \$3 million.

## Country Football and Netball Program

The Country Football and Netball Program provides funding (up to \$100,000) to assist country football and netball clubs, associations and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations including:

- » Change room facilities for players and umpires of both genders
- » Development or upgrading of football playing fields
- » Development or upgrading of netball facilities
- » Development or upgrading of lighting facilities.

## Latrobe Valley Authority

### Latrobe Valley Community Facility Fund

#### **Active Latrobe Valley (Stream 4)**

Under this initiative, up to \$1 million is available for projects such as:

- » Parks, playgrounds and passive recreational area development
- » Recreational precinct upgrades
- » Sporting facilities and precincts
- » Rail trails and walking tracks
- » Bicycle paths.

Applicants are expected to make a financial contribution to the total project costs (generally accepted as at least 25%).

#### **NOTE:**

Given Council's current financial constraints, the development of sport and recreation facilities for the foreseeable future needs to focus only on local level facilities, especially given the significant State Government funding currently available for regional level facilities.

Table 10. Funding summary

Facility type	Type of improvement	Identified funding sources
Clubhouse/ pavilion upgrades	Addressing issues to create multi-gender use, core and optional components of the Recreation Funding Policy.	<p>Council</p> <ul style="list-style-type: none"> <li>» For core components as outlined in the Recreation Funding Policy</li> </ul> <p>Sport and Recreation Victoria (SRV):</p> <ul style="list-style-type: none"> <li>» Community Sports Infrastructure Fund</li> <li>» Country Football and Netball Program.</li> </ul> <p>Latrobe Valley Authority (LVA)</p> <ul style="list-style-type: none"> <li>» Community Facility Fund - Active Latrobe Valley (Stream 4)</li> </ul> <p>Clubs:</p> <ul style="list-style-type: none"> <li>» Optional components as outlined in the Recreation Funding Policy</li> </ul>
Indoor sports centres	Long term direction for each centre to be developed to cater for certain activities so as to avoid duplication - e.g. Traralgon being the basketball centre.	<p>SRV:</p> <ul style="list-style-type: none"> <li>» Better Indoor Stadiums Fund.</li> </ul> <p>LVA</p> <ul style="list-style-type: none"> <li>» Community Facility Fund - Active Latrobe Valley (Stream 4)</li> </ul> <p>Other funding opportunities as they arise.</p>
Lighting	Sports field lighting to appropriate training/competition standards	<p>Council:</p> <ul style="list-style-type: none"> <li>» As per Recreation Funding Policy.</li> </ul> <p>SRV:</p> <ul style="list-style-type: none"> <li>» Community Sports Infrastructure Fund.</li> </ul> <p>LVA</p> <ul style="list-style-type: none"> <li>» Community Facility Fund - Active Latrobe Valley (Stream 4).</li> </ul>
General Improvements	<p>For example:</p> <ul style="list-style-type: none"> <li>» Field drainage and irrigation</li> <li>» Spectator facilities</li> <li>» Practice facilities</li> <li>» Landscaping</li> <li>» Water bubblers and shaded areas</li> <li>» Additional features such as playgrounds, barbecues, etc.</li> </ul>	<p>Clubs:</p> <ul style="list-style-type: none"> <li>» For optional components under the Recreation Funding policy.</li> </ul> <p>Council:</p> <ul style="list-style-type: none"> <li>» For core components under the Recreation Funding Policy.</li> </ul> <p>SRV:</p> <ul style="list-style-type: none"> <li>» Community Sports Infrastructure Fund <ul style="list-style-type: none"> <li>- Minor Facilities</li> <li>- Cricket Facilities</li> <li>- Female Friendly Facilities.</li> </ul> </li> </ul> <p>LVA</p> <ul style="list-style-type: none"> <li>» Community Facility Fund - Active Latrobe Valley (Stream 4).</li> </ul>
Informal recreation (BMX, etc) - with no club	N/a	Private only - no Council or State involvement



# Appendix One

## Outstanding recommendations

### Status of Latrobe City Council Recreation master plan actions/recommendations

I.D. Number	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
1.	<b>Catterick Crescent master plan</b>	Catterick Crescent	User groups and stakeholders of the Traralgon Sports Stadium	Extend and upgrade the existing Traralgon Indoor Sports Stadium	Project funded	No	Council		The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
2.			Traralgon Imperials Cricket Club, Cumberland Park Junior Football Club	Recondition the oval to suit the needs of cricket and AFL including the provision of a turf cricket wicket	Complete	Yes	Club	Drainage, Irrigation and Surfaces	There is a turf bench on this oval. Drainage and Irrigation issues are currently being experienced by the clubs, however this will be addressed as part of routine seasonal maintenance of the irrigation system. The club has been advise of this.
3.				Recondition to school sports oval to provide a junior playing field to cater for junior AFL, Cricket and school use	Not complete	Yes	Council/Dept of Education	Drainage, Irrigation and Surfaces	
4.				Demolish existing pavilion and redevelop a new pavilion to cater for Cricket & AFL. Clubrooms to include change rooms, canteen/kiosk, social areas, storage and administration	Not complete	Yes	Council	Pavilion	As per the Rec Funding Policy, this pavilion will be upgraded to a local level pavilion only.
5.				Upgrade Training lights	Not Complete	Yes	Council	Lighting	As per the Rec Funding Policy, this lighting will be upgraded to a local level only. 100 lux.
6.				Provide new synthetic practice cricket wickets with safety netting. This should include storage for the new netting development	Not complete	No	Traralgon Imperials Cricket Club	Not Applicable	As per the Rec Funding policy, Council does not fund the construction of upgrade to cricket nets or additional storage
7.				Public amenities for use by casual users of the reserve to be integrated as part of the clubrooms	Not complete	No	Traralgon Imperials Cricket Club/Cumberland Park Junior Football Club	Not applicable	As per the Rec Funding policy, this pavilion will be upgraded to a local level pavilion. Any additional infrastructure is required to be funded by the club/s
8.				Provide a range of facilities to support unstructured recreation opportunities around the site including new playground, new half-court basketball/netball area, shelters and bbqs, tables and seating	Not complete	No	Council – LCC Play Space Strategy	N/A	

2

9.				Provide integrated pathway around the site to encourage informal walking/jogging	Not complete	No	Council – LCC Tracks Trails and Paths Strategy Council	N/A	
10.				Upgrade existing car park adjacent to the indoor stadium to cater for the expanded indoor stadium and the sporting oval	Project funded	No	Council	N/A	The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
11.				Improve traffic management around the site, particularly on the western side adjacent to the school. This should include the provision of a school drop off and pick up area	Project funded	No	Council	N/A	The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
12.				Develop new car parking area to cater for the new clubroom and adjoining school drop off – pick up area	Not complete	Yes	Council	N/A	Will be undertaken as part of the development of a local level pavilion,
13.				Provide a new 500 mm high fence around the oval perimeter to protect the oval from vandalism.	Not complete	Yes	Council and Clubs	Drainage, Irrigation and Surfaces	As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost
14.				Consider improved drainage works to oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
15.				Develop a detailed landscape plan for the site to include indigenous species	Project funded	Yes	Council	N/A	Will be completed with the redevelopment of the Traralgon Sports Stadium

3

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
16.	<b>Gaskin Park master plan</b>	Gaskin Park	Churchill Football Netball Club, Churchill Junior Football Club, Churchill Bowls Club	Upgrade existing lighting around the ground to bring it up to accredited standard and allows its usage as a training ground at night to continue	Project Complete				
17.				Gaskin 2 Oval – Shift the oval further towards the south, retaining its north-south alignment to allow for the expansion of the community hub between the two ovals	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
18.				Gaskin 2 Oval – Review the layout of shelters, fencing and spectator seating around the oval to accommodate the oval's revised position	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
19.				Gaskin 2 Oval – Improve the quality of the turf and drainage of the oval in the new layout of the field	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
20.				Gaskin 2 Oval – Provide new lighting around the ground to allow the oval to be used for training purposes. This will assist in taking the pressure off the surface at Gaskin 1 Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces Lighting	
21.				Netball Court – Construct two new asphalt netball courts between the two ovals to integrate them with the other sporting clubs and provide direction access to new change facilities	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
22.				The construction of the new courts will rectify drainage issues and provide associated shelter, spectator seating and lighting. The two courts will allow additional teams to play at once and offer extended warm up areas for players	Not complete	Yes	Council	Lighting	
23.				Retain existing netball court for potential future sealed car parking	No action required				
24.				Tennis Club – Install lighting to the four northern courts which are not currently provided with it, to enable the expansion of the night competition	Not complete	Yes	Council	Lighting	



4

					Yes	Council	Pavilion	
25.	Upgrade the existing tennis clubrooms, including improved disability access and toilet facilities	Not complete			No	Club	N/A	The Rec Funding policy does not fund this type of infrastructure
26.	Provide additional spectator amenities around the courts, including new seating and picnic shelter and security lighting	Not complete			No	Club	N/A	The Rec Funding policy does not fund this type of infrastructure
27.	Build a new rebound wall to the south of the existing clubrooms, to provide a practice area as well as activation of this side of the reserve	Project complete						
28.	Bowls Club – Construct a bowling green east of the existing Gaskin Park Stadium, with adequate space to the north to allow for the future addition of a second green. This position will provide bowlers with direct access to Gaskin Stadium and new change rooms	Not complete			Yes	Council	Pavilion	This pavilion will be upgraded to a local level pavilion as per the Recreation Infrastructure Funding Policy
29.	Community pavilion – Retain the existing Gaskin Park Stadium and construct a new building directly to the north to provide improved male and female change facilities for players, umpires, public toilets, first aid facilities and a canteen. This extension will provide for a central pavilion which services both ovals, the netball courts, the bowls club and spectators	Not complete			No	Council	N/A	This project is not a recreation infrastructure project that encourages physical participation.
30.	Enhance the new building and create a comfortable and vibrant community precinct through the introduction of a new paved plaza area between the two ovals, which provides for a covered space on either side as well as additional lighting, seating, shade and landscaping	Not complete			No	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
31.	Picnic Area – Create a new picnic area and playground areas between the two ovals which incorporates bbqs, shelters and seating. The new playground will provide a family-friendly, safe space for young children to play on busy game days away from access roads and close to community facilities	Not complete			No	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan

5

32.	Vehicular Access – All actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
33.	Pedestrian Access – All actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan

6

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
34.	<b>Maryvale Reserve master plan</b>	Maryvale Reserve	Latrobe Cricket Club, Latrobe Valley Umpires, Maltese Club, Morwell Pigeon Club, Morwell CFA Urban Fire Brigade	Landscape – All actions Club Facilities – Upgrade the existing cricket/umpires pavilion to include a second story for function space, kitchen, bar, store and amenities. Meeting and training facilities would remain of the first level with the kiosk, change rooms and umpires room	Not complete Not Complete	No Yes	Council/Community Council	N/A Pavilion	Not a recreation project This pavilion will be upgraded to a local level pavilion only as per the Recreation Infrastructure Funding Policy. Council will not fund a second story, additional storage, bar facilities or function space.
35.									
36.				Maltese Club pavilion – Increase the size of the maltese club to provide additional program space, upgrade the kitchen and connect to the sewer	Not complete	No	Maltese Club	N/A	This facility is not owned/managed or maintained by Council and it is the club's responsibility to fund all improvements.
37.				Upgrade the CFA/Gridiron pavilion to include four change rooms, social area, storage and toilets	Not complete	Yes	Council	Pavilion	The Gridiron Club have folded since the development of this master plan. This pavilion will be upgraded to a local level pavilion only.
38.				Pigeon Club – Increase the size of the pigeon club building by added a carport with roller door and provide a kitchennette	Not complete	No	Club	N/A	This building is not owned/managed/maintained by Council. Any improvements to the building is the responsibility of the club.
39.				Sports Grounds – Upgrade the Gridiron pitch to include surface upgrades, drainage, a fence around the ground, spectator seating, shade and bbq	Not complete	Yes	Council	Not applicable – This pitch is not currently being actively used	As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost.
40.				Improve the senior cricket ground by installing irrigation and improved drainage between the senior and juniors ovals	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
41.				Provide a high fence at the back on the junior oval to prevent stray balls entering the wetlands	Not complete	No	Club	N/A	The Recreation Infrastructure Funding Policy identifies this type of infrastructure as a club responsibility.
42.				Parking & Access – All	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
43.				Unstructured Recreation Opportunities – All actions	Partly funded	No	Council	N/A	A local level play space will be constructed at Maryvale Reserve during 2017/18.
44.				General – Demolish the old cricket nets and relocate to the north west corner of the reserve	Not complete	No	Club	N/A	The Recreation Infrastructure Funding Policy identifies this type of infrastructure as a club responsibility.
45.				Provide upgraded fire brigade facilities including marshal track and existing surface upgrades	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	



8

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	<b>Morwell Outdoor Recreation Plan</b>	Toners Lane Reserve	Twin City Archers, Morwell Baseball Club, Gippsland Dog Obedience Club, Morwell Pony Club, Us & Them Tourers, Gippsland Historical Automobile Club	Improve surface of access roads and Pony club access point	Complete				
47.									
48.		Toners Lane Reserve		Provide a safety net for the baseball diamonds	Complete				
49.				Extend archery safety buffer	Complete				
50.				Improve power supply to reserve	Not complete	No	Club	N/A	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
51.				Extend Dog Obedience clubrooms to accommodate the baseball club in a multi-use facility and including disability access	Not complete	Yes	Council	Pavilion	
52.				Install a water tank to improve water supply to the baseball diamonds	Not complete	No	Club		
53.				Upgrade lighting to the Baseball diamonds	Not complete	Yes	Council	Lighting	
54.				Repair fencing around Baseball facility	Not complete	No	Club		
55.				Upgrade the auto clubrooms to include disability access and kitchen upgrade	Not complete	No	Club	Pavilion	This building is not owned by Council
56.				Upgrade the motorcycle clubrooms to include disability access	Not complete	No	Club	Pavilion	This building is not owned by Council
57.				Install a water tank to improve water supply to the Archery Club	Project complete				
58.				Improve fences around pony club facility	Project complete				
59.				Improve surface of baseball diamonds including sub-base surface drainage	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	

9

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
60.		Morwell Recreation Reserve & Keegan Street	Morwell Football Netball Club, Morwell Cricket Club, Morwell Croquet Club, Gippsland Power, AFL Gippsland, Central Gippsland Cricket Association, Netball Victoria	All actions identified in the Morwell Outdoor Recreation Plan for Morwell Recreation Reserve & Keegan Street Reserve are superseded by the Morwell Recreation Reserve Precinct Master Plan.					
61.		Northern Reserve	Morwell Junior Football Club (formerly Morwell Tigers Junior Football Club, RSL Junior Football Club)	Redevelop clubrooms into a multi-use facility incorporate public toilets and demolish existing toilet block	Project completed				
62.				Review safety of the drainage outlet behind the clubroom facilities	Project complete				
63.				Address drainage issues by installing a drainage swale along the northern boundary of the site	Project complete				
64.				Extend the perimeter fencing around the entire oval	Project complete				
65.				Provide parallel parking around the eastern perimeter of the reserve	Project complete				
66.				Define and consolidate existing parking area adjacent to Holmes Road	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
67.				Improve surface of oval and oval irrigation	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
68.				Install shielded training lights on the oval and provide lighting in the car park	Not complete	Yes	Council	Lighting	The Morwell Junior Football Club has recently advised Council that they will be installing security lighting at the reserve following a successful grant application.
69.				Install picnic facilities to complement the informal recreation facilities	Project complete				In 2016, the adjoining play space at Northern Reserve was upgraded to include seating and other leisure infrastructure.



11

82.				Enclose and extend the existing spoon drain	Project complete					
83.				Install removable bollards near change room facility to prevent vehicular access	Project complete					
84.				Improve the surface of the cricket oval. Explore options for improve irrigation including the installation of water tanks	Not complete	Yes	Council		Drainage, Irrigations and Surface	
85.				Install training lights on the sub-junior soccer pitch	Project complete					
86.				Improve surface and define extent of car ark and install lighting	Not complete	Yes	Council		N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
87.				Improve path access to adjacent resident court heads	Not complete	Yes	Council		N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
88.		Airfie Bank Reserve		Develop as a local neighbourhood park with landscaping and tree planting	Not complete	Yes	Council		N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
89.				Multi-use open space area, for potential use as an overflow training venue/secondary sports ground	Not complete	Yes	Council		Drainage, Irrigation & Surfaces	



12

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
90.	Moe Newborough Outdoor Recreation Plan	Ted Summerton Reserve	Moe Football Netball Club, Moe CFA Urban Fire Brigade, Moe Cricket Club	Improve Irrigation	Project complete				
91.				Develop external access to the pavilion for users	Not complete	Yes	Council	Pavilion	
92.				Provide additional storage for football adjoined to the existing storage facility	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, additional storage is the responsibility of the club
93.		Joe Tabuteau Reserve	Moe Junior Football Club, Moe Cricket Club, Model Aero Club	Existing Netball Courts – Convert courts to car park (when club is relocated to Monash Reserve	Not complete	Yes	Council	N/A	
94.				Provide sealed car parking along Savages Road and a footpath to both entries	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
95.				Create a small amount of park near court 1 near the Netball Courts	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
96.				Improve access to sports fields from Mitchells Road	Not complete	Yes	Council, Moe Racing Club	N/A	
97.				Provide a sealed and marked car park	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
98.				Existing vehicle access via race track to be retained	Not action required				
99.				Improve signage to direct sports field user to entry of Mitchell's road	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
100.				Pavillion upgrade	Project complete				
101.				Play Spaces	Not complete	Yes	Council	N/A	A master plan design has been undertaken and will be presented to Council for endorsement in late 2017.
102.		Olympic Reserve	Moe Soccer Club,	Improve drainage on the east side of the pitch 1	Project complete				
103.				Provide drainage around the ground near pitch 1	Project complete				
104.				Upgrade lighting on pitch 1 to competition standards	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 Lux
105.				Install irrigation	Project complete				
106.				Improve drainage on pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	

107.				Provide drainage around the ground near pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
108.				Improve lighting to pitch 2	Not complete	Yes	Council	Lighting	
109.				Retain existing Bocce pitch	Not complete	No	N/A	N/A	This club is no longer operating at the venue
110.				Pedestrian access from South St to pavilion	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
111.				Extend clubrooms to include social rooms	Not complete	No	Club	N/A	The club have access and full use of the existing swimming club social rooms
112.				Two additional change facilities in the pavilion	Not complete	Yes	Council	Pavilion	
113.				Improve car parking – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of Council's other road/car-parking asset replacement plans
114.	Moe Botanical Gardens	Moe Tennis Club		Reconstruction of tennis courts	Project complete				
115.				Retain existing access to community use courts	Project complete				
116.				Re-establish courts removed to open space	Project complete				
117.				Expand tennis pavilion	Not complete	Yes	Council	Pavilion	Pavilion will be upgraded to a local level pavilion standard as per the Recreation Infrastructure Funding Policy
118.				Connections – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
119.				Provide a 1.2-metre-high fence to create a dog off-lead area	Not complete	Yes	Council	N/A	This action is the responsibility of the Local Laws Department
120.				Play Space – all actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
121.	W/H Burrage Reserve	Newborough Yallourn United Soccer Club, Moe Baseball Club, Newborough Cricket Club		New Soccer pitch 3	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
122.				Upgrade Baseball Diamond – replace back net	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club
123.				Provide lighting in front of the club facility	Project complete				
124.				Provide a second baseball diamond	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
125.				Upgrade net to 6m	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club.

14

126.				Provide player dug out	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club.
127.				Cricket – improve drainage to oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
128.				Modify turf wickets to 5 pitches	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, turf wickets are the responsibility of the resident club.
129.				Install irrigation and drainage to Cricket/Baseball	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
130.				Upgrade lighting to pitch 1 to match standard	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
131.				Install irrigation to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
132.				Upgrade drainage to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
133.				Upgrade Baseball/Cricket pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2017
134.				Upgrade Soccer pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2016.
135.				Provide new cricket nets with retractable nets	Not complete	No	Club	N/A	As per the Recreation Funding Policy, nets are the responsibility of the tenant club
136.				Provide new ticket box	Not complete	No	Club	N/A	As the Recreation Infrastructure Funding Policy, ticket boxes are the responsibility of the tenant club
137.				Car Parking/Access road/pathway – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
138.	Monash & WH Corrigan Reserve	Monash Soccer Club, Adrenaline Paintball, Newborough Tennis Club		Re-develop existing tennis court to multi-use netball/tennis courts with lights	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
139.				Demolish existing pavilion and reconstruct a new multi-use pavilion	Not complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard
140.				Upgrade drainage to pitch 1	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
141.				Drainage and Irrigation to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
142.				Upgrade lighting to pitch 1 to match standards	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
143.				Re-size pitch 2 to standard size	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
144.				Upgrade lighting on pitch 2	Not complete	Yes	Council	Lighting	
145.				Install low level bollard style fencing around pitch 2	Not complete	Yes	Council	N/A	Funding for this project could be provided through LCC's annual Community Grants program

15

146.			Pathways/Play Spaces – all action	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan and the Tracks Trails and Paths Strategy
147.			Car Parking – all actions	Not complete	Yes	Council	N/A	Car parking linked to the construction of the pavilion will be incorporated into this project. Car parking projects that do not relate to the Recreation Infrastructure Funding policy should be considered as part of Council's other road/car parking asset replacement plans
148.			Vegetation – Plant new indigenous vegetation around the reserve	Not complete	Yes	Council	N/A	This action will be the responsibility of the Environment Team.
149.	Northern Reserve Newborough	Newborough Football Club, Newborough Junior Football Club	New, unstructured junior oval with AFL goals posts	Funding provided for design in 17/18	Yes	Council	N/A	Design will be completed during 2017/18
150.			Netball Courts – Upgrade lighting to netball courts	Not complete	Yes	Council	Lighting	
151.			Improve drainage to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
152.			Upgrade lighting to the oval	Not complete	Yes	Council	Lighting	
153.			Install irrigation to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
154.			Upgrade change facilities for Juniors and women	Not complete	Yes	Council	Pavilion	
155.			Parking & Access – All actions	Not complete	Yes	Council		Car parking linked to the construction of the pavilion will be incorporated into this project. Car parking projects that do not relate to the Recreation Infrastructure Funding policy should be considered as part of Council's other road/car parking asset replacement plans

16

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	<b>Southern Towns Outdoor Recreation Plan</b>	Gaskin Park	Churchill Football Netball Club, Churchill Junior Football Club, Churchill Tennis Club, Churchill Bowls Club	All actions identified in this master plan for Gaskin Park have been superseded by the Gaskin Park master plan					
156.		Andrew's Park West	Churchill Baseball Club, Churchill Cricket Club	Ground Irrigation and Drainage	Not Complete	Yes	Council	Drainage, Irrigation & Surfaces	
157.				Pavilion Upgrade – unisex, multi-use	Not Complete	Yes	Council	Pavilion	
158.		Boolarra Memorial Park	Boolarra Football Netball Club, Boolarra Cricket Club, Boolarra Pony Club, Boolarra Tennis Club	Refurbish change rooms as a multi-use facility for football, netball, cricket and tennis	Project complete				
159.				Demolish public toilets no longer required after redevelopment	Project complete				
160.				Upgrade surface of main oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
161.				Netball and tennis court improvements	Project complete				
162.				Develop new Pony club first aid/storage building, install water tanks	Not complete	Yes	Council/Club	Pavilion	Funding to be provided for first aid, however club will need to contribute to storage, as per Recreation Funding Policy
163.				Develop equestrian cross country course and holding pens	Project complete				
164.				Develop equestrian round yard	Project complete				
165.				Develop equestrian dressage arena	Project complete				
166.		Callignee Recreation Reserve	CATS Cricket Club	Council is progressing plans for the development of a Callignee Community Centre	Project complete				
167.		Hazelwood South Reserve	Churchill RAMS Soccer Club	Install competition standard lighting to pitch 1	Project complete				

17

168.			Temporary seal entrance to reserve to improve safety prior to entrance upgrade	Project complete					
169.			Provide barrier along eastern boundary	Project complete					
170.			Improve entrance, parking, roadways and create paths into reserve	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans	
171.			Formalise open space within reserve. Develop playground and picnic facilities	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan	
172.			Consolidate social and change room facilities and remove shipping containers	Not complete	Yes	Council	Pavilion	A design for the change facility was completed in 2016.	
173.	Flynn Recreation Reserve	Flynn Tennis Club	Block vehicular access to tennis courts	Project complete					
174.			Remove asphalt mound around hall and install spoon drain	Project complete					
175.			Resurface courts 3 & 4	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	A design for the reconstruction of all (4) courts as completed in 2017.	
176.			Upgrade tennis court fencing and net posts	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	As above	
177.			Consider upgrade to the hall and public toilets to improve disability access for reserve users.	Not complete	Yes	Council	Pavilion	A design for the reconstruction of the hall was completed in 2016.	
	Hazelwood North	Hazelwood North Tennis Club, Hazelwood North Cricket Club	All actions relating to Hazelwood North Reserve has been superseded by the Warren Terrace Reserve master plan	N/A					
	Traralgon South Recreation Reserve	CATS Cricket Club, Traralgon South Badminton Club	All actions relating to Traralgon South Recreation Reserve have been superseded by the Traralgon South Recreation Reserve master plan	N/A					
178.	Yinnar Recreation Reserve	Yinnar Football Netball Club, Yinnar Tennis Club, Yinnar Cricket Club?	Redevelop change rooms at eastern oval to accommodate judo and public toilets	Project complete					
179.			Install water tanks to recycle runoff from clubrooms to irrigate the turf wicket	Not complete	Yes	Council	Drainage, Irrigation and Surfaces		
180.			Netball Pavilion construction	Not complete	Yes	Council	Pavilion		
181.			Upgrade the septic/sewage system	Not complete	Yes	Council	N/A		

18

182.	Install dedicated drinking water supply at Eastern oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
183.	Install Irrigation on main oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
184.	Install lighting to the eastern oval	Not complete	Yes	Council	Lighting	
185.	Formalise parking on the southern side of the multi-use netball/tennis courts and norther perimeter of the tennis courts	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
186.	Extend netball court run-off to meet standards	Project complete				
187.	Allow clubs to construct a combined scoreboard/gatekeeper's facility	Project complete				
188.	Install lighting to netball/tennis courts	Not complete	Yes	Council	Lighting	
189.	Install lighting at reserves main entry	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans

19

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	<b>Northern Towns Outdoor Recreation Plan</b>	Glengarry Recreation Reserve	Glengarry Football Netball Club, Glengarry Cricket Club, Glengarry Tennis Club	Reconstruction of netball/tennis courts – all actions	Project complete				
190.				Install water tanks to recycle water to complement water bore	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
191.				Install irrigation on Fred King Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
192.				Undertake top dressing of Fred King Oval	Not complete	No	Club	N/A	This is a maintenance action, and the responsibility of the Glengarry Recreation Reserve Committee of Management
193.				Install new coaches boxes and spectator shelter on Don Duncan Oval	Project complete				
194.				Consolidate cricket facilities by relocating cricket nets to Doug Timmins Oval	Not complete	No	Club	N/A	As per Recreation Funding Policy, clubs are responsible for cricket nets
195.				Allow clubs to upgrade main pavilion	Not complete	N/A	Committee of Management		
196.				Allow cricket club to undertake internal improvements to clubroom	Not complete	N/A	Committee of Management		
197.				Connect power to public toilets	Not complete	N/A	Not required		
198.				Install bollards along roadways to prevent vehicles from accessing Doug Timmins and Don Duncan Oval	Not complete	No	Committee of Management	N/A	
199.				Seal school drop-off roadway along eastern boundary of Fred King Oval	Project complete				
200.				Seal roadway from reserve entrance to main pavilion	Not complete	No	Committee of Management	N/A	
201.				Improve definition of car park adjacent to net/tennis courts	Not complete	No	Committee of Management	N/A	
202.				Upgrade path/trail around the perimeter and install fitness stations	Not complete	Yes	Management Council	N/A	This action relates to the Tracks Trails and Paths Strategy & Implementation Plan
203.				Upgrade area and facilities for Agricultural show including fencing, ramps and access to water	Not complete	No	Committee of Management	N/A	
204.				Expand existing storage shed and compound	Not complete	No	Committee of Management	N/A	As per the Recreation Infrastructure Funding policy storage is the responsibility of the Committee of Management
205.				Develop a program for progressive replacement of existing trees and plant shade trees around the oval	Not complete	No	Committee Of Management	N/A	
206.									





225.	Tyers Recreation Reserve	Traralgon Tyers United Football Club, Tyers Tennis Club, Tyers Soccer Club	Improve landscaping by planter planting of high trees	Project complete									
226.			Seal reserve entrance and upgrade gravel access roads, install speed humps where required	Project complete									
227.			Improve definition of car parking	Not complete	Yes	Council	N/A						This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
228.			Clean out drain at reserve entrance and improve amenity	Not complete	Yes	Council	N/A						This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
229.			Develop shade/shelter at multi-use court	Project complete									
230.			Install court lighting	Not complete	Yes	Council	Lighting						
231.			Plant windbreak along southern perimeter of courts	Not complete	No	Committee of Management	N/A						
232.			Refurbish AFL clubrooms to include adequate toilet and change facilities for females, umpires, netballers and tennis players	Project complete									
233.			Improve drainage on main oval and install an irrigation system	Not complete	Yes	Council	Drainage, Irrigation and Surfaces						
234.			Improve training lights for main oval	Not complete	Yes	Council	Lighting						A funding proposal was lodged for the 2018/19 CSIF Program in 2017.
235.			Upgrade Soccer change facilities for female players and referees and improve canteen facilities, storage and disability access	Project complete									
236.			Provide perimeter fencing around soccer pitch	Not complete	No	Club	N/A						As per Recreation Funding policy, this type of fencing is the responsibility of the tenant club.
237.			Upgrade surface of soccer pitch including camber improvements and investigation options for water re-use	Not complete	Yes	Council	Drainage, Irrigation and surfaces						
238.			Allow football and soccer clubs to upgrade their own social club facilities	No action required									
239.			Investigate the potential future development of multi-purpose building to cater for all user groups	Action completed									There is no desire by either user group to further this action.
240.	George Bates Reserve	Yal/Yallourn North Football Netball Club	Resurface netball courts and address drainage and compliance issues	Not complete	Yes	Council	Drainage, Irrigation and Surfaces						

241.			Develop a half court/warm up area adjacent to the existing court	Not complete	Yes	Council	Drainage, Irrigation and Surfaces Pavilion	
242.			Build a small clubroom with toilets and change facilities for netball	Not complete	Yes	Council	Pavilion	As per the Recreation Funding Policy, clubs are not permitted to undertake works to Council owned assets.
243.			Allow clubs to refurbish pavilion	Not complete	Yes	Council	Lighting	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
244.			Increase capacity of power supply for improved ground and lighting	Not complete	Yes	Council	Lighting	
245.			Extend lighting to netball court	Not complete	Yes	Council	Lighting	
246.			Top dress oval and investigate options to improve drainage and water re-use	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	\$25,000 has been allocated from the 17/18 LCC budget to investigate drainage problems.
247.			Assess retaining wall supporting northern car parking and undertake repairs as necessary	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
248.			Install removable barriers in front of the pavilion and grandstand to prevent vehicular access	Project complete				
249.			Improve provision of shade by planting mature trees in key locations	Project complete				
250.			Address septic system	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
251.			Develop a multi-use path/trail to the reserve from the town	Not complete	Yes	Council	N/A	Funding has been provided for a desktop analysis of this project during 17/18.
252.	Yallourn North Junior Football Club, Yallourn North Cricket Club	Yallourn North Town Oval	Replace floor in community hall.	Not complete	No	Committee of Management		
253.			Consolidate buildings by extending & refurbishing the hall. Demolish public toilets and change facilities	Project complete				
254.			Relocate cricket nets	Not complete	No	Club	N/A	As per Recreation Funding Policy, cricket nets are the responsibility of the tenant club.
255.			Develop two multi-use courts at either the site of the existing courts or within the school grants	Not complete	No			There is no longer a tennis club in Yallourn North. The existing courts have been improved by YNAG to service any community use.
256.			Decommission remaining dis-used courts and use for parking	Not complete	Yes	Council	N/A	This project should be referred to the capital works budget to remove courts.
257.			Top dress oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
258.			Install removable bollards in front of the hall and recreation facilities to prevent vehicular access	Project complete				

23

259.	Widen reserve entrance to provide a dual entry/exit	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
260.	Upgrade surface of gravel access road within the reserve	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
261.	Improve amenity of reserve through landscaping	Not complete	No	Committee of Management		

24

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
262.	Traralgon South Recreation Reserve master plan	Traralgon South Recreation Reserve	CATS Cricket Club, Traralgon South Tennis Club, Traralgon South Badminton Club	Installation of new drainage measures to ensure that the oval surface quality is maintained through summer, whilst also being adequately drained in winter for usage by the community and the adjacent primary school	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
263.				Upgrades to the existing cricket pavilion on the eastern side of the oval to incorporate additional change rooms and new toilets facilities	Not complete	Yes	Council	Pavilion	A funding proposal has been submitted to the 18/19 CSIF Program in 2017.
264.				Community Hall – all actions	Project complete				
265.				Skate Park – all actions	Project complete				
266.				The establishment of multi-use courts, a secondary oval/multi-use pitch and a centralised pavilion catering to both facilities, with a system of pedestrian paths connecting the proposed area	Not complete	Yes	Council	Pavilion, Drainage Irrigation and Surfaces	
267.				Careful management and protection of the interface with the Flora Reserve to the west	No action required				
268.				New Multi-use courts – all actions	Not complete				As per previous action above.
269.				Secondary Oval – all actions	Not complete				As per previous action above
270.				Vehicular access	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
271.				Pedestrian Access – all actions	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
272.				Landscaping – all actions	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
273.				Undertake a drainage study	Project complete				

25

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
274.	Warren Terrace Reserve master plan	Warren Terrace Reserve	Potential users include – Hazelwood North Cricket Club, Hazelwood North CFA	Develop an unfenced cricket with synthetic cricket pitch to accommodate both informal community usage and overflow competition cricket matches/training	Not complete				A design has been completed in 2016 for an informal oval.
275.				Construction of a new CFA building	Not complete	No	CFA		
276.				Construction of a new community building that accommodates both sporting club and community groups/local community residents	Not complete	Yes	Council	Pavilion	
277.				Establish a shared walking/cycling network within and around the perimeter of Warren Terrace Reserve to provide opportunity for informal recreation activities and improve connectivity throughout the site	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
278.				Support informal reserve recreation opportunities through the construction of a public play space to be made accessible via connecting pathways from Warren Terrace.	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
279.				Encourage and promote Warren Terrace Reserve as a family friendly community meet place via the provision of a sheltered bbq area and picnic area	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
280.				Provision of a sheltered spectator/community seating/viewing area at rear of multi-purpose building providing sight lights to cricket oval and play space	Not complete	Yes	Council		Will be considered as part of the construction of the pavilion.
281.				Enhance and promote enjoyable spectator experience via the provision of bench seating around the cricket playing field	Not complete	Yes	Council	N/A	Will be considered as part of the construction of the oval
282.				Improve Reserve entry and community awareness of site through the installation of entry signage in accordance with Council's signage guidelines	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
283.				Traffic management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans

26

284.	Reserve & Facility Management – all actions	Not complete	Yes	Council	N/A
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27

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
285.	<b>Morwell Recreation Reserve Precinct master plan</b>	Morwell Recreation Reserve & Keegan Street Reserve	Morwell Football Netball Club, Morwell Cricket Club	Redevelop old caravan park site into a multi-use community synthetic playing field, with lighting	Project funded				This project has been funded as part of a \$9 million funding announcement
286.				Construction of a shared multi-use pavilion for cricket and netball	Project funded				As above
287.				Demolish old cricket pavilion and return to open space	Project funded				As above
288.				Upgrade existing AFL change facilities to service both the main oval and the new synthetic field	Project funded				As above
289.				Extension of the AFL Gippsland Office	Project funded				As above
290.				Reconstruction of the netball courts & car parking	Project funded				As above
291.				Upgrade the lighting for the main oval	Project funded				As above
292.				Improve drainage on Keegan street reserve	Project funded				As above
293.				Upgrade Gert Mahoney pavilion, kiosk and grandstand	Not complete	Yes	Council	Pavilion	
294.				At the end of their useful life, demolish and relocate cricket nets	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding Policy, cricket nets including their demolition are the responsibility of the tenant club.
295.				Extend croquet court playing area to the west by 15 metres to allow the croquet club to establish a third court and expand their playing field capacity	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
296.				Construct an electronic scoreboard to service Morwell Recreation Reserve in open space west of the playing field	Project complete				
297.				Provision of safety netting/fencing behind the north goals of the main oval to protect passing vehicles/pedestrians	Project funded				This project has been funded as part of a \$9 million funding announcement
298.				Community Recreation – all actions	Not complete	No	Council	N/A	The Recreation Infrastructure Funding Policy does not relate to these actions, and funding should be considered as part of a separate capital works request for individual projects.
299.				Traffic Management & Landscaping – all actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
300.				Reserve & Facility Management – All actions	Not complete	Yes	Council	N/A	



28

Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Comments	
Traralgon Recreation Reserve and Showground Master Plan 2015 Draft	Traralgon Recreation Reserve and Showground	Traralgon Football club, Traralgon Netball club, Traralgon Urban Fire Brigade, Ex-students Cricket Club, TEDAS, Agricultural Society, Cattle pavilion, Bridge Club, Men's Shed	Community Recreation – all actions	Not complete	No	Council	The Recreation Infrastructure Funding Policy does not relate to these actions, and funding should be considered as part of a separate capital works request for individual projects.	
			Traffic Management & Landscaping – all actions	Not complete	No	Council	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.	
			Provide accessible power supply to the open grass area to the East for event use	Not Complete	No	Club	Lighting	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
			Construct TDAS pavilion as per Council adopted design	Not Complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard
			Demolish existing netball courts and shelters in the North East and provide new asphalt netball courts, shelters and court lighting in new location.	Not Complete	Yes	Council	Surfaces and lighting	
			Increase capacity of Old Trafford Oval for junior football and cricket through ground resurfacing/expansion works and lighting upgrades	Not Complete	Yes	Council	Surfaces	
			Relocate turf and synthetic cricket nets to improve connectivity between TEDAS pavilion and Old Trafford Oval	Not Complete	No	Club	N/A	As per the Recreation Infrastructure Funding Policy, cricket nets including their demolition are the responsibility of the tenant club.
			Upgrade sports field lighting to main oval to Australian Standards for night cricket	Complete	Yes	Council	Lighting	As per the funding policy, Council lighting will only be up to 100 lux
			Extend and upgrade existing change room's amenities incorporating accessible public/event toilets. Demolish existing 'event toilets'	Not Complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard



30

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
313.	<b>Traralgon Outdoor Recreation Plan</b>	Agnes Brereton Reserve	Traralgon Netball Association, Traralgon Parkrun	Upgrade existing court surfaces and run-off areas in accordance with Netball Victoria's standards	Project complete				
314.				Refurbish existing pavilion in accordance with Universal and Healthy by Design Principles.	Project complete				
315.				Demolish existing public toilets when new toilets are constructed as part of the pavilion upgrade	Project complete				
316.				Increase informal reserve recreation opportunities through the provision of a community play space and sheltered picnic area in open space located in the south west corner of the open playing field	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
317.				Retain existing pathways and footbridge across Traralgon Creek to allow connectivity with neighbouring Traralgon Tennis Facility and Harold Preston Reserve	No action required				
318.				Improve steep pedestrian access from Anderson Street to improve pedestrian safety and general site accessibility	Project complete				
319.				Promote pedestrian access points through reserve wayfinding signage	Not complete	Yes	Council	N/A	This will be included in the development of the LCC Wayfinding Plan (2017)
320.				Traffic Management & Landscaping – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
321.		Apex Reserve	Pax Hill Junior Football Club, Centrals Cricket Club, Police Boys Junior Football Club	Upgrade existing sports pavilion in particular change facilities and amenities	Not complete	Yes	Council	Pavilion	
322.				Upgrade existing lighting on the oval	Not complete	Yes	Council	Lighting	
323.				Upgrade existing coaches boxes located on the western side of the ground	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding, coaches boxes are the responsibility of the tenant clubs.

31

324.				Improve Reserve accessibility and overall site connectivity via the establishment of a formalised path network.	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
325.				Increase informal reserve recreation opportunities through the provision of a play space, picnic area and bench seating under the group of mature trees	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
326.				Improve reserve entry and community awareness of site through the installation of entry signage in accordance with Council's guidelines	Project complete				There is already existing wayfinding signage for this reserve.
327.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
328.				In consultation with tenant sporting clubs, develop an equitable Sports Field and Pavilion Fees and Charges policy that reflect annual reserve and pavilion usage	Not complete	Yes	Council	N/A	The existing Sporting Reserves Fees and Charges will be reviewed in 17/18.
329.	Bradman Reserve	No user groups		Community Recreation – All actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan – Actions relating to Bradman Reserve are included in the current Play Space Improvement Plan for future years.
330.	Catterick Crescent Reserve Duncan Cameron Memorial Park	Traralgon Imperials Cricket Club, Cumberland Park Junior Football Club Rovers Cricket Club, Southside Junior Football Club		All actions in this master plan relating to Catterick Crescent Reserve have been superseded by the Catterick Crescent Reserve master plan (2016) Upgrade existing sports pavilion, in particular change rooms and amenities	Not complete	Yes	Council	Pavilion	
331.				Resurface reserve playing field to remedy unevenness/drainage issues and increase playing field carrying capacity.	Project complete				
332.				Installation of two additional sport lights on east side of reserve in accordance with Australian Standards	Not complete	Yes	Council	Lighting	
333.				Upgrade deteriorated cricket net training facilities in their existing location	Not complete	NO	Club	N/A	As per Recreation Funding Policy, nets are the responsibility of the tenant club.

32

334.				Installation of safety netting/fencing to designated points around the reserve perimeter to improve pedestrian/spectator safety and minimise risk of residential property and/or vehicle damage Community Recreation – all actions	Not Complete	No	Club	N/A	As per the Recreation Funding policy, safety netting is the responsibility of the tenant club.
335.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan – Actions relating to Bradman Reserve are included in the current Play Space Improvement Plan for future years. This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
336.				Upgrade of existing pavilion amenities with priority given to accessible toilet provision and improved building security	Not complete	Yes	Council	Pavilion	
337.	Eric Taylor Reserve	Traralgon Small Bore Rifle Club, Pax Hill Tennis Club							
338.				Resurface two tennis courts to allow continued provision for overflow tennis competition activities and multi-purpose community use	Not complete	Yes	Council	Drainage Irrigation and Surfaces	
339.				Upgrade deteriorated tennis fencing and netting on both courts to enable continued community/social use as well as overflow competition activities. Community Recreation – all actions	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
340.					Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
341.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
342.				Encourage both formal and informal use of tennis facility, through lighting of public tennis courts promote community evening usage of facilities	Not complete	Yes	Council	Lighting	





35

366.			Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
367.			Continue to work collaboratively with Traralgon Baseball Club and Flinders Christian College on shared use of the facility. – all actions	In progress				
368.			Review of Fees and Charges Policy	Project complete	Yes	Council	N/A	Council's Fees and Charges Policy is reviewed on an annual basis.
369.	Maskrey Reserve	Pax Hill Tennis Club	Upgrade existing clubrooms with accessible toilets and supporting amenities	Not complete	Yes	Council	Pavilion	
370.			Resurfacing, drainage and line marking works to all tennis courts in particular the south courts. Consider multi-use markings	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	The club funded the resurfacing of two (2) courts in 2016.
371.			Upgrade all existing tennis court fencing	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	The club/Council has funded the partial replacement of existing fencing.
372.			Upgrade court sports lighting	Not complete	Yes	Council	Lighting	
373.			Community Recreation – all actions	Not complete	Yes	Council	N/A	These actions relate either to the Tracks Trails and Paths Strategy and Implementation Plan or the Play Space Implementation Plan.
374.			Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
375.	Traralgon Tennis Centre	Traralgon Tennis Association (Leased facility)	Pending future design, project funding and approval/project agreement from key stakeholders, reconfiguration and possible second storey extension to the existing clubroom	Not complete	No	External Funding body	N/A	This facility is classified as a Regional Facility. The pavilion upgrade is beyond the level of local provision and will not be assessed via the Recreation Infrastructure Funding Policy.
376.			Show Court Project	Project complete				
377.			Continue to light any remaining tennis courts to 350 Lux	Not complete	No	Club	N/A	Club responsibility to upgrade lighting as it is leased out.
378.			Replace aged tennis court perimeter fencing through the precinct	Project funded	Yes	Council	N/A	The fencing will be replaced during 2017/18.
379.			Improve spectator facilities throughout the precinct	Not complete	No	Traralgon Tennis Association	N/A	As per the Recreation Infrastructure Funding Policy
380.			Enhance clubhouse aesthetics and sporting/community event functionality via the retrofitting of existing tiered seating	Project complete				



381.				Improve linkages between sporting and community infrastructure at Agnes Brereton Reserve, Traralgon Tennis Centre and Harold Preston Reserve through the establishment of accessible shared pathways	Project complete	Yes	Council	N/A	A funding proposal has been lodged SRV for planning funding to investigate the relocation of the skate park.
382.				Consider the relocation of underutilised skate park at the end of its useful life and return area to passive open space	Project underway				
383.				Resurface, realign and re-define existing gravel car park to increase parking capacity of the site for large scale events and tournaments.	Project complete				
384.				Enhance amenity and vegetation along linear creek pathway to improve overall aesthetics of the site	Project complete				
385.				Investigate the functional and operational viability of major events being hosted at the Traralgon Tennis Centre through a major events feasibility study.	Project complete				
386.	Traralgon West Sporting Complex	Traralgon West Cricket Club, West End Junior Football Club, Gormandale Cricket Club, Traralgon Umpires, Traralgon Harriers		Complete the central pavilion (upstairs).	Project partially completed	Yes	Council	Pavilion	The lift and external fire stairs were constructed during 2016.
387.				Upgrade existing cricket pavilion at Stoddart Oval for cricket and junior AFL	Project complete				
388.				Construction of sports lighting at Stoddart Oval for junior AFL	Not complete	Yes	Council	Lighting	
389.				Resurface of Jack Canavan Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces N/A	As per the Recreation Funding Policy, this infrastructure is the responsibility of the tenant clubs.
390.				Enhance and promote enjoyable spectator experiences via the provision of temporary grandstand seating on Jack Canavan and Stoddart Ovals	Not complete	No	Club		
391.				Scoreboard provision on Stoddart Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.

37

392.	Provision of moveable match day sight screens	Not complete	No	Club	N/a	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
393.	Construct sheltered player/coach benches on eastern boundary of Stoddart Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
394.	Upgrade player/coach benches to the north end of Jack Canavan Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
395.	Installation of two 10,000 litre rain water tanks.	Project complete				
396.	Community Recreation – all actions	Not complete	Yes	Council	N/A	These actions relate either to the Tracks Trails and Paths Strategy and Implementation Plan or the Play Space Implementation Plan.
397.	Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
398.	Reserve & Facility Management – all action	Project complete				

38

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	<b>Soccer Plan (2008)</b>	Hazelwood South Reserve	Churchill RAMS Soccer Club	All actions identified in the Soccer Plan for Hazelwood South Reserve have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Moe Olympic Reserve	Moe Olympic Soccer Club	All actions identified in the Soccer Plan for Moe Olympic Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Monash Reserve & WH Corrigan Reserve	Monash Soccer Club	All actions identified in the Soccer Plan for Monash Reserve & WH Corrigan Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Burrage Reserve	Newborough Yallourn United Soccer Club	All actions identified in the Soccer Plan for Burrage Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
399.		Crimigan Road South Reserve	Fortuna 60 Soccer Club	Extend and refurbish change rooms as a multi-use facility for both soccer and cricket, including female change facilities, public toilets.	Project complete				
400.				Install training lights on the sub-junior pitch to maximise use	Project complete				
401.				Provide soccer club with access to the cricket ground for training and junior competition	Action completed				
402.				Install removable bollards near change room facility to prevent vehicular access	Project completed				
403.				Address identified risk management issues	Actions addressed				
404.		Ronald Reserve	Pegasus Soccer Club	Upgrade clubrooms to include change facilities for referees and female players and improved disability access	Not complete	Yes	Council	Pavilion	
405.				Install removable bollards in front of soccer facility to prevent vehicular access	Project complete				
406.				Upgrade the area surrounding the soccer pitch to maximise use, including drainage and irrigation	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	Drainage investigations and remediation will be undertaken during 2017/18.
407.				Investigate the potential to capture and re-use water runoff from the bitumen track	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	

39

408.					Investigate and address corrosion on south west light tower	Action complete - Lights replaced in 2010				
409.					Provide shelter for spectators	Action complete				
410.					Provide future access to Morwell Park sports oval for training and junior competition	Action complete				The Morwell Park Oval was upgraded with drainage being installed during 2016.
411.					Upgrade the maintenance classification to a Category A field	Action completed				
412.	Harold Preston Reserve		Traralgon City Soccer Club, Traralgon Olympians Soccer Club		All actions identified in the Soccer Plan for Harold Preston Reserve have been superseded by the Traralgon Outdoor Recreation Plan	N/A				
413.	Tyers Recreation Reserve		Tyers Soccer Club		All actions identified in the Soccer Plan for Tyers Recreation Reserve have been superseded by the Northern Towns Outdoor Plan	N/A				

40

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	<b>Tennis Plan</b>	Boolarra Recreation Reserve	Boolarra Tennis Club	All actions identified in the Tennis Plan for Boolarra Memorial Park have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Gaskin Park	Churchill Tennis Club	All actions identified in the Tennis Plan for Gaskin Park have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Flynn Recreation Reserve	Flynn Tennis Club	All actions identified in the Tennis Plan for Flynn Recreation Reserve have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Glengarry Recreation Reserve	Glengarry Tennis Club	All actions identified in the Tennis Plan for Glengarry Recreation Reserve have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Hazelwood North Reserve	Hazelwood North Tennis Club	All actions identified in the Tennis Plan for Hazelwood North Reserve have been superseded by the Due Diligence report for Hazelwood North sporting infrastructure.	N/A				There is no longer an active club at this reserve.
414.		Moe Botanic Gardens	Moe Tennis Club	All actions identified in the Tennis Plan for Moe Botanic Gardens have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Monash Reserve	Newborough Tennis Club	All actions identified in the Tennis Plan for Monash Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
415.		Keegan Street Reserve	No active club	Decommission courts	Project complete				
416.		Ronald Reserve	Morwell East Tennis Club (obsolete) Morwell Tennis Club	Encourage tennis clubs to continue to work together to upgrade and expand facilities	Action complete				The Morwell East Tennis Club folded in 2010.
417.				Resurface five (5) courts at the Morwell East Tennis Facility	Action not completed				As above. The club folded in 2010. The courts will be demolished in 2018/19.
418.				Address risk management issues associated with net winding handle	Action complete	No	Club	N/A	Specific infrastructure for tennis is the responsibility of the club.
419.				Install lighting on additional courts to enable the expansion of the night competition	Not complete	Yes	Council	Lighting	



42

423.	Boolarra Memorial Park	Ground Lighting Main Oval	Yes	Council	Lighting	As per funding policy Council will upgrade to 100 lux local level lightings
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# Appendix Two

## Document Review



# Document review

A number of key strategic planning documents relevant to the Recreation Needs Assessment have been reviewed with the table below providing key links to the project.

Document	Summary
Latrobe 2026 - The Community Vision for Latrobe Valley	<p>Developed through Latrobe 2026, the community's vision statement is:</p> <p><i>"In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership."</i></p> <p>This vision is based on the three broad concepts of Sustainability, Liveability and Leadership and identifies community strengths and issues to be built upon to achieve the community vision by 2026.</p> <p>The document provides a tool for integrating the community's vision into the planning framework for the future of the region.</p> <p>There are nine objectives that underpin the Plan; economy, natural environment, built environment, our community, culture, recreation, governance, advocacy and partnerships and regulation and accountability.</p> <p>Relevant to the Recreation Needs Assessment is the objective - Recreation:</p> <p><i>In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.</i></p>
Latrobe City Council Plan 2013-2017	<p>The Council Plan 2013-2017 outlines Latrobe City Council's vision and direction for the community for the next four years. The Council Plan will guide decision making and the allocation of resources to deliver outcomes and services to the community.</p> <p>The Council Plan is accompanied by the Strategic Resource Plan and an Annual Action Plan. The Strategic Resource Plan sets out the financial and non-financial resources required to achieve the objectives of the Council Plan. The Annual Action Plan outlines the Key Strategic Activities and actions to be undertaken each year to deliver on the Council Plan.</p> <p>Relevant to the Recreation Needs Assessment is Theme 02: Appropriate, affordable and sustainable facilities, services and recreation</p> <ul style="list-style-type: none"> <li>» To promote and support a healthy, active and connected community</li> <li>» To provide facilities and meet the needs of our diverse community</li> <li>» To enhance the visual attractiveness and liveability of Latrobe City.</li> </ul> <p>This document will be reviewed following the Council elections in 2016 to ensure the new Council's vision and objectives are reflected.</p>



Document	Summary
Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017 (MPHWP)	<p>The aim of the Plan is to achieve maximum levels of health and wellbeing through identifying and assessing the actual and potential public health issues in the community and outlining strategies and actions to prevent or minimise them. It aims to identify opportunities to support health and wellbeing through four areas of Environments for Health: built, social, economic and natural environments.</p> <p>The major emphasis of Latrobe City's MPHWP is the primary prevention of disease and promotion of wellbeing. The Plan aims to keep well people well and sets the strategic directions, objectives and strategies to promote health and wellbeing in the municipality. These will inform the operational processes of council, other local organisations and local community activity.</p> <p>The Latrobe City MPHWP demonstrates Council's commitment, and recognition of its role as a key partner in enabling community members to live in a diverse and equitable community where their health and wellbeing is a priority. Based on solid community consultation and research, the plan provides a clear course of action to jointly address the community's health and wellbeing needs and aspirations over the next four years.</p> <p>Six strategic directions have been identified: Being Active, Eating Well, Protecting Our Health, Staying Connected, Feeling Safe and Skills For Healthy Communities. These Strategic Directions complement the core principles and objectives of Latrobe 20262 and the key themes in the Council Plan 2013 – 20173, aligning and strengthening the three documents.</p> <p>Encouraging and enabling people to lead healthy, active lives and providing them the opportunity to do so is our aim. The Latrobe City Municipal Public Health and Wellbeing Plan 2013 – 2017 is Council's commitment towards achieving this by working together with our community and partners to encourage and support health and wellbeing where people live, learn, work and play.</p> <p>Relevant to the Recreation Needs Assessment, a key strategic direction of the Plan is 'Being Active; Promote and support a healthy, active and connected community'. The Plan outlines two key objectives, the first highly relevant to the project:</p> <p>» Increase participation in physical activity, recreation and leisure.</p>
Latrobe City Council Strategic Resource Plan 2016-2020	<p>The Plan identifies the financial resources required by Council over the next four years for the implementation of the Council Plan 2013-2017.</p> <p>A key focus of undertaking the Recreation Needs Assessment is to ensure the affordability of the future provision of active recreation opportunities in line with Council and the community's financial limitations.</p>
Latrobe City Council Budget 2016-2017	<p>This document outlines Council's proposed budget in line with the capping of rates at 2.5%.</p> <p>A key focus of undertaking the Recreation Needs Assessment is to ensure the affordability of the future provision of active recreation opportunities in line with Council and the community's financial limitations - especially the newly introduced rate capping.</p>

The review of site specific master plans including outdoor recreation plans are provided within Appendix One of this report.







1

### Status of Latrobe City Council Recreation master plan actions/recommendations

I.D Number	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
1.	Catterick Crescent Reserve master plan	Catterick Crescent	User groups and stakeholders of the Traralgon Sports Stadium	Extend and upgrade the existing Traralgon Indoor Sports Stadium	Project funded	No	Council		The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
2.			Traralgon Imperials Cricket Club, Cumberland Park Junior Football Club	Recondition the oval to suit the needs of cricket and AFL including the provision of a turf cricket wicket	Complete	Yes	Club	Drainage, Irrigation and Surfaces	There is a turf bench on this oval. Drainage and Irrigation issues are currently being experienced by the clubs, however this will be addressed as part of routine seasonal maintenance of the irrigation system. The club has been advise of this.
3.				Recondition to school sports oval to provide a junior playing field to cater for junior AFL, Cricket and school use	Not complete	Yes	Council/Dept of Education	Drainage, Irrigation and Surfaces	
4.				Demolish existing pavilion and redevelop a new pavilion to cater for Cricket & AFL. Clubrooms to include change rooms, canteen/kiosk, social areas, storage and administration	Not complete	Yes	Council	Pavilion	As per the Rec Funding Policy, this pavilion will be upgraded to a local level pavilion only.
5.				Upgrade Training Lights	Not Complete	Yes	Council	Lighting	As per the Rec Funding Policy, this lighting will be upgraded to a local level only. 100 lux.
6.				Provide new synthetic practice cricket wickets with safety netting. This should include storage for the new netting development	Not complete	No	Traralgon Imperials Cricket Club	Not Applicable	As per the Rec Funding policy, Council does not fund the construction of upgrade to cricket nets or additional storage
7.				Public amenities for use by casual users of the reserve to be integrated as part of the clubrooms	Not complete	No	Traralgon Imperials Cricket Club/Cumberl and Park Junior Football Club	Not applicable	As per the Rec Funding policy, this pavilion will be upgraded to a local level pavilion. Any additional infrastructure is required to be funded by the club/s
8.				Provide a range of facilities to support unstructured recreation opportunities around the site including new playground, new half-court basketball/netball area, shelters and bbqs, tables and seating	Not complete	No	Council – LCC Play Space Strategy	N/A	
9.				Provide integrated pathway around the site to encourage informal	Not complete	No	Council – LCC Tracks Trails	N/A	

2

				waking/jogging			and Paths Strategy		
10.				Upgrade existing car park adjacent to the indoor stadium to cater for the expanded indoor stadium and the sporting oval	Project funded	No	Council	N/A	The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
11.				Improve traffic management around the site, particularly on the western side adjacent to the school. This should include the provision of a school drop off and pick up area	Project funded	No	Council	N/A	The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
12.				Develop new car parking area to cater for the new clubroom and adjoining school drop off – pick up area	Not complete	Yes	Council	N/A	Will be undertaken as part of the development of a local level pavilion,
13.				Provide a new 500 mm high fence around the oval perimeter to protect the oval from vandalism.	Not complete	Yes	Council and Clubs	Drainage, Irrigation and Surfaces	As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost
14.				Consider improved drainage works to oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
15.				Develop a detailed landscape plan for the site to include indigenous species	Project funded	Yes	Council	N/A	Will be completed with the redevelopment of the Traralgon Sports Stadium
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
16.	Gaskin Park master plan	Gaskin Park	Churchill Football Netball Club, Churchill Junior Football Club, Churchill Bowls Club	Upgrade existing lighting around the ground to bring it up to accredited standard and allows its usage as a training ground at night to continue	Project Complete				
17.				Gaskin 2 Oval – Shift the oval further towards the south, retaining its north-south alignment to allow for the expansion of the community hub between the two ovals	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
18.				Gaskin 2 Oval – Review the layout of shelters, fencing and spectator seating around the oval to accommodate the oval's revised position	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
19.				Gaskin 2 Oval – Improve the quality of the turf and drainage of the oval in the new layout of the field	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
20.				Gaskin 2 Oval – Provide new lighting around the ground to allow	Not complete	Yes	Council	Lighting	

3

				the oval to be used for training purposes. This will assist in taking the pressure off the surface at Gaskin 1 Oval					
21.				Netball Court – Construct two new asphalt netball courts between the two ovals to integrate them with the other sporting clubs and provide direction access to new change facilities	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
22.				The construction of the new courts will rectify drainage issues and provide associated shelter, spectator seating and lighting. The two courts will allow additional teams to play at once and offer extended warm up areas for players	Not complete	Yes	Council	Lighting	
23.				Retain existing netball court for potential future sealed car parking	No action required				
24.				Tennis Club – Install lighting to the four northern courts which are not currently provided with it, to enable the expansion of the night competition	Not complete	Yes	Council	Lighting	
25.				Upgrade the existing tennis clubrooms, including improved disability access and toilet facilities	Not complete	Yes	Council	Pavilion	
26.				Provide additional spectator amenities around the courts, including new seating and picnic shelter and security lighting	Not complete	No	Club	N/A	The Rec Funding policy does not fund this type of infrastructure
27.				Build a new rebound wall to the south of the existing clubrooms, to provide a practice areas as well as activation of this side of the reserve	Not complete	No	Club	N/A	The Rec Funding policy does not fund this type of infrastructure
28.				Bowls Club – Construct a bowling green east of the existing Gaskin Park Stadium, with adequate space to the north to allow for the future addition of a second green. This position will provide bowlers with direct access to Gaskin Stadium and new change rooms	Project complete				
29.				Community pavilion – Retain the existing Gaskin Park Stadium and construct a new building directly to the north to provide improved male and female change facilities for players, umpires, public toilets,	Not complete	Yes	Council	Pavilion	This pavilion will be upgraded to a local level pavilion as per the Recreation Infrastructure Funding Policy

4

				first aid facilities and a canteen. This extension will provide for a central pavilion which services both ovals, the netball courts, the bowls club and spectators					
30.				Enhance the new building and create a comfortable and vibrant community precinct through the introduction of a new paved plaza area between the two ovals, which provides for a covered space on either side as well as additional lighting, seating, shade and landscaping	Not complete	No	Council	N/A	This project is not a recreation infrastructure project that encourages physical participation.
31.				Picnic Area – Create a new picnic area and playground areas between the two ovals which incorporates bbqs, shelters and seating. The new playground will provide a family-friendly, safe space for young children to play on busy game days away from access roads and close to community facilities	Not complete	No	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
32.				Vehicular Access – All actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
33.				Pedestrian Access – All actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
34.				Landscape – All actions	Not complete	No	Council/Community	N/A	Not a recreation project
35.	Maryvale Reserve master plan	Maryvale Reserve	Latrobe Cricket Club, Latrobe Valley Umpires, Maltese Club, Morwell Pigeon Club, Morwell CFA Urban Fire Brigade	Club Facilities – Upgrade the existing cricket/umpires pavilion to include a second story for function space, kitchen, bar, store and amenities. Meeting and training facilities would remain of the first level with the kiosk, change rooms and umpires room	Not Complete	Yes	Council	Pavilion	This pavilion will be upgraded to a local level pavilion only as per the Recreation Infrastructure Funding Policy. Council will not fund a second story, additional storage, bar facilities or function space.
36.				Maltese Club pavilion – Increase the size of the maltese club to provide additional program space, upgrade the kitchen and connect to the sewer	Not complete	No	Maltese Club	N/A	This facility is not owned/managed or maintained by Council and it is the club's responsibility to fund all improvements.



5

37.				Upgrade the CFA/Gridiron pavilion to include four change rooms, social area, storage and toilets	Not complete	Yes	Council	Pavilion	The Gridiron Club have folded since the development of this master plan. This pavilion will be upgraded to a local level pavilion only.
38.				Pigeon Club – Increase the size of the pigeon club building by added a carport with roller door and provide a kitchenette	Not complete	No	Club	N/A	This building is not owned/managed/maintained by Council. Any improvements to the building is the responsibility of the club.
39.				Sports Grounds – Upgrade the Gridiron pitch to include surface upgrades, drainage, a fence around the ground, spectator seating, shade and bbq	Not complete	Yes	Council	Not applicable – This pitch is not currently being actively used	As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost.
40.				Improve the senior cricket ground by installing irrigation and improved drainage between the senior and and juniors ovals	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
41.				Provide a high fence at the back on the junior oval to prevent stray balls entering the wetlands	Not complete	No	Club	N/A	The Recreation Infrastructure Funding Policy identifies this type of infrastructure as a club responsibility.
42.				Parking & Access – All	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
43.				Unstructured Recreation Opportunities – All actions	Partly funded	No	Council	N/A	A local level play space will be constructed at Maryvale Reserve during 2017/18.
44.				General – Demolish the old cricket nets and relocate to the north west corner of the reserve	Not complete	No	Club	N/A	The Recreation Infrastructure Funding Policy identifies this type of infrastructure as a club responsibility.
45.				Provide upgraded fire brigade facilities including marshall track and existing surface upgrades	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
46.				Provide additional training lights on the gridiron pitch and senior cricket ground	Not complete	Yes	Council	Lighting	
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
47.	Morwell Outdoor Recreation Plan	Toners Lane Reserve	Twin City Archers, Morwell Baseball Club, Gippsland Dog Obedience Club, Morwell Pony Club, Us & Them Tourers, Gippsland Historical Automobile	Improve surface of access roads and Pony club access point	Complete				

6

			Club						
48.		Toners Lane Reserve		Provide a safety net for the baseball diamonds	Complete				
49.				Extend archery safety buffer	Complete				
50.				Improve power supply to reserve	Not complete	No	Club	N/A	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
51.				Extend Dog Obedience clubrooms to accommodate the baseball club in a multi-use facility and including disability access	Not complete	Yes	Council	Pavilion	
52.				Install a water tank to improve water supply to the baseball diamonds	Not complete	No	Club		
53.				Upgrade lighting to the Baseball diamonds	Not complete	Yes	Council	Lighting	
54.				Repair fencing around Baseball facility	Not complete	No	Club		
55.				Upgrade the auto clubrooms to include disability access and kitchen upgrade	Not complete	No	Club	Pavilion	This building is not owned by Council
56.				Upgrade the motorcycle clubrooms to include disability access	Not complete	No	Club	Pavilion	This building is not owned by Council
57.				Install a water tank to improve water supply to the Archery Club	Project complete				
58.				Improve fences around pony club facility	Project complete				
59.				Improve surface of baseball diamonds including sub-base surface drainage	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
60.		Morwell Recreation Reserve & Keegan Street	Morwell Football Netball Club, Morwell Cricket Club, Morwell Croquet Club, Gippsland Power, AFL Gippsland, Central Gippsland Cricket Association, Netball Victoria	All actions identified in the Morwell Outdoor Recreation Plan for Morwell Recreation Reserve & Keegan Street Reserve are superseded by the Morwell Recreation Reserve Precinct Master Plan.					
61.		Northern Reserve	Morwell Junior Football Club	Redevelop clubrooms into a multi-use facility incorporate public toilets and demolish existing toilet	Project completed				

7

			(formerly Morwell Tigers Junior Football Club, RSL Junior Football Club)	block					
62.				Review safety of the drainage outlet behind the clubroom facilities	Project complete				
63.				Address drainage issues by installing a drainage swale along the northern boundary of the site	Project complete				
64.				Extend the perimeter fencing around the entire oval	Project complete				
65.				Provide parallel parking around the eastern perimeter of the reserve	Project complete				
66.				Define and consolidate existing parking area adjacent to Holmes Road	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
67.				Improve surface of oval and oval irrigation	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
68.				Install shielded training lights on the oval and provide lighting in the car park	Not complete	Yes	Council	Lighting	The Morwell Junior Football Club has recently advised Council that they will be installing security lighting at the reserve following a successful grant application.
69.				Install picnic facilities to complement the informal recreation facilities	Project complete				In 2016, the adjoining play space at Northern Reserve was upgraded to include seating and other leisure infrastructure.
70.				Provide screen planting on western boundary	Not complete	Yes	Council	N/A	
71.		Morwell Park Netball Centre	Morwell Netball Association	Install new roof on netball clubrooms	Project complete				
72.				Replace seating around Netball courts and provide additional shelters	Project complete				
73.				Upgrade courts to meet N.V standards	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
		Maryvale Reserve	Latrobe Cricket Club, Maltese Club, Latrobe Valley Umpires, Morwell CFA Urban Fire Brigade, Morwell Pigeon Club	All actions identified for Maryvale Reserve in the Morwell Outdoor Recreation Plan have been superseded by the Maryvale Reserve master plan (2016)					

8

74.		Ronald Reserve	Morwell East Football Netball Club, Pegasus Soccer Club, Morwell Tennis Club	Extend the netball court runoff to meet standards and investigate potential for warm up court in the future	Project complete				
75.				Widen access road into the reserve, install signage, improve definition of parking areas and install traffic island between road and car park	Project complete				
76.				Install removable barriers in front of soccer and football/cricket buildings to prevent vehicular access	Project complete				
77.				Upgrade area surrounding soccer pitch including drainage and irrigation	Project underway	Yes	Council	N/A	Irrigation has been installed, however the drainage surrounding the ground will be completed during 2017/18.
78.				Renovate AFL clubrooms	Not complete	Yes	Council	Pavilion	A design for the upgrade of the AFL pavilion was completed during 2016.
79.				Undertake improvements to coaches boxes and seating around the ground	Not complete	No	Club	N/A	Coaches boxes are sport specific infrastructure which is not funded by Council
80.				Upgrade Soccer clubrooms	Not complete	Yes	Council	Pavilion	
81.		Crinigan Road South Reserve	Fortuna 60 Soccer Club, St Vincents Cricket Club	Extend the refurbish clubrooms as a multi-use pavilion and incorporating public toilets. Demolish existing public toilets	Project complete				
82.				Enclose and extend the existing spoon drain	Project complete				
83.				Install removable bollards near change room facility to prevent vehicular access	Project complete				
84.				Improve the surface of the cricket oval. Explore options for improve irrigation including the installation of water tanks	Not complete	Yes	Council	Drainage, Irrigations and Surface	
85.				Install training lights on the sub-junior soccer pitch	Project complete				
86.				Improve surface and define extent of car ark and install lighting	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
87.				Improve path access to adjacent resident court heads	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
88.		Airlie Bank Reserve		Develop as a local neighbourhood park with landscaping and tree planting	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
89.				Multi-use open space area, for potential use as an overflow	Not complete	Yes	Council	Drainage, Irrigation &	

9

				training venue/secondary sports ground				Surfaces	
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
90.	Moe Newborough Outdoor Recreation Plan	Ted Summerton Reserve	Moe Football Netball Club, Moe CFA Urban Fire Brigade, Moe Cricket Club	Improve Irrigation	Project complete				
91.				Develop external access to the pavilion for users	Not complete	Yes	Council	Pavilion	
92.				Provide additional storage for football adjoined to the existing storage facility	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, additional storage is the responsibility of the club
93.		Joe Tabuteau Reserve	Moe Junior Football Club, Moe Cricket Club, Model Aero Club	Existing Netball Courts – Convert courts to car park (when club is relocated to Monash Reserve)	Not complete	Yes	Council	N/A	
94.				Provide sealed car parking along Saviges Road and a footpath to both entries	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
95.				Create a small amount of park near court 1 near the Netball Courts	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
96.				Improve access to sports fields from Mitchells Road	Not complete	Yes	Council, Moe Racing Club	N/A	
97.				Provide a sealed and marked car park	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
98.				Existing vehicle access via race track to be retained	Not action required				
99.				Improve signage to direct sports field user to entry of Mitchell's road	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
100.				Pavilion upgrade	Project complete				
101.				Play Spaces	Not complete	Yes	Council	N/A	A master plan design has been undertaken and will be presented to Council for endorsement in late 2017.
102.		Olympic Reserve	Moe Soccer Club,	Improve drainage on the east side of the pitch 1	Project complete				
103.				Provide drainage around the ground near pitch 1	Project complete				
104.				Upgrade lighting on pitch 1 to competition standards	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
105.				Install irrigation	Project complete				
106.				Improve drainage on pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	

10

107.				Provide drainage around the ground near pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
108.				Improve lighting to pitch 2	Not complete	Yes	Council	Lighting	
109.				Retain existing Bocce pitch	Not complete	No	N/A	N/A	This club is no longer operating at the venue
110.				Pedestrian access from South St to pavilion	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
111.				Extend clubrooms to include social rooms	Not complete	No	Club	N/A	The club have access and full use of the existing swimming club social rooms
112.				Two additional change facilities in the pavilion	Not complete	Yes	Council	Pavilion	
113.				Improve car parking – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
114.		Moe Botanical Gardens	Moe Tennis Club	Reconstruction of tennis courts	Project complete				
115.				Retain existing access to community use courts	Project complete				
116.				Re-establish courts removed to open space	Project complete				
117.				Expand tennis pavilion	Not complete	Yes	Council	Pavilion	Pavilion will be upgraded to a local level pavilion standard as per the Recreation Infrastructure Funding Policy
118.				Connections – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
119.				Provide a 1.2-metre-high fence to create a dog off-lead area	Not complete	Yes	Council	N/A	This action is the responsibility of the Local Laws Department
120.				Play Space – all actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
121.		WH Burrage Reserve	Newborough Yallourn United Soccer Club, Moe Baseball Club, Newborough Cricket Club	New Soccer pitch 3	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
122.				Upgrade Baseball Diamond – replace back net	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club
123.				Provide lighting in front of the club facility	Project complete				
124.				Provide a second baseball diamond	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
125.				Upgrade net to 6m	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club.
126.				Provide player dug out	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the

11

									responsibility of the resident club.
127.				Cricket – improve drainage to oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
128.				Modify turf wickets to 5 pitches	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, turf wickets are the responsibility of the resident club.
129.				Install irrigation and drainage to Cricket/Baseball	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
130.				Upgrade lighting to pitch 1 to match standard	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
131.				Install irrigation to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
132.				Upgrade drainage to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
133.				Upgrade Baseball/Cricket pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2017
134.				Upgrade Soccer pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2016.
135.				Provide new cricket nets with retractable nets	Not complete	No	Club	N/A	As per the Recreation Funding Policy, nets are the responsibility of the tenant club
136.				Provide new ticket box	Not complete	No	Club	N/A	As the Recreation Infrastructure Funding Policy, ticket boxes are the responsibility of the tenant club
137.				Car Parking/Access road/pathway – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
138.		Monash & WH Corrigan Reserve	Monash Soccer Club, Adrenalin Paintball, Newborough Tennis Club	Redevelop existing tennis court to multi-use netball/tennis courts with lights	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
139.				Demolish existing pavilion and reconstruct a new multi-use pavilion	Not complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard
140.				Upgrade drainage to pitch 1	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
141.				Drainage and Irrigation to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
142.				Upgrade lighting to pitch 1 to match standards	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
143.				Re-size pitch 2 to standard size	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
144.				Upgrade lighting on pitch 2	Not complete	Yes	Council	Lighting	
145.				Install low level bollard style fencing around pitch 2	Not complete	Yes	Council	N/A	Funding for this project could be provided through LCC's annual Community Grants program
146.				Pathways/Play Spaces – all action	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions

12

									emanating from the Tracks Trails and Paths Strategy and Implementation Plan and the Tracks Trails and Paths Strategy
147.				Car Parking – all actions	Not complete	Yes	Council	N/A	Car parking linked to the construction of the pavilion will be incorporated into this project. Car parking projects that do not relate to the Recreation Infrastructure Funding policy should be considered as part of Council's other road/car parking asset replacement plans
148.				Vegetation – Plant new indigenous vegetation around the reserve	Not complete	Yes	Council	N/A	This action will be the responsibility of the Environment Team.
149.		Northern Reserve Newborough	Newborough Football Netball Club, Newborough Junior Football Club	New, unstructured junior oval with AFL goals posts	Funding provided for design in 17/18	Yes	Council	N/A	Design will be completed during 2017/18
150.				Netball Courts – Upgrade lighting to netball courts	Not complete	Yes	Council	Lighting	
151.				Improve drainage to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
152.				Upgrade lighting to the oval	Not complete	Yes	Council	Lighting	
153.				Install irrigation to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
154.				Upgrade change facilities for juniors and women	Not complete	Yes	Council	Pavilion	
155.				Parking & Access – All actions	Not complete	Yes	Council		Car parking linked to the construction of the pavilion will be incorporated into this project. Car parking projects that do not relate to the Recreation Infrastructure Funding policy should be considered as part of Council's other road/car parking asset replacement plans
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	Southern Towns Outdoor Recreation Plan	Gaskin Park	Churchill Football Netball Club, Churchill Junior Football Club, Churchill Tennis Club, Churchill Bowls Club	All actions identified in this master plan for Gaskin Park have been superseded by the Gaskin Park master plan					
156.		Andrew's Park West	Churchill Baseball Club, Churchill Cricket Club	Ground Irrigation and Drainage	Not Complete	Yes	Council	Drainage, Irrigation & Surfaces	
157.				Pavilion Upgrade – unisex, multi-use	Not Complete	Yes	Council	Pavilion	
158.		Boolarra Memorial Park	Boolarra Football Netball Club,	Refurbish change rooms as a multi-use facility for football, netball, cricket and tennis	Project complete				



13

			Boolarra Cricket Club, Boolarra Pony Club, Boolarra Tennis Club						
159.				Demolish public toilets no longer required after redevelopment	Project complete				
160.				Upgrade surface of main oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
161.				Netball and tennis court improvements	Project complete				
162.				Develop new Pony club first aid/storage building, install water tanks	Not complete	Yes	Council/Club	Pavilion	Funding to be provided for first aid, however club will need to contribute to storage, as per Recreation Funding Policy
163.				Develop equestrian cross country course and holding pens	Project complete				
164.				Develop equestrian round yard	Project complete				
165.				Develop equestrian dressage arena	Project complete				
166.		Callignee Recreation Reserve	CATS Cricket Club	Council is progressing plans for the development of a Callignee Community Centre	Project complete				
167.		Hazelwood South Reserve	Churchill RAMS Soccer Club	Install competition standard lighting to pitch 1	Project complete				
168.				Temporary seal entrance to reserve to improve safety prior to entrance upgrade	Project complete				
169.				Provide barrier along eastern boundary	Project complete				
170.				Improve entrance, parking, roadways and create paths into reserve	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
171.				Formalise open space within reserve. Develop playground and picnic facilities	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
172.				Consolidate social and change room facilities and remove shipping containers	Not complete	Yes	Council	Pavilion	A design for the change facility was completed in 2016.
173.		Flynn Recreation Reserve	Flynn Tennis Club	Block vehicular access to tennis courts	Project complete				
174.				Remove asphalt mound around hall and install spoon drain	Project complete				
175.				Resurface courts 3 & 4	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	A design for the reconstruction of all (4) courts as completed in 2017.
176.				Upgrade tennis court fencing and	Not complete	Yes	Council	Drainage,	As above

14

				net posts				Irrigation & Surfaces	
177.				Consider upgrade to the hall and public toilets to improve disability access for reserve users.	Not complete	Yes	Council	Pavilion	A design for the reconstruction of the hall was completed in 2016.
		Hazelwood North	Hazelwood North Tennis Club, Hazelwood North Cricket Club	All actions relating to Hazelwood North Reserve has been superseded by the Warren Terrace Reserve master plan	N/A				
		Traralgon South Recreation Reserve	CATS Cricket Club, Traralgon South Badminton Club	All actions relating to Traralgon South Recreation Reserve have been superseded by the Traralgon South Recreation Reserve master plan	N/A				
178.		Yinnar Recreation Reserve	Yinnar Football Netball Club, Yinnar Tennis Club, Yinnar Cricket Club?	Redevelop change rooms at eastern oval to accommodate judo and public toilets	Project complete				
179.				Install water tanks to recycle run-off from clubrooms to irrigate the turf wicket	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
180.				Netball Pavilion construction	Not complete	yes	Council	Pavilion	
181.				Upgrade the septic/sewage system	Not complete	Yes	Council	N/A	???
182.				Install dedicated drinking water supply at Eastern oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
183.				Install Irrigation on main oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
184.				Install lighting to the eastern oval	Not complete	Yes	Council	Lighting	
185.				Formalise parking on the southern side of the multi-use netball/tennis courts and norther permitter of the tennis courts	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
186.				Extend netball court run-off to meet standards	Project complete				
187.				Allow clubs to construct a combined scoreboard/gatekeeper's facility	Project complete				
188.				Install lighting to netball/tennis courts	Not complete	Yes	Council	Lighting	
189.				Install lighting at reserves main entry	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments

15

190.	Northern Towns Outdoor Recreation Plan	Glengarry Recreation Reserve	Glengarry Football Netball Club, Glengarry Cricket Club, Glengarry Tennis Club	Reconstruction of netball/tennis courts – all actions	Project complete				
191.				Install water tanks to recycle water to complement water bore	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
192.				Install irrigation on Fred King Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
193.				Undertake top dressing of Fred King Oval	Not complete	No	Club	N/A	This is a maintenance action, and the responsibility of the Glengarry Recreation Reserve Committee of Management
194.				Install new coaches boxes and spectator shelter on Don Duncan Oval	Project complete				
195.				Consolidate cricket facilities by relocate cricket nets to Doug Timmins Oval	Not complete	No	Club	N/A	As per Recreation Funding Policy, clubs are responsible for cricket nets
196.				Allow clubs to upgrade main pavilion	Not complete	N/A	Committee of Management		
197.				Allow cricket club to undertake internal improvements to clubroom	Not complete	N/A	Committee of Management		
198.				Connect power to public toilets	Not complete	N/A	Not required		
199.				Install bollards along roadways to prevent vehicles from accessing Doug Timmins and Don Duncan Oval	Not complete	No	Committee of Management	N/A	
200.				Seal school drop-off roadway along eastern boundary of Fred King Oval	Project complete				
201.				Seal roadway from reserve entrance to main pavilion	Not complete	No	Committee of Management	N/A	
202.				Improve definition of car park adjacent to net/tennis courts	Not complete	No	Committee of Management	N/A	
203.				Upgrade path/trail around the perimeter and install fitness stations	Not complete	Yes	Council	N/A	This action relates to the Tracks Trails and Paths Strategy & Implementation Plan
204.				Upgrade area and facilities for Agricultural show including fencing, ramps and access to water	Not complete	No	Committee of Management	N/A	
205.				Expand existing storage shed and compound	Not complete	No	Committee of Management	N/A	As per the Recreation Infrastructure Funding policy storage is the responsibility of the Committee of Management
206.				Develop a program for progressive replacement of existing trees and plant shade trees around the oval	Not complete	No	Committee Of Management	N/A	
207.		Toongabbie Recreation Reserve	Toongabbie Cricket Club, Toongabbie	Develop new club facility west of the tennis courts	Project complete				

16

			Pony Club						
208.				Resurface tennis courts	Project complete				
209.				Connect equestrian facilities to power	Not complete	Yes	Council	Lighting	
210.				Complete development of riding arena	Project complete				
211.				Upgrade public toilets and provide access for people with a disability	Not complete	Yes	Council	Pavilion	
212.				Reposition equestrian entrance gates further into reserve and repair fence where required	Project complete				
213.				Install picnic facilities for spectators and reserve users	Not complete	No	Committee of Management	N/A	
214.				Upgrade and consolidate equestrian clubroom facilities	Not complete	Yes	Council	Pavilion	
215.				Upgrade cricket nets in same location	Project complete				
216.				Install a cricket sight screen	Not complete	No	Club	N/A	As per Recreation Funding Policy, cricket nets are the responsibility of the club.
217.				Provide additional seating and shelters	Not complete	No	Committee of Management	N/A	
218.				Access bore water for main oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
219.				Upgrade access road by stabilising the surface	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
220.				Assess compliance of children's playground to Australian standards and undertake any necessary improvements	This action is completed annual by Latrobe City Council				
221.				Upgrade skate park in accordance with the Latrobe City Skate BMX Plan	Project complete				
222.		Toongabbie Village Green	Toongabbie Cricket Club	Install low Federation style fence at key locations around the reserve	Project complete				As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost
223.				Plant shrubs north of Mechanics Institute	Project complete				
224.				Install seating between trees along southern boundary	Project complete				
225.		Tyers Recreation Reserve	Traralgon Tyers United Football Netball Club, Tyers Tennis Club, Tyers Soccer Club	Improve landscaping by permitter planting of high trees	Project complete				
226.				Seal reserve entrance and upgrade	Project				

17

				gravel access roads, install speed humps where required	complete				
227.				Improve definition of car parking	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
228.				Clean out drain at reserve entrance and improve amenity	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
229.				Develop shade/shelter at multi-use court	Project complete				
230.				Install court lighting	Not complete	Yes	Council	Lighting	
231.				Plant windbreak along southern perimeter of courts	Not complete	No	Committee of Management	N/A	
232.				Refurbish AFL clubrooms to include adequate toilet and change facilities for females, umpires, netballers and tennis players	Project complete				
233.				Improve drainage on main oval and install an irrigation system	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
234.				Improve training lights for main oval	Not complete	Yes	Council	Lighting	A funding proposal was lodged for the 2018/19 CSIF Program in 2017.
235.				Upgrade Soccer change facilities for female players and referees and improve canteen facilities, storage and disability access	Project complete				
236.				Provide perimeter fencing around soccer pitch	Not complete	No	Club	N/A	As per Recreation Funding policy, this type of fencing is the responsibility of the tenant club.
237.				Upgrade surface of soccer pitch including camber improvements and investigation options for water re-use	Not complete	Yes	Council	Drainage, Irrigation and surfaces	
238.				Allow football and soccer clubs to upgrade their own social club facilities	No action required				
239.				Investigate the potential future development of a multi-purpose building to cater for all user groups	Action completed				There is no desire by either user group to further this action.
240.		George Bates Reserve	Yal/Yallourn North Football Netball Club	Resurface netball courts and address drainage and compliance issues	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
241.				Develop a half court/warm up area adjacent to the existing court	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
242.				Build a small clubroom with toilets and change facilities for netball	Not complete	Yes	Council	Pavilion	
243.				Allow clubs to refurbish pavilion	Not complete	Yes	Council	Pavilion	As per the Recreation Funding Policy, clubs are not permitted to undertake works to Council owned assets.
244.				Increase capacity of power supply for improved ground and lighting	Not complete	Yes	Council	Lighting	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does

18

									not directly impact and grow participation.
245.				Extend lighting to netball court	Not complete	Yes	Council	Lighting	
246.				Top dress oval and investigate options to improve drainage and water re-use	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	\$25,000 has been allocated from the 17/18 LCC budget to investigate drainage problems.
247.				Assess retaining wall supporting northern car parking and undertake repairs as necessary	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
248.				Install removable barriers in front of the pavilion and grandstand to prevent vehicular access	Project complete				
249.				Improve provision of shade by planting mature trees in key locations	Project complete				
250.				Address septic system	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
251.				Develop a multi-use path/trail to the reserve from the town	Not complete	Yes	Council	N/A	Funding has been provided for a desktop analysis of this project during 17/18.
252.		Yallourn North Town Oval	Yallourn North Junior Football Club, Yallourn North Cricket Club	Replace floor in community hall.	Not complete	No	Committee of Management		
253.				Consolidate buildings by extending & refurbishing the hall. Demolish public toilets and change facilities	Project complete				
254.				Relocate cricket nets	Not complete	No	Club	N/A	As per Recreation Funding Policy, cricket nets are the responsibility of the tenant club.
255.				Develop two multi-use courts at either the site of the existing courts or within the school grants	Not complete	No			There is no longer a tennis club in Yallourn North. The existing courts have been improved by YNAG to service any community use.
256.				Decommission remaining dis-used courts and use for parking	Not complete	Yes	Council	N/A	This project should be referred to the capital works budget to remove courts.
257.				Top dress oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
258.				Install removable bollards in front of the hall and recreation facilities to prevent vehicular access	Project complete				
259.				Widen reserve entrance to provide a dual entry/exit	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
260.				Upgrade surface of gravel access road within the reserve	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
261.				Improve amenity of reserve through landscaping	Not complete	No	Committee of Management		
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments

19

262.		Traralgon South Recreation Reserve master plan	CATS Cricket Club, Traralgon South Tennis Club, Traralgon South Badminton Club	Installation of new drainage measures to ensure that the oval surface quality is maintained through summer, whilst also being adequately drained in winter for usage by the community and the adjacent primary school	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
263.				Upgrades to the existing cricket pavilion on the eastern side of the oval to incorporate additional change rooms and new toilets facilities	Not complete	Yes	Council	Pavilion	A funding proposal has been submitted to the 18/19 CSIF Program in 2017.
264.				Community Hall – all actions	Project complete				
265.				Skate Park – all actions	Project complete				
266.				The establishment of multi-use courts, a secondary oval/multi-use pitch and a centralised pavilion catering to both facilities, with a system of pedestrian paths connecting the proposed area	Not complete	Yes	Council	Pavilion, Drainage Irrigation and Surfaces	
267.				Careful management and protection of the interface with the Flora Reserve to the west	No action required				
268.				New Multi-use courts – all actions	Not complete				As per previous action above.
269.				Secondary Oval – all actions	Not complete				As per previous action above
270.				Vehicular access	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
271.				Pedestrian Access – all actions	Not complete				This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
272.				Landscaping – all actions	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
273.				Undertake a drainage study	Project complete				
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments

20

274.	Warren Terrace Reserve master plan	Warren Terrace Reserve	Potential users include – Hazelwood North Cricket Club, Hazelwood North CFA	Develop an unfenced cricket with synthetic cricket pitch to accommodate both informal community usage and overflow competition cricket matches/training	Not complete					A design has been completed in 2016 for an informal oval.
275.				Construction of a new CFA building	Not complete	No	CFA			
276.				Construction of a new community building that accommodates both sporting club and community groups/local community residents	Not complete	Yes	Council	Pavilion		
277.				Establish a shared walking/cycling network within and around the perimeter of Warren Terrace Reserve to provide opportunity for informal recreation activities and improve connectivity throughout the site	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
278.				Support informal reserve recreation opportunities through the construction of a public play space to be made accessible via connecting pathways from Warren Terrace.	Not complete	Yes	Council	N/A		This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
279.				Encourage and promote Warren Terrace Reserve as a family friendly community meet place via the provision of a sheltered bbq area and picnic area	Not complete	Yes	Council	N/A		This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
280.				Provision of a sheltered spectator/community seating/viewing area at rear of multi-purpose building providing sight lights to cricket oval and play space	Not complete	Yes	Council			Will be considered as part of the construction of the pavilion.
281.				Enhance and promote enjoyable spectator experience via the provision of bench seating around the cricket playing field	Not complete	Yes	Council	N/A		Will be considered as part of the construction of the oval
282.				Improve Reserve entry and community awareness of site through the installation of entry signage in accordance with Council's signage guidelines	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
283.				Traffic management – all actions	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
284.				Reserve & Facility Management –	Not complete	Yes	Council	N/A		



21

	Master Plan	Reserve	Clubs	all actions Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
285.	Morwell Recreation Reserve Precinct master plan	Morwell Recreation Reserve & Keegan Street Reserve	Morwell Football Netball Club, Morwell Cricket Club	Redevelop old caravan park site into a multi-use community synthetic playing field, with lighting	Project funded				This project has been funded as part of a \$9 million funding announcement
286.				Construction of a shared multi-use pavilion for cricket and netball	Project funded				As above
287.				Demolish old cricket pavilion and return to open space	Project funded				As above
288.				Upgrade existing AFL change facilities to service both the main oval and the new synthetic field	Project funded				As above
289.				Extension of the AFL Gippsland Office	Project funded				As above
290.				Reconstruction of the netball courts & car parking	Project funded				As above
291.				Upgrade the lighting for the main oval	Project funded				As above
292.				Improve drainage on Keegan street reserve	Project funded				As above
293.				Upgrade Gert Mahoney pavilion, kiosk and grandstand	Not complete	Yes	Council	Pavilion	
294.				At the end of their useful life, demolish and relocate cricket nets	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding Policy, cricket nets including their demolition are the responsibility of the tenant club.
295.				Extend croquet court playing area to the west by 15 metres to allow the croquet club to establish a third court and expand their playing field capacity	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
296.				Construct an electronic scoreboard to service Morwell Recreation Reserve in open space west of the playing field	Project complete				
297.				Provision of safety netting/fencing behind the north goals of the main oval to protect passing vehicles/pedestrians	Project funded				This project has been funded as part of a \$9 million funding announcement
298.				Community Recreation – all actions	Not complete	No	Council	N/A	The Recreation Infrastructure Funding Policy does not relate to these actions, and funding should be considered as part of a separate capital works request for individual projects.
299.				Traffic Management & Landscaping – all actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
300.				Reserve & Facility Management – All actions	Not complete	Yes	Council	N/A	
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility		Comments

22

301.	Traralgon Recreation Reserve and Showground Master Plan 2015 Draft	Traralgon Recreation Reserve and Showground	Traralgon Football club, Traralgon Netball club, Traralgon Urban Fire Brigade, Ex-students Cricket Club, TEDAS, Agricultural Society, Cattle pavilion, Bridge Club, Men's Shed	Community Recreation – all actions	Not complete	No	Council	N/A	The Recreation Infrastructure Funding Policy does not relate to these actions, and funding should be considered as part of a separate capital works request for individual projects.
302.				Traffic Management & Landscaping – all actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
303.				Provide accessible power supply to the open grass area to the East for event use	Not Complete	No	Club	Lighting	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
304.				Construct TDAS pavilion as per Council adopted design	Not Complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard
305.				Demolish existing netball courts and shelters in the North East and provide new asphalt netball courts, shelters and court lighting in new location.	Not Complete	Yes	Council	Surfaces and lighting	
306.				Increase capacity of Old Trafford Oval for junior football and cricket through ground resurfacing/expansion works and lighting upgrades	Not Complete	Yes	Council	Surfaces	
307.				Relocate turf and synthetic cricket nets to improve connectivity between TEDAS pavilion and Old Trafford Oval	Not Complete	No	Club	N/A	As per the Recreation Infrastructure Funding Policy, cricket nets including their demolition are the responsibility of the tenant club.
308.				Upgrade sports field lighting to main oval to Australian Standards for night cricket	Complete	Yes	Council	Lighting	As per the funding policy, Council lighting will only be up to 100 lux
309.				Extend and upgrade existing change room's amenities incorporating accessible public/event toilets. Demolish existing 'event toilets'	Not Complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard
310.				Upgrade existing canteen/kiosk facility incorporating into existing pavilion	Not Complete	Yes	Council	Pavilion	This will be completed as part of the overall pavilion upgrade
311.				Upgrade/refurbish existing	Complete	No	Club	N/A	As per the Recreation Funding Policy, Scoreboard construction,

23

				scoreboard facility					maintenance and upgrades are the responsibility of the tenant club.
312.				Consider safety netting/fencing behind goals to protect spectators	Not Complete	No	Club	N/A	As per the Recreation Infrastructure Funding Policy, safety nets including their demolition are the responsibility of the tenant club.
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
313.	Traralgon Outdoor Recreation Plan	Agnes Brereton Reserve	Traralgon Netball Association, Traralgon Parkrun	Upgrade existing court surfaces and run-off areas in accordance with Netball Victoria's standards	Project complete				
314.				Refurbish existing pavilion in accordance with Universal and Healthy by Design Principles.	Project complete				
315.				Demolish existing public toilets when new toilets are constructed as part of the pavilion upgrade	Project complete				
316.				Increase informal reserve recreation opportunities through the provision of a community play space and sheltered picnic area in open space located in the south west corner of the open playing field	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
317.				Retain existing pathways and footbridge across Traralgon Creek to allow connectivity with neighbouring Traralgon Tennis Facility and Harold Preston Reserve	No action required				
318.				Improve steep pedestrian access from Anderson Street to improve pedestrian safety and general site accessibility	Project complete				
319.				Promote pedestrian access points through reserve wayfinding signage	Not complete	Yes	Council	N/A	This will be included in the development of the LCC Wayfinding Plan (2017)
320.				Traffic Management & Landscaping – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
321.		Apex Reserve	Pax Hill Junior Football Club, Centrals Cricket Club, Police Boys Junior Football Club	Upgrade existing sports pavilion in particular change facilities and amenities	Not complete	Yes	Council	Pavilion	
322.				Upgrade existing lighting on the oval	Not complete	Yes	Council	Lighting	
323.				Upgrade existing coaches boxes located on the western side of the ground	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding, coaches boxes are the responsibility of the tenant clubs.

24

324.				Improve Reserve accessibility and overall site connectivity via the establishment of a formalised path network.	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
325.				Increase informal reserve recreation opportunities through the provision of a play space, picnic area and bench seating under the group of mature trees	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
326.				Improve reserve entry and community awareness of site through the installation of entry signage in accordance with Council's guidelines	Project complete				There is already existing wayfinding signage for this reserve.
327.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
328.				In consultation with tenant sporting clubs, develop an equitable Sports Field and Pavilion Fees and Charges policy that reflect annual reserve and pavilion usage	Not complete	Yes	Council	N/A	The existing Sporting Reserves Fees and Charges will be reviewed in 17/18.
329.		Bradman Reserve	No user groups	Community Recreation – All actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan – Actions relating to Bradman Reserve are included in the current Play Space Improvement Plan for future years.
		Catterick Crescent Reserve	Traralgon Imperials Cricket Club, Cumberland Park Junior Football Club	All actions in this master plan relating to Catterick Crescent Reserve have been superseded by the Catterick Crescent Reserve master plan (2016)					
330.		Duncan Cameron Memorial Park	Rovers Cricket Club, Southside Junior Football Club	Upgrade existing sports pavilion, in particular change rooms and amenities	Not complete	Yes	Council	Pavilion	
331.				Resurface reserve playing field to remedy unevenness/drainage issues and increase playing field carrying capacity.	Project complete				
332.				Installation of two additional sport lights on east side of reserve in accordance with Australian Standards	Not complete	Yes	Council	Lighting	
333.				Upgrade deteriorated cricket net training facilities in their existing location	Not complete	NO	Club	N/A	As per Recreation Funding Policy, nets are the responsibility of the tenant club.
334.				Installation of safety netting/fencing to designated points around the reserve perimeter to improve	Not Complete	No	Club	N/A	As per the Recreation Funding policy, safety netting is the responsibility of the tenant club.

25

				pedestrian/spectator safety and minimise risk of residential property and/or vehicle damage					
335.				Community Recreation – all actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan – Actions relating to Bradman Reserve are included in the current Play Space Improvement Plan for future years.
336.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
337.		Eric Taylor Reserve	Traralgon Small Bore Rifle Club, Pax Hill Tennis Club	Upgrade of existing pavilion amenities with priority given to accessible toilet provision and improved building security	Not complete	Yes	Council	Pavilion	
338.				Resurface two tennis courts to allow continued provision for overflow tennis competition activities and multi-purpose community use	Not complete	Yes	Council	Drainage Irrigation and Surfaces	
339.				Upgrade deteriorated tennis fencing and netting on both courts to enable continued community/social use as well as overflow competition activities.	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
340.				Community Recreation – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
341.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
342.				Encourage both formal and informal use of tennis facility, through lighting of public tennis courts promote community evening usage of facilities	Not complete	Yes	Council	Lighting	
343.		Harold Preston Reserve	Traralgon Table Tennis Association, Traralgon City Soccer Club, Traralgon Olympians, Traralgon Little Athletics Association	Upgrade the existing Traralgon City Soccer/Traralgon Little Athletics pavilion.	Not complete	Yes	Council	Pavilion	A design for the upgrade of this facility was completed in 2016. Upgrades of this facility are not a part of the Infrastructure Funding Policy as this is an indoor stadium.
344.				Upgrade Traralgon Olympians change pavilion.	Project complete				
345.				Upgrade/extend existing Traralgon	Not complete	No	Club/s	N/A	As per the Recreation Infrastructure Funding Policy, it is the club

26

				Little Athletics/Traralgon City Soccer Storage Facility					responsibility to fund additional storage
346.				Improve playing surface of all six (6) fields at Harold Preston Reserve	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	A number of fields were upgraded during 15/16,
347.				Internal upgrade/refurbishment of existing Traralgon Table Tennis building with priority given to ensuring compliant stadium accessibility, change facilities and floor resurfacing works.	Partially complete	Yes	Council	Pavilion	The flooring was upgraded in 2016. Upgrades of this facility are not a part of the Infrastructure Funding Policy as this is an indoor stadium.
348.				Construction of match standard sport lighting to pitch 2	Project complete				
349.				Enhance and promote enjoyable spectator experiences via the provision of community shelters (Soccer) – all actions	Not complete	No	Club	N/A	
350.				Enhance and promote enjoyable athletics spectator experiences via the provision of spectator community shelters	Not complete	No	Club	N/A	
351.				Provision of safety netting/fencing behind the west goals of Soccer pitch 2	Not complete	No	Club	N/A	
352.				Improve reserve entry and community awareness of site through the installation of entry signage – all actions	Project funded	Yes	Council	N/A	Entry/Exit will be improved during 2017/18.
353.				Extend pathway along Davidson Street to provide access and improve connectivity of soccer pitch 6 (Alfred Close)  Establish a walking track/bicycle pathway connection along the north of the reserve that joins Franklin Street and Alfred Close	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
354.				Explore options to increase power supply through the site to assist with sorting/community events	Not complete	No	Club	N/A	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
355.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
356.				In consultation with tenant sporting clubs, develop an equitable Sports Field Fees and Charges Policy	Project complete				Council has an equitable Fees and Charges Policy already.
357.		Kevin Lythgo Reserve	Traralgon Baseball Club	Upgrade existing sporting pavilion to improve accessibility and the provision for a safe spectator viewing area overlooking the	Not complete	Yes	Council	Pavilion	

27

				baseball diamond					
358.				Upgrade sports lighting	Project underway	No	Club		The club has indicated that it will be completing this project.
359.				Erect baseball diamond fencing along dead ball line	Not complete	No	Club	N/A	This sport specific infrastructure is the responsibility of the club to fund as per the Recreation Funding Policy.
360.				Upgrade existing deteriorated batting cage fencing	Project underway	No	Club	N/A	As above
361.				Construction of a baseball bullpen	Project underway	No	Club	N/A	As above
362.				Establish a shared pathway around the reserve perimeter	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
363.				Formalise pathway from existing pavilion to baseball infrastructure and playing field to ensure DDA compliance	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
364.				Remove existing damaged and unsafe seating behind baseball diamond. Replace with terraced seating to allow continued spectator viewing opportunities	Not complete	NO	Club	N/a	
365.				Improve reserve entry and community awareness of site through the installation of entry signage in accordance with Council's Signage Guidelines	Not complete	Yes	Council	N/A	A funding bid for future capital works funding will be needed to support this project.
366.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
367.				Continue to work collaboratively with Traralgon Baseball Club and Flinders Christian College on shared use of the facility. – all actions	In progress				
368.				Review of Fees and Charges Policy	Project complete	Yes	Council	N/A	Council's Fees and Charges Policy is reviewed on an annual basis.
369.		Maskrey Reserve	Pax Hill Tennis Club	Upgrade existing clubrooms with accessible toilets and supporting amenities	Not complete	Yes	Council	Pavilion	
370.				Resurfacing, drainage and line marking works to all tennis courts in particular the south courts. Consider multi-use markings	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	The club funded the resurfacing of two (2) courts in 2016.
371.				Upgrade all existing tennis court fencing	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	The club/Council has funded the partial replacement of existing fencing.
372.				Upgrade court sports lighting	Not complete	Yes	Council	Lighting	
373.				Community Recreation – all actions	Not complete	Yes	Council	N/A	These actions relate either to the Tracks Trails and Paths Strategy and Implementation Plan or the Play Space Implementation Plan.
374.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding

28

									policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
375.		Traralgon Tennis Centre	Traralgon Tennis Association (Leased facility)	Pending future design, project funding and approval/project agreement from key stakeholders, reconfiguration and possible second storey extension to the existing clubroom	Not complete	No	External Funding body	N/A	This facility is classified as a Regional Facility. The pavilion upgrade is beyond the level of local provision and will not be assessed via the Recreation Infrastructure Funding Policy.
376.				Show Court Project	Project complete				
377.				Continue to light any remaining tennis courts to 350 Lux	Not complete	No	Club	N/A	Club responsibility to upgrade lighting as it is leased out.
378.				Replace aged tennis court perimeter fencing through the precinct	Project funded	Yes	Council	N/A	The fencing will be replaced during 2017/18.
379.				Improve spectator facilities throughout the precinct	Not complete	No	Traralgon Tennis Association	N/A	As per the Recreation Infrastructure Funding Policy
380.				Enhance clubhouse aesthetics and sporting/community event functionality via the retrofitting of existing tiered seating	Project complete				
381.				Improve linkages between sporting and community infrastructure at Agnes Brereton Reserve, Traralgon Tennis Centre and Harold Preston Reserve through the establishment of accessible shared pathways	Project complete				
382.				Consider the relocation of underutilised skate park at the end of its useful life and return area to passive open space	Project underway	Yes	Council	N/A	A funding proposal has been lodged SRV for planning funding to investigate the relocation of the skate park.
383.				Resurface, realign and re-define existing gravel car park to increase parking capacity of the site for large scale events and tournaments.	Project complete				
384.				Enhance amenity and vegetation along linear creek pathway to improve overall aesthetics of the site	Project complete				
385.				Investigate the functional and operational viability of major events being hosted at the Traralgon Tennis Centre through a major events feasibility study.	Project complete				
386.		Traralgon West Sporting Complex	Traralgon West Cricket Club, West End Junior Football Club,	Complete the central pavilion (upstairs).	Project partially completed	Yes	Council	Pavilion	The lift and external fire stairs were constructed during 2016.



29

			Gormandale Cricket Club, Traralgon Umpires, Traralgon Harriers						
387.				Upgrade existing cricket pavilion at Stoddart Oval for cricket and junior AFL	Project complete				
388.				Construction of sports lighting at Stoddart Oval for junior AFL	Not complete	Yes	Council	Lighting	
389.				Resurface of Jack Canavan Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
390.				Enhance and promote enjoyable spectator experiences via the provision of temporary grandstand seating on Jack Canavan and Stoddart Ovals	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this infrastructure is the responsibility of the tenant clubs.
391.				Scoreboard provision on Stoddart Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
392.				Provision of moveable match day sight screens	Not complete	No	Club	N/a	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
393.				Construct sheltered player/coach benches on eastern boundary of Stoddart Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
394.				Upgrade player/coach benches to the north end of Jack Canavan Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
395.				Installation of two 10,000 litre rain water tanks.	Project complete				
396.				Community Recreation – all actions	Not complete	Yes	Council	N/A	These actions relate either to the Tracks Trails and Paths Strategy and Implementation Plan or the Play Space Implementation Plan.
397.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
398.				Reserve & Facility Management – all action	Project complete				
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	Soccer Plan (2008)	Hazelwood South Reserve	Churchill RAMS Soccer Club	All actions identified in the Soccer Plan for Hazelwood South Reserve have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Moe Olympic Reserve	Moe Olympic Soccer Club	All actions identified in the Soccer Plan for Moe Olympic Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Monash Reserve &	Monash Soccer Club	All actions identified in the Soccer Plan for Monash Reserve & WH	N/A				

30

		WH Corrigan Reserve		Corrigan Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan					
		Burrage Reserve	Newborough Yallourn United Soccer Club	All actions identified in the Soccer Plan for Burrage Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
399.		Crinigan Road South Reserve	Fortuna 60 Soccer Club	Extend and refurbish change rooms as a multi-use facility for both soccer and cricket, including female change facilities, public toilets.	Project complete				
400.				Install training lights on the sub-junior pitch to maximise use	Project complete				
401.				Provide soccer club with access to the cricket ground for training and junior competition	Action completed				
402.				Install removable bollards near change room facility to prevent vehicular access	Project completed				
403.				Address identified risk management issues	Actions addressed.				
404.		Ronald Reserve	Pegasus Soccer Club	Upgrade clubrooms to include change facilities for referees and female players and improved disability access	Not complete	Yes	Council	Pavilion	
405.				Install removable bollards in front of soccer facility to prevent vehicular access	Project complete				
406.				Upgrade the area surrounding the soccer pitch to maximise use, including drainage and irrigation	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	Drainage investigations and remediation will be undertaken during 2017/18.
407.				Investigate the potential to capture and re-use water runoff from the bitumen track	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
408.				Investigate and address corrosion on south west light tower	Action complete – Lights replaced in 2010				
409.				Provide shelter for spectators	Action complete				
410.				Provide future access to Morwell Park sports oval for training and junior competition	Action complete				The Morwell Park Oval was upgraded with drainage being installed during 2016.
411.				Upgrade the maintenance classification to a Category A field	Action completed				
412.		Harold Preston Reserve	Traralgon City Soccer Club, Traralgon	All actions identified in the Soccer Plan for Harold Preston Reserve have been superseded by the Traralgon Outdoor Recreation Plan	N/A				

31

			Olympians Soccer Club						
413.		Tyers Recreation Reserve	Tyers Soccer Club	All actions identified in the Soccer Plan for Tyers Recreation Reserve have been superseded by the Northern Towns Outdoor Plan	N/A				
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	Tennis Plan	Boolarra Recreation Reserve	Boolarra Tennis Club	All actions identified in the Tennis Plan for Boolarra Memorial Park have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Gaskin Park	Churchill Tennis Club	All actions identified in the Tennis Plan for Gaskin Park have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Flynn Recreation Reserve	Flynn Tennis Club	All actions identified in the Tennis Plan for Flynn Recreation Reserve have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Glengarry Recreation Reserve	Glengarry Tennis Club	All actions identified in the Tennis Plan for Glengarry Recreation Reserve have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Hazelwood North Reserve	Hazelwood North Tennis Club	All actions identified in the Tennis Plan for Hazelwood North Reserve have been superseded by the Due Diligence report for Hazelwood North sporting infrastructure.	N/A				There is no longer an active club at this reserve.
414.		Moe Botanic Gardens	Moe Tennis Club	All actions identified in the Tennis Plan for Moe Botanic Gardens have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Monash Reserve	Newborough Tennis Club	All actions identified in the Tennis Plan for Monash Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
415.		Keegan Street Reserve	No active club	Decommission courts	Project complete				
416.		Ronald Reserve	Morwell East Tennis Club (obsolete) Morwell Tennis Club	Encourage tennis clubs to continue to work together to upgrade and expand facilities	Action complete				The Morwell East Tennis Club folded in 2010.
417.				Resurface five (5) courts at the	Action not				As above. The club folded in 2010. The courts will be demolished in

32

				Morwell East Tennis Facility	completed				2018/19.
418.				Address risk management issues associated with net winding handle	Action complete	No	Club	N/A	Specific infrastructure for tennis is the responsibility of the club.
419.				Install lighting on additional courts to enable the expansion of the night competition	Not complete	Yes	Council	Lighting	
420.				Improve spectator facilities through the provision of additional seating and shade	Not complete	No	Club	N/A	As per the Recreation Funding Policy, infrastructure such as seating and shade is the responsibility of the club.
421.				Address requirement for clubroom underpinning and provide access for people with disability	Not complete	Yes	Council	Pavilion	
		Toongabbie Recreation Reserve	Toongabbie Tennis Club	All actions identified in the Tennis Plan for Toongabbie Recreation Reserve have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Maskrey Reserve	Pax Hill Tennis Club	All actions identified in the Tennis Plan for Maskrey Reserve have been superseded by the Traralgon Outdoor Recreation Plan	N/A				
		Eric Taylor Reserve	Pax Hill Tennis Club	All actions identified in the Tennis Plan for Eric Taylor Reserve have been superseded by the Traralgon Outdoor Recreation Plan	N/A				
		Traralgon Tennis Centre (Harold Preston Reserve)	Traralgon Tennis Association	All actions identified in the Tennis Plan for Traralgon Tennis Centre (Harold Preston Reserve) have been superseded by the Traralgon Outdoor Recreation Plan	N/A				
		Traralgon South Recreation Reserve	Traralgon South Tennis Club	All actions identified in the Tennis Plan for Traralgon South Recreation Reserve have been superseded by the Traralgon South Recreation Reserve Plan	N/A				
		Tyers Recreation Reserve	Tyers Tennis Club	All actions identified in the Tennis Plan for Tyers Recreation Reserve have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Yallourn North Town Oval	No club	All actions identified in the Tennis Plan for Yallourn North Town Oval have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Yinnar Recreation Reserve	Yinnar Tennis Club	All actions identified in the Tennis Plan for Yinnar Recreation Reserve have been superseded by the Southern Towns Outdoor Recreation Plan.	N/A				

33

422.		Albert Deppeler Reserve – Yinnar South	No Club	These courts have been decommissioned.	N/A				
423.		Boolarra Memorial Park		Ground Lighting Main Oval		Yes	Council	Lighting	As per funding policy Council will upgrade to 100 lux local level lightings



**LatrobeCity** Recreation Infrastructure Funding Policy



# Recreation Infrastructure Funding Policy

Version (1)

Approval Date: (insert date)

Review Date: (insert date)



## Recreation Infrastructure Funding Policy

### DOCUMENT CONTROL

Responsible GM	Steven Piasente	
Division	Infrastructure & Recreation	
Last Updated (who & when)	Manager Recreation, Jamey Mullen	2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Latrobe City Council	11/4/2017	Revision
Latrobe City Council	24/4/2017	Update assessment matrix changes
Latrobe City Council	7/06/17	Update assessment matrix changes
Latrobe City Council	17/07/17	Update Changes
Latrobe City Council	15/08/2017	Changes from Needs Assessment
References	Refer to Section 8 and 9 of this policy	
Next Review Date	June 2018	
Published on website	Yes	
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**WARNING - uncontrolled when printed.**

Page 2 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### 1. Background

In 2017, Latrobe City Council undertook a Recreation Needs Assessment, a strategic document that provides Council with one consolidated document to cover the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The document will allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

As part of that assessment, this Recreation Infrastructure Funding Policy was developed to ensure a fair and consistent allocation of Council resources towards the development of Council owned and/or managed facilities for sport and recreation.

Council has a role in providing facilities that benefit the community through increasing participation and encouraging active, healthy lifestyles; and to build the capacity of volunteers to offer improved opportunities for all.

This policy applies to the development of infrastructure on Council owned and managed property. In particular, it identifies the funding responsibilities for identified core and optional infrastructure relating to specific sport and recreation activities.

It should be noted that Council's funding for the core components is dependent on budget availability and the competing demands of other projects.

For ease of reference, the sport and recreation organisations that utilise these venues/facilities are referred to throughout the document as 'clubs'.

**WARNING - uncontrolled when printed.**

Page 3 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------





## Recreation Infrastructure Funding Policy

### 2. Objectives

The objectives of this Policy are:

- To ensure that the development of community sport and recreation facilities within Latrobe City occurs in an effective and cost-efficient manner
- To provide clarity on the roles and responsibilities of both Council and clubs in relation to the development and provision of sport and recreation infrastructure
- To encourage partnerships between Council, clubs and other agencies for the development of sport and recreation facilities across Latrobe City

#### 2.1. Guiding Principles

The proposed policy is based on the following principles:

- Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council
- Council will be responsible for funding only core components of sport and recreation venues/facilities, whilst the clubs will be responsible for other components that are considered optional
- Funding will only be considered for facilities located on Council owned or managed land, or Crown Land reserves that are supported by Council through annual maintenance grants
- Where a project can be completed without a planning or building permit or relative types of construction permits, Council **may** consider permitting clubs undertaking works.
- **Prior** to any plans or purchase of components relating to the project, liaison with council **must** occur.
- Priority will be given to developments that will encourage participation in active sport and recreation activities
- Any developments must obtain the relevant Council and any other approvals/standards (such as Australian Standards, Building Code requirements, and the requirements of the sport/activity's governing State/National body)
- Any developments that do not align with the local level facility hierarchy or the relevant state sporting guidelines will not be supported
- A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is

**WARNING - uncontrolled when printed.**

Page 4 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

close to a council border. The catchment for a 'local' facility could be district, neighbourhood, or very local ie: one suburb or one town."

- A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
- All designs and projects will be economically sustainable in design and construction, as per the ESD guidelines by Sport and Recreation Victoria
- The components of any proposed development will be assessed, and will include, but not necessarily limited to:
  - The integration of the proposed development with surrounding facilities/infrastructure, including the site's ability to cater for it
  - The functionality of the development's design
  - The impact of the development on any other activities on the site
  - The contribution/detraction to local amenity
- It is recognised that some developments will be subject to certain circumstances that warrant special consideration. These may include:
  - Significant changes to participation levels
  - Changes to requirements from governing/statutory bodies (e.g. change room requirements, lighting levels, access for people with disabilities, etc.)
  - Historical factors beyond the control of the current club
  - Multiple tenants at a facility
  - Specific conditions of tenure arrangements.

### 3. Scope

This policy relates to the development of all Council owned or managed land (or Crown Land reserves that are supported by Council through annual maintenance grants) and infrastructure used for the purposes of providing active sport and recreation activities within the Latrobe City. Developments may include new facilities or the refurbishment/renovation of existing facilities.

Developments associated with indoor sporting centres/stadiums or aquatic facilities are not covered by this Policy.

Funding will be subject to future Council budget considerations.

**WARNING - uncontrolled when printed.**

Page 5 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### 3.1. Process

Council officers will complete a weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy.

A club seeking funding for a project not previously identified in the strategy or master plan is required to complete an Expression of Interest (EOI) form detailing the proposed project.

Once the EOI form is lodged, the viability of the project will be assessed by Council officers against the same assessment matrix.

The assessment criterion is as listed:

- Past and current participation average increase/decrease over the past three years
  - Where possible, the data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project through the matrices.
  - Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis.
  - In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
  - For female only sports, the club will be scored on **one** section of KPA 1 and will not be scored on both the 'all' section and 'female' section to obtain double scoring.
- Current compliancy issue with the facility:
  - Non-compliant to State Sporting Association Guidelines:
    - Non-compliant umpires change rooms such as size, number of change rooms, in accordance with local level peak body guidelines.
    - Unisex compliance issues
  - Building Code Compliance Issues:
    - Occupational Health and Safety
    - Asbestos
    - Disability Discrimination Act (DDA) compliance
    - Issues relating to Australian Standards

**WARNING - uncontrolled when printed.**

Page 6 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

- In accordance with Latrobe City's building audit
- Will the project encourage the development of a multi-use facility?
  - Is the facility a multi-use facility or is it a single use facility?
  - Will the project benefit multiple-user groups?
- Has the Club worked with GippSport to develop strategic plans and documentation?
  - Female friendly policies/programs to promote female inclusion within the club
  - Participation Plans
  - Has the club initiated the process with GippSport?
- Clubs making a **cash contribution** to **core components only** of the project will be scored on the level of the following contributions:
  - 20+%
  - 10-20%
  - 1-10%
  - 0%
- Masterplan Alignment:
  - Does the project align with a Council master plan?
- Grass Based Sporting Review or Hardcourt Audit alignment:
  - For relevant projects, does it identify a need with the recommendations and findings from Latrobe City's Grassed based sporting review or the Latrobe City Council Hardcourt Audit?
  - Current ground condition/usage
  - Overused
  - Matches potential use – within four hours of matching potential use
  - Underused
  - Hardcourt compliancy to sporting guidelines
- Trends and Demands
  - Does the sport and project align with sporting based trends and demands within Latrobe City as identified within Latrobe City Council's Recreation Needs Assessment?
  - Increase
  - Steady
  - Decrease
- Current lighting conditions:
  - No lighting
  - Non-compliant lighting <50 lux
  - Number of current lighting poles

WARNING - uncontrolled when printed.

Page 7 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

- One lighting pole with light
- Two or more lighting poles with lights

If successful, the project may be considered for implementation within the next annual budget, as an indicative item that will subject to the assessment and consideration of other requests and funding priorities, as a part of the annual budget process.

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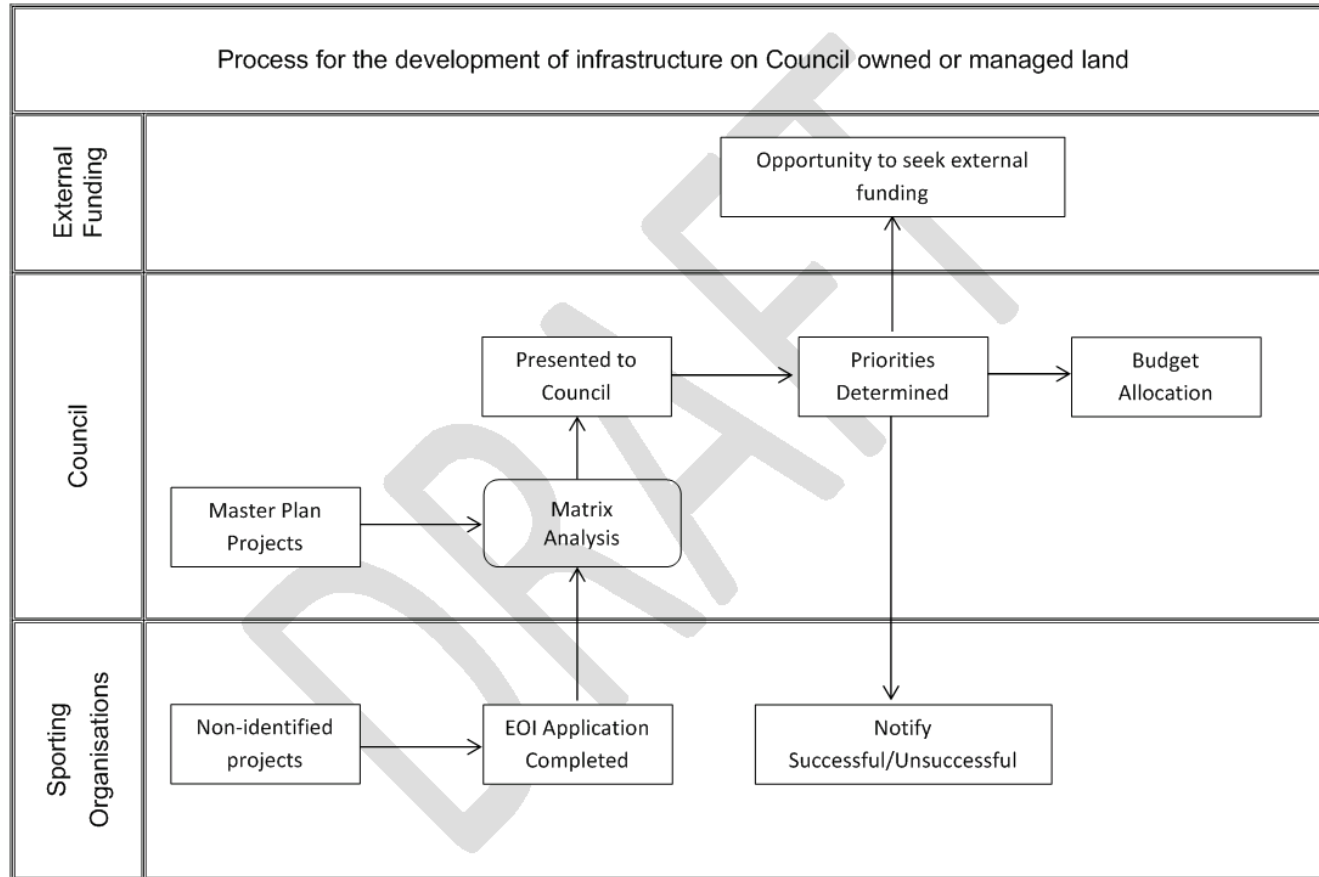
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Page 8 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy



**WARNING - uncontrolled when printed.**

Page 9 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### What types of projects will be funded?

- Core components as per table 1
- Projects that promote participation in physical activity
- Projects that have demonstrated a need through current and past participation
- Projects with compliancy or occupational health and safety issues
- Projects that encourage the development of multi-use, shared facilities
- Projects that strongly align with master plans/strategies
- Projects that demonstrate a need through trends and demands of the sport
- Projects that align with Councils documents such as the Grass Based Sporting Review Document
- Projects aligned with external funding opportunities

### What types of projects will not be funded?

- Applications for non-core components as per table 2
- Projects that do not score as highly as others
- Projects where cash contributions have not been confirmed with bank statement proof
- Projects that do not strongly meet the assessment criteria

### Timeframe for EOI completion

- Expression of interest applications to be submitted before October 31<sup>st</sup>. EOI's submitted after October 31<sup>st</sup> of each year will not be considered in the following year's annual budget.

**WARNING - uncontrolled when printed.**

Page 10 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### 4. Levels of Contribution

#### 4.1. Sports Pavilions

##### 4.1.1. Core Components

The table below outlines the core components of sporting pavilions. The table outlines the maximum number of components Council will fund.

The size of each component will be determined by the relevant sport's peak body facility guidelines/requirements. Where these guidelines are not available, Council Officers will liaise with the relevant Peak bodies to determine an appropriate size/number for the facility's purpose. The additional costs associated with any such developments that exceed these minimum size/embellishment requirements will be borne by the club.

Table 1: Core components that Council will fund

COMPONENT	QUANTITY
Change rooms*	1 – 4
Amenities (showers/toilets)	1 - 4
Kitchen/Kiosk	1
Umpire change facilities	1
Storage room (within pavilion, up to 20 square metres)	1
First aid room	1
Multi-purpose/social space (up to 50 square metres)#	1
Power upgrades as part of successful lighting or pavilion projects^	If necessary
Drinking fountains as part of overall project	1-4
Rubbish bins as part of overall project (fixed)	1-4

\* For sites/reserves with three or more grounds, consideration will be given to the development of extra facilities.

# Where three (3) or more user groups occupy a pavilion, Council will consider an increase in the size of the social/multipurpose space as part of the overall project.

^ Power upgrades as part of a successful lighting or pavilion project (if necessary) will be assessed as part of the project and not assessed individually.

**WARNING - uncontrolled when printed.**

Page 11 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------





## Recreation Infrastructure Funding Policy

### 4.1.2. Optional Components

The table below outlines components of pavilions that are considered features that clubs desire to have on site, but are not essential to the usual delivery of the sport/activity. Responsibilities for funding these developments are 100 percent responsibility of the club.

Table 2: Optional Components Council will not fund

OPTIONAL COMPONENT
Commercial/catering kitchen
Bar facilities (if permitted by Council)
Meeting room/s
Additional Administration/Social space >50m <sup>2</sup>
Gymnasium
Additional storage (in addition to core component)
Security system
Alarms
Timekeeper room
Cleaner's room
Shade spectator area

**WARNING - uncontrolled when printed.**

Page 12 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### 4.1.3. Pavilion fit-out

Table 3: Responsibilities for fit-out items of pavilions

COUNCIL	CLUB
<p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ All plumbing works for core pavilion components, including hot water supply &amp; hot water systems</li> <li>▪ Locks and security lighting (and security screens/doors where appropriate)</li> <li>▪ Appropriate floor coverings for core pavilion components such as epoxy flooring</li> <li>▪ Light fittings (including emergency exit lighting)</li> <li>▪ Curtains/blinds</li> <li>▪ Bay change facilities</li> </ul>	<p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ Furniture &amp; Shelving</li> <li>▪ Floor coverings for optional pavilion components</li> <li>▪ Bar facilities and fit-out</li> <li>▪ Telephone, television and internet connections and associated equipment</li> <li>▪ Heating/cooling of all pavilion components (core and optional)</li> <li>▪ Security alarms</li> </ul>
<p><i>Canteen/Kiosk/Kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Benches and cabinets</li> <li>▪ Tiling</li> <li>▪ Oven/hot plates</li> <li>▪ Extraction fans/range hood</li> <li>▪ Hot water urns</li> </ul>	<p><i>Canteen/kiosk/kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Instant hot water ('zip') units</li> <li>▪ Refrigeration/freezers</li> <li>▪ Dishwasher</li> <li>▪ Crockery and cutlery</li> </ul>
<p><i>Change Rooms:</i></p> <ul style="list-style-type: none"> <li>▪ Bench seating and clothes hooks</li> <li>▪ Change room fixtures such as mirrors, towel dispensers, toilet roll holders, etc.</li> </ul>	

**WARNING - uncontrolled when printed.**

Page 13 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### 4.2. Ancillary infrastructure

Ancillary infrastructure includes features that are necessary to deliver the sport/activity, but are separate from the main pavilion. The following outlines the responsibilities of both Council and the club in relation to the development of such features.

Works undertaken with Council funding, on Council owned or managed land will be delivered by Council. No in Kind contributions will be considered.

Table 4: Ancillary Infrastructure Table

COMPONENT	COUNCIL CONTRIBUTION 100%	CLUB CONTRIBUTION 100%	DESCRIPTION
General power upgrades	✓	✗	General power upgrades not a part of an overall pavilion or lighting project are not supported by this Infrastructure Funding Policy. Funding for this type of infrastructure can be obtained through alternate Council funding streams ie: Grants.

WARNING - uncontrolled when printed.

Page 14 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

<p>Sports Lighting (includes field, and hardcourts surfaces)</p>	<p>✓</p>	<p>✗</p>	<p>Council will contribute up to 100% towards sports lighting up to a standard of 100 lux. Only LED lighting systems are considered acceptable for funding.</p> <p>The installation of sports lighting will require Council approval and is also subject to building approval and, in certain cases, a planning permit. Council will contribute towards:</p> <ul style="list-style-type: none"> <li>• Construction of a new field/surface lighting system</li> <li>• Upgrading of an existing field lighting system.</li> </ul> <p>Council does not fund lighting levels above 100 lux at local level facilities. Once installed, the operating cost of the field lighting becomes the sole responsibility of the club, including the ongoing replacement of bulbs/globes. Council will maintain lighting infrastructure, including the poles.</p>
<p>Scoreboards</p>	<p>✗</p>	<p>✓</p>	<p>Construction and maintenance of scoreboards will be 100% funded by clubs and they must:</p> <ul style="list-style-type: none"> <li>• Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> </ul>

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Page 15 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

			<ul style="list-style-type: none"> <li>Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage</li> <li>Not detract from the site's amenity.</li> </ul>
Coaches boxes and player dugouts	x	✓	Construction and maintenance of coach's boxes and player dugouts will be 100% funded by the club.
Sports playing/ field perimeter fencing for ovals or fields	✓	x	<p>Council owned or managed land facilities fencing projects must be approved by Council.</p> <p>Types of fencing must be approved and agreed upon by Council prior to purchase.</p> <p>Clubs are to contribute 50% of the construction for fencing, with Council's contribution at a maximum of 50%.</p> <p>Upgrades of fencing will need to be co-funded by the clubs, 50% contribution with 50% Council contribution.</p> <p>Council will only fund <b>playing field perimeter fencing</b> at measurements of 0.9 metres in height.</p>
Goal posts and padding	x	✓	The installation and maintenance of goal posts and padding will be 100% the responsibility of the club in which they must meet the

WARNING - uncontrolled when printed.

Page 16 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			requirements of the relevant State Sporting Organisation.
Protective/safety netting  *Safety netting is netting that prevents balls from leaving the field/ground	x	✓	Clubs must contribute 100% of the cost and maintenance of protective/safety netting, to assist with the containment of the ball for safety or functional purposes.
Gate keepers box	x	✓	Clubs must contribute 100% of the cost and maintenance of a gate keeper's box. Planning and building permits may be applicable and are also the responsibility of the club. In general, a gate keeper's box will: <ul style="list-style-type: none"> <li>• Have a maximum allowable size of 1.5 x 1.5 metres</li> <li>• Not detract from the site's amenity.</li> </ul>
Sirens & Public Address (PA) Systems	x	✓	Clubs must contribute 100% of the cost and maintenance of sirens and PA systems, and planning permits may be applicable. Seeking this permit is the responsibility of the club.
Solar Powered Units	x	✓	Council approval must be sought prior to any purchase or installation of solar energy systems. They must also be approved by Council they must comply with Building and Planning

WARNING - uncontrolled when printed.

Page 17 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			<p>permit requirements</p> <p>If successful Clubs will then contribute 100% to the installation and maintenance of solar energy systems.</p>
Irrigation and Drainage	✓	x	<p>Council will contribute 100% of the costs of installation and maintenance of irrigation and/or drainage.</p>

DRAFT

WARNING - uncontrolled when printed.

Page 18 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### 4.3. Sports

Due to their nature, some sports have specific requirements as determined by the relevant State Sporting Organisation. Furthermore, sports infrastructure provided for exclusive use by a club will be 100% funded and maintained by the club.

Table 5: Sport Specific Table

SPORT	COUNCIL CONTRIBUTION 100%	CLUB CONTRIBUTION 100%	DESCRIPTION
Athletics	-	-	Latrobe City Council's regional facility for athletics is the Joe Carmody Track located at Latrobe Leisure Moe Newborough. This synthetic facility is identified as the regional facility for athletics in Gippsland. Any further development or redevelopments for athletics will be grass based only.
Baseball/ Softball	x	✓	Clubs must fund 100% of the cost and maintenance of dugouts. Clubs must provide 100% of the cost for the construction and maintenance of batting cages and the synthetic/ decomposed granite (en tout cas) infield (including pitcher's mound).  Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.

WARNING - uncontrolled when printed.

Page 19 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------





## Recreation Infrastructure Funding Policy

<p>Cricket</p>	<p>✓</p>	<p>✓</p>	<p>Clubs are responsible 100% for turf wicket construction and maintenance costs.</p> <p>Cricket Australia's Facility Guidelines state that for Community Club (home or satellite grounds) 5-6 pitches adequately accommodates for weekly Country, Metropolitan and/or Junior Association fixtures.</p> <p>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches in which this is consistent with the Infrastructure Policy. This type of infrastructure will remain the club's responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</p> <p>Council will provide 100% of the replacement cost of:</p> <ul style="list-style-type: none"> <li>Centre wicket synthetic pitch when it is at the end of its useful life.</li> </ul> <p>Clubs must contribute 100% of the cost of construction and maintenance of cricket nets and associated infrastructure. Clubs should ensure that any associated planning permits and building permits are secured for these projects prior to</p>
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WARNING - uncontrolled when printed.

Page 20 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			<p>construction</p> <p>Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</p>
Equestrian	x	✓	<p>Clubs must contribute 100% to covered arenas, holding pens, cross country courses and components, round yards.</p> <p>Council will only fund local level core components that directly impact participation.</p>
Football (Australian Rules)	x	✓	<p>Clubs will provide 100% of the cost and maintenance of the football goal post instalment and removal.</p> <p>Clubs must contribute 100% of the cost and maintenance of the following:</p> <ul style="list-style-type: none"> <li>• Interchange box.</li> <li>• Goal Posts and Pads</li> <li>• Posts and safety nets behind goals</li> <li>• Construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</li> </ul>
Football (Soccer)	x	✓	<ul style="list-style-type: none"> <li>• Clubs must provide 100% of the cost and maintenance of the player's race and portable goals.</li> <li>• Clubs will provide 100% of</li> </ul>

WARNING - uncontrolled when printed.

Page 21 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			the cost and maintenance of goals and nets and back nets.
<b>Hockey</b>	<b>x</b>	✓	Clubs must provide 100% of the cost of hockey pitch synthetic surface replacement.
<b>Lawn Bowls</b>	<b>x</b>	✓	Clubs must provide 100% of the cost of constructing and maintaining bowling greens, pavilions and any ancillary infrastructure.
<b>Netball</b>	✓	✓	<p>Council will provide 100% of the cost of the construction of netball court/s.</p> <ul style="list-style-type: none"> <li>• Surface replacement, as per State Sporting Organisation requirements</li> <li>• Line Marking as part of overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Netball Goal Posts, nets and padding.</li> </ul>

WARNING - uncontrolled when printed.

Page 22 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

<p><b>Tennis</b></p>	<p>✓</p>	<p>✓</p>	<p>Council will provide 100% of the cost of tennis court:</p> <ul style="list-style-type: none"> <li>• Surface reconstruction or replacement, once a surface has reached the end of its useful life, this will include net posts as part of the overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Tennis Nets</li> <li>• Tennis Net Handles</li> <li>• Poles and any other similar structures</li> </ul>
<p><b>Gridiron</b></p>	<p>x</p>	<p>✓</p>	<p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Gridiron Goal Posts and netting.</li> </ul>

WARNING - uncontrolled when printed.

Page 23 of 43

<p>Responsible Division</p>	<p>Infrastructure &amp; Recreation</p>	<p>Approved Date</p>	<p>(day, month, Year)</p>	<p>Review Date</p>	<p>(month &amp; year)</p>
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## Recreation Infrastructure Funding Policy

### 5. Principles of Management

The Recreation Infrastructure Funding Policy will be managed through the Recreation & Open Space team. Each project identified in a Recreation strategy or master plan will be assessed using the Assessment matrix tool, to determine its priority against all other project for Council and external funding opportunities. Project assessment matrixes once completed will be reviewed every 12 months.

### 6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 6.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

#### 6.2. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

#### 6.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

#### 6.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

**WARNING - uncontrolled when printed.**

Page 24 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### 6.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

### 7. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years)

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**WARNING - uncontrolled when printed.**

Page 25 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### 8. Definitions

Table 6: Definitions

TITLE	DEFINITION
Ancillary features	Functional features that ensure the activity can be undertaken effectively (e.g. field lighting)
Core component	Features that are essential for the sport/recreation activity to occur
Club	A not-for-profit, incorporated sport or recreation organisation that facilitates delivery of the activity
Club contribution	A financial contribution from the club towards the proposed development
In-kind contribution	The dollar value of contributions of clubs to a project such as volunteer labour or donated materials. Such contributions must not conflict with Council's relevant Procurement policies
Club contribution agreement	Documentation of the respective financial contributions of Council, the club/s and any other contributors. Includes the responsibilities of each party to the Agreement
Council contribution	The maximum percentage of the total project cost that Council will contribute
Council owned or managed	Land or infrastructure that is either owned by Council or managed on behalf of another entity (such as Crown or DELWP (Department of Environment, Land, Water and Planning) land
Lux	The unit of measure of illuminance, applied to sports field lighting
Local Level Facility	A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighborhood, or very local ie: one suburb or one
Main venue	The registered home base of the club
Optional component	Features that clubs desire to have on site that are not essential to the usual delivery of the sport/activity, but are beneficial to the clubs' operations

**WARNING - uncontrolled when printed.**

Page 26 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

Regional Level Facility	A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
Secondary venue	Additional facility to the club's Main Venue that allows the club to provide increased activities to the community

### 9. Related Documents

All sport infrastructure developments and expressions of interest must align or comply with the following, but is not limited to:

#### *Internal Strategic Documents:*

- Latrobe 2026
- Council Plan 2013 - 2017
- Recreation & Leisure Strategy – 2006
- Gippsland Hockey Facilities Plan - 2007
- Morwell Outdoor Recreation Plan – 2008
- Tennis Plan – 2008
- Soccer Plan – 2008
- Southern Towns Outdoor Recreation Plan – 2009
- Northern Towns Outdoor Recreation Plan – 2010
- Hazelwood North Due Diligence report – 2010
- Gaskin Park Master Plan 2011
- Traralgon South Recreation Reserve Master Plan – 2013
- Public Open Space Strategy – 2013
- Morwell Recreation Reserve Precinct Master Plan – 2014
- Warren Terrace Reserve Master Plan – 2014
- Traralgon Outdoor Recreation plan – 2014
- Draft Traralgon Recreation Reserve & Showgrounds Master Plan - 2014
- Moe Newborough Outdoor Recreation Plan – 2015
- Catterick Crescent Reserve Master Plan – 2016
- Maryvale Reserve Master Plan – 2016
- Latrobe City Grass Sporting Reserves Review - 2016

**WARNING - uncontrolled when printed.**

Page 27 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------





## Recreation Infrastructure Funding Policy

- Recreation Needs Assessment – 2017

### External Documents:

- Australian Standards
- Building Code of Australia
- AFL Preferred Facility Guidelines for State Regional Local Facilities
- Community Sporting Facility Lighting Guide for Australian Rules football, Football (Soccer) and Netball
- Artificial Grass For Sport Guide
- Tennis Facility Planning Guide
- Bowls Australia – Green Construction Guidelines
- Tennis Australia – National Tennis Facility Planning and Development Guide
- Baseball Victoria – Lighting Standards
- Cricket Australia – Community Cricket Facilities Guidelines
- Football Federation Victoria – Lighting and Facilities Guidelines
- Netball Victoria – Facilities Guidelines
- Hockey – Guidelines and Australian Lighting Standards
- Australian Lighting Standards

### Other:

- Capital Works Policy
- Capital Works Budget
- Public Open Space Strategy
- Risk Management Framework
- Procurement Policy
- Seasonal Allocation Policy

## 10. Reference Resources

- *Local Government Act 1989*

WARNING - uncontrolled when printed.

Page 28 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### 11. Appendices

*Appendix 1: Core components that Council will fund*

COMPONENT	QUANTITY
Change rooms*	1 – 4
Amenities (showers/toilets)	1 - 4
Kitchen/Kiosk	1
Umpire change facilities	1
Storage room (within pavilion, up to 20 square metres)	1
First aid room	1
Multi-purpose/social space (up to 50 square metres)#	1
Power upgrades as part of successful lighting or pavilion projects^	If necessary
Drinking fountains as part of overall project	1-4
Rubbish bins as part of overall project (fixed)	1-4

\* For sites/reserves with three or more grounds, consideration will be given to the development of extra facilities.

# Where three (3) or more user groups occupy a pavilion, Council will consider an increase in the size of the social/multipurpose space as part of the overall project.

^ Power upgrades as part of a successful lighting or pavilion project (if necessary) will be assessed as part of the project and not assessed individually.

**WARNING - uncontrolled when printed.**

Page 29 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### Appendix 2: Optional Components Council will not fund

OPTIONAL COMPONENT
Commercial/catering kitchen
Bar facilities (if permitted by Council)
Meeting room/s
Additional Administration/Social space >50m <sup>2</sup>
Gymnasium
Additional storage (in addition to core component)
Security system
Alarms
Timekeeper room
Cleaner's room
Shade spectator area

**WARNING - uncontrolled when printed.**

Page 30 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### Appendix 3: Responsibility for fit-out items of pavilions

COUNCIL	CLUB
<p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ All plumbing works for core pavilion components, including hot water supply &amp; hot water systems</li> <li>▪ Locks and security lighting (and security screens/doors where appropriate)</li> <li>▪ Appropriate floor coverings for core pavilion components such as epoxy flooring</li> <li>▪ Light fittings (including emergency exit lighting)</li> <li>▪ Curtains/blinds</li> <li>▪ Bay change facilities</li> </ul>	<p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ Furniture &amp; Shelving</li> <li>▪ Floor coverings for optional pavilion components</li> <li>▪ Bar facilities and fit-out</li> <li>▪ Telephone, television and internet connections and associated equipment</li> <li>▪ Heating/cooling of all pavilion components (core and optional)</li> <li>▪ Security alarms</li> </ul>
<p><i>Canteen/Kiosk/Kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Benches and cabinets</li> <li>▪ Tiling</li> <li>▪ Oven/hot plates</li> <li>▪ Extraction fans/range hood</li> <li>▪ Hot water urns</li> </ul>	<p><i>Canteen/kiosk/kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Instant hot water ('zip') units</li> <li>▪ Refrigeration/freezers</li> <li>▪ Dishwasher</li> <li>▪ Crockery and cutlery</li> </ul>
<p><i>Change Rooms:</i></p> <ul style="list-style-type: none"> <li>▪ Bench seating and clothes hooks</li> <li>▪ Change room fixtures such as mirrors, towel dispensers, toilet roll holders, etc.</li> </ul>	

**WARNING - uncontrolled when printed.**

Page 31 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### Appendix 4: Ancillary Infrastructure Classification

COMPONENT	COUNCIL CONTRIBUTION 100%	CLUB CONTRIBUTION 100%	DESCRIPTION
General power upgrades	✓	✗	General power upgrades not a part of an overall pavilion or lighting project are not supported by this Infrastructure Funding Policy. Funding for this type of infrastructure can be obtained through alternate Council funding streams ie: Grants.

WARNING - uncontrolled when printed.

Page 32 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

<p>Sports Lighting (includes field, and hardcourts surfaces)</p>	<p>✓</p>	<p>x</p>	<p>Council will contribute up to 100% towards sports lighting up to a standard of 100 lux. Only LED lighting systems are considered acceptable for funding.</p> <p>The installation of sports lighting will require Council approval and is also subject to building approval and, in certain cases, a planning permit.</p> <p>Council will contribute towards:</p> <ul style="list-style-type: none"> <li>• Construction of a new field/surface lighting system</li> <li>• Upgrading of an existing field lighting system.</li> </ul> <p>Council does not fund lighting levels above 100 lux at local level facilities.</p> <p>Once installed, the operating cost of the field lighting becomes the sole responsibility of the club, including the ongoing replacement of bulbs/globes. Council will maintain lighting infrastructure, including the poles.</p>
<p>Scoreboards</p>	<p>x</p>	<p>✓</p>	<p>Construction and maintenance of scoreboards will be 100% funded by clubs and they must:</p> <ul style="list-style-type: none"> <li>• Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> <li>• Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage</li> <li>• Not detract from the site's amenity.</li> </ul>

WARNING - uncontrolled when printed.

Page 33 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

Coaches boxes and player dugouts	x	✓	Construction and maintenance of coach's boxes and player dugouts will be 100% funded by the club.
Sports playing/ field perimeter fencing for ovals or fields	✓	x	<p>Council owned or managed land facilities fencing projects must be approved by Council.</p> <p>Types of fencing must be approved and agreed upon by Council prior to purchase.</p> <p>Clubs are to contribute 50% of the construction for fencing, with Councils contribution at a maximum of 50%.</p> <p>Upgrades of fencing will need to be co-funded by the clubs, 50% contribution with 50% Council contribution.</p> <p>Council will only fund <b>playing field perimeter fencing</b> at measurements of 0.9 metres in height.</p>
Goal posts and padding	x	✓	The installation and maintenance of goal posts and padding will be 100% the responsibility of the club in which they must meet the requirements of the relevant State Sporting Organisation.
Protective/safety netting  *Safety netting is netting that prevents balls from leaving the field/ground	x	✓	Clubs must contribute 100% of the cost and maintenance of protective/safety netting, to assist with the containment of the ball for safety or functional purposes.
Gate keepers box	x	✓	Clubs must contribute 100% of the cost and maintenance of a gate keeper's box. Planning

**WARNING - uncontrolled when printed.**

Page 34 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			<p>and building permits may be applicable and are also the responsibility of the club. In general, a gate keeper's box will:</p> <ul style="list-style-type: none"> <li>• Have a maximum allowable size of 1.5 x 1.5 metres</li> <li>• Not detract from the site's amenity.</li> </ul>
Sirens & Public Address (PA) Systems	x	✓	<p>Clubs must contribute 100% of the cost and maintenance of sirens and PA systems, and planning permits may be applicable. Seeking this permit is the responsibility of the club.</p>
Solar Powered Units	x	✓	<p>Council approval must be sought prior to any purchase or installation of solar energy systems. They must also be approved by Council they must comply with Building and Planning permit requirements</p> <p>If successful Clubs will then contribute 100% to the installation and maintenance of solar energy systems.</p>
Irrigation and Drainage	✓	x	<p>Council will contribute 100% of the costs of installation and maintenance of irrigation and/or drainage.</p>

WARNING - uncontrolled when printed.

Page 35 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------





## Recreation Infrastructure Funding Policy

### Appendix 5: Sport Specific Infrastructure Summary

SPORT	COUNCIL CONTRIBUTION 100%	CLUB CONTRIBUTION 100%	DESCRIPTION
<b>Athletics</b>	-	-	Latrobe City Council's regional facility for athletics is the Joe Carmody Track located at Latrobe Leisure Moe Newborough. This synthetic facility is identified as the regional facility for athletics in Gippsland. Any further development or redevelopments for athletics will be grass based only.
<b>Baseball/ Softball</b>	x	✓	Clubs must fund 100% of the cost and maintenance of dugouts. Clubs must provide 100% of the cost for the construction and maintenance of batting cages and the synthetic/ decomposed granite (en tout cas) infield (including pitcher's mound).  Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.
<b>Cricket</b>	✓	✓	Clubs are responsible 100% for turf wicket construction and maintenance costs.  Cricket Australia's Facility Guidelines state that for Community Club (home or satellite grounds) 5-6 pitches adequately accommodates for weekly Country, Metropolitan

WARNING - uncontrolled when printed.

Page 36 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			<p>and/or Junior Association fixtures.</p> <p>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches in which this is consistent with the Infrastructure Policy. This type of infrastructure will remain the club's responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</p> <p>Council will provide 100% of the replacement cost of:</p> <ul style="list-style-type: none"> <li>Centre wicket synthetic pitch when it is at the end of its useful life.</li> </ul> <p>Clubs must contribute 100% of the cost of construction and maintenance of cricket nets and associated infrastructure. Clubs should ensure that any associated planning permits and building permits are secured for these projects prior to construction</p> <p>Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</p>
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WARNING - uncontrolled when printed.

Page 37 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

Equestrian	x	✓	<p>Clubs must contribute 100% to covered arenas, holding pens, cross country courses and components, round yards.</p> <p>Council will only fund local level core components that directly impact participation.</p>
Football (Australian Rules)	x	✓	<p>Clubs will provide 100% of the cost and maintenance of the football goal post instalment and removal.</p> <p>Clubs must contribute 100% of the cost and maintenance of the following:</p> <ul style="list-style-type: none"> <li>• Interchange box.</li> <li>• Goal Posts and Pads</li> <li>• Posts and nets behind goals</li> <li>• Construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</li> </ul>
Football (Soccer)	x	✓	<ul style="list-style-type: none"> <li>• Clubs must provide 100% of the cost and maintenance of the player's race and portable goals.</li> <li>• Clubs will provide 100% of the cost and maintenance of goals and nets and back nets.</li> </ul>

WARNING - uncontrolled when printed.

Page 38 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

<b>Hockey</b>	<b>x</b>	<b>✓</b>	Clubs must provide 100% of the cost of hockey pitch synthetic surface replacement.
<b>Lawn Bowls</b>	<b>x</b>	<b>✓</b>	Clubs must provide 100% of the cost of constructing and maintaining bowling greens, pavilions and any ancillary infrastructure.
<b>Netball</b>	<b>✓</b>	<b>✓</b>	<p>Council will provide 100% of the cost of the construction of netball court/s.</p> <ul style="list-style-type: none"> <li>• Surface replacement, as per State Sporting Organisation requirements</li> <li>• Line Marking as part of overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Netball Goal Posts, nets and padding.</li> </ul>
<b>Tennis</b>	<b>✓</b>	<b>✓</b>	<p>Council will provide 100% of the cost of tennis court:</p> <ul style="list-style-type: none"> <li>• Surface reconstruction or replacement, once a surface has reached the end of its useful life, this will include net posts as part of the overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Tennis Nets</li> <li>• Tennis Net Handles</li> <li>• Poles and any other similar structures</li> </ul>

WARNING - uncontrolled when printed.

Page 39 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

Gridiron	x	✓	Clubs will 100% fund and maintain: <ul style="list-style-type: none"> <li>• Gridiron Goal Posts and netting.</li> </ul>
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Page 40 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

### Appendix 6: Definitions

TITLE	DEFINITION
Ancillary features	Functional features that ensure the activity can be undertaken effectively (e.g. field lighting)
Core component	Features that are essential for the sport/recreation activity to occur
Club	A not-for-profit, incorporated sport or recreation organisation that facilitates delivery of the activity
Club contribution	A financial contribution from the club towards the proposed development
In-kind contribution	The dollar value of contributions of clubs to a project such as volunteer labour or donated materials. Such contributions must not conflict with Council's relevant Procurement policies
Club contribution agreement	Documentation of the respective financial contributions of Council, the club/s and any other contributors. Includes the responsibilities of each party to the Agreement
Council contribution	The maximum percentage of the total project cost that Council will contribute
Council owned or managed	Land or infrastructure that is either owned by Council or managed on behalf of another entity (such as Crown or DELWP (Department of Environment, Land, Water and Planning) land
Lux	The unit of measure of illuminance, applied to sports field lighting
Local Level Facility	A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighborhood, or very local ie: one suburb or one town."
Main venue	The registered home base of the club
Optional component	Features that clubs desire to have on site that are not essential to the usual delivery of the sport/activity, but are beneficial to the clubs' operations

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Page 41 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

Regional Level Facility	A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
Secondary venue	Additional facility to the club's Main Venue that allows the club to provide increased activities to the community

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Page 42 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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Page 43 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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Infrastructure Policy Prioritisation Matrix																																					
PAVILION APPLICATION DETAILS																																					
Weighting	2												2		3		3		1				1		2						Raw Score /105	Weighted Score /210					
Key Priority Areas	KPA 1												KPA 2		KPA 3		KPA 4		KPA 5				KPA 6		KPA 8												
Project/Facility	Past and Current Club based Participation Average Increase/Decrease over the past three years												State Sporting Association Compliancy		General Compliancy		Will the project encourage the development of multi-use/shared facilities? Eg: More than one user group per seasonal allocation		Has the club worked with GippSport to develop female friendly policies/ programs to promote female inclusion within the club and implemented it? Has the Club Worked with GippSport to develop a participation Plan to assist in increasing participation?		Cash Contribution to core components only and percentage of the total project cost				Does the project align with relevant masterplans?		What are the State trends and demands for the sport identified within Latrobe City Council's Recreation Needs Assessment?										
	All			Female			Disability						Does the club have Change Rooms	Does the club have change rooms but no unisex facilities	Does the club have change rooms and Full Unisex Capability	Asbestos or Serious Condition	DDA compliant	Yes (10)	No (0)	Yes (10)	No (0)	20%+ (15)	10-20% (10)	1-10% (5)	0% (0)	Yes (5)	No (0)	Increase (10)	Steady (5)	Decrease (0)	Increase (10)	Steady (5)	Decrease (0)				
	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	No (10)	Yes (5)	Yes (0)	Yes (10)	No (5)	Yes (10)	No (0)	Yes (10)	No (0)	20%+ (15)	10-20% (10)	1-10% (5)	0% (0)	Yes (5)	No (0)	Increase (10)	Steady (5)	Decrease (0)	Increase (10)	Steady (5)	Decrease (0)

Infrastructure Policy Prioritisation Matrix																																								
LIGHTING APPLICATION DETAILS																																								
Weighting	2												2		3		3		1				1		2						Raw Score /105	Weighted Score /210								
Key Priority Areas	KPA 1												KPA 2		KPA 3		KPA 4		KPA 5				KPA 6		KPA 7															
Project/Facility	Past and Current Club based Participation Average Increase/Decrease over the past three years												No Lighting	Non-compliant Lighting <50 lux	Number of existing lighting Poles		Will the project encourage the development of multi-use/shared facilities? Eg: More than one user group per seasonal allocation		Has the club worked with GippSport to develop female friendly policies/ programs to promote female inclusion within the club and implemented it? Has the Club Worked with GippSport to develop a participation Plan to assist in increasing participation?		Cash Contribution to core components only and percentage of the total project cost				Does the project align with relevant masterplans?		Project need identified within the Grass Based Sporting Review Alignment or Hardcourt Audit													
	All			Female			Disability						(10) Points	(5) Points	(5) Points	(0) Points	1	2+	Yes (10)	No (0)	Yes (10)	No (0)	20%+ (15)	10-20% (10)	1-10% (5)	0% (0)	Yes (5)	No (0)	10 Points	5 Points	0 Points	10 Points	Increase (10)	Steady (5)	Decrease (0)	Increase (10)	Steady (5)	Decrease (0)		
	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	(10) Points	(5) Points	(5) Points	(0) Points	Yes (10)	No (0)	Yes (10)	No (0)	20%+ (15)	10-20% (10)	1-10% (5)	0% (0)	Yes (5)	No (0)	10 Points	5 Points	0 Points	10 Points	Increase (10)	Steady (5)	Decrease (0)	Increase (10)	Steady (5)	Decrease (0)

Infrastructure Policy Prioritisation Matrix																																								
DRAINAGE AND IRRIGATION APPLICATION DETAILS																																								
Weighting	2												3		3		1		1		2				2		Raw Score /105	Weighted Score /210												
Key Priority Areas	KPA 1												KPA 2		KPA 3		KPA 4		KPA 5		KPA 6				KPA 7															
Project/Facility	Past and Current Club based Participation Average Increase/Decrease over the past three years												Will the project encourage the development of multi-use/shared facilities? Eg: More than one user group per seasonal allocation		Has the club worked with GippSport to develop female friendly policies/ programs to promote female inclusion within the club and implemented it? Has the Club Worked with GippSport to develop a participation Plan to assist in increasing participation?		Cash Contribution to core components only and percentage of the total project cost		Does the project align with relevant masterplans?		Project need identified within the Grass Based Sporting Review Alignment or Hardcourt Audit				Alignment with Hardcourt Audit				What are the State trends and demands for the sport identified within Latrobe City Council's Recreation Needs Assessment?											
	All			Female			Disability						Yes (10)	No (0)	Yes (10)	No (0)	20%+ (15)	10-20% (10)	1-10% (5)	0% (0)	Yes (5)	No (0)	10 Points	5 Points	0 Points	10 Points	Overused	Matches Potential use or within 4 hours of matching potential use	Underused	Non-Compliant Surfaces i.e.: court run-offs, lines etc.	Increase (10)	Steady (5)	Decrease (0)	Increase (10)	Steady (5)	Decrease (0)				
	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	Yes (10)	No (0)	Yes (10)	No (0)	20%+ (15)	10-20% (10)	1-10% (5)	0% (0)	Yes (5)	No (0)	10 Points	5 Points	0 Points	10 Points	Overused	Matches Potential use or within 4 hours of matching potential use	Underused	Non-Compliant Surfaces i.e.: court run-offs, lines etc.	Increase (10)	Steady (5)	Decrease (0)	Increase (10)	Steady (5)	Decrease (0)

Infrastructure Policy Prioritisation Matrix																																								
SURFACES APPLICATION DETAILS																																								
Weighting	2												3		3		1		1		2				2		Raw Score /105	Weighted Score /210												
Key Priority Areas	KPA 1												KPA 2		KPA 3		KPA 4		KPA 5		KPA 6				KPA 7															
Project/Facility	Past and Current Club based Participation Average Increase/Decrease over the past three years												Will the project encourage the development of multi-use/shared facilities? Eg: More than one user group per seasonal allocation		Has the club worked with GippSport to develop female friendly policies/ programs to promote female inclusion within the club and implemented it? Has the Club Worked with GippSport to develop a participation Plan to assist in increasing participation?		Cash Contribution to core components only and percentage of the total project cost		Does the project align with relevant masterplans?		Project need identified within the Grass Based Sporting Review Alignment or Hardcourt Audit				Alignment with Hardcourt Audit				What are the State trends and demands for the sport identified within Latrobe City Council's Recreation Needs Assessment?											
	All			Female			Disability						Yes (10)	No (0)	Yes (10)	No (0)	20%+ (15)	10-20% (10)	1-10% (5)	0% (0)	Yes (5)	No (0)	10 Points	5 Points	0 Points	10 Points	Overused	Matches Potential use or within 4 hours of matching potential use	Underused	Non-Compliant Surfaces i.e.: court run-offs, lines etc.	Increase (10)	Steady (5)	Decrease (0)	Increase (10)	Steady (5)	Decrease (0)				
	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	Yes (10)	No (0)	Yes (10)	No (0)	20%+ (15)	10-20% (10)	1-10% (5)	0% (0)	Yes (5)	No (0)	10 Points	5 Points	0 Points	10 Points	Overused	Matches Potential use or within 4 hours of matching potential use	Underused	Non-Compliant Surfaces i.e.: court run-offs, lines etc.	Increase (10)	Steady (5)	Decrease (0)	Increase (10)	Steady (5)	Decrease (0)

#### **10.4 Removal of Pine Trees at Links Road, Newborough**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

##### **EXECUTIVE SUMMARY**

Council received a petition in 2014 from the Moe Golf Club requesting removal of pine trees on Links Road, Newborough, which abuts the golf course.

The estimated cost of the works is \$45,000 and now includes pine tree removals and revegetation of the road reserve.

Council at its meeting of the 8 February 2016 made the decision to share the estimated cost of \$45,000 for the removal of the pine trees, with Council offering an interest free loan to the value of \$20,000 as their contribution to the works. Council Officers prepared an agreement for both parties outlining the conditions of the loan.

The draft agreement was submitted to the Moe Golf Club for review, and signing. The Club have not signed the agreement due to the following:

- Moe Golf Clubs insurance company wanting the clubs liability omitted from the agreement and Council to accept the risk and be liable for any future claims against the Moe Golf Club for golf balls leaving their property.
- The cost of the project and the requirement to revegetate the road reserve.

Council officers have confirmed with Council insurers what level of liability Council would have if Council takes on the risk of injury due to golf balls reaching Links Road, in the unlikely event that a claim was made. The insurer has confirmed that Council would be drawn into any possible claim for injury arising from golf balls and highlighted that Council could also be in a position where no cover from the insurer is provided.

Council officers undertook a risk assessment using Council's risk matrix (see attachment 2). The likelihood of a golf ball hitting vehicle, person or nearby residence is rare, however the consequence could be catastrophic (fatality or multiple serious injuries). Therefore the risk rating is considered high.

Council does have a planned program for pine tree removals within road reserves. It is estimated that these particular pine trees would not be removed for 20 years plus. Currently the trees are healthy and structurally sound, and are not self-seeding and spreading.

Numerous site meetings have been held with the club to discuss the options. At the most recent meeting it was agreed that Council Officers would present all the information to Council in order to determine the most appropriate course of action. The options identified at the site meeting include the following:

1. Full removal of the trees and replanting and Council bears the risk of any future claims.
2. Pruning of all branches on the eastern side of the pine trees, (cost \$7,220 incl GST) and remove any surface roots beside the fairway by agreement with the Moe Golf Club, (cost \$850 incl GST). These works will be completed as a once only.

3. Staged removal and replanting.
4. Not proceed with the removal.

Council officers believe the best way to move forward is to not remove the pine trees, but carry pruning of all branches on the eastern side of the pine trees, (cost \$7,220 incl GST) and remove any surface roots beside the fairway by agreement with the Moe Golf Club, (cost \$850 incl GST).

These works could be completed as a once only project and be funded from the current 17/18 operating budget. Under this proposal the allocated funding of \$45,000 for these works will not be required.

Council considered this matter at the 2 October 2017 meeting and resolved to undertake further consultation with stakeholders and officers were to report back to this meeting.

The consultation process is currently underway and it is proposed that a further report be presented to Council at the meeting of 13 November 2017 detailing the result of the consultation process.

#### **MOTION**

**Moved:** Cr Gibson  
**Seconded:** Cr Middlemiss

**That Council receives a report at its meeting of the 13 November 2017 that outlines the outcomes of the consultation process regarding the removal of pine trees on the road reserve located on Links road, Newborough, abutting the Moe Golf Club.**

**CARRIED UNANIMOUSLY**

#### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

#### **DISCUSSION**

Moe Golf Club presented a petition to Latrobe City Council on 21 August 2014 on behalf of members and users of the club.

The covering letter outlined Moe Golf Club's concerns regarding the roadside verge on Links Road, Newborough that directly abuts the second hole fairway, stating that it is planted with mature pine trees and is unsightly with weeds; and that the pine trees inhibit the growth of indigenous trees and grass in that area.

The letter also stated that representatives of the club have had numerous discussions with Latrobe City Council officers about the negative impact that the tree roots and the tree canopy have on establishing and maintaining an acceptable coverage of grass along the tree affected part of the fairway.

At the Ordinary Council Meeting of 13 October 2014 a petition was tabled and Council resolved to receive the petition and table a further report at the 24 November 2014 Ordinary Council meeting.

A further report was tabled at the Ordinary Council Meeting of 24 November 2014 providing detail of a meeting held onsite with the President of Moe Golf Club on 31 October 2014. At this meeting Council deferred consideration of the petition to enable officers to undertake further investigation into the petitioner's request and table a further report at the Ordinary Council meeting of 15 December 2014.

At the Ordinary Council Meeting of 24 November 2014 Councillors requested further information in relation to other examples of tree removals close to sporting facilities, in particular the Latrobe City Sports and Entertainment Stadium, Morwell (Council property) and Morwell Recreation Reserve (Council property), which is detailed below.

- Major removals of Cypress Pine trees were carried out in 2011 and 2012 at the Latrobe City Sports and Entertainment Stadium, Morwell. The 2011 tree works were carried out on Council land and involved the removal of a number of trees adjacent to Practice Pitch Number 4 at the site. In this instance the trees were adversely affecting the playing surface in summer as the pitch became hard and rough due to lack of water as a result of the trees' root systems and in winter when the pitch became unplayable at times as it was continually waterlogged due to intense shading from the trees.
- Further trees were removed in 2012 from Morwell Golf Club land, with their consultation and agreement, adjacent to the main oval at the stadium for reasons similar to those discussed above.
- A series of pine tree removals was carried out between 10 and 15 years ago at the Morwell Recreation Reserve and were as the result of the overall deteriorating health of the trees and their increasing danger to the public.
- All of the works carried out at Latrobe City Sports and Entertainment Stadium, Morwell and Morwell Recreation Reserve, were delivered at Council cost as they were on Council property or where the works were required on private land because the trees removed adversely affected Council property.

A further report was tabled at the Ordinary Council Meeting of 15 December 2014 where Council resolved the following:

- 1. That Council note this report regarding the petition from the Moe Golf Club requesting removal of the Pine Trees on Links Road abutting the Moe golf course.*
- 2. That a further report in relation to the request be presented to Council at the first Ordinary Council Meeting in 2015 detailing full costings for any tree removals and the results of consultation with the residents of Links Road, Newborough.*
- 3. That Council advise the head petitioner of this decision.*

The report was tabled at the Ordinary Council Meeting of 9 February 2015 which included quotation costs and consultation including:

- Trees felling ranging from: \$13,420 to \$36,135 (Inc. GST), this included different options
- Site revegetation: \$5,105 (Inc. GST)
- Consultation has now been undertaken with the 3 residents of Links Road, Newborough seeking their opinion on the proposed tree removals. One resident was in support of the tree removals, one resident opposes the removals, and one resident didn't provide feedback.

Council resolved at the Ordinary Council Meeting of 9 February 2015 the following:

1. *Authorises the removal and replacement of the stand of pine trees adjacent to the Moe Golf Club on Links Road, Newborough subject to the following conditions.*
  - *That a Council approved landscape revegetation plan is developed in agreement with local residents.*
  - *That Moe Golf Club is responsible for funding, organisation and execution of the works*
2. *Notify the head petitioner of this decision.*

Council received further correspondence from the Moe Golf Club on the 27 June 2015 requesting financial assistance from Council for the removal of the Pine trees from Links Road, Newborough.

A further report was tabled at the Ordinary Council Meeting of 8 February 2016 where Council resolved the following:

1. *Share the estimated cost of \$45,000 for the removal of the pine trees on Links Road Newborough and revegetation of the site adjacent to the Moe Golf Club.*
2. *Fund \$25,000 of the works and the Moe Golf Club fund \$20,000 of the works.*
3. *Consider allocating funding of \$45,000 in the 2016/17 budget for the works.*
4. *Subject to the allocation of funding in the 2016/17 budget, offer the Moe Golf Club the following*
  - *A no interest loan of \$20,000*
  - *Repayment of the loan on a quarterly basis. 16 equal instalments of \$1,250 to be paid by the end of March, June, September and December in each year*
  - *If the value of the works is greater, or less than, the estimated amount of \$45,000 that the club share, or benefit from, the cost variation on the basis of the original funding share as detailed in point 2.*
5. *Officers prepare an agreement outlining the Terms and Conditions of the loan for the Moe Golf Club to sign.*
6. *Officers advise the Moe Golf Club of Councils decision.*

There have now been numerous site meetings with Council officers and representatives of the Moe Golf Club to discuss concerns regarding this proposal. In particular, the risk of injury from golf balls leaving the property and insurance cover

for Council. The Moe Golf Club has not addressed safety concerns for Links Road regarding golf balls onto the road/neighbouring properties. This was discussed at several onsite meetings. A number of options were suggested by Council officers including: new high boundary fence, redesign tee, fairway and/or green and tree planting. The Moe Golf Club always stated they have no monies to carry out any of these options.

The draft agreement was submitted to the Moe Golf Club for review and signing, they have refused to sign due to:

- Moe Golf Clubs insurance company wanting the clubs liability omitted from the agreement and Council to except the risk and be liable for any future claims against the Moe Golf Club regarding golf balls leaving their property.
- Costs and revegetating the road reserves (this is now included in the loan agreement)

Council officers undertook a risk assessment using Council's risk matrix (see attachment 2). The likelihood of a golf ball hitting vehicle, person or nearby residence is rare, however the consequence could be catastrophic (fatality or multiple serious injuries). Therefore the risk rating is HIGH.

On 31 August 2017 Council officers and representatives of the Moe Golf Club met onsite to discuss issues regarding this proposal. The risk concerns Council had were discussed and the four options were discussed to move forward:

1. Full removal of the pine trees and revegetate the road reserve.
  - Council will bear any future risk of a claim. Council may have to fund as insurance may not be able to be obtained.
2. Prune all branches on the eastern side of the pines and remove any surface roots beside the fairway by agreement with the Moe Golf Club.
  - This still provides protection to Links Road and neighbouring properties reducing the risk of golf ball leaving the property. Pruning off tree branches will allow more sunlight and air movement over the fairway. Removing surface roots beside the fairway will remove tripping hazards and increase moisture within the fairway. These maintenance works will help improve the grass quality and grass cover on the fairway.
3. Staged removal and replanting.
  - Remove one in three pines trees over ten years and revegetate as pine trees are removed. Not recommended as is very difficult to revegetate in between pines trees. Revegetated trees could be damaged and/or removed for the future pine tree removals. Large machinery is needed to complete these removals safety.
4. Not proceed with the removals and leave the site in its current state.

It is considered that option 2 the pruning of branches on the eastern side of the pines and removal of any surface roots beside the fairway would improve the playing

surface for the Golf Club without increasing risk to residents and people using Links Road.

Council does have a planned program for pine tree removals within road reserves. It is estimated that these pine particular trees would not be removed for 20 years plus.

When the pine trees are removed, the Moe Golf Club will need to build and pay for a high fence to limit the golf balls leaving there property.

The road reserve will be revegetated will native indigenous tube stock and a five year maintenance plan established.

The Moe Golf Club believes that the best option remains that the pine trees should be removed.

At the Ordinary Council Meeting held on 2 October 2017, Council considered this matter and resolved the following:

*That Council*

- 1. Defers consideration of Removal of Pine Trees at Links Road, Newborough to allow further discussions with stakeholders on this matter.*
- 2. Requests a further report be presented to Council at the 23 October 2017 Ordinary Council Meeting.*

At this meeting, the Vice President of the Moe Golf Club stated that he believed the trees were planted by previous members of the club.

Currently consultation with the land owners that abutt Links road and the Moe Golf Club is underway and a further report will be presented to Council at it's meeting of the 13<sup>th</sup> November with the results of the consultation process.

### **STAKEHOLDER CONSULTATION**

Council officers have met with Moe Golf Club President, Vice President, green keeper and committee members on several occasions to discuss their concerns and issues over a three years period in relation to the pine trees (see attachment 3).

Consultation has now been undertaken with the residents of Links Road, Newborough seeking their opinion on the proposed tree removals. One resident of Links Road is in support of the tree removals while the other resident opposes the removals.

Further consultation is currently underway, a meeting has been held with the Moe Golf Club on Friday 6 October 2017 and letters have been sent out to abutting property owners. The results of the consultation process will be included in the Council report of the 13 November 2017.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Council resolved at the Ordinary Council Meeting of 8 February 2016 to share the estimated cost of \$45,000 for the removal of the pines trees on Links Road Newborough adjacent to the Moe Golf Club.

Council was to fund \$25,000 and Council Officers prepared an agreement outlining the Terms and Conditions of the loan for the Moe Golf Club to sign for \$20,000, and

repayments of the loan on a quarterly basis. This is 16 equal instalments of \$1,250 to be paid by the end of March, June, September and December in each year.

Funding was allocated to complete these works in the 16/17 recurrent budgets and this was carried forward in the 17/18 budgets. The project has been delayed due to the delay in the Moe Golf Club signing the agreement and uncertainty issues around insurance cover for Council.

If the trees are to be removed, works would be completed by contractors. This includes tree removals and revegetation on the road reserve.

If the trees are retained, carry out pruning of all branches on the eastern side of the pine trees, (cost \$7,220 incl GST) and remove any surface roots beside the fairway by agreement with the Moe Golf Club, (cost \$850 incl GST). These works will be completed as a once of project.

Under this proposal the allocated funding of \$45,000 for these works will not be required and works would be completed by Councils in-house tree crew.

### **RISK IMPLICATIONS**

The draft Loan Agreement (see attachment 1) has been submitted to Moe Golf Club for signing. Currently the Moe Golf Club have refused to sign the document due to:

1. Moe Golf Clubs insurance company wanting the clubs liability omitted from the agreement and Council to except the risk and be liable for any future claims against the Moe Golf Club regarding golf balls leaving their property.
2. Costs and revegetating the road reserves. This has now been included in the loan agreement at the request of the Moe Golf Club due to not being able to fund these works.

The Moe Golf Clubs insurance company requested the clubs liability omitted from the agreement and Council to accepts the risk and be liable for any future claims against the Moe Golf Club regarding golf balls leaving their property.

Council staff have confirmed with Council insurers what level of liability Council would have if Council takes on the risk of injury due to golf balls reaching Links Road, in the unlikely event that a claim was made. The insurer has confirmed that Council would be drawn into any possible claim for injury arising from golf balls and have also highlighted that Council could also be in a position where no cover from the insurer is provided.

Council officers undertook a risk assessment using Council's risk matrix (see attached 2) The likelihood of a golf ball hitting vehicle, person or nearby residence is rare, however the consequence could be catastrophic (fatality or multiple serious injuries). Therefore the risk rating is HIGH.

### **CONCLUSION**

A number of options were discussed with the Golf Club on site to reduce the risk to the community. Option discussed included: a new high boundary fence, redesign of the fairway tee, fairway and/or green and additional tree planting prior to any tree removal. The Moe Golf Club always stated they have no monies to carry out any of these options and they believe that the best option remains that the pine trees should be removed.



Council Officers have confirmed with Council insurers what level of liability Council would have if Council takes on the risk of injury due to golf balls reaching Links Road, in the unlikely event that a claim was made. The insurer have confirmed that Council would be drawn into any possible claim for injury arising from golf balls and have also highlighted that Council could also be in a position where no cover from the insurer is provided.

Council officers believe the best way to move forward is to not remove the pine trees, but carry pruning of all branches on the eastern side of the pine trees, (cost \$7,220 incl GST) and remove any surface roots beside the fairway by agreement with the Moe Golf Club, (cost \$850 incl GST). These works will be completed once only project and be funded from the current 17/18 operating budget. Under this proposal the allocated funding of \$45,000 for these works will not be required.

Council considered this matter at its meeting of the 2 October 2017, and requested that further consultation be undertaken and a further report be submitted to Council at this meeting. Further consultation with the Moe Golf Club and abutting residents is currently underway and a further report be presented to Council at its meeting of 13 November 2017 with the results of the consultation process.

### **SUPPORTING DOCUMENTS**

#### **Attachments**

- 1↓. Draft Loan Agreement
- 2↓. Risk Matrix
- 3↓. Summary of Discussion with Moe Golf Club

## **Removal of Pine Trees at Links Road, Newborough**

<b>1</b>	<b>Draft Loan Agreement .....</b>	<b>405</b>
<b>2</b>	<b>Risk Matrix .....</b>	<b>411</b>
<b>3</b>	<b>Summary of Discussion with Moe Golf Club.....</b>	<b>419</b>

**DRAFT**

## WORKS AND LOAN AGREEMENT

**THIS AGREEMENT** is made on the date set out in the Schedule between the Latrobe City Council as "the Lender" and the Moe Golf Club Inc as "the Debtor".

- A. The Debtor has requested the Lender to undertake works ("the Works") on land adjacent to the Debtor's land being works for the benefit of the Debtor.
- B. The Lender has agreed to undertake the Works and the Debtor has agreed to contribute towards the costs of the Works.
- C. The Debtor has requested that the Debtor allow for the contribution for the Works to be by way of a loan, ("the Loan"), the amount of which is specified in the Schedule.
- D. In consideration of the Lender agreeing to loan the funds to the Debtor to undertake the Works, the Debtor has agreed to enter into this agreement .

### **NOW IT IS AGREED AS FOLLOWS:**

- 1. The Lender will undertake the Works for the benefit of the Debtor.
- 2. The Debtor will repay to the Lender the Loan in the amounts and at the times prescribed in item 5 of the Schedule and Annexure "A". If the cost of the Works are less than the estimated amount, then that will be treated as a variation to the amount owing on the Loan. Item 5 of the Schedule and Annexure "A" will be amended to reflect that variation.
- 3. The Debtor will construct a fence on the property boundary adjacent to the Works for a length equivalent to the Works, which ensures that activities conducted on the land are contained within the boundaries of the Debtor's land.

4. Any notice or demand made in relation to this Agreement may be given by the Lender and may be served by being delivered to the Debtor's address in the Schedule or at the address last advised to the Lender.
5. Subject to the foregoing provisions of this Agreement the Debtor has the right to repay the loan in full on giving fourteen (14) days notice to the Lender.
6. Any default in payment by the Debtor will result in the Lender legally recovering the full costs outstanding for Works undertaken while retaining any and all monies paid to it under this Loan Agreement.
7. All costs incurred by the Lender in enforcing or attempting to enforce payment must be paid by the Debtor or, if not so paid, will be added to the amount of the Loan owing and will be subject to the payment of interest calculated in accordance with section 227A of the *Local Government Act 1989*.
8. Any provision of this Agreement prohibited or void or invalid by law will be ineffective to the extent of such prohibition or as void or invalid without invalidating or affecting the validity or enforceability of the remaining provisions and must be severed herefrom without affecting the validity and enforceability of the remaining provisions.
9. The Debtor will indemnify and keep indemnified the Lender against all liability the Lender may incur in respect of any claim including claims relating to:
  - (a) loss or damage to property;
  - (b) death or personal injury; and
  - (c) any negligent act, error or omission in connection with the performance of this Agreement by the Debtor, its Board members, employees or agents in connection with the Works in this Agreement.
10. This Agreement is subject to the provisions of the *Associations Incorporation Reform Act 2012* and the *Associations Incorporation Regulations 2012* in the

event that the Debtor as an incorporated association under that legislation is dissolved, cancelled or wound up.

11. The Debtor acknowledges that they have been provided with the opportunity to obtain independent legal advice in relation to this Agreement.

**IN WITNESS WHEREOF** the parties have executed this Agreement on the day and year set out in the Schedule.

**SIGNED** for and on behalf of )  
**LATROBE CITY COUNCIL** by )  
Gary Van Driel pursuant to Instrument )  
of Delegation dated 15 September 2015 )  
in the presence of: )

\_\_\_\_\_  
*Chief Executive Officer*

\_\_\_\_\_ *Witness*

**SIGNED** by **Moe Golf Club** )  
**Club Inc** in the presence of: )

\_\_\_\_\_  
*Name:*

\_\_\_\_\_ *Witness*

**SCHEDULE 1**

1. **Date:**
2. **Lender:** **Latrobe City Council**  
**141 Commercial Road, Morwell 3840**
3. **Debtor:** **Moe Golf Club Inc**  
**PO Box 260, Moe 3825**
4. **Loan:** **\$20,000**
5. **Repayments** **Repayment of the loan on a quarterly basis.**  
**Sixteen instalments of \$1,250 to be paid by the**  
**end of March, June, September and December in**  
**each year commencing on 30 September 2017 in**  
**accordance with the Repayment Schedule hereto**  
**as Annexure "A".**
6. **Works:** **Removal of the pine trees on Links Road,**  
**Newborough and revegetation of the road reserve**  
**adjacent to the Moe Golf Club.**

## Annexure "A"

<b>MOE GOLF CLUB CLUB</b>						
<b>LOAN REPAYMENT SCHEDULE</b>						
Loan period	1 July 2017 to 30 June 2021					
Loan Schedule:		\$20,000				
Interest rate:	0.0%	Repayments - \$1,250 on a yearly quarterly basis				
Term of Loan (months):	48					
Repayment No	Interest	Principal Repayment	Instalment Amount	Principal at end of period	Instalment Due Date	Direct Debit Effective
Original Principal				20,000.00		
1	-	1,250.00	1,250.00	18,750.00	30-09-17	
2	-	1,250.00	1,250.00	17,500.00	31-12-17	
3	-	1,250.00	1,250.00	16,250.00	31-03-18	
4	-	1,250.00	1,250.00	15,000.00	30-06-18	
5	-	1,250.00	1,250.00	13,750.00	30-09-18	
6	-	1,250.00	1,250.00	12,500.00	31-12-18	
7	-	1,250.00	1,250.00	11,250.00	31-03-19	
8	-	1,250.00	1,250.00	10,000.00	30-06-19	
9	-	1,250.00	1,250.00	8,750.00	30-09-19	
10	-	1,250.00	1,250.00	7,500.00	31-12-19	
11	-	1,250.00	1,250.00	6,250.00	31-03-20	
12	-	1,250.00	1,250.00	5,000.00	30-06-20	
13	-	1,250.00	1,250.00	3,750.00	30-09-20	
14	-	1,250.00	1,250.00	2,500.00	31-12-20	
15	-	1,250.00	1,250.00	1,250.00	31-03-21	
16	-	1,250.00	1,250.00	0.00	30-06-21	

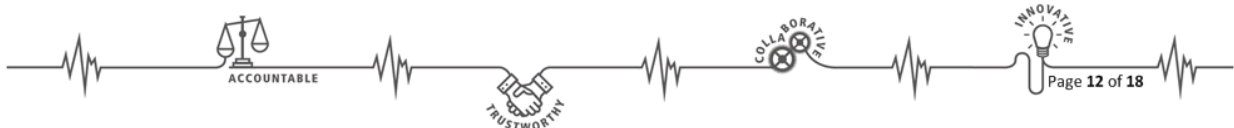
# Risk Management Operational Policy



## 7. Attachments

### 7.1 Likelihood

LIKELIHOOD		
DESCRIPTION	RATING	OCCURRENCE
Almost Certain	5	The event is <b>expected to occur</b> in most circumstances. Risk has <b>more than 75%</b> chance of occurring Will occur within the <b>next six months</b>
Likely	4	The event will <b>probably occur</b> in the most circumstances. Risk has <b>50-74%</b> chance of occurring Will occur <b>within 18 months</b>
Possible	3	The event could <b>occur at some time</b> . Risk has <b>25-49%</b> chance of occurring May occur <b>within 36 months</b>
Unlikely	2	The event <b>unlikely</b> to occur. Risk has <b>less than 25%</b> chance of occurring May occur <b>within 48 months</b>
Rare/Low	1	The even may <b>only occur in exceptional circumstances</b> Not likely to occur <b>within next five years</b>





# Risk Management Operational Policy



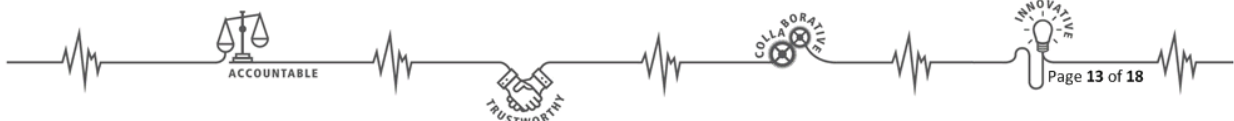
## 7.2 Consequence

### Consequence – Positive

Level	Descriptor	Consequence
1	Insignificant	Small benefit, low financial gain
2	Minor	Minor improvement to image, some financial gain
3	Moderate	Some enhancement to reputation, high financial gain
4	Major	Enhanced reputation, major financial gain
5	Outstanding	Significantly enhanced reputation, huge financial gain

### Consequence – Negative

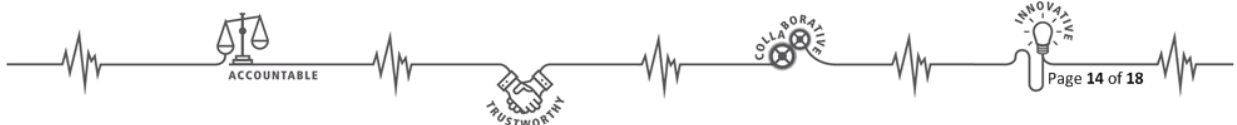
Level	Descriptor	Consequence						
		Business Disruption	Financial (select the lesser)	Health & Safety	Environmental	PR/Reputation	Legal/Regulatory	Service Delivery
1	Insignificant	Outage of non-critical services for less than one day	Operating budget variation of 1% OR <\$5k loss/variation	No injuries as a result of incident Observation only	Minor effect on biological or physical environment	Public complaint retained in-house or dealt with via normal procedures	Minor legal issues	Risk consequences are dealt with by routine operations
2	Minor	Outage of non-critical service for 1-3 days	Operating budget variation of 2-5 % OR \$5-20k loss/variation	First Aid treatment required but no days lost	Moderate, short-term , effects but non affecting ecosystem functions	Minor adverse local public or media attention or complaints	Minor non-compliance with regulation	Minor impact on Business and Strategic objectives
3	Moderate	Outage of non-critical service for 3-7 days	Operating budget variation of 6-10% OR \$20-100k loss/variation	Medical Treatment; Lost time injury resulting in less than 10 days off	Serious medium term environmental impairment	Attention from media and / or heightened concern by local community	Serious breach of regulation with investigation and report to authority and/ or moderate fine possible	Moderate impact on Business and Strategic objectives
4	Major	Outage of critical service for less than 1 day or non-critical service for less than 1-2 weeks	Operating budget variation of 11-30% OR \$100k - \$1m loss/variation	Serious injury (eg life threatening or permanent /long term injury) Requiring notification to the Regulatory Authority Lost time injury requiring more than	Very serious, long-term environment impairment of ecosystem functions	Significant adverse national media attention and significant concern by community	Major breach of regulation Major litigation	Major impact on Business and Strategic objectives



# Risk Management Operational Policy



				10 days off				
5	Catastrophic	Outage of critical service for 1 day or more or non-critical service for more than 2 weeks	Operating budget variation of > 30% OR >\$1m loss /variation	Death(s) or several serious injuries	Most serious, irreversible environment impairment of ecosystem functions	Serious public or media outcry Official public investigation	Significant prosecution and fines. Very serious litigation including class action	Critical Business and Strategic objectives unable to be achieved



# Risk Management Operational Policy

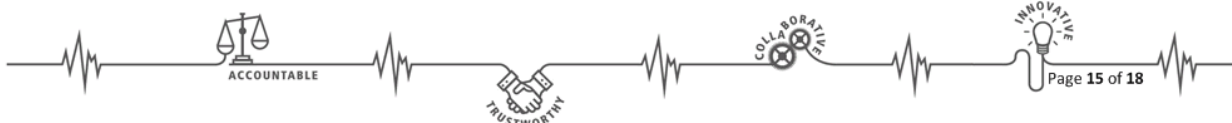


## 7.3 Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Medium	Medium	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	High

Management response to rated risks:

Unacceptable	Extreme	Requires urgent attention. Report to General Manager / CEO. Additional risk control measures required to reduce level of risk. <b>Requires review by the Executive Risk Management Committee and reporting to the Audit &amp; Risk Committee.</b>
	High	Additional risk control measures required to reduce the risk if possible. Requires close monitoring if risk is to be retained. <b>Requires review by the Executive Risk Management Committee.</b>
Acceptable	Medium	Implement additional controls to reduce the risk where possible and/or cost-benefit analysis shows this is warranted. <i>(If OHS risk, refer to Hazard identification, risk assessment and control management operational procedure)</i>
	Low	Manage, monitor and review by routine procedures.

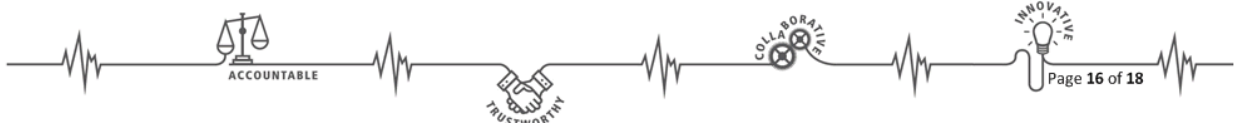




# Risk Management Operational Policy

## 7.1 Effectiveness of controls

Risk Control Effectiveness Rating (RCER) Table		
RATING	Description and further action	Operating Effectiveness
Fully Effective	The control is effective, operational, consistently applied, well understood and addresses and treats the root causes of the risk. Management are confident that the control is effective and reliable. Only ongoing monitoring required.	<i>Monitor only</i>
Substantially Effective	The control is mostly effective, addresses and treats the root causes, is operational, consistently applied and largely understood however there are some less critical aspects that are either not adequately applied or are not as effective as they could be however these aspects are not considered to present a serious risk exposure. Consideration should be given to improve the control's overall operating effectiveness at annual review and to provide improved confidence however this is not considered a priority where other controls are less effective. Management has some minor concerns about operational effectiveness and reliability.	<i>Consider improving existing control at review</i>
Partially effective	The control is only partially effective, treats some of the root causes, operationally and inconsistently applied with limited understanding and requires ongoing monitoring and may require redesign, improvement or supplemented with other controls. Management have serious concerns about the controls effectiveness and reliability.	<i>Improve existing controls with Risk Treatment Action plan</i>
Ineffective	The control has significant gaps or provides no credible control and fails to treat the root causes. Either control does not treat root causes or does not operate at all effectively. Management cannot be confident that any degree of risk modification / mitigation is being achieved. Control must be rejected and completely redesigned.	<i>Control rejected</i>



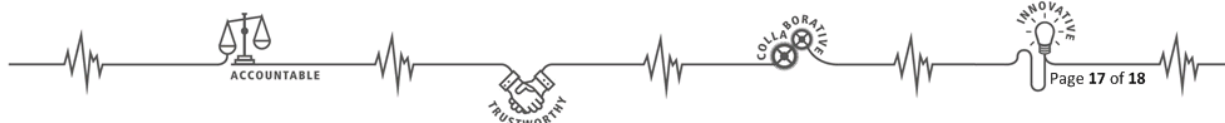
## Risk Management Operational Policy



### 7.2 Definitions (Key risk management terminology)

Latrobe City Council has adopted the following definitions consistent with those outlined in ISO AS/NZS 31000:2009:

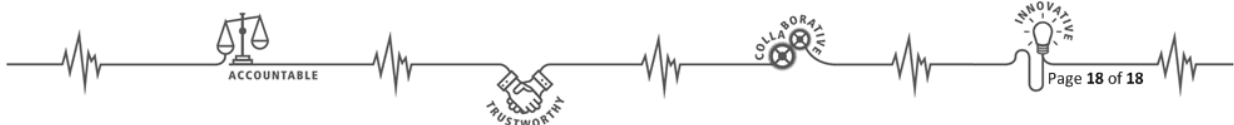
Term	Definition
<b>Consequence</b>	The outcome of an event affecting objectives. A consequence can be certain or uncertain, and can have positive or negative effects on objectives.
<b>Controls</b>	Include any process, policy, device, practice, or other actions which eliminate risk or where that is not practicable reduce risk so far as is reasonably practicable.
<b>Control Assessment</b>	The methodology applied to assess the effectiveness of the existing or current risk controls (see appendix F).
<b>Control Owner</b>	The person or people with the day-to-day accountability for a risk control.
<b>Corporate Governance</b>	All the principles, policies, management systems and structures by which Council is governed
<b>Event</b>	Occurrence or change of a particular set of circumstances. An event can lead to a range of consequences.
<b>Strategic Risk Register</b>	A risk register addressing high level key organisational risks managed by the Executive Team.
<b>Hazard</b>	A source of potential harm e.g. in terms of human injury, damage to property or other loss. A hazard can be a risk source.
<b>Inherent Risk</b>	The Risk before Risk Treatment.
<b>Likelihood</b>	Chance of an Event occurring.
<b>Operational Risk Registers</b>	Risk registers where the Business Unit Manager has absolute responsibility for managing the business risks.
<b>Residual or Current Risk level</b>	The Risk that remains after accounting for existing controls.
<b>Risk</b>	The effect of uncertainty on objectives.
<b>Risk Analysis</b>	Process to comprehend the nature of Risk and to determine the level of Risk.
<b>Risk Assessment</b>	Overall process of Risk Identification, Risk Analysis and Risk Evaluation.
<b>Risk Attitude</b>	Risk attitude - the overall character of Management and the Council in terms of being risk averse or risk seeking: <ul style="list-style-type: none"> <li>• Risk Averse, seeking to avoid risk and withdraw from risky situations; and</li> <li>• Risk Seeking, actively seeking risk in the belief that the higher the risk equals the higher the returns.</li> </ul>
<b>Risk Criteria</b>	Terms of reference against which the significance of a Risk is evaluated.
<b>Risk Evaluation</b>	Process of comparing the results of Risk Analysis with Risk Criteria to determine whether the Risk and/or its magnitude is acceptable or tolerable.
<b>Risk Identification</b>	Process of finding, recognising and describing Risks.
<b>Risk Level</b>	Magnitude of the Risk or combination of Risks, expressed in terms of the combination of consequences and their likelihood.
<b>Risk Management</b>	Coordinated activities to direct and control an organisation with regard to Risk.
<b>Risk Management Framework</b>	A set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving Risk Management throughout the organisation.
<b>Risk Management Policy</b>	A statement of overall intentions and directions of an organisation related to Risk Management endorsed by Council.
<b>Risk Management Process</b>	Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context and identifying, analysing, evaluating, treating, monitoring and reviewing Risk.
<b>Risk Owner</b>	Person or entity with the accountability and authority to manage risk.





## Risk Management Operational Policy

<b>Risk Profile</b>	Description of any set of Risks.
<b>Risk Register</b>	A register used to document the outcomes from the Risk Management Process. These can be Enterprise, Business Unit or Operational.
<b>Risk Rating</b>	The application of the likelihood and consequence criteria enable Council to assess the Risk rating for each identified Risk. The same matrix is used to assess both Inherent and Residual Risk Levels.
<b>Risk Source</b>	Element which alone or in combination has the intrinsic potential to give rise to Risk.
<b>Risk Treatment</b>	Process to modify Risk.
<b>Risk Treatment Plan</b>	The product of the Risk Management Framework, specifying the approach, the management components and resources to be applied to the management and mitigation of Risk.
<b>Risk Tolerance / appetite</b>	The amount and type of risk council is willing to accept in pursuit of its objectives. An agreed level of risk acceptance not requiring any further reduction.



## **HISTORY SUMMARY OF DISCUSSION WITH MOE GOLF**

### **CLUB SINCE 21 AUGUST 2014**

Moe Golf Club presented a petition to Latrobe City Council on 21 August 2014 on behalf of members and users of the club.

The covering letter outlined Moe Golf Club's concerns regarding the roadside verge on Links Road, Newborough that directly abuts the second hole fairway, stating that it is planted with mature pine trees and is unsightly with weeds; and that the pine trees inhibit the growth of indigenous trees and grass in that area.

The letter also stated that representatives of the club have had numerous discussions with Latrobe City Council officers about the negative impact that the tree roots and the tree canopy have on establishing and maintaining an acceptable coverage of grass along the tree affected part of the fairway.

At the Ordinary Council Meeting of 13 October 2014 petition was tabled and Council resolved to receive the petition and table a further report at the 24 November 2014 Ordinary Council meeting.

A further report was tabled at the Ordinary Council Meeting of 24 November 2014 providing detail of a meeting held onsite with the president of Moe Golf Club on 31 October 2014. At this meeting Council deferred consideration of the petition to enable officers to undertake further investigation into the petitioner's request and table a further report at the Ordinary Council meeting of 15 December 2014.

At the Ordinary Council Meeting of 24 November 2014 Councillors requested further information in relation to other examples of tree removals close to sporting facilities, in particular the Latrobe City Sports Stadium, Morwell (Council property) and Morwell Recreation Reserve (Council property), which is detailed below.

- Major removals of Cypress Pine trees were carried out in 2011 and 2012 at the Latrobe City Sports Stadium, Morwell. The 2011 tree works were carried out on Council land and involved the removal of a number of trees adjacent to Practice Pitch Number 4 at the site. In this instance the trees were adversely affecting the playing surface in summer as the pitch became hard and rough due to lack of water as a result of the trees' root systems and in winter when the pitch became unplayable at times as it was continually waterlogged due to intense shading from the trees.
- Further trees were removed in 2012 from Morwell Golf Club land, with their consultation and agreement, adjacent to the main oval at the stadium for reasons similar to those discussed above.
- A series of pine tree removals was carried out between 10 and 15 years ago at the Morwell Recreation Reserve and were as the result of the overall deteriorating health of the trees and their increasing danger to the public.

- All of the works carried out at Latrobe City Sports Stadium, Morwell and Morwell Recreation Reserve, were delivered at Council cost as they were on Council property or where the works were required on private land as the trees removed adversely affected Council property.

A further report was tabled at the Ordinary Council Meeting of 15 December 2014 where Council resolved the following:

1. *That Council note this report regarding the petition from the Moe Golf Club requesting removal of the Pine Trees on Links Road abutting the Moe golf course.*
2. *That a further report in relation to the request be presented to Council at the first Ordinary Council Meeting in 2015 detailing full costings for any tree removals and the results of consultation with the residents of Links Road, Newborough.*
3. *That Council advise the head petitioner of this decision.*

The report which was tabled at the Ordinary Council Meeting of 9 February 2015 which included quotation costs and consultation.

Quotation Costs.

- Fell trees ranging from - \$13,420 to \$36,135(Inc. GST), this included different options
- Site revegetation - \$5,105 (Inc. GST)

Consultation.

Officers met with the president of Moe Golf Club on 31 October 2014 to discuss the concerns in relation to the pine trees.

Consultation has now been undertaken with the residents of Links Road, Newborough seeking their opinion on the proposed tree removals. One resident of Links Road is in support of the tree removals while the other resident opposes the removals.

Councils resolved at the Ordinary Council Meeting of 9 February 2015 the following:

1. *Authorises the removal and replacement of the stand of pine trees adjacent to the Moe Golf Club on Links Road, Newborough subject to the following conditions.*
  - *That a Council approved landscape revegetation plan is developed in agreement with local residents.*
  - *That Moe Golf Club is responsible for funding, organisation and execution of the works*
2. *Notify the head petitioner of this decision.*

Council received further correspondence from the Moe Golf Club on the 27 June 2015 requesting financial assistance from Council for the removal of the Pine trees from Links Road, Newborough.



The Chief Executive Officer, the General Manager Infrastructure and Recreation and President Moe Golf Club meet on site and had further discussions on the 9 November 2015.

A further report was tabled at the Ordinary Council Meeting of 8 February 2016 where Council resolved the following:

1. *Share the estimated cost of \$45,000 for the removal of the pine trees on Links Road Newborough and revegetation of the site adjacent to the Moe Golf Club.*
2. *Fund \$25,000 of the works and the Moe Golf Club fund \$20,000 of the works.*
3. *Consider allocating funding of \$45,000 in the 2016/17 budget for the works.*
4. *Subject to the allocation of funding in the 2016/17 budget, offer the Moe Golf Club the following*
  - *A no interest loan of \$20,000*
  - *Repayment of the loan on a quarterly basis. 16 equal instalments of \$1,250 to be paid by the end of March, June, September and December in each year*
  - *If the value of the works is greater, or less than, the estimated amount of \$45,000 that the club share, or benefit from, the cost variation on the basis of the original funding share as detailed in point 2.*
5. Officers prepare an agreement outlining the Terms and Conditions of the loan for the Moe Golf Club to sign.
6. Officers advise the Moe Golf Club of Councils decision.

On 7 June 2016 the Manager Operations and Waste and Acting Coordinator Open Space Maintenance meet onsite at the Moe Golf Club with the President, committee members and the green keepers. The meeting was to discuss issues and concerns, which includes risk control measure the Golf Club needed to address and Council officers required in writing how risk control measure were to be addressed before the no interest loan and works starting.

In June 2016, after the onsite meeting at the Golf Club follow up updated quotations for these works with a very clear brief were sought again. Quotations ranged from - \$31,629 to 36,135(Inc. GST). Site revegetation including purchase of plants and planting by Council contractor - \$5,505 (Inc. GST).

General Manager Infrastructure and Recreation meet onsite in September 2016 after contacted by the Golf Club to discuss further issues and concerns the Golf Club had with the risk control measure requesting response.

Council officers sent follow up letters out on the 6 October 2016, 10 January and the 17 March 2017, requesting a response on how they would address the risk control measures.

The Vice President from the Moe Golf Club rang and spoke to General Manager Infrastructure and Recreation on the 8 March 2017. It was noted that the Golf Club hadn't received the letters, therefore hadn't responded

The Vice President of the Moe Golf Club rang Acting Coordinator Open Space Maintenance on the 25 April 2017 to further discuss the no interest loan and where the current process is at. The Acting Coordinator Open Space Maintenance stated that Council was still waiting for a written response back from the Golf Club to move forward the no interest loan and then works can start. The Vice President stated he wasn't aware of the history, that the President was off on long term family leave. He request a copy of the Council letter dated 6 October 2016.

The Vice President emailed the Acting Coordinator Open Space Maintenance on the 26 April 2017 with a response. This stated:

*"I refer to our telephone conversations today and thank you for sending a copy of the letter dated 7th October 2016 which we did not receive.*

*As you would be aware it is impossible to remove the risk of golf balls being hit out of bounds which might impact on adjacent roads and neighbouring properties. We have received complaints from one particular home owner on Links Road about this issue but the golf course has been there for more than 50 years and it is settled practice that anyone who chooses to live near a golf course accepts the risk of an errant golf ball falling on or in the vicinity of their property.*

*I confirm that the Moe Golf Club is in no financial position to erect a cyclone fence or any other structure along the boundary of the second fairway. Traffic on Links Road is minimal as it is a "no through road" and serves only three properties. There is far more volume of traffic on Thompsons Road running parallel with the third fairway and even more traffic on the Princes Highway adjacent to the Traralgon Golf Course which have no cyclone fences.*

*We can only propose that we erect appropriate signage on the second tee to warn golfers to be careful with their play as the pine trees have been removed from the road reserve.*

*I confirm that the Moe Golf Club does want to proceed with the removal of the pine trees in accordance with the council resolution passed and subsequent agreements made.*

*If you have any queries with the above or require further discussion or information then do not hesitate to contact myself.  
I look forward to hearing from you."*

Acting Coordinator Open Space Maintenance emailed the Vice President back on the 27 April 2017 with a further response. This stated:

*"I can't comment on your draft response letter, that needs to be the committee's work.*

*What needs to be addressed for Council to move forward with this proposal, as discussed at several onsite meeting's with Council staff and Committee members was:*

- *Boundary fence to be removed by committee*
- *Burning on site of removed pines by committee*
- *Address safety concerns for Link Road, re golf balls onto the road/neighbouring properties: meetings onsite discussed a number of options including: new high boundary fence, redesign tee, fairway and/or green, tree plating, etc*
- *Revegetation/landscape plan for road reserve along Link Road: trees, shrubs and groundcovers/grasses to be purchased and planted by committee*

*I trust this has been helpful.”*

On 3 May 2017 the General Manager Infrastructure and Recreation rang and spoke to the Vice President of the Moe Golf Club.

The General Manager Infrastructure and Recreation emailed the Vice President of the Moe Golf Club on the 4 May 2017 to follow up on there phone call the night before. The General Manager Infrastructure and Recreation email stated:

*“Thanks for the discussion last night. I confirm that the information you have provided below is the extent of the response that will be provided by the club regarding the potential risk of golf balls leaving the golf club property.*

*The Council decision includes a requirement for revegetation. I confirm that this can be undertaken by Council and included in the agreement. Alternatively the club may wish to undertake this work separately in order to reduce the cost of the project.*

*It is proposed that the tree trunks will be removed from the site and taken to Australian Paper. We also propose that the branches and heads be relocated on site and burnt. Can you confirm if this is agreed by the club. If not the cost will increase significantly as we will need to take them away.*

*In relation to the removal of the boundary fence and reinstatement. Can you also confirm if the club is willing to undertake this work otherwise we will include in the quote and again the costs will increase accordingly.*

*Once the Vice President confirms the information can we confirm the price for the works and finalise the agreement with our legal team for the club to review.*

*Thanks.”*

On the 4 May 2017 the Vice President of the Moe Golf Club emailed a response back to General Manager Infrastructure and Recreation. The Vice President response was:

*“Thank for your prompt response.*

*I can confirm that that those portions of trees not taken away can be relocated on the golf course for burning.*

*The golf club is happy for the council to purchase trees for revegetation along the reserve and include that cost in the agreement.*

*I also confirm the boundary fence along Links Road has been removed and will be reinstated by the golf club following the revegetation.*

*I look forward to receiving the Agreement for the club's consideration as soon as possible."*

On the 9 May 2017 Acting Coordinator Open Space Maintenance emailed Manager Operations and Waste with a summary update, further guidance needed to move forward with this, overview of the history and the current situation as it stands. The email stated:

Current.

- *Some additional costs, but still under estimated budget of \$45,000*
- *Golf club now wanting Council to purchase and plant up reveg area, no probs, contractor can do this*
- *Still need the club to address boundary fence to stop/reduce balls leaving the course, high boundary fence, the club said NO*
- *Club putting up signs on Link Road re balls, I don't believe is enough for public safety and local residents*
- *Does the extra monies change the loan agreement ?*
- *Could be to late to carry out works shortly, winter, might have to wait for spring/early summer, because of heavy machinery and carting around the course*

General Manager Infrastructure and Recreation comments to Acting Coordinator Open Space Maintenance, in the email was:

*Acting Coordinator Open Space Maintenance, Once Vice President confirms the information can we confirm the price for the works and finalise the agreement with our legal team for the club to review.*

General Manager Infrastructure and Recreation said that a final Council report would be presented to Council in September or October. The main concerns Council officers still have is seeking advice from the insurance companies with the risk on golf balls leaving the property of the Moe Golf Course.

On the 31 August 2017 Council officers and representatives of the Moe Golf Club met onsite to discuss issues regarding this proposal. The risk concerns Council had were discussed and the four options were discussed to more forward:

1. Full removal of the pine trees and revegetate the road reserve. Council will bear any future risk of a claim and that Council may have to fund.
2. Prune all branches on the eastern side of the pines and remove any surface roots beside the fairway. This still provides protection to Links Road and neighbouring properties reducing the risk of golf ball leaving the property. Pruning off tree branches will allow more sunlight and air movement over the

fairway. Removing surface roots beside the fairway will remove tripping hazards and increase moisture within the fairway. These maintenance works will help improve the grass quality and grass cover on the fairway.

3. Staged removal and replanting. Remove one in three pines trees over ten years and revegetate as pine trees are removed. Not recommended has is very difficult to revegetate in between pines trees. Revegetated trees could be damaged and/or removed for the future pine tree removals. Large machinery is needed to complete these removals safety.

4. Not proceed with the removal. Don't remove the pine trees and carry out point two above. Prune all branches on the eastern side of the pines and remove any surface roots beside the fairway

It is considered that the pruning of branches on the eastern side of the pines and removal of any surface roots beside the fairway would improve the playing surface for the Golf Club without increasing risk to residents and people using Links Road.

The Moe Golf Club is still adamant they would like the pine trees removed.

### **10.5 Moe Bus Routes and Car Parking Working Party**

**General Manager**

**Infrastructure and Recreation**

**For Information**

#### **EXECUTIVE SUMMARY**

At the 31 July 2017 Council meeting Council resolved to form a working party to explore the concerns and to workshop potential solutions with transport agencies and community representatives.

The Working Party was established with community/business representation from the Moe Traders Association, the Committee for Moe, and Moe Taxis, and from the transport agencies Transport for Victoria and Public Transport Victoria.

The Working Party has provided a positive forum for the issues that have been of concern to the trader associations to be aired and importantly, it has provided a conduit for the transport agencies to understand the concerns in detail, and to be involved in discussing solutions.

The meetings created several actions/topics of investigation that can be broadly grouped as follows.

- Consultation
- Route efficiency
- Shelters
- Safety aspects, and
- Parking

The 31 July 2017 resolution required that the community be made aware of the outcomes of the Working Party by 23 October 2017 and this will be done by way of an email to the traders groups and other committees in Moe of which Council Officers are aware, and via a short item in the Council Noticeboard.

Council Officers will continue to work with the Working Party and support the transport agencies representatives to review and identifying potential solutions to the issues raised by the community representatives.

A further report is proposed to be presented to Council in March 2018 presenting the proposed actions to address the concerns raised.

## **MOTION**

**Moved:** Cr Law

**Seconded:** Cr Gibson

### **That Council**

- 1. Acknowledges the contribution from the Moe Bus Routes and Car Parking Working Party to investigate the bus route changes impacting on routes, bus stops and car parking,**
- 2. Endorses further liaison with the relevant agencies and community representatives to identify potential solutions to resolve the community concerns, and**
- 3. Requests a report be presented by March 2018 summarising the proposed actions to address the concerns raised through the Moe Bus Routes and Car Parking Working Party.**

**CARRIED UNANIMOUSLY**

## **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

At the 31 July 2017 Council meeting Council resolved as follows.

*That Council:*

- 1. Coordinates a working party consisting of Council representatives and a Councillor, Public Transport Victoria representatives, Committee of Moe representatives, Moe Traders Association representatives and a representative of the Moe Taxis to examine concerns and propose solutions in relation to issues with the bus routes and bus stops in Moe & Newborough, parking in the CBD and the George St Taxi Rank in Moe;*
- 2. Reports the outcomes of this working party to the Moe and Newborough Community on or before the 23 October 2017;*
- 3. Reports the outcomes of this working party to Council on or before the 23 October 2017; and*
- 4. Commits to no further reduction in car parking until the working party examines the current issues with car parking within the CBD.*

Council Officers contacted the noted organisations seeking nominated representatives and agenda items. The initial meetings were 20 September and 27 September 2017, were chaired by Councillor Law, and attended on behalf of Latrobe City Council by Councillor Bradley Law, Manager Infrastructure Development and General Manager Infrastructure and Recreation, and the following industry and community representatives.

- Caithleen Jones, Manager - Regional Public Transport Development Transport for Victoria
- Wayne Berryman, Regional Bus Services Contract Manager – Eastern Region, Public Transport Victoria
- Christine Waterhouse, Moe Traders Association
- Sue Broadbent, Moe Traders Association
- Alistair Smith-Stevens, Moe Taxis
- Manny Gelagotis, Committee for Moe (unable to attend either meeting)

Prior to Transport for Victoria's (TfV) implementation last year VicRoads, VicTrack, and Public Transport Victoria (primarily buses) planned their network operation and development independently.

Attachment 1 is the minutes of the 20 September meeting and this includes a table of comments and concerns raised. Generally, the comments were in the following groups:

- Consultation
- Route efficiency
- Shelters
- Safety aspects, and
- Parking

Attachment 2 is the minutes of the 27 September 2017 meeting. The same representatives attended with the exception of Caithleen Jones from TfV who was unable to attend, however Ms Jones did advise Wayne Berryman of PTV who was able to respond to some points. Mr Gelagotis was not able to attend either meeting, however provided comments in advance that were integrated into the first meeting's agenda.

There were few new comments raised at the second meeting, generally regarding:

- Parking (particularly the impact of the loss of 8 car spaces on George Street, how to make it generally more effective, and the loss of 20 spaces at Moe Race Club), and
- Road Safety general (particularly lighting at Taxi rank and trucks on George Street).

The meetings have been a good opportunity for the traders representatives and the taxi company representative to discuss their issues and concerns in detail with the relevant people from PTV and TfV and Latrobe City Council.

The Working Party was only able to meet two times before the report was prepared for this meeting but intends on meeting again in November 2017 to review the previously identified topics and specific comments.



It is intended to notify the community of the outcomes in accordance with the 31 July 2017 resolution item 2 by way of contacting the known community associations within the community and via a short item in the Council Noticeboard.

#### **NEXT STEPS**

As noted, it is proposed that the Working Party would meet again once the agencies and Council Officers have had time to review and consider in detail the points raised. At this stage it is proposed for November 2017 but would be dependent on the various representatives' availability.

It is intended to notify the community of the outcomes in accordance with the 31 July 2017 resolution item 2 by way of the known community associations within the community and via a short item in the Council Noticeboard.

A report to Council summarising the findings and actions arising from the Working Party are proposed to be presented to Council March 2018.

#### **STAKEHOLDER CONSULTATION**

This report is in respect of the consultation with the noted representatives. Further consultation is proposed by way of a summary of the process and findings posted in the Latrobe Valley Express.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

There are no financial implications arising from this Briefing as it is merely documenting discussions held with the traders and the transport representatives. There are proposals arising that may have a cost but other than the replacement of the refuge on Albert Street that was part of the original PTV project, who will bear these costs is yet to be determined.

#### **RISK IMPLICATIONS**

All of the discussions are in aware of the need to manage risks. Any action arising from these discussions will be analysed in light of current standards and risk management before being delivered.

#### **CONCLUSION**

The Working Party was established with community/business representation from the Moe Traders Association, the Committee for Moe, and Moe Taxis, and from the Transport for Victoria and the Public Transport Victoria transport agencies.

The Working Party has been successful in providing a positive forum for the issues that have been of concern to the trader associations to be aired and importantly, it has provided a conduit for the transport agencies to understand the concerns in detail, and to be involved in discussing solutions.

The meetings created several actions/topics of investigation that can be broadly grouped as follows.

- Consultation
- Route efficiency

- Shelters
- Safety aspects, and
- Parking

Council Officers will continue to support the transport agencies representatives on reviewing and addressing where practical the concerns of the community representatives.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. 20 September meeting minutes
2. 27 September 2017 meeting minutes

DRAFT

## **Moe Bus Routes and Car Parking Working Party**

<b>1</b>	<b>20 September meeting minutes.....</b>	<b>433</b>
<b>2</b>	<b>27 September 2017 meeting minutes.....</b>	<b>439</b>

DRAFT



**Meeting** Moe Car Parking Working Party  
**Date** Wednesday, 20 September 2017  
**Time** Start 5.30 pm  
**Location** Moe Service Centre  
 1-29 George Street, Moe  
 Meeting Room 5

#### Attendees

##### **Latrobe City Council**

Councillor Brad Law  
 Steven Piasente  
 Kevan Delaney

##### **Moe Traders**

Sue Broadbent  
 Christine Waterhouse

##### **Moe City Taxis**

Alistair Smith – Stevens

##### **Transport for Victoria**

Caithleen Jones (via  
 telephone for items 1, 2, 3)

##### **Public Transport Victoria**

Wayne Berryman

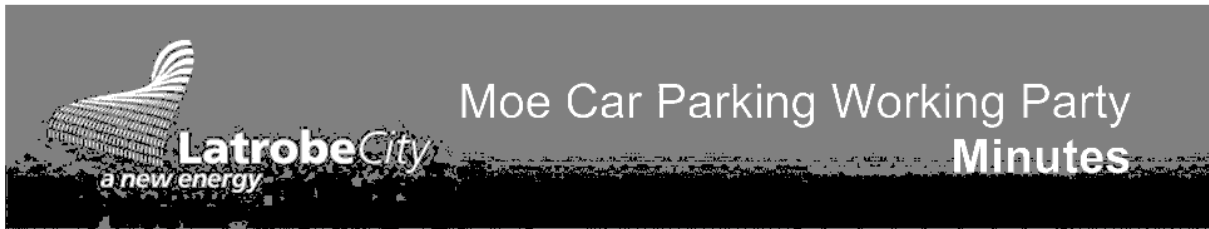
#### Apologies

##### **Committee for Moe**

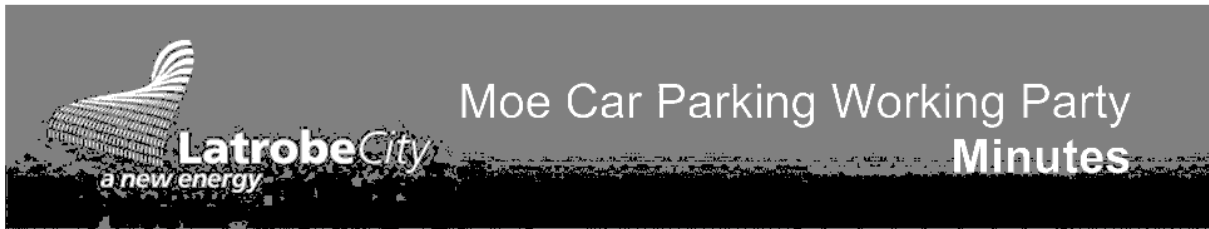
Manny Gelagotis

#### Agenda Items

No	Item Description / Action
1	<b>Introductions &amp; Welcome</b> Cr Law outlined the purpose of the meeting, which is to identify and resolve issues, with a solution based approach.
2	<b>Process</b> Cr Law, Kevan & Steven outlined that the process will include identification of issues and solutions. A report is to be presented to Council Meeting on 23 October 2017.
3	<b>Public Transport Routes</b> Caithleen highlighted the process undertaken to develop the alternatives taken to consultation and the identification of selected routes. She noted that route selection is not a simple matter of identifying changes that can be implemented to meet a need, but also to consider the practicality and the impact of the changes.



No	Item Description / Action
	<p>Sue spoke about the communities concern with a lack of direct consultation particularly regarding the physical works - citing that only 120 people were recorded as having contributed to the PTV consultation process.</p> <p>Wayne commented that there was extensive advertising, an on-line presence, and a drop in at each of the major townships.</p> <p>Some of the concerns are as follows:</p> <ul style="list-style-type: none"> <li>• Major route change from Newborough. Travellers now have to come to Moe CBD in order to access Traralgon. This has led to longer travel times and waiting times have increased. <b>Action – TFV to investigate.</b></li> <li>• Concerns with buses not connecting to trains.</li> <li>• Stop at BP Service Station –having to cross the road.</li> <li>• Concerns with a lack of Newborough interchange.</li> <li>• Concerns about stop opposite the Moe race course – particularly regarding Moe Cup day.</li> </ul> <p>Wayne requested that people contact PTV on the 1300 number directly, should they have concerns or regarding bus operations so that they can be recorded and actioned appropriately.</p> <p>Major concerns regarding having to wait at Moe CBD interchange for half an hour. Noting the elderly needing to go to the hospital. <b>Action – PTV to investigate.</b></p> <p>Lack of shelters at interchange and where there are shelters, they are facing the wrong direction. <b>Action – PTV &amp; Latrobe City Council to investigate.</b></p> <p>A new shelter has been installed on the wrong side of the road in John Street, Moe. <b>Action – PTV to investigate</b></p> <p>Concerns regarding vehicles not being able to see and therefore safely exit onto Albert Street from Skeltons Lane (opposite Hungry Jacks) due to cars parked in front of the Moe Town Hall. <b>Action – Latrobe City Council to investigate</b></p> <p>Two bus stops in George Street. Are two stops required and some drivers have advised that it is not a pick up stop. Can the gap between the two stops be shortened? <b>Action – PTV to follow up and provide advice as to why there are two stops and if modifications can be made.</b></p>



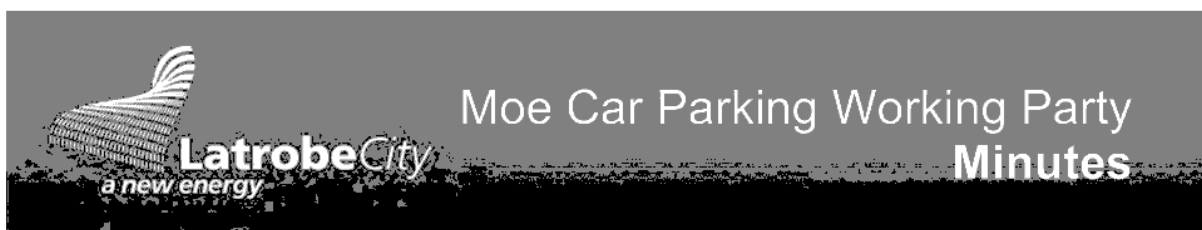
No	Item Description / Action
	<p>Concerns regarding not having a stop at the Post Office.  <b>Action</b> – TFV to investigate and provide advice.</p> <p>Concern regarding lack of later services in Moe. Two nights a week the service does not allow for people to travel to Newborough.  <b>Action</b> – TFV to investigate and provide advice.</p> <p>Can the community be provided with detail regarding how the buses are performing? Are there statistics available that can be provided on use of stops?  <b>Action</b> – PTV to investigate and provide advice.</p> <p>Wayne noted that:</p> <ul style="list-style-type: none"> <li>• change is always difficult, and usually there are some people less well off than before;</li> <li>• some infrastructure items can be applied to make the whole journey more pleasant – more shelters, better pedestrian access, etc; and</li> <li>• it is important that a change be left in place for at least 12 months to allow patrons to find, become used to, and to adopt the new routes.</li> </ul>
4	<p><b>Parking</b>  Alistair raised concerns regarding parking for taxis in George Street.</p> <p>Width of car park is too narrow and is a safety issue. Concerns regarding the reduction in angle parking on opposite side of George Street.  <b>Action</b> – Latrobe City Council to investigate if the road and parking can be adjusted in order to provide more parks on the north side of George Street.</p> <p>No shelter at taxi rank. Can a four to six seat shelter be provided at this location? Can the old shelter be utilised?  <b>Action</b> - Latrobe City Council to investigate providing shelter(s).</p> <p>Concerns were raised regarding vehicles exiting from Coles car park in Albert Street.</p> <p>PTV confirmed that they are investigating the provisions of a crossing in Albert Street at Coles. Kevan and Wayne noted that it can be done even with the bus parked if care is taken. PTV and Latrobe City Council are still working on how a pedestrian refuge can be provided to enhance safety crossing at Albert Street near the Coles car park access.</p> <p>Concerns were raised regarding people crossing at George Street. Is it possible to seek a speed limit reduction from VicRoads for George Street?</p>



No	Item Description / Action
	<p>Kevan advised that this is not likely due to the short length of the proposed restriction. A reduced speed for the township "CBD" may be more likely.</p> <p>Lack of lighting in George Street. Taxi rank west to the Moe Service Centre. <b>Action</b> – Latrobe City Council to Investigate</p> <p>Can changes to the parking time limits in the CBD be investigated?</p> <p>Steven confirmed that council officers are currently looking at this issue however any changes would be undertaken only after extensive engagement with the business owners and operators had been completed.</p> <p>Bus stop on Kirk Street is considered a redundant stop and should be removed. <b>Action</b> – PTV to investigate and advise if it can be removed.</p>

#### Overview of Actions

	Feedback	Responsible Officer
1.	Major route change from Newborough. Travellers now have to come to Moe CBD in order to access Traralgon. This has led to longer travel times and waiting times have increased	TFV
2.	Major concerns regarding having to wait at Moe CBD interchange for half an hour. Noting the elderly needing to go to the hospital	PTV
3.	Lack of shelters at interchange and where there are shelters, they are facing the wrong direction	PTV & LCC
4.	A new shelter has been installed on the wrong side of the road in John Street, Moe.	PTV
5.	Concerns regarding vehicles not being able to see and therefore safely exit onto Albert from Skeltons Lane (opposite Hungry Jacks) due to cars parked in front of the Moe Town Hall.	LCC
6.	Two bus stops in George Street. Are two stops required and some drivers have advised that it is not a pick up stop. Can the gap between the two stops be shortened?	PTV



	<b>Feedback</b>	<b>Responsible Officer</b>
7.	Concerns regarding not having a stop at the Post Office.	TFV
8.	Concern regarding lack of later services in Moe. Two nights a week the service does not allow for people to travel to Newborough.	TFV
9.	Can the community be provided with detail regarding how the buses are performing? Are there statistics available that can be provided on use of stops?	PTV
10.	Width of car park is too narrow and is a safety issue. Concerns regarding the reduction in angle parking on opposite side of George Street.	LCC
11.	No shelter at taxi rank. Can a four to six seat shelter be provided at this location? Can the old shelter be utilised?	LCC
12.	Lack of lighting in George Street. Taxi rank west to the Moe Service Centre.	LCC
13.	Bus stop on Kirk Street is considered a redundant stop and should be removed.	PTV

**Next Meeting** Wednesday, 27 September 2017





## Moe Car Parking Working Party Minutes

**Meeting** Moe Car Parking Working Party  
**Date** Wednesday, 27 September 2017  
**Time** 5.30 pm  
**Location** Moe Service Centre  
 1-29 George Street, Moe  
 Meeting Room 5

### Attendees

#### Latrobe City Council

Councillor Brad Law  
 Steven Piasente  
 Kevan Delaney  
 Kiesha Jones

#### Moe Traders

Sue Broadbent  
 Christine Waterhouse

#### Moe City Taxis

Alistair Smith – Stevens

#### Public Transport Victoria

Wayne Berryman

### Apologies

#### Committee for Moe

Manny Gelagotis

#### Transport for Victoria

Caithleen Jones

### Agenda Items

No	Item Description / Action
1	<p><b>Review Actions from Previous Meeting</b></p> <p>Before reviewing the actions, Wayne advised the group that Transport for Victoria (TFV) was formed by the government last year and noted that the key function of TFV is planning transport services. Wayne noted that this planning function now no longer sits with Public Transport Victoria (PTV) and they now manage all Public Transport Contracts and infrastructure across Victoria.</p> <p><b>1. Major route change from Newborough. Travellers now have to come to Moe CBD in order to access Traralgon. This has led to longer travel times and waiting times have increased.</b></p> <p>On Caithleen's behalf, Wayne advised that TFV are looking at setting up a method of engagement with specific communities and local council's to look at their public transport needs. Wayne indicated that a specific working group could be</p>



No	Item Description / Action
	<p>established to explore the issues raised around the Newborough bus route changes.</p> <p><b>2. Major concerns regarding having to wait at Moe CBD interchange for half an hour. Noting the elderly needing to go to the hospital</b></p> <p>Refer to response to Action 1 above.</p> <p><b>3. Lack of shelters at bus interchange and where there are shelters, they are facing the wrong direction</b></p> <p>Wayne advised that PTV can work with LCC to rectify this situation e.g. reversing existing or replacing exiting shelters. Cr Law recommended double sided shelters that would suit any type of weather. This suggestion was supported by LCC &amp; PTV.</p> <p><b>Action</b> – LCC and PTV to update shelter at bus interchange to provide suitable shelter for patrons.</p> <p>Christine noted that the George Street shelter also isn't practical and needs to be changed. (see Action 11 below)</p> <p><b>4. A new shelter has been installed on the wrong side of the road in John Street, Moe.</b></p> <p>Wayne confirmed that this shelter isn't on the wrong side of the road and noted that it is a school bus shelter. Wayne noted that well used school bus stops get shelters.</p> <p><b>5. Concerns regarding vehicles not being able to see and therefore safely exit onto Albert from Skeltons Lane (opposite Hungry Jacks) due to cars parked in front of the Moe Town Hall.</b></p> <p><b>Action</b> - Kevan advised that LCC still need to action this and noted that consultation with people who use this area will need to be undertaken as part of the process.</p> <p><b>6. Two bus stops in George Street. Are two stops required and some drivers have advised that it is not a pick up stop. Can the gap between the two stops be shortened?</b></p> <p>Wayne confirmed that two stops are required because if there is a timetable slippage, PTV need to ensure the buses can get off the road.</p>



No	Item Description / Action
	<p>Working with bus company to explore the pull-out distance between the two stops. More work to be done investigating this aspect.</p> <p>Sue asked why such long buses are now being used when they aren't being filled with passengers. Wayne advised that PTV are trying to keep the number of buses to a minimum so rather than using more short buses, which are not that much cheaper to use, they use larger buses that can do short and long journeys and can cater for more passengers, when required.</p> <p><b>7. Concerns regarding not having a stop at the Post Office.</b></p> <p>Wayne advised that there is a stop at Kirk Street that is approximately 101 meters to the Post Office and noted that the old stop was 102 meters from the Post Office. Sue noted that is too far for elderly people to have to walk and noted that when elderly people are having to cross Albert Street, near the post office, there is so much happening in that section of the road . Wayne also noted that the location of the new stop means that people (including elderly people) no longer have to cross Albert St to attend the Albert Street Medical Centre.</p> <p>Cr Law noted that he believed that the stop is on the wrong side of the road and ultimately the direction of the bus routes is the issue.</p> <p><b>Action</b> – LCC to investigate whether a zebra crossing (or the like) could be constructed at Albert Street to assist with pedestrian safety. (LCC to investigate as part of Action 5).</p> <p><b>8. Concern regarding lack of later services in Moe. Two nights a week the service does not allow for people to travel to Newborough.</b></p> <p>Wayne advised that the Newborough forum would look at this but noted that the current timetable has the same times from Monday to Friday.</p> <p><b>Action</b> –Sue to follow up and let Wayne know what days there isn't a later service available.</p> <p><b>9. Can the community be provided with detail regarding how the buses are performing? Are there statistics available that can be provided on use of stops?</b></p> <p>Wayne advised that TFV will be reviewing the new services approx 12 months after inception and would make this information available to Latrobe City Council. He also noted that bus tracking systems have only recently been installed, which will provide data to inform these statistics.</p>





No	Item Description / Action
	<p>Cr Law recommended that Sue and Christine keep track of when complaints are lodged with PTV. If responses are not being received, notify Wayne and he can follow up.</p> <p><b>10. Width of taxi rank is too narrow and is a safety issue. Concerns regarding the reduction in angle parking on opposite side of George Street.</b></p> <p>Sue advised that measurements of the rank do meet the necessary standards, but reiterated that it's too narrow. Steven noted that the taxi rank in George Street, Morwell is an example of a good taxi rank as it is off the road.</p> <p>Kevan advised that some design work through the detailed design of the next stage of the MACP will look at these issues – works will need to be done to see how they can be improved.</p> <p>Kevan advised that an interim measure could be that the line marking be adjusted to create a buffer between the taxi rank and the road.</p> <p>Sue asked whether trucks can use George Street. Kevan advised that b-doubles cant, but normal trucks doing supermarket delivers are permitted.</p> <p><b>11. No shelter at taxi rank. Can a four to six seat shelter be provided at this location? Can the old shelter be utilised?</b></p> <p>A new shelter at this location is possible. It may be possible to relocate the existing Albert Street shelter and replace the Albert Street shelter with a double sided shelter.</p> <p><b>12. Concerns were raised about the level of lighting in George Street at the Taxi rank west to the Moe Service Centre.</b></p> <p>Kevan advised that it would costs approximately \$10,000-\$20,000 to be redeveloped as part of the next stage of the MACP.</p> <p><b>Action -</b> In the interim, Latrobe City Council will explore increasing the wattage of existing lights at the Taxi Rank.</p> <p>Christine suggested the use of LED lights.</p>





No	Item Description / Action
	<p><b>13. Bus stop on Kirk Street is considered a redundant stop and should be removed.</b></p> <p>Sue and Christine confirmed that St Pauls school buses are using this stop and noted that this is a problem as it stops people from being able to park there in the morning and at night.</p> <p>Wayne advised that private charter services can't use public transport stops. If a stop is declared as a bus zone then it can only be used for public transport.</p> <p><b>Action - PTV to take down signs at the Kirk Street stop.</b></p> <p><b>Action - Kevan to contact St Pauls School in respect of relocating their school bus stop.</b></p> <p><b>Action – Latrobe City Council to explore the option for a designated stop for all charter services – potentially in Market Street.</b></p>
2	<p><b>Moe Traders Survey</b></p> <p>Christine advised that the Moe Traders have a lot of further information on this but noted that a lot of the feedback may be addressed through the action plan of this working group.</p> <p><b>Action – Moe Traders to provide a summary of survey results from consultation undertaken and relevant statistics (i.e numbers of people attending businesses etc).</b></p> <p>Sue noted that the Traders are going to do more surveys. Kevan suggested that the Traders don't just look at the parking immediately in front of the business but to consider the whole block and perhaps even all parking within 200m from the arcade entrance.</p>
2	<p><b>General Business</b></p> <ul style="list-style-type: none"> <li>• Sue advised that drivers are not letting people on at the George Street interchange. Wayne noted that he considers this to be unacceptable, and that the bus company management have been asked by PTV to reiterate with their drivers that they should be stopping and allowing people on and off.</li> <li>• Time for car parking – if they change the times it may promote greater turnover.</li> </ul>





No	Item Description / Action
	<p><b>Action</b> – LCC to undertake review of parking times. Steven noted that this will include extensive consultation with traders.</p> <ul style="list-style-type: none"> <li>• Cr Law asked whether the bus stop at Moe Racing Club can be looked at in order to redesign or relocate to reduce the impact on parking.</li> </ul> <p>Wayne advised that PTV has the legislated right to put bus stops wherever they like, based on their operational needs. Wayne noted that any PTV consultation is not about whether a stop should be placed at a particular location, it is more about informing.</p> <p>Wayne confirmed that a redesign of this stop would require a solid reason as to why it was required – essentially a safety reason that they have overlooked.</p> <p>Cr Law acknowledged this and stated that if the stop was closer to the Moe Bowling Club it would be more ideal – as the stop took 20 front entrance parking spaces at the Moe Racing Club.</p>
3	<p><b>Next Steps</b></p> <p>Steve confirmed that:</p> <ul style="list-style-type: none"> <li>• An update will be provided to Council at the 23 October 2017 Ordinary Council Meeting, in accordance with the decision made by Council on 31 July 2017;</li> <li>• The members of the Working Party will be provided with a copy of the Council Report for the 23 October 2017 Meeting;</li> <li>• A further Working Party Meeting will be held after 23 October 2017 to discuss solutions and potential options; and</li> <li>• A further report will be presented to Council at a later date outlining what requests to government are to be made in order to address the actions of the Working Party.</li> </ul>





## Moe Car Parking Working Party Minutes

### Overview of Actions

	Action	Responsible Officer
1.	Update shelter at bus interchange to provide suitable shelter for patrons	PTV & LCC
2.	Review exit onto Albert from Skeltons Lane (opposite Hungry Jacks) to improve safety	LCC
3.	Investigate whether a zebra crossing (or the like) could be constructed at Albert Street to assist with pedestrian safety (linked to Action 2 above)	LCC
4.	Advise PTV what days there isn't a later service offered in Moe/Newborough	Moe Traders
5.	Investigate an interim measure at the George Street Taxi Rank to address public safety – potentially adjust line marking to create a buffer between the taxi rank and the road	LCC
6.	Explore increasing the wattage of existing lights at the George Street Taxi Rank	LCC
7.	Take down signs at the Kirk Street stop	PTV
8.	Contact St Pauls School in relation to relocating their school bus stop from Kirk Street	LCC
9.	Explore the option for a designated stop for all charter bus services	LCC
10.	Provide a summary of survey results from consultation undertaken by Moe Traders and statistics (i.e numbers of people attending businesses etc)	Moe Traders
11.	Undertake review of parking times	LCC
12.	Investigate whether the gap between the two stops at George Street can be shortened	PTV



**Agenda Item 2 - Moe Traders Survey**

Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_

Was your business consulted by ptv or council to let you know of the changes being made to the parking, bus stops or new bus time tables.

61 NO 3 notified 2 weeks before

Do you feel that council or any government bodies making changes in our CBD should consult with the business owners

57 YES 1 depends 1-no answer 2-N

Were you aware that 10 car park spaces were being taken from George Street when the new bus stop went in

60 NO 1 UNSURE

If your business is in George Street or Kirk Street could you tell us how the loss of ten car parks has affected you

MANY CUSTOMER COMPLAINTS

LOSS OF CUSTOMERS TO OTHER STREETS & TOWNS

Do you think the Moe CBD can afford to lose any car parks

61 NO

Do you think Moe CBD has sufficient car parking

55 NO 4 - ENOUGH BUT CANT LOSE MORE 2 YES

Do your customers ever comment on car parking and if so what do they say

55 Shops have complaints

2 No comment

4 No complaints

What are your thoughts on the new bus time tables and bus stops

51 Various comments

10 No comment

Do you have any suggestions to improve the current situation

MANY AS PER LIST



# **CORRESPONDENCE**

DRAFT

**11. CORRESPONDENCE**

Nil reports

DRAFT

# PRESENTATION OF PETITIONS

DRAFT

## **12. PRESENTATION OF PETITIONS**

### **12.1 Petition for the Provision of Fenced Off Dog Parks**

**General Manager**

**City Development**

**For Decision**

#### **EXECUTIVE SUMMARY**

On 13 September 2017 Latrobe City Council was in receipt of a petition signed by some 2,673 signatories in support. The head petitioner, Ms Geraldine McClure, is advocating for the provision of fenced off parks within the townships of Churchill, Moe, Morwell and Traralgon.

This report is being presented to Council in accordance with Clause 63 of Councils Local Law No.1.

#### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Middlemiss

**That Council:**

- 1. Agrees in accordance with the *Local Law No. 1 Meeting Procedure Local Law 2014* to lay the petition for the provision of fenced off dog parks on the table until the 13 November 2017 Council Meeting; and**
- 2. Advises the head petitioner of this decision.**

**CARRIED UNANIMOUSLY**

#### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

#### **DISCUSSION**

The petition requests that Council implement fenced off dog parks within the townships of Churchill, Moe, Morwell and Traralgon, the petition further seeks that the park as a minimum facilitates the following amenities:

- At least 15m X 15m of fenced area;
- Sanitary bag dispensers; and
- Running drinking water.

Council officers will analyse the petition and consider options for responding whilst it lays on the table. A further report with these options and a recommendation will be put to Council on 13 November 2017.

#### **STAKEHOLDER CONSULTATION**

No engagement undertaken

**FINANCIAL AND RESOURCE IMPLICATIONS**

The cost of compiling this report is absorbed in Councils approved operating budget.

**RISK IMPLICATIONS**

No risk is associated with the presentation of this petition.

**CONCLUSION**

The petition collected 2,673 signatories in support of the implementation of fenced off dog parks across the municipality, containing the abovementioned amenities. By tabling this petition it will enable Council to consider it at its Ordinary Council Meeting on 13 November 2017.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Petition - Fenced Dog Parks (Confidential)

# **CHIEF EXECUTIVE OFFICE**

DRAFT

**13. CHIEF EXECUTIVE OFFICE**

Nil reports

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# **CITY DEVELOPMENT**

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## **14. CITY DEVELOPMENT**

### **14.1 Process for selling land - Gippsland Logistics Precinct**

**General Manager**

**City Development**

**For Decision**

#### **EXECUTIVE SUMMARY**

Council has received a number of proposals from private entities expressing interest in Council owned land recently. Whilst there has been some interest in land in other parts of the city, there has been particular recent interest in the sale or transfer of portions of the Council-owned Gippsland Logistics Precinct for various purposes.

To sell or transfer land, Council is required to comply with the Local Government Act 1989, the Local Government Best Practise for the Sale, Exchange & Transfer of Land and Council Policy.

The process is broadly as follows:

1. Council resolve to give public notice of its intention to deal with land for a particular purpose and invite written submissions from the public.
2. Council considers submissions at a public meeting and provide submitters with an opportunity to be heard at that meeting
3. After consideration of the submissions from the public, decide accordingly how it will deal with the land.
4. Following its public decision, council would then be able to deal with the land in way it has determined; i.e. expressions of interest, open tender etc.

Therefore Council should note this general information. A further report will be tabled with a specific recommendation regarding proposals involving the Gippsland Logistics Precinct.

#### **MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Middlemiss

**That Council notes the process required to be undertaken under the Local Government Act 1989, the Local Government Best Practise for the Sale, Exchange & Transfer of Land and Council Policy.**

**CARRIED UNANIMOUSLY**

#### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

Council has received a number of expressions of interest in Council land recently, including interest in the sale or leasehold of portions of the Council-owned Gippsland Logistics Precinct and other prominent council owned parcels. This report informs council of the processes required under the Local Government Act for Council to deal with these requests and to deal with the disposal of its land in general.

To sell or exchange land, Council is required to comply with the Local Government Act 1989, the Local Government Best Practise for the Sale, Exchange & Transfer of Land and Council Policy.

To commence the statutory process Council will need to resolve to give public notice of its intention to transfer land, invite and consider any written submissions. A further report will be prepared for Council's consideration to commence the statutory process at a later date.

## **Local Government Act Requirements**

### **Power to Deal with Property**

Under section 5(2)(d) of the Local Government Act, 1989 (the Act), Council is able to acquire, hold, deal with or dispose of property (including land) for the purpose of performing its function and exercising its powers.

### **Legal Requirements: Sale of Land - Section 189 Local Government Act**

Section 189 of the Act requires councils to do certain things before selling or exchanging land. Councils must:

1. Give at least four weeks public notice of an intention to sell or exchange land before selling or exchanging this land (section 189(2)(a));
2. Obtain a valuation of the land which is made not more than 6 months prior to the sale or exchange from an appropriately qualified person (section 189(2)(b); and
3. Allow interested persons to make a submission under section 223 on the proposed sale or exchange (section 189(3)).

In essence, section 189 requires councils to:

- Consult ratepayers and residents on any proposal to sell or exchange land;
- Give ratepayers and residents an opportunity to have their views heard; and
- Have a current valuation for the land that is proposed for sale or exchange

### **Requirements: Transfer/Exchange of Land without consideration - Section 191 Local Government Act**

Section 191 provides a specific power enabling councils to transfer, exchange or lease land for no consideration without having to comply with section 189, as long as those to whom council is transacting are:

- the Crown; or
- a Minister; or
- a public body; or
- the trustees appointed under any Act to be held on trust for public or municipal purposes; or
- a public hospital within the meaning of the Health Services Act 1988 or other hospital carried on by an association or society otherwise than for profit or gain to the members of the association or society.

Section 191 does not limit councils' ability to transfer/exchange or lease land for no consideration to parties other than those listed under section 191(1). However any such transactions with these other parties will be subject to the provisions of section 189.

### **Council Policy**

Council's policy also supports transparency principles as outlined in the Act. The policy provides more detailed guidance as to the circumstances and factors that will be assessed by Council in respect to the sale of Council owned property, as an accountability mechanism to the community.

Council's policy can be viewed at the following link:

[http://www.latrobe.vic.gov.au/About Us/Media and Publications/Council Policies/Sale of Council Owned Property Policy](http://www.latrobe.vic.gov.au/About_Us/Media_and_Publications/Council_Policies/Sale_of_Council_Owned_Property_Policy). For convenience a screen print is also attached to this report in attachment 1.

### **General Principles**

1. All sales, exchanges and transfers of land must comply with the provisions of the Local Government Act 1989.
2. Sales should be conducted through a public process (i.e. public auction, public tender or by registration of expressions of interest) unless circumstances exist that justify an alternative method of sale, for example the sale or exchange of land by private treaty. A council should explain to its community the circumstances which led to its decision to use an alternative method of sale in the interests of probity, public accountability and transparency.
3. Sales, exchanges and transfers of land should be in the best interests of the community and provide the best result, both financial and non-financial, for the council and the community.
4. Generally, all sales and exchanges of land should occur at not less than the market value assessed by a qualified valuer engaged by the council. However, in the event that land is sold for less than the market value or exchanged for land of a lesser value, the council should explain the

- circumstances, reasons or factors which led to the decision to accept a sale price that is less than market value or land on exchange with a lower value.
5. Prior to being offered for sale, property should be appropriately zoned. This will ensure that the ultimate use of the land is determined by that zone and the highest possible sale price is achieved.

### **STAKEHOLDER CONSULTATION**

There has been no engagement conducted with the community regarding this report, however the report seeks to ensure that transparency and public accountability is maintained while conducting any specific sale of land.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

There are no financial considerations regarding this report.

### **RISK IMPLICATIONS**

Council has particular obligations under the local government act when dealing with its own land. These obligations ensure that the highest standards of transparency, probity and accountability are maintained to minimise risk to its reputation.

### **CONCLUSION**

To sell or transfer land, Council is required to comply with the Local Government Act 1989, the Local Government Best Practise for the Sale, Exchange & Transfer of Land and Council Policy.

Council should note this general information and anticipate a further report with a specific recommendation regarding proposals involving the Gippsland Logistics Precinct.

### **SUPPORTING DOCUMENTS**

Local Government Best Practise for the Sale, Exchange & Transfer of Land,

#### **Attachments**

1. Sale of Council Owned Property Policy

## **Process for selling land - Gippsland Logistics Precinct**

<b>1</b>	<b>Sale of Council Owned Property Policy.....</b>	<b>461</b>
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[Home](#) > [About Us](#) > [Media and Publications](#) > [Council Policies](#) > Sale of Council Owned Property Policy

## Sale of Council Owned Property Policy

Adopted by Council on 7 February 2011

### Policy Goals

The principle aim of this policy is to define the circumstances and factors that will be assessed by Council in respect to the sale of Council owned property. The purpose of this policy is to serve as an accountability mechanism to the community.

It is Council's position that the sale of Council owned property will be via public auction unless circumstances exist that justify an alternative method of sale.

All sales of Council owned property shall be consistent with the Local Government Best Practice Guideline for the Sale and Exchange of Land prepared by the Department of Planning and Community Development.

### Policy Implementation

#### 1. Requests Made to Council

Where individuals make direct approaches to Council to purchase an unimproved Council owned property then the Sale of Council Owned Property Procedure shall solely apply. Such procedure requires Council to consider the potential sale of the property in accordance with the Local Government Act 1989. Where individuals make direct approaches to Council to purchase occupied or improved Council owned property then the Sale of Council Owned Property Procedure shall apply only after the application of this policy, particularly in respect as to whether the asset is surplus to Council or community requirements.

#### 2. When Initiated by Council

When the potential sale of occupied or unoccupied Council owned improved or unimproved property has been initiated by Council then the Sale of Council Owned Property Procedure shall apply only after the application of this policy.

#### 3. Sale to the Crown

The Council may resolve from time to time that this policy does not apply in respect of any sale of property undertaken in accordance with Section 191 of the Local Government Act 1989.

#### 4. Surplus to Council Requirements

As part of its consideration of an application of the Sale of Council Owned Property Procedure, the Council will determine whether a property is surplus to Council requirements.

Accordingly, Council will give consideration to the following questions:-

1. Is the property sale essential to meet fiscal imperatives?
2. Is the property portfolio overweighed?
3. Does the property support best practice service delivery?
4. Does the property have an effective operating cost structure and capital replacement provisions?
5. Is ownership the best form of tenure?
6. Will the property sale realize a significant amount of capital or contribute to significant economic development potential?

5. The process for determining whether a property is surplus to Council requirements may be undertaken before or concurrently with Clause 5 of this policy. If the property is not deemed surplus to Council requirements, consideration of sale of the property will not continue and the applicant will be notified of this result.
6. **Surplus to Community Requirements**

In the event Council forms the opinion that a Council owned property is surplus to its requirements, Council will invite community organisations and the general public to comment on whether a property is surplus to community requirements. The notice inviting community comment will be included in the public notice inviting submissions in accordance with the provisions of Section 223 of the Local Government Act 1989 and the application of the Sale of Council Owned Property Procedure. The process for determining whether a property is surplus to community requirements may be undertaken concurrently with Clause 4 of this policy.
7. **Sale to Community Organisations**

Community organisations will be given first opportunity to express an interest in purchasing properties that have been deemed to be surplus to Council and community requirements. This will be done simultaneously with Clause 5 of this policy, via a public notice in the local newspaper.
8. **Application of Sale of Council Owned Property Procedure**

The Sale of Council Owned Property Procedure applies after Council resolves that a property is surplus to council or community requirements, or as otherwise provided in this policy.
9. **Method of Sale**

In the event that Council favours selling a property to a community organisation as a result of an expression of interest process or the sale was not initiated by Council, then the sale may occur by private treaty. If the sale was initiated by Council and Council does not favour selling the property to a community organisation, then the property must first be put to sale by public auction.
10. **Authorisation of Chief Executive Officer**

After complying with this policy and relevant procedures, the Council may authorise the Chief Executive Officer to enter into a contract for the sale of a property. Unless otherwise resolved by Council, the Chief Executive Officer must not accept a sale price less than 90% of a sworn valuation obtained in accordance with Section 189 of the Local Government Act 1989.
11. **Real Estate Services**

When Council requires the provision of real estate services, quotations or tenders for such services will be sought in accordance with Council procurement procedures. This policy has been reviewed after giving proper consideration to all the rights contained within the Charter of Human Rights and Responsibilities Act 2006; and any reasonable limitation to human rights can be demonstrably justified.

**14.2 Latrobe Convention Centre Business Case and Functional Concept  
Design Project Reference Group**

**General Manager**

**City Development**

**For Decision**

**EXECUTIVE SUMMARY**

Following a briefing to Councillors on 25 September 2017 regarding the progression of a Business Case and Functional Concept Design study for the proposed Latrobe Convention Centre, this report seeks Council's endorsement and establishment of the Project Reference Group (PRG) for the project.

It is proposed that the PRG will comprise the following:

- Two Councillors;
- General Manager City Development
- Representatives from the Consulting Project Team;
- Representatives from Federation Training and Federation University;
- Local State Government representatives (i.e. Regional Development Victoria)
- Community representatives and/or subject matter experts (up to six);
- Latrobe City Council Officers (ex-officio): Manager Arts & Events, Project Officer Latrobe Creative Precinct and Interim Project Manager, Latrobe Creative Precinct.

It is expected that the PRG will be a formally appointed Advisory Committee of Latrobe City Council, and that community representatives to the PRG will be selected via a public Expression of Interest process.

**RECOMMENDATION**

**That Council:**

- 1. Adopts the Latrobe Convention Centre Business Case and Functional Concept Design Project Reference Group Terms of Reference;**
- 2. Appoints Cr \_\_\_\_\_ (Chair) and Cr \_\_\_\_\_ to the Latrobe Convention Centre Business Case and Functional Concept Design Project Reference Group; and**
- 3. Endorses an Expression of Interest process for the appointment of community representatives to the PRG.**

Cr Sharon Gibson left the meeting, the time being 07:00 PM



## **MOTION**

**Moved:** Cr White

**Seconded:** Cr Harriman

**That Council:**

- 1. Adopts the Latrobe Convention Centre Business Case and Functional Concept Design Project Reference Group Terms of Reference;**
- 2. Appoints Cr McFarlane (Chair) and Cr Middlemiss to the Latrobe Convention Centre Business Case and Functional Concept Design Project Reference Group; and**
- 3. Endorses an Expression of Interest process for the appointment of community representatives to the PRG.**

**CARRIED UNANIMOUSLY**

## **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

At a Council Meeting on 6 July 2015, Council adopted the *Latrobe Performing Arts and Convention Centre Review* and resolved the following (redacted):

1. *Adopt the Review of the Latrobe Performing Arts and Convention Centre Feasibility Study and Business Case June 2015*
2. *Consider the Latrobe Performing Arts and Convention Centre as two separate projects – Latrobe Performing Arts Centre (now Latrobe Creative Precinct) and Latrobe Convention Centre.*
3. *In relation to the proposed Latrobe Convention Centre:*
  - a. *Confirms Morwell as the location of the Latrobe Convention Centre.*
  - b. *Undertakes further detailed analysis and investigation to confirm potential demand for a dedicated convention centre in Latrobe City.*
  - c. *Establish a representative community working group to steer the business case and design for the Latrobe Convention Centre.*
  - d. *Allocate funding in future budgets to assist with the development of a business case and functional concept design for the Latrobe Convention Centre.*
  - e. *Investigate funding options for the Latrobe Convention Centre.*

The role of the PRG is to:

- Provide broad oversight on the implementation of the Project;
- Provide input into the development of the Business Case and Functional Concept Design for the Latrobe Convention Centre; and

- To assist in the development and delivery of the Latrobe Convention Centre Business Case and Functional Concept Design.

#### Appointment of PRG Representatives

It is proposed that representatives from the Consulting Project Team, Federation Training and Federation University, and the State Government be appointed via invitation.

It is further proposed that up to six community representatives be appointed via a public Expression of Interest process.

#### Establishment timelines

The public tender process for engaging a consultant to undertake the Business Case and Functional Concept Design would close on Thursday 2 November 2017.

The Expression of Interest process for appointing community representatives is intended to be conducted in tandem with the public tender process for the consultancy.

#### **STAKEHOLDER CONSULTATION**

Some stakeholder consultation has already been completed for this project via a workshop held on 5 May 2017; the information gleaned from the workshop formed the basis of the tender specification and tender briefing documentation.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

Funding for the development of a Business Case and Functional Concept Design is approved within the Arts and Events budget. Resource implications for the establishment of the PRG are limited to the time and capacity of various members to attend meetings and provide their considered knowledge and expertise.

All appointees to the PRG will be engaged on a voluntary basis.

#### **RISK IMPLICATIONS**

There is a risk that few or no applications will be received via the Expression of Interest process, leaving the Group with a shortage of expertise. However, this outcome is considered to be unlikely.

#### **CONCLUSION**

This report seeks Council's endorsement of the composition of the Latrobe Convention Centre Business Case and Functional Concept Design Project Reference Group.

This report also seeks endorsement of two nominated Councillors to be appointed to the PRG.

#### **SUPPORTING DOCUMENTS**

Nil

**Attachments**

- 1↓. Latrobe Convention Centre Business Case and Functional Concept Design  
Project Reference Group Terms of Reference

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## **Latrobe Convention Centre Business Case and Functional Concept Design Project Reference Group**

- 1 Latrobe Convention Centre Business Case and  
Functional Concept Design Project Reference Group  
Terms of Reference ..... 469**

**DRAFT**

# Latrobe Convention Centre Business Case and Functional Concept Design Project Reference Group *Terms of Reference*



July 2017





## CONTENTS:

1. **Establishment of the Project Reference Group**
2. **Objectives**
3. **Membership**
  - Composition of the Project Reference Group
  - Length of appointment
  - Selection of members and filling of vacancies
  - Co-option of members
  - Attendance at meetings
  - Resignations
4. **Proceedings**
  - Chair
  - Meeting Schedule
  - Meeting procedures
  - Quorum
  - Voting
  - Minutes
  - Reports to Council
5. **Review of Project Reference Group and Duration of the Project Reference Group**
6. **Authority and Compliance Requirements**



## 1. Establishment of the Project Reference Group

- 1.1. The group shall be known as the **Latrobe Convention Centre Business Case and Functional Concept Design Project Reference Group** (hereinafter known as the "Project Reference Group" or PRG).
- 1.2. This group will act in accordance with Latrobe City Council's adopted Councillor Code of Conduct.
- 1.3. This group will act in accordance with the Latrobe City Council's adopted **Project Governance Policy**. As per the policy, the function of a Project Reference Group is:
  - 1.3.1. *A group of key stakeholders who are to be engaged at key points throughout the project. Must include at least one Councillor and other critical community and agency stakeholders as identified [that] will be impacted by the project. Must not direct Council officers or consultants in the conduct of the project and does not have the authority to approve any stages of a project or to change the scope of the project.*
- 1.4. The membership of the PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

## 2. Objectives

- 2.1. The PRG's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The PRG is an advisory group only and has no delegated decision making authority.
- 2.3. The PRG is established to:
  - 2.3.1. Provide a broad oversight on the implementation of the Project
  - 2.3.2. Provide input into the development of the Business Case and Functional Concept Design for the Latrobe Convention Centre
  - 2.3.3. To assist in the development and delivery of the Latrobe Convention Centre Business Case and Functional Concept Design

## 3. Membership

### Composition of the PRG

- 3.1. The PRG will comprise the following members:

Andrea Smith Project Reference Group  
Terms of Reference – adopted

2



- 3.1.1. Two Councillors;
- 3.1.2. General Manager City Development
- 3.1.3. Representatives from the Consulting Project Team;
- 3.1.4. Representatives from Federation Training and Federation University;
- 3.1.5. Local State Government representatives (i.e. Regional Development Victoria)
- 3.1.6. Community representatives and/or subject matter experts (up to six);
- 3.1.7. Latrobe City Council Officers (ex-officio).

#### Length of appointment

- 3.2. The Project Reference Group shall be in place until the completion of the Business Case and Functional Concept Design phase of the project.

#### Selection of members and filling of vacancies

- 3.3. Latrobe City Council shall determine the original membership of the PRG based on expressions of interest received from members of the community and nominations received from organisations.
- 3.4. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager City Development and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

#### Co-option of members

- 3.5. With the approval of the Chair, the PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

#### Attendance at meetings

- 3.6. All PRG members are expected to attend each meeting.
- 3.7. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.8. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

#### Resignations

- 3.9. All resignations from members of the PRG are to be submitted in writing to the General Manager City Development, Latrobe City Council, PO Box 264, Morwell VIC 3840.





#### 4. Proceedings

##### Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the nominated Councillor is unavailable, the Chair may nominate a replacement from the current membership of the PRG to chair the meeting.

##### Meeting schedule

- 4.3. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.
- 4.4. Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Special meetings may be held on an as-needs basis.

##### Meeting procedures

- 4.5. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for the PRG provided (see appendix one for the agenda template).
- 4.6. All PRG meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.
- 4.7. All recommendations, proposals and advice must be directed through the Chair.

##### Quorum

- 4.8. A minimum of five PRG members are required at each meeting to constitute a quorum.
- 4.9. If at any PRG meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

##### Voting

- 4.10. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in PRG minutes.

##### Minutes of the Meeting

- 4.11. A Latrobe City Officer or authorised agent shall take the minutes of each PRG meeting.
- 4.12. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted



actions and resolutions of the PRG (see appendix two for the minutes template).

- 4.13. Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with those requirements.
- 4.14. The minutes shall be stored in the Latrobe City Council corporate filing system (currently LCMS electronic document and records management system).
- 4.15. The agenda shall be distributed at least 48 hours in advance of the meeting to all PRG members, including alternative representatives.
- 4.16. A copy of the minutes shall be distributed to all PRG members (including alternative representatives) within 10 working days of the meeting.

#### Reports to Council

- 4.17. With the approval of the Chair, a report to Council may be tabled on the PRG's progress towards the objectives included in this Terms of Reference.
- 4.18. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.19. Reports to Council will be co-ordinated through the General Manager City Development.

### **5. Review of PRG and Duration of the PRG**

- 5.1. The PRG will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the PRG will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all PRG members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
  - 5.4.1. The PRG's achievements
  - 5.4.2. Whether there is a demonstrated need for the PRG to continue, and
  - 5.4.3. Any other relevant matter.



## 6. Authority and Compliance Requirements

- 6.1. The PRG is a consultative group only and has no executive powers nor does it have any delegated decision making or financial authority.
- 6.2. The PRG must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.
- 6.3. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



**Appendix 1: Agenda Template**



[Name] Advisory Committee			
Meeting Day, XX Month Year Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm Location: (include specific meeting room and address)			
<small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small>			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Declarations of Interest	All	
	<i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>		
4.	Confirmation of Minutes		
	<i>Confirmation of the previous minutes of the meeting.</i>		
5.	Matters arising from previous meeting	All	
	<i>Review of action progress from previous meetings</i>		
6.	Items for Consideration		
	<i>Matters being presented for discussion in accordance with the terms of reference</i> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		
7.	General Business		
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	All	



**Appendix 2: Minutes Template**



<b>[Name] Advisory Committee Minutes</b>			
Meeting Day, XX Month Year			
Time Commenced: 00:00am/pm    Finish Time: 00:00am/pm			
Location: (include specific meeting room and address)			
Meeting Chair: < Name >			
<small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small>			
No.	Item	Responsible Person	Timeframe
1.	Present		
2.	Apologies		
3.	Interest Disclosures		
	<p><i>Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p>		





<p><b>[Name] Advisory Committee Minutes</b></p> <p>Meeting Day, XX Month Year                  Time Commenced: 00:00am/pm Finish Time: 00:00am/pm                  Location: (include specific meeting room and address)</p> <p>Meeting Chair: &lt; Name &gt;</p>			
<p><small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small></p>			
No.	Item	Responsible Person	Timeframe
4.	<b>Confirmation of Minutes</b>		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	<b>Matters arising from previous meeting</b>		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading                      Action(s):                      •</p> <p>2. Item Heading                      Action(s):                      •</p>		
6.	<b>Items for Consideration</b>		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading                      Action(s):                      •</p> <p>2. Item Heading                      Action(s):                      •</p>		





**[Name] Advisory Committee Minutes**

Meeting Day, XX Month Year  
 Time Commenced: 00:00am/pm Finish Time: 00:00am/pm  
 Location: (include specific meeting room and address)

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
	3. Item Heading Action(s): •		
<b>7.</b>	<b>General Business</b>		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): •  2. Item Heading Action(s): •		

**Next Meeting:** <Provide details of the next meeting date, time and location>.



# **INFRASTRUCTURE AND RECREATION**

DRAFT



**15. INFRASTRUCTURE AND RECREATION**

Nil reports

DRAFT

# **COMMUNITY SERVICES**

DRAFT

## **16. COMMUNITY SERVICES**

### **16.1 Latrobe City Council Annual Report 2016/17**

**General Manager**

**Community Services**

**For Information**

#### **EXECUTIVE SUMMARY**

The *Local Government Act 1989* requires Latrobe City Council to submit the Annual Report, including the audited financial, standard and performance statements, to the Minister for Local Government within three months of the end of the financial year. Accordingly a copy of Latrobe City Council's Annual Report 2016-17 has been submitted to the Minister and loaded to the Know Your Council Local Government Portal.

In accordance with the *Local Government Act 1989*, the *Local Government Amendment (Performance Reporting and Accountability) Act 2004*, the *Local Government (Planning and Reporting) Regulations 2014*, Council is required to consider the Annual Report at a meeting of Council within one month after providing the Annual Report to the Minister.

Council is also required to give fourteen days' notice of the meeting and make copies of the Annual Report available for public inspection.

In accordance with the above mentioned legislative requirements, an advertisement was published in the Latrobe Valley Express on Monday, 9 October 2017, inviting the public to inspect Latrobe City Council's Annual Report and informing the public that the Annual Report would be presented at the Council Meeting on 23 October 2017. Hard copies of the Annual Report are also available at services centres and libraries for viewing and electronically via Council's website.

A copy of Latrobe City Council's Annual Report 2016-17, as presented to the Minister for Local Government, is attached.

#### **MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Clancey

**That Council receives and notes the Latrobe City Council Annual Report 2016-17 in accordance with Section 134 of the *Local Government Act 1989*.**

#### **CARRIED UNANIMOUSLY**

Cr Sharon Gibson returned to the meeting, the time being 07:04 PM

#### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

Latrobe City Council's Annual Report provides details of Council's delivery of annual actions, service provision and performance indicators to meet all legislated and regulatory requirements.

The Annual Report also provides a financial snapshot supported by a comprehensive account of Council's financial performance including audited financial, standard and performance statements.

The Annual Report also includes the Local Government Performance Reporting Framework Key Performance Indicators, Governance and Management Checklist and Performance Statement in accordance with the *Local Government Amendment (Performance Reporting and Accountability) Act 2004* and the *Local Government (Planning and Reporting) Regulations 2014*.

As part of Council's commitment to support the continued strength of our local manufacturers, Councillors may wish to note that the Annual Report has been printed locally and locally produced Australian Paper stock has been used for the pages.

Hard copies are available for inspection at all Latrobe City Council service centres and libraries and are available electronically from Council's website.

## **STAKEHOLDER CONSULTATION**

The Chief Executive Officer, Executive Team members and Managers of Latrobe City Council informed and reviewed the content of the Annual Report to ensure its accuracy.

Council's Audit Committee reviewed the financial, standard and performance statements of Latrobe City Council's Annual Report 2016-17 and confirmed its content.

The Victorian Auditor General's Office has conducted a comprehensive audit of the financial, standard and performance statements.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

There are no financial implications as a result of Council's consideration of this report.

## **RISK IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework.

## **CONCLUSION**

Latrobe City Council's Annual Report 2016-17 has been prepared in accordance with the legislative requirements of the *Local Government Act 1989*, and is presented for Council's consideration.

The Victorian Auditor General's Office has conducted a comprehensive audit of the financial, standard and performance statements, and issued unqualified reports for all statements. Council's Audit Committee has reviewed and confirmed the financial,

standard and performance statements of Latrobe City Council's Annual Report 2016-17.

Latrobe City Council's Annual Report 2016-17 was emailed to the Minister for Local Government and was also loaded to the Know Your Council Local Government Portal well prior to the prescribed 30 September 2017 deadline.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1↓ . Annual Report 2016/17

DRAFT

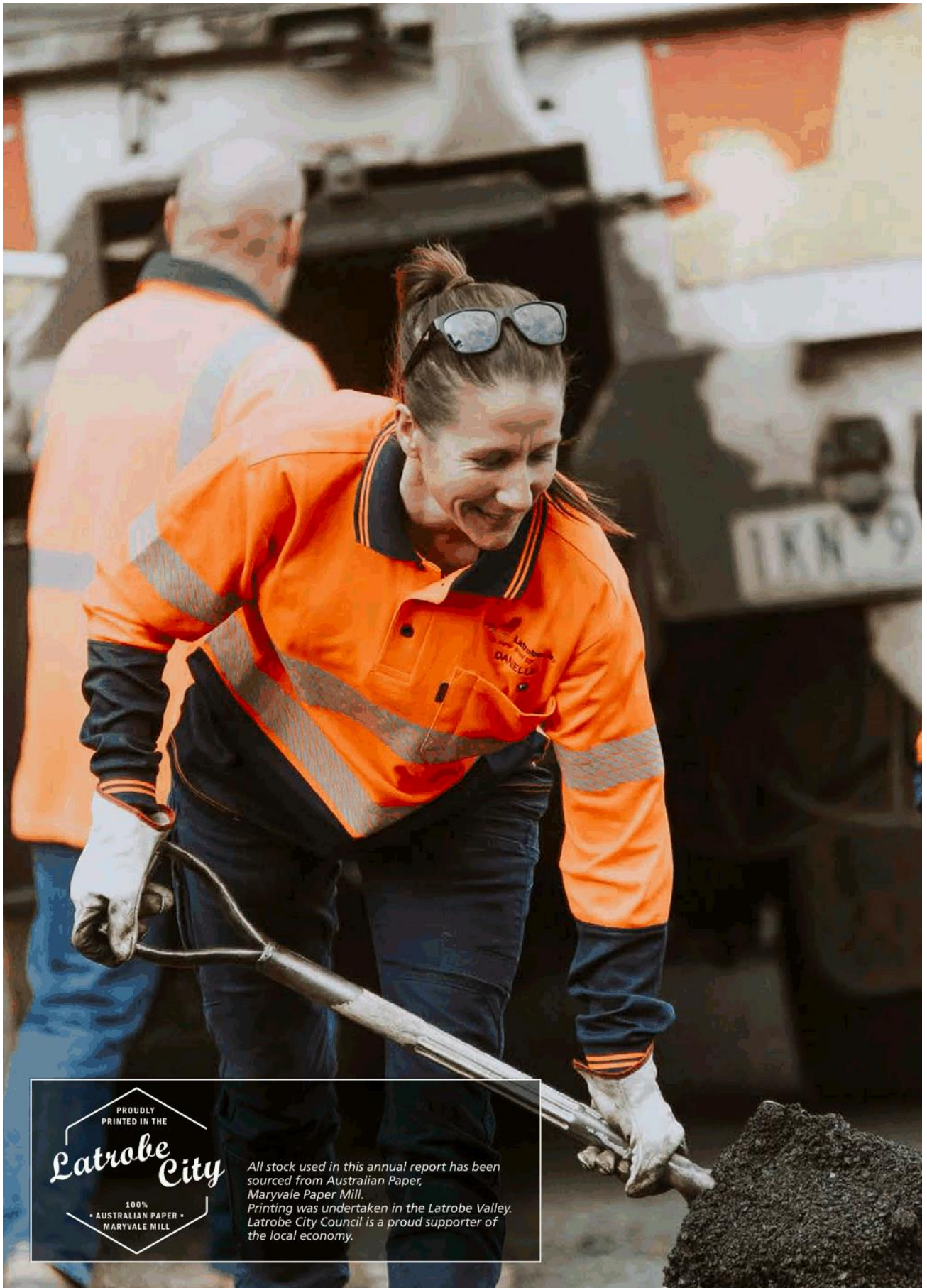
## **Latrobe City Council Annual Report 2016/17**

<b>1</b>	<b>Annual Report 2016/17 .....</b>	<b>487</b>
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LATROBE  
CITY Annual Report  
COUNCIL 2016/17



PROUDLY  
PRINTED IN THE

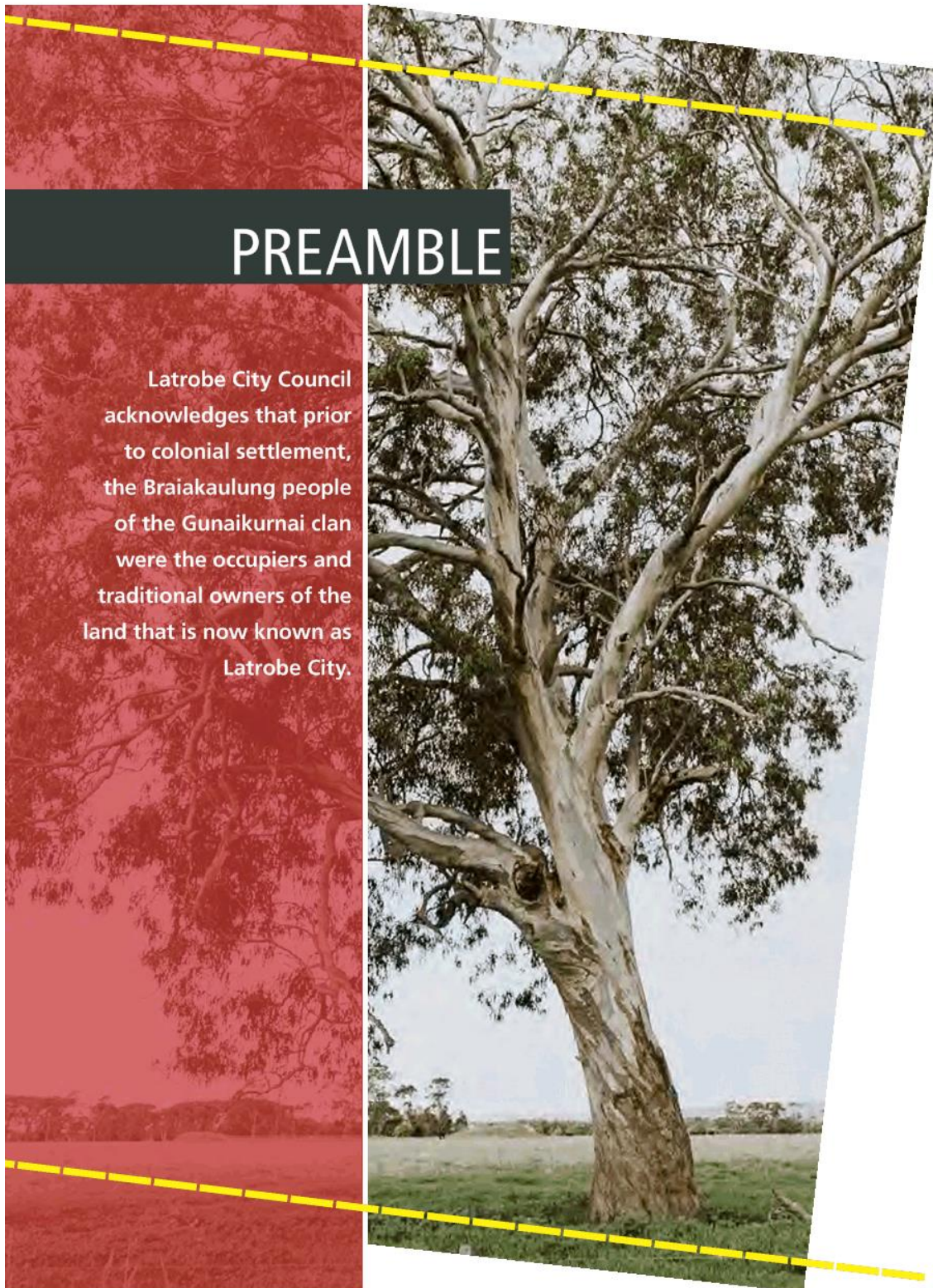
**Latrobe City**

100%  
• AUSTRALIAN PAPER •  
MARYVALE MILL

*All stock used in this annual report has been sourced from Australian Paper, Maryvale Paper Mill. Printing was undertaken in the Latrobe Valley. Latrobe City Council is a proud supporter of the local economy.*







# PREAMBLE

Latrobe City Council acknowledges that prior to colonial settlement, the Braiakaulung people of the Gunaikurnai clan were the occupiers and traditional owners of the land that is now known as Latrobe City.

## Chief Executive Officer's report



**GARY VAN DRIEL**

**It is with tremendous pride that I am able to report that despite great uncertainty this year following the closure of the Hazelwood Power Station, our community and Council, in partnership with a range of organisations, have again delivered a program of achievements focused on making a positive difference to our municipality.**

The uncertainty surrounding the future of the Hazelwood Power Station saw our community come together to agree and cement its shared aspirations before mobilising to pursue a just and proper transition.

The resultant Strength-Led Transition Plan quickly became the central focal point for our advocacy campaign, where we at Latrobe City sought to amplify the voice of our community up through the tiers of government, and successfully secured a number of significant grants and funding announcements.

Just some of our Strength-Led Transition achievements:

- GovHub Morwell – relocation of 300 State Government employees to Latrobe City
- High Tech Precinct - \$17 million investment in high tech education and employment pathways
- Tech School - \$10 million investment in connecting young people to science, technology, engineering and mathematics
- Upgrade of the Latrobe Regional Gallery - \$1.15 million
- Shared pathway for Morwell-Traralgon - \$3 million
- Gippsland Regional Aquatic and Leisure Centre - \$46 million
- Latrobe Sports and Entertainment Complex - \$1.7 million
- Gippsland Regional Indoor Sports and Entertainment Complex - \$17 million
- Morwell Recreation Reserve Upgrade - \$9 million
- Upgrade to the Ted Summerton Reserve - \$3 million

I attribute our success in gaining this level of support from the state and federal realm to our community's ability to remain cohesive, our strong focus on lobbying and advocating, the ability to rally together and at every opportunity to act in a respectful and dignified way despite the challenges and uncertainty we faced. ►

*Opposite: Farmland in the Latrobe City municipality.*

*Cover: Hard hats from Hazelwood Power Station workers were on display at Latrobe City Morwell Headquarters in April 2017.*

*Inside Front Cover: A Latrobe City roads maintenance crew member.*

## Chief Executive Officer's report

(CONTINUED)

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In addition to the above achievements we have also secured funding for the Latrobe Creative Precinct to be developed in Traralgon; developed a Customer Experience Strategy; produced a Housing Strategy, Rural Land Use Strategy and Employment and Industrial Land Use Strategy; and advocated for the Electricity Generation and Paper sectors.

Of course, this work delivering on the last year of the Council Plan 2013-2017, occurred in addition to the usual operations the team of officers and executive deliver at Council each year.

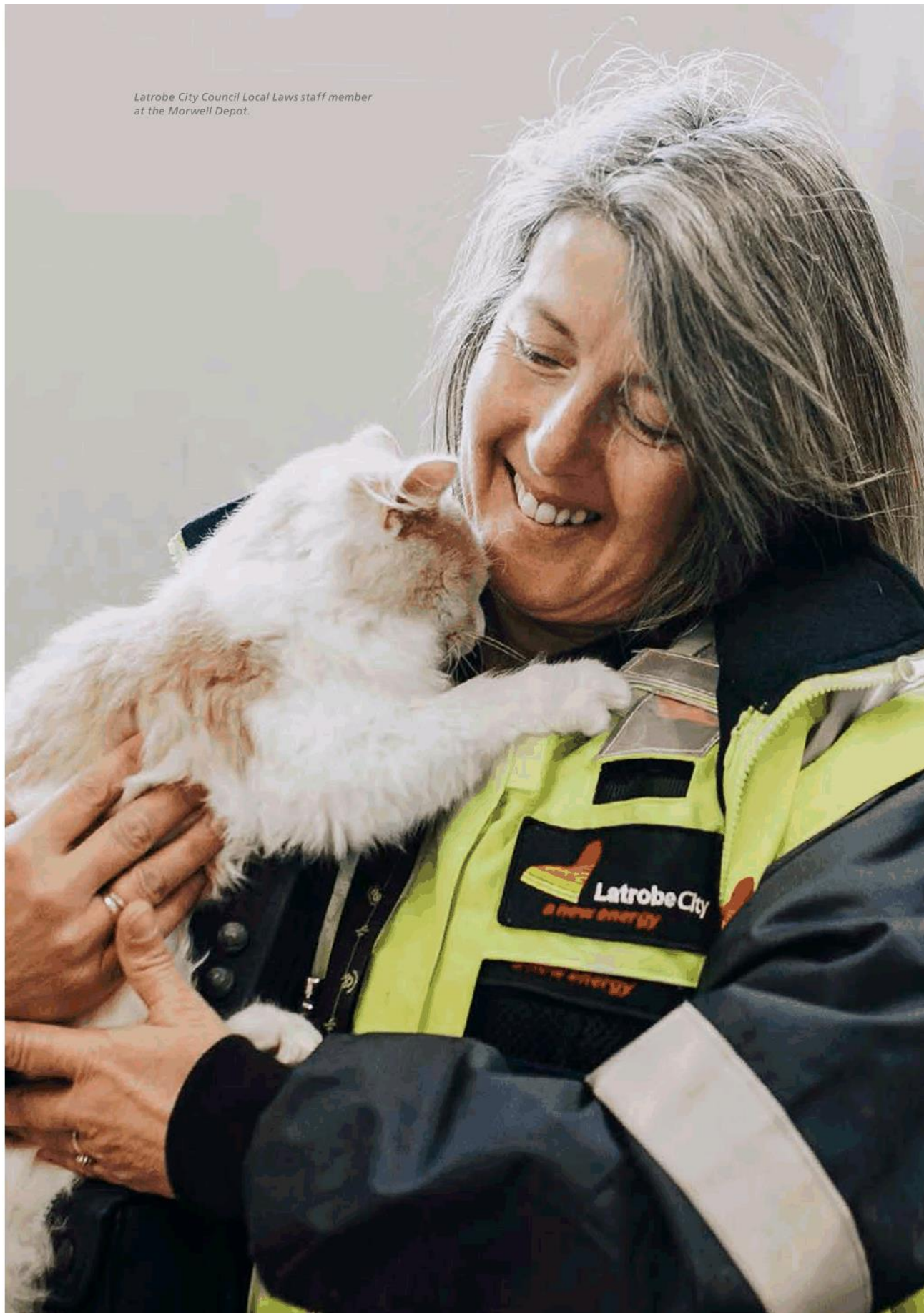
The new Council, elected in October 2016, has now articulated a new set of priorities for Council operations to deliver. The Council Plan 2017-2021 has a strong focus on education, employment, health and wellbeing, liveability as well as job growth and economic development. The collective focus of our new Council creates an impressive community centred ambition and I look forward to reporting our achievements throughout the next four-year term.



GARY VAN DRIEL  
Chief Executive Officer, Latrobe City

**I attribute our success  
in gaining this level  
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state and federal realm  
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act in a respectful and  
dignified way despite  
the challenges and  
uncertainty we faced.**

*Latrobe City Council Local Laws staff member  
at the Morwell Depot.*



## PREAMBLE

## Why we have an annual report

Under the *Local Government Act 1989*, councils are required to report to the community on a variety of topics covering council operations, performance and finances.

### HOW TO OBTAIN A COPY OF THIS REPORT

A copy of this report can be found on the Latrobe City website [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au) by searching 'Annual Report' and downloading or viewing a printed version at any one of our libraries or service centres. An accessible version is also available on our website.

To obtain this information in languages other than English, or in other formats, phone Latrobe City Council on 1300 367 700.

**MOE SERVICE CENTRE  
AND FRANK BARTLETT  
MEMORIAL LIBRARY**  
1-29 George Street  
Moe

**MORWELL LIBRARY**  
63-65 Elgin Street  
Morwell

**LATROBE CORPORATE  
HEADQUARTERS**  
141 Commercial Road  
Morwell

**CHURCHILL SERVICE  
CENTRE AND LIBRARY**  
9-11 Philip Parade  
Churchill

**TRARALGON SERVICE  
CENTRE AND LIBRARY**  
34-38 Kay Street  
Traralgon



*Learn to Swim at Morwell Leisure Centre.*

## Table of contents

Preamble .....	2	Services snapshot .....	54
Chief Executive Officer's report .....	3	Our employees .....	56
Latrobe City snapshot .....	8	Setting Our Direction .....	58
Latrobe's profile .....	9	Council Plan 2013 – 2017 .....	59
Our leadership .....	10	How are we performing? .....	62
Mayor's report .....	11	Council report card .....	63
Your representatives on Council .....	14	Major initiatives .....	64
Our Community's Reflections of 2016/17 .....	16	Local Government Performance Reporting Framework Indicators .....	66
Latrobe Municipal Garden Competition .....	18	Capital works highlights .....	68
Hazelwood Hard Hats .....	20	Finance and Performance Statements .....	70
Australia Day .....	22	Notes to the financial report .....	77
Lake Narracan .....	24	Financial certification .....	113
Volunteering in Latrobe .....	26	Performance certification .....	125
Meals on Wheels .....	28	Governance, Management and other information .....	128
Morwell Centenary Rose Garden .....	30	What Council does and how Council works .....	129
Planned Activity Group .....	32	Council Committee Membership .....	133
Social Support Services .....	34	Information Management .....	140
Churchill Bowls Club .....	36	Local Government Performance Reporting Framework—Governance and Management Checklist .....	144
Economic Investment in Latrobe .....	38	Glossary .....	148
Railway Reservoir Reserve .....	40	Index .....	151
Gippsland Sculpture Exhibition .....	42		
Art Therapy .....	44		
Firmins Lane Wetlands .....	46		
Latrobe City Trust .....	48		
Our people .....	50		
Organisational structure .....	52		

PREAMBLE

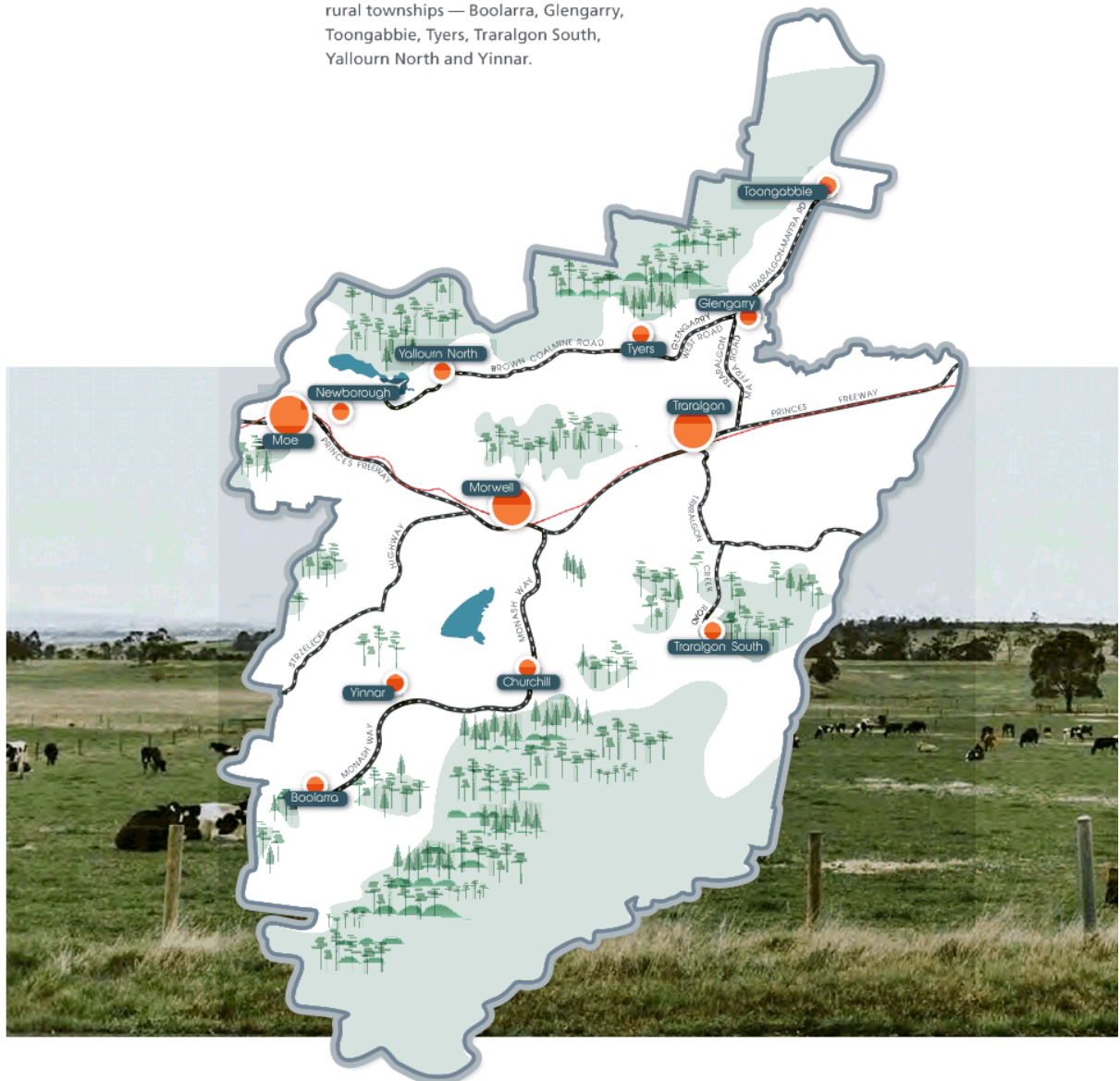
## Latrobe City Snapshot

**Latrobe City is Victoria's eastern regional city and Gippsland's primary service centre and employment hub, providing retail, entertainment, education, government and health services to the region.**

Latrobe City is a 90-minute drive east of Melbourne covering an area of 1425 square kilometres, situated between the Strzelecki Ranges to the south and the Great Dividing Range to the north.

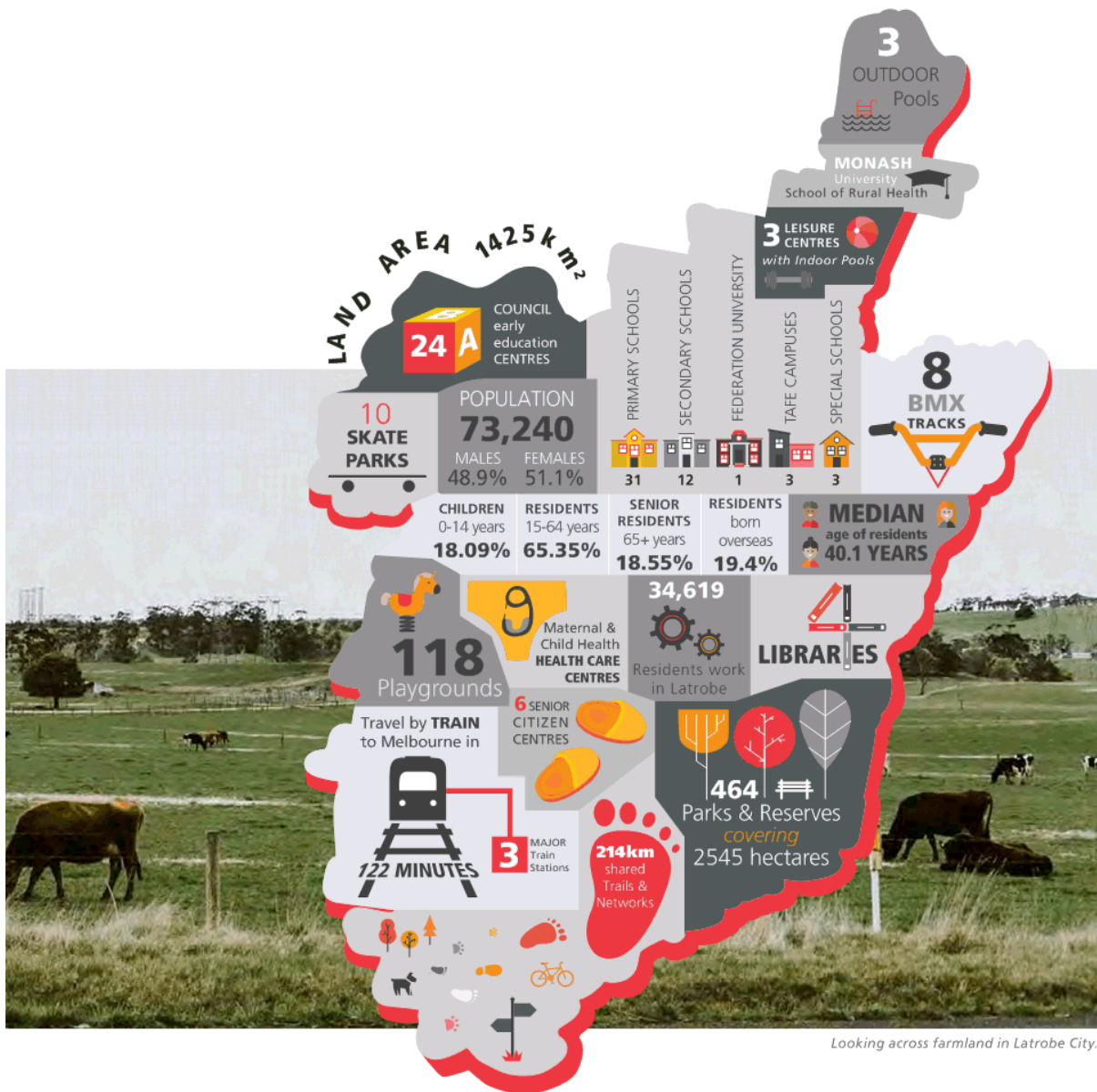
The combination of major employers, the city's regional significance and affordable housing makes Latrobe City a centre of opportunity for both business and residents.

The city is made up of four major towns — Churchill, Moe/Newborough, Morwell and Traralgon; and seven rural townships — Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar.





**Latrobe's  
Profile**



Looking across farmland in Latrobe City.

## OUR LEADERSHIP

Latrobe City Council is a public statutory body which operates under the legislative requirements of the *Local Government Act 1989*. This act sets out the role of the Council as an elected body to provide leadership for the good governance of the municipal district and the local community.



## Mayor's report



CR KELLIE O'CALLAGHAN

**2016/17 has been one of the most tumultuous years in the history of our municipality. On 31 March 2017 Hazelwood Power Station closed its doors and said goodbye to its 750-strong workforce. It was a sad day for our community, the shock of the initial closure news was, for many, still sinking in.**

That said, it has also been one of our finest years. As a community we have endured a number of difficult days with dignity and integrity.

We've held our heads high as we've been prodded and poked by the media, our deep sadness and distress paraded for the pure titillation of others.

In the lead up to the closure of the Hazelwood Power Station, watching the rising anguish of our community became a national sport. Through this we remained strong and united, however we will never forget the ugly, tasteless gloating of those who chose to celebrate the closure of the Hazelwood Power Station and the unemployment of 750 of our colleagues, friends and family.

Upon reflection, it is remarkable that as a community we are in one piece. And that is probably my proudest reflection for the 2016/17 year – we're still here – stronger, bolder, more determined than ever.

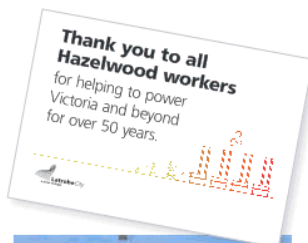
What a remarkable thing to be able to say.

When things get difficult it is often easier to fall apart under strain and to admit defeat. But not here and not in this community.

What we've demonstrated this year is that a community like ours, a community that has endured its fair share of trials and tribulations can and will remain strong in the face of adversity. That in challenging times, we were united, we chose hope, optimism and unity over the ease of division. This year we've stayed focused and we've drawn strength from our united sense of community and we've proudly proclaimed our determination to secure for all a just and respectful economic transition.

Our advocacy work to secure a Strength-Led Transition for our community has involved calling for the decentralisation of state and federal government workers to be relocated to Latrobe City. We were proud when the State Government announced the establishment of a GovHub for Morwell, bringing 300 State Government employees to a yet-to-be constructed facility.

We have also lobbied for additional rail services to connect our community with Melbourne's CBD. A commutable city is a prosperous city and Latrobe City's rail services are less efficient and less reliable than they were in the 1960s. Our work has involved



Cr O'Callaghan assists with the display of Hazelwood workers' hard hats at Morwell Headquarters.

OUR LEADERSHIP

**Mayor's report**

*(CONTINUED)*

supporting the development of a Rail Needs Assessment and the securing of \$435 million in immediate rail improvements.

There is still a lot to do. We're continuing to advocate for the establishment of a Brown Coal Royalties Fund. The fund would secure just a small percentage of the brown coal royalty paid to the State Government in a standalone fund for the future economic development of Latrobe City. Our position is very clear – this is our valuable and versatile resource, a very small component of its wealth should be held for the community.

We believe that when the mineral resource in our backyard is converted into wealth for the State, that a small share should be quarantined for investment directly into creating the next generation of jobs and economic prosperity for this region.

As we said in March, it will take years of hard work, commitment, funding, determination and drive to secure a just transition for our community. In 2016/17 we started that work and will continue to drive our transition

and advocacy plans in support of our community long into the future.

To each and every member of the community who has individually advocated for the collective good of this community, I extend to you my deepest and sincerest thanks.

While our economic foundation was shaken to its very core, the community continued to strive for excellence, continued to volunteer, continued to look out and care for one another, continued to be kind, respectful and generous.

To do this while experiencing great upheaval is a testament to our collective desire to secure a bright and prosperous future for all.

Thank you.

CR KELLIE O'CALLAGHAN  
Latrobe City Mayor



OUR LEADERSHIP



*Clockwise from top  
Latrobe City has secured \$435 million for rail improvements.  
A dredger at work in a Latrobe Valley mine.  
Our Strength-Led Transition Plan, developed in conjunction with the community, has been the foundation of Latrobe City's advocacy work.  
The closure of Hazelwood Power Station saw the loss of 750 jobs.*

## OUR LEADERSHIP

## Your Representatives on Council

Latrobe City's council was elected on 22 October 2016 for a four year term, comprising nine councillors representing four wards.

### WARD INFORMATION

The councillors elected to these ward areas are as follows:

#### East Ward



**CR KELLIE O'CALLAGHAN (MAYOR\*)**  
Phone: 0400 696 324  
Email: [kellie.o'callaghan@latrobe.vic.gov.au](mailto:kellie.o'callaghan@latrobe.vic.gov.au)

Cr Kellie O'Callaghan is an East Ward Councillor who was first elected in 2008, again in 2012 and then again in 2016. Cr O'Callaghan was mayor from December 2009 to December 2010 and is now our current mayor.



**CR DARREN HOWE**  
Phone: 0429 113 015  
Email: [darren.howe@latrobe.vic.gov.au](mailto:darren.howe@latrobe.vic.gov.au)

Cr Darren Howe is an East Ward Councillor who was first elected in November 2016.



**CR DALE HARRIMAN**  
Phone: 0419 399 093  
Email: [dale.harriman@latrobe.vic.gov.au](mailto:dale.harriman@latrobe.vic.gov.au)

Cr Dale Harriman is an East Ward Councillor and former mayor. He is currently serving a third term and was first elected in 2011 (following a resignation).



**CR DAN CLANCEY**  
Phone: 0428 664 968  
Email: [dan.clancey@latrobe.vic.gov.au](mailto:dan.clancey@latrobe.vic.gov.au)

Cr Dan Clancey is an East Ward Councillor who was first elected in November 2016.

#### Central Ward



**CR GRAEME MIDDLEMISS (DEPUTY MAYOR\*)**  
Phone: 0417 379 059  
Email: [graeme.middlemiss@latrobe.vic.gov.au](mailto:graeme.middlemiss@latrobe.vic.gov.au)

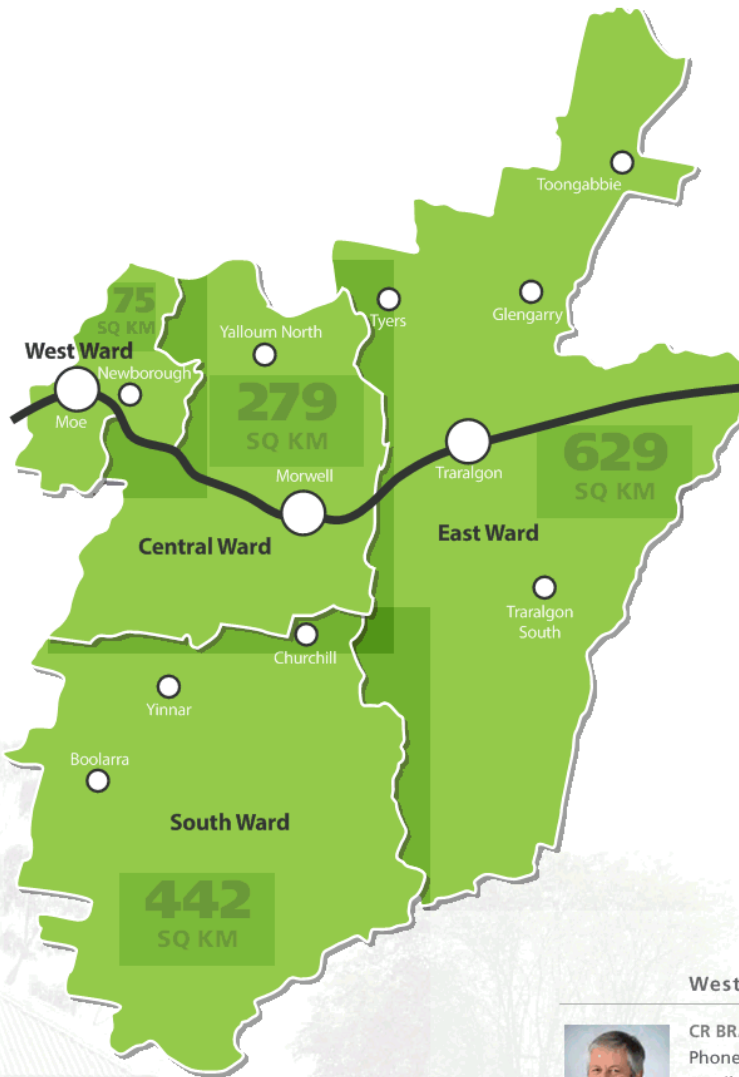
Cr Graeme Middlemiss is a Central Ward Councillor who was first elected in 1997 during the first La Trobe Shire Council elections. He has been on Council for 19 years and was mayor from March 2003 to March 2004.



**CR ALAN MCFARLANE**  
Phone: 0428 645 402  
Email: [alan.mcfarlane@latrobe.vic.gov.au](mailto:alan.mcfarlane@latrobe.vic.gov.au)

Cr Alan McFarlane is a Central Ward Councillor who was first elected in November 2016.

\* The Mayor and Deputy Mayor were elected at the Special Council Meeting held on 9 November 2016.



**South Ward**



**CR DARRELL WHITE**  
 Phone: 0417 377 645  
 Email: [darrell.white@latrobe.vic.gov.au](mailto:darrell.white@latrobe.vic.gov.au)

Cr Darrell White is a South Ward Councillor who was first elected in 1997 during the first La Trobe Shire Council. Cr White has been on Council for 28 years and was mayor three times.

**West Ward**



**CR BRADLEY LAW**  
 Phone: 0428 560 501  
 Email: [bradley.law@latrobe.vic.gov.au](mailto:bradley.law@latrobe.vic.gov.au)

Cr Brad Law is a West Ward Councillor who was first elected in November 2016.



**CR SHARON GIBSON**  
 Phone: 0429 338 762  
 Email: [sharon.gibson@latrobe.vic.gov.au](mailto:sharon.gibson@latrobe.vic.gov.au)

Cr Sharon Gibson is a West Ward Councillor who was first elected in December 2008, again in 2012 and then again in 2016. Cr Gibson was mayor from November 2013 to October 2014 after serving as deputy mayor three consecutive times.





The year 2016/17 will be remembered as one of transition and resilience, perhaps best symbolised by the hard hats of the Hazelwood Power Station workers. The installation, now open for viewing at PowerWorks, is a reminder of our heritage and an emblem of our spirit.

These community stories also reflect our capacity to look after the more vulnerable members of society, to put up our hands to help, to aim high and to look after our environment.

Our achievements this past year have been remarkable – perhaps more so because of the way our community has had to gather its collective strengths and work together for a brighter future.

*Opposite: Late afternoon walk at Agnes Brereton Park, Traralgon.*

COMMUNITY REFLECTIONS OF 2016/17



**“Many of the children loved being able to go home and tell their parents what we had won.”**

## Toongabbie Primary School garden wins Mayor's Award

### Pride in Latrobe

THE INAUGURAL LATROBE CITY MUNICIPAL GARDEN COMPETITION REVEALED THE BEAUTY, INNOVATION AND SUSTAINABILITY OF GARDENS AROUND THE MUNICIPALITY. WE REALLY ARE A REGION OF GREEN THUMBS AND THE SENSE OF PRIDE THAT THE COMPETITION GENERATED WAS PALPABLE.

With so many beautiful gardens picking a winner was difficult. However, the garden at the Toongabbie Primary School, was presented with the Mayor's Award at a ceremony on 23 November 2016. It was not only an inspiring transformation, but the creative way in which the concept looked at the future needs of the garden and built an income stream through a micro herb business, ensuring the children of the school gained an invaluable experience.

Toongabbie Primary School teacher, Eleena Fothergill-Sherson said the win was a huge recognition of the achievements the children made within the school.

"At the beginning of 2016 students from various age levels asked staff if there could be a gardening program they could engage in. When the program was created students had a discussion with staff and volunteers about the areas available for gardening adventures. Students were asked to have a think about what they would like to do in the different areas. The gardening projects

were undertaken partially inside the classroom and during lunchtimes. The students were given options of what could be planted for the season and worked cooperatively to plan what to grow and harvest," Eleena said.

"The students were shocked and excited when they found out they had won both the school garden award and the overall award. It gave them a huge sense of pride and accomplishment at their work. Many of the children loved being able to go home and tell their parents what we had won and we saw an influx of children, parents, grandparents and local members within the community showing interest in the school and its gardens."

Latrobe City Council's coordinator community resilience, Stuart Simmie said students not only learnt about gardening but they gained life skills such as teamwork, effort and commitment.

"But perhaps the most remarkable take away for them will be the learning of business elements like marketing, communication and presentation

skills. The garden gives a whole new meaning to the term 'hands-on learning.' These children devoted their time to nurturing the garden and it is rewarding them not just with the tangible fruits of their labour, but with financial ones too," Stuart said.

**"The response to the competition was overwhelming with more than 60 entries received across the categories.**

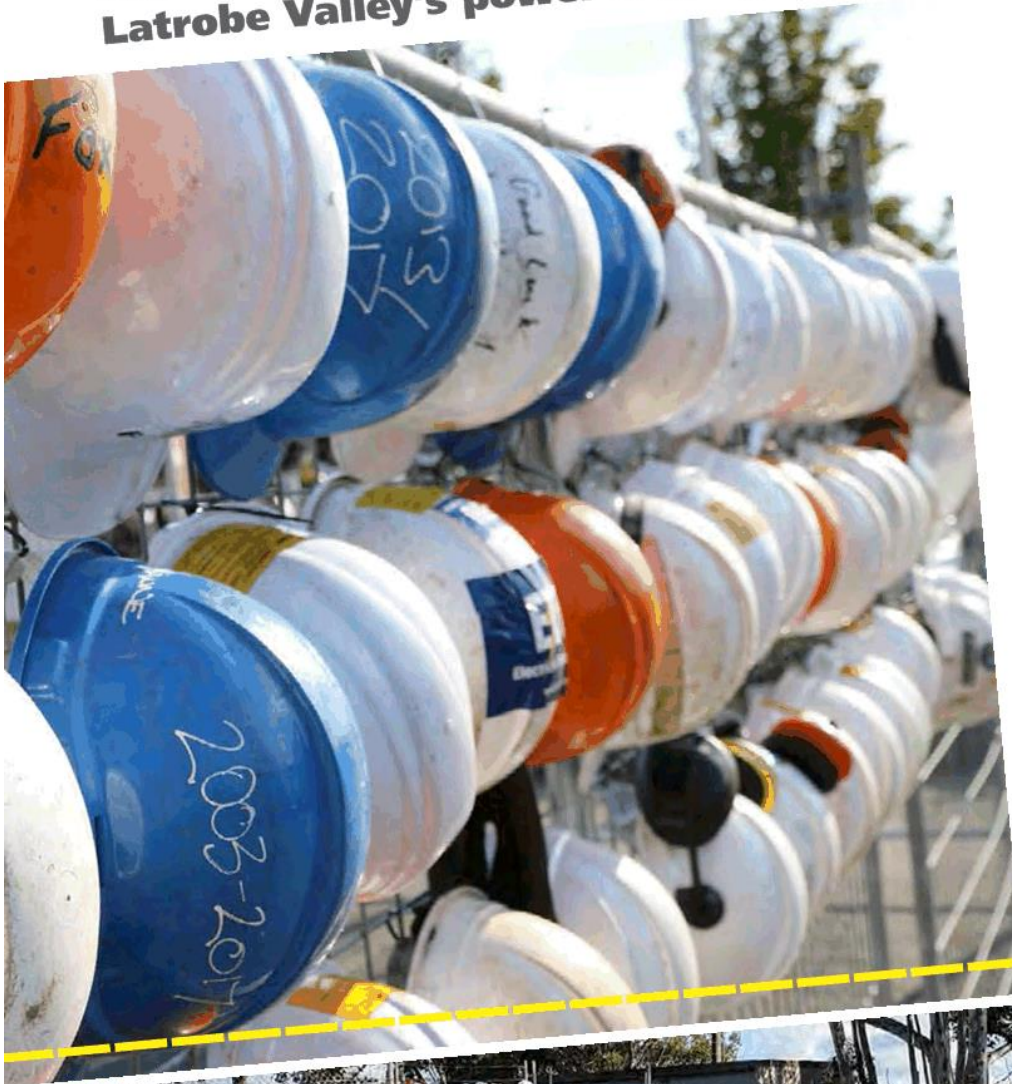
"Our sponsors were generous with prizes, which really helped to generate entries. And the judges were blown away with the standard across all the categories. We saw small gardens, large rural plots, sustainable gardens, community gardens, native gardens and everything in between. To say our community loves its plants is to not do justice to the array of designs, plantings, features and passion that we witnessed," Stuart concluded.

For a full list of winners and sponsors, visit: [www.latrobe.vic.gov.au/gardencomp](http://www.latrobe.vic.gov.au/gardencomp)

*Opposite: Toongabbie Primary School students with the judges of the inaugural garden competition.*

COMMUNITY REFLECTIONS OF 2016/17

**“...the engineering skills that were developed and advanced during the life of Hazelwood are a very important part of Latrobe Valley’s power heritage...”**



Latrobe City Headquarters proudly displayed the Hazelwood workers' hats following the closure of the power station.

## Hazelwood workers' hard hats find a home

IN APRIL 2017, A WEEK AFTER THE CLOSURE OF THE HAZELWOOD POWER STATION, LATROBE CITY COUNCIL'S CORPORATE HEADQUARTERS IN MORWELL BECAME THE TEMPORARY HOME FOR A DISPLAY OF WORKERS' HARD HATS.

The installation, a striking symbol of the Valley, is now permanently displayed at PowerWorks.

At the time, there was community distress around the removal of the hats from the power station, and installing the display at the headquarters allayed some of that angst.

Latrobe City Council's general manager community services, Sara Rhodes-Ward, said the workers who left their hats would be pleased with the outcome.

"It's not just the workers, but the wider community, who saw the hard hats display as a tangible tribute to the end of an era. Given the level and nature of community sentiment on the day of Hazelwood's closure, it made sense that there should be a place to pause and reflect.

"Worker tributes, written on the hats, are so heartfelt and honest. Being able to provide a place where the public could access them was a constructive and valuable part our community's healing process as we all come to terms with the loss of Hazelwood," Sara said.

"The pop-up installation was open for workers and their families, or those who wished to take some time reading the comments on the hats. It also allowed workers who didn't get the opportunity to leave their hard hat at the Hazelwood site, but wanted to display it later, to do so. Tribute books were also available at Latrobe City Council offices for people to record their thoughts and memories.

PowerWorks Vice Chairman, Bruce Lougheed said the museum was delighted to display the installation.

"It is the view of the PowerWorks Board that the closure of the Hazelwood Power Station and the mine was the end of an era. The hard hats are a final symbol by the workforce to the closure. One only has to take the time to read some of the messages on the hats to get an understanding.

**"For more than 50 years, Hazelwood Power Station played an important role in the economy of the Latrobe Valley and the State of Victoria. Over those years a dedicated work force was developed. The Latrobe Valley community is fully aware of the impact that Hazelwood had on the region. The number of families where three generations were employed at Hazelwood – a lifetime of employment – as well as apprenticeships, training, skills and camaraderie that was gained must not now be lost", Bruce said.**

## Transition in Latrobe

"The technology required in the production of electricity, the engineering skills that were developed and advanced during the life of Hazelwood are a very important part of Latrobe Valley's power heritage.

"PowerWorks has displays including photos and other items that have been donated by community members, which are of interest. Also included are the tribute books that Latrobe City Council placed in their service centres for the community to record their thanks to the Hazelwood workforce. One of the books is available for visitors to record their comments," Bruce concluded.

PowerWorks is located at Ridge Road, Morwell. The hard hats are on display in the lower carpark at the south end of PowerWorks. From this display with a simple turn to the west, visitors have a view of the Morwell / Hazelwood mine.



COMMUNITY REFLECTIONS OF 2016/17

*Celebrating in Latrobe***Australia Day  
2017**

AUSTRALIA DAY 2017 WAS CELEBRATED ACROSS LATROBE CITY WITH A VARIETY EVENTS. AROUND 3260 PEOPLE ATTENDED THE NINE COMMUNITY BREAKFASTS IN BOOLARRA, CALLIGNEE, CHURCHILL, MOE, MORWELL, TOONGABBIE, TRARALGON, YALLOURN NORTH AND YINNAR.

The Civic Function and Australia Day Awards event attracted 500 people. The event started with a citizenship ceremony where nine new citizens were welcomed. Awards were presented for Citizen of the Year, Young Citizen of the Year, Community Service of the Year and Event of the Year, as well 17 Latrobe City Recognition awards.

**Meet our Young Citizen of the Year**

On Australia Day 2017, Emily Beecroft was named Latrobe City's Young Citizen of the Year. Emily's amazing year included representing Australia at the Paralympics in Rio in September 2016. Here, she talks about the award, her swimming and her typical day.

**What was it like to win the award?**

I knew I was nominated, but I never thought I would win due to all of the other amazing nominees. When I found out that I had won it meant a lot to me. It meant the community recognised me as someone who deserved this award amongst all of the other young people in our community who have done extraordinary things.

**How was the Paralympics?**

I have been swimming all my life, but I started swimming at the Traralgon Swimming Club in 2010. I would say my best sporting achievement would have to be representing my country at the 2016 Rio Paralympics. It was my first international team, and for it to be at the Paralympics at 16 years of age was absolutely amazing and something that I will cherish forever.

Not many people in the world, let alone many 16 year-olds, can say that they have competed in a Paralympics. I would recommend everyone to go to at least one Paralympics in their lifetime. It is the most inspiring thing to watch. You see so many people with disabilities doing amazing things

that most able-body athletes cannot do. There is nowhere else in the world where a person with a disability will ever feel more at home. I loved every single moment of my trip.

**What's your typical day like?**

A typical day would start with me waking up at 4.45am and travelling to training. I swim for two hours and our sessions average around six to seven kilometres. I then rush home and go to school for seven hours. Once I'm home, I have about an hour to eat something and relax before another three-hour training session. I get home about 9pm and have my dinner. I'm usually very tired by this point as our night sessions are usually the hardest, so if I don't have any homework that night, I usually go straight to bed. Then I repeat it all over again. I train 10 times a week — eight swim sessions and two gym sessions. My weekends usually consist of sleeping and homework, or competing at swim meets.

**Any advice for young people in Latrobe City?**

My advice would be that even though we do live in the country and we might be restricted with our resources or opportunities due to living so far away from the city, that doesn't need to stop you from doing anything. You just need to do as much as you can and you will get where you want to eventually. Never give up!

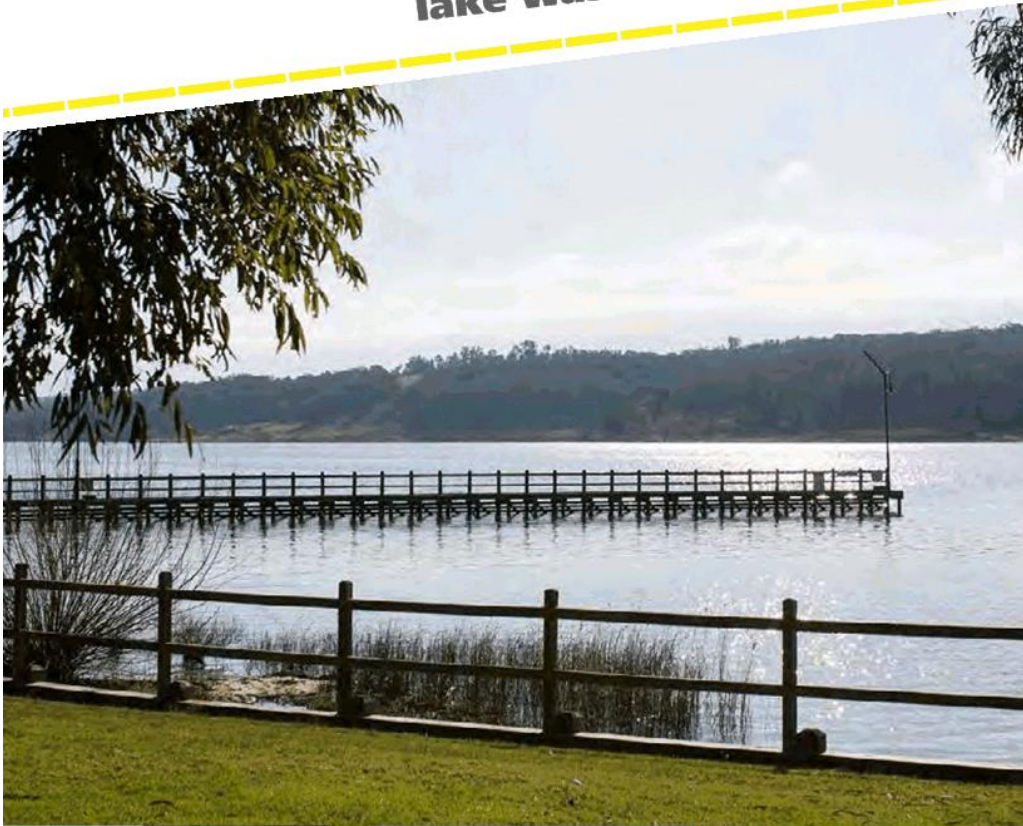
*Opposite: Australian Paralympian representative Emily Beecroft was awarded Latrobe City Young Citizen of the Year.*

**“ You just need to do  
as much as you can  
and you will get  
where you want  
to eventually.  
Never give up! ”**



COMMUNITY REFLECTIONS OF 2016/17

**“the opportunity to collaborate with other users to work on the lake was too good to miss.”**



 <b>CAPACITY</b> 7230 mL	 <b>SURFACE AREA</b> 281 ha	 <b>MAXIMUM HEIGHT</b> 23 m approx.
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## Lake Narracan: safer together.

LATROBE CITY COUNCIL, SOUTHERN RURAL WATER AND THE USER GROUPS AT LAKE NARRACAN HAVE COME TOGETHER TO ENSURE THE WATERWAY IS SAFER AND MORE WELCOMING COMMUNITY ASSET, BY EXTENDING THE MAIN BOAT RAMP AND REMOVING HAZARDS FROM THE LAKE.

Allan Casey, a member of the Lake Narracan User Groups, said the opportunity to collaborate with other users to work on the lake was too good to miss.

"As Lake Narracan was being drained for Southern Rural Water to work on the lake wall, it made sense to look at other works we could undertake over that time.

"The lake is a great attraction for locals and visitors alike. There are multiple user groups, each enjoying different activities, but a common focus is to ensure the lake is effectively maintained. Working together with that mutual aim means we were able to pool our resources so that the works were carried out as efficiently as possible.

*Opposite: Lake Narracan as most residents know it and during works undertaken while it was drained during the year.*

**"After discussions with some of the local lake users, we inspected areas where it had been reported that boats had hit objects under the surface. Along with identifying these obstacles, a major concern was the length of the main boat ramp, which was too short when the water level was down to 65 per cent. The ramp was excavated and lengthened to enable easier launching access," Allan said.**

"As the lake 'bowl' was still very wet, I engaged the services of Glenn Azlin from the Hovercraft Club, to carry out the inspection and we identified shallow areas, loose timber piles and stumps. These hazard removal works were undertaken by Macallister Earthmoving Pty Ltd.

"During this time, a group of local waterskiers used chainsaws to cut a large amount of dangerous timber that was standing just under the surface in Halls Bay and reduced the height of many large stumps around the lake. This work was very labour intensive and took many days to achieve. This crew included myself, Mark Perkins, Craig Perkins, Jordan Perkins, Dav

Westhorpe and Glenn Azlin. Loose timber that was exposed at the entrance of Halls Bay was cleaned up by the Latrobe Valley Waterski Club, just prior to the lake being refilled.

"We would like to thank Latrobe City Council for providing funds and the opportunity to undertake this work. We now have a much safer watersport venue and that was achieved through collaboration and teamwork," Allan concluded.

Latrobe City's general manager infrastructure and recreation, Steven Piasente, said Southern Rural Water drained the lake to work on the spill way gates.

"It made perfect sense for us to use this time to extend the main boat ramp, using funding from Marine Safety Victoria. We worked closely with the user groups to ensure that everyone was on board, prepared and understood what was happening.

"There are a number of users at the lake; groups that have operated for a long time. We have the Latrobe Valley Waterski Club, the Latrobe Valley Model Aero Club, the Naval Cadets and the Hovercraft Club of Victoria. It was important for us to work collaboratively with these groups so that there was minimal interruption for their activities," Steven said.

COMMUNITY REFLECTIONS OF 2016/17

*Volunteering in Latrobe*

**Giving back through volunteering**

**GEORGE KAMPHUIS GOT INTO VOLUNTEERING QUITE BY ACCIDENT.**

In 2004, George retired and pretty soon found himself at a loose end. His wife was looking for work and was volunteering as a Meals on Wheels assistant. She suggested he might like it as a way to fill in some time during his day and he's been doing it ever since.

"I'm a person who likes to have a routine and having something to do on particular days, helps me to get through the week. I play golf a few days a week and I like to spend some time in my garden, but volunteering for Meals on Wheels means that my Thursdays are busy too.

"I also fell into driving a bus for the Planned Activity Group on a Friday – when my wife asked me to fill in for someone who was on holiday. That person was unable to continue and so I've been the driver since 2005," George said.

"I get to meet the clients for both the Meals on Wheels and the PAG and it's nice to be able to chat with them for a while.

**There is often a little moment during both of our days that means something – a social connection, a human connection. That's important.**

"For some of the clients, having a friendly face come to their door with a hot meal, or being able to talk on the way to the PAG, might be the only time they speak with someone during the week.

George added that volunteering was a good way to give back to the community.

"If you have time on your hands, it's good to fill it with useful tasks. Volunteering is a great way to meet people and to know that you're assisting those in the community who might need an extra helping hand. It makes you feel good to know you're providing a useful service."



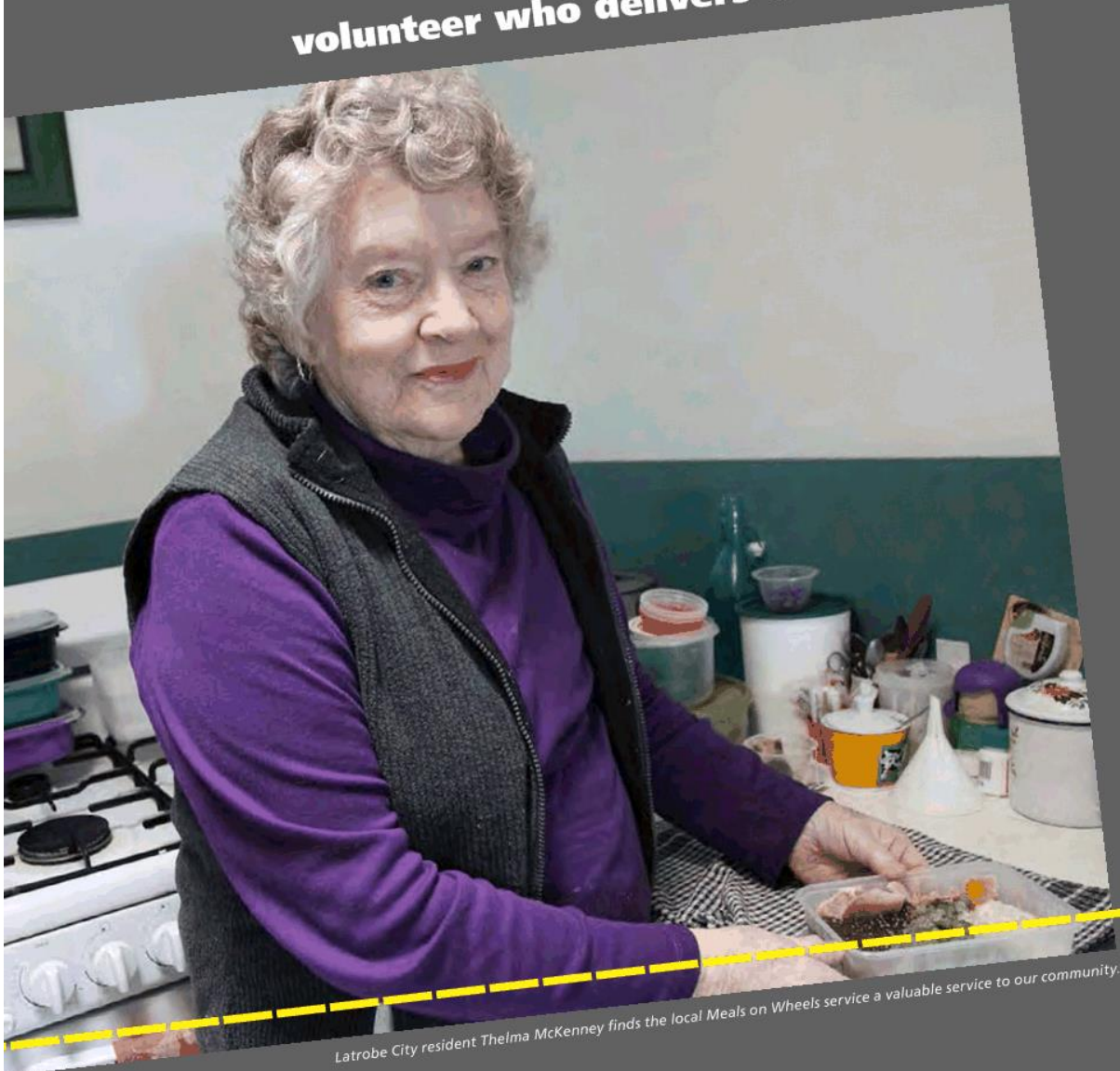
**“Volunteering is a great way to meet people and to know that you’re assisting those in the community who might need an extra helping hand.”**



George Kamphuis provides a valuable service as a volunteer with Latrobe City's Meals on Wheels service.

COMMUNITY REFLECTIONS OF 2016/17

**“...it’s nice to chat to the  
volunteer who delivers the meals.”**



*Latrobe City resident Thelma McKenney finds the local Meals on Wheels service a valuable service to our community.*

Volunteering in **Latrobe**

**Flexible Meals on Wheels service saves time and money**



FOR THELMA MCKENNEY, HAVING MEALS DELIVERED EACH WEEK DIRECT TO HER DOOR IS A SERVICE SHE IS GRATEFUL TO RECEIVE, NOT JUST BECAUSE SHE HAS PERIODS OF ILL-HEALTH, BUT BECAUSE IT ALLOWS HER TO GO OUT TO HER APPOINTMENTS AND SOCIAL EXCURSIONS WITHOUT HAVING TO WORRY ABOUT SHOPPING OR COOKING.

Despite being extremely independent and only 80 years young, Thelma and her family made the decision to get the Meals on Wheels service early in 2017.

"I had been ill and needed to rest so my daughters enquired about Meals on Wheels to help me manage my day. I already have someone come and clean the house once a fortnight but having meals delivered has really helped me. It also means I don't have the expense of buying meat or expensive food items.

"I get a hot lunch delivered on Monday and frozen meals delivered on Tuesdays. I can defrost and warm those when I want, so the service is really flexible. It's good to know I have a store of food in the freezer when I need it," Thelma said.

**"The menus offer a range of meal choices. I am diabetic so it's important to be able to choose the meals that cater for my health. I was pleased to see that the menus were designed for different needs.**

"And, it's nice to chat to the volunteer who delivers the meals. I'm lucky that my family is close by, but for others who might live alone it must be good to have a familiar and regular visitor during the week."

Thelma added that she would definitely recommend the service to others.

"For peace of mind and for convenience, Meals on Wheels is a great community service."

In the past year...

MORWELL:	48		12687		153	
		VOLUNTEERS DELIVERED		MEALS TO		CLIENTS
TRARALGON:	80		12630		146	

COMMUNITY REFLECTIONS OF 2016/17

*Volunteering in* **Latrobe**

THE MORWELL CENTENARY ROSE GARDEN ALWAYS LOOK AMAZING AND LIKE A SWAN GRACEFULLY FLOATING ACROSS THE WATER, THE AMOUNT OF HARD WORK GOING ON UNDER THE SURFACE TO KEEP THE GARDEN AT ITS PRIME, IS ASTONISHING.

There is a dedicated committee and an army of volunteers – currently numbering around 40 – who turn out every Tuesday so that residents and visitors can enjoy the spectacular floral display almost year-round.

Rose Garden Committee President, Del Matthews says each year is busy, but each year is also a reward.

"This year, the Friends of the Rose Garden received a community grant from Council for a ride-on mower to use as tractor. It has a small trailer for carrying mulch, soil, bags of fertiliser etc, and we have also had a 200 litre spray unit built to enable us to apply the liquid fertiliser throughout the garden. This has been a wonderful acquisition.

"In terms of new developments in the garden itself, over the past year we have planted a bed of David Austin roses at the site of the old storage container site at the end of the Council car park. Beautifying that spot was a real win. We also planted the Country Fire Association's rose, Firestar, which blooms in bright orange and mixed these bushes with the yellow of the Graham Thomas rose. These were planted in the four new towers on the south side of the garden and will give a great display," Del said.

"Council has completed work on the Commercial Road median strip at the rose garden to keep our volunteers safer as they work. Council also helped with our pruning weekend by providing parks and gardens team members to chip and transport the

prunings. This saved a lot of time and enabled all volunteers to concentrate on the actual pruning.

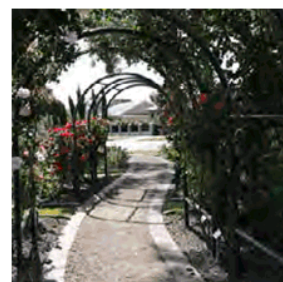
**"Our volunteers don't just prune and plant. The rose garden is a venue for events as well as a tourist attraction, so our volunteers hold all manner of qualifications, from food handling to traffic management to first aid. And each year we host visiting delegations from other rose gardens or we visit gardens around the state looking for inspiration and ideas.**

"Our new look website is about to go live with new content, new photos, interactive elements and it will be mobile friendly. We may be an ageing committee but we are always keen to keep up with the trends. We're always looking for fresh help, and volunteers are always welcome.

"We know locals and tourists love our garden so there's a real incentive to keep working hard. We feel our achievements manifest themselves in the beauty of the gardens over the course of a year, but of course, we also achieve much more than just a riot of colourful flowers. We achieve the knowledge that what we do is for the benefit of others – creating a garden of beauty for the community, we achieve the satisfaction of volunteering and we achieve civic pride that resonates around the town," Del concluded.

## Rose garden blooms under the care of volunteers


*The blooms at the Morwell Rose Garden burst into spectacular colour in spring, a testament to the hard work and commitment of the volunteers, including Bev Maguire (right).*





**“We know locals and tourists love our garden so there’s a real incentive to keep working hard.”**

**THE MORWELL CENTENARY ROSE GARDEN CONTAINS:**

 <b>3500</b> INDIVIDUAL BUSHES	 <b>100</b> BEDS	 <b>400</b> VARIETIES
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COMMUNITY REFLECTIONS OF 2016/17



**“For me, it’s about talking with the attendees, it’s about the social connectedness of the meeting them and chatting...”**

Doris Jennings volunteers her time with the Planned Activity Group (PAG) in Traralgon, providing company to older people and learning about their lives.



**Volunteering at  
Planned Activity  
Group is a social  
occasion**

*Volunteering in Latrobe*

DORIS JENNINGS HAS BEEN A VOLUNTEER WITH THE PLANNED ACTIVITY GROUP (PAG) IN TRARALGON SINCE FEBRUARY 2017 AND HAS ENJOYED EVERY MINUTE.

She sees the PAG as more than just an activity-based program, it's a social occasion.

"PAG provides a weekly high spot for many of the attendees as it's a chance to see their friends again. There is a program of activities that might be bingo or an excursion, and we provide a morning tea and a hot meal. My role is to help prepare the food and generally assist with the activities.

"But for me, it's about talking with the attendees. It's about the social connectedness of the meeting them and chatting, finding out more about their lives and really listening.

**"Some of the attendees may not see other people during the week so they look forward to the few hours where they have company," Doris said.**

"I've always enjoyed being with older people. Their lives are fascinating and they have so many wonderful memories about days gone by that really put your own life into perspective.

"I also volunteer at the Marjorie Cole cafe, which I've been doing for a few years. If you are willing to put in the time, you will always be rewarded for it," Doris concluded.



*Members of the Planned Activity Group at Traralgon enjoy a range of social activities.*

COMMUNITY REFLECTIONS OF 2016/17

*Volunteering in Latrobe*

**Social support is a social connection**

PAT WILLIAMS IS 91 YEARS OLD BUT IS FIERCELY INDEPENDENT. HER ONLY CONCESSION TO A LITTLE HELP AROUND THE HOUSE IS TO RECEIVE A FORTNIGHTLY VISIT FROM A CLEANER, THROUGH COUNCIL'S SOCIAL SUPPORT SERVICES.

But for Pat, it's not even about the cleaning. It's about the social connection.

"I look forward to the visits from the cleaner. She is very friendly and I enjoy our chats. She cleans my bathroom, washes the floors and vacuums through. It is really helpful because physically it's hard for me to do this sort of cleaning now. I fractured my hip and leg and was in the hospital for a good few months and so I need to take it a bit easy when it comes to the house work.

"I do my own shopping and I still cook for myself. I don't think that I'll need any other services just yet, but it's good to know that there are options," Pat said.

**"I attend the Planned Activity Group on Wednesdays and Fridays and talk with my friends there. That's how I found out about the different types of services on offer through the Council."**

Pat added that the carers are wonderful people.

"They offer more than just a service, they offer friendship."



**“I look forward to the visits from the cleaner. She is very friendly and I enjoy our chats.”**



*Pat Williams finds some support from Council services helps to maintain her independence.*

COMMUNITY REFLECTIONS OF 2016/17



**“The facility meets World Bowls performance standards and is a great asset in Churchill.”**



*Churchill Bowls Club members enjoy the new synthetic lawn at Churchill.*

*Opposite: Churchill's new bowling green.*

## Synthetic green puts Churchill on the map

## Sport in Latrobe

WHEN BILL BROWN FIRST MOVED FROM MORWELL TO CHURCHILL 50 YEARS AGO, IT WAS A NEW TOWN WITH A POPULATION OF YOUNG FAMILIES. THE SPORTING FACILITIES THAT WERE CONSTRUCTED IN THOSE EARLY DAYS CATERED TO YOUNG FAMILIES – FOOTY, TENNIS, NETBALL. FIFTY YEARS ON, A LARGE PROPORTION OF THE COMMUNITY IS NOW MUCH OLDER AND PAST PLAYING THE MORE ROBUST SPORTING PURSUITS.

"We recognised that we needed a reappraisal of the town's sporting and recreational needs, to fit this changing scenario. In 2007, the Churchill Bowls Club was formed with the objective of working with Latrobe City Council towards establishing a synthetic lawn bowls facility in the town. In the transition period from 2007 to 2016 we started indoor bowls to create a membership base and make people aware of our existence and what we stood for.

"In 2008 we become the first bowls club in the Latrobe Valley to become a GippSport Welcoming Inclusive club. We recognised early on that if we were to succeed in our community we had to involve the community in our journey, hence our motto 'Churchill Bowls Club Partners in our Community'".

"Three years ago we started renovating the clubrooms to improve accessibility. This work includes a kitchen and new accessible toilet facilities. The final cost of this project will be around \$90,000,

with the majority of this money being in-kind works carried out by members and volunteers. This money was raised through activities such as raffles, trivia nights and sausage sizzles," Bill said.

"The club has also received a number of Latrobe City Council Minor Capital Works Grants. These grants have been used to buy items such as air conditioners and fans. Our organisation is indebted to Latrobe City Council for its generosity.

"Over the years, we have gradually built up our membership, and whilst all our current members still play for other clubs, our vision was always to ensure that there would be a competitive club for future generations. The club would also be fully inclusive.

"In 2015, thanks to a decision by Latrobe City Council to provide funding of \$400,000 for a synthetic bowling green, we could finally make preparations for outdoors bowling. Work started earlier in 2016, and on 20 September 2016 the facility was officially opened. Our club provided much of the in-kind support and labouring as well as \$20,000 in additional monies.

"The green is now installed and is surrounded by a fence with a new path leading from the club rooms. The facility meets World Bowls performance standards and is a great asset in Churchill, giving us the

opportunity to further develop a wide range of bowls and other social activities to encourage participation for all age groups across the Churchill community.

"We will continue to make the improvements to the club rooms, painting and installing the kitchen equipment. We will also mark out the green with a view to hosting events over the summer period, such as barefoot and twilight bowls. We aim to be taking part in the West Gippsland Bowls Division pennant for the 2017/18 season.

**"We're very much looking forward to the coming months and years. We have worked hard to get the club running from the ground up and with the help of Latrobe City Council our vision of an inclusive and welcoming club is being realised," Bill concluded.**

The Churchill Bowling Club is located at Gaskin Park in Manning Drive, Churchill. The Churchill Bowls Club offers indoor bowls every Thursday night from 7.15pm, but please arrive no later than 7pm. Cost for the night is \$4 with a light supper, tea and coffee served. For more information about the Churchill Bowling Club phone Bill on 5122 1860.



COMMUNITY REFLECTIONS OF 2016/17

*Investing in Latrobe*

DURING WHAT HAS BEEN A CHALLENGING YEAR FOR THE VALLEY IN TERMS OF ECONOMIC IMPACT, LATROBE CITY COUNCIL'S ECONOMIC DEVELOPMENT UNIT FACILITATED 64 DIFFERENT BUSINESS OPPORTUNITIES OVER THE YEAR, RANGING FROM BUSINESS EXPANSIONS TO NEW INVESTMENTS.

Each of these opportunities has the potential to create new employment in a diverse range of jobs. Importantly, this groundwork has been undertaken collaboratively across Latrobe City Council as well as with external agencies, such as Regional Development Victoria and Latrobe Valley Authority.

A highlight of the year was Council's participation at the Australian International Airshow at Avalon which included the launch of the Aerospace Precinct – a project that has already attracted significant industry interest.

Latrobe City Council's manager economic development, Bruce Connolly, said investment attraction was a key priority for the year.

"We are open for business and we strive to connect businesses with funding opportunities to ensure Latrobe City is seen as a strong place to invest and expand. At the Invest Gippsland event held in May, Council hosted a delegation of South East Asian buyers to Gippsland.

"Clearly, the launch of the Aerospace Precinct at the Latrobe Regional Airport is a major development in terms of garnering interest from aviation industry players," Bruce said.

"For our small to medium enterprises, we ran our successful Six Steps to Business Success, a quarterly program targeted at start-ups, and it was fully

subscribed for each of the sessions. The Decisions that Drives Profits program is also aimed at existing SMEs. Its aim is to develop a business strategy. The 10 businesses that participated found it helpful in developing their own strategies.

"An innovative program launched during the year was the Latrobe Valley Defence Industry Capability Program. This highly targeted program benchmarked five local businesses with expertise in welding high strength steel, with the express purpose of introducing those businesses to the highly competitive defence sector. It was delivered by Defence Materials Technology Centre (DMTC)".

DMTC CEO, Dr Mark Hodge, said the Latrobe region has a wealth of capability that has the potential to work in the defence sector and provide wide ranging benefits to the nation.

"It is an exciting time for the region and DMTC looks forward to working more closely with businesses in the future. Our benchmarking program will help businesses to improve productivity, engage with defence prime contractors and understand requirements for supply chain partners, work with experts from the research sector in leading edge manufacturing technologies and establish new commercial relationships with project partners," Dr Hodge said.

Bruce added that the success of the Developers Forum in November was driven by the delivery of the key note presentation by Planning Minister, the Hon Richard Wynne MP.

## Economic investment in Latrobe City continues

**"It was a full house, with 75 local representatives from the developer community. This demonstrates the continuing desire to invest in Latrobe City and that confidence in the future of our region is strong," Bruce said.**

"The engineering industry in the Latrobe Valley is well advanced in developing an industry cluster to raise the profile of the local expertise and create new opportunities for local businesses.

"This past year saw an interim industry working group developed to lead work in developing an engineering cluster. The group also hosted world-renowned Cluster expert Ifor Ffowcs-Williams, who made a presentation to key representatives in the engineering and manufacturing sector.

"The Gippsland Small Business Festival ran in August 2016 and saw three events delivered, including a fully subscribed breakfast event presented by Dan Gregory. The inaugural Jobs Fair, held at Kernot Hall in March attracted more than 1400 people with 70 exhibitors and 800 job opportunities on display.

"The fact that our programs continue to deliver a diverse array of opportunities to our businesses, whatever their size or industry, is testament to our strong partnerships with government, local industry and commerce, our capacity to understand where to position the Latrobe Valley in terms of its strengths and its Regional City status and to lay down the foundations for investment to build a strong economic future," Bruce concluded.

**“the Latrobe region has a wealth of capability that has the potential to work in the defence sector and provide wide ranging benefits to the nation.”**



*Latrobe City deputy mayor Councillor Graeme Middlemiss officially launched the Latrobe Aerospace Precinct at the 2017 International Airshow, held in Avalon Premier Daniel Andrews visits the Latrobe Regional Airport booth. Top left: Latrobe City booth at the 2017 International Airshow. Top right: Dan Gregory held a captive audience at his presentation as part of the Small Business Festival in 2016.*

COMMUNITY REFLECTIONS OF 2016/17



**“We have constructed pathways, bridges, fencing, signage and conducted scientific investigations into the aquatic life, and also flora and fauna within the reserve.”**



PAGE 40

Latrobe City Council



## New bridge and boardwalk at **Railway Reservoir Reserve**

## Volunteering in **Latrobe**

GARY DEANE GREW UP NEAR THE RAILWAY RESERVOIR IN TRARALGON AND PLAYED THERE AS A KID. HE HAS BEEN VOLUNTEERING, JUST LIKE HIS PARENTS, SINCE HIS LATE TEENAGE YEARS AND IN THE LATE 1980S HIS FATHER, BERT DEANE, PROPOSED A DEVELOPMENT FOR THE AREA OF THE RAILWAY RESERVE. GARY WAS DRAWN IN.

"A plan was drafted to keep this area as a significant benefit to the community. I was involved right from that point. In the early 1990s the Friends of the Traralgon Railway Reservoir Conservation Reserve was formed and has been working with Council since.

**"The reserve today is a great asset to the area and more than 1500 visitors a week on average over the last three years use the reserve. Dad would be really pleased," Gary said.**

"One reason I volunteer is because Mum and Dad showed so much passion for his proposal and I always had a soft spot for the area many Traralgon people loved as children. I saw his idea as a good one that had merit, and as we see today the dream has been realised. The job now is for the Friends to maintain and care for it."

"Over the years the reserve has required planning and management, drafted under Council guidelines. We have used mainly plants indigenous to the area. We have constructed pathways, bridges, fencing, signage and conducted scientific investigations into the aquatic life and also flora and fauna within the reserve. Planting and replacing dying plants within the reserve is an ongoing large project and will remain so for many years.

Gary says that the Friends look ahead a number of years to predict which projects will require a long lead time, such as cleaning silt in the dam and managing weed infestation.

"We work collaboratively with many organisations including Landcare, West Gippsland Catchment Management Authority, Field Naturalists, Federation University and the power industry.

"A major achievement this year was the construction of a bridge and boardwalk. The project, valued at \$7000, was funded by the Friends and with support from Council, Engie and the State Government. In August 2016, around 15 to 20 Work for the Dole participants helped to construct the bridge and boardwalk. The project was completed by November 2016. The work was done under supervision, but to an extremely high standard and now provides an attractive crossing for visitors to use.

"The participants also helped to maintain and weed the reserve, repaired the fences, helped with pruning and planting and generally provided a number of hours of help that were invaluable to the Friends. Some of the participants even volunteered outside of their usual hours to see the bridge project to completion," Gary concluded.



The Traralgon Railway Reservoir Conservation Reserve is a favourite location for locals and visitors in Latrobe City.

Opposite: Gary Deane at the reserve.

COMMUNITY REFLECTIONS OF 2016/17

*Exhibiting in Latrobe*

IF ART IS ALL ABOUT ENGAGEMENT THEN THE 55 SCULPTURES DELIVERED BY 45 LOCAL AND INTERNATIONAL ARTISTS INSTALLED IN YINNAR HAVE ACCOMPLISHED THAT GOAL. THE WORKS RANGED FROM FIGURATIVE ARTWORK THROUGH TO ABSTRACT FORMATIONS AND WERE MADE FROM STEEL, STONE, CERAMIC, BRONZE, WOOD, GLASS AND CONCRETE.

The Gippsland Sculpture Exhibition, located in Yinnar, was a successful collaboration between artists, Latrobe City Council, arcYinnar, local businesses and the Lions Club.

**From the opening on 1 April 2017 in the arc gardens to the conclusion of the event in May 2017, the Yinnar and wider community embraced the exhibition.**

Artists who entered the competition had the opportunity to win one of three prizes, including the \$5000 Glover Prize donated by Alan and Margaret Glover for best exterior work.

Organiser, Nicole Allen, said the idea germinated after she exhibited a sculpture at Castlegar, a small Canadian Rockies country town that needed to reestablish itself.

“Every year, the town is transformed by a sculpture exhibition and as a consequence, the yearly event and all the small businesses in town prosper with the influx of tourists and art

lovers. I thought to myself, “wouldn’t it be great to transform Yinnar with sculpture too?”

“Any inaugural exhibition needs immediate credentials. We approached Simon Gregg, curator of Sale Gallery, and Kevin Mortensen, a well-known Australian sculptor,” Nicole said.

“First, they judged the 24 exterior street sculptures and gave the nod to Aldo Bilotta’s sculpture ‘Emoji’. From the 31 interior sculptures, they chose Andrew Bryant’s sculpture, ‘Regenerate’ to be the inaugural interior winner.

“The exhibition benefited the community, not just the art community, but the farmers, the power station workers and everyone who lives and works in the region.

“We transformed the town for a couple of months and gave our community a sense of pride and interest in sculpture. We also put Yinnar on the state and national sculpture map and calendar; while giving others within the region a reason to visit Yinnar,” Nicole concluded.

**Putting a small township on the art map**



**“We transformed the town for a couple of months and gave our community a sense of pride and interest in sculpture. We also put Yinnar on the state and national sculpture map and calendar; while giving others within the region a reason to visit Yinnar.”**



COMMUNITY REFLECTIONS OF 2016/17



COMMUNITY REFLECTIONS OF 2016/17

**“This aspect of the program provided them with social skills to use in other settings, and gave them a sense of where they belonged in the community. This was their gallery, their public space.”**



*The art therapy project helped engage the Berry Street students in a creative space.*

## Students learn life skills through art therapy

AN ART THERAPY PROJECT AIMED AT DISADVANTAGED YOUTH HAS SEEN GREAT RESULTS THIS YEAR AND THE HOPE IS TO CONTINUE THE PROGRAM FOR FUTURE STUDENTS. THE BRANCHCHILD OF LATROBE REGIONAL GALLERY'S PUBLIC PROGRAMS AND EDUCATION OFFICER, NICOLE BRINDLEY, AND DELIVERED AT THE GALLERY, THE PROGRAM ENGAGES STUDENTS AT THE BERRY STREET SCHOOL IN A CREATIVE SPACE.

Berry Street School specialist art teacher Kim Sanders is an artist herself and saw value in providing an outlet for those whose lives might be challenging on a daily basis.

"For some of our students, being able to paint, draw, imagine and create as a way of expression was such a powerful tool. It was fascinating to watch their progress as they became more confident in their work and learnt not to judge themselves against unrealistic standards. They were not there to create masterpieces, but rather to explore their imaginations through the art-making process.

"It was also important that the students manage themselves in the community – they were using the gallery so behaviour modification was important. This aspect of the program provided them with social skills to use in other settings, and gave them a sense of where they belonged in the community. This was their gallery, their public space," Kim explained.

"The program allowed us to break down some of the barriers to art – the perception that it is only to be

enjoyed by a certain demographic was challenged. The students created works across many different mediums – painting, drawing, modelling and video. They also heard from artists and developed an understanding of what art can mean to the creator and to the viewer.

"Broadening the horizons of the students was a positive outcome of the program, which primarily was aimed at providing them with a therapeutic experience. Students also painted a mural in the Morwell Library which taught them about teamwork and discipline. Going in to the library showed them what a great resource they had, right on their doorstep.

**"The program was a great success and we're really hoping it can be continued," Kim said.**

Nicole Brindley said the program offered personal development, life skills and art therapy.

"This program was developed after I completed studies in Art Therapy as a way to engage young people through creative expression. The program is

designed to create conversations about art, creativity, and personal stories regardless of previous art knowledge.

"Participants are given opportunities to view the artworks from our exhibitions, and respond to them by finding personal meanings and interpretations. No formal arts education is necessary, as this is not about analysing works from an educational perspective, but rather about finding important symbols and stories that they can connect with and make meaning from," Nicole said.

"This process is then explored further in an art-making activity where the students can develop their stories."

Nicole added that the aim of this process was to connect students with their emotions.

"They develop a better understanding of themselves and their issues, and develop positive and constructive ways to process their emotions that, in turn, facilitates a healing outcome."

COMMUNITY REFLECTIONS OF 2016/17

*Creative in Latrobe*

**Wetlands project delivered with community help**

MORE THAN 170,000 NATIVE TREES, SHRUBS, GRASSES, AQUATIC AND SEMI-AQUATIC FLORA SPECIES HAVE BEEN PLANTED AT THE NEW FIRMIN'S LANE WETLANDS, AT THE CORNER OF FIRMIN'S LANE AND MONASH WAY, MORWELL. THE PROJECT CONTAINS THE LARGEST VARIETY OF AQUATIC PLANT SPECIES IN A CONSTRUCTED WETLANDS IN LATROBE CITY. MUCH OF THE WORK HAS BEEN DONE BY VOLUNTEERS VIA CONSERVATION VOLUNTEERS AUSTRALIA (CVA). THE COLLABORATIVE NATURE OF THE PROJECT HAS GIVEN THE CONSTRUCTION PROCESS A REAL COMMUNITY FEEL.

Churchill resident Lorraine Schneider contributed the most volunteer hours.

"I'm studying for my Certificate IV in Horticulture with Federation Training. I got into the volunteering through CVA. I love being outside, I love plants and gardening and I thought it was a great way to learn more for my studies, so this opportunity was too good to pass up. It was also a great social and networking opportunity. I'm passionate about horticulture and I met many other like-minded people. "As I want to start my own landscape business, the project has been a hands-on way to develop more practical knowledge. It was also extremely satisfying to make such a significant contribution to the environment," Lorraine said.

The CVA team leader said the wetlands served multiple purposes. "Council's main intention was improving the quality of storm-water run-off from the local industrial precinct. The wetlands is a natural water treatment plant. For example, it will remove heavy metals and restore the chemical balance to water entering Waterhole Creek and flowing through Morwell. It will also provide habitat for various native animals such as insects, frogs, fish and waterbirds. Hopefully it will also become a much-valued recreational resource for nature-loving locals.

"CVA is proud to contribute to this project. Our staff and volunteers attended 80 days at the wetlands in Hazelwood North and Waterhole Creek in Morwell. About 80 volunteers accrued over 220 volunteer days. Some 47 volunteers were locals and this included school groups, girl guides and Loy Yang A employees.

"We also had 12 Melbourne residents and 21 international volunteers from China, Japan, Taiwan, Malaysia, Singapore, Switzerland and Germany.

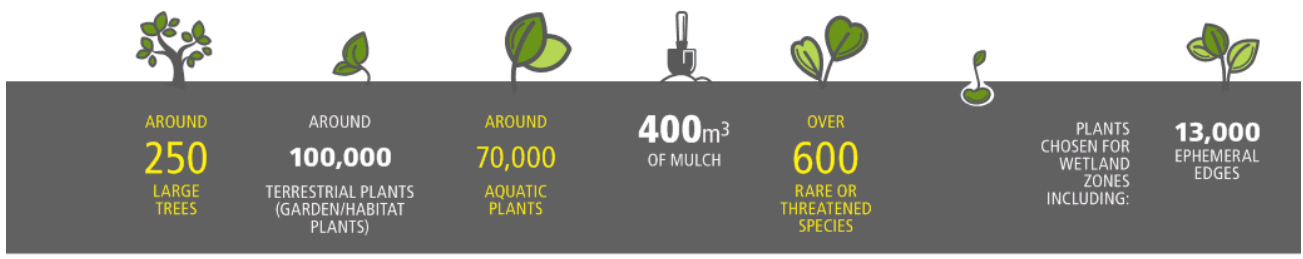
"It was a fair effort. It will look beautiful once the plants have grown. However, the real winner will be the local environment."

Latrobe City Council's landscape officer, Belinda Kolek said two different types of floating wetlands had been installed to better understand the performance of these types of systems.

**"Floating wetlands have the potential to decrease the nutrient load in the discharge waters from the wetlands. The bacteria that live on the root systems of these floating plants are what helps to clean the water."**

"Council has partnered with Federation University to undertake a detailed study of the water treatment. A team of engineering students, led by Dr Harpreet Kandra and Dr Susanga Costa, will monitor the water quality to determine the effectiveness of the wetlands in general, as well as the floating wetlands", Belinda said.

"This is an exciting collaboration with the university. Having data available to evaluate the effectiveness of the wetlands will provide us with a measureable outcome of the benefits of this project. And the students will gain invaluable, practical experience."



**“It was a fair effort. It will look beautiful once the plants have grown. However, the real winner will be the local environment.”**

*The new Firmins Lane Wetlands has been a collaborative project between Conservation Volunteers Australia and Council.*



**15,000**  
SHALLOW  
MARSH



**22,000**  
DEEP  
MARSH



**13,000**  
SUBMERGED  
MARSH

COMMUNITY REFLECTIONS OF 2016/17

*Giving in Latrobe*

**Latrobe City Trust**  
**supports community**  
**in many ways**

THE LATROBE CITY TRUST WAS ESTABLISHED BY LATROBE CITY COUNCIL IN 1999 AS AN INDEPENDENT REGISTERED TRUST TO RAISE FUNDS AND ENCOURAGE LOCAL PHILANTHROPY ACROSS LATROBE CITY THROUGH THE DISTRIBUTION OF GRANTS.

The Latrobe City Trust provides a valuable method of assisting the community to develop capacity, both from an individual and community perspective, through a range of funding opportunities to strengthen knowledge and skills, increase community connection and improve the health and wellbeing of those living in Latrobe City.

**During the past 12 months, the Trust has made disbursements totalling more than \$60,000 through various funds, including scholarships and youth programs, community strengthening projects and emergency relief administered through a number of community-based organisations.**

Community projects funding during the year included the Flinders Youth Development Camps and the 'Give a Damn, Give a Can' project.

This year also saw the announcement of grants through the newest fund, the Latrobe Community Arts Fund.

Through the generosity of the former Traralgon Arts Council (TAC), the Latrobe Community Arts Fund was established in 2016 to facilitate the development, promotion and encouragement of the arts in a number of fields including music, visual arts, literature and performing arts.

The opening of this fund reinforced the idea of promoting arts and creativity as the heart of the community.

Two organisations were awarded funding in 2016/17: Alt\_Art for its short film project and Good Beginnings for its Indigenous Artwork Project.

Ann Dyer, former member of the Traralgon Arts Council said the organisation was founded in the early 1970s when Regional Arts Victoria was formed.

"There is a long history of arts and culture management in Latrobe City. In the 1950s there was a Traralgon Music Drama and Arts Society (TMDA). It was an umbrella organisation to support the Repertory Group, Music, Choir, Film and Art groups. It was a thriving group for over 20 years but was disbanded in the early 1970s. The Traralgon Arts Council started, using the balance of

monies from the TMDA, and this new group brought touring performances to Traralgon and helped fund local artists.

"With state and local government supporting the arts more TAC decided to close and gave the remaining money to the Latrobe City Trust. The Latrobe Community Arts Fund was developed. The former TAC committee members were delighted with the projects that were chosen for its inaugural year and are looking forward to seeing the projects selected for coming years," Ann said.

The Trust is delighted that these projects would not only see the pursuit of artistic endeavours in the community, but that they would make a significant contribution to the mental wellbeing of those involved.

More information about the Latrobe City Trust can be found here: [www.latrobe.vic.gov.au/latrobecitytrust](http://www.latrobe.vic.gov.au/latrobecitytrust)



COMMUNITY REFLECTIONS OF 2016/17

Scholarship recipient Kerrie Macreadie with Lorraine Bartling OAM.



**“The former Traralgon Arts Council committee members were delighted with the projects that were chosen for its inaugural year and are looking forward to seeing the projects selected for coming years.”**

# OUR PEOPLE

We strive to provide the best possible services and support for our community, our region and all that it has to offer.



OUR PEOPLE



Top: Latrobe Leisure team members are available to assist members.  
Below: Staff working at Morwell Headquarters Office.  
Opposite: Latrobe City Council Maternal and Child Health team member.

OUR PEOPLE

## Organisational Structure

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### OFFICE EXECUTIVE

CHIEF EXECUTIVE OFFICER  
Gary Van Driel



### CITY DEVELOPMENT

GENERAL MANAGER  
Phil Stone

MANAGER  
ARTS AND EVENTS  
Michael Bloyce

MANAGER  
ECONOMIC DEVELOPMENT  
Bruce Connolly

GENERAL MANAGER  
LATROBE REGIONAL AIRPORT  
Neil Cooper

MANAGER  
MUNICIPAL SERVICES  
Ronda Bruerton

MANAGER  
PLANNING SERVICES  
Gail Gatt

Latrobe City Council Corporate Headquarters in Morwell CBD.





**CORPORATE SERVICES**

- GENERAL MANAGER  
Sarah Cumming
- MANAGER  
FINANCE  
Matthew Rogers
- MANAGER  
GOVERNANCE  
Brett McCulley
- MANAGER  
INFORMATION SERVICES  
Christine Wright
- MANAGER  
PEOPLE & CULTURE  
Michael Crane
- MANAGER  
PERFORMANCE AND INNOVATION  
Angelo Saridis



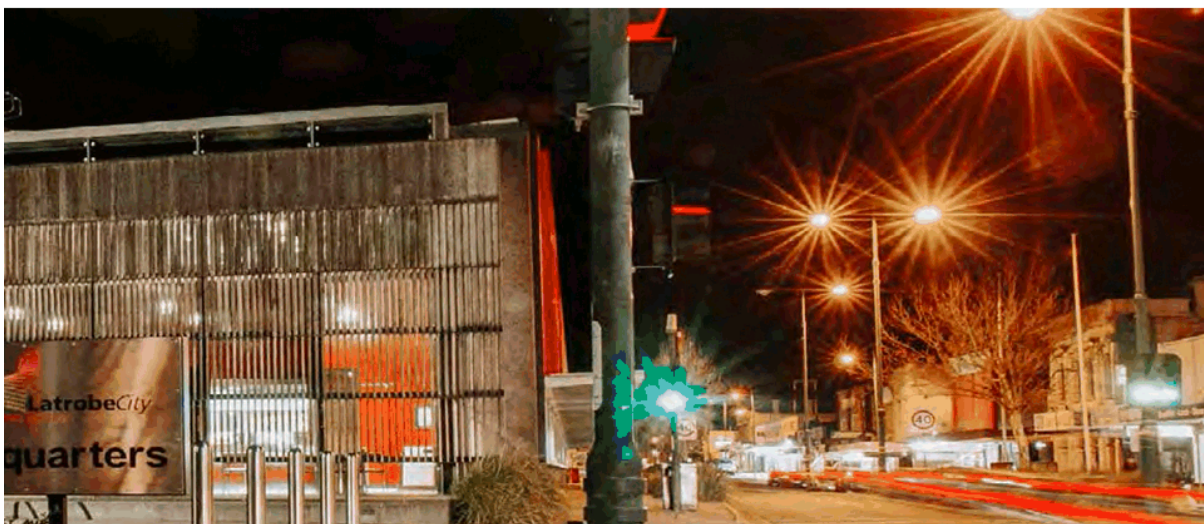
**COMMUNITY SERVICES**

- GENERAL MANAGER  
Sara Rhodes-Ward
- MANAGER  
AGED & DISABILITY SERVICES  
Helen Taylor
- MANAGER  
COMMUNICATIONS  
& CUSTOMER RELATIONS  
Edith Heiberg
- MANAGER  
COMMUNITY DEVELOPMENT  
Steve Tong
- MANAGER  
FAMILY SERVICES  
Kate Kerslake (Acting)



**INFRASTRUCTURE & RECREATION**

- GENERAL MANAGER  
Steven Piasente
- MANAGER  
INFRASTRUCTURE  
DEVELOPMENT  
Kevan Delaney
- MANAGER  
INFRASTRUCTURE  
OPERATIONS & WASTE  
Martin Teplik
- MANAGER  
RECREATION  
Jamey Mullen



## OUR PEOPLE

## Services Snapshot



### Environment

- Council Emissions Reporting (Water, Electricity, Gas and Fuel)
- Approximately 400km of Rural Roadside Weed Management
- Vegetation Removal Permit Assessments
- Vehicle Emissions Offsets (Tree Plantings)
- Participate in Industry and Community Environment
- Committees and Networks
- Bushland Reserve Management
- Forestry Coup Compliance Reviews
- Environmental Education Services
- Trust for Nature Property Rate Rebates
- Biodiversity Protection Incentive Program Grants
- Community Tree Planting
- Waterway Management Services



### Aged and Disability Care

- Home, Personal and Respite Care
- Disability Support Services and Home Maintenance
- Social Support Programs
- Planned Activity Groups
- We Care Program
- Meals on Wheels
- Operate Senior Citizen Centres
- Support Community Volunteering
- Health Promotion
- Disease Prevention Strategies



### Culture, Leisure and Recreation

- 3 Indoor Pools and 3 Outdoor Pools
- 14 Indoor Stadiums
- Traffic School
- Lake Narracan and Hazelwood Pondage Caravan Parks
- Support Community Committees
- 60 Sporting Reserves, BMX Tracks and Skate Parks
- Latrobe Performing Arts Performances and Venues
- Latrobe Regional Gallery Programs and Exhibitions
- Visual Arts Education and Public Activities
- Cultural Programs and Events
- Sister Cities Partnership Program
- Maintain 510 hectares of Parks and Gardens and 90,500 square metres of Garden Beds
- Maintain 118 Playgrounds
- Operate Council Nursery
- Kerbside Spraying and Tree Planting



### Family and Children

- Preschool and Prekinder Services across 24 Preschools
- Early Childhood Health and Development
- Maternal and Child Health Services
- Best Start Program for Infants
- Preschool Field Officer Program for Children with Additional Needs
- Prevention, Early Detection and Intervention of Factors Affecting Young Children and their Families
- Operate three Long Day Care Centres
- Manage and Operate a Commonwealth Funded Family Day Care Scheme



### Running Council

- Freedom of Information Requests
- Facilitate Council Elections
- Develop Latrobe City Council Plan and Annual Report
- Organisational Business Planning and Performance Reporting
- Financial Management
- IT, Document and Mail Management and Geographic Information Services
- Human Resources Services
- Risk Management and Insurance
- Occupational Health and Safety
- Facilitate Internal Audits
- Communications and Community Engagement
- Property and Statutory Services
- Mayoral and Councillor Support
- Office of the CEO



### Community Safety

- Car Parking Services
- Animal Management Services
- Implementing Council Local Laws, Environmental Standards and Relevant Legislation
- School Crossing Supervision
- Fire Risk Prevention Property Notices
- Animal Management Including Cat Cage Hire, Animal Adoptions and Micro-Chipping
- Pet Care Education and Promotion
- Unsightly/unsafe Property Inspections
- Road Safety Education and Awareness



### Community Information & Development

- Operate Latrobe City Service Centres
- Provide Information on Council Services
- Recording and Processing Customer Requests
- Support the Delivery of Projects, Programs, Strategies and Action Plans
- Advocate on Behalf of the Community
- Plan and Prepare Communities for Disasters
- Provide Emergency Support to Disaster Affected Communities
- Improve Liveability for People with a Disability
- Assist with Training and Employment Opportunities for Indigenous Community, and Promote Social Justice and Reconciliation
- Garden Competition



### Economic Development

- Investment Attraction
- Manage, Maintain and Develop the Latrobe Regional Airport
- Support Aviation Manufacturing
- Business Development, Support and Training Services
- Economic Modelling Data
- New Business Start Up and Support
- Pursue New Business Investment Employment Growth
- Major Projects Summit
- Support Community and Emergency Services



### Infrastructure

- Design and Delivery of Major Capital Projects
- Civil Works Project Planning and Delivery
- Design of Public Infrastructure (Roads, Paths, Bridges, etc)
- Research and Surveying
- Planning for Municipality's Current and Future Infrastructure Needs
- Ensure Existing Infrastructure is Maintained and Protected
- Asset Management
- Traffic Management
- Building Maintenance, Upgrades and Renewal
- After Hours Emergency Works
- Fixed Plant and Equipment Maintenance and Upgrades
- Maintenance of Roads, Drainage, Vegetation and other Council Owned Assets
- 723km of Paths Maintained Annually



### Waste and Recycling

- Kerbside Rubbish Collection, Recycling and Transfer Stations
- Manage and Monitor Landfill Facilities
- Rehabilitation and After Care of Closed Landfills
- Development of New Landfill Cells
- Organic Processing
- Lead Initiatives to Divert Waste from Landfill



### Tourism and Events

- Support Latrobe City and Broader Gippsland's Tourism Industry
- Operate Visitor Information Centre and Services
- Develop, Attract and Promote Events
- Support Community and Council Civic Events
- Facilitate the Community Event Grant Program



### Planning and Building

- Building Permit Services
- Pool Barriers Audit Program
- Ensure Adherence to the *Building Act 1993*
- Land Use Planning and Permit Application Services
- Provide Mediation Services
- Ensure Adherence to the *Planning and Environment Act 1987*
- Land Use Planning Research, Policy and Re-zoning
- Facilitate Council and Community Initiated Planning Scheme Amendments
- Planning Scheme Reviews
- Coordination of New Infrastructure and Services to Support New Communities
- Building Audits and Education



### Libraries

- Operation of Public Libraries
- Provision of Library Education Programs
- Provide resources for the community including Books, CDs and DVDs, Audio Books, Hard Copy and Online Newspapers and Magazines
- Provide Community Access to WiFi and the Internet
- Preschool StoryTime
- Your Tutor (online program)
- School Holiday Programs
- Work Experience Placements
- Author Talks and Guest Speakers/ Presentations

OUR PEOPLE

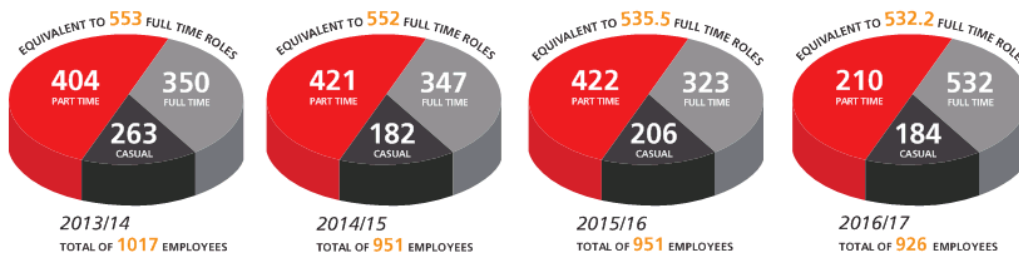
**Our Employees**

Latrobe City Council is committed to attracting, developing and retaining employees who have a diverse range of qualifications, abilities and a passion for delivering quality services to the community. We value and celebrate the contribution of our people, working together in a spirit of honesty, teamwork and trust.

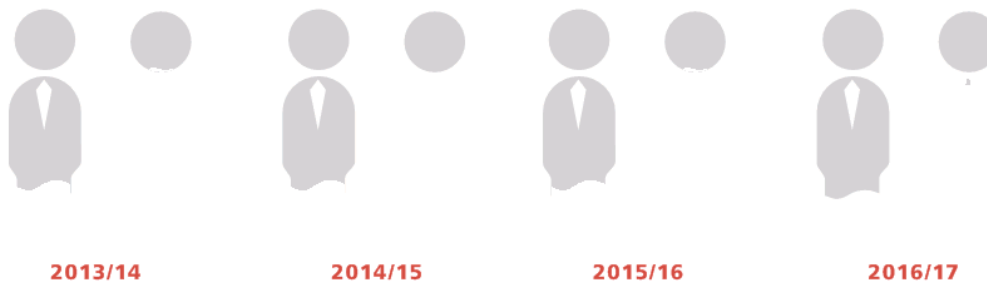
As of 30 June 2017, Latrobe City Council employed 926 people, comprising full time, part time and casual employees. The number of equivalent full time positions (EFT) is 532.2. The total number of employees is down by 25 from the previous year, however, the EFT has remained virtually unchanged as has the level and diversity of services we provide.

**WORKFORCE DETAILS**

**Workforce Staffing Levels**



**Workforce Profile**

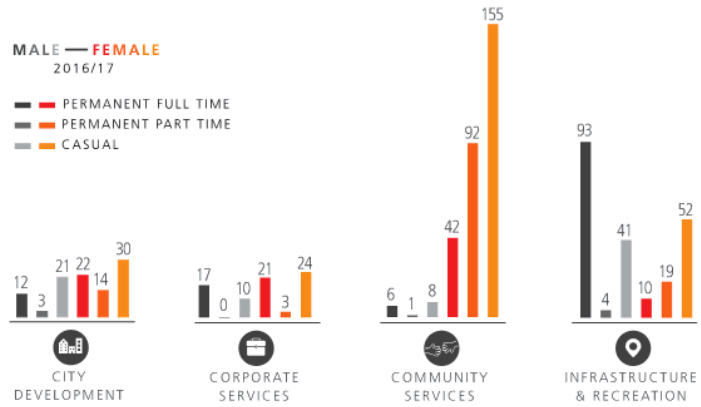


(in accordance with the *Local Government Act 1989*)  
2% ARE SENIOR OFFICERS



**Council Staff**

A summary of the number of full time equivalent (FTE) council staff by organisational structure, employment type and gender



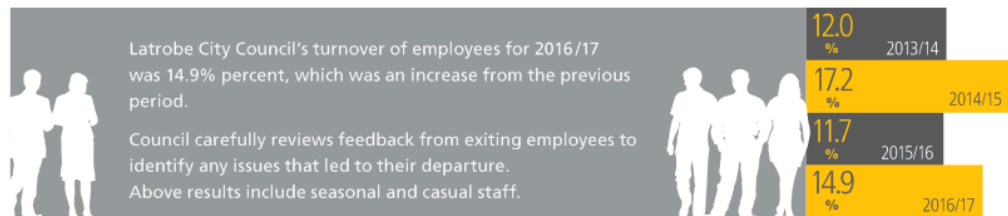
**Salary Banding**

	2016/17	1	2	3	4	5	6	7	8	ALL OTHER
MALE	Permanent Full Time	0	4	45	16	24	22	24	11	15
	Permanent Part Time	3	0	4	6	0	1	1	1	1
	Casual	3	3	27	6	0	0	0	0	0
FEMALE	Permanent Full Time	0	1	4	25	40	41	21	4	23
	Permanent Part Time	56	8	10	43	13	10	2	0	48
	Casual	6	19	50	28	1	0	0	0	30

**Workforce by Age**



**Staff Turnover**



# SETTING OUR DIRECTION

**"In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership".**

Latrobe 2026 was developed in partnership with the community and outlines the community's vision for the future development of the region, building on its strength as one of Victoria's key regional economies and its position as the commercial centre of Gippsland with a focus on education, health and community services and facilities.

Adopted in 2010, the Community Vision sets down the aspirations of the community and guides council in its activities and services, underpinning the Council Plan 2013 - 2017.



## Latrobe City Council Plan 2013-2017

Responding to Latrobe 2026 Community Vision, the Council Plan defines the mission and values of the organisation and the objectives to be achieved.

### LATROBE CITY COUNCIL'S MISSION

To provide the best possible facilities, services, advocacy and leadership for Latrobe City, one of Victoria's four major regional cities.

### LATROBE CITY COUNCIL'S VALUES

Latrobe City Council's values describe how it is committed to achieving the Latrobe 2026 Community Vision through:

- Providing affordable people-focussed community services
- Planning strategically and acting responsibly, in the best interests of the whole community
- Accountability, transparency and honesty
- Listening to and working with the community
- Respect, fairness and equity
- Being open to and embracing new opportunities

The Council Plan 2013-2017 is structured around five Themes and supporting Objectives which provide the framework for Strategic Directions and supporting Strategies and Plans which define what Council will work to achieve. Performance Indicators have been included to monitor Latrobe City Council's achievement of the Council Plan's objectives.

### COUNCIL PLAN THEMES:

- 01 JOB CREATION & ECONOMIC SUSTAINABILITY
- 02 APPROPRIATE, AFFORDABLE & SUSTAINABLE FACILITIES, SERVICES & RECREATION
- 03 EFFICIENT, EFFECTIVE & ACCOUNTABLE GOVERNANCE
- 04 ADVOCACY FOR & CONSULTATION WITH OUR COMMUNITY
- 05 PLANNING FOR THE FUTURE

The Council Plan is accompanied by the Strategic Resource Plan and an Annual Action Plan. The Strategic Resource Plan sets out the financial and non-financial resources required to achieve the objectives of the Council Plan. The Annual Action Plan outlines the Major Initiatives and actions to be undertaken each year to deliver on the Council Plan.

For a copy of the Council Plan 2013-2017, current Budget, Strategic Resource Plan or Annual Action Plan, go to: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au) or phone 1300 367 700.



*Opposite: Latrobe City Council are committed to our community with 24 Council owned and managed Preschool Centres in the municipality.*

SETTING OUR DIRECTION

## Planning and Reporting

Each year, Latrobe City Council reviews its four-year business plans, setting out activities and objectives that align with the strategic directions of the Council Plan.

Delivering on the objectives of the Council Plan is measured against the achievement of identified actions and a number of performance indicators that form part of the performance reporting process. This process is outlined in the following Planning and Reporting Framework:

## Setting Our Direction



Latrobe City Council  
team member at Morwell  
Headquarters.





HOW ARE WE PERFORMING?

## Council Report Card

The following Report Cards have been arranged by the five themes of the Council Plan. Where available, 2016/17 results have been provided. The Local Government Performance Reporting Framework (LGPRF) results have also been included.

Measure types included in the report cards as shown below:

### MAJOR INITIATIVES

Most significant Annual Actions included within the Latrobe City Council Annual Budget 2016/17

Measured by the *delivery* of listed projects

Achieved: **Green**  
 Part Achieved: **Amber**  
 Not Achieved: **Red**

### LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK INDICATORS

Standard performance indicators required across all Victorian Local Government Areas.

Measured by the *expected range*  
 Example shown below:



### RESULTS AT A GLANCE

MAJOR INITIATIVES



DELIVERED

LOCAL GOVERNMENT



WITHIN EXPECTED RANGE

*Opposite: Community members at the May 2017 Citizenship Ceremony held at Latrobe City Morwell Headquarters.*

HOW ARE WE PERFORMING?

## Results in detail

### MAJOR INITIATIVES

THEME	MEASURE TYPE	ACTION	2016/17 RESULT
Advocacy for and consultation with our community	Major Initiative	Actively engage with state and federal governments to advocate for the interests of the Latrobe City community to maximise access to government funding, supporting job creation, economic diversification and environmental sustainability.	Achieved
Appropriate, affordable and sustainable facilities, services and recreation	Major Initiative	Actively pursue state and federal government funding to enable the production of detailed designs for the Latrobe Creative Precinct (LCP), to develop a 750-seat performing arts centre and a creative digital hub, improving access to educational and employment outcomes.	Achieved
Efficient, effective and accountable governance	Major Initiative	Develop a strategy which puts the customer first and works to make Council easy to deal with. Ensure that the Customer Experience Strategy includes the development of Key Performance Indicators which can be reported to the community.	Achieved
Job creation and economic sustainability	Major Initiative	Pursue state and federal government commitment to transition our economic base.	Achieved
Job creation and economic sustainability	Major Initiative	Advocate for the Electricity Generation and Paper sectors within Latrobe City.	Achieved
Planning for the future	Major Initiative	Produce the Housing Strategy, the Rural Land Use Strategy and the Employment and Industrial Land Use Strategy.	Achieved

*Opposite from top: Latrobe Regional Airport, the Moe Service Centre and Library, financial planning, a local school sports carnival at Harold Preston Reserve in Traralgon, one of many new housing estates in the region and Loy Yang mine.*



HOW ARE WE PERFORMING?



HOW ARE WE PERFORMING?

**Results in detail***(CONTINUED)***LOCAL GOVERNMENT PERFORMANCE REPORTING FRAMEWORK INDICATORS**

KPI	15/16	16/17
AF2 – Health inspections of aquatic facilities	1	2.3
AF3 – Reportable safety incidents at aquatic facilities	0	0.0
AF4 – Cost of indoor aquatic facilities	2.3	2.2
AF5 – Cost of outdoor aquatic facilities	10.9	10.7
AF6 – Utilisation of aquatic facilities	5.2	5.2
AM1 – Time taken to action animal management requests	2.1	2.0
AM2 – Animals reclaimed	35.7	36.9
AM3 – Cost of animal management service	47.5	41.1
AM4 – Animal management prosecutions	0	1.0
C1 – Expenses per head of municipal population	1659.1	1563.3
C2 – Infrastructure per head of municipal population	12811.1	12929.1
C3 – Population density per length of road	46.5	45.5
C4 – Own-source revenue per head of municipal population	1274.3	1350.3
C5 – Recurrent grants per head of municipal population	362	428.8
C6 – Relative Socio-Economic Disadvantage	1	1.0
E1 – Average residential rate per residential property assessment	1534.6	1582.0
E2 – Expenses per property assessment	3118.4	3037.7
E3 – Resignations and terminations compared to average staff	15	10.0
FS1 – Time taken to action food complaints	1	1.2
FS2 – Food safety assessments	86.4	97.4
FS3 – Cost of food safety service	533.9	331.3
FS4 – Critical and major non-compliance outcome notifications	82.5	79.2
G1 – Council decisions made at meetings closed to the public	25.6	17.3
G2 – Satisfaction with community consultation and engagement	48	54.0
G3 – Councillor attendance at council meetings	93.6	95.4
G4 – Cost of governance	41483.5	38508.6
G5 – Satisfaction with council decisions	47	51.0
L1 – Current assets compared to current liabilities	271.2	302.1
L2 – Unrestricted cash compared to current liabilities	-54.85	-55.1
LB1 – Library collection usage	2.8	2.6

## HOW ARE WE PERFORMING?

KPI	15/16	16/17
LB2 – Standard of library collection	53.4	55.7
LB3 – Cost of library service	9.8	7.3
LB4 – Active library members	15.8	11.5
MC1 – Participation in first MCH home visit	109.8	109.5
MC2 – Infant enrolments in the MCH service	100	97.4
MC3 – Cost of the MCH service	79.8	72.0
MC4 – Participation in the MCH service	74.9	76.3
MC5 – Participation in the MCH service by Aboriginal children	71.4	68.2
O1 – Asset renewal compared to depreciation	64	71.4
O2 – Loans and borrowings compared to rates	24.9	21.5
O3 – Loans and borrowings repayments compared to rates	9.3	3.7
O4 – Non-current liabilities compared to own source revenue	42.9	30.3
OP1 – Adjusted underlying surplus (or deficit)	1.1	0.1
R1 – Sealed local road requests	32.2	30.2
R2 – Sealed local roads maintained to condition standards	99.6	99.3
R3 – Cost of sealed local road reconstruction	111.1	185.6
R4 – Cost of sealed local road resealing	9.9	9.8
R5 – Satisfaction with sealed local roads	50	61.0
S1 – Rates compared to adjusted underlying revenue	61.2	56.3
S2 – Rates compared to property values	0.7	0.7
SP1 – Time taken to decide planning applications	73	73.0
SP2 – Planning applications decided within required time frames	93	92
SP3 – Cost of statutory planning service	2488.3	3023.3
SP4 – Council planning decisions upheld at VCAT	66.7	57.1
WC1 – Kerbside bin collection requests	120.2	146.4
WC2 – Kerbside collection bins missed	3.1	3.4
WC3 – Cost of kerbside garbage bin collection service	98	99.6
WC4 – Cost of kerbside recyclables collection service	22.9	24.3
WC5 – Kerbside collection waste diverted from landfill	52.1	53.2

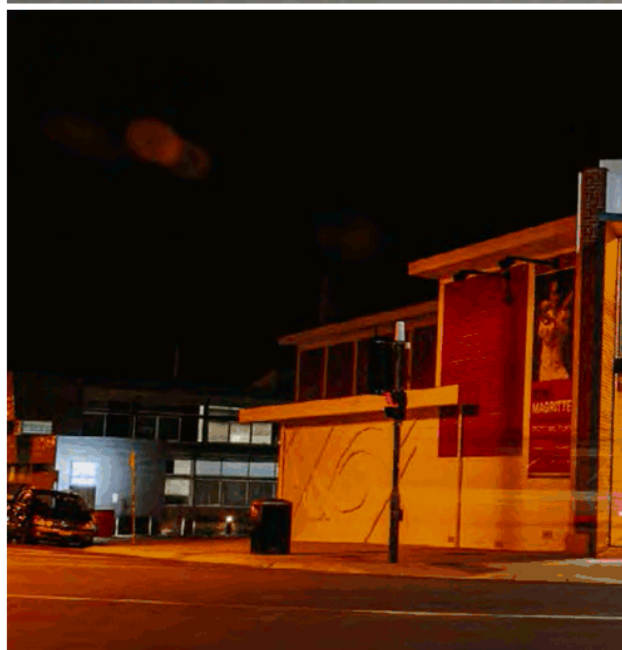
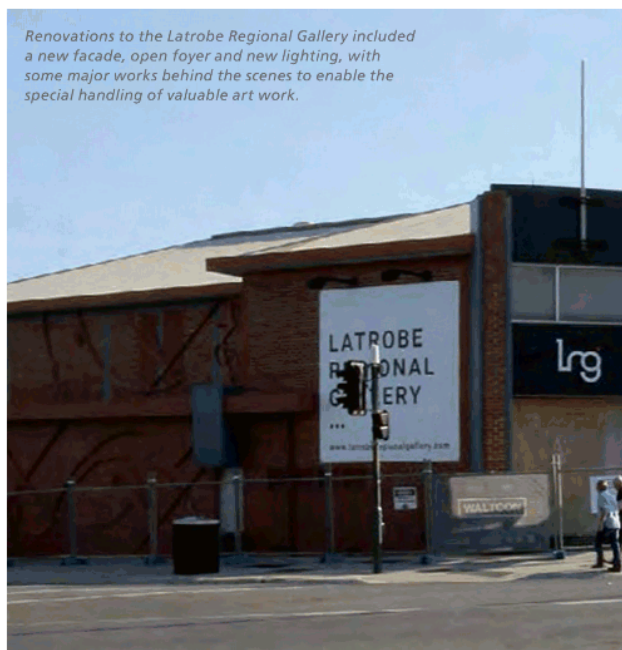
## Results in detail

(CONTINUED)

### CAPITAL WORKS HIGHLIGHTS

PROJECT	16/17 EXPENDITURE \$
Road Rehabilitation Program	5,701,781
Local Road Reseals Program	2,299,471
Local Roads Reseal Prep Program	1,875,240
Traralgon Tennis Show Court	1,835,111
Upgrade of the Moe Tennis Complex	1,533,852
Latrobe Regional Gallery - Refurbishment & Lighting Upgrade	1,290,463
Gravel Road Resheets Program	1,221,269
Hyland Highway Landfill - Cell 5 Construction	1,033,763
Footpath Rehabilitation Program	973,089
Heavy Industrial Park Road Infrastructure Construction	916,749
Fleet Replacement Program	829,480
Kerb and Channel Replacement Program	480,285
Argyle Street South Service Road Drainage Augmentation	428,157
Plant Replacement Program	412,905
Playground Equipment Renewal Program	390,494
Building Renewal program	353,125
Latrobe Leisure Renewal Program	345,388
Pavilion Upgrade - Glengarry Recreation Reserve	340,401
Kenyon Lane Bridge - Traralgon East	316,267

Renovations to the Latrobe Regional Gallery included a new facade, open foyer and new lighting, with some major works behind the scenes to enable the special handling of valuable art work.



HOW ARE WE PERFORMING?



PROJECT	16/17 EXPENDITURE \$
Nation Building Blackspot Program	282,126
IT Equipment Purchases	218,603
New Footpaths to Link Existing Footpath Networks	244,387
Morwell Library Front Entrance Reconstruction	195,353
Footpath Construction Track and Trails Program	185,970
Drainage augmentation to Furlonger Street - Nixon Court precinct	181,117
Minor sealing works program	165,576
Moe Rail Precinct Revitalisation Project	151,838
Rural Gravel Road Sealing Program	136,587
Equipment Replacement	128,974
Traralgon Star Hotel Outdoor Kitchen	128,246
Pavilion Upgrade - Traralgon West	125,252
Highland Highway Landfill Road Reseal	121,988
Footpath Construction - Montane Boulevard - Haigh Street Shared Path	120,456
Reserve Roads and Carpark Resurfacing Program	109,429
Pavilion upgrade - Joe Tabuteau Reserve	104,573
Roof Renewal Program	103,086
Bridge and Major Culvert works	102,953



## Table of Contents

<b>FINANCIAL STATEMENTS</b>	
Comprehensive Income Statement .....	72
Balance Sheet .....	73
Statement of Changes in Equity .....	74
Statement of Cash Flows .....	75
Statement of Capital Works .....	76
<b>NOTES TO FINANCIAL STATEMENTS</b>	
Introduction .....	77
NOTE 1 Significant accounting policies .....	77
NOTE 2 Budget comparison .....	84
NOTE 3 Rates and charges .....	89
NOTE 4 Statutory fees and fines .....	89
NOTE 5 User fees .....	90
NOTE 6 Grants .....	90
NOTE 7 Contributions .....	92
NOTE 8 Net gain / (loss) on disposal of property, infrastructure, plant and equipment .....	92
NOTE 9 Other income .....	92
NOTE 10 Employee costs .....	93
NOTE 11 Materials and services .....	93
NOTE 12 Bad and doubtful debts .....	94
NOTE 13 Depreciation and amortisation .....	94
NOTE 14 Borrowing costs .....	94
NOTE 15 Other expenses .....	94
NOTE 16 Cash and cash equivalents .....	95
NOTE 17 Other financial assets .....	95
NOTE 18 Trade and other receivables .....	96
NOTE 19 Non current assets classified as held for sale .....	97
NOTE 20 Other assets .....	97
NOTE 21 Property, infrastructure, plant and equipment .....	98
NOTE 22 Intangible assets .....	102
NOTE 23 Trade and other payables .....	103
NOTE 24 Trust funds and deposits .....	103
NOTE 25 Provisions .....	103
NOTE 26 Interest-bearing loans and borrowings .....	104
NOTE 27 Reserves .....	105
NOTE 28 Reconciliation of cash flows from operating activities to surplus/(deficit) .....	106
NOTE 29 Financing arrangements .....	106
NOTE 30 Commitments .....	107
NOTE 31 Operating leases .....	108
NOTE 32 Superannuation .....	108
NOTE 33 Contingent liabilities and contingent assets .....	109
NOTE 34 Financial instruments .....	109
NOTE 35 Related party disclosures .....	111
NOTE 36 Senior officer remuneration .....	112
NOTE 37 Events occurring after balance date .....	112
Certification of the Financial Statements .....	113
<b>PERFORMANCE STATEMENT</b>	
Description of Municipality .....	116
Sustainable Capacity Indicators .....	117
Service Performance Indicators .....	118
Financial Performance Indicators .....	121
Other Information .....	124
Certification of the Performance Statement .....	125

## FINANCIAL REPORT

## Comprehensive Income Statement

### For the Year Ended 30 June 2017

	NOTE	2017 \$'000s	2016 \$'000s
<b>INCOME</b>			
Rates and charges	3	75,121	72,491
Statutory fees and fines	4	2,158	1,851
User fees	5	14,755	15,226
Grants - operating	6	30,683	20,520
Grants - capital	6	7,993	11,498
Contributions - monetary	7	410	634
Contributions - non monetary	7	8,647	7,840
Landfill rehabilitation provision movement	25	2,620	-
Other income	9	5,607	4,154
<b>Total income</b>		<b>147,994</b>	<b>134,214</b>
<b>EXPENSES</b>			
Employee costs	10	(50,460)	(50,759)
Materials and services	11	(35,135)	(35,659)
Bad and doubtful debts	12	-	(17)
Depreciation and amortisation	13	(25,288)	(23,179)
Borrowing costs	14	(884)	(1,003)
Net loss on disposal of property, infrastructure, plant and equipment	8	(304)	(1,849)
Landfill rehabilitation provision movement	25	-	(2,478)
Other expenses	15	(3,958)	(3,968)
<b>Total expenses</b>		<b>(116,029)</b>	<b>(118,912)</b>
<b>Surplus for the year</b>		<b>31,965</b>	<b>15,302</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	27	(30)	96
<b>Total comprehensive result</b>		<b>31,935</b>	<b>15,398</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes



## Balance Sheet

### As at 30 June 2017

	NOTE	2017 \$'000s	2016 \$'000s
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	16	9,071	8,680
Trade and other receivables	18	7,663	7,037
Other financial assets	17	71,518	52,884
Non-current assets classified as held for sale	19	385	175
Other assets	20	2,562	2,205
<b>Total current assets</b>		<b>91,199</b>	<b>70,981</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	18	16	-
Property, infrastructure, plant and equipment	21	1,179,890	1,171,160
Other financial assets	17	2	2
Intangible assets	22	798	1,618
<b>Total non-current assets</b>		<b>1,180,706</b>	<b>1,172,780</b>
<b>TOTAL ASSETS</b>		<b>1,271,905</b>	<b>1,243,761</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	23	9,222	6,220
Trust funds and deposits	24	2,349	2,732
Provisions	25	16,749	15,335
Interest-bearing loans and borrowings	26	1,869	1,883
<b>Total current liabilities</b>		<b>30,189</b>	<b>26,170</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	25	15,994	21,935
Interest-bearing loans and borrowings	26	14,281	16,150
<b>Total non-current liabilities</b>		<b>30,275</b>	<b>38,085</b>
<b>TOTAL LIABILITIES</b>		<b>60,464</b>	<b>64,255</b>
<b>NET ASSETS</b>		<b>1,211,441</b>	<b>1,179,506</b>
<b>EQUITY</b>			
Accumulated surplus		701,604	669,939
Reserves	27	509,837	509,567
<b>TOTAL EQUITY</b>		<b>1,211,441</b>	<b>1,179,506</b>

The above balance sheet should be read in conjunction with the accompanying notes.

## FINANCIAL REPORT

## Statement of Changes in Equity

### For the Year Ended 30 June 2017

	NOTE	TOTAL \$'000s	ACCUMULATED SURPLUS \$'000s	REVALUATION RESERVE \$'000s	OTHER RESERVES \$'000s
<b>2017</b>					
Balance at beginning of the financial year		1,179,506	669,939	506,565	3,002
Surplus for the period		31,965	31,965		
Net asset revaluation increment	27(a)	(30)		(30)	
Transfers to other reserves	27(a)	-	(311)		311
Transfers from other reserves	27(a)	-	11		(11)
<b>Balance at end of the financial year</b>		<b>1,211,441</b>	<b>701,604</b>	<b>506,535</b>	<b>3,301</b>
<b>2016</b>					
Balance at beginning of the financial year		1,159,595	650,502	506,469	2,624
<b>Prior year correction of errors</b>					
Found assets	1(aa)	4,513	4,513		
<b>Restated opening equity</b>		<b>1,164,108</b>	<b>655,015</b>	<b>506,469</b>	<b>2,624</b>
Surplus for the period		15,302	15,302	-	-
Net asset revaluation increment	27(a)	96	-	96	-
Transfers to other reserves	27(a)	-	(485)	-	485
Transfers from other reserves	27(a)	-	107	-	(107)
<b>Balance at end of the financial year</b>		<b>1,179,506</b>	<b>669,939</b>	<b>506,565</b>	<b>3,002</b>

The above statement of changes in equity should be read with the accompanying notes.

## Statement of Cash Flows

### For the Year Ended 30 June 2017

	NOTE	2017 \$'000s	2016 \$'000s
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rates and charges		75,398	72,208
Statutory fees and fines		2,160	1,851
User fees		15,670	16,052
Grants - operating		30,683	20,714
Grants - capital		7,988	12,467
Contributions - monetary		463	952
Interest received		2,066	2,103
Trust funds and deposits taken		15,585	16,776
Other receipts		3,419	2,030
Net GST refund/ (payment)		2,190	2,881
Employee costs		(50,780)	(51,389)
Materials and services		(39,363)	(41,886)
Trust funds and deposits repaid		(15,968)	(16,653)
Other payments		(3,439)	(3,872)
<b>Net cash provided by operating activities</b>	<b>28</b>	<b>46,072</b>	<b>34,234</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, infrastructure, plant and equipment		(24,937)	(33,726)
Proceeds from sale of property, infrastructure, plant and equipment		656	1,878
Payments for investments		(157,518)	(133,144)
Proceeds from sale of investments		138,884	124,558
<b>Net cash used in investing activities</b>		<b>(42,915)</b>	<b>(40,434)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Finance costs		(883)	(1,002)
Proceeds from borrowings		-	3,350
Repayment of borrowings		(1,883)	(5,710)
<b>Net cash used in financing activities</b>		<b>(2,766)</b>	<b>(3,362)</b>
<b>Net increase/ (decrease) in cash and cash equivalents</b>		<b>391</b>	<b>(9,562)</b>
Cash and cash equivalents at the beginning of the financial year		8,680	18,242
<b>Cash and cash equivalents at the end of the financial year</b>	<b>16</b>	<b>9,071</b>	<b>8,680</b>
Financing arrangements	29		
Restrictions on cash assets	16		

The above statement of cash flows should be read with the accompanying notes.

## FINANCIAL REPORT

## Statement of Capital Works

### For the Year Ended 30 June 2017

	NOTE	2017 \$'000s	2016 \$'000s
<b>PROPERTY</b>			
Land		-	10
<b>Total land</b>		-	<b>10</b>
Buildings		6,576	10,874
Heritage buildings		5	-
<b>Total buildings</b>		<b>6,581</b>	<b>10,874</b>
<b>Total property</b>		<b>6,581</b>	<b>10,884</b>
<b>PLANT AND EQUIPMENT</b>			
Plant, machinery and equipment		1,460	2,611
Fixtures, fittings and furniture		37	351
Computers and telecommunications		219	184
Art collection		19	66
<b>Total plant and equipment</b>		<b>1,735</b>	<b>3,213</b>
<b>INFRASTRUCTURE</b>			
Roads		12,350	12,273
Bridges		451	8
Footpaths and cycleways		1,832	1,513
Drainage		1,650	1,235
Recreational, leisure and community facilities		-	49
Waste management		1,033	841
Parks, open space and streetscapes		381	206
Off street car parks		196	128
Other infrastructure		7	14
<b>Total infrastructure</b>		<b>17,900</b>	<b>16,268</b>
<b>Total capital works expenditure</b>		<b>26,216</b>	<b>30,365</b>
<b>Represented by:</b>			
New asset expenditure		3,463	13,032
Asset renewal expenditure		17,396	14,575
Asset expansion expenditure		902	1,247
Asset upgrade expenditure		4,455	1,510
<b>Total capital works expenditure</b>		<b>26,216</b>	<b>30,365</b>

The above statement of capital works should be read with the accompanying notes.

## Notes to the Financial Report for the year ended 30 June 2016

### INTRODUCTION

The Latrobe City Council was established by an Order of the Governor in Council on 2 December 1994 and is a body corporate. The Council's main office is located at 141 Commercial Road Morwell 3840.

#### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 1989* and the *Local Government (Financial and Reporting) Regulations 2014*.

### NOTE 1 SIGNIFICANT ACCOUNTING POLICIES

#### (A) BASIS OF ACCOUNTING

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

"Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- The fair value of land, buildings, infrastructure, plant and equipment (refer note 1 (m))
- The determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 1 (n))
- The determination of employee provisions (refer note 1 (s))
- The determination of landfill rehabilitation provisions (refer note 1 (t))"

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where

appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

#### (B) CHANGE IN ACCOUNTING POLICIES

There have been no changes in accounting policies from the previous period.

#### (C) PRINCIPLES OF CONSOLIDATION

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2017, and their income and expenses for that part of the reporting period in which control existed.

Subsidiaries are all entities over which Council has control. Council controls an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity. Subsidiaries are fully consolidated from the date on which control is transferred to the Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

In the process of preparing consolidated financial statements all material transactions and balances between consolidated entities are eliminated.

"Entities consolidated into Council include:

- No entities identified"

#### (D) COMMITTEES OF MANAGEMENT

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full. The Yallourn North Community Housing Committee is not included in this financial report based on their materiality.

#### (E) ACCOUNTING FOR INVESTMENTS IN ASSOCIATES AND JOINT ARRANGEMENTS

##### Associates

Associates are all entities over which Council has significant influence but not control or joint control. Investments in associates are accounted for using the equity method of accounting, after initially being recognised at cost.

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****Joint Arrangements**

Investments in joint arrangements are classified as either joint operations or joint ventures depending on the contractual rights and obligations each investor has, rather than the legal structure of the joint arrangement.

*(i) Joint operations*

Council recognises its direct right to the, and its share of jointly held assets, liabilities, revenues and expenses of joint operations. These have been incorporated in the financial statements under the appropriate headings.

*(ii) Joint ventures*

Interests in joint ventures are accounted for using the equity method. Under this method, the interests are initially recognised in the consolidated balance sheet at cost and adjusted thereafter to recognise Council's share of the post-acquisition profits or losses and movements in other comprehensive income in profit or loss and other comprehensive income respectively.

**(F) REVENUE RECOGNITION**

Income is recognised when the Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to the Council and the amount of the contribution can be measured reliably.

**Rates and Charges**

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

**Statutory fees and fines**

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

**User fees**

User fees are recognised as revenue when the service has been provided or the payment is received, whichever first occurs.

**Grants**

Grant income is recognised when Council obtains control of the contribution. This is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and is valued at their fair value at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in Note 6. The note also discloses the amount of unused grant or contribution from prior years that was expended on Council's operations during the current year.

**Contributions**

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

**Sale of property, infrastructure, plant and equipment**

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

**Interest**

Interest is recognised as it is earned.

**Dividends**

Dividend revenue is recognised when the Council's right to receive payment is established.

**Other Income**

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

**(G) FAIR VALUE MEASUREMENT**

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

**(H) CASH AND CASH EQUIVALENTS**

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

**(I) TRADE AND OTHER RECEIVABLES**

Short term receivables are carried at invoice amount as amortised cost using the effective interest rate method would not impact the carrying value. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

**(J) OTHER FINANCIAL ASSETS**

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

**(K) INVENTORIES**

"Inventories held for distribution are measured at cost adjusted when applicable for any loss of service potential.

All other inventories, including land held for sale, are measured at the lower of cost and net realisable value. Where inventories are acquired for no cost or nominal consideration, they are measured at current replacement cost at the date of acquisition."

**(L) NON-CURRENT ASSETS CLASSIFIED AS HELD FOR SALE**

A non-current asset classified as held for sale (including

disposal groups) is measured at the lower of its carrying amount and fair value less costs to sell, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

**(M) RECOGNITION AND MEASUREMENT OF PROPERTY, PLANT AND EQUIPMENT, INFRASTRUCTURE AND INTANGIBLES**

**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

"Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed in Note 1 n have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year."

**Revaluation**

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

"Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

changes to the permissible or practical highest and best use of the asset. Further details regarding the fair value hierarchy are disclosed at Note 21, Property, infrastructure, plant and equipment. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

**Land under roads**

Council recognises land under roads it controls at fair value.

**(N) DEPRECIATION AND AMORTISATION OF PROPERTY, PLANT AND EQUIPMENT, INFRASTRUCTURE AND INTANGIBLES**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

ASSET CATEGORY	DEPRECIATION PERIOD	THRESHOLD LIMIT \$'000
<b>Property</b>		
Land	-	Nil
Buildings	50 years	10.0
<b>Plant and equipment</b>		
Plant, machinery and equipment	5 - 10 years	1.0
Fixtures, fittings and furniture	5 - 10 years	1.0
Computers and telecommunications	3 - 10 years	1.0
Art works collection	-	0.5
<b>Infrastructure</b>		
Road pavements and seals	14 - 87 years	10.0
Road formation and earthworks	-	10.0
Road kerb and channel	77 years	10.0
Bridges deck	100 years	10.0
Bridges substructure	100 years	10.0
Footpaths and cycleways	15 - 60 years	10.0
Drainage	100 years	10.0
Waste management	2 years	10.0
Parks, open space and streetscapes	20 years	5.0
Off street car parks	14 - 87 years	10.0
<b>Intangible assets</b>		
Software	5 years	5.0
Landfill air space	2 years	10.0



**(O) REPAIRS AND MAINTENANCE**

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**(P) IMPAIRMENT OF ASSETS**

At each reporting date, council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**(Q) TRUST FUNDS AND DEPOSITS**

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited (refer to Note 24).

**(R) BORROWINGS**

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

**Borrowing costs**

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Except where specific borrowings are obtained for the purpose of specific asset acquisition,

the weighted average interest rate applicable to borrowings at balance date, excluding borrowings associated with superannuation, is used to determine the borrowing costs to be capitalised.

Borrowing costs include interest on bank overdrafts, interest on borrowings, and finance lease charges.

**(S) EMPLOYEE COSTS**

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

**Wages, salaries and annual leave**

Liabilities for wages and salaries, including non-monetary benefits and annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

**Long Service Leave**

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Current Liability - unconditional LSL is disclosed as a current liability even when the council does not expect to settle the liability within 12 months because it will not have the unconditional right to defer settlement of the entitlement should an employee take leave within 12 months.

"The components of this current liability are measured at:  
- Present value - component that is not expected to be wholly settled within 12 months.  
- Nominal value - component that is expected to be wholly settled within 12 months."

**Classification of employee costs**

Non-current liability - conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability. There is an unconditional right to defer settlement of the entitlement until the employee has completed the requisite years of service.

This non-current LSL liability is measured at present value.

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**NOTE 1: SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****(T) LANDFILL REHABILITATION PROVISION**

Under legislation Council is obligated to rehabilitate landfill sites to a particular standard. The forecast life of the Highland Highway landfill site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to restore the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

**(U) LEASES****Finance leases**

Leases of assets where substantially all the risks and rewards incidental to ownership of the asset, are transferred to the Council are classified as finance leases. Finance leases are capitalised, recording an asset and a liability at the lower of the fair value of the asset and the present value of the minimum lease payments, including any guaranteed residual value. Lease payments are allocated between the reduction of the lease liability and the interest expense. Leased assets are depreciated on a straight line basis over their estimated useful lives to the Council where it is likely that the Council will obtain ownership of the asset, or over the term of the lease, whichever is the shorter. Council currently has no finance leases.

**Operating leases**

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

**(V) GOODS AND SERVICES TAX (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the statement of cash flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**(W) FINANCIAL GUARANTEES**

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probably that that right will be exercised. Any details of guarantees that Council has provided, that are not recognised in the balance sheet are disclosed at Note 33 Contingent Liabilities and Contingent Assets.

**(X) CONTINGENT ASSETS AND CONTINGENT LIABILITIES AND COMMITMENTS**

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of note and presented inclusive of the GST payable.

**(Y) PENDING ACCOUNTING STANDARDS**

The following new AAS's have been issued that are not mandatory for the 30 June 2017 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

**Revenue from contracts with customers (AASB 15) (applies 2019/20)**

The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measurement encompasses estimation by the entity of the amount expected to be entitled for performing under the contract. The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.

**Leases (AASB 16) (applies 2019/20)**

The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capitalising

the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the 'right-of-use' asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.

Council has a significant number of operating leases that will be impacted as a result of this change. This will see assets and liabilities of approximately \$1.357 million recognised.

**(Z) ROUNDING**

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statements may not equate due to rounding.

**(AA) PRIOR YEAR CORRECTIONS**

"During the reporting period a number of drainage infrastructure assets under Council's control which had not been previously recognised in the balance sheet were identified as being incorrectly omitted. These assets have been recognised as an adjustment to opening accumulated surplus and the 2015/2016 comparative figures for Property, infrastructure, plant and equipment.

Additionally it was discovered that some intended adjustments to infrastructure inventory in 2015/16 led to some asset disposals being recorded incorrectly. This resulted in overstating the loss on sale and an understatement of the Surplus result for that year. The 2016 comparative figures have therefore been adjusted in the Comprehensive Income Statement, the Balance Sheet and the Statement of Changes in Equity."

A third balance sheet has not been presented to disclose the prior year errors as they were considered not material to the comparative amounts included in the Balance Sheet. The net changes are displayed in the following table;

SUMMARY OF PRIOR YEAR ADJUSTMENTS	2016 RESTATED BALANCES \$'000
<b>COMPREHENSIVE INCOME STATEMENT:</b>	
Comprehensive Result as previously presented	12,284
Assets incorrectly disposed	3,114
<b>Comprehensive result restated</b>	<b>15,398</b>
<b>BALANCE SHEET:</b>	
<b>Non-current assets:</b>	
<b>Property, infrastructure, plant and equipment</b>	<b>1,163,533</b>
<i>Found Assets</i>	
Drainage	4,513
<i>Reverse asset incorrectly disposed</i>	
Roads	2,225
Drainage	507
Footpaths and Cycleways	382
<b>Property, infrastructure, plant and equipment as restated</b>	<b>1,171,160</b>
<b>EQUITY:</b>	
Accumulated Surplus as previously presented	662,312
Found Assets	4,513
Reverse asset incorrectly disposed	3,114
<b>Accumulated Surplus restated</b>	<b>669,939</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

## NOTE 2: BUDGET COMPARISON (CONTINUED)

**NOTE 2  
BUDGET COMPARISON**

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted

**(a) Income and Expenditure**

	BUDGET 2017 \$'000	ACTUAL 2017 \$'000	VARIANCE 2017 \$'000	VARIANCE 2017 %	REF
<b>INCOME</b>					
Rates and charges	74,568	75,121	553	1%	1
Statutory fees and fines	1,932	2,158	226	12%	2
User fees	13,579	14,755	1,176	9%	3
Grants - operating	22,756	30,683	7,927	35%	4
Grants - capital	7,045	7,993	948	13%	5
Contributions - monetary	41	410	369	905%	6
Contributions - non monetary	3,000	8,647	5,647	188%	7
Landfill provision movement	-	2,620	2,620	100%	8
Other income	3,406	5,607	2,201	65%	9
<b>Total income</b>	<b>126,327</b>	<b>147,994</b>	<b>21,667</b>	<b>17%</b>	
<b>EXPENSES</b>					
Employee costs	52,159	50,460	(1,699)	-3%	10
Materials and services	37,343	35,135	(2,208)	-6%	11
Bad and doubtful debts	15	-	(15)	-100%	12
Depreciation and amortisation	24,271	25,288	1,017	4%	13
Borrowing costs	918	884	(34)	-4%	
Net loss on disposal of property, infrastructure, plant and equipment	-	304	304	100%	14
Other expenses	3,137	3,958	821	26%	15
<b>Total expenses</b>	<b>117,842</b>	<b>116,029</b>	<b>(1,813)</b>	<b>-2%</b>	
<b>SURPLUS/ (DEFICIT) FOR THE YEAR</b>	<b>8,485</b>	<b>31,965</b>	<b>23,480</b>	<b>277%</b>	

The budget figures above include a reclassification of categories which vary from the adopted 2016/17 budget, to align with the current year actuals prescribed line item classifications.

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**Explanation of material variations - Income and Expenditure**

REF	ITEM	EXPLANATION
1	Rates and Charges	<b>Outcome: Favourable \$0.55 million (1%)</b> Higher than anticipated supplementary rates growth from new subdivisions.
2	Statutory fees and fines	<b>Outcome: Favourable \$0.23 million (12%)</b> Higher than expected income mainly relating to parking infringements and failure to vote fines.
3	User fees	<b>Outcome: Favourable \$1.18 million (9%)</b> Higher than expected Landfill fees \$1.28M partly offset by lower Aged care full cost fees income.
4	Grants - operating	<b>Outcome: Favourable \$7.93 million (35%)</b> Advanced 2017/18 Victorian Grants Commission funding \$5.84M, Natural Disaster Claim funding relating to expenditure incurred in previous financial years \$0.60M together with higher than expected recurrent funding for Pre Schools, Aged Care and other community services.
5	Grants - capital	<b>Outcome: Favourable \$0.95 million (13%)</b> Unbudgeted grants received for the Latrobe City Sports & Entertainment Stadium purchase \$2.14M and Latrobe Regional Gallery upgrade \$0.68M. Grant for Heavy Industrial Park project \$1.48M was received but had been budgeted in the previous financial year. These favourable variances were partially offset by reduced Roads to Recovery (\$1.18M) & National Blackspot Program (\$1.89M) grants due to changes in the timing of the funding.
6	Contributions - monetary	<b>Outcome: Favourable \$0.37 million (905%)</b> Higher than expected income from property developer contributions \$0.22M plus non government contributions to capital works that were budgeted under grants.
7	Contributions - non monetary	<b>Outcome: Favourable \$5.65 million (188%)</b> Higher than expected contribution of land and infrastructure assets received from property developers.
8	Landfill provision movement	<b>Outcome: Favourable \$2.62 million (100%)</b> Reductions in provision for Landfill rehabilitation \$2.62M mainly as a result of the design for ex Morwell Landfill finding a reduction in the area requiring capping, which was not included in the budget.
9	Other income	<b>Outcome: Favourable \$2.20 million (65%)</b> Additional items received for unbudgeted recovery of legal costs, insurance claim refunds and other cost reimbursements/contributions received \$1.48M, higher than expected interest on investments and outstanding property rates balances \$0.67M.
10	Employee costs	<b>Outcome: Favourable \$1.70 million (3%)</b> Lower than expected Long Service Leave provision expenditure due to lower wages inflation and higher discount rates used to calculate the provision \$0.87M. Further savings were due to staff vacancies and lower than expected paid parental leave for the year.
11	Materials and services	<b>Outcome: Favourable \$2.21 million (6%)</b> Significant savings were achieved in electricity costs \$0.62M, fuel costs \$0.19M, postage \$0.12M and Gas \$0.10M. In addition some unspent project/program funding is required to be carried over to the new financial year.
12	Bad and doubtful debts	<b>Outcome: Favourable \$0.05 million (365%)</b> A doubtful debt of \$0.05M listed at the end of the previous financial year was subsequently received in 2016/17. The reversal of this provision has exceeded bad and doubtful debts to the end of the financial year.
13	Depreciation and amortisation	<b>Outcome: Unfavourable \$1.02 million (4%)</b> Mainly resulting from depreciation increases on roads as a result of previous revaluation and buildings as a result of capitalisation of the Moe Rail Precinct building in June 2016 which were not factored into the budget.
14	Net loss on disposal of property, infrastructure, plant and equipment	<b>Outcome: Unfavourable \$0.30 million (100%)</b> The loss is mainly due to the demolition of two buildings during the financial year.
15	Other expenses	<b>Outcome: Unfavourable \$0.82 million (26%)</b> The unfavourable variance is caused predominately by additional EPA levies on waste accepted at the landfill as a result of higher than expected quantities received and expenditure previously sitting in WIP, which has now been expensed.

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

## NOTE 2: BUDGET COMPARISON (CONTINUED)

## b) Capital Works

	BUDGET 2017 \$'000s	ACTUAL 2017 \$'000s	VARIANCE 2017 \$'000s	VARIANCE 2017 %	REF
<b>PROPERTY</b>					
Buildings	7,559	6,576	983	13%	
Heritage buildings	-	5	(5)	100%	
<b>Total buildings</b>	<b>7,559</b>	<b>6,581</b>	<b>978</b>	<b>113%</b>	<b>1</b>
<b>Total property</b>	<b>7,559</b>	<b>6,581</b>	<b>978</b>	<b>13%</b>	
<b>PLANT AND EQUIPMENT</b>					
Plant, machinery and equipment	1,672	1,460	212	13%	2
Fixtures, fittings and furniture	10	37	(27)	-270%	3
Computers and telecommunications	624	219	405	65%	4
Art collection	15	19	(4)	-27%	5
<b>Total plant and equipment</b>	<b>2,321</b>	<b>1,735</b>	<b>586</b>	<b>25%</b>	
<b>INFRASTRUCTURE</b>					
Roads	14,743	12,350	2,393	16%	6
Bridges	391	451	(60)	-15%	7
Footpaths and cycleways	1,461	1,832	(371)	-25%	8
Drainage	1,389	1,650	(261)	-19%	9
Recreational, leisure and community facilities	1,237	-	1,237	100%	10
Waste management	2,150	1,033	1,117	52%	11
Parks, open space and streetscapes	494	381	113	23%	12
Off street car parks	105	196	(91)	-87%	13
Other infrastructure	-	7	(7)	100%	14
<b>Total infrastructure</b>	<b>21,971</b>	<b>17,900</b>	<b>4,071</b>	<b>19%</b>	
<b>Total capital works expenditure</b>	<b>31,851</b>	<b>26,216</b>	<b>5,635</b>	<b>18%</b>	
<b>Represented by:</b>					
New asset expenditure	5,268	3,463	1,805	34%	15
Asset renewal expenditure	19,620	17,396	2,224	11%	16
Asset expansion expenditure	1,222	902	320	26%	17
Asset upgrade expenditure	5,741	4,455	1,286	22%	18
<b>Total capital works expenditure</b>	<b>31,851</b>	<b>26,216</b>	<b>5,635</b>	<b>18%</b>	

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

## Explanation of Material Variations – Capital Works

REF	ITEM	EXPLANATION
1	Land	<p><b>Outcome: Underspend \$0.98 million (13%)</b></p> <p>A number of projects will carry over to the 2017/18 financial year most notably the Latrobe Creative Precinct design due to project planning issues around the governance of an intended design competition; Latrobe City Sports &amp; Entertainment Stadium purchase delayed due to negotiations and timing of government funding; Latrobe Leisure Stadiums cooling due to insufficient funds being provided for what was required resulting in delays to obtain further funding; together some renewal projects delayed due to various reasons. These underspends have been partially offset by expenditure on the Traralgon Tennis show court project which was budgeted under the Recreational, leisure and community facilities category.</p>
2	Plant, machinery and equipment	<p><b>Outcome: Underspend \$0.21 million (13%)</b></p> <p>A review of Council's plant requirements was undertaken during the year which lead to less plant replacement being undertaken than expected.</p>
3	Fixtures, fittings and furniture	<p><b>Outcome: Overspend \$0.03 million (270%)</b></p> <p>Some additional expenditure for the Moe Service Centre funded from monies carried over from the original fitout budget in the previous financial year.</p>
4	Computers and telecommunications	<p><b>Outcome: Underspend \$0.41 million (65%)</b></p> <p>A number of items purchased were under the capitalisation thresholds of Council and were expensed to the Income Statement, remaining funds are to be carried forward to meet future requirements.</p>
5	Art collection	<p><b>Outcome: Overspend \$0.004 million (27%)</b></p> <p>Minor additional expenditure funded from savings in operational budgets.</p>
6	Roads	<p><b>Outcome: Underspend \$2.39 million (16%)</b></p> <p>Nation Building Blackspot Program works were delayed due to design, planning and resourcing issues and are now expected to be undertaken in the 2017/18 financial year and the requirement for a signalised intersection at Maffra/ Marshalls Rd has not yet been triggered in the Traralgon North Development Contribution Plan.</p>
7	Bridges	<p><b>Outcome: Overspend \$0.06 million (15%)</b></p> <p>The budget mainly a result of Kenyon Lane Bridge funded from budget carried over from the previous financial year.</p>
8	Footpaths and cycleways	<p><b>Outcome: Overspend \$0.37 million (25%)</b></p> <p>Expenditure on the pathway at the Heavy Industrial Park wetlands was capitalised, however this project was fully budgeted as a drainage project. Additionally funds were carried forward from the previous financial year to complete previous footpath renewal programs.</p>
9	Drainage	<p><b>Outcome: Overspend \$0.26 million (19%)</b></p> <p>Expenditure on the Heavy Industrial Park wetlands funded from budget monies carried forward from the previous financial year.</p>
10	Recreational, leisure and community facilities	<p><b>Outcome: Underspend \$1.24 million (100%)</b></p> <p>Actual expenditure on the Traralgon Tennis Show court project was budgeted under this category however has been capitalised under buildings and off street carparks. The project was delivered within the overall project budget.</p>
11	Waste management	<p><b>Outcome: Underspend \$1.12 million (52%)</b></p> <p>The construction of Cell 5 at the Hyland Highway landfill commenced late in the financial year with remaining funds carried over for completion in 2017/18.</p>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

*NOTE 2: BUDGET COMPARISON (CONTINUED)***Explanation of Material Variations – Capital Works (continued)**

REF	ITEM	EXPLANATION
12	Parks, open space and streetscapes	<b>Outcome: Underspend \$0.11 million (23%)</b>  The underspend is a result of some actual expenditure reclassified to drainage and footpaths or expensed.
13	Off street car parks	<b>Outcome: Overspend \$0.09 million (87%)</b>  The Traralgon Tennis carpark was upgraded as part of the show court project. This project was budgeted under Recreational, leisure and community facilities.
14	Other infrastructure	<b>Outcome: Overspend \$0.007 million (100%)</b>  Expenditure at the Hazelwood Pondage caravan park funded from budget monies carried forward from the previous financial year.
15	New asset expenditure	<b>Outcome: Underspend \$1.77 million (34%)</b>  A number of projects will carry over to the 2017/18 financial year most notably the Latrobe Creative Precinct design, Latrobe City Sports & Entertainment Stadium purchase, Latrobe Leisure Stadiums cooling systems.
16	Asset renewal expenditure	<b>Outcome: Overspend \$1.263 million or 11%</b>  A number of renewal projects will carry over to the 2017/18 financial year most notably the construction of Cell 5 at the Hyland Highway landfill and building renewal program works.
17	Asset expansion expenditure	<b>Outcome: Underspend \$0.32 million (26%)</b>  Mainly a result of drainage augmentation works funding not in 2016/17 which is planned to be carried forward to be used for future drainage works.
18	Asset upgrade expenditure	<b>Outcome: Underspend \$1.29 million (22%)</b>  A number of projects will carry over to future financial years most notably Nation Building Blackspot Program works and the signalised intersection at Maffra/Marshalls Rd. These have been partially offset by unbudgeted additional spend on the Latrobe Regional Gallery upgrade funded from a combination of government grants and prior year surplus, and upgrade works at Moe Tennis Club which were funded from budget monies carried forward from previous years.



### NOTE 3 RATES AND CHARGES

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of its land and all its improvements.

This valuation base was used to calculate general rates, excluding valuations for power generation companies and Australian Paper Maryvale Ltd:

The valuation base used to calculate general rates for 2016/17 was \$10,718.60 million (2015/16 was \$10,090.00 million).

The applicable rates in the CIV dollar were:

	2017 \$	2016 \$
General	0.00466490	0.00473581
Farm	0.00349867	0.00355186
Cultural and recreational	0.00233245	0.00236791
Cultural and recreational with gaming facilities	0.00279894	0.00236791

This derived rate revenues of:

	2017 \$'000s	2016 \$'000s
General rates	48,834	46,652
Municipal charge	4,956	4,817
Garbage charge	10,640	10,383
EPA Victoria landfill levy	685	666
Supplementary rates and rates adjustments	662	814
Cultural and recreational	82	52
Revenue in lieu of rates	9,262	9,107
<b>Total rates and charges</b>	<b>75,121</b>	<b>72,491</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2016, and the valuation was first applied in the rating year commencing 1 July 2016.

### NOTE 4 STATUTORY FEES AND FINES

Infringement and costs	734	516
Town planning fees	9	21
Land information certificates	57	49
Permits	443	371
Other	106	96
Health registrations	364	364
Animal registrations	445	434
<b>Total Statutory fees and fines</b>	<b>2,158</b>	<b>1,851</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000s	2016 \$'000s
<b>NOTE 5 USER FEES</b>		
Aged and health services	1,839	1,818
Leisure centre and recreation	2,447	2,312
Child care/children's programs	5,185	5,376
Waste management services	4,189	4,510
Other fees and charges	1,095	1,210
<b>Total User fees</b>	<b>14,755</b>	<b>15,226</b>

**NOTE 6  
GRANTS**

Grants were received in respect of the following:

<b>SUMMARY OF GRANTS</b>		
Commonwealth funded grants	23,154	15,205
State funded grants	15,522	16,813
<b>Total</b>	<b>38,676</b>	<b>32,018</b>
<b>GRANTS – OPERATING</b>		
<i>Recurrent – Commonwealth Government</i>		
Victorian Grants Commission	17,195	5,710
Aged and disability programs	2,727	-
Family and children programs	127	130
Employment facilitation	194	301
Other	5	6
<i>Recurrent – State Government</i>		
Aged and disability programs	2,439	5,155
Preschools	3,229	3,810
Family and children programs	1,257	717
Maternal and child health	551	478
Libraries	503	499
Enhanced home visiting program	209	211
Arts programs	155	155
Rural access program	84	119
School crossing supervision	92	88
Community health	207	73
Other	18	78
<b>Total Grants – Operating (Recurrent)</b>	<b>28,992</b>	<b>17,530</b>

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000s	2016 \$'000s
<b>Non-Recurrent – Commonwealth Government</b>		
Family and children programs	9	68
Public lighting	70	184
Economic development	64	-
Other	11	-
<b>Non-Recurrent – State Government</b>		
Aged and disability programs	115	35
Arts program	15	21
Community health	25	103
Family and children programs	23	18
Natural disaster recovery	574	1,357
Economic development	114	432
Other recreation facilities	285	164
Community support and development programs	172	282
Roads	-	115
Other	214	211
<b>Total Grants – Operating (Non-Recurrent)</b>	<b>1,691</b>	<b>2,990</b>
<b>Total Grants – Operating</b>	<b>30,683</b>	<b>20,520</b>
<b>GRANTS – CAPITAL</b>		
<b>Recurrent – Commonwealth Government</b>		
Roads to recovery program	2,752	3,405
<b>Total Grants – Capital (Recurrent)</b>	<b>2,752</b>	<b>3,405</b>
<b>Non-Recurrent – Commonwealth Government</b>		
Buildings	-	5,400
<b>Non-Recurrent – State Government</b>		
Buildings	2,992	2,248
Roads	290	13
Drainage	1,473	36
Footpath	60	20
Off-street carparks	-	19
Plant, machinery and equipment	-	12
Recreation, leisure and community facilities	426	260
Parks, open space and streetscape	-	85
<b>Total Grants – Capital (Non-Recurrent)</b>	<b>5,241</b>	<b>8,093</b>
<b>Total Grants – Capital</b>	<b>7,993</b>	<b>11,498</b>
<b>Total Grants</b>	<b>38,676</b>	<b>32,018</b>
Unspent grants received on condition that they be spent in a specific manner		
Balance at start of year	5,650	11,127
Received during the financial year and remained unspent at balance date	11,402	4,441
Received in prior years and spent during the financial year	(4,711)	(9,918)
<b>Balance at year end (refer Note 16)</b>	<b>12,340</b>	<b>5,650</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000s	2016 \$'000s
<b>NOTE 7 CONTRIBUTIONS</b>		
Monetary	410	634
Non-monetary	8,647	7,840
<b>Total Contributions</b>	<b>9,057</b>	<b>8,474</b>

Contributions of non-monetary assets were received in relation to the following asset classes

Artwork	-	435
Land	1,487	718
Infrastructure	7,160	6,687
<b>Total non-monetary contributions</b>	<b>8,647</b>	<b>7,840</b>

**NOTE 8  
NET GAIN/ (LOSS) ON DISPOSAL OF PROPERTY,  
INFRASTRUCTURE, PLANT AND EQUIPMENT**

Proceeds of sale	656	1,878
Write down value of assets disposed	(960)	(3,727)
<b>Total net gain/ (loss) on disposal of property, infrastructure, plant and equipment</b>	<b>(304)</b>	<b>(1,849)</b>

**NOTE 9  
OTHER INCOME**

Landfill rehabilitation provision decrease	2,620	-
Interest	2,282	2,140
Legal cost recovery	825	-
Other Rent	822	787
Sales	659	626
Contributions other	494	160
Other	348	438
Insurance	138	3
Doubtful Debts Provision reduction	39	-
<b>Total other income</b>	<b>8,227</b>	<b>4,154</b>

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000s	2016 \$'000s
<b>NOTE 10 EMPLOYEE COSTS</b>		
<b>(a) Employee Costs</b>		
Salaries and wages	43,640	44,428
Workcover	1,158	849
Superannuation	4,144	4,000
Fringe benefits tax	498	494
Other	1,020	988
<b>Total employee costs</b>	<b>50,460</b>	<b>50,759</b>

**(b) Superannuation**

Council made contributions to the following funds:

<b>Defined Benefits Funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	401	423
Employer contributions payable at reporting date	-	-
	<b>401</b>	<b>423</b>
<b>Accumulation funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	3,357	3,237
Employer contributions payable at reporting date	386	340
	<b>3,743</b>	<b>3,577</b>

Refer to note 32 for further information relating to Council's superannuation obligations.

**NOTE 11  
MATERIALS AND SERVICES**

Contract payments	20,639	21,774
Building maintenance	213	176
General maintenance	4,197	3,965
Utilities	2,590	2,833
Office administration	2,252	2,017
Information technology	1,940	1,652
Insurance	1,117	1,049
Consultants	1,976	2,058
Other	211	135
<b>Total materials and services</b>	<b>35,135</b>	<b>35,659</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000s	2016 \$'000s
<b>NOTE 12 BAD AND DOUBTFUL DEBTS</b>		
Other debtors	-	18
Rates debtors	-	(1)
<b>Total bad and doubtful debts*</b>	<b>-</b>	<b>17</b>

\* A doubtful debt listed in previous reporting periods was recovered during the current year, the subsequent reversal of the provision has led to a credit balance in this line item requiring it to be reported under "Other Income".

**NOTE 13  
DEPRECIATION AND AMORTISATION**

Property	4,015	3,697
Plant, furniture and equipment	2,100	2,142
Infrastructure	18,267	16,973
Total depreciation	24,382	22,812
Intangible assets	906	367
<b>Total depreciation and amortisation</b>	<b>25,288</b>	<b>23,179</b>

Refer to Note 21 and 22 for a more detailed breakdown of depreciation and amortisation charges.

**NOTE 14  
BORROWING COSTS**

Interest on Borrowings	884	1,003
<b>Total Borrowing Costs</b>	<b>884</b>	<b>1,003</b>

**NOTE 15  
OTHER EXPENSES**

Auditors' remuneration - VAGO	64	57
Auditors' remuneration - Internal	47	138
Audit other	33	38
Councillors' allowances	283	283
Operating lease rentals	179	154
Grants	1,059	1,272
Levies	1,741	1,854
Landfill rehabilitation provision movement	-	2,478
Works in progress expensed	552	172
<b>Total other expenses</b>	<b>3,958</b>	<b>6,446</b>

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000s	2016 \$'000s
<b>NOTE 16 CASH AND CASH EQUIVALENTS</b>		
Cash on Hand	17	16
Cash at Bank	9,054	8,664
<b>Total Cash and Cash Equivalents</b>	<b>9,071</b>	<b>8,680</b>

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

Trust funds and deposits (Note 24)	2,349	2,732
Unexpended grants (Note 6 – net increase of \$6.69 million from 2016 to 2017)	12,340	5,650
<b>Total restricted funds</b>	<b>14,689</b>	<b>8,382</b>
<b>Total unrestricted cash and cash equivalents</b>	<b>(5,618)</b>	<b>298</b>

**Intended Allocations**

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

Reserve funds allocated for specific future purposes (Note 27 (b))	3,301	3,002
Cash held to fund carried forward capital works	7,708	11,649
	<b>11,009</b>	<b>14,651</b>

Refer also to Note 17 for details of other financial assets held by Council. Council holds funds in term deposits with a maturity term of over 90 days which will be utilised to meet the current shortfall in cash and cash equivalents obligations of restricted funds and intended allocations when they are required.

**NOTE 17  
OTHER FINANCIAL ASSETS****Current**

Term Deposits with a maturity term > 90 days	71,518	52,884
<b>Total current other financial assets</b>	<b>71,518</b>	<b>52,884</b>

**Non-Current**

MAPS Group Ltd. Shares	2	2
<b>Total non-current other financial assets</b>	<b>2</b>	<b>2</b>
<b>Total other financial assets</b>	<b>71,520</b>	<b>52,886</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000s	2016 \$'000s
<b>NOTE 18</b>		
<b>TRADE AND OTHER RECEIVABLES</b>		
<b>CURRENT</b>		
<i>Statutory receivables</i>		
Rates debtors*	4,131	4,353
Health Registrations	-	2
Goods and services tax (GST)	985	756
<i>Non-statutory receivables</i>		
Loans and advances to community organisations	3	7
Other debtors	2,567	1,996
Provision for doubtful debts - other debtors	(23)	(77)
<b>Total current trade and other receivables</b>	<b>7,663</b>	<b>7,037</b>
<i>*Rates are payable by four instalments during the year or by lump sum in February. Arrears attract interest, currently at the rate of 9.5% per annum.</i>		
<b>NON-CURRENT</b>		
<i>Non-statutory receivables</i>		
Loans and advances to community organisations	16	-
Total non-current trade and other receivables	16	-
<b>Total trade and other receivables</b>	<b>7,679</b>	<b>7,037</b>

**(a) Ageing of Receivables**

At Balance date other debtors representing financial assets were past due but not impaired. The ageing of the Council's Trade & Other Receivables (excluding statutory receivables i.e Rates and GST) was:

Current (not yet due)	1,992	1,116
Past due by up to 30 days	252	548
Past due between 31 and 60 days	159	161
Past due between 61 and 90 days	64	52
Past due by more than 90 days	119	127
<b>Total trade and other receivables</b>	<b>2,586</b>	<b>2,003</b>



## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000s	2016 \$'000s
<b>(b) Movement in Provision for Doubtful Debts</b>		
Balance at the beginning of the year	77	80
New Provisions recognised during the year	19	24
Amounts already provided for and written off as uncollectible	(18)	(20)
Amounts provided for but recovered during the year	(55)	(7)
<b>Balance at the end of the year</b>	<b>23</b>	<b>77</b>

**(c) Ageing of Individually Impaired Receivables**

At balance date, other debtors representing financial assets with a nominal value of \$23K (2016 \$77K) were impaired. The amount of the provision raised against these debtors was \$23K (2016 \$77K). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 60 days	-	-
Past due between 61 and 90 days	4	-
Past due by more than 90 days	19	77
<b>Total trade and other receivables</b>	<b>23</b>	<b>77</b>

**NOTE 19  
NON-CURRENT ASSETS CLASSIFIED AS HELD FOR SALE**

Cost of Acquisition	385	175
<b>Total Non-Current Assets Classified as Held for Sale</b>	<b>385</b>	<b>175</b>

**NOTE 20  
OTHER ASSETS**

Prepayments	1,072	411
Accrued Income	1,490	1,794
<b>Total Other Assets</b>	<b>2,562</b>	<b>2,205</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**NOTE 21  
PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT****Summary of property, infrastructure, plant and equipment**

	AT FAIR VALUE 30 JUNE 2016	ACQUISITIONS	CONTRIBUTIONS	REVALUATION	DEPRECIATION	DISPOSAL	TRANSFERS	AT FAIR VALUE 30 JUNE 2017
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Land	221,304	-	1,487	(30)	-	(102)	138	222,797
Buildings	189,641	4,174	-	-	(4,015)	(370)	145	189,575
Plant and equipment	12,660	1,735	-	-	(2,100)	(324)	-	11,971
Infrastructure	743,817	12,040	7,160	-	(18,267)	(164)	2,241	746,827
Work in progress	3,738	8,268	-	-	-	(552)	(2,734)	8,720
	1,171,160	26,217	8,647	(30)	(24,382)	(1,512)	(210)	1,179,890

**Summary of works in progress**

	OPENING WIP	ADDITIONS	TRANSFERS	WRITE OFFS	CLOSING WIP
	\$'000	\$'000	\$'000	\$'000	\$'000
Buildings	317	2,407	(70)	-	2,654
Infrastructure	3,421	5,861	(2,664)	(552)	6,066
<b>Total</b>	3,738	8,268	(2,734)	(552)	8,720

**Land and Buildings**

NOTE	LAND - SPECIALISED (INCL LAND UNDER ROADS)	LAND - NON SPECIALISED	TOTAL LAND	BUILDINGS - SPECIALISED	TOTAL BUILDINGS	WORK IN PROGRESS	TOTAL PROPERTY
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2016	134,134	87,170	221,304	200,569	200,569	317	422,190
Accumulated depreciation at 1 July 2016	-	-	-	(10,928)	(10,928)	-	(10,928)
	134,134	87,170	221,304	189,641	189,641	317	411,262

**MOVEMENTS IN FAIR VALUE**

Acquisition of assets at fair value	-	-	-	4,174	4,174	2,407	6,581
Contributed assets	1,487	-	1,487	-	-	-	1,487
Reclassification of assets	576	(576)	-	-	-	-	-
Revaluation increments/ decrements	-	-	-	-	-	-	-
Fair value of assets disposed	(102)	-	(102)	(393)	(393)	-	(495)
Impairment losses recognised in asset revaluation reserve	-	(30)	(30)	-	-	-	(30)
Transfers	523	(385)	138	145	145	(70)	213
	2,484	(991)	1,493	3,926	3,926	2,337	7,756

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

NOTE	LAND - SPECIALISED (INCL LAND UNDER ROADS) \$'000	LAND - NON SPECIALISED \$'000	TOTAL LAND \$'000	BUILDINGS - SPECIALISED \$'000	TOTAL BUILDINGS \$'000	WORK IN PROGRESS \$'000	TOTAL PROPERTY \$'000
<b>MOVEMENTS IN ACCUMULATED DEPRECIATION</b>							
Depreciation and amortisation	-	-	-	(4,015)	(4,015)	-	(4,015)
Accumulated depreciation of disposals	-	-	-	22	22	-	22
Transfers	-	-	-	-	-	-	-
	-	-	-	(3,993)	(3,993)	-	(3,993)
At fair value 30 June 2017	136,618	86,179	222,797	204,495	204,495	2,654	429,946
Accumulated depreciation at 30 June 2017	-	-	-	(14,921)	(14,921)	-	(14,921)
	136,618	86,179	222,797	189,574	189,574	2,654	415,025

**Plant and Equipment**

NOTE	PLANT MACHINERY AND EQUIPMENT \$'000	FIXTURES FITTINGS AND FURNITURE \$'000	COMPUTERS AND TELECOMMS \$'000	ART COLLECTION \$'000	TOTAL PLANT AND EQUIPMENT \$'000
At fair value 1 July 2016	14,409	1,686	5,258	3,571	24,924
Accumulated depreciation at 1 July 2016	(7,044)	(1,185)	(4,035)	-	(12,264)
	7,365	501	1,223	3,571	12,660
<b>MOVEMENTS IN FAIR VALUE</b>					
Acquisition of assets at fair value	1,460	37	219	19	1,735
Contributed assets	-	-	-	-	-
Revaluation increments/ decrements	-	-	-	-	-
Fair value of assets disposed	(1,199)	-	-	-	(1,199)
Impairment losses recognised in operating result	-	-	-	-	-
Transfers	-	-	-	-	-
	261	37	219	19	536
<b>MOVEMENTS IN ACCUMULATED DEPRECIATION</b>					
Depreciation and amortisation	(1,678)	(79)	(343)	-	(2,100)
Accumulated depreciation of disposals	875	-	-	-	875
Impairment losses recognised in operating result	-	-	-	-	-
Transfers	-	-	-	-	-
	(803)	(79)	(343)	-	(1,225)
At fair value 30 June 2017	14,670	1,723	5,477	3,590	25,460
Accumulated depreciation at 30 June 2017	(7,847)	(1,264)	(4,378)	-	(13,489)
	6,823	459	1,099	3,590	11,971

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

*NOTE 21: PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)***Infrastructure**

INFRASTRUCTURE	NOTE	ROADS	BRIDGES	FOOTPATHS AND CYCLEWAYS	DRAINAGE	WASTE MANAGEMENT	PARKS OPEN SPACES AND STREETSCAPES	AERODROMES	OFF STREET CAR PARKS	WORK IN PROGRESS	TOTAL INFRASTRUCTURE
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2016		707,175	54,794	74,550	199,855	7,063	3,247	4,928	6,687	3,421	1,061,720
Accumulated depreciation at 1 July 2016		(178,617)	(21,634)	(23,472)	(83,360)	(5,346)	(1,342)	(241)	(472)	-	(314,484)
		528,558	33,160	51,078	116,495	1,717	1,905	4,687	6,215	3,421	747,236
<b>MOVEMENTS IN FAIR VALUE</b>											
Acquisition of assets at fair value		8,192	411	1,650	1,329	-	280	-	179	5,860	17,901
Contributed assets		3,897	-	931	2,332	-	-	-	-	-	7,160
Reclassification of assets		-	-	-	-	-	-	-	-	-	-
Fair value of assets disposed		(88)	-	-	(236)	-	-	-	-	-	(324)
Transfers		951	62	13	1,215	-	-	-	-	(3,216)	(975)
		12,952	473	2,594	4,640	-	280	-	179	2,644	23,762
<b>MOVEMENTS IN ACCUMULATED DEPRECIATION</b>											
Depreciation and amortisation		(12,935)	(561)	(1,329)	(1,954)	(981)	(148)	(226)	(135)	-	(18,269)
Reclassification of assets		(123)	-	-	-	-	-	-	123	-	-
Acquisition of assets at fair value		-	-	-	-	-	-	-	-	-	-
Accumulated depreciation of disposals		52	-	-	108	-	-	-	-	-	160
		(13,006)	(561)	(1,329)	(1,846)	(981)	(148)	(226)	(12)	-	(18,109)
At fair value 30 June 2017		720,127	55,267	77,144	204,495	7,063	3,527	4,928	6,866	6,065	1,085,482
Accumulated depreciation at 30 June 2017		(191,623)	(22,195)	(24,801)	(85,206)	(6,327)	(1,490)	(467)	(484)	-	(332,593)
		528,504	33,072	52,343	119,289	736	2,037	4,461	6,382	6,065	752,889

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**Valuation of land and buildings**

Valuation of land and buildings were undertaken by a qualified independent valuer, CJA Lee Property – Valuers and Consultants (Registration number: 61902). The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values

adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is June 2013.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2017 are as follows:

	LEVEL 1 \$'000s	LEVEL 2 \$'000s	LEVEL 3 \$'000s
Land – Non Specialised	-	86,179	-
Land – Specialised	-	-	136,619
Buildings – Specialised	-	-	189,574
<b>Total</b>	-	<b>86,179</b>	<b>326,193</b>

**Valuation of infrastructure**

Valuation of infrastructure assets has been determined in accordance with an independent valuation undertaken by Assetic Pty Ltd MIE(Aust) CPEng, NPER : Membership 1102199.

The date of the current valuation is June 2015.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2017 are as follows:

	LEVEL 1 \$'000s	LEVEL 2 \$'000s	LEVEL 3 \$'000s
Roads	-	-	528,504
Bridges	-	-	33,072
Footpaths and cycleways	-	-	52,343
Drainage	-	-	119,289
Waste management	-	-	736
Parks, open space and streetscapes	-	-	2,037
Aerodromes	-	-	4,461
Off street car parks	-	-	6,382
<b>Total</b>	-	-	<b>746,824</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**NOTE 21: PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT (CONTINUED)****Description of significant unobservable inputs into level 3 valuations**

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions.

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$350 to \$6,462 per square metre. The remaining useful lives

of buildings are determined on the basis of the current condition of buildings and vary from 30 years to 50 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 0 to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

**Reconciliation of specialised land**

	2017 \$'000s	2016 \$'000s
Land under roads	18,185	18,124
Parks, reserves and other	118,434	116,010
<b>Total specialised land</b>	<b>136,619</b>	<b>134,134</b>

**NOTE 22  
INTANGIBLE ASSETS**

Software	191	202
Landfill Air Space	607	1,416
<b>Total Intangible Assets</b>	<b>798</b>	<b>1,618</b>

	SOFTWARE \$'000s	LANDFILL AIR SPACE \$'000s	TOTAL \$'000s
<b>GROSS CARRYING AMOUNT</b>			
Balance at 1 July 2016	1,061	16,586	17,647
Additions from internal developments	-	-	-
Other additions	86	-	86
<b>Balance at 1 July 2017</b>	<b>1,147</b>	<b>16,586</b>	<b>17,733</b>
<b>ACCUMULATED AMORTISATION AND IMPAIRMENT</b>			
Balance at 1 July 2016	(858)	(15,171)	(16,029)
Amortisation Expense	(98)	(808)	(906)
<b>Balance at 1 July 2017</b>	<b>(956)</b>	<b>(15,979)</b>	<b>(16,935)</b>
Net Book Value at 30 June 2016	203	1,416	1,618
<b>Net Book Value at 30 June 2017</b>	<b>191</b>	<b>607</b>	<b>798</b>

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	2017 \$'000s	2016 \$'000s
<b>NOTE 23 TRADE AND OTHER PAYABLES</b>		
Trade Payables	8,293	5,489
Accrued Expenses	929	731
<b>Total Trade and Other Payables</b>	<b>9,222</b>	<b>6,220</b>

<b>NOTE 24 TRUST FUNDS AND DEPOSITS</b>		
Refundable deposits	1,884	2,269
Fire Service Levy	322	336
Retention amounts	95	108
Other refundable deposits	48	19
<b>Total trust funds and deposits</b>	<b>2,349</b>	<b>2,732</b>

**Purpose and Nature of Items**

**Refundable deposits** – Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to contracts, asset protection, planning permit works and the use of civic facilities.

**Fire Service Levy** – Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

**Retention amounts** – Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

**NOTE 25  
PROVISIONS**

	ANNUAL LEAVE \$'000s	LONG SERVICE LEAVE \$'000s	LANDFILL REHABILITATION \$'000s	TOTAL \$'000s
<b>2017</b>				
Balance at Beginning of the Financial Year	4,155	9,767	23,348	37,270
Additional/(Reduced) Provisions	3,725	1,115	(2,036)	2,804
Amounts Used	(3,520)	(859)	(1,510)	(5,889)
Increase/ (Decrease) in the discounted amount arising because of time and effect of any change in the discount rate	6	(865)	(584)	(1,443)
<b>Balance at the End of the Financial Year</b>	<b>4,366</b>	<b>9,158</b>	<b>19,219</b>	<b>32,743</b>
<b>2016</b>				
Balance at Beginning of the Financial Year	4,117	8,884	19,549	32,550
Additional Provisions	3,708	1,289	3,488	8,485
Amounts Used	(3,676)	(1,047)	(295)	(5,018)
Increase in the discounted amount arising because of time and effect of any change in the discount rate	6	641	606	1,253
<b>Balance at the End of the Financial Year</b>	<b>4,155</b>	<b>9,767</b>	<b>23,348</b>	<b>37,270</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

## NOTE 25: PROVISIONS (CONTINUED)

	2017 \$'000s	2016 \$'000s
<b>(a) Employee Provisions</b>		
Current Provisions Expected to be wholly settled within 12 months		
Annual Leave	4,054	3,863
Long Service Leave	2,062	2,111
	<b>6,116</b>	<b>5,974</b>
Current Provisions Expected to be wholly settled after 12 months		
Annual Leave	312	291
Long Service Leave	5,524	5,709
	<b>5,836</b>	<b>6,000</b>
<b>Total Current Employee Provisions</b>	<b>11,952</b>	<b>11,974</b>
Non-Current		
Long Service Leave	1,573	1,948
<b>Total Non-Current Employee Provisions</b>	<b>1,573</b>	<b>1,948</b>
Aggregate Carrying Amount of Employee Provisions		
Current	11,952	11,974
Non-Current	1,573	1,948
<b>Total Aggregate Carrying Amount of Employee Provisions</b>	<b>13,525</b>	<b>13,922</b>
<b>(b) Landfill Restoration</b>		
Current	4,797	3,361
Non-Current	14,421	19,987
	<b>19,218</b>	<b>23,348</b>
<b>(c) Summary of provisions</b>		
Current	16,749	15,335
Non-current	15,994	21,935
	<b>32,743</b>	<b>37,270</b>

NOTE 26  
INTEREST-BEARING LOANS AND BORROWINGS

<b>Current</b>		
Borrowings – Secured	1,869	1,883
<b>Total Current</b>	<b>1,869</b>	<b>1,883</b>
<b>Non-Current</b>		
Borrowings – Secured	14,281	16,150
<b>Total Non-Current</b>	<b>14,281</b>	<b>16,150</b>
<b>Total Interest-Bearing Loans and Borrowings</b>	<b>16,150</b>	<b>18,033</b>

All borrowings are secured over Council's Rate Revenue

The maturity profile for Council's borrowings is:

Not later than one year	1,869	1,883
Later than one year and not later than five years	10,796	12,548
Later than five years	3,485	3,602
	<b>16,150</b>	<b>18,033</b>



## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000s	INCREMENT/ (DECREMENT) \$'000s	BALANCE AT END OF REPORTING PERIOD \$'000s
<b>NOTE 27 RESERVES</b>			
<b>(a) Asset Revaluation Reserves</b>			
<b>2017</b>			
<b>PROPERTY</b>			
Land	167,239	(30)	167,209
Buildings	89,475		89,475
	<b>256,714</b>	<b>(30)</b>	<b>256,684</b>
<b>INFRASTRUCTURE</b>			
Roads	134,136		134,136
Bridges	28,982		28,982
Footpaths and cycleways	19,311		19,311
Off street carparks	7,080		7,080
Drainage	59,370		59,370
Parks, open space and streetscapes	63		63
	<b>248,942</b>	<b>-</b>	<b>248,942</b>
<b>OTHER</b>			
Artworks	895		895
Other	14		14
	<b>909</b>	<b>-</b>	<b>909</b>
<b>Total Asset Revaluation Reserves</b>	<b>506,469</b>	<b>96</b>	<b>506,565</b>
<b>2016</b>			
<b>PROPERTY</b>			
Land	167,239	-	167,239
Buildings	89,547	(72)	89,475
	<b>256,786</b>	<b>(72)</b>	<b>256,714</b>
<b>INFRASTRUCTURE</b>			
Roads	134,136	-	134,136
Bridges	28,983	-	28,983
Footpaths and cycleways	19,311	-	19,311
Off street carparks	7,079	-	7,079
Drainage	59,370	-	59,370
Parks, open space and streetscapes	63	-	63
	<b>248,942</b>	<b>-</b>	<b>248,942</b>
<b>OTHER</b>			
Artworks	727	168	895
Other	14	-	14
	<b>741</b>	<b>168</b>	<b>909</b>
<b>Total Asset Revaluation Reserves</b>	<b>506,469</b>	<b>96</b>	<b>506,565</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

## NOTE 27: RESERVES (CONTINUED)

## (b) Other Reserves

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000s	TRANSFER FROM ACCUMULATED SURPLUS \$'000s	TRANSFER TO ACCUMULATED SURPLUS \$'000s	BALANCE AT END OF REPORTING PERIOD \$'000s
<b>2017</b>				
Developer Contributions	3,002	(11)	311	3,301
<b>Total Other Reserves</b>	<b>3,002</b>	<b>(11)</b>	<b>311</b>	<b>3,301</b>
<b>2016</b>				
Developer Contributions	2,624	(107)	485	3,002
<b>Total Other Reserves</b>	<b>2,624</b>	<b>(107)</b>	<b>485</b>	<b>3,002</b>

## Purpose and Nature of Other Reserves

**Developer Contributions** – The development contribution reserve is maintained to account for funds held by the Council for specific development purposes include off street parking, drainage, playgrounds and public open spaces and tree planting development.

## NOTE 28

## RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO SURPLUS/(DEFICIT)

	2017 \$'000s	2016 \$'000s
Surplus for the year	31,964	15,302
Depreciation and amortisation	25,288	23,179
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	304	1,849
Contributions non-monetary assets	(8,647)	(8,031)
Finance costs	884	1,003
Work in progress written off	552	172
<b>Changes in assets and liabilities</b>		
(Increase)/ decrease in trade and other receivables	(642)	1,167
(Increase)/ decrease in prepayments	(661)	(81)
(Increase)/ decrease in accrued income	304	228
Increase/ (decrease) in trade and other payables	1,636	(3,780)
Increase/ (decrease) in trust funds and deposits	(383)	123
Increase/ (decrease) in provisions	(4,527)	3,103
<b>Net cash provided by operating activities</b>	<b>46,072</b>	<b>34,234</b>

## NOTE 29

## FINANCING ARRANGEMENTS

Bank Overdraft	1,000	1,000
Credit card facilities	120	120
Other facilities	16,150	18,034
<b>Total Facilities</b>	<b>17,270</b>	<b>19,154</b>
<b>Used Facilities</b>	<b>16,164</b>	<b>18,049</b>
<b>Unused Facilities</b>	<b>1,106</b>	<b>1,105</b>

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**NOTE 30  
COMMITMENTS**

The Council has entered into the following commitments

	NOT LATER THAN 1 YEAR \$'000s	LATER THAN 1 YEAR AND NOT LATER THAN 2 YEARS \$'000s	LATER THAN 2 YEARS AND NOT LATER THAN 5 YEARS \$'000s	LATER THAN 5 YEARS \$'000s	TOTAL \$'000s
<b>2017</b>					
<b>OPERATING</b>					
Recycling	1,411	2	-	-	1,413
Garbage collection	3,377	1,735	-	-	5,112
Courier service	57	-	-	-	57
Cleaning contracts for council amenities/streets	518	102	-	-	620
Meals for Delivery	295	-	-	-	295
Security	79	-	-	-	79
Landfill	360	133	-	-	493
<b>Total</b>	<b>6,097</b>	<b>1,972</b>	<b>-</b>	<b>-</b>	<b>8,069</b>
<b>CAPITAL CONSTRUCTION</b>					
Buildings	2,876	-	-	-	2,876
Roads	783	-	-	-	783
<b>Total</b>	<b>3,659</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,659</b>
<b>2016</b>					
<b>OPERATING</b>					
Recycling	1,726	1,388	-	-	3,114
Garbage collection	3,281	3,372	1,732	-	8,385
Courier service	59	-	-	-	59
Consultancies	261	-	-	-	261
Cleaning contracts for council amenities/streets	367	-	-	-	367
Cleaning contracts for council buildings	400	-	-	-	400
Meals for Delivery	275	-	-	-	275
Recreation	182	-	-	-	182
<b>Total</b>	<b>6,551</b>	<b>4,760</b>	<b>1,732</b>	<b>-</b>	<b>13,043</b>
<b>CAPITAL CONSTRUCTION</b>					
Plant, machinery and equipment	171	-	-	-	171
Buildings	399	-	-	-	399
Drainage	1,351	-	-	-	1,351
Footpaths	44	-	-	-	44
Roads	4,111	-	-	-	4,111
Landfill	-	-	-	-	-
<b>Total</b>	<b>6,076</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,076</b>

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**NOTE 31  
OPERATING LEASES****Operating Lease Commitments**

At the reporting date, the Council has the following obligations under non-cancellable operating leases for the lease of equipment and land and buildings for use within Council's activities (these obligations are not recognised as liabilities):

	2017 \$'000s	2016 \$'000s
Not later than one year	106	115
Later than one year and not later than five years	241	307
Later than five years	1,010	1,040
	<b>1,357</b>	<b>1,462</b>

**NOTE 32  
SUPERANNUATION**

Latrobe City Council makes some of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in the Comprehensive Income Statement when they are made or due.

**Accumulation**

The Fund's accumulation categories, Vision MySuper/ Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2017, this was 9.5% as required under Superannuation Guarantee legislation).

**Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

**Funding arrangements**

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2016, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102%. To determine the VBI, the fund Actuary used the following long-term assumptions:

Net investment returns 7.0% pa

Salary information 4.25% pa

Price inflation (CPI) 2.5% pa

Vision Super has advised that the estimated VBI at 30 June 2017 was 103.1%. The VBI is to be used as the primary funding indicator. Because the VBI was above 100%, the 2016 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**Employer contributions****Regular contributions**

On the basis of the results of the 2016 interim actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2017, this rate was 9.5% of members' salaries (9.5% in 2015/2016). This rate will increase in line with any increase to the contribution rate. In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

**Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Council) are required to make an employer contribution to cover the shortfall. Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up. If there is a surplus in the Fund, the surplus cannot be returned to the participating employers. In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

#### 2016 Interim actuarial investigation surplus amounts

The Fund's interim actuarial investigation as at 30 June 2016 identified the following in the defined benefit category of which Council is a contributing employer:

A VBI surplus of \$40.3 million; and

A total service liability surplus of \$156 million.

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2016. The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses. Council was notified of the 30 June 2016 VBI during August 2016.

#### 2017 Full triennial actuarial investigation

A full actuarial investigation is being conducted for the Fund's position as at 30 June 2017. It is anticipated that this actuarial investigation will be completed in December 2017.

#### Future superannuation contributions

In addition to the disclosed contribution, Latrobe City Council has paid unfunded liability payments to Vision Super totalling \$nil (2015/16 \$nil). There were \$nil contributions outstanding and \$nil loans issued from or to the above schemes as at 30 June 2017. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2018 are \$0.43 million.

### NOTE 33 CONTINGENT LIABILITIES AND CONTINGENT ASSETS

#### Contingent Liabilities

Council has set aside a provision for the rehabilitation of landfill sites. The amounts provisioned are management's best estimates of the cost to rehabilitate these sites however until the rehabilitation plans have been designed and approved by the Environment Protection Authority Victoria (EPA) there is a possibility that Council's obligations could further increase in respect to these sites.

In addition Council has provided bank guarantees to the value of \$2.9 million to Environment Protection Authority Victoria (EPA) for performance obligations in relation to the rehabilitation of these landfill sites.

#### Contingent Assets

Construction of infrastructure assets by developers in the course of creating new subdivisions results in the infrastructure assets being vested in Council when Council issues a Statement of Compliance. These assets are brought to account as revenue and capitalised. At reporting date, developers had commenced construction of assets that will eventually be transferred to Council contingent upon Council issuing a Statement of Compliance. Due to the nature of the arrangements in place and the assets involved, a contingent asset cannot be reliably measured prior to completion.

### NOTE 34 FINANCIAL INSTRUMENTS

#### (a) Objectives and Policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in Note 1 of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

#### (b) Market Risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

## FINANCIAL REPORT

## NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017

**NOTE 34: FINANCIAL INSTRUMENTS (CONTINUED)****Interest Rate Risk**

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- Diversification of investment product;
- Monitoring of return on investment; and
- Benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**(c) Credit Risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. To help manage this risk:

- Council have a policy for establishing credit limits for the entities Council deal with;
- Council may require collateral where appropriate; and
- Council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 33.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity Risk**

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- Have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- Have readily accessible standby facilities and other funding arrangements in place;
- Have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- Monitor budget to actual performance on a regular basis; and
- Set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 33, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 26.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**(e) Fair Value**

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value.

**Fair value hierarchy**

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

**(f) Sensitivity Disclosure Analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of + 1% and -1% in market interest rates (AUD) from year-end rates of 1.50%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

**NOTE 35  
RELATED PARTY TRANSACTIONS**

**(i) Related Parties**

PARENT ENTITY: Latrobe City Council

SUBSIDIARIES AND ASSOCIATES: N/A

**(ii) Key Management Personnel**

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

		FROM	TO	FROM	TO
Mayor	K O'Callaghan (Mayor)	09/11/16	30/06/17		
	M Rossiter (Mayor)	01/07/16	22/10/16		
Councillors	D Clancey	04/11/16	30/06/17		
	P Gibbons	01/07/16	22/10/16		
	S Gibson	01/07/16	22/10/16	04/11/16	30/06/17
	D Harriman	01/07/16	22/10/16	04/11/16	30/06/17
	D Howe	04/11/16	30/06/17		
	S Kam	01/07/16	22/10/16		
	B Law	04/11/16	30/06/17		
	A McFarlane	04/11/16	30/06/17		
	G Middlemiss	01/07/16	22/10/16	04/11/16	30/06/17
	K O'Callaghan	01/07/16	22/10/16	04/11/16	08/11/16
	C Sindt	01/07/16	22/10/16		
D White	01/07/16	22/10/16	04/11/16	30/06/17	

Note: Council elections held on 22 October 2016 and new Councillors sworn in on 4 November 2016

	2017 NO.
Total Number of Councillors	13
Chief Executive Officer and other Key Management Personnel	6
<b>Total Key Management Personnel</b>	<b>19</b>

**(iii) Remuneration of Key Management Personnel**

Total remuneration of key management personnel was as follows:

	2017 \$'000s
Short-term benefits	1,363
Post-employment benefits	95
Long-term benefits	78
Termination benefits	-
<b>Total</b>	<b>1,536</b>

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2017 NO.
Income Range	
\$1 - \$9,999	3
\$10,000 - \$19,999	4
\$20,000 - \$29,999	5
\$40,000 - \$49,999	1
\$60,000 - \$69,999	1
\$180,000 - \$189,999	1
\$210,000 - \$219,999	1
\$220,000 - \$229,999	2
\$280,000 - \$289,999	1
<b>Total</b>	<b>19</b>

## FINANCIAL REPORT

**NOTE 35: RELATED PARTY TRANSACTIONS (CONTINUED)****(iv) Transactions with related parties**

During the period Council entered into the following transactions with related parties:

	2017 \$'000s
Employee expenses for close family members of key personnel *	20
Purchase of materials & services from entities controlled by key management personnel	1
<b>Total</b>	<b>21</b>

\* All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform. The council employees 747 staff of which only one is a close family member of key management personnel.

**(v) Outstanding balances with related parties**

Council has no outstanding balances to/from any related parties.

No expense has been recognised in the current year or prior year for bad or doubtful debts in respect of amounts owed by related parties.

**(vi) Loans to/from related parties**

No loans have been made, guaranteed or secured by the council to a key management person, or a related party of a key management person during the reporting period.

**(vii) Commitments to/from related parties**

The following commitments were in place at the end of the reporting period in relation to related parties.

	2017 \$'000s
Employee commitments for close family members of key personnel	9
<b>Total</b>	<b>9</b>

**NOTE 36****SENIOR OFFICER REMUNERATION**

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- has management responsibilities and reports directly to the Chief Executive; or
- whose total annual remuneration exceeds \$142,000"

The number of Senior Officers are shown below in their relevant income bands:

	2017 NO.	2016 NO.
Income Range		
< \$142,000		4
\$142,000 - \$149,999	13	5
\$150,000 - \$159,999	4	5
<b>Total</b>	<b>17</b>	<b>14</b>
Total Remuneration for the reporting year for Senior Officers included above, amounted to (\$,000)	\$2,506	\$2,055

Note: comparative figures for 2016 exclude Senior Officers that have been classified as Key Management Personnel in 2017 (see Note 35).

**NOTE 37****EVENTS OCCURRING AFTER BALANCE DATE**

No matters have occurred after balance date that requires disclosure in the financial report. (2015/16, Nil)



## Certification of the Financial Statements

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In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, *Australian Accounting Standards* and other mandatory professional reporting requirements.

**Principal Accounting Officer**



Matthew Rogers, CPA

**Dated:** 11 September 2017

In our opinion the accompanying financial statements present fairly the financial transactions of Latrobe City Council for the year ended 30 June 2017 and the financial position of the Council as at the date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

**Councillor**



Cr. Darrell White

**Dated:** 11 September 2017

**Councillor**



Cr. Alan McFarlane

**Dated:** 12 September 2017

**Chief Executive Officer**



Gary Van Driel

**Dated:** 11 September 2017

## FINANCIAL REPORT

**Auditor General's Report****ON THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2017****Independent Auditor's Report***To the Councillors of Latrobe City Council*


<b>Opinion</b>	<p>I have audited the financial report of Latrobe City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2017</li> <li>• comprehensive income statement for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• statement of cash flows for the year then ended</li> <li>• statement of capital works for the year then ended</li> <li>• notes to the financial statements, including a summary of significant accounting policies</li> <li>• certification of the financial statements.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2017 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. My responsibilities under the Act are further described in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Australia. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors' responsibilities for the financial report</b>	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, and using the going concern basis of accounting unless it is inappropriate to do so.</p>

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## AUDITOR GENERAL'S REPORT (CONTINUED)

<b>Auditor's responsibilities for the audit of the financial report</b>	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.</p> <p>As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:</p> <ul style="list-style-type: none"> <li>• identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.</li> <li>• obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control</li> <li>• evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors</li> <li>• conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.</li> <li>• evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.</li> </ul> <p>I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.</p>
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MELBOURNE  
13 September 2017

  
 Tim Loughnan  
*as delegate for the Auditor-General of Victoria*

FINANCIAL REPORT

**Performance Statement**

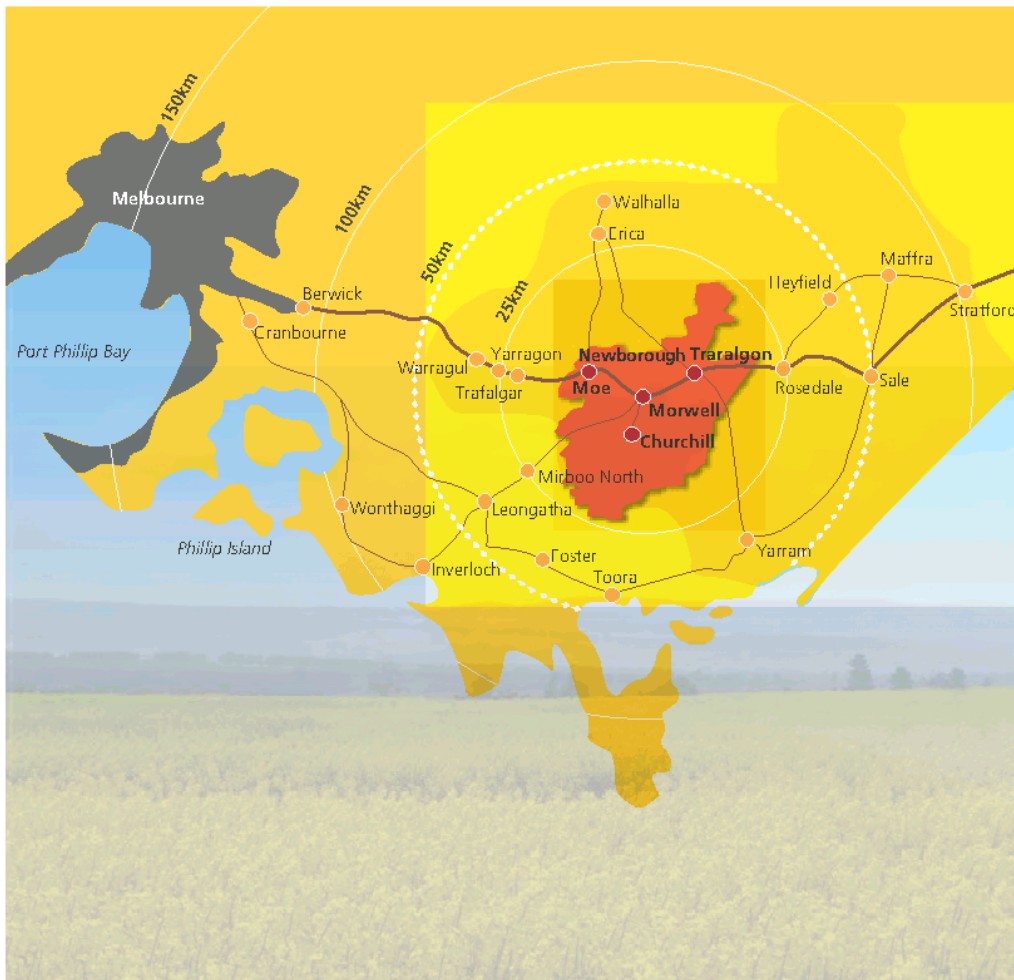
**FOR THE YEAR ENDED 30 JUNE 2017**

**Description of municipality**

Latrobe City is Victoria's eastern Regional City and Gippsland's primary service centre and employment hub, providing retail, entertainment, education, government and health services to the region with a population of 74,026<sup>1</sup>.

Latrobe City is located an hour and half drive east of Melbourne covering an area of 1425 square kilometres situated between the Strzelecki Ranges to the south and the Great Dividing Range to the north. The city is made up of four major towns; Churchill, Moe/Newborough, Morwell and Traralgon; and seven rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar. The rural landscape in between townships houses a large population of hard working farmers and residents who enjoy the peace and tranquillity that comes with country life.

1. Australian Bureau of Statistics 3218.0 Regional Population Growth Australia, 30 March 2017 E.R.P 2016



## Sustainable Capacity Indicators

FOR THE YEAR ENDED 30 JUNE 2017

INDICATOR/MEASURE	RESULTS 2015	RESULTS 2016	RESULTS 2017	MATERIAL VARIATIONS
<b>Own-source revenue</b>				
Own-source revenue per head of municipal population <i>[Own-source revenue / Municipal population]</i>	\$1,231	\$1,274	\$1,350	2017 are being distorted due to a write back of landfill rehabilitation provision and a one off legal settlement
<b>Recurrent grants</b>				
Recurrent grants per head of municipal population <i>[Recurrent grants / Municipal population]</i>	\$424	\$285	\$429	The 2015 and 2017 results included Victoria Grants Commission funding received in advance. This advance payment did not occur in 2016.
<b>Population</b>				
Expenses per head of municipal population <i>[Total expenses / Municipal population]</i>	\$1,594	\$1,659	\$1,563	2017 result is favourable when compared with 2016 due to the 2016 inclusion of an increase in the Landfill rehabilitation provision.
Infrastructure per head of municipal population <i>[Value of infrastructure / Municipal population]</i>	\$12,685	\$12,811	\$12,929	No material variations
Population density per length of road <i>[Municipal population / Kilometres of local roads]</i>	47	47	46	No material variations
<b>Disadvantage</b>				
Relative socio-economic disadvantage <i>[Index of Relative Socio-economic Disadvantage by decile]</i>	1	1	1	No variance

# To ensure comparability of indicators, these comparative figures for 2016 have been amended to accord with the current presentation. The restated comparatives which have changed materially on the amounts previously disclosed in the Performance Statements for the year ended 30 June 2016 are disclosed in the below table.

DIMENSION/INDICATOR/MEASURE	PREVIOUSLY REPORTED 2016	RESTATED 2016	REASON FOR RESTATEMENT
Population #			
Expenses per head of municipal population	\$1,659	\$1,617	The 2016 results have been restated as a result of an error in processing that led to an overstated loss on disposal of infrastructure assets. Subsequently the 2016 total expenditure has been decreased and infrastructure assets increased.
Infrastructure per head of municipal population	\$12,811	\$12,915	

### Definitions

"adjusted underlying revenue" means total income other than—

- non-recurrent grants used to fund capital expenditure; and
- non-monetary asset contributions; and
- contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

## PERFORMANCE STATEMENT

## Service Performance Indicators

## FOR THE YEAR ENDED 30 JUNE 2017

SERVICE/INDICATOR/MEASURE	RESULTS 2015	RESULTS 2016	RESULTS 2017	MATERIAL VARIATIONS
<b>GOVERNANCE</b> <b>Satisfaction</b>				
<i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	49	47	51	No material variations
<b>STATUTORY PLANNING</b> <b>Decision making</b>				
<i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	80.0%	66.7%	57.1%	Latrobe City Council has low numbers of planning applications referred to VCAT. In 2016/17 there were 7 cases heard of which 4 were upheld in favour of council.
<b>ROADS</b> <b>Satisfaction</b>				
<i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	52	50	61	Latrobe City Council continues to invest in the road infrastructure network to the increased satisfaction of customers
<b>LIBRARIES</b> <b>Participation</b>				
<i>Active library members</i> [Number of active library members / Municipal population] x100	10.5%	10.4%	11.6%	Library membership increased due to the opening of the new Library Centre in Moe.
<b>WASTE COLLECTION</b> <b>Waste diversion</b>				
<i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	55.1%	52.1%	53.2%	No material variations
<b>AQUATIC FACILITIES</b> <b>Utilisation</b>				
<i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	5.1	5.2	5.2	No material variations
<b>ANIMAL MANAGEMENT</b> <b>Health and safety</b>				
<i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	4.0	0.0	1.0	In accordance with Council Policy, resolution of animal management matters is conducted utilising conciliation and mutual agreement and has been successful in minimising litigation.

## PERFORMANCE STATEMENT

SERVICE/INDICATOR/MEASURE	RESULTS 2015	RESULTS 2016	RESULTS 2017	MATERIAL VARIATIONS
<b>FOOD SAFETY</b> <b>Health and safety</b> <i>Critical and major non-compliance notifications</i> [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100	90.8%	82.5%	79.2%	No material variation however from 1 July 2016 this indicator has changed from financial year to calendar year reporting which may have resulted in some variances year on year.
<b>HOME AND COMMUNITY CARE</b> <b>Participation</b> <i>Participation in HACC service</i> [Number of people that received a HACC service / Municipal target population for HACC services] x100	18.4%*	18.5%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
<b>Participation</b> <i>Participation in HACC service by CALD people</i> [Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100	19.5%	18.5%	Reporting Ceased 1 July 2016	Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs
<b>MATERNAL AND CHILD HEALTH</b> <b>Participation</b> <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	73.7%	74.9%	76.3%	No material variance
<b>Participation</b> <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	69.0%	71.4%	68.2%	No material variance

# To ensure comparability of indicators, these comparative figures for 2015 and 2016 have been amended to accord with the current presentation. The restated comparatives which have changed materially on the amounts previously disclosed in the Performance Statements for the years ended 30 June 2015 and 30 June 2016 are disclosed in the below table.

DIMENSION/INDICATOR/MEASURE	PREVIOUSLY REPORTED 2015	RESTATED IN 2015	PREVIOUSLY REPORTED 2016	RESTATED 2016	REASON FOR RESTATEMENT
<b>LIBRARIES</b> <b>Participation</b> <i>Active library members</i>	16.1%	10.5%	15.8%	10.4%	The 2015 and 2016 were incorrectly calculated and counted members with multiple visits more than once. This has now been corrected and the value restated.

## PERFORMANCE STATEMENT

*SERVICE PERFORMANCE INDICATORS (CONTINUED)***Definitions**

**"Aboriginal child"** means a child who is an Aboriginal person

**"Aboriginal person"** has the same meaning as in the *Aboriginal Heritage Act 2006*

**"active library member"** means a member of a library who has borrowed a book from the library

**"annual report"** means an annual report prepared by a council under sections 131, 132 and 133 of the Act

**"Community Care Common Standards"** means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

**"critical non-compliance outcome notification"** means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

**"food premises"** has the same meaning as in the *Food Act 1984*

**"HACC program"** means the Home and Community Care program established under the Agreement entered into for the purpose of the *Home and Community Care Act 1985* of the Commonwealth

**"HACC service"** means home help, personal care or community respite provided under the HACC program

**"CALD"** means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

**"class 1 food premises"** means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

**"class 2 food premises"** means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

**"local road"** means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

**"major non-compliance outcome notification"** means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

**"MCH"** means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

**"population"** means the resident population estimated by council

**"target population"** has the same meaning as in the Agreement entered into for the purposes of the *Home and Community Care Act 1985* of the Commonwealth

**"WorkSafe reportable aquatic facility safety incident"** means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

**"VCAT decisions upheld"** is defined as rulings in favour of council's original decision and includes where there have been variations that do not materially affect the intention of the original decision. Decisions "set aside" include decisions of VCAT that set aside the original decision of council and therefore result in the original decision of Council being overturned.



## Financial Performance Indicators

### FOR THE YEAR ENDED 30 JUNE 2017

DIMENSION/INDICATOR/ MEASURE	RESULTS			FORECASTS				MATERIAL VARIATIONS
	2015	2016	2017	2018	2019	2020	2021	
<b>OPERATING POSITION</b>								
<b>Adjusted underlying result #</b>								
<i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	5.8%	(1.1%)	13.2%	2.0%	1.5%	0.9%	0.3%	The higher result is mainly due to Federal Government Assistance Grants for 2017/18 being received in advance from the Victorian Grants Commission in 2016/17; a reduction in the Landfill Rehabilitation provision mainly due to the design of the ex-Morwell Landfill having a reduced area for capping; recovery of legal costs and insurance claim refunds during 2016/17; and significant savings in electricity costs, fuel costs, postage & gas costs.
<b>LIQUIDITY</b>								
<b>Working capital</b>								
<i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	208.9%	271.2%	302.1%	244.2%	185.3%	241.5%	238.2%	The 2017 result includes unspent Government Grants, Capital Works in Progress and reserves. Future results are within the expected range.
<b>Unrestricted cash</b>								
<i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	96.9%	147.2%	(55.1%)	28.2%	25.6%	18.8%	31.3%	Latrobe City Council holds other current financial assets in the form of term deposits with a maturity term greater than 90 days which were previously included in this calculation.
<b>OBLIGATIONS</b>								
<b>Loans and borrowings</b>								
<i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	29.3%	24.9%	21.5%	21.6%	25.5%	16.2%	18.1%	The decrease in 2017 reflects the scheduled repayment of debt exceeding new borrowings. The decrease in 2020 reflects the repayment of interest only borrowings.
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	17.0%	9.3%	3.7%	3.4%	3.0%	12.8%	2.1%	In 2016 an interim loan facility of \$3.4 million was repaid, leading to reduced payment requirements in 2017, and for the next 2 years. The increase in the ratio in 2020 is due to the repayment of the \$8.2 million interest only Local Government Funding Vehicle (LGFV).
<b>Indebtedness</b>								
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	36.9%	42.9%	30.3%	35.1%	23.8%	25.6%	25.0%	The lower level in 2017 is mainly due to a decrease in the estimated cost to restore Council's landfills after changes to EPA requirements, and the subsequent decrease in the provision for landfill rehabilitation. The lower forecast in 2019 is due to the reclassification of the LGFV interest only loan to Current Liabilities.

## PERFORMANCE STATEMENT

## FINANCIAL PERFORMANCE INDICATORS (CONTINUED)

DIMENSION/INDICATOR/ MEASURE	RESULTS			FORECASTS				MATERIAL VARIATIONS
	2015	2016	2017	2018	2019	2020	2021	
<b>Asset renewal</b>								
<i>Asset renewal compared to depreciation</i> [Asset renewal expenses / Asset depreciation] x100	79.9%	64.0%	71.6%	78.4%	69.2%	69.9%	78.7%	The 2017 result reflects the increased focus on asset renewal.
<b>STABILITY</b>								
<b>Rates concentration</b>								
<i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100	55.9%	64.3%	56.3%	63.1%	63.5%	63.7%	63.9%	The proportion has decreased mainly due to underlying revenue being inflated in 2017 because of 2018 Grants Commission funding paid in advance in 2017, a reduction in the Landfill Rehabilitation provision, and recovery of legal costs and insurance claim refunds during 2016/17.
<b>Rates effort</b>								
<i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.70%	0.72%	0.70%	0.71%	1.72%	0.74%	0.75%	No material variance
<b>EFFICIENCY</b>								
<b>Expenditure level</b>								
<i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$3,127	\$3,118	\$3,038	\$3,122	\$3,201	\$3,285	\$3,371	No material variance
<b>Revenue level</b>								
<i>Average residential rate per residential property assessment</i> [Residential rate revenue / Number of residential property assessments]	\$1,494	\$1,535	\$1,582	\$1,608	\$1,640	\$1,673	\$1,706	No material variance
<b>Workforce turnover</b>								
<i>Resignations and terminations compared to average staff</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	11.4%	15.0%	10.2%	11.5%	11.5%	11.5%	11.5%	After an organisational realignment in 2016, turnover has returned to normal levels.

# To ensure comparability of indicators, these comparative figures for 2016 have been amended to accord with the current presentation. The restated comparatives which have changed materially on the amounts previously disclosed in the Performance Statements for the year ended 30 June 2016 are disclosed in the below table.

DIMENSION/INDICATOR/ MEASURE	PREVIOUSLY REPORTED 2016	RESTATED 2016	REASON FOR RESTATEMENT
<b>Operating position</b>			
<i>Adjusted underlying result</i>	(3.9%)	(1.1%)	The 2016 result has been restated as a result of an error in processing that led to an overstated loss on disposal of infrastructure assets. The 2016 underlying deficit was subsequently also overstated.
<i>Adjusted underlying surplus (or deficit)</i>			



Top: Training at Traralgon Tennis Complex  
Below: a local Park Run event.

## PERFORMANCE STATEMENT

## FINANCIAL PERFORMANCE INDICATORS (CONTINUED)

**Definitions**

"adjusted underlying revenue" means total income other than—

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and

is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents and financial assets, within the meaning of the AAS that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

**Other Information****FOR THE YEAR ENDED 30 JUNE 2017****1. Basis of preparation**

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results

forecast by the council's strategic resource plan. The Local Government (Planning and Reporting) Regulations 2014 requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 19 June 2017 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting council.

## Certification of the Performance Statement

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In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

**Principal Accounting Officer**



Matthew Rogers, CPA

**Dated:** 11 September 2017

In our opinion, the accompanying performance statement of the Latrobe City Council for the year ended 30 June 2017 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.

**Councillor**



Cr. Darrell White

**Dated:** 11 September 2017

**Councillor**



Cr. Alan McFarlane

**Dated:** 11 September 2017

**Chief Executive Officer**



Gary Van Driel

**Dated:** 11 September 2017

## PERFORMANCE STATEMENT

**Auditor General's Report****ON THE PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2017****Independent Auditor's Report***To the Councillors of Latrobe City Council*

<b>Opinion</b>	<p>I have audited the accompanying performance statement of Latrobe City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> <li>• description of municipality for the year ended 30 June 2017</li> <li>• sustainable capacity indicators for the year ended 30 June 2017</li> <li>• service performance indicators for the year ended 30 June 2017</li> <li>• financial performance indicators for the year ended 30 June 2017</li> <li>• other information and</li> <li>• the certification of the performance statement.</li> </ul> <p>In my opinion, the performance statement of Latrobe City Council in respect of the year ended 30 June 2017 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. My responsibilities under the Act are further described in the <i>Auditor's responsibilities for the audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. I and my staff are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Australia and have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors' responsibilities for the performance statement</b>	<p>The Councillors is responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i> and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>

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 T 03 8601 7000 [enquiries@audit.vic.gov.au](mailto:enquiries@audit.vic.gov.au) [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

**Auditor's responsibilities for the audit of the performance statement**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

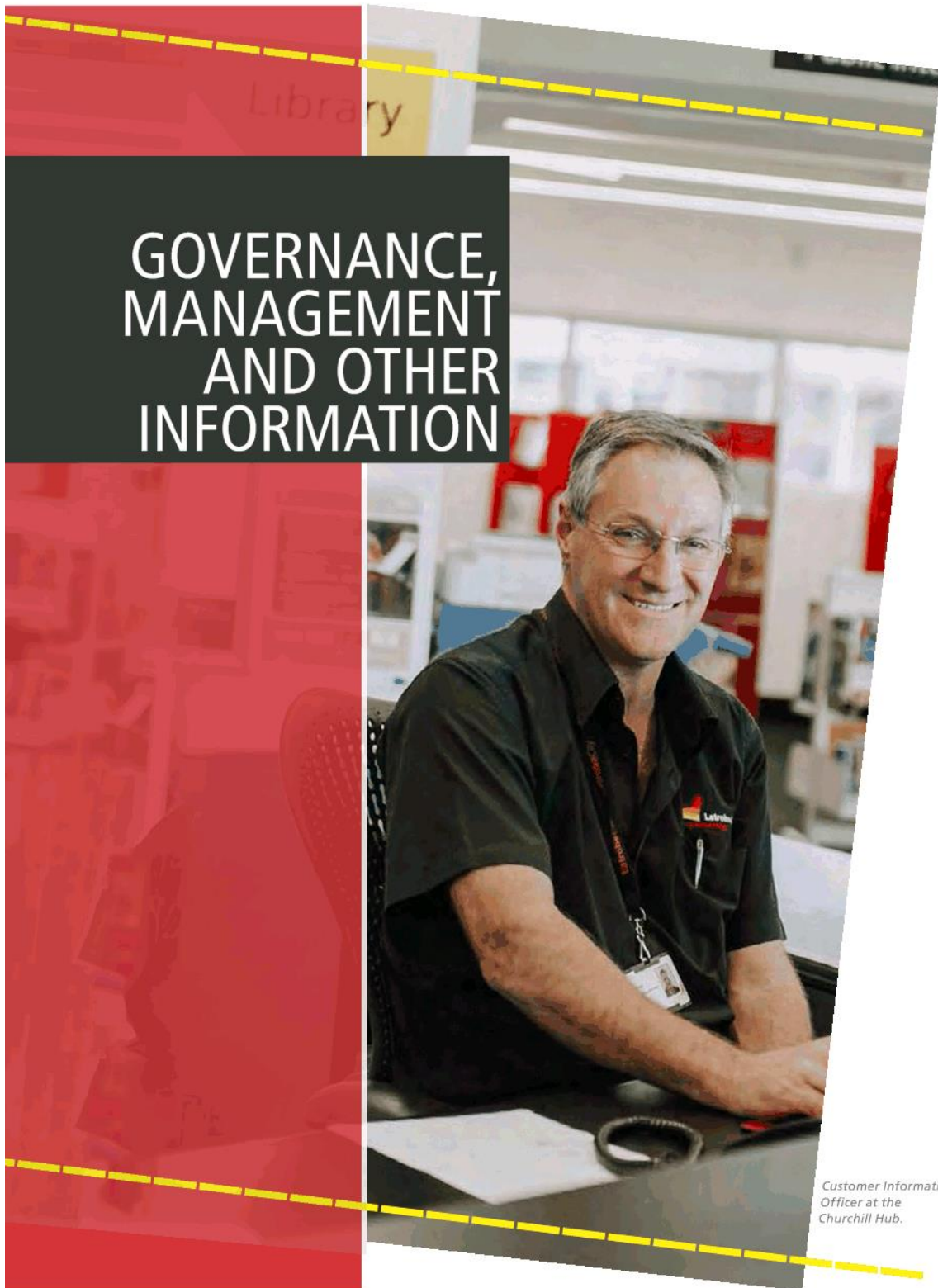
- identify and assess the risks of material misstatement of performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the statement of performance, including the disclosures, and whether the statement of performance represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
13 September 2017



Tim Loughnan  
as delegate for the Auditor-General of Victoria



# GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

*Customer Information  
Officer at the  
Churchill Hub.*



## Statutory Information

### WHAT COUNCIL DOES AND HOW COUNCIL WORKS

Councils are representative governments elected by the community to manage local issues and to establish and plan for the community's needs.

Latrobe City Council is a public statutory body which operates under the legislative requirements of the *Local Government Act 1989*.

This Act sets out the role of the elected Council that is responsible for the leadership and good governance of the municipal district and local community.

Council oversees the annual budget, long-term financial plan, development and implementation of strategies and plans, and establishes local policies in response to local needs and priorities.

Management of the day-to-day operational matters is the role of the Chief Executive Officer, under delegation of the Council and in accordance with the *Local Government Act 1989*.

### AUDIT AND RISK COMMITTEE

The Audit and Risk Committee is a formally appointed advisory committee of Council under Section 139 of the *Local Government Act 1989*.

The Audit and Risk Committee Charter was reviewed within the financial year. At the Council meeting held on 18 April 2017, the revised Charter was adopted by Council. The new Charter describes the authorities and scope of the Committee, which includes assisting Council in the discharge of its oversight on:

- Corporate reporting processes, including financial reporting processes and internal control
- Risk management
- External audit
- Internal audit
- Compliance with laws, regulations, internal policies and industry standards.

The Audit and Risk Committee consists of two Councillors and three independent external members as outlined below. Remuneration is currently set at \$1500 per meeting for the Chair and \$1000 per meeting for the other independent members.

The Committee currently consists of:

- **Independent Chair:**  
**Ms Beverley Excell**  
Appointed by Council as an independent member: 11 August 2014  
Appointed by Council as Chair: 24 May 2016 (for a two-year period)
- **Independent Member:**  
**Ms Joanne Booth**  
Appointed by Council: 11 August 2014 (for a three-year period)
- **Independent Member:**  
**Mr Terry Richards**  
Appointed by Council from: 2 June 2016 (for a three-year period)

#### • Council Representative:

**Cr Darrell White**  
**Cr Alan McFarlane**  
(from 9 November 2016\*)

\*Cr Michael Rossiter was previously appointed as a Council Representative until 22 October 2016.

The Audit and Risk Committee held four meetings in the 2016/2017 financial year. All independent and Councillor members attended each of the meetings. Councillors not appointed to the Committee are also invited to attend to observe proceedings, and members of management are present to respond to questions from the Committee.

The Committee has regular reports relating to:

- External audit process and outcomes
- Internal audit planning, reports and action implementation
- Risk management
- Performance reporting
- Awareness of VAGO, IBAC and Ombudsman reports that have been tabled in state parliament (relating to local and state government agencies)
- Key policies that are being reviewed (that relate to internal controls, such as Gifts, Benefits and Hospitality Policy, Debtor Management Policy, Loan Borrowings Policy)
- These reports assist the Committee to provide the oversight and input as required under its Charter.

The following internal audits were conducted and reported to the Audit and Risk Committee in the 2016/2017 year:

- Digital Engagement
- Compliance Management
- Capital Works Planning
- Tendering and Contract Management

## Statutory Information *(CONTINUED)*

### COUNCIL ELECTION 2016

The Latrobe City Council election was held on Saturday 22 October 2016 via postal voting. The Victorian Electoral Commission (VEC) conducted the election on behalf of Council.

The VEC was required to undertake statutory public notices at key stages of the election on behalf of Latrobe City Council. This was also supported via state-wide media releases and radio advertisements.

The VEC provided a report on the conduct of the election, which is available on Council's website. The VEC worked with a number of providers to provide support for blind and low vision voters, voters with a disability, and culturally and linguistically diverse voters.

In comparison to the 2012 election, statistics show:

- Twenty-four candidates stood for election in 2016, in comparison to 22 in the 2012 election.
- There was an overall 1.48 percent increase from the 2012 election in voter turnout for the 2016 election.

The following two tables provide a snapshot of the key voting data for the 2012 and 2016 elections:

#### 2012 SNAPSHOT

WARD	NUMBER OF VACANCIES	ENROLMENT	FORMAL VOTES	INFORMAL VOTES	VOTER TURNOUT	NUMBER OF CANDIDATES
Central	2	12,239	8,306	280 (3.26%)	8,586 (70.15%)	6
East	4	22,983	16,823	658 (3.76%)	17,481 (76.06%)	8
South	1	6,333	4,503	178 (3.80%)	4,681 (73.91%)	2
West	2	12,830	9,085	257 (2.75%)	9,342 (72.81%)	6
<b>Total</b>	<b>9</b>	<b>54,385</b>	<b>38,717</b>	<b>1,373</b>	<b>40,090</b>	<b>22</b>

#### 2016 SNAPSHOT

WARD	NUMBER OF VACANCIES	ENROLMENT NUMBERS	FORMAL VOTES	INFORMAL VOTES	VOTER TURNOUT	NUMBER OF CANDIDATES
Central	2	12,462	8,600	303 (3.40%)	8,903 (71.44%)	6
East	4	24,439	18,052	932 (4.91%)	18,984 (77.68%)	12
South	1	6,634	4,734	278 (5.55%)	5,012 (75.55%)	2
West	2	13,091	9,490	197 (2.03%)	9,687 (74.00%)	4
<b>Total</b>	<b>9</b>	<b>56,626</b>	<b>40,876</b>	<b>1,710</b>	<b>42,586</b>	<b>24</b>

As part of the non-voter follow up, the VEC issued 'apparent failure to vote' notices to any person who was required to vote and failed to vote.

The VEC notified that they intend to follow through to the Infringements Court any remaining non-voters after the above process has been completed. This is a statutory process conducted by the VEC.

Before an elected candidate can act as a Councillor, the elected candidate must make a written declaration that they will abide by the Latrobe City Council Councillor Code of Conduct, as well as take an oath of office. The Swearing in Ceremony was held on Friday 4 November 2016 in the Nambur Wariga Meeting Room, Council Headquarters, Morwell.

### COUNCIL MEETINGS AND DECISIONS

Council meetings are held at Latrobe City Council Corporate Headquarters in Morwell from 6pm every third week. Each Council Meeting includes a public question time as a standard agenda item, designed to encourage community participation in the overall affairs of Council.

A Council Meeting is where Councillors are able to make formal decisions on items presented to them. Council Meetings include ordinary meetings (the regular meetings held), special meetings and statutory meetings which are all open to the public (unless Council resolves to close the meeting in accordance with guidelines of the *Local Government Act 1989*).

All Council Meeting dates are advertised in the Latrobe Valley Express newspaper and detailed on the Latrobe City Council website, as well as on its corporate Facebook page.

Councillors also meet for confidential briefing meetings. At these meetings, Councillors have the opportunity to be briefed on strategic items in relation to Council business and on matters of interest within the community. These confidential briefing meetings are considered as Assemblies of Councillors, and records are tabled accordingly at Council Meetings, as per the requirements in the *Local Government Act 1989*.

The Council Meeting schedule, agendas and minutes are available from the Latrobe City Council website: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

### COUNCIL MEETING ATTENDANCE 2016/17

During 2016/17, there were 14 Ordinary Council Meetings and three Special Council Meetings held.

Councillor attendance at these meetings is shown in the below table.

COUNCILLOR	ORDINARY COUNCIL MEETING	SPECIAL COUNCIL MEETING
Cr Kellie O'Callaghan	14	3
Cr Graeme Middlemiss	14	3
Cr Darrell White	13	2
Cr Sharon Gibson	12	2
Cr Dale Harriman	12	3
*Cr Alan McFarlane	9	3
*Cr Darren Howe	9	3
*Cr Brad Law	9	3
*Cr Dan Clancey	9	3

\*Councillors commenced term in November 2016.

Previously Elected Councillors (up until 22 October 2016)

COUNCILLOR	ORDINARY COUNCIL MEETING	SPECIAL COUNCIL MEETING
Cr Michael Rossiter	5	-
Cr Sandy Kam	5	-
Cr Christine Sindt	5	-
Cr Peter Gibbons	5	-

### COUNCILLOR CODE OF CONDUCT

After a Council election, every Victorian Council is required to undertake a process of reviewing and amending its Councillor Code of Conduct within four months. Latrobe City Council completed this review and adopted its Councillor Code of Conduct at its Special Council Meeting on Monday 13 February 2017.

The Code of Conduct provides guidelines on:

- Councillor behaviour
- Conflict of interest procedures
- Dispute resolution procedures

The code affirms principles of behaviour requiring that Councillors:

- Act with integrity
- Impartially exercise their responsibilities in the interests of the local community
- Not improperly seek to confer an advantage or disadvantage on any person
- Avoid conflicts between their public duties as a Councillor and their personal interests and obligations
- Act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person
- Treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council officers and other persons
- Exercise reasonable care and diligence
- Use their position properly
- Act lawfully and in accordance with the trust placed in us as elected representatives
- Not make improper use of information acquired because of their position
- Support and promote these principles by leadership and example.

Latrobe City Council's Code of Conduct is available at: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

## GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

## Statutory Information *(CONTINUED)*

### COUNCILLOR REMUNERATION

From July 2016, the Mayoral allowance was \$72,834.42 and the Councillor allowance \$23,539.76 per annum, plus the equivalent of the superannuation guarantee contribution of 9.5 percent.

On 18 November 2016, the Department of Environment Land, Water & Planning (refer circular No. 42/2016) advised all councils that a notice was published in the Government Gazette G47 dated 24 November 2016, providing for a 2.5 percent adjustment to apply to all Mayoral and Councillor allowances to take effect from 1 December 2016. Under Section 73B of the *Local Government Act 1989*, a Council must increase the Mayoral and Councillor allowances by this adjustment.

Consequently, from 1 December 2016, Mayoral and Councillor allowances

were increased to \$74,655.28 and \$24,128.25 per annum respectively, plus the equivalent of the superannuation guarantee contribution of 9.5 percent.

In accordance with section 74(1) of the *Local Government Act 1989*, A Council must review and determine the level of the Councillor allowance and the Mayoral allowance within the period of six months after a general election or by the next 30 June, whichever is later.

As Council Elections occurred on the 22 October 2016, Council undertook a review process in accordance with the Act which subsequently resulted in Council resolving to set the Mayoral allowance to \$76,521.00 and the Councillor allowance to \$24,730.00 per annum, effective from the date of the resolution, being 13 February 2017.

In addition to Councillor allowances, Councillors are provided with a number of resources and support to assist them in undertaking their duties. This includes office administration and support, professional development support, and equipment such as mobile phones, laptops, tablets and printers. Councillors are also entitled to seek reimbursement for expenses such as travel and child care.

The Mayor receives a vehicle for the duration of the term, a dedicated office and support from an assistant. These expenses and resources are specified in the Provision of Resources and Support to Councillors policy, a copy of which is available from the Latrobe City Council website: [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

COUNCILLORS*	TERM	ALLOWANCES	TRAVEL EXPENSES	CAR MILEAGE	INFORMATION AND COMMUNICATION TECHNOLOGY EXPENSES	CONFERENCE AND TRAINING EXPENSES	TOTAL
Cr Alan McFarlane	4 Nov 16 to 30 Jun 17	17,569	0	0	632	0	18,201
Cr Brad Law	4 Nov 16 to 30 Jun 17	17,569	0	0	641	644	18,854
Cr Christine Sindt	1 Jul 16 to 21 Oct 16	7,993	0	530	552	2,940	12,015
Cr Dale Harriman	1 Jul 16 to 21 Oct 16; 4 Nov 16 to 30 Jun 17	25,563	0	3,249	2,187	4,558	35,557
Cr Dan Clancey	4 Nov 16 to 30 Jun 17	17,569	0	2,117	613	440	20,740
Cr Darrell White	1 Jul 16 to 21 Oct 16; 4 Nov 16 to 30 Jun 17	25,563	0	2,407	2,710	271	30,952
Cr Darren Howe	4 Nov 16 to 30 Jun 17	17,569	0	0	576	0	18,145
Cr Graeme Middlemiss	1 Jul 16 to 21 Oct 16; 4 Nov 16 to 30 Jun 17	25,563	0	0	1,463	158	27,183
Cr Kellie O'Callaghan	(Mayor - 9 Nov 16 to 30 Jun 17) 1 Jul 16 to 21 Oct 16; 4 Nov 16 to 30 Jun 17	61,617	45	1,365	2,779	156	65,962
Cr Michael Rossiter	(Mayor - 1 Jul 16 to 21 Oct 16) 1 Jul 16 to 21 Oct 16	24,732	507	0	749	3,022	29,010
Cr Peter Gibbons	1 Jul 16 to 21 Oct 16	7,993	0	782	338	378	9,492
Cr Sandy Kam	1 Jul 16 to 21 Oct 16	7,993	0	1,314	987	2,095	12,389
Cr Sharon Gibson	1 Jul 16 to 21 Oct 16; 4 Nov 16 to 30 Jun 17	25,563	0	7,243	2,825	2,815	38,445

\* Council elections held on 21 Oct 2016 and new Councillors sworn in on 4 Nov 2016

**COUNCILLOR REPRESENTATION ON COMMITTEES**

To assist Council in the delivery of a range of complex tasks, committees are constituted to undertake specific delegated functions (special committees) or to provide expert advice on specific topics or projects (advisory committees). These committees provide insight and information that Council may not otherwise receive either internally or externally. The role of a committee is to inform and enhance, not replace the role or responsibilities of Council and individual Councillors.

As at 30 June 2017, Latrobe City Council had 37 committees which Councillors are appointed to (previously 54 committees).

In addition, Councillors or Officers represent Council on another 18 external committees (previously 25).

These are as follows:

- Section 86 Special Committee (2)
- Statutory Committees (2)
- Advisory Committee (20)
- Other Committees and Groups (12)

These committees are governed under the Establishment of Council

Committee Policy, which defines the types of committees that Council currently has.

Committees that have been formally abolished in the 2016/2017 year include:

- Oldsmobile Management Committee abolished 1 August 2016
- Traralgon East Community Centre Advisory Committee abolished 22 August 2016
- Procedural Breaches Advisory Committee abolished 12 September 2016
- Mayoral Sponsorship Committee abolished 18 April 2017

**COUNCIL COMMITTEE MEMBERSHIP APPOINTMENTS FROM 1 JULY 2016 TO 22 OCTOBER 2016**

● Member      ● Alternate

COMMITTEE	CR KELLY O'CALLAGHAN	CR GRAEME MIDDLEMISS	CR DARRELL WHITE	CR SHARON GIBSON	CR DALE HARRIMAN	CR MICHAEL ROSSITER	CR SANDY KAM	CR CHRISTINE SINDT	CR PETER GIBBONS
Latrobe Regional Airport Board		●					●		
The Yallourn North Community Housing Committee		●							
Mayoral Sponsorship Committee				●		●			
Callignee and Traralgon South Sporting and Facility User Group Committee						●			
Crinigan Bushland Reserve Committee of Management		●							
Edward Hunter Heritage Bush Reserve Committee of Management				●					●
Friends of the Traralgon Railway Reservoir Conservation Reserve Committee					●				
Mathison Park Advisory Committee			●						
Morwell Centenary Rose Garden Advisory Committee		●						●	
Ollerton Avenue Bushland Reserve Committee of Management				●					●
Audit and Risk Committee (Pursuant to s.139 of the <i>Local Government Act 1989</i> )	●		●			●			
Municipal Emergency Management Planning Committee (Pursuant to s.21 of the <i>Emergency Management Act 1986</i> )				●	●			●	
Australia Day Advisory Committee			●					●	

GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

## Statutory Information *(CONTINUED)*

### COUNCIL COMMITTEE MEMBERSHIP *(CONTINUED)* APPOINTMENTS FROM 1 JULY 2016 TO 22 OCTOBER 2016

● Member      ● Alternate

COMMITTEE	CR KELLIE O'CALLAGHAN	CR GRAEME MIDDLEMISS	CR DARRELL WHITE	CR SHARON GIBSON	CR DALE HARRIMAN	CR MICHAEL ROSSITER	CR SANDY KAM	CR CHRISTINE SINDT	CR PETER GIBBONS
Braiakaulung Advisory Committee	●		●						
Chief Executive Officer Recruitment, Performance and Remuneration Review Advisory Committee			●	●		●			
Churchill & District Community Hub Advisory Committee			●						
Early Years Reference Committee	●							●	
Jumbuk and Yinnar South Timber Traffic Reference Group			●				●		
Latrobe City Cultural Diversity Advisory Committee					●				
Latrobe City Hyland Highway Municipal Landfill Consultative Committee					●				●
Latrobe City International Relations Committee			●					●	●
Latrobe Regional Gallery Advisory Committee			●						●
Latrobe Tourism Advisory Board			●					●	
Link Editorial Committee		●		●		●			
Morwell CBD Safety Group		●					●	●	
Morwell Town Common Development Plan Project Control Group		●						●	
Positive Ageing Reference Group	●						●		
Procedural Breaches Advisory Committee			●	●			●		
Rail Freight Working Group		●							●
Sale of Goods from Council Properties Committee				●			●		
Social Planning for Wellbeing Committee							●		
Traralgon Aquatic Facility Working Party					●				
Traralgon CBD Safety Committee						●	●		
Traralgon Parking Precinct Plan Working Group					●				
Victory Park Precinct Advisory Committee					●		●		
War Memorials Advisory Committee						●			
Warren Terrace Hazelwood North Recreation Reserve Advisory Committee	●						●		
Timber Umbrella Group				●	●		●		
Gippsland Carbon Transition Committee						●			

PAGE 134

Latrobe City Council

GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

COMMITTEE	CR KELLIE O'CALLAGHAN	CR GRAEME MIDDLEMISS	CR DARRELL WHITE	CR SHARON GIBSON	CR DALE HARRIMAN	CR MICHAEL ROSSITER	CR SANDY KAM	CR CHRISTINE SINDT	CR PETER GIBBONS
Latrobe City Industry Forum				●		●			●
Latrobe City Lake Narracan User Group Committee				●					●
Latrobe City Synthetic Sports Field User Group Committee			●						
Latrobe Leisure Churchill User Group			●						
Latrobe Leisure Moe Newborough User Group				●					●
Latrobe Leisure Morwell User Group		●						●	
Latrobe Leisure Traralgon Sports Stadium User Group					●		●		
Latrobe Regional Motorsport Complex User Group		●		●					
Moe Southside Community Precinct User Group Committee				●					●
Traralgon Recreation Reserve and Showgrounds User Group Committee							●		
Traralgon West Sporting Complex User Group Committee							●		
Alliance of Councils for Rail Freight Development		●							●
Apprenticeships Group Australia Board			●	●					
Australian Paper Community Environmental Consultative Committee		●							
Baw Baw Latrobe Local Learning & Employment Network Board								●	
Gippsland Local Government Network (GLGN)						●			
Gippsland Regional Waste Management Group [GRWMG] Board		●							●
Gippstown Reserve Committee of Management Inc.				●					●
International Power Hazelwood Environmental Review Committee			●						
Latrobe Settlement Committee	●								●
Loy Yang Power Environmental Review Committee								●	
Moe Yallourn Rail Trail Committee Inc				●					●
Morwell River Neighbourhood Improvement Plan Steering Committee			●						
Municipal Association of Victoria (MAV)					●		●		
Regional Aboriginal Justice Advisory Committee (RAJAC)				●					
Regional Cities Victoria						●			

GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

**Statutory Information** (CONTINUED)

**COUNCIL COMMITTEE MEMBERSHIP** (CONTINUED)  
**APPOINTMENTS FROM 1 JULY 2016 TO 22 OCTOBER 2016**

● Member      ● Alternate

COMMITTEE	CR KELLIE O'CALLAGHAN	CR GRAEME MIDDLEMISS	CR DARRELL WHITE	CR SHARON GIBSON	CR DALE HARRIMAN	CR MICHAEL ROSSITER	CR SANDY KAM	CR CHRISTINE SINDT	CR PETER GIBBONS
Roadsafe Gippsland Community Road Safety Council				●			●		
South East Australian Transport Strategy (SEATS)		●							●
Timber Towns Victoria (Committee)							●		
Traralgon Creek Neighbourhood Improvement Plan Steering Committee							●		
TRU Energy Yallourn Environmental Review Committee								●	
Victorian Local Governance Association (VLGA)						●			●
West Gippsland Catchment Management Authority – Central Catchment Ecosystem Advisory Group [CCEAG]				●			●		
Latrobe City Trust						●			

**COUNCIL COMMITTEE MEMBERSHIP**  
**APPOINTMENTS FROM 9 NOVEMBER 2016 TO 30 JUNE 2017**

● Member      ● Alternate

COMMITTEE	CR KELLIE O'CALLAGHAN	CR GRAEME MIDDLEMISS	CR DARRELL WHITE	CR SHARON GIBSON	CR DALE HARRIMAN	CR ALAN MCFARLANE	CR DARREN HOWE	CR BRAD LAW	CR DAN CLANCEY
Alliance of Councils for Rail Freight Development		●						●	
Audit and Risk Committee (Pursuant to s.139 of the Local Government Act 1989)			●	●		●			
Australia Day Advisory Committee			●				●		
Callignee and Traralgon South Sporting and Facility User Group Committee							●		
Chief Executive Officer Recruitment, Performance And Remuneration Review Advisory Committee	●	●		●					●
Churchill & District Community Hub Advisory Committee			●						
Crinigan Bushland Reserve Committee of Management		●							
Early Years Reference Committee	●								●
Edward Hunter Heritage Bush Reserve Committee of Management				●				●	
Friends of the Traralgon Railway Reservoir Conservation Reserve Committee					●		●		●



APPOINTMENTS FROM 9 NOVEMBER 2016 TO 30 JUNE 2017

COMMITTEE	CR KELLIE O'CALLAGHAN	CR GRAEME MIDDLEMISS	CR DARRELL WHITE	CR SHARON GIBSON	CR DALE HARRIMAN	CR ALAN MCFARLANE	CR DARREN HOWE	CR BRAD LAW	CR DAN CLANCEY
Gippsland Carbon Transition Committee	●								
Gippsland Local Government Network (GLGN)	●								
Gippsland Local Government Waste Forum		●			●				
Gippstown Reserve Committee of Management Inc. (by invitation)				●				●	
Hazelwood Mine Fire Health Study Community Advisory Committee	●								
Engie Hazelwood Environmental Review Committee			●						
Jumbuk and Yinnar South Timber Traffic Reference Group.			●			●			
Latrobe City Cultural Diversity Advisory Committee			●						●
Latrobe City Hyland Highway Municipal Landfill Consultative					●		●		
Latrobe City Industry Forum	●	●						●	
Latrobe City International Relations Committee			●	●	●				●
Latrobe City Lake Narracan User Group				●				●	
Latrobe City Synthetic Sports Field User Group			●						
Latrobe City Trust	●	●							
Latrobe Leisure Traralgon Sports Stadium User Group					●				●
Latrobe Regional Airport Board		●				●			
Latrobe Regional Gallery Advisory Committee			●						●
Latrobe Tourism Advisory Board			●				●		●
Latrobe Valley Mine Rehabilitation Advisory Committee		●							
Link Editorial Committee	●			●					●
Loy Yang Power Environmental Review Committee	●								●
Mathison Park Advisory Committee			●						
Moe Southside Community Precinct User Group Committee				●				●	
Moe Yallourn Rail Trail Committee Inc.				●				●	
Morwell Centenary Rose Garden Advisory Committee		●				●			
Morwell Town Common Development Plan Project Control Group		●				●			

GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

**Statutory Information** (CONTINUED)

**COUNCIL COMMITTEE MEMBERSHIP APPOINTMENTS FROM 9 NOVEMBER 2016 TO 30 JUNE 2017**

● Member      ● Alternate

COMMITTEE	CR KELLIE O'CALLAGHAN	CR GRAEME MIDDLEMISS	CR DARRELL WHITE	CR SHARON GIBSON	CR DALE HARRIMAN	CR ALAN MCFARLANE	CR DARREN HOWE	CR BRAD LAW	CR DAN CLANCEY
Municipal Association of Victoria (MAV)				●	●				
Municipal Emergency Management Planning Committee (Pursuant to sect. 21 of the <i>Emergency Management Act 1986</i> )				●		●	●	●	
National Timber Councils Association					●				
Ollerton Avenue Bushland Reserve Committee of Management				●				●	
Rail Freight Working Group		●		●				●	
Regional Aboriginal Justice Advisory Committee (RAJAC)				●					
Regional Cities Victoria	●								
Roadsafe Gippsland Community Road Safety Council						●	●		
Social Planning for Wellbeing Committee/Municipal Public Health and Wellbeing Reference Group	●								
South East Australian Transport Strategy (SEATS)		●						●	
Timber Towns Victoria				●	●				
Timber Umbrella Group	●			●	●				
Traralgon CBD Safety Committee							●		
Traralgon Recreation Reserve and Showgrounds User Group Committee					●		●		
Victorian Local Governance Association (VLGA)	●	●							
Victory Park Precinct Advisory Committee					●				●
War Memorials Advisory Committee	●								
Yallourn North Community Housing Committee		●				●			

### COUNCIL DELEGATIONS

The elected Council's powers under the *Local Government Act 1989* or any other act may be delegated by an instrument of delegation to a Special Committee of Council, to the Chief Executive Officer or to an individual Council Officer. Council generally delegates powers, duties and functions to the Chief Executive Officer who is empowered to further delegate some or all of those powers to other officers. Delegation is a vital element in assisting Council administration to function effectively and efficiently.

Delegation facilitates the achievement of good governance for the community by empowering appropriate members of staff or committees to make decisions on behalf of Council. When enacting on a delegated power, the staff member or committee is acting on behalf of Council.

The delegation document also provides that only certain officers are allowed to make decisions of a financial nature, and the limit of their authority is carefully specified to ensure prudent financial management. Decisions under delegations are sometimes restricted by limitations imposed by Council or the Chief Executive Officer, including numerous requirements to report back on the decisions that have been made under that delegation. Decisions made under a delegation must always adhere to existing Council policy or directions.

Council Delegations are reviewed and updated twice a year using the Maddocks Authorisation and Delegation service.

Council is required to review all delegations within 12 months of a Council election. Council completed this review on 29 May 2017.

### ASSEMBLY OF COUNCILLORS

Any scheduled meeting between five or more Councillors and one Council staff member, or an advisory committee meeting with one Councillor present, is considered an 'Assembly of Councillors' under the *Local Government Act 1989*. A record of each 'Assembly of Councillors' is tabled at an Ordinary Council meeting.



Flags at Latrobe City Corporate Headquarters

## Information Management

### FREEDOM OF INFORMATION

Where documents are not available for public inspection or available on Latrobe City Council's website, then access to them may be sought pursuant to the *Freedom of Information Act 1982* (FOI Act). The FOI Act grants the public the right to seek access to all Latrobe City Council documents. This general right of access is limited by a number of exceptions and exemptions, which have been prescribed to protect public interests and the private and business affairs of people about whom Latrobe City Council holds information. Local governments are required to publish information about the documents they hold, particularly those which affect members of the public in their dealings with Council. Each person has a legally enforceable right to access information, limited only by exemptions necessary for the protection of the public interest and the private and business affairs of persons from whom information is collected by Latrobe City Council. People may request inaccurate, incomplete, out-of-date or misleading information in their personal records be amended. People may appeal against a decision not to give access to information or not to amend a personal record.

Latrobe City Council received 24 valid requests to access information under the *Freedom of Information Act 1982*, in the 2016/17 financial year. This was

a decrease of 37 compared to the previous year. Freedom of Information requests must be made in writing and accompanied with a \$27.90 application fee. A total of 13 requests were made under the hardship provisions of the act and no fee was charged. Requests for access to information should be addressed to:

Freedom of Information Officer  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

In accordance with the *Freedom of Information Act 1982*, Latrobe City Council must decide if this information will be provided within 45 days. Of the 24 valid requests received, all were processed within the statutory timeframe.

### Information Privacy

Latrobe City Council is obliged to ensure the personal privacy of all residents and ratepayers in accordance with the *Privacy & Data Protection Act 2014* and *Health Records Act 2001*.

Latrobe City Council will only collect, use or disclose personal information where it is necessary to perform Latrobe City Council functions or where required by law. Latrobe City Council has an adopted Privacy Policy which can be view on Council's website.

### PROTECTED DISCLOSURES

The *Protected Disclosures Act 2012* (the Act) has replaced the *Whistleblowers' Protection Act 2001* in Victoria. The Act encourages and facilitates disclosures of wrongful acts by protecting those who disclose wrongful acts. The Act relates to behaviours and actions of Council Officers and Councillors.

A person is entitled to make a complaint pursuant to the Act by contacting the Independent Broad-based Anti-Corruption Commission (IBAC) on 1300 735 135.

Latrobe City Council supports the aims and objectives of the Act and has implemented the Protected Disclosure Procedure in accordance with the Act.

During 2016/17 there was one reported Protected Disclosure made to Council. One report was made to Council in accordance with Section 57A of the IBAC Act.

### DOCUMENTS FOR PUBLIC INSPECTION

Under legislation, certain information held within Latrobe City Council is available for viewing by the public during normal office hours or by prior arrangement at Latrobe City Council's Corporate Headquarters, 141 Commercial Road, Morwell.

Summarised below is a list of documents that are available for public inspection in accordance with section 11 of the *Local Government (General) Regulations 2004*.

In accordance with section 222 of the *Local Government Act 1989*, inspection of these documents can be arranged by phoning Latrobe City Council on 1300 367 700.

- Details of current allowances fixed for the Mayor and Councillors under section 74 of the *Local Government Act 1989*
- Details of overseas or interstate travel taken in an official capacity by Councillors or Council officers in the previous 12 months (with the exception of interstate travel by land for less than three days)
- Names of Council officers who were required to submit a return of interest during the financial year and the dates the returns were submitted
- Names of Councillors who submitted a return of interest during the financial year and the dates the returns were submitted
- Agendas and minutes for Ordinary and Special Council Meetings held in the previous 12 months, kept

under section 93 of the Act, except where such minutes relate to parts of meetings which have been closed to members of the public under section 89 of the *Local Government Act 1989*

- A list of Special Committees established by Latrobe City Council and the purpose for which each committee was established
- A list of all Special Committees established by Latrobe City Council which were abolished or ceased to function during the financial year
- Minutes of Special Committees established under section 86 of the *Local Government Act 1989* and held in the previous 12 months, except if the minutes relate to parts of meetings which have been closed to members of the public under section 89 of the act
- A register of delegations made pursuant to the Act
- Submissions received during the previous 12 months in accordance with the process outlined in Section 223 of the Act
- Details of property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by the council as lessor or lessee
- Register of authorised officers appointed under section 224 of the *Local Government Act 1989*
- A list of donations and grants made by Latrobe City Council during the financial year

### OTHER INFORMATION AVAILABLE TO THE PUBLIC

- The Councillor Reimbursement Policy (known as Provision of Resources and Support to Councillors Policy).
- Councillor Code of Conduct
- Records of Assembly of Councillors
- Register of Interests
- Council policies
- Local Laws 1, 2 and 3
- The Council Plan
- The Strategic Resource Plan
- The Annual Budget
- The Annual Report including the Auditor's Report
- All adopted Council policies

A number of these documents are also available on Latrobe City Council's website.

## GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

**CONTRACTS**

A list of contracts valued at \$150,000 or more for services, or \$200,000 or more for works or more of a kind specified in section 186(5) and (c) of the *Local Government Act 1989* is listed below.

**Contract**

- Provision of Security Services
- Provision of a Service to Locate and Prove Various Underground Assets
- 2016/17 Resealing of Municipal Roads Within Latrobe City
- Reconstruction of Tennis Courts at the Moe Tennis Club Off Botanic Drive, Moe
- Morwell Library Entrance Upgrade
- Civil Works Panel of Providers
- Footpath Replacement Program 2016/17
- Provision of Internal Audit Services
- Provision of First Aid Kits and Consumables
- Provision of Painting Services
- Reconstruction of Hourigan Road at Morwell - Stage 3
- Provision of an OHS Management Software Solution
- Reconstruction of Tarwin Street at Morwell
- Rehabilitation of Maryvale Crescent at Morwell
- Rehabilitation of Bonds Road at Yinnar
- Rehabilitation of Sara Court at Traralgon
- Rehabilitation of Ray Street at Traralgon
- Rehabilitation of Elliott Street at Traralgon
- Hyland Highway Landfill - Construction of Landfill Cap - Parts Cells 1, 2 and 3
- Design and Construct - Automated Irrigation System and Subsurface Drainage System at Harold Preston Reserve, Traralgon
- Design and Construct - Sports Lighting at Traralgon Recreation Reserve
- Supply and Deliver - Truck Mounted Elevating Work Platform
- Provision of Services of an Environmental Auditor for the Construction of Hyland Highway Landfill Cap - Parts of Cells 1, 2, and 3
- Provision of Services of TPCC & GITA for the Construction of Hyland Highway Landfill Cap - Parts of 1, 2 and 3
- Hyland Highway Landfill - Cell 5 Excavation, Fencing and Access Road
- Moe Landfill Rehabilitation - Construction of Landfill Cap and Leachate Pond
- Leachate Pumping Trial - Moe Landfill
- Reconstruction of Garibaldi Street at Traralgon - Stage 3
- Glengarry Netball/Tennis Pavilion Construction
- Provision of Unsuitable Tree Removal, Stump Grinding and Nature strip Reinstatement 2016/2017
- Provision of Urban Street Tree Pruning 2017/2018
- Latrobe Leisure Morwell Female Change Room Refurbishment
- Drainage Augmentation to Furlonger Street - Nixon Court Precinct, Traralgon - Stage 1A
- Latrobe Regional Gallery, Morwell – Refurbishment
- Provision of Air Conditioning Maintenance
- Sealing of Taylors Road at Koornalla

**DEVELOPMENT CONTRIBUTIONS PLAN**

From 2016/17 changes to sections 46GM and 46QM of the Planning and Environment Act 1987 require councils to provide a report on development contributions

**Total DCP levies received in 2016/2017**

DCP NAME AND YEAR APPROVED	LEVIES RECEIVED IN 2016 /17 FINANCIAL YEAR (\$)
N/A	N/A
<b>Total</b>	

**DCP land, works, services or facilities accepted as works-in-kind in 2016/2017**

DCP NAME AND YEAR APPROVED	PROJECT ID	PROJECT DESCRIPTION	ITEM PURPOSE	PROJECT VALUE (\$)
N/A	N/A	N/A	N/A	N/A
<b>Total</b>				

**Total DCP contributions received and expended to date (for DCPs approved after 1 June 2016)**

DCP NAME AND YEAR APPROVED	TOTAL LEVIES RECEIVED (\$)	TOTAL LEVIES EXPENDED (\$)	TOTAL WORKS-IN-KIND ACCEPTED (\$)	TOTAL DCP CONTRIBUTIONS RECEIVED (LEVIES AND WORKS-IN-KIND) (\$)
N/A	N/A	N/A	N/A	N/A
<b>Total</b>				

**Land, works, services or facilities delivered in 2016/2017 from DCP levies collected**

PROJECT DESCRIPTION	PROJECT ID	DCP NAME AND YEAR APPROVED	DCP FUND EXPENDED (\$)	WORKS-IN-KIND ACCEPTED (\$)	COUNCIL'S CONTRIBUTION (\$)	OTHER CONTRIBUTIONS (\$)	TOTAL PROJECT EXPENDITURE (\$)	PERCENTAGE OF ITEM DELIVERED
Relocation of Hovercraft Club	CF-03	Lake Narracan DCP 2015	\$6,479	N/A	N/A	N/A	\$6,479	1.29%
<b>Total</b>			\$6,479				\$6,479	

## GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

## Local Government Performance Reporting Framework— Governance and Management Checklist

The checklist provides an indication of Council's governance frameworks including community engagement, planning, monitoring and decision making.

The completion of the checklist is a legislative requirement under the *Local Government Act 1989*.

THEME	CHECKLIST ITEM	DEFINITIONS	YES / NO	DATE OF OPERATION OF POLICY AND EXPIRY DATE / STRATEGY	IF NO POLICY/ STRATEGY - INSERT EXPLANATION
<b>1</b> Community engagement	Community engagement policy	Policy outlining Council's commitment to engaging with the community on matters of public interest	Yes	<b>Community Engagement Policy</b> Date of Operation: 14 September 2015	
	Community engagement guidelines	Guidelines to assist staff to determine when and how to engage with the community	Yes	<b>Community Engagement Strategy 2015-2019</b> Date of Operation: 14 September 2015 <b>Community Engagement Action Plan 2015-2019</b> Date of Operation: 14 September 2015	
<b>2</b> Planning	Strategic Resource Plan	Plan under Section 126 of the Act outlining the financial and non-financial resources required for at least the next four financial years	Yes	<b>Strategic Resources Plan 2016-2020</b> Adopted in accordance with Section 126 of the Act. Date of operation: 6 June 2016	
	Annual budget	Plan under Section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required	Yes	<b>Annual Budget 2016/2017</b> Adopted in accordance with Section 130 of the Act. Date of operation: 6 June 2016.	
	Asset management plans	Plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years	No	No Plans	Road and Drainage Asset management plan complete. Buildings Bridges and Car Parks scheduled for June 2018.
	Rating strategy	Strategy setting out the rating structure of council to levy rates and charges	Yes	<b>Debtor Control Policy</b> Part of the 10 year financial plan Date of operation: 19 June 2017	
	Risk policy	Policy outlining Council's commitment and approach to minimising the risks to Council's operations	Yes	<b>Latrobe City Council Risk Policy</b> Updated and Adopted: 1 August 2016	
	Fraud policy	Policy outlining Council's commitment and approach to minimising the risk of fraud	Yes	<b>Latrobe City Council Fraud Policy</b> Updated and Adopted: 27 March 2017	



## GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

THEME	CHECKLIST ITEM	DEFINITIONS	YES / NO	DATE OF OPERATION OF POLICY AND EXPIRY DATE / STRATEGY	IF NO POLICY/ STRATEGY - INSERT EXPLANATION
<b>2</b> <b>Planning</b> <i>(Continued)</i>	Municipal emergency management plan	Plan under Section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery	Yes	Prepared and maintained in accordance with Section 20 of the <i>Emergency Management Act 1986</i>	<b>Latrobe City Council Emergency Management Plan</b> Date of operation: 9 September 2015
	Procurement policy	Policy under Section 186A of the Act outlining the matters, practices and procedures that will apply to all purchases of goods, services and works	Yes	Prepared and approved in accordance with Section 186A of the <i>Local Government Act 1989</i>	<b>Latrobe City Council Procurement Policy</b> Date of operation: 22 August 2016
	Business continuity plan	Plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster	Yes	<b>Latrobe City Council Business Continuity Plan</b> Date of operation: 30 June 2011 with minor review annually since. Full review and update currently underway	
	Disaster recovery plan	Plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster	Yes	<b>Strategy Disaster Recovery Plan</b> Date of operation: 1 July 2013 We have a DR Plan that is reviewed regularly and was last tested 2013 – there is another test scheduled in the 15/16 year. There is no such policy around DR at present	
<b>3</b> <b>Monitoring</b>	Risk management framework	Framework outlining Council's approach to managing risks to the Council's operations	Yes	<b>Risk Management Framework</b> Date of operation: 1 August 2016	
	Audit committee	Advisory committee of Council under Section 139 of the Act whose role is to oversee the integrity of Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements	Yes	Established in accordance with Section 139 of the act	<b>Audit Committee Charter</b> Date of operation: 18 April 2016
	Internal audit	Independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls	Yes	<b>Internal Audit Plan</b> Date of operation: revised plan adopted by the Audit and Risk Committee on 2 June 2016. Pitcher Partners appointed as our current provider	
	Performance reporting framework	A set of indicators measuring financial and non-financial performance including the performance indicators referred to in section 131 of the act	Yes	<b>Integrated Planning Framework</b> Date of operation: 14 December 2011	

## GOVERNANCE, MANAGEMENT AND OTHER INFORMATION

## Local Government Performance Reporting Framework— Governance and Management Checklist

(CONTINUED)

THEME	CHECKLIST ITEM	DEFINITIONS	YES / NO	DATE OF OPERATION OF POLICY AND EXPIRY DATE / STRATEGY	IF NO POLICY/ STRATEGY - INSERT EXPLANATION
<b>4</b> Reporting	Council plan reporting	Report reviewing the performance of the Council against the Council Plan including the results in relation to the strategic indicators for the first six months of the financial year	Yes	<b>Integrated Planning Framework</b> Date of operation: 14 December 2011	
	Financial reporting	Quarterly statements to Council under Section 138(1) of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure	Yes	Statements presented to Council in accordance with Section 138(1) of the Act Finance Report Quarterly statements are sent out to councillors every quarter of the financial year.	
	Risk reporting	Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies	Yes	<b>1 December 2016:</b> 12 Month Risk Management Action Plan and Strategic Risk Register Update <b>9 March 2017:</b> Risk Management Activity Update <b>1 May 2017:</b> Risk Management Activity Update	
	Performance reporting	Six-monthly reports of indicators measuring results against financial and non-financial performance including the performance indicators referred to in Section 131 of the Act	Yes	Quarterly performance reports are presented to Council. Date of operation: Meeting of Council following the end of each quarter.	
	Annual report	Annual report under Sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements	Yes	Considered at meeting of the Council in accordance with Section 134 of the Act  Annual report is presented to the public annually. Date of operation: 1 October annually	
<b>5</b> Decision-making	Councillor Code of Conduct	Code under Section 76C of the Act setting out the conduct principles and the dispute resolution processes to be followed by all Councillors	Yes	Reviewed in accordance with Section 76C of the Act Councillor Code of Conduct Date of operation: 13 February 2017	
	Delegations	A document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff	Yes	S5 Delegation to the Chief Executive Officer (CEO) Date of Adoption by Council: 29 May 2017	
	Meeting procedures	A local law governing the conduct of meetings of Council and special committees	Yes	Meeting procedures local law made in accordance with section 91(1) of the act Local Law 1 Date of operation: 3 March 2014	



Team member from Planning Services.

## GLOSSARY

## Glossary

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Latrobe City Council's adopted strategies and plans are available on Latrobe City Council's website [www.latrobe.vic.gov.au/CouncilDocuments](http://www.latrobe.vic.gov.au/CouncilDocuments)

### Advisory Committee

Specialist appointees who form a committee that provides advice to Latrobe City Council on matters relating to the delivery of strategies, services and activities.

### Advocacy

To provide support to a cause or to make public recommendation.

### Annual Action

Significant actions for Latrobe City Council to be delivered during the next year which are linked to a strategic direction of the Council Plan. Annual Actions are strategic in nature e.g. strategy/plan, major capital projects, significant community interest, key risk control, council resolutions or legislative requirements.

### Annual Business Plan

The Annual Business Plan, together with the Annual Budget, is Latrobe City Council's short term planning document. The Annual Business Plan consists of actions which support the delivery of the Council Plan and Organisational Excellence at Latrobe. The Annual Budget identifies the financial and non-financial resources required to support the Plan.

### Annual Report

The Annual Report is an annual reporting tool to provide an update to Latrobe City Council stakeholders and the Minister for Local Government on how Latrobe City Council has achieved against commitments made in the Council Plan and Strategic Resources Plan. In accordance with section 131 of the *Local Government Act 1989*, it includes a report of Latrobe City Council's operations, audited standard

and financial statements, performance statement (section 132) and a report on the performance statement (section 133).

### Asset

Property that is owned by Latrobe City Council.

### Best Value principles

Contained in the *Local Government Act 1989*, the six principles must be observed by all Victorian councils. The principles aim to enable councils to determine the most effective means of providing a service to the community.

### Building Act 1993

The primary purpose of this Victorian Government legislation is the regulation of building work and building standards, accreditation of building products and constructions methods and the provision of building and occupancy permit systems and dispute resolution mechanisms.

### Capital Works

Projects undertaken to either renew, upgrade or construct assets owned by Latrobe City Council.

### Community Grants

Latrobe City Council allocates a sum of money for the Community Grants Program as part of its annual budget process. This funding is shared between various non-profit community groups and organisations who apply for grants under a range of categories.

### Council

The collective group of nine Councillors who set the strategic direction for Latrobe City Council, monitor organisational performance, liaise with stakeholders and ensure operational compliance.

### Council Plan

A rolling plan that contains four-year strategies and indicators of outcomes, together with a Strategic Resources Plan that contributes to achieving the key objectives of the Latrobe community vision.

### Councillor

A member of the community elected in accordance with the *Local Government Act 1989* to represent the residents of a ward within the municipality as a member of Council.

### Charter of Human Rights and Responsibilities Act 2006

Legislation created to protect and promote human rights. It sets out freedoms, rights and responsibilities.

### Development Plan

A plan that aims to coordinate the layout of new subdivisions and is particularly useful to ensure the integrated development of land where there are several properties in separate ownership. The plan may also provide certainty about the nature and staging of new subdivision developments over a period of time. A development plan can provide direction and coordination of infrastructure networks, public open space and housing types.

### Disability Action Plan

A plan developed by Latrobe City Council which ensures the needs of people with a disability are included in all aspects of Latrobe City Council's services and infrastructure.

### Feasibility Study

The evaluation or analysis of the potential impact of a proposed project.

**Freedom of Information Act 1982**

The purpose of this act is to give members of the public rights of access to official documents of the Government, the Commonwealth and of its agencies.

**Gippsland Local Government Network**

An alliance of the six municipal Councils located in Gippsland. The Mayor and Chief Executive Officer of each council meet regularly, with the primary objective to work collaboratively on a range of issues and projects of mutual interest.

**Gippsland Logistics Precinct**

A Latrobe City Council-owned 64 hectare precinct adjacent to the existing rail line in Morwell to be developed as a centre for the efficient and cost effective movement of freight to and from the Gippsland region.

**Governance**

How Council operates as a decision-making body.

**Indicators**

Performance measures that provide a range of economic, environmental and social indicators, identifying the extent to which an objective has been achieved.

**Indigenous**

Originating in a particular geographic region or environment and native to the area and/or relating to Aboriginal and Torres Strait Islander people.

**Information Privacy Act 2001**

The purpose of this act is to create a scheme for the responsible collection and handling of personal information across the Victorian public sector.

**Infrastructure**

Basic community facilities such as roads, drains, footpaths and public buildings, etc.

**Landfill**

Engineered containment facility licensed by the Environment Protection Authority to accept specific solid waste.

**Latrobe 2026: The Community Vision for Latrobe City**

The Community Vision was generated after identifying three broad concepts shared by the Latrobe City community; Sustainability, Liveability and Leadership. A further nine strategic objectives were identified to take Latrobe City forward; Economy, Natural Environment, Built Environment, Our Community, Culture, Recreation, Governance, Advocacy and Partnerships, and Regulation and Accountability. Development of the community vision was facilitated by Latrobe City Council in consultation with many organisations, agencies, groups and individuals. The Latrobe 2026 Community Vision is an important long term strategic document for Latrobe City Council which provides the principal direction to the Council Plan.

**Latrobe Planning Scheme**

The planning scheme that sets out policies and requirements for the use, development and protection of land located in Latrobe City.

**Local Government Act 1989**

This Victorian Government legislation outlines the intention for councils to provide a democratic and efficient system of local government in Victoria. It also gives councils the power to meet the needs of their communities, and provides the basis for an accountable system of governance in Victoria.

**Local Government Community Satisfaction Survey**

Undertaken by a consulting group on behalf on the Department of Planning and Community Development. The

survey tracks residents' views on Council's performance on nine service areas and four governance measures, showing progress, improvements and areas for improvement.

**Local Government Performance Reporting Framework**

A set of State Government mandated key performance indicators common to all local councils measuring their performance.

**Local Laws**

Laws under the jurisdiction of Latrobe City Council and enforced by Latrobe City Council employees and/or Victoria Police.

**Local Planning Policy Framework**

The framework provides the strategic basis for land use planning as controlled by the Latrobe Planning Scheme. The framework consists of the Municipal Strategic Statement together with the Local Planning Policy.

**Major Initiative**

Most significant actions for delivery over the current twelve month period and are linked to a strategic direction of the Council Plan.

**Main Town Structure Plans**

Plans developed by Latrobe City Council that identify areas where land is earmarked for future residential and industrial expansion in and around Latrobe City's main towns, based on predictions of future population growth for the municipality.

**Mission**

The overall corporate philosophy that articulates how the Latrobe community vision will be achieved.

**Municipality**

A geographical area that is delineated for the purpose of Local Government.

## GLOSSARY

**Glossary** (CONTINUED)**Organisational Excellence Strategy**

A strategy developed by Latrobe City Council that relates to how the organisation functions internally, and focuses on how Latrobe City Council can improve its performance at organisational, team and individual levels.

**Performance Indicator**

Measures used to monitor the performance of Latrobe City Council in achieving the objectives of the Council Plan.

**Plan**

Focussed and structured detail of action to be undertaken, involving a series of specific steps, to implement the objectives and goals of an overarching strategic direction.

**Planning and Environment Act 1987**

This Victorian Government legislation establishes a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.

**Policy**

A set of principles intended to influence and provide direction for council decisions, actions, programs and activities.

**Public Health and Wellbeing Act 2008**

This Victorian Government legislation replaces the previous Health Act 1958. It aims to achieve the highest attainable standard of public health and well-being in Victoria, through the update and modernisation of Victoria's public health framework.

**Quarterly Report**

A three-monthly report to Councillors on how the organisation is progressing against the commitments made in the Council Plan as well as operational, financial and statutory information.

**Regional Cities Victoria**

An organisation representing the 10 largest provincial centres in Victoria, comprising the municipalities of Ballarat, Bendigo, Geelong, Horsham, Latrobe City, Mildura, Shepparton, Wangaratta, Warrnambool and Wodonga. The Mayor and Chief Executive Officer of each council meet regularly, with the primary objective to expand the population of regional Victoria through promoting business and government investment and skilled migration to regional centres.

**Service**

A service identified by Latrobe City Council to be provided to the community during the four-year period of the Council Plan.

**Sister City**

An agreement between two cities in different countries that share cultural contact as a means of promoting cross-cultural awareness and interaction. Latrobe City has sister city affiliations with China and Japan.

**Statutory Body**

Statutory bodies (or statutory authorities) are organisations established under an act of the Victorian Parliament or Australian Parliament for a public purpose.

**Strategic Direction**

Under each strategic objective of the Council Plan are Strategic Directions. Strategic Directions further detail the key areas Latrobe City Council will focus on achieving over the next four years.

**Strategic Resources Plan**

A component of the Latrobe City Council Plan and is prepared in accordance with section 126 of the Local Government Act 1989. It identifies the financial and non-financial resources required by Latrobe City Council over the next four years to implement the Council Plan.

**Strategy**

A long term systematic plan of action to achieve defined outcomes in an area of council activity or responsibility. A series of objectives is set out to meet these goals and specific actions are determined to meet these objectives.

**Structure Plans**

A document that provides direction for planning and development of a defined precinct. Structure plans are subject to community consultation and may be incorporated into the Latrobe Planning Scheme.

**Values**

Represent underlying attitudes and beliefs within the organisation that are demonstrated through organisational practices, processes, and behaviours.

**Victorian Auditor General's Office**

A public sector audit organisation providing auditing services to the Victorian Parliament and Victorian public sector agencies and authorities.

**Vision**

A statement of direction that defines the aspirations of Latrobe City Council, and serves to guide all organisational objectives.

**Ward**

An area of the municipality identified for the purpose of representation. Latrobe City Council has four wards with a total of nine councillors.

## Index

### A

Advisory Committee 129, 133-139, 145, 148  
 Arts 44, 54, 90-91  
 Arts program 90 -93  
 Assembly of Councillors 139, 141  
 Audit Committee 129, 145  
 Auditor General's Report 114-117, 126

### B

Best Value principles 148

### C

Capital Works Highlights 68  
 Capital Works 31, 70-71, 76-77, 85-88, 95, 114, 121, 124, 129, 148  
 Certification of the financial statements 113-114  
 Chief Executive Officer *Report 3-4*, 52, 111, 115, 125, 129, 134, 136, 139, 146, 149-150  
 Code of Conduct, Council 131  
 Code of Conduct, Councillor 130, 131, 141, 146  
 Community Grants 148  
 Community Satisfaction Survey 149  
 Contents 7  
 Council Committee Membership 133-138  
 Council Delegations 139  
 Council Meetings 66, 131, 141  
 Council Plan 12,54, 58-60, 63, 141, 146, 148-149  
 Council Report Card 63  
 Councillors 12, 14, 94, 111, 113, 114-117, 126-127, 129, 131-33, 139-141, 146  
 Councillor Allowance 132  
 Councillor Remuneration 132

### D

Demographics 9  
 Development Contribution Plan 144  
 Documents for public inspection 141

### E

Economic Development 32, 55, 91  
 Economic Development Strategy 11  
 Economy 43, 149  
 Elected 14-15, 129-131, 139, 148  
 Employment 8, 12, 32, 43, 55, 57, 64, 81, 90  
 Events 12, 24, 31-32, 48, 55, 112, 115, 127

### F

Financial Report 77-114, 127  
 Financial Performance Indicator 121-124, 126  
 Freedom of Information 57, 140, 148

### G

Glossary 148-150  
 Governance 59, 64, 118, 128-129, 149  
 Governance and Management Checklist 144-146

### H

How are we performing 62  
 How Council works 124  
 How to obtain a copy of this report 6

### I

Independent Auditor's Report 114, 126  
 Index 151-152  
 Information Management 140

Information Privacy 140

### L

Land use planning 55, 149  
 Latrobe 2026 58-60 149  
 Latrobe City Snapshot 8  
 Local Government Performance Reporting Framework (LGPRF) 63, 66, 144-146, 149

### M

Mayor 11-15, 47, 111, 132-133, 141, 149-150  
 Mission 59, 149

### N

Notes to the Financial Report 77, 110

### O

Objectives 59, 60, 63, 109, 110, 115, 127, 140, 148-150  
 Occupational Health and Safety 54, 120  
 Organisational Structure 52-53, 57  
 Other information available to the public 141  
 Our Employees 56  
 Our Leadership 10  
 Our People 50-51, 56

### P

Performance Statement 70-71, 116-119, 122, 124-127, 146, 148  
 Planning and Reporting 60, 84, 113, 124-125  
 Population 9, 31, 66, 116, 120, 124, 149-150  
 Protected Disclosures 140

## INDEX

**Index** (CONTINUED)**R**

Rates 67, 72, 75, 78, 80, 84, 85, 89, 94,  
96, 108, 110, 121, 122, 124, 144

Recreation 19, 54, 57, 59, 64, 76, 86-91,  
107, 134, 135, 138, 142, 149

Report Card 63

Risk Management 54, 109, 129, 145,  
146

**S**

Senior Officer 112

Service Performance Indicator 118-120,  
126

Services Snapshot 54

Setting our Direction 58, 60

Statutory Information 129-138, 150

**T**

Tourism 55, 134, 137

Traditional Owners 2

**V**

Values 59, 67, 77, 80, 81, 101, 102, 122,  
150

Vision 58-60, 30, 148, 149-150

Volunteers 20-29, 40, 47

**W**

Ward Information 14-15

Why we have an annual report 6

Workcover 93, 120

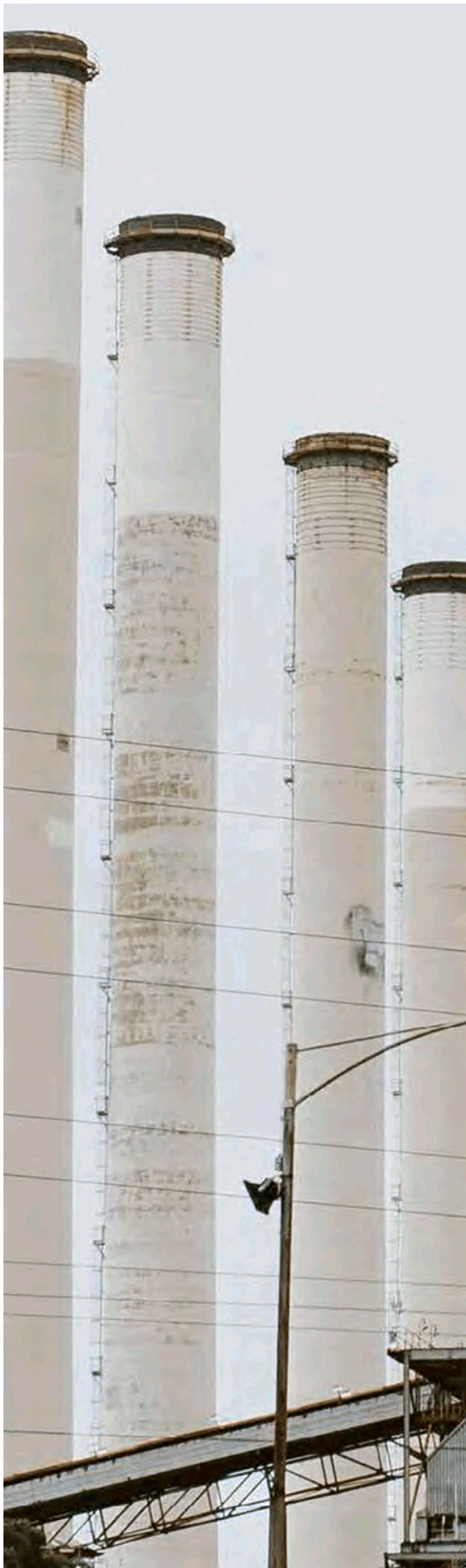
Workforce Details 56

*Opposite: Staff Members at  
Latrobe City Morwell Headquarters.*

*Back Cover: The iconic Hazelwood Power Station,  
part of the municipality's landscape for  
over 46 years, ceased operation in March 2017.*







### Latrobe City Council

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Website [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

### Latrobe City Council Service Centres and Libraries

#### Morwell

*Corporate Headquarters*

141 Commercial Road, Morwell

*Morwell Library*

63-65 Elgin Street, Morwell

#### Moe

*Moe Service Centre and Library*

1-29 George Street, Moe

#### Traralgon

*Traralgon Service Centre and Library*

34-38 Kay Street, Traralgon

#### Churchill

*Churchill Community Hub*

9-11 Philip Parade, Churchill

*To obtain this information in languages other than English, or in other formats, please contact Latrobe City Council on 1300 367 700.*



## **16.2 Moe Community Groups Hub Evaluation Year 1**

**General Manager**

**Community Services**

**For Information**

### **EXECUTIVE SUMMARY**

The Moe Community Groups Hub was established in January 2017 to provide a space for not-for-profit organisations and community groups to be based and operate collaboratively. The development of the Hub, positioned within the former Moe Customer Service Centre and Library was endorsed by Council in March 2016 to operate for a three year trial period under a lead tenant governance model.

In order to assess the viability and sustainability of the Moe Community Groups Hub Council officers have completed a detailed evaluation of its first year of operation.

The evaluation report highlights that the Hub is:

- Being utilised by a number of not-for-profit organisations, community groups, clients and community members to carry out and engage in a range of activities.
- Experiencing some maintenance issues relating to roof leaks and temperamental air conditioning.
- Accommodating all groups who participated in the initial Expression of Interest (EOI) process who sought involvement as a tenant group.
- Operating well under the current governance model and is predominantly self-managed, including financially, by the lead tenant.
- Providing a positive environment for community members to seek assistance, learn, increase employability skills and build connections and relationships with others.

Further evaluations will be completed annually and presented to Council to assist in making an informed decision about the Hub's ongoing future at the end of the three year trial.

### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Law

**That Council receives and notes the year one evaluation report for the Moe Community Groups Hub.**

**CARRIED UNANIMOUSLY**

### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

## **DISCUSSION**

At its meeting on 21 March 2016 Council resolved:

That Council:

1. *Endorses a three year trial for the [former] Moe Customer Service Centre and Library to be utilised as a Community Group Hub once vacated.*
2. *Endorses the proposed governance model.*
3. *Endorses commencement of an Expression of Interest process for a lead tenant and building occupants.*

Following a public Expression of Interest (EOI) process, Council resolved at its meeting on 12 September 2016:

That Council:

1. *Appoint GEST as the lead tenant for the Community Group Hub to be established in the Moe Customer Service Centre and Library for a period of three years.*
2. *Works with GEST to ensure that those community groups and agencies that participated in the EOI process are accommodated, in so far as practicable, as tenants within the Community Group Hub as per the approved governance model.*

The Moe Community Groups Hub, led by GEST, commenced operations in January 2017 providing a space for several not-for-profit organisations and community groups to be based and run their daily activities and meetings. The Hub aims to promote the concepts of groups sharing space and resources, working collaboratively and supporting one another.

In order to effectively evaluate the viability and sustainability of the Hub over the three year trial, Council officers will carry out a yearly evaluation. Each evaluation will be presented to Council, with a final recommendation provided in October 2019 (Year 3) for Council to consider and decide the ongoing future of the Moe Community Groups Hub.

The three year evaluation aims to consider how the project is progressing towards a number of key project objectives, outlined in Attachment 1. A brief summary of the evaluation criteria and questions considered in the Evaluation Year 1 Report have been provided below.

To assist Council to make an informed decision regarding the trial, further key point indicators and success criteria will be developed in conjunction with GEST prior to the second year evaluation report.

### ***Is the Moe Community Groups Hub viable and sustainable (relating to Objective 1)?***

The Hub is currently being utilised on an ongoing basis by one large not-for-profit organisation (lead tenant) and six smaller tenant/user groups. The Hub has also been hired by a number of other not-for-profit organisations and groups in 2017 to carry out a range of activities for clients and the wider community. Activities within the Hub have included adult education, employment assistance, life-skill development

and social and group activities. All outgoing/incoming costs associated with operating the Hub are being managed by GEST. Latrobe City Council provides some maintenance (as per the lease agreement) to the Hub, with roof leaks and temperamental air conditioning being identified as a particular issue of ongoing concern for staff and tenants.

***How effective is the project operating? Is the Hub able to be self-managed (relating to Objective 2)?***

The Hub is operating well under the Council adopted lead tenant governance model. GEST has taken on all operational responsibilities for the Hub, contributing to the building being predominantly self-managed. Minimal resource is currently required by Council officers to support the lead tenant and other tenant groups.

***How successful was it to accommodate groups as tenants within the Hub following the EOI process as per the approved governance model (relating to Objective 3)?***

Council officers have worked with GEST to accommodate all groups, in so far as practicable, as tenants within the Hub following the EOI process by facilitating a range of meetings to reach initial agreements. All groups who participated in the EOI process who sought involvement as a tenant group have been accommodated within the Hub, including two user groups of the former Moe Service Centre and Library (Moe Country Women's Association and the Mid Gippsland Family History Society) and a new group (Gippsland Ethnic Communities Council).

***What impact is the Hub having on participating groups and community members (relating to Objectives 4, 5 & 6)?***

The Hub has reportedly provided a number of positive changes and benefits for participating groups and community members. GEST has been able to expand on the activities, support and training it provides to the community with larger workable spaces and increased foot traffic. Tenant groups within the Hub have also reported positive relations with GEST and acknowledge that they are comfortable being based within Hub. Overall, feedback indicates that the Hub is providing a positive environment for community members, groups and not-for-profit organisations to build connections and relationships, learn, develop knowledge and confidence, increase employability skills and collaborate and support others.

**Attachments**

- 1↓ . Moe Community Groups Hub Evaluation Report (Year 1)

## **Moe Community Groups Hub Evaluation Year 1**

- 1 Moe Community Groups Hub Evaluation Report (Year 1)..... 647**

DRAFT



# Moe Community Groups Hub Evaluation Year 1 - 2017

## Introduction

The Moe Community Groups Hub was established by Latrobe City Council in January 2017 to provide a space for several not-for-profit organisations and community groups to be based and run their daily activities and meetings. The Hub, led by Gippsland Employment Skills Training (GEST) will operate over a three-year trial period and promote the concepts of groups sharing space and resources, working collaboratively and supporting one another.

## Project Objectives

1. To create a viable Community Groups Hub at the old Moe Customer Service Centre and Library buildings (Kirk/Albert Street) for a three-year trial.
2. To appoint a lead tenant to take on responsibilities for the Hub ensuring that the building is able to be self-managed.
3. To ensure that those community groups and agencies that participated in the EOI process are accommodated, in so far as is practicable, as tenants within the Community Groups Hub as per the approved governance model.
4. To provide a place for several community groups and not-for-profit organisations to be based and run their daily activities and meetings as well as share space, work collaboratively and support each other.
5. To support the ongoing health and vitality of Moe and District community groups in the Latrobe Valley municipality acknowledging their value as a high functioning community and not-for-profit sector to the broader community.
6. To provide an opportunity for cooperation, collaboration and partnership and for this to strengthen groups in their endeavors to support enhanced community wellbeing and liveability in Latrobe City.

## Stakeholders

The following have been identified as key stakeholders for the Moe Community Groups Hub:

- Latrobe City Council
- GEST (Lead Tenant)
- Additional tenant groups
- Groups who hire spaces
- Community members engaging in activities and programs offered at the Hub



### Evaluation Aim (Annually)

The aim of an annual evaluation is to document progress toward meeting the project objectives of the Moe Community Groups Hub over its three year trial. The final evaluation will be presented to Council in October 2019 to consider and decide on the future of the Hub.

Evaluation Criteria	Information Obtained (Year 1)
<b>Objective 1: Is the Moe Community Groups Hub viable and sustainable?</b>	
Annual outgoing/incoming costs associated with operating the Moe Community Groups Hub.	<p>GEST is managing all outgoing/incoming costs associated with operating the Moe Community Groups Hub, including utilities, daily operations, equipment, housekeeping and consumables. GEST has reported that costs forecasted before commencement of the Hub have been comparable to current operational/service costs.</p> <p>Latrobe City officers will receive a copy of GEST's annual report and financial statements after it's Annual General Meeting on 19 October 2017.</p>
Annual activities and costs associated with building establishment and ongoing maintenance	<p><b>Building Establishment</b></p> <p>Council officers undertook a number of tasks and activities in partnership with GEST to transition the former Moe Customer Service Centre and Library to the Moe Community Groups Hub, including:</p> <ul style="list-style-type: none"> <li>• Development of three-year lease with the lead tenant</li> <li>• Removal of remaining furniture and miscellaneous items</li> <li>• General cleaning</li> <li>• Changing of security system and locks</li> <li>• De-activating and re-activating separate swipe card system for building</li> <li>• Changing of utility titles</li> <li>• Removal and re-installation of new Moe Community Groups Hub signage</li> <li>• Minor building maintenance repairs</li> </ul> <p>Please note a number of Council excess furniture items (e.g. old filing cabinets, chairs, shelving) have remained within the Hub building for use by tenant groups and community members. These</p>





items were not required by Council in the new Moe Service Centre and Library or within other facilities and otherwise would have needed to be disposed of or donated, resulting in transport or waste fees. Remaining items have been appropriately listed on a register for Council's future reference.

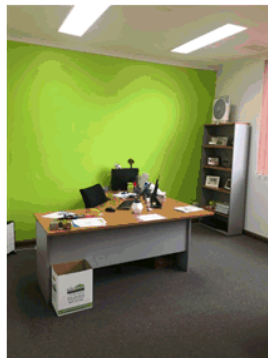
#### **Ongoing Maintenance**

In accordance with the signed lease agreement, Council continues to provide some maintenance to the Moe Community Groups Hub, being a Council owned facility.

Since establishment, Council staff have reported that in the first year of operation ongoing maintenance issues have predominantly been roof leaks. Council officers have attended the site multiple times to conduct patching. GEST has also reported issues regarding toilet blockages, roof leaks and temperamental air conditioning.

Within the conditions of the lease agreement GEST has enhanced the Moe Community Groups Hub building and its facilities in a number of ways, including:

- Successfully obtaining a \$33,000 Latrobe Valley Authority grant to purchase partitioning, smartboards, computers, cupboards and lockers for use by staff, tenant groups and community members. Partitioning has been purchased and is currently in the process of being installed.
- Minor building maintenance and redecorating tasks with assistance from Work for the Dole participants including painting and plaster patching.





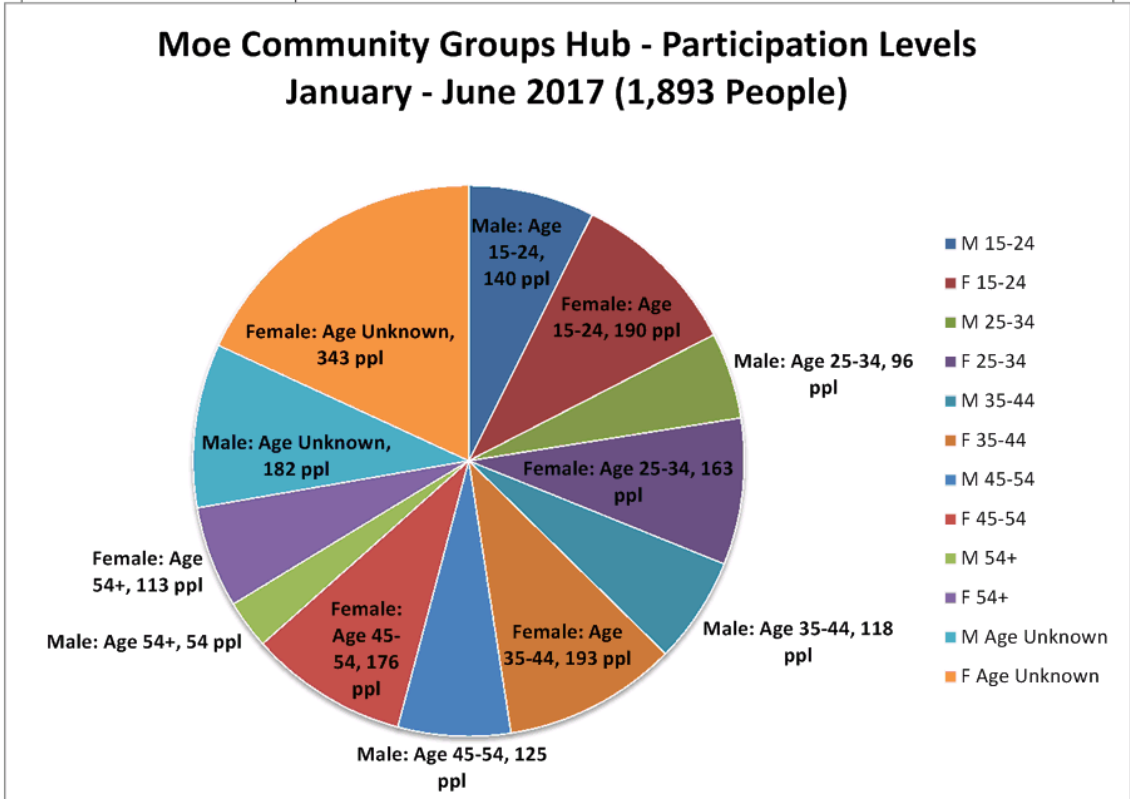
<p>Number of not-for-profit organisations and community groups participating in the Hub (annually)</p>	<p>There is one lead tenant of the Moe Community Groups Hub, being GEST, a not for profit organisation who provides education, employment skills, training and social enterprise initiatives.</p> <p>There are also a number of other tenant groups and users groups who utilise the facility regularly within the Hub, being:</p> <p>Tenant Groups:</p> <ul style="list-style-type: none"> <li>• Moe Country Women’s Association</li> <li>• The Mid Gippsland Family History Society Inc</li> <li>• Gippsland Ethnic Communities Council</li> </ul> <p>User Groups:</p> <ul style="list-style-type: none"> <li>• Multicultural Women’s Friendship Group</li> <li>• Taking Off Kilos Sensibly (TOKS)</li> <li>• Sewing Group (currently being established)</li> <li>• Gardening Group</li> </ul> <p>The Hub can additionally be hired for a range of occasional activities. The following not-for-profit organisations have hired/utilised spaces within the Hub in 2017:</p> <ul style="list-style-type: none"> <li>• Berry Street: pre-employment training for young people</li> <li>• Max Employment: traffic management and white card training for clients</li> <li>• Centre for Excellence in Rail Training (CERT): training targeted at Hazelwood Workers to complete railway upgrades</li> <li>• Latrobe Community Health Service: NDIS client services (temporary)</li> <li>• Gippsland Trades &amp; Labour Council</li> </ul>
<p>Activities and events held at the Hub (annually)</p>	<p><b>Activities</b></p> <p>There are a number of programs and activities that have been occurring within the Hub in 2017 involving a range of groups.</p> <p>GEST delivers accredited courses in adult education and provides life-skill development and support to people facing unemployment and/or from disadvantaged backgrounds. Activities and support provided by GEST in 2017 within the Hub include:</p> <ul style="list-style-type: none"> <li>• Work for the Dole projects: sewing, op shop-retail, administration and basic maintenance.</li> <li>• The Work and Learning Centre: providing assistance with resume writing, job seeking and referrals to training, services and employment.</li> <li>• Work Wear Op Shop: distribution of professional clothing to community members seeking employment or attending court</li> </ul>



	<p>for free (shirts, skirts, suits, etc). This is done in conjunction with Corrections Victoria.</p> <ul style="list-style-type: none"> <li>• Sewing room activities</li> <li>• Digital Literacy (3 days a week): free assistance to operate mobile phones, technology, computer programs, emails, etc.</li> <li>• Hospitality Training: including RSA, barista and food handling.</li> <li>• Accredited Training in Aged Care &amp; First Aid.</li> </ul> <p>The range of tenant groups carrying out their meetings and activities in the Hub also provide opportunity for community members to connect and engage. These activities include:</p> <ul style="list-style-type: none"> <li>• ‘Open to the Public’ research sessions once a week with the Mid Gippsland Family History Society receiving assistance to research family and general history.</li> <li>• Board, committee meetings and activities for the Gippsland Ethnic Communities Council.</li> <li>• Multicultural women’s friendship group activities (supported by Latrobe Community Health Service) once a week providing a safe and welcoming environment for women to relax, make friends, learn new ideas and skills or find pathways to connect to services and opportunities.</li> <li>• Committee meetings and activities with the Moe Country Women’s Association.</li> <li>• Weekly free activities and support with Taking of Kilos Sensibly (TOKS) group.</li> </ul> <p><b>Events</b> A number of events have been hosted at the Moe Community Groups Hub since establishment, including:</p> <ul style="list-style-type: none"> <li>• Moe Community Groups Hub Open Day – 22 March 2017</li> <li>• Training Information Pathways Service (TIPS) Launch with visit from Minister for Education Gayle Teeney.</li> <li>• Adult, Community Further Education (ACFE) Forum</li> </ul>
<p>Updated building condition reports</p>	<p>A separate report has been provided to Council on Monday 18 September 2017 regarding the building condition, including recommendation for minor roof repairs and replacement of air-conditioning units.</p>



<p>Number of community members utilising the building/space (annually)</p>	<p>The following table provided by GEST outlines participation levels at the Moe Community Groups Hub, detailing the number of visits by community members from January to June 2017. The statistics have been broken into age demographic.</p>
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**Objective 2: How effective is the project operating?  
Is the Hub able to be self-managed?**

<p>Total of hours/time required by Latrobe City staff to provide ongoing support to lead tenant and</p>	<p>The Hub is operating well with the lead tenant taking on specific responsibilities (as per the adopted governance model), including:</p> <ul style="list-style-type: none"> <li>• Managing building operations</li> <li>• Receiving and responding to community enquiries</li> <li>• Taking room bookings</li> </ul>
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participants of the Moe Community Groups Hub	<ul style="list-style-type: none"> <li>• Coordinating services in shared spaces</li> <li>• Fostering relationships and partnerships between tenants and users</li> <li>• Liaising with Council staff on behalf of other tenants and users</li> </ul> <p>This arrangement has assisted in the Hub being self-managed and significantly minimised time required by Council officers to provide support to the lead tenant and participants. The lead tenant has also established direct communication channels with Latrobe City's Building Maintenance team.</p>
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**Objective 3: How successful was it to accommodate groups as tenants within the Hub following the Expression of Interest Process as per the approved governance model?**

Number of groups accommodated from Expression of Interest process	<p>GEST were appointed by Council as the lead tenant of the Moe Community Groups Hub on 12 September 2017 following an external EOI process in which two lead tenant submissions were received.</p> <p>Three EOI's were also received for tenant positions, with two being from community groups who utilised the former Moe Service Centre and Library (Moe Country Women's Association and the Mid Gippsland Family History Society) and a new group (Gippsland Ethnic Communities Council). All groups have been accommodated within the Moe Community Groups Hub.</p>
Measures taken to try to accommodate groups, in so far as practicable, as tenants within the Community Groups Hub.	<p>A number of measures were undertaken to accommodate groups from the EOI Process. An evaluation panel, comprising of the General Manager Community Services and two West Ward Councillors initially assessed eligibility for the lead tenant role. A recommendation was then adopted by Council at its meeting on 12 September 2016 to appoint GEST as the lead tenant.</p> <p>Since appointment, Council officers have worked with GEST to accommodate groups, in so far as practicable, as tenants within the Community Groups Hub through the following activities:</p> <ul style="list-style-type: none"> <li>• Convening of meetings to introduce groups, outlining governance model and philosophy of the Hub and initiating connections and partnerships</li> <li>• Tours of the building for potential tenant groups</li> <li>• Review of room hire pricing determined by GEST</li> <li>• Facilitation of discussion and mediation between Lead Tenant and groups to reach initial agreements</li> </ul> <p>Please note groups were informed of the opportunity to access</p>



	spaces at the new Moe Service Centre and Library if this better suited their needs.
<b>Objectives 4, 5 &amp; 6: What impact is the Hub providing having on participating groups and community members?</b>	
Internal and external partnerships within the Hub	There are a number of internal and external partnerships that have been established surrounding the Hub as outlined by the number of participating organisations, groups and activities detailed throughout this document.
Changes experienced by lead tenant since transition to Hub (positives and negatives)	<p>GEST has experienced a number of positive changes since transitioning into the Moe Community Groups Hub building. The enlarged space has allowed for:</p> <ul style="list-style-type: none"> <li>• Staff to utilise increased office space, improving accessibility and confidentiality working with community members.</li> <li>• Due to the central location foot traffic has increased, allowing greater engagement and interaction with community members who can benefit from activities within the Hub.</li> <li>• Expansion of contracted activities, support and training (e.g. Worker Transition Services).</li> <li>• Creation of a larger Op Shop containing work wear for community members seeking employment or attending court.</li> <li>• Creation of a sewing room for community groups and members to create items for donation.</li> <li>• Increased capacity to support Work for the Dole clients and Work Solutions Volunteers with meaningful work placements.</li> </ul>
Statistics relating to referrals to other services/incidental assistance provided to community members accessing the Hub	<p>GEST has provided the following information which outlines the number of referrals carried out by staff to link community members accessing the Hub into other services and activities since January 2017. Referrals included to:</p> <ul style="list-style-type: none"> <li>• Training and Information Pathways Services (72)</li> <li>• Work Wear Op Shop (22)</li> <li>• Berry Street (4)</li> <li>• Anglicare Victoria (2)</li> </ul> <p>The lead tenant also reported that a number of community members have accessed the Hub during the temporary closure of the new Moe Service Centre and Library from mid-July to present to utilise the internet and other resources.</p>



Community capacity building outcomes	The Hub provides a positive environment for community members, groups and not for profit organisations to build connections and relationships, learn, develop knowledge and confidence, increase employability skills and collaborate and support others.
Feedback from tenant groups and community users regarding: <ul style="list-style-type: none"> <li>- Accessibility</li> <li>- Need for facility</li> <li>- Value from participating in the Hub</li> <li>- Unanticipated outcomes</li> <li>- What is working well?</li> <li>- What could be improved?</li> </ul>	<p>GEST has developed a feedback form which is available at reception within the Hub. The form enables building users to provide feedback regarding:</p> <ul style="list-style-type: none"> <li>- Accessibility</li> <li>- Need for facility</li> <li>- Value from participating in the Hub</li> <li>- Unanticipated outcomes</li> <li>- What is working well?</li> <li>- What could be improved?</li> </ul> <p>To date no comments or feedback have been submitted.</p> <p>Council officers have spoken to a number of participating tenant groups whilst completing the evaluation who have provided the following feedback:</p> <ul style="list-style-type: none"> <li>- Moe Country Women's Association: The group is currently utilising the Hub once a month for committee meetings. A positive relationship has been established between the group and lead tenant. The poor heating and cooling system is a concern as the comfort of older group members is a priority.</li> <li>- The Mid Gippsland Family History Society: The group is comfortable carrying out its 'Open to the Public' research sessions once a week within the Hub, stating it is 'serving our purpose'. The group also utilises the new Moe Service Centre and Library for its committee meetings to minimise its group's costs.</li> <li>- Gippsland Ethnic Communities' Council: The group accesses the Hub for a range of purposes, including: use of a shared office, storage of equipment and space to hold monthly group meetings. The group has a good relationship with the lead tenant and has negotiated the use of a teleconferencing system to facilitate meetings.</li> </ul>

**16.3 Update on the Provision of Condom Vending Machines In Public Toilet Facilities**

**General Manager**

**Community Services**

**For Information**

**EXECUTIVE SUMMARY**

This report provides an update on Latrobe City Council's progress towards the installation of condom vending machines in three public toilet facilities across the municipality.

Due to the very high incidences of Sexually Transmitted Infections (STI's) and teenage pregnancies reported in Latrobe City, the installation of condom vending machines within public toilets has been actioned by Latrobe City Council with an aim to increase the sexual and reproductive health and wellbeing of young people. The project will be carried out in partnership with Gippsland Women's Health (GWH) who have been funded to work with and support five regional Councils to carry out the machine installations. Effective results have been reported in other municipalities to date.

GWH will provide funding for the installation of up to five vending machines and supply 1000 condoms to assist Latrobe City Council to commence the project. The following three sites have been identified as suitable locations for the project, including:

- i) Traralgon Hotham Street Complex
- ii) Morwell Commercial Road Bus Station, and,
- iii) Moe Railway Station/Bus Complex.

Council officers will be responsible for installing the machines at each site and their long-term management.

Sites identified:

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Howe

**That Council note the update on the provision of condom vending machines in Public Toilet Facilities in Latrobe City.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.



## **DISCUSSION**

At its meeting on 22 May 2017 Councillors were provided with further information on condom vending machines, outlining locations, benefits, social and financial costs as requested at an original briefing on 16 March 2015. Condom vending machines are recognised as an important public health initiative which seeks to address the sexual and reproductive health needs of young people in Latrobe City and help empower our communities to be able to access birth control without shame or embarrassment. This action aligns with the strategic direction, 'Protecting our Health', within the Municipal Public Health and Wellbeing Plan 2013 – 2017.

Latrobe City experiences very high incidences of Sexually Transmitted Infections and teenage pregnancies compared to other areas in the Gippsland region and Victoria. The Victorian State Government has identified sexual and reproductive health for young people as a priority health area under the *Regional Sexual and Reproductive Health Strategy 2013-2017*. Gippsland Women's Health (GWH) has been funded to work with five regional Councils to participate in a project to install and maintain machines in public toilet facilities. Since 2014, GWH has been working in partnership with three Gippsland Councils who have machines in place, including: Bass Coast (six machines), Baw Baw (six machines) and Wellington (three machines).

The disproportionately high incidence rates of teenage live births and STIs in Latrobe City are a considerable public health issue. Addressing this concern through low cost or cost-neutral interventions, such as the installation of machines, has proven to be effective in other municipalities, such as Baw Baw. As an activity under the Municipal Public Health and Wellbeing Plan 2013-2017, Officers have developed a project plan in partnership with GWH to install machines and promote the sexual and reproductive health and wellbeing of young people in Latrobe City.

Latrobe City Council will partner with GWH to deliver the project over the coming months. In terms of allocation of resources, GWH will supply machines and 1000 units of condoms for each machine for three public toilets across the municipality. Council's role will be to install the machines and take on the long-term management which includes vending machine maintenance, stock control and data collection. Revenue from the sale of the condoms will ensure this project will be cost-neutral. Marketing and promotion of the access to machines will be modelled on resources and procedures already established by GWH, including their social media strategy, posters and linkages with schools and youth-focused services for targeted promotion.

Although GWH can provide funding for up to five vending machines, there are only three toilet blocks identified that fit the location and operation hours of the project (24 hours access to machines). The sites identified are:

- i) Traralgon Hotham Street Complex
- ii) Morwell Commercial Road Bus Station, and,
- iii) Moe Railway Station/Bus Complex.

Reports will be presented to Council for consideration at 12 monthly intervals noting the effectiveness of the intervention and the financial sustainability of the program effective from 12 months following the installation of the vending machines.

**Attachments**  
Nil

DRAFT

**16.4 Municipal Public Health and Wellbeing Plan 2013 - 2017 Year Four Action Plan Annual Report**

**General Manager**

**Community Services**

**For Information**

**EXECUTIVE SUMMARY**

The purpose of this report is to present to Councillors the Municipal Public Health and Wellbeing Plan 2013 – 2017 Year Four Action Plan Report (2016 – 2017).

Section 26 (4) of the Public Health and Wellbeing Act 2008 states that 'a council must review its Municipal Public Health and Wellbeing Plan (MPHWP) annually, and if appropriate, amend the MPHWP'.

**MOTION**

**Moved:** Cr Law

**Seconded:** Cr Gibson

**That Council receives and notes the Municipal Public Health and Wellbeing Plan 2013 – 2017 Year Four Action Plan (2016 – 2017) Report.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

**DISCUSSION**

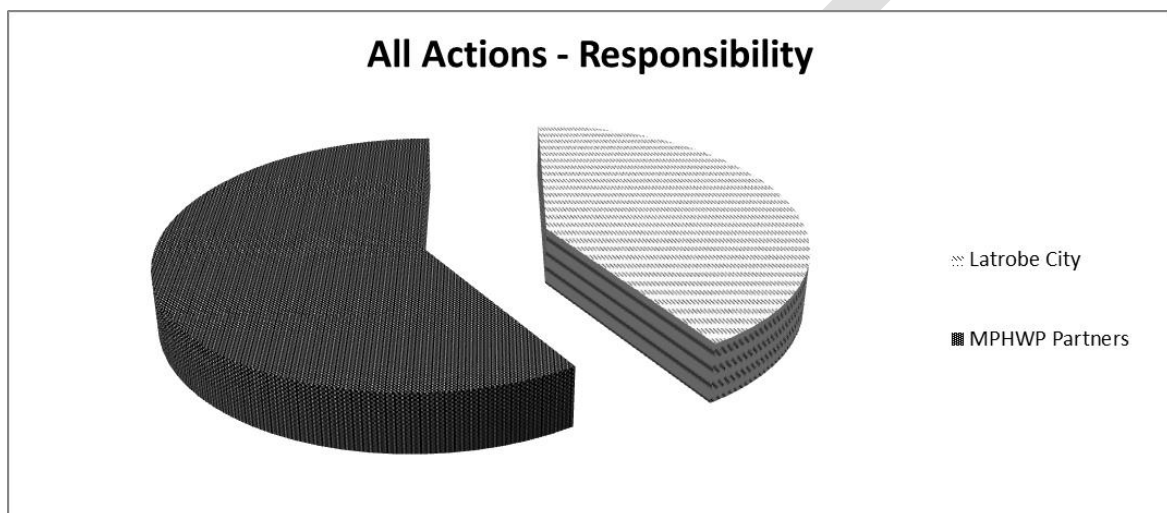
Council's role in Municipal Public Health and Wellbeing planning is to bring together stakeholders around key public health and wellbeing focus areas, to lead and facilitate partnerships in order to develop local health planning priorities, and to implement initiatives that promote positive health and wellbeing.

The implementation of the MPHWP is monitored by a Reference Group. Members of the Reference Group and partners of the MPHWP include Latrobe City Council, Department of Health and Human Services, Baw Baw Latrobe Local Learning and Employment Network, Berry Street, Central West Gippsland Primary Care Partnership, Centre for Multicultural Youth, Department of Education and Training, Gippsland Multicultural Services, Gippsland Primary Health Network, Gippsland Women's Health, GippSport, Latrobe Community Health Service, Latrobe Regional Hospital, Latrobe Youth Network, Quantum Support Services, Ramahyuck District Aboriginal Corporation, Vic Roads and Victoria Police.

The MPHWP identifies six Strategic Directions for Public Health in Latrobe City which are: Being Active, Eating Well, Protecting our Health, Staying Connected, Feeling Safe and Skills for Healthy Communities.

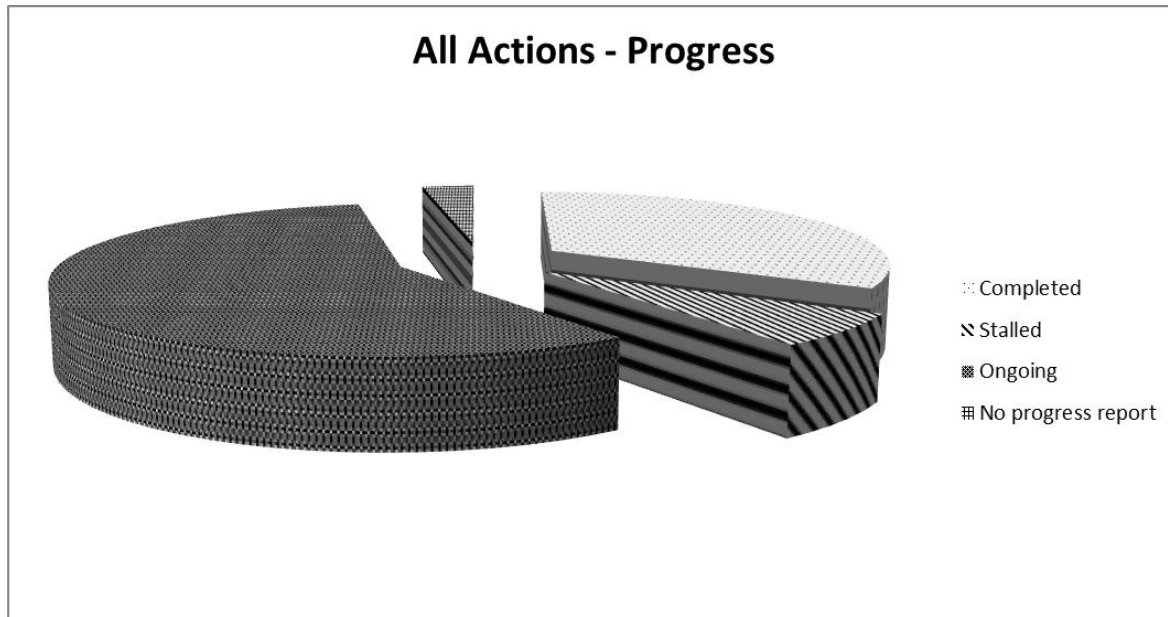
The 2016 – 2017 MPHWP annual action plan included a total of 102 actions which were extracted from departmental business plans within Latrobe City and from operational plans of the partners who are actively involved in the MPHWP Reference Group.

Figure 1 below shows that of the 102 actions included in the Year Four Action Plan 52 actions were the responsibility of Latrobe City and 75 actions were the responsibility of the MPHWP Partners. While there were a total of 102 actions in the action plan, some actions were delivered by more than one organisation in collaboration.



*Figure 1. Responsibility of all actions within the Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017 Year Four Action Plan (2016 - 2017).*

Figure 2 below shows that of the 102 actions included in the Year Four Action Plan, 33% (n=34) have been completed, 57% (n=58) are ongoing and 7% (n=7) have stalled. Three Actions (3%) have not been reported on.



*Figure 2. Progress of all actions within the Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017 Year Four Action Plan (2016 - 2017).*

Some key highlights of the Municipal Public Health and Wellbeing Year Four Action Plan include:

### **Being Active**

- The Glengarry Playspace project has transformed the tired little park in the main street to an active play space that's brimming with visitors every day. The 'farmyard' theme is an attraction to many and new paths mean that the park is now more accessible than it has ever been. Some minor landscaping and public art elements such as a sheep carving and mosaic pavers created by the kinder kids mean that the play space provides a strong sense of place for the residents of Glengarry and district.
- The Footpath Replacement Program was completed successfully. In addition to the \$874,000 regular footpath replacement and grinding program, \$100,000 was approved to improve the function of a number of intersection pedestrian ramps for people in mobility scooters and with vision impairments. Of particular note, several Tactile Ground Surface Indicators were installed in Moe to help people with vision impairment, and in Morwell more than 10 locations were either ground or had new ramps installed where there was a sharp lip or grade that impeded people with mobility issues.
- The Walk to School Program was successfully implemented with 12 schools within Latrobe registering for the initiative. VicHealth funding was received by Latrobe City and transferred to Latrobe Community Health Service to conduct the program. The Yinnar South Primary School was equal winner for the South Eastern part of Victoria out of all participating schools in this area.
- Tyers Park continues to offer quarterly Heart Foundation Park Walks. A new walk is being offered at the Wirilda Walking Track in addition to the original walk at Peterson's Lookout.

- The Newborough parkrun, which is fully operated by volunteers, commenced in February 2017 at the Moe Botanical Gardens and Rail Trail, with financial and other support provided by Latrobe City Council. The parkrun has been highly successful in attracting locals and visitors to participate in a weekly walk or run.
- The Latrobe Workplace Walking Challenge ran over a five week period from May to July 2016. A total of 17 workplaces from across the Latrobe region participated, with 622 participants competing in 72 teams.

### **Eating Well**

- Community Kitchens across Latrobe City continue to be promoted and supported.
- Glengarry and Toongabbie Schools participated in the My Park project. The Skate Park in Glengarry was planted with trees and shrubs and Toongabbie Primary school participated in planting out a garden bed to improve their local park. Each school was presented with a fruit tree to add to their school garden. Both schools have excellent food produce gardens within their school grounds.
- Latrobe Leisure has introduced the traffic light system (green, amber and red) for all foods sold at kiosks and cafes. In addition to this, Latrobe Leisure reduced its red and amber food items that are offered to improve the options for healthy foods. New healthy options signage was introduced at all Latrobe Leisure kiosks and cafes to improve the knowledge within our community.
- Latrobe Community Health Service staff commenced visiting and assessing retailers / food service providers in the second half of this year with the support of Latrobe City Council. This work is ongoing and will be reviewed by Latrobe City Council as part of work plans. Once a retailer has been identified as complying, they are provided with a certificate from the Heart Foundation and a sticker to put up in their window, promoting that they are using Healthier Oils. These compliances will be checked every year.
- Latrobe City continues to support the Emergency Relief Network of Latrobe City (ERNLAC) to access and deliver fresh food.

### **Protecting our Health**

- All Latrobe City Local Laws Officers have recently completed training in relation to reforms to the Tobacco Act pertaining to Outdoor Eating Areas and will assist the Health Team to enforce the reforms that came into place on 1 August 2017. Information relating to the changes in legislation has been incorporated into Local Laws Applications for Outdoor Eating Areas by the administration team and State Government provided brochures explaining the changes will be placed in all application packs. Local Laws Officers performing traffic duties actively police outdoor eating areas as they conduct their day to day tasks.
- There are 51 Accredited Good Sports Clubs in Latrobe City. Six clubs joined the Good Sports program and completed Level 1, one club completed Level 2 and seven clubs completed Level 3.
- Latrobe City convened two Latrobe City Liquor Accord meetings. Meetings were held in June and December with strong attendance numbers and community support at both meetings. Latrobe City continues to support the Traralgon, Morwell and Moe Liquor Accords by attending and participating in monthly meetings.

- Latrobe City facilitated the monthly Traralgon CBD Safety Committee which works to improve the safety of patrons and staff in and around Latrobe City's Late Night venues in Traralgon.
- Latrobe Proactive Policing Unit has attended football clubs and discussed responsible alcohol consumption. The unit has also attended schools to deliver the same message. Traralgon, Morwell and Moe Liquor Accords all have football clubs involved with responsible serving of and consumption of alcohol.
- Ice Forums were held at Yinnar Football Netball Club, Morwell Football Netball Club and Glengarry Football Netball Club. Each Club is sent the Australian Drug Foundation Illicit Drug Policy and offered support to implement the policy.
- Several financial literacy resources were developed in consultation with the local Aboriginal Community. These resources include budgeting and savings tool (Money Management Diary) and financial literacy videos. Both resources were disseminated to various partners around Gippsland. A launch event to promote the resources was held at Kernot Hall with 45 people attending.

### **Staying Connected**

- The Latrobe City Children's Expo is held annually and continues to attract a large number of families and stall holders. This has resulted in more families connecting with agencies that can support them and their families and children participating with their family in a range of free activities.
- Latrobe City successfully recruited 25 Youth Council Program participants at the beginning of 2017. The Youth Council has continued to meet fortnightly to discuss local and broader youth issues.
- Two Men's Shed Network meetings were held. A meeting was held at Toongabbie Men's Shed in December 2016 with a guest speaker focussed on preparing for the bushfire season. The second meeting was held at Churchill Men's Shed in May 2017 with a guest speaker focused on the prevention of family violence. There was good attendance from a range of Men's Sheds across Latrobe City.
- The Mental Health Care Pathways Project was auspiced by Latrobe Regional Hospital Mental Health Services (LRHMHS) and the Gippsland Primary Health Network (GPHN), with the project running from March 2016 to April 2017. The Project promoted service development activities between LRHMHS, GPHN, Primary Care, the Australian Community Support Organisation and the Partners in Recovery Programs (involving three Mental Health Community Support Services: MIND, Wellways and Within Australia).

### **Feeling Safe**

- The Gippsland Sports Forum was conducted on 30 November 2016 in Traralgon with featured keynote speakers and facilitators Sam Squiers, Kate Roffey and Jane Oakley.
- The Orange Round was held on 17 June 2016 with 10 football/netball clubs across Gippsland participating in the Round. In the Latrobe City Council area, one Football/Netball Club, Morwell East, was involved in the initiative.
- Latrobe City Council finalised the development of its four year Preventing Family Violence Plan and continued to work within the community, primarily through the Gippsland Preventing Men's Violence Against Women Steering

Committee. Council also partnered with Quantum Support Services and Victoria Police to hold a community rally for the 16 days of activism against gender based violence and White Ribbon Day. Council also supported the Victorian Government's Victoria against Violence awareness campaign.

- Gender Equity training was delivered to health professionals in Latrobe.
- MVP (now known as MATE) sessions were delivered in Latrobe City.
- The Mentors in Family Violence Prevention program for people with disability was incorporated into the 'Leading with You' program delivered in July and August 2016 in Moe.
- Four Community Safety Forums were held on two separate topics, Gambling Awareness and Local Crime and Safety Issues, which were well attended.
- Latrobe City Council was successful in obtaining \$375,000 via the Australian Government's Safer Streets Programme for the delivery of a Lighting Improvement Project along Waterhole Creek, Morwell.
- Latrobe City currently complies with the childsafe standards and is continuing to embed them into the organisation through training, policy and other communication. The Family Services Project Officer represents Latrobe at a State wide network meeting working with other Councils to support the implementation and lead the way for Gippsland.

#### **Skills for Healthy Communities**

- At the commencement of Year four, there were four schools that had already reached Celebrate Stage of the Achievement Program, and were working their way through the next cycles of the Achievement Program. At the end of Year four, there were three schools that continued to achieve benchmarks therefore progressing through the Celebrate stage another three times.
- Currently, there are over 255 registered Health Champions in Latrobe.
- Latrobe City continues to provide support for volunteer Committees who manage open space and tracks and trails by providing administrative support to the Committees and environmental expertise. The organisation also provides annual maintenance grants to these committees so that the tracks and trails can be maintained.
- The Latrobe City Skate Park Program in partnership with YMCA Action Sports and Own Life activated several youth spaces throughout the municipality. This was done by hosting major skate park events in Traralgon, Morwell, Churchill, and a Pop up Skate Park in Morwell. The Latrobe City Skate Park Events allowed skateboarders, BMX riders and scooter riders to legitimately showcase their skills through formal competitions.
- The "Gippsland Guide to becoming a Health Literate Organisation" is being rolled out across Latrobe health organisations. Four organisations have completed the self-assessment audits. Three organisations have a health literacy improvement plan being implemented. One organisation has implemented a health literacy policy and another has a policy in draft. Two organisations have developed dedicated working groups or incorporated health literacy into existing committees and strategies.

A range of factors are attributable to some proposed actions included in the Year Four Action Plan not being progressed in some manner. Reasons include changes



or loss of personnel, changes in funding and therefore on priorities, and other priority actions emerging. As with the development of any plan, there are always a number of challenges that may emerge which may impact on the delivery of actions or commitments.

For the MPHWP Year Four Actions, it appears that some were listed that had not been scoped in detail and on further investigation were different or more complex than originally anticipated. This resulted in actions not being delivered due to available time and resources. Despite these factors, only seven actions have stalled and three have not been reported on.

**Attachments**

- 1↓ . Municipal Public Health and Wellbeing Plan 2013 - 2017 Year Four Action Plan Annual Report

## **Municipal Public Health and Wellbeing Plan 2013 - 2017 Year Four Action Plan Annual Report**

- 1 Municipal Public Health and Wellbeing Plan 2013 - 2017  
Year Four Action Plan Annual Report..... 667**

**DRAFT**

**Latrobe City Council**

**Municipal Public Health and Wellbeing Plan 2013 – 2017**

**Year Four Action Plan Report – 2016/2017**



As at 22/9/2017

Total actions within the Action Plan – 102

No. Action Plan reports provided – 99

No. Action Plan reports not provided – 3

Action Plan reports provided – 97%

Action Status: Completed - 34

Action Status: Ongoing - 58

Action Status: Stalled - 7

Latrobe City is committed to supporting the recommendations and initiatives from the Hazelwood Mine Fire Inquiry. This will include working closely and collaboratively with the Latrobe Health Assembly.

Latrobe City is committed to supporting the recommendations and initiatives from the Royal Commission into Family Violence. This will include supporting the work of the Gippsland Prevention of Men's Violence against Women regional plan, as we acknowledge the importance of this work in building health and wellbeing outcomes for the population.

## 1. BEING ACTIVE

*Promote and support a healthy, active and connected community*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation  
Planning For the Future

Objectives:	Measures of Success
<b>A. Increase participation in physical activity, recreation and leisure</b>	<b>Measured yearly</b>
	A:1 Children and young people are being more active Source: <b>Healthy Together Victoria Preventative Health Data Profile National Secondary Students Diet and Activity Survey</b>
	A:2 New residential areas developed using 'healthy by design' principles Source: <b>Latrobe City Council - Statutory Planning</b>
	A:3 An increase in walking and cycling on designated pathways, tracks and trails Source: <b>Latrobe City Council - Recreation and Open Space Planning</b>
	A:4 An increase in participation in Latrobe Leisure Centres activities Source: <b>Latrobe City Council – Latrobe Leisure</b>
	<b>Measured every three years</b>
	A:5 Adult residents report an increase in sufficient time and sessions of physical activity Source: <b>Victorian Population Health Survey</b>
	A:6 Latrobe City parks, gardens, ovals and green spaces are being used by more residents Source: <b>VicHealth Indicators Survey</b>
A:7 People report that they are sitting less during the day Source: <b>VicHealth Indicators Survey</b>	
<b>B. Increase the commitment of workplaces to strategically plan active environments for workers</b>	<b>Measured yearly</b>
	B:1 Workers report spending less time sitting for prolonged periods Source: <b>Achievement Program - Workplaces</b>
	B:2 More people are walking/cycling and using public transport to travel to and from work Source: <b>Department of Transport Planning &amp; Local Infrastructure</b>

#	Strategy	Action	Lead Organisation	Report for 2016/2017
1.1	Plan built environments where people live, learn, work and play to maximize their potential for a healthy lifestyle	1.1.1 Progression of the Public Open Space Strategy Planning Scheme Amendment to improve the liveability of Latrobe City.	Latrobe City – Strategic Planning	<p><b>Action Status: Completed</b></p> <p>The Public Open Space Strategy Planning Scheme Amendment (C91) proposes to implement recommendations of the <i>Latrobe City Public Open Space Strategy (2013)</i> and <i>Review of Proposed Public Open Space Contributions Rates October (2016)</i> by amending the Planning Scheme to introduce:</p> <ul style="list-style-type: none"> <li>• A specified public open space contribution rate for greenfield residential, infill residential, mixed use and commercial/industrial subdivisions; and</li> <li>• Correct mapping anomalies by rezoning land in public ownership to the Public Park and Recreation Zone and Public Conservation and Recreation Zone.</li> </ul> <p>The Amendment was formally adopted by Council on 8 May 2017. The Minister for Planning formally approved Amendment C91 on the 29 June 2017. We are currently awaiting formal Gazettal of the amendment.</p> <p><b>Key Highlights/outcomes</b></p> <p>The amendment will improve the open space system and natural environment by rezoning sites to appropriate zoning which effectively sets them aside for uses such as sport and recreation activities.</p> <p>The nominated public open space contribution rates supports council's continuing commitment to provide high quality urban design outcomes for open spaces, whilst maintaining and enhancing existing public open space reserves.</p> <p><b>Key data captured</b></p> <p>Amending the Schedule to Clause 52.01 (Public Open Space Contribution and Subdivision) introduces a percentage for public open space contributions for all subdivisions. The change specifies an 8% public open space contribution rate for greenfield residential subdivisions, 5% for infill residential and mixed use subdivisions and 2% for commercial and industrial subdivisions.</p> <p>Once this amendment is adopted into the Planning Scheme, an</p>

			increased rate of public open space will occur in new subdivisions.
	1.1.2 Implement the actions of the Playground Improvement Plan. (C0060)	Latrobe City – Parks, Playgrounds and Gardens	<p><b>Action Status: Ongoing</b> 5 out of 6 of the year one actions from the Play Space Improvement Plan 2016-2021 have been delivered. The Glengarry Play Space is a 'district' level and works are nearing completion however timeframes didn't allow full delivery in this financial year.</p> <p><b>Key Highlights/Outcomes</b> The Glengarry Park project has transformed the tired little park in the main street to an active play space that's brimming with visitors every day. The 'farmyard' theme is an attraction to many and new paths mean that the park is now more accessible than it has ever been. Some minor landscaping and public art elements such as a sheep carving and mosaic pavers that the kinder kids created mean that the play space provides a strong sense of place for the residents of Glengarry.</p> <p><b>Key data captured</b> Five local level play spaces have been completed as well. They are in use most of the time and residents have been openly thankful to Council for the works that have been completed.</p> <p>Photos included see attachment 1.</p>
	1.1.3 Undertake audit of Council practice and decision making against Healthy by Design principles and make recommendations for practice changes as appropriate.	Latrobe City – Statutory Planning	<p><b>Action Status: Completed</b> Following a review of the Healthy by Design principles it was determined that they were a replicate of Clause 56 of the Planning Scheme which all subdivisions are assessed against and do not add any additional requirements/benefits in the assessment of subdivision applications.</p> <p><b>Key Highlights/Outcomes</b> That Clause 56 of the Planning Scheme sufficiently addresses and replicates the objectives of the Healthy by Design principles. As it is a requirement that all subdivisions address Clause 56 of the Scheme it can therefore be determined they are assessed against the objectives of the Healthy by Design principles.</p>

				<p><b>Key data Captured</b></p> <p>When subdivisions are assessed against Clause 56 of the Scheme and deemed to comply then it can be determined that they are consistent with objectives of the Healthy by Design principles.</p>
1.2	Identify, develop and promote recreational pathways, tracks and trails across the municipality	1.2.1 Implement the 2016/2017 Footpath Replacement Program. (C0046)	Latrobe City – Infrastructure Planning	<p><b>Action Status: Completed</b></p> <p>The Footpath Replacement Program was completed successfully. In addition to the \$874,000 regular footpath replacement and grinding program, \$100,000 was approved to improve the function of a number of intersection pedestrian ramps for people in mobility scooters and with vision impairments. Of particular note, several Tactile Ground Surface Indicators were installed in Moe to help people with vision impairment, and in Morwell more than 10 locations were either ground or had new ramps installed where there was a sharp lip or grade that impeded people with mobility issues.</p>
		1.2.3 Establish new footpath links. (C0646)	Latrobe City – Infrastructure Planning	<p><b>Action Status: Completed</b></p> <p>The budget program for New Footpaths was successfully completed.</p> <p><b>Key data captured</b></p> <p>Council constructed 8 distinct sections of new concrete footpath, 7 sections of 'Tracks and Trails' and two additional footpaths funded by Public Transport Victoria that lead to their bus shelters. The longest footpath was 400 m long along Montane Boulevard, Newborough.</p>
		1.2.4 Support Gippsland Plains Rail Trail to implement disability access in the first section of the rail trail.	Latrobe City – Rural Access	<p><b>Action Status: Ongoing</b></p> <p>RA officer held discussions with Bunnings Traralgon who were happy to assist by providing additional disabled car parks near the freeway. The intention was to use this as a starting point, to park vehicles on a hard surface as opposed to the softer ground at the designated GPRT car park on Burnett's Rd. This is still a possibility however no further progress has been made.</p> <p><b>Key Highlights/Outcomes</b></p> <p>RA officer is investigating the purchase of an All Terrain Wheelchair or a Free Wheel that can be hired out to people with mobility issues to make it easier to access the GPRT.</p>



				<p><b>Key data captured</b></p> <p>Discussions with Latrobe City Visitor Centre who are willing to assist with promotion and possibly managing the hire of the chair.</p> <p>Discussions with Parks Victoria, who provided information and recommendations based on what is being used at other outdoor destinations (ie Dandenong Ranges, Grampians, Wilsons Promontory, Mornington Peninsula).</p>
1.3	Increase active transport and incidental play/recreation to early childhood learning and care services, schools	1.3.1 Implement the Latrobe Municipal Early Years Plan with evidence informed strategies for physical activity and play	Latrobe City – Early Childhood and Health Development	<p><b>Action Status: Ongoing</b></p> <p>The National Quality Framework outlines the basic requirement for physical activity and play in Early years settings. This is used as a guide for programming for all Early Years facilities. All Services have a focus on physical activity and play, setting up opportunities through programming for children to participate at all levels and extending on this throughout the year.</p> <p><b>Key Highlights/Outcomes</b></p> <p>Continuation of the Achievement program with a focus on Physical activity.</p>
		1.3.2 Implement Vic Health Walk to School 2016.	Latrobe Community Health Service, Latrobe City – Community Strengthening	<p><b>Action Status: Completed</b></p> <p>Successfully implemented Walk to School, with 12 schools within Latrobe registering for the initiative.</p> <p>VicHealth funding received by Latrobe City and transferred to Latrobe Community Health Service to conduct the program.</p> <p><b>Key Highlights/Outcomes</b></p> <p>Yinnar South PS was equal winner for the South Eastern part of Victoria out of all the schools in this area.</p> <p><b>Key data captured</b></p> <p>We were able to bring 2 new schools on board this year that didn't compete last year, which is promising. Schools have been in charge of their own media this time around, and was quite successful with over 9 of the 12 schools creating their own media to show what they were doing to increase students actively travelling to school.</p>
1.4	Increase programs and activities for walking,	1.4.1 VicHealth Regional Sport Program – engaging inactive and somewhat active people	GippSport	<p><b>Action Status: Ongoing</b></p> <ul style="list-style-type: none"> <li>Support for Newborough Park Run</li> </ul>

cycling and recreation	in sport.		<ul style="list-style-type: none"> <li>• Latrobe City Council- Jack Attack Let's Get Active Program</li> <li>• Koorie Football- Morwell</li> <li>• Churchill Rock Up Netball</li> <li>• Working with individual clubs to develop social and modified sport</li> <li>• DHHS Active April program</li> <li>• Churchill Fit Football</li> </ul> <p><b>Key Highlights/Outcomes</b> Very positive feedback from VicHealth, strong partnerships with SSA's.</p> <p><b>Key data captured</b> Participation numbers, pre and post activity surveys (results not yet available)</p>
	1.4.2 Engage priority population groups in sport including people with disabilities, women and girls, older adults, aboriginal and CALD communities.	GippSport	<p><b>Action Status: Ongoing</b></p> <ul style="list-style-type: none"> <li>• Koorie Football program</li> <li>• Churchill Women's Fit Football</li> <li>• Multi-cultural Youth in Sport – workshop</li> <li>• No Boundaries Cricket</li> <li>• All Abilities Football</li> <li>• Female Participation Planning- ongoing work to develop programs</li> <li>• Support for Female Football teams- including Traralgon FNC Active Club Grant</li> <li>• Churchill/ Latrobe Energy Wheelchair Basketball</li> </ul> <p><b>Key Highlights/Outcomes</b> Huge increase in Female AFL</p> <p><b>Key data captured</b> Contact GippSport for data if required</p>
	1.4.3 Facilitate Heart Foundation Walking Groups as identified and seek opportunities to increase the number of walking groups.	Latrobe Community Health Service	<p><b>Action Status: Ongoing</b></p> <p>All current groups continue to strengthen and are increasing in numbers. We continue to support ten Heart Foundation Walking groups and are identifying opportunities to establish two more groups in Latrobe in the near future.</p>

			<p><b>Key Highlights/Outcomes</b> There was an increase in media interest with several of our groups having articles regarding their walking group printed in local papers. We held an event for Heart Week, which attracted over 30 walkers who braved the very cold and wet conditions.</p> <p><b>Key data captured</b> There has been an increase of 71 new registered walkers during this reporting period.</p>
	1.4.4 Implement Heart Foundation Parks Walks Program in Latrobe and seek opportunities to increase the number of walks in national and urban parks.	Latrobe Community Health Service	<p><b>Action Status: Ongoing</b> Tyers Park continues to offer quarterly Heart Foundation Park Walks.</p> <p><b>Key Highlights/Outcomes</b> A new walk is being offered at the Wirilda Walking Track in addition to the original walk at Peterson's Lookout.</p> <p><b>Key data captured</b> There have been four Park Walks offered during this period with 33 participants attending in total.</p>
	1.4.6 Deliver the Parkrun initiative in one or two other localities in Latrobe.	Latrobe City – Community Strengthening, GippSport	<p><b>Action Status: Completed</b> Established the Newborough Parkrun. Commenced February 2017. Promoted the Women's cycling event</p> <p><b>Key Highlights/Outcomes</b> Is conducted every Saturday, and is managed by a volunteer committee.</p> <p><b>Key data captured</b> 213 attended the launch and ongoing it attracts on average 70-90 participants. There are at least 9 volunteers involved every week. We have collected Latrobe Health activity data (report not yet available).</p>
	1.4.7 To promote opportunities to get active and volunteer at Latrobe City's environmental, reserves, parks and rail trails.	Latrobe City – Environment and Sustainability.	<p><b>Action Status: Ongoing</b> One Latrobe City Council staff tree planting event supported.</p>
	1.4.8 Facilitate Latrobe Workplaces Walking Challenge 2016.	Latrobe Community Health Service	<p><b>Action Status: Completed</b> The Latrobe Workplace Walking Challenge ran over a 5 week period</p>

				<p>from May to July 2016. A total of 17 workplaces from across the Latrobe region participated, with 622 participants competing in 72 teams.</p> <p><b>Key Highlights/Outcomes</b> Team Red Hot Chilli Steppers from Latrobe Smart Centre won the challenge with an average daily step count of 14881. The team won a sit/stand desk for their workplace and each participant received a sports voucher, towel and drink bottle.</p> <p><b>Key data captured</b> Around half (53%) of the participants who completed the follow-up survey are continuing to monitor their daily steps using a step counting device.</p> <p>The majority (64 per cent) of participants who were able to achieve their physical activity goals during the challenge, continued to achieve their goals three month later.</p> <p>The majority of participants (84 per cent) had either increased or maintained their physical activity levels at follow-up.</p>
1.5	Improve access to sport and recreation for all abilities	1.5.1 Supporting Victorian Sport and Recreation Program – supporting community sporting clubs to become inclusive and more sustainable	GippSport	<p><b>Action Status: Ongoing</b> Childsafe workshop- Traralgon Commenced participation planning with 3 clubs Supporting Churchill Junior sport working group Newborough Yallourn United – policy development 50/50 club training</p> <p><b>Key Highlights/Outcomes</b> High level of satisfaction with Child Safe training</p> <p><b>Key data captured</b> 16 clubs in Latrobe attend the child safe workshop</p>
1.6	Develop and maintain Latrobe City Council's recreational infrastructure	1.6.1 Provide the community with safe and accessible recreational activities within Latrobe Leisure centres such as swimming programs, fitness programs and indoor sports programs.	Latrobe City - Leisure	<p><b>Action Status: Completed</b> Latrobe Leisure had 400,143 attendances to our leisure facilities for the 2016/17 financial year. Latrobe Leisure has developed new fitness timetables for the community as well as maintained the number of group fitness participants that attend our classes each</p>

				year. Latrobe Leisure's Outdoor Pools were attended by 26,335 for the year which was a good result due to an overall cool year.
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## 2. EATING WELL

*Increase healthy eating and access to affordable, nutritious food*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation

Objectives:	Measures of Success
<b>C. Increase understanding of and opportunities for healthy eating</b>	<b>Measured every three years</b>
	C:1 More residents are eating the recommended daily serves of vegetables and fruit <b>Source: Victorian Population Health Survey, National Health Survey</b>
	C:2 Improved oral health outcomes <b>Source: Victorian Population Health Survey, National Health Survey</b>
	C:3 Less people are drinking sugary drinks <b>Source: VicHealth Indicators Survey</b>
	C:4 An increase in adults who share a meal with family 5 days or more a week <b>Source: VicHealth Indicators Survey</b>
	C:5 A decrease in overweight and obesity levels of residents <b>Indicator: VicHealth Indicators Survey</b>
<b>D. Build the capacity of workplaces and food retail premises and restaurants to provide healthy food choices</b>	<b>Measured every four years</b>
	C:6 Increased access to drinking water fountains in public places and spaces <b>Source: Latrobe City Council - Recreation and Open Space Planning</b>
	<b>Measured yearly</b>
<b>E. Increase food security and access to fresh food to support vulnerable groups.</b>	D:1 More workplaces have healthy eating policies and initiatives <b>Source: Achievement Program - Workplaces</b>
	<b>Measured every four years</b>
	D:2 Food retail premises and restaurants are using healthier oils and providing healthy food choices <b>Source: Latrobe City Council – Community Health and Wellbeing</b>
<b>E. Increase food security and access to fresh food to support vulnerable groups.</b>	<b>Measured yearly</b>
	E:1 The number of households provided with fresh food parcel and other food supplies via Emergency Relief Network of Latrobe City (ERNLac) members <b>Source: ERNLac members</b>

Due to the unique nature, operations and data collation of each ERNLac member an exact yearly measure of fresh food distribution across Latrobe is unable to be accurately calculated. There are a number of ER Providers in Latrobe distributing food to people in need, with larger providers including: GCC Community Care, Heart Focus Community Care, Theodora's Cheerful Givers, St. Vincent De Paul and Salvation Army.

The following statistics and information highlight a snapshot of Emergency Relief assistance and food distribution in 16/17:

- GCC Community Care in Moe averages distribution of 75 food hampers to individuals and families a week.
- St Vincent De Paul in Moe distributed over 400 x \$30 Coles supermarket vouchers in a seven week period between May and June 2017.
- Heart Focus Community Care in Traralgon sees approximately 110-120 people walk through their door for food assistance once a week.
- As reported in April 2017, Theodora's Cheerful Givers located in Morwell distributed approximately 500 hampers to people in need over a five month period.
- In May, Salvation Army reported assisting 230 clients across Latrobe, with 156 accessing the service for the first time. Salvation Army also provided \$127,000 in direct material aid to individuals and families between January and June 2017.

Ongoing discussions with ERNLac members indicate that demand for Emergency Relief in Latrobe City is increasing, sourcing fresh food is not always easy and there is varying capacity of individuals and households to prepare nutritious meals. Additionally, community gardens and community meal settings (e.g. lunches and soup kitchens) are becoming more popular, providing opportunity for increased social interaction.

#	Strategy	Action	Lead Organisation	Reports for 2016/2017
2.1	Embed the food system within local plans and policies	2.1.1 Continue to work with relevant businesses to review and drive the Central Gippsland Food Map.	Latrobe City – Economic Development	<p><b>Action Status: Ongoing</b> The Central Gippsland Food Map has been promoted through the economic development e-newsletter.</p> <p><b>Key Highlights/Outcomes</b> Discussion took place with the other Gippsland councils regarding combining the Central Gippsland, East Gippsland and South Gippsland Food Map to form the 'Gippsland' Food Map. The idea being that the community and tourists do not understand the sub regions and the Gippsland Food Map would be able to be marketed by all regions more effectively. Unfortunately it was decided that they would remain independent.</p> <p><b>Key data captured</b> There are approximately 70 businesses listed on the website representing Latrobe City and Wellington shire.</p>
		2.1.2 In conjunction with other municipalities identify and support opportunities for further food production in the region.	Latrobe City – Economic Development	<p><b>Action Status: Ongoing</b> Intensive agribusiness and food manufacturing are key sectors in the Economic Development Strategy. An intensive agriculture study was conducted in 2016 which found that they greatest opportunities were in chicken meat production, protected cropping and wine. The economic development team continues to work with Invest Gippsland and Agribusiness Gippsland to attract investment in food production and processing to the region.</p> <p><b>Key Highlights/Outcomes</b> There are a number of significant investment opportunities at feasibility stage including food processing, dairy plant and large scale glasshouse.</p>
		2.1.3 Continue to support the roll out of Feast on East in Latrobe City.	Latrobe City – Economic Development	<p><b>Action Status: Completed</b> Assistance was provided to roll out the Feast of East project in Latrobe City including the provision of</p>



				<p>business contacts. Officers made introductions to Brancourts who act as the distribution centre for the program. Marketing was targeted to kindergartens, schools and recreation facilities. Officers ceased participating once the program was established; Latrobe Community Health continues managing the project.</p> <p>The key challenge for the program was difficulty for customers to get to pick up locations at specific times.</p>
2.2	Investigate and support the development of community food programs which improve food literacy	2.2.1 Coordinate the Latrobe Community Kitchen Program.	Latrobe Community Health Service	<p><b>Action Status: Ongoing</b> Community Kitchens across Latrobe continue to be promoted and supported as required.</p>
		2.2.2 Support Growing Together Latrobe Network to implement their actions related to school and community gardens.	Latrobe Community Health Service	<p><b>Action Status: Ongoing</b> LCHS continues to connect with, support and promote this group as appropriate.</p>
		2.2.3 Deliver the 'My Park' program in Latrobe City to two small towns in the municipality.	Latrobe City – Infrastructure and Recreation	<p><b>Action Status: Completed</b> Glengarry and Toongabbie Schools participated in the project this year.</p> <p><b>Key Highlights/Outcomes</b> Skate park in Glengarry was planted with trees and shrubs and Toongabbie Primary schools participated in planting out a garden bed to improve their local park. Each school was presented with a fruit tree to add to their school garden. Both schools have excellent food produce gardens within their school grounds. Both schools enjoyed the session.</p>
		2.2.4 Support people with a disability to attend train the trainer Food Sense Workshop.	Latrobe City – Rural Access	<p><b>Action Status: Stalled</b> Project not started.</p>
2.3	Identify and support retailers to provide healthy affordable meals including healthier oils	2.3.1 Provide resources and assistance to identified Latrobe retailers/food service providers to implement the Healthy Choices initiative and increase healthy food options for customers.	Latrobe Community Health Service	<p><b>Action Status: Ongoing</b> Commenced visiting and assessing retailers / food service providers in the second half of this year with the support of Latrobe City Council. This work is ongoing</p>

				<p>and will be reviewed by LCC as part of their work plans. Once a retailer has been identified as complying, they are provided with a certificate from the Heart Foundation and a sticker to put up in their window, promoting that they are using Healthier Oils. These compliances will be checked every year.</p> <p><b>Key data captured</b> In 4 months over 47 venues throughout Latrobe have been identified as complying.</p>
		<p>2.3.2 Latrobe City Environmental Health Officers to engage food businesses in Healthy Oils Project</p>	<p>Latrobe City - Health Services</p>	<p><b>Action Status: Ongoing</b> Latrobe City Council Health Services met with Latrobe Community Health Services to scope out how the project would be managed. LCHS will conduct the initial assessment of the food businesses to determine whether oils used meet the healthier oils standards and will then issue a certificate and a sticker to identify this business as meeting the requirements – business can use this to promote themselves to the public. LCC Environmental Health Offices will conduct follow ups in 6-12 months to determine whether the businesses retain the healthier oils.</p> <p>Business listing of food businesses were provided to LCC for promotion and assessment of the healthier oils program.</p> <p>Press release was issued March 2017 to promote the joint program.</p> <p>LCHS notify Latrobe City Council with the businesses that have met the healthier oils standards to allow for follow ups to be conducted.</p> <p><b>Key Highlights/Outcomes</b> As of end of June 2017 we have assessed 47 businesses and issued healthier oils certificate – 3 had a reassessment as products they were initially using did</p>

				not meet the standards. Note that other businesses are now contacting Council and asking how they can become involved in this program.
		2.3.3 Coordinate the stakeholders driving the “Make a Healthier Choice” initiative at Latrobe Leisure (including Latrobe Community Health Service Primary Prevention, Healthy Eating Advisory Service and Latrobe Leisure).	Latrobe City – Leisure, Latrobe Community Health Service	<p><i>Latrobe City – Leisure</i>  <b>Action Status: Completed</b>                      Latrobe Leisure has introduced the traffic light system (Green, Amber and Red) for all foods they sell. In addition to this, Latrobe Leisure reduced its red and amber food items that are offered to the community to improve the options for healthy foods.</p> <p><b>Key Highlights/Outcomes</b>                      New healthy options signage was introduced at all Latrobe Leisure kiosks and cafes to improve the knowledge within our community.                      Latrobe Leisure increased the number of green options available to the community to purchase and decreased the number of red and amber options likewise.                      Latrobe Leisure engaged with the community to ensure we were providing eating options that the community would prefer to eat. Further to this, Latrobe Leisure has vastly increased the green food items available to the community during major events which has been a real success.</p> <p><i>Latrobe Community Health Service</i>  <b>Action Status: Ongoing</b>                      LCHS continues to provide resources and support to Latrobe Leisure sites where appropriate and possible.</p>
2.4	Enhance sport and recreation clubs' ability to promote healthy environments	2.4.1 Promote water as the beverage of choice in community sporting clubs and leisure settings	GippSport	<p><b>Action Status: Ongoing</b>                      Churchill Soccer Club- Water Nudge                      Promotion of H3O Challenge</p> <p><b>Key Highlights/Outcomes</b>                      Difficult to engage clubs in this space- not a priority for them</p>

				<p><b>Key data captured</b> Data still to be evaluated for water nudge.</p>
		2.4.2 Support initiatives that encourage reduction in consumption of sugary beverages.	Central West Gippsland Primary Care Partnership	<p><b>Action Status: Ongoing</b> Project brief developed. Key stakeholders have been invited to be involved in the project. Project implementation will occur in 2017-2018.</p> <p><b>Key Highlights/Outcomes</b> Project brief developed for a collaborative approach across Gippsland.</p> <p><b>Key data captured</b> 30 stakeholders approached to participate in the project.</p>
2.5	Assist in securing more fresh food options for Emergency Relief Network of Latrobe City (ERNLAC) providers	2.5.1 Support ERNLAC providers to access and deliver fresh food as part of Emergency Relief food parcels.	ERNLAC, Latrobe City – Community Strengthening	<p><b>Action Status: Ongoing</b> The Emergency Relief Network of Latrobe City (ERNLAC) is a group of Emergency Relief (ER) Providers and Support Services who provide assistance to people facing financial crisis and personal hardship in our community.</p> <p>Latrobe City continues to support this Network to access and deliver fresh food by:</p> <ul style="list-style-type: none"> <li>• Supporting and strengthening relationships between ER Providers by convening the Network bi-monthly.</li> <li>• Organising the attendance of guest speakers, including key food suppliers at meetings as a way of providing information and creating partnerships to enhance service delivery and build sector capacity.</li> <li>• Facilitating and coordinating arrangements with the Magistrate’s Court of Victoria, to provide opportunity for ER Providers to access funding through the Latrobe City Trust, with the aim of supporting the direct provision of ER, including food to people in need in Latrobe City.</li> <li>• Promoting the work of the Network internally and</li> </ul>

				<p>externally to educate and increase public knowledge about the high demand for food access in our community. Latrobe City Council also conducted a food drive, resulting in over 30 boxes of food being provided to the Network for distribution to people in need.</p> <ul style="list-style-type: none"> <li>• Advocating on behalf of the Network to influence policies and government decisions which impact on Emergency Relief and the needs of the disadvantaged in Latrobe City.</li> </ul> <p><b>Key Highlights/Outcomes</b></p> <p><b><u>Network Strengths</u></b></p> <ul style="list-style-type: none"> <li>• ER Providers within the Network have established strong relationships and individual arrangements with suppliers to access food for distribution, including Coles, Woolworths, Aldi, Manny’s Markets, Foodbank, SecondBite and FareShare.</li> <li>• ER Providers work together to coordinate shared drop off points for food collection from some suppliers.</li> <li>• ER Providers work collaboratively to share overstock of food produce to ensure it is distributed in a timely manner to people in need.</li> </ul> <p><b><u>Ongoing Issues and Challenges</u></b></p> <ul style="list-style-type: none"> <li>• Produce made available to ER Providers for distribution is often close to use by date, declining in freshness, impacted by weather and transport conditions and/or uncommon, impacting on the ease and timeliness of usability for community members. Network members report a lack of regular access to staple foods for distribution.</li> <li>• Community members seeking assistance are often facing a multitude of challenges that impact on their ability to cook a nutritious meal, including lack of knowledge regarding nutrition, state of homelessness or crisis, experiencing poor mental</li> </ul>
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				<p>health, no access to adequate cooking equipment and utensils, etc.</p> <ul style="list-style-type: none"> <li>• Fresh vegetables, fruit and meat have a shorter life expectancy, making it easier to stock, store and distribute non-perishable items.</li> </ul> <p><b>Key data captured</b> In 2016/2017 a total of \$13,500 was distributed via the Latrobe City Trust, Emergency Relief Fund to ER Providers in the Network that assisted in the provision of ER, including food to people in need in the Latrobe City Community.</p>
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### 3. PROTECTING OUR HEALTH

*Promote and support healthy environments and positive public health*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation  
Efficient, Effective & Accountable Governance

Objectives:	Measures of Success
<b>E: Reduce the rates of smoking</b>	<b>Measured every three years</b>
	E:1 The number of adult smokers is decreasing Source: Victorian Population Health Survey
<b>F: Increase the number of smoke free environments</b>	<b>Measured yearly</b>
	F:1 More adult residents support smoke-free outdoor dining Source: VicHealth Indicators Survey
	F:2 An increase in council owned facilities including playgrounds, sporting infrastructure and public spaces that are designated smoke free Source: Latrobe City Council- Recreation, Culture and Community Infrastructure, Recreation Team; Latrobe City Council- Recreation, Culture & Community Infrastructure, Infrastructure Operations team
<b>G: Reduce excessive alcohol consumption</b>	<b>Measured every three years</b>
	G:1 A reduction in adults who drink alcohol at harmful levels Source: Victoria Population Health Survey
<b>H: Minimise harm associated with the misuse of alcohol</b>	<b>Measured yearly</b>
	H:1 A reduction in alcohol related assaults Source: Victoria Police
	H:2 A decrease in alcohol related violence in and around nightclub precincts Source: Victoria Police
	H:3 An increase in the number of community sport and recreation clubs who participate in and progress through the Good Sports Program levels

	Source: GippSport, Australian Drug Foundation
<b>I: Maintain or increase the rates of immunisation</b>	<b>Measured yearly</b>
	I:1 A high level of immunisation status for children is maintained Source: Medicare-Australian Childhood Immunisation Register
	I:2 An increase in immunisation rates for Year 7 Hepatitis B, Varicella and HPV and Year 10 dTpa Source: Department of Health, Cancer Council Victoria
<b>J: Improve the awareness and knowledge of safe sexual practices for young people, ultimately leading to behaviour change</b>	<b>Measured every three years</b>
	J:1 Chlamydia rates for young people are reducing Source: Department of Health
	J:2 The number of teenage pregnancies are reducing Source: Department of Health
<b>K: Minimise the harmful use of drugs</b>	<b>Measured yearly</b>
	K:1 A reduction in illicit drug – related Emergency Department (ED) presentations Source: Department of Health



#	Strategy	Action	Lead Organisation	Reports for 2016/2017
3.1	Increase the range of smoke free environments and support strategies to reduce smoking	3.1.1 Implement the Achievement Program in Workplaces and Sporting Clubs throughout Latrobe City.	Latrobe Community Health, GippSport	<p><i>Latrobe Community Health Service</i></p> <p><b>Action Status: Ongoing</b> Australian Paper has attained the smoking benchmark for the Achievement Program Workplaces. The VRI are working towards attaining the smoking benchmark for the Achievement Program Workplaces.</p> <p><b>Key Highlights/Outcomes</b> The VRI have implemented a range of initiatives to support staff and participants at the VRI to quit smoking, including holding a Quit session.</p> <p><i>GippSport</i></p> <p><b>Action Status: Ongoing</b> We promote and develop smoke free policies through the Good Sports program</p> <p><b>Key Highlights/Outcomes</b> All Goodsports clubs have a smoke free policy</p> <p><b>Key data captured</b> 51 Good Sports clubs in Latrobe City</p>
		3.1.2 Promote national/state/local anti-smoking programs which could be promoted throughout Latrobe.	Latrobe Community Health Service	<p><b>Action Status: Completed</b> Promotion of state and local anti-smoking campaigns promoted and supported by the staff at LCHS. PHN and local services have built upon and reinforced state-wide campaigns to motivate quit attempts and sustain cessation, with identification of local champions.</p> <p><b>Key Highlights/Outcomes</b> A Gippsland Wide media campaign ran between April and June 2017.</p>
		3.1.3 Review the smoking policy and Quit support for staff and conduct an employee survey.	Latrobe City - OHS	<b>Action Status: Report not completed.</b>
		3.1.4 Continue to support the Latrobe Regional Hospital to implement its Smoking Policy	Latrobe City – Local Laws	<b>Action Status: Completed</b> All Officers have recently (June 2017) completed training in

				<p>relation to reforms to the Tobacco Act pertaining to Outdoor Eating Areas and will assist the Health Team to enforce the reforms that come into place on August 1, 2017. Information relating to the changes in legislation has been incorporated into Local Laws Applications for Outdoor Eating Areas by the Admin team and State Government provided brochures explaining the changes will be placed in all application packs from this point forward. Officers performing Traffic duties will actively police outdoor eating areas as they conduct their day to day tasks.</p> <p>In the past 12 months a number of infringements have been issued under the littering provisions of the EPA Act for depositing extinguished and lit cigarettes on the street/roadway.</p> <p>Patrols of entry/exit points at Latrobe Regional Hospital where smoking had been identified as an issue were conducted twice daily for a period of one month in January and February 2016 by Local Laws Officers. No significant issues were identified and only one verbal warning was issued during the entire month. Smoking still remains an issue in the grounds of the hospital, but Local Laws Officers are only authorised to act on breaches within 3 metres of entry/exit points.</p> <p><b>Key Highlights/Outcomes</b> Impact yet to be assessed, legislation will become active in August 2017.</p> <p>Latrobe Regional Hospital has made no further approaches to the Local Laws Team to assist with enforcement action on site since patrols were conducted in Jan/Feb 2016. The Local Laws team are prepared to offer assistance if LRH deems it necessary.</p> <p><b>Key data captured</b> A number of infringements were issued under the auspices of the EPA Act.</p> <p>One verbal warning was issued to a hospital visitor that was smoking within 3 metres of an entry point at the hospital.</p>
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3.2	Deliver immunisation programs across the municipality	3.2.1 Maintain current immunisation coverage rates.	Latrobe City – Child and Family Services	<p><b>Action Status: Ongoing</b> Latrobe continues to maintain and improve on Immunisation rates through promotion and delivery of regular community sessions each month.</p> <p><b>Key data captured</b> Overall immunisation rate of 96.77%</p>
3.3	Promote safe sexual practices for young people	3.3.1 Investigate the feasibility of, and seek Council support, to implement a condom vending machine project for the installation of five condom vending machines in publicly accessible toilets.	Gippsland Women’s Health, Latrobe City – Community Strengthening	<p><i>Latrobe City - Community Strengthening</i></p> <p><b>Action Status: Ongoing</b> Research conducted on what has worked in neighbouring municipalities with regard to locations, marketing, costs, maintenance and the approach. Support gained from Council to proceed with locating three condom vending machines in public toilets in the three major towns. Toilet locations identified against specific criteria. An MOU developed with Gippsland Women’s Health to support the project and supply of machines and equipment. Discussions held with internal teams around the delivery of the project and ongoing operational matters.</p> <p><b>Key Highlights/Outcomes</b> Council support obtained for this health initiative. Assistance and advice provided by Gippsland Women’s Health. MOU drafted for signing off to enable move to installation.</p> <p><i>Gippsland Women’s Health</i></p> <p><b>Action Status: Ongoing</b> In May 2017 the council agreed to progress with installing condom vending machines in up to six public toilets in the Latrobe City Council shire.</p> <p>Gippsland Women’s Health has supplied an MOU, which is currently with the shire for approval and signing.</p> <p><b>Key Highlights/Outcomes</b> The Latrobe City Council has agreed to progress with the project.</p>

		3.3.2 Provide sexual health grants to schools to achieve the S&RH benchmarks of the HTV Achievement Program.	Gippsland Women's Health	<p><b>Action Status: Ongoing</b></p> <ul style="list-style-type: none"> <li>Grant information distributed to Achievement Program Health Promotion workers across Gippsland and on the GWH website, e-newsletters and Facebook.</li> <li>Grant information and consultation was available at the Making it Easy to Include Relationships and Sexuality Education in School workshop held on 6 September 2016 which was a partnership between the Achievement Program at Cancer Council Vic, Department of Education and Training, Family Planning Victoria and GWH.</li> <li>Grant information and consultation was available at the 2017 Gippsland Sexual Health Forum</li> <li>Achievement Program Health Promotion workers newsletters to schools promoting success in grant applications and where to get further information.</li> </ul> <p><b>Key Highlights/Outcomes</b> One extra secondary college registered with the achievement program within the 2016/17 year.</p>
3.4	Promote safer drinking cultures	3.4.1 Support Good Sports clubs in Latrobe City – alcohol management policies and practices.	GippSport	<p><b>Action Status: Completed</b> 51 Accredited Good Sports clubs in Latrobe City</p> <p><b>Key Highlights/Outcomes</b> Ongoing review of the Good Sports program effectiveness</p> <p><b>Key data captured</b> 6 clubs joined the Good Sports program and completed Level 1, 1 completed Level 2 and 7 completed Level 3 accreditations.</p>
		3.4.2 Convene the Latrobe City Liquor Accord twice a year and participate in other local Liquor Accords.	Latrobe City – Community Strengthening	<p><b>Action Status: Ongoing</b> Latrobe City convened the two annual Latrobe City Liquor Accord meetings. Meeting in June and December with strong attendance numbers and community support at both meetings. Latrobe City continued to support the Traralgon and District Liquor Accord by attending and participating in monthly</p>

		<p>3.4.3 In accordance with the Municipal Public Health &amp; Wellbeing Plan objective to 'Reduce excessive alcohol consumption, develop a policy to minimise harm within our community.</p>	<p>Latrobe City – Community Strengthening</p>	<p>meetings. The Traralgon and district Liquor Accord met 11 times throughout the year.</p> <p>Latrobe City continued to support the Morwell and District Liquor Accord by attending and participating in bi-monthly meetings. The Morwell and district Liquor Accord met 6 times throughout the year.</p> <p>Latrobe City continued to support the Moe and District Liquor Accord by attending and participating in quarterly meetings. The Moe and district Liquor Accord met 4 times throughout the year.</p> <p>Latrobe City facilitated the monthly Traralgon CBD Safety Committee; which works to improve the safety of patrons and staff in and around the Latrobe City's Late Night venues.</p> <p><b>Key Highlights/Outcomes</b>                  The Latrobe City Liquor Accord maintained a banned person list for the entire municipality. This list now contains over one hundred individuals who were placed on banned persons list due to anti-social behaviour in the late night entertainment precincts.                  Members of the Latrobe City Liquor Accord continue to improve safety for both staff and patrons.                  Latrobe City has Drafted the Reducing Related Harm Policy yet to be adopted by Council.</p> <p><b>Key data captured</b>                  The regular Latrobe City Liquor Accord 6 monthly meetings continue to attract a large number of local licensees representing pubs, clubs, restaurants and cafes. Each meeting averages around 100 attendees.</p> <p><b>Action Status: Stalled</b>                  Background paper drafted and Briefing paper presented to Councillors to progress policy development. Meetings held with internal stakeholders/teams on areas for the focus of</p>
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				<p>the policy where Latrobe City Council is able to influence or control.</p> <p><b>Key Highlights/Outcomes</b> Policy still in draft form with further discussions to be held with internal stakeholders prior to draft report and policy being presented to Council in early August 2017.</p> <p><b>Key data captured</b> Data gathered on alcohol harms in Latrobe City and background research conducted. An analysis of key injury and crime data associated with alcohol was undertaken.</p>
		<p>3.4.4 Continue to work closely with members of the Latrobe City Liquor Accord (Traralgon &amp; District, Morwell &amp; District and Moe &amp; District sub branches) to ensure responsible service of alcohol which promotes safer drinking cultures.</p>	<p>Victoria Police, Latrobe City – Traralgon CBD Safety Committee.</p>	<p><i>Vic Police</i> <b>Action Status: Ongoing</b> All proscribed meetings attended.</p> <p><b>Key Highlights/Outcomes</b> Traralgon’s licensing accord remains viable and active and works well in conjunction with neighbouring accords in Latrobe.  Assorted persistent miscreants are regularly banned from Latrobe’s licensed premises as the need and opportunity arises. Anecdotally measured, this reduces the incidence of unlawful assaults in and within the precincts of licensed premises.</p> <p><i>Latrobe City – Traralgon CBD Safety Committee</i> <b>Action Status: Ongoing</b> Latrobe City continued to support the Traralgon and District Liquor Accord by attending and participating in monthly meetings. Latrobe City continued to support the Morwell and District Liquor Accord by attending and participating in bi-monthly meetings. Latrobe City continued to support the Moe and District Liquor Accord by attending and participating in quarterly meetings.</p>

				<p>Latrobe City continued to facilitate and host the twice yearly Latrobe City Liquor Accord meetings. Latrobe City facilitated the monthly Traralgon CBD Safety Committee; which works to improve the safety of patrons and staff in and around the Latrobe City's Late Night venues.</p> <p><b>Key Highlights/Outcomes</b> The Latrobe City Liquor Accord maintained a banned person list for the entire municipality. This list now contains over one hundred individuals who were placed on banned persons list due to anti-social behaviour in the late night entertainment precincts. Members of the Latrobe City Liquor Accord continue to improve safety for both staff and patrons. Latrobe City has Drafted the Reducing Related Harm Policy yet to be adopted by Council.</p> <p><b>Key data captured</b> The regular Latrobe City Liquor Accord 6 monthly meetings continue to attract a large number of local licensees representing pubs, clubs, restaurants and cafes. Each meeting averages around 100 attendees.</p>
		<p>3.4.5 Discuss safer drinking practices in presentations to football clubs within Latrobe and broader Gippsland.</p>	<p>Victoria Police</p>	<p><b>Action Status: Ongoing</b> Latrobe Proactive Unit has attended football clubs and discussed responsible alcohol consumption. The unit has also attended schools to deliver the same message. Traralgon, Morwell and Moe Liquor Accords all have football clubs involved with responsible serving of and consumption of alcohol.</p> <p><b>Key Highlights/Outcomes</b> Reduction in assaults throughout Latrobe, particularly serious assaults.</p> <p><b>Key data captured</b> Reduced reporting.</p>

3.5	Reduce the incidence of illicit drug use	3.5.1 Support community sporting clubs in developing policies and practices around the use of illicit drugs.	GippSport	<p><b>Action Status: Ongoing</b> Ice Forums held at Yinnar Football Netball Club, Morwell Football Netball Club and Glengarry Football Netball Club. Each Club is sent the ADF Illicit Drug Policy and offered support to implement the policy.</p> <p><b>Key Highlights/Outcomes:</b> Partnership with AFL Gippsland, Vic Pol and Australian Drug Foundation. High Level of satisfaction.</p> <p><b>Key data captured</b> Yinnar Ice Forum-60 participants Morwell Ice Forum- 50 participants Glengarry Ice Forum- 80 participants</p>
		3.5.2 Continue to conduct operations targeting drug traffickers in Latrobe, Baw Baw and Bass Coast / South Gippsland with the view of disrupting their activities and slowing down/stopping the supply of illicit drug.	Victoria Police	<p><b>Action Status: Ongoing</b> Latrobe tasking unit to be rostered to commence 17/7/2017 from Traralgon police station.</p> <p><b>Key Highlights/Outcomes</b> The Tasking Unit will focus on the disruption of supply</p> <p><b>Key data captured</b> Nil at this point as the unit is yet to commence.</p>
		3.5.3 Continue to execute search warrants with a view to disrupting drug traffickers' activities and slowing down/stopping the supply of illicit drugs into the area.	Victoria Police	<p><b>Action Status: Ongoing</b> Numerous drug search warrants executed throughout Latrobe. Latrobe Tasking Unit to commence in July to further disrupt usage and supply of drugs.</p> <p><b>Key Highlights/Outcomes</b> Reduced drug dependency, overall reduction in crime that is connected to drugs.</p> <p><b>Key data captured</b> Increase in offenders processed, increase of illicit drugs seized.</p>



		3.5.4 Commence the Gippsland Pre-charge Methyl Amphetamine Pilot Project.	Victoria Police, Australian Community Support Organisation	<b>Action Status: Stalled</b> Unfortunately due to changes in the sector the Police Pilot has been put on hold while we work through changes.
		3.5.5 Deliver presentations to football clubs within Latrobe and broader Gippsland around illicit drug use.	Victoria Police	<b>Action Status: Ongoing</b> Latrobe Proactive Unit has delivered presentations to football clubs regarding the use and consequences of illicit drug use. Further presentations to occur.  <b>Key Highlights/Outcomes</b> Ongoing assessment
		3.5.6 Deliver education, information and peer support programs for family and friends who are affected by a loved one's drug, alcohol or gambling addiction.	Australian Community Support Organisation	<b>Action Status: Ongoing</b> ACSO tendered for and were successful for funding through Gippsland Primary Health Network to deliver a Family & Carers Support service across Gippsland.  <b>Key Highlights/Outcomes</b> The implementation of 2 peer led support groups for a total of 3 across Gippsland thus far (Warragul, Bairnsdale and Traralgon).  <b>Key data captured</b> Number of individual sessions, number of group education and information sessions, number of peer led groups, number of community service education/information sessions provided. Case studies
3.6	Reduce the incidence of problem gambling	3.6.1 Improve community knowledge of the potential harms and risks associated with gambling, including general practitioners, aboriginal communities, Electronic Gaming Machine venues, secondary schools, youth based organisations, local government, community agencies and sporting clubs.	Latrobe Community Health Service	<b>Action Status: Completed</b> Various initiatives were utilised to improve the knowledge of target groups regarding the potential harms and risks associated with gambling. These initiatives are as follows: <ul style="list-style-type: none"> <li>• General Practitioners - presentations about the impact of gambling in GP clinics along with the distribution of Gambler's Help kits</li> <li>• Electronic Gaming Machine venues – venue support training and responsible service of gaming sessions for venue staff and management</li> <li>• Schools – school education program about the risks</li> </ul>

				<p>and impact of gambling</p> <ul style="list-style-type: none"> <li>• Youth-based Organisation, Local Government and Community Agencies – presentations about the risks and impact of gambling</li> <li>• Sporting Clubs – sporting club education programs about the risks and impact of gambling</li> </ul> <p><b>Key Highlights/Outcomes</b></p> <p>All ten venues that received Venue Support Training reported an improvement in staff knowledge on problem gambling and in identifying behaviours associated with it</p> <p>91% (10/11) venue that received Responsible Service of Gaming Training reported an improvement in staff knowledge on problem gambling and in identifying behaviours associated with it</p> <p>90% (9/10) of Mirboo North Secondary College students that attended the gambling education program felt confident that they can make more informed choices about gambling</p> <p>87.5% (7/8) of Latrobe Youth Network members that attended the gambling education session felt that it will be useful for professionals working with young people.</p> <p>Love the Game charter signed by Yinnar Football Netball Club.</p> <p><b>Key data captured</b></p> <p>A total of 113 GP clinic presentations about the impact of gambling was held with 113 GPs receiving Gambler’s Help kits</p> <p>A total of 13 different venues received training on Venue Support or Responsible Service of Gaming</p> <p>A total of 2 presentation about the impact of gambling were held in 2 schools</p> <ul style="list-style-type: none"> <li>• Traralgon Secondary College</li> <li>• Morwell Central Primary School (Youth and Gaming Forum)</li> </ul>
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				<p>A total of 6 education session were held in various sporting clubs in the community</p> <ul style="list-style-type: none"> <li>• Churchill Amateur Basketball Association</li> <li>• Gippsland Power</li> <li>• Gippsland Umpires Association</li> <li>• Glengarry Football Netball Club</li> <li>• Morwell Football Netball Club</li> <li>• Yinnar Football Netball Club</li> </ul> <p>A community forum regarding gambling was also held during the film showing of “Ka-ching! Pokies Nation”.</p>
		<p>3.6.2 Build the capacity of Electronic Gaming Machine venues and staff to identify and respond to gambling related harms.</p>	<p>Latrobe Community Health Service</p>	<p><b>Action Status Update: Completed</b></p> <p>The Venue Support Program and Responsible Service of Gaming Training build the capacity of venue and staff to identify and respond to gambling related harms. Multiple training sessions were held in venues across Latrobe as part of both initiatives. A total of 13 different venues received training for FY 2016-17. These venues are as follows:</p> <ul style="list-style-type: none"> <li>• Traralgon RSL</li> <li>• Traralgon Bowling Club</li> <li>• Yallourn Bowling Club</li> <li>• Moe RSL</li> <li>• Moe Racing Club</li> <li>• Moe Hotel</li> <li>• Morwell Club</li> <li>• Morwell Bowling Club</li> <li>• Morwell RSL</li> <li>• Morwell Hotel</li> <li>• Royal Exchange</li> <li>• Italian Australian Club</li> <li>• Grand Junction</li> </ul> <p>A total of 51 staff from 10 venues received Venue Support Training while 66 staff from 11 venues received Responsible Service of Gaming Training.</p> <p><b>Key Highlights/Outcomes</b> All ten venues that received Venue Support Training</p>

				<p>reported an improvement in staff knowledge on the following:</p> <ul style="list-style-type: none"> <li>• Understanding how the venue is required to implement the Industry code of conduct</li> <li>• Approaching patrons displaying problem gambling behaviour</li> <li>• Identify patron behaviours that may be associated with problem gambling</li> <li>• Identify Gambler’s Help services available in Latrobe</li> </ul> <p>91% (10/11) venues that received Responsible Service of Gaming Training reported an improvement in staff knowledge on the following:</p> <ul style="list-style-type: none"> <li>• Identify and explain support materials located within the venue</li> <li>• Identify patron behaviours that may be associated with problem gambling</li> <li>• Approaching patrons displaying problem gambling behaviour</li> </ul> <p><b>Key data captured</b></p> <ul style="list-style-type: none"> <li>• 13 different venues received training</li> <li>• 51 staff from 10 venues received Venue Support Training</li> <li>• 66 staff from 11 venues received Responsible Service of Gaming Training</li> <li>• All venues that received Venue Support Training reported an improvement in staff knowledge</li> <li>• 91% of venues that received Responsible Service of Gaming Training reported an improvement in staff knowledge</li> </ul>
		<p>3.6.3 Build the capacity of other health and human service agencies to identify and respond to gambling related harms in the aboriginal community.</p>	<p>Latrobe Community Health Service</p>	<p><b>Action Status Update: Completed</b>                  LCHS engaged Aboriginal Community Controlled Health Organisations (ACCHOs) to strengthen partnerships and to improve the help-seeking behaviour of the Aboriginal community on problem gambling. The organisation also aimed at improving financial literacy awareness as it is</p>

				<p>linked to gambling behaviours.</p> <p><b>Key Highlights/Outcomes</b>                  There was an increase in Aboriginal clients accessing Gambler’s Help services from the previous year.</p> <p>Outcome of financial literacy workshops delivered in partnership with the Men’s Behaviour Change CHOICES program.</p> <p>Financial literacy resources (videos and budget planner) were developed in consultation with the Aboriginal community and distributed to various individuals and organisations in the community.</p> <p><b>Key data captured</b></p> <ul style="list-style-type: none"> <li>• 775 Money Management Diaries has been distributed</li> <li>• 100% of survey respondents find the tool useful</li> <li>• 97% of survey respondents intend to use it</li> <li>• 2 financial literacy videos were produced</li> <li>• 98% of survey respondents find the videos helpful in increasing awareness about the importance of managing money</li> </ul>
		<p>3.6.4 Improve awareness of the support services available for people experiencing gambling related harm.</p>	<p>Latrobe Community Health Service</p>	<p><b>Action Status Update: Completed</b></p> <p>Various initiatives were conducted to improve the awareness of support services available for people experiencing gambling related harm. These include the following:</p> <ul style="list-style-type: none"> <li>• Working with Victoria police to include gambling and Gambler’s Help in their electronic referral system</li> <li>• Engaging general practitioners in Latrobe to increase their awareness about services available for people experiencing gambling-related harm through the Gambler’s Help GP Project</li> <li>• Gambler’s Help service promotion to different agencies and organisations working in Latrobe</li> </ul>

				<p><b>Key Highlights/outcomes</b></p> <p>Gambling and Gambler’s Help included in Victoria Police electronic referral system</p> <p>Built connections with general practitioners, agencies and organisation working in Latrobe</p> <p><b>Key data captured</b></p> <p>Worked with Victoria Police to include gambling and Gambler’s Help in Victoria Police electronic referral system</p> <p>A total of 113 general practitioners in Latrobe received Gambler’s Help GP kit which provides information about problem gambling and available support services</p> <p>A total of 113 presentations about gambling and available support services were held to support general practitioners in Latrobe.</p> <p>A total of 22 agencies/organisations/groups were directly engaged to promote Gambler’s Help services:</p> <ul style="list-style-type: none"> <li>• Anglicare</li> <li>• Barrier Breakers</li> <li>• Berry Street</li> <li>• Central Gippsland Cricket Association</li> <li>• Court Integrated Service Program</li> <li>• Department of Education and Training</li> <li>• Family Meditation Centre</li> <li>• Family Law Pathways Network</li> <li>• Headspace Morwell</li> <li>• Latrobe Community Service Providers Network</li> <li>• Latrobe Emergency Relief Network</li> <li>• Latrobe Health Champions</li> <li>• Lifeline</li> <li>• Mental Health Practitioner Network</li> <li>• Quantum Support Services</li> <li>• Relationships Australia</li> <li>• Churchill Amateur Basketball Association</li> <li>• Gippsland Power</li> </ul>
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				<ul style="list-style-type: none"> <li>• Gippsland Umpires Association</li> <li>• Glengarry Football Netball Club</li> <li>• Morwell Football Netball Club</li> <li>• Yinnar Football Netball Club</li> </ul> <p>Gambler's Help service promotion was also conducted on the following events:</p> <ul style="list-style-type: none"> <li>• Money Management Launch Event</li> <li>• Your Health at Work Dinner</li> <li>• Youth and Gaming Forum</li> <li>• 16 days of Activism</li> <li>• Homeless Awareness Week</li> <li>• Responsible Gambling Awareness Week</li> </ul>
		<p>3.6.5 Encourage responsible gambling environments and practises within Electronic Gaming Machine venues, secondary schools, youth based organisations, local government, community agencies, aboriginal communities and sporting clubs.</p>	<p>Latrobe Community Health Service</p>	<p><b>Action Status: Completed</b></p> <p>Various initiatives were utilised to encourage responsible gambling environment and practices across different settings. These include the following:</p> <ul style="list-style-type: none"> <li>• Electronic Gaming Machine venues – venue staff training on implementing the Industry code of conduct and approaching patrons displaying problem gambling behaviour through the Venue Support Program and Responsible Service of Gaming Training</li> <li>• Secondary schools – school education sessions to encourage responsible gambling environment and practices through the Gambler's Help school education program</li> <li>• Youth-based Organisation, Local Government and Community Agencies - community education sessions to encourage responsible gambling environment and practices through the Gambler's Help school education program</li> <li>• Sporting Clubs – sporting club education sessions to encourage responsible gambling environment and practices through the Gambler's Help school education program</li> </ul>

				<p><b>Key Highlights/outcomes</b>                  All ten venues that received Venue Support Training reported an improvement in staff knowledge on implementing the Industry code of conduct and approaching patrons displaying problem gambling behaviour</p> <p>91% (10/11) venue that received Responsible Service of Gaming Training reported an improvement in staff knowledge on approaching patrons displaying problem gambling behaviour</p> <p>90% (9/10) of Mirboo North Secondary College students that attended the gambling education program felt confident that they can make more informed choices about gambling</p> <p>87.5% (7/8) of Latrobe Youth Network members that attended the gambling education session felt that it will be useful for professionals working with young people.</p> <p>Love the Game charter signed by Yinnar FNC</p> <p><b>Key data captured</b>                  A total of 13 different venues received training on Venue Support or Responsible Service of Gaming</p> <p>A total of 2 presentation about the impact of gambling were held in 2 schools</p> <p>A total of 6 education session were held in various sporting clubs in the community</p> <ul style="list-style-type: none"> <li>• Churchill Amateur Basketball Association</li> <li>• Gippsland Power</li> <li>• Gippsland Umpires Association</li> <li>• Glengarry Football Netball Club</li> <li>• Morwell Football Netball Club</li> <li>• Yinnar Football Netball Club</li> </ul>
		3.6.6 Develop a culturally appropriate Aboriginal financial literacy resource from a series of community consultations with the Aboriginal Community	Latrobe Community Health Service	<p><b>Action Status: Completed</b>                  Several financial literacy resources were developed in consultation with the local Aboriginal Community. These</p>



				<p>resources include (a) budgeting and savings tool (Money Management Diary) and (b) financial literacy videos. Both resources were disseminated to various partners around Gippsland. A launch event to promote the resources was held at Kernot Hall with 45 people attending.</p> <p><b>Key Highlights/outcomes</b></p> <ul style="list-style-type: none"> <li>• A total of 775 Money Management Diaries has been distributed.</li> <li>• The Money Management Diary was deemed to be useful in making it easier to track and budget finances – all survey respondents (n=32) agreed that it was useful. In addition, most of the respondents (97%) intend to use the tool.</li> <li>• The financial literacy videos was perceived to be helpful in making people understand the importance of managing money – 98% of survey respondents (n=32) thought that it was helpful.</li> </ul> <p><b>Key data captured</b></p> <ul style="list-style-type: none"> <li>• 775 Money Management Diaries has been distributed</li> <li>• 100% of survey respondents find the tool useful</li> <li>• 97% of survey respondents intend to use it</li> <li>• 2 financial literacy videos were produced</li> <li>• 98% of survey respondents find the videos helpful in increasing awareness about the importance of managing money</li> </ul>
		3.6.7 Conduct a Safety Forum on Electronic Gaming Machine (EGM) Awareness	Latrobe City – Community Strengthening	<b>Action Status: Completed</b> <b>Refer to Action report - 5.2.1</b>
		3.6.8 Support the delivery of workshops for people with a disability on problem gambling.	Latrobe City – Rural Access	<b>Action Status: Report not completed.</b> Not known.
3.7	Build the capacity of the health sector to prevent chronic disease	3.7.1 Promoting and supporting General Practice in targeting immunisation, chronic disease and lifestyle change.	Gippsland Primary Health Network	<b>Action Status: Ongoing</b> Gippsland PHN provide regular support to General Practices via;

				<ul style="list-style-type: none"> <li>• Practice Support visits are held quarterly to provide updates and support</li> <li>• Professional Development for General Practitioners, Nurses (including Nurse Immunisers) and practice managers</li> <li>• Practice Manager Friday Email distributes weekly information</li> </ul> <p>Specific Immunisation support includes; Immunisation posters, the Green Book Project (promoting collaboration between immunisation providers (General Practice and Maternal Health and Child Nurse) to increase immunisation rates, Cancer Council Vic – HPV project to improve the HPV immunisation for Indigenous adolescents and overdue Immunisation reports.</p> <p>Gippsland HealthPathways program has been established to assist general practitioners in the management of chronic disease and complex conditions.</p> <ul style="list-style-type: none"> <li>• Gippsland HealthPathways brings together GPs, specialists, nurses and allied health professionals to create pathways guiding best practice assessment and management of a range of medical conditions, including when and where to refer patients. The aim of Gippsland HealthPathways is to assist health services and providers build a more sustainable and integrated health system for Gippsland.</li> </ul> <p>A Hep C project is focussed on supporting primary health care professionals in Gippsland to delivery best practice Blood Borne Virus/Sexual Transmitted Infection (BBV/STI) prevention, testing, treatment and care.</p> <p>Pathways to Good Health: General Practitioners provide a comprehensive health check for children entering Out of Home Care and refer on to a multi-disciplinary team.</p> <p><b>Key Highlights/Outcomes</b> The Gippsland PHN Education and Training program has provided 31 chronic disease education events from July</p>
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				<p>2016 – June 2017</p> <p>The immunisation Program has;</p> <ul style="list-style-type: none"> <li>• Distributed up to date Immunisation schedules and relevant immunisation posters to all practices</li> <li>• Immunisation Health Pathways were uploaded to the Gippsland Health Pathways site in February 2017</li> <li>• CCV HPV project: Resources and information delivered to all general practices in Gippsland</li> </ul> <p>There are 60 completed Health Pathways as at 30 June 2017</p>
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Action 3.7.1 Promoting and supporting General Practice in targeting immunisation, chronic disease and lifestyle change.

Gippsland Primary Health Network

**Key Data captured (see following table)**

Australian Childhood Immunisation Register – Coverage Report – Latrobe City		
Cohort	% Fully Immunised- 31 March 2016	% Fully Immunised- 31 March 2017
12<15 Months	94.9	95.7
24<27 Months	93.6	93.8
60<63 Months	94.1	94.6

## 4. STAYING CONNECTED

*Promote and support an active, diverse and connected community*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation  
Advocacy For & Consultation with Our Community  
Planning for the Future

Objectives:	Measures of Success
<b>L: Improve awareness and knowledge of mental health and wellbeing in the community</b>	<b>Measured every three years</b>
	L:1 Higher levels of wellbeing are reported by adult residents <b>Source: VicHealth Indicators Survey</b>
	L:2 An improvement in adults feeling less anxious or depressed <b>Source: Victorian Population Health Survey</b>
	L:3 An improved rate of good health is reported by adult residents <b>Source: Victorian Population Health Survey</b>
<b>M: Support activities and events that build community and social networks</b>	<b>Measured yearly</b>
	M:1 Number of groups supported through the annual Latrobe City Community Grants Program <b>Source: Latrobe City</b>
	<b>Measured every three years</b>
	M:1 Adults are spending more time with family and friends <b>Source: VicHealth Indicators Survey</b>
	M:2 Adults report a good family life and work balance <b>Source: VicHealth Indicators Survey</b>
	M:3 An increase in internet access at home <b>Source: VicHealth Indicators Survey</b>
	M: 4 Increase in community engagement and civic participation <b>Source: VicHealth Indicators Survey</b>
	<b>Measured every three years</b>
N:1 The community reports high level of acceptance of diverse cultures <b>Source: VicHealth Indicators Survey</b>	
<b>N: Ensure access and equity for all groups in the community</b>	<b>Measured every three years</b>
	N:1 The community reports high level of acceptance of diverse cultures <b>Source: VicHealth Indicators Survey</b>

#	Strategy	Action	Lead Organisation	Reports for 2016/2017
4.1	Increase the mental health literacy (knowledge, skills and attitudes) of community members, groups and school communities	4.1.1 Implement the Deadly Sport Gippsland Program – Sport and Health Social Marketing Strategy for the Aboriginal community	GippSport	<p><b>Action Status: Ongoing</b></p> <ul style="list-style-type: none"> <li>• Koorie Football</li> <li>• Indigenous Rounds- Morwell East, Churchill, Boolarra Pony Club, Latrobe City Energy</li> <li>• AFL 9's</li> <li>• Sports Conference</li> </ul> <p><b>Key Highlights/Outcomes</b> Ongoing funding for Deadly Sport until 31st December 2017</p>
		4.1.2 Delivery of Applied Suicide Intervention Skills Training (ASIST)	Latrobe Regional Hospital	<p><b>Action Status: Ongoing</b> Trained more ASIST trainers across Gippsland</p> <p><b>Key Highlights/Outcomes</b> Increase in ASIST training days across Gippsland</p> <p><b>Key data captured</b> Numbers of ASIST trained participants.</p>
		4.1.3 Delivery of Mental Health First Aid Programs (adult, teen and youth)	Latrobe Regional Hospital, Victoria Police, Lifeline, Central West Gippsland Primary Care Partnership	<p><i>Central West Gippsland Primary Care Partnership</i></p> <p><b>Action Status: Completed</b> Mental health first aid training delivered to people in the community who associate with farmers.</p> <p><b>Key data captured</b> 5 sessions delivered (4 adult, 1 youth). 54 people completed the training.</p>
		4.1.4 Development of the Gippsland Suicide Prevention Plan in partnership with the Latrobe LGA 6 year suicide prevention trial	Gippsland Mental Health Alliance	<p><b>Action Status: Stalled</b> The Gippsland Mental Health Alliance have as part of their work a Suicide Prevention planning and response, movement has stalled at present, due to other suicide prevention activities taking place at the same time. The intention is for the GMHA agencies to support plans and work currently being done in the area. The Primary Health Network (PHN) has recently received funding for a placed based suicide prevention pilot which will be in Latrobe City. GMHA will support this work.</p>

				<p><b>Key Highlights/Outcomes</b></p> <ul style="list-style-type: none"> <li>• Training for Mental Health First Aid (MHFA) Trainers in the region to enable delivery of MHFA,</li> <li>• Support of the Wesley Mission Support Groups (building community capacity) a unified approach that supports activities without duplication</li> </ul>
4.2	Support or deliver a diverse range of activities and events	4.2.1 Deliver the Children's Services Expo during Children's Week to promote early years services provided across Latrobe City.	Latrobe City – Early Childhood Health and Development	<p><b>Action Status: Completed</b></p> <p>The Children’s Expo is held annually and continues to attract a large number of families and stall holders.</p> <p><b>Key Highlights/Outcomes</b></p> <ul style="list-style-type: none"> <li>• More families connecting with agencies that can support them and their families.</li> <li>• Children participating with their family in a range of free activities</li> </ul> <p><b>Key data captured</b></p> <ul style="list-style-type: none"> <li>• Over 2000 people in attendance</li> <li>• Over 50 Stall holders participating</li> </ul>
		4.2.2 Actively support, promote, lead and participate in the activities of the youth sector.	Latrobe City – Community Strengthening	<p><b>Action Status: Ongoing</b></p> <p>The Latrobe City Youth Council successfully recruited 25 Youth Council participants at the beginning of 2017. The Youth Council have continued to meet fortnightly to discuss local and broader youth issues. Latrobe City Youth Councillors have had the opportunity to participate in several civic ceremonies, take part in community discussions and forums, and act as a reference group for several local projects. Latrobe City continues to host the monthly Latrobe Youth Network meetings. Bringing together Youth Sector professionals, local government and state government organisations to network and discuss the current state of play in the local youth sector. Latrobe City has hosted four meetings of the six Local Government Youth Sector Workers to create and maintain programs and activities in the Gippsland wide youth sector. Latrobe City continues to work closely with Berry Street to coordinate the L2P Program.</p>

				<p>The 2017 Latrobe City Youth Council successfully contributed and helped to run the 2017 National Youth Week Activities held in Morwell.</p> <p>Latrobe City Youth Council has maintained a strong connection with local politicians. And for the first time facilitated a regular Youth Council Meeting at Parliament House Victoria.</p> <p>Latrobe City funded all Youth Council participants with opportunity to attend a state wide Youth Forum (Halogen 10,000 Youth Ideas) in Melbourne on Monday 7 November 2017.</p> <p>Latrobe City has conducted intensive Tour of Latrobe City HQ highlighting how local government and council meetings operate. This program has been conducted with several primary and secondary schools in the region.</p> <p>Latrobe City has been a major partner of Kurnai College VCAL program conducting Mock Interviews with all VCAL and VCE students.</p> <p>Latrobe City continues to play a vital role working with both The Smith Family and the Baw Baw Latrobe Learning and Employment Network to host StraightTALK (Young Men’s Program) and Young Women’s career forums.</p> <p>Latrobe City worked with Department of Justice to facilitate the Youth Crime Prevention Workshops.</p> <p>Latrobe City continues to work with The Smith Family as a part of the Journey to Work Program.</p> <p>Latrobe City Youth councillors participated in the Gippsland Regional Partnership Assembly workshops.</p> <p>Latrobe City Youth councillors participated in the Strength Lead Transition Post Hazelwood Power Station Community Workshops.</p> <p>Latrobe City has hosted the Latrobe Bike Ed Challenge for the local primary school aged students.</p> <p>Latrobe City is partner for the Youth Choices Program.</p> <p><b>Key Highlights/Outcomes</b></p> <p>Latrobe City in partnership with Kurnai College and the FLO Campus successfully applied for VicHealth funding to create edible, sustainable youth lead Community Garden Project</p>
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			<p>based in Morwell.</p> <p>The Latrobe City Youth Council participants took the lead role in collaborating with surrounding like-minded young people from the Wellington Shire Youth Council and East Gippsland Youth Ambassadors.</p> <p><b>Key data captured</b></p> <p>The Latrobe City Council successfully recruited 25 motivated young people to the 2017 Youth Council program. With representatives from Indigenous, Sudanese, Philippine, and LGBTIQ communities. Participants represented Latrobe City's three major towns and seven small towns.</p>
	4.2.3 Deliver the annual Latrobe City Community Grants program	Latrobe City – Infrastructure and Recreation	<p><b>Action Status: Ongoing</b></p> <p>The annual Latrobe City Community Grants program responsibilities for Infrastructure and Recreation have been completed for the 2016/2017 financial year. The program has now transitioned to the Performance and Innovation Department and will be managed by the Latrobe City Grants Officer.</p>
	4.2.4 Support activities that build on community inclusion for all including people with mental illness	Latrobe City - Rural Access	<p><b>Action Status: Report not completed.</b></p> <p>Unable to identify any activity in this area as the officer responsible is on long term leave.</p>
	4.2.5 Continue the development of Tarwin pop Up Park to increase physical activity and community connections	Latrobe City – Community Resilience	<p><b>Action Status: Stalled</b></p> <p>At the Ordinary Council Meetings on 12 September 2016 and 27 March 2017, Council extended the duration of the Tarwin Street Pop-Up Park and road closure through to 21 August 2017. The purpose of the last extension was to continue to provide a temporary community meeting space and to seek feedback from the community regarding the Pop-Up Park during the community consultation process for the Future Morwell Urban Design Revitalisation Plan.</p> <p>The Future Morwell Urban Design Revitalisation Plan community consultation occurred from March until June 2017. While some community members identified the Park as a valuable community asset for gathering and activity and</p>



				<p>would like to see it continue; others consider the temporary structure to be an eye-sore and would prefer to reinstate the flow of traffic currently disrupted by the partial road closure.</p> <p><b>Key Highlights/Outcomes</b>                  The Tarwin Street Pop-Up Park has been a highly visible and successful temporary initiative of the Latrobe City Council in partnership with VicHealth. It has been supported by traders; local service organisations; community groups; and for people using the site as a central place to come together. In summary, the Pop-Up Park has been successful in demonstrating that innovative and cost effective treatments can be used to transform space in inventive locations can have a positive impact on increasing the wellbeing, connection, physical activity and community pride.</p> <p><b>Key data captured</b>                  Since its activation in February 2016, there have been over 100 scheduled activities and events held in the park. A majority of the planned activities prior to July 2016 included lunch time yoga, story time for children, parents and bubs fitness classes and ready steady go kids, a program designed to get children moving and more active with excellent participation numbers. It was noted that incidental and informal usage of the park had begun to increase as a community gathering place utilised by a range of people, services and community event/promotion activities.</p> <p>Major events held in the park included workshops and performances from the Australian Ballet, Arts Centre Melbourne and Circus Oz. Tarwin Park movie nights were recognised as a successful event with 3 nights during late summer and early autumn in 2016 attracting 218 people.</p> <p>Surveys and questionnaires were completed at each of these events and at daily activities to gain additional insight into what the community members and traders wanted from the space, this in turn lead to more events and some local traders choosing to open weekends that they would normally be</p>
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			closed.
	4.2.6 Continue to support the Men's Shed program across Latrobe City.	Latrobe City – Community Strengthening	<p><b>Action Status: Completed</b></p> <p>Two network meetings were held for Men's Sheds in Latrobe City. The first was held in Toongabbie in December 2016 and had a focus on preparation for the upcoming bushfire season. The second was held at Churchill Men's Shed in May 2017 and had a focus on preventing violence against women.</p> <p><b>Key Highlights/Outcomes</b></p> <p>Two network meetings held.</p>
	4.2.7 Continue to support the Latrobe City Neighbourhood Houses Network.	Latrobe City – Community Strengthening	<p><b>Action Status: Ongoing</b></p> <p>Latrobe City officers provide support and share information with the Neighbourhood House Coordinators on a regular basis. The Latrobe City Neighbourhood Houses Network (four Neighbourhood Houses, Department of Health and Human Services and Latrobe City) meet informally twice per year.</p> <p><b>Key Highlights/Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Memorandum of Understanding between Latrobe City and the four Neighbourhood Houses is in place until December 2017.</li> <li>• Latrobe City provides an annual operational support grant to each Neighbourhood House.</li> </ul>
	4.2.8 Continue to deliver the Latrobe City Community groups Training and Development program	Latrobe City – Community Strengthening	<p><b>Action Status: Ongoing</b></p> <p>Each financial year the Community Strengthening team delivers a minimum of four targeted information and training workshops for community groups. The overarching objectives of these workshops are to:</p> <ul style="list-style-type: none"> <li>• Provide community group representatives with opportunities to increase their knowledge, skills and confidence surrounding important topics that encourage the running of effective and robust community groups and clubs.</li> <li>• Develop capacity and confidence around the day to day operations of community groups.</li> </ul>

				<ul style="list-style-type: none"> <li>• Support community groups to obtain information, advice and guidance on difficult topics that community groups often experience.</li> <li>• Create opportunities for networking, connection and mutual support.</li> <li>• Strengthen and enhance the relationships between Council and community groups and not for profit organisations.</li> </ul> <p>In 2016/2017 Latrobe City delivered six workshops for community groups, including:</p> <ul style="list-style-type: none"> <li>• Recruiting Active Members and Volunteers – 19 October 2016</li> <li>• Managing and Resolving Conflict in Community Groups – 15 November 2016</li> <li>• A Practical Introduction for Community Engagement x 2 – 27 February 2017</li> <li>• Running Successful Events – 30 March 2017</li> <li>• Media Matters for Community Groups – 31 May 2017</li> </ul> <p><b>Key Highlights/Outcomes</b> Overall the workshops have been well attended and received by community members, with majority of the workshops reaching full capacity. Community feedback indicates that the level of knowledge, skills and confidence regarding topics delivered have significantly increased as of the result of the workshops.</p> <p><b>Key data captured</b> The following data has been collated from the above workshops delivered:</p> <ul style="list-style-type: none"> <li>• 6 workshops delivered</li> <li>• 389 attendees</li> <li>• 144 groups engaged</li> <li>• 99.7% satisfaction rating</li> </ul>
4.3	Improve access to activities, services and venues for our diverse community	4.3.1 Support the development and utilisation of Men's Sheds.	Latrobe City – Community Strengthening	<p><b>Action Status: Ongoing</b> Two Men's Shed Network meetings were held in year 4. A meeting was held at Toongabbie Men's Shed in December</p>

			<p>2016 with a guest speaker focussed on preparing for the bushfire season. The second meeting was held at Churchill Men's Shed in May 2017 with a guest speaker focused on the prevention of family violence.</p> <p><b>Key Highlights/Outcomes</b> Two network meetings with good attendance from a range of sheds across Latrobe City.</p>
	4.3.2 Commissioning services to increase access to mental health services - suicide prevention, partners in recovery, psychological services	Gippsland Primary Health Network	<p><b>Action Status: Ongoing</b> Gippsland PHN commissions services including support in the following areas in Latrobe City; Indigenous care coordination, youth mental health (headspace), psychological therapies for people who may not otherwise be able to access a service, complex care coordination for people with severe mental illness via Mental Health Nursing, suicide prevention and alcohol and other drug support for families.</p> <p><b>Key highlights/Outcomes</b> Service capacity for vulnerable communities maintained</p> <p><b>Key data captured</b> All commissioned services report performance indicator data to Gippsland PHN, including qualitative information.</p>
	4.3.3 Improve Care Coordination for vulnerable communities	Latrobe Regional Hospital	<p><b>Action Status: Completed</b> The Mental Health Care Pathways Project was auspiced by Latrobe Regional Hospital Mental Health Services (LRHMHS) and the Gippsland Primary Health Network (GPHN), with the project running from March 2016 – April 2017. The Project promoted service development activities between LRHMHS, GPHN, Primary Care, the Australian Community Support Organisation, and the Partners in Recovery Programs (involving three Mental Health Community Support Services : MIND, Wellways and Within Australia).</p> <p><b>Key Highlights/Outcomes</b> The service development activities improved the relationships, connectivity, communication and collaboration</p>

			<p>between services to result in enhanced outcomes of people with a lived experience of mental illness and their recovery. The 'pathway' diagram developed has demonstrated a collaboration and engagement model, which places the greatest importance on the person with the lived experience of mental illness/consumer and how they may interact, engage and collaborate with primary and mental health care services and how these services work together for the benefit of the person (and their collaborative partners).</p> <p><b>Key data captured</b> Partners in Recovery Mapping Exercise Report Mapping Questionnaire regarding the Partners in Recovery Initiative (PIR), Collaborative Partners Diagram PIR Fixus Report 01-06-2013 – 31-12-2016</p> <p>See attachment 2.</p>
	4.3.4 Provide inclusive participation activities for people with disabilities, CALD and Aboriginal communities	GippSport	<p><b>Action Status: Ongoing</b></p> <p>As per Action report - 1.4.1 As per Action report - 1.4.2</p>
	4.3.5 Implement the Latrobe City Cultural Diversity Action Plan (2014 – 2018)	Latrobe City – Community Strengthening	<p><b>Action Status: Ongoing</b></p> <p>The Latrobe City Cultural Diversity Action Plan (2014-2018) continues to be delivered. The Year Three Action Plan report has been developed, which will be presented to Latrobe City Council for adoption. The report includes updates on 23 annual actions in the period from July 2016 to June 2017.</p> <p><b>Key data captured</b> Of the 23 annual actions listed in the Action Plan 87% (n=20) have been completed, 4% (n=1) are incomplete and 9% (n=2) are yet to commence.</p>
	4.3.6 Audit venues across Latrobe to ensure accessible and inclusive Develop resources to ensure delivery of services	Latrobe City – Rural Access	<p><b>Action Status: Completed</b></p> <p>Access audits have been undertaken by Major Project's team for some of Latrobe City's buildings including Churchill Hub,</p>

			<p>Churchill Leisure Centre, Latrobe City HQ, Morwell Library, Traralgon Service Centre and the Senior Citizens Centre's at Moe, Morwell, Morwell East, Newborough, Monomeath &amp; Yallambee.</p> <p><b>Key Highlights/Outcomes</b> Reports received, yet to be assessed as at 13 July.</p> <p><b>Key data captured</b> Data captured in the reports will be used to inform future infrastructure developments.</p>
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## 5. FEELING SAFE

*Promote and advocate for a safe and diverse environment*

**Council Plan 2013 – 2017 Theme:** Appropriate, Affordable & Sustainable Facilities, Services & Recreation  
Planning for the Future

Objectives:	Measures of Success
<b>O: Increase safety perceptions among the community</b>	<b>Measured yearly</b>
	O:1 8 communities have developed Local Emergency Action Plans <b>Source: Latrobe City Council - Community Development Team</b>
	O:2 Urban planning applications are of a high quality design and comply with Crime Prevention Through Environmental Design criteria <b>Source: Latrobe City Council - Statutory Planning Team</b>
	<b>Measured every three years</b>
<b>P: Reduce the incidence of family violence in the community</b>	O:3 More adults report feeling safe and walking in their local area at night and during the day <b>Source: VicHealth Indicators Survey</b>
	<b>Measured every three years</b>
	P:1 More adults are prepared to intervene in domestic violence incidents <b>Source: VicHealth Indicators Survey</b>
	P:2 Reduction in family incidence of family violence <b>Source: Victoria Police</b>
<b>Q: Maintain or improve the safety of public facilities and amenities</b>	P:3 Reduction in family incident reports where children are present <b>Source: Victoria Police</b>
	<b>Measured yearly</b>
	Q:1 Council facilities comply with relevant standards <b>Source: Latrobe City Council - Risk and Compliance</b>
<b>R: Reduce the incidence of childhood injury</b>	<b>Measured yearly</b>

	R:1 A reduction in childhood injuries <b>Source: Monash University Accident and Research Centre</b>
	R:2 An increase in the number of playgrounds complying with the Australian Standards for playground equipment design and construction <b>Source: Latrobe City Council-Recreation, Culture &amp; Community Infrastructure, Infrastructure Operations</b>
	R:3 All children's facilities comply with standards under the Education and Care Services National Law Act and Regulations 2012 <b>Source: Latrobe City Council-Child and Family Services</b>



#	Strategy	Action	Lead Organisation	Reports for 2016/2017
5.1	Provide leadership to prevent violence against women	5.1.1 Support programs for community sporting clubs related to the Prevention of Men's Violence Against Women and Children – eg: Orange Round, Regional Sports Forum	GippSport, Gippsland Women's Health	<p><i>GippSport</i> <b>Action Status: Completed</b> Supported the Orange Round and conducted awareness training</p> <p>Conducted the Women in Sport Forum (Traralgon) Ongoing MOU with Gippsland Women's Health</p> <p><b>Key Highlights/Outcomes:</b> Recent funding of the Gippsland – Gender Equality Grant – supported by GippSport</p> <p><b>Key data captured</b> Women in Sport Forum- 60 Orange Round presentation at Morwell East FNC- 65 participants</p> <p><i>Gippsland Women's Health</i> <b>Action Status: Completed</b> a) Gippsland Sports Forum was conducted 30 November 2016 in Traralgon with featured keynote speakers and facilitators Sam Squiers, Kate Roffey and Jane Oakley. Links to keynote speeches:</p> <ul style="list-style-type: none"> <li>• Kate Roffey's keynote: <a href="https://youtu.be/tuzaa01HTrA">https://youtu.be/tuzaa01HTrA</a></li> <li>• Sam Squiers' keynote: <a href="https://youtu.be/SMkRvOmQroA">https://youtu.be/SMkRvOmQroA</a></li> </ul> <p>b) The Orange Round was held on Saturday the 17th of June with 10 football netball clubs across Gippsland participating in the Round. In the Latrobe City Council area, one FNC club, Morwell East, was involved in the initiative.</p> <p><b>Key Highlights/Outcomes</b> a) This webpage has highlights from the Forum: <a href="https://storify.com/GippSport/gippsland-sports-forum-why-women-are-the-secret-to">https://storify.com/GippSport/gippsland-sports-forum-why-women-are-the-secret-to</a></p>

				<p>This webpage has a summary article: <a href="http://gippsport.com.au/recap-gippsland-sports-forum-why-women-are-the-secret-to-your-sports-survival/">http://gippsport.com.au/recap-gippsland-sports-forum-why-women-are-the-secret-to-your-sports-survival/</a></p> <p>b) Orange Round: The club received a Gender Equity / Prevention of Men’s Violence Against Women information session at the clubrooms on a Thursday night prior to the weekend and, on the day, all players and officials wore a strip of orange tape around their arms during the games. Promotional posters were hung at the game venue and free orange wrist bands, and Gippsland Women’s Health support materials, were also made available for attendees of the Thursday night session and Saturday game.</p> <p>The Round received significant coverage in local newspapers, radio stations (eg ABC Gippsland) and television networks (ie WIN TV news).</p> <p><b>Key data captured</b> Post forum survey conducted by GippSport. 121 people from different parts of Gippsland participated, with three clubs present from the Latrobe City Council area. See the attached report for outcomes. See attachment 3 – Women in Sport Forum Report.</p>
		<p>5.1.2 Delivery of Trauma Workshops in partnership with the Trauma Taskforce of the Children and Youth Area Partnership</p>	<p>Children and Youth Area Partnership</p>	<p><b>Action Status: Ongoing</b> A workshop was run at Federation University in August 2016 by staff from the Bouverie Centre. Approximately 20-25 people attended this customised training in Trauma Informed Practice</p> <p>A training day was held at the Gippsland Campus for staff in the Faculty of Education and Arts in early 2017.</p>

	5.1.3 Work with agencies and communities to implement the 4 year Prevention Family Violence Plan to reduce the incidence of violence and harm in our community	Latrobe City – Community Strengthening	<p><b>Action Status: Completed</b> Council finalised the development of its 4 year Preventing Family Violence Plan and continued to work within the community, primarily through the Gippsland Preventing Men’s Violence Against Women Steering Committee. Council also partnered with Quantum Support Services and Victoria Police to hold a community rally for the 16 days of activism against gender based violence and White Ribbon Day. Council also supported the Victorian Government’s Victoria Against Violence awareness campaign.</p> <p><b>Key Highlights/Outcomes</b> Plan developed. Community rally.</p>
	5.1.4 Facilitate Mentors in Violence Prevention (MVP) Sessions with partner organisations and community mentors in violence prevention (Bystanders)	Gippsland Women’s Health, Central West Gippsland Primary Care Partnership, Boolarra Community Development Group	<p><b>Action Status: Completed</b> <i>Central West Gippsland Primary care Partnership</i> Gender Equity training was delivered to health professionals in Latrobe. Training delivered on 8th of May 2017.</p> <p><b>Key data captured</b> 11 people trained</p> <p><i>Gippsland Women’s Health Service</i> MVP (now known as MATE) sessions delivered in Latrobe City:</p> <ul style="list-style-type: none"> <li>• Boolarra Community Champions Group: 29 August 2016</li> <li>• Boolarra Community Champions Groups: 16 October 2016</li> </ul> <p>Gender equity training delivered in Latrobe City:</p> <ul style="list-style-type: none"> <li>• 3 hour training in Moe, 11 participants: 8 May 2017</li> </ul>

				<p><i>Boolarra Community Development Group</i>  <b>Action Status: Ongoing, but currently in hiatus</b></p> <p><b>Key Highlights/Outcomes</b>                  Presentation at a Domestic Violence seminar hosted by Wellington Shire.                  Conducted a Men’s Health Night, with a screening of the film, The Mask You Live In and discussion on the transition from childhood to manhood, and societal pressure. Attended by 30+ men and youths.                  Liaison with local police                  Approaches from local residents with domestic violence issues                  Aim to run additional community information sessions.</p> <p><b>Key data captured</b>                  The profile of domestic violence and willingness to discuss it as an issue of concern is now much increased.                  Interest from local youth 12-17, in understanding and talking about issues of growing up, and societal expectations.</p>
		<p>5.1.5 Deliver Family violence and workplace training for organisations and supporting policy/procedure development and change around workplace culture</p>	<p>Gippsland Women’s Health, Latrobe City – Community Strengthening , Latrobe Regional Hospital, Quantum Support Services</p>	<p><i>Latrobe City – Community Strengthening</i>  <b>Action Status: Completed</b>                  Council delivered Family Violence awareness training to all leaders within the organisation. This training is now mandatory for leaders. Two Council staff members were trained to deliver the MATES bystander training program and will commence offering this to both staff and other workplaces next year.</p> <p><b>Key Highlights/Outcomes</b>                  Family Violence Awareness training made mandatory for Council leaders.</p>

				<p><i>Quantum Support Services</i>  <b>Action Status: Completed</b>                  Provided leadership and raised awareness to prevent violence against women. A number of workplace and community sessions occurred with Gippsland Women’s Health and Quantum Support Services being the lead. Raised community awareness on preventing violence against women, strengthened partnerships with government and non-government agencies including (Latrobe City Council, Quantum, Gippsland Women’s Health Service, and Regional Preventing Men’s Violence Steering Committee, Regional Family Violence Service Reform Steering Group including the general community).</p> <p><b>Key Highlights/Outcomes</b>                  Gippsland Women’s Health Service and Quantum, Delivered Common Risk Assessment Framework Level 1 (CRAF), Identifying Family Violence, to various organisations. Engaged collaboratively with Domestic Violence Resource Centre Victoria (DVRCV) in bringing training down to the Gippsland Region. DVRCV facilitate CRAF Level 2 and Level 3 along with other training.</p> <p>Community March held on the 30<sup>th</sup> November 2016 in Morwell CBD as part of the 16 days of Activism against gender based violence and White Ribbon Day.</p> <p>A Community “No Excuses” event was held on the 4<sup>th</sup> March 2017 at Victory Park in Traralgon.</p> <p>Both of these events saw service providers sharing resources, skills and promoting key safety messages to the Latrobe Valley community.</p> <p>Positive media exposure via Digital, print, radio, social media and television occurred promoting the key themes and messages.</p>
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				<p>Quantum are active members (including providing the Chairperson) to the Regional FV Service Reform Steering Group. Quantum obtained White Ribbon Re-Accreditation training and the development of our FV in the workplace policy.</p> <p><b>Key data captured</b> 150 members of the community participated in the Community March including being engaged with the three guest speakers representing Quantum, Vic Pol, and the Regional Preventing Men’s Violence Steering Committee.</p> <p>In excess of 200 members of the community in attendance at the “No Excuses” community event held in Traralgon engaging with the Latrobe Valley Community Men’s and Women’s choir including an array of guest speakers.</p> <p>In excess of 150 staff undertook Family Violence training.</p> <p><i>Latrobe Regional Hospital</i> <b>Action Status: Ongoing</b> Development family violence child safe policy Development of family violence screening tools Now at the finalisation stage of policies then a roll out of education.</p> <p><b>Key Highlights/Outcomes:</b> Policy development</p> <p><i>Gippsland Women’s Health</i> <b>Action Status: Ongoing</b> a) Latrobe City Council as a Gippsland Prevention Men’s Violence Against Women Steering Committee member has implemented components of the Paving the Way project. b) Family Violence and Workplace Training for</p>
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			<p>Latrobe City Council staff: 11 October 2016</p> <p><b>Key Highlights/Outcomes</b></p> <p>a) Latrobe City Council adopted training approaches from the Paving the Way project model.</p> <p>b) Family Violence and Workplace Training for Latrobe City Council staff: 11 October 2016</p> <p>Latrobe City Council did finalise a Family Violence Leave Entitlement and Policy in early 2016. From late 2015 to August 2016 GWH delivered Family Violence and the Workplace Training to staff at Latrobe City Council as part of the process for introducing the FV Leave at LCC.</p>
	5.1.6 Coordinate the Respectful Relationships Program for people with a disability, updating program with Latrobe University	Latrobe City – Rural Access	<p><b>Action Status: Stalled</b></p> <p>Due to issues with governance relating to the program, it has not run since 2015 however documentation has been developed along with a suite of procedure guidelines to stand behind the program.</p> <p><b>Key Highlights/Outcomes</b></p> <p>Previous Rural Access Officer identified a gap in information being provided to the community and subsequently worked with Purple Hearts and Community Development regarding awareness of the prevention of violence against women within our community.</p>
	5.1.7 Deliver Mentors in Violence Prevention program for people with disability	Latrobe City – Rural Access	<p><b>Action Status: Completed</b></p> <p>Mentors in Family Violence Prevention program for people with disability was incorporated into the 'Leading with You' program delivered in July and August 2016 in Moe.</p> <p><b>Key data captured</b></p> <p>10 program graduates.</p>
	5.1.8 Develop a gender analysis tool kit for Latrobe City in partnership with Gippsland	Latrobe City – Community Strengthening, Gippsland Women's Health	<p><i>Latrobe City – Community Strengthening</i></p> <p><b>Action Status: Completed</b></p>

		<p>Women's Health by May 2017</p>	<p>A gender analysis toolkit was developed in partnership with Gippsland Women's Health. The toolkit aims to assist Council staff to consider the impact of gender on their work. It includes separate tools for specific work areas and aims to influence the planning, implementation and evaluation of programs, projects and services.</p> <p><b>Key Highlights/Outcomes</b>                  Toolkit developed</p> <p><i>Gippsland Women's Health</i>  <b>Action Status: Completed</b>                  The Local Government Gender Analysis Toolkit has been developed and will be launched by the Municipal Association of Victoria (MAV) and the State Government of Victoria on 16 August 2017 in Melbourne. The MAV will then publish the tool on their website where it will be accessible for use. The toolkit enables councils to analyse and respond to gender inequality in the delivery of events, information, programs, projects and services.</p> <p><b>Key Highlights/Outcomes</b>                  The project produced a toolkit that incorporates eight tools; seven for specific areas and one generic tool for program or project planning. The seven specific tools are for Communications, Community Engagement, Emergency Management, Grants, Infrastructure Planning, Performing Arts and Venue hire.</p> <p>Utilising the toolkit to conduct a gender analysis of council processes and programs is now a requirement that is embedded within the Latrobe City Council Strategic Initiatives Assessment Tool. The Strategic Initiatives Assessment Tool is used during the budget bid process and includes criteria to assist in assessing and prioritising projects.</p>
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				<p>The overarching achievement of the project has been the development of the toolkit. The project has also progressed existing conversations around gender equality in service planning and delivery in specific teams and at the Executive level within council.</p> <p>Feedback received from people already engaged in this work in other councils is that the tools will assist them in their work. Access and utilisation of the tools by these councils is eagerly awaited.</p> <p>The project was a successful partnership between Latrobe City Council and Gippsland Women’s Health. It demonstrated the value of local government engaging external subject matter experts to assist in developing internal programs and processes. At a worker level the project team brought different but complementary skills and experience to the project and this enhanced the outcomes.</p> <p>Next steps for the future: Gender analysis has been included as a requirement in the Strategic Initiatives Assessment Tool. There is a need to build the capacity of those completing the tool and those undertaking the assessments to understand the gender analysis tools.</p> <p>Latrobe City Council has established the Respect and Equality Collective, a staff working group. The Collective members will assist them in championing the toolkit’s use throughout the organisation.</p> <p><b>Key data captured</b> The development of the tool.</p>
5.2	Build Partnerships with local stakeholders to improve real	5.2.1 Conduct two community safety forums to explore local safety issues and	Latrobe City – Community Strengthening, Quantum Support Services	<i>Latrobe City – Community Strengthening</i> <b>Action Status: Completed</b>

	and perceived community safety	responses.	<p>Four Safety Forums held on two separate topics – Gambling Awareness (22 November 2016) and Local Crime and Safety Issues (23 May 2017)</p> <p><b>Key Highlights/Outcomes</b> At the first forum a panel discussion was held following the showing of “Ka-Ching Nation” with representatives from a variety of organisations who discussed the complexity of regulatory, planning, social and economic issues and impacts of gaming machines and gambling. Information regarding the gaming losses in Latrobe City was shared. Attendees also discussed the reasons why people gambled and the need for low cost alternative activities. The second Forum was led by Victoria Police where they spoke of the local crime statistics, their priorities, programs, responses and challenges. Attendees were then provided with the opportunity to raise and discuss any safety issues or concerns and identify impacts. Suggestions were made on potential solutions to issues and feedback sheets were completed which provided Victoria Police with some specific avenues and areas to work on in partnership with local community members, businesses and service providers.</p> <p><b>Key data captured</b> Local gambling expenditure data and associated information and crime data collated and analysed.</p> <p><i>Quantum Support Services</i> <b>Action Status: Completed</b> Raised community awareness on preventing violence against women, strengthened partnerships with government and non-government agencies including (Latrobe City Council, Quantum, Indigenous family Violence Regional Advisory Group, Vic Pol, Berry Street, Gippsland Women’s Health Service, Regional Preventing Men’s Violence Steering Committee,</p>
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				<p>Regional Family Violence Service Reform Steering Group including the general community).</p> <p><b>Key Highlights/Outcomes</b>                  Community March held on the 30th November 2016 in Morwell CBD as part of the 16 days of Activism against gender based violence and White Ribbon Day.</p> <p>A Community “No Excuses” event was held on the 4th March 2017 at Victory Park in Traralgon. Both of these events saw service providers sharing resources, skills and promoting key safety messages to the Latrobe Valley community. Positive media exposure via Digital, print, radio, social media and television occurred promoting the key themes and messages.</p> <p><b>Key data captured</b>                  150 members of the community participated in the Community March including being engaged with the three guest speakers representing Quantum, Vic Pol, and the Regional Preventing Men’s Violence Steering Committee.                  In excess of 200 members of the community in attendance at the “No Excuses” community event held in Traralgon engaging with the Latrobe Valley Community Men’s and Women’s choir including an array of guest speakers.</p>
		<p>5.2.2 Continue to convene the Traralgon CBD Safety Committee and implement the annual action plan.</p>	<p>Latrobe City – Community Strengthening, Victoria Police</p>	<p><i>Latrobe City- Community Strengthening</i></p> <p><b>Action Status: Ongoing</b>                  Latrobe City facilitated the monthly Traralgon CBD Safety Committee; which works to improve the safety of patrons and staff in and around the Latrobe City’s Late Night venues.</p> <p><b>Key Highlights/Outcomes</b>                  Latrobe City continued to work closely with key stakeholders in the Night-time Economy.</p>

				<p>Stakeholders include; licensees, Victoria Police, LV Bus lines, Traralgon Taxi Services, Stockland Plaza, McDonalds, Public Transport Victoria, Traralgon Chamber of Commerce, and Traralgon Community Development Association Inc.</p> <p><i>Vic Police</i></p> <p><b>Action Status: Ongoing</b> Traralgon CBD Safety committee continues to operate but at a reduced frequency- as of 15<sup>th</sup> June 2017 meeting it was decided to run CBD safety committee meetings quarterly. This is due to lack of need for more frequent meetings; there being no unaddressed significant local issues requiring committee involvement at present.</p> <p><b>Key Highlights/Outcomes</b> Reduced incidence of significant issues requiring action.</p>
		<p>5.2.3 Deliver the Waterhole Creek, Morwell Lighting improvement project</p>	<p>Latrobe City – Infrastructure and Recreation, Latrobe City – Community Strengthening</p>	<p><b>Action Status: Ongoing</b> Latrobe City Council was successful in obtaining \$375,000 via the Australian Government’s Safer Streets Programme for the delivery of a Lighting Improvement Project along Waterhole Creek, Morwell. The project will involve the installation of 52 lights starting near the southern boundary of the traffic school and continuing to the existing lights at Morwell East Residents Association (MERA) Park, Morwell East, a distance of around 1.5 kilometres.</p> <p>To date Latrobe City Council Officers has worked closely with an external contractor to design and finalise lighting plans that meets P3 category lighting requirements and relevant Australian Standards. Focus has been given to a number of crucial factors, including:</p> <ul style="list-style-type: none"> <li>• Providing sufficient lighting for the entire stretch of pathway and adjoining intersections</li> </ul>

			<ul style="list-style-type: none"> <li>• Positioning of lights to ensure they are not shadowed by trees and other infrastructure</li> <li>• Positioning of lights, creating best spread of light possible</li> </ul> <p>Latrobe City Council Officers have utilised a number of community engagement methods to advise stakeholders and community members about the upcoming works, anticipated safety benefits, acknowledgement of supporting stakeholders and timelines. This has included a media release and distribution of a community newsletter to key project stakeholders and 417 residencies living close to the proximity of Waterhole Creek, Morwell.</p> <p>Latrobe City has now commenced a tender process to appoint a contractor for installation of lighting which is anticipated to occur between August and October 2017.</p> <p><b>Key Highlights/Outcomes</b></p> <p>The anticipated safety benefits as a result of this project include:</p> <ul style="list-style-type: none"> <li>• Safer transport links at dusk/night for community members of all ages to travel to access recreational and social facilities, including sporting clubs (e.g. training and games), community group activities, after school programs, local cinema and Mid Valley Shopping Centre.</li> <li>• Increased perception and feelings of safety and security for residents living nearby, encouraging residents in Morwell East to use the surrounding infrastructure after dark, including the cultural walk, fitness station, BMX track, park, tables and benches.</li> <li>• Increased activity in the area leading to greater community connectedness, community presence and feelings of safety and security.</li> </ul>
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			<ul style="list-style-type: none"> <li>Improved surveillance and visibility of the pathway for community members and Victoria Police, deterring criminal activity and antisocial behaviour.</li> </ul> <p><b>Key data captured</b> Nil to date. Key data will be captured in the project evaluation, due in June 2018.</p>
5.3	Develop Latrobe City Council as a leading child safe organisation.	5.3.1 Implementation and compliance with the Victorian Governments child safe standards.	Latrobe City – Family Services
			<p><b>Action Status: Ongoing</b> Latrobe City currently complies with the childsafe standards and is continuing to imbed them into the organisation through training, policy and other communication. The Family Services Project Officer represents Latrobe at a State wide network meeting working with other Councils to support the implementation and lead the way for Gippsland.</p> <p><b>Key Highlights/Outcomes</b></p> <ul style="list-style-type: none"> <li>Child Safe Policy adopted by Council</li> <li>Code of Conduct developed</li> <li>Training rolled out across the organisation</li> <li>Working with children check policy developed for the broader organisation</li> <li>Statement of commitment established and approved</li> </ul>

## 6. SKILLS FOR HEALTHY COMMUNITIES

*Recognise and harness the skills of Latrobe City residents and organisations for the advancement of our economy and community*

**Council Plan 2013 – 2017 Theme:** Job Creation & Economic Sustainability  
Advocacy For & Consultation with Our Community

Objectives:	Measures of Success
<b>S: Build the capacity of organisations and community groups to deliver health and wellbeing outcomes</b>	<b>Measured yearly</b>
	S:1 Workplaces, early childhood education and care services, primary and secondary schools are registered with and actively involved in the Achievement Program <b>Source: Achievement Program</b>
	S:2 Latrobe City Council staff and partner organisations have increased skills to develop, implement and promote health and wellbeing policies <b>Source: Municipal Public Health and Wellbeing Plan Reference Group Members</b>
<b>T: Increase opportunities for residents to participate in community action and volunteering</b>	S:3 Organisations in Latrobe work together to improve health and wellbeing for residents <b>Source: Municipal Public Health and Wellbeing Plan Reference Group Members</b>
	<b>Measured every three years</b>
	T:1 Levels of volunteering by residents has increased <b>Source: VicHealth Indicators Survey</b>
T:2 Residents participation in community action and change has increased <b>Source: VicHealth Indicators Survey</b>	

#	Strategy	Action	Lead Organisation	Reports for 2016/2017
6.1	Enhance the capacity of early childhood education and care, primary and secondary schools settings to achieve health and wellbeing outcomes through participation in the Healthy Together Victoria Achievement Program	6.1.1 Support registered early childhood education centres to progress through the Achievement program.	Latrobe City – Child and Family Services	<p><b>Action Status: Ongoing</b> Services continue to progress through the Achievement program without the local support that was once provided.</p> <p><b>Key Highlights/Outcomes</b> Parents and Educators working together to achieve outcomes of the program.</p> <p><b>Key data captured</b> All 24 Services are signed up to the program.</p>
		6.1.2 Support registered primary schools to progress to the Create Stage of the Achievement Program.	Latrobe Community Health Service	<p><b>Action Status: Ongoing</b> Through the implementation of the Accelerated Schools Project, one school Churchill North was able to progress from Coordinate to Create stage.</p> <p><b>Key Highlights/Outcomes</b> On average this progression from ‘Coordinate’ to ‘Create’ stage usually take 21 months, we were able to achieve this in 4 months, which is a huge achievement and shows how successful the implementation of the Accelerated Schools Project was.</p> <p><b>Key data captured</b> Now that they success of the Accelerated Schools project has been proven, this approach will be taken with other Primary schools into the future.</p>
		6.1.3 Support registered primary schools to progress to the Celebrate Stage of the Achievement Program.	Latrobe Community Health Service	<p><b>Action Status: Ongoing</b> At the commencement of Year 4, there were 4 schools that had already reached celebrate phase, and were working their way through the next cycles of the Achievement Program. At the end of Year 4, there were 3 schools that continued to achieve benchmarks therefore progressing through the Celebrate stage another 3 times.</p> <p><b>Key Highlights/Outcomes</b> During Year 4 there were 6 benchmarks achieved by 3</p>



				schools. <b>Key data captured</b> Benchmarks were achieved for Tobacco Control, Physical Activity, Sun Protection and Alcohol and other Drugs.
		6.1.4 Support registered secondary schools to progress to the Create Stage of the Achievement Program.	Latrobe Community Health Service	<b>Action Status: Ongoing</b> Accelerated Schools Project implemented into Kurnai College over Year 4, small steps made towards progression through the Achievement Program.  <b>Key Highlights/Outcomes</b> Kurnai College at Morwell Campus and Churchill Campus were able to successfully change their Canteen Menus to reflect healthier options.  <b>Key data captured</b> Kurnai College Morwell Campus- After working closely with its canteen manager and discussing what quick changes can be made to the menu, black items were able to be removed straight away, which equated to 5 % of the 2015 menu. The number of red items being offered by the canteen decreased from 15% to 5%, and amber items also decreased from 62% to 56% which is great results. The most positive result from the 2016 menu assessment was the percentage of green items now being offered in the canteen have increased from 18% to 39%.
		6.1.5 Support registered secondary schools to progress to the Celebrate Stage of the Achievement Program.	Latrobe Community Health Service	<b>Action Status: Stalled</b> No progress has been made in this action area.
6.2	Enhance the capacity of workplace settings to achieve health and wellbeing outcomes through participation in the Achievement Program	6.2.1 Facilitate the Latrobe Workplace Health & Wellbeing Network	Latrobe Community Health Service	<b>Action Status: Ongoing</b> Meetings have been occurring since March 16 and are ongoing. Were bi-monthly, now occurring quarterly with each meeting taking place at a different workplace on an alternating basis.  <b>Key Highlights/Outcomes</b> The group find this to be a valuable information sharing and

				networking opportunity and have asked for it to continue.  <b>Key data captured</b> <ul style="list-style-type: none"> <li>• 4 meetings have been held so far</li> <li>• Between 6 and 9 attendees at each meeting</li> <li>• 8 large employers are represented on the Committee</li> </ul>
		6.2.2 Support registered workplaces to achieve Recognition Point 1 of the Achievement Program.	Latrobe Community Health Service	<b>Action Status: Ongoing</b> 3 workplaces (DHHS IGA, Australian Paper, The VRI) have achieved Recognition Point 1 of the Achievement Program  Held workshop to assist workplaces with progression (attended by 3 workplace representatives)  <b>Key Highlights/Outcomes</b> Facilitated DHHS Inner Gippsland Area planning session and development of Health and wellbeing Action Plan.  <b>Key data captured</b> 3 workplaces have achieved Recognition Point 1 of the Achievement Program.
		6.2.3 Support registered workplaces to achieve Recognition Point 2 of the Achievement Program.	Latrobe Community Health Service	<b>Action Status: Ongoing</b> 3 workplaces have attained recognition point 2 for at least 1 benchmark (Hazelwood, Australian Paper, DHHS IGA)  <b>Key data captured</b> 3 workplaces have attained recognition point 2 for at least 1 benchmark <ul style="list-style-type: none"> <li>• Hazelwood- Mental health and wellbeing, physical activity</li> <li>• Australian Paper- Smoking, alcohol</li> <li>• DHHS IGA- Mental health and wellbeing</li> </ul>
6.3	Enhance the capacity of Sporting Clubs to improve the health and wellbeing of	6.3.1 Support community sporting clubs volunteers participate in education and training Eg: Responsible Service of	GippSport	<b>Action Status: Completed</b> RSA Training courses completed Newborough- 15 participants

	members	Alcohol, First Aid and Sports Trainers courses		<p>Morwell- 14 participants Tyers- 21 participants Cowwarr- 22 participants Moe- 25 participants Liquor Licencing seminar, Morwell- 20 participants</p> <p><b>Key Highlights/Outcomes</b> Still interest in this type of training</p>
		6.3.2 Support community sporting clubs to develop skills to apply for grants to increase participation and improve player/participant safety and wellbeing	GippSport	<p><b>Action Status: Ongoing</b></p> <ul style="list-style-type: none"> <li>• Newborough – Female Friendly Facility application</li> <li>• 3 CSIF- Participation Plans underway</li> <li>• Traralgon FNC- VicHealth Female Participation and Sporting Club Grant</li> <li>• Churchill Junior Football- Sporting Club Grant</li> <li>• Morwell East- VicHealth Female Participation Grant</li> <li>• Traralgon Rovers Hockey Club- VicHealth Female Participation</li> <li>• Provided advice and support to other clubs not successful or pending</li> </ul> <p><b>Key Highlights/Outcomes</b> Participation planning is going well</p> <p><b>Key data captured</b> 5 successful grant applications</p>
6.4	Investigate opportunities for increasing civic engagement and volunteering in physical activity and recreation programs	6.4.1 Continue to implement the Health Champions initiative, supporting and increasing the capacity of Health Champions to advocate for their community through personal development and other identified areas.	Latrobe Community Health Service	<p><b>Action Status: Ongoing</b> Currently, there are over 255 registered Health Champions in Latrobe. In the last 12 months of this plan, a variety of activities and events have occurred, including:</p> <p>The Health Champions Latrobe Action group has continued to meet to progress the Actions in their community owned Action Plan including: working to deliver food literacy programs in the community and supporting local community gardening projects.</p> <p>The network’s social media project, Hugo the Health Champ Hound, has continued to be implemented and supported by</p>

			<p>network members with over 44,000 people reached through this project in the last 12 months.</p> <p>Advocacy training workshop delivered to build the capacity of members to advocate for change in their community</p> <p>Informal networking opportunities provided</p> <p><b>Key data captured</b></p> <p>There are over 255 registered Health Champions in Latrobe City</p> <p>Over 44,000 people reached through network's social media project and Facebook page: Hugo the Health Champ Hound</p>
	6.4.2 Implement marketing strategy for volunteer recruitment and activation of environmental spaces, tracks, trails and points of destination for people of all abilities	Latrobe City –Recreation and Environment	<p><b>Action Status: Ongoing</b></p> <p>Continue to provide support for volunteer Committees who manage open space and tracks and trails by providing admin support to the Committees, and environmental expertise. The organisation also provides annual maintenance grants to these committees so that the tracks and trails that can be maintained.</p> <p>Some work has been done in supporting the groups but not as specifically described in the action.</p>
	6.4.3 Deliver the Skate Park Users Leadership Development Program in partnership with YMCA Victoria.	Latrobe City – Community Strengthening	<p><b>Action Status: Ongoing</b></p> <p>The Latrobe City Skate Park Program in partnership with YMCA Action Sports and Own Life activated several youth spaces throughout the municipality. This was done by hosting major skate park events in Traralgon, Morwell, Churchill, and a Pop Up Skate Park in Morwell. The Latrobe City Skate Park Events allowed skateboarders, BMX riders and scooter riders to legitimately showcase their skills through formal competitions.</p> <p><b>Key Highlights/Outcomes</b></p> <p>Activating Youth Spaces in rural areas such as Glengarry, Yinnar, Churchill and Yallourn North.</p>

				<p><b>Key data captured</b></p> <p>Key Skate Park Activities 2016/2017</p> <p>Friday 8 July 2016 Morwell Skate Park Under light Event.</p> <p>July 2016 Pop Up Skate Park Morwell</p> <ul style="list-style-type: none"> <li>• Saturday 27 August 2106 Traralgon Skate Park approx. 200 young people in attendance 50 competitors</li> <li>• Saturday 10 September 2016 Morwell Skate Park approx. 200 young people in attendance 50 competitors</li> <li>• Saturday 8 October 2016 Morwell Skate Park approx. 200 young people in attendance 50 competitors</li> <li>• Saturday 29 October 2016 Churchill Skate Park approx. 100 young people in attendance 30 competitors</li> <li>• Saturday 10 December 2016 Morwell Skate Park approx. 200 young people in attendance 50 competitors</li> <li>• Sunday 8 January 2017 Churchill Skate Park approx. 100 young people in attendance 20 competitors</li> <li>• Wednesday 18 January 2017 Traralgon Skate Park approx. 200 young people in attendance 50 competitors</li> <li>• Saturday 11 February 2017 Morwell Skate Park approx. 200 young people in attendance 50 competitors</li> <li>• Friday 31 March 2017 Morwell Skate Park Under Lights approx. 300 young people in attendance 80 competitors</li> </ul>
6.5	Build the capacity of organisations to engage consumers with low health literacy	6.5.1 Improve the health literacy of organisations to enable consumers with low health literacy to make informed decisions about their health	Central West Gippsland Primary Care Partnership	<p><b>Action Status: Ongoing</b></p> <p>The “Gippsland Guide to becoming a Health Literate Organisation” is being rolled out across Latrobe health organisations. Four organisations have completed the self-assessment audits. Three organisation have a health literacy improvement plan being implemented. One organisation has implemented a health literacy policy. One organisation has a policy in draft. Two organisations have developed dedicated working groups or incorporated health literacy into existing committees and strategies. 12 Health Literacy Training Tools have been developed. CWGPCP has partnered with other PCPs to develop online training modules for health literacy for the State of Victoria.</p>

				<p><b>Key Highlights/Outcomes</b> Three organisations are implementing initiatives that will lead to health services being easier for people to access, navigate, utilise and understand.</p> <p><b>Key data captured</b> 177 staff have been trained in health literacy practices.</p>
6.6	Build the capacity of organisations to deliver health promotion and support chronic-disease self-management	6.6.1 provide capacity building opportunities and networking platforms for service agencies across sectors (eg Health and Welfare)	Central West Gippsland Primary Care Partnership	<p><b>Action Status: Ongoing</b> Training has been provided to health professionals across Latrobe to improve their health related skills, knowledge and capacity.</p> <p><b>Key data captured</b> 35 training sessions were delivered. 605 health professionals participated in capacity building training.</p>
		6.6.2 Integrate Lifestyle interventions into Health Pathways across Latrobe as appropriate	Gippsland Primary Health Network, Latrobe Regional Hospital, Central West Gippsland Primary Care Partnership	<p><i>Gippsland Primary Health Network</i></p> <p><b>Action Status: Ongoing</b> Gippsland HealthPathways program assists general practitioners in the management of chronic disease and complex conditions, including prevention.</p> <ul style="list-style-type: none"> <li>Gippsland HealthPathways brings together GPs, specialists, nurses and allied health professionals to create pathways guiding best practice assessment and management of a range of medical conditions, including when and where to refer patients. The aim of Gippsland HealthPathways is to assist health services and providers build a more sustainable and integrated health system for Gippsland.</li> </ul> <p>Pathways continue to be localised and added to the Gippsland HealthPathways website for local Health professional's use.</p> <p><b>Key Highlights/Outcomes</b> A total of 60 clinical referral and resource pathways have</p>

				<p>been localised during the 2017/2018 year.</p> <p><i>Latrobe Regional Hospital</i></p> <p><b>Action Status: Ongoing</b> D85 physical health research program. Development of physical health screening tool and physical health clinics for community mental health consumers.</p> <p><b>Key Highlights/Outcomes</b> Physical health research program</p> <p><b>Key data captured</b> Statistics of physical health needs of consumers</p>
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**Attachment 1    Action 1.1.2 Implement the actions of the Playground Improvement Plan.  
Latrobe City – Parks, Playgrounds and Gardens**

**Glengarry Photos**





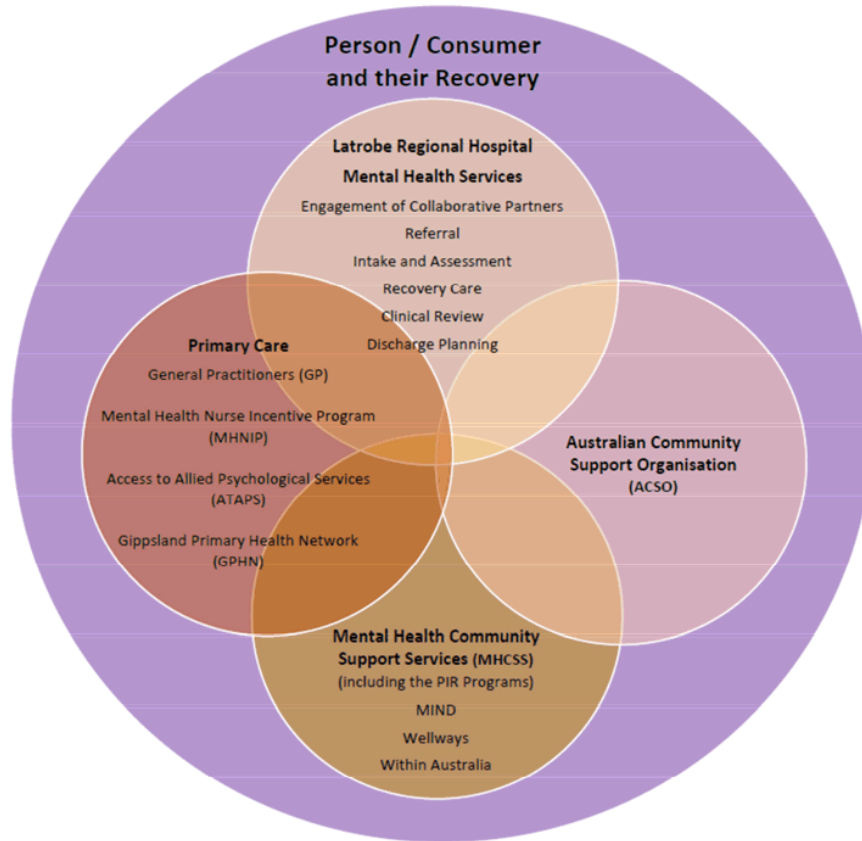
**Ferguson Street Moe – before photos**



**Ferguson Street Moe – after photo**

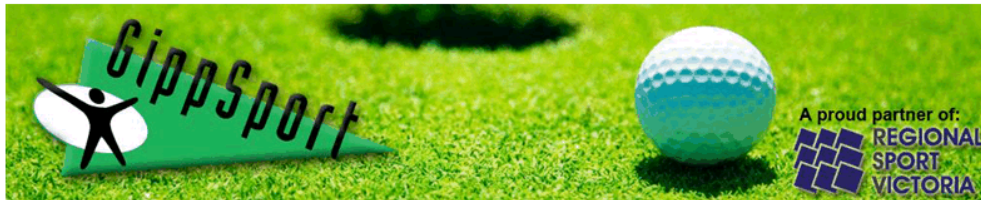


**Attachment 2    Action 4.3.3 Improve Care Coordination for vulnerable communities.  
Latrobe Regional Hospital**



**Attachment 3    Action 5.1.1 Support programs for community sporting clubs related to the Prevention of Men’s Violence Against Women and Children – eg: Orange Round, Regional Sports Forum  
Gippsland Women’s Health**

**Women in Sport Forum Report**



## **GippSport Report:**

### **Women In Sport Forum**

#### Index

1. Survey Data

### 1. Survey Data

Table 1.  
Clubs and Organisations who Participated in Gippsland Women in Sport Forum

Please advise which club or organisation you're from:
Hill End & Grove Rovers Football Netball Club
Traralgon Football Netball Club
Latrobe City Council
Leongatha Cycling Club
Newborough Yallourn United Soccer Club

#### Q2 If you attended the forum representing an organisation, are you also part of a sport or recreation group/club?

Answered: 5 Skipped: 0

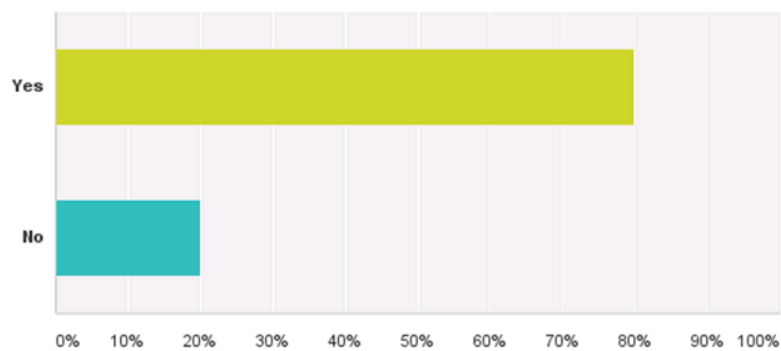


Figure 1. Number of Participants who are involved in recreation group or sports club

Table 2.  
List of sports who Participated in Gippsland Women in Sport Forum

What sport does your club participate in?
Football, Triathlon, Little Aths
Australian Rules and Netball
Swimming
cycling
Soccer

Table 3 .  
List of Local Government area who had clubs present at Gippsland Women in Sport Forum

Which Local Government Area is your club located in?	
Baw Baw Shire	1
Latrobe City	3
South Gippsland/ Bass Coast	1

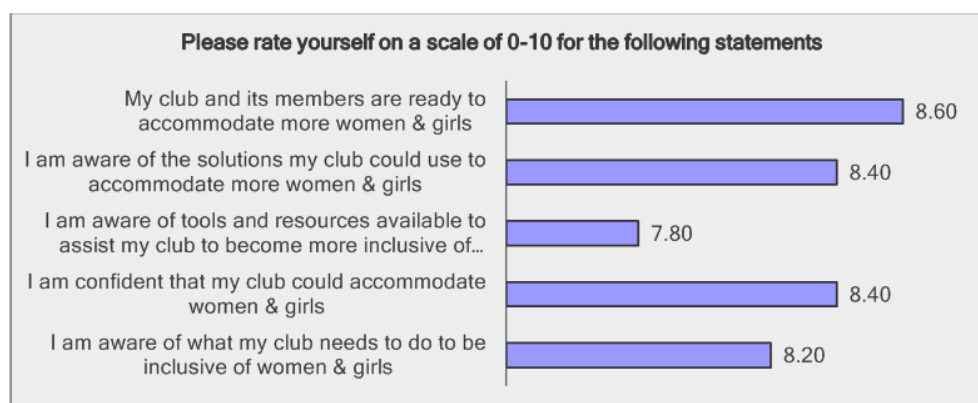


Figure 2. Average Rating of Post Survey Questions from participants

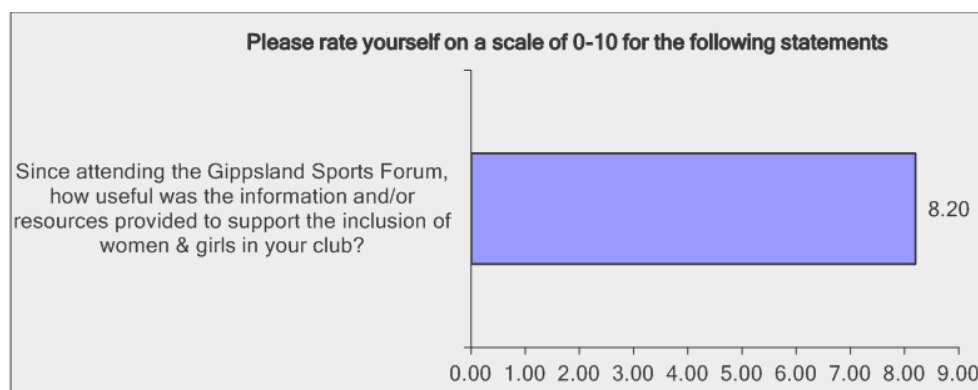


Figure 3. Average rating from participants Post Survey regarding working with GippSport

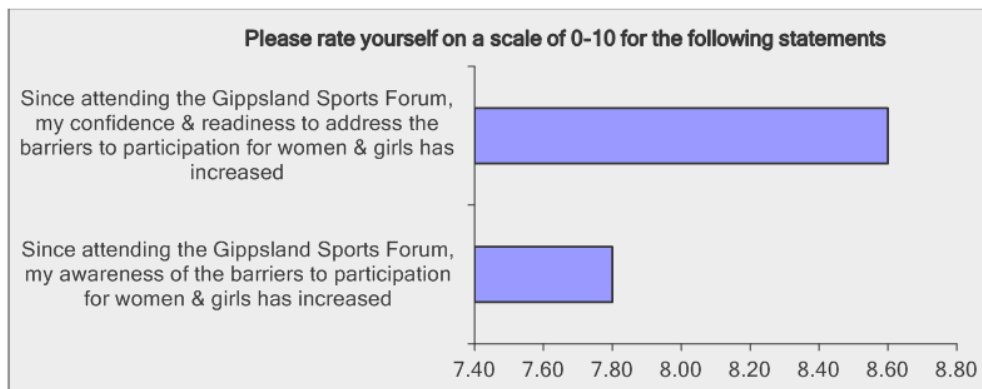


Figure 4. Average Rating of Post Survey Questions on Barriers from participants

Table3.

Participant's comments on what they like to address and changes in their Club

As a result of the forum what would you most like to address or change in your club?	
1	Change in club culture (football), create opportunities for female participation (triathlon), provide better toilet/change facilities (Little Aths)
2	Female friendly facilities/change rooms
3	Continue to advocate for girls and women to participate at all levels of sport, including leadership positions.
4	create a women's social riding arm of the club, less focus on racing
5	Old cultures and norms

Table4.

Participant's comments on what information and support found valuable is making change at their club

What other information or support would you find valuable for making change in your club?	
1	Hosting a club specific session for Board, volunteers and community (football), funding for promotion of triathlon to young girls and "mums", funding for facilities (Little Aths)
2	Funding grants
3	female role models giving talk locally etc
4	I have already gathered a lot of information from Gippsport

**16.5 Presentation of the Municipal Public Health and Wellbeing Plan 2017-2021  
for adoption**

**General Manager**

**Community Services**

**For Decision**

**EXECUTIVE SUMMARY**

This report presents to Council the final draft of the Municipal Public Health and Wellbeing Plan 2017 – 2021 (MPHWP), 'Living Well Latrobe' and seeks Council endorsement.

Council is required by the State Government to develop a Municipal Public Health and Wellbeing Plan under section 26 of the Public Health and Wellbeing Act 2008 within 12 months of the Council election.

The MPHWP outlines Council's key health prevention priority areas for the coming four years.

The final draft of 'Living Well Latrobe' has been completed after considerable public consultation and analysis of relevant municipal health data. The document takes a strengths based asset approach and seeks to highlight and leverage from the positive health and wellbeing experiences and components which already exist within the community.

On 21 August 2017, the draft plan was presented to Council and received endorsement to release for further consultation and feedback for a period of six weeks until 3 October 2017.

The changes to the draft plan are as a result of the feedback received and predominantly relate to the language style, picture graphic representation, format design and readability.

The final plan is now presented to Council for consideration.

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

**That Council, having invited and considered feedback received, adopts  
"Living Well Latrobe" Municipal Public Health and Wellbeing Plan 2017-2021.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.



## **DISCUSSION**

The MPHWP is a requirement under section 26 of the Public Health and Wellbeing Act 2008. It requires Council to develop a MPHWP within 12 months of each general election of Council and will be due to be resolved by Council before the end of October 2017.

The MPHWP sits alongside the Council Plan and the Municipal Strategic Statement as key strategic documents for Council.

The aim of the MPHWP is to achieve maximum levels of health and wellbeing through the identification and assessment of potential public health issues in the community and to outline strategies and actions to either prevent or minimise these. It also aims to identify opportunities to support health and wellbeing through the four domains of the environments for health: built, social, economic and natural environments.

Council's role in municipal public health and wellbeing planning is to bring together stakeholders and community around key public health and wellbeing focus areas, to lead and facilitate partnerships to develop local health planning priorities, and to support initiatives that promote positive health and wellbeing.

While the draft MPHWP, has been facilitated by Council Officers, the plan is required to have regard to the *Victorian Health and Wellbeing Plan* as well as health data.

Council's engagement approach provided meaningful opportunities for the community to be involved in the development of the Plan, as community partnerships play a significant role in future health and wellbeing outcomes for service users and providers.

An extensive community consultation and engagement process was implemented as per the Consultation and Engagement Plan previously submitted to Council.

The themes that emerged as a result of the community engagement and consultation, as well as consideration of the available data and the Victorian Health and Wellbeing Plan were:

1. Social and community connection
2. Active Living
3. Health and Wellbeing
4. Safe at home
5. Safe in our community
6. Lifelong learning and opportunities

These themes were considered and workshopped extensively by interested community and service stakeholders, resulting in the preparation of the draft MPHWP, 'Living Well Latrobe'. During the workshop process, participants were also given the opportunity to suggest a name for the plan and "Living Well Latrobe" was a popular nomination.

In order to ensure that the MPHWP is a document that the community and service stakeholders believe will assist in improving health and wellbeing outcomes, it was

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considered essential that the draft plan be made available for further consultation and feedback for a reasonable period of time.

At its Ordinary Council meeting of 21 August 2017, Council resolved:

1. *Endorses the release of the draft Municipal Public Health and Wellbeing Plan 2017 – 2021 for public consultation and feedback for a six week period commencing 22 August 2017 and concluding 03 October 2017; and*
2. *Requests a final report, with consideration being given to feedback received be presented to Council at the ordinary Council meeting scheduled for 23 October 2017.*

As a result, a further consultation and feedback process has occurred. The amended plan which incorporates feedback from community and stakeholders partners is now presented to Council for consideration. A copy of the final plan is presented for Council consideration (attachment 1). The changes and amendments to the plan is summarised in the table below.

<b>Page</b>	<b>Section</b>	<b>Amendments</b>
Front	Cover page	Update of graphics and inclusion of photo
2	Contents page	Inclusion of contents page
3	Message from the Mayor	Update of format, graphics and inclusion of photo
4	Acknowledgement	Inclusion of acknowledgement of Aboriginal and Torres Strait Islanders
5	Our Community page	Inclusion of summarised themes identified by our community
6	Our Focus page	Design and graphics change
7	Social and Community Connectedness – Focus Area	Format, design and graphics change
8	Active Living – Focus Area	Format, design and graphics change
9	Health and Wellbeing – Focus Area	Format, design, graphics and Focus Area title change (previously Healthy Living)
10	Safe at Home – Focus Area	Format, design and graphics change
11	Safe in the Community – Focus Area	Format, design and graphics change
12	Lifelong Learning and Opportunities – Focus Area	Format, design, graphics and Focus Area title change (previously Skills and Opportunities)
13	Our Promise page	Format, design and graphics change. Consolidation of "How we will get there" and "How we will know we are making a difference" pages
14	Appendix 1	Format, design and graphics change.

		Previously titled "Methodology"
15-17	Appendix 2	Format change
18	References	Format, design and graphics change
5-13	Our Community, Our Focus, Focus Area x 6 and Our Promise pages	Language style and readability change

## **STAKEHOLDER CONSULTATION**

Considerable consultation was undertaken in receiving community and stakeholder feedback on the draft 'Living Well Latrobe' MPHWP for a six week period from 22 August until 3 October 2017.

Consultation activities undertaken with the Draft Plan included:

*Promotion activity:*

Notification to the general community occurred through the Council notice board, media release, Facebook posts and placement on the Latrobe City website.

*Neighbourhood engagement activity:*

A personal approach was undertaken by council officers in each of the targeted neighbourhood households (letterbox drop) by providing the draft plan, survey questionnaire (Survey Monkey platform optional) and a reply paid envelope for responses. 170 survey responses were received.

*Draft plan and survey feedback accessibility to the broader community:*

The draft plan and a survey feedback questionnaire was made available in hard copy format at each of our service centres, libraries, early years services and leisure centres; or via Latrobe City website with Survey Monkey platform for survey responses

*Contact with local businesses:*

Direct contact was undertaken with local business via email for feedback with a total of eight responses received.

*Engagement with the MPHWP Reference Group:*

Direct engagement with the MPHWP reference group occurred via email and a facilitated workshop to gain input into the finalisation of the Plan.

*Latrobe Health Assembly:*

Direct engagement with the Latrobe Health Assembly via email and meeting directly with the Executive Officer on a fortnightly basis

*Voice of the Child:*

An extension of the "Voice of the Child" project was progressed during this consultation across a total of six Early Years Services, resulting in feedback received from 107 children on their health and well-being understanding

*Consultation activity at local shopping precinct:*

A Pop-Up Shop consultation and promotion activity was undertaken at the Mid-Valley Morwell Shopping Centre in partnership with Family Services program during the school holiday period between 25 September and 6 October.

A consultation summary report for feedback received during the above six-week period is available (attachment 2).

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Funding was provided by the Department of Health and Human Services to assist in the development of this Plan.

In addition a grant was received from VicHealth for the facilitation of workshops and to assist in the preparation of the draft plan based on information gathered at these workshops.

Action Plans will be developed (led by the MPHWP reference group) and reviewed yearly. Any Council actions that require budget allocation will be presented for budget approval prior to implementation.

The officers involved in the development of the plan have worked with finance officers in relation to budget information.

### **RISK IMPLICATIONS**

*Potential to not meet the Public Health and Wellbeing Act 2008 (Act) time deadline*

The Act requires that plans be in place within 12 months of a general council election, making the date of submission late October 2017.

It is important to note that while there is no listed consequence, council officers have received advice from the Department of Health and Human Services that if we fail to meet the deadline we will be seen to be in breach of the Act.

### **CONCLUSION**

The community and service stakeholder engagement process in the development of the final Living Well Latrobe MPHWP has been extensive. Together with the review of available data and the Victorian Health and Wellbeing Plan, it has resulted in a plan that is reflective of the needs, strengths and aspirations of the Latrobe City community and the desire to improve health and wellbeing.

Council officers now present the revised plan for consideration.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

- 1↓ . Municipal Public Health & Wellbeing Plan 2017-2021
- 2↓ . Community Consultation Summary

DRAFT

## **Presentation of the Municipal Public Health and Wellbeing Plan 2017-2021 for adoption**

- 1 Municipal Public Health & Wellbeing Plan 2017-2021 ..... 759**
- 2 Community Consultation Summary..... 783**

**DRAFT**



**LIVING  
WELL  
LATROBE**

**MUNICIPAL PUBLIC HEALTH AND  
WELLBEING PLAN** *2017-2021*

A HEALTHY, SAFE, VIBRANT AND CONNECTED COMMUNITY





**LATROBE CITY COUNCIL**  
**MUNICIPAL PUBLIC  
HEALTH AND  
WELLBEING PLAN**  
*2017-2021*

**CONTENTS**

Message from the Mayor..... 3  
Our Community ..... 4  
Our Focus ..... 5  
Focus Areas ..... 6  
    Social and Community Connectedness..... 7  
    Active Living..... 9  
    Health and Wellbeing ..... 11  
    Safe at Home ..... 13  
    Safe in our Community ..... 15  
    Lifelong Learning and Opportunities ..... 17  
Our Promise ..... 18  
Appendices ..... 19  
References..... 23



## MESSAGE FROM THE MAYOR

### ... a new perspective

**This Municipal Public Health and Wellbeing Plan is more than a collection and analysis of data, it is a capture of the thoughts, hopes and aspirations of our community. It is a show of community force, a determined stand to take an active and powerful role in our collective long term health and wellbeing.**



Throughout the development of this document the community has been our source of knowledge, our inspiration and our test of what is and is not empowering.

We have deliberately focused on the strengths of this wonderful community – its spirit, how protective it is of its unique history, how proud it is of its great gifts and assets, its fundamental sense of connectedness and the determination to look after our own.

We also acknowledge the traditional owners of the land, the Braiakaulung people of the Gunaikurnai nation and pay respect to their elders past and present. In the development of this plan we thank our Braiakaulung advisory committee for their guidance and we appreciate the contribution of members

of our aboriginal communities who have assisted and informed the development of this plan.

This Plan is a community plan. It is our blueprint – not just for Council but for our valuable partner agencies and stakeholders, community groups and associations as well as individual community members

In the preparation of this Plan we have also had the privilege of connecting with the Latrobe Valley Health Assembly. Here we have found alignment and synergy to our work and acknowledge the importance of a shared cooperative approach moving forward. The Health Innovation Zone is Australia's first - its establishment provides Council, service providers and the wider community with a unique opportunity to

deliver creative, unconventional, progressive community based approaches to health and wellbeing improvement.

In developing our Plan we thank the State Government for supporting and embracing our community-led approach.

On behalf of Council, I would like to extend my appreciations to those hundreds of community members who participated in the development of this document. Each and every contribution has been enormously valuable in the development of this vision for our community.

By working together to deliver this Plan, by being guided by the wisdom of our community, I am confident that we can create a more healthy, vibrant, safe, connected and resilient community.

# OUR COMMUNITY

... at a glance

## BUILDING ON OUR STRENGTHS...

### OUR OPPORTUNITY

Time of change, people are listening and engaged, a new approach

### OUR HOME

Natural beauty, livable, affordable, accessible, country life, close to city

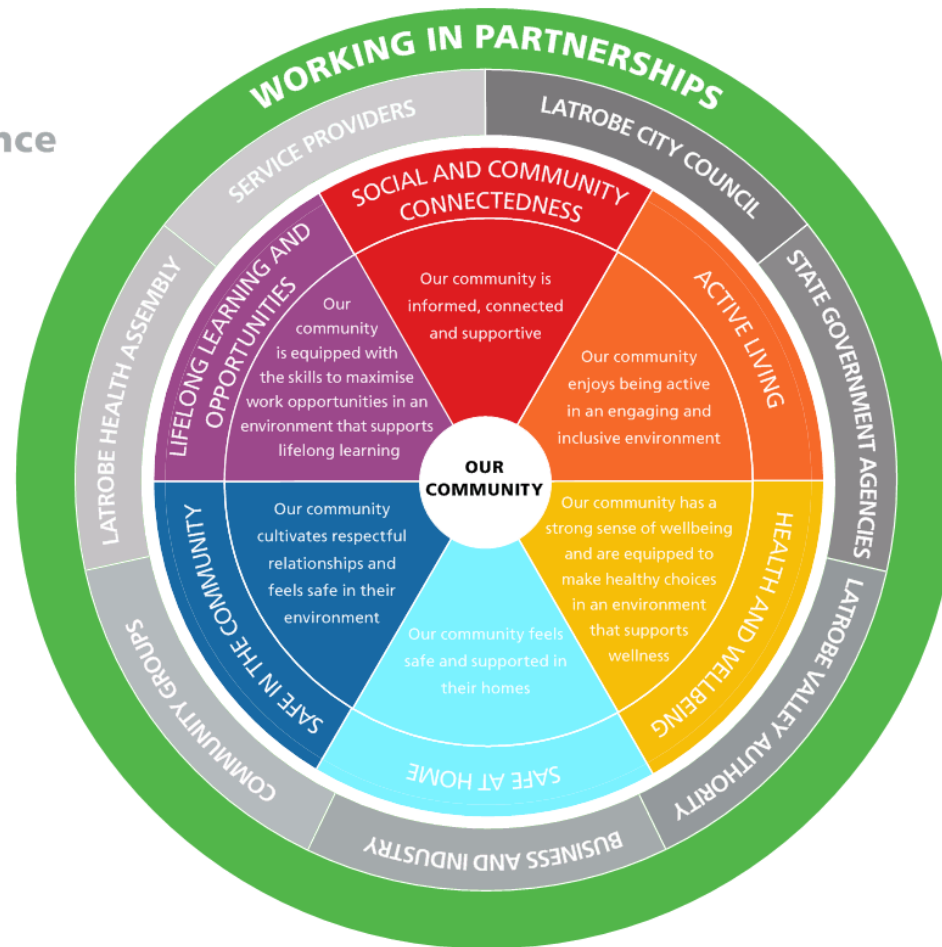
### OUR PEOPLE

Welcoming, resilient, supportive, caring, invested, want change



# OUR FOCUS

... at a glance







## SOCIAL AND COMMUNITY CONNECTEDNESS


Our community is informed, connected and supportive

### WHAT THE STATISTICS SAY

 64% Have attended a community event

 Almost two-thirds are able to get help from neighbours

 1 in 3 People volunteer in their community

 6/10 rated their community good for support groups

### OUR FOCUS

- Greater promotion of events, activities, gatherings and opportunities to connect
- Encourage neighbourhoods to host events and activities. Work with neighbours and communities to reduce event barriers and red-tape
- Support initiatives that reduce feelings of isolation and loneliness - connect neighbours and communities
- Promote volunteering opportunities across Latrobe City
- Develop a diverse and flexible range of volunteering opportunities so people can make a difference to their community
- Promote mental wellbeing, talk about ways to support and enhance mental health. Work with our partners to promote services, networks and agencies working in this space




## What the community said


bike paths walking groups  
purpose for activity low cost inclusive  
dances open spaces 'come and try' days  
amenities off leash dog parks  
schools park runs volunteering  
Community gardens water fountains  
rest spots natural beauty  
connect our towns incidental activity  
build on what's working well work together  
create walking destinations flexible options  
social connection active neighbourhoods  
accessibility midnight basketball  
workplaces


## ACTIVE LIVING


An environment and community that cultivate and enjoy active living

### WHAT THE STATISTICS SAY

 58% Not meeting daily activity guidelines

 More than two-thirds would like to increase their physical activity

 1 in 3 People are a member of a sporting group

 Latrobe residents reported that barriers to engaging in physical activity include time, affordability, ill health, suitable facilities and caring for young children

### OUR FOCUS

- Promote ways to be more active in the home, at work, school and play
- Build environments that create opportunities to move and build physical health
- Invest in infrastructure that provides low cost physical activity that can be used by all members of the community
- Create affordable sporting and physical activity options with Clubs and sporting organisations
- Get the community moving—grow existing active living initiatives, foster new ones and work with the community to create new and exciting physical activity opportunities
- Grow participation in physical activity —women, Aboriginal and Torres Strait Islander community, LGBTI, multicultural community, people with a disability, seniors
- Improve low cost physical activity facilities to promote walking, cycling and use of public transport with an aim to reduce our community's carbon footprint



## What the community said

mental health  
inclusive services  
affordable options  
business promotion education  
council facilities edible landscapes food literacy  
healthier fast food options healthy kids menus  
free water social connection community groups  
drug and alcohol prevention focus on wellness  
sporting clubs healthy relationships gender equity  
support with dignity system navigation empower  
reduce the stigma social inclusion  
service professional retention vulnerable groups  
LGBTIQ support information packs  
community leadership neighbourhood outreach  
community based support farmer's markets  
food swaps drug rehabilitation  
workplaces schools



## HEALTH AND WELLBEING

**Our community has a strong sense of wellbeing and are equipped to make healthy choices in an environment that supports wellness**

### WHAT THE STATISTICS SAY



58% of people at increased risk of alcohol related harm on a single occasion



2/10 report being obese



5 in 10 people do not meet dietary guidelines for fruit or vegetable consumption



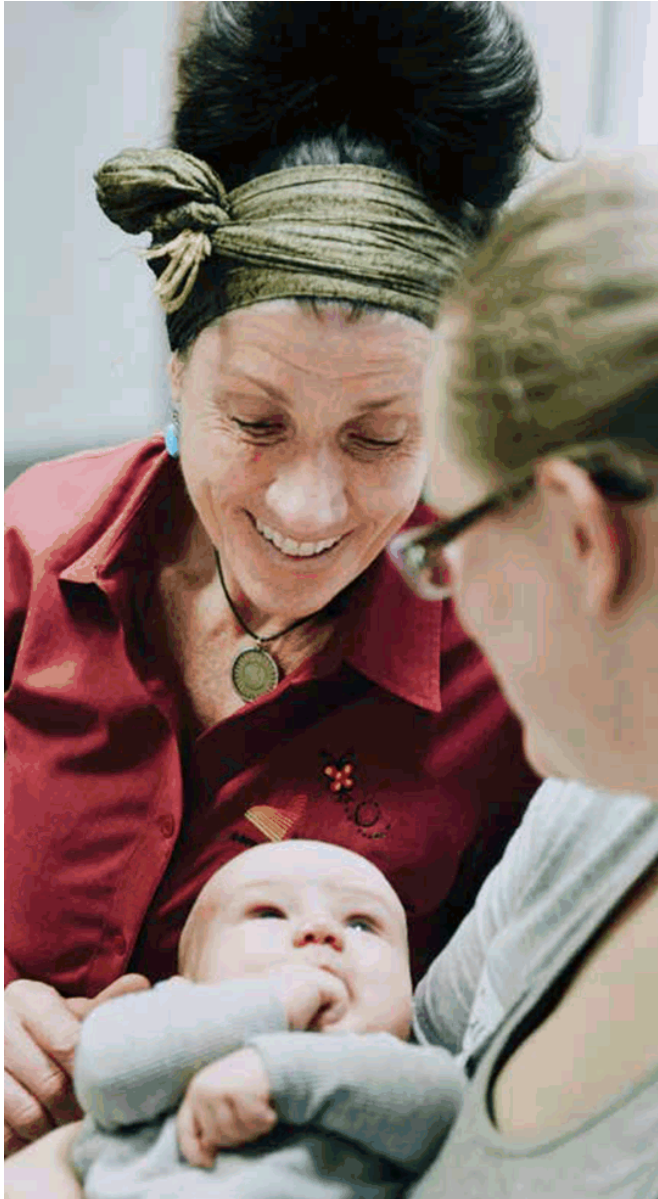
15% Reported fair or poor health status



17% are in high psychological distress

### OUR FOCUS

- Increase access, availability, promotion and consumption of healthy food and drink options
- Support local food initiatives such as community gardens and food swaps
- Reduce the harms associated with drugs, smoking and excessive alcohol consumption
- Support families to access information about drug and alcohol rehabilitation services. Advocate for improved alcohol and drug rehabilitation services in local communities
- Work with the community to prevent family violence. Promote respectful and equitable relationships
- Promote safe sexual relationships across the community
- Be a welcoming and inclusive community for all members including LGBTI, Aboriginal and Torres Strait Islander community, multicultural, youth, people with a disability
- Develop and support partnerships to address the causes of food insecurity with focus on access to healthy food, education around healthy eating and support for local producers
- Support Victorian State Government initiatives to improve health outcomes for Aboriginal and Torres Strait Islander community members



## What the community said


safe in the family unit long-term planning  
culturally diverse support  
online and telephone fraud workplaces  
education children and young people  
support for victim survivors same sex relationships  
elder abuse prevention police  
gender equity address causes  
perpetrators online bullying  
short term contracts affect relationships  
healthy relationships accessibility  
mental health first aid


## SAFE AT HOME

Our people feel safe in their homes

### WHAT THE STATISTICS SAY

**33** Family violence incidents per 1000  
*\*compared to state rate of 12*

 More than half of people are able to get help from neighbours

 4/10 people aged over 75 years live alone

**75%** 75% of those affected by family violence across Victoria were female

### OUR FOCUS

- Be vocal supporters and active participants in the eradication of family violence
- Promote a more gender equitable community by developing our workforce, educating the community and building an understanding of the underlying causes of family violence
- Work with key partners including state government on implementing “Ending Family Violence—Victoria’s Plan for Change” (10 year plan)
- Work with partners to enable responsive, flexible and culturally appropriate support for those who have been affected by family violence
- Work with community groups to promote online safety



## What the community said

### protective services

community gatherings safe open spaces  
respect for women education  
homelessness police resources  
diversity outreach programs  
permits for parties safe transport  
mental health aid additional paths  
prevention relationship building  
rehabilitation centres shared goals  
anti-violence nightlife transport availability  
hoon reduction school crossings  
fall risks Kurnai Young Parents Program  
community gardens  
youth justice street lights

## SAFE IN THE COMMUNITY

Our community cultivates respectful relationships and feels safe in their environment

### WHAT THE STATISTICS SAY

**12** Drug usage and possession offences per 1000

 Just over half of people feel safe on the streets alone

**94%** Rated their community as a pleasant environment

### OUR FOCUS

- Support stronger relationships and partnerships between the Police and the community
- Encourage clubs, community groups and services to provide safe, welcoming and inclusive environments for all
- Consider innovative ways to reinvigorate empty shop fronts to add brightness and vibrancy to our street scapes
- Work with the Police and agencies to respond to public perceptions of safety
- Work with neighbourhood centres, houses and hubs to build local connections and support school and neighbourhood renewal projects
- Work creatively to develop initiatives to prevent those in our community from entering or re-entering the criminal justice system and look at ways to support re-entry into the community
- Address pedestrian and transport safety needs— consider pedestrian crossings, bike and walking paths, hoon behaviour, lighting and community prevention activities



## What the community said

harness strengths of the community  
build confident adults culture matters  
cost of education / skills development ecological model  
encourage hope digital literacy  
food security life skills early years  
gender equity recognition of experience  
Home and Community Care  
managing finances impact of trauma  
multiple pressures fair pay for young people  
parents learn through their children mental health  
men's sheds grandparents as carers  
match education to employment options  
value volunteering childhood impacts on later life  
casualisation of the workforce pathways  
mentoring learn locals skills for hobbies and interests  
flexible accessible learning

## LIFELONG LEARNING AND OPPORTUNITIES

Our community is equipped with the skills to maximise opportunities in an environment that supports lifelong learning

### WHAT THE STATISTICS SAY

7.8%

Unemployment rate



Almost one-third of children developmentally vulnerable in more than 1 area

\$400

45% of people have income less than \$400 per week

85%

Year 9 students attained national minimum literacy standards  
*\*6% below state rate*

### OUR FOCUS

- Support and promote flexible learner centred initiatives and learning as an opportunity for every member of our community.
- Build positive and supportive pathways into learning.
- Embrace a family centred approach to early years learning which harnesses the talents and interests of children to support school readiness
- Grow, support and promote services and programs which build financial and digital literacy
- Create opportunities to harness hobbies and interests as pathways into learning
- Recognise that employment is an important foundation for health and wellbeing. Support our community to build skills and be job ready
- Create and promote clear local pathways from education and skills training to employment opportunities
- Coaching and training to assist with resume writing, interview skills and career advice for appropriate employment opportunities for all ages throughout all stages of life
- Reduce harm from problem gambling

# OUR PROMISE

... next steps



**ACTION PLAN**  
**PROGRESS MONITORING**  
**ANNUAL REVIEW**  
**COMMUNITY INVOLVEMENT**  
**PROMOTE & SHARE**

## WITH ENVIRONMENTS THAT...



## WE WILL...



18

## OUR COMMUNITY WILL SAY...



## HOW WE KNOW WE ARE MAKING A DIFFERENCE?

- ✓ Health data improves
- ✓ Community are connected, active, happy and healthy
- ✓ Service providers and partners commit to and deliver meaningful services to the community
- ✓ Community will feel listened to and catered for and report positively on changes resulting from the plan



## APPENDIX 1

Following the Council election in 2016, Latrobe City have implemented the development of a community focused Municipal Public Health and Wellbeing Plan for years 2017-2021.

With this in mind, an extensive community engagement was undertaken to collect the community's thoughts and ideas on how to improve the health and wellbeing of the people and understand the best ways to engage with them to ensure this plan is useful; and responds to the way in which they live.

Latrobe City's primary objective was to listen to the community and capture their thoughts on their life, their community and their wellbeing.

Latrobe City Council embarked upon neighbourhood door knock surveys in four townships in Latrobe City. Conversation Cafes were held with the neighbourhoods which were visited to share these results and discuss the themes drawn from this to understand the ideas they have on improving their health and wellbeing. As well as these neighbourhoods, online responses have been received from Tyers, Yallourn North, Yinnar, Boolarra, Newborough, Toongabbie, Glengarry and Traralgon South through online surveys. In addition, a short postcard survey was distributed.

This process generated a wealth of valuable insight into our community which drove the next steps. From these surveys Latrobe City identified a number of key themes, which set the direction for further in-depth discussions.

From the data collated four main workshop themes were identified; social and community connection; feeling safe; active and healthy living and; work and educational opportunities and financial security. These formed the basis for discussions with the MPHWP Reference Group and the Municipal Themed Workshops where community members and representatives from local service providers examined the themes in more depth and explored ideas for how our community can improve their health and wellbeing in these key areas.

In addition people were asked how they would like to be engaged, what a thriving community would look like to them if the plan was successful and what they would like the plan to look like. This input drove out key priorities for development of a community focused Municipal Public Health and Wellbeing Draft Plan.



## APPENDIX 2

### In context

This section of the plan details how our focus areas align with the Latrobe City Council Plan 2017-2021, the Municipal Strategic Statement, the Victorian Public Health and Wellbeing Plan 2015-19 and the Latrobe Health Assembly priorities to work together towards a happy and healthy Latrobe.

		LATROBE CITY COUNCIL PLAN 2017 - 2021 OBJECTIVES <sup>6</sup>						MUNICIPAL STRATEGY STATEMENT <sup>7</sup>					
		SUPPORT JOB CREATION AND INDUSTRY DIVERSIFICATION TO ENABLE ECONOMIC GROWTH	ENCOURAGE IMPROVED EDUCATION & TRAINING OUTCOMES	IMPROVE THE LIVEABILITY AND CONNECTEDNESS OF LATROBE CITY	IMPROVE THE AMENITY AND ACCESSIBILITY OF COUNCIL SERVICES	PROVIDE CONNECTED, ENGAGED & SAFE COMMUNITY ENVIRONMENT, WHICH IS IMPROVING THE WELLBEING OF ALL CITIZENS	ENSURE COUNCIL OPERATES OPENLY, TRANSPARENTLY AND RESPONSIBLY	GROW THE CIVIC PRIDE OF OUR MUNICIPALITY & SOLIDIFY LATROBE CITY'S IMAGE AS A KEY REGIONAL CITY	NATURAL ENVIRONMENT	BUILT ENVIRONMENT SUSTAINABILITY	MAIN TOWNS	ECONOMIC SUSTAINABILITY	LIVEABILITY
<b>SOCIAL AND COMMUNITY CONNECTEDNESS</b>	Our neighborhoods are informed, connected and supportive			•	•	•		•					•
<b>ACTIVE LIVING</b>	An environment and community that cultivate and enjoy active living			•	•	•		•	•	•			•
<b>HEALTHY LIVING</b>	Our people have the knowledge and opportunities to make healthy choices and access appropriate, responsive supports and services			•	•	•	•	•			•		•
<b>SAFE AT HOME</b>	Our people feel safe in their homes and can access appropriate support and services when needed		•	•	•	•							
<b>SAFE IN OUR COMMUNITY</b>	Our schools, workplaces, environment and community help everyone to feel safe and connected			•	•	•		•		•			•
<b>LIFELONG LEARNING AND OPPORTUNITIES</b>	Our community have the skills, and opportunities to be financially secure	•	•	•	•	•		•				•	

## APPENDIX 2

### In context (continued)

		VICTORIAN PUBLIC HEALTH AND WELLBEING PLAN 2015-19 PRIORITY AREAS <sup>7</sup>							
		HEALTHIER EATING AND ACTIVE LIVING	TOBACCO FREE LIVING	REDUCING HARMFUL ALCOHOL & DRUG USE	IMPROVING MENTAL HEALTH	PREVENTING VIOLENCE & INJURY	IMPROVING SEXUAL & REPRODUCTIVE HEALTH	MAINTAINING HEALTHY ENVIRONMENTS	RESPONDING TO THE IMPACTS OF CLIMATE CHANGE
<b>SOCIAL AND COMMUNITY CONNECTEDNESS</b>	Our neighborhoods are informed, connected and supportive				•	•			•
<b>ACTIVE LIVING</b>	An environment and community that cultivate and enjoy active living	•						•	
<b>HEALTHY LIVING</b>	Our people have the knowledge and opportunities to make healthy choices and access appropriate, responsive supports and services	•	•	•	•	•	•		
<b>SAFE AT HOME</b>	Our people feel safe in their homes and can access appropriate support and services when needed				•	•			
<b>SAFE IN OUR COMMUNITY</b>	Our schools, workplaces, environment and community help everyone to feel safe and connected	•		•	•	•		•	
<b>LIFELONG LEARNING AND OPPORTUNITIES</b>	Our community have the skills, and opportunities to be financially secure	•			•				•

## APPENDIX 2

The establishment of the Latrobe Health Assembly (the Assembly) was a key recommendation from the re-opened Hazelwood Mine Fire Inquiry. It is independent of government and consists of over 40 members of the Latrobe Valley reflecting the diversity of our community.

The Assembly is an important partner in the development and implementation of this plan, and has initially established three working groups

LATROBE HEALTH ASSEMBLY WORKING GROUPS	SOCIAL AND COMMUNITY CONNECTEDNESS	ACTIVE LIVING	HEALTHY LIVING	SAFE AT HOME	SAFE IN OUR COMMUNITY	LIFELONG LEARNING AND OPPORTUNITIES
	Our neighborhoods are informed, connected & supportive	An environment & community that cultivate and enjoy active living	Our people have the knowledge & opportunities to make healthy choices & access appropriate, responsive supports & services	Our people feel safe in their homes & can access appropriate support & services when needed	Our schools, workplaces, environment & community help everyone to feel safe & connected	Our community have the skills, and opportunities to be financially secure
Make the move		•	•			
Education employment and pride of place	•					•
Early childhood, young people and families	•			•		•

## REFERENCES

1. Department of Health and Human Services (2015), Local Government Area Statistical Profiles, Latrobe (C), <https://www2.health.vic.gov.au/about/reporting-planning-data/gis-and-planning-products/geographical-profiles>
2. Latrobe City Council, Public Health and Wellbeing Survey (May 2017)
3. Department of Health and Human Services (2017), Preventative Health Survey 2012-13 – Adult: Companion Document Draft, Part 1: Healthy eating and physical activity behaviours and risk factors
4. Turning Point, Alcohol and other drug statistics, (2015-16 figures) <http://aodstats.org.au/VicLGA/>
5. Crime Statistics Agency, Family Violence Data Portal, Victoria Police Data Tables (2015-16 figures) <https://www.crimestatistics.vic.gov.au/family-violence-data-portal>
6. Latrobe City Council (2017), Latrobe City Council Plan 2017-2021 [http://www.latrobe.vic.gov.au/About\\_Us/Media\\_and\\_Publications/Major\\_Council\\_Publications](http://www.latrobe.vic.gov.au/About_Us/Media_and_Publications/Major_Council_Publications)
7. Latrobe City Council (2017), Latrobe Planning Scheme (Municipal Strategic Statement) <http://planningschemes.dpcd.vic.gov.au/schemes/latrobe>
8. Department of Health, Koolin Balit: Victorian Government strategic directions for Aboriginal Health 2012-2022





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# Living Well Latrobe

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## Community Consultation Feedback Summary

## Overview

The 'Living Well Latrobe' Municipal Public Health and Wellbeing Draft Plan 2017-2021, was open for community consultation for six weeks from 23 August 2017 until 3 October 2017. The Draft Plan was available to the community via [www.latrobe.vic.gov.au/healthandwellbeing](http://www.latrobe.vic.gov.au/healthandwellbeing) web page with a link to the 'Living Well Latrobe' survey—see appendix.

The 3,377 dwellings visited in the original survey were re-visited through a mail drop across the Traralgon, Morwell, Moe and Churchill neighbourhoods. These dwellings were provided with a copy of the Draft Plan, a reply paid envelope and survey in the aim to obtain feedback. As a result, 170 respondents completed the survey.

A short five question survey was created for the Maternal and Child Health Pop-up shop where staff members took the opportunity to speak with parents about the plan. This survey was then tailored for local businesses asking for their feedback on the layout and design of the plan.

In addition, a facilitated workshop was undertaken with the Municipal Public Health and Wellbeing Plan Reference group to capture feedback and strengthen stakeholder collaboration. Also, further comment was provided by the Department of Health and Human Services, West Gippsland Primary Care Partnership and Braiakaulung Advisory Committee.

Responses predominantly related to the language style, picture graphic and representation, format design and readability. Also, some community feedback suggested including further developed strategic focus areas which were considered in the draft plan amendments or changes.

We were struck by how strongly the community viewed the Draft Plan. While there were a significant number of positive comments, some feedback received will provide an opportunity for council to continue in it's efforts to advocate and secure the trust of the community.

The "Voices of the Child" project was extended to include further feedback opportunities from preschool children on health and wellbeing.

Council has been very encouraged by the overwhelming support and praise the community has provided during this consultation. Also, the willingness of people in sharing their views and thoughts on improving our community's health and wellbeing has been inspiring.



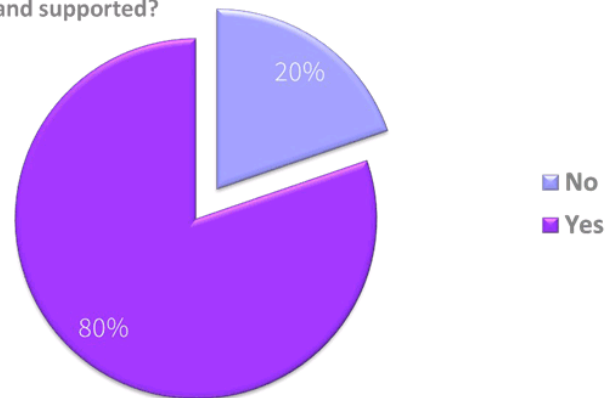
# Social and Community Connectedness

*...our community said*

## Our focus

- Work with partners and media to improve ways to promote, inform and connect our community with activities and services
- Support initiatives that build connections and encourage neighbourhood events and activities
- Encourage and support communities to develop initiatives that reduce feelings of isolation and loneliness
- Develop flexible ways for people to contribute to their community and neighbourhoods
- Grow community and family support for mental wellbeing

Do you think these focus points will support our neighbourhoods to be informed, connected and supported?



I think we could call out a focus on supporting volunteering specifically

More awareness should be done as there are not aware of some services

Make sure things are well publicised

For there to be a flyer, advertising community events, so many times I have no idea they are happening and for a low socioeconomic area no one has time to put money aside.

Sport is important - How does a new comer access this information. Lots of sports but where do you go.

We need to teach children about respect and love for one another first...I have heard young parents speak in a disgusting way to their children. This is a learned behaviour.

Page 785

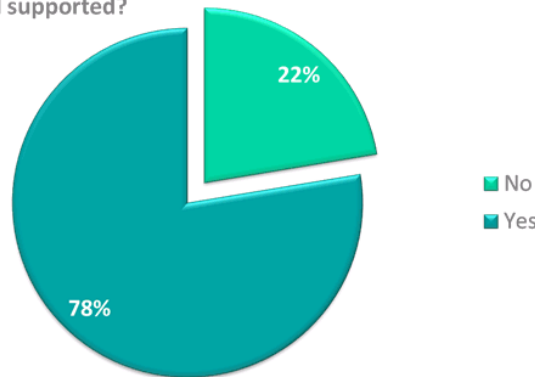
# Active Living

...our community said

## Our focus

- Encourage and promote incidental activity in the home, workplace, school and play
- Support structured and informal physical activity options
- Recognise, support and grow existing local active living initiatives
- Work with local sporting providers to provide low cost participation
- Invest in infrastructure that supports low cost physical activity
- Explore opportunities to increase activity and social connections for pet owners

Do you think these focus points will support our neighbourhoods to be informed, connected and supported?



Group fitness, walking/bike trail, dog walk areas, better amenities with longer opening hours.

Community bus for transport to swimming pool and sporting activities for older generation

Their needs to be a culture that sees physical fitness as a benefit, not a burden, nor a difficult task

Need even foot paths, if elderly using a walker, it is impossible to navigate ground here.

More for senior citizens, make them feel they have a place in life....nothing to keep them out in their community

Perhaps more advertising about some of the activities available for people would mean more people would participate eg. exercises for seniors - where and when

I particularly like the statement about social connections for pet owners

A good active program will provide pursuits other than pokies = better community



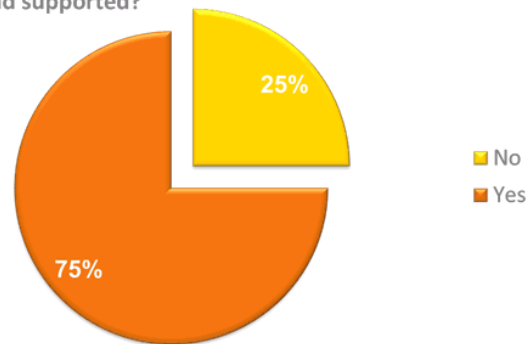
# Health and Wellbeing

*...our community said*

## Our focus

- Work with businesses, schools, council, community and sporting groups to develop and promote healthy food and drink options
- Support neighbourhood-based healthy food initiatives such as community gardens and food swaps
- Collaborate with all partners to reduce the harms associated with drugs and alcohol
- Improve access to support and rehabilitation for those affected by drug and alcohol abuse, including children and families
- Work with schools, community groups and services to empower people to have safe sexual relationships
- Work with services providers and the community to ensure services and the community are inclusive and welcoming of LGBTIQ community

Do you think these focus points will support our neighbourhoods to be informed, connected and supported?



More focus on younger people issues, depression etc.

Not enough contact points to access help

More labels on fast food so obesity doesn't happen

Yes, real health and wellbeing cannot be activated without full information about the food available, junk food should be exposed.

Provide reliable information (based on science) to the public.

Thank you for considering LGBTIQ people in the healthy living category.

Knowing where to get help is crucial to this area. Again communication of what is available and where seems to be basic.

Would love to see public places utilised and incorporating food swap ideas. Finding to encourage organisation and relevant influential bodies to get involved in sustainable and healthy living.

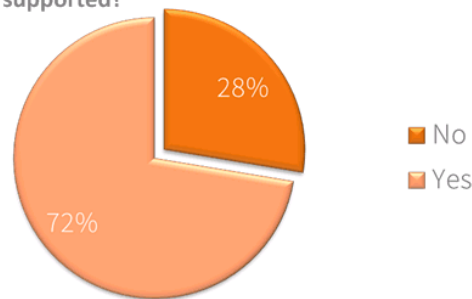
# Safe at Home

...our community said

## Our focus

- Work towards a more gender equitable community by developing our work-force, educating the community and strengthening partnerships
- Support community-based and community-led family violence prevention initiatives
- Work with key partners including state government on implementing 'Ending Family Violence - Victoria's Plan for Change' (10 year plan)
- Convene a Preventing Family Violence Community stakeholder group to promote family violence community awareness and education
- Work with partners to enable responsive, flexible and culturally appropriate support for victim survivors
- Work with community groups to promote online safety

Do you think these focus points will support our neighbourhoods to be informed, connected and supported?



- More police on roads, stop speeding in my street
- You forgot the elderly and the issues they face being in their home alone
- We need more security at home
- Money to be given towards effective change strategies- towards addressing unemployment, the increasing drug issues and poor mental health of young people in our community
- Not enough support
- "Door to door" people should register with the shire when coming into the community.
- Not enough, with the type of new violence occurring from the new drugs that are available in the community. I think more public support and awareness is needed and to be encouraged in our communities.

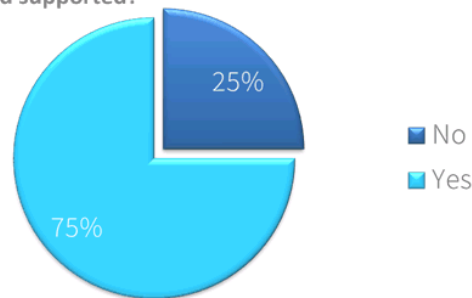
# Safe in the Community

*...our community said*

## Our focus

- Support clubs, community groups and services to provide safe and inclusive environments for all members of our community
- Cultivate gender equity and respectful relationships in our schools and workplaces and broader community
- Build on existing programs that strengthen the relationships and partnerships between police and the community
- Explore opportunities for neighbourhood and school renew projects. Consider use of empty shop fronts, creating safe open gathering places and safe amenities
- Strengthen social inclusion and engagement for those who are at risk of entering or re-entering the justice system
- Review pedestrian and transport safety needs. Consider rural school crossings, pedestrian crossings, bike and walking paths, fall risks, hoon reduction, lighting, night-life transport availability

**Do you think these focus points will support our neighbourhoods to be informed, connected and supported?**



Lower speed limit in CBD and put in speed humps. Don't feel safe as a pedestrian.

...people living in their own home for many years in some areas where people of questionable character now reside...causes a lot of stress which is detrimental to the health of older and vulnerable residents ...If we call police then we are at risk of being targeted.

Empty shop fronts reflect the community- anything to ensure that shops do not remain empty is a positive- more police in the streets will also aid confidence

Victims of workplace bullying need an advocate outside of work area

One statistic neglected in first report was gambling addictions. That effects rental hardship and food levels. A good active program will provide pursuits other than pokies = better community

Schools and clubs can encourage pride in our areas. A newly planted garden near our local shops was deliberately destroyed, there needs to be more pride and less crime and vandalism.



Police presence is good and adds to feeling safe.

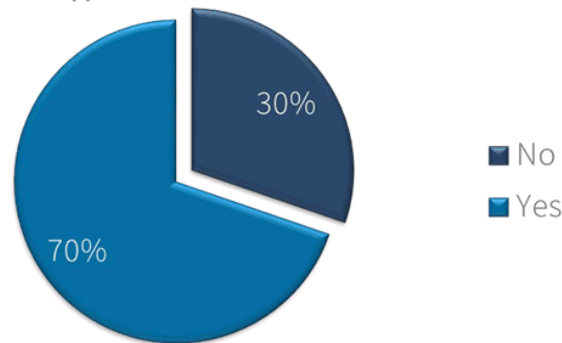
# Lifelong Learning and Opportunities

...our community said

## Our focus

- Build on and support flexible learning initiatives which promote and foster life-long learning
- Work with partners to create and promote clear local pathways from education/skills training to employment opportunities
- Foster a family partnership (family-centred) approach to early childhood development
- Grow, support and promote services and programs that build financial management skills
- Support the development of partnerships to address the causes of food insecurity

Do you think these focus points will support our neighbourhoods to be informed, connected and supported?



Not enough support or info

No tech school, no local jobs for younger generation, have to leave valley to get work

cost of learning to be in reach of low incomer

Maybe a class in high school to teach children the value of money

We need to do it not just have it written on paper some where. ...re-educate and we need jobs, things to do, places to be to combat this one.

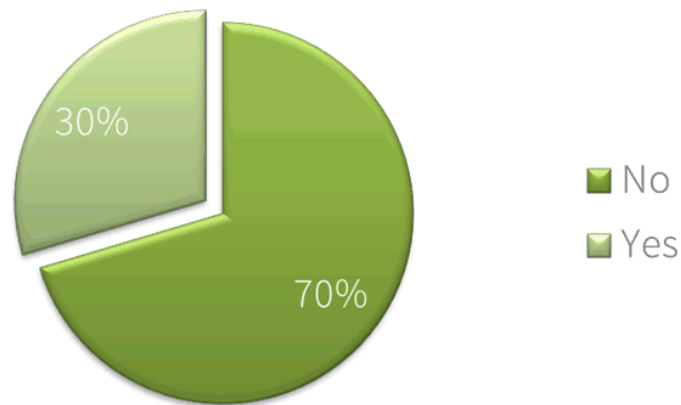
We have constant exposure to major businesses closing e.g power station. There is no constructive information given about our future.

More support staff within schools (welfare trained / early childhood specialists) greatly required especially towards children who are in care systems and foster care family's

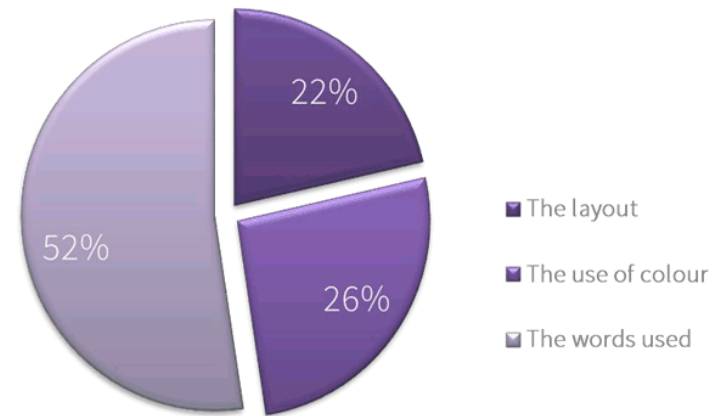
With Hazelwood gone and SEC what opportunities are there?

# Readability

Are there parts of the plan that you found difficult to understand?

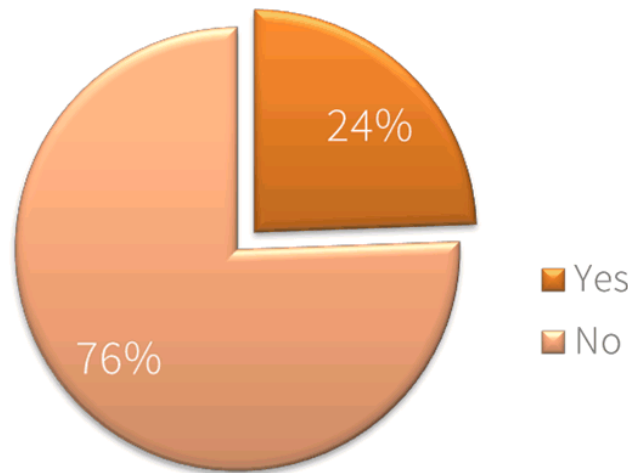


If yes, what made the plan difficult to read or understand?



# What's missing?

Are there any focus points missing?



Drug problems and securing jobs

Young mums and those who have children too young for PRE school or pre-school aged

Accessibility: transport to ensure whole of community can engage in goals

Need to do more for young kids and older people

I think we could call out a focus on supporting volunteering specifically

Small business opportunities network

Please make sure our seniors in particular 80's, 90's - are included and have buses, taxi to activities and keep the activities going even when numbers drop! Normally due to cold weather or illness allow them luxuries they deserve.

This priority area is missing a focus on "Reducing harm from problem gambling". Given the significant gambling expenditure would be great to see this. There is significant work being done in this area by local Gamblers Help Services.

Mental health services they need to be looked at and fixed. Please give people the chance to be able to fix their problems such as mental health and isolation by giving the a chance to feel good about themselves...

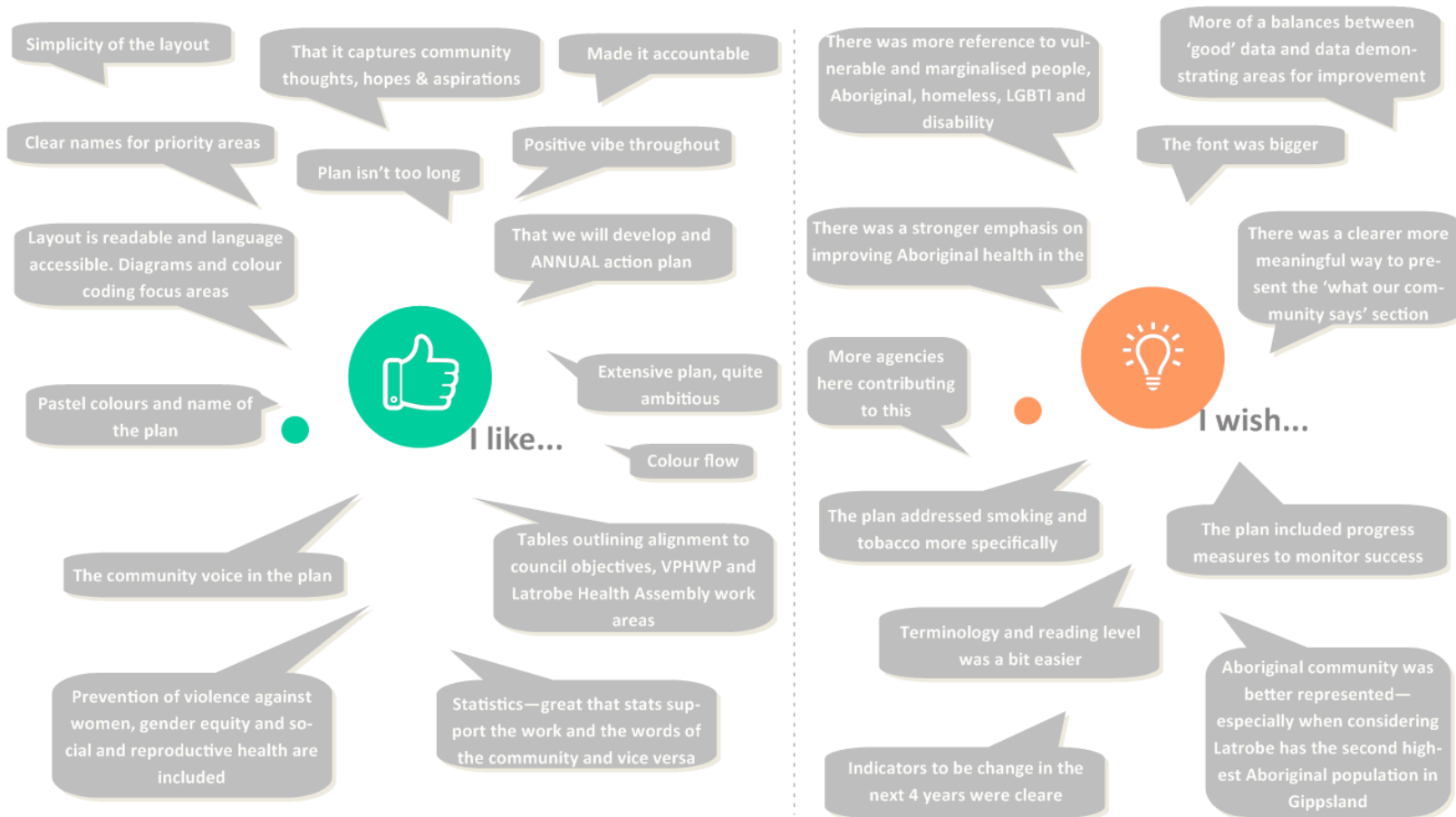
A focus that addresses the prevention of lifestyle diseases.

Tobacco is not clearly mentioned in this priority area unless implied. Inclusion will ensure alignment to the VPHWP strategic direction 'Tobacco Free Living' as at this stage it not clear how Latrobe will do this.





# MPHWP Reference Group





## Will it make a difference?

*...our community said*

It's a grand plan and even achieving half its aims would be fantastic! Get young people, their parents and teachers involved. That would be a major achievement!

Good to be given the opportunity to have a say!! And - send unsealed envelope for return

Yes, if implemented in a way that empowers people in the region

I sincerely hope so. I believe this plan is more clearly focussed and suggests better strategies than the previous MPHWP

I was surprised to read and find it really well done.

Add specific actions not focus points. I want to know who are accountable in delivering the actions. Timelines

Yes definitely - excellent start in making a real difference

I would like to know specifically who is responsible for these actions.

I think all ideas will be great if done well

Great job. A significant improvement on the previous plan - hopefully much more achievable.

I would not change the plan as it seems to cover most things to improve our community and if after 12 months some things are not working they can be looked at.

No because it is not specific enough. It doesn't say who is responsible. No timelines. No accountability.

Thank you for the opportunity to participate in the survey and the subsequent outcomes in the draft plan.

If executed well by a range of organisations with expertise in that area.

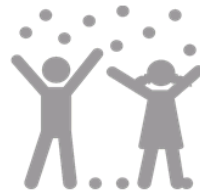


# Voices of the Children

## 3 Questions

**107**  
CHILDREN  
INTERVIEWED

**UNDER**  
the age of  
**FIVE**



@ 6 PRESCHOOLS

**SUMMARY** Themes which were most prominent included, Social and Community Connectedness, various responses from the children showed being connected with their family was an important part of what made them feel happy and healthy. The responses from the children exhibited strong knowledge of the importance of 'healthy living', discussing the impact and priority of maintaining a healthy diet. Safe at home was raised as a common theme with the children; feedback showed they were aware of their surroundings and understood when there was conflict in the home, many of the children shared how this had a negative impact on their feelings. Being active and enjoying playing outside was very common. The majority of the children enjoyed playing outside or riding their bike. However, there was a small number which spoke about being inside and playing on their electronic devices.

## Children were asked...

- ★ What makes you happy where you live?
- ★ What stops you from being happy and healthy?
- ★ What makes you happy and healthy?

## In their own words...

"let us play in special parks for us"

"Being able to ride my bike safely. Not on the road."

"Not having good food. If I eat bad food I will be sick"

"My mum giving me a big cuddle and making me laugh"

"I like swimming and riding my bike"

"When nobody plays with me it stops me from being happy."

"If I could live with my family in a nice house"

"everyone needs to be kind to people and help everyone"

"Playing with my iPad. I have all the games I like"

**16.6 Age Friendly Victoria Declaration - Statement of Support and Partner Endorsement**

**General Manager**

**Community Services**

**For Decision**

**EXECUTIVE SUMMARY**

Council has long recognised the need to support an ageing population, with direct care service delivery and the provision of age specific venues. Council's social responsibility to support older people through significant change was recently identified in Council's 2016 paper *A Strength Led Transition*.

This recognition of need is reinforced by objectives and strategies set in the 2017-2021 Council Plan.

Since 2007, The Municipal Association of Victoria has actively promoted the World Health Organisation's - Global Age-friendly Cities; A Guide, as a tool for local government. Additionally, local governments have been encouraged to develop positive ageing strategies and plans and to create age friendly communities.

The MAV is encouraging Councils to sign the Age Friendly Victoria Declaration – Statement of Support and Partner Endorsement, thereby demonstrating their support for older community members and their commitment to creating liveable communities for older Victorians. To date, 37 Councils have signed the document.

Latrobe City Council has the opportunity to demonstrate its commitment to creating liveable communities for older Victorians, by signing the Declaration.

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Middlemiss

**That Council signs the Age Friendly Victoria Declaration – Statement of Support and Partner Endorsement.**

**CARRIED UNANIMOUSLY**

**DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

**DISCUSSION**

Population ageing is an important aspect of most policy developments around the world. For example, it creates a challenge for financial sustainability through increasing health costs and decreasing tax revenue. At a local government level it shapes community expectations of service delivery, infrastructure and facilities.

Council has long recognised the need to support an ageing population, with direct care service delivery and the provision of age specific venues. Council's social responsibility to support older people through significant change was recently identified in Council's 2016 paper *A Strength Led Transition*.

This recognition of need is reinforced by objectives and strategies set in the 2017-2021 Council Plan.

Internationally, Healthy Ageing and Age Friendly Communities have been important issues addressed by the World Health Organisation (the WHO), recognising that population ageing is an international issue, and we should aim to encourage 'active ageing by optimising opportunities for health, participation and security in order to enhance quality of life as people age'.

Fundamental to the Age Friendly concept is that multiple elements of the natural, built and social environment impact on older people in terms of enabling them to remain active, productive and engaged within their community for as long as possible. Health and wellbeing in later life is closely related to the environment in which one resides, with the physical components of communities having a significant impact on older peoples' mobility, independence and quality of life and their ability to age effectively (*Plouffe & Kalache, 2011; Fitzgerald & Caro, 2014*).

In 2007, the WHO published *Global Age-friendly Cities; A Guide*. The purpose of the guide is 'to help cities see themselves from the perspective of older people, in order to identify where and how they can become more age-friendly'.

The Guide identifies eight key pillars under which age-friendliness is defined, namely:-

1. Outdoor spaces and buildings
2. Transportation
3. Housing
4. Social participation
5. Respect and social inclusion
6. Civic participation and employment
7. Communication and information
8. Community support and health services

Since 2007, The Municipal Association of Victoria has actively promoted the WHO guide as a tool for local government. Local governments have been encouraged to develop positive ageing strategies and plans and to create age friendly communities.

The MAV is also encouraging Councils to sign the Age Friendly Victoria Declaration – Statement of Support and Partner Endorsement, demonstrating their support for older community members and their commitment to creating liveable communities for older Victorians.

The Declaration identifies the following actions, which will assist in building the age-friendly capacity of local communities:-

1. **promoting an age-friendly Victoria** through the role and achievements of local government in creating age-friendly communities and providing leadership to encourage local councils and stakeholders to develop the principles of the age-friendly cities and community directions
2. **supporting** state and local planning processes to create age-friendly communities and using the knowledge, information and tools available through the World Health Organization's Global Network of Age-friendly Cities
3. **providing** local councils with leading advice, expertise, access to networks, policy information and other support to encourage local age-friendly initiatives
4. **empowering** seniors' involvement in local age-friendly initiatives by assisting councils to develop active engagement structures and models of localised seniors community input
5. **encouraging** seniors to get involved in areas they see as important such as local community transport, volunteering, community participation, diversity of housing options, seniors safety, technology access and lifelong learning
6. **addressing** the built environment, transport, housing, social participation, respect and social inclusion, civic participation and employment, communication, and community support and health services for age-friendly communities as listed in the 2008 World Health Organization's *Age-friendly Cities: A Guide*
7. **valuing** stakeholder engagement and working together to promote and strengthen partnerships with peak bodies, community organisations, businesses, retailers and council-run facilities.

To date the following councils have signed the document:-

Banyule City Council	Horsham Rural City Council	Moorabool Shire Council
Bass Coast Shire Council	Hume City Council	Mornington Peninsula Shire Council
Bayside City Council	Indigo Shire Council	Mount Alexander Shire Council
Boroondara City Council	Kingston City Council	Murrindindi Shire Council
Brimbank City Council	Knox City Council	Nillumbik Shire Council
Cardinia Shire Council	Macedon Ranges Shire Council	Surf Coast Shire Council
Corangamite Shire Council	Mansfield Shire Council	Wangaratta Rural City Council
East Gippsland Shire Council	Maribyrnong City Council	Warrnambool City Council
Glenelg Shire Council	Maroondah City Council	Wellington Shire Council
Golden Plains Shire Council	Melbourne City Council	Whittlesea City Council
Greater Dandenong City Council	Melton City Council	Yarra City Council
Greater Dandenong City Council	Monash City Council	Yarra Ranges Shire Council
Hindmarsh Shire Council		

Latrobe City Council has the opportunity to demonstrate its commitment to creating liveable communities for older Victorians, by signing the Declaration.

### **STAKEHOLDER CONSULTATION**

Over the 18 month period October 2014 to April 2016 Council's Positive Ageing Reference Committee undertook extensive engagement and consultation with older community members.

Format	Target Population	Number
Community Consultation	Older people over 65 years	10 Meetings <ul style="list-style-type: none"> <li>• Morwell</li> <li>• Moe</li> <li>• Traralgon</li> <li>• Churchill</li> <li>• Glengarry</li> <li>• Boolarra</li> <li>• Yinnar</li> <li>• Tyers</li> </ul> 125 Attendees
Probus Service Club	Service Club members	2 Meetings <ul style="list-style-type: none"> <li>• Maryvale</li> <li>• Moe</li> </ul> 134 Attendees
Face to face interviews/Telephone	Those not able to attend consults	4 people over the phone

Evidence gained during the consultation process indicates clear linkages between the needs of older community members and the Age Friendly Declaration.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

There are no financial and resource implications in signing the Declaration, as the Declaration identifies the need for a commitment to practices and supports that are currently provided by Latrobe City Council. All requirements of the Declaration can be met within the current budget and service processes.

As part of its commitment to the Declaration, the state governments intent is to deliver \$2.2 million over four years for age-friendly projects led by Councils.

Signing of the Declaration by Latrobe City Council could assist Council in the future, should it seek to participate in these age-friendly projects.

### **RISK IMPLICATIONS**

The risks in signing the Declaration are minimal, as the Declaration identified the need for a commitment to practices and supports that are currently provided by Council.



However, should Council decide not to sign the Declaration and in the future seek to participate in state funded age-friendly projects, this may be weighed against them.

Council has a strong reputation of listening to, and supporting, older members of our community. Not signing the Declaration may be seen by older members of the community as a shift in Council's support.

### **CONCLUSION**

Council has the opportunity to formalise its commitment to older members of the community by signing the Age Friendly Victoria Declaration – Statement of Support and Partner Endorsement.

Identified actions within the Declaration support Councils current practices and provision of services to older members of our community.

### **SUPPORTING DOCUMENTS**

Age Friendly Victoria Declaration – Statement of Support and Partner Endorsement

- 1↓ . Age Friendly Victoria Declaration - Statement of Support and Partner Endorsement

#### **Attachments**

Endorsement

## **Age Friendly Victoria Declaration - Statement of Support and Partner Endorsement**

- 1 Age Friendly Victoria Declaration - Statement of Support and Partner Endorsement..... 803**

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## Vision

The vision of the Victorian Government and the Municipal Association of Victoria in signing this Declaration is for better state and local planning for the creation of age-friendly communities. This is the focus of our shared activities on common goals and directions.

Population ageing is a world-wide phenomenon as a consequence of increasing life expectancy. In Victoria, people are living longer and many of today's young Victorians will live beyond 90, even 100, years. We need to create communities that respond to this significant social change and better support people as they age.

It is vital that governments focus on the opportunities as well as the challenges of an ageing population. While older people contribute significantly to our communities, there is more to be done to support and develop the roles and contributions of older people. Ageing populations require actions that promote quality of life and wellbeing, value the contributions that older people make to their communities, remove barriers to participation, and enable people to 'age in place' and maintain local connections and community belonging.

Age-friendly communities encourage active ageing and optimise opportunities for good health, social and economic participation and personal security. They recognise the great diversity of our older population, promote inclusion of older people and respect their decisions and lifestyle choices. They involve service providers, businesses, community leaders and older people in planning to meet ageing-related needs. They enhance quality of life for people as they age, and benefit the whole community.

Local government plays a key role in planning and establishing age-friendly communities and has been assisted in this by the Victorian Government in collaboration with the Municipal Association of Victoria. The Victorian approach is informed by the World Health Organization's *Age-friendly Cities* framework, and the experience of councils' use of World Health Organization's information and tools.

Experience shows that the best way to strengthen the age-friendly capacity of local communities is through partnerships between seniors, governments, communities, businesses, services and support agencies. In partnership with the Municipal Association of Victoria, the Victorian Government has been supporting local government since 2006 with initiatives aimed at improving their capacity to plan for and support seniors, and to create communities that better accommodate their ageing populations.

This partnership approach has raised the awareness of ageing across both levels of government, improved knowledge and understanding of international age-friendly cities and communities, and created local age-friendly initiatives. This Declaration builds on these strengths and furthers the partnership between state and local government to continue to support and assist Victorian councils to create age-friendly communities.

**Martin Foley MP**  
Minister for Housing, Disability and Ageing

Date: 14 April 2016

**Cr Bill McArthur**  
President, Municipal Association of Victoria



## Commitment

The Victorian Government and the Municipal Association of Victoria will build the age-friendly capacity of local communities by:

1. **promoting an age-friendly Victoria** through the role and achievements of local government in creating age-friendly communities and providing leadership to encourage local councils and stakeholders to develop the principles of the age-friendly cities and community directions
2. **supporting state and local planning processes** to create age-friendly communities and using the knowledge, information and tools available through the World Health Organization's Global Network of Age-friendly Cities
3. **providing local councils with leading advice, expertise, access to networks, policy information and other support** to encourage local age-friendly initiatives
4. **empowering seniors' involvement** in local age-friendly initiatives by assisting councils to develop active engagement structures and models of localised seniors community input
5. **encouraging seniors to get involved** in areas they see as important such as local community transport, volunteering, community participation, diversity of housing options, seniors safety, technology access and lifelong learning
6. **addressing the built environment, transport, housing, social participation, respect and social inclusion, civic participation and employment, communication, and community support and health services** for age-friendly communities as listed in the 2008 World Health Organization's *Age-friendly Cities: A Guide*
7. **valuing stakeholder engagement and working together** to promote and strengthen partnerships with peak bodies, community organisations, businesses, retailers and council-run facilities.

The undersigned council endorses and supports the intention and commitments of this Declaration.

Mayor .....

Council .....

Date .....

## **16.7 Our Future Our Place**

**General Manager**

**Community Services**

**For Decision**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's endorsement to conduct an Expression of Interest (EOI) process for the recommencement of the Our Future Our Place program.

The Our Future Our Place (OFOP) Program aimed to address long term and indigenous unemployment through skills development and work experience. The program commenced as a pilot project in May 2005 with funding from the Commonwealth Government. The funds enabled the purchase of materials for the construction of two houses. A further house was constructed following receipt of additional funds from the Victorian Government. When the project came to an end in 2008, \$237,287 remained from the proceeds of sale of the final house. These funds are currently held in the accumulated reserve.

In 2012 Council resolved to investigate the development of an affordable housing project on the land known as Kingsford Reserve, Moe. The project was proposed to expand on the experience developed through the OFOP program. Expressions of Interest (EOIs) were sought for a public-private partnership to develop an affordable housing project on the land. No suitable partnership was identified.

This report recommends an EOI process for a restarted OFOP program on Kingsford Reserve. It is anticipated that the EOI will be undertaken during November and December 2017.

### **RECOMMENDATION**

**That Council endorses the commencement of an Expression Of Interest process for the Our Future Our Place Program at Kingsford Reserve Moe and authorises the Chief Executive Officer to enter into an agreement with the preferred applicant to deliver the project.**

### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Middlemiss

**That Council:**

- 1. Acknowledge that the two previous attempts to seek interest in delivery of the Our Future Our Place program have been unsuccessful**
- 2. Do not re-tender for the Our Future Our Place program to be delivered at the Kingsford St Reserve Moe.**
- 3. Request a further report detailing:**
  - a. Full costings for delivering the Our Future Our Place program at the Greenside Villa (Yinnar) and the Yallourn North Community Housing development.**

- b. Land acquisition costs for the land adjacent to the Greenside Villa (Yinnar) and the Yallourn North Community Housing development.
4. Request a further report that considers the utilisation of the Kingsford St Reserve for community use for activities (not limited to) such as:
  - a. Community Gardens
  - b. Men's Shed
  - c. Community space

#### **MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Law

That Council defers consideration of this matter until the first ordinary Council meeting in 2018.

#### **CARRIED UNANIMOUSLY**

A five minute adjournment was provided to Councillors at this time.

#### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

#### **DISCUSSION**

##### **Background**

The OFOP program began in May 2005 with initial funding of \$195,000 provided by the Commonwealth Government's former Department of Transport and Regional Services under the Regional Partnerships Program. It was developed as a pilot project by Latrobe City Council and Try Youth & Community Services in consultation with a range of State and Commonwealth Government Departments, local businesses and community members.

The project aimed to achieve real job outcomes for two cohorts of people experiencing disadvantage due to unemployment: the long-term unemployed; and indigenous people.

The funds enabled the purchase of materials for the construction of two houses over an 18 month period which concluded with the sale of the second house in December 2006. The houses were sold on the general market and the profits reinvested into the program. Try Youth & Community Services undertook the training of program participants and oversaw the construction activities utilising a range of Federal and State employment and training funding sources.

A third house was built between 2007 and 2008 following receipt of further funds by Try Youth & Community Services from the then Department for Victorian Communities and the Office of Training and Tertiary Education. Due to changes to TAFE education and apprenticeship funding the program was no longer viable.

In 2008 after the OFOP program became unviable Council resolved to sell Kingsford Reserve to Try Youth & Community Services for a social housing project. This project was proposed to expand on the experience developed through the OFOP program. The sale did not proceed as that organisation withdrew and was not able to complete the transaction.

At its Ordinary Council Meeting held on 4 June 2012 Council resolved:

*That Council not sell Kingsford Reserve, Moe.*

1. *That Council investigate the potential of an affordable and sustainable housing project being undertaken on Kingsford Reserve, Moe.*
2. *That a further report be presented to Council with the results of the investigation of an affordable and sustainable housing project being undertaken on Kingsford Reserve, Moe.*
3. *That Council notify those persons who have previously made a written submission concerning the potential sale of this land.*

During 2013, two calls for EOIs for the Affordable Housing Project were advertised. The first closed in May and the second in July and while a number of EOIs were received from private companies, none were considered suitable and the project lapsed.

Council currently holds \$237,287 of the sale proceeds from the OFOP program.

### **Current Situation**

During 2016, two Councillor briefing reports were prepared to provide options for the future use of Kingsford Reserve for an affordable housing project, use in supporting low cost accommodation or supported residential accommodation, as well as its sale.

Subsequent to those briefings, a Notice of Motion was moved at the Ordinary Council Meeting held on 22 August 2016.

The Notice of Motion was passed and Council resolved:

*That Council requests a report to establish if the Hinkler Street Reserve site could be utilised as a Community Garden site.*

For clarification the reserve on Hinkler St is known as Kingsford Reserve.

Recently Councillors and Council officers have received numerous enquiries from community members and groups on the future use of the Kingsford Reserve. Council officers are currently exploring other community interest in the site, including for the development of part or all of the area for a Community Garden and other community uses.

### **Potential sites for a restarted Our Future Our Place program**

Council officers have identified three sites that have been explored for suitability for the OFOP program. The identified sites were identified for their alignment with the original objectives of the program and where there is known interest in expanding the availability of appropriate housing.

The identified sites are Kingsford Reserve, Moe; Yallourn North Community Housing; and, Greenside Villas, Yinnar.

Kingsford Reserve, Moe

Kingsford Reserve was previously identified for the OFOP program. It remains underutilised. The Housing Framework Plan, as part of the Live Work Latrobe Project, confirms Kingsford Reserve and surrounds as land zoned for residential development, encouraging higher dwelling densities to capitalise on existing community and commercial assets in the area.

Yallourn North Community Housing

The aged persons units in Anderson Avenue are managed by a Section 86 Committee of Council. There is no space on the current block for further construction. Any expansion of the property would require the acquisition of land to the rear of the existing block. It is currently understood that this land is owned by Energy Australia and is also an existing road reserve.

Greenside Villas, Yinnar

The Villas are located in Main Street and are managed by a Committee of Management through a lease with Council. There is no space on the current block for further construction. The adjacent block to the south is crown land with Latrobe City Council being the current land manager.

<b>Site</b>	<b>Positive</b>	<b>Negative</b>
Kingsford Reserve	<ul style="list-style-type: none"> <li>- Owned by Council</li> <li>- Deemed as surplus to requirements</li> <li>- Zoned for residential development</li> </ul>	<ul style="list-style-type: none"> <li>- High community interest in the future use of the site</li> <li>- Expressed community interest in the land being utilised for community use</li> </ul>
Yallourn North Community Housing	<ul style="list-style-type: none"> <li>- Existing housing on site</li> </ul>	<ul style="list-style-type: none"> <li>- No space on existing site</li> <li>- Identified land is privately owned</li> <li>- Identified land is a road reserve</li> </ul>
Greenside Villas	<ul style="list-style-type: none"> <li>- Existing housing on site</li> <li>- Committee of Management has previously proposed expanding housing into this area</li> </ul>	<ul style="list-style-type: none"> <li>- No space on existing site</li> <li>- Identified land is crown land</li> </ul>

Kingsford Reserve is recommended as the site for a restarted OFOP program due to its suitability and previous identification for a housing project.

### Expression of Interest Process

An EOI process would be undertaken to seek and then assess proposals from suitable companies or not for profit organisations for the continuation of the OFOP program.

The EOI process would invite applicants to make a proposal for a restarted OFOP program with a focus on real job outcomes for people experiencing disadvantage due to unemployment. The \$237,287 proceeds from the OFOP program would be utilised as Council's contribution to the program.

Promotion would primarily be through an advertisement in the Latrobe Valley Express. Further promotion channels would include Council's website, social media and through utilisation of established community networks.

The EOI process would incorporate the following weighted selection criteria concepts. Applicants would be required to demonstrate the following:

<b>Selection Criteria</b>	<b>Weighting</b>
Demonstrated experience in providing real job outcomes for people experiencing disadvantage due to unemployment	30%
Demonstrated capacity to fund construction of housing that meets environmental sustainability and universal design principles	30%
Demonstrated experience in building housing to meet the need of one or more identified priority population: <ul style="list-style-type: none"> <li>• People experiencing long term homelessness</li> <li>• People with a disability</li> <li>• People experiencing family violence</li> <li>• Single people</li> <li>• Aged persons</li> <li>• Large families</li> </ul>	20%
Demonstrated experience in supporting disadvantaged communities in Latrobe City	10%
Demonstrated experience in employing people living within Latrobe City	10%

Additionally, applicants would be required to answer the following gateway criterion.

<b>Gateway Criterion</b>	
Financial capability	Yes/No

It is proposed that EOI's are assessed by a panel comprised of the General Manager Community Services, two Councillors and a representative from the Department of Health and Human Services Office of Housing. Following the panel's assessment of the EOIs, they would make a recommendation to the Chief Executive Officer (CEO) to action, authorised by the Council to act on its behalf.



### **STAKEHOLDER CONSULTATION**

No community engagement has been undertaken on a restarted OFOP program. The EOI process will identify the level of interest in the program.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The capacity and expertise to part manage and deliver a partnership construction, education and skills development program are no longer within Council. Any future agreement with a program partner would need to reflect this and limit Council's financial and resource commitment to acceptable levels.

The Kingsford Reserve site is currently identified as a Residential Growth Zone which encourages unit and town house development. Its current valuation as a reserve and its amenities is \$353,200. If the land is disposed of and/or used for housing, in particular, for higher density housing, its value may increase. Revenue from the disposal of the land could in full or part be used to further support the OFOP program as well as add to Council's revenue base. This would also require the removal of the reserve status.

### **RISK IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework.

There is a risk that Council will not receive any suitable EOIs and will need to reconsider the future of the OFOP program.

The loss of public open space may be a cause for community concern even though this area has been underutilised for many years. Further, with it being identified that this site has the potential for higher density housing there is a possibility that this will not be strongly supported by all in the community.

Another risk identified above related to financial and resource implications is the current lack of expertise and knowledge within Latrobe City Council to effectively manage a housing project.

### **CONCLUSION**

The OFOP program aimed to address long term and indigenous unemployment through skills development and work experience. At the conclusion of the program in 2008 there remained a pool of unexpended funds. In 2013 an EOI process was held for an Affordable Housing Project on Kingsford Reserve, Moe. No suitable applicants were identified and the project lapsed.

There is currently increased community interest in the future use of Kingsford Reserve. The Reserve has been identified as suitable for the OFOP program. This report recommends an EOI process for the recommencement of the OFOP program on Kingsford Reserve. Following completion of the EOI process it is proposed that the CEO is authorised to enter into an agreement with the preferred applicant to undertake the project.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**  
Nil

DRAFT

# **CORPORATE SERVICES**

DRAFT

## **17. CORPORATE SERVICES**

### **17.1 Renaming a section of Wilmot Court, Traralgon East**

**General Manager**

**Corporate Services**

**For Decision**

#### **EXECUTIVE SUMMARY**

VicRoads, as part of Traralgon to Sale Princes Highway duplication, has realigned the entrance to Wilmot Court (the New Entrance), Traralgon East. The New Entrance is now part of the Minniedale Road / Princes Highway roundabout, as shown on the aerial image at Attachment 1.

Due to the realignment of the New Entrance, two properties no longer have driveway access directly off Wilmot Court. VicRoads has requested Council rename the former entrance road to provide an accurate and uniquely identifiable address for these properties.

As the remaining section of Wilmot Court is to remain an open ended road, officers are of the opinion that the road type should also be changed from "Court" to "Road" to reflect the correct road type.

Officers recommend that Council, in accordance with the *Office of Geographic Names – Naming rules for places in Victoria* (OGN Naming Rules) commence the statutory process to rename:

- The former entrance of Wilmot Court to Burton Close; and
- Change the road type for the remaining section of Wilmot Court to Wilmot Road.

#### **MOTION**

**Moved:** Cr Howe

**Seconded:** Cr Harriman

**That Council:**

- 1. Commence the community consultation process required under the Office of Geographic Names' Naming rules for places in Victoria. Statutory requirements for naming, roads, features and localities 2016 and publish notices inviting written submissions concerning its intention to consider:**
  - a) Renaming the former entrance of Wilmot Court Traralgon East no longer accessed from Princes Highway due to the realignment of the road at the Princes Highway / Minniedale Road roundabout to Burton Close Traralgon East, and**
  - b) Change the road type of Wilmot Court to Wilmot Road, Traralgon East to reflect an open ended road from the Minniedale Road / Princes Highway roundabout through to Turnbull Drive and Varney Crescent.**

2. Delegates to the Chief Executive Officer in respect of 1 above the authority to:
  - a) fix the date of the Ordinary Council Meeting to consider any submissions received, and
  - b) notify submitters of the time and place of the Ordinary Council Meeting that Council will consider submissions received and invite submitters wishing to be heard in support of their submission to the Ordinary Council Meeting, or
  - c) if no submissions are received objecting to the proposed road name and/or road type change, commence the statutory and administrative process to officially name Burton Closet and change the road type to Wilmot Road, and
3. Notifies VicRoads of Council's decision.

**CARRIED UNANIMOUSLY**

### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

### **DISCUSSION**

Council is a designated road authority pursuant to the provisions of the *Road Management Act 2004*.

Both the *Road Management Act 2004* and the *Local Government Act 1989* allow a Council to name or rename roads. As a coordinating naming authority, Council must ensure that any proposal to name or rename a road conforms to the mandatory OGN Naming Rules.

#### **Rename the former Wilmot Court entrance to Burton Close**

VicRoads has realigned the entrance of Wilmot Court as part of the Traralgon to Sale Princes Highway duplication works. The New Entrance is at the recently constructed Minniedale Road / Princes Highway roundabout and the former Wilmot Court entrance has been blocked off (truncated) at the Princes Highway. As a result of the former entrance being closed at the Princes Highway, there is no direct access from the newly aligned Wilmot Court for two properties. Accordingly, for public safety and delivery of goods and services the former entrance to Wilmot Court should be renamed.

To identify possible names, officers examined the Loy Yang Parish Plan and also the National Archives of Australia, "Discovering Anzacs" website. The Loy Yang Parish Plan records that a T Burton owned approximately 245 acres (99 hectares) abutting Minniedale Road. This land is now part of the Loy Yang Mine and is approximately 2 kilometres south of Wilmot Court.

National Archives of Australia, “Discovering Anzacs” website lists a David Robert Burton, Place of Birth Traralgon, who enlisted with the AIF on the 12 July 1915 and returned on 21 June 1919.

The name “Burton” therefore satisfies both the OGN Naming Rules – Principle C (linking the place to name) and also satisfies the Victorian government commemorative naming project to acknowledge wartime military service.

The road type “Close” complies with both the OGN Naming Rules and the Australian/New Zealand Standard – AS/NZ 4819:2011 Rural and Urban Addressing requires as the description of a “Close is a “Short, enclosed roadway” suitable for an open ended road or Cul-de-sac”.

#### Change of Road Type from Court to Road

Wilmot Court is an open ended road from the Minniedale Road / Princes Highway roundabout through to Turnbull Drive / Varney Crescent intersection. When the rural residential subdivision was approved by the former Shire of Traralgon, Wilmot Court was named in anticipation that a planned VicRoads Traralgon bypass eastern interchange would be constructed. This bypass would have blocked the northern end of Wilmot Court and created a cul-de-sac, no longer being an open ended road. Refer to Attachment 2 for the location of part of the proposed eastern interchange.

VicRoads has changed the alignment of the proposed Traralgon bypass and the land it acquired for part of the interchange has been recently sold. Accordingly, Wilmot Court will remain an open ended road and officers are of the opinion that the road type should be changed from “Court” to “Road” to reflect the correct road type.

#### Next Steps

As stated above, Council, as a naming authority, is entitled to name or rename features and roads within the municipality, subject to satisfying the OGN Naming Rules for places in Victoria. A table reviewing the renaming and change of road type proposals is provided in Attachment 3. Officers have concluded that the proposals are in accordance with the OGN Naming Rules and also the requirements of Australia / New Zealand Standard of rural and urban addressing.

If Council wishes to commence the statutory process recommended above, it will be required to give public notice and invite community comment concerning the proposals. Alternatively, Council may resolve not to proceed with either of the proposals and notify VicRoads of Council’s decision.

#### **STAKEHOLDER CONSULTATION**

Officers have undertaken preliminary community consultation and surveyed the nine effected residents/property owners concerning a potential to name Burton Close and change the Wilmot road type from “Court” to “Road”. Only one response was received and was in support of Wilmot road type from “Court” to “Road”.

Should Council proceed with the above proposals and declaration of a public highway, it is proposed to seek public submissions via the following methods:

- Public notices in the Latrobe Valley Express.
- Notice displayed at Council’s Corporate Headquarters and Traralgon Service Centre.

- Details placed on the Latrobe City Council website and Facebook page.
- Letters to the affect nine property owners / residents.

Any written submissions received must be considered in accordance with Section 223 of the *Local Government Act 1989* at a future Council Meeting.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Costs associated with the statutory process are:

1. Officer resources in preparation of Council reports;
2. Public notices in the Latrobe Valley Express inviting submissions;
3. Officer resources in preparation and submission of an application to the Office of Geographic Names for registration of:
  - Burton Close as a road name;
  - Wilmot Road as a road type.
4. Manufacturing and erection of signs.

The above costs are within existing budget allocations.

### **RISK IMPLICATIONS**

There is a minor risk that Wilmot Court, Traralgon East residents, will not support the renaming proposal. However, this is not evident as only one response was received from the affected resident (and supportive of the road type change) to the preliminary consultation inviting comments concerning both of the proposals.

### **CONCLUSION**

Following an investigation, officers are recommending that Council commence the statutory process and invite community comment concerning:

- The renaming the former entrance to Wilmot Court, Traralgon East, no longer accessed from Princes Highway to Burton Close, Traralgon East, a surname identified on both the Loy Yang Parish Plan and the National Archives of Australia, "Discovering Anzacs" website records, and
- The change of road type description of the remaining section of Wilmot Court to Wilmot Road.

### **SUPPORTING DOCUMENTS**

Nil

### **Attachments**

1. Aerial image of Wilmot Court Traralgon East provided by VicRoads.
2. Aerial Image - VicRoads land acquired for proposed Traralgon bypass Interchange - sold & subdivided.
3. Office of Geographic Names Rules and Requirements Table

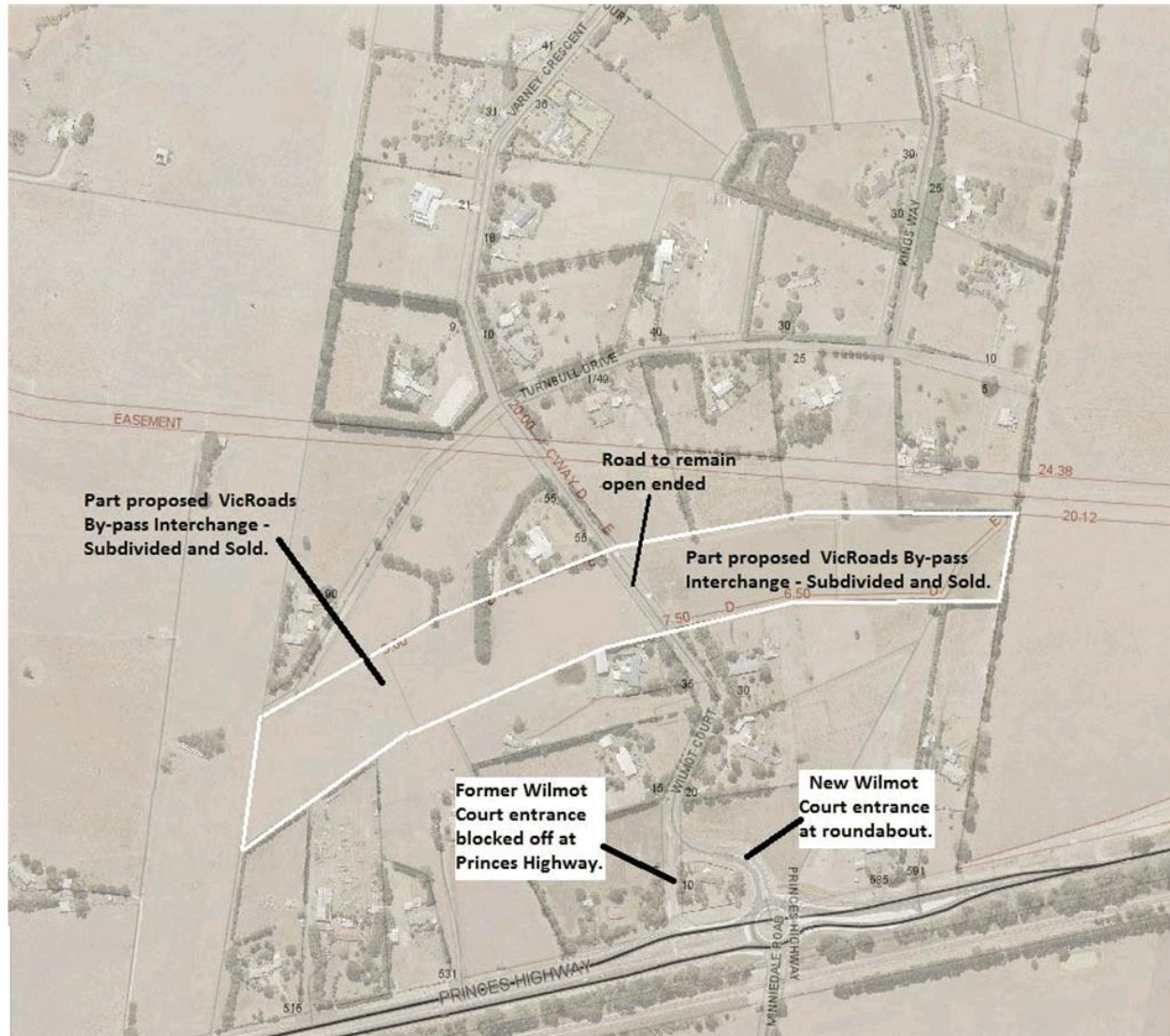
## **Renaming a section of Wilmot Court, Traralgon East**

<b>1</b>	<b>Aerial image of Wilmot Court Traralgon East provided by VicRoads. ....</b>	<b>817</b>
<b>2</b>	<b>Aerial Image - VicRoads land acquired for proposed Traralgon bypass Interchange - sold &amp; subdivided.....</b>	<b>819</b>
<b>3</b>	<b>Office of Geographic Names Rules and Requirements Table .....</b>	<b>821</b>

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The following rules must be used in conjunction with the relevant statutory requirements relating to the naming or renaming of roads, features and localities. They are designed to ensure that there can be no confusion, errors or discrimination caused by the naming, renaming or boundary change process.

Renaming the former entrance section of Wilmot Court Traralgon East to Burton Close Traralgon East and renaming of the road type of the remaining section of Wilmot Court to Wilmot Road Traralgon East.

<b>Principles</b>	<b>Officer Comment</b>
<p><i>Principle A - Ensuring Public Safety</i></p> <p><i>Geographic names and boundaries must not risk public and operational safety for emergency response or cause confusion for transport, communication and mail services.</i></p>	<p>By registering a road name the exact street location is recorded and linked to the Victorian Government spatial data set, VICMAP. This detail is essential for an emergency service agency when dispatched to an emergency at these locations.</p>
<p><i>Principle B - Recognising the Public Interest</i></p> <p><i>The rules state that consideration needs to be given to the long-term consequences and effects upon the wider community of naming a road or feature.</i></p>	<p>The proposed renaming of the former entrance section of Wilmot Court to Burton Close and renaming of the road type of Wilmot Court to Wilmot Road are consistent with both of the rules and requirements.</p>
<p><i>Principle C - Linking the Name to the Place</i></p> <p><i>Place names should be relevant to the local area with preference given to unofficial names that are used by the local community. If named after a person that person should be or should have been held strong regard by the community.</i></p>	<p>The names Wilmot and Burton are recorded on the Loy Yang Parish Plan therefore have a direct link with earlier property owners.</p>
<p><i>Principle C - Language</i></p> <p><i>The guidelines state that geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters.</i></p>	<p>The renaming proposals are consistent with this rule.</p>
<p><i>Principle D - Ensuring Names Are Not Duplicated</i></p> <p><i>Place names must not be duplicated. Duplicates are considered to be two (or more) names within close proximity that have identical or similar spelling or pronunciation.</i></p>	<p>A search of the VICNAMES database has been undertaken and the name Burton Close and Wilmot Road are not recorded within the mandatory 15 kilometres radius applicable for rural and remote areas.</p>

<p><i>Principle E - Names Must Not Be Discriminatory</i></p> <p><i>Place names must not cause offence on the basis of race, ethnicity, religion, disability, sexuality or gender.</i></p>	<p>The renaming proposals are unlikely to cause offence to any member of the public.</p>
<p><i>Principle F - Use of Aboriginal languages in the naming</i></p> <p><i>The use of Aboriginal languages in the naming of rates, features and localities is encouraged subject to agreement from the relevant Traditional Owners Group/s.</i></p>	<p>This rule is not applicable.</p>
<p><i>Principle G- Dual names</i></p> <p><i>Australian states and territories use dual names as a way of recognising the names given to places by different enduring cultural and language groups.</i></p> <p><i>In Victoria, the approach to giving simultaneous and joint recognition of Aboriginal and non-Aboriginal cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Aboriginal language origin and the other of Aboriginal language origin.</i></p>	<p>This rule is not applicable.</p>
<p><i>Principle H - Using Commemorative Names</i></p> <p><i>Naming often commemorates an event, person or place. A commemorative name applied to a feature can use the first or surname of a person although it is preferred that only the surname is used.</i></p> <ul style="list-style-type: none"> <li>• <i>If named after a person that person should be or have been held in strong regard by the community.</i></li> <li>• <i>With reference to unofficial names used by the local community.</i></li> <li>• <i>When deciding on an assignment of a commemorative name, naming authorities should consider the persons achievements, relevant history and association to the area, and the significance of the family/person to the area/land.</i></li> <li>• <i>Names of people who are still alive should be avoided.</i></li> </ul>	<p>The proposed Burton Close complies with this rule subject to public notice, and comment. Also with the state government's ANZAC project.</p>

<ul style="list-style-type: none"> <li>• <i>A commemorative name applied to a locality or a road should use only the surname or first or given names. A commemorative name applied to a feature can use the person's first and surname of a person; although, it is preferred only a surname is used.</i></li> <li>• <i>The initials of a given name are not to be used in any circumstances.</i></li> </ul>	
<p><i>Principle I - Using commercial and business names</i></p> <p><i>For similar reasons to those outlined in Principle H, naming authorities should not name places after:</i></p> <ul style="list-style-type: none"> <li>• <i>commercial businesses;</i></li> <li>• <i>trade names;</i></li> <li>• <i>estate names (which are solely commercial in nature);</i></li> <li>• <i>not-for-profit organisations.</i></li> </ul>	This principle is not applicable
<p><i>Principle J - Language</i></p> <p><i>The rules state that geographic names should be easy to pronounce, spell and write, and preferably not exceed three words (including feature or road type) and/or 25 characters etc</i></p>	The renaming proposals are consistent with this rule.
<p><i>Principle K - Directional names to be avoided</i></p> <p><i>Cardinal directions (north, south, east and west) must be avoided. A proposed name that uses a cardinal direction to distinguish itself from another similar name is considered to be a duplicate name. In these instances a different name should be chosen to allow for a clear distinction between the two or more features, localities or roads.</i></p>	This rule is not applicable.
<p><i>Principle L - Assigning Extent to Feature, Locality or Road</i></p> <p><i>Council, as the naming authority, must define the area and/or extent to which the name will apply.</i></p>	The existing roads are easily identifiable.

In addition to the above rules, there are specific statutory requirements applicable to this request:

**Roads**

<i>3.2.1 – Rural and Urban Addressing</i>	The renaming proposals comply with the provisions of <a href="#">AS/NZS 4819:2011 – Rural and Urban Addressing</a> .
<i>3.2.2 – Extent: road course, start and end points</i>	The proposed road names and types are not ambiguous and should not cause any confusion for road users. The extent of the roads is clearly identifiable and has definable start and end points.
<i>3.2.3 - Road types</i>	All roads must have a road type assigned that suitably describes the road's characteristics.
<i>3.2.4- Unacceptable road names</i>	The proposed road name does not include any elements that are listed as unacceptable in a road name.
<i>3.2.5 Obstructed or altered roads</i>	This rule is not applicable as the entire length of the road is constructed.

## **17.2 Review of Council Delegations**

**General Manager**

**Corporate Services**

**For Decision**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's approval for the revised Instrument of Delegation from Council to Council officers in accordance with the requirements of the *Local Government Act 1989* section 86(6) and 98(6) which requires councils to conduct regular reviews of their Instruments of Delegation.

The Instrument of Delegation has been revised in accordance with Maddocks Lawyers' advice of June 2017.

Along with Maddocks Lawyers' advised changes, additional necessary amendments have been made in accordance with advice received from Council departments.

The Instrument of Delegation from Council to Council Officers acts to delegate a Council power, duty or function which is lawfully permitted under relevant legislation or associated regulations to be delegated to and exercised by an appropriate Council officer.

### **MOTION**

**Moved:** Cr White

**Seconded:** Cr McFarlane

**That Council in accordance with section 98(1) of the *Local Government Act 1989 (Act)*:**

- 1. Delegates to the members of Council staff holding, acting in or performing the duties of the offices or positions referred to in the attached '*Instrument of Delegation to Members of Council staff*', the powers, duties and functions as described in that instrument, subject to the conditions and limitations specified in that instrument;**
- 2. The instrument comes into force immediately upon the common seal of Council being affixed to it;**
- 3. On the coming into force of the instrument all previous delegations to members of Council staff (other than the Chief Executive Officer) are revoked; and**
- 4. The duties and functions set out in the instrument must be performed, and the powers set out in the instruments must be executed, in accordance with any guidelines or policies of Council that it may adopt from time to time.**

**CARRIED UNANIMOUSLY**

## **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the Act.

## **DISCUSSION**

### Process

Council subscribes to a service provided by Maddocks Lawyers that twice yearly reviews relevant legislation and advises Councils on the updates which need to be made in relation to the delegations affecting Local Government functions and powers. Officers amend Council's Instrument of Delegation in order to reflect the changes advised by Maddocks Lawyers. Additional amendments are made to Council's Instrument of Delegations where found to be necessary following a twice yearly internal organisational review to ensure that the delegation functions and powers are recorded as being assigned to the appropriate officer(s). The amended Instrument of Delegation is then presented to Council for its consideration and approval.

### Authority

A council is a statutory entity and is able to do only those things which it is authorised by statute to do.

The sources of council authority can be summarised as:

- power to do things which a "natural person" can do, in particular the power to enter into contracts;
- powers conferred by provisions of acts and regulations, such as the *Local Government Act 1989* and the *Planning and Environment Act 1987*; or
- powers conferred by other forms of statutory instrument.

Amendments to the legislations included in this Instrument are *the Food Act 1984*, and the *Planning and Environment Act 1987*.

## **STAKEHOLDER CONSULTATION**

No external consultation has been engaged

Community consultation has not been undertaken as this is a statutory function required by the *Local Government Act 1989*.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

With the exception of the purchase price for the Maddocks Lawyers' Delegation and Authorisation Service (Council's yearly subscription fee) there is no direct cost to Council in delegating various powers and functions

## **RISK IMPLICATIONS**

Delegation of powers is generally considered essential to enable day-to-day decisions to be made.

Effective and efficient functioning of local government would not be possible if the delegation of certain council powers was not available. Many officers would be



unable to properly perform the responsibilities of their position and the increased amount of Councillor time required to perform those undelegated powers, duties and responsibilities would be unrealistic and unworkable.

### **CONCLUSION**

It is not practical for Council and the CEO alone to exercise the statutory powers bestowed on Council.

Delegation facilitates the achievement of good governance for the community by empowering appropriate officers to make decisions on behalf of the Council and the CEO. When delegation is utilised correctly, red tape and processing time can be reduced. It is imperative that Council's records of its delegated powers are kept under regular review in order that changes made necessary due to legislative change, movement or departure of officers responsible for exercising delegated powers, and other relevant factor are properly reflected in Council's Instrument of Delegation from Council to Council Staff.

### **SUPPORTING DOCUMENTS**

#### **Attachments**

1. Instrument of Delegation from Council to Council staff. (Schedule)

## **Review of Council Delegations**

- 1 Instrument of Delegation from Council to Council staff.  
(Schedule) ..... 829**

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**S6. Instrument of Delegation to Members of Council Staff - [17 DEL-2]**

Council Resolution:  
Effective:

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Cemeteries and Crematoria Act 2003 <i>[## The provisions of this Act apply to Councils appointed as a cemetery trust under section 5 and also apply to Councils appointed to manage a public cemetery under section 8(1)a(ii) as though were a cemetery trust (see section 53]</i>			Not Delegated		General
Cemeteries and Crematoria Regulations 2005			Not Delegated		General

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Domestic Animals Act 1994	s.41A(1)	power to declare a dog to be a menacing dog	Manager Municipal Services	Council may delegate this power to an authorised officer	City Development
Domestic Animals Act 1994	s.41A(1)	power to declare a dog to be a menacing dog	Coordinator Local Laws	Council may delegate this power to an authorised officer	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Environment Protection Act 1970	s.53M(3)	power to require further information	Coordinator Health Services		City Development
Environment Protection Act 1970	s.53M(3)	power to require further information	Senior Environmental Health Officer		City Development
Environment Protection Act 1970	s.53M(3)	power to require further information	Environmental Health Officer		City Development
Environment Protection Act 1970	s.53M(3)	power to require further information	Manager Municipal Services		City Development
Environment Protection Act 1970	s.53M(4)	duty to advise applicant that application is not to be dealt with	Coordinator Health Services		City Development
Environment Protection Act 1970	s.53M(4)	duty to advise applicant that application is not to be dealt with	Senior Environmental Health Officer		City Development
Environment Protection Act 1970	s.53M(4)	duty to advise applicant that application is not to be dealt with	Environmental Health Officer		City Development
Environment Protection Act 1970	s.53M(4)	duty to advise applicant that application is not to be dealt with	Manager Municipal Services		City Development
Environment Protection Act 1970	s.53M(5)	duty to approve plans, issue permit or refuse permit	Coordinator Health Services	refusal must be ratified by Council or it is of no effect	City Development
Environment Protection Act 1970	s.53M(5)	duty to approve plans, issue permit or refuse permit	Senior Environmental Health Officer	refusal must be ratified by Council or it is of no effect	City Development
Environment Protection Act 1970	s.53M(5)	duty to approve plans, issue permit or refuse permit	Environmental Health Officer	refusal must be ratified by Council or it is of no effect	City Development
Environment Protection Act 1970	s.53M(5)	duty to approve plans, issue permit or refuse permit	Manager Municipal Services	refusal must be ratified by Council or it is of no effect	City Development
Environment Protection Act 1970	s.53M(6)	power to refuse to issue septic tank permit	Environmental Health Officer	refusal must be ratified by Council or it is of no effect	City Development
Environment Protection Act 1970	s.53M(6)	power to refuse to issue septic tank permit	Coordinator Health Services	refusal must be ratified by Council or it is of no effect	City Development
Environment Protection Act 1970	s.53M(6)	power to refuse to issue septic tank permit	Senior Environmental Health Officer	refusal must be ratified by Council or it is of no effect	City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Environment Protection Act 1970	s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Coordinator Health Services	refusal must be ratified by council or it is of no effect	City Development
Environment Protection Act 1970	s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Senior Environmental Health Officer	refusal must be ratified by council or it is of no effect	City Development
Environment Protection Act 1970	s.53M(7)	duty to refuse to issue a permit in circumstances in (a)-(c)	Manager Municipal Services	refusal must be ratified by council or it is of no effect	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Coordinator Health Services	If section 19(1) applies	City Development
Food Act 1984	s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Officer	If section 19(1) applies	City Development
Food Act 1984	s.19(2)(a)	power to direct by written order that the food premises be put into a clean and sanitary condition	Environmental Health Technical Officer	If section 19(1) applies	City Development
Food Act 1984	s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Coordinator Health Services	If section 19(1) applies	City Development
Food Act 1984	s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Environmental Health Technical Officer	If section 19(1) applies	City Development
Food Act 1984	s.19(2)(b)	power to direct by written order that specified steps be taken to ensure that food prepared, sold or handled is safe and suitable	Environmental Health Officer	If section 19(1) applies	City Development
Food Act 1984	s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Coordinator Health Services	If section 19(1) applies Only in relation to temporary food premises or mobile food premises	City Development
Food Act 1985	s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Environmental Health Officer	If section 19(1) applies Only in relation to temporary food premises or mobile food premises	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1986	s.19(3)	power to direct by written order that the food premises not be kept or used for the sale, or handling for sale, of any food, or for the preparation of any food, or for any other specified purpose, or for the use of any specified equipment or a specified process	Environmental Health Technical Officer	If section 19(1) applies Only in relation to temporary food premises or mobile food premises	City Development
Food Act 1984	s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Coordinator Health Services	If section 19(1) applies	City Development
Food Act 1984	s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Environmental Health Technical Officer	If section 19(1) applies	City Development
Food Act 1984	s.19(4)(a)	power to direct that an order made under section 19(3)(a) or (b), (i) be affixed to a conspicuous part of the premises, and (ii) inform the public by notice in a published newspaper or otherwise	Environmental Health Officer	If section 19(1) applies	City Development
Food Act 1984	s.19(6)(a)	duty to revoke any order under s.19 if satisfied that an order has been complied with	Coordinator Health Services	If section 19(1) applies	City Development
Food Act 1984	s.19(6)(a)	duty to revoke any order under s.19 if satisfied that an order has been complied with	Environmental Health Technical Officer	If section 19(1) applies	City Development
Food Act 1984	s.19(6)(a)	duty to revoke any order under s.19 if satisfied that an order has been complied with	Environmental Health Officer	If section 19(1) applies	City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Coordinator Health Services	If section 19(1) applies	City Development
Food Act 1984	s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Environmental Health Technical Officer	If section 19(1) applies	City Development
Food Act 1984	s.19(6)(b)	duty to give written notice of revocation under section 19(6)(a) if satisfied that an order has been complied with	Environmental Health Officer	If section 19(1) applies	City Development
Food Act 1984	s.19AA(2)	Power to direct by written order, that a person must take any of the actions described in (a)-(c).	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.19AA(2)	Power to direct by written order, that a person must take any of the actions described in (a)-(c).	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.19AA(2)	Power to direct by written order, that a person must take any of the actions described in (a)-(c).	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.19AA(4)(c)	Power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises.	Coordinator Health Services	Note: the power to direct the matters under s19AA(4)(a) and (b) not capable of delegation and so such directions must be made by Council resolution	City Development
Food Act 1984	s.19AA(4)(c)	Power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises.	Environmental Health Technical Officer	Note: the power to direct the matters under s19AA(4)(a) and (b) not capable of delegation and so such directions must be made by Council resolution	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.19AA(4)(c)	Power to direct, in an order made under s.19AA(2) or a subsequent written order, that a person must ensure that any food or class of food is not removed from the premises.	Environmental Health Officer	Note: the power to direct the matters under s19AA(4)(a) and (b) not capable of delegation and so such directions must be made by Council resolution	City Development
Food Act 1984	s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that the order has been complied with.	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that the order has been complied with.	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.19AA(7)	duty to revoke order issued under s.19AA and give written notice of revocation, if satisfied that the order has been complied with.	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.19CB(4)(b)	power to request copy of records	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.19CB(4)(b)	power to request copy of records	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.19CB(4)(b)	power to request copy of records	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.19E(1)(d)	power to request a copy of the food safety program	Coordinator Health Services	where Council is the registration authority	City Development
Food Act 1984	s.19E(1)(d)	power to request a copy of the food safety program	Environmental Health Technical Officer	where Council is the registration authority	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.19E(1)(d)	power to request a copy of the food safety program	Environmental Health Officer	where Council is the registration authority	City Development
Food Act 1984	s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.19GB	power to request proprietor to provide written details of the name, qualification or experience of the current food safety supervisor	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.19M(4)(a) & (5)	power to conduct a food safety audit and take actions where deficiencies are identified	Not Delegated	where council is the registration authority	City Development
Food Act 1984	s.19NA(1)	power to request food safety audit reports	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.19NA(1)	power to request food safety audit reports	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.19NA(1)	power to request food safety audit reports	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	Coordinator Health Services		City Development
Food Act 1984	s.19U(3)	power to waive and vary the costs of a food safety audit if there are special circumstances	Environmental Health Technical Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.19UA	power to charge fees for conducting a food safety assessment or inspection	Coordinator Health Services	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.	City Development
Food Act 1984	s.19UA	power to charge fees for conducting a food safety assessment or inspection	Environmental Health Technical Officer	except for an assessment required by a declaration under section 19C or an inspection under sections 38B(1)(c) or 39.	City Development
Food Act 1984	s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.19W	power to direct a proprietor of a food premises to comply with any requirement under Part IIIB	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.19W(3)(a)	power to direct a proprietor of a food premises to have staff at the premises undertake training or instruction	Environmental Health Officer	where council is the registration authority	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.19W(3)(b)	power to direct a proprietor of a food premises to have details of any staff training incorporated into the minimum records required to be kept or food safety program of the premises	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	---	power to register, renew or transfer registration	Coordinator Health Services	where council is the registration authority;  refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))	City Development
Food Act 1984	---	power to register, renew or transfer registration	Environmental Health Technical Officer	where council is the registration authority;  refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	---	power to register, renew or transfer registration	Environmental Health Officer	where council is the registration authority;  refusal to grant/renew/transfer registration must be ratified by Council or the CEO (see section 58A(2))	City Development
Food Act 1984	s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.38AA(5)	power to (a) request further information; or (b) advise the proprietor that the premises must be registered if the premises are not exempt	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38AB(4)	power to fix a fee for the receipt of a notification under section 38AA in accordance with a declaration under subsection (1)	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.38A(4)	power to request a copy of a completed food safety program template	Coordinator Health Services	where council is the registration authority	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.38A(4)	power to request a copy of a completed food safety program template	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.38A(4)	power to request a copy of a completed food safety program template	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.38B(1)(a)	duty to assess the application and determine which class of food premises under section 19C the food premises belongs	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.38B(1)(b)	duty to ensure proprietor has complied with requirements of section 38A	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Environmental Health Technical Officer	where council is the registration authority	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.38B(2)	duty to be satisfied of the matters in section 38B(2)(a)-(b)	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.38D(1)	duty to ensure compliance with the applicable provisions of section 38C and inspect the premises if required by section 39	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.38D(2)	duty to be satisfied of the matters in section 38D(2)(a)-(d)	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.38D(3)	power to request copies of any audit reports	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38D(3)	power to request copies of any audit reports	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.38D(3)	power to request copies of any audit reports	Environmental Health Officer	where council is the registration authority	City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.38E(2)	power to register the food premises on a conditional basis	Coordinator Health Services	where council is the registration authority;  not exceeding the prescribed time limit defined under subsection (5).	City Development
Food Act 1984	s.38E(2)	power to register the food premises on a conditional basis	Environmental Health Technical Officer	where council is the registration authority;  not exceeding the prescribed time limit defined under subsection (5).	City Development
Food Act 1984	s.38E(2)	power to register the food premises on a conditional basis	Environmental Health Officer	where council is the registration authority;  not exceeding the prescribed time limit defined under subsection (5).	City Development
Food Act 1984	s.38E(4)	duty to register the food premises when conditions are satisfied	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38E(4)	duty to register the food premises when conditions are satisfied	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.38E(4)	duty to register the food premises when conditions are satisfied	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Environmental Health Technical Officer	where council is the registration authority	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.38F(3)(b)	power to require proprietor to comply with requirements of this Act	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.39A	power to register, renew or transfer food premises despite minor defects	Coordinator Health Services	where council is the registration authority;  only if satisfied of matters in subsections (2)(a)-(c)	City Development
Food Act 1984	s.39A	power to register, renew or transfer food premises despite minor defects	Environmental Health Technical Officer	where council is the registration authority;  only if satisfied of matters in subsections (2)(a)-(c)	City Development
Food Act 1984	s.39A	power to register, renew or transfer food premises despite minor defects	Environmental Health Officer	where council is the registration authority;  only if satisfied of matters in subsections (2)(a)-(c)	City Development
Food Act 1984	s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Coordinator Health Services		City Development
Food Act 1984	s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Environmental Health Technical Officer		City Development
Food Act 1984	s.40(2)	power to incorporate the certificate of registration in one document with any certificate of registration under Part 6 of the <i>Public Health and Wellbeing Act 2008</i>	Environmental Health Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.40C(2)	power to grant or renew the registration of food premises for a period of less than 1 year	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.40D(1)	power to suspend or revoke the registration of food premises	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.40D(1)	power to suspend or revoke the registration of food premises	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.40D(1)	power to suspend or revoke the registration of food premises	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.43F(6)	duty to be satisfied that registration requirements under Division 3 have been met prior to registering, transferring or renewing registration of a component of a food business	Environmental Health Officer	where council is the registration authority	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Food Act 1984	s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Coordinator Health Services	where council is the registration authority	City Development
Food Act 1984	s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Environmental Health Technical Officer	where council is the registration authority	City Development
Food Act 1984	s.43F(7)	power to register the components of the food business that meet requirements in Division 3 and power to refuse to register the components that do not meet the requirements	Environmental Health Officer	where council is the registration authority	City Development
Food Act 1984	s.46(5)	power to institute proceedings against another person where the offence was due to an act or default by that other person and where the first person charged could successfully defend a prosecution, without proceedings first being instituted against the person first charged	Coordinator Health Services	where council is the registration authority	City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Heritage Act 1995	s.84(2)	power to sub-delegate Executive Directors's function	Environmental Health Officer	must obtain Executive Director's written consent first.	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.4B	power to prepare an amendment to the Victoria Planning Provisions	General Manager City Development	if authorised by the Minister	City Development
Planning and Environment Act 1987	s.4B	power to prepare an amendment to the Victoria Planning Provisions	Manager Planning Services	if authorised by the Minister	City Development
Planning and Environment Act 1987	s.4B	power to prepare an amendment to the Victoria Planning Provisions	Coordinator Strategic Planning	if authorised by the Minister	City Development
Planning and Environment Act 1987	s.4B	power to prepare an amendment to the Victoria Planning Provisions	Coordinator Statutory Planning	if authorised by the Minister	City Development
Planning and Environment Act 1987	s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	General Manager City Development		City Development
Planning and Environment Act 1987	s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Manager Planning Services		City Development
Planning and Environment Act 1987	s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.4G	function of receiving prescribed documents and a copy of the Victoria Planning Provisions from the Minister	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.4H	duty to make amendment to Victoria Planning Provisions available	Manager Planning Services		City Development
Planning and Environment Act 1987	s.4H	duty to make amendment to Victoria Planning Provisions available	General Manager City Development		City Development
Planning and Environment Act 1987	s.4I	duty to keep Victoria Planning Provisions and other documents available	General Manager City Development		City Development
Planning and Environment Act 1987	s.4I	duty to keep Victoria Planning Provisions and other documents available	Manager Planning Services		City Development
Planning and Environment Act 1987	s.8A(2)	power to prepare amendments to the planning scheme where the Minister has given consent under s.8A			General

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	General Manager City Development		City Development
Planning and Environment Act 1987	s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	Manager Planning Services		City Development
Planning and Environment Act 1987	s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.8A(3)	power to apply to Minister to prepare an amendment to the planning scheme	General Manager City Development		City Development
Planning and Environment Act 1987	s.8A(5)	function of receiving notice of the Minister's decision			General
Planning and Environment Act 1987	s. 8A(7)	power to prepare the amendments specified in the application without the Minister's authorisation if no response received after 10 business days.			General
Planning and Environment Act 1987	s.8B(2)	power to apply to the Minister for authorisation to prepare an amendment to the planning acheme of an adjoining municipal district.			General
Planning and Environment Act 1987	s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	General Manager City Development		City Development
Planning and Environment Act 1987	s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Manager Planning Services		City Development
Planning and Environment Act 1987	s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.12(3)	power to carry out studies and do things to ensure proper use of land and consult with other persons to ensure co-ordination of planning scheme with these persons	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s.19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	General Manager City Development		City Development
Planning and Environment Act 1987	s.12A(1)	duty to prepare a municipal strategic statement (including power to prepare a municipal strategic statement under s.19 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Manager Planning Services		City Development
Planning and Environment Act 1987	s.12B(1)	duty to review planning scheme	General Manager City Development		City Development
Planning and Environment Act 1987	s.12B(1)	duty to review planning scheme	Manager Planning Services		City Development
Planning and Environment Act 1987	s.12B(2)	duty to review planning scheme at direction of Minister	General Manager City Development		City Development
Planning and Environment Act 1987	s.12B(2)	duty to review planning scheme at direction of Minister	Manager Planning Services		City Development
Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	General Manager City Development		City Development
Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Manager Planning Services		City Development
Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Coordinator Strategic Planning		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.12B(5)	duty to report findings of review of planning scheme to Minister without delay	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	General Manager City Development		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Statutory Planner		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Planning Officer		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Statutory Planning Compliance Officer		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Strategic Planner		City Development
Planning and Environment Act 1987	s.14	duties of a Responsible Authority as set out in subsections (a) to (d)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.17(1)	duty of giving copy amendment to the planning scheme	General Manager City Development		City Development
Planning and Environment Act 1987	s.17(1)	duty of giving copy amendment to the planning scheme	Manager Planning Services		City Development
Planning and Environment Act 1987	s.17(1)	duty of giving copy amendment to the planning scheme	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.17(1)	duty of giving copy amendment to the planning scheme	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.17(1)	duty of giving copy amendment to the planning scheme	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.17(1)	duty of giving copy amendment to the planning scheme	Strategic Planner		City Development
Planning and Environment Act 1987	s.17(1)	duty of giving copy amendment to the planning scheme	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	Manager Planning Services		City Development
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.17(2)	duty of giving copy s.173 agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.17(3)	duty of giving copy amendment , explanatory report and relevant documents to the Minister within 10 business days.			City Development
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	General Manager City Development		City Development
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	Manager Planning Services		City Development
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	Strategic Planner		City Development
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.18	duty to make amendment etc. available	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.19	function of receiving notice of preparation of an amendment to a planning scheme	General Manager City Development	where Council is not the planning authority and the amendmant affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	City Development
Planning and Environment Act 1988	s.19	function of receiving notice of preparation of an amendment to a planning scheme	Manager Planning Services	where Council is not the planning authority and the amendmant affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1989	s.19	function of receiving notice of preparation of an amendment to a planning scheme	Coordinator Urban Growth	where Council is not the planning authority and the amendmant affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	City Development
Planning and Environment Act 1990	s.19	function of receiving notice of preparation of an amendment to a planning scheme	Coordinator Strategic Planning	where Council is not the planning authority and the amendmant affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	City Development
Planning and Environment Act 1991	s.19	function of receiving notice of preparation of an amendment to a planning scheme	Coordinator Statutory Planning	where Council is not the planning authority and the amendmant affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1992	s.19	function of receiving notice of preparation of an amendment to a planning scheme	Senior Strategic Planner	where Council is not the planning authority and the amendmant affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	City Development
Planning and Environment Act 1993	s.19	function of receiving notice of preparation of an amendment to a planning scheme	Senior Strategic Planner	where Council is not the planning authority and the amendmant affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority.	City Development
Planning and Environment Act 1987	s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s.19 to a planning scheme	General Manager City Development		City Development
Planning and Environment Act 1987	s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s.19 to a planning scheme	Manager Planning Services		City Development
Planning and Environment Act 1987	s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s.19 to a planning scheme	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.19	power to give notice, to decide not to give notice, to publish notice of amendment to a planning scheme and to exercise any other power under s.19 to a planning scheme	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.20(1)	power to apply to Minister for exemption from the requirements of s.20	General Manager City Development		City Development
Planning and Environment Act 1987	s.20(1)	power to apply to Minister for exemption from the requirements of s.19	Manager Planning Services		City Development
Planning and Environment Act 1987	s.20(1)	power to request the Minister for Planning to exempt the planning authority from any of the requirements of section 19	General Manager City Development		City Development
Planning and Environment Act 1987	s.20(1)	power to request the Minister for Planning to exempt the planning authority from any of the requirements of section 19	Manager Planning Services		City Development
Planning and Environment Act 1987	s.20(1)	power to request the Minister for Planning to exempt the planning authority from any of the requirements of section 19	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.20(1)	power to apply to Minister for exemption from the requirements of s.19	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.20A	Power to request the Minister for Planning to determine a prescribed amendment	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.20A	Power to request the Minister for Planning to determine a prescribed amendment	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.20A	Power to request the Minister for Planning to determine a prescribed amendment	General Manager City Development		City Development
Planning and Environment Act 1987	s.20A	Power to request the Minister for Planning to determine a prescribed amendment	Manager Planning Services		City Development
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	General Manager City Development		City Development
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	Manager Planning Services		City Development
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	Strategic Planner		City Development
Planning and Environment Act 1987	s.21A(4)	duty to publish notice in accordance with section	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.21(2)	duty to make submissions available	Manager Planning Services		City Development
Planning and Environment Act 1987	s.21(2)	duty to make submissions available	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.21(2)	duty to make submissions available	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.21(2)	duty to make submissions available	Strategic Planner		City Development
Planning and Environment Act 1987	s.21(2)	duty to make submissions available	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.23(1)(b)	duty to refer submissions which request a change to the amendment to a panel	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	General Manager City Development		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Statutory Planner		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Senior Strategic Planner		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Strategic Planner		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.24	function to represent council and present a submission at a panel hearing (including a hearing referred to in s.96D)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	General Manager City Development		City Development
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	Manager Planning Services		City Development
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	Strategic Planner		City Development
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.26(1)	power to make report available for inspection	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	General Manager City Development		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Manager Planning Services		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Statutory Planner		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Strategic Planner		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.26(2)	duty to keep report of panel available for inspection	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.27(2)	power to apply for exemption if panel's report not received	General Manager City Development		City Development
Planning and Environment Act 1987	s.28	duty to notify the Minister if abandoning an amendment	General Manager City Development	Note; the power to make a decision to abandon an amendment cannot be delegated	City Development
Planning and Environment Act 1987	s.28	duty to notify the Minister if abandoning an amendment	Manager Planning Services	Note; the power to make a decision to abandon an amendment cannot be delegated	City Development
Planning and Environment Act 1987	s.28	duty to notify the Minister if abandoning an amendment	Coordinator Statutory Planning	Note; the power to make a decision to abandon an amendment cannot be delegated	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.28	duty to notify the Minister if abandoning an amendment	Coordinator Strategic Planning	Note; the power to make a decision to abandon an amendment cannot be delegated	City Development
Planning and Environment Act 1987	s.30(4)(a)	duty to say if amendment has lapsed	General Manager City Development		City Development
Planning and Environment Act 1987	s.30(4)(a)	duty to say if amendment has lapsed	Manager Planning Services		City Development
Planning and Environment Act 1987	s.30(4)(a)	duty to say if amendment has lapsed	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.30(4)(b)	duty to provide information in writing upon request	General Manager City Development		City Development
Planning and Environment Act 1987	s.30(4)(b)	duty to provide information in writing upon request	Manager Planning Services		City Development
Planning and Environment Act 1987	s.30(4)(b)	duty to provide information in writing upon request	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.30(4)(b)	duty to provide information in writing upon request	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.30(4)(b)	duty to provide information in writing upon request	Strategic Planner		City Development
Planning and Environment Act 1987	s.30(4)(b)	duty to provide information in writing upon request	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.32(2)	duty to give more notice if required	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	General Manager City Development		City Development
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Manager Planning Services		City Development
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Strategic Planner		City Development
Planning and Environment Act 1987	s.33(1)	duty to give more notice of changes to an amendment	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	General Manager City Development		City Development
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Manager Planning Services		City Development
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Strategic Planner		City Development
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.36(2)	duty to give notice of approval of amendment	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	General Manager City Development		City Development
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Manager Planning Services		City Development
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.38(5)	duty to give notice of revocation of an amendment	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	General Manager City Development		City Development
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Manager Planning Services		City Development
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Strategic Planner		City Development
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.39	function of being a party to a proceeding commenced under s.39 and duty to comply with determination by VCAT	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	General Manager City Development		City Development
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Strategic Planner		City Development
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.40(1)	function of lodging copy of approved amendment	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.41	duty to make approved amendment available	General Manager City Development		City Development
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Manager Planning Services		City Development
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Strategic Planner		City Development
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.41	duty to make approved amendment available	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	General Manager City Development		City Development
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Manager Planning Services		City Development
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Strategic Planner		City Development
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.42	duty to make copy of planning scheme available	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	<u>Coordinator Urban Growth</u>		City Development
Planning and Environment Act 1988	s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	<u>Coordinator Strategic Planning</u>		City Development
Planning and Environment Act 1989	s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	<u>Coordinator Statutory Planning</u>		City Development
Planning and Environment Act 1990	s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	<u>Manager Planning Services</u>		City Development
Planning and Environment Act 1991	s.46AS(ac)	power to request the Victorian Planning Authority to provide advice on any matter relating to land in Victoria or an objective of planning in Victoria	<u>General Manager City Development</u>		City Development
Planning and Environment Act 1987	s.46GF	duty to comply with directions issued by the Minister	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1988	s.46GF	duty to comply with directions issued by the Minister	Manager Planning Services		City Development
Planning and Environment Act 1989	s.46GF	duty to comply with directions issued by the Minister	Coordinator Statutory Planning		City Development
Planning and Environment Act 1990	s.46GF	duty to comply with directions issued by the Minister	Coordinator Strategic Planning		City Development
Planning and Environment Act 1991	s.46GF	duty to comply with directions issued by the Minister	Senior Strategic Planner		City Development
Planning and Environment Act 1992	s.46GF	duty to comply with directions issued by the Minister	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	General Manager City Development		City Development
Planning and Environment Act 1988	s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	Manager Planning Services		City Development
Planning and Environment Act 1989	s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1990	s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1991	s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	Senior Strategic Planner		City Development
Planning and Environment Act 1992	s.46GG	duty to include a condition in a permit relating to matters set out in s.46GG(c) and (d)	Urban Growth Project Officer		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	General Manager City Development	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	Manager Planning Services	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	Coordinator Statutory Planning	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	Coordinator Strategic Planning	where council is a collecting agency	City Development
Planning and Environment Act 1988	s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	Senior Strategic Planner	where council is a collecting agency	City Development
Planning and Environment Act 1989	s.46GH(1)	power to require the payment of an amount of infrastructure levy to be secured to Council's satisfaction	Urban Growth Project Officer	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	General Manager City Development	where council is a collecting agency	City Development
Planning and Environment Act 1988	s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	Manager Planning Services	where council is a collecting agency	City Development
Planning and Environment Act 1989	s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	Coordinator Statutory Planning	where council is a collecting agency	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1990	s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	Coordinator Strategic Planning	where council is a collecting agency	City Development
Planning and Environment Act 1991	s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	Senior Strategic Planner	where council is a collecting agency	City Development
Planning and Environment Act 1992	s.46GH(2)	power to accept the provision of land, works, services or facilities in part or full satisfaction of the amount of infrastructure levy payable	Urban Growth Project Officer	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	General Manager City Development	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	Manager Planning Services	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	Coordinator Statutory Planning	where council is a collecting agency	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	Coordinator Strategic Planning	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	Senior Strategic Planner	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GH(3)	duty to obtain the agreement of the relevant development agency or agencies specified in the approved infrastructure contributions plan before accepting the provision of land, works, services or facilities by the applicant	Urban Growth Project Officer	where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	General Manager City Development	must be done in accordance with <i>Local Government Act 1989</i>	City Development
Planning and Environment Act 1987	s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	Manager Planning Services	must be done in accordance with <i>Local Government Act 1989</i>	City Development
Planning and Environment Act 1987	s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	Coordinator Strategic Planning	must be done in accordance with <i>Local Government Act 1989</i>	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	Senior Strategic Planner	must be done in accordance with <i>Local Government Act 1989</i>	City Development
Planning and Environment Act 1987	s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	Urban Growth Project Officer	must be done in accordance with <i>Local Government Act 1989</i>	City Development
Planning and Environment Act 1987	s.46GI(1)	duty to keep proper accounts of any amount of infrastructure levy paid to it as a collecting agency or a development agency under part 2 of the <i>Planning and Environment Act 1987</i>	Coordinator Statutory Planning	must be done in accordance with <i>Local Government Act 1989</i>	City Development
Planning and Environment Act 1987	s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	General Manager City Development		City Development
Planning and Environment Act 1987	s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.46GI(2)	duty to forward to a development agency any part of an infrastructure levy paid to council which is imposed for plan preparation costs incurred by development agency or for carrying out of works, services or facilities on behalf of the development agency	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	General Manager City Development		City Development
Planning and Environment Act 1987	s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.46GI(3)	duty to apply levy amount only in accordance with s.46GI(3) (a) and (b)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	General Manager City Development		City Development
Planning and Environment Act 1987	s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act 1987</i> if satisfied that the development is not to proceed	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act</i> 1987 if satisfied that the development is not to proceed	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.46GI(4)	power to refund any amount of infrastructure levy paid to it as a development agency under Part 2 of the <i>Planning and Environment Act</i> 1987 if satisfied that the development is not to proceed	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	General Manager City Development		City Development
Planning and Environment Act 1987	s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.46GI(5)	duty to take action described in s.46GI(5)(c) – (e) where s.46GI(5)(a) and (b) applies.	Urban Growth Project Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	General Manager City Development	Where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	Manager Planning Services	Where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	Coordinator Statutory Planning	Where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	Coordinator Strategic Planning	Where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	Senior Strategic Planner	Where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GL	power to recover any amount of infrastructure levy as a debt due to Council	Urban Growth Project Officer	Where council is a collecting agency	City Development
Planning and Environment Act 1987	s.46GM	duty to prepare report and give a report to the Minister	General Manager City Development	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46GM	duty to prepare report and give a report to the Minister	Manager Planning Services	where council is a collecting agency or development agency	City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46GM	duty to prepare report and give a report to the Minister	Coordinator Statutory Planning	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46GM	duty to prepare report and give a report to the Minister	Coordinator Strategic Planning	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46GM	duty to prepare report and give a report to the Minister	Senior Strategic Planner	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46GM	duty to prepare report and give a report to the Minister	Urban Growth Project Officer	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	General Manager City Development		City Development
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Statutory Planning Compliance Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Statutory Planner		City Development
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.46N(1)	duty to include condition in permit regarding payment of development infrastructure levy	Planning Officer		City Development
Planning and Environment Act 1987	s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	General Manager City Development		City Development
Planning and Environment Act 1987	s.46N(2)(c)	function of determining time and manner for receipt of development contributions levy	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	General Manager City Development		City Development
Planning and Environment Act 1987	s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.46N(2)(d)	power to enter into an agreement with the applicant regarding payment of development infrastructure levy	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46O(1)(a) & (2)(a)	power to ensure that community infrastructure levy is paid, or agreement is in place, prior to issuing building permit	Municipal Building Surveyor		City Development
Planning and Environment Act 1987	s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	General Manager City Development		City Development
Planning and Environment Act 1987	s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.46O(1)(d) & (2)(d)	power to enter into agreement with the applicant regarding payment of community infrastructure levy	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.46P(1)	power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured	General Manager City Development		City Development
Planning and Environment Act 1987	s.46P(1)	power to require payment of amount of levy under s.46N or s.46O to be satisfactorily secured	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	General Manager City Development		City Development
Planning and Environment Act 1987	s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46P(2)	power to accept provision of land, works, services or facilities in part or full payment of levy payable	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.46Q(1)	duty to keep proper accounts of levies paid	General Manager City Development		City Development
Planning and Environment Act 1987	s.46Q(1)	duty to keep proper accounts of levies paid	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	General Manager City Development		City Development
Planning and Environment Act 1987	s.46Q(1A)	duty to forward to development agency part of levy imposed for carrying out works, services, or facilities on behalf of development agency or plan preparation costs incurred by a development agency	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	General Manager City Development		City Development
Planning and Environment Act 1987	s.46Q(2)	duty to apply levy only for a purpose relating to the provision of plan preparation costs or the works, services and facilities in respect of which the levy was paid etc	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	General Manager City Development	only applies when levy is paid to Council as a 'development agency'	City Development
Planning and Environment Act 1987	s.46Q(3)	power to refund any amount of levy paid if it is satisfied the development is not to proceed	Manager Planning Services	only applies when levy is paid to Council as a 'development agency'	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	General Manager City Development	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister	City Development
Planning and Environment Act 1987	s.46Q(4)(c)	duty to pay amount to current owners of land in the area if an amount of levy has been paid to a municipal council as a development agency for plan preparation costs incurred by the council or for the provision by the council of works, services or facilities in an area under s.46Q(4)(a)	Manager Planning Services	must be done within six months of the end of the period required by the development contributions plan and with the consent of, and in the manner approved by, the Minister	City Development
Planning and Environment Act 1987	s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	General Manager City Development	must be done in accordance with Part 3	City Development
Planning and Environment Act 1987	s.46Q(4)(d)	duty to submit to the Minister an amendment to the approved development contributions plan	Manager Planning Services	must be done in accordance with Part 3	City Development
Planning and Environment Act 1987	s.46Q(4)(e)	duty to expend that amount on other works etc	General Manager City Development	with the consent of, and in the manner approved by, the Minister	City Development
Planning and Environment Act 1987	s.46Q(4)(e)	duty to expend that amount on other works etc	Manager Planning Services	with the consent of, and in the manner approved by, the Minister	City Development
Planning and Environment Act 1987	s.46QC	power to recover any amount of levy payable under Part 3B	General Manager City Development		City Development
Planning and Environment Act 1987	s.46QC	power to recover any amount of levy payable under Part 3B	Manager Planning Services		City Development
Planning and Environment Act 1987	s.46QD	duty to prepare report and give a report to the minister	General Manager City Development	where council is a collecting agency or development agency	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.46QD	duty to prepare report and give a report to the minister	Manager Planning Services	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46QD	duty to prepare report and give a report to the minister	Coordinator Urban Growth	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46QD	duty to prepare report and give a report to the minister	Coordinator Strategic Planning	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46QD	duty to prepare report and give a report to the minister	Coordinator Statutory Planning	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46QD	duty to prepare report and give a report to the minister	Senior Strategic Planner	where council is a collecting agency or development agency	City Development
Planning and Environment Act 1987	s.46V(3)	duty to make a copy of the approved strategy plan (being the Melbourne Airport Environs Strategy Plan) and any documents lodged with it available	Not Delegated		General
Planning and Environment Act 1987	s.46Y	duty to carry out works in conformity with the approved strategy plan	Not Delegated		General
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	General Manager City Development		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Manager Planning Services		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Strategic Planner		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Planning Officer		City Development
Planning and Environment Act 1987	s.47	power to decide that an application for a planning permit does not comply with that Act	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	General Manager City Development		City Development
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Manager Planning Services		City Development
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Strategic Planner		City Development
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.49(1)	duty to keep a register of all applications for permits and determinations relating to permits	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	General Manager City Development		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Manager Planning Services		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Statutory Planner		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Senior Strategic Planner		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Strategic Planner		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Planning Officer		City Development
Planning and Environment Act 1987	s.49(2)	duty to make register available for inspection	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	General Manager City Development		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Manager Planning Services		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Statutory Planner		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Strategic Planner		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Planning Officer		City Development
Planning and Environment Act 1987	s.50(4)	duty to amend application	Urban Growth Project Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	General Manager City Development		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Manager Planning Services		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Statutory Planner		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Strategic Planner		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Planning Officer		City Development
Planning and Environment Act 1987	s.50(5)	power to refuse to amend application	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	General Manager City Development		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Manager Planning Services		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Strategic Planner		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Planning Officer		City Development
Planning and Environment Act 1987	s.50(6)	duty to make note of amendment to application in register	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	General Manager City Development		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Manager Planning Services		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Statutory Planner		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Strategic Planner		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.50A(1)	power to make amendment to application	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	General Manager City Development		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Manager Planning Services		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Statutory Planner		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Strategic Planner		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.50A(3)	power to require applicant to notify owner and make a declaration that notice has been given	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	General Manager City Development		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Manager Planning Services		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Statutory Planner		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Strategic Planner		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Planning Officer		City Development
Planning and Environment Act 1987	s.50A(4)	duty to note amendment to application in register	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	General Manager City Development		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Statutory Planner		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Strategic Planner		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Planning Officer		City Development
Planning and Environment Act 1987	s.51	duty to make copy of application available for inspection	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	General Manager City Development		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(a)	duty to give notice of the application to owners/occupiers of adjoining allotments unless satisfied that the grant of permit would not cause material detriment to any person	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	General Manager City Development		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Manager Planning Services		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Coordinator Strategic Planning		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.52(1)(b)	duty to give notice of the application to other municipal councils where appropriate	Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	General Manager City Development		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Manager Planning Services		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.52(1)(c)	duty to give notice of the application to all persons required by the planning scheme	Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	General Manager City Development		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Manager Planning Services		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Statutory Planning Enforcement Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.52(1)(ca)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if may result in breach of covenant	Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Manager Planning Services		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(cb)	duty to give notice of the application to owners and occupiers of land benefited by a registered restrictive covenant if application is to remove or vary the covenant	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	General Manager City Development		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Manager Planning Services		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Statutory Planning Enforcement Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Planning Officer		City Development
Planning and Environment Act 1987	s.52(1)(d)	duty to give notice of the application to other persons who may be detrimentally effected	Manager Planning Services		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	General Manager City Development		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Manager Planning Services		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Senior Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Statutory Planner		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Planning Officer		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Strategic Planner		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.52(1AA)	duty to give notice of an application to remove or vary a registered restrictive covenant	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	General Manager City Development		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Manager Planning Services		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Senior Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Statutory Planner		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Strategic Planner		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.52(3)	power to give any further notice of an application where appropriate	Planning Officer		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	General Manager City Development		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Manager Planning Services		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Statutory Planning Enforcement Officer		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Statutory Planner		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Strategic Planner		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.53(1)	power to require the applicant to give notice under s.52(1) to persons specified by it	Planning Officer		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	General Manager City Development		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Statutory Planner		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Coordinator Strategic Planning		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Strategic Planner		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.53(1A)	power to require the applicant to give the notice under s.52(1AA)	Planning Officer		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	General Manager City Development		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Manager Planning Services		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Statutory Planner		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Strategic Planner		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Urban Growth Project Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.54(1)	power to require the applicant to provide more information	Planning Officer		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	General Manager City Development		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Statutory Planner		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Strategic Planner		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.54(1A)	duty to give notice in writing of information required under s.54(1)	Planning Officer		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	General Manager City Development		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Manager Planning Services		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Senior Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Statutory Planner		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Strategic Planner		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.54(1B)	duty to specify the lapse date for an application	Planning Officer		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	General Manager City Development		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Manager Planning Services		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Strategic Planner		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.54A(3)	power to decide to extend time or refuse to extend time to give required information	Planning Officer		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	General Manager City Development		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Strategic Planner		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.54A(4)	duty to give written notice of decision to extend or refuse to extend time under s.54A(3)	Planning Officer		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	General Manager City Development		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Manager Planning Services		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Senior Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Statutory Planner		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Strategic Planner		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.55(1)	duty to give copy application, together with the prescribed information, to every referral authority specified in the planning scheme	Planning Officer		City Development
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Manager Planning Services		City Development
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Strategic Planner		City Development
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.57(2A)	power to reject objections considered made primarily for commercial advantage for the objector	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Manager Planning Services		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	General Manager City Development		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Statutory Planner		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Strategic Planner		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Planning Officer		City Development
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Administration Team Leader		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.57(3)	function of receiving name and address of persons to whom notice of decision is to go	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	General Manager City Development		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Manager Planning Services		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Statutory Planner		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Strategic Planner		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Planning Officer		City Development
Planning and Environment Act 1987	s.57(5)	duty to make available for inspection copy of all objections	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	General Manager City Development		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Statutory Planner		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Strategic Planner		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.57A(4)	duty to amend application in accordance with applicant's request, subject to s.57A(5)	Planning Officer		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	General Manager City Development		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Manager Planning Services		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Statutory Planner		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Strategic Planner		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.57A(5)	power to refuse to amend application	Planning Officer		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	General Manager City Development		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Manager Planning Services		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Statutory Planner		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Strategic Planner		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.57A(6)	duty to note amendments to application in register	Planning Officer		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	General Manager City Development		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Manager Planning Services		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Statutory Planner		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Strategic Planner		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.57B(1)	duty to determine whether and to whom notice should be given	Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	General Manager City Development		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Manager Planning Services		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Statutory Planner		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Strategic Planner		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Urban Growth Project Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.57B(2)	duty to consider certain matters in determining whether notice should be given	Planning Officer		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	General Manager City Development		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Manager Planning Services		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Statutory Planner		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Strategic Planner		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.57C(1)	duty to give copy of amended application to referral authority	Planning Officer		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	General Manager City Development		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Senior Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Statutory Planner		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Planning Officer		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Strategic Planner		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.58	duty to consider every application for a permit	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.58A	power to request advice from the Planning Application Committee			City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	General Manager City Development		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Manager Planning Services		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Statutory Planner		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Planning Officer		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Coordinator Strategic Planning		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.60	duty to consider certain matters	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Strategic Planner		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.60	duty to consider certain matters	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	General Manager City Development		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Manager Planning Services		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Statutory Planner		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Strategic Planner		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Strategic Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.60(1A)	duty to consider certain matters	Planning Officer		City Development
Planning and Environment Act 1987	s.60(1B)	duty to consider number of objectors in considering whether use or development may have significant social effect			City Development
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	General Manager City Development	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Manager Planning Services	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Coordinator Statutory Planning	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Senior Statutory Planner	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Statutory Planning Enforcement Officer	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Statutory Planner	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Planning Officer	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Manager Planning Services	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Coordinator Strategic Planning	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Senior Strategic Planner	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Strategic Planner	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Strategic Planning Officer	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development
Planning and Environment Act 1987	s.61(1)	power to determine permit application, either to decide to grant a permit, to decide to grant a permit with conditions or to refuse a permit application.	Urban Growth Project Officer	If the permit has one to five objectors or recommended for refusal must be approved by CEO. If permit has more than five objectors must be heard at ordinary Council Meeting. The permit must not be inconsistent with a Cultural heritage management plan under the Aboriginal Heritage Act 2006.	City Development
Planning and Environment Act 1987	s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Manager Planning Services	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Coordinator Statutory Planning	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Senior Planning Officer	With approval from the Chief Executive Officer	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Statutory Planning Officer	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Planning Officer	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2)	duty to decide to refuse to grant a permit if a relevant determining referral authority objects to grant of permit	Coordinator Strategic Planning	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Manager Planning Services	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Coordinator Statutory Planning	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Statutory Planner	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Senior Statutory Planner	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Senior Planning Officer	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Coordinator Strategic Planning	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Senior Strategic Planner	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Strategic Planner	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Strategic Planning Officer	With approval from the Chief Executive Officer	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Statutory Planner	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(2A)	power to decide to refuse to grant a permit if a relevant recommending authority objects to the grant of permit.	Planning Officer	With approval from the Chief Executive Officer	City Development
Planning and Environment Act 1987	s.61(3)(a)	duty not to decide to grant a permit to use coastal Crown land without Minister's consent	Not Delegated		General
Planning and Environment Act 1987	s.61(3)(b)	duty to refuse to grant the permit without the Minister's consent	Not Delegated		General
Planning and Environment Act 1987	s.61(4)	duty to refuse to grant the permit if grant would authorise a breach of a registered restrictive covenant	Not Delegated		General
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	General Manager City Development		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Statutory Planner		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Strategic Planner		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Strategic Planning Officer		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.62(1)	duty to include certain conditions in deciding to grant a permit	Planning Officer		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	General Manager City Development		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Manager Planning Services		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Statutory Planner		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Strategic Planner		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Planning Officer		City Development
Planning and Environment Act 1987	s.62(2)	power to include other conditions	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	General Manager City Development		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Manager Planning Services		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Statutory Planner		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Strategic Planner		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Planning Officer		City Development
Planning and Environment Act 1987	s.62(4)	duty to ensure conditions are consistent with paragraphs (a),(b) and (c)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Strategic Planner		City Development
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.62(5)(a)	power to include a permit condition to implement an approved development contributions plan	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Statutory Planner		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Urban Growth Project Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.62(5)(b)	power to include a permit condition that specified works be provided on or to the land or paid for in accordance with s.173 agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	General Manager City Development		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Manager Planning Services		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Statutory Planner		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Strategic Planner		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.62(5)(c)	power to include a permit condition that specified works be provided or paid for by the applicant	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	General Manager City Development		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Manager Planning Services		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Statutory Planner		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Strategic Planner		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Planning Officer		City Development
Planning and Environment Act 1987	s.62(6)(a)	duty not to include a permit condition requiring a person to pay an amount for or provide works except in accordance with s.62(5) or s.46N	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	General Manager City Development		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Senior Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Statutory Planner		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Strategic Planner		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Planning Officer		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.62(6)(b)	duty not to include a permit condition requiring a person to pay an amount for or provide works except a condition that a planning scheme requires to be included as referred to in s.62(1)(a)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	General Manager City Development		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Statutory Planner		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Planning Officer		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.63	duty to issue the permit where made a decision in favour of the application (if no one has objected)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.64A	duty not to issue permit until the end of a period when an application for review may be lodged with VCAT or until VCAT has determined the application, if a relevant recommending referral authority has objected to the grant of a permit.		this provision applies to a decision to grant an amendment to a permit - see section 75A	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	General Manager City Development	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Manager Planning Services	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Coordinator Statutory Planning	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Senior Statutory Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Statutory Planning Enforcement Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Statutory Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Planning Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Coordinator Strategic Planning	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Senior Strategic Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Strategic Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Strategic Planning Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(1)	duty to give notice of decision to grant a permit to applicant and objectors	Urban Growth Project Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	General Manager City Development	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Manager Planning Services	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Coordinator Statutory Planning	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Senior Statutory Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Statutory Planning Enforcement Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Statutory Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Planning Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Coordinator Strategic Planning	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Senior Strategic Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Strategic Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Strategic Planning Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(3)	duty not to issue a permit until after the specified period	Urban Growth Project Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	General Manager City Development	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Manager Planning Services	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Coordinator Statutory Planning	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Senior Statutory Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Statutory Planning Enforcement Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Statutory Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Planning Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Coordinator Strategic Planning	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Senior Strategic Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Strategic Planner	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Strategic Planning Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.64(5)	duty to give each objector a copy of an exempt decision	Urban Growth Project Officer	this provision applies to a decision to grant an amendment to a permit - see section 75	City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	General Manager City Development		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Manager Planning Services		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Statutory Planner		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Planning Officer		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Strategic Planner		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.65(1)	duty to give notice of refusal to grant permit to applicant and person who objected under section 57	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Manager Planning Services		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Statutory Planner		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Strategic Planner		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.66(1)	duty to give notice under s.64 or s.65 and copy permit to relevant determining referral authorities	Planning Officer		City Development
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	General Manager City Development	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Manager Planning Services	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Coordinator Statutory Planning	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Senior Statutory Planner	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Statutory Planner	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Coordinator Strategic Planning	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Senior Strategic Planner	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Strategic Planner	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Strategic Planning Officer	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Urban Growth Project Officer	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Planning Officer	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to included a condition on the permit recommended by the recommending referral	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.66(2)	duty to give a recommending referral authority notice of its decision to grant a permit	Planning Administration Officer	if the recommending referral authority objected to the grant of the permit or the responsible authority decided not to include a condition on the permit recommended by the recommending referral	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	General Manager City Development	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Manager Planning Services	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Coordinator Statutory Planning	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Senior Statutory Planner	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Statutory Planner	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Planning Officer	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Coordinator Strategic Planning	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Senior Strategic Planner	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Strategic Planner	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Strategic Planning Officer	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Urban Growth Project Officer	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Planning Administration Officer	if the recommending referral authority objected to the grant of the permit or the recommending referral authority recommended that a permit condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	General Manager City Development	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Manager Planning Services	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Coordinator Statutory Planning	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Senior Statutory Planner	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Statutory Planner	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Coordinator Strategic Planning	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Senior Strategic Planner	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Strategic Planner	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Strategic Planning Officer	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Urban Growth Project Officer	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Planning Officer	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development
Planning and Environment Act 1987	s.66(6)	duty to give a recommending referral authority a copy of any permit which Council decides to grant and a copy of any notice given under section 64 or 65	Planning Administration Officer	if the recommending referral authority did not object to the grant of the permit or the recommending referral authority did not recommend a condition be included on the permit	City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	General Manager City Development		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Statutory Planner		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Strategic Planner		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Planning Officer		City Development
Planning and Environment Act 1987	s.69(1)	function of receiving application for extension of time of permit	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.69(1A)	function of receiving application for extension of time to complete development.	General Manager City Development		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	General Manager City Development		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Manager Planning Services		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Statutory Planner		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Strategic Planner		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.69(2)	power to extend time	Urban Growth Project Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.69(2)	power to extend time	Planning Officer		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	General Manager City Development		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Manager Planning Services		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Statutory Planner		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Strategic Planner		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.70	duty to make copy permit available for inspection	Planning Officer		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	General Manager City Development		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Manager Planning Services		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Statutory Planner		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Strategic Planner		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.71(1)	power to correct certain mistakes	Planning Officer		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	General Manager City Development		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Manager Planning Services		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Statutory Planner		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Planning Administration Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Strategic Planner		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.71(2)	duty to note corrections in register	Planning Officer		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Manager Planning Services		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	General Manager City Development		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Statutory Planner		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Strategic Planner		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Strategic Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.73	power to decide to grant amendment subject to conditions	Planning Officer		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	General Manager City Development		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Manager Planning Services		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Statutory Planner		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Planning Officer		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Strategic Planner		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.74	duty to issue amended permit to applicant if no objectors	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Statutory Planner		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Strategic Planner		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Planning Officer		City Development
Planning and Environment Act 1987	s.76	duty to give applicant and objectors notice of decision to refuse to grant amendment to permit	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Manager Planning Services		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Statutory Planner		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Strategic Planner		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.76A(1)	duty to give relevant determining referral authorities copy of amended permit and copy of notice	Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	General Manager City Development	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Manager Planning Services	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Coordinator Statutory Planning	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Senior Statutory Planner	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Statutory Planner	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Manager Planning Services	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Coordinator Strategic Planning	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Senior Strategic Planner	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Strategic Planner	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Strategic Planning Officer	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Urban Growth Project Officer	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Planning Officer	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76A(2)	duty to give a recommending referral authority notice of its decision to grant an amendment to a permit	Planning Administration Officer	if the recommending referral authority objected to the amendment of the permit or the responsible authority decided not to include a condition on the amended permit recommended by the referral authority .	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	General Manager City Development	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Manager Planning Services	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Coordinator Statutory Planning	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Senior Statutory Planner	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Statutory Planner	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Coordinator Strategic Planning	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Senior Strategic Planner	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Strategic Planner	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Strategic Planning Officer	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Urban Growth Project Officer	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Planning Officer	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(4)	duty to give a recommending referral authority notice of its decision to refuse a permit	Planning Administration Officer	If the recommending referral authority objected to the amendment of the permit or the recommending referral authority recommended that a permit condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	General Manager City Development	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Manager Planning Services	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Coordinator Statutory Planning	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended permit	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Senior Statutory Planner	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Statutory Planner	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Coordinator Strategic Planning	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Senior Strategic Planner	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Strategic Planner	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Strategic Planning Officer	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Urban Growth Project Officer	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Planning Officer	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended	City Development
Planning and Environment Act 1987	s.76A(6)	duty to give a recommending referral authority a copy of any amended permit which Council decides to grant a copy of any given under section 64 or 76	Planning Administration Officer	if the recommending referral authority did not object to the amendment of the permit or the recommending referral authority did not recommend a condition be included on the amended	City Development
Planning and Environment Act 1987	s.76D	duty to comply with direction of Minister to issue amended permit	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.76D	duty to comply with direction of Minister to issue amended permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.83	function of being respondent to an appeal	Not Delegated		City Development
Planning and Environment Act 1987	s.83B	duty to give or publish notice of application for review	Not Delegated		City Development
Planning and Environment Act 1987	s.84(1)	power to decide on an application at any time after an appeal is lodged against failure to grant a permit			City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	General Manager City Development		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Statutory Planner		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Strategic Planner		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.84(2)	duty not to issue a permit or notice of decision or refusal after an application is made for review of a failure to grant a permit	Planning Officer		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	General Manager City Development		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Statutory Planner		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Strategic Planner		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.84(3)	duty to tell principal registrar if decide to grant a permit after an application is made for review of its failure to grant a permit	Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	General Manager City Development		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Manager Planning Services		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Statutory Planner		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Strategic Planner		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.84(6)	duty to issue permit on receipt of advice within 3 working days	Planning Officer		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	General Manager City Development		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Manager Planning Services		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Statutory Planner		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Strategic Planner		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.86	duty to issue a permit at order of Tribunal within 3 working days	Planning Officer		City Development
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	General Manager City Development		City Development
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Strategic Planner		City Development
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Urban Growth Project Officer		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Act 1987	s.87(3)	power to apply to VCAT for the cancellation or amendment of a permit	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Manager Planning Services		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	General Manager City Development		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Statutory Planner		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Strategic Planner		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Urban Growth Project Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.90(1)	function of being heard at hearing of request for cancellation or amendment of a permit	Planning Officer		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	General Manager City Development		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Manager Planning Services		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Statutory Planner		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Strategic Planner		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.91(2)	duty to comply with the directions of VCAT	Planning Officer		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	General Manager City Development		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Manager Planning Services		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Statutory Planner		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Strategic Planner		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.91(2A)	Duty to issue amended permit to owner if Tribunal so directs	Planning Officer		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	General Manager City Development		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Manager Planning Services		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Statutory Planner		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Strategic Planner		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Urban Growth Project Officer		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.92	duty to give notice of cancellation/amendment of permit by VCAT to persons entitled to be heard under s.90	Planning Officer		City Development
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	General Manager City Development		City Development
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	Manager Planning Services		City Development
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	Strategic Planner		City Development
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.93(2)	duty to give notice of VCAT order to stop development	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	General Manager City Development		City Development
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	Manager Planning Services		City Development
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	Strategic Planner		City Development
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	Strategic Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.95(3)	function of referring certain applications to the Minister	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	General Manager City Development		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Manager Planning Services		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Statutory Planner		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Strategic Planner		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.95(4)	duty to comply with an order or direction	Planning Officer		City Development
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	General Manager City Development		City Development
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Manager Planning Services		City Development
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Strategic Planner		City Development
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.96(1)	duty to obtain a permit from the Minister to use and develop its land	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	General Manager City Development		City Development
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Manager Planning Services		City Development
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Strategic Planner		City Development
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.96(2)	function of giving consent to other persons to apply to the Minister for a permit to use and develop Council land	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	General Manager City Development		City Development
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Manager Planning Services		City Development
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Strategic Planner		City Development
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.96A(2)	power to agree to consider an application for permit concurrently with preparation of proposed amendment	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	General Manager City Development		City Development
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	Manager Planning Services		City Development
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.96C	power to give notice, to decide not to give notice, to publish notice and to exercise any other power under s.96C	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	General Manager City Development		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Manager Planning Services		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Statutory Planner		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Strategic Planner		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.96F	duty to consider the panel's report under section 96E	Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.96G(1)	power to determine to recommend that a permit be granted or to refuse to recommend that a permit be granted and power to notify applicant of the determination (including power to give notice under s.23 of the <i>Planning and Environment (Planning Schemes) Act 1996</i> )	Not Delegated		City Development
Planning and Environment Act 1987	s.96H(3)	power to give notice in compliance with Minister's direction	General Manager City Development		City Development
Planning and Environment Act 1987	s.96H(3)	power to give notice in compliance with Minister's direction	Manager Planning Services		City Development
Planning and Environment Act 1987	s.96H(3)	power to give notice in compliance with Minister's direction	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.96H(3)	power to give notice in compliance with Minister's direction	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.96H(3)	power to give notice in compliance with Minister's direction	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.96H(3)	power to give notice in compliance with Minister's direction	Strategic Planner		City Development
Planning and Environment Act 1987	s.96H(3)	power to give notice in compliance with Minister's direction	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.96H(3)	power to give notice in compliance with Minister's direction	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	General Manager City Development		City Development
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Manager Planning Services		City Development
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Strategic Planner		City Development
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.96J	power to issue permit as directed by the Minister	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	General Manager City Development		City Development
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Manager Planning Services		City Development
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Strategic Planner		City Development
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.96K	duty to comply with direction of the Minister to give notice of refusal	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.96Z	duty to keep levy certificates given to it under ss. 47 or 96A for no less than 5 years from receipt of the certificate			City Development
Planning and Environment Act 1987	s.97C	power to request Minister to decide the application	General Manager City Development		City Development
Planning and Environment Act 1987	s.97C	power to request Minister to decide the application	Manager Planning Services		City Development
Planning and Environment Act 1987	s.97C	power to request Minister to decide the application	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97C	power to request Minister to decide the application	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.97C	power to request Minister to decide the application	Strategic Planner		City Development
Planning and Environment Act 1987	s.97C	power to request Minister to decide the application	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.97C	power to request Minister to decide the application	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Statutory Planner		City Development
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.97D(1)	duty to comply with directions of Minister to supply any document or assistance relating to application	Planning Officer		City Development
Planning and Environment Act 1987	s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	General Manager City Development		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Manager Planning Services		City Development
Planning and Environment Act 1987	s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97G(3)	function of receiving from Minister copy of notice of refusal to grant permit or copy of any permit granted by the Minister	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	General Manager City Development		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Manager Planning Services		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Statutory Planner		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Planning Officer		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Strategic Planner		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.97G(6)	duty to make a copy of permits issued under s.97F available for inspection	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	General Manager City Development		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Manager Planning Services		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Strategic Planner		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Statutory Planner		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.97L	duty to include Ministerial decisions in a register kept under s.49	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	General Manager City Development		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Manager Planning Services		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Statutory Planner		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Strategic Planner		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Urban Growth Project Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.97MH	duty to provide information or assistance to the Planning Application Committee	Planning Officer		City Development
Planning and Environment Act 1987	s.97MI	duty to contribute to the costs of the Planning Application Committee or subcommittee	General Manager City Development		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	General Manager City Development		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Manager Planning Services		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Statutory Planner		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Strategic Planner		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.97O	duty to consider application and issue or refuse to issue certificate of compliance	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	General Manager City Development		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Manager Planning Services		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Statutory Planner		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Strategic Planner		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.97P(3)	duty to comply with directions of VCAT following an application for review of a failure or refusal to issue a certificate	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	General Manager City Development		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Manager Planning Services		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Statutory Planner		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.97Q(2)	function of being heard by VCAT at hearing of request for amendment or cancellation of certificate	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	General Manager City Development		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Manager Planning Services		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Statutory Planner		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Strategic Planner		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.97Q(4)	duty to comply with directions of VCAT	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	General Manager City Development		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Statutory Planner		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Planning Officer		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Strategic Planner		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.97R	duty to keep register of all applications for certificate of compliance and related decisions	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	General Manager City Development		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.98(1)&(2)	function of receiving claim for compensation in certain circumstances	Manager Planning Services		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	General Manager City Development		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Manager Planning Services		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Statutory Planner		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Planning Officer		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.98(4)	duty to inform any person of the name of the person from whom compensation can be claimed	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.101	function of receiving claim for expenses in conjunction with claim	General Manager City Development		City Development
Planning and Environment Act 1987	s.101	function of receiving claim for expenses in conjunction with claim	Manager Planning Services		City Development
Planning and Environment Act 1987	s.103	power to reject a claim for compensation in certain circumstances	General Manager City Development		City Development
Planning and Environment Act 1987	s.103	power to reject a claim for compensation in certain circumstances	Manager Planning Services		City Development
Planning and Environment Act 1987	s.107(1)	function of receiving claim for compensation	General Manager City Development		City Development
Planning and Environment Act 1987	s.107(1)	function of receiving claim for compensation	Manager Planning Services		City Development
Planning and Environment Act 1987	s.107(3)	power to agree to extend time for making claim	General Manager City Development		City Development
Planning and Environment Act 1987	s.114(1)	power to apply to the VCAT for an enforcement order	General Manager City Development		City Development
Planning and Environment Act 1987	s.114(1)	power to apply to the VCAT for an enforcement order	Manager Planning Services		City Development
Planning and Environment Act 1987	s.114(1)	power to apply to the VCAT for an enforcement order	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.114(1)	power to apply to the VCAT for an enforcement order	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.114(1)	power to apply to the VCAT for an enforcement order	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.114(1)	power to apply to the VCAT for an enforcement order	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Manager Planning Services		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Strategic Planner		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Statutory Planner		City Development
Planning and Environment Act 1987	s.117(1)(a)	function of making a submission to the VCAT where objections are received	Planning Officer		City Development
Planning and Environment Act 1987	s.120(1)	power to apply for an interim enforcement order where s.114	General Manager City Development		City Development
Planning and Environment Act 1987	s.120(1)	power to apply for an interim enforcement order where s.114	Manager Planning Services		City Development
Planning and Environment Act 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	General Manager City Development		City Development
Planning and Environment Act 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	Manager Planning Services		City Development
Planning and Environment Act 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.123(1)	power to carry out work required by enforcement order and recover costs	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.123(2)	power to sell buildings, materials, etc salvaged in carrying out work under s.123(1)	Not Delegated	except Crown Land	General
Planning and Environment Act 1987	s.129	function of recovering penalties	General Manager City Development		City Development
Planning and Environment Act 1987	s.129	function of recovering penalties	Manager Planning Services		City Development
Planning and Environment Act 1987	s.130(5)	power to allow person served with an infringement notice further time	General Manager City Development	Note: we must authorise an officer from planning to firstly issue the notice	City Development
Planning and Environment Act 1987	s.130(5)	power to allow person served with an infringement notice further time	Manager Planning Services	Note: we must authorise an officer from planning to firstly issue the notice	City Development
Planning and Environment Act 1987	s.149A(1)	power to refer a matter to the VCAT for determination	General Manager City Development		City Development
Planning and Environment Act 1987	s.149A(1)	power to refer a matter to the VCAT for determination	Manager Planning Services		City Development
Planning and Environment Act 1987	s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.149A(1A)	power to apply to VCAT for the determination of a matter relating to the interpretation of a s.173 agreement	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [2A]) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	General Manager City Development	where council is the relevant planning authority	City Development
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [2A]) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	Manager Planning Services	where council is the relevant planning authority	City Development
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [2A]) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	Coordinator Strategic Planning	where council is the relevant planning authority	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [2A]) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	Senior Strategic Planner	where council is the relevant planning authority	City Development
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [2A]) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	Coordinator Statutory Planning	where council is the relevant planning authority	City Development
Planning and Environment Act 1987	s.156	duty to pay fees and allowances (including a payment to the Crown under subsection [2A]) and payment or reimbursement for reasonable costs and expenses incurred by the panel in carrying out its functions unless the Minister directs otherwise under subsection (2B), power to ask for contribution under subsection (3) and power to abandon amendment or part of it under subsection (4)	Manager Planning Services	where council is the relevant planning authority	City Development
Planning and Environment Act 1987	s.171(2)(f)	power to carry out studies and commission reports	General Manager City Development		City Development
Planning and Environment Act 1987	s.171(2)(f)	power to carry out studies and commission reports	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.171(2)(g)	power to grant and reserve easements	Not Delegated		City Development
Planning and Environment Act 1987	s.173	power to enter into agreement covering matters set out in s.174	General Manager City Development	Must be signed by the CEO	City Development
Planning and Environment Act 1987	s.173	power to enter into agreement covering matters set out in s.174	Manager Planning Services	Must be signed by the CEO	City Development
Planning and Environment Act 1987	s.173	power to enter into agreement covering matters set out in s.174	Municipal Building Surveyor	Must be signed by the CEO	City Development
Planning and Environment Act 1987	s.173	power to enter into agreement covering matters set out in s.174	Coordinator Strategic Planning	Must be signed by the CEO	City Development
Planning and Environment Act 1987	s.173	power to enter into agreement covering matters set out in s.174	Coordinator Statutory Planning	Must be signed by the CEO	City Development
Planning and Environment Act 1987	s.173	power to enter into agreement covering matters set out in s.174	Senior Strategic Planner	Must be signed by the CEO	City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	General Manager City Development		City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Manager Planning Services		City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Strategic Planner		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Planning Officer		City Development
Planning and Environment Act 1987	s.173---	power to decide whether something is to the satisfaction of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires something to be to the satisfaction of Council or Responsible Authority	Municipal Building Surveyor		City Development
Planning and Environment Act 1987	s.173---	power to give consent on behalf of Council, where an agreement made under s.173 of the <i>Planning and Environment Act 1987</i> requires that something may not be done without the consent of Council or Responsible Authority	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.173---	power to give consent on behalf of Council, where an agreement made under s.173 of the <i>Planning and Environment Act</i> 1987 requires that something may not be done without the consent of Council or Responsible Authority	Manager Planning Services		City Development
Planning and Environment Act 1987	s.177(2)	power to end a section 173 agreement with the agreement all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	General Manager City Development		City Development
Planning and Environment Act 1987	s.177(2)	power to end a section 173 agreement with the agreement all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Manager Planning Services		City Development
Planning and Environment Act 1987	s.177(2)	power to end a section 173 agreement with the agreement all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.177(2)	power to end a section 173 agreement with the agreement all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.177(2)	power to end a section 173 agreement with the agreement all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Municipal Building Surveyor		City Development
Planning and Environment Act 1987	s.178	power to amend a s.173 agreement with the agreement of all those bound by any covenant in the agreement or otherwise in accordance with Division 2 of Part 9	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Statutory Planner		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178A(1)	function of receiving application to amend or end an agreement	Urban Growth Project Officer		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	General Manager City Development		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Statutory Planner		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Planning Officer		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Strategic Planner		City Development
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Strategic Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178A(3)	function of notifying the owner as to whether it agrees in principle to the proposal under s.178A(1)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	General Manager City Development		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Strategic Planner		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Statutory Planner		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Planning Officer		City Development
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Planning Enforcement Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178A(4)	function of notifying the applicant and the owner as to whether it agrees in principle to the proposal	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Statutory Planner		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.178A(5)	power to propose to amend or end an agreement	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Statutory Planner		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.178B(1)	duty to consider certain matters when considering proposal to amend an agreement	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Statutory Planner		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.178B(2)	duty to consider certain matters when considering proposal to end an agreement	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	General Manager City Development		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Statutory Planner		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Strategic Planner		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Planning Enforcement Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Planning Officer		City Development
Planning and Environment Act 1987	s.178C(2)	duty to give notice of the proposal to all parties to the agreement and other persons who may be detrimentally affected by decision to amend or end	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	General Manager City Development		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Statutory Planner		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Strategic Planner		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Planning Officer		City Development
Planning and Environment Act 1987	s.178C(4)	function of determining how to give notice under s.178C(2)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	General Manager City Development		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Statutory Planner		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Strategic Planner		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Planning Officer		City Development
Planning and Environment Act 1987	s.178E(1)	duty not to make decision until after 14 days after notice has been given	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	General Manager City Development	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Manager Planning Services	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Coordinator Statutory Planning	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Senior Statutory Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Statutory Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Coordinator Strategic Planning	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Senior Strategic Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Strategic Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Strategic Planning Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Planning Enforcement Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Planning Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(a)	power to amend or end the agreement in accordance with the proposal	Urban Growth Project Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	General Manager City Development	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Manager Planning Services	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Statutory Planning	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Senior Statutory Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Statutory Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Strategic Planning	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Senior Strategic Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Strategic Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Strategic Planning Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Planning Enforcement Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Planning Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Urban Growth Project Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	General Manager City Development	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Manager Planning Services	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Coordinator Statutory Planning	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Senior Statutory Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Statutory Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Coordinator Strategic Planning	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Senior Strategic Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Strategic Planner	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Strategic Planning Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Planning Enforcement Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Planning Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(2)(c)	power to refuse to amend or end the agreement	Urban Growth Project Officer	If on objections are made under s.178D, Must consider matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	General Manager City Development	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Manager Planning Services	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Coordinator Statutory Planning	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Senior Statutory Planner	After considering objections, submissions and matters in s.178B	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Statutory Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Coordinator Strategic Planning	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Senior Strategic Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Strategic Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Strategic Planning Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Planning Enforcement Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Planning Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(a)	power to amend or end the agreement in accordance with the proposal	Urban Growth Project Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	General Manager City Development	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Manager Planning Services	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Statutory Planning	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Senior Statutory Planner	After considering objections, submissions and matters in s.178B	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Statutory Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Coordinator Strategic Planning	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Senior Strategic Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Strategic Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Strategic Planning Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Planning Enforcement Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Planning Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(b)	power to amend or end the agreement in a manner that is not substantively different from the proposal	Urban Growth Project Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	General Manager City Development	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Manager Planning Services	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Coordinator Statutory Planning	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Senior Statutory Planner	After considering objections, submissions and matters in s.178B	City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Statutory Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Coordinator Strategic Planning	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Senior Strategic Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Strategic Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Strategic Planning Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Planning Enforcement Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Planning Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(c)	power to amend or end the agreement in a manner that is substantively different from the proposal	Urban Growth Project Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	General Manager City Development	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Manager Planning Services	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Coordinator Statutory Planning	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Senior Statutory Planner	After considering objections, submissions and matters in s.178B	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Statutory Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Coordinator Strategic Planning	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Senior Strategic Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Strategic Planner	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Strategic Planning Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Planning Enforcement Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Planning Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178E(3)(d)	power to refuse to amend or end the agreement	Urban Growth Project Officer	After considering objections, submissions and matters in s.178B	City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	General Manager City Development		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Statutory Planner		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Coordinator Strategic Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Strategic Planner		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Planning Officer		City Development
Planning and Environment Act 1987	s.178F(1)	duty to give notice of its decision under s.178E(3)(a) or (b)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	General Manager City Development		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Statutory Planner		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Strategic Planner		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178F(2)	duty to give notice of its decision under s.178E(2)(c) or (3)(d)	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	General Manager City Development		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Statutory Planner		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Planning Officer		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Strategic Planner		City Development
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Strategic Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178F(4)	duty not to proceed to amend or end an agreement under s.178E until at least 21 days after notice has been given or until an application for review to the Tribunal has been determined or withdrawn	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Statutory Planner		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Planning Enforcement Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.178G	duty to sign amended agreement and give copy to each other party to the agreement	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Statutory Planner		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.178H	power to require a person who applies to amend or end an agreement to pay the costs of giving notices and preparing the amended agreement	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	General Manager City Development		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Manager Planning Services		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Statutory Planner		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Coordinator Strategic Planning		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Strategic Planner		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Planning Officer		City Development
Planning and Environment Act 1987	s.178I(3)	duty to notify, in writing, each party to the agreement of the ending of the agreement relating to Crown land	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Municipal Building Surveyor		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Manager Planning Services		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Coordinator Property and Statutory Services		Corporate Services
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Property and Statute Officer		Corporate Services
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Legal Officer		Corporate Services
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Coordinator Governance		Corporate Services
Planning and Environment Act 1987	s.179(2)	duty to make available for inspection copy agreement	Governance Officer		Corporate Services
Planning and Environment Act 1987	s.181	power to apply to the Registrar of Titles for registration of the agreement and to deliver a memorial to Registrar-General	General Manager City Development		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles for registration of to record the agreement and to deliver a memorial to Registrar-	Municipal Building Surveyor		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Coordinator Property and Statutory Services		Corporate Services
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Property and Statute Officer		Corporate Services
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Legal Officer		Corporate Services
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Statutory Planner		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Planning Officer		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.181	duty to apply to the Registrar of Titles to record the agreement and to deliver a memorial to Registrar-General	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.181(1A)(a)	power to apply to the Registrar of Titles to record the agreement			City Development
Planning and Environment Act 1987	s.181(1A)(b)	duty to apply to the Registrar of Titles, without delay, to record the agreement			City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Manager Planning Services		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Municipal Building Surveyor		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Coordinator Property and Statutory Services		Corporate Services
Planning and Environment Act 1987	s.182	power to enforce an agreement	Property and Statute Officer		Corporate Services
Planning and Environment Act 1987	s.182	power to enforce an agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Statutory Planner		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Senior Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.182	power to enforce an agreement	Strategic Planner		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.182	power to enforce an agreement	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	General Manager City Development		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Manager Planning Services		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Statutory Planner		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Planning Officer		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Municipal Building Surveyor		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.183	duty to tell Registrar of Titles of ending/amendment of agreement	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.184F(1)	power to decide to amend or end an agreement at any time after an application for review of the failure of Council to make a decision			City Development
Planning and Environment Act 1987	s.184F(2)	duty not to amend or end the agreement or give notice of the decision after an application is made to VCAT for review of a failure to amend or end an agreement			City Development
Planning and Environment Act 1987	s.184F(3)	duty to inform the principal registrar if the responsible authority decides to amend or end an agreement after an application is made for the review of its failure to end or amend the agreement			City Development
Planning and Environment Act 1987	s.184F(5)	function of receiving advice from the principal registrar that the agreement may be amended or ended in accordance with Council's decision			City Development
Planning and Environment Act 1987	s.184G(2)	duty to comply with a direction of the Tribunal			City Development
Planning and Environment Act 1987	s.184G(3)	duty to give notice as directed by the Tribunal			City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	General Manager City Development		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Manager Planning Services		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Senior Statutory Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Statutory Planner		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Planning Officer		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Strategic Planner		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.198(1)	function to receive application for planning certificate	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	General Manager City Development		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Manager Planning Services		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Statutory Planner		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Planning Administration Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Planning Officer		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Strategic Planner		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.199(1)	duty to give planning certificate to applicant	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	General Manager City Development		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Manager Planning Services		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Statutory Planner		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Planning Administration Officer		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Planning Officer		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Strategic Planner		City Development



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.201(1)	function of receiving application for declaration of underlying zoning	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	General Manager City Development		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Manager Planning Services		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Senior Statutory Planner		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Statutory Planning Enforcement Officer		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Statutory Planner		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Strategic Planner		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.201(3)	duty to make declaration	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	--	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	--	power to decide, in relation to any planning scheme or permit, that a specified thing has or has not been done	Manager Planning Services		City Development
Planning and Environment Act 1987	--	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires	Coordinator Statutory Planning		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	--	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires	Manager Planning Services		City Development
Planning and Environment Act 1987	--	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	--	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires	Senior Strategic Planner		City Development
Planning and Environment Act 1987	--	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires	Strategic Planner		City Development
Planning and Environment Act 1987	--	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires	Strategic Planning Officer		City Development
Planning and Environment Act 1987	--	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	--	power, in relation to any planning scheme or permit, to consent or refuse to consent to any matter which requires	Manager Planning Services		City Development
Planning and Environment Act 1987	--	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	--	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a	Senior Strategic Planner		City Development
Planning and Environment Act 1987	--	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	--	power to approve any plan or any amendment to a plan or other document in accordance with a provision of a	Manager Planning Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	--	power to give written authorisation in accordance with a provision of a planning scheme	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	--	power to give written authorisation in accordance with a provision of a planning scheme	Senior Strategic Planner		City Development
Planning and Environment Act 1987	--	power to give written authorisation in accordance with a provision of a planning scheme	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	--	power to give written authorisation in accordance with a provision of a planning scheme	Manager Planning Services		City Development
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	General Manager City Development		City Development
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	Manager Planning Services		City Development
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	Senior Strategic Planner		City Development
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	Strategic Planner		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	Strategic Planning Officer		City Development
Planning and Environment Act 1987	s.201UAB(1)	function of providing the Victoria Planning Authority with information relating to any land within municipal district	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	General Manager City Development		City Development
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	Manager Planning Services		City Development
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	Senior Strategic Planner		City Development
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	Strategic Planner		City Development
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	Strategic Planning Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Planning and Environment Act 1987	S.201UAB(2)	duty to provide the Victorian Planning Authority with information requested under subsection (1) as soon as possible	Urban Growth Project Officer		City Development
Planning and Environment Act 1987	S.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to the Victorian Planning Authority.	Coordinator Urban Growth		City Development
Planning and Environment Act 1987	S.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to the Victorian Planning Authority.	Coordinator Strategic Planning		City Development
Planning and Environment Act 1987	S.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to the Victorian Planning Authority.	Coordinator Statutory Planning		City Development
Planning and Environment Act 1987	S.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to the Victorian Planning Authority.	Manager Planning Services		City Development
Planning and Environment Act 1987	S.224(8)	duty to provide information requested by Victoria Planning Authority under s.201UAB(1) not yet provided to Growth Areas Authority to the Victorian Planning Authority.	General Manager City Development		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Regulations 2015	r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	General Manager City Development	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development
Planning and Environment Regulations 2015	r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Manager Planning Services	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development
Planning and Environment Regulations 2015	r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Coordinator Strategic Planning	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development
Planning and Environment Regulations 2015	r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Senior Strategic Planner	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development
Planning and Environment Regulations 2015	r. 6	function of receiving notice, under section 19(1)(c) of the Act, from a planning authority of its preparation of an amendment to a planning scheme	Coordinator Statutory Planning	where Council is not the planning authority and the amendment affects land within its municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Regulations 2015	r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	General Manager City Development		City Development
Planning and Environment Regulations 2015	r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Manager Planning Services		City Development
Planning and Environment Regulations 2015	r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Coordinator Strategic Planning		City Development
Planning and Environment Regulations 2015	r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Senior Strategic Planner		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Regulations 2015	r.21	power of responsible authority to require a permit applicant to verify information (by statutory declaration or other written confirmation satisfactory to the responsible authority) in an application for a permit or to amend a permit or any information provided under section 54 of the Act	Coordinator Statutory Planning		City Development
Planning and Environment Regulations 2015	r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	General Manager City Development	where Council is the responsible authority	City Development
Planning and Environment Regulations 2015	r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Manager Planning Services	where Council is the responsible authority	City Development
Planning and Environment Regulations 2015	r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Coordinator Strategic Planning	where Council is the responsible authority	City Development
Planning and Environment Regulations 2015	r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Senior Strategic Planner	where Council is the responsible authority	City Development
Planning and Environment Regulations 2015	r.25(a)	duty to make copy of matter considered under section 60(1A)(g) available for inspection free of charge	Coordinator Statutory Planning	where Council is the responsible authority	City Development
Planning and Environment Regulations 2015	r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	General Manager City Development	where Council is not the responsible authority but the relevant land is within Council's municipal district	City Development
Planning and Environment Regulations 2015	r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Manager Planning Services	where Council is not the responsible authority but the relevant land is within Council's municipal district	City Development



**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Regulations 2015	r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Coordinator Strategic Planning	where Council is not the responsible authority but the relevant land is within Council's municipal district	City Development
Planning and Environment Regulations 2015	r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Coordinator Statutory Planning	where Council is not the responsible authority but the relevant land is within Council's municipal district	City Development
Planning and Environment Regulations 2015	r.25(b))	function of receiving a copy of any document considered under section 60(1A)(g) by the responsible authority and duty to make the document available for inspection free of charge	Senior Strategic Planner	where Council is not the responsible authority but the relevant land is within Council's municipal district	City Development
Planning and Environment Regulations 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	General Manager City Development	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development
Planning and Environment Regulations 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Manager Planning Services	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development
Planning and Environment Regulations 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Coordinator Strategic Planning	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Regulations 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Coordinator Statutory Planning	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.7	function of entering into a written agreement with a caravan park owner	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Senior Environmental Health Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r. 11	function of receiving applications for registration	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1)	duty to grant registration if satisfied that the caravan park complies with these regulations	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1)	duty to grant registration if satisfied that the caravan park complies with these regulations	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1)	duty to grant registration if satisfied that the caravan park complies with these regulations	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1)	duty to grant registration if satisfied that the caravan park complies with these regulations	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(1)	duty to grant registration if satisfied that the caravan park complies with these regulations	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(2)	duty to renew the registration if satisfied that the caravan park complies with these regulations	Coordinator Leisure Facilities		Infrastructure & Recreation

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(2)	power to refuse to renew the registration if not satisfied that the caravan park complies with these regulations			Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.13(4) & (5)	duty to issue a certificate of registration	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Coordinator Health Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(1)	function of receiving notice of transfer of ownership	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Manager Recreation		Infrastructure & Recreation

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.15(3)	power to determine where notice of transfer is displayed	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(1)	duty to transfer registration to new caravan park owner	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Senior Environmental Health Officer		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.16(2)	duty to issue certificate of transfer of registration	Coordinator Leisure Facilities		Infrastructure & Recreation



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.17(1)	power to determine the fee to accompany applications for registration or applications for renewal of registration	Reference to Council's Fees & Charges schedule 2016/2017.	Reference to Council's Fees & Charges schedule 2016/2017. 17 Fees (1) The fee to accompany or an application for renewal of registration is the relevant fee determined by the Council in accordance with this regulation. The fee must not exceed - (a) if the period of registration is to be 3 years, for a caravan park with the number of sites specified in column 2 of schedule 2, the corresponding fee specified in column 3 of that schedule; or if the period of registration is to be less than 3 years, one thirty-sixth of the fee referred to in paragraph (a) for each whole month of the intended registration period.	City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Senior Environmental Health Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.18	duty to keep register of caravan parks	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(4)	power to determine where the emergency contact person's details are displayed	Coordinator Leisure Facilities		Infrastructure & Recreation

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.19(6)	power to determine where certain information is displayed	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22A(1)	duty to notify a caravan park owner of the relevant emergency services agencies for the caravan park, on the request of the caravan park owner			Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22A(2)	duty to consult with relevant emergency services agency	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22A(2)	duty to consult with relevant emergency services agency	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22A(2)	duty to consult with relevant emergency services agency	Environmental Health Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22A(2)	duty to consult with relevant emergency services agency	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.22A(2)	duty to consult with relevant emergency services agency	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.23	power to determine places in which caravan park owner must display a copy of emergency procedures	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	Manager Municipal Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.24	power to determine places in which caravan park owner must display copy of public emergency warnings	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Environmental Health Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.25(3)	duty to consult with relevant floodplain management authority	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.26	duty to have regard to any report of the relevant fire authority	Coordinator Leisure Facilities		Infrastructure & Recreation

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.28(c)	power to approve system for the collection, removal and disposal of sewage and waste water from a movable dwelling	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Senior Environmental Health Officer		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39	function of receiving notice of proposed installation of unregistrable movable dwelling or rigid annexe	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.39(b)	power to require notice of proposal to install unregistrable movable dwelling or rigid annexe	Coordinator Leisure Facilities		Infrastructure & Recreation



## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Coordinator Health Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Manager Municipal Services		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Senior Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Environmental Health Officer		City Development
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.40(4)	function of receiving installation certificate	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Manager Recreation		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	r.42	power to approve use of a non-habitable structure as a dwelling or part of a dwelling	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	Manager Recreation		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010	Schedule 3 clause 4(3)	power to approve the removal of wheels and axles from unregistrable movable dwelling	Coordinator Leisure Facilities		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Residential Tenancies Act 1997	s.142D	function of receiving notice regarding an unregistered rooming house	Coordinator Health Services		City Development
Residential Tenancies Act 1997	s.142D	function of receiving notice regarding an unregistered rooming house	Senior Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.142D	function of receiving notice regarding an unregistered rooming house	Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district.	Coordinator Health Services		City Development
Residential Tenancies Act 1997	s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district.	Senior Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district.	Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.142G(1)	duty to enter required information in Rooming House Register for each rooming house in municipal district.	Health Administration Officer		City Development
Residential Tenancies Act 1997	s.142G(2)	power to enter certain information in the Rooming House Register.	Coordinator Health Services		City Development
Residential Tenancies Act 1997	s.142G(2)	power to enter certain information in the Rooming House Register.	Senior Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.142G(2)	power to enter certain information in the Rooming House Register.	Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.142G(2)	power to enter certain information in the Rooming House Register.	Health Administration Officer		City Development
Residential Tenancies Act 1997	s.142(2)	power to amend or revoke an entry in the rooming House Register if necessary to maintain the accuracy of the entry	Coordinator Health Services		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Residential Tenancies Act 1997	s.142(2)	power to amend or revoke an entry in the rooming House Register if necessary to maintain the accuracy of the entry	Senior Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.142(2)	power to amend or revoke an entry in the rooming House Register if necessary to maintain the accuracy of the entry	Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.142(2)	power to amend or revoke an entry in the rooming House Register if necessary to maintain the accuracy of the entry	Health Administration Officer		City Development
Residential Tenancies Act 1997	s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Coordinator Health Services	where council is the landlord	City Development
Residential Tenancies Act 1997	s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Senior Environmental Health Officer	where council is the landlord	City Development
Residential Tenancies Act 1997	s.252	power to give tenant a notice to vacate rented premises if subsection (1) applies	Environmental Health Officer	where council is the landlord	City Development
Residential Tenancies Act 1997	s.262(1)	power to give tenant a notice to vacate rented premises	Coordinator Health Services	where council is the landlord	City Development
Residential Tenancies Act 1997	s.262(1)	power to give tenant a notice to vacate rented premises	Senior Environmental Health Officer	where council is the landlord	City Development
Residential Tenancies Act 1997	s.262(1)	power to give tenant a notice to vacate rented premises	Environmental Health Officer	where council is the landlord	City Development
Residential Tenancies Act 1997	s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Coordinator Health Services	where council is the landlord	City Development
Residential Tenancies Act 1997	s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Senior Environmental Health Officer	where council is the landlord	City Development
Residential Tenancies Act 1997	s.262(3)	power to publish its criteria for eligibility for the provision of housing by council	Environmental Health Officer	where council is the landlord	City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Residential Tenancies Act 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Coordinator Health Services		City Development
Residential Tenancies Act 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Senior Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Manager Recreation		Infrastructure & Recreation
Residential Tenancies Act 1997	s.518F	power to issue notice to caravan park regarding emergency management plan if determined that the plan does not comply with the requirements	Coordinator Leisure Facilities		Infrastructure & Recreation
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Planning Administration Officer		City Development
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Manager Governance		Corporate Services
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Coordinator Property and Statutory Services		Corporate Services
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Property and Statute Officer		Corporate Services
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Senior Environmental Health Officer		Corporate Services
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Coordinator Health Services		City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.522(1)	power to give a compliance notice to a person	Planning Officer		City Development
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Manager Governance		Corporate Services
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Coordinator Property and Statutory Services		Corporate Services
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Planning Administration Officer		City Development
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Planning Officer		City Development
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Property and Statute Officer		Corporate Services
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Coordinator Health Services		City Development
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Senior Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.525(2)	power to authorise an officer to exercise powers in s.526 (either generally or in a particular case)	Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Manager Governance		Corporate Services
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Coordinator Governance		Corporate Services
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Human Resources Officer		Corporate Services

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Compliance Officer		City Development
Residential Tenancies Act 1997	s.525(4)	duty to issue identity card to authorised officers	Human Resources Business Partner		Corporate Services
Residential Tenancies Act 1997	s.526(5)	duty to keep record of entry by authorised officer under s.526	Coordinator Health Services		City Development
Residential Tenancies Act 1997	s.526(5)	duty to keep record of entry by authorised officer under s.526	Senior Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.526(5)	duty to keep record of entry by authorised officer under s.526	Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.526A(3)	function of receiving report of inspection	Coordinator Health Services		City Development
Residential Tenancies Act 1997	s.526A(3)	function of receiving report of inspection	Coordinator Property and Statutory Services		City Development
Residential Tenancies Act 1997	s.526A(3)	function of receiving report of inspection	Senior Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.526A(3)	function of receiving report of inspection	Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Manager Governance		Corporate Services
Residential Tenancies Act 1997	s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Manager Municipal Services		City Development
Residential Tenancies Act 1997	s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Coordinator Health Services		City Development
Residential Tenancies Act 1997	s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Senior Environmental Health Officer		City Development
Residential Tenancies Act 1997	s.527	power to authorise a person to institute proceedings (either generally or in a particular case)	Environmental Health Officer		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.11(1)	power to declare a road by publishing a notice in the Government Gazette	Manager Infrastructure Development	obtain consent in circumstances specified in s.11(2)	Infrastructure & Recreation
Road Management Act 2004	s.11(1)	power to declare a road by publishing a notice in the Government Gazette	General Manager Infrastructure & Recreation	obtain consent in circumstances specified in s.11(2)	Infrastructure & Recreation
Road Management Act 2004	s.11(1)	power to declare a road by publishing a notice in the Government Gazette	Manager Infrastructure Operations and Waste	obtain consent in circumstances specified in s.11(2)	Infrastructure & Recreation
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Coordinator Property and Statutory Services		Corporate Services
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Governance		Corporate Services
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.11(8)	power to name a road or change the name of a road by publishing notice in Government Gazette	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	Manager Governance		Corporate Services



**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.11(9)(b)	duty to advise Registrar	Coordinator Property and Statutory Services		Corporate Services
Road Management Act 2004	s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc	Manager Infrastructure Development	clause subject to s.11(10A)	Infrastructure & Recreation
Road Management Act 2004	s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc	General Manager Infrastructure & Recreation	clause subject to s.11(10A)	Infrastructure & Recreation
Road Management Act 2004	s.11(10)	duty to inform Secretary to Department of Sustainability and Environment of declaration etc	Manager Infrastructure Operations and Waste	clause subject to s.11(10A)	Infrastructure & Recreation
Road Management Act 2004	s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.11(10A)	duty to inform Secretary to Department of Sustainability and Environment or nominated person	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.12(2)	power to discontinue road or part of a road	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.12(2)	power to discontinue road or part of a road	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.12(2)	power to discontinue road or part of a road	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	Manager Infrastructure Development	power of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	General Manager Infrastructure & Recreation	power of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(4)	power to publish, and provide copy, notice of proposed discontinuance	Manager Infrastructure Operations and Waste	power of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(5)	duty to consider written submissions received within 28 days of notice	Manager Infrastructure Development	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(5)	duty to consider written submissions received within 28 days of notice	General Manager Infrastructure & Recreation	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(5)	duty to consider written submissions received within 28 days of notice	Manager Infrastructure Operations and Waste	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(6)	function of hearing a person in support of their written submission	Manager Infrastructure Development	function of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.12(6)	function of hearing a person in support of their written submission	General Manager Infrastructure & Recreation	function of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(6)	function of hearing a person in support of their written submission	Manager Infrastructure Operations and Waste	function of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	Manager Infrastructure Development	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	General Manager Infrastructure & Recreation	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(7)	duty to fix day, time and place of meeting under subsection (6) and to give notice	Manager Infrastructure Operations and Waste	duty of coordinating road authority where it is the discontinuing body - unless subsection (11) applies	Infrastructure & Recreation
Road Management Act 2004	s.12(10)	duty to notify of decision made	Manager Infrastructure Development	duty of coordinating road authority where it is the discontinuing body - does not apply where an exemption is specified by the regulations or given by the Minister	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.12(10)	duty to notify of decision made	General Manager Infrastructure & Recreation	duty of coordinating road authority where it is the discontinuing body - does not apply where an exemption is specified by the regulations or given by the Minister	Infrastructure & Recreation
Road Management Act 2004	s.12(10)	duty to notify of decision made	Manager Infrastructure Operations and Waste	duty of coordinating road authority where it is the discontinuing body - does not apply where an exemption is specified by the regulations or given by the Minister	Infrastructure & Recreation
Road Management Act 2004	s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	Manager Infrastructure Development	power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate	Infrastructure & Recreation
Road Management Act 2004	s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	Manager Infrastructure Development	power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate	Infrastructure & Recreation
Road Management Act 2004	s.13(1)	power to fix a boundary of a road by publishing notice in Government Gazette	Manager Infrastructure Development	power of coordinating road authority and obtain consent under s.13(3) and s.13(4) as appropriate	Infrastructure & Recreation
Road Management Act 2004	s.14(4)	function of receiving notice from VicRoads	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.14(4)	function of receiving notice from VicRoads	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.14(7)	power to appeal against decision of VicRoads	Manager Infrastructure Development		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.14(7)	power to appeal against decision of VicRoads	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.14(7)	power to appeal against decision of VicRoads	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.15(1)	power to enter into arrangement with another road authority, utility or a provider of public transport to transfer a road management function of the road authority to the other road authority, utility or provider of public transport	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.15(1A)	power to enter into an agreement with a utility to transfer a road management function of the utility to the road authority	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.15(1A)	power to enter into an agreement with a utility to transfer a road management function of the utility to the road authority	General Manager Infrastructure & Recreation		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.15(1A)	power to enter into an agreement with a utility to transfer a road management function of the utility to the road authority	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.15(2)	duty to include details of arrangement in public roads register	Coordinator Infrastructure Design		Infrastructure & Recreation
Road Management Act 2004	s.16(7)	power to enter into an arrangement under s.15	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.16(7)	power to enter into an arrangement under s.15	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.16(7)	power to enter into an arrangement under s.15	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.16(8)	duty to enter details of determination in public roads register	Coordinator Infrastructure Design		Infrastructure & Recreation
Road Management Act 2004	s.17(2)	duty to register public road in public roads register	Coordinator Infrastructure Design	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.17(3)	power to decide that a road is reasonably required for general public use	Coordinator Infrastructure Design	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.17(3)	duty to register a road reasonably required for general public use in public roads register	Coordinator Infrastructure Design	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.17(4)	power to decide that a road is no longer reasonably required for general public use	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.17(4)	power to decide that a road is no longer reasonably required for general public use	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.17(4)	power to decide that a road is no longer reasonably required for general public use	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.17(4)	duty to remove road no longer reasonably required for general public use from public roads register	Coordinator Infrastructure Design	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.18(1)	power to designate ancillary area	Coordinator Infrastructure Design	where council is the coordinating road authority, and obtain consent in circumstances specified in s.18(2)	Infrastructure & Recreation
Road Management Act 2004	s.18(3)	duty to record designation in public roads register	Coordinator Infrastructure Design	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.19(1)	duty to keep register of public roads in respect of which it is the coordinating road authority	Coordinator Infrastructure Design		Infrastructure & Recreation
Road Management Act 2004	s.19(4)	duty to specify details of discontinuance in public roads register	Coordinator Infrastructure Design		Infrastructure & Recreation
Road Management Act 2004	s.19(5)	duty to ensure public roads register is available for public inspection	Coordinator Infrastructure Design		Infrastructure & Recreation
Road Management Act 2004	s.21	function of replying to request for information or advice	Manager Infrastructure Development	obtain consent in circumstances specified in s.11(2)	Infrastructure & Recreation
Road Management Act 2004	s.21	function of replying to request for information or advice	General Manager Infrastructure & Recreation	obtain consent in circumstances specified in s.11(2)	Infrastructure & Recreation
Road Management Act 2004	s.21	function of replying to request for information or advice	Manager Infrastructure Operations and Waste	obtain consent in circumstances specified in s.11(2)	Infrastructure & Recreation
Road Management Act 2004	s.22(2)	function of commenting on proposed direction	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.22(2)	function of commenting on proposed direction	General Manager Infrastructure & Recreation		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.22(2)	function of commenting on proposed direction	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.22(4)	duty to publish a copy or summary of any direction made under section 22 by the Minister in its annual report.	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.22(5)	duty to give effect to a direction under this section.	General Manager City Development		City Development
Road Management Act 2004	s.22(5)	duty to give effect to a direction under this section.	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.40(1)	duty to inspect, maintain and repair a public road	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.40(1)	duty to inspect, maintain and repair a public road	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.40(1)	duty to inspect, maintain and repair a public road	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.40(5)	power to inspect, maintain and repair a road which is not a public road	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.40(5)	power to inspect, maintain and repair a road which is not a public road	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	Manager Infrastructure Development		Infrastructure & Recreation



**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.41(1)	power to determine the standard of construction, inspection, maintenance and repair	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.42(1)	power to declare a public road as a controlled access road	Manager Infrastructure Development	power of coordinating road authority and Schedule 2 also applies	Infrastructure & Recreation
Road Management Act 2004	s.42(1)	power to declare a public road as a controlled access road	General Manager Infrastructure & Recreation	power of coordinating road authority and Schedule 2 also applies	Infrastructure & Recreation
Road Management Act 2004	s.42(1)	power to declare a public road as a controlled access road	Manager Infrastructure Operations and Waste	power of coordinating road authority and Schedule 2 also applies	Infrastructure & Recreation
Road Management Act 2004	s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	Manager Infrastructure Development	power of coordinating road authority and Schedule 2 also applies	Infrastructure & Recreation
Road Management Act 2004	s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	General Manager Infrastructure & Recreation	power of coordinating road authority and Schedule 2 also applies	Infrastructure & Recreation
Road Management Act 2004	s.42(2)	power to amend or revoke declaration by notice published in Government Gazette	Manager Infrastructure Operations and Waste	power of coordinating road authority and Schedule 2 also applies	Infrastructure & Recreation
Road Management Act 2004	s.42A(3)	duty to consult with VicRoads before road is specified	Manager Infrastructure Development	where council is the coordinating road authority; - if road is a municipal road or part thereof	Infrastructure & Recreation
Road Management Act 2004	s.42A(3)	duty to consult with VicRoads before road is specified	General Manager Infrastructure & Recreation	where council is the coordinating road authority; - if road is a municipal road or part thereof	Infrastructure & Recreation
Road Management Act 2004	s.42A(3)	duty to consult with VicRoads before road is specified	Manager Infrastructure Operations and Waste	where council is the coordinating road authority; - if road is a municipal road or part thereof	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	Manager Infrastructure Development	where council is the coordinating road authority; - if road is a municipal road or part thereof and where road is to be specified a freight road	Infrastructure & Recreation
Road Management Act 2004	s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	General Manager Infrastructure & Recreation	where council is the coordinating road authority; - if road is a municipal road or part thereof and where road is to be specified a freight road	Infrastructure & Recreation
Road Management Act 2004	s.42A(4)	power to approve Minister's decision to specify a road as a specified freight road	Manager Infrastructure Operations and Waste	where council is the coordinating road authority; - if road is a municipal road or part thereof and where road is to be specified a freight road	Infrastructure & Recreation
Road Management Act 2004	s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	General Manager Infrastructure & Recreation	where council is the responsible road authority, infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Infrastructure Development	where council is the responsible road authority, infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	General Manager Infrastructure & Recreation	where council is the responsible road authority, infrastructure manager or works manager	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.48EA	duty to notify the owner or occupier of land and provider of public transport on which rail infrastructure or rolling stock is located (and any relevant provider of public transport)	Manager Infrastructure Operations and Waste	where council is the responsible road authority, infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.48M(3)	function of consulting with the Secretary for purposes of developing guidelines under section 48M	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.49	power to develop and publish a road management plan	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.49	power to develop and publish a road management plan	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.51	power to determine standards by incorporating the standards in a road management plan	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.51	power to determine standards by incorporating the standards in a road management plan	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	General Manager Infrastructure & Recreation		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.53(2)	power to cause notice to be published in Government Gazette of amendment etc of document in road management plan	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.54(2)	duty to give notice of proposal to make a road management plan	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.54(5)	duty to conduct a review of road management plan at prescribed intervals	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.54(5)	duty to conduct a review of road management plan at prescribed intervals	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.54(6)	power to amend road management plan	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.54(6)	power to amend road management plan	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.54(7)	duty to incorporate the amendments into the road management plan	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.54(7)	duty to incorporate the amendments into the road management plan	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	General Manager Infrastructure & Recreation		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.55(1)	duty to cause notice of road management plan to be published in Government Gazette and newspaper	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.63(1)	power to consent to conduct of works on roads	Coordinator Civil Works Projects	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.63(1)	power to consent to conduct of works on roads	Asset Protection Officer	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Infrastructure Development	where council is the infrastructure manager	Infrastructure & Recreation
Road Management Act 2004	s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	General Manager Infrastructure & Recreation	where council is the infrastructure manager	Infrastructure & Recreation
Road Management Act 2004	s.63(2)(e)	power to conduct or to authorise the conduct of works in, on, under or over a road in an emergency	Manager Infrastructure Operations and Waste	where council is the infrastructure manager	Infrastructure & Recreation
Road Management Act 2004	s.64(1)	duty to comply with Clause 13 Schedule 7	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	s.64(1)	duty to comply with Clause 13 Schedule 7	General Manager Infrastructure & Recreation	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	s.64(1)	duty to comply with Clause 13 Schedule 7	Manager Infrastructure Operations and Waste	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	s.66(1)	power to consent to structure etc	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.66(1)	power to consent to structure etc	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.66(1)	power to consent to structure etc	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.67(2)	function of receiving the name & address of the person responsible for distributing the sign or bill	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.67(3)	power to request information	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.67(3)	power to request information	General Manager Infrastructure &	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.67(3)	power to request information	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.68(2)	power to request information	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.68(2)	power to request information	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.68(2)	power to request information	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	s.71(3)	power to appoint an authorised officer	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.71(3)	power to appoint an authorised officer	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.71(3)	power to appoint an authorised officer	Manager Infrastructure Operations and Waste		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.72	duty to issue an identity card to each authorised officer	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.72	duty to issue an identity card to each authorised officer	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.85	function of receiving report from authorised officer	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.85	function of receiving report from authorised officer	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.86	duty to keep register re s.85 matters	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.86	duty to keep register re s.85 matters	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.86	duty to keep register re s.85 matters	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.87(1)	function of receiving complaints	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.87(1)	function of receiving complaints	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.87(2)	duty to investigate complaint and provide report	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.87(2)	duty to investigate complaint and provide report	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.87(2)	duty to investigate complaint and provide report	Manager Infrastructure Operations and Waste		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.112(2)	power to recover damages in court	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.112(2)	power to recover damages in court	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.116	power to cause or carry out inspection	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.116	power to cause or carry out inspection	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.116	power to cause or carry out inspection	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.119(2)	function of consulting with VicRoads	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.119(2)	function of consulting with VicRoads	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.120(1)	power to exercise road management functions on an arterial road (with the consent of VicRoads)	Manager Infrastructure Operations and Waste		Infrastructure & Recreation



**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.120(2)	duty to seek consent of VicRoads to exercise road management functions before exercising power in section 120(1)	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.121(1)	power to enter into an agreement in respect of works	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.121(1)	power to enter into an agreement in respect of works	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.121(1)	power to enter into an agreement in respect of works	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	s.122(1)	power to charge and recover fees	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.122(1)	power to charge and recover fees	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	s.123(1)	power to charge for any service	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	s.123(1)	power to charge for any service	Manager Infrastructure Development		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 2(1)	power to make a decision in respect of controlled access roads	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 3(1)	duty to make policy about controlled access roads	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 3(2)	power to amend, revoke or substitute policy about controlled access roads	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 4	function of receiving details of proposal from VicRoads	Manager Infrastructure Development		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 5	duty to publish notice of declaration	Manager Infrastructure Development		Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 2 Clause 5	duty to publish notice of declaration	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management Act 2004	Schedule 2 Clause 5	duty to publish notice of declaration	Manager Infrastructure Operations and Waste		Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	General Manager Infrastructure & Recreation	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 7(1)	duty to give notice to relevant coordinating road authority of proposed installation of non-road infrastructure or related works on a road reserve	Manager Infrastructure Operations and Waste	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	General Manager Infrastructure & Recreation	where council is the infrastructure manager or works manager	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 7 Clause 8(1)	duty to give notice to any other infrastructure manager or works manager responsible for any non-road infrastructure in the area, that could be affected by any proposed installation of infrastructure or related works on a road or road reserve of any road	Manager Infrastructure Operations and Waste	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Manager Infrastructure Development	where council is the infrastructure manager or works manager responsible for non-road infrastructure	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	General Manager Infrastructure & Recreation	where council is the infrastructure manager or works manager responsible for non-road infrastructure	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 7 Clause 9(1)	duty to comply with request for information from a coordinating road authority, an infrastructure manager or a works manager responsible for existing or proposed infrastructure in relation to the location of any non-road infrastructure and technical advice or assistance in conduct of works	Manager Infrastructure Operations and Waste	where council is the infrastructure manager or works manager responsible for non-road infrastructure	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 9(2)	duty to give information to another infrastructure manager or works manager where infrastructure manager or works manager becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 9(2)	duty to give information to another infrastructure manager or works manager where infrastructure manager or works manager becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	General Manager Infrastructure & Recreation	where council is the infrastructure manager or works manager	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 7 Clause 9(2)	duty to give information to another infrastructure manager or works manager where infrastructure manager or works manager becomes aware any infrastructure or works are not in the location shown on records, appear to be in an unsafe condition or appear to need maintenance	Manager Infrastructure Operations and Waste	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Infrastructure Development	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	General Manager Infrastructure & Recreation	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 10(2)	where Schedule 7 Clause 10(1) applies, duty to, where possible, conduct appropriate consultation with persons likely to be significantly affected	Manager Infrastructure Operations and Waste	where council is the infrastructure manager or works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	Coordinator Civil Works Projects	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 12(2)	power to direct infrastructure manager or works manager to conduct reinstatement works	Asset Protection Officer	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 12(3)	power to take measures to ensure reinstatement works are completed	Asset Protection Officer	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 12(4)	duty to ensure that works are conducted by an appropriately qualified person	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 12(5)	power to recover costs	Coordinator Civil Works Projects	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 12(5)	power to recover costs	Asset Protection Officer	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7 Clause 13(2)	Manager Infrastructure Development	where council is the works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7 Clause 13(2)	General Manager Infrastructure & Recreation	where council is the works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 13(1)	duty to notify relevant coordinating road authority within 7 days that works have been completed, subject to Schedule 7 Clause 13(2)	Manager Infrastructure Operations and Waste	where council is the works manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 13(2)	power to vary notice period	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 13(2)	power to vary notice period	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 13(2)	power to vary notice period	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)	Manager Infrastructure Development	where council is the infrastructure manager	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 7 Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)	General Manager Infrastructure & Recreation	where council is the infrastructure manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 13(3)	duty to ensure works manager has complied with obligation to give notice under Schedule 7 Clause 13(1)	Manager Infrastructure Operations and Waste	where council is the infrastructure manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(1)	power to consent to proposed works	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(1)	power to consent to proposed works	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(1)	power to consent to proposed works	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(4)	duty to consult	General Manager Infrastructure & Recreation	where council is the coordinating road authority, responsible authority or infrastructure manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(4)	duty to consult	Manager Infrastructure Development	where council is the coordinating road authority, responsible authority or infrastructure manager	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(5)	power to consent to proposed works	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(5)	power to consent to proposed works	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(6)	power to set reasonable conditions on consent	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(8)	power to include consents and conditions	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 16(8)	power to include consents and conditions	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation



**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 17(2)	power to refuse to give consent and duty to give reasons for refusal	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 18(1)	power to enter into an agreement	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 18(1)	power to enter into an agreement	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 18(1)	power to enter into an agreement	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 19(1)	power to give notice requiring rectification of works	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 19(2) & (3)	power to conduct the rectification works or engage a person to conduct the rectification works and power to recover costs incurred	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7 Clause 20(1)	power to require removal, relocation, replacement or upgrade of existing non-road infrastructure	Manager Infrastructure Operations and Waste	where council is the coordinating road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	Manager Infrastructure Development	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	General Manager Infrastructure & Recreation	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	Manager Infrastructure Operations and Waste	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	Coordinator Infrastructure Maintenance	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 2	power to cause street lights to be installed on roads	Coordinator Civil Works Projects	power of responsible road authority where it is the coordinating road authority or responsible road authority in respect of the road	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Infrastructure Development	where council is the responsible road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	General Manager Infrastructure & Recreation	where council is the responsible road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Manager Infrastructure Operations and Waste	where council is the responsible road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Coordinator Infrastructure Maintenance	where council is the responsible road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(d)	duty to pay installation and operation costs of street lighting - where road is not an arterial road	Coordinator Civil Works Projects	where council is the responsible road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Manager Infrastructure Development	where council is the responsible road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Coordinator Infrastructure Maintenance	where council is the responsible road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	General Manager Infrastructure & Recreation	where council is the responsible road authority	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management Act 2004	Schedule 7A Clause 3(1)(e)	duty to pay installation and operation costs of street lighting - where road is a service road on an arterial road and adjacent areas	Manager Infrastructure Operations and Waste	where council is the responsible road authority	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(f)	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	Manager Infrastructure Development	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(f)	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	Coordinator Infrastructure Maintenance	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(f)	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	General Manager Infrastructure & Recreation	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)	Infrastructure & Recreation
Road Management Act 2004	Schedule 7A Clause 3(1)(f)	duty to pay installation and percentage of operation costs of street lighting - for arterial roads in accordance with clauses 3(2) and 4	Manager Infrastructure Operations and Waste	duty of council as responsible road authority that installed the light (re: installation costs) and where council is relevant municipal council (re: operating costs)	Infrastructure & Recreation

**S.6 Instrument of Delgation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management (Works and Infrastructure) Regulations 2015.	r.15	power to exempt a person from requirement under clause 13(1) of Schedule 7 of the Act to give notice as to the completion of those works	General Manager Infrastructure & Recreation	where council is the coordinating road authority and where consent under section 63(1) of the Act	Infrastructure & Recreation
Road Management (Works and Infrastructure) Regulations 2015.	r.22(2)	power to waive whole or part of fee in certain circumstances	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation

**S.6 Instrument of DElegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management (General) Regulations 2016.	r.8(1)	duty to conduct reviews of road management plan	Manager Infrastructure Development		Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.9(2)	duty to produce written report of review of road management plan and make report available	Manager Infrastructure Development		Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.9(3)	Duty to give notice where road management review is completed and no amendments will be	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.10	duty to give notice of amendment which relates to standard of construction, inspection,	General Manager Infrastructure & Recreation		Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.13(1)	Duty to publish notice of amendments to road management plan	General Manager Infrastructure & Recreation	where council is the coordinating road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.13(3)	duty to record on road management plan the substance and date of effect of amendment	Manager Infrastructure Development		Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.16(3)	power to issue permit	Asset Protection Officer	where council is the coordinating road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.16(3)	power to issue permit	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.16(3)	power to issue permit	Coordinator Infrastructure Planning	where council is the coordinating road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.18(1)	power to give written consent re damage to road	Asset Protection Officer	where council is the coordinating road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.18(1)	power to give written consent re damage to road	Coordinator Infrastructure Planning	where council is the coordinating road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.18(1)	power to give written consent re damage to road	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation

**S.6 Instrument of DElegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Road Management (General) Regulations 2016.	r.23(2)	power to make submission to Tribunal	Manager Infrastructure Development	where council is the coordinating road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.23(4)	power to charge a fee for application under section 66(1) Road Management Act	Asset Protection Officer	where council is the coordinating road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	Manager Infrastructure Operations & Waste	where council is the responsible road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	Coordinator Civil Works Projects	where council is the responsible road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.25(1)	power to remove objects, refuse, rubbish or other material deposited or left on road	Project Engineer	where council is the responsible road authority	Infrastructure & Recreation
Road Management (General) Regulations 2016.	r.25(2)	power to sell or dispose of things removed from road or part of road (after first complying with	Manager Municipal Services	where council is the responsible road authority	City Development
Road Management (General) Regulations 2016.	r.25(5)	power to recover in the Magistrates' Court, expenses from person responsible	Manager Municipal Services		City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment (Fees) Regulations 2016	r.19	power to waive or rebate a fee other than a fee relating to an amendment to a planning scheme	General Manager City Development		City Development
Planning and Environment (Fees) Regulations 2016	r.20	power to waive or rebate a fee relating to an amendment of a planning scheme	General Manager City Development		City Development
Planning and Environment (Fees) Regulations 2016	r.21	duty to record matters taken into account and which formed the basis of a decision to waive or rebate a fee under r.16 19 or 17-20	General Manager City Development		City Development



**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Regulations 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Manager Planning Services	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development
Planning and Environment Regulations 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Coordinator Strategic Planning	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development
Planning and Environment Regulations 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Senior Strategic Planner	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Planning and Environment Regulations 2015	r.42	function of receiving notice under section 96C(1)(c) of the Act from a planning authority of its preparation of a combined application for an amendment to a planning scheme and notice of a permit application	Coordinator Statutory Planning	where Council is not the planning authority and the amendment affects land within Council's municipal district; or where the amendment will amend the planning scheme to designate Council as an acquiring authority	City Development

## S.6 Instrument of Delegation from Council to Staff 17 DEL-2

ACT / REGULATION	PROVISION	THING DELEGATED	DELEGATE	CONDITIONS & LIMITATIONS	DIVISION
Railway Safety (Local Operations) Act 2006	s.33	duty to comply with a direction of the Safety Director under this section	General Manager Infrastructure & Recreation	where council is a utility under section 3	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.33	duty to comply with a direction of the Safety Director under this section	Manager Infrastructure Operations and Waste	where council is a utility under section 3	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	General Manager Infrastructure & Recreation	duty of council as a road authority under the <i>Road Management Act 2004</i>	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.33A	duty to comply with a direction of the Safety Director to give effect to arrangements under this section	Manager Infrastructure Operations and Waste	duty of council as a road authority under the <i>Road Management Act 2004</i>	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s.33(1)	General Manager Infrastructure & Recreation	where council is a utility under section 3	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34	duty to comply with a direction of the Safety Director to alter, demolish or take away works carried out contrary to a direction under s.33(1)	Manager Infrastructure Operations and Waste	where council is a utility under section 3	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34C(2)	function of entering into safety interface agreements with rail infrastructure manager	Manager Infrastructure Development	where council is the relevant road authority	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Railway Safety (Local Operations) Act 2006	s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34D(1)	function of working in conjunction with rail infrastructure manager in determining whether risks to safety need to be managed	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34D(2)	function of receiving written notice of opinion	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34D(2)	function of receiving written notice of opinion	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34D(4)	function of entering into safety interface agreement with infrastructure manager	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34D(4)	function of entering into safety interface agreement with infrastructure manager	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34E(1)(a)	duty to identify and assess risks to safety	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34E(1)(a)	duty to identify and assess risks to safety	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	Manager People & Culture	where council is the relevant road-authority	Corporate Services

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Railway Safety (Local Operations) Act 2006	s.34E(1)(b)	duty to determine measures to manage any risks identified and assessed having regard to items set out in section 34E(2)(a)-(c)	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34E(3)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34F(1)(a)	duty to identify and assess risks to safety, if written notice has been received under section 34D(2)(a)	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34F(1)(b)	duty to determine measures to manage any risks identified and assessed, if written notice has been received under section 34D(2)(a)	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34F(2)	duty to seek to enter into a safety interface agreement with rail infrastructure manager	Manager Infrastructure Development	where council is the relevant road authority	Infrastructure & Recreation

**S.6 Instrument of Delegation from Council to Staff 17 DEL-2**

<b>ACT / REGULATION</b>	<b>PROVISION</b>	<b>THING DELEGATED</b>	<b>DELEGATE</b>	<b>CONDITIONS &amp; LIMITATIONS</b>	<b>DIVISION</b>
Railway Safety (Local Operations) Act 2006	s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34H	power to identify and assess risks to safety as required under sections 34B, 34C, 34D, 34E or 34F in accordance with subsections (a)-(c)	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34I	function of entering into safety interface agreements	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34I	function of entering into safety interface agreements	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34J(2)	function of receiving notice from Safety Director	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34J(2)	function of receiving notice from Safety Director	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34J(7)	duty to comply with a direction of the Safety Director given under section 34J(5)	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation
Railway Safety (Local Operations) Act 2006	s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	Manager People & Culture	where council is the relevant road-authority	Corporate Services
Railway Safety (Local Operations) Act 2006	s.34K(2)	duty to maintain a register of items set out in subsections (a)-(b)	Manager Infrastructure Development	where council is the relevant road-authority	Infrastructure & Recreation

**17.3 Assemblies of Councillors**

**General Manager**

**Corporate Services**

**For Information**

**EXECUTIVE SUMMARY**

Section 80(A)2 of the *Local Government Act 1989* requires:

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting.*

Since the Ordinary Council Meeting on 02 October 2017, the following Assembly of Councillor records have been submitted to be presented to Council:

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
06 September 2017	Moe and District Social Infrastructure Plan Reference Group	<b>Councillors</b> Cr B Law, Cr S Gibson <b>Officers</b> Steven Tong, Teresa Pugliese	No	Nil
07 September 2017	Victorian Farmers Federation and Latrobe City Council Working Group	<b>Councillors</b> Cr D White, Cr D Howe <b>Officers</b> Martin Teplik, Jane Lloyd, Heather Farley	No	Nil
19 September 2017	Moe and District Social Infrastructure Plan Reference Group	<b>Councillors</b> Cr B Law, Cr S Gibson <b>Officers</b> Steven Tong, Teresa Pugliese	No	Nil

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
25 September 2017	Councillor Briefing	<b>Councillors</b> Cr K O'Callaghan, Cr, D Harriman, Cr D Clancey, Cr D White, Cr B Law, Cr S Gibson, Cr A McFarlane, Cr D Howe  <b>Officers</b> Gary Van Driel, Steven Piasente, Phil Stone, Greg Drumm, Sara Rhodes-Ward, Jodie Pitkin, Brett McCulley, Amy Phillips, Larry Sengstock	Yes – Confidential Section 89(2)(e) Proposed Developments  Confidential Section 89(2)(h) Prejudicial Matter	Yes Cr D Harriman
04 October 2017	Tourism Advisory Committee	<b>Councillor</b> Cr D White  <b>Officers</b> Michael Bloyce, Linda Brock	No	Nil
05 October 2017	International Relations Advisory Committee	<b>Councillor</b> Cr D White, Cr D Clancey, Cr S Gibson  <b>Officers</b> Jo De Jong, Bruce Connelly, Jie Liu	No	Nil

#### **MOTION**

**Moved:** Cr White

**Seconded:** Cr Gibson

**That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 06 September 2017 – 05 October 2017.**

**CARRIED UNANIMOUSLY**

#### **DECLARATION OF INTERESTS**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the *Local Government Act 1989*.

**Attachments**

1↓. Moe & District Social Infrastructure Plan Reference Group



- 2⇓ . Victorian Farmers Federation and LCC Working Group
- 3⇓ . Moe & District Social Infrastructure Plan Reference Group
  - 4⇓ . Councillor Briefing (2)
  - 5⇓ . Tourism Advisory Committee
- 6⇓ . International Relations Advisory Committee

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## **Assemblies of Councillors**

<b>1</b>	<b>Moe &amp; District Social Infrastructure Plan Reference Group.....</b>	<b>1101</b>
<b>2</b>	<b>Victorian Farmers Federation and LCC Working Group .....</b>	<b>1103</b>
<b>3</b>	<b>Moe &amp; District Social Infrastructure Plan Reference Group.....</b>	<b>1105</b>
<b>4</b>	<b>Councillor Briefing (2).....</b>	<b>1109</b>
<b>5</b>	<b>Tourism Advisory Committee.....</b>	<b>1111</b>
<b>6</b>	<b>International Relations Advisory Committee .....</b>	<b>1113</b>

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## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Moe and District Social Infrastructure Plan Reference Group meeting
<b>Date:</b>	Wednesday, 6 September 2017
<b>Time:</b>	6.11 pm to 8.15 pm
<b>Assembly Location:</b>	High Street Hub, 4 High Street Moe

### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
	<b>Officer/s:</b> Steve Tong, Manager Community Development Teresa Pugliese, Community Development Officer		
<b>Matters discussed:</b>	Terms of Reference Project Update - presentation Community Engagement Summary report Reference Group meeting schedule		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



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**Record Completed by:** Teresa Pugliese





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Victorian Farmers Federation & LCC Working Group
<b>Date:</b>	07/09/2017
<b>Time:</b>	7:05pm - 8:27pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Morwell HQ

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Martin Teplik Jane LLOYD Heather Farley		
<b>Matters discussed:</b>	Tree maintenance, Mill Road Bridge and floodplain management, Yinnar/Morwell Road Live Work Latrobe and Rural Land Use Strategy Municipal Emergency Management Plan Support for dairy farmers in Latrobe City, during dairy crisis		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:



Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Jane LLoyd, Coordinator Environment Sustainability





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Moe and District Social Infrastructure Plan Reference Group meeting
<b>Date:</b>	Tuesday 19 September 2017
<b>Time:</b>	4.33 pm to 6.10 pm
<b>Assembly Location:</b>	Meeting Room 3, Latrobe City Service Centre and Library, George Street Moe

### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
	<b>Officer/s:</b> Steve Tong, Manager Community Development Teresa Pugliese, Community Development Officer		
<b>Matters discussed:</b>	Confirmation of Minutes Stage 1 Project report maps Community Engagement Summary report - feedback from Reference Group members Reference Group Maps Package and Worksheets Project Information Sheet Moe Community Groups Forum to be held in future.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Teresa Pugliese





## **Guidance Notes for Completing Assembly of Councillor Records**

### **Assembly of Councillors Local Government Act 1989 requirements:**

#### **Section 3 Definition**

*"An Assembly of Councillors (however titled) means a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are intended or likely to be—*

- (a) the subject of a decision of the Council; or*
- (b) subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee—*

*but does not include a meeting of the Council, a special committee of the Council, an audit committee established under section 139, a club, association, peak body, political party or other organisation;"*

#### **Section 80A – Written Record**

*"(1) At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:*

- (a) the names of all Councillors and members of Council staff attending;*
  - (b) the matters considered;*
  - (c) any conflict of interest disclosures made by a Councillor attending under subsection (3);*
- (2) whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."*

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable –*

- (a) reported at an ordinary meeting of the Council; and*
- (b) incorporated in the minutes of that Council meeting"*

#### **Section 80A – Conflict of Interest**

*"(3) If a Councillor attending an assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must, at the time set out in subsection (4), disclose to the assembly that he or she has a conflict of interest and leave the assembly whilst the matter is being considered by the assembly.*

- (4) A Councillor must disclose the conflict of interest either—*
  - (c) immediately before the matter in relation to which the Councillor has a conflict of interest is considered; or*
  - (d) if the Councillor realises that he or she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware that he or she has a conflict of interest."*

### **Additional Notes and Examples**

Examples of an Assembly of Councillors include:

- Councillor Briefings; onsite inspections; meetings with residents, developers, other clients of Council; meetings with local organisations, Government Departments, Statutory Authorities

Provided:

- The meeting was planned;
- At least five Councillors and one Council Officer is present (excluding Advisory Committees)
- The matter/s considered are intended or likely to be subject of a future decision by the Council or an officer decision under delegated authority; and
- That the meeting was not a meeting of any other organisation.

Advisory Committee meetings require at least one Councillor to be in attendance in order to be classed as an Assembly of Councillors.



Public events **are not** classified as an Assembly of Councillors.

Audit and Risk Committee **is not** classified as an Assembly of Councillors.

For all items, only the title of the matter being discussed is required to be listed, not the details or minutes of any discussion. This includes confidential matters.

#### Conflicts of Interest

All Councillors and Council Officers are required:

- To declare any Conflict of Interest prior to the discussion of any matter, or as soon as they become aware of a conflict; and
- Leave the meeting while the item is being discussed, and have this noted on the Assembly of Councillor record. To leave the meeting, a Councillor or Officer should move to a location outside the room where he or she cannot see or hear the meeting. Arrangements should be made to notify the Councillor when the relevant matter is concluded.

#### Recording of Confidential Matters

Assembly of Councillor records are presented in the public section of Council Meetings wherever possible.

Confidential Matters discussed should be listed with a note, including the confidential reason as per the *Local Government Act 1989* as below:

Example only

<b>Matters discussed:</b>	1. Matter discussed 2. Matter discussed - confidential under Section 89(2)(e) proposed developments (Please choose the reason that applies) 3. Matter discussed
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The Assembly of Councillors record will then be provided as a confidential attachment to the open Council report.

Confidential reasons:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any other person;

#### Leaving a Meeting

It is only necessary to record when a Councillor or Officer leaves the room due to a Conflict of Interest. It is not necessary to list any other arrivals or departures.

Officer completing Assembly of Councillors record

Please insert your name, and title in the Record Completed By field

**Any queries on whether a meeting forms an Assembly of Councillors, how to list a confidential item or any other question should be directed to the Governance Officer on 5128 5717 or [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au)**



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	25 September 2017
<b>Time:</b>	6.15 pm - 9.23 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Steven Piasente, Phil Stone, Greg Drumm, Sara Rhodes-Ward, Jodie Pitkin, Brett McCulley, Amy Phillips, Larry Sengstock		
<b>Matters discussed:</b>	<p>Tonights Presentations - Confidential Section 89(2)(e) Proposed Developments</p> <p>Future Presentations - Confidential Section 89(2)(e) Proposed Developments</p> <p>Matters Arising from Presentations</p> <p>Upcoming Council Meeting</p> <p>Upcoming Significant Items</p> <p>Mayor Update</p> <p>Transition Briefing - Confidential under Section 89(2)(h) prejudicial matter</p> <p>Proposals for Naming Roads and Places</p> <p>End of Year Capital Status - Further Information</p> <p>Ukrainian Hall, Newborough</p> <p>Proposed Latrobe Convention Centre - Business Case and Functional Concept Design</p> <p>Outstanding Issues</p> <p>Strategic Issues for Future Briefings</p>		



Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?

Yes       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Harriman	Yes
Cr Harriman - interest not being a conflict of interest x 2	No
Cr O'Callaghan - interest not being a conflict of interest	No

**Record Completed by:** Amy Phillips, Coordinator Governance



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Tourism Advisory Committee
<b>Date:</b>	4 October 2017
<b>Time:</b>	5.52pm
<b>Assembly Location:</b>	Nambur Wariga Meeting room, HQ, Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White 5.35pm - 7.20pm
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Linda Brock, Michael Bloyce		
<b>Matters discussed:</b>	Process for vacant position on Tourism Advisory Committee Trader engagement for major events Tourism Website		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Levi Schmidt declared an interest when discussing the tourism website	No



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**Record Completed by:** Linda Brock, Tourism Coordinator





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe City International Relations Committee
<b>Date:</b>	5 October 2017
<b>Time:</b>	6.00 pm - 7.30 pm
<b>Assembly Location:</b>	Narmbur Wariga Meeting Room Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White 6.00 pm - 7.30 pm
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey 6.00 pm - 7.30 pm	<input type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson 6.00 pm - 7.30 pm
<b>Officer/s:</b>	Jo, Dejong, Bruce Connelly, Jie Liu		
<b>Matters discussed:</b>	Business Planning and Strategy Proposed International RElations Friends Association General Business:- Overseas Business Delegation has been postponed to April/May 2018 Next Meeting is decided to be held at 6.00 pm on 8 November		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



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**Record Completed by:** Jie Liu





# **URGENT BUSINESS**

DRAFT

**9. URGENT BUSINESS**

*Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and:*

- 1. cannot safely or conveniently be deferred until the next Ordinary meeting; or*
- 2. involves a matter of urgent community concern.*

DRAFT

**MEETING CLOSED TO  
THE PUBLIC**

DRAFT

## **19. MEETING CLOSED TO THE PUBLIC**

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Howe

**That Council closes this Ordinary Meeting of Council to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:**

**19.1 LCC-429 LATROBE CITY HYLAND HIGHWAY LANDFILL CELL 5 LINER CONSTRUCTION**

**Agenda item 19.1 *LCC-429 Latrobe City Hyland Highway Landfill Cell 5 Liner Construction* is designated as confidential as it relates to contractual matters (s89 2d)**

**19.2 DELIVERY OF SERVICES TO NDIS CLIENTS DURING THE 'IN-KIND' PERIOD**

**Agenda item 19.2 *Delivery of Services to NDIS clients during the 'In-Kind' period* is designated as confidential as it relates to legal advice (s89 2f)**

**19.3 SERVICE PROVISION UNDER THE NDIS BEYOND TRANSITION PERIOD**

**Agenda item 19.3 *Service Provision under the NDIS beyond Transition Period* is designated as confidential as it relates to contractual matters (s89 2d)**

**19.4 DEVELOPMENT PROPOSAL - EXPRESSION OF INTEREST**

**Agenda item 19.4 *Development Proposal - Expression of Interest* is designated as confidential as it relates to contractual matters (s89 2d) and proposed developments (s89 2e)**

**19.5 GIPPSLAND LOGISTICS PRECINCT POTENTIAL BUSINESS**

**OPPORTUNITY**

Agenda item 19.5 *Gippsland Logistics Precinct Potential Business Opportunity* is designated as confidential as it relates to proposed developments (s89 2e)

**19.6 LATROBE CREATIVE PRECINCT**

Agenda item 19.6 *Latrobe Creative Precinct* is designated as confidential as it relates to proposed developments (s89 2e)

**19.7 MAJOR RECREATION PROJECTS**

Agenda item 19.7 *Major Recreation Projects* is designated as confidential as it relates to proposed developments (s89 2e)

**CARRIED UNANIMOUSLY**

DRAFT

The Meeting closed to the public at 7.23 pm.

The meeting re-opened to the public at 8.06pm.

There being no further business the meeting was declared closed at 8.06 pm.

I certify that these minutes have been confirmed.

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT