



# **LATROBE CITY COUNCIL**

**AGENDA FOR THE  
ORDINARY COUNCIL MEETING**

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL**

**AT 6.00PM ON  
02 OCTOBER 2017**

**CM507**

**TABLE OF CONTENTS**

<b>1. OPENING PRAYER.....</b>	<b>4</b>
<b>2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND .....</b>	<b>4</b>
<b>3. APOLOGIES AND LEAVE OF ABSENCE.....</b>	<b>4</b>
<b>4. DECLARATION OF INTERESTS .....</b>	<b>4</b>
<b>5. ADOPTION OF MINUTES .....</b>	<b>4</b>
<b>6. ACKNOWLEDGEMENTS.....</b>	<b>4</b>
<b>7. PUBLIC QUESTION TIME .....</b>	<b>4</b>
<b>8. ITEMS HELD OVER FOR REPORT AND/OR CONSIDERATION/QUESTIONS ON NOTICE .....</b>	<b>5</b>
<b>9. NOTICES OF MOTION.....</b>	<b>14</b>
<b>10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION .....</b>	<b>16</b>
<b>11. CORRESPONDENCE .....</b>	<b>18</b>
<b>12. PRESENTATION OF PETITIONS .....</b>	<b>20</b>
<b>13. CHIEF EXECUTIVE OFFICE.....</b>	<b>22</b>
<b>14. CITY DEVELOPMENT.....</b>	<b>24</b>
14.1 The Review of the Performance of the Statutory Planning Function in 2016/17 Financial Year.....	24
14.2 Motorsport Complex Advisory Committee Terms of Reference.....	42
<b>15. INFRASTRUCTURE AND RECREATION.....</b>	<b>59</b>
15.1 Moe Apex/Lions/AAA Play Space & Moe Botanic Gardens Play Space - Presentation of master plans.....	59
15.2 Recreation Needs Assessment .....	86
15.3 Removal of Pine Trees at Links Road, Newborough .....	438
15.4 Road Asset Management Plan 2017 Adoption .....	468
<b>16. COMMUNITY SERVICES.....</b>	<b>582</b>
16.1 Youth Council Update.....	582



16.2 Early Years Reference Committee Terms Of Reference Review .....	588
<b>17. CORPORATE SERVICES .....</b>	<b>611</b>
17.1 Assemblies of Councillors.....	611
<b>18. URGENT BUSINESS.....</b>	<b>628</b>
<b>19. MEETING CLOSED TO THE PUBLIC .....</b>	<b>630</b>
19.1 Presentation of the Audit and Risk Committee Minutes.....	630
19.2 Lcc-412 Supply, Delivery and Placement of Asphalt Products .....	630
19.3 Lcc-423 Provision of Surface Retexturing and Linemarking Services.....	630

**1. OPENING PRAYER**

*Our Father who art in Heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in Heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation but deliver us from evil. For the kingdom, the power, and the glory are yours now and forever. Amen.*

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

*I would like to acknowledge that we are meeting here today on the traditional land of the Bariakaulung people of the Gunaikurnai nation and I pay respect to their elders past and present.*

*If there are other Elders present I would also like to acknowledge them.*

**3. APOLOGIES AND LEAVE OF ABSENCE**

**4. DECLARATION OF INTERESTS**

**5. ADOPTION OF MINUTES**

**RECOMMENDATION**

**That the minutes of the Ordinary Council Meeting held on 11 September 2017 be confirmed.**

**6. ACKNOWLEDGEMENTS**

*Councillors may raise any formal acknowledgements that need to be made at this time, including congratulatory or condolences.*

Latrobe City Council would like to congratulate Amelie Harper for winning first prize in the Jiangsu International Youth Painting Contest and supporting Latrobe City Council's Sister City relationship with the City of Taizhou, China. A Certificate of Merit will be awarded at this meeting.

**7. PUBLIC QUESTION TIME**

*Members of the public who have registered before 12.00 Noon on the day of the Council meeting are invited to speak to an item on the agenda or to ask a question of the Council.*

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

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

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
29 May 2017	<p>Visitor Information Centre Options for Future Operations</p> <p><i>Confidential under section 89(2)(c) industrial matters</i></p>	<p><b>07 June 2017</b> A report will be presented to a Councillor Briefing in July 2017.</p> <p><b>03 August 2017</b> A report is scheduled for the Councillor Briefing on 28 August 2017, and Council Meeting on 11 September 2017.</p> <p><b>24 August 2017</b> The Briefing is now scheduled for 18 September 2017, with the Council Report scheduled to go up on 2 October 2017.</p> <p><b>20 September 2017</b> The report to Council has been rescheduled.</p>
19 June 2017	<p>Domestic Animal Management Plan 2017</p>	<p><b>22 June 2017</b> Draft released for Community consultation to 6 August 2017. Report to be presented no later than 11 September to Council.</p> <p><b>20 September 2017</b> Complete. The report was presented to the 11 September 2017 Council Meeting.</p>
31 July 2017	<p>Proposed Lease to GippsAero-Latrobe Regional Airport Facility</p> <p><i>Confidential under Section 89(2)(d) contractual matters</i></p>	<p><b>09 August 2017</b> A report will be presented to Council at the conclusion of the public notice period should any submissions be received.</p> <p><b>21 September 2017</b> Public submissions close on Friday 22 September 2017.</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
31 July 2017	International Relations Advisory Committee Recruitment of Community Members  <i>Confidential under section 89(2)(a) personnel matters</i>	<b>09 August 2017</b> A report will be prepared for Council by 30 September 2017.
21 August 2017	Proposal to establish a broad-based Economic Development Advisory Committee	<b>30 August 2017</b> A report will be presented to a Councillor Briefing in October 2017.
11 September 2017	2017/14 Morwell / Hazelwood Mine	<b>20 September 2017</b> A report will be supplied at a later date to a future Council Meeting.
<b>Infrastructure &amp; Recreation</b>		
27 March 2017	Disposal of Illegally Dumped Rubbish on HVP Plantations Land	<b>28 March 2017</b> A report will be presented to Council in 2018, at the conclusion of the one year period.
19 June 2017	Recreation Needs Assessment	<b>22 June 2017</b> Released for public exhibition. Submissions and feedback will be accepted until Friday 28 July 2017.  <b>03 August 2017</b> A report is scheduled for the Councillor Briefing on 28 August 2017.  <b>25 August 2017</b> A report will be presented to the 2 October 2017 Ordinary Council Meeting.

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

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

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



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

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

Comments provided 21 September 2017. Any further updates after this time will be provided in the next Council Meeting Agenda.

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

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

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

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

Nil reports

# **CORRESPONDENCE**

**11. CORRESPONDENCE**

Nil reports



# **PRESENTATION OF PETITIONS**

**12. PRESENTATION OF PETITIONS**

Nil reports

# **CHIEF EXECUTIVE OFFICE**

**13. CHIEF EXECUTIVE OFFICE**

Nil reports

# **CITY DEVELOPMENT**

## **14. CITY DEVELOPMENT**

### **14.1 The Review of the Performance of the Statutory Planning Function in 2016/17 Financial Year**

**General Manager**

**City Development**

**For Decision**

#### **EXECUTIVE SUMMARY**

This report provides a review of the performance of the statutory planning function of Latrobe City Council during the 2016/17 financial year, including outcomes of the revised planning delegations. It shows that the revised delegation process and the continuous improvement programme have had a positive effect on the efficiency and speed of the planning decision process in Latrobe City.

In the 2016/17 financial year, 319 planning decisions were issued including 14 applications decided under the amended delegation process. The amended delegation process allows for applications with five or fewer objections or applications recommended for refusal to be approved by the Chief Executive Officer. Of the applications decided under the amended delegation process all but two applications were finalised within 60 statutory days.

The 2017-2021 Council Plan has set indicators, with one requiring 85 percent of “*planning approvals assessed within 60 days*”. Within the 2016/17 financial year 92% of all planning applications were decided within 60 statutory days, which amounts to 293 of the 319 planning decisions being issued within 60 statutory days.

The new delegations, together with other process improvements have delivered quicker and more efficient planning decisions.

#### **RECOMMENDATION**

**That Council receives and notes the performance of the statutory planning function during the 2016/17 financial year.**

#### **DECLARATION OF INTERESTS**

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

#### **BACKGROUND**

The 2017-2021 Council Plan reflects the clear understanding that Latrobe City’s community is in significant economic and social transition. Objective 1 of the 2017-2021 Council Plan is to “*support job creation and industry diversification to enable economic growth in Latrobe City*”. A strategy to meet this objective is to “*implement a town planning regime which facilitates appropriate urban growth, industry*

*diversification, liveability and connectivity of Latrobe City*". The 2017-2021 Council Plan has set indicators, with one requiring 85 percent of "*planning approvals assessed within 60 days*", to assist in achieving the above strategy and meeting Objective 1.

The Economic Sustainability Strategy, 2016 identifies actions to make it easy for businesses to invest, adapt and grow. A strategic direction includes "*provide efficient and effective planning services and decision making to encourage development and new investment opportunities including Latrobe City Council intends to be at the forefront of delivery of planning permit assessments and visionary strategic land use planning*".

Prior to March 2014 Council delegated all planning decisions to Planning Officers, with the exception of decisions with objections or those recommended for refusal. An application that received one or more objections or was recommended for refusal was required to be decided at an Ordinary Council Meeting.

On 3 March 2014, Council resolved to amend its delegations to Planning Officers, to be more in line with practices across Local Government in Victoria. It was considered appropriate to allow a wider range of planning decisions to be delegated to the Chief Executive Officer to drive more efficient and faster planning outcomes. The amended delegation process allows for applications with five or less objections or applications recommended for refusal to be approved by the Chief Executive Officer, with only those with more than five objections being referred to an Ordinary Council meeting for a decision. Planning reports and updates have been distributed each week to Councillors to provide regular information on the progress of the new planning process.

It is estimated that the previous delegation model added an average of six weeks to the timeframe for a decision on an application. It also provided additional workload in report-writing and administration of the process, further impacting the speed of the planning service.

## **DISCUSSION**

The following is an outline of planning decisions made during the period 1 July 2016 to 30 June 2017:

- 14 applications decided as per the amended delegations as approved by Council on 3 March 2014;
  - 14 applications had one or more objection;
  - no applications were recommended for refusal; and
  - 11 applications were heard at an Ordinary Council Meeting - six with more than five objectors and six were requested by a Councillor to have the matter decided by Council that could have been considered under the amended delegations.
- 12 of the 14 applications were assessed in less than 60 statutory days.
  - One application was for the use and development of land associated with refurbishment of an existing building and construction of a new office at 5

Fleming Street, Morwell. An objection was received by a person who was living in a dwelling that was required to be demolished to allow for the development. The applicant did not want to displace the objector and worked with the objector to satisfy their concerns. This process delayed a decision on the permit being made by Council.

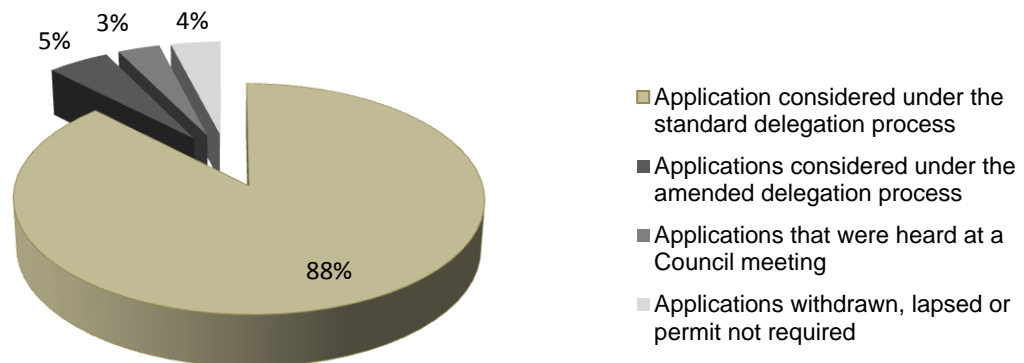
- The other was for the use of land for keeping of six dogs at 5 Manfra Court, Yallourn North. Two objections were received regarding noise from the proposal following public notification of the application. An acoustic report was undertaken by the applicant to assist in mitigating any amenity concerns relating noise. The timeframe required for an acoustic report to be undertaken resulted in a decision being made on the application in excess of 60 statutory days.
- Five of the applications were requested to be considered at an Ordinary Council meeting and were related to multi-unit development. It should be noted that none of the applications were related to subdivision or dwelling development within the Farming Zone.
- Seven applications for review have been lodged at VCAT.
  - Four of these applications have been heard at VCAT, Council's decision was set aside in all cases with VCAT determining to issue a planning permit for the following applications:
    - Planning permit 2016/9 for the development of three dwellings on a lot and three lots subdivision at 15 Sherwood Court, Traralgon;
    - Planning permit 2015/11 for the development of 16 dwellings on a lot at 7-11 Campbell Street, Traralgon;
    - Planning permit 2016/82 for the use and development of land for a service station and ancillary convenience store at 137-139 Princes Drive, Morwell; and
    - Planning permit 2016/43 for the development of six dwellings on a lot at 1-5 Kimberley Drive, Traralgon.
  - A consent order was issued in relation to planning permit 2016/116 for the development of a three storey office and apartment building at 19-21 Breed Street and 2 Henry Street, Traralgon. Council resolved that if a "Failure to Determine within the Prescribed Time" appeal not been lodged, Council would have issued a Notice of Decision to grant a planning permit. No statements of grounds were lodged with VCAT and Council planning officers consented to the proposal on papers.
  - Hearing dates have been set for the other two appeal hearings.

A list of the applications that were decided under the amended process delegation is included in attachment 1.

The following graph shows the percentage breakdown of planning decisions that were decided from 1 July 2016 to 30 June 2017 and details which path they were considered through. 319 applications were decided this period.



**How applications were decided in the 2016/17 financial year (%)**



As part of the change to delegations, Councillors have been provided with regular planning reporting, including weekly information on new applications lodged and updates on the progress of current applications.

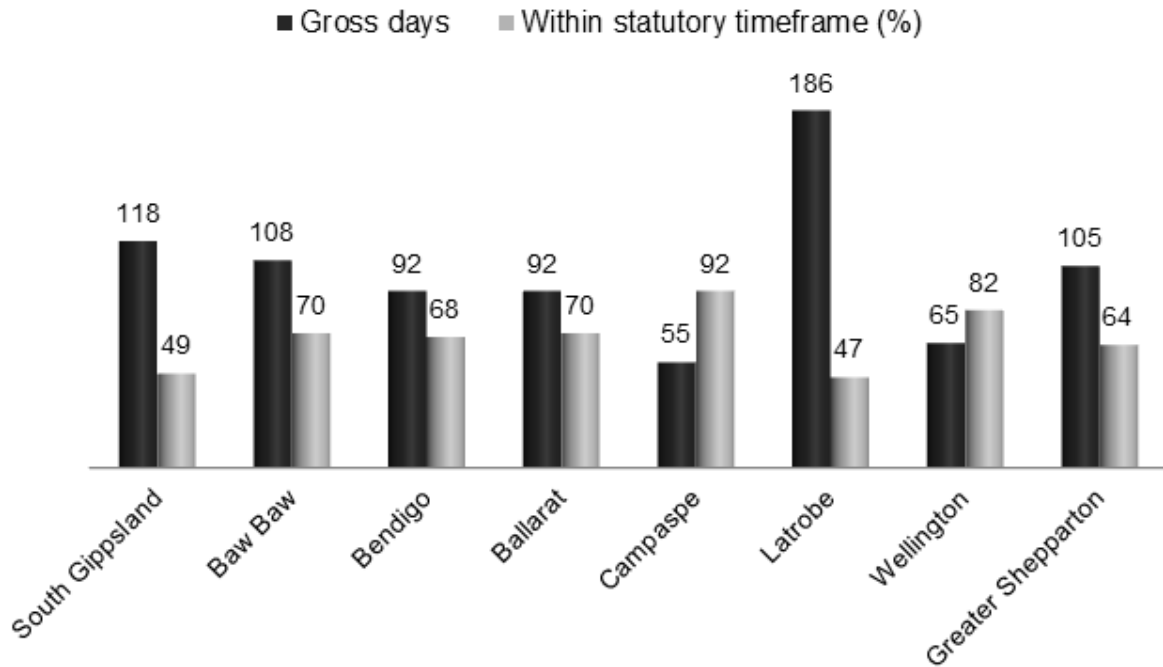
Throughout the 12 month period, further improvements to processes were made to achieve more efficient and effective planning outcomes for our community, as follows:

- Focus on “gross days” in assessment timeframes for planning applications to assess how this area can be improved further and align with other regional cities. Within the second half of the financial year there was a focus on finalising those application with large gross timeframes. The success of this focus can be seen in a reduction in gross timeframes from 103 to 94 days in the last quarter, with an average gross timeframe in June of 64 days. Statistics for the 2017/18 financial year should show the success of the work carried out in the second half of the 2016/17 financial year and reflect the ongoing focus in reducing “gross days” in the assessment of planning applications.
- Commencement of e-Planning process; which facilitates the lodgement and payment of planning applications online, eliminates the need for hardcopy documentation and allows for all communication throughout the process to be electronic;
- Reminders to internal and external referral authorities when response due date is imminent; and

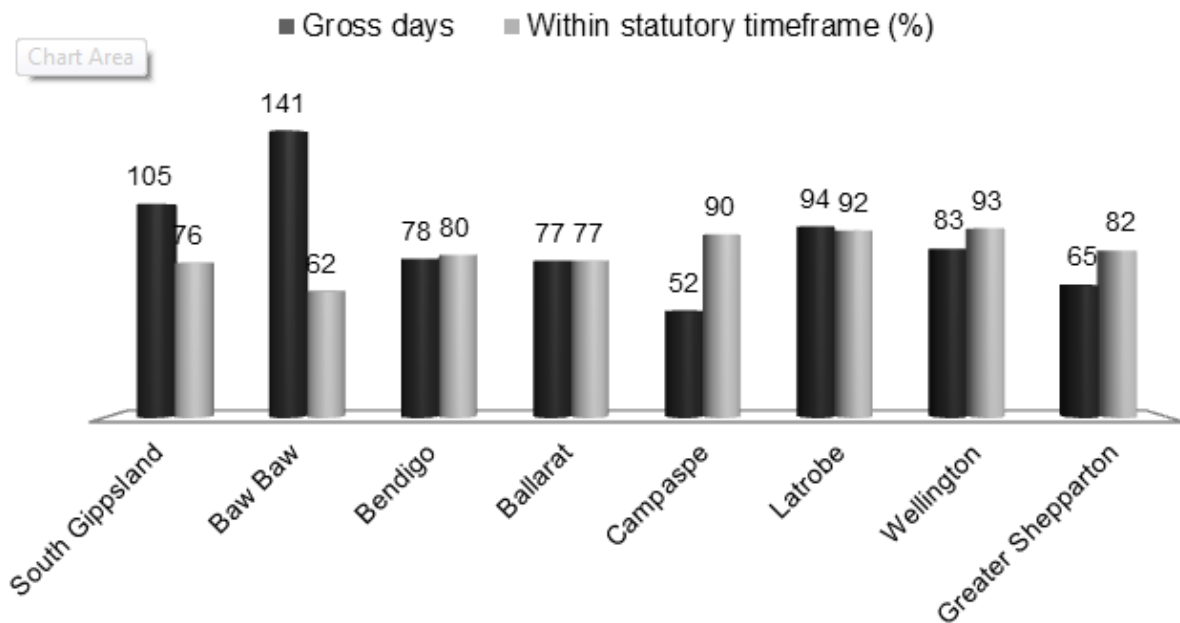
- Review of planning website and commencement of improvements to the website.

The below chart compares Latrobe City’s planning decisions with other similar municipalities. The first chart show statistics for the period between 1 July 2010 – 30 June 2011 and the second chart shows statistics for the period 1 July 2016 – 30 June 2017. There has been a 50.5% reduction in gross timeframes in the assessment of applications and an increase from 47% to 92% in relation to compliance with statutory timeframes over that period.

**Planning Permit Statistics 1 July 2010 - 30 July 2011**



**Planning Permit Statistics 1 July 2016 - 30 June 2017**



Charts outlining statistics of all business years between 2010/11 to 2016/17 are included in attachment 2.

A breakdown on a monthly basis of applications decided within 60 statutory days for the 2016/17 financial year (as provided in the Councillor bulletin) is included in attachment 3.

**RISK IMPLICATIONS**

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework.

**FINANCIAL RESOURCES IMPLICATIONS**

Process improvements and associated costs have been allowed for in 2017/18 recurrent Statutory Planning team budget.

**CONCLUSION**

Prior to March 2014, planning applications with one or more objections or recommended for refusal were considered by Council for decision at an Ordinary Council meeting. Many of these applications were routine compounding the inefficiencies of the process and increased the likelihood for delays in the assessment of planning applications.

Alterations to the Council delegations were made in addition to a continuous improvement programme within the Statutory Planning team which has driven Council's planning service towards best practice, and to be more in line with current practice of many Victorian councils. In particular, this change has delivered improvements in speed, consistency and efficiency for the Latrobe City community and in particular the development community.

Councillors will continue to receive weekly reports on planning applications and decisions made while the statutory planning team will strive for further improvements in our everyday work.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

- 1 [↓](#). Applications decided under the amended delegation process in 2016/17
- 2 [↓](#). Statistics of all business years between 2010/11 and 2016/17
- 3 [↓](#). Percentage of planning applications decided in under 60 statutory days by month in 2016/17

## **14.1**

### **The Review of the Performance of the Statutory Planning Function in 2016/17 Financial Year**

- 1 Applications decided under the amended delegation  
process in 2016/17 ..... 33**
- 2 Statistics of all business years between 2010/11 and  
2016/17 ..... 37**
- 3 Percentage of planning applications decided in under 60  
statutory days by month in 2016/17 ..... 41**



### Delegations report 1 July 2016 – 30 June 2017

App No	Short description of proposal	Address	Reason placed on list	Recommendation	Decision	Responsible Officer	Decision Time-Statutory Days
2016/73	2 Lot Subdivision within the GRZ & land subject to LSIO	6 Berry Street & 21 Munro Street Traralgon	1 Objector	Notice of Decision	Permit Issued	Catherine Bryant	47 days
2015/233	Removal of Reserve	Swallow Grove Traralgon	1 Objector	Notice of Decision	Permit Issued	Jarrold Raun	59 days
2016/50	Use and development of land with a new office building and refurbishment of existing building	65 Church Street and 5 Fleming Street, Morwell	1 Objector	Notice of Decision	Permit Issued	Catherine Bryant	109 days
2016/139	Use and development of land for a single dwelling and ancillary outbuilding	19-29 Hower Street, Toongabbie	1 Objector	Notice of Decision	Permit Issued	Linda Colleran	48 days
2016/128	Use and development of land for industry (bitumen batching plant)	24-44 Rocla Road, Traralgon East	2 Objectors	Notice of Decision	Permit Issued	Fiona Farrand	41 days

2016/150	Use and Development of land for a Medical centre (Audiology) and Display of Business Identification Signage	47 Shakespeare Street, Traralgon	1 Objector	Notice of Decision	Permit Issued	Jarrold Raun	48 days
2016/230	Use and Development of Land for Offices and Warehouse	145-147 Princes Drive, Morwell	1 Objector	Notice of Decision	Permit Issued	Peter Whebell	17 days
2016/245	Two (2) lot subdivision	217 Kay Street, Traralgon	3 Objectors	Notice of Decision	Permit Issued	Peter Whebell	59 days
2016/209	Use of Land for Keeping of 6 dogs	5 Manfa Crt Yallourn North	2 Objectors	Notice of Decision	Permit Issued	Catherine Bryant	95 days
2016/238	Construction of alterations and additions to existing dwelling on a lot less than 300 square metres	4/13 Munro Street, Traralgon	1 Objector	Notice of Decision	Appeal Lodged	Peter Whebell	38 days
2016/247	Use of Land for Animal Boarding and Display of Associated Signage	525 Switchback Road, Hazelwood	2 Objectors	Notice of Decision	Permit Issued	Helen Crawford	52 days
2017/20	Development of an outbuilding ancillary to an existing dwelling	192 Creamery Road, Yinnar	1 Objector	Notice of Decision	Permit Issued	Jarrold Raun	14 days

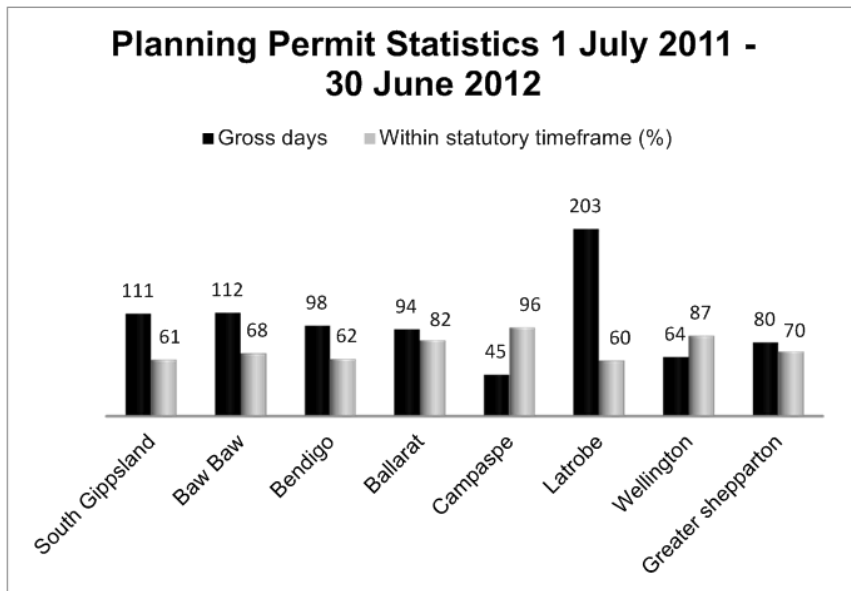
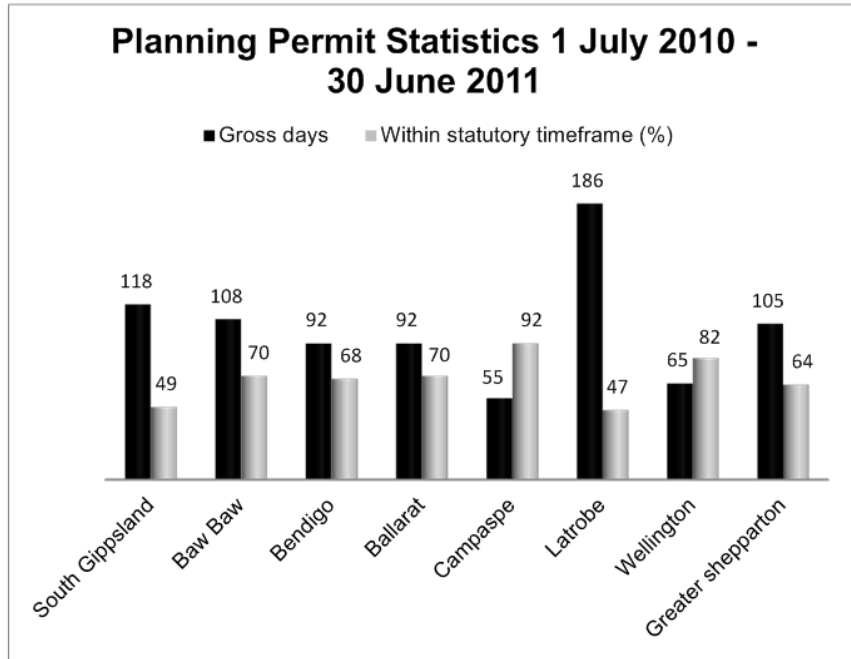


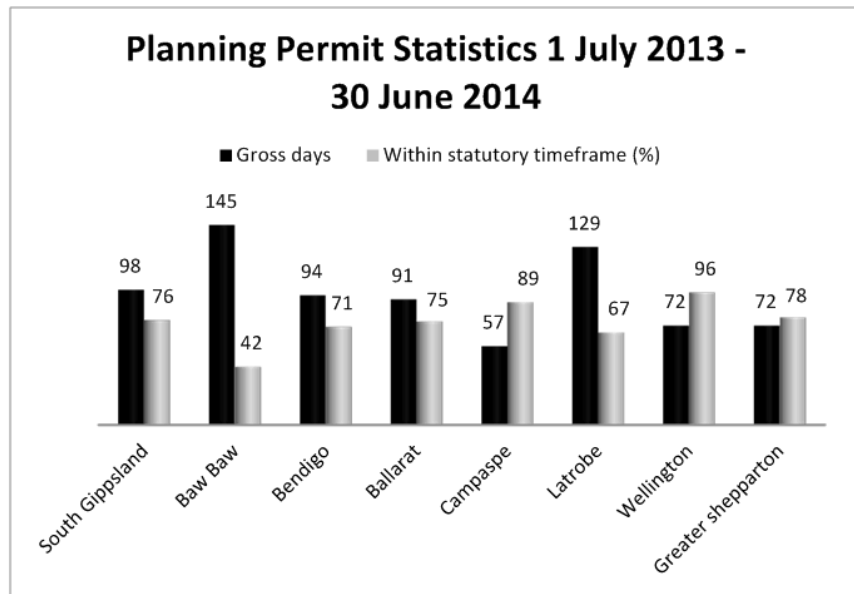
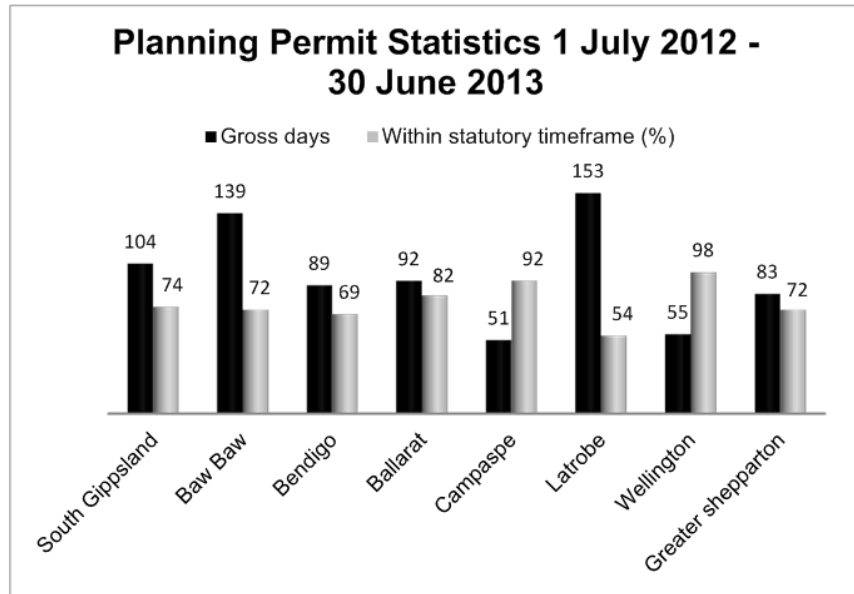
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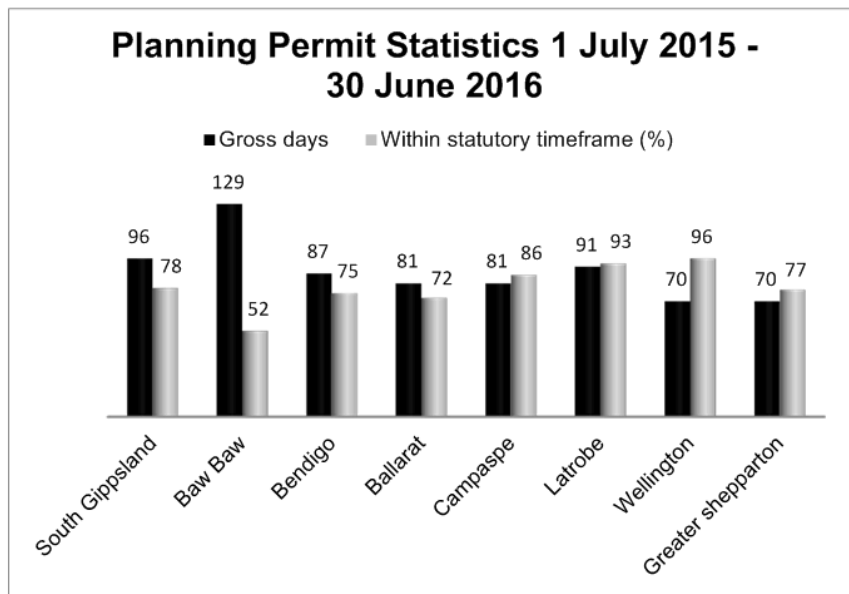
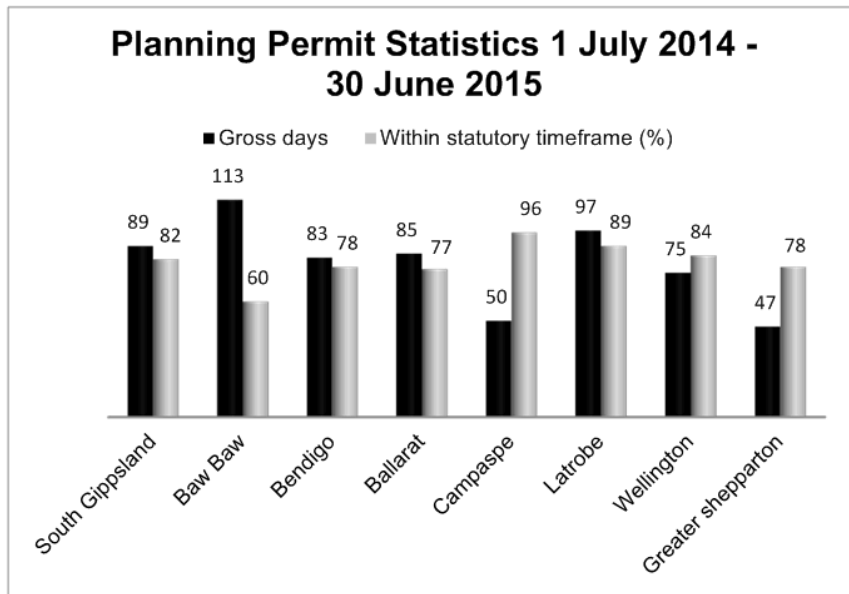
2016/227	Earthworks in the form of a motorbike track ancillary to an existing dwelling in the Farming Zone	53 Middle Creek Road Yinnar South	1 Objector	Notice of Decision	Permit Issued	Catherine Bryant	47 days
2016/200	Works associated with a Section 2 Use (Dwelling) in the (RLZ4)	1016 Darlimurla Road, Boolarra	1 Objector	Notice of Decision	Permit Issued	Peter Whebell	38 days

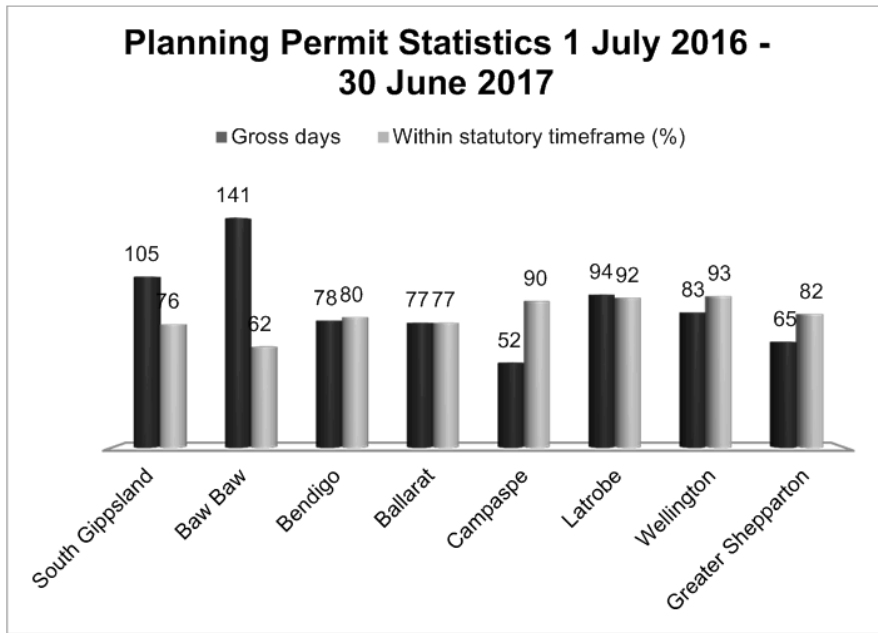


### Planning permit statistics 2010-2011 to 2015-2017









<b>Percentage of planning applications decided within 60 statutory days in 2016/17</b>	
July 2016	91 %
August 2016	92%
September 2016	87%
October 2016	96%
November 2016	88%
December 2016	91%
January 2017	100%
February 2017	92%
March 2017	92%
April 2017	100%
May 2017	89%
June 2017	100%
<b>AVERAGE OF ALL APPLICATIONS</b>	<b>92%</b>

## **14.2 Motorsport Complex Advisory Committee Terms of Reference**

**General Manager**

**City Development**

**For Decision**

### **EXECUTIVE SUMMARY**

This report provides details of the proposed Terms of Reference (Attachment 1) for the Motorsport Complex Advisory Committee. The Motorsport Complex Advisory Committee was re-established at its Ordinary Council meeting on 18 April 2017.

The committee will comprise of four members being, two Councillors, a representative from the Confederation of Motorsport (CAMS) and a representative of the Latrobe Valley Authority. The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to the Terms of Reference. The Committee will facilitate decision making by the Council to determine the value of providing a motorsports complex to the community.

The committee will be responsible for facilitating the development of a feasibility study for a motorsport complex in Latrobe City and making recommendations to the Council about the matters contained in the feasibility report.

The proposed Terms of Reference are submitted for Council's approval.

### **RECOMMENDATION**

**That Council adopts the proposed Terms of Reference for the Motorsports Complex Advisory Committee.**

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

The development of a motorsport complex in Latrobe City has been discussed for a number of years. Initially the opportunity was identified through a number of motoring organisations in Latrobe City contacting Council seeking facility improvements. Given that a number of organisations are considering investment in improved facilities, a feasibility study on how best to plan and consolidate future facilities was deemed appropriate.

Further to this, it has been identified that there may be a current opportunity in the market following a range of motor racing circuits in Victoria scheduled for closure in



the near future due to residential encroachment. Anecdotal advice indicates that there is sufficient demand to warrant the development of a new complex.

At its Ordinary Council meeting on 18 April 2017, Council endorsed the following motion;

*That Council:*

1. *Supports the reactivation of Council's Motorsport Complex Committee*
  - a. *Including the appointment of two Council representatives being Cr Gibson and Cr Middlemiss, and*
  - b. *Requests officers and the appointed Council representatives to develop a Terms of Reference, which is to be brought back to Council for adoption; and*
2. *Seeks funding from the Latrobe Valley Authority to match Council's 2017/18 budget allocation.*

Funding has been secured from the Latrobe Valley Authority to support Council's commitment to undertake a feasibility study for developing a new motorsport complex in Latrobe City to service Gippsland and wider Victorian community.

Council's Economic Development Strategy outlines Council's commitment to attracting new business opportunities to diversify the region's economy, while supporting existing business to grow and prosper. The development of a motorsport complex in Latrobe City is believed to support these ideals, as well as bringing associated community and social benefits.

The proposed Terms of Reference identify the structure of the committee and clearly state the objective and functions of the committee. The proposed structure of the committee is limited to the people listed in Clause 3.1. Any additional participants will be considered after the feasibility study is completed.

The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to the Terms of Reference to facilitate decision making by the Council to determine the value of providing a motorsports complex to the community.

To achieve its objectives the Committee has the following functions:

- to develop a feasibility study brief (the brief) for the appointment of consultants to investigate the feasibility of a motorsports complex and ancillary activities within Latrobe City;
- to assess applications received in response to the brief and make recommendations about the appointment of a suitable person or organisation (the Consultant) to undertake the feasibility study;
- monitor and receive progress reports from the Consultant at the intervals specified in the brief;

- assess the final report from the Consultants and make recommendations to the Council about the matters contained in that report;
- perform other activities related to this Terms of Reference as requested by the Council;
- identify funding opportunities for development of a motorsport complex or various components within it (if deemed viable);
- perform other activities related to this Terms of Reference as requested by the Council.

### **STAKEHOLDER CONSULTATION**

No community engagement was undertaken during the development of this report.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Latrobe Valley Authority has partnered with Latrobe City Council for this project and has committed \$30,000 to co-fund the feasibility study (Council contribution \$50,000).

Comparable reports prepared for the development of motorsport complexes and advice from CAMS indicates that the capital expenditure for a contemporary motorsport complex would range from \$25 million to \$40 million. Should the feasibility indicate that the development of such a facility is feasible; funding would be sought from government and external sources for the development costs.

The costs associated with operating this committee are within the Economic Development operating budget.

### **RISK IMPLICATIONS**

Under the Risk Management Framework, an analysis of potential risks was undertaken to identify risks to Council if the draft Terms of Reference were adopted. No risks were identified.

### **CONCLUSION**

The Motorsports Complex Advisory Committee was re-established in April 2017. The committee will be responsible for appointing and monitoring a consultant to conduct a feasibility study for a motorsport complex in Latrobe City. The Committee will also be responsible for making recommendations to the Council about the matters contained in the feasibility report.

Proposed Terms of Reference for the Committee have been developed and have been submitted for adoption.

### **SUPPORTING DOCUMENTS**

Motorsport Advisory Committee Draft Terms of Reference

#### **Attachments**

1 [↓](#). Draft Terms of Reference: Motorsport Complex Advisory Committee

## **14.2**

### **Motorsport Complex Advisory Committee Terms of Reference**

- 1 Draft Terms of Reference: Motorsport Complex Advisory Committee ..... 47**



# LCC Motorsport Complex Advisory Committee

## *Terms of Reference*



September 2017





## CONTENTS:

1. **Establishment of the Committee**
2. **Objectives**
3. **Membership**
  - Composition of the Committee
  - Length of appointment
  - Selection of members and filling of vacancies
  - Co-option of members
  - Attendance at meetings
  - Resignations
4. **Proceedings**
  - Chair
  - Meeting Schedule
  - Meeting procedures
  - Quorum
  - Voting
  - Minutes
  - Reports to Council
5. **Review of Committee and Duration of the Committee**
6. **Authority and Compliance Requirements**



## 1. Establishment of the Committee

- 1.1. The Motorsport Complex Advisory Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council for the purposes of the *Local Government Act 1989*.
- 1.2. The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

## 2. Objectives

- 2.1. The Committee’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference to facilitate decision making by the Council to determine the value of providing a motorsports complex to the community.
- 2.2. To achieve its objectives the Committee has the following functions:
  - (a) to develop a feasibility study brief (brief) for the appointment of consultants to investigate the feasibility of a motorsports complex and ancillary activities within Latrobe City;
  - (b) to assess applications received in response to the brief and make recommendations about the appointment of a suitable person or organisation (the Consultant) to undertake the feasibility study, in accordance with Council’s Procurement Policy;
  - (c) monitor and receive progress reports from the Consultant at the intervals specified in the brief;
  - (d) assess the final report from the Consultants and make recommendations to the Council about the matters contained in that report;
  - (e) perform other activities related to this Terms of Reference as requested by the Council.
  - (f) identify funding opportunities for development of a motorsport complex or various components within it (if deemed viable);
  - (g) At the conclusion of the feasibility study, the Committee will determine if there is an ongoing role. If it is deemed that there is a role, a report will be prepared for Council requesting that the Committee continue and implement the findings of the feasibility study.





### 3. Membership

#### Composition of the Committee

3.1. The Committee will comprise of 4 members, being:

- (a) two Councillors;
- (b) a representative from the Confederation of Motorsport (CAMS); and
- (c) a representative of the Latrobe Valley Authority.

3.2. The Committee will be supported by officers of the Council who will provide information and advice to the Committee when required.

#### Length of appointment

- 3.2. While a Committee will be in place for as long as Latrobe City Council sees fit, the appointment of members will be for 3 years.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

#### Selection of members and filling of vacancies

- 3.4. The Council will determine the original membership of a Committee based on nominations received from organisations identified in clause 3.1..
- 3.5. The Committee may fill any vacancies that occur within the period of appointment, subject to the recommendation of the General Manager City Development and endorsement of Council. Where a vacancy is filled in this way, the appointment will be limited to the remainder of the period of the original appointment.

#### Co-option of members

- 3.6. With the approval of the Chair, the Committee may invite other individuals or organisations to participate in the proceedings of the Committee on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

#### Attendance at meetings

- 3.7. All Committee members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of the Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.





#### Resignations

- 3.10. All resignations from members of the Committee are to be submitted in writing to the General Manager City Development, Latrobe City Council, PO Box 264, Morwell VIC 3840.

#### **4. Proceedings**

##### Chair

- 4.1. The nominated Councillor will chair the meetings.
- 4.2. If the Councillor delegate is unavailable he or she must delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

##### Meeting schedule

- 4.4. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held monthly initially or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis.

##### Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory Committees provided. (see appendix one for the agenda template).
- 4.7. All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.
- 4.8. All recommendations, proposals and advice must be directed through the Chair.

##### Quorum

- 4.9. A majority of the members constitutes a quorum.
- 4.10. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

##### Voting



- 4.11. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in Committee minutes.

Minutes of the Meeting

- 4.12. A Latrobe City Officer or authorised agent will take the minutes of each Committee meeting.
- 4.13. The minutes must be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee. (See appendix two for the minutes template).
- 4.14. Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with those requirements.
- 4.15. The minutes must be stored in the Latrobe City Council corporate filing system (currently LCMS electronic document and records management system).
- 4.16. The agenda must be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.17. A copy of the minutes must be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

- 4.18. With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. Reports to Council will be co-ordinated through the General Manager City Development.

**5. Review of Committee and Duration of the Committee**

- 5.1. The Committee will cease to exist by resolution of the Council, or once the objectives in clause 2 have been demonstrated as having been met, whichever occurs first.
- 5.2. A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.



5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.

5.4. The review must consider:

- (a) the Committee's achievements;
- (b) whether there is a demonstrated need for the Committee to continue; and
- (c) any other relevant matter.

#### **6. Authority and Compliance Requirements**

6.1. The Committee is a advisory committee only and has no executive powers nor does it have any delegated decision making or financial authority.

6.2. The Committee must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.

6.3. Failure to comply with the provisions outlined in this Terms of Reference may result in termination of the Member's appointment.



**Appendix 1: Agenda Template**



<p><b>[Name] Advisory Committee</b></p> <p>Meeting Day, XX Month Year                  Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm                  Location: (include specific meeting room and address)</p>			
<p><i>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</i></p>			
<p><b>AGENDA ITEMS</b></p>			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Conflicts of Interest	All	
	<i>Members of the Committee are to declare any Conflicts of interest in matters listed on the agenda</i>		
4.	Matters arising from previous meeting	All	
	<i>Review of action progress from previous meetings</i>		
5.	Items for Consideration		
	<i>Matters being presented for discussion in accordance with the terms of reference</i>		
	• • • •		
6.	General Business		
	• • •	All	



**Appendix 2: Minutes Template**



**[Name] Advisory Committee Minutes**

Meeting Day, XX Month Year  
**Time Commenced: 00:00am/pm Finish Time: 00:00am/pm**  
**Location: (include specific meeting room and address)**

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
1.	<b>Present</b>		
2.	<b>Apologies</b>		
3.	<b>Conflicts of Interest Disclosures</b> <i>Members of the Committee declare any Conflicts of interest in matters discussed at the meeting.</i> The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:  <Name> ,Time left 00:00am/pm, Time returned 00:00am/pm  <Name> ,Time left 00:00am/pm, Time returned 00:00am/pm  <Name> ,Time left 00:00am/pm, Time returned 00:00am/pm		





**[Name] Advisory Committee Minutes**

Meeting Day, XX Month Year  
**Time Commenced: 00:00am/pm Finish Time: 00:00am/pm**  
**Location: (include specific meeting room and address)**

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
<b>4.</b>	<b>Matters arising from previous meeting</b>		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i>  1. Item Heading Action(s): • • 2. Item Heading Action(s): • •		
<b>5.</b>	<b>Items for Consideration</b>		
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i>  1. Item Heading Action(s): •  2. Item Heading Action(s): •  3. Item Heading Action(s): •		





**[Name] Advisory Committee Minutes**

Meeting Day, XX Month Year  
**Time Commenced: 00:00am/pm    Finish Time: 00:00am/pm**  
**Location: (include specific meeting room and address)**

**Meeting Chair: < Name >**

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
<b>6.</b>	<b>General Business</b>		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): •  2. Item Heading Action(s): •		

**Next Meeting:** <Provide details of the next meeting date, time and location>.



# **INFRASTRUCTURE AND RECREATION**



**15. INFRASTRUCTURE AND RECREATION**

**15.1 Moe Apex/Lions/AAA Play Space & Moe Botanic Gardens Play Space -  
Presentation of master plans**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**EXECUTIVE SUMMARY**

This report seeks Councils endorsement of the Moe Apex/Lions/AAA Play Space master plan and Moe Botanic Gardens Play Space master plans which were both developed following extensive community and stakeholder engagement activities in 2016.

The Moe Apex/Lions/AAA play space master plan addresses adventure play, nature play and builds on the all ability components already at the existing regional level site. The design provides points of interest that will attract users from outside of Moe and addresses the design principles in the Latrobe City Play Space Strategy 2016-2021, which the community helped develop.

The Moe Botanic Gardens Play Space master plan proposes adventure play and nature play that ensures unique points of interest that will attract the community to a new district level play space at Moe Botanic Gardens in Moe. The design addresses the design principles in the Latrobe City Play Space Strategy 2016 – 2021, which the community helped develop. The master plan is costed and has been split into three stages to ensure the projects identified can be sustainably delivered.

Both master plans have had significant input from the key stakeholders; Moe Apex, Moe Lions were involved with the development of the Moe Apex/Lions/AAA Play Space master plan and the Moe Rotary Club, Moe Historical Society and Moe Yallourn Rail Trail Committee was integral to the development of the Moe Botanic Gardens Play Space master plan.

The cost of the Moe Apex/Lions/AAA Play Space project is \$925,551. The cost of the Moe Botanic Gardens Play Space project is \$324,680.

The Play Space Improvement Plan 2016-2021 identifies 58 priority play spaces for upgrade and improvement based on their age and condition. The projects identified in both of these master plans are not considered as high a priority as the basic maintenance upgrades identified in the current Play Space Improvement Plan 2016-2021.

The master plans are being presented with the recommendation that both master plans are endorsed in principle by Council with the intention to include them in the development of the future 2021-2026 Play Space Improvement Plan.

## **RECOMMENDATION**

**That Council:**

- 1. Endorse the Moe Apex/Lions/AAA Play Space master plan and Moe Botanic Gardens Play Space master plan; and**
- 2. Refer both projects for consideration in the preparation of the 2021-2026 Play Space Improvement Plan which will be developed following the completion of all actions in the current Play Space Improvement Plan 2016-2021.**

## **DECLARATION OF INTERESTS**

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

## **DISCUSSION**

### Moe Apex/Lions/AAA Play Space master plan

During the preparation of the Latrobe City Council Play Space Strategy 2016-2021, it became apparent that actions from the previous implementation plan required updating.

Latrobe City Council met with representatives from Moe Apex and Moe Lions clubs to discuss the 2015/16 action from the Playground Improvement Implementation Plan 2011-2016 for Apex Park Moe, which was to 'Purchase and install theme play pirate ship'.

Both clubs agreed that there was a need for a master plan for the whole site, which would provide much better value for money than the installation of a 'pirate ship'. A master plan would also give all stakeholders a common goal to work towards and address community aspirations for play at Apex Park.

At the Ordinary Council meeting held on 29 February 2016, Council resolved the following:

*Approve the re-allocation of funds and new actions proposed in the Playground Improvement Implementation Plan for the 2015/2016 financial year, as detailed in attachment 1.*

This Council resolution provided the funding required for the master plan and Latrobe City Council engaged a play space designer to create a play space master plan for the whole Waterloo Road play precinct, with the intention of creating a more connected space for the future.

A working group was established comprising of four representatives from Moe Apex and Lions Service clubs and a Latrobe City Council representative. This working group developed the project brief and sent an invitation to quote to seven landscape architects with play space design experience.

As community engagement had only just been undertaken for the Latrobe City Play Space Strategy 2016-2021, a decision was made that the feedback provided during this process be considered for this project as well as that of the key stakeholders.

The key themes (Attachment 1) identified during the community engagement process for the development of the Play Space Strategy were used to identify the key seven priorities. These included:

- Shade
- Fencing
- Improved Equipment
- Improved access

There was significant feedback about Apex Park Moe in the feedback provided to the Play Space Strategy as it is one of the most visited regional play spaces in Latrobe City. The Play Space Strategy 2016-2021 identifies the Moe Apex/Lions/AAA Play precinct as a 'regional' space in the hierarchy of play spaces. This is one of three regional sites in Latrobe City.

A number of key themes were developed by the working group for the project brief. These were:

- Pedestrian and vehicle traffic flow
- Safety in the form of lighting, fencing and general discouragement of unsocial behaviour
- Performance area
- All ability and age play opportunity
- Nature/sensory play
- Tree succession planning
- Uniqueness
- Attractiveness
- Ensure current events are not disturbed but encourage new uses for the space

A landscape architect was appointed and the working group nominated Latrobe City Council manage the project, presenting draft plans back to the group to make any required changes. The process worked well and all views were well represented.

The final plan (Attachment 2) is an agreed version from all parties of the working group. It incorporates all of the design principles in the Latrobe City Play Space Strategy 2016-2021, directly addresses community feedback and will provide a point

of difference for Moe Apex/Lions/AAA Park, encouraging visitors from outside of the town and area to come and use the space.

The master plan addresses what materials/style should be followed, the staged overall concept and the tree succession plan which was created in a collaborative effort from the landscape architects and Latrobe City Council Arborists.

The master plan is costed into three prioritised stages to ensure the projects identified can be sustainably delivered. Stage one provides for play opportunities that are not currently provided at the site, whilst stages two and three build upon existing elements of play for adventure and all abilities play.

The recommendations in the Moe Apex/Lions/AAA Park Play Space master plan are not included in the Play Space Improvement Plan 2016-2021, as the master plan has only just been completed and the Play Space Strategy was endorsed by Council in May 2016.

#### Moe Botanic Gardens Play Space master plan

The Moe Rotary Club has shown ownership over the Moe Botanic Gardens for a number of years, installing their memorial plaques and most recently, funding the construction of a picnic shelter. The Club have been advocating for a play space at the site for some time with a strong desire to contribute to the delivery of the space.

Moe Rotary have been meeting regularly with Latrobe City Council since February 2015 regarding the development of this play space as shown in the documented timeline (Attachment 3).

The recommendation for a place space to be developed at Moe Botanic Gardens Play Space was identified in the Latrobe City Play Space Strategy 2016-2021 and adopted by Council in May 2016.

Moe Rotary Club and Latrobe City Council developed a Memorandum of Understanding (Attachment 4) to assist in providing clear expectations of responsibilities when it came to the development of the Moe Botanic Gardens Play Space plan. The Rotary Club were then successful in their application for a Latrobe City Community Grant of \$5000 to assist in funding a play space master plan.

Key stakeholders came together to develop the project brief for the plan. The brief was informed from input by Moe Rotary, Moe Rail Trail Committee, Moe Historical Society and Latrobe City Council. A landscape architect was appointed by Moe Rotary following engagement with the small working group and the master plan was developed.

The Moe Botanic Gardens Play Space master plan addresses a number of key themes that align with both the Latrobe City Play Space Strategy and key stakeholder aspirations. These include:

- A staged approach and costing to ensure a sustainable implementation of the project
- A railway theme due to the proximity to the Moe Yallourn Rail Trail
- The use of timber as per Latrobe City Council's Wood Encouragement Policy

- Rationalisation of existing infrastructure at the site
- Natural shade
- Improved pedestrian accessibility and connectivity

Extensive community engagement was carried out during the development of the Latrobe City Play Space Strategy which was adopted by Council in May 2016. During this engagement, Latrobe City Council received community feedback on what they wished to see in Latrobe City Play Spaces (Attachment 5). All of these aspects have been considered and incorporated into the master plan (Attachment 6).

The Moe Botanic Gardens Play Space master plan shows improvements to the surrounds of the play space such as upgrades to the car park, rationalising existing infrastructure and landscape improvements. Car parking at the site will be formalised with line marking and is likely to result in 30 spaces. This will reduce the informal nature in which the parking space currently gets used, therefore resulting in a greater yield of spaces. Detailed design will be carried out for this part of the project and may result in more available spaces. However at this stage the project being put forward is the play space. The total cost of the play space component is \$324,680 +gst.

Following a recent discussion with Moe Rotary, there may be an opportunity to collaborate with the club in relation to the delivery or construction of certain elements of the master plan. The club are very keen to assist with the delivery of the project, and this could reduce the total cost of the project.

The club has over the years constructed a range of park furniture and shade structures. The club has utilised their resources for this and actively maintain the infrastructure. This is a very valuable contribution to the community and assists Latrobe City Council with the ongoing maintenance.

Latrobe City Council has indicated that the club could assist with proposed project with the building of park furniture, landscaping elements and signage. However the larger and more technical aspects of the project, including the procurement and construction of play equipment needs to be completed by Latrobe City Council.

### **STAKEHOLDER CONSULTATION**

Significant community engagement activities have occurred with all stakeholders during and following the development of both master plans.

Latrobe City Council staff has ensured that stakeholders have been integrally involved in the development of both project's scopes and the selection of the landscape architects who have developed the master plans. The development of both master plans has been a collaborative project between the service clubs and Latrobe City Council.

Latrobe City Council staff continues to provide updates to key stakeholders regarding the process for endorsement of the master plans and potential funding opportunities.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The Latrobe City Council Play Space Strategy and Play Space Improvement Plan 2016 – 2021 was endorsed by Council in May 2016. The strategy provides the strategic vision for the development, upgrade and improvement of Latrobe City Council's 118 existing play spaces.

The Play Space Improvement Plan 2016 – 2021 provides a detailed plan for the upgrade and improvement of 62 existing play spaces. The Play Space Improvement Plan commenced in 2016/17 and Latrobe City Council completed the upgrade to six play spaces with a budget of \$415,000. During this year, 2017/18 Latrobe City Council will be upgrading a further 13 existing play spaces with a budget of \$458,000.

The Play Space Improvement Plan 2016-2021 is fully planned and costed, with a documented and detailed five year improvement plan. The total cost of implementing the five year plan is \$2.3 million. Each year costs are as follows:

<b>Year</b>	<b>Capital Cost</b>	<b>No. Play Spaces</b>
Year 1 – 16/17	\$415,000	6
Year 2 – 17/18	\$458,000	13
Year 3 – 18/19	\$445,000	12
Year 4 – 19/20	\$590,000	13
Year 5 – 20/21	\$468,000	17
<b>TOTAL</b>	<b>\$2,376,000</b>	<b>61</b>

Funding for the Play Space Improvement Plan 2016 – 2021 does not include any funding allocation for the Moe Apex/Lions/AAA Play Space and Moe Botanic Gardens Play Space master plans.

The proposed new spaces at Moe Apex/Lions/AAA play space are resource neutral in terms of on-going maintenance. The site already has play equipment and gardens at the site that are aged, and may require more intensive maintenance due to their age and current condition.

### **Project Costs**

The following tables (Table 1 & 2) provide the cost breakdown for the staged delivery of the Moe Apex/Lions/AAA Play Space and the complete delivery of the Moe Botanic Gardens Play Space.

**Table 1 – Moe Apex/Lions/AAA Play Space**

<b>PROJECT COST – Moe Apex/Lions/AAA Play Space</b>	
Stage One – Nature Play Zone	\$325,875
Stage Two – Bushy Parkland/Adventure Play Zone	\$404,283



Stage Three – All Abilities Play Zone	\$195,393
Whole Project Cost (All stages)	\$925,551

**GST INC**

**Table 2 – Moe Botanic Gardens Play Space**

<b>PROJECT COST – Moe Botanic Gardens Play Space</b>	
Total project	\$324,680

**GST INC**

The Latrobe City Council Play Space Strategy identifies that play equipment is recommended to have a life span of 15 years; therefore there will be an impact on the future capital renewal budget for all play spaces when they reach the end of their lifespan.

The surplus play space equipment identified in the master plan at the Moe/Apex/AAA Play Space is aged however any elements thought to be of a reasonable condition will be retained by Latrobe City Council and used for maintenance parts as required.

The proposed play space for Moe Botanic Gardens will have additional financial, resource and maintenance implications for Latrobe City Council. Latrobe City Council already maintains 118 play spaces across the municipality. The Play Space Improvement Plan 2016 – 2021 has identified 58 existing play spaces to be upgraded or improved over the five years of the plan until 2021. These upgrades are currently funded through a capital allocation from Council, with an average cost each year of \$500,000.

The proposed construction of the play space at Moe Botanic Gardens will require ongoing maintenance, play equipment inspections each month to ensure their compliance and an annual inspection, as with all Latrobe City Council play spaces, and any interim/ongoing maintenance required, however the play equipment will not require replacement for a further 15 years.

An estimate of maintenance costs for a **15 year period** is:

Internal monthly equipment audits	\$7,245
External annual equipment audits	\$3,000
Soft Fall maintenance and up keep	\$18,750
General equipment maintenance and wear	\$14,490
Landscape maintenance	\$57,044

\*Please note this is an estimate only based on current labour and plant costs, this is not inclusive of any increases to current costs.

Opportunities for external funding for these projects may be available through the Latrobe Valley Authority Community Facility Fund. A future report will be presented to Council detailing a range of projects that may be suitable for funding of which may include these two projects.

### **RISK IMPLICATIONS**

The development of an overarching play space master plan for both sites seeks to mitigate the risk of Council funding developments and improvements to the play space in an ad hoc manner, without proper planning, regard to levels of hierarchy and levels of service and without regard to future resource and maintenance requirements.

The Moe Apex/AAA/Lions Play Space master plan and the Moe Botanic Gardens Play Space master plan ensure that any future development at both sites respond to the needs of the community, is planned appropriately having regard to the play spaces hierarchy and benefit the broader community.

If Council does not endorse the master plans there could be a reputational risk to Council particularly because Council resolved to support the development of this master plan on 29 June February 2016 and encouraged significant stakeholder engagement to be undertaken with key stakeholders.

### **CONCLUSION**

The Moe Apex/Lions/AAA Play Space and Moe Botanic Gardens Play Space master plans are consistent with community aspirations identified during the Play Space Strategy community engagement.

Both plans have been developed following a very positive engagement process with key stakeholders and following design principles supported by the Latrobe City community.

The master plans provide a clear and costed plan for the future development of both sites, which is appropriate to their hierarchy, level of use, site constraints and resources requirements.

Both master plans if endorsed by Council will be assessed in 2020 when Latrobe City Council develop the next Play Space Improvement Plan 2021-2026.



**SUPPORTING DOCUMENTS**

Latrobe City Council Play Space Strategy 2016 – 2021

Latrobe City Council Play Space Improvement Plan 2016 – 2021

Council report – February 26, 2016

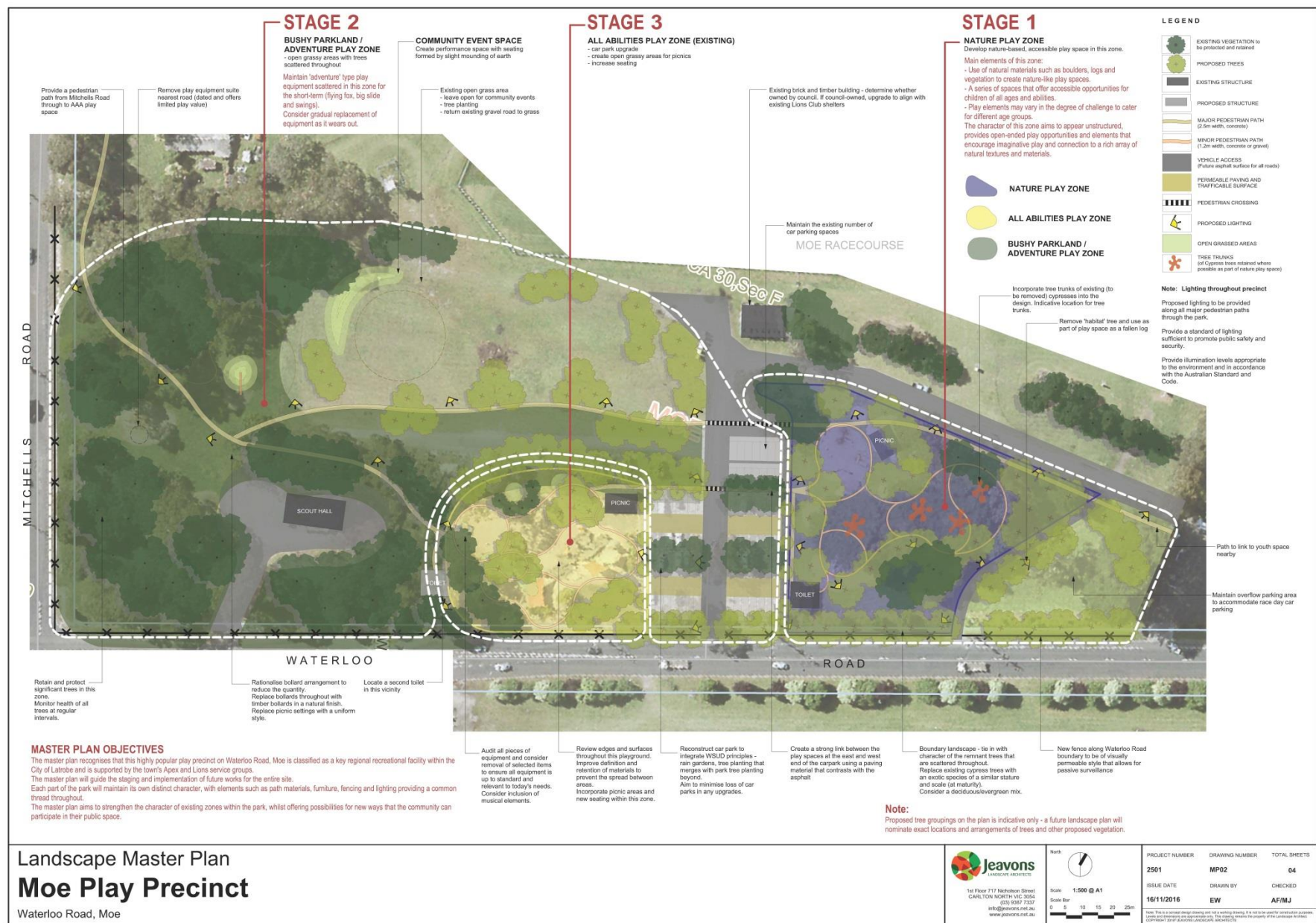
**Attachments**

- 1↓. Moe Apex/Lions/AAA Play Space final plan
- 2↓. Moe Botanic Timelines
- 3↓. Memorandum of Understanding - Moe Botanic Gardens
- 4↓. Community Feedback - Play Space Strategy
- 5↓. Moe Botanic Gardens Play Space final plan
- 6↓. Key Themes identified through the Play Space Strategy

## 15.1

### **Moe Apex/Lions/AAA Play Space & Moe Botanic Gardens Play Space - Presentation of master plans**

1	Moe Apex/Lions/AAA Play Space final plan.....	69
2	Moe Botanic Timelines.....	71
3	Memorandum of Understanding - Moe Botanic Gardens.....	73
4	Community Feedback - Play Space Strategy .....	79
5	Moe Botanic Gardens Play Space final plan .....	81
6	Key Themes identified through the Play Space Strategy.....	85







ABN 11 637 844 651

President: Len Cairns  
Secretary: Maureen Bishop

District 9820  
Chartered 1949

Postal Address  
P.O. Box 155  
Moe Victoria 3825

<b>ROTARY CLUB OF MOE Proposed Botanical Garden Playground Project TIMELINE</b>	
<b>Date</b>	<b>Details</b>
7 Feb 2015	Briefing report was discussed and then submitted to Jamey Mullen at Latrobe City. Alan Bishop spoke to CEO Gary Van Driel
Feb/Mar 2015	Area survey of Botanic Gardens was undertaken by Peter Brown.
Dec 2015	Survey documents then handed to Jamey Mullen
4 May 2015	Meeting at Latrobe City Moe office took place. Latrobe City representatives present at the meeting were Cr. Sharon Gibson, Jamey Mullen, Steve Piasente. Discussions points were focused on land approval and the play space theme. Also discussed was the three stages of the project; the future carpark; playground and costings.
May 2016	Meeting held with representatives from Moe Rail Trail, Moe Tennis club and the Historical Society
May 2016	Advised by Karen Tsebelis that the Botanic Garden playground project has been identified by Latrobe City as in the system.
6 June 2016	Rotary Club sub committee met with Latrobe City Reps – Kat Marshall, Karen Tsebelis and Sharon Gibson at Latrobe City Moe office to discuss the Memorandum of Understanding
18 July 2016	MOU approved and signed
25 Aug 2016	Meeting held at David Power's office. Present were Alan Bishop, Bruce Paull, David Power, Margaret Coupe – Moe Rail Trail; Graham Goulding of Moe Historical Society to discuss MOU and update of project
5 Sept 2016	Meeting held at Latrobe City – Moe office. Discussion took place re commitment of all parties; ideas put forward; fund raising; community grants and Latrobe City Grant application
9 Sept 2016	Latrobe City Grant of \$5000 approved
31 Oct 2016	Requests for quotes sent out to 7 recommended architects
Nov/Dec 2016	Three responses received out of the 7 requests sent
Dec 2016	Rotarians Alan and Maureen Bishop arranged appointments with the 3 architects and visited them at their offices in Melbourne
21 Dec 2016	Met with Kat Marshall at Latrobe City Moe office. Present at meeting were Rotarians Maureen Bishop, Alan Bishop, Bruce Paull, David Power; Rail Trail rep Margaret Coupe and Historical Society rep Graham Goulding. Discussion took place regarding selecting the Architect and also the approval of a grant from Latrobe City.
12 Jan 2017	Meeting held at Latrobe City Moe office with Mike Smith Landscape Architect & his associate Chris Greber. Briefing took place at office then proceeded to on site at Botanic Gardens.
10 Mar 2017	Final meeting with Mike Smith Architects re final draft of concept plan
11 April 2017	Moe Rotarians Alan and Maureen Bishop drive to Mike Smith's office in Balwyn to collect final plan
18 April 2017	Final plan presented to Moe Rotary Club for final approval.







---

**Memorandum of Understanding**  
**between**  
**Latrobe City Council**  
**and**  
**Moe Rotary Club**

---

**1. PURPOSE**

This Memorandum of Understanding (MOU) is created between the Latrobe City Council and the Moe Rotary Club Committee and its purpose is to guide the design of the Botanical Gardens play space.

**2. COMMENCEMENT OF THE MEMORANDUM OF UNDERSTANDING**

The memorandum of understanding (MOU) shall commence on the date of signing and can be reviewed if appropriate and necessary.

**3. MUTUAL RECOGNITION**

Latrobe City Council recognises the aspirations of the Moe Rotary Club and their wish to develop a valued community asset, in the form of a play space at Moe Botanic Gardens. The Moe Rotary Club acknowledges that Latrobe City Council have a recently adopted Play Space Strategy, therefore a responsibility to the Latrobe City Community to adhere to the design guidelines and principles for all design and development of Play Spaces in Latrobe City.

The MOU will assist both parties to respect one another in pursuit of purposes, functions and responsibilities regarding the play space.

**4. RESPONSIBILITIES**

- Moe Rotary Club (MRC)

- 4..1 MRC is responsible for seeking a suitably qualified landscape architect, that can address the criteria outlined in the agreed project brief (section 6).
- 4..2 MRC is responsible for paying the landscape architect for their services.

Latrobe City Council  
- 7 JUL 2016  
Mars/HE



- 4..3 MRC must ensure that the final design is agreed upon by both parties, being LCC & MRC, before proceeding with final payments.
- Latrobe City Council (LCC)
  - 4..1 LCC is responsible for providing professional advice in relation to the project brief and landscape architect selection.
  - 4..2 LCC is responsible for ensuring the successful landscape architect adheres to the guiding principles as identified within section 5.
  - 4..3 LCC will be involved in the decision making process, providing guidance and feedback that will inform the final design.
- Both Parties
  - 4..1 Prior to the final design being endorsed by Council, a copy of the plan must be made available for community feedback, for a minimum six (6) weeks period.
  - 4..2 Community feedback on the play space design must be collated and reviewed by both parties to ensure appropriate consideration is given as to which, if any changes occur.
  - 4..3 The final play space design must be fully costed and staged.
  - 4..4 The design must be tender ready, with a construction plan by the landscape architect to ensure a smooth transition into the next stage.
  - 4..5 Upon finalisation of the play space design, electronic PDF copies will be made available, as well as DWG files and a minimum of 2 A0 size hard copies.

## 5. PLANNING AND DESIGN

Planning and design of the proposed Moe Botanic Gardens Play Space must be carried out in accordance with the LCC Play Space Strategy.

The proposed play space has been identified in the hierarchy as a 'district level'. Core service levels for a district level play space are found on pages 25-28 of the LCC Play Space Strategy. Chapter 4 of the Play Space Strategy provides some good insight into how Latrobe City is moving forward in this space.

## 6. GUIDING PRINCIPLES

- The following guiding principles are in the LCC Play Space Strategy and need to be addressed in the development of the Moe Botanic Gardens Play Space:
  - Accessibility and Social Inclusion
  - Equity
  - Diversity and Uniqueness
  - Environmental Integrity & Amenity

## 7. OCCUPATIONAL HEALTH AND SAFETY

The design, layout and development of the play space must be in accordance with the Latrobe Play Space Strategy and Occupational Health and Safety requirements.

- All planning and design construction layouts for equipment within the play space areas must comply with the following standards:
  - 7..1 AS NZS 4422 (1996) Playground Surfacing
  - 7..2 AS NZS 4486 (1997) Playground Development and Installation
  - 7..3 AS 4685.1 (2004) General safety requirements & test methods
  - 7..4 AS 4685.2 (2004) Particular safety requirements & test methods for swings
  - 7..5 AS 4685.3 (2004) Particular safety requirements & test methods for slides
  - 7..6 AS 4685.4 (2004) Particular safety requirements & test methods for runways
  - 7..7 AS 4685.5 (2004) Particular safety requirements & test methods for carousels
  - 7..8 AS 4685.6 (2004) Particular safety requirements & test methods for rocking equip.
  - 7..9 AS 4685 (2014) This just released Standard takes account of specific Australian safety and design requirements relating to UV factors, moveable equipment and the height regulations for upper body equipment.
  - 7..10 Australian and New Zealand Standard AS/NZS ISO 31000: Risk management - Principles and guidelines

## 8. LEVELS OF ACCESS

In accordance with the Latrobe City Council Play Space Strategy, the classification of the proposed play space is identified by both Latrobe City Council and the Moe Rotary Club as district grade in which the following are included within this classification:

- Car Parking
- Accessible Car Space
- Bicycle Parking
- Accessible Path
- Sealed Path Linking Elements
- Accessible Path of Travel to Car Park
- Shared Trail
- Park Perimeter Path
- Accessible Park Linking Play Elements

## 9. USER GROUPS

The Moe Botanic Gardens Play Space must serve the purpose of the community as advised within the Latrobe City Play Space Strategy. Other user groups will also utilise the new play space in which the Rotary Club and Latrobe City Council has identified, a list below identifies potential users:

- Moe Tennis Club

9..1 Within a 20 meter vicinity of the proposed play space, the Moe Tennis Club who conducts Saturday morning and afternoon tennis matches during the period of November-March. The morning session attracts juniors from all over Latrobe Valley in which the play space would be regularly used. The afternoon session attracts mainly adults and services as engagement for the children of adults participating.

- Local Schools

9..1 With the rail trail connecting Moe to Newborough, Lowanna College has many students using the rail trail as a walking track to and from school. Situated closely to the vicinity of the play space, there is opportunity for students after school or before school to utilise the play space.

- Community

9..1 Moe Botanic Gardens provide a hub for the community to access play space facilities. With many walking tracks and open space for physical activity, the play space will provide opportunity for individuals of all ages, demographics, skill levels and competencies.

9..2 Moe Yallourn Rail Trail Committee of Management.

9..3 The Moe Historic Society is a group of volunteers dedicated to the preservation and celebration of the history of Moe and district.

## 10. COSTING

- Latrobe City Council is not providing funding for this project however is providing assistance through community grants that are available.
- The funding and source of the funding for the project will be supplied and sort after by the Rotary Club.

- Moe Rotary Club

Representative One (1)

Signed: Alan Bishop

Date: 7-7-16

Name: ALAN BISHOP

Position: COMMUNITY COMMITTEE  
CHAIR PERSON.

Representative Two (2)

Signed: Len Cairns

Date: 7-7-16

Name: LEN CAIRNS

Position: PRESIDENT OF ROTARY  
CLUB OF MOE.

- Latrobe City Council

Signed: Steven Pascente

Date: 15/7/16.

Name: STEVEN PASCENTE.

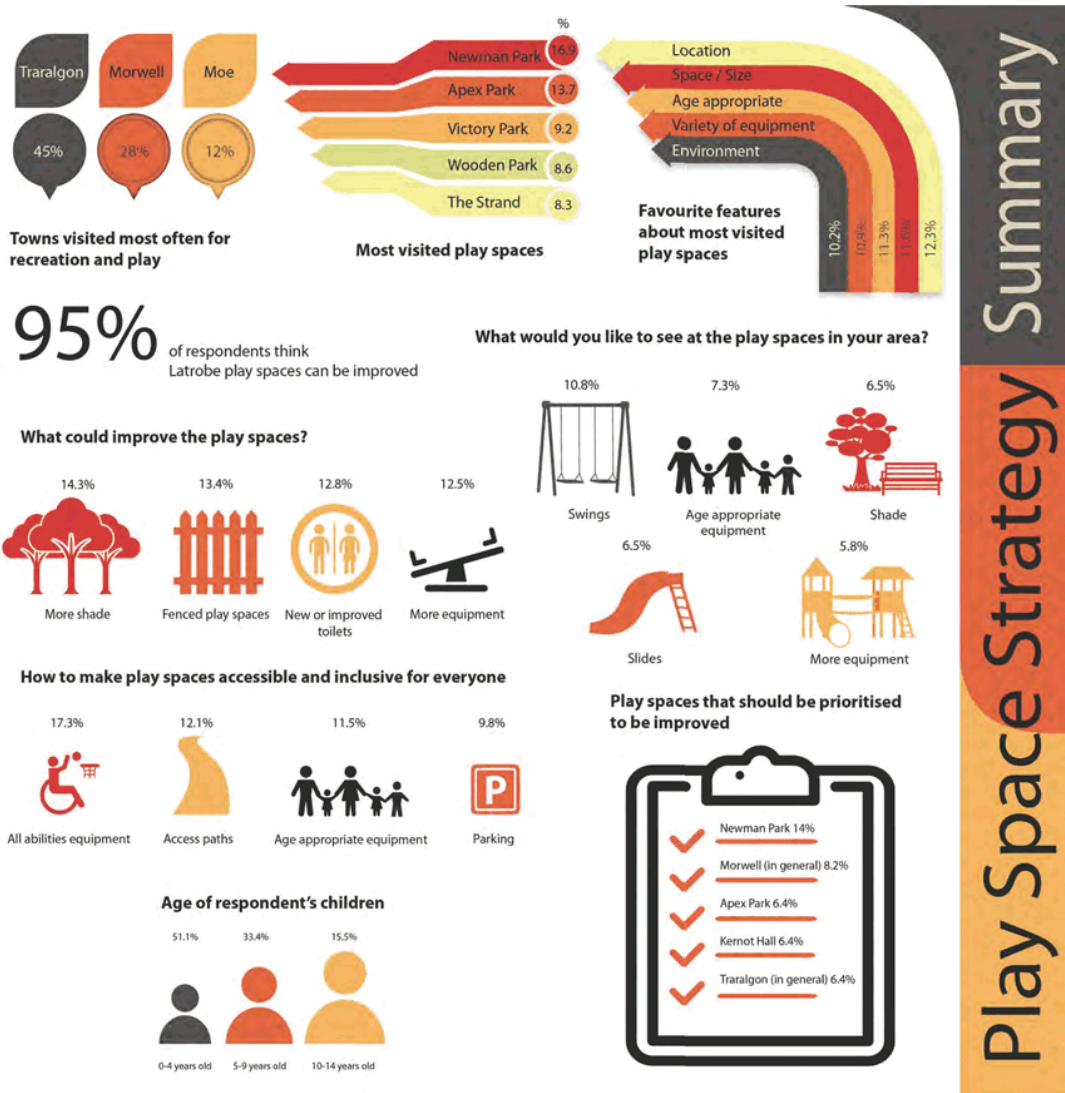
Position: GENERAL MANAGER  
LATROBE CITY.



13/04/16

## Key issues raised in community consultation

One hundred and ninety surveys were completed. Key points raised through the survey are illustrated below.



Summary  
Play Space Strategy

### Submissions

One submission was received from an interested resident recommending a fenced play space be developed at Granya Grove in Morwell. Another was received requesting Macy Park in Brereton Street in Traralgon be improved to become a safe and enjoyable play environment.



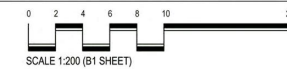




PLAYSPACE CONCEPT - OPTION 1



**MOE BOTANIC PLAYSPACE - CONCEPT PLAN**  
**NARRACAN DRIVE, MOE**  
 ROTARY CLUB OF MOE & LATROBE CITY COUNCIL



**Amendments:**  
 10.04.2017 - REV A- Revised as per feedback from Latrobe City Council and Rotary Club of Moe  
 05.03.2017 - Emailed to A.Bishop & K.Marshall  
 10.04.2017 - Emailed to A.Bishop & K.Marshall

**Title:** Moe Botanic Playspace - Concept Plan  
**Client:** Rotary Club of Moe & Latrobe City Council

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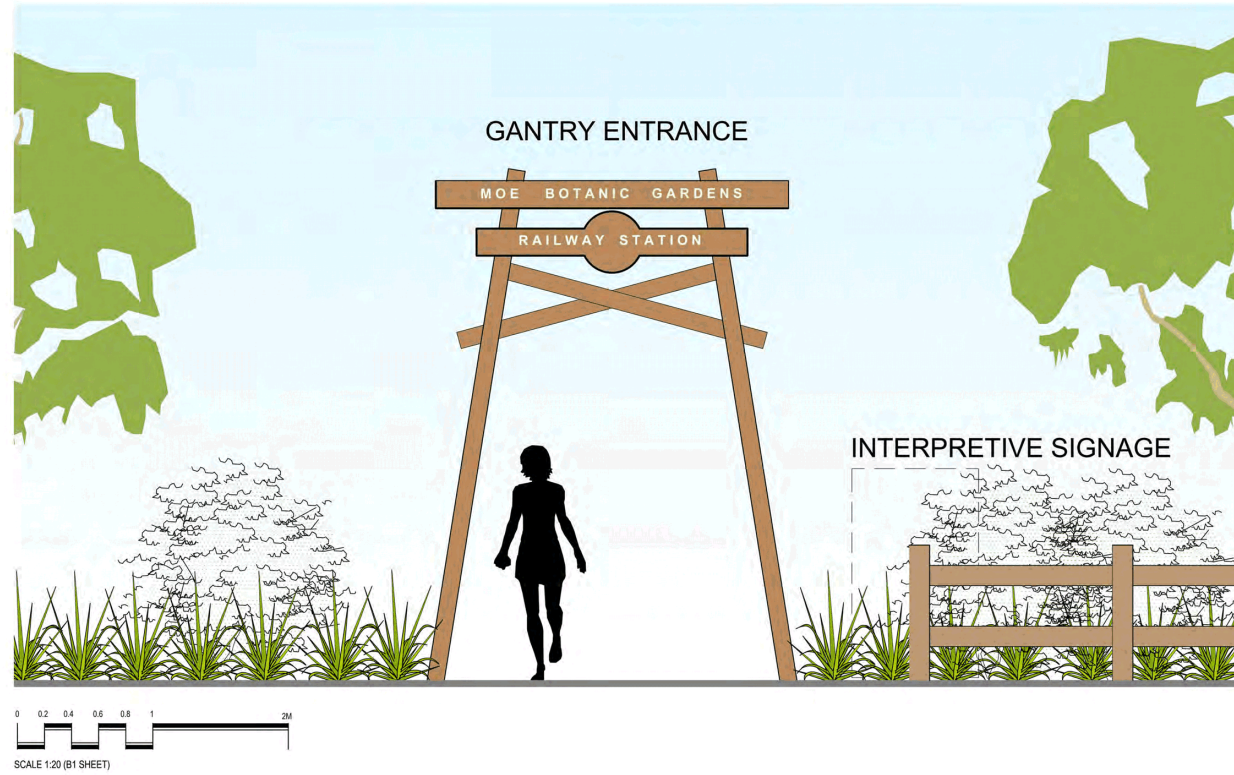
**MICHAEL SMITH AND ASSOCIATES**  
 Landscape Architecture and Urban Design  
 Office: 1st floor, 407 Whitehorse Road, Balwyn VIC 3103  
 Postal: 5 Jervis Street, Camberwell VIC 3124  
 Tel: 9830 0414  
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 Email: mike@msalandurb.com.au

**Drawn:** CG  
**Date:** 11/04/2017  
**Project No.:** 17-001  
**Cad File:**  
**Drawing No.:** Sheet 1 of 1





RAILWAY SLEEPER GANTRY ENTRANCE - ELEVATION

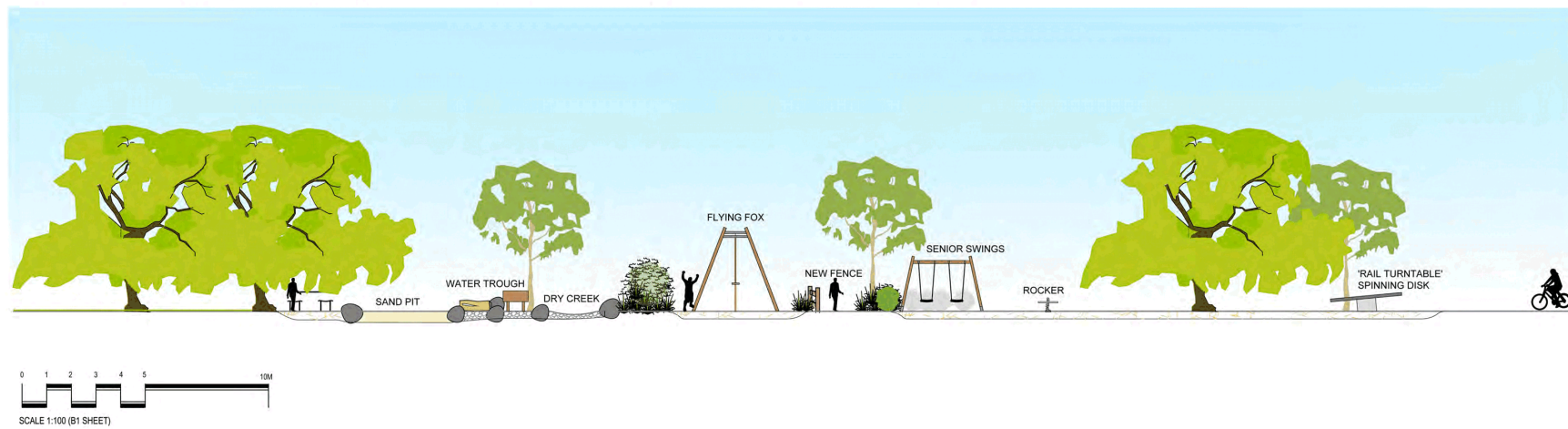


- PROPOSED CAR PARK SPACES WITH LINE MARKING. CARPARK AREA TO BE ASPHALT SURFACE. PROVIDE 2 NO. DISABLED CAR SPACES
- SUPPLY AND PLACE TIMBER LOG AND MUDSTONE ROCK EDGING
- CONSTRUCT A TIMBER DECK WITH 300mm X 300mm ROUND TIMBER POSTS
- SUPPLY AND INSTALL DRAFFIN 'DANDENONG' HEAVY DUTY PICNIC TABLE 88355 ON A CONCRETE PAD
- SUPPLY AND INSTALL DRAFFIN 'KNOX' PARK SEAT 120 ON A CONCRETE PAD
- SUPPLY AND INSTALL COUNCIL NOMINATED BIKE RACK ON A CONCRETE PAD
- SUPPLY AND INSTALL BOTANIC THEMED CONCRETE PAVER WITH LEAF MOTIF
- SUPPLY AND INSTALL NEW SWING GATE FOR MAINTENANCE ACCESS
- 3 METRE WIDE LARGE 'TRAIN TURNABLE' ROTATING DISK SPINNER WITH CUSTOM 'TRAIN TRACK' ETCHING ON SURFACE. TRAIN TRACKS CONTINUE AS COLOURED RUBBER IMPACT ABSORBING SURFACE TO DEPICT THE TRAIN TRACKS (SILVER COLOUR, SLEEPERS AS A RED- BROWN COLOUR) REVERTING TO TIMBER SLEEPERS ON THE GRASSED SECTION.

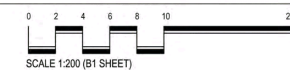
LEGEND

- EXISTING EVERGREEN TREE TO BE RETAINED AND PROTECTED
- EXISTING DECIDUOUS TREE TO BE RETAINED AND PROTECTED
- EXISTING FENCE
- EXISTING LIGHT
- EXISTING BOLLARDS
- EXISTING UNDERGROUND SERVICES (TBC)
- EXISTING / PROPOSED LAWN AREAS AS NOTED
- EXISTING CONCRETE PAVEMENT
- EXISTING SITE SPOT LEVEL
- PROPOSED SITE SPOT LEVEL
- SUPPLY AND PLANT EVERGREEN TREE
- SUPPLY AND PLANT DECIDUOUS TREE
- SUPPLY AND PLANT LARGE SHRUBS
- SUPPLY AND PLANT GROUND COVERS
- SUPPLY AND INSTALL IMPACT ATTENUATING SOFTFALL MULCH FOR RELOCATABLE PLAY APPARATUS. INSTALL TO MANUFACTURERS DIRECTIONS.
- CONSTRUCT A 1500mm WIDE GRANITIC GRAVEL SURFACE PATH WITH A TIMBER PLINTH EDGE
- CONSTRUCT A 1500mm WIDE CONCRETE PATH WITH CUSTOM BOTANIC PAVERS
- SUPPLY AND LAY A SYNTHETIC RUBBER SOFTFALL SURFACE
- CONSTRUCT A TIMBER RAILWAY THEMED GANTRY WITH 'MOE BOTANIC GARDENS RAILWAY STATION' SIGNAGE
- CONSTRUCT A RAILWAY SLEEPER FENCE
- CONSTRUCT A RAISED THRESHOLD PEDESTRIAN CROSSING
- SUPPLY AND INSTALL MOE RAILWAY HISTORY INTERPRETATION SIGNAGE PANEL
- MOUNDING
- SUPPLY AND INSTALL A TRAIN SIGNAL WITH A PULLEY AS A PLAY STRUCTURE
- SUPPLY AND LAY A DRY CREEK BED WITH PEBBLES SET IN A REINFORCED CONCRETE BASE. PROVIDE LARGER LOOSE PEBBLES IN THE SECTION OF CREEK NEAR THE SAND PIT.

PLAYSPACE CONCEPT - NORTH - SOUTH ELEVATION



MOE BOTANIC PLAYSPACE CONCEPT PLAN - OPTION 2  
NARRACAN DRIVE, MOE  
ROTARY CLUB OF MOE & LATROBE CITY COUNCIL



**Amendments:**  
10.04.2017 - REV A- Revised as per feedback from Latrobe City Council and Rotary Club of Moe

**Print Issue:**  
05.03.2017 - E-mailed to A.Bishop & K.Marshall  
10.04.2017 - E-mailed to A.Bishop & K.Marshall

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**Client:** Rotary Club of Moe & Latrobe City Council

**Drawn:** CG  
**Date:** 11/04/2017  
**Project No.:** 17-001  
**Cad File:**  
**Drawing No.:** Sheet 1 of 1





**MOE BOTANIC PLAYSPACE**

Rotary Club of Moe  
Latrobe City Council

**MICHAEL SMITH & ASSOCIATES**  
LANDSCAPE ARCHITECTURE AND URBAN DESIGN



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**OPINION OF PROBABLE COSTS**

APRIL 2017 - REV B

Based on concept plan 11/04/17

ITEM	DESCRIPTION	UNIT	QTY	RATE	COST (\$)
<b>1.00</b>	<b>SET UP AND ESTABLISHMENT</b>				
1.01	Setup and establishment (attendance at site meetings, contractors coordination of works)	Item	1	Allow	\$4,000
1.02	Demolish asphalt to existing car park	m <sup>2</sup>	270	10	\$2,700
<b>2.00</b>	<b>LANDSCAPE PLAYSPACE</b>				
		m <sup>2</sup>	180	55	\$9,900
2.01	Garden beds to the playspace areas. Cultivation, shrubs, groundcovers and 12mm pine bark mulch (75mm depth)				
2.02	Supply and place a final layer of imported topsoil to a depth of 150mm to new garden beds nominated on plan.	m <sup>2</sup>	180	12	\$2,160
2.03	300mm depth impact absorbing mulch to play space softfall	m <sup>2</sup>	860	40	\$34,400
2.04	Impact absorbing synthetic softfall to play space	m <sup>2</sup>	50	220	\$11,000
2.05	Construct a railway themed gantry entry structure	Item		Allow	\$5,000
2.06	Supply and install railway sleeper fencing	Lm	75	100	\$7,500
2.07	Supply and lay new 1500mm wide accessible concrete path. Concrete depth 100mm	Lm	230	120	\$27,600
2.08	Supply and lay a granitic gravel path	Lm	150	40	\$6,000
2.09	Custom 600 x 600mm botanic pavers with leaf motif	Ea	5	75	\$375
2.1	Supply and install new park seating	Ea	4	1500	\$6,000
2.11	Supply and install new picnic setting with concrete pad	Ea	3	3000	\$9,000
2.12	Supply and lay loose pebbles for dry creek bed	m <sup>2</sup>	35	100	\$3,500
2.13	Formation of mounds to grassed areas to max 350mm height	Item	1		\$1,000
2.14	Custom interpretation signage at 3 points in the site	Item	1	Allow	\$5,000
2.15	Supply and place stepping stones in between garden bed areas	Ea	10	50	\$500
2.16	Construct timber seating deck	m <sup>2</sup>	7	400	\$2,800
2.17	Construct a sandpit with drainage pits (450mm depth river washed sand)	m <sup>2</sup>	30	60	\$1,800
2.18	One pit to each sandpit and connection to stormwater	Ea	1	600	\$600
2.19	Supply and install offcut 'driftwood timber' seat logs	Ea	10	200	\$2,000
2.2	Supply and install irrigation to garden beds and instant turf areas in the playspace. Drip trickle and poly pipe	Item	1		\$6,000

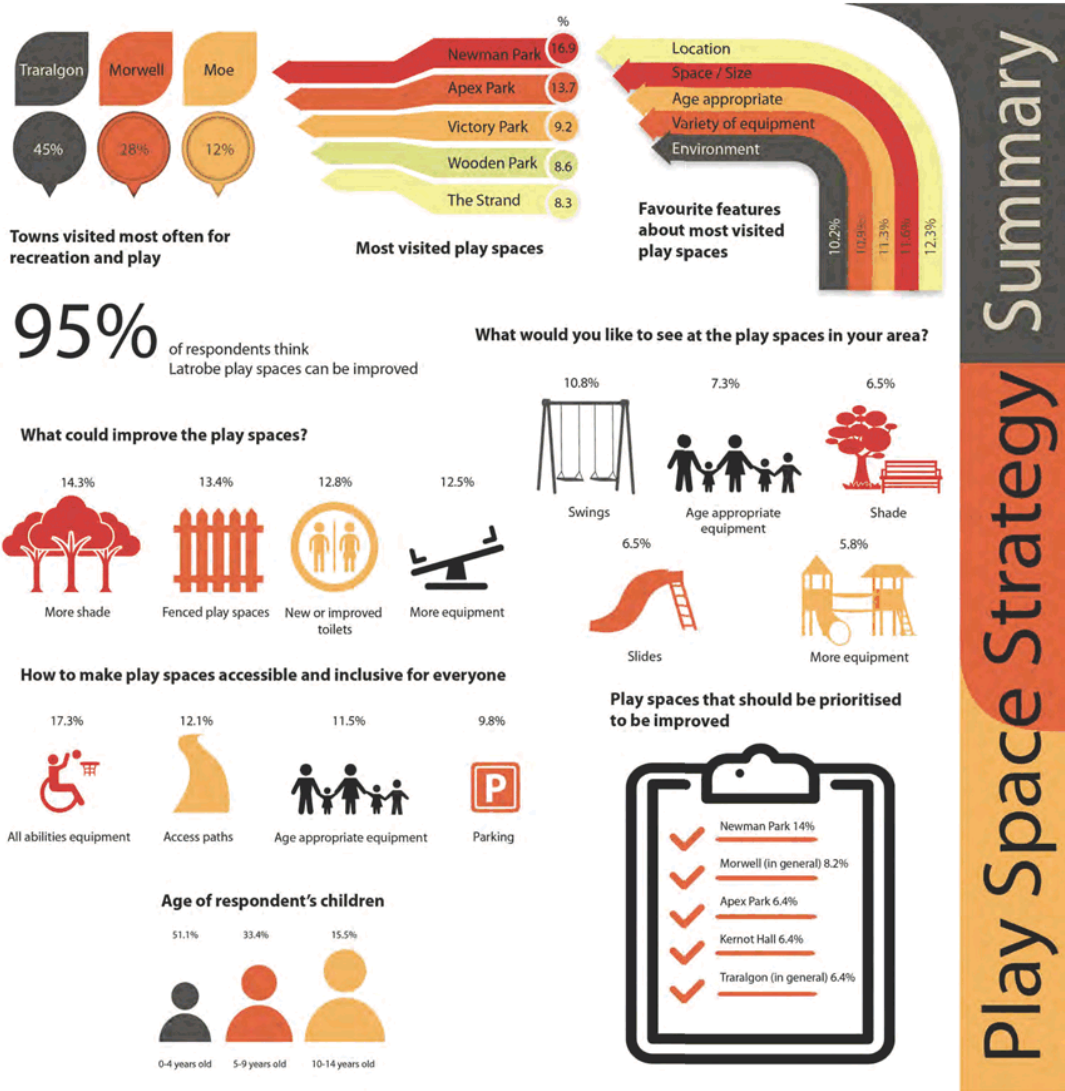
<b>3.00</b>	<b>PLAY EQUIPMENT</b>				
3.01	Construct a custom 'Coffee Pot' locomotive senior timber play structure	Item	1	Allow	\$25,000
3.02	Construct a custom 'Garret' locomotive junior timber play structure (based on Kompan Train)	Item	1	Allow	\$7,000
3.03	Construct a custom railway crossing sign with pulleys as a play element	Item	1	Allow	\$7,000
3.04	Hardwood Senior Swings	Item	1		\$6,000
3.05	Trolls Shelter' (Leaf Play Structure with Slide)(Lappset)	Item	1		\$19,279
3.06	Aerial Runway (Flying Fox) (Lappset)	Item	1		\$19,950
3.07	Rhodium (Flower) Springer (Lappset)	Item	1		\$2,585
3.08	Basket Swing (Hardwood Trimmer Posts) Kompan	Item	1		\$8,350
3.09	Cup Spinner (Kompan)	Item	1		\$2,000
3.10	Xylabug (Sound Play) (Playworks)	Item	1		\$3,945
3.11	Jungle Drum (Sound Play) (Playworks)	Item	1		\$1,950
3.12	Rail Turntable Spinning Disc with tracks (Kaiser & Kuhne)	Item		Allow	\$25,000
<b>4.00</b>	<b>BROADSCALE LANDSCAPING</b>				
4.01	Garden beds to the playspace areas. Cultivation, shrubs, groundcovers and 12mm pine bark mulch (75mm depth)	m <sup>2</sup>	130	55	\$7,150
4.02	Supply and place a final layer of imported topsoil to a depth of 150mm to new garden beds nominated on plan.	m <sup>2</sup>	130	12	\$1,560
4.03	Supply and plant deciduous trees as advanced 2.7m height trees. Plant, mulch, stake, fertilise and water	Ea	16	500	\$8,000
4.04	Supply and plant evergreen trees as 400mm dia. pots. Plant, mulch, stake, fertilise and water	Ea	13	120	\$1,560
<b>5.00</b>	<b>DETAILED DESIGN</b>				
5.01	Detailed Design indicative fee (not included in total)	Item	1	Allow	\$7,000
<b>Subtotal excluding GST</b>					<b>\$295,164</b>
10% contingency sum					\$29,516
<b>TOTAL excluding GST</b>					<b>\$324,680</b>
<b>TOTAL including GST</b>					<b>\$324,680</b> <b>\$357,148.44</b>



13/04/16

## Key issues raised in community consultation

One hundred and ninety surveys were completed. Key points raised through the survey are illustrated below.



Summary  
Play Space Strategy

### Submissions

One submission was received from an interested resident recommending a fenced play space be developed at Granya Grove in Morwell. Another was received requesting Macy Park in Brereton Street in Traralgon be improved to become a safe and enjoyable play environment.



## **15.2 Recreation Needs Assessment**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

### **EXECUTIVE SUMMARY**

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

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

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

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

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

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

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

#### **Recreation Needs Assessment**

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

#### **Infrastructure Funding Policy**

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

### Assessment Matrix

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

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

### **RECOMMENDATION**

#### **That Council:**

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

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

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

**Table 1**

Date	Action
July 2016	Commencement of Recreation Needs Assessment project.
Nov 2016	Initial engagement activities
27 Feb 2017	Presentation to Councillors
1 May 2017	Councillor Briefing paper
15 May 2017	Presentation to Councillors
19 June 2017	Council report – seeking release of Recreation Needs Assessment for public exhibition
20 June 2017 – 28 July 2017	Public Exhibition period

28 August	Councillor Briefing paper – Presenting submission
2 October 2017*	Council report – Seeking adoption of the final Recreation Needs Assessment
23 October 2017	Council report – Presenting assessment of outstanding projects

\*Current stage

### **Public Exhibition**

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

*That Council:*

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

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

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

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



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

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

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

**Table 1**

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

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

**Table 2**

	<b>Club/Sporting Organisation</b>	<b>Session</b>	<b>Submission Yes/No</b>
1	Traralgon Baseball Club	Traralgon	No
2	Glengarry Recreation Reserve COM	Traralgon	Yes

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

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

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

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



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

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

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

## **Recreation Needs Assessment report**

### *Outstanding projects*

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

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

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

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

### *Other comments*

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

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

Specific information relating to the CFA Urban Fire Brigades has now been included in the final report, with participation data for the Moe, Morwell and Traralgon Urban Fire Brigades. Information was also provided for the Maryvale Urban Fire Brigade, however this has not been included as it is not operated on Council owned land, but rather land owned by Australian Paper.

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

Boolarra Memorial Park. This information, where provided has now been included in the final report.

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

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

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

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

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

### **Recreation Infrastructure Funding Policy**

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

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

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

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

#### *Multi-use Facilities*

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

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

*All Abilities Access & recognition of disability programs*

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

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

*Club contributions & Club capacity*

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

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

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

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

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

The requirement for planning or building permits can be quite complicated and expensive, and take a considerable time to be approved. In the past, clubs have not followed the correct process, or planned their project to include the need to planning or building permits or both. Building permits are required for many projects, and

advice should be sought during the planning phase of a project by the sporting club or organisation prior to committing funds for a project.

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

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

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

#### *Turf Wickets*

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

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

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

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

The Latrobe City Council Sporting Reserves Team oversees the benches on ovals where football has been played during the winter months, and uses shade cloth or growth sheets to assist in getting the Rye to grow prior to the commencement of the football season.



### **Assessment matrices**

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

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

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

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

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

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

#### *Key Priority Assessment 7*

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

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

#### *Cash Contribution*

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

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

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

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

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

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

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

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

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

- **No contribution – 0 points**

- Less than 10% - 5 point
- Less than 20% - 10 points
- Greater than 20% - 15 points

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

If a club for the same project (\$200,000) makes a 10% contribution of \$20,000 then the score will be 5 points and if no contribution is made then the club score 0 points on the assessment matrix.

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

#### *Participation numbers*

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

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

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

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

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

#### *Community participation recognition*

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

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



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

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

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

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

### **Assessment of Outstanding projects**

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

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

### **STAKEHOLDER CONSULTATION**

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

- Emails to all sporting user groups/sporting organisations
- One on One meetings with sporting user groups
- Information sessions:
  - Traralgon Service Centre – 27 June 2017
  - Morwell Corporate Headquarters – 6 July 2017
  - Moe Service Centre – 12 July 2017
  - Churchill Service Centre – 13 July 2017

- Advertised on the Latrobe City Council 'Have a Say' page
- Facebook posts
- Council Noticeboard in the Latrobe Valley Express
- Copies of the documentation at all Latrobe City Council Service Centres

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

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

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

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

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

### **FINANCIAL AND RESOURCE IMPLICATIONS**

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

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

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

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

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

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

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

### **RISK IMPLICATIONS**

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

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

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

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

### **CONCLUSION**

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

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

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

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

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

### **SUPPORTING DOCUMENTS**

Nil

**Attachments**

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

## **15.2**

### **Recreation Needs Assessment**

<b>1</b>	<b>Council report 19 June 2017 .....</b>	<b>105</b>
<b>2</b>	<b>All Submissions.....</b>	<b>117</b>
<b>3</b>	<b>Submission response table .....</b>	<b>197</b>
<b>4</b>	<b>Recreation Needs Assessment final report.....</b>	<b>231</b>
<b>5</b>	<b>Master Plan Actions - Status report .....</b>	<b>361</b>
<b>6</b>	<b>Recreation Infrastructure Funding Policy .....</b>	<b>395</b>
<b>7</b>	<b>Infrastructure Policy Assessment Matrices .....</b>	<b>438</b>



## 15.2 Recreation Needs Assessment

**General Manager**

**Infrastructure and Recreation**

**For Decision**

### **EXECUTIVE SUMMARY**

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

A recreation needs assessment study is undertaken to determine:

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

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

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

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

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

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

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

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

Latrobe City Council Report  
Ordinary Council Meeting - 19 June 2017

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### **RECOMMENDATION**

#### **That Council:**

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

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

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

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

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

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

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



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

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

*What is a Recreation Needs Assessment?*

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

A Recreation Needs Assessment study is essentially undertaken to determine:

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

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

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

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

---

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

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

**Draft Recreation Needs Assessment report**

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

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

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

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

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

*Community engagement*

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

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

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

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

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

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

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

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

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

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

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

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

### **Key Findings**

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

#### *Local level participation*

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

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

#### *Female Participation*

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

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

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

---

*Multi-purpose facilities*

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

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

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

*Regional VS local provision*

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

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

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

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

*Incorporated clubs and emerging activities*

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

*Priorities*

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

**Draft Infrastructure Funding Policy**

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

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

---

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

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

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

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

*Core & Non-Core infrastructure components*

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

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

**Project Matrix Assessment**

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

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

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

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

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

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

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

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

Gippsport's five (5) key objectives are:

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

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

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

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

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

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

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

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

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

### **STAKEHOLDER CONSULTATION**

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

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

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

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

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

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

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

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

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

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

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

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

#### Engagement for Public Exhibition

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

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



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

---

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

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

### **FINANCIAL AND RESOURCE IMPLICATIONS**

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

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

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

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

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

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

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

### **RISK IMPLICATIONS**

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

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

### **CONCLUSION**

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

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

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

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

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

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

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

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

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



**Karen Tsebelis**

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

Hi Cam

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

Thanks

Karen

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

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

To whom it may concern,

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

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

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

Yours sincerely  
Frank Leister

2

**Karen Tsebelis**

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

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

Dear Nathan

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

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

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

The Gippsland Athletics Club membership figures are listed below:

2013/14 - 20

2014/15 - 33

2015/16 - 36

2016/17 - 30

Can you please add our club information into your document?

Kind regards

Janelle McGrail

Secretary

Gippsland Athletics Club

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

Good afternoon,

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

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

3

**Karen Tsebelis**

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

Hi Liesl,

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

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

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

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

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

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

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

Kind Regards,

**Nathan Robinson**

Recreation Intern  
Latrobe City Council

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

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



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

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

Dear Nathan

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

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

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

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

Kind regards

Liesl McKay

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4



PO Box 29  
Boolarra 3870

6<sup>th</sup> July 2017

To : Karen Tsebelis  
Coordinator Recreation & Open Space.

**Submission – Recreation Needs Assessment.**

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

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

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

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

Relevant Council Planning.

Southern towns outdoor recreation plan 2009.

Outstanding actions from the 2009 plan

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

Key issues - Equestrian

Clubs priority : Toilet facilities

A covered arena.

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

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

No change or shower facilities at the centre.

Disability accessibility – limited.

Vision for Boolarra Equestrian Centre

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

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

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

Our vision is to continue to grow with equestrian participation.

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

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

Yours sincerely,

Gary Mills  
President  
Boolarra Pony Club Committee.

5

**Karen Tsebelis**

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

Hi Cam

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

I have responded and thanks Sam for his submission.

Cheers

Karen

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

Hi Karen,

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

My feedback related mainly to the Traralgon West Sporting Complex.

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

Please feel free to contact me for any further clarification.

Regards

**Sam Varsaci**

Mobile:

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

6

**Karen Tsebelis**

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

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

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

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

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

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

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

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

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

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

Cumberland Park has seen a decrease in players within the last couple of years, feedback provided by families has been mainly due to the club's aged facilities.  
Cumberland faces is the fact that we are competing against clubs with much better facilities compared to our aging rooms.

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

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

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

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

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

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

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

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

We also do not have any change rooms.

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

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

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

Thank You.

Jessica Tooth

CPJFC secretary

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

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

**To:** Cam Juha

**Cc:** Karen Tsebelis

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

Good afternoon,

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

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

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



7

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

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

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

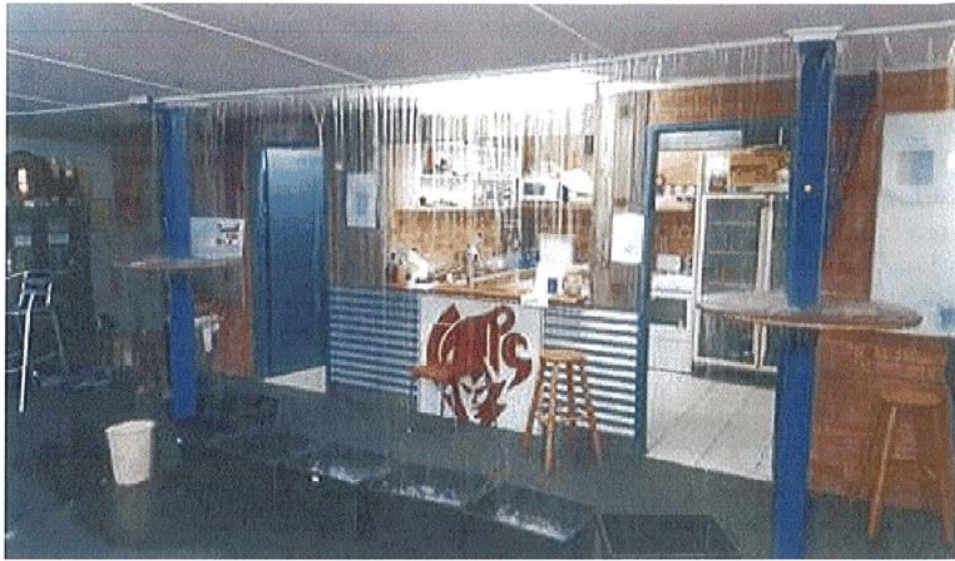
Structurally, we have been advised the building is unsafe, and is likely to contain asbestos. The roof has leaked for the past 5 years. Anytime there is a substantial amount of rain, this leaks through the roof like a shower, as per the photos I have attached with this feedback (see Page 2). This is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

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

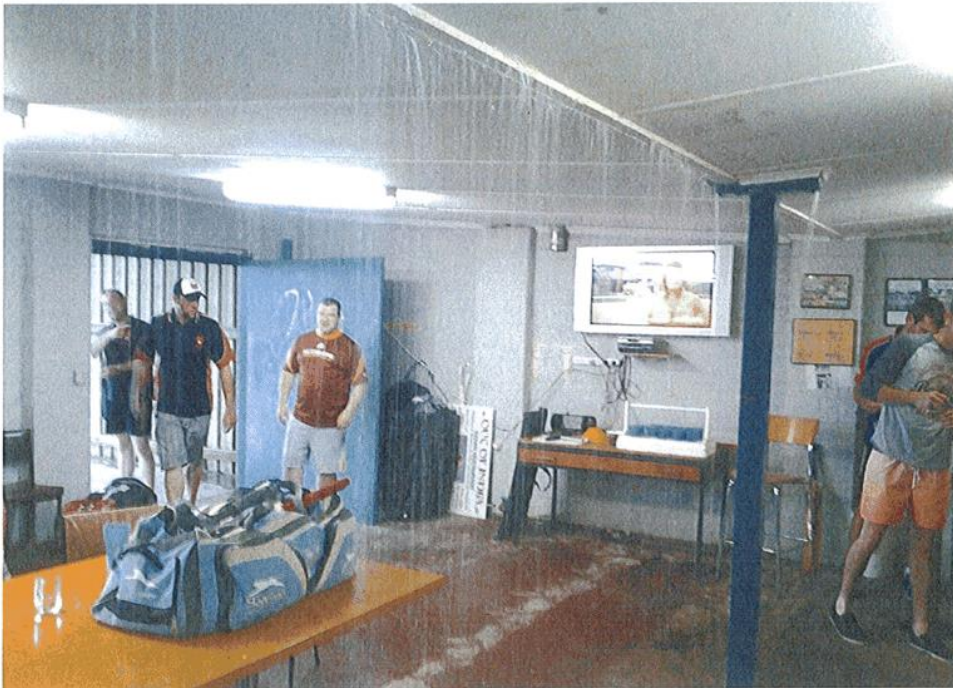
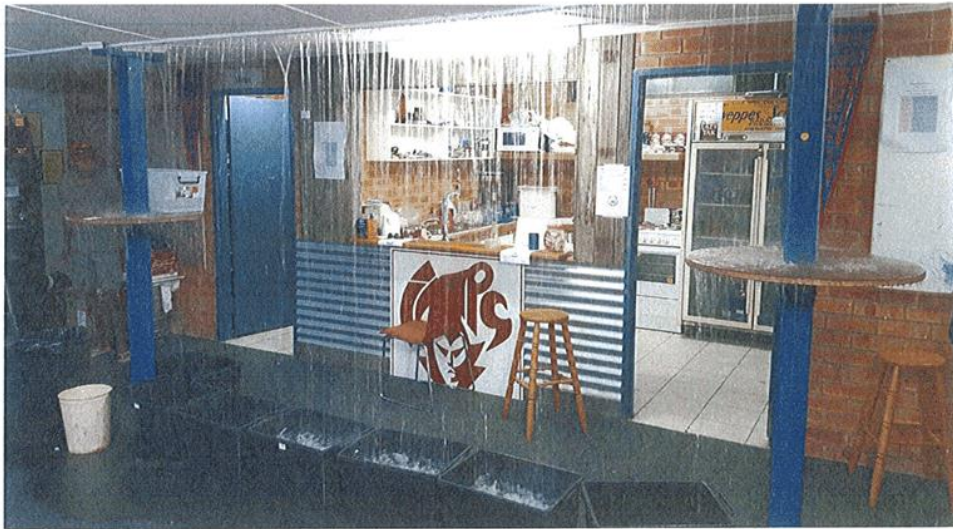
The Clubroom's are completely inadequate for anyone with a disability. Our male and female toilets are incredibly cramped, and there is nowhere near enough room for a person in a wheelchair to be able to access either toilet. There is also no ability for players to have a shower after a game, which is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

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

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









**Karen Tsebelis**

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

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

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

Hi Karen,

I am providing feedback for the Recreation Needs Assessment. I believe that upgrades at Catterick Crescent, in particular the pavilion/rooms for cricket and junior football should be number 1 priority.

I have had involvement at Imperials Cricket Club for about 17 years and my husband has played there for about 25 years. In that time, I have not seen any improvements made by council other than to keep the grass short over summer as needed for playing cricket, and replacement of flooring after flooding. To my knowledge, all other improvements have been made by the clubs that utilize the facilities.

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

It is an expectation when cricket is played at our ground (every week over cricket season), that we provide afternoon tea for both teams, the kitchen facilities are not up to scratch at all. There is no separate sink for washing hands and it is lacking other hygiene requirements (in fact the kitchen doesn't even meet council's standards and it's council property). There's not enough space to store platters, utensils, crockery, etc as well as food and drink. The kitchen facilities make it hard to run any sort of 'canteen' on game day which would help increase the club's financial stability.

I have two young girls that I hope one day will have the opportunity to play cricket and/or football from these clubrooms, but unfortunately if there continues to be no improvements made, this won't be possible.

Women's football and cricket is surging in numbers right now and Catterick Crescent has the potential to be the 'home' for these sports in the Latrobe Valley if adequate facilities are built. The new women's team are struggling to find facilities as they usually have to fit in with the current training schedules of other clubs. Catterick Crescent is severely under utilized because of the conditions of the facilities.

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

Thank you.



9

**Karen Tsebelis**

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

Thank you, Cam,

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

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

Thank you for your time  
 Monica Bramley  
 Secretary  
 Morwell Swimming Club

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

Good morning,

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

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

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

10

**Karen Tsebelis**

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

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

Hi Peter

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

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

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

Cheers

Karen

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

Hello Karen,

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

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

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

Hope these are helpful.

ta

**Peter Ceeney** | Director | mob: 0800 000 000  
email: p.veeney@nzta.govt.nz

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

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

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

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

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

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

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

There are no appropriate change room facilities.

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

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

Wayne Morley

Imperials C.C - Junior Co Ordinator

12

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

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Toongabbie Recreation Reserves Committee Inc

Hi Karen

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

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

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

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

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

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

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

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

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





## MORWELL EAST FOOTBALL/NETBALL CLUB INC.

President : Dave Evans  
Ph :

Secretary : Jarryd Pickett  
Ph :

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

13

Our Ref: LC2017-1

4 August, 2017

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

Dear Karen

### DRAFT LATROBE CITY RECREATION NEEDS ASSESSMENT

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

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

### 2017 MAJOR SPONSORS







### MORWELL EAST FOOTBALL/NETBALL CLUB INC.

President : Dave Evans

Secretary : Jarryd Pickett

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GIPPSLAND MAIL CENTRE  
MORWELL, VIC 3841  
CLUB ROOMS Ph/Fax: 5134 6507  
Email: [info@morwelleastfc.net.au](mailto:info@morwelleastfc.net.au)  
Website: <http://morwelleastfc.vcfl.com.au>  
ABN:

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

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

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

Yours sincerely

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

#### 2017 MAJOR SPONSORS



14

### FEEDBACK ON NEEDS ASSESSMENT SURVEY FINDINGS

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

### FEEDBACK ON NEEDS ASSESSMENT FUNDING PROCESS and MATRIX

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

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

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

41

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

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

Sally Kirstine

President, Latrobe Valley Junior Tennis Association

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

15

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

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

**From**

**Glengarry Recreation Reserve  
Committee of Management**



12

## Glengarry Recreation Reserve Master Plan July 2017

### Description:

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

### User Groups:

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

### Opportunities:

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

Prepared by Mark Bermingham

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

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

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

Prepared by Mark Bermingham

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

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

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

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

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

Prepared by Mark Bermingham



**Summary:**

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

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

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

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

Best Regards

Mark Bermingham

Secretary/Treasurer

Glengarry Recreation Reserve Committee of Management

Prepared by Mark Bermingham

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

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

Infrastructure Policy Priority													
DRAINAGE, IRRIGATION AND SURFACE													
Weighting	2								3		3		
Key Priority Areas	KPA 1								KPA 2		KPA 3		
Project/Facility	Past and Current Club based Participation Average Increase/Decrease over the past three years								Will the project encourage the development of multi-use, shared facilities or unisex facilities? Eg: More than one user group per seasonal allocation		Has the club worked with GippSport to develop female friendly policies/ programs to promote female inclusion within the club and implemented? Has the Club Worked with GippSport to develop a participation Plan to assist in increasing participation?		Cash
	All				Female								
	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	Yes (10)	No (0)	Yes (10)	No(0)	
Water Treatment Plant		5				5				10		10	
Walking Track 1.1kms c/w Exercise Points		5				5				10			
Resurface of Fred King Oval & Upgrade		5				5				10			
Cricket Nets Replace		5				5				10			
Seal Main Roads at the Reserve		5				5				10			
Spoon Drain on the Don Duncan Oval		5				5				0			
Remove Dangerous Trees		5				5				0			
Additional Car Park		5				5				10			
Replace 300m x 50mm poly water line on Fred King Oval		5				5				10			10

16

## Recreation Needs Assessment

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

## 1. Page 30 - Peak agency discussions

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

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

## 2. Page 32 -Summary of Athletic priorities

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

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

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

## 3. Page 92 – Outstanding recommendations

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

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

Why has this now moved to a club responsibility?

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

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

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

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

So who is responsible for this upgrade/extension?

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

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

#### Recreation Infrastructure Funding Policy

##### Guiding Principles

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

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

What are the costs involved of project managing?

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

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

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

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

#### Infrastructure Policy Prioritisation Matrix

##### Weighting

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

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

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

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



Hi Karen

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

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

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

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

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

Our Association covers all your council venues including Traralgon Tennis Centre

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

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

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

Please support our small rural clubs to help themselves

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

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

Flynn Courts 3 & 4 are in major need of resurfacing

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

Email.

Best wishes Graeme Stuckey

17



18.

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

---

Hi Karen

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

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

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

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

Please contact me if you require any further information.

Regards  
Andrew Livingstone  
President TFNC

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19.

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

---

Dear Cam

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

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

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

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

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

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

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

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

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

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

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

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.P1

Yours Sincerely



**Ken Jacobs**  
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Ph: 03 9594 1111 | Switch: 2222  
[www.tennis.com.au/vic](http://www.tennis.com.au/vic) | [www.ausopen.com](http://www.ausopen.com)

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20

24<sup>th</sup> July 2017

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

Dear Karen,

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

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

**Overview of Flynn Tennis Club**

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

**Overview of Flynn Badminton Club**

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

**Other Recreational Groups**

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

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

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

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

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

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

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

Thankyou for your time

Yours sincerely

Pam Derham (Flynn Tennis club president)

Fiona Derham (Flynn Rec Reserve Committee Secretary)

21

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

---

Karen,

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

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

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

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

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

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

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

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

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

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

Issues and priorities identified in the Master Plan included:

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



15

toilet facilities on the Eastern side of the reserve to cater for equestrian and cricket use,

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

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

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

For AFL, our issues and priorities are:

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

For cricket our issues and priorities are:

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

For equestrian facilities our issues and priorities are:

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

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

For netball facilities our issues and priorities are:

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

For tennis facilities our issues and priorities are:

- Minor court maintenance.

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

Regards,

Colin Brick  
Secretary  
Boolarra Recreation Reserve Committee of Management

Sent from [Mail](#) for Windows 10

22



487 King Street,  
West Melbourne, VIC 3003

PO Box 60,  
North Melbourne, VIC 3051

P:

F:

E:



July 28, 2017

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

Dear Karen

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

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

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

#### DATA COLLECTION:

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

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

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

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

1/3

**WE MAKE  
CHAMPIONS.**

SS

#### Summary of Netball Priorities:

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

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

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

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

#### Other Sports:

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

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

#### Sports Field lighting:

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

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

100 lux It is recommended for training on outdoor courts

200 lux is recommended for competition on outdoor courts

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

Matrix:

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

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

Yours truly

*Judi Buhagiar*

Judi Buhagiar  
Eastern Region Manager

23

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

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

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

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

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

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

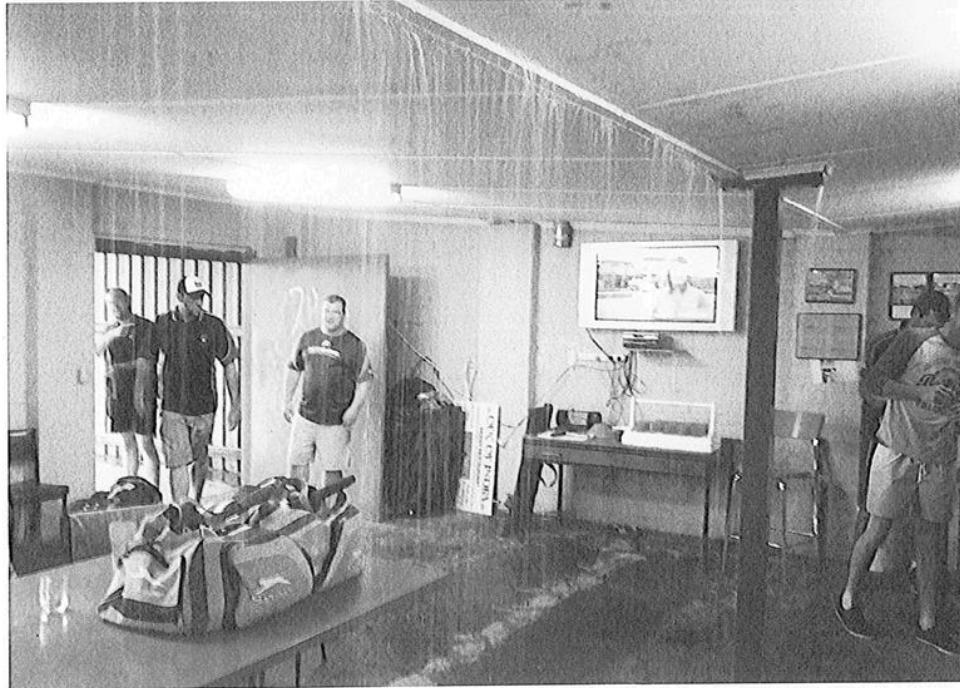
The Clubrooms are not big enough to contain an area where players can get changed. As a result, the Club has had to bring in an Atco hut, so that the players have some privacy to get changed, and also a place to store their cricket bags. The downside of this is that while the Atco hut serves a practical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

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

28







24

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

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

#### **Draft Recreation Needs Assessment June 2017.**

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

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

#### **Relevant Council Reports**

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

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

#### **Draft Recreation Infrastructure Funding Policy**

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

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

#### **Draft Assessment matrices.**

Drainage, Irrigation and Surfaces application details.

##### **KPA 1**

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

##### **KPA 2**

No Comment. Have no problems with this measure.

##### **KPA 3**

No Comment. Have no problems with this measure.

##### **KPA 4**

No Comment. Have no problems with this measure.

##### **KPA 5**

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

45

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

**KPA 6**

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

**KPA 7**

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

**KPA 8**

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

25

**Recreation Needs Assessment – Draft June 2017**

Moe & District Netball Association input.

Area's that need attention

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

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

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

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

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

Page 64 – Supply overview

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

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

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

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

Membership numbers incorrect for Moe & District netball –

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

\* INWT = Individuals without a team i.e Officials, committee, coaches, team managers etc.

Year on year breakdown

2014 -701

2015 - 688

2016 – 824

Average – 738

Page 67 Key Issues Netball

Club 4 - Moe & District Netball survey results



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

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

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

Matrix -

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

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

OPTIONAL COMPONENTS that Council will not fund:

**Additional Administration / Social Space**

**Timekeepers room**

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

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

This space is a necessary component to any Netball Facility

**Cleaners room**

Again a necessity to any association / clubs requirements

**Shade Spectator Area**

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

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

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

Happy to discuss further

Donna Krznaric & Tamara Kennedy

Moe & District Netball Association

26

**Traralgon and District Cricket Association Inc**

Formed in 1928/29

Proudly represented by the **Traralgon Tornados**

PO Box 630

Traralgon VIC 3844

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

Attention: Karen Tsebelis- LCC Recreation Manager

Date: 28th July 2017

Karen,

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

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

Attachment 1. Infrastructure Funding Policy comments/feedback.

Attachment 2. Draft assessment matrix feedback.

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

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

Call if in need of any further details.

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

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

regards

David Little- TDCA Executive Member

Gavin Foenander -TDCA Secretary

**Life Members:**A. Anton (dec)  
L. Blake (dec)  
L. Collins (dec)  
R. Dunbar(dec)  
J. Falloon (dec)  
H. Gilbert (dec)  
F. Humphrey (dec)  
J. Merrett(dec)  
D. Timmins  
J. Anton (dec)  
T. Hunter  
H. Brady (dec)  
R. Crane(dec)  
R. Pye (dec)  
R. Foenander  
H. Graham (dec)  
D. Little  
B. Symons  
V. Popov  
B. Switzer  
A. Daniel (dec)  
C. Scammell  
S. Kay  
R. Bird  
R. Ries  
A. Fairley  
G. Foenander  
G. Harvey  
G. Ross**Country Week****Premiers:**2001 Division 3  
2002 Division 2  
2010 Division 2  
2014 Division 2**GCL Premiers**1960/61  
1961/62  
1964/65  
1989/90  
1992/93  
2000/01  
2009/10  
2011/12



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

### Attachment 2. Draft assessment matrix feedback.

The final response to the Infrastructure Policy process matrix is attached

Not sure how this adds benefit to priorities projects.

Where did this ranking system come from?

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

Over emphasis on some items.

Lack of detail on costing ranking.

Lack of needs for particular sports.

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

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

### TDCA Feedback

#### 1. Grounds

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

Agree with the KPA1 in this section.

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

Need to acknowledge history and development.

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

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

Agree with KPA2

Agree with KPA3

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

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

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

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

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

Value of project: Various ranges required to be listed.

## 2. Pavilions-

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

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

KPA1 – Ok

KPA2- OK

KPA3- OK

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

KPA5 – Credits should be considered.

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

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

Missing: Type of work is unclear.

Value of project: Various ranges required to be listed

## 3. Lighting

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

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

27



PO Box 165 Yinnar VIC 3869

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29 July 2017

Ms Karen Tsebelis  
Coordinator, Recreation & Open Space  
Latrobe City Council  
141 Commercial Road  
Morwell VIC 3840

*Via email: Karen.Tsebelis@latrobe.vic.gov.au*

Dear Ms Tsebelis

**LATROBE CITY COUNCIL RECREATION NEEDS ASSESSMENT (RNA)**

Thank you for the opportunity to provide a response to the above draft LCC policy documents.

This submission is made by the Yinnar Recreation Reserve Committee of Management, for and on behalf of the CoM and its user groups, these being:

- Yinnar & District Judo Club
- Yinnar Tennis Club
- Yinnar Football & Netball Club
- Morwell Tigers Yinnar Cricket Club

Council is to be congratulated on its initiative to establish clearer policy and guidelines for the provision of recreation infrastructure.

The accessibility, availability and readiness to engage in meaningful consultation demonstrated by Council staff is acknowledged and appreciated.

The following feedback is provided on the RNA:

1. The strategic and policy context to which the RNA responds does not appear to be clear to the reader – why is LCC undertaking this work? Its is only when reaching the end of the document that the higher-level strategy and policy is identified and this is included in the 'document review' section.
2. The importance of sport and recreation to our community should be 'front and centre'. The health, wellbeing and significant other social benefits from an active community are well documented and should be central to the RNA.
3. We believe the value (both in terms of value for money and tangible outcomes) Council and its community receives via well led and managed volunteer Committees of Management should be identified in the RNA and strongly supported.
4. The principle of equal access to appropriate recreation infrastructure across the municipality, regardless of location is important and must ensure the needs of the 'non big 4' (with every respect to Moe, Morwell, Traralgon & Churchill) are recognised and responded to.
5. Judo is not mentioned in the RNA, however the YDJC is a member of our CoM - we are unsure why sport is not recognised?

72

6. Whilst the RNA does recognise the need for unisex facilities, it is silent on the broader issue of needing to cater for diversity. We do acknowledge that this will be a challenge and that there is still a mindset that has to get past the M v F categorisation of facilities, let alone consider the complex issue of gender diversity.
7. The RNA acknowledges the role, good work, resources and guidance Gippsport can provide to the sport and recreation community. We believe that in addition to Gippsport, peak bodies such as the AFL, through AFL Gippsland also provide a wealth of relevant policy and general administrative tools and techniques that ensures clubs don't 'reinvent any wheels'. We suggest the availability of resources, or acknowledgement of the role bodies such as AFL Gippsland play, should be recognised in the RNA.
8. In relation to the RNA identifying the needs of specific sports (e.g. page 28 identifies AFL priorities), the YRR CoM has a process whereby the needs and priorities of our user groups are agreed and ranked accordingly. We share this process and project priority ranking annually with LCC staff and as part of the RNA, will provide the CoM project and priority listing to ensure this is reflected in the planning process and documents.
9. The need for a consistent approach to the assessment and funding of recreation infrastructure is acknowledged. Council's approach to this challenge via the Draft Recreation Infrastructure Funding Policy is acknowledged. However, this should be considered a guide and tool that is used in the planning process, not an absolute that does not take into account factors such as grant program opportunities and potential community specific factors that may include events such as fire or flood – etc.!
10. The club contribution component of the Funding Policy is a reasonable policy approach, however in reality there is no club that has the level of contribution that would make any tangible difference to a projects overall funding requirements. A co-contribution would only result in the club 'robbing Peter to pay Paul' leaving insufficient funds to provide the internal / fit-out requirements that are its responsibility under the policy.
11. We understand Council has adopted a policy that does not allow user groups or Committees to undertake construction works on Council owned or managed land, and that this is based on some recent experiences of poor workmanship and / or unsafe structures etc. Whilst we can appreciate this approach as Council is ultimately responsible for the works and must manage the associated risk, Council must have provision for exceptions where there are groups that have a track record, or demonstrated capability to undertaken and complete works on various scales. We would suggest if this was the policy since inception of YRR, there would be few facilities for community use today.
12. Some specific comment / queries on the draft document are:
  - a. Page 6, tables 1 & 2 are incomplete and significant omissions evident.
  - b. Page 24, YRR has 2 full sized ovals suitable for football, cricket, soccer (or other sport as required to meet the needs of our community) etc., not 1.
  - c. Page 52, there is a Yinnar South Pony Club located adjacent the LCC Transfer Station – unsure of how or where this may or may not relates to the RNA.

Once again, thank you for the opportunity to comment of this important Council policy initiative.

Should further information regarding our submission be required, please do not hesitate to contact me on

Yours faithfully

Don Barnes  
PRESIDENT

28

Cricket Victoria  
86 Jolimont Street  
Jolimont Victoria 3002  
Australia

cricketvictoria.com.au



28 July 2017

Karen Tsebelis  
Senior Recreation and Open Space Planner  
Latrobe City Council  
[Karen.Tsebelis@latrobe.vic.gov.au](mailto:Karen.Tsebelis@latrobe.vic.gov.au)

Cc: Cam Juha  
[Cam.Juha@latrobe.vic.gov.au](mailto:Cam.Juha@latrobe.vic.gov.au)

Dear Karen

**Re: Latrobe City Council Recreation Infrastructure Funding Policy**

Thank you for the opportunity to provide feedback on Latrobe City Council's Recreation Infrastructure Funding Policy.

The feedback, which has been developed in consultation with the local cricket community, aligns with Cricket Victoria's policy for the upgrading and development of cricket infrastructure across the state, Common Ground – A Unified Plan for Victorian Cricket Facilities Development.

Cricket Victoria, with the support of Cricket Australia, has also commenced the development of a Victorian Cricket Infrastructure Strategy. This strategy work is supported by a state-wide audit of cricket facilities and analysis of population and cricket participation data.

In developing the strategy, we will consult with relevant stakeholders and will seek Council's input on the draft framework in the coming months.

Should you have any questions or require clarification on our feedback please feel free to contact me directly.

Yours sincerely

Annie Hateley  
Partnerships & Government Relations Manager

85

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Feedback from Cricket Victoria on the Recreation Infrastructure Funding Policy.

Section	Cricket Victoria Comments
2.1 Guiding Principles	The principles are supported by Cricket Victoria. Where developments do not align with the local level facility hierarchy or Cricket Australia's <i>Community Facility Guidelines</i> , Cricket Victoria and Cricket Australia would like to be consulted, particularly where a project may have site or budget constraints.
3.1 Process	The principles are supported by Cricket Victoria and we are open to consultation and consideration of projects that have site and budget constraints and may require special consideration against the <i>Community Facility Guidelines</i> .  Latrobe City's Grass Based Sporting Review – can Cricket Victoria obtain a copy of this review?  What is the measurement for overuse, underuse and match potential usage?
4.1 Sports Pavilions	Cricket Victoria welcomes the reference to being consulted on guidelines and requirements.
4.1.1 Core Components	
4.2 Ancillary Infrastructure	<b>Floodlighting:</b> Policy supported by Cricket Victoria  <b>Scoreboards:</b> Policy supported by Cricket Victoria.
	<b>Protective netting:</b> Does this refer to cricket practice nets/facilities?  Cricket Victoria has identified practice facilities as one of the five facilities priorities in Victoria. <i>Common Ground</i> references a priority action for Cricket Victoria to work with local government to develop funding and innovative solutions – such as multi-use practice facilities – to maintain and develop practice nets across the state.



	<p>Cricket Victoria advocates for provision of practice facilities and funding commitments at all levels of government and would like to continue to work with Latrobe City Council on a continued commitment to practice facilities – particularly multi-use facilities where a ground has shared tenancy with other sports.</p> <p>If this does not refer to practice nets for cricket, we would like it made explicit within the policy.</p>
<p><b>4.3 Sports Cricket</b></p>	<p><b>Clubs are responsible for 100% turf wicket construction and maintenance cost.</b> Cricket Victoria proposes that this be a shared responsibility of council and clubs. Whilst clubs are generally happy to maintain their wickets, cricket clubs cannot be accountable for maintenance and damage during winter months and the subsequent costs to repair wickets in preparation for the cricket season. The maintenance of wickets requires expert advice and training from professional curators. Cricket Victoria in partnership with Sports Turf Association (STA) – Victoria is currently exploring how we can further provide support to both councils and clubs in terms of the appropriate skills, education practical experience.</p> <p>Turf wickets that are left solely to a volunteer club curator/s can increase the risks of long term damage to wickets, increased costs for maintenance, increased costs for storage of equipment, fertilisers and soil storage/replacement. Council and Cricket Victoria/STA engagement with local clubs and associations can facilitate a partnership to increase care of turf wickets and outfielders 12 months of the year and increase the capacity and longevity of the costs of maintaining a turf wicket. (Please refer to page 34, 25 of Common Ground). Cricket Victoria also liaises regularly with AFL Victoria to further explore how we can work together to ensure the better maintenance of sports fields and increase the use/capacity of fields while minimising the costs for clubs and councils.</p> <p><b>Replacement of synthetic pitch replacement</b> Cricket Victoria welcomes and supports council's position on replacing synthetic pitches.</p> <p><b>Cricket nets</b> As mentioned above, Cricket Victoria advocates for a shared funding partnership with club and council on development and upgrade of practice nets, particularly where an opportunity exists to upgrade to multi-purpose, multi-sport use. Practice facilities are a high priority for Cricket Victoria in the facilities space and seeks to work closely with councils on their development and maintenance given their use by clubs and the broader community.</p>

29

**From:** [Rhonda Chapman](#)  
**To:** [Karen Tsebellis](#)  
**Cc:** [Leigh Fabris](#); [Ross Williams](#)  
**Subject:** Latrobe City Council Recreation Needs Assessment feedback  
**Date:** Friday, 28 July 2017 5:09:38 PM

---

Dear Karen, After speaking with you last Monday and seeing the documents first hand I feel I am in a much position to make an accurate response as per feedback requested both personally as a Rate Payer and sports minded person living in the Latrobe Valley for the past 32 years. My involvement has been with my own basketball, swimming and golfing loves as well as the involvement with my children at both Junior and now Senior levels of Football (AFL), cricket, basketball and baseball.

1) Firstly I think that the Matrices Document is a fair way to ascertain whether there is a genuine Club / Community need basis or want basis for particular clubs to apply for new Infrastructure such as pavilions, lighting and / or ground maintenance and upgrades. Unfortunately some of the statistics required can be affected detrimentally for some of the Key Priority Areas such as current player participation and especially female participants to a in traditional male sports such as our Imperials Cricket Club and Cumberland Park Junior Football Club when we simply do not have the facilities warranted to attract new players to the clubs. This is not just as male or female facilities within the clubrooms but unisex ones and areas big enough for teams / players to be changing in privacy or even to hold the players in regards to addressing them, catering needs or appropriate kitchen facilities to do so.

2) Secondly I think that the KPA 5 component is not necessary as not all clubs are able to provide cash supplements to assist with the core projects costs. I believe this could make clubs vulnerable to promises to have work completed by individuals / sponsors that may not occur when needed or not done according to building codes, requirements etc as a quick fix that then has a flow on effect to other shared users, Committee members and players and officials.

3) I think that the Draft Recreation Infrastructure Funding Policy that clearly outlines what Council will and will not fund and the steps necessary to deal with LCC in case of urgent negotiations, and / or Master Plans is beneficial to all Clubs and groups trying to put their cases forward for new facilities especially as well as other projects such as lighting or ground maintenance and repair.

4) Hearing that the State Government will be contributing funds to the Latrobe Valley earlier this year but having the difference highlighted between what is local level standards and Regional Level Standards will also help clubs to keep their information for requests more relevant and make it easier to understand what they can apply for and have a greater chance of programs and Master Plans being accepted.

Thanking you, Rhonda Chapman

30

**Karen Tsebelis**

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**From:** cms@seamlesscms.com  
**Sent:** Friday, 28 July 2017 10:45 PM  
**To:** Kristie West; Latrobe Central Email  
**Subject:** Recreation needs assessment upload feedback Submitted

Please find the following submission for Recreation Needs Assessment report:

First Name Ken  
Surname Neilson

Street  
Town  
Post Code 3844

Email  
Address u  
Phone  
Number

My  
submission  
is

It is difficult to navigate the process of improving Council owned club facilities. I think it would be very beneficial to have a one contact point for sporting clubs to communicate with when trying to improve their facilities. This point could also provide advice and assistance with the process.

Upload... No file attached

Yes, please subscribe me to the Community Sounding Board.

31

**From:** [Amanda McInnes](#)  
**To:** [Karen Tsebelis](#)  
**Cc:**  
**Subject:** r/w: Latrobe City Draft Recreation Needs Assessment - Submission [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 2 August 2017 3:19:49 PM

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Hi Karen,

Further feedback on the Latrobe City draft rec needs assessment is attached below.

The CFNC would like to commend Latrobe City for the development of this new policy as we believe it will deliver true transparency around funding allocation and remove any perceived bias that may have been considered by some community groups. As stated in the document this policy will "ensure a fair and consistent allocation of Council resources....."

Below is some more detailed feedback/suggestion for consideration by Council on this policy –

#### 2.1 Guiding Principles

The CFNC agrees with these stated principles and would particularly highlight the last key principle around "special consideration" around some proposed projects, specifically around change room requirements & the need for female facilities both from a player & umpire point of view (female participation is definitely on the increase, especially in the umpiring ranks). We also acknowledge that "shared" facilities (multiple tenants) will deliver better ROI for Council.

#### 3.1 Process

The CFNC also supports the concept around "weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy", we believe these projects should be considered before any new projects are identified, especially if the Master Plan ticks all the boxes.

In regards to the actual "matrix" we are very comfortable with the proposed criteria's but would suggest that Council also take into consideration any recent infra-structure improvements undertaken by clubs that enhance the Council facility or have saved Council the expense of having to fund this capital improvement (e.g netball change rooms).

In regards to the cash contribution Council may want to consider the weighting on the percentages as 50% on a \$1M project (even a 20% contribution) would be out of the reach of all sporting clubs in Gippsland, maybe the points (or percentages) need some adjusting. If a club could pay 50% cash contribution then we would suggest they get a "high priority" on this project. Furthermore, how would a grant from a 3<sup>rd</sup> party (government or non-government) be assessed if the club sourced this funding? Would that be considered a cash contribution?

#### 4. Levels of Contribution

CFNC again has no issues with the proposed "core components that Council will fund".

##### 4.1.2 Optional Components

CFNC appreciates these items are "nice to have items" and has no issues with the club funding these, our only question would be would there be any additional weighting if a club funded an "optional component" (such as a gym) which would be available to all users of the facility? The same with a meeting room or shades spectator area?

#### 4.13 Pavilion Fit-out

CFNC fully agrees with these items and who is responsible for them.

#### 4.2 Ancillary infrastructure

CFNC fully agrees with these items and who is responsible for them. Our only question is regards to this is "what if the club funds infrastructure that exceeds the requirements of Council" and hence enhances the total sporting precinct? And in turn this capital improve attracts more utilisation of the facility.

As a way of example at Gaskin Park the CFNC has enhanced the facility by –

- Installing a state of art coloured scoreboard at a cost \$20K, this scoreboard is one of the best in Gippsland & enhances the players & spectators experience as well as providing non-sporting opportunities, e.g community movie night
- Installing 15 metre (AFL approved) goal posts at a cost of \$10K. These post are taller than most local football grounds & again enhance the facility.
- Installing a goal net at the Switchback road end of the oval, this net is both a OH&S improvement and eliminates wasted time chasing balls after a goal is kicked. The cost of this was \$15K
- Installing a timekeepers box above the social rooms on the centre wing, this gives ideal viewing for the timekeepers & is also used to control the electronic scoreboard on the other side of the ground. Again the timekeepers box is one of the best in Gippsland & also allows for local radio stations to utilise it for broadcasting of local games
- Construction of netball change rooms close to the netball facility at a cost of \$25K, these facilities allow the netballers to get changed, have a shower and stay out of the weather.

The items stated above are just examples of where a club has enhanced a Council owned facility which we acknowledge is great for the club but it is also great for the community and Latrobe City. It also assists in allowing the facilities to be utilised for football & netball finals as well as allowing representative teams such as Gippsland Power to utilise the venue when Morwell Rec is not available.

Our point here is whether the policy will take these type of capital improvements into consideration as a part of the matrix assessment.

In summary the CFNC fully supports the Recreation Infrastructure Funding Policy and the proposed assessment matrix but would like Council to consider some of our suggested improvements to the policy.

Regards,

Mick Johnson

sent by Amanda McInnes on behalf of Mick Johnson | CFNC Secretary | Churchill Football Netball Club Inc | PO Box 111 Churchill VIC 3842 | e: [am@cfnc.org.au](mailto:am@cfnc.org.au) | p: [0354621111](tel:0354621111)

----- Forwarded by Amanda McInnes/Traralgon/VIC/ASIC on 02/08/2017 03:16 PM -----

From: Amanda McInnes/Traralgon/VIC/ASIC  
 To: "Karen Tsebelis" <Karen.Tsebelis@latrobe.vic.gov.au>  
 Date: 28/07/2017 12:50 PM

Subject: Fw: Latrobe City Draft Recreation Needs Assessment - Submission [SEC=UNCLASSIFIED]

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Hi Karen,

Our feedback regarding the Policy is in relation to 4.2 Ancillary infrastructure.

Specifically the ongoing replacement of bulbs/globes.

We are happy to front the cost of supplying the bulbs/globes, but to actually facilitate the replacement is a \$1000 exercise to get the equipment each time to get up to the top of the poles, so if council were already doing the maintenance of the infrastructure including poles, we think the actual replacement of the bulbs should also be a Council function.

Happy to discuss further on Monday if needed.

Thanks,  
Amanda

Amanda McInnes | CFNC Secretary | Churchill Football Netball Club Inc | PO Box 111 Churchill VIC 3842 | e: amanda.mcinnnes@asic.gov.au or cfnc.secretary@hotmail.com | p: 0438 230 283 or (03) 5177 3708

----- Forwarded by Amanda McInnes/Traralgon/VIC/ASIC on 28/07/2017 12:44 PM -----

From: m>  
To:  
Cc:  
Date: 18/07/2017 07:48 PM  
Subject: Re: Latrobe City Draft Recreation Needs Assessment - Submission

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Yep this is the one I had printed last week at the meeting. I'll book a time in with them to have a chat.

Sent from my iPhone

On 18 Jul 2017, at 7:38 pm, Mick Johnson <mick.johnson@latrobe.vic.gov.au> wrote:

Amanda are you able to follow this up ?

Sent from my iPad

Begin forwarded message:

**From:** Cam Juha <Cam.Juha@latrobe.vic.gov.au>

**Date:** 18 July 2017 at 3:55:37 pm AEST

**To:** "m"

**Cc:** Karen Tsebelis <Karen.Tsebelis@latrobe.vic.gov.au>, Nathan Robinson

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

**Subject: Latrobe City Draft Recreation Needs Assessment - Submission**

**Att: Churchill Football Netball Club**

Good afternoon,

I'm emailing through in regards to the draft Recreation Needs Assessment currently out for community feedback. We noticed the Churchill Football Netball Club was not represented in the information sessions held in Traralgon, Morwell, Moe and Churchill over the past three weeks. We are keen to hear from you on the draft Recreation Needs Assessment and Council's proposed funding process of future recreation infrastructure, therefore I strongly encourage you to provide feedback before the closing date of **Friday 28 July 2017**.

If you would like to schedule a one on one meeting with the Recreation & Open Space team, or have any questions about the draft Recreation Needs Assessment – please do not hesitate to contact any of the following:

- Karen Tsebelis – Acting Manager Recreation on (03) 5128 5629 or via email [Karen.Tsebelis@latrobe.vic.gov.au](mailto:Karen.Tsebelis@latrobe.vic.gov.au)
- Cam Juha – Acting Coordinator Recreation & Open space on (03) 5128 5483 or via email [Cam.Juha@latrobe.vic.gov.au](mailto:Cam.Juha@latrobe.vic.gov.au)
- Nathan Robinson – Recreation Intern on (03) 5128 5485 or via email [Nathan.Robinson@latrobe.vic.gov.au](mailto:Nathan.Robinson@latrobe.vic.gov.au)

Kind regards,

**Cam Juha**

Acting Coordinator Recreation & Open Space  
Latrobe City Council

[mailto: Cam.Juha@latrobe.vic.gov.au](mailto:Cam.Juha@latrobe.vic.gov.au)  
Direct: 03 5128 5483

Fax: (03) 5128 5672  
Phone: 1300 367 700  
PO Box 264, Morwell 3840  
141 Commercial Rd, Morwell 3840

<image001.jpg>

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

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Latrobe City Council  
P.O. Box 264





# Newborough Football/Netball Club

Postal Address: P.O. Box 118, NEWBOROUGH, VIC 3825

Club Rooms Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

32

Affiliated with MID GIPPSLAND FOOTBALL LEAGUE

Registered Associated No: \_\_\_\_\_

ABN \_\_\_\_\_

Stephen Hall

RE: Recreation Infrastructure Funding Policy Draft.

Ms Karen Tsebelis  
Co-ordinator Recreation & Open space,  
Latrobe City Council,

Karen,

Following our one-on-one meeting 26/07/17, the Newborough Football Netball Club would like to put forward our feedback to the Recreation Infrastructure Funding Policy Draft.

This feedback comes from Both NFNC and Newborough Junior Football Club users of Northern Reserve Newborough.

While we feel that Draft Policy and its accompanying matrix are a step in the right direction, in relation to recognising growth rates, Compliancy, and individual sporting code trends. We would also like to see some discussion on some inclusions/ additions to the policy which we will dot point below:

- We must look at current use / overuse of current facilities to ensure participation rates do not drop.
- We feel there is a need to accommodate and recognise current member numbers
  - in cases where in sporting codes where there are limits on the numbers of teams permissible in certain competitions, i.e. Netball in the MGFL we are only allowed to have six teams covering u15 through A-grade with realistic maximum numbers being a side of 7 and two reserves = 9, Thus, for a club which operates at this level to show growth may not be possible. Therefore, constant participation numbers should be considered.

Page 1 of 2



# Newborough Football/Netball Club

Postal Address: P.O. Box 118, NEWBOROUGH, VIC 3825

Club Rooms Phone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Affiliated with MID GIPPSLAND FOOTBALL LEAGUE

Registered Associated No: \_\_\_\_\_

ABN \_\_\_\_\_

- In addition to utilising this policy we would also like to see the opportunity for clubs able to attract funding through alternate areas/means be able upgrade their facilities, providing they follow guidelines set down by building codes, sporting codes and councils own policies and procedures. **And there are no extra costs to Council.** This would mean that private (self) funding could be used to upgrade facilities, meaning council funding would be freed up to spend on other recreational facilities.
- Where Council fund lighting/installations/upgrades to a maximum of 100lux, clubs should be able to contribute to upgrade to a higher level of lux, given that the club is responsible for replacement of bulbs/globes and the operating costs.

We fully understand that Council has access to limited funding and budgets only stretch so far, but clubs who operate on good numbers and levels should not be restricted due to the level of competition they play in or their proximity to "Higher league facilities" Remembering that access to these higher league facilities is limited to current tenants only.

Should you wish to discuss our feedback, please do not hesitate to call

Stephen Hall  
President  
Newborough Football Netball Club

33

**From:** [Duncan, Peter](#)  
**To:** [Nathan Robinson](#)  
**Cc:** [Cam Juha](#); [Karen Tsebellis](#)  
**Subject:** RE: Latrobe City Draft Recreation Needs Assessment Community Feedback  
**Date:** Friday, 28 July 2017 7:12:52 AM

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Hi Nathan

I am responding to the Latrobe City Draft Recreation Needs Assessment on behalf of the CATS (Callignee and Traralgon South) cricket club.

Thank you for a wonderful document with a myriad of information that is very enlightening and informational.

I find that the information has given me some great insight and confidence into the direction we are heading with our club and the council facility that we use.

Some of my comments on the report.

- We share our facilities with numerous groups and this was an important factor highlighted in the report which other facilities need to do, which we totally agree with.
- Clubs should be incorporated, which we are.
- Some important planning principles were highlighted such as; emerging female participation, and uni-sex multi-purpose facilities. This backs up our plans of having girls playing in our juniors and our goal of having a women's team active this season.
- I also noted that there is only 4.97% women participation in cricket. Hence, our aim to target women's cricket has a huge potential in significantly increasing overall participation.
- While there is an estimated 111.4% increase in cricket participation in the future, and assumed 200 further participants by 2031, from the current 1395. I feel we can significantly increase this amount by getting more women and girls participating in cricket in Latrobe. So with the focus from the Victorian Government, Cricket Victoria and Gippsport on trying to improve women's participation, I think this number will be a lot higher.
- With this point and other points noted in the report such as; pavilions are no 1 priority, multi-use facilities not being done enough, and a high need for uni-sex facilities, I feel our proposal of the facilities extension at Traralgon South will provide for and fill these needs.
- I note that one point highlights the need for sufficient club based activities to justify the expenditure and maintenance spent on facilities is important and will be harder to get funds for. My concern in Traralgon South is that the we receive funding for the users group, but this funding is only partially used for maintenance, and some of the funds are given to the clubs for their own use. My belief is that this money should ONLY be used for maintenance of the facility and surrounding areas, so all of the users and public benefit. Something needs to be done to address this point.
- In regard to cricket there are 2 important things that are happening that will hopefully increase cricket participation within Latrobe.
  - Cricket Victoria are looking at setting up a cricket centre of excellence in Moe to give facilities for all cricket clubs in Gippsland.
  - There is also a current committee looking at a merger between the CGCA and the TDCA, to create the Latrobe Valley Cricket Association. This will hopefully enhance cricket in Latrobe and give cricket in the area an even bigger lift in exposure, sponsorship and participation.

I hope you find these comments helpful and informative for your report.

Thanks

**Peter Duncan**  
President CATS cricket club



**From:** Nathan Robinson  
**Sent:** Tuesday, 20 June 2017 2:50 PM  
**To:** Cam Juha  
**Subject:** Latrobe City Draft Recreation Needs Assessment Community Feedback  
**Importance:** High

Good afternoon,

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

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

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

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

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

The draft Recreation Infrastructure Funding Policy provides direction to both Council and sporting clubs and associations about what recreation infrastructure Council will fund and what it won't fund.

The final document is the draft Assessment matrices. There are three (3) matrices which address the following types of recreation infrastructure:

- Assessment matrix 1 – Pavilions and pavilion upgrades
- Assessment matrix 2 – Ground improvements, such as irrigation and drainage
- Assessment matrix 3 – Sports lighting construction or upgrades

These three documents are open for feedback and submission for a period of six (6) weeks, commencing on Tuesday 20 June 2017, and closing on Friday 28 July 2017.

We would like to hear from you about these important documents which will help prioritise the delivery of recreation projects in Latrobe City.

You can be involved in this project by reviewing the draft Recreation Needs Assessment, Draft Recreation Infrastructure Funding Policy and Draft Assessment matrices, and provide your feedback either in person to the Recreation & Open Space Team or via email or letter.

Alternatively, interested community members can:

- Schedule One on One meetings with the Recreation & Open Space team, or
- Attend an Information Session at the following Council service centres:
  - Traralgon Service Centre – Tuesday 27 June 2017 at 5.00 pm

34

**Traralgon South and District Association**

Ms Karen Tsebelis,  
Co-ordinator Recreation and Open Space  
Latrobe City Council  
PO Box 264  
Morwell, VIC 3840

ABN

Latrobe City Council



DOC17/54818

Date Received: 31-Jul-2017

27 July 2017

Dear Ms Tsebelis,

**LATROBE CITY  
RECREATION NEEDS ASSESSMENT**

The purpose of this letter is to make a formal submission to the Council's Recreation Needs Assessment.

In 2016, the TSDA Committee undertook a survey of residents about the future development of the Traralgon South Recreation Reserve. In particular, we sought to obtain from residents their views about priorities for future development. A copy of the Report on the Results accompany this letter. As will be seen, the local community has some clear views about how to proceed. The results were presented to a General Meeting in November 2017 and endorsed by community members.

This determination was communicated to Steve Piasente in January 2017 and a copy of our covering letter dated 23 January 2017 is attached. A response to our communication was received in a letter from Steve dated 6 March 2017. This is also attached.

Could you please ensure that Council takes full account of our submission when completing the Needs Assessment. In so doing, could you please note that we strongly hold the view that any assessment of needs must take into account not just the requirements of formal sporting groups but also the participation in sporting activities of the wider community. This is particularly relevant with tennis.

Yours sincerely,

**Ang Gordon**  
President TSDA

Traralgon South and District Township Association Inc.  
Registration No.

12

**Traralgon South and District Association**

ABN

Mr Steve Piasente,  
General Manager  
Infrastructure and Recreation  
Latrobe City Council,  
Morwell, VIC 3840

30 January 2017

CC: Councillors, East Ward  
Ms Karen Tsebelis

Dear Steve,

**TRARALGON SOUTH RECREATION RESERVE  
10 YEAR PLAN**

The purpose of this letter is to make a formal submission to Council to proceed with implementation of certain proposals arising from the contents of above plan.

Some time ago, the TSDA Committee had a number of meetings with Councillors and Council officers regarding the contents and future implementation of the Ten Year Plan for the Traralgon South Recreation Reserve. At the time, the Committee was told that this Plan was part of the Latrobe City's long term plans for the municipality, but there would be no action to implement the Plan pending representations from the community on their views and priorities.

In the meantime, there have been a number of developments. In particular, Council financed the installation of a Skate Park, and Council has undertaken a preliminary study on drainage issues. We have also experienced some deterioration in the existing facilities. There have been a number of problems with the stability and safety of the tennis courts, with "sink holes" appearing. And there have been problems with the playing surface of the cricket oval as a result of which home games in the current season have been played at Callignee Oval. You should also note that we are currently in the process of requesting, under the small grants program, an upgrade of the children's play area.

Traralgon South and District Township Association Inc.  
Registration No. /



In 2016, the TSDA Committee undertook a survey of residents about the future development of the Recreation Reserve. In particular, we sought to obtain from residents their views about priorities. A copy of the Survey (Attachment 1), and the Report on the Results (Attachment 2) accompany this letter. As will be seen, the local community has some clear views about how to proceed. The results were presented to a General Meeting in November and endorsed by community members.

The TSDA Committee would now like to make a formal submission that Council commences the process of establishing a forward plan to implement a substantial upgrade of the Recreation facility. This will involve an update of the Ten Year Plan and eventually a capital works program designed to implement certain key aspects of the Plan. We know that implementation may involve a number of steps including the following:

- a) A major review of the drainage issues associated with the site, following completion of the Feasibility Study already in hand.
- b) Major works to address the drainage issue.
- c) An assessment of the potential for extending the current boundaries of the Reserve to include adjacent land.
- d) Preparation of alternative plans for the whole site, including options for access and parking.

Finally, you should know that the TSDA is willing to be an active partner in any development proposals. In particular, we are willing to discuss with Council a financial contribution drawing on our modest community reserves and related fund raising activity.

The TSDA Committee would appreciate an opportunity to meet with you and discuss how we may proceed with implementation of the 10 Year Plan.

Yours sincerely,



**Ang Gordon**  
**President TSDA**

Traralgon South and District Township Association Inc.  
Registration No.



**TRARALGON SOUTH AND DISTRICT ASSOCIATION****REPORT ON****SURVEY ON RECREATION RESERVE**

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**Background**

During August, the TSDA Committee undertook a survey of residents regarding the future development of the Traralgon South Recreation Reserve. The aim of this Survey was to gauge community opinion on the options for implementing the Latrobe City Council Ten Year Plan for the facility.

The Recreation Reserve is a five hectare area on the west side of Traralgon South. Not included in the site, but potentially available for expansion of the Reserve, is an area of cleared land to the north. The Reserve currently provides the following amenities:

- Cricket Oval, cricket nets, and Sports Pavilion, but no changing rooms
- Community Hall
- Tennis Courts
- Indoor Badminton Courts at rear of Sports Pavilion
- CFA Station
- Men's Shed
- Skate Park

The Reserve and adjacent land presents some opportunities for development, and there are also some constraints. The opportunities include the following:

- a) Refurbish existing tennis courts, or relocate to accommodate car park
- b) Establish changing facilities for sports teams
- c) Relocate car park to more central location
- d) Establish Netball courts for use by the town's Netball team.
- e) Establish passive recreational area with picnic and BBQ areas.
- f) Establish football oval for use as a reserve ground by one or more of our local Gippsland teams.
- g) Expand CFA facility
- h) Install more drinking fountains
- i) Plant additional vegetation for shade

Development activity will require funding from the Latrobe City Council which may be obtained by submitting proposals adopted by the Community. If approved by the Council, implementation may take several years. Any development will need to take account of the following:

- i) Before any development takes place, there is a need to address some major drainage issues which have led to the closure of the tennis courts.
- ii) The current layout of facilities does not make the best use of the site. Depending on which amenities are provided, a new layout may be required.
- iii) There is no lighting, so use of facilities is confined to daylight hours.
- iv) Some development options are connected (eg relocation of tennis courts and car park which are items a) and b) above).

## **SURVEY AND RESULTS**

The Survey was sent to every household in the district (about 350 residences). Replies were received from 47 residents (13%), and thanks to everyone who took the time to respond. In completing the survey, residents were asked to indicate whether they were "For" or "Against" a particular development option. They were also asked to rank the options. The responses have been analysed and the results are as follows.

### **Higher Priority**

The options which received the **highest** level of support were as follows:

Re-establish/Relocate Tennis Courts  
Extend Reserve to include the land to the north  
Improve drainage on Cricket Oval  
Establish additional parkland  
Extend area with BBQ facilities  
Extend CFA Facilities  
Relocate Car Park

### **Lower Priority**

The options which received the **least** support were the following:

Upgrade of St Stephens Church  
Establishment of Football Oval (47% were in favour but 47% were also against)  
Upgrade of Skate Park  
Establishment of Netball Courts  
Refurbishment of Community Hall

### **Other Ideas**

In addition, a number of **other ideas** for consideration were identified including:

1. The establishment of a multi-purpose sports hall with changing facilities
2. The establishment of hockey/soccer ground
3. Upgrade of children's play area next to Community Hall
4. Introduction of a pony club, and
5. Improved lighting for night time use.

### **TSDA Committee Comments**

The Committee thinks that the community should accept the list of items under the Higher Priority heading as the preferred options. However, the Committee has some comments as follows:

- a) There is a need to install changing facilities in the sports building next to the cricket oval.
- b) The children's area next to the Community Hall is in urgent need of a review and upgrade for health and safety reasons and this could be undertaken using existing community grants.
- c) The installation of lighting for night time use is worthy of inclusion.
- d) Any upgrade to the CFA facility will involve funding from the CFA, but should be built into the overall plan.

**NEXT STEPS**

- i) At the General Meeting on 15 November 2016, community members had an opportunity to discuss the results and raise any issues they have. There was general acceptance of the findings.
- ii) We will then need to engage with the Council officers to share the results with them and begin a process of examining how the community priorities can be built into a new version of the Ten Year Plan. This will involve looking at a number of designs for the total reserve including the extended area to the north and bearing in mind the need to address the underlying drainage issue.
- iii) The TSDA Committee will then make a submission to proceed with the preferred options.

End

Our Ref: 1599117  
SP:JM



6 March 2017

M/s Ang Gordon  
Traralgon South & District Association  
RMB 3132  
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Dear M/s Gordon

**TRARALGON SOUTH RECREATION RESERVE MASTERPLAN**

Thank you for your letter in regards to the Traralgon South Recreation Reserve Master Plan.

The Traralgon South Recreation Reserve Master Plan was endorsed by Council in 2013 and identifies opportunities for upgrades and improvements to the Traralgon South Recreation Reserve. The Master Plan does not detail any timeframes for the delivery of the identified projects at the Traralgon South Recreation Reserve.

This practice of identifying projects through Master Plans has been undertaken at Latrobe City Council for a number of years. This has led to an expectation that Council will deliver all of the projects and unfortunately, this is not achievable.

To address this issue Latrobe City Council is currently undertaking a process to assist determining the most immediate recreation projects, by developing a Recreation Needs Assessment. This municipal wide report will detail the following in relation to active sports in Latrobe City:

- current and future demographics;
- current and future demand for active sports;
- recreation trends; and
- participation data for active sports.

This information will be used to determine key priorities for recreation infrastructure projects over the short term. It is expected that this report will be finalised in mid-2017.

If you require any further information regarding this matter, please contact Jamey Mullen, Manager Recreation on 5126 5629 or email [Jamey.Mullen@latrobe.vic.gov.au](mailto:Jamey.Mullen@latrobe.vic.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read "Steve", is written over a long horizontal line that extends across the page.

**STEVEN PIASENTE**  
**General Manager Infrastructure & Recreation**

Moe 1-29 George Street Morwell 141 Commercial Road Churchill Hub 9-11 Phillip Parade Traralgon 34-38 Kay Street

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35

**From:** [Traralgon Croquet Club Secretary](#)  
**To:** [Karen Tsebellis](#)  
**Subject:** Recreation Needs Assessment - Expression of Interest  
**Date:** Monday, 31 July 2017 8:29:34 PM

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Dear Karen

Thank you for your time on Friday and for welcoming input from the Traralgon Croquet Club as part of the Recreation Needs Assessment processes.

As discussed on Friday, there is no master plan for the Hubert Osborne Reserve on which the club's facilities are located. We are willing to be involved in the development of such a master plan if Latrobe City Council seeks to prepare this. Perhaps this may take the form of consultation regarding the redevelopment of the Traralgon Swimming Pool facilities adjacent to the croquet club.

The key improvement projects that Traralgon Croquet Club would like to have considered in the master plan and/or list of recreation projects are:

- Upgrade to toilet facilities, especially the provision of an accessible toilet: At the moment, we have one female toilet, accessed from inside the club house, and one male toilet, accessed from outside the club house. These are the old style small cubicles with a separate wash basin in the entry area. We do not have any accessible toilets. Ideally, the toilets would be directly accessed from both the inside of the club house and from the outside playing areas.
- Extension to the club house (pavilion): The club house is adequate, but relatively small. It becomes especially crowded during major events, eg, when we host tournaments or visiting groups, or when members and partners are present for social activities.
- Lighting for the courts: Currently, the use of the playing facilities is limited to daylight hours only. Lighting for the courts would facilitate after hours activities enabling the club to recruit working adults as members, and offer coaching and competitions in the evenings. The Croquet Victoria guidelines for facilities recommend lighting requirements as: "LED lights installed with an even illumination of at least 150 lux (lumens/m<sup>2</sup>), with a variance of no more than 0.87 across the playing area."
- Complete renewal of the turf playing surfaces, including laser levelling: The playing surfaces have been maintained to a reasonable standard. However, over the years, a number of issues have developed. These include variation in the levels, a mixture of grasses in the turf, and damp spots where the drainage does not work so well.

The club has three courts. These reach capacity with 24 players at any one time: 3 courts x 2 games on each court (different sets of colour balls) x 2 teams x 2



people per team. During the warmer months, we regularly reach this capacity. This is also prompting consideration of additional alternative club days. We are looking forward to making more use of the facilities. However, it will lead to more wear and tear on the playing surface, and to the need for a longer term plan for a new, more durable, turf.

We have not prepared any detailed submissions for these projects and seek to work with the Council to develop these as required. These projects are based on the assumption that the club will remain at the current location. Croquet Victoria (our state body) has recently issued guidelines for croquet facilities, which will help with further development of the improvements projects proposals.

The Traralgon Croquet Club is one of the stronger clubs in the Gippsland region, and our members have regularly represented the region in state-wide competitions. Our membership numbers of about 34 have been relatively steady over the last couple of years, after a rebuilding period. The gender representation in the club is quite balanced and membership is made up of a majority of retired people. Recently joined new members have taken up croquet as part of their transition to retirement and/or as a result of moving from more physically demanding sports (such as tennis). Our "Try Croquet" days have been part of our successful recruitment processes.

Social play is offered three times a week on Tuesday afternoon, Thursday afternoon/evening and Saturday afternoon, with many members attending each time. There is usually some coaching conducted on Saturday mornings and there have been suggestions / request for regular Sunday play from those members that are working during the week. There are also pennant competitions and tournaments in which the club members actively participate. The croquet season generally runs from August to June. The major turf maintenance activities are usually undertaken in the June/July off season. If courts are available during the off season, members will continue to undertake social play, practice and coaching activities.

The direction of the club has been guided by our 2012-2016 business plan. Five years on, it is now time for us to revisit and update this plan. Your suggestion to work with GippSport to develop a participation plan and female friendly policy is timing and will help us refocus our intentional activities aimed at membership growth and development.

Karen, please let me know if you wish to discuss this expression of interest submission.

Thank you for your assistance.

Regards

Simon

Simon Trebilcock, Vice President, Traralgon Croquet Club Inc.

1

	Club/ Association/Name	Identified Issues/ Summary	Officer Response
1	Frank Leister	<ul style="list-style-type: none"> <li>Population of recreation facilities is not increasing therefore our taxes/rates must not be squandered building more to pander to minority lobby interests.</li> <li>No need to be taxed to fund more sport and recreation facilities</li> <li>What is needed is lower local taxes that would be a bigger incentive for people to stay local</li> <li>Some extra effort into encouraging business into the area such as geothermal power generation, which is where our strengths lay and develop the potentials going to waste.</li> </ul>	<ul style="list-style-type: none"> <li>Latrobe City's population is expected to grow by 8560 people by 2031.</li> <li>Participation in most sports such as AFL, Netball; Cricket etc. are expected to growth by at least 12% in the next 15 years.</li> <li>Community sporting facilities provide a valuable contribution to community life, encouraging both physical and social activities.</li> <li>Funding for recreation infrastructure is predominately funded by Latrobe City Council and other funding partners such as Federal and State governments, and specific recreation funding such as Sport &amp; Recreation Victoria.</li> <li>In 2014, the Victorian government implemented a policy of rate capping for all Victorian local governments. Latrobe City Council has complied with this policy and all rate increases since 2014 have increased as per the CPI</li> <li>Noted – However this is not relevant to the Recreation Needs Assessment which relates only to recreation infrastructure and not other issues such as power geothermal power generation.</li> </ul>
2	Gippsland Athletics Club	<ul style="list-style-type: none"> <li>Gippsland Athletics Data provided for inclusion into the report</li> <li>The club uses Joe Carmody Track in Newborough.</li> </ul>	<ul style="list-style-type: none"> <li>The information provided by Gippsland Athletics Club has now been included in the final Recreation Needs Assessment report.</li> <li>Noted.</li> </ul>
3	Leisl Mckay – Moe Urban Fire Brigade	<ul style="list-style-type: none"> <li>The submission highlights the Moe Urban Fire Brigade and its running team competition.</li> <li>Standard of the current facilities isn't adequate to host competitions.</li> <li>Reduces opportunity to promote participation in the sport and community</li> </ul>	<ul style="list-style-type: none"> <li>Information relating to the participation in fire brigade running competitions has been collected from each of the Urban Fire Brigades, including Moe, Morwell and Traralgon and included in the final Recreation Needs Assessment report.</li> <li>Noted. The purpose of the Recreation Needs Assessment is to document and provide a process for assessing and funding local level facility standards. There may be an opportunity for the club to attract funding through the redevelopment of Ted Summerton Reserve, with the Regional CricketCentre of Excellence.</li> <li>Noted</li> </ul>
4	Boolarra Pony Club	<ul style="list-style-type: none"> <li>Provided a list of the peak bodies for Equestrian in Victoria/Australia</li> <li>Provided detail regarding the current facilities at Boolarra Memorial Park for equestrian activities</li> </ul>	<ul style="list-style-type: none"> <li>The peak body affiliations have been included in the final Recreation Needs Assessment report.</li> <li>Noted.</li> </ul>



2

		<ul style="list-style-type: none"> <li>• Provided a vision and list of outstanding actions priorities for the Boolarra Pony Club from the Southern Towns Outdoor Recreation Plan (2009)</li> <li>• Identification of clubs priorities including toilet facilities, covered arena and cross country course.</li> </ul>	<ul style="list-style-type: none"> <li>• All outstanding actions from all master plans, including the Southern Towns Outdoor Recreation Plan are detailed in the final Recreation Needs Assessment report as an appendix.</li> <li>• A covered arena has been determined as higher level of provision than local level and the Recreation Infrastructure Funding Policy identifies that this type of infrastructure is the responsibility of the club or association to fund.</li> <li>• All projects previously identified in a Council master plan have been assessed through the appropriate Assessment matrix.</li> </ul>
5	Traralgon West Cricket Club – Sam Varsaci	<ul style="list-style-type: none"> <li>• It seems that multi-use/shared submissions are encouraged. Submission should encompass the statistics of the entire user group for an accurate picture of use and need.</li> <li>• 50 m2 for social space not sufficient enough for multi-use shared facilities.</li> <li>• The inclusion of female participation as a key priority area within the criteria is a good initiative</li> <li>• Consideration for additional criteria should be considered and be broadened to include disability participation with community clubs and groups. Club/s should be acknowledged for providing inclusive environments with long term program in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. Where a project has multiple user groups, the data from each user group will be combined and averaged and used to assess the participation average in the project assessment. However, if a project has multiple users, but only one major beneficiary for a particular project, then only the data from the main beneficiary will be utilised to assess the project as identified in the Recreation Infrastructure Funding Policy.</li> <li>• Noted. Latrobe City Council will consider an increase in the size of a social/meeting area if there are three or more user groups.</li> <li>• Noted.</li> <li>• Noted. KPA 1 will be amended in the Assessment matrices to reflect participation by disabled participants; however the score for this will also include female participants.</li> </ul>
6	Cumberland Park JFC- Jessica Tooth	<ul style="list-style-type: none"> <li>• Membership data provided from 2010 through to 2017.</li> <li>• Cumberland Park Junior Football Club as experienced a decrease in player participation mainly due to clubs aged facilities</li> <li>• Since the 2015 Catterick Crescent master plan was developed the club has fielded three (3) teams from under 10s to under 14s</li> <li>• The club has received several expressions of interest</li> </ul>	<ul style="list-style-type: none"> <li>• Noted and thank you. The data provided by the club is slightly different to the data provided by AFL Gippsland. When compared, the data from AFL Gippsland provides a more positive reflection of participation at the club and a better score outcome in the assessment matrix. Where possible, Latrobe City Council's policy is to use data provided by the peak sporting organisations to accurate and non-biased information.</li> <li>• Noted. The club has been encouraged to work with Gippsport to undertake a Participation plan to address participation issues at the club.</li> <li>• Noted.</li> <li>• Noted</li> </ul>

3

		<p>for some large major sponsors who are interested in sponsoring the club.</p> <ul style="list-style-type: none"> <li>• Cumberland Park is celebrating its 63<sup>rd</sup> anniversary as a junior football club.</li> <li>• The club can't compete against other clubs to retain players due to lack of facilities</li> </ul> <ul style="list-style-type: none"> <li>• Grounds and pavilions in poor condition</li> </ul> <ul style="list-style-type: none"> <li>• Trainings cancelled due to grounds drainage, two lights with one not working</li> <li>• No DDA compliance and No change rooms</li> <li>• Unable to host home games due to poor state of pavilion as advised by LCC</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Noted. This is a maintenance issue which will be addressed when the seasonal maintenance commences in September/October 2017. The club has been advised of this maintenance work.</li> <li>• Noted</li> <li>• Noted</li> <li>• The Traralgon West Sporting Complex was developed in 2011 to support the Traralgon &amp; District Junior Football League competition. It was the purpose of this facility to host games for this competition.</li> </ul>
7	Imperials Cricket Club	<ul style="list-style-type: none"> <li>• Pavilion upgrades as a priority</li> </ul> <ul style="list-style-type: none"> <li>• The Traralgon Imperials Cricket Club field three (3) senior sides (A, B &amp; C grade) and three (3) junior sides (U12, U14 &amp; U16). The clubrooms in their current state are far too small for the club's requirements and completely inadequate to the club's needs.</li> <li>• Due to the lack of room within the clubrooms, the club cannot hold social functions. This impacts negatively on the club's financial capacity.</li> <li>• Unsafe building, likely to contain asbestos &amp; Roof leaked for the past 5 years</li> <li>• The inadequate clubrooms mean that the club is disadvantaged with player retention and player recruitment.</li> <li>• The clubrooms do not meet disability access requirements.</li> <li>• There are no change facilities in the facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Noted. As per the previous response.</li> <li>• Noted. However, the pavilion at Catterick Crescent Reserve is classified as a local level pavilion. The purpose of sporting pavilions is to cater for the needs of active participation.</li> <li>• The building is currently being maintained to a safe standard by Building maintenance</li> <li>• Noted. The club has been encouraged to work with Gippsport to undertake a Participation plan to address participation issues at the club.</li> <li>• Noted</li> <li>• Noted</li> </ul>

4

		<ul style="list-style-type: none"> <li>The lack of change facilities has a negative effect on attracting other user groups to Catterick Crescent Reserve e.g. female cricket</li> </ul>	<ul style="list-style-type: none"> <li>Noted. The club has been encouraged to work with Gippsport to undertake a Participation plan to address participation issues at the club.</li> </ul>
8	Catterick Crescent – Melanie Shankland	<ul style="list-style-type: none"> <li>The Pavilion upgrade at Catterick Crescent Reserve for cricket and football should be priority.</li> <li>Have not witnessed any improvements made by Council other than to keep the grass short over summer and the replacement of the flooring after the flooding</li> <li>The facilities are of a poor standard; don't meet disability standards, poor change facilities, and the kitchen facilities are not up to scratch.</li> <li>Hope that girls will have an opportunity to play cricket and/or football from these clubrooms. Demand is not being met for existing female cricket team.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>Noted. However Latrobe City Council maintains both the building and the oval.</li> <li>Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>Noted. As above.</li> </ul>
9	Morwell Swimming Club – Monica Bramley	<ul style="list-style-type: none"> <li>Enjoyed reading the Recreation Needs Assessment report</li> <li>Cost to swim affects gaining and retaining swimmers is a hindrance</li> </ul>	<ul style="list-style-type: none"> <li>Noted and thank you. However, the submitter was not told it was a waste of time submitting a submission. All interested community members and clubs have been encouraged to submit their feedback to the project. Whilst the focus of the Recreation Needs Assessment is for outdoor recreation facilities, comments and feedback regarding indoor facilities can still be made and reflected upon, especially in light of the future design of the Gippsland Regional Aquatic Centre.</li> <li>Noted, but this is not within the scope of the Recreation Needs Assessment. Monica has been contacted by the Recreation &amp; Open Space team and encouraged to advocate for reduced costs associated with the sport of swimming to Swimming Victoria or Gippsland Swimming.</li> </ul>
10	Churchill Soccer Club – Peter Ceeney	<ul style="list-style-type: none"> <li>Found the KPA2 criteria in the pavilion and lighting matrix a bit confusing.</li> <li>Score for clubs who have project development capacity?</li> </ul>	<ul style="list-style-type: none"> <li>Noted. Makes sense and the Assessment matrices has been updated to reflect this feedback.</li> <li>Noted. However many clubs have spoken about this particular point. The intention of the Recreation Infrastructure Funding Policy and the Assessment matrices is to ensure that all projects are assessed against objective measures. The assessment of past performance is very subjective.</li> <li>The Recreation Infrastructure Funding Policy recommends that</li> </ul>

5

			clubs are not permitted to undertake projects on or to Latrobe City Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Latrobe City Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Latrobe City Council. All projects must be approved by Latrobe City Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy.
11	Imperials Cricket Club – Wayne Morley	<ul style="list-style-type: none"> <li>• Currently the Imperials Club Junior Coordinator. The club has some fantastic kids, coaches and team managers. The club's juniors have the largest compliment of female players in the Traralgon &amp; District Cricket Association.</li> <li>• The current clubrooms and storage area is way too small to host the large number of players, supporters and parents that are involved with the club.</li> <li>• The roof leaks. The club have historical memorabilia that is unable to be displayed due to the risk of water damage and the restricted wall space.</li> <li>• Coaches and Volunteers having to store playing and training equipment at their homes then transporting to games and trainings due to the limited storage space and possible water damage.</li> <li>• Inadequate facilities, including the kitchen, no change facilities, poor quality toilets.</li> <li>• Poor facilities have had a major impact on player retention over time. All of the above impacts on the clubs ability to attract volunteers and players.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> <li>• Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Noted. This issue has been referred to Building Maintenance for investigations.</li> <li>• Noted.</li> <li>• Noted. The Catterick Crescent Reserve master plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Noted.</li> </ul>
12	Toongabbie Recreation Reserve Committee of Management – Graham Berrett	<ul style="list-style-type: none"> <li>• Many thanks for explaining the draft Recreation Needs Assessment. Found the explanations helpful and will pass this on to the committee and sporting user groups.</li> <li>• Sees the draft as a fair way to deliver limited funding to recreation projects by Latrobe City Council.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted and thank you.</li> <li>• Noted</li> </ul>

6

		<ul style="list-style-type: none"> <li>• Agrees with the three matrix policy as a way of addressing most need</li> <li>• Agree that Toongabbie's sporting clubs develop a participation plan with Gippsport. Will discuss with the sporting club.</li> <li>• Toongabbie is a small community with smaller numbers of participants than larger centres; however the town's basic need of good up to date facilities is the same. Could small communities have a loading mechanism in the scoring to recognise this and help raise their project priority score?</li> <li>• As discussed with an annual budget for recreation project of \$1 million to fund three prioritised projects throughout Latrobe City, could Council consider having a small amount of this available each year to fund some smaller projects identified in the outdoor recreation plans of the smaller towns.</li> <li>• Toongabbie have riders/pony club and a golf club on the reserve. This is probably unique in Latrobe City and the reserve would not like Council to forget their needs.</li> <li>• The Toongabbie Recreation Reserve has needs that would be covered by all three matrices. Feels that the Northern Towns Outdoor Recreation Plan is outdated, and there is a further need for engagement to update this.</li> <li>• Could Council possibly have a three year review of preferred projects?</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• Noted</li> <li>• Noted. However the greatest demand for recreation infrastructure is in the larger towns with the greater population base. Participation data assessment is based upon individual clubs data and is not compared to other clubs, regardless of whether they are smaller or larger. This was designed like this to ensure that smaller clubs and townships were not disadvantaged by the assessment criteria.</li> <li>• This will be a decision for Council to make when projects have been assessed and presented for future Latrobe City Council funding. As part of the Community Building Initiative project, which finished in 2008, Latrobe City Council made a commitment to fund each of the seven small towns \$10,000 each year to use for priority projects or to leverage for additional funding for priority projects.</li> <li>• As part of the Northern Towns Outdoor Recreation Plan, the equestrian needs/ requirements were included as recommendations in this master plan. All outstanding master plan actions will be assessed through the appropriate assessment matrix, including those identified for the Pony Club.</li> <li>• Noted. An expression of interest process has been included as part of the Recreation Infrastructure Funding Policy. Projects that have been identified by clubs/associations as a priority, but not identified in a master plan can use this EOI process to have projects assessed through the assessment matrix.</li> <li>• The Recreation Infrastructure Funding Policy and the Assessment Matrices will be reviewed every year. All projects will be reviewed to update participation data from the previous year prior to projects being considered for future Latrobe City Council budgets and external funding opportunities.</li> </ul>
13	Morwell East Football Netball Club – Dave Evans	<ul style="list-style-type: none"> <li>• On page 28 of the report it states as following in relation to Ronald Reserve, "Determine the most effective spend of recently allocated State government funding". Although Morwell East Football Netball Club is aware of the recent recreation funding announcements, no detail has yet</li> </ul>	<ul style="list-style-type: none"> <li>• The Victorian government recently announced an investment of \$85 million for the construction and redevelopment of a range of sporting infrastructure in Latrobe City. Specifically \$5 million has been allocated to nine (9) DELWP reserves, of which five (5) are in Latrobe City. Ronald Reserve is one of these reserves, however there has been no further decision on how</li> </ul>

7

		<p>been provided about what that funding actually entails for Ronald Reserve to our knowledge. We would appreciate being informed of how this funding may benefit our club facilities and identified projects.</p> <ul style="list-style-type: none"> <li>On the 'Outstanding Recommendations section of this report and particularly page 86 it details that the following are outstanding actions/recommendations from the Morwell Outdoor Recreation Plan in relation to Ronald Reserve "renovate football clubrooms to include facilities for female umpires and improved canteen facilities. While Council has completed a design for the upgrade of this pavilion, no further detail has been provided about when this work will take place.</li> <li>On page 109 it also details that there was 'no club response'. Many club members individual responded to the survey that closed on 4 December 2016 and referred to agreed identified priorities for the club which is consistent with our letter to Latrobe City Council date 29 November 2016.</li> <li>We are pleased to read on page 109 of the report that Council will be funding the reconstruction of two courts and installation of court lighting with the project due to commence in 2017. We would appreciate confirmation on the start date of this project.</li> <li>Date that the Needs Assessment will be adopted</li> <li>Confirmation on when the funding will be provided and when the works will take place for the three identified projects for the club.</li> </ul>	<p>much funding will be available and what projects will be funded. Further community engagement is required with all the user groups from the nine (9) reserves prior to any decision being made on the projects to be funded. Ronald Reserve has three (3) major user groups, including the Morwell East Football Netball Club, Morwell Tennis Club and the Pegasus Soccer Club.</p> <ul style="list-style-type: none"> <li>Noted. The Morwell Outdoor Recreation Plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices. This is how projects will be prioritised and funded.</li> <li>Whilst club/community members may have completed a community survey in relation to the Recreation Needs Assessment, no formal response was received from the Morwell East Football Netball Club through a specific club survey. An email was sent directly to the club on 4 November 2016 with a direct link to the club survey.</li> <li>As previous advised, this project will commence at the completion of the 2017 AFL season.</li> <li>A report will be presented to Councillors in late August presenting submissions. A final report seeking Council's endorsement of the project will be presented in October 2017.</li> <li>As advised as part of the Recreation Needs Assessment project, all projects previously identified in Latrobe City Councils master plan will be assessed and prioritised through the Recreation Infrastructure Funding Policy and the Assessment matrices. This is how projects will be prioritised for funding.</li> </ul>
14	Sally Kirstine – Tennis Representation	<ul style="list-style-type: none"> <li>LV Population = 73,900, Survey responses = 742. Therefore results in table 3 page 7 are not statistically viable. A sample size of approximately 1% of the population which is not deemed to be statistically</li> </ul>	<ul style="list-style-type: none"> <li>The purpose of the Recreation Needs Assessment is to determine who is participating in active sport in Latrobe City. It is not intended to be a census collection tool. Participation by the community via feedback and submissions are completely</li> </ul>

8

		<p>viable.</p> <ul style="list-style-type: none"> <li>• Player registration numbers are a good indicator, but do not take into account social player numbers and therefore the impact of facilities outside of competition use. Table 1 page 8 – don't take into account social player numbers</li> <li>• Key considerations page 12 'top five sports' are not supported by the data presented in the following table</li> <li>• Table 7 (page 11) shows tennis to be 2<sup>nd</sup> for 4 – 9 age group and 3<sup>rd</sup> for 30+ age group and Table 8 (page 11) shows tennis to be 3<sup>rd</sup> for female participation. Female and older age participation rates are a high priority area for VicHealth etc. and tennis caters very well for these groups. The table on page 12 shows that tennis has a projected participation rate in the area comparable to other sports (12.1%) and a significantly higher ERASS projected rate than any other sport on the list (689.7%). Based on this data, tennis should be in the top 5 sports</li> <li>• There are sufficient tennis courts to cater for tennis however most are non-complaint and need resurfacing</li> <li>• Will clubs get to see the result of the assessment matrix?</li> </ul>	<p>voluntary. Council cannot force clubs or the community to participate or provide their feedback to this project. Some clubs and community members are more willing to be a part of this project than others. Council emailed all Council sporting users and organisation, on the 4 November 2016 and 7 November 2016. Once again, the involvement in this process was voluntary.</p> <ul style="list-style-type: none"> <li>• Noted. However the purpose of the Recreation Infrastructure Funding Policy and the Assessment matrices is to ensure that projects are assessed in a consistent and objective process. Many clubs and community provide anecdotal reports that there is significant community or non-club based use of their recreation infrastructure; however Council must be able to accurately and quantitatively measure this. This proves very difficult when participation is not recorded accurately or reflected in registration numbers. Local tennis club's social users are encouraged to register their support for their organisation's sporting activities by becoming registered members of their tennis club.</li> <li>• It is quite clear from the data provided on actual registrations, that participation in the sport of tennis is not as great as Basketball, AFL, Soccer, Netball or Cricket. In saying this, it is not a competition between the sports; it merely reflects the participation of these sports.</li> <li>• Noted, as above.</li> <li>• Noted. Many master plans have identified a number of tennis court upgrades. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>• Yes when the Assessment matrices are completed, the final</li> </ul>
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9

		<ul style="list-style-type: none"> <li>• Will clubs have an opportunity to re-address areas that didn't score well in the matrix and rectify these?</li> <li>• Will clubs be given an indication of where they fit in the priority list?</li> <li>• Unsure around KPA 5 – cash contribution disadvantages clubs/sports that don't have the capacity to attain extra revenue from gate takings/entry fees, renting, social functions etc.</li> <li>• Once a club has the facilities that enables them to bring in extra income (as indicated by their bank balance), they should be responsible for maintenance, improvements and providing a larger contribution to any further projects than a club that does not; or in some cases fund the entire project themselves. They should not necessarily receive extra points on the matrix, just because they are more financial.</li> <li>• In Section 2.1 Guiding Principles. 'Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council.' Project management and particularly tendering by the Council increases the cost to the club contribution in comparison to a case where a club has qualified tradesman and engineers as well as access to materials and could therefore upgrade facilities much more cheaply than can be done by the Council. If a club can get quotes for a job, they would be much cheaper than if the Council gets quotes. Obviously, the materials and work needs to be according to the set standards. If money can be saved by this process, then there would be more money to go around.</li> </ul>	<ul style="list-style-type: none"> <li>• assessment will be public to all user groups and stakeholders.</li> <li>• The Assessment matrices are an objective measure to assess the priority of projects for funding. By their very nature, the objectiveness of the assessment criteria does not allow for subjective assessment, meaning that they will only be reviewed annual to update participation information.</li> <li>• Yes as advised above.</li> <li>• Noted.</li> <li>• Noted. However due to limited resources especially from club and sporting organisation volunteers, this suggestion would be difficult and onerous to manage.</li> <li>• The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Latrobe City Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must be approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy. The recommendation in the Recreation Infrastructure Funding Policy which prevents clubs/sporting organisations from undertaking works on Council owned facilities is due to a number of projects being undertaken by clubs/organisations that were either completed without Council's knowledge or approval, without the appropriate permits (planning &amp; building) and/or poor workmanship and not meeting the required standards (Australian standards, DDA compliance, Lighting</li> </ul>
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10

15	Glengarry Recreation Reserve CoM – Mark Birmingham	<ul style="list-style-type: none"> <li>• Small water desalination treatment plant for bore water</li> <li>• Additional drainage around Fred King Oval boundary line</li> <li>• Relocate cricket nets to Doug Timmins Oval</li> <li>• Upgrade the kitchen in pavilion</li> <li>• Change rooms for females increased size</li> <li>• Other upgrades around the Reserve</li> </ul>	<p>standards, etc.).</p> <ul style="list-style-type: none"> <li>• Noted. The Northern Towns Outdoor Recreation Plan has identified a number of ground and pavilion improvements. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> </ul>
16	Traralgon Little Athletics Association	<ul style="list-style-type: none"> <li>• Page 30 - Peak agency discussions “Harold Preston Reserve – Support the request to upgrade toilets and install discuss cages etc.” Who is offering the support and who put the request forward?</li> <li>• Page 32 -Summary of Athletic priorities “The development of the Harold Preston Reserve/Traralgon Tennis/Agnes Brereton Park sites should be considered and developed as a major sporting precinct into the future.</li> <li>• Develop Northern Reserve (Joe Carmody Track), Moe/Newborough as the primary athletics facility in the city”</li> <li>• All development should be to the benefit of all user groups and to the detriment of none.</li> <li>• Page 92 – Outstanding recommendations Upgrade/extension of existing Little Athletics and Traralgon City Soccer Club storage facility to provide a multi-use storage/sheltered spectator viewing area. This was listed as a council responsibility in the Traralgon Outdoor Recreation Plan 2014 – Harold Preston Reserve Master Plane Recommendations. It was listed as a medium priority, with an estimated cost and council noted as potential funding opportunities. Why has this now moved to a club responsibility?</li> <li>• Page 111 – Upgrade and consolidate existing Traralgon City Soccer Club buildings..... This wording does not support the insistence by Council that the club rooms are shared between existing user groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement was undertaken with the Victoria Little Athletics Associations as per advice previously provided to the Traralgon Little Athletics Association.</li> <li>• This comments relates to ensuring that future projects in the Harold Preston Reserve precinct, which includes the Traralgon Tennis Facility be considered as a single precinct to ensure that infrastructure is not duplicated or overdeveloped.</li> <li>• Noted. The Joe Carmody Track is recognised by the peak athletics organisations as the regional athletics facility in Gippsland.</li> <li>• Noted.</li> <li>• The Recreation Infrastructure Funding Policy provides direction on what Council will and won’t fund. The priority for Council is to fund recreation infrastructure that directly supports active participation in sport. The funding of shelters for spectators and storage does not directly relate to participation or respond to a participation need. Council will fund storage up to 20 m/sq.; however any increase in this will be the responsibility of the club. Funding for this type of infrastructure is available through the Latrobe City Council Community Grants Program. A Minor Capital Works grant for \$5,000 is available each year and clubs are encouraged to work together, if co-located at the same site to fund this type of infrastructure.</li> <li>• Noted. The final report has been amended to reflect this omission.</li> </ul>

11

		<ul style="list-style-type: none"> <li>• Page 111 -Upgrade/extension of existing Little Athletics and Traralgon City Soccer Club storage facility to provide a multi-use storage/sheltered spectator viewing area.</li> <li>• This item has not been assigned a responsibility but seems to be including in the point 2. A design is currently being developed for this recommendation. So who is responsible for this upgrade/extension?</li> <li>• Page 111 – Lighting to pitch 3 at the Traralgon City Soccer Club and Pitch 2 at Traralgon Olympians will be constructed at the completion of the 2017 soccer season. This need to be noted that the completion of the soccer season is the beginning of the Athletics season and any works done should not adversely affect Traralgon Little Athletics.</li> <li>• Page 4 - Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council. Is this only for when council supply the funding or does this also cover if a club receives a grant from an outside body or corporation? What are the costs involved of project managing?</li> <li>• Page 5 - Changes to requirements from governing/statutory bodies (e.g. change room requirements, lighting levels, access for people with disabilities, etc.) I would imagine the council would want access for all at all venues, currently this is not</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. As above response. The club/s will be responsible for funding of the additional storage and shelter.</li> <li>• A design for the upgrading of existing facilities at the pavilion was completed in 2016. Engagement activities included on site meetings with both users (Traralgon Little Athletic Association and Traralgon City Soccer Club).</li> <li>• Noted. As per previous advice provided to the Traralgon Little Athletics Club, further engagement with all users of Harold Preston Reserve will be undertaken during the planning for the lighting projects.</li> <li>• The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must to be approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy. The recommendation in the Recreation Infrastructure Funding Policy which prevents clubs/sporting organisations from undertaking works on Council owned facilities is due to a number of projects being undertaken by clubs/organisations that were either completed without Council's knowledge or approval, without the appropriate permits (planning &amp; building) and/or poor workmanship and not meeting the required standards (Australian standards, DDA compliance, Lighting standards, etc.).</li> <li>• Noted. Many of Latrobe City Council's owned and managed facilities may not comply with Peak body guidelines and DDA compliance. Many of these projects have previously been identified in Council master plans, and will be assessed and prioritised through the Assessment matrices.</li> </ul>
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12

		<p>the case at Harold Preston Reserve.</p> <ul style="list-style-type: none"> <li>Page 10 – Core components that Council will fund. Toilets – we have been led to believe that the toilets at Harold Preston Reserve are not on the upgrade list despite their poor condition.</li> <li>Weighting KPA 1 – Past and current club based participation average increase/decrease over the past three years. All and Female. Our club this season (2016/2017) was 48% female and 52% male. Last season (2015/2016) the figures were 49% female and 51% male. The weighting of the KPA 1 points does not support a balance of participants. Points are awarded for increasing female participation but no points are given when a club has very close to 50/50 participation levels, seems unfair when we are being scored.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. The Traralgon Outdoor Recreation Plan has identified a number of ground and pavilion improvements. A design for the upgrade of the existing pavilion at Harold Preston Reserve, including the toilets was developed in 2016. These projects will be assessed through the Recreation Infrastructure Policy and the Assessment matrices.</li> <li>Noted. The intent of the Assessment matrices is to ensure that all projects are assessed in an objective manner. The Recreation Needs Assessment has identified five (5) key recommendations for Council to implement. One of these key recommendations relates to responding to the need to increase participation by girls and women in active sport. The KPA 1 criterion in the matrix is a reflection of the broader need for this recommendation. Whilst there are clubs that have a more balanced gender demographic, most do not. Clubs that have strong traditional female participation will probably benefit from the focus of female participation.</li> </ul>
17	Loy Yang Yinnar District Tennis Association – Graeme Stuckey	<ul style="list-style-type: none"> <li>A lack of response to this draft from tennis comes down to the communication between parties. To those contacts that did receive information, most are not focused on tennis during the winter months.</li> <li>Our Association covers all Council’s venues including the Traralgon Tennis Centre. Wish to stress that all clubs are vital to support each other and have a personal concern that some of our regional and smaller clubs are somewhat left wanting when it comes to financial support from Council.</li> <li>Traralgon South tennis courts issue</li> <li>Flynn Courts 3 and 4 need resurfacing</li> </ul>	<ul style="list-style-type: none"> <li>Noted, however this is the second submission that Latrobe City Council has received in relation to the Flynn Recreation Reserve. Latrobe City Council has a register of user group contacts that it utilises to advise clubs/sporting organisation of information. This relies upon the contacts of each club being responsible for emails sent to them.</li> <li>Noted. This is the reason why the Recreation Needs Assessment project is required. The Recreation Infrastructure Funding Policy and Assessment matrices provides a clear and transparent process for prioritising and funding projects, based upon each clubs individual information. This process will benefit all Latrobe City Council clubs/organisation by providing some level of transparency and understanding on what projects will be funded and when.</li> <li>Noted. This project has been identified in the Traralgon South Recreation Reserve master plan, and all outstanding projects will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> <li>Noted. This project has been identified in the Southern Towns Outdoor Recreation Plan, and all outstanding projects will be assessed through the Recreation Infrastructure Funding Policy</li> </ul>

13

18	Traralgon Football Netball Club – Andrew Livingstone	<ul style="list-style-type: none"> <li>• Change rooms 70 years old – outdated and non-compliant</li> <li>• Insufficient catering for 4 male and 3 females teams plus other competitions</li> <li>• Netball facilities – noncompliant</li> <li>• No shower/change or toilets for netball</li> </ul>	<p>and the Assessment matrices.</p> <ul style="list-style-type: none"> <li>• Noted. The projects mentioned are all identified in draft Traralgon Recreation Reserve &amp; Showground master plan. All outstanding actions will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> </ul>
19	Tennis Victoria – Ken Jacobs	<ul style="list-style-type: none"> <li>• Page 8 Player Registrations – according to our information tennis registrations for affiliated clubs in Latrobe City in 2015/16 were 979 and the recently completed 2016/17 financial year 818. The main reason for the decline year on year from our information is the closure of the Latrobe indoor Tennis Centre (private owned) and also does not include registrations from both the Traralgon South and Newborough Tennis Clubs.</li> <li>• Page 8 National, State and Local participation trends - we don't believe the trends displayed for tennis are a true and accurate reflection of where the sport is at in terms of participation trends and certainly across all measurements the trends for participation are increasing at both state and national levels and locally we believe are steady. To demonstrate my point registered participation in Victoria has increased from 191,798 registered participants in 2015/16 to 270,605 in 2016/17. This includes an increase in registered club players as well as Hot Shots participants in schools – based on this and other national data we believe the trends both nationally and on a state basis both for children and</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. Latrobe City Council has collected Tennis participation data (provided by Tennis Victoria) for the past 5 years. Council's data which is represented in the report also includes the Newborough Tennis Club and the Traralgon South Tennis Club. The reason proposed for decline in tennis participation is not supported by statistical data or exit survey information. Latrobe City Council is aware that tennis players from the now defunct private indoor tennis competition are now competing at Moe Tennis Club in a night competition under lights. This is a fantastic outcome, given that Latrobe City Council invested over \$1.5 million into the redevelopment of this facility. The match standard lighting provides great flexibility for programming of tennis, especially night tennis.</li> <li>• Noted. The extrapolation of data used to identify trends in sport is always difficult; however the same statistical analysis has been applied to all sports. The representation of participation in sport is not a competition between sport, merely a snapshot of current and future participation for that individual sport.</li> <li>• On a year to year comparative analysis, tennis is in decline in Latrobe City. This data will be reviewed annually, and if there is a change to individual clubs participation data, then this will be represented in the individual matrices. Whilst the statistical analysis may differ for Victoria, it is important to remember that this Recreation Needs Assessment relates specifically to Latrobe City.</li> </ul>

14

		<p>adults should be reflected as “increasing” and at local participation level for children should be “increasing” and agree adults remain at “steady”.</p> <ul style="list-style-type: none"> <li>• Page 11- we note the participation by gender shows tennis as having a more even split between male and female than most other sports and this also reflects the state-wide trend in the sport highlighting that tennis is a naturally attractive sport to Both genders, creating opportunities for clubs.</li> <li>• Page 12 – Key Considerations - I have provided the updated participation figures above for Latrobe City that should be reflected in the schedule on page 12 ; in terms of the key considerations outlined around the five most popular sports we are not certain that they consider or take into account of the changes that are taking place in the way the sport of tennis is now being consumed – away from the traditional club membership based competitions moving more towards social or casual playing of the sport – this is certainly a national trend that is seeing more people playing tennis casually , at night and mid-week as it can be made easily available in this unstructured format.</li> <li>• Page 13 –Tennis – the reference to the improvements around existing facilities will address any expected increases in participation- does this factor in the loss of the Latrobe Indoor Facility as we believe this is a significant loss for the sport of tennis in the region.</li> <li>• Pages 72/73 – Tennis- in relation to the comment made under “Peak Agency Discussions” we don’t believe it is correct to say that the Gippsland Region has seen an increase in participation because of a “new competition structures” but the increase has come about because of clubs recognizing and tapping into the opportunities through casual and social play opportunities, this can certainly be further enhanced through opportunities with our new “Book A Court” technology.</li> <li>• Pages 119-120 –Tennis- In relation to Monash</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> <li>• Noted. Tennis Victoria is encouraged to consider a different model with its registration of players. A significantly more objective way to measure social/community participation is to have a registration component for casual/social players, with a reduced or minimal registration fee. This way, there is an objective and statistical measure for this type of participation. At the present time Tennis Victoria and Latrobe City Council have no way of measuring this type of participation.</li> <li>• Noted. The closure of the Moe Indoor Tennis Centre has not been reflected in the Recreation Needs Assessment. This facility was not a Council owned or managed facility. Any impacts (i.e. increases in other competitions) will be clearly captured in increasing registration data and represented in the 2017/18 tennis participation data for tennis.</li> <li>• Noted. The peak agency discussions were held with Tennis Victoria and this information was provided during this engagement.</li> <li>• As previously advised, the redevelopment of the tennis courts</li> </ul>
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		Reserve and the recommendations outlined we note the recommendation to demolish the tennis pavilion – are there plans to replace the existing pavilion with suitable changing facilities for the users of the new facilities be they netball or tennis?	at Monash Reserve is clearly identified in Moe Newborough Outdoor Recreation plan. It is proposed that the current courts will be redeveloped into multi-use netball tennis courts, with the addition of a new pavilion.
20	Flynn Recreation Reserve – Fiona and Pam Derham	<ul style="list-style-type: none"> <li>• Feedback is provided in relation to the Flynn Recreation Reserve, home of the Flynn Tennis Club and Flynn Badminton Club.</li> <li>• The Flynn Tennis club has 4 courts. It has a strong membership of both junior and senior players with membership fluctuating between 30 – 50 members. During 2016/17 Flynn registered 3 senior teams and 3 junior teams.</li> <li>• The Flynn Badminton Club has entered 3 teams for the last 5 years. In 2016, 2 teams were entered. This year the club has a team in A, B and C level competition.</li> <li>• Both facilities utilised by numerous groups including Flynn Country Women’s Association, Flynn Country Fire Authority, Toddlers playgroup and Farm and Landcare groups. The facility hosts numerous community days including Community Lunch, Biggest Morning Tea, and National Tree Planting day and community meetings.</li> <li>• The Recreation Infrastructure Funding Policy is of great relevance to the Flynn community due to the high need for funding assistance to help maintain, repair and hopefully replace current sporting and recreational facilities.</li> <li>• Notification for Community involvement in the assessment process could have been improved.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted.</li> <li>• Noted</li> <li>• Noted. Council is aware that further engagement opportunities need to occur on a more regular basis, specifically with user groups and stakeholders that are currently not managed through the Latrobe City Council Recreation Liaison team. However this is the second submission that Latrobe City Council has received in relation to the Flynn Recreation Reserve. Latrobe City Council has a register of user group contacts that it utilises to advise clubs/sporting organisation of information. This system of email notification relies upon the contacts of each club being responsible for replying or acknowledging emails sent to them.</li> </ul>



16

		<ul style="list-style-type: none"> <li>• Rural areas are not well or accurately presented in the assessment.</li> <li>• Feedback is limited to representatives not showing true needs and wants of the community</li> <li>• KPA 1 small rural clubs will not see such significant growth due to being a small town – maybe a ratio measurement to population demographics</li> <li>• Being female specific excludes other minor groups such as LGBTI, Mental Health and Disability. Flynn is overweight with female participation so that is not an area of concern for us. We need male inclusion policies which again is unique.</li> <li>• If clubs work with other affiliations other than Gippsport can this be taken into account?</li> <li>• What are the master plans? There are concerns that the master plans are city centric due to miss representation in the assessment process, small Rural Recreational areas are dying due to support being</li> </ul>	<ul style="list-style-type: none"> <li>• Rural reserves are well catered for by Latrobe City, with all reserves being included in either the Northern Town or Southern Town Outdoor Recreation plan. Many rural reserves, including the Flynn Recreation Reserve receive an Annual Maintenance Grant for the ongoing maintenance of recreation infrastructure within the reserve.</li> <li>• This is an ongoing issue for local government. It is difficult to engage the community and sometimes user groups about the importance of being involved in these types of projects. Participation is voluntary, and relies upon clubs/organisation being engaged and understanding the impacts or possible outcomes of a project. Latrobe City Council will continue to trial new ways to engage with sporting users.</li> <li>• The greatest demand for recreation infrastructure is in the towns with the larger population base. However the participation data assessment is based upon individual clubs data and is not compared to other clubs, regardless of whether they are smaller or larger. This was design like this to ensure that smaller clubs and townships were not disadvantaged by the assessment criteria.</li> <li>• The focus of the Recreation Needs Assessment is not on programming, rather on infrastructure that can provide for all the community. Non-gender specific change facilities are the major goal for the upgrades of recreation facilities as these cater for all users. Latrobe City Council is encouraging clubs to work with Gippsport to develop programs that can meet the needs of their local communities, such as programming for men, LGBTI etc. KPA 1 will be amended in the Assessment matrices to reflect participation by disabled participants; however the score for this will also include female participants.</li> <li>• Gippsport is the funded body assist clubs with club governance and participation outcomes. In order to create a fair and consistent assessment, Gippsport is the best positioned agency to deliver this type of assistance. Gippsport is already funded by both VicHealth and Sport &amp; Recreation Victoria to provide assistance to clubs.</li> <li>• In 2009, Latrobe City Council developed the Southern Towns Outdoor Recreation Plan. This plan includes master plans and recommendations for Flynn Recreation Reserve, Traralgon South Recreation Reserve, Yinnar Recreation Reserve, Gaskin</li> </ul>
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17

		<p>mainly provided to the major towns. Is there an equity process in place to counteract this?</p> <ul style="list-style-type: none"> <li>• Due to Flynn being Unique it is not stereo typical of trends and demands identified in the assessment does Community Hall fit into Pavilion definition I could not find a definition for pavilion?</li> <li>• Flynn tennis club surfaces are largely a single use resource we have multiple recreation groups however they may not fit in your definition of recreation group. E.g. farm group, CWA.</li> <li>• Badminton and Tennis are the more obvious recreation groups that Flynn has in the recreation Infrastructure funding policy. Badminton did not rate highly. How are other sporting ventures catered for in the prioritisation Matrix? How Does the Weighted Score work? Does this take into account other factors?</li> </ul>	<p>Park, Andrews Park West and Boolarra Memorial Park. Latrobe City Council welcomes comments on these master plans at any time from user groups to further inform any future projects..</p> <ul style="list-style-type: none"> <li>• The Recreation Needs Assessment, Recreation Infrastructure Funding Policy and Assessment matrices relate specifically to recreation infrastructure. The Flynn Hall serves a recreation function, with badminton currently being played at the facility and the hall servicing the tennis club.</li> <li>• The Recreation Needs Assessment specifically relates to active recreation, not passive or community activities.</li> <li>• The Recreation Needs Assessment has an objective to be a fair and equitable assessment process for projects. Regardless of what active sport it is, each project is assessed according to the criteria in the assessment matrix. The weighting has been implemented to highlight the importance of certain criteria. The more important the criteria, the higher the weighting.</li> </ul>
<p>21</p>	<p>Boolarra Recreation Reserve Committee of Management – Colin Brick</p>	<ul style="list-style-type: none"> <li>• The Southern Towns Outdoor Recreation Plan review that was undertaken some years ago provided a comprehensive plan for meeting users’ needs at these reserves. While some work has been done against the planned works in Boolarra, there are still a considerable number of outstanding items.</li> <li>• Outstanding items from the earlier review should be considered in determining issues and priorities for the current assessment. Specific outstanding items that should be included are upgrades to the change facilities and development to the equestrian facilities at Boolarra.</li> <li>• The Boolarra Memorial Park has recently been through an extensive consultation process with the users of the reserve and the general community of Boolarra to identify their view on priorities and future development of the space and facilities. Issues and priorities identified in this master plan include: A major redevelopment of the change room and Nissen Hut, development of a second oval, development of equestrian facilities, improve car parking to cater for</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. Projects previously identified in the Southern Towns Outdoor Recreation Plan for Boolarra Memorial Park will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> <li>• Noted. As above</li> <li>• As this is a master plan developed by the Committee of Management, actions identified will need to be lodged through an Expression of Interest process. Projects will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> </ul>

18

		<ul style="list-style-type: none"> <li>events</li> <li>• Boolarra Memorial Park developed master plan – all actions identified</li> <li>• Maintenance issues with Tennis/Netball Court</li> </ul>	<ul style="list-style-type: none"> <li>• Actions or recommendations identified from the master plan developed by the Boolarra Memorial Park Committee of Management will need to be lodged through an Expression of Interest process. Projects will be assessed through the Recreation Infrastructure Funding Policy and the Assessment matrices.</li> <li>• The Boolarra Memorial Park Committee of Management receives an annual maintenance grant from Latrobe City Council for the maintenance of sporting infrastructure at the park, including the tennis/netball courts. The Committee of Management is responsible for this maintenance.</li> </ul>
22	Netball Victoria – Judi Buhagiar	<ul style="list-style-type: none"> <li>• Netball is the most popular female team sport in Australia. The provision of safe and compliant facilities for netball participants is vital to ensure the continued growth of the sport.</li> <li>• Latrobe City is to be congratulated on the high percentage of the community involvement in sport and active recreation.</li> <li>• Recent changes to the Netball Victoria member registration process have improved the ability to capture participation data and analyse participation trends. Individual Netball Victoria membership is not restricted to one club or association. In fact, Netball Victoria members play on average 1.6 times per week. Participants may have multiples registrations while maintain a primary registration with the association they initially register with. In this instance Moe &amp; District Netball Association's numbers are not truly reflective of their participation rates as they have only included their primary registrations.</li> <li>• Netball Victoria is aware of a number of non-affiliated competitions operating within Latrobe City. Unfortunately, Netball Victoria cannot capture these netball participants with their data.</li> <li>• Data around football netball clubs based in Latrobe</li> </ul>	<ul style="list-style-type: none"> <li>• Noted</li> <li>• Noted and thank you</li> <li>• Noted. The process improvements by Netball Victoria in trying to capture participation data are appreciated. However, Latrobe City Council will need to rely upon club based data in relation to determining participation levels at each facility or local competition because of the quality of the data being collected and provided by Netball Victoria. Netball Victoria does collect registration data, but have no way of tracking which competition a player may be participating in. As indicated by Netball Victoria, many players play in multiple competitions, however Netball Victoria is unable to provide this information. Pure registration data that only captures a single person's initial registration is insufficient to analyse actual participation. This feedback has been provided to Netball Victoria through Sport &amp; Recreation Victoria, and it is hoped that Netball Victoria understands the importance of this and are able to respond accordingly in the future.</li> <li>• Noted. These are competitions currently operated within Latrobe City Council Leisure Facilities. Latrobe City Council has captured this information and participation data.</li> <li>• The data has not been omitted, rather it was not provided by</li> </ul>

19

		<p>City, Mid Gippsland Netball Association (aligns with the Mid Gippsland Football League) is documented as having 598 members, however it appears there is an omission of the numbers for Latrobe City based clubs from the Gippsland League and North Gippsland Football Netball League. Whilst there is reference to the following clubs in the detail, it appears they have been omitted from the data. Gippsland League data provided.</p> <ul style="list-style-type: none"> <li>• Summary of Netball Priorities</li> <li>• Other Sports – Page 84 refers to a long-term direction for each indoor centre to be developed to cater for certain activities so as to avoid duplication, a concept that Netball Victoria would be interested in discussing further, in particular discussing opportunities of affiliating Latrobe City Council netball delivered competitions as well as the provision of additional programs such as Rock up Netball and Fast5.</li> <li>• With regards to lighting of sports fields, it is unclear what the term sports fields defines, assuming it captures netball court lighting as well but clarification around this would be appreciated.</li> <li>• Cash contribution – perhaps a sliding scale may be more favourable as opposed to the points being dependent on what percentage can be contributed. The proposed structure will put smaller clubs at risk of not being considered based on their lower financial capacity particularly when organisation are only open to juniors.</li> </ul>	<p>Netball Victoria in a format that was useful in representing participation data based upon club or reserve participation. Netball Victoria has been asked to provide data on an individual club basis for each sporting club participating in Latrobe City. Netball Victoria due to their collection protocols is not able to provide this; therefore the data is inaccurate and unable to be presented in the report. Latrobe City Council and Sport &amp; Recreation Victoria will continue to work with Netball Victoria to solve this problem. In the meantime, clubs will be asked to provide their individual participation data.</p> <ul style="list-style-type: none"> <li>• Latrobe City Council is always guided by the peak sporting bodies’ guidelines for the design and delivery of projects. However, local level facilities will be developed to a local level standard as per the Recreation Infrastructure Funding Policy. Guidelines and standards for the construction of Netball courts will be developed to respond to Netball Victoria Facility Guidelines.</li> <li>• Noted. With the imminent redevelopment of the Traralgon Sports Stadium, there is an opportunity for this to be addressed during the development of concept plans.</li> <li>• The Recreation Infrastructure Policy and Assessment matrices specifically detail lighting projects. The lighting assessment matrix applies to both sports fields and courts (Tennis or Netball).</li> <li>• Noted – Many submitters raised concerns regarding the capacity of smaller clubs being able to contribute to projects. However in saying this, some contributions that have been made towards projects in the past have not come from the larger clubs, but rather smaller or mid-size sporting clubs. The dilemma with this criterion is, if a contribution is made by a club towards a project, and it is not reflected or scored in an assessment matrix, how then will the contribution impact the assessment of the project? Following a review of this criteria, it is recommended that the cash contribution be score a little</li> </ul>
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			<p>differently to the original proposal in the assessment matrices:</p> <ul style="list-style-type: none"> <li>No contribution – 0 points</li> <li>Less than 10% of total project cost – 5 points</li> <li>Less than 20% of total project cost – 10 points</li> <li>Greater than 20% of total project cost – 15 points</li> </ul>
23	Catterick Crescent – unknown submitter	<ul style="list-style-type: none"> <li>This submission is an exact copy of submission No.11.</li> </ul>	<ul style="list-style-type: none"> <li>As per previous responses for submission No. 11</li> </ul>
24	Traralgon South tennis Club – Kim Maxwell	<ul style="list-style-type: none"> <li>Traralgon South tennis courts have been overlooked</li> <li>Page 72 – states 4 courts however only 2 are playable</li> <li>Amend pages 119 and 121 to reflect the true state of the courts</li> <li>No for the cash contribution</li> <li>KPA1</li> <li>Bonus points for public facility that encourages participation</li> <li>Not clear how a proposed multiuse court is applied to this KPA? Do members simply get added together? Are members of a club that currently do not have a facility considered new members and hence their entire membership is an increase for the facility? There is no adjustment to membership numbers that may have dropped due to the fact that facility repairs or replacement have been delayed, and are unusable.</li> <li>Would like 'in-kind labour' to be rewarded with points</li> <li>KPA 6 – master plans are dated quickly</li> <li>Where is the money coming from to complete the large projects?</li> <li>KPA 7 – not sure how this is determined</li> <li>KPA 8 – should only remain if the needs assessment is correct</li> </ul>	<ul style="list-style-type: none"> <li>The Traralgon South Tennis Courts are represented in the Recreation Needs Assessment report; however they were included under Traralgon instead of their own township. This issue has been amended in the final report.</li> <li>Noted.</li> <li>This section of the report relates to outstanding actions from Councils master plans. It is a reflection of projects, not the current state of these projects.</li> <li>Noted</li> <li>Noted. However most Latrobe City Council facilities, including tennis courts are public facilities. There are many tennis clubs in Latrobe City that also have community access.</li> <li>Where a project has multiple user groups, the data from each user group will be combined and averaged and used to assess the participation average in the project assessment. However, if a project has multiple users, but only one major beneficiary for a particular project, then only the data from the main beneficiary will be utilised to assess the project as identified in the Recreation Infrastructure Funding Policy.</li> <li>Due to the complicated nature of projects and the need to comply with Building regulations, OH&amp;S and Risk management it is not possible for in-kind contributions to occur on major projects.</li> <li>Most master plans are created to have a lifespan of up to 10 years.</li> <li>Funding for larger projects can come from multiple sources, including Council, Sport &amp; Recreation Victoria and Federal &amp; State government funding.</li> <li>KPA 7 relates specifically to sporting fields not hard courts.</li> <li>KPA 8 relates specifically to the trends of a particular sport. It is determined on whether a sport is increasing over time or</li> </ul>

21

			decreasing. It is important in assessing where the priority for funding is.
25	Moe and District Netball Association – Donna Krzrnaric	<ul style="list-style-type: none"> <li>Page 15 – Traralgon Football Netball Association is not identified on the map or report at all</li> <li>Page 22 – First paragraph – refer Appendix one – This states Monash Reserve Netball dedicated sports pavilion Netball &amp; Paintball – what has happened to Tennis? Also states Design Developed, further consultation pending – with whom and when? Would also like to know why this isn't marked as a priority?</li> <li>Page 64 – Supply overview Again Traralgon Football Netball Association not listed – they have how many courts? Please confirm how many and location of all netball courts in Traralgon. Traralgon - 10 courts (not noted as non-compliant) but in the Peak Agency discussions they are</li> <li>Page 65 - Joe Tabuteau Reserve has 10 courts (not noted as non-compliant)</li> <li>Membership figures are incorrect and data is provided</li> <li>Page 67 Key Issues Netball Club 4 - Moe &amp; District Netball survey results. These results show we need the move to Monash Reserve or at a minimum new courts and lighting at Joe Tabuteau Reserve (current facility). Any development of netball facilities across the Latrobe city should be considered, the recent State Government funding allocation- \$4 million - in addition to the \$5 million for Morwell Recreation reserve - please explain what this \$4 million is for? Within the report we are referred to as both Moe &amp; District Netball Association &amp; Joe Tabuteau Reserve this can be confusing for the end reader, please refer to us as Moe &amp; District Netball Association going</li> </ul>	<ul style="list-style-type: none"> <li>Noted. This has been amended in the final report.</li> <li>Noted. This has been amended in the final report. A draft concept plan has been developed for the multi-use pavilion. Further engagement will be required to finalise the design prior to funding and construction with the current users of the reserve and the Moe &amp; District Netball Association. The assessment matrices will determine the priority of projects.</li> <li>Noted. The final report has been amended to reflect the court at the Traralgon Recreation Reserve &amp; Showgrounds. The Traralgon Netball Association at Agnes Brereton Reserve was recently reconstructed, and fully compliant with Netball Victoria standards.</li> <li>Noted. The final report will reflect that non-compliant nature of the courts.</li> <li>Noted. The data will be included in the final report. However, this information will be cross-checked with Netball Victoria. The standard for the collection of data is from peak sporting organisations; however Latrobe City Council acknowledges that the collection of data by Netball Victoria is problematic.</li> <li>Noted. This information is has been deleted from the final report.</li> </ul>

22

		<p>forward.</p> <ul style="list-style-type: none"> <li>Matrix – Cash contribution Pavilion, Lighting &amp; Draining, irrigation &amp; surfaces KPA 5 - most clubs won't be able to meet this KPA- should it be here?</li> <li>CORE COMPONENTS that Council will fund – this needs attention to fit with each sporting body.</li> <li>OPTIONAL COMPONENTS that Council will not fund: <ul style="list-style-type: none"> <li><b>Additional Administration / Social Space</b></li> <li><b>Timekeepers room</b> As noted above these areas again need to be in consultation with the relevant sporting body and each sport's needs are different. As an example – Netball time keeping is ran from a central point i.e. Administration office / Time Keepers room. This space is a necessary component to any Netball Facility</li> <li><b>Cleaners room</b> Again a necessity to any association / clubs requirements</li> <li><b>Shade Spectator Area</b> I would have expected under Cancer Council this would also be a high recommendation.</li> <li><b>Rubbish Bins (Fixed)</b> This should be a core component – it's your building.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Noted – Many submitters raised concerns regarding the capacity of smaller clubs being able to contribute to projects. However in saying this, some contributions that have been made towards projects in the past have not come from the larger clubs, but rather smaller or mid-size sporting clubs. The dilemma with this criterion is, if a contribution is made by a club towards a project, and it is not reflected or scored in an assessment matrix, how then will the contribution impact the assessment of the project? Following a review of this criteria, it is recommended that the cash contribution be score a little differently to the original proposal in the assessment matrices: <ul style="list-style-type: none"> <li>No contribution – 0 points</li> <li>Less than 10% of total project cost – 5 points</li> <li>Less than 20% of total project cost – 10 points</li> <li>Greater than 20% of total project cost – 15 points</li> </ul> </li> <li>The core components which include pavilions, lighting and ground improvements have been considered and developed across the basic infrastructure required for all sports.</li> <li>Noted. The Recreation Infrastructure Funding Policy will be amended to include timekeepers room/space as a core-component for a pavilion utilised for Netball.</li> <li>A cleaner's cupboard can be included in the core pavilion components, however it is not a basic standard for a local level pavilion, and if required for a pavilion upgrade, it will be considered as a non-core component and the responsibility of the club to fund.</li> <li>This infrastructure is not considered to be a core component necessary to meet the needs of active participation.</li> <li>Noted. This will be amended and reflected as part of a core component and the responsibility of Council to fund.</li> </ul>
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		<p><b>Drinking Fountain</b> Would have expected this would be a core component.</p>	<ul style="list-style-type: none"> <li>Noted. As above</li> </ul>
26	Traralgon and District Cricket Association	<p><b>Infrastructure Funding Policy comments</b></p> <ul style="list-style-type: none"> <li>Traralgon &amp; District Cricket Association (TDCA) specific requirement is to provide Turf Wicket Benches for A/B grade matches and that they are to a standard for Regional cricket matches.</li> <li>As this is a standard requirement, all TDCA Clubs have now installed turf on their competition allocated grounds</li> </ul> <ul style="list-style-type: none"> <li>Page 15 in report lists the Turf Construction and Maintenance cost is a 100% Club responsibility on both. This is not appropriate.</li> <li>Cricket does not expect council to undertake this work but does expect to be given assistance with bi-annual maintenance.</li> <li>Cricket practice wickets and nets is a cost clubs wish to seek support with.</li> <li>Wet weather covers are another high cost item and because these are also used during the winter period should not be a sole cricket cost.</li> </ul>	<ul style="list-style-type: none"> <li>Cricket Australia's Facility Guidelines provide guidance on the development of turf wickets. The Cricket Australia facility hierarchy recommends the following levels of provision. Domestic/Underage national 10 pitches to accommodate a combination of domestic cricket matches, carnivals and regular weekly fixtures. Premier/Regional 8-10 pitches dependent upon whether the venue is used for a range of State, Regional, Country, Metropolitan and/or Junior Association representative matches, in addition to regular weekly competition fixtures. Community Club (home or satellite grounds) <u>5-6 pitches to accommodate weekly Country, Metropolitan and/or Junior Association fixtures.</u> Turf management practices and affordability of preparation is likely to impact on the number of pitches that are able to be provided at this level of venue. Traralgon currently has six (6) Turf wickets at Traralgon Recreation Reserve, Duncan Cameron Park, Stoddart Oval, Apex Park, Catterick Crescent Reserve and a to be constructed wicket at Jack Canavan Oval No. 2 at Traralgon West Sporting Complex. There are no other ovals, currently owned or managed by Latrobe City Council that can accommodate a turf wicket.</li> <li>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches. This type of infrastructure will remain the club's responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</li> <li>Funding for cricket nets and practice wickets is available through Latrobe City Council's annual Community Grants. Clubs can submit a funding application under the Minor Capital Works category to assist them with the funding of this type of infrastructure. Grants for up to \$5,000 may be available each year/per club.</li> <li>As per council's current policy, this is the responsibility of the individual clubs.</li> </ul>

24

		<ul style="list-style-type: none"> <li>• At present no credit or recognition is given for the quality of maintenance undertaken by Traralgon Cricket on the Ovals in the Area for many years</li> <li>• Lighting is not a requirement on category "B" grounds. (Need 750 to 1000 Lux for cricket).</li> <li>• Cricket does need Practice Nets and an Indoor training centre</li> <li>• Lighting on all the grounds in the LCC will be \$Ms, yet Cricket gets no benefit</li> </ul> <p style="text-align: center;"><b>Matrix feedback Surfaces</b></p> <ul style="list-style-type: none"> <li>• Not sure how this adds benefit to priorities projects.</li> <li>• Where did this ranking system come from?</li> <li>• Weighting is being subjective. Needs some explanation. Why is it required?</li> <li>• Lack of needs for particular sports.</li> <li>• Lack of how long a project has sat in the Plan. I.e. Traralgon Recreation Reserve. – No action.</li> </ul>	<ul style="list-style-type: none"> <li>• Council acknowledges and appreciates the work of hard working volunteers, assisting with the ongoing maintenance of ovals and fields utilised for Cricket. However Latrobe City Council is also investing significant resources in the upgrade and maintenance of these fields and ovals.</li> <li>• Sports lighting for local level ovals and fields will be to a maximum standard of 100 lux. Only Regional Facilities will be upgraded to a standard of higher than 100 lux, as per the Recreation Infrastructure Funding Policy.</li> <li>• An Indoor Cricket centre is not a local level standard of provision. The Recreation Infrastructure Funding Policy relates to local level provision to cater for local level needs. There may be an opportunity for the expressed need for indoor cricket facilities to be developed as part of the planning and design for the Regional Cricket Hub at Ted Summerton Reserve Moe.</li> <li>• 500 lux sports lighting has recently been installed at Traralgon Recreation Reserve &amp; Showgrounds. The standard of lighting for this facility is Premier League Cricket standard, with the ability to host elite level cricket competition under lights.</li> <li>• The matrix will assess each project on an individual basis and provide a score, which will then be used to prioritise projects</li> <li>• The Recreation Infrastructure Funding Policy and the Assessment Matrices were developed by the Recreation &amp; Open Space Team at Latrobe City Council based upon considerable investigations and benchmarking with other local governments.</li> <li>• The weighting is required, as it provides Latrobe City Council with the ability to highlight and score certain aspects of the matrix criteria on the basis of importance. The weightings have been a collaborative assessment by Latrobe City Council and Sport &amp; Recreation Victoria.</li> <li>• The matrix is an objective assessment of all projects regardless of the particular sport.</li> <li>• Latrobe City Council is unsure as to what this reference is regarding. Considerable investment at the Traralgon Recreation Reserve &amp; Showgrounds has occurred over recent years. This includes a significant contribution towards the construction of the TEDAS pavilion and \$400,000 towards the</li> </ul>
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		<ul style="list-style-type: none"> <li>• KPA 1 - There are insufficient grounds in Traralgon for our present Club participation.</li> <li>• KPA 1 - Need to consider a section on grounds. Traralgon should have 2 A group grounds. Twice the population of Morwell or Moe. TDCA use a lot of school grounds. Liddiard Rd, St Pauls, Lavalla, Traralgon High School.</li> <li>• KPA 4 - This needs to include the costs provided by Cricket with both Turf installation (100%) and Maintenance (100%) – 20 points if Cricket provided these essential components.</li> <li>• KPA 5 - Agree and state the duration these projects have been listed. The reason why no action has been taken. (Some are pre amalgamation 20+ years)- Again points should be allocated.</li> <li>• KPA 6 - Not clear on this. Please clarify what is the intention? What does this do with Drainage, Irrigation and surface details?</li> <li>• KPA 7 - Agree but have not confirmed if the Council data is correct. Traralgon West has only 3 cricket ovals not 5 as listed.</li> </ul> <p style="text-align: center;"><b>Matrix feedback Pavilions</b></p> <ul style="list-style-type: none"> <li>• KPA4- TDCA is hopeful the completion of Traralgon West complex can start the women’s cricket competition in Traralgon.</li> <li>• KPA5 – Credits should be considered</li> <li>• KPA6- Higher rating for projects that have been requested for greater than 10 years. – I.e. on the</li> </ul>	<ul style="list-style-type: none"> <li>• construction of the recent Sports Lighting project.</li> <li>• The needs assessment has clearly articulated that the current provision of cricket fields/ovals is sufficient for the current and future participants of cricket.</li> <li>• As above. The purpose of the Recreation Infrastructure Funding Policy and Assessment matrices is to focus on the provision of local level infrastructure. The statistics and participation data do not support this statement.</li> <li>• This is not possible. All projects are distinctly different from one another, and require detailed design prior to costs being determined. Only cash contributions will be considered as part of core-components.</li> <li>• This KPA relates only to whether a project has been identified in a Council master plan. It gets a score of 5 if it is identified and 0 if it is not identified.</li> <li>• This KPA relates directly to the Grass Based Sporting Fields report. All grass based ovals/fields were assessed as to their level of use, versus their expected level of use.</li> <li>• The data for cricket has been provided by Cricket Victoria. Traralgon West Sporting Complex has 5 ovals, including Jack Canavan 1, Jack Canavan 2, Gil Blythman Oval, Jack Maskrey Oval and Stoddart Oval. This KPA relates to the demand for a particular sport, rather than the actual individual data for individual clubs. For example, there are some sports who are suffering from a decline overall, however some clubs will be experience an increased or maintaining their participation. The data that has been provided for the Recreation Needs Assessment for cricket has been supplied by Cricket Victoria.</li> <li>• There is no reason why women’s cricket cannot be currently played at any venue in Traralgon. The Traralgon West Sporting Complex has six (6) change facilities, easily accommodating for the need of girls and women.</li> <li>• Only cash contributions made towards a current project will be used to assess this criterion. Funding previously provided to past projects is not relevant to the project assessment.</li> <li>• The purpose of the Recreation Infrastructure Funding Policy and Assessment matrix is to assess the priority of projects in an</li> </ul>
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26

		<p>2006 plans - Pre amalgamation. 20points.</p> <p style="text-align: center;"><b>Matrix Feedback Lighting</b></p> <ul style="list-style-type: none"> <li>• This is not a TDCA priority. Our priority = training centre with lights. The Traralgon Recreation Reserve lighting (500 to 750 Lux) is adequate for the TDCA into the foreseeable future.</li> <li>• There is a need in Traralgon for cricket/other sports indoor centres type of facility. A section should be allocated for this as an option to lighting. I'm sure if this was available, junior football and Cricket clubs would use this instead of wet and cold nights under lighting at say the Traralgon West Complex. A Stadium was originally at this venue but was limited and not suitable for cricket.</li> </ul>	<p>objective way. The fact that a project has not been funded after 10 years may mean that the project is not a priority or is the responsibility of a club to fund and deliver.</p> <ul style="list-style-type: none"> <li>• Noted</li> <li>• As per previous response. The purpose of the Recreation Infrastructure Funding Policy and Assessment matrices is to fund a basic level of recreation infrastructure necessary and to meet the needs of local level provision. An Indoor facility is a regional project, and will not be funded through this process. There may be an opportunity for indoor cricket facilities with the development of the Regional Cricket Hub in Moe.</li> </ul>
<p>27</p>	<p>Yinnar Recreation Reserve Committee of Management – Don Barnes</p>	<ul style="list-style-type: none"> <li>• The submission is made by the Yinnar Recreation Reserve Committee of Management on behalf of the reserve user groups, including Yinnar &amp; District Judo Club, Yinnar Tennis Club, Yinnar Football &amp; Netball Club and Morwell Tigers Yinnar Cricket Club.</li> <li>• Addition of Judo</li> <li>• Lacks strategic direction and context – why is Latrobe City Council undertaking this work?</li> <li>• The importance of sport and recreation to our community should be 'front and centre'. The health, wellbeing and significant other social benefits from an active community are well documented and should be central to the RNA.</li> <li>• We believe the value (both in terms of value for money and tangible outcomes) Council and its community receive via well led and managed volunteer Committees of Management should be identified in the RNA and strongly supported.</li> <li>• The principle of equal access to appropriate recreation infrastructure across the Municipality, regardless of location is important and must ensure the needs of the 'non big 4' (with every</li> </ul>	<ul style="list-style-type: none"> <li>• Noted and thank you</li> <li>• Noted. This has been amended in the final report.</li> <li>• Noted. This has been amended and reflected in the Executive Summary in the Recreation Needs Assessment final report.</li> <li>• Noted.</li> <li>• Noted. Council acknowledges the hard work and considerable investment by volunteers in the community, especially the rural reserves Committees of Management.</li> <li>• Recreation facilities and infrastructure are classified on the basis of regional and local level. Whilst Council acknowledges the need for a basic level of infrastructure across the municipality, there will always be a need and demand for</li> </ul>

27

		<p>respect to Moe, Morwell, Traralgon &amp; Churchill) are recognised and responded to.</p> <ul style="list-style-type: none"> <li>• Positive female category however silent on the broader issue of needing to cater for diversity, gender diversity</li> <li>• We believe that in addition to Gippsport, peak bodies such as the AFL, through AFL Gippsland also provide a Wealth of relevant policy and general administrative tools and techniques that ensures acknowledgement of the role bodies such as AFL Gippsland play should be recognised in the RNA.</li> <li>• In relation to the RNA identifying the needs of specific sports (e.g. page 28 identifies AFL priorities), the YRR CoM has a process whereby the needs and priorities of our user groups are agreed and ranked accordingly. We share this process and project priority ranking annually with LCC staff and as part of the RNA, will provide the CoM project and priority listing.</li> <li>• Funding Policy should be considered a guide and tool that is used in the planning process, not an absolute that does not take into account factors such as grant program opportunities and potential community specific factors that may include events such as fire or flood – etc.</li> <li>• Club contribution - there is no club that has the level of contribution that would make any tangible difference to a projects overall funding requirements</li> <li>• Undertaking of works on Council land - Council must have provision for exceptions where there are groups that have a track record, or demonstrated capability to undertaken and complete works on various scales.</li> </ul>	<p>regional level infrastructure for the community, events, and elite sport and athlete pathways.</p> <ul style="list-style-type: none"> <li>• Whilst the change facilities are currently being described as female friendly, this has been an attempt to try and address the current lack of facilities for females. Into the future these change facilities will be called non-gender specific change facilities.</li> <li>• There needs to be a consistent approach in the assessment of projects in the assessment matrices. Whilst AFL Gippsland does provide significant support for AFL, it has also relied upon Gippsport to deliver a wide range of programs and support. A single measure is required to streamline the assessment process.</li> <li>• Noted, however the Recreation Infrastructure Funding Policy and the Assessment matrices will be the tool and process that Latrobe City Council uses to either fund directly or to apply for external funding.</li> <li>• Noted. However Latrobe City Council needs a consistent methodology or process whereby projects can be identified as a priority. This will be used if significant events occur in the future resulting in funding becoming available for projects. Projects should be funded on the basis of their priority, not other subjective measures.</li> <li>• There have been some significant contributions made by clubs and sporting organisation in the past for recreation infrastructure. Council needs a way to asses this contribution in an objective way, to ensure that the contribution being made is acknowledged and prioritised correctly.</li> <li>• The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must be</li> </ul>
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28

		<ul style="list-style-type: none"> <li>Page 6, tables 1 &amp; 2 are incomplete and significant omissions evident.</li> <li>Page 24, YRR has 2 full sized ovals suitable for football, cricket, soccer (or other sport as required to meet the needs of our community) etc., not 1.</li> <li>Page 52, there is a Yinnar South Pony Club located adjacent the LCC Transfer Station – unsure of how or where this may or may not relates to the RNA.</li> </ul>	<p>approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy.</p> <ul style="list-style-type: none"> <li>Noted. This has been amended in the final report.</li> <li>Noted. This has been amended in the final report.</li> <li>Noted. However the scope of the Recreation Needs Assessment includes Council owned, managed or financed sporting reserves. This Crown land reserve is leased by the Pony Club. Latrobe City Council has included Crown Land, where the sporting users receive an annual maintenance grant from Latrobe City Council in the preparation of the Recreation Needs Assessment. The Yinnar South Pony club do not receive an annual maintenance grant from Latrobe City Council.</li> </ul>
28	Cricket Victoria – Annie Hateley	<ul style="list-style-type: none"> <li>Latrobe City’s Grass Based Sporting Review – can Cricket Victoria obtain a copy of this review? What is the measurement for overuse, underuse and match potential usage?</li> <li>Protective netting: Does this refer to cricket practice nets/facilities? If this does not refer to practice nets for cricket, we would like it made explicit within the policy.</li> <li>Cricket Victoria proposes that turf wicket construction and maintenance cost be a shared responsibility of council and clubs.</li> <li>Section 2.1, The principles are supported by Cricket Victoria. Where development do not align with the local level facility hierarchy or Cricket Australia’s Community Facility Guidelines, Cricket Victoria and Cricket Australia would like to be consulted, particularly where a project may have site budget constraints.</li> <li>The Process – The principles are supported by Cricket</li> </ul>	<ul style="list-style-type: none"> <li>This document is an internal operational document. It is currently not available to the public or sporting user groups/organisations as it is not an adopted document of Council.</li> <li>Noted. Protective netting refers to netting that’s purpose is to stop balls (cricket, football etc.) from leaving a ground. Council’s current policy is that it will not fund this type of infrastructure. The Recreation Infrastructure Funding Policy will be amended to make this clear.</li> <li>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches. This type of infrastructure will remain the club’s responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</li> <li>Noted. Thank you</li> <li>Noted. Thank you</li> </ul>

29

		Victoria and we are open to consultation and consideration of projects that have site and budget constraints and may require special consideration against the Community Facility Guidelines.	
29	Rhonda Chapman	<ul style="list-style-type: none"> <li>Some of the statistics required can be affected detrimentally for some of the Key Priority Areas such as current player participation and especially female participants in traditional male sports such as our Imperials Cricket Club and Cumberland Park Junior Football Club when we simply do not have the facilities warranted to attract new players to the clubs.</li> <li>KPA 5 component is not necessary as not all clubs are able to provide cash supplements to assist with the core projects costs.</li> <li>Having the difference highlighted between what is local level standards and Regional Level Standards will also help clubs to keep their information for requests more relevant</li> </ul>	<ul style="list-style-type: none"> <li>Noted. However Council needs to have an objective measure to determine current and past two (2) years participation data. Clubs such as Cumberland Park Junior Football Club are encouraged to develop Participation Plans with Gippsport to assist them in increasing their participation base.</li> <li>There have been some significant contributions made by clubs and sporting organisation in the past for recreation infrastructure. Council needs a way to assess this contribution in an objective way, to ensure that the contribution being made is acknowledged and prioritised correctly.</li> <li>Noted.</li> </ul>
30	Ken Neilson -	<ul style="list-style-type: none"> <li>It is difficult to navigate the process of improving Council owned club facilities. I think it would be very beneficial to have a one contact point for sporting clubs to communicate with when trying to improve their facilities. This point could also provide advice and assistance with the process.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. The Recreation &amp; Open Space team at Latrobe City Council are responsible for the development and management of recreation master plans, funding, design and eventual delivery of projects. This team should be the first point of contact with any enquiries regarding recreation infrastructure.</li> </ul>
31	Churchill Football Netball Club – Amanda McInnes	<ul style="list-style-type: none"> <li>The Churchill Football Netball Club (CFNC) would like to commend Latrobe City for the development of this new policy as we believe it will deliver true transparency around funding allocation and remove any perceived bias that may have been considered by some community groups.</li> <li>2.1 – The CFNC agrees with these state principles and would particularly highlight the last key principle around ‘special consideration’ around some proposed projects, specifically around change room requirements &amp; the need for female facilities for both players and umpires.</li> <li>3.1 – The CFNC also supports the concept around</li> </ul>	<ul style="list-style-type: none"> <li>Noted and thank you</li> <li>Noted</li> <li>Noted.</li> </ul>



30

		<p>'weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy'. We believe these projects should be considered before any new projects are identified in the master plan ticks all the boxes.</p> <ul style="list-style-type: none"> <li>In regards to the actual 'matrix' CFNC are very comfortable with the proposed criteria's but would suggest that Council also take into consideration any recent infrastructure improvements undertaken by clubs that enhance the Council facility or have saved Council the expense of having to fund this capital improvement.</li> <li>4 - In regards to the cash contribution, Council may want to consider the weighting on the percentages as 50% on a \$1 million project (even a 20% contribution) would be out of the reach of all sporting clubs in Gippsland. Maybe the points need some adjusting. Furthermore, how would a grant from a 3<sup>rd</sup> part is assessed if the club sourced this funding? Would that be considered a cash contribution?</li> </ul> <ul style="list-style-type: none"> <li>CFNC has no issues with the proposed core components that Council will fund.</li> <li>4.1.2 - Optional components – CFNC appreciates that these items are nice to have items and has no issues with the club funding these, our only question would there be any additional weighting if a club funded optional components.</li> <li>4.13 – CFNC fully agrees with these items and who is responsible for them.</li> <li>4.2 – CFNC fully agrees with these items and who is responsible for them. Our only question in regards to this is 'what if the club funds infrastructure that exceeds the requirement of Council' and hence</li> </ul>	<ul style="list-style-type: none"> <li>Noted. However this is very difficult to score on an objective assessment. Many clubs contribute to the upgrade or maintenance of their facilities. This is very valuable for Latrobe City Council, because it means that the works do not have to be completed by Council. However past performance does not measure future participation, demand etc.</li> <li>Noted. Most major grants are only available for Local governments to access. Minor grants, up to \$5,000 or \$10,000 are available from some funding bodies, however as previously responded to in this submission table, The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must be approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User Policy and the Recreation Infrastructure Funding Policy.</li> <li>Noted</li> <li>As per the Recreation Infrastructure Funding Policy, only cash contributions towards core components are credited in the cash contribution criteria/weighting.</li> <li>Noted</li> <li>This is very clear in the Recreation Infrastructure Funding Policy. For local level facilities, Latrobe City Council will not allow infrastructure to be constructed that exceeds the current agreed standard. Latrobe City Council has the most amount of</li> </ul>
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31

		<p>enhances the total sporting precinct.</p> <ul style="list-style-type: none"> <li>Enhancements by the Churchill Football Netball club to the facility. Et al. Our point here is whether the policy will take these types of capital improvements into consideration as part of the matrix assessment.</li> </ul>	<p>regional sporting infrastructure already to upgrade and maintain. It also has the most number of local level infrastructure and facilities to upgrade and maintain.</p> <ul style="list-style-type: none"> <li>Noted. Latrobe City Council acknowledges and appreciates the valuable contribution made by the Churchill Football Netball Club to improvements and upgrades to Gaskin Park Churchill. However, Council cannot objectively measure this type of improvement in an objective way. It is open to interpretation which is what we are trying to avoid with this transparent process.</li> </ul>
32	Newborough Football Netball Club – Steve Hall	<ul style="list-style-type: none"> <li>This feedback is provided by both the Newborough Football Netball Club and Newborough Junior Football Club.</li> <li>The draft policy and its accompanying matrix are a step in the right direction, in relation to recognising growth rates, compliance and individual sporting code trends.</li> <li>We must look at current use/overuse of current facilities to ensure participation rates do not drop.</li> <li>We feel there is a need to accommodate and recognise current member numbers. In cases where sporting codes there are limits on the numbers of teams permissible in certain competitions i.e. Netball in Mid Gippsland Football League where the club is only allowed to have size team covering under 15 through A-Grade with realistic maximum numbers being a side of 7 and two reserves, being 9. Thus for a club which operates at this level to show growth may not be possible. Therefore, constant participation numbers should be considered.</li> <li>In addition to utilising this policy, the club would also like to see the opportunity for clubs able to attract funding through alternate areas/means be able upgrade their facilities, providing they follow guidelines set down by building codes, sporting codes and councils own policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>Noted.</li> <li>Noted. This is the purpose of the Recreation Needs Assessment project.</li> <li>Noted. However many football/netball clubs are in the same position, and it will even out across the assessment matrix and the clubs will not be disadvantaged, rather they will benefit due to their strong female participation.</li> <li>The Recreation Infrastructure Funding Policy recommends that clubs are not permitted to undertake projects on or to Council owned facilities. Where a project can be completed without the requirement of a either a building or planning permit, Council may consider giving permission to the club to undertake the works, however the clubs need to undertake the same due diligence, planning, design and confirmation of projects costs as is required by Council. All projects must be approved by Council prior to the completion of a project plan. Projects must still comply with the Sporting Reserves User</li> </ul>

32

		<ul style="list-style-type: none"> <li>Where Council fund lighting/installations/upgrades to a maximum of 100 lux, clubs should be able to contribute to upgrade to a higher level of lux, given that the club is responsible for replacement of bulbs/globes and the operating costs. Attracting higher league capabilities essentially</li> </ul>	<p>Policy and the Recreation Infrastructure Funding Policy. The recommendation in the Recreation Infrastructure Funding Policy which prevents clubs/sporting organisations from undertaking works on Council owned facilities is due to a number of projects being undertaken by clubs/organisations that were either completed without Council's knowledge or approval, without the appropriate permits (planning &amp; building) and/or poor workmanship and not meeting the required standards (Australian standards, DDA compliance, Lighting standards, etc.).</p> <ul style="list-style-type: none"> <li>The Recreation Infrastructure Funding Policy has been developed to ensure the facilities are upgraded to a local level provision. The local level standard for match for AFL in country/rural level competitions is 100 lux. Council will not permit a higher standard of provision for any projects, including lighting as this will mean additional construction, maintenance and replacement costs for Latrobe City Council.</li> </ul>
33	CATS Cricket Club	<ul style="list-style-type: none"> <li>This feedback is provided on behalf of the CATS (Callignee &amp; Traralgon South) cricket club.</li> <li>Thank you for a wonderful document with a myriad of information that is very enlightening and informational.</li> <li>Agrees with multi-use encouragement and that clubs should be incorporated.</li> <li>Agrees with unisex and multi-purpose facilities</li> <li>Believes that the growth rate for cricket will be higher than predicted</li> <li>With this point and other points noted in the report such as; pavilions are no 1 priority, multiuse facilities not being done enough, and a high need for unisex facilities, I feel our proposal of the facilities extension at Traralgon South will provide for and fill these needs.</li> <li>One point highlights the need for sufficient club based activities to justify the expenditure and maintenance spent on facilities is important and will be harder to get funds for. My concern in Traralgon South is that we receive funding for the users group, but this funding is only partially used for maintenance, and some of the funds are given to the</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>Noted and thank you</li> <li>Noted</li> <li>Noted</li> <li>Noted</li> <li>Noted. This is the major reason why the project was supported for a project proposal to Sport &amp; Recreation Victoria.</li> <li>Noted. There is currently a review of annual maintenance funding provided by Latrobe City Council to committees for the purpose of maintenance. It is Latrobe City Council's position that this funding is spent on maintenance requirements, not banked for capital purchases.</li> </ul>

33

		<p>clubs for their own use. My belief is that this money should ONLY be used for maintenance of the facility and surrounding areas, so all of the users and public benefit. Something needs to be done to address this point.</p> <ul style="list-style-type: none"> <li>In regards to cricket there are 2 important things that are happening that will hopefully increase cricket participation within Latrobe? Cricket Victoria is looking at setting up a cricket centre of excellence in Moe to give facilities for all cricket clubs in Gippsland. There is also a current committee looking at a merger between the CGCA and the TDCA, to create the Latrobe Valley Cricket Association.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
34	Traralgon South and District Association	<ul style="list-style-type: none"> <li>View that any assessment of needs must take into account not just the requirements of formal sporting groups but also the participation in sporting activities of the wider community. This is particularly relevant with tennis.</li> <li>Have also experienced some deterioration in the existing facilities. There have been a number of problems with the stability and safety of the tennis courts, with "sink holes" appearing. And there have been problems with the playing surface of the cricket oval as a result of which home games in the current season have been played at Callignee Oval.</li> <li>Implementation of the Traralgon South Recreation Reserve master plan – et al</li> </ul>	<ul style="list-style-type: none"> <li>Noted. However the purpose of the Recreation Infrastructure Funding Policy and the Assessment matrices is to ensure that projects are assessed in a consistent and objective process. Many clubs and community provide anecdotal reports that there is significant use of their recreation infrastructure; however Latrobe City Council must be able to accurately and quantitatively measure this. This proves very difficult when participation is not recorded accurately or reflected in registration numbers. The community of Traralgon South can register their support for their sporting activities by becoming registered members of the three (3) clubs currently utilising the Traralgon South Recreation Reserve.</li> <li>Noted. Latrobe City Council is continuing to work with the Traralgon South Tennis Club in relation to the two unusable courts. A report will be presented to Council later in 2017, when the Recreation Needs Assessment project is completed. The Callignee and Traralgon South user group is provided with an annual maintenance grant to address maintenance issues both at Traralgon South and Callignee ovals.</li> <li>All active sporting infrastructure recommendations identified in the Traralgon South Recreation Reserve master plan will be assessed in the appropriate assessment matrix.</li> <li>Actions that relate to non-sporting infrastructure will need to be referred to the capital works budget and dealt with outside the Recreation Infrastructure Funding Policy.</li> <li>A drainage review for the reserve has been completed.</li> </ul>
35	Traralgon Croquet Club – Simon Trebilcock	<ul style="list-style-type: none"> <li>There is no master plan for Hubert Osborne Park</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>

34

		<ul style="list-style-type: none"> <li>• The Traralgon Croquet Club has identified a number of key priorities for consideration for funding. They include upgrade to the toilet facilities, extension to the existing pavilion, lighting for the courts, renewal of the turf playing surface.</li> <li>• The Traralgon Croquet Club is one of the stronger clubs in the Gippsland region, and members have regularly represented the region in state-wide competitions.</li> <li>• The gender representation in the club is quite balanced and membership is made up of a majority of retired people.</li> <li>• Social play is offered three times per week on Tuesday afternoon, Thursday afternoon/evening and Saturday afternoon, with many members attending each time. There is also a pennant competition and tournaments in which club members actively participate.</li> <li>• The major turf maintenance activities are usually undertaken in June/July of season.</li> <li>• The direction of the club has been guided by our 2012-2016 business plan. Five years on, it is now time for us to revisit and update the plan. The club will work with Gippsport to develop a participation plan and female friendly policy which will help us refocus our intentional activities aimed at membership growth and development.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted. The club have been advised that they should submit Expressions of Interest under the Recreation Needs Assessment project when it is endorsed by Council for review prior to the 31 October 2017.</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted</li> <li>• Noted.</li> </ul>
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# Recreation Needs Assessment

September 2017



**Version control**

Version	Date	Document	Author	Reviewer	Recipient
01	11/04/17	Recreation Needs Assessment Draft Report	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
02	13/04/17	Recreation Needs Assessment Draft Report - amended	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
03	21/04/17	Recreation Needs Assessment Draft Report - amended	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
04	24/04/17	Recreation Needs Assessment Draft Report - amended	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
05	07/06/17	Recreation Needs Assessment Draft Report - amended	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
06	14/08/17	Recreation Needs Assessment Final Report	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space
07	15/09/17	Recreation Needs Assessment Final Report	Scott Walker, Managing Director Carly Prenzler, Senior Consultant	Dion Collins, Managing Director	Karen Tsebelis, Coordinator Recreation and Open Space

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# Table of contents

<i>Executive summary</i>	<b>4</b>
<i>Introduction</i>	<b>6</b>
<i>Social profile</i>	<b>8</b>
<i>Participation in active recreation</i>	<b>9</b>
<i>Sports played within Latrobe City</i>	<b>9</b>
<i>Future community demand</i>	<b>14</b>
<i>Trends and planning principles</i>	<b>22</b>
<i>Key recommendations</i>	<b>24</b>
<i>Citywide active recreation analysis</i>	<b>25</b>
AFL	26
Athletics	30
Badminton	34
Baseball	38
Basketball	42
CFA Urban Fire Brigade	46
Cricket	48
Equestrian sports	52
Football (Soccer)	56
Hockey	60
Netball	64
Swimming	68
Tennis	70
<i>Funding options</i>	<b>80</b>
<i>Appendices</i>	<b>83</b>



# Executive summary

## About Latrobe City

Latrobe City is centrally located in eastern Victoria approximately two hours east of Melbourne. The City has a combined population of over 75 000 and includes the four main towns of Traralgon, Morwell, Moe/ Newborough and Churchill and the smaller townships of Toongabbie, Glengarry, Tyers, Yallourn North, Yinnar, Boolarra and Traralgon South.

Latrobe City Council has a wide range of sports played on a diverse range of Council owned and managed facilities. Over the past 10 years, Latrobe City Council has also developed a large number of recreation strategies and outdoor recreation master plans.

Whilst a number of recommendations from Council's master plans have been completed, a larger proportion of the recommendations remain incomplete or unfinished.

## Purpose

The purpose of the Recreation Needs Assessment is to assess and document the current and future sport and active recreation needs of the Latrobe City community to draw together and prioritise outstanding infrastructure projects emanating from a range of existing plans and strategies.

The Objectives of the Recreation Needs Assessment is to:

- » Review all Latrobe City Council recreation plans and strategies
- » Determine the status of projects identified in the recreation plans and strategies
- » Identify all user groups/stakeholders of Latrobe City recreation facilities
- » Identify all sports and active recreation pursuits that are active within the municipality
- » Identify trends, demands and needs in regards to sport and active recreation within the municipality
- » Analyse population and demographic changes that will impact on the provision of sports and active recreation facilities with Latrobe City
- » Compile current participation data for the identified sport and recreation activities across the municipality
- » Analyse community future demand that may impact on levels of participation in sport and active recreation in Latrobe City

## Strategic Alignment

The Recreation Needs Assessment responds to key objectives identified in the Recreation and Leisure Strategy They are:

- » Provide a diversity of financially sustainable recreation and leisure facilities and opportunities
- » Provide and promote well used and relevant recreation facilities and settings
- » Consolidate recreation and sports facility provision and use
- » Encourage and support community involvement in sustainable facility management and development
- » Maximise opportunities for economic development through recreation and leisure
- » Provide effective management, support and resources.

The Recreation Needs Assessment also directly responds to strategies and objectives articulated in the Latrobe City Council Plan 2017-2021.

- » Objective 12. Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.
- » Objective 14. Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.

## Methodology

The methodology for the report included the analysis of both the sport participation data. A survey process formed the analysis of the community's priorities whilst external documentation and data such as the ERASS, Census and Vic Health Profile formed the external analysis. A Six (6) week public exhibition period gave an opportunity to the community and sporting clubs and association to provide comment around the draft Recreation Needs Assessment, Draft Recreation Infrastructure Funding Policy and Draft Assessment. The community and sporting clubs/associations were encouraged to meet personally with Latrobe City Council to discuss the project and provide their feedback.

The below diagram illustrates the process undertaken:



## Recreation Needs Assessment Key Findings

Upon analysis, findings from the Recreation Needs Assessment report identified five Key Areas for priority:

1. Local facilities
2. Prioritising local developments
3. Multi-purpose facilities
4. Unisex facilities
5. Funding priorities

The above findings have shaped the development of the Recreation Infrastructure Funding Policy and Assessment Matrices.

## Conclusion

In conclusion, the Recreation Needs Assessment now provides Latrobe City Council and sporting clubs with a transparent process for identifying and prioritising projects through objective criteria. The Recreation Infrastructure Funding Policy provides a clear policy on what Council will and won't fund. The Assessment matrices provide clear and objective criteria on which all projects will be assessed.

The Recreation Needs Assessment report identifies that Latrobe City Council's focus should be on the funding and delivery of projects that respond to the need of local participation given that the largest active participation is those that using our local facilities. With the current and future demand by girls and women participating in sports, multi-use and non-gender specific facilities also need to be addressed for future infrastructure developments or upgrades.

# Introduction

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

## What is sport?

For the purpose of the Recreation Needs Assessment it is important to define active recreation (or sport). Sport can be defined as:

*“An activity capable of achieving a result requiring physical exertion and/or physical skill, which, by its nature and organisation, is competitive or training for competition. Sport is generally considered to be an ‘organised’ activity”.*

The sporting activities that operate within Latrobe City are listed below:

- |              |                                     |                 |                   |
|--------------|-------------------------------------|-----------------|-------------------|
| » AFL        | » CFA Urban Fire Brigade<br>Running | » Gridiron      | » Shooting Sports |
| » Archery    | » Cricket                           | » Hockey        | » Swimming        |
| » Athletics  | » Croquet                           | » Judo          | » Table Tennis    |
| » Badminton  | » Dog Obedience                     | » Lawn Bowls    | » Tennis          |
| » Baseball   | » Equestrian Sports                 | » Netball       | » Volleyball      |
| » Basketball | » Football (Soccer)                 | » Pigeon Racing |                   |

It is noted that there are other activities that operate within the City that may be considered sport. The focus of this Assessment is on sports with an incorporated club.

## Current provision of active recreation

The entire network of active recreation sites across the City, excluding private facilities is mapped and shown on page 10, with more detailed maps of active recreation sites by township and village from page 11.

## Council's current planning documents

A key component of the Needs Assessment is a review of Council's current planning. A thorough review of the planning documents undertaken for active recreation has been undertaken with a focus on outstanding recommendations, and is included within the Appendix of this Report. It needs to be noted however, that only current planning documents undertaken to April 2017 have been considered within this Report.

## Player participation

Of the current planning documents, only active recreation recommendations that are related to player participation have been considered in the scope and subsequent development of this Needs Assessment i.e. it does not include maintenance, ancillary infrastructure (such as car parking, access roads etc), passive recreation elements, streetscaping or beautification.

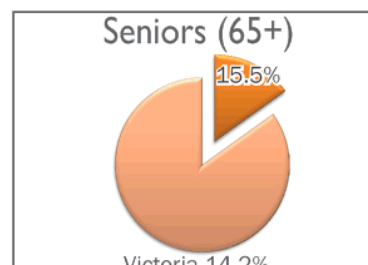
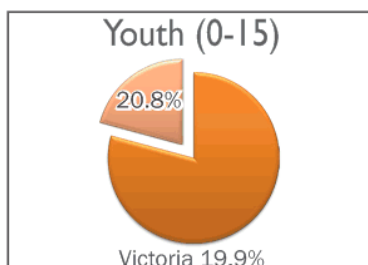
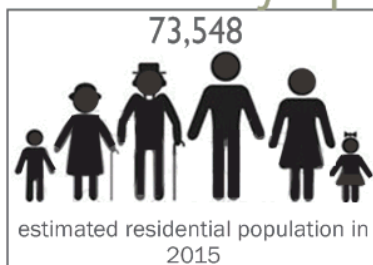
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# Social profile

The way in which a community uses the surrounding open space and participates in active recreation and sport activities is largely influenced by age. Understanding the spatial and demographic variations in communities, such as concentrations of older residents or youth, is fundamental to responding to, and planning for, the future provision of active recreation and sports facilities.

## Latrobe City's population



The information in the table below shows the towns with major variations from the Latrobe City percentage of Youth (20.8%) and Seniors (15.5%).

Table 1. Variation in the population of Youth and Seniors across Latrobe City

Town	Population	% of Youth	% of Seniors
Traralgon	23,837	21.7%	14.3%
Morwell	14,006	19.6%	19.3%
Moe	8,754	18.9%	18.9%
Newborough	6,932	19.9%	20.0%
Churchill	4,944	20.4%	11.7%
Mirboo North	2,297	21.5%	19.3%
Traralgon East	1,865	25.7%	7.7%
Yallourn North	1,493	18.3%	15.9%
Hazelwood North	1,476	22.4%	9.7%
Glengarry	1,358	24.3%	7.4%
Boolarra	1,004	18.4%	12.6%
Toongabbie	914	19.8%	8.1%
Tyers	821	21.3%	6.3%
Yinnar	812	23.3%	14.0%
Tanjil South	699	19.2%	13.7%
Yinnar South	668	21.4%	9.3%
Moe South	566	25.0%	10.8%
Mirboo	563	19.2%	17.1%
Jeeralang Junction	533	17.4%	12.4%
Traralgon South	468	37%	2.6%
Hernes Oak	424	22.2%	11.1%
Callignee	366	23.5%	5.5%
Budgeree	347	21.3%	10.7%
Hazelwood South	320	30.3%	5.0%
Hazelwood	278	15.8%	21.6%
Narracan	278	11.2%	14.4%
Boolarra South	166	11.4%	16.3%
Glengarry North	141	28.4%	5.0%
<b>Total</b>	<b>72,396</b>	<b>20.8%</b>	<b>15.5%</b>

### Population growth

The Department of Environment, Land, Water and Planning projections indicate Latrobe City's population will increase by 8,560 persons over the next 15 years, experiencing growth from an estimated level of 73,900 persons in 2016 to 82,460 persons in 2031. This is an estimated growth rate of 11.6% by 2031.

### Household snapshot

- » approximately 19,293 families within Latrobe City
  - 39.7% are couples without children
  - 39.9% are couples with children
  - 19% are single with children
- » median weekly income (household) \$942<sup>1</sup>
- » 8.8% of households do not have access to a motor vehicle
- » 17.5% of households do not have an internet connection
- » state SEIFA ranking of 7, indicating a moderate level of disadvantage within Latrobe City, with the exception of Morwell and Moe which have a relatively high level of disadvantage.

<sup>1</sup> This is up to \$300 less than the State and National figure



# Participation in active recreation

A number of sources have been utilised in building a picture of participation in active recreation within the City, including the Recreation Needs Assessment Survey, the Latrobe City Council Sport and Health Profile (Victoria University and Federation University 2017), and registration data from State Sporting Organisations.

It needs to be noted that the ABS data (2011) has not been utilised at this stage, as it will be superseded by the 2017 data release later this year. National and State participation data has therefore been sourced from the Australian Sports Commission's Participation in Exercise, Recreation and Sport Survey (ERASS) 2010 (the last year the survey was undertaken).

A total of 742 responses were received to the community survey undertaken as part of the Recreation Needs Assessment. This information has been utilised in determining the total picture of participation in active recreation within the City.

85% of the Latrobe City community play sport/participate in active recreation with 80% playing within Latrobe City.

As a comparison, the Australian Sports Commission reports that 40.9% of Victorian's participate in organised sport\*.

## Sports played within Latrobe City

Based on the participation data results from peak sporting bodies, the top sports played within Latrobe City are shown in the table below, as compared to the percentage of Victorians and Australian's who participate in the sport

Table 2. Top ten sports currently played in Latrobe City, Victoria and Australia

Sport	Latrobe City Council *	Australian Sports Commission (ERASS) 2010 - Victorian Participation	Australian Sports Commission 2010 - Australian Participation
	Percentage	Percentage	Percentage
Netball	3.2%	3.8%	3.1%
Basketball	2.9%	4.8%	2.3%
AFL	2.9%	5.4%	2.6%
Football (Soccer)	2.7%	3.5%	3.4%
Cricket	1.9%	3.5%	2.1%
Tennis	1.0%	6.8%	2.4%
Athletics	0.5%	0.5%	0.5%
Swimming	0.3%	13.5%	1.3%
Hockey	0.3%	0.7%	0.9%
Baseball	0.2%	0.2%	0.1%

\*The Latrobe City Council participation rates are based on actual player registrations in the City.

As evidenced by Table 2 above, participation rates within Latrobe for basketball and AFL football are higher than the national rates. All other sports have a lower participation rate than the national rate (except for athletics which is the same), and all sports have a lower (or equal) rate than that for the state. This may indicate a need for Council to concentrate on ensuring that the local sporting facilities are to a standard that attract and support increased participation.



In addition to the survey responses shown in the above table, State/Regional Sporting Organisations have provided their player registration numbers for 2016. These are shown below, as actual player numbers.

Table 3. City of Latrobe player registration numbers by Sport

Sport	Player registrations 2016
Netball	2,387
AFL	2,140
Basketball	2,136
Football (Soccer)	1,667
Cricket	1,365
Tennis	743
Athletics	348
Swimming	236
Hockey	224
Baseball	174
Badminton	133

### Top six sports played in Latrobe City

As shown in Tables 1 and 2, the top six sports are consistent across the two local data sources.

When comparing local participation to greater Victoria and Australia, the top six sports are consistent, with the addition of Tennis as the second most participated in sport.

## National, State and Local participation trends

The table below shows a summary of the national, state and local participation trends (across the last 3-5 years where data was available) in Latrobe City's most popular organised sports.

Table 4. National, State and Local Participation trends

Sport	National participation trends		State participation trends		City of Latrobe participation trends*	
	Children	Adults	Children	Adults	Children	Adults
AFL	steady	decreasing	increasing	steady	steady	steady
Athletics	increasing	increasing	steady	steady	steady	decreasing
Baseball	increasing	increasing	increasing	increasing	decreasing	decreasing
Basketball	increasing	increasing	increasing	increasing	increasing	increasing
Cricket	decreasing	decreasing	decreasing	decreasing	steady	steady
Football (soccer)	increasing	increasing	increasing	increasing	increasing	steady
Hockey	steady	steady	steady	steady	decreasing	decreasing
Netball	steady	steady	increasing	increasing	unknown^	unknown^
Swimming	increasing	steady	increasing	steady	decreasing	decreasing
Tennis	decreasing	decreasing	steady	steady	unknown	steady

\* trends are taken from engagement with peak bodies undertaken throughout the development of the Background Report. Future community demands for sporting opportunities are explored further on page 12.

^ due to inconsistency of available data

## Barriers to participation

Respondents to the community survey listed the barriers they experienced to participating in formal, organised sport within the City. These are shown in the table below.

Table 5. Barriers to participating in formal, organised sporting activity within Latrobe City:

Barrier	Percentage*
There is a limited range of sporting fields/courts/facilities provided	41.8%
The facilities are poorly maintained	28.8%
No I have not experienced any barriers	22.7%
There is a lack of toilets	21.1%
Weather (too hot, too cold)	15.6%
There are no female friendly facilities	10.5%

\*Does not add up to 100 as respondents could provide multiple responses

## Quality of sporting facilities

Survey respondents were asked to rate the overall quality of the following sporting facilities within Latrobe City, with the responses provided below.

Table 6. Quality of sporting facilities within the City

Sporting facility	1 (Poor)	2	3 (Average)	4	5 (Great)	Unsure
Aquatic facilities	16%	14%	28%	23%	11%	7%
AFL Ovals	1%	6%	22%	28%	22%	21%
Football (Soccer) fields	3%	7%	20%	23%	11%	36%
Cricket Ovals	2%	6%	22%	24%	13%	33%
Athletics Facilities	7%	9%	22%	15%	8%	39%
Baseball Facilities	5%	10%	13%	6%	4%	63%
Badminton Courts	5%	7%	11%	6%	4%	67%
Netball Courts	4%	9%	20%	26%	17%	24%
Tennis Courts	2%	5%	13%	22%	30%	29%
Basketball Courts	9%	12%	19%	22%	18%	21%
Equestrian Facilities	7%	3%	5%	2%	2%	81%
Supporting infrastructure i.e. Pavilions	19%	22%	22%	7%	2%	28%

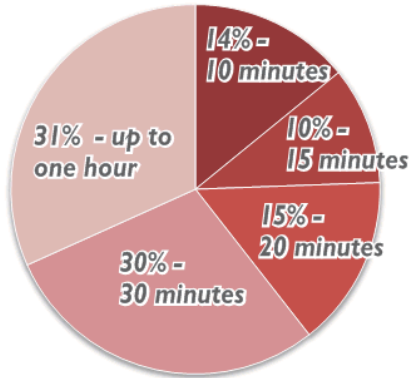
As shown in Table 6 above, with the exception of 'supporting infrastructure' such as pavilions, Latrobe City community are relatively happy with the overall quality of sporting facilities within the City.

The community were most happy with the following sporting facilities, with 50% or more of the community rating them as above average:

- » Aquatic facilities (62%)
- » AFL ovals (72%)
- » Tennis courts (65%)
- » Netball courts (63%)
- » Football fields (54%).

### Travel time

Survey respondents were asked what the maximum time they were willing to travel to participate in their chosen sporting activities:



61% of the community are prepared to travel 30 minutes (or more) to their chosen active recreation activity

An overwhelming 95% of community survey respondents rated the importance of sport and its facilities within Latrobe City as a high-very high priority (78% rated it as a very high priority).

## Who plays sport in Latrobe City?

### Participation by age

The Latrobe City Council Sport and Health Report provides the participation in sport by age group.

Table 7. Sport participation by age

Sport	Age range				
	4-9	10-14	15-19	20-29	30+
Netball	22.5%	35.2%	16.2%	13.8%	12.3%
Hockey	18.0%	26.7%	9.4%	20.4%	25.5%
AFL	30.0%	24.5%	20.4%	17.6%	7.6%
Basketball	36.0%	33.0%	8.0%	10.5%	12.5%
Football	30.6%	26.0%	17.0%	16.6%	9.8%
Cricket	15.0%	21.0%	14.5%	23.0%	26.5%
Tennis	33.5%	24.2%	7.8%	6.8%	27.7%

As shown in the table above, the highest participation for all sports except for Cricket and Tennis is in the 10-14 and 4-9 age groups.

It should be noted that ERASS

### Participation by gender

Sport Table 8. participation by gender

Sport	Gender	
	Male	Female
Netball	2.47%	97.53%
Hockey	42.27%	57.73%
AFL	96.08%	3.92%
Basketball	60.57%	39.43%
Football	77.25%	22.75%
Cricket	95.03%	4.97%
Tennis	55.85%	44.15%

As shown in the above table, Netball and Hockey are dominated by female participation, whilst AFL, Basketball, Football and Cricket are predominately played by males.

## Future community demand

Given the current participation numbers/rates of sports across the Latrobe LGA and the projected growth in the population, it is possible to plan accordingly so that the future demand for sporting opportunities and facilities is catered for.

The table below summarises the projected increases as a result of applying both the actual current participation rate and the Victorian participation rate (from ERASS) to the expected population of the Latrobe LGA in the year 2031 (82,460 people) for each sport.

It should be noted that the projections have been based on currently available participation rates and do not consider possible changes to participation trends in each sport, as they are largely unknown and impossible to predict accurately.

Sport	2016 Participation*	2031 Participation based on actual current participation rates#	% increase/decrease	2031 Participation based on State participation rate (ERASS)^	% increase/decrease
AFL	2,140	2,365	12.1%	4,453	101.9%
Athletics	348	390	12.1%	412	29.6%
Badminton	133	149	12.0%	247^^	85.7%
Baseball	174	195	12.1%	165	- 5.2%
Basketball	2,136	2,395	12.1%	3,958	85.3%
Cricket	1,365	1,530	12.1%	2,886	111.4%
Football (soccer)	1,667	1,869	12.1%	2,886	73.1%
Hockey	224	251	12.1%	577	157.6%
Netball	2,387	2,676	12.1%	3,133	73.5%
Swimming	236	265	12.3%	1,072^^	43.1%
Tennis	743	833	12.1%	5,607	689.7%

\* Most recent number of registered players in the Latrobe LGA as provided by the relevant State Sporting Organisation (except for AFL, where the 2015 figure from the Latrobe City Council Sport and Health Profile has been utilised)

# Actual current participation rates based on number of registered players divided by current population (73,548 people)

^ Calculated by applying expected projected population at 2031 to State sporting participation rates (ERASS)

^^ Given that State figures include unorganised activities, in the case of swimming and badminton, the national (organised only) participation rates (1.3% and 0.3% respectively) have been applied.

### Key considerations

Council should be aware that while the results of the above analysis can assist to guide the provision of sporting facilities into the future, it is only one tool to do so. It should be noted that there was difficulty in obtaining consistent and accurate data from peak sporting bodies and state sporting associations, including the interpretation of how the data is presented. Other factors must also be considered when planning for the future growth (or decline) of the sports:

- » the State data includes unorganised participation (except for swimming) and thus participation rates include informal use of facilities. While this informal use by the community should continue to be catered for, the demand for dedicated infrastructure (especially that such as pavilions, change rooms, scoreboards, etc) is minimal. It should also be noted that these rates are based on information that is seven years old
- » sporting participation rates change regularly, and even a minor increase or decrease in those rates can significantly affect the actual number of people playing a sport
- » local communities/LGAs often have markedly different participation rates than the State participation rates, hence the inclusion of both methods of calculations in the above table
- » the five most popular sports that Council will need to continue to provide significant support to include AFL, basketball, cricket, football (soccer) and netball.

A more detailed analysis of the projected demands for each individual sport is provided on the next page.



## Future sporting considerations

It should be noted that local (Latrobe) participation rates have been used for these future considerations, except where State participation rates have been referenced.

### **AFL**

Already one of the 'big five' sports in Latrobe, AFL is projected to increase in participation rates. Even with no increase to the current participation rate of 2.9%, the sport is projected to cater for almost 2,400 participants by the year 2031. If the State participation rates are an accurate reflection of the Latrobe community (albeit unlikely), over 4,000 players may need to be catered for into the future. Female participation in the sport is growing, hence the need to develop unisex facilities whenever the opportunity arises. Further, the sport is firmly entrenched in the State's culture and could therefore reasonably expect at least steady participation.

### **Athletics**

Significant growth is not expected for athletics over the next 15 years. Future developments should focus on improving existing facilities so that they can cater for the expected, relatively low increase in numbers (no more than 100 additional participants).

### **Badminton**

Badminton will be easily catered for into the future given its relatively low numbers, which are not expected to exceed 200 in total. As mentioned later in this report, the future development of the Latrobe Leisure venues across the LGA should be undertaken with consideration given to the individual sports to be catered for.

### **Baseball**

Baseball is the only sport that should expect a decline in participation based on State participation levels. Local participation rates (if they remain steady) will result in only 21 additional players in 2031. As in the case of badminton, the sport will be adequately provided for by existing facilities with only minor improvements to these facilities necessary.

### **Basketball**

Local (actual) participation rates for basketball indicate that although quite popular, the sport will be well catered for into the future. The recent State Government funding for the development of the Traralgon facility and the continued provision of the other three Latrobe Leisure facilities will further ensure that basketball will be provided for adequately. It should be noted that this will remain the case even if the State participation projections are achieved (almost 4,000 players).

### **Cricket**

Another of the top five sports in Latrobe, cricket is expected to retain its current participation rate into the future. Using the current participation rate for Latrobe,

the sport should attract approximately 200 further participants by the year 2031. The current cricket facilities across the LGA, especially considering various proposed developments/improvements, will be well placed to meet this growth.

### **Football (soccer)**

The future development of playing fields across the LGA should consider the expected growth of football. Although projections indicate moderate growth (just over 200 additional players), the sport's junior participation rates are expected to increase markedly over future years, as is currently happening across Australia. State participation data (due to its age) does not necessarily consider this growth and therefore Council should regularly review the popularity of the sport when planning for the development/improvement of sporting facilities. As is the case for AFL, female participation is also on the rise, resulting in a need for the development of unisex facilities at such sites.

### **Hockey**

Given the relatively low increase in player numbers anticipated (below 100 players at most), the proposed developments/improvements of hockey facilities within this report will result in the sport being catered for into the future.

### **Netball**

Although difficult to quantify, approximately 300 extra players are expected by 2031. Again, the proposed developments within this report will cater for the sport into the future, especially when consideration is given to increased indoor netball opportunities as a result of recent State Government funding.

### **Swimming**

Participation is decreasing, and the proposed Gippsland Regional Aquatic Centre (GRAC), in conjunction with the existing outdoor pools across the LGA, will adequately provide for the sport.

### **Tennis**

It must be noted that current participation rates are significantly lower than the State participation rates and subsequently, the need for additional tennis facilities is not expected. Improvements to existing facilities and improvements to their management will address any expected increases in participation.

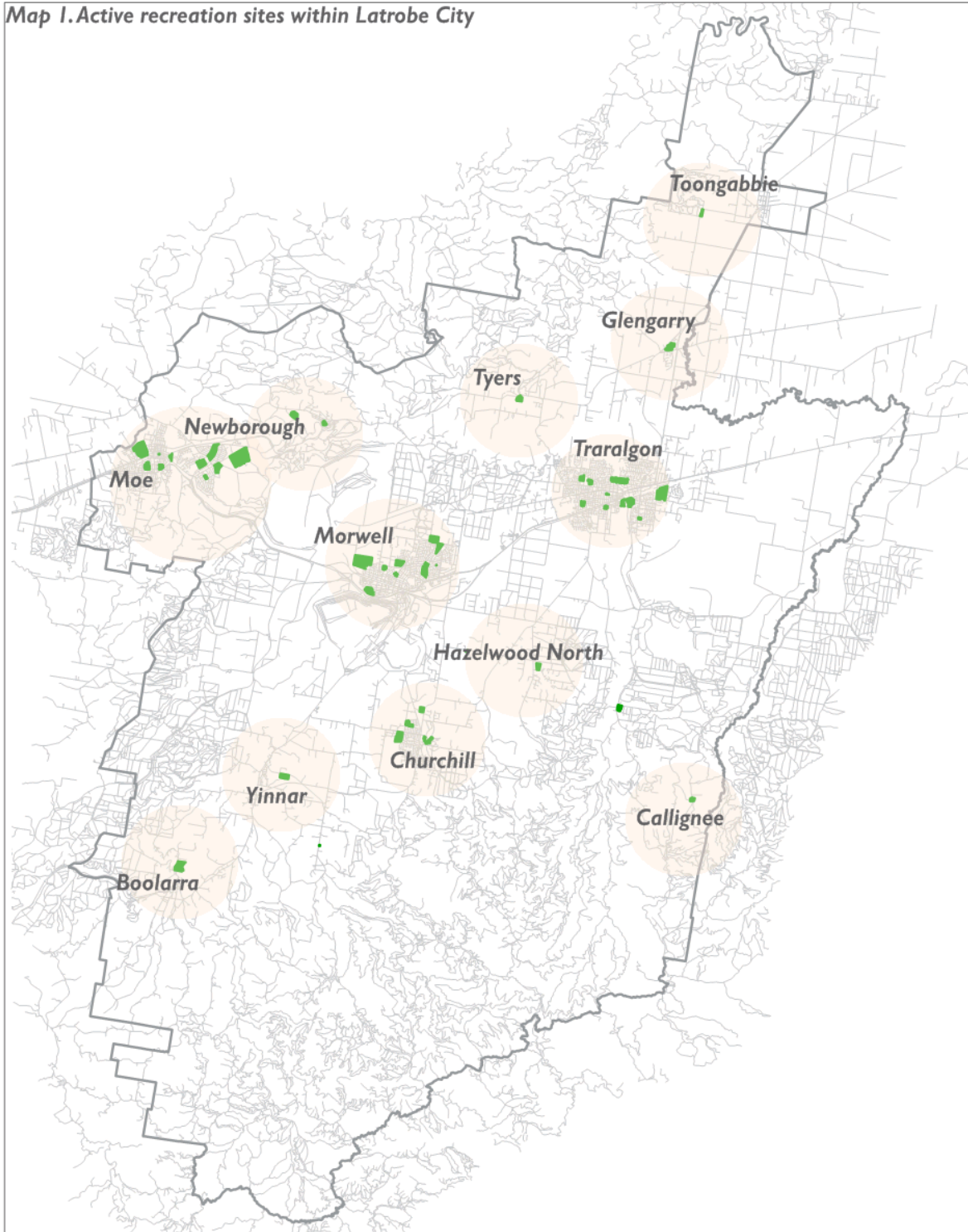
### **Volleyball**

At the current time, participation rates demonstrate that the sport has adequate facilities to cater for volleyball. Whilst it has been highlighted the development of a new indoor sand facility would be ideal, an increase in demand needs to be demonstrated before any infrastructure is developed around this



Latrobe City currently has a sound provision of active recreation sites distributed across its towns and villages. The map below shows the City-wide distribution of all active recreation.

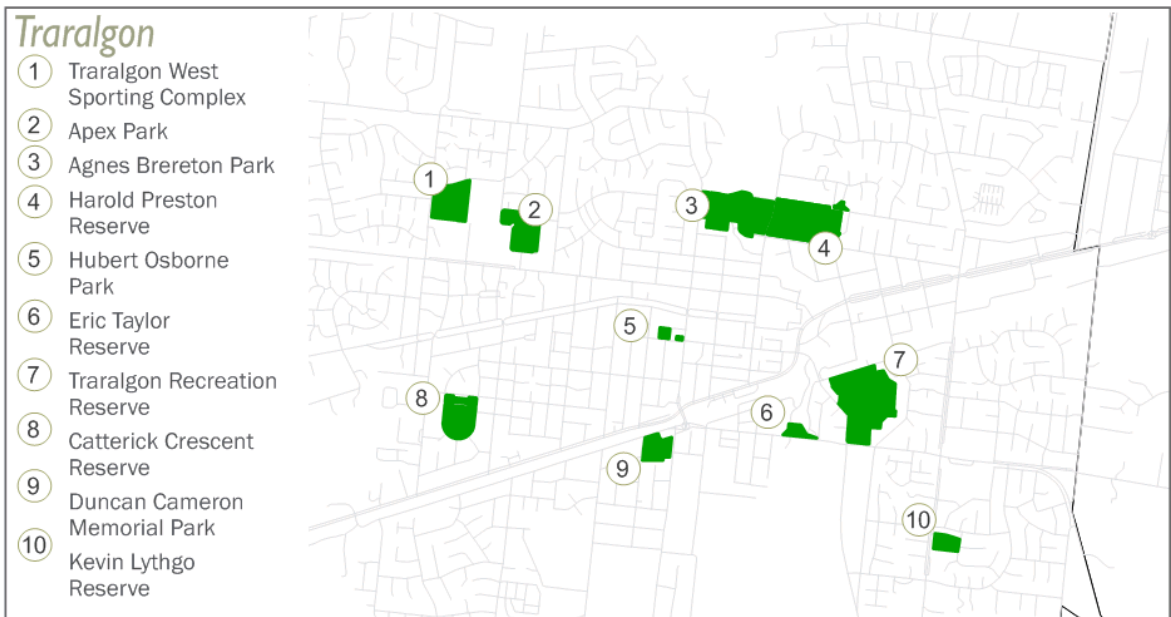
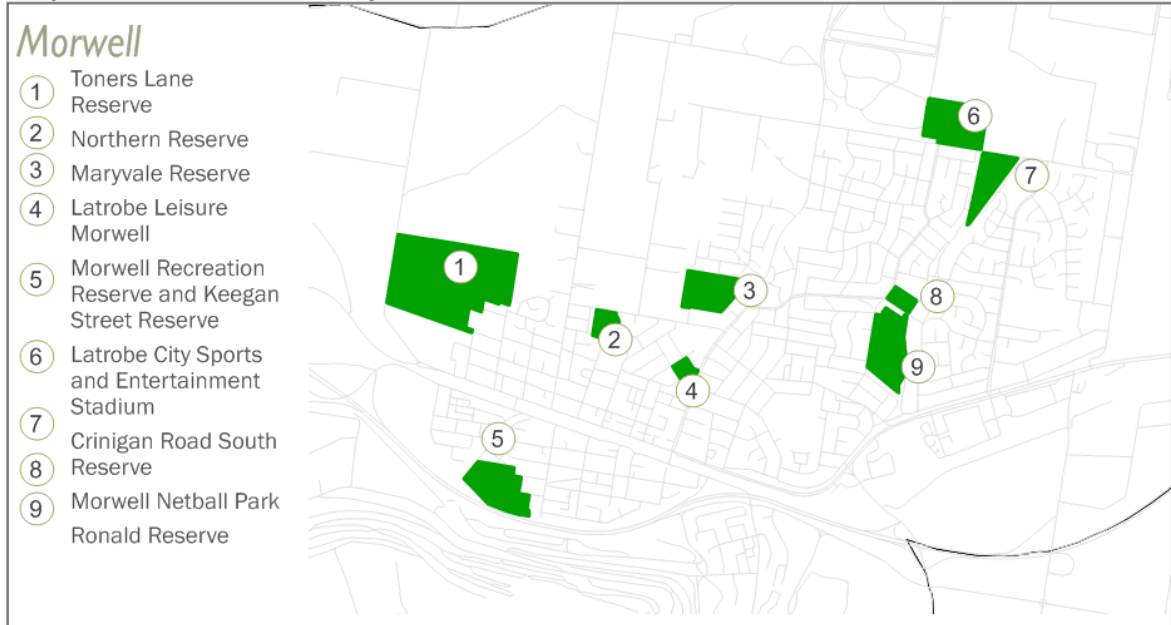
**Map 1. Active recreation sites within Latrobe City**

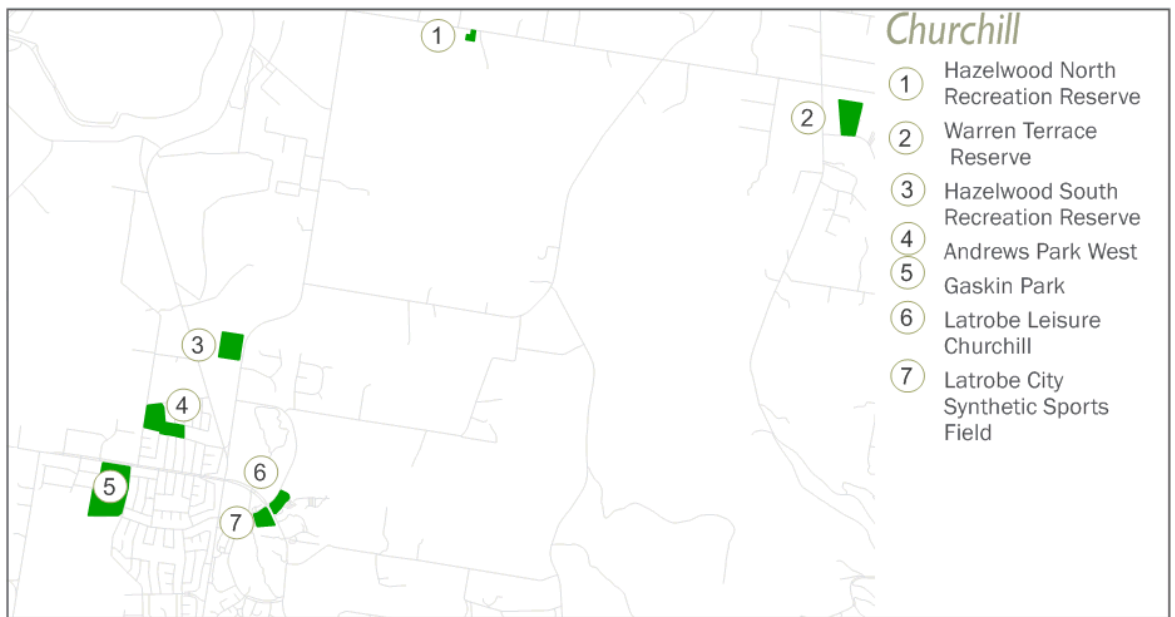
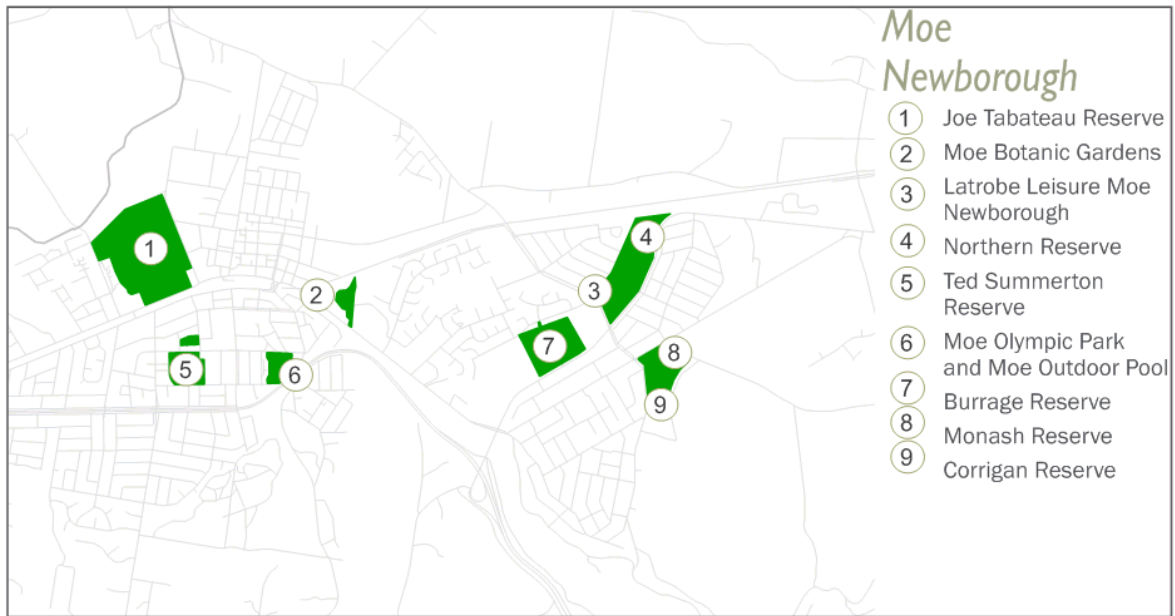


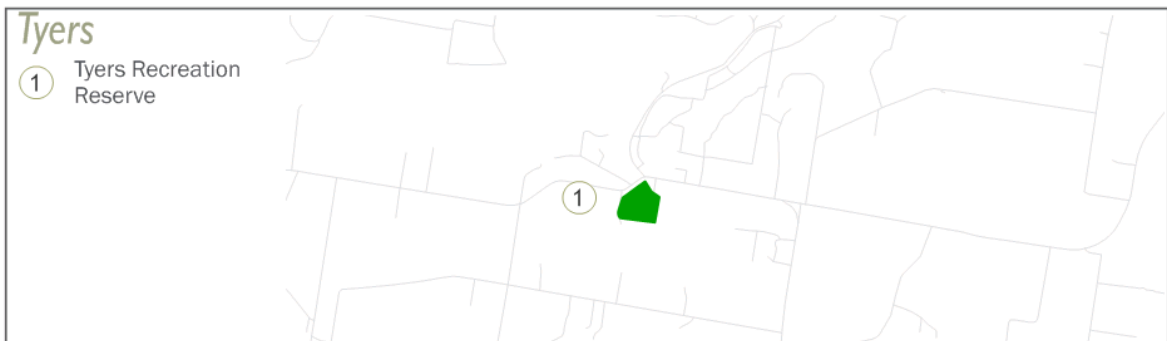
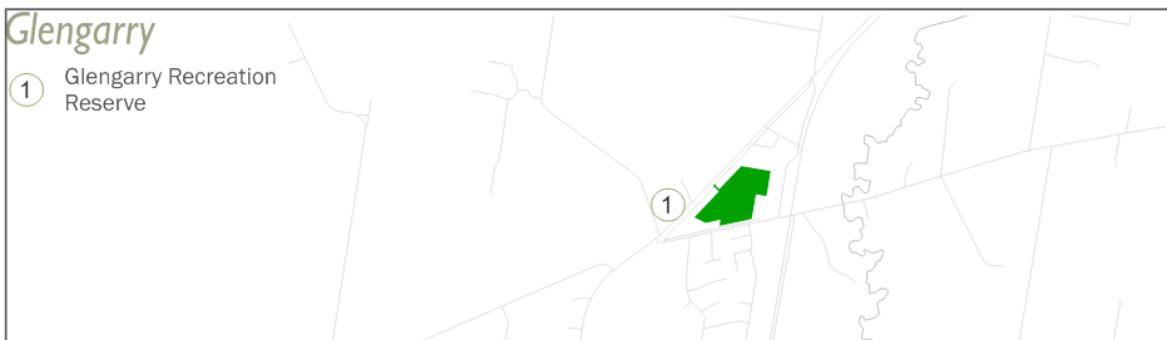
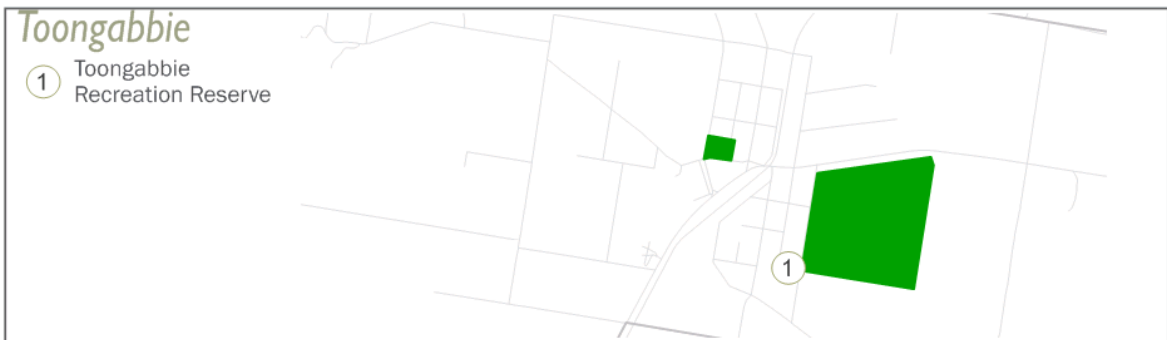
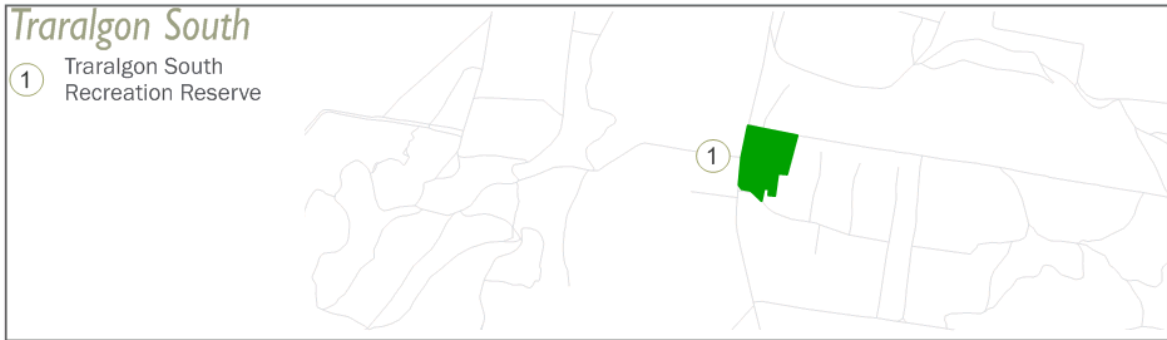


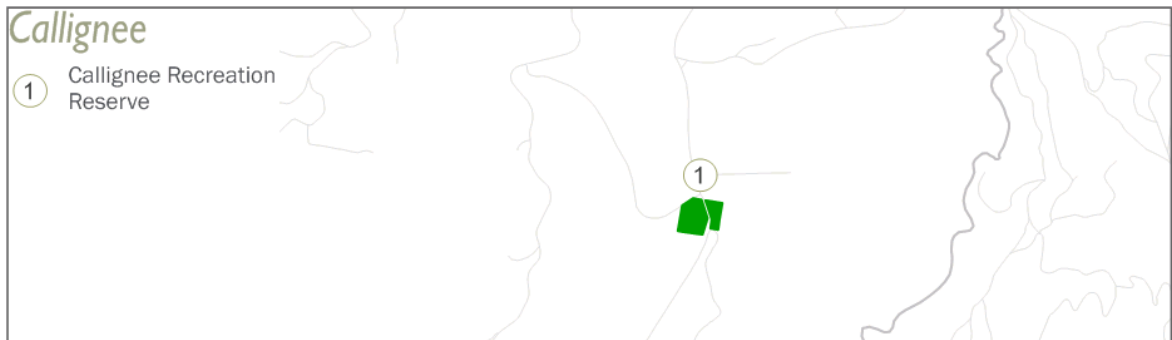
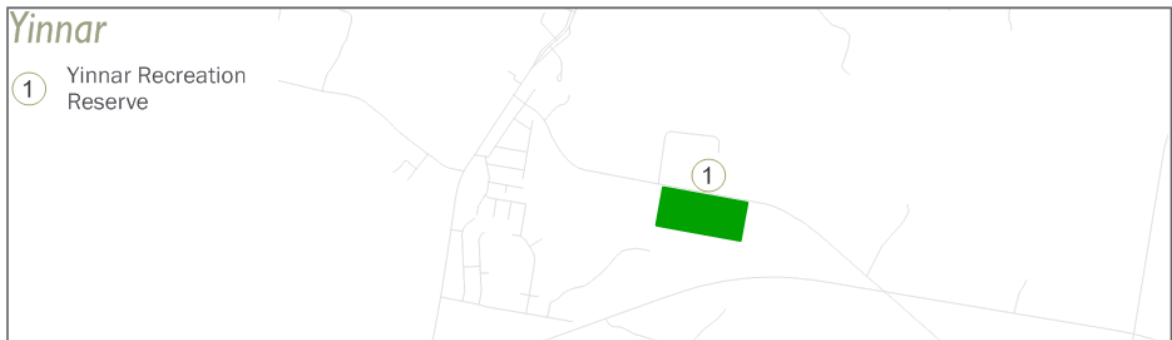
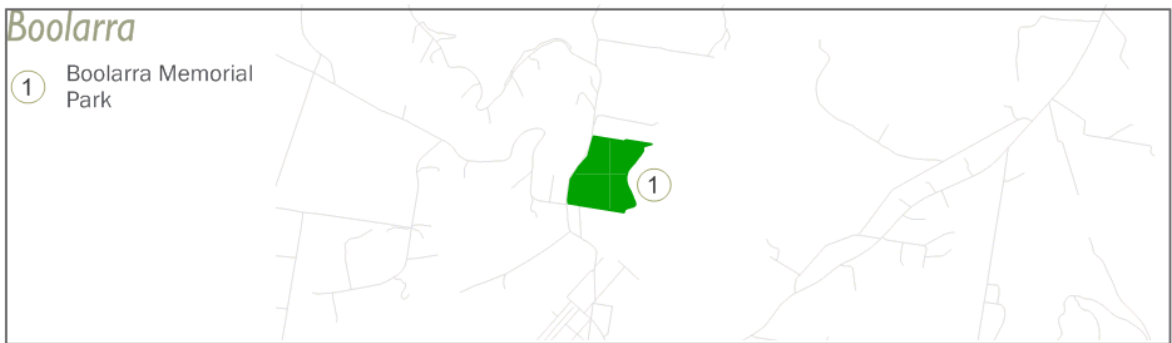
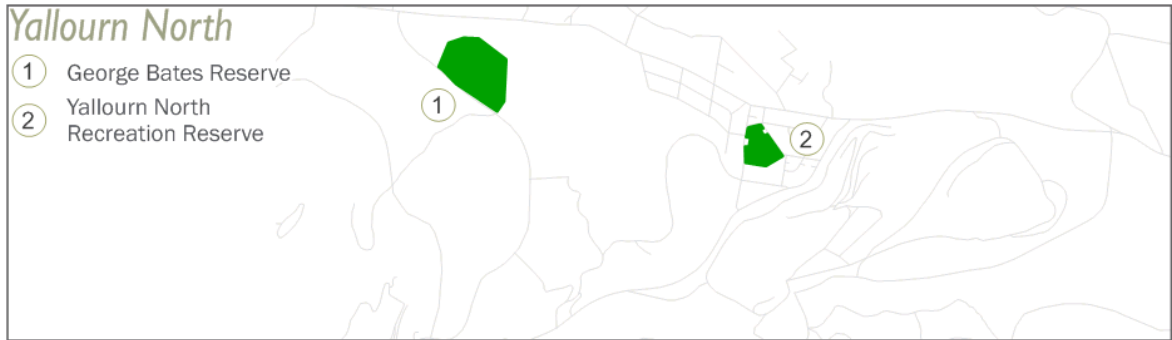
The following maps show the City's main active recreation sites by town.

**Map 2. Active recreation sites by town**









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# Trends and planning principles

In addition to the participation data collected during the community survey, Latrobe City Council Sport and Health Report, as well as State Sporting Organisations, a number of relevant trends and planning principles exist in relation to active recreation in the City.

## Trends

### *Field sharing*

With many sports extending the lengths of pre-season and season fixtures, sharing of field space is becoming more difficult. While providers strive to maximise the use of community resources (and State Governments espouse field sharing), the reality is that shared use of ancillary facilities rather than fields (e.g. clubhouses, carparks) may be a more appropriate goal.

### *Field and court quality*

Council will face pressures to develop and re-develop sporting fields and courts to a higher level in order to increase carrying capacity. Upgrades, such as lighting and field irrigation, allow training and competition times to be extended and increases the ability of turf playing fields to cope with the resulting wear and tear. Further, to achieve ongoing field quality, fields need 'rest periods' (of up to four weeks) where necessary maintenance can be undertaken. Council's document 'Grass Based Sporting Reserve Review 2016' will be a valuable tool to guide sports field maintenance and development into the future.

### *Facility provision*

With an increasing population, a greater range of sport and activities on offer and increased expectations of a more flexible approach to the provision of traditional sporting opportunities, sporting field overuse and lack of fields is becoming more prevalent. Additionally, there is a trend toward year-round sport with a number of codes lengthening seasons and/or providing alternate opportunities in the off-season (e.g. 6-a-side football conducted in the summer sporting season).

### *Volunteer sport organisations*

The rate of volunteering in sport and recreation clubs has been declining for many years. Often, the responsibility for running clubs falls to one or two key personnel. To address this issue, there is a move toward amalgamations, with multi-sport clubs becoming more common. In other cases, organisations may become aligned to larger licensed clubs that take over some or all of the volunteers' roles as well as asset management responsibilities. It should be noted that Council encourages clubs to utilise GippSport as a resource for developing policies and programs to support club participation goals and to address volunteer issues.

### *Participation trends*

The Australian Bureau of Statistics (ABS) conducted a nation-wide Children's (5 to 14 years) Participation in Cultural and Leisure Activities Survey every three years between 2000 and 2012. Overall, participation in organised sport has not changed significantly across these years with rates of between 59% and 64%, identified across the five surveys (2000, 2003, 2006, 2009 and 2012). For those children involved in organised sport, 32% are only involved in one sport.

At a national-level, the reduction in available leisure time has resulted in a trend for adults to move away from organised sport toward physical activity and non-organised (social) sport. The ABS has conducted a nation-wide Participation in Sport and Physical Recreation Survey for adults over 15 years of age in 2005/06, 2009/10 and 2011/12. The survey shows that participation in organised sport reduced slightly whilst non-organised sport reported increases.

## Planning principles

A number of key planning principles are core to the assessment of existing Council priorities and the planning for future active recreation facility development.

### *Emerging female participation*

A significant increase in female participation in traditionally male-dominated sports is currently being experienced. National and State sporting bodies are leading the way in promoting female participation in key sports including AFL, Football and Cricket. National 'female league' competitions are highlighting the popularity of these sports, with local and regional fixtures experiencing an influx of female players registering.

### *Unisex, multi-purpose facilities*

With the rise in female participation in core sports, there is the need for clubs to better utilise their facilities in order to accommodate both males and females, depending upon what games or training are being held at any time.

Whilst there is a need for existing facilities to be re-purposed to accommodate both males and females (and others developed), there is also a need for clubs to change their perception that their facilities are currently only for males.

All facilities should be used by a sport, rather than by any one gender. There is a need for council in conjunction with State and Regional Sporting Organisations to lead by example, and undertake an education and awareness campaign.

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

### *Regional vs local provision*

Player participation in active recreation should be central to any council investment in facility development within the City. There is often a desire for clubs to over-embellish their facilities in order to attract certain events and fixtures. Due to the large number of active recreation facilities and clubs within the City, coupled with Council's limited capacity to fund new and upgraded facilities, Council needs to prioritise the provision of local facilities over regional facilities. Subsequently, grant opportunities are more geared toward funding the higher level of infrastructure provision often associated with regional facilities. Council should promote State Sporting Organisation guidelines when discussing infrastructure requirements with clubs.

To ensure clarity, the following definitions of regional and local facilities is as follows:

#### **Regional**

A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.

#### **Local**

A local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighbourhood, or very local ie: one suburb or one town.

### *Incorporated clubs and emerging activities*

The focus of the Needs Assessment and the ongoing provision of facilities for active recreation, is on formal, organised sports (see definition on page 4 of this document), that are managed and operated by an incorporated club. Council needs to ensure that public risk can be managed accordingly, and that a facility has sufficient club-based activities to justify the expenditure and maintenance.

Further, Council strongly encourages and highly recommends liaising with GippSport to develop relevant club policies and participation programs to ensure long term sustainability for sporting clubs.





# Key recommendations

Several over-arching areas have been identified during the development of the Recreation Needs Assessment that are key recommendations for Council to consider for the future development of sporting opportunities across the Latrobe LGA. More specific projects to be undertaken over future years are detailed in Appendix One.

## 1. Local facilities

Given the limitations of future Council funding (and the recent allocation of State Government funding towards a range of regional sporting projects), Latrobe City Council should focus on the provision of local sport and recreation infrastructure. This is to ensure that participation at a local level is catered for, resulting in more viable sporting organisations and greater participation levels, resulting in a more active community.

## 2. Prioritising local developments

While a wide range of local infrastructure developments/improvements have been identified during the course of the project, the following are the identified priorities that should become the focus of Council:

- a. Pavilions
- b. Field lighting
- c. Playing surfaces
  - irrigation
  - drainage
  - resurfacing/levelling
- d. Hard courts (e.g. netball).

## 3. Multi-purpose facilities

The Assessment has identified that many sport and recreation facilities across the LGA are not being used to their full potential. Consistent with the first two areas identified above, sport and recreation facilities need to be developed in a way that enables their shared use by multiple users. Further, Council officers should encourage and assist this in their dealings with local organisations.

## 4. Unisex facilities

Further to the development of multi-purpose facilities as above, a high need for the development of unisex facilities has been identified. Many of the existing facilities across the LGA were developed at a time when female participation was not considered, and many activities are now experiencing significant growth in this area. For Council to ensure that female participation continues to grow, unisex facilities should always be considered so that future sporting opportunities are provided in an equitable manner.

## 5. Funding priorities

Council regularly receive a wide range of requests for assistance in the development of sporting facilities and to ensure consistency and equity, all requests should be prioritised as outlined by Latrobe City Council's Recreation Infrastructure Funding Policy.

# Citywide active recreation analysis



An analysis of each sport operating within Latrobe City has been undertaken in order to inform the future provision, facility development and funding priority.

For each sport, the following elements have been assessed:

- » Existing facilities and number of courts/fields/ovals
- » The club or association
- » Registered players or members
- » The pattern of growth or decline in participation
- » The distribution of facilities across the City
- » The future direction and viability of the sport (and club) through discussions with peak agencies
- » Relevant Council planning and outstanding actions and recommendations
- » Key issues for each club and the sport
- » The appropriateness of each club's existing facilities.

Following this assessment, priorities for each sport have been developed.

The following pages document this assessment and are provided alphabetically by sport/active recreation type:

- » AFL
- » Athletics
- » Badminton
- » Baseball
- » Basketball
- » Cricket
- » Equestrian Sports
- » Football
- » Hockey
- » Netball
- » Swimming
- » Tennis
- » Other sports.

# AFL

## Supply overview

Existing AFL facilities and the associated clubs in Latrobe City are located at:

Locality	Venue	Club/Association	Number of ovals
Moe	Ted Summerton Reserve	Moe Football Netball Club	2
	Joe Tabuteau Reserve	Moe Lions Junior Football Club	2
Morwell	Morwell Recreation Reserve Precinct (includes Keegan Street Reserve)	Gippsland Power	2
		Morwell Football Netball Club	
	Ronald Reserve	Morwell East Football Netball Club	1
	Northern Reserve	Morwell Junior Football Club	1
Newborough	Northern Reserve	Newborough Football Netball Club	1
		Newborough Junior Football Club	
Traralgon	Traralgon Recreation Reserve and Showgrounds	Traralgon Football Netball Club	2
		TEDAS (Traralgon East District Association Sport)	
	Catterick Crescent Reserve	Cumberland Park Junior Football Club	1
	Apex Park	Pax Hill Football Club	1
		Police Boys Junior Football Club	
	Duncan Cameron Memorial Park	Southside Junior Football Club	1
Traralgon West Sporting Complex (including Stoddart Oval)	Combined Saints Football Club	5	
	West End Football Club		
Yinnar	Yinnar Recreation Reserve	Yinnar Football Netball Club	2
Glengarry	Glengarry Recreation Reserve	Glengarry Football Netball Club	2
		Glengarry Junior Football Club	
Tyers	Tyers Recreation Reserve	Traralgon-Tyers United Football Netball Club	1
Yallourn North	George Bates Reserve	Yallourn North Football Netball Club	1
	Yallourn North Town Oval	Yallourn North Junior Football Club	1
Churchill	Gaskin Park	Churchill Football Netball Club	2
		Churchill Junior Football Club	
Boolarra	Boolarra Recreation Reserve	Boolarra Football Netball Club	1

## AFL membership

Membership details for AFL in Latrobe City are as follows:

	2016	2015	2014
Juniors	1,410	1,333	1,393
Seniors	700	523	667
Total	2,110	1,856	2,060

### AFL membership – Excluding Designated Junior Leagues

Club/organisation	2016	2015	2014
Boolarra FNC	93	81	67
Churchill FNC	90	75	86
Glengarry FNC	94	91	90
Moe FNC	114	95	119
Morwell FNC	104	88	101
Morwell East FNC	93	87	114
Newborough FNC	156	138	153
Traralgon FNC	94	82	103
Traralgon Tyers United FNC	89	77	94
Yallourn North FNC	105	82	99
Yinnar FNC	99	82	100

### Traralgon and District Junior Football League

Club/organisation	2016	2015	2014
Churchill JFC	58	70	93
Combined Saints JFC	88	93	91
Cumberland JFC	38	31	42
Glengarry JFC	88	76	87
Pax Hill JFC	86	80	84
Police Boys JFC	89	87	64
Southside JFC	91	85	79
TEDAS JFC	66	70	88
West-End JFC	91	70	83

### Central Gippsland Junior Football League

Club/organisation	2016	2015	2014
Moe JFC	91	109	120
Morwell JFC *	94	*	*
Yallourn North JFC	34	43	45
Yinnar JFC	65	64	57

\* Merged with Youth Club in 2016 season.

### Peak agency

- » AFL Gippsland

### Key strategic documents

- » AFL Gippsland State of the Region Report
- » AFL Preferred Facility Guidelines for State/Regional /Local Facilities 2012
- » AFL Synthetic Turf Guidelines.

### Peak agency discussions

This information is not available at this time. Discussions to be held at the availability of AFL Gippsland staff.

## Relevant Council planning

The following Council documents contain current recommendations for AFL within Latrobe City:

- » Catterick Crescent Reserve Master Plan 2015
- » Moe Newborough Outdoor Recreation Plan 2015
- » Traralgon Recreation Reserve and Showgrounds Draft Master Plan 2014
- » Morwell Recreation Reserve Precinct Master Plan 2014
- » Traralgon Outdoor Recreation Plan 2014
- » Traralgon South Recreation Reserve Master Plan 2013
- » Gaskin Park Master Plan 2011
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009
- » Morwell Outdoor Recreation Plan 2008.

### Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, which shows the details of each outstanding action.

## Key issues - AFL

Out of the 23 AFL Clubs, there were six clubs who responded to the Recreation Needs Assessment Survey. A summary of the Club's identified issues are outlined below.

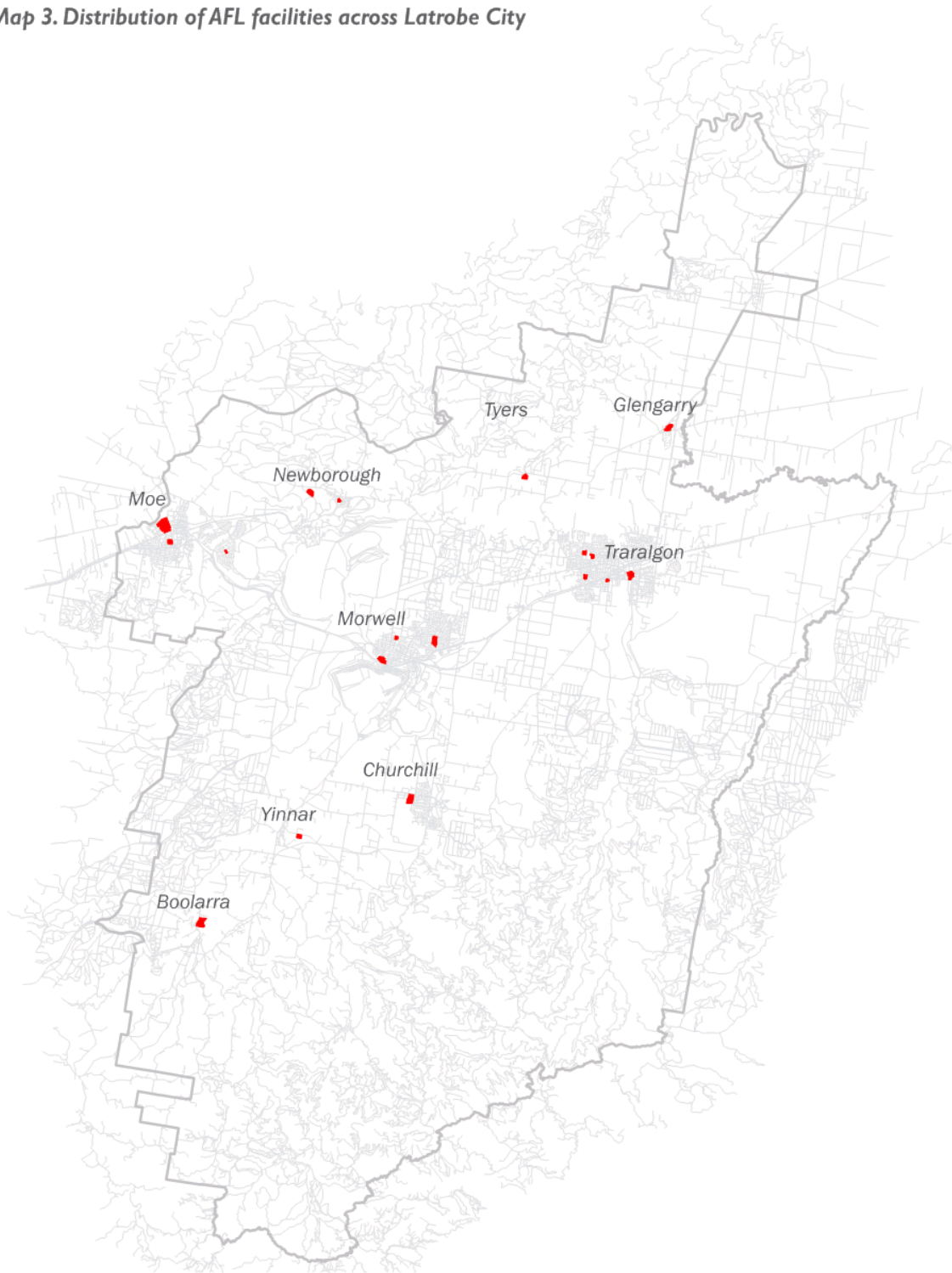
Table 9. Key issues for Latrobe City AFL Clubs

Club	Club's priority one	Club's priority two	Club's priority three	# of playing fields	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities
1	Female friendly change rooms	Lighting for training	Football safety nets due to busy road	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	Not Suitable
2	More grounds	Female friendly change rooms	Ground lighting	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
3	Female friendly change rooms	Upgrade toilets, and not currently disabled friendly	Ground lighting	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
4	None identified	None identified	None identified	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
5	Pavillion amenities	Oval lighting	None identified	Suitable	Not Suitable	Not Suitable	Suitable	Suitable	Suitable
6	Female friendly change rooms	Upgrade change room facilities	None identified	Not Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues. A summary of the club's responses are provided below:

- » Out of the six clubs who responded to the survey, two rated the issue of competition from other sports as High, and three clubs as medium
- » Only one club rated a lack of female participation as high
- » Cannot accommodate growing demand - one club High and two medium
- » Lack of facilities to accommodate the needs of the club - four clubs high, two medium
- » Disability access to facilities, two clubs High, two clubs Medium
- » Difficulty in accessing grant funding, three clubs High and Two Clubs Medium
- » Cost of playing or participating in increasing - one high and 2 medium
- » Disability access to facilities 2 high, 2 medium
- » Difficulty in accessing grant funding 3 high, 2 medium.

Map 3. Distribution of AFL facilities across Latrobe City





# Athletics

## Supply overview

Existing Athletics facilities and associated clubs within Latrobe City are located at:

Locality	Venue	Club/Association	Key facilities
Traralgon	Harold Preston Reserve	Traralgon Little Athletics	Grass athletics track Long jump track
Newborough	Northern Reserve (Joe Carmody Track)	Moe Little Athletics	Synthetic athletics track
Traralgon	Traralgon West Sporting Complex	Traralgon Harriers Athletics Club	-

### Little Athletics membership

Membership details for Athletics in Latrobe City are as follows:

Club/ Organisation	2015/2016	2014/2015	2013/2014
Traralgon Little Athletics	176	169	160
Moe Little Athletics	112	106	98

### Athletics membership

Club/ Organisation	2015/2016		2014/2015		2013/2014	
	Jnr	Snr	Jnr	Snr	Jnr	Snr
Traralgon Harriers Athletics Club	5	25	4	33	5	40
Gippsland Athletics Club		36		33		20

### Peak agency

- » Little Athletics Victoria
- » Athletics Victoria

### Key strategic documents

- » Athletics Victoria Annual Report 2015-2016 (And Previous Years)
- » Athletics Victoria Strategic Plan 2014-2017
- » Little Athletics Victoria - Year in Review 2015/2016 (and previous years annual reports)

### Peak agency discussions

Discussions were held with members of Little Athletics Victoria with the key points listed below:

- » Joe Carmody Track is of a high standard and has previously been utilised as a state venue. The facility largely serves its purpose however it has some deficiencies, including shade for participants and spectators
- » Harold Preston Reserve - Support the request to upgrade toilets and install discuss cages etc
- » The Latrobe City facilities are outside of the first choice to host the State events, (with Casey Fields the first choice in proximity to Latrobe), however will continue to host Regional events
- » Membership is likely to continue to see a slight annual increase
- » Disabled athletes are an emerging group that the sport are keen to cater for
- » State and regional memberships are declining, with local memberships (Moe and Traralgon) showing a steady increase.

### Relevant Council planning

- » Traralgon Outdoor Recreation Plan 2014

### Outstanding actions

A review of the current planning document listed above is provided within the Appendix, and shows the details of each outstanding action.





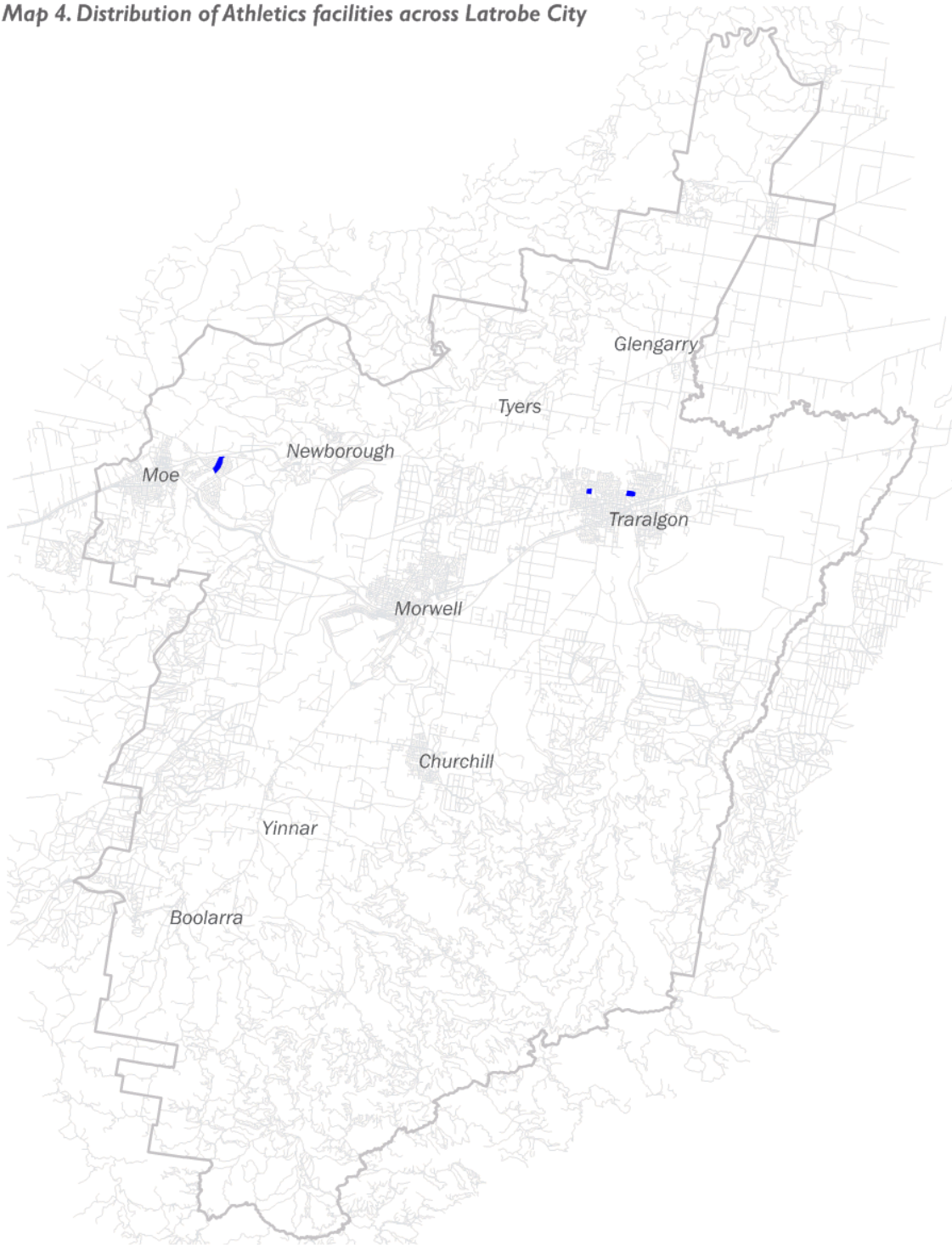
## Key issues - Athletics

None of the three athletics clubs responded to the survey.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing fields	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities
-	-	-	-	-	-	-	-	-	-

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**Map 4. Distribution of Athletics facilities across Latrobe City**



# Badminton

## Supply overview

Existing Badminton facilities and associated clubs within Latrobe City are located at:

Locality	Venue	Club/Association	Facilities
Churchill	Latrobe Leisure Churchill	Churchill Badminton Club	Indoor Multipurpose Hall
Flynn	Flynn Recreation Reserve	Flynn Badminton Club	Flynn Hall
Traralgon	Traralgon Sports Stadium	Latrobe Valley Badminton Assoc	Indoor Multipurpose Stadium
		Latrobe Valley Veterans Badminton Assoc	
		Traralgon Badminton Club	
Traralgon South	Traralgon South Recreation Reserve	CATS Badminton Club	Badminton/cricket pavillion
Morwell	Latrobe Leisure Morwell	Morwell Badminton	Indoor Multipurpose Hall
Moe Newborough	Latrobe Leisure Moe Newborough	Badminton Club	Indoor Multipurpose Hall

## Badminton membership

Membership details for Badminton in Latrobe City are as follows:

Club/ Organisation	2016	2015	2014
Total Latrobe City members	133	No data	No data

## Peak agency

- » Badminton Victoria

## Key strategic documents

- » Badminton Victoria Annual Report 2015.

## Peak agency discussions

Discussions were held with members of Badminton Victoria with the key points listed below:

- » There is a rise in private facility development across the state with a demand for casual court higher
- » Participation numbers exist only for registered members and does not account for social players
- » Participation growth was unable to be confirmed, however it was believed that a growth in the sport was being experienced
- » The current registration system 'encourages' clubs to down-play their numbers due to higher registration costs
- » It is an ongoing issue that many clubs are not registered with Badminton Victoria.

## Relevant Council planning

- » Latrobe Leisure Morwell Stadium Revitalisation Plan 2015
- » Catterick Crescent Reserve Master Plan 2015
- » Traralgon Outdoor Recreation Plan 2014
- » Traralgon South Recreation Reserve Master Plan 2013
- » Gaskin Park Master Plan 2011
- » Southern Towns Outdoor Recreation Plan 2009.

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, which shows the details of each outstanding action.

## Key issues - Badminton

Of the eight Badminton Clubs, one club responded to the survey. A summary of the Club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Timber flooring	Additional courts	N/a	Suitable	Suitable	Suitable	Suitable	Suitable	Suitable	Not Suitable

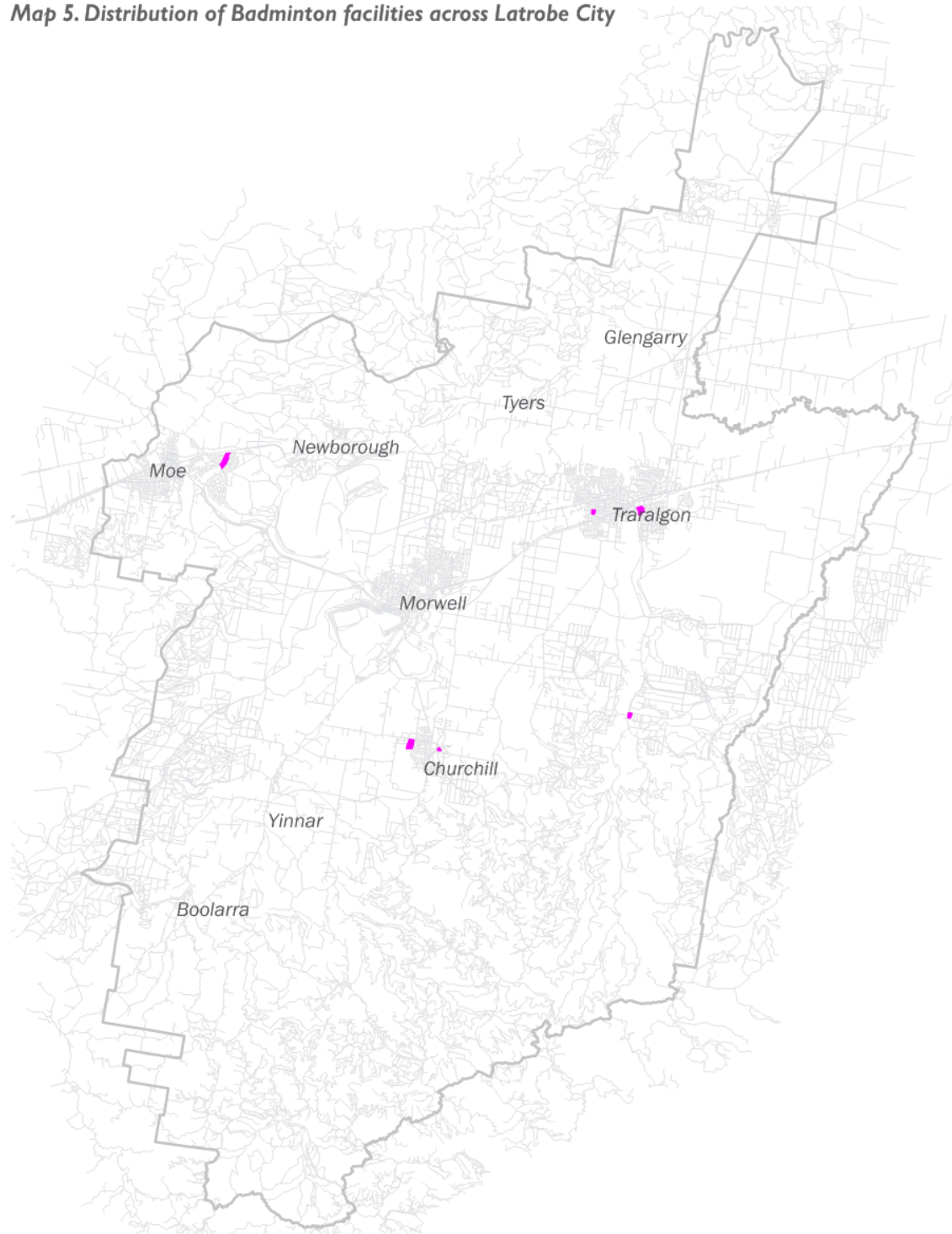
The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » Falling membership was rated as Medium
- » Lack of female participation was rated as Medium
- » Unable to attract new members was rated as Medium
- » Competition from other sports was rated as High
- » Lack of facilities to accommodate the needs of the club was rated as Medium\*
- » Cost of maintaining the venue for the activity was rated as Low
- » Disability access to facilities was rated as Low (this conflicts with the answer provided in the table above)
- » Difficulty in accessing grant funding was rated as High.

\*Please note, this was clarified as for competitions only. It is recommended that they host their competitions elsewhere rather than develop new courts.

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**Map 5. Distribution of Badminton facilities across Latrobe City**





# Baseball

## Supply overview

Existing Baseball facilities and associated clubs in Latrobe City are located at:

Locality	Venue	Club/Association	Fields
Newborough	WH Burrage Reserve	Moe Newborough Baseball Club	2
Morwell	Toners Lane Reserve	Morwell Baseball Club	2
Churchill	Andrews Park West	Churchill Baseball Club	1
Traralgon	Kevin Lythgo Reserve	Traralgon Red Sox Baseball Club	1

### Baseball membership

Membership details for Baseball clubs in Latrobe City are as follows:

Club	2016	2015
Moe/Newborough	37	31
Traralgon	63	70
Churchill	42	54
Morwell	32	31
TOTAL	174	186

### Peak agency

- » Baseball Victoria

### Key strategic documents

- » Baseball Victoria By-Laws 2014
- » Baseball Victoria Annual Report 2014/2015
- » Strategic Plan 2012-2015.

### Peak agency discussions

- » The sport is excited to welcome the formation of a number of female teams this season
- » Victorian State team trial numbers are at a record high level
- » There are an increasing number of teams who are operating over the winter months, with some cross-over of players
- » Baseball Victoria are currently finalising their new strategic direction.

### Relevant Council planning

- » Moe Newborough Outdoor Recreation Plan 2015
- » Traralgon Outdoor Recreation Plan 2014.

### Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Baseball

All of the City's four Baseball Clubs responded to the survey. A summary of the Club's identified issues are outlined below.

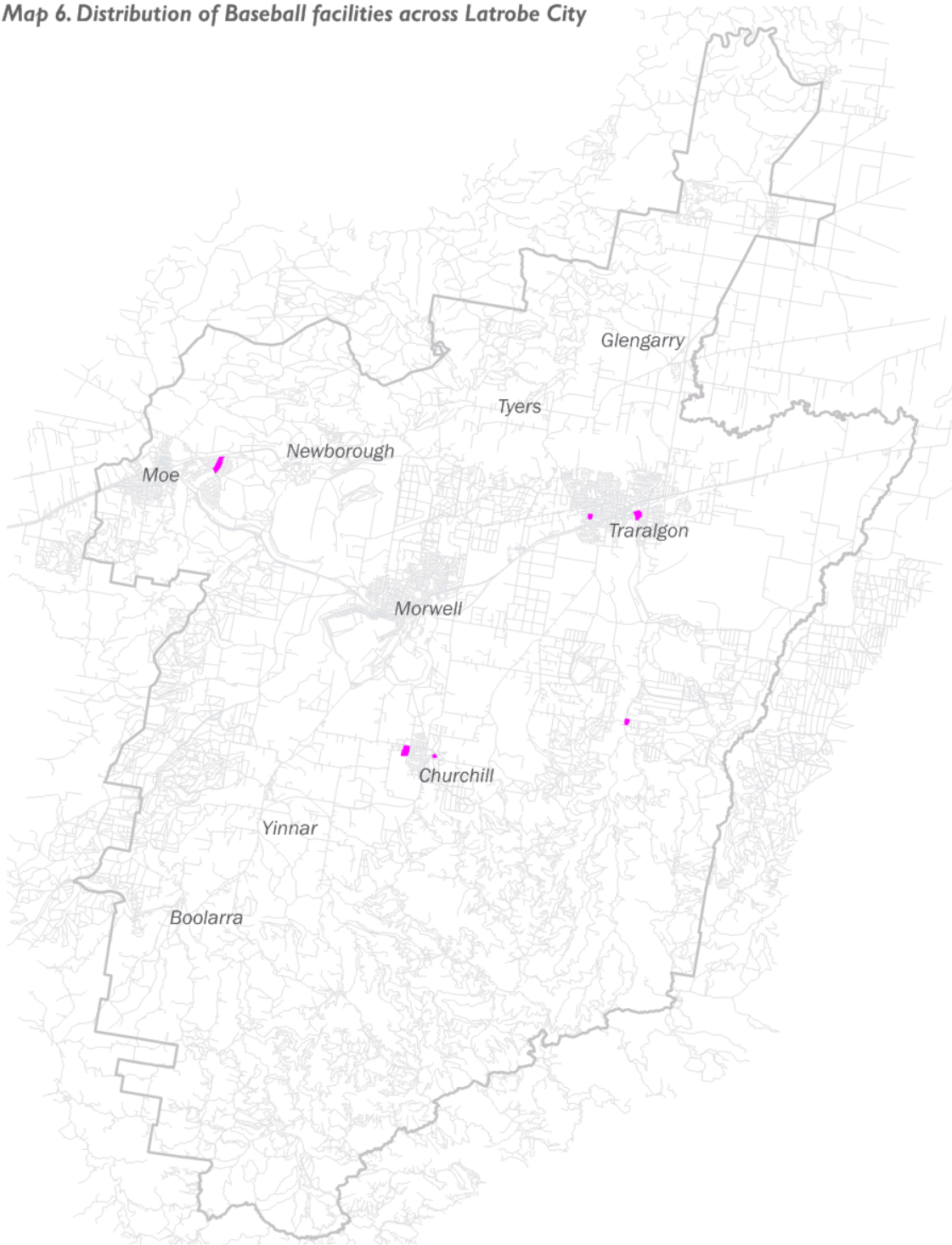
Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavilion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Improved lighting	Surface drainage	Gender specific change facilities	Not Suitable	Suitable	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable
2	Lighting	Facility upgrade	N/a	Suitable	Not Suitable	Not Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable
3	Lighting	Additional field	Pavillion expansion	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable
4	Light towers	Batting cage	N/a	Suitable	Suitable	-	Suitable	Suitable	Suitable	Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » Three of the four clubs rated falling membership as Medium
- » Two of the four clubs rated lack of female participation as High, with the other two rating it as Medium
- » One of the four clubs rated unable to attract new members as High, and another club rated it as Medium
- » All of the four clubs rated competition from other sports as High
- » One of the four clubs rated cannot accommodate growing demand as Medium
- » One of the four clubs rated lack of facilities to accommodate the needs of the club as High, and one as Medium
- » One club rated the cost of maintaining the venue for the activity was rated as High, and two as Medium
- » Two clubs rated the increasing cost of playing/participating as High, and two as Medium
- » One club rated disability access to facilities as High
- » Two clubs rated the difficulty in accessing grant funding as Medium.

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**Map 6. Distribution of Baseball facilities across Latrobe City**



# Basketball

## Supply overview

Existing Basketball facilities and associated clubs in Latrobe City are located at:

Locality	Venue	Club/Association	Courts
Traralgon	Traralgon Sports Stadium	Traralgon Amateur Basketball Assoc	5
		Traralgon Midweek Basketball	
		Latrobe City Energy	
Morwell	Latrobe Leisure Morwell	Morwell Basketball Association	3
Churchill	Latrobe Leisure Churchill	Churchill Junior Basketball	3
		Churchill Senior Basketball	
Moe Newborough	Latrobe Leisure Moe Newborough	Latrobe Challengers Basketball	4
		Basketball Moe	

### Basketball membership

Membership details for Basketball in Latrobe City are as follows:

Association	2016 (as at 10 Oct)*	2015	2014
Churchill	289	399	312
Morwell	89	88	206
Moe	759	1,056	872
Traralgon	999	1,342	1,331
<b>TOTAL</b>	<b>2,136</b>	<b>2,885</b>	<b>2,721</b>

\*These numbers are expected to increase with the inclusion of Summer registrations

### Peak agency

- » Basketball Country

### Key strategic documents

- » Basketball Victoria Strategic Plan 2013-2016
- » Gippsland Regional Basketball Plan 2014.

### Peak agency discussions

This information is not available at this time. Discussions to be held at the availability of Basketball Country staff.

### Relevant Council planning

- » Catterick Crescent Reserve Master Plan 2015
- » Latrobe Leisure Morwell Stadium Revitalisation Plan 2015.

### Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Basketball

Of the eight Basketball Clubs, one club responded to the survey. A summary of the Club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	No response	No response	No response	Suitable	N/a	Suitable	Suitable	Suitable	Suitable	Suitable

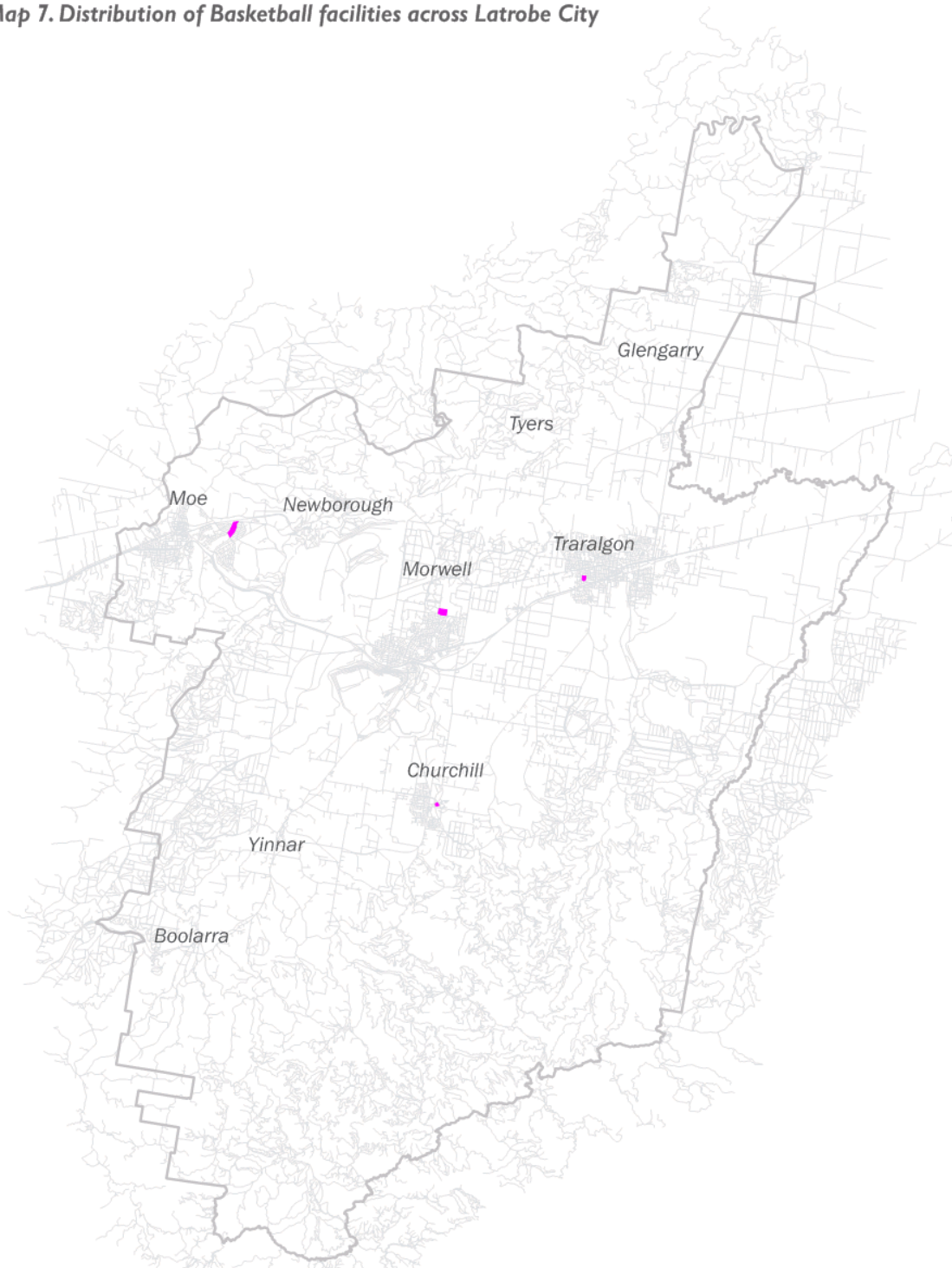
The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » The club rated falling membership as High
- » The club rated the lack of female participation as Medium
- » The club rated unable to attract new members as High
- » The club rated competition from other sports as Medium
- » The club rated a lack of facilities to accommodate the needs of the club as Low
- » The club rated the increasing cost of playing/participating as Medium.

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**Map 7. Distribution of Basketball facilities across Latrobe City**



# CFA Urban Fire Brigade

## Supply overview

Existing CFA facilities and the associated clubs in Latrobe City are located at:

Locality	Venue	Club/Association	Number of Tracks	Key Facilities
Moe	Ted Summerton Reserve	Moe Urban Fire Brigade	1	Pavilion, running track
Morwell	Maryvale Reserve	Morwell Urban Fire Brigade	1	Pavilion, running track
Traralgon	Traralgon Recreation Reserve and Showgrounds	Traralgon Urban Fire Brigade	1	Pavilion, running track
Maryvale*	Maryvale	Maryvale Urban Fire Brigade	1	Running track

\* Please note private facility not managed or owned by Council

## CFA Urban Running Brigade membership

Club/Association	2017		2016		2015	
	Jnr	Snr	Jnr	Snr	Jnr	Snr
Moe Urban Fire Brigade^	11	24	Unknown		Unknown	
Morwell Urban Fire Brigade^	11	8	Unknown		Unknown	
Traralgon Urban Fire Brigade^	12	12	Unknown		Unknown	
Maryvale Urban Fire Brigade*	6	12	Unknown		Unknown	

\* Please note private facility not managed or owned by Council

^ These figures have been obtained from the individual clubs

## Peak agency

- » Volunteer Fire Brigades Victoria.

## Key strategic documents

- » VFBV Annual Report 2015-2016 (And Previous Years)
- » VFBV Constitution (Amended 2013).

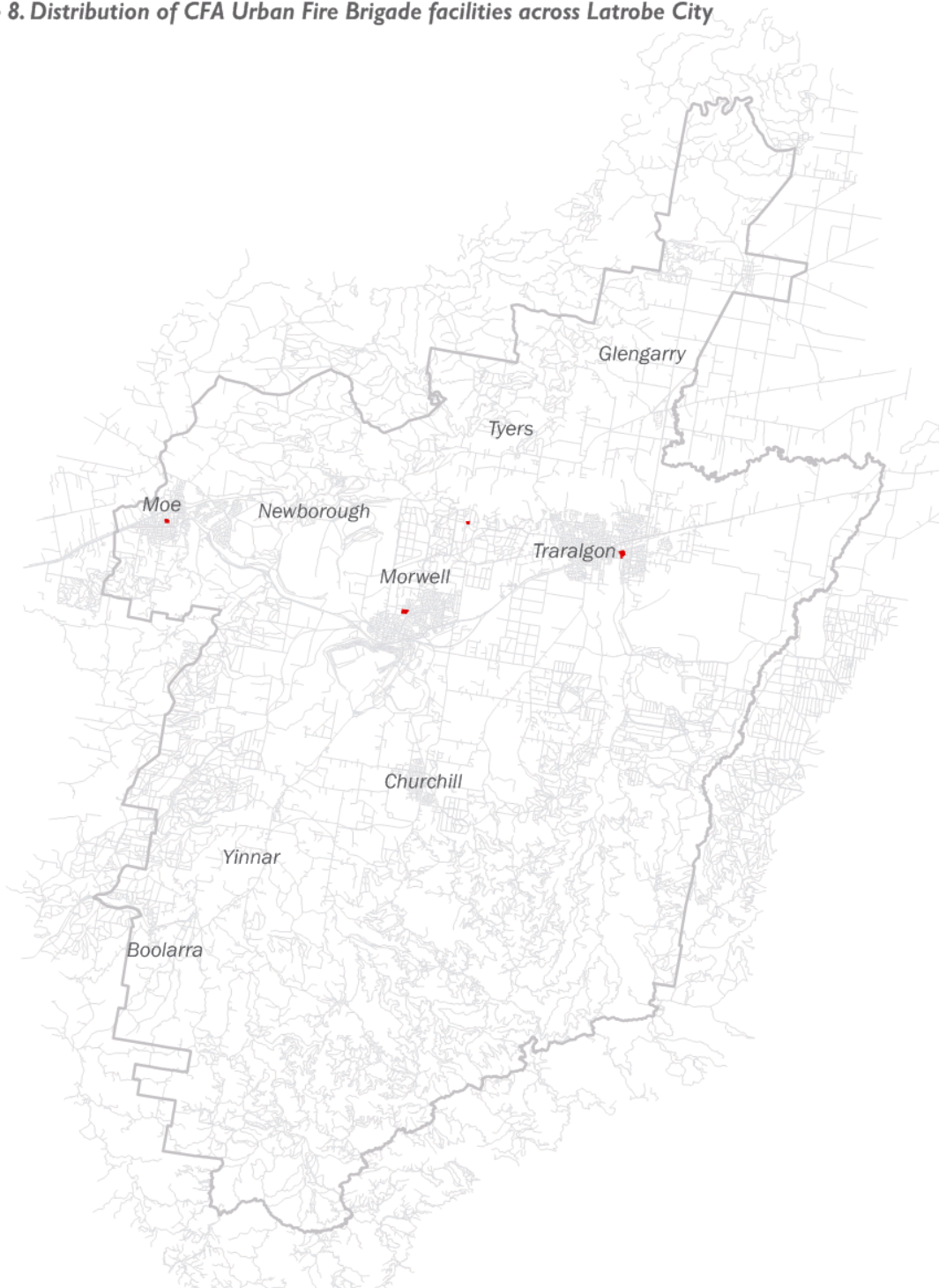
## Peak agency discussions

- » Latrobe City facilities host national and state championships
- » Facilities can see anywhere up to 30 brigades and over 100 competitors with insufficient facilities and ability to cater for such demand.

## Relevant Council planning

- » Maryvale Reserve Master Plan 2016
- » Traralgon Recreation Reserve and Showgrounds Draft Master Plan 2014
- » Moe Newborough Outdoor Recreation Plan 2015.

**Map 8. Distribution of CFA Urban Fire Brigade facilities across Latrobe City**



# Cricket

## Supply overview

Existing Cricket facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Ovals
Moe	Ted Summerton Reserve	Moe Cricket Club	2
	Joe Tabuteau Reserve	Moe Cricket Club	2
		Moe Junior Cricket Club	
Newborough	WH Burrage Reserve	Newborough Bulldogs Cricket Club	1
	Northern Reserve	Newborough Bulldogs Cricket Club	1
Morwell	Morwell Recreation Reserve Precinct (including Keegan Street Reserve)	Morwell Cricket Club	2
	Crinigan Road South Reserve	St Vincents Cricket Club	1
	Maryvale Reserve	Latrobe Cricket Club	2
Callignee	Callignee Recreation Reserve	CATS Cricket Club	1
Hazelwood North	Hazelwood North Recreation Reserve	Hazelwood North Cricket Club	nets only
Glengarry	Glengarry Recreation Reserve	Glengarry Cricket Club	3
Yinnar	Yinnar Recreation Reserve	Morwell Tigers Yinnar Raders Cricket Club	2
Traralgon South	Traralgon South Recreation Reserve	CATS Cricket Club	1
Traralgon	Apex Park	Traralgon District Cricket Association	1
		Traralgon Central Cricket Club	
	Catterick Crescent Reserve	Traralgon District Cricket Association	1
		Traralgon Imperial Cricket Club	
	Traralgon West Sporting Complex	Gormandale Cricket Club	5
		Traralgon West Cricket Club	
Duncan Cameron Memorial Park	Traralgon Rovers Cricket Club	1	
Traralgon Recreation Reserve and Showgrounds	Ex-Students Cricket Club	2	
Toongabbie	Toongabbie Village Green	Toongabbie Cricket Club	1
	Toongabbie Recreation Reserve	Toongabbie Cricket Club	1
Yallourn North	Yallourn North Town Oval	Yallourn North Cricket Club	1
Churchill	Andrews Park West	Churchill Cricket Club	1
Boolarra	Boolarra Memorial Park	Boolarra Cricket Club	1

## Cricket membership

Membership details for Cricket in Latrobe City are as follows:

	2015/16		2014/15		2013/14	
	Jnr	Snr	Jnr	Snr	Jnr	Snr
Total Latrobe City membership	570	795	525	780	585	780

### *Peak agency*

- » Cricket Victoria

### **Key strategic documents**

- » Community Cricket Facility Guidelines 2015
- » Cricket Victoria Strategic Plan 2015-2017.

### **Peak agency discussions**

Discussions were held with members of Cricket Victoria with the key points listed below:

- » Cricket Victoria are currently undertaking a state-wide facility audit which can be shared with Latrobe City
- » Investment in female participation has recently occurred
- » Latrobe City is the regional centre for Gippsland, with Traralgon a desirable location for a future regional-level cricket facility.

### *Relevant Council planning*

- » Maryvale Reserve Master Plan 2016
- » Moe Newborough Outdoor Recreation Plan 2015
- » Catterick Crescent Reserve Master Plan 2015
- » Traralgon Recreation Reserve and Showgrounds Draft Master Plan 2014
- » Morwell Recreation Reserve Precinct Master Plan 2014
- » Warren Terrace Reserve Master Plan 2014
- » Traralgon Outdoor Recreation Plan 2014
- » Traralgon South Recreation Reserve Master Plan 2013
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009.

### **Outstanding actions**

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Cricket

Of the 21 Cricket Clubs, six clubs responded to the survey. A summary of the club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Storage shed	Pergola or extended verandah	None identified	Suitable	Suitable	Suitable	-	Not Suitable	Not Suitable	Suitable
2	Expand ground keepers shed	Score board	Pavillion	Suitable	Not Suitable	Not Suitable	Suitable	Suitable	Suitable	Not Suitable
3	Contouring and drainage of oval	Female friendly change rooms, storage	Upmires change rooms	Suitable	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	Not Suitable
4	Drainage (Keegan Street Oval)	Upgraded social and change rooms	Improved lighting (Keegan Street Oval)	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
5	Facility Upgrade (Catterick Crescent)	Ground re-development (Andrews Park)	Facility completion (Upstairs) Traralgon West	Not Suitable	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	Suitable

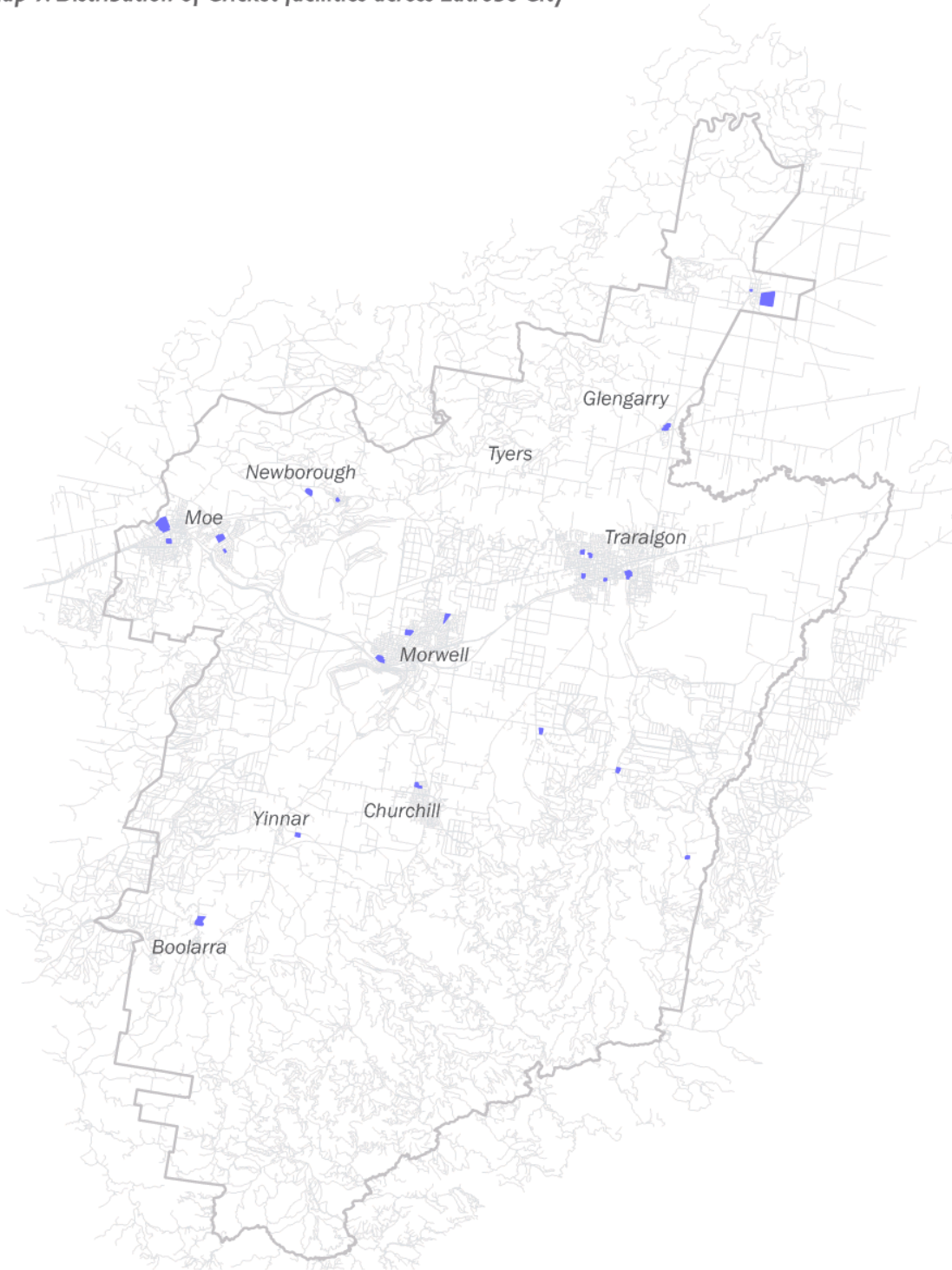
The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » Three of the clubs rated falling membership as Medium
- » Four of the clubs rated the lack of youth participation as Medium, and one as High
- » Three of the clubs rated the lack of female participation as High, and a further two as Medium
- » Four of the clubs rated unable to attract new members as Medium, and one as High
- » Four of the clubs rated competition from other sports as Medium, and one as High
- » Two clubs rated cannot accommodate growing demand as Medium
- » Two of the clubs rated a lack of facilities to accommodate the needs of the club as Medium
- » Three of the clubs rated the cost of maintaining the venue for their activity as High, and a further two as Medium
- » Four of the clubs rated the cost of playing or participating is increasing as Medium, and two as High
- » Three clubs rated disability access to facilities as Medium, and one as High
- » Three clubs rated difficulty in accessing grant funding as Medium, and two as High.

\* Club number six returned five survey responses. While the majority of their responses were consistent, some varied (including priority three and the suitability of lighting).



Map 9. Distribution of Cricket facilities across Latrobe City





# Equestrian sports

## Supply overview

Existing Equestrian facilities and associated clubs within Latrobe City are located at:

Locality	Venue	Club/Association	Courts
Moe	Joe Tabuteau Reserve	Moe Pony Club	Large equestrian/pony club area
		Latrobe Valley Equestrian Club	Equestrian/pony club area
		Moe Riding For The Disabled Assoc	Equestrian/pony club area
Morwell	Toners Lane Reserve	Morwell Pony Club	Equestrian riding area, stockyards
Toongabbie	Toongabbie Recreation Reserve	Toongabbie Adult Riders Club	2 sand arenas, disused cross country course
		Toongabbie and District Trail Riders Club	
		Toongabbie Riding For The Disabled	
		Victorian Endurance Riders Assoc	
		Toongabbie Pony Club	
Boolarra	Boolarra Memorial Park	Boolarra Pony Club	Three sand arenas, equestrian round yard, 30 horse holding pens, incomplete cross country course, catering for grade 5, 4 & 3 riders.
		Boolarra Equestrian Club	
		Boolarra and District Trail Riders Club	

## Membership

Membership details for Equestrian in Latrobe City are as follows\*:

### Pony Clubs

Club/Organisation	2016/17		2015/16		2014/15	
	Jnr	Snr	Jnr	Snr	Jnr	Snr
Boolarra Pony Club	31	4	26	0	Unknown	
Moe Pony Club	26	0	22	3	Unknown	
Morwell Pony Club	Unknown		Unknown		Unknown	
Toongabbie Pony Club	Unknown		Unknown		Unknown	

### Other Equestrian Clubs

Club/ Organisation	2017	2016	2015
Boolarra Equestrian Club	21	Unknown	Unknown
Boolarra and District Trail Riders Club	Unknown	Unknown	Unknown
Latrobe Valley Equestrian Club	35	Unknown	Unknown
Moe Riding for the Disabled	Unknown	Unknown	Unknown
Toongabbie Adult Riders Club	Unknown	Unknown	Unknown
Toongabbie and District Trail Riders Club	Unknown	Unknown	Unknown
Toongabbie Riding for the Disabled	Unknown	Unknown	Unknown
Victorian Endurance Riders Association	Unknown	Unknown	Unknown

\*The figures identified are for physical participants not life members or supporter memberships



## Peak agency

- » Pony Clubs – Pony Club Association of Victoria
- » Equestrian Clubs – Horse Riding Club Association of Victoria
- » Trail Riders Club – Australian Trail Horse Riders Association.

## Key documents

- » Pony Club Victoria Strategic Plan 2016-2019
- » Pony Club Victoria Equestrian Centre (PCVEC) Strategic Plan 2015-2017
- » Australian Trail Horse Riders Association Strategic Plan 2016
- » Australian Trail Horse Riders Association Annual Report 2016
- » Horse Riding Club Association of Victoria Strategic Plan 2016

## Peak agency discussions

Equestrian Victoria were unable to provide information for the project at this time. Commitment has been made to provide information for the Needs Assessment.

## Relevant Council planning

- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Equestrian

Of the 10 Equestrian Clubs, one club responded to the survey. A summary of the club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	A covered arena	N/a	N/a	No response	No response	No response	No response	No response	No response	No response

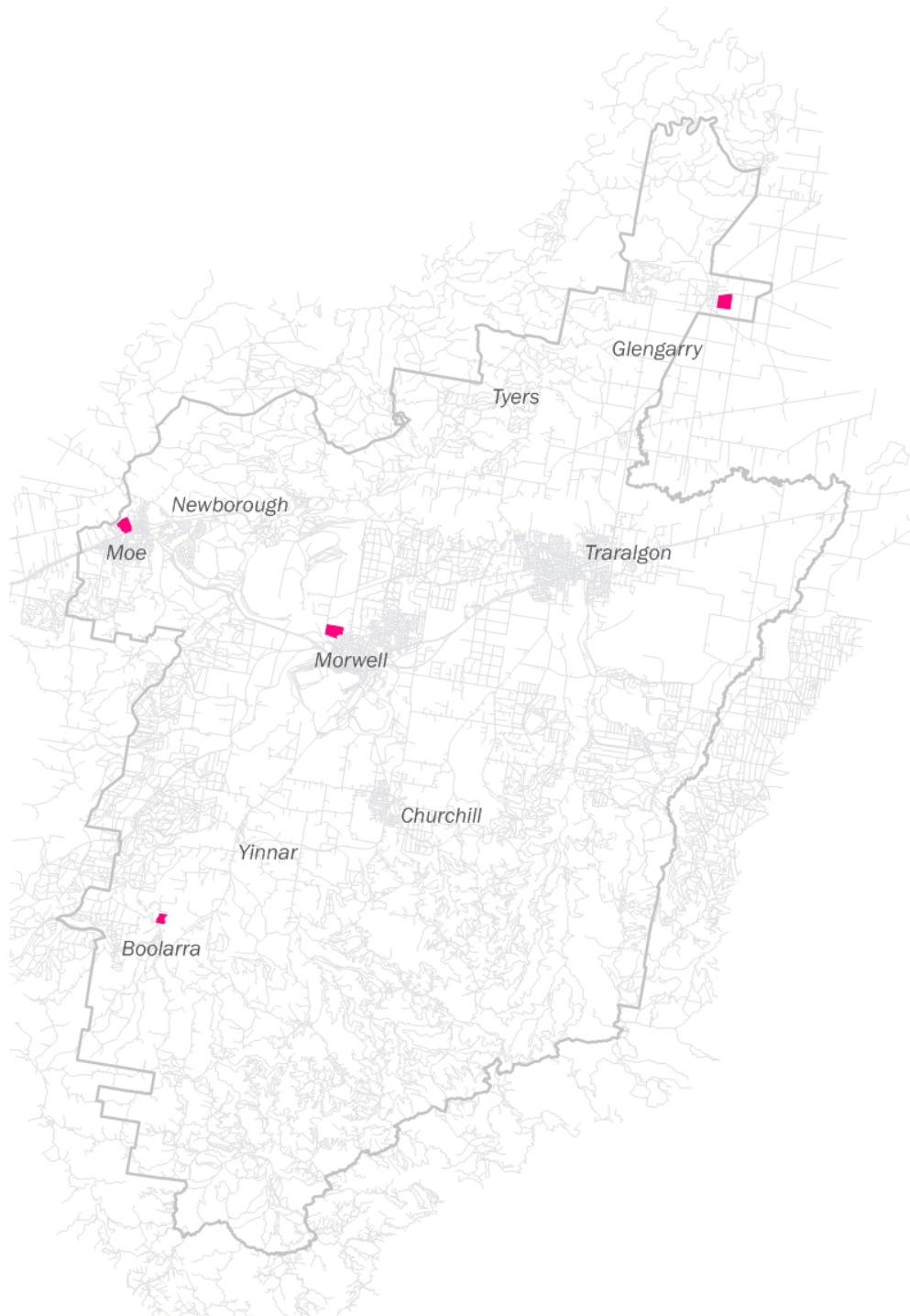
The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » The club rated competition from other sports as Medium
- » The club rated cannot accommodate growing demand as High
- » The club rated a lack of facilities to accommodate the needs of the club as High
- » The club rated the cost of maintaining the venue for their activity as Medium
- » The club rated difficulty in accessing grant funding as Medium.

The club currently utilise a private facility. Their top priority for facility improvements is the development of a covered arena to provide all-weather training. No location was provided for the new facility. Priorities were not previously provided to Council.

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Map 10. Distribution of Equestrian sports across Latrobe City



# Football (Soccer)

## Supply overview

Existing Soccer facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Number of fields
Churchill	Hazelwood South Reserve	Churchill United Soccer Club	2
	Latrobe City Synthetic Sports Field	Churchill United Soccer Club	1
Moe	Olympic Reserve	Moe United Soccer Club	2
Newbough	Corrigan Reserve	Monash Soccer Club	1.5
	WH Burrage Reserve	Newborough Yallourn United Soccer Club	2
Morwell	Latrobe City Sports and Entertainment Stadium*	Falcons 2000 Soccer Club	4
	Crinigan Road South Reserve	Fortuna Soccer Club	2
	Ronald Reserve	Morwell Pegasus Soccer Club	1
	Morwell Park Oval		1 (training pitch)
Traralgon	Harold Preston Reserve	Traralgon City Soccer Club	3
		Traralgon Olympians Soccer Club	2
Tyers	Tyers Recreation Reserve	Tyers Soccer Club	1

\* Latrobe City Sports and Entertainment Stadium is the Regional facility for football (soccer)

## Football membership

Membership details for Football clubs in Latrobe City are as follows:

Club/ Organisation	2016			2015			2014		
	Jnr	Snr	Female	Jnr	Snr	Female	Jnr	Snr	Female
Newborough SC	76	48	45	62	49	38	56	57	36
Churchill SC	97	63	52	36	38	3	53	37	10
Falcons SC - Morwell	122	46	44	92	57	42	101	45	26
Fortuna SC - Morwell	117	47	29	128	55	40	122	61	31
Moe SC	87	45	31	71	45	24	64	35	11
Monash SC - Newborough	92	49	39	103	45	45	97	50	39
Pegasus SC - Morwell	72	78	43	48	63	13	61	82	18
Traralgon City SC	283	51	97	241	60	80	229	46	76
Traralgon Olympians	139	45	40	137	45	26	151	49	38
Tyers SC	65	45	29	50	42	24	52	46	28

## Peak agency

- » Football Federation Victoria

## Key strategic documents

- » 2014 Football Summary by Municipality - Latrobe
- » FFV data and statistics for Latrobe City Council 2015
- » Football in Victoria FFV Strategic Plan 2012-2015
- » Gippsland Soccer Registrations 2014
- » Gippsland Region State of Play 2016
- » Women's Football Development Guide 2016.

## Peak agency discussions

Discussions were held with members of Football Federation Victoria with the key points listed below:

- » Female friendly facilities are key, with the lack of appropriate facilities becoming an issue
- » Field condition and ancillary facilities are more of an issue than field availability
- » Having access to Summer venues is becoming more of a necessity

- » The Latrobe City Sports and Entertainment Centre is the most likely venue to host National Premier League teams/games
- » There is limited access to the synthetic "Hockey" field in Churchill
- » Football Federation Victoria are currently undertaking a facility audit (due in late October).

## Relevant Council planning

- » Moe Newborough Outdoor Recreation Plan 2015
- » Traralgon Outdoor Recreation Plan 2014
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009
- » Morwell Outdoor Recreation Plan 2008
- » Soccer Facilities Plan 2008.

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Football

Of the 10 Football Clubs, four clubs responded to the survey. A summary of the Club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Unisex change facilities	Develop third pitch (and drainage to the second)	Lighting upgrade to main pitch	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
2	Lighting upgrade (both pitches)	Drainage and watering system to pitches	Covered spectator and player area (pitch 2)	Not Suitable	Suitable	Not Suitable	Suitable	Suitable	Suitable	Not Suitable
3	Portable goal installation	Lighting upgrade	Improved car parking	Suitable	Suitable	Not Suitable	Suitable	Suitable	Suitable	Suitable
4	Access to a venue for training and games	Synthetic pitch	Female friendly facilities	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

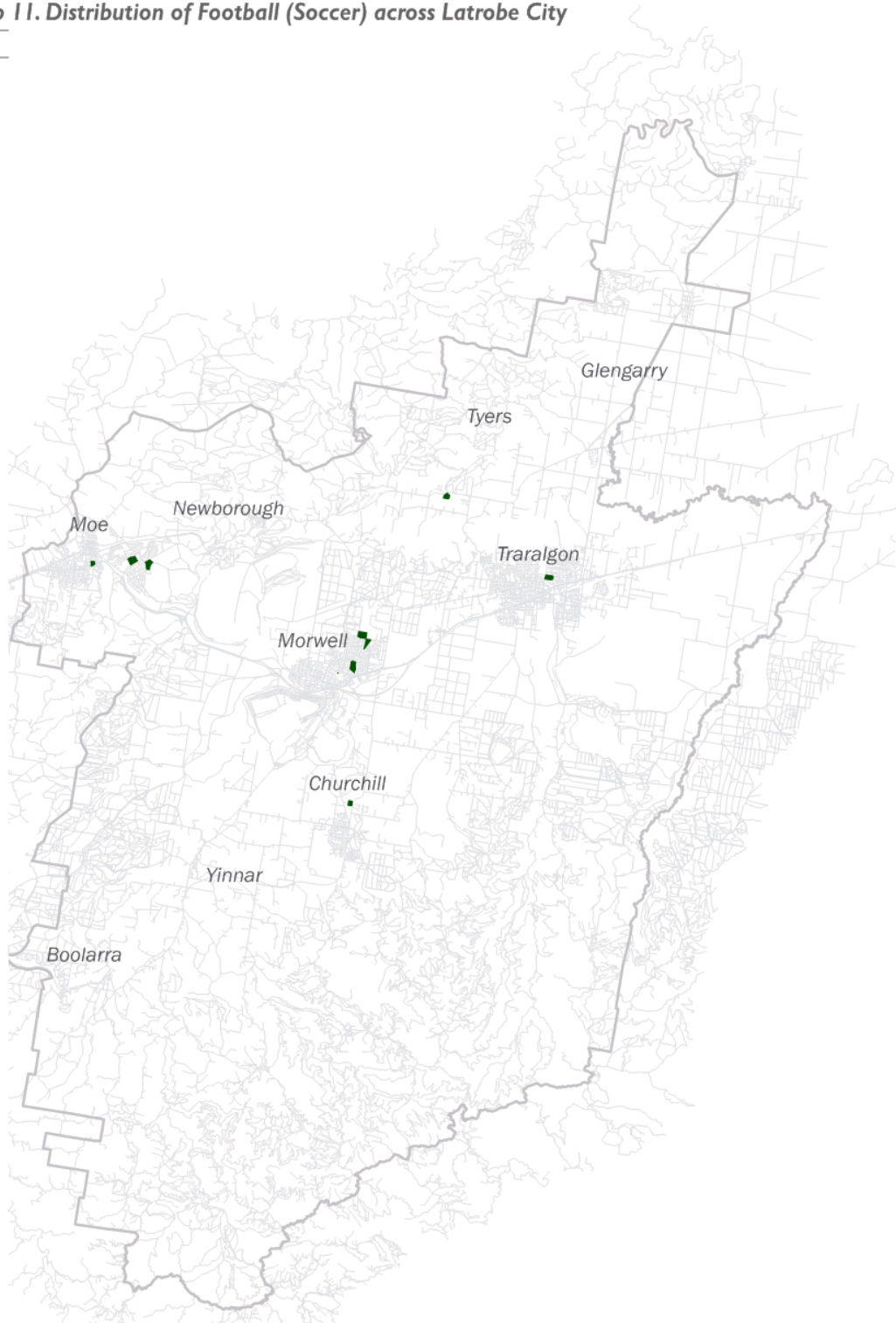
- » Two of the clubs rated lack of youth participation as Medium
- » One of the clubs rated lack of female participation as High, and one as Medium
- » Three of the clubs rated competition from other sports as Medium
- » Three of the clubs rated cannot accommodate growing demand as Medium, and one as High
- » Three of the clubs rated a lack of facilities to accommodate the needs of the club as Medium, and one as High
- » Two clubs rated the cost of maintaining the venue for their activity as High, and another two as Medium
- » Two clubs rated the cost of playing or participating is increasing as Medium, and one as High
- » One club rated disability access to facilities as High, and one as Medium
- » One club rated difficulty in accessing grant funding as High, and one as Medium.

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**Map 11. Distribution of Football (Soccer) across Latrobe City**

Total



# Hockey

## Supply overview

Existing Hockey facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Number of fields
Churchill	Latrobe City Synthetic Sports Field	Latrobe Valley Hockey Association	1

## Hockey membership

Membership details for Hockey in Latrobe City are as follows:

Club/ Organisation	2016		2015		2014		2013	
	Juniors	Seniors	Juniors	Seniors	Juniors	Seniors	Juniors	Seniors
Total Latrobe City Clubs	111	113	99	109	130	143	78	148

## Peak agency

- » Hockey Victoria

## Key strategic documents

- » State-wide Strategic Facilities Master Plan 2014
- » Gippsland Hockey Facilities Strategic Plan 2007.

## Peak agency discussions

Discussions were held with members of Hockey Victoria with the key points listed below:

- » Participation within Latrobe City is fairly stable, with the State experiencing a steady increase
- » The Churchill synthetic facility is let down by the lack of change rooms, club rooms, toilets and an under cover area. This prevents the hosting of events and training sessions at the facility.

## Relevant Council planning

- » Traralgon Outdoor Recreation Plan 2014.

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Hockey

The City's sole Hockey club responded to the survey. A summary of the club's identified issues are outlined below.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Pavillion	Upgrade portable goals	Complete concreting around ground (hardstand area)	Suitable	Not Suitable	Exceeds needs	Not Suitable	Not Suitable	Not Suitable	Not Suitable

The club was asked to indicate the extent they were experiencing a number of key issues. The club's response is outlined below:

- » The club rated falling membership as Medium
- » The club rated lack of youth participation as Medium
- » The club rated unable to attract new members as High
- » The club rated competition from other sports as High
- » The club rated a lack of facilities to accommodate the needs of the club as High
- » The club rated the cost of playing or participating is increasing as High
- » The club rated difficulty in accessing grant funding as Medium.

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**Map 12. Distribution of Hockey across Latrobe City**



# Netball

## Supply overview

Existing Netball facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Number of courts
Traralgon	Agnes Brereton Reserve	Traralgon Netball Association	10
	Traralgon Recreation Reserve	Traralgon Football Netball Club	1
	Latrobe Leisure Traralgon	Stadium operated competition	2 Multi-use courts
Morwell	Morwell Park Netball Centre	Morwell Netball Association	5
	Ronald Reserve	Morwell East Football Netball Club	1
Morwell	Morwell Recreation Reserve and Keegan Street Reserve	Morwell Football Netball Club	1
	Latrobe Leisure Morwell	Morwell Netball	3 Multi-use courts (non-compliant)
Moe	Joe Tabuteau Reserve	Moe and District Netball Association	10 (non-compliant)
	Ted Summerton Reserve	Moe Football Netball Club	2
	Latrobe Leisure Moe Newborough	Stadium operated competition	4 Multi-use courts (non-compliant)
Newborough	Northern Reserve	Newborough Football Netball Club	1
Glengarry	Glengarry Recreation Reserve	Glengarry Football Netball Club	2
Tyers	Tyers Recreation Reserve	Traralgon-Tyers United Football Netball Club	1
Yallourn North	George Bates Reserve - Yallourn North	Yallourn North Football Netball Club	1
Churchill	Gaskin Park	Churchill Football Netball Club	1
	Latrobe Leisure Churchill	Stadium operated competition	3 Multi-use courts (fully compliant)
Boolarra	Boolarra Memorial Park	Boolarra Football Netball Club	2
Yinnar	Yinnar Recreation Reserve	Yinnar Football Netball Club	2

## Netball membership

Membership details for Netball in Latrobe City are as follows:

Club/ Organisation/Postcode	2016
Churchill Indoor Netball Association	92
Morwell Indoor Netball Association	38
Mid Gippsland Netball Association	598
Moe and District Netball Association	824
Morwell Netball Association	72
Traralgon Netball Association	763
<b>Total</b>	<b>2,387</b>

### *Peak agency*

- » Netball Victoria

### **Key strategic documents**

- » Netball Statewide Facilities Strategy 2016
- » Netball Victoria Strategic Plan 2014
- » Netball Court Planning Guide 2011.

### *Peak agency discussions*

Discussions were held with members of Netball Victoria with the key point listed below:

- » Netball Victoria have developed a hierarchy of facilities to direct future planning, funding and events
- » Netball Victoria have just completed a Statewide Facility Strategy which will, among other things, outline Netball Victoria's facility development priorities for each local government area, region and zone in Victoria
- » Venue accessibility is an issue, indoor due to the dominance of other sports, and outdoor due to the lack of lighting
- » Spectator opportunities at the indoor centres are limited
- » A number of deficiencies in local facilities were discussed including the non-compliant Traralgon courts.

### *Relevant Council planning*

- » Moe Newborough Outdoor Recreation Plan 2015
- » Morwell Recreation Reserve Precinct Master Plan 2014
- » Gaskin Park Master Plan 2011
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009
- » Morwell Outdoor Recreation Plan 2008.

### **Outstanding actions**

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.



## Key issues - Netball

Four of the sixteen Netball clubs responded to the survey. A summary of the club's identified issues are outlined below.

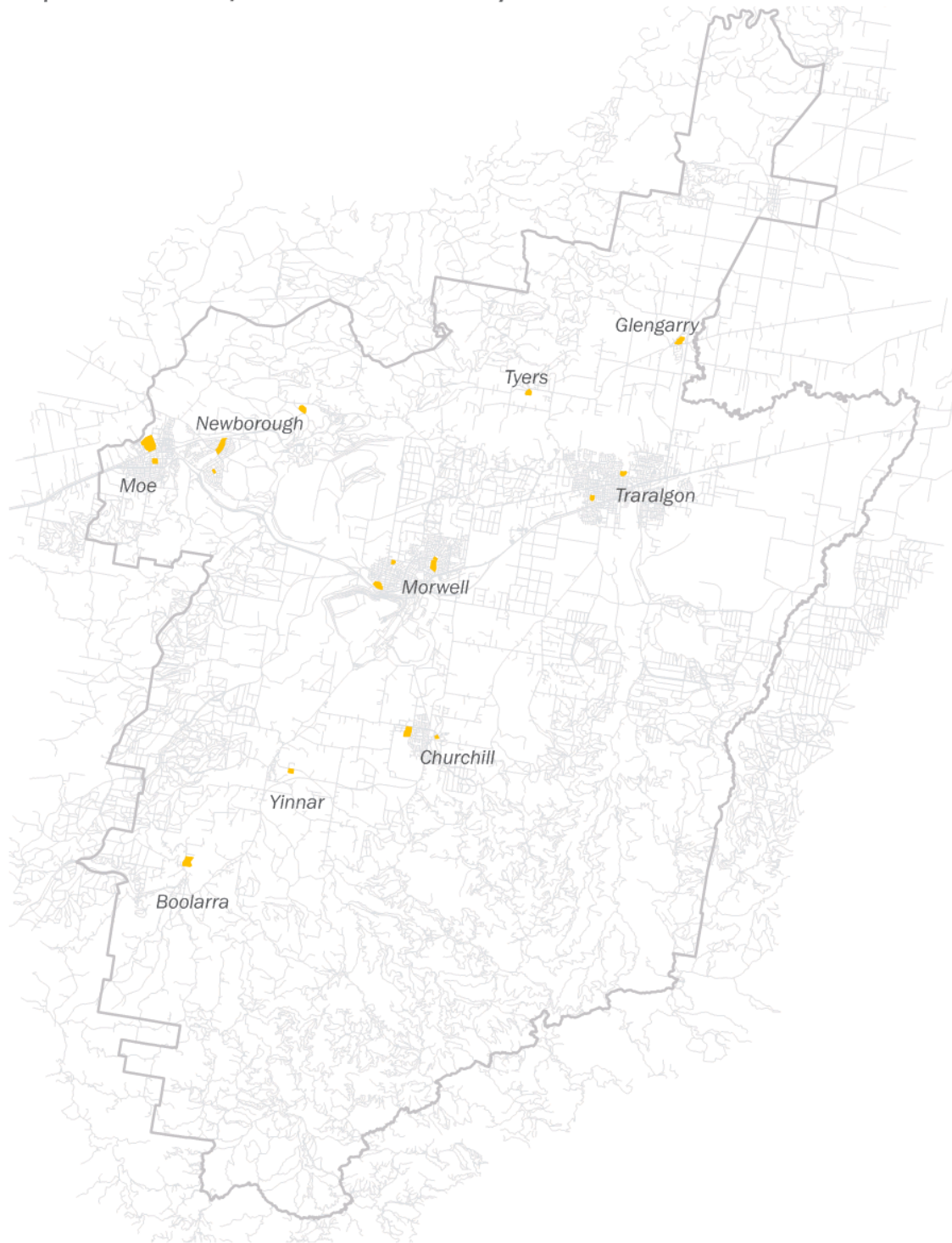
Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts*	Pavillion*	Lighting*	Public toilets*	Change facilities*	Gender appropriate facilities*	Disability accessibility *
1	Pavillion amenities	N/a	N/a	Suitable	Not Suitable	Not Suitable	Suitable	Suitable	Suitable	Not Suitable
2	Change rooms, spectator area and public toilets	N/a	N/a	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Suitable
3	Female friendly change rooms	Public toilets	N/a	Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable
4	Female friendly change rooms	New netball court and lighting	New pavillion	Not Suitable	Suitable	Not Suitable	Not Suitable	Not Suitable	Not Suitable	Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues\*. The club's responses are outlined below:

- » One of the clubs rated lack of youth participation as High
- » Three of the clubs rated a lack of facilities to accommodate the needs of the club as High, and one as Medium
- » All four of the clubs rated the cost of maintaining the venue for your activity as Medium
- » Two of the clubs rated the cost of playing or participating is increasing as Medium
- » Two of the clubs rated disability access to facilities as High, and one Medium
- » Two of the clubs rated difficulty in accessing grant funding as High, and two as Medium.

\*All four of the netball clubs who responded were Football Netball Clubs. The responses for the suitability of their current facilities generally will relate to both AFL and Netball facilities.

Map 13. Distribution of Netball across Latrobe City



# Swimming

## Supply overview

Existing Swimming Pools and associated swimming clubs within the City are located at:

Locality	Venue	Club/Association	Facilities/ Ranges
Moe	Olympic Reserve - Moe Olympic Swimming Pool	Moe Swimming Club	8 lane, 50m
	Latrobe Leisure Moe Newborough	Moe Swim Club	6 lane, 25m
Morwell	Latrobe Leisure Morwell	Morwell Swimming Club	8 lane, 25m
		Traralgon Swimming Club	
		Gippsland Flippers Swimming Club	
Churchill	Latrobe Leisure Churchill	Traralgon Swimming Club	6 lane, 25m
Traralgon	Traralgon Swimming Pool	Traralgon Swimming Club	8 lane, 50m
		Latrobe Valley Triathlon Club	
Yallourn North	Yallourn North Swimming Pool	N/a	6 lane, 25m

## Membership

Competitive swimmer numbers (excluding officials and parents/guardians) in Latrobe City are as follows:

	2016	2015	2014
Gippsland Region	236	351	214

## Peak agency

- » Swimming Victoria

## Key strategic documents

- » Strategic Plan 2014-2017.

## Peak agency discussions

Discussions were held with representatives from Swimming Victoria with the main points listed below:

- » The sport is growing steadily across the state however generally experiences cyclic trends in an Olympic Games year and subsequently expect a growth in numbers this year
- » Growth is expected in the Gippsland Region due to a couple of amateur clubs merging with Swimming Victoria affiliated clubs
- » Swimming Australia have launched a new junior program 'Junior Dolphins' which is aimed at increasing junior membership
- » The availability of water space and lane hire are ongoing issues for swimming across Victoria.

## Relevant Council planning

- » Gippsland Regional Aquatic Centre Concept Design.

## Outstanding actions

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.

## Key issues - Swimming

None of the City's seven Swimming clubs responded to the survey.

Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts*	Pavillion	Lighting	Public toilets*	Change facilities*	Gender appropriate facilities*	Disability accessibility
-	-	-	-	-	-	-	-	-	-	-

**Map 14. Distribution of Swimming facilities across Latrobe City**



# Tennis

## Supply overview

Existing Tennis facilities and associated clubs within the City are located at:

Locality	Venue	Club/Association	Number of courts
Boolarra	Boolarra Memorial Park (Crown Land, managed by CoM)	Boolarra Tennis Club	4 (2 multiuse)
Churchill	Gaskin Park	Churchill Tennis Club	7
Flynn	Flynn Recreation Reserve (Crown Land, managed by CoM)	Flynn Tennis Club	4
Glengarry	Glengarry Recreation Reserve (Crown Land, managed by CoM)	Glengarry Tennis Club	4 (2 multiuse)
Hazelwood North	Hazelwood North Recreation Reserve	Hazelwood North Tennis Club	4
Moe	Moe Botanic Gardens	Moe Tennis Club	13
Newborough	Monash Reserve	Newborough Tennis Club	8
Morwell	Morwell Tennis Courts	Morwell Tennis Club	10
Toongabbie	Toongabbie Recreation Reserve	Toongabbie Tennis Club	2
Traralgon	Maskrey Reserve	Pax Hill Tennis Club	4
	Eric Taylor Reserve	Pax Hill Tennis Club	2
	Traralgon Tennis Centre	Traralgon Tennis Association	24
Traralgon South	Traralgon South Recreation Reserve	Traralgon South Tennis Club	4*
Tyers	Tyers Recreation Reserve	Tyers Tennis Club	4 (1 multiuse)
Yallourn North	Yallourn North Recreation Reserve (Crown Reserve)	N/a	4
Yinnar	Yinnar Recreation Reserve	Yinnar Tennis Club	4 (2 multiuse)

\* two of these courts are currently unplayable due to poor condition.

## Membership

Membership details for Tennis in Latrobe City are as follows:

Club/ Organisation	2016-2015	2015-2014	2013-2014
Boolarra Tennis Club	11	9	17
Churchill Tennis Club	22	18	25
Flynn Tennis Club	33	-	-
Glengarry Tennis Club	39	-	32
Hazelwood North Tennis Club	5	5	5
Moe Tennis Club	49	33	32
Morwell Tennis Club	78	58	38
Newborough Tennis Club	18	25	21
Pax Hill Tennis Club	56	43	49
Toongabbie Tennis Club	-	9	29
Traralgon South Tennis Club	42	42	50
Traralgon Tennis Association	365	306	361
Tyers Tennis Club	10	13	11
Yinnar Tennis Club	15	13	12
<b>Total</b>	<b>743</b>	<b>574</b>	<b>682</b>



### *Peak agency*

- » Tennis Victoria

### **Key strategic documents**

- » National Tennis Facility Planning and Development Guide
- » Tennis Victoria Places to Play Key Directions to 2020.

### **Peak agency discussions**

Discussions were held with members of Tennis Victoria with the key points listed below:

- » The Gippsland Region has seen an increase in participation for the first year in a while due to the development of new competition structures. This is consistent with an increased participation statewide
- » Tennis Victoria play a club development role and are working closely with clubs to think about other opportunities outside of the regular Saturday fixtures
- » Tennis Victoria support the hierarchy of facilities available within Latrobe City
- » It is acknowledged that there are facilities within Latrobe City that are deficient.

### *Relevant Council planning*

- » Moe Newborough Outdoor Recreation Plan 2015
- » Traralgon Outdoor Recreation Plan 2014
- » Northern Towns Outdoor Recreation Plan 2010
- » Southern Towns Outdoor Recreation Plan 2009
- » Tennis Plan 2008.

### **Outstanding actions**

A review of the current planning documents listed above is provided within the Appendix, and shows the details of each outstanding action.



## Key issues - Tennis

Two of the fifteen Tennis clubs responded to the survey. A summary of the club's identified issues are outlined below.

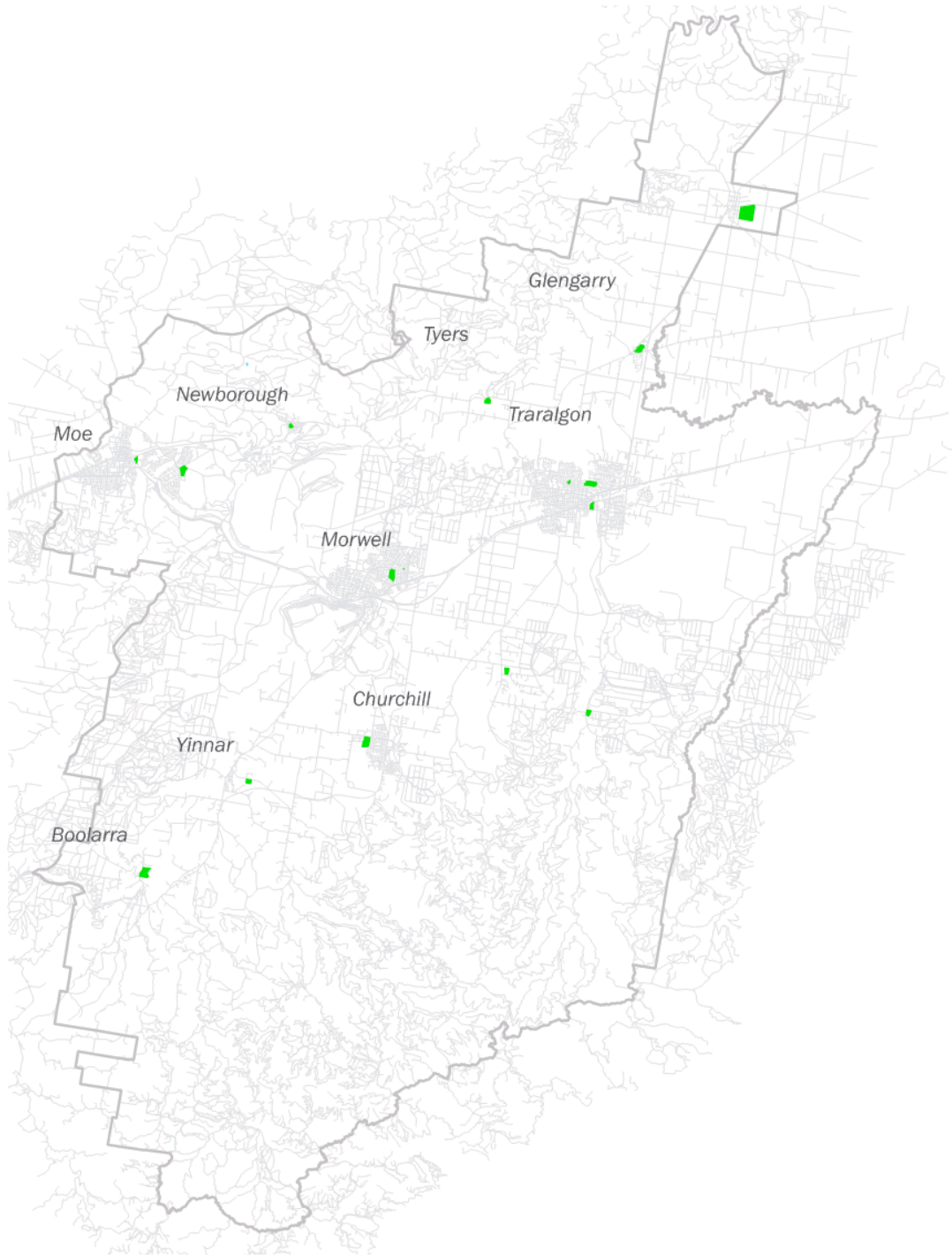
Club	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavillion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility
1	Wheelchair access inside the venue to upper level	Shade over deck area	N/a	Exceeds needs	Suitable	Suitable	Suitable	Suitable	Exceeds needs	Not Suitable
2	Shade over deck area	N/a	N/a	Suitable	Suitable	Suitable	Suitable	Suitable	Suitable	Not Suitable

The clubs were asked to indicate the extent they were experiencing a number of key issues. The club's responses are outlined below:

- » One of the clubs rated falling membership as Medium
- » One of the clubs rated falling youth membership as Medium
- » One of the clubs rated lack of female participation as High, and the other as Medium
- » One of the clubs rated unable to attract new members as Medium
- » One of the clubs rated the cost of maintaining the venue for your activity as High
- » One of the clubs rated the cost of playing or participating is increasing as Medium
- » Both of the clubs rated disability access to facilities as High
- » One of the clubs rated difficulty in accessing grant funding as Medium.



Map 15. Distribution of Tennis facilities across Latrobe City



## Other sports

A number of individual sports have been identified that operate within Latrobe City with small numbers of facilities, or that are specialised in nature. These sports have been grouped as 'other sports'.

A summary of the current planning documents are listed in the table below, and shows the details of each outstanding action.

Locality	Venue	Club/Association	Outstanding Recommendation	Comment
<b>Cycling</b>				
Newborough	Joe Carmody Athletics Track	Latrobe City Cycling Club	N/a	Any further development relating to Joe Carmody should be made with consideration to the facility being the Regional Facility for athletics and cycling in Latrobe City.
<b>Dog Obedience</b>				
Morwell	Toners Lane Reserve	Gippsland Obedience Dog Club (under a lease)	Morwell Outdoor Recreation Plan 2008 - Extend dog obedience clubrooms to accommodate the baseball club in a multi-use facility and including disability access.	
<b>Gridiron</b>				
Morwell	Maryvale Reserve	Gippsland Gladiators	Grid-iron pitch <ul style="list-style-type: none"> <li>» Improve drainage to pitch</li> <li>» Install field fence</li> <li>» Install seating and shade</li> </ul> Upgrade facility <ul style="list-style-type: none"> <li>» Grid-Iron club</li> <li>» Include change rooms, showers, toilets and club facilities</li> </ul>	The club has folded - no action required until demand is demonstrated
<b>Motor sports</b>				
Moe	Joe Tabuteau Reserve	Latrobe Valley Model Railway Assoc	N/a	Community group - not sporting club
Morwell	Toners Lane Reserve	Gippsland Historical Automobile Club Us and Them Tourers Motorcycle Club	Upgrade auto clubrooms to include disability access and a kitchen upgrade.	Community groups - not sporting clubs

Locality	Venue	Club/Association	Outstanding Recommendation	Comment
<b>Paintball</b>				
Newborough	Monash Reserve	Adrenalin Paintball Club	Moe Newborough Outdoor Recreation Plan 2015 - Dedicated sports pavilion <ul style="list-style-type: none"> <li>» Shared Facility for netball and paintball [allow 300m2]</li> <li>» Including separate storage spaces for paintball</li> <li>» Demolish existing sports pavilion</li> </ul>	
<b>Pigeon Racing</b>				
Moe	Joe Tabuteau Reserve	Moe Pigeon Club	N/a	-
Morwell	Maryvale Reserve	Morwell Racing Pigeon Club	Extend pigeon club room <ul style="list-style-type: none"> <li>» Additional shed/carport for truck access</li> <li>» Kitchenette</li> </ul>	For any further developments, demand needs to be demonstrated
<b>Shooting sports</b>				
Morwell	Toners Lane Reserve (under a lease)	Twin Archery Gippsland Inc	Extend archery safety buffer to ensure the safety of pony club riders in neighbouring parcel of land.	Club's responsibility - funding was provided in 2015/16 by the State Government  Consider a longer term lease in the future
		Boola Valley Archery Club	N/a	-
Traralgon	Eric Taylor Reserve	Small Bore Rifle Club	Upgrade of existing building/ pavilion amenities with priority given to accessible toilet provision and improved building security	
		Target Rifle Traralgon	N/a	-
<b>Table Tennis</b>				
Traralgon	Harold Preston Reserve	Traralgon Table Tennis Association	N/a	Club survey response indicated the need for an upgrade to change and toilet facilities, as well as all-ability access to stadium and facilities

Locality	Venue	Club/Association	Outstanding Recommendation	Comment
<b>Indoor Courts</b>				
N.B. The provision of indoor courts through the four Latrobe Leisure venues should be reviewed as part of the planning process for the redevelopment of the Traralgon Sports Stadium.				
Morwell	Latrobe Leisure Morwell	<ul style="list-style-type: none"> <li>» Latrobe Valley Volleyball</li> <li>» Morwell Basketball Association</li> <li>» Morwell Netball</li> <li>» Morwell Badminton</li> <li>» Gippsland Indonesian Badminton</li> </ul>	Latrobe Leisure Morwell - Stadium Revitalisation Plan and Car Parking Assessment 2015 <ul style="list-style-type: none"> <li>» Minor improvements to fit-out</li> </ul>	Netball, basketball and some volleyball to be catered for
Moe Newborough	Latrobe Leisure Moe Newborough	<ul style="list-style-type: none"> <li>» Moe Volleyball</li> <li>» Latrobe Challengers Basketball</li> <li>» Badminton</li> <li>» Basketball Moe</li> <li>» Netball (Stadium operated competition)</li> <li>» The Keenagers</li> </ul>	N/a	Volleyball and basketball to remain the focus
Traralgon	Traralgon Sports Stadium	<ul style="list-style-type: none"> <li>» Traralgon Amateur Basketball Association</li> <li>» Traralgon Mid-Week Basketball</li> <li>» Latrobe City Energy</li> <li>» Traralgon soft tennis</li> <li>» Walking Club</li> </ul>	Catterick Crescent Reserve Master Plan 2015 Redevelop the existing Traralgon Indoor Stadium to provide a five court facility with support infrastructure such as change rooms to cater for a range of indoor sports  Redevelopment of the stadium to include the refurbishment of the show court area for seating and score bench to the northern side and spectator seating to the southern side	Subject to design of upgraded/new centre, continue to be primary basketball stadium while also catering for netball and some badminton
Churchill	Churchill Leisure Centre	<ul style="list-style-type: none"> <li>» Latrobe City Energy Junior Netball (Stadium operated competition)</li> <li>» Churchill Junior Basketball</li> <li>» Churchill Senior Basketball</li> <li>» Churchill Volleyball</li> </ul>	N/a	Continue catering for basketball and some netball (only existing complying indoor courts)
<b>Volleyball</b>				
Churchill	Latrobe Leisure Churchill	Churchill Volleyball	N/a	Club requested sand (beach) courts adjacent to either Churchill or Moe Stadiums
Moe Newborough	Latrobe Leisure Moe Newborough	-	N/a	
Traralgon	Hubert Osborne Memorial Park	-	N/a	

## Key issues - Other Sports

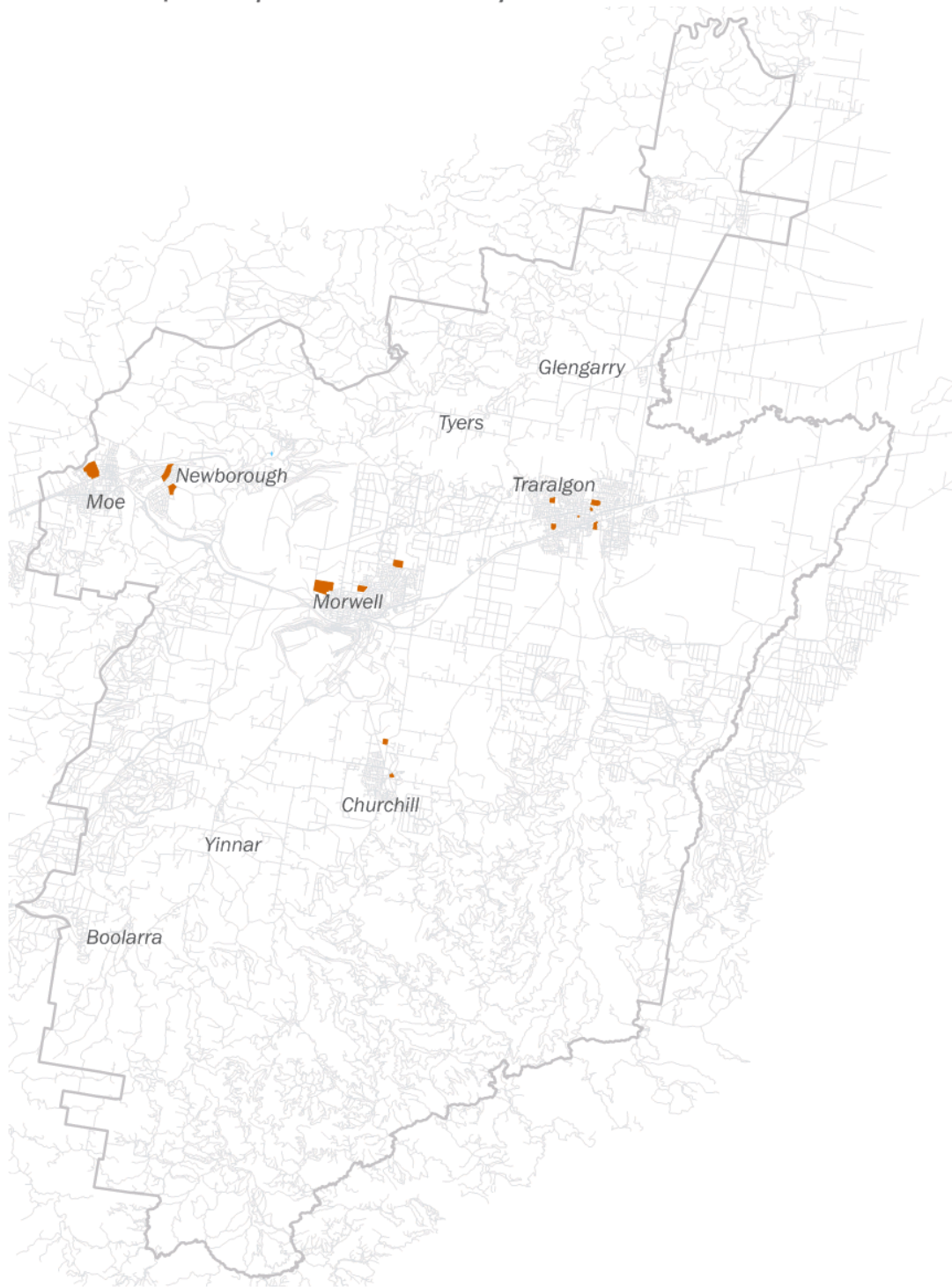
Five clubs representing 'other sports' responded to the survey. A summary of the club's identified issues are outlined below.

Sport	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavilion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility	Summary
Archery	Development of a second ABA archery course	Upgrade of female toilets and showers	Ongoing secure tenure over the site	Suitable	N/a	N/a	N/a	N/a	Not Suitable	Not Suitable	» Falling membership - High » Lack of female participation - Medium » Unable to attract new members - Medium » Cannot accommodate growing demand - Low » Lack of facilities to accommodate the needs of the club - Low » Cost of maintaining the venue for your activity - Medium » Disability access to facilities - High
Croquet	Expansion of the facility to provide an additional court	Realignment of boundary to increase playing area	N/a	Suitable	Suitable	N/a	Suitable	Suitable	Suitable	Suitable	» Lack of youth participation - High » Disability access to facilities - Medium

Sport	Club's priority one	Club's priority two	Club's priority three	# of playing courts	Pavilion	Lighting	Public toilets	Change facilities	Gender appropriate facilities	Disability accessibility	Summary
Mountain Bike	Construct the Haunted Hills Mountain Bike Park	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a	N/a	<ul style="list-style-type: none"> <li>» Lack of facilities to accommodate the needs of the club - High</li> <li>» Difficulty in accessing grant funding - High</li> </ul> Master Plan undertaken by Gippsland MTB Club endorsed by Council with Council to continue to seek funding opportunities to implement
Table Tennis	Change room and toilet facilities	All-ability access to stadium and its facilities	N/a	Suitable	Suitable	Suitable	Suitable	Not Suitable	Suitable	Not Suitable	<ul style="list-style-type: none"> <li>» Falling membership - medium</li> <li>» Lack of facilities to accommodate the needs of the club - high</li> <li>» Cost of playing or participating - medium</li> <li>» Disability access to facilities - High</li> <li>» Difficulty in accessing grant funding - High</li> </ul>
Volleyball	Sand (beach) volleyball courts	Access for volleyball in Traralgon	N/a	Suitable	N/a	N/a	Suitable	Suitable	Not Suitable	Not Suitable	<ul style="list-style-type: none"> <li>» Falling membership - Medium</li> <li>» Unable to attract members - Medium</li> <li>» Cost of playing or participating is increasing - Medium</li> </ul>



Map 16. Distribution of Other Sports across Latrobe City







# Funding options

Following the extensive research and consultation phases of the project, the range of identified sport and recreation improvements and developments have been summarised in the table at the end of this section with the most relevant funding opportunities identified.

It should be noted that funding opportunities often change, and thus, for each development, further investigations should be undertaken to ensure all possibilities are identified at that time. Further, State and Federal Government opportunities often become available without notice and Council needs to ensure that these are taken advantage of wherever possible.

The impact of Council's current financial position also needs to be taken into account. With rate-capping in place, it must be assumed that funds through Council's usual budgetary process will be minimal, and the focus for such funding should be on the improvements required for local facilities so that clubs can continue their operations to the satisfaction of Council, the community and the relevant State Sporting Organisations.

The two most appropriate sources of revenue external to Council and clubs are provide by the Victorian Government and are summarised below.

It should be noted that for any developments on Council owned or managed land, it is recommended that Council be the applicant for such funds. Further, these programs are subject to change with little or no notice.

## *Sport and Recreation Victoria*

### Community Sports Infrastructure Fund

#### **Categories:**

This fund has several categories applicable to sporting facilities within Latrobe City:

- » Better Pools – grants of up to \$3 million are available to provide high-quality aquatic leisure facilities through new or redeveloped aquatic leisure centres
- » Major Facilities – grants of up to \$650,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade major district and regional sport and recreation facilities
- » Small Aquatic Projects – grants of up to \$200,000 are available to improve and upgrade aquatic facilities, seasonal pools and develop new water-play spaces
- » Minor Facilities – grants of up to \$100,000 for any one project (where the total project cost is up to \$1,000,000 excluding GST) are available for community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities
- » Cricket Facilities - grants of up to \$100,000 are available to assist local councils, cricket associations and local cricket clubs to upgrade and develop cricket specific club infrastructure, including new buildings, grounds, and training facilities
- » Female Friendly Facilities – grants of up to \$100,000 are available to build new and upgrade existing, outdated change facilities at sports clubs around the state that cater for female sport, with a focus on promoting female and family friendly environments
- » Planning – funding is available for planning initiatives that address the future sport and recreation needs of communities through better information gathering, consultation and strategic planning, including:
  - Grants of up to \$30,000 for projects focusing on recreation planning or facility feasibility in one municipality
  - Grants of up to \$50,000 for regional planning initiatives that demonstrate inter-municipal needs and financial support from multiple local government authorities
  - Grants of up to \$30,000 for female participation strategies.

### Better Indoor Stadiums Fund

Aimed at providing indoor multi-sports stadiums across metropolitan Melbourne and regional Victoria. The fund assists in meeting the community demand for indoor sport and recreation participation opportunities.

Councils may submit one application for funding to the 2017/18 Better Indoor Stadiums Fund and may be successful in receiving up to \$3 million.

## Country Football and Netball Program

The Country Football and Netball Program provides funding (up to \$100,000) to assist country football and netball clubs, associations and umpiring organisations to develop facilities in rural, regional and outer metropolitan locations including:

- » Change room facilities for players and umpires of both genders
- » Development or upgrading of football playing fields
- » Development or upgrading of netball facilities
- » Development or upgrading of lighting facilities.

## Latrobe Valley Authority

### Latrobe Valley Community Facility Fund

#### **Active Latrobe Valley (Stream 4)**

Under this initiative, up to \$1 million is available for projects such as:

- » Parks, playgrounds and passive recreational area development
- » Recreational precinct upgrades
- » Sporting facilities and precincts
- » Rail trails and walking tracks
- » Bicycle paths.

Applicants are expected to make a financial contribution to the total project costs (generally accepted as at least 25%).

#### **NOTE:**

Given Council's current financial constraints, the development of sport and recreation facilities for the foreseeable future needs to focus only on local level facilities, especially given the significant State Government funding currently available for regional level facilities.

Table 10. Funding summary

Facility type	Type of improvement	Identified funding sources
Clubhouse/ pavilion upgrades	Addressing issues to create multi-gender use, core and optional components of the Recreation Funding Policy.	<p>Council</p> <ul style="list-style-type: none"> <li>» For core components as outlined in the Recreation Funding Policy</li> </ul> <p>Sport and Recreation Victoria (SRV):</p> <ul style="list-style-type: none"> <li>» Community Sports Infrastructure Fund</li> <li>» Country Football and Netball Program.</li> </ul> <p>Latrobe Valley Authority (LVA)</p> <ul style="list-style-type: none"> <li>» Community Facility Fund - Active Latrobe Valley (Stream 4)</li> </ul> <p>Clubs:</p> <ul style="list-style-type: none"> <li>» Optional components as outlined in the Recreation Funding Policy</li> </ul>
Indoor sports centres	Long term direction for each centre to be developed to cater for certain activities so as to avoid duplication - e.g. Traralgon being the basketball centre.	<p>SRV:</p> <ul style="list-style-type: none"> <li>» Better Indoor Stadiums Fund.</li> </ul> <p>LVA</p> <ul style="list-style-type: none"> <li>» Community Facility Fund - Active Latrobe Valley (Stream 4)</li> </ul> <p>Other funding opportunities as they arise.</p>
Lighting	Sports field lighting to appropriate training/competition standards	<p>Council:</p> <ul style="list-style-type: none"> <li>» As per Recreation Funding Policy.</li> </ul> <p>SRV:</p> <ul style="list-style-type: none"> <li>» Community Sports Infrastructure Fund.</li> </ul> <p>LVA</p> <ul style="list-style-type: none"> <li>» Community Facility Fund - Active Latrobe Valley (Stream 4).</li> </ul>
General Improvements	<p>For example:</p> <ul style="list-style-type: none"> <li>» Field drainage and irrigation</li> <li>» Spectator facilities</li> <li>» Practice facilities</li> <li>» Landscaping</li> <li>» Water bubblers and shaded areas</li> <li>» Additional features such as playgrounds, barbecues, etc.</li> </ul>	<p>Clubs:</p> <ul style="list-style-type: none"> <li>» For optional components under the Recreation Funding policy.</li> </ul> <p>Council:</p> <ul style="list-style-type: none"> <li>» For core components under the Recreation Funding Policy.</li> </ul> <p>SRV:</p> <ul style="list-style-type: none"> <li>» Community Sports Infrastructure Fund <ul style="list-style-type: none"> <li>- Minor Facilities</li> <li>- Cricket Facilities</li> <li>- Female Friendly Facilities.</li> </ul> </li> </ul> <p>LVA</p> <ul style="list-style-type: none"> <li>» Community Facility Fund - Active Latrobe Valley (Stream 4).</li> </ul>
Informal recreation (BMX, etc) - with no club	N/a	Private only - no Council or State involvement



# Appendix One

## Outstanding recommendations

### Status of Latrobe City Council Recreation master plan actions/recommendations

I.D. Number	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
1.	<b>Catterick Crescent master plan</b>	Catterick Crescent	User groups and stakeholders of the Traralgon Sports Stadium	Extend and upgrade the existing Traralgon Indoor Sports Stadium	Project funded	No	Council		The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
2.			Traralgon Imperials Cricket Club, Cumberland Park Junior Football Club	Recondition the oval to suit the needs of cricket and AFL including the provision of a turf cricket wicket	Complete	Yes	Club	Drainage, Irrigation and Surfaces	There is a turf bench on this oval. Drainage and Irrigation issues are currently being experienced by the clubs, however this will be addressed as part of routine seasonal maintenance of the irrigation system. The club has been advise of this.
3.				Recondition to school sports oval to provide a junior playing field to cater for junior AFL, Cricket and school use	Not complete	Yes	Council/Dept of Education	Drainage, Irrigation and Surfaces	
4.				Demolish existing pavilion and redevelop a new pavilion to cater for Cricket & AFL. Clubrooms to include change rooms, canteen/kiosk, social areas, storage and administration	Not complete	Yes	Council	Pavilion	As per the Rec Funding Policy, this pavilion will be upgraded to a local level pavilion only.
5.				Upgrade Training lights	Not Complete	Yes	Council	Lighting	As per the Rec Funding Policy, this lighting will be upgraded to a local level only. 100 lux.
6.				Provide new synthetic practice cricket wickets with safety netting. This should include storage for the new netting development	Not complete	No	Traralgon Imperials Cricket Club	Not Applicable	As per the Rec Funding policy, Council does not fund the construction of upgrade to cricket nets or additional storage
7.				Public amenities for use by casual users of the reserve to be integrated as part of the clubrooms	Not complete	No	Traralgon Imperials Cricket Club/Cumberland Park Junior Football Club	Not applicable	As per the Rec Funding policy, this pavilion will be upgraded to a local level pavilion. Any additional infrastructure is required to be funded by the club/s
8.				Provide a range of facilities to support unstructured recreation opportunities around the site including new playground, new half-court basketball/netball area, shelters and bbqs, tables and seating	Not complete	No	Council – LCC Play Space Strategy	N/A	

9.				Provide integrated pathway around the site to encourage informal walking/jogging	Not complete	No	Council – LCC Tracks Trails and Paths Strategy Council	N/A	
10.				Upgrade existing car park adjacent to the indoor stadium to cater for the expanded indoor stadium and the sporting oval	Project funded	No	Council	N/A	The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
11.				Improve traffic management around the site, particularly on the western side adjacent to the school. This should include the provision of a school drop off and pick up area	Project funded	No	Council	N/A	The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
12.				Develop new car parking area to cater for the new clubroom and adjoining school drop off – pick up area	Not complete	Yes	Council	N/A	Will be undertaken as part of the development of a local level pavilion,
13.				Provide a new 500 mm high fence around the oval perimeter to protect the oval from vandalism. Consider improved drainage works to oval	Not complete	Yes	Council and Clubs	Drainage, Irrigation and Surfaces	As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost
14.					Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
15.				Develop a detailed landscape plan for the site to include indigenous species	Project funded	Yes	Council	N/A	Will be completed with the redevelopment of the Traralgon Sports Stadium

3

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
16.	<b>Gaskin Park master plan</b>	Gaskin Park	Churchill Football Netball Club, Churchill Junior Football Club, Churchill Bowls Club	Upgrade existing lighting around the ground to bring it up to accredited standard and allows its usage as a training ground at night to continue	Project Complete				
17.				Gaskin 2 Oval – Shift the oval further towards the south, retaining its north-south alignment to allow for the expansion of the community hub between the two ovals	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
18.				Gaskin 2 Oval – Review the layout of shelters, fencing and spectator seating around the oval to accommodate the oval’s revised position	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
19.				Gaskin 2 Oval – Improve the quality of the turf and drainage of the oval in the new layout of the field	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
20.				Gaskin 2 Oval – Provide new lighting around the ground to allow the oval to be used for training purposes. This will assist in taking the pressure off the surface at Gaskin 1 Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces Lighting	
21.				Netball Court – Construct two new asphalt netball courts between the two ovals to integrate them with the other sporting clubs and provide direction access to new change facilities	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
22.				The construction of the new courts will rectify drainage issues and provide associated shelter, spectator seating and lighting. The two courts will allow additional teams to play at once and offer extended warm up areas for players	Not complete	Yes	Council	Lighting	
23.				Retain existing netball court for potential future sealed car parking	No action required				
24.				Tennis Club – Install lighting to the four northern courts which are not currently provided with it, to enable the expansion of the night competition	Not complete	Yes	Council	Lighting	



4

					Yes	Council	Pavilion	
25.	Upgrade the existing tennis clubrooms, including improved disability access and toilet facilities	Not complete	No	Club	N/A	The Rec Funding policy does not fund this type of infrastructure		
26.	Provide additional spectator amenities around the courts, including new seating and picnic shelter and security lighting	Not complete	No	Club	N/A	The Rec Funding policy does not fund this type of infrastructure		
27.	Build a new rebound wall to the south of the existing clubrooms, to provide a practice area as well as activation of this side of the reserve	Project complete						
28.	Bowls Club – Construct a bowling green east of the existing Gaskin Park Stadium, with adequate space to the north to allow for the future addition of a second green. This position will provide bowlers with direct access to Gaskin Stadium and new change rooms	Not complete	Yes	Council	Pavilion	This pavilion will be upgraded to a local level pavilion as per the Recreation Infrastructure Funding Policy		
29.	Community pavilion – Retain the existing Gaskin Park Stadium and construct a new building directly to the north to provide improved male and female change facilities for players, umpires, public toilets, first aid facilities and a canteen. This extension will provide for a central pavilion which services both ovals, the netball courts, the bowls club and spectators	Not complete	No	Council	N/A	This project is not a recreation infrastructure project that encourages physical participation.		
30.	Enhance the new building and create a comfortable and vibrant community precinct through the introduction of a new paved plaza area between the two ovals, which provides for a covered space on either side as well as additional lighting, seating, shade and landscaping	Not complete	No	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan		
31.	Picnic Area – Create a new picnic area and playground areas between the two ovals which incorporates bbqs, shelters and seating. The new playground will provide a family-friendly, safe space for young children to play on busy game days away from access roads and close to community facilities	Not complete	No	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan		

5

32.	Vehicular Access – All actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
33.	Pedestrian Access – All actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan

6

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
34.	Maryvale Reserve master plan	Maryvale Reserve	Latrobe Cricket Club, Latrobe Valley Umpires, Maltese Club, Morwell Pigeon Club, Morwell CFA Urban Fire Brigade	Landscape – All actions Club Facilities – Upgrade the existing cricket/umpires pavilion to include a second story for function space, kitchen, bar, store and amenities. Meeting and training facilities would remain of the first level with the kiosk, change rooms and umpires room	Not complete Not Complete	No Yes	Council/Community Council	N/A Pavilion	Not a recreation project This pavilion will be upgraded to a local level pavilion only as per the Recreation Infrastructure Funding Policy. Council will not fund a second story, additional storage, bar facilities or function space.
35.									
36.				Maltese Club pavilion – Increase the size of the maltese club to provide additional program space, upgrade the kitchen and connect to the sewer	Not complete	No	Maltese Club	N/A	This facility is not owned/managed or maintained by Council and it is the club's responsibility to fund all improvements.
37.				Upgrade the CFA/Gridiron pavilion to include four change rooms, social area, storage and toilets	Not complete	Yes	Council	Pavilion	The Gridiron Club have folded since the development of this master plan. This pavilion will be upgraded to a local level pavilion only.
38.				Pigeon Club – Increase the size of the pigeon club building by added a carport with roller door and provide a kitchennette	Not complete	No	Club	N/A	This building is not owned/managed/maintained by Council. Any improvements to the building is the responsibility of the club.
39.				Sports Grounds – Upgrade the Gridiron pitch to include surface upgrades, drainage, a fence around the ground, spectator seating, shade and bbq	Not complete	Yes	Council	Not applicable – This pitch is not currently being actively used	As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost.
40.				Improve the senior cricket ground by installing irrigation and improved drainage between the senior and juniors ovals	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
41.				Provide a high fence at the back on the junior oval to prevent stray balls entering the wetlands	Not complete	No	Club	N/A	The Recreation Infrastructure Funding Policy identifies this type of infrastructure as a club responsibility.
42.				Parking & Access – All	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
43.				Unstructured Recreation Opportunities – All actions	Partly funded	No	Council	N/A	A local level play space will be constructed at Maryvale Reserve during 2017/18.
44.				General – Demolish the old cricket nets and relocate to the north west corner of the reserve	Not complete	No	Club	N/A	The Recreation Infrastructure Funding Policy identifies this type of infrastructure as a club responsibility.
45.				Provide upgraded fire brigade facilities including marshal track and existing surface upgrades	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	

7

46.		Provide additional training lights on the gridiron pitch and senior cricket ground	Not complete	Yes	Council	Lighting	
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8

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	<b>Morwell Outdoor Recreation Plan</b>	Toners Lane Reserve	Twin City Archers, Morwell Baseball Club, Gippsland Dog Obedience Club, Morwell Pony Club, Us & Them Tourers, Gippsland Historical Automobile Club	Improve surface of access roads and Pony club access point	Complete				
47.									
48.		Toners Lane Reserve		Provide a safety net for the baseball diamonds	Complete				
49.				Extend archery safety buffer	Complete				
50.				Improve power supply to reserve	Not complete	No	Club	N/A	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
51.				Extend Dog Obedience clubrooms to accommodate the baseball club in a multi-use facility and including disability access	Not complete	Yes	Council	Pavilion	
52.				Install a water tank to improve water supply to the baseball diamonds	Not complete	No	Club		
53.				Upgrade lighting to the Baseball diamonds	Not complete	Yes	Council	Lighting	
54.				Repair fencing around Baseball facility	Not complete	No	Club		
55.				Upgrade the auto clubrooms to include disability access and kitchen upgrade	Not complete	No	Club	Pavilion	This building is not owned by Council
56.				Upgrade the motorcycle clubrooms to include disability access	Not complete	No	Club	Pavilion	This building is not owned by Council
57.				Install a water tank to improve water supply to the Archery Club	Project complete				
58.				Improve fences around pony club facility	Project complete				
59.				Improve surface of baseball diamonds including sub-base surface drainage	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	

9

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
60.		Morwell Recreation Reserve & Keegan Street	Morwell Football Netball Club, Morwell Cricket Club, Morwell Croquet Club, Gippsland Power, AFL Gippsland, Central Gippsland Cricket Association, Netball Victoria	All actions identified in the Morwell Outdoor Recreation Plan for Morwell Recreation Reserve & Keegan Street Reserve are superseded by the Morwell Recreation Reserve Precinct Master Plan.					
61.		Northern Reserve	Morwell Junior Football Club (formerly Morwell Tigers Junior Football Club, RSL Junior Football Club)	Redevelop clubrooms into a multi-use facility incorporate public toilets and demolish existing toilet block	Project completed				
62.				Review safety of the drainage outlet behind the clubroom facilities	Project complete				
63.				Address drainage issues by installing a drainage swale along the northern boundary of the site	Project complete				
64.				Extend the perimeter fencing around the entire oval	Project complete				
65.				Provide parallel parking around the eastern perimeter of the reserve	Project complete				
66.				Define and consolidate existing parking area adjacent to Holmes Road	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
67.				Improve surface of oval and oval irrigation	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
68.				Install shielded training lights on the oval and provide lighting in the car park	Not complete	Yes	Council	Lighting	The Morwell Junior Football Club has recently advised Council that they will be installing security lighting at the reserve following a successful grant application.
69.				Install picnic facilities to complement the informal recreation facilities	Project complete				In 2016, the adjoining play space at Northern Reserve was upgraded to include seating and other leisure infrastructure.





11

82.				Enclose and extend the existing spoon drain	Project complete					
83.				Install removable bollards near change room facility to prevent vehicular access	Project complete					
84.				Improve the surface of the cricket oval. Explore options for improve irrigation including the installation of water tanks	Not complete	Yes	Council		Drainage, Irrigations and Surface	
85.				Install training lights on the sub-junior soccer pitch	Project complete					
86.				Improve surface and define extent of car ark and install lighting	Not complete	Yes	Council		N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
87.				Improve path access to adjacent resident court heads	Not complete	Yes	Council		N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
88.		Airfie Bank Reserve		Develop as a local neighbourhood park with landscaping and tree planting	Not complete	Yes	Council		N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
89.				Multi-use open space area, for potential use as an overflow training venue/secondary sports ground	Not complete	Yes	Council		Drainage, Irrigation & Surfaces	

12

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
90.	Moe Newborough Outdoor Recreation Plan	Ted Summerton Reserve	Moe Football Netball Club, Moe CFA Urban Fire Brigade, Moe Cricket Club	Improve Irrigation	Project complete				
91.				Develop external access to the pavilion for users	Not complete	Yes	Council	Pavilion	
92.				Provide additional storage for football adjoined to the existing storage facility	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, additional storage is the responsibility of the club
93.		Joe Tabuteau Reserve	Moe Junior Football Club, Moe Cricket Club, Model Aero Club	Existing Netball Courts – Convert courts to car park (when club is relocated to Monash Reserve	Not complete	Yes	Council	N/A	
94.				Provide sealed car parking along Savages Road and a footpath to both entries	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
95.				Create a small amount of park near court 1 near the Netball Courts	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
96.				Improve access to sports fields from Mitchells Road	Not complete	Yes	Council, Moe Racing Club	N/A	
97.				Provide a sealed and marked car park	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
98.				Existing vehicle access via race track to be retained	Not action required				
99.				Improve signage to direct sports field user to entry of Mitchell's road	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
100.				Pavillion upgrade	Project complete				
101.				Play Spaces	Not complete	Yes	Council	N/A	A master plan design has been undertaken and will be presented to Council for endorsement in late 2017.
102.		Olympic Reserve	Moe Soccer Club,	Improve drainage on the east side of the pitch 1	Project complete				
103.				Provide drainage around the ground near pitch 1	Project complete				
104.				Upgrade lighting on pitch 1 to competition standards	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 Lux
105.				Install irrigation	Project complete				
106.				Improve drainage on pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	

107.				Provide drainage around the ground near pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
108.				Improve lighting to pitch 2	Not complete	Yes	Council	Lighting	
109.				Retain existing Bocce pitch	Not complete	No	N/A	N/A	This club is no longer operating at the venue
110.				Pedestrian access from South St to pavilion	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
111.				Extend clubrooms to include social rooms	Not complete	No	Club	N/A	The club have access and full use of the existing swimming club social rooms
112.				Two additional change facilities in the pavilion	Not complete	Yes	Council	Pavilion	
113.				Improve car parking – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car-parking asset replacement plans
114.	Moe Botanical Gardens	Moe Tennis Club		Reconstruction of tennis courts	Project complete				
115.				Retain existing access to community use courts	Project complete				
116.				Re-establish courts removed to open space	Project complete				
117.				Expand tennis pavilion	Not complete	Yes	Council	Pavilion	Pavilion will be upgraded to a local level pavilion standard as per the Recreation Infrastructure Funding Policy
118.				Connections – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
119.				Provide a 1.2-metre-high fence to create a dog off-lead area	Not complete	Yes	Council	N/A	This action is the responsibility of the Local Laws Department
120.				Play Space – all actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
121.	W/H Burrage Reserve	Newborough Yallourn United Soccer Club, Moe Baseball Club, Newborough Cricket Club		New Soccer pitch 3	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
122.				Upgrade Baseball Diamond – replace back net	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club
123.				Provide lighting in front of the club facility	Project complete				
124.				Provide a second baseball diamond	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
125.				Upgrade net to 6m	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club.

14

126.				Provide player dug out	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club.
127.				Cricket – improve drainage to oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
128.				Modify turf wickets to 5 pitches	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, turf wickets are the responsibility of the resident club.
129.				Install irrigation and drainage to Cricket/Baseball	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
130.				Upgrade lighting to pitch 1 to match standard	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
131.				Install irrigation to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
132.				Upgrade drainage to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
133.				Upgrade Baseball/Cricket pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2017
134.				Upgrade Soccer pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2016.
135.				Provide new cricket nets with retractable nets	Not complete	No	Club	N/A	As per the Recreation Funding Policy, nets are the responsibility of the tenant club
136.				Provide new ticket box	Not complete	No	Club	N/A	As the Recreation Infrastructure Funding Policy, ticket boxes are the responsibility of the tenant club
137.				Car Parking/Access road/pathway – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
138.	Monash & WH Corrigan Reserve	Monash Soccer Club, Adrenaline Paintball, Newborough Tennis Club		Redevelop existing tennis court to multi-use netball/tennis courts with lights	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
139.				Demolish existing pavilion and reconstruct a new multi-use pavilion	Not complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard
140.				Upgrade drainage to pitch 1	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
141.				Drainage and Irrigation to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
142.				Upgrade lighting to pitch 1 to match standards	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
143.				Re-size pitch 2 to standard size	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
144.				Upgrade lighting on pitch 2	Not complete	Yes	Council	Lighting	
145.				Install low level bollard style fencing around pitch 2	Not complete	Yes	Council	N/A	Funding for this project could be provided through LCC's annual Community Grants program

15

146.			Pathways/Play Spaces – all action	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan and the Tracks Trails and Paths Strategy
147.			Car Parking – all actions	Not complete	Yes	Council	N/A	Car parking linked to the construction of the pavilion will be incorporated into this project. Car parking projects that do not relate to the Recreation Infrastructure Funding policy should be considered as part of Council's other road/car parking asset replacement plans
148.			Vegetation – Plant new indigenous vegetation around the reserve	Not complete	Yes	Council	N/A	This action will be the responsibility of the Environment Team.
149.	Northern Reserve Newborough	Newborough Football Club, Newborough Junior Football Club	New, unstructured junior oval with AFL goals posts	Funding provided for design in 17/18	Yes	Council	N/A	Design will be completed during 2017/18
150.			Netball Courts – Upgrade lighting to netball courts	Not complete	Yes	Council	Lighting	
151.			Improve drainage to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
152.			Upgrade lighting to the oval	Not complete	Yes	Council	Lighting	
153.			Install irrigation to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
154.			Upgrade change facilities for Juniors and women	Not complete	Yes	Council	Pavilion	
155.			Parking & Access – All actions	Not complete	Yes	Council		Car parking linked to the construction of the pavilion will be incorporated into this project. Car parking projects that do not relate to the Recreation Infrastructure Funding policy should be considered as part of Council's other road/car parking asset replacement plans

16

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments	
	Southern Towns Outdoor Recreation Plan	Gaskin Park	Churchill Football Netball Club, Churchill Junior Football Club, Churchill Tennis Club, Churchill Bowls Club	All actions identified in this master plan for Gaskin Park have been superseded by the Gaskin Park master plan						
156.			Andrew's Park West	Churchill Baseball Club, Churchill Cricket Club	Ground Irrigation and Drainage	Not Complete	Yes	Council	Drainage, Irrigation & Surfaces	
157.					Pavilion Upgrade – unisex, multi-use	Not Complete	Yes	Council	Pavilion	
158.			Boolarra Memorial Park	Boolarra Football Netball Club, Boolarra Cricket Club, Boolarra Pony Club, Boolarra Tennis Club	Refurbish change rooms as a multi-use facility for football, netball, cricket and tennis	Project complete				
159.				Demolish public toilets no longer required after redevelopment	Project complete					
160.				Upgrade surface of main oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation & Surfaces		
161.				Netball and tennis court improvements	Project complete					
162.				Develop new Pony club first aid/storage building, install water tanks	Not complete	Yes	Council/Club	Pavilion	Funding to be provided for first aid, however club will need to contribute to storage, as per Recreation Funding Policy	
163.				Develop equestrian cross country course and holding pens	Project complete					
164.				Develop equestrian round yard	Project complete					
165.				Develop equestrian dressage arena	Project complete					
166.	Callignee Recreation Reserve		CATS Cricket Club	Council is progressing plans for the development of a Callignee Community Centre	Project complete					
167.	Hazelwood South Reserve		Churchill RAMS Soccer Club	Install competition standard lighting to pitch 1	Project complete					

17

168.			Temporary seal entrance to reserve to improve safety prior to entrance upgrade	Project complete						
169.			Provide barrier along eastern boundary	Project complete						
170.			Improve entrance, parking, roadways and create paths into reserve	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans	
171.			Formalise open space within reserve. Develop playground and picnic facilities	Not complete	Yes	Council	N/A		This action should be considered as part of the LCC Play Space Strategy and Improvement Plan	
172.			Consolidate social and change room facilities and remove shipping containers	Not complete	Yes	Council	Pavilion		A design for the change facility was completed in 2016.	
173.	Flynn Recreation Reserve	Flynn Tennis Club	Block vehicular access to tennis courts	Project complete						
174.			Remove asphalt mound around hall and install spoon drain	Project complete						
175.			Resurface courts 3 & 4	Not complete	Yes	Council	Drainage, Irrigation & Surfaces		A design for the reconstruction of all (4) courts as completed in 2017.	
176.			Upgrade tennis court fencing and net posts	Not complete	Yes	Council	Drainage, Irrigation & Surfaces		As above	
177.			Consider upgrade to the hall and public toilets to improve disability access for reserve users.	Not complete	Yes	Council	Pavilion		A design for the reconstruction of the hall was completed in 2016.	
	Hazelwood North	Hazelwood North Tennis Club, Hazelwood North Cricket Club	All actions relating to Hazelwood North Reserve has been superseded by the Warren Terrace Reserve master plan	N/A						
	Traralgon South Recreation Reserve	CATS Cricket Club, Traralgon South Badminton Club	All actions relating to Traralgon South Recreation Reserve have been superseded by the Traralgon South Recreation Reserve master plan	N/A						
178.	Yinnar Recreation Reserve	Yinnar Football Netball Club, Yinnar Tennis Club, Yinnar Cricket Club?	Redevelop change rooms at eastern oval to accommodate judo and public toilets	Project complete						
179.			Install water tanks to recycle runoff from clubrooms to irrigate the turf wicket	Not complete	Yes	Council	Drainage, Irrigation and Surfaces			
180.			Netball Pavilion construction	Not complete	Yes	Council	Pavilion			
181.			Upgrade the septic/sewage system	Not complete	Yes	Council	N/A			



18

182.	Install dedicated drinking water supply at Eastern oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
183.	Install Irrigation on main oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
184.	Install lighting to the eastern oval	Not complete	Yes	Council	Lighting	
185.	Formalise parking on the southern side of the multi-use netball/tennis courts and norther permitter of the tennis courts	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
186.	Extend netball court run-off to meet standards	Project complete				
187.	Allow clubs to construct a combined scoreboard/gatekeeper's facility	Project complete				
188.	Install lighting to netball/tennis courts	Not complete	Yes	Council	Lighting	
189.	Install lighting at reserves main entry	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans

19

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	<b>Northern Towns Outdoor Recreation Plan</b>	Glengarry Recreation Reserve	Glengarry Football Netball Club, Glengarry Cricket Club, Glengarry Tennis Club	Reconstruction of netball/tennis courts – all actions	Project complete				
190.				Install water tanks to recycle water to complement water bore	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
191.				Install irrigation on Fred King Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
192.				Undertake top dressing of Fred King Oval	Not complete	No	Club	N/A	This is a maintenance action, and the responsibility of the Glengarry Recreation Reserve Committee of Management
193.				Install new coaches boxes and spectator shelter on Don Duncan Oval	Project complete				
194.				Consolidate cricket facilities by relocating cricket nets to Doug Timmins Oval	Not complete	No	Club	N/A	As per Recreation Funding Policy, clubs are responsible for cricket nets
195.				Allow clubs to upgrade main pavilion	Not complete	N/A	Committee of Management		
196.				Allow cricket club to undertake internal improvements to clubroom	Not complete	N/A	Committee of Management		
197.				Connect power to public toilets	Not complete	N/A	Not required		
198.				Install bollards along roadways to prevent vehicles from accessing Doug Timmins and Don Duncan Oval	Not complete	No	Committee of Management	N/A	
199.				Seal school drop-off roadway along eastern boundary of Fred King Oval	Project complete				
200.				Seal roadway from reserve entrance to main pavilion	Not complete	No	Committee of Management	N/A	
201.				Improve definition of car park adjacent to net/tennis courts	Not complete	No	Committee of Management	N/A	
202.				Upgrade path/trail around the perimeter and install fitness stations	Not complete	Yes	Management Council	N/A	This action relates to the Tracks Trails and Paths Strategy & Implementation Plan
203.				Upgrade area and facilities for Agricultural show including fencing, ramps and access to water	Not complete	No	Committee of Management	N/A	
204.				Expand existing storage shed and compound	Not complete	No	Committee of Management	N/A	As per the Recreation Infrastructure Funding policy storage is the responsibility of the Committee of Management
205.				Develop a program for progressive replacement of existing trees and plant shade trees around the oval	Not complete	No	Committee Of Management	N/A	
206.									

20

207.	Toongabbie Recreation Reserve	Toongabbie Cricket Club, Toongabbie Pony Club	Develop new club facility west of the tennis courts	Project complete						
208.			Resurface tennis courts	Project complete						
209.			Connect equestrian facilities to power	Not complete	Yes	Council		Lighting		
210.			Complete development of riding arena	Project complete						
211.			Upgrade public toilets and provide access for people with a disability	Not complete	Yes	Council		Pavilion		
212.			Reposition equestrian entrance gates further into reserve and repair fence where required	Project complete						
213.			Install picnic facilities for spectators and reserve users	Not complete	No	Committee of Management Council		N/A		
214.			Upgrade and consolidate equestrian clubroom facilities	Not complete	Yes	Council		Pavilion		
215.			Upgrade cricket nets in same location	Project complete						
216.			Install a cricket sight screen	Not complete	No	Club		N/A		As per Recreation Funding Policy, cricket nets are the responsibility of the club.
217.			Provide additional seating and shelters	Not complete	No	Committee of Management Council		N/A		
218.			Access bore water for main oval	Not complete	Yes			Drainage, Irrigation and Surfaces		
219.			Upgrade access road by stabilising the surface	Not complete	Yes	Council		N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
220.			Assess compliance of children's playground to Australian standards and undertake any necessary improvements	This action is completed annual by Latrobe City Council						
221.			Upgrade skate park in accordance with the Latrobe City Skate BMX Plan	Project complete						
222.	Toongabbie Village Green	Toongabbie Cricket Club	Install low Federation style fence at key locations around the reserve	Project complete						As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost
223.			Plant shrubs north of Mechanics Institute	Project complete						
224.			Install seating between trees along southern boundary	Project complete						

21

225.	Tyers Recreation Reserve	Traralgon Tyers United Football Club, Tyers Tennis Club, Tyers Soccer Club	Improve landscaping by planter planting of high trees	Project complete									
226.			Seal reserve entrance and upgrade gravel access roads, install speed humps where required	Project complete									
227.			Improve definition of car parking	Not complete	Yes	Council	N/A						This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
228.			Clean out drain at reserve entrance and improve amenity	Not complete	Yes	Council	N/A						This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
229.			Develop shade/shelter at multi-use court	Project complete									
230.			Install court lighting	Not complete	Yes	Council	Lighting						
231.			Plant windbreak along southern perimeter of courts	Not complete	No	Committee of Management	N/A						
232.			Refurbish AFL clubrooms to include adequate toilet and change facilities for females, umpires, netballers and tennis players	Project complete									
233.			Improve drainage on main oval and install an irrigation system	Not complete	Yes	Council	Drainage, Irrigation and Surfaces						
234.			Improve training lights for main oval	Not complete	Yes	Council	Lighting						A funding proposal was lodged for the 2018/19 CSIF Program in 2017.
235.			Upgrade Soccer change facilities for female players and referees and improve canteen facilities, storage and disability access	Project complete									
236.			Provide perimeter fencing around soccer pitch	Not complete	No	Club	N/A						As per Recreation Funding policy, this type of fencing is the responsibility of the tenant club.
237.			Upgrade surface of soccer pitch including camber improvements and investigation options for water re-use	Not complete	Yes	Council	Drainage, Irrigation and surfaces						
238.			Allow football and soccer clubs to upgrade their own social club facilities	No action required									
239.			Investigate the potential future development of multi-purpose building to cater for all user groups	Action completed									There is no desire by either user group to further this action.
240.	George Bates Reserve	Yal/Yallourn North Football Netball Club	Resurface netball courts and address drainage and compliance issues	Not complete	Yes	Council	Drainage, Irrigation and Surfaces						

241.			Develop a half court/warm up area adjacent to the existing court	Not complete	Yes	Council	Drainage, Irrigation and Surfaces Pavilion	
242.			Build a small clubroom with toilets and change facilities for netball	Not complete	Yes	Council	Pavilion	As per the Recreation Funding Policy, clubs are not permitted to undertake works to Council owned assets.
243.			Allow clubs to refurbish pavilion	Not complete	Yes	Council	Lighting	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
244.			Increase capacity of power supply for improved ground and lighting	Not complete	Yes	Council	Lighting	
245.			Extend lighting to netball court	Not complete	Yes	Council	Lighting	
246.			Top dress oval and investigate options to improve drainage and water re-use	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	\$25,000 has been allocated from the 17/18 LCC budget to investigate drainage problems.
247.			Assess retaining wall supporting northern car parking and undertake repairs as necessary	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
248.			Install removable barriers in front of the pavilion and grandstand to prevent vehicular access	Project complete				
249.			Improve provision of shade by planting mature trees in key locations	Project complete				
250.			Address septic system	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
251.			Develop a multi-use path/trail to the reserve from the town	Not complete	Yes	Council	N/A	Funding has been provided for a desktop analysis of this project during 17/18.
252.	Yallourn North Town Oval	Yallourn North Junior Football Club, Yallourn North Cricket Club	Replace floor in community hall.	Not complete	No	Committee of Management		
253.			Consolidate buildings by extending & refurbishing the hall. Demolish public toilets and change facilities	Project complete				
254.			Relocate cricket nets	Not complete	No	Club	N/A	As per Recreation Funding Policy, cricket nets are the responsibility of the tenant club.
255.			Develop two multi-use courts at either the site of the existing courts or within the school grants	Not complete	No			There is no longer a tennis club in Yallourn North. The existing courts have been improved by YNAG to service any community use.
256.			Decommission remaining dis-used courts and use for parking	Not complete	Yes	Council	N/A	This project should be referred to the capital works budget to remove courts.
257.			Top dress oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
258.			Install removable bollards in front of the hall and recreation facilities to prevent vehicular access	Project complete				

23

259.	Widen reserve entrance to provide a dual entry/exit	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
260.	Upgrade surface of gravel access road within the reserve	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
261.	Improve amenity of reserve through landscaping	Not complete	No	Committee of Management		

24

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
262.	Traralgon South Recreation Reserve master plan	Traralgon South Recreation Reserve	CATS Cricket Club, Traralgon South Tennis Club, Traralgon South Badminton Club	Installation of new drainage measures to ensure that the oval surface quality is maintained through summer, whilst also being adequately drained in winter for usage by the community and the adjacent primary school	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
263.				Upgrades to the existing cricket pavilion on the eastern side of the oval to incorporate additional change rooms and new toilets facilities	Not complete	Yes	Council	Pavilion	A funding proposal has been submitted to the 18/19 CSIF Program in 2017.
264.				Community Hall – all actions	Project complete				
265.				Skate Park – all actions	Project complete				
266.				The establishment of multi-use courts, a secondary oval/multi-use pitch and a centralised pavilion catering to both facilities, with a system of pedestrian paths connecting the proposed area	Not complete	Yes	Council	Pavilion, Drainage Irrigation and Surfaces	
267.				Careful management and protection of the interface with the Flora Reserve to the west	No action required				
268.				New Multi-use courts – all actions	Not complete				As per previous action above.
269.				Secondary Oval – all actions	Not complete				As per previous action above
270.				Vehicular access	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
271.				Pedestrian Access – all actions	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
272.				Landscaping – all actions	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
273.				Undertake a drainage study	Project complete				



25

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
274.	Warren Terrace Reserve master plan	Warren Terrace Reserve	Potential users include – Hazelwood North Cricket Club, Hazelwood North CFA	Develop an unfenced cricket with synthetic cricket pitch to accommodate both informal community usage and overflow competition cricket matches/training	Not complete				A design has been completed in 2016 for an informal oval.
275.				Construction of a new CFA building	Not complete	No	CFA		
276.				Construction of a new community building that accommodates both sporting club and community groups/local community residents	Not complete	Yes	Council	Pavilion	
277.				Establish a shared walking/cycling network within and around the perimeter of Warren Terrace Reserve to provide opportunity for informal recreation activities and improve connectivity throughout the site	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
278.				Support informal reserve recreation opportunities through the construction of a public play space to be made accessible via connecting pathways from Warren Terrace.	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
279.				Encourage and promote Warren Terrace Reserve as a family friendly community meet place via the provision of a sheltered bbq area and picnic area	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
280.				Provision of a sheltered spectator/community seating/viewing area at rear of multi-purpose building providing sight lights to cricket oval and play space	Not complete	Yes	Council		Will be considered as part of the construction of the pavilion.
281.				Enhance and promote enjoyable spectator experience via the provision of bench seating around the cricket playing field	Not complete	Yes	Council	N/A	Will be considered as part of the construction of the oval
282.				Improve Reserve entry and community awareness of site through the installation of entry signage in accordance with Council's signage guidelines	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
283.				Traffic management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans

26

284.	Reserve & Facility Management – all actions	Not complete	Yes	Council	N/A
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27

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
285.	<b>Morwell Recreation Reserve Precinct master plan</b>	Morwell Recreation Reserve & Keegan Street Reserve	Morwell Football Netball Club, Morwell Cricket Club	Redevelop old caravan park site into a multi-use community synthetic playing field, with lighting	Project funded				This project has been funded as part of a \$9 million funding announcement
286.				Construction of a shared multi-use pavilion for cricket and netball	Project funded				As above
287.				Demolish old cricket pavilion and return to open space	Project funded				As above
288.				Upgrade existing AFL change facilities to service both the main oval and the new synthetic field	Project funded				As above
289.				Extension of the AFL Gippsland Office	Project funded				As above
290.				Reconstruction of the netball courts & car parking	Project funded				As above
291.				Upgrade the lighting for the main oval	Project funded				As above
292.				Improve drainage on Keegan street reserve	Project funded				As above
293.				Upgrade Gert Mahoney pavilion, kiosk and grandstand	Not complete	Yes	Council	Pavilion	
294.				At the end of their useful life, demolish and relocate cricket nets	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding Policy, cricket nets including their demolition are the responsibility of the tenant club.
295.				Extend croquet court playing area to the west by 15 metres to allow the croquet club to establish a third court and expand their playing field capacity	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
296.				Construct an electronic scoreboard to service Morwell Recreation Reserve in open space west of the playing field	Project complete				
297.				Provision of safety netting/fencing behind the north goals of the main oval to protect passing vehicles/pedestrians	Project funded				This project has been funded as part of a \$9 million funding announcement
298.				Community Recreation – all actions	Not complete	No	Council	N/A	The Recreation Infrastructure Funding Policy does not relate to these actions, and funding should be considered as part of a separate capital works request for individual projects.
299.				Traffic Management & Landscaping – all actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
300.				Reserve & Facility Management – All actions	Not complete	Yes	Council	N/A	

28

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Comments
	<b>Traralgon Recreation Reserve and Showground Master Plan 2015 Draft</b>	Traralgon Recreation Reserve and Showground	Traralgon Football club, Traralgon Netball club, Traralgon Urban Fire Brigade, Ex-students Cricket Club, TEDAS, Agricultural Society, Cattle pavilion, Bridge Club, Men's Shed	Community Recreation – all actions – all actions	Not complete	No	Council	The Recreation Infrastructure Funding Policy does not relate to these actions, and funding should be considered as part of a separate capital works request for individual projects.
301.								
302.				Traffic Management & Landscaping	Not complete	No	Council	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
303.				Provide accessible power supply to the open grass area to the East for event use	Not Complete	No	Club	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
304.				Construct TDAS pavilion as per Council adopted design	Not Complete	Yes	Council	This pavilion will be constructed to a local level standard
305.				Demolish existing netball courts and shelters in the North East and provide new asphalt netball courts, shelters and court lighting in new location.	Not Complete	Yes	Council	Surfaces and lighting
306.				Increase capacity of Old Trafford Oval for junior football and cricket through ground resurfacing/expansion works and lighting upgrades	Not Complete	Yes	Council	Surfaces
307.				Relocate turf and synthetic cricket nets to improve connectivity between TEDAS pavilion and Old Trafford Oval	Not Complete	No	Club	N/A
308.				Upgrade sports field lighting to main oval to Australian Standards for night cricket	Complete	Yes	Council	As per the Recreation Infrastructure Funding Policy, cricket nets including their demolition are the responsibility of the tenant club.
309.				Extend and upgrade existing change room's amenities incorporating accessible public/event toilets. Demolish existing 'event toilets'	Not Complete	Yes	Council	As per the funding policy, Council lighting will only be up to 100 lux  This pavilion will be constructed to a local level standard



30

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
313.	<b>Traralgon Outdoor Recreation Plan</b>	Agnes Brereton Reserve	Traralgon Netball Association, Traralgon Parkrun	Upgrade existing court surfaces and run-off areas in accordance with Netball Victoria's standards	Project complete				
314.				Refurbish existing pavilion in accordance with Universal and Healthy by Design Principles.	Project complete				
315.				Demolish existing public toilets when new toilets are constructed as part of the pavilion upgrade	Project complete				
316.				Increase informal reserve recreation opportunities through the provision of a community play space and sheltered picnic area in open space located in the south west corner of the open playing field	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
317.				Retain existing pathways and footbridge across Traralgon Creek to allow connectivity with neighbouring Traralgon Tennis Facility and Harold Preston Reserve	No action required				
318.				Improve steep pedestrian access from Anderson Street to improve pedestrian safety and general site accessibility	Project complete				
319.				Promote pedestrian access points through reserve wayfinding signage	Not complete	Yes	Council	N/A	This will be included in the development of the LCC Wayfinding Plan (2017)
320.				Traffic Management & Landscaping – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
321.	Apex Reserve	Pax Hill Junior Football Club, Centrals Cricket Club, Police Boys Junior Football Club		Upgrade existing sports pavilion in particular change facilities and amenities	Not complete	Yes	Council	Pavilion	
322.				Upgrade existing lighting on the oval	Not complete	Yes	Council	Lighting	
323.				Upgrade existing coaches boxes located on the western side of the ground	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding, coaches boxes are the responsibility of the tenant clubs.

31

324.			Improve Reserve accessibility and overall site connectivity via the establishment of a formalised path network.	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
325.			Increase informal reserve recreation opportunities through the provision of a play space, picnic area and bench seating under the group of mature trees	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
326.			Improve reserve entry and community awareness of site through the installation of entry signage in accordance with Council's guidelines	Project complete				There is already existing wayfinding signage for this reserve.
327.			Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
328.			In consultation with tenant sporting clubs, develop an equitable Sports Field and Pavilion Fees and Charges policy that reflect annual reserve and pavilion usage	Not complete	Yes	Council	N/A	The existing Sporting Reserves Fees and Charges will be reviewed in 17/18.
329.	Bradman Reserve	No user groups	Community Recreation – All actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan – Actions relating to Bradman Reserve are included in the current Play Space Improvement Plan for future years.
330.	Catterick Crescent Reserve Duncan Cameron Memorial Park	Traralgon Imperials Cricket Club, Cumberland Park Junior Football Club Rovers Cricket Club, Southside Junior Football Club	All actions in this master plan relating to Catterick Crescent Reserve have been superseded by the Catterick Crescent Reserve master plan (2016) Upgrade existing sports pavilion, in particular change rooms and amenities	Not complete	Yes	Council	Pavilion	
331.			Resurface reserve playing field to remedy unevenness/drainage issues and increase playing field carrying capacity.	Project complete				
332.			Installation of two additional sport lights on east side of reserve in accordance with Australian Standards	Not complete	Yes	Council	Lighting	
333.			Upgrade deteriorated cricket net training facilities in their existing location	Not complete	NO	Club	N/A	As per Recreation Funding Policy, nets are the responsibility of the tenant club.



32

334.				Installation of safety netting/fencing to designated points around the reserve perimeter to improve pedestrian/spectator safety and minimise risk of residential property and/or vehicle damage Community Recreation – all actions	Not Complete	No	Club	N/A	As per the Recreation Funding policy, safety netting is the responsibility of the tenant club.
335.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan – Actions relating to Bradman Reserve are included in the current Play Space Improvement Plan for future years. This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
336.				Upgrade of existing pavilion amenities with priority given to accessible toilet provision and improved building security	Not complete	Yes	Council	Pavilion	
337.	Eric Taylor Reserve	Traralgon Small Bore Rifle Club, Pax Hill Tennis Club		Resurface two tennis courts to allow continued provision for overflow tennis competition activities and multi-purpose community use	Not complete	Yes	Council	Drainage Irrigation and Surfaces	
338.				Upgrade deteriorated tennis fencing and netting on both courts to enable continued community/social use as well as overflow competition activities. Community Recreation – all actions	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
339.					Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
340.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
341.				Encourage both formal and informal use of tennis facility, through lighting of public tennis courts promote community evening usage of facilities	Not complete	Yes	Council	Lighting	
342.					Not complete	Yes	Council		





35

366.			Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
367.			Continue to work collaboratively with Traralgon Baseball Club and Flinders Christian College on shared use of the facility. – all actions	In progress				
368.			Review of Fees and Charges Policy	Project complete	Yes	Council	N/A	Council's Fees and Charges Policy is reviewed on an annual basis.
369.	Maskrey Reserve	Pax Hill Tennis Club	Upgrade existing clubrooms with accessible toilets and supporting amenities	Not complete	Yes	Council	Pavilion	
370.			Resurfacing, drainage and line marking works to all tennis courts in particular the south courts. Consider multi-use markings	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	The club funded the resurfacing of two (2) courts in 2016.
371.			Upgrade all existing tennis court fencing	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	The club/Council has funded the partial replacement of existing fencing.
372.			Upgrade court sports lighting	Not complete	Yes	Council	Lighting	
373.			Community Recreation – all actions	Not complete	Yes	Council	N/A	These actions relate either to the Tracks Trails and Paths Strategy and Implementation Plan or the Play Space Implementation Plan.
374.			Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
375.	Traralgon Tennis Centre	Traralgon Tennis Association (Leased facility)	Pending future design, project funding and approval/project agreement from key stakeholders, reconfiguration and possible second storey extension to the existing clubroom	Not complete	No	External Funding body	N/A	This facility is classified as a Regional Facility. The pavilion upgrade is beyond the level of local provision and will not be assessed via the Recreation Infrastructure Funding Policy.
376.			Show Court Project	Project complete				
377.			Continue to light any remaining tennis courts to 350 Lux	Not complete	No	Club	N/A	Club responsibility to upgrade lighting as it is leased out.
378.			Replace aged tennis court perimeter fencing through the precinct	Project funded	Yes	Council	N/A	The fencing will be replaced during 2017/18.
379.			Improve spectator facilities throughout the precinct	Not complete	No	Traralgon Tennis Association	N/A	As per the Recreation Infrastructure Funding Policy
380.			Enhance clubhouse aesthetics and sporting/community event functionality via the retrofitting of existing tiered seating	Project complete				

381.				Improve linkages between sporting and community infrastructure at Agnes Brereton Reserve, Traralgon Tennis Centre and Harold Preston Reserve through the establishment of accessible shared pathways	Project complete	Yes	Council	N/A	A funding proposal has been lodged SRV for planning funding to investigate the relocation of the skate park.
382.				Consider the relocation of underutilised skate park at the end of its useful life and return area to passive open space	Project underway				
383.				Resurface, realign and re-define existing gravel car park to increase parking capacity of the site for large scale events and tournaments.	Project complete				
384.				Enhance amenity and vegetation along linear creek pathway to improve overall aesthetics of the site	Project complete				
385.				Investigate the functional and operational viability of major events being hosted at the Traralgon Tennis Centre through a major events feasibility study.	Project complete				
386.	Traralgon West Sporting Complex	Traralgon West Cricket Club, West End Junior Football Club, Gormandale Cricket Club, Traralgon Umpires, Traralgon Harriers		Complete the central pavilion (upstairs).	Project partially completed	Yes	Council	Pavilion	The lift and external fire stairs were constructed during 2016.
387.				Upgrade existing cricket pavilion at Stoddart Oval for cricket and junior AFL	Project complete				
388.				Construction of sports lighting at Stoddart Oval for junior AFL	Not complete	Yes	Council	Lighting	
389.				Resurface of Jack Canavan Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces N/A	As per the Recreation Funding Policy, this infrastructure is the responsibility of the tenant clubs.
390.				Enhance and promote enjoyable spectator experiences via the provision of temporary grandstand seating on Jack Canavan and Stoddart Ovals	Not complete	No	Club		
391.				Scoreboard provision on Stoddart Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.

37

392.	Provision of moveable match day sight screens	Not complete	No	Club	N/a	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
393.	Construct sheltered player/coach benches on eastern boundary of Stoddart Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
394.	Upgrade player/coach benches to the north end of Jack Canavan Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
395.	Installation of two 10,000 litre rain water tanks.	Project complete				
396.	Community Recreation – all actions	Not complete	Yes	Council	N/A	These actions relate either to the Tracks Trails and Paths Strategy and Implementation Plan or the Play Space Implementation Plan.
397.	Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
398.	Reserve & Facility Management – all action	Project complete				

38

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	<b>Soccer Plan (2008)</b>	Hazelwood South Reserve	Churchill RAMS Soccer Club	All actions identified in the Soccer Plan for Hazelwood South Reserve have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Moe Olympic Reserve	Moe Olympic Soccer Club	All actions identified in the Soccer Plan for Moe Olympic Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Monash Reserve & WH Corrigan Reserve	Monash Soccer Club	All actions identified in the Soccer Plan for Monash Reserve & WH Corrigan Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Burrage Reserve	Newborough Yallourn United Soccer Club	All actions identified in the Soccer Plan for Burrage Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
399.		Crimigan Road South Reserve	Fortuna 60 Soccer Club	Extend and refurbish change rooms as a multi-use facility for both soccer and cricket, including female change facilities, public toilets.	Project complete				
400.				Install training lights on the sub-junior pitch to maximise use	Project complete				
401.				Provide soccer club with access to the cricket ground for training and junior competition	Action completed				
402.				Install removable bollards near change room facility to prevent vehicular access	Project completed				
403.				Address identified risk management issues	Actions addressed				
404.		Ronald Reserve	Pegasus Soccer Club	Upgrade clubrooms to include change facilities for referees and female players and improved disability access	Not complete	Yes	Council	Pavilion	
405.				Install removable bollards in front of soccer facility to prevent vehicular access	Project complete				
406.				Upgrade the area surrounding the soccer pitch to maximise use, including drainage and irrigation	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	Drainage investigations and remediation will be undertaken during 2017/18.
407.				Investigate the potential to capture and re-use water runoff from the bitumen track	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	



39

408.					Investigate and address corrosion on south west light tower	Action complete - Lights replaced in 2010				
409.					Provide shelter for spectators	Action complete				
410.					Provide future access to Morwell Park sports oval for training and junior competition	Action complete				The Morwell Park Oval was upgraded with drainage being installed during 2016.
411.					Upgrade the maintenance classification to a Category A field	Action completed				
412.	Harold Preston Reserve		Traralgon City Soccer Club, Traralgon Olympians Soccer Club		All actions identified in the Soccer Plan for Harold Preston Reserve have been superseded by the Traralgon Outdoor Recreation Plan	N/A				
413.	Tyers Recreation Reserve		Tyers Soccer Club		All actions identified in the Soccer Plan for Tyers Recreation Reserve have been superseded by the Northern Towns Outdoor Plan	N/A				

40

	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	<b>Tennis Plan</b>	Boolarra Recreation Reserve	Boolarra Tennis Club	All actions identified in the Tennis Plan for Boolarra Memorial Park have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Gaskin Park	Churchill Tennis Club	All actions identified in the Tennis Plan for Gaskin Park have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Flynn Recreation Reserve	Flynn Tennis Club	All actions identified in the Tennis Plan for Flynn Recreation Reserve have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Glengarry Recreation Reserve	Glengarry Tennis Club	All actions identified in the Tennis Plan for Glengarry Recreation Reserve have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Hazelwood North Reserve	Hazelwood North Tennis Club	All actions identified in the Tennis Plan for Hazelwood North Reserve have been superseded by the Due Diligence report for Hazelwood North sporting infrastructure.	N/A				There is no longer an active club at this reserve.
414.		Moe Botanic Gardens	Moe Tennis Club	All actions identified in the Tennis Plan for Moe Botanic Gardens have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Monash Reserve	Newborough Tennis Club	All actions identified in the Tennis Plan for Monash Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
415.		Keegan Street Reserve	No active club	Decommission courts	Project complete				
416.		Ronald Reserve	Morwell East Tennis Club (obsolete) Morwell Tennis Club	Encourage tennis clubs to continue to work together to upgrade and expand facilities	Action complete				The Morwell East Tennis Club folded in 2010.
417.				Resurface five (5) courts at the Morwell East Tennis Facility	Action not completed				As above. The club folded in 2010. The courts will be demolished in 2018/19.
418.				Address risk management issues associated with net winding handle	Action complete	No	Club	N/A	Specific infrastructure for tennis is the responsibility of the club.
419.				Install lighting on additional courts to enable the expansion of the night competition	Not complete	Yes	Council	Lighting	



42

423.	Boolarra Memorial Park	Ground Lighting Main Oval	Yes	Council	Lighting	As per funding policy Council will upgrade to 100 lux local level lightings
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# Appendix Two

## Document Review

# Document review

A number of key strategic planning documents relevant to the Recreation Needs Assessment have been reviewed with the table below providing key links to the project.

Document	Summary
Latrobe 2026 - The Community Vision for Latrobe Valley	<p>Developed through Latrobe 2026, the community's vision statement is:</p> <p><i>"In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership."</i></p> <p>This vision is based on the three broad concepts of Sustainability, Liveability and Leadership and identifies community strengths and issues to be built upon to achieve the community vision by 2026.</p> <p>The document provides a tool for integrating the community's vision into the planning framework for the future of the region.</p> <p>There are nine objectives that underpin the Plan; economy, natural environment, built environment, our community, culture, recreation, governance, advocacy and partnerships and regulation and accountability.</p> <p>Relevant to the Recreation Needs Assessment is the objective - Recreation:</p> <p><i>In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.</i></p>
Latrobe City Council Plan 2013-2017	<p>The Council Plan 2013-2017 outlines Latrobe City Council's vision and direction for the community for the next four years. The Council Plan will guide decision making and the allocation of resources to deliver outcomes and services to the community.</p> <p>The Council Plan is accompanied by the Strategic Resource Plan and an Annual Action Plan. The Strategic Resource Plan sets out the financial and non-financial resources required to achieve the objectives of the Council Plan. The Annual Action Plan outlines the Key Strategic Activities and actions to be undertaken each year to deliver on the Council Plan.</p> <p>Relevant to the Recreation Needs Assessment is Theme 02: Appropriate, affordable and sustainable facilities, services and recreation</p> <ul style="list-style-type: none"> <li>» To promote and support a healthy, active and connected community</li> <li>» To provide facilities and meet the needs of our diverse community</li> <li>» To enhance the visual attractiveness and liveability of Latrobe City.</li> </ul> <p>This document will be reviewed following the Council elections in 2016 to ensure the new Council's vision and objectives are reflected.</p>



Document	Summary
Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017 (MPHWP)	<p>The aim of the Plan is to achieve maximum levels of health and wellbeing through identifying and assessing the actual and potential public health issues in the community and outlining strategies and actions to prevent or minimise them. It aims to identify opportunities to support health and wellbeing through four areas of Environments for Health: built, social, economic and natural environments.</p> <p>The major emphasis of Latrobe City's MPHWP is the primary prevention of disease and promotion of wellbeing. The Plan aims to keep well people well and sets the strategic directions, objectives and strategies to promote health and wellbeing in the municipality. These will inform the operational processes of council, other local organisations and local community activity.</p> <p>The Latrobe City MPHWP demonstrates Council's commitment, and recognition of its role as a key partner in enabling community members to live in a diverse and equitable community where their health and wellbeing is a priority. Based on solid community consultation and research, the plan provides a clear course of action to jointly address the community's health and wellbeing needs and aspirations over the next four years.</p> <p>Six strategic directions have been identified: Being Active, Eating Well, Protecting Our Health, Staying Connected, Feeling Safe and Skills For Healthy Communities. These Strategic Directions complement the core principles and objectives of Latrobe 20262 and the key themes in the Council Plan 2013 – 20173, aligning and strengthening the three documents.</p> <p>Encouraging and enabling people to lead healthy, active lives and providing them the opportunity to do so is our aim. The Latrobe City Municipal Public Health and Wellbeing Plan 2013 – 2017 is Council's commitment towards achieving this by working together with our community and partners to encourage and support health and wellbeing where people live, learn, work and play.</p> <p>Relevant to the Recreation Needs Assessment, a key strategic direction of the Plan is 'Being Active; Promote and support a healthy, active and connected community'. The Plan outlines two key objectives, the first highly relevant to the project:</p> <p>» Increase participation in physical activity, recreation and leisure.</p>
Latrobe City Council Strategic Resource Plan 2016-2020	<p>The Plan identifies the financial resources required by Council over the next four years for the implementation of the Council Plan 2013-2017.</p> <p>A key focus of undertaking the Recreation Needs Assessment is to ensure the affordability of the future provision of active recreation opportunities in line with Council and the community's financial limitations.</p>
Latrobe City Council Budget 2016-2017	<p>This document outlines Council's proposed budget in line with the capping of rates at 2.5%.</p> <p>A key focus of undertaking the Recreation Needs Assessment is to ensure the affordability of the future provision of active recreation opportunities in line with Council and the community's financial limitations - especially the newly introduced rate capping.</p>

The review of site specific master plans including outdoor recreation plans are provided within Appendix One of this report.









1

### Status of Latrobe City Council Recreation master plan actions/recommendations

I.D Number	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
1.	Catterick Crescent Reserve master plan	Catterick Crescent	User groups and stakeholders of the Traralgon Sports Stadium	Extend and upgrade the existing Traralgon Indoor Sports Stadium	Project funded	No	Council		The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
2.			Traralgon Imperials Cricket Club, Cumberland Park Junior Football Club	Recondition the oval to suit the needs of cricket and AFL including the provision of a turf cricket wicket	Complete	Yes	Club	Drainage, Irrigation and Surfaces	There is a turf bench on this oval. Drainage and Irrigation issues are currently being experienced by the clubs, however this will be addressed as part of routine seasonal maintenance of the irrigation system. The club has been advise of this.
3.				Recondition to school sports oval to provide a junior playing field to cater for junior AFL, Cricket and school use	Not complete	Yes	Council/Dept of Education	Drainage, Irrigation and Surfaces	
4.				Demolish existing pavilion and redevelop a new pavilion to cater for Cricket & AFL. Clubrooms to include change rooms, canteen/kiosk, social areas, storage and administration	Not complete	Yes	Council	Pavilion	As per the Rec Funding Policy, this pavilion will be upgraded to a local level pavilion only.
5.				Upgrade Training Lights	Not Complete	Yes	Council	Lighting	As per the Rec Funding Policy, this lighting will be upgraded to a local level only. 100 lux.
6.				Provide new synthetic practice cricket wickets with safety netting. This should include storage for the new netting development	Not complete	No	Traralgon Imperials Cricket Club	Not Applicable	As per the Rec Funding policy, Council does not fund the construction of upgrade to cricket nets or additional storage
7.				Public amenities for use by casual users of the reserve to be integrated as part of the clubrooms	Not complete	No	Traralgon Imperials Cricket Club/Cumberl and Park Junior Football Club	Not applicable	As per the Rec Funding policy, this pavilion will be upgraded to a local level pavilion. Any additional infrastructure is required to be funded by the club/s
8.				Provide a range of facilities to support unstructured recreation opportunities around the site including new playground, new half-court basketball/netball area, shelters and bbqs, tables and seating	Not complete	No	Council – LCC Play Space Strategy	N/A	
9.				Provide integrated pathway around the site to encourage informal	Not complete	No	Council – LCC Tracks Trails	N/A	

2

				waking/jogging			and Paths Strategy		
10.				Upgrade existing car park adjacent to the indoor stadium to cater for the expanded indoor stadium and the sporting oval	Project funded	No	Council	N/A	The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
11.				Improve traffic management around the site, particularly on the western side adjacent to the school. This should include the provision of a school drop off and pick up area	Project funded	No	Council	N/A	The Victorian government has provided \$17 million for the redevelopment of the Traralgon Sports Stadium
12.				Develop new car parking area to cater for the new clubroom and adjoining school drop off – pick up area	Not complete	Yes	Council	N/A	Will be undertaken as part of the development of a local level pavilion,
13.				Provide a new 500 mm high fence around the oval perimeter to protect the oval from vandalism.	Not complete	Yes	Council and Clubs	Drainage, Irrigation and Surfaces	As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost
14.				Consider improved drainage works to oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
15.				Develop a detailed landscape plan for the site to include indigenous species	Project funded	Yes	Council	N/A	Will be completed with the redevelopment of the Traralgon Sports Stadium
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
16.	Gaskin Park master plan	Gaskin Park	Churchill Football Netball Club, Churchill Junior Football Club, Churchill Bowls Club	Upgrade existing lighting around the ground to bring it up to accredited standard and allows its usage as a training ground at night to continue	Project Complete				
17.				Gaskin 2 Oval – Shift the oval further towards the south, retaining its north-south alignment to allow for the expansion of the community hub between the two ovals	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
18.				Gaskin 2 Oval – Review the layout of shelters, fencing and spectator seating around the oval to accommodate the oval's revised position	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
19.				Gaskin 2 Oval – Improve the quality of the turf and drainage of the oval in the new layout of the field	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
20.				Gaskin 2 Oval – Provide new lighting around the ground to allow	Not complete	Yes	Council	Lighting	

3

				the oval to be used for training purposes. This will assist in taking the pressure off the surface at Gaskin 1 Oval					
21.				Netball Court – Construct two new asphalt netball courts between the two ovals to integrate them with the other sporting clubs and provide direction access to new change facilities	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
22.				The construction of the new courts will rectify drainage issues and provide associated shelter, spectator seating and lighting. The two courts will allow additional teams to play at once and offer extended warm up areas for players	Not complete	Yes	Council	Lighting	
23.				Retain existing netball court for potential future sealed car parking	No action required				
24.				Tennis Club – Install lighting to the four northern courts which are not currently provided with it, to enable the expansion of the night competition	Not complete	Yes	Council	Lighting	
25.				Upgrade the existing tennis clubrooms, including improved disability access and toilet facilities	Not complete	Yes	Council	Pavilion	
26.				Provide additional spectator amenities around the courts, including new seating and picnic shelter and security lighting	Not complete	No	Club	N/A	The Rec Funding policy does not fund this type of infrastructure
27.				Build a new rebound wall to the south of the existing clubrooms, to provide a practice areas as well as activation of this side of the reserve	Not complete	No	Club	N/A	The Rec Funding policy does not fund this type of infrastructure
28.				Bowls Club – Construct a bowling green east of the existing Gaskin Park Stadium, with adequate space to the north to allow for the future addition of a second green. This position will provide bowlers with direct access to Gaskin Stadium and new change rooms	Project complete				
29.				Community pavilion – Retain the existing Gaskin Park Stadium and construct a new building directly to the north to provide improved male and female change facilities for players, umpires, public toilets,	Not complete	Yes	Council	Pavilion	This pavilion will be upgraded to a local level pavilion as per the Recreation Infrastructure Funding Policy

4

				first aid facilities and a canteen. This extension will provide for a central pavilion which services both ovals, the netball courts, the bowls club and spectators					
30.				Enhance the new building and create a comfortable and vibrant community precinct through the introduction of a new paved plaza area between the two ovals, which provides for a covered space on either side as well as additional lighting, seating, shade and landscaping	Not complete	No	Council	N/A	This project is not a recreation infrastructure project that encourages physical participation.
31.				Picnic Area – Create a new picnic area and playground areas between the two ovals which incorporates bbqs, shelters and seating. The new playground will provide a family-friendly, safe space for young children to play on busy game days away from access roads and close to community facilities	Not complete	No	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
32.				Vehicular Access – All actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
33.				Pedestrian Access – All actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
34.				Landscape – All actions	Not complete	No	Council/Community	N/A	Not a recreation project
35.	Maryvale Reserve master plan	Maryvale Reserve	Latrobe Cricket Club, Latrobe Valley Umpires, Maltese Club, Morwell Pigeon Club, Morwell CFA Urban Fire Brigade	Club Facilities – Upgrade the existing cricket/umpires pavilion to include a second story for function space, kitchen, bar, store and amenities. Meeting and training facilities would remain of the first level with the kiosk, change rooms and umpires room	Not Complete	Yes	Council	Pavilion	This pavilion will be upgraded to a local level pavilion only as per the Recreation Infrastructure Funding Policy. Council will not fund a second story, additional storage, bar facilities or function space.
36.				Maltese Club pavilion – Increase the size of the maltese club to provide additional program space, upgrade the kitchen and connect to the sewer	Not complete	No	Maltese Club	N/A	This facility is not owned/managed or maintained by Council and it is the club's responsibility to fund all improvements.

5

37.				Upgrade the CFA/Gridiron pavilion to include four change rooms, social area, storage and toilets	Not complete	Yes	Council	Pavilion	The Gridiron Club have folded since the development of this master plan. This pavilion will be upgraded to a local level pavilion only.
38.				Pigeon Club – Increase the size of the pigeon club building by added a carport with roller door and provide a kitchenette	Not complete	No	Club	N/A	This building is not owned/managed/maintained by Council. Any improvements to the building is the responsibility of the club.
39.				Sports Grounds – Upgrade the Gridiron pitch to include surface upgrades, drainage, a fence around the ground, spectator seating, shade and bbq	Not complete	Yes	Council	Not applicable – This pitch is not currently being actively used	As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost.
40.				Improve the senior cricket ground by installing irrigation and improved drainage between the senior and and juniors ovals	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
41.				Provide a high fence at the back on the junior oval to prevent stray balls entering the wetlands	Not complete	No	Club	N/A	The Recreation Infrastructure Funding Policy identifies this type of infrastructure as a club responsibility.
42.				Parking & Access – All	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
43.				Unstructured Recreation Opportunities – All actions	Partly funded	No	Council	N/A	A local level play space will be constructed at Maryvale Reserve during 2017/18.
44.				General – Demolish the old cricket nets and relocate to the north west corner of the reserve	Not complete	No	Club	N/A	The Recreation Infrastructure Funding Policy identifies this type of infrastructure as a club responsibility.
45.				Provide upgraded fire brigade facilities including marshall track and existing surface upgrades	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
46.				Provide additional training lights on the gridiron pitch and senior cricket ground	Not complete	Yes	Council	Lighting	
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
47.	Morwell Outdoor Recreation Plan	Toners Lane Reserve	Twin City Archers, Morwell Baseball Club, Gippsland Dog Obedience Club, Morwell Pony Club, Us & Them Tourers, Gippsland Historical Automobile	Improve surface of access roads and Pony club access point	Complete				



6

			Club						
48.		Toners Lane Reserve		Provide a safety net for the baseball diamonds	Complete				
49.				Extend archery safety buffer	Complete				
50.				Improve power supply to reserve	Not complete	No	Club	N/A	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
51.				Extend Dog Obedience clubrooms to accommodate the baseball club in a multi-use facility and including disability access	Not complete	Yes	Council	Pavilion	
52.				Install a water tank to improve water supply to the baseball diamonds	Not complete	No	Club		
53.				Upgrade lighting to the Baseball diamonds	Not complete	Yes	Council	Lighting	
54.				Repair fencing around Baseball facility	Not complete	No	Club		
55.				Upgrade the auto clubrooms to include disability access and kitchen upgrade	Not complete	No	Club	Pavilion	This building is not owned by Council
56.				Upgrade the motorcycle clubrooms to include disability access	Not complete	No	Club	Pavilion	This building is not owned by Council
57.				Install a water tank to improve water supply to the Archery Club	Project complete				
58.				Improve fences around pony club facility	Project complete				
59.				Improve surface of baseball diamonds including sub-base surface drainage	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
60.		Morwell Recreation Reserve & Keegan Street	Morwell Football Netball Club, Morwell Cricket Club, Morwell Croquet Club, Gippsland Power, AFL Gippsland, Central Gippsland Cricket Association, Netball Victoria	All actions identified in the Morwell Outdoor Recreation Plan for Morwell Recreation Reserve & Keegan Street Reserve are superseded by the Morwell Recreation Reserve Precinct Master Plan.					
61.		Northern Reserve	Morwell Junior Football Club	Redevelop clubrooms into a multi-use facility incorporate public toilets and demolish existing toilet	Project completed				

7

			(formerly Morwell Tigers Junior Football Club, RSL Junior Football Club)	block					
62.				Review safety of the drainage outlet behind the clubroom facilities	Project complete				
63.				Address drainage issues by installing a drainage swale along the northern boundary of the site	Project complete				
64.				Extend the perimeter fencing around the entire oval	Project complete				
65.				Provide parallel parking around the eastern perimeter of the reserve	Project complete				
66.				Define and consolidate existing parking area adjacent to Holmes Road	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans.
67.				Improve surface of oval and oval irrigation	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
68.				Install shielded training lights on the oval and provide lighting in the car park	Not complete	Yes	Council	Lighting	The Morwell Junior Football Club has recently advised Council that they will be installing security lighting at the reserve following a successful grant application.
69.				Install picnic facilities to complement the informal recreation facilities	Project complete				In 2016, the adjoining play space at Northern Reserve was upgraded to include seating and other leisure infrastructure.
70.				Provide screen planting on western boundary	Not complete	Yes	Council	N/A	
71.		Morwell Park Netball Centre	Morwell Netball Association	Install new roof on netball clubrooms	Project complete				
72.				Replace seating around Netball courts and provide additional shelters	Project complete				
73.				Upgrade courts to meet N.V standards	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
		Maryvale Reserve	Latrobe Cricket Club, Maltese Club, Latrobe Valley Umpires, Morwell CFA Urban Fire Brigade, Morwell Pigeon Club	All actions identified for Maryvale Reserve in the Morwell Outdoor Recreation Plan have been superseded by the Maryvale Reserve master plan (2016)					

8

74.		Ronald Reserve	Morwell East Football Netball Club, Pegasus Soccer Club, Morwell Tennis Club	Extend the netball court runoff to meet standards and investigate potential for warm up court in the future	Project complete				
75.				Widen access road into the reserve, install signage, improve definition of parking areas and install traffic island between road and car park	Project complete				
76.				Install removable barriers in front of soccer and football/cricket buildings to prevent vehicular access	Project complete				
77.				Upgrade area surrounding soccer pitch including drainage and irrigation	Project underway	Yes	Council	N/A	Irrigation has been installed, however the drainage surrounding the ground will be completed during 2017/18.
78.				Renovate AFL clubrooms	Not complete	Yes	Council	Pavilion	A design for the upgrade of the AFL pavilion was completed during 2016.
79.				Undertake improvements to coaches boxes and seating around the ground	Not complete	No	Club	N/A	Coaches boxes are sport specific infrastructure which is not funded by Council
80.				Upgrade Soccer clubrooms	Not complete	Yes	Council	Pavilion	
81.		Crinigan Road South Reserve	Fortuna 60 Soccer Club, St Vincents Cricket Club	Extend the refurbish clubrooms as a multi-use pavilion and incorporating public toilets. Demolish existing public toilets	Project complete				
82.				Enclose and extend the existing spoon drain	Project complete				
83.				Install removable bollards near change room facility to prevent vehicular access	Project complete				
84.				Improve the surface of the cricket oval. Explore options for improve irrigation including the installation of water tanks	Not complete	Yes	Council	Drainage, Irrigations and Surface	
85.				Install training lights on the sub-junior soccer pitch	Project complete				
86.				Improve surface and define extent of car ark and install lighting	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
87.				Improve path access to adjacent resident court heads	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
88.		Airlie Bank Reserve		Develop as a local neighbourhood park with landscaping and tree planting	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
89.				Multi-use open space area, for potential use as an overflow	Not complete	Yes	Council	Drainage, Irrigation &	

9

	Master Plan	Reserve	Clubs	training venue/secondary sports ground	Action/Recommendation	Status	Funding Policy	Responsibility	Surfaces	Comments
90.	Moe Newborough Outdoor Recreation Plan	Ted Summerton Reserve	Moe Football Netball Club, Moe CFA Urban Fire Brigade, Moe Cricket Club	Improve Irrigation	Project complete					
91.				Develop external access to the pavilion for users	Not complete	Yes	Council	Pavilion		
92.				Provide additional storage for football adjoined to the existing storage facility	Not complete	No	Club	N/A		As per the Recreation Infrastructure Funding policy, additional storage is the responsibility of the club
93.		Joe Tabuteau Reserve	Moe Junior Football Club, Moe Cricket Club, Model Aero Club	Existing Netball Courts – Convert courts to car park (when club is relocated to Monash Reserve)	Not complete	Yes	Council	N/A		
94.				Provide sealed car parking along Saviges Road and a footpath to both entries	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
95.				Create a small amount of park near court 1 near the Netball Courts	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
96.				Improve access to sports fields from Mitchells Road	Not complete	Yes	Council, Moe Racing Club	N/A		
97.				Provide a sealed and marked car park	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
98.				Existing vehicle access via race track to be retained	Not action required					
99.				Improve signage to direct sports field user to entry of Mitchell's road	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
100.				Pavilion upgrade	Project complete					
101.				Play Spaces	Not complete	Yes	Council	N/A		A master plan design has been undertaken and will be presented to Council for endorsement in late 2017.
102.		Olympic Reserve	Moe Soccer Club,	Improve drainage on the east side of the pitch 1	Project complete					
103.				Provide drainage around the ground near pitch 1	Project complete					
104.				Upgrade lighting on pitch 1 to competition standards	Not complete	Yes	Council	Lighting		As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
105.				Install irrigation	Project complete					
106.				Improve drainage on pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces		

10

107.				Provide drainage around the ground near pitch 2	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
108.				Improve lighting to pitch 2	Not complete	Yes	Council	Lighting	
109.				Retain existing Bocce pitch	Not complete	No	N/A	N/A	This club is no longer operating at the venue
110.				Pedestrian access from South St to pavilion	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
111.				Extend clubrooms to include social rooms	Not complete	No	Club	N/A	The club have access and full use of the existing swimming club social rooms
112.				Two additional change facilities in the pavilion	Not complete	Yes	Council	Pavilion	
113.				Improve car parking – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
114.		Moe Botanical Gardens	Moe Tennis Club	Reconstruction of tennis courts	Project complete				
115.				Retain existing access to community use courts	Project complete				
116.				Re-establish courts removed to open space	Project complete				
117.				Expand tennis pavilion	Not complete	Yes	Council	Pavilion	Pavilion will be upgraded to a local level pavilion standard as per the Recreation Infrastructure Funding Policy
118.				Connections – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan
119.				Provide a 1.2-metre-high fence to create a dog off-lead area	Not complete	Yes	Council	N/A	This action is the responsibility of the Local Laws Department
120.				Play Space – all actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
121.		WH Burrage Reserve	Newborough Yallourn United Soccer Club, Moe Baseball Club, Newborough Cricket Club	New Soccer pitch 3	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
122.				Upgrade Baseball Diamond – replace back net	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club
123.				Provide lighting in front of the club facility	Project complete				
124.				Provide a second baseball diamond	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
125.				Upgrade net to 6m	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the responsibility of the resident club.
126.				Provide player dug out	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, safety nets are the

11

									responsibility of the resident club.
127.				Cricket – improve drainage to oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
128.				Modify turf wickets to 5 pitches	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding policy, turf wickets are the responsibility of the resident club.
129.				Install irrigation and drainage to Cricket/Baseball	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
130.				Upgrade lighting to pitch 1 to match standard	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
131.				Install irrigation to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
132.				Upgrade drainage to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
133.				Upgrade Baseball/Cricket pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2017
134.				Upgrade Soccer pavilion	Not complete	Yes	Council	Pavilion	A design for the upgrade of this pavilion was completed in 2016.
135.				Provide new cricket nets with retractable nets	Not complete	No	Club	N/A	As per the Recreation Funding Policy, nets are the responsibility of the tenant club
136.				Provide new ticket box	Not complete	No	Club	N/A	As the Recreation Infrastructure Funding Policy, ticket boxes are the responsibility of the tenant club
137.				Car Parking/Access road/pathway – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
138.		Monash & WH Corrigan Reserve	Monash Soccer Club, Adrenalin Paintball, Newborough Tennis Club	Redevelop existing tennis court to multi-use netball/tennis courts with lights	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
139.				Demolish existing pavilion and reconstruct a new multi-use pavilion	Not complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard
140.				Upgrade drainage to pitch 1	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
141.				Drainage and Irrigation to pitch 2	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
142.				Upgrade lighting to pitch 1 to match standards	Not complete	Yes	Council	Lighting	As per the funding policy Council will upgrade to local level standards with a maximum of 100 lux
143.				Re-size pitch 2 to standard size	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
144.				Upgrade lighting on pitch 2	Not complete	Yes	Council	Lighting	
145.				Install low level bollard style fencing around pitch 2	Not complete	Yes	Council	N/A	Funding for this project could be provided through LCC's annual Community Grants program
146.				Pathways/Play Spaces – all action	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions

12

									emanating from the Tracks Trails and Paths Strategy and Implementation Plan and the Tracks Trails and Paths Strategy
147.				Car Parking – all actions	Not complete	Yes	Council	N/A	Car parking linked to the construction of the pavilion will be incorporated into this project. Car parking projects that do not relate to the Recreation Infrastructure Funding policy should be considered as part of Council's other road/car parking asset replacement plans
148.				Vegetation – Plant new indigenous vegetation around the reserve	Not complete	Yes	Council	N/A	This action will be the responsibility of the Environment Team.
149.		Northern Reserve Newborough	Newborough Football Netball Club, Newborough Junior Football Club	New, unstructured junior oval with AFL goals posts	Funding provided for design in 17/18	Yes	Council	N/A	Design will be completed during 2017/18
150.				Netball Courts – Upgrade lighting to netball courts	Not complete	Yes	Council	Lighting	
151.				Improve drainage to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
152.				Upgrade lighting to the oval	Not complete	Yes	Council	Lighting	
153.				Install irrigation to the oval	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
154.				Upgrade change facilities for juniors and women	Not complete	Yes	Council	Pavilion	
155.				Parking & Access – All actions	Not complete	Yes	Council		Car parking linked to the construction of the pavilion will be incorporated into this project. Car parking projects that do not relate to the Recreation Infrastructure Funding policy should be considered as part of Council's other road/car parking asset replacement plans
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	Southern Towns Outdoor Recreation Plan	Gaskin Park	Churchill Football Netball Club, Churchill Junior Football Club, Churchill Tennis Club, Churchill Bowls Club	All actions identified in this master plan for Gaskin Park have been superseded by the Gaskin Park master plan					
156.		Andrew's Park West	Churchill Baseball Club, Churchill Cricket Club	Ground Irrigation and Drainage	Not Complete	Yes	Council	Drainage, Irrigation & Surfaces	
157.				Pavilion Upgrade – unisex, multi-use	Not Complete	Yes	Council	Pavilion	
158.		Boolarra Memorial Park	Boolarra Football Netball Club,	Refurbish change rooms as a multi-use facility for football, netball, cricket and tennis	Project complete				



13

			Boolarra Cricket Club, Boolarra Pony Club, Boolarra Tennis Club						
159.				Demolish public toilets no longer required after redevelopment	Project complete				
160.				Upgrade surface of main oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
161.				Netball and tennis court improvements	Project complete				
162.				Develop new Pony club first aid/storage building, install water tanks	Not complete	Yes	Council/Club	Pavilion	Funding to be provided for first aid, however club will need to contribute to storage, as per Recreation Funding Policy
163.				Develop equestrian cross country course and holding pens	Project complete				
164.				Develop equestrian round yard	Project complete				
165.				Develop equestrian dressage arena	Project complete				
166.		Callignee Recreation Reserve	CATS Cricket Club	Council is progressing plans for the development of a Callignee Community Centre	Project complete				
167.		Hazelwood South Reserve	Churchill RAMS Soccer Club	Install competition standard lighting to pitch 1	Project complete				
168.				Temporary seal entrance to reserve to improve safety prior to entrance upgrade	Project complete				
169.				Provide barrier along eastern boundary	Project complete				
170.				Improve entrance, parking, roadways and create paths into reserve	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
171.				Formalise open space within reserve. Develop playground and picnic facilities	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
172.				Consolidate social and change room facilities and remove shipping containers	Not complete	Yes	Council	Pavilion	A design for the change facility was completed in 2016.
173.		Flynn Recreation Reserve	Flynn Tennis Club	Block vehicular access to tennis courts	Project complete				
174.				Remove asphalt mound around hall and install spoon drain	Project complete				
175.				Resurface courts 3 & 4	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	A design for the reconstruction of all (4) courts as completed in 2017.
176.				Upgrade tennis court fencing and	Not complete	Yes	Council	Drainage,	As above

14

				net posts				Irrigation & Surfaces	
177.				Consider upgrade to the hall and public toilets to improve disability access for reserve users.	Not complete	Yes	Council	Pavilion	A design for the reconstruction of the hall was completed in 2016.
		Hazelwood North	Hazelwood North Tennis Club, Hazelwood North Cricket Club	All actions relating to Hazelwood North Reserve has been superseded by the Warren Terrace Reserve master plan	N/A				
		Traralgon South Recreation Reserve	CATS Cricket Club, Traralgon South Badminton Club	All actions relating to Traralgon South Recreation Reserve have been superseded by the Traralgon South Recreation Reserve master plan	N/A				
178.		Yinnar Recreation Reserve	Yinnar Football Netball Club, Yinnar Tennis Club, Yinnar Cricket Club?	Redevelop change rooms at eastern oval to accommodate judo and public toilets	Project complete				
179.				Install water tanks to recycle run-off from clubrooms to irrigate the turf wicket	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
180.				Netball Pavilion construction	Not complete	yes	Council	Pavilion	
181.				Upgrade the septic/sewage system	Not complete	Yes	Council	N/A	???
182.				Install dedicated drinking water supply at Eastern oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
183.				Install Irrigation on main oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
184.				Install lighting to the eastern oval	Not complete	Yes	Council	Lighting	
185.				Formalise parking on the southern side of the multi-use netball/tennis courts and norther permitter of the tennis courts	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking asset replacement plans
186.				Extend netball court run-off to meet standards	Project complete				
187.				Allow clubs to construct a combined scoreboard/gatekeeper's facility	Project complete				
188.				Install lighting to netball/tennis courts	Not complete	Yes	Council	Lighting	
189.				Install lighting at reserves main entry	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments

15

190.	Northern Towns Outdoor Recreation Plan	Glengarry Recreation Reserve	Glengarry Football Netball Club, Glengarry Cricket Club, Glengarry Tennis Club	Reconstruction of netball/tennis courts – all actions	Project complete				
191.				Install water tanks to recycle water to complement water bore	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
192.				Install irrigation on Fred King Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
193.				Undertake top dressing of Fred King Oval	Not complete	No	Club	N/A	This is a maintenance action, and the responsibility of the Glengarry Recreation Reserve Committee of Management
194.				Install new coaches boxes and spectator shelter on Don Duncan Oval	Project complete				
195.				Consolidate cricket facilities by relocate cricket nets to Doug Timmins Oval	Not complete	No	Club	N/A	As per Recreation Funding Policy, clubs are responsible for cricket nets
196.				Allow clubs to upgrade main pavilion	Not complete	N/A	Committee of Management		
197.				Allow cricket club to undertake internal improvements to clubroom	Not complete	N/A	Committee of Management		
198.				Connect power to public toilets	Not complete	N/A	Not required		
199.				Install bollards along roadways to prevent vehicles from accessing Doug Timmins and Don Duncan Oval	Not complete	No	Committee of Management	N/A	
200.				Seal school drop-off roadway along eastern boundary of Fred King Oval	Project complete				
201.				Seal roadway from reserve entrance to main pavilion	Not complete	No	Committee of Management	N/A	
202.				Improve definition of car park adjacent to net/tennis courts	Not complete	No	Committee of Management	N/A	
203.				Upgrade path/trail around the perimeter and install fitness stations	Not complete	Yes	Council	N/A	This action relates to the Tracks Trails and Paths Strategy & Implementation Plan
204.				Upgrade area and facilities for Agricultural show including fencing, ramps and access to water	Not complete	No	Committee of Management	N/A	
205.				Expand existing storage shed and compound	Not complete	No	Committee of Management	N/A	As per the Recreation Infrastructure Funding policy storage is the responsibility of the Committee of Management
206.				Develop a program for progressive replacement of existing trees and plant shade trees around the oval	Not complete	No	Committee Of Management	N/A	
207.		Toongabbie Recreation Reserve	Toongabbie Cricket Club, Toongabbie	Develop new club facility west of the tennis courts	Project complete				

16

			Pony Club						
208.				Resurface tennis courts	Project complete				
209.				Connect equestrian facilities to power	Not complete	Yes	Council	Lighting	
210.				Complete development of riding arena	Project complete				
211.				Upgrade public toilets and provide access for people with a disability	Not complete	Yes	Council	Pavilion	
212.				Reposition equestrian entrance gates further into reserve and repair fence where required	Project complete				
213.				Install picnic facilities for spectators and reserve users	Not complete	No	Committee of Management	N/A	
214.				Upgrade and consolidate equestrian clubroom facilities	Not complete	Yes	Council	Pavilion	
215.				Upgrade cricket nets in same location	Project complete				
216.				Install a cricket sight screen	Not complete	No	Club	N/A	As per Recreation Funding Policy, cricket nets are the responsibility of the club.
217.				Provide additional seating and shelters	Not complete	No	Committee of Management	N/A	
218.				Access bore water for main oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
219.				Upgrade access road by stabilising the surface	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
220.				Assess compliance of children's playground to Australian standards and undertake any necessary improvements	This action is completed annual by Latrobe City Council				
221.				Upgrade skate park in accordance with the Latrobe City Skate BMX Plan	Project complete				
222.		Toongabbie Village Green	Toongabbie Cricket Club	Install low Federation style fence at key locations around the reserve	Project complete				As per the funding policy and sporting reserves pavilion license, all fencing will be constructed at 0.9 metres. Clubs must also contribute 50% of the overall cost
223.				Plant shrubs north of Mechanics Institute	Project complete				
224.				Install seating between trees along southern boundary	Project complete				
225.		Tyers Recreation Reserve	Traralgon Tyers United Football Netball Club, Tyers Tennis Club, Tyers Soccer Club	Improve landscaping by permitter planting of high trees	Project complete				
226.				Seal reserve entrance and upgrade	Project				

17

				gravel access roads, install speed humps where required	complete				
227.				Improve definition of car parking	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
228.				Clean out drain at reserve entrance and improve amenity	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
229.				Develop shade/shelter at multi-use court	Project complete				
230.				Install court lighting	Not complete	Yes	Council	Lighting	
231.				Plant windbreak along southern perimeter of courts	Not complete	No	Committee of Management	N/A	
232.				Refurbish AFL clubrooms to include adequate toilet and change facilities for females, umpires, netballers and tennis players	Project complete				
233.				Improve drainage on main oval and install an irrigation system	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
234.				Improve training lights for main oval	Not complete	Yes	Council	Lighting	A funding proposal was lodged for the 2018/19 CSIF Program in 2017.
235.				Upgrade Soccer change facilities for female players and referees and improve canteen facilities, storage and disability access	Project complete				
236.				Provide perimeter fencing around soccer pitch	Not complete	No	Club	N/A	As per Recreation Funding policy, this type of fencing is the responsibility of the tenant club.
237.				Upgrade surface of soccer pitch including camber improvements and investigation options for water re-use	Not complete	Yes	Council	Drainage, Irrigation and surfaces	
238.				Allow football and soccer clubs to upgrade their own social club facilities	No action required				
239.				Investigate the potential future development of a multi-purpose building to cater for all user groups	Action completed				There is no desire by either user group to further this action.
240.		George Bates Reserve	Yal/Yallourn North Football Netball Club	Resurface netball courts and address drainage and compliance issues	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
241.				Develop a half court/warm up area adjacent to the existing court	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
242.				Build a small clubroom with toilets and change facilities for netball	Not complete	Yes	Council	Pavilion	
243.				Allow clubs to refurbish pavilion	Not complete	Yes	Council	Pavilion	As per the Recreation Funding Policy, clubs are not permitted to undertake works to Council owned assets.
244.				Increase capacity of power supply for improved ground and lighting	Not complete	Yes	Council	Lighting	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does

18

									not directly impact and grow participation.
245.				Extend lighting to netball court	Not complete	Yes	Council	Lighting	
246.				Top dress oval and investigate options to improve drainage and water re-use	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	\$25,000 has been allocated from the 17/18 LCC budget to investigate drainage problems.
247.				Assess retaining wall supporting northern car parking and undertake repairs as necessary	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
248.				Install removable barriers in front of the pavilion and grandstand to prevent vehicular access	Project complete				
249.				Improve provision of shade by planting mature trees in key locations	Project complete				
250.				Address septic system	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
251.				Develop a multi-use path/trail to the reserve from the town	Not complete	Yes	Council	N/A	Funding has been provided for a desktop analysis of this project during 17/18.
252.		Yallourn North Town Oval	Yallourn North Junior Football Club, Yallourn North Cricket Club	Replace floor in community hall.	Not complete	No	Committee of Management		
253.				Consolidate buildings by extending & refurbishing the hall. Demolish public toilets and change facilities	Project complete				
254.				Relocate cricket nets	Not complete	No	Club	N/A	As per Recreation Funding Policy, cricket nets are the responsibility of the tenant club.
255.				Develop two multi-use courts at either the site of the existing courts or within the school grants	Not complete	No			There is no longer a tennis club in Yallourn North. The existing courts have been improved by YNAG to service any community use.
256.				Decommission remaining dis-used courts and use for parking	Not complete	Yes	Council	N/A	This project should be referred to the capital works budget to remove courts.
257.				Top dress oval and improve drainage	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
258.				Install removable bollards in front of the hall and recreation facilities to prevent vehicular access	Project complete				
259.				Widen reserve entrance to provide a dual entry/exit	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
260.				Upgrade surface of gravel access road within the reserve	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
261.				Improve amenity of reserve through landscaping	Not complete	No	Committee of Management		
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments

19

262.		Traralgon South Recreation Reserve master plan	CATS Cricket Club, Traralgon South Tennis Club, Traralgon South Badminton Club	Installation of new drainage measures to ensure that the oval surface quality is maintained through summer, whilst also being adequately drained in winter for usage by the community and the adjacent primary school	Not complete	Yes	Council	Drainage, Irrigation & Surfaces	
263.				Upgrades to the existing cricket pavilion on the eastern side of the oval to incorporate additional change rooms and new toilets facilities	Not complete	Yes	Council	Pavilion	A funding proposal has been submitted to the 18/19 CSIF Program in 2017.
264.				Community Hall – all actions	Project complete				
265.				Skate Park – all actions	Project complete				
266.				The establishment of multi-use courts, a secondary oval/multi-use pitch and a centralised pavilion catering to both facilities, with a system of pedestrian paths connecting the proposed area	Not complete	Yes	Council	Pavilion, Drainage Irrigation and Surfaces	
267.				Careful management and protection of the interface with the Flora Reserve to the west	No action required				
268.				New Multi-use courts – all actions	Not complete				As per previous action above.
269.				Secondary Oval – all actions	Not complete				As per previous action above
270.				Vehicular access	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
271.				Pedestrian Access – all actions	Not complete				This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
272.				Landscaping – all actions	Not complete				This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
273.				Undertake a drainage study	Project complete				
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments

20

274.	Warren Terrace Reserve master plan	Warren Terrace Reserve	Potential users include – Hazelwood North Cricket Club, Hazelwood North CFA	Develop an unfenced cricket with synthetic cricket pitch to accommodate both informal community usage and overflow competition cricket matches/training	Not complete					A design has been completed in 2016 for an informal oval.
275.				Construction of a new CFA building	Not complete	No	CFA			
276.				Construction of a new community building that accommodates both sporting club and community groups/local community residents	Not complete	Yes	Council	Pavilion		
277.				Establish a shared walking/cycling network within and around the perimeter of Warren Terrace Reserve to provide opportunity for informal recreation activities and improve connectivity throughout the site	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
278.				Support informal reserve recreation opportunities through the construction of a public play space to be made accessible via connecting pathways from Warren Terrace.	Not complete	Yes	Council	N/A		This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
279.				Encourage and promote Warren Terrace Reserve as a family friendly community meet place via the provision of a sheltered bbq area and picnic area	Not complete	Yes	Council	N/A		This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
280.				Provision of a sheltered spectator/community seating/viewing area at rear of multi-purpose building providing sight lights to cricket oval and play space	Not complete	Yes	Council			Will be considered as part of the construction of the pavilion.
281.				Enhance and promote enjoyable spectator experience via the provision of bench seating around the cricket playing field	Not complete	Yes	Council	N/A		Will be considered as part of the construction of the oval
282.				Improve Reserve entry and community awareness of site through the installation of entry signage in accordance with Council's signage guidelines	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
283.				Traffic management – all actions	Not complete	Yes	Council	N/A		This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans
284.				Reserve & Facility Management –	Not complete	Yes	Council	N/A		



21

	Master Plan	Reserve	Clubs	all actions Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
285.	Morwell Recreation Reserve Precinct master plan	Morwell Recreation Reserve & Keegan Street Reserve	Morwell Football Netball Club, Morwell Cricket Club	Redevelop old caravan park site into a multi-use community synthetic playing field, with lighting	Project funded				This project has been funded as part of a \$9 million funding announcement
286.				Construction of a shared multi-use pavilion for cricket and netball	Project funded				As above
287.				Demolish old cricket pavilion and return to open space	Project funded				As above
288.				Upgrade existing AFL change facilities to service both the main oval and the new synthetic field	Project funded				As above
289.				Extension of the AFL Gippsland Office	Project funded				As above
290.				Reconstruction of the netball courts & car parking	Project funded				As above
291.				Upgrade the lighting for the main oval	Project funded				As above
292.				Improve drainage on Keegan street reserve	Project funded				As above
293.				Upgrade Gert Mahoney pavilion, kiosk and grandstand	Not complete	Yes	Council	Pavilion	
294.				At the end of their useful life, demolish and relocate cricket nets	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding Policy, cricket nets including their demolition are the responsibility of the tenant club.
295.				Extend croquet court playing area to the west by 15 metres to allow the croquet club to establish a third court and expand their playing field capacity	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
296.				Construct an electronic scoreboard to service Morwell Recreation Reserve in open space west of the playing field	Project complete				
297.				Provision of safety netting/fencing behind the north goals of the main oval to protect passing vehicles/pedestrians	Project funded				This project has been funded as part of a \$9 million funding announcement
298.				Community Recreation – all actions	Not complete	No	Council	N/A	The Recreation Infrastructure Funding Policy does not relate to these actions, and funding should be considered as part of a separate capital works request for individual projects.
299.				Traffic Management & Landscaping – all actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
300.				Reserve & Facility Management – All actions	Not complete	Yes	Council	N/A	
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility		Comments

22

301.	Traralgon Recreation Reserve and Showground Master Plan 2015 Draft	Traralgon Recreation Reserve and Showground	Traralgon Football club, Traralgon Netball club, Traralgon Urban Fire Brigade, Ex-students Cricket Club, TEDAS, Agricultural Society, Cattle pavilion, Bridge Club, Men's Shed	Community Recreation – all actions	Not complete	No	Council	N/A	The Recreation Infrastructure Funding Policy does not relate to these actions, and funding should be considered as part of a separate capital works request for individual projects.
302.				Traffic Management & Landscaping – all actions	Not complete	No	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
303.				Provide accessible power supply to the open grass area to the East for event use	Not Complete	No	Club	Lighting	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
304.				Construct TDAS pavilion as per Council adopted design	Not Complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard
305.				Demolish existing netball courts and shelters in the North East and provide new asphalt netball courts, shelters and court lighting in new location.	Not Complete	Yes	Council	Surfaces and lighting	
306.				Increase capacity of Old Trafford Oval for junior football and cricket through ground resurfacing/expansion works and lighting upgrades	Not Complete	Yes	Council	Surfaces	
307.				Relocate turf and synthetic cricket nets to improve connectivity between TEDAS pavilion and Old Trafford Oval	Not Complete	No	Club	N/A	As per the Recreation Infrastructure Funding Policy, cricket nets including their demolition are the responsibility of the tenant club.
308.				Upgrade sports field lighting to main oval to Australian Standards for night cricket	Complete	Yes	Council	Lighting	As per the funding policy, Council lighting will only be up to 100 lux
309.				Extend and upgrade existing change room's amenities incorporating accessible public/event toilets. Demolish existing 'event toilets'	Not Complete	Yes	Council	Pavilion	This pavilion will be constructed to a local level standard
310.				Upgrade existing canteen/kiosk facility incorporating into existing pavilion	Not Complete	Yes	Council	Pavilion	This will be completed as part of the overall pavilion upgrade
311.				Upgrade/refurbish existing	Complete	No	Club	N/A	As per the Recreation Funding Policy, Scoreboard construction,

23

				scoreboard facility					maintenance and upgrades are the responsibility of the tenant club.
312.				Consider safety netting/fencing behind goals to protect spectators	Not Complete	No	Club	N/A	As per the Recreation Infrastructure Funding Policy, safety nets including their demolition are the responsibility of the tenant club.
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
313.	Traralgon Outdoor Recreation Plan	Agnes Brereton Reserve	Traralgon Netball Association, Traralgon Parkrun	Upgrade existing court surfaces and run-off areas in accordance with Netball Victoria's standards	Project complete				
314.				Refurbish existing pavilion in accordance with Universal and Healthy by Design Principles.	Project complete				
315.				Demolish existing public toilets when new toilets are constructed as part of the pavilion upgrade	Project complete				
316.				Increase informal reserve recreation opportunities through the provision of a community play space and sheltered picnic area in open space located in the south west corner of the open playing field	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
317.				Retain existing pathways and footbridge across Traralgon Creek to allow connectivity with neighbouring Traralgon Tennis Facility and Harold Preston Reserve	No action required				
318.				Improve steep pedestrian access from Anderson Street to improve pedestrian safety and general site accessibility	Project complete				
319.				Promote pedestrian access points through reserve wayfinding signage	Not complete	Yes	Council	N/A	This will be included in the development of the LCC Wayfinding Plan (2017)
320.				Traffic Management & Landscaping – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
321.		Apex Reserve	Pax Hill Junior Football Club, Centrals Cricket Club, Police Boys Junior Football Club	Upgrade existing sports pavilion in particular change facilities and amenities	Not complete	Yes	Council	Pavilion	
322.				Upgrade existing lighting on the oval	Not complete	Yes	Council	Lighting	
323.				Upgrade existing coaches boxes located on the western side of the ground	Not complete	No	Club	N/A	As per the Recreation Infrastructure Funding, coaches boxes are the responsibility of the tenant clubs.

24

324.				Improve Reserve accessibility and overall site connectivity via the establishment of a formalised path network.	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
325.				Increase informal reserve recreation opportunities through the provision of a play space, picnic area and bench seating under the group of mature trees	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan
326.				Improve reserve entry and community awareness of site through the installation of entry signage in accordance with Council's guidelines	Project complete				There is already existing wayfinding signage for this reserve.
327.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
328.				In consultation with tenant sporting clubs, develop an equitable Sports Field and Pavilion Fees and Charges policy that reflect annual reserve and pavilion usage	Not complete	Yes	Council	N/A	The existing Sporting Reserves Fees and Charges will be reviewed in 17/18.
329.		Bradman Reserve	No user groups	Community Recreation – All actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan – Actions relating to Bradman Reserve are included in the current Play Space Improvement Plan for future years.
		Catterick Crescent Reserve	Traralgon Imperials Cricket Club, Cumberland Park Junior Football Club	All actions in this master plan relating to Catterick Crescent Reserve have been superseded by the Catterick Crescent Reserve master plan (2016)					
330.		Duncan Cameron Memorial Park	Rovers Cricket Club, Southside Junior Football Club	Upgrade existing sports pavilion, in particular change rooms and amenities	Not complete	Yes	Council	Pavilion	
331.				Resurface reserve playing field to remedy unevenness/drainage issues and increase playing field carrying capacity.	Project complete				
332.				Installation of two additional sport lights on east side of reserve in accordance with Australian Standards	Not complete	Yes	Council	Lighting	
333.				Upgrade deteriorated cricket net training facilities in their existing location	Not complete	NO	Club	N/A	As per Recreation Funding Policy, nets are the responsibility of the tenant club.
334.				Installation of safety netting/fencing to designated points around the reserve perimeter to improve	Not Complete	No	Club	N/A	As per the Recreation Funding policy, safety netting is the responsibility of the tenant club.

25

				pedestrian/spectator safety and minimise risk of residential property and/or vehicle damage					
335.				Community Recreation – all actions	Not complete	Yes	Council	N/A	This action should be considered as part of the LCC Play Space Strategy and Improvement Plan – Actions relating to Bradman Reserve are included in the current Play Space Improvement Plan for future years.
336.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
337.		Eric Taylor Reserve	Traralgon Small Bore Rifle Club, Pax Hill Tennis Club	Upgrade of existing pavilion amenities with priority given to accessible toilet provision and improved building security	Not complete	Yes	Council	Pavilion	
338.				Resurface two tennis courts to allow continued provision for overflow tennis competition activities and multi-purpose community use	Not complete	Yes	Council	Drainage Irrigation and Surfaces	
339.				Upgrade deteriorated tennis fencing and netting on both courts to enable continued community/social use as well as overflow competition activities.	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
340.				Community Recreation – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
341.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
342.				Encourage both formal and informal use of tennis facility, through lighting of public tennis courts promote community evening usage of facilities	Not complete	Yes	Council	Lighting	
343.		Harold Preston Reserve	Traralgon Table Tennis Association, Traralgon City Soccer Club, Traralgon Olympians, Traralgon Little Athletics Association	Upgrade the existing Traralgon City Soccer/Traralgon Little Athletics pavilion.	Not complete	Yes	Council	Pavilion	A design for the upgrade of this facility was completed in 2016. Upgrades of this facility are not a part of the Infrastructure Funding Policy as this is an indoor stadium.
344.				Upgrade Traralgon Olympians change pavilion.	Project complete				
345.				Upgrade/extend existing Traralgon	Not complete	No	Club/s	N/A	As per the Recreation Infrastructure Funding Policy, it is the club

26

				Little Athletics/Traralgon City Soccer Storage Facility					responsibility to fund additional storage
346.				Improve playing surface of all six (6) fields at Harold Preston Reserve	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	A number of fields were upgraded during 15/16,
347.				Internal upgrade/refurbishment of existing Traralgon Table Tennis building with priority given to ensuring compliant stadium accessibility, change facilities and floor resurfacing works.	Partially complete	Yes	Council	Pavilion	The flooring was upgraded in 2016. Upgrades of this facility are not a part of the Infrastructure Funding Policy as this is an indoor stadium.
348.				Construction of match standard sport lighting to pitch 2	Project complete				
349.				Enhance and promote enjoyable spectator experiences via the provision of community shelters (Soccer) – all actions	Not complete	No	Club	N/A	
350.				Enhance and promote enjoyable athletics spectator experiences via the provision of spectator community shelters	Not complete	No	Club	N/A	
351.				Provision of safety netting/fencing behind the west goals of Soccer pitch 2	Not complete	No	Club	N/A	
352.				Improve reserve entry and community awareness of site through the installation of entry signage – all actions	Project funded	Yes	Council	N/A	Entry/Exit will be improved during 2017/18.
353.				Extend pathway along Davidson Street to provide access and improve connectivity of soccer pitch 6 (Alfred Close)  Establish a walking track/bicycle pathway connection along the north of the reserve that joins Franklin Street and Alfred Close	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
354.				Explore options to increase power supply through the site to assist with sorting/community events	Not complete	No	Club	N/A	As per the funding policy, general power upgrades not part of an overall core component project will be the responsibility of the club as it does not directly impact and grow participation.
355.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
356.				In consultation with tenant sporting clubs, develop an equitable Sports Field Fees and Charges Policy	Project complete				Council has an equitable Fees and Charges Policy already.
357.		Kevin Lythgo Reserve	Traralgon Baseball Club	Upgrade existing sporting pavilion to improve accessibility and the provision for a safe spectator viewing area overlooking the	Not complete	Yes	Council	Pavilion	

27

				baseball diamond					
358.				Upgrade sports lighting	Project underway	No	Club		The club has indicated that it will be completing this project.
359.				Erect baseball diamond fencing along dead ball line	Not complete	No	Club	N/A	This sport specific infrastructure is the responsibility of the club to fund as per the Recreation Funding Policy.
360.				Upgrade existing deteriorated batting cage fencing	Project underway	No	Club	N/A	As above
361.				Construction of a baseball bullpen	Project underway	No	Club	N/A	As above
362.				Establish a shared pathway around the reserve perimeter	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding Policy and future projects should be considered as part of the actions emanating from the Tracks Trails and Paths Strategy and Implementation Plan.
363.				Formalise pathway from existing pavilion to baseball infrastructure and playing field to ensure DDA compliance	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
364.				Remove existing damaged and unsafe seating behind baseball diamond. Replace with terraced seating to allow continued spectator viewing opportunities	Not complete	NO	Club	N/a	
365.				Improve reserve entry and community awareness of site through the installation of entry signage in accordance with Council's Signage Guidelines	Not complete	Yes	Council	N/A	A funding bid for future capital works funding will be needed to support this project.
366.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
367.				Continue to work collaboratively with Traralgon Baseball Club and Flinders Christian College on shared use of the facility. – all actions	In progress				
368.				Review of Fees and Charges Policy	Project complete	Yes	Council	N/A	Council's Fees and Charges Policy is reviewed on an annual basis.
369.		Maskrey Reserve	Pax Hill Tennis Club	Upgrade existing clubrooms with accessible toilets and supporting amenities	Not complete	Yes	Council	Pavilion	
370.				Resurfacing, drainage and line marking works to all tennis courts in particular the south courts. Consider multi-use markings	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	The club funded the resurfacing of two (2) courts in 2016.
371.				Upgrade all existing tennis court fencing	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	The club/Council has funded the partial replacement of existing fencing.
372.				Upgrade court sports lighting	Not complete	Yes	Council	Lighting	
373.				Community Recreation – all actions	Not complete	Yes	Council	N/A	These actions relate either to the Tracks Trails and Paths Strategy and Implementation Plan or the Play Space Implementation Plan.
374.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding

28

									policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
375.		Traralgon Tennis Centre	Traralgon Tennis Association (Leased facility)	Pending future design, project funding and approval/project agreement from key stakeholders, reconfiguration and possible second storey extension to the existing clubroom	Not complete	No	External Funding body	N/A	This facility is classified as a Regional Facility. The pavilion upgrade is beyond the level of local provision and will not be assessed via the Recreation Infrastructure Funding Policy.
376.				Show Court Project	Project complete				
377.				Continue to light any remaining tennis courts to 350 Lux	Not complete	No	Club	N/A	Club responsibility to upgrade lighting as it is leased out.
378.				Replace aged tennis court perimeter fencing through the precinct	Project funded	Yes	Council	N/A	The fencing will be replaced during 2017/18.
379.				Improve spectator facilities throughout the precinct	Not complete	No	Traralgon Tennis Association	N/A	As per the Recreation Infrastructure Funding Policy
380.				Enhance clubhouse aesthetics and sporting/community event functionality via the retrofitting of existing tiered seating	Project complete				
381.				Improve linkages between sporting and community infrastructure at Agnes Brereton Reserve, Traralgon Tennis Centre and Harold Preston Reserve through the establishment of accessible shared pathways	Project complete				
382.				Consider the relocation of underutilised skate park at the end of its useful life and return area to passive open space	Project underway	Yes	Council	N/A	A funding proposal has been lodged SRV for planning funding to investigate the relocation of the skate park.
383.				Resurface, realign and re-define existing gravel car park to increase parking capacity of the site for large scale events and tournaments.	Project complete				
384.				Enhance amenity and vegetation along linear creek pathway to improve overall aesthetics of the site	Project complete				
385.				Investigate the functional and operational viability of major events being hosted at the Traralgon Tennis Centre through a major events feasibility study.	Project complete				
386.		Traralgon West Sporting Complex	Traralgon West Cricket Club, West End Junior Football Club,	Complete the central pavilion (upstairs).	Project partially completed	Yes	Council	Pavilion	The lift and external fire stairs were constructed during 2016.



29

			Gormandale Cricket Club, Traralgon Umpires, Traralgon Harriers						
387.				Upgrade existing cricket pavilion at Stoddart Oval for cricket and junior AFL	Project complete				
388.				Construction of sports lighting at Stoddart Oval for junior AFL	Not complete	Yes	Council	Lighting	
389.				Resurface of Jack Canavan Oval	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
390.				Enhance and promote enjoyable spectator experiences via the provision of temporary grandstand seating on Jack Canavan and Stoddart Ovals	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this infrastructure is the responsibility of the tenant clubs.
391.				Scoreboard provision on Stoddart Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
392.				Provision of moveable match day sight screens	Not complete	No	Club	N/a	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
393.				Construct sheltered player/coach benches on eastern boundary of Stoddart Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
394.				Upgrade player/coach benches to the north end of Jack Canavan Oval	Not complete	No	Club	N/A	As per the Recreation Funding Policy, this type of infrastructure is the responsibility of the tenant club.
395.				Installation of two 10,000 litre rain water tanks.	Project complete				
396.				Community Recreation – all actions	Not complete	Yes	Council	N/A	These actions relate either to the Tracks Trails and Paths Strategy and Implementation Plan or the Play Space Implementation Plan.
397.				Traffic Management – all actions	Not complete	Yes	Council	N/A	This action does not relate to the Recreation Infrastructure Funding policy and future projects should be considered as part of Council's other road/car parking/lighting asset replacement plans.
398.				Reserve & Facility Management – all action	Project complete				
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	Soccer Plan (2008)	Hazelwood South Reserve	Churchill RAMS Soccer Club	All actions identified in the Soccer Plan for Hazelwood South Reserve have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Moe Olympic Reserve	Moe Olympic Soccer Club	All actions identified in the Soccer Plan for Moe Olympic Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Monash Reserve &	Monash Soccer Club	All actions identified in the Soccer Plan for Monash Reserve & WH	N/A				

30

		WH Corrigan Reserve		Corrigan Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan					
		Burrage Reserve	Newborough Yallourn United Soccer Club	All actions identified in the Soccer Plan for Burrage Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
399.		Crinigan Road South Reserve	Fortuna 60 Soccer Club	Extend and refurbish change rooms as a multi-use facility for both soccer and cricket, including female change facilities, public toilets.	Project complete				
400.				Install training lights on the sub-junior pitch to maximise use	Project complete				
401.				Provide soccer club with access to the cricket ground for training and junior competition	Action completed				
402.				Install removable bollards near change room facility to prevent vehicular access	Project completed				
403.				Address identified risk management issues	Actions addressed.				
404.		Ronald Reserve	Pegasus Soccer Club	Upgrade clubrooms to include change facilities for referees and female players and improved disability access	Not complete	Yes	Council	Pavilion	
405.				Install removable bollards in front of soccer facility to prevent vehicular access	Project complete				
406.				Upgrade the area surrounding the soccer pitch to maximise use, including drainage and irrigation	Partially complete	Yes	Council	Drainage, Irrigation and Surfaces	Drainage investigations and remediation will be undertaken during 2017/18.
407.				Investigate the potential to capture and re-use water runoff from the bitumen track	Not complete	Yes	Council	Drainage, Irrigation and Surfaces	
408.				Investigate and address corrosion on south west light tower	Action complete – Lights replaced in 2010				
409.				Provide shelter for spectators	Action complete				
410.				Provide future access to Morwell Park sports oval for training and junior competition	Action complete				The Morwell Park Oval was upgraded with drainage being installed during 2016.
411.				Upgrade the maintenance classification to a Category A field	Action completed				
412.		Harold Preston Reserve	Traralgon City Soccer Club, Traralgon	All actions identified in the Soccer Plan for Harold Preston Reserve have been superseded by the Traralgon Outdoor Recreation Plan	N/A				

31

			Olympians Soccer Club						
413.		Tyers Recreation Reserve	Tyers Soccer Club	All actions identified in the Soccer Plan for Tyers Recreation Reserve have been superseded by the Northern Towns Outdoor Plan	N/A				
	Master Plan	Reserve	Clubs	Action/Recommendation	Status	Funding Policy	Responsibility	Matrix Assessment	Comments
	Tennis Plan	Boolarra Recreation Reserve	Boolarra Tennis Club	All actions identified in the Tennis Plan for Boolarra Memorial Park have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Gaskin Park	Churchill Tennis Club	All actions identified in the Tennis Plan for Gaskin Park have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Flynn Recreation Reserve	Flynn Tennis Club	All actions identified in the Tennis Plan for Flynn Recreation Reserve have been superseded by the Southern Towns Outdoor Recreation Plan	N/A				
		Glengarry Recreation Reserve	Glengarry Tennis Club	All actions identified in the Tennis Plan for Glengarry Recreation Reserve have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Hazelwood North Reserve	Hazelwood North Tennis Club	All actions identified in the Tennis Plan for Hazelwood North Reserve have been superseded by the Due Diligence report for Hazelwood North sporting infrastructure.	N/A				There is no longer an active club at this reserve.
414.		Moe Botanic Gardens	Moe Tennis Club	All actions identified in the Tennis Plan for Moe Botanic Gardens have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
		Monash Reserve	Newborough Tennis Club	All actions identified in the Tennis Plan for Monash Reserve have been superseded by the Moe Newborough Outdoor Recreation Plan	N/A				
415.		Keegan Street Reserve	No active club	Decommission courts	Project complete				
416.		Ronald Reserve	Morwell East Tennis Club (obsolete) Morwell Tennis Club	Encourage tennis clubs to continue to work together to upgrade and expand facilities	Action complete				The Morwell East Tennis Club folded in 2010.
417.				Resurface five (5) courts at the	Action not				As above. The club folded in 2010. The courts will be demolished in

32

				Morwell East Tennis Facility	completed				2018/19.
418.				Address risk management issues associated with net winding handle	Action complete	No	Club	N/A	Specific infrastructure for tennis is the responsibility of the club.
419.				Install lighting on additional courts to enable the expansion of the night competition	Not complete	Yes	Council	Lighting	
420.				Improve spectator facilities through the provision of additional seating and shade	Not complete	No	Club	N/A	As per the Recreation Funding Policy, infrastructure such as seating and shade is the responsibility of the club.
421.				Address requirement for clubroom underpinning and provide access for people with disability	Not complete	Yes	Council	Pavilion	
		Toongabbie Recreation Reserve	Toongabbie Tennis Club	All actions identified in the Tennis Plan for Toongabbie Recreation Reserve have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Maskrey Reserve	Pax Hill Tennis Club	All actions identified in the Tennis Plan for Maskrey Reserve have been superseded by the Traralgon Outdoor Recreation Plan	N/A				
		Eric Taylor Reserve	Pax Hill Tennis Club	All actions identified in the Tennis Plan for Eric Taylor Reserve have been superseded by the Traralgon Outdoor Recreation Plan	N/A				
		Traralgon Tennis Centre (Harold Preston Reserve)	Traralgon Tennis Association	All actions identified in the Tennis Plan for Traralgon Tennis Centre (Harold Preston Reserve) have been superseded by the Traralgon Outdoor Recreation Plan	N/A				
		Traralgon South Recreation Reserve	Traralgon South Tennis Club	All actions identified in the Tennis Plan for Traralgon South Recreation Reserve have been superseded by the Traralgon South Recreation Reserve Plan	N/A				
		Tyers Recreation Reserve	Tyers Tennis Club	All actions identified in the Tennis Plan for Tyers Recreation Reserve have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Yallourn North Town Oval	No club	All actions identified in the Tennis Plan for Yallourn North Town Oval have been superseded by the Northern Towns Outdoor Recreation Plan	N/A				
		Yinnar Recreation Reserve	Yinnar Tennis Club	All actions identified in the Tennis Plan for Yinnar Recreation Reserve have been superseded by the Southern Towns Outdoor Recreation Plan.	N/A				

33

422.		Albert Deppeler Reserve – Yinnar South	No Club	These courts have been decommissioned.	N/A				
423.		Boolarra Memorial Park		Ground Lighting Main Oval		Yes	Council	Lighting	As per funding policy Council will upgrade to 100 lux local level lightings





**LatrobeCity** Recreation Infrastructure Funding Policy

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# Recreation Infrastructure Funding Policy

Version (1)

Approval Date: (insert date)

Review Date: (insert date)



## Recreation Infrastructure Funding Policy

### DOCUMENT CONTROL

Responsible GM	Steven Piasente	
Division	Infrastructure & Recreation	
Last Updated (who & when)	Manager Recreation, Jamey Mullen	2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Latrobe City Council	11/4/2017	Revision
Latrobe City Council	24/4/2017	Update assessment matrix changes
Latrobe City Council	7/06/17	Update assessment matrix changes
Latrobe City Council	17/07/17	Update Changes
Latrobe City Council	15/08/2017	Changes from Needs Assessment
References	Refer to Section 8 and 9 of this policy	
Next Review Date	June 2018	
Published on website	Yes	
Document Reference No		

**WARNING - uncontrolled when printed.**

Page 2 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

### 1. Background

In 2017, Latrobe City Council undertook a Recreation Needs Assessment, a strategic document that provides Council with one consolidated document to cover the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The document will allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

As part of that assessment, this Recreation Infrastructure Funding Policy was developed to ensure a fair and consistent allocation of Council resources towards the development of Council owned and/or managed facilities for sport and recreation.

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

This policy applies to the development of infrastructure on Council owned and managed property. In particular, it identifies the funding responsibilities for identified core and optional infrastructure relating to specific sport and recreation activities.

It should be noted that Council's funding for the core components is dependent on budget availability and the competing demands of other projects.

For ease of reference, the sport and recreation organisations that utilise these venues/facilities are referred to throughout the document as 'clubs'.

**WARNING - uncontrolled when printed.**

Page 3 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### 2. Objectives

The objectives of this Policy are:

- To ensure that the development of community sport and recreation facilities within Latrobe City occurs in an effective and cost-efficient manner
- To provide clarity on the roles and responsibilities of both Council and clubs in relation to the development and provision of sport and recreation infrastructure
- To encourage partnerships between Council, clubs and other agencies for the development of sport and recreation facilities across Latrobe City

#### 2.1. Guiding Principles

The proposed policy is based on the following principles:

- Any upgrades or developments on Council owned or managed land will be project managed by Latrobe City Council
- Council will be responsible for funding only core components of sport and recreation venues/facilities, whilst the clubs will be responsible for other components that are considered optional
- Funding will only be considered for facilities located on Council owned or managed land, or Crown Land reserves that are supported by Council through annual maintenance grants
- Where a project can be completed without a planning or building permit or relative types of construction permits, Council **may** consider permitting clubs undertaking works.
- **Prior** to any plans or purchase of components relating to the project, liaison with council **must** occur.
- Priority will be given to developments that will encourage participation in active sport and recreation activities
- Any developments must obtain the relevant Council and any other approvals/standards (such as Australian Standards, Building Code requirements, and the requirements of the sport/activity's governing State/National body)
- Any developments that do not align with the local level facility hierarchy or the relevant state sporting guidelines will not be supported
- A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is

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Page 4 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

close to a council border. The catchment for a 'local' facility could be district, neighbourhood, or very local ie: one suburb or one town."

- A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
- All designs and projects will be economically sustainable in design and construction, as per the ESD guidelines by Sport and Recreation Victoria
- The components of any proposed development will be assessed, and will include, but not necessarily limited to:
  - The integration of the proposed development with surrounding facilities/infrastructure, including the site's ability to cater for it
  - The functionality of the development's design
  - The impact of the development on any other activities on the site
  - The contribution/detraction to local amenity
- It is recognised that some developments will be subject to certain circumstances that warrant special consideration. These may include:
  - Significant changes to participation levels
  - Changes to requirements from governing/statutory bodies (e.g. change room requirements, lighting levels, access for people with disabilities, etc.)
  - Historical factors beyond the control of the current club
  - Multiple tenants at a facility
  - Specific conditions of tenure arrangements.

### 3. Scope

This policy relates to the development of all Council owned or managed land (or Crown Land reserves that are supported by Council through annual maintenance grants) and infrastructure used for the purposes of providing active sport and recreation activities within the Latrobe City. Developments may include new facilities or the refurbishment/renovation of existing facilities.

Developments associated with indoor sporting centres/stadiums or aquatic facilities are not covered by this Policy.

Funding will be subject to future Council budget considerations.

**WARNING - uncontrolled when printed.**

Page 5 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### 3.1. Process

Council officers will complete a weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy.

A club seeking funding for a project not previously identified in the strategy or master plan is required to complete an Expression of Interest (EOI) form detailing the proposed project.

Once the EOI form is lodged, the viability of the project will be assessed by Council officers against the same assessment matrix.

The assessment criterion is as listed:

- Past and current participation average increase/decrease over the past three years
  - Where possible, the data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project through the matrices.
  - Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis.
  - In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
  - For female only sports, the club will be scored on **one** section of KPA 1 and will not be scored on both the 'all' section and 'female' section to obtain double scoring.
- Current compliancy issue with the facility:
  - Non-compliant to State Sporting Association Guidelines:
    - Non-compliant umpires change rooms such as size, number of change rooms, in accordance with local level peak body guidelines.
    - Unisex compliance issues
  - Building Code Compliance Issues:
    - Occupational Health and Safety
    - Asbestos
    - Disability Discrimination Act (DDA) compliance
    - Issues relating to Australian Standards

**WARNING - uncontrolled when printed.**

Page 6 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

- In accordance with Latrobe City's building audit
- Will the project encourage the development of a multi-use facility?
  - Is the facility a multi-use facility or is it a single use facility?
  - Will the project benefit multiple-user groups?
- Has the Club worked with GippSport to develop strategic plans and documentation?
  - Female friendly policies/programs to promote female inclusion within the club
  - Participation Plans
  - Has the club initiated the process with GippSport?
- Clubs making a **cash contribution** to **core components only** of the project will be scored on the level of the following contributions:
  - 20+%
  - 10-20%
  - 1-10%
  - 0%
- Masterplan Alignment:
  - Does the project align with a Council master plan?
- Grass Based Sporting Review or Hardcourt Audit alignment:
  - For relevant projects, does it identify a need with the recommendations and findings from Latrobe City's Grassed based sporting review or the Latrobe City Council Hardcourt Audit?
  - Current ground condition/usage
  - Overused
  - Matches potential use – within four hours of matching potential use
  - Underused
  - Hardcourt compliancy to sporting guidelines
- Trends and Demands
  - Does the sport and project align with sporting based trends and demands within Latrobe City as identified within Latrobe City Council's Recreation Needs Assessment?
  - Increase
  - Steady
  - Decrease
- Current lighting conditions:
  - No lighting
  - Non-compliant lighting <50 lux
  - Number of current lighting poles

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Page 7 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

- One lighting pole with light
- Two or more lighting poles with lights

If successful, the project may be considered for implementation within the next annual budget, as an indicative item that will subject to the assessment and consideration of other requests and funding priorities, as a part of the annual budget process.

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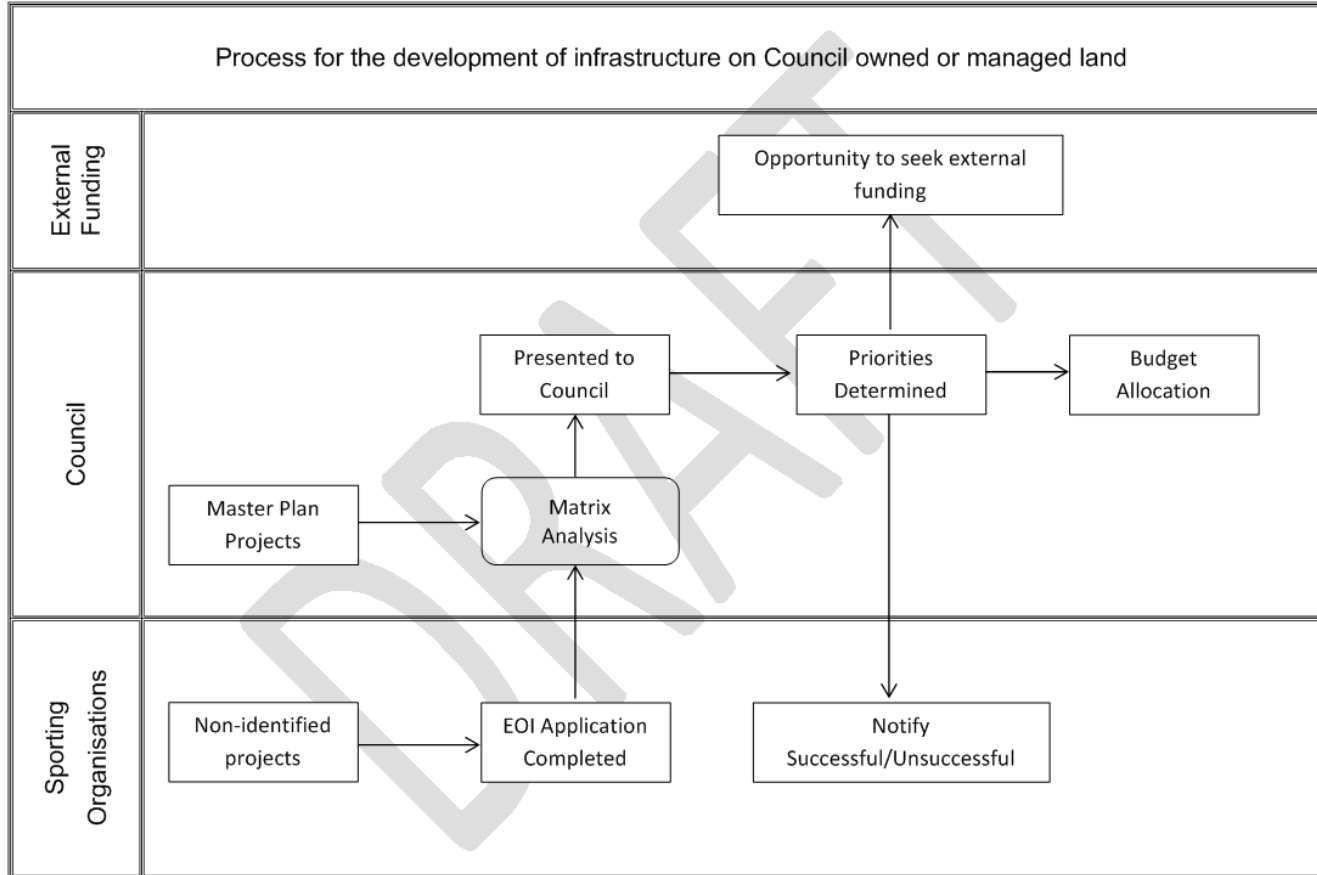
Page 8 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------





## Recreation Infrastructure Funding Policy



**WARNING - uncontrolled when printed.**

Page 9 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### What types of projects will be funded?

- Core components as per table 1
- Projects that promote participation in physical activity
- Projects that have demonstrated a need through current and past participation
- Projects with compliancy or occupational health and safety issues
- Projects that encourage the development of multi-use, shared facilities
- Projects that strongly align with master plans/strategies
- Projects that demonstrate a need through trends and demands of the sport
- Projects that align with Councils documents such as the Grass Based Sporting Review Document
- Projects aligned with external funding opportunities

### What types of projects will not be funded?

- Applications for non-core components as per table 2
- Projects that do not score as highly as others
- Projects where cash contributions have not been confirmed with bank statement proof
- Projects that do not strongly meet the assessment criteria

### Timeframe for EOI completion

- Expression of interest applications to be submitted before October 31<sup>st</sup>. EOI's submitted after October 31<sup>st</sup> of each year will not be considered in the following year's annual budget.

**WARNING - uncontrolled when printed.**

Page 10 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------





## Recreation Infrastructure Funding Policy

### 4. Levels of Contribution

#### 4.1. Sports Pavilions

##### 4.1.1. Core Components

The table below outlines the core components of sporting pavilions. The table outlines the maximum number of components Council will fund.

The size of each component will be determined by the relevant sport's peak body facility guidelines/requirements. Where these guidelines are not available, Council Officers will liaise with the relevant Peak bodies to determine an appropriate size/number for the facility's purpose. The additional costs associated with any such developments that exceed these minimum size/embellishment requirements will be borne by the club.

Table 1: Core components that Council will fund

COMPONENT	QUANTITY
Change rooms*	1 – 4
Amenities (showers/toilets)	1 - 4
Kitchen/Kiosk	1
Umpire change facilities	1
Storage room (within pavilion, up to 20 square metres)	1
First aid room	1
Multi-purpose/social space (up to 50 square metres)#	1
Power upgrades as part of successful lighting or pavilion projects^	If necessary
Drinking fountains as part of overall project	1-4
Rubbish bins as part of overall project (fixed)	1-4

\* For sites/reserves with three or more grounds, consideration will be given to the development of extra facilities.

# Where three (3) or more user groups occupy a pavilion, Council will consider an increase in the size of the social/multipurpose space as part of the overall project.

^ Power upgrades as part of a successful lighting or pavilion project (if necessary) will be assessed as part of the project and not assessed individually.

**WARNING - uncontrolled when printed.**

Page 11 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### 4.1.2. Optional Components

The table below outlines components of pavilions that are considered features that clubs desire to have on site, but are not essential to the usual delivery of the sport/activity. Responsibilities for funding these developments are 100 percent responsibility of the club.

Table 2: Optional Components Council will not fund

OPTIONAL COMPONENT
Commercial/catering kitchen
Bar facilities (if permitted by Council)
Meeting room/s
Additional Administration/Social space >50m <sup>2</sup>
Gymnasium
Additional storage (in addition to core component)
Security system
Alarms
Timekeeper room
Cleaner's room
Shade spectator area

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Page 12 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### 4.1.3. Pavilion fit-out

Table 3: Responsibilities for fit-out items of pavilions

COUNCIL	CLUB
<p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ All plumbing works for core pavilion components, including hot water supply &amp; hot water systems</li> <li>▪ Locks and security lighting (and security screens/doors where appropriate)</li> <li>▪ Appropriate floor coverings for core pavilion components such as epoxy flooring</li> <li>▪ Light fittings (including emergency exit lighting)</li> <li>▪ Curtains/blinds</li> <li>▪ Bay change facilities</li> </ul>	<p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ Furniture &amp; Shelving</li> <li>▪ Floor coverings for optional pavilion components</li> <li>▪ Bar facilities and fit-out</li> <li>▪ Telephone, television and internet connections and associated equipment</li> <li>▪ Heating/cooling of all pavilion components (core and optional)</li> <li>▪ Security alarms</li> </ul>
<p><i>Canteen/Kiosk/Kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Benches and cabinets</li> <li>▪ Tiling</li> <li>▪ Oven/hot plates</li> <li>▪ Extraction fans/range hood</li> <li>▪ Hot water urns</li> </ul>	<p><i>Canteen/kiosk/kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Instant hot water ('zip') units</li> <li>▪ Refrigeration/freezers</li> <li>▪ Dishwasher</li> <li>▪ Crockery and cutlery</li> </ul>
<p><i>Change Rooms:</i></p> <ul style="list-style-type: none"> <li>▪ Bench seating and clothes hooks</li> <li>▪ Change room fixtures such as mirrors, towel dispensers, toilet roll holders, etc.</li> </ul>	

**WARNING - uncontrolled when printed.**

Page 13 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### 4.2. Ancillary infrastructure

Ancillary infrastructure includes features that are necessary to deliver the sport/activity, but are separate from the main pavilion. The following outlines the responsibilities of both Council and the club in relation to the development of such features.

Works undertaken with Council funding, on Council owned or managed land will be delivered by Council. No in Kind contributions will be considered.

Table 4: Ancillary Infrastructure Table

COMPONENT	COUNCIL CONTRIBUTION 100%	CLUB CONTRIBUTION 100%	DESCRIPTION
General power upgrades	✓	✗	General power upgrades not a part of an overall pavilion or lighting project are not supported by this Infrastructure Funding Policy. Funding for this type of infrastructure can be obtained through alternate Council funding streams ie: Grants.

WARNING - uncontrolled when printed.

Page 14 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

<p>Sports Lighting (includes field, and hardcourts surfaces)</p>	<p>✓</p>	<p>✗</p>	<p>Council will contribute up to 100% towards sports lighting up to a standard of 100 lux. Only LED lighting systems are considered acceptable for funding.</p> <p>The installation of sports lighting will require Council approval and is also subject to building approval and, in certain cases, a planning permit. Council will contribute towards:</p> <ul style="list-style-type: none"> <li>• Construction of a new field/surface lighting system</li> <li>• Upgrading of an existing field lighting system.</li> </ul> <p>Council does not fund lighting levels above 100 lux at local level facilities. Once installed, the operating cost of the field lighting becomes the sole responsibility of the club, including the ongoing replacement of bulbs/globes. Council will maintain lighting infrastructure, including the poles.</p>
<p>Scoreboards</p>	<p>✗</p>	<p>✓</p>	<p>Construction and maintenance of scoreboards will be 100% funded by clubs and they must:</p> <ul style="list-style-type: none"> <li>• Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> </ul>

WARNING - uncontrolled when printed.

Page 15 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			<ul style="list-style-type: none"> <li>Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage</li> <li>Not detract from the site's amenity.</li> </ul>
Coaches boxes and player dugouts	x	✓	Construction and maintenance of coach's boxes and player dugouts will be 100% funded by the club.
Sports playing/ field perimeter fencing for ovals or fields	✓	x	<p>Council owned or managed land facilities fencing projects must be approved by Council.</p> <p>Types of fencing must be approved and agreed upon by Council prior to purchase.</p> <p>Clubs are to contribute 50% of the construction for fencing, with Council's contribution at a maximum of 50%.</p> <p>Upgrades of fencing will need to be co-funded by the clubs, 50% contribution with 50% Council contribution.</p> <p>Council will only fund <b>playing field perimeter fencing</b> at measurements of 0.9 metres in height.</p>
Goal posts and padding	x	✓	The installation and maintenance of goal posts and padding will be 100% the responsibility of the club in which they must meet the

WARNING - uncontrolled when printed.

Page 16 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			requirements of the relevant State Sporting Organisation.
Protective/safety netting  *Safety netting is netting that prevents balls from leaving the field/ground	x	✓	Clubs must contribute 100% of the cost and maintenance of protective/safety netting, to assist with the containment of the ball for safety or functional purposes.
Gate keepers box	x	✓	Clubs must contribute 100% of the cost and maintenance of a gate keeper's box. Planning and building permits may be applicable and are also the responsibility of the club. In general, a gate keeper's box will: <ul style="list-style-type: none"> <li>• Have a maximum allowable size of 1.5 x 1.5 metres</li> <li>• Not detract from the site's amenity.</li> </ul>
Sirens & Public Address (PA) Systems	x	✓	Clubs must contribute 100% of the cost and maintenance of sirens and PA systems, and planning permits may be applicable. Seeking this permit is the responsibility of the club.
Solar Powered Units	x	✓	Council approval must be sought prior to any purchase or installation of solar energy systems. They must also be approved by Council they must comply with Building and Planning

**WARNING - uncontrolled when printed.**

Page 17 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			<p>permit requirements</p> <p>If successful Clubs will then contribute 100% to the installation and maintenance of solar energy systems.</p>
Irrigation and Drainage	✓	x	<p>Council will contribute 100% of the costs of installation and maintenance of irrigation and/or drainage.</p>

DRAFT

WARNING - uncontrolled when printed.

Page 18 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------





## Recreation Infrastructure Funding Policy

### 4.3. Sports

Due to their nature, some sports have specific requirements as determined by the relevant State Sporting Organisation. Furthermore, sports infrastructure provided for exclusive use by a club will be 100% funded and maintained by the club.

Table 5: Sport Specific Table

SPORT	COUNCIL CONTRIBUTION 100%	CLUB CONTRIBUTION 100%	DESCRIPTION
<b>Athletics</b>	-	-	Latrobe City Council's regional facility for athletics is the Joe Carmody Track located at Latrobe Leisure Moe Newborough. This synthetic facility is identified as the regional facility for athletics in Gippsland. Any further development or redevelopments for athletics will be grass based only.
<b>Baseball/ Softball</b>	x	✓	Clubs must fund 100% of the cost and maintenance of dugouts. Clubs must provide 100% of the cost for the construction and maintenance of batting cages and the synthetic/ decomposed granite (en tout cas) infield (including pitcher's mound).  Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.

WARNING - uncontrolled when printed.

Page 19 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

<p>Cricket</p>	<p>✓</p>	<p>✓</p>	<p>Clubs are responsible 100% for turf wicket construction and maintenance costs.</p> <p>Cricket Australia's Facility Guidelines state that for Community Club (home or satellite grounds) 5-6 pitches adequately accommodates for weekly Country, Metropolitan and/or Junior Association fixtures.</p> <p>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches in which this is consistent with the Infrastructure Policy. This type of infrastructure will remain the club's responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</p> <p>Council will provide 100% of the replacement cost of:</p> <ul style="list-style-type: none"> <li>Centre wicket synthetic pitch when it is at the end of its useful life.</li> </ul> <p>Clubs must contribute 100% of the cost of construction and maintenance of cricket nets and associated infrastructure. Clubs should ensure that any associated planning permits and building permits are secured for these projects prior to</p>
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WARNING - uncontrolled when printed.

Page 20 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			<p>construction</p> <p>Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</p>
Equestrian	x	✓	<p>Clubs must contribute 100% to covered arenas, holding pens, cross country courses and components, round yards.</p> <p>Council will only fund local level core components that directly impact participation.</p>
Football (Australian Rules)	x	✓	<p>Clubs will provide 100% of the cost and maintenance of the football goal post instalment and removal.</p> <p>Clubs must contribute 100% of the cost and maintenance of the following:</p> <ul style="list-style-type: none"> <li>• Interchange box.</li> <li>• Goal Posts and Pads</li> <li>• Posts and safety nets behind goals</li> <li>• Construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</li> </ul>
Football (Soccer)	x	✓	<ul style="list-style-type: none"> <li>• Clubs must provide 100% of the cost and maintenance of the player's race and portable goals.</li> <li>• Clubs will provide 100% of</li> </ul>

WARNING - uncontrolled when printed.

Page 21 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

			the cost and maintenance of goals and nets and back nets.
<b>Hockey</b>	<b>x</b>	✓	Clubs must provide 100% of the cost of hockey pitch synthetic surface replacement.
<b>Lawn Bowls</b>	<b>x</b>	✓	Clubs must provide 100% of the cost of constructing and maintaining bowling greens, pavilions and any ancillary infrastructure.
<b>Netball</b>	✓	✓	<p>Council will provide 100% of the cost of the construction of netball court/s.</p> <ul style="list-style-type: none"> <li>• Surface replacement, as per State Sporting Organisation requirements</li> <li>• Line Marking as part of overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Netball Goal Posts, nets and padding.</li> </ul>

WARNING - uncontrolled when printed.

Page 22 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

<p><b>Tennis</b></p>	<p>✓</p>	<p>✓</p>	<p>Council will provide 100% of the cost of tennis court:</p> <ul style="list-style-type: none"> <li>• Surface reconstruction or replacement, once a surface has reached the end of its useful life, this will include net posts as part of the overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Tennis Nets</li> <li>• Tennis Net Handles</li> <li>• Poles and any other similar structures</li> </ul>
<p><b>Gridiron</b></p>	<p>x</p>	<p>✓</p>	<p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Gridiron Goal Posts and netting.</li> </ul>

WARNING - uncontrolled when printed.

Page 23 of 43

<p>Responsible Division</p>	<p>Infrastructure &amp; Recreation</p>	<p>Approved Date</p>	<p>(day, month, Year)</p>	<p>Review Date</p>	<p>(month &amp; year)</p>
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## Recreation Infrastructure Funding Policy

### 5. Principles of Management

The Recreation Infrastructure Funding Policy will be managed through the Recreation & Open Space team. Each project identified in a Recreation strategy or master plan will be assessed using the Assessment matrix tool, to determine its priority against all other project for Council and external funding opportunities. Project assessment matrixes once completed will be reviewed every 12 months.

### 6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 6.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

#### 6.2. Chief Executive Officer

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

#### 6.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

#### 6.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

**WARNING - uncontrolled when printed.**

Page 24 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

### 6.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

### 7. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years)

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**WARNING - uncontrolled when printed.**

Page 25 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### 8. Definitions

Table 6: Definitions

TITLE	DEFINITION
Ancillary features	Functional features that ensure the activity can be undertaken effectively (e.g. field lighting)
Core component	Features that are essential for the sport/recreation activity to occur
Club	A not-for-profit, incorporated sport or recreation organisation that facilitates delivery of the activity
Club contribution	A financial contribution from the club towards the proposed development
In-kind contribution	The dollar value of contributions of clubs to a project such as volunteer labour or donated materials. Such contributions must not conflict with Council's relevant Procurement policies
Club contribution agreement	Documentation of the respective financial contributions of Council, the club/s and any other contributors. Includes the responsibilities of each party to the Agreement
Council contribution	The maximum percentage of the total project cost that Council will contribute
Council owned or managed	Land or infrastructure that is either owned by Council or managed on behalf of another entity (such as Crown or DELWP (Department of Environment, Land, Water and Planning) land
Lux	The unit of measure of illuminance, applied to sports field lighting
Local Level Facility	A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighborhood, or very local ie: one suburb or one
Main venue	The registered home base of the club
Optional component	Features that clubs desire to have on site that are not essential to the usual delivery of the sport/activity, but are beneficial to the clubs' operations

**WARNING - uncontrolled when printed.**

Page 26 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------





## Recreation Infrastructure Funding Policy

Regional Level Facility	A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
Secondary venue	Additional facility to the club's Main Venue that allows the club to provide increased activities to the community

### 9. Related Documents

All sport infrastructure developments and expressions of interest must align or comply with the following, but is not limited to:

#### *Internal Strategic Documents:*

- Latrobe 2026
- Council Plan 2013 - 2017
- Recreation & Leisure Strategy – 2006
- Gippsland Hockey Facilities Plan - 2007
- Morwell Outdoor Recreation Plan – 2008
- Tennis Plan – 2008
- Soccer Plan – 2008
- Southern Towns Outdoor Recreation Plan – 2009
- Northern Towns Outdoor Recreation Plan – 2010
- Hazelwood North Due Diligence report – 2010
- Gaskin Park Master Plan 2011
- Traralgon South Recreation Reserve Master Plan – 2013
- Public Open Space Strategy – 2013
- Morwell Recreation Reserve Precinct Master Plan – 2014
- Warren Terrace Reserve Master Plan – 2014
- Traralgon Outdoor Recreation plan – 2014
- Draft Traralgon Recreation Reserve & Showgrounds Master Plan - 2014
- Moe Newborough Outdoor Recreation Plan – 2015
- Catterick Crescent Reserve Master Plan – 2016
- Maryvale Reserve Master Plan – 2016
- Latrobe City Grass Sporting Reserves Review - 2016

**WARNING - uncontrolled when printed.**

Page 27 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

- Recreation Needs Assessment – 2017

### External Documents:

- Australian Standards
- Building Code of Australia
- AFL Preferred Facility Guidelines for State Regional Local Facilities
- Community Sporting Facility Lighting Guide for Australian Rules football, Football (Soccer) and Netball
- Artificial Grass For Sport Guide
- Tennis Facility Planning Guide
- Bowls Australia – Green Construction Guidelines
- Tennis Australia – National Tennis Facility Planning and Development Guide
- Baseball Victoria – Lighting Standards
- Cricket Australia – Community Cricket Facilities Guidelines
- Football Federation Victoria – Lighting and Facilities Guidelines
- Netball Victoria – Facilities Guidelines
- Hockey – Guidelines and Australian Lighting Standards
- Australian Lighting Standards

### Other:

- Capital Works Policy
- Capital Works Budget
- Public Open Space Strategy
- Risk Management Framework
- Procurement Policy
- Seasonal Allocation Policy

## 10. Reference Resources

- *Local Government Act 1989*

WARNING - uncontrolled when printed.

Page 28 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### 11. Appendices

*Appendix 1: Core components that Council will fund*

COMPONENT	QUANTITY
Change rooms*	1 – 4
Amenities (showers/toilets)	1 - 4
Kitchen/Kiosk	1
Umpire change facilities	1
Storage room (within pavilion, up to 20 square metres)	1
First aid room	1
Multi-purpose/social space (up to 50 square metres)#	1
Power upgrades as part of successful lighting or pavilion projects^	If necessary
Drinking fountains as part of overall project	1-4
Rubbish bins as part of overall project (fixed)	1-4

\* For sites/reserves with three or more grounds, consideration will be given to the development of extra facilities.

# Where three (3) or more user groups occupy a pavilion, Council will consider an increase in the size of the social/multipurpose space as part of the overall project.

^ Power upgrades as part of a successful lighting or pavilion project (if necessary) will be assessed as part of the project and not assessed individually.

**WARNING - uncontrolled when printed.**

Page 29 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### Appendix 2: Optional Components Council will not fund

OPTIONAL COMPONENT
Commercial/catering kitchen
Bar facilities (if permitted by Council)
Meeting room/s
Additional Administration/Social space >50m <sup>2</sup>
Gymnasium
Additional storage (in addition to core component)
Security system
Alarms
Timekeeper room
Cleaner's room
Shade spectator area

**WARNING - uncontrolled when printed.**

Page 30 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	--------------------------------	------------------	-----------------------	----------------	----------------



## Recreation Infrastructure Funding Policy

### Appendix 3: Responsibility for fit-out items of pavilions

COUNCIL	CLUB
<p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ All plumbing works for core pavilion components, including hot water supply &amp; hot water systems</li> <li>▪ Locks and security lighting (and security screens/doors where appropriate)</li> <li>▪ Appropriate floor coverings for core pavilion components such as epoxy flooring</li> <li>▪ Light fittings (including emergency exit lighting)</li> <li>▪ Curtains/blinds</li> <li>▪ Bay change facilities</li> </ul>	<p><i>General:</i></p> <ul style="list-style-type: none"> <li>▪ Furniture &amp; Shelving</li> <li>▪ Floor coverings for optional pavilion components</li> <li>▪ Bar facilities and fit-out</li> <li>▪ Telephone, television and internet connections and associated equipment</li> <li>▪ Heating/cooling of all pavilion components (core and optional)</li> <li>▪ Security alarms</li> </ul>
<p><i>Canteen/Kiosk/Kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Benches and cabinets</li> <li>▪ Tiling</li> <li>▪ Oven/hot plates</li> <li>▪ Extraction fans/range hood</li> <li>▪ Hot water urns</li> </ul>	<p><i>Canteen/kiosk/kitchen:</i></p> <ul style="list-style-type: none"> <li>▪ Instant hot water ('zip') units</li> <li>▪ Refrigeration/freezers</li> <li>▪ Dishwasher</li> <li>▪ Crockery and cutlery</li> </ul>
<p><i>Change Rooms:</i></p> <ul style="list-style-type: none"> <li>▪ Bench seating and clothes hooks</li> <li>▪ Change room fixtures such as mirrors, towel dispensers, toilet roll holders, etc.</li> </ul>	

**WARNING - uncontrolled when printed.**

Page 31 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### Appendix 4: Ancillary Infrastructure Classification

COMPONENT	COUNCIL CONTRIBUTION 100%	CLUB CONTRIBUTION 100%	DESCRIPTION
General power upgrades	✓	✗	General power upgrades not a part of an overall pavilion or lighting project are not supported by this Infrastructure Funding Policy. Funding for this type of infrastructure can be obtained through alternate Council funding streams ie: Grants.

WARNING - uncontrolled when printed.

Page 32 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

<p>Sports Lighting (includes field, and hardcourts surfaces)</p>	<p>✓</p>	<p>x</p>	<p>Council will contribute up to 100% towards sports lighting up to a standard of 100 lux. Only LED lighting systems are considered acceptable for funding.</p> <p>The installation of sports lighting will require Council approval and is also subject to building approval and, in certain cases, a planning permit.</p> <p>Council will contribute towards:</p> <ul style="list-style-type: none"> <li>• Construction of a new field/surface lighting system</li> <li>• Upgrading of an existing field lighting system.</li> </ul> <p>Council does not fund lighting levels above 100 lux at local level facilities.</p> <p>Once installed, the operating cost of the field lighting becomes the sole responsibility of the club, including the ongoing replacement of bulbs/globes. Council will maintain lighting infrastructure, including the poles.</p>
<p>Scoreboards</p>	<p>x</p>	<p>✓</p>	<p>Construction and maintenance of scoreboards will be 100% funded by clubs and they must:</p> <ul style="list-style-type: none"> <li>• Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m</li> <li>• Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage</li> <li>• Not detract from the site's amenity.</li> </ul>

WARNING - uncontrolled when printed.

Page 33 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

Coaches boxes and player dugouts	x	✓	Construction and maintenance of coach's boxes and player dugouts will be 100% funded by the club.
Sports playing/ field perimeter fencing for ovals or fields	✓	x	<p>Council owned or managed land facilities fencing projects must be approved by Council.</p> <p>Types of fencing must be approved and agreed upon by Council prior to purchase.</p> <p>Clubs are to contribute 50% of the construction for fencing, with Councils contribution at a maximum of 50%.</p> <p>Upgrades of fencing will need to be co-funded by the clubs, 50% contribution with 50% Council contribution.</p> <p>Council will only fund <b>playing field perimeter fencing</b> at measurements of 0.9 metres in height.</p>
Goal posts and padding	x	✓	The installation and maintenance of goal posts and padding will be 100% the responsibility of the club in which they must meet the requirements of the relevant State Sporting Organisation.
Protective/safety netting  *Safety netting is netting that prevents balls from leaving the field/ground	x	✓	Clubs must contribute 100% of the cost and maintenance of protective/safety netting, to assist with the containment of the ball for safety or functional purposes.
Gate keepers box	x	✓	Clubs must contribute 100% of the cost and maintenance of a gate keeper's box. Planning

**WARNING - uncontrolled when printed.**

Page 34 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------





## Recreation Infrastructure Funding Policy

			<p>and building permits may be applicable and are also the responsibility of the club. In general, a gate keeper's box will:</p> <ul style="list-style-type: none"> <li>• Have a maximum allowable size of 1.5 x 1.5 metres</li> <li>• Not detract from the site's amenity.</li> </ul>
Sirens & Public Address (PA) Systems	x	✓	<p>Clubs must contribute 100% of the cost and maintenance of sirens and PA systems, and planning permits may be applicable. Seeking this permit is the responsibility of the club.</p>
Solar Powered Units	x	✓	<p>Council approval must be sought prior to any purchase or installation of solar energy systems. They must also be approved by Council they must comply with Building and Planning permit requirements</p> <p>If successful Clubs will then contribute 100% to the installation and maintenance of solar energy systems.</p>
Irrigation and Drainage	✓	x	<p>Council will contribute 100% of the costs of installation and maintenance of irrigation and/or drainage.</p>

**WARNING - uncontrolled when printed.**

Page 35 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	-----------------------------	---------------	--------------------	-------------	----------------



## Recreation Infrastructure Funding Policy

### Appendix 5: Sport Specific Infrastructure Summary

SPORT	COUNCIL CONTRIBUTION 100%	CLUB CONTRIBUTION 100%	DESCRIPTION
<b>Athletics</b>	-	-	Latrobe City Council's regional facility for athletics is the Joe Carmody Track located at Latrobe Leisure Moe Newborough. This synthetic facility is identified as the regional facility for athletics in Gippsland. Any further development or redevelopments for athletics will be grass based only.
<b>Baseball/ Softball</b>	x	✓	Clubs must fund 100% of the cost and maintenance of dugouts. Clubs must provide 100% of the cost for the construction and maintenance of batting cages and the synthetic/ decomposed granite (en tout cas) infield (including pitcher's mound).  Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.
<b>Cricket</b>	✓	✓	Clubs are responsible 100% for turf wicket construction and maintenance costs.  Cricket Australia's Facility Guidelines state that for Community Club (home or satellite grounds) 5-6 pitches adequately accommodates for weekly Country, Metropolitan

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Page 36 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

			<p>and/or Junior Association fixtures.</p> <p>The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches in which this is consistent with the Infrastructure Policy. This type of infrastructure will remain the club's responsibility to maintain, however there may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where they are deemed to be a priority and there is a demonstrated demand.</p> <p>Council will provide 100% of the replacement cost of:</p> <ul style="list-style-type: none"> <li>• Centre wicket synthetic pitch when it is at the end of its useful life.</li> </ul> <p>Clubs must contribute 100% of the cost of construction and maintenance of cricket nets and associated infrastructure. Clubs should ensure that any associated planning permits and building permits are secured for these projects prior to construction</p> <p>Clubs must also 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</p>
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WARNING - uncontrolled when printed.

Page 37 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

Equestrian	x	✓	<p>Clubs must contribute 100% to covered arenas, holding pens, cross country courses and components, round yards.</p> <p>Council will only fund local level core components that directly impact participation.</p>
Football (Australian Rules)	x	✓	<p>Clubs will provide 100% of the cost and maintenance of the football goal post instalment and removal.</p> <p>Clubs must contribute 100% of the cost and maintenance of the following:</p> <ul style="list-style-type: none"> <li>• Interchange box.</li> <li>• Goal Posts and Pads</li> <li>• Posts and nets behind goals</li> <li>• Construction and maintenance of any safety/protective netting to keep the ball within containment of fields.</li> </ul>
Football (Soccer)	x	✓	<ul style="list-style-type: none"> <li>• Clubs must provide 100% of the cost and maintenance of the player's race and portable goals.</li> <li>• Clubs will provide 100% of the cost and maintenance of goals and nets and back nets.</li> </ul>

WARNING - uncontrolled when printed.

Page 38 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

<b>Hockey</b>	<b>x</b>	<b>✓</b>	Clubs must provide 100% of the cost of hockey pitch synthetic surface replacement.
<b>Lawn Bowls</b>	<b>x</b>	<b>✓</b>	Clubs must provide 100% of the cost of constructing and maintaining bowling greens, pavilions and any ancillary infrastructure.
<b>Netball</b>	<b>✓</b>	<b>✓</b>	<p>Council will provide 100% of the cost of the construction of netball court/s.</p> <ul style="list-style-type: none"> <li>• Surface replacement, as per State Sporting Organisation requirements</li> <li>• Line Marking as part of overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Netball Goal Posts, nets and padding.</li> </ul>
<b>Tennis</b>	<b>✓</b>	<b>✓</b>	<p>Council will provide 100% of the cost of tennis court:</p> <ul style="list-style-type: none"> <li>• Surface reconstruction or replacement, once a surface has reached the end of its useful life, this will include net posts as part of the overall project</li> </ul> <p>Clubs will 100% fund and maintain:</p> <ul style="list-style-type: none"> <li>• Tennis Nets</li> <li>• Tennis Net Handles</li> <li>• Poles and any other similar structures</li> </ul>

WARNING - uncontrolled when printed.

Page 39 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

Gridiron	x	✓	Clubs will 100% fund and maintain: <ul style="list-style-type: none"> <li>• Gridiron Goal Posts and netting.</li> </ul>
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**WARNING - uncontrolled when printed.**

Page 40 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

### Appendix 6: Definitions

TITLE	DEFINITION
Ancillary features	Functional features that ensure the activity can be undertaken effectively (e.g. field lighting)
Core component	Features that are essential for the sport/recreation activity to occur
Club	A not-for-profit, incorporated sport or recreation organisation that facilitates delivery of the activity
Club contribution	A financial contribution from the club towards the proposed development
In-kind contribution	The dollar value of contributions of clubs to a project such as volunteer labour or donated materials. Such contributions must not conflict with Council's relevant Procurement policies
Club contribution agreement	Documentation of the respective financial contributions of Council, the club/s and any other contributors. Includes the responsibilities of each party to the Agreement
Council contribution	The maximum percentage of the total project cost that Council will contribute
Council owned or managed	Land or infrastructure that is either owned by Council or managed on behalf of another entity (such as Crown or DELWP (Department of Environment, Land, Water and Planning) land
Lux	The unit of measure of illuminance, applied to sports field lighting
Local Level Facility	A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighborhood, or very local ie: one suburb or one town."
Main venue	The registered home base of the club
Optional component	Features that clubs desire to have on site that are not essential to the usual delivery of the sport/activity, but are beneficial to the clubs' operations

**WARNING - uncontrolled when printed.**

Page 41 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Recreation Infrastructure Funding Policy

Regional Level Facility	A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
Secondary venue	Additional facility to the club's Main Venue that allows the club to provide increased activities to the community

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**WARNING - uncontrolled when printed.**

Page 42 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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WARNING - uncontrolled when printed.

Page 43 of 43

Responsible Division	Infrastructure & Recreation	Approved Date	(day, month, Year)	Review Date	(month & year)
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### **15.3 Removal of Pine Trees at Links Road, Newborough**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

#### **EXECUTIVE SUMMARY**

Council in 2014, received a petition from the Moe Golf Club requesting removal of pine trees on Links Road, Newborough, which abuts the golf course.

The estimated cost of the works is \$45,000 and now includes pine tree removals and revegetation of the road reserve.

Council at its meeting of the 8 February 2016 made the decision to share the estimated cost of \$45,000 for the removal of the pine trees, with Council offering an interest free loan to the value of \$20,000 as their contribution to the works. Council Officers prepared an agreement for both parties outlining the conditions of the loan.

The draft agreement was submitted to the Moe Golf Club for review, and signing. The Club have not signed the agreement due to the following:

- Moe Golf Clubs insurance company wanting the clubs liability omitted from the agreement and Council to accept the risk and be liable for any future claims against the Moe Golf Club for golf balls leaving their property.
- The cost of the project and the requirement to revegetate the road reserve.

Council officers have confirmed with Council insurers what level of liability Council would have if Council takes on the risk of injury due to golf balls reaching Links Road, in the unlikely event that a claim was made. The insurer has confirmed that Council would be drawn into any possible claim for injury arising from golf balls and highlighted that Council could also be in a position where no cover from the insurer is provided.

Council officers undertook a risk assessment using Council's risk matrix (see attachment 2). The likelihood of a golf ball hitting vehicle, person or nearby residence is rare, however the consequence could be catastrophic (fatality or multiple serious injuries). Therefore the risk rating is HIGH.

Council does have a planned program for pine tree removals within road reserves. It is estimated that these pine particular trees would not be removed for 20 years plus. Currently the trees are healthy and structurally sound, and are not self-seeding and spreading.

Numerous site meetings have been held with the club to discuss the options. At the most recent meeting it was agreed that Council Officers would present all the information to Council in order to determine the most appropriate course of action.

The options identified at the site meeting include the following:

1. Full removal of the trees and replanting and Council bears the risk of any future claims.
2. Pruning of all branches on the eastern side of the pine trees, (cost \$7,220 incl GST) and remove any surface roots beside the fairway by agreement with the

Moe Golf Club, (cost \$850 incl GST). These works will be completed once only.

3. Staged removal and replanting.
4. Not proceed with the removal.

Council officers believe the best way to move forward is to not remove the pine trees, but carry pruning of all branches on the eastern side of the pine trees, (cost \$7,220 incl GST) and remove any surface roots beside the fairway by agreement with the Moe Golf Club, (cost \$850 incl GST).

These works will be completed once only project and be funded from the current 17/18 operating budget. Under this proposal the allocated funding of \$45,000 for these works will not be required.

### **RECOMMENDATION**

**That Council:**

1. **Not proceed with the removal of the pine trees on Links Road, Newborough and withdraw the offer to the Moe Golf Club of a no interest loan.**
2. **Carry out maintenance on the pine trees on Links Road, Newborough adjacent to the Moe Golf Club by pruning of all branches on the eastern side of the pines and removal of any surface roots beside the fairway by agreement with the Moe Golf Club; and**
3. **Advise the Moe Golf Club of Council decision.**

### **DECLARATION OF INTERESTS**

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

### **DISCUSSION**

Moe Golf Club presented a petition to Latrobe City Council on 21 August 2014 on behalf of members and users of the club.

The covering letter outlined Moe Golf Club's concerns regarding the roadside verge on Links Road, Newborough that directly abuts the second hole fairway, stating that it is planted with mature pine trees and is unsightly with weeds; and that the pine trees inhibit the growth of indigenous trees and grass in that area.

The letter also stated that representatives of the club have had numerous discussions with Latrobe City Council officers about the negative impact that the tree roots and the tree canopy have on establishing and maintaining an acceptable coverage of grass along the tree affected part of the fairway.

At the Ordinary Council Meeting of 13 October 2014 a petition was tabled and Council resolved to receive the petition and table a further report at the 24 November 2014 Ordinary Council meeting.

A further report was tabled at the Ordinary Council Meeting of 24 November 2014 providing detail of a meeting held onsite with the President of Moe Golf Club on 31 October 2014. At this meeting Council deferred consideration of the petition to enable officers to undertake further investigation into the petitioner's request and table a further report at the Ordinary Council meeting of 15 December 2014.

At the Ordinary Council Meeting of 24 November 2014 Councillors requested further information in relation to other examples of tree removals close to sporting facilities, in particular the Latrobe City Sports and Entertainment Stadium, Morwell (Council property) and Morwell Recreation Reserve (Council property), which is detailed below.

- Major removals of Cypress Pine trees were carried out in 2011 and 2012 at the Latrobe City Sports and Entertainment Stadium, Morwell. The 2011 tree works were carried out on Council land and involved the removal of a number of trees adjacent to Practice Pitch Number 4 at the site. In this instance the trees were adversely affecting the playing surface in summer as the pitch became hard and rough due to lack of water as a result of the trees' root systems and in winter when the pitch became unplayable at times as it was continually waterlogged due to intense shading from the trees.
- Further trees were removed in 2012 from Morwell Golf Club land, with their consultation and agreement, adjacent to the main oval at the stadium for reasons similar to those discussed above.
- A series of pine tree removals was carried out between 10 and 15 years ago at the Morwell Recreation Reserve and were as the result of the overall deteriorating health of the trees and their increasing danger to the public.
- All of the works carried out at Latrobe City Sports and Entertainment Stadium, Morwell and Morwell Recreation Reserve, were delivered at Council cost as they were on Council property or where the works were required on private land because the trees removed adversely affected Council property.

A further report was tabled at the Ordinary Council Meeting of 15 December 2014 where Council resolved the following:

- 1. That Council note this report regarding the petition from the Moe Golf Club requesting removal of the Pine Trees on Links Road abutting the Moe golf course.*
- 2. That a further report in relation to the request be presented to Council at the first Ordinary Council Meeting in 2015 detailing full costings for any tree removals and the results of consultation with the residents of Links Road, Newborough.*

3. *That Council advise the head petitioner of this decision.*

The report was tabled at the Ordinary Council Meeting of 9 February 2015 which included quotation costs and consultation including:

- Trees felling ranging from: \$13,420 to \$36,135 (Inc. GST), this included different options
- Site revegetation: \$5,105 (Inc. GST)
- Consultation has now been undertaken with the 3 residents of Links Road, Newborough seeking their opinion on the proposed tree removals. One resident was in support of the tree removals, one resident opposes the removals, and one resident didn't provide feed back.

Council resolved at the Ordinary Council Meeting of 9 February 2015 the following:

1. *Authorises the removal and replacement of the stand of pine trees adjacent to the Moe Golf Club on Links Road, Newborough subject to the following conditions.*
  - *That a Council approved landscape revegetation plan is developed in agreement with local residents.*
  - *That Moe Golf Club is responsible for funding, organisation and execution of the works*
2. *Notify the head petitioner of this decision.*

Council received further correspondence from the Moe Golf Club on the 27 June 2015 requesting financial assistance from Council for the removal of the Pine trees from Links Road, Newborough.

A further report was tabled at the Ordinary Council Meeting of 8 February 2016 where Council resolved the following:

1. *Share the estimated cost of \$45,000 for the removal of the pine trees on Links Road Newborough and revegetation of the site adjacent to the Moe Golf Club.*
2. *Fund \$25,000 of the works and the Moe Golf Club fund \$20,000 of the works.*
3. *Consider allocating funding of \$45,000 in the 2016/17 budget for the works.*
4. *Subject to the allocation of funding in the 2016/17 budget, offer the Moe Golf Club the following*
  - *A no interest loan of \$20,000*
  - *Repayment of the loan on a quarterly basis. 16 equal instalments of \$1,250 to be paid by the end of March, June, September and December in each year*
  - *If the value of the works is greater, or less than, the estimated amount of \$45,000 that the club share, or benefit from, the cost variation on the basis of the original funding share as detailed in point 2.*
5. *Officers prepare an agreement outlining the Terms and Conditions of the loan for the Moe Golf Club to sign.*
6. *Officers advise the Moe Golf Club of Councils decision.*

Moe Golf Club have not addressed safety concerns for Links Road regarding golf balls onto the road/neighbouring properties. This was discussed at several onsite meetings. A number of options were suggested by Council officers including: new high boundary fence, redesign tee, fairway and/or green and tree planting. The Moe Golf Club always stated they have no monies to carry out any of these options.

There have now been numerous site meetings with Council officers and representatives of the Moe Golf Club to discuss concerns regarding this proposal. In particular, the risk of injury from golf balls leaving the property and insurance cover for Council. An agreement was developed for the golf clubs consideration.

The draft agreement was submitted to the Moe Golf Club for review and signing, they have refused to sign due to:

- Moe Golf Clubs insurance company wanting the clubs liability omitted from the agreement and Council to except the risk and be liable for any future claims against the Moe Golf Club regarding golf balls leaving their property.
- Costs and revegetating the road reserves (this is now included in the loan agreement)

Council officers undertook a risk assessment using Council's risk matrix (see attachment 2). The likelihood of a golf ball hitting vehicle, person or nearby residence is rare, however the consequence could be catastrophic (fatality or multiple serious injuries). Therefore the risk rating is HIGH.

On 31 August 2017 Council officers and representatives of the Moe Golf Club met onsite to discuss issues regarding this proposal. The risk concerns Council had were discussed and the four options were discussed to move forward:

1. Full removal of the pine trees and revegetate the road reserve.
  - Council will bear any future risk of a claim. Council may have to fund as insurance may not be able to be obtained.
2. Prune all branches on the eastern side of the pines and remove any surface roots beside the fairway by agreement with the Moe Golf Club.
  - This still provides protection to Links Road and neighbouring properties reducing the risk of golf ball leaving the property. Pruning off tree branches will allow more sunlight and air movement over the fairway. Removing surface roots beside the fairway will remove tripping hazards and increase moisture within the fairway. These maintenance works will help improve the grass quality and grass cover on the fairway.
3. Staged removal and replanting.
  - Remove one in three pines trees over ten years and revegetate as pine trees are removed. Not recommended as is very difficult to revegetate in between pines trees. Revegetated trees could be damaged and/or



removed for the future pine tree removals. Large machinery is needed to complete these removals safely.

4. Not proceed with the removals and leave the site in its current state.

It is considered that option 2 the pruning of branches on the eastern side of the pines and removal of any surface roots beside the fairway would improve the playing surface for the Golf Club without increasing risk to residents and people using Links Road.

Council does have a planned program for pine tree removals within road reserves. It is estimated that these pine particular trees would not be removed for 20 years plus.

When the pine trees are removed, the Moe Golf Club will need to build and pay for a high fence to limit the golf balls leaving their property.

The road reserve will be revegetated with native indigenous tube stock and a five year maintenance plan established.

Council officers believe the pine trees could have been planted by a previous farmer as a shelter belt for cattle approximately 30 years ago, as there is no record of Council planting the trees.

The Moe Golf Club believes that the best option remains that the pine trees should be removed.

### **STAKEHOLDER CONSULTATION**

Council officers have met with Moe Golf Club President, Vice President, green keeper and committee members on several occasions to discuss their concerns and issues over a three years period in relation to the pine trees (see attachment 3).

Consultation has now been undertaken with the residents of Links Road, Newborough seeking their opinion on the proposed tree removals. One resident of Links Road is in support of the tree removals while the other resident opposes the removals.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Council resolved at the Ordinary Council Meeting of 8 February 2016 to share the estimated cost of \$45,000 for the removal of the pine trees on Links Road Newborough adjacent to the Moe Golf Club.

Council was to fund \$25,000 and Council Officers prepared an agreement outlining the Terms and Conditions of the loan for the Moe Golf Club to sign for \$20,000, and repayments of the loan on a quarterly basis. This is 16 equal instalments of \$1,250 to be paid by the end of March, June, September and December in each year.

Funding was allocated to complete these works in the 16/17 recurrent budgets and this was carried forward in the 17/18 budgets. The project has been delayed due to the delay in the Moe Golf Club signing the agreement and uncertainty issues around insurance cover for Council.

If the trees are to be removed, works would be completed by contractors. This includes tree removals and revegetation on the road reserve.

If the trees are retained, carry out pruning of all branches on the eastern side of the pine trees, (cost \$7,220 incl GST) and remove any surface roots beside the fairway by agreement with the Moe Golf Club, (cost \$850 incl GST). These works will be completed as a once of project.

Under this proposal the allocated funding of \$45,000 for these works will not be required and works would be completed by Councils in-house tree crew.

### **RISK IMPLICATIONS**

The draft Loan Agreement (see attachment 1) has been submitted to Moe Golf Club for signing. Currently the Moe Golf Club have refused to sign the document due to:

1. Moe Golf Clubs insurance company wanting the clubs liability omitted from the agreement and Council to except the risk and be liable for any future claims against the Moe Golf Club regarding golf balls leaving their property.
2. Costs and revegetating the road reserves. This has now been included in the loan agreement at the request of the Moe Golf Club due to not being able to fund these works.

The Moe Golf Clubs insurance company requested the clubs liability omitted from the agreement and Council to accepts the risk and be liable for any future claims against the Moe Golf Club regarding golf balls leaving their property.

Council staff have confirmed with Council insurers what level of liability Council would have if Council takes on the risk of injury due to golf balls reaching Links Road, in the unlikely event that a claim was made. The insurer has confirmed that Council would be drawn into any possible claim for injury arising from golf balls and have also highlighted that Council could also be in a position where no cover from the insurer is provided.

Council officers undertook a risk assessment using Council's risk matrix (see attached 2) The likelihood of a golf ball hitting vehicle, person or nearby residence is rare, however the consequence could be catastrophic (fatality or multiple serious injuries). Therefore the risk rating is HIGH.

### **CONCLUSION**

A number of options were discussed with the Golf Club on site to reduce the risk to the community. Option discussed included: a new high boundary fence, redesign of the fairway tee, fairway and/or green and additional tree planting prior to any tree removal. The Moe Golf Club always stated they have no monies to carry out any of these options and they believe that the best option remains that the pine trees should be removed.

Council Officers have confirmed with Council insurers what level of liability Council would have if Council takes on the risk of injury due to golf balls reaching Links Road, in the unlikely event that a claim was made. The insurer have confirmed that Council would be drawn into any possible claim for injury arising from golf balls and have also highlighted that Council could also be in a position where no cover from the insurer is provided.

Council officers believe the best way to move forward is to not remove the pine trees, but carry pruning of all branches on the eastern side of the pine trees, (cost \$7,220



incl GST) and remove any surface roots beside the fairway by agreement with the Moe Golf Club, (cost \$850 incl GST). These works will be completed once only project and be funded from the current 17/18 operating budget. Under this proposal the allocated funding of \$45,000 for these works will not be required.

**SUPPORTING DOCUMENTS**

A copy of the Works and Loan Agreement

A copy of the Risk Matrix

A copy of the History Summary Discussion with Moe Golf Club since 21 August 2104

**Attachments**

1 [↓](#). Draft Loan Agreement

2 [↓](#). Risk Matrix

3 [↓](#). Summary of Discussion with Moe Golf Club

## **15.3**

### **Removal of Pine Trees at Links Road, Newborough**

<b>1</b>	<b>Draft Loan Agreement .....</b>	<b>447</b>
<b>2</b>	<b>Risk Matrix .....</b>	<b>453</b>
<b>3</b>	<b>Summary of Discussion with Moe Golf Club.....</b>	<b>461</b>

## WORKS AND LOAN AGREEMENT

**THIS AGREEMENT** is made on the date set out in the Schedule between the Latrobe City Council as "the Lender" and the Moe Golf Club Inc as "the Debtor".

- A. The Debtor has requested the Lender to undertake works ("the Works") on land adjacent to the Debtor's land being works for the benefit of the Debtor.
- B. The Lender has agreed to undertake the Works and the Debtor has agreed to contribute towards the costs of the Works.
- C. The Debtor has requested that the Debtor allow for the contribution for the Works to be by way of a loan, ("the Loan"), the amount of which is specified in the Schedule.
- D. In consideration of the Lender agreeing to loan the funds to the Debtor to undertake the Works, the Debtor has agreed to enter into this agreement .

### **NOW IT IS AGREED AS FOLLOWS:**

- 1. The Lender will undertake the Works for the benefit of the Debtor.
- 2. The Debtor will repay to the Lender the Loan in the amounts and at the times prescribed in item 5 of the Schedule and Annexure "A". If the cost of the Works are less than the estimated amount, then that will be treated as a variation to the amount owing on the Loan. Item 5 of the Schedule and Annexure "A" will be amended to reflect that variation.
- 3. The Debtor will construct a fence on the property boundary adjacent to the Works for a length equivalent to the Works, which ensures that activities conducted on the land are contained within the boundaries of the Debtor's land.

4. Any notice or demand made in relation to this Agreement may be given by the Lender and may be served by being delivered to the Debtor's address in the Schedule or at the address last advised to the Lender.
5. Subject to the foregoing provisions of this Agreement the Debtor has the right to repay the loan in full on giving fourteen (14) days notice to the Lender.
6. Any default in payment by the Debtor will result in the Lender legally recovering the full costs outstanding for Works undertaken while retaining any and all monies paid to it under this Loan Agreement.
7. All costs incurred by the Lender in enforcing or attempting to enforce payment must be paid by the Debtor or, if not so paid, will be added to the amount of the Loan owing and will be subject to the payment of interest calculated in accordance with section 227A of the *Local Government Act 1989*.
8. Any provision of this Agreement prohibited or void or invalid by law will be ineffective to the extent of such prohibition or as void or invalid without invalidating or affecting the validity or enforceability of the remaining provisions and must be severed herefrom without affecting the validity and enforceability of the remaining provisions.
9. The Debtor will indemnify and keep indemnified the Lender against all liability the Lender may incur in respect of any claim including claims relating to:
  - (a) loss or damage to property;
  - (b) death or personal injury; and
  - (c) any negligent act, error or omission in connection with the performance of this Agreement by the Debtor, its Board members, employees or agents in connection with the Works in this Agreement.
10. This Agreement is subject to the provisions of the *Associations Incorporation Reform Act 2012* and the *Associations Incorporation Regulations 2012* in the

event that the Debtor as an incorporated association under that legislation is dissolved, cancelled or wound up.

11. The Debtor acknowledges that they have been provided with the opportunity to obtain independent legal advice in relation to this Agreement.

**IN WITNESS WHEREOF** the parties have executed this Agreement on the day and year set out in the Schedule.

**SIGNED** for and on behalf of )  
**LATROBE CITY COUNCIL** by )  
Gary Van Driel pursuant to Instrument )  
of Delegation dated 15 September 2015 )  
in the presence of: )

\_\_\_\_\_  
*Chief Executive Officer*

\_\_\_\_\_ *Witness*

**SIGNED** by **Moe Golf Club** )  
**Club Inc** in the presence of: )

\_\_\_\_\_  
*Name:*

\_\_\_\_\_ *Witness*

**SCHEDULE 1**

1. **Date:**
2. **Lender:** **Latrobe City Council**  
**141 Commercial Road, Morwell 3840**
3. **Debtor:** **Moe Golf Club Inc**  
**PO Box 260, Moe 3825**
4. **Loan:** **\$20,000**
5. **Repayments** **Repayment of the loan on a quarterly basis.**  
**Sixteen instalments of \$1,250 to be paid by the**  
**end of March, June, September and December in**  
**each year commencing on 30 September 2017 in**  
**accordance with the Repayment Schedule hereto**  
**as Annexure "A".**
6. **Works:** **Removal of the pine trees on Links Road,**  
**Newborough and revegetation of the road reserve**  
**adjacent to the Moe Golf Club.**

## Annexure "A"

<b>MOE GOLF CLUB CLUB</b>						
<b>LOAN REPAYMENT SCHEDULE</b>						
Loan period	1 July 2017 to 30 June 2021					
Loan Schedule:		\$20,000				
Interest rate:	0.0%	Repayments - \$1,250 on a yearly quarterly basis				
Term of Loan (months):	48					
Repayment No	Interest	Principal Repayment	Instalment Amount	Principal at end of period	Instalment Due Date	Direct Debit Effective
Original Principal				20,000.00		
1	-	1,250.00	1,250.00	18,750.00	30-09-17	
2	-	1,250.00	1,250.00	17,500.00	31-12-17	
3	-	1,250.00	1,250.00	16,250.00	31-03-18	
4	-	1,250.00	1,250.00	15,000.00	30-06-18	
5	-	1,250.00	1,250.00	13,750.00	30-09-18	
6	-	1,250.00	1,250.00	12,500.00	31-12-18	
7	-	1,250.00	1,250.00	11,250.00	31-03-19	
8	-	1,250.00	1,250.00	10,000.00	30-06-19	
9	-	1,250.00	1,250.00	8,750.00	30-09-19	
10	-	1,250.00	1,250.00	7,500.00	31-12-19	
11	-	1,250.00	1,250.00	6,250.00	31-03-20	
12	-	1,250.00	1,250.00	5,000.00	30-06-20	
13	-	1,250.00	1,250.00	3,750.00	30-09-20	
14	-	1,250.00	1,250.00	2,500.00	31-12-20	
15	-	1,250.00	1,250.00	1,250.00	31-03-21	
16	-	1,250.00	1,250.00	0.00	30-06-21	





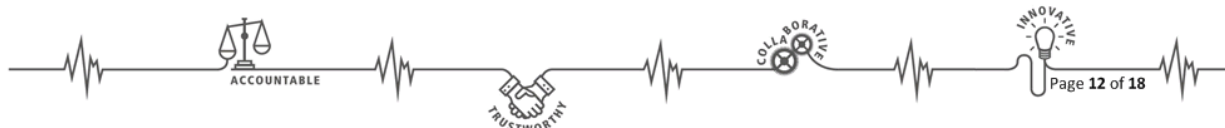
# Risk Management Operational Policy



## 7. Attachments

### 7.1 Likelihood

LIKELIHOOD		
DESCRIPTION	RATING	OCCURRENCE
Almost Certain	5	The event is <b>expected to occur</b> in most circumstances. Risk has <b>more than 75%</b> chance of occurring Will occur within the <b>next six months</b>
Likely	4	The event will <b>probably occur</b> in the most circumstances. Risk has <b>50-74%</b> chance of occurring Will occur <b>within 18 months</b>
Possible	3	The event could <b>occur at some time</b> . Risk has <b>25-49%</b> chance of occurring May occur <b>within 36 months</b>
Unlikely	2	The event <b>unlikely</b> to occur. Risk has <b>less than 25%</b> chance of occurring May occur <b>within 48 months</b>
Rare/Low	1	The even may <b>only occur in exceptional circumstances</b> Not likely to occur <b>within next five years</b>



## Risk Management Operational Policy



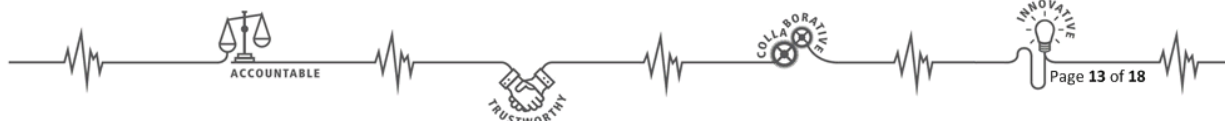
### 7.2 Consequence

#### Consequence – Positive

Level	Descriptor	Consequence
1	Insignificant	Small benefit, low financial gain
2	Minor	Minor improvement to image, some financial gain
3	Moderate	Some enhancement to reputation, high financial gain
4	Major	Enhanced reputation, major financial gain
5	Outstanding	Significantly enhanced reputation, huge financial gain

#### Consequence – Negative

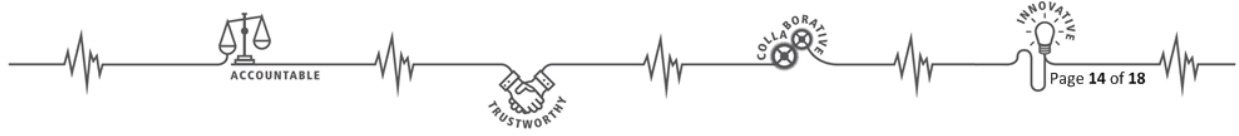
Level	Descriptor	Consequence						
		Business Disruption	Financial (select the lesser)	Health & Safety	Environmental	PR/Reputation	Legal/Regulatory	Service Delivery
1	Insignificant	Outage of non-critical services for less than one day	Operating budget variation of 1% OR <\$5k loss/variation	No injuries as a result of incident Observation only	Minor effect on biological or physical environment	Public complaint retained in-house or dealt with via normal procedures	Minor legal issues	Risk consequences are dealt with by routine operations
2	Minor	Outage of non-critical service for 1-3 days	Operating budget variation of 2-5 % OR \$5-20k loss/variation	First Aid treatment required but no days lost	Moderate, short-term , effects but non affecting ecosystem functions	Minor adverse local public or media attention or complaints	Minor non-compliance with regulation	Minor impact on Business and Strategic objectives
3	Moderate	Outage of non-critical service for 3-7 days	Operating budget variation of 6-10% OR \$20-100k loss/variation	Medical Treatment; Lost time injury resulting in less than 10 days off	Serious medium term environmental impairment	Attention from media and / or heightened concern by local community	Serious breach of regulation with investigation and report to authority and/ or moderate fine possible	Moderate impact on Business and Strategic objectives
4	Major	Outage of critical service for less than 1 day or non-critical service for less than 1-2 weeks	Operating budget variation of 11-30% OR \$100k - \$1m loss/variation	Serious injury (eg life threatening or permanent /long term injury) Requiring notification to the Regulatory Authority Lost time injury requiring more than	Very serious, long-term environment impairment of ecosystem functions	Significant adverse national media attention and significant concern by community	Major breach of regulation Major litigation	Major impact on Business and Strategic objectives



# Risk Management Operational Policy



				10 days off				
5	Catastrophic	Outage of critical service for 1 day or more or non-critical service for more than 2 weeks	Operating budget variation of > 30% OR >\$1m loss /variation	Death(s) or several serious injuries	Most serious, irreversible environment impairment of ecosystem functions	Serious public or media outcry Official public investigation	Significant prosecution and fines. Very serious litigation including class action	Critical Business and Strategic objectives unable to be achieved



# Risk Management Operational Policy

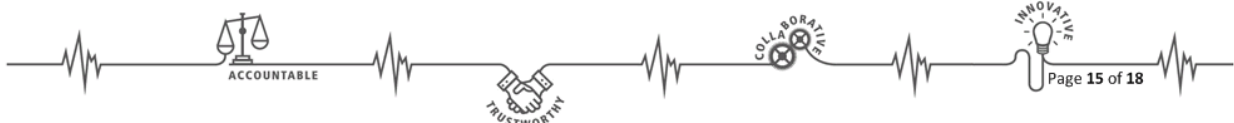


## 7.3 Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Medium	Medium	High	Extreme	Extreme
	Likely	Medium	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	High

Management response to rated risks:

Unacceptable	Extreme	Requires urgent attention. Report to General Manager / CEO. Additional risk control measures required to reduce level of risk. <b>Requires review by the Executive Risk Management Committee and reporting to the Audit &amp; Risk Committee.</b>
	High	Additional risk control measures required to reduce the risk if possible. Requires close monitoring if risk is to be retained. <b>Requires review by the Executive Risk Management Committee.</b>
Acceptable	Medium	Implement additional controls to reduce the risk where possible and/or cost-benefit analysis shows this is warranted. <i>(If OHS risk, refer to Hazard identification, risk assessment and control management operational procedure)</i>
	Low	Manage, monitor and review by routine procedures.

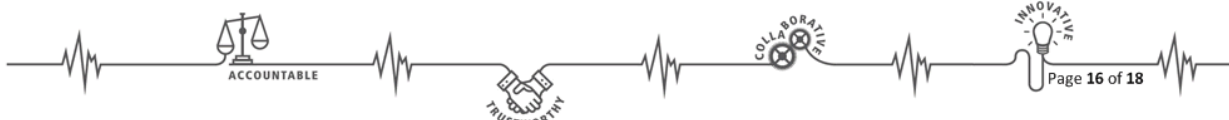


# Risk Management Operational Policy



## 7.1 Effectiveness of controls

Risk Control Effectiveness Rating (RCER) Table		
RATING	Description and further action	Operating Effectiveness
Fully Effective	The control is effective, operational, consistently applied, well understood and addresses and treats the root causes of the risk. Management are confident that the control is effective and reliable. Only ongoing monitoring required.	<i>Monitor only</i>
Substantially Effective	The control is mostly effective, addresses and treats the root causes, is operational, consistently applied and largely understood however there are some less critical aspects that are either not adequately applied or are not as effective as they could be however these aspects are not considered to present a serious risk exposure. Consideration should be given to improve the control's overall operating effectiveness at annual review and to provide improved confidence however this is not considered a priority where other controls are less effective. Management has some minor concerns about operational effectiveness and reliability.	<i>Consider improving existing control at review</i>
Partially effective	The control is only partially effective, treats some of the root causes, operationally and inconsistently applied with limited understanding and requires ongoing monitoring and may require redesign, improvement or supplemented with other controls. Management have serious concerns about the controls effectiveness and reliability.	<i>Improve existing controls with Risk Treatment Action plan</i>
Ineffective	The control has significant gaps or provides no credible control and fails to treat the root causes. Either control does not treat root causes or does not operate at all effectively. Management cannot be confident that any degree of risk modification / mitigation is being achieved. Control must be rejected and completely redesigned.	<i>Control rejected</i>



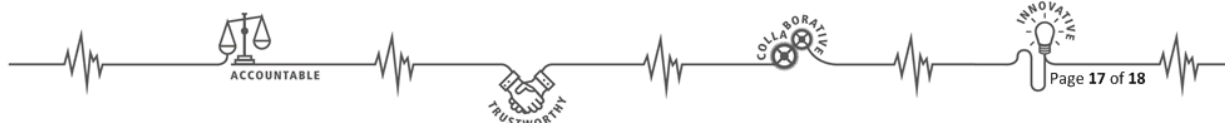
## Risk Management Operational Policy



### 7.2 Definitions (Key risk management terminology)

Latrobe City Council has adopted the following definitions consistent with those outlined in ISO AS/NZS 31000:2009:

Term	Definition
<b>Consequence</b>	The outcome of an event affecting objectives. A consequence can be certain or uncertain, and can have positive or negative effects on objectives.
<b>Controls</b>	Include any process, policy, device, practice, or other actions which eliminate risk or where that is not practicable reduce risk so far as is reasonably practicable.
<b>Control Assessment</b>	The methodology applied to assess the effectiveness of the existing or current risk controls (see appendix F).
<b>Control Owner</b>	The person or people with the day-to-day accountability for a risk control.
<b>Corporate Governance</b>	All the principles, policies, management systems and structures by which Council is governed
<b>Event</b>	Occurrence or change of a particular set of circumstances. An event can lead to a range of consequences.
<b>Strategic Risk Register</b>	A risk register addressing high level key organisational risks managed by the Executive Team.
<b>Hazard</b>	A source of potential harm e.g. in terms of human injury, damage to property or other loss. A hazard can be a risk source.
<b>Inherent Risk</b>	The Risk before Risk Treatment.
<b>Likelihood</b>	Chance of an Event occurring.
<b>Operational Risk Registers</b>	Risk registers where the Business Unit Manager has absolute responsibility for managing the business risks.
<b>Residual or Current Risk level</b>	The Risk that remains after accounting for existing controls.
<b>Risk</b>	The effect of uncertainty on objectives.
<b>Risk Analysis</b>	Process to comprehend the nature of Risk and to determine the level of Risk.
<b>Risk Assessment</b>	Overall process of Risk Identification, Risk Analysis and Risk Evaluation.
<b>Risk Attitude</b>	Risk attitude - the overall character of Management and the Council in terms of being risk averse or risk seeking: <ul style="list-style-type: none"> <li>• Risk Averse, seeking to avoid risk and withdraw from risky situations; and</li> <li>• Risk Seeking, actively seeking risk in the belief that the higher the risk equals the higher the returns.</li> </ul>
<b>Risk Criteria</b>	Terms of reference against which the significance of a Risk is evaluated.
<b>Risk Evaluation</b>	Process of comparing the results of Risk Analysis with Risk Criteria to determine whether the Risk and/or its magnitude is acceptable or tolerable.
<b>Risk Identification</b>	Process of finding, recognising and describing Risks.
<b>Risk Level</b>	Magnitude of the Risk or combination of Risks, expressed in terms of the combination of consequences and their likelihood.
<b>Risk Management</b>	Coordinated activities to direct and control an organisation with regard to Risk.
<b>Risk Management Framework</b>	A set of components that provide the foundations and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving Risk Management throughout the organisation.
<b>Risk Management Policy</b>	A statement of overall intentions and directions of an organisation related to Risk Management endorsed by Council.
<b>Risk Management Process</b>	Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context and identifying, analysing, evaluating, treating, monitoring and reviewing Risk.
<b>Risk Owner</b>	Person or entity with the accountability and authority to manage risk.

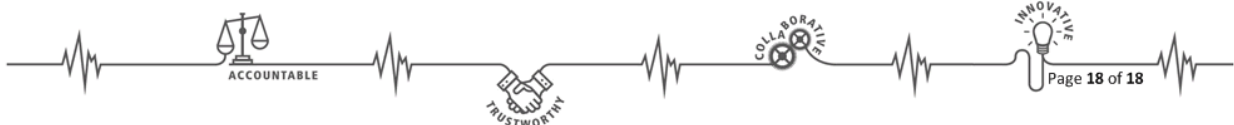




## Risk Management Operational Policy



<b>Risk Profile</b>	Description of any set of Risks.
<b>Risk Register</b>	A register used to document the outcomes from the Risk Management Process. These can be Enterprise, Business Unit or Operational.
<b>Risk Rating</b>	The application of the likelihood and consequence criteria enable Council to assess the Risk rating for each identified Risk. The same matrix is used to assess both Inherent and Residual Risk Levels.
<b>Risk Source</b>	Element which alone or in combination has the intrinsic potential to give rise to Risk.
<b>Risk Treatment</b>	Process to modify Risk.
<b>Risk Treatment Plan</b>	The product of the Risk Management Framework, specifying the approach, the management components and resources to be applied to the management and mitigation of Risk.
<b>Risk Tolerance / appetite</b>	The amount and type of risk council is willing to accept in pursuit of its objectives. An agreed level of risk acceptance not requiring any further reduction.







## **HISTORY SUMMARY OF DISCUSSION WITH MOE GOLF**

### **CLUB SINCE 21 AUGUST 2014**

Moe Golf Club presented a petition to Latrobe City Council on 21 August 2014 on behalf of members and users of the club.

The covering letter outlined Moe Golf Club's concerns regarding the roadside verge on Links Road, Newborough that directly abuts the second hole fairway, stating that it is planted with mature pine trees and is unsightly with weeds; and that the pine trees inhibit the growth of indigenous trees and grass in that area.

The letter also stated that representatives of the club have had numerous discussions with Latrobe City Council officers about the negative impact that the tree roots and the tree canopy have on establishing and maintaining an acceptable coverage of grass along the tree affected part of the fairway.

At the Ordinary Council Meeting of 13 October 2014 petition was tabled and Council resolved to receive the petition and table a further report at the 24 November 2014 Ordinary Council meeting.

A further report was tabled at the Ordinary Council Meeting of 24 November 2014 providing detail of a meeting held onsite with the president of Moe Golf Club on 31 October 2014. At this meeting Council deferred consideration of the petition to enable officers to undertake further investigation into the petitioner's request and table a further report at the Ordinary Council meeting of 15 December 2014.

At the Ordinary Council Meeting of 24 November 2014 Councillors requested further information in relation to other examples of tree removals close to sporting facilities, in particular the Latrobe City Sports Stadium, Morwell (Council property) and Morwell Recreation Reserve (Council property), which is detailed below.

- Major removals of Cypress Pine trees were carried out in 2011 and 2012 at the Latrobe City Sports Stadium, Morwell. The 2011 tree works were carried out on Council land and involved the removal of a number of trees adjacent to Practice Pitch Number 4 at the site. In this instance the trees were adversely affecting the playing surface in summer as the pitch became hard and rough due to lack of water as a result of the trees' root systems and in winter when the pitch became unplayable at times as it was continually waterlogged due to intense shading from the trees.
- Further trees were removed in 2012 from Morwell Golf Club land, with their consultation and agreement, adjacent to the main oval at the stadium for reasons similar to those discussed above.
- A series of pine tree removals was carried out between 10 and 15 years ago at the Morwell Recreation Reserve and were as the result of the overall deteriorating health of the trees and their increasing danger to the public.

- All of the works carried out at Latrobe City Sports Stadium, Morwell and Morwell Recreation Reserve, were delivered at Council cost as they were on Council property or where the works were required on private land as the trees removed adversely affected Council property.

A further report was tabled at the Ordinary Council Meeting of 15 December 2014 where Council resolved the following:

1. *That Council note this report regarding the petition from the Moe Golf Club requesting removal of the Pine Trees on Links Road abutting the Moe golf course.*
2. *That a further report in relation to the request be presented to Council at the first Ordinary Council Meeting in 2015 detailing full costings for any tree removals and the results of consultation with the residents of Links Road, Newborough.*
3. *That Council advise the head petitioner of this decision.*

The report which was tabled at the Ordinary Council Meeting of 9 February 2015 which included quotation costs and consultation.

Quotation Costs.

- Fell trees ranging from - \$13,420 to \$36,135(Inc. GST), this included different options
- Site revegetation - \$5,105 (Inc. GST)

Consultation.

Officers met with the president of Moe Golf Club on 31 October 2014 to discuss the concerns in relation to the pine trees.

Consultation has now been undertaken with the residents of Links Road, Newborough seeking their opinion on the proposed tree removals. One resident of Links Road is in support of the tree removals while the other resident opposes the removals.

Councils resolved at the Ordinary Council Meeting of 9 February 2015 the following:

1. *Authorises the removal and replacement of the stand of pine trees adjacent to the Moe Golf Club on Links Road, Newborough subject to the following conditions.*
  - *That a Council approved landscape revegetation plan is developed in agreement with local residents.*
  - *That Moe Golf Club is responsible for funding, organisation and execution of the works*
2. *Notify the head petitioner of this decision.*

Council received further correspondence from the Moe Golf Club on the 27 June 2015 requesting financial assistance from Council for the removal of the Pine trees from Links Road, Newborough.

The Chief Executive Officer, the General Manager Infrastructure and Recreation and President Moe Golf Club meet on site and had further discussions on the 9 November 2015.

A further report was tabled at the Ordinary Council Meeting of 8 February 2016 where Council resolved the following:

1. *Share the estimated cost of \$45,000 for the removal of the pine trees on Links Road Newborough and revegetation of the site adjacent to the Moe Golf Club.*
2. *Fund \$25,000 of the works and the Moe Golf Club fund \$20,000 of the works.*
3. *Consider allocating funding of \$45,000 in the 2016/17 budget for the works.*
4. *Subject to the allocation of funding in the 2016/17 budget, offer the Moe Golf Club the following*
  - *A no interest loan of \$20,000*
  - *Repayment of the loan on a quarterly basis. 16 equal instalments of \$1,250 to be paid by the end of March, June, September and December in each year*
  - *If the value of the works is greater, or less than, the estimated amount of \$45,000 that the club share, or benefit from, the cost variation on the basis of the original funding share as detailed in point 2.*
5. Officers prepare an agreement outlining the Terms and Conditions of the loan for the Moe Golf Club to sign.
6. Officers advise the Moe Golf Club of Councils decision.

On 7 June 2016 the Manager Operations and Waste and Acting Coordinator Open Space Maintenance meet onsite at the Moe Golf Club with the President, committee members and the green keepers. The meeting was to discuss issues and concerns, which includes risk control measure the Golf Club needed to address and Council officers required in writing how risk control measure were to be addressed before the no interest loan and works starting.

In June 2016, after the onsite meeting at the Golf Club follow up updated quotations for these works with a very clear brief were sought again. Quotations ranged from - \$31,629 to 36,135(Inc. GST). Site revegetation including purchase of plants and planting by Council contractor - \$5,505 (Inc. GST).

General Manager Infrastructure and Recreation meet onsite in September 2016 after contacted by the Golf Club to discuss further issues and concerns the Golf Club had with the risk control measure requesting response.

Council officers sent follow up letters out on the 6 October 2016, 10 January and the 17 March 2017, requesting a response on how they would address the risk control measures.

The Vice President from the Moe Golf Club rang and spoke to General Manager Infrastructure and Recreation on the 8 March 2017. It was noted that the Golf Club hadn't received the letters, therefore hadn't responded

The Vice President of the Moe Golf Club rang Acting Coordinator Open Space Maintenance on the 25 April 2017 to further discuss the no interest loan and where the current process is at. The Acting Coordinator Open Space Maintenance stated that Council was still waiting for a written response back from the Golf Club to move forward the no interest loan and then works can start. The Vice President stated he wasn't aware of the history, that the President was off on long term family leave. He request a copy of the Council letter dated 6 October 2016.

The Vice President emailed the Acting Coordinator Open Space Maintenance on the 26 April 2017 with a response. This stated:

*"I refer to our telephone conversations today and thank you for sending a copy of the letter dated 7th October 2016 which we did not receive.*

*As you would be aware it is impossible to remove the risk of golf balls being hit out of bounds which might impact on adjacent roads and neighbouring properties. We have received complaints from one particular home owner on Links Road about this issue but the golf course has been there for more than 50 years and it is settled practice that anyone who chooses to live near a golf course accepts the risk of an errant golf ball falling on or in the vicinity of their property.*

*I confirm that the Moe Golf Club is in no financial position to erect a cyclone fence or any other structure along the boundary of the second fairway. Traffic on Links Road is minimal as it is a "no through road" and serves only three properties. There is far more volume of traffic on Thompsons Road running parallel with the third fairway and even more traffic on the Princes Highway adjacent to the Traralgon Golf Course which have no cyclone fences.*

*We can only propose that we erect appropriate signage on the second tee to warn golfers to be careful with their play as the pine trees have been removed from the road reserve.*

*I confirm that the Moe Golf Club does want to proceed with the removal of the pine trees in accordance with the council resolution passed and subsequent agreements made.*

*If you have any queries with the above or require further discussion or information then do not hesitate to contact myself.  
I look forward to hearing from you."*

Acting Coordinator Open Space Maintenance emailed the Vice President back on the 27 April 2017 with a further response. This stated:

*"I can't comment on your draft response letter, that needs to be the committee's work.*

*What needs to be addressed for Council to move forward with this proposal, as discussed at several onsite meeting's with Council staff and Committee members was:*

- *Boundary fence to be removed by committee*
- *Burning on site of removed pines by committee*
- *Address safety concerns for Link Road, re golf balls onto the road/neighbouring properties: meetings onsite discussed a number of options including: new high boundary fence, redesign tee, fairway and/or green, tree plating, etc*
- *Revegetation/landscape plan for road reserve along Link Road: trees, shrubs and groundcovers/grasses to be purchased and planted by committee*

*I trust this has been helpful.”*

On 3 May 2017 the General Manager Infrastructure and Recreation rang and spoke to the Vice President of the Moe Golf Club.

The General Manager Infrastructure and Recreation emailed the Vice President of the Moe Golf Club on the 4 May 2017 to follow up on there phone call the night before. The General Manager Infrastructure and Recreation email stated:

*“Thanks for the discussion last night. I confirm that the information you have provided below is the extent of the response that will be provided by the club regarding the potential risk of golf balls leaving the golf club property.*

*The Council decision includes a requirement for revegetation. I confirm that this can be undertaken by Council and included in the agreement. Alternatively the club may wish to undertake this work separately in order to reduce the cost of the project.*

*It is proposed that the tree trunks will be removed from the site and taken to Australian Paper. We also propose that the branches and heads be relocated on site and burnt. Can you confirm if this is agreed by the club. If not the cost will increase significantly as we will need to take them away.*

*In relation to the removal of the boundary fence and reinstatement. Can you also confirm if the club is willing to undertake this work otherwise we will include in the quote and again the costs will increase accordingly.*

*Once the Vice President confirms the information can we confirm the price for the works and finalise the agreement with our legal team for the club to review.*

*Thanks.”*

On the 4 May 2017 the Vice President of the Moe Golf Club emailed a response back to General Manager Infrastructure and Recreation. The Vice President response was:

*“Thank for your prompt response.*

*I can confirm that that those portions of trees not taken away can be relocated on the golf course for burning.*

*The golf club is happy for the council to purchase trees for revegetation along the reserve and include that cost in the agreement.*

*I also confirm the boundary fence along Links Road has been removed and will be reinstated by the golf club following the revegetation.*

*I look forward to receiving the Agreement for the club's consideration as soon as possible."*

On the 9 May 2017 Acting Coordinator Open Space Maintenance emailed Manager Operations and Waste with a summary update, further guidance needed to move forward with this, overview of the history and the current situation as it stands. The email stated:

Current.

- *Some additional costs, but still under estimated budget of \$45,000*
- *Golf club now wanting Council to purchase and plant up reveg area, no probs, contractor can do this*
- *Still need the club to address boundary fence to stop/reduce balls leaving the course, high boundary fence, the club said NO*
- *Club putting up signs on Link Road re balls, I don't believe is enough for public safety and local residents*
- *Does the extra monies change the loan agreement ?*
- *Could be to late to carry out works shortly, winter, might have to wait for spring/early summer, because of heavy machinery and carting around the course*

General Manager Infrastructure and Recreation comments to Acting Coordinator Open Space Maintenance, in the email was:

*Acting Coordinator Open Space Maintenance, Once Vice President confirms the information can we confirm the price for the works and finalise the agreement with our legal team for the club to review.*

General Manager Infrastructure and Recreation said that a final Council report would be presented to Council in September or October. The main concerns Council officers still have is seeking advice from the insurance companies with the risk on golf balls leaving the property of the Moe Golf Course.

On the 31 August 2017 Council officers and representatives of the Moe Golf Club met onsite to discuss issues regarding this proposal. The risk concerns Council had were discussed and the four options were discussed to more forward:

1. Full removal of the pine trees and revegetate the road reserve. Council will bear any future risk of a claim and that Council may have to fund.
2. Prune all branches on the eastern side of the pines and remove any surface roots beside the fairway. This still provides protection to Links Road and neighbouring properties reducing the risk of golf ball leaving the property. Pruning off tree branches will allow more sunlight and air movement over the

fairway. Removing surface roots beside the fairway will remove tripping hazards and increase moisture within the fairway. These maintenance works will help improve the grass quality and grass cover on the fairway.

3. Staged removal and replanting. Remove one in three pines trees over ten years and revegetate as pine trees are removed. Not recommended has is very difficult to revegetate in between pines trees. Revegetated trees could be damaged and/or removed for the future pine tree removals. Large machinery is needed to complete these removals safety.

4. Not proceed with the removal. Don't remove the pine trees and carry out point two above. Prune all branches on the eastern side of the pines and remove any surface roots beside the fairway

It is considered that the pruning of branches on the eastern side of the pines and removal of any surface roots beside the fairway would improve the playing surface for the Golf Club without increasing risk to residents and people using Links Road.

The Moe Golf Club is still adamant they would like the pine trees removed.

## **15.4 Road Asset Management Plan 2017 Adoption**

**General Manager**

**Infrastructure and Recreation**

**For Decision**

### **EXECUTIVE SUMMARY**

This report presents the Road Asset Management Plan 2017 (RAMP) to Council for adoption.

In June 2017 following a report to Council on the RAMP, Council resolved that the RAMP be made available for public exhibition for a period of 6 weeks from 3 July 2017 to 13 August 2017. The exhibition period was advertised in the Latrobe Valley Express on two occasions throughout the exhibition period. The RAMP was available on the Latrobe City Council webpage and in hard copy at the Latrobe City Service centres.

No submissions were received and the RAMP has not been altered from that which was presented during public exhibition.

The expenditure outlined in the Improvement Plan of the RAMP provides for ongoing improvement projects and asset management activities. New operating budget submissions will be submitted for Council's consideration as part of any budget process.

The first five years of renewal funding is adequately catered for by current budgeted capital renewal. Beyond the next five years the requirement for renewal funding is projected to increase above current budget allocation and will need to be reviewed in line with future revisions of the long Term Financial Plan.

The Road Asset Management Plan 2017 is attached and is presented to Council for adoption.

### **RECOMMENDATION**

**That Council:**

- 1. Adopts the Road Asset Management Plan 2017; and**
- 2. makes the Road Asset Management Plan available on the Latrobe City website.**

### **DECLARATION OF INTERESTS**

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



## **DISCUSSION**

A draft of the RAMP was presented to Council for feedback and then for endorsement for public consultation at the 19 June 2017 Ordinary Council Meeting, where Council resolved:

*“That Council:*

- 1. Endorses the draft Road Asset Management Plan 2017 for public exhibition for 6 weeks from 3 July 2017 to 13 August 2017; and*
- 2. Requests that a further report be brought to Council with a draft Road Asset management Plan 2017 that considers community feedback.”*

The RAMP was exhibited for the six week period after due notification “Latrobe City Council Road Asset Management Plan Public Exhibition and Community Feedback” advertised in the Noticeboard of the Latrobe Valley Express. Notification occurred twice, once at the beginning at the commencement of the exhibition period and for a second time two weeks into the exhibition period to inform the community about the draft Road Asset Management Plan and of the opportunity to provide feedback.

There were no submissions or feedback received from the community.

Since there was no community feedback no action was taken in that regard and the Road Asset Management Plan 2017 is now presented for adoption.

A summary of the report presented to Council on 19 June 2017 is attached for reference purposes.

## **STAKEHOLDER CONSULTATION**

The Community Engagement Toolkit was used to guide consultation to seek feedback from the community following Council’s resolution to endorse the draft Road Asset Management Plan 2017 for public exhibition. This exhibition period was for 6 weeks between 3 June and 14 August 2017.

The intent of this consultation on the draft plan was to make the community aware of the plan, seek feedback on the levels of service, and to highlight specific issues that may present a risk for inclusion in the RAMP.

The plan was advertised twice in the Noticeboard of the Latrobe Valley Express and was available electronically on Council’s website and in hard copy at all service centres.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The RAMP includes an Improvement Plan for the asset management of the road assets and identifies \$770,000 over the life of the plan to implement the identified improvements.

Of this expenditure implementation of the maintenance management system is estimated at \$460,000 and has been previously identified and does not represent new expenditure.

The remaining improvement plan expenditure equates to \$310,000 and is primarily related to asset data collection.

The RAMP forecast required expenditure to maintain Council's road network, in line with the plan, is estimated at \$11,540,000 greater than what has historically been allocated in the capital works program over a ten year period. Of this amount it is estimated that \$2,430,000 is associated with new assets that are forecast to be included through growth due to development and upgrading current assets.

Adopting this plan does not commit Council to these expenditures, however being included in an adopted AMP would allow them to be considered by Council through the annual budget process.

### **RISK IMPLICATIONS**

Adopting the RAMP represents good risk management practice through understanding the risks Council faces and having a strategy to effectively manage those risks.

### **CONCLUSION**

The Road Asset Management Plan 2017 has been prepared using the best available data, has been considered by Council previously, and underwent public exhibition from 3 June to 14 August 2017. There was no feedback and no substantial changes have been made to the previously presented document.

Officers therefore recommend the Road Asset Management Plan 2017 for adoption.

### **SUPPORTING DOCUMENTS**

Nil

### **Attachments**

- 1 [↓](#). Road Asset Management Plan 2017
- 2 [↓](#). Road Asset Management Plan Council Report 19 June 2017

## **15.4**

### **Road Asset Management Plan 2017 Adoption**

<b>1</b>	<b>Road Asset Management Plan 2017.....</b>	<b>473</b>
<b>2</b>	<b>Road Asset Management Plan Council Report 19 June 2017.....</b>	<b>573</b>



# Road Asset Management Plan 2017



Draft Plan May 2017

V3





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## TABLE OF CONTENTS

1	EXECUTIVE SUMMARY .....	5
	1.1 Context .....	5
	1.2 Purpose of the Plan.....	5
	1.3 Asset Description .....	5
	1.4 The Road Assets Service .....	7
	1.5 Service Provision .....	7
	1.6 Future Demand.....	9
	1.7 Demand Management .....	10
	1.8 What does it Cost?.....	11
	1.9 What we will do.....	11
	1.10 What we cannot do .....	11
	1.11 Managing the Risks .....	11
	1.12 Confidence Levels .....	12
	1.13 The Next Steps .....	12
	1.14 Key Issues:.....	12
2	INTRODUCTION.....	14
	2.1 Background.....	14
	2.2 The purpose of the Road Asset Management Plan .....	14
	2.3 RAMP Stakeholders .....	15
	2.4 Goals and Objectives of Asset Management.....	18
	2.5 Plan Framework.....	18
	2.6 Core and Advanced Asset Management .....	18
	2.7 Community Consultation .....	19
3	LEVELS OF SERVICE .....	20
	3.1 Customer Research and Expectations .....	20
	3.2 Strategic and Corporate Goals .....	20
	3.3 Legislative Requirements.....	21
	3.4 Community Levels of Service .....	21
	3.5 Technical Levels of Service.....	23
4	FUTURE DEMAND .....	31
	4.1 Demand Drivers .....	31
	4.2 Changes that Impact Service Provisioning (ie the amount of road required) .....	31
	4.3 Changes that Impact Service Demand (i.e. the types of roads required) .....	33
	4.4 Demand Forecast.....	33
	4.5 Demand Management Plan .....	34
	4.6 Asset Programs To Meet Demand .....	36
5	LIFECYCLE MANAGEMENT PLAN.....	37
	5.1 Background Data.....	37
	5.2 Infrastructure Risk Management Plan.....	42
	5.3 Routine Operations and Maintenance Plan.....	43
	5.4 Asset Hierarchy.....	44
	5.5 Renewal/Replacement Plan.....	47
	5.6 Disposal Plan .....	53
6	FINANCIAL SUMMARY .....	54
	6.1 Financial Statements and Projections .....	54
	6.2 Funding Strategy .....	59
	6.3 Valuation Forecasts .....	60
	6.4 Key Assumptions made in Financial Forecasts .....	61
	6.5 Forecast Reliability and Confidence.....	63
7	PLAN IMPROVEMENT AND MONITORING .....	65
	7.1 Status of Asset Management Practices .....	65



7.2	Monitoring and Review Procedures.....	66
7.3	Performance Measures .....	66
8	REFERENCES.....	67
	APPENDICES.....	68
	Appendix A - Proposed Maintenance Response Service Level Agreement.....	69
	Appendix B - Projected 10 year Capital Renewal and Replacement Works Program .....	70
	Appendix C - Projected Upgrade/New Expenditure 10 year Capital Works Program.....	76
	Appendix D - Budgeted Expenditures.....	77
	Appendix E - Abbreviations.....	78
	Appendix F - Glossary .....	79
	Appendix G - Road Network Plans .....	87
	Appendix H - RAMP Improvement Plan .....	100





## I EXECUTIVE SUMMARY

### I.1 Context

Latrobe City is located approximately 150 km east of Melbourne and is one of Victoria's four major regional cities with a population of over 75,000 residents. Latrobe City is made up of four central townships: Churchill, Moe-Newborough, Morwell and Traralgon. The smaller rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon-South, Yallourn North and Yinnar are situated within the surrounding rural areas within the municipality. Council owns, operates and maintains a road network that provides transport services to the community. The road / transport assets underpin the community's ability to access property and to move around Latrobe City.

### I.2 Purpose of the Plan

The purpose of this Road Asset Management Plan (RAMP) is to assist with decision-making about Council's existing road infrastructure, to present asset information, and to predict the financial requirements of long-term renewal of these road assets.

The Road Asset Management Plan (RAMP) is a presentation of Council's strategic approach based on balancing the community's desired service levels with Council's ability to provide the service. Council is required to define standards and service levels to be delivered in accordance with user needs, regulations, industry practice and legislative codes of practice.

### I.3 Asset Description

The assets considered in this RAMP, include road pavements, running surfaces (the sealed and unsealed) and kerbs, for all the constructed sealed and unsealed roads for which Council is the Responsible Road Authority (RMA). The roads managed by Council are recorded, and that record is publically accessible in the Latrobe City Public Roads Register, available on Latrobe City website and at all service centres.

Council does not own and is not responsible for the management of Declared Main Roads such as Princes Highway, Traralgon and some forest roads. These roads are managed by other road authorities such as VicRoads, Parks Victoria or the Department of Environment Land Water and Planning (DELWP) as well as other adjacent municipalities.

The transport service to our community appears seamless between Council roads and the roads managed by other Responsible Road Authorities, Council manages the transport service either directly for the roads it manages or through liaison with other authorities to promote community interests.

The road network underpins a service of access to property. Table I.3.1 below presents the breakdown of the Council road network by road type and the principle adjacent land use.

The Latrobe City Council road network is primarily comprised of following assets:

- 878.5 kilometres of sealed roads with kerb.
- 81.9 kilometres of sealed roads without kerb.
- 0.4 kilometres of unsealed road with kerb.
- 659.1 kilometres of unsealed roads without kerbs.



**Table 1.3.1: Road network broken down to road type and principle adjacent land use**

Network Component & Adjacent land-Use	Commercial	Community	Education	Emergency	Farming	Forest	Industrial	Open Space	Peri-Urban	Recreation	Residential	Rural Living	Total (km)
Rural Unformed	-	-	-	-	1.1	-	-	-	-	-	-	0.2	1.3
Rural Unsealed	-	0.2	-	-	276.5	308.8	0.9	0.3	-	5.2	-	49.2	640.9
Rural Sealed	-	-	-	-	243.8	18.9	4.7	-	2.0	2.5	-	159.8	431.8
Urban Unformed	-	-	-	-	-	-	-	-	0.2	-	1.7	-	1.9
Urban Unsealed	1.1	0.2	0.1	-	-	-	0.4	-	-	0.8	11.9	1.0	15.4
Urban Sealed	34.4	0.9	1.8	0.3	-	-	20.6	0.6	10.8	13.4	444.6	1.2	528.6
<b>Total (km)</b>	<b>35.5</b>	<b>1.2</b>	<b>1.9</b>	<b>0.3</b>	<b>521.4</b>	<b>327.7</b>	<b>26.6</b>	<b>0.9</b>	<b>13.0</b>	<b>21.9</b>	<b>458.2</b>	<b>211.2</b>	<b>1,619.9</b>

The Council road network is a considerable investment that has been built-up over many years and presents a significant commitment to fund its up keep and eventual renewal as assets reach the end of their useful lives. The assets that make up the road network have a 'Greenfields' replacement value of **\$528,887,000**, which consists of the following breakdown:

**Table 1.3.2: Road Asset Components and Greenfields Replacement Value**

Road Component	Length (km)	Area (m <sup>2</sup> )	Greenfield CRC
Sealed Pavement	960.4	6,810,315	\$282,631,319
Sealed Surface	960.4	6,807,533	\$96,912,944
Sealed Kerbs	878.5	-	\$90,555,210
<b>Sealed Roads</b>	<b>960.4</b>	<b>6,810,315</b>	<b>\$470,099,473</b>
Unsealed Pavement	659.5	1,981,782	\$47,488,006
Unsealed Surface	659.5	1,981,035	\$11,261,889
Unsealed Kerbs	0.4	-	\$37,632
<b>Unsealed Roads</b>	<b>659.5</b>	<b>1,981,782</b>	<b>\$58,787,527</b>
All Pavement	1,619.9	8,792,0970	\$330,119,324.7
All Surface	1,619.9	8,788,568.0	\$108,174,832.9
All Kerbs	878.9	-	\$90,592,842.4
<b>All Roads</b>	<b>1,619.9</b>	<b>8,792,097</b>	<b>528,887,000</b>

Assets considered in the preparation of this RAMP include:

- Road pavements;
- Road surfaces;
- On-road car-parking spaces;
- Kerbs.



Assets not considered in this RAMP are:

- Council managed off-street carparks;
- Vehicular Crossings – these are the responsibility of the property owner;
- Street trees including landscaping;
- Street lighting;
- Artwork/Memorials within road reserves;
- Stormwater drainage;
- Private roads, laneways and car parks – these are the responsibility of the private owners;
- Arterial and Declared roads under the care of Vic Roads;
- Vehicular and pedestrian crossings that intersect with railway tracks, which includes 2.13 m from the outer tracks – responsibility of Railway Operators;
- Footpaths within the road reserve; and
- Fencing.

Road infrastructure is provided to enable the community to go about their business without hindrance. The road network serves to provide a transport service to enable access to both private and Council owned properties and to provide access within Council owned or managed reserves.

#### 1.4 The Road Assets Service

The RAMP levels of service give due regard to the strategic goals and objectives in the Council Plan and current understanding of the community's desired service levels. Future iterations of this Plan will be tested and amended in line with actual community service levels.

It is always a challenge to strike a balance between the needs and desires of the community and what can realistically be achieved. Council however, has been providing a road network for many years and officers have developed current service provision levels over time to best match the perceived community desires constrained by resources.

There are two key service provision areas, the number and type of road or road asset provided, being 'Service Provision', or the level of service to which the assets will be maintained, which is defined in the *community's terms and technical terms*.

The Road Management Act 2004 obliges Councils in Victoria to document the basic technical service levels that Council will apply. These are very risk based and are in Council's Road Management Plan. The Road Management Plan (RMP) is adopted by Council and made public. Its technical service levels forms part of the levels of service of this RAMP.

#### 1.5 Service Provision

The service provision is the amount or number of an asset of any particular type that will be provided. In the case of roads this is "where a public road will be provided", in the case of kerbs it is "which roads will have kerbing and of what type".

This RAMP is consistent with the State practice of providing at least one all-weather trafficable road (where practicable) to one point on every rateable property, not necessarily each titled lot. As a general principle access will be provided that is the shortest practical link to the general road network. This implies that there will not necessarily be an all-weather access to the property at the owner's preferred location and at times the regular driveway will be accessed by a privately maintained track which is not all-weather accessible.



Council's Public Road Register notes every road that Council will make available to the public as a public road. It also defines the basic service provision level with respect to defect management on roads (RMP Levels of Service) that are maintained under the RMP and are open to the public.

RMP levels of service are structured around roads that have been assigned a hierarchical classification. Council's road hierarchy gives higher importance to risk assessment and the appropriate levels of inspection and reactive maintenance for each classification.

Council has adopted six road hierarchy classifications and they are as follows:

(RMC 1) Link Road:

- A road that provides little vehicular access to the properties adjacent and whose function is primarily movement of goods and people.

(RMC 2) Collector Road:

- A road that provides vehicular access to adjacent properties but whose primary purpose is to collect traffic from Access roads and convey to Link and roads under the care and control of Vic Roads (Arterial or Declared Roads).

Access Roads:

- Access Roads have a primary function of providing vehicular access to adjacent properties.

Access Roads are further divided into:

- (RMC 3a) - Sealed Access Road with a speed limit greater than 60 km/hr and all Unsealed Access Roads.
- (RMC 3b) - Sealed Access Road with a speed limit less than or equal to 60 km/hr.
- (RMC 4) - Minor Access Road.
- (RMC 5) - Limited Access Road.

*Note: Road Management Class (RMC) is an approach to classification for maintenance purposes used by VicRoads.*

Service provision levels also apply to:

- New Asset – If Council provides new road structures / assets, then what design and maintainability standards shall apply to make them meet Service Provision Levels?
- Upgraded or Reconstructed Asset to original standard - If Council upgrades or reconstructs a road asset, then what design and maintainability standards shall apply to make them meet Service Provision Levels?
- Existing Assets to define the planned maintenance regime/technical levels of service to be applied.

The community desire is generally for increased and improved services. Generally, community requests for increased levels of service for the transport service focus on the sealing of unsealed roads in residential and rural/residential precincts, for traffic calming structures in urban streets and speed reductions across the network. Unfortunately, the funding available to meet these demands is not increasing at the same rate as this desire for increased services.



### 1.6 Future Demand

The Australian Bureau of Statistics indicates that by 2030 Latrobe City's population will be more than 84,000.

The majority of this growth is currently within the Traralgon area and projected for the Lake Narracan area north of Moe. Most new assets will be developer provided though some concurrent upgrade will be required as part of Council's obligation under Development Contribution Plans.

Areas of specific interest in the foreseeable future are:

- Rehabilitation of Marshalls Road, Traralgon in conjunction with adjacent development.
- Provision of a link across Traralgon Creek north of the current Franklin Street bridge.
- Provision of improved traffic flow within the Traralgon central area at key points.
- Modifications in Traralgon on Breed Street at Grey Street, Kay Street, and Princes Highway.
- Intersection improvements at Franklin Street and Grey Street, Traralgon
- Provision of another grade separated railway crossing in Moe.

*Though these growth related road asset upgrades have been envisaged, only those relating to known development contributions are at this time considered affordable.*

**Figure 1.6.1: Projected & Planned Expenditure**

<b>Latrobe City – ROADS - Projected and Planned Expenditure</b>	<b>\$000's</b>
10 year total cost [10 yr Ops, Maint, Renewal & Upgrade Proj Exp]	<b>\$143,468</b>
10 year average cost	<b>\$14,347</b>
10 year total budget [10 yr Ops, Maint, Renewal & Upgrade Budget]	<b>\$133,347</b>
10 year average budget	<b>\$13,335</b>
10 year AM financial indicator	<b>92%</b>
10 year average funding shortfall (-ve shortfall, +ve Surplus)	<b>-\$1,102</b>

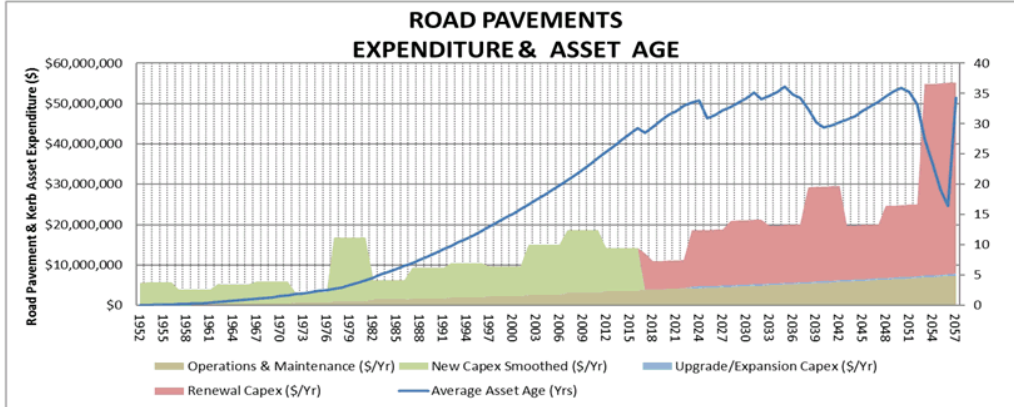
The average cost of the roads assets service is **\$14,347,000** per annum for the next 10 years.

Figure 1.6.2 outlines the history of investment in road assets. The creation of assets began in the early 1950's. Most assets were generated as part of residential development and consequently gifted to Council. The figure shows the steady increase in asset age and the renewal task being steady until 2020 before it starts to increase.





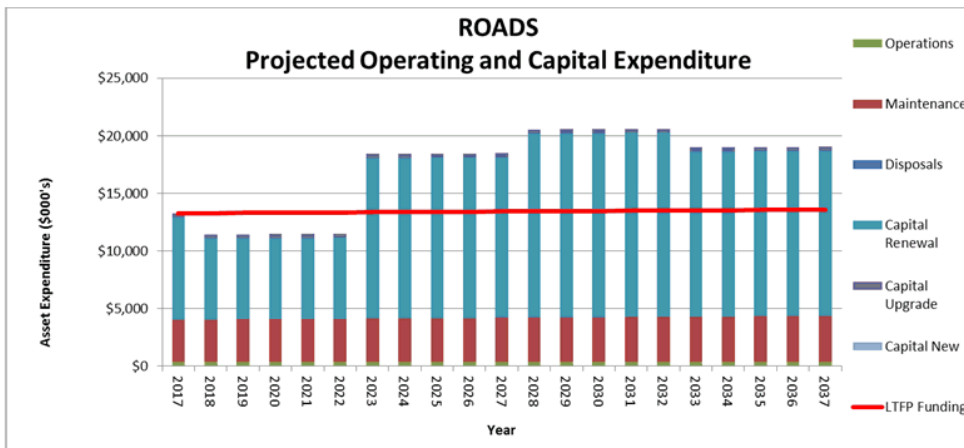
Figure 1.6.2: Road Investment History and Asset Age



Prudent management by infrastructure and maintenance staff has ensured that Latrobe City does not have a backlog in road infrastructure projects. The overall condition of the network is GOOD with an average Condition score of 2.9 out of 5.0. There is an approaching challenge in funding caused by ageing assets (those reaching the end of their useful lives) which this plan attempts to identify and address. This is evident when observing the elements above the red line in Figure 1.6.3

Maintenance and Operations funding appears to have been adequate but will need to be increased to account for growth in developer gifted assets.

1.6.3 Projected Operating and Capital Expenditure



1.7 Demand Management

The future growth areas and the areas of specific interest are a result of population increase driving traffic volume increases. Most metropolitan areas are looking to alternative transport modes such as using bicycles, walking, or using public transport as an alternative to building more and more and wider and wider roads. Working from home is another form of managing this motorist demand.



Council does not have a formal Demand Management Plan, as more data on demographics needs to be collected to review the impacts and pressures of population growth on its road network. Like most rural towns, the low population outside the towns and the distances does not lend itself to easily implementing/supporting these mode shift options.

This RAMP is not designed to articulate Council's transport strategy in this manner, however it includes consideration where appropriate such as:

- Use of appropriate signage wherever practical, to make safe critical intersections or alignments instead of complete re-design and reconstruction;
- Improvement/widening of existing roads as opposed to constructing new assets;
- Incorporating and accommodating bicycle and public transport as priority in all renewal designs and upgrades as resources allow.

### 1.8 What does it Cost?

The projected outlays necessary to provide the road assets covered by this RAMP which includes operations, maintenance, renewal and the upgrade of existing assets over the next 10 year planning period is on average **\$14,347,000** per year.

The funding allocated for this period is on average **\$13,347,000** per year which includes capital expenditure for new and upgrade projects, maintenance, operations and an allowance for renewal based on the financial depreciation of the road assets. This is a funding under-allocation on average of **\$1,102,000** per year, generated primarily from the practice of allocation for annual renewal expenditure based on the annual depreciation rate rather than calculated renewal requirement.

### 1.9 What we will do

Council plans to provide support to the transport service through the following:

- Fund operations, maintenance, and renewal of road pavements, surfaces and kerb to meet the current level of service;
- Undertake upgrade of the road network where capacity shortfalls have been identified in the existing system;
- Maintain critical road assets as a high priority.

### 1.10 What we cannot do

Council is not responsible for increasing the levels of service of the existing network where the community has increasing expectations and the pre-existing road conditions are the acceptable standard for the time of construction, safe and are within design capacity.

This plan does not include assets associated with Latrobe Regional Airport, caravan parks at Hazelwood, Moe, and Lake Narracan as well as the Hyland Highway Landfill. These assets will be collected as resources permit until which time the assets will remain under the care and control of the management of these business units.

### 1.11 Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities and projects with the resource available to Council.



We have identified the major risks as:

- Non representative asset degradation curves which potentially may lead to poor decision-making and 'looseness' in the funding calculation for maintenance and renewals;
- No resource dedicated to the direct management of road assets.

We will endeavour to manage these risks, within funding constraints, by:

- Conducting regular condition audits and site inspections to determine the remaining useful life of assets and maintenance requirements. This includes adherence to Australian Standards and best practice notes as produced by IPWEA;
- Continued effort to rationalise collected data and improved processes to ensure data completeness and accuracy;
- Improved training and education of staff to increase awareness and adherence with associated standards, and;
- Request funding for renewals as required and to monitor trends of maintenance requirements and techniques.

#### 1.12 Confidence Levels

This RAMP is based on a **HIGH** level of confidence in the data. Primarily as the database has been developed incrementally over some 25 years, and the current data set has been created from a variety of sources generally with a **HIGH** degree of accuracy. The data has been tested and has been provide a proven to **HIGH** level of completeness and accuracy.

There is confidence in the calculation of the financial information is also **HIGH**; the results are based on asset quantities with **HIGH** confidence and asset age with **HIGH** to **MODERATE** confidence. This plan has incorporated asset condition as assessed by independent third party provider who is an expert in this field. The condition has been used to determine remaining useful life, providing a high level of confidence in the financial predictions.

#### 1.13 The Next Steps

The actions resulting from this asset management plan are to:

- Continue to improve asset data;
- Increase staff awareness surrounding the importance of maintaining an up to date and accurate road asset information for inclusion into future revisions of this RAMP, and;
- Implement the RAMP improvement plan as time and resources allow.

#### 1.14 Key Issues:

Latrobe City has very few specific road issues. The most common issues raised by the community is for an upgrade to the road network at a local area to incorporate traffic calming devices to control poor motorist behaviour. Another common issue raised is that of amenity relating to gravel roads. Requests to have gravel roads upgraded by sealing are common especially where residential development encroaches into the rural precincts.





Table I.14.1 highlights the sections of the road network generating community requests for sealing.

**Table I.14.1: Road components of the Network at risk of Requests for Increased Service Level**

Network Component & Adjacent land-Use	Commercial	Community	Education	Emergency	Farming	Forest	Industrial	Open Space	Peri-Urban	Recreation	Residential	Rural Living	Total (km)
Rural Unformed	-	-	-	-	1.1	-	-	-	-	-	-	0.2	1.3
Rural Unsealed	-	0.2	-	-	276.5	308.8	0.9	0.3	-	5.2	-	49.2	640.9
Rural Sealed	-	-	-	-	243.8	18.9	4.7	0.0	2.0	2.5	-	159.8	431.8
Urban Unformed	-	-	-	-	-	-	-	-	0.2	-	1.7	-	1.9
Urban Unsealed	1.1	0.2	0.1	-	-	-	-	-	-	0.8	11.9	1.0	15.4
Urban Sealed	34.4	0.9	1.8	0.3	-	0.0	20.6	0.6	10.8	13.4	444.6	1.2	528.6
<b>Total (km)</b>	<b>35.5</b>	<b>1.2</b>	<b>1.9</b>	<b>0.3</b>	<b>521.4</b>	<b>327.7</b>	<b>26.6</b>	<b>0.9</b>	<b>13.0</b>	<b>21.9</b>	<b>458.2</b>	<b>211.2</b>	<b>1,619.9</b>

The segments of the road network that are likely to generate requests for upgrading through sealing of currently gravel surfaced roads amounts to 71.9 kilometres of gravel road (shown highlighted orange). Sealing these roads would cost of the order of \$12M dollars. This ignores the fact that above the highlighted precincts there are residents in the rural (Farming) zone that are requesting sealing of unsealed roads above that in the calculation of the \$12M cost. The current Special Charge Scheme policy is only partially addressing these requests and is producing variable outcomes in reflecting value to those under such schemes and fairness to the rest of the community. There is a view that these community members are requesting subsidised upgrading of their Level of Service.

To clearly define these service aspects, the Special Charge Scheme Policy should be reviewed with clear guidelines for differential application by precinct types and to better reflect the benefits received.

An associated issue is the historical design, construction of roads within our rural townships which has left a legacy of assets that may not perform as the community expects particularly with respect to dust, drainage and the siting of footpaths.



## 2 INTRODUCTION

### 2.1 Background

This Road Asset Management Plan (RAMP) aids responsive management of assets (and services the provided from assets), compliance with regulatory requirements and communicates funding needs to provide the required levels of service over the forward planning period.

### 2.2 The purpose of the Road Asset Management Plan

#### 2.2.1 The purpose of the RAMP

The fundamental purpose of an asset management plan is to demonstrate good long-term strategic management of roads in the context of:

- Council's available financial and human resources;
- The community's desired levels of service is in accordance with Council's key strategic documents, meets legislative.

The RAMP achieves this by setting standards, service levels and programs which Council will develop and deliver. The standards and service levels have been set in accordance with user needs, regulations, industry practice and legislative codes of practice.

#### 2.2.2 The relationship of the RAMP with the Road Management Plan

The Road Management Act provides a legal framework for the management of the public road network. The Road Management Act imposes specific statutory duties on road authorities to inspect, repair and maintain to a reasonable standard those roads that form part of the public road network. It further obliges Council to document and make public its approach to managing its responsibilities under the Act in a Road Management Plan (RMP).

There is at times a confusion of purpose between the RAMP and the RMP. The RMP however, speaks only to the maintenance and risk management aspects of being a Road Authority under the Road Management Act 2004. The RAMP, among other things is focused on good overall strategic management in terms of providing a road network, such as future demand, planning, community levels of service and so on.

The provisions of this RAMP apply to those public roads (including on-road carparks) listed in Latrobe City's Register of Public Roads. Latrobe has determined that those public roads, including on-road carparks on the Register of Public Roads are those public highways that are considered to be reasonably required for general public use. Council has also identified certain roads that it does not own and/or accept responsibility for, so that this is clear to road users. These roads are listed as 'Not Maintained' in the 'Register of Public Roads'.

This RAMP includes, where Council is the responsible road authority:

- Road pavements;
- Road surfaces;
- On-street car-parking spaces; and
- Kerbs.

For clarity, the following are not included in this plan:

- Council managed off-street car-parking;



- Footpaths;
- Vehicular Crossings (driveways) are the responsibility of the property owner;
- Private roads, laneways, carriageway easements and private car parks are the responsibility of the land owners;
- Vehicular & pedestrian crossings that intersect with railway tracks, including 2.13 m from the outer tracks are the responsibility of the Railway Operators;
- Declared roads are the responsibility of Vic Roads; and
- Forest roads are the responsibility of the relevant State Government department.

### 2.3 RAMP Stakeholders

Council recognises varying needs of external and internal stakeholders depending on whether these stakeholders are the business community, residents, or visitors and they include:

**Table 2.4.1: External Key Stakeholders**

<b>External Key Stakeholder</b>
Community and general users
Local Businesses
Transport Businesses
Forest Industry, Farming Communities
Tourists and visitors – as occasional users
Management Committees of the Environment
Tourists and visitors – as occasional users
VicRoads
Developers
Council's Insurer
State and Federal Government
Baw Baw Shire Council, South Gippsland Shire Council and Wellington Shire Council.

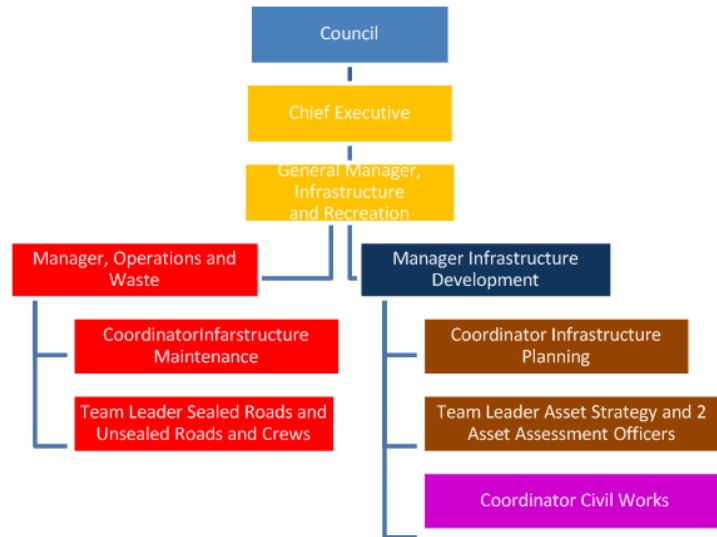
Council's organisational structure for service delivery from infrastructure assets is detailed below. The functions that have been identified in the Asset Management Strategy 2014-2018 are not fully reflected in the organisational structure.

The following table represents the Latrobe City Council positions implementing asset management throughout the asset life cycle.

Within Latrobe City there are internal stakeholders that either have responsibility for the delivery of transport assets or deliver services to our community that depend upon transport asset. The core organisation structure of those stakeholders is presented in Figure 2.4.2 with detail of their role outlined in Table 2.4.3. More detailed outline of responsibilities throughout an assets life-cycle is presented in Figure 2.5.4.



Figure 2.4.2: Organisational Structure Chart



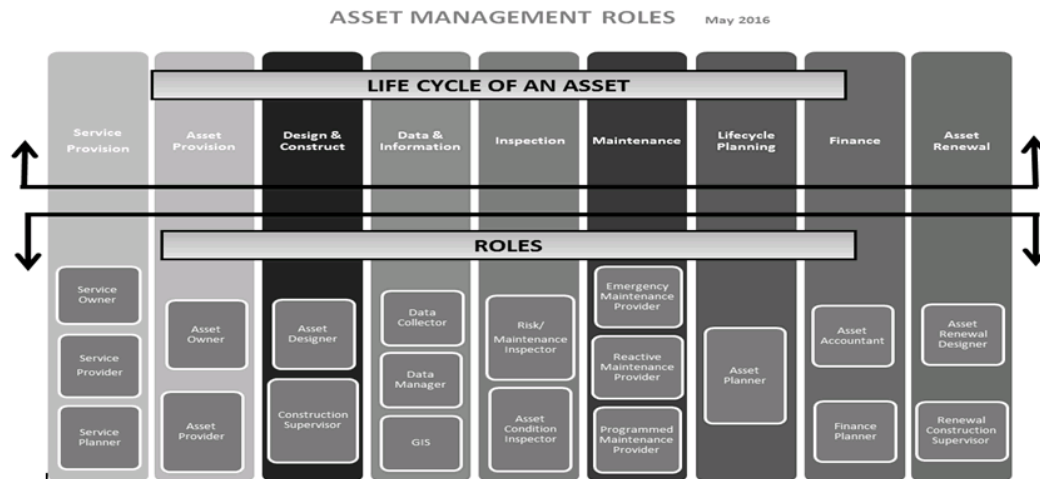
Key internal stakeholders and their role in asset management are outlined in Table 2.4.3.

Table 2.4.3: Key Internal Stakeholders

Internal Key Stakeholder	Role in Asset Management Plan
Councillors	Represent the needs of community/stakeholders, allocate resources to meet the organisation’s objectives in providing services while managing risks, ensure organisation is financially sustainable.
CEO/General Manager	Overall stewardship and responsibility to provide the support structure and resources to allow adequate management of the road assets.
Manager Infrastructure Development	Manage strategic planning, construction of new, and renewal of existing assets.
Coordinator Infrastructure Planning	Provide support and undertake strategic asset planning.
Team Leader Asset Strategy	Coordinate strategic planning activities and maintain road data.
Asset Assessment Officers	Data collection, condition reporting and spatial location of assets.
Manager Operations and Waste	Manage reactive and planned asset maintenance.
Co-ordinator Infrastructure Maintenance	Provide support and guidance to reactive and programmed routine maintenance.
Team Leader Sealed Roads and Team Leader Unsealed Roads	Inspect and respond to reactive maintenance requests and undertake routine maintenance.
Road Crews	Respond to reactive maintenance requests and undertake routine maintenance.
Council Business Units	Responsible for operational delivery, local laws enforcement and land use / development planning.



Figure 2.4.4: Organisational Asset Management Structure/Roles



Service & Asset Function	Division	Department	Position	Formalised in Organisational Structure
Service Owner	IR	IR	GM IR	No
Service Provider	IR	Infra Dev	Mgr Infra Development	No
Service Planner	IR	IR	Not allocated to position	No
Asset Owner	IR	Infra Dev	Mgr Infra Development	No
Asset Provider	IR	Infra Dev	Mgr Infra Development	Yes
Asset Designer	IR	Infra Dev	Co-ord Infra Design	Yes
Construction Supervisor	IR	Infra Dev	Co-ord Civil Works Projects	Yes
			Civil Engineers	Yes
			Team Leader Development	Yes
			Co-ord Major Projects	Yes
Data Collector	IR	Infra Dev	Asset Assessment Officer	Yes
Data Manager	IR	Infra Dev	Team Leader Asset Strategy	Yes
GIS	IR	Infra Dev	Asset Assessment Officer	Yes
Risk Inspector	IR	Infra Ops	Manager Operations and Waste	No
Asset Condition Inspector	IR	Infra Dev	Asset Assessment Officer	Yes
Emergency Maintenance	IR	Infra Dev	Team Leader Sealed Roads	Yes
			Team Leader Unsealed Roads	Yes
Reactive Maintenance	IR	Infra Dev	Not Allocated to position	No
			Co-ord Infrastructure Planning	Yes
Programmed Maintenance Provider	IR	Infra Ops	Not Allocated to position	No
Asset Planner	IR	Infra Dev	Co-ord Infrastructure Planning	Yes
Financial Planner	Corp Services	Finance	Mgr Finance	No
Asset Accountant	Corp Services	Finance	Mgr Finance	No
Asset Renewal Designer	IR	Infra Dev	Co-ord Infra Design	Yes
Asset Renewal Supervisor	IR	Infra Dev	Co-ord Civil Works Projects	Yes
			Civil Engineers	Yes
			Team Leader Development	Yes
			Co-ord Major Projects	Yes



#### 2.4 Goals and Objectives of Asset Management

The organisation exists to provide services to its community. Some of these services are provided through infrastructure assets. Council has acquired infrastructure assets by 'purchase', through construction by our staff or through contract, and by gifting of assets constructed by developers and others to meet increased service provision.

Our goal in managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future users.

The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance,
- Managing the impact of growth through demand management and infrastructure investment.
- Taking a lifecycle approach to developing cost-effective management strategies for the long-term that meet the defined level of service,
- Managing risks associated with asset failures,
- Having a long-term financial plan which identifies required, affordable expenditure and how it will be financed, and
- Continuing improvement in asset management practices.

#### 2.5 Plan Framework

Key elements of this plan are:

- Future demand and how this will impact on future service delivery, and how this is to be met,
- Specifying Service Provision (where roads are built, to what standard roads will be built, when roads will be maintained and renewed) the organisation will provide and functional levels of service.
- Lifecycle management that outlines how Council will manage its existing and future assets to provide the defined levels of service,
- Financial summary of what funds are required to provide the defined services,
- Monitoring of the plan to ensure it is meeting organisation's objectives, and
- The implementation of an Asset Management Improvement Plan (Appendix H).

#### 2.6 Core and Advanced Asset Management

This RAMP is prepared as a 'core' asset management plan in accordance with the International Infrastructure Management Manual. It is prepared to meet minimum legislative and organisational requirements for sustainable service delivery and long term financial planning and reporting. Core asset management is essentially where the level of service is not analysed against community expectations or Council's ability to fund different service delivery strategies.

Future revisions of the RAMP will move towards 'advanced' asset management using a 'bottom up' approach, gathering asset information for individual assets inclusive of asset condition to support the optimisation of activities and programs to meet agreed service levels in a financially sustainable manner.





### **2.7 Community Consultation**

Future revisions of the RAMP will incorporate community consultation on service levels and costs of providing the service. This will assist the Council and the community in matching the level of service needed by the community, service risks and consequences with the community's ability and willingness to pay for the service.

To elaborate the 'core' AMP does not attempt to:

- Optimise decision making, or to
- Balance community expectation of service provision and levels of service to Council's ability to fund.



### 3 LEVELS OF SERVICE

#### 3.1 Customer Research and Expectations

The organisation has not carried out any research on customer expectations. This will be investigated for future updates of the RAMP.

The levels of service developed for this plan are based on current adopted technical levels of service that have been the experience of Council in delivering the service and responding to community requests and complaints.

#### 3.2 Strategic and Corporate Goals

This RAMP is prepared under the direction of the organisation's vision, mission, goals and objectives.

Our vision is:

*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 mission is:

*To provide the best possible facilities, services, advocacy and leadership for Latrobe City, one of Victoria's four major regional cities.*

Relevant organisational goals and objectives and how these are addressed in the RAMP are included in Table 3.2.

**Table 3.2: Organisational Goals and how these are addressed in this Plan**

Goal	Objective	Strategic Directions	How Goal and Objectives are addressed in AM Plan
APPROPRIATE, AFFORDABLE & SUSTAINABLE FACILITIES, SERVICES & RECREATION	To provide facilities and services that are accessible and meet the needs of our diverse community.	Develop and maintain community infrastructure that meets the needs of our community.	To document how Latrobe City Council will provide the road service provision and level of service.
EFFICIENT, EFFECTIVE & ACCOUNTABLE GOVERNANCE OBJECTIVES 2013 – 2017	Work to minimise rate increases for our community.	Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably.	To analyse existing services and lifecycle management plans that will optimise the service delivery.

The organisation will exercise its duty of care to ensure public safety is accordance with Council's risk management policies. Management of infrastructure risks is covered in Section 5.2.





### 3.3 Legislative Requirements

The organisation will meet legislative requirements including Australian and State legislation and regulations. These are included in Table 3.3.1.

**Table 3.3.1: Legislative Requirements**

Legislation	Requirement
Local Government Act 1989	Sets out role, purpose, responsibilities and powers of local governments.
Road Management Act 2004	Relates to management of roads
Subdivision Act 1988 and Subdivision Regulations (Procedures) 1989	Sets out the requirements for the provision of infrastructure resulting from development.
ResCode	Specifies infrastructure requirements and standards for urban development.
Environment Protection Act 1970	Relates discharge, emission or deposit of any substance that may pollute any segment or element of the environment
Emergency Management Act 1986	Requires a council to have a Municipal Emergency Management Plan to address local emergency risks.
Occupational Health and Safety Act 2004	Applicable to working on stormwater infrastructure.

### 3.4 Community Levels of Service

Community Levels of Service measure how the community perceives the service and whether the organisation is providing community value.

Service levels are defined in two terms, community levels of service and technical levels of service.

The organisation's current and expected community service levels are detailed in Tables 3.4.1 and 3.4.2. Both tables show the agreed expected community levels of service based on resource levels in the current long-term financial plan and non-structured community consultation/engagement.

The community level of service has been developed over many years as a result of community feedback, consultation and developments to meet the requirements of the Road Management Act 2004. The levels of service defined in this section will:

- Clarify the level of service that our community should expect;
- Identify works required to meet these levels of service;
- Identify the costs and benefits of the services offered;
- Enable Council and our community to discuss and assess the suitability, affordability and equity of the existing service level and to determine the impact of increasing or decreasing the level of service in future.

The primary purpose of the road network is to provide safe, convenient and mostly all-weather access to properties. The community also desires that the access be clean, comfortable, and aesthetically pleasing.

The following tables define existing community expectations of transport service levels given due regard to the medium term strategic goals and objectives in the current Council Plan.



Council currently receives feedback from the community from the following various sources:

- Benchmarking with like Councils
- Pathways Request – customer requests and reactive asset complaints, and
- Annual Local Government Community Satisfaction Surveys.

Table 3.4.1 is to be read in conjunction with Table 3.5.

**Table 3.4.1: Community Level of Service**

<b>COMMUNITY OUTCOMES</b>			
The provision of a road network that:			
<ul style="list-style-type: none"> <li>• AMENITY - allows trouble free access of properties and links communities;</li> <li>• SAFE - allows safe travel;</li> <li>• DRIVABILITY – trouble free smooth travel;</li> <li>• ECONOMIC - enhances the movement of freight/promotes economic development.</li> </ul>			
<b>COMMUNITY LEVELS OF SERVICE</b>			
<b>Asset Component</b>	<b>Asset Type</b>	<b>Community Level of Service</b>	<b>Community Service Measure</b>
Road	All types	Property accessible Road capacity matches traffic levels Efficient freight transport All weather access	Amenity Safety/Amenity Economic Amenity/economic
Road Surface	Sealed Road	Smooth running surface Free of potholes	Drivability Drivability/Amenity/Safety
	Unsealed Road	Smooth running surface Not slippery Free of potholes and corrugations Free of excessive dust	Drivability Drivability/Amenity/Safety Drivability/Amenity/Safety Amenity
Kerb	Sealed Road	Urban streets kerbed	Amenity
	Unsealed Road	No expectation	None
Line Marking	Sealed Road	Clear line-marking	Safety
Lighting	Sealed Road	Urban streets well lit	Safety/Amenity
	Unsealed Road	No expectation	None
Traffic calming	All types	Free from excessive speeding	Safety/Amenity
Road Signage	All types	Clear regulatory and directional signage	Safety/Amenity
Road shoulders	All types	Safe opportunity to pull over	Safety/Amenity
Guideposts	All types	Roads well delineated	Safety/Amenity
Table Drains	Unsealed Road	Road surfaces free of flowing water	Safety



Council's performance against the community levels of service will be monitored to the extent that is practical through the performance measures as outlined in Table 3.4.2 and 3.5.

**Table 3.4.2: Community Level of Service Measures**

Community Service Measure	Performance metric	Current Performance	Target performance
Safety	<ul style="list-style-type: none"> <li>Crash statistics</li> <li>Number of safety related Pathways requests resulting in safety improvements.</li> </ul>	To be determined (Improvement Plan action)	To be determined (Improvement Plan action)
Driveability	<ul style="list-style-type: none"> <li>"Know Your Council" community satisfaction survey</li> </ul>	50	55
Amenity	<ul style="list-style-type: none"> <li>"Know Your Council" community satisfaction survey</li> </ul>	50	55
Economic	<ul style="list-style-type: none"> <li>Number of Pathways relating to economic efficiency.</li> </ul>	To be determined (Improvement Plan action)	To be determined (Improvement Plan action)

### 3.5 Technical Levels of Service

Supporting the community service levels are operational or technical measures of performance. These technical measures relate to the allocation of resources to service activities that the organisation undertakes to best achieve the desired community outcomes and demonstrate effective organisational performance.

Technical service measures are linked to annual budgets covering:

- Operations – the regular activities to provide a functioning road network, which involves services such as street sweeping, rubbish removal and the provision of street lighting.
- Maintenance – the activities necessary to retain an asset as near as practicable to an appropriate service condition (e.g. cleaning of refuse/rubble, removing tree roots, replacing cracked pit lids, repairing potholes). Maintenance is generally divided into reactive maintenance and routine maintenance.
  - Reactive maintenance is generally as a response to community requests and scheduled road inspections undertaken in compliance with the Road Management Plan (RMP). The need for maintenance action is generally assessed against the intervention levels as outlined in the RMP.
  - Routine maintenance comprises of planned activities to maintain the serviceability of the transport network and includes such actions as grading, culvert cleaning and table drain cleaning.



- Renewal – comprises capital works that return the service capability of an asset to its original status at the time of it reaching the end of its useful life.
- Upgrade – comprises capital works undertaken to provide a higher level of service than that which the asset was originally build to deliver, a road sense this may include the provision of kerbing that was not originally provided or sealing a previously unsealed road.
- New – capital works undertaken to provide a new asset which in turn provides a new service of the grouped with expansion which is capital works that expanded level of service able to be provided.

Table 3.5 shows the technical level of service expected to be provided under this RAMP. The agreed sustainable position in the table documents the assumed current position of Council based on existing and past practice. Further development of this Plan will include/consider community consultation and trade-off of service levels performance, costs and risk within resources available in the long-term financial plan.

Some of the maintenance activities are delivered through the implementation of the RMP. These are reactive actions such as repairing potholes that deliver a smooth running-surface as opposed to planned activities such as road reseals which is a renewal of the running surface at the end of the sealed surface expected useful life and delivers a smooth running-surface over the longer term.

#### 3.5.1 The provision of Reconstructed (Asset Renewal), Upgraded and New Assets.

The RAMP is based on asset modelling which uses asset condition projected forward through time to the forecast point at which the asset reaches the end of its useful life. These activities are funded wholly by Council under specific renewal programs such as:

- Kerb Replacement Program;
- Gravel Road Re-sheet Program;
- The Road Reseal and Asphalt Overlay Programs; and the
- Road Rehabilitation Program.

The projected funding requirements for these programs is included in this RAMP.

Most new assets and upgraded assets are provided through development activity, after which the assets are gifted to Council.

Other upgrading of assets such as the sealing of unsealed roads will be funded through Council allocation and contribution from the property owners that are the primary beneficiaries of the upgrade, typically the property owners adjacent to the road being upgraded. Prioritising these projects and the contribution required by property owners is undertaken under the guidelines of the Special Charge Scheme Policy. Generally Council will fund the community portion of such an upgrade and the residents the remainder.

Unsealed roads which have been constructed by others on public road reserves and not identified in Council's Register of Public Roads will not be considered for maintenance and/or upgrading by Council. However, Council may accept responsibility for these roads should they be constructed to Council's current standards by developers or adjoining residents.



Table 3.5: Technical Levels of Service

TECHNICAL LEVELS OF SERVICE – Non- Road Management Plan					
Service Attribute	Focus	Tactical Performance Measure	Strategic Performance Measure	Current Performance	Future Actions
Property Access	Amenity	N/A	Requests of substance	To be determined	Set performance targets
Road Capacity	Safety	N/A	Requests of substance	To be determined	Set performance targets
Efficient Freight	Economic	N/A	NHVA performance	To be determined	Set performance targets
All Weather Access	Amenity	N/A	Re-sheet Program delivery	Program delivered	Set performance targets
Smooth Running Surface	Amenity	N/A	Reseal & Re-sheet Program delivery	Program delivered	Set performance targets
Potholes	Safety	RMP delivery	N/A	To be determined	Set performance targets
Slipperiness	Safety	RMP delivery	Reseal Program delivery	Program delivered	Set performance targets
Corrugations	Safety	RMP delivery	N/A	To be determined	Set performance targets
Excessive Dust	Amenity	N/A	Special Charge Scheme delivery	To be determined	Set performance targets
Kerbed Urban Streets	Amenity	N/A	Special Charge Scheme delivery	To be determined	Set performance targets
Clear Line Marking	Safety	RMP delivery	Line Marking Program delivery	To be determined	Set performance targets
Speeding	Safety	RMP delivery	Local Area Traffic Management Policy delivery	To be determined	Set performance targets
Clear Regulatory Signage	Safety	RMP delivery	N/A	To be determined	Set performance targets
Clear Directional Signage	Amenity	RMP delivery	N/A	To be determined	Set performance targets
Guideposts	Safety	RMP delivery	N/A	To be determined	Set performance targets
Road Shoulders	Safety	RMP delivery	N/A	To be determined	Set performance targets
Urban Street Lighting	Amenity	N/A	Requests of substance	To be determined	Set performance targets



Table 3.5a - Road Management Plan response codes and relevant response times

<b>TECHNICAL LEVELS OF SERVICE – Road Management Plan Response Codes</b>		
<b>Response Code</b>	<b>Control Mechanism</b>	<b>Response Time</b>
ER	Inspect and rectify if possible, or provide appropriate warning	Within 2 hours of inspection notification
A	Inspect and rectify if possible, or provide appropriate warning	Within 1 day of inspection notification
B	Inspect and rectify if possible, or provide appropriate warning	Within 2 days of inspection notification
C	Inspect and rectify if possible, or provide appropriate warning	Within 5 days of inspection notification
D	Inspect and rectify if possible, or provide appropriate warning	Within 2 weeks of inspection notification
E	Inspect and rectify if possible, or provide appropriate warning	Within 4 weeks of inspection notification
F	Inspect and rectify if possible, or provide appropriate warning	Within 8 weeks of inspection notification
G	Inspect and rectify if possible, or provide appropriate warning	Within 12 weeks of inspection notification
H	Inspect and rectify if possible, or provide appropriate warning	During routine annual maintenance



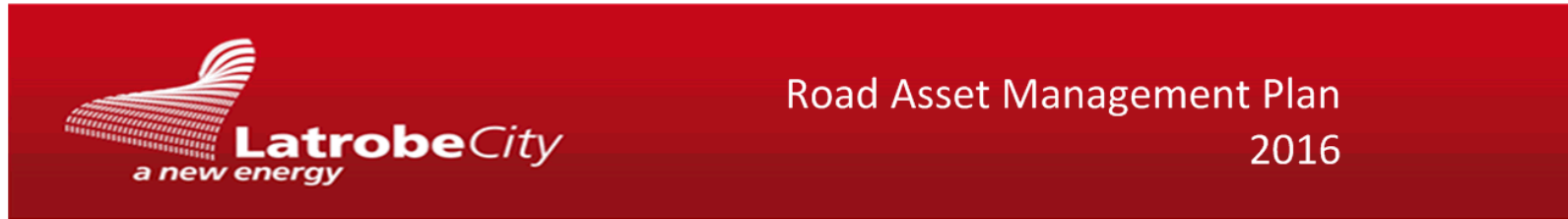


Table 3.5b – Road Management Plan Technical Level of Service (Draft as at 15 May 2017)

<b>TECHNICAL LEVELS OF SERVICE – Road Management Plan Intervention Levels – table 1 of 3</b>						
Defect Code	Description of Defect and Intervention Level	Response Times (Refer Appendix E)				
		RMC1 (Link)	RMC1 (Collector)	RMC3 (Sealed Access)	RMC4 (Minor Access)	RMC5 (Limited Access)
<b>1.0 Obstructions in Traffic Lane (All Road Surfaces)</b>						
OBS	Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, accumulation of dirt or granular materials on the traffic lane of (sealed roads only) that pose a safety risk to vehicles.(i.e run off road, movement into oncoming lanes, loss of traction or braking capability)	A	A	A	B	B
OCC	Traffic hazards requiring urgent response to ensure traffic safety - ponding of water >300mm deep, fallen trees, oil spills, stray livestock.	A	A	A	B	B
EM	Emergency Event (e.g. road accidents resulting in debris on road surface)	A	A	A	B	B
<b>2.0 Pavement or Surface Defects (Sealed Roads)</b>						
S-POT	Potholes in traffic lane of a sealed pavement greater than 300mm in diameter and greater than 75mm deep.	B	C	D	D	D
S-DRO	Edge drops/breaks onto unsealed shoulder greater than 100mm over a 1.0m length.	D	D	E	E	E
S-SHG	Unsealed shoulder grading (to correct pavement drop off, build-up or rutting) where potholes or scouring exceed 75mm in depth and 300 mm in diameter; or drop off from seal exceeds 75mm.	D	E	E	E	F
S-RUT	Wheel Rutting /Depressions/Corrugations in the traffic lane of a sealed pavement. Maximum depth under a 1.2m straightedge exceeds 75mm (requiring the application of a levelling course of asphalt(<25 m2)	E	E	E	F	F
S-SHO	Pavement Failure /Shoving of the surface in the traffic lane. Maximum depth under a 1.2m straightedge exceeds 75mm. (For Areas 1sq.m-50sq.m)	C	D	E	E	E
S-BLE	Bleeding seals (resulting in pickup of binder due to traffic action)	A	A	A	A	B

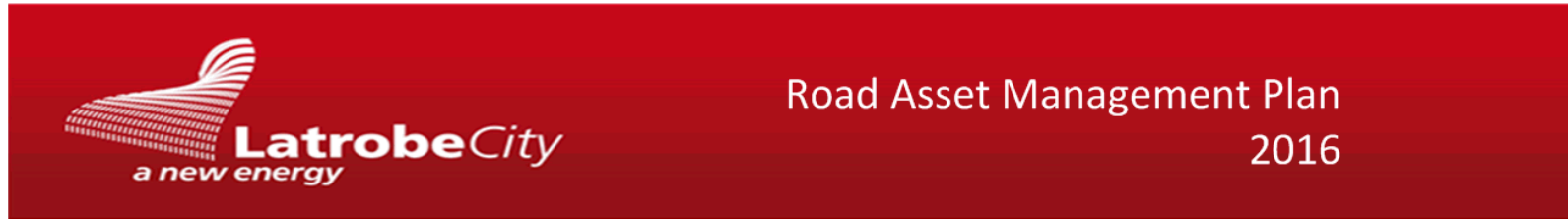


Table 3.5b - continued

<b>TECHNICAL LEVELS OF SERVICE – Road Management Plan Intervention Levels – table 2 of 3</b>						
Defect Code	Description of Hazard Defect and Intervention Level	Response Times (Refer Appendix E)				
		RMC1 (Link)	RMC1 (Collector)	RMC3 (Sealed Access)	RMC4 (Minor Access)	RMC5 (Limited Access)
<b>3.0 Pavement or Surface Defects (Unsealed Roads)</b>						
U-POT <sub>1</sub>	Potholes in traffic lane of an unsealed pavement greater than 500mm diameter and 100mm deep.	#N/A	E	E	E	N/A
U-POT <sub>2</sub>	Potholes in traffic lane of an unsealed pavement greater than 1000mm diameter and 150mm deep.	#N/A	#N/A	#N/A	#N/A	E
U-CSR <sub>1</sub>	Corrugations/Scour/Ruts in the traffic lane of an unsealed pavement 100mm in depth and over 10% of the area of the total road surface.	#N/A	D	E	F	#N/A
U-CSR <sub>2</sub>	Corrugations/Scour/Ruts in the traffic lane of an unsealed pavement 150mm in depth and over 20% of the area of the total road surface.	#N/A	#N/A	#N/A	#N/A	F
U-IPM	Slippery unsealed Road - Insufficient pavement Material that pose a safety risk to vehicles.(i.e run off road, movement into oncoming lanes, loss of traction or braking capability)	#N/A	B	B	B	#N/A
<b>4.0 Drainage (All Road Surfaces)</b>						
PIT	Damaged or missing drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes.	D	D	E	E	E
CLE	Drain, culverts and pits cleaning (if impacting Roads) Remove dirt/debris to maintain drainage. Report scour damage, corroded or braided inverts, or structural distortion.	D	D	E	E	E
<b>5.0 Vegetation (All Road Surfaces)</b>						
VEG	Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of safety signs or long dry grass on a road shoulder where a vehicle is required to leave the paved surface of the road to overtake another vehicle.	C	C	D	E	E
INT	Vegetation intruding within an envelope over roadways from the back of shoulder and/or kerb and a minimum of 5m height clearance over pavement and the trafficable portion of shoulders.	C	C	D	E	E





Table 3.5b - continued

<b>TECHNICAL LEVELS OF SERVICE – Road Management Plan Intervention Levels – table 3 of 3</b>						
Defect Code	Description of Defect and Intervention Level	Target Response Times (Refer Appendix E)				
		RMC1 (Link)	RMC1 (Collect or)	RMC3 (Sealed Access)	RMC4 (Minor Access)	RMC5 (Limited Access)
<b>6.0 Roadside Signage &amp; Furniture (All Road Surfaces)</b>						
SSI	Safety signs missing, illegible or damaged making them substantially ineffective.	E	E	F	F	F
GUI	Guideposts -Missing or damaged at a critical location 2 making them substantially ineffective.	E	E	E	F	F
BAR	Safety Barrier and Fencing -Missing or damaged at a critical locations making them substantially ineffective.	E	E	E	F	F
MAR	Line marking, missing, illegible or confusing at a critical location	E	E	E	F	E
<b>7.0 Structures (including bridges)</b>						
BRI	Damage affecting structural performance eg Bridges and Major Culverts	E	E	E	E	E
<b>8.0 Traffic Signals and Controls (All Road Surfaces)</b>						
SIG	Traffic Signal inoperable or confusing	C	C	C	C	C
<b>9.0 Off Street Carparks</b>						
COA	Defective pedestrian areas with a step greater than 30mm	B	C	D	D	D
COV	Vegetation over pedestrian areas of carparks, intruding into a minimum of 2.1m height clearance over pedestrian areas.	C	C	D	E	E
CPS	Sealed Pavement defects (i.e Potholes >300mm in diameter and greater than 75mm deep. )	B	C	D	D	D
CPU	Unsealed Pavement defects (i.e Potholes >500mm diameter and 100mm deep )	#N/A	E	E	E	E



## Road Asset Management Plan 2017

### 3.5.2 Construction Standards for Reconstructed (Asset Renewal), Upgraded and New Assets.

New roads that will be provided are in accordance with:

- The Infrastructure Design Manual (IDM)
- Council's design standards; and
- Relevant Australian Standards.

Council has endorsed adopting the IDM to communicate its road construction standards. These standards take into account road user requirements relating to operational comfort, convenience, safety and the funding resources available to Council.

It is not intended that all existing roads will be upgraded to comply with these adopted Standards, however any new work will be constructed to the desirable Standard, where practicable. In instances where adopted standards cannot be achieved, professional judgement and industry best practice will be adopted. Renewal works will endeavour to increase the standard to meet the IDM standards but is subject to funding and what is practical within the existing road environment.



# Road Asset Management Plan 2017

## 4 FUTURE DEMAND

### 4.1 Demand Drivers

Drivers affecting demand include population change, changes in demographics, seasonal factors, consumer preferences and expectations, technological changes, economic factors, agricultural practices, environmental awareness, to ensure Council's road network meets future service provision levels Council must consider primarily:

- Population changes – e.g. developments, general densification or otherwise;
- Changes in traffic patterns arising from changing demographics, businesses, changes in the VicRoads network such as the Traralgon Bypass.

### 4.2 Changes that Impact Service Provisioning (ie the amount of road required)

#### 4.2.1 Industry Changes

The recent closure of the Hazelwood Power generation facility will have an isolated short term impact on travel patterns however this is not considered to have a general impact on surrounding roads provision requirements or maintenance. Brodribb Road will experience a change in traffic as the workers will not access the plant, will likely be impacted heavily vehicle traffic during decommissioning works, and unless alternative use for the site is found, will return to a quiet rural road similar to others in the surrounding area.

Generally any significant loss of employment will have a negative effect on the economy and potentially reduce the travel on the road network. The impact is likely to be distributed across the network to an extent that it is likely to be difficult to quantify. However, this is unlikely to translate into fewer roads or reduced road standards. Also, considerable effort is being made to find alternative sources of employment to reduce this impact. Council is promoting the Gippsland Logistics Precinct in an effort to attract railway related economic activity.

In summary, changes to the transportation network associated with the industry changes are predicted to be minor or limited to a small area.

#### 4.2.2 Population Changes

Projections by the Australian Bureau of Statistics indicate that should Latrobe City continue to experience current growth trends that the population be approximately 84,000 by 2030.

The majority of this growth is forecast to be concentrated within the Traralgon area and hence it is expected that population pressures will be most felt in Traralgon.

#### 4.2.3 Residential Development

New road assets required to meet future predicted growth will be vested to Council via developers and/or constructed by Council. Council does not have accurate information on hand to identify how many new roads will be constructed or what the value of these assets will be, as developments are subject to market demand and factors beyond the control of Council. However, considering the amount of road assets that have been constructed between the 2006 to 2008, the data identifies that on average, 0.3% (3.3 km) of roads are added to the road asset stock each year and approximately 5 km of kerb and channel are added to the kerb asset stock each year. In the period between 2009 to 2015 the level of growth in the road network increased to 0.4% (6.1 km) being added each year.

The bulk of population growth in Latrobe City is on the fringes of Traralgon, most notably the area north of Cross's Road and the precinct bounding Marshalls Road. The development in these areas will result in pressures on the local road network. Overall growth in Traralgon will place pressure on key elements of the



## Road Asset Management Plan 2017

road network within the CBD precinct. Traralgon currently has emerging network issues relating to North-South movement and East-West movement in precincts north of the Traralgon CBD. This dynamic will be altered when the Traralgon bypass is developed. These are complex network issues that will require sophisticated modelling to develop network wide solution as opposed to reacting to the individual emerging issues.

The other significant development with Latrobe City that will have impact both locally and within the wider network is the Lake Narracan development north of Moe.

#### 4.2.4 Short-term consideration (0-5 Years)

Little action is required in the short-term. Some advance analysis and development of traffic flow models to predict traffic changes should be developed and explored to highlight pressure points within the network.

Potential projects within that timeframe are related to the provision of improved traffic flow within Traralgon at key areas:

- Breed Street at Grey Street, Kay Street, and Princes Highway:
- Franklin Street at Grey Street.
- Bank Street at Princes Highway and at Breed Street.

#### 4.2.5 Medium-term consideration (10 -20 Years)

No specific action is identified however depending on the findings of traffic network modelling and advance simulation analysis, potential projects emerging issues may include:

- Enhancement of East-West movement in the north of Traralgon through controlled traffic measures (Traffic lights) at the Grey Street and Franklin Street intersection and the Grey Street and Breed Street intersection.
- Modifications to the traffic motions on Waterloo Road at the rail crossing may become necessary.

#### 4.2.6 Long-term consideration (> 20 Years)

No specific action is identified however Council should investigate the change in traffic resulting from the Lake Narracan and Traralgon and the Traralgon Bypass to identify need for improvements such as

- Provision of a link across Traralgon Creek north of the current Franklin Street bridge;
- Provision of another grade separated railway crossing in Moe; and
- The southern interchange from the Traralgon bypass and how traffic will enter Traralgon and access the CBD and the precinct to the north. The impacts on Hazelwood Road, Bank Street, Shakespeare Street and Whitakers Road will be significant. The potential benefits of using the wide road reserve of Liddiard Road as the prime point of entry into Traralgon should be investigated.

#### 4.2.7 Current Road Asset Utilisation

There are sections of Council's road network that are showing signs of being congested at peak times. While the level of stress is still well below impacts experienced within a large city, they are of concern to motorists from our community who use these roads at peak times. While roads are to be assessed as a separate project to identify alternative connectivity and road usage options, including upgrades and expansions, it should also be noted that aspects of community expectations and strategies to manage demand should also form part of such investigations.



## Road Asset Management Plan 2017

### 4.3 Changes that Impact Service Demand (i.e. the types of roads required)

There are many factors that influence service demand on Council's road asset network some of these are explore further below.

#### 4.3.1 Dairy Industry (Milk Tankers)

The increase in the use of mini-B-Doubles over the larger tri-axial tankers milk tankers on the rural access roads has not resulted in the predicted reduction of pavement damage at driveway access points. In addition, the Federal Government has approved higher mass limits for trucks, which has resulted in increased stress on pavements and bridges. Council has not generally approved higher mass limits on most timber bridges and some bridges with early dates of construction or known capacity issues. .

Any reduction in the life of pavements, especially the light duty pavements, will not be fully known for some time. There is significant pressure on Council to approve Higher Mass Limits on routes to ensure that the local industries are competitive.

#### 4.3.2 Plantation Forest Industry (Log Trucks)

Latrobe City contains extensive plantations in the Strzelecki Ranges. Harvesting is now undertaken by very efficient, high technology harvesting and loading equipment that can operate 24/7, in the wet, and in all seasons. Council negotiates with the plantation managers to ensure that harvesting is scheduled to minimize damage to pavements, especially in wet months.

The rural residents in the foothills of the Strzelecki Ranges object to the noise of timber trucks at night, especially their exhaust brakes. There are a number of timber haulage routes within the City where, as a result of community pressure over noise and concerns of safety at night, Council has adopted curfews on the hours that trucks can travel on these routes.

The rapid increase in urban and commercial traffic on previously classified low volume traffic roads is causing an accelerated deterioration in some cases; particularly in some parts of Latrobe City. This will result in higher demands for maintenance funds and for renewal and/or upgrade. When many pavements are due for renewal, they may need to be upgraded for higher levels of service to cater for the increases in traffic and vehicle loads. This will require additional funds and resources.

#### 4.3.3 Technological Changes and Innovation

Various other methods of innovation and new technology will be explored as time and resources allow, such as:

- Utilising different types of road wearing surfaces to extend the useful life of these assets. Officers are aware of the potential to use Micro-surfacing as a method to extend the life of hot mixed asphalt concrete surfaces in low and medium traffic situations where the pavement is strong;
- Working with service authorities to encourage them to utilise trenchless methods when reinstating assets buried underground, to ensure that the integrity of the road and footpath pavements remain un-disturbed;
- Incorporating the use of recycled materials in specifications and designs; and
- Applying new techniques to strengthen and increase the life of pavement materials during renewal construction

### 4.4 Demand Forecast

The present position and projections for demand drivers that may impact future service delivery and utilisation of assets are documented in Table 4.4.





## Road Asset Management Plan 2017

**Table 4.4: Demand Drivers, Projections and Impact on Services**

Demand Drivers	Present position	Projection	Impact on services
Population Changes	Leading to ongoing residential development	To remain steady for the next 10 years	Negligible
Traralgon Growth Area including northeast and southwest developments	Approximately 6.1 km of Gifted road length per annum	To remain steady for the next 10 years	Flow on impacts and cost to address network stress issue in the Traralgon CBD.
Moe North and Morwell North West	Approximately 6.1 km of Gifted road length per annum	Not to significantly contribute to gifted assets in the short-term.	Negligible
Increase in rural living and an increase in the population of small towns	Expectation of a increased level of service of drainage management in small towns and rural residential developments	Pressure for increase in service levels particularly sealing of unsealed roads.	Increase in cost to Council under the current Special Charge Scheme Policy.

The combined factor for growth used in modelling the financial needs of this plan is 1.5%. This includes the estimate for annual gifted assets, commitments under Development Contribution Plans and contingency for future network upgrades for capacity issues. This forecast will be refined in future revisions of this RAMP.

### 4.5 Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets to meet demand and demand management. Demand management practices include non-asset solutions, insuring against risks and managing asset failures and capacity issues.

Non-asset solutions focus on providing the required service without the need for the organisation to own the assets and management actions including reducing demand for the service, reducing the level of service (allowing some assets to deteriorate beyond current service levels) or educating our community to accept appropriate asset failures. Examples of non-asset solutions include providing services from existing infrastructure such as aquatic centres and libraries that may be in another community area or public toilets provided in commercial premises.

Opportunities identified to date for demand management are shown in Table 4.4. Further opportunities will be developed in future revisions of the RAMP.

Future demand increase is inevitable. Population increases (development) and changes to industry operations or locations will impact the transportation network. Council could simply build more and more road network at the community's expense and at the expense of other services, however this is unsustainable.

Larger metropolitan centres do not have the same challenge of distance experienced by rural municipalities however some strategies can be employed to manage the demand.

#### 4.5.1 Alternatives to Single Occupant Vehicle as the Most Common Mode of Transport

The future growth areas and the areas of specific interest are a result of population increase driving traffic increases. This is not sustainable from a societal standpoint and most developed metropolitan areas are looking to alternative transport modes such as using bicycles, walking, or using public transport. Working from home is another form of managing this motorist demand.



## Road Asset Management Plan 2017

At this point in time Council does not have a formal Demand Management Plan, as more data on demographics needs to be collected to review the impacts and pressures of population growth on its road network. Like most rural regions, the low population outside the towns and the distances required to be travelled to services and to work does not lend itself to easily implementing these mode shift options.

This RAMP is not specifically designed to articulate Council's transport strategy in this manner, however includes consideration where appropriate such as:

- Use of appropriate signage wherever practical, to make safe critical intersections or alignments instead of complete re-design and reconstruction.
- Improvement/widening of existing roads as opposed to constructing new assets.
- Incorporating and accommodating bicycle and public transport as priority in all renewal designs and upgrades as resources allow.

### 4.5.2 Coordinating New Road Infrastructure Provision

Council, in taking over new roads and other related infrastructure from developers, will manage this process to ensure that the roads meet Council requirements, that synergy is developed with other Council aims, that developers do not transfer responsibility for inappropriately constructed infrastructure onto Council and that the roads constructed minimise the impact on community resources. Where appropriate external funding shall be sought for example industry related road improvements.

### 4.5.3 Planning Controls

Society as a whole has recognised that urban sprawl is a negative and is unsustainable. Urban sprawl occurs when cheaper land on the fringe of an urban area is developed in a way that residents rely on using a motor vehicle for everyday activities, including in developments, shopping centres, schools, or other services in these suburbs can reduce the demand on the existing road network. Alternatively, population can be accommodated within the existing developed areas with infill (two lot sub-divisions), higher density renewal (townhouses and apartments in the CBD).

### 4.5.4 Managing Motorist Expectations

Most motorists are anxious to minimise travel times and also to park immediately adjacent their destination. Historically this expectation has been met with the basic road service and lower population. The determination of when to spend large amounts of money to reduce the inconvenience must eventually be weighed against the perceived inconvenience. The overuse of motor vehicles is leading to increased frustration for motorists and other users of our public spaces. Simple strategies such as getting children back to walking and cycling to school, using the extensive public transport system and simply undertaking a simple trip of less than 1.5 kilometre either on foot or by bicycle can ease these frustrations and have positive health and social benefits.



Table 4.5: Demand Management Plan Summary

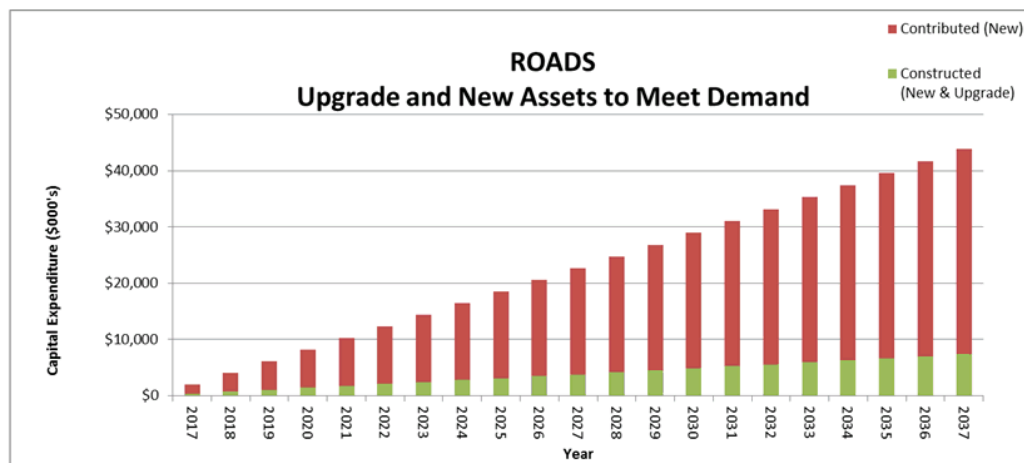
Demand Driver	Impact on Services	Demand Management Plan
Bicycle use	Less vehicle use	Tracks, Trails and Pathway Strategy
Single occupant vehicle	Unsustainable	Councillor & Officer awareness
Gifted Infrastructure	Ongoing costs transferred to Council	Councillor & Officer awareness
Planning requirements	Higher density development	Councillor & Officer awareness
Motorist expectation	Unsustainable	Councillor & Officer awareness

4.6 Asset Programs To Meet Demand

The new assets required to meet growth will be acquired free of cost (gifted) from land developments and constructed/acquired by Council. New assets constructed/acquired by Council are shown below in Figure 4.6.

The cumulative value of new contributed and constructed assets will be further refined in future editions of this plan.

Figure 4.6: Upgrade and New Assets to meet demand (Cumulative)



Acquiring these new assets will commit the organisation to fund ongoing operations, maintenance and renewal costs for the period that the provision of service from the assets is required. These future costs are identified and considered in developing forecasts of future operations, maintenance and renewal costs in Section 5.





# Road Asset Management Plan 2017

## 5 LIFECYCLE MANAGEMENT PLAN

The lifecycle management plan details how the organisation plans to manage and operate the assets at the agreed levels of service (defined in Section 3) while optimising life cycle costs.

### 5.1 Background Data

In order to estimate operational expenditure and focus planned maintenance activities, a quantitative desktop analysis has been conducted of available data including the current layers of data featured in the Geographical Information System (GIS) and Asset Management System (AMS) datasets.

#### 5.1.1 Physical parameters

The assets covered by the RAMP and the associated data accuracy are shown in Table 5.1:

**Table 5.1a: Assets covered by this Plan (as at 30 June 2016)**

Category	Total	Category Breakdown	% of Category	Level of confidence in Data %
Sealed Roads	6,793,124 (m <sup>2</sup> )	Asphalt Surface	17.26%	HIGH
		Bitumen Surface (Spray Seal)	82.35%	HIGH
		Concrete & Concrete Paver	0.39%	HIGH
Unsealed Roads	1,798,144 (m <sup>2</sup> )	Gravel Surface	99.95%	HIGH
		Natural Surface	0.05%	HIGH
Kerbs	878,862 (m)	Kerb on Sealed Roads	96.96%	HIGH
		Kerb on Unsealed Roads	0.04%	HIGH

Due to a lack of information of suitable accuracy, this plan currently does not include assets listed in the table below. Future iterations of this plan will be expanded to include these assets.

**Table 5.1b: Assets not covered by this Plan (as at 30 June 2015)**

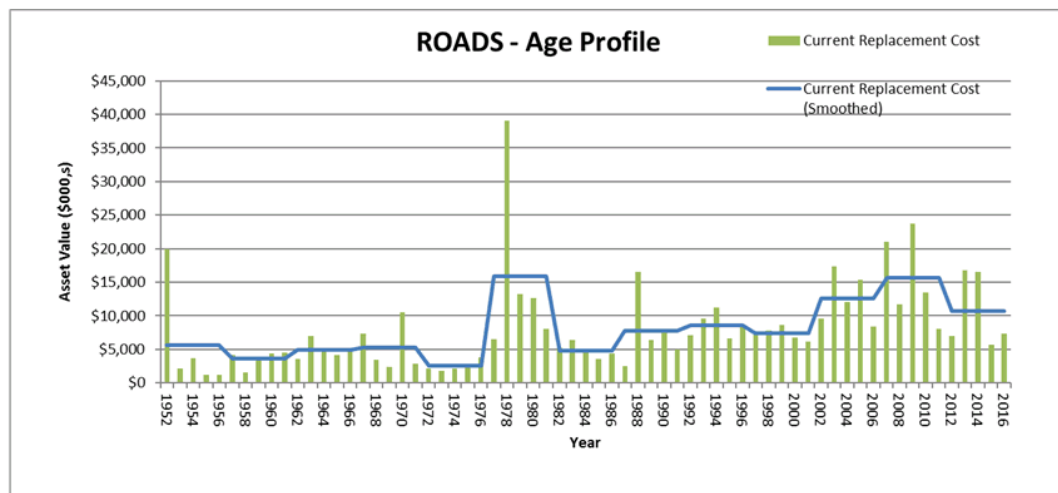
Asset Type	Status
Traffic Management Devices	Limited asset inventory
Latrobe Valley Airport	Data collection underway
Moe Caravan Park	Business Unit planning
Hazelwood Caravan Park	Business Unit planning
Lake Narracan Caravan Park	Business Unit planning
Latrobe Valley Airport	Business Unit planning
Hyland Highway Landfill	Business Unit planning
Private Roads, DELWP and Parks Vic Roads	Roads not under the control of Latrobe City Council



The age profile of the assets included in the RAMP is shown in Figure 5.1.1. Age profile information has been recorded over many years and was migrated from the original pavement management system into the current asset management system and reviewed by long serving Council Officers to ensure accuracy. This is considered to be a quality data set and well suited for the purposes of the plan.

The graph in Figure 5.1.1 also shows the total value of the assets for the year acquired or last renewed in each year values presented are in current day values.

Figure 5.1.1: Asset Age Profile



Due to the size and the spread nature of road assets they are only practically viewable on Council's GIS system. For convenience of reference only, generalised snapshots of each major township are provided in Appendix G

5.1.2 Asset capacity and performance

The organisation's services are generally provided to meet design standards where these are available.

Officers are not aware of significant capacity issues within the road network such that there is systemic and frequent failure of the transport network. As discussed in Section 4 (Future Demand) there are a number of road where the community has expressed concerns about emerging capacity issues. It should be noted that these expressed concerns are more so the perceptions of regional motorists and generally would not be considered to capacity issues when judged against accepted traffic management standards.

Future traffic studies will explore these locations for issues but at this time these locations are listed as suspected locations as deficient locations, Table 5.1.2 merely defines the perceived situation at this time.



## Road Asset Management Plan 2017

**Table 5.1.2: Suspected Service Performance Deficiencies**

Location	Potential Service Deficiency
Breed St, Traralgon	Capacity, Motorists experiencing delays during peak activity
Breed St - Grey St intersection	Capacity, Motorists experiencing delays during peak activity
Franklin St – Grey St intersection	Capacity, Motorists experiencing delays during peak activity
Breed St – Bank St roundabout	Capacity, Motorists experiencing delays during peak activity
Bank St – Princes Hwy intersection	Capacity, Motorists experiencing delays during peak activity
Waterloo Rd, Moe – Railway crossing	Short stacking, Some motorists find delineation confusing

### 5.1.3 Asset condition

Condition is known for the majority of road assets via a video assessment conducted in 2014 by IMG Pty Ltd. In addition to the condition assessment officers have compiled any known condition based issues and these are presented in Table 5.1.3a.

Council has a documented “Road Rating Manual” which is available for viewing at Council’s Offices. Full road condition inspections of the entire road network are undertaken on a three to four year cycle. This also includes assessing the condition of the kerbs..

The condition of road assets is measured as follows:

- a) Pavements and Road Wearing Surface:
  - Measuring the severity and extent of pavement defects
    - Crocodile cracking;
    - Linear cracking;
    - Rutting; and
    - Deformation.
  - Measuring the severity and extent of surface defects
    - Potholes and other surface repairs
    - Flushing and or bleeding
    - Stripping; and
    - Oxidisation
- b) Kerbs:
  - Measuring the severities and extents of alignment:
    - Distortion,
    - Cracking,
    - Shape loss
    - Structural failures
    - Roll backs; and
    - Channel deficiencies.



**Table 5.1.3a: Known asset condition and other issues**

Location	Service Deficiency
Nil	

Condition has been assessed using a 1 – 5 grading using the IIMM 1.0 (very good) – 5.0 (very poor) condition system<sup>1</sup> as detailed in Table 5.1.3b.

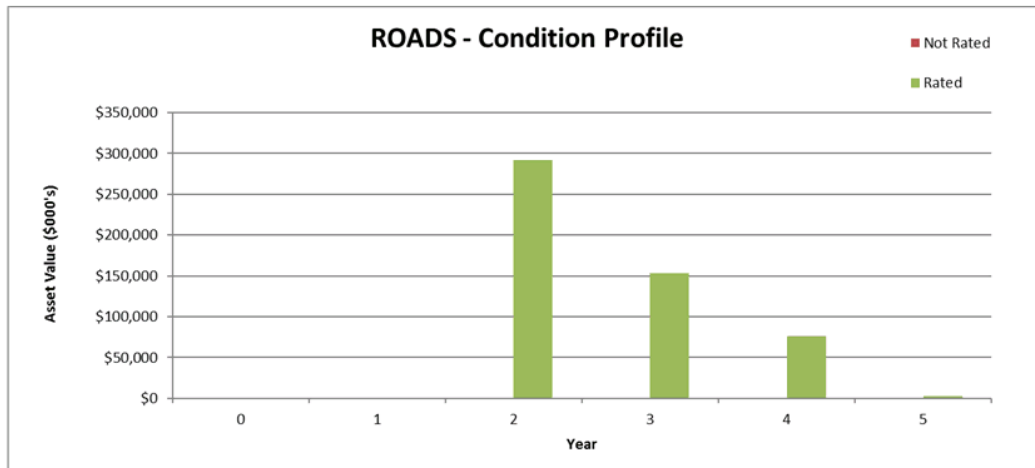
**Table 5.1.3b: Simple Condition Grading Model**

Condition Grading	Description of Condition
1	<b>Very Good:</b> only planned maintenance required
2	<b>Good:</b> minor maintenance required plus planned maintenance
3	<b>Fair:</b> significant maintenance required
4	<b>Poor:</b> significant renewal/rehabilitation required
5	<b>Very Poor:</b> physically unsound and/or beyond rehabilitation

Figure 5.1.3c shows the condition profile for road assets. The graph shows the total value of assets for each condition grading where zero value represents asset that are new.

Council has constructed a number of roads and taken over considerable developer gifted roads that do not appear on figure 5.1.3c due to scale of the graph.

**Figure 5.1.3c: Condition Profile (Average Condition is 2.9)**



<sup>1</sup> IPWEA, 2015, IIMM



# Road Asset Management Plan 2017

## 5.1.4 Asset valuations

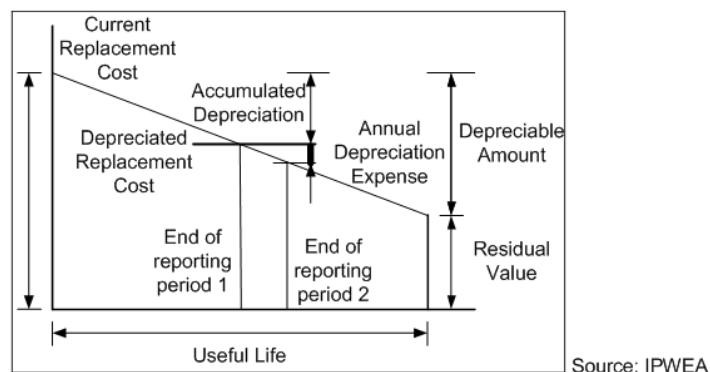
Asset valuations are of two types, depending on their application. 'Greenfields' based valuation is based on the cost to construct an asset in an undeveloped area and is required for Asset Valuation Reporting purposes. 'Brownfields' based valuation is based on the costs for construction in a developed situation and better reflects the actual cost to replace established assets and is used to determine the replacement costs for asset planning purposes. Care has been taken to note which figure is used in this plan.

Assets were last revalued at 30 June 2015. Assets are valued at Fair Value in accordance with AASB13 Fair Value Measurement. The values listed below are 'Greenfields' values with the associated "Brownfield" values presented for comparison.

**Table 5.1.4a: Greenfield Financial Asset Reporting values**

<b>Latrobe City - ROADS Value</b>	<b>Greenfields \$000's</b>	<b>Brownfields \$000's</b>
Current Replacement Cost	\$528,887	<b>\$674,732</b>
Depreciable Amount (Residual Value = \$0)	\$528,887	
Depreciated Replacement Cost	\$295,626	
Annual Depreciation Expense	\$12,838	
Rate of Annual Asset Consumption ( <i>Depreciation/Depreciable Amount</i> )	2.44%	
Rate of Annual Asset Renewal ( <i>Capital Renewal exp/Depreciable Amount</i> )	1.69%	
Rate of Annual Asset Upgrade	0.07%	
Rate of Asset Upgrade (Including Contributed Assets)	0.39%	
Asset renewals as percentage of consumption	69.2%	
Percentage Increase in asset stock	0.32%	

**Figure 5.1.4b: Asset Financial reporting value explanation**



Useful lives were independently reviewed in June 2015 by Assetic Pty Ltd as part of the independent advice for the asset valuation. Various ratios of asset consumption and expenditure have been prepared to help guide and gauge asset management performance and trends over time.



On a long-life asset, the rate of Annual Asset Consumption and rate of Annual Asset Renewal can misrepresent the immediate financial position by reflecting constant renewal when renewal demand does not occur until asset reach their useful life.

Council plans to renew assets at **69.2%** of the rate they are being consumed and will be increasing its asset stock by **0.32%** in each year.

**5.2 Infrastructure Risk Management Plan**

An assessment of risks associated with service delivery from infrastructure assets has identified some of the critical risks. The typical risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Road assets play an important role in conveying the community throughout the municipality. Therefore, a failure of the assets will cause potential property and injury risks. Such risks are heightened when key access is denied to key services and where there is no alternative access.

In order to assess these risks, each road segment asset is assigned a Risk Rating derived from Table 5.2.

**Table 5.2: Risk Rating likelihood and consequence criteria and weighting**

		Likelihood of Failure				
		Improbable	Remote	Occasional	Probable	Frequent
Consequence of Failure	Negligible	Acceptable	Acceptable	Acceptable	Moderate	Moderate
	Low	Acceptable	Moderate	Moderate	High	High
	Moderate	Acceptable	Moderate	High	High	Very High
	Significant	Moderate	High	High	Extreme	Extreme
	Catastrophic	Moderate	High	Very High	Extreme	Extreme

Critical risks, being those assessed as 'Extreme' - requiring immediate corrective action and 'Very High' – requiring prioritised corrective action identified in the Infrastructure Risk Management Plan, together with the estimated residual risk after the selected treatment plan is operational are summarised in Table 5.2.

**5.2.1 Risk of road failure**

An assessment of risks<sup>2</sup> associated with service delivery from infrastructure assets has identified critical risks that will result in loss or reduction in service from infrastructure assets or a 'financial shock' to the organisation. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, the consequences should the event occur, develops a risk rating, evaluates the risk and develops a risk treatment plan for non-acceptable risks.

Critical risks, being those assessed as 'Very High' - requiring immediate corrective action and 'High' – requiring prioritised corrective action identified in the Infrastructure Risk Management Plan, together with the estimated residual risk after the selected treatment plan is operational are summarised in Table 5.2. These risks are reported to management and Council.

<sup>2</sup> Reference to the Organisation's Infrastructure Risk Management Plan





## Road Asset Management Plan 2017

Table 5.2: Critical Risks and Treatment Plans

Service or Asset at Risk	What can Happen	Risk Rating	Risk Treatment Plan	Residual Risk *	Treatment Costs
Regional Hospital	Unable to access hospital in an emergency	High	Maintain alternative access	Low	To be determined
Regional Airport	Unable to access Regional Airport in an emergency	High	Maintain alternative access	Low	To be determined

Loss of access to these to critical emergency services facilities is unlikely but should be planned for. The most effective control is to maintain alternative access. The other aspect that should be explored is alternative access to these facilities that access different parts of the road network.

### 5.2.2 Insurance

Council has a process to report any incidents and claims that result from roads incidents when they occur.

### 5.3 Routine Operations and Maintenance Plan

Operations include regular activities to provide services such as public health, safety and amenity, e.g. street sweeping, grass mowing and street lighting electricity and operations costs. For roads there are few operational activities. Street sweeping and litter cleaning are the main operation activities undertaken by Latrobe City.

Maintenance is the regular on-going work that is necessary to keep assets operating, including instances where portions of the asset fail and need immediate repair to make the asset operational again. Maintenance excludes rehabilitation or renewal.

Maintenance Management activities include inspection, assessing the condition against failure/breakdown experience, prioritising, scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.

Maintenance may be classified into Reactive, Planned and Specific maintenance work activities.

Reactive maintenance is unplanned repair work carried out in response to service requests and management/supervisory directions.

Planned maintenance is repair work that is identified and managed through a maintenance management system (MMS). This is an area for improvement at Latrobe City.

Specific maintenance is replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including for roads this would include replacing guideposts, line marking and replacement of minor culverts.

This work falls below the capital/maintenance threshold but may require a specific budget allocation.

Actual past operational and maintenance expenditure of the following road/transport services is shown in Table 5.3.1.



## Road Asset Management Plan 2017

**Table 5.3.1: Maintenance Expenditure Trends**

Year	Maintenance Expenditure (\$000's)		
	Sealed Roads	Unsealed Roads	All Roads
2013-14	\$2,185,395	\$1,147,255	\$3,332,650
2014-15	\$2,359,850	\$1,269,350	\$3,629,200
2015-16	\$2,388,550	\$1,306,650	\$3,695,200
2016-17	\$2,702,863	\$1,239,513	\$3,942,375

Assessment and prioritisation of reactive maintenance is undertaken by Council officers using experience and judgement.

Council is advised to allocate annual operations funding to the following projects in Table 5.3.2.

These estimates have been reflected in projected maintenance figures of this plan.

#### 5.4 Asset Hierarchy

An asset hierarchy provides a framework for structuring data in an information system to assist in collection of data, reporting information and making decisions. The hierarchy includes the asset class and component used for asset planning and financial reporting and service level hierarchy used for service planning and delivery.

With this in mind, the primary criteria for assigning a hierarchical category is traffic classification, based on traffic volume. Roads may be assigned to a category of greater importance based on number of properties/area serviced, critical assets and services accessed.

To assist in monitoring service delivery and calculating risk, the organisation's service hierarchy is shown in Table 5.4.





# Road Asset Management Plan 2017

**Table 5.4 Road Hierarchy (Definitions and guidance for the road hierarchy is included in the RMP)**

Service Hierarchy		Service Level Objective
RMP Hierarchy	Road Maintenance Class	Primary Function
Link	RMC 1	<ul style="list-style-type: none"> <li>-High usage strategic Freight linkage routes.</li> <li>-Heavy vehicle linkage from the State Arterial Road network to local commercial or industrial focal points.</li> <li>-Also includes heavy vehicle bypass routes of major urban centres.</li> </ul>
Collector	RMC 2	<ul style="list-style-type: none"> <li>-High usage strategic Collector routes.</li> <li>-Rural/Urban collector routes from local access roads to community centres or popular focal points.</li> <li>-High usage connector routes to the Arterial road network.</li> </ul>
Sealed Access >60 km/h and all unsealed Access	RMC3a	<ul style="list-style-type: none"> <li>-Medium usage property access routes.</li> <li>-STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>-Medium usage access to rural properties generating regular and consistent vehicle usage.</li> <li>-Bus Route minimum standard.</li> </ul>
Sealed Access <60 km/h	RMC3b	<ul style="list-style-type: none"> <li>- Medium usage property access routes.</li> <li>- STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>- Medium usage access to rural properties generating regular and consistent vehicle usage.</li> <li>- Bus Route minimum standard.</li> </ul>
Sealed Access <60 km/h	RMC3b	<ul style="list-style-type: none"> <li>- Medium usage property access routes.</li> <li>- STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>- Medium usage access to rural properties generating regular and consistent vehicle usage.</li> <li>- Bus Route minimum standard.</li> </ul>
Minor Access	RMC4	<ul style="list-style-type: none"> <li>- Low usage property access routes.</li> <li>- Occasional usage property access routes.</li> <li>- STD road that provides access to rural developed areas incorporating 1 or 2 rateable properties with occupied houses.</li> <li>- Non STD road that provides access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>- STD road with 2 or more farmland or plantation rateable properties.</li> </ul>
Limited Access	RMC5	<ul style="list-style-type: none"> <li>- Low usage property access route streets/lanes</li> <li>- Occasional usage access to rural properties generating spasmodic vehicle usage.</li> <li>- STD road that provides alternate/secondary side or rear property access to urban residential or commercial allotments.</li> <li>- Non STD road that provides property access to rural developed areas incorporating up to 1 or 2 rateable properties with occupied houses.</li> <li>- STD road servicing a rateable property with a single unoccupied house on Farmland/Private plantation.</li> <li>-Non STD road with 2 or more Farmland/Private rateable properties.</li> </ul>



## Road Asset Management Plan 2017

In future iterations of this RAMP the intention is to review the hierarchy to better reflect the criticality of given road assets. Having a well thought out hierarchy allows effective modelling of the allocation of renewal and maintenance funding to the more critical assets. For example Council may opt to renew CBD road assets at a condition score of 4.5 instead of 5.0 because of the high use and critical nature of these precincts.

### 5.4.1 Operations and Maintenance Strategies

The organisation will operate and maintain assets to provide the defined level of service to approved budgets in the most cost-efficient manner. This is being developed as part of a maintenance management system and the following proposed/identified activities will be modified as that plan/system develops.

The operation and maintenance activities include:

- Scheduling operations activities to deliver the defined level of service in the most efficient manner,
- Undertaking maintenance activities through a planned maintenance system to reduce maintenance costs and improve maintenance outcomes. Undertake cost-benefit analysis to determine the most cost-effective split between planned and unplanned maintenance activities (50 – 70% planned maintenance desirable as measured by cost),
- Maintain a current hierarchy of critical assets and required operations and maintenance activities,
- Develop and regularly review appropriate emergency response capability,
- Review management of operations and maintenance activities to ensure Council is obtaining best value for resources used.

Responsive Maintenance (Reactive):

Council repairs and maintains roads on the basis of defined intervention levels and response times. The intervention level defines the condition, state or risk level associated with an asset component; it is at that point in time asset is considered to be below an acceptable level of service as assessed by the level of specific defects. Maintenance is scheduled for when the asset reaches this point. The response time defines a reasonable time frame within which the community can expect Council to remedy the defect. The intervention levels and response times are presented in Council's RMP.

Routine Maintenance (Planned):

Council undertakes planned maintenance activities to proactively correct road defects and to ensure that the roads do not deteriorate. The routine maintenance program under take by Council includes:

- Grading;
- Culvert cleaning and replacement;
- Roadside slashing; and
- Roadside herbicide spraying.

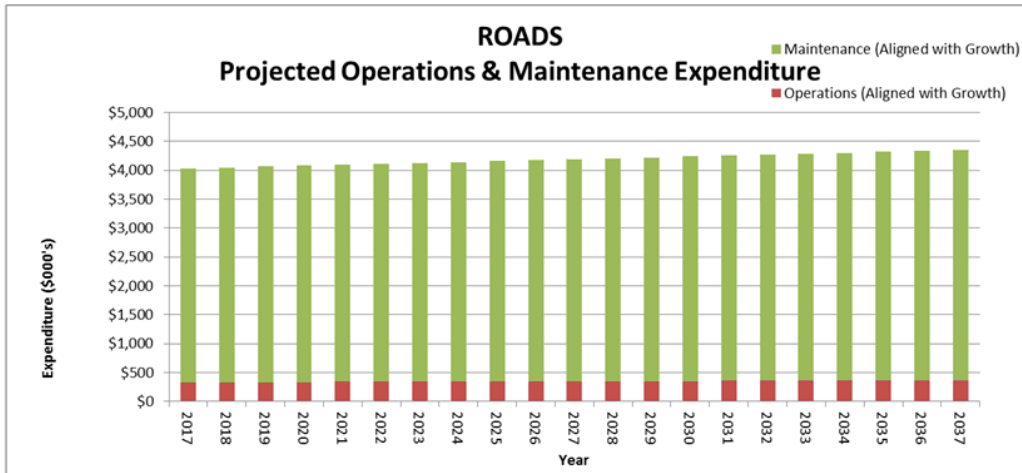
These funding for the reactive and planned maintenance is budgeted annually.

### 5.4.2 Summary of future operations and maintenance expenditures

Future operations and maintenance expenditure is forecast to trend in line with the value of the assets as shown in Figure 5.4.2. Note that all costs are shown in 2017 dollar values (i.e. current values).



Figure 5.4.2: Projected Operations and Maintenance Expenditures



Deferred maintenance are works that are identified for maintenance and unable to be funded and are to be included in future risk assessment and analysis. There are no deferred maintenance works that have been identified. The maintenance budgets have been held flat for a number of years. Figure 5.4.2 highlights the growth that is required in maintenance expenditure due to the growth in the road asset base resulting mainly from assets that are gifted from residential development each year. The road network is currently expanding by 6.1 km per annum.

5.5 Renewal/Replacement Plan

Renewal and replacement expenditure is major capital work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original or lesser required service potential. Work over and above restoring an asset to original service potential is upgrade/expansion or new works expenditure.

5.5.1 Renewal Plan

The data from the asset register has been used to project the renewal costs using current age, condition score and remaining and degradation relationships to determine remaining useful life and hence the renewal year.

The expected useful lives of assets were last reviewed in 2015 and have been used to develop projected asset renewal expenditures are shown in Table 5.5.1a and 5.5.1b.

Table 5.5.1a: Useful Lives of Assets (Unsealed Roads)

Asset Class	Asset Category	Useful life
Unsealed Roads	Surface – Gravel	15 years
	Pavement under Gravel	45 years
Unsealed Roads	Surface – Natural	25 years
	Pavement – Natural	25 years



## Road Asset Management Plan 2017

It should be noted that the useful lives used for the RAMP differ from those used in the Valuation. The useful lives in the RAMP reflect a relationship between surface and pavement to assist in the programming of renewal. For example, a bitumen road will be built then undergo 4 reseals at 15 year intervals before reaching the end of its useful life 15 years after the last reseat.

**Table 5.5.1b: Useful Lives of Assets (Sealed Roads)**

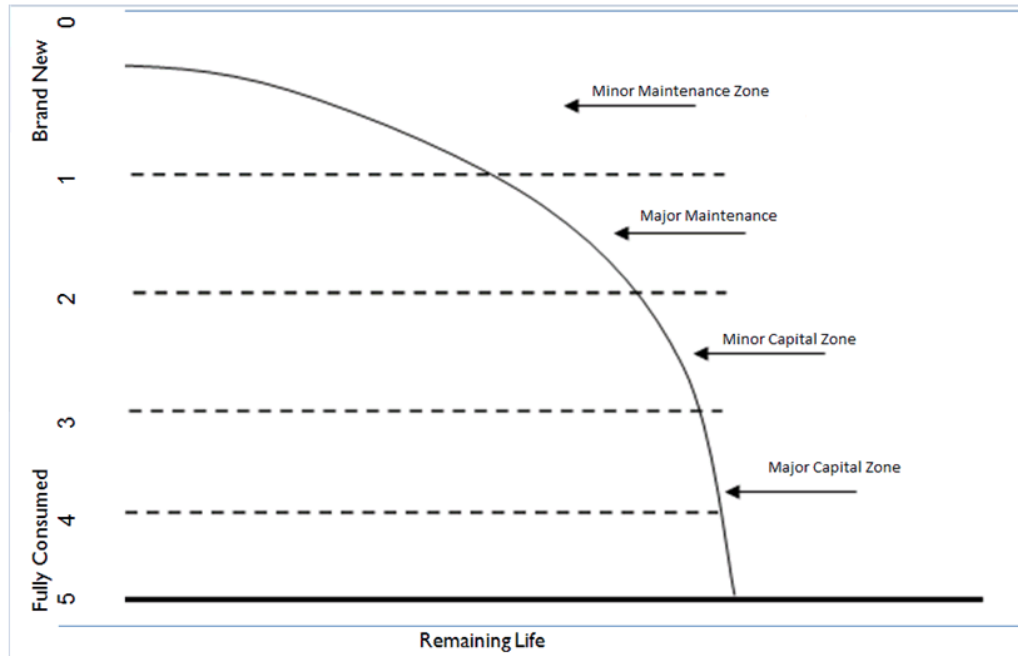
<b>Asset Class</b>	<b>Asset Category</b>	<b>Useful life</b>
Sealed Road	Surface – Concrete	85 years
	Pavement Under - Concrete	85 years
Sealed Road	Surface – Concrete Pavers	50 years
	Pavement under – Pavers	50 years
Sealed Roads	Surface – Asphalt Surface	18 years
	Pavement under Asphalt	72 years
Sealed Roads	Surface – Bitumen – (Spray Seal)	15 years
	Pavement under Bitumen	75 years
Sealed Roads	Kerbs	77 years

### 5.5.2 Renewal and Replacement Strategies

As an asset ages the nature of the maintenance and eventual renewal interventions become greater and hence more expensive. Figure 5.5.2 portrays condition of an asset throughout its useful life and the nature of maintenance and renewal interventions.



Figure 5.5.2: Condition and its relationship to intervention



5.5.2.1 Pavement Reconstruction Treatment

The full reconstruction of a road consists of the replacement of road pavement, road surface and the kerb and channel. Often the footpath is also replaced because of level changes (particularly full width footpaths), however, it is a distinct asset group that has less impact on the integrity of the road than the kerb and channel, and given the function each serves.

Full reconstruction is usually applied where the road suffers from pavement deformation/shape loss which usually equates to a Pavement Condition Index (PCI) score of 4 or 5 out of 5 and/or the sub-base has insufficient pavement depth and/or the road segment has poor kerb and channel.

Reconstruction resets the life of the road equivalent to that of a brand new road.

5.5.2.2 Pavement Rehabilitation Treatment

In some situations, the reconstruction of a road may not involve the replacement of the entire road pavement or road surface. This is particularly the case where the distress does not involve a road pavement that has extensively failed or one that displays signs of nearing the end of its life. Typically, this might occur in residential streets that carry low volumes of heavy vehicles and the deterioration of the road pavement and road surface is very slow.

Pavement rehabilitation is usually applied where the road suffers from pavement deformation/shape loss and crocodile cracking is predominately present.

It is important, where roads are considered for rehabilitation, that all of the options are compared in terms of their costs and benefits over time. Increasingly, this includes specific testing to better predict the remaining life





## Road Asset Management Plan 2017

of the asset. Ideally, the solution with the best 'cost benefit' is selected, although the opportunity to do this is always subject to the available funding.

### 5.5.2.3 Road Resurfacing Treatments

The selection of a resurfacing treatment for a road where the surface is no longer functioning as a waterproofing layer and the road pavement is in otherwise good condition is not always relatively straightforward. The following summaries of broad groupings of treatments are the key ones used in Latrobe.

Strengthening of weak or failed areas should be undertaken before resealing. Strengthening may be excavation of the surface and pavement to a desired depth (typically 300 mm but dependent on the circumstances, and backfilled with gravel, usually 2 to 3% cement stabilised, or profiled to between 60 and 80 mm and reinstated with 14 mm type N hot-mix or similar stiff mixture (P&R 60 or P&R 80).

#### Spray Seals:

Only used where the pavement is sound and the new seal is laid over the existing seal. Usually this treatment is undertaken because of stripping/stone loss defects, bitumen binder becoming fatty and/or also if surface has totally oxidised. This treatment is not suitable where major shape loss defects are present or extensive cracking.

A 10 mm seal is the default in urban areas due to the desire to reduce road noise. A 14 mm seal is typical in rural areas due to the longer life and wearing properties.

#### Hot-mix Asphalt Overlay to spray sealed road:

This treatment involves overlaying a 20 mm to 30 mm asphalt surface over an existing sprayed seal surface. This would be applied when the surface is reaching the end of its life and the underlying pavement is exhibiting moderate deterioration and/or loss of shape but is otherwise sound.

#### Hot-mix Asphalt Overlay (renewal):

This treatment involves profiling at least the edge of the existing road and overlaying hot-mix asphalt surface of 25 mm to 30 mm.

#### Gravel Rehabilitation and Re-sheeting Treatments:

The Road Re-sheeting Program is an annual program that renews gravel road surfaces that have reached the end of their serviceable lives or suffer from a surface or pavement deficiency.

The types of re-sheeting treatments commonly applied by Council are:

100 mm loose (75 mm compacted) depth of B Grade crushed rock, or a 125 mm loose (100 mm compacted) depth of natural gravel. Sometimes clayey sands are mixed with existing gravel if it is deficient in fines.

Occasionally a 50 mm re-sheet is applied as an intermediate holding treatment, or to treat a localized problem.

#### Kerb & Channel Reconstruction:

This type of treatment is rehabilitation or repair if applied to minor lengths of the block, or renewal where the entire length of kerb & channel in the street segment is replaced.

A program is being developed to renew full street block lengths to satisfactory alignment, or larger lengths of rehabilitation.



## Road Asset Management Plan 2017

Council will plan capital renewal projects to meet level of service objectives and minimise infrastructure service risks by:

- Planning and scheduling renewal projects to deliver the defined level of service in the most cost efficient manner;
- Undertaking project scoping for all capital renewal and replacement projects to identify;
  - the service delivery 'deficiency', present risk and optimum time for renewal/replacement;
  - the project objectives to rectify the deficiency;
  - the range of options, estimated capital and lifecycle costs for each option that could address the service deficiency;
  - evaluate the options against evaluation criteria adopted by the organisation, and
  - select the best option to be included in capital renewal programs,
  - Using 'low cost' renewal methods (cost of renewal is less than replacement),

These principles are applied to develop a 10 year capital works program which is grouped into like treatments. These renewal programs include:

- Road Surface Renewal Programs:
  - Asphalt (Overlay) Renewal Program;
  - Bitumen (Reseal) Renewal Program; and
  - Gravel Surface (Light Resheet) Program.
- Road Pavement Renewal Programs:
  - Sealed Road (Road Rehabilitation) Program; and
  - Gravel Road (Heavy Resheet) Program)
- Kerb renewal program.

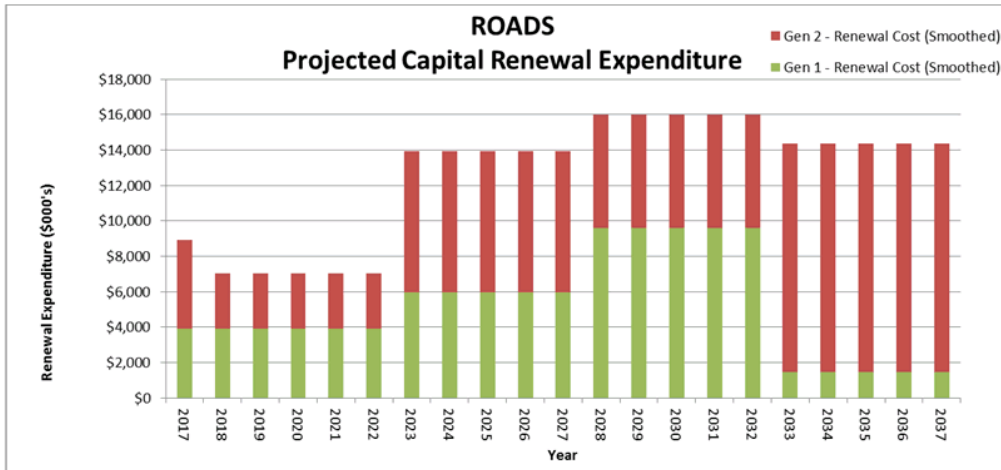
A summary of these programs for 2017-18 is included in Appendix B.

### 5.5.3 Summary of future renewal and replacement expenditure

Projected future renewal and replacement expenditures are forecast to increase over time as the asset stock increases from growth these are presented in Figure 5.5.3.



Fig 5.5.3: Projected Capital Renewal and Replacement Expenditure



Renewals and replacement expenditure in Latrobe City’s capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

5.5.4 Capital Investment Strategies

The organisation will plan capital upgrade and new projects to meet level of service objectives by:

Planning and scheduling capital upgrade and new projects to deliver the defined level of service in the most efficient manner,

- Undertake project scoping for all capital upgrade/new projects to identify:
  - the service delivery ‘deficiency’, present risk and required timeline for delivery of the upgrade/new asset,
  - the project objectives to rectify the deficiency including value management for major projects,
  - the range of options, estimated capital and life cycle costs for each option that could address the service deficiency,
  - management of risks associated with alternative options,
  - and evaluate the options against evaluation criteria adopted by Council, and
  - select the best option to be included in capital upgrade/new programs,

Review current and required skills base and implement training and development to meet required construction and project management needs, and

Review management of capital project management activities to ensure Council is obtaining best value for resources used.

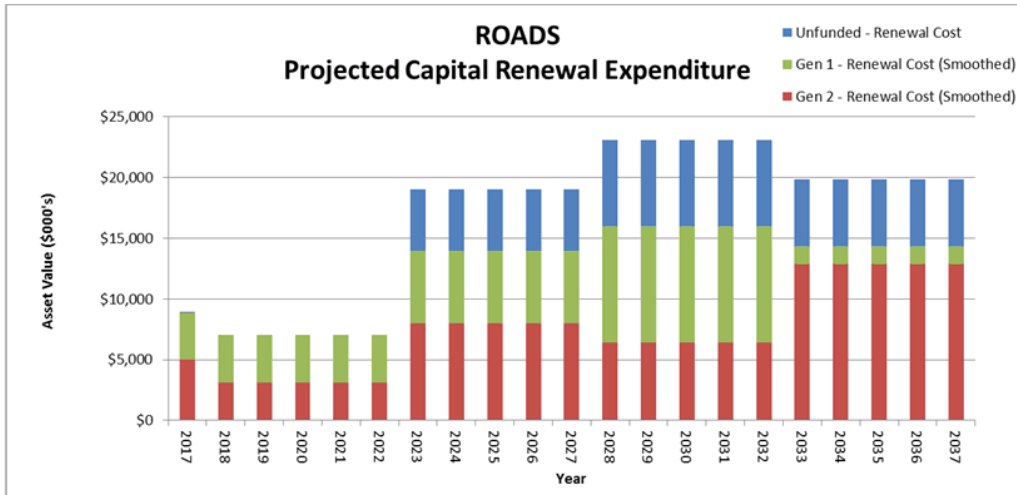
5.5.5 Summary of future upgrade/new assets expenditure

Council is not funding an expansion of the network to attract new development at this time. There are projections for development contribution plan construction that should eventually be cost neutral to the existing community.





Figure 5.5.5: Projected Capital Upgrade/New Asset Expenditure



The projected upgrade/new capital works program is shown in Appendix C.

Where upgrade/new projects have been identified, they will be funded as part of the current capital budget process. Projected upgrade/new asset expenditures are summarised in Fig 6. All amounts are shown in net real values (No inflation).

Expenditure on new assets and services in Council's capital works program will be accommodated in the long term financial plan. This is further discussed in Section 6.2.

### 5.6 Disposal Plan

Disposal includes any activity associated with disposal of a decommissioned asset including sale, demolition or relocation. These assets will be further reinvestigated to determine the required levels of service and see what options are available for alternate service delivery, if any.

The revenue projected is not sufficient to be included in Council's long term financial plan. Currently there are no disposals identified.



# Road Asset Management Plan 2017

## 6 FINANCIAL SUMMARY

This section contains the financial requirements resulting from all the information presented in the previous sections of the RAMP. The financial projections will be improved as further information becomes available on desired levels of service and current and projected future asset performance.

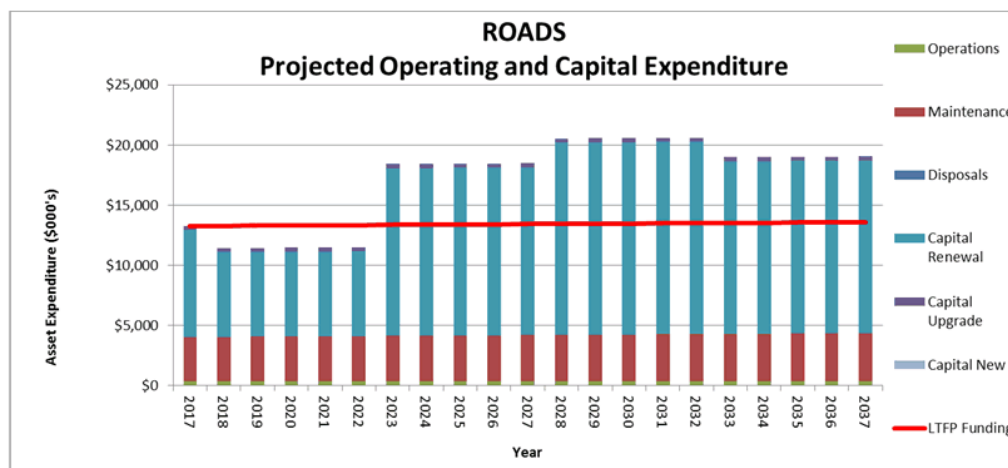
Table 6.1 : Financial Classification “Road Works”

Financial Sub-Class	Valuation Input	Valuation Technique	June 2015 Replacement Valuation (\$000's)
Sealed Roads	Level 3	Cost Approach	\$470,099
Unsealed Roads	Level 3	Cost Approach	\$58,788
Total Greenfields Valuation			<b>\$528,887</b>

### 6.1 Financial Statements and Projections

The financial projections are shown in Fig 7 for projected operating (operations and maintenance) and capital expenditure (renewal and upgrade/expansion/new assets). All amounts are shown in net real values (No inflation).

Fig 6.1: Projected Operating and Capital Expenditure



The financial analysis presents a position that is well provided for the current year and for the five years after this year. The period from 2023 to 2032 is under provided for and will present a challenge. Experience to date is that the current reseal program is extending the life of our sealed road assets. This will require further analysis to fully understand to what extent. The increasing age of the road network will limit that which can be achieved and an increase in road renewal funding will be needed to maintain the current level of service.



## Road Asset Management Plan 2017

### 6.1.1 Sustainability of service delivery

There are four key indicators for service delivery sustainability that have been considered in the analysis of the services provided by this asset category, these being the asset renewal funding ratio, long term life cycle costs/expenditures and medium term projected/budgeted expenditures over five and 10 years of the planning period.

<b>Latrobe City - ROADS</b>	
<b>Asset Renewal Funding Ratio</b>	
Asset Renewal Funding Ratio: (LTFP Renewal/Forecast Renewal for next 20 Years) ( <i>Preferred</i> )	<b>71%</b>
Asset Renewal Funding Ratio: (LTFP Renewal/Depreciation entire for next 20 Years)	<b>69%</b>
<b>Short Term – 5 year financial planning period (Dollars in \$000's per yr)</b>	
5 yr Ops, Maint & Renewal Projected Expenditure	<b>\$11,423 p.a.</b>
5 yr Ops, Maint & Renewal LTFP Budget Exp	<b>\$12,899 p.a.</b>
5 year financing shortfall [5 yr proj exp - 5 LTFP Budget exp]	<b>\$1,476 p.a.</b>
5 year financing indicator [5 yr LTFP Budget exp / 5 yr proj exp]	<b>113%</b>
<b>Medium Term - 10 year financial planning period (Dollars in \$000's per Yr)</b>	
10 yr Ops, Maint & Renewal Projected Expenditure	<b>\$14,001 p.a.</b>
10 yr Ops, Maint & Renewal LTFP Budget Exp	<b>\$12,899 p.a.</b>
10 year financing shortfall [10 yr proj exp - 10 LTFP Budget exp]	<b>-\$1,102 p.a.</b>
10 year financing indicator [10 LTFP Budget exp / 10 yr proj exp]	<b>92%</b>
<b>Long Term - Life Cycle Costs (Dollars in \$000's per yr)</b>	
Life Cycle Cost [average 20 years projected ops, maint exp and deprn.]	<b>\$16,852 p.a.</b>
Life Cycle Exp [average 20 years LTFP budget ops, maint & capital renewal exp]	<b>\$12,899 p.a.</b>
Life Cycle Gap [ave life cycle expenditure – ave life cycle cost (-ve = gap)]	<b>-\$3,953 p.a.</b>
Life Cycle Indicator [life cycle expenditure / life cycle cost]	<b>77%</b>

#### 6.1.1.1 Asset Renewal Funding Ratio

Asset Renewal Funding Ratio<sup>3</sup> **71%**

The Asset Renewal Funding Ratio is the most important indicator and reveals that over the next 20 years, Council is forecasting that it will have **71%** of the funds required for the optimal renewal and replacement of its assets.

<sup>3</sup> AIFMG, 2012, Version 1.3, Financial Sustainability Indicator 4, Sec 2.6, p 2.16



## Road Asset Management Plan 2017

### 6.1.1.2 Long term - Lifecycle Cost

Lifecycle costs (or whole of life costs) are the average costs that are required to sustain the service levels over the asset life cycle. Lifecycle costs include operations and maintenance expenditure and asset consumption (depreciation expense). The lifecycle cost for the services covered in this asset management plan is **\$16,852,000** per year (average operations and maintenance expenditure plus depreciation expense projected over 20 years).

Lifecycle costs can be compared to life cycle expenditure to give an initial indicator of affordability of projected service levels when considered with age profiles. Life cycle expenditure includes operations, maintenance and capital renewal expenditure. Lifecycle expenditure will vary depending on the timing of asset renewals. The life cycle expenditure over the 20 year planning period is **\$12,899,000** per year (average operations and maintenance plus capital renewal budgeted expenditure in LTFP over 20 years).

A gap between life cycle cost and life cycle expenditure is the life cycle gap. The life cycle gap for services covered by this asset management plan is -ve **\$3,953,000** per year (-ve = gap, +ve = surplus).

Life cycle expenditure is **77%** of life cycle costs.

The life cycle costs and life cycle expenditure comparison highlights any difference between present outlays and the average cost of providing the service over the long term. If the life cycle expenditure is less than that life cycle cost, it is most likely that outlays will need to be increased or cuts in services made in the future.

Knowing the extent and timing of any required increase in outlays and the service consequences if funding is not available will assist organisations in providing services to their communities in a financially sustainable manner. This is the purpose of the asset management plans and long term financial plan.

### 6.1.1.3 Medium term – 10 year financial planning period

This asset management plan identifies the projected operations, maintenance and capital renewal expenditures required to provide an agreed level of service to the community over a 10 year period. This provides input into 10 year financial and funding plans aimed at providing the required services in a sustainable manner.

These projected expenditures may be compared to budgeted expenditures in the 10 year period to identify any funding shortfall. In a core asset management plan, a gap is generally due to increasing asset renewals for ageing assets.

The projected operations, maintenance and capital renewal expenditure required over the 10 year planning period is **\$14,001,000** on average per year.

Estimated (budget) operations, maintenance and capital renewal funding is **\$12,899,000** on average per year giving a 10 year funding under allocation of **\$1,102,000** per year. This indicates that Council expects to have **92%** of the projected expenditures needed to provide the services documented in the RAMP.

### 6.1.1.4 Short Term – five year financial planning period

The projected operations, maintenance and capital renewal expenditure required over the first five years of the planning period is **\$11,335,000** on average per year.

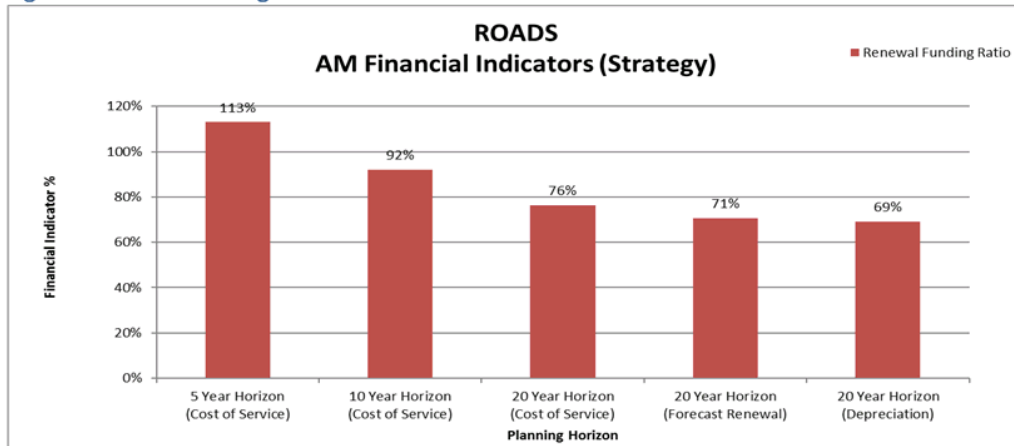
Estimated (budget) operations, maintenance and capital renewal funding is **\$12,899,000** on average per year giving a 5 year funding over-allocation of **\$1,476,000**. This indicates that Council expects to have **113%** of projected expenditures required to provide the services shown in the RAMP.



6.1.1.5 Asset management financial indicators

Figure 6.1a shows the asset management financial indicators over the 10 year planning period and for the long term life cycle.

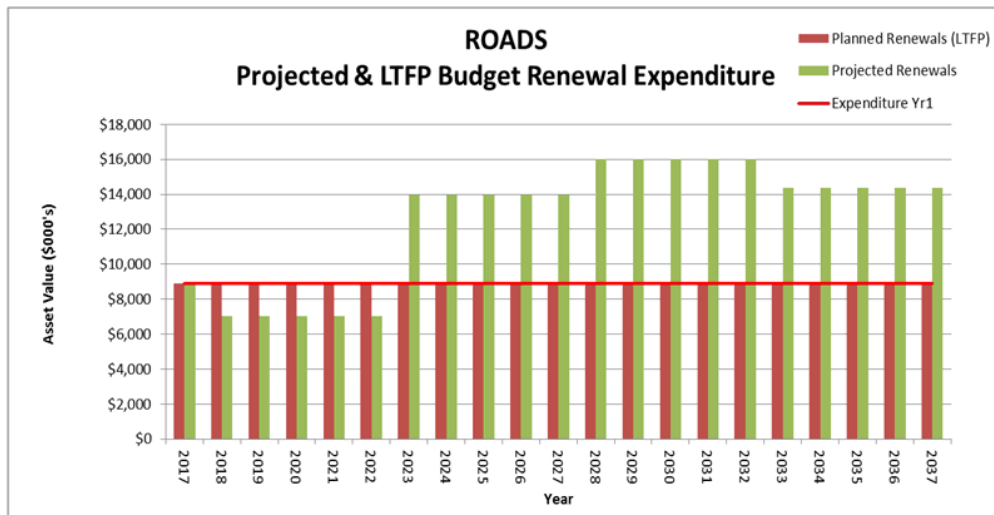
Figure 6.1a: Asset Management Financial Indicators



Providing services from infrastructure in a sustainable manner requires the matching and managing of service levels, risks, projected expenditures and financing to achieve a financial indicator of approximately 100% for the first years of the RAMP and ideally over the 10 year life of the Long Term Financial Plan.

Figure 8 shows the projected asset renewal and replacement expenditure over the 20 years of the RAMP. The projected asset renewal and replacement expenditure is compared to renewal and replacement expenditure in the capital works program, which is accommodated in the long-term financial plan.

Figure 6.1b Projected and Future Funding Provision





## Road Asset Management Plan 2017

Table 6.1c shows the over-allocation between projected renewal and replacement expenditures and expenditure accommodated in long term financial plan. Budget expenditures accommodated in the long-term financial plan or extrapolated.

*Table 6.1c: Projected and LTFP Budgeted Renewals and Financing Variances*

<b>Latrobe City - ROADS</b>				
<b>Year End Jun-30</b>	<b>Projected Renewals (\$'000)</b>	<b>LTFP Renewal Budget (\$'000)</b>	<b>Renewal Financing Variance (- gap, + surplus) (\$'000)</b>	<b>Cumulative Variance (- gap, + surplus) (\$'000)</b>
2017	\$8,907	\$8,885	\$22	\$22
2018	\$7,035	\$8,885	\$1,850	\$1,828
2019	\$7,035	\$8,885	\$1,850	\$3,678
2020	\$7,035	\$8,885	\$1,850	\$5,528
2021	\$7,035	\$8,885	\$1,850	\$7,378
2022	\$7,035	\$8,885	\$1,850	\$9,228
2023	\$13,947	\$8,885	(\$5,062)	\$4,166
2024	\$13,947	\$8,885	(\$5,062)	\$896
2025	\$13,947	\$8,885	(\$5,062)	(\$5,958)
2026	\$13,947	\$8,885	(\$5,062)	(\$11,021)
2027	\$13,947	\$8,885	(\$5,062)	(\$16,083)
2028	\$15,997	\$8,885	(\$7,112)	(\$23,195)
2029	\$15,997	\$8,885	(\$7,112)	(\$30,306)
2030	\$15,997	\$8,885	(\$7,112)	(\$37,418)
2031	\$15,997	\$8,885	(\$7,112)	(\$44,529)
2032	\$15,997	\$8,885	(\$7,112)	(\$51,641)
2033	\$14,358	\$8,885	(\$5,473)	(\$57,114)
2034	\$14,358	\$8,885	(\$5,473)	(\$62,587)
2035	\$14,358	\$8,885	(\$5,473)	(\$68,061)
2036	\$14,358	\$8,885	(\$5,473)	(\$73,534)
2037	\$14,358	\$8,885	(\$5,473)	(\$79,007)

Providing services in a sustainable manner will require matching of projected asset renewal and replacement expenditure to meet agreed service levels with the corresponding capital works program accommodated in the long term financial plan.

### 6.1.2 Projected expenditures for long term financial plan

Table 6.1.2 shows the projected expenditures for the 10 year long term financial plan. Expenditure projections are in 2016 real values.





## Road Asset Management Plan 2017

**Table 6.1.2 Projected Expenditures for Long Term Financial Plan (\$'000)**

<b>Latrobe City - ROADS</b>					
<b>Year</b>	<b>Operations</b>	<b>Maintenance</b>	<b>Projected Capital Renewal</b>	<b>Capital Upgrade/New</b>	<b>Disposals</b>
2017	\$333	\$3,696	\$8,907	\$350	\$0
2018	\$334	\$3,710	\$7,035	\$350	\$0
2019	\$336	\$3,725	\$7,035	\$350	\$0
2020	\$337	\$3,739	\$7,035	\$350	\$0
2021	\$338	\$3,753	\$7,035	\$350	\$0
2022	\$340	\$3,768	\$7,035	\$350	\$0
2023	\$341	\$3,782	\$13,947	\$350	\$0
2024	\$342	\$3,797	\$13,947	\$350	\$0
2025	\$344	\$3,811	\$13,947	\$350	\$0
2026	\$345	\$3,826	\$13,947	\$350	\$0
2027	\$346	\$3,840	\$13,947	\$350	\$0
2028	\$348	\$3,855	\$15,997	\$350	\$0
2029	\$349	\$3,870	\$15,997	\$350	\$0
2030	\$350	\$3,885	\$15,997	\$350	\$0
2031	\$352	\$3,899	\$15,997	\$350	\$0
2032	\$353	\$3,914	\$15,997	\$350	\$0
2033	\$354	\$3,929	\$14,358	\$350	\$0
2034	\$356	\$3,944	\$14,358	\$350	\$0
2035	\$357	\$3,959	\$14,358	\$350	\$0
2036	\$358	\$3,974	\$14,358	\$350	\$0
2037	\$360	\$3,989	\$14,358	\$350	\$0

**All dollar values are in (\$'000)'s**

### 6.2 Funding Strategy

After reviewing service levels, as appropriate to ensure ongoing financial sustainability projected expenditures identified in Section 6.1.2 will be accommodated in the Council's 10 year long-term financial plan.



Figure 6.2: LTFP Expenditure Projections

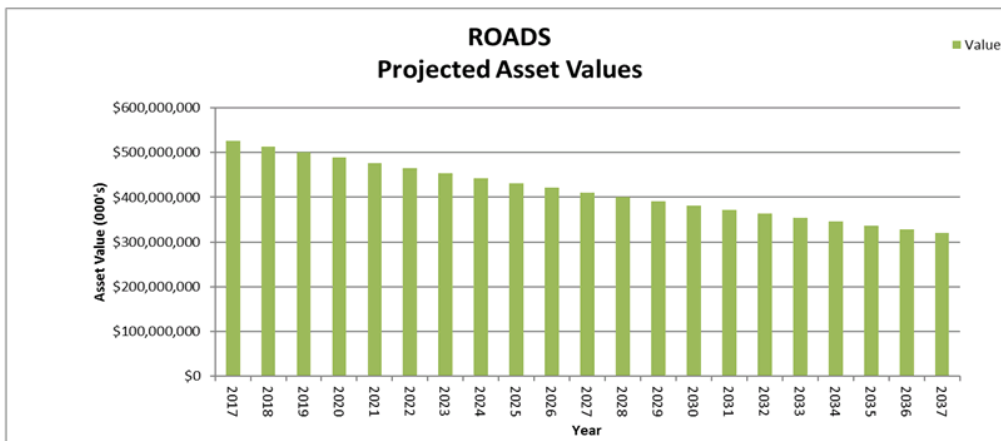
Latrobe City - ROADS										
Projected Expenditure (\$'000,s)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Capital Renewal of existing assets	\$8,907	\$7,035	\$7,035	\$7,035	\$7,035	\$7,035	\$13,947	\$13,947	\$13,947	\$13,947
Capital Upgrade/New assets	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
Operational cost of existing assets	\$788	\$788	\$788	\$788	\$788	\$788	\$788	\$788	\$788	\$788
Maintenance cost of existing assets	\$3,138	\$3,138	\$3,138	\$3,138	\$3,138	\$3,138	\$3,138	\$3,138	\$3,138	\$3,138
Operational cost of New assets	\$1	\$3	\$4	\$5	\$6	\$8	\$9	\$10	\$12	\$13
Maintenance cost of New assets	\$14	\$29	\$43	\$57	\$72	\$86	\$100	\$115	\$129	\$144
Disposal of Surplus assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Maintenance and Operations figures for new assets are included, these costs increase in line with the growth in assets due to developer contributions and new and upgrade projects.

6.3 Valuation Forecasts

Asset values are forecast to decrease as additional assets are added to the asset stock from construction and acquisition by Council and from assets constructed by land developers and others and donated (gifted) to Council are less than the depreciation of existing assets. Figure 6.3a shows the projected asset value (Written Down Value) over the planning period in real values.

Figure 6.3a: Projected Asset Values

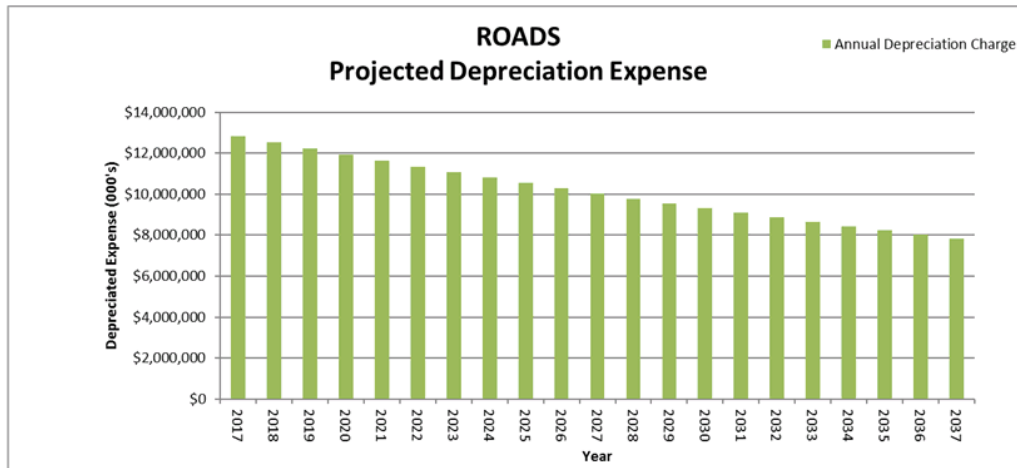






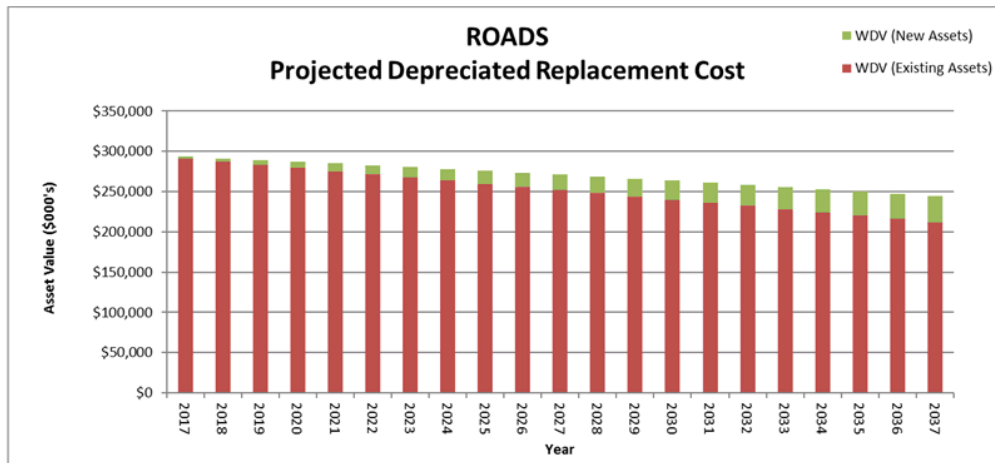
Depreciation expense values are forecast in line with asset values as shown in Figure 6.3.b.

Figure 6.3b: Projected Depreciation Expense



The depreciated replacement cost will vary over the forecast period depending on the rates of addition of new assets, disposal of old assets and consumption and renewal of existing assets. Forecast of the assets' depreciated replacement cost is shown in Figure 6.3c. The depreciated replacement cost of contributed and new assets is shown in the darker colour and in the lighter colour for existing assets.

Figure 6.3c: Projected Depreciated Replacement Cost



6.4 Key Assumptions made in Financial Forecasts

This section details the key assumptions made in presenting the information contained in this asset management plan and in preparing forecasts of required operating and capital expenditure and asset values, depreciation expense and carrying amount estimates. It is presented to enable readers to gain an understanding of the levels of confidence in the data behind the financial forecasts.



## Road Asset Management Plan 2017

Key assumptions made in the RAMP and risks that these may change are shown in Table 6.4.

**Table 6.4: Key Assumptions made in the RAMP**

Key Assumptions
Additional maintenance funds will be made available to continue current services as Council's asset base grows from assets handed over from developers and asset upgrades.
Maintenance and renewal allocation are fully funded.
Forecasted financial plans are in today's dollars
Current maintenance levels of service will remain the status quo.
The funds raised via a Development Contribution Plan for the provision of new roads or upgrade (particularly in established areas) have been approximated in the growth factor and the timing of these expenditures has not been taken into consideration for this iteration of the RAMP as further investigation is required.
Renewal is based on replacement like for like for financial purposes.
Upgrade or increased capacity projects beyond those identified in this plan are subject to separate capital bids.

### 6.4.1.1 Inferred and reported condition

Current industry knowledge has been used to model adopted the life expectancy for road asset components as outlined in Table 5.4.

Condition and remaining life will be inferred by a degradation curve for long life concrete assets using the asset's construction date.

It is noted, however, that in Australia, work relating to age deterioration models is still in its infancy, and lifecycles can vary widely due to construction practices and external conditions. As condition information is added, and the network is calibrated to local conditions, a revised figure for asset consumption will be evaluated.

**Table 6.4.1: Reconciled Useful Lives of Assets (Sealed Roads)**

Asset Class	Asset Category	Expected Useful life	Reconciled Useful Life from current Condition Assessment *preliminary sample data
Sealed Road	Surface – Concrete	85 years	88 years
	Pavement Under - Concrete	85 years	75 years
Sealed Road	Surface – Concrete Pavers	50 years	50 years
	Pavement under - Pavers	50 years	37 years
Sealed Roads	Surface - Asphalt Surface	18 years	18 years
	Pavement under Asphalt	72 years	64 years
Sealed Roads	Surface – Bitumen – (Spray Seal)	15 years	16 years
	Pavement under Bitumen	75 years	75 years
Kerbs	Kerbs	77 years	71 years



## Road Asset Management Plan 2017

**Table 6.4.2: Reconciled Useful Lives of Assets (Unsealed Roads)**

Asset Class	Asset Category	Expected Useful life	Reconciled Useful Life from current Condition Assessment
Unsealed Roads	Surface -Gravel	15 years	15 years
	Pavement under Gravel	45 years	50 years
Unsealed Roads	Surface – Natural	25 years	28 years
	Pavement - Natural	25 years	31 years

It should be noted that the forecast useful lives are calculated based on the current assessed condition converted to a remaining useful life through the relevant degradation curve, then referenced to the year of last renewal for each asset to predict when the asset will reach the end of its useful life, hence the forecast age at the end of its useful life can be reset. These reported results are preliminary and require further scrutiny which will be undertaken in time for the next revision of this RAMP.

### 6.4.1.2 Current Conditions

It can be seen by examining available construction age data, there were three periods of intense construction activity – the mid-1950s and 1960s driven by residential support for the State Electricity Commission, in the mid-1970s and a steady decline in late-1980s until a recent increase in residential development. With this in mind, it is anticipated that significant renewals will occur between 2065 and 2090, and therefore a funding strategy needs to be developed with a 50 year vision from present.

It is known that roads constructed under good conditions may last longer than the current accounting lifespan. Therefore, improving road knowledge via the improvement plan, and moving to an evidence based condition system has the potential to save residents significant long term expenditure.

### 6.5 Forecast Reliability and Confidence

The expenditure and valuations projections in the RAMP are based on best available data. Currency and accuracy of data is critical to effective asset and financial management. Data confidence is classified on a five level scale in accordance with Table 6.5.



## Road Asset Management Plan 2017

**Table 6.5: Data Confidence Grading System**

Confidence Grade	Description
A Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and recognised as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D Very Uncertain	Data based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E Unknown	None or very little data held.

The estimated confidence level for and reliability of data used in the RAMP is shown in Table 6.5.1.

**Table 6.5.1: Data Confidence Assessment for Data used in the RAMP**

Data	Confidence Assessment	Comment
Demand drivers	Uncertain	Require further testing and inclusion of DCP commitments to be included rather than estimated.
Growth projections	Reliable	Reliable source documents
Operations expenditures	Reliable	Obtained from Finance Department
Maintenance expenditures	Reliable	Obtained from Finance Department
Projected Renewal exps. - Asset values	Reliable	Modelled based on condition assessment with reconciled useful lives being reasonable.
- Asset residual values	Reliable	No used consistent with valuation
- Asset useful lives	Reliable	Benchmarked against like Councils and reviewed in 2015 and preliminary reconciliation
- Condition modelling	Reliable	Relationship to useful life reasonable
- Defect repairs	Very Uncertain	No MMS to record outcomes
Upgrade/New expenditures	Reliable	Obtained from Finance Department

Over all data sources the data confidence is assessed as **Reliable** confidence level for data used in the preparation of the RAMP.



# Road Asset Management Plan 2017

## 7 PLAN IMPROVEMENT AND MONITORING

### 7.1 Status of Asset Management Practices

#### 7.1.1 Accounting and financial systems

Council uses FinanceOne from TechnologyOne as the finance system.

##### 7.1.1.1 Accounting standards and regulations

The applicable accounting standards are AASBI 16 "Property, Plant, and Equipment", AASB 13 "Fair Value Measurement" and AASBI 38 "Intangible Assets"

##### 7.1.1.2 Capital/maintenance threshold

Council has set a value of \$10,000 in expenditure before it is considered to be capitalised. This is the cost captured as renewal or upgrade as opposed to maintenance.

##### 7.1.1.3 Required changes to accounting financial systems arising from the RAMP

No specific changes have been identified however with advances in Maintenance Management processes, the Finance system may be modified to better capture maintenance effort against the assets (as opposed to generally). This increased detail will assist in identifying maintenance and renewal needs.

#### 7.1.2 Asset Management System

Council uses MyData Asset Management System from Assetic Pty Ltd. It is a sophisticated database system that allows detailed management of the data. A partner to this is MyPredictor Asset Modelling System also from Assetic that will, once implemented with the data and necessary algorithms, allow Council to model the deterioration of assets and improve the science of lifecycle costing.

##### 7.1.2.1 Asset registers

The asset register relevant to the RAMP held in MyData include:

- Sealed Roads
- Unsealed roads
- Kerbs

##### 7.1.2.2 Linkage from asset management to financial system

This is currently a manual process through Microsoft Excel spreadsheets. There is no integration between financial and asset management systems.

##### 7.1.2.3 Accountabilities for asset management system and data maintenance

Team Leader Asset Strategy and Co-ordinator Infrastructure Planning.

##### 7.1.2.4 Required changes to asset management system arising from the RAMP

The AMS used is sophisticated and very capable. No changes are required to the system. Changes proposed are related to the data and information that reside in the system. This is discussed in Appendix H – RAMP Improvement Plan.



## Road Asset Management Plan 2017

### 7.1.3 Geographic Information System (GIS)

Council's road spatial data is contained and updated within separate GIS layers and can be viewed via the internal GIS viewer, IntraMaps.

### 7.2 Monitoring and Review Procedures

This asset management plan will be reviewed periodically and amended to recognise any material changes in service levels and/or resources available to provide those services as a result of budget decisions.

The RAMP will be updated to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values incorporated into the organisation's long term financial plan.

The financial model of this RAMP should be reviewed annually to adjust for changes to the network, and RAMP should be reviewed every 4 years at a minimum to ensure it represents the current service level, asset values, projected operations, maintenance, capital renewal and replacement, capital upgrade/new and asset disposal expenditures and projected expenditure values consistent with the organisation's long term financial plan.

### 7.3 Performance Measures

The effectiveness of the RAMP can be measured in the following ways:

- The degree to which the required projected expenditures identified in the RAMP are incorporated into Council's long term financial plan;
- The degree to which one to five year detailed works programs, budgets, business plans and organisational structures take into account the 'global' works program trends provided by the RAMP.
- The degree to which the existing and projected service levels and service consequences (what we cannot do), risks and residual risks are incorporated into the Council's Strategic Plan and associated plans, and;
- The Asset Renewal Funding Ratio exceeding the actual 71%.





## Road Asset Management Plan 2017

### 8 REFERENCES

Documents referenced by the RAMP include:

IPWEA, 2015, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/IIMM](http://www.ipwea.org/IIMM)

IPWEA, 2015, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/namsplus](http://www.ipwea.org/namsplus).

IPWEA, 2015, 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, [www.ipwea.org/AIFMG](http://www.ipwea.org/AIFMG).

Latrobe City Council Plan 2013-2017.





## Road Asset Management Plan 2017

### **APPENDICES**

Appendices attached to the RAMP include:

- Appendix A *Proposed Maintenance Response Service Level Agreement*
- Appendix B *Projected Upgrade/New Expenditure 10 year Capital Works Program*
- Appendix C *Projected Upgrade/New Expenditure 10 year Capital Works Program*
- Appendix D *Budgeted Expenditures Accommodated*
- Appendix E *Abbreviations*
- Appendix F *Glossary*
- Appendix G *Road Network Plans*
- Appendix H *RAMP Improvement Plan*



## Road Asset Management Plan 2017

### **Appendix A - Proposed Maintenance Response Service Level Agreement**

Until a new Service Level Agreement is developed in conjunction with the Operations and Waste Department the current operational approach and standards will be maintained.

Part of the development of the new Service Level Agreement will be refining inspection and resulting maintenance using the criticality of roads as per the risk categorisation model of Appendix I that determines each roads criticality.



**Appendix B - Projected 10 year Capital Renewal and Replacement Works Program**

**ROAD SURFACE RENEWAL PROGRAMS:**

**1) ASPHALT (OVERLAY) RENEWAL PROGRAM 2017-27:**

Locality/Year	2017	2019	2020	2021	2023	2024	2025	2026	2027	Total
BOOLARRA					\$19,546					\$19,546
CHURCHILL	\$22,364		\$51,957		\$125,231	\$24,733			\$30,378	\$254,663
GLENGARRY							\$23,292			\$23,292
HAZELWOOD			\$6,278							\$6,278
MOE					\$410,895		\$315,250	\$366,398	\$63,870	\$1,156,413
MOE SOUTH									\$51,064	\$51,064
MORWELL	\$49,607	\$469,738	\$88,079	\$10,048	\$283,669	\$363,891	\$1,139,356		\$371,274	\$2,775,662
NEWBOROUGH	\$34,831				\$91,220		\$158,464	\$80,572	\$192,709	\$557,796
TOONGABBIE					\$13,417				\$61,590	\$75,007
TRARALGON	\$40,640	\$16,420	\$516,035		\$369,090	\$18,086	\$1,013,507	\$349,541	\$3,599,080	\$5,922,399
TRARALGON EAST			\$882,217			\$105,431		\$123,696	\$309,723	\$1,421,067
YALLOURN					\$7,173					\$7,173
YALLOURN NORTH	\$18,616						\$19,328		\$13,476	\$51,420
YINNAR		\$102,143			\$15,102					\$117,245
<b>Total</b>	<b>\$166,058</b>	<b>\$588,301</b>	<b>\$1,544,566</b>	<b>\$10,048</b>	<b>\$1,335,343</b>	<b>\$512,141</b>	<b>\$2,669,197</b>	<b>\$920,207</b>	<b>\$4,693,164</b>	<b>\$12,439,025</b>



**2) BITUMEN (RESEAL) RENEWAL PROGRAM 2017-27:**

Locality/Year	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
BOOLARRA	\$393,994		\$276,928	\$4,511	\$91,685			\$468,277	\$423,613		\$18,861	\$1,677,869
BOOLARRA SOUTH				\$4,700								\$4,700
BUDGEREE	\$4,860					\$605,674		\$225,458				\$835,992
CALLIGNEE		\$305,253		\$502,577			\$90,812	\$23,410	\$655,547			\$1,577,599
CHURCHILL	\$841,893	\$45,251	\$286,638	\$206,654	\$1,316,211	\$92,702	\$474,749	\$963,286	\$179,195			\$4,406,579
COWWARR							\$67,061					\$67,061
DARLIMURLA					\$79,970							\$79,970
DRIFFIELD				\$37,954	\$297,264			\$3,827				\$339,045
FLYNN		\$80,624								\$107,648		\$188,272
FLYNN'S CREEK							\$43,367		\$590,306			\$633,673
GLENGARRY			\$93,403		\$56,029		\$512,147	\$132,937			\$230,856	\$1,025,372
GLENGARRY NORTH			\$122,596				\$144,375				\$112,380	\$379,351
HAZELWOOD	\$152,262		\$320,837	\$194,423	\$190,414		\$27,097	\$315,659	\$58,649		\$1,382	\$1,260,723
HAZELWOOD NORTH	\$80,625	\$343,556	\$211,840	\$283,567	\$90,317	\$510,755	\$171,814	\$310,759	\$324,142		\$60,832	\$2,388,207
HAZELWOOD SOUTH						\$56,437			\$109,323			\$165,760
HERNES OAK	\$241,207		\$113,238	\$58,911	\$86,344		\$75,720	\$127,908	\$33,108		\$168,133	\$904,569
JEERALANG		\$372,082			\$3,390	\$606,010			\$223,114			\$1,204,596
JEERALANG JUNCTION	\$576,304				\$55,476	\$121,824		\$171,144				\$924,748
KOORNALLA		\$146,696							\$256,863	\$19,399		\$422,958
MARYVALE					\$4,438		\$35,917		\$222,970			\$263,325
MOE		\$1,339,119	\$554,352	\$223,008		\$15,037	\$576,895	\$45,583		\$1,531,283		\$4,285,277
MOE SOUTH			\$141,311				\$124,833	\$91,569		\$594,406		\$952,119
MORWELL	\$1,308,088	\$7,504	\$617,260	\$124,716	\$1,569,065	\$68,604	\$738,231	\$2,072,963	\$303,492		\$102,448	\$6,912,371
NEWBOROUGH			\$1,048,394	\$413,396	\$159,826		\$564,119	\$407,587		\$689,262	\$617,458	\$3,900,042
TANJIL SOUTH											\$37,735	\$37,735
TOONGABBIE			\$73,036				\$293,807				\$259,927	\$626,770
TRARALGON	\$38,054	\$1,508,202	\$99,323	\$694,830		\$1,758,230	\$1,045,653	\$531,085		\$2,790,071	\$205,828	\$8,671,276
TRARALGON EAST		\$258,362		\$216,936		\$282,679		\$251,042		\$226,447		\$1,235,466
TRARALGON SOUTH		\$140,701				\$48,168			\$247,054	\$27,069	\$53,021	\$516,013
TYERS		\$302,365		\$64,659		\$560,999	\$74,163	\$127,515		\$165,573		\$1,295,274
YALLOURN			\$60,602		\$142,577			\$192,184			\$240,830	\$636,193
YALLOURN NORTH	\$306,563		\$78,710		\$571,382	\$10,269	\$245,528				\$690,018	\$1,902,470
YINNAR	\$3,405		\$123,342	\$158,052			\$319,545	\$94,413	\$329,839			\$1,028,596
YINNAR SOUTH	\$696,909			\$97,303	\$171,290	\$69,811	\$128,398		\$468,974			\$1,632,685
<b>Total</b>	<b>\$4,644,164</b>	<b>\$4,849,715</b>	<b>\$4,221,810</b>	<b>\$3,286,197</b>	<b>\$4,885,678</b>	<b>\$4,807,199</b>	<b>\$5,754,231</b>	<b>\$6,556,606</b>	<b>\$4,426,189</b>	<b>\$6,151,158</b>	<b>\$2,799,709</b>	<b>\$52,382,656</b>



**3) GRAVEL SURFACE (LIGHT RESHEET) - No Pavement Renewal) 2017-27:**

Locality/Year	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
BOOLARRA			\$61,715		\$17,536		\$9,026	\$8,182		\$76,176		\$172,635
BOOLARRA SOUTH				\$30,449	\$19,787		\$43,047					\$93,283
BUDGEREE			\$4,975									\$4,975
CALLIGNEE							\$16,259	\$20,671		\$8,993		\$45,923
CHURCHILL			\$43,311	\$10,447					\$495			\$54,253
DRIFFIELD								\$9,009	\$39,162			\$48,171
FLYNN								\$90,343			\$48,469	\$138,812
GLENGARRY							\$5,868				\$1,322	\$7,190
GLENGARRY NORTH					\$28,957		\$18,860		\$48,188			\$96,005
GLENGARRY WEST									\$11,769			\$11,769
HAZELWOOD				\$18,071				\$8,331			\$1,321	\$27,723
HAZELWOOD NORTH				\$18,050								\$18,050
HAZELWOOD SOUTH				\$17,357								\$17,357
JEERALANG			\$14,679			\$56,806						\$71,485
JEERALANG JUNCTION								\$9,877	\$2,810			\$12,687
KOORNALLA	\$151,168	\$66,719					\$3,471		\$1,239			\$222,597
MARYVALE							\$45,295					\$45,295
MIRBOO		\$37,691	\$9,621									\$47,312
MOE							\$1,190		\$595		\$793	\$2,578
MOE SOUTH				\$3,174								\$3,174
MORWELL						\$35,396						\$35,396
MOUNT TASSIE										\$19,242		\$19,242
NEWBOROUGH											\$661	\$661
TANJIL SOUTH				\$42,584								\$42,584
TOONGABBIE						\$73,807	\$3,570		\$31,955		\$28,993	\$138,325
TRARALGON									\$991		\$1,190	\$2,181
TRARALGON EAST											\$58,156	\$58,156
TRARALGON SOUTH										\$37,666		\$37,666
TYERS				\$2,182					\$6,131		\$20,730	\$29,043
YALLOURN NORTH					\$94,201				\$8,331	\$8,530	\$2,661	\$113,723
YINNAR			\$19,143					\$7,405	\$2,430	\$5,157		\$34,135
<b>Total</b>	<b>\$151,168</b>	<b>\$104,410</b>	<b>\$153,444</b>	<b>\$142,314</b>	<b>\$160,481</b>	<b>\$166,009</b>	<b>\$146,586</b>	<b>\$153,818</b>	<b>\$154,096</b>	<b>\$155,764</b>	<b>\$164,296</b>	<b>\$1,652,386</b>



**ROAD PAVEMENT RENEWAL PROGRAMS:**

**1) SEALED ROAD (ROAD REHABILITATION) RENEWAL PROGRAM 2017-27:**

Locality/Year	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
BOOLARRA								\$159,845				\$159,845
BUDGEREE	\$1,561,093	\$90,276										\$1,651,369
CALLIGNEE								\$179,220		\$279,002		\$458,222
CHURCHILL	\$253,522					\$1,960,914	\$470,303	\$740,544	\$377,542	\$299,639		\$4,102,464
DRIFFIELD						\$617,584		\$186,123				\$803,707
HAZELWOOD					\$877,938							\$877,938
HAZELWOOD NORTH	\$40,520							\$249,576				\$290,096
HAZELWOOD SOUTH							\$233,713		\$9,263	\$260,414		\$503,390
JEERALANG								\$902,738				\$902,738
JEERALANG JUNCTION								\$236,861		\$227,174		\$464,035
MOE	\$144,845	\$401,555	\$521,138		\$1,021,950		\$928,617				\$1,448,591	\$4,466,696
MOE SOUTH											\$137,382	\$137,382
MORWELL	\$463,912	\$2,136,243	\$1,073,217	\$1,555,885	\$1,089,403	\$16,350		\$611,251	\$624,100	\$273,586		\$7,843,947
NEWBOROUGH	\$112,460		\$843,245		\$82,811		\$623,679				\$661,498	\$2,323,693
TRARALGON	\$894,594	\$858,059	\$668,644	\$1,981,274	\$444,013	\$837,283	\$1,155,116	\$101,464	\$2,504,850	\$1,759,567	\$1,036,114	\$12,240,978
TRARALGON EAST											\$129,346	\$129,346
TYERS						\$47,348				\$228,081		\$275,429
YALLOURN			\$32,210									\$32,210
YALLOURN NORTH			\$240,781				\$86,603			\$67,147	\$37,262	\$431,793
YINNAR					\$37,781					\$122,091		\$159,872
YINNAR SOUTH								\$50,859				\$50,859
Total	\$3,470,946	\$3,486,133	\$3,379,235	\$3,537,159	\$3,553,896	\$3,479,479	\$3,498,031	\$3,418,481	\$3,515,755	\$3,516,701	\$3,450,193	\$38,306,009



**2) GRAVEL ROAD (HEAVY RESHEET) - Includes Partial Pavement Renewal) RENEWAL PROGRAM 2017-27:**

Locality/Year	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
BALOOK	\$404,040											\$404,040
BOOLARRA		\$712,838	\$9,033			\$131,767	\$137,412		\$69,658			\$1,060,708
BOOLARRA SOUTH						\$416,360	\$192,898					\$609,258
BUDGEREE					\$119,881		\$937,547		\$665,089			\$1,722,517
CALLIGNEE				\$34,945						\$275,450	\$52,876	\$363,271
CHURCHILL	\$73,355	\$58,276	\$40,753			\$544,325		\$44,217				\$760,926
DARLIMURLA				\$25,783			\$51,240					\$77,023
DRIFFIELD								\$292,749	\$26,082			\$318,831
FLYNN										\$251,106	\$12,218	\$263,324
FLYNN'S CREEK										\$221,153		\$221,153
GLENGARRY				\$37,968							\$138,560	\$176,528
GLENGARRY NORTH				\$36,270	\$59,431						\$10,527	\$106,228
GLENGARRY WEST				\$149,020	\$75,392							\$224,412
GRAND RIDGE	\$652,457				\$368,000	\$703,669	\$4,075					\$1,728,201
HAZELWOOD			\$8,694					\$78,965	\$104,327			\$191,986
HAZELWOOD NORTH			\$47,273					\$74,848				\$122,121
HAZELWOOD SOUTH									\$244,755			\$244,755
HERNES OAK			\$256,955					\$207,840	\$148,958		\$17,149	\$630,902
JEERALANG				\$26,897				\$19,697	\$353,498	\$75,800		\$475,892
JEERALANG JUNCTION			\$98,894					\$78,346	\$6,119			\$183,359
JUMBUK								\$88,644				\$88,644
KOORNALLA										\$622,352		\$622,352
MARYVALE								\$12,225	\$32,602			\$44,827
MIRBOO		\$271,061					\$132,040					\$403,101
MOE				\$309,444								\$309,444
MOE SOUTH											\$64,354	\$64,354
MORWELL			\$139,319					\$2,811	\$9,780			\$151,910
NARRACAN			\$237,875									\$237,875
NEWBOROUGH				\$159,771	\$14,792						\$63,898	\$238,461
TANJIL SOUTH					\$19,289						\$9,685	\$28,974
TOONGABBIE				\$43,184	\$372,883							\$416,067
TRARALGON				\$53,518						\$214,428	\$125,314	\$393,260
TRARALGON EAST									\$33,491	\$246,147		\$279,638
TRARALGON SOUTH					\$21,662				\$50,398	\$27,406		\$99,466
TYERS				\$87,346							\$51,211	\$138,557
YALLOURN											\$58,819	\$58,819
YALLOURN NORTH			\$179,313	\$93,935				\$195,557	\$45,847		\$893,665	\$1,408,317
YINNAR		\$29,478	\$54,200					\$443,848	\$29,613			\$557,139
YINNAR SOUTH		\$63,574	\$27,304				\$271,820	\$169,057				\$531,755
<b>Total</b>	<b>\$1,129,852</b>	<b>\$1,076,951</b>	<b>\$1,117,136</b>	<b>\$1,098,834</b>	<b>\$1,051,330</b>	<b>\$1,796,121</b>	<b>\$1,727,032</b>	<b>\$1,708,804</b>	<b>\$1,736,328</b>	<b>\$1,744,178</b>	<b>\$1,819,927</b>	<b>\$16,006,493</b>





**KERB RENEWAL PROGRAM:**

**1) KERB RENEWAL PROGRAM 2017-27:**

Locality/Year	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Total
BOOLARRA								\$27,910	\$15,336			\$43,246
CHURCHILL				\$79,325	\$48,594	\$32,959		\$195,542	\$94,572			\$450,992
GLENGARRY											\$29,808	\$29,808
MOE		\$39,127	\$35,719	\$68,682			\$23,031				\$86,896	\$253,455
MORWELL	\$201,014		\$160,779	\$37,088		\$69,625		\$33,452	\$75,237	\$97,948		\$675,143
NEWBOROUGH				\$42,208	\$6,051	\$11,930	\$82,163				\$45,588	\$187,940
TRARALGON	\$92,707	\$223,128	\$53,674	\$54,341	\$23,058	\$142,256	\$155,178		\$68,313	\$172,289	\$16,878	\$1,001,822
TRARALGON EAST											\$10,983	\$10,983
YALLOURN											\$63,958	\$63,958
YALLOURN NORTH					\$206,402							\$206,402
<b>Total</b>	<b>\$293,721</b>	<b>\$262,255</b>	<b>\$250,172</b>	<b>\$281,644</b>	<b>\$284,105</b>	<b>\$256,770</b>	<b>\$260,372</b>	<b>\$256,904</b>	<b>\$253,458</b>	<b>\$270,237</b>	<b>\$254,111</b>	<b>\$2,923,749</b>



## Road Asset Management Plan 2017

### **Appendix C - Projected Upgrade/New Expenditure 10 year Capital Works Program**

Upgrade and new projects incorporated in the RAMP plan include:

Marshalls Road rehabilitation works, Traralgon \$1.2 million timing unknown as it is dependent on economic evaluation by developers.



# Road Asset Management Plan 2017

## Appendix D - Budgeted Expenditures

Expenditure currently incorporated into annual budgets include:

BUDGET:	2017	2018	2019	2020	2021	2022
Management Overhead	\$13,547	\$13,547	\$13,547	\$13,547	\$13,547	\$13,547
Asset Management	\$57,781	\$57,781	\$57,781	\$57,781	\$57,781	\$57,781
Operations	\$260,576	\$260,576	\$260,576	\$260,576	\$260,576	\$260,576
<b>OPERATIONS BUDGET</b>	<b>\$331,904</b>	<b>\$331,904</b>	<b>\$331,904</b>	<b>\$331,904</b>	<b>\$331,904</b>	<b>\$331,904</b>
Reactive Maintenance	\$510,907	\$510,907	\$510,907	\$510,907	\$510,907	\$510,907
Routine Maintenance	\$3,170,892	\$3,170,892	\$3,170,892	\$3,170,892	\$3,170,892	\$3,170,892
Specific Maintenance	\$0	\$0	\$0	\$0	\$0	\$0
<b>MAINTENANCE BUDGET</b>	<b>\$3,681,799</b>	<b>\$3,681,799</b>	<b>\$3,681,799</b>	<b>\$3,681,799</b>	<b>\$3,681,799</b>	<b>\$3,681,799</b>
Renewal	\$8,885,000	\$8,885,000	\$8,885,000	\$8,885,000	\$8,885,000	\$8,885,000
Upgrade/Expansion	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
New Capex	\$0	\$0	\$0	\$0	\$0	\$0
Disposal Expenses	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL EXPENDITURE</b>	<b>\$9,235,000</b>	<b>\$9,235,000</b>	<b>\$9,235,000</b>	<b>\$9,235,000</b>	<b>\$9,235,000</b>	<b>\$9,235,000</b>
<b>BUDGETED ANNUAL RENEWAL</b>	<b>\$8,885,000</b>	<b>\$8,885,000</b>	<b>\$8,885,000</b>	<b>\$8,885,000</b>	<b>\$8,885,000</b>	<b>\$8,885,000</b>
<b>Renewal Gap</b>	<b>\$4,388,411</b>	<b>\$2,956,092</b>	<b>\$2,956,092</b>	<b>\$2,956,092</b>	<b>\$2,956,092</b>	<b>\$2,956,092</b>
<b>FORECAST ANNUAL RENEWAL</b>	<b>\$4,496,589</b>	<b>\$5,928,908</b>	<b>\$5,928,908</b>	<b>\$5,928,908</b>	<b>\$5,928,908</b>	<b>\$5,928,908</b>

BUDGET:	2023	2024	2025	2026	2027
Management Overhead	\$13,547	\$13,547	\$13,547	\$13,547	\$13,547
Asset Management	\$57,781	\$57,781	\$57,781	\$57,781	\$57,781
Operations	\$260,576	\$260,576	\$260,576	\$260,576	\$260,576
<b>OPERATIONS BUDGET</b>	<b>\$331,904</b>	<b>\$331,904</b>	<b>\$331,904</b>	<b>\$331,904</b>	<b>\$331,904</b>
Reactive Maintenance	\$510,907	\$510,907	\$510,907	\$510,907	\$510,907
Routine Maintenance	\$3,170,892	\$3,170,892	\$3,170,892	\$3,170,892	\$3,170,892
Specific Maintenance	\$0	\$0	\$0	\$0	\$0
<b>MAINTENANCE BUDGET</b>	<b>\$3,681,799</b>	<b>\$3,681,799</b>	<b>\$3,681,799</b>	<b>\$3,681,799</b>	<b>\$3,681,799</b>
Renewal	\$8,885,000	\$8,885,000	\$8,885,000	\$8,885,000	\$8,885,000
Upgrade/Expansion	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
New Capex	\$0	\$0	\$0	\$0	\$0
Disposal Expenses	\$0	\$0	\$0	\$0	\$0
<b>CAPITAL EXPENDITURE</b>	<b>\$9,235,000</b>	<b>\$9,235,000</b>	<b>\$9,235,000</b>	<b>\$9,235,000</b>	<b>\$9,235,000</b>
<b>BUDGETED ANNUAL RENEWAL</b>	<b>\$8,885,000</b>	<b>\$8,885,000</b>	<b>\$8,885,000</b>	<b>\$8,885,000</b>	<b>\$8,885,000</b>
<b>Renewal Gap</b>	<b>\$2,068,086</b>	<b>\$2,068,086</b>	<b>\$2,068,086</b>	<b>\$2,068,086</b>	<b>\$2,068,086</b>
<b>FORECAST ANNUAL RENEWAL</b>	<b>\$6,816,914</b>	<b>\$6,816,914</b>	<b>\$6,816,914</b>	<b>\$6,816,914</b>	<b>\$6,816,914</b>



# Road Asset Management Plan 2017

## Appendix E - Abbreviations

Abbreviations used in the RAMP include:

<b>AAAC</b>	Average annual asset consumption
<b>AM</b>	Asset Management
<b>AEP</b>	Annual Exceedance Probability
<b>ASC</b>	Annual service cost
<b>BOD</b>	Biochemical (biological) oxygen demand
<b>CRC</b>	Current replacement cost
<b>CWMS</b>	Community wastewater management systems
<b>DA</b>	Depreciable amount
<b>RAMP</b>	Road Asset Management Plan
<b>DRC</b>	Depreciated replacement cost
<b>EF</b>	Earthworks/formation
<b>GPT</b>	Gross Pollutant Trap
<b>IRMP</b>	Infrastructure risk management plan
<b>LCC</b>	Life Cycle cost
<b>LCE</b>	Life cycle expenditure
<b>LTFP</b>	Long term financial plan
<b>MMS</b>	Maintenance Management System
<b>PCI</b>	Pavement condition index
<b>RV</b>	Residual value
<b>SoA</b>	State of the Assets
<b>vph</b>	Vehicles per hour
<b>WDCRC</b>	Written down current replacement cost



## Road Asset Management Plan 2017

### Appendix F - Glossary

#### **Annual service cost (ASC)**

##### a) Reporting actual cost

The annual (accrual) cost of providing a service including operations, maintenance, depreciation, finance/opportunity and disposal costs less revenue.

##### b) For investment analysis and budgeting

An estimate of the cost that would be tendered, per annum, if tenders were called for the supply of a service to a performance specification for a fixed term. The Annual Service Cost includes operations, maintenance, depreciation, finance/opportunity and disposal costs, less revenue.

#### **Asset**

A resource controlled by an entity as a result of past events and from which future economic benefits are expected to flow to the entity. Infrastructure assets are a sub-class of property, plant and equipment which are non-current assets with a life greater than 12 months and enable services to be provided.

#### **Asset category**

Sub-group of assets within a class hierarchy for financial reporting and management purposes.

#### **Asset class**

A group of assets having a similar nature or function in the operations of an entity, and which, for purposes of disclosure, is shown as a single item without supplementary disclosure.

#### **Asset condition assessment**

The process of continuous or periodic inspection, assessment, measurement and interpretation of the resultant data to indicate the condition of a specific asset so as to determine the need for some preventative or remedial action.

#### **Asset hierarchy**

A framework for segmenting an asset base into appropriate classifications. The asset hierarchy can be based on asset function or asset type or a combination of the two.

#### **Asset management (AM)**

The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost effective manner.

#### **Asset renewal funding ratio**

The ratio of the net present value of asset renewal funding accommodated over a 10 year period in a long term financial plan relative to the net present value of projected capital renewal expenditures identified in an asset management plan for the same period [AIFMG Financial Sustainability Indicator No 8].

#### **Average annual asset consumption (AAAC)\***

The amount of an organisation's asset base consumed during a reporting period (generally a year). This may be calculated by dividing the depreciable amount by the useful life (or total future economic benefits/service potential) and totalled for each and every asset OR by dividing the carrying amount (depreciated replacement cost) by the remaining useful life (or remaining future economic benefits/service potential) and totalled for each and every asset in an asset category or class.

#### **Borrowings**

A borrowing or loan is a contractual obligation of the borrowing entity to deliver cash or another financial asset to the lending entity over a specified period of time or at a specified point in time, to cover both the initial capital provided and the cost of the interest incurred for providing this capital. A borrowing or loan



## Road Asset Management Plan 2017

provides the means for the borrowing entity to finance outlays (typically physical assets) when it has insufficient funds of its own to do so, and for the lending entity to make a financial return, normally in the form of interest revenue, on the funding provided.

### **Brownfields Valuation**

Valuation method where the initial recognition and subsequent recognition of assets involves expensing those costs that are considered to be 'sunk' one-off costs for components that are expected to have an unlimited life such as earthworks and formation for roadworks and capitalising only those costs associated with ongoing renewal of the asset.

### **Capital expenditure**

Relatively large (material) expenditure, which has benefits, expected to last for more than 12 months. Capital expenditure includes renewal, expansion and upgrade. Where capital projects involve a combination of renewal, expansion and/or upgrade expenditures, the total project cost needs to be allocated accordingly.

### **Capital expenditure - expansion**

Expenditure that extends the capacity of an existing asset to provide benefits, at the same standard as is currently enjoyed by existing beneficiaries, to a new group of users. It is discretionary expenditure, which increases future operations and maintenance costs, because it increases the organisation's asset base, but may be associated with additional revenue from the new user group, e.g. extending a drainage or road network, the provision of an oval or park in a new suburb for new residents.

### **Capital expenditure - new**

Expenditure which creates a new asset providing a new service/output that did not exist beforehand. As it increases service potential it may impact revenue and will increase future operations and maintenance expenditure.

### **Capital expenditure - renewal**

Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed. As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operations and maintenance expenditure if completed at the optimum time, eg. resurfacing or resheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.

### **Capital expenditure - upgrade**

Expenditure, which enhances an existing asset to provide a higher level of service or expenditure that will increase the life of the asset beyond that which it had originally. Upgrade expenditure is discretionary and often does not result in additional revenue unless direct user charges apply. It will increase operations and maintenance expenditure in the future because of the increase in the organisation's asset base, eg. widening the sealed area of an existing road, replacing drainage pipes with pipes of a greater capacity, enlarging a grandstand at a sporting facility.

### **Capital funding**

Funding to pay for capital expenditure.

### **Capital grants**

Monies received generally tied to the specific projects for which they are granted, which are often upgrade and/or expansion or new investment proposals.

### **Capital investment expenditure**

See capital expenditure definition





## Road Asset Management Plan 2017

### **Capitalisation threshold**

The value of expenditure on non-current assets above which the expenditure is recognised as capital expenditure and below which the expenditure is charged as an expense in the year of acquisition.

### **Carrying amount**

The amount at which an asset is recognised after deducting any accumulated depreciation / amortisation and accumulated impairment losses thereon.

### **Class of assets**

See asset class definition.

### **Component**

Specific parts of an asset having independent physical or functional identity and having specific attributes such as different life expectancy, maintenance regimes, risk or criticality.

### **Core asset management**

Asset management which relies primarily on the use of an asset register, maintenance management systems, job resource management, inventory control, condition assessment, simple risk assessment and defined levels of service, in order to establish alternative treatment options and long-term cashflow predictions. Priorities are usually established on the basis of financial return gained by carrying out the work (rather than detailed risk analysis and optimised decision-making).

### **Cost of an asset**

The amount of cash or cash equivalents paid or the fair value of the consideration given to acquire an asset at the time of its acquisition or construction, including any costs necessary to place the asset into service. This includes one-off design and project management costs.

### **Critical assets**

Assets for which the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation. Critical assets have a lower threshold for action than non-critical assets.

### **Current replacement cost (CRC)**

The cost the entity would incur to acquire the asset on the reporting date. The cost is measured by reference to the lowest cost at which the gross future economic benefits could be obtained in the normal course of business or the minimum it would cost, to replace the existing asset with a technologically modern equivalent new asset (not a second-hand one) with the same economic benefits (gross service potential) allowing for any differences in the quantity and quality of output and in operating costs.

### **Deferred maintenance**

The shortfall in rehabilitation work undertaken relative to that required to maintain the service potential of an asset.

### **Depreciable amount**

The cost of an asset, or other amount substituted for its cost, less its residual value.

### **Depreciated replacement cost (DRC)**

The current replacement cost (CRC) of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

### **Depreciation / amortisation**

The systematic allocation of the depreciable amount (service potential) of an asset over its useful life.



## Road Asset Management Plan 2017

### **Economic life**

See useful life definition.

### **Expenditure**

The spending of money on goods and services. Expenditure includes recurrent and capital outlays.

### **Expenses**

Decreases in economic benefits during the accounting period in the form of outflows or depletions of assets or increases in liabilities that result in decreases in equity, other than those relating to distributions to equity participants.

### **Fair value**

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms-length transaction.

### **Financing gap**

A financing gap exists whenever an entity has insufficient capacity to finance asset renewal and other expenditure necessary to be able to appropriately maintain the range and level of services its existing asset stock was originally designed and intended to deliver. The service capability of the existing asset stock should be determined assuming no additional operating revenue, productivity improvements, or net financial liabilities above levels currently planned or projected. A current financing gap means service levels have already or are currently falling. A projected financing gap, if not addressed, will result in a future diminution of existing service levels.

### **Generation 1**

First renewal of an asset after construction.

### **Generation 2**

Subsequent renewal of asset after initial renewal.

### **Greenfields valuation**

Valuation method where the initial recognition and subsequent revaluation of assets involves the capitalisation of all costs including those for components that are expected to have an unlimited life (such as earthworks and formation for roadwork).

### **Heritage asset**

An asset with historic, artistic, scientific, technological, geographical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture and this purpose is central to the objectives of the entity holding it.

### **Impairment loss**

The amount by which the carrying amount of an asset exceeds its recoverable amount.

### **Infrastructure assets**

Physical assets that contribute to meeting the needs of organisations or the need for access to major economic and social facilities and services, eg. roads, drainage, footpaths and cycleways. These are typically large, interconnected networks or portfolios of composite assets. The components of these assets may be separately maintained, renewed or replaced individually so that the required level and standard of service from the network of assets is continuously sustained. Generally the components and hence the assets have long lives. They are fixed in place and are often have no separate market value.

### **Investment property**

Property held to earn rentals or for capital appreciation or both, rather than for:





## Road Asset Management Plan 2017

- a) use in the production or supply of goods or services or for administrative purposes; or
- b) sale in the ordinary course of business.

### Key performance indicator

A qualitative or quantitative measure of a service or activity used to compare actual performance against a standard or other target. Performance indicators commonly relate to statutory limits, safety, responsiveness, cost, comfort, asset performance, reliability, efficiency, environmental protection and customer satisfaction.

### Level of service

The defined service quality for a particular service/activity against which service performance may be measured. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental impact, acceptability and cost.

### Life Cycle Cost \* (LCC)

- a) **Total LCC** The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation and disposal costs.
- b) **Average LCC** The life cycle cost (LCC) is average cost to provide the service over the longest asset life cycle. It comprises average operations, maintenance expenditure plus asset consumption expense, represented by depreciation expense projected over 10 years. The Life Cycle Cost does not indicate the funds required to provide the service in a particular year.

### Life Cycle Expenditure

The Life Cycle Expenditure (LCE) is the average operations, maintenance and capital renewal expenditure accommodated in the long term financial plan over 10 years. Life Cycle Expenditure may be compared to average Life Cycle Cost to give an initial indicator of affordability of projected service levels when considered with asset age profiles.

### Loans / borrowings

See borrowings.

### Maintenance

All actions necessary for retaining an asset as near as practicable to an appropriate service condition, including regular ongoing day-to-day work necessary to keep assets operating, eg road patching but excluding rehabilitation or renewal. It is operating expenditure required to ensure that the asset reaches its expected useful life.

- **Planned maintenance**  
Repair work that is identified and managed through a maintenance management system (MMS). MMS activities include inspection, assessing the condition against failure/breakdown criteria/experience, prioritising scheduling, actioning the work and reporting what was done to develop a maintenance history and improve maintenance and service delivery performance.
- **Reactive maintenance**  
Unplanned repair work that is carried out in response to service requests and management/supervisory directions.
- **Specific maintenance**  
Maintenance work to repair components or replace sub-components that needs to be identified as a specific maintenance item in the maintenance budget.
- **Unplanned maintenance**  
Corrective work required in the short-term to restore an asset to working condition so it can continue to deliver the required service or to maintain its level of security and integrity.



## Road Asset Management Plan 2017

### **Maintenance expenditure \***

Recurrent expenditure which is periodically or regularly required as part of the anticipated schedule of works to ensure that the asset achieves its useful life, and provides the required level of service. It is expenditure, which was anticipated in determining the asset's useful life.

### **Materiality**

The notion of materiality guides the margin of error acceptable, the degree of precision required and the extent of the disclosure required when preparing general purpose financial reports. Information is material if its omission, mis-statement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or governing body of the entity.

### **Modern equivalent asset**

Assets that replicate what is in existence with the most cost-effective asset performing the same level of service. It is the most cost efficient, currently available asset which will provide the same stream of services as the existing asset is capable of producing. It allows for technology changes and, improvements and efficiencies in production and installation techniques

### **Net present value (NPV)**

The value to the organisation of the cash flows associated with an asset, liability, activity or event calculated using a discount rate to reflect the time value of money. It is the net amount of discounted total cash inflows after deducting the value of the discounted total cash outflows arising from eg the continued use and subsequent disposal of the asset after deducting the value of the discounted total cash outflows.

### **Non-revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are not expected to generate any savings or revenue to the Council, eg. parks and playgrounds, footpaths, roads and bridges, libraries etc.

### **Operations**

Regular activities to provide services such as public health, safety and amenity, eg street sweeping, grass mowing and street lighting.

### **Operating expenditure**

Recurrent expenditure, which is continuously required to provide a service. In common use the term typically includes, eg power, fuel, staff, plant equipment, on-costs and overheads but excludes maintenance and depreciation. Maintenance and depreciation is on the other hand included in operating expenses.

### **Operating expense**

The gross outflow of economic benefits, being cash and non-cash items, during the period arising in the course of ordinary activities of an entity when those outflows result in decreases in equity, other than decreases relating to distributions to equity participants.

### **Operating expenses**

Recurrent expenses continuously required to provide a service, including power, fuel, staff, plant equipment, maintenance, depreciation, on-costs and overheads.

### **Operations, maintenance and renewal financing ratio**

Ratio of estimated budget to projected expenditure for operations, maintenance and renewal of assets over a defined time (eg five, 10 and 15 years).



## Road Asset Management Plan 2017

### **Operations, maintenance and renewal gap**

Difference between budgeted expenditures in a long-term financial plan (or estimated future budgets in absence of a long term financial plan) and projected expenditures for operations, maintenance and renewal of assets to achieve/maintain specified service levels, totalled over a defined time (e.g. five, 10 and 15 years).

### **Pavement management system (PMS)**

A systematic process for measuring and predicting the condition of road pavements and wearing surfaces over time and recommending corrective actions.

### **PMS Score**

A measure of condition of a road segment determined from a Pavement Management System.

### **Rate of annual asset consumption \***

The ratio of annual asset consumption relative to the depreciable amount of the assets. It measures the amount of the consumable parts of assets that are consumed in a period (depreciation) expressed as a percentage of the depreciable amount.

### **Rate of annual asset renewal \***

The ratio of asset renewal and replacement expenditure relative to depreciable amount for a period. It measures whether assets are being replaced at the rate they are wearing out with capital renewal expenditure expressed as a percentage of depreciable amount (capital renewal expenditure/DA).

### **Rate of annual asset upgrade/new \***

A measure of the rate at which assets are being upgraded and expanded per annum with capital upgrade/new expenditure expressed as a percentage of depreciable amount (capital upgrade/expansion expenditure/DA).

### **Recoverable amount**

The higher of an asset's fair value, less costs to sell and its value in use.

### **Recurrent expenditure**

Relatively small (immaterial) expenditure or that which has benefits expected to last less than 12 months. Recurrent expenditure includes operations and maintenance expenditure.

### **Recurrent funding**

Funding to pay for recurrent expenditure.

### **Rehabilitation**

See capital renewal expenditure definition above.

### **Remaining useful life**

The time remaining until an asset ceases to provide the required service level or economic usefulness. Age plus remaining useful life is useful life.

### **Renewal**

See capital renewal expenditure definition above.

### **Residual value**

The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.



## Road Asset Management Plan 2017

### **Revenue generating investments**

Investments for the provision of goods and services to sustain or improve services to the community that are expected to generate some savings or revenue to offset operating costs, eg public halls and theatres, childcare centres, sporting and recreation facilities, tourist information centres, etc.

### **Risk management**

The application of a formal process to the range of possible values relating to key factors associated with a risk in order to determine the resultant ranges of outcomes and their probability of occurrence.

### **Section or segment**

A self-contained part or piece of an infrastructure asset.

### **Service potential**

The total future service capacity of an asset. It is normally determined by reference to the operating capacity and economic life of an asset. A measure of service potential is used in the not-for-profit sector/public sector to value assets, particularly those not producing a cash flow.

### **Service potential remaining**

A measure of the future economic benefits remaining in assets. It may be expressed in dollar values (Fair Value) or as a percentage of total anticipated future economic benefits. It is also a measure of the percentage of the asset's potential to provide services that is still available for use in providing services (Depreciated Replacement Cost/Depreciable Amount).

### **Specific Maintenance**

Replacement of higher value components/sub-components of assets that is undertaken on a regular cycle including repainting, replacement of air conditioning equipment, etc. This work generally falls below the capital/ maintenance threshold and needs to be identified in a specific maintenance budget allocation.

### **Strategic Longer-Term Plan**

A plan covering the term of office of councillors (four years minimum) reflecting the needs of the community for the foreseeable future. It brings together the detailed requirements in the Council's longer-term plans such as the asset management plan and the long-term financial plan. The plan is prepared in consultation with the community and details where the Council is at that point in time, where it wants to go, how it is going to get there, mechanisms for monitoring the achievement of the outcomes and how the plan will be resourced.

### **Sub-component**

Smaller individual parts that make up a component part.

### **Useful life**

Either: (a) the period over which an asset is expected to be available for use by an entity, or (b) the number of production or similar units expected to be obtained from the asset by the entity.

It is estimated or expected time between placing the asset into service and removing it from service, or the estimated period of time over which the future economic benefits embodied in a depreciable asset, are expected to be consumed by the Council.

### **Value in use**

The present value of future cash flows expected to be derived from an asset or cash generating unit. It is deemed to be depreciated replacement cost (DRC) for those assets whose future economic benefits are not primarily dependent on the asset's ability to generate net cash inflows, where the entity would, if deprived of the asset, replace its remaining future economic benefits.

Source: IPWEA, 2009, Glossary., Additional and modified glossary items shown \*





# Road Asset Management Plan 2017

## Appendix G - Road Network Plans

### Moe Township Road Network





# Road Asset Management Plan 2017

Newborough Township Road Network







# Road Asset Management Plan 2017

## Morwell Township Road Network

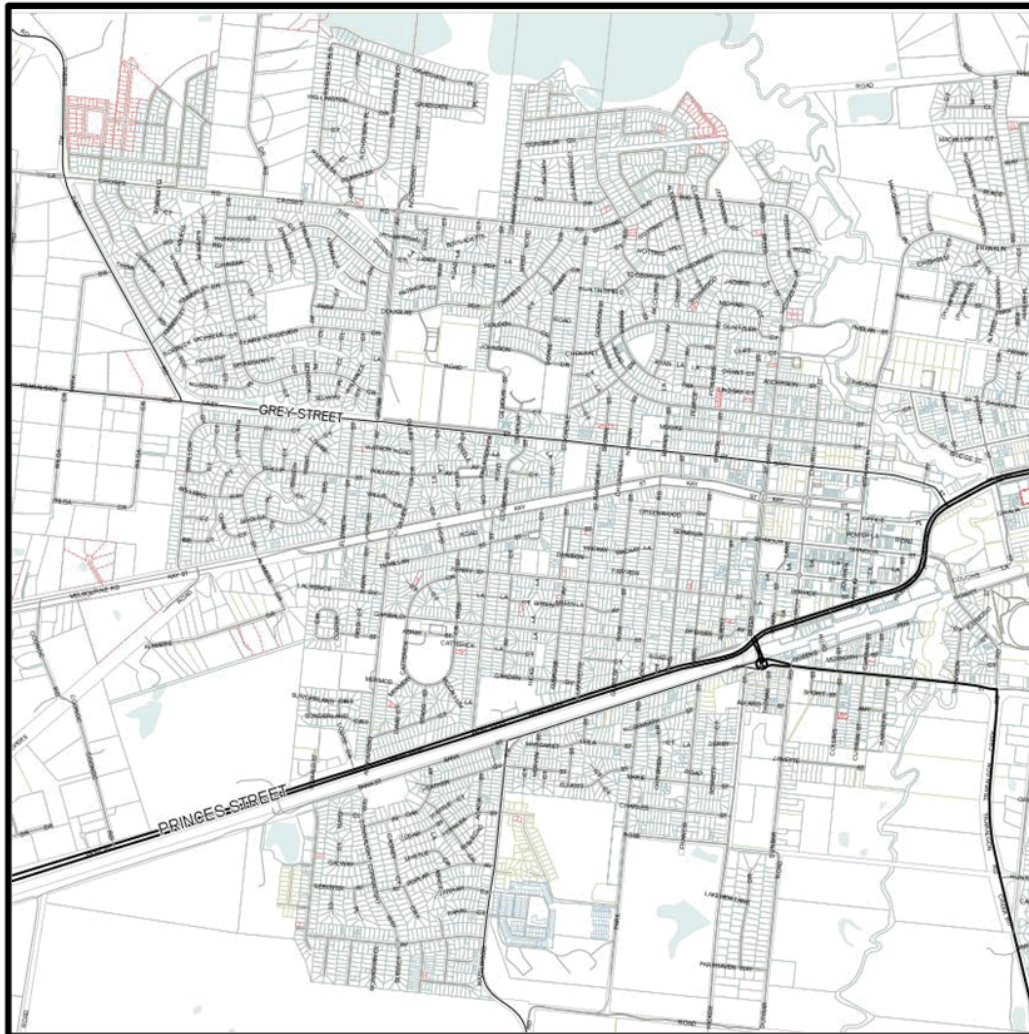






# Road Asset Management Plan 2017

Traralgon Township Road Network





# Road Asset Management Plan 2017

Traralgon Township Road Network continued







# Road Asset Management Plan 2017

Churchill Township Road Network





# Road Asset Management Plan 2017

## Yallourn North Township Road Network





# Road Asset Management Plan 2017

Yinnar Township Road Network





# Road Asset Management Plan 2017

Glengarry Township Road Network









# Road Asset Management Plan 2017

Tyers Township Road Network





# Road Asset Management Plan 2017

Traralgon South Township Road Network





# Road Asset Management Plan 2017

Boolarra Township Road Network





## Road Asset Management Plan 2017

### Appendix H - RAMP Improvement Plan

The asset management improvement plan is shown below

<i>Item</i>	<i>Priority</i>	<i>Resources</i>
Road Condition Assessment	High	\$180,000
Investigate re-segmentation via Video assessment	High	\$20,000
Assign Traffic Hierarchy and Criticality	Medium	\$10,000
Review Special Charge Policy and Procedure	Medium	\$10,000
Consult with the community and develop service level measures	Medium	\$20,000
Develop maintenance service level agreements	Medium	\$10,000
Develop and Implement of Maintenance Management System	High	\$460,000
Property/Road Access Policy	Medium	\$10,000
MyPredictor Asset Modelling	High	\$30,000
Review data against the 'AustRoads' Standard	Medium	\$10,000
Review of Useful Lives and Unit Rates	Medium	\$10,000
<b>TOTAL EXTERNAL RESOURCES/FUNDING REQUIRED</b>		<b>\$770,000</b>

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

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15.1 Road Asset Management Plan

**General Manager**

**Infrastructure and Recreation**

**For Decision**

**EXECUTIVE SUMMARY**

This report presents the Road Asset Management Plan 2017 to Council for adoption.

The Road Asset Management Plan (RAMP) was presented to Council in June 2017 and Council endorsed that the RAMP be made available for public exhibition for a period of 6 weeks.

The exhibition period was advertised in the Latrobe Valley Express on two occasions throughout the exhibition period. The RAMP was available on the Latrobe City webpage as well as in hard copy at the Latrobe City Service centres. The exhibition period closed on 14 August 2017.

No submissions were received and the Road Asset management Plan has not been altered from that which was presented during public exhibition.

**RECOMMENDATION**

**1. That Council adopts the Road Asset Management Plan 2017.**

**DECLARATION OF INTERESTS**

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

**DISCUSSION**

A draft of the Road Asset Management Plan (RAMP) was presented to Council for feedback and then for endorsement for public consultation at the 19 June 2017 Council Meeting, where Council resolved:

“That Council:

1. Endorses the draft Road Asset Management Plan 2017 for public exhibition for 6 weeks from 3 July 2017 to 13 August 2017; and
2. Requests that a further report be brought to Council with a draft Road Asset management Plan 2017 that considers community feedback.”

The Road Asset Management Plan was exhibited for the 6 week period and the notification “Latrobe City Council Road Asset Management Plan Public Exhibition and Community Feedback” notification was presented in the Latrobe City Express to commence the exhibition period and one more time throughout the exhibition period to make the community aware of the opportunity to provide feedback.

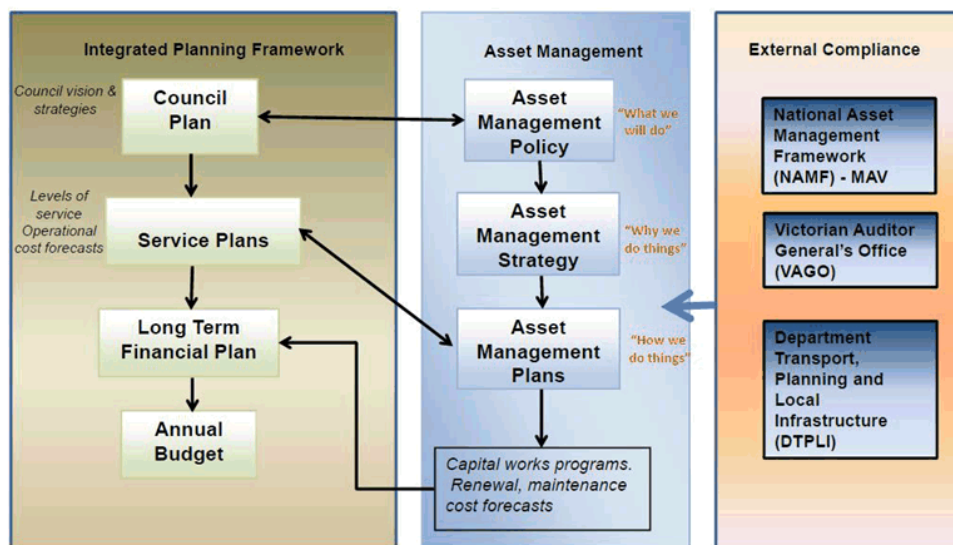
There were no submissions or feedback received from the community.

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

Since there was no community feedback no action was taken with respect to the consideration of community feedback and the Road Asset Management Plan is now presented for adoption.

The Road Asset Management Plan forms part of a framework showing the relationships between Council internal and external planning processes. The following diagram shows the relationship between the Asset Management Plan and other Council Plans.

*Asset Management Framework - Diagram*



Due to there being no community feedback there has been no significant changes to the draft Road Asset Management Plan 2017.

This Asset Management Plan represents current practice, standards, levels of service, maintenance and response times. These have been developed over many years to meet community expectations, industry guidelines and generally accepted risk management principles tempered by Council's ability to resource those desires. Future revisions of this Asset Management Plan will include more optimised decision making based on greater knowledge of the assets and the relationship between varying service levels and available funding.

*Road Management Plan versus Road Asset Management Plan*

The Road Asset Management Plan (RAMP) has been preceded by a review of the risk management based Road Management Plan. The Road Management Plan is created under the *Road Management Act 2004* and the relevant aspects within it are incorporated into the RAMP.

Road Management Plan could be seen as a subset of the RAMP that is focused on managing risk and liability of providing a road network. The RAMP goes beyond risk management and includes aspects such as:

- Future Demand and the provision of assets (how many and where),
- Condition inspections (separate from defect inspections) using Life cycle cost management principles

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

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- Overall Levels of Service,
- Life Cycle Costing
- Current values, depreciation etc. related to reporting financial aspects.

*Elements of the plan*

The Road Asset Management Plan follows the format developed by the Institute of Public Works Engineers Australasia, and Jeff Roorda and Associates.

The key sections of the plan are:

1. Information and data
2. Levels of Service
3. Lifecycle Management Plan
4. Future Demand
5. Financial Summary
6. Plan Improvement and Monitoring

**Information and data**

This RAMP includes road surfaces, pavement and kerbs. This sub-set of transport related assets represents the highest value and risk categories, and Council has specifically collected and used information over many years. The information available therefore is of reasonably high reliability. Future versions of this or other asset management plans will incorporate other transport related assets as Council's information on them increases.

**Future Demand**

Growth is typically generated through new development, by general increase in population (and the resulting increase in motorists), and less so by social change (more walking and bicycling).

No Council generated new roads are planned in the timeframe of this plan, however some upgrades are anticipated to serve new developments, and analysis of growth is recommended to identify when other apparently desirable upgrades are warranted. Some new seals are created annually to address maintenance or safety issues on gravel roads, or where residents are willing to co-fund a new sealed surface.

Upgrades noted as worth investigation include the following:

Short-term consideration (0-5 Years)

Potential projects within that timeframe are related to the provision of improved traffic flow within Traralgon at key areas:

- Breed Street at Grey Street, Kay Street, and Princes Highway
- Franklin Street at Grey Street
- Bank Street at Princes Highway and at Breed Street

Medium-term consideration (10 -20 Years)

Depending on the findings of traffic network modelling and advance simulation analysis, potential projects emerging issues include:

- Enhancement of East-West movement in the north of Traralgon through controlled traffic measures (Traffic lights) at the Grey Street and Franklin Street intersection and the Grey Street and Breed Street intersection.



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

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- Modifications to the traffic motions on Waterloo Road at the rail crossing may become necessary.

Long-term consideration (> 20 Years)

Council should investigate the change in traffic resulting from the Lake Narracan development and the Traralgon Bypass to identify need for improvements such as:

- Provision of a link across Traralgon Creek north of the current Franklin Street bridge
- Provision of another grade separated railway crossing in Moe, and
- The impacts of the Traralgon bypass when it is implemented will be significant. Questions include: how traffic will enter Traralgon and access the CBD and the precincts to the north, the impacts on Hazelwood Road, Bank Street, Shakespeare Street and Whitakers Road.

***Level of Service and Maintenance Management System***

Prior to development of this RAMP, the formal documentation of the Level of Service was contained solely in the Road Management Plan. The Road Management Plan however is primarily risk based, and cannot be aspirational - that is to say the levels must be met or Council is exposed to liability. They therefore are heavily focused on risk oriented measures and to ensure that they are achievable, likely do not represent the community's desired Level of Service.

The RAMP draft set of service levels for consideration are as shown in Attachment 1 and the current Road Management Plan service levels are in Attachment 2. The measures for the Levels of Service will be developed as time and resources allow but before the next version of the RAMP and in conjunction with development of the Maintenance Management System.

Council is developing the Maintenance Management System that, although currently based entirely on the Road Management Plan intervention levels, does form a framework to:

- a) measure performance; and
- b) develop the sophistication of the system.

Once implemented and financial systems modified to capture maintenance costs more precisely, and the myData Asset System is intended to be used to house the data and track the maintenance effort and the condition of the network.

***Lifecycle Management***

Lifecycle Management is the selection of the following activities that provide the service at the lowest cost over the full life cycle of an asset – creation, operation, disposal.

- Asset type (i.e. hotmixed asphalt, spray seal, portland cement concrete)
- Operating methods (Sweeping, crack sealing, edge grading, weed spraying)
- Maintenance techniques both reactive and proactive, and
- Renewal method (spray seal frequency, full reconstruction) etc.

Life cycle management at Latrobe City is simply the current practice that has been developed over many years derived by applying good engineering judgement to renewal and maintenance challenges.

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

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Proactive maintenance and planned renewal activities are planned to reduce the reactive maintenance responses and thus provide the asset at a lower cost over the life of the asset. Renewal is planned to maintain the integrity of the asset (as well as meet service targets) and thus reduce the maintenance effort and extend the life.

Reactive repairs (especially as defined in the Road Management Plan) address defects outside the intervention level brought to Council's attention either by the community or through scheduled inspections. Though simpler, the same principles of selecting the most appropriate treatment to provide the asset (and thus, the service that it supports) at the lowest life cycle cost.

The life cycle management processes are subject to development and greater sophistication over time. Future revisions will include better analysis and options will be explored and modelled if possible for reducing life cycle costs.

***Financial Summary***

The summary of the assets capital value as reported to the auditor is as shown below. These are Greenfield values that indicate the estimated cost to develop a "paddock" with roads etc. Brownfield is a measure used to represent the actual cost incurred to replace existing assets. This usually is more costly due to the need for traffic control, minor repairs to adjacent infrastructure (e.g. repairing pavement failures when resurfacing), accommodating resident and pedestrian access. The present brownfield Current Replacement Cost (the total value of the asset group) is \$675 million. A full review of the methodology to define the brownfield costs will be developed in conjunction with the development of the Maintenance Management System and future revisions of the RAMP.

Capital values (greenfield):

• Current Replacement Cost	\$ 529 million
• Accumulated Depreciation	\$ 233 million
• Depreciated Replacement Cost	\$ 296 million
• Annual Depreciation	\$ 13 million

Maintenance and operation:

The estimated annual maintenance expenditure is \$3.1 million and the estimated operational expenditure is \$800,000. This is derived from an estimated apportionment of works by crews on roads assigned against the overall wages budget. Improvement of the data collection (refined financial apportionment) is a key improvement item in the plan as part of the larger Maintenance Management Systems project currently underway.

Figure 6.2 is from the RAMP and shows the estimated operating, maintenance renewal, and an allowance of \$350,000 for Council created new/upgraded assets, (primarily the Special Charge Schemes) total expenditure continues at \$13 million per year until 2022. Renewal is projected to be fairly consistent at \$7 million until 2023 when it increases to \$13.9 million. This increase is explained as follows.

Council engaged CT Management to provide a high level review of Asset Management at Latrobe and a key finding included deriving a better estimate of future (10 year profile) funding based on the actual condition rather than a pure age based funding profile. This was completed by officers by translating the current condition scores into an estimated remaining life. This remaining life was then translated into a draft works program. This created some "blockiness" to the

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

projected works program. This “blockiness” can be seen with the projected \$7 million jump in projected Renewal expenditure in 2023.

Figure 6.2: LTFP Expenditure Projections

Category	Projected Expenditure (\$000,s)									
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
EXISTING ASSETS										
Capital Renewal	8,907	7,035	7,035	7,035	7,035	7,035	13,947	13,947	13,947	13,947
Operational cost	788	788	788	788	788	788	788	788	788	788
Maintenance cost	3,138	3,138	3,138	3,138	3,138	3,138	3,138	3,138	3,138	3,138
<b>Total</b>	<b>12,833</b>	<b>10,961</b>	<b>10,961</b>	<b>10,961</b>	<b>10,961</b>	<b>10,961</b>	<b>17,873</b>	<b>17,873</b>	<b>17,873</b>	<b>17,873</b>
<b>Current Budget</b>	<b>12993</b>	<b>12993</b>	<b>12993</b>	<b>12993</b>	<b>12993</b>	<b>12993</b>	<b>12993</b>	<b>12993</b>	<b>12993</b>	<b>12993</b>
<b>Variance</b>	<b>-160</b>	<b>-2,032</b>	<b>-2,032</b>	<b>-2,032</b>	<b>-2,032</b>	<b>-2,032</b>	<b>4,880</b>	<b>4,880</b>	<b>4,880</b>	<b>4,880</b>
NEW or UPGRADED ASSETS										
New/Upgrade	350	350	350	350	350	350	350	350	350	350
Operational cost	3	6	9	12	15	18	21	25	28	31
Maintenance cost	12	24	36	49	61	73	86	98	110	123
<b>Total</b>	<b>365</b>	<b>380</b>	<b>395</b>	<b>411</b>	<b>426</b>	<b>441</b>	<b>457</b>	<b>473</b>	<b>488</b>	<b>504</b>
<b>Current Budget</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>Variance</b>	<b>165</b>	<b>180</b>	<b>195</b>	<b>211</b>	<b>226</b>	<b>241</b>	<b>257</b>	<b>273</b>	<b>288</b>	<b>304</b>

The above cost profile for Road Assets needs to be considered in conjunction with those for other asset categories and incorporated into the Long Term Financial Plan.

**Plan Improvement and Monitoring**

The main improvement areas (included in the following table extracted from the RAMP Appendix H) include:

- Development of the Maintenance Management System to inform the expenditure and effort for maintenance and operational activities. There are numerous other benefits of this level of analysis and tracking including better prediction of failures and adjusting levels of service and maintenance responses.
- Decision optimisation (staffing training to implement existing software - myPredictor). Currently the decision on renewal and rehabilitation was based on engineering judgement and experience.
- The Road Condition Assessment is the most costly project in the plan aside from the Maintenance Management System software and is included because the existing data relatively old and becoming less valid for making road renewal decisions. Road asset condition should be collected on about a 3 or 5 year cycle such that decisions can be made about candidate projects.

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

<i>Item</i>	<i>Priority</i>	<i>Resources</i>
Road Condition Assessment (routine collection every 3 to 5 years)	High	\$180,000
Investigate re-segmentation via Video assessment	High	\$20,000
Assign Traffic Hierarchy and Criticality of asset	Medium	\$10,000
Review Special Charge Policy and Procedure	Medium	\$10,000
Consult with the community and develop service level measures	Medium	\$20,000
Develop maintenance service level agreements	Medium	\$10,000
Implement a Maintenance Management System	High	\$460,000
Property/Road Access Policy	Medium	\$10,000
MyPredictor Asset Modelling	High	\$30,000
Review data against the 'Austroads' Standards	Medium	\$10,000
Review of Useful Lives and Unit Rates	Medium	\$10,000
<b>TOTAL EXTERNAL RESOURCES/FUNDING REQUIRED</b>		<b>\$770,000</b>

#### **STAKEHOLDER CONSULTATION**

The Community Engagement Toolkit was used to guide consultation to seek feedback from the community following Council's resolution to endorse the draft Road Asset Management Plan 2017 for public consultation. This consultation lasted for 6 weeks between June and August 2017.

The intent of this consultation on the draft plan was to make the community aware of the plan, seek feedback on the levels of service, and to highlight specific issues that may present a risk for inclusion in the RAMP.

The plan was advertised in the Latrobe Valley Express, on Council's website and at all service centres.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

The RAMP Appendix H - RAMP Improvement Plan identifies \$770,000 to implement the improvement plan that will improve Councils management of the Road assets throughout the life of the plan. Of this additional expenditure implementation of the maintenance management system (\$460K) has been identified previously.

The RAMP forecast expenditure is forecast to be \$11,540K greater than that currently allocated over the next 10 year period of which \$2,430 is associated with new assets that are forecast to be included through growth due to development and upgrading current assets.

Adopting this plan does not commit Council to these expenditures, however being included in an adopted AMP supports budget submissions.

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

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**RISK IMPLICATIONS**

Risk implications are considered within the RAMP and are considered to be consistent with the Risk Management framework. Adopting the RAMP represents good risk management.

**CONCLUSION**

The Road Asset Management Plan 2017 has been prepared using the best available data, has been considered by Council previously, and underwent public consultation in June and August 2017. There was no feedback and no substantial changes were made to the document.

Officers therefore recommend the attached version of the Road Asset Management Plan for adoption.

**SUPPORTING DOCUMENTS**

Nil

**Attachments**

1. Road Asset Management Plan 2017

# **COMMUNITY SERVICES**

## **16. COMMUNITY SERVICES**

### **16.1 Youth Council Update**

**General Manager**

**Community Services**

**For Information**

#### **EXECUTIVE SUMMARY**

This report is to inform Council of the broad range of activities and achievements of the 2017 Youth Council to date and of what is planned for the remainder of the year.

The 2017 Latrobe City Youth Council has been meeting regularly since members were appointed in early March this year. Membership of the current Youth Council is drawn from the communities of Traralgon, Morwell, Moe, Churchill, Boolarra, and Glengarry.

Since their first meeting in mid-March members have been exposed to a wide range of speakers on a variety of topics at their fortnightly meetings. Highlights have included: meetings with local members of parliament, presentations from local social services providers, participation in civic activities, and input into the development of the Public Health and Wellbeing Plan.

The remainder of the year will focus on skill building activities such as public speaking and managing meetings, Bullying and Bystander training, Cultural Awareness training, participation in a Remembrance Day Service and the annual Halogen Youth Conference in Melbourne.

#### **RECOMMENDATION**

**That Council receives and notes the Youth Council activity report.**

#### **DECLARATION OF INTERESTS**

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

#### **DISCUSSION**

The Latrobe City Youth Council is currently in its 21<sup>st</sup> year, having been established in 1996 and operating continuously since then.

The 2017 Youth Council program commenced on 14 March with 24 young people recruited from the local community aged between 14 and 24 years from diverse cultural, education and community backgrounds. Members are drawn from Lavalla Catholic College, Kurnai College, St. Pauls Anglican Grammar, Trafalgar High



School, Flinders College, Federation University, Federation Training, Deakin University and Monash University as well as two employed in local workforce.

There has been a full schedule of fortnightly meetings since mid-March and a number of civic and community engagement activities in which members have participated. The activities and topics covered to date include:

- Latrobe City Youth Council Information night
- Youth Council Induction
- Presentation from the Office of Youth Department of Health and Human Services (DHHS) on the current state of the Youth Sector.
- Youth Mayor and Deputy Mayor election
- National Youth Week activities.
- Morwell Skate Park Event and Pop Up Cinema in the Tarwin Street Park.
- Attend the “Youth Ideas –Victoria Future”
- Attended Latrobe City Council meeting as observers
- Participation in three separate ANZAC Day Services; Morwell, Traralgon and Yinnar
- Mental Health Promotions Officer, Latrobe Regional Hospital
- Provided input to Youth Job Fair Expo.
- Engagement activity with the Youth Council on the Moe and District Social Infrastructure Plan project.
- Participated in the launch of the ‘Youth Choices – Just One Thing’
- Presentation/workshop from Latrobe Community Health Service (LCHS) Gamblers Help on the risks with online gaming.
- Hosted three Councillors from the Cardinia Shire Council,
- Parliament House visit
- Gippsland Youth Councils Meeting, with Wellington Shire Youth Council and the East Gippsland Youth Ambassadors.
- Participated in the Municipal Public Health and Wellbeing Plan Community Workshop
- The Latrobe City Youth Council participated in the LRH Youth Mental Health Interactive Workshop Tuesday 8 August 2017 Youth
- Participated in a Preventing Domestic Violence and addressing Gender Analysis Issues activity
- The Youth Mayor and Deputy Youth Mayor attended a formal reception with the Victorian Governor
- The Youth Mayor and Deputy Youth Mayor attended a Youth Round Table Discussion
- Attended the Latrobe Health Innovation Zone Community Workshop at the Churchill Town Hall.

Decision making

In addition to the many meetings and activities carried out so far, the Youth Council have made a number of formal decisions during their meetings. These decisions include:

**1. Code of Conduct**

21 March	Agreement on the Code of Conduct
29 August	Amendment to the Code of Conduct regarding the use of mobile phones in the meetings

**2. Youth Mayor Elections**

28 March	Election of the Youth Mayor and Deputy Mayor
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**3. Youth Council Project**

6 June	Paper planes project discussed and not supported. Alternate project supporting Mental Health Week agreed upon
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**4. Councillor Attendance at Youth Council Meetings**

29 August	Develop and schedule invitations for Councillors to attend future meetings.
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Youth Council Project – A Day on the Roof Top

The Latrobe City Youth Council is organising an event, *A Day on the Roof Top*, to be held on Saturday 7 October 2017 at the Latrobe City Moe Service Centre and Library as part of National Mental Health Week

The event aims to engage with young people in a positive way to focus on mental wellbeing and provide a range of activities that support good mental health. The event evolved from a discussion earlier in the year with Youth Councillors about the potential to organise a paper planes competition across the municipality and beyond, which was supported by Latrobe City Council with a budget allocation of \$10,000. The Youth Councillors overwhelming view was that although a paper planes competition could be fun, they felt that there was a stronger need to promote and support improvement in mental health and wellbeing amongst young people as a

priority project and issue of concern to them. A paper planes competition will be incorporated into the day, but the focus and goal is much broader.

While participation in the project is optional as it is over and above the expectation of the program for Youth Councillors, a group of approximately 12 Youth Councillors have been actively involved in project planning meetings, supported by Council officers. The Latrobe City Events team is providing additional guidance and assistance as Youth Councillors work through the Latrobe City Event Planner manual. The original budget allocation of \$10,000 for the paper planes competition has been redirected to this project.

The *A Day on the Roof Top* event to be conducted between 12 noon and 4 pm, will also feature music, a petting zoo, an art display and art workshops, a yoga demonstration and skate board activities. A range of local service providers have been contacted by Youth Councillors and recruited to participate on the day. Those confirmed to date include: Moe Neighbourhood House, Berry Street, The Smith Family, Latrobe Regional Hospital, Headspace, Freeza Committee, Lifeline Gippsland, Centrelink, Federation University, the Whatever Youth Diversity Group and the Next Level Games Table Top Games Group. A range of other education, recreation and support services are yet to respond to their invitation to be involved.

#### *Plans for the remainder of the year*

There are a number of meetings, workshops and activities already planned for the remainder of the year. These include the provision of feedback on the draft Latrobe City Alcohol Harm Minimisation Policy, Multi-Cultural Awareness Session, assisting with the 16 Days of Activism Against Gender Based Violence, Remembrance Day and participating in a state wide youth conference.

Further, a representative of the Office for Youth as part of the Department of Health and Human Services has recently been in contact seeking input from the Youth Councillors on the development of the Youth Hub proposed for Morwell. When and how this engagement process will be undertaken is yet to be determined, but it is likely to be conducted over the next few months.

In addition the Youth Council will be working closely with the Youth Services Officer in order to develop a draft meeting procedure for Youth Council, this will allow future Youth Council members to have a clear understanding of their role and the Governance requirements that need to be considered and carried out as part of this role. Also planned for the ensuing six months is a review of Council's Youth Policy, the current Youth Policy was reviewed and adopted in June 2012.

### Outcomes

The 2017 Latrobe City Youth Council is on track to meet its outcomes by;

- Providing participants a greater understanding of the internal process of Local Government.
- Encouraging participation in public events,
- Enabling direct conversation between local young people and elected officials,
- Increasing knowledge awareness of local, regional and national issues impacting upon young people.
- Increasing leadership skills.
- And provided young people with hands-on experience in working in a collaborative team environment.

### **STAKEHOLDER CONSULTATION**

Youth Council members are consulted with on a broad range of issues as outlined earlier in the report.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

There is an annual budget allocation for the operation of the Youth Council within the Community Development operational budget.

A grant was received from the State Government earlier in the year to support activities conducted during National Youth Week in which some members of the Youth Council voluntarily participated. These funds have been fully expended.

### **RISK IMPLICATIONS**

Following the recruitment process for the current program it was quickly identified that a program aimed at young people from a wide variety of backgrounds and abilities with ages ranging from 14 to 24 years and mixed gender, would require additional resources. Research was undertaken to benchmark similar programs operating and to help identify appropriate staff and youth councillor ratios. As a result of this research and the risk assessment that was undertaken some casual staff members were recruited that allow the provision of additional support and risk management to the Youth Council.

### **CONCLUSION**

The Youth Council has been a cornerstone of the delivery of Latrobe City Council youth activities, programs and services has been operating successfully since 1996.

The 2017 program is diverse, as is the membership, with a full schedule of meetings, civic and community engagement activities being undertaken, along with the delivery of a youth project.

There have been a number of decisions taken by the Youth Council in its endeavours to operate effectively, be inclusive, autonomous and respond to the needs of its members.

The pending development of the draft meeting procedure as well as the review of Councils Youth Policy will help inform future directions and support for the ongoing input and development of young people in Latrobe City community life.

**SUPPORTING DOCUMENTS**

Youth Council Code of Conduct 2017

**Attachments**  
Nil

## **16.2 Early Years Reference Committee Terms Of Reference Review**

**General Manager**

**Community Services**

**For Decision**

### **EXECUTIVE SUMMARY**

This information is provided to allow Councillors to consider amendments made to the adopted Terms of Reference of the Early Years Reference Committee for consideration.

Potential amendments to the existing Terms of Reference were discussed at the Early Years Reference Committee meeting on 20 March, 2017.

At a subsequent Early Years Reference Committee meeting conducted on Monday 5 June, 2017 a draft Terms of Reference incorporating feedback given by the members was developed with the main focus around synchronising dates and frequency of meetings to be able to provide better support to the Municipal Early Years Plan 2016-2020.

Further discussion took place at its meeting on 5 June, 2017; the Early Years Reference Committee members indicated their support to proceed with finalising a draft version with a view to proceeding to Council for consideration.

Following its most recent meeting on 11 September, 2017, the Committee fully supported recommending the attached draft version to Council for endorsement.

### **RECOMMENDATION**

**That Council:**

- 1. Adopts the revised Terms of Reference for the Early Years Reference Committee with an effective date of 2 October, 2017;**
- 2. Notes that with the adoption of these Terms of Reference, that any previous versions are rescinded; and**
- 3. Notifies the Committee accordingly.**

### **DECLARATION OF INTERESTS**

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

## **DISCUSSION**

At its meeting on 20 March, 2017 the Committee discussed potential amendments to the current Terms of Reference (attachment 1) with a view to strengthening the Committee's ability to support the Municipal Early Years Plan and to bring the current Terms of Reference in line with the Council adopted template.

Further discussion took place at its meeting on 5 June, 2017 with the Committee discussing the existing Terms of Reference and incorporating feedback given by Committee members which was then transposed and imported into the new Council adopted template, (attachment 2). It was then presented for its consideration to the Early Years Reference Committee members for feedback.

At its meeting on 11 September, 2017, the Committee fully supported recommending the attached draft version to Council for consideration.

A briefing paper was presented to Councillors at the Councillor Briefing on 18 September, 2017 to consider any changes/input from Councillors.

The Terms of Reference are now presented to Council for Councillors to consider the amendments/changes and are summarised in the table below.

<b>Item No:</b>	<b>Section</b>	<b>Amendments</b>
Front	Cover page	Update of graphics and photos to be more inclusive of services provided.
All	Terminology throughout	Clarification of language to reflect 'Reference Committee'.
1	Establishment of the Committee	Change to Terms of Reference dates (upon endorsement).
2	Objectives	Change to dates of Municipal Early Years Plan to reflect current plan 20106-2020.
3	Membership	Update to membership term/numbers.
4	Resignations	Clarification of process.
5	Proceedings	Clarification of role of chair in chair's absence.
6	Authority & Compliance requirements	Updated/revised to reflect Latrobe City Council's current preferred wording.

## **STAKEHOLDER CONSULTATION**

Direct engagement with the Early Years Reference Committee members has occurred since the proposal to amend the Terms of Reference for the group was discussed at a meeting held on 20 March, 2017.

A copy of the adopted version of the Terms of Reference along with tracked changes version of the original document and the revised Terms of Reference, in the most recently adopted council template was developed by the Advisory Committee members at its meeting on 5 June, 2017.



A copy of the final tracked changes version was presented to the Early Years Reference Committee members for their feedback on 11 September, 2017 where it was voted to proceed to Council for endorsement.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

There are no additional financial or resource implications associated with this report as support for this Committee has been taken into consideration within the existing budget.

### **RISK IMPLICATIONS**

The Early Years Reference Committee members have considered risk as part of this report and it is considered to be consistent with Latrobe City Council's Risk Management framework.

### **CONCLUSION**

With a view to strengthening its support of the Municipal Early Years Plan 2016-2020 and ensuring compliance with Council's administrative processes, the Early Years Reference Committee has reviewed their Terms of Reference and is now presenting them to Council for its consideration. The proposed Terms of Reference will enable the membership to change to better reflect the current issues being dealt with by the Committee and is updated into the new Council endorsed Terms of Reference template.

### **SUPPORTING DOCUMENTS**

Nil

### **Attachments**

- 1 [↓](#). Attachment 1 Current Early Years Reference Committee Terms of Reference July 2011
- 2 [↓](#). Attachment 2 Draft 2017 Early Years Reference Committee Terms of Reference

## **16.2**

### **Early Years Reference Committee Terms Of Reference Review**

- |          |  |            |
|----------|--|------------|
| <b>1</b> | <b>Attachment 1 Current Early Years Reference Committee<br/>Terms of Reference July 2011 .....</b> | <b>593</b> |
| <b>2</b> | <b>Attachment 2 Draft 2017 Early Years Reference<br/>Committee Terms of Reference.....</b>         | <b>597</b> |



# Early Years Reference Committee Terms of Reference





## *Vision Statement*

**Every child to be happy, healthy and safe and to continue to learn and grow**

### **1. Preamble**

- 1.1 The group shall be known as the Early Years Reference Committee.
- 1.2 The Committee is an advisory committee of Latrobe City Council.
- 1.3 These Terms of Reference are adopted by resolution of Latrobe City Council at the Ordinary Council Meeting held on Monday, 22 August 2011.

### **2. Objectives**

- 2.1 To assist in the promotion of the Latrobe City Municipal Early Years Plan 2011-2015 to the community.
- 2.2 To monitor the progress of the Latrobe City Municipal Early Years Plan 2011-2015.
- 2.3 Through the chair, to inform Councillors of matters related to the needs of children and their families that may affect their participation in community life or their development into the future.
- 2.4 To advocate in relation to areas of identified need on behalf of children and their families.
- 2.5 To provide input into the development of future Latrobe City Council plans and strategies that have a focus on the early years.

### **3. Membership**

#### *Composition of the Committee*

- 3.1 The Early Years Reference Committee shall comprise representatives including:
  - 3.1.1 Two Latrobe City Council Councillors.
  - 3.1.2 Two Latrobe City Child and Family Services Officers.
  - 3.1.3 Two Early Years Sector professional representatives (representative of organisations providing services within the Latrobe City municipality.)
  - 3.1.4 Up to four community representatives.

#### *Length of appointment*

- 3.2 All memberships to be reviewed at two year intervals.

#### *Selection of members and filling of vacancies*

- 3.3 Latrobe City Council shall determine the membership of the Committee based on expressions of interest received from members of the community and nominations received from organisations.



- 3.4 The Committee may fill any vacancies that occur within the two year period of appointment. In the first instance this will be achieved by review of the previous expressions of interest. If this is unsuccessful vacancies will be advertised. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the appointment.

#### *Co-option of members*

- 3.5 With the approval of the Chair, members may co-opt a temporary member to fulfil their duties and attend meetings.
- 3.6 With the approval of the Chair, the Committee may invite other individuals to participate in the group on a regular or an occasional basis and included in the proceedings of any working groups formed.

#### *Attendance at meetings*

- 3.7 A member who misses two consecutive meetings without a formal apology may, at the discretion of the Committee, have their term of office revoked.
- 3.8 A member who is unable to attend the majority of meetings during the year may, at the discretion of the group, have their term of office revoked.

## **4. Resignations**

- 4.1 All resignations from members of the Early Years Reference Committee are to be submitted in writing to the Chair, Early Years Reference Committee, Latrobe City Council, PO Box 264, Morwell VIC 3840.

## **5. Proceedings**

#### *Chair*

- 5.1 A nominated Councillor shall chair the meetings. If the Chair is unavailable he/she shall delegate the role of the Chair to the other Councillor.
- 5.2 In the event that both Councillors are unavailable to attend a given meeting the role of chair shall be nominated at the discretion of the standing chair.

#### *Meeting schedule*

- 5.3 Meetings of the Committee will initially be held bi-monthly or as may be deemed necessary by the Committee to fulfil the objectives of the Committee.
- 5.4 Special meetings may be held on an as needs basis.
- 5.5 Meetings will be held at the Latrobe City Corporate Head Quarters, Commercial Road, Morwell, unless otherwise decided by the Committee.
- 5.6 Meetings will begin at 3.00 pm, unless otherwise decided by the Committee. The duration of each meeting should not exceed two hours.

#### *Meeting procedures*

- 5.7 Meetings of the Committee are not open to the public; however non-members may attend at the invitation of the Chair.





#### *Quorum*

- 5.8 A majority of the members constitutes a quorum.
- 5.9 If at any meeting of the Early Years Reference Committee a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

#### *Voting*

- 5.10 There will be no official voting process. Majority and minority opinions will be presented to Latrobe City Council if necessary.

#### *Minutes of the Meeting*

- 5.11. Child & Family Services officer or authorised agent shall take the Minutes of each Committee meeting.
- 5.12. The Minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee.
- 5.13. The Minutes shall be stored in the Latrobe City Council corporate filing system (currently Latrobe Content Management System.)
- 5.14. A copy of the Minutes shall be distributed to all Committee members.
- 5.15. A copy of the Minutes shall be made available to all Latrobe City Councillors.

## **6. Authority and Reporting**

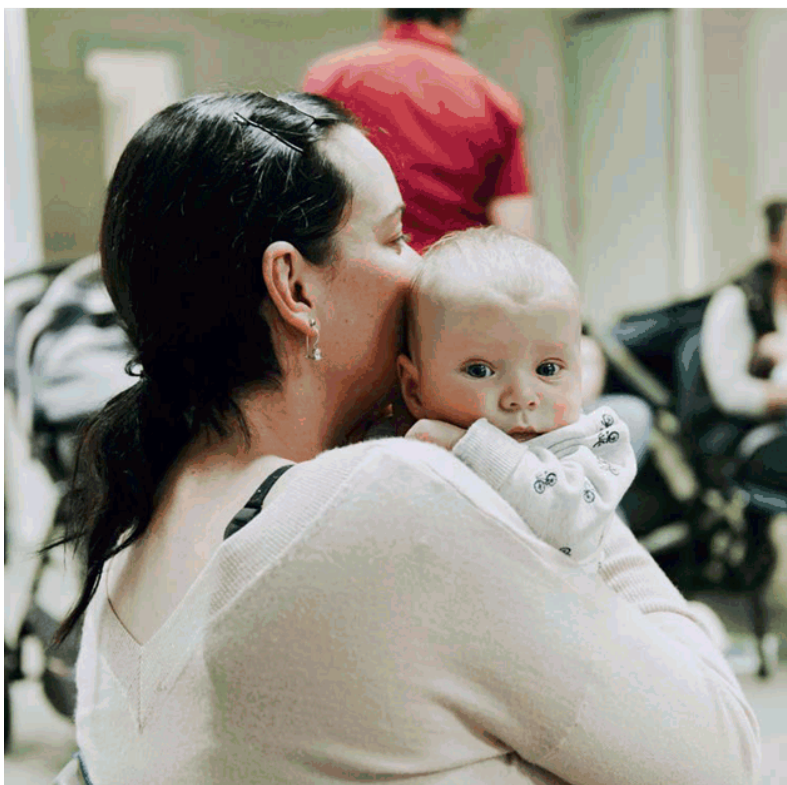
- 6.1 The Committee is a consultative committee only and has no delegated decision making authority.
- 6.2 Reports to Latrobe City Council should reflect a consensus of view. Where consensus cannot be reached, the report should outline any differing points of view.
- 6.3 All recommendations, proposals and advice must be directed through the Chair and comply with Councils 'Community Engagement Policy and Strategy'.
- 6.4 Reports to the Latrobe City Council will be coordinated through the General Manager Community Liveability.
- 6.5 All public statements of the Committee will be managed by Latrobe City Council's Community Relations Department in consultation with the Chair.

## **7. Finance and Administration**

- 7.1 Latrobe City Council shall provide for the Committee a Secretariat who shall receive and distribute communications to the Committee, arrange meeting venues and prepare and distribute meeting agendas.



# Early Years Reference Committee Terms of Reference



August  
2017





*Vision Statement*

**Every child to be happy, healthy and safe and to continue to learn and grow.**



## CONTENTS:

1. **Establishment of the Committee**
2. **Objectives**
3. **Membership**
  - Composition of the Committee
  - Length of appointment
  - Selection of members and filling of vacancies
  - Co-option of members
  - Attendance at meetings
  - Resignations
4. **Proceedings**
  - Chair
  - Meeting Schedule
  - Meeting procedures
  - Quorum
  - Voting
  - Minutes
  - Reports to Council
5. **Review of Committee and Duration of the Committee**
6. **Authority and Compliance Requirements**



## 1. Establishment of the Committee

- 1.1. The group shall be known as the Early Years Reference Committee.
- 1.2. The Committee is an advisory committee of Latrobe City Council.
- 1.3. These Terms of Reference are adopted by resolution of Latrobe City Council at the Ordinary Council Meeting held on Monday, ~~22 August 2011~~ 2 October, 2017.

## 2. Objectives

- 2.1 To assist in the promotion of the Latrobe City Municipal Early Years Plan ~~2016 -2020~~ to the community.
- 2.2 To monitor the progress of the Latrobe City Municipal Early Years Plan ~~2016-2020~~.
- 2.3 Through the chair, to inform Councillors of matters related to the needs of children and their families that may affect their participation in community life or their development into the future.
- 2.4 To advocate in relation to areas of identified need on behalf of children and their families.
- 2.5 To provide input into the development of future Latrobe City Council plans and strategies that have a focus on the early years.

## 3. Membership

### *Composition of the Committee*

- 3.1 The Early Years Reference Committee shall comprise representatives including:
  - 3.1.1 Two Latrobe City Council Councillors.
  - 3.1.2 Two Latrobe City Child and Family Services Officers.
  - 3.1.3 Two Early Years Sector professional representatives (representative of organisations providing services within the Latrobe City municipality.)
  - 3.1.4 Up to four community representatives.

### *Length of appointment*

- 3.2 All memberships to be reviewed at two year intervals.

### *Selection of members and filling of vacancies*

- 3.3 Latrobe City Council shall determine the membership of the Committee based on expressions of interest received from members of the community and nominations received from organisations.
- 3.4 The Committee may fill any vacancies that occur within the two year period of appointment. In the first instance this will be achieved by review of the previous expressions of interest. If this is unsuccessful vacancies will be advertised. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the appointment.



*Co-option of members*

- 3.5 With the approval of the Chair, members may co-opt a temporary member to fulfil their duties and attend meetings.
- 3.6 With the approval of the Chair, the Committee may invite other individuals to participate in the group on a regular or an occasional basis and included in the proceedings of any working groups formed.

*Attendance at meetings*

- 3.7 A member who misses two consecutive meetings without a formal apology may, at the discretion of the Committee, have their term of office revoked.
- 3.8 A member who is unable to attend the majority of meetings during the year may, at the discretion of the group, have their term of office revoked.

*Resignations*

- 3.9 All resignations from members of the Early Years Reference Committee are to be submitted in writing to the Chair, Early Years Reference Committee, Latrobe City Council, PO Box 264, Morwell VIC 3840.

**4. Proceedings**

*Chair*

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting. If the Chair has failed to nominate replacement before the meeting, then the Chair shall be nominated by the Committee members present.

*Meeting schedule*

- 4.4. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held **quarterly** or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis.

*Meeting procedures*

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory Committees provided (see appendix one for the agenda template).



4.7. All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.

4.8. All recommendations, proposals and advice must be directed through the Chair.

#### Quorum

4.9. A majority of the members constitutes a quorum.

4.10. Coopted members shall be counted in a quorum but shall not constitute a majority of members present.

4.11. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

#### Voting

4.12. There will be no official voting process, although all members shall have equal voting rights. Majority and minority opinions will be reflected in Committee minutes.

4.13. Only recommendations which have been properly moved, seconded and which have received a majority of affirmative votes at a properly constituted Committee meeting shall be recognised as recommendations of the Committee.

4.14. Coopted members shall be entitled to vote but may not comprise a majority of members present at a vote.

#### Minutes of the Meeting

4.15. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.

4.16. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (see appendix two for the minutes template).

4.17. Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with those requirements.

4.18. The minutes shall be stored in the Latrobe City Council corporate filing system (currently LCMS electronic document and records management system).

4.19. The agenda shall be distributed at least seven (7) days in advance of the meeting to all Committee members, including alternative representatives.





4.20. A copy of the minutes shall be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

4.21. With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.

4.22. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.

4.23. Reports to Council will be coordinated through the General Manager Community Services.

**5. Review of Committee and Duration of the Committee**

5.1. The committee will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.

5.2. A review of the Committee will take place at least once every three years at which time the Terms of Reference will also be reviewed.

5.3. A review will be conducted on a self-assessment basis (unless otherwise determined by Council) with appropriate input sought from the Council, the CEO, all Committee members, management and any other stakeholders, as determined by Council.

5.4. The review must consider:

5.4.1. The Committee's achievements

5.4.2. Whether there is a demonstrated need for the Committee to continue, and

5.4.3. Any other relevant matter.

**6. Authority and Compliance Requirements**

6.1. The Committee is an Advisory Committee only and has no executive powers nor does it have any delegated decision making or financial authority.

6.2. If a member of the Committee has a direct or indirect pecuniary or personal interest (conflict of interest) in any matter to be considered or discussed at a meeting of the Committee, the member of the Committee must:

6.2.1. If he or she intends to be present at the meeting, disclose the nature of the interest immediately before the consideration or discussion.





6.2.2. Notwithstanding the provisions above of clause 6.2.1, the Committee shall require a member who has a pecuniary interest to absent themselves from any discussion about the matter in which they have the interest.

6.3. The Committee must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.

6.4. Failure to comply with the provisions outlined in these Terms of Reference may result in termination of the Member's appointment.



**Appendix 1: Agenda Template**



[Name] Advisory Committee			
Meeting Day, XX Month Year			
Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm			
Location: (include specific meeting room and address)			
<small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small>			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Declarations of Interest	All	
	<i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>		
4.	Confirmation of Minutes		
	<i>Confirmation of the previous minutes of the meeting.</i>		
5.	Matters arising from previous meeting	All	
	<i>Review of action progress from previous meetings</i>		
6.	Items for Consideration		
	<i>Matters being presented for discussion in accordance with the terms of reference</i>		
	•		
	•		
	•		
	•		
7.	General Business		
	•	All	
	•		
	•		



**Appendix 2: Minutes Template**



<p><b>[Name] Advisory Committee Minutes</b></p> <p>Meeting Day, XX Month Year                  Time Commenced: 00:00am/pm Finish Time: 00:00am/pm                  Location: (include specific meeting room and address)</p> <p>Meeting Chair: &lt; Name &gt;</p>			
<p><i>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</i></p>			
No.	Item	Responsible Person	Timeframe
1.	Present		
2.	Apologies		
3.	Interest Disclosures		
	<p><i>Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p>		





[Name] Advisory Committee Minutes			
Meeting Day, XX Month Year			
Time Commenced: 00:00am/pm Finish Time: 00:00am/pm			
Location: (include specific meeting room and address)			
Meeting Chair: < Name >			
<small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small>			
No.	Item	Responsible Person	Timeframe
4.	<b>Confirmation of Minutes</b>		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	<b>Matters arising from previous meeting</b>		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i>  1. Item Heading Action(s): • • 2. Item Heading Action(s): • •		
6.	<b>Items for Consideration</b>		
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i>  1. Item Heading Action(s): • • 2. Item Heading Action(s): • •		





**[Name] Advisory Committee Minutes**

Meeting Day, XX Month Year  
Time Commenced: 00:00am/pm Finish Time: 00:00am/pm  
Location: (include specific meeting room and address)

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
	3. Item Heading Action(s): •		
<b>7.</b>	<b>General Business</b>		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): •  2. Item Heading Action(s): •		
<b>Next Meeting:</b> <Provide details of the next meeting date, time and location>.			





## **7. Finance and Administration**

- 7.1 Latrobe City Council shall provide for the Committee a Secretariat who shall receive and distribute communications to the Committee, arrange meeting venues and prepare and distribute meeting agendas.

# **CORPORATE SERVICES**



**17. CORPORATE SERVICES**

**17.1 Assemblies of Councillors**

**General Manager**

**Corporate Services**

**For Information**

**EXECUTIVE SUMMARY**

Section 80(A)2 of the *Local Government Act 1989* requires:

*The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting.*

Since the Ordinary Council Meeting on 21 August 2017, the following Assembly of Councillor records have been submitted to be presented to Council:

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
28 August 2017	Councillor Briefing	<p><b>Councillors</b> Cr McFarlane, Cr White, Cr O'Callaghan, Cr Howe, Cr Clancey, Cr Gibson</p> <p><b>Officers</b> Gary Van Driel, Sara Rhodes-Ward, Phil Stone, Greg Drumm, Jodie Pitkin, Gail Gatt, Amy Phillips</p>	<p>Confidential under section (89(2))</p> <p>(d) contractual matters</p> <p>(e) proposed developments</p> <p>(h) any other matter which the Council or special committee considers would prejudice the Council or any person</p>	Nil
29 August 2017	Latrobe City International Relations Committee	<p><b>Councillors</b> Cr White, Cr Harriman, Cr Clancey, Cr Gibson</p> <p><b>Officers</b> Jo DeJong, Bruce Connelly, Wendy Hrynyszyn</p>	No	Nil
30	Latrobe City	<b>Councillors</b>	No	Nil

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
August 2017	Cultural Diversity Advisory Committee meeting	Cr White, Cr Clancey <b>Officers</b> Steve Tong, Teresa Pugliese, Wendy Hrynyszyn		
06 September 2017	Moe & District Social Infrastructure Plan Reference Group	<b>Councillors</b> Cr Law, Gibson <b>Officers</b> Steve Tong, Teresa Pugliese	No	Nil
11 September 2017	Early Years Reference Committee	<b>Councillors</b> Cr O'Callaghan, Clancey <b>Officers</b> Kate Kerlake, Tennaya Hood, Kate McCulley, Carole Ayres	No	Nil
12 Sept. 2017	Churchill & District Community Hub Advisory Committee meeting	<b>Councillors</b> Cr White, <b>Officers</b> Edith Heiberg, Carole Ayres	No	Nil
18 Sept. 2017	Councillor Briefing	<b>Councillors</b> Cr McFarlane, Cr D White, Cr D Harriman, Cr K O'Callaghan, Cr D Howe, Cr B Law, Cr S Gibson <b>Officers</b> Gary Van Driel, Steven Piasente, Phil Stone, Sara Rhodes-Ward, Greg Drumm, Brett McCulley, Amy Phillips, Jodie Pitkin, Jody Riordan, Leah Misiurka, Michael Bloyce	Confidential under section (89(2)) (a) personnel matters; (e) proposed developments	Cr Harriman – Interest not a Conflict Of Interest

**RECOMMENDATION**

**That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 22 August 2017 – 18 September 2017.**

**DECLARATION OF INTERESTS**

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

**Attachments**

- 1 [↓](#). Councillor Briefing 28 August 2017
- 2 [↓](#). Latrobe City International Relations Committee 29 August 2017
- 3 [↓](#). Latrobe City Cultural Diversity Advisory Committee meeting 30 August 2017
- 4 [↓](#). Moe & District Social Infrastructure Plan Reference Group 06 September 2017
- 5 [↓](#). Early Years Reference Committee 11 September 2017
- 6 [↓](#). Churchill & District Community Hub Advisory Committee meeting 12 September 2017

# 17.1

## Assemblies of Councillors

1	Councillor Briefing 28 August 2017 .....	615
2	Latrobe City International Relations Committee 29 August 2017 .....	617
3	Latrobe City Cultural Diversity Advisory Committee meeting 30 August 2017 .....	619
4	Moe & District Social Infrastructure Plan Reference Group 06 September 2017 .....	621
5	Early Years Reference Committee 11 September 2017 .....	623
6	Churchill & District Community Hub Advisory Committee meeting 12 September 2017 .....	625



## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe City International Relations Committee
<b>Date:</b>	29 August 2017
<b>Time:</b>	6.00 pm - 7.50 pm
<b>Assembly Location:</b>	Macfarlane Burnet Room, Traralgon

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White 6.00 pm - 7.50 pm
	<input checked="" type="checkbox"/> Cr Dale Harriman 6.00 pm - 7.50 pm	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey 6.00 pm - 7.50 pm	<input type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson 6.00 pm - 7.50 pm
<b>Officer/s:</b>	Jo, Dejong, Bruce Connelly, Wendy Hrynyszyn		
<b>Matters discussed:</b>	Introduction of community members and co-opted members Next Steps - Business planning strategy approach Meeting schedule and planning sessions General Business:- Upcoming Overseas Business Delegation Proposed International Relations Friends Association Next Meeting		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:



Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Wendy Hrynyszyn





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe City International Relations Committee
<b>Date:</b>	29 August 2017
<b>Time:</b>	6.00 pm - 7.50 pm
<b>Assembly Location:</b>	Macfarlane Burnet Room, Traralgon

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White 6.00 pm - 7.50 pm
	<input checked="" type="checkbox"/> Cr Dale Harriman 6.00 pm - 7.50 pm	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey 6.00 pm - 7.50 pm	<input type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson 6.00 pm - 7.50 pm
<b>Officer/s:</b>	Jo, Dejong, Bruce Connelly, Wendy Hrynyszyn		
<b>Matters discussed:</b>	Introduction of community members and co-opted members Next Steps - Business planning strategy approach Meeting schedule and planning sessions General Business:- Upcoming Overseas Business Delegation Proposed International Relations Friends Association Next Meeting		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:





Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Wendy Hrynyszyn





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe City Cultural Diversity Advisory Committee meeting
<b>Date:</b>	Wednesday 30 August 2017
<b>Time:</b>	6.11 pm - 7.45 pm
<b>Assembly Location:</b>	Nambur Wariga Room

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Steve Tong, Manager Community Development Teresa Pugliese, Community Development Officer		
<b>Matters discussed:</b>	3.0 Conflicts of Interest Disclosures 5.1 Committee Terms of Reference 5.2 Cultural Diversity Action Plan 2014-2018. 6.1 Latrobe Settlement Network Update 6.2 Upcoming Latrobe City Citizenship Ceremonies 2017. 6.3 Committee meeting dates and guest speaker list for 2017. 6.4 Latrobe City Cultural Diversity Action Plan 2014–2018 Year Three Report. 7.0 Correspondence 8.1 Report from Heather Farley regarding Action Item 4.2 in the Cultural Diversity Action Plan 2014-2018. 8.2 Members Reports 8.3 Other Items.		



**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

Yes       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Teresa Pugliese





## Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Moe and District Social Infrastructure Plan Reference Group meeting
<b>Date:</b>	Wednesday, 6 September 2017
<b>Time:</b>	6.11 pm to 8.15 pm
<b>Assembly Location:</b>	High Street Hub, 4 High Street Moe

### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
	<b>Officer/s:</b> Steve Tong, Manager Community Development Teresa Pugliese, Community Development Officer		
<b>Matters discussed:</b>	Terms of Reference Project Update - presentation Community Engagement Summary report Reference Group meeting schedule		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



--	--

**Record Completed by:** Teresa Pugliese





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Early Years Reference Committee
<b>Date:</b>	Monday 11 September, 2017
<b>Time:</b>	1.00pm to 2.37pm
<b>Assembly Location:</b>	Meeting Room 6, LCC Headquarters

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Kate Kerslake, Tennaya Hood, Kate McCulley, Carole Ayres		
<b>Matters discussed:</b>	Municipal Early Years Plan 2016-2020 update, Early Years Reference Committee Terms of Reference review finalisation, 2017 Childrens Expo Planning update, Best Start Program update, School incursions/Excursions, Morwell Learning Village project update, Preschool enrolments 2018 update, First 1,000 Days program update,		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			



**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Carole Ayres, Executive Assistant Community Services.







### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Churchill & District Community Hub Advisory Committee meeting
<b>Date:</b>	Tuesday 12 September, 2017
<b>Time:</b>	4.10pm to 5.35pm
<b>Assembly Location:</b>	Meeting Room, Churchill & District Community Hub

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Edith Heiberg - Executive Officer Carole Ayres - Executive Assistant Community Services (secretariat)		
<b>Matters discussed:</b>	<ol style="list-style-type: none"> <li>1. Terms of Reference endorsement</li> <li>2. Funding opportunities for Churchill/Hub expansion</li> <li>3. Partition at Library counter/Airlock front door</li> <li>4. Cleaning contract query from CNC</li> </ol>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No



**Record Completed by:** Carole Ayres, Executive Assistant Community Services



# **URGENT BUSINESS**

**18. URGENT BUSINESS**

*Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and:*

- 1. cannot safely or conveniently be deferred until the next Ordinary meeting; or*
- 2. involves a matter of urgent community concern.*

# **MEETING CLOSED TO THE PUBLIC**

## **19. MEETING CLOSED TO THE PUBLIC**

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

### **RECOMMENDATION**

**That Council closes this Ordinary Meeting of Council to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:**

#### **19.1 PRESENTATION OF THE AUDIT AND RISK COMMITTEE MINUTES**

**Agenda item 19.1 *Presentation of the Audit and Risk Committee Minutes* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)**

#### **19.2 LCC-412 SUPPLY, DELIVERY AND PLACEMENT OF ASPHALT PRODUCTS**

**Agenda item 19.2 *LCC-412 Supply, Delivery and Placement of Asphalt Products* is designated as confidential as it relates to contractual matters (s89 2d)**

#### **19.3 LCC-423 PROVISION OF SURFACE RETEXTURING AND LINEMARKING SERVICES**

**Agenda item 19.3 *LCC-423 Provision of Surface Retexturing and Linemarking Services* is designated as confidential as it relates to contractual matters (s89 2d)**