



# LATROBE CITY COUNCIL

## MINUTES OF THE ORDINARY COUNCIL MEETING

HELD IN THE  
NAMBUR WARIGA MEETING ROOM,  
CORPORATE HEADQUARTERS, MORWELL  
AT 7:00 PM ON 17 OCTOBER 2011

**PRESENT:**

*Cr Darrell White, Mayor - Firmin Ward*  
*Cr Sharon Gibson, Deputy Mayor - Merton Ward*  
*Cr Dale Harriman - Dunbar Ward*  
*Cr Sandy Kam - Galbraith Ward*  
*Cr Bruce Lougheed - Tanjil Ward*  
*Cr Graeme Middlemiss - Rintoull Ward*  
*Cr Kellie O'Callaghan - Burnet Ward*  
*Cr Ed Vermeulen - Gunyah Ward*  
*Paul Buckley, Chief Executive Officer*  
*Michael Edgar, Acting General Manager Built and Natural Environment*  
*Carol Jeffs, General Manager Governance*  
*Allison Jones, General Manager Economic Sustainability*  
*Allison Down, Manager Risk and Compliance*  
*Casey Hepburn, Acting General Manager Community Liveability*  
*Zemeel Saba, General Manager Organisational Excellence*  
*Grantley Switzer, General Manager Recreation, Culture and Community Infrastructure*

# INDEX

<b>OPENING PRAYER</b>	<b>4</b>
<b>APOLOGIES FOR ABSENCE</b>	<b>4</b>
<b>DECLARATION OF INTERESTS</b>	<b>4</b>
<b>ADOPTION OF MINUTES</b>	<b>4</b>
<b>PUBLIC QUESTION TIME</b>	<b>5</b>
<b>SUSPENSION OF STANDING ORDERS FOR MEMBERS OF THE PUBLIC TO ADDRESS COUNCIL</b>	<b>5</b>
<hr/>	
<b>NOTICES OF MOTION</b>	
6.1 2011/25 - NOTICE OF MOTION IN RESPONSE TO CARBON TAX	8
<hr/>	
<b>ITEMS REFERRED BY THE COUNCIL</b>	
7.1 60 RETREAT ROAD, TRARALGON - TRARALGON PISTOL CLUB REQUEST FOR COUNCIL TO PURCHASE	11
<hr/>	
<b>CORRESPONDENCE</b>	
<hr/>	
<b>PRESENTATION OF PETITIONS</b>	
<hr/>	
<b>CHIEF EXECUTIVE OFFICER</b>	
<hr/>	
<b>ECONOMIC SUSTAINABILITY</b>	
11.2.1 LATROBE REGIONAL AIRPORT 2010/11 ANNUAL REPORT	38
<hr/>	
<b>BUILT AND NATURAL ENVIRONMENT</b>	
11.3.1 PLANNING PERMIT APPLICATION 2011/27 - USE AND DEVELOPMENT OF LAND FOR A DWELLING, 94 NEAVES ROAD, CALLIGNEE	44
11.3.2 PLANNING PERMIT APPLICATION 2011/179 - BUILDINGS AND WORKS ASSOCIATED WITH A TELECOMMUNICATION FACILITY, 2 SASKIA WAY IN MORWELL	62
11.3.3 GASKIN PARK MASTER PLAN - FINAL REPORT	72
11.3.4 PLANNING PERMIT APPLICATION 2010/381 - CONSTRUCTION OF 40 DWELLINGS ON A LOT, 39 QUEENS PARADE, TRARALGON	85
<hr/>	
<b>RECREATION, CULTURE &amp; COMMUNITY INFRASTRUCTURE</b>	
11.4.1 2012 LATROBE CITY SPORTS EXCHANGE PROGRAM	90

## **COMMUNITY LIVEABILITY**

---

11.5.1	STATEMENT OF COMMITMENT TO RECONCILIATION	100
11.5.2	THE ROLE OF LOCAL GOVERNMENT IN EMERGENCY MANAGEMENT	107
11.5.3	COMMUNITY CRIME PREVENTION PUBLIC SAFETY INFRASTRUCTURE FUND	113

## **GOVERNANCE**

---

11.6.1	DOCUMENTS PRESENTED FOR SIGNING AND SEALING	121
11.6.2	ASSEMBLY OF COUNCILLORS	124
11.6.3	AUDIT COMMITTEE REPORT	127

## **ORGANISATIONAL EXCELLENCE**

---

11.7.1	2010/11 ANNUAL REPORT	138
--------	-----------------------	-----

## **URGENT BUSINESS**

---

<b>MEETING CLOSED TO THE PUBLIC</b>		<b>145</b>
-------------------------------------	--	------------

---

## **TEA BREAK**

---

## **ITEMS CLOSED TO THE PUBLIC**

---

15.1	ADOPTION OF MINUTES	149
15.2	CONFIDENTIAL ITEMS	150
15.3	ASSEMBLY OF COUNCILLORS	152
15.4	ITT 13013 - RECONSTRUCTION OF MIDDLE CREEK ROAD AT YINNAR SOUTH	155
15.5	BAD DEBTS REPORT	162

## **CLOSED**

---

**1. Opening Prayer**

The Opening Prayer was read by the Mayor.

**Recognition of Traditional Landholders**

The Recognition of Traditional Landholders was read by the Mayor.

**2. Apologies for Absence**

NIL

**3. Declaration of Interests**

Cr Harriman declared an indirect interest under section 78 of the *Local Government Act* 1989 in Item 6.1 – 2011/25 – Notice of Motion In Response to Carbon Tax

**4. Adoption of Minutes**

**Moved:** Cr Lougheed

**Seconded:** Cr Harriman

**That Council adopts the Minutes of the Ordinary Council Meeting held on 3 October 2011 (CM 359), relating to those items discussed in open Council.**

**CARRIED UNANIMOUSLY**

# **PUBLIC QUESTION TIME**

**Suspension of Standing Orders**

**Moved:** Cr Lougheed

**Seconded:** Cr Gibson

**That Standing Orders be suspended to allow members of the gallery to address Council in support of their submissions.**

**CARRIED UNANIMOUSLY**

Standing Orders were suspended at 7.03 pm

Mr Peter Starky addressed Council in relation to Item 6.1 2011/25 – Notice of Motion in Response to Carbon Tax

Mr Colin Coomber addressed Council in relation to Item 7.1 60 Retreat Road, Traralgon – Traralgon Pistol Club Request for Council to Purchase

Mr Ron Manestar & Mrs Rae Manestar jointly addressed Council in relation to Item 11.3.1 Planning Permit Application 2011/27 – Use and Development of Land for a Dwelling, 94 Neaves Road Callignee

Mr Bill Brown addressed Council in relation to Item 11.3.3 Gaskin Park Master Plan – Final Report

Mr Grant Derham addressed Council in relation to Item 11.3.4 Planning Permit Application 2010/381 – Construction of 40 Dwellings on a Lot, 39 Queens Parade, Traralgon

Mr Michael Nicola addressed Council in relation to Item 11.3.4 Planning Permit Application 2010/381 – Construction of 40 Dwellings on a Lot, 39 Queens Parade, Traralgon

**Resumption of Standing Orders**

**Moved:** Cr Gibson

**Seconded:** Cr O'Callaghan

**That Standing Orders be resumed.**

**CARRIED UNANIMOUSLY**

Standing Orders were resumed at 7.38 pm

# **NOTICES OF MOTION**

**6.1 2011/25 - NOTICE OF MOTION IN RESPONSE TO CARBON TAX**

**CR GIBSON**

**MOTION**

**That Council writes to all members of the Federal Government Multi-Party Committee on Climate Change and the Victorian Premier;**

- a. identifying that the Latrobe Valley will be the hardest hit region in Australia from the Carbon tax and resultant power station closures**
- b. requesting details of firm commitments by the Federal and State Governments to fund and develop new industries that create high skilled secure well-paid jobs in this region to replace those lost;**

**in light of the comments below sourced from LCC Research & submissions and the Senate Select Committee Interim Report (Minority Dissenting ALP)**

- 1. 'electricity generation accounts for 21 percent of Latrobe City's gross domestic product...and is the backbone of the local economy' (LCC 2008, 2011). 'The responsibility for solving our future employment problems rests totally with the Commonwealth and State Governments under no circumstances should we allow them to dodge this responsibility' (LCC 2011).**
- 2. The very recent Interim (Minority Dissenting ALP) Report of the Senate Select Committee on Scrutiny of New Taxes: Carbon Tax Pricing Mechanisms states that 'the Latrobe Valley was identified by the Garnaut Review as a region severely affected by national emissions reductions. Brown coal electricity generation is one of the most emissions-intensive industries in Australia and there may be limited opportunities for the employment of people who may be made redundant in the event of industry decline'. (p 269)**
- 3. The Government Senators Report goes on to state: 'A comprehensive structural adjustment support package will be made available to the workforce of generators which contract with the Government to close. This includes personalised advice on searching for a job; career options and employment programs; information about local job vacancies and access to job search facilities; help with a resume and job applications; and advice on interview skills.' (p 318)**



Cr Harriman left the Chamber at 7.45 pm due to an indirect interest under section 78 of the *Local Government Act 1989*

**Moved:** Cr Gibson

**Seconded:** Cr Kam

**That the Motion be adopted.**

**CARRIED UNANIMOUSLY**

**ADDITIONAL MOTION**

**Moved:** Cr Kam

**Seconded:** Cr Lougheed

**That the responses from the members of the Federal Government Multi-party Committee on Climate Change and the Victorian Premier be tabled at an Ordinary Council meeting.**

**CARRIED UNANIMOUSLY**

Cr Harriman returned to the Chamber at 8.00 pm

.

# **ITEMS REFERRED BY THE COUNCIL**

**7.1** **60 RETREAT ROAD, TRARALGON - TRARALGON PISTOL CLUB REQUEST FOR COUNCIL TO PURCHASE**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to update and seek Council's response to a request from the Traralgon Pistol Club Inc for Council to purchase from VicRoads the club's current site at 60 Retreat Road, Traralgon.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2010-2014.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Recreation*

In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction –*

*Foster the health and wellbeing of the community by promoting active living and participation in community life,*

*and*

*Assess and evaluate recreational trends and opportunities to address community aspirations for passive and active recreational activities.*

*Service Provision – Outdoor Maintenance*

*Manage and maintain sporting reserves across Latrobe City.*

*Legislation – Local Government Act 1989, Section 187.*

*187. Acquisition and compensation*

*(1) A Council may purchase or compulsorily acquire any land which is or may be required by the Council for or in connection with, or as incidental to, the performance of its functions or the exercise of its powers*

*Policy – Council has not adopted a policy in relation to the purchase of property.*

#### **4. BACKGROUND**

The Traralgon Pistol Club Inc. (the Pistol Club) has occupied their current site at 60 Retreat Road, Traralgon, since 1984. An aerial photograph of the subject site is attached to this report (attachment 1).

This land was owned and leased to the Pistol Club by the former Traralgon Water Board. Following the restructure of the water authorities the land was then leased to the Pistol Club by Gippsland Water, the successor authority.

The entire site, Pistol Club, former water reservoir and grazing land is 13.1 hectares in size and is described as Lots 1-7 on TP 586809M and Lots 1 & 2 on TP 753478E. These lots are contained in Certificates of Title Volume 5875 Folio 899 and Volume 5860 Folio 826 respectively (outlined in black in attachment 1).

The portion of the site occupied by the Club is Lots 5 & 6 on TP 586809M and part of Lot 2 on TP 753478E (outlined in white in attachment 1).

VicRoads acquired the land from Gippsland Water in 1996 for use in the proposed Traralgon bypass. Lease agreements were entered into by the Pistol Club and VicRoads in 1999 and 2001 for the entire 13.1 hectare site. In 2003 VicRoads advised the Pistol Club that, should the land not be required for the proposed bypass, in accordance with state government policy it would be sold at auction rather than private treaty. The club subsequently wrote to Council in December 2003 requesting assistance with securing the site.

Council wrote to VicRoads in June 2004 expressing an interest in acquiring the original two hectare site by private treaty on behalf of the Pistol Club, and requested that the land be immediately withdrawn from sale by public auction pending negotiations.

VicRoads advised that the land was not for sale at that time as it was yet to be identified as surplus to their requirements and would remain leased, with Council's expression of interest noted.

Council contacted VicRoads in April 2005 on behalf of the Pistol Club requesting an update on the status of the land and was informed that a further 12 month lease would be entered into until September 2006.

The club contacted Council in August 2008 as they had been advised by VicRoads that the land would soon be declared surplus and sold, possibly in the 2009/10 financial year, and requested that this issue be revisited.

Council sent a further letter to VicRoads requesting confirmation of the advice provided by the Pistol Club and a response was received that the land could be sold to Council if it was required for a public purpose.

Any such purchase would have to be approved by the Government Land Monitor and the sale price would be at market value as assessed by the Valuer-General.

In May 2009, Council wrote to VicRoads to ascertain if it was feasible for this land to be transferred to Council for a nominal consideration. In July 2009, VicRoads responded confirming previous advice "that all lands surplus to requirements is to be sold at market value as assessed by the Valuer-General and in accordance with Government Land Monitor approval".

At its Ordinary Council Meeting held on 2 November 2009 Council resolved:

*That Council takes no further action in relation to the acquisition of 60 Retreat Road, Traralgon, from VicRoads and advises the Traralgon Pistol Club and VicRoads of this decision.*

During 2010 the Pistol Club met with representatives from the Target Rifle Traralgon (Rifle Club) to discuss the possibility of a joint facility.

These discussions prompted the Pistol Club and Rifle Club to write to Council and request that it again reconsider the matter. A copy of respective submissions, (Attachment 6 & 7) from the Pistol Club and Rifle Club is provided for information.

At the ordinary Council meeting held 8 November 2010 Council after considering both submissions resolved as follows:

1. *That Council write to VicRoads to seek a price on only the land occupied by the City of Traralgon Pistol Club.*
2. *That other financial options be explored that would result in the Traralgon Pistol Club and Target Rifle Traralgon Club be located at a joint facility.*
3. *That this matter be brought back before Council in February 2011.*

A further report was presented to the ordinary Council meeting held 21 February 2011 and Council resolved:

*That a further report be presented to Council following receipt of the valuation from VicRoads for the property situated at 60 Retreat Road, Traralgon and further discussions with both the City Of Traralgon Pistol Club and the Target Rifle Traralgon Inc Club.*

Following this resolution, Council Officers have endeavoured to obtain all relevant financial, recreation and long term planning elements following receipt of the valuation from VicRoads and further discussions with both the Traralgon Pistol Club and the Target Rifle Traralgon Club.

## 5. **ISSUES**

In accordance with the Council resolution of the 8 November 2010, i.e. to obtain a purchase price from VicRoads and explore options that would result in the Pistol Club and Rifle Club jointly sharing the Retreat Road facility, the following information is provided:

### *VicRoads*

Since the ordinary Council meeting of the 21 February 2011, VicRoads has advised that the Valuer-General has assessed the Pistol Club facility (2 hectares) and determined that the current market value is \$150,000.

Council officers considered this assessment was higher than anticipated, and engaged another registered Valuer to provide an independent market valuation. This second valuation assessed the Pistol Club site had a market value of \$120,000 as at 23 March 2011, being \$30,000 less than the Valuer General Valuation.

VicRoads have been advised of the difference between the two market valuations and a senior VicRoads officer has advised that VicRoads is prepared to request the Valuer-General re-examine and compare both valuations. In past instance of this type of request, a compromised valuation is normally reached.

The entire Retreat Road site is surplus to VicRoads requirements and the indication is that the land will be listed for sale in early 2012. Accordingly, VicRoads requires a decision from Council concerning the purchase of the land.

If Council declines to acquire the land, VicRoads has advised the Pistol Club that the club will be required to remove the external chain mesh fence and the relocatable toilet block prior to vacating the property. It is understood that the earth walls and other buildings and structures can remain on site.

In exploring possible relocation options, officers have not been able to identify a suitable parcel of Council land to relocate existing buildings, structures and facilities to establish a new shooting range. In the event an alternative site was identified it is unlikely the Pistol Club would have the financial resources to establish a shooting facility on a green field site.

The Pistol Club have advised Council Officers that should they not find premises to use on a long term basis the club would be forced to disband.

#### *VicRoads Land and Existing Pistol Club Site*

The VicRoads land comprises 10.3 hectares Rural Living Zone 2 and the remaining 2.8 hectares is Farm Zone, in total 13.1 hectares. Of this area, approximately 7.4 hectares (or 56 percent of the land) is encumbered with the Environmental Significance Overlay (ESO1) – Urban Coal Buffer. Accordingly any proposed dwelling / construction works within the ESO1 area requires a planning permit and the application would also be referred to the Department of Primary Industry for consideration pursuant to the Latrobe Planning Scheme.

The land occupied by the Pistol Club is a battle-axe shape and has an area of approximately 2.03 hectares – refer attachment 2). This land is zoned part Rural Living Zone 2 (1.5 hectares or 75 %) and part Farm Zone (5,300 m<sup>2</sup> or 25%) as well as being within the Environmental Significance Overlay (ESO1) – Urban Coal Buffer.

The ESO1– Urban Coal Buffer area represents approximately 1.72 hectares or 85% of the Pistol Club site. As mentioned above the ESO1 – Urban Coal Buffer would require a planning permit for any new development, change of use or subdivision and any planning permit application would be referred to the Department of Primary Industry for consideration.

The current Pistol Club facilities have been built over a number of allotment boundaries and it will be necessary to consolidate and reconfigure the title boundaries to assemble the site occupied by the Pistol Club. This subdivision of land will be complex as the existing development is within two Planning Scheme Zones being Rural Living Zone 2 (RLZ2) and Farm Zone as mentioned above. VicRoads would need to be agreeable to any proposed subdivision as it may further delay the sale of the remaining land.

#### *Traralgon Pistol Club and the Target Rifle Traralgon Inc*

Council officers have met with representatives from both the Pistol Club and the Rifle Club to discuss the option of the Rifle Club relocating to a joint facility at Retreat Road. Both the Pistol Club and Rifle Club are of the opinion they can share and further develop the Retreat Road facility. Both clubs have discussed specific shooting requirements, developing a 50 metre shooting range and facility management arrangements etc. To this end, the Pistol Club and Rifle Club have again written to Council (attachment 3 & 4) advising that the respective clubs are prepared to share the facility and enter into a joint long term lease (subject to agreement of the final documentation) should Council acquire the property.

With respect to the Rifle Club, the club currently occupies a Council owned facility in Shakespeare Street, Traralgon. The Rifle Club's facility is adjacent to the public tennis courts, close to the Traralgon Creek and within 15 metres of adjoining residential properties (refer Attachment 5). Both these distance factors and the Traralgon Creek Land Subject to Inundation Overlay (LSIO) severely restrict lengthening the existing 20 metre shooting range and may impact on future use of the shooting range.



Whereas, the Retreat Road site offers the opportunity to develop an unused 50 metre shooting range and provide a greater variety of shooting disciplines and encourage greater participation. Further, any issue from sound emanating from the Retreat Road shooting ranges is unlikely to be of concern as currently the nearest residential dwelling is approximately 280 metres from the existing shooting ranges and the partially constructed 50 metre range is a total 310 metres from the nearest dwelling.

If the Rifle Club was to vacate the facility in Shakespeare Street, it is envisaged that the shooting range high treated pine post timber wall could be removed to incorporate the land into the existing public open space area which would improve the general amenity and views of the area. The actual clubrooms building would become available for another community group/s to utilise. Officers are aware that a local lapidary club (stone & gem club) is presently looking to relocate from Tyers to either Morwell or Traralgon. This group is looking for more a suitable premise closer to its membership base. According to this community group it has found it difficult to attract members, in particular those without transport to the groups existing facility in Tyers.

#### *Local Gun Club Profile*

Both shooting disciplines are recognised international sports and competition events are conducted at regional, state, national and international levels. In the event Council acquired the Retreat Road facility, the clubs have stated that it is their intention to complete the development of the two existing partially developed outdoor ranges. These additional shooting ranges will allow the clubs to offer increased shooting disciplines that will provide a two fold benefit, firstly to increase combined club membership numbers and secondly allow the clubs to attract regional and state shooting events to the Traralgon facility. With such facility improvements, increased participation and competitions, it can be expected that competitors from other regions will attend such shooting competitions and a greater number of local shooters would compete and represent the Latrobe region at other shooting competitions. The result of an increase in sports participation will lead to an increase in Latrobe City's profile amongst shooting club and competitors.

The combined membership of both clubs is in excess of 70 shooters and respective clubs are confident that membership numbers will increase appreciably if they had access to a joint facility.

This increase is expected to be achieved through security of facility tenure and being able to offer a variety of shooting ranges and shooting disciplines which will encourage greater participation.

There are presently 7 active shooting clubs within Latrobe City and 1 shooting club, 1 Km from Moe within Baw Baw Shire. These 8 clubs comprise the following shooting disciplines - 2 x pistol (albeit one with no facilities), 2 x smallbore, 2 x Field and Game clay target shooting and 1 x long range shooting. The respective clubs are:

Traralgon Pistol Club,  
Target Rifle Traralgon,  
Hazelwood Smallbore Rifle Club (Churchill),  
Latrobe Pistol Club (Yallourn North),  
Traralgon Field and Game (Flynn's Creek),  
Moe City Rifle Club,  
Morwell Field and Game (Hernes Oak), and  
Morwell Gun Club (Morwell).

To a large extent the above clubs have been self sufficient in providing and maintaining their respective shooting facilities.

The above shooting clubs do not feature in any of Council's sporting strategies or current recreation plans. The adopted Outdoor Recreation Plans have focused on developing Master Plans for the redevelopment and upgrade of facilities and playing surfaces at Council owned or controlled recreation reserves and facilities. With the exception of the Target Rifle Traralgon, the remaining shooting clubs do not occupy Council owned or controlled land. As a result, shooting as a recreational sporting discipline has not been identified or their requirements addressed in any current Recreation Plan.

As mentioned earlier in the policy section of the report, Council does not have a policy relating to the purchase of land. Council has not purchased recreation land/facilities previously. Recent recreation land vested in Council ownership has been land set aside in residential subdivisions, the majority being linear reserves and parks for passive recreation.

## **6. FINANCIAL AND RESOURCES IMPLICATIONS**

Subject to the approval of the Government Land Monitor, VicRoads is able to sell to Council the land occupied by the Pistol Club.

As mentioned earlier in the report, in the event Council does not purchase the site, the property would be offered for sale on the open market. The respective clubs have indicated that they are not in a position to raise sufficient funds to purchase the site from VicRoads via public auction or by Estate Agent listed sale and are looking to Council to acquire the land and grant a long term lease.

With secure tenure the clubs are prepared to commit their limited financial resources to the further development of facilities, shooting ranges and ongoing maintenance of the premises. With long term secure tenure, the Pistol Club is of the opinion that the group would be able to attract funds from other sources such as government and its peak body. These funds would be utilised to further develop and improve the existing facility.

Council has not provided any funds in the current budget or listed the purchase of the Pistol Club site from VicRoads on the current Capital Works Plan, nor has it been identified on the 4 year Strategic Resource Plan.

If Council was to proceed with purchasing the Pistol Club site, in light of the two market valuations as mentioned above, it is expected that a compromised purchase price for the property could be in the vicinity of \$135,000.

The total cost to acquire this property is estimated to be approximately \$150,000 being the reduced purchase price of \$135,000 and approximately \$15,000 for survey and legal costs.

Should Council wish to acquire an interest in the Pistol Club site, three possible options have been identified:

Option 1 – Council provides funds and purchases the Pistol Club site from VicRoads. The purchase would need to be referred to a future Budget review process for consideration.

Option 2 - VicRoads transfers freehold title of the land to the Department of Sustainability and Environment (DSE). The DSE then reserve the land as Crown Land and appoints Council as the Committee of Management. This process requires consent of respective State Ministers. For this to occur requires VicRoads and DSE to agree that there is sufficient justification, long term value and public benefit in the transfer of land and reserving the land accepting the land at no cost.

Option 3 - Council purchases on behalf of the two clubs who in turn repay Council the monies advanced and eventually received ownership of the property once the debt has been fully discharged. The terms and conditions of such a proposal would need to be very favourable with regard to the loan repayment amounts and loan term. The two clubs may not be prepared to commit such a proposal.

## **7. INTERNAL / EXTERNAL CONSULTATION**

### *Engagement Method Used:*

All correspondence to date has been with the Traralgon Pistol Club, VicRoads and the Target Rifle Traralgon.

### *Details of Community Consultation / Results of Engagement:*

No broad community consultation has been undertaken regarding this matter.

Correspondence supporting the Traralgon Pistol Club request has been received from Mr Peter Hall MLC. Mr Hall also raised the matter in Parliament in May 2010 and made representation to the appropriate State Minister.

A local security firm has also written to encourage Council to secure to the Pistol Club's future by purchasing the site from VicRoads. The security firm have used the range for shooting practise.

## **8. OPTIONS**

Council now has the following options available:

1. Pursue the acquisition of 60 Retreat Road, Traralgon, from VicRoads; or
2. Take no further action concerning the purchase of the property and advise VicRoads and both the Pistol and Rifle Clubs of Council's decision.
3. Request the Victorian State Government transfer the Pistol Club site from VicRoads to the Department of Sustainability and Environment. Further Council request the land be reserved as Crown and Council be appointed the Committee of Management (Land Manager).

With respect to options 1 and 3 it will be necessary to undertake a subdivision to reconfigure title boundaries to create an allotment reflecting the current site layout.

## 9. CONCLUSION

The Pistol Club has been a self sufficient community group that has developed extensive shooting facilities with no assistance or financial contributions from Council.

In the event that the Pistol Club is forced to vacate the existing VicRoads owned facility in Retreat Road Traralgon, there is a very strong possibility that the Pistol Club will disband. The costs to relocate facilities and establish new shooting ranges would be beyond the club's financial resources and require a significant external financial contribution. Accordingly the best outcome for the Traralgon Pistol Club would be to remain at the Retreat Road site and jointly share the facilities with the Rifle Club.

VicRoads has delayed placing the entire Retreat Road property up for sale to allow Council a further opportunity to determine if it wishes to purchase the Pistol Club site.

For Council to secure long term occupancy for both the Pistol and Rifle clubs at the Retreat Road facility, it is considered appropriate for Council to take the following action:

1. Negotiate the freehold purchase of the site directly from VicRoads, or
2. Write to respective State Government Ministers and local Members of Parliament requesting that the Pistol Club site and facilities be transferred from VicRoads ownership to the Department of Sustainability and Environment. Further, Council offers and accepts the appointment of Committee of Management (Land Manager) for the parcel of Crown Land.

## 10. RECOMMENDATION

1. **That Council support continued public ownership of the community built shooting ranges and facilities at 60 Retreat Road Traralgon.**

2. That Council write to the Minister for Roads and Minister for Environment and Climate Change, Local members of Parliament and request that the VicRoads transfer the irregular shaped parcel of land occupied by the Traralgon Pistol Club to the Department of Sustainability and Environment and the land be reserved as Crown Land.
3. That subject to the transfer of land to the Department of Sustainability and Environment, Council agrees to be appointed Committee of Management for the purpose of providing continued community access to the assets provided by the Traralgon Pistol Club.

**Moved:** Cr Vermeulen

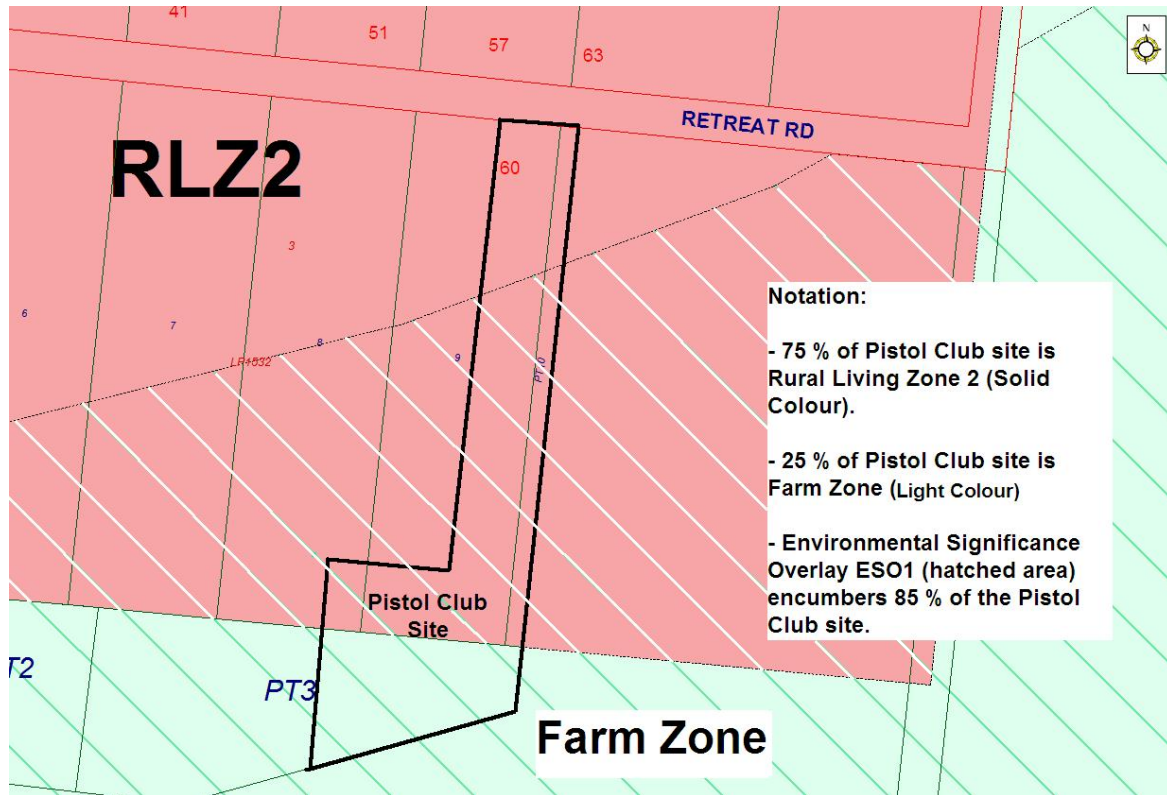
**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**ATTACHMENT 1**  
**Traralgon Pistol Club - 60 Retreat Road**



**ATTACHMENT 2****Pistol Club Zone & Overlay**



ATTACHMENT 3**CITY OF TRARALGON PISTOL CLUB INC.**

ABN: 22 758 982 323

**PO BOX 69  
TRARALGON  
VIC. 3844**

Ref: 06:11

Friday, 10 June 2011

**Mr Henry Morrison  
Coordinator Property &  
Statutory Services  
Latrobe City  
PO Box 264  
MORWELL Vic 3840**

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
RECEIVED 14 JUN 2011	
R/O:	
Comments/Copies Circulated	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/>

Dear Henry

**RE: City of Traralgon Pistol Club, Retreat Road Traralgon**

I refer to our meeting with you held at our range on Retreat Rd., Traralgon, Monday, 30 May 2011 jointly with representatives of Target Rifle Traralgon.

This is to confirm that should, City of Latrobe purchase above property, City of Traralgon Pistol Club Inc is willing to enter into a joint lease arrangement with the smallbore rifle club for the long term lease of above premises.

The terms and conditions of such a Lease is yet to be determined or agreed.

Yours faithfully,

**Vince Peluso  
Hon. Secretary****Copy to: Mr Ross Smith of Target Rifle Traralgon, PO Box 5, Traralgon 3844**

**ATTACHMENT 4**

Henry Morrison  
Coordinator Property and  
Statutory Services  
Latrobe City Traralgon  
P.O Box 264  
Morwell Vic 3840

Target Rifle Traralgon  
President: Luke Easter  
P.O Box 5  
Vic 3844  
Mobile: 0407 395 813  
[easter.luke@gmail.com](mailto:easter.luke@gmail.com)

27/06/11

Dear Henry,

I am writing to you on behalf of Target Rifle Traralgon to inform you of the club's position on the proposed move to the Retreat Road Pistol range.

The members of Target Rifle Traralgon have been informed of the proposed move and at this stage support the idea. However the final decision to move will be subject to the members' approval of formal documentation outlining the full details of the relocation.

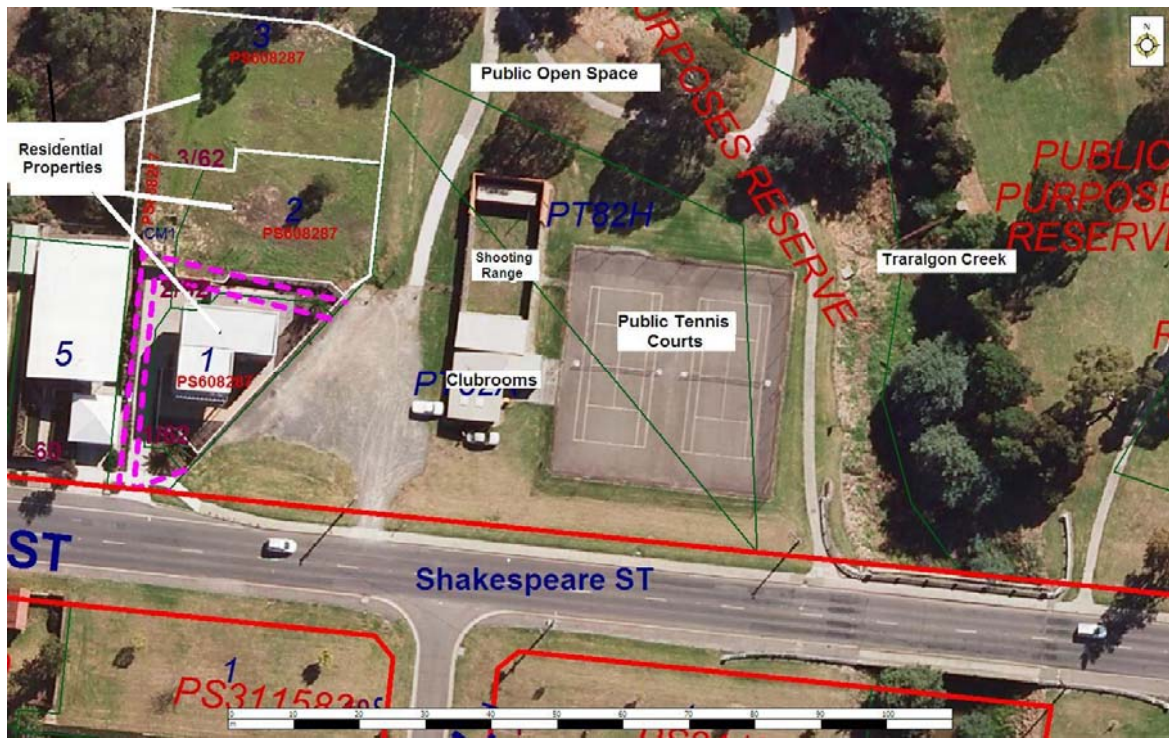
Acknowledgment of this letter would be appreciated.

Regards,

Luke Easter  
President  
Target Rifle Traralgon

**ATTACHMENT 5**

**Target Rifle Traralgon – Shakespeare St**



ATTACHMENT 6**CITY OF TRARALGON  
PISTOL CLUB INC**

Submission to Latrobe City Council  
requesting council to reconsider purchase  
of 60 Retreat Road, Traralgon, as a joint  
pistol & smallbore rifle facility.

May 27, 2010

PO Box 69  
TRARALGON 3844

## Request to reconsider

The City of Traralgon Pistol Club would like council to reconsider its decision of November 2, 2009, to take no further action in relation to the proposed purchase of 60 Retreat Rd., Traralgon.

The club believes that the valuation figure provided to councillors for the area occupied by the pistol range was unrealistically high and further, the suggestion that the best future use of the land is residential development, did not take into account matters including that the land is in the brown coal buffer zone and is subject to frequent ground movement and subsidence which would make it unsuitable for housing.

A further development since council's decision is that we have been approached by Target Rifle Traralgon to shoot on our 50 metre range. This club currently shoots .22 smallbore rifles at its premises in Shakespeare St., Traralgon, and has around 30 members which is similar our club. While initially, it is only interested in using the 50 metre range so that it can offer facilities similar to other Gippsland smallbore clubs, it is not difficult to see that in the future the club could relocate to Retreat Rd. for all matches, freeing up the valuable site it currently has on a 99-year lease. We believe that once the 50m range is developed for smallbore shooting, the Hazelwood Smallbore Rifle Club will also seek to use the facilities on a regular basis.

The pistol club has recently been given 12 months notice to vacate the site so it can be sold by VicRoads and the club has met on site with VicRoads officers to discuss removal of lead contaminated soil in the stop butts and other matters.

Following these developments, the club held an extraordinary general meeting on May 24, 2010 at which it was decided to resubmit a submission to council, and enlist assistance from politicians and the media to push for retention of shooting in Retreat Rd.

We are extremely disappointed that council has not responded to our letter of January 6, 2010 in which we sought assistance to find suitable land on which to relocate our club, nor return several phone calls made in the past month.

## Issues for consideration

We believe the report by the General Manager Governance on which council based its decision of November 2, 2009 is flawed because it bases the indicative valuation of the land on potential future residential development. This figure of \$250,000 for the approximate 2 hectares occupied by the club brings the total value of the 13.185 ha site to almost \$2 million which is unreasonable considering what is on offer.

The land is predominantly within the Urban Coal Buffer which we believe precludes its redevelopment for residential purposes because minimum subdivision size is restricted to about 80 ha. It is a buffer zone because of its nearness to the Loy Yang Power Station. Such a zone is not only to create a buffer from the noise of mining,

which is often quite audible from the pistol club, but also to protect homes from subsidence. Ground movement is a very real problem at the range as virtually every year the club has to adjust door frames and move hinges as the land subsides in response to ground dewatering and mining over the ridge.

The 13.185ha property is divided into five main lots facing Retreat Rd., with three smaller land-locked lots at the rear and a narrow 3m wide strip along the eastern boundary. Given that it is currently zoned rural living and further subdivision should not be allowed within the coal buffer zone, we see the only option for housing development would be to allow houses close to Retreat Rd. on the small area outside the buffer zone. This lessens the desirability of the site for potential developers and therefore the price of the site is likely to be much lower than estimated.

A further issue which council does not appear to be aware is the prevalence of fauna on the site which would be severely disrupted should urban development be allowed. The area of the old water storage basin has a large population of rare growling grass frogs (*Litoria raniformis*), eastern banjo frogs or pobblebons (*Limnodynastes dumerili*), spotted marsh frogs (*Limnodynastes tasmaniensis*) and the eastern common froglet (*Crinia signifera*) which would no doubt mean there would be great concern about the land being carved up for housing. These frogs have co-existed with the pistol range for more than 20 years, breeding in and around the facilities without being disturbed. Cattle grazing on the remaining 11ha does not appear to have disturbed them either as the chorus of frogs can often be heard from the old water storage basin. Closer development of the land will have a devastating effect on these frogs. Pakenham Racecourse has to pay upwards of \$100,000, catch and filter runoff water and set aside 12 ha. of land to protect just three growling grass frogs, so it is doubtful that a developer would be willing to risk escalating costs to protect a population of possibly hundreds of frogs on the Retreat Rd. site.

The rural nature of the site is home to all manner of birds which occupy the trees around the range. Wedgetail eagles are frequent visitors, coming down into the ranges to hunt rabbits and recently, as part of surveys for Birds Australia, a rare barking owl was seen being attacked by butcher birds in a tree on our range. We note that some of the lots within the site have an Environment Significance Overlay and with the highway bypass eventually being developed to the south, this land will form a vital buffer between the open cut and highway on one side and the Traralgon urban development on the other.

## **An opportunity not to be missed**

As stated previously in our submissions to council, pistol shooting in Traralgon is not just a local sport but a regional one serving the whole of Central Gippsland with Olympic target matches. Our members come not just from Latrobe City but also Wellington Shire (8 members), South Gippsland (2) and Baw Baw (1), even though there are established pistol clubs in those municipalities.

We are ideally located and have co-existed with our neighbours for 25 years without complaint. Shooting within walled and baffled ranges such as ours is not noisy and so the suggestion in the report presented to council that "operation of a pistol club may

conflict" with residential development in the future, shows a lack of understanding of our sport. Despite repeated requests to allow councillors and officers to inspect the site and see it operating, only one councillor took the effort to visit. Noise from target loads is not a problem as cows and horses through the fence do not even pause from grazing when shots are fired. We are confident that if council acquired our section of the land, and houses were to be built on the Retreat Rd. frontage of the four remaining large lots, there would be no conflict between uses. Having houses right up to the current smallbore rifle club facilities in Shakespeare St., shows that there is no noise problem from their activities either.

We are the only pistol club between Beaconsfield and Bairnsdale which offers full facilities with reticulated water supply, telephone and electricity. Electricity and telephone allows us to run a monitored security alarm system and closed circuit video cameras which have already caught four intruders since being installed last year. Any new site found with council's assistance will probably not have access to all these utilities.

We implore council to reconsider its decision. Please give the relevant information contained within this submission to the Valuer-General so he can place a realistic value on the 2ha. piece of land we want council to acquire. From our inquiries we believe the realistic figure may be only 25-30% of that suggested and so it would be much more affordable.

It is an opportunity to combine two Olympic shooting sports on land which already has all the facilities and is not in danger of being built out, which is why the club was placed within the coal buffer zone in the first place, with the support of Traralgon City Council which was acknowledged by the naming of the club after the city. It would be a sad day if the foresight of the former city fathers was denied by its modern day successors on a mistaken premise that the land is valuable future urban development land.

Traralgon may have limited land for future urban growth because of the flood plain to the north and the open cut to the south, but please do not base your decision in our case on a wish that you may one day be able to turn subsiding coal buffer zone land into houses.

If our future can be secured on the Retreat Rd. site, the club will be able to continue development with the assistance of the smallbore shooters and we will quickly have a facility to match those in other regional areas of the state. Our development has stagnated because of uncertainty of tenure on the site and we have therefore missed out on valuable government grants. By council acquiring the site and leasing it to us, we will be able to develop a shooting complex of which Latrobe City can be proud.

Colin Coomber  
Hon. Secretary  
City of Traralgon Pistol Club



**ATTACHMENT 7**

## Target Rifle Traralgon INC

Captain Frank Ameerbeg  
 President Luke Easter  
 Secretary David Garrett  
 Treasurer Ross Smith  
 Handicapper Mike Thompson  
 E-mail [rosscarmel@vic.australis.com.au](mailto:rosscarmel@vic.australis.com.au)  
 WEB [www.traralgontargetrifle.webs.com](http://www.traralgontargetrifle.webs.com)  
 P.O. Box 5  
 Traralgon Vic 3844

1 June 2010

Mr Paul Buckley  
 Chief Executive Officer  
 Latrobe City Council  
 P.O. Box 264  
 MORWELL Vic 3844

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
RECEIVED	
- 3 JUN 2010	
R/O:	Doc No.
Commitment/Copies Circulated to:	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

Dear Mr Buckley

Target Rifle Traralgon urges Latrobe City Council to reconsider its decision of November 2, 2009, not to proceed with the purchase of the Traralgon Pistol Club range at 60 Retreat Rd., Traralgon.

We believe that securing the future of the site which is to be sold by VicRoads after April 1 next year, will allow the development of first class joint pistol and smallbore rifle facilities.

This matter is urgent as the VicRoads lease requires the pistol club to dismantle much of the facilities including toilets, fencing and shedding prior to hand back of the property. The club will have to begin this process later this year, if council cannot find a way to secure the club's future at the site.

We note that in Parliament Peter Hall MP has called on the State Government to donate the 2ha. Pistol club site so shooting can continue there. Perhaps council representations along these lines might also prove a way of securing the land for joint pistol and smallbore facilities.

Attached is Target Rifle Traralgon's submission which details our need to develop a 50m facility which the Retreat Rd site can provide with minimum works. Shooting at such a distance is not possible at our Shakespeare St. range.

Acknowledgment of this submission would be appreciated

Regards

Ross Smith

TILSONBERG TARGET RIFLE TRARALGON



## Target Rifle Traralgon INC

Captain Frank Ameerbeg  
President Luke Easter  
Secretary David Garrett  
Treasurer Ross Smith  
Handicapper Mike Thompson  
1 June 2010

### **Joint 50 Metre Range**

#### **Traralgon Pistol Club INC and Target Rifle Traralgon INC**

##### **STAGE 1**

##### **Background.**

About 7 years ago members of the Traralgon Smallbore as it was then known and Hazelwood Smallbore rifle Club had a meeting with Traralgon Pistol club with the view of setting up a 50 metre facility at the Pistol Club in Retreat road Traralgon. That meeting was attended by myself and Kevin Beer from Hazelwood and others from Traralgon Small Bore and several members of the Pistol club

Over many years the Pistol club and the Smallbore club have at times had inter club competitions in an effort to develop both clubs. Numbers have fluctuated in both clubs and certainly there is renewed interest in shooting with smallbore boasting 27 members with further keen interest on a weekly basis. Hazelwood would have around 20 members

The main outcome of the meeting five years ago was two- fold. Pistol Club had no objection to dual usage however the range at that stage needed some development for safety reasons and we would need to contribute some funding and attend working bees with them for the 50M range to be made safe to use

Another issue at the time was that the lease was only being renewed for a short period at a time. This was because of the uncertainty of the proposed route of the Traralgon By-pass. We decided not to put money and effort into a project that may be short lived.

Our club commented that the area appeared to be somewhat of an environment sensitive area for several reasons. At the time we could not envisage the freeway being built on the actual site of the pistol club for this very reason. Due to leasing arrangements and lack of funding available by our club we decided not to proceed as stated above but agreed to keep in touch with contact being maintained on an informal basis through the shooting net work. We have been able to track developments with the freeway through the paper and other public media

Approximately 18 months ago a sub committee was formed to conduct feasibility study into development of a 50metre range

Ross Smith, John Lister-Best and Ian McLaren head that committee.

**A.D.U.L.T Range****A**ny **D**istance **U** Like to **T**ry

The catcher itself consists of a 6MM steel roasting spit in excellent condition 1500mm long 600mm wide and 600mm deep  
This is mounted on a trail bike like trailer specially built to include a deflection plate angled at 45 degrees to send the projectiles into the catcher The deflection plate is 1800mm long and 700mm wide. The trailer is somewhat open on the floor and will have a protective cover over the front mudguard  
This is similar to the arrangements at most ranges with the added advantage of being portable and complying with the range requirement to catch the lead

The spit will have 300mm pieces of wood in the bottom to arrest the lead. The trailer will have a target frame as well as any necessary woodwork and rubber belting to prevent splash back, considered unlikely.

When designing the **a.d.u.l.t** range it was known electronic targets were becoming more user friendly. Target Rifle Victoria are to make electronic targets available for 50M and I see that we have an ideal setup to try electronic targets on this new portable range facility. The pistol club facility has power available to run the computer system Target Rifle Victoria are aware of this developments and have indicated they are keen on the whole idea and these matters will be discussed at the Annual Congress meeting at the end of June. The electronic targets can also be used 15M to 300M from pistol to fullbore making a joint facility more up to speed with modern technology

Range will be ready to collect by 3<sup>rd</sup> June at the latest

**Other Matters.**

Sometime after we started to proceed with funding and plans to shoot at the Pistol club, the Smallbore club had an impromptu visit from John Quinlivan from the pistol club. John simply called at the club while I was test firing

John told us in simple terms that the pistol club was being thrown out of their facility as Vic Roads were selling the land.

I was somewhat in shock and outlined our plans to John and I guess he was somewhat surprised with our developments and that they were so far advanced without pistol club knowledge. The development had taken place because of the public knowledge of the proposed route and buffer for the by-pass

John was keen to inspect our facility for usage by the Pistol Club however while the Pistol club would be most welcome, safety requirements for baffles, they need to be able to catch lead and meet council requirements to use the range. Inspector of Ranges requirements would need to be sought. Pistol shooting would be a stand-alone event at the smallbore facility. He spoke of air pistol and we have the space for that discipline Given the nature of Smallbore and Pistol shooting, Smallbore can easily be shot at a Pistol range but requirements for the Pistol range at a Smallbore range would be much more stringent and a simple visit to both facilities would verify this.

We have no funds to set-up a facility for pistol safety requirements at smallbore. We only have formal police approval for shooting of a Wednesday night. At that meeting I outlined to John what we had in the pipeline in regard to a joint facility.

John discussed the history and forming of the Pistol Club at Traralgon and their facility generally.

Since that meeting I have been to the pistol club to collect their range template and a further visit to deliver the template and confirm that they were taking steps to secure their future and at least retain a facility within Traralgon.

### **Relocation**

Three of our current members were members of the Traralgon Smallbore rifle club when it was located next to the Elderly Citizens centre next to Victory Park in Traralgon. The city relocated the club from this site on a new for old basis and a 99-year lease. We are thankful and happy with the current 20M facility but need to develop at least 50M to retain interest and grow the club.

The Moe Fullbore rifle club lost some of their ground due to highway duplication some year's back and I was a member of that club prior to this. Vic roads contributed an extra lot of targets as compensation for loss of part of a facility. These targets can be seen from the highway.

### **Joint Facility**

For many years Traralgon Smallbore have talked about a joint facility with the Pistol club.

We have one of the best 20M facilities that I have used and keen to retain the facility.

What is lacking that is available in other Shires is a 50M facility.

Shooting has change in recent years with the introduction of a modern discipline called Benchrest Shooting.

This opens opportunities for all ages and most **disabilities**. We are more of an **inclusive** club than ever in the history of Smallbore shooting.

Within some distance of Traralgon we have Leongatha, Lang Lang and Sale all with 50 M facilities. MISC Melbourne is a shared facility and so is Ballarat East and there are others in Victoria.

There is no 50M facility in this city. Traralgon Smallbore has the biggest growth in Victoria and needs a 50M facility to retain interest and growth. The ideal situation is to have a shared facility within the town boundary and the ideal setup would be a shared facility with the pistol club given the similarities between the two sports.

We shoot low velocity 22 ammunition similar to more than one of the pistol club disciplines. Noise factor is the same being the same type of ammunition.

We have been fearful for many years that the residential development close to our facility may mean the end of our club if a new home could not be found. 20M and 50 M can easily be conducted on the same range and especially with a portable bullet catcher.

We appreciate that there will be operational issues such as time and costing however both clubs are mature enough to work together

In a survey conducted last year we listed the need for a 50m facility as part of a new sporting complex. The survey was to cost about \$80,000 with results known by March as advised by Russell Northe member for Morwell. This combined facility issue has not been put to his office at this stage

As we say hello to June I don't believe there is a result yet.

Maybe you could imagine that this area has been earmarked for the sporting complex.

I trust this data is of some use for you to put a joint submission to either retain the current facility or to obtain a new facility and in either case we are hopeful of being able to share at least a 50m facility with the Traralgon Pistol club.

Any queries or concerns should be addressed to Ross Smith

Contact Number is 51740967

# **ECONOMIC SUSTAINABILITY**

**11.2.1 LATROBE REGIONAL AIRPORT 2010/11 ANNUAL REPORT**

**AUTHOR:** General Manager Economic Sustainability  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to request Council to note the Latrobe Regional Airport Annual Report 2010-2011 on the operations for the year ended 30 June 2011.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Council's Latrobe 2026 vision document and the Council Plan 2011-2015, in that it provides information on the activities of the Latrobe Regional Airport which achieve the following objectives.

*Latrobe 2026 and Council Plan 2011 – 2015*

*Latrobe 2026*

*Community Vision - Economy*

In 2026, Latrobe Valley has a strong and diverse economy built on innovative and sustainable enterprise. As the vibrant business centre of Gippsland, it contributes to the regional and broader economies, whilst providing opportunities and prosperity for our local community.

*Council Plan 2011-2015*

*This report is consistent with the Council Plan 2011-2015 shaping our future themes "Gippsland Regional City" and "Attract, retain, support".*

*Economy – Strategic Directions*

Promote and support the development of existing and new infrastructure to enhance the social and economic well being of the municipality.

Develop and implement economic development actions to encourage business retention and growth.

Ensure well planned infrastructure that enhances the marketability of the municipality to industries, residents and investors.

Continue implementation of the Latrobe Regional Airport Master Plan.

#### *Strategy/Plans*

This report is consistent with Council's adopted Economic Sustainability Strategy 2011 - 2015. This strategy identifies actions to consolidate Latrobe City's position as a major Victorian regional centre and aims to drive economic growth, facilitate sustainable economic development, diversify the economic base, capture opportunities arising from a low carbon economy and deliver growth in employment opportunities for the Latrobe City community.

This report is consistent with the Latrobe Regional Airport Master Plan 2009 which provides a 20 year blueprint and identifies infrastructure upgrades, planning and other changes required to enable continued growth and development of the Latrobe Regional Airport.

#### *Legislative Framework*

The Latrobe Regional Airport is wholly owned by the Latrobe City Council and operates under the management of the Latrobe Regional Airport Board. Under Section 4(b) of the Deed of Delegation from Latrobe City Council to the Latrobe Regional Airport Board, a progress report is to be provided to Council quarterly and annually.

#### **4. BACKGROUND**

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

Under Section 4(b) 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 other significant matters.

On 26 September 2011 the Latrobe Regional Airport Board resolved the following:

*That the Latrobe Regional Airport Annual Report for 2010/2011 as presented be adopted.*

As a result the Latrobe Regional Airport Annual Report is now presented to Council for noting.

## 5. **ISSUES**

The significant activities undertaken during the year are outlined below.

### *Application for Regional Development Australia Funds*

An application for funding through the Federal Regional Australia Development Fund was submitted in June this year. This funding, in conjunction with funding from the State Government, will enable the Latrobe Regional Airport to upgrade the facilities and assist GippsAero to grow the aircraft manufacturing business and significantly increase employment in this sector. *(Advice has been received that this application was unsuccessful).*

### *Residential Airpark Investigations*

During the year investigation and benchmarking continued into the establishment of a Residential Airpark at Latrobe Regional Airport. The investigation is being conducted in conjunction with the passage of a planning amendment to give effect to this project and provide protection for airport operations into the future. *(This project is currently on hold pending further discussion with objectors to the proposal).*

### *Department of Sustainability and Environment (DSE) Airbase*

The DSE are continuing to upgrade the aerial firebase at Latrobe Regional Airport. The base now has the fire control centre, storage facility, aircraft hardstand and loading facilities all completed, and construction commenced on the pilot and crew rest and briefing rooms.



### *GippsAero*

With the creation of the new GippsAero, a joint venture between the former Gippsland Aeronautics and Indian multinational Mahindra Aerospace, aircraft production at Latrobe Regional Airport has increased markedly. With this increased production has come an increase in employment and the firm now employs 160 staff.

GippsAero has indicated plans for further production increases including two new models of the Airvan family of aircraft at Latrobe Regional Airport.

### *CASA Annual Airport Inspection*

The Civil Aviation Safety Authority (CASA) is required to carry out an airport inspection every year of all registered aerodromes which includes Latrobe Regional Airport.

Due to a change in inspectors and a subsequent increase in workload, the CASA inspection has not been carried out this year. However the General Manager has been in close contact with the new inspector and has confirmed that the Latrobe Regional Airport continues to be run in a safe and well maintained condition. The General Manager has invited the new CASA inspector to visit Latrobe Regional Airport at his earliest opportunity.

## **6. FINANCIAL AND RESOURCES IMPLICATIONS**

The Airport was operated in line with the 2010/11 adopted recurrent budget of \$489,500 as detailed in the finance report attached, with a minor unfavourable variance of \$5,127.

## **7. INTERNAL / EXTERNAL 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.

## **8. OPTIONS**

Council may choose to:

1. Note the Latrobe Regional Airport Board annual report; or
2. Seek further clarification in respect to the Latrobe Regional Airport Board annual report.

## 9. CONCLUSION

This year Latrobe Regional Airport has continued to strengthen its position as a significant contributor to the Latrobe, Gippsland and Victorian economy. The Airport is a catalyst for significant employment with more than 160 jobs on site. It is home to Australia's only commercial aircraft manufacturer and exporter, and it is developing as a hub in the aerospace industry in Victoria.

The 2010/2011 financial year finished within with the adopted budget.

All 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.

## 10. RECOMMENDATION

**That Council notes the Latrobe Regional Airport Annual Report 2010-2011.**

**Moved:** Cr Middlemiss

**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

# LATROBE REGIONAL AIRPORT ANNUAL REPORT 2010-2011



## Contents

Chair's Message .....	3
The Latrobe Regional Airport Board .....	4
Latrobe Regional Airport Development .....	5
Residential Airpark Investigations .....	6
Emergency Services.....	7-8
Major Tenant - GippsAero .....	9
Financial Statement <i>FOR YEAR ENDED 30 JUNE 2011</i> .....	10
Key Statistics .....	11
The Year Ahead.....	12

## Chair's Message

As Chair of the Latrobe Regional Airport Board, I am pleased to report that the Latrobe Regional Airport has continued to develop as a hub for aviation aerospace and a growing employment catalyst for Latrobe City and the greater Gippsland community.

The Latrobe Regional Airport's 2009 Master Plan indicates that one of the priorities for the Airport Board is to grow the emergency services precinct. During the past year we have seen the first deployment of an Erickson Skycrane fire fighting helicopter outside the metropolitan area. Latrobe Regional Airport hosted "Marty" over the 2010/11 summer. Indications are that this practice will continue in coming years.

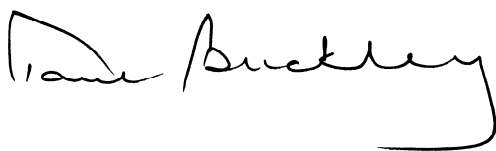


In addition, the Department of Sustainability and Environment has commenced the final stage of development of its regional fire base at Latrobe Regional Airport.

The 2010/11 year has also seen a significant increase in employment at Latrobe Regional Airport with new company GippsAero almost doubling its workforce. The new company, a division of Indian multinational, Mahindra Aerospace, is increasing its aircraft production and range of aircraft at Latrobe Regional Airport, and has plans to produce at least three Airvan variants at this site.

The development of the Commercial Airpark continues to take advantage of evolving business opportunities, including the first commercial helicopter operation at the Airport. Gippsland Helicopters commenced flying training operations in February 2011, and is a welcome addition to the diverse activities at Latrobe Regional Airport.

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



PAUL BUCKLEY

**Chair**

Latrobe Regional Airport Board

## The Latrobe Regional Airport Board

The members of the Latrobe Regional Airport Board are:



Mr Paul Buckley (Chair)



Cr Graeme Middlemiss



Mr Graham Talmage



Mrs May Sennett



Mr Gerard Lappin



Mr Barry Richards

The Latrobe Regional Airport Board is comprised of six members, two of whom represent Council and four 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 the period to 2014 are Mr Paul Buckley (Chair), Cr Graeme Middlemiss, Ms May Sennett, Mr Graham Talmage, Mr Barry Richards and Mr Gerard Lappin.

The Latrobe Regional Airport Board has taken a pro-active stance in developing its vision for the Latrobe Regional Airport by adopting the Master Plan 2009 and associated documents, and ensuring that this vital community asset continues to develop and grow for future generations.

## Latrobe Regional Airport Development

The Latrobe Regional Airport continues its role as a regional hub for aviation/aerospace business and emergency services under the guidelines of the Master Plan 2009.

The Master Plan 2009 determines the long term status of the Airport as a vital emergency services facility, and introduces a planning amendment to allow the proper development of the Airport, and protection for the Airport and adjacent communities from inappropriate development. The planning amendment is currently proceeding through the required statutory process and it is planned to be approved by the Minister in 2012.

During the year the Latrobe Regional Airport Board and Latrobe City Council, applied for Commonwealth and State Government Grants to fund an infrastructure development project on the airport.

These grants, if successful, will enable a major upgrade and expansion of current facilities, and provide the avenue to further accommodate the ever growing GippsAero facility. This in turn will see jobs on the airport increase to an estimated 300+.



## Residential airpark investigations

The Latrobe Regional Airport Master Plan 2009 incorporates an area for an aviation enthusiasts' **Residential Airpark**. Such airparks are very popular overseas, and there are a number already in development throughout Australia.

Preliminary investigations were carried out this year on a number of airparks in Australia to provide some benchmarking and give an overview of what an airpark might look like at Latrobe Regional Airport.

The investigation has looked at the various airports' background, surrounding community, existing facilities, established need, the airport Master Plan, development guidelines etc.

Further investigation will be undertaken once the planning amendment currently in process, has been finalised.



Narromine Residential Airpark



## Emergency Services

### *Further Development at DSE Fire Base*

The Department of Sustainability and Environment (DSE) has completed the initial development of the regional air base at Latrobe Regional Airport. This development now has a fully equipped control centre, aircraft loading pad and tanks, storage shed and paved parking for vehicles and aircraft.

The second stage of this development is a pilot and crew rest and ready room which is currently under construction.

The commitment of the state government through DSE in the development of this base, highlights the importance of the Latrobe Regional Airport as the strategic centre of emergency services for the Gippsland region.



## ***Medical Emergency Operations***

Helimed 1 continues to fly in the order of 500 missions per year in its life saving rescue and patient transfer role from its modern base at Latrobe Regional Airport.

Helimed 1 has been operating from Latrobe Regional Airport for the past 31 years, and with the completion of their new state-of-the-art facility in 2008, have a commitment to remain at Latrobe Regional Airport for at least the next 20 years.

The Helimed 1 base has the facility to operate and maintain two emergency helicopters at any one time, and the Bell 412 jet helicopters in their red and white livery are a familiar and comforting site around the Gippsland Region.



## Major Tenant - GippsAero

### *Manufacturing the Airvan Family*

During the year, Gippsland Aeronautics, in partnership with Indian company Mahindra Aerospace, formed the new GippsAero. GippsAero has confirmed its commitment to continue and expand the manufacture of the Airvan family of aircraft at Latrobe Regional Airport.

The future plans of GippsAero include the production of two new aircraft – the GA10 – a ten seat version of the GA8 Airvan, and a new 18 seat, twin engine Airvan, the GA18, to cater to this growing market in the worldwide aviation and aerospace industry. GippsAero propose to have the GA10 prototype flying in early 2012, and the GA18 certified by 2014.

Along with increased aircraft production will come significant increases in employment in the aviation industry, which is the cornerstone of the Latrobe Regional Airport Board's focus for the Latrobe Regional Airport. Already GippsAero have added 70 new jobs since taking over in July 2010.

The Latrobe Regional Airport Board looks forward to a long and mutually satisfactory partnership with GippsAero and Mahindra Aerospace.



New production hangar



GA18 Airvan

## Financial Statement *FOR YEAR ENDED 30 JUNE 2011*

The year ended in line with the adopted budget with a minor negative variance.

	Actual	Adopted Budget
<b>Net Results by Cost Centre</b>		
Latrobe Regional Airport Management	114,212	118,800
Latrobe Regional Airport - LANDSIDE	(204,838)	(217,300)
Latrobe Regional Airport - AIRSIDE	6,795	9,100
Latrobe Regional Airport - General Mainte	88,959	89,400
<b>Net Result</b>	<b>5,127</b>	<b>0</b>
<b>Net Results by Account Group</b>		
<b>Income:</b>		
Other *	(65,648)	(65,973)
Residence	(12,640)	(12,600)
Terminal Building	(875)	(875)
Commercial	(318,128)	(319,138)
Trading / Light Commercial	(28,152)	(30,425)
Recreational / Non-Trading	(33,948)	(35,312)
Community Group/Service	(150)	(200)
Farm / Agistment	(19,962)	(19,964)
<b>Total Income</b>	<b>(479,504)</b>	<b>(484,487)</b>
<b>Expenditure:</b>		
Salaries Wages & Oncosts	170,725	169,004
Other Employee Costs	13,644	15,538
Materials & Contracts	118,780	119,645
Internal Charge Costs	181,482	180,300
<b>Total Expenditure</b>	<b>484,631</b>	<b>484,487</b>
<b>Net Result - Recurrent</b>	<b>5,127</b>	<b>0</b>
<b>Closing Balance of Capital Works Reserve</b>		<u><b>728,929</b></u>
(Closing Balance includes \$334,300 funding for GippsAero production hangar)		

*\*Includes \$50,000 Latrobe City Council contribution to Latrobe Regional Airport*

## 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 03L/21R 537 metres
- Pilot activated lighting (PAL) on 03/21
- Radio Navigation Aid, Non Directional Beacon
- Fully sealed apron
- 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 Sustainability & Environment fire bomber base and Helimed helicopter ambulance and Rescue
- Charter flights available to anywhere in Australia
- Serviced land available with direct access to runways for aviation-related business activities



## The Year Ahead

Each year the Latrobe Regional Airport is presented with exciting challenges and opportunities, and the coming year will be no exception.

It is becoming more evident that job creation in non-traditional vocations in the Latrobe Valley will take on a greater relevance in coming years.

The Latrobe Regional Airport is at the forefront of providing the opportunity for aviation business expansion and job creation in the Latrobe Valley. The support of all tiers of Government in relation to the current grant applications will provide the stimulus for Latrobe Regional Airport to expand and develop further as the vital community asset that it has become.



# BUILT AND NATURAL ENVIRONMENT

**11.3.1 PLANNING PERMIT APPLICATION 2011/27 - USE AND DEVELOPMENT OF LAND FOR A DWELLING, 94 NEAVES ROAD, CALLIGNEE**

**AUTHOR:** General Manager Built and Natural Environment  
**(ATTACHMENT - YES)**

**1. PURPOSE**

The purpose of this report is to determine Planning Permit Application 2011/27 for the use and development of land for a dwelling at 94 Neaves Road, Callignee.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

The discussions and recommendations of this report are consistent with the provisions of the Planning and Environment Act 1987 (the Act) and the Latrobe Planning Scheme (the Scheme), which apply to this application.

Latrobe 2026: The Community Vision for Latrobe Valley

*Strategic Objective – Built Environment*

- In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community.

Latrobe City Council Plan 2011-2015

*Strategic Direction – Built Environment*

- Promote and support high quality urban design within the built environment; and
- Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.



#### 4. BACKGROUND

##### 4.1 SUMMARY

Land:	Lot 3 Plan of Subdivision 131452, known as 94 Neaves Road, Callignee
Proponent:	Latrobe Valley Drafting Pty Ltd
Zoning:	Farming Zone
Overlay	Wildfire Management Overlay

A Planning Permit is required pursuant to the following Clauses of the Scheme:

- Clauses 35.07-1; to use land of less than 40 hectares within the Farming Zone for a dwelling;
- Clause 35.07-4; to construct a building and undertake works associated with a Section 2 Use within the Farming Zone; and
- Clause 44.06; to construct a building to be used for accommodation within the Wildfire Management Overlay.

##### 4.2 PROPOSAL

The application is for the use and development of land for a dwelling. The proposed dwelling will comprise a single storey, three bedrooms and a study, and a large double garage, constructed of a standard red brick base and edges with the infill comprising natural stone. The dwelling will have zincalume sheet roofing. A large verandah and alfresco area extend the dwellings northern and eastern elevations. The building is proposed to be located 91 metres from the western site boundary, and 40 metres from the northern site boundary. Access is obtained via an existing gate and informal vehicle crossing to Neaves Road, set approximately 30 metres off the northern site boundary.

The application acknowledges that the land owners intend to operate a small scale cattle grazing operation from the subject land. The applicant has advised that allowing the land owners to reside on site will allow the overall productivity of the site by running a vealer beef herd with 10 weaner cattle being fattened on the site at any one time.

#### Subject Land:

The subject land comprises an overall site area of 3.1 hectares and is rectangular in shape, adjoining Neaves Road along the western site boundary. The site falls 60 metres from the western site boundary toward the east. There is an existing informal access arrangement approximately 30 metres from the northern site boundary onto Neaves Road. The site is largely vacant save a pocket of vegetation toward the south western site boundary and an existing shed. There is some scattered vegetation surrounding the shed area and no internal access tracks exist. The site is currently leased to a nearby farmer for grazing purposes.

The northern site boundary measures 289 metres, the southern site boundary measures 304 metres, the western site boundary measures 106 metres and the eastern site boundary measures 107.5 metres. There is an electricity supply easement located at the centre of the site.

#### Surrounding Land Use:

The subject land is located approximately 15 kilometres south of the Traralgon township boundary, 5 kilometres from the Traralgon South township, and 1.8 kilometres south-west of the reconstructed Callignee Community Hall. The area was affected by bushfires in February 2009.

There are a number of surrounding parcels used for grazing and other similar agricultural land uses. There are three smaller, 3-5 hectare lots located directly to the south of the subject land. Each of these lots contained a dwelling prior to the 2009 bushfires, with now only one dwelling remaining. Despite the small instance of 3-4 hectare lots, the character of this area is predominantly large lots ranging from 12-20 hectares.

Many of the adjoining lots have previously contained dwellings and typical outbuildings on a variety of lot sizes, and for a range of agriculture related land uses whether directly associated with farming or leased to adjoining land owners.

To the north east of the site is a large farming property used primarily for grazing over five parcels of land totalling 158 hectares.

There are significant parcels of land to the south west of the site which are lots used for timber plantations.

Scattered throughout Callignee are pockets of rural living development, particularly along Lyndons Road (approximately 2.5 kilometres to the north east), Traralgon-Balook Road (approximately 3 kilometres to the north), and along Redhill Road (approximately 4 kilometres to the north west). There are other pockets of small lots within a five kilometre radius of the site, being at Browns Road, Factory Road, and the southern end of Redhill Road. Each of these clusters contains in excess of ten lots.

Further to the south east of the site is a State Forest extending into the Strzelecki Ranges.

North: 160 Neaves Road, Callignee  
This site contains a single dwelling on a lot of approximately 20 hectares. Approximately half the site is covered in vegetation with the remainder being used for grazing of cattle.

South: 90 Neaves Road, Callignee  
This site contains a single dwelling on a lot of approximately 3.8 hectares. This site is leased to an adjoining owner for grazing associated with a larger farming lot.

East: To the west of the site is a 26 hectare parcel of land containing a hayshed, which forms one parcel of a larger property comprising 158 hectares. This parcel is landlocked; however access to this site is obtained over the adjoining lots forming part of the property. This site contains a mixture of dense vegetation and cleared, grazed land.

West: 95 Neaves Road, Callignee  
This site contains a single dwelling and associated outbuildings on a lot of approximately 13 hectares.

### **4.3 HISTORY OF APPLICATION**

A planning permit was issued for the use and development of a dwelling on 2 April 2004 (Planning Permit 04009).

This permit was extended in February 2006 to allow works to commence by 2008. No works had commenced by March 2008 and the permit was again extended. In this time, the zoning of the land was changed from the now defunct Rural Zone, to become the Farming Zone, and a Wildfire Management Overlay was placed over the site.

An extension of time to planning permit 04009 was requested in March 2010 which was refused by Council given the changes to the planning controls affecting the site.

The history of assessment of planning permit application 2011/27 is set out in Attachment 1.

The provisions of the Scheme that are relevant to the subject application have been included at Attachment 2.

## 5. **ISSUES**

The lot is contained within the Farming Zone and is less than 40 hectares in area. The use and development of the land for a dwelling is therefore a discretionary consideration for Council. An application must demonstrate its consistency with the relevant Planning Scheme provisions, in particular the Farming Zone decision guidelines. Further, the land is affected by the Wildfire Management Overlay and must address these controls.

Clause 65 of the Scheme states that *'Because a permit can be granted does not imply that a permit should or will be granted.'*

Despite a previous approval being given for a dwelling on the site, it is not considered appropriate given the current planning controls affecting the land.

Whilst the subject land was purchased by the current land owners with a planning permit for a dwelling, and the creation of the lot provided some expectation of the eventual development of a dwelling, the Farming Zone was introduced to provide a controlled development of dwellings in agricultural areas. The Farming Zone provides a greater emphasis on the required link between a dwelling and an agricultural use in order to be reasonably required within areas zoned for farming.

There are two key issues in this case; the first is whether the dwelling is appropriate having regard to the zoning and the character of the area. The second issue is whether the proposed use of the land is primarily for a dwelling or an agricultural activity for which a dwelling is reasonably required.

### 5.1 **STATE AND LOCAL PLANNING POLICY FRAMEWORK**

There are a number of state and local planning policies that apply to the consideration of this application.

In particular, State Planning Policy relates to the protection of the State's agricultural base, including protecting productive farmland which is of strategic significance in the local or regional context.

Clause 11.02-1 seeks to ensure that in planning for urban growth, opportunities for urban consolidation and infill development within existing urban areas is to be achieved.

The strategies to achieve the rural productivity objective as specified under Clause 11.05-3 of the State Planning Policy Framework are as follows:

- *Prevent inappropriately dispersed urban activities in rural areas.*
- *Limit new housing development in rural areas, including:*
  - *Directing housing growth into existing settlements.*
  - *Discouraging development of isolated small lots in the rural zones from use for single dwellings, rural living or other incompatible uses.*
  - *Encouraging consolidation of existing isolated small lots in rural zones*
- *Restructure old and inappropriate subdivisions.*

These policies are designed to direct growth of this type into designated rural living areas and existing townships and not fragment productive farmland by encouraging subdivision pattern contrary to the Farming Zone.

This clause further states the objectives to direct growth into existing urban settlements and limiting urban sprawl.

The Municipal Strategic Statement (MSS) of the Scheme, under Clause 21.07-5 (Agriculture Overview), further states that *'there remains a need to improve dairy industry efficiency, protect the agricultural land resource base and encourage new sustainable enterprises amid ongoing structural changes in rural industries.'*

One of the strategies under Clause 21.07-5 of the Municipal Strategic Statement is to *'limit subdivision, use or development of land that should be incompatible with the utilisation of the land for sustainable resource use'*.

The Local Planning Policy Framework provides general directions regarding agriculture and farming activities. The framework acknowledges there is a pressure for rural living development and it states that high value rural land and natural resources need to be protected.

The proposed use and development of a dwelling on the site does not meet the objectives and/or strategies of the above State and Local Planning Policy Frameworks. The use and development of a dwelling may compromise the viability of the genuine agricultural pursuits in the area and restrict the possible future expansion of these operations.

The proposed farm operation is of a small scale and appears to be an ancillary component to the use of the land for a dwelling, rather than the dwelling being required to support this use.

## **5.2 FARMING ZONE**

One of the purposes of the Farming Zone is to ensure that non- agricultural uses, particularly dwellings, do not adversely affect the use of land for agriculture. It is not a purpose of the zone to provide for residential use unrelated to agricultural uses, which is a reason why a dwelling on a lot less than 40 hectares requires a permit and must respond to the decision guidelines for dwellings in the zone.

The physical and planning context of the site is identified in the *Assessment of Agricultural Quality of Land in Gippsland, Swan and Volum, 1984* as Class '4a', which is considered suitable for grazing, dairying, market gardening but supplementary irrigation, high levels of fertilizer and erosion prevention measures are often required.

The subject land is surrounded by a number of farming properties used primarily for grazing and dairying. The Scheme is seeking an outcome that protects this valuable resource from fragmentation and the pressures caused by the encroachment of rural living properties. It seeks to protect against the permanent removal of high quality, agricultural land.

The risk in allowing the construction of a dwelling is that the size of the lot may prevent or restrict any new rural enterprise of agricultural use from occurring on the subject land.

The construction of a dwelling is not an acceptable outcome when one has regard to the various clear directions in the Latrobe Planning Scheme that directs such activities to land that is zoned for low density residential or rural living. The activities proposed on the land are considered to be more typical of a hobby farm, the type of land use encouraged by the Rural Living Zone or similar and discouraged in this location.

In considering applications for dwellings within the Farming Zone, Responsible Authority's should consider the lot size, the physical characteristics of the land and its context, and the nature of existing and proposed agricultural activity on the site and surrounding lots, and how a dwelling will assist an existing, developing or proposed agricultural activity. A dwelling must contribute to achieving the purposes of the Farming Zone and applicable State and Local Planning Policy.

It is considered that the proposal will result in the land use becoming akin to a rural living lot, which is contrary to the purpose of the Farming Zone. This type of land use can interfere with the operations of legitimate farming uses

The applicant has indicated that the site 'is not considered to contain high quality or prime agricultural land' for a number of factors, including soil type, topography and rural living encroachment and therefore larger scale agricultural pursuits are restricted.

The application states that the area is characterised by rural living land use and the subject site and three parcels of land to the south are limited in size at only 3.1 – 4.1 hectares, they are of limited value to farming operations.

This position of the applicant is acknowledged, however, there are a number of agricultural operations in the surrounding locality which span multiple parcels of land and provide greater viability for these operations.

The circumstances of this application are such that the applicant has not demonstrated how a dwelling is reasonably required in order to support an agricultural activity. There are other areas in Callignee where despite being zoned farming, a dwelling on a lot of this size may be considered appropriate. It is the characteristics of the majority of nearby parcels of land which are used for viable enterprises which identify that a further dwelling on this lot may hinder those nearby farming operations.

In a different context (e.g. where the land is not surrounded by broad acre farming), the proposal may be more appropriate.

Decision guidelines for such dwellings include consideration of (amongst other things):

- *How the use and development relates to sustainable land management*
- *Whether the site is suitable for the use or development and whether the proposal is compatible with adjoining and nearby land uses*
- *Whether the use or development would support and enhance agricultural production*
- *Whether the use or development would permanently remove land from agricultural production*
- *The potential for the use or development to limit the operation and expansion of adjoining and nearby agricultural uses.*
- *The capacity of the site to sustain the agricultural use*
- *The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.*

The subject site has an overall area of approximately 3.14 hectares, and the applicant acknowledges the site is currently leased to an adjoining land owner for grazing purposes. The site is considered productive in agricultural terms and as discussed above, the State and Local Planning Policy Framework requires that it should be protected for agricultural purposes.



The construction of a dwelling on the site is considered to diminish rather than enhance the agricultural potential of the overall subject site. This area is not zoned for rural living and is not identified as suitable for this purpose in any Council adopted policy or strategy.

It is acknowledged that conversion of agricultural land to a residential use is not necessarily an inappropriate outcome. It is the ad hoc nature of the conversion and the lack of consideration of the social, economic and environmental consequences of this change, including the impact on agriculture and associated industries, which can be inappropriate and disadvantageous to the community.

There is discretion in the Scheme regarding the establishment of dwellings in rural areas. Although decision guidelines seeking to protect productive agricultural land are provided within zones and local policy, decision making can favour individual outcomes over net community benefits. There is a need to ensure the differences and distinctions between the roles of farm land, environmentally sensitive areas and places suitable for rural living are clearly and unequivocally stated and consistently applied.

In this context there are a number of issues that have led officers to the recommendation for a refusal to grant a planning permit.

A key element to the assessment of this application relates to the pattern of subdivision and nature of land use surrounding the subject site. There are a number of lots within close proximity to the site that are used for agricultural purposes including timber production, grazing and dairying.

There are a number of land uses which would be 'as of right' within the Farming Zone which are considered more appropriate than a dwelling.

As a result of the surrounding land use characteristics of the subject land, it is considered that the proposal cannot satisfy the relevant Farming Zone decision guidelines as follows:

- Whilst there are areas within the Callignee community where the pattern of subdivision is already highly fragmented and used predominantly for rural living purposes, the subject land is amongst an area where rural living encroachment is limited and not the primary land use pattern.
- The proposal has not demonstrated that there will be no adverse affect on nearby agricultural activities, rather that the development of a dwelling will enhance the utilisation of the site for a residential hobby farm.
- The subject site may adversely impact the nearby agricultural activities and restricts the possible further expansion of adjoining agricultural uses.
- The subject land offers limited opportunity for intensive or extensive agricultural activity due to the characteristics of the site. Despite this, there is still opportunity for a genuine agricultural pursuit to operate on the site in some capacity and that the operation proposed does not reasonably require a dwelling to facilitate this operation.
- The approval of a further dwelling in this area may tip the balance of the prevailing characteristics of this area as being more akin to rural living lifestyle lots, and compromise the agricultural viability of the surrounding area.

### **5.3 WILDFIRE MANAGEMENT OVERLAY**

In accordance with the requirements of the Wildfire Management Overlay, the application was referred to the Country Fire Authority (CFA) for consideration. The CFA provided consent to the granting of a planning permit subject to specified conditions which related to water supply, access and vegetation management requirements. The application is exempted from the notice and appeal rights under the provisions of this clause.

### **5.4 PLANNING PERMIT 04099**

This planning permit was issued at the site for the use and development of a dwelling on the land. At the time of consideration, the site was within a Rural Zone and was not affected by any overlays. This permit was issued on 2 April 2004 and was never acted upon. There have been two previous extensions of time issued for this property in 2006 and 2008. This permit expired on 1 April 2010 as works had not commenced on the site.

During this time, the site was rezoned to the Farming Zone and a Wildfire Management Overlay applied to the site.

Rural land can be impacted by the encroachment of and demand for rural living pressures, particularly in areas of high amenity, areas close to urban social infrastructure and along transport routes. This has resulted in some poorly managed transitions from agriculture to rural living uses. This change has resulted in the boundaries being blurred between urban and rural areas and rural living occupancy of productive land.

The VCAT decision *Lehmann v Indigo Shire Council [2009]*, Member O'Leary acknowledged:

*'In recent years Planning Schemes and Policies relating to rural areas have been refined to unambiguously discourage dwellings from establishing in farming areas, particularly if they have no relationship with farmland in response to conflicts in use of land in Farming areas and to protect the rural resource base. This culminated in the introduction throughout Victoria of the Farming Zone. In common terms the provisions and policies were introduced to avoid conflict between land uses. The usual illustration of a farm conflict is householders introducing domestic pets which can then escape and threaten livestock or where a farmer may use noisy machinery, or spray or run livestock in close proximity to a dwelling or plough a paddock and cause dust and disturbance to the occupants of the dwelling. Other conflict arises when a landowner may sell off small farming lots for a house or rural residential lot at residential land prices. This exercise artificially inflates the value of land and places pressure on other farm holdings to follow. It also undermines the opportunity for a nearby farmer to purchase farming land and expand existing farm holdings at farm values.'*

The issue of a planning permit for this site previously does not outweigh the fact that the outcome of this permit application, if approved, would undermine the unambiguous aims of policy with respect to farming areas; policy that has been tightened over time albeit that has been controversial in its application and implementation in many communities.

It is recognised that with the previous permit issued for a dwelling in 2004, the current land owner purchased the site with the expectation to be able to build. The Farming Zone was introduced to restrict the conflict between farming lots and small rural living parcels in farming areas. The implementation of the Farming Zone is intended to protect agricultural land from inappropriate and conflicting land uses, including dwellings not associated with an agricultural use. As the application identifies that there is grazing occurring at the site without a dwelling, the critical link with an agricultural operation cannot be adequately established.

The application received one submission in the form of an objection. The issues raised were:

1. The density of the development is inconsistent with the requirements of the Farming Zone.

Officer Comment:

The Farming Zone requires a planning permit to be obtained for the use and development of land for a dwelling on a lot of less than 40 hectares. There are a number of areas within Callignee which contain subdivision pattern more akin to Rural Living lots. As discussed at Section 5.2 of this report, the character of this part of Callignee is predominantly larger parcels of land. Whilst there are three parcels to the south of a similar size, each containing or previously contained a dwelling, a further dwelling may impact the ability to expand any of the nearby agricultural land uses.

There are a number of areas within Latrobe City which are made up of a number of old titles which if individually developed with houses would result in a significant loss and fragmentation of land available for future rural production. The Scheme therefore discourages the proliferation of housing on small lots and additional houses unrelated to the rural use of the land.

Given the constraints arising from the size of the lot, it is considered that the subject site would not be of a sufficient area to support a large scale agricultural production, however, if consolidated with land to the north, east or across Neaves Road, this could create an additional paddock or expand these existing operations.

2. The proposal is inconsistent with the purpose and decision guidelines of the Farming Zone.

Officer Comment:

The key decision guidelines when considering an application for a dwelling within the Farming Zone are:

- *'Whether the dwelling will result in the loss or fragmentation of productive agricultural land;*
- *Whether the dwelling is reasonably required for the operation of the agricultural activity conducted on the land;*
- *Whether the dwelling will be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation;*
- *Whether the dwelling will adversely affect the operation and expansion of adjoining and nearby agricultural uses; and*
- *The potential for the proposal to lead to a concentration or proliferation of dwellings in the area and the impact of this on the use of the land for agriculture.'*

Provided there is a link with an agricultural activity that necessitates a dwelling then the approval of a dwelling is more likely to ensure the land will be put to a more intense agricultural use than what it is currently being used for (leased to an adjoining owner). It is considered that given there is an existing use associated with a nearby agricultural use, the construction of a dwelling on this site is not reasonably required to facilitate a more intensive operation or expand the current grazing use of the land.

3. The dwelling will adversely impact the agricultural values of the area.

Officer Comment:

As discussed in Section 5.2 of this report, there are a number of issues associated with construction of a dwelling in an area zoned for more intensive agricultural pursuits. The subdivision pattern of the Neaves Road area cannot be accurately described as a rural living context and as such may impact on the existing and future agricultural uses.

6. **FINANCIAL AND RESOURCES IMPLICATIONS**

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

7. **INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

Notification:

The application was advertised pursuant to Section 52(1)(a) and Section 52(1)(d) of the Act. Notices were sent to all adjoining and adjacent landowners and occupiers and an A3 notice was displayed on site for 14 days.

External:

The application was referred to the Country Fire Authority (CFA) pursuant to Section 55 of the Act. The CFA provided conditional consent to the granting of a planning permit.

Internal:

The application was referred internally to Council's Infrastructure Planning team for consideration, who provided consent to the granting of a planning permit, subject to appropriate conditions.

The application was referred internally to Council's Health Services team for consideration, who provided planning permit conditions should a permit be issued.

*Details of Community Consultation following Notification:*

One submission in the form of an objection was received to the application. A Planning Mediation Meeting was not held as there was no likely compromise to be reached between parties.

## 8. OPTIONS

Council has the following options in regard to this application:

1. Refuse to grant a permit; or
2. Issue a Notice of Decision to Grant a Permit.

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

## 9. CONCLUSION

The proposal is considered to be:

- Inconsistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Inconsistent with the 'Purpose' and 'Decision Guidelines' of the Farming Zone;
- Inconsistent with Clause 65 (Decision Guidelines); and
- The objection received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered.

## 10. RECOMMENDATION

- A. That Council issues a refusal to grant a planning permit for the use and development of a dwelling on Lot 3 Plan of Subdivision 131452, more commonly known as 94 Neaves Road, Callignee, on the following grounds:
  1. The proposal is inconsistent with Clause 35.07 of the Latrobe Planning Scheme, more particularly the purpose of the Farming Zone.
  2. The proposal is inconsistent with Clause 35.07-6 of the Latrobe Planning Scheme, more particularly the decision guidelines of the Farming Zone.
  3. The proposal is inconsistent with the strategic direction of the State Planning Policy Framework, at Clause 11.05-3 (Rural Productivity), 11.05-4 (Regional Planning Strategies and Principles), Clause 14.01 (Agriculture), and Clause 16.02 (Housing Form).

4. The proposal is inconsistent with the strategic direction of the Local Planning Policy Framework, at Clause 21.04-3 (Rural Living Overview) and Clause 21.07-5 (Agriculture Overview).
5. The proposal is inconsistent with the decision guidelines of Clause 65 of the Latrobe Planning Scheme.

**PROCEDURAL MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Kam

**That Council defer consideration of this matter until the Ordinary Council Meeting to be held 7 November 2011.**

**For the Motion**

Councillor/s O'Callaghan, Kam, Gibson and White

**Against the Motion**

Councillor/s Vermeulen, Middlemiss, Lougheed and Harriman

**The Motion was Carried on the casting vote of the Mayor.**



ATTACHMENTS

.

ATTACHMENT 1  
History of Application

DATE	EVENT
3 February 2011	Application received by Responsible Authority.
1 March 2011	<p>The permit applicant was directed to undertake the notice requirements of Section 52(1) of the <i>Planning and Environment Act 1987</i> (the Act) by notifying adjoining property owners and occupiers of the proposal, and to display a sign on each road frontage of the site.</p> <p>Notice was also provided to SP AusNet Pty Ltd for consideration.</p> <p>The application was referred to the Country Fire Authority (CFA) under Section 55 of the Act.</p>
17 March 2011	One submission in the form of an objection was received to the application.
21 March 2011	A statutory declaration was received from the applicant advising that notice had occurred as per the direction of Council officers.
28 March 2011	SP AusNet Pty Ltd did not object to the granting of a planning permit.
19 April 2011	The CFA objected to the proposed development.
3 May 2011	Revised plans were submitted to Council to address the concerns raised by the CFA.
11 May 2011	<p>The permit applicant was directed to undertake the notice requirements of Section 52(1) of the Act by notifying adjoining property owners and occupiers of the amendments to the proposal, and to display a sign on each road frontage of the site.</p> <p>Notice was also provided to SP AusNet Pty Ltd for consideration.</p> <p>The application was referred to the Country Fire Authority (CFA) under Section 55 of the Act.</p>
7 June 2011	<p>A revised statutory declaration was received from the applicant advising that notice had occurred as per the direction of Council officers.</p> <p>SP AusNet Pty Ltd advised no objection to the granting of a planning permit.</p>
14 June 2011	Clarification was sought from the applicant as to whether the dwelling is proposed to support or enhance agricultural production on the land.
25 August 2011	Additional supporting information was provided by Beveridge Williams Pty Ltd advising of the land owners intent to operate a small scale cattle use from the site.

ATTACHMENT 2  
Relevant Clauses of the  
Latrobe Planning Scheme

## **LATROBE PLANNING SCHEME**

### **State Planning Policy Framework**

Clause 11.02 'Urban Growth'  
Clause 11.05 'Regional Development'  
Clause 13.05 'Wildfire'  
Clause 14.01 'Agriculture'  
Clause 16.02 'Housing Form'

### **Local Planning Policy Framework**

Clause 21.01 'Municipal Profile'  
Clause 21.02 'Municipal Vision'  
Clause 21.03 'Natural Environment Sustainability'  
Clause 21.04 'Built Environment Sustainability'  
Clause 21.07 'Economic Sustainability'  
Clause 21.08 'Liveability'

### **Zoning – Farming Zone**

The subject land is located within a Farming Zone.

### **Overlay – Wildfire Management Overlay**

The subject land is located within a Wildfire Management Overlay.

### **Particular Provisions**

There are no particular provisions relevant to the consideration of this application.

### **General Provisions**

Clause 65 'Decision Guidelines'

### **Incorporated Documents**

There are no incorporated documents that relate to the consideration of this application.

ATTACHMENT 3  
Locality Plan



Subject Site

NEWES RD

BALGOGBALGOE RD

WILSON RD

WILSON RD






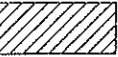

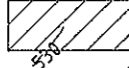

ATTACHMENT 4  
Proposed Plans

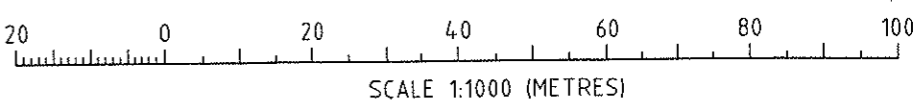
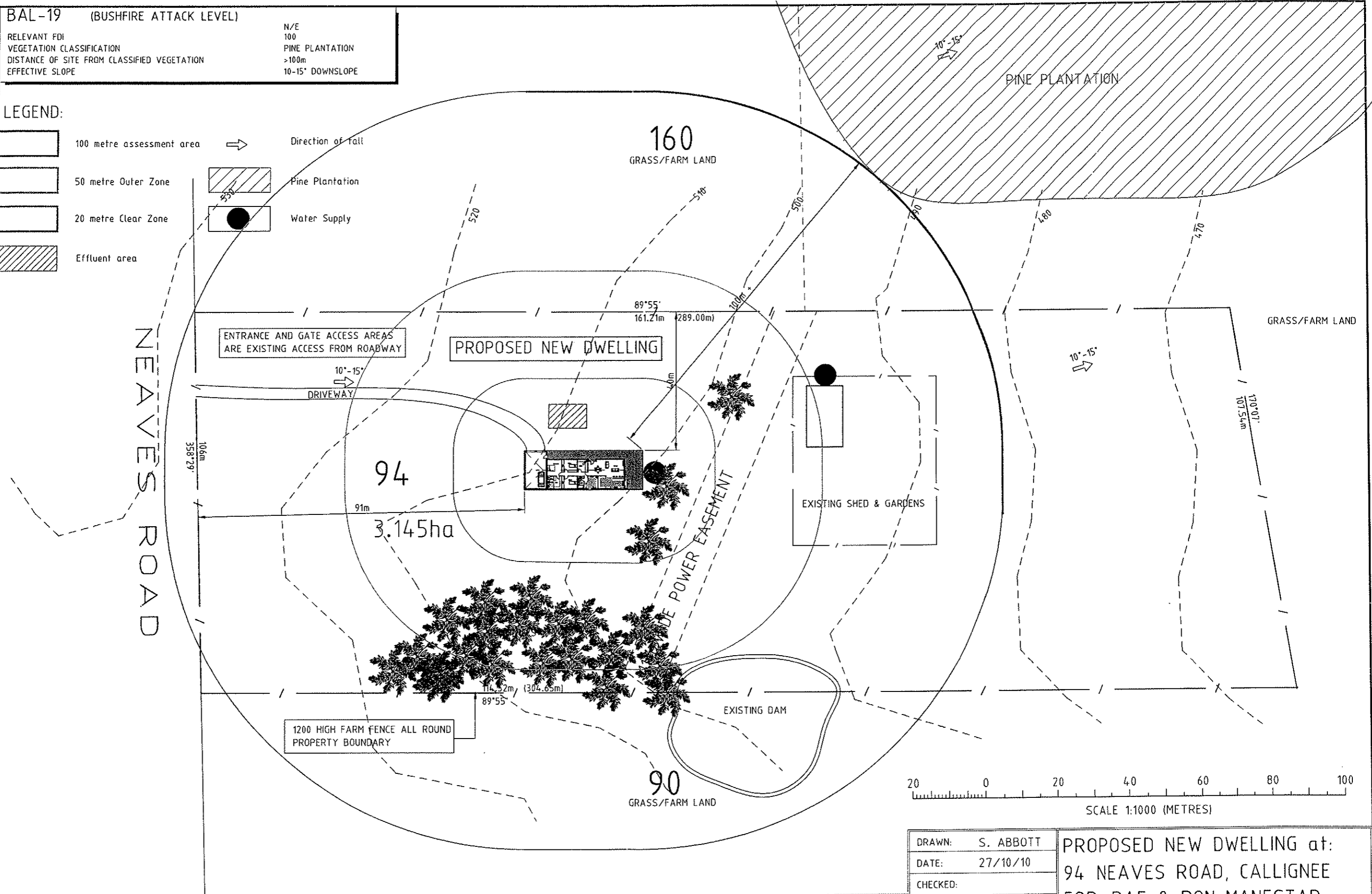


**BAL-19 (BUSHFIRE ATTACK LEVEL)**

RELEVANT FDI	N/E
VEGETATION CLASSIFICATION	100
DISTANCE OF SITE FROM CLASSIFIED VEGETATION	>100m
EFFECTIVE SLOPE	10-15° DOWNSLOPE

**LEGEND:**

-  100 metre assessment area
-  50 metre Outer Zone
-  20 metre Clear Zone
-  Effluent area
-  Direction of Fall
-  Pine Plantation
-  Water Supply



DRAWN:	S. ABBOTT	PROPOSED NEW DWELLING at: 94 NEAVES ROAD, CALLIGNEE FOR: RAE & RON MANESTAR SITE AND LOCALITY PLAN
DATE:	27/10/10	
CHECKED:		
SHEET No:	2 OF TBC	
SCALE		1:1000
DRG.NO.		Lv2100-002
REV.		P2

P2	RE-ISSUED FOR PLANNING PERMIT WITH DWELLING RELOCATED	02/05/11
P1	ISSUED FOR PLANNING PERMIT	02/02/11

**Latrobe Valley Drafting**  
 P.O. BOX 585, NOC 3625 TEL: 03 5132151 FAX: (03) 4777824  
 www.lvdrafting.com.au D.P. - A.D. 2025B

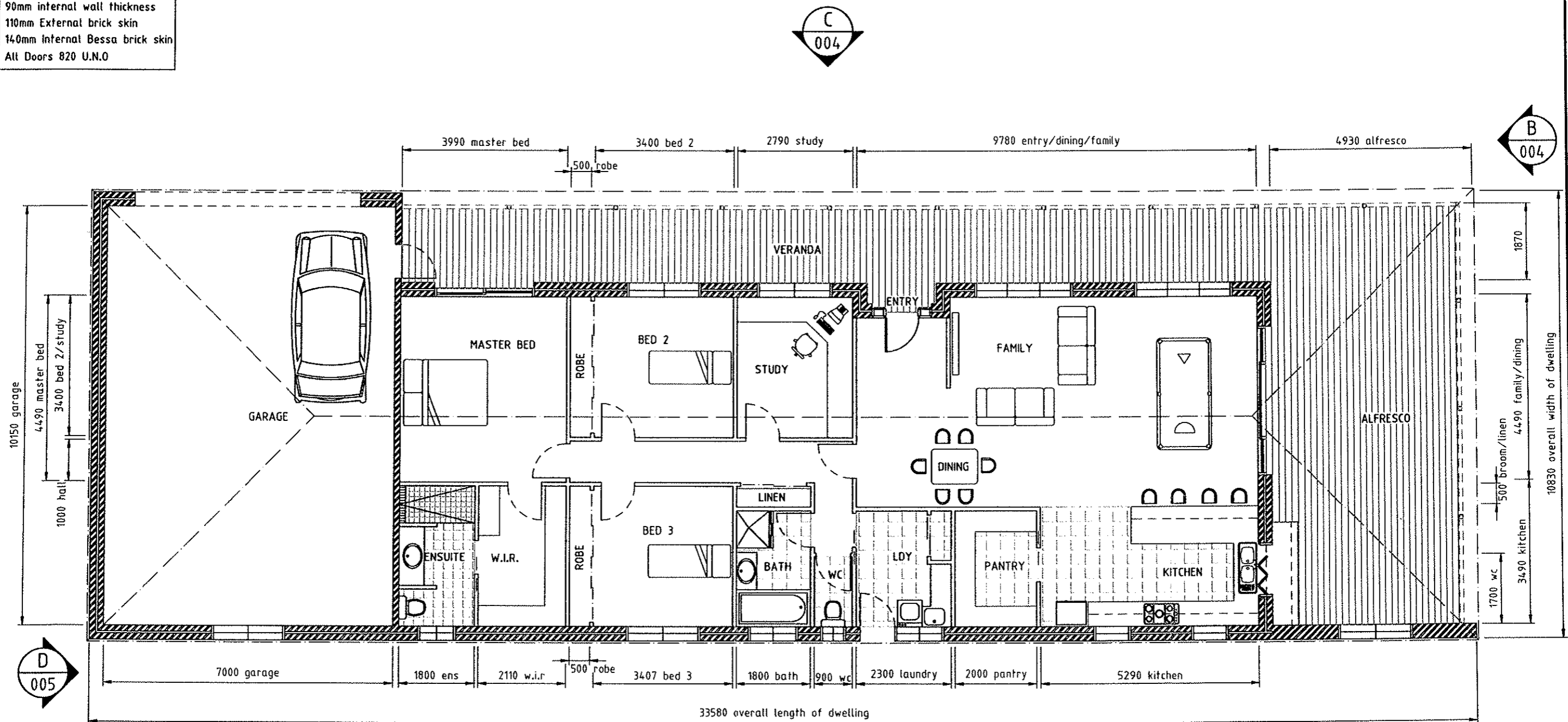
DO NOT SCALE

**AREA ANALYSIS**

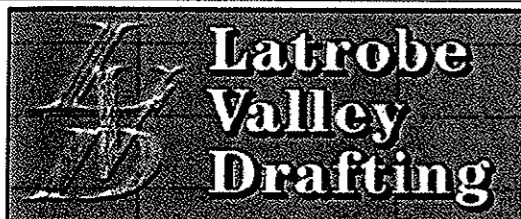
LIVING AREA	183.50m <sup>2</sup>	19.75sq
GARAGE	70.68m <sup>2</sup>	7.6sq
VERANDA & ALFRESCO	100.15m <sup>2</sup>	10.78sq
<b>TOTAL AREA</b>	<b>354.33m<sup>2</sup></b>	<b>38.13sq</b>

**NOTE: typical**

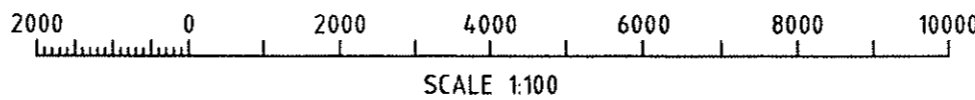
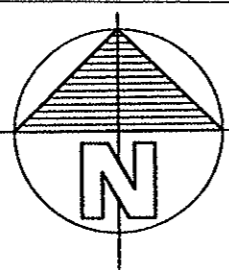
90mm internal wall thickness  
 110mm External brick skin  
 140mm Internal Bessa brick skin  
 All Doors 820 U.N.O



**FLOOR PLAN**



P.O. BOX 585, MOE 3825 TEL: 03 51262431 FAX: (03)86777636  
 lvdrafting@bigpond.com D.P.-A.D.20258



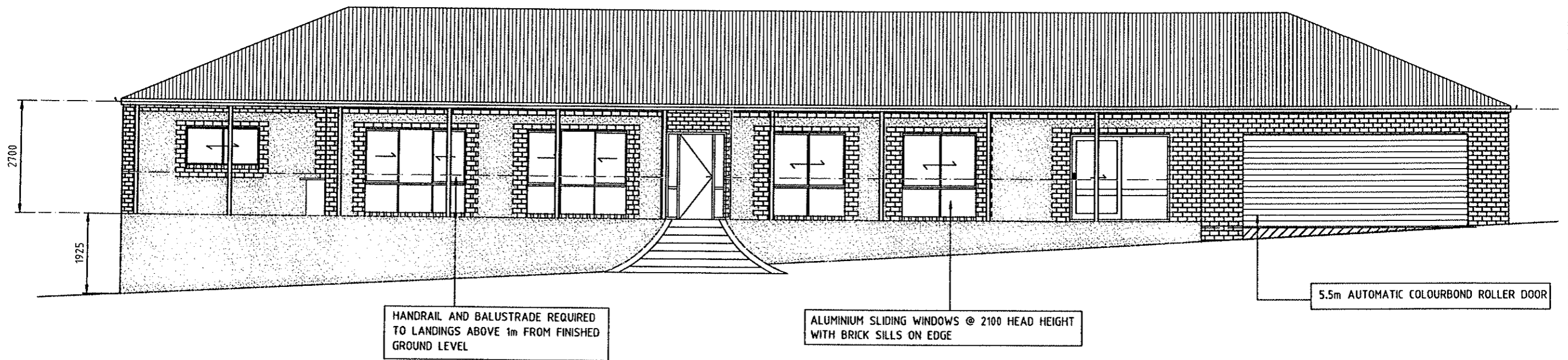
DRAWN: S. ABBOTT  
 DATE: 28/10/10  
 CHECKED:  
 SHEET No: 3 OF TBC

PROPOSED NEW DWELLING at:  
 94 NEAVES ROAD, CALLIGNEE  
 FOR: RAE & RON MANESTAR  
 FLOOR PLAN  
 3 FEB 2011

P1	ISSUED FOR PLANNING	02/02/11
----	---------------------	----------

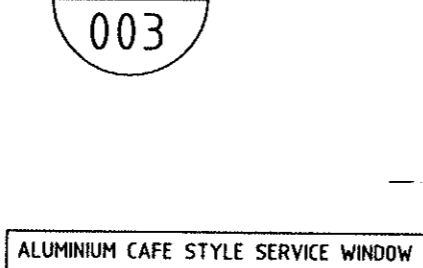
SCALE	DRG.NO.	REV.
1:100	Lv2100=003	P1

DO NOT SCALE



ELEVATION

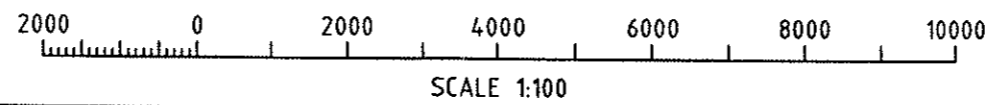
A  
003



ELEVATION

B  
003

ELEVATION'S



DRAWN:	S. ABBOTT
DATE:	28/10/10
CHECKED:	
SHEET No:	4 OF TBC

PROPOSED NEW DWELLING at:  
94 NEAVES ROAD, CALLIGNEE  
FOR: RAE & RON MANESTAR  
ELEVATIONS A & B

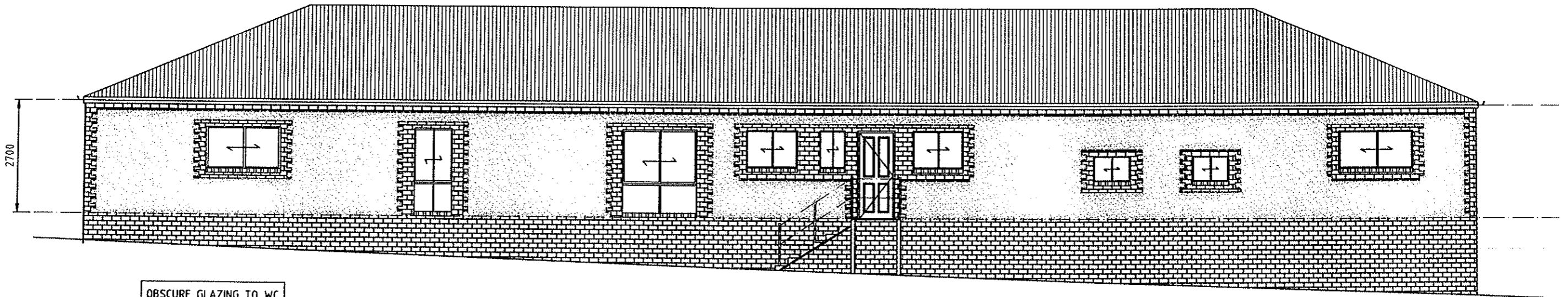
P1	ISSUED FOR PLANNING	02/02/11
----	---------------------	----------

SCALE	1:100	DRG.NO.	Lv2100-004	REV.	P1
-------	-------	---------	------------	------	----



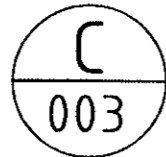
P.O. BOX 585, MOE 3825 TEL: 03 51262431 FAX: (03)8677636  
ldrafting@bigpond.com D.P.-A.D.20258

DO NOT SCALE

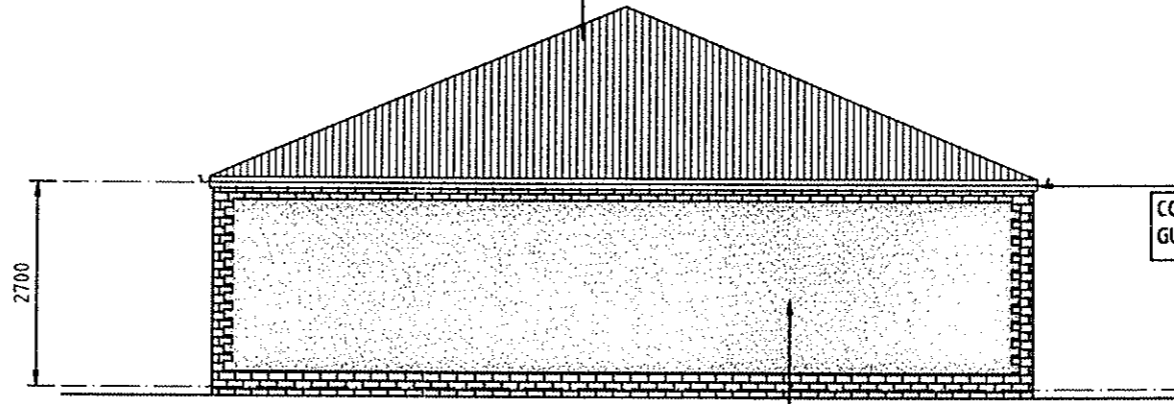


OBSURE GLAZING TO WC, BATHROOMS & ENSUITE

ELEVATION



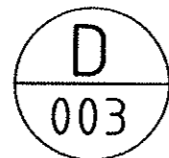
ZINCALUME SHEET ROOFING @ 22.50° PITCH  
TRUSSED ROOF AS PER MANUFACTURERS SPECIFICATIONS @ 900 c/c



COLOURBOND FASCIA AND GUTTERING

STANDARD RED BRICK BASE, EDGES AND TOP  
SELECTED NATURAL STONE INFILL  
VERTICAL ARTICULATION JOINTS TO BE PROVIDED AT MAX. 6m INTERVALS AS PER BCA 2008

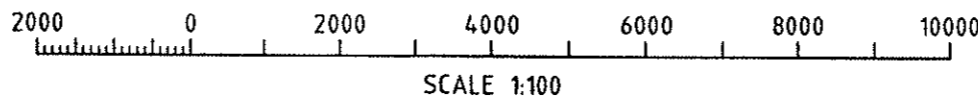
ELEVATION



ELEVATION'S



P.O. BOX 585, MOE 3825 TEL: 03 51262431 FAX: (03)86777636  
hydrating@bigpond.com D.P.-A.D.20258



DRAWN: S. ABBOTT  
DATE: 28/10/10  
CHECKED:  
SHEET No: 5 OF TBC

PROPOSED NEW DWELLING at:  
94 NEAVES ROAD, CALLIGNEE  
FOR: RAE & RON MANESTAR  
ELEVATIONS C & D

P1 ISSUED FOR PLANNING 02/02/11

A3 SIZE SHEET	SCALE 1:100	DRG.NO. Lv2100-005	REV. P1
---------------	-------------	--------------------	---------

DO NOT SCALE

**ATTACHMENT 5**  
**Copy of Submission**

pw 17/3  
John

11 March 2011

*"Gwithian"*

LATROBE CITY COUNCIL  
INFORMATION MANAGEMENT  
RECEIVED  
17 MAR 2011

Latrobe City Planning Department  
141 Commercial Road  
Latrobe City  
Morwell VIC 3840

Doc No: 623073  
Comments/Copies Circulated to:  
Consent registered in DataWorks

Attention: The relevant planner

Dear Sir,

Re: 94 Neaves Road Planning Application

Thankyou for your advice that a Planning Application 2011/027 has been made. We wish to object to the application as it is inappropriate development in a Farming Zone because the development is principally for residential purposes.

Our objection is to the construction of a dwelling and is as follows:

- The density of dwellings in the immediate area will be one dwelling per 8.6Ha. This is far higher than the 1 dwelling per 40Ha that is preferred in a Farming Zone. The subdivision was contrived to comply with the then applicable regulations in about 1978. Regulations at the time of subdivision required a minimum road frontage, not a minimum lot size. To achieve this requirement the boundary of Neaves Road was altered at the south west corner of the allotment to comply with this provision. Whilst the subdivision addressed the legality of those regulations it did not comply with the spirit of the regulations. The regulations have since been changed to address that inadequacy and to limit normal dwelling densities in farming zones to 1 per 40Ha.
- The application does not comply with the provisions of Section 35.07-6 particularly those with regard to the provisions of dwellings;
- A dwelling is not required for the operation of the purported agricultural enterprise.
- As previously indicated this application for a dwelling will result in
  - o the fragmentation of agricultural land,
  - o is not required for the operation,
  - o it is likely the dwelling will be adversely affected by other agricultural pursuits,
  - o this dwelling is an infill between other dwellings, leading to a proliferation of dwellings that is inappropriate in a Farming Zone, and

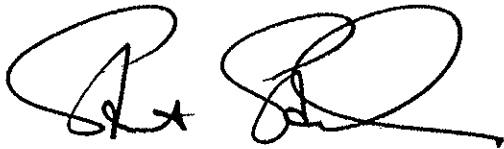
- o provision of a dwelling on this allotment will unreasonably restrict properties to its west expanding to farmland to the east.

We also note that reference has been made to an existing planning permit. That permit was issued when the planning scheme allowed such a development. We also note that the application for that permit was not correctly advertised by Council, thus unfairly limiting any opportunity for comment.

*In conclusion, this application is for a dwelling in a Farming Zone. The need for a dwelling has not been proven thus it is an inappropriate development. In fact it is unlikely that any agricultural operation on a 3Ha allotment in a Farming Zone in Callignee can justify a dwelling. Appropriate usage of an allotment of this size is simply for trading between farmers to provide access to other parcels or roads or etc. This was the intent behind the legislation in 2006 that introduced protection to existing occupants of farming zones. These small parcels are not intended for residential use. Clearly the applicant is merely trying to impose inappropriate development of residential use on a Farming Zone in Callignee.*

We also note that in the conclusion the dwelling is proposed for 95 Neaves Road. As we already occupy that allotment we also object to that rather presumptuous conclusion.

Yours faithfully

Two handwritten signatures in black ink. The first signature is a stylized 'S' with a crossbar, and the second is a more complex, cursive signature.

Stuart & Margaret Strachan

**11.3.2 PLANNING PERMIT APPLICATION 2011/179 - BUILDINGS AND  
WORKS ASSOCIATED WITH A TELECOMMUNICATION  
FACILITY, 2 SASKIA WAY IN MORWELL**

**AUTHOR:** General Manager Built and Natural Environment  
**(ATTACHMENT - YES)**

**1. PURPOSE**

The purpose of this report is to determine Planning Permit Application 2011/179 for buildings and works associated with a telecommunication facility at 2 Saskia Way, Morwell.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2010-2014.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Built Environment*

In 2026, Latrobe Valley benefits from a well planned built environment that is complimentary to its surroundings and which provides for a connected and inclusive community.

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Built Environment*

Promote and support high quality urban design within the built environment.

Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.



Legal

The discussions and recommendations of this report are consistent with the provisions of the *Planning and Environment Act 1987* (the Act) and the Latrobe Planning Scheme (the Scheme), which apply to this application.

#### 4. **BACKGROUND**

##### 4.1 **SUMMARY**

Land: 2 Saskia Way, Morwell, known as Lot 17 on Plan of Subdivision 215744R  
Proponent: Daly International c/- Optus Mobile Pty Ltd  
Zoning: Business 4 Zone  
Overlay n/a

A Planning Permit is required to construct a building or construct or carry out works for a telecommunication facility in accordance with Clause 52.19 of the Scheme.

##### 4.2 **PROPOSAL**

It is proposed to install a 30 metre high telecommunication facility, in the form of a slimline monopole in the south western corner of the subject site. An existing storage unit on the land is to be used as an equipment shelter for the ancillary electrical equipment that is necessary to operate the base station. Antennas are to be fixed to the top of the monopole, giving it a maximum height of approximately 31.3 metres.

Vehicular access to the site is proposed through the existing site entry off Saskia Way.

As submitted by the applicant, the proposed telecommunication facility is required as part of a wider upgrade program that Optus is undertaking within the Latrobe area to improve the overall network coverage.

Refer to Attachment 1 for a copy of the development plans.

Subject Land:

The subject site is part of a self storage facility compound, located near the intersection of Saskia Way and Hollie Drive in Morwell.

The overall compound site is a narrow triangular shaped block and contains a number of self-storage units. The proposal seeks to utilize a vacant portion of the site in the south western corner.

The topography of the site is generally flat and is screened with a combination of planting and fencing.

The surrounding area is used for a mixture of light industrial / commercial uses and is zoned Business 4 and Industrial 1.

#### Surrounding Land Uses & Development:

- North: Vacant Business 4 zoned land of approximately 4000 square metres
- South: Land zoned Public Use Zone 4 – Transport, which includes the railway track and its associated reserve area
- East: The land is zoned Business 4, and developed with a number of industrial buildings. One of the occupiers is BOC Gas and Gear.
- West: Business 1 zoned land of approximately 14.5hectares, owned by Julliard Group (Enwerd Pty Ltd). Part of the land is developed with the Mid Valley Shopping Centre and its associated car parking facilities, whilst the remainder of the land is vacant.

A locality plan is located at Attachment 2 of this report.

### **4.3 PLANNING CONTEXT**

A history of assessment of this application is set out in Attachment 3.

The provisions of the Scheme that are relevant to the subject application have been included in Attachment 4.

## **5. ISSUES**

### **Strategic direction of the State and Local Planning Policy Frameworks:**

The State Planning Policy Framework (SPPF) and Local Planning Policy framework (LPPF) provide a number of relevant policy directions with regard to this proposal, including:

Clause 19.03-4 – Telecommunications

*“To facilitate the orderly development, extension and maintenance of telecommunication infrastructure”.*

The Local Planning Policy Framework of the Scheme generally encourages development within the existing boundaries and reservations of township areas, and acknowledges the importance of infrastructure and service provision in order to meet the needs of the community. It is reasonable to consider that the proposal is generally consistent with the LPPF of the Scheme, in terms of providing a telecommunication facility to facilitate mobile phone coverage and data services for the Morwell area and surrounds.

The site is zoned Business 4 and pursuant to Clause 33.04-1 the use of a Telecommunications Facility is a Section 1 (as of right use) if buildings and works meet the requirements of Clause 52.19.

A permit for buildings and works is required pursuant to Clause 52.19-2 of the Latrobe Planning Scheme as the facility is not classified as low impact in accordance with the Telecommunications (Low-impact Facilities) Determination 1997.

The decision guidelines provided at Clause 52.19-6 which are relevant to the subject site include:

- *The principles for the design, siting, construction and operation of a Telecommunications facility set out in “A Code of Practice for Telecommunications Facilities in Victoria”.*
- *The effect of the proposal on adjacent land.*

In response to the decision guidelines regarding principles for the design, siting, construction and operation of a telecommunication facility, the following comments are made:

*Principle 1: A telecommunications facility should be sited to minimise visual impact*

The proposal seeks to install a 30 metre high slimline monopole at the rear of an existing self storage facility, located within a commercial / light industrial area in Morwell.

The telecommunication facility will be significantly setback from the Saskia Way streetscape, and partly screened by landscaping to the south, existing concrete boundary wall to the west, and existing storage units to the north.

All the equipment associated with the telecommunication tower will be appropriately housed within one of the existing storage units on the land to reduce its visibility.

The topography of the site and surrounding area is generally flat. The site is at least 300m away from the nearest residential development. In context of the site, the proposal will not have any detrimental impact on any heritages places, landmark, streetscape, views and vistas, whether viewed from public or private land.

On the above basis, it is reasonable to the siting of the telecommunication facility will have minimal visual impact and is generally consistent with the relevant design and siting principle of the *A Code of Practice for Telecommunications Facilities in Victoria*.

**Principle 2: Telecommunications facilities should be co-located wherever practical**

As submitted by the applicant, co-location opportunities are not available in the subject area, as there are no existing sites or other utilities within the search area that Optus is seeking to cover. Whilst the subject site is not close to any existing telecommunication facilities, it is reasonable to consider that the subject site is suitable for the proposal, as it is generally located within a commercial / light industrial area, with rail infrastructure to the south of the site.

**Principle 3: Health Standards for exposure to radio emissions**

The applicant has provided appropriate information to satisfactorily demonstrate that the telecommunication facility will be designed and installed, so that the maximum human exposure levels to radio frequency emissions comply with Radiation Protection Standard – Maximum Exposure Levels to Radiofrequency Fields – 3kHz to 300 GHz, Arpana, May 2002. It should be noted that the compliance of the telecommunication facility with the relevant Radiation Protection Standard is administered by the Australian Communications and Media Authority (ACMA).

Principle 4: Disturbance and risk relating to siting and construction should be minimized. Construction activity and site location should comply with State Environment Protection Policies and best practice environmental management guidelines.

As submitted by the applicant, construction of the facility is to be carried out in accordance with the relevant Occupational Health and Safety Guidelines. Optus will reinstate any damage to infrastructure or facilities during construction. Accordingly, should a planning permit be issued, appropriate conditions will be included on the permit to ensure the compliance with the relevant environmental policies and guidelines

The effect of the proposal on adjacent land

As discussed above, the potential visual impact of the telecommunication facility is likely to be minimal, as the site is generally located within a commercial / light industrial area, and partly screened by landscaping to the south, existing concrete boundary wall to the west, and storage units to the north. It is reasonable to consider that the proposal is unlikely to have any detrimental impact on adjacent land.

The application received one submission in the form of 'conditional' objection. The issues raised were:

1. The submitter (on behalf of the owner of the Mid Valley Shopping Centre) has no objection to the proposal, provided the approval of the proposal will not inhibit the existing shopping centre, or will not affect their ability to develop the site in the future in any way they desire.

Comment:

Council is unable to provide any assurance regarding the impact this proposal may have on any future expansion of the Mid Valley Shopping Centre, as any future land use and/or development will be subject to the relevant planning provisions applicable to the land at the time of any application.

However, it should be noted that there is no provision in the Scheme which stipulates any minimum distance requirement from telecommunication facility to land used for business / retail purposes. It is reasonable to consider that the proposal is unlikely to directly impact upon the future land use and/or development of the Mid Valley Shopping Centre.

6. **FINANCIAL AND RESOURCES IMPLICATIONS**

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

7. **INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

Notification:

The application was advertised under Section 52(1)(a) and Section 52(1)(d) of the Act by sending notices to all adjoining and adjacent landowners and occupiers; displaying an A3 sign on the subject site for a minimum of 14 days; and by publishing two notices in the Latrobe Valley Express.

External:

There is no requirement for external referral pursuant to Clause 66 of the Scheme.

Internal:

Internal officer comments were sought from Council's, Infrastructure Planning team in relation to drainage and traffic management. No objection was received in relation to the proposal.

It is noted that their comments only relate to part of the assessment process and do not necessarily direct the final recommendation of Council.

*Details of Community Consultation following Notification:*

In consideration that the submission is a conditional objection, a planning mediation was not deemed necessary.

A letter was sent to submitter on 6 September 2011, advising that Council is unable to provide any assurance regarding the future expansion of the Mid Valley Shopping Centre and providing the submitter another opportunity to comment on the proposal if deemed necessary.

As the submission is considered as a 'conditional objection', determination of the application by officer delegation is not possible; a decision is therefore required by Council.

## 8. OPTIONS

Council has the following options in regard to this application:

1. Issue a Notice of Decision to Grant a Planning Permit
2. Issue a Refusal to Grant a Planning Permit

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

## 9. CONCLUSION

Having evaluated the proposal against the relevant provisions of the Scheme, it is considered that the application meets the requirements of the Scheme, subject to appropriate Planning Permit conditions. It is therefore recommended that a Notice of Decision to Grant a Permit be issued for the reasons set out in this report.

## 10. RECOMMENDATION

- A. That Council issues a Notice of Decision to grant a planning permit, for the buildings and works associated with a Telecommunication Facility at 2 Saskia Way (Lot 17 on Plan of Subdivision 215744R), Morwell, with the following conditions:
1. The layout of the site and size of the proposed buildings and works as shown on the endorsed plan must not be altered or modified without the prior written consent of the Responsible Authority.
  2. Construction activities must be undertaken so as to comply with State Environment Protection Policies and best practice environmental guidelines, including measures to minimise soil erosion and disturbance to flora and fauna, to the satisfaction of the Responsible Authority.
  3. The facility is to be constructed and maintained to the satisfaction of the Responsible Authority.
  4. This permit will expire if one of the following circumstances applies:
    - a) The development is not started within two (2) years of the date of this permit.
    - b) The development is not completed within four (4) years of the date of this permit.The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires or within three months afterwards.

**Moved:** Cr Lougheed  
**Seconded:** Cr Gibson

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**



**ATTACHMENTS**

.

**ATTACHMENT 1**  
**PROPOSED DEVELOPMENT PLANS**

---

		03.05.11	25.05.11																	
DATE OF ISSUE																				
DRAWING PACKAGE VERSION		1	2																	
<b>GENERAL</b>																				
M8371C-G1	SITE SPECIFICATIONS	01	02																	
M8371C-G2	OVERALL SITE PLAN	01	02																	
M8371C-G3	SITE LAYOUT AND SETOUT PLAN	01	02																	
M8371C-G4	SITE ELEVATION	01	02																	
<b>ANTENNAS &amp; TRANSMISSION</b>																				
M8371C-A1	OPTUS ANTENNA SYSTEM CONFIGURATION	01	01																	
<b>STRUCTURAL</b>																				
<b>ELECTRICAL</b>																				
<b>SHELTER / FITOUT</b>																				
<b>EME EXCLUSION ZONES</b>																				
<b>LEASE / LICENCE</b>																				
<b>REFERENCE DOCUMENTS</b>																				
<b>DISTRIBUTION</b>																				
OPTUS	ARMANDO GUZMAN	1	1																	
DESIGN CONSULTANT	MEI WALLBRINK	1	1																	

# 'yes' OPTUS

## OPTUS SITE - M8371C MORWELL EAST

MID VALLEY SELF STORAGE  
2 SASKIA WAY  
MORWELL, VIC 3840

UMTS2100 - METRO INFILL



Level 6 Tower B The Zenith  
821-843 Pacific Highway Chatswood  
NSW 2067 Australia  
+61 2 (02) 9419 2199  
www.dalyinternational.com

2 JUN 2011

**NOT FOR CONSTRUCTION**

Drawing No.  
**M8371C-00**

**SITE ADDRESS**

MID VALLEY SELF STORAGE  
2 SASKIA WAY  
MORWELL, VIC 3840

**CONSTRUCTION SITE ACCESS**

- EXISTING TRACK AS INDICATED ON DRAWING.
- SITE CONTACT NAME AND DETAILS TO BE CONFIRMED.

**SITE SIGNAGE**

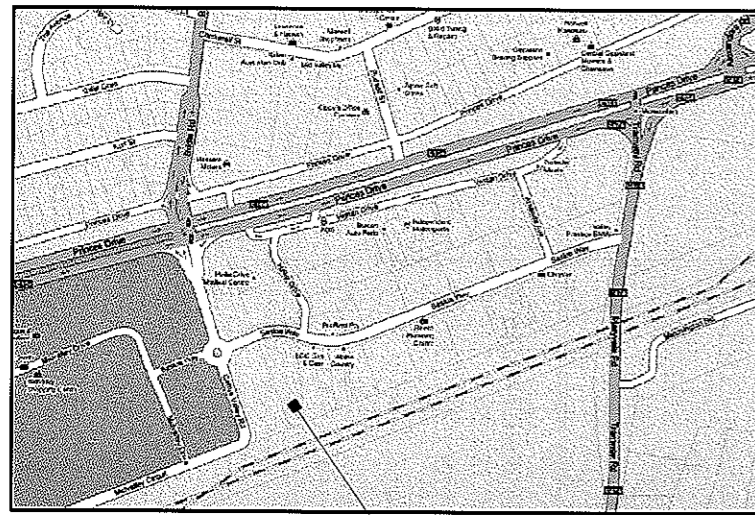
- SITE SIGNAGE SHALL BE IN ACCORDANCE WITH OSD-170 (GROUND SITE).

**EXISTING SITE HAZARDS**

- MOVING VEHICLES IN THE STORAGE YARD

**ELECTRICAL INSTALLATION**

- GENERAL**  
ELECTRICAL INSTALLATION SHALL BE IN ACCORDANCE WITH THIS SPECIFICATION, STANDARD SINGLE LINE DIAGRAMS OSD-600 /OSD-610 AND OPTUS D & C MANUAL SPECIFICATIONS.
- MAINS SUPPLY**  
EXISTING MAIN SUPPLY IS AVAILABLE TO THE PROPERTY.
- CONSUMERS MAINS AND METERING**  
EXISTING UNDERGROUND CABLE TO EXISTING METER.
- SUBMAINS**  
PROPOSED SINGLE PHASE SUPPLY OF 55A TO BE MADE AVAILABLE FOR OPTUS. PROPOSED UNDERGROUND CABLE (SIZE TBC) TO BE RUN UNDERGROUND FROM EXISTING METER LOCATION TO PROPOSED OPTUS SITE VIA EXISTING CONDUIT.
- APPLICATION FOR SUPPLY**  
APPLICATION FOR CONNECTION HAS BEEN SUBMITTED / APPROVED BY POWER AUTHORITY. IF APPLICABLE, ADD APPROVAL IS SUBJECT TO OPTUS FUNDING THE POWER UPGRADE. THE ELECTRICAL CONTRACTOR SHALL RE-VALIDATE APPROVAL(S) BEFORE COMMENCING WORK.
- LABELLING**  
FIX STANDARD LABELS TO ALL FUSE, METER AND SWITCH POSITIONS. LABELS TO BE BLACK LETTERING ON WHITE BACKGROUND "TRAFFOLYTE". LETTERING TO BE MINIMUM 10mm HIGH. TEXT TO READ "OPTUS". PROVIDE A SKETCH IN THE OPTUS SHELTER EXTERNAL ELECTRICAL PANEL INDICATING THE SIZE AND DIRECTION OF THE SERVICE.
- EARTHING**  
TO BE CONFIRMED
- LIGHTNING RISK ASSESSMENT**  
LIGHTNING RISK ASSESSMENT HAS NOT BEEN CARRIED OUT.




SITE LOCATION DATA	
SOURCE: SURVEY	
DATUM: MGA (GDA94)	ZONE: 55
REF LOCATION: CENTRE OF POLE	
EASTING	450 401
NORTHING	5 767 724
LATITUDE	-38.2371167°
LONGITUDE	146.4332417°
WGS84 DATUM (USED BY GOOGLE EARTH® AND GPS DEVICES) CAN BE CONSIDERED SAME AS GDA94 (SOURCE: "GEOCENTRIC DATUM OF AUSTRALIA TECHNICAL MANUAL" VERSION 2.3)	

COPYRIGHT © GOOGLE MAPS OPTUS SITE M8371C

**PROPOSED OPTUS MONOPOLE**

- PROPOSED OPTUS 30m HIGH MONOPOLE WITH CIRCULAR HEADFRAME (U-NEEK).
- FOR PROPOSED MONOPOLE, DESIGN FOR THE GENERIC LOADING OSD-110.
- MONOPOLE AND HEADFRAME DETAILS, INCLUDING ANTENNA MOUNTS, FEEDER CABLE SUPPORTS, SHALL BE DESIGNED IN ACCORDANCE WITH THE "OPTUS TOWER SPECIFICATION" (OSD-030).
- REFER TO CONSULTANT'S GEOTECHNICAL INVESTIGATION REPORT FOR SUBSOIL CONDITIONS.
- ANTENNA MAINTENANCE ACCESS ARRANGEMENTS VIA LADDER AND 'LAD-SAF' PROVIDED ON MONOPOLE.

**FITOUT**

- EXISTING STORAGE UNIT (3m x 7m) TO ACCOMMODATE OPTUS PHASE 8.0 PREFABRICATED EQUIPMENT SHELTER. 

**TRANSMISSION**

PROPOSED OPTUS TRANSMISSION VIA OPTIC FIBRE. 

Rev	Date	Revision Details	Consultant	CAD	Designer	Verifier	Approver
02	25.05.11	FITOUT AND TRANSMISSION NOTES REVISED	DALY	JM	MW	DI	CT
01	03.05.11	NOT FOR CONSTRUCTION	DALY	BRS	MW	DI	CT

**DALY INTERNATIONAL**  
www.dalyinternational.com.au

Client: **'yes' OPTUS**

Project: **MOBILE NETWORK AUSTRALIA**  
SITE No:- M8371C  
MORWELL EAST  
2 SASKIA WAY

Drawing Title: **SITE SPECIFICATIONS** 2 JUN 2011

Drawing Status: **NOT FOR CONSTRUCTION**

Drawing No: **M8371C-G1** Revision: **02**



PROPOSED OPTUS FIBRE PIT NEAR PROPERTY BOUNDARY

HOLLIE DRIVE

SASKIA WAY

EXISTING CARPARK

BOC GAS AND GEAR BUILDING

ALPINE COUNTRY BUILDING

EXISTING STORAGE SHED

EXISTING PROPERTY BOUNDARY FENCELINE (TYP.)

PROPOSED OPTUS UNDERGROUND FIBRE ROUTE (SHOWN INDICATIVE ONLY)



PROPOSED OPTUS FIBRE PIT NEAR SHELTER



**LEGEND**

- — — — — PROPERTY BOUNDARY
- — — — — U/G POWER SUPPLY
- — — — — O/H POWER SUPPLY
- — — — — U/G OPTIC FIBRE SUPPLY

**NOTE:**  
 SERVICES INFORMATION CONTAINED ON THIS DRAWING IS INDICATIVE ONLY AND REFERENCE SHOULD BE MADE TO THE AUTHORITIES DRAWINGS TO CONFIRM ACCURACY AND COMPLETENESS. WHERE INFORMATION IS AVAILABLE, THE SUB-SURFACE SERVICES INSTALLED BY AGENTS OTHER THAN THE AUTHORITIES HAVE BEEN SHOWN, BUT ADDITIONAL UNDOCUMENTED SERVICES MAY BE PRESENT. SHOULD THE CONTRACTOR BELIEVE THAT SUB-SURFACE SERVICES ARE AT RISK OF DAMAGE DURING CONSTRUCTION, THE CONTRACTOR SHOULD NOTIFY THE RELEVANT AUTHORITIES AND ESTABLISH THE EXACT LOCATION OF THE SERVICES.

CENTRE VALLEY ROAD

RAILWAY LINE



**OVERALL SITE PLAN**

SCALE 1:800

Rev	Date	Revision Details	Consultant	CAD	Designer	Verifier	Approver
02	25.05.11	FIBRE ROUTE AND SHELTER REVISED	DALY	JM	MW	DI	CT
01	03.05.11	NOT FOR CONSTRUCTION	DALY	BRS	MW	DI	CT

**DALY**  
 INTERNATIONAL  
 www.dalyinternational.com.au

Client:  
**'yes'**  
**OPTUS**

Project:  
 MOBILE NETWORK AUSTRALIA  
 SITE No:- M8371C  
 MORWELL EAST  
 2 SASKIA WAY

Drawing Title:  
**OVERALL SITE PLAN**  
 2 JUN 2011

Drawing Status:  
**NOT FOR CONSTRUCTION**

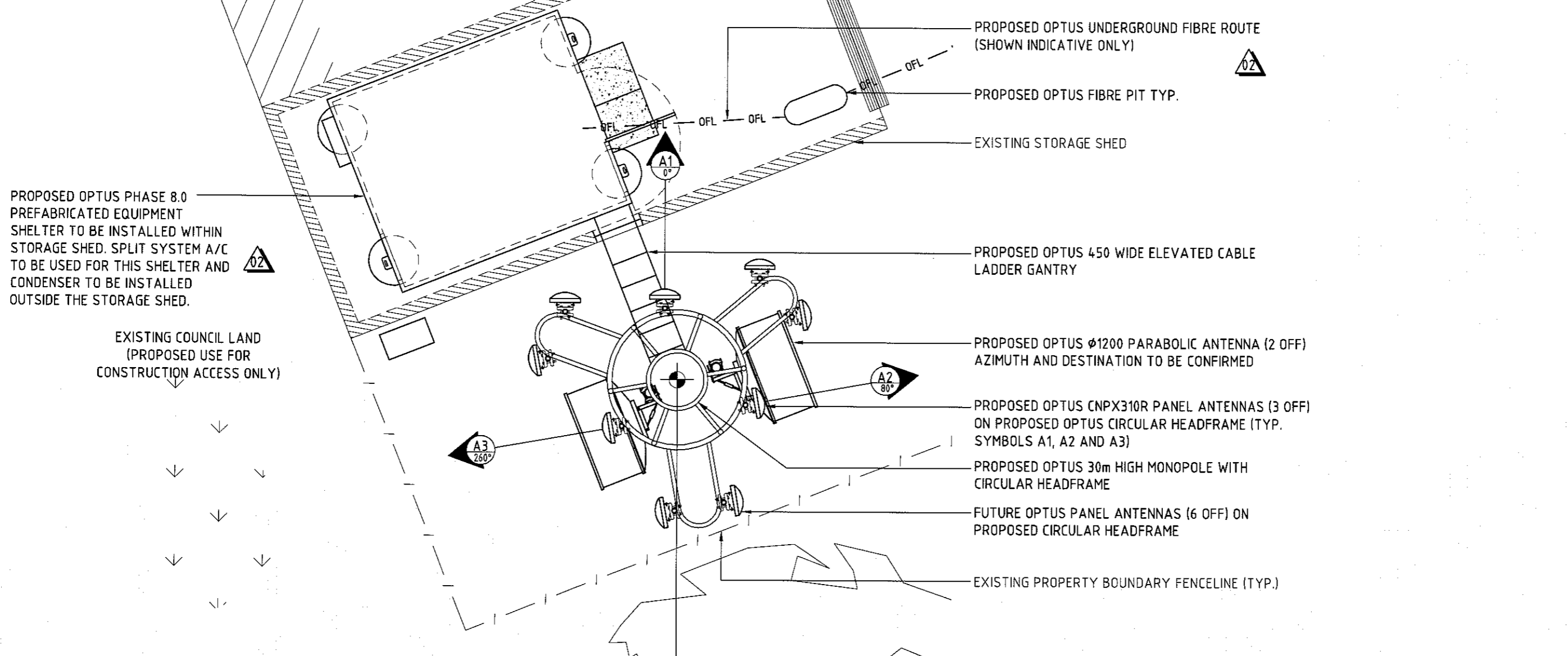
Drawing No.  
**M8371C-G2**

Revision  
**02**



**LEGEND**

- — — — — PROPERTY BOUNDARY
- OUE — OUE — U/G POWER SUPPLY
- OAE — OAE — O/H POWER SUPPLY
- OFL — OFL — U/G OPTIC FIBRE SUPPLY



PROPOSED OPTUS PHASE 8.0 PREFABRICATED EQUIPMENT SHELTER TO BE INSTALLED WITHIN STORAGE SHED. SPLIT SYSTEM A/C TO BE USED FOR THIS SHELTER AND CONDENSER TO BE INSTALLED OUTSIDE THE STORAGE SHED.

EXISTING COUNCIL LAND (PROPOSED USE FOR CONSTRUCTION ACCESS ONLY)

MGA ZONE 55  
 E 450 401  
 N 5 767 724  
 AT CL OF MONOPOLE

DETAIL 1  
 SCALE 1:50  
 G2

**NOTES:**  
 1. REFER TO DRAWING M8371C-A1 FOR ANTENNA SYSTEM CONFIGURATION.

Rev	Date	Revision Details	Consultant	CAD	Designer	Verifier	Approver
02	25.05.11	SHELTER ANF FIBRE ADDED	DALY	JM	MW	DI	CT
01	03.05.11	NOT FOR CONSTRUCTION	DALY	BRS	MW	DI	CT

**DALY**  
 INTERNATIONAL  
 www.dalyinternational.com.au

Client:  
**'yes' OPTUS**

Project:  
 MOBILE NETWORK AUSTRALIA  
 SITE No:- M8371C MORWELL EAST  
 2 SASKIA WAY

Drawing Title:  
**SITE LAYOUT AND SETOUT PLAN**

Drawing Status:  
**NOT FOR CONSTRUCTION**

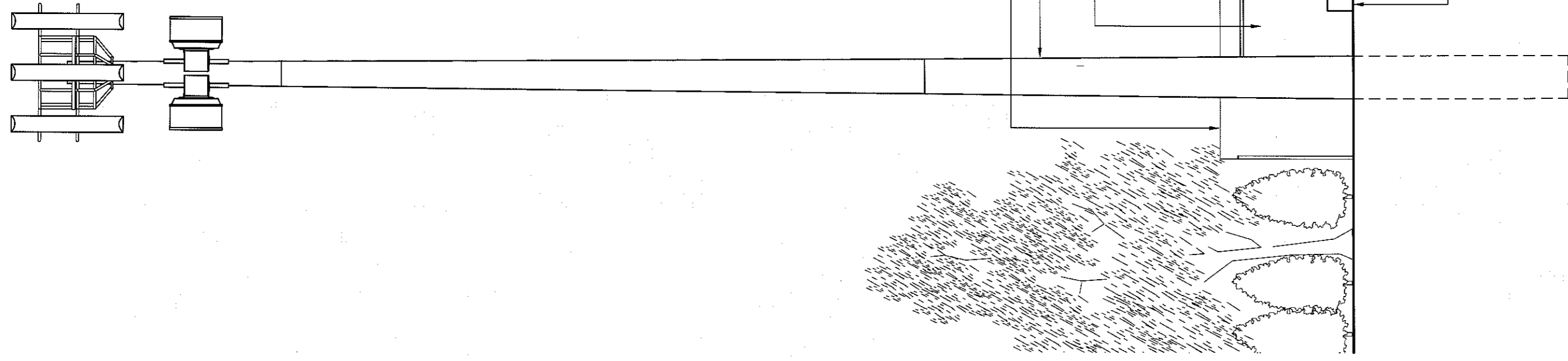
Drawing No. M8371C-G3  
 Revision 02

**NOTES:**  
 1. REFER TO DRAWING M8371C-A1 FOR PANEL ANTENNA DETAILS.

**NOTE:**  
 THIS DRAWING IS DIAGRAMMATIC ONLY AND SHOULD NOT BE SCALED.

▽ EL. 30.00m  
 CL PROPOSED OPTUS PANEL ANTENNAS (3 OFF)  
 CL FUTURE OPTUS PANEL ANTENNAS (6 OFF)  
 ON CIRCULAR HEADFRAME  
 TOP OF PROPOSED OPTUS MONOPOLE

▽ EL. 27.00m  
 CL PROPOSED OPTUS  $\phi$ 1200 PARABOLIC ANTENNA  
 (AZIMUTH AND DESTINATION TO BE CONFIRMED)



**EASTERN ELEVATION**  
 SCALE 1:100

Rev	Date	Revision Details	Consultant	CAD	Designer	Verifier	Approver
02	25.05.11	SHELTER ADDED	DALY	JM	MW	DI	CT
01	02.05.11	NOT FOR CONSTRUCTION	DALY	BRS	MW	DI	CT

**DALY**  
 INTERNATIONAL  
 www.dalyinternational.com.au

Client:  
**'yes'**  
**OPTUS**

Project:  
 MOBILE NETWORK AUSTRALIA  
 SITE No:- M8371C MORWELL EAST  
 2 SASKIA WAY

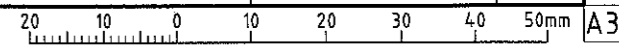
Drawing Title:  
**SITE ELEVATION**

Drawing Status:  
**NOT FOR CONSTRUCTION**

Drawing No.  
**M8371C-G4 02**

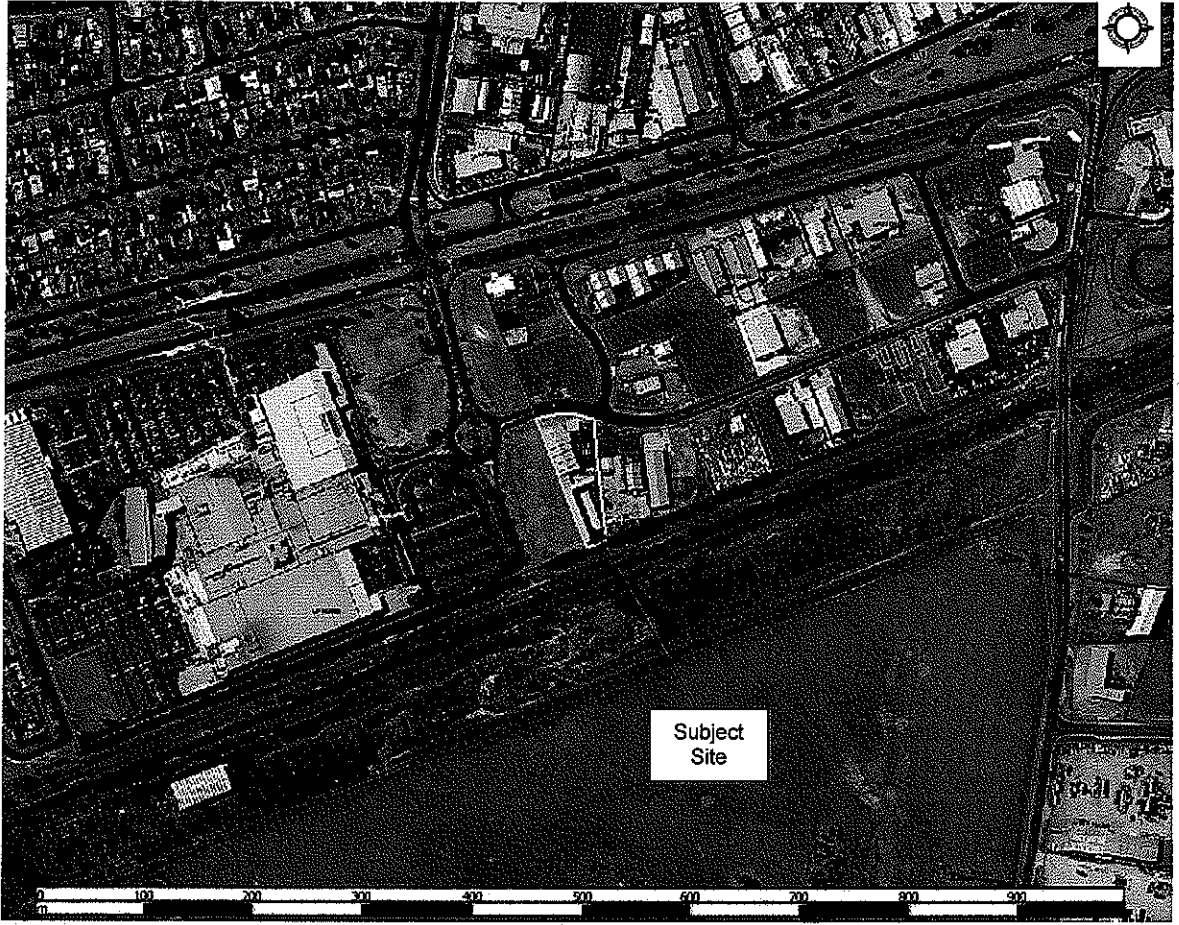
Revision  
**02**

2 JUN 2011



**ATTACHMENT 2  
LOCALITY MAP**





**ATTACHMENT 3  
HISTORY OF APPLICATION**

### History of Application

2 June 2011	Planning Permit application received by Council.
20 June 2011	A request for further information pursuant to 54(1)(c) of the Planning and Environment Act 1987 was sent to the applicant.
28 June 2011	Information was submitted by the applicant to respond to Council's further information request.
7 July 2011	Letter sent to applicant requesting that they advertise their application by sending letters to adjoining landowners and occupiers, placing a sign on site for 14 days and by publishing a notice in the Latrobe Valley Express under Section 52(1)(a) and Section 52(1)(d) of the <i>Planning and Environment Act 1987</i> (the Act).
7 July 2011	Application referred internally to Council Infrastructure Planning Department for consideration.
15 July 2011	Council's Infrastructure Planning team provided its referral comments and advised that it does not object to the proposal.
15 August 2011	Applicant submitted statutory declaration to Council confirming that advertising had been completed as requested.
17 August 2011	Council received a submission (conditional objection) to the application
1 to 6 September 2011	Discussion between Council Officers and the submitter regarding the implications of their conditional objection. A letter was sent to the submitter on 6 September 2011, providing an opportunity for them to further comment on their submission within 14 days of the letter.

**ATTACHMENT 4  
RELEVANT CLAUSES OF THE  
LATROBE PLANNING SCHEME**

## **Latrobe Planning Scheme**

### **State Planning Policy Framework:**

- Clause 19.03-4 – Telecommunications

### **Municipal Strategic Statement:**

- Clause 21.01 – Municipal Profile
- Clause 21.02 – Municipal Vision
- Clause 21.4 – Built Environment Sustainability
- Clause 21.05 – Main Towns
- Clause 21.07 – Economic Sustainability

### **Zoning:**

The subject site is zoned Business 4.

### **Overlays:**

The subject site is not affected by any overlays.

### **Particular Provisions:**

- Clause 52.19 Telecommunication Facility

### **General Provisions:**

Before deciding on an application, the Responsible Authority must also consider the 'Decision Guidelines' of Clause 65 as appropriate.

### **Incorporated Documents:**

No Incorporated Documents are considered to be relevant to this application.

**ATTACHMENT 5  
SUBMISSION**

Level 31, 459 Collins Street  
Melbourne 3000 Australia

T +613 9613 9999

F + 613 9613 9998

Juilliard Corporation Pty Ltd

ABN 77 007 226 904

Owned & Managed  
by Juilliard

Ms Carol Lok  
Planning Department  
La Trobe City Council  
PO Box 264  
MORWELL VIC 3840

<b>LATROBE CITY COUNCIL</b>	
INFORMATION MANAGEMENT	
RECEIVED	
17 AUG 2011	
R/O:	Doc No.
Comments/Copies Circulated to	
<input type="checkbox"/> Copy registered in business	<input type="checkbox"/> Invoice forwarded to accounts

Date  
15 August 2011

Dear Ms Lok,

**Submission to Planning Permit Application No. 2011/179  
Application for a Telecommunications Facility at 2 Saskia Way, Morwell**

We write in relation to the Planning Permit Application No. 2011/179 lodged by Daly's International, on behalf of Optus Mobile, for a proposed 30m tall Optus monopole at 2 Saskia Way, Morwell.

As you may be aware, the Juilliard group (Enwerd Pty Ltd) owns the Mid Valley Shopping Centre at 72 – 82 Princes Drive, Morwell. Our site is located to the west of the land Optus are proposing to lease and develop.

The proposed Optus compound will sit in the south-west corner of 2 Saskia Way. Our site is considerably large, with a significant amount of at-grade car parking surrounding the shopping centre building itself. Currently access roads and car parking separate the shopping centre from the applicants land, however we own all of the land, which directly abuts 2 Saskia Way (eastern boundary of our site).

We do not wish to object specifically to Optus' proposal, rather we write to seek assurance from Council that this proposal will in no way affect our ability to further develop our site, should we desire to do so in the future.

As you will be aware, our site is located within the Business1 Zone (B1Z) which identifies land for intensive retailing, whilst allowing for other complementary land uses. We are concerned that the proposed telecommunications facility may affect our ability to develop land uses on our site that do not currently require a permit, e.g. those prescribed in Clause 34.01-1, Section 1, i.e. a cinema, restaurant or child care centre. We are also concerned that the Optus facility may negatively affect a future permit application, should we propose any land uses identified as a Section 2 use and requiring a permit, i.e. a tavern, retailing premises.

We note that within Morwell's Structure Plan, our site has been earmarked as a key location for expansion of retail, including the provision of bulk goods stores. Council's local policies (specifically, Clause 21.07 Economic Sustainability) recognise there is a need for retail uses to expand and develop due to an expected growth in population and expendable income for residents in the area. With these policies identifying the need for retail growth and our site being designated as a

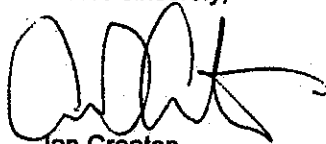
**COPY**

---

strategic location for such growth, we seek Council's assurance that surrounding development will not inhibit the future expansion of the Mid Valley Shopping Centre. In summation, we advise that we have no objection to the proposed 30m Optus monopole at 2 Saskia Way, provided the approval of the proposal will not inhibit the existing shopping centre, or will not affect our ability to develop the site in the future in any way we desire.

If you have any queries regarding the above then please do not hesitate to contact me on (03) 9613 9964.

Yours sincerely,



Ian Creaton  
Senior Development Manager



**11.3.3 GASKIN PARK MASTER PLAN - FINAL REPORT**

**AUTHOR:** General Manager Built Natural Environment  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to present submissions on the Gaskin Park Master Plan consultation process and the Gaskin Park Master Plan to Council for consideration.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2010-2014.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Recreation*

*In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community*

*Strategic Objectives – Our Community*

*In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Recreation*

- *Foster the health and well-being of the community by promoting active living and participation in community life.*
- *Assess and evaluate recreational trends and opportunities to address community aspirations for passive and active recreational activities.*
- *Promote and maximise the utilisation of recreational, aquatic and leisure facilities and services to ensure they meet the needs of the community.*

- *Provide diverse and accessible recreational, leisure and sporting facilities that are financially sustainable.*
- *Develop and maintain high quality recreational, leisure and sporting facilities in accordance with community aspirations.*
- *Support and develop partnerships and collaboration with user groups, friends of and committees of management for recreational, aquatic, public open spaces, parks and gardens.*
- *Continue to develop and enhance recreational and leisure facilities in order to attract and facilitate events of regional, national and international significance.*

#### *Strategic Direction – Built Environment*

- *Develop high quality community facilities that encourage access and use by the community*
- *Promote the integration of roads, cycling paths and footpaths with public transport options and public open space networks to facilitate passive recreation and enhance the liveability and connection of Latrobe City*
- *Ensure proposed developments and open space areas are complimentary to their surrounds*

#### *Service Provision – Built Environment*

- *Provide Recreation and Open Space planning for Latrobe City*

#### *Strategy – Recreation*

- *Southern Towns Outdoor Recreation Plan*

## **4. BACKGROUND**

The need for a master plan for Gaskin Park in Churchill was identified through the development of the *Southern Towns Outdoor Recreation Plan 2009*. The Southern Towns Outdoor Recreation Plan recommended the development of a detailed Master Plan to facilitate Gaskin Park becoming a major sporting precinct, and to provide recreation amenities to accommodate the local Churchill community.

In June 2010 Latrobe City Council appointed consultants to assist in the preparation of a Master Plan for Gaskin Park. The purpose of the project was to develop a detailed Master Plan that would identify all opportunities for the enhancement of the facilities at Gaskin Park.

The Gaskin Park Master Plan incorporates the following:

- Current and prospective user levels
- Current and future requirements of the facilities including the sporting Ovals, netball Courts, tennis Courts, bowling greens and associated buildings and car parks
- Proposed enhancements of the physical and visual aspects to the wider community which will establish Gaskin Park as a major sporting precinct.
- A review of background documents including the *Southern Towns Outdoor Recreation Plan 2009*, the *Churchill Structure Plan*, and Latrobe City Council's *Recreation and Leisure Strategy 2006*, *Sporting Reserves, Pavilions and Grounds Use Policy* and other relevant documents.
- Initial site visits and identification of physical attributes of the park and surrounding area; and
- Stakeholder consultation sessions held in July 2010, which gathered information about the use of the park.

Seven consultation sessions were held with representatives from the different sporting clubs associated with Gaskin Park including:

- Churchill Football Netball Club
- Churchill Junior Football Club
- Churchill Tennis Club
- Churchill Bowls Club
- Churchill Cricket Club
- Churchill Badminton Club
- Churchill and District Community Association
- Monash University
- Monash University Student Union
- Churchill Primary School

The second stage of the project included the development of a draft master plan with key recommendations.

The draft Gaskin Park Master Plan was considered at the Ordinary Council meeting of 7 February 2011. At the meeting, Council resolved the following:

1. *That Council releases the Gaskin Park Master Plan draft report for public consultation in accordance with Council's Community Engagement Plan 2010 – 2014.*
2. *That the Gaskin Park Master Plan draft report be forwarded to all groups involved in the initial stakeholder engagement.*
3. *That written submissions in relation to the Gaskin Park Master Plan draft report be received from 9 February 2011 until 11 March 2011.*
4. *Following the community consultation process a final report be presented to Council detailing:*
  - a. *All submissions received;*
  - b. *Final master plan for consideration and adoption by Council.*

The proposed final Gaskin Park Master Plan is provided in Attachment 1.

## 5. **ISSUES**

The Gaskin Park Master Plan is intended to show how activities and spaces interact, and the enhancement of infrastructure to improve the facility. It has been produced as a guiding document showing indicative spaces, buildings and activities. The Master Plan will inform further detailed design work that will be required to construct each element of the Master Plan.

The Gaskin Park Master Plan recommends:

- Upgrading the lighting at the sporting ovals for training purposes
- Constructing two netball courts between the two sporting ovals
- Installing lighting for four of the tennis courts
- Construction of a bowling facility
- Upgrading public facilities (with the exception of Churchill Football Club Social Rooms)
- Construction of a canteen/kiosk facility to service both sporting ovals and the netball courts
- Upgrading and formalising car parking facilities
- Constructing a new picnic area near the kiosk/canteen

- Create a shared pathway network throughout the reserve
- Retaining open space areas for passive recreation users.

The consultation on the draft Master Plan resulted in seven written submissions being received from the following groups and individuals.

- Churchill Football Netball Club
- Churchill & District Community Association
- Churchill Badminton Club
- Churchill Tennis Club
- Churchill Bowls Club
- Monash University Gippsland
- Dr. Charles Uber

A summary of all submissions received is provided on the following pages. A number of the submissions have resulted in proposed changes to the exhibited draft Master Plan.

Sub. No	Submission From	Summary of Submission	Change to the Master Plan		Response
			Yes	No	
1.	Monash University	Endorses the recommendation of parking around Gaskin 2 Oval.		X	Incorporated in the master plan
		Supports construction of the community pavilion.		X	Incorporated in the master plan
		Supports Option 3, which provides sufficient space for the Bowling Club to expand to two greens and clubrooms and still maintain use of the existing stadium.		X	Incorporated in the master plan
		Supports the location of the community pavilion as close to the Churchill Football Netball Club rooms to encourage interaction and minimise traffic/pedestrian conflict.		X	The Multi-Use change facility will be adjacent to the existing Gaskin Park Stadium, within close proximity to most reserve users.
		Supports the location of the Netball Courts between Gaskin 1 & Gaskin 2 Ovals.	X		Noted – The Netball courts will be located between Gaskin 1 and 2 ovals.
		Provide sufficient space on the old hockey field to locate two new bowling greens and a pavilion.		X	The existing hockey field is not deemed the most functional or safest due to separation by the road and the car parking area.
		Consideration of a footpath on the eastern side of Manning Drive continuing as far as the existing Tennis Courts.	X		Noted – The master plan has been changed to reflect this feedback
		Retention of Gaskin Park Stadium for use by the Bowls Club until a new Bowls facility is constructed	X		Noted – The master plan has been changed to reflect this feedback
		Design a new playground between the hockey field and Gaskin 2 Oval		X	Noted – Adequate play facilities are proposed to be located between the Netball Courts and existing Gaskin Stadium

Sub. No	Submission From	Summary of Submission	Change to the Master Plan		Response
			Yes	No	
2.	Churchill Tennis Club	Agree that the four disused tennis courts are not suitable and can be removed		X	Incorporated in the master plan
		Supports the installation of lighting to the four northern courts for expansion of night competition as a priority action		X	Incorporated in the master plan
		Supporting upgrading of the tennis clubrooms to provide access to people with all abilities		X	Incorporated in the master plan
		Supports implementation of additional spectator amenity around the existing Tennis Courts		X	Incorporated in the master plan
		Provision of addition tennis courts if required due to future population growth		X	The master plan identifies land to the west of the existing tennis courts as passive open space and is not encumbered by any future developments. If demand for tennis courts increases in future years, the master plan provides adequate space for future facilities.
		Disintegration of embankment to the west of the inactive courts	X		The master plan proposes to remove the four inactive tennis courts. This proposed work will include the reinstatement and revegetation of the embankment to the west of the active courts.
		Sealing of car park	X		Incorporated in the master plan
3.	Churchill Badminton Club	The Club would like to continue to play badminton at the reserve in the future		X	Noted – The existing Gaskin Park Stadium is to be retained and upgraded. The Badminton club has the option to continue playing at Gaskin Park Stadium or at Latrobe Leisure Churchill if desired.
4.	Churchill Football Netball Club	Upgrading lighting to Gaskin 2 Oval should be a priority so that night competition/training can continue		X	Incorporated in the master plan
		Provision for two Netball Courts is ideal for requirements of the Netball Club.		X	Incorporated in the master plan
		The Club recommends that new Netball Courts be constructed next to the proposed pavilion between the current social rooms and the current change rooms.	X		Noted – Netball Courts are to be constructed between Gaskin 1 & 2 ovals.
		The Scoreboard is to remain in the current location, but upgraded to a digital screen.	X		Noted – Scoreboard to remain in current position. The responsibility for upgrading the scoreboard remains with the Churchill Football Club as per Schedule 2 – Section 28 of the Sporting Ovals & Pavilion Policy.
5.	Dr. Charles Uber	Traffic improvements around the reserve are required.		X	Noted - The traffic conditions at Gaskin Park are not expected to change with the implementation of the recommendations in the Master Plan.
		The Lawn Bowls facility should have two greens north of the clubhouse.		X	Noted – Bowling greens are proposed to be configured to allow the southern green to be constructed first with the opportunity to construct a second green in the future
		Before the Bowling Club is able to have a new clubhouse, the club should continue to operate at the northern end of the existing Gaskin Park Stadium.		X	Noted – Gaskin Park Stadium is to be retained and upgraded.
6.	Churchill Bowls Club	The Club would prefer the proposed bowling greens to be located on the existing hockey field.		X	The proposed location in proximity to the stadium is more a more functional and safer option. The mayor advised that he will have a further discussion with the bowls club.
		The Club also supports options where the design of the new pavilion incorporates a multi-purpose space that can be used adjacent to the proposed bowling greens.		X	Noted- Gaskin Park Stadium is to be retained and upgraded.
7.	Churchill & District Community Association	General Support for the draft master plan.		X	Noted
		Ensure that the provision for Lawn Bowls at the Reserve.		X	Noted – Provision for Lawn Bowls has been made in the Master Plan.
		Consideration should be given to traffic issues on Manning Drive.		X	Noted - The traffic conditions at Gaskin Park are not expected to change with the implementation of the recommendations in the Master Plan.

Two key themes emerged from the submissions. A description of how the Gaskin Park Master Plan responds to the key themes is provided below.

### Theme 1 Multi- purpose Facility

The Master Plan recommends that the existing Gaskin Park Stadium be retained and upgraded. This will ensure that an indoor facility continues to be available for the Churchill community, including the Bowls Club.

Stage 1 construction of the proposed bowling green will be adjacent to the existing Gaskin Park Stadium. This will allow for a staged development of the bowling greens and will allow potential future expansion for the club.

A proposed multi-use facility is to be constructed adjoining the northern aspect of the existing Gaskin Park Stadium and will incorporate change facilities for female and male players, umpires, first aid facilities and a canteen. It is envisaged that these facilities will be available for all reserve users

With the existing Gaskin Park Stadium being retained and upgraded, the concerns of the Churchill Bowls Club have been addressed. The existing Gaskin Park Stadium will be subject to a detailed design of the layout. Any proposed layout will provide for the Bowling Clubs' activities, whilst providing additional facilities for all reserve users with the inclusion of change facilities for male and female players, umpires and canteen facilities.

The proposed multi-use change facility will connect to the existing Gaskin Park Stadium and be centrally located to provide for users of both Gaskin 1 and Gaskin 2 ovals and the Churchill Bowls Club.

### Theme 2 Netball Courts

Construction of two new asphalt netball courts is proposed to be between Gaskin 1 and Gaskin 2 ovals to integrate the Netball Courts with the other users at the reserve. This will provide direct access to the new change facilities, which will be in the proposed multi-use facility.

Pedestrian safety for spectators between the Netball Courts and the southern end of Gaskin 1 oval is an important safety issue. Restricting vehicular access to emergency and maintenance vehicles only, in this area, will improve the safety of the area.

The two Netball Courts will allow additional teams to play at once and offer extended warm up areas for players.

## 6. FINANCIAL AND RESOURCES IMPLICATIONS

Indicative costs to implement the infrastructure projects identified in the Gaskin Park Master Plan are provided in Attachment 2. The implementation plan has been prepared for information purposes and will require further consideration as part of future budget preparations.

At a Council meeting held on 22 August 2011, Council considered a range of recreation projects to be submitted for future State Government funding opportunities. Projects that were included for Gaskin Park are:

<b>Project</b>	<b>Approx Cost</b>	<b>Funding Opportunity</b>	<b>Funding amount requested</b>	<b>Year (anticipated)</b>
Multi-use Facility	\$800,000	Community Facility Funding – Major	\$400,000	2013/14
Construction of bowling green	\$400,000	Community Facility Funding – Major	\$200,000	2013/14
Lighting for Gaskin 2 oval	\$200,000	Community Facility Funding – Minor	\$100,000	2015/16

## 7. INTERNAL / EXTERNAL CONSULTATION

### *Engagement Method Used:*

The consultation process that was undertaken during the preparation of the draft Gaskin Park Master Plan included meetings and information sessions with the following organisations:

- Churchill Football Club
- Churchill Cricket Club
- Churchill Junior Football Club
- Churchill Tennis Club
- Churchill Badminton Club
- Churchill Bowls Club
- Churchill Baseball Club
- Churchill Hockey Club
- Churchill & District Community Association
- Monash University
- Churchill Primary School

Initial meetings were held on site in July 2010 at Gaskin Park Reserve with clubs, committee and community representatives to discuss project objectives, timeframes and priorities. Additional consultation has also taken place with the above stakeholders throughout the development of the Master Plan.



Community surveys were distributed at the initial meeting and through Churchill Leisure Centre, with follow up meetings, with clubs and organisations in February 2011.

The Gaskin Park Master Plan draft report was sent to all groups involved in the consultation during the preparation of the draft plan. A public notice was placed in the Latrobe Valley Express requesting comments, and the draft plan was available on the Council website and at service centres during the consultation period which ran for a period of four weeks and commenced on 9 February to 11 March 2011.

The community engagement methods used are consistent with Latrobe's Community Engagement Plan 2010-2014 which is underpinned by the International Association for Public Participation (IAP2) Spectrum.

*Details of Community Consultation / Results of Engagement:*

A total of seven submissions were received in relation to the draft master plan. A summary table of the submissions and responses to submissions are outlined in Section 5 of this report.

## **8. OPTIONS**

The following options are available to Council:

1. Adopt the Gaskin Park Master Plan final report.
2. Not adopt the Gaskin Park Master Plan final report and request further changes to the Master Plan.

## **9. CONCLUSION**

The key recommendations that have been outlined in the final Master Plan incorporate both short term and long term strategic directions for Gaskin Park and the surrounding Churchill region.

The final Master Plan considers the issues of land use, access and movement, landscape and environment. The final Master Plan creates a connected and attractive precinct that functions as a recreational destination as well as local parkland for all users of the local and broader community.

The proposed enhanced layout of the different spaces within Gaskin Park allows for better pedestrian and vehicular access within the reserve, and in relation to adjacent open spaces and neighbourhoods as well as reserves further afield, including Andrews Park West and the Hazelwood South Reserve.

The Master Plan also addresses the strategic planning directions for the region, which is to promote further urban development in Churchill to cater for the current population and future population projections.

#### **10. RECOMMENDATION**

1. That Council adopts the Gaskin Park Master Plan September 2011.
2. That the projects identified for implementation be referred to future budgets for consideration.
3. That the submitters are thanked for their contribution.

#### **ALTERNATE MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Kam

That Council defers the plan until a meeting with Churchill Bowls Club is held with the ward Councillor and upon completion of this the report be brought back to Council.

#### **For the Motion**

Councillor/s Kam, Gibson and Harriman

#### **Against the Motion**

Councillor/s O'Callaghan, Vermeulen, Middlemiss, Lougheed and White

**The Mayor confirmed that the Motion had been LOST**

**The original Recommendation became the Motion before the chair.**

1. That Council adopts the Gaskin Park Master Plan September 2011.
2. That the projects identified for implementation be referred to future budgets for consideration.
3. That the submitters are thanked for their contribution.

**Moved:** Cr Lougheed  
**Seconded:** Cr Vermeulen

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**ADDITIONAL MOTION**

**Moved:** Cr Kam  
**Seconded:** Cr Harriman

**That a report be presented to Council indicating when the  
Andrews Park West Masterplan is to be conducted.**

**CARRIED UNANIMOUSLY**

**ATTACHMENT 1**



gaskin park, churchill

master plan report

by hansen partnership

in association with  
meldrum architecture

september 2011

aila victoria medal 2008  
australian institute of  
landscape architects  
(victorian state group)

consultant planner of the year 2006  
consultant planner of the year 2005  
planning institute of australia  
(victoria division)

hansen partnership pty ltd  
**melbourne** | vietnam

level 4 136 exhibition st  
melbourne vic 3000  
t 03 9654 8844 f 03 9654 8088  
e info@hansen-online.com.au  
w hansen-online.com.au  
ABN 20 079 864 716 | ACN 079 864 716



## table of contents

<b>1</b>	<b>introduction</b>	<b>3</b>
<b>2</b>	<b>background</b>	<b>4</b>
2.1	site context	4
2.2	land use	7
2.2.1	adjacent land use	7
2.2.2	active sporting fields	7
2.2.3	disused sporting fields	10
2.2.4	buildings	11
2.2.5	potential future uses	12
2.3	access and movement	15
2.3.1	access points	15
2.3.2	vehicular access and car parking	15
2.3.3	pedestrian	16
2.3.4	safety	17
2.3.5	fencing	17
2.4	landscape and environment	19
2.4.1	open space	19
2.4.2	vegetation	19
2.4.3	views	19
2.4.4	drainage	20
<b>3</b>	<b>master plan recommendations</b>	<b>22</b>
3.1	gaskin 1 oval	22
3.2	gaskin 2 oval	22
3.3	netball courts	22
3.4	tennis club	22
3.5	bowls club	23
3.6	upgraded community pavilion	23
3.7	picnic area	23
3.8	vehicular access	23
3.9	pedestrian access	24
3.10	landscape	24
<b>4</b>	<b>conclusion</b>	<b>25</b>



## 1 introduction

In June 2010 Latrobe City Council appointed Hansen Partnership to prepare a Master Plan for Gaskin Park, Churchill. The aim of the project was to develop a detailed master plan identifying all opportunities for the creation and redevelopment of facilities at Gaskin Park to form a major sporting precinct and provide amenities to accommodate the local community.

The first stage of the project focused on gathering information relating to the existing conditions of the park and issues concerning its use, from the following sources;

- A review of background documents including the *Southern Towns Outdoor Recreation Plan*, the *Churchill Structure Plan*, Latrobe City Council's *Recreation and Leisure Strategy*, *Sporting Reserves*, *Pavilion and Grounds Use Policy* and other relevant documents.
- Initial site visits and the identification of physical attributes of the park and surrounding area; and
- Community consultation sessions which gathered information about the use and presence of the park. A total of seven consultation sessions were held; with members of Latrobe City Council and Council Officers, representatives from the different sporting clubs associated with the park (including the Senior Football / Netball Club, Junior Football Club, Tennis Club, Lawn Bowls Club, Cricket Club, Badminton Club and Baseball Club), Churchill and District Community Association and members of the general community.

In collaboration with Council and Meldrum Architecture, Hansen Partnership developed a number of options for the development of the reserve. These draft master plan options were presented to Council, stakeholders and the general community in a further consultation session, which was followed by a public exhibition period.

The feedback from the public exhibition period was reviewed and the final master plan was tailored to consolidate the three options and incorporate stakeholder feedback as required. Along with the Implementation Framework, this Master Plan will guide the future use and long term development of Gaskin Park, subject to funding opportunities. The recommendations contained within the plan are described in relation to a number of key actions and associated tasks, as outlined within this report.



## 2 background

### 2.1 site context

The study area, which is situated on the western edge of the Churchill Township, is indicated in the accompanying context diagram (Figure 5). The analysis of the relationship of Gaskin Park within the broader region identified a number of key influences, which are briefly described as follows.

- Churchill currently has a large provision of public open space that provides for a range of recreational and sporting pursuits, and the Master Plan seeks to consolidate the presence of Gaskin Park within this green ribbon of open space by developing it into a key regional sporting precinct, as identified in the Southern Towns Outdoor Recreation Plan (2009).
- Existing connections through to the surrounding sporting facilities and open spaces are to be strengthened, particularly to Andrews Park West which currently provides for the township's baseball and cricket communities, and Hazelwood South Reserve further to the north, which houses the soccer club.
- Gaskin Park is located on the western edge of the township and needs to cater for an anticipated increase in Churchill's population, servicing both the current and future population of the region.
- A future east-west link has been identified within the proposed Churchill Structure Plan through Gaskin Park to McDonald Way, connecting the reserve through to the town centre.
- Gaskin Park is located within walking distance of the majority of Churchill's existing residential neighbourhood, the town centre and a multitude of other open space areas. These are predominantly within a five to ten minute walking catchment of the park, therefore the opportunity to strengthen existing shared path connections and integrate new clear and accessible pedestrian and cycling paths is important in realising the vision of the overall Churchill Structure Plan. This envisages a walking trail around the reserve to pick up on broader linkages north to the Strzelecki Track and the National Park.
- Churchill has a number of educational institutions, the largest being Monash University to the east of town, and it has been indicated that many students from the campus are involved in sporting clubs that utilise facilities at Gaskin Park. There are also three primary schools within a ten minute walking distance of the reserve, which mean that it is an important neighbourhood community asset for school groups to use for events such as cross country and sports days, as well as the formal sporting clubs.



Figure 1: Andrews Park West oval



Figure 2: Residential development frontage





- Churchill Town Centre is presently undergoing a number of upgrades, including traffic improvements which will contribute to increased activity and encourage more people to visit and stay in Churchill. Along with improvements to east-west linkages across the town, this will contribute to presenting Churchill as a more accessible town and creating an inviting destination for sporting clubs and the regional community.
- There is a regional bus route that runs through Churchill; however this does not run directly by Gaskin Park. There is the opportunity for public transport links to be extended as residential development continues, and pedestrian linkages through to these transport corridors should be enhanced.
- Gaskin Park itself is essentially divided into two precincts. Gaskin Park South is primarily an area of remnant native vegetation, which is an important wildlife corridor that is to be preserved and potentially enhanced through a sensitively placed walking trail that links into Gaskin Park North. This area includes the existing Scouts Hall, and is often used for recreational pursuits including walking, horse riding and dirt bike riding. Gaskin Park North is a precinct of more formal sporting pursuits that comprises a number of different user groups and potential activities that require consolidation, and as such is the primary subject of this Master Plan.



Figure 3: Gaskin Park recreational precinct



Figure 4: Gaskin Park entrance road

# gaskin park churchill master plan



## context

### legend

- overall study area boundary 
- masterplan site boundary 
- main roads 
- local roads 
- public bus route 
- existing pedestrian paths 
- 400m walking catchment 
- 800m walking catchment 
- public open space 
- water bodies 
- town centre 
- educational facilities 
- existing rural 
- native vegetation cover to south of site 

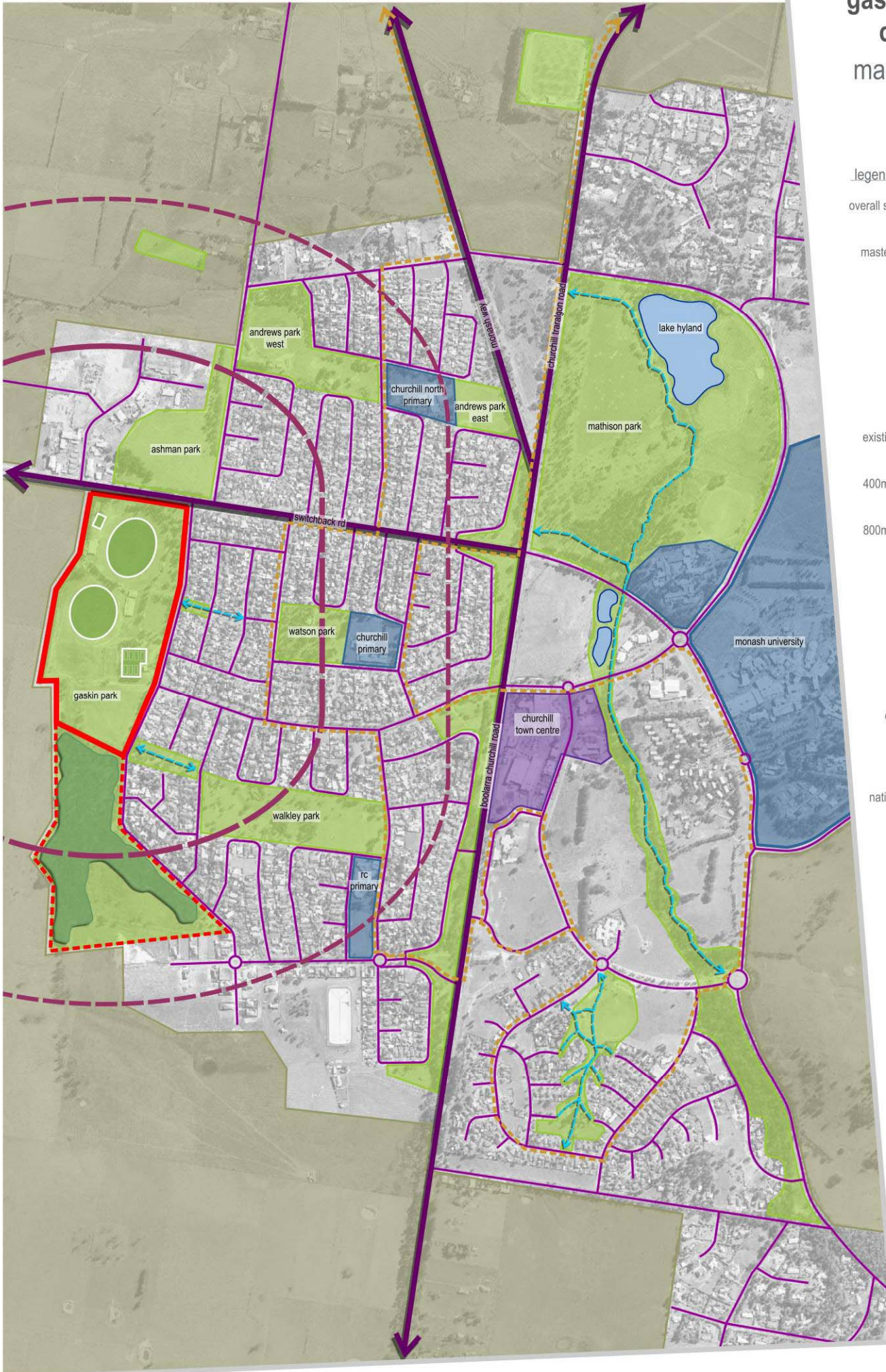


Figure 5



Project Ref: 10.089  
 Dwg No.: LCD-001  
 Scale: 1:10,000@A3  
 Date: 13.07.10  
 Revision: B

hansen partnership pty ltd  
 melbourne | vietnam  
 level 4 136 exhibition st  
 melbourne vic 3000  
 t 61 3 9654 8844 f 61 3 9654 8088  
 e info@hansen-online.com.au  
 w hansen-online.com.au



## 2.2 land use

The northern end of Gaskin Park, which forms the Master Plan study area, covers an area of approximately 19 hectares. The reserve incorporates a number of formal sporting fields for recreational use, as well as a large informal area of undulating grassland to the south. The various recreational facilities are currently quite disconnected, and there is presently a lot of underutilised space between the designated sporting fields. The Master Plan will work to integrate all the different elements within the reserve and allow the surrounding parkland areas to function as an open space destination for the community.

The analysis of land use at Gaskin Park identified a number of key areas, described as follows, and identified in the accompanying land use analysis diagram (Figure 16).

### 2.2.1 adjacent land use

- Gaskin Park has an existing residential frontage to the east along Manning Drive, and access to the park from this large residential catchment should be clear and direct.
- As part of a generous open space network around Churchill, Gaskin Park's green connections extend north to Ashman Park and Andrews Park West and south through the areas of remnant native vegetation. The western boundary of the park is currently fronted by rural land.

### 2.2.2 active sporting fields

Gaskin Park comprises a number of active playing fields that are used by various sporting groups within the community that have seasonal hire agreements that are negotiated directly with Council. These users are identified in the Southern Towns Outdoor Recreation Plan (2009) and are discussed below.

A number of other members of the local community have indicated that they currently or potentially could make use of the recreational facilities in the reserve. It is also important to consider the Churchill Leisure Centre, which has facilities located adjacent to Monash University and has been significantly upgraded. The sharing of uses between these facilities would allow for quality recreational pursuits for all users and ensure that facilities within Churchill are not being duplicated and thus underutilised.



## sporting ovals

The reserve includes two ovals; Gaskin 1 is the main oval to the north which is generally used for senior football only and Gaskin 2 to the south which is used for C grade football and junior cricket.

- The main oval, Gaskin 1, is heavily used during the week for training as well as for weekend football matches, due to being the only space with adequate lighting in the reserve for such purposes. The oval had improved in recent times, with good grass cover and drainage, however the high amount of traffic puts the surface under a great deal of pressure, and we understand that it has fallen below standard as a result of this high use and deterioration caused by drainage issues during wet weather. The cricket pitch has recently been removed from the oval and drainage issues will look to be rectified by connecting infrastructure in the centre of the ground.
- We understand that there has been minimal improvement to ground lighting for a long time, and is now below accredited standard. For the installation of new lighting, Council have noted that power infrastructure will need to be upgraded, therefore the expense of this exercise requires careful planning. The football club has indicated that if lighting was to be provided for Gaskin 2, the oval would be able to be used for training purposes, which would assist in taking the pressure off the surface of Gaskin 1.
- The southern oval, Gaskin 2, is currently not irrigated and has poor drainage which results in an uneven and often muddy surface for the junior football and cricket teams to play on. The Junior Football Club has also identified that there is drainage infrastructure to the north of the oval behind the goals that needs to be removed, as it presents a hazard for those using the ground.
- The consideration of a well designed and installed irrigation system could possibly be extended to service both ovals to provide a high turf quality on both.
- We understand that the cricket club only uses the Gaskin 2 oval for games on a Saturday, as training and change room facilities are located at Andrews Park West. For them to be able to continue to utilise the ground however, they do require a safe, flat surface on Gaskin 2 that has adequate drainage and preferably irrigation. The current process for covering the cricket pitch during the football season causes levelling issues, so a better option for this should be considered.
- A review of other facilities associated with the use of the ovals, such as the condition of goal posts and the lack of a scoreboard and siren on Gaskin 2, is also to be investigated.



Figure 6: Gaskin 1 main oval



Figure 7: Gaskin 2 southern oval



## netball court

- Gaskin Park currently has one netball court, which is located in the north western corner of the reserve. Drainage is currently an issue on the existing court, and it does not comply with Netball Victoria mandated minimum requirements for 'run off' area, which is an important consideration in any improvement works.
- There is also the future need for a second court, which would allow additional teams to play and offer a safe warm up area for all players.



Figure 8: Netball court

## tennis courts

- Gaskin Park is the home of the Churchill Tennis Club, which is located to the south east of the reserve. The club has seven acrylic tennis courts in use, which is considered by the club as sufficient through October – March when they get the most activity; with junior competition on the weekends, some night competition during the week, use by schools on sports days and regular recreational use by the tennis community.
- Three of the courts in use are provided with lighting. The installation of lighting on the remaining four active courts is required to enable the expansion of night competition, and repairs to the fence around the courts are necessary.
- As well as improvements to the courts, Latrobe City Council's Tennis Facilities Plan (2008) identifies a number of upgrades required to the existing club rooms. It has been identified that disability access and toilets are required and sewerage problems and lack of an outdoor tap needs to be addressed.
- The existing gravel car park causes issues with congestion and stones scattering onto the courts, and the sealing and formalisation of this car park would be beneficial.
- Shade and shelter for spectators around the courts is lacking, and the introduction of some vegetation around this area would improve the amenity of the area.
- The tennis club has suggested that it would be beneficial to perform a risk assessment on their facilities to ensure they meet Tennis Victoria guidelines.
- Latrobe City Council's Tennis Facilities Plan also includes the decommissioning of the four disused courts, which is discussed below.



Figure 9: Active tennis courts



Figure 10: Tennis clubrooms



## 2.2.3 disused sporting fields

### inactive tennis courts

- Four asphalt tennis courts are located down the embankment to the west of the active courts, which have been fenced off and disused, as they are not suitable for play due to the dilapidated surface quality, most likely a result of the reactive clay soils on site. The tennis community have indicated that the existing seven courts available for use are sufficient for their needs, and if the four courts were to be removed and not replaced this would not be an issue.



Figure 11: Inactive tennis courts

### cricket nets

- There are some underutilised cricket nets located in the far north east corner of the reserve that are in poor condition. We understand that the cricket community is happy for them to be removed, as the main cricket practice facilities are located at Andrews Park West.

### hockey field

- The hockey field along the Manning Road frontage is in poor condition and is thus disused for the game. The development of a regional synthetic hockey facility at Monash University in April 2011 has provided the opportunity for usage by the hockey club.
- The soccer club casually uses the hockey ground to train on, however there is the potential for them to shift their activity to another space within the reserve, and their main facilities are located at Hazelwood South Reserve.
- Due to the hockey club's relocation, the leftover field creates a suitable, high profile position for the potential new bowls club, as discussed below.



Figure 12: Hockey field

### rugby field

- The rugby field towards the south west corner of the reserve is also disused. The master plan therefore provides a suitable opportunity to investigate the potential future use of this area, including the possible development of new playing areas and providing better access and surveillance to this part of the reserve.



Figure 13: Disused rugby field



## 2.2.4 buildings

### gaskin park stadium

- Gaskin Park Stadium includes a number of indoor rooms that are currently used for a multitude of events by local sporting clubs and the general community. Our project team includes Meldrum Architecture, who is on board to carry out a review of the existing facilities in the reserve and address any issues and look at the possibility of creating a new built facility.
- The Stadium comprises a number of indoor courts for the basketball, badminton and carpet bowls communities and is also used casually by the soccer club during winter. The soccer club have suggested that the stadium could be used as a more formal indoor training facility for both Australian Rules football and soccer.



Figure 14: Gaskin Park Stadium

### existing change rooms

- The existing change rooms for the Senior Football Club are a considerable distance from the social club rooms and needs of umpires and players are currently not being met. The facilities require a number of improvements, particularly additional rooms for umpires as well as separate areas for female umpires.
- The netball club has expressed the need for a refurbishment of existing facilities or possible new change rooms, as they are currently of a low standard and have no toilet or shower facilities and lack disabled access.

### football club social rooms

- The recently constructed social rooms are currently being used for many events, and have a strong sense of ownership as they have been constructed with the football club's own funding. The club hosts a variety of social events; however the facility is generally for the use of the senior football club only. There is no sharing of facilities between the senior club and the junior football club, therefore the junior club is lacking a space of their own for meetings and the display of trophies and club memorabilia.
- It has been identified that the septic tank for the social rooms is not coping with the high level of usage at the present time, particularly with the usage of the function rooms continuing to increase.



Figure 15: Football Club social rooms



## potential new building

- In order for Gaskin Park to enhance its presence as a sporting destination, the clubs have indicated the need to upgrade their existing facilities, which provides the opportunity to potentially consolidate a number of uses within the reserve into a possible new building. The idea would be that this could accommodate various members of the sporting community, as well as allowing them to have their own space as required.
- Meldrum Architecture has undertaken a review of the existing buildings and this project may provide the catalyst for the development of a new signature building within the park to give the reserve itself and Churchill a greater identity, particularly as the surrounding residential community continues to grow. A suitable site for a new central pavilion within the park is possibly between the two ovals so that it is accessible for all users and brings both sides of the reserve together.
- It is suggested that a number of different clubs should be encouraged to consolidate into one building. The importance of such a facility in bringing the different clubs together is paramount to developing a safe, integrated and vibrant community precinct.
- Sustainable implementations within buildings such as solar lighting and panels and water harvesting and tanks should be carefully considered as they can be funded by schemes such as Sustainability Victoria.

### 2.2.5 potential future uses

Following on from the Latrobe Recreation and Leisure Strategy, the development of the Master Plan provides the opportunity to investigate the feasibility of establishing new sports fields that possibly accommodate for a number of different recreational uses. The Southern Towns Outdoor Recreation Plan notes that *'Gaskin Park Churchill is ideally located and adequately sized to provide the opportunity to develop a sporting precinct to meet the higher level sporting needs of the southern towns. There is the opportunity to create high quality facilities at Gaskin Park to accommodate lawn bowls, junior and senior football, tennis, cricket, baseball and badminton.'*

#### bowls club

- The Churchill Bowls Club, as well as the broader community, have identified that a priority within the development of Gaskin Park is to develop a lawn bowls facility in the reserve to provide for the recreational and social needs of a range of ages.
- The Bowls Club envisage that the construction of the facility would be a staged development, ultimately including two synthetic greens of 40m x 40m with eight rinks on each, with associated clubrooms, lighting, seating, fencing and landscaping.
- As well as providing recreational pursuits, the club would have the potential to host some future social events to take pressure off the existing football club social rooms.





## public facilities

The incorporation and expansion of a number of publicly accessible facilities is important in facilitating the transformation of Gaskin Park into a high amenity precinct that provides a comfortable and pleasant environment for spectators and the general community.

- The existing public toilets are not in good condition, and new ones need to be incorporated into the redevelopment in a safe and easily accessible location available to the public at all times.
- There is the opportunity to create a passive recreational area for spectators and families that incorporates picnic facilities and barbeques within a parkland setting. This would include shelter and seating, which the community has indicated would be well-used, as well as a new playground facility, which would be particularly beneficial for families of players with young children who currently have no safe designated area to play on game days.
- It is important that there are affordable options within the reserve for participation in unstructured recreational activities to encourage people of different ages, particularly youths, to walk and use the reserve beyond organised team sports and spectating.
- The provision of shade is an important consideration within the Master Plan, in the form of vegetation, picnic shelters and a possible new grandstand structure with associated lighting and improved canteen facilities. The reserve is well placed to continue to hold large events such as music festivals, Relay for Life events and the Churchill Festival, and the redevelopment provides the opportunity to create a more inviting and accommodating environment for such occasions to take place.

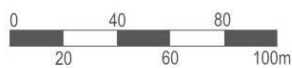
land use

Legend

- master plan site boundary 
- open space 
- active playing fields 
- disused playing fields 
- surrounding public open space 
- existing residential 
- existing rural 
- existing buildings 
- sealed surfaces 
- unsealed surfaces 
- car parking areas 
- high cyclone fencing 
- low fencing 



Figure 16



Project Ref: **10.089**  
 Dwg No.: **LCD-002**  
 Scale: **1:2000@A3**  
 Date: **17.01.11**  
 Revision: **C**

hansen partnership pty ltd  
 melbourne | vietnam  
 level 4 136 exhibition st  
 melbourne vic 3000  
 t 61 3 9654 8844 f 61 3 9654 8088  
 e info@hansen-online.com.au  
 w hansen-online.com.au



## 2.3 access and movement

The analysis of access and movement within and around Gaskin Park identified a number of key areas, described as follows, and identified in the accompanying access and movement analysis diagram (Figure 24).

### 2.3.1 access points

- The main entry to Gaskin Park is currently from the east along Manning Drive. It has been noted that the configuration here requires upgrading to enhance traffic flow at busy times and to improve public safety, through potentially separating pedestrian movement from traffic, and boosting entrance and street lighting.
- This main entrance provides direct access through to the entry point to the main football oval, which is a ticketed entry on match days and is currently the only accessible gate into this northern section of the reserve, leading to congestion on these occasions.
- There is a locked gate along Switchback Road, which we understand was originally intended to be the main entrance for the football oval, however there has not been any access through here for a long time.
- There are two other vehicular access points off Manning Drive that provide entry to different segregated areas of the park. The Master Plan will consider the internal circulation within Gaskin Park and existing and proposed linkages to the surrounding neighbourhood to identify the most suitable locations for future major and minor entrances to encourage smoother traffic flow.
- The Master Plan will also need to consider the proposed road connection through the park from the future development to the west to connect into McDonald Way.



Figure 17: Manning Drive entrance



Figure 18: Locked northern entrance

### 2.3.2 vehicular access and car parking

- The main area of sealed asphalt surface for vehicular access is through the main entrance point of Manning Drive and around the northern football oval. As well as catering for vehicular access around the oval perimeter and across to the social club rooms, the capacity to fit the cars around the ground three deep on this surface makes it an ideal venue for large football games, especially if it is wet, as car spectating is part of country football culture.



Figure 19: Main car park



- This large asphalt expanse is also used for sporting practice activities, especially during winter, which takes the pressure off the oval surface. While still accommodating this, there is the opportunity to break up some of this area with planting and shade trees for spectator amenity.
- There is further sealed vehicular access and car parking around the existing club rooms and around half of the second oval. The clear sealed areas around the clubrooms are required for ambulances and emergency vehicles which need to be retained, and evacuation procedures must be accounted for.
- We understand that junior and senior football games are not scheduled together, so traffic is not on both ovals at the same time. However, for large matches, there is often overflow car parking in an ad hoc manner around the junior oval, which can create congestion and block access.
- Much of the access road around the southern oval is unsealed, and this requires improvement in order to prevent cars getting bogged.
- The existing gravel car parking areas need to be better maintained and the potential sealing of the tennis club car park should be considered to prevent stones scattering onto the courts. The formalisation of this car park would be beneficial to allow more cars to park here, as parking for competition on Saturdays flows behind the club rooms to the south and creates congestion.



Figure 20: Sealed asphalt road around main oval



Figure 21: Unsealed surface around south oval

### 2.3.3 pedestrian

- There is currently a limited designated pedestrian network around the reserve, which means that circulation for pedestrians and cyclists, in particular children, can be quite hazardous. The Master Plan will look to separate pedestrian circulation and create a clear shared path network that connects the different zones within the reserve and enhances linkages to open space areas beyond the park.
- We understand that many members of the community use the park for passive recreational use, particularly dog walking, and there is evidence of activities such as horse riding and dirt bike riding around the southern end of the park. A trail network with better drainage, surfacing and directional signage would therefore create a higher amenity environment for a variety of users.



Figure 22: Embankment west of tennis courts



- Future designated pedestrian linkages should pick up on major spectator points across the reserve to enhance views across the ovals and other sporting fields. This should particularly consider higher viewing points across the reserve, such as the embankment to the west of the active tennis courts, where there is currently inconvenient pedestrian access through from the quite isolated tennis club rooms.
- Surrounding connectivity of open space areas to the parklands to the north and existing shared paths off Manning Drive to the east create an opportunity to further integrate Gaskin Park into the wider Churchill community. There is presently no clear walking track through the bushland to the south around the existing Scouts Hall through to the park, which is an existing area of high environmental quality which should be enhanced with carefully located shared trails through to Gaskin Park.

### 2.3.4 safety

- The upgrade of Gaskin Park calls for the implementation of security measures along new paths and buildings, including the consideration of improved and additional lighting and traffic management measures.
- It has been indicated from users of the reserve that the unsealed surfaces within it are difficult to negotiate, particularly for users with disabilities and the elderly. The Master Plan should consider the provision of DDA (Disability Discrimination Act 1992) compliant paths, signage, ramped building access, disabled toilets and car parking.

### 2.3.5 fencing

- Gaskin Park is currently fenced along the western boundary of the site and around the main football oval, which segregates the different zones of the reserve. The fencing is required around Gaskin 1 for revenue on match days, but the layout and type should be reviewed and the potential for further access gates for pedestrians between the two ovals should be investigated.
- Outside of the football season the whole reserve is accessible to the public, and entrances into the area should be made clear with wider and more carefully located gates to make people aware that it is a public facility. Potential feature entrance signage to assist visitors to the reserve could be included to indicate entrances and key locations.



Figure 23: Fencing around main oval

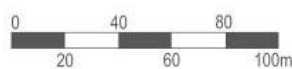
access & movement

legend

- master plan site boundary 
- existing buildings 
- sealed surfaces 
- unsealed surfaces 
- car parking areas 
- high cyclone fencing 
- low fencing 
- local roads 
- vehicular access 
- pedestrian access 
- vehicular access points 
- main oval ticketed access points 
- locked access points 



Figure 24:



Project Ref: 10.089  
 Dwg No.: LCD-003  
 Scale: 1:2000@A3  
 Date: 04.08.10  
 Revision: B

hansen partnership pty ltd  
 melbourne | vietnam  
 level 4 136 exhibition st  
 melbourne vic 3000  
 t 61 3 9654 8844 f 61 3 9654 8088  
 e info@hansen-online.com.au  
 w hansen-online.com.au



## 2.4 landscape and environment

The analysis of landscape and environment at Gaskin Park identified a number of key areas, described as follows, and identified in the accompanying landscape and environment analysis diagram (Figure 29).

### 2.4.1 open space

- The adjacent areas of open space, including Ashman Park and Andrews Park West to the north, and the bushland area to the south create a landscape setting for Gaskin Park that is connected to the broader open space network.
- The rural land to the west of the reserve which is separated from the park through fencing and screening vegetation presents a boundary to the reserve.

### 2.4.2 vegetation

- Existing vegetation on the site is primarily in the form of native canopy vegetation around the edge of the reserve, particularly to the north east, which is in good condition and is to be retained to present the landscape character of the park to the streetscape. The location of further areas of native canopy trees should be considered across the park to provide shade for spectators; however it needs to be ensured that views to the sporting fields are not interrupted.
- There is an exotic hedge along the western boundary of the site which screens Gaskin Park from the adjacent rural area.
- The remnant native vegetation on the southern side of Gaskin Park creates a bushland interface to the reserve as well as a wildlife corridor that connects through to the reserve. The impact of any development of the habitats of local wildlife is an important consideration within the Master Plan.



Figure 25: Bushland area around Scouts Hall



Figure 26: Native canopy vegetation

### 2.4.3 views

- Areas for spectating around the reserve should be enhanced to create safe and high amenity spaces that facilitate clear view lines to the sporting fields and surveillance across the park. Existing view points are located at high points across the site, including those from the social rooms across the main oval and the view across the southern oval from the existing club rooms. The embankment to the west of the active tennis courts also provides a well located viewing platform, which with the removal of the disused tennis courts, could become a key spectating location.



- Major access points to Gaskin Park should also be located to take full advantage of important views and present the reserve to the community and visitors in a clear and aesthetically appealing manner.

#### 2.4.4 drainage

- There are a number of areas within the reserve that currently have flooding issues after wet weather, particularly along the drainage line along the western edge of the reserve, where we understand that cars can get bogged when parking around the southern oval.
- The reactive clay soils across the site have previously caused structural issues in the area as well as flooding in certain zones. The ground quality is an important consideration for any proposed structures and landscaping treatments, and geotechnical advice will be drawn upon as required.
- The main oval is currently irrigated, and due to the recent removal of the cricket pitch, drainage should be connected across the ground to improve the overall system. The second oval is not irrigated, and the consideration of extending the system to include this surface could allow for a higher quality turf across both ovals.
- There is the opportunity within the Master Plan for the implementation of water sensitive urban design (WSUD) practices, which could include:
  - Minor modification of existing overland flow paths as swales that take advantage of the natural drainage lines from south to north and from the existing embankments.
  - Rain gardens at the lower end of flow paths and around sealed car parking areas.
  - Stormwater harvesting to provide a source of recycled water by capturing runoff from the roofs of existing and proposed buildings, new sealed roads and car parking.



Figure 27: View from tennis club embankment



Figure 28: Drainage line along western boundary



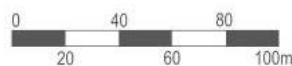
landscape & environment

legend

- master plan site boundary 
- existing buildings 
- open space 
- active playing fields 
- disused playing fields 
- surrounding public open space 
- existing rural 
- native vegetation 
- exotic vegetation 
- street trees 
- views 
- drainage lines 
- embankments 
- local high points 
- local low points 
- pedestrian access 



Figure 29



Project Ref: **10.089**  
 Dwg No.: **LCD-004**  
 Scale: **1:2000@A3**  
 Date: **04.08.10**  
 Revision: **B**

hansen partnership pty ltd  
 melbourne | vietnam  
 level 4 136 exhibition st  
 melbourne vic 3000  
 t 61 3 9654 8844 f 61 3 9654 8088  
 e info@hansen-online.com.au  
 w hansen-online.com.au



## 3 master plan recommendations

The following recommendations are illustrated in the accompanying master plan diagram.

### 3.1 gaskin 1 oval

- Upgrade existing lighting around the ground to bring it up to accredited standard and allow its usage as a training ground at night to continue.

### 3.2 gaskin 2 oval

- Shift the oval further towards the south, retaining its north-south, to allow for the expansion of the community hub between the two ovals.
- Review the layout of shelters, fencing and spectator seating around the oval to accommodate the ground's revised position.
- Improve the quality of the turf and drainage of the oval in the new layout of the field.
- 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 of Gaskin 1.

### 3.3 netball courts

- Construct two new asphalt netball courts between the two ovals to integrate them with the other sporting clubs and provide direct access to the new change facilities.
- The construction of the new courts will rectify existing draining issues and provide associated shelters, spectator seating and lighting. The two courts will allow additional teams to play at once and offer extended warm up areas for players.
- Retain existing netball court for potential future sealed parking area.

### 3.4 tennis club

- Install lighting to the four northern courts which are not currently provided with it, to enable the expansion of night competition and training.
- Upgrade the existing tennis clubrooms, including improved disabled access and toilet facilities.
- Provide additional spectator amenities around the courts, including new seating and picnic shelters and security lighting.
- Build a new rebound wall to the south of the existing clubrooms, to provide a practice area as well as activation of this side of the reserve.



### 3.5 bowls club

- Construct a bowling green east of the existing Gaskin 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 the new change rooms.

### 3.6 upgraded community pavilion

- Retain the existing Gaskin Stadium and construct a new building directly to the north to provide improved male and female change facilities for players and 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.
- Enhance the new building and create a comfortable and vibrant community precinct through the introduction of a new paved plaza area between the two ovals, which provides for a covered space on either side, as well as additional lighting, seating, shade and landscaping treatments.

### 3.7 picnic area

- Create a new picnic and playground area between the two ovals which incorporates barbeques, 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.

### 3.8 vehicular access

- Retain the existing reserve entrances off Manning Drive into the reserve, which provide access to different car parking areas within the reserve and through to the ticketed gate of the Gaskin1 Oval.
- Provide a new central asphalt car park area to the south and east of Gaskin Park Stadium to work with the layout of the new bowls facilities and access road.
- Create a new entry point to the south of the reserve, incorporating the proposed east-west connection through to McDonald Way, which was identified within the Churchill Structure Plan.
- Retain the majority of the asphalt car parking around the main oval to allow the reserve to continue to cater for large football games, however restrict vehicular circulation to the south to allow for a safe pedestrian zone north of the proposed new pavilion.
- Review the provision of asphalt parking around the Gaskin 2 oval to suit the revised layout, ensuring a secure surface for cars to park on.
- Provide a new formalised sealed car park for the tennis club, to prevent stones scattering onto the courts and allow a greater number of parking bays.
- Establish an open grassed area to the south west of Gaskin 1 which can cater for overflow parking in the event of a large crowd, following the removal of the disused cricket nets.
- Establish a sealed car park to the south of the football social rooms to cater for members as well as a service area that provides access to a new storage shed.



- Replace the existing cyclone fence around the reserve with palisade fencing and new gates to maintain restricted access to Gaskin 1 on game days and pedestrian access between the ovals.

### 3.9 pedestrian access

- Create a clear sealed shared path network that connects the different zones within the reserve and links through to open space areas beyond the park, including Ashman Park to the north and Walkley Park to the east of Manning Drive.
- Construct pedestrian pathways to pick up on major spectator points across the reserve to enhance views across the ovals and other sporting fields.
- Introduce gravel shared paths to the south of the reserve to provide linkages through to the bushland area to provide sensitive access through this area of high environmental value.
- Implement lighting along paths to provide increased safety and activation of the precinct at night.

### 3.10 landscape

- Retain existing native canopy vegetation around the edge of the reserve, particularly to the north east of the reserve, which presents the landscape character of the park to the streetscape.
- Introduce new areas of canopy vegetation around the reserve to provide shade and amenity for spectators. New planting species selection should look at spreading native forms around open spaces and introduce tall canopy trees to frame views, whilst still allow spectating to continue.
- Establish avenues of tall canopy trees along roads to define key access routes and frame ovals.
- Introduce tree planting within car parking areas within the reserve to break up hard surfaces and provide shade for visitors. There is also the potential to incorporate areas of native grasses and rain gardens around proposed car parking areas to provide a potential stormwater harvesting source.
- Retain the open lawn area on the south side of the reserve, which is highly utilised for passive recreational use, including activities such as dog walking and organised school events.
- Protect the remnant native vegetation on the southern side of Gaskin Park, which creates a bushland interface to the reserve as well as a wildlife corridor that connects through to the broader open space network.
- Ensure that new areas of lawn and turf on sporting fields use drought resistant and hard wearing grass species that allow for reduced water use and high impact use.



## 4 conclusion

The key recommendations that have been outlined within this report incorporate both short term and long term strategic directions for Gaskin Park and the surrounding Churchill region, that consider the issues of land use, access and movement and landscape and environment to create a connected and attractive precinct that functions as a recreational destination as well as a local parkland for all users of the local and broader community.

The enhanced layout of the different spaces within Gaskin Park will allow for better and safer pedestrian and vehicular access within the reserve and out to adjacent open spaces and neighbourhoods as well as reserves further afield, including Andrews Park West and the Hazelwood South Reserve. The Master Plan addresses the strategic planning directions for the region which promotes residential development in surrounding areas and the introduction of a new east-west road linkage through to the town centre to cater for the current and future population of Churchill.

The document provides a framework for the implementation of the recommendations over time as funding becomes available from within Council or from external sources, and the accompanying implementation schedule identifies the priorities for development within the reserve as well as realistic timeframes and cost implications. These opportunities will enhance Gaskin Park so that it continues to provide for various recreational and community pursuits for a wide range of the population, creating an integrated and accessible destination within the township and broader Latrobe region.



Figure 30: Gaskin Park Manning Drive frontage

**gaskin park  
churchill**  
master plan

legend

- 0.25m interval contours
- existing native trees
- existing exotic trees to be removed subsequent to adjacent development
- existing planter beds
- proposed canopy trees
- proposed avenue trees
- proposed groundcover
- grassed open space
- grass sporting fields
- synthetic sporting fields
- asphalt paving
- pedestrian crossings
- concrete paving
- feature paving
- pedestrian grade granitic gravel
- soft fall mulch
- adjacent residential
- adjacent rural
- adjacent industrial
- surrounding public open space
- existing buildings
- proposed buildings
- building awning / covered walkway
- timber benches
- aluminium spectator benches
- bicycle racks
- shelter with picnic tables, bbq, bins & drinking fountains
- 1800mm high boundary fencing
- 200mm high concrete traffic barrier
- existing timber retaining walls
- existing sports lighting
- proposed sports lighting
- general area lighting
- removable shade structures



Project Ref: 2010089  
 Draw No.: LCD-101  
 Scale: 1:750@A02  
 Date: 15.09.11  
 Revision: G

0 7.5 15 22.5 37.5m

**ATTACHMENT 2**

# Gaskin Park Master Plan - Opinion of Probable Cost

Revision E - 12.09.11

Action	Associated tasks	Quantity	Unit	Rate	Amount	Timeframe
<b>1 Demolition</b>						
1.1	Remove existing asphalt netball court including sub base	790	m2	\$25.00	\$19,750.00	
1.2	Demolish and dispose existing fencing around netball courts	202	lin m.	\$25.00	\$5,050.00	
1.3	Demolish and dispose 4 x existing netball sheds	119	m2	\$40.00	\$4,760.00	
1.4	Demolish and dispose existing netball shelter	1	no.	\$500.00	\$500.00	
1.5	Demolish and dispose existing cricket nets including pavement and fencing	1	no.	\$5,000.00	\$5,000.00	
1.6	Demolish and dispose existing bollards along rugby field	40	no.	\$100.00	\$4,000.00	
1.7	Remove and salvage rugby goals	2	no.	\$500.00	\$1,000.00	
1.8	Demolish and dispose timber retaining wall to embankments	135	lin m	\$25.00	\$3,375.00	
1.9	Demolish and dispose existing scoreboard and 4 x shelters to rugby field	1	no.	\$2,000.00	\$2,000.00	
1.10	Demolish and dispose fencing around disused tennis courts	217	lin m.	\$25.00	\$5,425.00	
1.11	Remove 4 x asphalt tennis courts including sub base	2485	m2	\$25.00	\$62,125.00	
1.12	Remove existing concrete pavement including sub base	40	m2	\$32.00	\$1,280.00	
1.13	Demolish and dispose northern gatekeepers box	1	no.	\$1,000.00	\$1,000.00	
1.14	Demolish and dispose existing bicycle rack	1	no.	\$200.00	\$200.00	
1.15	Demolish and dispose existing bollards	13	no.	\$100.00	\$1,300.00	
1.16	Demolish and dispose timber barrier fence	68	lin m.	\$25.00	\$1,700.00	
1.17	Remove gravel paving	3110	m2	\$15.00	\$46,650.00	
1.18	Demolish and dispose existing kiosk and changerooms	431	m2	\$40.00	\$17,240.00	
1.19	Demolish and dispose existing boundary fence	1140	lin m	\$25.00	\$28,500.00	
1.20	Demolish and dispose timber fencing around existing hockey field	335	lin m	\$25.00	\$8,375.00	
1.21	Removal of existing trees	44	no.	\$500.00	\$22,000.00	
				<b>Total</b>	<b>\$241,230.00</b>	Short Term
<b>2 Gaskin 1 Oval</b>						
2.1	Supply and install upgraded lighting	1	no.	\$125,000.00	\$125,000.00	
				<b>Total</b>	<b>\$125,000.00</b>	Medium Term
<b>3 Gaskin 2 Oval</b>						
3.1	Grade and trim oval site to average 200mm depth	16,680	m2	\$3.30	\$55,044.00	
3.2	Supply and install new 'transcontinental' couch grass surface, drainage and irrigation to oval	1	no.	\$350,000.00	\$350,000.00	
3.3	Supply and install lighting	1	no.	\$125,000.00	\$125,000.00	
3.4	Relocate coach's boxes	3	no.	\$500.00	\$1,500.00	
3.5	Relocate goal posts	8	no.	\$200.00	\$1,600.00	
3.6	Relocate boundary fencing	450	lin m.	\$150.00	\$67,500.00	
3.7	Relocate spectator bench	57	no.	\$200.00	\$11,400.00	
				<b>Total</b>	<b>\$612,044.00</b>	Medium Term
<b>4 Netball Courts</b>						
4.1	Construct new asphalt netball court including line marking and sub base	2	no.	\$45,000.00	\$90,000.00	
4.2	Supply and install netball storage shed	1	no.	\$30,000.00	\$30,000.00	
4.3	Supply and install timber bench	8	no.	\$1,500.00	\$12,000.00	
4.4	Supply and install lighting to netball courts	1	no.	\$20,000.00	\$20,000.00	
				<b>Total</b>	<b>\$152,000.00</b>	Medium Term
<b>5 Tennis Club</b>						



5.1	Supply and install lighting to four northern tennis courts	1	no.	\$50,000.00	\$50,000.00
5.2	Upgrade existing tennis clubrooms	1	no.	\$150,000.00	\$150,000.00
5.4	Supply and install 1.8m high concrete rebound wal	22	m2 face	\$400.00	\$8,800.00
5.5	Supply and install timber bench	4	no.	\$1,500.00	\$6,000.00
5.6	Supply and install picnic tables with benches	2	no.	\$5,400.00	\$10,800.00
5.7	Supply and install picnic shelter	1	no.	\$10,000.00	\$10,000.00
5.8	Supply and install rubbish and recycle bin	1	no.	\$1,500.00	\$1,500.00
5.9	Supply and install drinking fountain	1	no.	\$2,500.00	\$2,500.00
				<b>Total</b>	<b>\$239,600.00</b> Medium Term

#### 6 Bowls Club

6.1	Grade and trim site for first bowling green	1587	m2	\$6.30	\$9,998.10
6.2	Install 8 bowling rinks on 40 x 40m synthetic green	1	no.	\$200,000.00	\$200,000.00
6.3	Supply and install security fencing	160	lin m	\$120.00	\$19,200.00
6.4	Supply and install lighting to greens	1	no.	\$50,000.00	\$50,000.00
				<b>Total</b>	<b>\$279,198.10</b> Medium Term

#### 7 Community Hub

7.2	Construct new change rooms / canteen facility	1	no.	\$600,000.00	\$600,000.00
7.3	Supply and install awning to building	508	m2	\$200.00	\$101,600.00
7.4	Supply and install feature paving	1172	m2	\$150.00	\$175,800.00
7.5	Supply and install timber bench	4	no.	\$1,500.00	\$6,000.00
7.6	Supply and install rubbish and recycle bin	1	no.	\$1,500.00	\$1,500.00
7.7	Supply and install drinking fountain	1	no.	\$2,500.00	\$2,500.00
7.8	Supply and install play facility	1	no.	\$100,000.00	\$100,000.00
7.9	Supply and install 250mm depth soft fall mulch	70	m3	\$75.00	\$5,250.00
7.10	Supply and install picnic tables with benches	4	no.	\$5,400.00	\$21,600.00
7.11	Supply and install barbeque	2	no.	\$5,000.00	\$10,000.00
7.12	Supply and install rubbish and recycle bin	1	no.	\$1,500.00	\$1,500.00
7.13	Supply and install drinking fountain	1	no.	\$2,500.00	\$2,500.00
7.14	Supply and install picnic shelter	2	no.	\$10,000.00	\$20,000.00
				<b>Total</b>	<b>\$1,048,250.00</b> Short Term

#### 8 Access

8.1	Supply and install asphalt paving including sub base	16424	m2	\$50.00	\$821,200.00
8.2	Supply and install 150mm wide flush concrete kerbing to asphalt roads	2765	lin m	\$50.00	\$138,250.00
8.3	Supply and install bicycle racks	6	no.	\$1,000.00	\$6,000.00
8.4	Supply and install insitu concrete paving on crushed rock base	6421	m2	\$90.00	\$577,890.00
8.5	Supply and install pedestrian grade gravel surface	994	m2	\$40.00	\$39,760.00
8.6	Supply and install pedestrian lighting	33	no.	\$3,000.00	\$99,000.00
8.7	Supply and install white linemarking to pedestrian crossings	115	lin m.	\$6.00	\$690.00
8.8	Supply and install white symbol linemarking to disabled car parks	3	no.	\$520.00	\$1,560.00
8.9	Supply and install white linemarking to car parks	3055	lin m.	\$3.00	\$9,165.00
8.10	Supply and install 200mm high concrete traffic barrier	440	lin m	\$50.00	\$22,000.00
8.11	Supply and install storage shed	1	no.	\$30,000.00	\$30,000.00
8.12	Supply and install removable shade structure	5	no.	\$5,000.00	\$25,000.00
				<b>Total</b>	<b>\$1,770,515.00</b> Short Term

#### 9 Fencing

9.1	Supply and install 1800mm high palisade fencing including new entrance gates	847	lin m	\$185.00	\$156,695.00
				<b>Total</b>	<b>\$156,695.00</b> Short Term



10 Landscaping					
10.1	Cultivate subgrade to 100mm depth to all planting areas	30,093	m2	\$2.00	\$60,186
10.2	Supply and install imported topsoil to depth of 200mm	56	m3	\$75.00	\$4,200
10.3	Supply and install shredded wood chip mulch to a depth of 75mm	280	m2	\$12.00	\$3,360
10.4	Supply and install trees	279	no.	\$250.00	\$69,750.00
10.5	Supply and install groundcovers in tubes (4 per m2)	1120	m2	\$7.80	\$8,736
10.6	Supply and install hydroseeded lawn	10,260	m2	\$2.00	\$20,520
				<b>Total</b>	<b>\$166,752.00 Long Term</b>

TOTAL	
	<b>Sub Total \$4,791,284.10</b>
	<b>Contingency allowance (10%) \$479,128.41</b>
	<b>Total \$5,270,412.51</b>

**Exclusions**

- Future second bowling green
- Proposed east-west road linkage
- Proposed pedestrian paths and crossings outside study area

**Note**

Indicative costings of proposed buildings are subject to future detailed design

**11.3.4 PLANNING PERMIT APPLICATION 2010/381 - CONSTRUCTION  
OF 40 DWELLINGS ON A LOT, 39 QUEENS PARADE,  
TRARALGON**

**AUTHOR:** General Manager Built and Natural Environment  
**(ATTACHMENT - YES)**

**1. PURPOSE**

The purpose of this report is to determine Planning Permit Application 2010/381 for the construction of 40 dwellings on a lot at 39 Queens Parade, Traralgon.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

Latrobe 2026: The Community Vision for Latrobe Valley

*Strategic Objective – Built Environment*

‘In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provided for a connected and inclusive community.’

Latrobe City Council Plan 2011-2015

*Strategic Direction –*

‘Promote and support high quality urban design within the built environment; and  
Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.’

*Legislation -*

The discussions and recommendations of this report are consistent with the provisions of the Planning and Environment Act 1987 (the Act) and the Latrobe Planning Scheme (the Scheme), which apply to this application.

**4. BACKGROUND**

This application was presented to Council for consideration at the Ordinary Council Meeting on 3 October 2011. Council resolved not to adopt the recommendation to issue a Notice of Decision to Grant a Planning Permit. A copy of the report presented to Council is included as an attachment to this report (Attachment 1).

**5. ISSUES**

The issues relating to the assessment of this planning application are set out in the report at Attachment 1. The content of the attached report remains valid for the assessment of the planning application.

In accordance with Section 61(1) of the Act, the Responsible Authority may decide:

- a) To grant a permit;
- b) To grant a permit subject to conditions; or
- c) To refuse to grant a permit.

In this context the planning application is presented to Council for a decision to be made.

**6. FINANCIAL AND RESOURCES IMPLICATIONS**

Additional resources or financial cost may only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

**7. 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 presented in the Council report on 3 October 2011 (see Attachment 1);
- 2. Issue a Notice of Decision to Grant a Planning Permit subject to conditions other than those set out in the report presented on 3 October 2011; or
- 3. Refuse to Grant a Planning Permit.

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

**8. CONCLUSION**

The recommendation for Council to issue a Notice of Decision to Grant a Planning Permit as outlined in the report prepared for the 3 October 2011 Council Meeting remains valid. Notwithstanding, it is noted that Council resolved not to adopt this recommendation.

In accordance with the draft minutes from the Council meeting on 3 October 2011 a suggested resolution for Council to consider reasons for refusal of the application have been prepared.

**9. SUGGESTED RESOLUTION**

If Council decides to Refuse to Grant a Planning Permit, the following resolution could be considered:

That Council issues a Notice of Refusal for Planning Permit Application 2010/381 for the construction of 40 dwellings on a lot at Lot 1 Plan of Subdivision 637622, more commonly known as 39 Queens Parade, Traralgon based on the following grounds:

1. The proposal is inconsistent with the strategic direction of the State Planning Policy Framework, at Clause 15.03 (Heritage).
2. The proposal is inconsistent with the strategic direction of the Local Planning Policy Framework (Heritage Overview).
3. The proposal is inconsistent with the purpose and decision guidelines of the Heritage Overlay.
4. The proposal is inconsistent with the decision guidelines of Clause 65 of the Latrobe Planning Scheme.

**PROCEDURAL MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Middlemiss

**That Council defer consideration of this matter until the Ordinary Council Meeting to be held on 7 November 2011.**

**CARRIED UNANIMOUSLY**

**ATTACHMENTS**

.

**ATTACHMENT 1**

**Copy of Report presented to Council at the  
Ordinary Meeting on 3 October 2011**

**PLANNING PERMIT APPLICATION 2010/381 - CONSTRUCTION  
OF 40 DWELLINGS ON A LOT, 39 QUEENS PARADE,  
TRARALGON**

**AUTHOR: General Manager Built and Natural Environment Sustainability  
(ATTACHMENT - YES)**

**1. PURPOSE**

The purpose of this report is to determine Planning Permit Application 2010/381 for the construction of 40 dwellings on a lot at 39 Queens Parade, Traralgon.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

**Latrobe 2026: The Community Vision for Latrobe  
Valley**

***Strategic Objective – Built Environment***

'In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provided for a connected and inclusive community.'

**Latrobe City Council Plan 2011-2015**

***Strategic Direction –***

'Promote and support high quality urban design within the built environment; and  
Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.'



## *Legislation -*

The discussions and recommendations of this report are consistent with the provisions of the Planning and Environment Act 1987 (the Act) and the Latrobe Planning Scheme (the Scheme), which apply to this application.

## **4. BACKGROUND**

### **4.1 SUMMARY**

Land: Lot 1 Plan of Subdivision 637622, known as 39 Queens Parade, Traralgon  
Proponent: Prime Development Enterprises Pty Ltd  
c/- Beveridge Williams Pty Ltd  
Zoning: Mixed Use Zone  
Overlay: Heritage Overlay

A Planning Permit is required for the construction of two or more dwellings on a lot within the Mixed Use Zone in accordance with Clause 32.04-5 of the Scheme.

A Planning Permit is also required to undertake buildings and works within the Heritage Overlay in accordance with Clause 43.01-1 of the Scheme.

### **4.2 PROPOSAL**

The application seeks to allow the construction of 40 dwellings on the subject land. The proposed dwellings will be set over three storeys with a level of basement car parking provided also.

The development comprises a range of one, two and three bedroom apartments, some including studies, and provides common car parking area. The multiple levels can be accessed via stairwells and lifts.

The basement level provides for storage areas for each of the dwellings, 55 car parking spaces and provision for the storage of garbage and recycling facilities.

The ground level provides for a common entrance to the building and provides 15 apartments with a mixture of one, two and three bedroom apartments. The number of bedrooms for these 15 apartments requires 20 car parking spaces to be provided within the site.

The first floor provides 15 apartments with a mixture of one, two and three bedroom apartments. The number of bedrooms for these 15 apartments requires 22 car parking spaces to be provided within the site.

The second floor provides 10 apartments comprising two and three bedrooms. The number of bedrooms for these 10 apartments requires 13 car parking spaces to be provided within the site.

This totals a requirement for 57 car parking spaces to be provided, including the required visitor spaces. 55 spaces in total are to be provided within the basement of the development. The two spaces not provided relate to the visitor space requirements.

The external walls of the proposed building will be constructed of rendered tilt panel and glazed screens. The building will comprise an overall building height of 10.9 metres and provides a colorbond roof. This is similar to the ridge height of the neighbouring building at 11 Collins Street, which is 10.4 metres in height.

#### Subject Land:

The subject land is located within the Traralgon Activity Centre and is on the southern side of Queens Parade. The site adjoins Queens Parade along the northern boundary, Collins Street along the eastern boundary, and private properties to the south and west.

The site comprises an overall area of 2864 square metres and is flat. The site is vacant and contains no significant vegetation or other natural features. There is an existing concrete vehicle crossover servicing the site on the Collins Street site frontage.

#### Surrounding Land Use:

North: 30-32 Queens Parade Traralgon

This site is currently vacant and comprises a total area of 813 square metres. There are no significant features of this site. This site is not within the Heritage Overlay.

34-38 Queens Parade, Traralgon

This site contains a former shop (currently vacant) and a number of larger, commercial buildings occupied by Cleaners World Gippsland. This site comprises an overall area of approximately 2125 square metres. This site contains some minor landscaping adjacent to the southern site boundary (addressing Queens Parade) with a large sealed car parking area in front of the aluminium clad building and weatherboard office. This site is not within the Heritage Overlay.

**South:** 11 Collins Street, Traralgon

The sites southern boundary addresses in part Shakespeare Street and also a former dwelling now used as a medical centre. This building is identified in the Heritage Overlay as 'Etheldale', a significant building within the heritage precinct. This building has a total ridge height of 10.4 metres. The site has minimal landscaping and a new timber paling fence along the common boundary with the subject land. This site was previously part of the subject land but title boundaries were realigned in 2010 to separate the building from the vacant portion of the site.

**East:** 10 Collins Street, Traralgon

This site contains a single storey dwelling and ancillary outbuilding on a lot of approximately 637 square metres. Vehicle access to this dwelling is from Meredith Street but the design of the dwelling allows for primary pedestrian access from Collins Street. The dwelling is set back 3.8 metres from the Collins Street frontage. The building is constructed of weatherboards with an aluminium roof. There is a rendered fence along the street frontages shielding much of the site from street view. This site is identified in the Heritage Overlay as containing a non-contributory building.

12 Collins Street, Traralgon

This site contains a single storey dwelling and ancillary outbuilding on a lot of approximately 349 square metres. This lot addresses Collins Street but vehicle access is provided from Meredith Street. This building is set back 3.6 metres from Collins Street and the boundary is lined with a low timber picket fence. This site is identified in the Heritage Overlay as containing a contributory building.

**37 Queens Parade, Traralgon**

This site contains a single storey dwelling and outbuilding on a lot of approximately 583 square metres. This building is designed to address Queens Parade with vehicle access provided from Collins Street. This site is identified in the Heritage Overlay as containing a contributory building.

**West: 41 Queens Parade, Traralgon**

This site contains a single storey dwelling on a lot of approximately 660 square metres. This building is set back 7.8 metres from Queens Parade and is presently occupied. There is a single vehicle crossover in the north eastern corner of this site and a long driveway to an outbuilding at the rear of the property which runs along the eastern site boundary. This building is identified as contributory to the heritage precinct.

**26 Shakespeare Street, Traralgon**

This site contains four commercial shops and the associated car parking. This lot addresses Shakespeare Street and the buildings abut the western, northern and some of the eastern boundary of this lot. This site is not within the Heritage Overlay.

### **4.3 HISTORY OF APPLICATION**

The history of the assessment of planning permit application 2010/381 is identified within Attachment 1.

The provisions of the Scheme relevant to this application are identified within Attachment 2.

## **5. ISSUES**

The site is contained within a Mixed Use Zone and is within a Heritage Overlay.

Within the Mixed Use Zone the development of multiple dwellings on a lot requires planning permission. An application must demonstrate its consistency with the relevant Planning Scheme provisions and the relevant provisions within Clause 55 of the Scheme (ResCode).

The Heritage Overlay relates to the Traralgon Railway Residential Precinct. This is discussed in greater detail at Section 5.3 of this report.

### **5.1 STATE AND LOCAL PLANNING POLICY FRAMEWORK**

The Scheme contains a number of strategies around promoting and supporting well designed infill residential development in areas located close to community facilities. The application is considered to provide for the varied housing needs of the community and caters to Latrobe residents seeking a smaller and more manageable property.

Due to the location being adjacent to the Traralgon Railway Station and activity centre, the application is generally supported through the principles of urban consolidation in areas within activity centres and well serviced by public transport.

Regional strategy expressed in *Ready for Tomorrow – a Blueprint for Regional and Rural Victoria* and in the State and Local Planning Policy Framework generally encourages compact cities by focussing employment, commercial activity, housing and community facilities to be located in activity centres and strategic sites.

More intense development in these locations should facilitate improved access to, and more use of existing services, infrastructure and the public transport network. Clause 11 of the Scheme seeks to encourage more intense development in activity centres to meet the growth in households forecasts. Clause 15 seeks to encourage a more compact city and encourages the development of well designed medium density housing which respects the neighbourhood character, improves housing choice and makes better use of existing infrastructure.

Clause 15 further acknowledges the importance of conserving places of heritage significance and to ensure that development responds to its context in regards to the heritage values and aspirations of the community.

The strategic directions set out in the State Planning Policy Framework set a clear framework that generally supports development such as this, subject to satisfactory detailed design and consideration of off site amenity factors.

It is considered that the proposal is broadly supported given the site being within the central activity area of Traralgon and the scale of development being appropriate for the area.

## **5.2 MIXED USE ZONE**

The objectives of the Mixed Use Zone are to implement the State and Local Planning Policy Frameworks, provide for a range of varied uses complementing the 'mixed use-function' of the locality, and to encourage residential development that respects the neighbourhood character.

In considering applications for multiple dwellings and residential buildings, Clause 55 is also identified as a guideline for decision making.

The scale of the development is not currently common in the site's immediate context. However, the design response is considered acceptable in the context of this site given:

- The mixed use zone exists despite being within the central activity district of Traralgon; and

- The housing is proposed to be accessible to persons with restricted mobility, enhanced by the proximity to the central business district and improved connections through the implementation of the Traralgon Station Precinct Master Plan adopted by Council on 27 June 2011.

### **5.3 HERITAGE OVERLAY**

This heritage precinct comprises properties to the south of the Traralgon Railway Station, the majority of which are to the east of the subject land save one dwelling at 41 Queens Parade and the building at 11 Collins Street, currently used as a medical centre. The precinct comprises largely late Edwardian and Inter-War weatherboard dwellings with some late Victorian houses also. Roof forms are a mixture of hip and gable and typically constructed of corrugated iron.

In assessing this application, Council sought independent heritage design advice in regard to the proposal. In the report provided to Council dated 9 September 2011, *Heritage Intelligence Pty Ltd* advised that:

- The scale of the proposed building is out of character with the precinct; and
- The bulk of the building is out of character with the precinct.

Clause 10.04 of the Scheme calls upon planning and responsible authorities to endeavour to integrate the range of policies relevant to the issues to be determined, balancing conflicting objectives in favour of net community benefit and sustainable development.

The Scheme recognises that it is inappropriate for new developments in heritage areas to mimic the characteristics of the heritage buildings. Whilst the building has been well designed, the heritage advice provided to Council indicates that the building is contrary to the existing heritage character of the area and no planning permit should be issued.

The design of the proposed building is a significant contrast to the features of the heritage precinct and as such will highlight the design attributes of the heritage buildings. The site is located on the periphery of the precinct and many of the heritage sites will not be significantly impacted due to their proximity to the site.

The heritage advice acknowledges that if a permit was to be issued, the dwelling located at 41 Queens Parade should be given an individual citation in the Heritage Overlay as this site may be visually isolated from the precinct.

Having regard to the heritage advice, it is considered that in balancing the heritage characteristics of the precinct with the development, the proposal will not adversely affect the significance of the precinct. The design response has regard to the maximum building height found within the precinct and whilst it contrasts with the precinct in terms of site coverage, it is considered appropriate with the decision guidelines for the precinct.

#### **5.4 CLAUSE 55**

The proposed building will assume a greater visual presence on the site than the majority of residential buildings within this area. In terms of assessing its impact on the amenity of the neighbouring dwellings, the proposed building exhibits compliance with or exceeds all the relevant objectives of Clause 55 of the Scheme.

#### **5.5 TRARALGON ACTIVITY CENTRE PLAN**

This site is located within the Traralgon Activity Centre area.

The Traralgon Activity Centre Plan Key Directions Report was considered by Council at the ordinary meeting on 19 September 2011.

Whilst not endorsed at this stage, the draft Key Directions Report identifies that the future built form of the activity centre will include up to seven and eight storey buildings in the retail core, concealed car parking sites with active street frontages, and development to make more efficient use of underutilised spaces within the activity centre area.



Emphasis will be given to the design detail of buildings, sensitive interfaces to residential properties and active frontages to face public spaces, open spaces and public walkways.

Key Direction 37 refers specifically to the strategy to encourage higher density residential development within the activity centre.

It is considered that the proposal is generally consistent with the strategic direction set out in the draft key directions report.

#### **5.6 TRARALGON INNER SOUTH PRECINCT MASTER PLAN**

This document was adopted by Council at the ordinary meeting on 11 July 2011. Whilst this site falls outside the Traralgon Inner South Precinct Master Plan study area, there are a number of strategies within this plan which relate to this area. The primary strategy relevant to this application relate to transitioning this area to a medium density precinct. There are a number of parcels within the Traralgon Inner South Precinct which are designated for large scale medium density housing subject to appropriate design considerations. The proposal is considered to be consistent with the strategies to achieve this.

#### **5.7 TRARALGON STATION PRECINCT MASTER PLAN**

This document was adopted by Council at the ordinary meeting on 27 June 2011. The subject site is immediately adjacent to the Traralgon Station Precinct study area. There are a number of strategies within this plan which relate to this area. The primary strategy relevant to this application relates to ensuring that development on the southern side of the train line provides basement parking and no more than three storeys of residential development with the intent to minimise any adverse impacts on the single storey dwellings on the southern side of Queens Parade.

The Traralgon Station Precinct Master Plan identifies opportunities for improved connectivity between the northern and southern side of the railway line through a new overpass, north and south plaza area and a network of paths directing users from the southern residential precinct through the area to the town centre.

The proposed height of the building is marginally taller than the ridge of the adjoining building located at 11 Collins Street. It is acknowledged that the design addresses the residential interface through articulation of the facades of the building and other landscaping. It is considered that whilst this building will be prominent and from some angles is likely to be viewed from some distance, visibility is not the test as to whether a building is appropriately designed. The many multi level buildings both within the Traralgon central business district and sought with the Traralgon Activity Centre Plan Key Directions Report will ensure that future development of this scale will become more common in these areas. The Traralgon Station Precinct Master Plan supports residential development of the same scale on the northern side of Queens Parade, demonstrating that this type of development is intended to become prevalent in this area.

Clause 10.04 of the Scheme requires decision makers to integrate the range of policy issues and to balance any conflicting objectives in favour of 'net community benefit.' It is considered that this proposal provides a number of benefits in terms of:

- A building with a contemporary design which provides variety in terms of height, setbacks, treatments and facades;
- A major residential project for Traralgon within a designated activity centre and well serviced by pedestrian networks and public transport;
- A building which facilitates the achievement of a number of State and Local objectives regarding Transit Cities and activity centre objectives;
- Development consistent with the strategic direction of the Traralgon Inner South Precinct Master Plan; and
- Development consistent with the Council adopted Traralgon Station Precinct Master Plan and draft Traralgon Activity Centre Plan Key Directions Report.

The application received four submissions in the form of objections. The issues raised by submitters are summarised as follows:

1. The development will lead to an additional strain on the car parking available within the area.

Officer Comment:

In relation to the provision of car parking spaces, the Latrobe Planning Scheme at Clause 55.03-11 provides a Parking Provision Objective as follows:

- To ensure that car and bicycle parking for residents and visitors is appropriate to the needs of residents.
- To ensure that the design of parking and access areas is practical and attractive and that these areas can be easily maintained.

Standard B16 goes on to state the following parking standards should be met:

- One space for each one or two bedroom dwelling.
- Two spaces for each three or more bedroom dwelling, with one space under cover.
- Developments of five or more dwellings should provide visitor car parking of one space for every five dwellings.

Clause 55 of the Planning Scheme requires that a development must meet all of the objectives and should meet all standards. If Council is satisfied that an alternative response to the standards is appropriate, the alternative solution may be considered. This provides Council with the discretion to accept a reduced level of car parking in appropriate circumstances.

Pursuant to Standard B16, the proposal should provide 57 car parking spaces. The proposal actually provides 55 car parking spaces, reducing the number of car parking spaces to be provided by omitting two visitor spaces.

The justification provided within the proponents traffic report (see attachment 8) and following due consideration from the City Planning and Infrastructure Planning teams, the proposed number of car parking spaces is considered to be acceptable. There are a number of factors to support this assessment.

In accordance with the standard B16, adequate on site car parking is provided for all residents of the proposed development. Given the highly accessible location of the

subject site (in proximity to the Traralgon Activity Centre and public transport opportunities) it is considered reasonable to expect that visitor access to the dwellings could be provided via alternate means of transport (public transport, walking or cycling).

This view is supported by the State and Local Planning Policy Frameworks which seeks to reduce reliance on car-travel and encourages medium density housing within Transit City areas. Further, the strategies within the Traralgon Station Precinct Master Plan and the draft Traralgon Activity Centre Plan Key Directions report support reduced car borne use within the Traralgon Activity Centre.

The objections expressed concerns that residents would be likely to park on street rather than in their designated car space in the basement car park. It is considered possible that there may be occasions when residents or visitors do park on street but given the limited on-street parking available, this is not considered to cause detriment to the surrounding highway network. The proximity to the Traralgon Railway Station and other public transport facilities will provide alternative access to and from the development.

2. Amenity and traffic movements generated by the development, both on nearby residents and businesses.

Officer Comment:

Council's Infrastructure Planning team raised no concern in regard to traffic flow problems or congestion through increased vehicle and pedestrian movements as a result of this development proceeding. The traffic and parking patterns are likely to be typical of those found within and surrounding an activity centre.

No expert traffic advice was submitted with any objection which would demonstrate that parking and vehicle movements may cause material detriment to any party.

The traffic study provided with the application and Council's Infrastructure Planning team consider that the likely vehicle movements generated by the development will be accommodated within the existing highway network.

3. The development is inconsistent with the heritage character of the area.

Officer Comment:

The heritage implications of the development have been discussed at Section 5.3 of this report. The design is considered to be appropriate in the context of the surrounding heritage precinct and the preferred development density for the area. Whilst there are aspects of the proposal which vary from the significant features of the heritage buildings within the precinct, the proposal is considered to be acceptable.

4. The possibility of overlooking and overshadowing effects of the development.

Officer Comment:

The permit applicant has prepared overlooking and overshadowing drawings that identifies the possible overshadowing or overlooking to adjoining properties. There will be some overshadowing effects to the lot directly to the west of the subject land (41 Queens Parade) for a habitable room window facing east. This will only occur for a period with the morning sun and will allow for light entry at other periods throughout the day and is acceptable in the context of Clause 55.04-6 'Overlooking Objective'. The upper levels of the development are staggered to attempt to minimise any overshadowing impacts on this property.

There are some minor overlooking issues from the subject land to 11 Collins Street. At present, as this land is used for a medical centre, there are no significant amenity impacts arising from overlooking into this site. If the use of the land is to change in the future to a more sensitive use, particularly residential, there may be some additional impacts.

Given the overlooking screens provided within the development, any overlooking will occur primarily into a small area of open space within the rear of 11 Collins Street. The possible measures to prevent *all* overlooking to 11 Collins street may compromise the appearance of the development through excessive screening measures. The objective of Clause 55.04-6 'Overlooking Objective' is to *limit* views into existing private open space areas and habitable room windows.

It is considered that the proposal is able to meet this objective as the overlooking effects are minimal.

5. The proposal will prevent the Gippsland Regional Indoor Aquatic Facility from being constructed on the site.

Officer Comment:

There is no Council adopted study or plan which provides for an indoor aquatic facility in this area of Traralgon. Any private development for this purpose will be subject to planning permission.

**6. FINANCIAL AND RESOURCES IMPLICATIONS**

Additional resources or financial cost may only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT).

**7. INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

Notification:

The application was advertised pursuant to Section 52(1) of the Act in that notice was provided to the adjoining property owners and occupiers, and a sign displayed on each road frontage of the site. Notice of the application was also provided in one edition of the Latrobe Valley Express (published on 14 July 2011).

Notice was also provided to Gippsland Water in accordance with Section 52(1)(d) of the Act.

External:

There were no referral requirements pursuant to Section 55 of the Act.

Advice was sought from a heritage consultant regarding the proposal.

Internal:

The application was referred internally to Council's Infrastructure Planning team who provided consent to the granting of a planning permit subject to appropriate conditions.

*Details of Community Consultation following Notification:*

Following the notification process, there were four submissions in the form of objections received to the application. A planning mediation meeting did not occur as the permit applicant did not wish to proceed to mediation. A response to the objections was prepared by the permit applicant and circulated to the objectors for review.

**8. OPTIONS**

Council has the following options in regard to this application:

1. Issue a Notice of Decision to Grant a Planning Permit; or
2. Refuse to Grant a Planning Permit.

Council's decision must be based on planning grounds, having regard to the provisions of the Latrobe Planning Scheme.

**9. 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 Mixed Use Zone;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Heritage Overlay;
- Consistent with the relevant requirements of Clause 55 (Two or More Dwellings on a Lot);
- 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 and do not form planning grounds on which the application should be refused.

## **10. RECOMMENDATION**

- A. That Council issues a Notice of Decision to Grant a Planning Permit, for the construction of 40 dwellings on a lot at Lot 1 Plan of Subdivision 637622, more commonly known as 39 Queens Parade, Traralgon, with the following conditions:**
- 1. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
  - 2. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**
  - 3. Upon completion of the works, the site must be cleared of all excess building materials and debris to the satisfaction of the Responsible Authority.**
  - 4. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**
  - 5. Disabled access to the building must be provided to the satisfaction of the Responsible Authority. All work carried out to provide disabled access must be constructed in accordance with Australian Standards Design for Access and Mobility: AS1428.1-2001, AS1428.2-1992, AS1428.3-1992 and AS1428.4-2002.**
  - 6. All outdoor lighting must be baffled and/or located to prevent light from the site causing detriment to the locality to the satisfaction of the Responsible Authority.**
  - 7. All pipes, fixtures, fittings and vents servicing the building on the site must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.**
  - 8. The operator of this permit must ensure that all dwellings within the development are protected from noise associated with any on-site mechanical plant equipment, consistent with the requirements of the State Environment Protection Policy N-1.**
  - 9. The proposed works must not cause any damage to any existing street tree.**
  - 10. Prior to the occupation of the development, all tilt slab or precast concrete surfaces must be painted, treated, textured and maintained thereafter to the satisfaction of the Responsible Authority.**



### **Landscaping Conditions**

- 11. Prior to the commencement of any works, a landscape plan must be submitted to and approved by the Responsible Authority. The plan must provide for:
  - a. Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;**
  - b. Details of all surface finishes and pathways;**
  - c. A planting schedule of proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities of each plant;**
  - d. Landscaping and plantings within all open areas of the site.****

**All species are to be selected to the satisfaction of the Responsible Authority.**

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

- 12. The landscaping as shown on the endorsed Landscape plan must be carried out and completed to the satisfaction of the Responsible Authority before the occupation of the development or by such date as is approved by the Responsible Authority in writing.**
- 13. The landscaping as shown on the endorsed Landscape Plan must be maintained, and any dead, diseased or damaged plant replaced in accordance with the landscaping plan to the satisfaction of the Responsible Authority.**

### **Engineering Conditions**

- 14. Prior to the commencement of works, the operator of this permit must provide a Waste Collection Management Plan to the satisfaction of the Responsible Authority. This plan must address the storage and collection of household, recyclable materials and green wastes and access arrangements for the safe and efficient collection of waste materials from the site.**
- 15. Prior to the commencement of works, a site drainage plan including all hydraulic computations must be submitted to and approved by the Responsible Authority. The plan must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:
  - a. How the land including all buildings, open space and paved areas will be drained for a 1 in 5 year ARI storm event;****

- b. An underground pipe drainage system conveying stormwater to the legal point of discharge; and
- c. The provision of stormwater detention within the site and prior to the point of discharge into the drainage system if the total rate of discharge from the property exceeds the rate of discharge that would result if a co-efficient of run-off of 0.4 was applied to the whole of the property area.

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

16. Appropriate measures must be implemented throughout the construction stages of development to rectify and/or minimise mud, crushed rock or other debris being carried onto roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
17. Prior to the occupancy of the development, or by such time as approved by the Responsible Authority in writing, the following works must be completed to the satisfaction of the Responsible Authority:
  - a. All drainage systems must be constructed in accordance with the approved site drainage plan;
  - b. Proposed vehicle crossing must be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC307; and
  - c. All redundant vehicle crossings must be removed and reinstated with footpath, nature strip and kerb and channel.
18. Car spaces, vehicle access lanes and driveways must be kept available for these purposes at all times.
19. All car parking spaces and internal circulation roads are to be designed and constructed in accordance with AS2890.1-1993.

**Expiry of Permit**

20. This permit will expire if one of the following circumstances applies:
  - a. The development has not commenced 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 three months afterward.

**Planning Permit Notes**

- Note 1.** Unless exempted by the Responsible Authority, an Asset Protection Permit must be obtained prior to the commencement of any proposed building works (as defined in Local Law No.3). The Responsible Authority must be notified in writing at least seven days prior to the buildings works commencing or materials/equipment being delivered to the site.
- Note 2.** A Stormwater Connection Permit must be obtained prior to the connection of any new stormwater drainage into the stormwater drainage system. All new stormwater drainage connections must be inspected by the Responsible Authority before any backfilling of the connection is undertaken.
- Note 3.** The location of the legal point of discharge into the stormwater drainage system can be obtained by completing a Legal Point of Discharge form available from [www.latrobe.vic.gov.au/services/roads/worksperepermits](http://www.latrobe.vic.gov.au/services/roads/worksperepermits).
- Note 4.** A Vehicle Crossing Permit must be obtained prior to the commencement of any works that include the construction, installation, alteration or removal of any vehicle crossing. The relevant fees, charges and conditions of the Vehicle Crossing Permit will apply even if the vehicle crossing works have been approved within this Planning Permit.
- Note 5.** Vehicle crossings must be provided with minimum clearances to other infrastructure in accordance with the Latrobe City Council's Vehicle Crossing Policy, including clearances to property boundaries, any adjacent side entry pits, power or telecommunications pole, manhole cover or marker or street tree. Any relocation, alteration or replacement required must be in accordance with the requirements of the relevant authority and shall be at the expense of the operator of this permit.
- B.** That Council consider a separate heritage citation for 41 Queens Parade as part of any future review of the Heritage Overlay.



**ATTACHMENTS**

ATTACHMENT 1  
History of Application

DATE	EVENT
24 November 2010	Application received by Responsible Authority.
13 December 2010	A request for additional information was forwarded to the applicant to address.
4 April 2011	The required information was provided addressing the concerns raised by Council.
6 April 2011	The permit applicant was advised in writing that their neighbourhood and site description addressed the requirements of Clause 55.01-1 of the Latrobe Planning Scheme.
15 April 2011	Independent heritage advice was sought by Council.
30 June 2011	Heritage Advice was initially received by Council.
1 July 2011	<p>The permit applicant was directed to undertake the notice requirements of Section 52(1) of the Act by notifying adjoining property owners and occupiers of the proposal, and display a sign on each road frontage of the site for 14 days.</p> <p>One notice was also published in the 14 July 2011 edition of the Latrobe Valley Express.</p> <p>Internal referrals were undertaken and notice was provided in accordance with Section 52(1)(d) of the Act to SP AusNet Pty Ltd and Gippsland Water.</p>
28 July 2011	Two submissions in the form of objections were received to the application.
29 July 2011	A third submission in the form of an objection was received to the application.
1 August 2011	A statutory declaration was received from the applicant advising that notice had occurred as per the direction of Council officers.
2 August 2011	A fourth submission in the form of an objection was received to the application.
10 August 2011	The permit applicant provided a submission in response to the objections, which was circulated to all objectors.

ATTACHMENT 2  
Relevant Ordinance of the  
Latrobe Planning Scheme

## **LATROBE PLANNING SCHEME**

### **State Planning Policy Framework**

Clause 11.01 'Activity Centres'  
Clause 11.02 'Urban Growth'  
Clause 11.05 'Regional Development'  
Clause 15.01 'Urban Environment'  
Clause 15.03 'Heritage'  
Clause 16.01 'Residential Development'  
Clause 18.01 'Integrated Transport'  
Clause 18.02 'Movement Networks'

### **Local Planning Policy Framework**

Clause 21.01 'Municipal Profile'  
Clause 21.02 'Municipal Vision'  
Clause 21.03 'Natural Environment Sustainability'  
Clause 21.04 'Built Environment Sustainability'  
Clause 21.05 'Main Towns'  
Clause 21.08 'Liveability'

### **Zoning – Mixed Use Zone**

The subject land is located within a Mixed Use Zone.

### **Overlay – Heritage Overlay**

The subject land is located within a Heritage Overlay (heritage precinct).

### **Particular Provisions**

Clause 55 'Two or More Dwellings on a Lot and Residential Buildings'

### **General Provisions**

Clause 65 'Decision Guidelines'

### **Incorporated Documents**

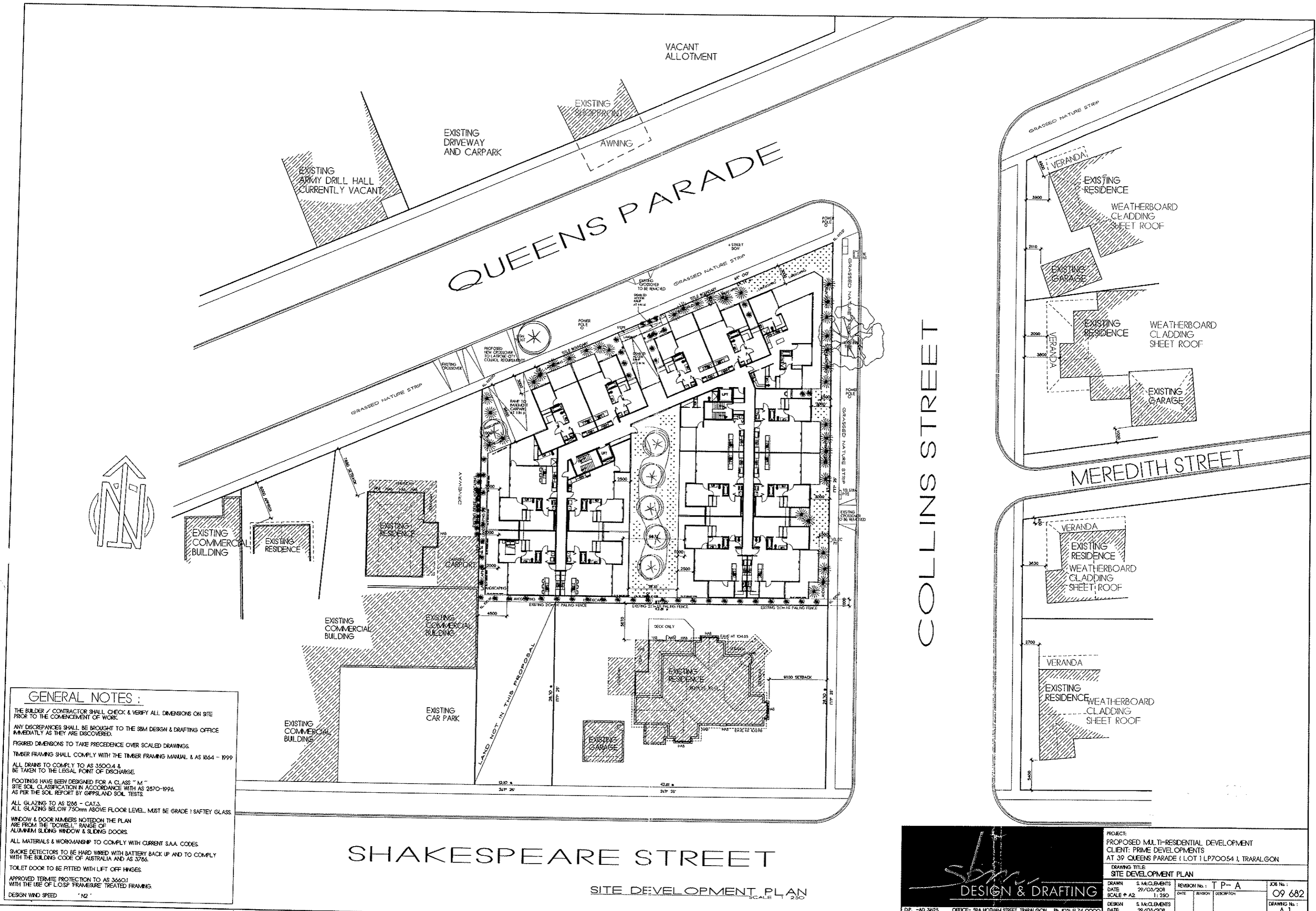
There are no incorporated documents that relate to the consideration of this application.



ATTACHMENT 3  
Locality Plan



ATTACHMENT 4  
Proposed Plans



**GENERAL NOTES :**

THE BUILDER / CONTRACTOR SHALL CHECK & VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF WORK.

ANY DISCREPANCIES SHALL BE BROUGHT TO THE SBM DESIGN & DRAFTING OFFICE IMMEDIATELY AS THEY ARE DISCOVERED.

FIGURED DIMENSIONS TO TAKE PRECEDENCE OVER SCALED DRAWINGS.

TIMBER FRAMING SHALL COMPLY WITH THE TIMBER FRAMING MANUAL & AS 1664 - 1999

ALL DRAINS TO COMPLY TO AS 3500.4 & BE TAKEN TO THE LEGAL POINT OF DISCHARGE.

FOOTINGS HAVE BEEN DESIGNED FOR A CLASS "M" SITE SOIL CLASSIFICATION IN ACCORDANCE WITH AS 2870-1996 AS PER THE SOIL REPORT BY GPPS AND SOIL TESTS.

ALL GLAZING TO AS 1288 - CAT.3

ALL GLAZING BELOW 750mm ABOVE FLOOR LEVEL, MUST BE GRADE 1 SAFETY GLASS

WINDOW & DOOR NUMBERS NOTED ON THE PLAN ARE FROM THE "DOWELL" RANGE OF ALUMINUM SLIDING WINDOW & SLIDING DOORS.

ALL MATERIALS & WORKMANSHIP TO COMPLY WITH CURRENT S.A.A. CODES.

SMOKE DETECTORS TO BE HARD WIRED WITH BATTERY BACK UP AND TO COMPLY WITH THE BUILDING CODE OF AUSTRALIA AND AS 3786.

TOILET DOOR TO BE FITTED WITH LIFT OFF HINGES.

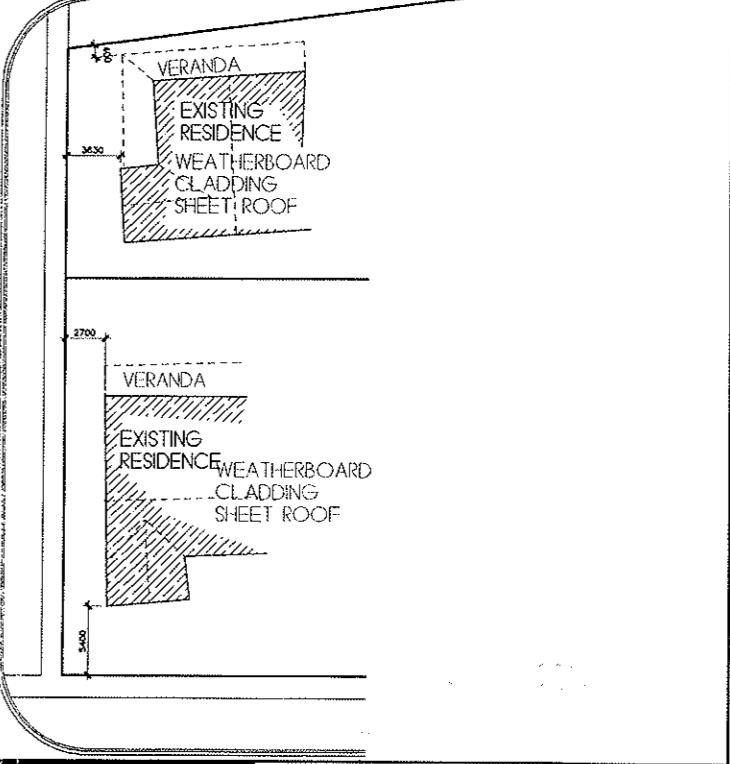
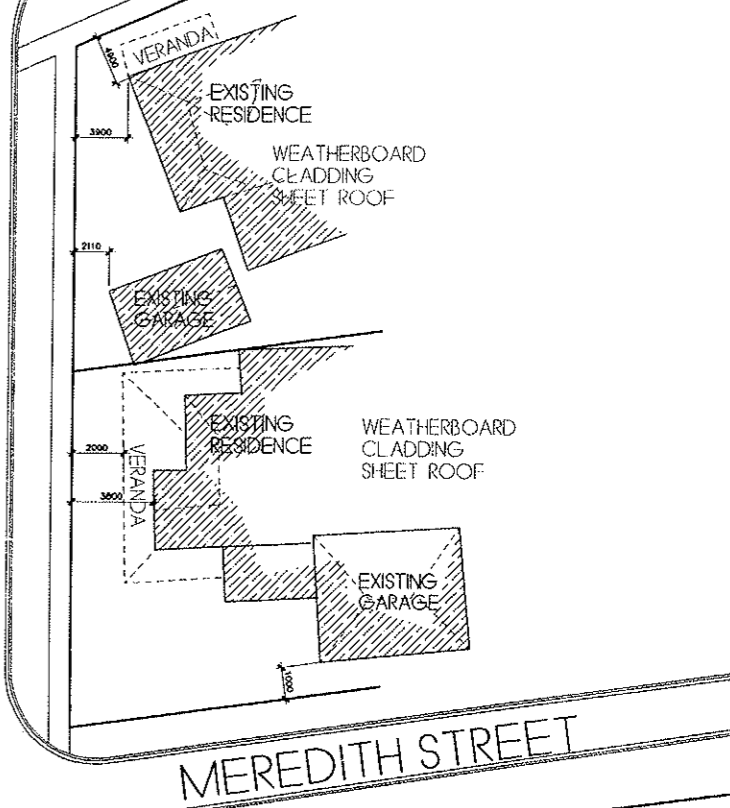
APPROVED TERMITE PROTECTION TO AS 3660.1 WITH THE USE OF L.O.S.P. FRAMEWORK TREATED FRAMING.

DESIGN WIND SPEED "N2"

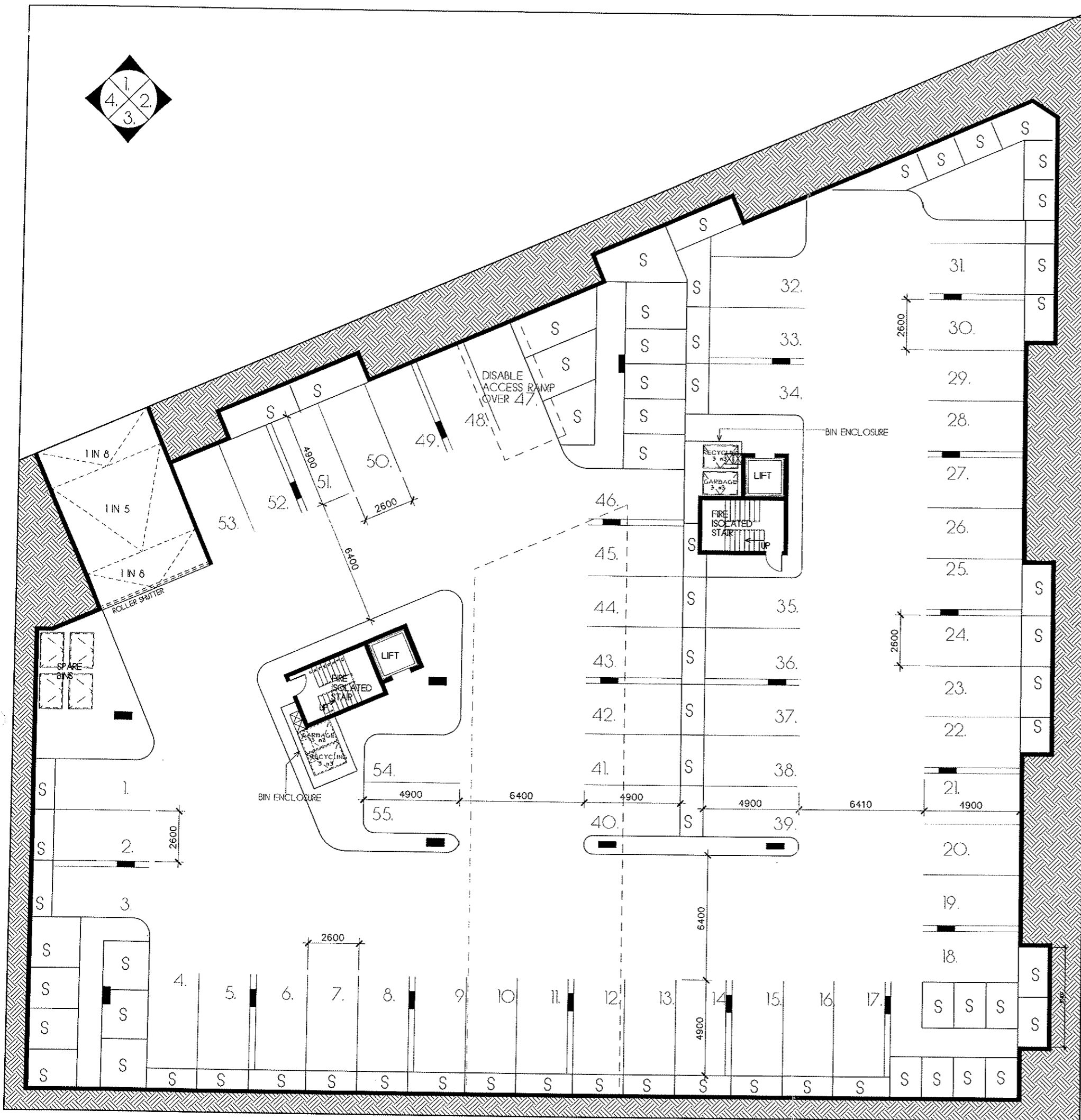
**SHAKESPEARE STREET**

SITE DEVELOPMENT PLAN  
SCALE 1:250

COLLINS STREET



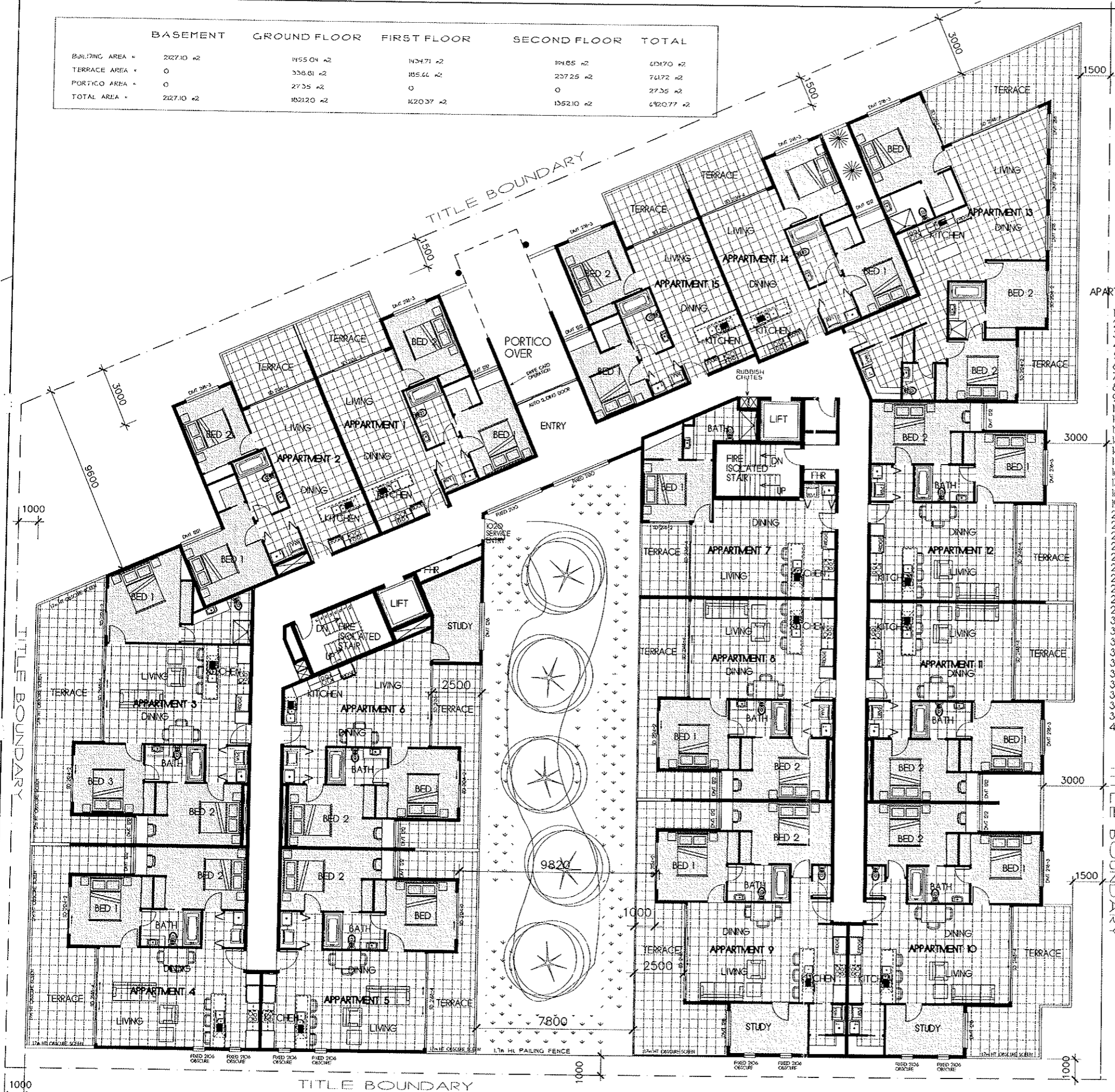
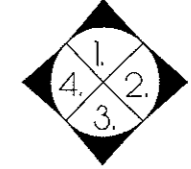
		PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON	
DRAWING TITLE: SITE DEVELOPMENT PLAN		DRAWN BY: S. McCLEMENS	REVISION No.: T P - A
DATE: 29/03/2008	SCALE: 1:250	DATE: 29/03/2008	JOB No.: 09 682
DESIGNER: S. McCLEMENS	DATE: 29/03/2008	SIGNATURE:	DRAWING No.: A1
D.P. - AD 3625 ABN 63 615 85 395		OFFICE - 59A NOTHAM STREET, TRARALGON POSTAL - PO Box 1561 TRARALGON 3644	
Ph. 033 51 74 0000 Mob. 0412 541 064			



**BASEMENT FLOOR PLAN**  
SCALE 1:100

<p><b>DESIGN &amp; DRAFTING</b></p>	PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON.		DRAWING TITLE: <b>BASEMENT FLOOR PLAN</b>		JOB No.: <b>09 682</b>
	DRAWN: S. McLEMENTS DATE: 29/03/2008 SCALE: A2	REVISION No.: T P- A DATE:      REVISION:      DESCRIPTION:	SIGNATURE:		DRAWING No.: <b>A 2</b>
	DESIGN: S. McLEMENTS DATE: 29/03/2008	OFFICE: 50A HOTHAM STREET, TRARALGON. Ph. 039 574 0000 POSTAL: PO Box 1561 TRARALGON 3844. Mob. 042 641 064		D.P. -40 3425 A.M. 63 63 395	
	SIGNATURE:				

	BASEMENT	GROUND FLOOR	FIRST FLOOR	SECOND FLOOR	TOTAL
BUILDING AREA =	2127.10 m <sup>2</sup>	1155.04 m <sup>2</sup>	1434.71 m <sup>2</sup>	1141.85 m <sup>2</sup>	6120.70 m <sup>2</sup>
TERRACE AREA =	0	558.01 m <sup>2</sup>	1155.64 m <sup>2</sup>	741.72 m <sup>2</sup>	2465.37 m <sup>2</sup>
PORTICO AREA =	0	27.35 m <sup>2</sup>	0	0	27.35 m <sup>2</sup>
TOTAL AREA =	2127.10 m <sup>2</sup>	1821.20 m <sup>2</sup>	1620.37 m <sup>2</sup>	1152.10 m <sup>2</sup>	6120.77 m <sup>2</sup>



QUEENS APARTMENTS PLANNING- 15/11/2010

APARTMENT #	LEVEL	BEDROOMS	BATHROOMS	LIVING AREA (m <sup>2</sup> )	TERRACE (m <sup>2</sup> )	TOTAL (m <sup>2</sup> )	CARPARKS
1	GROUND FLOOR	2	1	73.19	12.16	85.35	1
2	GROUND FLOOR	2	1	75.50	12.16	87.66	1
3	GROUND FLOOR	3	2	105.06	40.95	146.01	2
4	GROUND FLOOR	2	1	83.30	32.04	115.34	1
5	GROUND FLOOR	2	1	83.05	21.99	105.04	2
6	GROUND FLOOR	2 + Study	1	88.30	19.57	107.87	1
7	GROUND FLOOR	1	1	59.42	9.04	68.46	1
8	GROUND FLOOR	2	1	79.39	21.59	100.98	1
9	GROUND FLOOR	2 + Study	1	98.73	34.31	133.04	2
10	GROUND FLOOR	3	1	98.73	25.05	123.78	2
11	GROUND FLOOR	2	1	79.39	14.58	93.97	1
12	GROUND FLOOR	2	1	78.69	14.58	93.27	1
13	GROUND FLOOR	3	2	121.92	53.40	175.32	2
14	GROUND FLOOR	2	1	70.17	11.93	82.10	1
15	GROUND FLOOR	2	1	67.37	11.93	79.30	1
16	FIRST FLOOR	3	2	96.58	5.88	102.46	2
17	FIRST FLOOR	2	1	75.53	9.16	84.69	1
18	FIRST FLOOR	3	2	105.05	19.15	124.20	2
19	FIRST FLOOR	2	1	74.84	6.09	80.93	1
20	FIRST FLOOR	2	1	74.84	10.18	85.02	1
21	FIRST FLOOR	2 + Study	1	83.78	10.33	94.11	2
22	FIRST FLOOR	1	1	56.87	9.08	65.95	1
23	FIRST FLOOR	2	1	79.43	7.35	86.78	1
24	FIRST FLOOR	2 + Study	1	92.73	13.57	106.30	2
25	FIRST FLOOR	2 + Study	2	92.73	13.57	106.30	2
26	FIRST FLOOR	2	1	79.43	7.35	86.78	1
27	FIRST FLOOR	2	1	78.65	7.35	86.00	1
28	FIRST FLOOR	3	2	121.55	43.15	164.70	2
29	FIRST FLOOR	2	1	70.22	5.90	76.12	1
30	FIRST FLOOR	3	2	106.61	15.79	122.40	2
31	SECOND FLOOR	2	2	92.64	18.57	111.21	1
32	SECOND FLOOR	3	2	110.41	18.54	128.95	2
33	SECOND FLOOR	2	2	93.23	23.56	116.79	1
34	SECOND FLOOR	2	2	90.13	20.07	110.20	1
35	SECOND FLOOR	2	2	113.52	22.98	136.50	2
36	SECOND FLOOR	2	2	87.55	21.59	109.14	1
37	SECOND FLOOR	2	2	90.14	20.07	110.21	1
38	SECOND FLOOR	2	2	90.14	20.07	110.21	1
39	SECOND FLOOR	2	2	85.85	20.07	105.92	1
40	SECOND FLOOR	3	3	125.56	49.45	175.01	2
TOTALS		77	58	3530.22	754.15	4284.37	55

APARTMENT CONFIGURATION

1 Bed + 1 Bath	2
2 Bed + 1 Bath	16
2 Bed + 2 Bath	8
2 Bed + Study + 1 Bath	4
2 Bed + Study + 2 Bath	1
3 Bed + 1 Bath	1
3 Bed + 2 Bath	7
3 Bed + 3 Bath	1
TOTAL	40

GROUND FLOOR PLAN SCALE 1:100

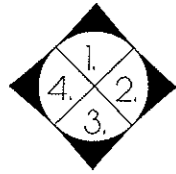
**DESIGN & DRAFTING**

DP: +61 3625 OFFICE: 157A HOTHAM STREET, TRARALGON VIC 3844  
 ABN 63 618 395 POSTAL: PO Box 1561 TRARALGON 3844 Ph: 03 51 74 0000 Mob: 042 641 064

PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT  
 CLIENT: PRIME DEVELOPMENTS  
 AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON

DRAWING TITLE: GROUND FLOOR PLAN

DRAWN: S. McCLEMMENTS	REVISION No.: T P - A	JOB No.: 09 682
DATE: 29/03/2010	DATE: _____	DATE: _____
SCALE: A3	DATE: _____	DATE: _____
DESIGN: S. McCLEMMENTS	DATE: 29/03/2010	DRAWING No.: A 3
DATE: 29/03/2010	DATE: _____	DATE: _____



FIRST FLOOR PLAN  
SCALE 1:100


**DESIGN & DRAFTING**

D.P. 74D 3625 OFFICE- 59A HOTHAM STREET, TRARALGON Ph. 033 74 0000  
ABN 53 63 18 375 POSTAL- PO Box 156, TRARALGON 3844 Mob. 0427 641 064

PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1, LP70054), TRARALGON			
DRAWING TITLE: FIRST FLOOR PLAN			
DRAWN S. McCLEMMENTS	DATE 29/03/2018	REVISION No.: T P - A	JOB No.: 09 682
SCALE # A2: 1:200	DATE 29/03/2018	REVISION DESCRIPTION	DRAWING No.: A 4
DESIGN S. McCLEMMENTS		DATE 29/03/2018	
SIGNATURE:			



SECOND FLOOR PLAN  
SCALE 1:100

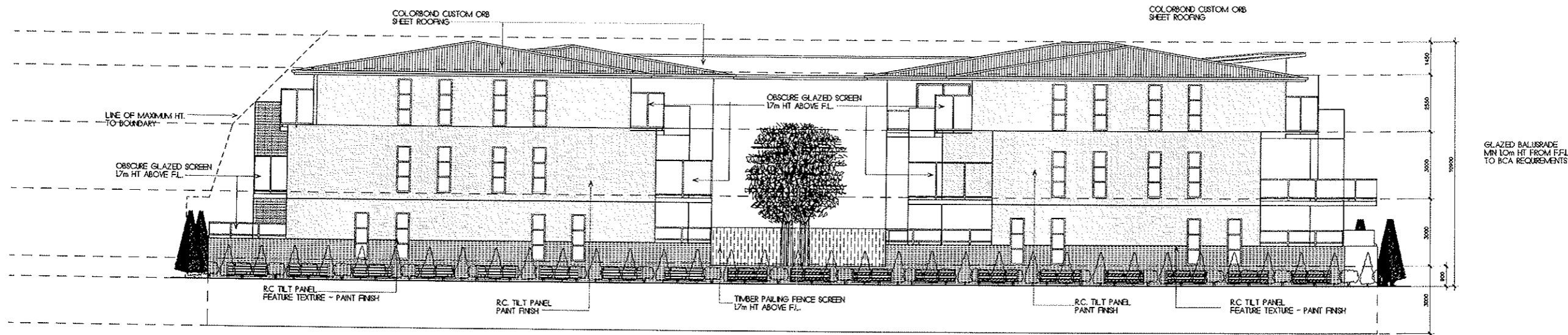


**DESIGN & DRAFTING**

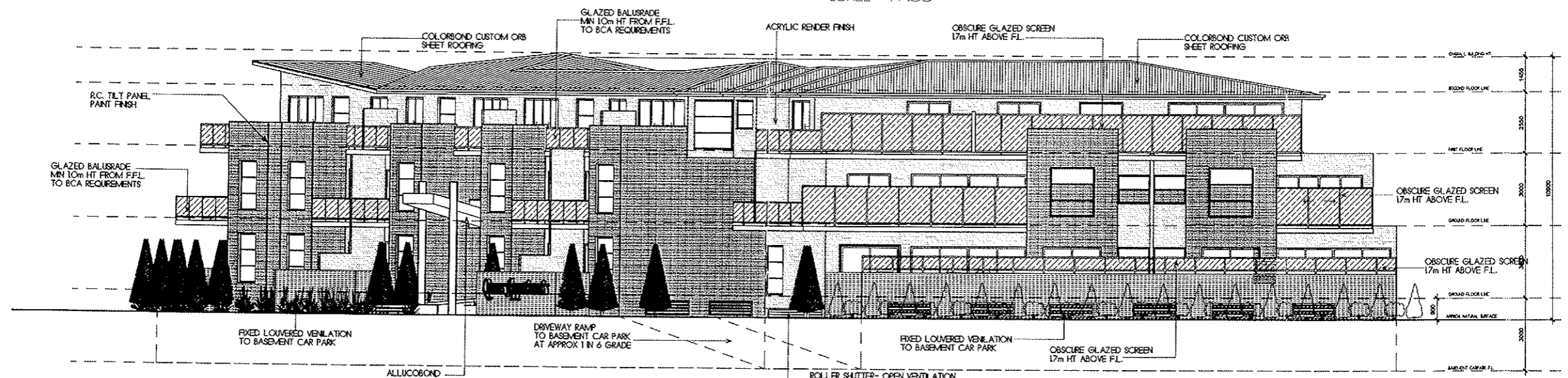
D.P. +40 3625 A.B.N. 63 612 16 3915 OFFICE- 99A HOTMAN STREET, TRARALGON Ph. 033 574 0000 Fax. 042 641 064

<small>PROJECT:</small> PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE ( LOT 1 LP70054 ), TRARALGON			
<small>DRAWING TITLE:</small> SECOND FLOOR PLAN			
<small>DRAWN:</small> S. McCLIBERTS	<small>REVISION No.:</small> TP-A	<small>JOB No.:</small> O9 682	
<small>DATE:</small> 29/03/2011	<small>DATE:</small> 29/03/2011	<small>REVISION</small>	<small>DESCRIPTION</small>
<small>SCALE:</small> A2 1:200	<small>DATE:</small> 29/03/2011	<small>REVISION</small>	<small>DESCRIPTION</small>
<small>DESIGN:</small> S. McCLIBERTS	<small>DATE:</small> 29/03/2011	<small>REVISION</small>	<small>DESCRIPTION</small>
<small>SIGNATURE:</small>		<small>REVISION</small>	<small>DESCRIPTION</small>

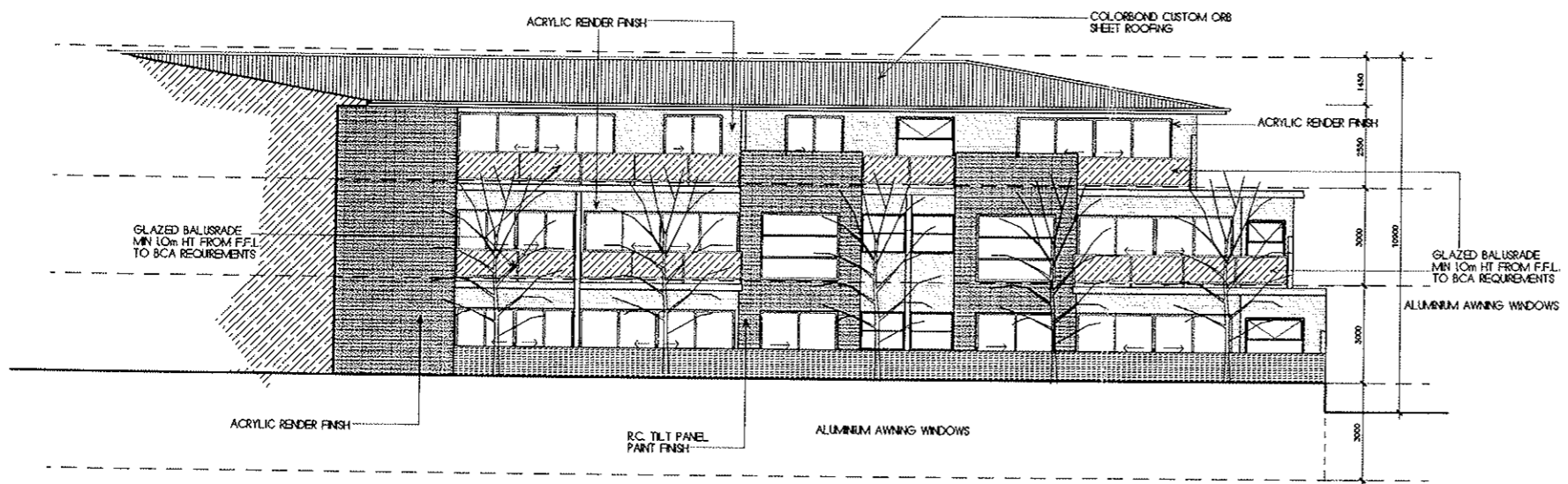




ELEVATION 1 - SOUTH  
SCALE 1:100



ELEVATION 2 - WEST  
SCALE 1:100



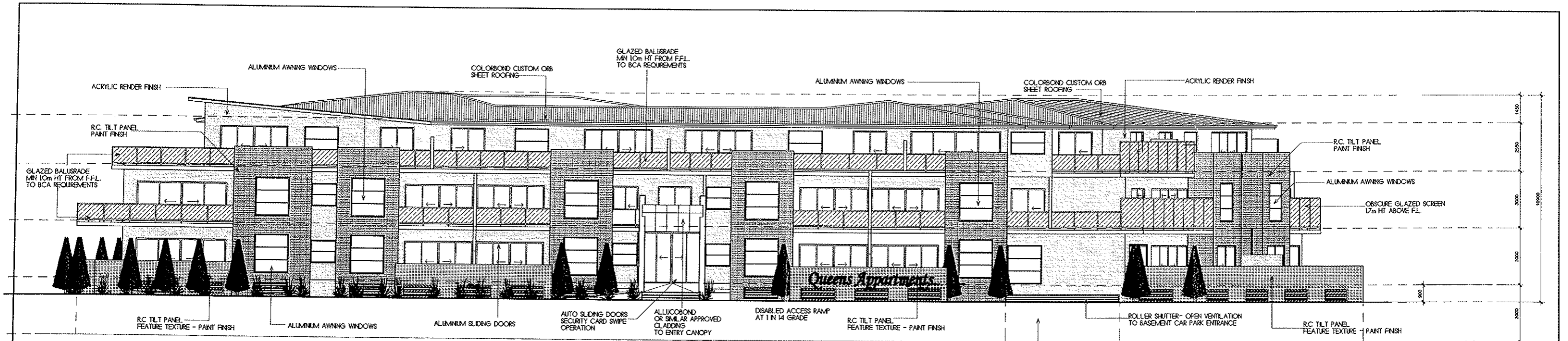
ELEVATION 2/A - WEST (INTERNAL)  
SCALE 1:100

DP - AD 31625 OFFICE - 59A HOTHAM STREET, TRARALGON Ph. 1031 574 0000  
ASN 63 63 35 395 POSTAL - PO Box 1501, TRARALGON 3844 Mob. 0422 541 0644

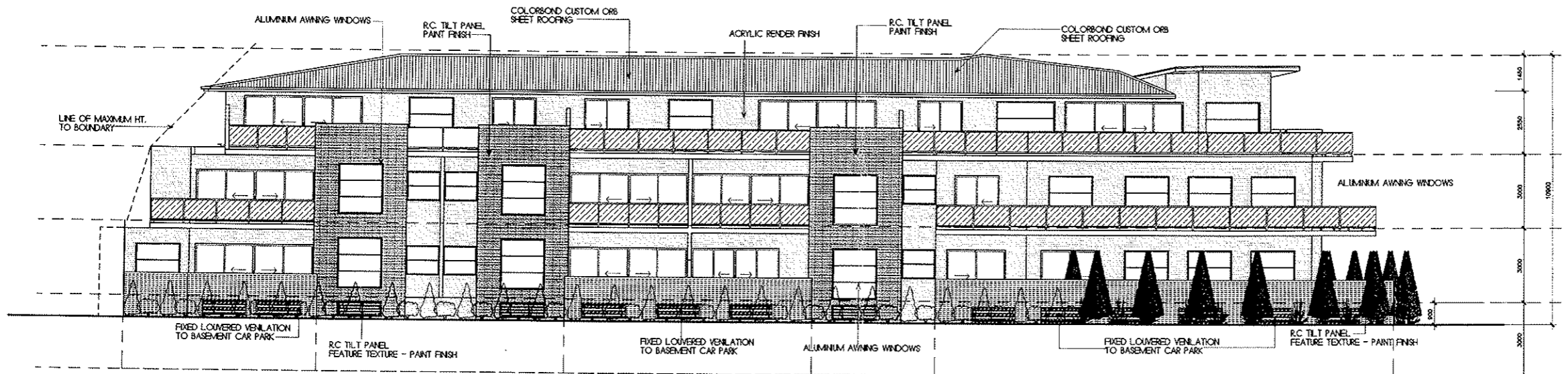
PROJECT:  
PROPOSED MULTI-RESIDENTIAL DEVELOPMENT  
CLIENT: PRIME DEVELOPMENTS  
AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON.

DRAWING TITLE:  
ELEVATIONS - SHEET 1

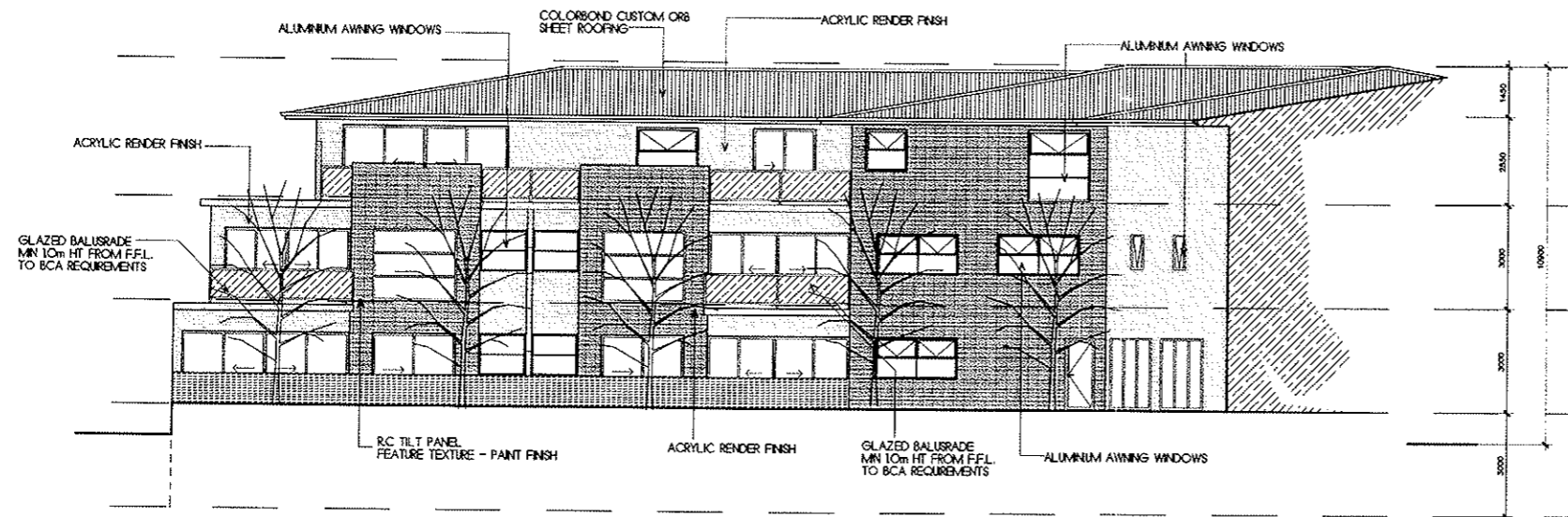
DRAWN	S. McCLEMMENTS	REVISION No.:	T P - A	JOB No.:	O9 682
DATE	29/03/2011	DATE	REVISION	DESCRIPTION	DRAWING No.:
SCALE	# A2 1:200	DATE	REVISION	DESCRIPTION	A 6
DESIGN	S. McCLEMMENTS	DATE	29/03/2011	SIGNATURE	



ELEVATION 3 - NORTH ( QUEENS PARADE )  
SCALE 1:100



ELEVATION 4 - EAST ( COLLINS STREET )  
SCALE 1:100



ELEVATION 4/A - EAST (INTERNAL)  
SCALE 1:100

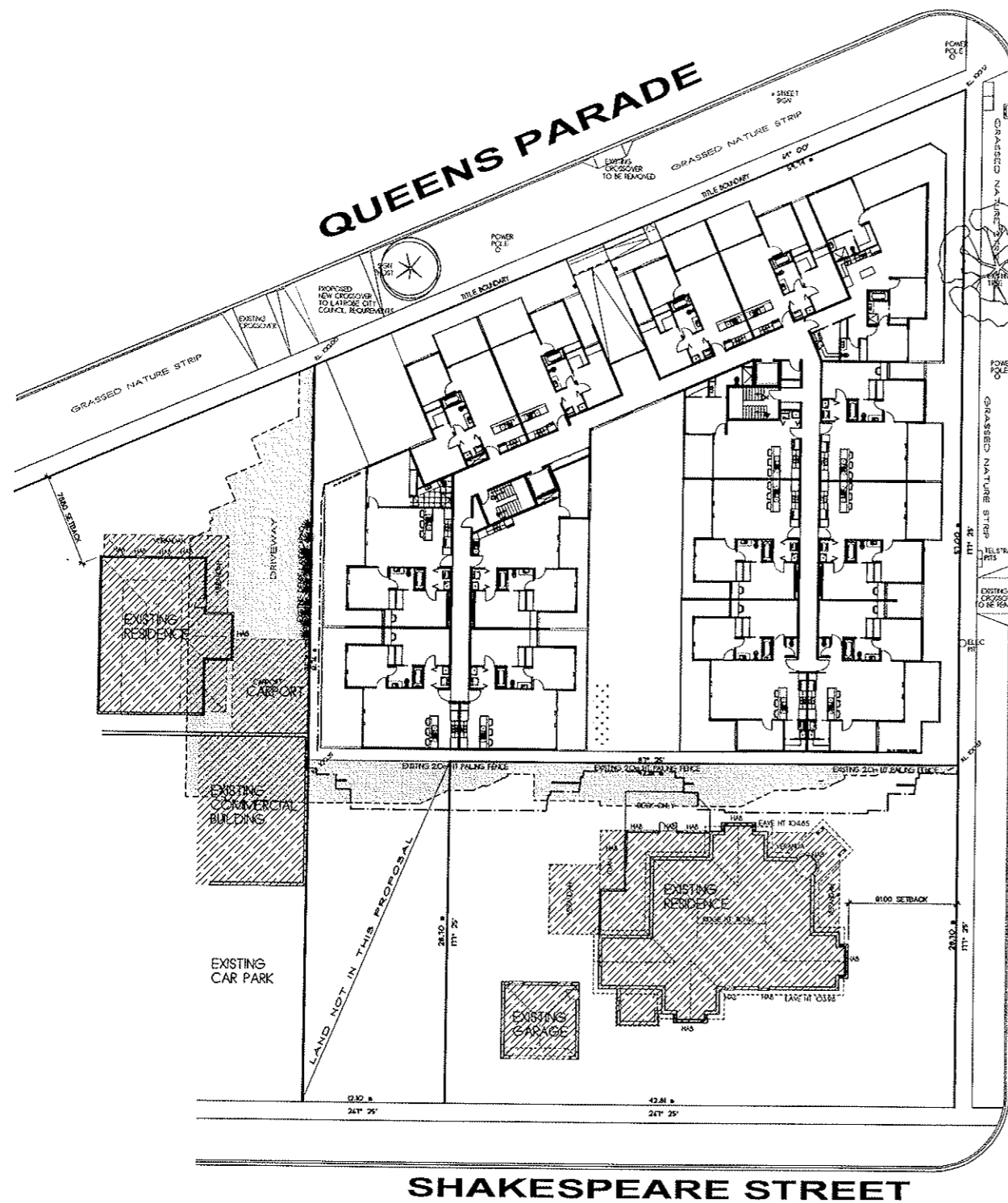
**DESIGN & DRAFTING**

DR. -AD 3425 OFFICE- 52A HOTHAM STREET, TRARALGON Ph: 031 51 74 0000  
ABN 63 63 86 395 PORTAL- PO Box 1501 TRARALGON 3444 Mob: 0412 641 064

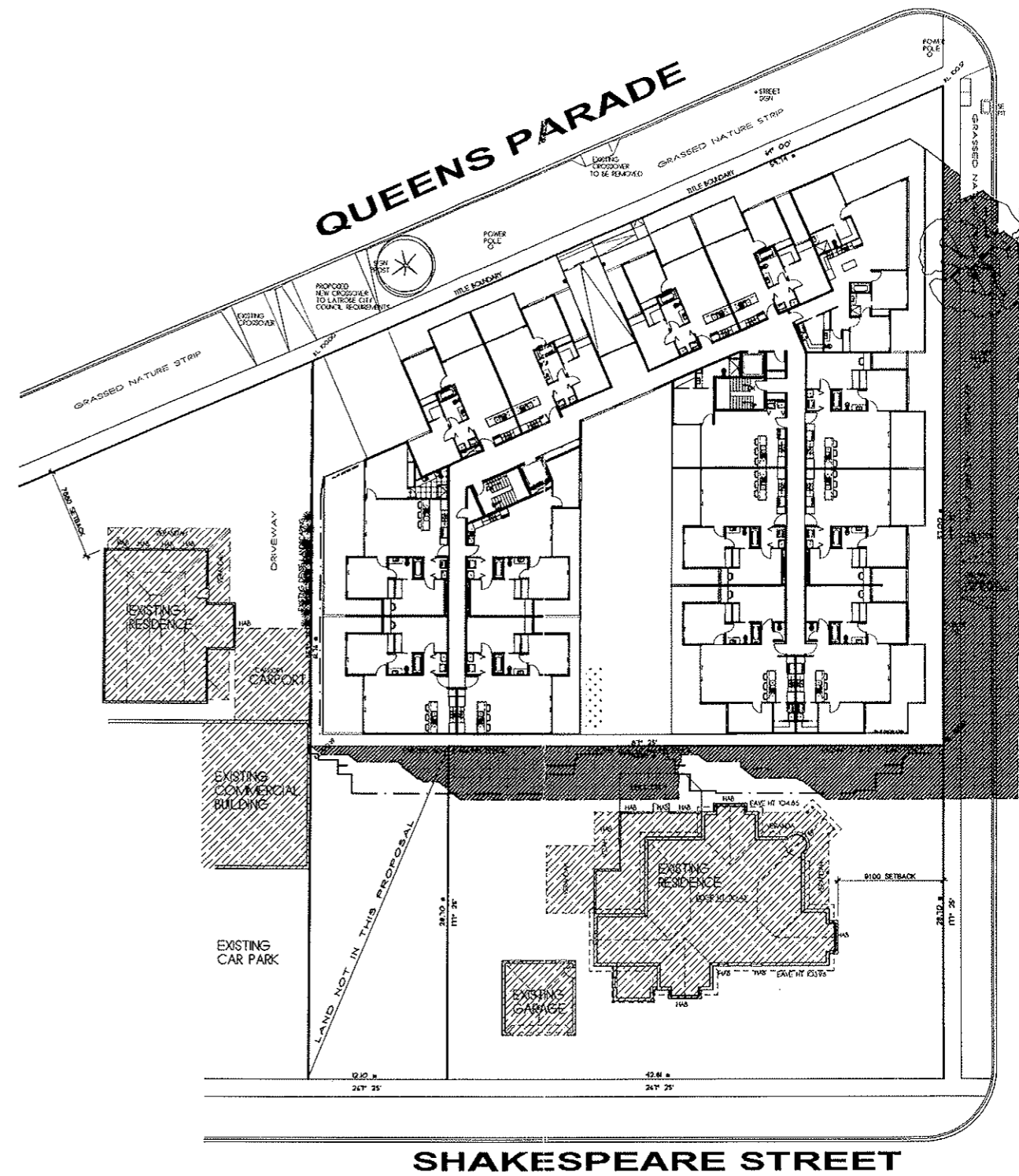
PROJECT:  
PROPOSED MULTI-RESIDENTIAL DEVELOPMENT  
CLIENT: PRIME DEVELOPMENTS  
AT 39 QUEENS PARADE ( LOT 1 LP70054 ), TRARALGON.

DRAWING TITLE:  
**ELEVATIONS - SHEET 2**

DRAWN S. McCLEMETS DATE 29/03/2018 SCALE # A2 1:200	REVISION No.: <b>T P - A</b> DATE REVISION DESCRIPTION	JOB No.: <b>09 682</b>
DESIGN S. McCLEMETS DATE 29/03/2018 SIGNATURE		DRAWING No.: <b>A 7</b>



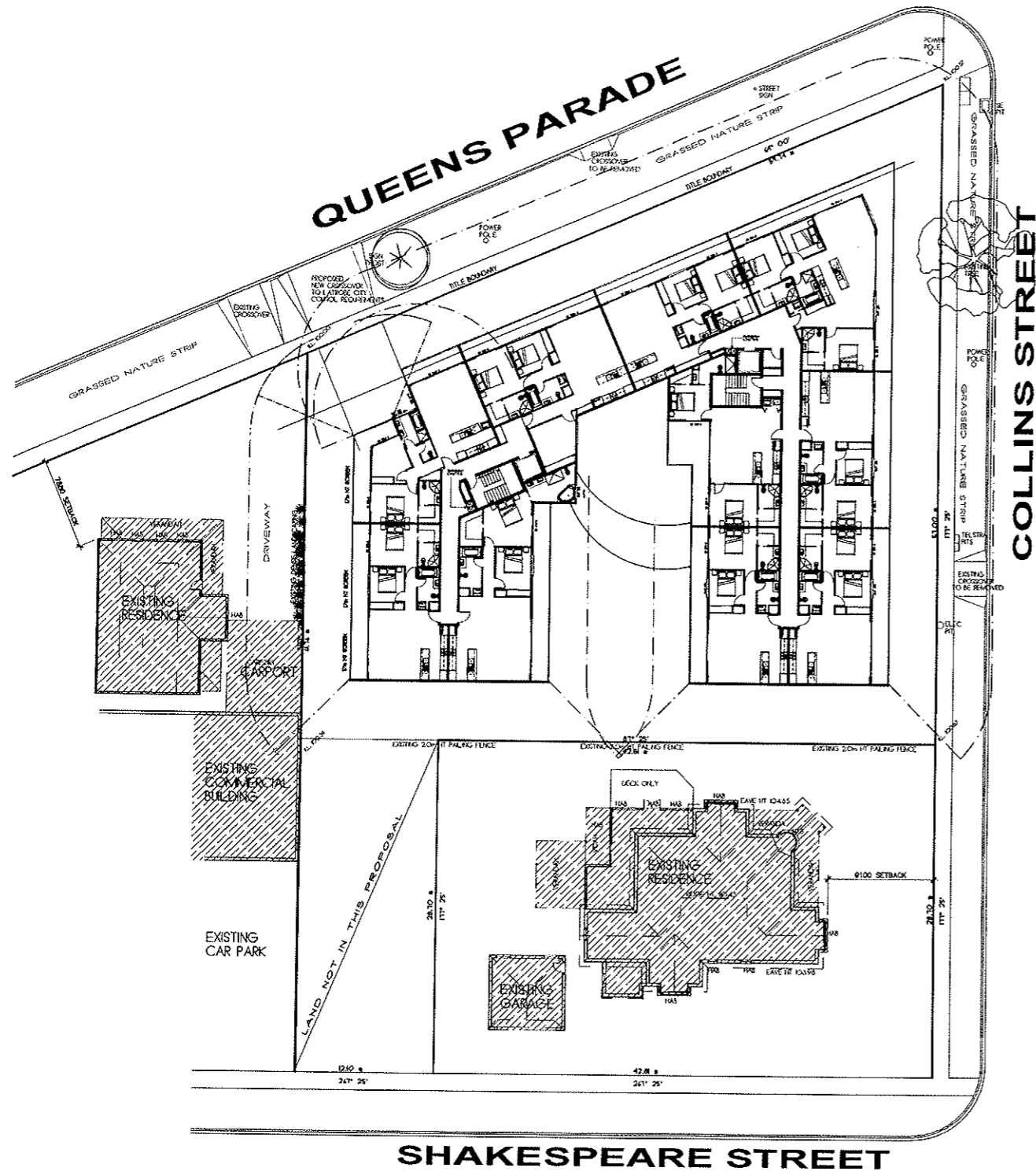
SHADOW DIAGRAM - 9 AM  
SCALE 1:250



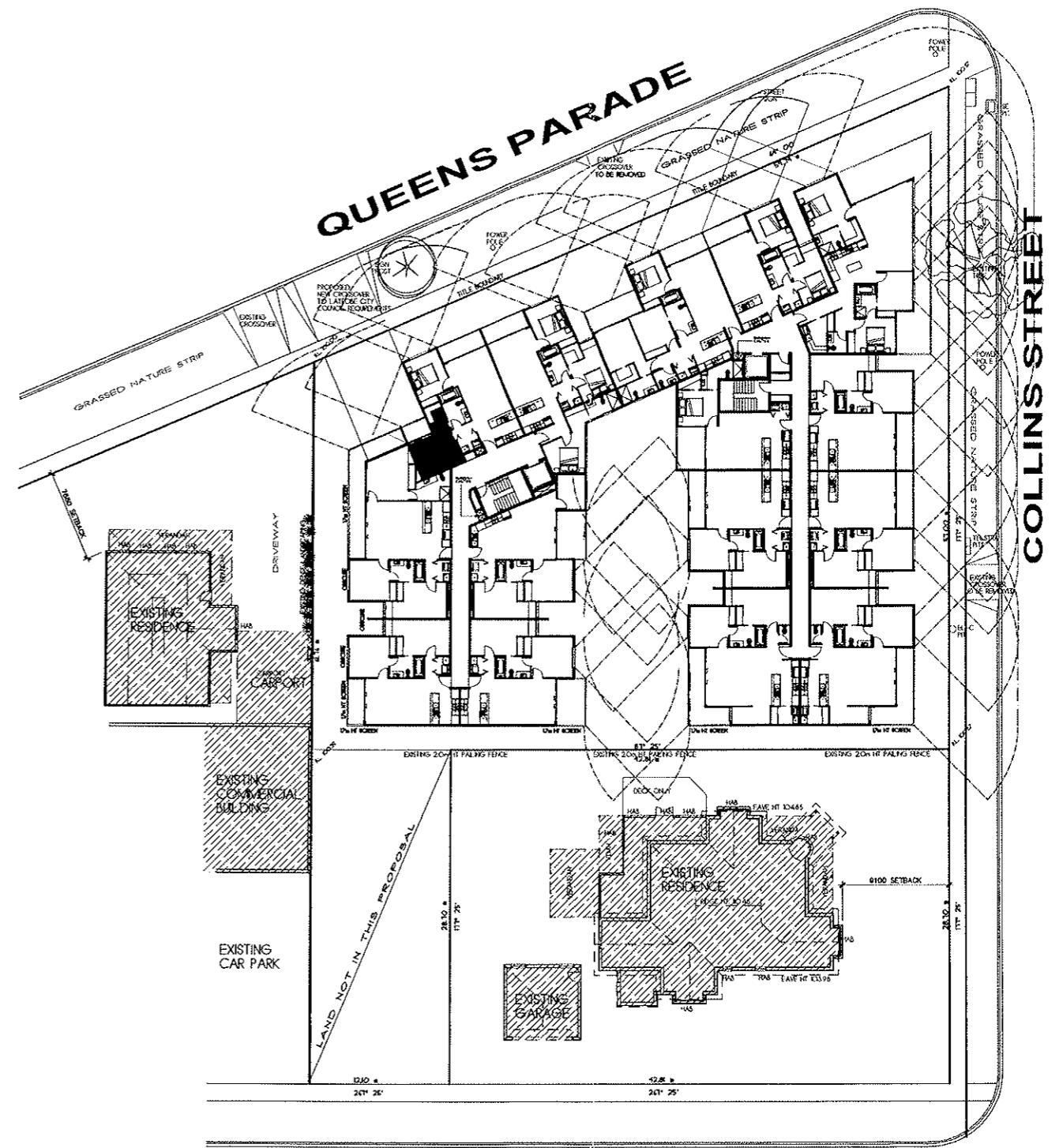
SHADOW DIAGRAM - 3 PM  
SCALE 1:250

	9 AM SHADOW CAST EQUINOX 22/09
	12 NOON SHADOW CAST EQUINOX 22/09
	3 PM SHADOW CAST EQUINOX 22/09

 <b>DESIGN &amp; DRAFTING</b>	PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON	
	DRAWING TITLE: SHADOW DIAGRAMS	
DRAWN: S. McCLEMMENTS DATE: 29/03/2008 SCALE: # A2 1:200	REVISION No.: T P - A DATE: REVISION: DESCRIPTION:	JOB No.: <b>09 682</b>
DESIGN: S. McCLEMMENTS DATE: 29/03/2008 SIGNATURE:		DRAWING No.: <b>A 8</b>
<small>           D.P. - AD 34025    OFFICE - 60A HOTRAM STREET, TRARALGON    PH. 033 5 74 0000            ABN 63 643 89 595    POSTAL - PO Box 155, TRARALGON 3554    Mob. 042 641 054         </small>		



OVERLOOKING DIAGRAM - SECOND FLOOR  
SCALE 1:250



OVERLOOKING DIAGRAM - FIRST FLOOR  
SCALE 1:250

<p><b>DESIGN &amp; DRAFTING</b></p>		PROJECT: PROPOSED MULTI-RESIDENTIAL DEVELOPMENT CLIENT: PRIME DEVELOPMENTS AT 39 QUEENS PARADE (LOT 1 LP70054), TRARALGON	
		DRAWING TITLE: OVERLOOKING DIAGRAMS	
DRAWN BY: S. McCLEMENS DATE: 29/03/2011 SCALE: A2 1:250	REVISION No.: TP-A DATE: / / REVISION: / / DESCRIPTION: / /	JOB No.: 09 682	DRAWING No.: A 9
DP: +61 3425 OFFICE: 50A HOYMAN STREET, TRARALGON Ph: 033 5174 0000 A/N: 03 643 76 995 POSTAL: PO Box 1561 TRARALGON 3644 Mob: 0412 641 064			



RECEIVED  
4 APR 2011  
BY:

B1



4 APR 2011 B2



4 APR 2011



4 APR 2011

B4





4 APR 2011

B5



4 APR 2011



4 APR 2011



4 APR 2011

B8



4 APR 2011

B9

ATTACHMENT 5  
Copy of Submissions

28.07.2011

Shane and Sharlene Golding

[REDACTED]

Traralgon VIC 3844

LATROBE CITY COUNCIL INFORMATION MANAGEMENT	
RECEIVED	
02 AUG 2011	
R/O	Doc No:
Comments/Copies Circulated to	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

To Whom it may concern,

We would like to make a formal objection to the construction of 40 Units at

**39 Queens Parade, Traralgon.**

**Planning Permit Application Number 2010/381**

Our objection is not to the development of the block itself, but to the density of the housing, and the lack of parking facilities in the area.

The proposal currently suggests that there is currently on street car parking for approximately 8 cars in Collins Street. This is not the case. There is no longer any car parking available during the week in Collins Street due to the opening of the new clinic on the corner of Collins Street and Shakespeare Street. This is frustrating for the residents of the street who no longer have parking outside their own homes, and the access to Shakespeare Street from Collins Street has become dangerous with high traffic and extremely low visibility. Those who are unable to find a park in Collins Street often park on both sides of Meredith Street, without leaving enough room for residents of Meredith Street to actually enter or exit the street at that end!

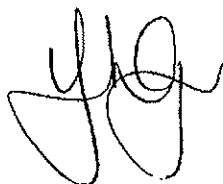
Potentially, a development of 40 units combining 1, 2 and 3 bedrooms could require parking spaces well in excess of what is currently being proposed, and current legislation shows that this development is already 2 spaces short of the minimum car spaces required.

A three storey development in a heritage listed area is not in keeping with the current surrounds.

As we stated, we do not object to the development of this site at all, only number of units proposed, and the impact that this would have on both the residents with regarding to current issues with parking, traffic and access to our homes.

Kind Regards

Shane and Sharlene Golding



Christine Sindt & Henry Sindt  
[REDACTED]  
[REDACTED]

Traralgon VIC 3844

27 July 2011

Planning Section  
Latrobe City Council  
PO Box 264  
Morwell VIC 3840

To Whom It May Concern,

**Objection to Application 2010/381**

We object to the construction of 40 dwellings on a Lot at 39 Queens Parade, Traralgon by Prime Development Enterprises Pty Ltd.

As owners of the adjoining property at [REDACTED], our concerns are:

- Our view of the huge flowering gum in Collins Street would be obscured
- Overshadowing and reduction of sunlight to the property
- Loss of privacy with a three storey development overlooking our property
- The arrival and departure of 52 cars daily from the proposed underground car park would be disruptive to the current tranquility of our family home

We also advise that the area of land for which the permit has been requested forms part of the "Golden Triangle" which is the area of land bounded by Queens Parade, Shakespeare Street and Collins Street, Traralgon. A proposal for a feasibility study for a Gippsland Regional Aquatic Facility to be established in the Golden Triangle has been submitted by us to the Latrobe City Council *Traralgon Activity Centre Plan* and also to the Member for Morwell, Russell Northe, and the Minister for Sport and Recreation.

The "Golden Triangle" is now under review by the Department of Planning and Community Development (DPCD) for the possible siting of the Gippsland Regional Indoor Aquatic Facility in Traralgon, retaining heritage properties on the site. DPCD has advised that they can assist with brokering discussions for a steering committee to help progress this proposal and ensure that it meets the requirements of the billion dollar Regional Growth Fund.

We have been advised that the 'Project Planning' component of the ***Putting Locals First Program*** can provide funding towards the development of a feasibility plan for the Gippsland Regional Indoor Aquatic Facility.

The ***Local Government Infrastructure Program*** is designed to provide funding directly to regional and rural councils for projects nominated in their Forward Capital Works Plan. The Gippsland Regional Indoor Aquatic Facility, Traralgon, proposal is consistent with community development plans for the municipality of Latrobe City Council.

Dr Christine Sindt, [REDACTED], Traralgon, VIC 3844  
Telephone [REDACTED], Mobile [REDACTED]  
[christine@christinesindt.com](mailto:christine@christinesindt.com)  
[www.christinesindt.com](http://www.christinesindt.com)

Page 1 of 3



"Latrobe 2026: The Community Vision for Latrobe Valley" states  
*Recreation - In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community*

"Council Plan 2011-2015 – Latrobe City Council's response to Latrobe 2026: The Community Vision for Latrobe Valley" responds  
*Latrobe City Council will work towards achieving the Recreation Community Vision with a range of strategic directions which are supported by major initiatives and services to be implemented by Council over the next four years*

#### Strategic Directions

- *Foster the health and wellbeing of the community by promoting active living and participation in community life*
- *Assess and evaluate recreational trends and opportunities to address community aspirations for passive and active recreational activities*
- *Align open space requirements of the community with useable public open space*
- *Promote and maximise the utilization of recreational, aquatic and leisure facilities and services to ensure they meet the needs of the community*
- *Provide diverse and accessible recreational, leisure and sporting facilities, that are financially sustainable*
- *Develop and maintain high quality recreational, leisure and sporting facilities in accordance with community aspirations*
- *Support and develop partnerships and collaboration with user groups, friends of and committees of management for recreational, aquatic, public open spaces, parks and gardens*
- *Continue to develop and enhance recreation and leisure facilities in order to attract and facilitate events of regional, national and international significance*

All eight strategic directions of the Latrobe City Council are consistent with the establishment of an iconic world-class Gippsland Regional Indoor Aquatic Facility. Furthermore, the **Community Facility Funding Program** under the suite of Sport and Recreation Grants may also be able to provide funding towards the development of this major sport and recreation facility.

We have been advised that the proposal needs to flesh out the role of the buildings in the "Golden Triangle" in establishing a connection and a sense of place in Traralgon and the region and that there are also a number of **heritage grants/funding sources** which may be able to assist with or determine the viability of a heritage status for the proposed buildings. Possible stakeholders who have been identified to assist with the development of this project proposal include:

- Latrobe City Council
- Latrobe City Business Tourism Association Inc
- Traralgon Business (formerly Traralgon Chamber of Commerce and Industry)
- Sport & Recreation Victoria

Dr Christine Sindt, [REDACTED], Traralgon, VIC 3844  
Telephone [REDACTED], Mobile [REDACTED]  
[christine@christinesindt.com](mailto:christine@christinesindt.com)  
[www.christinesindt.com](http://www.christinesindt.com)

- Heritage Victoria
- Monash University Gippsland
- Local Historical Societies

We also wish to affirm that at the Council Meeting of 23 May 2011 (CM 346), "in respect to the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study 15 July 2010", Council unanimously resolved to establish a working party to include

- Traralgon Swimming Club,
- Save Hubert Osborne Park Group,
- Traralgon Croquet Club and
- Traralgon Community Development Association

Since DPCD has urged that "Dr Sindt look to creating steering committees", we are now in the process of working with DPCD to create a Steering Committee for a Gippsland Regional Indoor Aquatic Facility on the Golden Triangle which may include all of the above groups as well as other interested parties. Other parties may include those 27 community members who made submissions to the Extraordinary Meeting of Latrobe City Council held on Monday 11 April 2011.

The first step for the steering committee will be a request for funds from the 'Project Planning' component of the **Putting Locals First Program** of the billion dollar Regional Growth Fund towards the development of a feasibility plan for the Gippsland Regional Indoor Aquatic Facility on the Golden Triangle.

In summary, we object to Application 2010/381 for the construction of 40 dwellings on a Lot at 39 Queens Parade, Traralgon by Prime Development Enterprises Pty Ltd.

Our objections are threefold:

- It will impact on our family home at [REDACTED] in the Golden Triangle
- The Victorian Government Department of Planning and Community Development (DPCD) has a strategic interest in the development of a Gippsland Regional Indoor Aquatic Facility funded by the billion dollar Regional Growth Fund in the Golden Triangle.
- Our objection to Application 2010/381 has been discussed with DPCD and it is considered appropriate at this stage.

Yours sincerely,

*Anne Christine Sindt*

*Henry Wilhelm Sindt*

*At Traralgon, Victoria*

*Wednesday 27 July 2011*

Dr Christine Sindt, [REDACTED], Traralgon, VIC 3844  
 Telephone [REDACTED], Mobile [REDACTED]  
[christine@christinesindt.com](mailto:christine@christinesindt.com)  
[www.christinesindt.com](http://www.christinesindt.com)

Page 3 of 3

Latrobe City Council  
PO Box 264  
Morwell VIC 3840

LATROBE CITY COUNCIL	
INFORMATION MANAGEMENT	
RECEIVED	
28 JUL 2011	
R/O:	Doc No: 678185
Comments/Copies Circulated to:	
<input type="checkbox"/> Copy registered in DataWorks	<input type="checkbox"/> Invoice forwarded to accounts

Tressalgon  
VIC 3844.

27 July 2011.

RE: 39 Queens Parade proposed development

I object to council approving the development due to:

- very high density nature of proposal and reduced car park request.

As a nearby resident, it concerns as it will cause traffic congestion especially at nights when parking is already an issue (overflowing from sports centre).


Concern regarding development attracting large scale lower socioeconomic tenants which may increase crime in nearby vicinity.

The building proposed is multi-level in an area that is made up of historically relevant houses that are near exclusively single storey.

The overall demand for such accommodation is questionable and the ongoing maintenance issues surrounding such a large development is concerning.

Overall this style of development is not in sync with current quiet nature of area.

Yours sincerely,



RODNEY GILHAM.

OFFICE USE ONLY  
Date Received

OBJECTION TO GRANT OF PLANNING PERMIT

WHO IS OBJECTING?

I/We (names in block letters) JOAN EDNEY & GRANT DERHAM  
 Of (Address) [REDACTED]  
TRARALGON/ Fax No. : \_\_\_\_\_  
 Postcode 3844 Telephone No. [REDACTED] (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
 i. mail admin@cleansworld.com.au

WHAT APPLICATION DO YOU OBJECT TO?

WHAT IS THE PERMIT APPLICATION NUMBER? 2010/381  
 WHAT IS PROPOSED? Construction of 40 Dwellings on a Lot.  
 WHAT LAND IS PROPOSED TO BE USED OR DEVELOPED? 39 Queens Parade  
Traralgon 3844  
 WHO HAS APPLIED FOR THE PERMIT? PRIME DEVELOPMENT ENTERPRISES  
PTY LTD

WHAT ARE THE REASONS FOR YOUR OBJECTIONS?

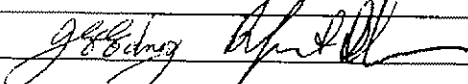
See Attached page 1 + 2

LATROBE CITY COUNCIL	
INFORMATION MANAGEMENT	
RECEIVED	
29 JUL 2011	
R/O	Doc No:
Comments/Copies Circulated to	
<input type="checkbox"/> Copy to [unclear]	<input type="checkbox"/> Invoice forwarded to [unclear]

HOW WILL YOU BE AFFECTED BY THE GRANT OF A PERMIT?

See Attached page 2.

(If there is not enough room. Attach a separate sheet)

Signature  Date 27/7/11

IMPORTANT NOTES ABOUT OBJECTIONS TO PERMIT APPLICATIONS

1. This form is to help you make an objection to an applicant in a way which complies with the *Planning and Environment Act 1987*, and which can be readily understood by the responsible authority. There is no requirement under the act that you use any particular form.
2. Make sure you clearly understand what is proposed before you make an objection. You should inspect the application at the responsible authority's office.
3. To make an objection you should clearly complete the details on this form and lodge it with the responsible authority as shown on the Public Notice-Application for Planning Permit.
4. An objection must:
  - \*state the reason for your objection; and
  - \*State how you would be affected if a permit is granted.
5. The responsible authority may reject an application which it considers has been made primarily to secure or maintain a direct or indirect commercial advantage for the objector. In this case, the Act applies as if the objection had not been made.
6. Any person may inspect an objection during office hours.
7. If your objection related to an effect on property other than at your address as shown on this form, give details of that property and of your interest in it.
8. To ensure the responsible authority considers your objection, make sure that the authority receives it by the date shown in the notice you were sent or which you saw in a newspaper or on the site.
9. If you object before the responsible authority makes a decision, the authority will tell you its decision.
10. If despite your objection the responsible authority decides to grant the permit, you can appeal against the decision. Details of the appeal procedures are set out on the back of the Notice of Decision which you will receive. An appeal must be made on a prescribed form (obtainable from the Administrative Appeals Tribunal) and accompanied by the prescribed fee. A copy must be given to the responsible authority. The closing date for appeals is 21 days of the responsible authority giving notice of its decision.
11. If the responsible authority refuses the application, the applicant can also appeal. The provisions are set out on the Refusal of Planning Application which will be issued at that time.

**ATTACHMENT TO: Planning & Environment Act 1987****OBJECTION TO GRANT OF PLANNING PERMIT****PERMIT APPLICATION NO: 2010/381****WHAT ARE THE REASONS FOR YOUR OBJECTIONS?**

We believe that a proposal to house up to 155 tenants will cause potential parking and traffic congestion problems, particularly when coupled with the Council's proposed Traralgon Station Master Plan to incorporate parking for another 200 vehicles.

- The above proposed plan states that it is providing the minimum car park spaces per the ratio of number of bedrooms plus visitors.  
It also proposes that the "local area will" absorb any "extra" requirements.
  - a. Queens Pde and Collins Street are the boundary streets to this Proposed Development, therefore being the first parking places sought.
  - b. Both streets are narrow with safe parking already a concern.
  - c. The entry to this proposed building is off the South side of Queens Pde which is a regulated No Parking Zone – therefore leaving the North side to offer the closest parking. When cars are parked anywhere along Queens Pde, the traffic is reduced to single lane.
  - d. Cleaners World Gippsland is situated at 34-38 directly opposite the proposed site on the North side of Queens Pde. Being a wholesale business it has as many as 60 deliveries/pickups /customers per day - ranging from cars/vans/ taut-liners to semi-trailers. Often longer vehicles and towing vehicles frequently require access to park and/or turn from either side of the Cleaners World's Entrance on Queens Parade.
  - e. We are very concerned that as this side is the closest area it will be the targeted area for off street parking by the tenants and their visitors.
  - f. Also local residents regularly attend the Indoor Sporting Complex situated at Queens Pde and during busy times (after school hours particularly) the street is very congested and parking is a premium.
  - g. Safe parking in Collins St is also difficult now as a practising medical clinic means that clients park in this street. One side of the street is already residential so visitors cars do access this parking regularly.
- Other "local areas" is referring to the Council's Traralgon Station Precinct Proposal which will increase parking facilities by 200 spaces for train commuters and students who will access the new TAFE Complex on Princes Highway. If this is so we believe that all of this will lead to the next problem of Traffic Congestion in both Queens Pde & Collins St.
- Should this plan for 40 units go ahead there will be an introduction of up to 150 potential residents in a confined area, all requiring some mode of transport to and from Queens Pde . With the number of car parks proposed there will be at least for 55 vehicles having to access already congested streets.

Add this to the councils proposed Traralgon Station Precinct Plan of 200 extra carspaces, the streets will have potential for more than double the present traffic flow making it difficult for local residents, local businesses, customers and commuters who will be meeting train times.

Keeping the heritage feel of the area is also a concern for us. With the small cottages to the East of the proposed development, the atmosphere feels very wrong for the area to have a 3 story building that will house an intense population. This does not meld with the general aura of this area where so many of the houses & cottages display heritage overlays.

### HOW WILL YOU BE AFFECTED BY THE GRANT OF PERMIT?

We, Joan Edney and Grant Derham, own Cleaners World Gippsland, situated at [REDACTED] and believe that we will be affected in the following ways:

- 1 More parking and traffic congestion along Queens Parade will affect the daily running of our business as delivery drivers and customers will not be able to safely and comfortably access Queens Parade or our business entrance.
- 2 The long term effect will be that our sales will drop as customers stop coming due to our business when access becomes cumbersome.
- 3 Should the planning permit be granted, because of the narrow access, we also envisage great interruption and chaos to our daily business during its construction.

Please Note: We have lived in a block of 21 flats, each with their appropriate off street parks, and we have struggled with the fact that there is **never anywhere** that other family members can get a park on the street in front of the premises so our fears for our business are very real

*Joan Edney + Grant Derham*

ATTACHMENT 6  
Applicants' Response to Submissions



# Beveridge Williams



REF: 1000629  
OFFICE: MELBOURNE

10 August 2011

Tom Vercoe  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

Dear Tom,

**RE: 39 QUEENS PARADE, TRARALGON (COUNCIL REF: 2010/381)  
PUBLIC NOTIFICATION – RESPONSE TO OBJECTIONS**

We refer to the above application and your recent advice confirming the receipt of four (4) objections to the proposed development. We wish to provide the following comments in response to the issues raised.

## Background

The subject site is ideally located in the mixed use zone and within close proximity to the Traralgon railway station. Before lodging an application the applicant undertook pre-lodgement discussions to determine the type of development intended in this area. Council indicated that increased densities are sought in close proximity to the railway station, with reduced car parking to encourage public transport patronage. This formed the basis of the development design.

This intent has been reiterated in Council's Traralgon Station Precinct Masterplan which identifies the opportunity for 'complementary redevelopment of the southern side (of the station) for higher density or residential uses'. The Masterplan intends to achieve the objectives of Council's 'Transit Cities' policy which seeks transit precincts to 'contain higher-density housing to foster walking for shorter trips, improve access to jobs, shops and services, and support local businesses'.

The proposed development seeks to balance these objectives with the context of the area. It is considered that the development reflects a suitable design outcome by adopting contemporary design which is of an appropriate scale and siting on the subject site.

## Objector Concerns

### *Overshadowing & Overlooking*

The proposed development complies with the overshadowing and overlooking objectives contained within Clause 55 of the Latrobe Planning Scheme. Drawing No. A8 submitted with the application shows the overshadowing at the times specified by Standard B21 of the planning scheme and confirms that the development shows strong compliance with ResCode requirements. Drawing No. A9 shows potential overlooking from the proposed

**Beveridge Williams  
& Co Pty Ltd**

ACN 006 197 235  
ABN 38 006 197 235

surveying  
urban design  
town planning  
water resources  
civil engineering  
project management  
landscape architecture  
contamination assessment

#### Melbourne

Suite 6/115 Hawthorn Rd  
Caulfield North Vic 3161  
PO Box 2205  
Caulfield Junction Vic 3161  
ph: 03 9528 4444

#### Bairnsdale

Shop 7 Riviera Plaza  
80-88 Main St  
Bairnsdale Vic 3875  
Po Box 1799  
Bairnsdale Vic 3875  
ph: 03 5152 4708

#### Ballarat

96 Main Road  
Ballarat Vic 3350  
PO Box 1465  
Bakery Hill Vic 3354  
ph: 03 5327 2000

#### Geelong

52 Brougham St  
Geelong Vic 3220  
ph: 03 5222 6563

#### Leongatha

52A Bair St  
PO Box 161  
Leongatha Vic 3953  
ph: 03 5662 2630

#### Sale

45 Macalister St  
Sale Vic 3850  
ph: 03 5144 3877

#### Traralgon

18 Hotham St  
PO Box 684  
Traralgon Vic 3844  
ph: 03 5176 0374

#### Wonthaggi

134 Graham St  
PO Box 129  
Wonthaggi Vic 3995  
ph: 03 5672 1505



development. It is evident that there is limited opportunity for overlooking. The development has also sought to reduce the potential by incorporating screening and window glazing in appropriate locations.

#### ***Car Parking***

As indicated the intent of high density development in close proximity to the railway station is to promote public transport patronage. An assessment of parking demand is provided in the Traffic Engineering Report prepared by TTM and submitted as part of our information request response dated 31 March 2011. This indicates the resident car parking demand for the proposed development will be approximately 41 car parks. To this end, it is considered there is sufficient justification to support the proposed car parking arrangement for the development.

#### ***Traffic***

The Traffic Engineering Report indicates that the proposed development will generate 200 vehicle movements per day. Queens Parade and Collins Street are both local streets with widths over 10 metres and are capable of catering for the development on the basis of existing vehicle movements. Based on the traffic assessment provided, the proposal will have minimal impact on the operation of the surrounding road network.

#### ***Aquatic Centre Planning***

Having reviewed the Traralgon Indoor Aquatic and Leisure Centre Feasibility Study there does not appear to be any reference to an indoor aquatic centre in this locality. We submit that the proposed residential development is more suitable in this locality in light of Traralgon Transit City objectives. To this end, we do not believe this objection can be substantiated.

We trust this provides response to some key issues raised. We request that Council continue with their assessment of the application and look forward to advice of the date for consideration at a Council meeting.

If you have any queries regarding the above matter, please do not hesitate to contact the undersigned on 9528 4444.

Yours faithfully,  
**BEVERIDGE WILLIAMS & CO PTY LTD**

A handwritten signature in black ink, appearing to read 'Gemma Robinson'.

Gemma Robinson  
**Planner**

ATTACHMENT 7  
Heritage Advice

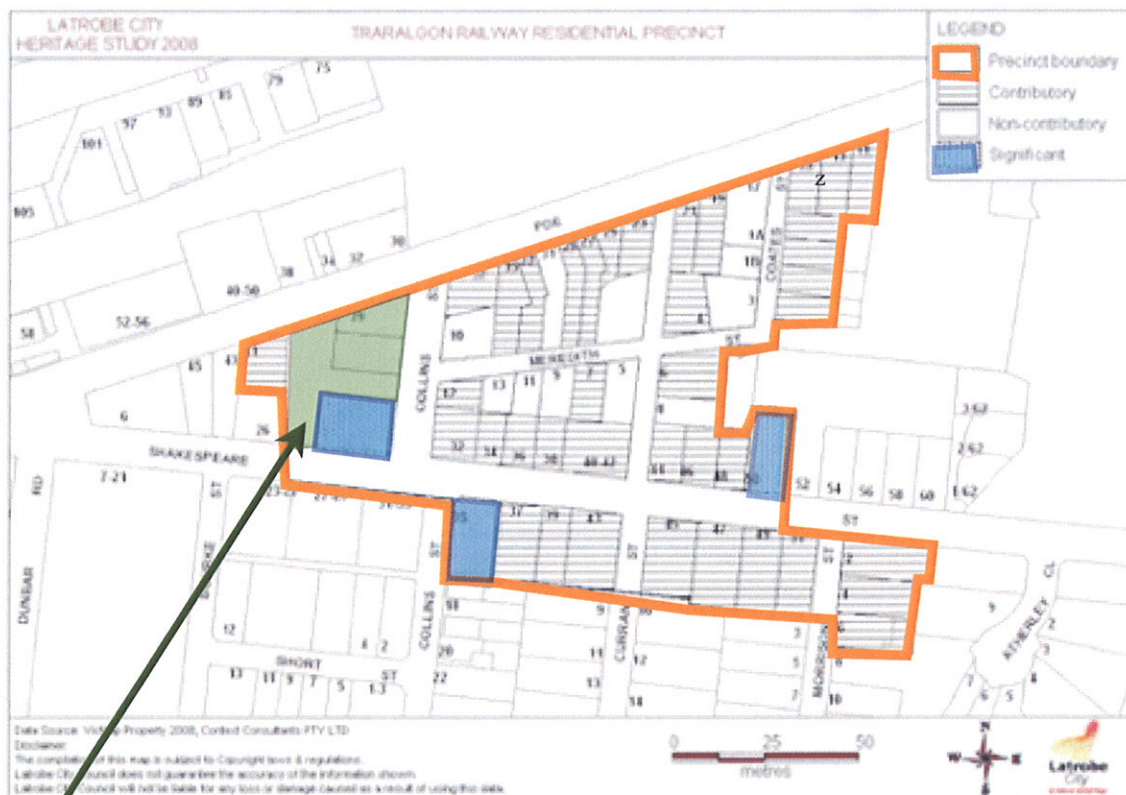
# HERITAGE ASSESSMENT

9 September 2011

Development of Land for 40 dwellings in a Three Storey Building on a vacant site at  
**39 Queens Parade Traralgon,**  
in the Heritage Precinct

## **Traralgon Railway Residential Heritage Overlay HO 85**

Coates, Collins, Curran, Meredith, Morrison and Shakespeare streets and Queens Parade, Traralgon



Subject site, shaded green, is Not Significant

Prepared for the Latrobe City

By  
**LORRAINE HUDDLE**  
B. Architecture (Hons) (Melb), ICOMOS

Director:  
Heritage Intelligence Pty Ltd. A.C.N. 098 613 971  
Architectural Historians: Professional Heritage and Design Consultants

### Report Distribution Record

Issue No	Issue Date	Description	Recipients	Notes
1	15 June 11	First Draft Report	Tom Vercoe	
2	9 Sept 11	Second Draft Report	Tom Vercoe	Minor typing corrections and adding dot points of key issues.

## Table of Contents

1	Purpose of the report	2
2	Instructions and Acknowledgments	2
3	Sources of Information	2
4	Declaration	3
5	Professional Assessment and Opinions	4
	Heritage Character:	4
	Substantial Heritage Neighbours :	4
	Prominent Location:	5
	Choice:	6
	Rarity in Latrobe City	6
	Scale:	7
	Statement of Cultural Significance	8
	Heritage Significance of Contributory Places	10
	Views of the Height and Bulk of the Proposed Development	11
6	Summary and Key Points	12
7	Recommendations	14
	7.1 Guidelines (General) - Latrobe Heritage Study, Context Pty Ltd.	14
	7.2 Best Practice Management of Change	15
	7.3 Specific Recommendations	15
	APPENDICES	17
8	Heritage Planning Scheme Matters	18
	8.1 Latrobe City Heritage Study.	18
	8.2 Latrobe City Planning Scheme Amendment C14, July 2010	18
	8.3 Site Visit Evidence	19
9	Policy	24
	9.1 Heritage Schedule HO 85 Precinct – Traralgon Railway Residential	24
	9.2 Heritage Schedule Individually listed places visually connected to the development site.	24
	9.3 Heritage Strategy in 15.01-2 Urban Design Principles	24
	9.4 Heritage Strategy in 15.01-3 Neighbourhood and subdivision design	25
	9.5 Heritage Strategy Cultural Identity and neighbourhood character	25
	9.6 Heritage in Heritage conservation 15.03-1 20/09/2010 VC71	25
10	STATEMENT OF CULTURAL SIGNIFICANCE.	27
11	Curriculum Vitae 2011 Lorraine Huddle	30

## 1 Purpose of the report

This report details the heritage matters associated with the proposed development on the subject site and the impact the proposal will have upon the character and significance of the heritage overlay precinct in which the site is located.

## 2 Instructions and Acknowledgments

I was engaged by Tom Vercoe, Statutory Planner at Latrobe City Council to assess the impact the proposed development would have on the heritage values of the Traralgon Railway Residential precinct.

I have used the relevant documentation provided in the Latrobe City Heritage Study, C14 Amendment, July 2010 by Context Pty Ltd, particularly Volume 3, Heritage Place and Precinct Citations. I have not been instructed to carry out any additional historical research.

I did a site visit and took my own photos of the site and precinct.

I carried out this report from the beginning and formed my own opinion, which is in this report.

## 3 Sources of Information

In preparing this report, I have:

- Reviewed the planning application and associated documents.
- **A key document is the Heritage Schedule HO 85 *Precinct – Traralgon Railway Residential* citation.**
- As required by the Victorian government  
Local governments must assess applications for building and works to identified heritage places in accordance with the provisions of Clause 43.01 of every Victorian planning scheme - [http://www.dse.vic.gov.au/planningschemes/aavpp/43\\_01.pdf](http://www.dse.vic.gov.au/planningschemes/aavpp/43_01.pdf)  
In addition, Heritage Victoria and the Department of Planning and Community Development publish The Heritage Overlay: Guidelines for Assessing Planning Permit Applications - <http://www.heritage.vic.gov.au/Forms-Guidelines/Heritage-overlay-guidelines.aspx> This is a non-binding guidance document which covers recommended policy for assessing a range of development proposals, including demolition, alterations and additions, change of use, and so on.

I have used the relevant documents including:-

- Heritage Victoria. Design Guidelines for Places Covered by an Individual HO
- Heritage Victoria. The Heritage Overlay Guidelines 5. New Buildings in an Area Heritage Overlay.
- Latrobe City Council Planning Scheme, local heritage policy, Clauses
  - **Heritage conservation 15.03-1** 20/09/2010 VC71
  - **Cultural Identity and neighbourhood character 15.01-4 ??**
  - **Neighbourhood and subdivision design 15.01-3**
  - **Urban Design Principles 15.01-2**

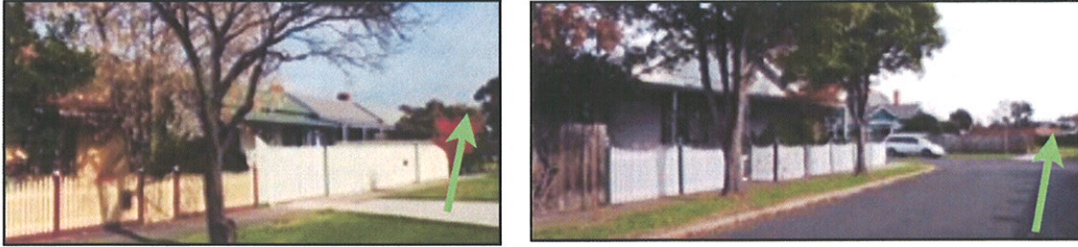
#### **4 Declaration**

I have made all the enquiries that I believe are desirable and appropriate and that no matters of significance, which I regard as relevant, have to my knowledge been withheld from the Tribunal.



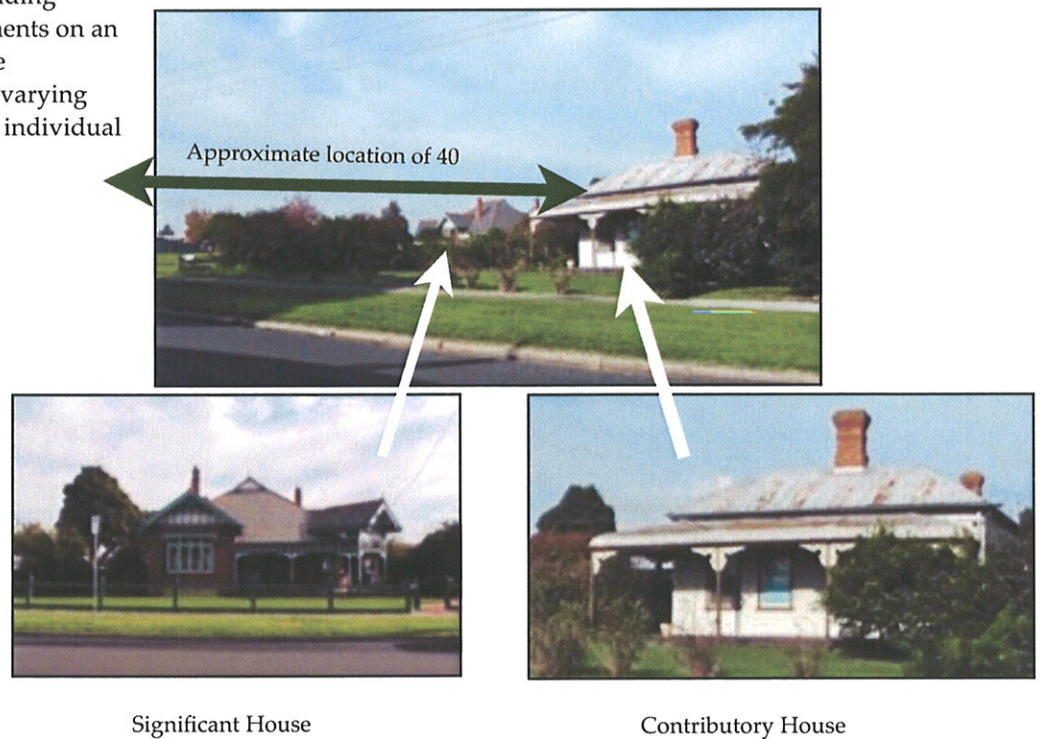
## 5 Professional Assessment and Opinions

In summary, I find the proposed planning permit application to be unacceptable with regard to heritage considerations, for the following reasons:



### Heritage Character:

A) The heritage character of the precinct is predominantly composed of architecturally modest single storey free standing houses on allotments of varying sizes, whereas the proposed development consists of a bulky 3.5 storey building comprising 40 apartments on an allotment which is the equivalent of about 6 varying sized allotments with individual free standing houses.



Significant House

Contributory House

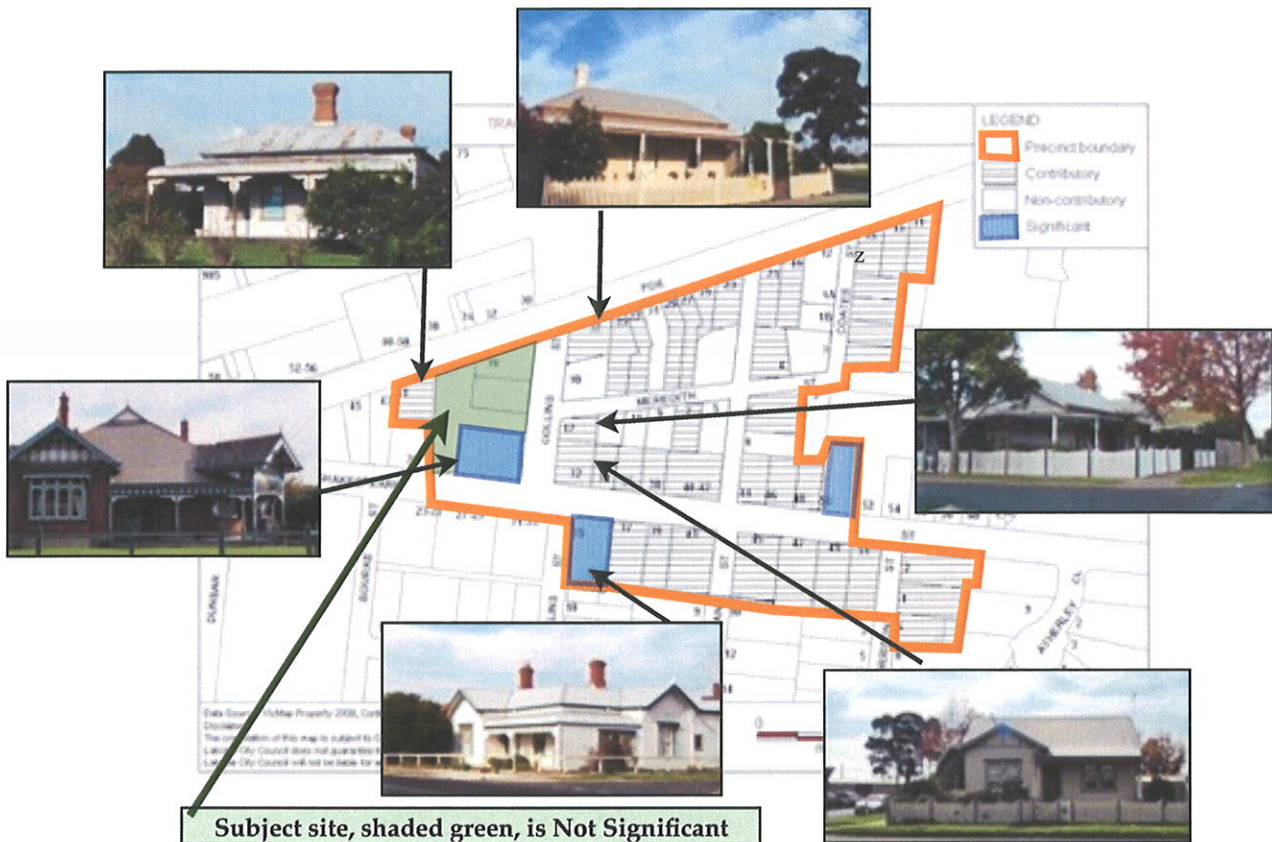
### Substantial Heritage Neighbours :

B) Furthermore it is adjacent to two of the most substantial heritage places in the precinct, one is a single storey Federation era Significant house c1910 and the other is a single storey Victorian era Contributory house. The latter house looks unoccupied, as it has a tired appearance which is primarily due to a lack of recent maintenance. The chimney's are in good condition, the roof is square. The verandah roof requires attention, and the whole house requires painting, but it is an outstanding authentic heritage house, and I am surprised it was not given the status of Significant in this precinct. The Federation era house, on the other hand, has been well maintained and it is currently used by many businesses, and, constructed of brick and slate, it is a very fine example of this architectural style.

**Prominent Location:**

- C) It is surrounded by heritage places within the precinct boundaries, (orange line), visually connected to one Significant house in Shakespeare St, three Contributory houses along the Collins St boundary, as well as the Significant and Contributory houses adjacent to the subject site.

It is acknowledged that the sides of two of these face the subject site because they are on corner sites, but the proposed development will be in the same view lines as the front of these houses.



“A Significant place is a single heritage place that has cultural heritage significance independent of its context. These places may also contribute to the significance of a heritage precinct.

**Significant places** will usually have a separate citation and statement of significance, which should be considered in addition to the precinct citation.

**A Contributory place** contributes to the significance of a heritage precinct, but would not be significant on their own.

**Non-contributory places** do not contribute to the significance of a heritage precinct. In some instances, a Significant place may be considered Non contributory within a precinct. For example, an important Modernist house within a Victorian era precinct.

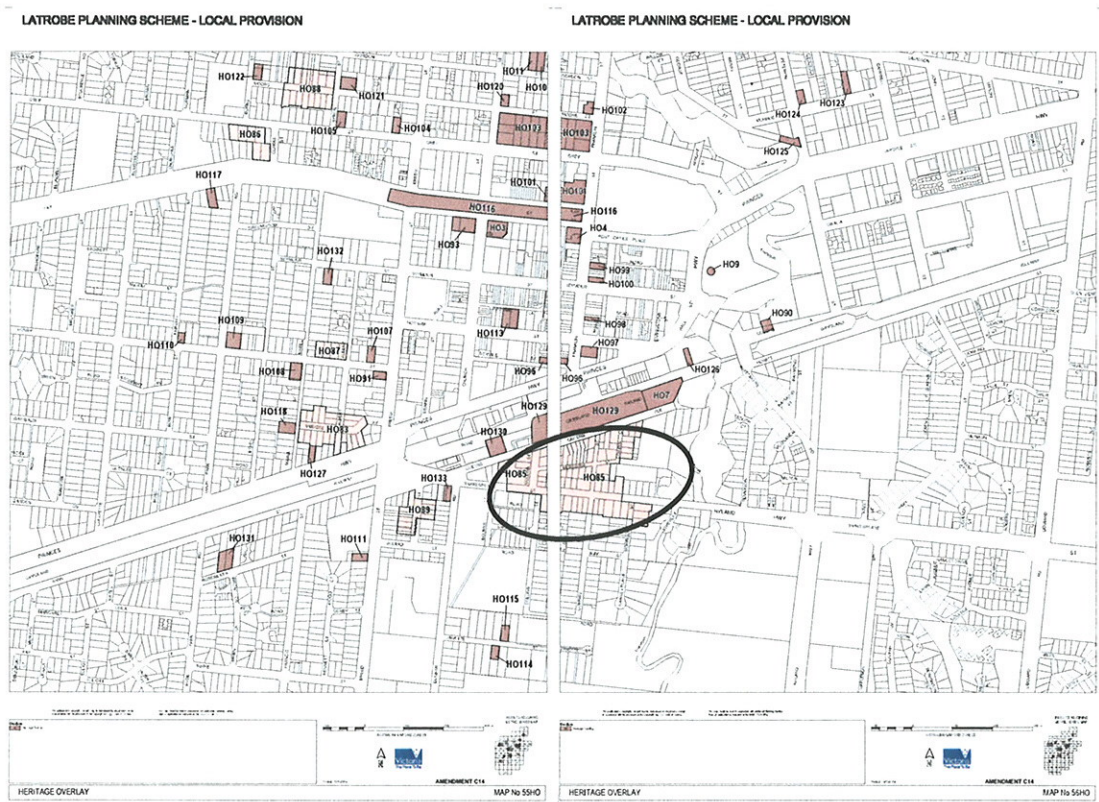
A Significant Feature is any feature (building, tree, structure etc.) that the Latrobe City Heritage Study 2010 identifies as contributing to the significance of a heritage place.”

**Choice:**

- D) It is important for Traralgon to provide a choice of homes, for existing and new residents, but this includes heritage places as well as new places. 'Heritage-style' places, such as the recent terrace houses in Meredith St, are not authentic heritage. Authentic heritage has original fabric, craftsmanship, and a genuine history which is integrally connected with the history of Traralgon. Heritage property in Heritage Overlay areas in Melbourne are popular and expensive real estate. Many people relocating from Melbourne seek affordable genuine heritage houses in country towns.

**Rarity in Latrobe City**

- E) The Traralgon Railway Residential precinct is notable for including houses from both before and after the First World War. Other precincts in Traralgon mostly comprise housing exclusively from before OR after the First World War, but not both. It is also one of the largest precincts in Latrobe City. The HO map below illustrates how few, small and scattered the rest of heritage places are in the town.

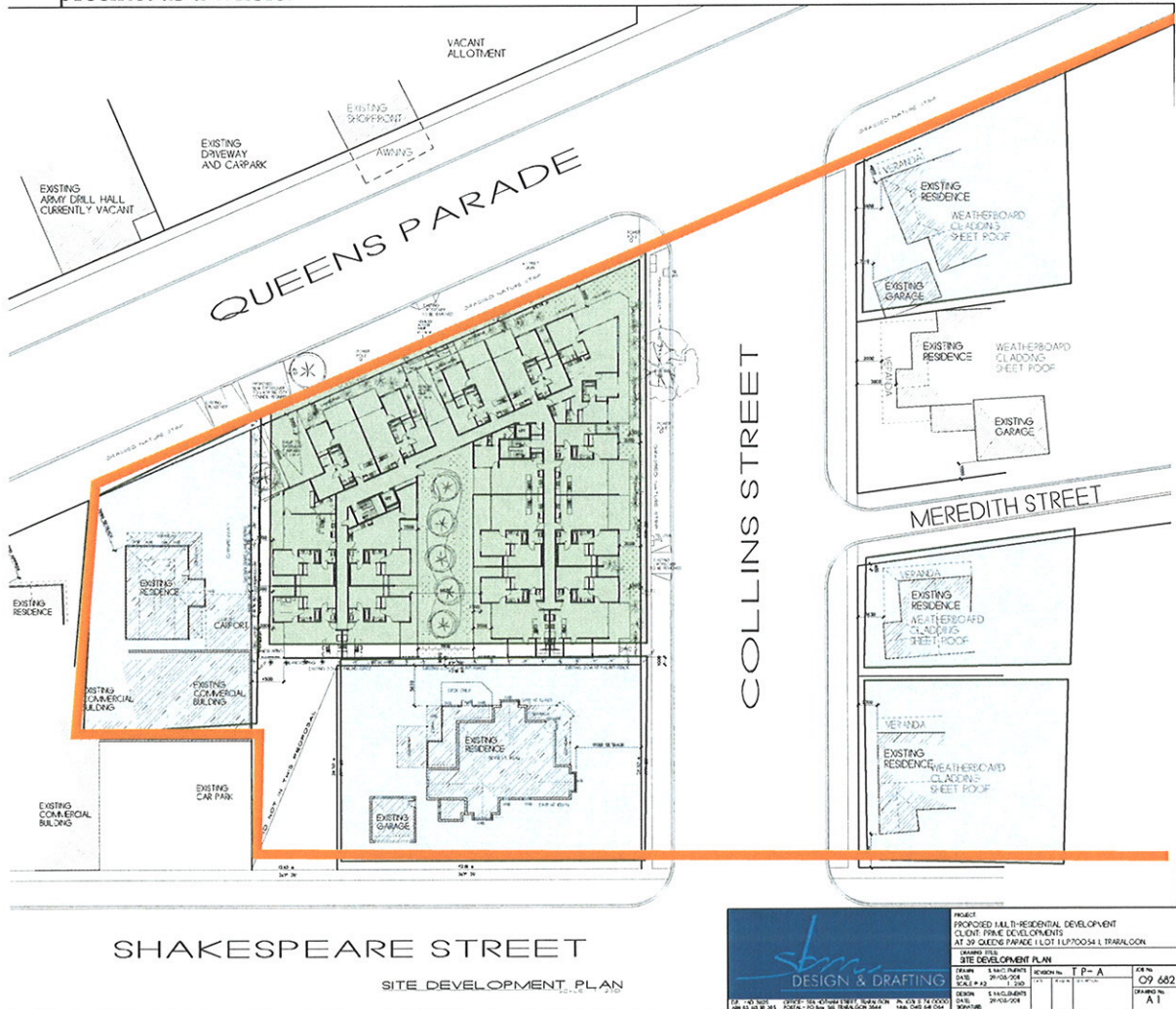


**F) Representative:**

Individually, most of the houses are typical rather than remarkable architecturally, but together, they create a well defined character and tell the story of the early development and style of homes which were popular in Traralgon's earlier days. The houses are all single storey and free standing on their own allotments, but they vary in style, detail and size, which provides choice today. The restoration of them, and sensitive extensions, creates a charming area for families to live comfortably, with yards for children to play, and the convenience of being near the station.

Scale:

- G) The location of the extra large (consolidated) site, on a corner in the precinct, together with the excessive height and bulk of the proposed building, means that it will be seen from many parts of the precinct and overwhelm the single storey heritage places and the precinct as a whole.



The applicant's drawing (above) has been modified by this author with colours showing the close proximity of the heritage places (blue) which are located adjacent and opposite to the subject site (green) within the western end of the heritage precinct.

It also illustrates the footprints of the free standing individual heritage houses compared with footprint of a large building with 15 units units at ground level (and nearly as many on each of the second and third levels). The ratio of land to floor area is grossly out of scale with the heritage character of the precinct.

## Statement of Cultural Significance

H)

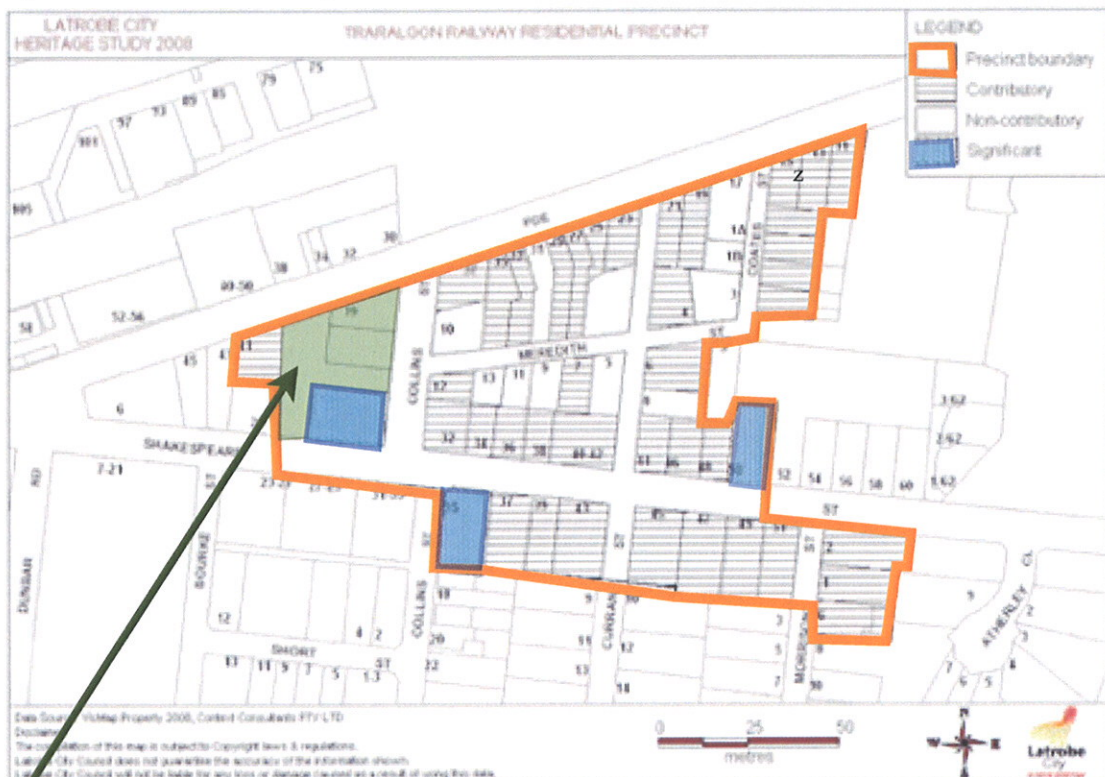
### What is significant?

The Traralgon Railway Residential precinct comprises a group of streets to the south of Traralgon Railway Station including Coates, Collins, Curran, Meredith, Morrison & Shakespeare streets and Queens Parade. The places that contribute to the precinct are:

- Coates Street - 2, 4, 6 - Collins Street - 12 - Morrison Street 2, 4 and 6 - Queens Parade (odd, south side) 11, 13, 17, 19, 23, 25, 27, 29, 31, 33, 35, 37, 39 (Etheldale)\* and 41. - Shakespeare Street (odd) 35, 37, 39, 43, 45 (Ewington)\* and 47, 49 & 51, (even) 32, 34, 36, 38, 40-2, 44, 46, 48 and 50\*
- The original form and detailing and the consistency of scale and siting of houses contributes to the significance of the precinct. The predominantly low height of front fences is also contributory as it allows the appreciation of the historic character of the houses within the precinct.

\*These places are individually significant and have a separate citation in this Study.

The Traralgon Railway Residential precinct is of local historic and architectural significance to Latrobe City.



Subject site, shaded green, is Not Significant

### Why is it significant?

The Traralgon Railway Residential precinct is of historic significance as an area that is associated with an important phase of development of Traralgon in the early to mid twentieth century that began the transfer of the railway depot to Traralgon in 1903, which led to increased demand for accommodation for railway workers in proximity to the station and stimulated the development of Traralgon as a regional centre.

The precinct provides tangible evidence of the consequent fine brick residence at the corner of Dunbar Road was constructed c.1910 for the locally prominent Wigg family, who owned one of the local brickworks. Other early Shakespeare Street houses include the transitional Edwardian villa at No. 44, constructed c.1905 for Kathleen Agnes Seaton [12], and the Inter-War bungalow at No. 50, constructed c.1925 for Louis Grosvenor Hay Ball, a clerk of Traralgon [13].

SOURCES Context Pty Ltd & Dr Meredith Fletcher, 'Latrobe City Heritage Study. Volume 1: Thematic Environmental History', 2008

[1] Traralgon Heritage Study 1992 cites Traralgon rate books [2] Plan of the township at Traralgon and adjacent lots, A. L. Jones 1858 [3] Suburban and Town Lots Traralgon, 1871 [4] Survey plan of Gippsland Railway, 1873 [5] Plan of Township of Traralgon, Dept. Lands and Survey 1954 [6] Land Victoria, Certificates of Title Vol. 1334 Fol. 694, Vol. 1487 Fol. 377 [7] Land Victoria, Certificate of Title Vol. 3108 Fol. 488 [8] Land Victoria, Certificate of Title Vol. 3263 Fol. 468 [9] Land Victoria, Certificates of Title Vol. 1709 Fol. 753, Vol. 3643. Fol. 525 [10] Land Victoria, Certificate of Title Vol. 3359 Fol. 761 [11] Land Victoria, Certificate of Title Vol. 1161 Fol. 077, LP 2750 [12] Land Victoria, Certificate of Title Vol. 2967 Fol. 226 [13] Land Victoria, Certificate of Title Vol. 4979 Fol. 735 [14] Mrs Edna Couchman's sister pers. comm., (THS, 1992)

Creation Date Associations c.1890-1940

Change Dates Local Themes

### 7. BUILDING SETTLEMENTS & TOWNS

7.1 Establishing settlements and towns from the nineteenth century

7.3 Developing towns and regional centres in the twentieth century

Latrobe City Heritage Study Context Pty. Ltd. Updated: 17/07/2010 53

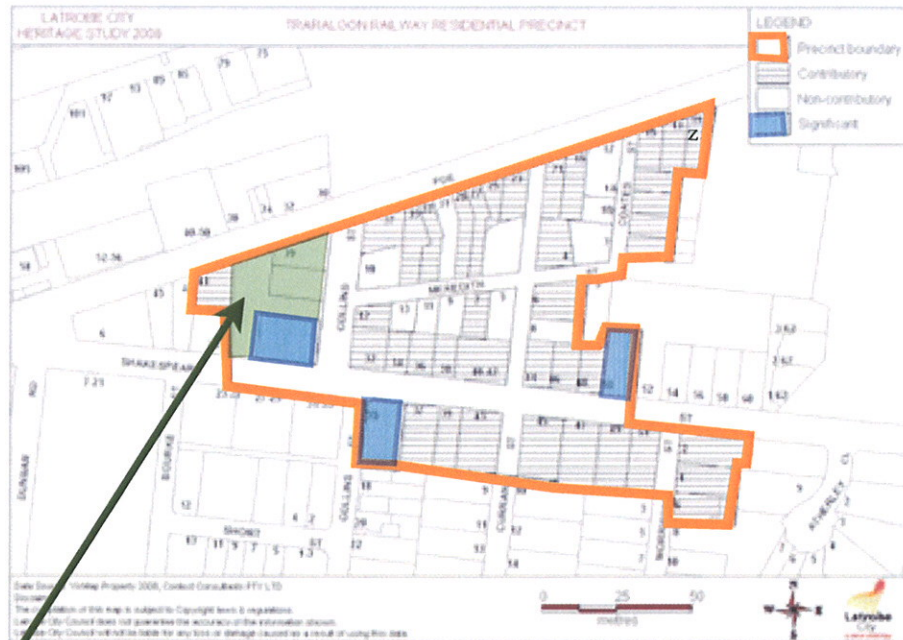
### LEVEL

Local significance expansion of the town beyond its originally surveyed boundaries to the south of the railway. (RNE criteria A.4 and D.2)

It has architectural significance as a representative example of a twentieth century residential precinct that provides evidence of the evolution and development of domestic architecture in Traralgon (RNE criterion D.2).

## Heritage Significance of Contributory Places

I)



**Subject site, shaded green, is Not Significant**

- The above map of the heritage overlay area, graphically illustrates the following important points:
  - The CONTRIBUTORY sites are the critical component of the heritage precinct.
  - The precinct consists of 53 allotments plus the subject site (green).
    - 3 allotments are Significant (blue)
    - 39 allotments are Contributory (hatched)
    - 11 allotments are NOT significant (white) plus the subject site (green)
  - The subject site has recently been consolidated into a larger site.
  - The subject site (green) is:
    - Wedged between two substantial heritage places. One is significant (blue) and one is Contributory (hatched) and opposite 3 Contributory places.
    - Visually connected to at least 16 heritage places, 12 of these are Contributory and two are Significant.
    - Although the subject site has no item of heritage significance on it, it is located in a visually pivotal position in the Railway Residential heritage precinct HO85.

*"A Contributory place contributes to the significance of a heritage precinct, but would not be significant on their own."* Latrobe City Planning Scheme Amendment C14, July 2010. Therefore, if the 40 unit, 3.5 storey large building is built, it will visually isolate the contributory building at 41 Queens Parade, thus putting it under threat of not meeting the definition of Contributory building in the heritage precinct.

### Views of the Height and Bulk of the Proposed Development



Looking south-east from the Drill Hall, opposite the c1900 Contributory house in Queens Parade towards the Significant c1910 house in Collins Street. These two large and impressive homes will be visually isolated from each other and overwhelmed by the proposed development. This will occur because the footprint area of each of the historic places rises to the height of only one floor and the rest of it tapers along steep roofs to narrow ridge lines above that level.



View looking west from Meredith Street with a Contributory house on the left and Significant house on the far left.



## 6 Summary and Key Points

**Heritage Controls are the ‘management of change’.**

**The scale and design of this development will permanently overwhelm the precinct heritage values because the height and setbacks of the bulk of the 3 storey development, are all out of character with the evidence demonstrated by the vast majority of detached single storey heritage places that make up that character. These variations have been combined to form a very large solid three-storey building block which is so massive, that it will be seen from most of the heritage precinct.**

### **KEY POINTS:-**

- Overall, the development is inappropriate because the HEIGHT - the 42 heritage houses are single storey free standing buildings on allotments of varying sizes, whereas the proposed development consists of a very large bulky 3.5 storey building comprising 40 attached apartments on an allotment which is the equivalent of about 6 varying-sized allotments with individual free standing heritage houses.
- The subject property is at one end of the precinct, and the question may be asked, why was it included in the precinct at all? The reason, is to encourage development on this land which is not so BULKY as to isolate the important heritage houses on either side of it and opposite it from the visual context of the rest of the precinct.
- It is acknowledged that the building is a very pleasing design, with good articulation of form and surface, but the minimal SETBACKS used in this design mean that it simply is not appropriate on this site as it is out of character with the free standing heritage places in the precinct. If it was located on the other side of Queen Street, between the railway and the heritage precinct, where are some large bulky buildings, it would be a fine development.
- HEIGHT:
  - It is also acknowledged that the height of the proposed development is about the same as the ridge line of “Etheldale”, the significant brick house adjacent to it. This would be reasonable justification for a new development to be that height, if the square metre of coverage at this level was also about the same as “Etheldale”, however, the new development covers approximately 80% of the square metre area at this level, whereas, “Etheldale” tapers up to cover about 5% at this level.
  - None of the heritage places have more than one floor of habitable space above ground, whereas this development has three floors. It would be reasonable to include a second level within the roof space of “Etheldate” and therefor a two storey development could be designed to be compatible with the heritage character if the second floor was set back and at least partly within the roof

space.

- Above the ground floor ceiling level of the heritage buildings, there are steeply pitched roofs which allow views, light, sky and air between the dwellings, and this creates a picturesque skyline, whereas the proposed development is predominantly solid for two more levels above the heritage places. Furthermore, the roof of the proposed development has a very low pitch and it is so high above the ground level, that, from many angles, the development appears as a three storied flat roof apartment block.
- There are three allotments in the precinct with 'new' two storey homes which are also out of character, but they were built prior to the Heritage Overlay. Even so, they are considerably less visually intrusive than the proposed development because, unlike the proposed development, they are mostly viewed at an oblique angle, as they are not on corner allotments, they are not three storey, they are not set forward of adjacent significant heritage houses and they face into the rear yards of other houses.
- **BULK:**
  - The building is monolithic in scale compared to all of the significant heritage places in this precinct. It is acknowledged that there has been a genuine attempt to reduce the bulk of the building by considerable stepping back of each level and variation and articulation of the facades, however, it is an impossible task to accommodate a 40 unit development on this site and not destroy the heritage character of the precinct.
  - The impact of overdeveloping the site, by attempting to build 40 houses, which would only have 4 houses if they were built with the same floor area and set backs as the two significant places adjacent to the site, is inappropriate. Even if the smaller allotment and house sizes of other parts of the precinct are used as a guide, there would only be 8 houses built.
- **SETBACKS**
  - All the heritage places are detached dwellings, with open space around them, whereas the proposed development consists of attached apartments.
  - The apartment development is set forward of the heritage places, making the new development more dominant in the street.
  - Located on a large corner allotment, adjacent to single storey houses, all four sides of the large apartment block will be clearly seen from many points in the heritage precinct.

## 7 Recommendations

### 7.1 Guidelines (General) - Latrobe Heritage Study, Context Pty Ltd.

In order to conserve the heritage significance of this precinct, it is policy to, as appropriate:

1. Conserve the fabric of the features (building, structure, tree, fence etc.) that contribute to the significance of the precinct and in particular to:
  - Conserve significant features on places shown as Significant or Contributory on the relevant precinct map. - Encourage the accurate restoration or reconstruction of missing or modified features on the basis of available evidence. - Encourage the removal of non-significant or intrusive elements, particularly where this would assist in revealing or interpreting the significance of the precinct.
  -
- 2a. Encourage a contextual approach to new development that is complementary in form, scale detailing and materials to the Significant or Contributory building/s or other features, but is clearly contemporary in design.
- 2b. Avoid new development that distorts the historic evidence by simply copying or reproducing historic styles or detailing.
3. Ensure that new development does not become a visually dominant element in the precinct as a result of its scale, form or siting; i.e. it should appear as a secondary element when compared to the Significant or Contributory building/s.
- 4a. Discourage the demolition of significant buildings or features such as fences on places shown as Significant or Contributory on the relevant precinct map except where it can be demonstrated that:
  - the building is structurally unsound and cannot feasibly be repaired, or - any repairs would require the replacement of significant fabric to such an extent that the integrity of the building would be so reduced that it would no longer contribute to the precinct.
- 4b. Demolition of part of a Significant or Contributory building may be considered when it can be demonstrated to the satisfaction of the responsible authority that its demolition or removal will not adversely affect the significance of the place or precinct and, as appropriate:
  - It will remove a non-significant alteration or addition, particularly where this would assist in revealing the significance of the place, or - It will assist in the long term conservation or maintenance of the place, or - It will support the viability of the existing use of the place or will facilitate a new use that is compatible with the on-going conservation of the building, or
  - It will upgrade the building to meet contemporary living standards such as improving energy efficiency.
5. Allow the demolition or removal of buildings or features on places identified as Non-contributory on the relevant precinct map, or are situated on a Significant or Contributory place and are identified as not significant by the relevant statement of significance for the place. (Note: For a Significant place you should first consider the individual citation and then the precinct citation).
6. Conserve or reveal the visual relationship between the significant features in the precinct in order to demonstrate the historic use and/or development of the precinct.

7. Conserve significant trees or other plantings (see below), and maintain a visual relationship between the plantings and other significant features within the precinct.
8. Conserve or reveal views that contribute to the significance of the precinct.
9. In the case of subdivision of Significant or Contributory places within the precinct, encourage the retention of the significant features on one lot.

## 7.2 Best Practice Management of Change

The heritage study provides the means for council and the community to manage change, so that the 'baby is not thrown out with the bath water' during those changes.

Changes have occurred to this property. For example, subdivisions.

It would be ideal if the vacant land was developed with single storey, free standing houses of various sizes, and this is a realistic option.

However it would be reasonable for higher density unit development, to occur in those parts of the site that are not visible from the heritage precinct. It is also feasible for the places to have a second storey within the roof space as the roofs of the adjacent significant houses are quite high.

However, using the principles, practices and processes of the *Burra Charter* it is possible to carry out future changes that are sympathetic to the heritage character, thus enhancing these heritage assets and providing a win-win outcome.

## 7.3 Specific Recommendations

The proposed 40 unit development is a very attractive design and it would be an asset to Traralgon, particularly if is built on land near the Station, but this must be achieved without destroying this delightful, historic and rare heritage precinct in Traralgon.

It is suggested to construct the proposed development on the 'industrial' land on the north side of Queens Parade, which is outside the Residential Heritage Precinct but still has the same advantages of location near the railway station, and so on.

It is suggested to design approximately 10 free standing two storey, townhouses on the subject site which are in character, but not pretending to be 'historic' places, (this is twice the number of houses that is the preferred on this site, in order to be consistent with the heritage ratio of footprint to open land) however, this increased density is possible if the townhouses are carefully designed. However, as the two heritage houses adjacent to the development site have high roofs, it is reasonable to have two storey development, at least within the roof space and set back from the street frontages. Using these design parameters of height, and second floor set backs, as well as greater set backs from the street frontage, it would possibly enable a 24 dwelling development on the site.

Note, the former Drill Hall, is an heritage place, with a Conservation Management Plan prepared by Authentic Heritage Services Pty Ltd, in 2001. This building could be converted into apartments or preferably, some other purpose which makes good use of the large interior space.

If Council are of a mind to allow the proposed 40 unit building, the house at 41 should be given an individual Heritage Overlay prior to works commencing.



**41 Queens Parade is a substantial house which is a Contributory heritage place in the precinct. ( My professional opinion is that this place is a Significant heritage place.)**

It is a circa 1900 picturesque large timber house, with a high degree of authenticity, with 4 tall decorative red brick chimneys, extensive bull nose verandah and timber fretwork verandah brackets. It is in good condition, albeit in need of basic maintenance, such as painting.

## **APPENDICES**

- 1 Heritage Study - Definitions**
- 2 HO85 Precinct – Traralgon Railway Residential - details**
- 2 Traralgon Railway Residential Statement of Cultural Significance**
- 3 Lorraine Huddle CV**

## 8 Heritage Planning Scheme Matters

8 Evidence regarding the heritage significance of this site is provided in the following:

- 8.1 Latrobe City Heritage Study.
- 8.2 Latrobe City Planning Scheme Amendment C14, July 2010
- 8.3 Site Visit Evidence

### 8.1 Latrobe City Heritage Study.

Latrobe City Heritage Study. VOLUME 3: HERITAGE PLACE & PRECINCT CITATIONS  
Amendment C14 July 2010

The following definitions apply to places within heritage precincts:

Significant  
Contributory Non-contributory  
Significant feature

### 8.2 Latrobe City Planning Scheme Amendment C14, July 2010

#### Definitions

“A Significant place is a single heritage place that has cultural heritage significance independent of its context. These places may also contribute to the significance of a heritage precinct.

**Significant places** will usually have a separate citation and statement of significance, which should be considered in addition to the precinct citation.

**A Contributory place** contributes to the significance of a heritage precinct, but would not be significant on their own.

**Non-contributory places** do not contribute to the significance of a heritage precinct. In some instances, a Significant place may be considered Non contributory within a precinct. For example, an important Modernist house within a Victorian era precinct.

A Significant Feature is any feature (building, tree, structure etc.) that the Latrobe City Heritage Study 2010 identifies as contributing to the significance of a heritage place.”

This document was added as an incorporated document listed in Clause 81 of the Latrobe Planning Scheme by Amendment C14, which was adopted by Latrobe City Council on 21 June 2010.

#### Definitions

These are places that are worth keeping because they enrich our lives – by helping us to understand the past; by contributing to the richness of the present environment; and because we expect them to be of value to future generations. (The Burra Charter)

The heritage place citations provide a description of the history of the heritage place and its surviving fabric (including buildings, trees, fences, etc.) and, on this basis, provide an assessment of the significance of the place.

The purpose is to assist Council, property owners and managers and other key stakeholders in making decisions about the future use, development or management of the place by providing information about the significant heritage values that should be considered when preparing a development application in accordance with the Latrobe Planning Scheme.

**What is significant?** This includes a statement that describes the features that contribute to the significance of the place. It may also include a statement to specify features that do not contribute to the significance of a place. Some citations may also include a summary of the history of the place or precinct.

**How is it significant?** This is a short statement that identifies the values – historic, aesthetic, architectural, technical, scientific, social or spiritual – that are associated with the place or precinct, and whether it is of local or State significance.

**Why is it significant?** This provides statement/s for each or the values listed in 'How' with specific reference back to the features described in 'What'. The statement/s describe how the place or precinct is considered to meet relevant RNE criteria, which are listed at the end of each statement.

### 8.3 Site Visit Evidence

Existing physical evidence noted by the author during a site visit on 20 May 2011.

I took photographs of the site, precinct and places outside the precinct located on the other side of Queen St.

#### *Heritage Schedule HO 85 Precinct – Traralgon Railway Residential*

**ADDRESS:** 1-3 & 2 - 6 Coates St, 10-12 Collins St, 6-8 Curran St, 1-13 & 4 Meredith St, 2-6 Morrison St, 32-50 & 35-51 Shakespeare St, and 11-41 & 32 Queens Parade

#### **DESCRIPTION**

##### **Traralgon HO No.**

The Traralgon Railway Residential precinct comprises properties to the south of Traralgon Railway Station in Queens Parade and Coates, Curran, Collins, Morrison and Shakespeare Streets. It is a residential precinct that adjoins a number of institutional and civic buildings on the north side of Queens Parade including the former Victorian Railway Industry Hall (now a church), the former Army Drill Hall (later the La Mode factory) and the large reserve surrounding the Traralgon Railway Station complex (Please refer to the separate citations in this Study for these places).



The houses within the precinct predominantly comprise late Edwardian and Inter-War weatherboard cottages and bungalows with some late Victorian houses scattered throughout. The majority of the houses have similar siting (detached, setback) and scale (single storey). Roof forms are a mixture of hip and gable, usually in corrugated iron. There are relatively intact groups of houses on the east side of Coates Street, on both sides of Shakespeare Street between Collins and Morrison Streets, and on the south side of Queens Parade.

The precinct contains a number of individually notable houses. 'Etheldale', a fine Queen Anne brick house occupies a landmark position on the corner of Shakespeare and Collins Street, and is probably the best example of this style in the Latrobe Valley. Another historically important house is the former 'Ewington' hospital at No.35 Shakespeare Street, while the houses at nos. 45 and 50 Shakespeare Street are final examples of inter-war architecture. 'Hazel-Lyn' at No.5 Shakespeare Street is just outside of the precinct, but related historically to it (Please refer to individual citations in this Study for these places).

Other places that contribute to the precinct are:

- Coates Street - 2, 4, 6 - Collins Street - 12 - Morrison Street 2, 4 and 6 - These houses are of similar design (suggesting that they were constructed by the same builder) and are very intact. - Queens Parade (north side) The former Army Drill Hall, Victorian Railways Institute Hall and adjacent tennis courts, and the former Traralgon Railway Station complex. - Queens Parade (south side) 11, 13, 17, 19, 23, 25, 27, 29, 31, 33, 35, 37, and 41 on the south side of Queens Parade. - Shakespeare Street (odd) 35, 37, 39, 43, 45, 47, 49 & 51, (even) 32, 24, 36, 38, 40-42, 44, 46, 48 & 50

This large precinct illustrates the development of Traralgon in the early decades of the twentieth century and is notable for including houses from both before and after the First World War. Other precincts in Traralgon mostly comprise housing exclusively from before OR after the First World War, but not both. It is also one of the largest precincts in Latrobe City.

Good Condition

Threats : Designer, Redevelopment

Integrity Key elements: Buildings Fence/Gate/W all Garden Tree/s

## HISTORY

**THEMATIC CONTEXT** Traralgon's origins date from the early pastoral period. Edward Hobson occupied the Traralgon run in 1844 and an accommodation house near Traralgon Creek provided shelter for travellers on the route between Melbourne and Sale. The town was surveyed in 1858 and a census in 1861 revealed there were 36 residents. However, it was the construction of the railway line between Sale and Melbourne, which was completed in 1879, that was a major impetus to the town and most development thereafter took place on the western side of the creek to the north of the station (Context, 2008:42).

In 1880, the Traralgon became the centre of the Shire of Traralgon, which separated from the Shire of Rosedale. The construction of a branch railway line from Traralgon to Stratford by 1886 further consolidated the role of Traralgon as a legal, administrative and educational centre for the surrounding hinterland where dairying and saw milling were developing as major industries. In the 1880s four brickyards were operating, substantial public buildings were constructed in the town and new subdivisions provided land for housing. The importance of Traralgon as a regional

centre was illustrated by the construction of the new post office and courthouse in 1886 (Context, 2008:42).

Traralgon's importance as a railway town increased when it became a service depot in 1903 employing over 90 workers, which boosted development and created a demand for housing. Consequently the town began to expand beyond the 1858 boundaries. To the south of the railway many railway workers moved into cottages in new subdivisions including the Queen's Parade (formerly Railway Parade) area and the combination of houses and railway buildings in this precinct reveal the integration of work and community. To the north the subdivision and sale from 1907 onwards of the former Traralgon Park estate enabled the town boundaries to extend beyond Grey Street creating Moore Street and Campbell Street (now Gordon Crescent). The commercial centre continued to grow, extending along the length of Franklin Street between the station end and the post office and courthouse. Imposing new two story commercial buildings were constructed including the Gippsland Trading Company in 1903, and Layton's Stores in 1907. Traralgon's growth continued after World War One before the on-set of the Great Depression. In the early 1920s after a period of inactivity after the war, Traralgon experienced a 'building boom' as a number of new houses were built including Wigg's brick house in Hickox Street (Context, 2008:42).

### PRECINCT HISTORY

The historic development of this precinct is strongly linked to two key periods in the development of the Gippsland Railway; its survey and development leading during the mid to late 1870s leading to the opening in 1879 and the transfer in 1903 of the Railway Depot to Traralgon, which established it as a major centre on the Gippsland line and led to an increase in the number of railway employees living in the town. It is said that many railway employees 'naturally chose to live in this area' because of its proximity to the station. [1]

The 1858 township survey of Traralgon shows this precinct as a single large allotment [2] as does the 1871 survey [3]. The railway alignment was surveyed in 1873 [4] when twenty-one acres were set aside within the railway reserve [5]. The land to the south of the line was divided into allotments of between 1 and 3 acres and most of the land within this precinct between the railway line and what later became known as Shakespeare Street was contained within Crown Allotment 82C, Township & Parish of Traralgon (for which Kyren Curran obtained the Crown Grant for £12 in 1882) and CA 82D (which was purchased by Catherine Curran - his wife? - for £12 in 1883).

Kyren Curran died in 1887 and the land owned by the Currans was then not subdivided until 1903 (the same year as the creation of the Traralgon Railway Depot), by which time it had reverted to the ownership of one Michael Curran. The 1903 subdivision created Meredith, Curran and Coates Streets, as well as allotments on the south side of Queens Parade, and the north side of Shakespeare Street. Title records show that the lots sold quickly from 1903-05 with most lots sold by 1909. [6]

In Queens Parade, Catherine Curran regained ownership in 1906 of an allotment, which now contains the cottages at Nos. 27-29. The exact date of these cottages is not known, but Catherine did take out a mortgage over the property in 1912, before selling to William Pentland in 1915, which gives an indication of a construction date between these dates. [7] The house at No. 37 was possibly built for William MacDonald who purchased the land in 1908. He later sold to John Todd, a railway employee, in 1919. [8] West of Collins Street, Frederick Grubb, builder and contractor, built a fine weatherboard villa c.1910 at No. 41 for local watchmaker, Charles Welch. [9]

Coates Street was named for George and Albert Coates, local builders, who in 1909 purchased all of the land on the east side of the street. One lot, now No. 2 Coates Street, was sold in 1913 to another local builder Thomas Downie who built a weatherboard cottage on the site. [10] Thomas Downie was born in Traralgon in 1883, and returned there after travelling to New Zealand where he met his wife. He was a builder all of his working life and built many Traralgon houses. He died c.1963 at the age of eighty. [14]

Meanwhile on the south side of Shakespeare Street, a large allotment of 19 acres was purchased by Andrew Templeton, Walhalla Mail contractor in 1879. He sold ten years later to James Gray and Alexander Milligan who subdivided the land, creating suburban allotments along the south side of Shakespeare Street. These were sold over the next decade, although some were not sold until as late as the interwar period. [11] The majority of the lots were not developed until the early twentieth century and many were associated with prominent families in Traralgon. 'Ewington' at No. 35 was constructed c.1900 for the Pentland family, who later moved in the more substantial brick villa 'Etheldale', on the diagonally opposite corner of Collins Street, in 1914. 'Ewington' was converted to a private hospital after World War I by Agnes Pentland. Meanwhile 'Hazel-Lyn', a

Latrobe City Heritage Study Context Pty. Ltd. Updated: 17/07/2010  
52

**RECOMMENDATIONS** Heritage Register Listings

Register      Reference  
Latrobe Planning Scheme      HO85

Zoning

Status

Recommended

**Extent** To the extent of properties as shown on the Traralgon Railway Residential precinct plan.

Heritage Schedule

External Paint Controls: Internal Alteration Controls: Tree Controls: Outbuildings or Fences:  
Description:

Conservation Management

No No No No None specified

VHR Ref No: No

Incorporated Plan Details None specified

On VHR:      No Prohibited Uses: No      Aboriginal      Heritage      Place: No      Incorporated  
Plan: No

**REVIEW OF SIGNIFICANCE & POLICY** While every effort has been made to ensure that the information contained in this citation is accurate, it is possible that more detailed investigation may reveal further information about the significance of the place. For example, in most cases an internal inspection was not made of buildings at the time of initial assessment. In the time since the place was first assessed it is also possible that the condition of buildings or trees may have changed.

The information contained in this citation should therefore be reviewed at the time that it is proposed to make changes to the property. This would likely require a more detailed assessment of any significant or contributory element that is affected by any proposed buildings or works. Once this more detailed assessment has been made, a review of the significance of the place and the conservation policy should be carried out by Council's Heritage Adviser or an appropriately qualified professional.

Extra Research None specified

**BIBLIOGRAPHY**      Context Pty Ltd, (2008), Latrobe City Heritage Study, Latrobe City Council, Morwell

## 9 Policy

### 9.1 Heritage Schedule HO 85 *Precinct – Traralgon Railway Residential*

Coates, Collins, Curran, Meredith, Morrison and Shakespeare streets and Queens Parade, Traralgon

External Paint Controls:	NO
Internal Alteration Controls:	NO
Tree Controls:	NO
Outbuildings or Fences:	NO
VHR Ref No:	NO
On VHR:	NO
Prohibited Uses:	NO
Name of Incorporated	
Plan under C1 43.01-2:	Latrobe City HO Permit Exemptions & Application Requirements
Aboriginal Heritage Place:	NO

### 9.2 Heritage Schedule Individually listed places visually connected to the development site.

HO7	<i>Traralgon Engine Shed and Turntable Queens Parade, Traralgon</i>
HO129	<i>Traralgon Railway Station complex 14-16 Queens Parade, Traralgon</i>
HO130	<i>Drill Hall (former) 40-50 Queens Parade, Traralgon</i>
HO131	<i>House 14 Roseneath Street, Traralgon</i>
HO 133	<i>Danora (former) 135 Seymour Street, Traralgon</i>
HO133	<i>Hazel-lyn 5 Shakespeare Street, Traralgon</i>

### 9.3 Heritage Strategy in 15.01-2 Urban Design Principles

#### Heritage

- New development should respect, but not simply copy, historic precedents and create a worthy legacy for future generations.

#### Consolidation of sites and empty sites

- New development should contribute to the complexity and diversity of the built environment.
- Site consolidation should not result in street frontages that are out of keeping with the complexity and rhythm of existing streetscapes.
- The development process should be managed so that sites are not in an unattractive, neglected state for excessive periods and the impacts from vacant sites are minimised.

#### 9.4 Heritage Strategy in 15.01-3 Neighbourhood and subdivision design

Creating a strong sense of place because neighbourhood development emphasises existing cultural heritage values, well designed and attractive built form, and landscape character.

#### 9.5 Heritage Strategy Cultural Identity and neighbourhood character

##### **Objective**

To recognise and protect cultural identity, neighbourhood character and sense of place.

##### **Strategies**

■ ■ ■

Ensure development responds and contributes to existing sense of place and cultural identity.

Ensure development recognises distinctive urban forms and layout and their relationship to landscape and vegetation.

Ensure development responds to its context and reinforces special characteristics of local environment and place by emphasising:

- The underlying natural landscape character.
- The heritage values and built form that reflect community identity.
- The values, needs and aspirations of the community.

#### 9.6 Heritage in Heritage conservation 15.03-1 20/09/2010 VC71

##### **Objective**

To ensure the conservation of places of heritage significance.

##### **Strategies**

Identify, assess and document places of natural and cultural heritage significance as a basis for their inclusion in the planning scheme.

Provide for the protection of natural heritage sites and man-made resources and the maintenance of ecological processes and biological diversity.

Provide for the conservation and enhancement of those places which are of, aesthetic, archaeological, architectural, cultural, scientific, or social significance, or otherwise of special cultural value.

Ensure development responds and contributes to existing sense of place and cultural identity.

Ensure development recognises distinctive urban forms and layout and their relationship to landscape and vegetation.

Ensure development responds to its context and reinforces special characteristics of local environment and place by emphasising:

Encourage appropriate development that respects places with identified heritage values and creates a worthy legacy for future generations.

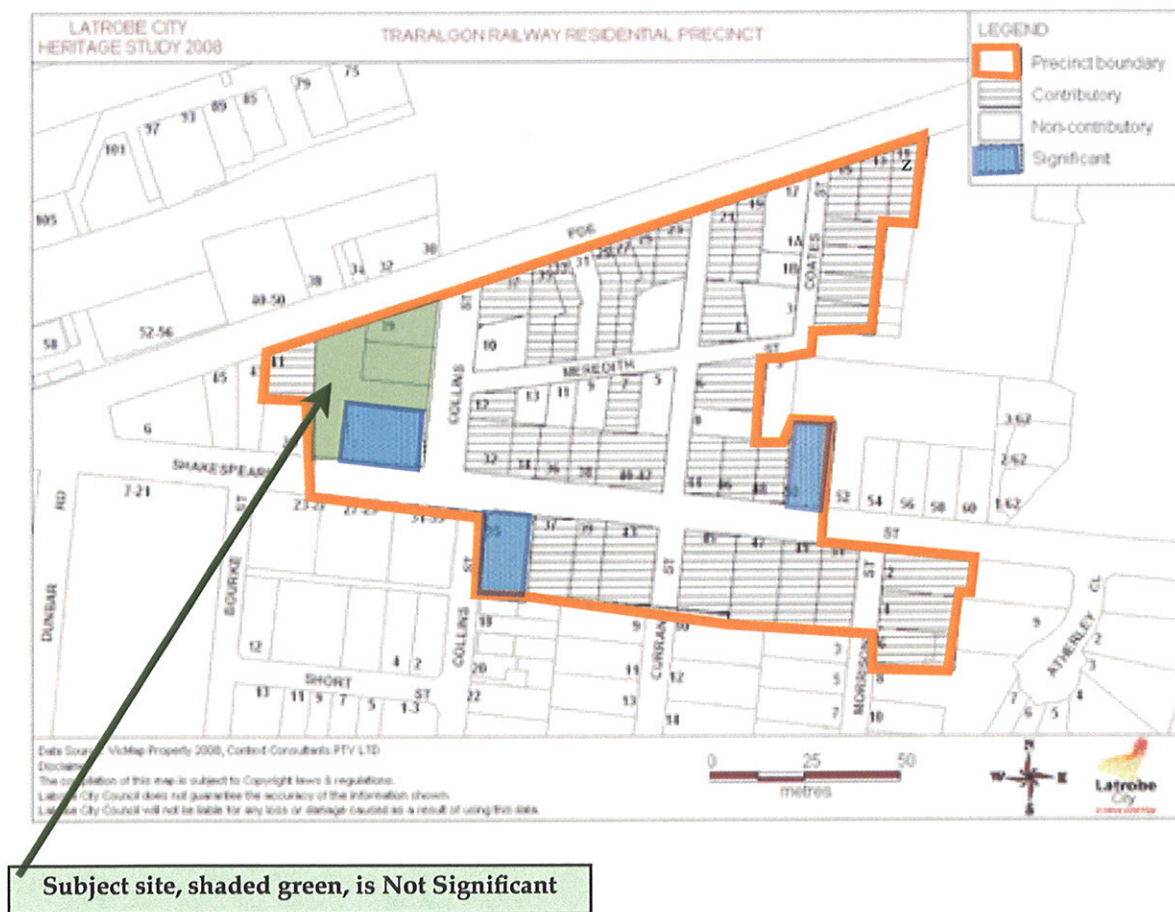
Retain those elements that contribute to the importance of the heritage place. Encourage the conservation and restoration of contributory elements. Ensure an appropriate setting and context for heritage places is maintained or enhanced. Support adaptive reuse of heritage buildings whose use has become redundant.

##### **Policy guidelines**

Planning must consider as relevant: ▪ The findings and recommendations of the Victorian Heritage Council.

## APPENDIX 2

### 10 STATEMENT OF CULTURAL SIGNIFICANCE.





## STATEMENT OF SIGNIFICANCE

### What is significant?

The Traralgon Railway Residential precinct comprises a group of streets to the south of Traralgon Railway Station including Coates, Collins, Curran, Meredith, Morrison & Shakespeare streets and Queens Parade. The places that contribute to the precinct are:

- Coates Street - 2, 4, 6 - Collins Street - 12 - Morrison Street 2, 4 and 6 - Queens Parade (odd, south side) 11, 13, 17, 19, 23, 25, 27, 29, 31, 33, 35, 37, 39 (Etheldale)\* and 41. - Shakespeare Street (odd) 35, 37, 39, 43, 45 (Ewington)\* and 47, 49 & 51, (even) 32, 34, 36, 38, 40-2, 44, 46, 48 and 50\*

The original form and detailing and the consistency of scale and siting of houses contributes to the significance of the precinct. The predominantly low height of front fences is also contributory as it allows the appreciation of the historic character of the houses within the precinct.

\*These places are individually significant and have a separate citation in this Study.

The Traralgon Railway Residential precinct is of local historic and architectural significance to Latrobe City.

### Why is it significant?

The Traralgon Railway Residential precinct is of historic significance as an area that is associated with an important phase of development of Traralgon in the early to mid twentieth century that began the transfer of the railway depot to Traralgon in 1903, which led to increased demand for accommodation for railway workers in proximity to the station and stimulated the development of Traralgon as a regional centre. The precinct provides tangible evidence of the consequent fine brick residence at the corner of Dunbar Road was constructed c.1910 for the locally prominent Wigg family, who owned one of the local brickworks. Other early Shakespeare Street houses include the transitional Edwardian villa at No. 44, constructed c.1905 for Kathleen Agnes Seaton [12], and the Inter-War bungalow at No. 50, constructed c.1925 for Louis Grosvenor Hay Ball, a clerk of Traralgon [13].

SOURCES Context Pty Ltd & Dr Meredith Fletcher, 'Latrobe City Heritage Study. Volume 1: Thematic Environmental History', 2008

[1] Traralgon Heritage Study 1992 cites Traralgon rate books [2] Plan of the township at Traralgon and adjacent lots, A. L. Jones 1858 [3] Suburban and Town Lots Traralgon, 1871 [4] Survey plan of Gippsland Railway, 1873 [5] Plan of Township of Traralgon, Dept. Lands and Survey 1954 [6] Land Victoria, Certificates of Title Vol. 1334 Fol. 694, Vol. 1487 Fol. 377 [7] Land Victoria, Certificate of Title Vol. 3108 Fol. 488 [8] Land Victoria, Certificate of Title Vol. 3263 Fol. 468 [9] Land Victoria, Certificates of Title Vol. 1709 Fol. 753, Vol. 3643. Fol. 525 [10] Land Victoria, Certificate of Title Vol. 3359 Fol. 761 [11] Land Victoria, Certificate of Title Vol. 1161 Fol. 077, LP 2750 [12] Land Victoria, Certificate of Title Vol. 2967 Fol. 226 [13] Land Victoria, Certificate of Title Vol. 4979 Fol. 735 [14] Mrs Edna Couchman's sister pers. comm., (THS, 1992)

Creation Date Associations

c.1890-1940

Change Dates Local Themes

7. BUILDING SETTLEMENTS & TOWNS 7.1 Establishing settlements and towns from the nineteenth century

7.3 Developing towns and regional centres in the twentieth century

Latrobe City Heritage Study Context Pty. Ltd. Updated: 17/07/2010

53

LEVEL

Local significance

expansion of the town beyond its originally surveyed boundaries to the south of the railway. (RNE criteria A.4 and D.2)

It has architectural significance as a representative example of a twentieth century residential precinct that provides evidence of the evolution and development of domestic architecture in Traralgon (RNE criterion D.2).

**RECOMMENDATIONS** Heritage Register Listings

Register Reference  
Latrobe Planning Scheme HO85

Zoning

Status

Recommended

**Extent** To the extent of properties as shown on the Traralgon Railway Residential precinct plan.

Heritage Schedule

External Paint Controls: Internal Alteration Controls: Tree Controls: Outbuildings or Fences:

Description:

Conservation Management

No No No No None specified

VHR Ref No: No

Incorporated Plan Details None specified

On VHR: No Prohibited Uses: No Aboriginal Heritage Place: No Incorporated Plan: No

**GUIDELINES (GENERAL)** In order to conserve the heritage significance of this precinct, it is policy to, as appropriate:

1. Conserve the fabric of the features (building, structure, tree, fence etc.) that contribute to the significance of the precinct and in particular to:

- Conserve significant features on places shown as Significant or Contributory on the relevant precinct map. - Encourage the accurate restoration or reconstruction of missing or modified features on the basis of available evidence. - Encourage the removal of non-significant or intrusive elements, particularly where this would assist in revealing or interpreting the significance of the precinct.

2a. Encourage a contextual approach to new development that is complementary in form, scale detailing and materials to the Significant or Contributory building/s or other features, but is clearly contemporary in design.

2b. Avoid new development that distorts the historic evidence by simply copying or reproducing historic styles or detailing.

3. Ensure that new development does not become a visually dominant element in the precinct as a result of its scale, form or siting; i.e. it should appear as a secondary element when compared to the Significant or Contributory building/s.

4a. Discourage the demolition of significant buildings or features such as fences on places shown as Significant or Contributory on the relevant precinct map except where it can be demonstrated that:

## APPENDIX

### 11 Curriculum Vitae 2011 Lorraine Huddle

**Curriculum Vitae 2011 Lorraine Huddle  
(Abbreviated)**

**Lorraine Huddle**  
B. Architecture (Hons) *Melb.* FMICOMOS.

**Director**  
**Heritage Intelligence Pty Ltd**

Lorraine Huddle  
Director: Heritage Intelligence Pty Ltd  
Bachelor of Architecture (Honours) University of Melbourne.

Lorraine has over thirty years experience, specialising in heritage and conservation projects as well as lecturing in these subjects at Deakin University. She is experienced in heritage assessment of individual places and has been a principal for over ten heritage studies for seven rural Shires.

Numerous projects for conservation management plans, design of interpretative plaques, principles of building conservation, architectural design and heritage advisory roles within local government.

## Name, Qualifications and Experience

My name is Lorraine Huddle and I am the director of Heritage Intelligence Pty Ltd, Architectural Historians: Professional Heritage and Design Consultants

**My qualifications;** professional practice, research and teaching at tertiary level has concentrated on architecture, building construction and cultural heritage. I have a Bachelor of Architecture degree with Honours from the University of Melbourne in which I majored in architecture and cultural heritage. (A copy of my curriculum vitae is in Appendix 1.)

**My experience;** As a consultant heritage practitioner, my experience has spanned more than thirty years. This experience covers research, physical analysis, reports, teaching and practical advice regarding the assessment and care of culturally significant places in Victoria and China. In the early 1990s I was appointed a member of the Historic Buildings Council of Victoria (now Heritage Victoria) and was also appointed a member of the Permits B Committee and the Rose Craddock Permit Committee. I held these positions until I resigned to work overseas. My research and teaching at tertiary level has focussed on architectural and building construction history, and assessment and conservation of cultural heritage. I have worked as a Heritage Advisor to many municipal councils over the past fourteen years and I am currently the Heritage Advisor for five councils.

**My area of expertise;** This is currently in a professional practice as a heritage advisor to local councils, and to private clients. I have practised as an officially appointed Heritage Advisor for Local Government in rural cities and towns, for over fifteen years. I am currently the Heritage Advisor for the Pyrenees Shire, Baw Baw Shire, Mornington Peninsula Shire, East Gippsland Shire, and Wellington Shire. I have also worked in this capacity for the City of Bendigo, City of Greater Geelong, the Shire of Macedon Ranges, Mitchell Shire, Campaspe Shire, Moira Shire, and the City of Ballarat.

**My expertise to make this report** is based on the following: I have had considerable experience in carrying out and administering heritage studies for local councils and written thousands of Statements of Significance as part of those studies. Heritage studies in which I was the Principal Consultant include the Moira Shire Stage Two Heritage Study 2007, the Mitchell Shire Stage Two Heritage Study 2006, and the Golden Plains Stage One Heritage Study, Moira Shire Stage One Heritage Study 2005, Review of Heritage Precincts for The City of Yarra, as well as the Shire of Mitchell Stage One Heritage Study. I was one of the principal consultants in the recent Campaspe Shire Heritage Gaps Study 2006, and each of three large heritage studies, Shire of Pyrenees Heritage Precincts Study 2002, Geelong West 1986, Shire of Bellarine 1996, Geelong Outer Areas 2000 and City of Greater Geelong Outer Areas Study 2000. These studies recommended Heritage Overlays of Commercial and Residential areas and individual places for inner urban suburbs and numerous country

towns. I was also part of an Australian team of experts who spent one month in Tianjin, China, assessing the cultural heritage of the former western concession areas in 1991.

I have acted as an expert witness at previous V.C.A.T. and Panel hearings regarding heritage places in Echuca, Castlemaine, Portland, Nillumbik Shire, Mornington Peninsula Shire and, when I was called by the City of Greater Geelong for the case in Roebuck Street, Newtown, and at a Panel Call In regarding 13 Yuille Street, Geelong West. Further, I was the heritage consultant for the development of the Port Fairy Design Guidelines, and for the Corangamite Shire Urban Design Framework for the rural town of Skipton, together with Urban Designers David Lock Associates for the Shire of Moyne, and as the Cultural Heritage Consultant for the Armstrong Creek Urban Growth Plan, City of Greater Geelong.

As a former Director of Authentic Heritage Services I have been responsible, along with Dr David Rowe, for numerous Conservation Management Plans of individual places such as privately owned homes, business developments of cement works, and government owned Mechanics Institutes, drill halls and so on.

During my eleven years as a tenured lecturer at the School of Architecture and Building, Deakin University, I co-authored and taught an off-campus post-graduate unit for Deakin University, entitled, *Cultural Heritage: The Burra Charter and its Applications* 1995 for use by the Faculty of Arts, School of Australian and International Studies, Cultural Heritage Centre for Asia and the Pacific, in their post-graduate courses. Furthermore, I taught undergraduate students, architectural conservation, history of architecture and building construction as well as cultural heritage, to on and off campus students in Australia, Singapore and Hong Kong, over a period of eleven years.

**Education**     1980    Bachelor of Architecture (Hons) (*Melb*)

**Employment**

2011 - 2005	<b>Director, Heritage Intelligence Pty Ltd. ABN. 660 9861 3971</b>
2005 - 2001	Director, Lorraine Huddle Pty Ltd. ABN. 660 9861 3971
2001 - 1999	Co-Director Authentic Heritage Services Pty Ltd ABN 81 088 389 851
1999 – 1998	Partner, Authentic Heritage Services
2011 - 1980	<b>Private Consultant: Architectural Historian; Heritage consultant</b>
2011 – 1996	<b>Heritage Advisor:</b> <b>Baw Baw Shire 2009+</b> <b>Wellington Shire 2008+</b> <b>East Gippsland Shire 2007+</b> <b>Mornington Peninsular Shire 2006+</b> <b>Pyrenees Shire 2001+</b> Indigo Shire 2007 - 2009 Campaspe Shire 2004 - 2008 Moirra Shire 2005 - 2008

	City of Whitehorse 2006-7 (temporary)
	City of Greater Bendigo 2005 -6 (temporary)
	Mitchell Shire 2000 – 2004
	City of Ballarat 1998 – September 2002. 2008 (temp.)
	City of Greater Geelong 1996 –1999
	Shire of Macedon Ranges 1997 –1998
	Mornington Peninsular Shire 1997-1998
1998 - 1994	Helen Lardner Conservation and Design
1998 - 1987	Lecturer, (50% Fractional and tenured) Architectural Conservation, architectural history and building history. Design thesis supervision. School of Architecture and Building, Deakin University.
1980	Research Assistant, Urban Studies Department, Footscray Institute
1980	Darien Cassidy, Architect, Hawthorn, Victoria.
1976	Smit, Postma Hijan, Architects, Rotterdam, Holland.
1973	Bailey and Associates, Architects, York, England.

#### **Honorary Appointments**

2008 - 2005	<b>Member National Trust Cemeteries Committee</b>
1994 - 1992	Member Historic Buildings Council -Crown appointment - Architectural Historian Now known as the Heritage Council

#### **Membership of Professional Organisations**

2011 - 1982	<b>Australia ICOMOS International Council on Monuments and Sites. Full Member.</b>
1996 - 1988	SAHANZ Society of Architectural Historians Australia and New Zealand SAHANZ Executive member (1992 - 1994)

#### **Membership of Community Associations**

2011 - 2005	<b>Rotary International – President of the Rotary Club of Hampton International Director 2005-6 Club Service Director 2006-7</b>
2010 – 2002	<b>Mechanics’ Institutes of Victoria. (Committee member)</b>

#### **Selected Published Works**

2007.	<b>Huddle, L (author) Heritage Intelligence Pty Ltd. Major contributor Ian Wight Planning and Heritage Strategies, Moira Shire Stage TWO Heritage Study. (Five volumes and Database on CD Rom.)</b>
2005	<b>‘A Taste of 100 Years of Geelong Bayside Public Art’ Rotary Club of Bayside Geelong Centenary Walking Trail 1905-2005.</b>

#### **Expert Witness**

2011	Planning Panel Hearing, Nillumbik Shire.
2010	Planning Panel Hearing, Mornington Peninsula Shire
2008	Planning Panel Hearing, Mornington Peninsula Shire.
2007.	Planning Panel Hearing Nillumbik Shire.

#### **Heritage Expert as part of Large Project Teams**

- 2007 – 2005 **Armstrong Creek Urban Growth Plan, City of Greater Geelong, David Lock Associates**
- 2005 – 2004. **Campaspe Shire Heritage Gaps Study with Robyn Ballinger (in progress)**
- 2001. **Skipton Urban Design Framework, David Lock Associates.**
- 2000 – 2001 **Port Fairy Design Guidelines, David Lock Associates.**

#### **Major Area Heritage Studies**

- 2007 - 2005 **Moira Shire, Stage Two Heritage Study, Cobram.**
- 2006 - 2004. **Mitchell Shire, Stage Two Heritage Study, Broadford,**
- 2004.- 2003 **Moira Shire, Stage One Heritage Study, Cobram Vic**
- 2004.- 2003 **Golden Plains Shire, Stage One Heritage Study, Bannockburn, Vic**
- 2001 - 2002 **City of Yarra Review of Heritage Precincts', Melbourne.**
- 2001 - 2002 **Mitchell Shire, Stage One Heritage Study, Broadford, Vic**
- 2001 - 2002 **Shire of Pyrenees Heritage Precincts Study**
- 2000-1999 **'City of Greater Geelong Outer Areas Heritage Study Stage One and Two.' City of Greater Geelong.**
- 1996 **'Bellarine Heritage Study', City of Greater Geelong, Four volumes**
- 1986 **'City of Geelong West Urban Conservation Study' Five volumes (Jointly with Richard Aitken and Louise Honman)**

#### **Recent Presentations, Public Lectures, Workshops and Tours**

- 2011 **Making the Most of your Heritage Advisor, Seminar, Heritage Victoria, Melbourne and Bendigo.**  
Judges Panel and Presentation of Heritage Awards: National Trust and Mornington Peninsula Shire.
- 2008 **Maintenance and Repair of Limestone Buildings, Nepean Historical Society Sorrento.**
- 2008 **Presentation of Heritage Awards. Indigo Shire, Yackandandah.**
- 2007 **Presentation to the Councillors and Management at Campaspe Shire with Jim Gardner, 'New Design in Heritage Areas.' August 2006.**
- 2006 **Public Lecture. "Geelong Great Heritage Places" Celebrating 50 years of the National Trust of Australia (Victoria). Deakin University, Geelong. October 2006.**
- 2006 **Presentation to the Moira Shire Councillors re "Assessing planning applications in heritage areas".**
- 2005 **Presentation of the outcomes of the Moira Shire Heritage Study to the Councillors.**
- 2004 **Presentation of the outcomes of the Golden Plains Shire Heritage Study to the Councillors.**
- 2004. **'Architecture of Mechanics Institutes' Mechanics' Worldwide Conference, Melbourne September 2004.**
- 2003. **Kilmore Historical Society.**
- 2003 **National Trust Geelong**
- 2003 **Bayside Geelong Rotary Club**
- 2002. **Seymour Historical Society. (September) "Planning and Heritage: Mitchell Shire Heritage Database".**



- 2002. **Ballarat Rotary Club,**
- 2002. **Ballarat Grammar School, (August) "Careers in Heritage"**
- 2002. Pyrenees Shire Council (July); The historic urban Design of the Beaufort public park.
- 2002. **Buninyong Historical Society (June) "Planning and Heritage".**
- 2000 City of Greater Geelong; "Federation Heritage Walk",
- 2001 City of Greater Geelong, " Federation Architecture in Geelong Lecture,"
- 2000 **City of Ballarat, Designing in a Heritage City**
- 2001 **City of Ballarat, Heritage Engineering Infrastructure**
- 2001 Mitchell Shire, Heritage Training Seminar (with Ian Wight)

**ATTACHMENT 8**  
**Traffic Impact Assessment**

# TTM Consulting (Vic) Pty Ltd



**PROPOSED RESIDENTIAL DEVELOPMENT  
39 QUEENS PARADE, TRARALGON  
TRAFFIC ENGINEERING REPORT**

**Prepared By**

**TTM Consulting (Vic) Pty. Ltd.  
Suite 9,  
70-80 Wellington Street,  
Collingwood Vic 3066**

**For**

**Beveridge Williams  
Suite 6,  
115 Hawthorn Road,  
Caulfield North Vic 3161**

**Enquiries : Michael O'Brien  
Phone : (03) 9419 0911  
Fax : (03) 9415 9456  
Email : [mobrien@ttmconsulting.com.au](mailto:mobrien@ttmconsulting.com.au)**

4 APR 2011

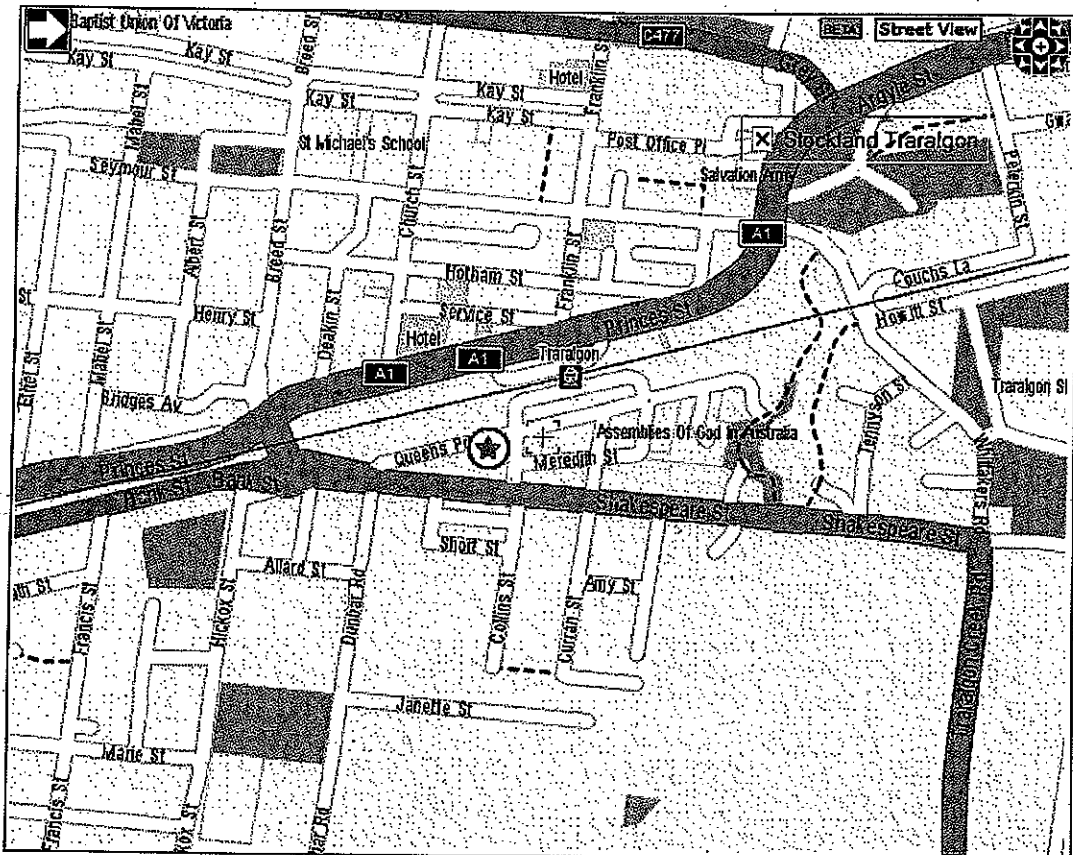
## 1. INTRODUCTION

TTM Consulting (Vic) Pty. Ltd. was retained by Beveridge Williams to investigate the traffic engineering implications of a proposed residential apartment development at 39 Queens Parade, Traralgon.

In the course of preparing this report we have inspected the subject site and its environs, examined plans of the proposed development, collected available traffic data and observed traffic operations on the surrounding road network.

## 2. EXISTING CONDITIONS

The subject site is located on the southwest corner of the intersection of Queens Parade and Collins Street, as shown in the following locality plan.



LOCALITY PLAN

The subject site is currently vacant. It has frontages to Queens Parade and Collins Street of approximately 58 metres and it has two existing driveway crossovers, one to each roadway.

Queens Parade in the vicinity of the site consists of a sealed roadway approximately 10 metres in width, located within a 20 metres wide road reserve. There is a wider verge of 6 metres on the south side adjacent to the subject site.



Queens Parade is a local street which parallels the railway line on the south side of the Traralgon Activity Centre. Abutting land uses are predominantly residential on the south side. An indoor sports and aquatic centre is located at the western end with some commercial uses and the railway station located of the north side. Queens Parade is a no through road east of Collins Street.

Collins Street is also a local street abutting the subject site and consists of a sealed roadway approximately 13 metres in width, located centrally within a 20 metres wide road reserve.

The following photographs show views of Queens Parade and Collins Street taken from the frontages of the site.



**QUEENS PARADE TO THE EAST**



**QUEENS PARADE TO THE WEST**



**COLLINS STREET LOOKING NORTH**

The most significant road in the vicinity of the site is Shakespeare Street which is an arterial road linking to an underpass of the railway line and a signalized intersection on the Princes Highway.

Enquiries with Latrobe City revealed the following most recent traffic count data collected in the vicinity of the site.

**Shakespeare Street (2008)**

- 100 metres east of Whittakers Road (7 day average)  
Westbound = 4,138 vehicles per day  
Eastbound = 4,723 vehicles per day
- 80 metres west of High Street (7 day average)  
Westbound = 3,518 vehicles per day  
Eastbound = 3,675 vehicles per day
- 30 metres west of McNairn Road (7 day average)  
Westbound = 904 vehicles per day  
Eastbound = 981 vehicles per day

**Queens Parade (2010)**

- 130 metres west of Collins Street (7 day average)  
Westbound = 237 vehicles per day  
Eastbound = 346 vehicles per day

\* Note that the data for Queens Parade was only available for 5 of the 7 days.

The subject site is located within the Traralgon Activity Centre. It is well located with respect to public transport with bus routes passing adjacent to the Traralgon Railway Station within 200 metres walking distance of the site.



### 3. PROPOSED DEVELOPMENT

It is proposed to construct a total of forty residential apartments on the site. Twenty nine apartments are of two bedrooms, two are of one bedroom only and the remaining nine apartments are of three bedrooms. It should be noted that five of the two bedroom apartments have enclosed studies.

The plans show a total of fifty five on-site parking spaces are to be provided in a basement with vehicular access via a 5.5 metres wide ramp connecting to a proposed driveway crossover to Queens Parade adjacent to the western site boundary.

### 4. CAR PARKING CONSIDERATIONS

#### 4.1 PLANNING SCHEME REQUIREMENTS

The requirements of Clause 52.06 of the Latrobe Planning Scheme do not apply to this application as the land is zoned Mixed Use and the proposed development is less than four storeys, excluding a basement.

Clause 55.03-11 Standard B16 of the Latrobe Planning Scheme requires that on site parking be provided at a rate of one space per one or two bedroom dwelling, two spaces per three bedroom dwelling and visitor spaces at a rate of one space per five apartments. Studies or studios that are separate rooms must be counted as bedrooms.

The parking requirement based upon Clause 55.03-11 is as follows :-

Apartments	No.	Rate	Parking Spaces
1 Bedroom	2	1.0 space per dwelling	2
2 Bedroom	24	1.0 space per dwelling	24
2 Bedroom + study	5	2.0 spaces per dwelling	10
3 Bedroom	9	2.0 spaces per dwelling	18
Visitor		1.0 space per 5 dwellings	8
<b>Total</b>	<b>40</b>		<b>62</b>

The above table indicates that the standard planning scheme requirement is 54 resident parking spaces and 8 visitor parking spaces.

The development plans show a proposed provision of 55 parking spaces in a single basement.

The planning scheme identifies a number of decision guidelines to be considered before deciding an application.

**Decision Guidelines**

- The reduction in the demand for on-site parking in rental housing, managed by not for profit organisations, intended for residents likely to have a low level of car ownership.
- The number, type and size of dwellings.
- The availability of public transport and on-street parking.
- The practicality of providing car parking on the site, particularly for lots of less than 300 square metres.
- The reduction of on-street car parking spaces associated with the provision of car parking on the site, particularly for lots of less than 300 square metres.
- Local traffic and parking management plans and safety considerations.
- Any relevant local planning policy or parking precinct plan.

**4.2 Empirical Analysis of Resident Parking Demand**

Car ownership data has been obtained from the Australian Bureau of Statistics for the Traralgon postcode 3844. The data is from the 2006 Census and car ownership is as follows :-

**Australian Bureau of Statistics  
2006 Census of Population and Housing  
Postal Area (POA) - 3844  
Dwelling Structure (STRD) – Apartment**

Number of Bedrooms in Private Dwelling (BEDD)	Number of Motor Vehicles (VEHD)							Car Ownership
	0	1	2	3	4	5	Total	
None (includes bedsitters)	16	6	0	0	0	0	22	0.27
1 bedroom	118	98	10	3	0	0	229	0.55
2 bedrooms	94	275	62	8	0	0	439	0.96
3 bedrooms	11	59	32	5	0	0	107	1.29
4 bedrooms	0	3	5	0	0	0	8	1.63
5 bedrooms	0	0	3	3	0	0	6	2.50

Based on the car ownership census data for Traralgon this development could be expected to generate the following resident parking demand :-

	1 bedroom	2 bedroom	3 bedroom	Total
No. of Apartments	2	29	9	40
ABS Car Ownership	0.55	0.96	1.29	
<b>Parking Demand</b>	<b>1.10</b>	<b>27.84</b>	<b>11.61</b>	<b>40.55</b>



A APR 2011



The above data suggests that the future resident parking demands will be less than the planning scheme requirements. In this regard it suggests that only one in three residents of three bedroom or two bedroom plus study apartments is likely to own two vehicles. On this basis it is likely that there will be surplus parking spaces available in the basement suitable for use by visitors.

Notwithstanding this, there is adequate on street parking available in the vicinity of the site, including a capacity for six vehicles to park along the kerb in Collins Street adjacent to the site frontage. This availability has been recorded by Cardno in recent parking surveys carried out for Council.

It is concluded that Council has adequate justification to waive any further requirement for visitor parking on the site based on an expected underutilization of the proposed car park and the availability of on street parking in the vicinity.

## 5. DRIVEWAY AND BASEMENT RAMP

The driveway from Queens Parade is shown on the application plan at 5.5 metres wide.

The ramp gradients are in accordance with relevant standards, with transitions at the top and bottom. The grading of the ramp results in an overhead clearance at the entry to the basement of 2.2 metres.

A satisfactory sight triangle is provided adjacent to the western boundary which will enable an adequate view of pedestrians on the footpath for exiting vehicles.

## 6. PARKING AREA DIMENSIONS

The layout of car parking and the dimensions of the basement parking area are in accordance with Table B2 of Clause 55.03-11 of the Latrobe Planning Scheme.

They also comply with relevant Australian Standards for resident user classes.

## 7. TRAFFIC IMPACT

Surveys conducted by TTM Consulting (Vic) Pty. Ltd. and others at large apartment complexes consisting of a range of dwellings generally allocated one parking space indicate typical traffic generation rates of 4 vehicle movements per apartment per day and six vehicle movements per three bedroom apartment per day with peak hourly traffic movements of about 10 percent of the daily total.

On this basis the proposed development in total is estimated to generate of the order of 200 vehicle movements per day.

Peak hourly traffic movement is estimated to be 20 vehicle movements per hour in total, predominantly outbound in the morning and inbound in the evening.

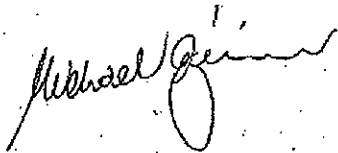


This level of traffic movement will have a minimal impact on traffic operations in Queens Parade and the surrounding road network.

**8. CONCLUSION**

As a result of our investigation, it is concluded that there are no traffic engineering grounds to warrant refusal of the planning application.

**TTM Consulting (Vic) Pty. Ltd.**



**Michael O'Brien**

APR 2011  
Page 7

**ATTACHMENT 9**  
**Possible Grounds of Refusal**

**That Council issues a refusal to grant a planning permit for the construction of 40 dwellings on a lot at Lot 1 Plan of Subdivision 637622, more commonly known as 39 Queens Parade, Traralgon, on the following grounds:**

- 1. The proposal is inconsistent with the strategic direction of the State Planning Policy Framework, at Clause 15.03 (Heritage).**
- 2. The proposal is inconsistent with the strategic direction of the Local Planning Policy Framework, at Clause 21.04-4 (Heritage Overview).**
- 3. The proposal is inconsistent with the purpose and decision guidelines of the Heritage Overlay.**
- 4. The proposal is inconsistent with the decision guidelines of Clause 65 of the Latrobe Planning Scheme.**

# **RECREATION, CULTURE & COMMUNITY INFRASTRUCTURE**

**11.4.1 2012 LATROBE CITY SPORTS EXCHANGE PROGRAM**

**AUTHOR:** General Manager Recreation, Culture and Community  
Infrastructure

**(ATTACHMENT –NO)**

**1. PURPOSE**

The purpose of this report is to present the proposed 2012 *Latrobe City Sports Exchange Program* to our Sister Cities for the consideration of Council.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with *Latrobe 2026: The Community Vision for Latrobe Valley* and the *Latrobe City Council Plan 2011-2015*.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Culture*

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Culture*

Increase the accessibility of Latrobe City Council's cultural facilities, programs and events.

Facilitate the growth and success of cultural programs, sporting and community events through active engagement, promotion and marketing.

Foster greater awareness, understanding and respect for other cultures through the promotion of international relations.

*Service Provision – Culture*

*Deliver International Relations services in accordance with the Latrobe City International Relations Plan.*

*Major Initiatives - Culture*

Deliver the Latrobe City International Relations Plan 2011-2014 to enhance cultural and economic benefits.

*Strategy* – Latrobe City International Relations Plan 2011-2014

*Objective 5. COMMUNITY INVOLVEMENT* – To expand and make accessible the range of existing cultural, sporting, educational and youth exchange opportunities for the residents of Latrobe City.

#### 4. **BACKGROUND**

Latrobe City through valued partnerships with local community groups, sporting associations and the Latrobe City Youth Band has seen over 500 people from Latrobe City experience Japanese and/or Chinese culture through exchanges with our Sister Cities.

In 2006, two exchanges, with a distinct sporting flavour took place. These were:

- An under 14 boys soccer side and an under 14 girls basketball side to Japan in January 2006; and
- A mixed (boys and girls) junior table tennis team to China in May 2006.

Both were very successful programs enabling members of a junior sports association the opportunity to experience the culture of China and Japan by actually being part of a community, including opportunities for home-stay and attendance at school and cultural events.

Together with music, sports have been long considered an international language that brings people together with diverse cultural backgrounds through sportsmanship. This sporting exchange program will be a valuable experience for students and accompanying adults to learn and appreciate diverse cultures through grass-root relationships.

**Key Outcomes:**

A large number of students in Japan and China belong to sporting clubs and their commitment to improving their sporting skills is outstanding. The Latrobe City students who are fortunate enough to participate in the 2012 program will be expected to attend the host school programs including training, practice matches and other organised activities.

This will provide the students with the opportunity for personal growth, enhanced sportsmanship and an opportunity to forge long lasting friendships.

The tour will provide young people from a range of socio-economic backgrounds within Latrobe City an opportunity to develop and demonstrate their sporting and personal skills through sportsmanship without any barriers or prejudices.

The purpose of the program is to continue strengthening the links between Latrobe City Council and our Sister Cities and in accordance with Councils International Relations Plan, "to expand and make accessible the range of existing cultural, sporting, educational and youth exchange opportunities for the residents of Latrobe City."

International exchange programs are an investment for life. The experience can be beneficial in many different and valuable ways:

- Get to know how others live and come to see the world from another perspective
- Test yourself and acquire independence and maturity
- Make new friends and appreciate old ones even more
- Gain experience and judgement
- Learn about the world first hand

This proposal is consistent with Latrobe City International Relations Plan 2011-2014 and the key objectives:

1. *COMMUNICATION ACTIVITIES* – To further enhance the Latrobe City community's understanding of the value of our International Relations Program.
2. *INTERNATIONAL INVESTMENT* - To continue to promote Latrobe City as an international investment location.
3. *ECONOMIC AND CULTURAL STRENGTHS* - To market the economic and cultural strengths of Latrobe City internationally.
4. *INTERNATIONAL STUDENTS* - To enthusiastically promote Latrobe City as a destination for international students.
5. *COMMUNITY INVOLVEMENT* – To expand and make accessible the range of existing cultural, sporting, educational and youth exchange opportunities for the residents of Latrobe City.



6. *FUNDING OPPORTUNITIES* - To pursue funding assistance opportunities that will facilitate meeting the objectives of the International Relations Plan.

7. *SISTER CITIES* – To develop, nurture and further enhance our relationship with sister cities.

8. *COMMUNITY ENGAGEMENT* - To positively engage with individual groups and organisations for the benefit of the Latrobe City community.

The following key action was adopted by Council as part of the International Relation Plan 2011-2014:

Key Actions	Timeline	Resources
Conduct an overseas / sister cities exchange biennially. In 2011/12 a Sports Exchange program will take place.	11/12	\$25,000

## 5. ISSUES

Following the investigation of a number of sports and endorsement from both the City of Takasago and City of Taizhou the following exchanges are proposed:

Exchange to Takasago, Japan:

- Judo team (combination of male and female)
- Lead local organisation/club: Traralgon/Yinnar Judo Clubs

Exchange to Taizhou, China:

- Swimming team (combination of male and female)
- Lead local organisation/club: Traralgon and Morwell Swimming Clubs

### Selection of Participants:

Participants will be shortlisted by the sporting associations and then a selection committee which will include the Latrobe City Mayor (Chair of the International Relations Committee), Council officers and the associations. The panel will interview and select students to ensure that they are suitable candidates to represent our city abroad.

Selection criteria will include:

- Dedication and prowess to the selected sport.
- Suitable ambassadors of Latrobe City.
- Geographical spread across the municipality.
- Broad range of socio economic backgrounds.
- Preparedness to present to community groups, schools and other forums upon return from their trip to communicate the benefits of the international sports exchange.

Participant numbers:

10-12 junior participants per tour from across Latrobe City. Up to 4 adults will be required to accompany each tour. The accompanying adults may include a team coach, team manager for each team and Latrobe City Council representatives to provide support for the tour group.

Age Group:

It is proposed that middle school students will participate, 13-16 years.

Length of Trip:

The tours are proposed for a period of 7-10 days which will comprise of competition, training, attending Sister Schools, homestays, cultural activities and educational tours.

Timing - Takasago City:

Due to their financial year concluding on the 31<sup>st</sup> March, the City of Takasago would like to host our delegation prior to the end of their financial year in 2012. It is anticipated that the exchange will take place between mid to late March 2012.

Timing - Taizhou City:

Preliminary discussions with Latrobe City swimming clubs has highlighted that mid April to mid May 2012 is an ideal time to undertake the delegation. It is also proposed that this delegation will coincide with the official opening of the Australian Garden in Taizhou.

Itinerary / Activities:

The precise itinerary will be finalised over the coming months, however it is anticipated that the following activities will take place on each tour:

- Homestay – this is integral to the exchange program and provides participants the opportunity to live with a family (eat, sleep, socialise and be part of the family unit) for approximately 4 days. Past participants rate this very highly, often as the most meaningful part of the exchange program.
- Sports Training – An opportunity to practice, learn from others and share the experience of sport within another culture.
- Sports Competition – A great opportunity to measure participants sporting capability in a competitive environment.
- School Visits – Students will attend schools in our sister cities and see the many differences and similarities in how students learn in another part of the world.
- Ambassadorial Duties – attendance at ‘City’ functions is a normal part of any exchange program. This may include civic welcomes and in the case of China we hope to coincide the Sports Exchange program with our Australian Garden opening.
- Sight seeing / Educational Tours - opportunities for students to visit temples, attractions and learn about the steep history of the visited country will also form part of the sports exchange itinerary.

#### Roles and responsibilities

##### *Latrobe City Council*

Latrobe City Council’s International Relations team will coordinate the exchange program in conjunction with support from our Sister Cities and participating organisations. Key responsibilities include:

- Provide sponsorship to **each** exchange to the sum of \$12,500.00
- Take an active role in the selection of participants.
- Communicate with Sister Cities
- Planned itinerary and travel arrangements
- Information sessions
- Pre-departure briefing
- Cultural Awareness sessions / information
- Regular newsletter updates
- Support fundraising initiatives
- The Mayor or his/her delegate and Council Officers to accompany each tour

Latrobe City Council's sister cities will play a significant support role in hosting our teams which will include arranging home-stays for up to 4 nights with a preference for weekends.

#### *Touring Organisation / Club*

Touring organisations will play a significant role in supporting Latrobe City Council to coordinate the Sports Exchange program. Key responsibilities include:

- Shortlist a selection of suitable and worthy young ambassadors from across Latrobe City
- Provide Personnel: One team coach, one team manager / support person
- Training sessions pre-departure will be coordinated and conducted by the above personnel
- A support group will be required to assist with a well coordinated fundraising program
- Actively participate in fundraising initiatives
- Promote the Sports Exchange Program both pre and post tour
- Ensure all participants meet all travel and medical requirements
- Support Latrobe City Council with the coordination of tours
- Take responsibility for the welfare of teams whilst on tour

#### *Individual participants*

Participating individuals who are fortunate enough to participate in Latrobe City Council's 2012 Sports Exchange Program will have the following key responsibilities:

- Be a worthy young ambassador
- Complete all mandatory compliance documentation
- Provide proof of residence in Latrobe City
- Actively participate in fundraising initiatives
- Attend information sessions
- Attend Pre-departure briefing
- Attend Cultural Awareness sessions
- Act as a Latrobe City Council international relations ambassador following the tour

- Promote their experience of the Sports Exchange Program both pre and post tour. This may include presentations to community groups, schools, Councillors, the Latrobe City International Relations Committee and in media.

## 6. **FINANCIAL AND RESOURCES IMPLICATIONS**

There is an allocation of \$25,000.00 in Council's 2011/ 2012 budget to support the program.

It should be noted that the true cost of each of these delegations will exceed \$50,000.00, with the balance of funding raised through sponsorship, fundraising and individual contributions.

## 7. **INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

Local Sporting Associations, our Sister Cities and the Latrobe City International Relations Committee have been consulted in respect to this project. This was done via meetings, telephone discussions and written correspondence.

## 8. **OPTIONS**

Council has the following options in respect to the Sports Exchange Program to both Sister Cities:

1. Approve the proposed Sports Exchange Program to both Sister Cities in 2011/2012. This would be consistent with the *Latrobe City International Relations Plan 2011-2014*.
2. Not approve the proposed Sports Exchange Program to both Sister Cities in 2011/2012. This would not be consistent with the *Latrobe City International Relations Plan 2011-2014*.
3. Seek further information with respect to the proposed Sports Exchange Program to both Sister Cities in 2011/2012.

## 9. CONCLUSION

Since 2000, over 200 youth have participated in Latrobe City Council initiated exchange programs including music, arts, sports and education exchange.

International exchange programs are an investment for life and the experience will be beneficial to all associated in so many different and valuable ways. We know from experience that all past Latrobe City Council youth exchange programs have been extremely successful providing life changing experiences for those involved and we believe the selection of Swimming and Judo will allow a further group of our youth to grow and develop in the same way.

The proposed Sports Exchange Program is identified in the Latrobe City International Relations Plan 2011-2014 as a key action for 2011/12. This Plan was presented to Council in 2010/11 and adopted at the Ordinary Council Meeting of 9 May 2011.

## 10. RECOMMENDATION

1. That Council approves the sport of Judo to tour Takasago, Japan in 2012, in accordance with the *Latrobe City International Relations Plan 2011-2014*.
2. That Council approves the sport of Swimming to tour Taizhou, China in 2012, in accordance with the *Latrobe City International Relations Plan 2011-2014*.
3. That upon completion of both sport exchanges, Council are provided with a full report outlining the key outcomes.

**Moved:** Cr Vermeulen

**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

### For the Motion

Councillor/s O'Callaghan, Vermeulen, Middlemiss, Lougheed, Harriman and White.

### Against the Motion

Councillor/s Kam and Gibson

**The Mayor confirmed that the Recommendation had been CARRIED**

# COMMUNITY LIVEABILITY

**11.5.1 STATEMENT OF COMMITMENT TO RECONCILIATION**

**AUTHOR:** General Manager Community Liveability  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to present to Council a draft revised Statement of Commitment to Reconciliation 2011 for consideration and to seek endorsement of its release for further community consultation.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2010-2014.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - Liveability*

*In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Our Community*

*Support initiatives that promote diversity and social inclusion.*

*Major Initiative*

*In consultation with the aboriginal community, review the Statement of Commitment to ensure continued recognition of our indigenous community.*

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2010-2014.



#### 4. **BACKGROUND**

On 6 March 2000, Council resolved the following.

1. *That the Statement of Reconciliation and Commitment (including the Explanatory Notes to the Statement of Commitment and Recommendations) referred to the Council by the Braiakaulung Advisory Committee for adoption by the La Trobe Shire Council be adopted.*
2. *That copies of the Statement of Reconciliation and Commitment be made immediately available to assist in the timely implementation of the undertakings made by the Council in these documents.*
3. *That the Braiakaulung Advisory Committee be congratulated for its work in bringing together the consultation on these documents.*

The adoption of the Statement of Reconciliation and Commitment has led to improved relationships with the local Aboriginal community. Council's resolution to the Statement of Reconciliation and Commitment has led to activities such as celebrating days of Aboriginal significance including Reconciliation week, acknowledgement of the Braiakaulung people as the traditional owners, the establishment and ongoing support for the Indigenous Employment Project, and supporting NAIDOC week.

In accordance with the Latrobe City Council Plan 2011-2015, the review process for the Statement of Reconciliation and Commitment has commenced, resulting in the revised draft Statement before Council. If approved by Council, further community consultation will take place.

#### 5. **ISSUES**

The original Statement of Reconciliation and Commitment was a four part document that included a Statement of Commitment to the Indigenous People, a Statement of Reconciliation, explanatory notes and recommendations. (attachment 2)

The time elapsed since the adoption of the Statement of Reconciliation and Commitment, some 11 years, has seen a range of changes in the political and policy landscape as well as community societal changes, such as 57% of Aboriginal people are aged 25 years or younger.

It was recognised by the Braiakaulung Advisory Group that a revised statement needed to be succinct and easily understood to enable greater support from the local Aboriginal Community. The renewal of the Council's commitment to reconciliation was identified as a Council Plan action. Legislation has been introduced since the adoption of the original Statement of commitment that also necessitates a review. The Aboriginal Heritage Act (2006) prescribes the manner in which sites of significance are managed. The Braiakaulung Advisory Group are supportive of the need to review our commitment.

The revised draft statement identifies seven key themes, being:

1. Traditional Owners
2. Respect for Culture
3. Recognition
4. Connection with the Environment
5. Equity and Fairness
6. Identity, Customs and Beliefs
7. Working Together

The revised draft Statement of Commitment to Reconciliation will guide the development of a proposed Reconciliation Action Plan.

## **6. FINANCIAL AND RESOURCES IMPLICATIONS**

The adoption of the revised Statement of Commitment to Reconciliation does not result in any additional costs to Council.

## **7. INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

A collaborative approach was used in the development of the revised Statement of Commitment to Reconciliation. Feedback on the draft statement has been sought from a wide range of community members and agencies. These included services and organisations, the broader community, individual community members and State Government departments.

*Details of Community Consultation / Results of Engagement:*

June 2010	<ul style="list-style-type: none"> <li>• The Braiakaulung Advisory Group agreed the Statement of Commitment to Reconciliation needed updating.</li> <li>• A revised document was drafted based on the feedback from the Braiakaulung Advisory Group.</li> </ul>
August 2010	<ul style="list-style-type: none"> <li>• The first revised statement was presented to the Braiakaulung Advisory Group for consideration and feedback.</li> <li>• The Braiakaulung Advisory Group provided feedback on the Statement at the meeting where it was decided to replace the word Indigenous with Aboriginal as the word Indigenous is used in a variety of settings, eg flora and fauna, whereas Aboriginal is a more defining term.</li> </ul>
December 2010	<ul style="list-style-type: none"> <li>• The Braiakaulung Advisory Group was given the redrafted statement and feedback sheet in the meeting.</li> <li>• These were then distributed through local networks established within the Community Development department.</li> </ul>
18 March 2011	<ul style="list-style-type: none"> <li>• Feedback Sheets were developed and distributed to guide and facilitate responses. Five completed Feedback Sheets were received resulting in minor amendments to the document.</li> </ul>

**8. OPTIONS**

Council has the following options:

1. Release the draft Statement of Commitment to Reconciliation 2011 for consultation.
2. Amend the draft Statement of Commitment to Reconciliation 2011 prior to its release for public consultation.

3. Not release the draft Statement of Commitment to Reconciliation 2011 for consultation.

## **9. CONCLUSION**

The Statement of Commitment to Reconciliation 2011 is an important document that demonstrates Council's ongoing dedication to the reconciliation process. Council's commitment to reconciliation is well regarded by the local Aboriginal community. The renewal of Council's commitment will contribute to an ongoing positive relationship with our local Aboriginal community and all Aboriginal communities.

## **10. RECOMMENDATION**

1. That Council releases the draft Statement of Commitment to Reconciliation 2011 for consultation for a six week period in accordance with Council's Community Engagement Plan 2010 – 2014.
2. That following the community consultation process, a further report be presented to Council on the Statement of Commitment to Reconciliation 2011 incorporating community feedback.

**Moved:** Cr O'Callaghan

**Seconded:** Cr Gibson

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

ATTACHMENT 1



## **Draft Revised Statement of Commitment to Reconciliation**

### **Traditional Owners**

Latrobe City Council acknowledges the Braiakaulung people were the occupiers and traditional owners of the land that is now known as Latrobe City prior to colonial settlement.

### **Respect for Culture**

Latrobe City Council's commitment to reconciliation is underpinned by respect for the rich and complex nature of Aboriginal and Torres Strait Islander culture. The richness of traditional language and the diversity and strength of Aboriginal people is valued.

### **Recognition**

Latrobe City Council apologises for the pain, grief and suffering experienced by Aboriginal people as a result of past laws, government policies, actions and attitudes. Latrobe City Council expresses deep sorrow that these actions and attitudes have occurred and has determined that such occurrences will not be repeated. Latrobe City acknowledges the ongoing effects of such practices on the lives of Aboriginal people who continue to be disadvantaged from the effects of their displacement from their families, their land and traditional culture.

### **Connection with the Environment**

Latrobe City Council recognises the distinctive and special spiritual and material relationship that Aboriginal people have with the land and water including trees, rocks, hills, valley creeks, rivers and flood plains of the Latrobe City. Latrobe City Council recognises the historical and environmental significance of sacred sites and special features of the city.

### **Equality and Fairness**

Latrobe City Council is committed to ensuring equal access to a fair system which protects the rights of individuals and is responsive to community needs.

### **Identity, Customs and Beliefs**

These needs include recognition of Aboriginal and Torres Strait Islander rights that relate to areas such as identity, culture, religion and language, cultural and intellectual property, land, customs, traditions and freedom from discrimination.

### **Working Together**

Latrobe City Council recognises the importance of working in partnership with Aboriginal and Torres Strait Islander people. Latrobe City Council uses consultation, inclusion and empowerment wherever possible to ensure Aboriginal and Torres Strait Islander culture is promoted, maintained and developed.

ATTACHMENT 2

.

# **LATROBE CITY COUNCIL STATEMENT OF COMMITMENT TO THE INDIGENOUS PEOPLE**

## **PREAMBLE**

This document has been developed and produced on behalf of the people of Latrobe City Council, through a consultation process between the Braiakaulung Advisory Committee's members from the Latrobe City Council Indigenous and non-Indigenous communities, Latrobe City Council, staff and Councillors.

The Latrobe City Council recognises that the Indigenous peoples of Australia are the traditional occupants of the country.

This Statement of Commitment is intended to form a basis for:

- Advocacy on behalf of the Indigenous members of the Braiakaulung Nation to ensure the principles and commitment of this Statement are upheld.
- Promotion of local Indigenous cultural heritage in a way that is significant and respected, and desired by the Indigenous people.
- Recognition and support for the Braiakaulung Advisory Committee in its role of advising Latrobe City Councillors and staff on programs and activities, eg. NAIDOC and National Reconciliation Week.
- Identification and protection of Indigenous sites of cultural significance.
- Encouragement of local Indigenous businesses to establish or grow enterprises with the Latrobe City Council, acknowledging the guidelines of the Small Business Development Fund.
- Consultation with local Indigenous people for Indigenous names for appropriate places within the Latrobe City Council boundary.
- Recognising the rights of all Indigenous Australians as outlined in the draft United Nations Declarations on the Rights of Indigenous Peoples.
- An ongoing Indigenous Cultural Awareness Program to be implemented for the benefit of all Latrobe City Councillors and staff.



## **LATROBE CITY COUNCIL STATEMENT OF RECONCILIATION**

- Latrobe City Council recognises that the Braiakaulung people were the occupiers and traditional owners of the land that now comprises Latrobe City Council prior to Anglo/European settlement.
- The Indigenous resident of Latrobe Valley recognise the commitment of the Latrobe City Council in working towards the reconciliation of all people of the Latrobe Valley.
- Latrobe City Council apologises for the pain, the grief and the suffering experienced by Australian Indigenous people as a result of past laws, government policies, actions and attitudes. The Latrobe City Council expresses deep sorrow that these actions and attitudes have occurred and has determined that such occurrences will not be repeated.
- Latrobe City Council acknowledges the ongoing effects of such practices on the lives of Indigenous people who continue to be disadvantaged from the effects of their displacement from their families, their land and traditional culture.
- Latrobe City Council commits itself to an ongoing Aboriginal Reconciliation process.
- Latrobe City Council recognises the distinctive and special spiritual and material relationship that Indigenous people have with the land and the water, including trees, rocks, hills and valley creeks, rivers and flood plains of the Latrobe Valley.
- Latrobe City Council recognises the historical and environmental significance of sacred sites and special features of the Latrobe Valley.
- Latrobe City Council recognises the richness of traditional language.
- Latrobe City Council recognises the value of the diversity and strength of Indigenous people and cultures to the heritage of all Australians, particularly the past custodianship of the land and the water; and also contributions made to many other areas of our human endeavour including academic, agricultural, artistic, economic, environmental, legal, religious, social, sporting and political endeavours.
- Latrobe City Council recognises the inherent contribution made by Indigenous people and development of this area.

## **EXPLANATORY NOTES TO STATEMENT OF RECONCILIATION**

- Latrobe City Council apologises for those acts, which have caused pain and grief, and understands that such things must not happen again.
- Latrobe City Council understands that an apology cannot undo the past, but must include within the apology a determination to rectify the hurt.
- Latrobe City Council will demonstrate its determination through its own practices and policies.
- Latrobe City Council recognises that many Indigenous families and individuals still suffer from the effects of displacement, including education, economic, employment, health and social disadvantage.
- Latrobe City Council recognises that its future must be built on acknowledgment of the past and reparation of hurt.
- Latrobe City Council will make serious and sincere attempts to implement the statements in this document. This will be reflected in civic structure and activities, staff awareness and training programs, community education, environmental activities and community services and all other areas of Council responsibility.
- Latrobe City Council will consult with local Elders to initiate a policy of, wherever possible and appropriate, using traditional language placenames.
- Wherever possible significant sites will be identified and protected. Where appropriate, such sites will be described for the community in such a manner that reflects their significance to its traditional owners and to the community in general.
- Future development must always be within Federal and State environmental, heritage and Indigenous heritage legislation. The Latrobe City Council will continue to protect the environment to the best of its ability, bearing in mind the environmental keeping practices of its traditional owners.
- Latrobe City Council will honour the achievements of Indigenous residents of the Shire equally with all other residents.

## RECOMMENDATIONS

Latrobe City Council will:

- Consult with, and develop, a positive ongoing relationship with the Braiakaulung people and their representatives.
- Publicly acknowledge the contribution of Braiakaulung history wherever and whenever appropriate.
- Ensure that Councillors and staff have an adequate understanding of reconciliation issues.
- Require that the Indigenous Flag is flown on May 27<sup>th</sup> (Reconciliation Day), throughout NAIDOC Week., on Australia Day (but not to the exclusion of the Australian Flag), on National Sorry Day, and any other dates which may be deemed appropriate.
- Facilitate the employment and/or traineeship of Indigenous people.
- Set aside specific exhibition space at libraries, the council offices, and parks and gardens, for the purposes of promoting Reconciliation documents, posters, history, cultural material, information plaques, etc., by way of:
  - Memorials, plaques, etc, to be constructed and/or facilitated in public places
  - Significant sites to be identified, protected and described appropriately
  - Significant environmental sites to be reinstated
  - Traditional placenames to be used as appropriate
  - Funding of a resource/educational kit which promotes the Latrobe City Council's policy and Indigenous history and culture
- Promote Reconciliation throughout its community, by:
  - Supporting regular Braiakaulung and other Indigenous cultural events
  - Setting aside land to the Braiakaulung people for the purposes of joint community use and environmental projects
  - Supporting a community art project with a permanent outcome, eg. pathway, ornamental wall, outdoor sculpture, etc.
- Support the Braiakaulung Advisory Group as a Council sub-committee.
- Regularly review the Latrobe City Council's Reconciliation achievements.
- Fulfil an educative role in promoting the principles of Reconciliation.
- Provide tangible opportunity or opportunities which will redress disadvantage and which will promote awareness of Indigenous history.

## **11.5.2 THE ROLE OF LOCAL GOVERNMENT IN EMERGENCY MANAGEMENT**

**AUTHOR:** General Manager Community Liveability  
**(ATTACHMENT – YES)**

### **1. PURPOSE**

The purpose of this report is to seek Council's endorsement of the Municipal Association of Victoria's Draft Position Paper, September 2011, on the role of local government in emergency management.

### **2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

### **3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

#### *Latrobe 2026: The Community Vision for Latrobe Valley*

##### *Strategic Objectives – 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.

#### *Latrobe City Council Plan 2011 - 2015*

##### *Strategic Direction – Regulation and Accountability*

Plan and respond to emergency management needs of our community in accordance with legislative requirements.

Major Initiatives – Monitor the outcomes of the Victorian Bushfire Royal Commission Final Report and incorporate necessary actions into Latrobe City's fire prevention and emergency management planning frameworks.

*Legislation –*

*Emergency Management Act 1986 – Part 4, Responsibilities of Municipal Councils, section 20 states*

20. Municipal emergency management plan

- (1) A municipal council must prepare and maintain a municipal emergency management plan.
- (2) A municipal emergency management plan must contain provisions-
  - (a) identifying the municipal resources (being resources owned by or under the direct control of the municipal council) and other resources available for use in the municipal district for emergency prevention, response and recovery; and
  - (b) specifying how such resources are to be used for emergency prevention, response and recovery; and
- (ba) in the case of a municipal district that is located wholly or partly in the country area of Victoria within the meaning of the Country Fire Authority Act 1958-
  - (i) identifying all designated neighbourhood safer places in the municipal district or, if no places have been designated under the [Country Fire Authority Act 1958](#), recording that fact; and
  - (ii) designating any places in the municipal district that are community fire refuges within the meaning of Part IIIA of the Country Fire Authority Act 1958; and
- (c) relating to any matter prescribed for the purposes of this subsection.

**4. BACKGROUND**

Currently local government plays a major role in supporting communities during and after an emergency event. Local government also plays a key role in coordinating resources to support response agencies (such as the Country Fire Authority or the State Emergency Services).

Recent large scale disasters have led to a number of reviews into the preparedness and effectiveness of current emergency management practices. These have included the Victorian Bushfire Royal Commission and the Review of the 2010-11 Flood Warnings and Response.

## 5. ISSUES

As part of the Improving Emergency Management in Local Government program, the Municipal Association of Victoria (MAV) has developed a Draft Position Paper entitled "The role of local government in emergency management".

The position paper will be used to support the MAV's submission into the State Government's Emergency Management Green Paper - Towards a More Resilient and Safer Victoria.

The Position Paper outlines increasing responsibilities for local government in the prevention, preparedness, response and recovery aspects of an emergency.

It further outlines the leadership role that is considered to be most appropriate for local government. This includes:

- Facilitate strategic all hazard planning at the local level in partnership with other agencies.
- Coordinate local recovery.
- Provide and coordinate relief services.
- Facilitate communication and information from agencies and service providers to the community. This includes information provision and dissemination on behalf of other agencies before, during and after an event, but excludes issuing warnings.
- Establish structures to ensure community engagement in emergency management and advocate on behalf of communities.
- Undertake risk management, including the maintenance of local infrastructure.
- Foster partnership and network development.

The Position Paper suggests councils should provide a supporting role in emergency management which includes:

- Supporting risk identification processes.
- Supporting hazard-specific planning.
- Influencing emergency management planning at the regional level.

- Providing municipal resources where available.
- Providing information and advice to support incident management.
- Supporting other councils in partnership.

The following activities are identified as being “out of scope” as it is believed that not all councils have the capacity and capability to effectively deliver the:

- Coordination of resource provision (to combating agencies).
- Operating a Municipal Emergency Coordination Centre
- Being responsible for hazard specific plans (flood, fire, storm etc.).
- Controlling combating agencies.
- Management of shelters, such as fire refuges and organising evacuations.

## **6. FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications in preparing this report.

## **7. INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

No public consultation was undertaken in preparation of this report.

MAV convened a series of nine State-wide workshops, including one held in Traralgon, inviting input. Latrobe City's Municipal Emergency Resource Officer, Municipal Recovery Manager and their Deputies attended. Information gathered at the workshops formed the basis of the position paper.

## **8. OPTIONS**

Council has the following options:

1. Submit a written response in support of the Draft Position Paper - The role of local government in emergency management, September 2011.
2. Not provide a response to the Position Paper - The role of local government in emergency management.

## 9. CONCLUSION

The Position Paper notes that Councils have a critical role in supporting their communities before, during and after an emergency event.

As stated in the position paper “The MAV and councils propose that the current legislated role of councils in emergency management is reviewed to better align with the skills, resources and strengths that are common across the sector.”

These include information provision, community strengthening and engagement, facilitation of planning and partnerships, and risk mitigation.

In this way emergency management will no longer be viewed as an add-on to local government’s role but integrated into core business meaning that councils and their communities are better prepared for emergencies.”

## 10. RECOMMENDATION

1. **That Council supports the Municipal Association of Victoria’s Draft Position Paper - The role of local government in emergency management, September 2011.**
2. **That the Mayor writes to the Municipal Association of Victoria advising that Council supports the Draft Position Paper.**

**Moved:** Cr Lougheed

**Seconded:** Cr Gibson

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**



ATTACHMENT



# **Municipal Association of Victoria**

## **The role of local government in emergency management**

Draft Position Paper

September 2011

© **Copyright Municipal Association of Victoria, 2011**

*The Municipal Association of Victoria is the owner of the copyright in this publication.*

*No part of this publication may be reproduced, stored or transmitted in any form or by any means without the prior permission in writing from the Municipal Association of Victoria.*

*All requests to reproduce, store or transmit material contained in the publication should be addressed to Emma Fitzclarence [efitzclarence@mav.asn.au](mailto:efitzclarence@mav.asn.au)*

*“The future role of local government in emergency management” has been prepared by the Municipal Association of Victoria (MAV) for discussion with member councils.*

## Introduction

This policy position has been developed with Victorian councils to provide a consolidated view on the future role for local government in emergency management.

The statement takes into account the sector's capabilities, strengths and limitations, and provides a description of the key responsibilities councils should hold in an integrated emergency management framework and a rationale for each of the statements. Consideration of how councils can best use existing structures and skills to support their communities to prepare for emergencies and build community resilience is the focus of the proposal.

The role statements identify services and responsibilities that councils believe they should lead, can support or should be out of scope of the future role of councils in emergency management. Throughout this paper the verbs 'lead', 'support' and 'coordinate' are used as verbs in the traditional sense, and do not assume the meanings now commonly attributed to them in emergency management terminology.

The policy position will be used to support the MAV submission into the Emergency Management Green Paper, *Towards a More Resilient and Safer Victoria*, and to advocate legislative change and sustainable funding through the Improving Emergency Management in Local Government Program. Through the development of the final position, there may be a need for further consultation and development of the elements of the proposal. Councils will be invited to formally endorse the final position in late 2011 – early 2012.

Any change to legislation and policy that is made as a result of advocacy will be communicated at the appropriate time. Until such time, there is still a need to comply with the existing arrangements.

## Background

In recent years the role of councils in emergency management, prescribed by the State Government or expected by agencies and the community, has grown out of step with the sector's capacity and expertise.

Key responsibilities stem from the Emergency Management Act (1986), which stipulates that councils will:

- run a municipal emergency management committee
- adopt a municipal emergency management plan prepared by the committee, and
- appoint a Municipal Emergency Resource Officer (MERO) who will coordinate municipal resources to support response agencies in an emergency.

For councils wholly or partly covered by the Country Fire Authority, the CFA Act has similar process-based requirements for councils to appoint a Municipal Fire Prevention Officer, appoint a committee and adopt a Municipal Fire Prevention Plan. More recently, the EM and CFA Acts have been amended to also require councils to designate Neighbourhood Safer Places for use in bushfire.

Councils believe that obligations listed in the EM and CFA Acts are unnecessarily

prescriptive and no longer align with the skills, networks, knowledge and resources of a modern municipality.

A number of additional responsibilities have their origin in other pieces of legislation such as the Planning and Environment Act, Electricity Safety Act, Health and Wellbeing Act, and the Water Act. In addition, regular changes to the Emergency Management Manual Victoria (EMMV) mean that council responsibilities are increasingly complex and ever changing. Roles and responsibilities often compete for priority, and when considered in total, are well beyond a majority of councils' capacity and capability.

It is also significant that while the EMMV states that councils are the lead agency for relief and recovery at the local level, this role does not appear in legislation.

Across the local government sector, and across many government and emergency management agencies, there is no consistent view about the role of councils in emergency management except that the current situation is unsustainable.

In August and September 2011, six workshops were held for approximately 150 participants to obtain a local government view about the future role and key responsibilities. Participants included elected representatives, CEOs, directors, and full and part time emergency management practitioners including MEROs and Municipal Recovery Managers (MRMs). Through three facilitated group activities participants were asked to draft:

- a statement about the future role of councils in emergency management – one or two sentences that describe the scope of local government's role in emergency management
- role statements that aligned to the policy position – including what councils would lead, what they would support and what activities and services should be outside the scope of local government's emergency management role; and
- descriptions of how the responsibilities could be fulfilled, including internal staffing arrangements, incident management structures, and arrangements with neighbouring councils and agencies at regional and state levels.

The outcomes from these workshops are reflected in the position statement and role description detailed below.

### **Position statement**

Councils have a unique understanding of the needs and characteristics of their local communities, environment and economy. They are well placed to facilitate decisions about making their community safer.

In partnership with government and other agencies, councils have a responsibility to understand and mitigate risks. They have a key role to play in communicating general information about risk and emergencies, and engaging with their communities to support resilience.

Councils have a proactive role to play in supporting their community through prevention, preparedness and, emergency relief and recovery.

Councils facilitate partnerships and planning at the local level and have a limited role in supporting emergency response.

## **Role description**

### **Leadership responsibilities:**

*Facilitate strategic 'all hazard' planning at the local level in partnership with other agencies.*

Councils have strategic planning skills. They have fewer vested interests in specific hazards or aspects of emergency management than other agencies. This does not mean that local or municipal emergency management plans are 'council' plans. They are plans for the local, municipal or sub-regional footprint and many agencies will be responsible for contribution to and execution of relevant sections.

*Coordinate local recovery*

Councils understand the unique needs and concerns of their communities and can coordinate flexible recovery programs accordingly. Most councils already run community and economic development programs and have established relationships with many of the service providers that support people through recovery. As public land managers, planning authorities and owners and managers of community infrastructure, councils are in a good position to lead environmental recovery (except forest, national park or protected public land). Recovery services need to be delivered in partnership with other agencies and service providers and will often require support from the other levels of government.

*Provide and coordinate relief services*

Councils already coordinate emergency relief services and feel that they are the most appropriate organisations to do so, in partnership with other agencies and community service agencies.

*Facilitate communication and information from agencies and service providers to the community. This includes information provision and dissemination on behalf of other agencies before, during and after an event, but excludes issuing warnings.*

Councils have existing networks through which to communicate; accessible information points and communication channels; local knowledge enabling them to validate and/ or tailor information so that it's relevant and credible; and the ability to provide continuity in messaging through all aspects of emergency management including preparedness.

*Establish structures to ensure community engagement in emergency management and advocate on behalf of communities*

Councils are well positioned to consult with their communities on emergency management matters, develop structures for community involvement in emergency management and integrate resilience building strategies into regular council community engagement. Through this process councils can represent community

interests to other agencies and government, and reduce the piecemeal approach to community engagement.

*Assist community resilience by continuing to deliver core community services, including managing and restoring local infrastructure during and after emergencies*

Ensuring continuity or quick reinstatement of local government services must be a priority in an emergency. This should be recognised and councils should be supported in this by other agencies and government.

*Undertake risk management, including the maintenance of local infrastructure*

Maintaining council roads, roadsides, drains, water storage and other infrastructure according to council management plans are all important mitigation measures. Other significant mitigation measures are applied through strategic land use planning decisions (under state planning provisions) and implementation of building regulations. Councils have a lead role in community education about local risk, in partnership with agencies with hazard-specific expertise.

*Foster partnership and network development*

Developing and strengthening local networks and strategic partnerships is core business for councils and can be used to support communities and emergency arrangements.

**Supporting role:**

*Support risk identification processes*

Councils, in partnership with other agencies, have a role to play in identifying risks at the local level and working with the other agencies and the community to develop risk reduction strategies. At the local level there should be no requirement to repeat assessments that are identified by specialist agencies at the regional or state level except where the scale and detail of the assessments justifies that work.

*Support hazard-specific planning*

While councils can facilitate generic emergency planning, they do not have the information, resources or expertise to lead planning for specific hazards. Councils can contribute to these plans as many other agencies will and can be accountable for relevant sections, but they should not be the 'owners' of these plans.

*Influence emergency management planning at the regional level*

Councils can support regional emergency management planning by providing local knowledge.

*Provide municipal resources where available*

Councils will make resources owned or controlled by them available to support emergency management where agency resources are exhausted, but will not

coordinate other resources for an emergency nor source non-council owned or controlled resources.

*Provide information and advice to support incident management*

Rate bases, local knowledge and historical records can all be used to support incident management. This requires council integration into emergency management teams and a standard local government presence in incident control centres (ICCs).

*Support other councils in partnership*

Using an established protocol for resource-sharing or memoranda of understanding many councils will provide people, equipment and other resources to other councils when requested and within the council's capacity.

**Out of scope:**

*Coordinate resource provision*

Following widespread divestment in equipment through council amalgamations and competitive tendering requirements, councils are no longer the main source of response-aiding equipment within a municipality.

*Run a Municipal Emergency Coordination Centre (MECC)*

The primary purpose of running a MECC is to coordinate resources for response, which is no longer viewed as a key council responsibility. Running a MECC often means council resources are unavailable for other activity such as:

- maintaining critical business services and systems
- restoring infrastructure
- supporting response agencies, and
- initiating recovery services.

In recent events, logistics to support emergency response have been run out of both MECCs and ICCs, meaning agencies see less value in attending MECCs and often send liaison officers with little experience. The regularly poor level of departmental and emergency service liaison has meant that key council emergency management staff in the MECC have little knowledge of the emergency and impacts and are unable to effectively plan for recovery or provide information to the community. The MAV and councils propose that logistics to support emergency response should be run out of the ICC or equivalent.

*Be responsible for hazard-specific plans*

As above, these should be the responsibility of the control agency (or equivalent specialist agency).

*Control/ combating agency*

Councils do not have the training or expertise.



## *Management of shelters such as fire refuges and organising evacuations*

Councils do not have the capacity or expertise.

### **Conclusion**

Councils have a critical role to play in emergency management and supporting community safety as they are in the unique position of being the constant for communities throughout the emergency management continuum.

Recent events have shown that there is a need to move away from the view of councils as the primary providers of resources during an event, so that council resources are more readily available for early initiation of recovery services and the continuity of essential community services. Events have also exposed differences in council capacity and emergency preparedness.

The MAV and councils propose that the current legislated role of councils in emergency management is reviewed to better align with the skills, resources and strengths that are common across the sector. These include information provision, community strengthening and engagement, facilitation of planning and partnerships, and risk mitigation. In this way emergency management will no longer be viewed as an add-on to local government's role but integrated into core business meaning that councils and their communities are better prepared for emergencies.

Feedback should be sent to [efitzclarence@mav.asn.au](mailto:efitzclarence@mav.asn.au) by **Monday 7 November 2011**.

**11.5.3**      **COMMUNITY CRIME PREVENTION PUBLIC SAFETY  
INFRASTRUCTURE FUND**

**AUTHOR:** General Manager Community Liveability  
**(ATTACHMENT – NO)**

**1. PURPOSE**

The purpose of this report is to seek Council endorsement to submit three applications for funding under the State Government's Community Crime Prevention Public Safety Infrastructure Fund.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – Our Community*

*In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction –Community Vision*

*Provide support, assistance and quality services in partnership with relevant stakeholders to improve the health, wellbeing and safety of all within Latrobe City.*

*Policy –Electronic Surveillance Policy, 11 POL-4*

*No electronic surveillance is to be undertaken without a resolution of the Council. As a general principle the Council will only authorise the use of electronic surveillance when all other reasonable measures have proved ineffective in solving the problem or unlawful activity. The operators of any electronic surveillance system authorised by the Council are accountable for their conduct to the Council.*

*In addition:*

- *Electronic surveillance may be conducted only for the purpose of protecting the public against an identified risk to the security or safety of property, assets, or members of the public.*
- *Electronic surveillance will be limited in scope, targeting only areas in which unlawful conduct is likely to be recorded.*
- *Electronic surveillance may be conducted only for a limited time period, such as until the perpetrator of the unlawful activity is identified.*

#### **4. BACKGROUND**

Latrobe City Council has a long history in improving community safety. There is an ongoing commitment to address issues that impact on people's actual and perceived safety, particularly crime and accident prevention and detection.

As part of Latrobe City's International Safe Community accreditation by the World Health Organisation, there is a requirement to undertake measures that reduce the incidence of crime and violence in our communities.

The Public Safety Infrastructure Fund (PSIF) is established through the Department of Justice to:

*Provide councils with grants as a contribution toward public safety and security infrastructure. This could include, but is not limited to, infrastructure such as vandal-resistant external lighting systems, or other physical security or safety measures, urban planning and design initiatives to make public spaces safer, and closed circuit television (CCTV) systems.*

The stated objectives of the PSIF grants are to:

- *Support councils to improve local public safety and security infrastructure in local communities*
- *Increase community safety and confidence in public places*
- *Encourage local communities to apply innovative crime and community safety solutions to areas*
- *Build the knowledge base about best practice public safety infrastructure solutions, and capture and share lessons learned*

- *Promote the development and delivery of integrated crime prevention initiatives as part of a strategic approach to local community safety*
- *Promote widespread engagement in community crime prevention initiatives across Victoria.*

## 5. **ISSUES**

Following collation of key information from a range of internal and external sources and an analysis of data provided by Victoria Police, the following three projects have been identified as meeting the funding guidelines.

- I. Completion of Stage 1 of CCTV installation in the Traralgon CBD, as per the areas identified in the CCTV Feasibility Study, 2009.

A further eight cameras have been identified in the preferred locations of:

- Kay Street - fronting the car park
- Kay Street – between Breed and Franklin Street
- Church Street – fronting the car park
- Franklin Street – Post Office

Installation of these cameras will give greater CCTV coverage in prominent areas close to the majority of late night venues where there is high pedestrian and vehicular traffic, consistent records of assaults and damage to property.

- II. Security upgrades to Council facilities and infrastructure which may include better lighting, fencing, kiosk shutters and surveillance where required.

This will include the top 14 sites that have been identified by Latrobe City Council Officers, in conjunction with Victoria Police, which are regularly vandalised and/or burgled. These are:

- Churchill, Skate Park
- Moe, Outdoor Pool
- Moe, Albert Street Public Toilets
- Moe, Apex Park Public Toilets
- Moe, Botanic Gardens Public Toilets
- Morwell, Town Common Public Toilets
- Morwell, Tennis Clubrooms
- Traralgon, Bert Thompson Public Toilets
- Traralgon, Newman Park Public Toilets

- Traralgon, Victory Park Sound Shell
- Traralgon, Hotham Street Public Toilets
- Traralgon, Outdoor Pool
- Yallourn Heights, Coach Road Lookout
- Yallourn North, Outdoor Pool

These types of facilities and infrastructure provide access to, and support the usage of, essential services with high community activity. Each has identified security shortcomings.

III. Provision of lighting in the following high use public places;

- The walking path linking the township of Yinnar with the Yinnar Recreation Reserve
- Morwell East Residents Achievement Park, Morwell East
- Churchill underpass
- Children's School Crossings in the small towns

These public places are essential for people to access recreation, leisure and education and to enable people to socialise and shop. They also encourage people to be physically active, contributing to increased health and wellbeing.

The treatments proposed for the above priority areas are based on the Crime Prevention Through Environmental Design (CPTED) principles.

Applications for funding through the first round of this program are required to be submitted by 28 October 2011. Individual grants of up to \$250,000 are available.

Council Officers sought clarification from the Department of Justice Community Crime Prevention Unit on three areas. These were:

- a. Whether multiple applications could be submitted
- b. Do the proposed Latrobe City projects meet the program guidelines, and
- c. Is there likely to be a future or further funding round.

In response, the Department of Justice has indicated that multiple applications are acceptable; that the project proposals do meet the funding criteria guidelines; and that it is highly possible that a future funding round will be announced.

## 6. FINANCIAL AND RESOURCES IMPLICATIONS

The level of funding sought for each project is to cover the full costs of implementing the specific initiatives. Therefore, if successful, Latrobe City costs will be limited to the provision of project management.

## 7. INTERNAL / EXTERNAL CONSULTATION

### *Engagement Method Used:*

This report relates to the following three objectives on the Community Engagement Plan 2010-2014. Specifically:

- a. To maintain an effective and ongoing dialogue with the community by both informing and listening.
- b. To consult the community in policy development, planning and project delivery.
- c. To involve the community in matters that directly affects them in a specific location or in the delivery of a Council service.

### *Details of Community Consultation / Results of Engagement:*

Consultation and engagement activities aligned with the guiding principles in the Community Engagement Plan 2010-2014. This has involved:

- Seeking input from the stakeholders and key representatives on the Traralgon Central Business District (CBD) Safety Committee and reviewing against priorities in the annually updated Traralgon CBD Safety Action Plan.
- A meeting with local representatives from VicPolice.
- Discussion with resident group and township association members.

There will be ongoing discussions with key stakeholders in the development of the specific proposals.

## 8. OPTIONS

1. That Council endorses the following three applications for funding under the State Government's current Community Crime Prevention Public Infrastructure Fund
  - a. Completion of CCTV installation in the Traralgon CBD, as per the areas identified in the CCTV Feasibility Study, 2009.

- b. Safety upgrade to 13 Council facilities and services.
  - c. Provision of lighting in high use public places.
- 2 That alternative safety projects be considered.
  - 3 That no application for funding under the current Community Crime Prevention Public Safety Infrastructure Fund be submitted.

## **9. CONCLUSION**

The three projects identified for application of funding through the State Government's Community Crime Prevention Public Safety Infrastructure Fund align with Latrobe 2026 particularly in relationship to community safety.

If successful, these project initiatives will contribute to improving community safety and the ability of community members to enjoy a higher level of recreation and liveability within the municipality.

## **10. RECOMMENDATION**

**That Council endorses the following three applications for funding under the State Government's current Community Crime Prevention Public Infrastructure Fund:**

- a. **Completion of CCTV installation in the Traralgon CBD, as per the areas identified in the CCTV Feasibility Study, 2009;**
  - **Kay Street - fronting the car park**
  - **Kay Street – between Breed and Franklin Street**
  - **Church Street – fronting the car park**
  - **Franklin Street – Post Office**
- b. **Security upgrades to 14 Council facilities and infrastructure that are regularly vandalised and/or burgled;**
  - **Churchill, Skate Park**
  - **Moe, Outdoor Pool**
  - **Moe, Albert Street Public Toilets**
  - **Moe, Apex Park Public Toilets**
  - **Moe, Botanic Gardens Public Toilets**
  - **Morwell, Town Common Public Toilets**
  - **Morwell, Morwell Tennis Club**
  - **Traralgon, Bert Thompson Public Toilets**
  - **Traralgon, Newman Park Public Toilets**

- Traralgon, Victory Park Sound Shell
  - Traralgon, Hotham Street Public Toilets
  - Traralgon, Outdoor Pool
  - Yallourn Heights, Coach Road Lookout
  - Yallourn North, Outdoor Pool
- c. Provision of lighting in high use public places;
- The walking path linking the township of Yinnar with the Yinnar Recreation Reserve
  - Morwell East Residents Achievement (MERA) Park, Morwell East
  - Churchill underpass
  - Children's School Crossings in the small towns

**Moved:** Cr Gibson

**Seconded:** Cr Harriman

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**ADDITIONAL MOTION**

**Moved:** Cr Kam

**Seconded:** Cr Harriman

**That a report be presented to Council with a design and costing for the installation of appropriate security devices (eg CCTV) for the multi-level carpark in Traralgon.**

**CARRIED UNANIMOUSLY**

.



# GOVERNANCE

**11.6.1 DOCUMENTS PRESENTED FOR SIGNING AND SEALING**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT - NO)**

**1. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**2. DOCUMENT/S**

696741	Instrument of Creation of Easement under S.45(1) of the Transfer of Land Act 1958 and S.18 of the Land Acquisition and Compensation Act 1986 between John Francis Fitzpatrick and Janice Ann Fitzpatrick as Grantors and Latrobe City Council as Grantee for that part of land comprising of 1.528 hectares as is marked "E-1" on the Plan of Creation of Easement prepared by Beveridge Williams (bearing Surveyors Ref.1001138) being part of the land in Certificate of Title Volume 9184 Folio 434 situated at 10 Laurina Drive, Traralgon East.
696741	Deed of Release dated 17/08/11 between Council as the Authority and Janice Ann & John Francis Fitzpatrick as the Owners of the Land contained in Certificate of Title Volume 9184 Folio 434 situated at 10 Laurina Drive, Traralgon in full and final settlement under the Land Acquisition and Compensation Act 1986 for the acquisition of part of the Land for the purposes of a drainage easement.
2010/348	Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and Moe Movies Pty Ltd as the Owner of land described in Certificate of Title Volume 11171 Folio 195 being Lot 35 on PS 616259 situated at 27 Sweetwater Place, Moe pursuant to Condition 3 of Planning Permit No.2010/348 for the construction of 2 dwellings on a Lot and 2-lot subdivision issued 25/02/11 providing: a) That no front fence shall be erected between the driveways of Lots 1 and 2 and this area shall be maintained as grassed or landscaping to the satisfaction of the Responsible Authority; b) That the development as approved within Planning Permit 2010/348 must be completed in accordance with the endorsed plans, to the satisfaction of the Responsible Authority.

2010/409	Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and Rebecca Nicole Spencer as the Owner of land described in Certificate of Title Volume 10927 Folio 805 being Lot 211 on PS 530584N situated at 66 Bradman Boulevard, Traralgon pursuant to Condition 3 of Planning Permit No.2010/409 for the construction of 2 dwellings on a Lot and 2-lot subdivision issued 2/03/11 providing that the development as approved within Planning Permit 2010/409 must be completed in accordance with the endorsed plans, to the satisfaction of the Responsible Authority.
2011/116	Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and C F M Payne Pty Ltd as the Owner of land described in Certificate of Title Volume 11127 Folio 363 situated in Maryvale Road Morwell pursuant to Clause 1.0 of Schedule 1 to the Development Plan Overlay as a requirement prior to the granting of Planning Permit Ref No. 2011/116.

### **3. RECOMMENDATION**

- 1. That Council authorises the Chief Executive Officer to sign and seal the Instrument of Creation of Easement under S.45(1) of the Transfer of Land Act 1958 and S.18 of the Land Acquisition and Compensation Act 1986 between John Francis Fitzpatrick and Janice Ann Fitzpatrick as Grantors and Latrobe City Council as Grantee for that part of land as is marked "E-1" on the Plan of Creation of Easement prepared by Beveridge Williams (bearing Surveyors Ref.1001138) being part of the land in Certificate of Title Volume 9184 Folio 434 situated at 10 Laurina Drive, Traralgon East.**
- 2. That Council authorises the Chief Executive Officer to sign and seal the Deed of Release dated 17/08/11 between Council as the Authority and Janice Ann Fitzpatrick and John Francis Fitzpatrick as the Owners of the Land contained in Certificate of Title Volume 9184 Folio 434 situated at 10 Laurina Drive, Traralgon in full and final settlement under the Land Acquisition and Compensation Act 1986 for the acquisition of part of the Land for the purposes of a drainage easement.**

3. That Council authorises the Chief Executive Officer to sign and seal the Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and Moe Movies Pty Ltd as the Owner of land described in Certificate of Title Volume 11171 Folio 195 being Lot 35 on PS 616259 situated at 27 Sweetwater Place, Moe pursuant to Condition 3 of Planning Permit No.2010/348 issued 25/02/11.
4. That Council authorises the Chief Executive Officer to sign and seal the Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and Rebecca Nicole Spencer as the Owner of land described in Certificate of Title Volume 10927 Folio 805 being Lot 211 on PS 530584N situated at 66 Bradman Boulevard, Traralgon pursuant to Condition 3 of Planning Permit No.2010/409 issued 2/03/11.
5. That Council authorises the Chief Executive Officer to sign and seal the Section 173 Agreement under the Planning and Environment Act 1987 between Latrobe City Council and C F M Payne Pty Ltd as the Owner of land described in Certificate of Title Volume 11127 Folio 363 situated in Maryvale Road Morwell pursuant to Clause 1.0 of Schedule 1 to the Development Plan Overlay as a requirement prior to the granting of Planning Permit Ref No. 2011/116.

**Moved:** Cr Lougheed

**Seconded:** Cr Vermeulen

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**11.6.2 ASSEMBLY OF COUNCILLORS**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT - YES)**

**1. INTRODUCTION**

The purpose of this report is to present to Council, the Assembly of Councillors forms submitted since the Ordinary Council Meeting held 3 October 2011.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**3. OFFICER COMMENTS**

The following Assemblies of Councillors took place between 26 September 2011 and 10 October 2011:

<b>Date:</b>	<b>Assembly Details / Matters Discussed:</b>	<b>In Attendance:</b>	<b>Conflicts of Interest Declared:</b>
26 September 2011	Issues & Discussion Session 7.1 New Issues 8.3.1 Councillor Low Carbon Transition Opportunities/Projects/Asks Document Discussion 8.4.1 Response to the Minister for Environment and Climate Change Regarding Regional Waste Management Groups 8.6.1 Municipal Public Health & Wellbeing Plan – Update on Progress 8.7.1 Electoral Representation Review 8.7.2 2010/2011 Financial Year End Results 8.8.1 Council Plan and Budget Review 2011/12 Discussion & Feedback	Cr Kam, Cr Lougheed, Cr Middlemiss, Cr O'Callaghan, Cr Vermeulen and Cr White Paul Buckley, Michael Edgar, Casey Hepburn, Carol Jeffs, Allison Jones, Allison Down, Zemeel Saba and Grantley Switzer	NIL
5 October 2011	Latrobe City Cultural Diversity Reference Committee Meeting  Cultural Diversity Week 2012, Draft Terms of Reference and Committee Structure, Latrobe Settlement Committee Report and Venues database.	Cr Kam Steve Tong, Heather Farley and Teresa Pugliese	NIL
5 October 2011	Tourism Advisory Board Meeting  Review of Objectives of the TAB	Cr White and Cr Harriman Donna Starkey, Linda Brock and Shannyn Kiss	NIL
7 October 2011	Local Members of Parliament Briefing  Latrobe Valley Advantage Fund Update and Overview, Fire Services Levy Review, Latrobe 2026, Lurgi site update and next steps, Traralgon strategic land use projects, Moe Activity Centre Plan update, School Crossing Supervisor Scheme – Vic Roads review, Regional Growth Fund, Marketing and Communications Plan.	Cr Kam, Cr Vermeulen, Cr Lougheed, Cr White and Cr Gibson Allison Jones, Carol Jeffs, Casey Hepburn and Kiesha Jones.	Cr Kam declared a direct and indirect interest under Section 77B and Section 78 & 78B of the Local Government Act 1989 in respect of Item MACP of the Meeting with Members of Parliament Agenda

Date:	Assembly Details / Matters Discussed:	In Attendance:	Conflicts of Interest Declared:
10 October 2011	Issues & Discussion Session 7.1 New Issues 8.1.1 Regional Cities Victoria Minutes – 8 September 2011 8.2.2 Gippsland Local Government Network CEO Meeting Minutes -16 September 2011 8.3.1 Councillor Low Carbon Transitional Asks – Discussion 8.7.1 Officer Delegation Review 8.7.2 Project Governance Arrangements 8.7.3 Centre for Sustainable Technologies Project Update 8.7.4 Gippsland Integrated Land Use Plan Project Update 8.8.1 Draft Council Plan and Budget Process 2012/2016 8.8.2 Christmas Operating Arrangements 2011/2012	Cr Harriman, Cr Gibson, Cr Kam, Cr Lougheed, Cr O'Callaghan, Cr Vermeulen and Cr White Paul Buckley, Michael Edgar, Casey Hepburn, Carol Jeffs, Allison Jones, Allison Down, Zemeel Saba, Grantley Switzer	NIL

#### 4. **RECOMMENDATION**

**That Council note this report.**

**Moved:** Cr Lougheed

**Seconded:** Cr Harriman

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**ATTACHMENTS**

.



## Assembly of Councillors Record

**Assembly details:** Issues & Discussion Session .....

**Date:** Monday, 26 September 2011 ..... **Time:** 6.00 pm .....

**Assembly Location:** Nambur Wariga Meeting Room, Latrobe City Council Offices,  
Commercial Road, Morwell.....

### **In Attendance:**

**Councillors:** Cr Kam, Cr Loughed, Cr Middlemiss, Cr O'Callaghan, Cr Vermeulen,  
and Cr White.....

**Officer/s:** Paul Buckley, Michael Edgar, Casey Hepburn, Carol Jeffs, Allison Jones,  
Allison Down, Zemeel Saba, Grantley Switzer, .....

### **Matter/s Discussed:**

7.1 New Issues

8.3.1 Councillor Low Carbon Transition Opportunities/Projects/Asks Document  
Discussion

8.4.1 Response to the Minister for Environment and Climate Change Regarding  
Regional Waste Management Groups

8.6.1 Municipal Public Health & Wellbeing Plan – Update on Progress

8.7.1 Electoral Representation Review

8.7.2 2010/2011 Financial Year End Results

8.8.1 Council Plan and Budget Review 2011/12 Discussion & Feedback

**Are the matters considered confidential under the Local Government Act:** NO

**Conflict of Interest Disclosures:** (refer 3. over page)

**Councillors:** NIL

**Officer/s:** NIL

**Times that Officers / Councillors left/returned to the room:**

Completed by: Meagan Bennetts .....



**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: *Written Record to be made by Council staff member*):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is 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 staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and 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.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(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 disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

**Assembly details:** Latrobe City Cultural Diversity reference Committee meeting

**Date:** Wednesday, 5 October 2011

**Time:** 5.30 pm

**Assembly Location:** Latrobe City Corporate Headquarters, 141 Commercial Road Morwell

(e.g: Town Hall, *TOWN*, No. xx *ADDRESS*, Latrobe City Council Offices).

### **In Attendance:**

**Councillors:** Cr Sandy Kam

**Officer/s:** Steve Tong, Heather Farley and Teresa Pugliese

**Matter/s Discussed:** Cultural Diversity Week 2012, Draft Terms of Reference and Committee Structure, Latrobe Settlement Committee Report and Venues database.. (e.g: Proposed Development in *TOWN* discussion with residents, Planning Permit Application No. xxxx re: proposed xx story development at *ADDRESS*, etc)

**Are the matters considered confidential under the Local Government Act: NO**

**Conflict of Interest Disclosures:** (refer 3. over page)

**Councillors:** N/A

**Officer/s:** N/A

**Times that Officers / Councillors left/returned to the room:**

**Completed by:** Teresa Pugliese

### **Assembly of Councillors Record Explanation / Guide Notes**

Required pursuant to the Local Government Act 1989 as amended.

#### **1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

#### **2. Section 76AA definition:**

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is 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 staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

#### **Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and 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.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

#### **3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

##### **Section 80A(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 disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

##### **Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



## **Assembly of Councillors Record**

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing.

**Assembly details:** Tourism Advisory Board Meeting

**Date:** Wednesday 05 October 2011

**Time:** 5.30pm

**Assembly Location:** Nambur Wariga Room, Latrobe City Council Offices.

**In Attendance:**

**Councillors:** Cr Darrell White, Cr Dale Harriman

**Officer/s:** Donna Starkey, Linda Brock and Shannyn Kiss.

**Matter/s Discussed:** Review of objectives of the TAB

**Are the matters considered confidential under the Local Government Act: NO**

**Conflict of Interest Disclosures:** (refer 3. over page)

**Councillors:** NIL

**Officer/s:** NIL

**Times that Officers / Councillors left/returned to the room:** N/A

Completed by: Linda Brock

## Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

### 1. Section 80A requirements (re: *Written Record to be made by Council staff member*):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

### 2. Section 76AA definition:

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is 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 staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

#### **Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and 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.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

### 3. Section 80A and 80B requirements (re: **Conflict of Interest**):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

#### **Section 80A(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 disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

#### **Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

## Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for Explanation/Guide Notes}.

**Assembly details:** Local Members of Parliament Briefing

**Date:** Friday, 7 October 2011

**Time:** 10.00 am - 11.00 am

**Assembly Location:** Nambur Wariga, Large Meeting Room  
(e.g: Town Hall, *TOWN*, No. xx *ADDRESS*, Latrobe City Council Offices).

### **In Attendance:**

**Councillors:** Sandy Kam, Ed Vermeulen, Bruce Lougheed, Darrell White, Sharon Gibson..

**Officer/s:** Allison Jones, Carol Jeffs, Casey Hepburn, Kiesha Jones.

**Matter/s Discussed:** Latrobe Valley Advantage Fund Update and Overview, Fire Services Levy Review, Latrobe 2026, Lurgi site update and next steps, Traralgon strategic land use projects, Moe Activity Centre Plan update, School Crossing Supervisor Scheme – Vic Roads review, Regional Growth Fund, Marketing and Communications Plan.  
(e.g: Proposed Development in *TOWN* discussion with residents, Planning Permit Application No. xxxx re: proposed xx story development at *ADDRESS*, etc)

**Are the matters considered confidential under the Local Government Act: NO**

**Conflict of Interest Disclosures:** (refer 3. over page)

**Councillors:** Cr Kam declared a direct and indirect interest under Section 77B and Section 78 & 78B of the *Local Government Act* 1989 in respect of Item MACP of the Meeting with Members of Parliament Agenda.

**Officer/s:** Nill

**Times that Officers / Councillors left/returned to the room: 10.43 am (left) - 10.45 am (returned)**

**Completed by:** Kiesha Jones

### **Assembly of Councillors Record Explanation / Guide Notes**

Required pursuant to the Local Government Act 1989 as amended.

#### **1. Section 80A requirements (re: Written Record to be made by Council staff member):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

#### **2. Section 76AA definition:**

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is 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 staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

#### **Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and 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.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

#### **3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

##### **Section 80A(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 disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

##### **Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



## Assembly of Councillors Record

**Assembly details:** Issues & Discussion Session .....

**Date:** Monday, 10 October 2011 ..... **Time:** 6.00pm .....

**Assembly Location:** Nambur Wariga Meeting Room, Latrobe City Council Offices,  
Commercial Road, Morwell.....

### **In Attendance:**

**Councillors:** Cr Harriman, Cr Gibson, Cr Kam, Cr Lougheed, Cr O'Callaghan,  
Cr Vermeulen and Cr White.....

**Officer/s:** Paul Buckley, Michael Edgar, Casey Hepburn, Carol Jeffs, Allison Jones,  
Allison Down, Zemeel Saba, Grantley Switzer, .....

### **Matter/s Discussed:**

7.1 New Issues

8.1.1 Regional Cities Victoria Minutes – 8 September 2011

8.2.2 Gippsland Local Government Network CEO Meeting Minutes -16 September  
2011

8.3.1 Councillor Low Carbon Transitional Asks – Discussion

8.7.1 Officer Delegation Review

8.7.2 Project Governance Arrangements

8.7.3 Centre for Sustainable Technologies Project Update

8.7.4 Gippsland Integrated Land Use Plan Project Update

8.8.1 Draft Council Plan and Budget Process 2012/2016

8.8.2 Christmas Operating Arrangements 2011/2012

**Are the matters considered confidential under the Local Government Act: No**

**Conflict of Interest Disclosures: (refer 3. over page)**

**Councillors:** NIL

**Officer/s:** NIL

**Times that Officers / Councillors left/returned to the room:**

Completed by: Meagan Bennetts .....



**Assembly of Councillors Record Explanation / Guide Notes**  
Required pursuant to the Local Government Act 1989 as amended.

**1. Section 80A requirements (re: *Written Record to be made by Council staff member*):**

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

**2. Section 76AA definition:**

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is 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 staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

**Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and 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.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

**3. Section 80A and 80B requirements (re: Conflict of Interest):**

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

**Section 80A(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 disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

**Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

**11.6.3**      **AUDIT COMMITTEE REPORT**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – YES)**

**1.    PURPOSE**

The purpose of this report is to provide Council with draft minutes of the Audit Committee meeting held on 5 September 2011 for information as required under the Audit Committee Charter.

**2.    DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**3.    STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - 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.*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Governance*

*Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.*

*Ensure that Latrobe City continues to meet the highest standards of financial probity.*

*Service Provision – Finance Management*

*Administer financial management, advice and services of Latrobe City Council.*

*Legislation – Local Government Act 1989*

*Section 139 – Audit Committee*

*Policy – Audit Policy 11 POL-4*

The role of the Audit Committee is to assist Council in the discharge of its responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.

#### **4. BACKGROUND**

Council operates an Audit Committee in accordance with Section 139 of the *Local Government Act 1989*.

The membership of Council's Audit Committee comprises two externally appointed independent members and two Councillors. The Audit Committee meets four times each year and operates in accordance with Council's Audit Policy and the Audit Committee Charter.

The Audit Committee reports directly to Council and as such draft minutes of all Audit Committee meetings are presented to Council following each Audit Committee meeting.

#### **5. ISSUES**

A copy of the draft minutes of the Audit Committee meeting held on 5 September 2011 is attached.

The items reviewed and discussed at the meeting on 5 September 2011 included:

- Adoption and ratification of minutes from 16 June 2011.
- Conflict of Interest Guide for Councillors.
- June Quarterly report
- Performance Report.
- Draft Financial Statements 10/11 and Management Letter – Financial 10/11.
- Auditor General, Preschool Audit Report.
- Bad Debts Report.
- Audit Recommendation – Status Report, Draft Annual Report, Sale of Property for outstanding rates and charges,
- Risk Registers.
- Audit Committee charter review

- Local Government Inspectorate newsletter and other matters that were appropriate to keep the Audit Committee informed.

**6. FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial or resource implications resulting from this report.

**7. INTERNAL / EXTERNAL CONSULTATION**

The Audit Committee comprises two independent members and two Councillors. Both external and internal audit representatives were in attendance at the Audit Committee meeting together with relevant senior staff.

**8. OPTIONS**

Council has the following options:

1. Council receive and note the report: or
2. Council seek further information in relation to the report.

**9. CONCLUSION**

A copy of the draft minutes of the Audit Committee meeting held on 5 September 2011 have been provided to Council in accordance with the Audit Policy and the Audit Committee Charter.

**10. RECOMMENDATION**

**That Council receives and notes the Audit Committee draft minutes of the 5 September 2011 Audit Committee meeting.**

**Moved:** Cr Vermeulen

**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

ATTACHMENT

# Minutes



## Audit Committee Meeting DRAFT Minutes

Monday 5 September 2011 - Commencing at 10.00 am  
Held in Macfarlane Burnet Room, Service Centre, Traralgon

<b><u>Agenda Item</u></b>	
<b>Present</b>	Mr Ron Gowland (Chair), Mrs Chris Trotman, Cr Ed Vermeulen, Cr Bruce Lougheed
<b>In Attendance</b>	Mr Paul Buckley (CEO Latrobe City Council), Ms Carol Jeffs (General Manager Governance), Mr Matthew Rogers (Manager, Finance), Mr Warrick Spargo & Mr Scott Campbell (RSM Bird Cameron), Allison Down (Manager Risk & Compliance), Cr Kellie O'Callaghan, Ms Rochelle Wrigglesworth (WHK)
<b>Apologies</b>	Mayor Cr Darrell White
<b>Declaration of Interest</b>	Mr Gowland called for any conflict of interest before the meeting commenced.  No conflicts of interest noted.
<b>1. Adoption of Minutes 16 June 2011</b>	Mr Gowland moved that the minutes and recommendations from the meeting held on 16 June 2011 be confirmed and ratified as true and correct:  <b>Mr Gowland moved:</b>  <b>That the minutes of the meeting held on 16 June 2011 be confirmed and ratified.</b>  <b>Seconded: Cr Vermeulen</b>  <b>Carried</b>
<b>2. Actions Arising</b>	Mr Gowland called for any comments regarding the Actions Arising.  Cr Vermeulen spoke in relation to item 4 and reaffirmed his view that the Conflict of Interest Guide for Councillors placed an undue burden on CEO's. Cr Lougheed agreed and noted that despite the recommendation of the guide many Councillors would be reluctant to place the CEO in such a position.  <b>Actions Arising noted.</b>

	<p><b>ACTION</b> - Remove completed items from action sheet.</p>
<p><b>3. June Quarterly Performance Report</b></p>	<p>Mr Gowland questioned the expenditure noted in the report such as action 1.3.11.2 of Council Plan Actions for July 2011 where an action indicated it had not yet commenced.</p> <p>Mr Gowland questioned the reporting of the Statutory Compliance report where the actions had end dates of 2014. Mr Buckley advised that these actions were part of plans that were scheduled for completion in 2014 however annualised actions could be amended to show the annual completion date.</p> <p><b>The June 2011 Performance Report was noted.</b></p> <p><b>ACTION</b> - Update the Statutory Compliance report to reflect the annual completion date.</p>
<p><b>4. Draft Financial Statements 10/11 and Management Letter – Financial Audit 10/11- Auditor General</b></p>	<p>Ms Wrigglesworth spoke to the report that she distributed at the meeting. She advised that a letter is to be distributed at the next meeting but it is not expected to have any impact.</p> <p>Ms Wrigglesworth further went on to advise that VAGO is yet carry out its review of the statements.</p> <p>Mr Gowland commented that he was satisfied with the ratios.</p> <p><b>Mr Gowland moved:</b></p> <p><b>That the Draft Financial Statements 10/11 and Management Letter – Financial Audit 10/11 - Auditor General Report be noted, and</b></p> <p><b>That the Audit Committee recommends that Council receives and notes the Draft Financial Statements 10/11 and Management Letter – Financial Audit 10/11 – Auditor General Report</b></p> <p><b>Cr Vermeulen seconded</b></p> <p><b>ACTION</b> - Provide Mrs Trotman with benchmarking ratios of other Councils by VAGO</p>
<p><b>5. Preschool</b></p>	<p>Mr Campbell spoke to the report.</p>

<b>Committees Audit</b>	<p>Mr Buckley commented that the issues raised were generally dealt with in the committee handbook but the report highlighted the need for ongoing education and awareness.</p> <p>Mr Gowland asked how often banking is currently being done in relation to 3.4 in the report and Mr Campbell advised that he did not see it as a significant risk as the banking is carried out approximately every second day and is based on fundraising money.</p> <p>Mrs Trotman asked in relation to item 3.2 in the report, why the proposed remedial action could not be undertaken immediately. Mr Buckley advised that the remedial date was likely to reflect the annual printing and distribution of the handbook but that he would make enquiries in relation to implementing the proposed remedial action.</p> <p>Cr O'Callaghan commented that there may be an opportunity to improve the consistency with respect to Council's interaction with preschool committees. Ms Jeffs advised that work is currently underway in relation to governance arrangements for various Council committees and the scope of this work could possibly be expanded to include preschool committees. Ms Jeffs went on to suggest that this could be brought back before the Audit Committee once this work is complete.</p> <p><b>ACTION</b> - The remedial action in relation to item 3.2 of the audit to be implemented immediately and handbook to be updated when next printed.</p> <p><b>ACTION</b> - The review of committees that which is occurring independently of the audit committee will include a review of the levels of risk that the committees pose to Council and when completed, will be brought back before the Audit Committee.</p> <p><b>Mr Gowland moved:</b></p> <p><b>That the report be received and noted</b></p> <p><b>Seconded: Cr Lougheed</b></p> <p><b>Carried</b></p>
-------------------------	---



<p><b>6. Bad Debts Report</b></p>	<p><b>Mr Gowland moved:</b></p> <p><b>That the report was received and noted.</b></p> <p><b>Seconded: Cr Lougheed</b></p> <p><b>Carried</b></p>
<p><b>7. Audit Recommendation – Status Report</b></p>	<p>Mr Gowland questioned if Council officers had been able to alter the reports in such way that further information in relation to tracking dates had been possible. Ms Down advised that for this financial year, Council officers were now recording further information regarding the dates. Ms Jeffs also advised that in future the reports could be sorted into ‘completed’ or ‘underway’.</p> <p>Mrs Trotman also requested updates for items that were dated for completion by 31/06/2011 for the next meeting.</p> <p><b>Mr Gowland moved:</b></p> <p><b>That the report be received and noted.</b></p> <p><b>Seconded: Cr Lougheed</b></p> <p><b>Carried</b></p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <p><b>ACTION</b> - Sort the report into ‘completed’ and ‘underway’ and update items that were dated for completion by 31/06/2011.</p> </div>
<p><b>8. Draft Annual Report</b></p>	<p>Mr Gowland commented that the report was well done and to pass his congratulations onto the teams involved, particularly the finance team.</p> <p>Mr Buckley also acknowledged that the diagrams in the document were clear and helpful and that this year the Council had implemented a new initiative that shows where Council’s money comes from and how it is spent.</p> <p>Mr Gowland noted that he thought the photographs of the staff worked well in the document.</p> <p><b>Mr Gowland moved:</b></p> <p><b>That the draft annual report be received and noted</b></p> <p><b>Seconded: Cr Lougheed</b></p>

<p><b>9. Sale of Property for Outstanding Rates and Charges</b></p>	<p>Mr Buckley affirmed that Council does not sell properties often and has not taken such action in a number of years. Mrs Trotman noted that a property indicated that a recent payment had been received and was concerned about proceeding with a sale if the owners were making an attempt to rectify the outstanding charges.</p> <p><b>Mr Gowland moved:</b></p> <p><b>That the Audit Committee recommend to Council to proceed with the sale of properties as Council sees appropriate</b></p> <p><b>Seconded: Mrs Trotman</b></p>
<p><b>10. Risk Registers</b></p>	<p>Mr Gowland advised that the Registers would be helpful to the Audit Committee in developing a work plan. Mr Spargo advised that he would use the information in the Registers to develop a plan and return to the Audit Committee for approval.</p> <p><b>Report was received and noted.</b></p> <div data-bbox="555 1070 1455 1211" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p><b>ACTION</b> - RSM Bird Cameron to bring a work plan back to the Audit Committee based on the Risk Registers</p> </div>
<p><b>11. Audit Committee Charter Review</b></p>	<p>Mrs Trotman indicated that she was of the view that Conflicts of Interest should be covered in the Duties and Responsibilities in the Charter. Mr Buckley advised that with a general election next year, in his view, a four year work plan as suggested by the "Audit Committee Good Practice Guide" would be best developed after the election. Mr Gowland advised that a new charter should include more information about internal and external financial reporting and an annual self assessment. Mrs Trotman requested that the requirements in relation to closed meetings be made clearer. Mr Buckley advised that a revision would be undertaken of the charter and brought back before the Audit Committee for discussion.</p> <div data-bbox="555 1818 1455 1995" style="border: 1px solid black; background-color: #e0e0e0; padding: 5px;"> <p><b>ACTION</b> - To update the Audit Committee Charter with the proposed changes in line with the "Audit Committee Good Practice Guide" and the suggestions from the Audit Committee.</p> </div>

<b>12. Local Government Inspectorate Newsletter</b>	<b>Report was received and noted.</b>
<b>Other</b>	<p>Mr Buckley spoke to the Audit Committee about the Freeway closure due to the land movement at the Hazelwood Mine.</p> <p>Mr Gowland requested a review of Council's insurance portfolio</p> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px;"><p><b>ACTION</b> - Prepare a report of Council's insurance portfolio for the next meeting.</p></div>
<b>Next Meeting</b>	<p>The date for the next meeting is Thursday, 8 December 2011.</p> <p>There being no further business, the meeting closed at 11.50 am.</p>

# **ORGANISATIONAL EXCELLENCE**

**11.7.1 2010/11 ANNUAL REPORT**

**AUTHOR:** General Manager Organisational Excellence  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to present the 2010/11 Annual Report in accordance with Section 134 of the *Local Government Act 1989*

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objective – 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.*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Governance*

*Provide timely, effective and accessible information about Latrobe City Council's activities.*

*Ensure that Latrobe City Council continues to meet the highest standards of financial probity and is financially sustainable.*

*Service Provision – Corporate Strategy*

*Administer corporate planning and reporting of Latrobe City Council.*

*Major Initiatives - Governance*

*Prepare the Annual Report, submit to the Minister for Local Government and present to Council within the legislative timeframe.*

*Legislation**Local Government Act 1989**Local Government (Financial and Reporting) Regulations 2004**Policy – Audit Policy 11 POL-4**Duty to ensure Council has fulfilled its governance obligations to its community through the Audit Committee.***4. BACKGROUND**

The *Local Government Act 1989* requires Council to submit the Annual Report, including the audited financial, standard and performance statements, to the Minister for Local Government within three months of the end of the financial year. Accordingly a copy of the Annual Report 2010/11 was delivered to the Minister on 30 September 2011.

Council resolved on 12 September 2011 to approve the financial, standard and performance statements and to authorise Councillors Ed Vermeulen and Cr Bruce Lougheed to certify the statements in their final form. This certification was undertaken prior to forwarding the Annual Report to the Minister for Local Government.

In accordance with the *Local Government Act 1989* and the *Local Government (Financial and Reporting) Regulations 2004* Council is required to consider the Annual Report at a meeting of Council within one month after providing the Annual Report to the Minister.

Council is required to give fourteen (14) days notice of the meeting and make copies of the Annual Report available for public inspection.

In accordance with these legislative requirements, an advertisement inviting the public to inspect the 2010/11 Annual Report, and informing the public that the 2010/11 Annual Report would be presented at the Council Meeting on 17 October 2011 was published in the Latrobe Valley Express on 29 September 2011.

## 5. ISSUES

The 2010/11 Annual Report includes a detailed summary of Council's delivery of major initiatives, service provision and performance indicators against the commitments made in the *Council Plan 2010-2014* and also provides a comprehensive account of Council's financial performance including audited financial, standard and performance statements. A copy of the 2010/11 Annual Report, as presented to the Minister for Local Government, is attached (Attachment 1).

The 2010/11 financial year has been a successful year for Latrobe City Council; with the delivery of a range of major initiatives, services and performance and financial indicators consistent with the *Council Plan 2010-2014*.

Key major initiatives delivered during 2010/11 included:

- Completion of the Latrobe Leisure Churchill upgrade.
- Adoption of the Economic Sustainability Strategy 2011-2015.
- Progressed implementation of *Positioning Latrobe City For a Low Carbon Emissions Future*.
- Completion of the Ted Summerton Reserve upgrade.
- Adoption of the Waste Management Strategy 2011-2017.
- Release of the State of the Environment Report 2010 and summary report card.
- Commenced construction of the Moe Early Learning Centre.
- Adoption of the Council Plan 2011-2015.
- Completion and official opening of the Callignee Community Centre.
- Progressed rehabilitation of Phillip Parade, Churchill.
- Adoption of the Municipal Early Years Plan 2011-2015
- Completion of the Moe Rail Precinct Revitalisation Project Design.
- Adoption of the Library Plan 2011-2017.
- Completion of stage one of the Traralgon Activity Centre Plan.
- Adoption of the International Relations Plan 2011-14.
- Commenced construction of cell three of the Hyland Highway Landfill.

In 2010/11 Council budgeted for a \$9.483 million surplus and recorded a surplus on operations of \$16.102 million for the year. The additional surplus primarily resulted from operating grants and contributions received in advance for 2011/12 or that remained unspent as at 30 June 2011.

Other contributing factors were greater than expected supplementary rates growth and interest earned on invested funds.

During the 2010/11 financial year prudential financial management by Council was once again demonstrated, with all key financial ratios indicating Council is in a sound financial position. Council's financial statements indicate that the Council has continued to provide a solid financial foundation to meet future requirements.

## **6. FINANCIAL AND RESOURCES IMPLICATIONS**

There are no financial implications related to this process.

## **7. INTERNAL / EXTERNAL CONSULTATION**

*Engagement Method Used:*

The Chief Executive Officer, General Managers and Managers of Latrobe City Council informed and reviewed the content of the Annual Report to ensure its accuracy.

Council's Audit Committee reviewed the financial, standard and performance statements of the 2010/11 Annual Report and authorised its content.

The Victorian Auditor General's Office has conducted a comprehensive audit of the financial, standard and performance statements and issued unqualified audit reports for the 2010/11 financial year for all of the statements.

## **8. OPTIONS**

There is a statutory requirement for Council to consider the Annual Report within one month of forwarding the report to the Minister for Local Government.

## **9. CONCLUSION**

The 2010/11 Annual Report has been prepared in accordance with the legislative requirements of the *Local Government Act 1989*, and is presented for Council's consideration.



The Victorian Auditor General's Office has conducted a comprehensive audit of the financial, standard and performance statements, and issued unqualified reports for all statements. Council's Audit Committee has reviewed and endorsed the financial, standard and performance statements of the 2010/11 Annual Report.

**10. RECOMMENDATION**

**That Council notes the 2010/11 Annual Report in accordance with Section 134 of the *Local Government Act 1989*.**

**Moved:** Cr Lougheed

**Seconded:** Cr Harriman

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

ATTACHMENT

HARD COPY PREVIOUSLY PROVIDED

.



2010/11

LATROBE CITY COUNCIL  
**ANNUAL REPORT**

# Snapshot of 2010/11

*Latrobe City Council is proud to present its Annual Report for 2010/11. The Annual Report measures Latrobe City Council's performance against the commitments it made in the Council Plan 2010-2014 and also provides a comprehensive account of Latrobe City Council's financial performance.*

The Council Plan is Council's response to the Community Vision document Latrobe 2026 and reflects the nine key objectives of Economy, Natural Environment, Built Environment, Community, Culture, Recreation, Governance, Advocacy and Partnerships, and Regulation and Accountability.

## Economy



*In 2026, Latrobe Valley has a strong and diverse economy built on innovative and sustainable enterprise. The vibrant business centre of Gippsland contributes to the regional and broader economies, whilst providing opportunities for prosperity for our local community.*

## Natural Environment



*In 2026, Latrobe Valley enjoys a beautiful natural environment that is managed and protected with respect, to ensure a lasting legacy for future generations.*

### Major Initiatives and Service Provision Highlights

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Economic Sustainability Strategy 2011-2015 adopted.</li> <li>• Low Carbon Transition Committee of Council established.</li> <li>• Continued implementation of Latrobe Regional Airport Master Plan.</li> <li>• Training and networking opportunities delivered to small and medium enterprises.</li> </ul> | <ul style="list-style-type: none"> <li>• State of the Environment Report 2010 and summary report card released.</li> <li>• Biolinks mapping tool completed.</li> <li>• Completion of the Waste Management Strategy 2010-2017.</li> <li>• 16,500 km of Latrobe City streets cleaned; emptied public litter bins on more than 214,000 occasions; and serviced public conveniences 18,000 times.</li> </ul> |
|---|--|

### Major Initiatives and Service Provision Challenges

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Expression of interest process continuing for the appointment of a developer/operator for the Gippsland Logistics Precinct.</li> </ul> | <ul style="list-style-type: none"> <li>• Weather conditions delayed progression of the Moe and Morwell landfill rehabilitation projects.</li> </ul> |
|---|---|

### Financial and Performance Indicators

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Council spent \$1.98 million on the Economy objective.</li> <li>• Over 200 business enquiries were received by the Business Development team.</li> </ul> | <ul style="list-style-type: none"> <li>• Council spent \$7.57 million on the Natural Environment objective.</li> <li>• 915 km Latrobe City roadsides were assessed and treated for weed infestations.</li> </ul> |
|---|--|

For more information on Economy refer to page 41.

For more information on Natural Environment refer to page 45.

Each Objective of the Council Plan is supported by Strategic Directions. Major Initiatives, Service Provision and Performance Indicators are used to measure Latrobe City Council's performance towards meeting these Strategic Directions over a four year period.

The table below provides a snapshot of Latrobe City Council's performance for 2010/11 against each objective of the Council Plan 2010-2014.

For the full Financial Report see page 108.

## Built Environment



*In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings, and which provides for a connected and inclusive community.*

## Our Community



*In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.*

### Major Initiatives and Service Provision Highlights

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• \$37.02 million Capital Works projects delivered.</li> <li>• The Callignee Hall officially opened.</li> <li>• More than 500 hectares of residential land rezoned across Latrobe City's four main towns.</li> <li>• Traralgon Activity Centre Plan Stage One completed.</li> <li>• Completion of the Moe Rail Precinct Revitalisation Project Design.</li> </ul> | <ul style="list-style-type: none"> <li>• Delivered over 34,000 'Meals on Wheels'.</li> <li>• Winner of the 2010 IPAA Indigenous Employment Award and LGPro Service Delivery Initiative, Indigenous Employment Program Award.</li> <li>• Adoption of the Municipal Early Years Plan 2011-2015.</li> <li>• Adoption of the Library Plan 2011-2017.</li> </ul> |
|--|---|

### Major Initiatives and Service Provision Challenges

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Completion of the Drainage Asset Management Plan development deferred to 2011/12.</li> </ul> | <ul style="list-style-type: none"> <li>• Planning for provision of 15 hours preschool per week by 2013.</li> </ul> |
|---|--|



### Financial and Performance Indicators

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Council spent \$51.64 million on the Built Environment objective.</li> <li>• 74% of the Capital Works program was delivered.</li> </ul> | <ul style="list-style-type: none"> <li>• Council spent \$24.45 million on the Our Community objective.</li> <li>• Over 390,000 resources were loaned from Latrobe City Council Libraries.</li> </ul> |
|--|--|

For more information on Built Environment refer to page 50.

For more information on Our Community refer to page 57.

# Snapshot of 2010/11

Culture	Recreation	Governance
		
<p><i>In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.</i></p>	<p><i>In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.</i></p>	<p><i>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.</i></p>
Major Initiatives and Service Provision Highlights		
<ul style="list-style-type: none"> <li>• International Relations Plan 2011-14 adopted.</li> <li>• Hosted three international, 13 national, and 13 state level events.</li> <li>• Hosted 24 performing arts programs and events.</li> <li>• Winner of the Sister Cities Australia 2010 National Award for Best Overall Program.</li> </ul>	<ul style="list-style-type: none"> <li>• Playground Improvement Implementation Plan 2011-16 adopted.</li> <li>• Latrobe Leisure upgrades completed.</li> <li>• Revised the Ten Year Management Plan for Crinigan Bushland Reserve.</li> <li>• Bike Ed State Finals hosted at International Power Hazelwood Traffic School.</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption of the Council Plan 2011-2015.</li> <li>• Implementation of the Community Engagement Plan 2010-2014.</li> <li>• Hosted seven Citizenship Ceremonies for the Latrobe City community.</li> <li>• Administered 22 Ordinary Council meetings and seven Special Council meetings in accordance with the Local Government Act.</li> </ul>
Major Initiatives and Service Provision Challenges		
<ul style="list-style-type: none"> <li>• Continuing to work towards implementing Council's decision in respect to the provision of a performing arts and convention centre for Latrobe City.</li> </ul>	<ul style="list-style-type: none"> <li>• Playground removal and replacement identified through the Playground Improvement Implementation Plan 2001-2016.</li> </ul>	<ul style="list-style-type: none"> <li>• 2011/12 Budget development process.</li> </ul>
Financial and Performance Indicators		
<ul style="list-style-type: none"> <li>• Council spent \$2.52 million on the Culture objective.</li> <li>• Over 21,000 people participated in visual arts activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Council spent \$9.12 million on the Recreation objective.</li> <li>• More than 241,000 visits to Latrobe Leisure centres, outdoor pools and stadiums.</li> </ul>	<ul style="list-style-type: none"> <li>• Council spent \$8.96 million on the Governance objective.</li> <li>• 100% of Council Meetings were conducted in accordance with Local Law No. 1 and the Local Government Act.</li> </ul>
<p>For more information on Culture refer to page 63.</p>	<p>For more information on Recreation refer to page 68.</p>	<p>For more information on Governance refer to page 73.</p>

## Advocacy and Partnerships

## Regulation and Accountability



*In 2026, Latrobe Valley is supported by diversity of government, agency, industry and community leaders, committed to working in partnership to advocate for and deliver sustainable local outcomes.*



*In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.*

### Major Initiatives and Service Provision Highlights

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Progressed implementation of a Low Carbon Transition Plan.</li> <li>• Facilitated four State and Federal Parliamentary briefings.</li> <li>• Issued 207 Media Releases to inform and maintain dialogue with our community and stakeholders.</li> </ul> | <ul style="list-style-type: none"> <li>• Following the Bushfire Royal Commission findings, reviewed and updated the Latrobe City Municipal Fire Prevention Plan.</li> <li>• Establishment of a secondary Municipal Emergency Coordination Centre.</li> <li>• Reviewed the Footpath Trading Guidelines and permits.</li> </ul> |
|---|---|

### Major Initiatives and Service Provision Challenges

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Continuing work with Federal and State governments to ensure the successful transition to a low carbon economy.</li> </ul> | <ul style="list-style-type: none"> <li>• Review of the Footpath Trading Guidelines and permits.</li> </ul> |
|---|--|

### Financial and Performance Indicators

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Council spent \$1.38 million on the Advocacy and Partnerships objective.</li> <li>• 100% of Regional Cities Victoria and Gippsland Local Government Network meetings were attended by Latrobe City Council.</li> </ul> | <ul style="list-style-type: none"> <li>• Council spent \$2.05 million on the Regulation and Accountability objective.</li> <li>• Over 83% of impounded dogs were rehoused or returned to owners.</li> </ul> |
|---|---|

For more information on Advocacy and Partnerships refer to page 77.

For more information on Regulation and Accountability refer to page 80.

# How to read this Annual Report

This report is made up of four sections; introduction, performance, financial and closing.

The introductory section introduces the Annual Report, Latrobe City's councillors and the organisation.

The performance section provides an overview of Council's highlights and performance against commitments made in the Council Plan 2010-2014. The concepts of Sustainability, Liveability and Leadership are broken into nine Strategic Objectives, identified by Council as key priorities. It also contains a report on Best Value activities, accountability and on the internal objective of Organisational Excellence.

The financial section provides an overview of key financial results and legislative information for the community.

The closing section includes a glossary and index to reference and provision for feedback to ensure continuous improvement.





# Contents

<b>INTRODUCTION</b>	
Snapshot of 2010/11	2
How to read this Annual Report	6
How we plan and report	8
Want more information?	9
Our Vision, Mission and Values	10
Income and Expenditure for 2010/11	12
Latrobe City at a glance	14
Mayor's Reflections	18
Chief Executive Officer's Reflections	19
Our Councillors	20
Youth Council	24
Our Organisational Structure	26
<b>HIGHLIGHTS 28</b>	
Award Highlights	29
Capital Works Highlights	30
Events Highlights	36
<b>SUSTAINABILITY 40</b>	
Economy	41
Natural Environment	45
Built Environment	50
<b>LIVEABILITY 56</b>	
Our Community	57
Culture	63
Recreation	68
<b>LEADERSHIP 72</b>	
Governance	73
Advocacy and Partnerships	77
Regulation and Accountability	80
<b>ORGANISATIONAL EXCELLENCE 84</b>	
Our Direction	85
Our People	86
Innovation	90
Our Systems	90
Our Relationships	91
<b>BEST VALUE 92</b>	
<b>ACCOUNTABILITY 96</b>	
Council Governance	96
Statutory Information	102
National Competition Policy Compliance	106
Victorian Local Government Indicators	107
<b>FINANCIAL 108</b>	
Financial Report	109
Financial Statements	115
Standard Statements	165
Performance Statement	176
<b>CLOSING</b>	
Glossary	186
Index	191
Feedback Form	193

# How we plan and report

The integrated planning framework is underpinned by *Latrobe 2026: The Community Vision for Latrobe Valley*. This ensures Council continually works to achieve outcomes in support of the community vision, its role in bringing the vision to reality.

## PLANNING

## REPORTING





Main Street, Yinnar

### ***Why do we have an Annual Report?***

The Local Government Act 1989 states that all Victorian Councils must prepare an annual financial year report and submit to the Minister for Local Government by 30 September each year. Requirements include a report of Council's operations, audited standard statements, audited financial statements and report on the performance statement during the financial year.

The Annual Report 2010/11 is a reporting tool used to inform the community and stakeholders of Council's progress towards achieving the *Council Plan 2010-2014: Latrobe City Council's response to Latrobe 2026* through the delivery of Major Initiatives and Services Provision over the previous 12 months.

The Audit Committee reviewed the Annual Report 2010/11 at its 5 September 2011 meeting, and Council adopted the financial report at the Special Council meeting on 12 September 2011.

The Standard and Performance Statements were certified by the Principal Accounting Officer (Manager Finance), the Chief Executive Officer and two nominated Councillors. The Victorian Auditor General's office has certified the Performance Statement (see page 184) and the Financial Report including the Standard Statements (see page 174).

The Chief Executive Officer, General Managers and Managers of Latrobe City Council have been vital to informing and reviewing the content of this report to ensure its accuracy.

### ***Want more information?***

For more information relating to the Annual Report please contact Latrobe City Council's Corporate Strategy Department on 1300 367 700 or [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au).

For service centre locations please refer to the back cover of this report.

# Our Vision, Mission and Values

## *The Latrobe 2026 Community Vision*

The community's vision for the future development of the region builds on its strength as one of Victoria's key regional economies and its position as the commercial centre of Gippsland with a focus on education, health and community services and facilities.

Other major aspirations are for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

The community has expressed its desire for a future in which people are united in a common purpose whilst respecting the diversity of their heritage and cultures. To enable the vision to become reality the community identified the need for effective and proactive leadership at all levels and expressed a willingness to connect with the community leaders to enrich local decision making.

## *Our Mission*

Latrobe City Council continues to implement the values, corporate directions and partnerships necessary to bring reality to the Latrobe 2026 community vision for a liveable and sustainable region with collaborative and inclusive community leadership.

## *Our Values*

Latrobe City Council's values describe how it is committed to achieving the Latrobe 2026 community vision through:

- Providing responsive, sustainable and community focused services;
- Planning strategically and acting responsibly;
- Accountability, transparency and honesty;
- Listening to, and working with, the community;
- Respect, fairness and equity.





Latrobe 2026: The Community Vision for Latrobe Valley:  
In 2026 the Latrobe Valley is a **LIVEABLE** and  
**SUSTAINABLE** region with collaborative and inclusive  
community **LEADERSHIP**.

Clarkes Road, Tyres



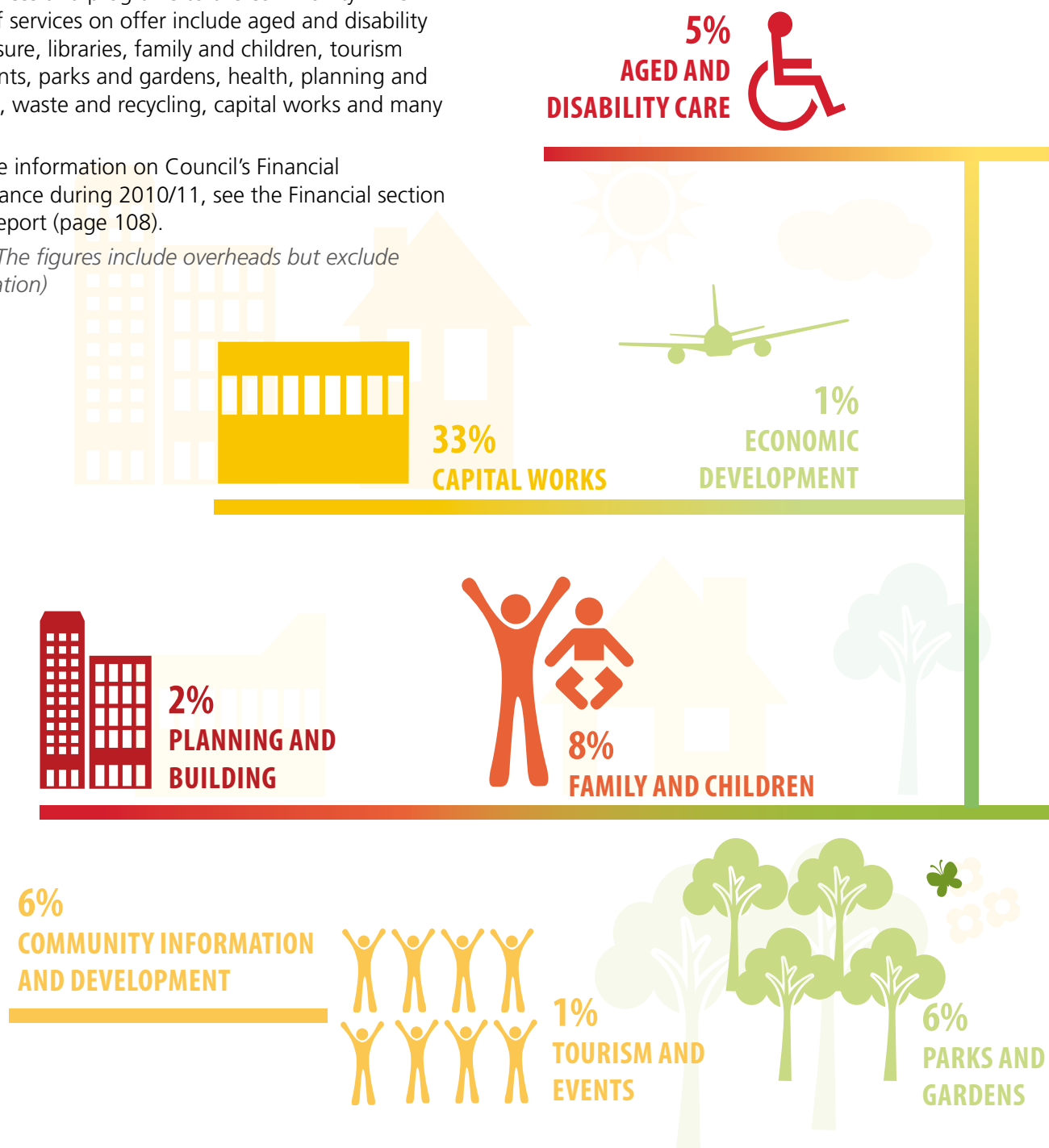
# Income and Expenditure for 2010/11

## Where does the money go?

The diagram below outlines how Latrobe City Council allocates available resources for the provision of over 100 services and programs to the community. The range of services on offer include aged and disability care, leisure, libraries, family and children, tourism and events, parks and gardens, health, planning and building, waste and recycling, capital works and many more.

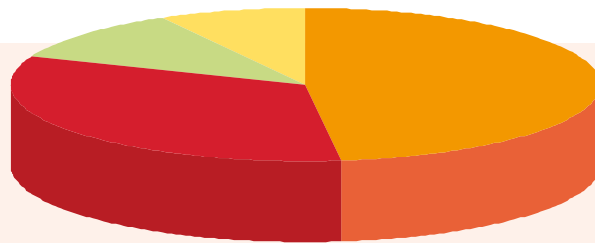
For more information on Council's Financial Performance during 2010/11, see the Financial section of this report (page 108).

(NOTE: The figures include overheads but exclude depreciation)

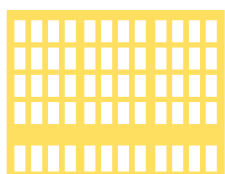


# Where does the money come from?

The pie chart provides an overview of Councils various income sources, including municipal rates, government grants, fees and charges and financial contributions made in support of new developments.



- **RATES 48%**
- **GOVERNMENT FUNDING / GRANTS 33%**
- **FEES AND CHARGES 11%**
- **OTHER INCOME 8%**



**9%**  
RUNNING COUNCIL



**1%**  
LIBRARIES

## HEALTH SERVICES

**1%**



**1%**  
LOAN PRINCIPAL AND INTEREST



**1%**  
PUBLIC LIGHTING



**6%**  
WASTE AND RECYCLING

**2%**  
ENVIRONMENT



**2%**  
BUILDING MAINTENANCE

## COMMUNITY SAFETY

**2%**



**7%**  
ROADS AND TRANSPORT



**6%**  
CULTURE, LEISURE AND RECREATION



Aerial photo of Latrobe City

# Latrobe City at a glance

## Our Location

Latrobe City has all the benefits of a major regional centre whilst offering superb lifestyle choices ranging from city centre living, rural villages, farmlets and forest hideaways.

Situated in the centre of Gippsland less than two hours drive east of Melbourne, Latrobe City's diverse landscape ranges from rich agricultural floodplains dissected with rivers and streams, to the temperate rainforests of the Strzelecki Ranges. With the pristine Gippsland coastline, Baw Baw and Alpine snowfields and Gippsland Lakes all within easy reach, location is one of the Latrobe Valley's greatest attributes.

Latrobe City boasts a range of high quality retail and entertainment facilities including cinemas, theatres, art galleries, museums and recreation facilities, including Victoria's largest regional shopping centre.

Latrobe City is also the educational centre for Gippsland, providing preschools, primary and secondary schools along with a large university, technical and further education facilities.

Key features of our location:

- 90 minutes drive to Melbourne.
- 40 minutes drive to Ninety Mile Beach.
- 90 minutes drive to Wilsons Promontory.
- 60 minutes drive to Mt Baw Baw ski fields.







Manufacturing Industry, Morwell

## Our Industry and Economy

Latrobe City is one of Victoria's strongest regional economies, home to over 4,500 businesses and is typified by a multi-skilled workforce. With unique strengths in energy, gas, water supply, manufacturing, engineering, government services, forestry and agriculture Latrobe City business and industry account for 3% of Australia's Gross Domestic Product.

The construction industry and retail sectors have also been a major contributor to Latrobe's strong economic performance. The City's vast deposits of brown coal provide a significant asset to the local, state and national economy. Multi-million dollar investments are planned in clean coal technology and are set to increase generating capacity and support emerging sectors in research and development and engineering. A key challenge and opportunity therefore will be the effective transition to an increasingly carbon constrained future.

Our history of industrial enterprise, successful adaptation and innovation means Latrobe City is well positioned to embrace change and harness new opportunities to further diversify and strengthen our economy.

Key features of our industry and economy:

- Average annual jobs growth of 5%.
- Largest industries are manufacturing, electricity, gas and water supply.
- Average annual building investment growth of 7.3%.
- Approximately 40% of Latrobe City land area is used for forestry.



Traralgon Early Learning Centre

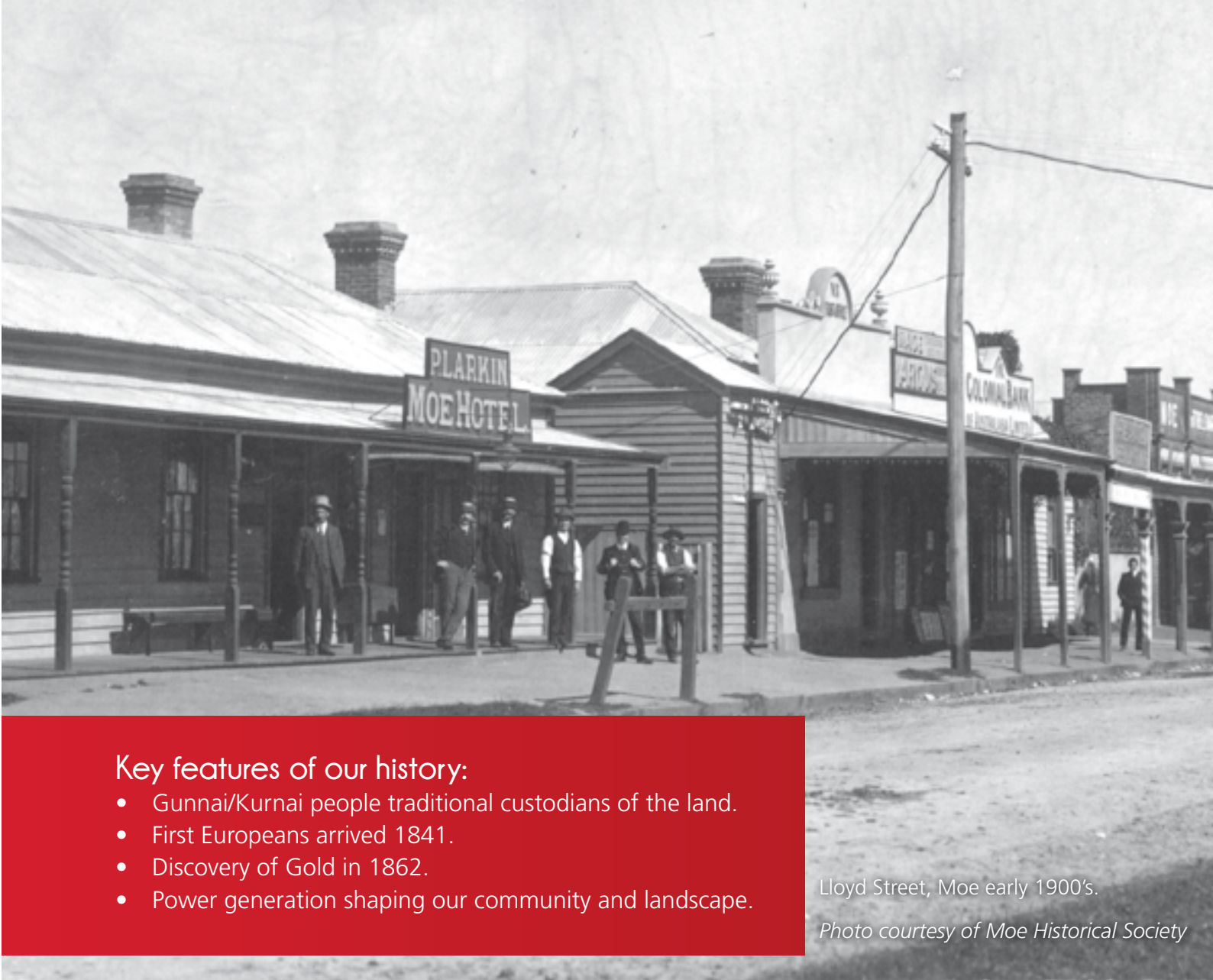
## Our Diverse Community

Latrobe City is a diverse, multicultural community founded on a rich migrant history, bringing varied skills, experiences, languages, faiths and cultural traditions to our City. Latrobe City's industries, education facilities and lifestyle choices encourage prosperity and development by way of international and national exchange and cooperation in the fields of economy, trade, science and technology, culture, education, sports, health and personnel.

Recreational pursuits are an integral part of our community's lifestyle, supported by many and varied sporting venues and facilities. Recognised as the primary service centre within the broader Gippsland region, Latrobe City also offers an array of community services in education, health, tourism, entertainment and lifestyle choice.

### Key features of our diverse community:

- Residential population of approximately 80,000 people.
- Over 9,000 Latrobe City residents were born overseas.
- More than 4,000 residents speak a language other than English at home.
- Choice of 35 primary schools, 6 secondary schools, a University and a TAFE.



### Key features of our history:

- Gunnai/Kurnai people traditional custodians of the land.
- First Europeans arrived 1841.
- Discovery of Gold in 1862.
- Power generation shaping our community and landscape.

Lloyd Street, Moe early 1900's.

*Photo courtesy of Moe Historical Society*

## Our History

Latrobe City sits within the boundaries of the Gunnai/Kurnai people, the traditional custodians of the land. The Brataualoong Clan occupied the country between the Latrobe River and Cape Liptrap from the Southern watershed to the sea. The Braiakaulung Clan occupied the area west of Providence Ponds, the Avon, Macalister, Thomson and Latrobe Rivers to the junction of the two Lakes.

Gippsland was a little known region until 1841, when the steamer 'Clonmel', en route from Sydney to Melbourne, was wrecked near Port Albert. The early explorers and pastoralists that followed saw the great potential of Latrobe Valley's rich and productive landscapes as a prospective farming district. The discovery of gold at Walhalla in 1862 had a considerable impact on the development of Latrobe City.

However more significant to the evolution of the City, were the mammoth coal deposits lying under the valley floor, which had a tremendous impact on not only the landscape but the emergence of new industries, business, cultures and traditions. Since the 1920s, successive waves of migrants from around the world have come to work in the power generation industry. They have lived and shaped our community and created lives for generations to come. Today Latrobe City is thriving and is now recognised as one of Victoria's four major regional centres and is one of the fastest growing non metropolitan centres within Australia.



## Mayor's Reflections

*It is a pleasure and a privilege to serve the community of Latrobe City as Mayor and it is with pride that I present to you the many achievements and the progress made by the Latrobe City Council over the past year.*

I would like to take the time to acknowledge and thank our former Mayor, Cr Kellie O'Callaghan, for her dedication, achievements and commitment to the community during her time in the role.

The past year has been marked by many successes and positive outcomes for our community and this year I had the privilege of attending many community events and celebrations.

It was an honour to host the Australia Day ceremony in January at the official opening of the new Callignee Hall. The hall was built to replace the former hall building, school building and fire station that were destroyed in the Black Saturday bushfires. The hall now stands as a testament to the strength and solidarity of the people of Callignee, and the opening event paid tribute to this community spirit.

During the year I officially opened many new buildings and projects. Some of the highlights were the opening of the Ted Summerton Reserve in Moe and the newly refurbished Latrobe Leisure Churchill. As a member of many sporting clubs, associations and committees, these projects were especially close to my heart. Sport plays such an important role in community life, and these world class facilities will bring sport into the lives of our local community for many years to come. The projects were achieved through many community partnerships and truly demonstrate what can be achieved by taking a whole-of-community focus.

Along with the successes, the past year has also presented challenges for our region, with developments in the transition to a low carbon economy.

Council has played a key leadership and advocacy role to represent the interests of our community on the issues related to the carbon pricing plan, and we will continue to work on behalf of the community in ensuring that the transition to a low carbon economy is a smooth one for our region.

As a Council we have recognised this challenge as one of four key themes that will shape the future of our Latrobe City community:

- Gippsland's Regional City;
- Positioned for a Low Carbon Future;
- An active, connected and caring community; and
- Attract, retain, support.

These themes will set the context for Council supporting our community in the coming years and will aid in decision making and project planning as we work towards realising your community vision for Latrobe.

As I reflect on the past year, and look towards the future, I acknowledge the hard work and commitment of Council as a whole, of the organisation's many teams and employees and of the leadership team. Each has a vital role to play in the delivery of Council's many projects, activities, events and services that help us to realise the successes of the year.

Finally, I would like to pay tribute to you, the members of our community. I have, as Mayor, had the opportunity to engage with you in a number of ways throughout the year. I continue to be inspired by your commitment to working as a community, and the dedication of so many volunteers to making our city such a great place to live and work.

Cr Darrell White  
**Mayor**



## Chief Executive Officer's Reflections

*The 2010/11 financial year has been a very active and productive time for Latrobe City Council; a year of continued growth and achievement against the actions and directions set out in Latrobe 2026: The Community Vision for Latrobe Valley.*

Through this annual report I take great pride in being able to present the year's key achievements, our progress on major initiatives and to make clear Latrobe City Council's ongoing commitment to you, our community.

In order to make it easier for you to see and judge for yourself exactly what Latrobe City Council has delivered, we have made a number of changes to the presentation of this annual report, as compared to previous years.

Changes to the report include the income and expenditure pages, providing you with an easy to understand view of Council's income and expenditure; and the performance snapshot pages, providing you a summary of Latrobe City Council's performance as we work towards achieving your vision of our region's future.

Many key milestones were reached and progressed during the year. We fostered and built upon our many partnerships and advocated on behalf of our community; particularly in preparing for the challenges and opportunities that a low carbon future will present.

Throughout the year a number of capital works projects were delivered and progressed, providing our community with high quality, well designed and well built environments that will meet the needs of the community for many years to come. Prime examples include the upgrade to Latrobe Leisure Churchill, construction of the Callignee Hall and redevelopment of the Ted Summerton Reserve sporting precinct in Moe.

Highlighted in this year's report is the fact that Latrobe City again attracted and played host to a number of high profile international, national and state level sporting, cultural and arts events; while we also continued to support community events at the local level.

Of course, I cannot forget to mention that Latrobe City Council continued to provide over one hundred high quality community services across the municipality. The broad scope of community services on offer range from maternal and child healthcare, early education services through to home and community care, meals on wheels, aged and disability services, as well as a myriad of infrastructure and maintenance services.

The rich array of large and smaller scale projects and services, events and initiatives undertaken throughout the year, further strengthens our profile as a diverse, liveable and cultural municipality and key regional city.

I am immensely proud of the work that has been undertaken this year by the dedicated and skilled team here at Latrobe City and I look forward to the coming year.

Paul Buckley  
**Chief Executive Officer**



L-R Back: Cr Bruce Lougheed, Cr Lisa Price, Cr Graeme Middlemiss, Cr Sandy Kam, Cr Darrell White  
 L-R Front: Cr Ed Vermeulen, Cr Sharon Gibson, Cr Rohan Fitzgerald, Cr Kellie O'Callaghan

## Our Councillors



**Firmin Ward**  
 Cr Darrell White

Mayor (December 2010 – current)

Elected: 1997, 2000, 2003, 2005, 2008  
 Mobile: 0417 377 645  
 Email: Darrell.White@latrobe.vic.gov.au

	<i>Attended</i>	<i>Apology</i>
Number of Council Meetings in 2010/11:	22/22	0/22
Number of Special Meetings in 2010/11:	7/7	0/7
Number of Issues and Discussions Sessions in 2010/11:	21/21	0/21



**Merton Ward**  
 Cr Sharon Gibson

Deputy Mayor  
 (December 2010 – current)

Elected: November 2008  
 Mobile: 0429 338 762  
 Email: Sharon.Gibson@latrobe.vic.gov.au

	<i>Attended</i>	<i>Apology</i>
Number of Council Meetings in 2010/11:	22/22	0/22
Number of Special Meetings in 2010/11:	7/7	0/7
Number of Issues and Discussions Sessions in 2010/11:	19/21	2/21



**Burnet Ward**  
*Cr Kellie O'Callaghan*

Mayor  
(December 2009 – December 2010)  
Deputy Mayor  
(December 2008 – December 2009)

Elected: November 2008  
Mobile: 0400 696 324  
Email: Kellie.O'Callaghan@latrobe.vic.gov.au

	<i>Attended</i>	<i>Apology</i>
Number of Council Meetings in 2010/11:	20/22	2/22
Number of Special Meetings in 2010/11:	7/7	0/7
Number of Issues and Discussions Sessions in 2010/11:	16/21	5/21



**Galbraith Ward**  
*Cr Sandy Kam*

Deputy Mayor  
(December 2009 – December 2010)

Elected: 2007, 2008  
Mobile: 0427 556 967  
Email: Sandy.Kam@latrobe.vic.gov.au

	<i>Attended</i>	<i>Apology</i>
Number of Council Meetings in 2010/11:	21/22	1/22
Number of Special Meetings in 2010/11:	6/7	1/7
Number of Issues and Discussions Sessions in 2010/11:	20/21	1/21



**Farley Ward**  
*\*Cr Lisa Price*

Mayor  
(December 2008 – December 2009)

Elected: 2003, 2005, 2008  
Mobile: 0428 526 919  
Email: Lisa.Price@latrobe.vic.gov.au

	<i>Attended</i>	<i>Apology</i>
Number of Council Meetings in 2010/11:	18/22	4/22
Number of Special Meetings in 2010/11:	5/7	2/7
Number of Issues and Discussions Sessions in 2010/11:	17/21	4/21

*\*At the time of printing Cr Price was on leave of absence pending the outcome of her appeal against court judgement and sentencing, which would disqualify her from acting as a Councillor.*



**Tanjil Ward**  
*Cr Bruce Lougheed*

Mayor  
(December 2007 – December 2008)

Elected: 2003, 2005, 2008  
Mobile: 0429 172 237  
Email: Bruce.Lougheed@latrobe.vic.gov.au

	<i>Attended</i>	<i>Apology</i>
Number of Council Meetings in 2010/11:	22/22	0/22
Number of Special Meetings in 2010/11:	7/7	0/7
Number of Issues and Discussions Sessions in 2010/11:	19/21	2/21



**Rintoull Ward**  
*Cr Graeme Middlemiss*

Elected: 1997, 2000, 2003, 2005, 2008  
Mobile: 0417 379 059  
Email: Graeme.Middlemiss@latrobe.vic.gov.au

	<i>Attended</i>	<i>Apology</i>
Number of Council Meetings in 2010/11:	20/22	2/22
Number of Special Meetings in 2010/11:	7/7	0/7
Number of Issues and Discussions Sessions in 2010/11:	10/21	11/21



**Gunyah Ward**  
*Cr Ed Vermeulen*

Elected: November 2008  
Mobile: 0428 148 585  
Email: Ed.Vermeulen@latrobe.vic.gov.au

	<i>Attended</i>	<i>Apology</i>
Number of Council Meetings in 2010/11:	22/22	0/22
Number of Special Meetings in 2010/11:	6/7	1/7
Number of Issues and Discussions Sessions in 2010/11:	19/21	2/21



**Dunbar Ward**  
*\*Cr Rohan Fitzgerald*

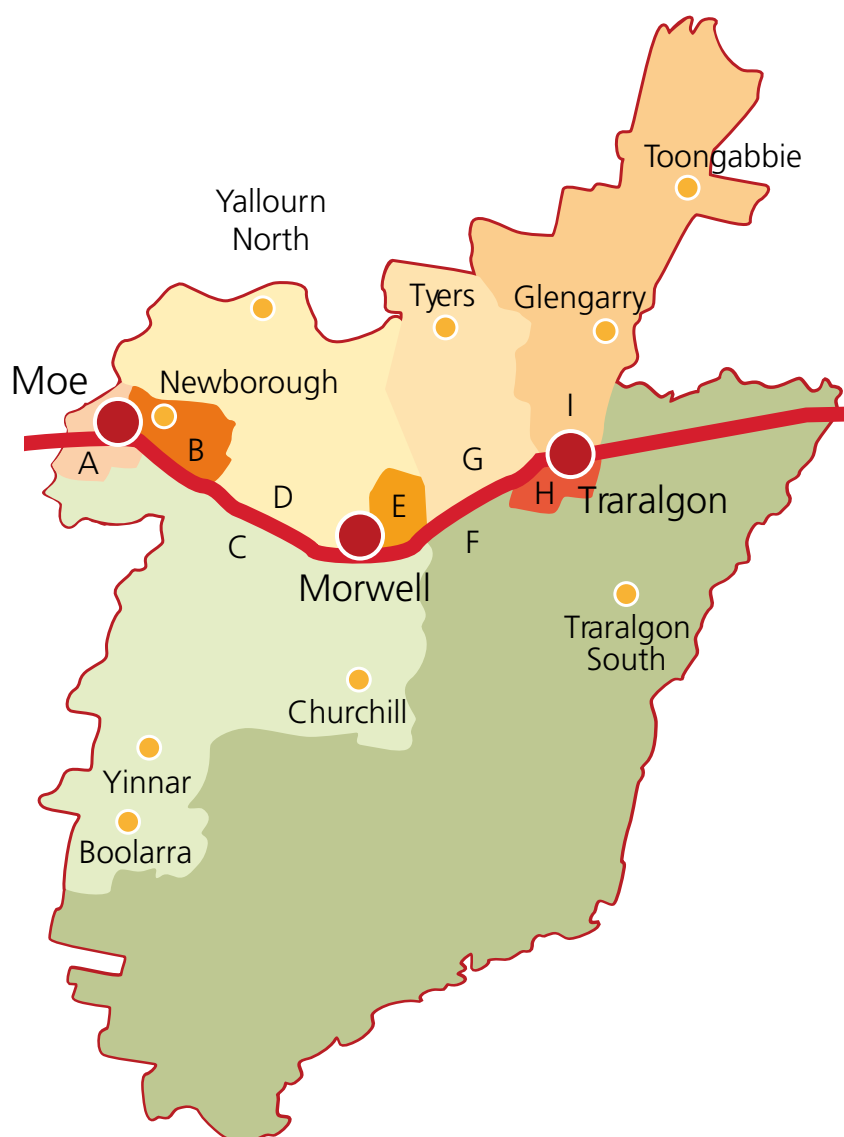
Elected: November 2008  
Mobile: 0427 522 794  
Email: Rohan.Fitzgerald@latrobe.vic.gov.au

	<i>Attended</i>	<i>Apology</i>
Number of Council Meetings in 2010/11:	20/22	2/22
Number of Special Meetings in 2010/11:	4/7	3/7
Number of Issues and Discussions Sessions in 2010/11:	13/21	8/21

*\*Cr Rohan Fitzgerald resigned as the Dunbar Ward Councillor on 9 May 2011, effective 13 August 2011. In accordance with the Local Government Act 1989 the Minister for Local Government was informed and a by-election for the Dunbar Ward was held on 13 August 2011.*



# Latrobe City Council Ward Boundaries



- |          |               |          |                |
|----------|---------------|----------|----------------|
| <b>A</b> | Farley ward   | <b>F</b> | Gunyah ward    |
| <b>B</b> | Merton ward   | <b>G</b> | Galbraith ward |
| <b>C</b> | Firmin ward   | <b>H</b> | Dunbar ward    |
| <b>D</b> | Tanjil ward   | <b>I</b> | Burnet ward    |
| <b>E</b> | Rintoull ward |          |                |



Youth Council 2011

Youth Council 2010

## Youth Council

*Latrobe City Council facilitates an annual Youth Council program, providing an opportunity for local young people to meet regularly and express their views on issues that affect them and the young people of Latrobe City. The program aims to increase civic participation of local youth and to develop their knowledge of issues which affect young people at a federal, state, local government and community level.*

Youth councillors are appointed at the beginning of each calendar year. The group is drawn from a range of schools, towns and ages to ensure youth councillors are representative of the diverse range of young people in Latrobe City. Youth Council meetings are held fortnightly during school terms.

## 2010 Youth Council

*July 2010 – December 2010*

Latrobe City Council thanks the following 2010 Youth Councillors for their participation:

- Beth Ham (Youth Mayor)
- Bianca James (Deputy Youth Mayor)
- Holly Cropper
- Naomi Eaton
- Jerome Johnston
- Stephanie Llewellyn
- Casey McMillan
- Giorgia Scott
- Whitney Mathieson
- Jessica Lewis

Key achievements of the 2010 Youth Council included:

- Participating in the Sister Cities Youth Conference held in Rockhampton, Queensland. Latrobe City Youth Council representatives got the opportunity to share ideas and expand their awareness of youth issues at a national level.
- Participating in the Remembrance Day services hosted by the Morwell RSL.
- Continuing the development of a Youth Info Card that will provide information on local support agencies and services for young people aged 12 to 25 in Latrobe City.
- Providing input into the consultation process for the Traralgon Activity Centre Plan.
- Providing input into the consultation process for the Morwell Skate Park.



## 2011 Youth Council

*January 2011 – June 2011*

Ten young people were recruited to the 2011 Youth Council Program which commenced in January 2011. The 2011 Youth Councillors are:

- Casey McMillan (Youth Mayor)
- Jerome Johnston (Deputy Youth Mayor)
- Stephanie Llewellyn
- Giorgia Hall-Cook
- Holly Cropper
- India Streets
- Zach Kangelaris
- Lucinda Roberts
- Phoebe Steffen
- Hayden Stevens

Key achievements of the 2011 Youth Council during the first half of the calendar year included:

- Participating in the annual Australia Day Service held at Kernot Hall, Morwell, presenting the young Australian of the Year award.
- Participating in ANZAC Day Services across Latrobe City, including performing a major role at the Morwell RSL Service.
- Providing input into the consultation process for the Draft Library Plan.
- Providing ongoing input into the consultation process for the Morwell Skate Park.
- Providing input into the consultation process for the Traralgon Indoor Aquatics and Leisure Centre Feasibility Study.
- Participating in discussion sessions with Latrobe City Councillors.
- Finalising and launching the Youth Info Card. The Info Card is a valuable resource for young people aged 12 to 25 who are dealing with a range of issues. The card was officially launched and distributed amongst schools, universities and youth services providers within the local and surrounding areas. It was the culmination of the hard work of current and past Youth Council participants.

# Organisational Structure

## The Council



**Paul Buckley\***

Chief Executive Officer

Paul's portfolio includes:

- Organisational Management
- Executive Office
- Mayoral and Council Support

**Zemeel Saba\***  
General Manager  
Organisational  
Excellence



Zemeel's portfolio includes:

- Corporate Strategy
  - *Corporate planning and reporting*
- People and Development
  - *Human Resources*
  - *Learning and Development*
- Information Services
  - *Information Management*
  - *Information Technology*
  - *Geographical Information Systems*

**Nathan Misiurka**

*Michelle Franke (Maternity Leave)\**

Manager Corporate Strategy

**Casey Hepburn**

Manager People and  
Development

**Luke Potter\***

Manager Information Services

**Carol Jeffs\***  
General Manager  
Governance



Carol's portfolio includes:

- Council Operations - Legal  
Counsel
  - *Legal advice, support and facilitation*
  - *Council operations*
  - *Property and statutory services*
- Risk and Compliance
  - *Strategic risk and compliance*
  - *Occupational Health and Safety*
- Finance
  - *Property and rates*
  - *Procurement*
  - *Accounting services*
  - *Payroll*
- Community Relations
  - *Design and Marketing*
  - *Communications and Media Relations*
  - *Community Engagement*

**Tom McQualter\***

Manager Council Operations -  
Legal Counsel

**Jacinta Kennedy**

Manager Community Relations

**Matthew Rogers\***

Manager Finance

**Allison Down**

Manager Risk and Compliance

**Allison Jones\***  
General Manager  
Economic Sustainability



Allison's portfolio includes:

- Economic Development
  - *Business Development*
  - *Tourism*
- Latrobe Regional Airport
- Regional Partnerships

**Geoff Hill\***

Manager Economic Development

**Neil Cooper\***

Manager Latrobe Regional Airport

**Julia Agostino**

Manager Regional Partnerships

\*Senior Officers in accordance with the Local Government Act 1989

### **Peter Quigley\***

General Manager  
Built and Natural  
Environment



#### **Peter's portfolio includes:**

- City Planning
  - *Strategic Planning*
  - *Statutory Planning*
  - *Building Services*
- Natural Environment Sustainability
  - *Waste Services*
  - *Landfill Services*
  - *Environmental Services*
- Infrastructure Development
  - *Major Projects*
  - *Infrastructure Design*
  - *Infrastructure Planning*
  - *Civil Works Projects*

#### **Deirdre Griepsma\***

Manager Natural Environment  
Sustainability

#### **Chris Wightman\***

Manager City Planning

#### **Vacant**

Manager Infrastructure  
Development

### **Grantley Switzer\***

General Manager  
Recreational, Culture  
and Community  
Infrastructure



#### **Grantley's portfolio includes:**

- Recreational Liveability
  - *Leisure facilities*
  - *Recreation liaison*
  - *Park, ovals, gardens and playgrounds maintenance*
  - *Caravan parks*
  - *Traffic school*
- Cultural Liveability
  - *Events*
  - *International relations*
  - *Arts, performing arts and venues*
- Infrastructure Operations
  - *Building Maintenance*
  - *Infrastructure Maintenance*

#### **Jamey Mullen\***

Manager Recreational Liveability

#### **David Elder**

Manager Cultural Liveability

#### **Jody O'Kane**

Manager Infrastructure  
Operations

### **Michael Edgar\***

General Manager  
Community Liveability



#### **Michael's portfolio includes:**

- Community Information Services
  - *Community Information*
  - *Libraries*
  - *Local Laws*
- Child and Family Services
  - *Preschools, childcare and family day care*
  - *Maternal and child health*
- Community Development
  - *Community Strengthening*
  - *Employment Development*
  - *Emergency Management*
  - *Social Inclusion*
- Community Health and Wellbeing
  - *Environmental Health*
  - *Home and Community Care*
  - *Social Support*

#### **Jodie Pitkin\***

Manager Child and Family  
Services

#### **Helen Taylor\***

Manager Community Health and  
Wellbeing

#### **Julie Kyriacou\***

Manager Community Information  
Services

#### **Steve Tong\***

Manager Community  
Development



Kate McCulley - LGPro



Joanne Brunt - LGPro



Bushfire Recovery - LGPro



Joanne Brunt - IPAA



- Awards
- Capital works
- Events

# HIGHLIGHTS

Sister Cities Australia 2010 National Awards

# Award Highlights

*Latrobe City Council and its staff were recognised with some prestigious awards during 2010/11 demonstrating Latrobe City Council's commitment to continuous improvement, personal development and great outcomes for the community. Award highlights for 2010/11 include:*

## National Awards

### *Sister Cities Australia 2010 National Awards*

#### **WINNER OF BEST OVERALL PROGRAM**

Cultural Liveability Department

July 2010

The Cultural Liveability team was delighted to be judged the winner of the Sister Cities Australia 2010 National Awards, for having the best overall program.

Announced in July 2010, the Overall Program Award is presented to the Sister Cities member that has demonstrated continuity of activity, citizen and community involvement at all levels and shown imagination in a wide range of projects and activities.

Latrobe City Council demonstrated this through the Sister Cities program, delivering a range of events including a cultural night, business trips, Japanese Day, Multicultural Festival, flag raising ceremony, emerging artist exchange, assisted language teacher programs, education delegation from China and agricultural delegation from China.

## State Awards

### **2011 Premier's Sustainability Awards**

#### **FINALIST**

*Economic Sustainability Division*

June 2011

### **Civic Mutual Plus (CMP) Risk Management Excellence Award 2008-2010**

**Eastern Rural Region – Best CMP Risk Management Audit Results**

#### **WINNER**

*Risk Management Team*

May 2011

### **2011 LGPro Young Achiever of the Year**

#### **FINALIST**

*Kate McCulley, Early Education Teacher*

February 2011

### **2011 LGPro Awards for Excellence**

**Service Delivery Initiative for 2011**

#### **WINNER**

*Joanne Brunt, Coordinator Employment*

*Development*

February 2011

### **2011 LGPro Awards for Excellence**

**Special Projects Initiative for 2011,**

**Supporting our Bereaved Community project**

#### **FINALIST**

*Bushfire Recovery Team*

February 2011

**IPAA Victoria Leadership in the Public Sector Awards 2010, Indigenous Employment Award Steps to the Future, Gippsland**

#### **WINNER**

*Joanne Brunt, Coordinator Employment*

*Development*

February 2011

**IPAA Victoria Leadership in the Public Sector Awards 2010, Innovation in Service Delivery Award, Latrobe City Council's Communities in Recovery**

#### **FINALIST**

*Bushfire Recovery Team*

February 2011

# Capital Works Highlights

*Latrobe City Council delivered a Capital Budget of \$37 million during 2010/11 demonstrating its commitment to a high quality, well planned built environment that provides great outcomes for its community. Capital Works highlights for 2010/11 include:*

## *The Callignee Hall*

**Total expenditure in 2010/11: \$1,340,333**

**Total project cost: \$2,990,154**

This project was initiated by the loss of the Callignee Hall in the 2009 Black Saturday bushfires that had a devastating impact on Callignee.

Latrobe City Council project managed replacement of the Callignee Hall with a multi-use facility constructed to specifically meet the needs of several community groups, Callignee Country Fire Authority (CFA) and the wider Callignee community.

The centre includes a community hall with stage, kitchen, external doors opening up onto a large patio, foyer, amenities, and a meeting room with kitchenette and store room. The CFA building is located at the south side of the structure. These aspects of the facility are linked by a fully enclosed walkway.

The new cricket pavilion is joined to the main building by an undercover walkway, with direct access to the oval, cricket change room and amenities, and also houses the public toilet facility.

The project re-established the entire community infrastructure that was destroyed in the bushfires and has provided the small town of Callignee and surrounding district with a central point to enable community to come together again.

The new facility has provided a space for functions, as well as group activities run by groups such as playgroup, Country Women's Association, and the cricket club. Large events such as a produce market, entertainment, weddings and other celebrations within the community can also be held at the centre.

The new CFA facility ensures the CFA service has essential infrastructure as a vital volunteer organisation within the community.

The new facility was officially opened by Mr Russell Northe, MLA Member for Morwell, and Latrobe City Council Mayor Cr Darrell White on Wednesday, 26 January 2011 in conjunction with the annual Callignee Australia Day celebrations.

## *Latrobe Leisure Churchill*

**Total expenditure in 2010/11: \$1,398,012**

**Total project cost: \$4,887,890**

The upgrade to Latrobe Leisure Churchill was completed on 15 November 2010. The indoor aquatic facility reopened in February, and was delivered at the same time as the opening of the new gymnasium which is almost three times the size of the old gym. The new gym space is impressive, with new audio and visual cardio area, new assessment room, and some exciting new equipment.

Completion of the upgrade has provided the Churchill community with a new stadium space that provides three fully compliant basketball and netball courts, together with 12 badminton courts and three volleyball courts, supported by new change facilities. The entrance has also been upgraded to provide a new service area, members lounge and a new Disability Discrimination Act (DDA) compliant lift.



The Callignee Hall





### During 2010/11 Latrobe City Council:

- Invested \$3,735,503 into the Local Road Reseal Program.
- Invested \$333,580 into the Road Rehabilitation Program.
- Invested \$1,034,757 into the Footpath Replacement Program.
- Invested \$367,243 into the Kerb and Channel Replacement Program.
- Invested \$346,527 into the Community Grants Program.





Ted Summerton Reserve Upgrade, Moe

### ***Ted Summerton Reserve Upgrade, Moe***

**Total expenditure in 2010/11: \$2,898,448**

**Total project cost: \$5,043,743**

The Ted Summerton Reserve sporting precinct and adjoining facilities in Moe have received a major upgrade during this financial year.

The upgrade of Ted Summerton Reserve in Moe, which is home to the local CFA, football, netball and cricket clubs, includes full disabled access to the reserve and pavilion room.

The project included redevelopment and consolidation of all parking, creation of pedestrian linkages, formalised traffic flow and access, and the refurbishment of both the main oval as well as the school oval lighting to cater for junior sport and senior training. All of the work will assist in creating a strong link between the primary school, Moe Early Learning Centre and the recreation reserve.

The upgrade has also included the installation of retractable cricket nets and the addition of a second competition netball court. New fencing has been installed around and throughout the reserve and landscaping of the inside of the reserve is now complete.

A new formal entrance on South Street has been established and an external servery/cricket store has been constructed as well as a netball/CFA store adjacent to the netball courts and Urban Fire Brigade running track.

The works were completed during 2010/11 and the reserve was opened to the public during May, with the football club playing its first home game for the season on Saturday, 7 May 2011. The Ted Summerton Reserve Precinct was officially opened by Latrobe City Council Mayor Cr Darrell White on Tuesday, 28 June 2011.



Moe Early Learning Centre Construction



Hyland Highway Landfill

### ***Moe Early Learning Centre Construction***

**Total expenditure in 2010/11: \$4,766,027**

**Total project cost: \$5,084,859**

Construction of the new Moe Early Learning Centre is well underway and completion is expected during September 2011. The new centre will include a 90 place child care facility, 30 place preschool, maternal and child health rooms, community meeting rooms, toy library and community kitchen.

The South Street Primary School received funding of \$2 million from the Commonwealth Government's Building Education Revolution program, and has committed to contribute this amount to the Moe Early Learning Centre project. This will provide the school with a competition standard multi-use gymnasium with toilet and shower facilities and new music room which will be incorporated as part of the Moe Early Learning Centre building.

### ***Hyland Highway Landfill Cell Construction***

**Total expenditure in 2010/11: \$2,220,557**

**Total project cost: \$2,220,557**

Expansion of Latrobe City Council's Hyland Highway landfill by construction of a third cell commenced during 2010/11.

Cell 3 will have 183,000 cubic meters of air space and an expected life of three years.

The expansion has several stages including approval from Environment Protection Authority (EPA) Victoria for design improvements and design audits, local government procurement tendering processes, civil excavation works, liner construction, appointment of technical auditors, leachate management system and final licensing approval.

The project will allow Latrobe City Council to continue to responsibly manage municipal waste and protect the environment.



Moe Rail Precinct Revitalisation Project - Artists impression

### ***Philip Parade Rehabilitation, Churchill***

**Total expenditure in 2010/11: \$1,451,484**

**Total project cost: \$1,539,190**

A range of works around one of Churchill's major town centre streets, Philip Parade, has progressed significantly this year. Reconstruction of Philip Parade is one of several major infrastructure projects required to implement the Churchill Town Centre Plan, which was initially adopted in 2007.

Works in 2010/11 have included the undergrounding of power lines, a complete reconstruction of Philip Parade from McDonald Way to south of Balfour Place, construction of a drop-off and car parking area between the Churchill and District Community Hub and the skate park, and the first phase of re-alignment of Georgina Place.

Construction works were delayed by wet weather over summer and autumn, but were nearing completion at the end of the financial year.

On going works in the Churchill town centre planned for the next financial year will create plazas near the town hall and in the town centre, complete the re-alignment of Georgina Place and associated car parking areas, and enhance the façade of the town hall. Later projects will aim to improve the links between the town centre and the Monash University campus.

The aim of the projects is to improve the safety, accessibility, amenity and attractiveness of the Churchill town centre.

### ***Moe Rail Precinct Revitalisation Project***

**Total expenditure in 2010/11: \$1,567,300**

**Total project cost: \$2,736,791**

The Moe Rail Precinct Revitalisation Project, part of the Moe Activity Centre Plan, is a catalyst project that will facilitate the revitalisation of the Moe town centre, establishing it as a vibrant, dynamic and welcoming area.

Consultants were appointed in May 2010 to prepare the detailed design of the major elements of the Master Plan.

The concept design and schematic design stages of the project, including the Moe Civic Centre, Civic Plaza, Moore Street Shared Space, Youth Activity Precinct and landscape design, have been completed. The design was released to the community in June 2011 and the detailed design and tender drawings are anticipated to be complete by October 2011.

As part of the project, a group of shops on the south side of George Street were acquired by Latrobe City Council and demolished in May 2011.

## Snapshot of Capital Projects planned for 2011/12:

- Deliver the Traralgon Tennis Resurfacing Project to retain two prestigious international tennis tournaments.
- Construct the Latrobe City district skate park in Morwell to ensure high quality facilities are provided for our youth.
- Reconstruct Georgina Place and the Town Centre Plaza in accordance with the Churchill Town Centre Plan to improve access and connectivity to key facilities.
- Replace the Traralgon Creek Bridge, Franklin Street, Traralgon to enable continued connectivity.
- Deliver the Local Road Reseal Program to ensure local road standards are maintained for our community.
- Deliver the Footpath Replacement Program to provide ongoing accessibility standards are maintained for our community.
- Deliver actions from the Playground Improvement Implementation Plan 2011-16 to ensure quality facilities are provided for our community.



# Events Highlights

Latrobe City Council takes a proactive approach to fostering local events and staging significant state, national and international events in the municipality. These events attract visitors to Latrobe City, build economic and social connections and have the potential to market the City to people outside the municipality, thus strengthening the City's image as a highly desirable place to live, work and play.



*Latrobe City Council delivered a range of major events and event clusters during 2010/11 demonstrating a commitment to celebrating its diverse cultural and sporting community. Events highlights for 2010/11 include:*

### **International Events**

#### **Latrobe City / Loy Yang Power Traralgon Pro Tour, 20 – 28 November 2010**

The Pro Tour is an international level tennis event acting as a bridge between junior events and the Association of Tennis Professionals (ATP) and Women's Tennis Association (WTA) Tour. The event was held at the Traralgon Tennis Complex.

#### **Loy Yang Power Traralgon International Victorian Junior Tennis Championships, 12 – 19 January 2011**

This Grade 1 International Tennis Federation tournament is a lead up to the Australian Open with some of the best juniors in the world competing at the Traralgon Tennis Complex.

#### **International Super Rugby 3 Day event including Melbourne Rebels versus Tonga Pre-Season Rugby Union Match, 19 – 21 January 2011**

A three-day extravaganza saw Melbourne Rebels engage with the community with a shopping centre appearance and open training sessions, culminating in a friendly match between Melbourne Rebels and the Tonga National Team at the Latrobe City Sports and Entertainment Stadium.

### **National Events**

#### **Melbourne Heart Westpac Community Football Festival and 'A' League Game, 6 – 8 July 2010**

Melbourne's newest A League team hosted coaching clinics for local soccer clubs, street soccer, and open training sessions in its lead up to their pre-season game against the Newcastle Jets.

#### **Melbourne Tigers versus Wollongong Hawks, NBL Pre-Season Match, 10 September 2010**

Melbourne Tigers returned to the Traralgon Sports Stadium for another high powered pre-season basketball game against Wollongong Hawks.

#### **Victorian Champions League Gala Weekend and W-League Soccer Match, 13 – 14 November 2010**

A great weekend of competition as well as a thrilling W-League soccer match between Melbourne Victory and Sydney Football Club was held at the Latrobe City Sports and Entertainment Stadium.

#### **Australian Women's Volleyball Training Camp and Australian Volleyball Exhibition Match, 10 – 15 December 2010**

An intensive training camp held at Latrobe Leisure Moe Newborough culminating, with the Australian Senior team playing an exhibition match.

#### **2011 Australian Junior National Darts Championships, 9 – 15 January 2011**

The Latrobe Valley Dart League and Latrobe City hosted the Championships in Morwell with teams from across Australia competing.

#### **National Lioness Conference, 25 - 27 February 2011**

With this year's theme 'Switched on', Lionesses from around Australia converged on Traralgon to meet and share experiences at the conference.

#### **Red Hot Summer Tour, including Jimmy Barnes, Thirsty Merc, Noiseworks and The McClymonts, 23 January 2011**

Jimmy Barnes, Noiseworks, Thirsty Merc and The McClymonts provide an entertaining concert at the Latrobe City Sports and Entertainment Stadium.

#### **Australian Open Raffa Competition, 29 - 30 January 2011**

Held at the Italian Australian Club, Morwell, the two day competition was part of the selection process for the Australian Raffa team. Raffa is a derivative of bocce, a bowls-like game.

#### **Australian Football Skool State Championships, 5 – 6 March 2011**

Held at the Latrobe City Sports and Entertainment Stadium, two days of exciting junior football was on show, with more than 500 young and enthusiastic competitors.

#### **2011 Latrobe City Youth National Archery Championships, 23 – 29 April 2011**

More than 150 juniors from all over Australia as well as special competitors from New Zealand and Malaysia competed at Latrobe City Archery Park, Morwell.

## State Events

### The Latrobe City Bocce Classic, 2 – 3 July 2010

The most prestigious bocce tournament in Gippsland, held over two days, with competitors from Victoria, New South Wales and South Australia competing.

### 2010 Peter Stevens Motorcycles Victorian Junior Motocross Championships, Round 4, 7 – 8 August 2010

Taking place at the picturesque Newborough circuit, classes included 50cc, 85cc/150cc, 125cc and 250cc, with A, B and C Grade competitions.

### Touch Victoria VT League Gala Weekend, 29 January 2011

The VT League is an integral stepping-stone in the development of the Touch Football game, which is based on rugby league. Another successful event was held at the Latrobe City Sports and Entertainment Stadium.

### Latrobe Valley Veterans Badminton Tournament, 28 – 29 May 2011

The two day Victorian event showcased A-E grade badminton competition for people aged 40+. Four women and four men make up the teams.

## Significant community and cultural events

- Gumleaf Quilters 3rd Biennial Quilt and Craft Exhibition, 28 – 29 August 2010
- 2010 Annual Friendship Soccer Day, 2 September 2010
- Japanese Day, 17 October 2010
- Latrobe Valley Country Music Festival, 6 November 2010
- Australia Day, 26 January 2011
- Gippsland Multicultural Festival, 11 – 13 March 2011
- Moe Music Festival, Jazz, Blues, Folk and Country, 1 May 2011

## Event clusters

### Power of Racing Festival – October to December 2010

This was the seventh consecutive year of the festival, which showcased 50 events across Latrobe City between October and December. The program encompassed the Spring Racing Carnival, other racing themed, sporting and community events:

- Oktoberfest, 2 October 2010
- GPG Moe Cup, 14 October 2010
- Ride to the GP, A Tribute to Barry Sheene, 14 October 2010
- State Open Water Championships, 23 – 24 October 2010
- Hazelwood All Makes Car and Bike Show, 24 October 2010

- Great Southern Traditional Archery Competition, 31 October 2010
- Melbourne Cup Day @ Moe, 2 November 2010
- International Power Mitsui 31st Tyers Art Festival, 14 November 2010
- 122nd Annual Traralgon and District Agricultural Show, 22 - 27 November 2010
- Gemstones, Jewellery, Antiques and Collectables Fair/Expo, 27 - 28 November 2010
- 11th Annual Gippsland Motorcyclist Christmas Toy Run, 4 December 2010
- Wights Motor World Latrobe Valley Cup at Traralgon Race Course, 12 December 2010
- The Lions Club of Traralgon Inc and Loy Yang Power Carols by Candlelight, 22 December 2010

### Energy in Sport – January to February 2011

The Energy in Sport cluster of events is an annual community celebration showcasing a diverse array of sporting events. With 22 events listed, this year's festival contained many highlights including:

- Latrobe City Classic Singles Bowls, 10 – 13 January 2011
- 2011 Archery Victoria State Target Championships, 12 – 14 February 2011
- Latrobe City WIN Television Golf Pro-Am, 15 – 17 February 2011

### Festival Latrobe – March 2011

Events and festivals are the lifeblood of a city; they bring people together to enjoy the experiences that reflect creative, cultural and sporting soul. Festival Latrobe supported 15 events that brought together a broad range of local community, music, multicultural, food, arts and lifestyle events including:

- Boolarra Folk Festival, 5 March 2011
- Gippsland Multicultural Festival, 11- 13 March 2011
- Victorian State Pairs Championships and Ladies Champions of Champions Bowls Competition, 24 – 25 March 2011

### Winter Wonders – June 2011

Celebrating a great range of events throughout the winter months, this is a new cluster showcasing 13 sporting, cultural and community events including:

- Tournament Paintball Round 2 Victorian 5 Player Title, 4 – 5 June 2011
- 44th Traralgon Marathon Festival, 5 June 2011
- 2011 Victorian Inline Hockey Championships, 10 – 13 June 2011
- Bi-annual Model Railway Exhibition, 11 – 13 June 2011
- Victorian Darts Open, 11 – 12 June 2011
- Latrobe City Sauna Sail, 11 – 13 June 2011





Boolara Folk Festival



Junior Motocross Championships, Newborough



Inline Hockey Victorian State Championships, Moe



# SUSTAINABILITY

- Economy
- Natural Environment
- Built Environment

Parklane Preschool, Traralgon

# Economy

## Latrobe 2026 Community Vision




In 2026, Latrobe Valley has a strong and diverse economy built on innovative and sustainable enterprise. The vibrant business centre of Gippsland contributes to the regional and broader economies, whilst providing opportunities for prosperity for our local community.

### Performance against Council Plan commitments during 2010/11

Latrobe City Council has worked towards achieving the Economy Objective during 2010/11 by delivering Major Initiatives and Services which support the Strategic Directions of the Council Plan.

The Annual Report shows Council's progress during 2010/11 on Major Initiatives, Services and Performance Indicators outlined in the Council Plan 2010-2014.

Major Initiative progress as at 30 June 2011 has been represented by

-  Complete
-  In progress
-  Delayed/postponed

### STRATEGIC DIRECTION

*Facilitate investment attraction of new firms to contribute to economic diversification, employment creation and to meeting the challenges of a carbon constrained economy.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Commence implementation of the Low Carbon Emissions Future Policy.		Latrobe City Council commenced implementation of the Low Carbon Emissions Future Policy with 20 actions from the Policy started this year. Highlights included the establishment of the Low Carbon Transition Committee of Council, the development of a new Economic Sustainability Strategy 2011-2015 and the strengthening of a partnership approach with the Victorian and Australian Governments.

Service Provision	During 2010/11 we:
Facilitate the attraction of large investments to Latrobe City in conjunction with the Victorian and Australian Governments.	Worked in conjunction with government agencies to progress a range of major projects and private local business expansions.
Provide Business Development advice, services and programs in accordance with the Latrobe City Council Economic Development Strategy.	Provided assistance to existing and potential new businesses including referrals to other governmental agencies, advice on internal processes, advocacy on issues impacting the business community, and skill development and networking opportunities.

**STRATEGIC DIRECTION**

*Promote and support the development of existing and new infrastructure to enhance the social and economic wellbeing of the municipality.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Review the Latrobe City Council Economic Development Strategy and present to Council for consideration.		<p>The Economic Development Strategy has been reviewed, resulting in a revised strategy, the Economic Sustainability Strategy 2011-2015, being developed. It was adopted by Council in June 2011.</p> <p>Developed with input from the business sector and key government stakeholders, the strategy is a blueprint for how Council will work with its community, industry, small business and government partners to drive economic growth and achieve positive results.</p> <p>The adopted strategy provides a strong direction for the next five years for Council to continue to develop Latrobe City's sustainably, reinforce its role as one of Victoria's four key regional centres and a great place to live, work and invest.</p>
Finalise the project plan for the development of the Gippsland Logistics Precinct and provide business development assistance to the developer/operator.		<p>During 2010/11 the long term control of the Gippsland Intermodal Freight Terminal (GIFT) component of the site was secured and an expression of interest process for the appointment of a private sector developer/operator commenced.</p> <p>The appointment of a developer/operator will continue during 2011/12.</p> <p>The Gippsland Logistics Precinct project plan was finalised in April 2009. The development of the Gippsland Logistics Precinct will establish a centre for the efficient and cost effective movement of freight to and from the Gippsland region.</p>

Service Provision	During 2010/11 we:
Provide input into government policy and relevant inquiries through bodies such as the Productivity Commission, Victorian and Australian Government Inquiries to attract new economic infrastructure to Latrobe City.	<p>Provided input into government policy by preparing a range of high level submissions. These included submissions to the Australian Government Inquiry into a National Land Freight Strategy, the Multi Party Climate Change Proposed Climate Change Framework, Australian Transport Commission Inquiry into the role of Government in the development of Intermodal Freight Terminals, Productivity Commission Inquiry on the role of Government Investment in Rail Freight and the Productivity Commission Inquiry into the Impact of an Emissions Trading Scheme.</p>

**STRATEGIC DIRECTION**


*Ensure well planned infrastructure that enhances the marketability of the municipality to industries, residents and investors.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Continue implementation of the Latrobe Regional Airport Master Plan.		<p>Implementation of the Master Plan continued with the Private Hangar Precinct completed during the year. Assistance was provided to GippsAero, the only commercial aircraft manufacturer in Australia, to facilitate the expansion of research and development and training programs.</p> <p>Investigations into the feasibility of a residential airpark have commenced and will continue into 2011/12.</p>

**STRATEGIC DIRECTION***Support the skill development requirements of local industry.*

Service Provision	During 2010/11 we:
Facilitate training and networking support services for local small and medium enterprise.	<p>Established priorities for training and skill development for small and medium enterprise. Priorities were identified through the 2010 Industry and Employment Survey, with a training calendar developed and distributed to local businesses and training organisations to promote those opportunities.</p> <p>Throughout the year a number of training and networking opportunities for business were delivered.</p>

**STRATEGIC DIRECTION***Promote and support the development of the tourism and events sector.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
<p>Undertake a review of the Latrobe Visitor Information Centre and present options to Council for consideration.</p> <p>And</p> <p>Conduct a tourism product audit to identify strengths, gaps and investment opportunities within Latrobe City to identify future tourism priorities</p>		<p>A Tourism Product Audit and Review of the Latrobe City Visitor Information Centre Services was adopted by Council during May 2011.</p> <p>The review recognises the changing tourism environment and the way in which visitor's source information which will lead to changes in tourism service delivery into the future.</p> <p>Actions from the Tourism Product Audit and the Review of the Visitor Information Centre Service during 2011/12 include the development of an events plan and commencement of a tourism plan that will provide the framework for transition.</p>

Service Provision	During 2010/11 we:
Support the development of the tourism industry in line with regional, state and federal strategies.	Provided support to the tourism industry through the Tourism Advisory Board, the Latrobe City Business Tourism Association and partnerships with Destination Gippsland Ltd, the Gippsland Regional Tourism Associations and the Gippsland VIC Network.
Provide tourism and lifestyle information for the Latrobe region, including visitor information support and services.	Provided tourism and lifestyle information for the Latrobe region, including operating the Latrobe Visitor Information Centre located in Traralgon, which responds to a large number of walk in, phone and email enquiries. Information and support services were also provided at consumer and trade shows, in various publications and through the Visitor Information Centre website <a href="http://www.visitlatrobevalley.com">www.visitlatrobevalley.com</a>
Maintain and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority Regulations.	Undertook maintenance and operational activities to ensure compliance with Civil Aviation Safety Authority regulations.

Performance Indicator	2009/10	2010/11	Status
Increase number of participants at local business training sessions (average per session).	10	15	Achieved
Increase number of tourism enquiries* received by the Visitor Information Centre.	60,494	63,271	Achieved
<i>*Enquiries consist of walk in, phone, email enquiries and website hits.</i>			
Increase number of business enquiries received by the Business Development team.	182	234	Achieved
Satisfy Civil Aviation Safety Authority annual aerodrome inspection.	Yes	Yes	Achieved
Increase tenancy of industrial allotments at Latrobe Regional Airport.	13	16	Achieved

## What's planned for Economy in 2011/12?

- Actively support the implementation of the Latrobe Valley Advantage Fund.
- Support the extension of the 'Gippsland's Gateways' project.
- Deliver 'Positioning Latrobe for a Low Carbon Emissions Future'.
- Pursue the development of a Centre for Sustainable Technologies.

To find out more about what Major Initiatives and Services are planned for delivery over the next four years, please view the Council Plan 2011-2015 available at: [www.latrobe.vic.gov.au/About/Publications/](http://www.latrobe.vic.gov.au/About/Publications/) or by calling 1300 367 700.



## Latrobe 2026 Community Vision

In 2026, Latrobe Valley enjoys a beautiful natural environment that is managed and protected with respect, to ensure a lasting legacy for future generations.



Eric Lubcke Tarra Gum Conservation Reserve, Morwell

## Natural Environment

### *Performance against Council Plan commitments during 2010/11*

Latrobe City Council has worked towards achieving the Natural Environment Objective during 2010/11 by delivering Major Initiatives and Services which support the Strategic Directions of the Council Plan.

The Annual Report shows Council's progress during 2010/11 on Major Initiatives, Services and Performance Indicators outlined in the Council Plan 2010-2014.

*Major Initiative progress as at 30 June 2011 has been represented by*



*Complete*






*In progress*



*Delayed/postponed*

**STRATEGIC DIRECTION**

*Collaborate with stakeholders to progress environmental sustainability initiatives aimed at reducing environmental impacts.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Develop a State of the Environment report for the municipality, including a summary report card that can be used to inform the community.		The Latrobe City State of the Environment Report 2010 was developed and adopted by Council in May 2011. A summary report card was also produced which provides the community with an easy to understand 'at a glance' reference. The report and summary are available on the Latrobe City Council website.
Review the Natural Environment Sustainability Strategy 2008-2013 and present to Council for consideration.		<p>The Natural Environment Sustainability Strategy 2008-2013 has been reviewed to determine its progress and relevance in context of a changing Federal and State political environment and Latrobe 2026. The revised Natural Environment Sustainability Strategy 2008-2013 was adopted by Council in May 2011.</p> <p>The review found that the strategy's vision, direction and principles remain relevant and provide an integrated framework for prioritising natural environment actions over the next two years.</p>
Implement actions from the Natural Environment Sustainability Strategy 2008-2013.		<p>Latrobe City Council made significant progress towards achieving the outcomes of the Natural Environment Sustainability Strategy 2008-2013 by implementing year three actions.</p> <p>Key actions over the year include the completion of the Latrobe City State of the Environment Report 2010, progress of the Neighbourhood Environment Improvement Plans for Traralgon Creek and Morwell River, progression of the Climate Change Committee, environmental planning assessments, forestry coup audits and weed management activities.</p> <p>More generally, water and power saving devices continue to be implemented by Latrobe City, such as the use of LED lights, flow control valves, water audits and use of backwash water for irrigation.</p>

**STRATEGIC DIRECTION**


*Ensure environmental sustainability principles are integrated with the Local Planning Policy Framework.*

Service Provision	During 2010/11 we:
Provide environmental planning, advice, services and programs.	Assessed applications for the removal of native vegetation for new and existing developments in accordance with the Planning and Environment Act. Investigation of illegal removal of native vegetation and advice for enforcement action was provided.



**STRATEGIC DIRECTION**

*Promote greater awareness of climate change to support the adaptability of the community to the impacts arising from climate change.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Facilitate the Latrobe City Council Climate Change Consultative Committee, and report to Council.		<p>The Latrobe City Climate Change Consultative Committee meets on a regular basis to discuss climate change issues at a local, national and international level. The Committee comprises Councillor(s), community representatives, industry representatives and agency representatives.</p> <p>The objectives of the Committee are to; promote the activities and leadership displayed in Latrobe City in addressing climate change; act as an advocate and sounding board for the community and other stakeholders bringing to the attention of Latrobe City any issues of concern regarding the response to climate change; act as a communication channel between the community, stakeholders and Latrobe City Council; review initiatives and activities including reports, investigations and studies into climate change; provide advice to Latrobe City Council and the community in relation to the climate change challenge; and report to Council in June of each year on the overall operations and achievements of the Consultative Committee.</p> <p>Discussions during 2010/11 have focused on transitioning to a low carbon future, alternative energy technologies and developing an action plan for the Committee.</p>

**STRATEGIC DIRECTION**

*Enhance biodiversity conservation through the protection and management of remnant native vegetation and revegetation.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Develop and maintain a Biolinks Network database tool for the municipality to map the functional and connectivity needs of Latrobe's species and ecosystems.		A Biolinks mapping tool was developed utilising the Latrobe City Council Geographic Information System database. Layers have been created mapping wetlands, Trust for Nature, Ecological Vegetation Class (EVC) bioregions, rainforest and flora and fauna reserves. Continuing verification of Ecological Vegetation Class data is expected to continue into 2011/12 and priority areas for connectivity identified.



**STRATEGIC DIRECTION**

*Promote and implement waste management practices which attract investment and deliver economic development to Latrobe City.*

Service Provision	During 2010/11 we:
Deliver and manage contracts for cleansing services across the municipality, including footpath and street sweeping, public toilets, bus shelters, barbeques, rotundas and picnic shelters in accordance with specified standards and schedules.	Delivered and managed contracts for cleansing services across the municipality. These services included; 16,519.86 km of street sweeping; emptied public litter bins on 214,526 occasions; serviced public conveniences including public toilets, Barbeques, bus/taxi shelters and rotunda/picnic areas a total of 18,000 times; swept 4,160 km of footpath; and removed a total of approximately 150 tonnes of dumped rubbish.

## STRATEGIC DIRECTION

*Provide and promote environmentally sustainable waste management practices to attain best practice 'final storage quality.'*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Review the Waste Management Strategy and present to Council for consideration.		The Waste Management Strategy was reviewed and the Latrobe City Council Waste Management Strategy 2010-2017 was adopted by Council in December 2010. The revised strategy has been updated to include all waste service delivery and focus on education to promote waste avoidance, increased waste reuse, recycling, recovery and diverting waste from landfill.
Implement actions of the Latrobe City Landfill Rehabilitation Program.		Discussions continue with the Environment Protection Authority (EPA) regarding capping designs for the Moe and Morwell landfills which has resulted in a delay to the program. EPA Victoria and the Victoria Council and Waste Management Groups have met to discuss challenges with rehabilitation of a legacy landfill, a landfill which is no longer used and requires environmental management. The Yallourn North landfill five year revegetation project has progressed, with completion of the actions scheduled for year one of the five year program.

Service Provision	During 2010/11 we:
Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority (EPA) conditions.	Operated the Hyland Highway landfill site in accordance with the EPA Victoria licence conditions. General conditions relating to operation, amenity, waste acceptance, waste management, stormwater and leachate management requirements were met.  Monitoring and reporting to EPA Victoria occurred to meet these licence conditions.
Collect and process waste in accordance with the Latrobe City Council Waste Management Strategy.	Collected kerbside garbage, recycle waste and organic waste across Latrobe City. Operated municipal transfer stations located in Traralgon, Morwell, Moe and Yinnar for the disposal of residential waste. Hard waste 'at call' services and no charge waste weekends were delivered, as well as community education sessions.

Performance Indicator	2009/10	2010/11	Status
Decrease waste to landfill, as a proportion of total waste collected.	44%	43%	Achieved
Increase kilometres of Latrobe City roadsides assessed and treated for weed infestations.	469 km	915 km	Achieved
Increase community satisfaction with waste management.	61*	62*	Achieved

\*Local Government Community Satisfaction Survey Index Mean Score.



## What's planned for Natural Environment in 2011/12?

- Actively participate in the Gippsland Climate Change Impacts and Adaptation Project.
- Implement actions from the Natural Environment Sustainability Strategy 2008-2013.
- Facilitate the Latrobe City Council Climate Change Consultative Committee.

To find out more about what Major Initiatives and Services are planned for delivery over the next four years, please view the Council Plan 2011-2015 available at: [www.latrobe.vic.gov.au/About/Publications/](http://www.latrobe.vic.gov.au/About/Publications/) or by calling 1300 367 700.



## Latrobe 2026 Community Vision

In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings, and which provides for a connected and inclusive community.




# Built Environment

## *Performance against Council Plan commitments during 2010/11*

Latrobe City Council has worked towards achieving the Built Environment Objective during 2010/11 by delivering Major Initiatives and Services which support the Strategic Directions of the Council Plan.




The Annual Report shows Council's progress during 2010/11 on Major Initiatives, Services and Performance Indicators outlined in the Council Plan 2010-2014.

*Major Initiative progress as at 30 June 2011 has been represented by*

-  Complete
-  In progress
-  Delayed/postponed

**STRATEGIC DIRECTION**

*Ensure Latrobe City Council's infrastructure is managed through a long term strategic approach to asset management.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Complete the Building Asset Management Plan and present to Council for consideration.		Project planning for the revised Building Asset Management Plan was completed. The project is on track for development and adoption of the Building Asset Management Plan during 2011/12. The Plan is reviewed to ensure asset management of all Latrobe City Council buildings and structures continues to be sustainable, appropriate and responsive to the community.
Undertake the Morwell central business district heavy vehicle access transport study and present to Council for consideration.		The Morwell Central Business District Heavy Vehicle Access Transport Study has been developed. It is expected that the draft report will be considered at an Ordinary Meeting of Council during the second half of the 2011 calendar year.
Develop a Drainage Asset Management Plan and present to Council for consideration.		This project was not delivered during 2010/11 due to internal resourcing constraints. The project is expected to be delivered during 2011/12.

Service Provision	During 2010/11 we:
Provide Asset Management planning, advice and services for Latrobe City.	Administered works permits, vehicle crossing permits, legal point of discharge permits and building site asset inspections. Advice and enforcement was also delivered in accordance with Council's adopted policy.
Provide advice, services and enforcement action in accordance with the <i>Building Act</i> .	Provided statutory advice and services within the municipality to ensure that administration and enforcement responsibilities of the <i>Building Act</i> and Regulations are fulfilled.  Administrative and enforcement actions included investigating breaches to building legislation, dealing with outstanding permits, assessing applications as a reporting authority, and investigation of unsafe or unsuitable buildings.
Deliver the cyclic maintenance program on Latrobe City Council buildings.	Maintained Latrobe City Council buildings and structures in accordance with the Asset Management Plan and in response to community requests.
Provide cyclic and reactive maintenance services for Latrobe City's road, drainage, footpath and tree networks.	Maintained Latrobe City Council's roads, drains, footpaths and tree networks in accordance with the Asset Management Plan and in response to community requests.




**STRATEGIC DIRECTION**

*Support and advocate for integrated transport solutions that improve accessibility to and within Latrobe City.*

Service Provision	During 2010/11 we:
Provide Traffic Management planning, advice and services for Latrobe City.	Provided traffic management planning, advice and services to the organisation and community. Development of a traffic management policy is underway and is expected to be finalised in 2011/12.

**STRATEGIC DIRECTION**

*Promote and support private and public sector investment in the development of key infrastructure within the municipality.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Progress planning for a children's hub within the Morwell Primary School regeneration project.		<p>The initial planning and design phase of this project was completed. Further progression of this project is currently on hold pending an application for State Government funding for the Morwell Primary Schools Regeneration Project.</p> <p>The Morwell children's hub will provide an integrated Early Years Service for families catering for children from birth to Primary School age.</p> <p>In the interim, Latrobe City Council offers an integrated Early Years Service incorporating Preschool, Early Learning Centre and Maternal and Child Health facilities for Morwell which operate from the Carinya Centre.</p>
Finalise the feasibility study for Development Plans and Development Contribution Plans across the municipality.		During 2010/11 a Ministerial Amendment enabled the implementation of the Main Town Structure Plans. This process provided direction in relation to the issue of Development Plans and Development Contribution Plans and as such a feasibility study is no longer required.
Complete the Development Plan and Development Contributions Plan for Traralgon West Low Density Residential Zone precinct.		<p>The Development Plan and Development Contributions Plan for Traralgon West Low Density Residential Zone precinct have not commenced. The project has been deferred pending recommendations of the Traralgon Growth Areas Review.</p> <p>It is expected that the Traralgon Growth Areas Review will be delivered during 2011/12.</p>



**STRATEGIC DIRECTION**

*Promote and support high quality urban design within the built environment.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Progress stages 1 and 2 of the Traralgon Activity Centre Plan.		<p>The Traralgon Activity Centre Plan will guide future land use for Traralgon via a structure plan, urban design framework and parking precinct plan.</p> <p>Stage 1 of the Traralgon Activity Centre Plan was completed with the Traralgon Activity Centre Plan Background Reports adopted by Council in August 2010.</p> <p>Stage 2 of the project commenced with Council releasing the Traralgon Activity Centre Plan Key Directions Report in December 2010 for community consultation. The consultation period was extensive with a large number of submissions received. Submissions are currently being reviewed and will be considered by Council during 2011/12. Implementation of Stage 2 of the Plan will continue during 2011/12.</p>

**STRATEGIC DIRECTION**


*Promote the integration of roads, cycling paths and footpaths with public transport options and public open space networks to facilitate passive recreation and enhance the liveability and connection of Latrobe City.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Develop a Traffic Management Policy and present to Council for consideration.		The draft Traffic Management Policy was prepared and underwent an internal review process during 2010/11. The policy will be presented to Council for consideration during the second half of the 2011 calendar year.
Finalise the planning scheme amendment to introduce a Design and Development Overlay and Public Acquisitions Overlay for the Churchill Town Centre into the Latrobe Planning Scheme.		Delivery of this project is dependent upon the outcome of current land acquisition negotiations between Council and relevant landowners which may remove the need for a planning scheme amendment.  It is expected that an outcome will be reached during 2011/12.

Service Provision	During 2010/11 we:
Provide Recreation and Open Space planning for Latrobe City.	Provided comprehensive and detailed recreation and open space planning supporting the development of community recreation and open space opportunities for Latrobe City.
Prepare detailed designs for future road rehabilitation projects.	Planned and designed future road rehabilitation projects for delivery in 2011/12.

**STRATEGIC DIRECTION**

*Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Finalise the planning scheme amendment(s) to introduce new zones and overlays as a result of the Main Town Structure Plans forming part of the Latrobe Planning Scheme.		The Minister for Planning approved Latrobe City Council's request to prepare a series of amendments which introduce new zones and overlays into the planning scheme. Amendment C47 and C56 have been successfully gazetted into the Latrobe Planning Scheme. Amendment C58 is the final amendment in this series and is under consideration by the Minister for Planning. It is expected that Amendment C58 will be gazetted during the second half of the 2011 calendar year.




**STRATEGIC DIRECTION**

*Adequately identify and plan for future maintenance costs of assets and infrastructure to reduce the asset renewal gap in allocated funding.*

Service Provision	During 2010/11 we:
Deliver the annual capital works program.	Delivered the Latrobe City Council Annual Capital Works Program. The program consisted of minor and major Capital Works Projects, with a total of 74% of projects delivered within the financial year. Projects not delivered are expected to be completed in the second half of the 2011 calendar year.  Delays were experienced due to unfavorable weather conditions.

**STRATEGIC DIRECTION**

*Integrate transit cities principles in the development of Moe, Morwell and Traralgon activity centres.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Complete stage 1 (property acquisition) of the Moe Railway Precinct Revitalisation Project.		In October 2010 Latrobe City Council completed the compulsory property acquisition stage of this project. Disputed land purchase claims have been referred to Victorian Civil and Administrative Tribunal (VCAT) for consideration. The demolition of the George Street shops is complete and landscaping works will now commence on the site. The next stage of the project will continue in 2011/12 and involves the pursuit of government funding to progress the construction phase of the project.
Complete stage 3 of the Clifton Street Precinct Project in accordance with the Moe Activity Centre Plan, subject to resolution of land tenure.		The completion of stage 3 of the project has been deferred. This is due to the Country Fire Authority (CFA) not being in the position to vacate their current site for up to 3-5 years. A portion of CFA site is required to enable Stage 3 works to proceed. Stage 4 of the project is planned for delivery, in lieu of Stage 3, during 2011/12.
Progress the business case incorporating a proposed funding model for all project components included in the Moe Rail Precinct Revitalisation Project Master plan.		The Preliminary Business Case was finalised and presented to Council during October 2010. Latrobe City Council has since formally requested Regional Development Victoria (RDV) to act as the sponsoring agency for an application to receive funding from the State Government's Expenditure Review Committee.  A response from RDV and application for funding are expected during the second half of the 2011 calendar year.


**STRATEGIC DIRECTION**

*Ensure the Local Planning Policy Framework is reviewed in accordance with legislative requirements, and updated regularly to reflect community aspirations and growth.*

Service Provision	During 2010/11 we:
Provide Strategic Planning advice and services in accordance with the Local Planning and Policy Framework.	Delivered strategic planning services, including the preparation of amendments and delivery of projects and studies to guide the future development and character of the municipality for the community.
Provide Statutory Planning advice and services in accordance with the Planning and Environment Act.	Delivered statutory planning services in line with the Latrobe Planning Scheme for the community, including administering planning permit applications, planning certificates, planning appeals and monthly update of the planning permit register.

**STRATEGIC DIRECTION**

*Protect public and private infrastructure against disaster, deterioration and pests through the application of appropriate building and planning controls.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Commence the planning scheme amendment to introduce new flooding provisions into the Latrobe Planning Scheme.		In February 2011, authorisation from the Minister for Planning was received for the preparation of a planning scheme amendment to introduce flooding provisions into the Latrobe Planning Scheme.  Flood Amendment C9 was placed on public exhibition for eight weeks during March - May 2011, including community information sessions conducted at Moe, Morwell, Traralgon, Tyers and Yinnar.  Submissions are currently being reviewed and will be presented to Council for consideration during the second half of the 2011 calendar year.



## What's planned for Built Environment in 2011/12?

- Actively participate in the Gippsland Regional Integrated Land Use Plan.
- Pursue funding opportunities to progress construction of the Moe Rail Precinct Revitalisation Project.
- Finalise Stage 2 of the Traralgon Activity Centre Plan.
- Finalise Stage 2 of the Main Town Structure Plans (Amendment C58).

To find out more about what Major Initiatives and Services are planned for delivery over the next four years, please view the Council Plan 2011-2015 available at: [www.latrobe.vic.gov.au/About/Publications/](http://www.latrobe.vic.gov.au/About/Publications/) or by calling 1300 367 700.



Harrison / Montane Bvd, Moe

Performance Indicator	2009/10	2010/11	Status
Percentage of annual capital works program delivered within the financial year.	74%	74%	Achieved
Percentage of planning permit applications processed within the 60 day count as reported in the Department of Planning and Community Development Planning Permit Application Reporting System.	47%	47%	Achieved
Reduce the asset renewal and maintenance gap.	1%	1%	Not achieved
Increase community satisfaction with traffic management and parking facilities.	56*	52*	Not achieved
<i>*Local Government Community Satisfaction Survey Index Mean Score.</i>			
Percentage of essential safety measure audits of commercial, industrial, residential or public buildings completed compared to audit inspection schedule.	97*	58*	Achieved
<i>*The figures provided are representative of the number of essential safety measure audits of commercial, industrial, residential or public buildings completed instead of a percentage against an audit inspection schedule. No essential safety measure audit inspection schedule has been created; therefore buildings are assessed on a risk and resource basis.</i>			



- Our community
- Culture
- Recreation

# LIVEABILITY

Victory Park, Traralgon



# Our Community

## Latrobe 2026 Community Vision




In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

### Performance against Council Plan commitments during 2010/11

Latrobe City Council has worked towards achieving the Our Community Objective during 2010/11 by delivering Major Initiatives and Services which support the Strategic Directions of the Council Plan.


The Annual Report shows Council's progress during 2010/11 on Major Initiatives, Services and Performance Indicators outlined in the Council Plan 2010-2014.

Major Initiative progress as at 30 June 2011 has been represented by

-  Complete
-  In progress
-  Delayed/postponed

### STRATEGIC DIRECTION

*Facilitate and support initiatives that strengthen the capacity of the community.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Review the Latrobe City Council Municipal Early Years Plan 2010-2013 and present to Council for consideration.		<p>A review of the Municipal Early Years Plan 2010-2013 was undertaken and a revised Municipal Early Years Plan 2011-2015, was adopted by Council in June 2011.</p> <p>The Municipal Early Years Plan is designed to provide strategic direction for the development and coordination of early year's programs, activities and other local community development processes that impact on children 0-8 years and their families.</p> <p>Implementation of the plan will commence during 2011/12.</p>
Service Provision	During 2010/11 we:	
Deliver the Annual Community Grants Program.	<p>Received and assessed applications for the 2010/11 Community Grants Program in accordance with the Community Grants Policy. Grants were advertised in the Latrobe Valley Express. Council considered submissions during September 2010 with successful applicants receiving grant payments.</p> <p>181 projects were funded and included minor capital works, community development, events and community venue hire activities.</p>	

## STRATEGIC DIRECTION

*Provide support, assistance and quality services in partnership with relevant stakeholders to improve the health, wellbeing and safety of all within Latrobe City.*

Service Provision	During 2010/11 we:
Deliver the Home and Community Care program in accordance with Department of Health guidelines.	<p>Delivered the Home and Community Care Program (HACC) in accordance with the Department of Health Guidelines. Services delivered through the HACC program included over 49,000 hours of Home Care, 4,000 hours of Respite Care, 5,500 hours of Personal Care and 5,500 of Home Maintenance. These services assist frail older people, people with functional disabilities and their carers to continue to live independently in the community, reducing the risk of premature admission into residential care. They also build independence and empower people to undertake activities of daily living.</p> <p>The program expanded during 2010/11, and provides Disability Planning, Facilitation and Futures for Young Adults.</p>
Deliver Planned Activity Groups within Latrobe City.	<p>Delivered over 37,000 hours of Planned Activity Group (PAG). PAG's operate five days a week in Traralgon in the Parklane and Queens Parade Centres, as well as one day at Yallourn North. The program operates in the Moe/Newborough, Morwell and Churchill areas under the auspice of the Latrobe Community Health Service.</p> <p>Planned Activity Groups assist the frail aged, people with a disability or socially isolated citizens by providing a day in a supportive atmosphere where they join together with other citizens for socialising and recreation.</p> <p>Additional external funding has allowed the program to expand during 2010/11 with the commencement of the couples' respite program.</p>
Deliver Meals on Wheels services within Latrobe City.	<p>Delivered over 34,000 Meals on Wheels to Morwell, Traralgon and outlying townships to citizens who, because of frailty, disability or illness, are unable to provide a meal for themselves and might not be getting the nutrition they require.</p> <p>During February 2011 a new food contractor for the service was appointed.</p>
Deliver Public Health inspection and education services across Latrobe City in accordance with the <i>Food Act</i> .	<p>Undertook Public Health inspections at over 1,300 food and health premises across Latrobe City in accordance with the <i>Food Act</i> and <i>Public Health and Well-being Act</i>. Inspections for all new or altered septic systems across Latrobe City were conducted in accordance with the Code of Practice - Septic Tanks and Latrobe City Council's Septic Specifications.</p>
Deliver an Immunisation program in accordance with the <i>Public Health and Well-being Act</i> .	<p>Delivered the Immunisation Program through public immunisation sessions, school immunisation programs and workplace immunisation programs, providing almost 7,000 vaccinations in accordance with the National Immunisation Program Schedule.</p>
Deliver Early Learning Centre and Family Day Care programs in accordance with the Latrobe City Council Childcare Strategy.	<p>Operated three Early Learning Centres; Carinya Early Learning Centre, Long Day Care; Moe Early Learning Centre, Long Day Care; and Traralgon Early Learning Centre, Long Day Care and Occasional Care. These centres provided care to more than 300 families for children 0-5 years.</p> <p>Latrobe City Council also coordinated the Family Day Care program which has provided flexible care to more than 600 families for children 0-12 year across the municipality.</p>
Deliver Maternal and Child Health services and programs in accordance with the Latrobe City Council Childcare Strategy.	<p>Operated Maternal and Child Health centres located in Moe/Newborough, Morwell, Traralgon, Churchill, Yallourn North, Yinnar and Glengarry providing regular development and growth checks for children from birth to school age.</p>
Deliver Community Development and Support programs and initiatives across Latrobe City.	<p>Delivered a wide range of Community Support and Development programs and initiatives in the areas of Community Capacity Building, Safety and Wellbeing, Youth Services, Disability Services, Koori Employment and Education.</p>

**STRATEGIC DIRECTION**

*Develop and foster relationships with service providers to enhance the learning and employment outcomes of the community.*

Service Provision	During 2010/11 we:
Deliver the Structured Training and Employment Related Services program to the Gippsland Indigenous community.	Provided more than 60 pre-employment training placements resulting in 47 employment outcomes. Participants have been employed in a diverse range of roles including allied health, administration and civil construction. The program has received wide recognition; it was a proud recipient of the 2011 LGPro Awards in Service Delivery Category and was also the winner of the Leader in Public Sector Awards for the Indigenous Employment Award.

**STRATEGIC DIRECTION**

*Work collaboratively with all relevant stakeholders in the provision and support of quality education and care.*

Service Provision	During 2010/11 we:
Deliver Preschool programs in accordance with the Latrobe City Council Childcare Strategy.	<p>Provided 22 preschool services at a range of locations across the municipality in accordance with the Latrobe City Council Childcare Strategy.</p> <p>During 2011 planning commenced for the implementation of Universal Access, which will see 15 hours of preschool provided to all four year old children by 2013. As a transition to the new system, a key initiative during 2011 was an increase from 10 hours to 12 hours of preschool per week.</p> <p>A Prekinder services was also delivered to eligible three year old children at selected preschool centres.</p>

**STRATEGIC DIRECTION**

*Support initiatives that promote diversity and social inclusion.*

Service Provision	During 2010/11 we:
Implement the Annual Rural Access Plan.	Continued to implement the Rural Access Plan 2010-2011, building the capacity of the community, community organisations and businesses to identify, understand and respond to the needs of people with a disability. Initiatives included continuation of the Good Access Is Good Business category in the local and regional business awards; community engagement on the proposed National Disability Insurance Scheme; and training of day service support staff for the reorientation of the disability service system.
Implement the Annual Disability Action Plan.	<p>Continued to implement the Disability Action Plan 2010-2011, reflecting Latrobe City Council's commitment to create a more liveable city for people with a disability and their families. The Disability Action Plan raises awareness of access and inclusion across the organisation.</p> <p>Community consultation was undertaken to enable people with disabilities to discuss issues to improve access within the Latrobe City community. In response to issues raised during the consultation process, 16 Disability Action Plan actions were developed and implemented. These included the provision of information on Universal Design to applicants of Planning and Building permits and large print description plaques on works at the Latrobe Regional Gallery.</p>

## STRATEGIC DIRECTION

*Provide access to information, knowledge, technology and activities that strengthens and increases participation in community life.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Review the Latrobe City Council Library Plan and present to Council for consideration.		The revised Library Plan 2011-2017 was adopted by Council in June 2011.  The Library Plan will continue to develop and consolidate its six key program areas; Service Delivery, Partnerships, Facilities, Resources, Marketing and Communication and Information Technology.
Maintain an active role on the Latrobe City Integrated Community Planning and Wellbeing Committee.		The Latrobe City Integrated Community Planning and Wellbeing Committee this year reviewed its role and functions. As a result the committee changed its name to the Social Planning for Wellbeing Committee.  The committee met quarterly throughout the year and hosted a range of guest speakers who discussed key themes and issues effecting local agencies and organisations.
Maintain an active role on the Latrobe Settlement Committee to assist in the settlement of new migrants.		The Latrobe Settlement Committee continues to meet on a regular basis with a range of agencies to assist in the settlement of new arrivals to the area.

Service Provision	During 2010/11 we:
Deliver Library services and programs in accordance with the Five Year Library Plan.	Operated libraries in Churchill, Moe, Morwell and Traralgon, delivering a range of library services including preschool storytime and school holiday program. Visits to preschools, primary schools, expos and community group meetings promoted the services. Libraries also hosted a range of programs including Science Week celebrations, family history research sessions, and the Books on Buses program. A State Government initiative to provide free WiFi access throughout public libraries was implemented.
Provide Latrobe City Council Community Information Centres across Latrobe City.	Provided Service Centres in Churchill, Moe, Morwell and Traralgon, with Community Information Officers processing approximately 38,000 requests for service.



Latrobe City Council Youth Leadership Program

**STRATEGIC DIRECTION**

*Build the resilience and capacity of the community through ongoing liaison, training and development.*

Service Provision	During 2010/11 we:
<p>Facilitate support to Latrobe City communities recovering from the 2009 bushfires.</p>	<p>Continued to work closely with bushfire affected communities, stakeholders and major donor organisations. Community Development Bushfire Recovery has overseen a total of 87 projects and activities of which 38 are Victorian Bushfire Appeal funded.</p> <p>Support has been focussed on recovery, with opportunities for partnerships, building relationships, providing training opportunities and enabling people to work together to become a sustainable community.</p> <p>Major achievements for the community included the opening of the Callignee Hall, the timely removal of dangerous woodpiles and the redevelopment of Koornalla and LeRoy Parks.</p>
<p>Deliver the Annual Latrobe City Youth Council and Youth Leadership programs.</p>	<p>Continued to successfully deliver the Annual Latrobe City Youth Council and Leadership Programs. The 2010 participants of both programs had a successful year and celebrated much success. The 2011 Youth Council started earlier than usual with 10 new members commencing in January 2011. The Youth Leadership program commenced later than normal however is now on track with 20 participants. The launch of the Youth Info Card in early 2011 was a highlight, with wide distribution, excellent feedback and it created interest well beyond Latrobe City.</p> <p>See the Youth Council section of this report (page 24) for more information.</p>

Performance Indicator	2009/10	2010/11	Achieved
Increase community satisfaction with health and human services.	71*	73*	Achieved
<i>*Local Government Community Satisfaction Survey Index Mean Score.</i>			
Increase participation* at Latrobe City Council libraries.	385,000	394,180	Achieved
<i>* Participation is represented by items loaned at Latrobe City Council libraries. Libraries are located at Churchill, Moe, Morwell and Traralgon.</i>			
The 2010/11 figure includes 25,084 items loaned to other library services via the SWIFT program, this figure has not previously been included.			
Increase levels of community satisfaction with community groups training forums.	NA*	99%*	NA*
<i>* Figure for 2009/10 is not available.</i>			
Number of enrolments in Maternal and Child Health services, as a percentage of total birth notices received.	100%*	100%*	Achieved
<i>*The Maternal and Child Health Service figures provided are reflective of appointments made for initial home visits as a percentage of birth notice received; this replaces enrolments as a percentage of total birth notices received. The term enrolment is an inaccurate descriptor for this type of service.</i>			
Overall customer satisfaction with Latrobe City Council preschool services.	83%	81%	Achieved
<i>Satisfaction equates to results of 80% and above.</i>			

Meals on Wheels



## What's planned for Our Community in 2011/12?

- Commence a review of the Latrobe City Childcare Strategy 2006-2011.
- Implement a Seniors Week program of activities for older people.
- Continue to facilitate the Youth Council and Youth Leadership Programs.
- Continue to facilitate the Disability Reference Committee.

To find out more about what Major Initiatives and Services are planned for delivery over the next four years, please view the Council Plan 2011-2015 available at: [www.latrobe.vic.gov.au/About/Publications/](http://www.latrobe.vic.gov.au/About/Publications/) or by calling 1300 367 700.



# Latrobe 2026 Community Vision

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.



Tibetan Monks, Latrobe Regional Gallery, Morwell  
Photo: Stan Wright

## Culture

### ***Performance against Council Plan commitments during 2010/11***

Latrobe City Council has worked towards achieving the Culture Objective during 2010/11 by delivering Major Initiatives and Services which support the Strategic Directions of the Council Plan.


The Annual Report shows Councils progress during 2010/11 on Major Initiatives, Services and Performance Indicators outlined in the Council Plan 2010-2014.

*Major Initiative progress as at 30 June 2011 has been represented by*

- Complete
- In progress
- Delayed/postponed

**STRATEGIC DIRECTION**

*Facilitate and support events, community festivals and arts programs that reflect and celebrate cultural diversity and heritage.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Deliver the 2010/11 Latrobe City Sporting Hall of Fame program.		The Latrobe City Sporting Hall of Fame program recognises the significant contributions made to sport. In 2010/11 two new legends, Graham Rowley a talented cyclist, and Allan Keith Schroeder a skilled rifle shooter were inducted. Two new members were also inducted, Harold 'Joe' Hutchinson (dec) for his contribution to Australian Rules Football in the Latrobe Valley, and June Woznica for her dedication to golf.

Service Provision	During 2010/11 we:
Deliver Latrobe City Council's annual Australia Day Program.	Coordinated breakfast celebrations in Boolarra, Callignee, Churchill, Moe, Morwell, Toongabbie, Traralgon, Yallourn North and Yinnar. The festivities culminated in the annual Australia Day Awards and Citizenship ceremony at Kernot Hall in Morwell, which this year also included the Sporting Hall of Fame inductee presentation.

**STRATEGIC DIRECTION**

*Attract, promote and facilitate significant regional, national and international events to improve the liveability and sustainability of the municipality.*

Service Provision	During 2010/11 we:
Facilitate the attraction of new events and support existing events across Latrobe City.	Continued to adopt a proactive approach in fostering local events and attracting significant state, national and international events. These events attract visitors to Latrobe City, build economic and social connections, and have the potential to market the City outside the municipality, thus strengthening the City's image as a highly desirable place to live, work and play. In 2010/11, Latrobe City hosted four international events, 13 national events, 13 state events, 17 significant community and cultural events and in total supported more than 430 events.  See the Event Highlights section of this report (page 36) for more information.



**STRATEGIC DIRECTION**

*Present diverse, exciting exhibitions and performance that have local, national and global relevance.*

Service Provision	During 2010/11 we:
Deliver the Annual Performing Arts Performances program.	Delivered an annual performing arts program that included 24 events including dramatic and musical performances and comedy and film screenings.
Deliver the Annual Latrobe Regional Gallery Exhibitions Program.	Presented 40 diverse exhibitions including six major touring exhibitions; 11 community access gallery exhibitions; four children's exhibitions; and 19 exhibitions curated by gallery staff with works by regional and metropolitan artists, works drawn from the Latrobe Regional Gallery collection and the Cbus Collection of Australian Art.

## STRATEGIC DIRECTION


*Foster greater awareness, understanding and respect for other cultures through the promotion of international relationships.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Undertake activities to recognise the ten year anniversary of the sister city relationship with Taizhou and Takasago.		<p>A range of activities, gifts and exchanges took place to commemorate the ten year anniversary of the sister city relationships with Taizhou, China and Takasago Japan.</p> <p>A highlight was an Emerging Artists Project that saw four talented artists from Latrobe City visit Takasago and four emerging artists from Takasago visit Latrobe City.</p> <p>Each artist created two individual works, which were presented to the Mayors of the respective Cities at a commemorative celebration held on Japanese Day in Latrobe City in October 2010. The Sister City Agreement was reaffirmed and signed by Latrobe City Mayor, Cr Kellie O'Callaghan (<i>former</i>) and the City of Takasago Mayor, Mr Yukihito Nobori.</p> <p>The Sister City agreement with Taizhou was reaffirmed at a commemorative ceremony in October 2010. Celebrations with the City of Taizhou included a number of cultural exchanges involving education and business.</p> <p>An 'Australian Garden' will be built within the incredible Expo Gardens in Taizhou as Latrobe City's gift to the people of Taizhou. This project is due for completion in the 2011/12 financial year.</p>
Review the Latrobe City International Relations Plan 2007-2010 and present a revised plan to Council for consideration.		<p>The Latrobe City International Relations Plan was reviewed and a revised Plan for 2011-2014 adopted by Council in May 2011.</p> <p>The Latrobe City International Relations Committee, key industry stakeholders and members of the community were widely consulted and played a significant role in the development of the plan.</p> <p>Its primary focus is to ensure Latrobe City's ongoing commitment to international exchanges and cooperation is maintained and developed, particularly in the fields of economy, trade, science and technology, culture, education, sports, health and people.</p>

Service Provision	During 2010/11 we:
Deliver International Relations programs and services in accordance with the Latrobe City Council International Relations Plan.	Delivered a range of programs and services in accordance with the International Relations Program. Highlights throughout the year included; receiving the Sister Cities Association of Australia National Award; Sister Cities 10th Anniversary Celebrations with Taizhou, China and Takasago, Japan; renewal of Sister Cities agreements; Japanese Day; Mayoral-led education delegation to Taizhou and China; introduction of Confucius class rooms, teaching Mandarin to Latrobe City students; hosting business, educational and cultural delegations from our Sister Cities; the continuation of the Assistant Language Teacher program with Takasago; and the adoption of the revised 2011-2014 Latrobe City International Relations Plan.

**STRATEGIC DIRECTION**

*Facilitate the growth and success of cultural programs, sporting and community events through active engagement, promotion and marketing.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Deliver marketing and promotional activities for major events and event clusters.		All events clusters have been successfully delivered. An additional Winter Wonders promotion was added to the 2010/11 program.  See the Event Highlights section of this report (page 36) for more information.



**STRATEGIC DIRECTION**

*Strengthen community pride and well being through the provision of high quality and well presented programs, events and facilities.*

Service Provision	During 2010/11 we:
Manage and maintain public halls and venues across Latrobe City.	Managed 167 hires of the Performing Arts Centre, Kernot Hall and Moe Town Hall, which resulted in a total of over 65,000 attendances. Managed 160 hires of minor venues resulting in almost 24,000 attendances.

**STRATEGIC DIRECTION**

*Plan, facilitate, develop and maintain public infrastructure that strengthens the cultural vitality of the municipality.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Implement Council's decision in respect to the provision of a performing arts and convention centre for Latrobe City.		Council resolved to proceed with the development of a business case to clearly identify the costs of establishing a new Performing Arts and Convention Centre in Morwell, while continuing to operate and maintain the current Performing Arts Centre in Traralgon.  Latrobe City Council commissioned a Condition Assessment report for the current Latrobe Performing Arts Centre in Traralgon. This assessment, which was completed, will assist in measuring the ongoing cost of maintaining this facility. A joint working party has been proposed by the State Government to work collaboratively on development of a business case. Latrobe City Council agreed and draft Terms of Reference have been developed. Due in part to the change in State Government in November 2010 this working party is yet to commence work.
Implement Council's decision in response to recommendations of the Traralgon Courthouse Conservation Management Plan.		The future use of the Traralgon Courthouse is being considered as part of the Traralgon Activity Centre Plan, Draft Key Directions Report. A community consultation process was undertaken and it is expected that the report will be considered by Council in the second half of the 2011 calendar year.

Performance Indicator	2009/10	2010/11	Achieved
Increase participation in visual arts activities.	20,844	21,950	Achieved
Increase participation in performing arts activities.	13,278	11,098	Not Achieved
<p><i>The attendance numbers at Latrobe Performing Arts program events reduced in 2010/11 due to a number of popular events held in 2009/10 not being available for presentation this year, including concerts by Orchestra Victoria and a large children's production. There are, however, 163 Latrobe Performing Arts Members which is a 30% increase from last year. Latrobe Performing Arts has continued to partner and work closely with community groups and organisations to facilitate community productions and skills development.</i></p>			
Increase economic benefits derived as a result of supporting community events.	NA*	NA*	NA*
<p><i>* The total economic benefits derived from all Latrobe City Council events are not available. Latrobe City Council hosted four international, 13 national, 13 state and 17 local significant events, supporting over 430 events. Economic impact data was captured for the following sporting and community events:</i></p> <ul style="list-style-type: none"> <li><i>Super Rugby pre-season game, \$438,020.34, 1 day event.</i></li> <li><i>Latrobe City Youth National Archery Championships, \$847,828.35, 2 day event.</i></li> <li><i>Inline Hockey Victorian State Championships, \$505,551.60, 2 day event.</i></li> <li><i>Boolarra Folk Festival, \$769,176.54, 1 day event.</i></li> </ul>			
Increase community participation in cultural events such as Japanese Day and the Gippsland Multicultural Festival.	3,000	3,500	Achieved



## What's planned for Culture in 2011/12?

- Develop an Events Strategy to facilitate continued growth of events.
- Progress Council's decision in respect to a Performing Arts and Convention Centre.
- Deliver the Latrobe City International Relations Plan 2011-2014.
- Deliver marketing and promotional activities for major events and event clusters.

To find out more about what Major Initiatives and Services are planned for delivery over the next four years, please view the Council Plan 2011-2015 available at: [www.latrobe.vic.gov.au/About/Publications/](http://www.latrobe.vic.gov.au/About/Publications/) or by calling 1300 367 700.



## Latrobe 2026 Community Vision

In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

Latrobe Leisure, Churchill

## Recreation

### ***Performance against Council Plan commitments during 2010/11***

Latrobe City Council has worked towards achieving the Recreation Objective during 2010/11 by delivering Major Initiatives and Services which support the Strategic Directions of the Council Plan.

The Annual Report shows Council's progress during 2010/11 on Major Initiatives, Services and Performance Indicators outlined in the Council Plan 2010-2014.

*Major Initiative progress as at 30 June 2011 has been represented by*

 Complete

 In progress

 Delayed/postponed

**STRATEGIC DIRECTION**

*Foster the health and wellbeing of the community by promoting active living and participation in community life.*

Service Provision	During 2010/11 we:
Deliver the International Power Hazelwood Traffic School program and services.	Delivered International Power Hazelwood Traffic School programs and services including 137 private bookings and 48 school and pre-school bookings and 45 Traffic Educator information sessions for schools and private groups. The Traffic School also hosted four Bike Ed events including the State Finals. Works were undertaken at the site to refurbish the kitchen and install additional educational equipment.


**STRATEGIC DIRECTION**

*Assess and evaluate recreational trends and opportunities to address community aspirations for passive and active recreational activities.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Implement Council's decision in respect to the provision of an indoor aquatic facility in Traralgon.		<p>A report was presented to Council in May 2011 in relation to provision of an indoor aquatic facility in Traralgon. Council resolved that a further report be prepared to consider the future use of the current Traralgon Outdoor Pool and Traralgon Croquet Club sites, which are adjacent. Council also resolved an invitation be extended to key stakeholders, including Traralgon Swimming Club, Traralgon Community Development Association, Save Hubert Osborne Park Group and Traralgon Croquet Club, to establish a working party to consult with the Chief Executive Officer in relation to a further report to Council.</p> <p>The first meeting of the Working Party was held during June 2011.</p>

**STRATEGIC DIRECTION**

*Align open space requirements of the community with useable public open space.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Develop the Latrobe City Council Playground Replacement Plan 2011-2016 and present to Council for consideration.		<p>The Latrobe City Council Playground Improvement Implementation Plan 2011-16, adopted by Council in May 2011, has been developed to ensure that Latrobe City has a high quality playground network that is safe, accessible, sustainable and widely used and enjoyed by the community.</p> <p>Implementation of the plan will commence in 2011/2012.</p>


**STRATEGIC DIRECTION**

*Promote and maximise the utilisation of recreational, aquatic, leisure facilities and services to ensure they meet the needs of the community.*

Service Provision	During 2010/11 we:
Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums.	Operated indoor leisure facilities in Moe/Newborough, Morwell and Churchill; the Traralgon indoor sports stadium; and outdoor pools at Moe, Traralgon and Yallourn North.
Manage and maintain sporting reserves across Latrobe City.	Managed and maintained sporting reserves in accordance with Council policy. Seasonal applications for sporting grounds and buildings were received by resident clubs for both the summer and winter seasons and were assessed in accordance with approved guidelines.

**STRATEGIC DIRECTION**

*Provide diverse and accessible recreational, leisure and sporting facilities that are financially sustainable.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Upgrade wet change areas at Latrobe Leisure Moe Newborough and Latrobe Leisure Morwell.		Upgrades to wet change areas at Latrobe Leisure Morwell were completed during May 2011 and works at Latrobe Leisure Moe/Newborough were completed during June 2011.


**STRATEGIC DIRECTION**

*Develop and maintain high quality recreational, leisure and sporting facilities accordance with community aspirations.*

Service Provision	During 2010/11 we:
Maintain parks and gardens across Latrobe City.	Maintained Latrobe City Parks and Gardens in accordance with Council standards.
Maintain and develop playgrounds in accordance with the Latrobe City Council Playground Strategy.	Inspected and maintained Latrobe City playgrounds in accordance with Australian Standards and the Latrobe City Council Playground Strategy.
Manage and maintain the Hazelwood Pondage and Lake Narracan caravan park and day visitor facilities.	Managed and maintained Hazelwood Pondage and Lake Narracan Caravan Parks. The Hazelwood Pondage Caravan Park was used for a range of events including the State Open Water Championships, held in October 2010.


**STRATEGIC DIRECTION**

*Support and develop partnerships and collaboration with user groups, friends of and committees of management for recreational, aquatic, public open spaces, parks and gardens.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Review the ten year management plan for Crinigan Bushland Reserve and present a revised plan to Council for consideration.		The Ten Year Management Plan for Crinigan Bushland Reserve has been reviewed in consultation with the Crinigan Bushland Reserve Committee of Management and the Department of Sustainability and Environment. The revised plan was adopted by Council in May 2011 and provides guidance, professional advice and a five year schedule of works with estimated budgets to guide the Committee into the future.

**STRATEGIC DIRECTION**

*Continue to develop and enhance recreation and leisure facilities in order to attract and facilitate events of regional, national and international significance.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Complete year two works identified in Latrobe Leisure Facilities Condition Assessment.		Year two works undertaken included drum sanding the Traralgon Sports Stadium basketball courts, upgrades to Latrobe Leisure Morwell wet change rooms and renewed carpeting and upgrades to Latrobe Leisure Moe/Newborough wet change rooms.





Parks and Gardens Maintenance, Yinnar

## What's planned for Recreation in 2011/12?

- Deliver the Traralgon Tennis Resurfacing Project.
- Progress Council's decision in respect to the provision of an indoor aquatic facility in Traralgon.
- Implement actions of the Latrobe City Council Playground Replacement Implementation Plan 2011-2016.
- Complete funded works identified in the Latrobe Leisure Facilities Condition Assessment.

To find out more about what Major Initiatives and Services are planned for delivery over the next four years, please view the Council Plan 2011-2015 available at: [www.latrobe.vic.gov.au/About/Publications/](http://www.latrobe.vic.gov.au/About/Publications/) or by calling 1300 367 700.

Performance Indicator	2009/10	2010/11	Achieved
Increase community satisfaction with recreational facilities.	66*	64*	Not achieved
Increase community satisfaction with public areas appearance.	68*	67*	Not achieved
<i>*Local Government Community Satisfaction Survey Index Mean Score.</i>			
Increase participation* at recreation and leisure facilities.	221,266	241,806	Achieved
<i>* Participation is represented by visits to Latrobe Leisure indoor facilities and outdoor pools.</i>			



# LEADERSHIP

- Governance
- Advocacy and Partnerships
- Regulation and Accountability

Latrobe City Council Headquarters, Morwell

# Governance

## Latrobe 2026 Community Vision

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.

### Performance against Council Plan commitments during 2010/11

Latrobe City Council has worked towards achieving the Governance Objective during 2010/11 by delivering Major Initiatives and Services which support the Strategic Directions of the Council Plan.

The Annual Report shows Council's progress during 2010/11 on Major Initiatives, Services and Performance Indicators outlined in the Council Plan 2010-2014.

Major Initiative progress as at 30 June 2011 has been represented by

- Complete
- In progress
- Delayed/postponed

### STRATEGIC DIRECTION

*Implement the strategic objectives as detailed in the Council Plan, review it annually to ensure that it reflects community expectations and our commitments to financial responsibility.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Review the Council Plan 2010-2014, present to Council for consideration and submit to the Minister for Local Government within the legislated timeframe.	<span style="color: green;">●</span>	<p>A Council Plan 2011-2015 was developed in response to Latrobe 2026: The Community Vision for Latrobe Valley, and was adopted by Council in June 2011.</p> <p>Nine objectives identified as part of Latrobe 2026 and four key themes identified by Council, shape the Council Plan 2011-2015.</p> <p>The objectives and key themes represent Council's strong commitment towards achieving the Latrobe 2026 vision. The Council Plan, built around these nine objectives, outlines the strategic direction of Council. Major initiatives and service provision detail how Council will work towards achieving the objectives over the four years of the plan.</p> <p>A Strategic Resources Plan was also developed and forms an important part of the Council Plan, identifying the resources required by Latrobe City Council to implement the four year Council Plan.</p> <p>See the Organisational Excellence section of this report (page 84) for more information on the Council Plan.</p>

### STRATEGIC DIRECTION

*Conduct all Council and committee meetings in strict accordance with the law and in an open and transparent manner.*

Service Provision	During 2010/11 we:
Administer the operations of Council meetings and policies of Latrobe City Council.	Administered 22 Ordinary Council meetings and seven Special Council meetings, in accordance with the Local Government Act 1989.

**STRATEGIC DIRECTION**

*Provide regular reports on Council's performance including strategic objectives and Council's progress towards Latrobe 2026.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Prepare the Annual Report, submit to the Minister for Local Government and present to Council within the legislated timeframe.		The Annual Report 2009/10 was prepared in accordance with the Local Government Act 1989 and was submitted to the Minister for Local Government, within the legislated timeframe in September 2010. The Annual Report was presented to Council in October 2010. The Annual Report 2009/10 reported on Council's performance against the Council Plan 2009-2013. The report consists of three sections, introductory, performance and financial.

Service Provision	During 2010/11 we:
Administer corporate planning and reporting of Latrobe City Council.	Administered the four year corporate planning processes to enable the development of the Council Plan 2011-2015. The process identified the Major Initiatives and Services for delivery by Council over the next four years. Administered corporate reporting in the development of the Annual Report 2009/10 and by providing monthly and quarterly reports to Council on progress towards achieving the Council Plan commitments. Corporate business planning and reporting was undertaken in accordance with Latrobe City Council Policy and the Local Government Act.

**STRATEGIC DIRECTION**

*Support effective community engagement to increase community participation in Council decision making.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Implement the Latrobe City Council Community Engagement Plan.		Implementation of the Latrobe City Community Engagement Plan 2010-2014 commenced in January 2011. An implementation plan for the six, year one actions was developed which is scheduled for completion by December 2011. Progress during 2010/11 has included commencement of the social media project, development of a project brief for website scoping activities, and investigating community sounding board options.

Service Provision	During 2010/11 we:
Support Community Engagement programs and initiatives of Latrobe City Council.	Continued to provide support and guidance to Latrobe City Council programs and initiatives to ensure engagement activities were designed to meet community needs.


**STRATEGIC DIRECTION**

*Provide timely, effective and accessible information about Latrobe City Council's activities.*

Service Provision	During 2010/11 we:
Provide support services to Councillors of Latrobe City Council.	Continued to provide support service to the nine elected Councillors of Latrobe City Council.
Deliver civic functions and events across Latrobe City.	Delivered seven Citizenship Ceremonies during 2010/11, resulting in 115 people conferred as Australian Citizens.

**STRATEGIC DIRECTION**


*Ensure that Latrobe City Council continues to meet the highest standards of financial probity.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Develop the Annual Budget and present to Council for consideration.		<p>The Latrobe City Council 2011/12 budget process has progressed well. There has been a comprehensive preparation process undertaken with five Councillor budget workshops held to ensure Councillors were able to effectively contribute to the draft budget process before being released for public comment.</p> <p>The budget is scheduled to be considered for adoption at a Council Meeting in July 2011, which is within the statutory timeframe outlined by the Local Government Act 1989.</p>

Service Provision	During 2010/11 we:
Administer financial management, advice and services of Latrobe City Council.	Provided financial management, advice and services to the organisation in accordance with the relevant Accounting standards throughout the year.
Administer procurement processes for goods and services of Latrobe City Council.	Administered procurement processes for goods and services in accordance with the Local Government Act 1989 and best practice guidelines throughout the year.
Administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection in accordance with the Rating Strategy.	Updated the property database on a continual basis throughout the year in accordance with the current Rating Strategy. Municipal rate collection has been administered and end of year targets are expected to be met. The 2012 property valuation process has commenced and is progressing in accordance with best practice guidelines.

**STRATEGIC DIRECTION**

*Ensure that Latrobe City Council applies a sound risk management approach to decision making and service delivery.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Review the Risk Management Plan and present to Council for consideration.		The Risk Management Plan was reviewed and a revised Risk Management Plan 2010-2014 was adopted by Council in May 2011. The plan was the result of broad consultation across the organisation, outlining key risk management objectives to be achieved by the organisation over the next three years.

Service Provision	During 2010/11 we:
Administer strategic risk management, advice and services of Latrobe City Council.	Administered strategic risk management, maintaining a broad range of insurances to ensure Council's community assets are protected.
Administer property management, advice and services of Latrobe City Council.	Administered property management and provided advice and services to the organisation and community as required.

Performance Indicator	2009/10	2010/11	Achieved
Percentage of Council Meetings conducted in accordance with Local Law No. 1 and the Local Government Act.	100%	100%	Achieved
Increase community perception rating of Latrobe City Council's community engagement.	57*	50*	Not achieved
<i>*Local Government Community Satisfaction Survey Index Mean Score.</i>			
Receive unqualified audits by Victorian Auditor Generals Office.	1	1	Achieved
Improve the annual risk assessment rating compared to Victorian councils.	NA*	NA*	NA*
<i>*Audits to benchmark Victorian Councils are undertaken every 2 years. The result of Latrobe's audit will not be released until 2012 and are therefore not available.</i>			

## What's planned for Governance in 2011/12?

- Prepare a ten year financial plan including a review of Council rates and fees and charges.
- Review the Council Plan 2011-2015, present to Council for consideration and submit to the Minister for Local Government within the legislated timeframes.
- Facilitate the development of the Annual Budget and present to Council for consideration.
- Prepare the Annual Report 2010/11, submit to the Minister for Local Government and present to Council within the legislated timeframes.

To find out more about what Major Initiatives and Services are planned for delivery over the next four years, please view the Council Plan 2011-2015 available at:  
[www.latrobe.vic.gov.au/About/Publications/](http://www.latrobe.vic.gov.au/About/Publications/) or by calling 1300 367 700.



Commercial Road, Morwell



## Latrobe 2026 Community Vision

In 2026, Latrobe Valley is supported by diversity of government, agency, industry and community leaders, committed to working in partnership to advocate for and deliver sustainable local outcomes

# Advocacy and Partnerships

### *Performance against Council Plan commitments during 2010/11*

Latrobe City Council has worked towards achieving the Advocacy and Partnerships Objective during 2010/11 by delivering Major Initiatives and Services which support the Strategic Directions of the Council Plan.

The Annual Report shows Council's progress during 2010/11 on Major Initiatives, Services and Performance Indicators outlined in the Council Plan 2010-2014.

*Major Initiative progress as at 30 June 2011 has been represented by*

- Complete

---

- In progress

---

- Delayed/postponed

#### STRATEGIC DIRECTION

*Actively build partnerships with other municipalities, government, industry and community agencies to deliver important services and projects, and ensure strong outcomes for our community.*

Service Provision	During 2010/11 we:
Actively participate in the Gippsland Local Government Network.	Actively participated in the Gippsland Local Government Network with Latrobe City Council's Mayor/Chief Executive Officer attending nine Gippsland Local Government Network Meetings and meetings between the Gippsland Local Government Network and members of Parliament.
Actively participate in Regional Cities Victoria.	Actively participated in Regional Cities Victoria with Latrobe City Council's Mayor/Chief Executive Officer attending six Regional Cities Victoria Meetings and meetings between Regional Cities Victoria and members of Parliament.


**STRATEGIC DIRECTION**

*Strengthen relationships with the Victorian and Australian Governments, to ensure that Latrobe City Council is positioned to take advantage of strategic initiatives and funding opportunities.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Conduct quarterly briefing sessions with state and federal parliamentarians representing the municipal area.		Latrobe City Councillors and Executive Team members represented Latrobe City Council at four State and Federal Parliamentary briefings during 2010/11. Latrobe City Council's Chief Executive Officer and Mayor also attended the Gippsland Local Government Network federal election candidate briefings in 2010.

**STRATEGIC DIRECTION**

*Provide regional leadership and strengthen partnerships on issues of importance to our community.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Lead components of regional plan development and implementation in collaboration with the Gippsland Local Government Network.		<p>A priority action identified by the Gippsland Regional Plan is for the development of a Low Carbon Transition Plan, which was progressed by Latrobe City Council during 2010/11. A strategy team to oversee the development of the plan was formed and a scoping paper developed.</p> <p>Latrobe City Council will continue to develop and implement components of the Gippsland Regional Plan into 2011/12.</p>

**STRATEGIC DIRECTION**

*Build a strong image for Latrobe City which emphasise prosperity, liveability and a sense of self confidence and resilience within the community.*

Service Provision	During 2010/11 we:
Provide media and public relations services on behalf of Latrobe City Council.	Provided media and public relations services across the organisation ensuring that appropriate and timely information was communicated to the community using various media including print, radio and television.

Performance Indicator	2009/10	2010/11	Achieved
Increase community perception rating of Latrobe City Council's advocacy.	60*	58*	Not achieved
<i>*Local Government Community Satisfaction Survey Index Mean Score.</i>			
Percentage of Gippsland Local Government Network and Regional Cities Victoria meetings attended by the Latrobe City Council.	90%	100%	Achieved
Number of media releases issued.	293	207	Achieved



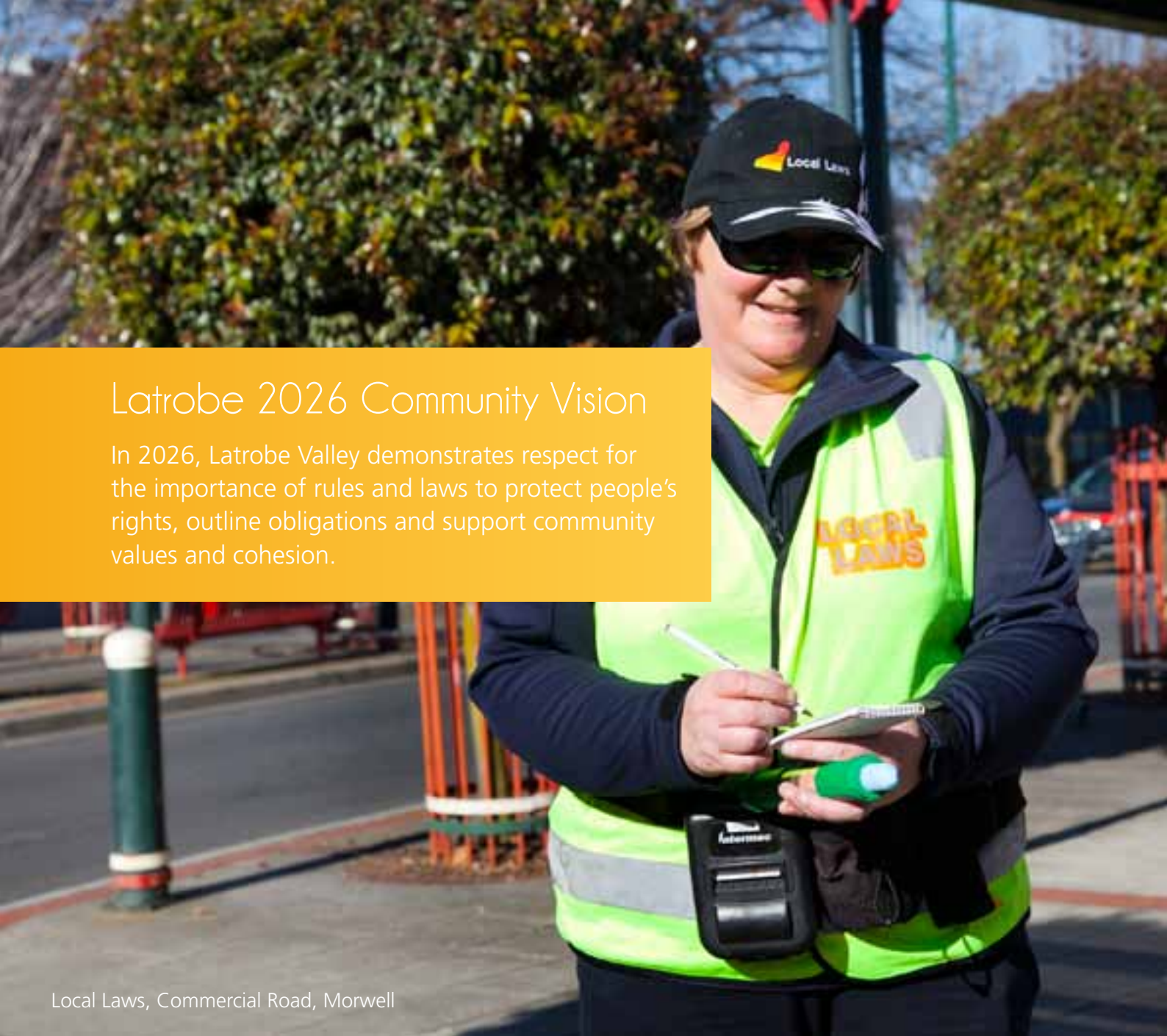
## What's planned for Advocacy and Partnerships in 2011/12?

- Advocate for the completion and release of the Gippsland Freight Action Plan and the release of the Latrobe Valley Bus Review.
- Support the Gippsland Health Promotion Task Group in Implementing the Gippsland Health Promotion Action Plan.
- Support implementation of the Gippsland Skills Action Plan and the Gippsland Skills Industry Alliance.
- Lead the Coal Councils of Australia Alliance to secure improved economic and social outcomes for coal reliant communities.
- Participate in the development and implementation of the Tertiary Education Plan for Gippsland.

To find out more about what Major Initiatives and Services are planned for delivery over the next four years, please view the Council Plan 2011-2015 available at: [www.latrobe.vic.gov.au/About/Publications/](http://www.latrobe.vic.gov.au/About/Publications/) or by calling 1300 367 700.



L-R: Hon Peter Ryan MLA, Cr Darrell White (Mayor), Cr Graeme Middlemiss, Hon Jeanette Powell MLA, Cr Bruce Loughheed, Russell Northe MP at Gippsland Logistics Precinct, Morwell



## Latrobe 2026 Community Vision

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

Local Laws, Commercial Road, Morwell

# Regulation and Accountability

## *Performance against Council Plan commitments during 2010/11*

Latrobe City Council has worked towards achieving the Regulation and Accountability Objective during 2010/11 by delivering Major Initiatives and Services which support the Strategic Directions of the Council Plan.

The Annual Report shows Council's progress during 2010/11 on Major Initiatives, Services and Performance Indicators outlined in the Council Plan 2010-2014.

*Major Initiative progress as at 30 June 2011 has been represented by*

- Complete

---

- In progress

---

- Delayed/postponed

**STRATEGIC DIRECTION**

*Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.*

Service Provision	During 2010/11 we:
Administer legal advice and services for Latrobe City Council.	Sourced and provided legal advice and services as required to the organisation.
Provide Animal Management and Municipal Pound services across Latrobe City.	Delivered a successful pound service where 589 dogs were released to their owners and 362 have been re-housed; 38 cats returned to their owners and 112 have been re-housed.
Maintain registers and provide public access to information of Latrobe City Council in accordance with the Local Government Act 1989.	Maintained registers and provided public access to information of Latrobe City Council in accordance with the Local Government Act 1989.
Administer Freedom of Information requests and Privacy Act requirements of Latrobe City Council.	Administered a total of 11 Freedom of Information requests. All requests were completed within the statutory timeframe. No Privacy Act submissions were received.

**STRATEGIC DIRECTION**

*Continue to monitor the service review program to ensure Council is providing best value for the community.*

Service Provision	During 2010/11 we:
Deliver and report on Best Value principles in accordance with the <i>Local Government Act</i> .	<p>Delivered and reported on Best Value principles in accordance with the Local Government Act 1989. The Annual Report 2009/10 provided an overview of Best Value highlights from that year which included the completion of the Built and Natural Environment Sustainability Review, Tenderlink implementation and various annual customer satisfaction surveys.</p> <p>Best Value principles were again delivered during 2010/11 through a range of new initiatives and strategic alignment program reviews.</p> <p>See the Best Value section of this report (page 92) for more information.</p>


**STRATEGIC DIRECTION**

*Monitor, review and enforce local laws and animal management practices that reflect community conditions and aspirations and support community cohesion.*

Service Provision	During 2010/11 we:
Manage enforcement of Local Laws across Latrobe City.	Managed Local Laws programs including parking control, fire hazard inspections, footpath trading, school crossing supervisor program and disabled persons parking permits. A review of the Footpath Trading Guidelines and permits resulted in a revised fee structure.

## STRATEGIC DIRECTION

*Respond to emergency management needs of our community in accordance with legislative requirements.*

Major Initiative	Progress in 2010/11	2010/11 progress, achievements and challenges
Implement any required changes to the Emergency Management Plan following the Bushfire Royal Commission final report.		<p>Changes to the Latrobe City Council Fire Prevention Plan were required during 2010/11 in accordance with the <i>Electricity Safety Act 1998</i>.</p> <p>The Municipal Fire Prevention Plan now specifies;</p> <p>(a) procedures and criteria for the identification of hazard trees; and</p> <p>(b) procedures for the notification of responsible persons of trees that are a hazard in relation to electric lines for which they are responsible.</p> <p>The amendments to the Municipal Fire Prevention Plan will be implemented during 2011/12</p>

Service Provision	During 2010/11 we:
Provide Emergency Management services, including management of the Municipal Emergency Coordination Centre.	Provided ongoing management of the Municipal Emergency Coordination Centre (MECC) based from the Traralgon Service Centre.

Performance Indicator	2009/10	2010/11	Achieved
Increase community perception rating of enforcement of local laws.	60*	62*	Achieved
<i>*Local Government Community Satisfaction Survey Index Mean Score.</i>			
Percentage of Freedom of Information requests processed within statutory timeframes.	100%	100%	Achieved
Percentage of Privacy complaints processed within statutory timeframes.	Nil	Nil	Achieved
Percentage of impounded dogs rehoused or returned to owners.	83%	83%	Achieved
<i>Rehousing of dogs through Save A Dog has seen an increase of dogs finding homes that would not have been possible without the relationship.</i>			
Percentage of impounded cats rehoused or returned to owners.	10%	14%	Achieved
<i>Strategies implemented during the year, including making the impound register accessible via Council's website, resulted in an increased number of cats rehoused or returned to owners.</i>			

## What's planned for Regulation and Accountability in 2011/12?

- Review the Domestic Animal Management Plan to encourage responsible pet ownership.
- Monitor the outcomes of the Bushfire Royal Commission Final Report and incorporate necessary actions into Latrobe City's fire prevention and emergency management frameworks.
- Deliver and report on Best Value principles in accordance with the Local Government Act 1989.

To find out more about what Major Initiatives and Services are planned for delivery over the next four years, please view the Council Plan 2011-2015 available at: [www.latrobe.vic.gov.au/About/Publications/](http://www.latrobe.vic.gov.au/About/Publications/) or by calling 1300 367 700.



- Our Direction
- Our People
- Innovation
- Our Systems
- Our Relationships



Latrobe City Council employee

# ORGANISATIONAL EXCELLENCE

*The Organisational Excellence Strategy is an internal strategic objective which relates to how Latrobe City Council operates at an organisational level. It is central to its ability to achieve the nine strategic objectives outlined in the Council Plan and focuses on how Latrobe City Council improves its performance at an organisational, team and individual level.*

Each employee of Latrobe City Council has a key role in working towards achieving the directions outlined under the five themes of the Organisational Excellence Strategy; Our Direction, Our People, Innovation, Our Systems, Our Relationships. Each of the themes has a range of outcomes and actions required to achieve these outcomes.

The Organisational Excellence Strategy was reviewed in 2010/11 and a revised document, Organisational Excellence @ Latrobe, was endorsed during June 2011. The review was undertaken to ensure alignment with Latrobe 2026 and current organisational requirements. A thorough internal consultation process was undertaken during the review, resulting in the five existing themes remaining, and supporting actions strengthened in line with staff feedback. Organisational Excellence @ Latrobe will be implemented during 2011/12.

Highlights for each theme represent how Latrobe City Council has achieved the objectives of the Organisational Excellence Strategy during 2010/11.

# Our Direction

*Our direction is shaped towards Latrobe 2026: The Community Vision for Latrobe Valley, Council Plan, Business Plans and Performance Plans. Latrobe City Council has worked towards achieving Our Direction, undertaking a range of initiatives and service improvements. Some highlights from 2010/11 include:*

## *How we plan - Achieving the Latrobe 2026 Community Vision*

Latrobe 2026: The Community Vision for Latrobe Valley is a long term planning document which provides broad directions for the Latrobe Valley. The Latrobe 2026 community vision is an important strategic document for Latrobe City Council which provides the principal direction to the Council Plan.

The Council Plan, together with the Strategic Resources Plan, is Latrobe City Council's medium term planning document which consists of four year Strategic Directions, Major Initiatives, Service Provision and Performance indicators developed to achieve the Strategic Objectives of the Latrobe 2026 community vision.

The Annual Report is a reporting tool developed annually to report back to the Minister for Local Government and the community on how it has achieved against the commitments made in the Council Plan and Strategic Resources Plan.

## *Development of the Council Plan 2011-2015*

The Council Plan 2011-2015 was developed in response to Latrobe 2026: The Community Vision for Latrobe Valley and was adopted by Council in June 2011.

Nine objectives identified as part of Latrobe 2026 and four key themes identified by Council shape the Council Plan 2011-2015. They represent Council's strong commitment towards achieving the Latrobe 2026 vision. The Council Plan, built around these nine objectives, outlines the Strategic Directions of Council. Major Initiatives and Service Provision detail how Council will work towards achieving the Strategic Objectives over the four years of the plan.

During the Council Plan review process Councillors played a key role resulting in the development of four themes.

The four themes identified are entitled 'Shaping our Future' and represents Council's strong commitment to planning for the future development of Latrobe City, our people, economy and environment through the following four key themes:

- Gippsland's Regional City;
- Positioned for a Low Carbon Future;
- An active, connected and caring community; and
- Attract, retain, support.

Latrobe City Council was recently recognised as one of Victoria's four Regional Cities, another key influencing factor in the development of the Latrobe City Council Plan 2011 – 2015. The new Council Plan acknowledges Council's commitment and responsibility to drive the best outcomes for Latrobe City community and broader Gippsland region.

A Strategic Resources Plan was developed in conjunction with the Council Plan 2011-2015 and forms an integral part of the plan by identifying the resources required by Latrobe City Council to implement the four year Council Plan.



Latrobe City Council employees

## Our People

*Latrobe City Council promotes a culture of teamwork and collective achievement, whilst investing in the development, skills and growth of its employees. Examples of the services, initiatives and support provided include:*

### *Developing our employees*

Latrobe City Council is committed to providing its employees with high quality and diverse learning and development opportunities. Learning and development provides the skills and knowledge to work effectively and contribute to the organisation's success.

Learning and development opportunities include internal and external programs and study opportunities to meet a diverse range of individual needs. Internal and external learning and development programs range from an early introduction to leadership through to advanced leadership programs. Providing the right initiatives is important to ensure Latrobe City attracts, retains and develops its workforce.

Latrobe City Council supports employees to access and participate in a range of internal and external leadership development programs. In 2010/11 programs included:

A total of 59 employees completed internally facilitated programs, a number of staff also commenced programs during this time, programs include:

- Accelerated Development Program
- Building Potential Program
- Coaching Skills Program
- Frontline Leadership Program

A total of 8 employees completed externally facilitated programs, a number of staff also commenced programs during this time, programs include:

- Gippsland Community Leadership Program
- Local Government Management Association Challenge
- LGPro Emerging Leaders Program
- LGPro Ignite
- Rotary Achievement Personal & Business Development Workshop
- Rotary Youth Leadership Award

53 Employees were also supported to undertake tertiary and further education through Latrobe City Council's Study Assistance Program.

Latrobe City Council is committed to providing ongoing learning and development opportunities for employees into the future and has a range of programs planned for delivery during 2011/12.





Latrobe City Council employee

### *How we support our employees*

Latrobe City Council is committed to supporting its employees with a focus on health and wellbeing. The Healthy Organisation Working group (HOW) met monthly throughout the year to plan and deliver a variety of health and wellbeing programs, initiatives, and information and awareness sessions. HOW was instrumental in coordinating and promoting the WorkHealth workplace health check program, which saw 270 council employees, take up the opportunity for a free health check. HOW is developing the 2011/12 health and wellbeing program around the areas identified in the health check profile report.

The HOW committee, in consultation with employees, have developed and implemented a range of programs aimed at promoting wellbeing. Some of the initiatives delivered during 2010/11 include:

- onsite Work Health checks;
- participation in Walk to Work Day;
- support of Australia's Biggest Morning Tea activities;
- support of beyondblue activities;
- support of WorkSafe Week activities;
- Life! Diabetes information sessions;
- support of Movember activities;
- other ongoing health and wellbeing activities including walking groups, Weight Watchers meetings, stop smoking incentives and general health information was provided to employees throughout the year.

### *Equal Employment Opportunity (EEO)*

Latrobe City Council is committed to providing an employment environment free from discrimination, harassment and bullying. It believes all employees, contractors, volunteers and agents are entitled to be treated fairly and equitably on the basis of their abilities and merit. This is supported by an EEO Committee, frameworks and procedures and a Corporate Induction Program to promote a discrimination-free workplace. Latrobe City Council did not receive any complaints in relation to breaches of EEO legislation during the 2010/11 financial year.

### *Industrial Relations*

The current Enterprise Bargaining Agreement, Latrobe City Council Enterprise Agreement 2006 – as varied in 2009, expires on the 6 March 2012. Latrobe City Council's Staff Consultative Committee will work with staff representatives across the organisation to negotiate a new agreement during 2011/12.

### *Workcover*

The health and safety of employees continues to be a leading priority for Council. For the 2010/11 financial year Latrobe City Council received ten Workcover claims, six of which were minor and required no time off work by the respective employees. Four standard claims were received, three of which have been closed. The remaining claim is yet to be resolved.



### *Promoting a safe workplace for our employees*

Latrobe City Council has a system of Designated Work Groups (DWG) and Health and Safety Representatives (HSR) throughout the organisation to ensure employees are consulted on Occupational Health and Safety (OHS) matters.

In addition to an OHS Committee, a HSR Forum is held regularly, and provides an opportunity for HSRs to meet as a group to discuss OHS issues and the role of HSRs. The OHS Committee and HSR Forum met bi-monthly during the year, and played a significant role in another successful WorkSafe Week program, aimed at increasing awareness and discussion of health and safety in the workplace and at home.

### *OHS Management*

In 2010/11 Latrobe City Council continued to strive to further improve OHS. A number of operational frameworks and procedures have been reviewed, updated and developed, in consultation with employees, HSRs and the OHS and Consultative Committees, to ensure frameworks and procedures are current and effective.

An online hazard reporting system was introduced in May 2011 and aims to improve the timeliness of advice and action on identified hazards, and knowledge among employees of reported hazards.

In 2010/11 90 incidents were reported compared to 107 the previous year.

## Careers@Latrobe

Latrobe City Council offers a broad range of career options and during the course of 2010/11 recruited for 150 positions, which consisted of temporary and permanent roles for casual, part time and full time positions. Latrobe City Council's current vacancies are advertised on Council's website [www.latrobe.vic.gov.au/careers](http://www.latrobe.vic.gov.au/careers) and through a variety of other media.

## Our employee profile

Latrobe City Council is committed to attracting, recruiting, developing and retaining employees with a wide range of qualifications and abilities to deliver a diverse number of services. An ongoing commitment to continuous improvement in employee operational frameworks and procedures assists Latrobe City Council in attracting and retaining a competitive workforce.

Latrobe City Council's workforce is made up of 908 employees who all play a vital role in contributing to the organisation's success. As at 30 June 2011, employees included:

EMPLOYEES BY TYPE

Full time staff	323	<span style="color: yellow;">■</span>
Part Time	380	<span style="color: red;">■</span>
Casual	205	<span style="color: orange;">■</span>
<b>Total</b>	<b>908</b>	
Full Time Equivalent (FTE)	498	



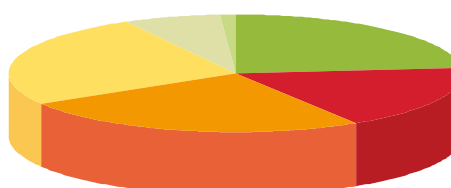
EMPLOYEES BY GENDER

Female	665	<span style="color: yellow;">■</span>
Male	243	<span style="color: green;">■</span>
<b>Total</b>	<b>908</b>	



EMPLOYEES BY AGE

17-30	214	<span style="color: green;">■</span>
31-40	160	<span style="color: red;">■</span>
41-50	229	<span style="color: orange;">■</span>
51-60	231	<span style="color: yellow;">■</span>
61-70	64	<span style="color: lightgreen;">■</span>
71-80	10	<span style="color: green;">■</span>
<b>Total</b>	<b>908</b>	



Latrobe City Council also engages volunteers and work experience students providing a range of development opportunities.

For the 2010/11 financial year Latrobe City Council recorded a turnover rate of 8.89%, excluding seasonal and casual staff.

## Innovation

*Innovation is part of doing business at Latrobe City Council, by recognising and encouraging new ways of working and promoting a culture of continuous improvement. The Frontline Leadership Program is one example of how Latrobe City Council highlights and supports innovation.*

### Frontline Leadership Program overview

The Frontline Leadership Program is one of the internal learning and development programs offered to Latrobe City Council employees. The program is an interactive program designed to provide an introduction to leadership concepts and principles through facilitated workshops, individual feedback sessions and the development and implementation of an innovative project.

During 2010/11, 22 employees successfully participated in the Frontline Leadership Program. As a result a broad range of project initiatives were developed and implemented including system and process improvements, and identifying and addressing issues and challenges which have translated into organisational improvements.

Some of the innovative projects developed during the year include:

- revitalising the new employee induction process;
- developing a Early Childhood Care Providers Recruitment Plan; and
- raising awareness of responsible pet ownership within the community.

Implementation of these innovative projects contributes to Latrobe City Council's continuous improvement, whilst providing great development opportunities for employees.

## Our Systems

*Latrobe City Council continues to work to ensure its systems are current, secure, reflect community expectations and meet organisational requirements.*

### Information Technology Plan 2010-2014

The Information Technology Plan 2010–2014 was approved in May 2010 with implementation of activities commencing in the 2010/11 financial year. Some of the key activities identified in this plan include:

- Upgrading telephony systems to help the community get better access to Council staff and services.
- Improving the speed and stability of communication links between sites.
- Strategic updates to printers and copiers to help reduce operating costs.
- Updating the fleet of PCs and laptops.

In the 2010/11 financial year, the following activities were completed:

- A review of the telephony systems in preparation for upgrading systems in the 2011/12 financial year.
- The introduction of free wireless internet at libraries and the update of public computers.
- Upgrading communication links between Latrobe City Council Headquarters (HQ) and other main Council sites, improving their speed fourfold.
- Consolidating printers and copiers at HQ and other Latrobe City Council sites.
- Implementing a range of security measures to protect corporate information.

Other important initiatives have also been undertaken to improve systems which support management of corporate information. This includes important upgrades and improvements to Electronic Document and Records Management system (EDRMS), underpinning a focus on protecting corporate information for future generations.

## Our Relationships

*Latrobe City Council recognises the achievement of Latrobe 2026: The Community Vision for Latrobe Valley and the objectives of the Council Plan relies upon strong relationships with the community and key stakeholders.*

### *Strong relationships at all levels of government*

Throughout 2010/11, Latrobe City Council continued to work with all levels of government in order to deliver projects and progress key initiatives.

The development of the Gippsland Logistics Precinct, Traralgon Growth Areas Review, Traralgon Activity Centre Plan, and participation in the Gippsland Local Government Network and Coal Councils of Australia Alliance are just some examples of Council working in partnership with all levels of government to deliver community outcomes. The establishment of the Low Carbon Emissions Future Transition Committee also provides a one stop shop for Governments to engage with the Latrobe Valley community in relation to a low carbon future.

The organisation will continue to focus on the development of these relationships in order to deliver on these initiatives.

In delivering quality services and programs, Latrobe City Council recognises the importance of working in partnership with both State and Federal Governments. An example of this includes indigenous employment programs and support.

Latrobe City Council creates employment opportunities for Indigenous young people in partnership with State Government agencies such as the Department of Education Employment Workplace Relations and local job network agencies, including the Indigenous Employment Program. Basic work skills are provided through pre-employment training and built upon through work experience and traineeship positions with Latrobe City Council and other agencies.

Latrobe City Council also works collaboratively with the Aboriginal Community and State Government as part of the Closing the Gap initiative, designed to increase Indigenous employment and career opportunities for Indigenous Australians.

## Customer Service

Latrobe City Council recognises and values both internal and external customers and has a strong commitment to providing excellence in customer service. The Customer Service Plan acknowledges that the delivery of excellent customer service is essential in achieving the strategic objectives identified in the Council Plan.

The plan outlines Council's commitment, mission, customer services standards and actions to achieve excellence in customer service.

During 2010/11 Latrobe City Council continued to deliver on its commitment to:

- welcome customers;
- provide a respectful, friendly and courteous environment;
- actively listen to customers;
- be open, accountable and responsive;
- strive to exceed Customer Service Standards at all times;
- recruit customer-focused, skilled and competent professionals to deliver services and continually provide opportunities for them to develop and learn;
- actively seek feedback from customers and measure success by that feedback;
- treat all customer contact in a confidential manner and respect privacy.

## Service Centres

Service Centres assist with first contact telephone and counter enquiries, payments and all general enquiries. Service Centres are located at:

### **Morwell**

Corporate Headquarters  
141 Commercial Road, Morwell

### **Moe**

Moe Service Centre  
44 Albert Street, Moe

### **Traralgon**

Traralgon Service Centre and Library  
34-38 Kay Street, Traralgon

### **Churchill**

Churchill Community Hub  
9-11 Philip Parade, Churchill

During 2010/11 Community Information Officers responded to over 38,000 requests for services and answered approximately 88,000 telephone enquiries.



Traralgon Maternal and Child Health Centre

## Best Value

A requirement of the Local Government Act 1989 is to report Latrobe City Council's progress to the community towards achieving Best Value principles and how this has been achieved.

The *Local Government Act 1989 208B Best Value Principles* are:

- a) all services provided by a Council must meet the quality and cost standards;
- b) all services provided by a Council must be responsive to the needs of the community;
- c) each service provided by a Council must be accessible to those members of the community for whom the service is intended;
- d) a Council must achieve continuous improvement in the provision of services for its community;
- e) a Council must develop a program of regular consultation with its community in relation to the services it provides;
- f) a Council must report regularly to its community on its achievements in relation to Best Value.

Latrobe City Council views the Best Value principles as relevant to all services and initiatives across the organisation. This Annual Report provides many examples of how Latrobe City Council is achieving Best Value.

## Best Value highlights

*Best Value highlights delivered during 2010/11 include:*

### *Strategic Alignment Program, Child and Family Services Review*

The Child and Family Services Strategic Alignment Program (SAP) Review, finalised during 2010/11, considered the needs of the early childhood education and care sector now and into the future. Specifically the review considered:

- Integrated service delivery options – moving from specialised streams of management to areas of management across integrated services.
- Service delivery methods – exploring the benefits of internally provided services versus contracting service delivery to an external provider.
- Cluster management arrangements for preschools, with a particular focus on state and local government funding arrangements.
- Latrobe City Council's planning and leadership role within the early childhood education sector.
- Staff succession planning within this field.

The Child and Family Services Review outcomes will continue to be implemented during 2011/12, with a focus on ensuring that Latrobe City Council continues to provide quality early childhood education and care services across the municipality.

### *Tree Maintenance Team Review*

The review of the Tree Maintenance team's systems, processes and structure was identified as part of the Built and Natural Environment Strategic Alignment Program Review. It recommended that further investigation should be undertaken to consider opportunities for resource and business process optimisation. These opportunities were considered in a separate process to the Built and Natural Environment Review, because of the significant time and resource requirements.

The Tree Maintenance Review considered internal process aspects to ensure the department is operating effectively. Specifically the review considered:

- Business processes aligning to 'best practise' guidelines.
- Resource optimisation to allow for planned career progression and retention.
- Team position descriptions and remuneration reflecting current works practices and aligning with industry standards.

The findings and actions implemented as an outcome of the review ensures Latrobe City Council continues to provide quality maintenance services across the municipality.

### *Review of the Strategic Alignment Program Framework*

The Strategic Alignment Program (SAP) is Latrobe City Council's internal evaluation framework used to assess the delivery of programs, services and functions to ensure service sustainability is balanced with the needs and expectations of the community. The Latrobe City Council SAP and its current framework and processes, endorsed in early 2009, aims to provide the following outcomes:

- Ensuring current services align with *Latrobe 2026: The Vision for the Latrobe Valley*.
- Ensuring processes are in place to address requirements associated with Best Value principles.
- Driving business improvement and efficiency to deliver quality outcomes for the community and the provision of outstanding customer service.
- Creating an adaptable and flexible organisation that identifies and responds to changing community needs and environmental factors.

During 2010/11 it was identified that the current SAP framework was difficult to implement in a timely, cost effective manner across a broad range of operating environments, therefore a review commenced.

It is expected that the review will focus on process and implementation improvements. The SAP review will continue and is expected to be completed during 2011/12.

### *Universal Access for Preschools Project*

Latrobe City Council received funding from the Department of Education and Early Childhood Development to support planning for the implementation of Universal Access, which is the provision of 15 hours of preschool per week to all four year old children.

As a transition to 15 hours of preschool by 2013, key initiatives carried out during 2011 included a move to 12 hours of preschool per week; support to all providers for the implementation of early childhood education reforms; and innovative delivery models that are inclusive of specialist service providers and offsite education.



Strategic Planning, Latrobe City Council

### *Family Services Annual Customer Satisfaction Surveys*

Customer satisfaction surveys were distributed to families enrolled in Latrobe City Council's Early Learning, Family Day Care, Preschool and Maternal and Child Health services to assist with continuous improvement to these services.

The results included:

- Maternal and Child Health overall customer satisfaction rating was 87%.  
*Feedback was particularly positive in the areas of customer services and Maternal and Child Health Key Visits.*
- Early Learning Centre overall customer satisfaction rating was 83%.  
*Feedback was particularly positive in the areas of staff and child and staff and parent interaction.*
- Family Day Care overall customer satisfaction rating was 90%.  
*Feedback was particularly positive in the areas of care providers, interaction with children and parents, and health and safety.*
- Preschool overall customer satisfaction rating was 81%.  
*Feedback was particularly positive in the areas of program, staff and parent interaction and administration.*

### *Careers @ Latrobe electronic applications*

A new process was developed during 2010/11 which enables electronic application for current vacancies with Latrobe City Council. This has resulted in a more streamlined, timely and accessible process with the added benefit of reduced paper wastage.

To find out more about Careers @ Latrobe visit the Latrobe City Council website [www.latrobe.vic.gov.au/Careers/](http://www.latrobe.vic.gov.au/Careers/)

### *Electronic Annual Report*

As part of Latrobe City Council's commitment to environmental best practice, a minimum number of copies of the 2009/10 Annual Report were printed. A move to electronic distribution was supported by the distribution of Annual Report postcards which directed the community and stakeholders to the report on Council's website.

Following successful implementation during 2010, electronic distribution of the Annual Report 2010/11 will continue in 2011, resulting in considerable cost and environmental impact savings.



## *SPEAR Implementation, online assessment of planning applications*

During 2010/11 Latrobe City Council commenced implementation of the online system, Streamlined Planning through Electronic Applications and Referrals (SPEAR). Year one implementation included the subdivisions module only, with plans to implement the planning module during 2011/12.

SPEAR is an Internet system that enables online lodgement of subdivision applications (SPEAR Subdivisions) and planning permit applications (SPEAR Planning). SPEAR reduces the current reliance on paper and streamlines sending and tracking applications through the subdivision and planning processes. SPEAR allows subdivision and planning permit applications to be compiled, lodged, managed, referred, approved and tracked online anytime. SPEAR supports the Victorian Government initiatives Better Decisions Faster and Melbourne 2030.

SPEAR can be used by all parties involved in the subdivision and planning processes, but in differing capacities:

- applicants use SPEAR to lodge and manage their application and track its progress;
- Latrobe City Council uses SPEAR to receive, manage, refer and approve applications;
- referral authorities use SPEAR to receive and respond to referrals; and
- members of the public can use SPEAR to find out basic information about an application and lodge and view objections.

An internal pilot of SPEAR was undertaken during June 2011 and following a two week trial period, went live to the public. Key stakeholders including surveyors and developers were notified and an external marketing campaign was launched.

## *2009-2012 Council Policy Manual*

Policy development has a key role to play in the good governance of Latrobe City Council. Policy sets the broad parameters for guiding and setting the boundaries to influence the actions and operations of the organisation. Policies are designed to provide clear, unambiguous guidelines and to provide continuity and a consistent point of accountability.

A program has been developed to review all of Latrobe City Council's adopted policies in stages over the next two years leading up to the 2012 Local Government General Election. It is intended as an introductory cycle for an ongoing four year program rolled out over the full term of each Council to ensure that all policies are relevant and up to date. This will ensure that a structured and regulated system is used to amend Council Policies. Currently, they are reviewed on an as needs basis.

Good governance principles suggest that Council should determine its policy position and then ensure that decision making is consistent with adopted policy.

In accordance with the Local Government Act 1989, Council reviewed the Procurement Policy this year with the revised version adopted by Council during June 2011.

While Latrobe City Council is obliged to review the Procurement Policy each financial year and to make that policy available for inspection by the public, Council has chosen to subject all of its adopted policies to systematic review and to make the 2009-2012 Policy Manual available for public inspection, as outlined in the Council Policy Development Policy.

The 2009-2012 Policy Manual is available on the Council website [www.latrobe.vic.gov.au/CouncilDocuments](http://www.latrobe.vic.gov.au/CouncilDocuments)

- Council Governance
- Statutory Information
- National Competition Policy Compliance
- Victorian Local Government Indicators



Low Carbon Transition Committee Meeting, Latrobe City Council Headquarters

# ACCOUNTABILITY

## Council Governance

### Latrobe City Council

Latrobe City Council is a public statutory body which operates under the legislative requirements of the Local Government Act 1989.

This Act sets out the role of the Council as an elected body to provide leadership for the good governance of the municipal district and the local community.

The primary objective of Latrobe City Council is to achieve the best outcomes for the local community, keeping in mind the long term effects of decisions made by Council. Council is responsible for setting the organisation's direction and overseeing its performance on behalf of the Latrobe City community.

### Code of Conduct

Under the Local Government Act 1989, all councils within Victoria must ensure that they adopt a Code of Conduct which at minimum establishes the rules of behaviour during a pre-election period. Latrobe City Council has taken this further by adopting a code that establishes how councillors will behave towards each other and within the community during their term of office.

A Code of Conduct was adopted by Council on 16 November 2009 that provides guidelines on:

- councillor behaviours;
- conflict of interest procedures; and
- dispute resolution procedures.

The code affirms principles of behaviour requiring that councillors:

- act honestly;
- exercise reasonable care and diligence;
- use their position properly; and
- not make improper use of information acquired because of their position.

Latrobe City Council's Code of Conduct is available at: [www.latrobe.vic.gov.au/CouncilDocuments/](http://www.latrobe.vic.gov.au/CouncilDocuments/)

## Council Meetings

Council Meetings are held at the Latrobe City Council Corporate Headquarters in Morwell at 7.00 pm on the first and third Monday of every month, except in January.

Each Council Meeting includes a public question time as a standard agenda item, designed to encourage community participation in the overall affairs of Council. Special Council Meetings are held as required and all Special Council Meeting dates are advertised in the Latrobe Valley Express newspaper and detailed on the Latrobe City Council website.

Councillors also meet on the second and fourth Monday of the month for an Issues and Discussion Session, except where public holidays fall on either of these days. At these meetings presentations are made to Council by community groups, organisations and other stakeholders.

Council decisions are made by councillors either at an Ordinary Council Meeting or at appropriately delegated Special Council Meeting. Meetings are open to the public, unless the Council resolves to close the meeting in accordance with guidelines of the *Local Government Act 1989*.

Council Meeting schedule, agendas and minutes are available on the website [www.latrobe.vic.gov.au/CouncilDocuments/](http://www.latrobe.vic.gov.au/CouncilDocuments/)

## Councillor Remuneration

From July 2010 to November 2010 the Mayoral allowance was \$64,062 and the Councillor allowance \$20,705 per annum, plus the equivalent of the superannuation guarantee contribution of 9%.

On 26 August 2010, the Department of Planning and Community Development (refer circular No. 23/2010) advised all Councils that a notice was published in the Government Gazette on 26 August 2010, providing for a 3.0% adjustment to apply to all Mayoral and Councillor Allowances taking effect from 1 December 2010. Under section 73B (5) of the *Local Government Act 1989*, a Council must increase the Mayoral and Councillor allowances by this 3.0% adjustment.

Consequently, from the 1 December 2010 the Mayoral and Councillor allowances were increased to \$65,984 and \$21,326 per annum respectively, plus the equivalent of the superannuation guarantee contribution of 9%.

In addition to their allowances, Councillors receive for Council use a mobile phone, laptop computer and printer/fax. They may also claim expenses incurred while performing their duty as Councillors and utilise office administration and support. The Mayor also receives a vehicle for the duration of his or her term, a dedicated office and support from an Executive Assistant.

## Council Delegations

The Council's powers under the *Local Government Act 1989* or any other Act may be delegated by an instrument of delegation to a Special Committee of Council, to the Chief Executive Officer or to an individual council officer. The Council generally delegates powers, duties and functions to the Chief Executive Officer who is empowered to further delegate some or all of those powers to other officers.

Delegation is a vital element in assisting Council administration to function effectively and efficiently. It is essential that the Council-associated committees provide clear policy direction and council officers have the ability to make appropriate day-to-day decisions in accordance with that policy.

On 16 November 2009, Council delegated to the Chief Executive Officer a set of powers and duties by exception. This means the Chief Executive Officer is able to do all things on behalf of the Council, except for items listed by the Council.

The purpose of this delegation is to allow the Chief Executive Officer the power and discretion to coordinate decisions of an operational nature. The Chief Executive Officer has delegated many of those powers to individual council officers.

The Council itself has delegated many of its powers directly to council officers, to ensure the everyday operation of Council business. The delegation document provides that only certain officers are allowed to make decisions of a financial nature and the limit of their authority is carefully dictated to ensure prudent financial management.

Decisions under delegations are sometimes restricted by limitations imposed by the Council or the Chief Executive Officer, including numerous requirements to report back on the decisions that have been made under that delegation. Decisions made under a delegation must always adhere to existing council policy or directions.

## Councillor representation on Committees

At an Ordinary meeting of Council, Councillors can be appointed as Council representatives on a range of special interest committees. Latrobe City Council currently has three Special Committees formulated pursuant to Section 86 of the Local Government Act 1989. These committees must adhere to the same rules and principles governing the Council itself. Council also has a range of sub-committees pursuant to other legislation and a further range of advisory and community committees and working groups.

The official Councillor appointments on these committees and working groups, as well as associations on which Council is represented during 2010/11, are listed below.

### Council (Special) Committees

Committee	Purpose	Councillor
Churchill and District Community Hub Board	To provide a venue that brings individual members of the community, groups and agencies together in an atmosphere of support to systematically address and meet community needs.	Cr White
Latrobe Regional Airport Board	To develop, operate and maintain the airport in accordance with the Civil Aviation Regulations.	Cr Middlemiss Alternative: Cr Kam
The Yallourn North Community Housing Committee	To administer Council-owned elderly persons units in Anderson Ave, Yallourn North.	Cr Lougheed

### Committees Pursuant to Other Legislation

Committee	Purpose	Councillor
Audit Committee	To assist in the discharge of responsibilities for financial reporting, maintaining a reliable system of internal controls and fostering the organisation's ethical development.	Cr Fitzgerald Cr Vermeulen Alternative: Cr Lougheed By Invitation: All Councillors
Gippsland Regional Waste Management Group Board	To facilitate and foster best practices in waste management in the region pursuant to the functions and powers under the <i>Environment Protection Act 1970</i> .	Cr Middlemiss Alternative: Cr Lougheed
Gippstown Reserve Committee of Management Inc.	The Gippstown Reserve Committee of Management Inc. is responsible for the management and development of the heritage park in Moe. Triennial appointments to this committee under the <i>Crown Land (Reserves) Act 1978</i> are controlled by the Department of Sustainability and Environment.	By Invitation: Cr Price* Alternative: Cr Gibson
Municipal Emergency Management Planning Committee	To prepare an emergency management plan to ensure an adequate response to community for all emergencies.	Cr Lougheed Cr Gibson

## Council Advisory/Funded Committees

Committee	Councillor
Australia Day Advisory Committee	Cr Price* Cr Vermeulen Cr Fitzgerald
Crinigan Bushland Reserve Committee of Management	Cr Middlemiss
Disability Reference Committee	Cr Lougheed Alternative: Cr O'Callaghan
Edward Hunter Heritage Bushland Reserve Committee	Cr Price* Cr Gibson
Latrobe City Climate Change Consultative Committee	Cr Price* Alternative: Cr Vermeulen
Latrobe City Hyland Highway Municipal Landfill Consultative Committee	Ward Councillor (Cr Vermeulen) Cr Lougheed
Latrobe City International Relations Committee	Cr Price* Cr White Cr Vermeulen
Latrobe City Venues User Group	Cr Kam Cr Gibson
Latrobe Leisure Churchill User Group	Cr White Cr Vermeulen
Latrobe Leisure Moe Newborough User Group	Cr Price* Cr Gibson
Latrobe Leisure Morwell User Group	Cr Lougheed Cr Middlemiss
Latrobe Leisure Traralgon Sports Stadium User Group	Cr Kam Cr Fitzgerald
Latrobe Regional Gallery Advisory Committee	Cr Price* Cr White
Latrobe Regional Motorsport Complex User Group	Cr Middlemiss
Latrobe Safety and Wellbeing Network	Cr White Cr Kam Cr O'Callaghan
Latrobe Tourism Advisory Board	Cr White Cr Fitzgerald
Low Carbon Emissions Future Transition Committee	Mayor, Chair (Cr White) Cr Price* Cr Fitzgerald Cr Vermeulen
Mathison Park Advisory Committee	Cr Vermeulen Cr White
Moe Yallourn Rail Trail	Cr Gibson Cr Lougheed
Morwell Centenary Rose Garden	Cr Lougheed Alternative: Cr White
Morwell Town Common Development Plan Steering Committee	Cr Lougheed Cr White
Oldsmobile Management Committee	Mayor (Cr White)
Ollerton Avenue Bushland Reserve Committee of Management	Cr Gibson Alternative: Cr Price*
Sale of Goods from Council Properties Committee	Cr Lougheed Cr Kam
Victory Park Precinct Advisory Committee	Galbraith Ward Councillor (Cr Kam) Dunbar Ward Councillor (Cr Fitzgerald)
War Memorials Advisory Committee	Mayor (Cr White)

## Community Committees

Committee	Councillor
Apprenticeships Group Australia	Cr White
Australian Paper Community Environmental Consultative Committee	Cr Lougheed
Baw Baw Latrobe Local Learning and Employment Network	Cr Price*
Braiakaulung Advisory Committee	Cr O'Callaghan Cr White
Callignee and Traralgon South Sporting and Facility User Group	Cr Vermeulen
Friends of the Traralgon Railway Reservoir Conservation Reserve	Cr Fitzgerald
Gippsland Sports Academy	Cr White Alternative: Cr Gibson
Social Planning for Wellbeing Committee	Cr Kam
International Power Hazelwood Environmental Review Committee	Cr White
Latrobe City Lake Narracan User Group Committee	Ward Councillor (Cr Lougheed) Cr Gibson
Latrobe Settlement Committee	Cr Price*
Loy Yang Power Environmental Review Committee	Cr Vermeulen
Moe Southside Community Precinct User Group	Farley Ward Councillor (Cr Price*)
Morwell Central Business District Safety Group	Cr Lougheed Cr Kam Cr Middlemiss
Morwell River Neighbourhood Improvement Plan Steering Committee	Cr White
Regional Aboriginal Justice Advisory Committee	Cr Gibson
Roadsafe Latrobe Community Road Safety Council	Cr Kam Cr Gibson
Traralgon Central Business District Safety Group	Cr Fitzgerald Cr Kam
Traralgon Creek Neighbourhood Improvement Plan Steering Committee	Cr Kam Cr Fitzgerald
Traralgon Recreation Reserve and Showgrounds User Group Committee	Cr Fitzgerald Cr Kam
Traralgon West Sporting Complex User Group	Cr Kam Cr Fitzgerald
TRU Energy Yallourn Environmental Review Committee	Cr Lougheed

## Council Working Groups

Committee	Councillor
Chief Executive Officer Performance Review Committee	Mayor (Cr White) Cr Gibson Cr Kam Cr Fitzgerald
Coal Land Use Planning Committee	Cr Lougheed Cr Vermeulen Cr Gibson Cr Middlemiss Cr Kam
Community Engagement Reference Group	Cr O'Callaghan Cr Kam Cr Price*
Cultural Diversity Reference Committee	Cr Kam Cr Price*
Jumbuk and Yinnar South Timber Traffic Reference Group	Gunyah Ward Councillor (Cr Vermeulen) Cr White Cr Kam
Link Editorial Committee	Mayor (Cr White) Cr Lougheed Cr Gibson
Mayoral Investment Attraction Working Group	Mayor (Cr White) Deputy Mayor (Cr Gibson) Cr Middlemiss Cr Price*
Positive Ageing Reference Group	Cr O'Callaghan Cr Kam
Rail Freight Working Group	Cr Middlemiss Cr Lougheed

## Associations

Committee	Councillor
Alliance of Councils for Rail Freight Development	Cr Lougheed Alternative: Cr Middlemiss
Coal Councils of Australia Alliance	Mayor (Cr White)
Gippsland Local Government Network	Mayor (Cr White)
Municipal Association of Victoria	Cr Lougheed Alternative: Cr Kam
Regional Cities Victoria	Mayor (Cr White)
South East Australian Transport Strategy	Cr Middlemiss Alternative: Cr Lougheed
Timber Towns Victoria (Committee)	Cr Lougheed Cr Kam
Victorian Local Governance Association	Mayor (Cr White) Alternative: Deputy Mayor (Cr Gibson)
West Gippsland Catchment Management Authority – Central Catchment Ecosystem Advisory Group	Cr Kam

\*At the time of printing Cr Price was on leave of absence pending the outcome of her appeal against court judgement and sentencing, which would disqualify her from acting as a Councillor.



Churchill Community Hub

## Statutory Information

### Documentation available for public inspection

In accordance with Section 11 of the *Local Government (Finance and Reporting) Regulations 2004*, the following documents are available for public inspection:

- Details of current allowances fixed for the Mayor and councillors.
- Details of senior officers' total salary packages for the current financial year and the previous year.
- Details of overseas or interstate travel (with the exception of interstate travel by land for less than three days) undertaken in an official capacity by councillors or any member of council staff in the previous 12 months.
- Council officers who were required to submit a return of interest during the financial year.
- Councillors who submitted a return of interest during the financial year.
- Agendas for and minutes of Ordinary and Special Meetings held in the previous 12 months.
- A list of all special committees established by Council and the purpose for which each committee was established.
- A list of all special committees established by the Council which were abolished or ceased to function during the financial year.
- Minutes of meetings of special committees.
- A register of delegations.
- Submissions received in accordance with Section 223 of the Act during the previous 12 months.
- Agreements to establish regional libraries.
- Details of all property, finance and operating leases involving land, buildings, plant, computer equipment or vehicles entered into by the Council as lessor or lessee.

- A register of authorised officers.
- A list of donations and grants made by the Council during the financial year.
- Organisations of which the Council was a member during the financial year.
- A list of contracts valued at \$100,000 or more which the Council entered into during the financial year without first engaging in a competitive process.

Other documentation and registers available to the public include:

- The Councillor Reimbursement Policy.
- The Councillor Code of Conduct.
- Records of Assembly of Councillors.
- Register of Interests.
- Local Laws 1, 2 and 3.
- The annual Council Plan.
- The Strategic Resource Plan.
- The annual budget.
- The Annual Report including the Auditor's Report.
- All adopted Council Policies.

In accordance with Section 222 of the *Local Government Act 1989*, inspection of these documents at Latrobe City Council's Corporate Headquarters, 141 Commercial Road, Morwell, can be arranged by contacting Latrobe City Council on 1300 367 700.

A number of these documents are also available online at [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)



# Information Management

## *Freedom of Information*

The *Freedom of Information Act 1982* gives the community the right to access certain Council documents. The Act has four basic principles:

- Local governments are required to publish information about the documents they hold, particularly those which affect members of the public in their dealings with Council.
- Each person has a legally enforceable right to access information, limited only by exemptions necessary for the protection of the public interest and the private and business affairs of persons from whom information is collected by Council.
- People may request inaccurate, incomplete, out of date or misleading information in their personal records be amended.
- People may appeal against a decision not to give access to information or not amend a personal record.

During the 2010/11 financial year, Latrobe City Council received 11 requests to access information under the Freedom of Information legislation. This is six less than the previous year.

Freedom of Information requests must be made in writing and accompanied by a \$23.90 application fee. Requests for access to information should be addressed to:

Freedom of Information Officer  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

In accordance with the *Freedom of Information Act 1982*, Latrobe City Council must decide if this information will be provided within 45 days. Of the 11 requests received, all were processed within the statutory timeframe.

## *Information Privacy*

Latrobe City Council is obliged to ensure the personal privacy of all residents and ratepayers in accordance with the *Information Privacy Act 2001*. Council will only collect, use or disclose personal information where it is necessary to perform Council functions or where required by law. Council has adopted a Privacy Policy which can be obtained upon request.

During the 2010/11 financial year, Latrobe City Council had one complaint referred to the Privacy Commissioner who determined there was no breach of the Act.

## *Charter of Human Rights and Responsibilities*

Latrobe City Council is subject to the *Charter of Human Rights and Responsibilities Act 2006*.

All Latrobe City Council policies have been adopted following proper consideration of all of the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*.

## *Whistleblowers Protection*

The *Whistleblowers Protection Act 2001* aims to protect and encourage disclosure of wrongful acts by councils and other similar bodies. It relates to the behaviours and actions of council officers and councillors. A person is entitled to make a complaint pursuant to the *Whistleblowers Act 2001* by contacting the Ombudsman of Victoria.

Latrobe City Council supports the aims and objectives of the *Whistleblowers Act 2001* and have endorsed an operational framework which applies to all of its employees.

During the 2010/11 financial year there were no disclosures made or referred to Latrobe City Council or the Ombudsman of Victoria under the *Whistleblowers Act 2001*.

# Risk Management and Auditing

## *Audit Committee*

The Audit Committee is in place to assist Council in the effective conduct of financial reporting, management of risk, maintaining internal controls and facilitating ethical development. It met five times during the year.

Its membership comprises two independent external members, Mr Richard McDowell and Mr Ron Gowland and two Councillors, Cr Ed Vermeulen and Cr Rohan Fitzgerald. The Chief Executive Officer, General Manager Governance, Manager Finance and Manager Risk and Compliance also attend Audit Committee meetings.

During the year, the committee dealt with a range of activities, including:

- internal Audit Program;
- 2011/12 Annual Budget;
- 2009/10 financial statements;
- risk management;
- outstanding debtors review;
- quarterly financial and performance reports and mid year review;
- monthly performance reporting; and
- strategic risk reporting.

## *Internal Audit Program*

Latrobe City Council engages the services of RSM Bird Cameron to provide its internal audit services. A three year internal audit program has been established to review a range of internal functions of Council. The following reviews were undertaken during the year:

- information technology review;
- childcare; and
- integrity of Council reporting.

## *CMP Public Liability and Professional Liability Audit*

In 2011, Civic Mutual Plus, Latrobe City Council's public liability and professional liability insurer, conducted the bi-annual public liability and professional liability audit. This is used for benchmarking of local government authorities across Victoria. The results of this will not be known until next year. Latrobe City Council received an award for the result achieved in this audit in the 2008/2010 audit cycle.

## *Insurance*

Latrobe City Council has a responsibility to the community to ensure that the nature and extent of Latrobe City Council's insurance cover is adequate. Latrobe City Council has insurance policies covering:

- public liability;
- industrial special risk and Business interruption;
- public/products liability;
- councillors and officers liability;
- motor vehicles;
- engineering risks;
- machinery and computer breakdown;
- hangar keeper's liability; and
- personal accident/corporate travel.

These insurances are reviewed annually and adjusted accordingly, having consideration for the various associated risks, past history and the benefit of expert advice.

Latrobe City Council liaises regularly with its insurers regarding changes in legislation, court decisions and industry best practice. Latrobe City Council manages public and property liability claims based on the framework and advice of its insurers. Regular contact is made with the insurers to discuss claims and/or risk mitigation activities.

## *Risk Management Plan 2011-2014*

The Risk Management Plan 2011-2014 was adopted by Council in May 2011. This document sets out Council's commitment to risk management to reduce and manage adverse effects on Council's objectives and operations and identify and maximise opportunities. The plan is aligned to the new risk management standard, AS/ISO 31000 and aims to further build on the risk management framework established under the Risk Management Strategy 2007-2010, setting out key directions for further improvement of Latrobe City Council's risk management systems and processes over the 2011-2014 period. It is applicable to the management of all risks facing the organisation, such as financial, reputation, Occupational Health and Safety, personnel and legislative.



Latrobe City Council employee

# National Competition Policy Compliance: 2010/11

## *Certification by Chief Executive Officer*

Latrobe City Council has complied with the requirements of the National Competition Policy (NCP) for the period 1 July 2010 to 30 June 2011, in accordance with the requirements outlined in National Competition Policy and Local Government (revised 2011) as set out below:

### **A. TRADE PRACTICES COMPLIANCE**

State whether the Council is compliant or non-compliant.  
If non-compliant, justify or cite actions to redress.

**Compliant**

### **B. LOCAL LAWS COMPLIANCE**

State whether the Council is compliant or non-compliant. List all local laws made or remade during 2010-11 which impose a restriction on competition.

**Compliant**

### **C. COMPETITIVE NEUTRALITY COMPLIANCE**

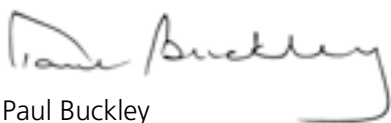
State whether the Council is compliant or non-compliant for all significant businesses.  
List any significant businesses that are non-compliant.

**Compliant**

I certify that:

- a) this statement has been prepared in accordance with the 2010/2011 National Competition Policy reporting guidelines; and
- b) this statement presents fairly the Council's implementation of the National Competition Policy.

Signed



Paul Buckley  
*Chief Executive Officer*

Date: 29 August 2011

# Victorian Local Government Indicators

The Victorian Government requires all Victorian councils to measure and annually report against 11 Victorian Local Government Indicators. These indicators are designed to quantify aspects of expenditure, the cost of service and infrastructure provision, customer satisfaction and governance. As a comparison, figures from the past two years are provided.

CATEGORY	VLGI #	DESCRIPTION	2008-09	2009-10	2010-11
COST OF GOVERNANCE	1	Average rates and charges per assessment	\$1,351	\$1,402	\$1,483
	2	Average residential rates and charges per assessment	\$1,032	\$1,078	\$1,159
SUSTAINABILITY	3	Average liabilities per assessment	\$1,246	\$1,502	\$1,484
	4	Operating result per assessment*	\$296	\$389	\$442
SERVICES	5	Average operating expenditure per assessment	\$2,595	\$2,614	\$2,657
	6	Community satisfaction rating for the overall performance of Council	64	61	57
INFRASTRUCTURE	7	Average capital expenditure per assessment	\$602	\$774	\$900
	8	Renewal**	85%	99%	99%
	9	Renewal and maintenance	89%	99%	99%
GOVERNANCE	10	Community satisfaction rating for the Council's advocacy and community representation on key local issues	64	60	58
	11	Community satisfaction rating for the Council's engagement in decision making on key local issues	60	57	50

- 
- Financial Report
  - Financial Statements
  - Standard Statements
  - Performance Statement

# FINANCIAL

Latrobe City Council Headquarters, Morwell

# Financial Report

This report shows how Council performed financially during the 2010/11 financial year. It also provides the overall financial position of Council as at 30 June 2011.

Latrobe City Council presents this Finance Report in accordance with the Australian Accounting Standards. As the Council is a not-for-profit organisation, some terms used in the private sector are not appropriate for use with these statements.

## Introduction

The Finance Report contains four main sections:

- Summary Report
- Financial Statements
- Notes to the Accounts
- Standard Statements

The statements and notes to the accounts are prepared by Latrobe City Council's Finance Unit, audited by the Victorian Auditor General and examined by the Audit Committee and Council.

## Financial Statements

### Comprehensive Income Statement

The Comprehensive Income Statement shows:

- Revenue sources by income category;
- Expenses relating to Council operations, not including costs associated with capital purchases, construction and asset renewal. While capital expenditure costs are not shown, asset depreciation and amortisation is included;
- Non-owner changes in equity (e.g Asset Revaluation Reserve increments/decrements).

The key figure in this statement is the surplus or deficit for the year. A surplus indicates that revenue exceeded expenses.

### Balance Sheet

The Balance Sheet is a one-page summary of Latrobe City Council's financial position as at the 30 June 2011. It shows what Latrobe City Council owns as assets and what is owed in liabilities. Assets and liabilities are split into current and non-current items. Current items reflect those assets or liabilities that will fall due in the next 12 months. The 'Total Equity' line of this statement indicates the net worth of Latrobe City Council which has been accumulated over many years.

### Cash Flow Statement

The Cash Flow Statement summarises Latrobe City Council's cash payments and cash receipts for the 2010/11 financial year indicating the net increase or decrease in cash held by Latrobe City Council. Values in this statement represent 'cash-in-hand' and may vary from the Income Statement and Balance Sheet which are prepared on an accrual basis.

### Statement of Changes in Equity

This statement summarises the change in the net worth of Latrobe City Council. The net worth can change as a result of:

- a surplus or deficit recorded in the Income Statement;
- use of money from Council reserves and/or
- an increase or decrease in the value of non-current assets based on revaluation of assets.

### Notes to the Accounts

These notes provide detailed information to assist understanding of the financial statements including statement preparation procedures, significant Latrobe City Council accounting policies, and many summary figures underlying the values contained within the statements. Notes also provide information and detail that Latrobe City Council wishes to provide but cannot be included within the financial statements. Numbers associated with notes are shown beside the relevant items within the financial statements.

## *Standard Statements*

Latrobe City Council is required to present audited Standard Statements for Income, Balance Sheet, Cash Flows and Capital Works in accordance with the Local Government Act (1989). Each standard statement reports the difference between actual results for the financial year and the adopted Council budget that was established at the start of the financial year. Any major differences between the financial statements and the standard statements are explained within the notes.

These standard statements reflect the Financial Statements with the addition of the capital works statement. The Statement of Capital Works provides details of Council expenditure on creating, purchasing, renewing and upgrading property, infrastructure, plant and equipment by asset category.

## *Certification Reports*

Certification of the Principal Accounting Officer is made by the Latrobe City Council Manager Finance who is responsible for the financial management of Council. The report certifies that in their opinion, the financial statements have met all statutory and professional reporting requirements.

Certification is also required by the Latrobe City Council Chief Executive Officer, and two Councillors on behalf of Council. Their reports certify that in their opinion, the financial statements are fair and not misleading.

## *Auditor General Report*

The Independent Audit Report presents an external professional opinion on the financial statements. The report provides confirmation that the Finance Report has been prepared to comply with relevant legislation and professional standards, and provides a fair representation of Council finances.

## *Summary*

Latrobe City Council concluded 2010/11 in a strong financial position. All the key financial indicators demonstrate that Council is being managed in a financially prudent and responsible manner. The financial statements have been audited by the Victorian Auditor-General and endorsed by Council's Audit Committee. Council has delivered on the majority of key strategic objectives outlined in the 2010/11 budget, with the exception of one project that was delayed through an extended community consultation period and changes to the scope of works. Council continues to strive to deliver a high level of value for the community.

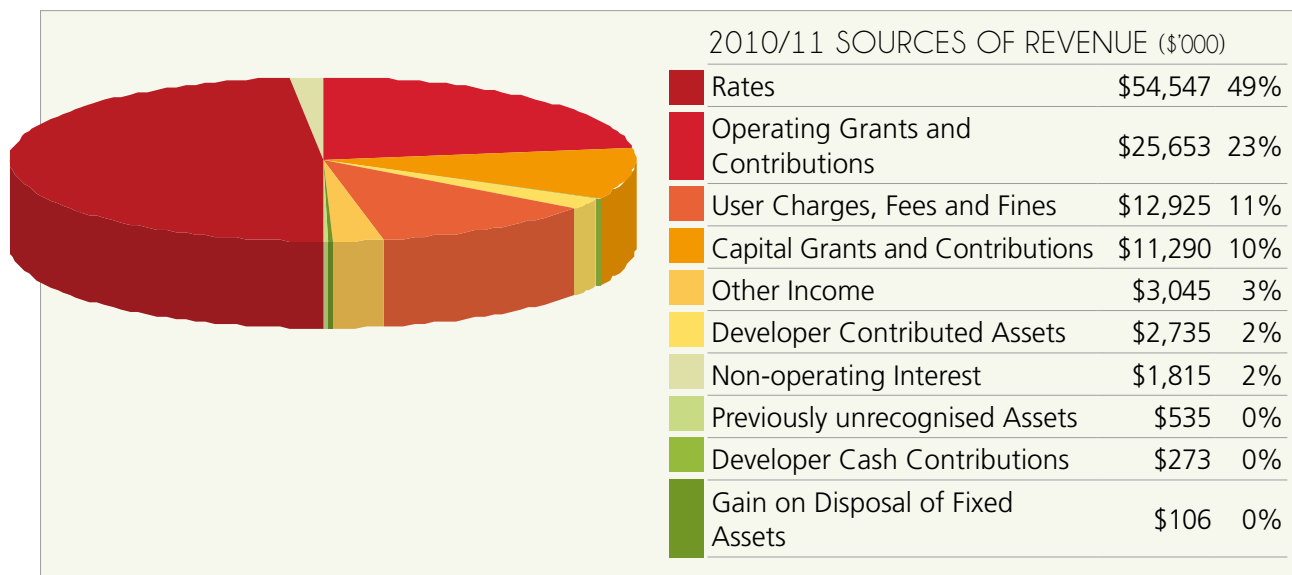
A key financial challenge for Latrobe City into the future is to continue to deliver community services and programs whilst balancing the need to invest in infrastructure to ensure Latrobe City remains a community with high levels of liveability and sustainability.



## Revenue

Latrobe City Council's total revenue for the 2010/11 year was \$112.927 million (4% greater than budget). The main factors contributing to this favourable increase were Victorian Grants Commission increased grant allocations together with advanced instalments received for 2011/12 grant allocations, additional developer contributed assets, a greater than expected return on the investment of funds and additional user fees from various sources.

A breakdown of revenue sources, shown below, highlights the reliance on rate revenue to fund community services and the renewal of community assets.

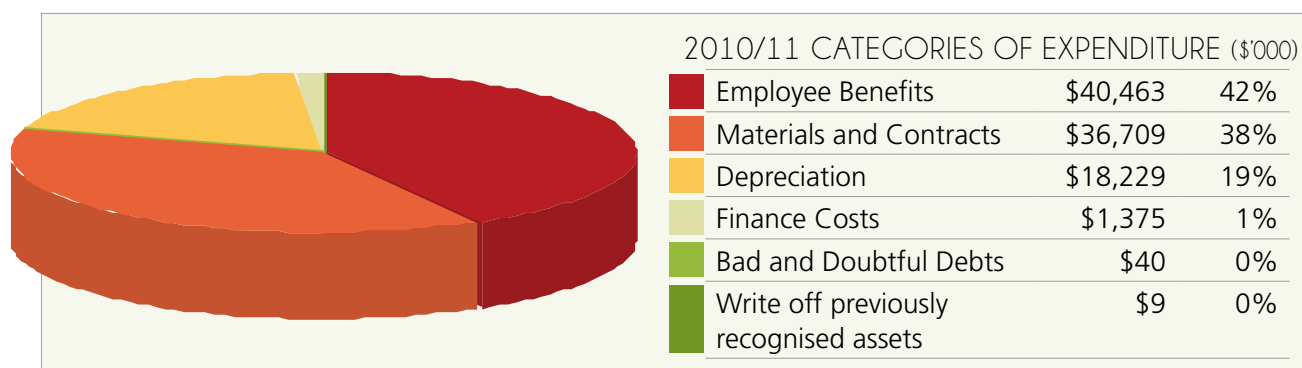


## Expenses

Latrobe City Council's total expenditure for the 2010/11 year was \$96.825 million (\$2% under budget).

The main factors contributing to this favourable variance were the reclassification of the new landfill cell construction from operating to capital expenditure following consultation with Latrobe City Council's external auditors, together with some project expenditure that will be carried over to be spent in the 2011/12 financial year.

A breakdown of expenditure categories is shown below. The graph highlights that 80% of Latrobe City Council's total spending relates to materials and employee costs.



## Financial Strength

The Balance Sheet indicates that Latrobe City Council continues to be in a sound financial position, with a healthy Working Capital Ratio, as shown in the graph.

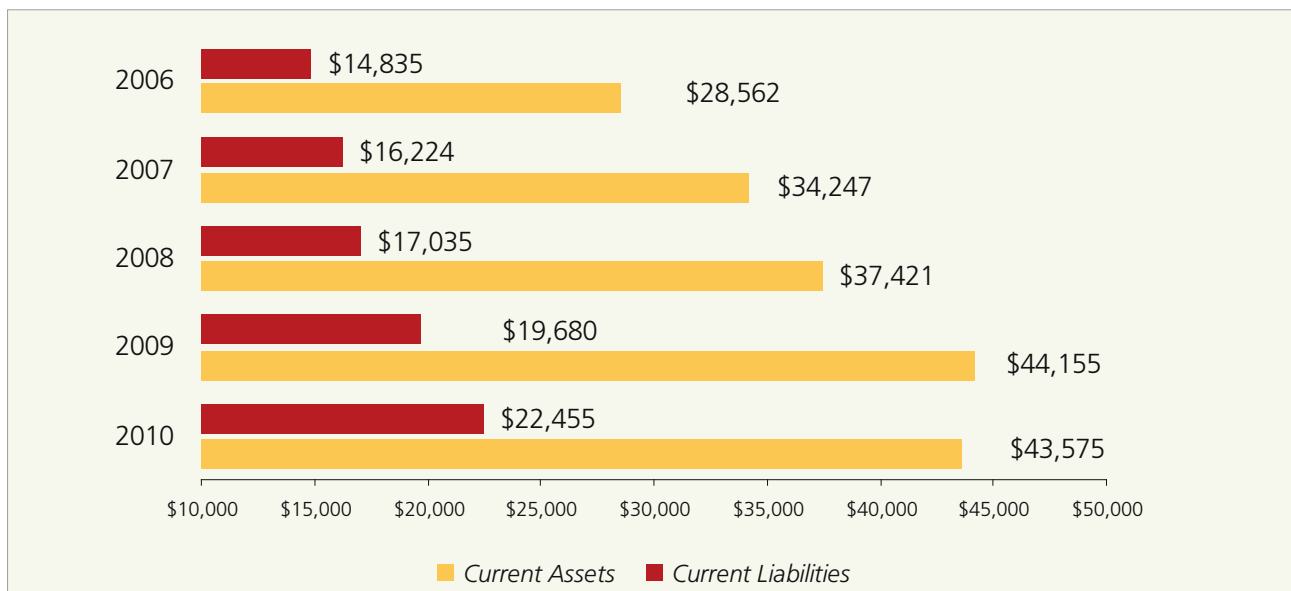
The Working Capital Ratio assesses Latrobe City Council's ability to meet current commitments and is calculated by measuring current assets against current liabilities. Latrobe City Council's ratio of 1.94:1 is an indicator of a sound financial position, having \$1.94 of current assets for every \$1 of current liabilities. The level of working capital over the past five years shows that Latrobe City Council's ability to meet current commitments has remained strong.

Latrobe City Council's total equity increased to \$912.398 million as at 30 June 2011, an increase of \$16.62 million from the previous year. This was due to an operating surplus for the year of \$16.102 million together with Asset Revaluation Reserve movements of \$0.518 million.

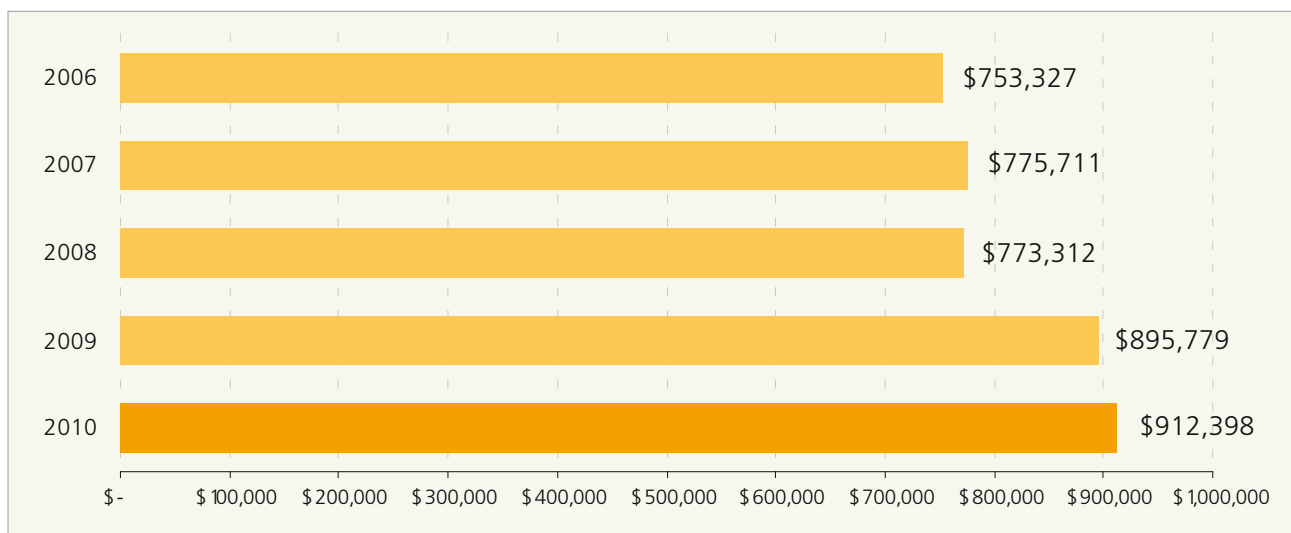
## Cash

Latrobe City Council had a net overall cash outflow for the year of \$2.740 million compared to a budgeted net cash outflow of \$9.496 million. This favourable variance is primarily the result of advance funding received for projects together with several major capital works projects that will be completed in 2011/2012.

### WORKING CAPITAL RATIO (\$'000)

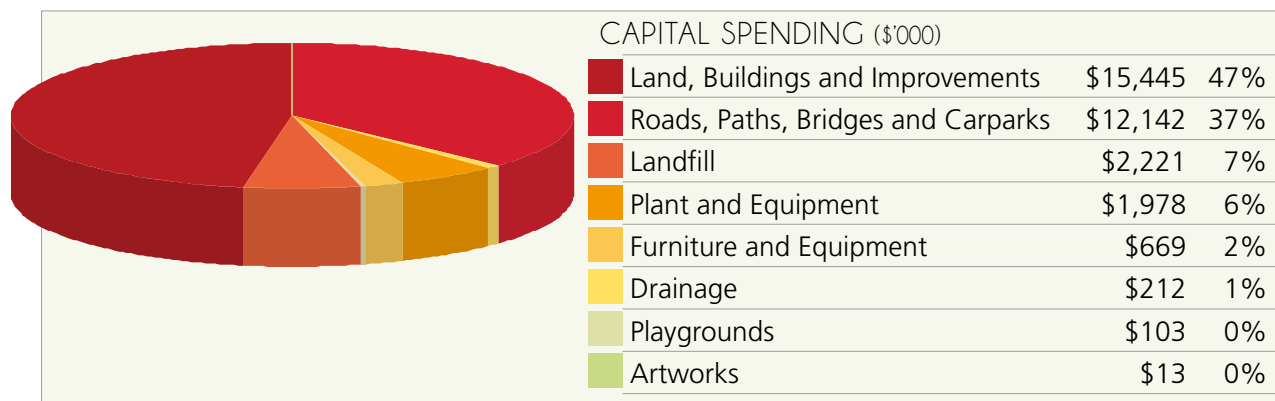


### NET ASSETS (\$'000)



## Capital Spending

Latrobe City Council's continuing commitment to renewing existing infrastructure is highlighted in the graph below. Capital expenditure during 2010/11 was \$32.783 million. A large proportion of this was spent on roads and associated works (37%) and land, buildings and improvements (47%).



## Looking Ahead - Financial Planning

The Council Plan 2010-2014, supported by the Strategic Resource Plan, is a four year strategic plan targeting allocation of resources to meet the strategic objectives set by Latrobe City Council. A key component of the Strategic Resource Plan is the Long Term Financial Strategy, which expresses the strategic objectives and strategies of the Council Plan in financial terms. The table below depicts key financial information as forecast.

Latrobe City Council projects a surplus will continue to be achieved over the four years of the Council Plan which will provide a sustainable level of funding for the renewal and refurbishment of community assets.

The net cash inflow/(outflow) is indicative of Latrobe City Council's ability to maintain its day to day operations in the longer term together with providing cash funding for the Capital Works Program. The financial year 2011/12 indicates a decrease in cash at year end. This is reflective of several major capital works projects that have been funded in prior years that are to be completed in 2011/12.

	ACTUAL			BUDGET	FORECAST		
	08/09	09/10	10/11	11/12	12/13	13/14	14/15
<b>Financial Performance</b>							
Rate Revenue	47,624	50,727	54,547	58,319	61,747	65,347	69,127
Total Revenue	103,115	108,411	112,927	104,760	104,989	109,605	114,428
Total Expenditure	92,560	94,373	96,825	100,754	98,351	100,959	104,186
Net Result for Year	10,555	14,036	16,102	4,006	6,638	8,647	10,242
<b>Cash Flows</b>							
Surplus from Operations	21,185	30,368	32,922	20,445	23,059	24,895	26,534
Capital Expenditure	21,486	27,949	32,784	25,418	18,899	21,199	23,381
Net cash inflow/ (outflow)	1,982	4,468	(2,740)	(7,165)	639	652	664

# Table of Contents

	NOTE	PAGE
<b>Financial Statements</b>		
Comprehensive Income Statement		115
Balance Sheet		116
Statement of Changes in Equity		117
Cash Flow Statement		118
<b>Notes to the Financial Statements</b>		
Introduction		119
Significant Accounting Policies	1	119
Rates	2	128
Grants	3	129
User Charges	4	132
Other Income	5	132
Developer Cash Contributions	6	133
Developer Contributed Assets	7	133
Employee Benefits	8	133
Materials and Services	9	134
Bad and Doubtful Debts	10	134
Depreciation and Amortisation Expenses	11	134
Cash and Cash Equivalents	12	135
Trade and Other Receivables	13	136
Other Financial Assets	14	136
Non Current Assets Classified as held for sale	15	137
Restricted Assets	16	137
Property, Infrastructure, Plant and Equipment	17	138
Trade and Other Payables	18	142
Employee Benefits	19	143
Interest-bearing Liabilities	20	144
Provisions	21	145
Trust Funds and Deposits	22	145
Reserves	23	146
Contingent Liabilities and Contingent Assets	24	146
Commitments	25	147
Operating Leases	26	148
Events Occurring after Balance Date	27	148
Superannuation	28	148
Related Party Transactions	29	150
Notes to the Cash Flow Statement	30	152
Financial Instruments	31	153
Auditor's Remuneration	32	158
Income, Expenses and Assets by Function/Activities	33	159
Financial Ratios	34	162
Certification of the Financial Statements		164
<b>Standard Statements</b>		
Standard Income Statement		165
Standard Balance Sheet		166
Standard Cash Flow Statement		167
Standard Capital Works Statement		168
Standard Financial Statements Commentary and Notes		169
Certification of Standard Statements		173
<b>Auditor General's Report on Financial and Standard Statements</b>		174
<b>Performance Statement</b>		
Performance Statement		176
Council Approval of the Performance Statement		183
Auditor General's Report on Performance Statement		184

# Financial Statements

## COMPREHENSIVE INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2011

	NOTE	2011 \$'000s	2010 \$'000s
<b>INCOME</b>			
Rates	2	54,547	50,727
Grants	3	36,943	36,368
User Charges	4	12,925	13,016
Other Income	5	3,045	2,438
Developer Cash Contributions	6	273	526
Developer Contributed Assets	7	2,735	3,148
Interest		1,815	1,448
Net gain(loss) on disposal of assets	15(b)/17(b)	106	568
Recognition of Previously Unrecognised Assets	17(a)	535	172
<b>Total Income</b>		<b>112,927</b>	<b>108,410</b>
<b>EXPENSES</b>			
Employee Benefits	8	(40,463)	(38,203)
Materials and Services	9	(36,709)	(35,655)
Bad and Doubtful Debts	10	(40)	11
Depreciation and Amortisation	11	(18,229)	(17,380)
Finance Costs		(1,375)	(1,236)
Revaluation Decrement (impairment)	17(a)	0	(855)
Write off Previously Recognised Assets	17(a)	(9)	(1,056)
<b>Total Expenses</b>		<b>(96,825)</b>	<b>(94,374)</b>
<b>SURPLUS FOR THE PERIOD</b>		<b>16,102</b>	<b>14,036</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
Net Asset Revaluation increment	23(a)	728	108,430
Impairment losses on Revalued Assets	17(a)/23(a)	(210)	—
<b>COMPREHENSIVE RESULT</b>		<b>16,620</b>	<b>122,466</b>

The above statement should be read with the accompanying notes

## BALANCE SHEET AS AT 30 JUNE 2011

	NOTE	2011 \$'000s	2010 \$'000s
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	12	31,609	34,349
Prepayments		974	999
Trade and Other Receivables	13	10,268	8,807
Non current assets classified as held for sale	15(a)	723	—
<b>Total Current Assets</b>		<b>43,575</b>	<b>44,155</b>
<b>NON-CURRENT ASSETS</b>			
Property, Infrastructure, Plant and Equipment	17(a)	922,822	905,780
Trade and Other Receivables	13	65	84
Other Financial Assets	14	2	2
<b>Total Non-Current Assets</b>		<b>922,889</b>	<b>905,866</b>
<b>TOTAL ASSETS</b>		<b>966,464</b>	<b>950,021</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	18	8,647	7,101
Interest-bearing Liabilities	20	2,836	2,679
Employee Benefits	19	7,755	7,602
Provisions	21	1,677	920
Trust Funds and Deposits	22	1,540	1,378
<b>Total Current Liabilities</b>		<b>22,455</b>	<b>19,680</b>
<b>NON-CURRENT LIABILITIES</b>			
Interest-bearing Liabilities	20	15,343	17,678
Employee Benefits	19	1,373	1,163
Provisions	21	14,895	15,721
<b>Total Non-Current Liabilities</b>		<b>31,611</b>	<b>34,562</b>
<b>TOTAL LIABILITIES</b>		<b>54,066</b>	<b>54,242</b>
<b>NET ASSETS</b>		<b>912,398</b>	<b>895,779</b>
<b>EQUITY</b>			
Accumulated Surplus		605,630	589,415
Reserves	23	306,768	306,364
<b>TOTAL EQUITY</b>		<b>912,398</b>	<b>895,779</b>

The above statement should be read with the accompanying notes

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2011

	NOTE	TOTAL	ACCUMULATED SURPLUS	ASSET REVALUATION RESERVE	OTHER RESERVES
2011		\$'000s	\$'000s	\$'000s	\$'000s
Equity at beginning of year		895,779	589,415	304,647	1,716
Surplus for the period		16,102	16,102	—	—
Net Asset Revaluation Increment	23(a)	728	—	728	—
Transfers to Other Reserves	23(b)	—	(273)	—	273
Transfers from Other Reserves	23(b)	—	386	—	(386)
Impairment losses on Revalued Assets		(210)	—	(210)	—
<b>Balance at end of the financial year</b>		<b>912,398</b>	<b>605,630</b>	<b>305,165</b>	<b>1,603</b>

## STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2010

	NOTE	TOTAL	ACCUMULATED SURPLUS	ASSET REVALUATION RESERVE	OTHER RESERVES
2010		\$'000s	\$'000s	\$'000s	\$'000s
Equity at beginning of year		773,312	575,396	196,217	1,699
Surplus for the period		14,036	14,036	—	—
Net Asset Revaluation Increment	23(a)	108,430	—	108,430	—
Transfers to Other Reserves	23(b)	—	(526)	—	526
Transfers from Other Reserves	23(b)	—	509	—	(509)
<b>Balance at end of the financial year</b>		<b>895,779</b>	<b>589,415</b>	<b>304,647</b>	<b>1,716</b>

The above statement should be read with the accompanying notes

## CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2011

	NOTE	2011 \$'000s Inflows (Outflows)	2010 \$'000s Inflows (Outflows)
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from ratepayers		54,387	50,948
Government Grants (inclusive of GST)		35,797	36,405
Interest Received		1,780	1,286
User Charges, Fines and Fees (inclusive of GST)		17,528	14,708
Developer Contributions		273	526
Payments to Employees		(39,947)	(37,020)
Payments to Suppliers (inclusive of GST)		(36,896)	(36,486)
<b>Net Cash provided by Operating Activities</b>	30	<b>32,922</b>	<b>30,368</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for Property, Infrastructure, Plant and Equipment		(32,784)	(27,949)
Proceeds from sale of Property, Infrastructure, Plant and Equipment	15(b)/17(b)	674	1,400
<b>Net Cash used in Investing Activities</b>		<b>(32,110)</b>	<b>(26,549)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Finance Costs		(1,375)	(1,236)
Loan Funds		500	4,350
Repayment of Borrowings		(2,678)	(2,465)
<b>Net Cash provided by/(used in) Financing Activities</b>		<b>(3,552)</b>	<b>649</b>
<b>Net Increase/(Decrease) in Cash and Cash Equivalents</b>		<b>(2,740)</b>	<b>4,468</b>
Cash and Cash Equivalents at beginning of the Financial Year		34,349	29,881
<b>Cash and Cash Equivalents at the end of the Financial Year</b>	30	<b>31,609</b>	<b>34,349</b>

The above statement should be read with the accompanying notes



# NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2011

## Introduction

The Latrobe City Council was established by an Order of the Governor in Council on 2 December 1994. Latrobe City Council's main office is located at 141 Commercial Road, Morwell.

This financial report is a general purpose financial report that consists of a Comprehensive Income Statement, a Balance Sheet, a Cash Flow Statement, and Statement of Changes in Equity and Notes accompanying these statements. The general purpose financial report complies with Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1989 and the Local Government (Financial and Reporting) Regulations 2004.

## NOTE 1

### Significant Accounting Policies

#### (a) Basis of accounting

This financial report has been prepared on an accrual basis and going concern basis.

The financial report has been prepared under the historical cost convention except where otherwise noted.

Unless otherwise stated, all accounting policies are consistent with those of the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

#### (b) Change in accounting policies

No changes in accounting policy were implemented in the reporting period.

#### (c) Revenue Recognition

##### *Rates, grants, donations and other contributions*

Rates, grants, donations and contributions (including developer contributions), are recognised as revenues when Latrobe City Council obtains control over the assets comprising these receipts.

Control over assets acquired from rates is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

A provision for doubtful debts on rates has not been established as unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Control over granted assets is normally obtained upon their receipt (or acquittal) or upon earlier notification that a grant has been secured, and are valued at their fair value at the date of transfer.

Income is recognised when Latrobe City Council obtains control of the contribution or the right to receive the contribution, it is probable that the economic benefits comprising the contribution will flow to Latrobe City Council and the amount of the contribution can be measured reliably.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were undischarged at balance date, the unused grant or contribution is disclosed in note 3. The note also discloses the amount of unused grant or contribution from prior years that was expended on Latrobe City Council's operations during the current year.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at balance date.

## NOTE 1 (CONTINUED)

### *User Fees and Fines*

User fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

A provision for doubtful debts is recognised when collection in full is no longer probable.

### *Sale of property, plant and equipment*

The profit or loss on the sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

### *Interest and rents*

Interest and rentals are recognised as revenue when the payment is due, the value of the payment is notified, or the payment is received, whichever first occurs.

### *Dividends*

Dividend revenue is recognised when Latrobe City Council's right to receive payment is established.

## (d) Trade and other Receivables

### *Rate Debtors*

Rates are carried at nominal amounts due plus interest and are secured by a charge over the ratepayer's property. A provision for doubtful rate debtors is not required due to Latrobe City Council's extensive legal powers for recovery, unless the value of the specific property involved is less than the outstanding debt.

### *Other Debtors*

Other debtors represent amounts due to Latrobe City Council for the provision of services, advances and accrued income. The carrying amount of non-rate debtors (including any loans made) has been assessed for recovery at year end and provision made for doubtful debts as deemed necessary. Recoverability of debtors is reviewed on an ongoing basis throughout the course of each financial year and debts which are known to be uncollectable are written off.

## (e) Depreciation and amortisation of property, infrastructure, plant and equipment

Buildings, plant and equipment, infrastructure and other assets having limited useful lives are systematically depreciated over their useful lives to Latrobe City Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Straight line depreciation is charged based on the residual useful life as determined each year. There has been no change in the estimated useful life of assets as compared to the previous financial year, however it has been discovered that the ranges reported in 2009/10 for some categories did not reflect the actual ranges of useful lives applied. The following table summarises the estimated useful lives applied for the different categories of assets and what was reported in previous years:

<b>Asset Category</b>	<b>Depreciation/Amortisation Useful Life (Years) 2011</b>	<b>Depreciation/Amortisation Useful Life (Years) Reported 2010</b>
Building and Improvements	50	30-50
Office Furniture and Equipment	3-10	5-10
Plant and Equipment	5-10	5
Drainage Works	60-100	50-70
Roads and Streets	13-87	7-73
Bridges	60-75	75
Art Works Collection	N/A	N/A
Playgrounds	20	11
Landfill Improvements	6-31	6-31

## NOTE 1 (CONTINUED)

Various sub-categories of furniture and equipment, plant and equipment, car parks and roads have different estimated useful lives and therefore attract different depreciation rates. Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Land, land under roads, road earthworks and artworks are not depreciated.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the date they are completed and held ready for use.

### (f) Repairs and Maintenance

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

### (g) Finance Costs

Finance costs are recognised as an expense in the period in which they are incurred.

### (h) Recognition and Measurement of Assets

#### *Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the amount for which the asset could be exchanged between knowledgeable willing parties in an arm's length transaction.

Where assets are constructed by Latrobe City Council, cost includes all materials used in construction, any direct labour and an appropriate share of directly attributable variable and fixed overheads.

#### *Capitalisation Thresholds*

Capitalisation thresholds for all classes of assets, with the exception of land, are as shown below which are consistent with the prior year unless otherwise stated. Land including land under roads has no capitalisation threshold.

ASSET TYPE	THRESHOLD \$
<b>Property</b>	
Buildings and Improvements	10,000
<b>Plant and Equipment</b>	
Office Furniture and Equipment	1,000
Plant and Equipment	1,000
Art Works Collection	500
<b>Infrastructure</b>	
Drainage Works	10,000
Roads and Streets	10,000
Bridges	10,000
Playgrounds	5,000

## NOTE 1 (CONTINUED)

### *Revaluation*

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment and office furniture and equipment are measured at fair value, being the amount for which the assets could be exchanged between knowledgeable willing parties in an arms length transaction. At balance date, Latrobe City Council reviewed the carrying value of the individual classes of assets within land and buildings and infrastructure assets to ensure that each asset materially approximates its fair value. Where the carrying value materially differs from the fair value the class of asset is revalued.

In addition, Latrobe City Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

### *Land under roads*

Latrobe City Council recognised the value of land under roads it controlled as at 30 June 2008 at fair value. Land under roads acquired after 30 June 2008 is brought to account using the fair value basis.

#### **(i) Cash and Cash Equivalents**

For the purposes of the cash flow statement, cash and cash equivalents include cash on hand, deposits at call and other highly liquid investments with short periods to maturity that are readily convertible to cash on hand at Latrobe City Council's option and are subject to insignificant risk of changes in value, net of outstanding bank overdrafts.

#### **(j) Other Financial Assets**

Managed funds are valued at fair value, being market value, at balance date. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

#### **(k) Investments**

Investments are recognised and brought to account at their cost. Interest revenues are recognised as they accrue.

#### **(l) Trade and Other Payables**

Creditors and other current liabilities are amounts due to external parties for the purchase of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid within 30 days after initial recognition. Interest is not payable on these liabilities.

#### **(m) Deposits and Retentions**

Amounts received as tender deposits and retention amounts controlled by Latrobe City Council are included in the financial statements as liabilities until they are returned or forfeited. Amounts received and paid by Latrobe City Council where it has merely acted as a collection agent have been eliminated.

#### **(n) Employee Benefits**

##### *Wages and Salaries*

Liabilities for wages and salaries are measured as the amount unpaid at balance date. Entitlements include oncosts that are calculated using employee remuneration rates as at balance date.

##### *Long Service Leave*

Long service leave entitlements payable are assessed at balance date having regard to expected employee remuneration rates on settlement, employment related oncosts and other factors including accumulated years of employment, on settlement, and experience of employee departure per year of service.

## NOTE 1 (CONTINUED)

Long service leave expected to be paid within 12 months is measured at nominal value based on the amount expected to be paid when settled.

Long service leave expected to be paid later than one year has been measured at the present value of the estimated future cash outflows to be made for these accrued entitlements. Commonwealth Bond Rates are used for discounting future cash flows.

### *Annual Leave*

Annual leave entitlements are accrued on a pro rata basis in respect of services provided by employees up to balance date.

Annual leave expected to be paid within 12 months is measured at nominal value based on the amount, including appropriate oncosts, expected to be paid when settled.

Annual leave expected to be paid later than one year has been measured at the present value of the estimated future cash outflows to be made for these accrued entitlements. Commonwealth bond rates are used for discounting future cash flows.

### *Classification of Employee Benefits*

An employee benefit liability is classified as a current liability if Latrobe City Council does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the period. This would include all annual leave and unconditional long service leave entitlements.

### *Superannuation*

A liability is recognised in respect of Latrobe City Council's present obligation to meet the unfunded obligations of defined benefit superannuation schemes to which its employees are members. The liability is defined as Latrobe City Council's share of the scheme's unfunded position, being the difference between the present value of employees' accrued benefits and the net market value of the scheme's assets at balance date. The liability also includes applicable contributions tax of 17.65%.

The superannuation expense for the reporting year is the amount of the statutory contribution Latrobe City Council makes to the superannuation plan which provides benefits to its employees, together with any movements (favourable/unfavourable) in the position of any defined benefits schemes. Details of these arrangements are set out in Note 28.

### *Sick Leave*

No provision has been made for sick leave as the entitlement is non-vesting and it is not considered probable that the entitlement that will accrue in the future will be greater than the amount of sick leave taken.

## **(o) Leases**

All Latrobe City Council's leases are deemed to be "operating leases" as the lessor effectively retains substantially all of the risks and benefits incidental to ownership of the leased items. The related rentals are expensed as incurred. (refer to Note 26)

## **(p) Allocation between Current and Non-Current**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next twelve months, being Latrobe City Council's operational cycle or if it does not have an unconditional right to defer settlement of a liability for at least 12 months after the reporting date.

## **(q) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST.

Cash flows are presented in the cash flow statement on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

## NOTE 1 (CONTINUED)

### **(r) Impairment of Assets**

At each reporting date, Latrobe City Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

### **(s) Rounding**

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statements may not equate due to rounding.

### **(t) Non-Current Assets classified as held for sale**

A non-current asset held for sale is measured at the lower of its carrying amount and fair value less costs to sell and are not subject to depreciation. Non current assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale is expected to be completed within 12 months from the date of classification.

### **(u) Financial Guarantees**

Financial guarantee contracts are recognised as a liability at the time the guarantee is issued. The liability is initially measured at fair value, and if there is material increase in the likelihood that the guarantee may have to be exercised, at the higher of the amount determined in accordance with AASB 137 Provisions, Contingent Liabilities and Contingent Assets and the amount initially recognised less cumulative amortisation, where appropriate. In the determination of fair value, consideration is given to factors including the probability of default by the guaranteed party and the likely loss to Latrobe City Council in the event of default.

### **(v) Pending Accounting Standards**

The following Australian Accounting Standards have been issued or amended and are applicable to Latrobe City Council but are not yet effective. They have not been adopted in preparation of the financial statements at reporting date.

## NOTE 1 (CONTINUED)

### STANDARD/INTERPRETATION

*AASB 9: Financial Instruments and AASB 2009–11: Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 and 1038 and Interpretations 10 and 12]*

#### Summary

These standards are applicable retrospectively and amend the classification and measurement of financial assets. Latrobe City Council has not yet determined the potential impact on the financial statements. Specific changes include:

- simplifying the classifications of financial assets into those carried at amortised cost and those carried at fair value;
- removing the tainting rules associated with held-to-maturity assets;
- simplifying the requirements for embedded derivatives;
- removing the requirements to separate and fair value embedded derivatives for financial assets carried at amortised cost;
- allowing an irrevocable election on initial recognition to present gains and losses on investments in equity instruments that are not held for trading in other comprehensive income. Dividends in respect of these investments that are a return on investment can be recognised in profit or loss and there is no impairment or recycling on disposal of the instrument; and
- reclassifying financial assets where there is a change in an entity's business model as they are initially classified based on:
  - a) the objective of the entity's business model for managing the financial assets; and
  - b) the characteristics of the contractual cash flows.

**Applicable for annual reporting periods commencing on or after 1 January 2013.**

#### Impact on Local Government Financial Statements

These changes are expected to provide some simplification in the accounting for and disclosure of financial instruments.

### STANDARD/INTERPRETATION

*AASB 124: Related Party Disclosures*

#### Summary

This standard removes the requirement for government related entities to disclose details of all transactions with the government and other government related entities and clarifies the definition of a related party to remove inconsistencies and simplify the structure of the standard.

**Applicable for annual reporting periods commencing on or after 1 January 2011.**

#### Impact on Local Government Financial Statements

Although this standard does not strictly apply to Local Government it is often used as guidance, as such there will be greater clarity on the disclosure of inter government transactions.

### STANDARD/INTERPRETATION

*AASB 2010–4: Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 2 and AASB 138 and AASB Interpretations 9 and 16] and AASB 2009-5: Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 5, 8, 101, 107, 117, 118, 136 and 139]*

#### Summary

These standards detail numerous non-urgent but necessary changes to accounting standards arising from the IASB's annual improvements project.

**Applicable for annual reporting periods commencing from 1 January 2011.**

#### Impact on Local Government Financial Statements

These amendments are not expected to impact Latrobe City Council.

**STANDARD/INTERPRETATION**

*AASB 2010–8: Amendments to Australian Accounting Standards — Group Cash-settled Share-based Payment Transactions [AASB 2]*

**Summary**

These amendments clarify the accounting for group cash-settled share-based payment transactions in the separate or individual financial statements of the entity receiving the goods or services when the entity has no obligation to settle the share-based payment transaction. The amendments incorporate the requirements previously included in Interpretation 8 and Interpretation 11 and as a consequence, these two interpretations are superseded by the amendments.

**Applicable for annual reporting periods commencing on or after 1 January 2011.**

**Impact on Local Government Financial Statements**

These amendments are not expected to impact Latrobe City Council.

**STANDARD/INTERPRETATION**

*AASB 2010–9: Amendments to Australian Accounting Standards — Additional Exemptions for First-time Adopters [AASB 1]*

**Summary**

These amendments specify requirements for entities using the full cost method in place of the retrospective application of Australian Accounting Standards for oil and gas assets, and exempt entities with existing leasing contracts from reassessing the classification of those contracts in accordance with Interpretation 4 when the application of their previous accounting policies would have given the same outcome.

**Applicable for annual reporting periods commencing on or after 1 January 2011.**

**Impact on Local Government Financial Statements**

These amendments are not expected to impact Latrobe City Council.

**STANDARD/INTERPRETATION**

*AASB 2010–10: Amendments to Australian Accounting Standards — Classification of Rights Issues [AASB 132]*

**Summary**

These amendments clarify that rights, options or warrants to acquire a fixed number of an entity's own equity instruments for a fixed amount in any currency are equity instruments if the entity offers the rights, options or warrants pro-rata to all existing owners of the same class of its own non-derivative equity instruments.

**Applicable for annual reporting periods commencing on or after 1 February 2011.**

**Impact on Local Government Financial Statements**

These amendments are not expected to impact Latrobe City Council.

**STANDARD/INTERPRETATION**

*AASB 2010–12: Amendments to Australian Accounting Standards [AASBs 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 and 1031 and Interpretations 2, 4, 16, 1039 and 1052]*

**Summary**

This standard makes a number of editorial amendments to a range of Australian Accounting Standards and Interpretations, including amendments to reflect changes made to the text of International Financial Reporting Standards by the IASB. The standard also amends AASB 8 to require entities to exercise judgment in assessing whether a government and entities known to be under the control of that government are considered a single customer for the purposes of certain operating segment disclosures.

**Applicable for annual reporting periods commencing on or after 1 January 2011.**

**Impact on Local Government Financial Statements**

These amendments are not expected to impact Latrobe City Council.



## NOTE 1 (CONTINUED)

### STANDARD/INTERPRETATION

*AASB 2010–13: Amendments to Australian Accounting Standards arising from Interpretation 19 [AASB 1]*

#### Summary

This standard makes amendments to AASB 1 arising from the issue of Interpretation 19. The amendments allow a first-time adopter to apply the transitional provisions in Interpretation 19.

**Applicable for annual reporting periods commencing on or after 1 July 2011.**

#### Impact on Local Government Financial Statements

These amendments are not expected to impact Council

### STANDARD/INTERPRETATION

*AASB 2010–14: Amendments to Australian Interpretation — Prepayments of a Minimum Funding Requirement [AASB Interpretation 14]*

#### Summary

This standard amends Interpretation 14 to address unintended consequences that can arise from the previous accounting requirements when an entity prepays future contributions into a defined benefit pension plan.

**Applicable for annual reporting periods commencing on or after 1 January 2011.**

#### Impact on Local Government Financial Statements

These amendments are not expected to impact Council

### STANDARD/INTERPRETATION

*AASB Interpretation 19: Extinguishing Financial Liabilities with Equity Instruments*

#### Summary

This Interpretation deals with how a debtor would account for the extinguishment of a liability through the issue of equity instruments. The Interpretation states that the issue of equity should be treated as the consideration paid to extinguish the liability, and the equity instruments issued should be recognised at their fair value unless fair value cannot be measured reliably in which case they shall be measured at the fair value of the liability extinguished. The Interpretation deals with situations where either partial or full settlement of the liability has occurred.

**Applicable for annual reporting periods commencing on or after 1 July 2011.**

#### Impact on Local Government Financial Statements

This Interpretation is not expected to impact Council.

### (w) Contingent Assets and Contingent Liabilities and Commitments

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and exclusive of the GST payable.

## NOTE 2

### Rates

Latrobe City Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is its total land and improvements value.

This valuation base was used to calculate general rates, excluding valuations for power generation companies and Australian Paper Maryvale LTD:

The valuation base used to calculate general rates for 2010/11 was \$8,731,799,000 (2009/10 was \$7,542,375,000).

The applicable rates in the CIV dollar were:

	2011 \$	2010 \$
General	0.00409523	0.00443739
Farm	0.00307143	0.00332804
Recreation Land	0.00204762	0.00221870

This derived Rate revenues of:

	2011 \$'000s	2010 \$'000s
Residential	27,406	25,762
Commercial/Industrial	5,411	5,189
Farm	2,407	2,010
Recreation Land	26	25
Rating Agreements	8,212	7,928
Municipal Charge	3,800	3,401
Garbage Charge	6,958	6,412
EPA Victoria Landfill Levy	327	—
<b>Total Rates</b>	<b>54,547</b>	<b>50,727</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2010, and the valuation was first applied in the rating year commencing 1 July 2010.

The date of the next general revaluation of land for rating purposes within the municipal district is 1 January 2012, and the valuation will be first applied in the rating year commencing 1 July 2012.

## NOTE 3

### Grants

Grants were received in respect of the following:

	2011 \$'000s	2010 \$'000s
<b>Recurrent</b>		
Victorian Grants Commission – General Purpose	8,995	8,453
Victorian Grants Commission – Local Roads	2,242	2,076
Aged and Disability	3,947	3,630
Preschools	3,058	2,229
Bushfire Recovery	2,286	1,580
The Callignee Hall	758	1,898
Employment Facilitation Programs	729	636
Family and Children Programs	608	388
Bushfire Recovery Case Management	553	1,901
Libraries	457	459
Maternal and Child Health	402	414
Family Day Care	264	286
Arts	220	249
Community Support and Development Programs	204	287
Enhanced Home Visiting Program	171	164
Rural Access Program	118	95
Economic Development	111	92
Environment	104	32
School Crossing Supervision	100	83
Traralgon Activity Centre Plan and Growth Review	81	210
Health Programs	72	67
Other Recreation Facilities	71	23
Tourism and Events	27	14
Other	75	67
<b>Total Recurrent</b>	<b>25,653</b>	<b>25,333</b>
<b>Non-Recurrent</b>		
Bushfire Recovery	3,022	2,012
Moe Early Learning Centre Development	2,040	1,444
Moe Activity Centre Plan Development	1,441	1,469
Churchill Leisure Centre Redevelopment	1,330	2,270
Other Recreation Facilities	1,102	503
Ted Summerton Reserve Redevelopment	978	1,103
Federal Blackspot Program (Vic Roads)	518	172
Other Infrastructure Grants	510	725
Better Roads Victoria Program	163	157
Bicycle Plan	128	—
Commonwealth Government - Roads to Recovery Program	—	1,175
Other	58	5
<b>Total Non-Recurrent</b>	<b>11,290</b>	<b>11,035</b>
<b>Total Grants</b>	<b>36,943</b>	<b>36,368</b>

## NOTE 3 (CONTINUED)

### Conditions on Grants

Grants and Contributions recognised as revenue during the year and were obtained on the condition that they be expended in a specified manner that had not occurred at balance date were:

	2011 \$'000s	2010 \$'000s
<b>Recurrent</b>		
Victorian Grants Commission – General Purpose	2,300	2,099
Victorian Grants Commission – Local Roads	571	516
Family and Children Programs	996	479
Bushfire Recovery	582	1,617
Employment Facilitation Programs	400	247
Aged and Disability Programs	284	399
Economic Development	100	40
Health and Immunisation	81	3
Arts Programs	60	—
Community Support and Development Programs	49	93
Libraries	27	23
City Planning and Development	10	—
Traralgon Activity Centre Plan and Growth Review	—	91
Recreation	—	90
Other Infrastructure	—	62
Other	29	42
<b>Total Recurrent</b>	<b>5,489</b>	<b>5,801</b>
<b>Non-Recurrent</b>		
Other Infrastructure	1,052	479
The Callignee Hall	9	590
Moe Early Learning Centre Development	—	1,444
Ted Summerton Reserve Redevelopment	—	581
Recreation	—	54
<b>Total Non-Recurrent</b>	<b>1,061</b>	<b>3,148</b>
<b>Total</b>	<b>6,550</b>	<b>8,949</b>

### NOTE 3 (CONTINUED)

Grants and Contributions which were recognised as revenue in prior years and were expended during the current year in the manner specified by the grantor were:

	2011 \$'000s	2010 \$'000s
<b>Recurrent</b>		
Victorian Grants Commission – General Purpose	2,099	2,070
Victorian Grants Commission – Local Roads	516	509
Bushfire Recovery	1,332	384
Aged and Disability Programs	419	214
Family and Children Programs	409	378
Recreation	330	19
Employment Facilitation Programs	200	133
Community Support and Development Programs	121	337
City Planning	91	—
Libraries	57	69
Economic Development	34	81
Transit Cities Projects	24	158
Health	1	45
Other Infrastructure	—	266
Other	29	184
<b>Total Recurrent</b>	<b>5,662</b>	<b>4,847</b>
<b>Non-Recurrent</b>		
Moe Early Learning Centre	1,625	319
The Callignee Hall	590	391
Ted Summerton Reserve Redevelopment	581	1,575
Other Infrastructure	462	420
Recreation	240	508
Transit Cities Projects	—	81
<b>Total Non-Recurrent</b>	<b>3,498</b>	<b>3,294</b>
<b>Total</b>	<b>9,160</b>	<b>8,141</b>
<b>Net Increase/(Decrease) in Restricted Assets Resulting from Grant Revenues for the Year</b>	<b>(2,610)</b>	<b>808</b>

## NOTE 4

### USER CHARGES

	2011 \$'000s	2010 \$'000s
Leisure Centres	2,620	2,383
Outdoor Pools	54	63
Child Care/Preschools	4,034	3,643
Aged Services	1,846	1,892
Recreation (Halls and Reserves)	323	277
Planning	612	599
Building Services	155	177
Health Services	296	371
Local Laws	1,203	1,143
Waste Services	1,412	2,126
Library Services	47	46
Debt Collections Recovery	171	138
Other Fees and Charges	152	158
<b>Total User Charges</b>	<b>12,925</b>	<b>13,016</b>

## NOTE 5

### OTHER INCOME

	2011 \$'000s	2010 \$'000s
Interest on Rates	372	319
Sales – non capital	332	38
Valuation Fees	79	143
Commissions	34	42
Property Rentals	553	575
Insurance Reimbursements	124	206
Fundraising	17	7
Sponsorship	94	47
Local Contributions	283	186
Donations	426	107
Merchandise Sales	535	537
Other	196	231
<b>Total Other Income</b>	<b>3,045</b>	<b>2,438</b>

## NOTE 6

### DEVELOPER CASH CONTRIBUTIONS

	2011 \$'000s	2010 \$'000s
Carparking	—	91
Public Open Space	87	85
Drainage Headworks	152	299
Street Trees	30	45
Future Roadworks	4	6
<b>Total Developer Cash Contributions</b>	<b>273</b>	<b>526</b>

## NOTE 7

### DEVELOPER CONTRIBUTED ASSETS

	2011 \$'000s	2010 \$'000s
Roads	878	1,340
Drains	1,132	816
Footpaths	348	484
Kerb and Channel	255	353
Land	102	135
Land Under Roads	20	20
<b>Total Developer Contributed Assets</b>	<b>2,735</b>	<b>3,148</b>

## NOTE 8

### EMPLOYEE BENEFITS

	2011 \$'000s	2010 \$'000s
Salaries and Wages	34,027	33,301
Superannuation	2,909	2,924
Superannuation – additional call*	1,356	—
Other OnCosts	1,167	1,108
Fringe Benefits Tax and Workcover Levy	1,004	870
<b>Total Employee Costs</b>	<b>40,463</b>	<b>38,203</b>

\* During the period Latrobe City Council was required to make an additional contribution to Vision Super to meet our obligations in relation to members of the defined benefit plan.

## NOTE 9

### *MATERIALS AND SERVICES*

	2011 \$'000s	2010 \$'000s
Contract Payments	18,573	16,735
Plant Hire	1,261	1,277
Utilities	2,142	2,051
Building Maintenance	1,707	1,584
Grants and Contributions	1,190	1,291
Equipment Maintenance	632	574
Telephones and Communications	635	743
IT Software Maintenance	431	494
Levies	518	428
Family Day Care	1,876	1,946
Other Materials	7,744	8,532
<b>Total Materials and Contracts</b>	<b>36,709</b>	<b>35,655</b>

## NOTE 10

### *BAD AND DOUBTFUL DEBTS*

	2011 \$'000s	2010 \$'000s
Other Debtors	40	(11)
<b>Total Bad and Doubtful Debts</b>	<b>40</b>	<b>(11)</b>

## NOTE 11

### *DEPRECIATION AND AMORTISATION EXPENSES*

	2011 \$'000s	2010 \$'000s
Building and Improvements	3,184	2,588
Office Furniture and Equipment	682	614
Playground Improvements	69	69
Plant and Equipment	1,479	1,344
Roads, Streets and Bridges	9,677	9,638
Drainage Works	1,360	1,349
Landfill Improvements	1,778	1,778
<b>Total Depreciation</b>	<b>18,229</b>	<b>17,380</b>



## NOTE 12

### CASH AND CASH EQUIVALENTS

	2011 \$'000s	2010 \$'000s
Cash on Hand	18	17
Cash at Bank	3,220	1,758
Money Market at call accounts	4,421	3,724
Term Deposits	23,950	28,850
<b>Total Cash and Cash Equivalents</b>	<b>31,609</b>	<b>34,349</b>

Latrobe City Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

	2011 \$'000s	2010 \$'000s
Long service leave obligations as prescribed by the Local Government Act	4,935	4,704
Reserve funds allocated for specific future purposes	1,604	1,717
Unexpended Grants	7,280	9,890
<b>Restricted Funds</b>	<b>13,819</b>	<b>16,311</b>
<b>Total Unrestricted Cash and Cash Equivalents</b>	<b>17,790</b>	<b>18,038</b>

## NOTE 13

### TRADE AND OTHER RECEIVABLES

	2011 \$'000s	2010 \$'000s
<b>Current</b>		
Child Care	114	54
Family Day Care	128	150
Home Care/Maintenance/Meals on Wheels	275	261
Rates	1,448	1,296
Government Grants and Subsidies	6,223	3,157
Accrued Interest	290	254
Staff Advances	11	15
Preschools	(2)	9
Health Registrations	(20)	14
Advances to Community Groups/Vendor Term Loans	19	19
Pension Claim	341	1
Latrobe Regional Airport Projects	47	20
Landfill	182	329
Latrobe Leisure Churchill Upgrade	—	1,413
Other	441	1,146
Net GST Receivable	841	728
Provision for Doubtful Debts	(70)	(59)
<b>Total Current</b>	<b>10,268</b>	<b>8,807</b>

Rates are payable by four instalments during the year or by lump sum in February. Arrears attract interest, currently at the rate of 10.5% per annum.

<b>Non-Current</b>		
Advances to Community Group/Vendor Term Loans	65	84
<b>Total Non-Current</b>	<b>65</b>	<b>84</b>

## NOTE 14

### OTHER FINANCIAL ASSETS

	2011 \$'000s	2010 \$'000s
<b>Non-Current</b>		
MAPS Group Ltd. Shares	2	2
<b>Total Non-Current</b>	<b>2</b>	<b>2</b>

## NOTE 15

### (a) NON-CURRENT ASSETS CLASSIFIED AS HELD FOR SALE

	Carrying Amount 30/06/2010	WDV T'fer Assets Held for Sale	WDV Disposals	Carrying Amount 30/06/2011
ASSET CLASS	\$'000s	\$'000s	\$'000s	\$'000s
Land	—	215	—	215
Building and Improvements	—	508	—	508
<b>Total Fixed Assets</b>	<b>—</b>	<b>723</b>	<b>—</b>	<b>723</b>

### (b) GAIN/(LOSS) ON DISPOSAL OF ASSETS HELD FOR SALE

	Land \$'000s	Properties \$'000s	Total 2011 \$'000s	Total 2010 \$'000s
Proceeds of Sales	—	—	—	425
Book Values	—	—	—	(227)
<b>Profit/(loss) on Sales</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>198</b>

## NOTE 16

### RESTRICTED ASSETS

#### Cash

Latrobe City Council has cash and cash equivalents (Note 12) that are subject to restrictions as at the reporting date. Latrobe City Council has legislative restrictions in relation to employee entitlements (Long Service Leave) and non discretionary reserve and grant funds.

	2011 \$'000s	2010 \$'000s
<b>Restricted Cash Assets</b>		
Long Service Leave (1) (Note 19)	4,935	4,704
Street Lighting Reserve (2)	9	9
Off Street Parking Contributions (2)	230	440
Drainage Contributions (2)	620	585
Playground/Public Open Space Contributions (2)	224	139
Tree Planting Contributions (2)	227	211
Future Roadwork (2)	294	333
Unexpended Grants and Contributions (Note 3)	7,280	9,890
<b>Total Restricted Cash Assets</b>	<b>13,819</b>	<b>16,311</b>

- (1) Restricted asset for long service leave is based on the Local Government (Long Service Leave) Regulations 2002, and does not necessarily equate to the long service leave liability disclosed in Note 19 due to a different basis of calculation prescribed by the regulation.
- (2) Funds required to be spent on projects for which contributions have been received.

## NOTE 17

### PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT

	2011 \$'000s	2010 \$'000s
Land (1)		
• at independent valuation 2010	168,581	168,846
• at cost	438	—
<b>Total Land</b>	<b>169,019</b>	<b>168,846</b>
Building and Improvements (1)		
• at independent valuation 2010	157,201	157,882
• at cost	16,453	—
	173,654	157,882
Less Accumulated Depreciation	(3,171)	—
<b>Total Buildings and Improvements</b>	<b>170,483</b>	<b>157,882</b>
Office Furniture and Equipment (3)		
• at cost	5,137	4,523
Less Accumulated Depreciation	(3,211)	(2,552)
<b>Total Office Furniture and Equipment</b>	<b>1,926</b>	<b>1,972</b>
Plant and Equipment (3)		
• at cost	10,536	10,147
Less Accumulated Depreciation	(3,892)	(3,430)
<b>Total Plant and Equipment</b>	<b>6,645</b>	<b>6,717</b>
Drainage Works (2)		
• at Council valuation	134,910	134,910
• at cost	1,250	—
	136,159	134,910
Less Accumulated Depreciation	(51,567)	(50,207)
<b>Total Drainage Works</b>	<b>84,593</b>	<b>84,703</b>
Land Under Roads (6)		
• at Council valuation	14,431	14,431
• at cost	19	—
<b>Total Land Under Roads</b>	<b>14,450</b>	<b>14,431</b>
Roads, Streets and Bridges (2)		
• at Council valuation	601,402	601,318
• at cost	11,759	—
	613,162	601,318
Less Accumulated Depreciation	(167,712)	(157,951)
<b>Total Roads, Streets and Bridges</b>	<b>445,450</b>	<b>443,368</b>

NOTE 17 (CONTINUED)

	2011 \$'000s	2010 \$'000s
Landfill Improvements (5)		
• at Council valuation	18,246	18,246
	18,246	18,246
Less Accumulated Depreciation	(5,080)	(3,302)
<b>Total Landfill Improvements</b>	<b>13,166</b>	<b>14,943</b>
Playground Improvements (2)		
• at Council valuation 2010	1,386	1,386
• at cost	96	—
	1,482	1,386
Less Accumulated Depreciation	(790)	(721)
<b>Total Playground Improvements</b>	<b>692</b>	<b>665</b>
Art Collection (4)		
• at independent valuation 2011	2,896	1,733
• at cost	—	65
<b>Total Art Collection</b>	<b>2,896</b>	<b>1,798</b>
Works in Progress - at cost	13,502	10,455
<b>Total Property, Infrastructure, Plant and Equipment</b>	<b>922,822</b>	<b>905,780</b>
Property, Infrastructure, Plant and Equipment		
At Valuation	1,099,053	1,098,752
At Cost	59,191	25,190
Less Accumulated Depreciation	(235,422)	(218,162)
<b>Total Property, Infrastructure, Plant and Equipment</b>	<b>922,822</b>	<b>905,780</b>

- (1) Land (excluding land under roads) has been stated at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Buildings and improvements have been stated at fair value on the basis of written down replacement cost as at 30 June 2011. Valuations were carried out by:
  - CJA Lee Property – Valuers and Consultants
- (2) Roads, streets and bridges, playground improvements and drainage assets have been valued on the basis of written down replacement cost, using the Greenfield approach, by Latrobe City Council's engineering staff. The majority of the assets have been valued as at 30 June 2010 with additions since that time being added at valuation.
- (3) Plant and Equipment and Office furniture and equipment have been stated at cost.
- (4) Art collection has been valued at market value by an independent art valuer as at 30 June 2011. Valuations were carried out by:
  - Guy Abrahams – Approved Valuer, Australian Government Cultural Gifts Program
  - Lesley Kehoe Galleries
- (5) Landfill Improvements has been valued at the expected whole of life cost for required improvement works by Latrobe City Council's Coordinator Landfill Services.
- (6) Land under roads is valued at fair value. Fair value is based on Latrobe City Council valuations at 30 June 2010 for land under roads in existence at that date and at the date acquired for subsequent acquisitions using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. The valuation has been undertaken by Latrobe City Council's finance and infrastructure staff.

**(a) PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT****2011**

<b>ASSET CLASS</b>	<b>Carrying Amount 30/06/10</b>	<b>Impaired/ Written Off Assets</b>	<b>WDV Transfer Assets Held for Sale</b>	<b>Additions 2010/11</b>	<b>WDV Disposals</b>	<b>Depreciation and Amortisation Expense</b>	<b>Revaluation Increment/ (Decrement)</b>	<b>Carrying Amount 30/06/11</b>
	<b>\$000s</b>	<b>\$000s</b>	<b>\$000s</b>	<b>\$000s</b>	<b>\$000s</b>	<b>\$000s</b>	<b>\$000s</b>	<b>\$000s</b>
Land	168,846	(50)	(215)	438	—	—	—	169,019
Building and Improvements	157,882	(160)	(508)	16,453	—	(3,184)	—	170,483
Furniture and Equipment	1,972	—	—	638	(3)	(681)	—	1,926
Plant and Equipment	6,717	(6)	—	1,978	(565)	(1,479)	—	6,645
Drainage Works	84,703	—	—	1,250	—	(1,360)	—	84,593
Land Under Roads	14,431	—	—	19	—	—	—	14,450
Roads, Streets and Bridges	443,368	—	—	11,759	—	(9,677)	—	445,450
Landfill Improvements	14,943	—	—	—	—	(1,778)	—	13,166
Playground Improvements	665	—	—	96	—	(69)	—	692
Art Collection	1,798	(4)	—	375	—	—	728	2,896
Works in Progress	10,455	—	—	3,047	—	—	—	13,502
<b>Total Fixed Assets</b>	<b>905,780</b>	<b>(220)</b>	<b>(723)</b>	<b>36,053</b>	<b>(568)</b>	<b>(18,228)</b>	<b>728</b>	<b>922,822</b>

## NOTE 17 (CONTINUED)

2010

ASSET CLASS	Carrying Amount 01/07/09	Impaired/ Written Off Assets (i)	WDV Transfer Assets Held for Sale	Additions 2009/10	WDV Disposals	Depreciation and Amortisation Expense	Revaluation Increment/ (Decrement)	Carrying Amount 30/06/10
	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Land	91,420	(765)	191	1,197	—	—	76,803	168,846
Building and Improvements	120,498	—	359	6,024	—	(2,588)	33,589	157,882
Furniture and Equipment	2,056	—	—	530	—	(614)	—	1,972
Plant and Equipment	5,455	—	—	3,212	(605)	(1,345)	—	6,717
Drainage Works	83,373	—	—	1,172	—	(1,349)	1,507	84,703
Land Under Roads	10,721	—	—	20	—	—	3,690	14,431
Roads, Streets and Bridges	449,602	(214)	—	10,776	—	(9,637)	(7,159)	443,368
Landfill Improvements	11,524	—	—	5,197	—	(1,778)	—	14,943
Playground Improvements	1,440	(855)	—	150	—	(70)	—	665
Art Collection	1,778	—	—	20	—	—	—	1,798
Works in Progress	2,364	(77)	—	8,168	—	—	—	10,455
<b>Total Fixed Assets</b>	<b>780,231</b>	<b>(1,911)</b>	<b>550</b>	<b>36,466</b>	<b>(605)</b>	<b>(17,381)</b>	<b>108,430</b>	<b>905,780</b>

NOTE 17 (CONTINUED)

**(b) GAIN ON DISPOSAL OF FIXED ASSETS**

Details of fixed assets sales during the year were as follows:

	Land \$000s	Properties \$000s	Plant \$000s	Furn and Equip \$000s	Total 2011 \$000s	Total 2010 \$000s
Proceeds of Sales	—	—	674	—	674	975
Sales Expenses	—	—	—	—	—	—
Net Proceeds	—	—	674	—	674	975
Book Values	—	—	(565)	(2)	(567)	(605)
<b>Profit/(loss) on Sales</b>	<b>—</b>	<b>—</b>	<b>108</b>	<b>(2)</b>	<b>106</b>	<b>370</b>

NOTE 18

**TRADE AND OTHER PAYABLES**

	2011 \$'000s	2010 \$'000s
<b>Current</b>		
Payables	7,332	5,951
Accrued Salaries and Wages	1,312	1,147
Accrued Loan Interest	3	3
	<b>8,647</b>	<b>7,101</b>



## NOTE 19

### EMPLOYEE BENEFITS

	2011 \$'000s	2010 \$'000s
<b>Current (i)</b>		
Annual Leave	3,318	3,316
Long Service Leave	4,437	4,286
	<b>7,755</b>	<b>7,602</b>
<b>Non-Current (ii)</b>		
Long Service Leave	<b>1,373</b>	<b>1,163</b>
<b>Aggregate carrying amount of employee benefits</b>		
Current	7,755	7,602
Non-Current	1,373	1,163
	<b>9,128</b>	<b>8,765</b>
The following assumptions were adopted in measuring the present value of employee benefits		
Weighted average increase in employee costs	4.60%	4.48%
Weighted average discount rates	4.99%	4.81%
Weighted average settlement period	12	12
<b>(i) Current</b>		
All annual leave and Long Service Leave entitlements representing 10+ years of continuous service		
Short-term employee benefits that fall due within 12 months after the end of the period measured at nominal value	3,818	3,816
Other long-term employee benefits that do not fall due within 12 months after the end of the period measured at present value	3,937	3,786
	<b>7,755</b>	<b>7,602</b>
<b>(ii) Non-Current</b>		
Long Service Leave representing less than 10 years of continuous service measured at present value	<b>1,373</b>	<b>1,163</b>

**NOTE 20**  
**INTEREST-BEARING LIABILITIES**

	2011 \$'000s	2010 \$'000s
<b>Current</b>		
Loan-Secured	2,836	2,679
	<b>2,836</b>	<b>2,679</b>
<b>Non-Current</b>		
Loan-Secured	15,343	17,678
	<b>15,343</b>	<b>17,678</b>
<b>Total Interest-Bearing Liabilities</b>	<b>18,179</b>	<b>20,357</b>
The loans are secured over Latrobe City Council's Rate Revenue.		
Loans are Repayable as follows:		
Within 12 months	2,836	2,679
Later than 1 year but not later than 5 years	10,359	10,669
After 5 years	4,984	7,009
	<b>18,179</b>	<b>20,357</b>
Interest rates are fixed. Weighted average interest rates applicable to the loans are:	7.21%	7.15%

## NOTE 21

### PROVISIONS

	2011 \$'000s	2010 \$'000s
<b>Current</b>		
<b>Landfill Improvements</b>		
Provision at the beginning of the reporting period	920	1,000
Amounts Used	(69)	(80)
Current/Non-current classification adjustment	826	—
<b>Provision at the end of the reporting period</b>	<b>1,677</b>	<b>920</b>
<b>Non-Current</b>		
<b>Landfill Improvements</b>		
Provision at the beginning of the reporting period	15,721	10,524
Current/Non-current classification adjustment	(826)	5,197
<b>Provision at the end of the reporting period</b>	<b>14,895</b>	<b>15,721</b>
<b>Total Provisions</b>	<b>16,572</b>	<b>16,641</b>

Under legislation Latrobe City Council is obligated to rehabilitate landfill sites to a particular standard. Current engineering projections indicate that all current landfill sites will cease operation in 2027/28. The forecast for life of the landfill site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to restore the site to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

## NOTE 22

### TRUST FUNDS AND DEPOSITS

	2011 \$'000s	2010 \$'000s
<b>Current</b>		
Contracts and Sundry Deposits	1,540	1,378
<b>Total Other Liabilities</b>	<b>1,540</b>	<b>1,378</b>

## NOTE 23 RESERVES

### (a) Asset Revaluation Reserve

	Balance at beginning of reporting period		Increment (decrement)		Balance at end of reporting period	
	2011 \$'000s	2010 \$'000s	2011 \$'000s	2010 \$'000s	2011 \$'000s	2010 \$'000s
Land	129,013	52,210	(50)	76,803	128,963	129,013
Buildings and Improvements	85,788	52,199	(160)	33,589	85,628	85,788
Land Under Roads	3,690	—	—	3,690	3,690	3,690
Plant and Equipment	14	14	—	—	14	14
Roads, Streets and Bridges	48,990	56,149	—	(7,159)	48,990	48,990
Drainage	37,152	35,645	—	1,507	37,152	37,152
Artworks	—	—	727	—	727	—
<b>Total</b>	<b>304,647</b>	<b>196,217</b>	<b>518</b>	<b>108,430</b>	<b>305,164</b>	<b>304,647</b>

### (b) Other Reserves

	2011 \$'000s	2010 \$'000s
<b>Developer Contributions</b>		
Balance at beginning of reporting period	1,717	1,699
Transfer from accumulated surplus	(386)	(509)
Transfer to accumulated surplus	273	527
<b>Balance at end of reporting period</b>	<b>1,604</b>	<b>1,717</b>
<b>Total Reserves</b>	<b>306,768</b>	<b>306,364</b>

Accumulated funds are held in other reserves as required. These funds are controlled and held by Latrobe City Council for specific development purposes. Such purposes include off street parking, drainage, playgrounds and public open spaces and tree planting development.

## NOTE 24 CONTINGENT LIABILITIES AND CONTINGENT ASSETS

Latrobe City Council is presently involved in two legal matters, which are being conducted through it's solicitors.

Latrobe City Council has been served with an unquantified claim under the Water Act 1989 in relation to the Morwell Land Movement. Latrobe City Council will be defending this claim in the Victorian Civil and Administrative Tribunal in the 2011/12 financial year; and

Latrobe City Council has compulsorily acquired properties in George Street Moe in relation to the Moe Rail Precinct Revitalisation Project. Although ownership has been transferred to Latrobe City Council, the final compensation amounts due on some of these properties have not yet been settled.

As these matters are yet to be finalised, and the financial outcomes are unable to be reliably estimated, no allowance for these contingencies has been made in the financial report.

Latrobe City Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme to ensure that the liabilities of the fund are covered by the assets of the fund. As a result of the increased volatility in financial markets the likelihood of making such contributions in future periods has increased. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

## NOTE 25 COMMITMENTS

At the reporting date, Latrobe City Council had entered into the following commitments:

	2011		2010	
	Not Later than 1 Year \$'000s	Later than 1 Year \$'000s	Not Later than 1 Year \$'000s	Later than 1 Year \$'000s
<b>Operating</b>				
Garbage Collection	1,700	—	3,296	—
Litter Collection	388	509	370	897
Street Sweeping	311	820	—	—
Meals on Wheels	278	—	—	—
Public Convenience Cleaning	212	164	206	212
Valuation Services	200	26	64	226
Cleaning of Council Buildings	159	93	—	—
Recreation	61	—	—	—
Traralgon Growth Area Review and Activity Centre Plan	30	—	183	—
Green Waste	—	—	542	—
Transfer Station	—	—	400	—
Materials Recovery Facility - Recycling	—	—	270	—
	<b>3,339</b>	<b>1,612</b>	<b>5,331</b>	<b>1,335</b>
<b>Capital Construction</b>				
Landfill Improvements	1,635	89	—	—
Roads, Streets and Bridges	1,218	—	357	—
Moe Early Learning Centre	1,137	—	5,576	—
Moe Community Hub Design	740	—	1,372	—
Airport	372	—	—	—
Buildings and Improvements	299	—	371	—
Ted Summerton Reserve Redevelopment	—	—	1,563	—
Churchill Leisure Centre Upgrade	—	—	1,317	—
The Callignee Hall	—	—	1,286	—
Land	—	—	57	—
	<b>5,401</b>	<b>89</b>	<b>11,899</b>	<b>—</b>

## NOTE 26

### OPERATING LEASES

At the reporting date, the municipality had the following obligations under non-cancellable operating leases. (These obligations are not recognised as liabilities):

	2011 \$'000s	2010 \$'000s
Not later than one year	108	27
Later than one year and not later than five years	354	23
Later than five years	1,380	15
	<b>1,842</b>	<b>65</b>

## NOTE 27

### EVENTS OCCURRING AFTER BALANCE DATE

There have been no post balance sheet events that impact on the financial statements. (2009/10: \$Nil)

## NOTE 28

### SUPERANNUATION

#### Post-employment Benefit

Latrobe City Council makes employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). Obligations for contributions are recognised as an expense in profit or loss when they are due. The Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Latrobe City Council also makes employer superannuation contributions in respect of its employees to various other superannuation funds in accordance with the requirements of the Superannuation Guarantee Legislation.

The Fund's accumulation category, Vision Super Saver, receives both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (9% required under Superannuation Guarantee Legislation). No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

#### Defined Benefit Plan

The Fund's Defined Benefit Plan is a multi-employer sponsored plan. As the Plan's assets and liabilities are pooled and are not allocated by employer, the Actuary is unable to reliably allocate benefit liabilities, assets and costs between employers. As provided under Paragraph 32 (b) of AASB 119, Latrobe City Council does not use defined benefit accounting for these contributions.

Latrobe City Council makes employer contributions to the defined benefit category of the Fund at rates determined by the Trustee on the advice of the Fund's Actuary. On the basis of the results of the most recent full actuarial investigation conducted by the Fund's actuary as at 31 December 2008, Latrobe City Council makes the following contributions:

- 9.25% of members' salaries (same as previous year); and
- the difference between resignation and retrenchment benefits paid to any retrenched employees, plus contribution tax (same as previous year);

The Fund surplus or deficit (i.e. the difference between fund assets and liabilities) are calculated differently for funding purposes (i.e. calculating required contributions) and for the calculation of accrued benefits as required in AAS 25 to provide the values needed for the AASB 119 disclosure in a council's financial statements. AAS 25 requires that the present value of the defined benefit liability be calculated based on benefits that have accrued in respect of membership of the plan up to the measurement date, with no allowance for future benefits that may accrue.

## NOTE 28 (CONTINUED)

Following an actuarial review conducted by the Trustee in late 2010, as at 31 December 2008, a funding shortfall of \$71 million for the Fund was determined. A call to Employers for additional contributions was made for the financial year 30 June 2011 with commitment from Employers from 1 July 2011. A further actuarial review will be undertaken as at 31 December 2011 by mid 2012. Based on the result of this review, a detailed plan will be developed and implemented to achieve the target of full funding by 31 December 2013. Council will be notified of any additional contributions by late 2012.

### Accounting Standard Disclosure

The Fund's liability for accrued benefits was determined by the Actuary at 31 December 2008 pursuant to the requirements of Australian Accounting Standard AAS25 follows:

	<b>31 December 2008</b> \$'000s
Net Market Value of Assets	3,630,432
Accrued Benefits (per accounting standards)	3,616,422
Difference between Assets and Accrued Benefits	14,010
<b>Vested Benefits</b>	<b>3,561,588</b>

The financial assumptions used to calculate the Accrued Benefits for the defined benefit category of the Fund were:

Net Investment Return	8.50% p.a.
Salary Inflation	4.25% p.a.
Price Inflation	2.75% p.a.

	<b>2011</b> \$'000s	<b>2010</b> \$'000s
<b>Defined Benefit Plans</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	475	608
Employer contributions payable to Local Authorities Superannuation Fund (Vision Super) at reporting date	1,356	—
	<b>1,831</b>	<b>608</b>
<b>Accumulation Funds</b>		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	1,844	1,580
Employer contributions to Other Superannuation Funds	295	454
	<b>2,139</b>	<b>2,034</b>
Employer contributions payable to Local Authorities Superannuation Fund (Vision Super) at reporting date	294	240
Employer contributions payable to Other Superannuation Funds	—	42
	<b>294</b>	<b>282</b>

## NOTE 29

### RELATED PARTY TRANSACTIONS

#### (i) Responsible Persons

Names of persons holding the position of Responsible Person at the Latrobe City Council during the reporting period are:

Councillors		From	To
	Darrell White	01/07/10	30/06/11
	Graeme Middlemiss	01/07/10	30/06/11
	Lisa Price	01/07/10	27/06/11
	Bruce Lougheed	01/07/10	30/06/11
	Sandy Kam	01/07/10	30/06/11
	Kellie O'Callaghan	01/07/10	30/06/11
	Rohan Fitzgerald	01/07/10	30/06/11
	Ed Vermeulen	01/07/10	30/06/11
	Sharon Gibson	01/07/10	30/06/11
<b>Chief Executive Officer</b>	<b>Paul Buckley</b>	<b>01/07/10</b>	<b>30/06/11</b>

#### (ii) Remuneration of Responsible Persons

The numbers of Responsible Officers, whose total remuneration from Latrobe City Council and any related entities fall within the following bands of \$10,000:

Income Range	2011 No.	2010 No.
\$20,000 - \$29,999	7	7
\$30,000 - \$39,999	—	—
\$40,000 - \$49,999	1	2
\$50,000 - \$59,999	1	—
\$280,000 - \$289,999	—	1
\$290,000 - \$299,999	1	—
<b>TOTAL</b>	<b>10</b>	<b>10</b>

Total Remuneration for the reporting period for Responsible Persons included above, amounted to:

	2011 \$'000s	2010 \$'000s
Total Remuneration for Responsible Persons	549	531



## NOTE 29 (CONTINUED)

### (iii) Senior Officers Remuneration

A Senior Officer other than a Responsible Person, is an officer of Latrobe City Council who has management responsibilities and reports directly to the Chief Executive Officer or whose total annual remuneration exceeds \$124,000 (2009/10 \$120,000).

The number of Senior Officers other than the Responsible Persons, are shown below in their relevant income bands:

Income Range	2011 No.	2010 No.
<\$124,000	1	3
\$125,000 - \$129,999	1	—
\$130,000 - \$139,999	1	—
\$140,000 - \$149,999	—	—
\$150,000 - \$159,999	—	—
\$160,000 - \$169,999	—	—
\$170,000 - \$179,999	—	4
\$180,000 - \$189,999	4	2
\$190,000 - \$199,999	1	—
<b>TOTAL</b>	<b>8</b>	<b>9</b>

Total remuneration for the reporting period for senior officers included above, amounted to:

	2011 \$'000s	2010 \$'000s
Total Remuneration for Senior Officers	1,311	1,431

### (iv)

No Retirement benefits have been paid by Latrobe City Council in connection with the retirement of Responsible Persons of Latrobe City Council. (2009/10: \$Nil)

### (v)

No Loans have been made, guaranteed or secured by Latrobe City Council to a Responsible Person of Latrobe City Council during the reporting period. (2009/10: \$Nil)

### (vi) Other Transactions

Other related party transactions required disclosure have been considered and there are no matters to report. (2009/10: \$Nil)

### (vii)

- (a) (Aggregate amounts of revenue or expense for the reporting period that resulted from transactions with Responsible Persons of Latrobe City Council of their Responsible Person related parties, other than noted above, include:  
Aggregate amount of the following items(s): \$Nil
- (b) Other Receivable from and payables to Responsible Persons of Latrobe City Council or their Responsible Person related parties recognised as at reporting date include:  
Aggregate amounts payable at balance date of the following item(s): \$Nil
- (c) Latrobe City Council does not recognise any provisions for doubtful receivables as at the reporting date in respect of loans subject to (v) or other receivables subject to paragraph (vii)(b).
- (d) Latrobe City Council does not recognise any other benefits derived during the reporting period by Responsible Persons of Latrobe City Council or their Responsible Person related parties.

## NOTE 30

### NOTES TO THE CASH FLOW STATEMENT

	2011 \$'000s	2010 \$'000s
	Inflows / (Outflows)	Inflows / (Outflows)
<b>Reconciliation of cashflows from operating activities to surplus/(deficit)</b>		
Net result	16,102	14,036
Depreciation	18,229	17,380
Finance Costs	1,375	1,236
Gain on Sale of Fixed Assets	(106)	(568)
Write off Previously Recognised Assets	9	1,056
Revaluation Decrement (Impairment)	—	855
Recognition of previously unrecognised assets	(535)	(172)
Landfill Rehabilitation	(69)	(80)
Developer contributions for contributed assets	(2,735)	(3,148)
(Increase)/decrease in Trade and Other Receivables	(1,442)	(2,447)
Increase/(decrease) in Trade and Other Payables	1,546	1,379
(Increase)/decrease in Prepayments	25	(577)
Increase/(decrease) in Employee Benefits	362	1,183
Increase/(decrease) in Contract and Security Deposits	162	233
<b>Net cash provided by Operating Activities</b>	<b>32,922</b>	<b>30,368</b>

#### Reconciliation of Cash and Cash Equivalents

For the purpose of the statement of cash flows, cash includes on hand and in banks, and at call and short term deposit investments and money market instruments, net of outstanding bank overdrafts. Cash at the end of the financial year as shown in the statements of cash flows is reconciled to the related items in the balance sheet as follows:

Cash	26,159	29,499
Long Service Leave Investments	5,450	4,850
<b>Total Cash and Cash Equivalents</b>	<b>31,609</b>	<b>34,349</b>

The weighted average rate of interest applicable to each type of investment is as follows:

Term Deposits	6.18%	6.14%
At Call Deposits	4.49%	4.29%

## NOTE 31

### FINANCIAL INSTRUMENTS

#### (a) Accounting Policy, Terms and Conditions

Recognised Financial Instrument	Note	Accounting Policy	Terms and Conditions
<b>Financial Assets</b>			
Cash and cash equivalents	12	<p>Cash on hand and at bank and money market call account are valued at face value.</p> <p>Interest is recognised as it accrues.</p> <p>Investments and Bills were valued at cost.</p> <p>Investments are held to maximise interest returns of surplus cash.</p> <p>Interest revenues are recognised as they accrue.</p> <p>Managed funds are measured at market value.</p>	<p>At call deposits returned a floating interest rate of 4.49% (4.29% in 2009/10). The interest rate at balance date was 4.49% (4.29% in 2009/10).</p> <p>Funds returned fixed interest rates of between 4.40% (2.90% in 2009/10), and 7.11% (6.91% in 2009/10) net of fees.</p>
Trade and Other Receivables	13	<p>Receivables are carried at nominal amounts due less any provision for doubtful debts. A provision for doubtful debts is recognised when there is objective evidence that an impairment loss has occurred.</p>	<p>General debtors are unsecured and arrears attract an interest rate of 10.5% (10.5% in 2009/10). Credit terms are based on 30 days.</p>
<b>Financial Liabilities</b>			
Trade and Other Payables	18	<p>Liabilities are recognised for amounts to be paid in the future for goods and services provided to Latrobe City Council as at balance date whether or not invoices have been received.</p>	<p>General Creditors are unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt.</p>
Interest Bearing Liabilities	20	<p>Loans are carried at their principal amounts, which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and is recognised as part of payables</p>	<p>Borrowings are secured by way of mortgage over the general rates of Latrobe City Council. The weighted average interest rate on borrowings is 7.21% during 2010/11 (7.15% in 2009/10)</p>
Bank Overdraft	20	<p>Overdrafts are recognised at the principal amount. Interest is charged as an expense as it accrues.</p>	<p>The overdraft is subject to annual review. Latrobe City Council has a \$1M overdraft facility.</p> <p>It is secured by a mortgage over Council's general rates and is repayable on demand.</p> <p>No overdraft was utilised during 2010/11. (No overdraft was utilised during 2009/10)</p>

**(b) Interest Rate Risk**

The exposure to interest rate risk and the effective interest rate of financial assets and financial liabilities, both recognised and unrecognised at balance date are as follows:

	Fixed Interest Maturing In:										
	Floating Interest Rate		1 Year or Less		Over 1 to 5 Years		More than 5 Years		Non-Interest Bearing		Total
	2011 \$'000s	2010 \$'000s	2011 \$'000s	2010 \$'000s	2011 \$'000s	2010 \$'000s	2011 \$'000s	2010 \$'000s	2011 \$'000s	2010 \$'000s	
<b>Financial Instruments</b>											
<b>Financial Assets</b>											
Cash and Cash Equivalents	3,220	1,758	23,871	27,574	4,500	5,000	—	—	18	17	31,609
Trade and Other Receivable	—	—	—	—	—	—	—	—	8,044	6,867	8,044
<b>Total Financial Assets</b>	<b>3,220</b>	<b>1,758</b>	<b>23,871</b>	<b>27,574</b>	<b>4,500</b>	<b>5,000</b>	<b>—</b>	<b>—</b>	<b>8,062</b>	<b>6,884</b>	<b>39,653</b>
<b>Financial Liabilities</b>											
Weighted average interest rates	4.25%	4.00%	5.88%	5.91%	6.25%	6.04%					
<b>Financial Liabilities</b>											
Trade and Other Payables	—	—	—	—	—	—	—	—	8,647	7,101	8,647
Trust Funds and Deposits	—	—	—	—	—	—	—	—	1,540	1,378	1,540
Interest-Bearing Liabilities	—	—	2,836	2,679	10,359	10,669	4,984	7,009	—	—	18,179
<b>Total Financial Liabilities</b>	<b>—</b>	<b>—</b>	<b>2,836</b>	<b>2,679</b>	<b>10,359</b>	<b>10,669</b>	<b>4,984</b>	<b>7,009</b>	<b>10,187</b>	<b>8,479</b>	<b>28,366</b>
Weighted average interest rates			6.78%	6.74%	7.06%	6.91%	7.77%	7.67%			
<b>Net Financial Assets (Liabilities)</b>	<b>3,220</b>	<b>1,758</b>	<b>21,035</b>	<b>24,895</b>	<b>(5,859)</b>	<b>(5,669)</b>	<b>(4,984)</b>	<b>(7,009)</b>	<b>(2,125)</b>	<b>(1,595)</b>	<b>11,287</b>
											<b>12,380</b>

## NOTE 31 (CONTINUED)

### (c) Net Fair Values

The aggregate net fair value of financial assets and financial liabilities, both recognised and unrecognised at balance date are as follows:

Financial Instruments	Total Carrying Amount as per Balance Sheet		Aggregate Net Fair Value	
	2011 \$'000s	2010 \$'000s	2011 \$'000s	2010 \$'000s
<b>Financial Assets</b>				
Cash and Cash Equivalents	31,609	34,349	31,609	34,349
Trade and Other Receivables	8,044	6,867	8,044	6,867
<b>Total Financial Assets</b>	<b>39,653</b>	<b>41,216</b>	<b>39,653</b>	<b>41,216</b>
<b>Financial Liabilities</b>				
Trade and Other Payables	8,647	7,101	8,647	7,101
Trust Funds and Deposits	1,540	1,378	1,540	1,378
Interest-Bearing Liabilities	18,179	20,357	18,179	20,357
<b>Total Financial Liabilities</b>	<b>28,366</b>	<b>28,836</b>	<b>28,366</b>	<b>28,836</b>

### (d) Risks and Mitigation

The risks associated with our main financial instruments and our policies for minimising these risks are detailed below.

#### Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. Latrobe City Council's exposures to market risk are primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk. Components of market risk to which we are exposed are discussed below.

#### Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises from interest bearing financial assets and liabilities that we use. Non derivative interest bearing assets are predominantly short term liquid assets. Our interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk.

Our loan borrowings are sourced from major Australian banks by a tender process. We manage interest rate risk on our net debt portfolio by:

- setting prudential limits on interest repayments as a percentage of rate revenue.

We manage the interest rate exposure on our net debt portfolio by appropriate budgeting strategies and obtaining approval for borrowings from the Department of Planning and Community Development each year.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. We manage interest rate risk by adopting an investment policy that ensures:

- conformity with State and Federal regulations and standards;
- adequate safety;
- appropriate liquidity;
- diversification by credit rating, financial institution and investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

Maturity will be staggered to provide for interest rate variations and to minimise interest rate risk.

## NOTE 31 (CONTINUED)

### Credit Risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on all financial assets included in our balance sheet. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with;
- we may require collateral where appropriate; and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Trade and other receivables consist of a large number of customers, spread across the consumer, business and government sectors. Credit risk associated with Latrobe City Council's financial assets is minimal because the main debtor is the Victorian Government. Apart from the Victorian Government we do not have any significant credit risk exposure to a single customer or groups of customers. Ongoing credit evaluation is performed on the financial condition of our customers and, where appropriate, an allowance for doubtful debts is raised.

We may also be subject to credit risk for transactions which are not included in the balance sheet, such as when we provide a guarantee for another party. Details of our contingent liabilities are disclosed in note 24.

	2011 \$'000s	2010 \$'000s
<b>Movement in Provision for Doubtful Debts</b>		
Balance at the beginning of the year	59	108
New Provisions recognised during the year	30	20
Amounts already provided for and written off as uncollectible	18	19
Amounts provided for but recovered during the year	1	50
<b>Balance at end of year</b>	<b>70</b>	<b>59</b>

### Ageing of Trade and Other Receivables

At balance date other debtors representing financial assets were past due but not impaired. These amounts relate to a number of independent customers for whom there is no recent history of default. The aging of the Latrobe City Council's Trade and Other Receivables at reporting date was:

Current (not yet overdue)	5,624	5,876
Past due by up to 30 days	1,728	633
Past due between 31 and 60 days	458	151
Past due between 61 and 90 days	55	53
Past due by more than 90 days	179	154
	<b>8,044</b>	<b>6,867</b>

### Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements:

- we will not have sufficient funds to settle a transaction on the date;
- we will be forced to sell financial assets at a value which is less than what they are worth; or
- we may be unable to settle or recover financial assets at all.

To help reduce these risks we:

- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

## NOTE 31 (CONTINUED)

Latrobe City Council's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The table below lists the contractual maturities for Latrobe City Council's Financial Liabilities.

These amounts undiscounted gross payments including both principal and interest amounts.

2011	6 mths or less \$'000s	6-12 months \$'000	1-2 years \$'000s	2-5 years \$'000s	>5 years \$'000s	Total Amount	Carrying Amount
Trade and Other Payables	8,647	—	—	—	—	8,647	8,647
Trust Funds and Deposits	1,540	—	—	—	—	1,540	1,540
Interest-Bearing Liabilities	2,032	2,037	4,068	9,251	5,623	23,011	18,179
	<b>12,219</b>	<b>2,037</b>	<b>4,068</b>	<b>9,251</b>	<b>5,623</b>	<b>33,198</b>	<b>28,366</b>

2010	6 mths or less \$'000s	6-12 months \$'000	1-2 years \$'000s	2-5 years \$'000s	>5 years \$'000s	Total Amount	Carrying Amount
Trade and Other Payables	7,101	—	—	—	—	7,101	7,101
Trust Funds and Deposits	1,378	—	—	—	—	1,378	1,378
Interest-Bearing Liabilities	2,075	1,974	3,949	10,338	8,117	26,453	20,357
	<b>10,554</b>	<b>1,974</b>	<b>3,949</b>	<b>10,338</b>	<b>8,117</b>	<b>34,932</b>	<b>28,836</b>

### (e) Sensitivity Disclosure Analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Latrobe City Council believes the following movements are 'reasonably possible' over the next 12 months (Base rates are sourced from the Commonwealth Bank of Australia):

- A parallel shift of +1% and -2% in market interest rates (AUD) from year-end rates of 4.75%. (2009/10 4.50%)

The statement below discloses the impact on net operating result and equity for each category of financial instruments held by Latrobe City Council at year end, if the above movements were to occur.

Based on a market interest rate (AUD) at year end of 4.75% (2009/10 4.50%) a parallel shift of +1% will result in an increase of \$32.20K (2009/10 \$17.58K) in operating surplus and equity and accordingly a parallel shift of -2% would have resulted in a decrease of \$64.40K and (2009/10 \$35.16K) in operating surplus and equity on those balances subject to floating interest rates.

## NOTE 31 (CONTINUED)

### (f) Fair Value Hierarchy

The table below analyses financial assets carried at fair value by valuation hierarchy. The different levels have been defined as follows:

- Level 1 Quoted prices (unadjusted) in active markets for identical assets or liabilities.
- Level 2 Inputs other than quoted prices included within level one that are observable for the asset or liability, either directly (i.e. prices) or indirectly (i.e. derived from prices).
- Level 3 Inputs for the asset or liability that are not based on observable market data.

	Level 1 \$'000s	Level 2 \$'000	Level 3 \$'000s	Total Amount
<b>2011</b>				
Non-current assets classified as held for sale	—	723	—	723
<b>2010</b>				
Non-current assets classified as held for sale	—	—	—	—

## NOTE 32

### AUDITOR'S REMUNERATION

	2011 \$'000s	2010 \$'000s
Audit Fee to conduct External Audit – Victorian Auditor General	60	57
Internal Audit Fees	50	79
	<b>110</b>	<b>136</b>



NOTE 33

INCOME, EXPENSES AND ASSETS BY FUNCTION/ACTIVITIES

2011

	TOTAL	Executive Office	Economic Sustainability	Organisational Excellence	Recreation, Culture and Community Infrastructure	Built and Natural Environment	Community Liveability	Governance	Other
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
<b>INCOME</b>									
Grants	36,943	—	113	—	3,709	230	11,710	—	21,181
Other	75,983	24	451	1	3,957	5,389	7,595	481	58,085
<b>TOTAL</b>	<b>112,927</b>	<b>24</b>	<b>564</b>	<b>1</b>	<b>7,667</b>	<b>5,618</b>	<b>19,306</b>	<b>481</b>	<b>79,266</b>
<b>EXPENSES</b>	<b>(96,824)</b>	<b>(1,207)</b>	<b>(1,895)</b>	<b>(4,141)</b>	<b>(18,922)</b>	<b>(14,270)</b>	<b>(24,632)</b>	<b>(5,063)</b>	<b>(26,693)</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	<b>16,102</b>	<b>(1,183)</b>	<b>(1,331)</b>	<b>(4,140)</b>	<b>(11,256)</b>	<b>(8,652)</b>	<b>(5,327)</b>	<b>(4,582)</b>	<b>52,573</b>
<b>ASSETS ATTRIBUTED TO FUNCTION/ACTIVITIES*</b>	<b>966,464</b>	<b>350</b>	<b>10,304</b>	<b>565</b>	<b>232,668</b>	<b>599,540</b>	<b>87,406</b>	<b>35,630</b>	<b>—</b>

\*Assets have been attributed to functions/activities based on the control and/or custodianship of specific assets.

## NOTE 33 (CONTINUED)

2010

	TOTAL	Executive Office	Economic Sustainability	Organisational Excellence	Recreation, Culture and Community Infrastructure	Built and Natural Environment	Community Liveability	Governance	Other
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
<b>INCOME</b>									
Grants	36,368	—	97	—	298	3,033	13,316	117	19,507
Other	72,042	35	492	1	3,486	6,682	6,138	1,699	53,509
<b>TOTAL</b>	<b>108,410</b>	<b>35</b>	<b>589</b>	<b>1</b>	<b>3,784</b>	<b>9,715</b>	<b>19,454</b>	<b>1,816</b>	<b>73,016</b>
<b>EXPENSES</b>	<b>(94,374)</b>	<b>(1,232)</b>	<b>(1,903)</b>	<b>(4,106)</b>	<b>(10,910)</b>	<b>(21,358)</b>	<b>(23,155)</b>	<b>(6,809)</b>	<b>(24,901)</b>
<b>SURPLUS (DEFICIT) FOR THE YEAR</b>	14,036	(1,197)	(1,314)	(4,105)	(7,126)	(11,643)	(3,701)	(4,993)	48,115
<b>ASSETS ATTRIBUTED TO FUNCTION/ ACTIVITIES*</b>	<b>950,021</b>	<b>406</b>	<b>10,927</b>	<b>517</b>	<b>218,164</b>	<b>591,377</b>	<b>90,840</b>	<b>37,789</b>	<b>—</b>

\*Assets have been attributed to functions/activities based on the control and/or custodianship of specific assets.

## NOTE 33 (CONTINUED)

### **EXECUTIVE OFFICE**

This division is responsible for the management of council operations and chief executive office functions.

### **ECONOMIC SUSTAINABILITY**

This division is responsible for investment facilitation, tourism and Latrobe Regional Airport activities.

### **ORGANISATIONAL EXCELLENCE**

This division is responsible for people management and development, corporate strategy and information services.

### **RECREATION, CULTURE AND COMMUNITY INFRASTRUCTURE**

This division is responsible for recreational and cultural activities, infrastructure operations such as the maintenance of buildings, roads, drains and parks and gardens. It is also responsible for cleansing services such as street and footpath sweeping and cleaning of public conveniences.

### **BUILT AND NATURAL ENVIRONMENT**

This division is responsible for the management of capital projects, statutory and strategic planning, building services, transit cities and natural environment sustainability including the management of waste services.

### **COMMUNITY LIVEABILITY**

This division is responsible for the provision of family and children services programs including preschool, childcare and maternal and child health. Community Liveability is also responsible for community wellbeing programs including home care, meals on wheels ADASS and environmental health. This division also manages community information services including libraries, service centres and local laws. Community capacity building programs are also part of this division's responsibility.

### **GOVERNANCE**

This division is responsible for council operations and legal counsel, financial management, community relations and risk management.

### **OTHER**

Other includes the Victoria Grants Commission general purpose grants and rate revenue together with expenditure that is not attributable to any other division.

## NOTE 34

### FINANCIAL RATIOS

	\$'000s	2011	2010	2009	2008
<b>(i) Debt Servicing Ratio</b>					
(to identify the capacity of Latrobe City Council to service its outstanding debt)					
$\frac{\text{Debt Servicing Costs}}{\text{Total Revenue}}$	$\frac{1,375}{112,927}$	= 1.22%	1.14%	1.02%	0.97%
Debt servicing costs refer to the payment of interest on loan borrowings, finance lease, and bank overdraft.					
The ratio expresses the amount of interest paid as a percentage of Latrobe City Council's total revenue.					
<b>(ii) Debt Commitment Ratio</b>					
(to identify Latrobe City Council's debt redemption strategy)					
$\frac{\text{Debt Servicing and Redemption Costs}}{\text{Rate Revenue}}$	$\frac{4,053}{54,547}$	= 7.43%	7.30%	7.46%	6.99%
The strategy involves the payment of loan principal and interest, finance lease principal and interest.					
The ratio expresses the percentage of rate revenue utilised to pay interest and redeem debt principal.					
<b>(iii) Operating Revenue Ratio</b>					
(to identify Latrobe City Council's dependence on non-rate income)					
$\frac{\text{Rate Revenue}}{\text{Total Revenue}}$	$\frac{54,547}{112,927}$	= 48.30%	46.79%	46.19%	50.50%
The level of Latrobe City Council's reliance on rate revenue is determined by assessing rate revenue as a proportion of the total revenue.					

NOTE 34 (CONTINUED)

	\$'000s	2011	2010	2009	2008
<b>(iv) Debt Exposure Ratio</b>					
(to identify a Council's exposure to debt)					
$\frac{\text{Total Indebtedness}}{\text{Total Realisable Assets}}$	$\frac{54,066}{391,715} =$	13.80%	14.29%	17.30%	14.11%
For the purpose of the calculation of financial ratios, realisable assets are those assets which can be sold and which are not subject to any restriction on realisation or use.					
Any liability represented by a restricted asset (note 15) is excluded from total indebtedness.					
The following assets are excluded from total assets when calculating Council's realisable assets:					
Land and buildings on Crown land; restricted assets; heritage assets and total infrastructure assets.					
The ratio enables assessment of Council's solvency and exposure to debt. Total indebtedness refers to the total liabilities of Council. Total liabilities are compared to total realisable assets which are all Council assets not subject to any restriction and are able to be realised. The ratio expresses the percentage to total liabilities for each dollar of realisable assets.					
<b>(v) Working Capital Ratio</b>					
(to assess a Council's ability to meet current commitments)					
$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	$\frac{43,575}{22,455} =$	1.94:1	2.24:1	2.20:1	2.11:1
The ratio expresses the level of current assets the Council has available to meet its current liabilities.					
<b>(vi) Adjusted Working Capital Ratio</b>					
(to assess a Council's ability to meet current commitments)					
$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	$\frac{43,575}{18,518} =$	2.35:1	2.78:1	2.80:1	2.62:1
The ratio expresses the level of current assets the Council has available to meet its adjusted current liabilities.					
Current liabilities have been reduced to reflect the long service leave that is shown as a current liability because Council does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting date, but is not likely to fall due within 12 months after the end of the period.					

## CERTIFICATION OF THE FINANCIAL STATEMENTS

In my opinion the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government (Financial and Reporting) Regulations 2004, Australian Accounting Standards and other mandatory professional reporting requirements.

Principal Accounting Officer



**Matthew Rogers, CPA**

Dated: 12 September 2011

In our opinion the accompanying financial statements present fairly the financial transactions of the Latrobe City Council for the year ended 30 June 2011 and the financial position of the Council as at the date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council on 12 September 2011 to certify the financial statements in their final form.

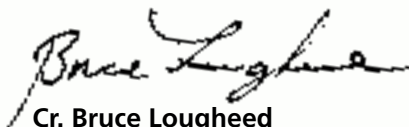
Councillor



**Cr. Ed Vermeulen**

Dated: 12 September 2011

Councillor



**Cr. Bruce Loughheed**

Dated: 12 September 2011

Chief Executive Officer



**Paul Buckley**

Dated: 12 September 2011

# Standard Statements

## STANDARD INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2011

	NOTE	Budget 2010/11 \$'000s	Actual 2010/11 \$'000s	Variations \$'000s	%
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Rates		54,020	54,547	527	1
Operating Grants and Contributions	1	24,078	25,653	1,575	7
Capital Grants and Contributions		11,292	11,290	(2)	—
Interest	2	900	1,815	915	102
User Fees and Charges		15,468	15,970	502	3
Developer Contributions	3	588	273	(315)	(54)
Developer Contributed Assets	4	2,000	2,735	735	37
<b>Total Revenues</b>		<b>108,346</b>	<b>112,285</b>	<b>3,939</b>	<b>4</b>
<b>EXPENDITURE FROM ORDINARY ACTIVITIES</b>					
Employee Costs	5	(39,444)	(40,463)	(1,019)	(3)
Materials and Services	6	(41,494)	(36,709)	4,785	12
Bad and Doubtful Debts		(40)	(40)	—	—
Finance Costs		(1,385)	(1,375)	10	1
Depreciation	7	(16,500)	(18,229)	(1,729)	(10)
<b>Total Expenses</b>		<b>(98,863)</b>	<b>(96,816)</b>	<b>2,047</b>	<b>2</b>
<b>NET SURPLUS FROM OPERATIONS</b>					
Net gain (loss) on Disposal or Property, Infrastructure and Equipment	8	—	106	106	100
Recognition of Previously Unrecognised Assets	9	—	535	535	100
Write off Previously Recognised Assets	10	—	(9)	(9)	(100)
<b>SURPLUS FOR THE PERIOD</b>		<b>9,483</b>	<b>16,102</b>	<b>6,619</b>	<b>70</b>

## STANDARD BALANCE SHEET AS AT 30 JUNE 2011

	NOTE	Budget 2010/11 \$'000s	Actual 2010/11 \$'000s	Variations \$'000s	%
<b>CURRENT ASSETS</b>					
Cash and Cash Equivalents	11	11,740	31,609	19,869	169
Trade and Other Receivables	12	7,251	10,268	3,017	42
Prepayments		1,053	974	(79)	(8)
Non-current Assets held for sale	13	—	723	723	100
<b>Total Current Assets</b>		<b>20,044</b>	<b>43,575</b>	<b>23,531</b>	<b>117</b>
<b>NON-CURRENT ASSETS</b>					
Receivables	14	92	65	(27)	(29)
Property, Plant and Equipment	15	831,581	922,822	91,241	11
Other Financial Assets		2	2	—	—
<b>Total Non Current Assets</b>		<b>831,675</b>	<b>922,889</b>	<b>91,214</b>	<b>11</b>
<b>TOTAL ASSETS</b>		<b>851,719</b>	<b>966,464</b>	<b>114,745</b>	<b>13</b>
<b>CURRENT LIABILITIES</b>					
Trade and Other Payables	16	4,539	8,647	(4,108)	(91)
Interest-bearing Liabilities		2,784	2,836	(52)	(2)
Employee Benefits		7,392	7,755	(363)	(5)
Provisions		1,650	1,677	(27)	(2)
Other Current Liabilities	17	1,282	1,540	(258)	(20)
<b>Total Current Liabilities</b>		<b>17,647</b>	<b>22,455</b>	<b>(4,808)</b>	<b>(27)</b>
<b>NON-CURRENT LIABILITIES</b>					
Interest-bearing Liabilities		15,423	15,343	80	1
Employee Benefits	18	1,156	1,373	(217)	(19)
Provisions	19	12,874	14,895	(2,021)	(16)
<b>Total Non Current Liabilities</b>		<b>29,453</b>	<b>31,611</b>	<b>(2,158)</b>	<b>(7)</b>
<b>TOTAL LIABILITIES</b>		<b>47,101</b>	<b>54,066</b>	<b>(6,966)</b>	<b>(15)</b>
<b>NET ASSETS</b>		<b>804,618</b>	<b>912,398</b>	<b>107,780</b>	<b>13</b>
<b>EQUITY</b>					
Accumulated Surplus	20	606,665	605,630	(1,035)	—
Reserves	21	197,953	306,768	108,815	55
<b>TOTAL EQUITY</b>		<b>804,618</b>	<b>912,398</b>	<b>107,780</b>	<b>13</b>



## STANDARD CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2011

	Budget 2010/11 \$'000s	Actuals 2010/11 \$'000s	Variations \$'000s	%
<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>				
Receipts from Customers	69,871	72,188	2,317	3
Payments to Suppliers	(81,240)	(76,843)	4,397	(5)
Interest Received	900	1,780	880	98
Government Receipts	35,369	35,797	428	1
<b>Net Cash Flows from Operating Activities</b>	<b>24,900</b>	<b>32,922</b>	<b>8,022</b>	<b>32</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Proceeds from Property, Plant, Equipment	1,018	674	(344)	(34)
Payments for Property, Plant, Equipment	(31,857)	(32,784)	(927)	3
<b>Net Cash Flows from/(used in) Investing Activities</b>	<b>(30,839)</b>	<b>(32,110)</b>	<b>(1,271)</b>	<b>4</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Finance Costs	(1,385)	(1,375)	10	(1)
Proceeds from Borrowings	500	500	—	—
Repayment of Borrowings	(2,673)	(2,678)	(5)	—
<b>Net Cash Flows from/(used in) Financing Activities</b>	<b>(3,558)</b>	<b>(3,552)</b>	<b>6</b>	<b>(0)</b>
<b>Net Increase/(Decrease) in Cash Held</b>	<b>(9,496)</b>	<b>(2,740)</b>	<b>6,756</b>	<b>(71)</b>
Cash at Beginning of Financial Year	21,236	34,349	13,113	62
<b>Cash at End of Financial Year</b>	<b>11,740</b>	<b>31,609</b>	<b>19,869</b>	<b>169</b>

## STANDARD CAPITAL WORKS STATEMENT FOR THE YEAR ENDED 30 JUNE 2011

	NOTE	Budget 2010/11 \$'000s	Actual 2010/11 \$'000s	Variations \$'000s	%
<b>CAPITAL WORKS AREAS</b>					
Roads/Paths/Bridges and Carparks	22	15,399	12,142	3,257	21
Drainage	23	150	212	(62)	(41)
Land, Buildings and Improvements	24	13,668	15,445	(1,777)	(13)
Plant and Equipment		1,990	1,978	12	1
Furniture and Equipment	25	540	669	(129)	(24)
Playgrounds		100	103	(3)	(3)
Artworks	26	10	13	(3)	(30)
Landfill	27	—	2,221	(2,221)	(100)
<b>Total Capital Works</b>		<b>31,857</b>	<b>32,783</b>	<b>(926)</b>	<b>(3)</b>
<b>Represented by:</b>					
Renewal	28	21,799	20,763	1,036	5
New Assets	29	10,058	12,020	(1,962)	(20)
<b>Total Capital Works</b>		<b>31,857</b>	<b>32,783</b>	<b>(926)</b>	<b>(3)</b>

## COMMENTARY ON THE COMPARISON REPORT

### THE STANDARD STATEMENTS FOR THE ANNUAL REPORT FOR THE YEAR ENDED 30 JUNE 2011

#### NOTES TO THE STANDARD STATEMENTS

##### **Note 1: Basis of preparation of Standard Statements**

Latrobe City Council is required to prepare and include audited Standard Statements within its Annual Report. Four Statements are required - a Standard Income Statement, a Standard Balance Sheet, a Standard Cash Flow Statement, and a Standard Capital Works Statement, together with explanatory notes.

These statements and supporting notes form a special purpose financial report prepared to meet the requirements of the Local Government Act 1989 and Local Government (Finance and Reporting) Regulations 2004.

The Standard Statements have been prepared on an accounting basis consistent with those used for the General Purpose Financial Statements and the Budget. The results reported in these statements are consistent with those reported in the General Purpose Financial Statements.

The Standard Statements are not a substitute for the General Purpose Financial Statements, which are included at the beginning of the Financial Statements section of the Annual Report. They have not been prepared in accordance with all Australian Accounting Standards or other authoritative professional pronouncements.

The Standard Statements compare Latrobe City Council's financial plan, expressed through its budget, with actual performance. The Local Government Act 1989 requires explanation of any material variances. Latrobe City Council has adopted a materiality threshold of 10 per cent or \$1m. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures included in the Statements are those adopted by Council on 19 July 2010. The budget was based on assumptions that were relevant at the time of adoption of the budget. Latrobe City Council set guidelines and parameters for revenue and expense targets in this budget in order to meet business plan and financial performance targets for both the short and long term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The detailed budget can be obtained by contacting Latrobe City Council. The Standard Statements must be read with reference to these documents.

#### STANDARD INCOME STATEMENT

##### **1. Operating Grants and Contributions**

Additional grant funding was received mainly for Child and Family Services, Employment Development and Bushfire Recovery Programs, that was not identified in the 2010/11 budget.

##### **2. Interest**

Interest rates increased steadily after the 2010/11 budget was adopted, this together with additional surplus funds held due to the receipt of additional program and project funding in advance of the timing of expenditure and some delays in capital major projects has caused the favourable variance to budget.

##### **3. Developer Contributions**

A reduction in Drainage Headworks contributions led to an unfavourable variance for this item.

## NOTES TO THE STANDARD STATEMENTS (CONTINUED)

### 4. Developer Contributed Assets

The actual value of assets handed over to the Latrobe City Council by developers was greater than the value estimated for budget purposes. Details of the subdivisions and the value of assets handed over to Latrobe City Council during the reporting period are as follows:

	\$'000s
Erin Park Estate	267
Cross's Road	640
Ellavale Estate	320
Old Sale Road Estate	102
Westminster Park Estate	823
Yinnar	583
	<b>2,735</b>

### 5. Employee Costs

The unfavourable variance of \$1,019K is mainly due to the recognition of Latrobe City Council's apportioned share of the defined benefits superannuation liability.

### 6. Materials and Services

The favourable variance is mainly due to the reclassification of expenditure budgeted as operating to capital for the new landfill cell construction, together with some projects expenditure that will be carried over to be spent in 2011/12.

### 7. Depreciation

The unfavourable variance is mainly due to the revaluation of Building and Improvements and changes in the treatment of the amortisation of landfill rehabilitation in the 2009/10 reporting period, which both occurred after the adoption of the budget.

### 8. Net Gain on Disposal of Property, Infrastructure and Equipment

Plant and vehicle sales together with property sale proceeds generated a surplus over the budgeted amount.

### 9. Recognition of Previously Unrecognised Assets

During the revaluation of Latrobe City Council's Art collection, works to the value of \$362K were found that had not previously been recognised, in addition \$173K of unsealed roads that Latrobe City Council has previously not maintained have been recognised for the first time.

### 10. Write off Previously Recognised Assets

During the reporting period a review of Latrobe City Council's asset registers found some minor assets that have been disposed or lost.

## STANDARD BALANCE SHEET

### 11. Cash and Cash Equivalents

Cash assets are higher than budgeted due to the early receipt of government grant funding, together with incomplete capital works at the end of the reporting period.

### 12. Trade and Other Receivables

The higher than budgeted level of receivables is mainly due to outstanding grant claims, predominantly due to a Natural Disaster funding claim in relation to the bushfires.

### 13. Non-Current Assets Held for Sale

Two properties have been identified as highly probable to be sold in 2011/12 financial year.

## NOTES TO THE STANDARD STATEMENTS (CONTINUED)

### 14. Receivables (Non-Current)

The minor variance relates to loans to community groups.

### 15. Property, Plant and Equipment

The increase in the value of fixed assets is due to revaluation of assets carried out during the 2009/10 reporting period on land, buildings and infrastructure assets. Revaluation movements are not shown in the budget due to their difficulty to predict.

### 16. Trade and Other Payables

A significant number of contractor payments for works undertaken prior to 30 June 2011 were accrued into the 2010/11 financial statements. These payments had been budgeted to be paid prior to 30 June 2011.

### 17. Other Current Liabilities

The level of security and retention deposits held for contractors is higher than anticipated in the original budget.

### 18. Employee Benefits (Non-Current)

The increase in employee benefits provision is due to the change in present value of long service leave entitlements.

### 19. Provisions (Non-Current)

The variance to budget relates to increases in the provision for landfill rehabilitation that occurred in the 2009/10 reporting period but subsequent to the adoption of the 2010/11 budget.

### 20. Accumulated Surplus

The minor variance relates to lower than expected opening equity in the 2010/11 financial year, mainly due to assets derecognised in the 2009/10 reporting period.

### 21. Reserves

Asset revaluations were processed on land, buildings and infrastructure assets in 2009/10 resulting in an overall increase to the reserve of \$108M. The significant increases were in land and buildings partially offset by a reduction in Roads, Streets and Bridges.

## STANDARD CASH FLOW STATEMENT

Refer to the notes for Standard Income Statement and Standard Balance Sheet for details on variances related to the cash flow items.

## STANDARD CAPITAL WORKS STATEMENT

### 22. Roads/Paths/Bridges and Carparks

The favourable variance of \$3.257M is largely due to road rehabilitation projects that have been delayed by the high rainfall experienced during the financial year. These funds will be carried over to complete these projects in the 2011/12 financial reporting period.

### 23. Drainage

The unfavourable variance is due to emergency works undertaken in Moe following a storm event in March 2011. Latrobe City Council will be submitting a claim to the government for Natural Disaster relief funding to recoup these costs.

### 24. Land, Buildings and Improvements

The unfavourable variance of \$1.777M is largely a result of projects for which funding was received in previous financial years and/or further unbudgeted external funding contributions were received in 2010/11. The most notable of these projects were the Ted Summerton Reserve Upgrade \$2.368M, Churchill Leisure Centre \$0.698M and The Callignee Hall \$0.640M. These variances were partially offset by projects underbudget due to delays, the most notable being the Moe Early Learning Centre \$1.233M, Moe Railway Precinct projects \$0.433K and Traralgon East Community Centre \$0.364M.

## **NOTES TO THE STANDARD STATEMENTS (CONTINUED)**

### **25. Furniture and Equipment**

The unfavourable variance is mainly due to IT hardware expenditure funded in previous financial years together with CCTV purchases funded from unbudgeted government grants.

### **26. Artworks**

The minor unfavourable variance in Artworks purchases was funded from unbudgeted external donations.

### **27. Landfill**

The unfavourable variance of \$2.221M is for the construction of a new cell at the Highland Highway landfill facility. The project was budgeted as operating expenditure (\$4.0M), based on past practice and advice previously received, however following further investigation of industry practice and consultation with Latrobe City Council's external auditors it has been deemed that this expenditure does meet the definition of capital and therefore it has been classified as such in this report.

### **28. Renewal**

The favourable variance in renewal projects is largely a result of road projects delayed due to the high rainfall experienced in the last half of the financial year.

### **29. New Assets**

The unfavourable variance for new assets is largely due to the reclassification of landfill cell construction expenditure from operating in the budget to capital. (See note 27 for further details).

## CERTIFICATION OF STANDARD STATEMENTS

In my opinion the accompanying standard statements have been prepared on accounting bases consistent with the financial statements and in accordance with the Local Government Act 1989, the Local Government (Financial and Reporting) Regulations 2004.

Principal Accounting Officer



Matthew Rogers, CPA  
Dated: 12 September 2011

In our opinion the accompanying standard statements have been prepared on accounting bases consistent with the financial statements and in accordance with the Local Government Act 1989 and the Local Government (Financial and Reporting) Regulations 2004.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the standard statements to be misleading or inaccurate.


We have been authorised by the Council on 12 September 2011 to certify the standard statements in their final form.

Councillor



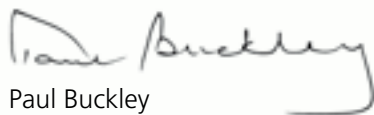
Cr. Ed Vermeulen  
Dated: 12 September 2011

Councillor



Cr. Bruce Lougheed  
Dated: 12 September 2011

Chief Executive Officer



Paul Buckley  
Dated: 12 September 2011

# VAGO

Victorian Auditor-General's Office  
**INDEPENDENT AUDITOR'S REPORT**  
**To the Councillors, Latrobe City Council**

### *The Financial Report and Standard Statements*

The accompanying financial report for the year ended 30 June 2011 of the Latrobe City Council which comprises of comprehensive income statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the certification of the financial statements has been audited.

The accompanying standard statements for the year ended 30 June 2011 of the Council which comprises of standard income statement, standard balance sheet, standard cash flow statement, standard capital works statement, the related notes and the certification of standard statements have been audited.

### *The Councillor's Responsibility for the Financial Report and Standard Statements*

The Councillors of the Latrobe City Council are responsible for the preparation and the fair presentation of:

- the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Local Government Act 1989*
- the standard statements in accordance with the basis of preparation as described in note 1 of the statements and the requirements of the *Local Government Act 1989*.

This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report and standard statements that are free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

### *Auditor's Responsibility*

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report and standard statements based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report and standard statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report and standard statements. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report and standard statements, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report and standard statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Councillors, as well as evaluating the overall presentation of the financial report and standard statements.

1

Level 24, 35 Collins Street, Melbourne Vic. 3000

Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email [comments@audit.vic.gov.au](mailto:comments@audit.vic.gov.au) Website [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

*Auditing in the Public Interest*



# VAGO

Victorian Auditor-General's Office  
**Independent Auditor's Report (continued)**

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

*Independence*

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

*Auditor's Opinion*

In my opinion:

- (a) the financial report presents fairly, in all material respects, the financial position of the Latrobe City Council as at 30 June 2011 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Local Government Act 1989*.
- (b) the standard statements present fairly, in all material respects, in accordance with the basis of preparation as described in note 1 to the statements and comply with the requirements of the *Local Government Act 1989*.

*Basis of Accounting for Standard Statements*

Without modifying my opinion, I draw attention to note 1 to the standard statements, which describes the basis of accounting. The standard statements are prepared to meet the requirements of the *Local Government Act 1989*. As a result, the standard statements may not be suitable for another purpose.

*Matters Relating to the Electronic Publication of the Audited Financial Report and Standard Statements*

This auditor's report relates to the financial report and standard statements of the Latrobe City Council for the year ended 30 June 2011 included both in the Latrobe City Council's annual report and on the website. The Councillors of the Latrobe City Council are responsible for the integrity of the Latrobe City Council's website. I have not been engaged to report on the integrity of the Latrobe City Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report and standard statements are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report and standard statements to confirm the information contained in the website version of the financial report and standard statements.

MELBOURNE  
15 September 2011



D D R Pearson  
Auditor-General

2

Level 24, 35 Collins Street, Melbourne Vic. 3000  
Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email [comments@audt.vic.gov.au](mailto:comments@audt.vic.gov.au) Website [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

Auditing in the Public Interest

# Performance Statement

PERFORMANCE STATEMENT FOR THE YEAR ENDED 30 JUNE 2011

## INTRODUCTION TO THE PERFORMANCE STATEMENT

*The Performance Statement reports the result of Strategic Activities adopted by Latrobe City Council in its annual budget in accordance with the requirements of the Local Government Act 1989.*

## Economy

### KEY STRATEGIC ACTIVITY

*Review the Latrobe City Council Economic Development Strategy and present to Council for consideration.*

**Achieved** – within the 2010/11 financial year, with performance targets met, as outlined below.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to the review of the strategy will be no greater than \$40,000 in the 2010/11 financial year.	<b>Not Achieved.</b> Latrobe City Council's financial contribution was \$41,340.
<b>Time</b>	The Ordinary Council Meeting, at which the revised strategy is presented to Council for consideration, will be no later than 30 June 2011.	<b>Achieved.</b> Presented to Ordinary Council Meeting on 27 June 2011.
<b>Quantity</b>	The revised strategy will outline a planned and considered approach for the municipality's economic growth and transition to a low carbon emission's future.	<b>Achieved.</b> The revised strategy includes a planned and considered approach to the municipality's economic growth and transition to a low carbon emission's future.
<b>Quality</b>	Stakeholder participation received will include representation from industry sectors identified in the project plan.	<b>Achieved.</b> There were 10 industry sectors represented.

## Natural Environment

### KEY STRATEGIC ACTIVITY

*Develop a State of the Environment report for the municipality, including a summary report card that can be used to inform the community.*

**Achieved** – within the 2010/11 financial year, with all performance targets met, as outlined below.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to the development of the report will be limited to the cost of internal resources only.	<b>Achieved.</b> Latrobe City Council's contribution was limited to the cost of internal resources only.
<b>Time</b>	A summary report card will be publically available by no later than 30 June 2011.	<b>Achieved.</b> Presented to Ordinary Council Meeting on 23 May 2011.
<b>Quantity</b>	The State of the Environment report will be aligned to the Natural Environment Sustainability Strategy.	<b>Achieved.</b> The report was aligned to the Natural Environment Sustainability Strategy.
<b>Quality</b>	The State of the Environment report will provide a basis to measure progress of local environmental sustainability, and provide information on the effectiveness of Latrobe City Council initiatives.	<b>Achieved.</b> The report provided a basis to measure the progress of local environmental sustainability and the effectiveness of Latrobe City Council initiatives.

### KEY STRATEGIC ACTIVITY

*Review the Waste Management Strategy and present to Council for consideration.*

**Achieved** – within the 2010/11 financial year, with all performance targets met, as outlined below.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to the review of the strategy will be no greater than \$25,000 in the 2010/11 financial year.	<b>Achieved.</b> Latrobe City Council's financial contribution was \$19,891.
<b>Time</b>	The Ordinary Council Meeting, at which the revised strategy is presented to Council for consideration, will be no later than 30 June 2011.	<b>Achieved.</b> Presented to Ordinary Council Meeting on 6 December 2010.
<b>Quantity</b>	The revised strategy will contain related policies and strategies, current waste management practises, municipal solid waste collection and disposal operations, transfer station operations, landfill operations, waste education, future strategy and financial model.	<b>Achieved.</b> The revised strategy includes related policies and strategies, current waste management practises, municipal solid waste collection and disposal operations, transfer station operations, landfill operations, waste education, future strategy and financial model.
<b>Quality</b>	Community and stakeholder participation received will include representation from each stakeholder category identified in the project plan.	<b>Achieved.</b> Each stakeholder category and community group identified in the project plan were represented.

## Built Environment

### KEY STRATEGIC ACTIVITY

#### Progress stages 1 and 2 of the Traralgon Activity Centre Plan.

**Not Achieved** – Stage 1 of the Traralgon Activity Centre Plan was completed on the 2 August 2010. Stage 2 of the Traralgon Activity Centre Plan has progressed with the preparation and consultation of the Key Directions Report. The finalisation of an Urban Design Framework, Structure Plan and Implementation Plan have been carried forward to the 2011/12 financial year due to an extended community consultation period for the Key Directions Report, the requirement for a Council decision on the Indoor Aquatic Centre location and councillor requests for further workshops on the reports.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to Stages 1 and 2 of the plan will be no greater than \$100,000 in the 2010/11 financial year.	<b>Achieved.</b> Latrobe City Council's financial contribution was \$61,421.
<b>Time</b>	The Ordinary Council Meeting, at which Stage 2 of the Traralgon Activity Centre Plan is presented to Council for consideration, is no later than 30 June 2011.	<b>Not Achieved.</b> An extension to the community consultation period and the requirement for a Council decision on the Indoor Aquatic Centre location resulted in Stage 2 of the Traralgon Activity Centre Plan not being presented to Council by 30 June 2011.
<b>Quantity</b>	Progression of Stages 1 and 2 within the 2010/11 financial year will result in Background Reports, Urban Design Framework and an Activity Centre Plan.	<b>Not Achieved.</b> Stage 1 Background Reports were presented to Ordinary Council Meeting on 2 August 2010. Stage 2 - Preparation and consultation of a Key Directions Report is complete. Urban Design Framework, Structure Plan and Implementation Plan are incomplete due to the extension of the community consultation period.
<b>Quality</b>	The quality of the information used to validate the subsequent planning scheme amendment, will be measured by the Department of Planning and Community Development's level of satisfaction.	<b>Not Achieved.</b> Due to the extension of the community consultation period the planning scheme amendment has not been presented to the Department of Planning and Community Development.
	<i>(Latrobe City Council acknowledges the subjective nature of this measure, but is constrained in its ability to provide an alternative measure that is quantifiable within the reporting period).</i>	

## KEY STRATEGIC ACTIVITY

*Finalise the planning scheme amendment(s) to introduce new zones and overlays as a result of the Main Town Structure Plans forming part of the Latrobe Planning Scheme.*

**Achieved** – All relevant planning scheme amendment documentation was prepared and provided to the Minister for Planning within the required timeframe. At the Ministers decisions the amendment was split into three stages (C47, C56 and C58), the first two stages have been completed and form part of the Latrobe Planning Scheme, with the third stage still to be determined by the Minister.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to the planning scheme amendment will be no greater than \$91,100 in the 2010/11 financial year.	<b>Achieved.</b> Latrobe City Council's financial contribution was \$1,564.
<b>Time</b>	The Ordinary Council Meeting, at which the planning scheme amendment (Main Town Structure Plans) is presented to Council for consideration, is no later than 30 June 2011.  <i>(Latrobe City Council highlights the limited value of this target as a measure of performance. This is due to significant reliance on Department of Planning and Community Development processes and timeframes required for this target to be achievable for Council).</i>	<b>Achieved.</b> Presented to Ordinary Council Meeting on 22 February 2010, requesting the Minister to intervene and become the planning authority. The decision resulted in the amendment not being required to be presented to Council within the specified timeframe.
<b>Quantity</b>	The planning scheme amendment will potentially include a number of new zones and overlays that have resulted from the Main Town Structure Plans.	<b>Achieved.</b> The planning scheme amendment includes a number of new zones and overlays resulting from ministerial approval of amendments C47 and C56.
<b>Quality</b>	The quality of the planning scheme amendment will be measured by the Department of Planning and Community Development's level of satisfaction with the information and process used.  <i>(Latrobe City Council acknowledges the subjective nature of this measure, but is constrained in its ability to provide an alternative measure that is quantifiable within the reporting period).</i>	<b>Achieved.</b> The approval of amendments C47 and C56 is evidence that the Department of Planning and Community Development is satisfied with the information and process used.

## Community

### KEY STRATEGIC ACTIVITY

*Review the Latrobe City Council Municipal Early Years Plan 2010-2013 and present to Council for consideration.*

**Achieved** – within the 2010/11 financial year, with all performance targets met, as outlined below.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to the review of the plan will be no greater than \$20,000 in the 2010/11 financial year.	<b>Achieved.</b> Latrobe City Council's financial contribution was \$10,000.
<b>Time</b>	The Ordinary Council Meeting, at which the revised plan is presented to Council for consideration, will be no later than 30 June 2011.	<b>Achieved.</b> Presented to Ordinary Council Meeting on 27 June 2011.
<b>Quantity</b>	The revised plan will incorporate three components, a demographic profile and policy document, community consultation outcomes and a three year action plan. To accompany the revised plan, a community information sheet will also be developed to highlight the plan's vision, outcomes and priority areas.	<b>Achieved.</b> The plan includes a demographic profile and policy document, community consultation outcomes and a three year action plan. A community information sheet has been developed highlighting the plans vision, outcomes and priority areas.
<b>Quality</b>	The revised plan will provide clear direction for early years services within the framework of the Latrobe City Council Plan and Department of Education and Early Childhood Department guidelines.	<b>Achieved.</b> The revised plan provides clear direction for early year's services within the Latrobe municipality. The direction provided sits within the Latrobe City Council Plan and the Department of Early Education and Childhood Development guidelines and requirements.

*(Latrobe City Council acknowledges the subjective nature of this measure, but is constrained in its ability to provide an alternative quality measure that is quantifiable within the reporting period).*

### KEY STRATEGIC ACTIVITY

*Review the Latrobe City Council Library Plan and present to Council for consideration.*

**Achieved** – within the 2010/11 financial year, with all performance targets met, as outlined below.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to the review of the plan will be no greater than \$15,000 in the 2010/11 financial year.	<b>Achieved.</b> Latrobe City Council's financial contribution was \$2,215
<b>Time</b>	The Ordinary Council Meeting, at which the revised plan is presented to Council for consideration, will be no later than 30 June 2011.	<b>Achieved.</b> Presented to Ordinary Council Meeting on 6 June 2011.
<b>Quantity</b>	The revised plan will incorporate four components, an existing membership profile, a strategic direction statement, community consultation outcomes and a four year action plan.	<b>Achieved.</b> The Library Plan incorporates an existing membership profile, strategic direction statement, community consultation outcomes and a six year action plan.
<b>Quality</b>	The revised plan will provide clear direction for library services within the framework of the Latrobe City Council Plan and Department of Planning and Community Development guidelines.	<b>Achieved.</b> The Library Plan provides clear direction for Latrobe City Council Libraries within the framework of the Latrobe City Council Plan and Department of Planning and Community Development guidelines.

*(Latrobe City Council acknowledges the subjective nature of this measure, but is constrained in its ability to provide an alternative quality measure that is quantifiable within the reporting period).*

## Culture

### KEY STRATEGIC ACTIVITY

*Review the Latrobe City International Relations Plan 2007-2010 and present a revised plan to Council for consideration.*

**Achieved** – within the 2010/11 financial year, with all performance targets met, as outlined below.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to the review of the plan will be limited to the cost of internal resources only.	<b>Achieved.</b> Latrobe City Council's financial contribution was limited to the cost of internal resources only.
<b>Time</b>	The Ordinary Council Meeting, at which the revised plan is presented to Council for consideration, will be no later than 30 June 2011.	<b>Achieved.</b> Presented to Ordinary Council Meeting on 9 May, 2011.
<b>Quantity</b>	The revised plan will contain the strategic direction for the International Relations Program and a three year action plan.	<b>Achieved.</b> The revised plan contains the strategic direction for the International Relations Program and a three year action plan.
<b>Quality</b>	Community and stakeholder participation received will include representation from each stakeholder category identified in the project plan.	<b>Achieved.</b> Each stakeholder category and community group identified in the project plan were represented.

## Recreation

### KEY STRATEGIC ACTIVITY

*Develop the Latrobe City Council Playground Replacement Plan 2011-2016 and present to Council for consideration.*

**Achieved** – within the 2010/11 financial year, with all performance targets met, as outlined below.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to the review of the plan will be no greater than \$4,000 in the 2010/11 financial year.	<b>Achieved.</b> Latrobe City Council's financial contribution was less than \$4,000
<b>Time</b>	The Ordinary Council Meeting, at which the plan is presented to Council for consideration, will be no later than 30 June 2011.	<b>Achieved.</b> Presented to Ordinary Council Meeting on 9 May, 2011.
<b>Quantity</b>	The revised plan will contain a schedule of playground infrastructure removal, replacement and upgrade for the period 2011 to 2016.	<b>Achieved.</b> The plan includes a schedule of the playground infrastructure for removal, replacement and upgrade for the period 2011-2016.
<b>Quality</b>	Every Latrobe City Council owned playground will be audited against the Australian Standard, with all playgrounds requiring replacement, upgrade or removal within the five year period in accordance with the Playground Strategy are identified in the revised plan.	<b>Achieved.</b> All Latrobe City Council owned playgrounds were audited against the Australian Standard, and all playgrounds requiring replacement, upgrade or removal were included in the plan.

## Governance

### KEY STRATEGIC ACTIVITY

*Review the Risk Management Plan and present to Council for consideration.*

**Achieved** – within the 2010/11 financial year, with all performance targets met, as outlined below.

Performance Measure	Target	Actual
<b>Cost</b>	Latrobe City Council's financial contribution to the review of the plan will be no greater than \$20,000 in the 2010/11 financial year.	<b>Achieved.</b> Latrobe City Council's financial contribution was \$8,770
<b>Time</b>	The Ordinary Council Meeting, at which the revised plan is presented to Council for consideration, will be no later than 30 June 2011.	<b>Achieved.</b> Presented to Ordinary Council Meeting on 23 May 2011.
<b>Quantity</b>	The revised plan will be aligned with the new international risk management standards ISO31000.	<b>Achieved.</b> The Risk Management Plan 2011-2014 is aligned with ISO310001
<b>Quality</b>	The review process will include analysis of commitments outlined in the previous strategy, to identify the effectiveness of those initiatives <sup>1</sup>	<b>Achieved.</b> The review process included an analysis of commitments outlined in the previous strategy, with the effectiveness of the initiatives identified.



## COUNCIL APPROVAL OF THE PERFORMANCE STATEMENT

In our opinion the accompanying performance statement of the Latrobe City Council in respect of the 2010/11 financial year is presented fairly.

At the time of signing we are not aware of any circumstance which would render any particular in the statement to be misleading or inaccurate.

We have been authorised by the Council on 12 September 2011 to certify the performance statement in its final form.

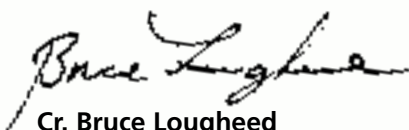
Councillor



**Cr. Ed Vermeulen**

*Dated: 12 September 2011*

Councillor



**Cr. Bruce Loughheed**

*Dated: 12 September 2011*

Chief Executive Officer



**Paul Buckley**

*Dated: 12 September 2011*

## VAGO

Victorian Auditor-General's Office

### INDEPENDENT AUDITOR'S REPORT

To the Councillors, Latrobe City Council

#### *The Performance Statement*

The accompanying performance statement for the year ended 30 June 2011 of the Latrobe City Council which comprises the statement, the related notes and the council approval of the performance statement has been audited.

#### *The Councillors' Responsibility for the Performance Statement*

The Councillors of the Latrobe City Council are responsible for the preparation and fair presentation of the performance statement in accordance with the *Local Government Act 1989*. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the performance statement that is free of material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

As required by the *Local Government Act 1989*, my responsibility is to express an opinion on the performance statement based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the performance statement is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance statement. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the performance statement, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the performance statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the overall presentation of the performance statement.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

#### *Independence*

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

1

Level 24, 35 Collins Street, Melbourne Vic. 3000

Telephone 61 3 8001 7000 Facsimile 61 3 8001 7010 Email [comments@audit.vic.gov.au](mailto:comments@audit.vic.gov.au) Website [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

Auditing in the Public Interest

# AUDITOR GENERAL'S REPORT ON PERFORMANCE STATEMENT

## VAGO

Victorian Auditor-General's Office

### Independent Auditor's Report (continued)

#### *Auditor's Opinion*

In my opinion, the performance statement of the Latrobe City Council in respect of the 30 June 2011 financial year presents fairly, in all material respects, in accordance with the *Local Government Act 1989*.

#### *Matters Relating to the Electronic Publication of the Audited Performance Statement*

This auditor's report relates to the performance statement of the Latrobe City Council for the year ended 30 June 2011 included both in the Latrobe City Council's annual report and on the website. The Councillors of the Latrobe City Council are responsible for the integrity of the Latrobe City Council's website. I have not been engaged to report on the integrity of the Latrobe City Council's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the performance statement are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited performance statement to confirm the information contained in the website version of the performance statement.

MELBOURNE  
15 September 2011

  
D D R Pearson  
Auditor-General

2

Level 24, 35 Collins Street, Melbourne Vic. 3000

Telephone 61 3 8601 7000 Facsimile 61 3 8601 7010 Email [comments@audit.vic.gov.au](mailto:comments@audit.vic.gov.au) Website [www.audit.vic.gov.au](http://www.audit.vic.gov.au)

*Auditing in the Public Interest*

# Glossary

All Latrobe City Council adopted strategies and plans are available on Council's website [www.latrobe.vic.gov.au/CouncilDocuments/](http://www.latrobe.vic.gov.au/CouncilDocuments/)

## A

### **Advisory Committee**

Specialist appointees who form a committee that provides advice to Latrobe City Council on matters relating to the delivery of strategies, services and activities.

### **Advocacy**

To provide support to a cause or to make public recommendation.

### **Asset**

Property that is owned by Latrobe City Council.

### **Asset renewal and maintenance gap**

The variance between what councils need to spend on their existing infrastructure to maintain or renew it to its original service potential or useful life, and what councils actually spend on renewal and maintenance.

## B

### **Best Practice**

To adopt or develop standards, actions or processes for the provision of goods, services or facilities which are equal to or better than the best available on a state, national or international scale.

### **Best Value principles**

Contained in the Local Government Act 1989, the six principles must be observed by all Victorian councils. The principles aim to enable councils to determine the most effective means of providing a service to the community.

### **Biolinks Network**

A database developed by Latrobe City Council that demonstrates connectivity through identification of existing and potential habitat corridors within the municipality. The Biolinks Network identifies priority areas for protection and revegetation projects.

### **Building Act 1993**

The primary purposes of this Victorian Government legislation is to regulate building work and building standards, accreditation of building products and constructions methods and provision of building and occupancy permit systems and dispute resolution mechanisms.

### **Bushfire Royal Commission**

The 2009 Victorian Bushfires Royal Commission was established on 16 February 2009 to investigate the causes of, preparation for, and responses to the Victorian bushfires, and the impact of the fires on infrastructure. The fires swept through parts of Victoria in January and February 2009.

## C

### **Capital Works**

Projects undertaken to either renew, upgrade or construct assets owned by the Latrobe City Council.

### **Civil Aviation Safety Authority**

An independent statutory authority established under the Civil Aviation Act 1988. The authority has the primary responsibility for the maintenance, enhancement and promotion of the safety of civil aviation in Australia.

### **Community Grants**

Council allocates a sum of money for the Community Grants Program as part of its annual budget process. This funding is shared between various non-profit community groups and organisations.

### **Council**

The collective group of nine councillors that set the strategic direction for Latrobe City Council, monitor organisational performance, liaise with stakeholders and ensure operational compliance.

### **Council Plan**

A rolling plan that contains four year strategies and indicators of outcomes, together with a Strategic Resources Plan that contribute to achieving the key objectives of the Latrobe community vision.

### **Councillor**

A member of the community elected in accordance with the Local Government Act 1989 to represent the residents of a ward within the municipality, as a member of Council.

### **Charter of Human Rights and Responsibilities Act 2006**

Legislation created to protect and promote human rights. It sets out freedoms, rights and responsibilities.

## D

### **Design and Development Overlay**

A planning control that aims to regulate the design and built form of new developments. For example a Design and Development Overlay may be used to regulate the height, setbacks and design of new developments.

### **Development Contributions Plan**

A plan to be developed by Council that will identify financial contributions required from developers towards the provision of shared community infrastructure to service new developments and communities. Items or infrastructure funded by way of a Development Contributions Plan may include (but are not limited to) the construction or widening of roads, provision of bus stops, public parks and recreations facilities, provision of stormwater drainage and community centres.

### **Development Plan**

This is a plan to be developed by Latrobe City Council that aims to coordinate the layout of new subdivisions, commonly residential land subdivisions. The plan is particularly useful to ensure the integrated development of land where there are several properties in separate ownership. The plan may also provide certainty about the nature and staging of new subdivision developments over a period of time. A development plan can provide direction and coordination of (but is not limited to) road, pedestrian and bicycle connections, infrastructure networks, public open space and housing types.

## **E**

### **Environment Protection Act 1970**

The purpose of this Act is to create a legislative framework for the protection of the environment in Victoria having regard to the principles of environment protection.

### **Environment Protection Authority**

A statutory authority established under the Environment Protection Act 1970 to ensure the protection and control of air, land and water pollution, and industrial noise.

### **Essential Services Commission**

An independent economic regulator of essential services supplied by the electricity, gas, water and sewerage, ports, and rail freight industries in Victoria.

## **F**

### **Feasibility study**

The evaluation or analysis of the potential impact of a proposed project.

### **Food Act 1984**

The primary objectives of this Victorian Government legislation is to ensure food for sale is safe for human consumption, to prevent misleading conduct in relation to the sale of food and to provide for the application in Victoria of the Food Standards Code.

### **Freedom of Information Act 1982**

The purpose of this act is to give members of the public rights of access to official documents of the Government of the Commonwealth and of its agencies.

## **G**

### **Gippsland Local Government Network**

An alliance of the six municipal councils located in Gippsland. The Mayor and Chief Executive Officer of each council meet regularly, with the primary objective to work collaboratively on a range of issues and projects of mutual interest.

### **Gippsland Logistics Precinct**

A Council-owned 64 hectare precinct adjacent to the existing rail line in Morwell to be developed to establish a centre for the efficient and cost effective movement of freight to and from the Gippsland region.

## **I**

### **Indigenous**

Originating in a particular geographic region or environment and native to the area and/or relating to Aboriginal and Torres Strait Islander people.

### **Infrastructure**

Basic community facilities, such as roads, drains, footpaths and public buildings etc.

### **Information Privacy Act 2001**

The purpose of this Act is to create a scheme for the responsible collection and handling of personal information across the Victorian public sector.

### **Integrated Community Planning and Well-being Committee**

A committee established by Latrobe City Council with representation from government departments and agencies, together with non-government organisations and community groups. The committee seeks to enhance collaboration and planning to improve community well-being in Latrobe City.

## **L**

### **Latrobe 2026**

Refers to Latrobe 2026: The Community Vision for Latrobe Valley. Latrobe 2026 provides broad future directions for the Latrobe Valley. The Latrobe 2026 community vision is an important strategic document for Latrobe City Council which provides the principal direction to the Council Plan.

### **Latrobe Leisure Facilities Condition Assessment**

Commissioned by Latrobe City Council, the assessment details the current condition of Council's leisure facility assets. It includes a long term plan of maintenance and renewal requirements for the next 30 years.

### **Latrobe Planning Scheme**

The planning scheme that sets out policies and requirements for the use, development and protection of land located in Latrobe City.

### **Local Government Act 1989**

This Victorian Government legislation outlines the intention for councils to provide a democratic and efficient system of local government in Victoria. It also gives councils the power to meet the needs of their communities, and provides the basis for an accountable system of governance in Victoria.

### **Local Law No. 1**

A local law established by Latrobe City Council under the Local Government Act 1989, with the purpose and objective to provide for the election of mayor, regulate use of the common seal, provide for the procedures governing the conduct of Council Meetings and Special Committee Meetings, and to promote and encourage community participation in the system of local government.

### **Local Planning Policy Framework**

The framework provides the strategic basis for land use planning as controlled by the Latrobe Planning Scheme. The framework consists of the Municipal Strategic Statement together with the Local Planning Policy.

### **Low Carbon Emission Future Policy**

A policy developed and adopted by Latrobe City Council in April 2010 that establishes an overarching framework by which to systematically overcome the challenges and maximise the opportunities that will be presented by carbon emission reduction legislation, once introduced by the Australian Government.

## **M**

### **Main Town Structure Plans**

Plans developed by Latrobe City Council that identify areas where land is earmarked for future residential and industrial expansion in and around Latrobe City's main towns, based on predictions of future population growth for the municipality.

### **Mission**

The overall corporate philosophy that articulates how the Latrobe community vision will be achieved.

### **Morwell Primary School Regeneration Project**

A project initiated by the Department of Education and Early Childhood Development to address the decline in enrolments for early education and to meet the educational and social needs of the Morwell community. A key goal of the project is to provide the Morwell community with access to an integrated suite of high quality children's services from Maternal and Child Health through to primary school, and the inclusion of support services.

### **Municipal Emergency Control Centre**

The centre responsible for the coordination of the provision of human and material resources within the municipality, during response and recovery phases of emergencies.

### **Municipality**

A geographical area that is delineated for the purpose of local government.

## **P**

### **Plan**

Focused and structured detail of action to be undertaken, involving a series of specific steps, to implement the objectives and goals of an overarching strategic direction.

## **Planning and Environment Act 1987**

This Victorian Government legislation establishes a framework for planning the use, development and protection of land in Victoria in the present and long-term interests of all Victorians.

## **Planning Permit Application Reporting System**

A system administered by the Department of Planning and Community Development which collects planning permit data from the 79 Victorian councils. The system provides an overview of the volume and type of planning permit applications.

## **Policy**

A set of principles intended to influence and provide direction for council decisions, actions, programs and activities.

## **Productivity Commission**

The Australian Government's independent research and advisory body established to consider a range of economic, social and environmental issues that affect the welfare of Australians. Its role is to help governments make better policies in the long term interest of the Australian community.

## **Public Health and Wellbeing Act 2008**

This Victorian Government legislation replaces the previous Health Act 1958. It aims to achieve the highest attainable standard of public health and well-being in Victoria, through the update and modernisation of Victoria's public health framework.

## **R**

### **Regional Cities Victoria**

An organisation representing the ten largest provincial centres in Victoria, comprising the municipalities of Ballarat, Bendigo, Geelong, Horsham, Latrobe City, Mildura, Shepparton, Wangaratta, Warrnambool and Wodonga. The Mayor and Chief Executive Officer of each council meet regularly, with the primary objective to expand the population of regional Victoria through promoting business and government investment and skilled migration to regional centres.

## **S**

### **Sister City**

An agreement between two cities in different countries that share cultural contact as a means of promoting cross-cultural awareness and interaction. Latrobe City has sister city affiliations in China and Japan.

### **Statutory Body**

Statutory bodies (or statutory authorities) are organisations established under an Act of the Victorian Parliament or Australian Parliament for a public purpose.

### **Strategy**

A long term systematic plan of action to achieve defined outcomes in an area of council activity or responsibility. A series of objectives is set out to meet these goals and specific actions are determined to meet these objectives.

### **Structure Plans**

A document that provides direction for planning and development of a defined precinct. Structure plans are subject to community consultation and may be incorporated into the Latrobe Planning Scheme.

## **V**

### **Values**

Represent underlying attitudes and beliefs within the organisation that are demonstrated through organisational practices, processes, and behaviours.

### **Victorian Auditor General's Office**

A public sector audit organisation providing auditing services to the Victorian Parliament and Victorian public sector agencies and authorities.

### **Vision**

A statement of direction that defines the aspirations of Latrobe City Council, and serves to guide all organisational objectives.

## **W**

### **Ward**

An area of the municipality identified for the purpose of representation. Latrobe City Council has nine wards with one councillor appointed to each ward.

# Index

A	Page Number
Advocacy and Partnerships	5, 77-79
Animal management	81, 83
Annual Budget	75, 76, 102, 104
Asset Management	3, 51
Associations	101
Audit committee	9, 98, 104, 109, 110
Australia Day	18, 25, 38, 64, 99
Award highlights	29
B	
Best value	81, 83, 92, 186
Building Services	27, 132
Built Environment	3, 50-55
Burnet Ward	21, 23
C	
Capital works	3, 12, 30-35, 53, 55, 168, 171, 186
Charter of Human Rights and Responsibilities	103, 186
Chief Executive Officer's Reflections	19
Civic functions	74
Code of Conduct	96, 102
Committees pursuant to other legislation	98
Community Development	27, 57, 58
Community Engagement	4, 26, 74, 76, 101
Community Grants	30, 57, 186
Council advisory/funded committees	99
Council committees	98, 102
Council delegations	97
Council governance	86-104
Council meetings	4, 20-22, 73
Council policy manual	95
Council working groups	101
Councillor remuneration	97
Culture	4, 13, 27, 63-67, 159, 181
Customer service	91, 93, 94
D	
Deputy Mayor	20, 21, 101
Diverse Community	16
Documentation available for public inspection	102
Dunbar Ward	22, 23, 99

E	Page Number
Early Learning Centre	16, 33, 52, 58, 94, 129, 130, 131, 147, 171
Economy	2, 15, 18, 41-45, 176
Emergency management	27, 82, 98
Employee profile	89
Environmental Planning	46
Equal Employment Opportunity	87
Events	4, 18, 19, 27, 26-69, 43, 64, 66, 67, 74, 129
Executive team	26-27, 78
F	
Farley Ward	21, 23, 100
Feedback form	193
Financial report	3, 9, 109-113
Financial statements	9, 109, 110, 115-164, 169, 171, 173
Firmin Ward	20, 23
Freedom of Information	81, 82, 103, 187
G	
Galbraith Ward	21, 23, 99
Gippsland Local Government Network	5, 77, 78, 91, 101, 187
Glossary	187
Governance	4, 26, 73-76, 104, 107, 159-161, 182
Gunyah Ward	22, 23, 101
H	
Home and Community Care	19, 27, 58
How we plan and report	8
i	
Immunisation	58, 130
Income and Expenditure 2010/11	12, 19
Indigenous	3, 29, 59, 91, 187
Industrial Relations	87
Industry and Economy	15
Information management	26, 103
Information privacy	103, 187
Innovation	29, 90
Insurance	75, 104, 132
Internal Audit Program	104
International relations	4, 27, 65, 67, 99, 181



<b>L</b>	<b>Page Number</b>
Latrobe City at a glance	14-17
Latrobe Leisure	4, 18, 19, 30, 31, 68, 70, 71, 99, 136, 189
Latrobe Regional Airport	2, 26, 42-44, 98, 136, 161
Latrobe Regional Gallery	59, 63, 64, 67, 99
Latrobe Visitor Information Centre	43
Legal advice and services	81
Library	3, 25, 60, 62, 91, 132, 180
Local Laws	27, 81, 82, 102, 132, 161
<b>M</b>	
Maternal and Child Health	19, 27, 33, 52, 58, 62, 92, 94, 129, 161
Mayor	18, 20-22, 30, 32, 65, 7-79, 97, 99, 101-102
Mayor's Reflections	18
Meals on Wheels	3, 19, 58, 62, 136, 147, 161
Media and public relations	78
Merton Ward	20, 23
Mission	10
Municipal Landfill	33, 48, 99, 113, 136, 168, 172
<b>N</b>	
National Competition Policy	106
Natural Environment	2, 27, 45-49, 159, 160-161, 177
<b>O</b>	
Occupational Health and Safety	26, 88, 104
Organisational Excellence	26, 73, 84-91, 159, 160-161
Organisational structure	26-27
Our Community	3, 16, 57-62
Our Councillors	20-22
Our Direction	85
Our History	17
Our Location	14
Our People	86-89
Our Relationships	91
Our Systems	90
<b>P</b>	
Parks and gardens	12, 70, 71, 161
Performance indicators	2-5, 44, 48, 55, 62, 65, 71, 76, 78, 82
Performance statement	9, 176-185
Performing Arts	4, 27, 64, 66-67
Planned Activity Groups	58
Playgrounds	27, 70, 113, 120, 121, 168, 181
Preschool	3, 27, 33, 40, 42, 59, 62, 93-94, 129, 132, 136, 161

<b>P</b>	<b>Page Number</b>
Procurement	26, 75, 95
Property management	75
Public Health	58, 189
Public Liability and Professional Liability Audit	104
<b>R</b>	
Rates	12-13, 26, 76, 107, 111, 115, 119, 120-123, 128, 132, 136, 165
Recreation	4, 27, 32, 53, 68-71, 100, 128, 129-132, 147, 159, 161, 181
Recreation and Open Space Planning	53
Regional Cities Victoria	5, 77-78, 85, 101, 189
Regulation and Accountability	5, 80-83
Rintoull Ward	22, 23
Risk management	29, 75, 104, 161, 182
Road rehabilitation	31, 53, 171
<b>S</b>	
Snapshot of 2010 / 2011	2-5, 19
Service centres	60, 82, 91, 161, back cover
Sporting reserves	69
Standard statement	9, 109, 110, 165-175
State and Federal parliamentarians	78
Statutory information	102-107
Statutory planning	27, 54, 161
Strategic planning	27, 54, 161
<b>T</b>	
Tanjil Ward	22, 23
Traffic management	51, 53, 55
<b>V</b>	
Values	10
Victorian Local Government Indicators	107
Vision	10
<b>W</b>	
Want more information	9
Whistleblowers Protection	103
Workcover	87, 133
<b>Y</b>	
Youth	24-25, 38, 58, 61, 62, 67, 86





# Annual Report Feedback Form

The 2010/11 Annual Report is a statutory reporting tool that documents the achievements in the delivery of services to our community and against our Annual Budget for the year. It also documents and tracks our performance against the Council Plan and the Latrobe 2026 strategic objectives.

Your feedback will assist us to identify any areas for improvement, and will ensure next year's Annual Report meets your needs.

Please take a few minutes to complete this form and return it to us by 30 January 2012.

**Please return the completed reply paid form to:**

**Manager Corporate Strategy**  
Latrobe City Council  
Reply Paid 264  
MORWELL VIC 3840

Please tick your selected answer

**What is your age group?**  Under 25  25-39  40-59  60+ years

**Do you live within the Latrobe City?**  Yes  No

**What is your postcode?**

**Please indicate the main reason for your interest in Latrobe City Council's Annual Report:**

Latrobe City resident/ratepayer  Government organisation

Latrobe City business owner/manager  Latrobe City employee

Private sector organisation  Community group/association

Other

**Please rate the usefulness of each section of Latrobe City Council's 2010/11 Annual Report:**

Please tick your selected answer	Useful	Neutral	Not useful
Snapshot of 2010/11			
Introduction Section			
Income and Expenditure 2010/11			
Mayor's and CEO's Reflections			
Latrobe City at a glance			
Our Councillors			
Our Organisational Structure			
Highlights			
Sustainability			
Liveability			
Leadership			
Organisational Excellence			
Best Value			
Accountability			
Financial Section			
Closing Section			

Please rate the following aspects of Latrobe City Council's 2010/11 Annual Report overall:



	Good	Adequate	Poor
Please tick your selected answer			
Overall content			
Conciseness			
Informative			
Design and presentation			
Ease of reading			

Do you have any other comments?

---

---

---

Thank you for taking the time to provide us with your feedback.

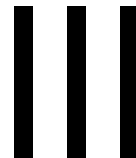
*Fold here*

*Please fold along dotted lines and seal with sticky tape or staples. No stamp required.*

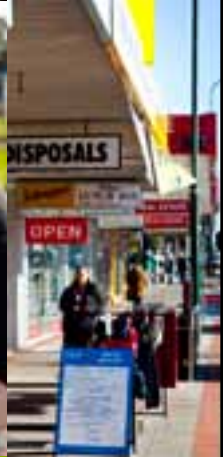
*Fold here*  
*Please fold along dotted lines and seal with sticky tape or staples. No stamp required.*

**Delivery Address:**  
PO Box 264  
MORWELL VIC 3840

No stamp required  
if posted in Australia



Chief Executive Officer  
Latrobe City Council  
Reply Paid 264  
MORWELL VIC 3840





## LATROBE CITY COUNCIL

TELEPHONE	1300 367 700
FACSIMILE	(03) 5128 5672
POST	PO Box 264, Morwell 3840
EMAIL	latrobe@latrobe.vic.gov.au
WEBSITE	www.latrobe.vic.gov.au

## LATROBE CITY COUNCIL OFFICES

MORWELL	<b>Corporate Headquarters</b> 141 Commercial Road, Morwell
MOE	<b>Moe Service Centre</b> 44 Albert Street, Moe
TRARALGON	<b>Traralgon Service Centre and Library</b> 34-38 Kay Street, Traralgon
CHURCHILL	<b>Churchill Community Hub</b> 9-11 Philip Parade, Churchill

*To obtain this information in languages other than English, or in other formats (including audio, electronic, Braille or large print), please contact Latrobe City on 1300 367 700.*

*Information within this document was correct at time of print and is subject to change without prior notice.*

**MEETING CLOSED  
TO THE PUBLIC**

**13.1 MEETING CLOSED TO THE PUBLIC**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – NO)**

**1. PURPOSE**

The purpose of this report is for Council to consider closing this meeting to the public to allow Council to deal with items which are of a confidential nature.

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.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**3. RECOMMENDATION**

**That Council closes this meeting to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act* (LGA) 1989 for the following reasons:**

	<b>ITEMS</b>	<b>NATURE OF ITEM</b>
15.1	ADOPTION OF MINUTES	<b>(h) other</b>
15.2	CONFIDENTIAL ITEMS	<b>(h) other</b>
15.3	ASSEMBLY OF COUNCILLORS	<b>(h) other</b>
15.4	ITT 13013 - RECONSTRUCTION OF MIDDLE CREEK ROAD AT YINNAR SOUTH	<b>(d) contractual matters</b>
15.5	BAD DEBTS REPORT	<b>(b) personal hardship</b>



**Moved:** Cr Lougheed

**Seconded:** Cr Gibson

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**Meeting Closed to the Public**

**The Meeting closed to the public at 9.20 PM**

**14. TEA BREAK****Adjournment of Meeting**

The Mayor adjourned the Meeting at 9.20 PM for a tea break.

**Resumption of Meeting**

The Mayor resumed the Meeting at 9.35 PM

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED  
CLOSED AT 9.37 PM.**

**I CERTIFY THAT THESE MINUTES COMPRISE OF 575 PAGES IN TOTAL  
AND THAT THEY HAVE BEEN CONFIRMED.**

**MAYOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

---

CLOSED ITEMS



**Latrobe***City*  
*a new energy*

# LATROBE CITY COUNCIL

## MINUTES OF THE ORDINARY COUNCIL MEETING

HELD IN THE  
NAMBUR WARIGA MEETING ROOM,  
CORPORATE HEADQUARTERS, MORWELL  
AT 7:00 PM ON 17 OCTOBER 2011

**PRESENT:**

*Cr Darrell White, Mayor - Firmin Ward*  
*Cr Sharon Gibson, Deputy Mayor - Merton Ward*  
*Cr Dale Harriman - Dunbar Ward*  
*Cr Sandy Kam - Galbraith Ward*  
*Cr Bruce Lougheed - Tanjil Ward*  
*Cr Graeme Middlemiss - Rintoull Ward*  
*Cr Kellie O'Callaghan - Burnet Ward*  
*Cr Ed Vermeulen - Gunyah Ward*  
*Paul Buckley, Chief Executive Officer*  
*Michael Edgar, Acting General Manager Built and Natural Environment*  
*Carol Jeffs, General Manager Governance*  
*Allison Jones, General Manager Economic Sustainability*  
*Allison Down, Manager Risk and Compliance*  
*Casey Hepburn, Acting General Manager Community Liveability*  
*Zemeel Saba, General Manager Organisational Excellence*  
*Grantley Switzer, General Manager Recreation, Culture and Community Infrastructure*

# ITEMS CLOSED TO THE PUBLIC

**15.1** ADOPTION OF MINUTES

**CONFIDENTIAL – OTHER – s.89(2)(h) LOCAL GOVERNMENT ACT 1989**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – NO)**

**1. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**2. RECOMMENDATION**

**That Council adopts the Minutes of the Ordinary Council Meeting held on 3 October 2011 (CM 359), relating to those items closed to the public.**

**Moved:** Cr Gibson

**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**15.2 CONFIDENTIAL ITEMS****CONFIDENTIAL – OTHER – s.89(2)(h) LOCAL GOVERNMENT ACT 1989**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – NO)**

**1. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act* 1989 in the preparation of this report.

**2. RECOMMENDATION**

1. That all presentations, discussions, presentation excerpts and reports listed on the Issues and Discussion Session Agenda held 10 October 2011 be considered confidential until so determined otherwise by resolution of Council for the reason that the items were discussed at a meeting closed to the public, the Council has not passed a resolution that the information is not confidential and the items are confidential for the following reason/s pursuant to section 89(2) of the *Local Government Act* 1989:

	Items	Reasons under s.89(2) of the LGA:
4.1	Tonight's Presentations: Gippsland Regional Growth Plan	(h) other
5.	Draft Ordinary Council Meeting Agenda – 17 October 2011 (CM 360)	(h) other
8.2.1	CEO Monthly Update Report	(a) personnel matters
11.1	Letter Received from Moe and District Residents Association for Discussion	(h) other

2. That all presentations, discussions, presentation excerpts and reports listed on the Issues and Discussion Session Agenda held on 10 October 2011 and marked 'Not Confidential' be considered items that are not confidential to the public until so determined otherwise by resolution of Council.
3. That all information, documents, reports, memorandums, correspondence and like provided to Councillors between the dates of 4 October 2011 to 17 October 2011 (inclusive) and designated by the Chief Executive Officer as confidential, remain confidential pursuant to section 89(2) of the *Local Government Act* 1989.

**Moved:** Cr Gibson

**Seconded:** Cr Lougheed

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

.



**15.3 ASSEMBLY OF COUNCILLORS****CONFIDENTIAL – OTHER – s.89(2)(h) LOCAL GOVERNMENT ACT 1989**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT - YES)**

**1. INTRODUCTION**

The purpose of this report is to present to Council, the Assembly of Councillors forms submitted since the Ordinary Council Meeting held 3 October 2011.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**3. OFFICER COMMENTS**

The following Assembly of Councillors took place between the 26 September 2011 and 10 October 2011:

<b>Date:</b>	<b>Assembly Details / Matters Discussed:</b>	<b>In Attendance:</b>	<b>Conflict of Interest Declared:</b>
26 September 2011	Issues & Discussion Session  4.3 Future Presentations – Gippsland Regional Growth Plan 5. Draft Ordinary Council Meeting Agenda – 3 October 2011 (CM359) 8.2.1 Morwell Schools Regeneration Project – CEO Resignation from Governance Board 9.1 Monthly Performance Report – August 2011 11. Councillor Discussion	Cr Kam, Cr Lougheed, Cr Middlemiss, Cr O'Callaghan, Cr Vermeulen, and Cr White Paul Buckley, Michael Edgar, Casey Hepburn, Carol Jeffs, Allison Jones, Allison Down, Zemeel Saba, Grantley Switzer	Cr O'Callaghan declared an indirect interest under Section 78B of the Local Government Act 1989 in respect of Item 7.1 Planning Permit Application 2010/307 – Use and Development of Land for Accommodation and Removal of Native Vegetation, 15 Northern Avenue Traralgon of the Draft Council Meeting Agenda (CM 359).
10 October 2011	Issues & Discussion Session  4.1 Tonight's Presentations 5. Draft Ordinary Council Meeting Agenda – 17 October 2011 (CM 360) 8.2.1 CEO Monthly Update Report 11.1 Letter Received from Moe and District Residents Association for Discussion	Cr Harriman, Cr Gibson, Cr Kam, Cr Lougheed, Cr O'Callaghan, Cr Vermeulen and Cr White Paul Buckley, Michael Edgar, Casey Hepburn, Carol Jeffs, Allison Jones, Allison Down, Zemeel Saba, Grantley Switzer	Cr Kam declared a direct and indirect interest under Section 77B and Section 78 & 78B of the Local Government Act 1989 in respect of Item 11.1 Letter Received from Moe and District Residents Association for Discussion of the Issues & Discussion Agenda.

**4. RECOMMENDATION**

**That Council note this report.**

**Moved:** Cr Gibson

**Seconded:** Cr Harriman

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

ATTACHMENTS

.



## Assembly of Councillors Record

**Assembly details:** Issues & Discussion Session .....

**Date:** Monday 26 September 2011 ..... **Time:** 6.00 pm .....

**Assembly Location:** Nambur Wariga Meeting Room, Latrobe City Council Offices,  
Commercial Road, Morwell.....

### **In Attendance:**

**Councillors:** Cr Kam, Cr Loughed, Cr Middlemiss, Cr O'Callaghan, Cr Vermeulen,  
and Cr White.....

**Officer/s:** Paul Buckley, Michael Edgar, Casey Hepburn, Carol Jeffs, Allison Jones,  
Allison Down, Zemeel Saba, Grantley Switzer, .....

### **Matter/s Discussed:**

- 4.3 Future Presentations – Gippsland Regional Growth Plan
- 5. Draft Ordinary Council Meeting Agenda – 3 October 2011 (CM359)
- 8.2.1 Morwell Schools Regeneration Project – CEO Resignation from Governance Board
- 9.1 Monthly Performance Report – August 2011
- 11. Councillor Discussion

**Are the matters considered confidential under the Local Government Act: YES**

**Conflict of Interest Disclosures: (refer 3. over page)**

### **Councillors:**

Cr O'Callaghan declared an indirect interest under Section 78B of the *Local Government Act* 1989 in respect of Item 7.1 Planning Permit Application 2010/307 – Use and Development of Land for Accommodation and Removal of Native Vegetation, 15 Northern Avenue Traralgon of the Draft Council Meeting Agenda (CM359).

**Officer/s:** NIL

### **Times that Officers / Councillors left/returned to the room:**

Cr O'Callaghan left the chamber at 6.03 pm and returned at 6.10 pm

Completed by: Meagan Bennetts .....

## Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

### 1. Section 80A requirements (re: *Written Record to be made by Council staff member*):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

### 2. Section 76AA definition:

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is 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 staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

#### **Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and 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.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

### 3. Section 80A and 80B requirements (re: **Conflict of Interest**):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

#### **Section 80A(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 disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

#### **Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



## Assembly of Councillors Record

**Assembly details:** Issues & Discussion Session .....

**Date:** Monday 10 October 2011 ..... **Time:** 6.00pm .....

**Assembly Location:** Nambur Wariga Meeting Room, Latrobe City Council Offices,  
Commercial Road, Morwell.....

### **In Attendance:**

**Councillors:** Cr Harriman, Cr Gibson, Cr Kam, Cr Lougheed, Cr O'Callaghan,  
Cr Vermeulen and Cr White.....

**Officer/s:** Paul Buckley, Michael Edgar, Casey Hepburn, Carol Jeffs, Allison Jones,  
Allison Down, Zemeel Saba, Grantley Switzer .....

### **Matter/s Discussed:**

- 4.1 Tonight's Presentations
- 5. Draft Ordinary Council Meeting Agenda – 17 October 2011 (CM 360)
- 8.2.1 CEO Monthly Update Report
- 11.1 Letter Received from Moe and District Residents Association for Discussion

**Are the matters considered confidential under the Local Government Act: YES**

### **Conflict of Interest Disclosures: (refer 3. over page)**

**Councillors:** Cr Kam declared a direct and indirect interest under Section 77B and  
Section 78 & 78B of the *Local Government Act* 1989 in respect of Item 11.1 Letter  
Received from Moe and District Residents Association for Discussion of the Issues &  
Discussion Agenda.

**Officer/s:** NIL

### **Times that Officers / Councillors left/returned to the room:**

Cr Kam left the Chamber at 9.35 pm and returned at 9.45 pm

Completed by: Meagan Bennetts .....

## Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

### 1. Section 80A requirements (re: *Written Record to be made by Council staff member*):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

“At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly.”

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

### 2. Section 76AA definition:

“**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is 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 staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

#### **Brief Explanation:**

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and 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.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

**Please note:** an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

### 3. Section 80A and 80B requirements (re: **Conflict of Interest**):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

#### **Section 80A(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 disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly.”

#### **Section 80B**

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

**15.4** ITT 13013 - RECONSTRUCTION OF MIDDLE CREEK ROAD AT YINNAR SOUTH

**CONFIDENTIAL – CONTRACTUAL MATTERS – s.89(2)(d) LOCAL GOVERNMENT ACT 1989**

**AUTHOR:** General Manager Governance

**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to seek Council's acceptance of a tender response for the reconstruction of Middle Creek Road at Yinnar South.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives – 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.

*Latrobe City Council Plan 2011-2015*

*Strategic Direction – Governance*

Ensure that Latrobe City Council continues to meet the highest standards of financial probity.

*Service Provision – Financial Management*

Administer procurement processes for goods and services within Latrobe City Council.

*Legislation*

Section 186 of the *Local Government Act 1989*.



*Policy – Procurement Policy 11 POL-3*

The principle aim of this policy is to ensure best practice contracting and procurement for all goods, services and works by Council.

**4. BACKGROUND**

The reconstruction of Middle Creek Road from Jumbuk Road to south of the Yinnar South tennis courts is included in the 2011/2012 capital works program.

Invitation to tender no: 13013 – Reconstruction of Middle Creek Road at Yinnar South was advertised in the Latrobe Valley Express on Thursday, 4 August 2011 and The Age on Saturday, 6 August 2011.

Council received tenders from the following contractors:

1. Fulton Hogan Industries Pty Ltd
2. McInnes Earthmoving Pty Ltd
3. Civil Construction Network Services Pty Ltd
4. QR Construction (Gippsland) Pty Ltd
5. CDN Constructors Pty Ltd

**5. ISSUES**

The tenders were assessed against the evaluation criteria of price, track record, time performance, occupational health and safety, relevant experience and benefit to the regional economy. The attached evaluation report details the scores given to the tenders. The following comments should be read in conjunction with this report.

*Price*

Price will be discussed in detail in Section 6. Financial and Resources Implications.

*Track Record*

McInnes Earthmoving, Civil Construction Network Services and QR Construction scored equal highest in this criteria as they all have a very good track record in working for Council in the past.

Fulton Hogan Industries and CDN Constructors also scored equal highest in this criteria although they have not worked for Council in the past they have been given very good references.

#### *Time Performance*

McInnes Earthmoving and QR Construction scored equal highest in this criteria as they have all completed works for Council within timeframes in the past.

Fulton Hogan Industries and CDN Constructors also scored equal highest in this criteria although they have not worked for Council in the past they were given good references.

Civil Construction Network Services scored slightly lower in this criteria as there are sometimes delays with parts of the work they have performed for Council in the past.

#### *Occupational health and safety*

All tenderers scored equal highest in this criteria as they all have an OH&S management system that meets Council's requirements.

#### *Relevant Experience*

Fulton Hogan Industries, McInnes Earthmoving, QR Construction and CDN Constructors scored equal highest in this criteria as they are all experienced civil contractors.

Civil Construction Network Services scored slightly lower in this criteria as they are a new company; however they have staff with civil construction experience.

#### *Benefit to the regional economy*

The tenderers were scored on the basis of the location of the business head office, the percentage of the business that is locally owned, the percentage of goods and services that will be sourced from within the Latrobe City region and other information such as local sponsorship of community or sporting groups.

Civil Construction Network Services scored highest in this criteria as their head office is located within the Latrobe City region, are locally owned and would source all goods and services from within the Latrobe City region.

QR Construction scored high in this criteria although their head office is located in Melbourne, they have an office and depot within the Latrobe City region, are locally owned and would source a high percentage of goods and services from within the Latrobe City region.

Fulton Hogan Industries and McInnes Earthmoving scored lower in this criteria as their head office is located in a neighbouring municipality, however they would source a high percentage of goods and services from within the Latrobe City region.

CDN Constructors scored lowest in this criteria as their head office is located in Melbourne,, however they would source a high percentage of goods and services from within the Latrobe City region.

## 6. **FINANCIAL AND RESOURCES IMPLICATIONS**

The following tenders were received:

<b>Tenderer</b>	<b>Lump Sum Price (excl. GST)</b>
Fulton Hogan Industries Pty Ltd	\$ 706,773.50
McInnes Earthmoving Pty Ltd	\$ 753,800.36
Civil Construction Network Services Pty Ltd	\$ 801,320.00
QR Construction (Gippsland) Pty Ltd	\$ 896,640.29
CDN Constructors Pty Ltd	\$ 1,462,943.46

The tenders have been evaluated on the 'Lump Sum Price'.

This project is being funded from the 2011/2012 Road Rehabilitation Middle Creek Road, Yinnar South Budget which has an allocation of \$1,650,000 for this project, the remaining allocation of funds will be used on additional stages of works to Middle Creek Road.

## 7. **INTERNAL/EXTERNAL CONSULTATION**

*Engagement Method Used:*

Print media by way of advertising locally and nationally was utilised during the Invitation to Tender process, thus meeting the requirements of section 186 of the *Local Government Act* 1989.

*Details of Community Consultation / Results of Engagement:*

Not Applicable.

*Evaluation Panel*

The evaluation panel consisted of the Coordinator Civil Works Projects, Project Engineer and Procurement Administration Officer.

**8. OPTIONS**

Council has the following options:

1. Accept the Fulton Hogan Industries Pty Ltd tender for the Reconstruction of Middle Creek Road at Yinnar South.
2. Not award a contract at this time and re-tender for the Reconstruction of Middle Creek Road at Yinnar South. It is unclear though that Council would receive any benefit in doing this and it would delay the start of the works for at least 6 - 8 weeks.
3. Award the contract to an alternative tenderer. However, as Fulton Hogan Industries Pty Ltd scored the highest in the evaluation process such a decision may not be consistent with the advertised evaluation criteria.

**9. CONCLUSION**

Fulton Hogan Industries Pty Ltd scored the highest in the evaluation process and the evaluation panel is satisfied that they have both the expertise and capacity to undertake the works.

**10. RECOMMENDATION**

1. That Council accepts the tender submitted by Fulton Hogan Industries Pty Ltd for invitation to tender no: 13013 – Reconstruction of Middle Creek Road at Yinnar South, and awards a contract for the sum of \$706,773.50, excluding GST, as this tender provides the best value for money outcome for the community when assessed against the evaluation criteria.
2. That Council delegates the authority to the Chief Executive Officer to sign and seal contracts with Fulton Hogan Industries Pty Ltd resulting from invitation to tender no: 13013 – Reconstruction of Middle Creek Road at Yinnar South.

**Moved:** Cr Vermeulen

**Seconded:** Cr Gibson

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

**ATTACHMENT**

13013 - Reconstruction of Middle Creek Road at Yinnar South														
Evaluated by: Coordinator Civil Works Projects, Project Engineer, Procurement Administration Officer 20 Sep 2011	TOTALS		Price		Track Record		Time Performance		Occupational Health and Safety		Relevant Experience		Benefit to Regional Economy	
	WEIGHTING (%)	100	40	15	15	15	10	5	POINT SCORE (PS) / WEIGHTED SCORE (WS)					
TENDERERS	WS	PS	WS	PS	WS	PS	WS	PS	WS	PS	WS	PS	WS	PS
Fulton Hogan Industries Pty Ltd	718	6.2	248	8	120	8	120	8	120	8	80	6	30	
McInnes Earthmoving Pty Ltd	694	5.6	224	8	120	8	120	8	120	8	80	6	30	
Civil Construction Network Services Pty Ltd	660	5.0	200	8	120	7	105	8	120	7	70	9	45	
QR Construction (Gippsland) Pty Ltd	632	3.8	152	8	120	8	120	8	120	8	80	8	40	
CDN Constructors Pty Ltd	465	0.0	0	8	120	8	120	8	120	8	80	5	25	

TENDERERS	PRICE	SCORE
Fulton Hogan Industries Pty Ltd	\$ 706,773.50	6.2
McInnes Earthmoving Pty Ltd	\$ 753,800.36	5.6
Civil Construction Network Services Pty Ltd	\$ 801,320.00	5.0
QR Construction (Gippsland) Pty Ltd	\$ 896,640.29	3.8
CDN Constructors Pty Ltd	\$ 1,462,943.46	0.0

EVALUATION CRITERIA	WEIGHTING %
Price	40.0
Track Record	15.0
Time Performance	15.0
Occupational Health and Safety	15.0
Relevant Experience	10.0
Benefit to Regional Economy	5.0
<b>TOTAL</b>	<b>100.0</b>

Maximum price:	\$ 1,462,943
Minimum price:	\$ 706,774
Median price:	\$ 801,320
Number of tenders:	5

**15.5** **BAD DEBTS REPORT**

**CONFIDENTIAL – s.89 (2) (a) personnel matters LOCAL GOVERNMENT ACT 1989**

**AUTHOR:** General Manager Governance  
**(ATTACHMENT – YES)**

**1. PURPOSE**

The purpose of this report is to seek Council's approval to write off outstanding debts that are deemed to be unrecoverable as 31 July 2011.

**2. DECLARATION OF INTERESTS**

No officer declared an interest under the *Local Government Act 1989* in the preparation of this report.

**3. STRATEGIC FRAMEWORK**

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2011-2015.

*Latrobe 2026: The Community Vision for Latrobe Valley*

*Strategic Objectives - 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.*

*Latrobe City Council Plan 2011 - 2015*

*Strategic Direction – Governance*

*Delegate appropriately and make sound decisions having regard to legislative, policies, professional advice, sound and thorough research and the views of the community.*

*Ensure that Latrobe City continues to meet the highest standards of financial probity.*

*Service Provision – Financial Management*

*Administer financial management, advice and services of Latrobe City Council.*

*Policy – Debtor Control Policy 09 POL- 3*

The debtor Control Policy is designed to ensure that an appropriate collection procedure is in place so that debtor control and collection is undertaken in an efficient and community conscious manner.

#### 4. **BACKGROUND**

Provision is made in the accounts for doubtful debts and periodically all outstanding debts are reviewed for their recoverability.

The following is a summary of the outstanding debts presented to Council's Audit Committee on 5 September 2011 for consideration to write off as unrecoverable bad debts.

Debt Type	Bad Debts for the period 1/06/11 to 31/07/11	% of 11/12 Program Fees	Bad Debts for the 11/12 Year to Date	11/12 Provision Bad Debts	10/11 Bad Debts
Child Care	\$6,254.37	0.20%	\$6,254.37	\$34,100	\$19,122
Preschool	\$0	0%	\$0	\$7,000	\$6,553
HACC	\$0	0%	\$0	\$900	\$557
Sundry	\$201.00	n/a	\$201	\$18,000	\$7,909
<b>Total</b>	<b>\$6,455.37</b>		<b>\$6,455.37</b>	<b>\$60,000</b>	<b>\$34,141</b>

The attached report provides further details of debts that are now considered to be unrecoverable including the actions taken in attempting to recover the outstanding amounts.

#### 5. **ISSUES**

All available avenues have been exhausted in attempting to recover the outstanding debts, with the exception of pursuing recovery through the court system. It has been assessed that the cost of attempting to recover debts through the court system is not justified given the individual amounts involved, or the circumstances of each case.

Measures to minimise the incidence of bad debts and debt recovery processes are continually being monitored.



**6. FINANCIAL AND RESOURCES IMPLICATIONS**

Provision is made annually in the accounts for doubtful debts. The write off of these debts will therefore not impact on the 2011/12 accounts overall as provision has previously been made.

**7. INTERNAL / EXTERNAL CONSULTATION**

Council's Audit Committee reviewed the list of bad debts at its meeting on 5 September 2011 and endorsed the recommendation to write off the presented amounts.

**8. OPTIONS**

1. Council could further pursue the outstanding debts through the legal system, however it has been assessed that the cost of this action would not be justified given the level of the individual amounts involved or the circumstances of each case.
2. Council can approve the write off of the outstanding debts in line with the recommendation of the audit committee.

**9. CONCLUSION**

Given the extent of work that has been undertaken in order to recover the outstanding debts, together with the circumstances of individual cases, it is prudent that Council writes off the list of bad debts, totalling \$6,455.37 (including GST, where applicable GST will be recouped from the Australian Taxation Office).

**10. RECOMMENDATION**

**That Council approves the write off of all debts listed on the Bad Debts Report, presented to the Audit Committee on 5 September 2011, totalling \$6,455.37 and no further action is taken to recover any amount therein.**

**Moved:** Cr Gibson  
**Seconded:** Cr Harriman

**That the Recommendation be adopted.**

**CARRIED UNANIMOUSLY**

ATTACHMENT

.

## Latrobe City Council

### Audit Committee

#### Bad Debts Report as at 31 July 2011

##### Items Presented to the Audit Committee for Consideration:

Action taken to recover each debt has been recorded and is presented in the following report for review by the Audit Committee.

Upon review and approval, the Audit Committee is requested that it recommends to Council that the bad debts are to be written off.

	<b>Cumulative Amount</b>
Family Daycare	6,254.37
Sundry Debtors	201.00
<b>Total Amount for Consideration by the Audit Committee</b>	<b>6,455.37</b>

##### Items Presented to the Chief Executive Officer for Consideration:

Under the delegations of authority, and agreement with the Audit Committee, the Chief Executive Officer has authority to recommend the write off of individual amounts not exceeding \$200.00.

A report of bad debts valued at less than \$200 each has been presented to the Chief Executive Officer for review, and he has authorised the write off of the following amounts, listed by debt category.

	<b>&lt; 200</b>
Carinya Childcare	135.12
Family Daycare	249.65
Home Care	266.20
Preschool (4 Year Old)	225.00
Sundry Debtors	475.80
<b>Total amount written off by authority of the Chief Executive Officer</b>	<b>1,351.77</b>

**Family Day Care - Bad Debts Report (Over \$200) as at 31 July 2011**

**Latrobe City Council Audit Committee**

<b>Debtor Number</b>		<b>NAME</b>	<b>ADDRESS</b>	<b>AMOUNT</b>	<b>DATE DEBT INCURRED</b>	<b>ACTION TAKEN</b>
81432	7	Mr L Smith and Miss B Hayes	1 Gabo Way, MORWELL VIC 3840	\$ 769.50	19/10/2010 to 02/01/2011	Despite debt collection processes undertaken to recover this debt, legal advice recommended that no further action be taken as it was unlikely to be successful.
76585	9	Ms L Bell	21 Sherrin St, MORWELL VIC 3840	\$ 1,237.98	08/11/2010 to 16/01/2011	Despite debt collection processes undertaken to recover this debt, legal advice recommended that no further action be taken as it was unlikely to be successful.
80334	6	Ms G Toscano	44 Cansick St, ROSEDALE VIC 3847	\$ 1,845.30	19/07/2010 to 22/08/2010	Despite debt collection processes undertaken to recover this debt, legal advice recommended that no further action be taken as it was unlikely to be successful.
66139	7	Mrs J Johnston	4 Northern Avenue, NEWBOROUGH VIC 3825	\$ 798.47	13/02/2011 to 20/03/2011	Despite debt collection processes undertaken to recover this debt, legal advice recommended that no further action be taken as it was unlikely to be successful.
74799	8	Ms R Lelievre	52 Newark Avenue, NEWBOROUGH VIC 3825	\$ 1,603.12	14/04/2008 to 25.05.2008	Despite debt collection processes undertaken to recover this debt, legal advice recommended that no further action be taken as it was unlikely to be successful.
<b>Total</b>				<b>\$ 6,254.37</b>		

**Sundry Debtors - Bad Debts Report (Over \$200) as at 31 July 2011**

**Latrobe City Council Audit Committee**

<b>Debtor Number</b>		<b>NAME</b>	<b>ADDRESS</b>	<b>AMOUNT</b>	<b>DATE DEBT INCURRED</b>	<b>ACTION TAKEN</b>	<b>DEBT SOURCE</b>
82117	3	Ms A McLachlan	24 McLean St, YARRAM VIC 3971	\$ 201.00	1-Mar-11	Despite debt collection processes undertaken to recover this debt, legal advice recommended that no further action be taken as it was unlikely to be successful.	Latrobe Leisure Morwell
<b>Total</b>				<b>\$ 201.00</b>			

**Moved:** Cr Middlemiss  
**Seconded:** Cr Lougheed

**That the Meeting be re-opened to the public.**

**CARRIED UNANIMOUSLY**

**THE MEETING REOPENED TO THE PUBLIC AT 9.37 PM.**

**THERE BEING NO FURTHER BUSINESS THE MEETING WAS DECLARED  
CLOSED AT 9.37 PM.**

**I CERTIFY THAT THESE MINUTES COMPRISE OF 575 PAGES IN TOTAL  
AND THAT THEY HAVE BEEN CONFIRMED.**

**MAYOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_