



LATROBE CITY COUNCIL

MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL
AT 6.00 PM ON
13 NOVEMBER 2017

CM510

PRESENT:

Councillors: Cr Darrell White, Mayor
Cr Graeme Middlemiss
Cr Alan McFarlane
Cr Darren Howe
Cr Dale Harriman
Cr Dan Clancey, Deputy Mayor
Cr Kellie O'Callaghan
Cr Brad Law
Cr Sharon Gibson

Officers: Gary Van Driel
Sara Rhodes-Ward
Phil Stone
Gregory Drumm
Steven Piasente
Jodie Pitkin
Brett McCulley
Amy Phillips
Rebecca Haley

South Ward
Central Ward
Central Ward
East Ward
East Ward
East Ward
East Ward
West Ward
West Ward
Chief Executive Officer
General Manager Advocacy & Transition
General Manager City Development
General Manager Corporate Services
General Manager Infrastructure & Recreation
Acting General Manager Community Services
Manager Governance
Coordinator Governance
Acting Governance Officer

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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

Cr Howe declared an indirect interest under Section 78 of the *Local Government Act 1989* in respect to Item 19.6 LCC 417 Maintenance and Servicing of Trucks, Tractors and Plant Items.

5. ADOPTION OF MINUTES

MOTION

Moved: Cr Gibson

Seconded: Cr Harriman

That Council confirm the minutes of the Ordinary Council Meeting held on 23 October 2017 and Special Council Meeting held on 2 November 2017.

CARRIED UNANIMOUSLY

6. ACKNOWLEDGEMENTS

Nil.

7. PUBLIC QUESTION TIME

7.1 PUBLIC QUESTIONS ON NOTICE

1. From: Mr Ken Harding and Mr Wayne Moore

Topic: Churchill Basketball Stadium

Question: How can stadium be cooled effectively economically?

Response: At best, fan forced passive cooling has the potential to lower the inside air temperature to approximately the outside air temperature. On hot days this may not lower the temperature sufficiently to meet the required temperature range for the stadium.

Because direct evaporative cooling will be far more reliable and much more effective, despite costing more than fan forced cooling it is an economical solution.

2. From: Merv Geddes

Topic: Rene Magritte Exhibition

Question: What was the cost of the brochure, which was received with my Gippsland Water Bill? There was no explanation with my bill as to why the water prices have gone up 110.5% in the last ten years!

Response: The cost of the Latrobe Regional Gallery flyer enclosed with the Gippsland Water accounts was \$6,605.30 for 70,000 flyers; which cost formed part of budgeted publicity expenditure for a recent exhibition.
Gippsland Water made no charge to Council for the insertion of the flyers and the insertion of the flyers did not impact postage costs.
Note that I am unable to comment on the increase in water rates.

3. From: Merv Geddes (Secretary Gippsland Resource Group Inc)

Topic: Expression Of Interest – Airlie Bank Homestead

Question: Why was an applicant “awarded” a lease, when substantial work was supposed to have been done on the property. Refer copy Ordinary Council Meeting Agenda 21/7/2014 (copy attached). The EOI process should be aborted.

Would you please advise the procedure for a complaint of preferential treatment?

Response:

1. At its meeting held on Monday, 23 October 2017 it was resolved 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.
 3. 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.

In accordance with this resolution negotiations have commenced with the Latrobe Valley U3A which are ongoing and no lease has been entered into at this point in time. The Condition and Maintenance Report commissioned by Council in July 2013 classified various works that should be undertaken immediately, in the first five years and five to ten years as detailed in the Council report dated 21 July 2014. A

requirement of the lease with Advance Morwell was that details of the maintenance that had been undertaken during the previous year was provided.

Officers will be undertaking an updated assessment of the condition of the building prior to any new lease being finalised which will include the maintenance items that were identified during the onsite meeting with Mr Geddes on 20th October 2017.

2. If there are concerns as to “preferential treatment” the basis of these concerns should be detailed in writing and addressed to the Chief Executive Officer for investigation.

4. From: Dr C Sindt

Topic: Latrobe City Council Governance and Accountability

Question: Who was responsible for this censorship?
Were the former Mayor and former Deputy Mayor aware of the change in wording of my questions?

Response: In accordance with the *Meeting Procedure Local Law 2014 (Local Law)*, all questions and answers must be as brief as possible. Accordingly, all public questions received are reviewed and edited if required. The Governance team undertake this process, and in doing so, ensure that there is no material effect upon the substance or meaning of the question itself. Questions are provided in full for the development of the responses, and all questions and responses have an approval process that they go through.

7.2 PUBLIC SPEAKERS

Suspension of Standing Orders

MOTION

Moved: Cr Gibson

Seconded: Cr Howe

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

CARRIED UNANIMOUSLY

Standing orders suspended at 6.11pm

The following persons spoke on an item on the agenda:

10.1 Removal of Pine Trees at Links Road, Newborough

- Mr Anthony Gauci

14.2 Planning Application 2017/147 – Development of the Tyers Road (Bluff Causeway) Bridge and Removal of Native Vegetation

- Mr David Stickney

Extension of Time

MOTION

Moved: Cr Middlemiss

Seconded: Cr Gibson

That Council grants an extension of time to speak to Mr David Stickney.

CARRIED UNANIMOUSLY

- Ms Irene Proebsting, as well as on behalf of Ms Janet Duncan and Mr Barry Brown

Extension of Time

MOTION

Moved: Cr Middlemiss

Seconded: Cr Gibson

That Council grants an extension of time to speak to Ms Irene Proebsting.

CARRIED UNANIMOUSLY

- Ms Rhonda O’Dea
- Ms Rebecca Chase (on behalf of VicRoads)

Extension of Time

MOTION

Moved: Cr McFarlane

Seconded: Cr Gibson

That Council grants an extension of time to speak to Ms Rebecca Chase.

CARRIED UNANIMOUSLY

- Mr Dan Caffrey

Resumption of Standing Orders

MOTION

Moved: Cr Gibson

Seconded: Cr Harriman

That Council resumes standing orders.

CARRIED UNANIMOUSLY

Standing orders were resumed at 7.04pm

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

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

Date of Council Meeting	Item	Date of Future Council Meeting Report
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>07 June 2017 A report will be presented to a Councillor Briefing in July 2017.</p> <p>03 August 2017 A report is scheduled for the Councillor Briefing on 28 August 2017, and Council Meeting on 11 September 2017.</p> <p>24 August 2017 The Briefing is now scheduled for 18 September 2017, with the Council Report scheduled to go up on 2 October 2017.</p> <p>20 September 2017 The report to Council has been rescheduled.</p> <p>26 October 2017 A future report will be presented to Council Meeting 13 November 2017.</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>09 August 2017 A report will be prepared for Council by 30 September 2017.</p> <p>11 October 2017 A report will be prepared for Council by 13 November 2017.</p> <p>1 November 2017 The report has been delayed. Expected to be presented early 2018.</p>
21 August 2017	<p>Proposal to establish a broad-based Economic Development Advisory Committee</p>	<p>30 August 2017 A report will be presented to a Councillor Briefing in October 2017.</p> <p>25 September 2017 A report will be presented to Council Meeting 04 Dec 2017.</p>
11 September 2017	<p>2017/14 Morwell / Hazelwood Mine</p>	<p>20 September 2017 A report will be supplied at a later date to a future Council Meeting.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
Infrastructure & Recreation		
19 June 2017	Road Asset Management Plan 2017- Endorsement for consultation	<p>28 June 2017 Consultation being prepared for July and August for Council report November 2017</p> <p>22 August 2017 Report being prepared for 2 October 2017 Council Meeting. Complete.</p>
27 March 2017	Disposal of Illegally Dumped Rubbish on HVP Plantations Land	<p>28 March 2017 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>22 June 2017 Released for public exhibition. Submissions and feedback will be accepted until Friday 28 July 2017.</p> <p>03 August 2017 A report is scheduled for the Councillor Briefing on 28 August 2017.</p> <p>25 August 2017 A report will be presented to the 2 October 2017 Ordinary Council Meeting.</p> <p>09 October 2017 This matter was deferred by Council. A report will be presented to the 23 October 2017 Ordinary Council Meeting.</p> <p>23 October 2017 Report presented to Council Meeting 23 October 2017. Future report is being presented at Council Meeting 13 November 2017. Complete.</p>
31 July 2017	2017/10 Proposed Working Party to Address Moe Public Transport	<p>09 August 2017 A report will be presented to Council on or before 23 October 2017.</p> <p>30 October 2017 Complete. A report was tabled at the 23 October 2017 meeting.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
21 August 2017	2017/11 - Parking on Narrow Roads in Latrobe City	25 August 2017 A report will be presented to the 4 December 2017 Ordinary Council Meeting.
21 August 2017	2017/12 - Northern Reserve, Newborough	25 August 2017 A report will be presented to the 13 November 2017 Ordinary Council Meeting.
21 August 2017	Road Management Plan 2017-2021 - Consideration of Public Submission and Adoption	25 August 2017 A report will be presented to the 4 December 2017 Ordinary Council Meeting.
21 August 2017	2016/17 Outdoor Pool Season Report	23 August 2017 A report will be presented to Council in July 2018.
21 August 2017	Hazelwood Pondage Caravan Park <i>Confidential under section 89(2)(e) proposed developments</i>	25 August 2017 A report will be presented to Council at the 4 December 2017 Ordinary Council Meeting.
Community Services		
18 February 2013	Affordable Housing Project – Our Future Our Place	09 March 2016 A report will be presented to a Councillor Briefing in May 2016 08 June 2016 The Briefing report has been rescheduled to 27 June 2016. 20 July 2016 A briefing report was prepared for the Councillor briefing on 27 June. 09 August 2016 A briefing report was presented to the Councillor briefing on 25 July. 28 October 2016 Report scheduled in for Councillor Briefing (2) on Monday, 28 November 2016. 07 November 2016

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>Councillor Briefing Report to be presented in Feb 2017.</p> <p>15 March 2017 A report will be presented to Council at the 18 April 2017 meeting.</p> <p>21 April 2017 A further report to a Councillor Briefing is scheduled for 03 July 2017.</p> <p>28 June 2017 A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p>04 July 2017 This report will now be scheduled for the briefing Monday 31 July, 2017.</p> <p>15 July 2017 Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p>09 August 2017 The report has been rescheduled to October 2017.</p>
22 August 2016	2016/21 – Hinkler Street Reserve Site	<p>07 November 2016</p> <p>Councillor Briefing Report to be presented in Feb 2017.</p> <p>15 March 2017 A report will be presented to Council at the 18 April 2017 meeting.</p> <p>21 April 2017 A further report to a Councillor Briefing is scheduled for 03 July 2017.</p> <p>28 June 2017 A report will be presented to Council at its meeting of 10 July 2017 for decision.</p> <p>17 July 2017 Report to be provided as soon as possible, targeting meeting for Monday 7 August, 2017.</p> <p>09 August 2017 The report has been rescheduled to October 2017.</p> <p>01 November 2017 A report will be presented to the first Council Meeting in 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
21 August 2017	Municipal Public Health and Wellbeing Plan 2017 - 21 - draft for public release	<p>24 August 2017 A report will be presented to Council on 23 October 2017.</p> <p>23 October 2017 Complete. Recommendation was adopted at Council Meeting 23 October 2017.</p>
11 September 2017	Reducing Alcohol Related Harm Policy	<p>20 September 2017 Complete. A report will be presented to Council on 13 November 2017.</p>
Corporate Services		
25 May 2015	<p>MAV Workcare Self Insurance</p> <p><i>Confidential under section 89(2)(d) contractual matters</i></p>	<p>2015 A report will be presented to Council in the second half of 2019.</p> <p>14 March 2017 A report to Council is scheduled for the end of the current financial year.</p> <p>18 July 2017 A report will be presented to Council in 2020/2021 Financial Year.</p>
18 April 2017	Proposed Lease - The Star Hotel, Peterkin Street, Traralgon	<p>20 April 2017 A report will be presented to Council at the conclusion of the community consultation period, should any submissions be received.</p> <p>30 May 2017 Expression of Interest document currently being prepared, once finalised public advertising to be undertaken seeking submissions from prospective tenants.</p> <p>04 August 2017 Community consultation to begin 14 August 2017. A report will be presented to Council at the conclusion of the consultation period.</p> <p>25 August 2017 A report will be presented to Council in October 2017.</p> <p>23 October 2017 Complete. Recommendation was adopted at Council Meeting 23 October 2017.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
21 August 2017	Presentation of the Proposed Meeting Procedure Local Law and Associated documents for community consultation purposes	24 August 2017 A report will be presented to Council on 13 November 2017.
21 August 2017	Potential Naming of Unnamed Council Reserve Located Between Alfred Drive And Main Street Yinnar <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>	28 August 2017 If required, a report will be presented to Council at the conclusion of all consultation.
11 September 2017	Proposed Road Renaming – Ashley Avenue, Morwell	20 September 2017 Pending further discussions before a report to Council is rescheduled for decision.

Comments provided current as of 1 November 2017. Any further updates after this time will be provided in the next Council Meeting Agenda.

NOTICES OF MOTION

9. NOTICES OF MOTION

Nil.

ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION

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

10.1 Removal of Pine Trees at Links Road, Newborough

General Manager

Infrastructure and Recreation

For Decision

EXECUTIVE SUMMARY

Council deferred this matter at its 23 October 2017 meeting to allow consultation to occur with the stakeholders.

The consultation results can be summarised as follows:

- Moe Golf Club remain in favour of the tree removals;
- One property owner is in favour of the tree removals;
- Two property owners object to the tree removals; and
- The property occupier who is renting property from the owner that is in favour of the removals did not respond.

The feedback from the stakeholders is attached at Attachment 2 (confidential as it contains personal contact details) and summarised in the Stakeholder Consultation section of this report.

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.

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.

The Moe Golf Club advised that if the trees aren't removed, they would run a trench inside along their boundary fence line to cut off the trees root system. This proposal is considered unacceptable as it would lead to premature failure of the trees and thereby increasing the risk to the community.

The most appropriate course of action remains to not remove the pine trees. However, 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 could occur with agreement with the Moe Golf Club, (cost \$850 incl GST). Total cost, \$8,070 incl GST. This would assist the Golf Club, maintain the health of the trees and continue to provide a barrier to reduce the risk of errant golf balls causing property or personal injury.

RECOMMENDATION

That Council:

1. Not proceed with the removal of the pine trees on Links Road, Newborough and withdraw the offer to the Moe Golf Club of a no interest loan.
2. Carry out maintenance on the pine trees on Links Road, Newborough adjacent to the Moe Golf Club by pruning all branches on the eastern side of the pines and removal of any surface roots beside the fairway by agreement with the Moe Golf Club.
3. Advise the Moe Golf Club that trenching to cut off the trees root system is considered inappropriate and is likely to lead to an increased risk of sudden and premature tree failure that would increase risk to the public.
4. Advise the Moe Golf Club and key stakeholders of Council's decision.

MOTION

Moved: Cr Gibson

Seconded: Cr Law

That Council:

1. Note the recent agreement from the Moe Golf Club to include the following conditions as part of a revised loan agreement.
 - a) The Debtor will, for the life of this agreement and the life of the operation of the golf club, at all times keep in place an insurance policy that provides cover for public liability to the value of \$10 million
 - b) The Debtor will, at its own cost and expense, construct a post and wire fence on the property boundary after the revegetation of the road reserve has been completed.
2. Enter into an agreement with the Moe Golf Club to remove the pine trees on Golf Links Road, adjacent to the Moe Golf Club, as detailed in attachment 1 including the following general conditions
 - a) Provide a no interest loan of \$20,000
 - b) 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
 - c) 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

3. Advise the Moe Golf Club and key stakeholders of Council's decision.

For Crs Middlemiss, Harriman, Gibson, Clancey and Law

Against: Crs White, O'Callaghan, McFarlane and Howe

CARRIED

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.

At the Ordinary Council Meeting of 13 October 2014 a petition was tabled, Council resolved:

1. *That Council receive the petition from the Moe Golf Club requesting removal of the Pine Trees on Golf Links Road abutting the Moe golf course.*
2. *That a report in relation to the request be presented to the 24 November Council meeting.*
3. *That Council Officers meet with Moe Golf Club representatives prior to preparing the report detailed in point 2.*
4. *That the head petitioner be advised of this decision.*

At the Ordinary Council Meeting 24 November 2014, Council resolved:

1. *That Council note this report regarding the petition from the Moe Golf Club requesting removal of the Pine Trees on Links Road abutting Moe golf course.*
2. *That a further report in relation to the request be presented to Council at the Ordinary Council Meeting 2 February 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 the decision.*

At the Ordinary Council Meeting of 15 December 2014, Council resolved:

1. *That Council agree to 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.*
2. *Development of a Council approved landscape replanting plan.*
3. *Support from adjoining landowners to the removal and replacement of the trees.*
4. *Moe Golf Club is responsible for funding and undertaking the works.*

At the Ordinary Council Meeting of 9 February 2015, Council resolved:

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.*

At the Ordinary Council Meeting of 8 February 2016, Council resolved:

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.*

At the Ordinary Council Meeting of 2 October 2017, Council resolved:

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.

At the Ordinary Council Meeting of 23 October 2017, Council resolved:

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 13 November 2017 Ordinary Council Meeting.*

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). Total cost, \$8,070 incl GST. These works will be completed as a once only.
3. Staged removal and replanting.
4. Not proceed with the removal.

The consultation results are discussed under the heads of executive summary and stakeholder consultation.

The Moe Golf Club stated that if the trees aren't removed, they would run a trench inside along their boundary fence line to cut off the trees root system. Council stated that this practice is unacceptable and would affect the trees health and stability. Council contacted our insurer in relation to the Golf Club potentially cutting the tree root system and they stated "Council has a duty of care to act reasonably to prevent loss or damage in negligence. To minimise the potential liability Council must demonstrate it has acted reasonably. This will include properly assessing the risk and taking reasonable measures to prevent loss or damage".

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 year period in relation to the pine trees.

Consultation (December 2014) was 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 (October 2017) has now been completed. This included a meeting held with the Moe Golf Club on Friday 6 October 2017. As a result of this meeting the Club agreed to an updated draft agreement that includes the following conditions.

- The Debtor will, for the life of this agreement and the life of the operation of the golf club, at all times keep in place an insurance policy that provides cover for public liability to the value of \$10 million
- The Debtor will, at its own cost and expense, construct a post and wire fence on the property boundary after the revegetation of the road reserve has been completed.

The updated agreement is detailed in attachment 1.

Letters were hand delivered on Tuesday 10 October 2017 to the abutting three property owners and one occupier.

The consultation comments are at Attachment 2. In summary, the Moe Golf Club are still in favour of the tree removals, one property owner is in favour of the tree removals, two property owners object to the removals, and the property occupier who is renting property from the owner that is in favour of the removals didn't respond.

The following is a summary of comments from the stakeholders:

- Support the tree removals.
- Don't support the tree removals.
- Regardless of whether the trees remain or are removed, the risk must be addressed.
- I don't believe the Golf Club are going to put their hand up and accept responsibility if there was a serious injury to a person or damage to properties.
- It is a concern that no one is willing to accept liability for any damage caused by golf balls leaving the golf course. As Council has noted the consequence could be catastrophic.
- The trees do stop golf balls as we see them when walking along the road.
- Golf balls do land in our property. Some in the paddock and the odd one closer to the house.
- I have had a golf ball land near me and this is unsettling.
- Should anyone at my property incur injury to themselves or damage to their property due to golf balls leaving the course, compensation will be sort.
- So regardless if the trees stay or go, my concern is how the containment of golf balls within the course will be dealt with and any potential liability.

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 budget. 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). Total cost, \$8,070 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 and works would be completed by Council's in-house tree crew.

RISK IMPLICATIONS

The Moe Golf Clubs insurance company requested the clubs liability is omitted from the agreement and for Council to accept 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 insurance cover is provided.

Council officers undertook a risk assessment using Council's risk framework. The risk framework requires an assessment of the likelihood of an incident occurring and also the consequences of such an event.

The risks are summarised as follows.

Risk:	Injury caused by a stray golf ball hitting a person.
Likelihood:	Possible - The event could occur at sometime within a 36 month period).
Consequences:	Major – Serious injury, life threatening or permanent/long term injury
Risk Rating:	HIGH

Risk:	Property damage caused by a stray golf ball hitting personal property
Likelihood:	Likely – The event will probably occur in most circumstances within an 18 month period
Consequences:	Moderate – likely to result in insurance claims or media attention
Risk Rating:	HIGH

The Moe Golf Club has advised that if the trees aren't removed, they would run a trench inside along there boundary fence line to cut off the trees root system. Council stated that this practice is unacceptable and would affect the trees health and stability. This could result in part or whole tree failure, causing injuries to persons and/or damage to properties.

Council's insurer in relation to the Golf Club potently cutting the tree roots stated "Council has a duty of care to act reasonably to prevent loss or damage in

negligence. This will be particularly relevant in relation to any potential injury or damage outside council land, that may result by interference with the trees. For example, if this increases the likelihood of tree failure or falling, causing injury or property damage to those nearby. To minimise the potential liability council must demonstrate it has acted reasonably. This will include properly assessing the risk and taking reasonable measures to prevent loss or damage.

The trenching and root removal may compromise the integrity of the trees, then Council's duty of care must prevail and Council should not agree to this work being undertaken".

If the trees are retained, Council will write to the Moe Golf Club and advise that running a trench inside along there boundary fence line to cut off the trees root system is inappropriate. If they proceed to undertake the works, the Moe Golf Club may be considered responsible for any causing injuries to persons and/or damage to properties if part or whole tree failure occurs.

CONCLUSION

A number of options were discussed with the Golf Club on site to reduce the risk to the community. Options 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 believe the best way to move forward is to not remove the pine trees, but 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). Total cost, \$8,070 incl GST.

These works can 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.

SUPPORTING DOCUMENTS

Minutes from 2 October 2017 Ordinary Council Meeting

Attachments

1. [27 210 10 Updated Draft Loan Agreement](#)
2. Consultation Responses (Published Separately) (Confidential)

10.1

Removal of Pine Trees at Links Road, Newborough

1	27 210 10 Updated Draft Loan Agreement.....	27
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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, at its own cost and expense, construct a post and wire fence on the property boundary after the revegetation of the road reserve has been completed.
- 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, for the life of this agreement and the life of the operation of the golf club, at all times keep in place an insurance policy that provides cover for public liability to the value of \$10 million.
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 30 May 2017)
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 31 March 2018 in
accordance with the Repayment Schedule hereto
as Annexure "A".
6. **Works:** **Removal of the pine trees on Links Road,**
Newborough, revegetation of the road reserve
and reinstatement of the fence adjacent to the Moe
Golf Club.

Annexure "A"

MOE GOLF CLUB CLUB LOAN REPAYMENT SCHEDULE						
Loan period	1 Jan 2018 to 31 March 2022					
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	31-03-18	
2	-	1,250.00	1,250.00	17,500.00	30-06-18	
3	-	1,250.00	1,250.00	16,250.00	30-09-18	
4	-	1,250.00	1,250.00	15,000.00	31-12-18	
5	-	1,250.00	1,250.00	13,750.00	31-03-19	
6	-	1,250.00	1,250.00	12,500.00	30-06-19	
7	-	1,250.00	1,250.00	11,250.00	30-09-19	
8	-	1,250.00	1,250.00	10,000.00	31-12-19	
9	-	1,250.00	1,250.00	8,750.00	31-03-20	
10	-	1,250.00	1,250.00	7,500.00	30-06-20	
11	-	1,250.00	1,250.00	6,250.00	30-09-20	
12	-	1,250.00	1,250.00	5,000.00	31-12-20	
13	-	1,250.00	1,250.00	3,750.00	31-03-21	
14	-	1,250.00	1,250.00	2,500.00	30-06-21	
15	-	1,250.00	1,250.00	1,250.00	31-12-21	
16	-	1,250.00	1,250.00	0.00	31-03-22	

10.2 Presentation of the Proposed Meeting Procedure Local Law and Associated documents for adoption

General Manager

Corporate Services

For Decision

EXECUTIVE SUMMARY

A proposed draft Meeting Procedure Local Law (Local Law) and Council Meeting Policy (Policy) are presented (refer to attachments one and two) for Council to adopt after statutory consultation processes have been finalised.

The proposed Local Law and Policy focus on providing for:

- The ability for live streaming Council meetings by Council and accessibility of meetings (refer to clause 56 of the proposed Local Law as well as the proposed Policy).
- Updating some of the language used within the Local Law to ensure clarity of processes (for example, refer to Division Five, Procedural Motions. Language changed from Adjournment to Deferral).
- Removal of clauses that are no longer relevant or are already covered within the Act (for example, Division Three, Business of Meeting, removal of Conflict of interest duplication with the Act).
- Improving transparency of Council meeting processes (for example, the Notice of Motion processes now includes a requirement that they are submitted at least two business days prior to a meeting, and specifies what a Notice of Motion can be used for).
- Greater flexibility in the meeting structure for engagement and recognition for our community within council meetings by removing these requirements from the Local Law and creating a Policy. By creating a Policy, we are able to update and review community engagement provisions on a more regular basis to keep up with new technology and methods for lodging traditional tools, such as petitions.

The proposed Local Law and Policy were released for public comment with a draft Community Impact Statement (refer to attachment three) in accordance with the requirements set in the *Local Government Act 1989* (Act) and guidelines established by Local Government Victoria.

No submissions were received, and these documents are now presented with no amendments for adoption by Council.

RECOMMENDATION

That Council in accordance with the requirements of Section 119 of the *Local Government Act 1989*:

1. Makes and authorises the Chief Executive Officer to sign and seal *Meeting Procedure Local Law 2017* (Local Law No. 1);

2. On the making, signing and sealing of Local Law No. 1, revokes *Meeting Procedure Local Law No. 1 2014*;
3. Adopts the (incorporated) *Council Meeting Policy (Policy)* and the *Meeting Procedure Local Law 2017 Community Impact Statement (Community Impact Statement)*;
4. Gives public notice of the making of Local Law No. 1 (and the incorporated Policy) in the Victorian Government Gazette, the Latrobe Valley Express and on Council's website, being which the date of this notice being the date that Local Lan No. 1 comes into force;
5. Forwards to the Minister for Local Government a copy of Local Law No. 1 and the Policy; and
6. Makes the Local Law No. 1, the Policy and the Community Impact Statement available to the public.

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Gibson

That Council defers consideration of this item to the next Ordinary Council meeting.

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

Background

The current Meeting Procedure Local Law (Local Law) was adopted by Council on 3 March 2014. Local Laws are only in operation for a maximum of ten years before they are no longer in effect.

Since the adoption of the Local Law in 2014, the Victorian State Government has commenced a significant review of the *Local Government Act 1989 (Act)*. It has been identified that it is more than likely that the Local Law will require a review when the Act changes, however, that is currently not expected to take effect until at least 2018/2019.

A number of issues had arisen with the wording of Council's current Local Law, including what may be considered by some to be unnecessary formal processes, as well as instances of inconsistency with the Act. Therefore, it was deemed prudent and beneficial to undertake this review regardless of proposed changes to the Act. This allowed for those matters to be addressed and to ensure clarity and consistent interpretation throughout. The review also highlighted an opportunity to modernise provisions for engaging with the community at Council meetings, such as streaming meetings, which was supported by the Victorian Ombudsman in its report;

'Investigation into the transparency of local government decision making – December 2016'.

Relevant Legislative Provisions

Under Section 91 of the Act, Council is required to make local laws to govern the conduct of its meetings as well as special committees. Unless specified within the Act, the conduct of meetings of a Council or special committee is at the Council's discretion.

Part 5 of the Act provides the guidance and steps required to be undertaken in order to make a local law. A local law must:

- Not be inconsistent with any Act or regulation
- Not duplicate or be inconsistent with a planning scheme
- Comply with any prescribed details relating to the preparation and content of local laws when making local laws (including gazettal in the Victorian Government Gazette)
- Be consistent with any guidelines made by the Minister.

Any incorporated document, such as a Policy, is also required to undergo a Section 223 of the Act consultation and gazettal notice process.

Other legislation that was considered and was in the review included the *Victorian Charter of Human Rights and Responsibilities* and the *Privacy and Data Protection Act 2014*.

Key Changes

The proposed Local Law has been updated to provide for:

- The ability for streaming Council meetings by Council (refer to clause 56).
- Appropriate updating of some language and terminology used within the Local Law to ensure clarity of processes (for example, refer to Division Five, Procedural Motions. Language changed from Adjournment to Deferral).
- Removal of clauses that are no longer relevant or are already covered within the Act (for example, Division Three, Business of Meeting, removal of Conflict of interest duplication with the Act).
- Improve transparency in processes used at a Council meeting, including the Notice of Motion processes.
- Removal of detail that is now proposed to be included in the Policy.

The proposed Policy provides detail on the requirements for:

- Councillors when speaking (removing the necessity for Councillors to stand).
- Behaviour expectations in the meetings for visitors.
- Streaming meetings (new requirements if streaming of meetings occurs to ensure compliance with relevant legislation).
- Petition requirements (amended the requirements to allow e-petitions through an approved Council e-petition facility).

- Submissions.
- Public Question time provisions.

Next Steps

The documents have had minor amendments to reflect that no submissions have been received, and to make them ready for adoption by Council (e.g. proposed dates for public notices updated). The following table outlines the next steps required for the making of the Local Law and adopting the associated Policy:

Stage	Requirements	Comment
1. Adoption	Once submissions have been considered and any feedback included, a final review will be conducted of the Local law, and submitted to Council for adoption. Depending on the number of changes at this stage, the Local Law may be required to undertake further legal review and/or community consultation prior to being submitted for adoption.	As there were no submissions to consider, there is no further feedback to include; therefore the documents are presented with no change. If Council deemed that further significant changes were required, then further legal review and community consultation would be required. If administrative changes were made that did not affect the intent of the clauses within the Local Law or Policy, then further community consultation would not be required.
2. Gazettal requirements	Once adopted, Council must give further notice in the Victorian Government Gazette as well as a public notice for the adoption. A copy must also be sent to the Minister.	Once the Local Law has been signed and sealed, a further notice will be made in the Victorian Government Gazette, Latrobe Valley Express and Council's website. The adopted documents will be provided to the Minister, and made available to the public in Council Service Centres and on Council's website.

STAKEHOLDER CONSULTATION

In accordance with Section 223 of the Act, Council was required to undertake consultation on the proposed Local Law, and the incorporated Policy by:

- publishing a public notice specifying the prescribed details of the submission process including that submissions are made in writing
- opening the submission process for a minimum of 28 days (after the date it is published)

- giving all submitters the opportunity to be heard in support of their submission at a meeting of the Council (or a Committee appointed specifically for this purpose)

The draft Community Impact Statement was provided as an explanatory document for the community with the proposed Local Law and proposed Policy.

Public Notices were placed on 24 August 2017 in the Victorian Government Gazette, Latrobe Valley Express and on Council's website.

The consultation period closed at 5 p.m. on Friday, 29 September 2017 and no submission for either the Local Law or the Policy was received.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost of the legal review of the proposed Local Law was covered in the 2016/2017 budget. Other financial and/or resource implications of the proposed Local Law are covered by operational budgets in the 2017/2018 year.

The proposal to remove infringements does not reduce any income from Council as there have not been any infringements issued since the current Local Law was implemented in 2014.

RISK IMPLICATIONS

Under Section 91 of the Act, Council must have a local law to provide for the conduct of Council Meetings. Failure to have such a law in place would present a significant risk to the Council.

A review of the current Local Law identified that parts of the local law were outdated. The proposed Local Law has been drafted to provide for current governance practices in the conduct of Council Meetings and to meet the needs of the elected Councillors and the community.

CONCLUSION

After undertaking the statutory consultation process, it is now recommended that the proposed Local Law and associated Policy is adopted by Council.

SUPPORTING DOCUMENTS

Guidelines for Local Laws

Current Meeting Procedure Local Law

Victorian Ombudsman Report '*Investigation into the transparency of local government decision making – December 2016*'

Attachments

- 1 [↓](#). Proposed Meeting Procedure Local Law 2017
- 2 [↓](#). Proposed Council Meeting Policy
- 3 [↓](#). Proposed Community Impact Statement

10.2

Presentation of the Proposed Meeting Procedure Local Law and Associated documents for adoption

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Latrobe City Council
Local Law No. 1

Meeting Procedure Local Law 2017
PROPOSED

Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017
PROPOSED

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Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017
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Part A: Introduction

1. Title

This is the Latrobe City Council Meeting Procedure Local Law which will be known as the "Meeting Procedure Local Law".

2. Objectives of this Local Law

The objectives of this Local Law are to:

- 2.1. prescribe the procedures governing the conduct of Council meetings and Special Committee Meetings;
- 2.2. prescribe the processes for the election of the Mayor and Deputy Mayor;
- 2.3. regulate the use of the Council's Common Seal; and
- 2.4. provide opportunities for community participation in Council's decision making processes.

3. Authorising Provision

This Local Law is made under sections 5, 91 and 111 of the *Local Government Act 1989*.

4. Scope of the Local Law

This Local Law applies to all Council meetings and Divisions 1-12 applies to all meetings of Special Committees appointed by the Council unless this Local Law says otherwise.

5. Period of Operation of the Local Law

This Local Law:

- 5.1. commences on the day following the day on which notice of the making of this Local Law is published in the Victoria Government Gazette, and operates throughout the municipal district; and
- 5.2. ends on the 10th anniversary of the day on which it commenced operation.

6. Revocation of Local Law No. 1 - 2014

On the commencement of this Local Law, the Meeting Procedure Local Law No.1 2014 is revoked.

7. Definitions and Notes

In this Local Law:

Act Means the *Local Government Act 1989*

Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017
PROPOSED

Authorised Officer	Means a member of Council staff who is authorised by Council or the Chief Executive Officer under delegation to carry out specific functions under this Local Law
Chief Executive Officer	means the Chief Executive Officer of Council
Common Seal	means the Common Seal of Council
Council	means Latrobe City Council
Council meeting	means an Ordinary Meeting or a Special Meeting
Division	means a formal count and recording in the minutes of the meeting of those Councillors for and against a motion
Election Period	has the same meaning as in the <i>Local Government Act 1989</i>
Minister	means the Minister responsible for administering the <i>Local Government Act 1989</i>
Municipal District	means the municipal district of Council
Notice of Motion	means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting
Notice of rescission	means a notice of motion to rescind or amend a resolution made by Council
Penalty units	mean penalty units as prescribed in the <i>Sentencing Act 1992</i>
Quorum	means the majority of members of the Council or a special committee
Rescind	means to repeal or amend a resolution and 'rescinded' includes 'amended'
Senior Officer	has the same meaning as in the <i>Local Government Act 1989</i>
Significant expenditure	means one (1) percent or more of general rate income of the Council
Special Committee	means a special committee established by Council under section 86 of the Act

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Special Meeting means a Special Meeting of Council convened and held in accordance with section 84 or 84A of the Act

The Latrobe City *Council Meetings Policy* is incorporated by reference from time to time into this Local Law. It provides ways in which members of the public can have input to Council's decision making processes.

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Part B: Election of the Mayor

Summary: This Part complements section 71 of the Act and sets out the process to be followed for the election of the Mayor and any Deputy Mayor.

8. Determining the Election of the Mayor

- 8.1. The Chief Executive Officer or a member of Council staff nominated by the Chief Executive Officer must open the meeting at which the Mayor is to be elected, and invite nominations for a temporary Chair.
- 8.2. If there is more than one nomination, the temporary Chair will be elected in accordance with sub-clause 8.6 as if that provision applied to candidates for the position of temporary Chair.
- 8.3. The temporary Chair takes the Chair and must invite nominations for the office of Mayor.
- 8.4. Councillors may nominate themselves but each nomination must be seconded.
- 8.5. If there is only one nomination, the candidate nominated is declared elected. If a Councillor nominates himself or herself and they are the only Councillor nominated, then that Councillor is elected even if the nomination is not seconded.
- 8.6. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates.
 - 8.6.1. If a candidate receives a majority of the votes, that candidate is declared to have been elected;
 - 8.6.2. If no candidate receives a majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates.
 - 8.6.3. If one of the remaining candidates receives a majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;
 - 8.6.4. If two or more candidates have an equality of votes and one of them having to be declared:
 - 8.6.4.1. a defeated candidate; or
 - 8.6.4.2. a defeated candidate and the other duly elected,

Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017
PROPOSED

the declaration will be determined by lot.

8.6.5. If a lot is conducted, the Chief Executive Officer or the nominated Council staff member will conduct the lot and the following provisions will apply:

8.6.5.1. each candidate will draw one lot;

8.6.5.2. the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and

8.6.5.3. as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a container. If the lot is being conducted to determine which is a defeated candidate, the word "Defeated" will be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it will be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates). Where there are only 2 candidates remaining and the lot is being conducted to determine which candidate is to be duly elected, the word "Elected" must be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Elected" written on it must be declared to have been duly elected.

8.6.6. The procedure provided for in this clause also applies to the election of a temporary Chair and Chair of a Special Committee.

8.7. Immediately following the election, the Mayor is to take the chair.

Explanatory Note

As an example, if 4 candidates are nominated and candidate A receives 3 votes and candidates B, C and D each receive 2 votes, a lot must be used to determine which of candidates B, C or D is considered defeated. This is because candidate A did not receive a majority of the votes (having received only 3 of a possible 9 votes).

In this instance, a lot is used to determine which of the 3 candidates is defeated and then the vote is re-taken for all candidates to determine if a candidate receives an absolute majority.

If the vote is taken and 2 candidates each receive equal votes, a lot is used to determine which candidate is elected. In this instance, the word "Elected" is written on the paper and the person who draws that piece of paper is elected.

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9. Determining the Election of any Deputy Mayor

If Council resolves that there will be an office of Deputy Mayor, the Deputy Mayor is to be elected in the manner provided for in clause 8 except that any reference in that sub-clause to:

- 9.1. a temporary Chair is to be taken as a reference to the Mayor; and
- 9.2. the Mayor is to be taken as a reference to the Deputy Mayor.

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Part C: Council's Common Seal

Summary: The Common Seal is a formal legal means of evidencing the Council's "signature" on documents when required. The provisions in this Part are designed to protect the integrity of the Common Seal and describe when it may be affixed to a document.

10. Council's Common Seal

- 10.1. The Chief Executive Officer must ensure the security of Council's Common Seal at all times.
- 10.2. The use of the Common Seal shall be in accordance with a specific decision of the Council.
- 10.3. The affixing of Council's Common Seal to any document must be attested to by the signature of the Chief Executive Officer or any other member of Council staff duly authorised by Council.
- 10.4. A person must not use the Common Seal or any device resembling the Common Seal without authority of Council under subclause 10.2.

Penalty: 10 penalty units

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Part D: Meetings Procedure

Summary: This Part complements requirements in the Act applying to ordinary and special meetings of Council and deals with procedural elements of Council meetings. Voting is also conducted in accordance with the Act.

Division 1 - Notices of Meetings and Delivery of Agendas**11. Council meetings**

- 11.1. The dates, times and places Council meetings are to be held will be determined by Council.
- 11.2. In addition to the requirements in the Act about the notice to be given for Council meetings, reasonable notice, including on the Council's website, must be given when Council has changed a meeting date, time or place.
- 11.3. A Council meeting must not go longer than three hours, unless a majority of Councillors present vote in favour of it continuing. If the Councillors present vote against the meeting continuing, the meeting is adjourned to a time, date and place to be determined by the Chair.

12. Agendas

- 12.1. For all ordinary meetings of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda, which includes the Minutes of previous meetings to every Councillor at least 2 working days before the meeting.
- 12.2. For any special meeting of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda to every Councillor within a reasonable time of the special meeting being called but not less than 24 hours prior to the meeting unless there are urgent or exceptional circumstances.
- 12.3. The requirements to provide notice and an agenda under subclauses 12.1 and 12.2 do not apply to a Councillor who has been granted leave of absence and who has advised the Chief Executive Officer in writing not to provide the notice and agenda.

Division 2 – Quorums**13. Inability to gain a Quorum**

If, after 30 minutes from the scheduled starting time of any Ordinary or Special Meeting, a quorum cannot be obtained:

- 13.1. those Councillors present; or

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- 13.2. if there are no Councillors present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, a senior officer appointed as a member of Council's Executive Team,

must adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

14. Inability to maintain a Quorum

If, during any Ordinary or Special Meeting or any adjournment of the meeting, a quorum cannot be maintained:

- 14.1. those Councillors present; or
- 14.2. if there are no Councillors present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, a senior officer appointed as a member of Council's Executive Team,

must adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

15. Inability to achieve or maintain a Quorum due to Conflicts of Interest of Councillors

If a quorum cannot be achieved or maintained due to the disclosure of conflicts of interest by the majority of Councillors, the Chief Executive Officer, or in his or her absence, a senior officer appointed as a member of Council's Executive Team, must adjourn the meeting for a length of time sufficient to enable dispensation for the affected Councillors to be applied for from the Minister.

16. Adjourning or postponing a meeting

- 16.1. Council may adjourn any meeting.
- 16.2. If the Chair is of the opinion that the conduct of those present at the meeting is obstructing the progress of business at the meeting, the Chair may adjourn the meeting to a later time on the same day or to a day that he or she considers appropriate.
- 16.3. The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining.
- 16.4. If there is an emergency, the Chief Executive Officer or his or her delegate may postpone a Council meeting provided reasonable attempts are made to notify every Councillor.
- 16.5. The Chief Executive Officer must provide a report to the next ordinary meeting of the Council of the circumstances causing the postponement of the Council meeting.
- 16.6. The Chief Executive Officer must provide written notice of a meeting adjourned under clauses 13, 14 or 15 but where this is not practicable because time does not permit that to occur, then, provided every reasonable

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attempt is made to contact every Councillor, notice by telephone, facsimile, email, in person or by some other means is sufficient.

Division 3 – Business of Meetings

17. The Order of Business

The order of business to be included in an agenda for an Ordinary Meeting will be determined by the Chief Executive Officer and the Mayor having regard to the principles of open, efficient and effective processes of government.

18. Change to Order of Business

Once an agenda has been sent to Councillors, the order of business for that meeting may be altered with the consent of the Mayor prior to the commencement of the meeting.

19. Urgent Business

Business which has not been listed on the Agenda must not be admitted as urgent business other than by resolution of Council and only then if it:

- 19.1. relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 19.2. cannot reasonably or conveniently be deferred until the next Ordinary Meeting.

Division 4 – Motions and Debate

20. Councillors may propose Notices of Motion

- 20.1. A Councillor may submit a notice of motion to the CEO for a matter to be listed on a meeting agenda.
- 20.2. A notice of motion cannot be accepted by the Chair, unless it has been listed on the agenda for the meeting at which it was proposed to be moved or unless it is accepted by Council as urgent business.

21. Notice of motion

- 21.1. A notice of motion must:
 - 21.1.1. be in writing;
 - 21.1.2. signed and dated by the Councillor proposing the notice of motion; and
 - 21.1.3. lodged with the Chief Executive Officer by 10:00 am two business days before the next scheduled Council meeting to allow sufficient notice to each Councillor of the matters and inclusion in the Agenda in accordance with subclause 12.1.
- 21.2. The Chief Executive Officer must reject a notice of motion which:

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- 21.2.1. is vague;
 - 21.2.2. is identical or substantially similar to a notice of motion or a rescission motion that has been considered by the Council and lost in the preceding six months;
 - 21.2.3. is defamatory;
 - 21.2.4. may be prejudicial to any person or Council;
 - 21.2.5. is objectionable in language or nature;
 - 21.2.6. is outside the powers of Council;
 - 21.2.7. is a notice of motion submitted during the Election period; or
 - 21.2.8. is a matter subject to a Council decision making process which has commenced but is not yet complete.
- 21.3. If the Chief Executive Officer rejects a notice of motion under subclause 21.2, he or she will inform the Councillor who lodged the notice of motion of that rejection and the reasons for it. The Councillor will be provided with an opportunity to amend the proposed notice of motion provided that the Council meeting at which the notice of motion is to be considered is more than 24 hours from the time of rejection.
- 21.4. The Chief Executive Officer may reject and refer any notice of motion to the Council's operational service request process if it relates to a matter that he or she determines is more appropriately addressed that way.
- 21.5. Subject to subclause 21.6 a notice of motion must call for a Council report if the notice of motion:
- 21.5.1. substantially affects the level of Council services;
 - 21.5.2. commits the Council to expenditure in excess of \$5,000 and that has not been included in the adopted budget;
 - 21.5.3. establishes or amends a Council policy; or
 - 21.5.4. commits the Council to any contractual arrangement, as determined by the Chief Executive Officer.
- 21.6. Where a notice of motion is likely to commit Council to significant expenditure not included in the adopted budget then the notice of motion must only call for referral to and for Council's consideration as part of its future year's annual budget and public submission process.
- 21.7. The Chief Executive Officer may designate a notice of motion to be confidential in accordance with the Act, in which case the notice of motion will be confidential unless the Council resolves otherwise.
- 21.8. The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda.

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- 21.9. The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they are received.
- 21.10. Except by leave of Council, each notice of motion before any meeting must be considered in the order in which they were entered in the notice of motion register under subclause 21.9.
- 21.11. If a Councillor who has given a notice of motion is absent from the meeting, or fails to move the motion when called upon to do so by the Chair, any other Councillor may move the motion.
- 21.12. If a notice of motion is not moved at the meeting at which it is listed, it lapses.

22. Chair's Duty

The Chair must not accept any motion or amendment which he or she considers to be:

- 22.1. defamatory;
- 22.2. objectionable in language or nature;
- 22.3. vague or unclear in intention;
- 22.4. outside the powers of Council;
- 22.5. irrelevant to the item of business on the agenda and which has not been admitted as urgent business; or
- 22.6. an amendment that is contrary to subclause 25.3.

23. Motion Procedure

The procedure for moving any motion is:

- 23.1. The mover must state the motion without speaking to it.
- 23.2. The motion must be seconded by a Councillor other than the mover.
- 23.3. The motion will lapse if it is not seconded.
- 23.4. If the motion is seconded, the Chair must ask: "Is the motion opposed?"
- 23.5. If the motion is not opposed the Chair must ask: "Does any Councillor wish to speak in favour of the motion?"
- 23.6. If no Councillor opposes the motion, or wishes to speak on the motion, the Chair must declare the motion carried.
- 23.7. If a Councillor opposes the motion, the Chair must ask the mover to address the Council on the motion.
- 23.8. The Chair must ask the seconder to address the Council on the motion who may reserve his or her address until later in debate.
- 23.9. The Chair will then invite any Councillor opposed to the motion to debate it and then must provide an opportunity for any Councillor to speak in favour of

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the motion, allowing any other Councillors wanting to speak in favour or against the motion to speak in turn.

23.10. If no further Councillor wishes to speak for or against the motion, the Chair must ask the mover if they wish to exercise their right of reply in accordance with clause 24 prior to the motion being put to the vote.

23.11. To determine a motion before a meeting, the Chair will:

23.11.1. First call for those in favour of the motion;

23.11.2. Then those opposed to the motion; and

then declares the result to the meeting.

24. Right of Reply

24.1. The mover of a motion, including an amendment, has a right of reply to matters raised during debate.

24.2. After the right of reply has been exercised but subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion or amendment, the motion or amendment must immediately be put to the vote without any further discussion or debate.

25. Moving an Amendment

25.1. A motion which has been moved and seconded but not put to the vote may be amended.

25.2. An amendment may be proposed and seconded by any Councillor, except the mover or seconder of the motion.

25.3. A proposed amendment must:

25.3.1. be relevant to the subject of the motion;

25.3.2. not be in opposition to the motion; and

25.3.3. not contradict the form or substance of the motion.

25.4. If a proposed amendment is a simple alteration that:

25.4.1. adds a word or deletes a word from the motion; or

25.4.2. corrects an incorrect reference or typographical error –

the mover and seconder of the motion may agree to accept the changes in which case they will be incorporated into the motion without the need for the agreed changes to be recorded in the minutes of the meeting as an amendment.

25.5. If an amendment is more complex than that proposed under subclause 25.4, then the Chair will follow the process in clause 26.

25.6. Any debate arising from an amendment to a motion must be confined to the terms of the amendment.

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25.7. A motion to confirm a previous resolution of Council cannot be amended.

26. How many Amendments may be Proposed

26.1. Only one amendment may be accepted by the Chair at any one time.

26.2. No second or subsequent amendment may be taken into consideration until the previous amendment has been dealt with.

27. Who may debate an amendment

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion.

28. An Amendment Once Carried

28.1. If the amendment is carried:

28.1.1. the motion as amended becomes the substantive motion before the meeting; and

28.1.2. the mover and seconder of the amendment are deemed to be the mover and seconder of the amended motion before the meeting; and

28.1.3. the amended motion can then be further amended.

28.2. If the amendment is not carried, the debate returns to the motion, or a further amendment may be proposed.

29. Withdrawal of Motions and Amendments

29.1. Before any motion or amendment is put to the vote, it may be withdrawn by the mover and seconder with leave of Council.

30. Separation of Motions and Amendments

Where a motion or amendment contains more than one part, a Councillor may request the Chair before any vote is taken on the matter, to put the motion to the vote in separate parts.

31. Chair may Separate or Aggregate Motions and Amendments

The Chair may decide to put any motion to the vote in:

31.1. several parts; or

31.2. its aggregate form.

32. Foreshadowing Motions

32.1. At any time during debate a Councillor may foreshadow a motion so as to inform Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.

32.2. A foreshadowed motion must substantially relate to an item already listed on the agenda of the Ordinary Meeting, otherwise it can only be accepted by

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Council as urgent business and subject to the urgent business restrictions under clause 19.

- 32.3. A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the Chair being resolved in a certain way, a Councillor intends to move an alternative or additional motion.
- 32.4. Upon a motion being foreshadowed, the Chair may request the Councillor who foreshadowed it to move that motion immediately or after the business currently before the meeting is disposed of provided that a foreshadowed motion cannot be moved whilst a motion or amendment is being considered by the meeting.
- 32.5. The minutes of the meeting do not have to record a foreshadowed motion until the foreshadowed motion is formally moved.

33. Motions and Amendments in Writing

- 33.1. The Chair must require that a complex or detailed motion or amendment be in writing and may adjourn the meeting while the motion or amendment is being written.
- 33.2. The Chair may defer a matter until a motion has been written, allowing the meeting to proceed uninterrupted.

34. Repeating Motion or Amendment

The Chair may request the Chief Executive Officer or the person taking the minutes to read the motion or amendment to the meeting before the vote is taken.

35. Debate must be relevant to the Motion

- 35.1. Debate must always be relevant to the motion before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion.
- 35.2. If the speaker continues to debate irrelevant matters after being requested to confine debate to the motion before the Chair, the Chair may direct the speaker not to speak any further.
- 35.3. A speaker to whom a direction has been given under subclause 35.2 must comply with that direction. If the speaker fails to comply with the Chair's direction, the Chair may require the speaker to leave the chamber until the motion has been put to the vote and the speaker must comply with that requirement.

36. Priority of address

In the case of competition for the right to speak, the Chair will determine the order in which the Councillors concerned will be heard.

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37. Speaking Times

A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:

- 37.1. the mover of a motion or an amendment which has been opposed or where a Councillor has asked to speak in favour of the motion under clause 23: - 3 minutes;
- 37.2. any other Councillor – 3 minutes; and
- 37.3. the mover of a motion exercising a right of reply – 3 minutes.

38. Extension of Speaking Times

- 38.1. An extension of speaking time may be granted by resolution of Council at any time before, during or immediately after debate, but only one extension is permitted for each speaker on any question and the extension cannot be granted for longer than 3 minutes.
- 38.2. A motion for an extension of speaking time cannot be accepted by the Chair if another speaker has commenced participation in the debate.

39. Addressing the Meeting

A Councillor, member of Council staff or a member of the public present at a Council meeting should extend appropriate courtesy to each other when they are addressing the meeting and respect the processes under which Council operates.

40. Right to Ask Questions

- 40.1. A Councillor may, at any time when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.
- 40.2. The Chair has the discretion to restrict the number of questions asked and answered to allow for the orderly flow of the meeting.

Division 5 – Procedural Motions**41. Procedural Motions**

- 41.1. Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair.
- 41.2. Procedural motions require a seconder.
- 41.3. Procedural motions do not need to be recorded in the minutes of the meeting, unless requested by the Chair.
- 41.4. Notwithstanding any other provision in this Local Law, procedural motions must be dealt with in accordance with the following table:

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PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover and Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
1. Deferral of debate to later hour and/or date	That Council defers consideration of this matter to the XX Council meeting.	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of a Chair; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. The closure	That the motion be now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	During nominations for Chair	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

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Division 6 – Rescission Motions**42. Notice of Rescission**

42.1. A Councillor may propose a notice of rescission provided:

- 42.1.1. the resolution proposed to be rescinded has not been acted on; and
- 42.1.2. the notice of rescission is provided to the Chief Executive Officer setting out:
 - 42.1.2.1. the resolution to be rescinded; and
 - 42.1.2.2. the meeting and date when the resolution was made.

Explanatory Note

A notice of rescission is a form of notice of motion. Accordingly, all provisions in the Local Law regulating notices of motion equally apply to notices of rescission.

When the notice of rescission is before the meeting, it is like any other form of motion. It is referred to as a "rescission motion".

42.2. A resolution will be deemed to have been acted on if:

- 42.2.1. its contents or substance has been formally communicated to a person whose interests are materially affected by it; or
- 42.2.2. a statutory process or work has been commenced, so as to vest enforceable rights in or obligations on Council or any other person.

42.3. The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:

- 42.3.1. has not been acted on; and
- 42.3.2. is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with clause 42.1,

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy or in the CEO's opinion, place the Council at significant legal, financial or other risk.

Explanatory Note

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Thursday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being after the day on which the planning appeal is to be heard).

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In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost. Clause 42.3 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

43. When a rescission Motion is Lost

- 43.1. If a rescission motion is lost, a similar motion may not be put before Council for at least six months from the date it was last lost, unless Council resolves that the notice of motion be re-listed at a future meeting.
- 43.2. If a rescission motion is lost, the Chief Executive Officer or an appropriate member of Council staff is not prevented from acting upon the resolution even if a subsequent notice of rescission has been listed for a Council meeting at least six months subsequent to when the motion for rescission was lost.

Explanatory Note

By way of example, assume that Council resolves to write a letter to a Minister relating to a planning matter. Immediately after the resolution is made, a Councillor lodges a notice of motion to rescind that resolution at the next Council meeting. The notice of rescission is subsequently lost. Assume that the Councillor seeks to lodge a further notice of rescission to be heard in not less than six months' time.

Clause 43.2 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the original resolution rather than deferring implementation of it until after the further notice of rescission.

44. If Not Moved

If a rescission motion is not moved at the meeting at which it is listed, it lapses and cannot be put before Council for at least six months from the date it lapsed.

45. May be Moved by any Councillor

A rescission motion listed on an agenda may be moved by any Councillor present but may not be amended.

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Division 7 – Points of Order**46. Chair to Decide**

The Chair must decide all points of order by stating the provision, rule, practice or precedent which he or she considers applicable to the point raised without entering into any discussion or comment.

47. Chair may Adjourn to Consider

- 47.1. The Chair may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.
- 47.2. All other proceedings before Council are suspended until the point of order is decided.

48. Dissent from Chair's Ruling

- 48.1. A Councillor may move that the Council disagree with the Chair's ruling on a point of order, by moving:

"That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".
- 48.2. When a motion in accordance with this clause is moved and seconded, the Chair must invite the mover to state the reasons for his or her dissent and the Chair may then reply.
- 48.3. The Chair must put the motion in the following form:

"That the Chair's ruling be dissented from."
- 48.4. The Chair must remain in the Chair during the motion of dissent and he or she maintains their right to a second vote.
- 48.5. If the vote is in the negative, the meeting proceeds.
- 48.6. If the vote is in the affirmative, the Chair must reverse or vary (as the case may be) his or her previous ruling and proceed.
- 48.7. The defeat of the Chair's ruling is in no way a motion of censure or non-confidence in the Chair, and should not be so regarded by the meeting.

49. Procedure for Point of Order

- 49.1. A Councillor raising a point of order must:
 - 49.1.1. state the point of order; and
 - 49.1.2. state any section, clause, paragraph or provision relevant to the point of order.
- 49.2. Any Councillor interrupted by another Councillor raising a point of order must remain silent until the Councillor raising the point of order has been heard and determined by the Chair.

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50. Valid Points of Order

A point of order may be raised in relation to:

- 50.1. a motion, which, under clause 23, or a question which, under clause 40, should not be accepted by the Chair;
- 50.2. a question of procedure; or
- 50.3. any act of disorder.

Explanatory Note

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

Raising issues irrelevant to the motion before the meeting can be considered a basis of a valid point of order.

Making defamatory remarks or verbally personally attacking another Councillor would be considered a basis for a valid point of order.

Division 8 – Divisions**51. Procedure for a Division**

- 51.1. Immediately after any motion or amendment is put to a vote and before the next item of business has commenced, a Councillor may call for a division.
- 51.2. No Councillor is prevented from changing his or her original vote when voting on the division.
- 51.3. When a division is called for, the Chair must:
 - 51.3.1. first call for a show of hands from those Councillors voting in favour of the motion, then call for a show of hands from those Councillors voting against the motion; and
 - 51.3.2. declare the result to the meeting.
- 51.4. The outcome of the vote on the division will determine Council's decision on the matter.

52. No Discussion Once Declared

- 52.1. Once a vote on a motion or amendment has been taken, no further discussion relating to the motion or amendment is allowed unless the discussion involves:
 - 52.1.1. a Councillor requesting, before the next item of business is considered, that his or her opposition to a resolution be recorded in the minutes or a register maintained for that purpose; or
 - 52.1.2. foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

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For example, clause 52.1.2 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a notice of rescission to rescind that resolution.

Equally, clause 52.1.2 would permit discussion about a matter which would otherwise be left in unresolved because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

Without a positive resolution – to the effect that a planning permit now be granted – the planning permit application will be left unresolved; hence the reference in clause 52.1.2 to discussion about a positive motion where a resolution has just been rescinded.

Division 9 – Minutes**53. Confirmation of Minutes**

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

54. Process for confirming the Minutes

58.1 If no Councillor indicates opposition to the minutes, the Chair must declare the minutes confirmed.

58.2 If a Councillor indicates opposition to the minutes he or she must specify the particular matter in the minutes concerned and may, after asking any questions to clarify the matter, move a motion to correct the inaccuracy.

58.3 Once the minutes are confirmed the Chair of the meeting at which they are confirmed, must sign them.

55. Content of the Minutes

55.1. The Chief Executive Officer must ensure that minutes of each Council meeting are kept and those minutes include:

55.1.1. The date, place, time and nature of the meeting;

55.1.2. The names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;

55.1.3. The names of the members of Council staff present;

55.1.4. Any disclosure of the existence and type (and, where appropriate, nature) of a conflict of interest made by a Councillor, and when such disclosure occurred;

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- 55.1.5. Arrivals and departures (including temporary departures) of Councillors during the course of the meeting;
- 55.1.6. Each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
- 55.1.7. The vote cast by each Councillor;
- 55.1.8. The vote cast by each Councillor upon a division;
- 55.1.9. The vote cast by any Councillor who has requested that his or her vote be recorded in the minutes;
- 55.1.10. Questions upon notice;
- 55.1.11. The failure of a quorum;
- 55.1.12. The date and time the meeting was commenced, adjourned, resumed and concluded;
- 55.1.13. Any adjournment of the meeting and the reasons for that adjournment; and
- 55.1.14. The time at which standing orders were suspended and resumed; and
- 55.1.15. Any other matter that the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.

56. Recording and broadcasting Meetings

Except for a member of staff authorised by the Chief Executive Officer, a person must not record or broadcast, or any part of a Council meeting, without first obtaining the consent of Council or the Chair (as the case may be). Such consent may at any time during the course of such meeting be revoked by Council or the Chair (as the case may be).

Penalty: 5 penalty units.

Division 10 – Behaviour

57. Public Addressing the Meeting

Any member of the public addressing Council must extend due courtesy and respect to Council and the processes and policies under which it operates and must take direction from the Chair whenever called on to do so.

58. Chair May Remove

The Chair may order and cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction.

Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017
PROPOSED**59. Suspensions**

Council may by resolution suspend from a portion of the meeting, or for the balance of the meeting, any Councillor whose actions have disrupted the business of Council at that meeting, and have impeded its orderly conduct.

60. Offences

It is an offence for:

- 60.1. a Councillor to not withdraw an expression considered by the Chair to be offensive or disorderly, and apologise when called on twice by the Chair to do so;

Penalty: 2 penalty units

- 60.2. any person, not being a Councillor, who is guilty of any improper or disorderly conduct, to not leave the Chamber when requested by the Chair to do so;

Penalty: 5 penalty units

- 60.3. any person to fail to comply with a lawful direction of the Chair in relation to the conduct of the meeting and the maintenance of order;

Penalty: 2 penalty units

- 60.4. a Councillor to not leave the Chamber on the Chair's order or suspension by Council;

Penalty: 5 penalty units

- 60.5. any person to fraudulently sign a petition or joint letter which is presented to Council or has the intention of being presented to Council.

Penalty: 10 penalty units

Explanatory Note

Some (but not all) breaches of this Local Law result in an offence being committed. Those breaches which result in an offence being committed are to be found in clause 60 and those clauses where a penalty and 'penalty units' appear below the text.

The penalty units shown are the maximum penalty which a Court can impose. It is always open to a Court to impose no penalty or a lesser penalty.

If an offence has been committed, the person who committed the offence can be prosecuted in a Court.

61. Removal from Chamber

The Chair, or Council in the case of a suspension, may ask a member of the Victoria Police to remove from the Chamber any person who acts in breach of this Local Law and whom the Chair has ordered to be removed from the gallery under clause 58 of this Local Law or whom Council has suspended under clause 59.

Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017
PROPOSED

Division 11 – Miscellaneous**62. Matters Not Provided For**

Where a situation has not been provided for under this Local Law, the Council may determine the matter by resolution.

Division 12 – Suspension of Standing Orders**63. Suspension of Standing Orders**

63.1. To expedite the business of a meeting, Council may suspend standing orders.

Explanatory Note

The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedures to be temporarily disposed of while an issue is discussed.

63.2. The suspension of standing orders should not be used purely to dispense with the processes and protocol of the governance of Council. An appropriate motion would be:

"That standing orders be suspended to enable discussion on....."

63.3. Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

Latrobe City Council Local Law No. 1 Meeting Procedure Local Law 2017
PROPOSED

Certification

This Local Law was made by resolution of Latrobe City Council on Monday, 13 November 2017.

Date of public notice of the making of this Local Law in Latrobe Valley Express: PROPOSED Thursday, 16 November 2017.

Date of notice of the making of this Local Law in the Victoria Government Gazette: PROPOSED Thursday, 16 November 2017.

Date of sending this Local Law to the Minister: PROPOSED Thursday, 16 November 2017.

Date the Local Law came into force: PROPOSED Thursday, 16 November 2017.

The Common Seal of the Latrobe City Council)
was affixed this 14 day of November 2017)
in the presence of:)

Gary Van Driel
Chief Executive Officer



Council Meetings Policy

Version 1 DRAFT

Approval Date: DRAFT

Review Date: DRAFT



DRAFT Council Meetings Policy

DOCUMENT CONTROL

Responsible GM	Corporate Services General Manager	
Division	Corporate Services	
Last Updated (who & when)	Amy Phillips, Coordinator Governance	July 2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	May-July 2017	New Policy draft
References	Refer to Section 8 and 9 of this policy	
Next Review Date	Annual July 2018	
Published on website	Yes	
Document Reference No	TBC – DRAFT POLICY	

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DRAFT Council Meetings Policy

1. Background

Latrobe City Council has declared a number of procedural matters to be followed through its *Meeting Procedure Local Law*. Development or reviews of Local Laws are onerous and can be costly. It can also inhibit the ability to utilise developing and future technologies for engagement due to these factors. By developing this policy, Latrobe City Council aims to enable more timely, cost effective and flexible reviews of certain provisions in Council meetings, in particular those that relate to the community engaging with it in Council meetings.

2. Objectives

In the spirit of being collaborative, accessible and transparent, Latrobe City intends through this Policy to provide for various opportunities for the community to participate or be acknowledged, and allow for future improvements in technology and engagement practices at Council Meetings.

Council sets out the principles and general procedures that will be followed. This policy also addresses the aspect of privacy in the provision of personal details at the point of collection and outlines Council's responsibility to be open and transparent in making material (including submissions, questions and petitions) available to the general public.

3. Scope

This Policy supports Local Law No.1 (Meeting Procedure Local Law), to facilitate community participation in meetings with Council and to regulate and control the procedures that relate to this.

This Policy covers both Ordinary and Special Council Meetings, along with any other meeting where Council has prescribed that this policy will apply.

4. Principles of Management

Latrobe City Council will consider where possible, the inclusion of community members to engage in the meetings prescribed under the *Meeting Procedure Local Law* that have not been closed to the public, or to a forum where Council decides that this policy will apply.

4.1. Requirements for Councillors whilst speaking

There is no requirement for a Councillor to stand whilst speaking. However, Councillors must ensure that they utilise the supplied microphone (or any other specific device to enable clarity of speaking), to enable that all members of the public in attendance (including hearing loop or streaming services) may hear the debate and decision making of the Council.

4.2. Acknowledgements

At times it will be appropriate for the Council to acknowledge, or recognise achievements of individuals or groups, or the passing of a person who is closely

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associated with the Council or the community at an Ordinary Council Meeting. Where formal honours are applicable, the *Civic, Ceremonial Functions and Honours Policy* must be followed.

At an Ordinary Council Meeting, the following may occur:

- a Councillor speaking on the matter (in accordance with the debate timeframes outlined in the *Meeting Procedure Local Law*) noting the details of the achievements or passing of a person
- a presentation of a certificate or plaque
- a minutes silence recognising the passing of a person

A council resolution is not required to note the details of the achievements or the passing of a person (or send correspondence as such), however, one will be required if further action is required and cannot override provisions outlined within the *Civic, Ceremonial Functions and Honours Policy*.

4.3. Streaming Council Meetings

In the spirit of open, accessible and transparent governance, Latrobe City Council will consider streaming Council meetings, either in part or in whole, in accordance with requirements provided for in the *Meeting Procedure Local Law*.

By attending a Council Meeting those present may be recorded or image captured. Where participating in the meeting, consent is automatically given for those participating to being recorded and images captured. Notices of this effect will be on display at the meeting, although all care is to be taken to maintain a person's privacy as an attendee in the gallery.

Recordings are used to enable the community who are unable to attend the meeting to view the meeting and for the preparation of the official minutes. Recordings may be retained for viewing by the public for up to 30 days, and then will be erased.

4.4. Behaviour Expectations in the Meeting for visitors

All present at a meeting are required to behave in accordance with the Meeting Procedure Local Law to allow the meeting to proceed without disruption.

Appropriate behaviour includes:

- Be quiet during proceedings;
- Not create a nuisance within the meeting;
- Be respectful of the protocols of the meeting;
- Not harass those attending the meeting, including Councillors, officers and other visitors;

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- Not bring in any placards, posters or materials other than personal effects unless prior permission has been sought and granted from the Mayor/Chairperson;
- Not display any physical violence or verbal abuse to anyone or anything within the meeting;
- Not record meeting proceedings without the consent of the Mayor/Chairperson via photography, filming or audio unless consent has been given in accordance with clause 56 of the *Meeting Procedure Local Law*.
- Have mobile devices switched off or on silent.

Members of the public who do not behave appropriately will be warned, and if poor behaviour continues, will be required to leave in accordance with clauses 58 and 61 of the *Meeting Procedure Local Law*.

Procedures and penalties under the *Meeting Procedure Local Law* will apply.

4.5. Petitions

The community has the right to lobby Council, and can do so through petitioning.

4.5.1. Requirements for a Valid Petition

For a petition from the community to be accepted and presented to a Council meeting on its own merits, the following requirements must be met:

- A petition must be:
 - in the prescribed template format (attached to this policy at [appendix one](#))
 - addressed to Latrobe City Council
 - refer to a matter on which Latrobe City Council has the power to act
 - state the reasons for petitioning Latrobe City Council
 - contain a request for action by Latrobe City Council
 - be signed by at least ten people (must not be in pencil)
 - not relate to a matter under consideration through a current submission/objection process (e.g. through the *Planning and Environment Act 1987* or the *Local Government Act 1989*).
- The terms of the petition must:
 - be placed at the top of every page
 - not contain any alterations
 - not exceed 250 words
 - not be illegal and must not promote illegal acts and

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- language must not be objectionable or inflammatory in nature.
- Only paper-based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the above criteria will be accepted.

4.5.2. Submitting your petition

Paper-based petitions should be forwarded by mail with the details of the head petitioner or other nominated person for follow up, to:

Latrobe City Council
PO Box 264
Morwell VIC 3840

or delivered in person to any Latrobe City Council customer service centre during business hours.

E-petitions can be forwarded in accordance with the criteria specified by Council for that facility.

4.5.3. Assessment of the petition

Once received, officers will provide written acknowledgement of receipt, and undertake an initial assessment against the criteria specified in this policy to ensure that it complies prior to being presented to the next available Council meeting.

Where the petition does not meet the specified criteria, the following will apply:

- If the subject matter relates to a current submission process (e.g. through the *Planning and Environment Act 1987* or the *Local Government Act 1989*), the petition will be considered as a submission/objection to that process
- Any other matter it will be considered as general correspondence and not presented to Council

and the head petitioner or other nominated person notified accordingly.

4.5.4. Tabling at a Council meeting

A petition that meets the criteria will be listed for tabling at the next available Ordinary Council Meeting with the following information:

- The terms of the petition
- The number of signatures

No discussion or debate will be entered into when a petition is being tabled, however, if the petition relates to an operational matter, Council must refer the petition to the Chief Executive Officer for consideration. If this occurs, a further report to Council is not required.

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4.5.5. Follow up of Petition

Once tabled, the petition is forwarded to the appropriate Divisional General Manager for action. A report is then presented to a subsequent Ordinary Council Meeting, which will include officers' recommended response for Councils consideration.

Officers may contact the head petitioner or other nominated person as appropriate to clarify any of the issues raised in the petition.

The head petitioner will be advised in writing of the outcome of the request contained in the petition within a reasonable timeframe.

It is the responsibility of the head signatory to advise other signatories of the outcome.

4.6. Written Submissions

Council will invite submissions in accordance with its *Community Engagement Policy* from time to time. Written submissions can form part of an officer report being presented to Council; however there are no other opportunities for written submissions or correspondence to be listed as an agenda item.

This policy does not override the provisions of the *Local Government Act 1989*, or change the opportunities or obligations in relation to people wishing to lodge submissions/objections to planning applications or proposed planning scheme amendments.

Where the submission does relate to a statutory submission process under the *Local Government Act 1989* or the *Planning and Environment Act 1987*, Council will ensure that those procedures are followed, including any notifications required to those who have made a submission as specified in the applicable statutory processes.

4.7. Speaking at a Council Meeting

4.7.1. Requirements for a valid request to speak at a Council Meeting

For a member of the public to be able to speak at a Council Meeting, the following requirements must be met:

- The request to speak must be relevant to an item that is on the agenda for that meeting, and that does not relate to a matter for which the meeting would normally be closed (Section 89(2) of the *Local Government Act 1989*)
- Requests must be received no later than midday on the day of the meeting via contacting the Governance Officer by telephone or via the form available on Councils website.
- The person requesting to speak must provide their name, address, contact number, who they represent (if applicable), and the item they wish to speak on

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- The person requesting to speak acknowledges that consent is automatically given to being recorded (if the meeting is to be streamed)

Organisations are required to select one spokesperson to address Council on their behalf. If an organisation wishes to select more than one spokesperson, it may do so if its request is granted by the Mayor/Chair prior to the commencement of the meeting.

Speaking at Council meeting opportunities is not to be used to present petitions, letters or ask questions (these can be done through alternative mechanisms available as outlined in this policy).

4.7.2. Procedural matters for managing speakers

The following procedural matters apply:

- The order of speakers will be as follows:
 - Aligns with the order of reports on the agenda
 - Then in order of receipt of the request to speak or as otherwise instructed by the Chair
- There is no requirement for standing orders of the meeting to be suspended or resumed to allow members of the public to speak to an item on the agenda.

4.7.3. Requirements for speaking at a Council Meeting

The following requirements for addressing a Council Meeting apply

- When addressing the meeting, persons are asked to address the meeting facing the Mayor/Chair at the microphone provided.
- Speakers are requested to keep their address brief and to the main issues of concern.
- The time limit allowed for each speaker is three minutes. Only one extension of not more than three minutes can be granted regardless of how many items are being addressed.

Councillors may ask questions of the speaker to clarify a point, however, no debate or commentary is to be provided at this time.

4.7.4. Protocol for addressing the Meeting

The following protocol applies when addressing a Council Meeting

- Any person addressing the Chair must refer to the Chair as:
 - Madam Mayor; or
 - Mr Mayor; or
 - Madam Chair; or

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- Mr Chair

as the case may be.

- All Councillors, other than the Mayor, must be addressed as Councillor *(name)*
- All members of staff in attendance must be addressed as Mr or Ms *(name)* as appropriate or by their official title.

4.8. Public Question Time

Public question time is a section of the Agenda of an Ordinary Council Meeting during which Council may answer questions submitted by members of the public.

It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.

4.8.1. Requirements for a valid question

For a question to be considered at an Ordinary Council Meeting, the following requirements must be met:

- The person submitting the question must include their name, address and contact number
- A question must not exceed 50 words in length
- A question must focus on an issue within Council's powers to act
- A question must not name, allude to, or focus on an individual
- No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council Meeting.

Questions that meet one of the following criteria will not be answered at a Council Meeting:

- Repetitive or has already been answered (either previously by officers in writing or at a Council Meeting)
- Relates to a matter for which the meeting would normally be closed (Section 89(2) of the *Local Government Act 1989*)
- Is prejudicial to the Council or any other person if answered
- Relates to the personal views or actions of an individual Councillor or Officer
- Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage
- Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature

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- Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

4.8.2. Submitting your question

Questions for consideration at an Ordinary Council Meeting can be submitted:

- electronically to egovernance@latrobe.vic.gov.au or
- via an online form available on Council's website, or
- via a form available in Councils' customer service centres (attached to this policy at [appendix two](#)).

Questions must be received by midday on the day of the Ordinary Council Meeting. Any questions received after this deadline that meets the criteria will be held until the next Ordinary Council Meeting for response.

4.8.3. Response at a Council Meeting

The Mayor/Chair will ask the Chief Executive Officer to conduct the public question time session.

The Chief Executive Officer will ascertain if the person asking the question is present in the gallery, and if so, will read the question or summarise its contents, and read the response to the question. The Chief Executive Officer can nominate another Senior Staff member to read the response to the question, if they deem it suitable.

If the person asking the question is not present in the gallery, the question and the response is not required to be read out. However the details will be included in the minutes of the meeting and a copy distributed to the person to their nominated address.

Council has the discretion to seek clarification to the question if deemed necessary; otherwise the person asking the question is not permitted to enter into debate or discussion during this session.

4.9. Privacy

To comply with the Victorian *Privacy and Data Protection Act 2014*, personal information provided as part of any provision detailed in this policy will only be used for the primary purpose for which it was provided – (e.g. to consider the petition, question or submission).

Processes will comply with Council's *Citizen Confidentiality and Privacy Policy* where applicable.

As part of Council's operations, any document incorporated into a Council agenda must be made publically available, including any petitions which are tabled.

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The agenda and minutes are printed and available for the general public, and appear on Council's website. However, attachments such as full submissions and petitions will be made available to Councillors; however will only be available for viewing at Council Headquarters via appointment for members of the public. A summary of the submissions, including name (unless specifically requested in writing to remain anonymous), will be made available in the agenda and minutes.

The following details as outlined in the table below will be published in the minutes.

Section	What personal information is published in the minutes and can be published in agenda papers	Further information accessible through other means
Acknowledgements	Name of the person who is being acknowledged and the reason for acknowledgement.	Not applicable
Petitions	Name of the person who has presented the petition (with the number of signatures and the terms of the petition)	Full copies of petitions may be viewed only by contacting Council. A copy is provided to Councillors for their decision making processes.
Written Submissions	Name of the person, (with a summary of the submission).	Full copies of submissions can be viewed in accordance with the provisions applicable under legislation. If nothing is prescribed, then a copy of a submission may be viewed by contacting Council.

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Section	What personal information is published in the minutes and can be published in agenda papers	Further information accessible through other means
Speaking at a Council meeting	Name of the person who has spoken (with the details of which item on the agenda).	Not applicable. Other information that is collected is only collected in order to contact the person if there are any actions to be followed up by officers.
Public Question Time	Name of the person, (with the question and the response provided).	Not applicable. Other information that is collected is only collected in order to contact the person if there are any actions to be followed up by officers (for example, if the person is not in attendance, to provide a copy of the response).

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. Council

- Overall responsibility for compliance with this policy
- Responsibility to ensure this Policy is consistent with Latrobe City Council strategic directions and other Latrobe City Council Policies
- Responsibility for the decision to approve this Policy by Council Resolution

5.2. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources

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- Overall responsibility for performance monitoring
- 5.3. Executive Management Team and Senior Managers
- Responsibility for compliance with this policy
 - Responsibility for enforcing accountability
 - Responsibility for providing resources
 - Responsibility for performance monitoring
- 5.4. Officers
- Comply with procedures developed to achieve compliance with this policy.

6. Evaluation and Review

6.1. Reviews

This policy will be reviewed initially after twelve months of implementation. After this, it will then be reviewed when either of the following occurs (whichever comes first):

- 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).

6.2. Administrative updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document.

Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact.

However, any change or update which materially alters this document must be by resolution of Council.

6.3. Charter of Human Rights and Responsibilities

This policy has been developed in accordance with the *Charter of Human Rights and Responsibilities*. The following rights are reasonably limited:

- Entitlement to participate in public life
- Peaceful assembly and freedom of association
- Recognition and equality before the law
- Privacy and reputation

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- Freedom of thought, conscience, religion and belief
- Freedom of expression
- Freedom of movement

7. Definitions

Chief Executive Officer	Means the Chief Executive Officer of Council
Council	Means the Latrobe City Council
Councillor	Means a person who holds the office of Council
Mayor/Chair	Means the person who holds the office of Mayor, or the person who is authorised to preside over the meeting
Ordinary Council Meeting	Means an Ordinary Meeting of the Council, as defined in Section 83 of the <i>Local Government Act 1989</i> .
Senior Officer	Has the same meaning as in the <i>Local Government Act 1989</i>

8. Related Documents

Local Law No. 1 Meeting Procedure Local Law

9. Reference Resources

Local Government Act 1989

Privacy and Data Protection Act 2014

Planning and Environment Act 1987

Local Law No. 1 Meeting Procedure Local Law

Civic, Ceremonial Functions and Honours Policy

Citizen Confidentiality and Privacy Policy

10. Appendices

[Appendix One: Petition template](#)

[Appendix Two: Public Question Time](#)

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Appendix One: Petition Template

Petition to the Latrobe City Council

Insert subject heading: e.g. Support for New Development

We, the undersigned (insert *residents, property owners, concerned citizens, club members etc.*) wish to inform the Latrobe City Council of (briefly *explain your concern.*)

We ask that the Latrobe City Council (explain the action you would like the Council to take).

	Name (Print)	Address (minimum of residential locality must be specified)	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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Appendix Two: Public Question Time

Council Meeting Public Question Time Form

Council invites questions from members of the community at its Ordinary Council Meetings. Questions must be received by midday on the day of the Ordinary Council Meeting. Any questions received after this deadline that meets the criteria specified in the Council Meeting Policy will be held until the next Ordinary Council Meeting for response. Please refer to the *Council Meetings Policy* for further information (an extract attached over the page).

Name: _____
 Address: _____
 Contact Phone Number: _____

Question Topic:

Question:

Signed: _____ Date: _____

The personal information requested on this form is being collected by Council for the purpose of processing your request to ask a question at a Latrobe City Council Ordinary Council Meeting in accordance with the Council Meetings Policy. The personal information will be used solely by Council for that primary purpose or directly related purposes. If you choose not to provide this information, then we will be unable to process your request. The applicant understands that the personal information provided is for the reasons outlined above and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer at Latrobe City Council on 1300 367 700.

Customer Service Use Only: Note, once this form has been received at reception, the Governance team must be immediately contacted and advised.
 Date and Time Question Received:
 Contacted Governance: Yes No



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Council Meeting Public Question Time Form

Council Meeting Policy Extract (please refer to the full policy for further information on public question time).

Public question time is a section of the Agenda of an Ordinary Council Meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.

4.8.1. Requirements for a valid question

For a question to be considered at an Ordinary Council Meeting, the following requirements must be met:

- The person submitting the question must include their name, address and contact number
- A question must not exceed 50 words in length
- A question must focus on an issue within Councils powers to act
- A question must not name, allude to, or focus on an individual
- No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council Meeting.

Questions that meet one of the following criteria will not be answered at a Council Meeting:

- Repetitive or has already been answered (either previously by officers in writing or at a Council Meeting)
- Relates to a matter for which the meeting would normally be closed (Section 89(2) of the Local Government Act 1989)
- Is prejudicial to the Council or any other person if answered
- Relates to the personal views or actions of an individual Councillor or Officer
- Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage
- Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature
- Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

Governance Use Only:

Question compliant with Policy: Yes No Date of Meeting question to be submitted to:

Notes:



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Responsible Division	Corporate Services	Approved Date	Draft	Review Date	Draft
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Latrobe City Council
Local Law No. 1

Meeting Procedure Local Law 2017
Community Impact Statement
PROPOSED

Proposed Local Law No. 1 - Meeting Procedure Local Law 2017
PROPOSED Community Impact Statement

PART A – General Comments

Background

Latrobe City Council has undertaken a review of its Meeting Procedure Local Law.

In 2010, the State Government, through Local Government Victoria, released *Guidelines for Local Laws Manual*, listing new best practice guidelines for the creation and enforcement of Local Laws.

The key features of these best practice guidelines are summarised as follows:

- the key aim is to improve accessibility, accountability, compliance, consistency, currency, efficiency, enforceability, necessity, and transparency;
- regulation should be viewed as a last resort, because it imposes a burden of compliance on the community and a burden of enforcement on the council;
- the community should be involved from the commencement of the law-making process, not just at the final formal submissions stage under section 223 of the *Local Government Act 1989*;
- Local Laws should not allow discretions on the part of those administering/enforcing them without clear guidelines being in place.
- Where Local Laws rely on other documents such as Council policies or permit conditions, those documents should be as accessible to the public as the Local Laws and, if necessary, incorporated into the Local Laws.

Councils are also required to produce a *Local Law Community Impact Statement* for all new or materially altered local laws.

Objectives of this Local Law

The objectives of this Local Law are to:

- prescribe the procedures governing the conduct of Council meetings and Special Committee Meetings;
- prescribe the processes for the election of the Mayor and Deputy Mayor;
- regulate the use of the Council's Common Seal; and
- provide opportunities for community participation in Council's decision making processes.

Consultation

The draft Latrobe City Council Local Law No.1 (Meeting Procedure Local Law 2017) was presented to Council for endorsement on 21 August 2017 to enable it to be released for public exhibition for at least 28 days during which affected members of the community were invited to make written submissions as per the requirements of Section 119 and Section 223 of the *Local Government Act 1989*.

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Submitters who indicated that they wish to talk to their submissions in relation to the draft local law were invited to address Council at its Council meeting on 23 October 2017.

Following consideration of any submissions the Latrobe City Council Local Law No.1 (Meeting Procedure Local Law 2017) is being presented to Council on 13 November 2017 for adoption.

No submissions were received.

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PART B – Comments on proposed Local Law overall

Measures of success of the proposed Local Law	<p>The success of the proposed Local Law will be best measured by the extent to which it enhances the governance framework and decision making processes of the Council including that</p> <ul style="list-style-type: none"> • Council meetings continue to operate openly and transparently • the overall objectives of the Local Law are met. • the Local Government legislative requirements are met.
Existing Legislation that may be used instead	<p>The proposed local law has been carefully prepared in accordance with the requirements of section 91(1) of the <i>Local Government Act 1989</i> (Act), and Council believes that no other legislation can be used instead of the proposed local law.</p> <p>Council must make a Local Law governing the conduct of Council and Special Committee meetings in accordance with section 91(1) of the Act.</p> <p>Except as provided within the Act, the conduct of meetings is at the discretion of Council.</p>
State legislation more appropriate	<p>The proposed local law has been carefully prepared and Council believes that all items dealt within the local law are consistent with, or not dealt within, other Victorian State legislation.</p>
Overlap of existing legislation	<p>There are provisions in the (Act) which relate to the conduct of Council and Special Committee meetings. The majority of the proposed amendments are to remove the overlap of clauses in the Act.</p> <p>Accordingly, the proposed Local Law has a number of provisions which complement existing legislation and provide a more appropriate local response, whilst not overlapping, duplicating or conflicting with existing State Legislation.</p>
Overlap of planning scheme	<p>The proposed Local Law has no relevance to any Planning Scheme.</p>
Risk assessment	<p>No formal risk assessment has been undertaken.</p> <p>The proposed Local Law and associated policy prescribes common governance procedures to be followed by Council and prescribes standards of behaviour for those participating in or present at Council and Committee meetings.</p>

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Legislative approach adopted	<p>A Meeting Procedure Local Law is required by the provisions of section 91(1) of the Act.</p> <p>Conduct of Mayoral elections</p> <p>The proposed Local Law adopts a high impact regulatory approach. The Code sets out the procedural aspects of Mayoral elections in a highly prescriptive manner. There are no discretionary provisions or processes.</p> <p>This approach is considered appropriate as it provides certainty and transparency to participants and the community, and ensures elections are conducted in fair and equitable manner.</p> <p>Council's Common Seal</p> <p>The Local Law adopts a high impact regulatory approach.</p> <p>This approach is considered appropriate as it provides clear accountability for appropriate use and safekeeping of the Council seal.</p> <p>Conduct of Meetings</p> <p>The proposed Local Law adopts a medium impact regulatory approach as it prescribes with a level of detail the procedures and processes for the election of Mayor, use of the common seal and the conduct of Council and Committee meetings.</p> <p>This approach is considered appropriate to facilitate the orderly and efficient conduct of meetings with fair and equitable access and participation of Councillors, Committee members and, where appropriate, members of Council staff and the community; to provide certainty and transparency to participants and the community in relation to the election of Mayor.</p> <p>The proposed amendments have been incorporated into a new Local Law and a <i>Council Meetings Policy</i> (Policy) to provide a greater level of clarity and transparency.</p> <p>Whilst being largely prescriptive, the Local Law retains a level of discretion that is considered appropriate to facilitate the orderly conduct of meetings, whilst allowing latitude to deal with particular circumstances of the meeting and business at hand.</p>
Restriction of competition	<p>The proposed Local Law and Policy relates only to Council governance processes and there are no National Competition Policy implications associated with the proposal.</p>

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Penalties	<p>The Local Law creates a minimal number of offences. Penalties for these offences are considered reasonable.</p> <p>Benchmarking indicates the penalties prescribed are reasonable when compared with equivalent local laws of other municipalities.</p> <p>The penalties applying to all existing Local Law clauses were considered and reviewed and no new offences were prescribed.</p>
Permits and Fees	<p>The proposed Local Law does not make provision for the issue of permits and does not prescribe any fees.</p>
Performance standards or prescriptive	<p>Not applicable.</p>
Comparison with neighbouring like Councils	<p>Latrobe City Council utilised the LGPro Better Local Laws Program in the drafting of this Local Law.</p> <p>Benchmarking has been conducted with Banyule City Council, Baw Baw Shire Council, Bass Coast Shire Council, City of Melbourne, City of Warrnambool, East Gippsland Rural Council, Mornington Peninsula Shire Council, Mildura Rural City Council, South Gippsland Shire Council, Wangaratta Rural City Council, Wellington Shire Council and Yarra Ranges Shire Council.</p> <p>The proposed Local Law is not substantially different from the meeting procedure local laws of other Victorian councils.</p>
Charter of Human Rights and Responsibilities	<p>The Victorian Charter of Human Rights and Responsibilities (the Charter) contains twenty basic rights that promote and protect the values of freedom, respect, equality and dignity.</p> <p>The proposed Local Law has been considered in accordance with the Victorian Charter of Human Rights and Responsibilities. No inconsistencies have been identified. Particular consideration was given to the following rights under the charter:</p> <ul style="list-style-type: none"> • Right to recognition and equality before the law • Right to privacy and reputation • Right to freedom of expression • Peaceful assembly and freedom of association • Right to take part in public life • Right to a fair hearing

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Consultation	<p>In developing this Local Law the Council has either undertaken or will undertake the following processes:</p> <ul style="list-style-type: none"> • a review of changes in legislation that might impact on the content of the Local Law was also undertaken and appropriate amendments made; • various Council staff reviewed the existing document as to any issues with the current Local Laws; • Council will consider a formal draft of the Local Laws at an Ordinary Council meeting and will be required to adopt the proposed Local Laws in order that the formal public submission process can occur; • Submissions on the adopted proposed Local Laws will be called for in public advertisements with a 28 day submission period available for the public to make any comments, suggestions and objections on the proposals; • Council will hear any person making a submission if a person so requests at a meeting with Council or representatives of Council; • Council will then formally consider a report on the submissions and any proposed changes to the proposed Local Law; • Council will then adopt the Local Law and place advertisements in local papers and the Government Gazette after which time the Local Law comes into force.
Submissions	<p>Council welcomed submissions and comments at any time during the above processes.</p> <p>However, Council had undertaken a formal submission process under Section 223 of the Act once Council had completed its initial research and community consultation and had adopted a draft for the formal public comment required.</p> <p>There was no set format for submissions but they needed to be in written form where possible. Persons who were not able to make a submission in the written form were required to make contact with the Governance team on (03) 5128 5717 to make alternative arrangements.</p> <p>Persons who made a submission were able to make a request to be heard at the 23 October 2017 Council meeting on their submission.</p>

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PART C – Comments on specific parts or provisions of the proposed Local Law

Set out below are details of changes proposed to the existing Local Law. The following notes do not comment on minor alterations or grammatical changes. The local law has been restructured so that the numbering of clauses is easy to reference.

Part A: Introduction

Part A of the proposed Local Law provides for the administrative requirements for revoking the previous local law, as well as the definitions and notes to assist with interpreting the Local Law. It also introduces the proposed *Council Meeting Policy* as an incorporated document.

To '*ensure Council operates openly, transparently and responsibly*' is a key objective within the Latrobe City Council '*Council Plan 2017-2021*'. This is a key driver in the proposed changes, including the removal of superfluous definitions, and the inclusion of new definitions, such as 'Significant expenditure'.

Part B: Election of the Mayor

Part B of the proposed Local Law provides for the election of the Mayor and the procedures that are required to be followed. The proposed Local Law references back to the *Local Government Act 1989* (Act) to assist with complying with the relevant provisions.

It also provides for the establishment and election of the Deputy Mayor role.

Part C: Council's Common Seal

The Common Seal is a device which formally and solemnly records the collective will of Council. The provisions in this Part are designed to protect the integrity of the Common Seal, and describe when it may be affixed to a document.

Part C proposes to allow Council to decide what documents (through Council resolution) to affix the Council's Common Seal to.

There is also provision for Council to authorise additional staff to attest to the affixing of the Council's Common Seal if required.

This will allow for efficiencies in operational matters where Council's Common Seal is still a requirement and meets the criteria specified by the Council in the delegation of the Chief Executive Officer.

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Part D: Meetings Procedure

Part D of the proposed Local Law deals with the conduct of Council meetings.

This Part is divided into a number of Divisions, which addresses a distinct aspect of meeting procedures. Collectively, the Divisions describe how and when a meeting is convened, as well as when and how business may be transacted at a meeting.

In any provision of the Local Law where Council has discretion to decide something (for example to grant consent, agree or admit business), a resolution is required.

1. Division One – Notices of Meetings and Delivery of Agendas

Changes proposed include the restriction on length of meetings to be no longer than three hours, unless a majority of Councillors present vote in favour of it continuing.

2. Division Two – Quorums

Quorum has now been defined in Part A of the Proposed Local Law. This division has been simplified to ensure that it is consistent with the Act and easily understood what occurs when a quorum is not maintained.

In addition, provisions that relate to the adjournment or postponement of a meeting have been brought together into one section.

3. Division Three – Business of Meetings

Removal of clauses that are covered in the Act has occurred in this section. In addition, wording has been changed to clarify when urgent business can be admitted.

4. Division Four – Motions and Debate

Changes include the provisions around notices of motions, including the timeframe that they must be submitted by, what a notice of motion can contain, and the inclusion of provisions for the Chief Executive Officer to reject them. These changes are proposed to provide for proper due consideration of the impacts on the community and resourcing.

Other changes include the ability for simple alterations to motions to occur rather than having to go through a full amendment process, which will enable efficiencies in meetings.

5. Division Five – Procedural Motions

Changes include the removal of outdated procedural motions, and the update of language to what is commonly known as a deferral motion (was called an adjournment procedural motion in the current Local Law).

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6. Division Six – Rescission Motion

Changes include clarifying when a resolution is acted upon, as well as provides for the Chief Executive Officer to be able to ensure that a resolution is acted upon when, in their opinion, deferring implementation would place the Council at significant financial, legal or other risk.

7. Division Seven – Points of Order

No amendments to these provisions are proposed.

8. Division Eight – Divisions

No amendments to these provisions are proposed.

9. Division Nine – Minutes

The proposed Local Law provides for the confirmation of minutes and simplifies the requirements to be carried out to do so.

In addition, changes are proposed to allow for the recording and broadcasting of meetings, where undertaken by a member of staff authorised by the Chief Executive Officer for this purpose.

Penalties are still proposed where recordings occur without proper authorisation.

10. Division Ten – Behaviour

Reference to policies has been included for behaviour requirements for when the public address the meeting. The ability to issue infringements under this Local Law has been proposed, however matters can still be prosecuted via the court. No other amendments to these provisions are proposed.

11. Division Eleven – Miscellaneous

Where a matter is not provided for within the Local Law or associated policies, Council can determine the matter via a resolution.

12. Division Twelve – Suspension of Standing Orders

No amendments to these provisions are proposed.

10.3 Petition for the Provision of Fenced Off Dog Parks

General Manager

City Development

For Decision

EXECUTIVE SUMMARY

Council received a petition on 13 September 2017 signed by some 2,673 signatories supporting Fenced Off Dog Parks within the townships of Churchill, Moe, Morwell and Traralgon.

At the Ordinary Council Meeting on 23 October 2017 the petition was laid on the table in accordance with Clause 63 of Council's Local Law No.1.

This report responds to the petition and outlines the feasibility of establishing Fenced Off Dog Parks (FODP) within the townships of Churchill, Moe, Morwell and Traralgon. Additional discussion and public consultation is required for potential locations, design criteria and associated cost estimations and timing.

MOTION

Moved: Cr McFarlane

Seconded: Cr Harriman

That Council:

- 1. Acknowledges the community interest in establishing Fenced Off Dog Parks (FODP);**
- 2. In accordance with the *Domestic Animal Management Plan 2017-2021*:**
 - i. Establishes an internal working group to assess the viability and suitability of proposed sites;**
 - ii. Undertakes consultation with the Community members and interested groups along with other relevant authorities and agencies;**
 - iii. Receives a further report with recommendations of options by 30 June 2018.**
- 1. 3. Notifies 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

Council is required by the Domestic Animals Act 1994 to create a Domestic Animal Management Plan (DAM Plan). The DAM Plan 2017-21 sets out the plan for Council to manage Fenced Off Dog Parks. This Plan identified that an audit of existing off

leash areas against developed guidelines be conducted, and then used to identify any gaps between existing off-leash areas and the guidelines to determine a plan for future works. It is proposed that these works be considered in the 2018-19 financial year.

In order to establish Fenced Off Dog Parks Council needs to undertake an assessment of the viability and community acceptance of this type of facility.

This project would also provide the opportunity to analyse over a period of time the issues that may arise in providing such facilities and to inform of future investment and provision of dedicated Fenced Off Dog Parks. The key issues to be considered in this assessment are:

1. Community acceptance of this type of facility by dog owners.
2. The required space for a Fenced Off Dog Park. The popularity could result in an impact to the allocated parks from overuse such as grassed areas being worn away.
3. The impact of unreasonable or abnormal weather patterns in the future design and maintenance of future selected Fenced Off Dog Parks.
4. The overall topography of the site in all weather conditions with an emphasis on drainage.
5. A full life cycle analysis for the provision of a fully functioning year round site to ensure full costing of the proposed project is recognised and funded.
6. A plan for ongoing maintenance of Fenced Off Dog Parks outlining requirements and ongoing responsibility.
7. The addition of dog agility equipment at such a park is not considered necessary as the main objective appears to be free play and socialisation.

The above will be considered in preparation of future report to Council.

The Local Laws Unit have developed a list of potential sites for future FODPs based on local knowledge and requests from the community, which must be assessed against key issues and considerations. These have been placed into two strategy groupings based on potential of location and cost of development:

1. Short Term strategy (lower cost serving local community needs)
2. Long Term Strategy (higher cost serving broader community needs)

As mentioned in the key issues, consideration also needs to be given to the ongoing maintenance of any future FODPs. Local Laws Officers will conduct routine patrols of the proposed parks to monitor dog owner behaviour to ensure compliance with Local Laws and legislation, as opposed to being managed by Local Laws Officer. In addition an improved schedule for mowing and maintenance with regular inspections of the facility (i.e. security and condition of the fencing and state of agility equipment) should be determined by Parks Services in consultation with Local Laws.

STAKEHOLDER CONSULTATION

Limited consultation has been carried out to date and further consultation is required prior to finalising future sites:

1. Consulting more widely across Council with all relevant stakeholder departments especially Parks Service.
2. Consulting with affected members of the community, including residents, for each individual site under consideration. This may include residents whose houses abut a site and other users such as sporting clubs.
3. Sending out a survey to a random selection of registered dog owners.
4. Creating a Customer Service Poll (dependent on availability of Customer Service Team).
5. General survey of community using website and Lost Animals in Council's Website.

FINANCIAL AND RESOURCE IMPLICATIONS

The cost of the development of future FODPs will depend on site selection.

In order to adequately assess the benefit of a FODP, Council will need to undertake a cost benefit analysis. To establish a FODP the assessment will include costs related to fencing with possible double gate system, water supply, seats, gravel/concrete walking paths, car parking setup costs and litter collection devices.

For the options outlined in the short term strategy, cost should be minimal with the simple provision of fencing and seating. The cost for short term strategy will also depend on the number of sites chosen, whether this be the proposed sites as previously outlined in this report, or include additional sites not yet considered.

The timing of future FODPs would be subject to further consultation, more detailed assessment of establishment costs and the allocation of capital works budget.

RISK IMPLICATIONS

The provision of dedicated FODPs provides a number of community benefits. They provide an opportunity for social interaction amongst dog owners on a regular basis and enhance the owner and pet relationship. The wider health benefits of exercise for both owners and the dogs are also noted and align with Council's Plan.

The provision of smaller FODPs in local community areas will provide good access to those communities creating small hubs for interaction. The longer term strategy of creating a Fenced Off Dog Park that is a municipal destination attracting a wider proportion of the community, perhaps even beyond Council, has the potential to become a large and very popular community hub beyond reasonable expectations.

The provision of dedicated FODPs is consistent with the objective of providing facilities and services towards Healthy Connected Communities to educate, promote and improve the health and well-being of the community.

Low Risks:

- Healthy, Connected Communities
- Vibrant and Sustainable Built and Natural Environments
- Culturally Rich and Active Communities
- Democratic and Engaged Committees

High Risks:

- Responsible Pet Ownership
- Compliance with the Act
- Registration and identification of domestic animals
- Nuisance caused by dogs and cats
- Dog Attacks
- Dangerous, menacing and restricted breed dogs
- Overpopulation and euthanasia rates
- Domestic animal businesses
- Local Laws and Orders made in accordance with the Act
- Animal management issues within the municipal district

The usage and amenity of any chosen site is dependent on the provision of an environment that provides year round access and suitable conditions for patronage.

CONCLUSION

Fenced Off Dog Parks can be successful with thorough investigation and consultation.

While there are a number of potential sites throughout the municipality to locate a dedicated FODP, careful analysis of the implications and cost benefit of each site needs to be undertaken. This would require a consultation process across a range of Council internal departments to ensure the consideration of all competing demands and relevant issues in each location.

In summary, the options to move forward are:

1. Establish local community Fenced Off Dog Parks in the short term, with the options outlined in this report.
2. Give consideration to the establishment of a Fenced Off Dog Park that is a municipal destination and will attract a broader section of the community. A cost/benefit analysis to be conducted for proposed potential locations.
3. Develop a schedule of maintenance for future Fenced Off Dog Parks with clearly delineated responsibilities.
4. Consider a combination of the above options.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Petition (Published Separately) (Confidential)

10.4 Northern Reserve - Drainage and internal road review

General Manager

Infrastructure and Recreation

For Information

EXECUTIVE SUMMARY

Responding to concerns expressed by the Newborough Football/Netball Club when consulted about a proposed telecommunications tower, Council resolved on 31 July 2017 to receive a report detailing how to address the road, drainage, and parking issues associated with the impacts of the construction of the proposed telecommunications tower.

The only direct impact of the tower is to reduce the area available for overflow parking on the benched area outside the perimeter vehicle track. There is no impact to the track itself or the normal parking area between the track and the oval.

Although there are no direct impacts, considering the feedback from the Newborough Football/Netball Club, Council Officers developed options to address their general concerns regarding drainage and to develop the vehicle perimeter track and the area between the track and the oval for parking.

An option of gravel surfaced perimeter road with a concrete spoon drain and drainage would cost in the order of between \$450,000 and \$850,000 depending on the standard (spray seal or hotmix) and the strength of the subgrade. A parking area between the perimeter track and the oval fence would cost in the order of a further \$600,000.

RECOMMENDATION

That Council note the report into the options to address the drainage, road and parking issues raised by the Newborough Football/Netball Club in response to the planned Telecommunications tower installation within Northern Reserve, Newborough.

MOTION

Moved: Cr Gibson

Seconded: Cr Law

That Council:

1. Note the report into the options to address the drainage, road and parking issues raised by the Newborough Football/Netball Club in response to the planned Telecommunications tower installation within Northern Reserve, Newborough.
2. Consider an allocation of \$150,000, to address the drainage issues identified in the report, as part of the development of the 2018/19 annual budget.

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

Latrobe City Council received and assessed a request from Metasite Pty Ltd, acting on behalf of Optus Mobile Pty Ltd (Optus), to lease part of the Northern Reserve, Newborough to install a telecommunications facility. Part of the assessment was feedback from the reserve user groups and a report was presented to the 31 July 2017 Council meeting.

Council resolved at the meeting to accept the 20 year lease, however requested a report to investigate two comments raised as part of the consultation by the Newborough Football/Netball Club as follows:

- *There is a drainage issue surrounding the oval in wet weather with at least 1/3 of the parking area around the oval not able to be used.*
- *The road and parking surrounding the oval should be upgraded. At the very least by installing a concrete spoon drain behind the parking area to eliminate the drainage problems, this could be combined with an asphalt / sealed roadway which would make more parking available off the roadway. This improvement would alleviate the need to utilise the area for parking where the tower is proposed;*

Council's 31 July 2017 resolution relating to the above noted comments was modified for clarity at the 21 August 2017 Council meeting to be:

Requests a report detailing how to address the road, drainage, and parking issues identified at Northern Reserve, Newborough associated with the impacts of the construction of the proposed telecommunications tower.

The site was inspected on 24 August 2017 by Council Officers in response to the 13 July 2017 and 21 August 2017 resolutions. Although there are no direct impacts to the perimeter road, the drainage, or to the normal parking around the oval, considering the feedback from the Newborough Football/Netball Club Council Officers developed options to address their general concerns regarding drainage, and also to develop the vehicle perimeter track and the area between the track and the oval for parking.

The only impact arising from the tower being constructed is to the overflow parking area where tower footprint will reduce the area available for overflow parking on the bench outside the perimeter vehicle track by approximately 4 spaces. See Figures 1 and 2 for the details of the area and Figure 4 for the general location.

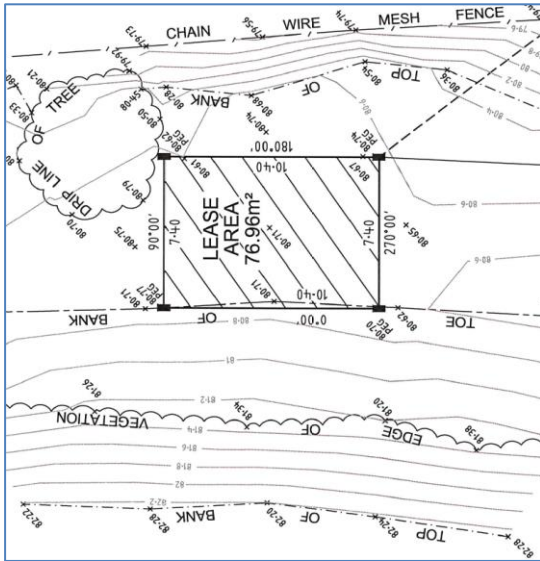


Figure 1 – Lease area plan

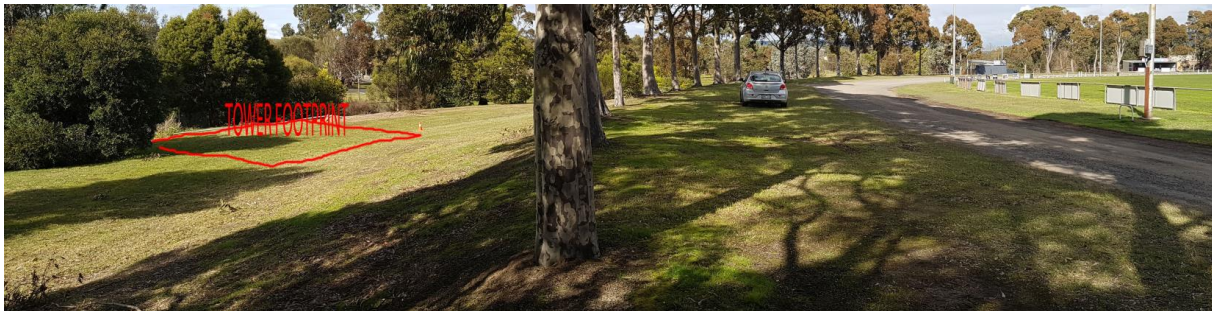


Figure 2 – Lease area photo

Council Officers are aware of the road and drainage issues at the location, having considered the issues while developing the Moe/Newborough Outdoor Recreation Plan 2015 (the Plan).

2.4.7 Northern Reserve

Participation

The Newborough Football Netball Club operates from Northern Reserve during the winter season.

The Senior Football Club has 4 football teams and 6 netball teams. The Junior Football Club has 6 teams.

Sporting Facilities

Northern Reserve is located adjacent to a recently resurfaced synthetic athletics track and a cycling track that is due to be resurfaced in the 2014/2015 financial year. A beach volleyball court is also being installed. There is significant pressure on both football and soccer facilities in the area and any opportunity to build new facilities is supported.

The sports ground surface is in good condition with good drainage on the ground. However, drainage around the ground is a problem with water pooling off the boundary. Drainage needs to be considered around the ground.

The development of a second "junior" multi use ground is required on the site.

Club Rooms

The netball club has a toilet facility near the netball courts and a room within the pavilion for changing;

Figure 3 – Extract from Moe/Newborough Outdoor Recreation Plan

The extract from the plan shown in Figure 3 reinforces that these (drainage and parking) works are considered Non-Core, and therefore would not be assessed as part of the Recreation Needs Analysis or the associated matrices. Funding for these works could however be considered as part of a normal budget process.

The proposed approach within the plan of constructing the perimeter vehicle track incorporating a gutter along the lower edge and surfacing the area between the track and the oval as a parking area, is appropriate. Council Officers have developed a concept proposal and shown in Figure 4 based on this concept.

Should a funding application or budget bid be considered a survey and proper design to better quantify the costs is recommended.

The proposal could be constructed in stages as follows – all costs are preliminary concept estimates only.

1. Install 400m piped drainage with grated pits at approximately 50m intervals and reshape perimeter earth drain to create high/low points to improve drainage. Discharge to a “soakage pits” if necessary - \$100,000
2. Install approximately 600m of spoon drain or kerb/gutter to the inside edge of the perimeter vehicle track with subsurface drainage, adjust pit levels - \$150,000
3. Construct perimeter vehicle track with stabilised crushed rock and a single coat spray seal - \$200,000
- 3a – If required dependent on sub-grade strength, to construct a stronger pavement and hotmixed asphalt perimeter road - \$600,000
4. Construct hotmixed asphalt sealed *parking* between perimeter track and fence (oval) - \$600,000

In summary the estimated total cost for a cost effective solution assuming few complications would be \$450,000 for drainage and a low cost sealed perimeter track.

If required based on the sub-grade strength or if a hotmix track is desired, the cost for drainage and a hotmixed asphalt track would be in the order of \$850,000.

If the parking area is installed between the perimeter track and the oval fence this would cost a further \$600,000

It was noted that the above design/proposal assumes:

- that the lighting poles do not require relocation as part of the works,
- the surrounding infrastructure does not require rehabilitation as part of these works,
- the swale north of the reserve does not require reworking or significant soakage areas to accept the additional water,
- no works on the benched area outside the perimeter vehicle track are included,
- the access road to John Field Drive does not require construction and can accommodate construction traffic.

Figure 4 shows the relative location of the drain and the discharge point, the relative location of the perimeter vehicle track, and the planned extent of parking area. The tower location is noted as well for reference.

Should Council wish to address any of the above the issues Council Officers can develop the analysis further and include a submission in the 2018/19 draft budget for Council's consideration.

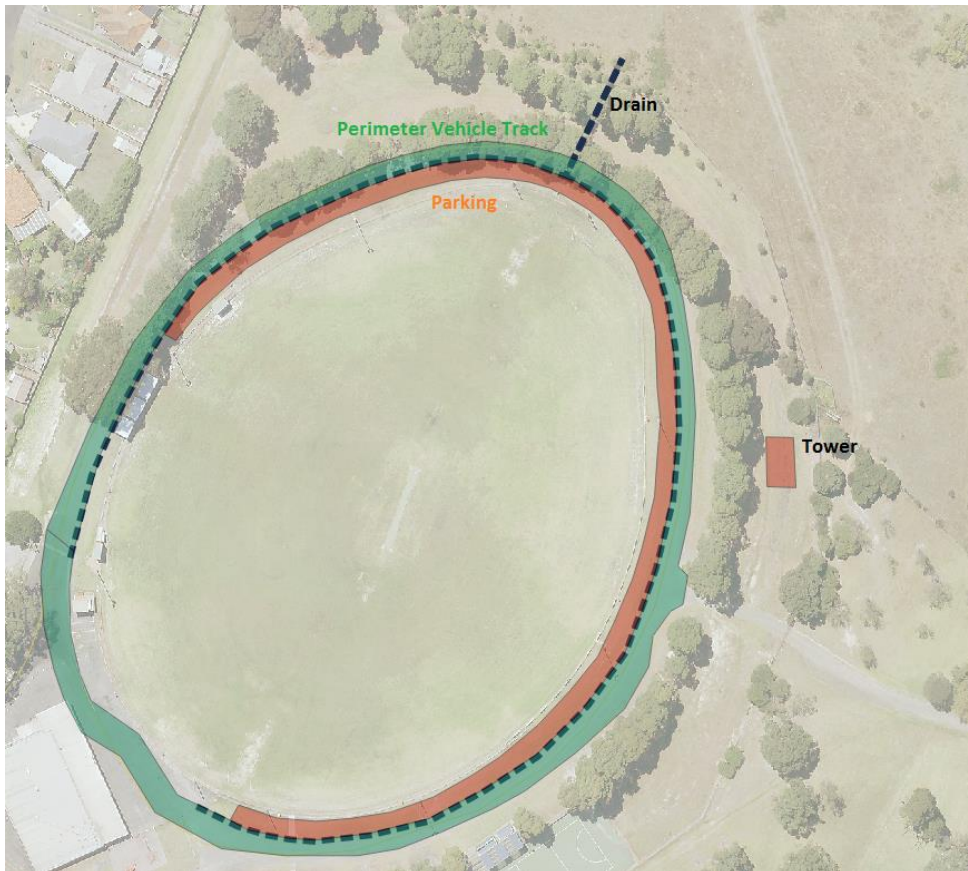


Figure 4 – General arrangement

It would be possible to implement the drainage improvements either alone or with minor surface improvements to the road such as a gravel surface to the road and parking, although maintenance increases where drainage is direct from gravel surfaces.

The risk of this approach is that in addition to the maintenance issue noted for the gravel surfaces inevitably pressure will be brought to bear to seal the gravel.

STAKEHOLDER CONSULTATION

Internal consultation was undertaken with the Recreation and Operations departments of the Infrastructure and Recreation in relation to the approach and the use/maintenance of the grounds and proposed works.

FINANCIAL AND RESOURCE IMPLICATIONS

No works are proposed and there is no budget in the 2017/18 financial year. These are concept estimates for informing debate and to quantify the scale of the works.

While every effort has been made to identify potential complications and include contingencies to account for details that cannot not be determined at this time, future funding submissions should be based on more detailed designs.

If developed, the improved drainage and sealing of the carpark would reduce maintenance slightly. The current maintenance expenditure however is so small it is not tracked and difficult to quantify.

RISK IMPLICATIONS

The proposed works presents no added risk to the public or liability to Council.

The only risks identified include the potential to require works to manage the additional water discharging to the north of the reserve, the potential to add costs to relocating the existing oval lighting if required, and a minor potential impact to the root zones of some of the trees along the perimeter vehicle track (especially at the north end of the oval).

CONCLUSION

In response to the proposed erection of a telecommunications tower the Newborough Football/Netball Club noted that the existing gravel track along the perimeter of the oval at times was unusable due to the poor drainage. Following approval of a lease for a telecommunications tower, Council resolved to receive a report on options to address the drainage, vehicle track and parking.

Inspection shows that the lease area will reduce the overflow car parking by approximately 4 spaces but that there should be room to drive past to access parking beyond subject to the exact fence location.

In order to explore the issues noted relating to drainage, the perimeter track, and parking, Council Officers have estimated the cost to address the concerns as follows.

- \$450,000 for a basic approach with a light pavement and sprayed seal, and
- up to \$850,000 million for a hotmixed asphalt perimeter track construction.

Constructing parking between the perimeter track and the oval fence would cost in the order of a further \$600,000.

At this point it is proposed that Council note the report.

SUPPORTING DOCUMENTS

Nil

Attachments
Nil

10.5 Recreation Needs Assessment - Project Assessments

General Manager

Infrastructure and Recreation

For Decision

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement of recreation projects assessed as a priority through the Recreation Needs Assessment matrices.

The Recreation Needs Assessment, Recreation Infrastructure Funding Policy and the Assessment matrices were endorsed by Council at the 23 October 2017 Ordinary Council Meeting. At this meeting Council resolved:

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.*

Latrobe City Council was now finalised the assessment of outstanding recreation projects identified in a Council master plan that have been identified as the responsibility of Latrobe City Council to fund and deliver.

Assessments have not been completed for projects that are not responding to a need for participation such as car parks, landscaping or paths. These projects will be subject to prioritisation through the capital works budget. Projects that are the responsibility of sporting clubs or organisations to fund and deliver as per the Recreation Infrastructure Funding Policy have also not been assessed.

The Assessment matrices has identified two (2) projects that are considered to be investment or shovel ready as they have had a concept and cost plan completed for the project.

A number of other projects have been identified as priority projects that are currently subject to external funding applications to Sport & Recreation Victoria's Community Sports Infrastructure Fund and the Community Managed Places funding program.

There are a number of projects at Catterick Crescent Reserve which will need to be considered in light of the future design of the redevelopment of the stadium.

Other projects whilst identified as a priority in the assessment matrices require funding for the design of oval and field upgrades, pavilion design or lighting designs.

A future report will be presented to Councillors on 20 November 2017 providing information about funding opportunities for all active and passive recreation projects and the development of a four (4) funding investment plan.

MOTION

Moved: Cr Harriman

Seconded: Cr Law

That Council:

- 1. Endorse the assessment of all recreation projects as detailed in Attachment 1, consistent with the endorsed Recreation Infrastructure Funding Policy; and**
- 2. Receives a further report detailing a four year investment funding plan that will identify priority projects for future funding opportunities.**

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 Ordinary Council Meeting of 23 October 2017, the Recreation Needs Assessment, Recreation Infrastructure Funding Policy and Assessment matrices were endorsed by Council.

Council resolved the following:

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.*

The assessment of all outstanding recreation projects emanating from a Latrobe City Council master plan has now been completed. Only projects that directly respond to a need for participation and are the responsibility of Latrobe City Council have been included in this assessment.

Projects that do not respond to a need for participation such as car parking, landscaping or paths have not been included in the assessment. Projects that are the responsibility of a user group or stakeholder as identified in the Recreation Infrastructure Funding Policy have also not been included for assessment.

All assessments have been evaluated against the Recreation Infrastructure Funding policy (the policy) which determines who is responsible for delivering a project identified in a Council master plan and then assessed specifically against the most appropriate assessment matrix to determine its score and priority.

Project Assessments

Projects have been identified from the list of outstanding projects identified in *Status of Latrobe City Council Recreation master plan actions/recommendations*. (Attachment 3) This document is the master list of all recreation projects previously identified in a Council master plan.

Projects have been assessed utilising the Assessment matrices. These matrices have four (4) categories:

- Pavilions – 30 outstanding projects
- Sports Lighting – 26 outstanding projects
- Drainage, Irrigation or Surfaces – 21 projects
- Miscellaneous, including fencing – 12 projects

The top three (3) projects based upon the total score for each of the Assessment categories are provided in the following three (3) tables. The complete assessment of all recreation projects is provided in Attachment 1.

Table 1 - Pavilion Matrix Summary

I.D Number	Project	KPA 1	KPA 2	KPA 3	KPA 4	KPA 5	KPA 6	KPA 7	Total Score	Comments
321	Apex Park Reserve Traralgon - Upgrade/refurbish existing sporting pavilion, change rooms, upgrade to include public toilet facilities.	20	50	30	0	0	5	20	125	Funding is required to develop a concept plan and cost plan for internal or external funding.
4	Catterick Crescent Traralgon - 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	20	50	30	0	0	5	20	125	This project is subject to further design as part of the redevelopment of the Traralgon Sports Stadium and dependent upon scope and budget implications

I.D Number	Project	KPA 1	KPA 2	KPA 3	KPA 4	KPA 5	KPA 6	KPA 7	Total Score	Comments
404 + 80	Ronald Reserve Morwell - Soccer pavilion Upgrade clubrooms to include change facilities for referees and female players and improved disability access	40	40	0	0	0	5	30	115	This project has been submitted for funding to the Community Managed Places funding program
343	Harold Preston Reserve Traralgon - Soccer - Upgrade and consolidate Traralgon City Soccer Club pavilion/Harriers	40	5	30	0	0	5	30	115	A concept design for this project was completed in 2016
309	Traralgon Recreation Reserve - Extend and upgrade existing change rooms and amenities for main ground and include public toilets.	40	20	30	0	0	5	20	115	This project has been submitted for funding to the Community Managed Places funding program
172	Hazelwood South Reserve - Soccer - Consolidate social and change room facilities and remove shipping containers	40	40	0	0	0	5	30	115	A concept design for this project was completed in 2016
37	Maryvale Reserve Morwell - Upgrade the CFA/Gridiron pavilion to include four change rooms, social area, storage and toilets	20	40	30	0	0	5	20	115	This project has been submitted for funding to the Community Managed Places funding program

The Apex Pavilion upgrade, which scored the highest in the assessment matrix project, requires a funding allocation for the development of a concept & cost plan prior to submission for internal or external funding opportunities.

The Catterick Crescent Reserve pavilion will be subject to further engagement as part of the redevelopment of the Traralgon Sports Stadium. Further engagement with both stakeholders of the reserve, Traralgon Imperials Cricket Club and Cumberland Park Junior Football Club will be undertaken in the coming weeks.

Table 2 - Sports Lighting Matrix

I.D Number	Project	KPA 1	KPA 2	KPA 3	KPA 4	KPA 5	KPA 6	KPA 7	KPA 8	Total Score	Comments
322	Apex Park Reserve Traralgon - Upgrade sports field lighting - AFL & Cricket	30	20	30	0	0	5	10	20	125	A lighting design and cost plan is required for this project to proceed for internal or external funding opportunities.

I.D Number	Project	KPA 1	KPA 2	KPA 3	KPA 4	KPA 5	KPA 6	KPA 7	KPA 8	Total Score	Comments
5	Catterick Crescent Traralgon - AFL Oval - Upgrade training lights	20	20	30	0	0	5	10	20	115	A lighting design and cost plan is required for this project to proceed for internal or external funding opportunities.
332	Duncan Cameron Memorial Park Traralgon - AFL/Cricket - Lighting - Installation of two additional sport lights on east side of reserve in accordance with Australian Standards	40	10	30	0	0	5	0	20	115	A lighting design and cost plan is required for this project to proceed for internal or external funding opportunities.

The Apex Park Reserve and Duncan Cameron Memorial Park sports lighting projects require funding for a professional sports lighting design and cost plan to determine the expected costs for the delivery of both projects.

Based upon previous designs completed for recent sports lighting projects, the cost estimate for a sports lighting design is approximately \$10,000 to \$15,000 per design.

Table 3 - Drainage, Irrigation & Surfaces Matrix

I.D Number	Project	KPA 1	KPA 2	KPA 3	KPA 4	KPA 5	KPA 6	KPA 7	Total Score	Comments
389	Jack Canavan Oval - Traralgon - AFL/Cricket including improved drainage along residential fence line of oval and resurfacing of playing surface	40	30	0	0	5	10	20	135	Funding is required for the development of a design and cost plan for these proposed works.
138	Monash Reserve Newborough - Redevelop existing tennis court to multi-use netball/tennis courts with lights	30	30	0	0	5	20	10	125	This project has received partial funding of \$800,000 from the Federal government. Further funding is required to fund the development of this infrastructure.
346	Harold Preston Reserve Traralgon - Pitch 2 - Traralgon Olympians	40	0	0	0	5	20	30	125	Funding is required for the development of a design and cost plan for these proposed works.

All projects identified above except for the Monash Reserve Netball/Tennis/Paintball redevelopment (Pavilion & Courts) require funding for a design and cost plan to determine the cost of the proposed pitch and oval remediation works prior to an internal or external funding request.

Based on previous designs that Latrobe City Council has undertaken for this type of works, an allocation of approximately \$5,000 per design/cost plan is required.

Annual Review

Each year, the Assessment matrices will be updated to include the previous three (3) years of participation data, and any other information collected through the Assessment matrix criteria that may have altered.

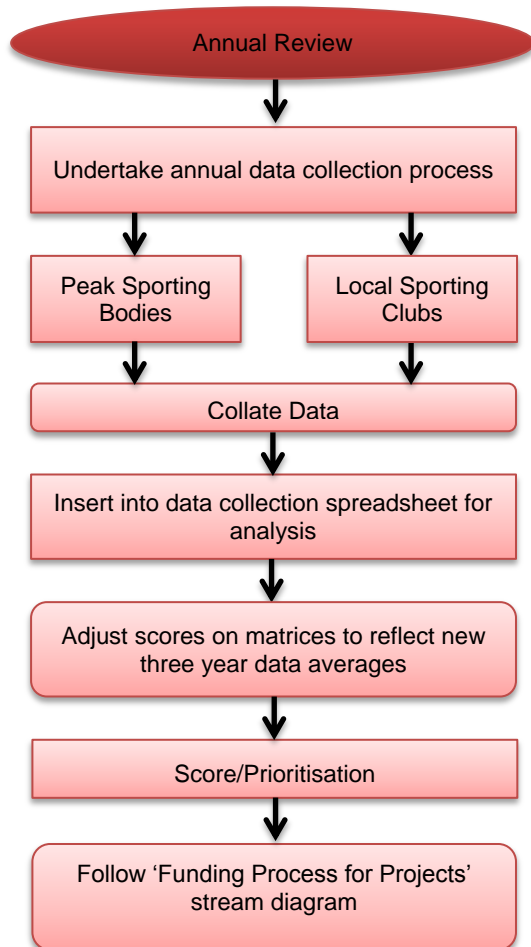
An example of this review will be participation data. For the 2017 Assessment, the previous three (3) years participation data (2014, 2015 and 2016) has been used. When the assessment matrices are reviewed in July 2018, the participation data will reflect 2015, 2016 and 2017 participation data. This review process ensures that the participation data assessed in the matrix is as up to date as possible and provides clubs who have increased their participation data with a greater opportunity for their projects to be prioritised.

The other criteria that will be reviewed will be club's participation plans. For the 2017 assessment, this criteria was not scored to ensure that it was fair to all stakeholders. Following the endorsement of the Recreation Needs Assessment, all clubs will be asked to contact Gippsport to complete a Participation Plan. This is completely voluntary, and clubs may choose not to do this, but they will not be scored against the criteria in 2018 if they have not completed it.

Sporting clubs and organisations will also have an opportunity to submit an Expression of Interest for recreation projects that have not been identified in a Council master plan. The intent of this process is to allow projects that have become a priority for sporting clubs since the development of some of the older master plans, to be assessed against the same criteria as the master plan projects.

An example of this is that some of the older master plans, i.e. Morwell Outdoor Recreation Plan, Southern Outdoor Recreation Plan and Northern Towns Outdoor Recreation Plan predate the demand and need for unisex change facilities.

Latrobe City Council will engage with clubs/sporting organisations to advise them the process adopted by Council for the assessment of projects. This engagement will be completed initially via email to provide the detailed process and timeframes associated with the annual review process and additionally to provide user groups and stakeholders an opportunity to meet with Latrobe City Council to prepare their Expressions of Interest. The annual process is as follows:



FUNDING

Latrobe City Council has provided significant funding towards the development of recreation master plans and the subsequent construction of recreation infrastructure over the past eight (8) years.

Attachment four (4) *Active Recreation projects delivered 2009 – 2017* provides details on every recreation master plan and recreation infrastructure funded and/or delivered by Latrobe City Council since 2009. A total of \$116 million worth of recreation infrastructure projects have been funded or funded and delivered, with external funding of \$97 million in funding. Latrobe City Council has contributed \$13.7 million in funding towards these projects.

The level of funding provided by Latrobe City Council in past years has varied depending upon the amount of funding available through the Council capital works budget and funding commitments. The level of funding provided by Council in the 2016/17 budget to fund new and upgraded recreation infrastructure projects was approximately \$5 million.

The 2017/18 Latrobe City Council budget provided approximately \$1 million in funding towards a range of recreation projects.

Latrobe City Council has already committed a total of \$720,000 in funding for the 2018/19 Latrobe City Council budget towards the funding applications submitted to the 2018/19 Community Sports Infrastructure Fund.

This funding will be required in 2018/19 for projects that are successful. Latrobe City Council is yet to be advised of the results of full applications submitted on 27 September 2017. Latrobe City Council has been advised by Sport & Recreation Victoria that Councils will be advised of these outcomes prior to the end of 2017.

Latrobe City Council's ability to fund any further projects in 2018/19 will be dependent on the value of the projects and any additional external funding available. The Latrobe Valley Authority and Sport & Recreation Victoria are Council's major funding partner for recreation projects.

The projects identified in this report have been assessed as being the highest priority projects based on the objective criteria developed as part of the Recreation Needs Assessment matrices.

A report will be presented at Councillor Briefing 1 on the 20 November 2017 presenting all active and passive recreation projects to be considered for future funding opportunities and Council funding for the next four (4) years, including the projects identified in this report.

STAKEHOLDER CONSULTATION

The Recreation Needs Assessment report, Recreation Infrastructure Funding Policy and the Assessment matrices were all subject to significant engagement as part of the consultation undertaken for the Recreation Needs Assessment project.

A great deal of effort was invested in providing Latrobe City Council's sporting clubs and organisations with information about the purpose of the Recreation Needs Assessment, Recreation Infrastructure Funding Policy and the Assessment matrices.

Ongoing engagement activities are planned to ensure that sporting user groups and stakeholders are provided with the information they require to fully understand the Recreation Needs Assessment and how their projects are assessed and prioritised. Latrobe City Council will provide the assessment matrices to sporting clubs and organisations once Council endorses the priorities for 2017. This will provide clubs with information on how they can improve their scores for future years.

The Recreation team will continue to encourage sporting clubs and organisations to develop Participation plans in conjunction with Gippsport. These participation plans are an important tool for clubs to increase their participation, particularly focusing on girls and women.

Every July, Latrobe City Council will review the Assessment Matrices, collating updated participation data from peak sporting organisations and clubs to ensure that the information assessed in the matrices are up to date and accurate.

Clubs will be encouraged to submit Expressions of Interest form for projects that they determine to be a priority that are not currently represented in a Council master plan. These Expressions of Interest will be assessed via the Assessment matrices.

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 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 hard courts, 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 and review of the policy and assessment matrices will be undertaken within the Council's existing resources.

Latrobe City Council has already committed a total of \$720,000 in capital works funding for the 2018/19 Latrobe City Council budget for the funding applications submitted to the 2018/19 Community Sports Infrastructure Fund.

This funding will be required in 2018/19 for projects that are successful. Latrobe City Council is yet to be advised of the results of full applications submitted on 27 September 2017. Latrobe City Council has been advised by Sport & Recreation Victoria that Councils will be advised of these outcomes prior to the end of 2017.

Latrobe City Council's ability to fund any additional recreation projects for the 2018/19 Latrobe City Council budget will be dependent on the value of projects considered and the availability and ratio of additional funding from external funding bodies.

A further report will be presented, providing Councillors with information about all active and passive recreation projects to be considered for funding from external funding bodies for the development of a four year funding investment plan.

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.

CONCLUSION

This report is seeking Councils endorsement of the priority projects identified in the 2017 Recreation Needs Assessment matrices.

The assessment matrices have been developed to ensure that projects are assessed against objective measures identified in the Recreation Needs Assessment. The policy focuses on providing high quality *local level* facilities that cater for the participation demand being experienced consistently throughout Latrobe City.

SUPPORTING DOCUMENTS

Recreation Needs Assessment Council report – 23 October 2017

Recreation Needs Assessment report

Recreation Infrastructure Funding Policy

Assessment matrices

Attachments

- 1 [↓](#). Assessment Matrix Score
- 2 [↓](#). List of all recreation projects funded since 2009
- 3 [↓](#). Status of all master plan actions

10.5

Recreation Needs Assessment - Project Assessments

1	Assessment Matrix Score	119
2	List of all recreation projects funded since 2009.....	135
3	Status of all master plan actions.....	149

INFRASTRUCTURE POLICY MATRICES SUMMARY

PAVILION MATRIX SUMMARY									
I.D Number	Project	KPA 1 Club Participation	KPA 2 Pavilion Compliance	KPA 3 Multi- use	KPA 4 GippSport Plans	KPA 5 Cash Contribution	KPA 6 Masterplan I.D	KPA 7 LCC Trends/ Demands	Total Score
321	Apex Park Traralgon - Upgrade/refurbish existing sporting pavilion, change rooms, upgrade to include public toilet facilities.	20	50	30	0	0	5	20	125
4	Catterick Crescent Reserve Traralgon Demolish existing pavilion and redevelop a new pavilion to cater for Cricket & AFL.	20	50	30	0	0	5	20	125
404 + 80	Ronald Reserve Morwell Soccer pavilion - upgrade clubrooms to include change facilities for referees and female players and improved disability access	40	40	0	0	0	5	30	115
343	Harold Preston Reserve Traralgon Upgrade and consolidate pavilion utilised by Traralgon City Soccer Club pavilion & Traralgon Little Athletics Association	40	10	30	0	0	5	30	115
309	Traralgon Recreation Reserve & Showgrounds Extend and upgrade existing AFL change rooms and amenities for	40	20	30	0	0	5	20	115

2

INFRASTRUCTURE POLICY MATRICES SUMMARY

	main ground and include public toilets.								
172	Hazelwood South Reserve Soccer – Construction of unisex change facilities	40	40	0	0	0	5	30	115
37	Maryvale Reserve Morwell- Upgrade the CFA/Gridiron pavilion	20	40	30	0	0	5	20	115
330	Duncan Cameron Memorial Park Traralgon AFL/Cricket - Extend and upgrade existing sporting pavilion	20	30	30	0	0	5	20	105
51	Toners Lane Morwell Extend Dog Obedience clubrooms to accommodate the baseball club in a multi-use facility	20	50	30	0	0	5	0	105
387	Traralgon West Sporting Complex Traralgon Complete central pavilion upgrade (upstairs)	40	0	30	0	0	5	20	95
357	Kevin Lythgo Reserve Traralgon Baseball - Upgrade pavilion	40	50	0	0	0	5	0	95
154	Northern Reserve Newborough AFL Upgrade change facilities for juniors and women	30	10	30	0	0	5	20	95
134	W.H Burrage Reserve Newborough Soccer – Upgrade facilities to	30	30	0	0	0	5	30	95

INFRASTRUCTURE POLICY MATRICES SUMMARY

	include unisex change facilities for players and umpires								
133	W.H Burrage Reserve Newborough Cricket/baseball - Upgrade facilities to include unisex change facilities for players and umpires	20	30	30	0	0	5	10	95
139	Monash Reserve Newborough Construct a multi-use pavilion for tennis, netball and paintball user groups.	30	20	30	0	0	5	10	95
29	Gaskin Park Churchill - Upgrade/construct multi-use unisex change facilities for players and umpires	20	20	30	0	0	5	20	95
157	Andrew's Park West Churchill - Baseball/Cricket - Pavilion Upgrade	20	20	30	0	0	5	10	85
78	Ronald Reserve Morwell AFL pavilion (unisex, umpires)	40	20	0	0	0	5	20	85
112	Moe Olympic Park Soccer - pavilion upgrade for two (2) extra change rooms female/unisex	40	0	0	0	0	5	30	75
35	Maryvale Reserve Morwell Upgrade pavilion to include unisex change facilities for players and umpires	30	20	0	0	0	5	20	75

INFRASTRUCTURE POLICY MATRICES SUMMARY

369	Maskrey Reserve Traralgon Tennis - Upgrade pavilion with accessible toilets and amenities	0	50	0	0	0	5	10	65
25	Gaskin Park Churchill Tennis pavilion upgrade - Upgrade the existing tennis clubrooms, including improved disability access and toilet facilities	15	30	0	0	0	5	10	60
276	Warren Terrace Reserve Hazelwood North Construction of a new community building that accommodates both sporting club and community groups/local community residents	0	20	30	0	0	5	0	55
180	Yinnar Recreation Reserve - Female change facility	10	30	0	0	0	5	10	55
177	Flynn Recreation Reserve - Tennis - Consider upgrade to the hall and public toilets to improve disability access for reserve users.	-10	50	0	0	0	5	10	55
117	Moe Botanic Gardens - Upgrade pavilion to incorporate unisex change facilities for players and umpires	5	30	0	0	0	5	10	50
337	Eric Taylor Reserve Traralgon - Upgrade of existing pavilion amenities with priority given to	0	30	0	0	0	5	10	45

INFRASTRUCTURE POLICY MATRICES SUMMARY

	accessible toilet provision and improved building security								
242	George Bates Reserve Yallourn North New pavilion with toilets and change for netball	10	10	0	0	0	5	10	35
214	Toongabbie Recreation Reserve - Upgrade and consolidate equestrian clubroom facilities	-10	20	0	0	0	5	10	25

LIGHTING MATRIX SUMMARY

I.D Number	Project	KPA 1 Club Participation	KPA 2 Lighting Compliancy	KPA 3 Multi-use	KPA 4 GippSport Plans	KPA 5 Cash Contribution	KPA 6 Masterplan I.D	KPA 7 Grass based review & Hardcourts audit	KPA 8 LCC Trends/ Demands	Total Score + 10
322	Apex Park Traralgon Upgrade sports field lighting - AFL & Cricket	30	20	30	0	0	5	10	20	125
388	Traralgon West Sporting Complex - Stoddart Oval Sports lighting for Junior AFL	40	20	30	0	0	5	0	20	125
5	Catterick Crescent Traralgon AFL Oval - Upgrade sports lighting	20	20	30	0	0	5	10	20	115

INFRASTRUCTURE POLICY MATRICES SUMMARY

332	Duncan Cameron Memorial Park Traralgon - AFL/Cricket – Upgrade Sports lighting	40	10	30	0	0	5	0	20	115
104	Moe Olympic Park Soccer - Lighting to competition standards on main pitch	40	0	0	0	0	5	20	30	105
108	Moe Olympic Park Soccer - Improve lighting on pitch 2	40	10	0	0	0	5	10	30	105
306	Traralgon Recreation Reserve Old Trafford Oval Sports Lighting	10	20	30	0	0	5	10	20	105
184	Yinnar Recreation Reserve Eastern Oval (oval 2) Sports Lighting	20	20	30	0	0	5	0	20	105
423	Boolarra Memorial Park Sports lighting for the Main Oval	20	10	30	0	0	5	10	20	105
68	Northern Reserve Morwell Sports Lighting for the oval	30	20	0	0	0	5	10	20	95
188	Yinnar Recreation Reserve - Tennis/netball court sports lighting	10	10	30	0	0	5	20	10	95
130	W.H Burrage Reserve - Soccer - Pitch 1 - upgrade lighting to match standard	30	10	0	0	0	5	0	30	85
150	Northern Reserve Newborough - Netball Court Lighting	20	20	0	0	0	5	20	10	85

INFRASTRUCTURE POLICY MATRICES SUMMARY

24	Gaskin Park Churchill Sports lighting remaining courts - Install lighting to the four northern courts which are not currently provided with it, to enable the expansion of the night competition	15	20	0	0	0	5	20	10	80
46	Maryvale Reserve Morwell - Senior Cricket Oval - Lighting	30	10	0	0	0	5	0	20	75
142	Monash Reserve Newborough Soccer - Pitch 1 - upgrade lighting to game standard	10	10	0	0	0	5	10	30	75
144	Monash Reserve Soccer - Pitch 2 - Upgrade Sports lighting	10	10	0	0	0	5	10	30	75
152	Northern Reserve Newborough - AFL - Lighting Upgrade -Install shielded training lights on the oval and provide lighting in the car park	30	10	0	0	0	5	10	10	75
230	Tyers Recreation Reserve Court Sports Lighting	20	10	0	0	0	5	20	10	75
305	Traralgon Recreation Reserve - Netball Lighting	10	20	0	0	0	5	20	10	75
419	Ronald Reserve Morwell Tennis - Install lighting on additional courts to enable the expansion of the night competition	20	10	0	0	0	5	20	10	75

INFRASTRUCTURE POLICY MATRICES SUMMARY

245	George Bates Reserve Yallourn North Extend lighting to netball court	10	20	0	0	0	5	20	10	75
358	Kevin Lythgo Reserve Traralgon- Baseball - Upgrade Lighting	40	10	0	0	0	5	0	0	65
372	Maskrey Reserve Traralgon Tennis - Provide Lighting to Northern courts	0	20	0	0	0	5	20	10	65
46	Maryvale Reserve Morwell Provide additional training lights on the gridiron pitch	20	10	0	0	0	5	0	20	65
53	Toners Lane Morwell Upgrade lighting to baseball diamonds	10	10	0	0	0	5	0	20	55

DRAINAGE, IRRIGATION & HARD COURT MATRIX SUMMARY

I.D Number	Project	KPA 1 Club Participation	KPA 2 Multi-use	KPA 3 Gippsport Plans	KPA 4 Cash Contribution	KPA 5 Master Plan	KPA 6 Hard court or Grass Based Review	KPA 7 LCC Trends/ Demands	Total Score + 30
389	Traralgon West Sporting Complex Jack Canavan Oval - Traralgon -	40	30	0	0	5	10	20	135

INFRASTRUCTURE POLICY MATRICES SUMMARY

	AFL/Cricket including improved drainage along residential fence line of oval. Resurface of Jack Canavan Oval								
138	Monash Reserve Newborough Redevelop existing tennis court to multi-use netball/tennis courts with lights	30	30	0	0	5	20	10	125
346	Harold Preston Reserve Install drainage & irrigation to Pitch 2 - Traralgon Olympians	40	0	0	0	5	20	30	125
121	W.H Burrage Reserve Newborough New soccer/cricket pitch 3	30	30	0	0	5	0	25	120
266	Traralgon South Recreation Reserve 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	20	30	0	0	5	20	10	115
131+132	W.H Burrage Reserve Newborough Soccer - Pitch 2 - drainage and irrigation	30	0	0	0	5	20	30	115
183	Yinnar Recreation Reserve AFL oval Irrigation on Western Oval (Main Oval)	20	30	0	0	5	10	20	115

INFRASTRUCTURE POLICY MATRICES SUMMARY

160	Boolarra Memorial Park Drainage and Irrigation Main Oval	20	30	0	0	5	10	20	115
106	Moe Olympic Park Soccer - Drainage on and around pitch 2	40	0	0	0	5	10	30	115
14	Catterick Crescent Traralgon Consider improved drainage works to oval	20	30	0	0	5	10	20	115
13	Catterick Crescent Traralgon Fencing around AFL oval 500 mm to protect oval from vandalism	20	30	0	0	5	10	20	115
17	Gaskin Park Churchill Oval 2 - 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	10	30	0	0	5	10	20	105
237	Tyers Recreation Reserve Upgrade surface of soccer pitch including camber improvements and investigation options for water re-use	10	30	0	0	5	0	30	105
306	Traralgon Recreation Reserve & Showgrounds Increase capacity of Old	10	30	0	0	5	10	20	105

INFRASTRUCTURE POLICY MATRICES SUMMARY

	Trafford Oval for junior football and cricket through ground resurfacing/expansion works and lighting upgrades								
192	Glengarry Recreation Reserve Irrigation on Fred King Oval	10	30	0	0	5	10	20	105
156	Andrew's Park West Churchill Drainage and Irrigation	20	30	0	0	5	0	20	105
19	Gaskin Park Churchill Oval 2 Install Drainage	10	30	0	0	5	10	20	105
3	Catterick Crescent Traralgon Recondition to school sports oval to provide a junior playing field to cater for junior AFL, Cricket and school use	20	30	0	0	5	0	20	105
18	Gaskin Park Churchill Oval 2 -Review the layout of shelters, fencing and spectator seating around the oval to accommodate the oval's revised position	10	30	0	0	5	10	20	105
191	Glengarry Recreation Reserve Install water tanks to recycle water to complement water bore	10	30	0	0	5	10	20	105
179	Yinnar Recreation Reserve Install water tanks to recycle run-off from clubrooms to irrigate the turf wicket	20	30	0	0	5	0	20	105
218	Toongabbie Recreation	20	30	0	0	5	0	20	105

INFRASTRUCTURE POLICY MATRICES SUMMARY

	Reserve Access bore water for main oval								
151+153	Northern Reserve Newborough AFL Irrigation and Drainage	30	0	0	0	5	10	20	95
149	Northern Reserve Newborough New, unstructured junior oval with AFL goals posts (Funding provided for design in 17/18)	30	0	0	0	5	10	20	95
262	Traralgon South Recreation Reserve John Black Oval 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	40	0	0	0	5	0	20	95
129	W.H Burrage Reserve Newborough Cricket/baseball -Drainage and Irrigation	10	30	0	0	5	0	20	95
89	Airlie Bank Reserve Morwell Multi-use open space area, for potential use as an overflow training venue/secondary sports ground	0	30	0	0	5	0	20	85
73	Morwell Park Netball Centre -	20	0	0	0	5	20	10	85

INFRASTRUCTURE POLICY MATRICES SUMMARY

	Upgrade netball courts to meet standards								
305	Traralgon Recreation Reserve & Showgrounds Demolish and relocate netball courts including shelters	20	0	0	0	5	20	10	85
233	Tyers Recreation Reserve - AFL oval drainage and irrigation	0	30	0	0	5	0	20	85
67	Northern Reserve Morwell - Irrigation	20	0	0	0	5	10	20	85
40	Maryvale Reserve Morwell Cricket - Improve the senior cricket ground by installing irrigation and improved drainage between the senior and juniors ovals	30	0	0	0	5	0	20	85
240	George Bates Reserve Yallourn North Resurface netball courts and address drainage and compliance issues	10	0	0	0	5	20	10	75
39	Maryvale Reserve Morwell Upgrade the Gridiron pitch to include surface upgrades, drainage, a fence around the ground, spectator seating, shade and BBQ.	20	0	0	0	5	0	20	75
45	Maryvale Reserve Morwell CFA - Provide upgraded fire	20	0	0	0	5	0	20	75

INFRASTRUCTURE POLICY MATRICES SUMMARY

	brigade facilities including Marshall track and existing surface upgrades								
295	Morwell Recreation Reserve Morwell 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	20	0	0	0	5	0	20	75
141	Monash Reserve Newborough - soccer - Drainage pitch 2	10	0	0	0	5	0	30	75
140	Monash Reserve Newborough - Soccer – Install drainage to Pitch 1	10	0	0	0	5	0	30	75
236	Tyers Recreation Reserve - Perimeter fencing for Soccer pitch	10	0	0	0	5	0	30	75
145	Monash Reserve Newborough Pitch 2 - Install low level bollard style fencing around pitch 2	10	0	0	0	5	0	30	75
357	Kevin Lythgo Reserve Traralgon - Formalise pathway from existing pavilion to baseball infrastructure and playing field to ensure DDA compliance	40	0	0	0	5	0	0	75
84	Crinigan Road South Morwell Cricket oval - Improve the surface. Explore options for improve irrigation including	-5	0	0	0	5	20	20	70

INFRASTRUCTURE POLICY MATRICES SUMMARY

	water tanks								
21	Gaskin Park Churchill Netball Courts Upgrade 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	10	0	0	0	5	10	10	65
338	Eric Taylor Reserve Traralgon Tennis - Resurface two tennis courts to allow continued provision for overflow tennis competition activities and multi-purpose community use	0	0	0	0	5	20	10	65
370	Maskrey Reserve Traralgon Tennis - Resurfacing, drainage and line marking works to all tennis courts in particular the south courts. Consider multi-use markings	0	0	0	0	5	20	10	65
339	Eric Taylor Reserve Traralgon Tennis - Upgrade deteriorated tennis fencing and netting on both courts to enable continued community/social use as well as overflow competition activities.	0	0	0	0	5	20	10	65
124	W.H Burrage Reserve Newborough Provide second baseball diamond	20	0	0	0	5	0	0	55

INFRASTRUCTURE POLICY MATRICES SUMMARY

175	Flynn Recreation Reserve - Resurface non-compliant courts tennis courts	-10	0	0	0	5	20	10	55
173	Flynn Recreation Reserve Courts Fencing and net posts	-10	0	0	0	5	20	10	55
371	Maskrey Reserve Traralgon Tennis - Provide Court fencing	0	0	0	0	5	0	10	45
274	Warren Terrace Reserve Hazelwood North - Develop an unfenced cricket with synthetic cricket pitch to accommodate both informal community usage and overflow competition cricket matches/training	0	0	0	0	5	0	0	35

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2009	Traralgon West Sporting Complex	Pavilion Upgrade	\$1.5 million	1.18 million	Yes	\$320,000	Department of Health & Ageing Sport & Recreation Victoria	Sport & Recreation Facilities Shared Sporting Facilities Funding Program
2009	Northern Reserve Newborough	Pavilion Upgrade	\$200,000	\$200,000	No	N/A	Latrobe City Council	Capital Works Program
2010	Boolarra Memorial Park	Pavilion Upgrade	\$200,000	\$140,000	Yes	\$60,000	Sport & Recreation Victoria	Community Facility Funding Program - Minors
2010	Gaskin Park	Gaskin Park master plan	\$20,000	\$20,000	No	N/A	N/A	N/A
2010	Hazelwood North	Due Diligence report	\$20,000	\$20,000		N/A	Latrobe City Council	N/A
2010	Hazelwood South Reserve	Lighting Project	\$140,000	\$40,000	Yes	\$100,000	Sport & Recreation Victoria	Strengthening the World Game
2010	Yinnar Recreation Reserve	Pavilion Upgrade	\$300,000	\$240,000	Yes	\$60,000	Sport & Recreation Victoria	Country Football Netball Program

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2011	Boolarra Memorial Park	Netball Courts & Lighting	\$100,000	\$100,000	No	N/A	Latrobe City Council	Capital Works Program
2011	Burrage Reserve Newborough	Pavilion Upgrade	\$60,000	\$60,000	No	N/A	Latrobe City Council	Capital Works Program
2011	Tyers Recreation Reserve	Lighting Project	\$80,000	\$80,000	No	N/A	Latrobe City Council	Capital Works Program
2011	Harold Preston Reserve Traralgon	Pavilion Upgrade	\$100,000	\$40,000	Yes	\$60,000	Sport & Recreation Victoria	Strengthening the World Game
2011	Toners Lane Reserve Morwell	Road access	\$40,000	\$40,000	No	N/A	Latrobe City Council	Capital Works Program
2011	Burrage Reserve Newborough	Lighting project	\$100,000	\$100,000	No	N/A	Latrobe City Council	Capital Works Program
2011	Morwell Recreation Reserve	Ground improvements	\$250,000	\$150,000	Yes	\$100,000	Sport & Recreation Victoria	Community Facilities Funding Program - Minors
2011	Latrobe Leisure Churchill	Upgrade & construction of Latrobe Leisure Churchill Stadium, Gym and Change facilities	\$5 million	N/A	Yes	\$5 million	Federal government	Unknown

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2011	Keegan Street Reserve Morwell	Lighting project	\$100,000	\$40,000	Yes	\$60,000	Sport & Recreation Victoria	Country Football Netball Program
2011	Northern Reserve Morwell	Pavilion construction	\$320,000	\$320,000	No	N/A	Latrobe City Council	Capital Works Program
2011	Crinigan Road South Reserve Morwell	Pavilion upgrade	\$244,000	\$184,000	Yes	\$60,000	Sport & Recreation Victoria	Community Facilities funding Program
2011	Ted Summerton Reserve Moe	Pavilion & ground upgrade	\$6 million	\$340,000	Yes – master plan completed in 2009.	\$5.6 million	Federal government Victorian government	Regional Communities Local Infrastructure Program Community Facilities Funding Program -
2011	Federation (formerly Monash) University Churchill	Construction of synthetic pitch	\$1,200,000	\$900,000	Yes – detailed design completed in 2010	\$300,000	Sport & Recreation Victoria	Drought relief for Community Sport & Recreation Program
2011	Various reserves	Upgrade to soccer grounds	\$150,000	\$50,000	Yes – detailed scope of works prepared in 2010/11	\$100,000	Sport & Recreation Victoria	Strengthening the World Game

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2012	Ronald Reserve Morwell	Lighting project	\$90,000	\$30,000	Yes – detailed lighting design completed in 2011	\$60,000	Sport & Recreation Victoria	Strengthening the World Game
2012	Tyers Recreation Reserve	Upgrade to Football/Netball change facility	\$280,000	\$230,000	Yes – detailed design completed in 2011	\$50,000	Sport & Recreation Victoria	Country Football Netball Program
2012	Moe Olympic Reserve	Construction of pavilion	\$680,000	N/A	No	\$680,000	Federal Government	Regional Local Infrastructure Funding Program
2012	Monash Reserve Newborough	Upgrade of pavilion	\$50,000	N/A	No	N/A	Latrobe City Council	Capital Works Program
2012	Harold Preston Reserve Traralgon	Upgrade to Traralgon Tennis Centre	\$714,000	\$100,000	Yes – detailed design completed in 2011	\$614,000	Sport & Recreation Victoria	Community Facility Funding Program - Majors
2013	Warren Terrace Reserve	Warren Terrace Reserve master plan	\$15,000	\$15,000	No	N/A	Latrobe City Council	N/A
2013	Traralgon	Traralgon Outdoor Recreation Plan	\$40,000	\$40,000	No	N/A	Latrobe City Council	N/A

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2013	Morwell Recreation Reserve Precinct	Morwell Recreation Reserve Precinct master plan	\$40,000	\$40,000	No	N/A	Latrobe City Council	N/A
2013	Traralgon Recreation Reserve & Showgrounds	Traralgon Recreation Reserve & Showgrounds master plan	\$40,000	\$40,000	No	N/A	Latrobe City Council	N/A
2013	Yallourn North Town Oval	Construction of new pavilion	\$680,000	\$340,000	Yes – detailed design	\$340,000	Regional Development Victoria	
2013	Glengarry Recreation Reserve	Construction of 4 multi-use Netball/Tennis Courts	\$500,000	\$430,000	Yes – detailed design	\$70,000	Sport & Recreation Victoria Victorian Government	Country Football Netball Program Small Scale Infrastructure Funding
2013	Tyers Recreation Reserve	Construction of Soccer pavilion	\$420,000	\$400,000	Yes – detailed design completed in 2011/12	\$20,000	Victorian government	Small Scale Infrastructure Funding

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2013	Moe Outdoor Pool	Facility Upgrade	\$2.63 million	\$790,000	Yes – detailed design	\$1.84 million	Sport & Recreation Victoria	Local Government Infrastructure Program Community Facility Funding Program – Better Pools
2013	Yallourn North Bowling Green	Construction of synthetic bowling green	\$200,000	N/A	Yes – detailed design completed in 2012/13	\$200,000	Sport & Recreation Victoria	Community Facility Funding Program – Minors
2013	Harold Preston Reserve Traralgon	Installation of drainage on pitch 2	\$55,000	\$40,000	Yes – detailed design completed in 2012/13	\$50,000	Sport & Recreation Victoria	Community Facility Funding Program – Soccer facilities
2013	Morwell Recreation Reserve	Morwell Recreation Reserve Precinct master plan	\$60,000	\$30,000	Yes – detailed design completed in 2012/13	\$30,000	Sport & Recreation Victoria	Community Facility Funding Program – Planning
2014	Harold Preston Reserve	Unisex Change Facility	\$420,000	\$350,000	Yes – detailed design completed in 2012/13	\$50,000	Sport & Recreation Victoria	Community Facility Funding Program – Minors

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2014	Gaskin Park	Installation of Lighting	\$200,000	\$100,000	Yes – detailed design	\$100,000	Sport & Recreation Victoria	Small Scale Facility Funding program
2014	Harold Preston Reserve	Installation of lighting	\$140,000	\$90,000	Yes – detailed design completed in 2012/13	\$50,000	Sport & Recreation Victoria	Community Facility Funding Program – Soccer facilities
2014	Latrobe City Sports & Entertainment Stadium	Installation of irrigation and drainage	\$150,000	\$100,000	Yes – detailed design completed in 2012/13	\$50,000	Sport & Recreation Victoria	Community Facility Funding Program – Minors
2014	Moe Netball Park	Installation of lighting	\$160,000	\$110,000	Yes – detailed design completed in 2012/13	\$50,000	Sport & Recreation Victoria	Community Facility Funding Program – Minors
2014	Catterick Crescent Reserve	Master plan	\$70,000	\$25,000	Yes – detailed design completed in 2012/13	\$45,000	Regional Development Victoria	Putting Locals First Funding program
2014	Maryvale Reserve	Master plan	\$30,000	\$10,000	Yes – detailed design completed in 2012/13	\$20,000	Regional Development Victoria	Putting Locals First Funding Program

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2014	Traralgon Recreation Reserve & Showgrounds	Master plan	\$45,000	\$15,000	Yes – detailed design completed in 2012/13	\$30,000	Regional Development Victoria	Putting Locals First Funding program
2014	N/A	Tracks, Trails and Paths Strategy	\$100,000	\$70,000	Yes – detailed design completed in 2012/13	\$30,000	Sport & Recreation Victoria	Community Facility Funding Program – Planning
2015	Agnes Brereton Reserve	Pavilion upgrade	\$400,000	\$350,000	Yes – Detailed design completed in 2013/14	\$50,000	Sport & Recreation Victoria	Community Facility Funding Program – Minors
2015	Duncan Cameron Park	Reconstruction of oval – install drainage	\$450,000	\$400,000	Yes – detailed design completed in 2013/14	\$50,000	Sport & Recreation Victoria	Community Facility Funding Program – Minors
2015	Gaskin Park	Construction of a synthetic bowling green	\$400,000	\$400,000	Yes – detailed design completed in 2013/14	N/A	Latrobe City Council	Capital Works Program
2015	Morwell Park	Installation of drainage on the oval	\$60,000	\$20,000	Yes – detailed design completed in 2013/14	\$40,000	Sport & Recreation Victoria	Community Facility Funding Program – Soccer Facilities

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2015	Harold Preston Reserve	Construction of a show court at the Traralgon Tennis Centre	\$1.3 million	\$550,000 (with an additional \$100,000 provided from Tennis Australia)	Yes – detailed design completed in 2013/14	\$650,000	Sport & Recreation Victoria	Community Facility Funding Program Soccer Facilities – Majors
2015	Ted Summerton Reserve	Reconstruction of the oval	\$600,000	\$600,000	Yes – detailed design completed in 2015	N/A	Latrobe City Council	Capital Works Program
2015	Moe Botanic Gardens	Reconstruction of the Moe Tennis Courts	\$1,600,000	\$1,600,000	Yes – detailed design completed in 2015	\$20,000	Tennis Australia - \$20,000 only Latrobe City Council - \$1.6	National Court Rebate Scheme 2015/16 Capital Works Program
2015	Various Reserves	Design of a range of recreation pavilions, tennis courts and lighting projects	\$400,000	\$400,000	Not applicable	Not applicable	Latrobe City Council	Capital Works program
2016	Glengarry Recreation Reserve	Construction of a Netball/Tennis pavilion	\$435,000	\$335,000	Yes	\$100,000	Latrobe City Council Sport & Recreation Victoria	Capital Works Program CSIF – Female Friendly Facilities

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2016	Stoddart Oval	Upgrade to existing pavilion	\$100,000	\$10,000	Yes	\$50,000	Latrobe City Council Sport & Recreation Victoria	Capital Works Program CSIF- Cricket Facilities
2016	Joe Tabuteau Reserve	Upgrade to existing pavilion	\$100,000	\$25,000	Yes	\$70,000	Sport & Recreation Victoria	CSIF – Minor Facilities
2016	Traralgon Recreation Reserve & Showgrounds	Construction of match standard lighting	\$550,000	\$450,000	Yes	\$100,000	Sport & Recreation Victoria	Country Football & Netball Program
2016	Latrobe Leisure Churchill	Upgrade to change facilities etc.	\$230,000	\$230,000	Yes	N/A	Latrobe City Council	Capital Works Program
2017	Moe Bowling Club	Construction of a synthetic bowling green	\$205,000	\$0	Yes	\$205,000(Matching funding of \$105,000 provided by Moe Bowling Club)	Sport & Recreation Victoria Moe Bowling Club	CSIF – Minor Club debentures
2017	Harold Preston Reserve	Construction of lighting to two (2) pitches	\$400,000	\$300,000	Yes	\$100,000	Sport & Recreation Victoria	CSIF - Minor

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2017	Traralgon West Sporting Complex	Installation of 6 wicket turf bench and three (3) synthetic wickets	\$100,000	\$35,000	Yes	\$65,000	Sport & Recreation Victoria and Traralgon West Cricket Club	CSIF – Cricket Facilities
2017	Hazelwood South Reserve	Installation of Irrigation to pitch 1	\$100,000	\$100,000	Yes	N/A	Latrobe City Council	Capital Works Program
2017	Gaskin Park	Resurfacing of Netball Court	\$100,000	\$100,000	Yes	N/A	Latrobe City Council	LCC Capital Works Program
2017	Latrobe City Synthetic Sports Field	Construction of a multi-use sporting pavilion	\$1.5m	\$230,000	Yes	\$1,070,000 \$200,000	Latrobe City Council Sport & Recreation Victoria, Federation University, Latrobe Valley Hockey Association Federal government	LCC Capital Works Program CSIF – Major Club funding Community Support Grant (Federal Dept. of Infrastructure)

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2017	Harold Preston Reserve – Traralgon Tennis Facility	Replacement of fencing Resurfacing of 14 plexi-cushion courts	\$400,000	N/A	Yes	N/A	Latrobe Valley Authority	Community Facility Fund
2017	Morwell Recreation Reserve	Reconstruction of Netball Courts & associated car parking Morwell Oval Lighting project Multi-use pavilion construction Synthetic Oval construction Keegan Street Drainage project Morwell oval change facility upgrade AFL Gippsland Office upgrade	\$9m	Project Management costs and on costs (additional resourcing)	N/A – Master plan actions	\$9 million	Victorian government Federal government	Latrobe Valley Authority funding Community Support Grant (Dept. of Infrastructure)

Latrobe City Council – Active recreation projects delivered 2009 – 2017

YEAR	RESERVE	PROJECT	TOTAL PROJECT COST	LCC FUNDING	DESIGN COMPLETED PRIOR TO FUNDING APPLICATION YES/NO	EXTERNAL PROJECT FUNDING	FUNDING PROVIDER	FUNDING STREAM
2017	Gippsland Regional Aquatic Centre	Construction of a regional leisure facility	\$46m	Project Management costs and on costs (additional resourcing)	Concept design	\$46m	Victorian government	LVA
2017	Traralgon Sports Stadium	Redevelopment of stadium facilities	\$17m	Project Management costs and on costs	Concept design Master plan	\$17m	Victorian government	LVA
2017	Ted Summerton Reserve	Construction of a Regional Cricket Hub	\$3.5m	Project Management costs and on costs (additional resourcing)	No	\$3.5m	Victorian government Cricket Victoria	LVA Regional Cricket Hub fund
2017	Latrobe City Sports & Entertainment Stadium	Construction of a synthetic field	\$1.7m	Project Management costs and on costs (additional resourcing)	No	\$1.7m	Victorian government	LVA
2017	Monash Reserve	Construction of netball courts & multi-use pavilion	\$3.2m	N/A	Concept design Master plan	\$800,000	Federal government	Community Support Grant (Dept. of Infrastructure)
2017	Latrobe Leisure Moe Newborough	Construction of a stand-alone facility for Keenagers table tennis	Unknown	N/A	Concept design (2010)	\$1.1m	Federal government	Community Support Grant (Dept. of Infrastructure)
Total			\$116,763,000	\$13,774,000		\$97,169,000		

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Status of Latrobe City Council Recreation master plan actions/recommendations

Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
Catterick Crescent Reserve master plan	Catterick Crescent Reserve	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
		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 advised of this.
			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	
			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	The future design of this facility is subject to the design for the redevelopment of the Traralgon Sports Stadium.
			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.
			Public amenities for use by casual users of the reserve to be integrated as part of the clubrooms	Not complete	No			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
			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	
			Provide integrated pathway around the site to encourage informal walking/jogging	Not complete	No	Council – LCC Tracks Trails and Paths Strategy	N/A	
			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

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			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
			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,
			Provide a new 500 metre high fence around the oval perimeter to protect the oval from vandalism.	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Consider improved drainage works to oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			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
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				
			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	
			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	
			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	
			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	Lighting	
			Netball Court – Construct two new asphalt netball courts between the	Not complete	Yes	Council	Drainage, Irrigation and	

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			two ovals to integrate them with the other sporting clubs and provide direction access to new change facilities				Surfaces	
			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	
			Retain existing netball court for potential future sealed car parking	No action required				
			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	
			Upgrade the existing tennis clubrooms, including improved disability access and toilet facilities	Not complete	Yes	Council	Pavilion	
			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
			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
			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				
			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	Yes	Council	Pavilion	This pavilion will be upgraded to a local level pavilion as per the Recreation Infrastructure Funding Policy
			Enhance the new building and	Not complete	No	Council	N/A	This project is not a recreation infrastructure project that encourages

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			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					physical participation.
			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
			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.
			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
			Landscape – All actions	Not complete	No	Council/ Community	N/A	Not a recreation project
Maryvale Reserve master plan	Maryvale Reserve Morwell	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. A funding application has been submitted to the Community Managed Places funding program – 27/10/2017.
			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.
			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. The CFA has recently submitted an application to the Community Managed Places funding program – 27/10/2017.
			Pigeon Club – Increase the size of	Not complete	No	Club	N/A	This building is not owned/managed/maintained by Council. Any

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			the pigeon club building by added a carport with roller door and provide a kitchenette					improvements to the building are the responsibility of the club.
			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	The Gridiron club has folded and there is currently no sporting user of this pitch.
			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	
			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.
			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.
			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.
			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.
			Provide upgraded fire brigade facilities including Marshall track and existing surface upgrades	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			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
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 Club	Improve surface of access roads and Pony club access point	Complete				
	Toners Lane Reserve		Provide a safety net for the baseball diamonds	Complete				
			Extend archery safety buffer	Complete				

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			Improve power supply to reserve	Not complete	Yes	Council	Lighting	
			Extend Dog Obedience clubrooms to accommodate the baseball club in a multi-use facility and including disability access	Not complete	Yes	Council	Pavilion	
			Install a water tank to improve water supply to the baseball diamonds	Not complete	No	Club		
			Upgrade lighting to the Baseball diamonds	Not complete	Yes	Council	Lighting	
			Repair fencing around Baseball facility	Not complete	No	Club		
			Upgrade the auto clubrooms to include disability access and kitchen upgrade	Not complete	Yes	Council	Pavilion	
			Upgrade the motorcycle clubrooms to include disability access	Not complete	Yes	Council	Pavilion	The club has applied for a community grant in 2017/18 to fund the upgrade of facilities at the clubrooms.
			Install a water tank to improve water supply to the Archery Club	Project complete				Latrobe City Council funded the purchase of a water tank in 2016.
			Improve fences around pony club facility	Project complete				
			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
	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.					
	Northern Reserve	Morwell Junior Football Club (formerly Morwell Tigers Junior Football Club, RSL Junior Football	Redevelop clubrooms into a multi-use facility incorporate public toilets and demolish existing toilet block	Project completed				

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		Club)						
			Review safety of the drainage outlet behind the clubroom facilities	Project complete				
			Address drainage issues by installing a drainage swale along the northern boundary of the site	Project complete				
			Extend the perimeter fencing around the entire oval	Project complete				
			Provide parallel parking around the eastern perimeter of the reserve	Project complete				
			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.
			Improve surface of oval and oval irrigation	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			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.
			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.
			Provide screen planting on western boundary	Not complete	Yes	Council	N/A	
	Morwell Park Netball Centre	Morwell Netball Association	Install new roof on netball clubrooms	Project complete				
			Replace seating around Netball courts and provide additional shelters	Project complete				
	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)					
	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				
			Widen access road into the reserve, install signage, improve	Project complete				

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			definition of parking areas and install traffic island between road and car park					
			Install removable barriers in front of soccer and football/cricket buildings to prevent vehicular access	Project complete				
			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.
			Renovate AFL clubrooms	Not complete	Yes	Council	Pavilion	A design for the upgrade of the AFL pavilion was completed during 2016.
			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
			Upgrade Soccer clubrooms	Not complete	Yes	Council	Pavilion	
	Crinigan Road South Reserve	Fortuna 60 Soccer Club, St Vincents Cricket Club	Extend the refurbished clubrooms as a multi-use pavilion and incorporating public toilets. Demolish existing public toilets	Project complete				
			Enclose and extend the existing spoon drain	Project complete				
			Install removable bollards near change room facility to prevent vehicular access	Project complete				
			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	
			Install training lights on the sub-junior soccer pitch	Project complete				
			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
			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
	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
			Multi-use open space area, for potential use as an overflow training venue/secondary sports ground	Complete	Yes	Council	Drainage, Irrigation & Surfaces	There is no demand that would require this space to be formalised into an active sporting reserve.
Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
Moe Newborough Outdoor Recreation Plan	Ted Summerton Reserve	Moe Football Netball Club, Moe CFA Urban Fire Brigade, Moe	Improve Irrigation	Project complete				

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		Cricket Club						
			Develop external access to the pavilion for users	Not complete	Yes	Council	Pavilion	
			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
	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)	No action required				
			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
			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
			Improve access to sports fields from Mitchells Road	Not complete	Yes	Council, Moe Racing Club	N/A	
			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
			Existing vehicle access via race track to be retained	Not action required				
			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
			Pavilion upgrade	Project complete				
			Play Spaces	Not complete	Yes	Council	N/A	The Moe AAA/Apex/Lions master plan was adopted by Council on 3 October 2017.
	Olympic Reserve	Moe Soccer Club,	Improve drainage on the east side of the pitch 1	Project complete				
			Provide drainage around the ground near pitch 1	Project complete				
			Upgrade lighting on pitch 1	Not complete	Yes	Council	Lighting	
			Install irrigation on Pitch 1	Project complete				
			Improve drainage on pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Provide drainage around the ground near pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Improve lighting to pitch 2	Not complete	Yes	Council	Lighting	
			Retain existing Bocce pitch	Not complete	No	N/A	N/A	This club is no longer operating at the venue
			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
			Extend clubrooms to include social	Not complete	No	Club	N/A	The club have access and full use of the existing swimming club social

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			rooms					rooms
			Two additional change facilities in the pavilion	Not complete	Yes	Council	Pavilion	
			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
	Moe Botanical Gardens	Moe Tennis Club	Reconstruction of tennis courts	Project complete				
			Retain existing access to community use courts	Project complete				
			Re-establish courts removed to open space	Project complete				
			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
			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
			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
			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
	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	
			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
			Provide lighting in front of the club facility	Project complete				
			Provide a second baseball diamond	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			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.
			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.
			Cricket – improve drainage to oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			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.
			Install irrigation	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			Upgrade lighting to pitch 1	Not complete	Yes	Council	Lighting	

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			Install irrigation to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			Upgrade drainage to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			Upgrade Baseball/Cricket pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2017
			Upgrade Soccer pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2016.
			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
			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
			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
	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, Hard Courts Irrigation & Surfaces	Funding of \$800,000 has been provided by the Federal government towards the construction of the pavilion and multi-use courts. Further funding is required for this project to progress.
			Demolish existing pavilion and reconstruct a new multi-use pavilion	Not complete	Yes	Council	Pavilion	A concept design has been developed for this pavilion.
			Upgrade drainage to pitch 1	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			Upgrade lighting to pitch 1	Not complete	Yes	Council	Lighting	This project is currently subject to a Community Managed Places Funding application – 27/10/2017
			Re-size pitch 2 to standard size	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			Upgrade lighting on pitch 2	Not complete	Yes	Council	Lighting	
			Install low level bollard style fencing around pitch 2	Not complete	Yes	Council	N/A	Funding for this project has been applied through LCC's annual Community Grants program – 27/10/2017
			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
			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
			Vegetation – Plant new indigenous vegetation around the reserve	Not complete	Yes	Council	N/A	This action will be the responsibility of the Environment Team.
	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	A design for the oval will be completed during 2017/18

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			Netball Courts – Upgrade lighting to netball courts	Not complete	Yes	Council	Lighting	
			Improve drainage to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			Upgrade lighting to the oval	Not complete	Yes	Council	Lighting	A funding application has been submitted to the 2018/19 CSIF Funding program – 27/10/2017
			Install irrigation to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			Upgrade change facilities for juniors and women	Not complete	Yes	Council	Pavilion	
			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					
	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				
			Demolish public toilets no longer required after redevelopment	Project complete				
			Upgrade surface of main oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
			Netball and tennis court improvements	Project complete				
			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
			Develop equestrian cross country course and holding pens	Project complete				
			Develop equestrian round yard	Project complete				

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			Develop equestrian dressage arena	Project complete				
	Callignee Recreation Reserve	CATS Cricket Club	Council is progressing plans for the development of a Callignee Community Centre	Project complete				
	Hazelwood South Reserve	Churchill RAMS Soccer Club	Install competition standard lighting to pitch 1	Project complete				
			Temporary seal entrance to reserve to improve safety prior to entrance upgrade	Project complete				
			Provide barrier along eastern boundary	Project complete				
			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
			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
			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.
	Flynn Recreation Reserve	Flynn Tennis Club	Block vehicular access to tennis courts	Project complete				
			Remove asphalt mound around hall and install spoon drain	Project complete				
			Resurface courts 3 & 4	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	A design for the reconstruction of all (4) courts as completed in 2017.
			Upgrade tennis court fencing and net posts	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	As above
			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				
	Yinnar Recreation Reserve	Yinnar Football Netball Club,	Redevelop change rooms at eastern oval to accommodate judo and public toilets	Project complete				

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		Yinnar Tennis Club, Yinnar Cricket Club?						
			Install water tanks to recycle run-off from clubrooms to irrigate the turf wicket	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Upgrade the septic/sewage system	Not complete	Yes	Council	N/A	???
			Install dedicated drinking water supply at Eastern oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Install Irrigation on main oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Install lighting to the eastern oval	Not complete	Yes	Council	Lighting	
			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
			Extend netball court run-off to meet standards	Project complete				
			Allow clubs to construct a combined scoreboard/gatekeeper's facility	Project complete				
			Install lighting to netball/tennis courts	Not complete	Yes	Council	Lighting	
			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
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				
			Install water tanks to recycle water to complement water bore	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	This project is subject to a funding application to the Community Managed Places funding program.
			Install irrigation on Fred King Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	As above.
			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
			Install new coaches boxes and spectator shelter on Don Duncan Oval	Project complete				
			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

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			Allow clubs to upgrade main pavilion	Not complete	N/A	Committee of Management		A funding application has been submitted to the Community Managed Places funding program – 27/10/2017
			Allow cricket club to undertake internal improvements to clubroom	Not complete	N/A	Committee of Management		As above
			Connect power to public toilets	Not complete	N/A	Not required		
			Install bollards along roadways to prevent vehicles from accessing Doug Timmins and Don Duncan Oval	Not complete	No	Committee of Management	N/A	
			Seal school drop-off roadway along eastern boundary of Fred King Oval	Project complete				
			Seal roadway from reserve entrance to main pavilion	Not complete	No	Committee of Management	N/A	
			Improve definition of car park adjacent to net/tennis courts	Not complete	No	Committee of Management	N/A	
			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
			Upgrade area and facilities for Agricultural show including fencing, ramps and access to water	Not complete	No	Committee of Management	N/A	
			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
			Develop a program for progressive replacement of existing trees and plant shade trees around the oval	Not complete	No	Committee Of Management	N/A	
	Toongabbie Recreation Reserve	Toongabbie Cricket Club, Toongabbie Pony Club	Develop new club facility west of the tennis courts	Project complete				
			Resurface tennis courts	Project complete				
			Connect equestrian facilities to power	Not complete	Yes	Council	Lighting	
			Complete development of riding arena	Project complete				
			Upgrade public toilets and provide access for people with a disability	Not complete	Yes	Council	Pavilion	
			Reposition equestrian entrance gates further into reserve and repair fence where required	Project complete				
			Install picnic facilities for spectators and reserve users	Not complete	No	Committee of Management	N/A	
			Upgrade and consolidate equestrian clubroom facilities	Not complete	Yes	Council	Pavilion	
			Upgrade cricket nets in same location	Project complete				
			Install a cricket sight screen	Not complete	No	Club	N/A	As per Recreation Funding Policy, cricket nets are the responsibility of the club.
			Provide additional seating and	Not complete	No	Committee of	N/A	

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			shelters			Management		
			Access bore water for main oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			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
			Assess compliance of children's playground to Australian standards and undertake any necessary improvements	This action is completed annually by Latrobe City Council				
			Upgrade skate park in accordance with the Latrobe City Skate BMX Plan	Project complete				
	Toongabbie Village Green	Toongabbie Cricket Club	Install low Federation style fence at key locations around the reserve	Project complete				
			Plant shrubs north of Mechanics Institute	Project complete				
			Install seating between trees along southern boundary	Project complete				
	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				
			Seal reserve entrance and upgrade gravel access roads, install speed humps where required	Project complete				
			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
			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
			Develop shade/shelter at multi-use court	Project complete				
			Install court lighting	Not complete	Yes	Council	Lighting	
			Plant windbreak along southern perimeter of courts	Not complete	No	Committee of Management	N/A	
			Refurbish AFL clubrooms to include adequate toilet and change facilities for females, umpires, netballers and tennis players	Project complete				
			Improve drainage on main oval and install an irrigation system	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Improve training lights for main	Not complete	Yes	Council	Lighting	A funding proposal has been lodged for the 2018/19 CSIF Program in

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			oval					2017 – 27/10/2017
			Upgrade Soccer change facilities for female players and referees and improve canteen facilities, storage and disability access	Project complete				
			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.
			Upgrade surface of soccer pitch including camber improvements and investigation options for water re-use	Not complete	Yes	Council	Drainage, Irrigation and surfaces	
			Allow football and soccer clubs to upgrade their own social club facilities	No action required				
			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 progress this action.
	George Bates Reserve	Yallourn/ Yallourn North Football Netball Club	Resurface netball courts and address drainage and compliance issues	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Develop a half court/warm up area adjacent to the existing court	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Build a small clubroom with toilets and change facilities for netball	Not complete	Yes	Council	Pavilion	
			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.
			Increase capacity of power supply for improved ground and lighting	Not complete	Yes	Council	Lighting	
			Extend lighting to netball court	Not complete	Yes	Council	Lighting	
			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.
			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
			Install removable barriers in front of the pavilion and grandstand to prevent vehicular access	Project complete				
			Improve provision of shade by planting mature trees in key locations	Project complete				
			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
			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.
	Yallourn North Town	Yallourn North Junior	Replace floor in community hall.	Not complete	No	Committee of Management		This action does not relate to recreation infrastructure and is the responsibility of the Committee of Management.

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	Oval	Football Club, Yallourn North Cricket Club						
			Consolidate buildings by extending & refurbishing the hall. Demolish public toilets and change facilities	Project complete				
			Relocate cricket nets	Not complete	No	Club	N/A	As per Recreation Funding Policy, cricket nets are the responsibility of the tenant club.
			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.
			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.
			Top dress oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Install removable bollards in front of the hall and recreation facilities to prevent vehicular access	Project complete				
			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
			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
			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
	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	
			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.
			Community Hall – all actions	Project complete				
			Skate Park – all actions	Project complete				
			The establishment of multi-use courts, a secondary oval/multi-use pitch and a centralised pavilion	Not complete	Yes	Council	Pavilion, Drainage Irrigation and	

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			catering to both facilities, with a system of pedestrian paths connecting the proposed area				Surfaces	
			Careful management and protection of the interface with the Flora Reserve to the west	No action required				
			New Multi-use courts – all actions	Not complete				A Council report will be presented to the 4 December 2017 recommending the future options for the tennis courts. – 27/10/2017
			Secondary Oval – all actions	Not complete				
			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
			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.
			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
			Undertake a drainage study	Project complete				
Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
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.
			Construction of a new CFA building	Not complete	No	CFA		
			Construction of a new community building that accommodates both sporting club and community groups/local community residents	Not complete	Yes	Council	Pavilion	
			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.
			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
			Encourage and promote Warren	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy

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			Terrace Reserve as a family friendly community meet place via the provision of a sheltered bbq area and picnic area					and Improvement Plan
			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.
			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
			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
			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
			Reserve & Facility Management – all actions	Not complete	Yes	Council	N/A	
Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
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
			Construction of a shared multi-use pavilion for cricket and netball	Project funded				As above
			Demolish old cricket pavilion and return to open space	Project funded				As above
			Upgrade existing AFL change facilities to service both the main oval and the new synthetic field	Project funded				As above
			Extension of the AFL Gippsland Office	Project funded				As above
			Reconstruction of the netball courts & car parking	Project funded				As above
			Upgrade the lighting for the main oval	Project funded				As above
			Improve drainage on Keegan street reserve	Project funded				As above
			Upgrade Gert Mahoney pavilion, kiosk and grandstand	Not complete	Yes	Council	Pavilion	
			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.

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			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	
			Construct an electronic scoreboard to service Morwell Recreation Reserve in open space west of the playing field	Project complete				
			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
			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.
			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.
			Reserve & Facility Management – All actions	Not complete	Yes	Council	N/A	
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	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.
			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.
			Provide accessible power supply to the open grass area to the East for event use	Not Complete	Yes	Council	Lighting	As per the funding policy, any general power upgrades will be assessed using the lighting matrix criteria
			Construct TEDAS pavilion as per Council adopted design	Project complete				
			Demolish existing netball courts and shelters in the North East and provide new asphalt netball courts,	Not Complete	Yes	Council	Surfaces and lighting	A funding proposal has been submitted to the Community Managed Places funding program for the reconstruction of the existing netball courts.

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			shelters and court lighting in new location.					
			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				
			Extend and upgrade existing change room's amenities incorporating accessible public/event toilets. Demolish existing 'event toilets'	Not Complete	Yes	Council	Pavilion	A project proposal has been submitted to the Community Managed Places funding program.
			Upgrade existing canteen/kiosk facility incorporating into existing pavilion	Not Complete	Yes	Council	Pavilion	
			Upgrade/refurbish existing scoreboard facility	Complete	No	Club	N/A	As per the Recreation Funding Policy, Scoreboard construction, maintenance and upgrades are the responsibility of the tenant club.
			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
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				
			Refurbish existing pavilion in accordance with Universal and Healthy by Design Principles.	Project complete				
			Demolish existing public toilets when new toilets are constructed as part of the pavilion upgrade	Project complete				
			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
			Retain existing pathways and footbridge across Traralgon Creek to allow connectivity with neighbouring Traralgon Tennis Facility and Harold Preston Reserve	No action required				

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			Improve steep pedestrian access from Anderson Street to improve pedestrian safety and general site accessibility	Project complete				
			Promote pedestrian access points through reserve wayfinding signage	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.
			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.
	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	
			Upgrade existing lighting on the oval	Not complete	Yes	Council	Lighting	
			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.
			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.
			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
			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.
			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.
			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.
	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	Traralgon Imperials	All actions in this master plan relating to Catterick Crescent					

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	Reserve	Cricket Club, Cumberland Park Junior Football Club	Reserve have been superseded by the Catterick Crescent Reserve master plan (2016)					
	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	
			Resurface reserve playing field to remedy unevenness/drainage issues and increase playing field carrying capacity.	Project complete				
			Installation of two additional sport lights on east side of reserve in accordance with Australian Standards	Not complete	Yes	Council	Lighting	
			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.
			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	Not Complete	No	Club	N/A	As per the Recreation Funding policy, safety netting is the responsibility of the tenant club.
			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.
			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.
	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	
			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	
			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	
			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

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								Plan.
			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.
			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	
	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. This pavilion will be upgraded to a local level only.
			Upgrade Traralgon Olympians change pavilion.	Project complete				
			Upgrade/extend existing Traralgon Little Athletics/Traralgon City Soccer Storage Facility	Not complete	No	Club/s	N/A	As per the Recreation Infrastructure Funding Policy, it is the club responsibility to fund additional storage
			Improve playing surface of all six (6) fields at Harold Preston Reserve	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	The only pitch still requiring drainage and irrigation is Pitch 2 (Traralgon Olympians Soccer Club)
			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.
			Construction of match standard sport lighting to pitch 2 (Traralgon City Soccer Club)	Project complete				
			Enhance and promote enjoyable spectator experiences via the provision of community shelters (Soccer) – all actions	Not complete	No	Club	N/A	
			Enhance and promote enjoyable athletics spectator experiences via the provision of spectator community shelters	Not complete	No	Club	N/A	
			Provision of safety netting/fencing behind the west goals of Soccer pitch 2	Not complete	No	Club	N/A	
			Improve reserve entry and	Project funded	Yes	Council	N/A	Entry/Exit will be improved during 2017/18.

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			community awareness of site through the installation of entry signage – all actions					
			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.
			Explore options to increase power supply through the site to assist with sorting/community events	Not complete	Yes	Council	Lighting	
			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.
			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.
	Kevin Lythgo Reserve	Traralgon Baseball Club	Upgrade existing sporting pavilion to improve accessibility and the provision for a safe spectator viewing area overlooking the baseball diamond	Not complete	Yes	Council	Pavilion	
			Upgrade sports lighting	Project underway	No	Club		The club has indicated that it will be completing this project.
			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.
			Upgrade existing deteriorated batting cage fencing	Project underway	No	Club	N/A	As above
			Construction of a baseball bullpen	Project underway	No	Club	N/A	As above
			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.
			Formalise pathway from existing pavilion to baseball infrastructure and playing field to ensure DDA compliance	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			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	
			Improve reserve entry and community awareness of site through the installation of entry	Not complete	Yes	Council	N/A	A funding bid for future capital works funding will be needed to support this project.

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			signage in accordance with Council's Signage Guidelines					
			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.
			Continue to work collaboratively with Traralgon Baseball Club and Flinders Christian College on shared use of the facility. – all actions	In progress				
			Review of Fees and Charges Policy	Project complete	Yes	Council	N/A	Council's Fees and Charges Policy is reviewed on an annual basis.
	Maskrey Reserve	Pax Hill Tennis Club	Upgrade existing clubrooms with accessible toilets and supporting amenities	Not complete	Yes	Council	Pavilion	
			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.
			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.
			Upgrade court sports lighting	Not complete	Yes	Council	Lighting	
			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.
			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.
	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.
			Show Court Project	Project complete				
			Continue to light any remaining tennis courts to 350 Lux	Not complete	Yes	Club	Lighting	
			Replace aged tennis court perimeter fencing through the precinct	Project funded	Yes	Club	N/A	The fencing will be replaced during 2017/18.
			Improve spectator facilities throughout the precinct	Not complete	No	Traralgon Tennis Association	N/A	As per the Recreation Infrastructure Funding Policy
			Enhance clubhouse aesthetics and sporting/community event functionality via the retrofitting of existing tiered seating	Project complete				
			Improve linkages between sporting and community infrastructure at Agnes Brereton Reserve, Traralgon	Project complete				

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			Tennis Centre and Harold Preston Reserve through the establishment of accessible shared pathways					
			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	
			Resurface, realign and re-define existing gravel car park to increase parking capacity of the site for large scale events and tournaments.	Project complete				
			Enhance amenity and vegetation along linear creek pathway to improve overall aesthetics of the site	Project complete				
			Investigate the functional and operational viability of major events being hosted at the Traralgon Tennis Centre through a major events feasibility study.	Project complete				
	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.
			Upgrade existing cricket pavilion at Stoddart Oval for cricket and junior AFL	Project underway				
			Construction of sports lighting at Stoddart Oval for junior AFL	Not complete	Yes	Council	Lighting	
			Resurface of Jack Canavan Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			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.
			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.
			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.
			Construct sheltered player/coach benches on eastern boundary of	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.

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			Stoddart Oval					
			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.
			Installation of two 10,000 litre rain water tanks.	Project complete				
			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.
			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.
			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 & 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				
	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				
			Install training lights on the sub-junior pitch to maximise use	Project complete				
			Provide soccer club with access to the cricket ground for training and junior competition	Action completed				
			Install removable bollards near change room facility to prevent vehicular access	Project completed				
			Address identified risk management issues	Actions addressed.				
	Ronald	Pegasus	Upgrade clubrooms to include	Not complete	Yes	Council	Pavilion	A project proposal has been submitted to the Community Managed

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	Reserve	Soccer Club	change facilities for referees and female players and improved disability access					Places Funding program 2017
			Install removable bollards in front of soccer facility to prevent vehicular access	Project complete				
			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.
			Investigate the potential to capture and re-use water runoff from the bitumen track	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
			Investigate and address corrosion on south west light tower	Action complete – Lights replaced in 2010				
			Provide shelter for spectators	Action complete				
			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.
			Upgrade the maintenance classification to a Category A field	Action completed				
	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				
	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	N/A				

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			the Northern Towns Outdoor Recreation Plan					
	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.
	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				
	Keegan Street Reserve	No active club	Decommission courts	Project complete				
	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.
			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.
			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.
			Install lighting on additional courts to enable the expansion of the night competition	Not complete	Yes	Council	Lighting	
			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.
			Address requirement for clubroom underpinning and provide access for people with disability	Project complete				
	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				

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	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				
	Albert Deppeler Reserve – Yinnar South	No Club	These courts have been decommissioned.	N/A				

CORRESPONDENCE

11. CORRESPONDENCE

11.1 2030 Greater Victoria Commonwealth Games Bid - Request for Contribution to Prefeasibility Study

General Manager

Chief Executive Office

For Decision

EXECUTIVE SUMMARY

The Mayor of Greater Shepparton City Council has written seeking a \$6,000 contribution towards the prefeasibility study for the 2030 Greater Victoria Commonwealth Games Bid.

RECOMMENDATION

That Council consider a contribution of \$6,000 towards the prefeasibility study for the 2030 Greater Victoria Commonwealth Games Bid.

The matter lapsed for want of a mover.

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 Mayor of Greater Shepparton City Council, Cr Dinny Adem, has written to the Mayor of Latrobe City Council seeking support for the 2030 Greater Victoria Commonwealth Games Bid project. A copy of that letter is attached to this report as Attachment 1. A copy of the Prefeasibility Study Scope is attached to this report as Attachment 2.

A significant next step in this project is the preparation of a prefeasibility study, which is estimated to cost \$80,000. The State Government will be contributing \$30,000 to this prefeasibility study and they have indicated that regional Councils should fund the remaining \$50,000 as a sign of commitment to this project.

The Greater Shepparton City Council is managing this initiative on behalf of regional Councils. They have suggested co-contributions based on population. Details of the proposed co-funding scale are included in the attached letter. In Latrobe City Council's case a contribution of \$6,000 is suggested.

Attachments

- 1 [↓](#). Letter from Greater Shepparton City Council requesting contribution towards prefeasibility study - 2030 Commonwealth Games
- 2 [↓](#). Prefeasibility Study Scope

11.1

2030 Greater Victoria Commonwealth Games Bid - Request for Contribution to Prefeasibility Study

- 1 Letter from Greater Shepparton City Council requesting contribution towards prefeasibility study - 2030 Commonwealth Games 185
- 2 Prefeasibility Study Scope..... 187

GREATER SHEPPARTON
GREATER FUTURE

20 September 2017

Cr Kellie O'Callaghan
Mayor
Latrobe City Council
PO Box 264
MORWELL VIC 3840
BY EMAIL: Kellie.O'Callaghan@latrobe.vic.gov.au

Dear Kellie,

**2030 GREATER VICTORIA COMMONWEALTH GAMES BID PROJECT
PREFEASIBILITY STUDY CONTRIBUTION**

I am writing to you to today to provide an update and seek further support for the 2030 Greater Victoria Commonwealth Games Bid project.

Since the Taskforce met with regional Councils in June, the project has continued to progress. Of significance is the State Government assembling a dedicated working group to assist with the project. The working group is comprised of representatives from Sport and Recreation Victoria, including Director Mr Justin Burney, Regional Development Victoria, Visit Victoria and Department of Premier and Cabinet.

The Taskforce has also briefed the Hon John Eren MP, Minister for Sport, Minister for Tourism and Major Events and the Hon Jaala Pulford MP, Minister for Regional Development.

Both Ministers have indicated that to progress the project a prefeasibility study is required. They have also requested that regional Councils make a formal commitment to the project via a contribution to the cost of this study.

The scope of the prefeasibility study has been determined via discussions between the State Government Working Group, the Taskforce and discussions with the regional Councils back in June. Please find attached a copy of the prefeasibility study scope for your information.

The State Government is anticipating the prefeasibility study will cost approximately \$80,000. Three consultancy companies have been nominated by the Government to be approached to quote for this project, all of which have experience in feasibility work, including undertaking studies for previous Commonwealth and Olympic Games.

The State Government will be contributing \$30,000 to the prefeasibility study and have indicated that they would like regional Councils to fund the remaining \$50,000 as a sign of commitment to this project.

The State Government sees this as a partnership project with regional Councils and therefore would like to see a financial contribution to the first stage of the project, particularly in light of the project progressing to full feasibility study stage, where the State Government would be the primary investor.

Greater Shepparton City Council
Locked Bag 1000, Shepparton 3632
90 Welsford Street, Shepparton 3630
Ph: (03) 5832 9730 Fax: (03) 5831 1987 Email: council@shepparton.vic.gov.au
ABN 59 835 329 843

GREATER SHEPPARTON
GREATER FUTURE



A procurement panel will be convened to assist with the appointment of a consultant, with the funds being managed by Greater Shepparton City Council (GSCC). Other regional Councils are welcome and encouraged to join GSCC, the Taskforce and State Government Working Group to oversee the procurement process.

In determining a possible way for regional Councils to fund the co-contribution required it is suggested that the following contribution scale could be applied:

- \$6,000 > 50,000 population
- \$3,000 > 20,000 – 50,000 population
- \$1,000 < 20,000 population

For those Councils not in a position to financially contribute, this would not result in being precluded from the project.

The State Government is hoping that the prefeasibility will serve a dual purpose - to determine the validity of the Greater Victoria Commonwealth Games model and also to inform the a regional liveability strategy, a piece of work which they have been wanting to undertake for a period time.

If your Council is willing to financially contribute to the prefeasibility study and/or participate in the procurement panel please respond in writing to GSCC CEO Peter Harriott at peter.harriott@shepparton.vic.gov.au by 4 October 2017.

Well done to Horsham Rural City Council on formalising their support for the Greater Victoria Commonwealth Games bid via a Council resolution. Greater Shepparton is following suit with a resolution going to the Ordinary October Council meeting.

As the project has been progressing it has been identified that there will be a need to have a formal governance structure particularly in terms of managing any potential government funds and contracts. Legal advice has been sought where it has been recommended that a company limited by guarantee structure would be best suited in continuing to drive the project. The State Government has request to have input into the composition of such a board, with this being looked at further following the prefeasibility study.

A website for the project has recently gone live which will include consistent updates. Please click on the link to view the site – www.2030peoplesgames.com.au

If you require any further information please contact me on 5832 9884 / dinny.adem@shepparton.vic.gov.au or Peter Harriott on 5832 9898 / peter.harriott@shepparton.vic.gov.au

I look forward to hearing from you in the near future.

Yours sincerely

Cr Dinny Adem
MAYOR
M1771781



Greater Victoria Commonwealth Games

Draft Prefeasibility Study Scope

Scope

1. Objectives and Benefits

- The objectives of seeking to host the 2030 Commonwealth Games and the expected benefits of doing so are to be comprehensively described.

2. Planning Approvals

- Identify planning and other significant approvals required for multiple locations to host events. This should identify the cost and work required for the approval process and highlight any potential risks. Identify the need for a Commonwealth Games Planning Authority or similar.

3. Key Venue Audit – Ceremonies, Athletics, Swimming, Media/Broadcast

- What regional venues are currently compliant with Commonwealth Games Federation requirements to host the Opening and Closing Ceremonies, athletics and swimming events, and the media and broadcast facilities?
- What upgrades or temporary solutions would need to be made for regional venues to be compliant with Commonwealth Games Federation standards to host the key events and sports? What would be the cost of this?
- What legacy structures might be required to be constructed that would provide long-term opportunities and gains for regional centres? What would be the cost of constructing this?
- What alternative metro venues are compliant or have the potential to be Commonwealth Games compliant that could support a regionally based Games?
- What is the parking capacity and public transport accessibility of proposed venues?
- Should it be determined that construction of new venues would be required, what is the potential future use and sustainability of these be?
- Having considered the venue offerings, provide options for the most economic and viable mix of sports and locations to offer for future bid.

4. Accommodation Audit

- What are the projected number of athletes, staff, volunteers, contractors, spectators and media for a future Commonwealth Games event that would need to be accommodated?
- What is the current and future level of accommodation available to host athletes, staff, volunteers, contractors, spectators and media per each sport, per each venue?
- What is the current and future range of accommodation available – number of rooms, star ratings, disability access?
- What would be the opportunities for the provision of accommodation for neighbouring towns and Melbourne to cater for overflow/demand?





- What current and future regional options are available to create an athlete's village? Existing infrastructure, temporary infrastructure? What would be the cost of this? What would the future use and sustainability of a village or villages be?
- Are there opportunities to utilise university accommodation (e.g. athlete's village accommodation), conversion of larger sporting facilities, creation of glamping grounds, regional land/properties providing temporary accommodation etc.?

5. Transport Audit

- Existing but more importantly the future capability of:
 - Victorian Airports (internal and domestic capability)
 - Road network (including proposed road upgrades, bypass creation etc.)
 - Public transport (rail, bus)
 - Private providers (bus, cars, Uber)
 - Freight (road and rail)
- Modelling of traffic flows for roads and rail - need to look at the movement of people and goods across the state and from Melbourne to regional areas.
- Need to look at how our transport system will look in future years e.g. fast train/Velocity network, driverless cars, private sector capacity etc.

6. Cost benefit analysis

- Identify costs.
- Identify funding sources
- An overall cost-benefit analysis at prefeasibility level should be included taking into consideration the factors outlined above.

Please Note:

Additional areas that are required to be addressed by a formal Commonwealth Games bid will be determined via a full feasibility study - the next stage of the project. The full feasibility study will specially examine such matters as security requirements, legacy opportunities, sports offerings, cultural activity sites etc.



PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

13.1 Memorandum of Understanding with the State of Victoria to develop a City Deal

General Manager

Chief Executive Office

For Decision

EXECUTIVE SUMMARY

This report follows discussion at the Councillor Briefing held on 16 October 2017, the outcome of which was that this matter be brought to Council so it can formally consider resolving its in-principal agreement to enter into a Memorandum of Understanding (MoU) with the State of Victoria to develop a City Deal.

In December 2016 the Premier of Victoria, the Hon Daniel Andrews MP, wrote to the Mayor proposing the Latrobe Valley as a prime candidate for a City Deal.

The City Deals initiative was announced in the Commonwealth Government's Smart Cities Plan when it was launched in 2016. City Deals involve an agreement between all three tiers of government to create collective plans for growth.

Daniel Mulino MLC, Parliamentary Secretary for Treasury and Finance, has been confirmed as Latrobe City Council's point of contact within the Victorian Government for City Deals. Daniel Mulino MLC wrote to the Mayor in August 2017 to reaffirm the Victorian Government's ambition to partner with the local governments in the Latrobe Valley and the Commonwealth to develop a City Deal.

The Victorian Government are proposing that a Memorandum of Understanding (MoU) be developed between the State Government, Latrobe City Council, Baw Baw Shire Council, Wellington Shire Council and the Gippsland Regional Partnership to provide a formal framework for negotiations with the Commonwealth for a Latrobe Valley City Deal.

Once the MoU is in place, it is suggested that a round-table discussion be held with key stakeholders to define the vision for the Latrobe Valley City Deal and its scope which could include infrastructure and investment, governance and regulation, housing, jobs and skills, innovation and digital opportunities, liveability, and sustainability.

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Gibson

That Council:

- 1. Agrees, in-principal, to enter into a Memorandum of Understanding (MoU) with the State of Victoria to provide a formal framework to negotiate a Latrobe Valley City Deal with the Commonwealth Government;**
- 2. Authorises the CEO to negotiate the detail of the MoU for the Latrobe**

Valley City Deal;

- 3. Once it is finalised, the MoU with the State of Victoria for the Latrobe Valley City Deal be brought to a future meeting of Council to be ratified; and**
- 4. Council agree to participate in a round table discussion with key stakeholders to define the vision for the Latrobe Valley City Deal and the domains for action, once the MoU is finalised.**

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

This matter was discussed at the Councillor Briefing held on 16 October 2017, the outcome of which was that a report be brought to Council for it to consider resolving its in-principal agreement to enter into a Memorandum of Understanding (MoU) to formalise a framework for the Victorian Government and local stakeholders to negotiate a Latrobe Valley City Deal with the Commonwealth Government.

In December 2016 the Premier of Victoria, the Hon Daniel Andrews MP, wrote to the Mayor proposing the Latrobe Valley as a prime candidate for a City Deal. This followed a conversation between the Premier and Prime Minister on the sidelines of a Council of Australian Governments (COAG) meeting.

The City Deals initiative was announced in the Commonwealth Government's Smart Cities Plan when it was launched in 2016. City Deals involve an agreement between all three tiers of government to create collective plans for growth, with commitments to specific actions and investment from all parties, and agreed measures of success. City Deals are designed to improve collaboration between all levels of government by coordinating governance, strategic planning, investment and reform.

There have been three City Deals announced in Australia – Townsville, Launceston and Western Sydney – and these are in the process of being implemented.

The Premier has written to the Commonwealth to advocate for a Geelong and Great Ocean Road City Deal. It is understood that a MoU between the Victorian Government and Geelong and Great Ocean Road stakeholders is currently being finalised. It is also understood that City Deals are also being proposed for Ballarat and Bendigo.

Daniel Mulino MLC, Parliamentary Secretary for Treasury and Finance has been confirmed as Latrobe City Council's point of contact within the Victorian Government for City Deals. Daniel Mulino MLC visited Latrobe City Council on 18 August 2017 and met with the Mayor, Deputy Mayor, CEO and General Manager Advocacy and Transition. Daniel Mulino MLC subsequently wrote to the Mayor to reaffirm the Victorian Government's ambition to partner with the local governments in the Latrobe Valley and the Commonwealth to develop a City Deal. He suggested that we jointly agree on a MoU to formalise how our organisations will work together.

At Daniel Mulino MLC's suggestion the CEO and Coordinator Regional Strategy met with Matthew Minchin, Executive Director Cities Task Force, Department of Premier and Cabinet on 21 September 2017 to discuss next steps. It is suggested that a first step is to agree a MoU to provide a framework for collaboration. The parties to the MoU are proposed to be the State of Victoria, Latrobe City Council, Baw Baw Shire Council, Wellington Shire Council and the Gippsland Regional Partnership.

It is also suggested that a round-table discussion be held with key stakeholders to define the vision for the Latrobe Valley City Deal and the scope which could include infrastructure and investment, governance and regulation, housing, jobs and skills, innovation and digital opportunities, liveability, and sustainability.

STAKEHOLDER CONSULTATION

Engagement with parties to the proposed MoU – the Victorian Government, Baw Baw Shire Council, Wellington Shire Council and the Gippsland Regional Partnership – will commence should Council adopt the recommendations contained in this report.

Engagement with other key stakeholders will commence once the MoU is in place. This will include the proposed round-table discussion with key stakeholders.

FINANCIAL AND RESOURCE IMPLICATIONS

The Latrobe Valley City Deal MoU can be negotiated using existing resources within the Chief Executive Office.

RISK IMPLICATIONS

There are not considered to be any risks associated with entering in to a MoU with the State of Victoria to provide a formal framework to negotiate a Latrobe Valley City Deal with the Commonwealth Government.

However, there is a risk that Council will be seen as not representing the interests of Latrobe City if it does not enter into a MoU as a framework to negotiate a Latrobe Valley City Deal with the Commonwealth Government

SUPPORTING DOCUMENTS

Nil

Attachments

- 1 [↓](#). Letter received 3/01/2017 – Premier of Victoria – Latrobe Valley, a prime candidate for a City Deal
- 2 [↓](#). Letter received 18/08/2017 – Parliamentary Secretary for Treasury and Finance – Reaffirming the Victorian Government's ambition for a Latrobe Valley City Deal

13.1

Memorandum of Understanding with the State of Victoria to develop a City Deal

- 1 Letter received 3/01/2017 – Premier of Victoria – Latrobe Valley, a prime candidate for a City Deal 197**
- 2 Letter received 18/08/2017 – Parliamentary Secretary for Treasury and Finance – Reaffirming the Victorian Government’s ambition for a Latrobe Valley City Deal 199**



The Hon Daniel Andrews MP

Premier of Victoria

Cr Kellie O'Callaghan
Mayor
City of Latrobe
PO BOX 264
MORWELL VIC 3840

Latrobe City Council



DOC17/35738

Date Received: 03-Jan-2017

1 Treasury Place
Melbourne, Victoria 3002 Australia
Telephone: +613 9651 5000

D16/227392

Dear Cr O'Callaghan

I trust you have seen my representations to the Prime Minister at the recent COAG meeting on the need for City Deals to support the development of regional Victorian cities. I believe that the Latrobe Valley is a prime candidate for a City Deal due to the recent establishment of the Latrobe Valley Authority and significant funding announced to support the local economy and community to transition.

City Deals will involve coordinated investment and action across the three levels of government, potentially also involving the private sector, towards achieving specific economic, environmental and social outcomes. The Victorian Government believes that City Deals should be tailored to meet specific regional needs and build on existing strengths.

I believe that the Latrobe Valley is well-positioned for a City Deal, in light of the recent governance changes, the significant commitment of State and Commonwealth funding and the establishment of the Economic Growth Zone. A deal could focus on increasing investment in infrastructure and tying Commonwealth funding to improving regional performance across a number of measures, including economic growth, improved health and education outcomes and improvements to local liveability.

We want to support you to secure the best deal for the people of the Latrobe Valley. In line with the Commonwealth's Smart Cities Plan, specific initiatives within a City Deal could focus on outcomes such as stimulating jobs growth, improving liveability and environmental sustainability, providing affordable housing and driving uptake of new technology.

I invite you to contact my Parliamentary Secretary, Colin Brooks MP, to discuss next steps for development of a City Deal proposal on (03) 9467 5657 or at colin.brooks@parliament.vic.gov.au.

I look forward to continuing to work with you toward coordinated investment and action to support the transition and prosperity of the Latrobe Valley.

Yours sincerely


The Hon Daniel Andrews MP
Premier

19 DEC 2016

Your details will be dealt with in accordance with the *Public Records Act 1973* and the *Privacy and Data Protection Act 2014*. Should you have any queries or wish to gain access to your personal information held by this department please contact our Privacy Officer at the above address.





Office of the Treasurer of Victoria

Latrobe City Council



DOC17/56476

Date Received: 18-Aug-2017

1 Treasury Place
GPO Box 4379
Melbourne Victoria 3001
Telephone: +61 3 9651 5201
Facsimile: +61 3 9651 0759
DX 210759

Cr Kellie O'Callaghan
Mayor
Latrobe City Council
141 Commercial Road
MORWELL VIC 3840

Dear Mayor *Kellie*

I am writing to reaffirm the Victorian Government's ambition to partner with the local governments in the Latrobe Valley and the Commonwealth to develop a City Deal.

You may have seen recent media coverage regarding the Premier's advocacy to the Prime Minister for a Geelong and Great Ocean Road City Deal. While the Premier outlined the immediate opportunities in that region and the significant planning and design undertaken on several local projects, he also reiterated the compelling case for a City Deal for the Latrobe Valley.

The Victorian Government is investing in, and advocating for, the Latrobe Valley. As you know, our \$266 million package of support for the region includes a new, purpose-designed 'Gov Hub' providing a base for up to 300 staff, including 150 public sector jobs; an \$85 million package of world-class sporting infrastructure, events and community programs; and Victoria's first Economic Growth Zone, offering \$50 million in incentives and assistance to new and expanding local businesses. We are working with businesses nationally and internationally to encourage private investment in the region.

In addition, we have invested \$530 million in upgrades to the Gippsland Line through the Regional Rail Revival, creating more than 400 new jobs, and we have ensured that a dedicated project office will be located in the Latrobe Valley.

I would like to work with the Latrobe City Council to identify opportunities for a City Deal, potentially building upon the region's visitor economy and agribusiness capabilities to drive jobs growth and improve liveability for the community. We remain committed to advocating for Commonwealth investment in the Latrobe Valley, through the City Deals program and other initiatives. As part of this partnership, I suggest we jointly agree on a Memorandum of Understanding (MOU) to formalise how our organisations will work together.

I look forward to continuing to work with you to support the Latrobe Valley and towards the development of a MOU and subsequent City Deal. I invite you to contact Matthew Minchin, Executive Director, Cities Taskforce, Department of Premier and Cabinet to discuss next steps on 0428 136 974 or matthew.minchin@dpc.vic.gov.au.

Sincerely

Daniel Mulino MLC
Parliamentary Secretary for Treasury and Finance



CITY DEVELOPMENT

14. CITY DEVELOPMENT

14.1 Latrobe Regional Airport Annual Report 2016/2017

General Manager

City Development

For Information

EXECUTIVE SUMMARY

The Latrobe Regional Airport Board operates as a special committee of Council under Section 86 of the *Local Government Act 1989*.

Under Section 7.2 of the Deed of Delegation from Latrobe City Council, under which the Latrobe Regional Airport Board operates, an Annual Report must be provided to Council.

The Annual Report provides an account of the Latrobe Regional Airport's operations and performance against plans and targets identified in the budget, the business plan and Master Plan, and any other significant matters.

Matters reported include the adoption of the Marketing and Business Development Strategy, Australian International Airshow 2017 attendance, Ambulance Victoria expansion, proposed wind turbulence regulation, Barometric Vertical Navigation system rollout, and planning scheme amendment for airspace protection.

The 2016/2017 financial year finished on a strong note with an amount of \$11,684 savings against budget.

On 9 October 2017 the Latrobe Regional Airport Board resolved the following:

That the Latrobe Regional Airport Annual Report for 2016/2017 as presented be adopted.

The Latrobe Regional Airport Annual Report is now presented to Council for noting.

MOTION

Moved: Cr Middlemiss

Seconded: Cr McFarlane

That Council receives and notes the Latrobe Regional Airport Annual Report 2016-2017.

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*.

DISCUSSION

The Latrobe Regional Airport Board operates under a Deed of Delegation from Latrobe City Council, and under Section 7.2 of the Deed an Annual Report must be provided to Council.

The Annual Report provides an account of the Latrobe Regional Airport's operations and performance against plans and targets identified in the budget, the business plan and Master Plan, and any other significant matters.

The significant activities undertaken during the year are outlined below.

Marketing and Business Development Strategy

Fox Strategic has undertaken the development of a Latrobe Regional Airport Marketing and Business Development Strategy.

The intention of the strategy is to assist Latrobe City Council to establish an aerospace precinct and in so doing facilitate the attraction of aviation and aerospace businesses to a dedicated precinct which is located at Latrobe Regional Airport. The strategy supports Council's objective of the Latrobe Regional Airport as a key employment zone.

The strategy particularly focuses on the following eight elements:-

1. Aerospace Manufacturing
2. Aviation Training and Education
3. Space Camp Australia
4. Advanced Manufacturing Laboratory & Training Centre
5. Aviation Research Centre
6. Aerospace Industry Business Incubator
7. International Pilot Training Academy
8. General Aviation Service

The Latrobe Regional Airport Board adopted the Fox Strategic Marketing and Business Development Strategy at its meeting on 14 November 2016.

The Latrobe Regional Airport Marketing and Business Development Strategy will continue to form the basis for business attraction into the future.

Australian International Airshow - Avalon

The Latrobe City/Latrobe Regional Airport was represented at the Australian International Airshow (Avalon Airshow) from Tuesday 28 February until Friday 3 March 2017 (Trade Days). Various Councillors, Airport and Council staff were in attendance.

A public "Launch" of the Latrobe City Aerospace Precinct brand (LCAP) was held on Thursday 2 March 2017. This event was launched by the Deputy Mayor Councillor Middlemiss to a very receptive audience of approximately 50 airshow business principals and press.

This launch was the highlight of the Latrobe Regional Airport's presence during the Trade Days at the Airshow. LRA occupied a "pod" on the Victorian Government Stand for the four trade days which generated a great deal of interest from other trade exhibitors and aerospace companies.

In terms of opportunities identified as potential tenants at Latrobe Regional Airport, this was a most successful event. The exposure provided by the launch and by Council representatives' network of contacts was beyond the scope of our expectations.

Several pre-arranged meetings were held during the week with relevant businesses and some exciting contacts were made and proposals were prepared for the interested company's consideration. These are genuinely interested parties from the aerospace industry, government and educators.

The invitation from The Hon Darren Chester to attend a round table of senior aviation people highlights the exposure and recognition of Latrobe City/Latrobe Regional Airport as a genuine investor in the Aviation/Aerospace sector.

The Minister in company with his Department Secretary Mike Mrdak spent a considerable time at the Latrobe display in discussion with a number of Latrobe City representatives.

The "Latrobe City Aerospace Precinct" builds on manufacturing capability already at the airport with Mahindra Aerospace, the manufacturer of the only Australian built commercial aircraft the Airvan 8.

The Latrobe City Aerospace Precinct has been in the planning for over two years, momentum to convert strategy into action escalated following the establishment of significant State and Federal Government financial incentives as part of a new Economic Growth Zone for the Latrobe Valley.

The Latrobe City Aerospace Precinct is an initiative of Latrobe City Council.

Business contacts from the Airshow will continue to be pursued in the 2017/2018 year.

Ambulance Victoria

Ambulance Victoria requested the Board's permission to extend their current facility at Latrobe Regional Airport.

Their proposal is to add two additional crew sleeping quarters on the south side of the current building at a point furthest away from the runway. This will not have any detrimental effect on any future operations.

The Board granted permission at its December meeting.

The Ambulance Victoria Helimed (HEMS2) facility is seen as a vital part of the Airport's Emergency services precinct and an essential service to the greater community of Latrobe.

Building works are scheduled to commence during the 2017/2018 year.

Proposed Wind Turbulence Regulation - NASF Guideline B

The General Manager has continued to pursue a review of the National Airport Safeguarding Framework Guideline B, which introduces the 1 in 35 rule to minimise

wind turbulence on runways and runway approaches (1 metre high for every 35 metres from the runway centreline). The current Obstacle Limitation Surface requirement is 1 in 7 from the runway strip edge.

Latrobe Regional Airport and many other airport operators, are very concerned that this guideline has the potential to stifle developments at our airports, and increase costs substantially by having to carry out desk top and/or wind tunnel testing for any proposed development both on and off airport.

BARO – VNAV Information

Barometric Vertical Navigation (BARO-VNAV) is a system that provides vertical information to pilots which allows descent to lower levels on instrument approaches. It is virtually a replacement for the old Instrument Landing System (ILS).

The BARO-VNAV system is being rolled out to airports across Australia at no cost and Latrobe Regional Airport (LRA) is in the first group to have the system installed. Installation at LRA is scheduled for April 2018.

Planning Scheme Amendment

A Planning Scheme Amendment that is designed to give greater planning protection from incompatible developments in the vicinity of the airport is proceeding through the mandatory stages. This amendment relates mainly to building and infrastructure height so that developments that may potentially intrude into the airport's Obstacle Limitation Surface (OLS) will be referred to the Airport Board for comment. The amendment seeks to minimise the number of properties that might be affected by the proposal while giving the airport the protection it needs for the future.

This amendment was identified in the Airport Master Plan 2015.

The amendment will be out for public consideration and submissions from 10 August 2017 to 21 September 2017.

Summary

Latrobe City Council continues to recognise the importance of the Latrobe Regional Airport as a community asset and emergency services base, as well as a significant employment generator for the Latrobe region.

The 2016/2017 financial year finished on a strong note with an amount of \$11,684 savings against budget.

Statutory requirements relating to the Airport have been met, and through the Board's maintenance and upgrade programs, the Latrobe Regional Airport continues to provide the Gippsland community with a strategic asset and industrial hub which is operated both safely and securely, and is positioned well for the future.

STAKEHOLDER CONSULTATION

There is no consultation required as this is an Annual Report on activities, as required by the Latrobe Regional Airport Deed of Delegation from Council.

FINANCIAL AND RESOURCE IMPLICATIONS

The Airport was operated in line with the 2016/17 adopted recurrent budget of \$707,000 as detailed in the finance report contained in the Annual Report attached.

The 2016/2017 financial year finished with an amount of \$11,684 in savings against budget for the year.

RISK IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with Council's Operational Risk Management Policy 2016.

CONCLUSION

Latrobe Regional Airport has commenced implementing the Airport Marketing Strategy and Business Development Plan and marketing the Latrobe City Aerospace Precinct that was launched at the Australian International Airshow at Avalon on 2 March 2017.

Latrobe Regional Airport ended the 2016/2017 financial year within its annual budget projection.

Council continues to recognise the importance of the Latrobe Regional Airport as a community asset and emergency services base, as well as a significant employment generator for the Latrobe region.

All Civil Aviation Safety Authority (CASA) statutory requirements have been met, and through the Board's maintenance and upgrade programs, the Latrobe Regional Airport continues to provide the Gippsland community with a strategic asset and an industrial hub which is operated both safely and securely, and is positioned well for the future

SUPPORTING DOCUMENTS

Nil

Attachments

1 [↓](#). Latrobe Regional Airport Annual Report 2016/2017

14.1

Latrobe Regional Airport Annual Report 2016/2017

1	Latrobe Regional Airport Annual Report 2016/2017	207
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LATROBE REGIONAL AIRPORT ANNUAL REPORT 2016-2017





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Chair's Message

As Chair of the Latrobe Regional Airport Board, I am pleased to report that the Latrobe Regional Airport has had an exciting year with the adoption of the Marketing and Business Development Strategy and the launch of the Latrobe City Aerospace Precinct.

The Latrobe Regional Airport Marketing and Business Development Strategy was commissioned by the Airport Board/Latrobe City Council to compliment Council's stance on its policy to diversify the City's industrial base. The Marketing and Business Development Strategy was adopted by the Airport Board on 14 November 2016.



A focal part of the Strategy was the creation of the Latrobe City Aerospace Precinct (LCAP) which was officially launched at the Australian International Airshow at Avalon on 2 March 2017. This has given a focus for our marketing activities which are now beginning to attract strong interest from a number of major industry players.

The emergency services providers continue to be of major importance to airport operations and their benefit to the greater community should not be underestimated. The Latrobe Regional Airport hosts the regional bases for the Department of Environment Land Water & Planning aerial fire operations and Ambulance Victoria's HEMS 2 Ambulance/Rescue helicopter service which are fantastic assets for the safety of the community in the greater Gippsland Region.

To my fellow Board members, I thank you for your commitment and expert input over the past 12 months and I look forward to meeting the challenges in growing our vital community asset into the future.

GARY VAN DRIEL

Chair

Latrobe Regional Airport Board



The Latrobe Regional Airport Board

The members of the Latrobe Regional Airport Board are:



Mr Gary Van Driel (Chair)



Cr Graeme Middlemiss



Mr Graham Talmage



Mrs May Sennett



Mr Gerard Lappin



Mr Barry Richards



Mr Kevin Reardon



Mr Alan Jenkins



The Latrobe Regional Airport Board

The Latrobe Regional Airport Board is comprised of seven members, two of whom represent Latrobe City Council and five who are appointed from community nominations. The community members are selected on the basis of qualification/experience relevant to business development and airport operations.

Members of the Board for 2017/2018 were Mr Gary Van Driel (Chair), Cr Graeme Middlemiss, Mrs May Sennett, Mr Graham Talmage, Mr Barry Richards, Mr Gerard Lappin and Mr Kevin Reardon. A community based non voting advisory member, Mr Alan Jenkins, is also part of the Airport Board. The community based Board members are appointed for a four year term ending on 30 June 2018.

The Latrobe Regional Airport Board continues to be pro-active in developing its vision for the Latrobe Regional Airport in line with the Airport Master Plan, the Marketing and Business Development Strategy and associated documents, and ensuring that this vital community asset and developing employment hub continues to grow for future generations.



A Boeing Stearman under reconstruction at LRA



Making a Difference

Marketing & Business Development Strategy

In October 2015, the Latrobe City Council invited tenders for the development of The Latrobe Regional Airport Marketing and Business Development Strategy. Fox Strategic was the successful applicant for the tender.

The intention of the strategy is to assist Latrobe City Council to establish an aerospace precinct and in so doing facilitate the attraction of aviation and aerospace businesses to a dedicated precinct which is located at the Latrobe Regional Airport. The strategy supports Council's objective of the Latrobe Regional Airport as a key employment zone.

The strategy provides the Latrobe City Council with a tangible and achievable vision for the precinct and a roadmap to make it happen. The strategy will also provide the tools to assist Council in marketing this vision to the critical stakeholders, including: State and Federal Government, the aviation and aerospace sectors, the constituents of Latrobe City and the community within the broader Latrobe Valley area.

The Latrobe Regional Airport Marketing and Business Development Strategy was adopted by the Airport Board on 14 November 2016.



An economic diversification plan focused on growing the aviation/aerospace sector in the region has been in the planning for more than two years. The strategy recommended the establishment of the Latrobe City Aerospace Precinct to be located at Latrobe Regional Airport.

An official launch of the new Latrobe City Aerospace Precinct (LCAP) took place at the Australian International Airshow at Avalon on 2 March 2017. Following the launch, Council has received several



expressions of interest to be part of the precinct from high profile aviation/aerospace industry organisations.

The Latrobe City Aerospace Precinct builds on manufacturing capability already at Latrobe Regional Airport with Mahindra Aerospace/GippsAero, the manufacturer of the only Australian designed and built commercial aircraft.

The Latrobe City Aerospace Precinct is a well planned and well timed initiative. The Precinct will build a vibrant aerospace industry community and will grow to include the following components.



Current Businesses

The following business types and services are currently operating at Latrobe Regional Airport:-

- Aircraft Manufacturing
- Aircraft Maintenance
- Aircraft Refurbishing and Rebuilding
- General Aviation Pilot Training
- Recreational Pilot Training
- Microlight Pilot Training
- Historical Aircraft Museum
- Aerobatic Joyflights
- Charter Operations
- Emergency Services Regional Bases (Ambulance/Rescue & Fire)
- SES & CFA
- RAAF Cadets

There are currently approximately 170 on airport jobs at Latrobe Regional Airport



Major Tenant – Department of Environment, Land, Water & Planning (DELWP)

The DELWP firebase at Latrobe Regional Airport is a major regional facility which is a key element in the protection of vital community assets in the greater Gippsland area.

The airbase is designed to accommodate three fixed wing bomber aircraft when in standby mode and when operational the airbase can load two bombers simultaneously using either retardant or foam. Rotary wing aircraft are positioned on the helipad or grass areas to the West of the base.

During major fire events the Latrobe Regional Airport base is home to up to 20 aerial firefighting appliances including two large helicopters (Skycranes etc) multiple light helicopters, several fixed wing fire bombers and a number of aerial observation aircraft.

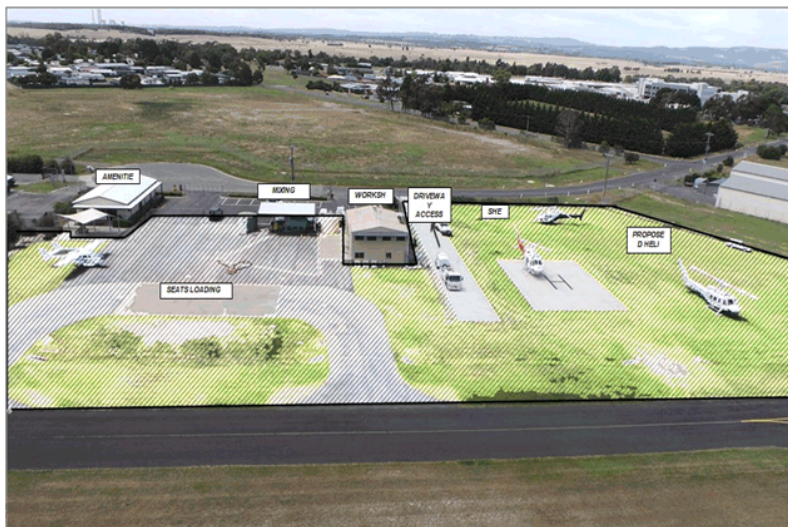
Effectively operating this number of aircraft requires a staff of more than thirty which includes fire management officers, pilots and support staff from DELWP and the CFA.

The base provides facilities for mixing and loading operations for Single Engine Air Tankers with a capacity of one 18,000 L storage tank, a 11,000 L mixing tank plus a 20,000 L water tank with main supply back up. There is the capacity to store up to 30+ pallets of retardant on site.

Recently an amenities building for pilot and crew welfare and a briefing area has been added.

The Latrobe Regional Airport base operates in an area of 12,000 square kilometres from Neerim South in the west, to Rosedale in the east, and from Aberfeldy in the north to Foster/Yarram in the south.

The DELWP aerial firefighting facility is a vital community asset and is an integral part of the emergency precinct at Latrobe Regional Airport.



DELWP Air Base at LRA



**LATROBE REGIONAL
AIRPORT**
Income and Expenditure Statement
for the year ended 30 June 2017

	Actual	Budget	Variance to budget: Favourable / (Unfavourable)	Note
INCOME				
Rental income	559,881	562,084	(2,203)	
User Charges	28,735	29,453	(718)	
Transfers from Reserve - Internal	118,500	78,250	40,250	<i>a</i>
Total Income	707,116	669,787	37,329	
EXPENDITURE				
Salaries Wages & Oncosts	(219,957)	(221,200)	1,243	
Other Employee Costs	(6,453)	(3,100)	(3,353)	<i>b</i>
Materials & Services	(250,285)	(226,750)	(23,534)	<i>c</i>
Internal Charge Costs (Plant hire & Debt repayment)	(190,500)	(190,500)	0	
Total Expenditure	(667,195)	(641,550)	(25,645)	
Surplus for the year	39,921	28,237	11,684	

Net Results classified by Cost Centre:

	Actual	Budget	Variance to budget: Favourable / (Unfavourable)	Note
Latrobe Regional Airport Management	(205,959)	(205,100)	(859)	
Latrobe Regional Airport - Landside	392,959	381,537	11,422	<i>d</i>
Latrobe Regional Airport - Airside	(1,842)	(33,500)	31,658	<i>e</i>
Latrobe Regional Airport - General Maintenance	(106,286)	(114,700)	8,414	
Latrobe Regional Airport Projects	(38,951)	0	(38,951)	<i>f</i>
Surplus for the year	39,921	28,237	11,684	



Note:
a - Favourable variance due to "Marketing Strategy" carry forward. Budget was \$78k. Actual carry forward was \$118k
b - Unfavourable variance conferences / training - attendance of AAAN Conference and Airport Reporting Officer Training
c - Net unfavourable variance: <i>Favourable variances-</i> \$32k in Airside Maintenance (mainly due to taxiway maintenance not undertaken in the current year) \$24k general savings across Airport Management, Landside, General Maintenance <i>Unfavourable variance-</i> \$79k Airport Marketing Strategy (\$40k of this due to additional carry forward income - refer note a)
d- Favourable variances: \$5k valuation fees, \$2k legal costs, \$8k general operations
e- Favourable variance due to \$32k in Airside Maintenance (mainly due to taxiway maintenance not undertaken in the current year)
f - \$39k additional Airport Marketing Strategy costs compared to the carryforward income relating to this initiative



Key Statistics

The Latrobe Regional Airport operates with an unconditional Civil Aviation Safety Authority Licence V007 and currently has approximately 26,000 aircraft movements a year excluding fire events.

Physical attributes of Latrobe Regional Airport include:

- Two all weather runways- 03/21:1430 metres sealed to 23 metres wide, and 09/27: gravel, 919 metres and 18 metres wide, and a grass strip 03/21 537 metres
- Pilot activated lighting (PAL) on 03/21
- Precision Approach Path Indicators (PAPI)
- Radio Navigation Aid, Non Directional Beacon (NDB)
- Fully sealed aprons
- Code B & C Main Taxiways
- Automatic Weather Information Service (AWIS)
- AFRU Beep Back
- Aviation Fuel, AVGAS and JET A1
- Modern air-conditioned terminal building
- Sealed public car-park
- On-site aircraft construction and maintenance facilities
- Emergency facilities including State Emergency Services, Country Fire Authority, Department of Environment, Land, Water and Planning fire bomber base and Ambulance Victoria's HEMS 2 helicopter ambulance and rescue service base
- Flying training and Charter flights available
- Serviced land available with direct access to runways for aviation-related business activities



DC3 and Pitts Special



The Year Ahead

Latrobe Regional Airport Board has laid the foundations for Latrobe Regional Airport to embrace the Council's policy for industry diversification which is a must for the continued growth of the City.

During the year ahead, there will continue to be a concerted marketing program aimed at attracting aviation/aerospace industries and institutions to Latrobe Regional Airport. This will position Latrobe City/Latrobe Regional Airport as Victoria's Aerospace hub for research and development, employment and aviation business opportunities. The Latrobe City Aerospace Precinct (LCAP) is the catalyst for this growth to occur. Already several major companies and institutions have shown interest the LCAP and these will be actively pursued during the coming year.

In the coming year we will see Mahindra/GippsAero launch the Airvan 10, a 10 seat turbine engine version of their popular Airvan 8. This will be a significant milestone for Australia's only commercial aircraft manufacturer and one which further confirms that Latrobe Regional Airport is

“Open for Business”



Mahindra Aerospace Airvan 8 & Airvan 10

14.2 Planning Application 2017/147 - Development of the Tyers Road (Bluff Causeway) Bridge and Removal of Native Vegetation

General Manager

City Development

For Decision

EXECUTIVE SUMMARY

The application seeks a permit for the approval of buildings and works associated with the realignment of Tyers Road, these works include the part demolition of Bluff Causeway Bridge, removal of native vegetation, which includes 49 Strzelecki Gums and construction of a replacement bridge over the Latrobe River with associated road realignment. The proposed development has been proposed to improve the safety of the road users by renewing the existing infrastructure.

The subject site comprises land on the northern and southern side of the Latrobe River known as Crown Allotment 21A Maryvale and Crown Allotment 3C Boola Boola. The site is located within the Road Zone Category 1 (RDZ1) and Public Conservation and Resource Zone (PCRZ) and is affected by the Floodway Overlay (FO), Heritage Overlay (HO135) and Bushfire Management Overlay (BMO). A total of 11 submissions have been received to the application, which have raised concerns relating to:

- Loss of native vegetation;
- Loss of habitat;
- Lack of independent reports;
- Traffic issues;
- Lack of education for drivers;
- Lack of alternative routes;
- Loss of the Bluff Causeway; and
- Impact on the Sandbanks Reserve.

Having considered the submissions and assessed the proposal against the relevant provisions of the Latrobe Planning Scheme (the Scheme), it is considered that the proposal is generally in accordance with the relevant objectives and decision guidelines of the Scheme. It is therefore recommended that a Notice of Decision to Grant a Planning Permit be issued.

RECOMMENDATION

That Council:

Issue a Notice of Decision to grant a planning permit, for the Development of land associated with part demolition of Bluff Causeway Bridge, removal of native vegetation and construction of a replacement bridge over the Latrobe River with associated road realignment within the Public Conservation and Resource Zone, Floodway Overlay and the Heritage Overlay at Tyers Road, Traralgon, known as CA 21A Maryvale and CA 3C Boola Boola, with the following conditions:

Amended Plans:

1. Prior to the commencement of works, revised plans must be submitted to and approved by the Responsible Authority. The plans must be consistent with those provided but modified to show:
 - a) The batters within the Sandbank Reserve to be provided within a minimum 1:5 grade and to be clearly delineated as being grassed area.

When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided.

Standard Permit Conditions:

2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
3. All waste material not required for further on-site processing must be regularly removed from the site. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.
4. A truck wheel-wash must be installed and used so vehicles leaving the site do not deposit mud or other materials on roadways to the satisfaction of the Responsible Authority.
5. All roads, storage areas, external stockpiles and vacant areas must be maintained to avoid dust nuisance to any residential area to the satisfaction of the Responsible Authority.
6. All works onsite must be conducted as per the requirements of approved CHMP: 15123.
7. All works approved by this permit must have the required Environment Protection and Biodiversity Conservation Act 1999 approvals.
8. Before the commencement of the development a Construction Management Plan must be submitted and approved detailing the construction activity proposed. The plans must include, but not limited to:
 - a) The method for storage of material.
 - b) Hours of operation.
 - c) Dust management.
 - d) Parking and traffic movement of all workers vehicles and construction vehicles.
 - e) Works timetable.
 - f) Any impacts upon adjacent roads and pedestrian walkways and providing for adequate movement and circulation of vehicles and pedestrians adjacent to the site during the construction phase.
 - g) Access routes for construction vehicles
 - h) Proposed parking locations for construction vehicles and construction

workers' vehicles.

- i) Temporary fencing works.
- j) Number of workers expected to work on the site at any time.
- k) Methods of limiting escape of dust and litter from the site.

The provisions, recommendations and requirements of the endorsed Construction Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority.

Heritage Conditions:

9. Prior to the commencement of any works (including demolition), a Conservation Management Plan for the heritage structure must be submitted to and approved by the Responsible Authority. The conservation management plan must include:
- a) repairs/restoration to the structure;
 - b) external joinery restoration;
 - c) stripping of any materials; and
 - d) removal of any material and their re-use to repair the remaining structure.
 - e) Works to the heritage structure must be undertaken in accordance with the conservation management plan to the satisfaction of the Responsible Authority.

When approved, the conservation management plan will be endorsed and will then form part of the permit.

- 10. At least one section of the remaining length of bridge be retained and restored.
- 11. The remaining decking and supplementary supports be removed leaving extant trestle supports as a marker of the location of the bridge to the Satisfaction of the Responsible Authority.
- 12. Prior to the demolition of the Bluff Causeway Bridge a detailed history of the bridge be commissioned, and that copies be provided to the local libraries and historical societies.
- 13. Prior to the completion of works a photographic record be made of the demolition process in line with the Victorian Heritage Council's Technical Note Photographic Recording for Heritage Places and Objects, and that copies of this record be deposited with the Council and Heritage Victoria to the satisfaction of the Responsible Authority.

Department of Environment, Land, Water and Planning Conditions:

- 14. Before works start, a construction environmental management plan must be developed to the satisfaction of the Department of Environment, Land, Water and Planning that details how native vegetation to be retained will be protected. This will include any fencing and/or flagging requirements. Different requirements may apply to trees deemed lost but intended to be retained

compared to trees that will not be impacted by the works. All trees to be retained should be managed to minimise the impact to their tree protection zones. Within the area of native vegetation not intended to be impacted the following is prohibited:

- a) vehicular access
 - b) trenching or soil excavation
 - c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
 - d) entry and exit pits for underground services
 - e) any other actions or activities that may result in adverse impacts to retained native vegetation.
15. To offset the removal of 2.011 hectares of native vegetation (this amount includes assumed loss of native vegetation) the permit holder must secure a native vegetation offset, in accordance with the Permitted clearing of native vegetation- Biodiversity assessment guidelines (DE PI 2013) and Native vegetation gain scoring manual (DEPI 2013) as specified below:
- a) A general offset of 0.379 general biodiversity equivalence units with the following attributes:
 - b) located within the West Gippsland Catchment Management Authority boundary or Latrobe municipal district
 - c) have a strategic biodiversity score of at least 0.246.
16. Within 12 months of the native vegetation removal, evidence that the required offset has been secured must be provided to the satisfaction of the responsible authority. The offset evidence can be :
- a) a security agreement signed by both parties, to the required standard, for the offset site or sites, including a 10 year offset management plan or
 - b) an allocated credit extract from the Native Vegetation Credit Register.

A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.

17. In the event that a security agreement is entered into as per condition 3, the offset provider must provide the annual offset site condition report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

Gippsland Water Conditions:

18. A section of the 450mm MSCL raw water main which supplies the township of Traralgon will be significantly impacted by the replacement of the Latrobe River Bridge and re-alignment of the adjacent section of the Tyers road. This

section of the raw water main will need to be re-realigned to VicRoads Standards as per the draft design provided to VicRoads in September 2017. The full cost of the realignment, including design costs, 3rd party easements, etc is to be borne by VicRoads as per the draft MOU document provided to VicRoads in August 2017.

West Gippsland Catchment Management Authority Conditions:

19. The bridge works must be constructed in accordance with the plans provided in the planning permit application and the flood study undertaken to measure the impacts of the proposed works on flood behaviour in the area.

Environment Conditions:

Notification of permit conditions:

20. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.

Protection of remnant vegetation and trees:

21. Before works start, a native vegetation protection fence must be erected around all remnant patches and trees to be retained on site. This fence must be erected around the remnant patch at a radius of 12 x the diameter at a height of 1.3 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of any tree. The fence must be constructed of star pickets and chain mesh/barricade mesh or similar, to the satisfaction of the Latrobe City Council. The fence must remain in place until all works are completed to the satisfaction of the Latrobe City Council.
22. Except with the written consent of the Latrobe City Council, within the area of native vegetation to be retained and any tree protection zone associated with the permitted works, the following is prohibited:
 - a) vehicular or pedestrian access
 - b) trenching or soil excavation
 - c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
 - d) entry and exit pits for underground services
 - e) any other actions or activities that may result in adverse impacts to retained native vegetation.

Offset requirement:

23. To offset the removal of 2.011 hectares of native vegetation the permit holder must secure a native vegetation offset, in accordance with the Permitted clearing of native vegetation – Biodiversity assessment guidelines (DEPI 2013) and Native vegetation gain scoring manual (DEPI 2013) as specified below:
 - a) A general offset of 0.379 general biodiversity equivalence units with the following attributes:
 - b) be located within the West Gippsland Catchment Management Authority

boundary or Latrobe City Council municipal district

- c) have a strategic biodiversity score of at least 0.246.

Offset evidence and timing:

- 24. Before any native vegetation is removed, evidence that the required offset has been secured must be provided to the satisfaction of Latrobe City Council. The offset evidence can be:

- a) a security agreement signed by both parties, to the required standard, for the offset site or sites, including a 10 year offset management plan and/or
- b) an allocated credit extract from the Native Vegetation Credit Register.

A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.

Monitoring and reporting on onsite offset implementation:

- 25. In the event that a security agreement is entered into then the applicant must provide the annual offset site condition report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

Pruning of trees to be retained

- 26. Any pruning that is required to be done to the canopy of any tree to be retained is to be done by a qualified arborist to AS4373-2007 Australian Standard – Pruning of Amenity Trees. Any pruning of the root system of any tree to be retained is to be done by hand by a qualified arborist.

Hollow bearing tree limbs:

- 27. Any hollow-bearing tree limbs to be pruned or removed must be visually assessed using binoculars, and reasonable steps must be taken to relocate observed native fauna prior to pruning or removal. Felled timber containing hollows must be retained and re-located on-site to the satisfaction of the Responsible Authority.

Expiry Condition:

- 28. This permit will expire if one of the following circumstances applies:
 - a) The development is not started within two years of the date of this permit; or
 - b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may

be requested if—

- the request for an extension of time is made within 12 months after the permit expires; and
- the development or stage started lawfully before the permit expired.

MOTION

Moved: Cr Gibson

Seconded: Cr Middlemiss

That Council defers consideration of this matter until the next Council Meeting.

LOST

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Middlemiss

That Council, in accordance with Clause 42 of the *Meeting Procedure Local Law No. 1* adjourns the meeting for ten minutes to allow for further discussion on this matter.

CARRIED UNANIMOUSLY

The meeting was adjourned at 7.34 pm

The meeting resumed at 7.48 pm

MOTION

Moved: Cr Law

Seconded: Cr McFarlane

That Council:

Issue a Notice of Decision to grant a planning permit, for the Development of land associated with part demolition of Bluff Causeway Bridge, removal of native vegetation and construction of a replacement bridge over the Latrobe River with associated road realignment within the Public Conservation and Resource Zone, Floodway Overlay and the Heritage Overlay at Tyers Road, Traralgon, known as CA 21A Maryvale and CA 3C Boola Boola, with the following conditions:

Amended Plans:

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 - d) Parking and traffic movement of all workers vehicles and construction vehicles.
 - e) Works timetable.
 - f) Any impacts upon adjacent roads and pedestrian walkways and providing for adequate movement and circulation of vehicles and pedestrians adjacent to the site during the construction phase.
 - g) Access routes for construction vehicles
 - h) Proposed parking locations for construction vehicles and construction workers' vehicles.
 - i) Temporary fencing works.
 - j) Number of workers expected to work on the site at any time.
 - k) Methods of limiting escape of dust and litter from the site.

The provisions, recommendations and requirements of the endorsed Construction Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority.

Heritage Conditions:

9. Prior to the commencement of any works (including demolition), a Conservation Management Plan for the heritage structure must be submitted to and approved by the Responsible Authority. The conservation management plan must include:
- a) repairs/restoration to the structure;
 - b) external joinery restoration;
 - c) stripping of any materials; and
 - d) removal of any material and their re-use to repair the remaining structure.
 - e) Works to the heritage structure must be undertaken in accordance with the conservation management plan to the satisfaction of the Responsible Authority.

When approved, the conservation management plan will be endorsed and will then form part of the permit.

10. At least one section of the remaining length of bridge be retained and restored.
11. The remaining decking and supplementary supports be removed leaving extant trestle supports as a marker of the location of the bridge to the Satisfaction of the Responsible Authority.
12. Prior to the demolition of the Bluff Causeway Bridge a detailed history of the bridge be commissioned, and that copies be provided to the local libraries and historical societies.
13. Prior to the completion of works a photographic record be made of the demolition process in line with the Victorian Heritage Council's Technical Note Photographic Recording for Heritage Places and Objects, and that copies of this record be deposited with the Council and Heritage Victoria to the satisfaction of the Responsible Authority.

Department of Environment, Land, Water and Planning Conditions:

14. Before works start, a construction environmental management plan must be developed to the satisfaction of the Department of Environment, Land, Water and Planning that details how native vegetation to be retained will be protected. This will include any fencing and/or flagging requirements. Different requirements may apply to trees deemed lost but intended to be retained compared to trees that will not be impacted by the works. All trees to be retained should be managed to minimise the impact to their tree protection zones. Within the area of native vegetation not intended to be impacted the following is prohibited:
- a) vehicular access
 - b) trenching or soil excavation
 - c) storage or dumping of any soils, materials, equipment, vehicles,

machinery or waste products

- d) entry and exit pits for underground services
 - e) any other actions or activities that may result in adverse impacts to retained native vegetation.
15. To offset the removal of 2.011 hectares of native vegetation (this amount includes assumed loss of native vegetation) the permit holder must secure a native vegetation offset, in accordance with the Permitted clearing of native vegetation- Biodiversity assessment guidelines (DE PI 2013) and Native vegetation gain scoring manual (DEPI 2013) as specified below:
- a) A general offset of 0.379 general biodiversity equivalence units with the following attributes:
 - b) located within the West Gippsland Catchment Management Authority boundary or Latrobe municipal district
 - c) have a strategic biodiversity score of at least 0.246.
16. Within 12 months of the native vegetation removal, evidence that the required offset has been secured must be provided to the satisfaction of the responsible authority. The offset evidence can be :
- a) a security agreement signed by both parties, to the required standard, for the offset site or sites, including a 10 year offset management plan or
 - b) an allocated credit extract from the Native Vegetation Credit Register.

A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.

17. In the event that a security agreement is entered into as per condition 3, the offset provider must provide the annual offset site condition report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

Gippsland Water Conditions:

18. A section of the 450mm MSCL raw water main which supplies the township of Traralgon will be significantly impacted by the replacement of the Latrobe River Bridge and re-alignment of the adjacent section of the Tyers road. This section of the raw water main will need to be re-aligned to VicRoads Standards as per the draft design provided to VicRoads in September 2017. The full cost of the realignment, including design costs, 3rd party easements, etc is to be borne by VicRoads as per the draft MOU document provided to VicRoads in August 2017.

West Gippsland Catchment Management Authority Conditions:

19. The bridge works must be constructed in accordance with the plans provided in the planning permit application and the flood study undertaken to measure the impacts of the proposed works on flood behaviour in the area.

Environment Conditions:

Notification of permit conditions:

20. Before works start, the permit holder must advise all persons undertaking the vegetation removal or works on site of all relevant permit conditions and associated statutory requirements or approvals.

Protection of remnant vegetation and trees:

21. Before works start, a native vegetation protection fence must be erected around all remnant patches and trees to be retained on site. This fence must be erected around the remnant patch at a radius of 12 x the diameter at a height of 1.3 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of any tree. The fence must be constructed of star pickets and chain mesh/barricade mesh or similar, to the satisfaction of the Latrobe City Council. The fence must remain in place until all works are completed to the satisfaction of the Latrobe City Council.

22. Except with the written consent of the Latrobe City Council, within the area of native vegetation to be retained and any tree protection zone associated with the permitted works, the following is prohibited:

- a) vehicular or pedestrian access
- b) trenching or soil excavation
- c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
- d) entry and exit pits for underground services
- e) any other actions or activities that may result in adverse impacts to retained native vegetation.

Offset requirement:

23. To offset the removal of 2.011 hectares of native vegetation the permit holder must secure a native vegetation offset, in accordance with the Permitted clearing of native vegetation – Biodiversity assessment guidelines (DEPI 2013) and Native vegetation gain scoring manual (DEPI 2013) as specified below:

- a) A general offset of 0.379 general biodiversity equivalence units with the following attributes:
- b) be located within the West Gippsland Catchment Management Authority boundary or Latrobe City Council municipal district
- c) have a strategic biodiversity score of at least 0.246.

Offset evidence and timing:

24. Before any native vegetation is removed, evidence that the required offset has been secured must be provided to the satisfaction of Latrobe City Council. The offset evidence can be:

- a) a security agreement signed by both parties, to the required standard, for the offset site or sites, including a 10 year offset management plan and/or**
- b) an allocated credit extract from the Native Vegetation Credit Register.**

A copy of the offset evidence will be endorsed by the responsible authority and form part of this permit. Within 30 days of endorsement of the offset evidence by the responsible authority, a copy of the endorsed offset evidence must be provided to the Department of Environment, Land, Water and Planning.

Monitoring and reporting on onsite offset implementation:

25. In the event that a security agreement is entered into then the applicant must provide the annual offset site condition report to the responsible authority by the anniversary date of the execution of the offset security agreement, for a period of 10 consecutive years. After the tenth year, the landowner must provide a report at the reasonable request of a statutory authority.

Pruning of trees to be retained

26. Any pruning that is required to be done to the canopy of any tree to be retained is to be done by a qualified arborist to AS4373-2007 Australian Standard – Pruning of Amenity Trees. Any pruning of the root system of any tree to be retained is to be done by hand by a qualified arborist.

Hollow bearing tree limbs:

27. Any hollow-bearing tree limbs to be pruned or removed must be visually assessed using binoculars, and reasonable steps must be taken to relocate observed native fauna prior to pruning or removal. Felled timber containing hollows must be retained and re-located on-site to the satisfaction of the Responsible Authority.

Expiry Condition:

28. This permit will expire if one of the following circumstances applies:

- a) The development is not started within two years of the date of this permit; or**
- b) The development is not completed within four years of the date of this permit.**

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may be requested if—

- the request for an extension of time is made within 12 months after the permit expires; and
- the development or stage started lawfully before the permit expired.

For Crs McFarlane, Howe and Law
Against: Crs White, O'Callaghan, Middlemiss, Harriman, Gibson and Clancey

LOST

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

Summary

Land: Tyers Road, Traralgon, known as CA 21A Maryvale and CA 3C Boola Boola

Proponent: VicRoads

Zoning: Road Zone Category 1 (RDZ1)
Public Conservation and Resource Zone (PCRZ) Overlay
Floodway Overlay (FO)
Heritage Overlay (HO135)
Bushfire Management Overlay (BMO)

A planning permit is required for the following:

- Clause 36.03 (Public Conservation and Resource Zone) - planning permit required for buildings and works pursuant to Clause 36.03-2
- Clause 43.01 (Heritage Overlay (HO135) – planning permit required for demolition, and buildings and works.
- Clause 44.03 (Floodway Overlay) – planning permit required for buildings and works pursuant to Clause 44.03-1.
- Clause 52.17 (Native Vegetation) - permit is required to remove, destroy or lop native vegetation, including dead native vegetation

Proposal

The application is for the development of land associated with the part demolition of Bluff Causeway Bridge, removal of native vegetation, which includes 49 Strzelecki Gums and construction of a replacement bridge over the Latrobe River with associated road realignment, to facilitate the realignment of Tyers Road. The proposed re-alignment has been proposed to improve the safety of the road users by renewing the existing infrastructure.

Part demolition of Bluff Causeway Bridge

It is proposed to demolish a 78 metres section of the timber bridge known as the Bluff Causeway Bridge, which is covered by a Heritage Overlay under the Latrobe Planning Scheme. This section is located at the northern end of the existing Bluff

Causeway bridge is proposed to be demolished is located approximately 50 metres from the southern bank of the Latrobe River which has been shown within attachment 1 of this report.

Native Vegetation Removal

The road re-alignment will impact an area of native vegetation habitat comprising a total of 2.011 hectares. Within the impacted area there are 49 Strzelecki Gum trees which are considered 'lost' and therefore trigger a planning permit for removal under Clause 52.17 of the Latrobe Planning Scheme. A tree is considered 'lost' when more than ten percent of the trees protection zone (TPZ) is encroached upon when development occurs. Out of the 49 trees, 19 trees are required to be removed with a further 30 trees TPZ's being encroached and therefore considered 'lost' under the Latrobe Planning Scheme. The applicant has detailed that were possible that they will retain these trees that are considered 'lost' on site only to be removed if they are deemed unsafe by a suitably qualified person.

Construction of new bridge

The new bridge and road are proposed to be constructed across the Latrobe River to replace the existing bridge. The current bridge is subject to a load limit which limits larger vehicles' use of the road and the approach to the bridge requires straightening for safety reasons.

Copies of the development plans are included as attachment 1 of this report.

Subject Land and surrounding area:

The site is located approximately 650 metres to the north-west of Traralgon along Tyers Road and is adjoining the Latrobe River.

The Bluff Causeway Bridge is located within the subject site area and is a low level timber bridge with a total length of 166 metres which was built across the Latrobe River in 1920-21 in the pre-motor car era. The bridge sits to the west of Tyers Road and use of the bridge has been discontinued

The current bridge which traverses the Latrobe River Bridge currently has a 30 ton weight limit which is applicable to the bridge structure , which is part of an arterial road (Tyers Road) used by the general public, public transport, emergency services and industries within the area.

The land surrounding the subject site which is abutting the river is zoned as Public Conservation and Recourses and has remained generally untouched containing significantly vegetated areas with the exception of the reserve know as Sandbank Reserve. The balance length of Tyers Road which does not directly abut the northern and southern bank is zoned as is zoned as Farming and has been established for grazing or plantation timber production. Further to the south of the site is the northern boundary of the township of Traralgon, with the Tyers Township located to the north of the subject site.

A site context plan is included as attachment 2 of this report.

Latrobe Planning Scheme

The State Planning Policy Framework (SPPF) and Local Planning Policy Framework (LPPF) including the Municipal Strategic Statement (MSS) have been considered as part of the assessment of this application.

The following clauses are relevant to the consideration of this application.

State Planning Policy Framework

- Clause 11.10-4 Infrastructure
- Clause 12.01 Biodiversity
- Clause 12.01-2 Native Vegetation Management
- Clause 12.04-2 Landscapes
- Clause 13.02 Floodplains
- Clause 15.03-1 Heritage Conservation
- Clause 15.03-2 Aboriginal cultural heritage
- Clause 18.02-4 Management of the Road System

Local Planning Policy Framework

Municipal Strategic Statement (Clause 21)

- Clause 21.03-3 Native Vegetation and Biodiversity
- Clause 21.04-4 Built Environment Sustainability: Heritage Overview
- Clause 21.03-7 Flooding Overview

Zoning

The land associated with the subject site along Tyers Road and adjacent to the River is located within a Public Conservation and Resource Zone and a Road Zone - Category 1. The purpose and decision guidelines of the Public Conservation and Resource Zone and a Road Zone - Category 1 have been taken into account as part of the assessment of this application and it is considered that the application is generally consistent with the zoning provisions.

This will be further discussed later in this report.

Overlays

Heritage Overlay

The land associated with the subject site along Tyers Road and adjacent to the River is located within a Heritage Overlay (HO135). The purpose and decision guidelines of the Heritage Overlay (HO135) have been considered later within this report.

Floodway Overlay

Floodway Overlay has been taken into account as part of the assessment of this application and it is considered that the application is generally consistent with the zoning provisions.

Bushfire Management Overlay

It should be noted that the application does not trigger a planning permit under the Bushfire Management Overlay and therefore has not been considered further within this report.

The Overlays will be further discussed later in this report.

Particular Provisions

Clause 52.17 – Native Vegetation

The application includes the removal of native vegetation as part of the proposal. The purpose of Clause 52.17 is to:

- Avoid the removal of native vegetation that makes a significant contribution to Victoria's biodiversity.
- Minimise impacts on Victoria's biodiversity from the removal of native vegetation.
- Where native vegetation is permitted to be removed, ensure that an offset is provided in a manner that makes a contribution to Victoria's biodiversity that is equivalent to the contribution made by the native vegetation to be removed.

An area of 2.011 hectares vegetation has been proposed to be affected will be along the southern side of the river where the proposed new bridge will join the alignment and along the northern side of the river abutting Tyers Road as part of the proposed realignment. These areas have been assessed as part of the Biodiversity Report which has been included in the supporting documents of this report. The report that has been provided by the applicant has identified that the assessment falls into the moderate risk based assessment pathway. The associated road realignment has detailed numerous steps to minimise any damage that may occur as part of the application which included a no go zoned to limit the area impact. The application has been referred to the DELWP, who have advised there would be no objection to the application subject to the inclusion of particular conditions as part of any planning permit that may be granted.

As a result of a vegetation survey a number of Strzelecki Gums have been located on site. An additional report has been prepare for the assessment of the potential presence of rare or threatened species in relation to the proposed removal of native vegetation which has been included in the supporting documents of this report. The purpose of the report was to further identify any rare and threatened flora and fauna which may be present within the area. As part of the identification of the Strzelecki Gums a referral has been prepared and lodged with the Commonwealth Department of Environment and Energy in accordance with the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). As part of any planning permit considered a condition will be recommended to require any works sought under the permit must have appropriate Environment Protection and Biodiversity Conservation Act approval.

Decision Guidelines (Clause 65):

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan.

Incorporated Documents (Clause 81):

The incorporated documents that relate to the consideration of this application are:

- Latrobe City Heritage Study. Volume 3: Heritage place & precinct Citations July 2010
- Permitted clearing of native vegetation – Biodiversity assessment guidelines (Department of Environment and Primary Industries, September 2013)

Strategic direction of the State and Local Planning Policy Frameworks:

The key objective of the Clause 11.10-4 (Infrastructure) is to deliver timely and accessible infrastructure that meets regional needs for transport, utilities and community facilities, which has been supported by one of the strategy statements which is to support improvements to the road, rail and public transport networks within and beyond Gippsland as population and economic growth increases to improve access to services and employment. The proposed re-alignment of Tyers Road which incorporates a new river crossing bridge will remove the existing 30 ton weight limitation which currently exists on the recognised B-Double route and will allow for an improved linkage between Tyers and Traralgon whilst providing improved infrastructure to support the local communities.

The objectives contained within Clause 12.01 (Biodiversity) of the Latrobe Planning Scheme aim to the protection of biodiversity and the management of native vegetation. It is noted that the proposed buildings and works will require the removal of a number of Strzelecki Gums to allow for road realignment. The amount of vegetation proposed to be removed exceeds the native vegetation removal thresholds set by the Memorandum of Understanding (MoU) between Vic Roads and the then Department of Sustainability and Environment (now DELWP). Information has been provided by the applicant to Council and DELWP for consideration as part of the application for a planning permit. It can be considered that this clause of the Scheme has been adequately addressed through the provision of the biodiversity reports as part of the application.

Further pursuant to Clause 12.01-2 (Native Vegetation Management) of the Latrobe Planning Scheme comprises the objective to ensure that permitted clearing of native vegetation results in no net loss in the contribution made by native vegetation to Victoria's biodiversity. The application was referred to DELWP who has responded to the referral for the application and has raised no objection to the proposed application subject to the inclusion of conditions as of any planning permit considered, which includes specific requirements of offset planting, maintenance of the offsets and a construction management plan to be provided to the Department's satisfaction, prior to any works commencing.

Pursuant to Clause 13.02 (Floodplain Management) of the Latrobe Planning Scheme, the development is considered to generally comply with the objective of the clause. Whilst the proposed development will have an impact on the flood plain which is associated with the Latrobe River and the existing flooding levels. The alteration to the flood levels downstream which will have a minimal impact on properties to the west will result in a minimal change as detailed in the revised flood modelling prepared by VicRoads and have been provided to the Catchment Management

Authority. The development has been referred to West Gippsland Catchment Management Authority who has raised no objection to the application subject to the inclusion of appropriate conditions.

Further, Pursuant to Clause 15.03-1 (Heritage Conservation) of the Latrobe Planning Scheme, comprises the objective to *'ensure the conservation of places of heritage significance.'* The application was referred to Council's Heritage Advisor who recommended the granting of a permit for the removal of 78 metres of the Bluff Causeway Bridge and has provided recommendation as part of their report. See discussion below under Heritage Overlay HO135.

Clause 15.03-2 (Aboriginal Cultural Heritage) of the Latrobe Planning Scheme seeks to ensure the protection and conservation of places of Aboriginal cultural heritage significance. A Cultural Heritage Management Plan (CHMP reference no. 15123) has been approved by Gunaikurnai Land and Waters Aboriginal Corporation relating to this project.

The objective of Clause 18.02-4 (Management of the Road System) of the Latrobe Planning Scheme is *"to manage the road system to achieve integration, choice and balance by developing an efficient and safe network and making the most of existing infrastructure"*. The works will ensure that the road space complements land use and is managed to meet community and business needs in accordance with this clause.

Clause 21.03-3 (Native Vegetation and Biodiversity) of the Latrobe Planning Scheme has several relevant objectives to this proposal. As discussed the applicant has provided sufficient information to determine if planning approval is required for the native vegetation removal that is needed to undertake the roadworks.

The proposed development is considered to comply with Clause 21.03-7 (Flooding Overview) of the Latrobe Planning Scheme. As discussed above in response to Clause 13.02 within this report, there will be minimal increases within the flood plain during a flood event.

The objectives of Clause 21.04-4 (Built Environment Sustainability: Heritage Overview) of the Latrobe Planning Scheme is *'to ensure that the heritage of Latrobe City is protected and conserved'* and *'to ensure that the management of heritage places will reveal rather than diminish the significance of the place'*. It is considered that the proposal is consistent with this objective and strategies related to heritage protection in the Local Planning Policy Framework and the incorporated document of the Latrobe Planning Scheme, *Latrobe City Heritage Study (2010)* due to the bridge's current dilapidated state and the opportunity to restore the remainder of the bridge. See discussion under Heritage Overlay HO135 of this report.

'Purpose' and 'Decision Guidelines' of the Public Conservation and Resource Zone:

The proposal is considered to be generally consistent with the Zone 'Purpose' and decision guidelines as:

- The proposed works have been considered relevant section of the State and Local Planning Policy Framework as discussed above in this report.
- Consent for the works has been granted by the Minister for Environment, Climate Change and Water as the public land manager.

- The buildings and works required for the road realignment are appropriately located and designed to provide a safe and improved environment for road users. The proposed alignment of the road along the northern side of the river will utilise sections of the existing road alignment to minimise the impact on the more densely habitat areas along the eastern side of the existing Tyers Road. In addition to considerations being shown around the proposed alignment within the submitted application materials to minimise any impact on the existing localised flora and fauna there have been safe guards nominated within the proposal. These safe guards include the provision of 'no go' fence to limit the scope of the works areas and having qualified people on site during construction to monitor and ensure that the vegetation is being protected.
- Additional consideration has been for further maintain of other significant assets within area such as Gippsland Water pipelines which traverse the river in close proximity to the bridge. This has been proposed by nominating and partly constructing an access from the road to prevent any incidental damage being caused by other authorities accessing assets within the within the proximity of the subject site. Therefore the construction of a road in this location will ensure that there will be minimal degradation of the natural environment and natural processes surrounding the Latrobe River.

'Purpose' and 'Decision Guidelines' of the Road Zone

No planning permit is required for the proposed buildings and works under the provisions of the Road Zone.

'Purpose' and 'Decision Guidelines' of the Heritage Overlay (HO135):

The purpose of the overlay has been considered and the development is considered to meet to all relevant State and Local Planning Policies as discussed above in this report. Heritage Overlay (HO135) relates specifically to the Bluff Causeway Bridge. The bridge is currently in a dilapidated state and is structurally unsound. The application was referred to Council's Heritage Advisor who commented that approval of the part demolition of the bridge could result in the 'rescue' of the remainder of the bridge. The following recommendations:

1. At least one section of the remaining length of bridge be retained and restored;
2. The remaining decking and supplementary supports be removed leaving extant trestle supports as a marker of the location of the bridge;
3. Overgrown vegetation be removed to expose the remaining length of the Bluff Causeway Bridge;
4. A detailed history of the bridge be commissioned, and that copies be provided to the local libraries and historical societies; and
5. A photographic record be made of the demolition process in line with the Victorian Heritage Council's Technical Note *Photographic Recording for Heritage Places and Objects*, and that copies of this record be deposited with the Council and Heritage Victoria.

The above recommendations are considered to be reasonable with points 1 to 5 with the exception of point 3. The removal of vegetation along the southern end of the bridge is not considered to be reasonable as to remove the vegetation affecting the bridge would cause further loss of native vegetation and has the potential to further disturb any fauna that may reside within the estuary of the river running beneath the southern section of the bridge. There it would be recommended that points 1 to 5 with the exception of point 3 be included as conditions on any approval issued. Given the above it is considered that the proposed demolition satisfies the purpose and decision guidelines of the overlay and is appropriate for the historic structure.

'Purpose' and 'Decision Guidelines' of the Floodway Overlay:

The purpose of the overlay has been considered and the application was referred to WGCMA as the relevant floodplain manager who had no objection to the proposal subject to the inclusion of conditions on any approval issued. As such it is considered that the proposal satisfies the purpose and decision guidelines of the overlay.

Clause 65 (Decision Guidelines):

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan.

Submissions

The application received 11 submissions in the form of objections. The issues raised within the objection have been summarised as followed:

- The impact on 49 Strzelecki Gums that will be 'lost' as a result of the application.
- The amount of habitat lost will have increased from 1 HA to 1.5 HA. (Of the 2.5 HA of Strzelecki Gum habitat, 60% or 1.5 HA will be 'lost'.)
- No hydrology or Independent Arborist Assessment have taken place. (Damage to the root system is a common cause of tree decline and death and is the most common form of damage associated with development sites.)
- Location of the offsets being proposed.
- The importance of the Strzelecki Gums within the EPBC Act
- The leeway that is given to an arborist to deem a tree as unsafe.
- The area is part of important wetlands habitat for many birds including Sacred & Azure Kingfisher, Eastern Whip Bird, Mistletoe Bird, Nankeen Night Heron etc. and other fauna including frogs, possums, wombats, bees, microbats etc. There are no details of the measures that will be taken to protect or relocate these if roadworks go ahead.
- Increasing the load limit will allow B-Double and heavy articulated vehicles including log trucks into a built-up residential area of Traralgon.
- The steep and dangerous bluff curves south of the river will not be addressed whilst having the extra safety risk of increased heavy articulated vehicle traffic.
- Increased education and enforcement should be used to improve safety rather than the removal of existing trees.

- An alternative route should be considered which clears the flood plain on the southern side of the Latrobe River.
- Loss of the Bluff Causeway Bridge
- Impact on the Sandbanks Reserve
- Balancing the natural and heritage value against development, future opportunities and the application of appropriate planning and legislative controls.

The officers response to the grounds raised in the objects have been included as attachment 4 of this report.

OPTIONS

Council has the following options in regard to this application:

1. Issue a Notice of Decision to Grant a Planning Permit subject to conditions; or
2. Issue a Notice of Decision to Refuse a Planning Permit

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

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 no known risk associated with the approval of this proposal.

FINANCIAL AND RESOURCES IMPLICATIONS

Additional resources or financial cost will be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 5 business days with an additional day required to attend and present at the appeal, total 6 business days. This equates to a financial cost in the order of \$2,400. This cost would be far greater if a consultant is required to attend on Councils behalf and would likely to be in excess of \$10,000.

The estimated cost of the proposed development is \$8.6 million. The financial implications relating directly to the proposed development include employment during the construction stage, employment opportunities generated upon completion and rental income.

STAKEHOLDER CONSULTATION

Prior to the lodgement of the application, the applicant has undertaken a number of consultation sessions with representatives of local community groups prior to lodging the application with Council, to refine the proposed application and reduce the amount of native vegetation impact on by the proposal.

Notification:

The application was advertised pursuant to Sections 52(1)(a) and (d) of the Planning and Environment Act 1987. Notices were sent to all adjoining and adjacent landowners and occupiers, a site notice was displayed on the site for 14 days and a notice was placed in the Latrobe Valley Express for two separate issues on separate weeks.

11 submissions in the form of written objection have been received to date.

A copy of the objection can be viewed at Attachment 3 of this report and a copy of the applicant's response to the objection can be viewed at Attachment 4 of this report.

External:

The application was referred to the Department of Environment, Land, Water & Planning (DELWP) under Section 55 of the *Planning and Environment Act 1987*, in regards to the removal of native vegetation. DELWP had no objection to the granting of a planning permit subject to the inclusion of appropriate conditions.

The application was referred to West Gippsland Catchment Management Authority (WGCMA) under Section 55 of the *Planning and Environment Act 1987*, in regards to the proposed buildings and works within the flood plain. WGCMA had no objection to the application subject to the inclusion of appropriate conditions.

The application was referred to Gippsland Water under Section 52 of the *Planning and Environment Act 1987*, in regards to a noted Gippsland Water pipe within close proximity to the proposed alignment of the road. Gippsland Water raised no objection to application subject to the inclusion of appropriate conditions.

Internal:

Internal officer comments were sought from Council's Infrastructure Planning Team and Environment Team.

Council's Infrastructure Planning Team gave consent to the granting of a planning permit without the inclusion of any conditions or notations.

Council's Environment Team gave consent to the granting of a planning permit subject to the inclusion of conditions or notations and subject to the Environment Protection and Biodiversity Conservation Act assessment considering the application either a 'non-controlled action' or 'non-controlled action- particular manner'.

Comments were also sought from Council's Heritage Advisor.

Details of Community Consultation following Notification:

No stakeholder meeting was held as it was considered that no resolution to the concerns raised in submission would be found. It should be noted that Council officers contacted the objector and provided a response to concerns raised in writing which were discussed above in this report.

CONCLUSION

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Public Conservation and Resource Zone;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Heritage Overlay and Floodway Overlay;
- Consistent with Clause 65 (Decision Guidelines); and
- The objections received have been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered. Where relevant, permit conditions addressing these issues will be required, while noting that some concerns raised in the objections do not form planning grounds on which the application should be refused.

SUPPORTING DOCUMENTS

1. Biodiversity Assessment.
2. Assessment of the Potential Presence of Rare and Threatened Species.
3. Bluff Causeway Bridge Heritage Advice

Attachments

- 1 [↓](#). Development Plans
- 2 [↓](#). Site Context Map
3. Copy of Objections (Published Separately) (Confidential)
- 4 [↓](#). Objections with Officers Comments

14.2

Planning Application 2017/147 - Development of the Tyers Road (Bluff Causeway) Bridge and Removal of Native Vegetation

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(2,1) -1- Appendix 2 - Preliminary Design for Project Works.pdf 24/08/2017 9:22:02 AM

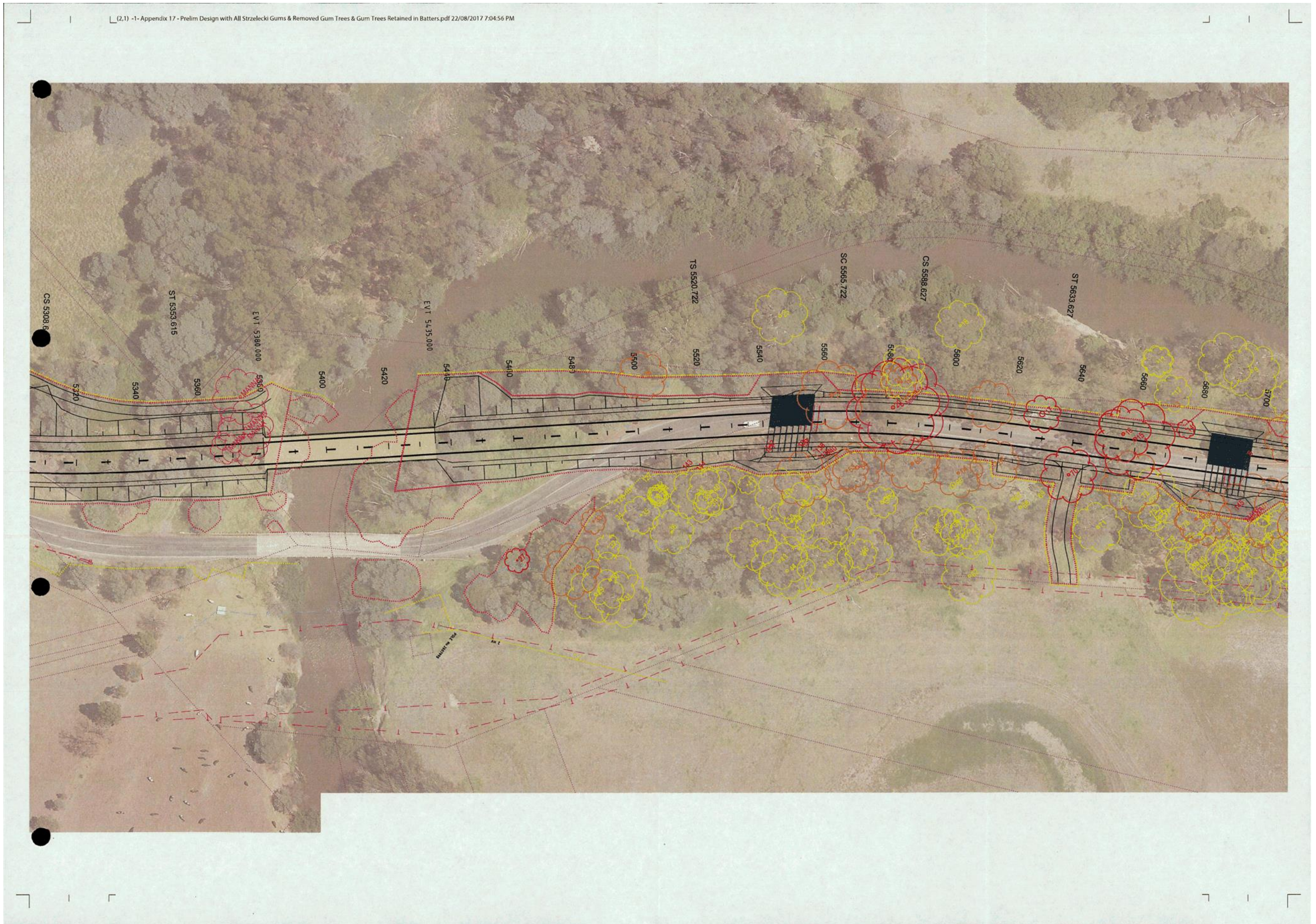


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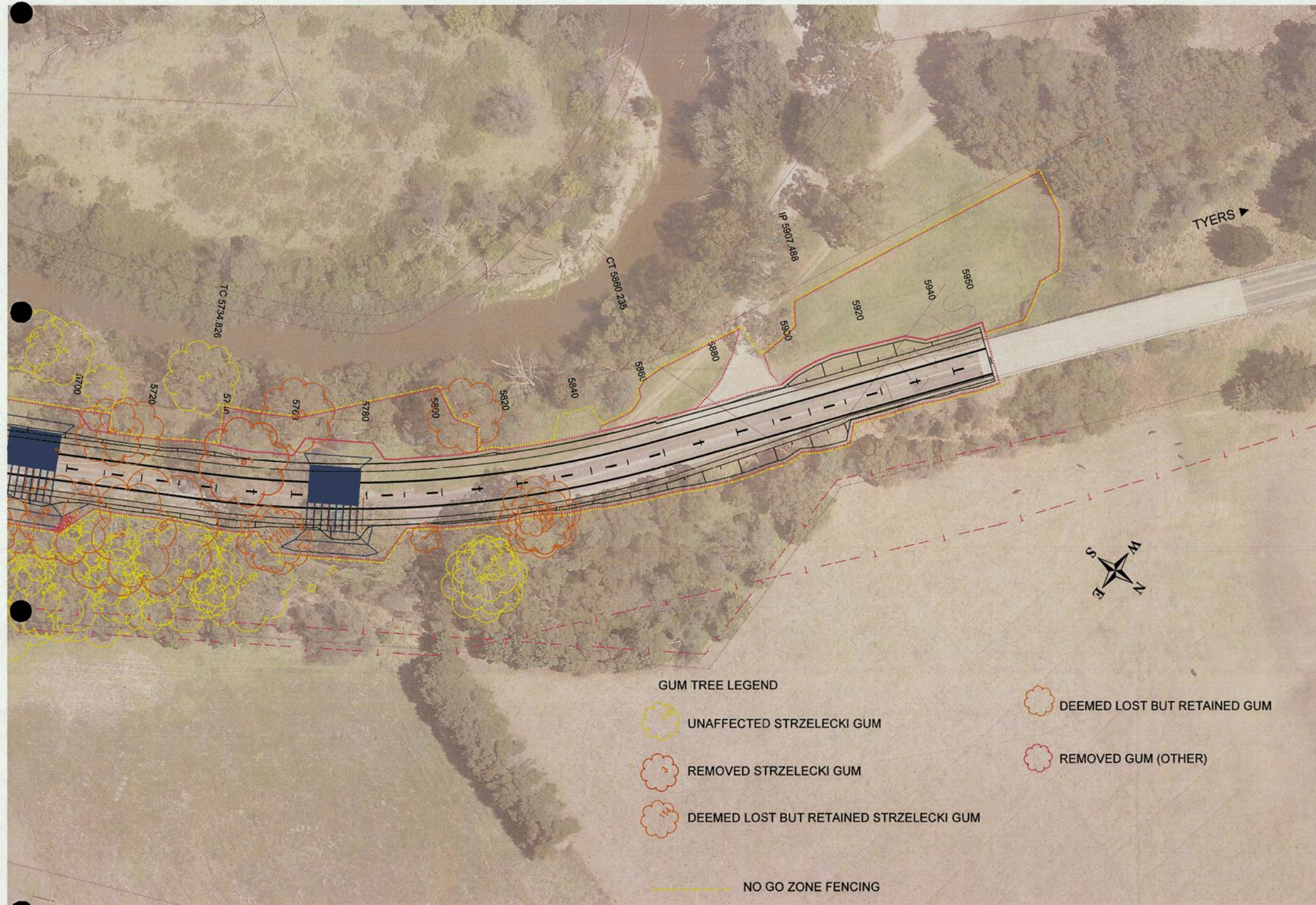


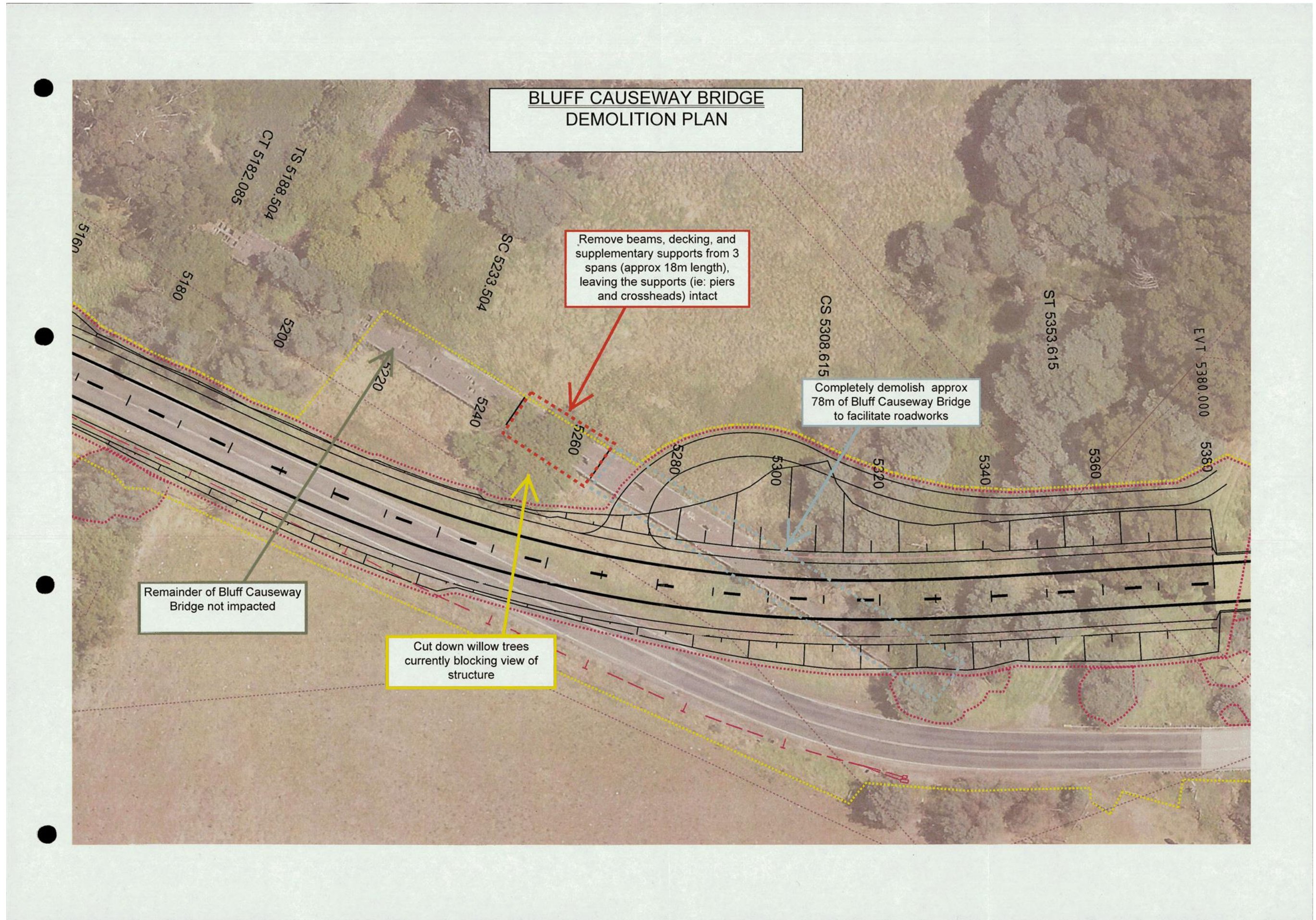
(1,1) -1- Appendix 17 - Prelim Design with All Strzelecki Gums & Removed Gum Trees & Gum Trees Retained in Batters.pdf 22/08/2017 7:04:56 PM





(3,1) -1- Appendix 17 - Prelim Design with All Strzelecki Gums & Removed Gum Trees & Gum Trees Retained in Batters.pdf 22/08/2017 7:04:56 PM







Note
The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.

Disclaimer:
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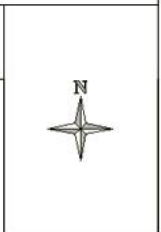
The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for **Dial Before You Dig**.

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Site Context

19/10/2017

Scale 1:5000



- The impact on 49 Strzelecki Gums that will be 'lost' as a result of the application.

Officer Comments

The proposed design as detailed in the application had a focus on revising the previous alignment to minimise the number of these trees that were impacted or needed to be removed. Following a number of consultation session with community members involved in the review of the proposed alignment with the aim to retain as many trees as possible and to give any remaining impact trees a chance to survive. This has been proposed as part of the application even though under native vegetation assessment guidelines they may be deemed to be 'lost' once an encroachment into a tree's individual Tree Protection Zone is greater than 10%. The 49 impacted Strzelecki Gums consists of 19 trees/plants that need to be unavoidably removed, and a further 30 trees/plants that are considered to be 'lost' as a result of the impacts on individual Tree Protection Zones.

The revised alignment required the unavoidable removal of 9 of the trees identified through consultation with the community members (8 of which are Strzelecki Gums). A further 2 identified trees (1 of which is a Strzelecki Gum) were noted as being at risk due to likely impact in their structural root zone. It was discussed at length in the community consultation prior to submission that for these two trees located within the shoulder would be included in a reduced to 2.0 metre batter to try and avoid their removal, however an arborist would need to make an assessment of the viability and safety of the trees based on the impact on the roots during construction.

During the environmental field surveys for the revised alignment which has been undertaken prior to submitting the planning permit, it had been identified that there were another 13 small gum trees/saplings that had not been identified within the initial surveyor undertaken during to the community consultation which needed to be removed (11 of which were Strzelecki Gums).

Therefore it has been advised that 19 Strzelecki Gums have been considered as unavoidably removed, and there are still Strzelecki gums which are proposed to be maintained by utilising a reduced shoulder width, subject to arborist assessment during construction.

- The amount of habitat lost will have increased from 1 HA to 1.5 HA. (Of the 2.5 HA of Strzelecki Gum habitat, 60% or 1.5 HA will be 'lost'.)

Officer Comments

The current application is a number of differences as a result of the re-alignment from the previous applications plans dated May 2016 with the significant numbers being:

- A significant reduction from 90 Strzelecki Gum trees deemed 'lost' in the May 2016 design to 49 Strzelecki Gum trees now assessed as 'lost'; and

- An increase in the extent of impact to Strzelecki Gum 'habitat' from approximately 1.0 hectares in the May 2016 design to approximately 1.5 hectares of 'habitat' impacted under the current final design.

Therefore, in summary on holistic views of the application the overall area of impacted Strzelecki Gum habitat has been increased, but the impacted area has a lesser density of existing Strzelecki gum trees, which has allowed for the protection of the majority of the established trees along the eastern side of Tyers Road.

- No hydrology or Independent Arborist Assessment have taken place. (Damage to the root system is a common cause of tree decline and death and is the most common form of damage associated with development sites.)

Officer Comments

An arborist report has been provided as part of the application to provide an assessment on the proposed removal of native vegetation as part of the application. Regarding the hydrology and flooding in the area options to raise the road level and prevent flooding at the causeway were investigated by VicRoads during the planning for the project. Further the proposed drainages under the proposed road will continue to allow for overland follows to be maintained, with minimum increases in the flooding levels. Further the application was referred to West Gippsland Catchment Management Authority who have not objected to the application subject to the inclusion of a condition on any planning permit considered.

- Location of the offsets being proposed.

Officer Comments

The proposed offset site that has been proposed is located along the Princess Highway at Flynn, is the location proposed for the offsets which are required to be provided pursuant to Clause 52.17 (Native Vegetation) of the Latrobe Planning Scheme. There are also proposed offsets by the applicant as part of the proposal for the Strzelecki Gums that will be impacted. The proposed offset as part of the applicants submission as discussed with DELWP includes 900 Strzelecki Gums tube stock which are to be propagated at a local nursery from seeds collected from multiply trees on site and re-planted nearby.

- The importance of the Strzelecki Gums within the EPBC Act

Officer Comments

The Strzelecki Gums have been identified as significant vegetation within the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). It has been advised by VicRoads that the application has been referred to the Commonwealth Department of Environment and Energy in accordance with the Act. If the application for a permit under the EPBC Act was to be unsuccessful in gaining approval the work would not be able to progress.

- The leeway that is given to an arborist to deem a tree as unsafe.

Officer Comments

An arborist has been proposed by the applicant to be present on site during the works to advice on the retention or removal of eucalypt trees deemed lost but retained in-situ will be obtained during earthwork construction activities, when the actual impact on the tree root zone is able to be ascertained. This will allow for the opportunity to retain additional trees which under native vegetation assessment guidelines has been deemed to be 'lost' because of encroachment into greater than 10% of a tree's individual Tree Protection Zone for each tree.

- The area is part of important wetlands habitat for many birds including Sacred & Azure Kingfisher, Eastern Whip Bird, Mistletoe Bird, Nankeen Night Heron etc. and other fauna including frogs, possums, wombats, bees, microbats etc. There are no details of the measures that will be taken to protect or relocate these if roadworks go ahead.

Officer Comments

As part of the proposed construction of the road, it has be advised by VicRoads that a suitably qualified ecologist with the appropriate permits/licenses will be required to be on site during the removal of vegetation to examine any native fauna habitat including trees and/or fallen logs affected by works to identify, capture and relocate fauna identified within the zone to be cleared. Further should any permit be considered conditions would require the hollows to be retained a returned to the area following the completion of any approved works as habitat for the local fauna.

- Increasing the load limit will allow B-Double and heavy articulated vehicles including log trucks into a built-up residential area of Traralgon.

Officer Comments

Tyers Road is currently an arterial road (Road Zone – Category 1) which is used by the general public, public transport, emergency services and industries in the area. The entire length of Tyers Road was an approved B-double route prior to the 30 tonne load limit being imposed on the bridge which crosses the Latrobe River. The southern end of Tyers Road within Traralgon is currently still an approved B-double route. The proposed replacement of the bridge will allow reinstatement of the entire length of Tyers Road as a B-double route.

- The steep and dangerous bluff curves south of the river will not be addressed whilst having the extra safety risk of increased heavy articulated vehicle traffic.

Officer Comments

Whilst the speed limit was reduced back to 80km/h around the middle of 2015, the existing road alignment between the Sandbanks Reserve and the curve immediately south of the existing bridge has substandard curves which require drivers to slow to much lower speeds to safely negotiate the existing alignment.

As advised by VicRoads it has committed to a safe system approach to achieve improved road safety outcomes that involve creating a safer and more forgiving road environment, having more compliant road users and having appropriate travel

speeds. The safe system approach recognises that people will make mistakes and the road network should be designed so that road users are not penalised with death or serious injury when they do make mistakes.

By not including the tight curves immediately north of the new bridge as part of the application would not address current road safety issues or achieve the standard of road that is expected from the community.

- Increased education and enforcement should be used to improve safety rather than the removal of existing trees.

Officer Comments

The enforcement of driver's speed and behaviour is beyond the control of the Planning Scheme and is for Victoria Police to enforce the road rules. Further driver education is an ongoing process between TAC and VicRoads. Therefore, as advised by VicRoads it has committed to a safe system approach to achieve improved road safety outcomes that involve creating a safer and more forgiving road environment, having more compliant road users and having appropriate travel speeds. The safe system approach recognises that people will make mistakes and the road network should be designed so that road users are not penalised with death or serious injury when they do make mistakes.

- An alternative route should be considered which clears the flood plain on the southern side of the Latrobe River.

Officer Comments

The application was previously lodged in 2015 with an alignment which would have caused significant detriment to the existing native vegetation. As a result of community consultation that has been undertaken by the applicant prior to lodgement the alignment has been notably amended to reduce the detriment to the existing native vegetation. The majority of the existing road to the south of the existing bridge has been proposed to be maintained as part of the proposal. For the road south of the bridge to be above the flood levels VicRoads have advised that the additional costs for the project was estimated between \$10m to \$35m and would have been incurred to provide additional culverts and allowing the proposal to comply with West Gippsland Catchment Management Authority requirements. These costs as advised by the applicant would have reduced the viability of the proposal.

- Loss of the Bluffs Causeway Bridge

Officer Comments

The proposed partial demolition of the Bluff Causeway Bridge has been proposed as part of the application to allow for the new bridge to be constructed. Given the state of repair of the bridge which has been discussed in the structure condition report concluded that the bridge is structural unsound and has noted that one span has collapsed.

As part of the application the southern three spans are noted to be retained with the beams and decking to be removed from the remaining section that is not impacted by the proposed bridge, to retain a notable portion of the bridge. Further, within the

heritage impact statement that has been provided as part of the application there are a number of recommendations which include the retention and restoration of the of one section of the remaining length of bridge and the commission of a detailed history of the bridge with copies of the report to be distributed to local libraries and historical societies.

- Impact on the Sandbanks Reserve

Officer Comments

Currently the application has included some minor works within the road reserve abutting the western side of Sandbanks Reserve, which includes the construction of a batter along the existing road alignment. If there are any additional works proposed within the reserve in the future a planning permit would be required for these to occur.

- Balancing the natural and heritage value against development, future opportunities and the application of appropriate planning and legislative controls.

Officer Comments

With the Latrobe Planning Scheme there are numerous provisions which must be considered any application for demolition or buildings and works within a Heritage Overlay or for an application to remove native vegetation. With any application a considered approach is undertaken and all legislative controls are taken into account as part of the final recommendation for any decision

14.3 Latrobe Creative Precinct Design Procurement Update

General Manager

City Development

For Information

EXECUTIVE SUMMARY

This report provides an update to Council on the Latrobe Creative Precinct project's design procurement phase.

Tenders for the engagement of an architect closed on 5 October 2017 following six weeks of advertising; nine submissions were received. Latrobe City Council procurement processes are being followed to determine the most appropriate designer for the project. In addition, an external Probity Auditor has been appointed to review all process and documentation throughout the procurement activity process.

As per the adopted Latrobe Creative Precinct Governance Plan, Council makes the final decision on *appointment of the architect/design team* (Page 9).

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Middlemiss

That Council receives and notes this Latrobe Creative Precinct procurement update 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

At an Ordinary Council Meeting on 10 July 2017, the following motion was carried unanimously:

That Council:

1. *Notes the value of undertaking a state of the art design concept for the Latrobe Creative Precinct that involves community engagement.*
2. *Move immediately to undertake the following*
 - a) *Tender for the appointment of a team to undertake the architectural design for the Latrobe Creative Precinct.*
 - b) *Undertake an expression of interest process to shortlist at least three construction contractors, with the necessary skills and experience, that could be appointed by Council to undertake an early contractor involvement construction process.*

Officers are currently undertaking Part 2 a) of the motion; the direct engagement of an architect to develop a design for the precinct. This process involved the completion of the design brief and tender specifications, with the tender period commencing on Thursday 24 August 2017. Following a period of six weeks, tenders closed on Thursday 5 October 2017. Assessment and reporting of applications is now being progressed.

The following table outlines the procurement process and timelines:

Activity	Timeline
Tender opened	Thursday, 24 August 2017
Submissions closed	Thursday, 5 October 2017
Consideration of tenders by evaluation panel	Monday, 9 October to Tuesday, 17 October 2017
Shortlisting meeting of evaluation panel	Wednesday, 18 October 2017
Interviews with shortlisted applicants	Thursday, 2 November 2017
Panel decision re recommended architect	Thursday, 2 November 2017
Undertake Financial Audit Report and Prepare Report to Accept Tender and Award Contract	Thursday, 9 November to Friday, 17 November 2017
Information to Councillors via Councillor Briefing and Presentation	Monday, 20 November 2017
A <i>Tender Evaluation Report</i> presented to Council for acceptance of tender	Monday, 4 December 2017

A Councillor Briefing and Presentation has been scheduled for Monday 20 November 2017 to provide further information about the process followed to arrive at the Evaluation Panel's recommended applicant.

The procurement process is on schedule for a recommendation to be made to Council at the 4 December 2017 Ordinary Council Meeting.

STAKEHOLDER CONSULTATION

Stakeholder engagement has not been required for the purposes of this report.

FINANCIAL AND RESOURCE IMPLICATIONS

Any delay in endorsement of the chosen architect, may, given the coming Christmas/New Year break, result in a delay of approximately 6-8 weeks to the overall project completion date, with potential adverse financial outcomes.

The timeline chart in Attachment One outlines the currently envisaged design and construction phases for the project.

RISK IMPLICATIONS

A delay in endorsement of the architect will result in a significant delay to the project timeline, with potential adverse financial outcomes. However, with an architect contracted by the end of 2017, work can begin on the concept designs during January 2018. With Council meetings for 2018 yet to be determined, any delay in the appointment or endorsement process could mean work on the designs would not begin immediately upon awarding of the contract.

CONCLUSION

This report has provided Council with an update on the current status of the Latrobe Creative Precinct design procurement process, along with confirmation that a *Tender Evaluation Report* will be presented to Council at its Meeting on 4 December 2017.

SUPPORTING DOCUMENTS

Nil

Attachments

1 [↓](#). Construction Timelines

14.3

Latrobe Creative Precinct Design Procurement Update

1	Construction Timelines	263
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Concept Design and Acceptance

16/10/2017

LCC<http://>**Project manager****Project dates**

30/11/2017 - 28/09/2020

Completion

0%

Tasks

26

Resources

0

Programme for the development of concept designs and acceptance

Concept Design and Acceptance

16/10/2017

Tasks

2

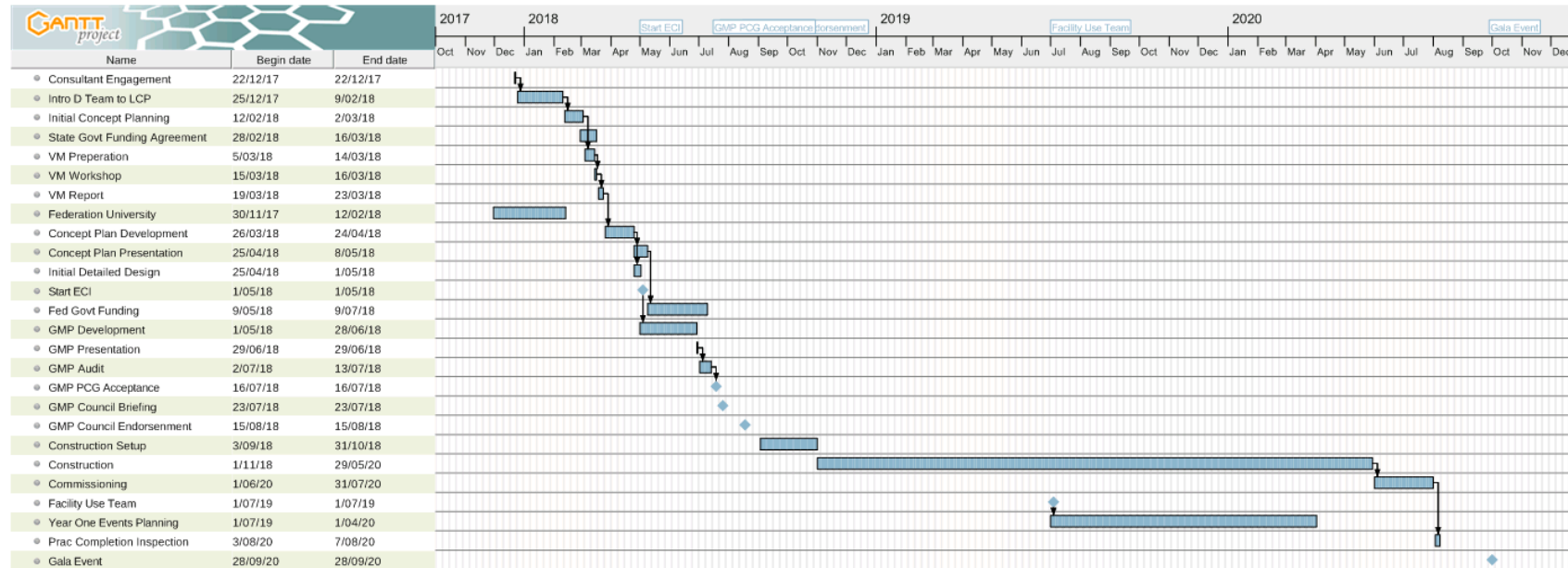
Name	Begin date	End date
Consultant Engagement	22/12/17	22/12/17
Intro D Team to LCP	25/12/17	9/02/18
Initial Concept Planning	12/02/18	2/03/18
State Govt Funding Agreement	28/02/18	16/03/18
VM Preperation	5/03/18	14/03/18
VM Workshop	15/03/18	16/03/18
VM Report	19/03/18	23/03/18
Federation University	30/11/17	12/02/18
Concept Plan Development	26/03/18	24/04/18
Concept Plan Presentation	25/04/18	8/05/18
Initial Detailed Design	25/04/18	1/05/18
Start ECI	1/05/18	1/05/18
Fed Govt Funding	9/05/18	9/07/18
GMP Development	1/05/18	28/06/18
GMP Presentation	29/06/18	29/06/18
GMP Audit	2/07/18	13/07/18
GMP PCG Acceptance	16/07/18	16/07/18
GMP Council Briefing	23/07/18	23/07/18
GMP Council Endorsenment	15/08/18	15/08/18
Construction Setup	3/09/18	31/10/18
Construction	1/11/18	29/05/20
Commissioning	1/06/20	31/07/20
Facility Use Team	1/07/19	1/07/19
Year One Events Planning	1/07/19	1/04/20
Prac Completion Inspection	3/08/20	7/08/20
Gala Event	28/09/20	28/09/20

Concept Design and Acceptance

16/10/2017

Gantt Chart

3

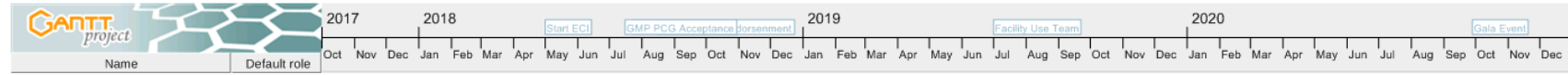


Concept Design and Acceptance

16/10/2017

Resources Chart

4



14.4 Waiver of Planning Permit Application Fees Policy

General Manager

City Development

For Decision

EXECUTIVE SUMMARY

Fees for planning permit applications have recently been reviewed by the Minister for Planning and a new fee schedule came into effect in October 2016 via the *Planning and Environment (Fees) Regulations 2016* (Regulations). Prior to the new fee schedule, fees covered only 20-30 percent of actual costs to Councils to process planning permit applications. The amended fees aim to more substantially cover those costs. In most cases the fee increases are considerable.

As a result, there has been an increase in the number of cases of applicants, particularly community groups, requesting Council to waive or rebate fees.

At the Council meeting on 23 October 2017 Council resolved:

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.

The Regulations provide parameters as to when fees can be waived or rebated. Council officers have developed the *Waiver of Planning Permit Application Fees Policy* (policy) to provide consistency and certainty as to when it is appropriate to waive a fee. The policy permits fees to be waived if the applicant is a not-for-profit organisation, community group or charitable organisation and the cost of the development is less than \$100,000.

A separate report will be prepared in relation to building permit fees.

An examination of applications lodged by not-for-profit organisations, community groups and charitable organisations over the past two years reveals that the number of applications would be less than ten per annum and the value of fees waived would be approximately two percent of overall fees received. It is therefore considered that the waiving of fees in these circumstances would not place an appreciable burden on Council's finances or the workload and resourcing of the Statutory Planning Department

This report seeks Council's consideration and adoption of the policy.

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Howe

That Council adopts the Waiver of Planning Permit Application Fees 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

Background

The fees for planning permit applications and subdivisions were reviewed by the Minister for Planning in 2015/16 and a new fee schedule came into force in October 2016. The *Planning and Environment (Fees) Regulations 2016* sets out the prescribed fees associated with planning permit applications.

Prior to the fee changes, planning fees were covering approximately 20 to 30 percent of actual council planning costs, leaving councils to subsidise the difference. The increase in fees is now more in line with the actual cost of application processing costs.

The increase in fees has seen an increase in the number of requests to waive or rebate fees for planning permit applications, particularly from community groups who have found it difficult to pay the higher fees due to limited resources.

Furthermore, at the Council meeting on 23 October 2017 Council resolved:

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.

The Regulations set out instances in which Council as the responsible authority can consider the rebate or waiving of application fees.

Policy Details

Council officers have developed the *Waiver of Planning Permit Application Fees Policy* to inform planning officers and applicants as to when applicable planning permit application fees may be waived. (See Attachment 1)

The policy states that fees can be waived through an application to the General Manager City Development in the following circumstance:

1. The application is for a not-for-profit organisation, community group or charitable organisation and the cost of the development is less than \$100,000.

The matters taken into consideration and which form the basis of a decision to waive fees must be recorded in accordance with the requirements of the Regulations. Each event will therefore be recorded in the delegation or Council report associated with the planning permit application.

External Funding Opportunities

The State Government has established a Latrobe Valley Community Facility Fund (the Fund) to support projects that will improve the amenity and liveability of the Latrobe Valley. The application guidelines state that the aim of the Fund is "to facilitate civic renewal that will help to make the Latrobe Valley a great place to live and work and to improve the health and wellbeing of those who live here". Works funded by the Fund include recreational precinct upgrades, sporting facility upgrades,

public hall upgrades and community events. The Fund has been established to support projects for amounts up to \$1 million, however, applicants are expected to make a financial contribution or source third party funding for their project. The Fund is targeted at local government and not-for-profit organisations, or a combination of local government, not-for-profit organisations and private businesses.

In addition there are additional funding opportunities from both VicHealth and the Department of Justice with a possibility for the reimbursement of some regulatory fees from the Latrobe Valley Authority if the proposal creates employment opportunities.

It is also noted that when community groups are applying for grants the waiver of planning permit fees could be seen as 'in kind' funding for the project by Council.

The proposed policy would complement these funding initiatives by providing further financial relief to those organisations that are seeking to improve the liveability of the Latrobe Valley.

Benefits

The proposed policy is consistent with Council's corporate values and will complement our facilitative approach to assisting applicants through the planning approvals process. It will encourage:

- Not-for-profit organisations, community groups and charitable organisations to lodge their applications as the improvement to their facilities.
- A consistent and transparent approach to the waiving fees.

Delegation

Once the policy has been adopted by Council, its implementation will be overseen by the General Manager City Development, while the day-to-day operations will be managed by the Manager Planning Services and Planning Services staff.

STAKEHOLDER CONSULTATION

No direct community consultation has been undertaken in the development of the policy. However the policy has come about due to requests from community groups to waive fees. Further at the Council meeting on 23 October 2017 Council resolved that a report be prepared to explore the waiver and/or reimbursement of planning permit fees.

Feedback has been sought internally from Council's Community Strengthening team and Finance team.

External consultation with the community was not undertaken due to the administrative nature of this policy.

FINANCIAL AND RESOURCE IMPLICATIONS

It is considered that the financial implications for waiving fees for the specific circumstance described above are able to be borne by Council given the community and economic benefits the application may have for Latrobe City.

In the past two years Council has received 13 applications from not-for-profit organisations, community groups or charitable organisations, ranging from

committees of management for Council reserves to sporting clubs to men's shed organisations, who meet the criteria set out in the draft policy to have their planning permit application fees waived. From September 2015 until October 2016, Council received nine applications with a total development value of \$137,150 and a total value of fees received of \$2,067.

Four applications were lodged from October 2016 when the fees increased until present with a total development value of \$104,500 and a total value of fees received of \$5,608.9.

Given the above statistics, the loss of income to Council for the waiving of fees is negligible and is expected to comprise approximately two percent of overall fees received annually.

The waiving of fees in these circumstances would not place any additional burden on gross timeframes for assessing planning permit applications and planning officers would not be impeded from achieving set key performance indicators for processing applications within required statutory time frames.

RISK IMPLICATIONS

The proposed policy will reduce risk to Council with regard to the waiving of fees as the policy sets a clear, consistent and transparent approach which is to be applied in all instances of a fee waiver request. The policy will provide information to Council officers and the public as to when a fee waiver will be considered and applied. Delegations will ensure that decisions will be made at management level with overall implementation to be overseen by the Chief Executive Officer.

CONCLUSION

An increase in planning permit application fees has resulted in an increase in requests from applicants to Council to have their fees waived or rebated. The Regulations set out instances in which Council can consider the rebate or waiving of application fees. The draft *Waiver of Planning Permit Application Fees Policy* has been developed so that this matter can be dealt with in a clear, transparent and consistent manner. The cost implications to Council to waive fees for applications from not-for-profit or charitable organisations and community groups is not significant and would be approximately two percent of revenue received from fees annually.

Council and the community will benefit from the policy as it will remove a financial barrier experienced by community groups when they seek to improve their facilities.

Officers therefore recommend that the policy be considered and adopted by Council.

SUPPORTING DOCUMENTS

Nil

Attachments

1. [Waiver of Planning Permit Application Fees Policy](#)

14.4

Waiver of Planning Permit Application Fees Policy

- 1 Waiver of Planning Permit Application Fees Policy 273**



Waiver of Planning Permit Application Fees Policy

Version 1

Approval Date: (insert date)

Review Date: (insert date)



Waiver of Planning Permit Application Fees Policy

DOCUMENT CONTROL

Responsible GM	General Manager City Development	
Division	City Development	
Last Updated (who & when)	Manager Planning Services – Jody Riordan	2017
DOCUMENT HISTORY		
Authority	Date	Description of change
	Click here to enter text.	
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No	1	

Page 2 of 6

Responsible Division	City Development	Approved Date	(day, month, Year)	Review Date	(month & year)
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Waiver of Planning Permit Application Fees Policy

1. Background

The *Planning and Environment (Fees) Regulations 2016* sets out the prescribed fees associated with planning permit applications. The Regulations set out instances in which Council as the responsible authority can consider the rebate or waiving of application fees. Latrobe City Council has developed this policy to inform employees and applicants as to when applicable planning permit application fees may be waived for a not-for-profit organisation, community group or charitable organisations.

2. Objective

The objective of the policy is to ensure consistency in applying fee exemptions and waivers to planning permit applications.

3. Scope

The policy applies to applications for planning permits lodged with Latrobe City Council pursuant to the *Planning and Environment Act 1987* (the Act).

4. Principles of Management

Section 47(b) of the Act states a permit application must be accompanied by the prescribed fee. The requirement of a prescribed fee is primarily linked to the cost of development and assists the planning department in recouping costs associated with the assessment of permit applications, together with the administrative functions required to be undertaken in accordance with the Act.

Planning application fees are set out in the *Planning and Environment (Fees) Regulations 2016*. Regulation 20 states that fees can be waived or rebated in a number of circumstances. Regulation 21 requires the reasons for the waiver or rebate of fees to be recorded.

Application of Regulation 20

The Regulations are generally clear as to when Council as the responsible authority is able to consider fee exemptions for planning permit applications. The following sets out the circumstances in which Council will exercise its rights availed to it by Regulation 20 in relation to waiver of fees for a not-for-profit organisation, community group or charitable organisation.

In accordance with Regulation 20(d), Council will exempt charitable organisations from statutory and non-statutory charges if all of the following requirements are met:

- That the owner/applicant must be a not-for-profit organisation, community group or charitable organisation;

Page 3 of 6

Responsible Division	City Development	Approved Date	(day, month, Year)	Review Date	(month & year)
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Waiver of Planning Permit Application Fees Policy

- That the request to waive or reduce fees must be made in writing to the General Manager City Development and must set out the community benefit that will derive from the proposal; and
- That the cost of the development is less than \$100,000.

Other Circumstances

Extension of Time or Secondary Consent

The provision to waive fees for an extension of time or secondary consent will not be supported unless there are considered to be extenuating circumstances. Approval to waive such fees will only be undertaken by the Manager Planning Services, General Manager City Development or CEO and any such decision must be recorded in Council's document management system and in the delegation report for the application.

Process for Applying Waiver and/or Rebate of Statutory Planning Fees

In order for an applicant to be provided with a waiver or rebate in line with this policy, the permit applicant is required to write to the General Manager City Development outlining their compliance with this policy. The letter of advice to the General Manager can be provided either with an application for a permit or prior to an application being lodged with Council. If the permit applicant seeks to gain written advice in relation to waiving or rebating of fees prior to an application being made to Council, the correspondence outlining the request sought must be accompanied by details of the application the permit applicant seeks to make to Council.

The decision to waive or rebate fees will be made by the General Manager City Development or Chief Executive Officer, as appropriate. The waiving or rebate of fees permitted by Council must be recorded in accordance with Regulation 21. The reasons for any waiving or rebate of fees permitted by Council must be recorded in the Council or delegation report associated with the planning permit application.

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. 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

5.2. Chief Executive Officer

- Overall responsibility for compliance with this policy

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Responsible Division	City Development	Approved Date	(day, month, Year)	Review Date	(month & year)
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Waiver of Planning Permit Application Fees Policy

- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

5.3. General Manager City Development

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

5.4. Manager Planning Services

- 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

5.5. Planning Services Employees

- 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.

6. 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). However, a review will be undertaken within one year of implementation of this policy to determine its cost to Council and its effectiveness in relation to the development cost associated with the waiver or rebate of planning permit fees. The findings of this review will be detailed in a report to Council.

7. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

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Responsible Division	City Development	Approved Date	(day, month, Year)	Review Date	(month & year)
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Waiver of Planning Permit Application Fees Policy

8. Definitions

Statutory fees – fees as prescribed by the *Planning and Environment (Fees) Regulations 2016*.

Non-statutory fees - fees not prescribed by the *Planning and Environment (Fees) Regulations 2016* such as secondary consent applications and extension of time requests.

Not-for-profit organisation, community group or charitable organisation – an incorporated body, cooperative or association that provides a service to the community and does not operate to make a profit and furthermore, does not include clubs with gaming machines on their premises.

9. Related Documents

Nil

10. Reference Resources

Planning and Environment Act 1987

Planning and Environment (Fees) Regulations 2016

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Responsible Division	City Development	Approved Date	(day, month, Year)	Review Date	(month & year)
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**14.5 Traralgon Activity Centre Plan - Authorisation of Planning Scheme
Amendment**

General Manager

City Development

For Decision

EXECUTIVE SUMMARY

The draft Traralgon Activity Centre Plan (the Plan – see Attachment 1) is a key guiding document designed to assist with management and monitoring of future growth and development in the central business district of Traralgon over the next 20 years. The Plan aims to positively guide future land use and development in a coordinated manner and provide greater certainty for all stakeholders in the delivery of a preferred outcome for the centre.

The Plan was originally developed by Hansen Partnership Pty Ltd in 2010 and 2011, which included Stage 1 - background work and Stage 2 – development of the *Key Directions Report 2011*. However Stage 3 – Drafting the *Traralgon Activity Centre Plan* was placed on hold in September 2011 pending completion of further strategic work, in particular the Traralgon Growth Areas Review (TGAR) and Car Parking Overlay. This work has now been completed and therefore Stage 3 of the project can now progress.

The final draft Plan has been developed by Council officers, with the assistance of the Victorian Planning Authority through their *Streamlining for Growth Program 2016/2017*.

The Plan sets out a framework for land use and development that outlines key policy directions and physical outcomes. The first step in implementing the recommendations made by the Plan is to rezone the current Commercial 1 Zoned and Mixed Use Zoned land within the Traralgon town centre to an Activity Centre Zone.

The Activity Centre Zone seeks to simplify zone and overlay controls within activity centres (usually town centres) which tend to be complex urban environments. The Activity Centre Zone combines both zoning and built form controls and allows for these to be targeted to the requirements of different Precincts (in our case 5 Precincts) within the Activity Centre.

To date the community and stakeholders have been key in the development of the project. If the Plan is to be successful it will need their ongoing support. The final draft Plan should be placed on public exhibition (as part of a planning scheme amendment process) to allow for further input before the plan is finalised and incorporated into the Latrobe Planning Scheme.

MOTION

Moved: Cr Harriman
Seconded: Cr McFarlane

That Council:

- 1. Endorses the draft Traralgon Activity Centre Plan for public exhibition as a part of a planning scheme amendment; and**
- 2. Requests authorisation from the Minister for Planning to prepare and exhibit the Traralgon Activity Centre Plan and the related proposed amendment to the Latrobe Planning Scheme.**

For Crs White, O'Callaghan, Middlemiss, Harriman, McFarlane, Howe and Clancey

Against: Crs Gibson and Law

CARRIED

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

Traralgon is the primary regional centre for retail/commercial uses within Latrobe City and as such, it warrants its own activity centre plan. The Municipal Strategic Statement (at *Clause 21.05-7*) clearly articulates the need to prepare the Traralgon Activity Centre Plan (the Plan). This is further reinforced through the *Traralgon Growth Areas Review 2013* and associated C87 Planning Scheme Amendment, the *Latrobe Planning Scheme Review 2014* and the C97 Planning Scheme Amendment.

Background

The original project was partially funded by Regional Development Victoria through their *Planning for Growth Program* and the Department of Planning and Community Development (now Department of Environment, Land, Water and Planning) through their *Creating Better Places Program*.

Hansen Partnership Pty Ltd was engaged to assist with delivery of the Plan and produced a series of Background Reports as part of Stage 1 which were adopted by Council on 2 August 2010. A Draft Key Directions Report was produced as part of Stage 2 which was developed following consideration of the issues raised in the Plan's Stage 1 Background Reports as well as both the 'Information Download' and 'Innovations and Ideas' community and stakeholders consultation sessions.

Hansen Partnership Pty Ltd also completed a rough first draft Plan (Stage 3) and provided this to Council Officers in July 2012. Due to the infancy of the Plan it was not reviewed or circulated to broader Council, Councillors or the public.

The Draft Key Direction Report (Stage 2) was presented to Council on the 19 September 2011 for endorsement; however the project was placed on hold pending further strategic work and the resolution of a number of issues.

Council resolved the following:

That having considered all submissions received in respect to the Stage 2 Key Directions Report September 2011, Council resolves the following:

1. *To defer the endorsement of the Stage 2 Key Directions Report September 2011 until:
 - (a) Council has been presented with the Traralgon Growth Area Review
 - (b) Council has received information on the results of the Latrobe Valley Bus Review.*
2. *That Council writes to the State Government asking them what their commitment to Latrobe City in respect to providing an efficient public transport system and that the response be tabled at a Council Meeting.*
3. *That Council proceeds with the Parking Precinct Plan and investigate integrated public parking solutions.*
4. *That the Communication Strategy be amended to take into consideration that the November/December timelines are inappropriate to concerned stakeholders and that the revised Communication Strategy be presented to Council for approval.*
5. *That in recognition of community concern regarding car parking in Traralgon the Chief Executive Officer establish a Traralgon Parking Precinct Plan Working Party comprising key stakeholders and to be chaired by the Dunbar Ward Councillor. Activities of the Traralgon Parking Precinct Plan Working Party to be informed by the Communication Strategy for the Traralgon Activity Centre Plan Stage 2 Final Reports.*

These matters outlined in the resolution have been resolved, so the Plan can now progress further. See Attachment 3 which outlines the progress of each point within the above Council Resolution (19 September 2011).

Purpose

The Plan (see Attachment 1) aims to establish an agreed vision for the commercial centre of Traralgon and is intended to provide the community with a framework within which change in the centre is proposed to occur over the next 20 or so years.

The Plan will guide the major changes that together can achieve economic, social and environmental objectives for the City.

Additionally the Plan will form the basis for introducing new planning policies, zones and overlay controls into the Latrobe Planning Scheme (as appropriate). The Plan seeks to outline key policy directions and physical outcomes as related to the following areas:

1. Public Realm;
2. Land Use & Activity;
3. Built form; and

4. Access and movement.

The Plan also outlines a series of urban design guidelines to support the built form strategies which are in line with the draft *Commercial Urban Design Guidelines August 2016* proposed by Live Work Latrobe.

Benefits

There are a number of benefits should the Plan be endorsed and given authorisation to proceed to a planning scheme amendment, these include:

- The incorporation of urban design guidelines into the Latrobe Planning Scheme;
 - Greater strategic direction when assessing planning permit applications
 - Greater certainty for developers
- Greater housing diversity within the Traralgon town centre;
 - This results in more passive surveillance and greater perceived safety;
- Public Realm improvements to encourage more people to stay longer within the town centre;
 - Greater walkability;
 - Economic uplift by encouraging people to stay longer, walk more and spend more as a result;
 - Greater connection to the creek and parkland into the town centre; and
- A greater sense of identity for Traralgon by providing a town hub and key focal points.

Victorian Planning Authority (VPA) Funding

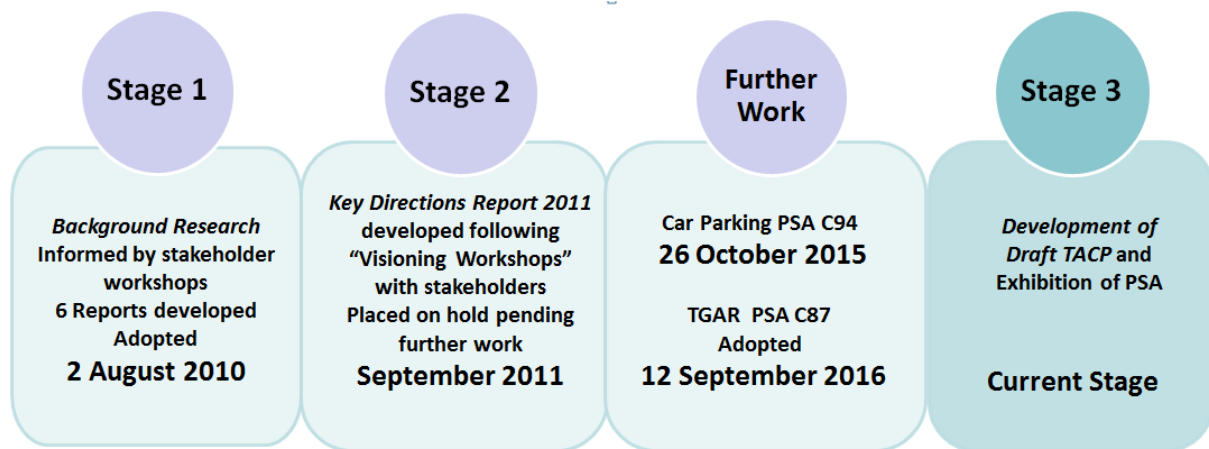
In late 2016, the Minister for Planning announced the release of funding via the newly appointed VPA *Streamlining for Growth Program 2016/17*, which aims to support local council's with planning work in regional cities and towns.

Latrobe City Council subsequently submitted an application to the program on the 16 November 2016, requesting assistance with the completion and delivery of the Plan.

On 4 January 2017 the VPA advised in writing that Council's funding request had been approved and that the VPA would work with Council to complete the Plan so that it can progress to a planning scheme amendment. A MOU between Latrobe City and the VPA has been prepared and signed and a Project Timeline agreed upon.

Latrobe City Council has received a further \$15,000 grant for Stage 2 (Traralgon Activity Centre Plan - Planning Scheme Amendment) from the *Streamlining for Growth Program 2017/2018* to assist in Planning Panel (if required) and other associated Amendment costs.

Progress on Project



Since January 2017 Council has been working with the VPA to:

- Provide background materials;
- Conduct site inspections;
- Undertake discussions with key internal stakeholders; and
- Complete a full review of the first draft Plan (Hansen's work).

Given the amount of time that has lapsed since the project was placed on hold in 2011, it was considered that the project should be thoroughly reviewed and premises tested to ensure that they remain current, as well as having any further gaps identified.

The VPA produced a draft Plan on 29 May 2017. This draft has been reviewed by council officers, the Traralgon Activity Centre Plan Project Board and key internal stakeholders. All feedback received to the initial draft Plan was provided to the VPA, following feedback received from Councillors, post a briefing/presentation, in early October 2017. A final draft Plan was received from the VPA on 13 October 2017.

Planning Scheme Amendment

Municipal councils, as the planning authority, have a number of duties and powers. These duties and powers are listed at Section 12 of the Act. Under Section 12 a planning authority must have regard to (inter alia):

- The objectives of planning in Victoria;
- The Minister's directions;
- The Victoria Planning Provisions;
- The Latrobe Planning Scheme; and
- Any significant effects which it considers a planning scheme amendment might have on the environment or which it considers the environment might have on any use or development envisaged by the amendment.

In accordance with Section 9 of the *Planning and Environment Act 1989* (the Act), the Minister for Planning may authorise a municipal council to prepare an amendment to State and local standard provisions of a planning scheme in force in its municipal district.

It is now proposed to commence preparation of amendments to the Latrobe Planning Scheme required to give effect to the Plan.

Council officers are preparing draft planning scheme amendment documents to introduce the Activity Centre Zone into the Latrobe Planning Scheme to replace the Commercial 1 Zone and Mixed Use Zone land in the Traralgon town centre.

The Activity Centre Zone seeks to simplify zone and overlay controls within activity centres, which tend to be complex urban environments. The Activity Centre Zone combines both zoning and built form controls and allows for these to be targeted to the requirements of different Precincts (in our case 5 Precincts) within the Activity Centre.

By introducing the Activity Centre Zone into the Latrobe Planning Scheme, it is seen as the first step in implementing the Plan. Furthermore, it will provide greater clarity to statutory planning officers and developers in applying for and assessing planning permit applications.

STAKEHOLDER CONSULTATION

Initial public consultation informed the development of the Background Reports and Key Direction Report during 2010-2011. Consultation included:

- Community bulletins;
- An online survey;
- A walking tour;
- One-on-one sessions;
- Workshops;
- Public meetings; and
- Receiving of written submissions (over a 15 week exhibition period of the Key Directions Report).

A comprehensive Engagement Strategy has been prepared (See Attachment 2) for exhibition of the Plan and associated planning scheme amendment documentation. It is proposed that this will occur across a 6 week period from January 18 2018 until 5 March 2018. However, this is subject to authorisation being received by the Minister for Planning for the Planning Scheme Amendment.

The amendment is subject to the prescribed process in accordance with the public notice and consultation requirements of Section 19 of the *Planning and Environment Act 1987*.

This will include advertising in the Government Gazette and local newspapers, as well as written notification to landowners and occupiers that may be materially affected by the amendment following authorisation of the amendment.

All statutory and servicing authorities likely to be materially affected will also be notified of the proposed amendment.

Council officers will also seek to engage with a wider audience through a number of engagement activities such as:

- Council Website (including 'Have a Say')
- Council Facebook
- Council Service Centres
- Media Releases
- Councillor Bulletins
- TACP Bulletin/Flyer
- Listening Posts/Special Events (TBC)
- Face to face meetings with small groups and individuals

A comprehensive Engagement Strategy has been developed and can be found at Attachment 2 to this report.

Formal consultation will commence shortly after receiving Authorisation to Exhibit the planning scheme amendment from the Minister for Planning.

RISK IMPLICATIONS

Given the Plan recommends a range of land use policy changes it is considered that some elements of the Plan may be considered controversial.

For this reason, it is recommended that the Plan be publicly exhibited as part of a formal planning scheme amendment process, whereby a Planning Panel may be appointed to independently consider all matters.

In accordance with the requirements of the Act, where submissions cannot be resolved, Council is required to request an independent Planning Panel be appointed by the Minister for Planning. The Planning Panel would consider all unresolved submissions received to the amendment and provide recommendations to Council.

It is considered that this process will reduce the risk to Council by way of utilising a third party to assist in the consideration of unresolved submissions.

Should the Plan not be endorsed, opportunities would be lost to:

1. Influence better design outcomes;
2. Seek more opportunities to provide nicer places for people;
3. Create greater economic uplift and;
4. Provide greater direction on land use and development.

FINANCIAL AND RESOURCE IMPLICATIONS

A total of \$40,000 has been allocated in the current 2017/2018 budget year to enable the planning scheme amendment to proceed. A further \$15,000 grant for Stage 2 (Traralgon Activity Centre Plan - Planning Scheme Amendment) has been approved from the Victorian Planning Authority *Streaming for Growth Program 2017/2018*. The remaining budget should cover any prescribed fees for a planning scheme amendment.

The prescribed fees for planning scheme amendments are detailed in the *Planning and Environment (Fees) Regulations 2012*. The costs associated with a planning scheme amendment include the adoption and approval of an amendment.

CONCLUSION

The draft Traralgon Activity Centre Plan is a key guiding document designed to assist with management and monitoring of future growth and development in the central business district of Traralgon over the next 20 years.

The Municipal Strategic Statement (at *Clause 21.05-7*) clearly articulates the need to prepare the Plan.

The Plan will positively guide future land use and development in a coordinated manner and provide greater certainty for all stakeholders in the delivery of a preferred outcome for the centre.

The Plan provides the opportunity to:

- Allow for the development of land to promote greater economic activity;
- Provide greater certainty to developers;
- Encourages more activity within the area by improving the public realm and encouraging walkability;
- Provides an opportunity for greater housing diversity and provides more perceived safety by providing passive surveillance through more people living within the activity centre; and
- Rezones the land in accordance with the recommendations of the Plan which directs land use and development to a greater degree than the current commercial 1 zone.

The formal exhibition of the final draft Plan and the associated planning scheme amendment documentation will allow for further community and stakeholder input before the Plan is finalised.

SUPPORTING DOCUMENTS

Background Report – Consultation Summary (2010)

Background Report – Car Parking (2010)

Background Report – Community Infrastructure (2010)

Background Report – Economic Assessment (2010)

Background Report – Executive Summary (2010)

Background Report – Planning Context Report (2010)

Background Report – Traffic and Public Transport (2010)

Background Report – Urban Design Context Report (2010)

TACP - Key Directions Report (2011)

Traralgon and Morwell Car Parking Framework Review (2014)

Attachments

1. Attachment 1 - Final Draft Traralgon Activity Centre Plan - October 2017
(Published Separately) (Confidential)
2. Attachment 2 - Draft Engagement Strategy October 2017 (Published Separately)
(Confidential)
3. Attachment 3 - Progress on 19 September 2011 Council Resolution

14.5

Traralgon Activity Centre Plan - Authorisation of Planning Scheme Amendment

- 3 Attachment 3 - Progress on 19 September 2011 Council
Resolution 289**

Attachment 3: Progress on the Council Resolution (19 September 2011)

The following relates to the Council Resolution (19 September 2011) and is addressed against each point of the Resolution.

1. (a) The *Traralgon Growth Areas Review* was formally adopted by Council on the 28 April 2014. The C87 PSA to implement key parts of the document into the MSS was exhibited from 4 September 2014 – 10 October 2014, with consultation extended to the end of October at Council's request. C87 was adopted by Council in 2016.

(b) *Latrobe Valley Bus Services Review* was finalised in December 2009 and implementation commenced in January 2012.
2. Council wrote to the Department of Transport on the 10 October 2011 requesting any further information outlining the State Government's commitment to the implementation of the Latrobe Valley Bus Review recommendations following finalisation of the review report.
3. Council was unable to progress with a Parking Precinct Plan as the State Government via Amendment VC90 (4 June 2012) changed the Victorian Planning Provisions (VPP's) and all planning schemes to remove Parking Precinct Plans and introduced the Parking Overlay. Council finalised Car Parking Strategies for both Traralgon and Morwell in October and September 2013. In early 2014, Council commenced the preparation of a planning scheme amendment to introduce a parking overlay in Traralgon and Morwell. Planning Scheme Amendment C94 Traralgon and Morwell Car Parking Overlay was gazetted on 7 March 2016. Planning Scheme Amendment C99 Traralgon and Morwell Car Parking Overlay Corrections was gazetted on 30 June 2016.
4. The Communication Strategy has not been amended and re-presented to Council as it is no longer relevant due to the time lapse with the project. A revised communication/engagement strategy will need to be developed moving forward.
5. The car parking working group was established in April 2012. A total of six meetings took place. The last Car Parking Working Group took place on the 25 July 2012. At this meeting the group confirmed the *Summary of Agreements in relation to the draft Car Parking Strategy*, they also agreed that the 25 July 2012 meeting was to be their last meeting and agreed provide feedback to the strategy.

The feedback from the Car Parking Working Group was provided to the

engaged consultant (Cardno), who went on to amend the strategy based on the feedback. The consultant provided Council with the final amended strategy in September 2012. Comment was provided in January 2013.

Due to some concerns surrounding the data analysis within the strategy, it was decided that a peer review of the strategy was required. In August 2013, an independent peer review was undertaken by Traffix Group. In addition the *Morwell Activity Centre Car Parking Strategy* was also peer reviewed as part of this process.

In October 2013, Council was presented with the peer review findings. Council supported the appointment of a consultant to develop a revised *Car Parking Strategy* for implementation into the Latrobe Planning Scheme via a Planning Scheme Amendment to introduce a Parking Overlay. Planning Scheme Amendment C94 Traralgon and Morwell Car Parking Overlay was gazetted on 7 March 2016. Planning Scheme Amendment C99 Traralgon and Morwell Car Parking Overlay Corrections was gazetted on 30 June 2016.

INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

15.1 Community Managed Places Funding

General Manager

Infrastructure and Recreation

For Decision

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement of the project proposals received from the five (5) Latrobe City Council managed Department of Land, Water and Environment (DELWP) reserves that are proceeding to a full application for the Community Managed Places funding program.

The Department of Land, Water and Environment is managing the \$5 million Community Managed Places program and has identified the nine (9) reserves to receive this funding opportunity. This program is part of the Victorian Government's wider \$85 million sports programs and infrastructure package.

Under the Community Managed Places program, nine Crown Land Recreation Reserves within the Latrobe Valley and surrounding area will be eligible to submit recreation projects for a share in the \$5 million funding. Latrobe City Council has five (5) of the targeted reserves, including:

- Traralgon Recreation Reserve & Showgrounds
- Maryvale Reserve Morwell
- Monash Reserve Newborough
- Glengarry Recreation Reserve
- Ronald Reserve Morwell

In early September 2017, in conjunction with Latrobe City Council Ward Councillors, DELWP and the Latrobe Valley Authority, Latrobe City Council met with each reserve and their user groups and stakeholders to provide information about the funding program, its guidelines and eligibility criteria.

Reserve user groups were encouraged to collaborate with each other to submit project proposals that would benefit all user groups of a reserve.

Latrobe City Council have received 22 project proposals from reserve user groups. Latrobe City Council in conjunction with DELWP and Sport & Recreation Victoria are now preparing these proposals for submission to the Project Control Group for assessment.

As per the funding criteria, only the Committee of Management can submit applications to the Community Managed Places funding opportunity. Latrobe City Council is the Committee of Management for four of the five DELWP reserves in the municipality, with the Glengarry Recreation Reserve Committee of Management being the only DELWP Committee of Management. However for ease and consistency, Latrobe City Council will also be submitting applications on behalf of

Glengarry Recreation Reserve.

The Project Assessment Group have short listed all project proposals, including those from Baw Baw Shire Council and Wellington Shire Council. Projects that are ineligible or do not strongly meet the eligibility criteria will not progress to detailed design or be eligible for funding through the Community Managed Places program. It is expected that projects will be finalised for presentation to the Project Control Board in early 2018.

MOTION

Moved: Cr McFarlane

Seconded: Cr Middlemiss

That Council;

1. Endorse the following project proposals for the Community Managed Places funding program:

- **Desalination Treatment Plant – Glengarry Recreation Reserve**
- **Construction of Cricket Nets – Glengarry Recreation Reserve**
- **Construction of Umpire Change Facility – Glengarry Recreation Reserve**
- **Extension of CFA Urban Fire Brigade building – Maryvale Reserve Morwell**
- **Construction of Cricket Nets – Maryvale Reserve Morwell**
- **Upgrade to change facilities – Maryvale Reserve Morwell**
- **Sports Lighting upgrade – Monash Reserve Newborough**
- **Sports Lighting upgrade – Ronald Reserve Morwell**
- **Construction of change facility – Ronald Reserve Morwell**
- **Replacement of tennis fencing – Ronald Reserve Morwell**
- **Upgrade to facilities for Roller Derby – Traralgon Recreation Reserve & Showgrounds**
- **Upgrade to existing change facilities - Traralgon Recreation Reserve & Showgrounds**
- **Upgrade to netball court – Traralgon Recreation Reserve & Showgrounds**
- **Sports lighting upgrade (Netball Court) – Traralgon Recreation Reserve & Showgrounds**

2. Advise the user groups who submitted project proposals of the outcome of the assessment by the Project Control Group.

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 Department of Land, Water and Environment (DELWP) is managing the \$5 million Community Managed Places program. This program is part of the Victorian Government's wider \$85 million sports programs and infrastructure package.

Under the Community Managed Places program, nine Crown Land Recreation Reserves within the Latrobe Valley and surrounding area will be eligible to submit recreation projects for a share in the \$5 million funding. There is no formal allocation of funding from the \$5 million from the Community Managed Places program. Projects will be assessed on their merits and their alignment with the funding criteria.

The nine (9) designated crown reserves are:

- Traralgon Recreation Reserve & Showgrounds
- Glengarry Recreation Reserve
- Ronald Reserve Morwell
- Cowwarr Recreation Reserve
- Gormandale Recreation Reserve
- Heyfield Recreation Reserve
- Monash Reserve Newborough
- Maryvale Reserve Morwell; and
- Willow Grove Recreation Reserve

The program aims to deliver sustainable improvements that grow participation in sport and recreation activities, with priority given to projects that benefit under-represented sections of the community.

There is a focus on supporting the health and social wellbeing of the community by providing a safe environment to play sport, promote social connectedness and inclusion, and encourage diversity of the sporting and recreational activities at the reserves.

New and upgraded sporting facilities will support the region's successful sports teams and bring the community together to play, socialise and compete.

Key Program Objectives

A wide variety of sport and active recreation infrastructure projects will be considered for funding at the nine reserves.

The key objectives of the program are to:

- Increase physical participation in sports and active recreation - particularly for females and other under-represented groups in the community

- Improve facility infrastructure
- Provide employment and training opportunities for people living in the Latrobe Valley region
- Deliver projects using local materials and resources to strengthen the regional community and economy.

Eligibility

To be considered for funding, proposals must:

- Promote, increase or facilitate active participation at one of the nine reserves identified in this program; and
- Be submitted by the Committee of Management for the reserve.

Assessment criteria

Proposals must meet **one or more** of the assessment criteria below and clearly demonstrate how the project will improve participation:

- Encourages participation by females and other under-represented groups within the community
- Benefits multiple users of the reserve
- Addresses safety and risk management and/or compliance issues
- Contributes to the sustainability of the facility
- Improves the ability to support events that are preferably related to participation in physical activities
- Addresses a gap in the provision of local infrastructure for active recreation.

The criteria will be weighted to ensure proposals selected for funding will benefit as many user groups at each reserve as possible. There is a list of criteria that the Community Managed Places funding will not fund provided in Attachment 2.

User Group meetings

Latrobe City Council contacted all user groups from the five (5) Latrobe City Council DELWP reserves regarding the funding opportunity, and invited all stakeholders/user groups to specific meetings to provide further information about the funding opportunity.

All reserve meetings were very well attended with all but two (2) user groups not attending the meetings. The two user groups, the Latrobe Valley Maltese Association and the Morwell CFA Urban Fire Brigade met with Latrobe City Council in the days following the original meetings, and were invited to submit a project proposal/s.

Timeframes

The timeframes for the assessment of the submission of proposals are detailed in the table below:

Table 1

Date	Action
23/9/2017	Project proposal to be submitted to Latrobe City Council
24/9/2017 – 18/10/2017	Review of project proposal by Latrobe City Council
20/10/2017	PCG Assessment of project proposals
Nov/Dec 2017	Detailed design, costings and further engagement with user groups regarding individuals projects that have progressed to full application
Jan 2018	Final project proposals reviewed by Project Control Board

Project Proposals

Latrobe City Council in collaboration with DELWP and Sport & Recreation Victoria have reviewed each of the proposals to assist with providing further information on each project's participation outcomes and broader community benefit as well as the indicative cost for each project proposal.

Latrobe City Council has received a total of 22 project proposals. Latrobe City Council has met with a number of user groups to encourage the submission of a project proposal that benefits all reserve users, such as upgrades to change facilities and lighting projects. The purpose of this is to ensure that the proposals are presented in the best possible light and to position them for funding.

On the 20 October 2017, all project proposals, including those submitted by user groups in Wellington and Baw Baw Shire Council have been assessed by the Project Assessment Team which is made up of a panel of representatives from:

- DELWP
- Sport & Recreation Victoria
- Latrobe Valley Authority

The Project Control Group has selected and prioritised projects that will progress to the next stage, based on their alignment with the funding programs guidelines, eligibility criteria and the funding allocation available. Projects that did not strongly align to the funding programs guidelines or eligibility criteria have not progressed to the next stage.

Table 2 presents information on each project proposal received, information about the project and the outcome of the assessment completed by the Project Control Group:

Table 2

Reserve	User Group/Stakeholder	Project description	Outcome of Project Control Group Assessment panel
Glengarry Recreation Reserve	Glengarry Recreation Reserve COM	Desalination Treatment Plant	Approved - This project has been selected to proceed to full application.
	Glengarry Recreation Reserve COM	Cricket Nets	Approved - This project has been selected to proceed to full application.
	Glengarry Recreation Reserve COM	Umpire Change facility	Approved - This project has been selected to proceed to full application.

Maryvale Reserve	Morwell CFA Urban Fire Brigade	Extension to existing facility for new kitchen and toilet facilities	Approved - This project has been selected to proceed to full application.
	Latrobe Cricket Club	Cricket Nets	Approved - This project has been selected to proceed to full application.
	Latrobe Valley Umpires Association	Upgrade to change facilities	Approved - This project has been selected to proceed to full application.
Monash Reserve	Monash Soccer Club	Sports lighting upgrade (pitch 1)	Approved - This project has been selected to proceed to full application.
	Newborough Tennis Club	Construction of public use pathways within and through Monash Reserve	Not approved – This project will not proceed to a full application. Whilst the project would have provided a community benefit it did not provide a strong benefit to the user groups of the reserve, which is the intent of the funding.
Ronald Reserve	Morwell East Football Netball Club	Upgrade to oval drainage	Not approved – This project will not proceed to a full application. Latrobe City Council is currently investigating the drainage issues on the oval and this investigation needs to be finalised prior to any works being considered.
	Morwell East Football Netball Club	Female Friendly Change facilities	Not approved – This project will not proceed to a full application. The cost of this project would have been above the funding allocation available.
	Morwell East Football Netball Club	Sports lighting upgrade	Approved - This project has been selected to proceed to full application.
	Pegasus Soccer Club	Change facility	Approved - This project has been selected to proceed to full application.
	Morwell Tennis Club	New fencing	Approved - This project has been selected to proceed to full application.
	Morwell Tennis Club	Shade structure	Not approved – This project will not proceed to a full application. This project did not strongly align to the program guidelines in responding to a need for active participation.
Traralgon Recreation Reserve & Showgrounds	Traralgon Ag Society	Upgrade to the sheep shed for Roller Derby	Approved - This project has been selected to proceed to full application
	Ex-Students Cricket Club	Upgrade to existing change facilities+	Approved - This project has been selected to proceed to full application.

	TEDAS	Construction of new lighting , resurfacing of the Old Trafford Oval and fencing around the oval	Not approved – This project will not proceed to a full application. Advice indicates that proposal estimate is well under actual cost. Ground resurfacing will require full reconstruction estimated between \$700k - \$800k.
	Traralgon Football Netball Club	Upgrade to existing netball lighting	Approved - This project has been selected to proceed to full application.
	Traralgon Football Netball Club	Upgrade to existing netball court and facilities	Approved - This project has been selected to proceed to full application.
	Traralgon Football Netball Club	Upgrade to existing change room and toilet facilities+	Approved - This project has been selected to proceed to full application.
	Traralgon & District Cricket Association	Reposition of power poles and realignment of cricket wicket (Old Trafford Oval)*	Not approved – This project will not proceed to a full application. TDCA is not a user group of the Reserve and are not considered eligible to submit an application.
	Traralgon & District Cricket Association	Additional change rooms, and extension to cope with increased participation*	Not approved – This project will not proceed to a full application. TDCA is not a user group of the Reserve and are not considered eligible to submit an application.

*Both project proposals submitted by the Traralgon & District Cricket Association are not eligible as the group is not a user group of the Traralgon Recreation Reserve & Showgrounds User Group. No other peak sporting association were able to submit applications, including AFL Gippsland or Netball Victoria.

+The upgrade of the change facility at Traralgon Recreation Reserve & Showgrounds is a jointly submitted project by the Traralgon Football Netball Club and the Ex-Students Cricket Club.

The project proposals that have not been endorsed by the Project Control Group are still eligible for funding through other funding or grants programs. The projects listed below have all been identified as a project in a Council endorsed master plan and therefore will be assessed as part of the Recreation Needs Assessment process:

- AFL Pavilion upgrade at Ronald Reserve
- Upgrade of drainage at Ronald Reserve (AFL oval)
- Construction of pathways within Monash Reserve Newborough
- Upgrade to the surface at Old Trafford Oval
- Upgrade to sports lighting at Old Trafford Oval

The construction of a shade structure at the Morwell Tennis Club is the only project proposal not proceeding to a full application that is not identified in a master plan. This is due to historical factors and the age of the Morwell Outdoor Recreation Plan (2008). There are still a range of funding opportunities for this project through Latrobe City Council's Community Grants or the Latrobe Valley Authority – Community Facility Fund.

The project proposals that have been identified in Table 2 as progressing to the next stage or a formal project application will have designs and cost plans completed funded through the \$5 million funding allocation.

Once the detailed design and costings are completed these projects will be presented to the Project Control Board which will make the final recommendation for funding prior to be submitted to the Minister. It is expected that this process will be completed in early 2018.

STAKEHOLDER CONSULTATION

Latrobe City Council, in collaboration with representatives from DELWP and the Latrobe Valley Authority has met with all user groups/stakeholders from the five Latrobe City Council DELWP reserves.

All reserve meetings were very well attended with all but two (2) user groups/stakeholders not attending the reserve meetings. The two user groups, the Latrobe Valley Maltese Association and the Morwell CFA Urban Fire Brigade met with Latrobe City Council in the days following the original reserve meetings, and were invited to submit a project proposal/s. Table 3 provides details on each reserve and the respective user groups/stakeholders.

Table 3

Meeting Date	Reserve	User groups/Stakeholder
4/9/2017	Maryvale Reserve	<ul style="list-style-type: none"> • Morwell Pigeon Club • Latrobe Cricket Club • Latrobe Valley Umpires • Morwell CFA Urban Fire Brigade* • Latrobe Valley Maltese Association*
4/9/2017	Ronald Reserve	<ul style="list-style-type: none"> • Pegasus Soccer Club • Morwell Tennis Club • Morwell East Football Netball Club
5/9/2017	Traralgon Recreation Reserve & Showgrounds	<ul style="list-style-type: none"> • Traralgon CFA Urban Fire Brigade • Traralgon Football Netball Club • Traralgon & District Agricultural Society • Ex-Student Cricket Club • TEDAS • South & Central Gippsland Axeman Association • Traralgon Amateur Boxing Club • Traralgon Bridge Club* • Traralgon Mens Shed • Traralgon Pigeon Club • Traralgon Playgroup Inc.
7/9/2017	Monash Reserve	<ul style="list-style-type: none"> • Monash Soccer Club • Newborough Tennis Club

		<ul style="list-style-type: none"> • Moe & District Netball Association
12/9/2017	Glengarry Recreation Reserve	<ul style="list-style-type: none"> • Glengarry Football Netball Club • Glengarry Junior Football Club • Glengarry Tennis Club • Glengarry Cricket Club

*Follow up meetings were held with the Morwell CFA Urban Fire Brigade and the Latrobe Valley Maltese Association as they were unable to attend the reserve meetings held on the 4 September 2017.

The purpose of the meetings with each of the reserve user groups/stakeholders was to explain the eligibility criteria and timeframes for the Community Managed Places funding and to encourage user groups to work collaboratively with each other to develop project proposals that would benefit multiple users of a reserve.

Each user group was encouraged to submit multiple proposals. These projects did not necessarily have to align with recommendations or actions previously identified in a reserve master plan, but rather should be a project that the clubs felt were a priority. As the selection of projects is being undertaken by DELWP, the Recreation Needs Assessment has not be used to determine a projects suitability or eligibility. However many of the projects identified by the user groups/stakeholders are identified in the Recreation Needs Assessment.

The result of the engagement activities was that Latrobe City Council has received 22 project proposals.

FINANCIAL AND RESOURCE IMPLICATIONS

\$5 million in funding has been provided for nine (9) DELWP reserves for the Community Managed Places program. The funding includes the planning, design, project contingency and construction of the projects.

The design and costing of projects proceeding to a full application will require assistance from a number of teams in Latrobe City, including Recreation & Open Space, Major Projects and the Civil Works team.

There are implications for Latrobe City Council's resources, especially with the management and project management of projects that will eventually be approved for construction. This will need to be factored into Latrobe City Council's business planning for 2018/19, when most of these projects will be ready for construction.

RISK IMPLICATIONS

If Council chooses not to endorse these project proposals, the timeframes for the project, including the design, costing and eventual construction will be significantly delayed. The user groups/stakeholders of each of the reserves have been advised that not all projects will be supported.

CONCLUSION

The Department of Land, Water and Environment (DELWP) is managing the \$5 million Community Managed Places program. This program is part of the Victorian Government's wider \$85 million sports programs and infrastructure package.

Under the Community Managed Places program, nine Crown Land Recreation Reserves within the Latrobe Valley and surrounding area will be eligible to submit recreation projects for a share in the \$5 million funding. Latrobe City Council has five (5) of the targeted reserves, including:

- Traralgon Recreation Reserve & Showgrounds
- Maryvale Reserve
- Monash Reserve
- Glengarry Recreation Reserve
- Ronald Reserve

Latrobe City Council in collaboration with DELWP engaged with each of the identified reserves and their user groups/stakeholders. User groups and stakeholders of the individual reserves were encouraged to collaborate and focus of projects that would provide a benefit to all reserve users.

A total of 22 project proposals have been submitted to Latrobe City Council. These proposals have been expanded and elaborated on with further information provided by Council officers to ensure that they are presented with the information required for the Project Control Group to make an assessment.

The Project Control Group assessed the projects on the 20 October 2017. Projects selected to progress to full application are subject to further detailed design and costings. When this detailed design process is complete, these projects will be presented to the Project Control Board for assessment and if determined, funding. This is expected to occur in early 2018.

SUPPORTING DOCUMENTS

Nil

Attachments
Nil

15.2 Harold Preston Reserve - Carpark and Tree Removal

General Manager

Infrastructure and Recreation

For Decision

EXECUTIVE SUMMARY

This report presents to Council information for decision on the removal of trees for the proposed construction of formal car parking spaces to the west of the council pavilion at Harold Preston Reserve on Davidson Street, Traralgon.

The construction of formal car parking on the west side of the existing building has been approved in the 2017/2018 budget.

Council Arborists assessed the health of the trees and determined that the two gum trees closest to Davidson Street are in good condition and should be retained if possible. The remaining 4 trees are in average health with one showing some signs of stress.

If all 6 trees are removed a 47 space car park could be constructed, however due to the significance and health of the two trees nearest Davidson Street, Officers recommend retaining the 2 healthy trees and constructing a 30 space carpark.

RECOMMENDATION

That Council authorises the removal of four trees immediately west of the Council pavilion, at Harold Preston Reserve, Traralgon (trees numbered 3, 4, 5 and 6 on the attached plan on attachment 1) to allow construction of a carpark of approximately 30 spaces.

MOTION

Moved: Cr Harriman

Seconded: Cr Howe

That Council:

1. Approves the removal of six trees immediately west of the Council pavilion, at Harold Preston Reserve, Traralgon (trees numbered 1, 2, 3, 4, 5 and 6 on the attached plan on attachment 1) to allow construction of a carpark of approximately 47 spaces.
2. Approves an amendment to the plans detailed in attachment 1 to provide a road from the northern end of the proposed new car park to link to the existing car park at the northern end of the building.

For Crs White, O'Callaghan, Middlemiss, Harriman, Gibson, Howe, Clancey and Law

Against: Cr McFarlane

CARRIED

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 community groups using the Harold Preston Reserve have brought to Council Officers attention their desire for additional car parking adjacent the pavilion within the reserve off Davidson Street, Traralgon.

There is high usage on game days and construction of formal car parking on the west side of the existing building will facilitate more appropriate parking for visitors. A budget allocation was included in the 2017/2018 budget. Carpark construction works are proposed to commence in January 2018.

During planning for the detail design of the carpark, it was identified that removal of 6 trees would allow construction of a 47 space carpark. Refer to Attachment 1.

The 6 trees identified for removal are not remnant vegetation and have been planted a number of years ago and do not fall under Council's Tree Work Notification Policy of Dead/Dying/Dangerous (whereby a Council officer is delegated to remove trees).

Council's Arborist assessed the health and viability of the trees (refer to Attachment 3) and have determined that:

1. the 2 gum trees closest to Davidson Street are in good condition and should be retained if possible (trees marked as 1 and 2 in Attachments 1 and 2); and
2. the remaining four (4) trees are deemed to have average health and structure, with one of these showing signs of stress and declining health (trees marked as 3, 4, 5 and 6 in Attachments 1 and 2).

In the event that the two trees are to be retained, the 30 parking spaces could be provided, and if all 6 trees are removed up to 47 parking spaces can be provided. Refer to Attachment 2.

Council Officers are aware of the demand for car parking at the location and support in principle providing additional parking, however the two trees are significant and healthy. The master plan for the site (although not prescriptive) does not indicate that any of the trees would be removed.

Therefore on balance, Council Officers support construction a carpark of approximately 30 spaces, and therefore the removal of the trees marked 3, 4,5, and 6 on Attachment 1.

STAKEHOLDER CONSULTATION

The Harold Preston Car Park project has been subject to stakeholder engagement.

The stakeholders are:

- Traralgon City Soccer;
- Traralgon Little Athletics Association; and
- Traralgon Table Tennis Association.

During 2016 Council carried out engagement the stakeholders who have indicated their support for the removal of the six (6) trees recognising the long term benefit to obtaining forty seven (47) car parking spaces as opposed to thirty (30) car parking spaces.

FINANCIAL AND RESOURCE IMPLICATIONS

Council has allocated \$75,000 into the construction of formal car parking to the west of the council pavilion at Harold Preston Reserve on Davidson Street, Traralgon. The car park will replace an informal car parking area which causes maintenance and access issues.

RISK IMPLICATIONS

Risk implications have been assessed in the preparation of this report and are summarised below:

- Remove six (6) trees to provide forty seven (47) car parking spaces
 - Potential community backlash around removing the trees; and
 - Maximise car parking spaces.
- Remove four (4) trees to provide thirty (30) car parking spaces
 - Potential stakeholder backlash around not achieving the maximum car parking spaces;
 - Retain two healthy trees; and
 - Risk potential damage to the constructed carpark by the roots of the retained trees.

CONCLUSION

The Harold Preston Car Park project includes the construction of a new carpark to the east of the existing pavilion on Davidson Street.

During planning for the detail design of the car park, it was identified that there are six (6) trees that need removal to facilitate construction of forty seven (47) formal car parking spaces. Councils Arborist has determined that it is preferable to retain the two (2) trees closest to Davidson Street however this will result in reducing the achievable car parking spaces from forty seven (47) to thirty (30). The retention of the two trees also represents risk from damage by the tree roots to the new car park.

Removal of four (4) trees is proposed to:

- Retain the two (2) trees closest to Davidson Street; and
- Allow construction of thirty (30) car parking spaces at the site.

SUPPORTING DOCUMENTS

Nil

Attachments

1 [↓](#). Concept Layout Plan with forty seven (47) car parking spaces

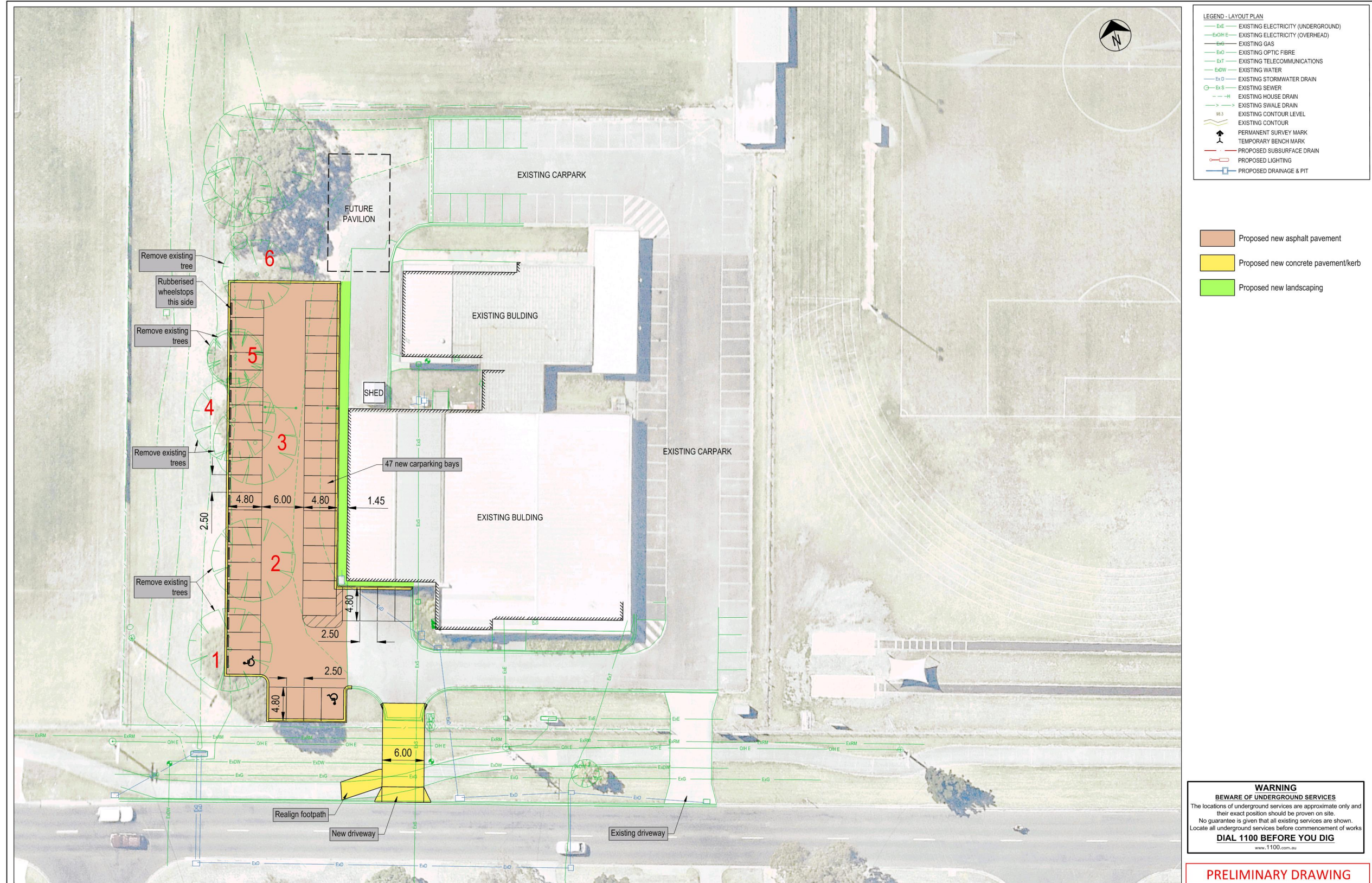
- 2↓. Concept Layout Plan with thirty (30) car parking spaces
3↓. Arborist report

15.2

Harold Preston Reserve - Carpark and Tree Removal

1	Concept Layout Plan with forty seven (47) car parking spaces	307
2	Concept Layout Plan with thirty (30) car parking spaces	309
3	Arborist report	311

ATTACHMENT 1



ISSUE	APPROV	DATE	DESCRIPTION
A	JB	18/8/17	ISSUED TO COUNCIL FOR PRELIMINARY COMMENT

GENERAL NOTES

- ALL LEVELS ARE IN METRES TO AHD.
- ALL COORDINATES ARE TO GDA94 ZONE 55 PROJECTION.
- CONTOUR INTERVAL IS 0.1m.
- CURVE RADIUS SHOWN IS TO LIP OF KERB OR EDGE OF BITUMEN.



REFERENCES

BW Survey File No. - 1701227

BW Beveridge Williams
 CONSULTANTS & ENGINEERS
 50 MURDOCH STREET
 TRARALGON VIC 3444
 PH: 03 5176 8274
 WWW.BEVERIDGEWILLIAMS.COM.AU

BW Engineering File No. - 1701227

CONSULTANT'S CERTIFICATION

DATE: / /

CITY AUTHORIZATION: / /

DATE: / /

HAROLD PRESTON RESERVE TRARALGON

CARPARK & ACCESS EXTENSIONS

CONCEPT LAYOUT PLAN

DESIGNED: J BECKER | CHECKED: - | DATE OF PLOT: -

SCALE OF METRES: 1:250 @ A1 SIZE

HOR 0 2.5 5 7.5

VERT

DRAWING NO. CP068/63

SHEET NO. CP-01 | ISSUE A

ATTACHMENT 2



LEGEND - LAYOUT PLAN

- EUE — EXISTING ELECTRICITY (UNDERGROUND)
- EOE — EXISTING ELECTRICITY (OVERHEAD)
- EXG — EXISTING GAS
- EXO — EXISTING OPTIC FIBRE
- EXT — EXISTING TELECOMMUNICATIONS
- EDW — EXISTING WATER
- ES0 — EXISTING STORMWATER DRAIN
- ES — EXISTING SEWER
- HD — EXISTING HOUSE DRAIN
- SD — EXISTING SWALE DRAIN
- EL — EXISTING CONTOUR LEVEL
- — — EXISTING CONTOUR
- — — PERMANENT SURVEY MARK
- — — TEMPORARY BENCH MARK
- — — PROPOSED SUBSURFACE DRAIN
- — — PROPOSED LIGHTING
- — — PROPOSED DRAINAGE & PIT

WARNING
BEWARE OF UNDERGROUND SERVICES
 The locations of underground services are approximate only and their exact position should be proven on site.
 No guarantee is given that all existing services are shown.
 Locate all underground services before commencement of works
DIAL 1100 BEFORE YOU DIG
 www.1100.com.au

PRELIMINARY DRAWING

E			
D			
C			
B			
A	JB	18/8/17	ISSUED TO COUNCIL FOR PRELIMINARY COMMENT
ISSUE	APPROV	DATE	

GENERAL NOTES

1. ALL LEVELS ARE IN METRES TO AHD.
2. ALL COORDINATES ARE TO GDA94 ZONE 55 PROJECTION.
3. CONTOUR INTERVAL IS 0.1m.
4. CURVE RADIUS SHOWN IS TO LIP OF KERB OR EDGE OF BITUMEN.



REFERENCES
 BW Survey File No. - 1701227

CONSULTANT'S CERTIFICATION
 DATE: / /
 CITY AUTHORIZATION: / /

Beveridge Williams
 50 Macaulay Street
 Traralgon VIC 3844
 ph: 03 5176 5214
 www.beveridgewilliams.com.au

BW Engineering File No. - 1701227

HAROLD PRESTON RESERVE TRARALGON
 CARPARK & ACCESS EXTENSIONS
 CONCEPT LAYOUT PLAN - TREE RETENTION OPTION

DESIGNED: J BECKER CHECKED: - DATE OF PLOT: -

SCALE OF METRES 1:250 @ A1 SIZE

HOR 0 2.5 5 7.5
 VERT

DRAWING NO.
 CP068/63

SHEET NO. ISSUE
 CP-01 A

ATTACHMENT 3

Harold Preston Reserve

Proposed Carpark.

Introduction

This report has been created to assess six trees growing in the reserve at Harold Preston Reserve, and to provide recommendations surrounding the potential impact of the proposed new carpark development. The trees were assessed for structure, health, and long term viability. Preliminary onsite meetings with Council's Arborists have been undertaken to establish the potential impact the proposed development will have on the trees situated in the reserve.

Observations

The six trees assessed are growing in a north/south row, west of the Table Tennis Club rooms. Two trees on the Southerly end of the row were deemed to have good health and structure. The remaining four trees were deemed to have average health and structure, with one of these showing signs of stress and declining health.

Discussion

The two trees on the Southerly end of the row were nominated as being worthy of retention. These two trees were assessed as having good health and structure, and a long usable life expectancy.

The four trees on the northern end of the row have been identified as having lesser structure and health, and a shorter usable life expectancy. These trees will have a lesser tolerance to root disturbance.

The proposed carpark has the potential to have severe impacts on all six trees in the form of deterioration of health and significantly shortened usable life expectancy from root loss/impact. If the carpark was to be installed too close to the base of the trees, this will cause loss of structural roots, and increase the risk of total tree failure.

Recommendations

- Retain the two trees at the Southern end of the row identified as having good health and structure and a long useable life expectancy.
- Design the carpark to allow sufficient space for tree roots and future growth for trees.
- Remove trees identified as tree 3, 4, 5 & 6. Due to having a shorter usable life expectancy, lesser health & structure, and a lesser capacity to deal with the root impacts a new carpark will have on them.
- Replace any trees removed with suitable replacement species in regards to available growing environment.

15.1 Major Recreation Projects - Overall Project Governance Plan

General Manager

Infrastructure and Recreation

For Decision

EXECUTIVE SUMMARY

This report provides Council with a Project Governance Plan for the planning and delivery of the identified major recreation projects encompassed by the State Government funding initiatives under the \$85 million sports programs and infrastructure package.

The plan identifies the process by which the key stakeholders have the appropriate level of involvement in the planning and delivery phase to ensure the final product meets the needs of Council and user groups within the identified financial parameters and provides an ongoing positive legacy to the community.

The governance plan (attached) provides the guidelines for the delivery of the overall suite of major recreation projects which can then be adapted to each of the individual projects that may use varying methodology for the design and construction phase.

It shows the interrelationship between the various bodies and ultimately identifies Council as the final owner and arbiter with approval responsibilities scheduled throughout the process at key milestones.

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Howe

That Council endorses the Overall Project Governance Plan for the delivery of Major Recreation Projects.

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 process for the planning and delivery of the suite of major recreation projects being funded primarily by the Government of Victoria and ultimately owned and operated by Latrobe City Council requires input and approval from a number of stakeholders throughout the process.

The governance plan has been developed to encompass the consolidated suite of projects and provides visibility on when and how input will be required and delivered. It identifies the key overall stakeholders and makes provision for stakeholder involvement specific to the individual projects.

As the final arbiter of the decisions taken during the process, Council has the opportunity to have input throughout the course of the project delivery and at selected milestones has the responsibility of providing approvals that ensure the facilities meet objectives and operational expectations.

This document is intended to be used as a guide for the individual project delivery plans that will be created for each discreet project or facility development. The final nature of the individual project delivery plans will be influenced by the methodology that is chosen to deliver each project.

The paper provides a breakdown of each of the key stakeholders and responsible bodies and a breakdown of the various membership of each identified group.

STAKEHOLDER CONSULTATION

Engagement is to commence upon adoption of the report and governance plan.

FINANCIAL AND RESOURCE IMPLICATIONS

The governance plan that will be implemented for each project is part of the overall project budget and therefore does not have additional financial implications for Council.

The projects are funded under the Infrastructure Program funding allocated by the Victorian State Government.

RISK IMPLICATIONS

The Governance Plan has been developed with the appropriate structure whereby the key stakeholders will have input at the identified stages and the key funding bodies and Council will be provided with the opportunities for necessary review and approvals.

A key risk in the plan is the process is not followed or is not adapted specific to the project to ensure the correct probity and approvals are established.

CONCLUSION

The Project Governance Plan is created to provide a guide to the process by which the Major Recreation Projects will be planned and delivered by identifying the key stakeholder groups and the timing and nature of their responsibilities for input and approvals.

It has been created as an overall plan encompassing the suite of major recreation projects and provides a sample process that can be adapted to each individual project in line with the selected delivery methodology.

SUPPORTING DOCUMENTS

Nil

Attachments

1 [↓](#). Major Recreation Projects Overall Project Governance Plan

15.1

Major Recreation Projects - Overall Project Governance Plan

1	Major Recreation Projects Overall Project Governance Plan	315
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Major Recreation Projects

Overall Project Governance Plan - DRAFT





Document Control

Responsible GM	Steven Piasente	
Division	Major Recreation Projects	
Last Updated (who & when)	Larry Sengstock	2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	Click here to enter text.	Click here to enter text.
Council		
General Manager		
General Manager (with advice from Probity Auditor)		
References		
Next Review Date	N/A	
Published on website	No	
Document Reference No		



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Project Governance Plan

Background and Context

The Victorian Government's \$85 million package of sports programs and infrastructure will deliver high-quality sport facilities, support local community services and create over 500 jobs. This package forms part of the Victorian Government's \$250 million investment in the Latrobe Valley region.

The investment will support the health and social wellbeing of the Latrobe Valley community. New and upgraded sporting facilities will support the region's successful sports teams and bring the community together to play, socialise and compete.

The sporting alliance of selected state and national recognised sporting organisations will commit to an annual calendar of sporting events to bring, where possible, major games and sporting carnivals to the Latrobe Valley region.

The facilities are expected to create around 300 jobs in construction and 275 ongoing jobs. Some of Victoria's biggest sporting organisations, led by Collingwood Football Club, will build capacity at local clubs, run coaching clinics and training camps in the region.

The projects will position the Latrobe Valley with facilities that will be of a regional standard suitable for the delivery of national and potentially international events. The delivery of events will provide significant social and economic benefits both during the planning and construction phase and throughout the life of the projects.

As part of the \$85 million package \$73.1 million is allocated for the delivery of Regional Sporting projects as part of the program. This funding will provide for the development of regional sporting infrastructure to facilitate the delivery of the major events and high performance requirements of the elite clubs while also providing for both community and local sporting body use.

The projects to be delivered are as follows:

- Gippsland Regional Aquatic Centre
- Gippsland Regional Indoor Sports and Entertainment Centre (Traralgon Indoor Sports Stadium)
- Morwell Recreation Reserve
- Latrobe City Sports and Entertainment Centre
- Ted Summerton Recreation Reserve
- Traralgon Tennis Centre
- Sale Tennis Centre



Vision and Objectives of the Infrastructure Projects

The funding program for the Regional Sporting Infrastructure Projects will seek to provide for the development of regional sporting infrastructure to facilitate the delivery of the major events and high performance requirements of the elite clubs while also providing for both community and local sporting body use;

- Providing world class regional facilities to enable the provision of major sporting events in the Latrobe valley across a wide range of sports
- Providing infrastructure to support the operations of major events at the venues
- Maximising the economic impact of the initial investment in infrastructure and ongoing operations
- Minimising the operational and maintenance impacts resulting from the delivery of new assets
- Growing participation in sport and recreation activities, especially amongst females and other under- represented groups
- Providing a safe and compliant environment in which sport and recreation activity is undertaken
- Supporting community social connectedness and inclusion
- Encourage multi use and diversity of sport and recreation and community programs
- Support community health and well being
- Regional catchment Caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region
- Ability to deliver the projects Will meet standards of ongoing economic viability and are not a financial burden on the owners, or the owners are willing to accept the responsibility of ongoing support
- Enhances the liveability of Latrobe Valley
- Projects have been borne out of previous community planning processes Has been subjected to extensive stakeholder and community consultation and planning processes

Project Scope

The project scope will be developed in consultation with the community and key stakeholder and will include the following elements;

Gippsland Regional Aquatic and Leisure Centre

- A high profile sporting and community facility providing a central point for program delivery, daily community use and regional events
- Construction of a new sporting and community facility including a 50 metre indoor pool with spectator seating complemented by a mix of interactive toddler, health and program pools.



Gippsland Regional Indoor Sports and Entertainment Centre

- Redevelopment of the existing Catterick Crescent Basketball stadium including construction of 3 new indoor courts to cater for netball, basketball and other high roof sports
- The show court will be redeveloped to include retractable seating to host large sports carnivals and high profile games.

Morwell Recreation Reserve

- Upgrade of the AFL administration hub to an AFL centre of excellence, including development of a synthetic oval, upgraded ground lighting suitable for competitions and construction of amenities to support female participation at the reserve

Note that Council has received funding of \$5.0 million for this reserve from the Federal Government to assist with the delivery of the following:

- Construction of a multi-use synthetic playing surface
- Extension and refurbishment of change facilities
- Relocation and upgrade of netball courts
- Construction of a sports pavilion
- Upgrade of the playing surface of the Keegan Street Reserve

Ted Summerton Reserve

- Development of a cricket centre of excellence including high quality indoor training facilities

Latrobe City Sports and Entertainment Centre

- Development of a synthetic pitch with lighting to support a soccer centre of excellence
- Redevelopment of playing surfaces and installation of improved lighting.

Traralgon Tennis Centre

- Upgrades including resurfacing of courts, lighting, fencing and seating

Sale Tennis Centre

- Reconstruction of 12 red porous courts, installation of lighting, perimeter fencing, upgraded seating and clubhouse upgrades.

Key Project Stakeholders

The key project stakeholder organisations, their role in the governance process and the allocated representatives are as follows:



Organisation	Role/Responsibility	Key Contacts
Latrobe City Council	Asset Owner/Operator	Mr Steven Piasente General Manager Infrastructure and Recreation
Latrobe City Council	Project Director	Mr Larry Sengstock Project Director – Major Recreation Projects
Department of Premier and Cabinet/Latrobe Valley Authority	Signatory to the MoU Funding contributor Program Manager	Mr Robert Collyer Senior Policy Adviser
Sport and Recreation Victoria	Signatory to the MoU/ Funding contributor	Mr Michael Meyer Manager Sport and Recreation - Gippsland
Sport and Recreation Victoria	Signatory to the MoU/ Funding contributor	Mr Philip Saikaly Acting Assistant Director - Community Infrastructure
Collingwood Football Club	Signatory to the MoU/ Coordinate Sporting Alliance	Mr David Emerson Director of Stadia and Community
Latrobe Valley Authority	Funding contributor Program Manager	Michael Timpano Director, Economic Development & Investment

Principles

Latrobe City Project Governance Policy 11 POL-1

This policy provides direction for governance arrangements that apply to individual projects being managed by officers of Latrobe City Council. The policy applies to all Councillors and officers of Latrobe City Council.

The policy aims to:

- Encourage best practice project management which aims to keep Councillors and other critical stakeholders well informed and engaged throughout a project.
- Ensure project governance arrangements and management of projects are in accordance with broader governance provisions as specified in the Local Government Act 1989.
- Provide clear direction for appropriate involvement of Councillors in governing projects with the express purpose of avoiding arrangements where it may be



perceived that individual Councillors have the opportunity to influence the actions of a Council officer, consultant or contractor.

Relationship to Council Plan & Latrobe 2026

The Project Governance Policy relates to the following Strategic Objectives contained within the Council Plan and outlined in Latrobe 2026: The Vision for Latrobe Valley:-

Governance

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community committed to enriching local decision making.

- Support effective community engagement to increase community participation in Council decision making.
- Conduct all Council and committee meetings in strict accordance with the law and in an open and transparent manner.
- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.
- Conduct regular review of Latrobe City Council policies to ensure that they reflect aspirations of the community.
- Ensure that Council decision-making considers adopted policies.



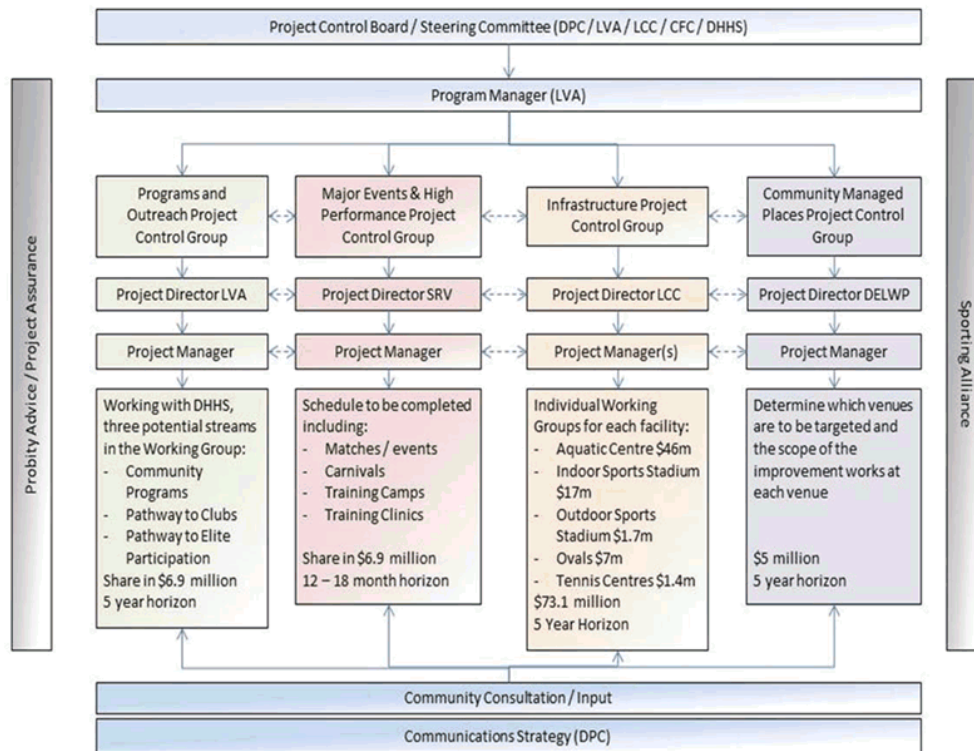
Project Governance Structure

The Infrastructure projects are one of four streams of funded initiatives being delivered as part of the overall program. The four streams are all part of the \$85 million package and are interrelated in their delivery and management.

In order to ensure that the projects are managed in a manner that minimizes risk for all partners and also provides them with adequate input, a project governance framework has been put in place for the entire Latrobe Valley Sports and Community Package.

The following diagram provides an overall summary of the four streams and the reporting structure that has been created by the state government (Latrobe Valley Authority) to ensure the funding aligns with the delivery.

Governance Structure



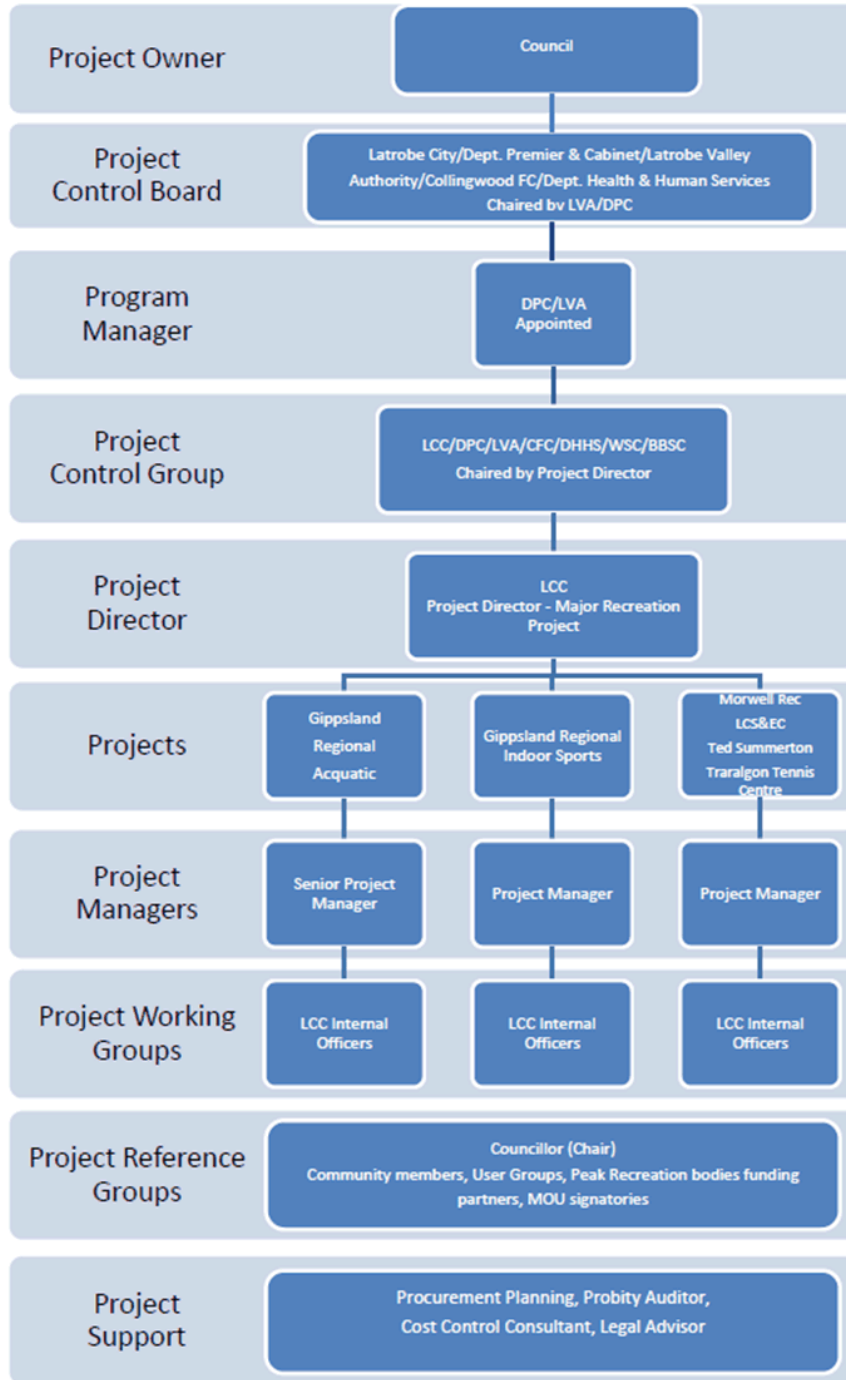


In terms of the governance associated with the delivery of the Infrastructure or Major Recreation Projects, A specific governance model has been created to ensure the relevant stakeholders are identified and provided opportunities for input while the relevant authorities are afforded the appropriate occasions to approve the progress at the selected stages.

The following diagram outlines the structure that will be utilised to ensure the correct processes are followed throughout the planning and delivery of each project. A description of the roles and responsibilities of each individual or group follow.



Major Recreation Project Governance Plan





Roles and Responsibilities

Council – Decision-Making Body

The Latrobe City Councillors shall act as the final arbiter and shall have the final decision making responsibility for all identified major recreation projects captured within this funding package.

At a number of key strategic milestones throughout each project delivery, the Councillors will be provided with an opportunity to consider and approve the project phase as appropriate.

Council will also be responsible for the development of all management structures and business plans for the facilities in terms of scope, capacity and future legacy operations.

Council is the decision-making body ultimately responsible for the delivery of the project and its major elements. Councillors will receive regular briefings on the progress of the project.

Council will make the following decisions in relation to the project:

- Adoption of the Project Governance Plan and preferred methodology for the Design and Construction Plan
- Chair and oversee the appointment of the Project Reference Group and approval of its delegation for the project
- Appointment of the Architect / Design Team
- Adoption of the Detailed Design
- Appointment of the Construction contractor/s
- Approval of the budget at the completion of procurement

Project Control Board

The Project Control Board (PCB) is the state government's body that is responsible for the oversight of the four core streams of funding and the ensuing programs and deliverables under the \$85 million package of sports and infrastructure initiatives.

It will act as a high level steering committee responsible for ensuring that the project outcomes are achieved and that project budget, time and quality criteria are achieved.

The role of the Project Control Board includes:

- Ensuring the Package and each of the project streams are delivered on time and within budget



- Approving and updating the scope of the individual Project Management Plans throughout the life of the Package
- Reviewing the budgets for each of the Project Streams
- Ensuring the Project scope and budgets align with the requirements of the stakeholder groups
- Approving any proposed significant changes to the scope of any of the Project Streams
- Reviewing and endorsing key procurement for all of the Project Streams
- Ensuring probity is maintained throughout the design and delivery of the Package; and
- Addressing any issues that have major implications for any of the Projects.

The Project Control Board is chaired by the State Government and has representation from all key stakeholder authorities.

The responsible officers/chairs from the separate Project Control Groups (PCGs) report the minutes, issues and actions from their own meetings to the PCB on a monthly basis.

Program Manager

The Program Manager is appointed by the State Government and will provide support to the delivery of each Project Stream and be the main conduit between the individual Project Streams and the Project Control Board and all the Project Control Groups.

The Program Manager will also ensure a consistent approach is applied to the planning and delivery of each of the Project Streams.

Project Control Group / Project Assurance Group

The existing PCG for Infrastructure Major Projects will also perform the tasks of the Project Assurance Group.

The Project Control Group/Project Assurance Group (PCG/PAG) will act as a high level steering committee responsible for ensuring that the project outcomes are achieved and that project budget, time and quality criteria are achieved.

The key functions of the PCG/PAG are to:

- monitor the overall delivery of the project against project outcomes;
- monitor the procurement processes, expenditure and project budget;
- monitor the program;
- monitor the quality of the works
- support the work of the Project Working Group for each project stream/project, particularly as it relates to community and stakeholder engagement
- report as required to the Project Control Board



Project Owner

A member of the Executive Team will be appointed with the responsibility of being the ultimate single point of accountability and responsibility for the project outcomes in terms of the built facilities and the ongoing legacy operation. The Project Owner has ownership of the project and carries financial and program accountability for project outcomes. The Project Owner champions Executive Team and Councillor engagement and support for the project. It is proposed that the General Manager Infrastructure and Recreation be appointed as the Project Owner.

Project Director

Latrobe City as the owner of the Major Recreation Projects will appoint the Project Director who is responsible for the management of detailed issues related to the Project and to provide recommendations to the Project Control Group, Project Control Board and Council on key project issues and progress milestones.

The primary roles and responsibilities are as follows:

- Deliver the project in accordance with the Project Plan.
- Provide leadership to the team of staff and consultants appointed to the project.
- Maintain close oversight of the progress of the project in line with the Project Plan.
- Appoint specialist consultants, within delegations, needed to aid in delivery of the project.
- Lead and manage the Project Assurance Group.
- Provide line staff management relating to the project to the Project Manager, Project Officer and Client Manager and to external consultants such as the Probity Auditor and Quantity Surveyor.
- Ensure necessary registers are maintained and risks are managed in line with the Risk Management Plan.
- Maintain close oversight of project expenditure against budget.
- Oversight of management of key stakeholders
- Report regularly to the PCG on:
 - Financial performance.
 - Risk management.



- Project Registers as nominated under Project Controls.

Project Manager

Each of the projects (either singly or as a group) will be supported by a dedicated project manager to manage each project on behalf of the Project Director as it relates to the project and to coordinate and provide supervision of a number of consultants through preliminary design phases and manage the procurement processes, oversee project budget and oversee the relevant construction contract.

The Project Manager has responsibility to manage the assigned project/s from initiation through until project finalisation, and is accountable to the Project Owner/Council for the delivery of project objectives and outputs. The Project Manager will operate within the constraints agreed with the PCG. The Project Manager will be recruited as a limited term contract for the life of the project as an employee or contractor.

Key responsibilities include:

- Provide project management throughout the design, construction and commissioning phases of the project
- Manage design and construction contracts internally or appoint a suitably qualified external independent Project Superintendent
- Monitor the progress of the project in accordance with the project plan, project schedule and project key deliverables
- Manage the architects / design team to deliver quality design outcomes
- Maintain close oversight of project expenditure against budget and make recommendations to the PCG if the expenditure does not align with the project budget
- Regularly review project risks and treatment plans
- Monitor the project against the project schedule and make recommendations to the PCG for adjustments as necessary to ensure delivery within the schedule
- Provide expert advice to and foster relationships with senior Council officers, Councillors and external stakeholders in relation to the Project
- Participate in communications and stakeholder engagement strategies



- Convene and oversee procurement evaluation panels (in conjunction with Latrobe City Council's Coordinator Procurement) and ensure the integrity of procurement processes, and they are not subject to any external or internal influence

Project Working Groups

The Project Working Group will include all the relevant Council staff with responsibility for the community and stakeholder engagement, planning, design and project delivery, supported by a designated non local government member of the Project Control Group.

Project working groups may be established for each of the projects or sub streams in respect of the various projects.

The working group may also include input when required from representatives from peak sporting bodies including AFL Gippsland, Netball Victoria, Football Federation Victoria, Tennis Australia, Basketball Victoria and others as identified for each project.

Project Reference Groups

Project Reference Groups will be established for each project to facilitate input into the planning and design of the new facilities through the Project Working Group.

The membership of the reference groups will be particular to each project and will be identified as key stakeholders such but not limited to: Sporting clubs and associations (local, regional and state where appropriate), user groups, community members and recreation funding partners.

It is anticipated that each reference group will be chaired by a Councillor or appointed representative to ensure contiguous communications and involvement in the projects.

Terms of reference are to be developed for each project working group as appropriate. As part of the stakeholder analysis phase of the project an assessment of the appropriate tools to be deployed for stakeholder engagement will be undertaken and a comprehensive plan will be implemented as deemed necessary.

Probity Auditor

The Probity Auditor is an external consultant who provides the PCG and Council with an independent and appropriate sign off on probity requirements during the procurement process. The Probity Auditor will provide clearance to the PCG on the appropriateness of procurement policies, processes and documentation. This will ensure transparency in the



procurement processes and increase confidence that the best value possible is being achieved for the community.

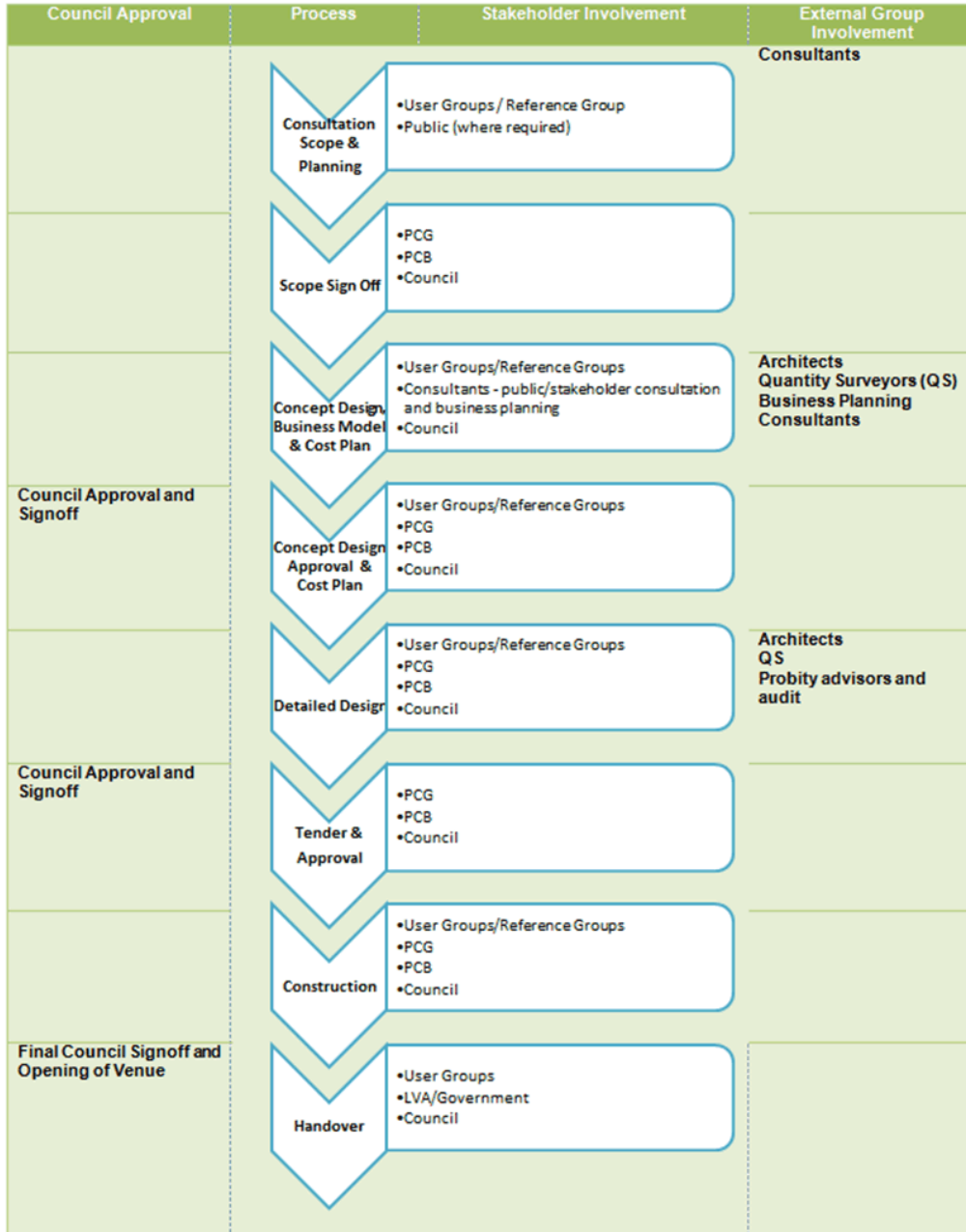
The PCG will also receive procurement advice from the relevant officers from the Council Finance team.

Approval Process for the Delivery of Each Project – Draft Template

Each project is unique in its development and delivery. The following template is to be used as the guide for the approval process and identification of responsibility at key milestones throughout the design and construction phases for each individual project.

The input and approvals process template provides the indicative steps for each project and the involvement of the internal stakeholder groups and individuals and the timing within the process where external support will be engaged. As indicated in the detail of the membership of the various stakeholder groups, Councillors will be involved throughout the process, namely through the reference groups and have visibility of the input as the projects evolve.

As the owner and final arbiter of the process and outcomes, Council will be provided with the opportunity to review and approve the key progress reports for each project.



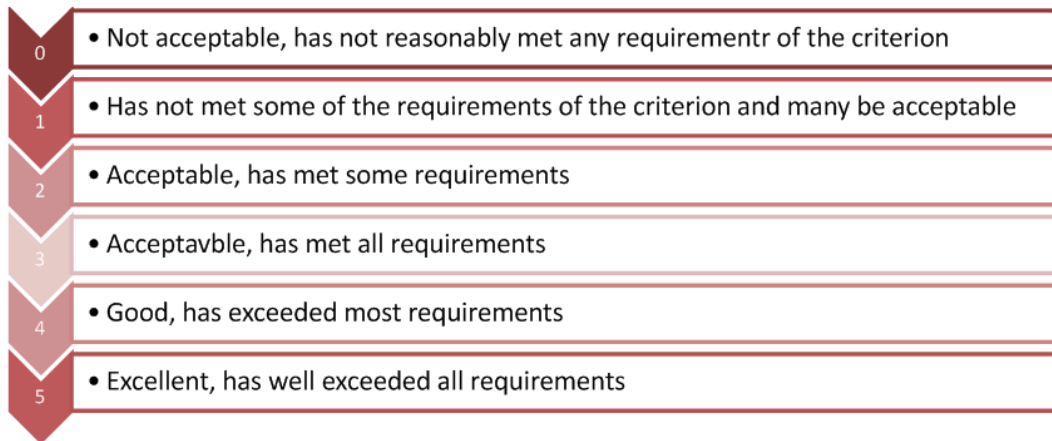


Procurement Evaluation Panels

All procurement processes will be in line with Latrobe City Council's *Procurement Operational Policy 2016-2017 (Version 1)*.

Procurement Evaluation Panels must comply as follows:

- The evaluation panel will be stipulated on the Procurement Activity Initiation Plan and must contain personnel with relevant knowledge to make an informed decision.
- The evaluation panel must include a representative from the procurement team (given the size of this project, it is proposed that a procurement officer with no decision-making capacity be available to assist the panel).
- All evaluation panel members must complete an individual Conflict of Interest declaration. Where a member of the panel is involved in other aspects of the Project, separation of roles and appropriate conflict of interest arrangements are implemented. For example, if a Councillor sits on the evaluation panel, they must declare a conflict of interest and leave the room when the final decision is made by Council. Additionally, any panel member who also sits on the Project Control Group (who will review the final recommendation prior to Council endorsement) must also declare a conflict of interest and leave the room during discussions.
- Tender submissions are distributed to panel members via a procurement team member.
- Tenders are evaluated in a two-part process. A procurement team representative will undertake evaluation of the mandatory and gateway criteria component of the responses, with other panel members completing evaluation against the discretionary criteria. Both elements then come together for a full evaluation to review and agree on a final recommendation.
- The process listed in the above dot-point is documented via the tender evaluation matrix and the tender evaluation memo to provide quantitative and qualitative comparisons.
- The evaluation panel is required to score tenderers against the selection criteria to allow a comparison of the submissions. Scoring is from 0 to 5 as outlined below:



- The evaluation panel may make the decision to shortlist two or more tenderers and seek tender presentations to obtain clarification prior to making a final recommendation. In this case, the same general questions and propositions must be put to all shortlisted tenderers, not including questions or clarification that may be specific to a particular potential tenderer.
- Coordinator Procurement will prepare a report on the outcome of the evaluation process. All tender over \$500,000 must be approved by Council at an Ordinary or Special Council Meeting.

The diagram below identifies the Latrobe City Council Procurement Evaluation Process:



Procurement Team evaluate tenders against mandatory and gateway criteria

Evaluation Panel members evaluate tenders against discretionary criteria

Full evaluation panel comes together to fully evaluate the tenders and agree on a final recommendation.

Coordinator Procurement writes an evaluation report to be considered by the Project Control Group (including the Chief Executive Officer)

Recommendation presented to Council via a Councillor Briefing; a final decision is made via an Ordinary or Special Council Meeting



Record Management

Latrobe City Council recognises the importance of Records Management (RM), both for supporting decision-making and operations within the organisation, as well as for meeting obligations that are applied or implied by law.

Latrobe City Council is committed to planning, enabling, sustaining and continuously improving good RM. The operational framework establishes the accountabilities and principles that will guide these outcomes.

Latrobe City Council will strive to:

- Ensure (in accordance with the Public Records Act 1973) that a full and accurate record of Latrobe City Council business is captured and managed in-line with PROV standards;
- Ensure the safety and integrity of Corporate Records as evidence;
- Optimise the availability of Corporate Information for Latrobe City Council and public uses; and
- Balance and ensure compliance with all other statutory obligations that apply in pursuit of the above goals.

Records Governance

The Chief Executive Officer retains ultimate authority and accountability for RM. Latrobe City Council will ensure that a Records Manager is employed to deliver RM outcomes. This role is assigned to the Coordinator Information Management, unless otherwise delegated by the Chief Executive Officer.

The Records Manager may review and prescribe improvements to any aspect of RM within the organisation, following appropriate consultation with stakeholders. The manager and executive responsible for the Information Management function will resource for the delivery of RM outcomes. This includes the upkeep of systems and the employment of suitably-skilled professionals.

All managers and executives will support the delivery of RM outcomes within their teams and divisions. Officers will identify and ensure compliance with any field-specific acts or regulations that apply RM requirements within their area of work. In particular for this project the Project Officer will liaise closely with the Records Manager to ensure that the project is compliant with all Records Management requirements.

COMMUNITY SERVICES

16. COMMUNITY SERVICES

16.1 Reducing Alcohol Related Harm Policy

General Manager

Community Services

For Decision

EXECUTIVE SUMMARY

The purpose of this report is to seek Council's endorsement of the draft Reducing Alcohol Related Harm Policy.

At its meeting on 11 September 2017 Council resolved to release the draft Policy for consultation for a period of eight weeks and requested that a detailed implementation plan be prepared. Two minor wording amendments were also made to the Policy.

The community engagement plan identified a range of key stakeholders that were approached for feedback. Advertising of the consultation was also undertaken on Council's webpage, at Council's Service Centres and Libraries and in the Council Noticeboard in the Latrobe Valley Express.

Five written responses were received with four in support of the draft Policy and one unable to be assessed for its support. Victoria Police's response suggested a number of minor changes relating to Liquor Accord memberships which have been incorporated.

An adopted Reducing Alcohol Related Harm Policy would be implemented in stages over a three year period commencing 14 November 2017.

MOTION

Moved: Cr Harriman

Seconded: Cr O'Callaghan

That Council:

- 1. Adopts the Reducing Alcohol Related Harm Policy;**
- 2. Implements the Reducing Alcohol Related Harm Policy over a three year period commencing 1 January 2018 as outlined in the attached implementation plan;**
- 3. Makes the Reducing Alcohol Related Harm Policy available to the public on Council's website.**

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 development of an Alcohol Related Harm Policy aligns with the Council Plan 2017 – 2021 Objective 5 to “provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.” Further it delivers on Strategy 14 to “provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.”

The Policy was developed in line with Latrobe City’s Municipal Public Health and Wellbeing Plan 2013 – 2017’s two objectives related to alcohol harm. The first is to ‘reduce excessive alcohol consumption’ and the second is to ‘minimise harm associated with the misuse of alcohol’. The draft Policy aligns with Latrobe City’s Municipal Public Health and Wellbeing Plan 2017 – 2021, specifically the focus area to ‘reduce the harms associated with drugs, smoking and excessive alcohol consumption.’

A background paper on the harmful effects of excessive alcohol consumption on the Latrobe City community informed the development of the Policy. The Policy provides strategic direction on:

- Land use planning and the issuing of planning permits for licenced venues
- Liquor licences within Council facilities, including sporting pavilions
- Alcohol consumption at Council events and Council sponsored events
- Support for the Latrobe City Liquor Accord; and
- The designation of Municipal Places within Central Business Districts as alcohol-free areas.

An adoption of this policy would inform the development of a local Licensed Premises land use policy for inclusion in the Municipal Strategic Statement (MSS) to strengthen the strategic direction for land use planning and the issuing of planning permits for premises where alcohol is sold or consumed. As one of Council’s key strategic documents, directions provided in the MSS hold greater weight than a Council policy.

The draft Reducing Alcohol Related Harm Policy was presented to Council on 11 September 2017 and Council resolved,

That Council:

1. *Endorses the draft Reducing Alcohol Related Harm Policy, with the following amendment:*
 - a. *Replace ‘Sporting Clubs utilising Council venues are not permitted to serve alcohol during junior events or activities’ with ‘Sporting Clubs utilising Council venues are not permitted to serve alcohol during junior only events or activities’;*
 - b. *Replace ‘All sporting clubs utilising Council venues are required to be involved in the Good Sports program delivered by GippsSport’ with ‘All sporting clubs utilising Council venues are required to be involved in the Good Sports program delivered by GippsSport or a future similar program.’*
2. *Releases the Policy for consultation for a period of eight weeks;*
3. *Requests officers to develop a detailed implementation plan during the consultation period; and*

4. *Requests that a further report detailing the submissions and feedback received be presented at the 13 November Council meeting for its consideration.*

Community consultation has been undertaken, outlined below, and five written responses were received.

The Centrals Cricket Club response suggested no changes to the draft Policy. A handwritten response was received from a community member. As it did not respond to the draft Policy its feedback was not able to be considered.

A detailed response in support of the draft Policy was received from two community members. Their response raised a number of suggestions for further consideration:

1. The frequency of evaluation of the Policy proposed within the draft Policy
2. The inclusion of central parks within the designated alcohol-free areas
3. The inclusion of parameters around alcohol advertising at Council venues
4. Support for preventative programs within the Policy
5. The installation of Breathalysers at Council controlled venues

The frequency of evaluation of the Policy proposed in the draft Policy is the standard used for all Council Policies. The implementation plan outlines that an annual report will be provided to Council on the implementation of the Policy. This report will assist in evaluating the Policy and is considered sufficient.

Central parks are not currently included in the designated alcohol-free areas. This feedback will be considered in the next review of Local Law no. 2.

Officers have identified the need for a Signage Policy to provide standards for advertising across Council venues. Consideration of alcohol advertising would be included in the development of a Signage Policy.

The Recreation Infrastructure Funding Policy identifies that Council will not fund 'bar facilities' in Sports Pavilions. Breathalysers would be considered a 'bar facility' and be required to be funded by the user groups. As this is a significant cost impost on user groups and no consultation has been undertaken on this suggestion it has not been included in the draft Policy. The installation of Breathalysers will be included in the Communication Plan as an example of measures user groups may undertake to reduce alcohol related harm.

Based on the feedback for support for preventative programs within the Policy the following change was made to the draft Policy:

1. Added "Council will take a proactive and preventative approach to reducing alcohol related harm within Latrobe City."

Two responses were received from Victoria Police. Acting Superintendent Dean Thomas, Divisional Area Commander Division 5, provided a short response requesting a strengthening of the requirements for membership of the Latrobe City Liquor Accord. Inspector Robert Wallace, Inspector Latrobe Police Service Area, provided a detailed response which incorporated the suggestions made by A/Superintendent Thomas (Attachment 3).

Based on the feedback from Victoria Police the following changes were made to the draft Policy:

1. Added “Council will request applicants for licenced premises join and be part of the Latrobe City Liquor Accord.”
2. Amended “All groups and clubs utilising Council venues are required to abide by the Latrobe City Liquor Accord” to read, “All groups and clubs utilising Council venues must join and be part of the Latrobe City Liquor Accord.”

The feedback from Victoria Police that all liquor licence holders be required to join and be part of the Latrobe City Liquor Accord was unable to be incorporated into the Policy. As the Latrobe Planning Scheme does not include this requirement Council has no power to enforce this as a planning permit condition. Current practice is to include a note on the permit requesting the licensee join the Latrobe City Liquor Accord. Following the adoption of the Policy it is proposed that a copy of the Policy be attached to planning permits for liquor licences.

A detailed implementation plan has been prepared (Attachment 2).

STAKEHOLDER CONSULTATION

The draft Policy was released for public consultation from 12 September 2017 to 3 November 2017. A Community Engagement Plan was developed which identified key stakeholders and other groups likely to have an interest in the issue to be engaged. Advertising of the consultation was also undertaken on Council’s webpage, at Council’s Service Centres and Libraries and in the Council Noticeboard in the Latrobe Valley Express.

The draft Policy was tabled at the Traralgon and Moe Liquor Accord meetings.

An email was sent to over 250 stakeholder groups and individuals. The email provided a background to the development of the policy, an overview of the areas covered in the policy and information on how stakeholders could review the draft Policy and provide feedback.

The identified stakeholders included:

- Victoria Police
- Latrobe City Liquor Accord members
- Recreation and Sporting clubs utilising Council reserves
- Council reserve Committees of Management
- Latrobe City Municipal Public Health and Wellbeing Plan Reference Group
- Emergency Relief Network of Latrobe City and the Latrobe Service Providers Network
- Latrobe Health Assembly
- Business and Township Associations
- Community Groups

FINANCIAL AND RESOURCE IMPLICATIONS

The financial and resource implications of this policy will be carried out within existing resources.

RISK IMPLICATIONS

The proposed staged implementation over three years will provide the means to further work with other internal departments to achieve the successful implementation of the policy. The risk of non-compliance will be mitigated by the staged process including education, monitoring and support.

CONCLUSION

The draft Reducing Alcohol Related Harm Policy was developed to address high rates of harm in Latrobe City. The draft Policy aligns with both the Council Plan 2017-2021 and the Municipal Public Health and Wellbeing Plan 2017 – 2021.

The draft Policy was released for community consultation for a period of eight weeks. The feedback received from the community was supportive of the Policy.

This report recommends Council adopts a three year staged implementation of the Reducing Alcohol Related Harm Policy according to the prepared implementation plan.

SUPPORTING DOCUMENTS

Reducing Alcohol Related Harm in Latrobe City – Background Paper

Reducing Alcohol Related Harm Policy – Council Report 11 September 2017

Attachments

- 1 [↓](#). Draft Reducing Alcohol Related Harm Policy
- 2 [↓](#). Reducing Alcohol Related Harm Policy Implementation Plan
- 3 [↓](#). Victoria Police Feedback
4. Consultation Responses (Published Separately) (Confidential)

16.1

Reducing Alcohol Related Harm Policy

1	Draft Reducing Alcohol Related Harm Policy	345
2	Reducing Alcohol Related Harm Policy Implementation Plan	351
3	Victoria Police Feedback	353



Reducing Alcohol Related Harm Policy

Version DRAFT

Approval Date: (insert date)

Review Date: (insert date)



Reducing Alcohol Related Harm Policy

DOCUMENT CONTROL

Responsible GM	Sara Rhodes-Ward	
Division	Community Services	
Last Updated (who & when)	Manager Community Development Steve Tong	2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No		

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Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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Reducing Alcohol Related Harm Policy

1. Background

Latrobe City Council has a long commitment to improving public safety including through reducing the harm associated with excessive alcohol consumption. Council recognises the positive social and economic impacts that licenced venues provide for the community. Alcohol contributes to a vibrant and dynamic economy through the provision of diverse entertainment and dining options. It can contribute to the viability of businesses as well as sport and community groups. A vibrant late night economy can activate central business districts outside of standard business hours and provide employment.

Council is seeking to address the negative social, amenity and economic impacts that can arise from excessive alcohol consumption and the tensions that may arise between licenced premises and other land uses.

Latrobe City Council has over 200 licenced premises providing a diverse range of dining and entertainment opportunities. The majority of licenced venues are situated within the CBDs of Traralgon, Moe and Morwell. Traralgon also features a cluster of late night venues within its entertainment precinct.

A number of Latrobe City Council properties are also licenced premises. Council holds liquor licences for some venues while a number of sporting clubs utilising Council recreation reserves also hold liquor licences.

Research indicates that there are specific risks associated with certain licenced venue types. Large patron numbers, venue layout and late night trading along with a range of other factors can contribute to excessive alcohol consumption and increased levels of violence and anti-social behaviour. Clusters of packaged liquor outlets can contribute to higher rates of excessive alcohol consumption and higher rates of family violence.

Local Government's role in the management of licenced venues is limited to the issuing of planning permits, commenting on liquor licence applications referred to Council by the Victorian Commission for Gambling and Liquor Regulation (VCGLR) and involvement in Liquor Accords. Latrobe City Council's role in community safety includes addressing alcohol-related public safety issues.

2. Objectives

The objective of this policy is to reduce alcohol related harm within the community and promote the positive social and economic benefits of responsible alcohol consumption.

3. Scope

The policy applies to all areas of Latrobe City Council.

4. Principles of Management

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Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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Reducing Alcohol Related Harm Policy

Council will utilise its authority and influence to attempt to limit the harmful effects of excessive alcohol consumption within the community. Council will take a proactive and preventative approach to reducing alcohol related harm within Latrobe City.

Council encourages an appropriate mix of licensed premises relative to other commercial, retail and residential uses while maintaining an appropriate level of amenity.

- Council will consider the cumulative impact of clusters of licenced premises when assessing applications for licenced venues.
- Council will utilise existing mechanisms available within the planning scheme to limit harm from excessive alcohol consumption within the community. Council will also explore new mechanisms to assist in limiting harm such as requiring venue management plans for high-risk venues.
- Council will consider the opportunity to reduce harm from excessive alcohol consumption when providing commentary on liquor licence applications and licenced premise planning permits.
- Council will discourage licenced premises from operating in proximity to sensitive land uses, such as schools.
- Council will discourage packaged liquor outlets from operating within and across areas of high social and economic disadvantage. For the purpose of this policy that is guided by areas with a SEIFA IRSD score below 900. (see maps in Appendix 1)
- Council will request applicants for licenced premises join and be part of the Latrobe City Liquor Accord.

Council will allow liquor licences at Council venues provided the provision of alcohol is not the primary use of the venue and that venue users promote the responsible service of alcohol.

- Groups and clubs with seasonal allocations or leasing Council venues will only be permitted to hold the following liquor licence types: BYO, limited, temporary, restricted club or renewable limited club licence.
- Sporting clubs utilising Council venues are not permitted to serve alcohol during junior only events or activities.
- All sporting clubs with liquor licences utilising Council venues are required to be involved in the Good Sports program delivered by GippSport or a future similar program.
- All groups and clubs utilising Council venues must join and be part of the Latrobe City Liquor Accord.

Council will encourage public events held within Latrobe City and at Council facilities to promote the responsible consumption of alcohol.

- All events where minors are likely to be present will be required to include 'dry' areas.

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Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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Reducing Alcohol Related Harm Policy

- Council will not approve event permits where the primary purpose of the event is the excessive consumption of alcohol.

Council will continue to partner with Victoria Police and licenced venues in the Latrobe City Liquor Accord to address community safety issues relating to licenced premises.

Council will continue to designate and promote Municipal Places within the Central Business Districts of Churchill, Moe, Morwell and Traralgon as alcohol-free areas as outlined in Local Law No 2.

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. 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

5.2. 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

5.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

5.4. 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

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Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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Reducing Alcohol Related Harm Policy

5.5. 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.

6. 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).

7. Definitions

Municipal Place: (a) any road, footpath or shopping precinct; and
(b) a public place which is owned or occupied by or vested in the Council to which the public has access (whether an admittance fee is required or not).

SEIFA IRSD Score: The Socio-Economic Indexes for Australia (SEIFA) rank areas according to their relative socio-economic advantage or disadvantage.

The Index of Relative Socio-Economic Disadvantage (IRSD) focuses on measures of disadvantage, with a low score representing a higher level of disadvantage. A score of 900 places an area in the 10% most disadvantaged areas in Australia.

8. Related Documents

Alcohol related harm in Latrobe City – Background paper

9. Reference Resources

Liquor Control Reform Act 1998

Liquor Control Reform Regulations 2009

Licensed premises: Assessing cumulative impact. Practice note 61.

Local government liquor licence objection kit.

10. Appendices

WARNING - uncontrolled when printed.

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Responsible Division	Community Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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Reducing Alcohol Related Harm Policy Implementation Plan

There will be a staged implementation of this policy over 3 years commencing 1 January 2018. The implementation will include:

Year 1	Educate relevant departments within Latrobe City Council and the broader community
First Quarter	<ul style="list-style-type: none"> • Implementation information and Communication plan developed to ensure consistent messaging across the organisation • Relevant departments identify existing practice and procedures that are consistent with the policy • Planning Services team to explore options for the Policy to be adopted into the Latrobe Planning Scheme through a planning scheme amendment
Second Quarter	<ul style="list-style-type: none"> • Relevant departments engage with stakeholders regarding future changes and provide copies of the policy
Third Quarter	<ul style="list-style-type: none"> • Relevant departments identify the changes to practice and procedures required to comply with the policy
Fourth Quarter	<ul style="list-style-type: none"> • Changes to practice, procedures, usage agreements and other areas implemented
Year 2	Council facilities and community events monitored and supported to comply with the Policy
First Quarter	<ul style="list-style-type: none"> • Monitoring undertaken • Changes to practice, procedures, usage agreements and other areas implemented
Second Quarter	<ul style="list-style-type: none"> • Monitoring undertaken • Changes to practice, procedures, usage agreements and other areas implemented
Third Quarter	<ul style="list-style-type: none"> • Monitoring undertaken • Identified incidences of non-compliance prioritised for proactive intervention
Fourth Quarter	<ul style="list-style-type: none"> • Relevant departments support non-complying groups towards compliance
Year 3	Full implementation of the Reducing Alcohol Related Harm Policy
	<ul style="list-style-type: none"> • Non-complying groups continue to be supported towards compliance

The departments involved in the implementation of the Policy include:

- Arts & Events
- Community Development
- Governance
- Planning Services
- Recreation

The following partners will be utilised in the implementation of the Policy:

Gippsport, Latrobe City Liquor Accord and Victoria Police.

An annual report will be provided to Council to inform on the progress of the implementation plan.

For Official Use Only



VICTORIA POLICE

Latrobe Police Service Area
Eastern Region
Division 5
8 - 10 Hazelwood Rd.
Morwell 3840
DX 217737
Ph: 5131 5002
F: 5131 5015

Gary Van Driel
Chief Executive Officer
Latrobe City Council
141 Commercial Road
Morwell 3840

Dear Mr Van Driel,

I write to commend Latrobe City Council on the development of the draft Reducing Alcohol Related Harm Policy. Victoria Police – Latrobe Service Area Headquarters has a strong commitment to working with the Latrobe community and Latrobe City Council to reduce alcohol related harm.

A disproportion amount of Police resources are utilised in dealing with the results of excessive alcohol consumption. This includes violent behaviour, both street violence and family violence, and other anti-social and criminal behaviour. Any work to proactively reduce excessive alcohol consumption will assist in reducing crime and freeing up Police resources for other community safety issues.

Victoria Police supports Council's efforts to address amenity issues arising from clusters of licenced premises and licenced venues operating in proximity to sensitive land uses, such as schools. Further we support Council utilising planning controls to address harm from excessive alcohol consumption. We request the addition of a further dot point to read "when persons apply for planning permits etc to open licenced premises, they must join and be part of the Latrobe City Liquor Accord."

The responsible service of alcohol in community facilities, including sporting clubs, is an area of focus for our liquor licencing inspections. The supply of alcohol has social and economic benefits for clubs but the risks of excessive consumption must be managed and the policy strikes a fair balance. We request that the last dot point be adjusted to read "All groups and clubs utilising Council venues must join and be part of the Latrobe City Liquor Accord."

For Official Use Only

Public events in Latrobe City can require extra policing resources to assist in ensuring public safety. The promotion of responsible consumption, through the provision of dry areas, and refusing permits to events promoting excessive consumption is strongly supported.

Victoria Police values the involvement of Latrobe City Council in the Latrobe City Liquor Accord. The Liquor Accord is a key partnership between Police, licensed venues and other stakeholders that aims to address safety issues and mitigate amenity issues arising from licensed venues. Council is a key partner in the Accord and we appreciate your assistance in bringing the township Liquor Accords together in a municipality wide Accord.

The designation of Municipal Places within the Central Business Districts of Churchill, Moe, Morwell and Traralgon as alcohol-free areas assists in providing for community safety. The designation allows Victoria Police to address alcohol consumption and associated anti-social behaviour in the CBDs. This in turn creates CBDs where community members feel safe and better able to utilise the available facilities and businesses.

Thank you for the opportunity to provide comment on the draft policy. Victoria Police – Latrobe Service Area Headquarters strongly supports the draft policy and its objective to reduce alcohol related harm within the community.

Yours sincerely,



Robert Wallace
Inspector Latrobe Police Service Area
Eastern Region Division 5

CORPORATE SERVICES

17. CORPORATE SERVICES

17.1 Quarterly Finance Report - September 2017

General Manager

Corporate Services

For Information

EXECUTIVE SUMMARY

The September 2017 Quarterly Finance Report is presented for Council's consideration.

This report meets the requirements of the *Local Government Act 1989* to report to Council at least every three months comparing budget and actual revenue and expenditure for the financial year to date.

The report shows that Council overall is operating within the parameters of its adopted budget with most variances relating to carry forward funds from the previous year and the timing of revenue and expenditure within the current financial year.

The report is provided for Council's information.

MOTION

Moved: Cr McFarlane

Seconded: Cr Harriman

That Council receives and notes the Quarterly Finance Report for the three months ended 30 September 2017, prepared in accordance with the requirements of the *Local Government Act 1989*.

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

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public. This report ensures compliance with this legislative requirement.

The attached report as at 30 September 2017 is provided for the information of Council and the community. The financial report compares budgeted income and expenditure with actual results for the first three months of the financial year.

The attached report provides the overall outcomes of the first three months of the 2017/2018 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The “Income Statement” forecasts a surplus result for the full financial year of \$1.3M which is an unfavourable variance of \$8.8M to the original budget. This result is due to a number of offsetting variances with a forecast reduction in income of \$1.6M and additional expenditure of \$7.2M. The reduced income is mainly a result of 2017/18 Victorian Grants Commission funding being advanced to Council in the 2016/17 financial year (\$5.9M) together with reduced rates revenue as a result of the closure of the Hazelwood Power Station and reduction in user fees mainly due to expected reductions in Landfill and art exhibition fees. These have been largely offset by increases in other government grants both operating and capital. The forecasted additional expenditure in employees costs (\$1.1M) and materials and services (\$5.5M) is primarily a result of funding carried forward from the higher than expected surplus in 2016/17 together with unbudgeted government grants to be received in 2017/18.
- The “Balance Sheet” shows that Council maintains a strong liquidity position with \$145.5M in current assets compared to \$23.6M in current liabilities.
- The “Statement of Cash Flows” shows that Council has \$73.8M in Cash and Financial assets (i.e. investments). The level is higher than anticipated in the budget due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected (most notably \$5.9M Victoria Grants Commission funding). The amount has decreased by \$6.8M in the first quarter as overall outflows have exceeded inflows. This is largely due to expenditure of carry forward funds together with Council only receiving 15% of rates and charges to date whilst 27% of employee costs and materials and services cash flow budgets have been spent to date.
- The “Statement of Capital Works” shows a forecast expenditure of \$41.5M compared to the budget of \$28.6M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. Latrobe City Sports & Entertainment Stadium acquisition and upgrade, Nation Building Blackspot Program funding, Roads to Recovery funding, Morwell to Traralgon Shared Pathway funding and the completion of cell 5 at the Hyland Highway Landfill facility.
- The “Financial Performance Ratios’ indicate that Council remains within the industry expected ranges.

Further details on these and other items are provided in the attached report including year to date and full year forecast income and expenditure variances and explanations, balance sheet and cash flow movements to date, capital works expenditure to date and full year forecasts, together with the financial performance ratios as per the Local Government Performance Reporting Framework (LGPRF).

STAKEHOLDER CONSULTATION

No consultation required.

FINANCIAL AND RESOURCE IMPLICATIONS

The attached report provides details of budget variances for the three months to 30 September 2017 and the forecasted full financial year. The result indicates that Council remains in a strong financial position and has sufficient funds to meet current and forecast financial commitments.

RISK IMPLICATIONS

This report ensures legislative requirements are met and informs Council as to whether it is acting within the parameters of its Adopted Budget.

CONCLUSION

The attached report provides financial details, as required by the *Local Government Act 1989*. The report indicates that Council is operating within the parameters of its 2017/2018 adopted budget. Variances arising from higher than expected carry forward funds which led to a higher than expected 'cash' surplus in 2016/17 have resulted in a forecasted decreased operating surplus for the current financial year.

SUPPORTING DOCUMENTS

Nil

Attachments

1 [↓](#). Quarterly Finance Report - September 2017

17.1

Quarterly Finance Report - September 2017

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Quarterly Finance Report

September 2017



In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.

**Quarterly Finance Report
September 2017**



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SEPTEMBER 2017 Quarterly Report Summary

KEY ISSUES

The attached report provides the overall outcomes of the first quarter of the 2017/2018 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The "Income Statement" report forecasts a surplus result for the full financial year of \$1.3M which is an unfavourable variance of \$8.8M to the original budget.
- The "Balance Sheet" shows that Council maintains a strong liquidity position with \$145.5M in current assets compared to \$23.6M current liabilities (a liquidity ratio of 6.2:1).
- The "Statement of Cash Flows" shows that Council has \$73.8M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The "Capital Works Statement" shows a forecast expenditure of \$41.5M compared to the budget of \$28.6M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received.
- The "Financial Performance Ratios" indicate that Council remains within the industry expected ranges.

BACKGROUND

Under the provisions of the *Local Government Act 1989 Section 138 (1)*, at least every three months, the Chief Executive Officer must ensure that a statement comparing the budgeted revenue and expenditure for the financial year with the actual revenue and expenditure to date is presented to Council at a Council meeting which is open to the public

INCOME STATEMENT ANALYSIS

Overview

The surplus amounts shown in the Income Statement are required to be generated to enable Council to invest in new assets and to upgrade and expand our existing assets. They also enable Council to repay its borrowings. On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments. Therefore any variances to budget in the operating result are generally caused by changes in non-cash items (e.g. depreciation), variances in grants and monetary contributions for capital works and expenditure that is funded from revenue that has been received in a previous financial year. In 2016/17 Council held \$80.6M in cash and investments which was \$28.3M favourable to budget largely due to funds generated that had not yet been spent for ongoing projects and commitments.

The "Income Statement" report forecasts a surplus result for the full financial year of \$1.3M which is an unfavourable variance of \$8.8M to the original budget. This result is due to a number of offsetting variances with a forecast reduction in income of \$1.6M and additional expenditure of \$7.2M. The reduced income is mainly a result of 2017/18 Victorian Grants Commission funding being advanced to Council in the 2016/17 financial year (\$5.9M) together with reduced rates revenue as a result of the closure of the Hazelwood Power Station and reduction in user fees mainly due to expected reductions in Landfill and art exhibition fees. These have been largely offset by increases in other government grants both operating and capital. The forecasted additional expenditure in employees costs (\$1.1M) and materials and services (\$5.5M) is primarily a result of funding carried forward from the higher than expected surplus in 2016/17 together with unbudgeted government grants to be received in 2017/18.

Year to date

The year to date result shows an operating position of \$59.7M surplus which is \$6.0M unfavourable to budget. The key items that make up this variance are as follows;

- Rates and charges (\$1.5M unfavourable) mainly due to payments in lieu of rates made under the Electricity Act reducing as a result of the closure of the Hazelwood Power Station. Due to uncertainty when the budget was prepared these funds were not committed to any expenditure items.
- Grants – Operating (\$5.2M unfavourable) mainly a result of the State Government advancing 50% of the 2017/18 Victorian Grants Commission funding in the previous financial year.

SEPTEMBER 2017 Quarterly Report Summary

Full year forecast

The full year forecasted result shows an operating surplus of \$1.3M which is an \$8.8M unfavourable variance to the adopted budget. The key items that make up this variance are as follows;

- Grants – Operating (\$4.7M unfavourable) mainly due to the State Government advancing 50% of the 2017/18 Victorian Grants Commission funding in the previous financial year.
- Rates and charges (\$1.5M unfavourable) mainly due to payments in lieu of rates made under the Electricity Act reducing as a result of the closure of the Hazelwood Power Station. Due to uncertainty when the budget was prepared these funds were not committed to any expenditure items
- User Charges (\$1.0M unfavourable) mainly due to lower than expected landfill gate fees as a result of the expected loss of a current customer, arts exhibition fees and child care fees partially offset by higher than expected income from aged & disability services fees.
- Grants – Capital (\$5.4M favourable) mainly due to additional capital funding forecasted for the Nation Building Blackspot Program (\$2.7M), Roads to Recovery Program (\$1.2M), the Morwell to Traralgon shared pathway (\$1.1M) and the Gippsland Logistics Precinct project (\$0.3M).
- Employee costs (\$1.1M unfavourable) increased salaries mainly as a result of funding carried forward and additional revenue mainly in Family Services, Aged & Disability Care and Advocacy & Transition management.
- Materials and Services (\$5.5M unfavourable) mainly due to unexpended funds carried over from the 2016/17 financial year to complete projects in 2017/18, combined with the allocation of surplus funds to undertake new projects and unbudgeted government grant funding to be received.

BALANCE SHEET

The significant movements in the balance sheet over the first quarter were as follows;

- Cash and Cash Equivalents (\$1.2M increase) together with Other Financial Assets (i.e. investments) (\$8.0M decrease). The overall decrease is mainly due to Council having received approximately 15% of its rates revenue but has spent approximately 24% of forecasted cash expenditure.
- Trade and Other receivables (\$63.0M increase) this is primarily due to the annual rates notices being raised in the first quarter and is part of the normal pattern. This amount will continue to reduce as rate payments are received over the remainder of the year in line with instalment and full payment due dates.
- Other Assets (\$1.9M decrease) is primarily due to prepayments and accrued revenue as at 30 June 2017 having now been reversed/received in the current financial year.
- Property, plant and equipment (\$1.0M decrease) depreciation expense has exceeded capital expenditure for the first quarter.
- Payables (\$7.3M decrease) is primarily due to amounts that were outstanding to suppliers at 30 June 2017. These amounts have now been paid in the current financial year.
- Trust Funds and Deposits (\$2.0M increase) relates mainly to the receipt of the Fire Services Property Levy held in trust for the State Revenue Office.

STATEMENT OF CASH FLOWS

The budgeted cash & investments at the beginning of the year was \$52.3 million, the actual opening balance was \$80.6 million. The additional \$28.3 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs. Total Cash and financial assets (investments) as at the end of September stand at \$73.8M.

SEPTEMBER 2017 Quarterly Report Summary

STATEMENT OF CAPITAL WORKS

The statement of capital works includes all expenditure that is expected to be capitalised during the financial year, it excludes some amounts which for "Accounting" purposes are not capitalised e.g. Landfill Rehabilitation which is a reduction in a provision liability and other items which are included in operating expenditure e.g. Community Minor Capital Grants Program.

As at the 30 September 2017 Council had spent \$5.5M on capital works mostly on Property (land & buildings) \$3.6M and Infrastructure projects \$1.7M (including Roads projects \$1.2M) . Full year forecasted capital expenditure is \$41.5M compared to the budget of \$28.6M. This is mainly a result of carry forward works and additional unbudgeted grant funding to be received e.g. Latrobe City Sports & Entertainment Stadium acquisition and upgrade, Nation Building Blackspot Program funding, Roads to Recovery funding, Morwell to Traralgon Shared Pathway funding and the completion of cell 5 at the Hyland Highway Landfill facility.

FINANCIAL PERFORMANCE RATIOS

The final part of the report is the Financial Performance Ratios as per the *Local Government Performance Reporting Framework (LGPRF)*. The results of the first quarter of the financial year show that Council is expected to remain within the expected ranges by the end of the financial year. Some of the ratios when measured part way through the year will fall outside the ranges in the year to date figures purely because they are designed to look at an annual result.

INCOME STATEMENT
For The Quarter Ended 30 September 2017

	NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Variance Type (P)ermanent/ (T)iming	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
INCOME								
Rates and charges	1	75,349	76,869	(1,520)	P	75,349	76,869	(1,520)
Statutory fees and fines	2	384	263	121	T	2,217	2,184	33
User fees	3	3,242	3,183	59	T	13,535	14,566	(1,031)
Grants - operating	4	4,931	10,141	(5,211)	P	18,222	22,889	(4,667)
Grants - capital	5	15	0	15	P	10,698	5,307	5,391
Contributions - monetary	6	42	15	27	P	547	510	37
Contributions - non monetary	7	0	0	0	P	3,000	3,000	0
Net gain (loss) on disposal of property, infrastructure, plant and equipment	8	58	0	58	T	0	0	0
Other income	9	1,195	1,163	32	P	3,814	3,688	126
TOTAL INCOME		85,215	91,635	(6,419)		127,383	129,013	(1,630)
EXPENSES								
Employee costs	10	11,653	11,787	135	T	56,531	55,453	(1,078)
Materials and services	11	6,870	7,225	355	T	39,952	34,500	(5,452)
Bad and doubtful debts	12	(1)	2	3	P	8	12	4
Depreciation and amortisation	13	6,340	6,242	(98)	P	25,511	24,969	(542)
Borrowing costs	14	200	200	0	P	742	742	(0)
Other expenses	15	469	496	27	T	3,357	3,249	(108)
TOTAL EXPENSES		25,531	25,954	422		126,102	118,925	(7,177)
SURPLUS (DEFICIT) FOR THE YEAR		59,684	65,681	(5,997)		1,281	10,088	(8,807)

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**1. Rates and charges**

Year to Date - (\$1.520M) Unfavourable

The unfavourable variance is primarily a result of payments in lieu of rates made under the Electricity Act reducing as a result of the closure of the Hazelwood Power Station. Due to uncertainty when the budget was prepared these funds were not committed to any expenditure items.

Full Year - (\$1.520M) Unfavourable

The unfavourable variance is primarily a result of payments in lieu of rates made under the Electricity Act reducing as a result of the closure of the Hazelwood Power Station. Due to uncertainty when the budget was prepared these funds were not committed to any expenditure items.

2. Statutory fees and fines

Year to Date - \$0.121M Favourable

The favourable variance is due mainly to higher than expected planning permit fees received to date together with Local Government election fines received that were not budgeted for.

Full Year - \$0.033M Favourable

A favourable variance is anticipated mainly as a result of un budgeted income from Local Government election fines.

3. User fees

Year to Date - \$0.059M Favourable

The favourable variance is mainly due to higher than expected landfill gate fees, aged & disability program fees, leisure fees, and subdivision supervision fees raised to date, partially offset by lower than expected income from Arts and a timing variance for the receipt of the Fire Services Property Levy administration fee .

Full Year - (\$1.031M) Unfavourable

The unfavourable variance is mainly due to lower than expected landfill gate fees (\$0.44M) as a result of the expected loss of a current customer, Arts Exhibition fees (\$0.36M) and Child Care fees (\$0.30M) partially offset by higher than expected income from Aged & Disability services fees (\$0.06M).

4. Grants - operating

Year to Date - (\$5.211M) Unfavourable

The unfavourable variance is due to the State Government advancing \$5.8 million of the 2017/18 Grants Commission funding to Council in the 2016/17 financial year together with funding budgeted for Arts Exhibitions that was not successful.

Full Year - (\$4.667M) Unfavourable

The unfavourable variance is due to the State Government advancing \$5.8 million of the 2017/18 Grants Commission funding to Council in the 2016/17 financial year together with funding budgeted for Arts Exhibitions that was not successful. Overall including the funding received in 2016/17 Council's Victorian Grants Commission funding is \$0.52 million in excess of the budgeted amount. Additional funding is also expected for Aged & Disability and Family Services programs.

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**5. Grants - capital**

Year to Date - \$0.015M Favourable

Minor variance.

Full Year - \$5.391M Favourable

The additional capital funding forecasted is mainly for the Nation Building Blackspot Program (\$2.7M), Roads to Recovery Program (\$1.2M), the Morwell to Traralgon shared pathway (\$1.1M) and the Gippsland Logistics Precinct project (\$0.3M).

6. Contributions - monetary

Year to Date - \$0.027M Favourable

The favourable variance is mainly due to unbudgeted Developer Contributions for Drainage works.

Full Year - \$0.037M Favourable

The favourable variance is mainly due to unbudgeted contributions for Drainage works and a small capital contribution.

7. Contributions - non monetary

Year to Date - \$0.000M Nil Variance

No variance.

Full Year - \$0.000M Nil Variance

No variance identified to date.

8. Net gain (loss) on disposal of property, infrastructure, plant and equipment

Year to Date - \$0.058M Favourable

The favourable variance is due to a surplus to date associated with the trade-in of Fleet and Plant.

Full Year - \$0.000M Nil Variance

No permanent variance is anticipated at this stage.

9. Other income

Year to Date - \$0.032M Favourable

The favourable variance is primarily due to higher interest on investments due to higher cash and investments holdings as a result of grants received in advance and other funds carried forward from the 2016/17 financial year.

Full Year - \$0.126M Favourable

The favourable variance reflects additional income forecast for interest on investments and unbudgeted insurance claim reimbursements received for additional expenditure.

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**10. Employee costs**

Year to Date - \$0.135M Favourable

The favourable variance is mainly due to savings related to Council's workcover premium, vacant positions and lower than expected parental leave to date, which are largely offset by increase contract staff costs from the use of temporary employment agencies to backfill positions.

Full Year - (\$1.078M) Unfavourable

The additional expenditure is due to increased salaries as a result of funding carried forward and additional revenue mainly in Family Services, Aged & Disability Care and Advocacy & Transition management.

11. Materials and services

Year to Date - \$0.355M Favourable

The favourable variance is mainly due to permanent savings achieved in insurance premium costs.

Full Year - (\$5.452M) Unfavourable

The additional expenditure is due to unexpended funds carried over from the 2016/17 financial year to complete projects in 2017/18, combined with the allocation of surplus funds to undertake new projects and unbudgeted government grant funding to be received.

12. Bad and doubtful debts

Year to Date - \$0.003M Favourable

Minor variance.

Full Year - \$0.004M Favourable

Minor variance.

13. Depreciation and amortisation

Year to Date - (\$0.098M) Unfavourable

The unfavourable variance is due to higher than anticipated depreciation on roads as a result of higher than anticipated developer contributed assets in 2016/17 and prior revaluations that were not factored into the budget calculations.

Full Year - (\$0.542M) Unfavourable

The unfavourable variance is due to higher than anticipated depreciation on roads as a result of higher than anticipated developer contributed assets in 2016/17 and prior revaluations that were not factored into the budget calculations.

14. Borrowing costs

Year to Date - \$0.000M Favourable

No variance.

Full Year - (\$0.000M) Unfavourable

No variance.

15. Other expenses

Year to Date - \$0.027M Favourable

Minor variance.

Full Year - (\$0.108M) Unfavourable

The additional expenditure mainly relates to the passing on of an unbudgeted government grant relating to Waste & Landfill together with Community grant funding carried over from the 2016/17 financial year.

RECONCILIATION OF INCOME STATEMENT TO CASH BUDGET
For The Quarter Ended 30 September 2017

NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
Operating Surplus (Deficit)	59,684	65,681	(5,997)	1,281	10,088	(8,807)
Reconciliation to Cash Budget						
Plus Depreciation	6,340	6,242	98	25,511	24,969	542
Plus Written Down Value of Assets Disposed	385	0	385	811	467	344
Less Developer Contributed assets	0	0	0	(3,000)	(3,000)	0
Less Capital Expenditure	(5,543)	(3,999)	(1,544)	(41,468)	(28,576)	(12,891)
Less Loan Principal Repayments	(453)	(453)	(0)	(1,869)	(1,869)	(0)
Less Landfill Rehabilitation Expenditure	(618)	(30)	(588)	(4,472)	(3,825)	(647)
Plus Internal Transfers	18,115	(598)	18,712	22,105	(604)	22,709
Plus Loan Proceeds	0	0	0	2,350	2,350	0
Net Other Non-Operating Items	0	0	(0)	(29)	0	(29)
Net Total Non-Operating items	(18,226)	(1,162)	(17,063)	61	10,088	(10,027)
Cash Budget Surplus (Deficit)	77,910	66,843	11,066	1,220	(0)	1,220

INCOME STATEMENT
For The Quarter Ended 30 September 2017 Compared To Previous Financial Year

	2017/18			2016/17		
	YTD Actuals	YTD Budgets	Variance YTD Act/Bud	YTD Actuals	YTD Budgets	Variance YTD Act/Bud
INCOME						
Rates and charges	75,349	76,869	(1,520)	74,724	74,481	243
Statutory fees and fines	384	263	121	337	277	61
User fees	3,242	3,183	59	3,476	3,083	393
Grants - operating	4,931	10,141	(5,211)	6,119	5,785	334
Grants - capital	15	0	15	631	325	306
Contributions - monetary	42	15	27	518	51	467
Contributions - non monetary	0	0	0	518	51	467
Net gain (loss) on disposal of property, infrastructure, plant and equipment	58	0	58	375	0	375
Other income	1,195	1,163	32	2,890	2,536	353
TOTAL INCOME	85,215	91,635	(6,419)	89,588	86,588	3,000
EXPENSES						
Employee costs	11,653	11,787	135	34,841	37,192	2,352
Materials and services	6,870	7,225	355	23,167	24,800	1,633
Bad and doubtful debts	(1)	2	3	17	12	(5)
Depreciation and amortisation	6,340	6,242	(98)	17,065	17,210	144
Borrowing costs	200	200	0	771	824	54
Other expenses	469	496	27	2,626	2,128	(498)
TOTAL EXPENSES	25,531	25,954	422	78,487	82,166	3,679
SURPLUS (DEFICIT) FOR THE YEAR	59,684	65,681	(5,997)	11,101	4,422	6,679

BALANCE SHEET
As at 30 September 2017

	Current Balance \$'000s	Opening Balance 1/07/2017 \$'000s	Movement for Year to Date \$'000s	Balance as at 30/09/16 \$'000s
CURRENT ASSETS				
Cash and Cash Equivalents	10,262	9,071	1,192	10,675
Other Financial Assets	63,518	71,518	(8,000)	48,518
Other Assets	646	2,562	(1,916)	244
Trade and Other Receivables	70,683	7,663	63,020	71,008
Non-Current Assets Held for Sale	385	385	0	175
Total Current Assets	145,495	91,199	54,296	130,620
NON CURRENT ASSETS				
Property, Plant and Equipment	1,178,904	1,179,889	(985)	1,170,116
Intangible Assets	576	798	(222)	1,410
Trade and Other Receivables	16	16	0	
Financial Assets	2	2	0	2
Total Non-Current Assets	1,179,499	1,180,706	(1,207)	1,171,529
TOTAL ASSETS	1,324,994	1,271,905	53,089	1,302,149
CURRENT LIABILITIES				
Payables	1,933	9,222	(7,289)	1,677
Interest-bearing Liabilities	1,416	1,869	(453)	1,422
Provisions - Employee Benefits	11,744	11,951	(208)	12,200
Provisions - Landfill	4,179	4,797	(618)	3,312
Trust Funds and Deposits	4,322	2,349	1,972	4,716
Total Current Liabilities	23,594	30,189	(6,595)	23,327
NON CURRENT LIABILITIES				
Interest-bearing Liabilities	14,281	14,281	0	16,150
Provisions - Employee Benefits	1,573	1,573	0	2,021
Provisions - Landfill	14,421	14,421	0	19,987
Total Non-Current Liabilities	30,276	30,276	0	38,158
TOTAL LIABILITIES	53,870	60,465	(6,595)	61,485
NET ASSETS	1,271,124	1,211,440	59,684	1,240,663
EQUITY				
Current Year Surplus/(Deficit)	59,684	31,964	27,720	61,157
Accumulated Surplus	701,561	669,640	31,922	669,648
Reserves	509,879	509,837	42	509,858
TOTAL EQUITY	1,271,124	1,211,440	59,684	1,240,663

STATEMENT OF CASH FLOWS
For the Quarter ended 30 September 2017

	NOTE	YTD Cash Flow	Adopted Budget Annual Cashflow	Cash Flow 2016/17
		\$'000s	\$'000s	\$'000s
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES				
Rates and charges		11,482	76,528	75,398
Statutory Fees & Fines		384	2,184	2,160
User fees		3,200	14,766	15,670
Grants - operating		4,931	22,888	30,683
Grants - capital		246	5,307	7,988
Contributions - monetary		42	510	463
Interest received		696	1,448	2,066
Trust funds and deposits taken/(repaid)		1,972	(54)	(383)
Other receipts		1,270	2,240	3,419
Net GST refund/(payment)		732	0	2,190
Employee costs		(12,536)	(55,098)	(50,780)
Materials & services		(13,067)	(34,168)	(39,363)
Other Payments		(469)	(7,074)	(3,439)
Net cash from operating activities		(1,117)	29,477	46,072
CASH FLOWS FROM INVESTING ACTIVITIES				
Proceeds from Property, Plant & Equipment		444	467	656
Proceeds from Investments		32,518	0	138,884
Payments for Property, Plant & Equipment		(5,603)	(28,576)	(24,937)
Payments for Investments		(24,518)	0	(157,518)
Net Cash Flows used in investing activities		2,840	(28,109)	(42,915)
CASH FLOWS FROM FINANCING ACTIVITIES				
Finance costs		(80)	(742)	(883)
Proceeds from borrowings		0	2,350	0
Repayment of borrowings		(453)	(1,869)	(1,883)
Net Cash Flows from Financing Activities		(533)	(261)	(2,766)
Net Increase/(Decrease) in cash held		1,191	1,107	391
Cash & cash equivalents at beginning of year		9,071	12,311	8,680
Cash & cash equivalents at end of period		10,262	13,418	9,071
Summary of Cash & Investments				
		Current Balance	Current year Movement	Opening Balance
Cash & Cash Equivalents		10,262	1,191	9,071
Other Financial Assets (Investments)		63,518	(8,000)	71,518
Total Cash & Investments	1	73,780	(6,809)	80,589
Budgeted Opening Balance of Cash & Investments				52,311
Variance in Opening Balance				28,278

NOTES

1. The budgeted cash & investments at the beginning of the year was \$52.3 million, the actual opening balance was \$80.6 million. The additional \$28.3 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs.

STATEMENT OF CAPITAL WORKS
For The Quarter Ended 30 September 2017

	NOTE	YTD Actuals \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
Property					
Land	1	22	322	0	(322)
Buildings	2	3,573	12,013	7,520	(4,493)
Heritage buildings	3	0	287	196	(90)
Total Property		3,595	12,622	7,716	(4,906)
Plant and Equipment					
Plant, machinery & equipment	4	174	2,586	1,652	(934)
Fixtures, fittings & furniture	5	0	8	10	3
Computers & telecommunications	6	42	332	469	137
Artwork collection	7	0	25	15	(10)
Total Plant and Equipment		216	2,950	2,146	(804)
Infrastructure					
Roads	8	1,164	15,347	10,415	(4,932)
Bridges & culverts	9	59	739	940	201
Footpaths & cycleways	10	409	6,129	5,000	(1,129)
Drainage	11	1	275	725	450
Waste management	12	15	2,007	900	(1,107)
Parks, open space and streetscapes	13	77	710	610	(100)
Recreational, leisure & community facilities	14	0	433	0	(433)
Aerodromes	15	0	0	0	0
Offstreet carparks	16	7	145	125	(20)
Other infrastructure	17	0	113	0	(113)
Total Infrastructure		1,733	25,896	18,715	(7,181)
Total Capital Works expenditure		5,543	41,468	28,576	(12,891)
REPRESENTED BY:					
New asset expenditure	18	3,046	12,277	7,432	(4,845)
Asset renewal expenditure	19	1,879	22,718	18,687	(4,031)
Asset expansion expenditure	20	12	377	525	148
Asset upgrade expenditure	21	606	6,095	1,932	(4,163)
Total Capital Works expenditure		5,543	41,468	28,576	(12,891)

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances

1. Land (\$0.322M) Unfavourable

The unfavourable variance is in relation to unbudgeted costs in relation to a land exchange in relation to the Churchill Central Activity Plan.

2. Buildings (\$4.493M) Unfavourable

The forecast additional expenditure is due to funds carried over from the 2016/17 financial year for the Latrobe City Sports & Entertainment Stadium purchase, the Latrobe Creative Precinct design, Latrobe Leisure Stadiums Evaporative Cooling together with a number of other projects.

3. Heritage buildings (\$0.090M) Unfavourable

The forecast additional expenditure relates to unexpended funds carried over from the 2016/17 financial year for the Traralgon Court House upgrade project.

4. Plant, machinery & equipment (\$0.934M) Unfavourable

The forecast additional expenditure relates to unexpended funds carried over from the 2016/17 financial year for the Fleet & Plant replacement programs.

5. Fixtures, fittings & furniture \$0.003M Favourable

Minor variance.

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances

- 6. Computers & telecommunications** **\$0.137M Favourable**
 The forecast favourable variance relates to IT expenditure on minor equipment below Council's capitalisation thresholds..
- 7. Artwork Collection** **(\$0.010M) Unfavourable**
 Minor variance.
- 8. Roads** **(\$4.932M) Unfavourable**
 The forecast additional expenditure mainly relates to National Blackspot program projects that were not included in the adopted budget together with Roads to Recovery program funding originally scheduled to be paid in 2016/17 but subsequently deferred to 2017/18.
- 9. Bridges & culverts** **\$0.201M Favourable**
 The forecast reduction in expenditure relates to savings expected from alterations in the scope of works for the Downies Lane Bridge project.
- 10. Footpaths & cycleways** **(\$1.129M) Unfavourable**
 The forecast additional expenditure mainly relates to increased government grant funding to be received for the Morwell to Traralgon Shared pathway.
- 11. Drainage** **\$0.450M Favourable**
 The forecast reduced expenditure mainly relates to savings in drainage augmentation works expected from alterations in the scope of works.
- 12. Waste management** **(\$1.107M) Unfavourable**
 The forecast additional expenditure relates mainly to the construction of cell 5 at the Hyland Way Landfill which commenced in 2016/17 and has carried over to be completed in the 2017/18 financial year.
- 13. Parks, open space and streetscapes** **(\$0.100M) Unfavourable**
 The forecast additional expenditure relates to unexpended funds carried over from the 2016/17 financial year for the Playground Equipment Renewal & upgrade programs.
- 14. Recreational, leisure & community facilities** **(\$0.433M) Unfavourable**
 The forecast additional expenditure relates to government funding to upgrade the Latrobe City Sports & Entertainment Stadium.
- 15. Aerodromes** **\$0.000M Nil Variance**
 No variance.
- 16. Offstreet carparks** **(\$0.020M) Unfavourable**
 Minor variance.
- 17. Other infrastructure** **(\$0.113M) Unfavourable**
 The forecast additional expenditure relates to council funds carried forward for the Hazelwood Pondage wastewater project.
- 18. New asset expenditure** **(\$4.845M) Unfavourable**
 The additional expenditure is mainly due to funds for the Latrobe City Sports & Entertainment Stadium acquisition carried over from 2016/17 together with additional government funding secured for the Morwell to Traralgon Shared Pathway.
- 19. Asset renewal expenditure** **(\$4.031M) Unfavourable**
 The forecast additional expenditure relates to unexpended funds carried over from the 2016/17 financial year which is largely relating to the new landfill cell and Plant & Fleet Replacement programs, together with Roads to Recovery funding deferred by the federal government to the 2017/18 financial year.
- 20. Asset expansion expenditure** **\$0.148M Favourable**
 The forecast reduced expenditure mainly relates to savings in drainage augmentation works expected from alterations in the scope of works.
- 21. Asset upgrade expenditure** **(\$4.163M) Unfavourable**
 The forecast additional expenditure mainly relates to unbudgeted government grant funding for Nation Building Blackspot program and Latrobe City Sports & Entertainment Stadium upgrades together with funds carried forward for Latrobe Leisure Stadiums Evaporative Cooling and Rural Gravel Road sealing.

FINANCIAL PERFORMANCE RATIOS

As at 30 September 2017

	Year to Date Ratios			Forecast at 30/06/18	Budget at 30/06/18	Expected Range
	\$'000s	Ratio at 30/09/17	Ratio at 30/09/16			
OPERATING POSITION						
Adjusted Underlying Result Indicator						
(Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position)						
Adjusted underlying surplus (or deficit)						
<u>Adjusted net Surplus/(Deficit)</u>	59,627	70.0%	70.0%	(10.3%)	2.0%	-20% - +20%
Adjusted underlying revenue	85,158					
The ratio takes out the effect of once off capital grants & developer contributions.						
Note: The forecasted lower ratio of (9.5%) is mainly a result of unspent 2016/2017 recurrent project and program expenditure which led to a greater than expected 'cash' surplus result at the end of the financial year. The underlying result is now forecasted to be a deficit as the previous year's surplus is expended.						
LIQUIDITY						
Working Capital Indicator						
(Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity)						
Current assets compared to current liabilities						
<u>Current Assets</u>	145,495	616.7%	560.0%	240.5%	244.2%	100% - 300%
Current Liabilities	23,594					
Unrestricted Cash Indicator						
(Indicator that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of cash suggests an improvement in liquidity)						
<u>Unrestricted Cash</u>	2,531	10.7%	11.4%	26.0%	28.2%	0.0% - 200%
Current Liabilities	23,594					

	Year to Date Ratios			Forecast at 30/06/18	Budget at 30/06/18	Expected Range
	\$'000s	Ratio at 30/09/17	Ratio at 30/09/16			
OPERATING POSITION						
OBLIGATIONS						
Loans and borrowings Indicator						
(Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations)						
Loans and borrowings compared to rates						
<u>Interest Bearing loans and borrowings</u>	15,697	20.8%	23.5%	21.4%	21.6%	0% - 50%
Rate Revenue	75,349					
Note: This ratio is expected to be in line with the budgeted result.						
Loans and borrowings repayments compared to rates						
<u>Interest & principal repayments</u>	653	0.9%	0.9%	3.5%	3.4%	0% - 10%
Rate Revenue	75,349					
Note: This ratio is expected to be in line with the budgeted result.						
Indebtedness Indicator						
(Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations)						
Non-current liabilities compared to own source revenue						
(to ensure Council has the ability to pay its long term debts & provisions)						
<u>Non Current Liabilities</u>	30,276	37.7%	47.8%	30.8%	35.1%	0% - 50%
Own Source Revenue	80,228					
Own Source Revenue is adjusted underlying revenue excluding revenue which is not under the control of council (including government grants)						
Asset Renewal Indicator						
(Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations)						
<u>Asset Renewal Expenditure</u>	1,879	30.7%	73.8%	93.2%	78.4%	50%-100%
Depreciation	6,118					
Note: This ratio is forecasted to be higher due to carry forward funding and additional government grants for asset renewal works.						

	Year to Date Ratios			Forecast at 30/06/18	Budget at 30/06/18	Expected Range
	\$'000s	Ratio at 30/09/17	Ratio at 30/09/16			
OPERATING POSITION						
STABILITY						
Rates Concentration Indicator						
(Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability)						
Rates compared to adjusted underlying revenue						
	<u>Rate Revenue</u>	75,349				
	Adjusted underlying revenue	85,158	88.5%	86.9%	65.9%	63.1%
						40% - 80%
Rates Effort Indicator						
(Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden)						
Rates compared to property values						
	<u>Rate Revenue</u>	75,349				
	property values (CIV)	10,796,549	0.7%	0.7%	0.7%	0.7%
						0.2% to 0.7%
EFFICIENCY						
Expenditure Level Indicator						
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency)						
Expenses per property assessment						
	<u>Total expenses</u>	25,531				
	Number of property assessments	38	\$ 668	\$ 676	\$ 3,299	\$ 3,122
						\$2000 - \$4000
Note: The forecasted increase in expenses per assessment is mainly related to employee costs and materials and services expenditure funded from additional government funding and carry forward funds.						
Revenue Level Indicator						
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency)						
Average residential rate per residential property assessment						
	<u>Residential Rate Revenue</u>	55,384				
	Number of residential property assessments	34	\$ 1,608	\$ 1,582	\$ 1,608	\$ 1,608
						\$800 - \$1,800

17.2 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:

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
08 September 2017	Morwell Centenary Rose Garden Advisory Committee	Councillors Cr A McFarlane Officers Simon Clark	No	Nil
21 September 2017	Traralgon CBD Safety Committee	Councillors Cr D Howe Officers Andrew Legge, Steve Tong	No	Nil
09 October 2017	Councillor Briefing	Councillors 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 Officers Gary Van Driel, Sara Rhodes-Ward, Phil Stone, Greg Drumm, Steven Piasente, Jodie Pitkin, Brett McCulley, Amy Phillips, Kevan Delaney (6pm-7.30pm), Michael Bloyce (6.46pm-7.30pm)	Yes – Confidential Section 89(2)(e) Proposed Developments Confidential Section 89(2)(h) Prejudicial Matter	Yes Cr D Harriman (interest not being a conflict of interest)

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
09 October 2017	Offshore Energy Project – Out of session briefing	Councillors Cr D Harriman, Cr D Clancey, Cr B Law, Cr K O’Callaghan, Cr D White, Cr S Gibson, Cr D Howe Officers Gary Van Driel, Gregg Drumm, Phil Stone (arrived 4.10pm), Bruce Connolly, Bruce Graham	No	Nil
10 October 2017	Latrobe Creative Precinct Project Reference Group	Councillor Cr A McFarlane, Cr D Clancey, Cr B Law Officers Michael Bloyce, Bruce Green, Andrea Smith	No	Nil
10 October 2017	Churchill and District Community Hub Advisory Committee meeting	Councillor Cr D White Officer Edith Heiberg	No	Nil
11 October 2017	Morwell Town Common Development Plan Project Control Group	Councillor Cr A McFarlane Officers Simon Clark	No	Nil
13 October 2017	Morwell Centenary Rose Garden Advisory Committee	Councillors Cr A McFarlane Officers Simon Clark	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
16 October 2017	Councillor Briefing	<p>Councillors Cr K O'Callaghan, Cr G Middlemiss, Cr D Clancey, Cr D White, Cr B Law, Cr A McFarlane, Cr D Howe</p> <p>Officers Gary Van Driel, Sara Rhodes-Ward, Bruce Connolly, Greg Drumm, Jodie Pitkin, Gail Gatt, Any Phillips, Brett McCulley</p>	<p>Yes – Confidential Section 89(2)(e) Proposed Developments</p> <p>Confidential Section 89(2)(h) Prejudicial Matter</p>	No
18 October 2017	Victory Park Precinct Advisory Committee	<p>Councillor Cr D Clancey</p> <p>Officers Simon Clark</p>	No	No
19 October 2017	Australia Day Advisory Committee	<p>Councillor Cr D Howe</p> <p>Officers Jo De Jong, Wendy Hrynyszyn</p>	No	No

MOTION

Moved: Cr Middlemiss
Seconded: Cr O'Callaghan

That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 08 September 2017 – 19 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. [Morwell Centenary Rose Garden Advisory Committee](#)
2. [Traralgon CBD Safety Committee](#)
3. [Councillor Briefing \(2\)](#)

- 4. Offshore Energy Project
- 5. Latrobe Creative Precinct project Reference Group
- 6. Churchill & District Community Hub Advisory Committee meeting
- 7. Morwell Town Common Development Plan Project Control Group
- 8. Morwell Centenary Rose Garden Advisory Committee
- 9. Councillor Briefing
- 10. Victory Park Precinct Advisory Committee
- 11. Australia Day Advisory Committee

17.2

Assemblies of Councillors

1	Morwell Centenary Rose Garden Advisory Committee	385
2	Traralgon CBD Safety Committee	387
3	Councillor Briefing (2)	391
4	Offshore Energy Project	393
5	Latrobe Creative Precinct project Reference Group	395
6	Churchill & District Community Hub Advisory Committee meeting	397
7	Morwell Town Common Development Plan Project Control Group	399
8	Morwell Centenary Rose Garden Advisory Committee	401
9	Councillor Briefing	403
10	Victory Park Precinct Advisory Committee	405
11	Australia Day Advisory Committee	407



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.

Assembly details:	Morwell Centenary Rose Garden Advisory Committee
Date:	8 September 2017
Time:	9:00am
Assembly Location:	Rose Garden Wing

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<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
Officer/s:	Simon Clark		
Matters discussed:	<p>Preparation discussions regarding the 25th Anniversary celebrations for the garden.</p> <p>Information given to the Committee by Simon Clark regarding the project to construct fencing on the railway embankment.</p> <p>Committee discussed the adopted Morwell Centenary Rose Garden Special Committee Terms of Reference operating document and its wish to review the contents of the document to put back to Council for consideration.</p>		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
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Record Completed by: Simon Clark





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.

Assembly details:	Traralgon CBD Safety Committee
Date:	Thursday 21 September 2017
Time:	8.00 am - 9.00 am
Assembly Location:	Dal Monda Café Traralgon

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input 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 8.00 am = 9.00 am
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Andrew Legge, Steve Tong		
Matters discussed:	Traralgon CBD Safety Committee frequency of meetings decided to meet on a quarterly basis. Agency Reports from LV Bus Lines, Traralgon Taxis, Victoria Police, Stockland Plaza and The Traralgon Community Development Association Inc.		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <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: Andrew Legge 206//2017





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

Matters discussed:	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



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.

Assembly details:	Councillor Briefing
Date:	09 October 2017
Time:	5.15 pm - 8.39 pm
Assembly Location:	Nambur Wariga Room

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" 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
Officer/s:	Gary Van Driel, Sara Rhodes-Ward, Phil Stone, Greg Drumm, Steven Piasente, Jodie Pitkin, Brett McCulley, Amy Phillips , Kevan Delaney (6pm-7.30pm), Michael Bloyce (6.46pm-7.30pm)		
Matters discussed:	<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>CEO Update</p> <p>Transition Briefing - Confidential under Section 89(2)(h) prejudicial matter</p> <p>Morwell Maternal & Child Heath - Mid Valley Pilot</p> <p>Connecting Seniors Project</p> <p>Gippsland Regional Aquatic Centre & Traralgon Basketball Stadium</p> <p>Latrobe Creative Precinct Parking</p> <p>Latrobe City Investment Prospectus Concept</p> <p>Morwell Town Common Development Plan Project Control Group</p>		



	Review of Council Delegations Outstanding Issues Strategic Issues for Future Briefings
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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 - 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.

Assembly details:	Out of session briefing - Offshore Energy project
Date:	9 October 2017
Time:	4:00 pm to 5:00 pm
Assembly Location:	Nambur Wariga meeting room, Latrobe City Council

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White Arrived 4:05 pm
	<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 Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson Arrived 4:15 pm
Officer/s:	Gary Van Driel, Gregg Drumm, Phil Stone (arrived 4:10 pm), Bruce Connelly, Bruce Graham		
Matters discussed:	Offshore Energy's "Star of the South" energy project. Presentation by Andy Evans, Managing Director, and Peter Sgardelis, Chief Operating Officer, Offshore Energy.		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <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
Nil Conflict of Interest disclosures	

Record Completed by: Bruce Graham, Coordinator Regional Strategy



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.

Assembly details:	Latrobe Creative Precinct Project Reference Group
Date:	Tuesday 10 October 2017
Time:	3.30 pm
Assembly Location:	Macfarlane Burnet Room, Latrobe City Council Offices Traralgon

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<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	<input checked="" type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Michael Bloyce, Bruce Green ,Andrea Smith		
Matters discussed:	1. Procurement Update (no confidential information provided) 2. Car Parking 3. Naming Rights and Sponsorship 4. Communications Strategy / Community engagement 5. Value Management workshop		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>? <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
Nil	No

Record Completed by: Andrea Smith



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.

Assembly details:	Churchill & District Community Hub Advisory Committee meeting
Date:	Tuesday 10 October, 2017
Time:	5.00 pm to 6.05 pm
Assembly Location:	Meeting Room, Churchill & District Community Hub

In Attendance

Councillors: Arrival / Departure Time:	<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 type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Edith Heiberg - Executive Officer		
Matters discussed:	<ol style="list-style-type: none"> 1. Tour of Fed Uni Child Care Centre 2. Funding opportunities for Churchill/Hub expansion 3. Partition at Library counter 4. Airlock front door of Hub entry 		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Carole Ayres, Executive Assistant Community Services



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.

Assembly details:	Morwell Town Common Development Plan Project Control Group
Date:	11 October 2017
Time:	5:07 pm
Assembly Location:	KRAUATUNGALOONG ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<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
Arrival / Departure Time:			
Officer/s:	Simon Clark		
Matters discussed:	<p>Discussion was held regarding any future new Development/ Management Plan and the operation of the Project Control Group. The conversation briefly discussed the existing Development Plan and the ongoing operation and/or status of any future Committee. Cr MacFarlane recommended that the matter be placed on the December meeting agenda for further discussion.</p> <p>Cr MacFarlane informed the meeting that permission had been granted to have access to Sharon Harrup to undertake graphic design works on the historical sign. The Councillor believes that the permission may have come with a time frame and that it would be preferable that the project was well underway by Christmas. Simon stated that he had been informed that the assistance maybe provided by Sharon Harrup or another Council officer and that a decision on that would be made while taking into account current workloads of officers. Simon agreed to collate all the information that had been gathered into an electronic document and distribute and then conduct a special meeting with the Committee to discuss possible content etc. Following that meeting a subcommittee of members would then meet with</p>		



	<p>the allocated Council officer.</p> <p>Keith believes that a potential gate and lock on the White Street entrance should be further investigated. Max agreed and also stated that he has ongoing concerns for public safety due to that open entrance.</p>
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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

Record Completed by: Simon Clark





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.

Assembly details:	Morwell Centenary Rose Garden Advisory Committee
Date:	13 October 2017
Time:	9:00am
Assembly Location:	Rose Garden Wing

In Attendance

Councillors:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<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
Arrival / Departure Time:			
Officer/s:	Simon Clark		
Matters discussed:	<p>Garden report – Total of 478 hours worked. Sudden Impact and initiator tablets completed throughout the garden GoGo juice commenced. Paths and median strips weeded. Embankment fence completed and looking good. List of brick repairs forwarded to Kathryn. Water connected to the four towers near plateau and bed 62. Review of daffodil bulbs for thinning and replanting completed. However, much work needs to be done on the embankment area even though the old worlde roses are looking beautiful.</p> <p>Subcommittee for the 25th Anniversary of the Rose Garden on November 14th 2017 and opening of the Time Capsule - Del, Bev, Pat Lyn & Eric Eklund. Letter has been sent to Council for representative for the opening. Rose room has been booked for Monday 13 November from 10.00am to 4pm (working bee for the next day). Simon to follow up with Mayor to request the unveiling of layout sign and drinking fountain, on 14th November. Both these items were funded by community groups and are situated in the time capsule area.</p> <p>Kneeling pads - One of the 'Friends' has suggested that the garden supply kneeling pads with handles for ease of use in the garden. It was noted that plain rubber kneeling pads are currently supplied. After some discussion it</p>		



	was decided it was up to the individual to provide this additional equipment for their own use. Cost and storage were contributing factors in this decision.
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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

Record Completed by: Simon Clark





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.

Assembly details:	Councillor Briefing
Date:	16 October 2017
Time:	5.00 pm - 8.35 pm
Assembly Location:	Nambur Wariga, 141 Commercial Road Morwell

In Attendance

Councillors: Arrival / Departure Time:	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input 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 type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Sara Rhodes-Ward, Bruce Connolly, Greg Drumm, Jodie Pitkin, Gail Gatt, Amy Phillips, Brett McCulley		
Matters discussed:	<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>Mayor's Update Confidential Section 89(2) (e) Proposed developments (h) prejudice the Council or any person</p> <p>CEO's General Update</p> <p>Transition Briefing Confidential Section 89(2) (h) Prejudice the Council or any person</p> <p>Proposed Municipal Public Health and Wellbeing Plan 2017-2021</p> <p>Memorandum of Understanding with the State of Victoria to Develop a City Deal</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
Nil	

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.

Assembly details:	Victory Park Precinct Advisory Committee
Date:	18 October 2017
Time:	5:31pm
Assembly Location:	Traralgon Service Centre - MacFarlane Burnett Room

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<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	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Simon Clark		
Matters discussed:	<p>Guest – Belinda Kolek, Latrobe City Council Landscape Officer</p> <p>Belinda presented the latest Map of Australia design which has been based on the 1988 Bi-Centennial logo design.</p> <p>Council officer's position on the project is that the remaining remnants of the original layout either be completely removed or the project be totally re-constructed. The Committee recommended that the project be re-constructed.</p> <p>John and Alma informed the meeting that they have a photo of the original layout from the Traralgon Historical Society and that it appears in the photo to be an actual map of Australia and not the 1988 Bi-Centennial logo design. John to send a copy to Simon.</p> <p>The Committee agreed that the preference would be to re-construct the bed to as close as possible to its original design.</p> <p>Belinda explained that the bed would use steel edging with an outer concrete apron to assist in mowing.</p> <p>The plants to be used in the design would be Perennials with lots of flowers and not Annuals as there was not the budget to maintain Annuals into the future. The Committee did not have an issue with this suggestion.</p> <p>Belinda will provide the Committee with the final draft design for its</p>		



consideration.

Simon informed the meeting that the proposed gravel pathway at Newman Park connecting the Couches Lane carpark and the Gippsland Model Engineering Society (GMES) would be constructed however it may not get the required funding for a couple of years.

Simon distributed the final draft of the Committee's proposed operating document for comment by members. Simon asked that all comments be given to him by the next meeting of 7 December. Simon expects that the formation of the new Advisory Committee structure and operating document will be presented to Council in February 2018 for their consideration.

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

Record Completed by: Simon Clark





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.

Assembly details:	Australia Day Advisory Committee
Date:	19 October 2017
Time:	5.00 pm
Assembly Location:	6.00 pm

In Attendance

Councillors: Arrival / Departure Time:	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input 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
Officer/s:	Jo De Jong & Wendy Hrynyszyn		
Matters discussed:	2017 Australia Day Nomination Forms – assessment and evaluation of nominations received. Civic funtion program. Ambassador program. Document with questions on notice to Council to consider requesting change of date for Australia Day tabled. Australia Day poster promotion.		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

Conflict Of Interest Disclosures:





Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Wendy Hrynyszyn



URGENT BUSINESS

18. URGENT BUSINESS

Nil

MEETING CLOSED TO THE PUBLIC

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 O'Callaghan

Seconded: Cr Gibson

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 Yallourn North Community Housing Special Committee
Recruitment of Community Members**

Agenda item 19.1 *Yallourn North Community Housing Special Committee Recruitment of Community Members* is designated as confidential as it relates to personnel matters (s89 2a)

19.2 Visitor Information Centre Transition

Agenda item 19.2 *Visitor Information Centre Transition* is designated as confidential as it relates to personnel matters (s89 2a)

19.3 Hazelwood Pondage Caravan Park

Agenda item 19.3 *Hazelwood Pondage Caravan Park* is designated as confidential as it relates to proposed developments (s89 2e)

19.4 Delegation to CEO to award contracts for various works

Agenda item 19.4 *Delegation to CEO to award contracts for various works* is designated as confidential as it relates to contractual matters (s89 2d)

19.5 Regional Jobs and Investment Packages (RJIP) Funding Applications

Agenda item 19.5 *Regional Jobs and Investment Packages*

(RJIP) Funding Applications is designated as confidential as it relates to contractual matters (s89 2d)

19.6 LCC-417 Maintenance and Servicing of Trucks, Tractors and Plant Items

Agenda item 19.6 *LCC-417 Maintenance and Servicing of Trucks, Tractors and Plant Items* is designated as confidential as it relates to contractual matters (s89 2d)

19.7 LCC-431 Provision of Third Party Quality Assurance Services for Landfill Construction Works

Agenda item 19.7 *LCC-431 Provision of Third Party Quality Assurance Services for Landfill Construction Works* is designated as confidential as it relates to contractual matters (s89 2d)

CARRIED UNANIMOUSLY

The Meeting closed to the public at 8.17pm.

The meeting re-opened to the public at 8.44pm.

There being no further business the meeting was declared closed at 8.45pm.

I certify that these minutes have been confirmed.

Mayor: _____

Date: _____