



LATROBE CITY COUNCIL

**MINUTES FOR THE
ORDINARY COUNCIL
HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL
AT 6.00 PM ON
29 FEBRUARY 2016**

CM478

PRESENT:

Councillors:	Cr Michael Rossiter, Mayor	East Ward
	Cr Sharon Gibson, Deputy Mayor	West Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Christine Sindt	Central Ward
	Cr Dale Harriman	East Ward
	Cr Sandy Kam	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Darrell White	South Ward
	Cr Peter Gibbons	West Ward
Officers:	Gary Van Driel	Chief Executive Officer
	Sara Rhodes-Ward	General Manager Community Services
	Phil Stone	General Manager City Development
	Sarah Cumming	General Manager Corporate Services
	Steven Piasente	General Manager Infrastructure & Recreation
	Brett McCulley	Manager Governance
	Peter Mangan	Acting Manager Governance
	Amy Phillips	Coordinator Governance
	Kylie Stockdale	Council Operations Administration Officer

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1. **OPENING PRAYER**
2. **ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND**
3. **APOLOGIES AND LEAVE OF ABSENCE**

Nil.

4. **DECLARATION OF CONFLICT OF INTEREST**

Cr Rossiter declared a direct interest under Section 77B of *The Local Government Act* 1989 in respect to Item 14.1 Planning Permit Application 2015/168 - Use of Land for a Brothel within the Industrial 3 Zone at No. 4/40 Standing Drive, Traralgon as he owns property within the vicinity.

Cr Middlemiss declared an indirect interest under Section 78B of *The Local Government Act* 1989 in respect to Item 12.1 Petition in Relation to Banning Coal Mining in the Mirboo North Region as he has a conflicting duty.

5. **ADOPTION OF MINUTES**

MOTION

Moved: Cr Gibson

Seconded: Cr Sindt

That the minutes of the Ordinary Council Meeting held on 8 February 2016 be confirmed.

CARRIED UNANIMOUSLY

6. **ACKNOWLEDGEMENTS**

6.1 PRESENTATION OF THE CERTIFICATE OF AUDIT FOR THE MUNICIPAL EMERGENCY MANAGEMENT PLAN

Cr Gibson presented to the Mayor the Certificate of Audit of the Municipal Emergency Management Plan which shows that the State Emergency Services of Victoria has assessed the plan as complying with the guidelines.

7. **PUBLIC QUESTION TIME**

7.1 PUBLIC QUESTION TIME**1. Question received from Mr David Hollis**

In relation to local law 2 that Council is proposing, where can I access the wording of the permits Latrobe City will require to enable ratepayers

to avoid being fined by local laws officers as I am unable to make a fully informed decision based on the current documents available on your website?

Response

Please refer to Local Law No 2 – Community Amenity 2015 (draft) Page 22, Part 4 Permits, for Councils' obligations and responsibilities. The wording of each permit is not required to be described in detail as it depends on the permitted use. Depending on the permit requested, a permit will often contain:

1. The applicable clause to which the activity is granted,
2. Conditions necessary to conduct the activity (e.g. time restrictions)
3. The expiration date for the permit if granted
4. Advise the applicant about an appeals process, which is current practice.

Submissions closed Friday 26th February 2016 at 5 pm.

2. Question received from Mr Merv Geddes

When will the quote by the Dasma Group and forwarded to Council on the 02/12/2015 and raised again in a meeting on the 01/02/2016 be "acknowledged" and actioned?

Response:

As verbally acknowledged by the CEO at the meeting of 1 February 2016, the removal of reeds identified in the quote from DASMA are not consistent with the Waterhole Creek Waterway Management Plan. The reeds assist with improving water quality in the creek and are of environmental benefit.

Council undertakes regular programmed removal of litter from the creek. The community can also submit requests for Council to undertake this work.

3. Question received from Mr Merv Geddes

What was the amount allocated to Future Morwell by the State Government?

- a) What is the amount spent and allocated and who to
- b) What is the amount left for projects such as the above to access

Response:

The Victorian Government made funding available to respond to impacts arising from the Hazelwood Mine Fire; this funding package is known as Future Morwell.

Project 1 of this funding package is for the development of a Future Morwell Urban Design Revitalisation Plan. This Project is being jointly

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delivered by RMIT University and Latrobe City Council.

The Future Morwell comprises of five unique stand-alone projects including:

1. Urban Design Revitalisation Plan – which is currently underway.
2. Morwell Circuit Project – yet to commence
3. Morwell Gateway Entrances – yet to commence
4. Communications and Rebranding – yet to commence
5. Community Events – yet to commence.

There is currently no scope to amend or alter these projects. Funding cannot be allocated to new projects such as Water Hole Creek as it is beyond the scope of the funding agreements that Council has with the State Government.

The contract between Latrobe City Council and RMIT University for Project 1 was subject to a Ministerial Exemption by the then Minister for Local Government. Contractual payment milestones are confidential.

7.2 PUBLIC SPEAKERS

MOTION

Moved: Cr Gibson
Seconded: Cr Harriman

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

CARRIED UNANIMOUSLY

Cr Rossiter declared a direct interest under Section 77B of *The Local Government Act 1989* in respect to this item. Cr Michael Rossiter left the meeting, the time being 06:14 PM. Cr Gibson assumed the Chair.

The following persons spoke at the meeting on the following item:

14.1 Planning Permit Application 2015/168 - Use of Land for a Brothel within the Industrial 3 Zone at No. 4/40 Standing Drive, Traralgon

- Mr Randell Green
- Ms Vicki Love
- Ms Brenda White

Cr Michael Rossiter returned to the meeting, the time being 06:26 PM

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MOTION

Moved: Cr Gibson

Seconded: Cr Sindt

That Council resumes standing orders.

CARRIED UNANIMOUSLY

Standing Orders resumed at 6:27 pm.

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

Council Meeting Date	Item	Resolution	Status Update
City Development			
06 May 2013 City Development	Latrobe City International Relations Advisory Committee - Amended Terms of Reference	That the item be deferred pending further discussion by Councillors relating to the Terms of Reference.	<p>Item on hold pending Council's review of Committees.</p> <p>A further report will be presented to Council once the review is complete.</p> <p>05 February 2016</p> <p>Manager Arts & Events is preparing a submission for the Tourism Advisory Board to consider options to broaden the scope of the Terms of Reference to include matters relating to Major Events. The submission will be presented to the Advisory Board meeting scheduled for April.</p>

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Council Meeting Date	Item	Resolution	Status Update
<p>14 September 2015</p> <p>City Development</p>	<p>Consideration of the Recommendations of the Panel Report for C87 (continued below)</p>	<p>1. That Council defer the Consideration of the recommendations of the Panel Report for C87 until the following have taken place:</p> <p>1. That Council communicates with the Premier to organise a meeting with the EPA, interested Councillors, relevant Council Officers, Australian Paper and relevant stakeholders to discuss Urban Amenity Buffer solutions</p> <p>2.</p>	<p>05 February 2016</p> <p>A Councillor Briefing with EPA and Australian Paper took place on 1 February 2016 to discuss the urban amenity buffer.</p> <p>EPA, AP and LCC will organise to meet with the Traralgon West, Morwell North and Tyers community groups to inform them of the reasons behind the location of the urban amenity buffer and the next steps for the project.</p> <p>The draft Risk Assessment was received this week and is currently being reviewed internally, this will be circulated to Councillors once the draft is finalised. Two Councillor briefing sessions are being organised, one to discuss the Risk Assessment report and one with DEDJTR regarding their position on coal buffers and the AGL Work Plan variation. These dates will be communicated to Councillors once confirmed.</p>

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Council Meeting Date	Item	Resolution	Status Update
<p>04 May 2015</p> <p style="text-align: center;">City Development</p>	<p>Latrobe Heavy Industry Park and Gippsland Logistics Precinct - Project Update and Proposed Next Steps</p> <p>(continued below)</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Notes the progress made on the Gippsland Logistics Precinct and the Latrobe Heavy Industry Park projects. 2. Reopens a Request for Proposal process aimed at securing private sector involvement in the Gippsland Logistics Precinct. 3. Initiates specific discussions with the Victorian Government to identify opportunities to assist the Government in marketing the potential of the Latrobe Heavy Industry Park to the private sector. 	<p>05 February 2016</p> <p>Heavy Industry Park – land is in the process of sale to adjacent landowner.</p> <p>GLP - A proposal to access a portion of the \$10 Million funding commitment to review and update the masterplan for the site has been submitted to Regional Development Victoria.</p> <p>A presentation by the Chair of the Gippsland Logistics Precinct project control group was made to Council on the 1st February 2016.</p>

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Council Meeting Date	Item	Resolution	Status Update
<p>06 July 2015</p> <p>City Development</p>	<p>Latrobe Performing Arts and Convention Centre Review (continued below)</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the Review of the Latrobe Performing Arts and Convention Centre Feasibility Study and Business Case June 2015. 2. Consider the Latrobe Performing Arts and Convention Centre as two separate projects – Latrobe Performing Arts Centre and Latrobe City Convention Centre. 3. In relation to the Latrobe Performing Arts Centre: <ol style="list-style-type: none"> a) Confirms the site of the existing Latrobe Performing Arts Centre in Traralgon as the site for the new Latrobe Performing Arts Centre. b) Undertake a detailed business case for the Latrobe Performing Arts Centre including a strong evidence base for the new facility and confirmation of key design elements. c) Engage a specialised theatre design consultant to confirm key design elements and complete a functional design brief to detail costs of the Latrobe Performing Arts Centre. 	<p>05 February 2016</p> <p>In relation to the Latrobe City Convention Centre, a project brief will be prepared in the first half of 2015/16 to engage a consultant to undertake investigation to confirm potential demand for a dedicated convention centre. It is envisaged that this will be completed in the 2015/16 financial year, subject to budget approval by Council.</p> <p>A further report will be presented to Council at this time and depending on the outcome of the demand analysis, a business case including establishment of a working group will be progressed.</p> <p>A consulting team has been appointed and work is underway on the full business case, concept designs and applications for the National Stronger Regions Fund and Victorian Regional Jobs and Infrastructure Fund.</p> <p>A Project Reference Group has been established, with key community stakeholders, representatives of Regional Development Australia and Creative Victoria, Councillors and Council Officers to review and provide feedback on the submission elements through the development process.</p> <p>Weekly updates on project progress are now made available via the Councillor Bulletin.</p>

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<p>06 July 2015</p> <p>City Development</p>	<p>Latrobe Performing Arts and Convention Centre Review (continued)</p>	<p>d) Allocate \$200,000 from the 2015/16 Financial Year surplus to develop the Latrobe performing arts business case and functional concept design.</p> <p>e) Establish a representative community working group to steer the business case and design for the Latrobe Performing Arts Centre.</p> <p>f) Receive a report pending the outcome of the funding submission to the National Stronger Regions Fund – Round 2.</p> <p>g) Continue to liaise with the Victorian and Commonwealth governments in relation to potential funding opportunities.</p>	<p>05 February 2016 Following the Councillor Briefing on Wednesday 27 January, a report will be presented to Council on Monday 08 February ahead of the submission being lodged with the State Government.</p>

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<p>06 July 2015</p> <p>City Development</p>	<p>Latrobe Performing Arts and Convention Centre Review (continued)</p>	<p>4. In relation to the Latrobe City Convention Centre:</p> <ul style="list-style-type: none"> a) Confirms Morwell as the location of the Latrobe City Convention Centre. b) Undertakes further detailed analysis and investigation to confirm potential demand for a dedicated convention centre in Latrobe City. c) Establish a representative community working group, to steer the business case and design for the Latrobe City Convention Centre. d) Allocate funding in future budgets to assist with the development of a business case and functional concept design for the Latrobe City Convention Centre. e) Investigate funding options for the Latrobe City Convention Centre. <p>27 July 2015</p> <p>That Council:</p> <ul style="list-style-type: none"> 1. Receives a report outlining State Government funding opportunities and recommendations on applying for funding through National Stronger Regions Fund Round 3. 	<p>As above.</p>

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Council Meeting Date	Item	Resolution	Status Update
26 October 2015 City Development	2015/20 - Traralgon Court House Status Update	That a report be brought back to Council on the status of the plans for the Traralgon Court House. That the report includes: (a) the options on how Council proposes to fund the plans; and (b) the actions for 2015/16 and any actions proposed for 2016/17	Officers will prepare a report for Council meeting in May 05 February 2016 Preparation of report is on schedule.
26 October 2015 City Development	Economic Development Engagement Plan	That Council: 1. Approves the 2015/16 Economic Development Engagement Plan to improve information sharing and active communication with Council staff, investors, government, business and industry leaders. 2. Receives quarterly reports during the 2015/16 financial year on the activities of the Economic Development Engagement Plan, and 3. Receives a report in September 2016 detailing the annual results of the Economic Development Engagement Plan.	05 February 2016 The Economic Development Engagement Plan Quarterly report was presented to Council in February 2016. Report to be presented to the Ordinary Council Meeting on 29 February 2016.

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Council Meeting Date	Item	Resolution	Status Update
<p>16 November 2015</p> <p>City Development</p>	<p>Planning Permit Application 2015/133- Refurbishment of amenities block, construction of two new amenities blocks and new wastewater treatment system at Hazelwood Pondage Caravan Park</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. Defer this matter to the first meeting in February 2016 2. Receive a further briefing from officers in relation to possible options that may be considered in relation to a new wastewater treatment system 3. Refer this matter to Latrobe City's Tourism Advisory Board for comment. 	<p>Council deferred this item to February 2016 Council Meeting.</p> <p>Planning Department will be working on further actions required by Council</p> <p>Report to be presented to Council for consideration 08 February 2016</p> <p>05 February 2016</p> <p>Alternative conditions request was made by Cr White and was circulated to all Councillors on 4 Feb 2016.</p>

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Council Meeting Date	Item	Resolution	Status Update
07 December 2015 City Development	Federation University Australia Gippsland Campus Initiatives with Taizhou, China	<p>That Council:</p> <ol style="list-style-type: none"> 1. Supports the consideration of an allocation of Council resources to complement the Gippsland Campus of Federation University Australia proposed initiatives with Latrobe City's Sister City, Taizhou China. 2. Requests a further report be brought back in 2016, in accordance with the Sister Cities Policy. 	<p>Email correspondence has recently taken place with the Taizhou Foreign Affairs Officer in relation to a proposed Educational Marketing Campaign in Taizhou and also a possible Taizhou Foreign Affairs Officer secondment for 8 weeks in February/March 2016. However, due to time constraints it is unlikely that the secondment will come to fruition.</p> <p>Initial feedback on the marketing campaign was positive; we are waiting to hear more information in coming weeks. Positive feedback from the Taizhou Foreign Affairs office indicates that the Federation University marketing campaign in Taizhou is a real possibility. Further conversation will be held once Dr Harry Ballis returns from overseas in late January.</p> <p>05 February 2016</p> <p>Contact will be made this month with Dr Ballis.</p>

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Council Meeting Date	Item	Resolution	Status Update
07 December 2015 City Development	Planning Scheme Amendment C85 - Crinigan Road, Morwell	That Council: 1. Defer the consideration of Amendment C85 until advice has been received from the landowner on how they wish to proceed with the amendment. 2. That a report outlining the next steps be presented to Council no later than 30 October 2016. 3. Advises those persons who made written submissions to Amendment C85 of Council's decision	The land owner has been advised of Council's decision, and are now considering their options. No further action will be undertaken until further advice from the landowner has been received. 05 February 2016 The landowner (Hancock Victorian Plantations) has been contacted recently and has advised they are yet to make a decision pending a future HVP Board meeting. Further advice from the landowner is expected by the end of March.
07 December 2015 City Development	Proposed - Community Amenity Local Law No. 2 2015	That Council resolves: 1. To give notice of its intention to make the Community Amenity Local Law No. 2 2015 as outlined in the Local Law Community Impact Statement (att 2) 2. To publish notice to like effect in the Victorian Government Gazette 3. That a further report be presented to Council allowing the consideration of any submissions.	Proposed Community Amenity Local Law No 2, 2015 has been released for public comment from 7 Dec. 2015 until 26 Feb. 2016. Notices will be published on the Government Gazette and Latrobe Valley Express on 7 Dec. 2015. Submissions received will be submitted to Council at its meeting on 21 March 2016. 05 February 2016 The document is still on exhibition for public comment and as such no further update at this stage.

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Council Meeting Date	Item	Resolution	Status Update
Infrastructure & Recreation			
06 November 2013 Infrastructure & Recreation	Latrobe Regional Motorsport Complex	<ol style="list-style-type: none"> 1. That Council requests the members of the Latrobe Regional Motorsports Complex Advisory Committee to investigate potential sites for the motorsports complex and to advise Council of any sites identified so that further investigation can be undertaken by Council officers. 2. That Council officers meet with Energy Australia to discuss other possible sites for a motorsports complex on their land. 3. That a further report be presented to Council at such time that site options have been investigated 	<p>Initial advice from Energy Australia and HVP is that land is not currently available for this use. Officers continuing to work with both parties to identify potential sites for further investigation.</p> <p>An on-site meeting with Cr Middlemiss occurred in December 2014 to investigate further site options.</p> <p>Further evaluation will be undertaken of sites identified during on-site meeting.</p> <p>A briefing report and Council report will be presented in April 2016.</p>

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Council Meeting Date	Item	Resolution	Status Update
23 March 2015 Infrastructure & Recreation	Riggall Road Local Area Traffic Management Options (continued below)	<p>That Council</p> <ul style="list-style-type: none"> • Line mark 29 parallel parking bays in Argyle Street, Traralgon, within 100 metres of the subject site; • Reinstate the 'Local Traffic Only' and 'Load Limit' signage at each end of Riggall Road; • Install 'One Way Only' signage along Argyle Street opposite the exits of the subject site and Reece Plumbing, and paint a directional arrow on Argyle Street to reinforce the one way nature of the road; • Advise the community that it intends to implement a partial closure of the southern end of Riggall Road, Traralgon to prevent traffic from entering Riggall Road from Argyle Street. • Undertake a community information session for the residents of Riggall Road and the broader community in relation to the proposed closure. 	<p>Line marking, and signage completed in May/June 2015</p> <p>Notification of closure to occur in September 2015.</p> <p>Meeting occurred with landowners / residents on 16 September 2015. Concept of traffic islands to make traffic one way presented to community members.</p> <p>Submissions closed 5 October 2015, with five submissions in favour and zero against.</p> <p>Road Safety Audit completed in October 2015.</p> <p>Council voted to implement the partial road closure at the 26 October 2015 Council Meeting.</p> <p>Letters were sent to residents advising of the outcome on 18 November 2015.</p> <p>Officers have procured a contractor to complete the road closure works in February 2016</p>

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Council Meeting Date	Item	Resolution	Status Update
23 March 2015 Infrastructure & Recreation	Riggall Road Local Area Traffic Management Options (continued)	<ul style="list-style-type: none"> • Public Notice of the proposed partial closure and of the rights of the person to make a submission under Section 223 of the Local Government Act be given in the Latrobe Valley Express. • Council send separate notices advising of the proposed partial closure to all owners in the area as detailed on the attached map. • That a Road Safety Audit is undertaken in relation to the proposed partial closure. 	As above
25 October 2015 Infrastructure & Recreation	Petition Presented to Council in Regards to Raising the Temperature at Latrobe Leisure Moe Newborough (LLMN) One Day Per Week.	<p>That Council:</p> <ol style="list-style-type: none"> 1. Continues to heat the Latrobe Leisure Moe Newborough pool one day per week for the remainder of the 2015/16 financial year. 2. Requests a further report presented to council prior to the end of the financial year detailing the metrics of the extension to the heating of the pool for hydrotherapy. 	A further report, detailing the results of the trial, including any financial implications and attendances will be provided following the end of the trial period in July 2016.

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Council Meeting Date	Item	Resolution	Status Update
25 May 2015 Infrastructure & Recreation	Draft Tracks, Trails And Paths Strategy	<p>That Council:</p> <ol style="list-style-type: none"> 1. Releases the draft Tracks, Trails and Paths Strategy for a period of 6 weeks from Tuesday 26 May 2015 to Friday 7 July 2015. 2. Request a further report be presented to Council with the results of the community consultation process. 	The Tracks Trails and Paths Strategy and Implementation plan will be presented to Council in March 2016.

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Council Meeting Date	Item	Resolution	Status Update
25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities (continued below)	<p>That Council:</p> <ol style="list-style-type: none"> 1. Considers allocating funding in the 2016/17 financial year for the installation of air handling systems at the following Latrobe Leisure facilities, Traralgon Sports Stadium, Latrobe Leisure Morwell, Latrobe Leisure Moe Newborough and Latrobe Leisure Churchill; 2. Instructs Council Officers to undertake further investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities; 3. Identifies and allocates the funding for the investigations detailed in point 2 from savings from the 2014/15 budget; 4. Request a report be presented to Council prior to the development of the 2016/17 budget detailing the results of the investigations detailed in point 3; 	<p>Quotes are currently being requested for investigation in relation to energy efficiency improvements, heat load reduction and air conditioning systems for the facilities.</p> <p>Quotes are currently being requested for the provision of temporary air handling units for the BVC Event in 2016.</p> <p>A report is planned to be presented to the April Council Meeting.</p>

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Council Meeting Date	Item	Resolution	Status Update
25 May 2015 Infrastructure & Recreation	Request to Air Condition Latrobe Leisure Stadium Facilities (continued)	5. Instructs Council Officers to investigate the ability to hire, and the costs associated with, temporary air handling units for the BVC event in 2016; 6. Consider the costs of item 5 is as part of the mid year budget review; and 7. Advise Basketball Victoria Country of Councils' decision.	As above
11 June 2015 Infrastructure & Recreation	Catterick Crescent Reserve Master Plan	That Council defers the decision on this matter until a report can be returned detailing user group numbers and increases or decreases of said numbers over a six year period.	A report will be presented to Council in March 2016.
11 June 2015 Community Infrastructure & Recreation	Maryvale Reserve Master Plan	That Council defers the decision on this matter until a report can be returned detailing user group numbers and increases or decreases of said numbers over a six year period.	A report will be presented to Council in March 2016.

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Council Meeting Date	Item	Resolution	Status Update
27 July 2015 Infrastructure & Recreation	2015/15 - Request for Investigation into Traralgon Netball Court Resurfacing	That Council engage an Independent investigator to investigate the Traralgon Netball Court resurfacing tender process including; <ol style="list-style-type: none"> 1. The materials used 2. The written Tender brief 3. The overseeing process utilised and reporting details 4. The report with all of these details be brought back to Open Council as soon as practical. 	Officers have not as yet engaged an independent investigator to investigate the Traralgon Netball Court resurfacing tender process. Council Officers are currently focused on finalising the remediation process with the Contractors who undertook the works. A project brief is currently being developed and quotes will be sought for the investigation during March. The investigation report will be provided to the Council Meeting in May 2016.

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Council Meeting Date	Item	Resolution	Status Update
14 September 2015 Infrastructure & Recreation	Petition in relation to the completion of the Traralgon West Sporting Complex	<p>That Council:</p> <ol style="list-style-type: none"> 1. Agrees to lay the petition on the table requesting Council provide assistance to complete the first floor of the Traralgon West Sporting Pavilion. 2. Request a report be presented to the 26 October 2015 Ordinary Council meeting providing Council with information in relation to the petition. 3. Notify the head petitioner about the Council decision in relation to the petition. 4. That a meeting is arranged between Officers, Councillors and user groups to discuss the petition while the petition lays on the table 	<p>User Group meeting was held on 8 October 2015.</p> <p>A further report detailing the outcomes of this meeting is being presented for consideration at the 08 February 2016 Council Meeting.</p>

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Council Meeting Date	Item	Resolution	Status Update
05 October 2015 Infrastructure & Recreation	Waste Management Strategy 2010-2017 Review	That Council: 1. Notes the review of the Waste Management Strategy 2010 – 2017. 2. Requests a further report to Council in relation to: <ul style="list-style-type: none"> • The Kitchen Organics trial in Churchill that was undertaken by Council in Latrobe City in 2012 • The future provision of kerbside hard waste services in Latrobe City 	The report for Hard Waste Review will be tabled at the March 2016 meeting. The report for the Kitchen Organics Trial was presented at the 07 December 2015 Council meeting.
05 October 2015 Infrastructure & Recreation	Draft Play Space Strategy – Release for Public Exhibition	That Council: 1. Releases the draft Play Space Strategy for a period of 8 weeks from Tuesday 06 October 2015 to Friday 27 November 2015. 2. Request a further report be presented to Council with the results of the community consultation process.	The draft Play Space Strategy is now on public exhibition until 27 November 2015. The draft Play Space Strategy can be found on Latrobe City Council's "Have a Say" webpage. Notices have been placed on the Council Noticeboard and an email has been sent to all identified stakeholders. Council officers will be present at the Children's Expo in late October to further engage with the community. A further report presenting submissions will be presented to Council in March 2016.

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

Council Meeting Date	Item	Resolution	Status Update
26 October 2015	2015/19 - Modular Design of Female Friendly Change Facilities	<p>That Council:</p> <ol style="list-style-type: none"> 1. Establish a working group consisting of a representative from the following organisations to develop a modular design that can be easily implemented to provide female change facilities <ul style="list-style-type: none"> • Three representatives from local community sporting clubs • Two reps from local sporting associations • Three nominated Councillors • A suitably experienced design consultant <p>The final design be brought back to Council by March 2016.</p>	<p>An update was included in the Councillor Bulletin on 18 November 2015.</p> <p>An Expression of Interest process will be undertaken and report to Council to adopt the members of the working group.</p> <p>Information from Hume City Council is being obtained as they currently have portable female change facilities.</p> <p>A report is being presented to the 27 January 2016 Councillor Briefing in relation to Committee representation.</p>

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

Council Meeting Date	Item	Resolution	Status Update
07 December 2015 Infrastructure & Recreation	Kitchen to Compost Trial	<p>That Council:</p> <ol style="list-style-type: none"> 1. Receives this report and notes that any future advancement in a satisfactory solution from EOI - Gippsland Resource Recovery and Waste Management Services and Infrastructure be the instrument for the management of organics recovery in conjunction with the Waste Management Strategy. 2. Defers any decisions for the management of green organics recovery until the proposed EOI - Gippsland Resource Recovery and Waste Management Services and Infrastructure is finalised that may provide cost effective and sustainable options. 	<p>An Expression of Interest process closed late 2015.</p> <p>Gippsland Resource, Recovery and Waste Management Services and Infrastructure are currently evaluating proposals.</p>

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

Council Meeting Date	Item	Resolution	Status Update
Community Services			
18 February 2013 Community Services	Affordable Housing Project – Our Future Our Place	<p>3. That Council proceeds to publically call for Expressions of Interest as a mechanism to assess the viability and interest in developing an affordable housing project on land known as the Kingsford Reserve in Moe.</p> <p>4. That a further report be presented to Council for consideration on the outcome of the Expression of Interest process for the development of an affordable housing project on land known as the Kingsford Reserve in Moe.</p>	Project review underway, almost at completion. Report will be presented to Council on 29 February 2016.

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

Council Meeting Date	Item	Resolution	Status Update
08 February 2016	Gippsland Train Services – Ongoing Service Issues	<p>That Council:</p> <ol style="list-style-type: none"> 1. Writes to the Premier, Daniel Andrews & Minister for Public Transport, Jacinta Allan, requesting an urgent meeting to discuss and seek action regarding the ongoing issues of service cancellations, disruptions and overcrowding impacting Latrobe Valley users of Gippsland train services. 2. Requests that the Mayor seek the support of GLGN to undertake a Gippsland campaign to overcome the ongoing rail transport issues impacting on the region. 3. Requests that a report be presented to a future Ordinary Council Meeting detailing the outcomes of these approaches and representations. 	<p>11 February 2016 A draft has been prepared and is in the process of being forwarded to the Mayor for his consideration.</p>

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

Council Meeting Date	Item	Resolution	Status Update
Corporate Services			
<p>05 December 2011</p> <p>Corporate Services</p>	<p>Investigation into Mechanisms Restricting the sale of Hubert Osborne Park Traralgon</p>	<p>That a draft policy be prepared relating to Hubert Osborne Park and be presented to Council for consideration.</p> <p>26 October 2015 That Council release the draft policy for community consultation for at least 28 days, and a report be brought back to Council</p>	<p>A Briefing occurred on 27 April 2015, and a further briefing occurred on 10 August 2015.</p> <p>The Policy was presented to Council for consideration on 26 October 2015, where it was resolved to send the policy out for community consultation.</p> <p>Council has advertised in the Express and on Council's website calling for public submissions into draft policy on Hubert Osborne Park.</p> <p>The advertisement commenced Monday 02 November 2015.</p> <p>The policy will be released again for public comment in January 2016 to ensure the 28 day period is met.</p> <p>A report will then be presented to Council in April 2016.</p>

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

Council Meeting Date	Item	Resolution	Status Update
23 March 2015 Corporate Services	2015/02 - Notice of Motion - Grants Acquittal	<p>That Council Officers conduct a review and prepare a report for Council detailing:</p> <ol style="list-style-type: none"> 1. The methods of acquittal currently used for all Council grants and other funds dispersed through Council to external entities or individuals on behalf of the State or Federal Government; 2. Internal and external Legislation, Regulations and Policy Requirements around acquittal of such funds; and 3. Council compliance obligations and best practice in regard to the acquittal of the above. 	<p>The internal committee convened on 18 January 2016 with a copy of the results of the audit undertaken.</p> <p>Further work has been identified in the audit on grant management which is currently under consideration by management. This is anticipated to be tabled at the next Audit and Risk Committee meeting scheduled for March 2016.</p>

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

Council Meeting Date	Item	Resolution	Status Update
<p>26 October 2015</p> <p>Corporate Services</p>	<p>Proposed Road Discontinuance - Craighburn Place, Traralgon East</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. In accordance with Schedule 10 Clause and section 223 of the Local Government Act 1989 (Act), authorise the commencement of the statutory procedures relating to Council's intention to discontinue and sell by private treaty part of Craighburn Place, Traralgon East, (subject land) by giving public notice and inviting written submissions on the proposal in the Latrobe Valley Express. 2. Receives written submissions and hear submissions on the proposal to discontinue and transfer the subject land from persons who have made a written request to be heard in person or by a party representing them as specified in their submission in accordance with the Act, at its Ordinary Meeting of Council on Monday, 7 December 2015. 	<p>A public notice was prepared inviting community consultation.</p> <p>A further report was presented to Council on 07 December 2015.</p> <p>A Notice of Rescission was received on 07 December 2015, and will be heard at the Ordinary Council Meeting on 08 February 2015.</p> <p>No action has been taken on the 07 December 2015 resolution.</p>

NOTICES OF MOTION

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)****9. NOTICES OF MOTION****9.1 2016/03 - WHITE NIGHTS FESTIVAL EVENT****Cr Kellie O'Callaghan**

I, Cr Kellie O'Callaghan, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 29 February 2016:

MOTION**Moved:** Cr O'Callaghan**Seconded:** Cr Middlemiss**That Council:**

- 1. Endorses the expression of interest for a regional White Night Festival in Latrobe City, sent to the Honourable John Eren, MLA, Minister for Tourism and Major Events, and**
- 2. Requests the Chief Executive Officer to advocate to the State Government with the intent to secure the White Night Festival in Latrobe City Council.**

CARRIED UNANIMOUSLY**Attachments
Nil**

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)****9.2 2016/04 - DANDENONG - CAULFIELD LEVEL CROSSING
REMOVAL PROJECT****Cr Graeme Middlemiss**

I, Cr Middlemiss hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 29 February 2016:

MOTION**Moved:** Cr Middlemiss**Seconded:** Cr Gibbons

That Council write to the Premier and all members of State Parliament requesting that provision for a third and fourth rail track is included in the entire length of the Dandenong-Caulfield Level Crossing Removal Project, including elevated sections.

CARRIED UNANIMOUSLY

Attachments
Nil

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

**12.1 PETITION IN RELATION TO BANNING COAL MINING IN THE
MIRBOO NORTH REGION**

General Manager

City Development

For Decision

Cr Middlemiss declared an indirect interest under Section 78B of *The Local Government Act 1989* in respect to this item. Cr Graeme Middlemiss left the meeting, the time being 06:44 PM.

PURPOSE

The purpose of this report is to present Council with a petition that requests the banning of coal mining in the Mirboo North region. The region detailed in the exploration licences encompasses land in Baw Baw Shire, South Gippsland Shire and Latrobe City. The petition requests that the Victorian Parliament rescind exploration licences (EL5336, EL5338, EL5428 and EL5429). It also requests that Latrobe City Council refuses to allow the exploration or mining for coal in an area which is agricultural and has high tourism potential.

MOTION

Moved: Cr Gibbons

Seconded: Cr White

That Council:

1. **Agrees to lay the petition requesting “We, the undersigned, petition South Gippsland Shire Council, Baw Baw Shire Council, Latrobe City Council and the Victorian Parliament. We respectfully request that the Victorian Parliament rescind the exploration licences (EL5336, EL5338, EL5428 and EL 5429) issued to Mantle Mining to explore the land for coal. We respectfully request that the South Gippsland Shire Council, Baw Baw Shire Council and the Latrobe City Council refuses to allow exploration or mining for coal in an area which is agricultural and has high tourism potential. We believe this region to be valuable agricultural resources: please protect the region from coal mining” on the table until the Ordinary Council Meeting to be held on 11 April 2016.**
2. **Advises the head petitioner of Council’s decision in relation to the petition.**

CARRIED UNANIMOUSLY

Cr Graeme Middlemiss returned to the meeting, the time being 06:45PM

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)****DECLARATION OF INTEREST**

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

BACKGROUND

A petition containing 2,039 was received on 8 February 2016 requesting *“We, the undersigned, petition South Gippsland Shire Council, Baw Baw Shire Council, Latrobe City Council and the Victorian Parliament. We respectfully request that the Victorian Parliament rescind the exploration licences (EL5336, EL5338, EL5428 and EL 5429) issued to Mantle Mining to explore the land for coal. We respectfully request that the South Gippsland Shire Council, Baw Baw Shire Council and the Latrobe City Council refuses to allow exploration or mining for coal in an area which is agricultural and has high tourism potential. We believe this region to be valuable agricultural resources: please protect the region from coal mining.”*

The petition is presented by Coal & CSG Free Mirboo North (Attachment 1).

CONCLUSION

Clause 63 of the Meeting Procedure Local Law, Local Law No.1, Adopted 3 March 2014 states:

“Unless Council determines by resolution to consider it as an item of urgent business, no motion (other than a motion to receive the same and advise the head petitioner of council’s decision) may be made on any petition, joint letter, memorial or other like application until the next Ordinary Meeting after that at which it has been presented”

Accordingly it is proposed that Council consider this petition at the Ordinary Council Meeting to be held 11 April 2016.

SUPPORTING DOCUMENTS

NIL

Attachments

1. Attachment 1 (Published Separately) (Confidential)

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Nil reports

CITY DEVELOPMENT

14. CITY DEVELOPMENT

**14.1 PLANNING PERMIT APPLICATION 2015/168 - USE OF LAND
FOR A BROTHEL WITHIN THE INDUSTRIAL 3 ZONE AT NO. 4/40
STANDING DRIVE, TRARALGON**

General Manager

City Development

For Decision

Cr Rossiter declared a direct interest under Section 77B of *The Local Government Act 1989* in respect to this item. Cr Michael Rossiter left the meeting, the time being 06:46 PM. Cr Gibson assumed the Chair.

PURPOSE

The purpose of this report is for Council to consider Planning Permit Application 2015/168 for the use of the land for a brothel at No. 4/40 Standing Drive, Traralgon (Lot 4 PS 619488).

EXECUTIVE SUMMARY

The applicant seeks a permit to use the existing warehouse building on the land, at No. 4/40 Standing Drive, Traralgon, for a brothel. Latrobe Planning Scheme (the Scheme) defines brothel as - '*land made available for prostitution by a person carrying on the business of providing prostitution services at the business's premise*'.

The operation is proposed to be a small owner operated business by two (2) sex workers. The applicant has detailed that there will be a maximum of two (2) patrons on the site at any one time. The proposal provides three (3) on site car parking spaces and has the provision of an additional car parking space within the common property within the land.

During consultation of the application twenty two (22) objections and one (1) letter of support have been received. Having assessed the proposal against the relevant provisions of the Scheme, it is considered that the proposal is consistent with the relevant objectives and decision guidelines of the Scheme. It is therefore recommended a Notice of Decision (NOD) be issued for the following reasons:

- The proposal meets the requirements of Latrobe Planning Scheme as the brothel will utilise an existing building, which will be able to revert to an industrial use should the current proposal cease to operate;
- The proposed brothel will be located within an established industrial area that already contains a diversity of uses with appropriate buffers to residential land;
- The proposal is consistent with Clause 52.46 - Brothels of the Scheme (Matters set out in Section 73 of the Sex Work Act 1994); and
- The proposal is consistent with Clause 65 (Decision Guidelines) of the Scheme.

RECOMMENDATION

That Council issues a notice of decision to grant a planning permit for the use of land for a brothel within the Industrial 3 Zone at No. 4/40 Standing Drive, Traralgon (Lot 4 PS 619488) subject to the following conditions:

Endorsed Plans

1. The use as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Management Plan

2. Within three months of the date of the issue of this permit, a Management Plan must be prepared and submitted for approval to the Responsible Authority which must provide for the following to the satisfaction of the Responsible Authority:
 - a) Details of the security arrangements within the premises;
 - b) The measures to be taken by management and staff in dealing with unruly, violent or intoxicated patrons on and outside the premises;
 - c) The maintenance of an incidents register; and
 - d) The measures to be taken by management and staff to ensure patrons depart the premises and the surrounding area in an orderly manner at all time.

Display of Planning Permit

3. A copy of the Planning Permit, clearly setting out the conditions for the use must be displayed at the front reception of the premises.

Number of Rooms

4. The number of rooms to be used for the purpose of prostitution must not exceed two (2).

Number of staff and patrons

5. No more than five (5) persons (including staff and patrons) are to be on the premises at any one time.

Hours of operation

6. The use hereby permitted may only operate between the hours of 10.00 am to 10.00 pm seven (7) days a week.

No Alcohol

7. No alcohol may be stored or consumed on the premises.

Amenity

8. The use must be managed so that the amenity of the area is not detrimentally affected, through the:
 - a) transport of materials, goods or commodities to or from the land;
 - b) appearance of any building, works or materials;

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- c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
- d) presence of vermin;
- e) or otherwise, to the satisfaction of the Responsible Authority.

Health Service Department Conditions

9. Prior to the commencement of the use evidence is to be provided to the satisfaction of the Responsible Authority to ensure that the proposed brothel is exempt from registering with a licensing authority the business is required to demonstrate that they are exempt from the requirement to hold a licence pursuant to Section 23 of the *Sex Work Act 1994*.
10. Prior to the commencement of the use in accordance with Consumer Affairs Victoria this business is required to register with the Business Licensing Authority – Consumer Affairs Victoria in order to be issued with an exemption registration number.
11. Prior to the commencement of the use this business is required to be allocated with a SWA (Sex Work Act 1994) exempt registration number from the Business Licensing Authority that must be used when advertising this brothel or escort agency. This number cannot be transferred to or used by any other person or applicant.
12. All services that are conducted at this business are required to be maintained under the following sections of *Public Health and Wellbeing Act 2008 – Part 8 Management and Control of Infectious Diseases, Micro-organisms and medical conditions* are required to apply during the operation of this business:

Section 158 – Provision and storage of condoms

Section 159 – Use of Condoms

Section 160 – Refusal of Service

Section 161 – Evidence of medical examination

Section 162 – Information to sex workers and clients

Section 163 - Clean linen and towels

Section 164 – Showers and baths

Expiry of Permit

13. This permit will expire if the use is not started within two years of the date of this permit, or if the use ceases for a period of two years or greater.
The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit.

Note 1: The operator of this permit must ensure that all relevant Permits have been obtained prior to the commencement of the use.

Note 2: A copy of these business details must be entered onto a register with the Business Licensing Authority and maintained by the Registrar.

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This register is not available to the public, but must be allowed for inspection by:

- the Director of Consumer Affairs Victoria
- members or staff of the Business Licensing Authority
- authorised police officers
- authorised local council officers.

Note 3: If this establishment employs persons beyond the scope Sex Work Act 1994 – Section 23 exemptions then this sex work service provide is required to be licensed under Sex Work Act 1994 – Section 22

Sex work service providers to be licensed

- 1) *A person must not knowingly or recklessly carry on business as a sex work service provider—*
 - a) *without holding a licence; or*
 - b) *in breach of any condition of a licence; or*
 - c) *when a licence is suspended.*

Penalty: Level 6 imprisonment (5 years maximum) or a level 5 fine (1200 penalty units maximum) or both.

Note 4: In accordance to Sex Work Act 1994 – Section 22 (1A) if this premise no longer meets exemptions for registration then the business is required to cease operating until registration under Sex Work Act 1994 – Section 22 is gained

A person must not carry on business as a sex work service provider

- a) *without holding a licence; or*
- b) *in breach of any condition of a licence; or*
- c) *when a licence is suspended.*

Penalty: Level 7 fine (240 penalty units maximum)

Note 5: In accordance with the *Public Health and Wellbeing Act 2008* – Section 165 a licensed premise is required to be inspected to ensure that each brothel in respect of which a licence is in force under Part 3 of the *Sex Work Act 1994* is inspected at least once in every 12 months by an authorised officer.

In this section, " authorised officer" means an authorised officer appointed by the Secretary under section 30 of *Public Health and Wellbeing Act 2008* whose appointment includes the power to conduct inspections and interviews under this section.

Note 6: The serving of any beverage or food on the land requires registration under the Food Act 1984 prior to the start-up of operation. It is recommended that you contact Council's Health Services Team prior to starting any works.

Note 7: If required: Any swimming pool or spa bath facility must be installed and operated in compliance with the Latrobe City Council under the Public Health and Wellbeing Act 2008.

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

Note 8: All wastewater shall be treated and disposed of to the reticulated sewer to the satisfaction of the Responsible Authority.

Note 9: Please contact Gippsland Water to discuss whether the proposed development requires a Trade Waste Agreement for the business operation planned for this site.

MOTION

Moved: Cr Harriman

Seconded: Cr Sindt

That Council issues a Notice of Refusal to grant a planning permit for the use of land for a brothel within the Industrial 3 Zone at No. 4/40 Standing Drive, Traralgon (Lot 4 PS 619488) on the following grounds:

1. The proposal is inconsistent with Clause 17.02 (Industry) of the State Planning Policy Framework.
2. The proposal is inconsistent with key issues identified in the Municipal Strategic Framework at Clause 21.07-7 (Industry Overview).
3. The proposal is inconsistent with the 'Purpose' and 'Decision Guidelines' of the Industrial 3 Zone.

For: Crs White, Sindt, Kam and Harriman

Against: Crs O'Callaghan, Middlemiss, Gibbons and Gibson

LOST ON THE CASTING VOTE OF THE CHAIR

MOTION

Moved: Cr O'Callaghan

Seconded: Cr Gibbons

That Council issues a notice of decision to grant a planning permit for the use of land for a brothel within the Industrial 3 Zone at No. 4/40 Standing Drive, Traralgon (Lot 4 PS 619488) subject to the following conditions:

Endorsed Plans

1. The use as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

Management Plan

2. Within three months of the date of the issue of this permit, a Management Plan must be prepared and submitted for approval to the Responsible Authority which must provide for the following to the satisfaction of the Responsible Authority:
 - a) Details of the security arrangements within the premises;
 - b) The measures to be taken by management and staff in dealing with unruly, violent or intoxicated patrons on and

outside the premises;

- c) The maintenance of an incidents register; and
- d) The measures to be taken by management and staff to ensure patrons depart the premises and the surrounding area in an orderly manner at all time.

Display of Planning Permit

- 3. A copy of the Planning Permit, clearly setting out the conditions for the use must be displayed at the front reception of the premises.

Number of Rooms

- 4. The number of rooms to be used for the purpose of prostitution must not exceed two (2).

Number of staff and patrons

- 5. No more than five (5) persons (including staff and patrons) are to be on the premises at any one time.

Hours of operation

- 6. The use hereby permitted may only operate between the hours of 10.00 am to 10.00 pm seven (7) days a week.

No Alcohol

- 7. No alcohol may be stored or consumed on the premises.

Amenity

- 8. The use must be managed so that the amenity of the area is not detrimentally affected, through the:
 - a) transport of materials, goods or commodities to or from the land;
 - b) appearance of any building, works or materials;
 - c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;
 - d) presence of vermin;
 - e) or otherwise, to the satisfaction of the Responsible Authority.

Health Service Department Conditions

- 9. Prior to the commencement of the use evidence is to be provided to the satisfaction of the Responsible Authority to ensure that the proposed brothel is exempt from registering with a licensing authority the business is required to demonstrate that they are exempt from the requirement to hold a licence pursuant to Section 23 of the *Sex Work Act 1994*.
- 10. Prior to the commencement of the use in accordance with Consumer Affairs Victoria this business is required to register with the Business Licensing Authority – Consumer Affairs Victoria in order to be issued with an exemption registration number.

11. Prior to the commencement of the use this business is required to be allocated with a SWA (Sex Work Act 1994) exempt registration number from the Business Licensing Authority that must be used when advertising this brothel or escort agency. This number cannot be transferred to or used by any other person or applicant.
12. All services that are conducted at this business are required to be maintained under the following sections of *Public Health and Wellbeing Act 2008 – Part 8 Management and Control of Infectious Diseases, Micro-organisms and medical conditions* are required to apply during the operation of this business:

Section 158 – Provision and storage of condoms
 Section 159 – Use of Condoms
 Section 160 – Refusal of Service
 Section 161 – Evidence of medical examination
 Section 162 – Information to sex workers and clients
 Section 163 - Clean linen and towels
 Section 164 – Showers and baths

Expiry of Permit

13. This permit will expire if the use is not started within two years of the date of this permit, or if the use ceases for a period of two years or greater.
 The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit.

Note 1: The operator of this permit must ensure that all relevant Permits have been obtained prior to the commencement of the use.

Note 2: A copy of these business details must be entered onto a register with the Business Licensing Authority and maintained by the Registrar. This register is not available to the public, but must be allowed for inspection by:

- the Director of Consumer Affairs Victoria
- members or staff of the Business Licensing Authority
- authorised police officers
- authorised local council officers.

Note 3: If this establishment employs persons beyond the scope Sex Work Act 1994 – Section 23 exemptions then this sex work service provide is required to be licensed under Sex Work Act 1994 – Section 22

Sex work service providers to be licensed

- 1) *A person must not knowingly or recklessly carry on business as a sex work service provider—*
- a) *without holding a licence; or*
 - b) *in breach of any condition of a licence; or*
 - c) *when a licence is suspended.*

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Penalty: Level 6 imprisonment (5 years maximum) or a level 5 fine (1200 penalty units maximum) or both.

Note 4: In accordance to *Sex Work Act 1994* – Section 22 (1A) if this premise no longer meets exemptions for registration then the business is required to cease operating until registration under *Sex Work Act 1994* – Section 22 is gained

A person must not carry on business as a sex work service provider

- a) *without holding a licence; or*
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Penalty: Level 7 fine (240 penalty units maximum)

Note 5: In accordance with the *Public Health and Wellbeing Act 2008* – Section 165 a licensed premise is required to be inspected to ensure that each brothel in respect of which a licence is in force under Part 3 of the *Sex Work Act 1994* is inspected at least once in every 12 months by an authorised officer.

In this section, " authorised officer" means an authorised officer appointed by the Secretary under section 30 of *Public Health and Wellbeing Act 2008* whose appointment includes the power to conduct inspections and interviews under this section.

Note 6: The serving of any beverage or food on the land requires registration under the Food Act 1984 prior to the start-up of operation. It is recommended that you contact Council's Health Services Team prior to starting any works.

Note 7: If required: Any swimming pool or spa bath facility must be installed and operated in compliance with the Latrobe City Council under the Public Health and Wellbeing Act 2008.

Note 8: All wastewater shall be treated and disposed of to the reticulated sewer to the satisfaction of the Responsible Authority.

Note 9: Please contact Gippsland Water to discuss whether the proposed development requires a Trade Waste Agreement for the business operation planned for this site.

For: Crs O'Callaghan, Middlemiss, Gibbons and Gibson
Against: Crs White, Sindt, Kam and Harriman

CARRIED ON THE CASTING VOTE OF THE CHAIR

Cr Michael Rossiter returned to the meeting, the time being 07:09 PM

DECLARATION OF INTERESTS

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017 as follows:

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Built Environment

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

Latrobe City Council Plan 2013 – 2017

Strategic Objectives – Built Environment

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

Theme and Objectives

Theme 5: Planning for the future

Strategic Direction

Provide efficient and effective planning services and decision making to encourage development and new investment opportunities.

Plan and coordinate the provision of key services and essential infrastructure to support new growth and developments.

Legislation

Local Government Act 1989

Planning and Environment Act 1987

Sex Work Act 1994

SUMMARY

Land: No. 4/40 Standing Drive, Traralgon
known as Lot 4 PS 619488

Proponent: Secret Angels 444

Zoning: Industrial 3 Zone

Overlay: None Affecting this Land

Pursuant to Clause 33.03-1 of the Scheme a Planning Permit is required for use of land for a brothel.

A site context plan is included as Attachment 1 of this report.

SUBJECT SITE AND SURROUNDS

The subject land is located in the south east corner of a warehouse complex along Standing Drive. The complex encompasses four (4) lots and common property, lots 1, 2 and 4 encompass a warehouse and lot 3 is used for storage purposes. Both lots 1 and 4 contain one (1) car parking space within their title boundaries with 4 car parking spaces along the frontage to Standing Drive within the common property. The land to the north, east and west of the subject site is zoned Industrial and is developed with warehouses akin to the subject land. The land to the south of the subject land is zoned Public Use Zone – Schedule 4 for the purposes of transport (railway lines). Further to the south, approximately 39 metres from the subject land, is established residential development.

An aerial image showing the location of the proposed brothel is included in Attachment 2 of this report.

PROPOSAL

The applicant seeks a permit to use the land at No. 4/40 Standing Drive, Traralgon for a Brothel. The brothel will be located within the existing warehouse located on the subject land.

The brothel will be a small owner operated business by two (2) sex workers with one support worker (security staff) on site. The applicant has detailed that there will be maximum of two (2) patrons on the site at any one time.

The brothel will operate by appointment only with a 30 minute break between clients. The applicant has detailed that the next client will be contacted after the previous client has left the building. Clients will be directed to the waiting area, adjacent to the entrance area, and will be directed to either room one or room two.

The brothel will operate between the hours of 10.00 am to 10.00 pm, seven days a week.

The proposal allows for the provision of one (1) car parking space along the northern façade of the existing warehouse within the title boundaries of the land and a further two (2) car parking spaces will be provided within the warehouse. The subject land also has the provision of a further car parking space along the frontage of Standing Drive within the common property of the land. The provision of car parking spaces for the proposal will be discussed under the Particular Provisions section of this report.

The applicant has included details of business identification signage for the proposal. There will be one sign which will be located on the entrance door to the brothel and will be 0.3 metres in width and 0.21 metres in height and contain the wording '444'. The display of business identification signage will be discussed under the Particular Provisions section of this report.

A site plan, floor plan and signage drawings are included in Attachment 3.

LATROBE PLANNING SCHEME

The State Planning Policy Framework (SPPF) and the Local Planning Policy Framework (LPPF), including the Municipal Strategic Statement (MSS) have been considered as part of the assessment of this application. The following clauses are relevant to consideration of the application.

State Planning Policy Framework

- Clause 17 Economic Development

Local Planning Policy Framework

- Clause 21.07 Economic Sustainability

Zoning Industrial 3 Zone

A Planning Permit is required for use of land for a brothel pursuant to Clause 33.03-1 of the Scheme. This Clause requires consideration of the decision guidelines of the zone, a discussion is included in the 'issues' sections of this report.

Particular Provisions

Clause 52.05 Advertising Signs:

Pursuant to Clause 52.05-8 a planning permit is required to display business identification signage if the total advertisement area exceeds 8 square metres.

The proposed signage for the brothel is to be displayed on the door of the existing warehouse and has a total advertisement area of 0.063 square metres and therefore does not trigger the need for a planning permit.

Clause 52.06 Car Parking:

Pursuant to Clause 52.06-1 a new use must not commence until the required car spaces have been provided on the land.

Where the use is not specified in the table at Clause 52.06-5, an adequate number of car spaces must be provided to the satisfaction of the Responsible Authority. The proposed use of a brothel does not have a specified rate.

The applicant has shown the provision of three (3) car parking spaces for the proposal on the land. The applicant also has the provision of an additional car parking space within the common property of the warehouse development which results in four (4) car parking spaces being provided for the proposed use.

Given the proposed two (2) consulting rooms with the provision of a security officer and in the worst case scenario, one (1) staff member (security officer) and one (1) customer per consulting room, would provide a maximum car parking requirement of five (5) spaces.

It is considered that a further one (1) space can be accommodated through availability of on street car parking.

Clause 52.46 Brothels:

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Clause 52.46 of the Scheme requires the responsible authority to consider the matters set out in Section 73 of the Sex Work Act 1994 before deciding on an application to use land for a brothel. A discussion is included in the Key Points/Issues section of this report.

Decision Guidelines (Clause 65):

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan.

INTERNAL / EXTERNAL CONSULTATION

Pursuant to Sections 52(1) (a) and (d) of the Planning and Environment Act 1987 the application was notified for a period of 14 days from 22 October to 5 November 2015. Adjoining landowners and occupiers were sent a letter, properties along Standing Drive 100 metres either side of the subject site on both sides of the road were sent a letter and a sign was placed on the site. Twenty two (22) letters in form of objections and one letter of support were received. Copies of all submissions are attached in Attachment 4 of this report (confidential). Concerns raised and how these can be addressed through planning permit conditions are discussed in the 'Response to submissions' section of this report.

Further, on 17 December 2015, a letter responding to the issues raised in the objections were sent to all objectors. It was detailed in this letter that a stakeholder meeting would not take place given the nature and number of the objections received to the proposal as it was considered highly unlikely that a resolution to these concerns would be found.

Under Section 52 (1)(d) of the Act, Victoria Police were notified of the application. Victoria Police did not object to the proposal.

Internally the application was referred to Council's Health Services team and Infrastructure Planning team, with Council's Health team requiring appropriate conditions to be included on any issue of a permit.

KEY ISSUES

Strategic direction of the State and Local Planning Policy Frameworks:

The state and local sections of the scheme are silent on the issue of Brothels. However there are other related objectives and strategies.

It is considered that the proposal will not prevent the objectives and strategies of Clause 17 – Economic Development and in particular Clause 17.02 – Industrial Land Development and Clause 21.07 – Economic Sustainability and in particular Clause 21.07-7 – Industry Overview from being achieved. The proposal is to be located within an established industrial area that already contains a diversity of uses with appropriate buffers to residential land. The changes to the built form are internal and would not prevent the building from reverting to an industrial use should the current proposal cease to operate.

It is considered that this proposal will appropriately respond to State and Local Polices.

'Purpose' and 'Decision Guidelines' of the Industrial 3 Zone:

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The purpose of the Industrial 3 zone includes:

- *To ensure that uses do not affect the safety and amenity of adjacent, more sensitive land uses.*

The zoning allows for the use of a brothel. It is considered that the subject land would allow for the proposed use without affecting the amenity of the area as the brothel will utilise an existing building, which will remain capable of being used for other purposes consistent with the provisions of the zone should the use cease to operate. As the alterations are internal and given the size and location of the proposed business identification signage it is considered that the proposal will have a discreet appearance.

Conditions can be placed on any permit issued pertaining to amenity such as lighting and car parking. The licensing requirements of the Sex Work Act 1994 will ensure that the business operates in a manner deemed appropriate by the state government.

It is considered that the application meets the purpose of the zone.

Sex Work Act 1994: Part 4 Planning Controls on Brothels:

Each of the considerations, including the matters set out in Section 73 of the Sex Work Act 1994, will be discussed in turn.

It should be noted that considerations under the relevant Acts relate to the use of the land for a brothel and the likely impacts on surrounding land. It does not relate to moral or religious views or criminal behaviour as noted in *Cahill v Greater Shepparton CC [2006] VCAT 925 (25 May 2006)* at [32].

Section 72 of the Sex Work Act 1994 requires an application for the purpose of the operation of a brothel may only be made by a licensee (or applicant under Section 33 of the Act or those seeking an exemption under Section 23 (1)).

The applicant is seeking an exemption under Section 23 (1) of the Act. The proposal meets the requirements of Section 23 (1) (b) Special provisions for small owner-operated businesses as the proposed brothel is to be operated by *'two persons who either jointly or separately carry on such a business if only those persons work as sex workers in that business'*.

Section 73 of the Sex Work Act 1994 sets out the matters a Responsible Authority must consider before deciding on an application to use land for a brothel.

The matters which the responsible authority must consider are:

- *any other brothel in the neighbourhood;*

The aim of this objective is to ensure that the clustering of brothels does not result in the neighbourhood turning into a 'red-light district'.

As there are no other brothels within the neighbourhood it is considered that the proposal will not result in the clustering of brothels and result in adverse amenity impacts or lead to the area becoming a 'red light district'.

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- *the effect of the operation of a brothel on children in the neighbourhood;*

The location of the proposed brothel meets the relevant threshold distances set out in Section 74 of the Sex Work Act 1994, which includes schools, hospitals, places of worship, kindergartens, children's services centre or places regularly frequented by children for recreation or cultural activities.

Concerns have been raised in regards to the proximity of the brothel from McDonalds. McDonalds is located at the corner of McNairn Road and Standing Drive. The proposed brothel is located in excess of 400 metres east of McDonalds which is in excess of the threshold distances set out in Section 74. The proposed brothel is to be located to the rear of an existing warehouse development and has no frontage to Standing Drive and is considered discreet in its appearance.

On the basis of the points raised above, the proposed brothel would not have any detrimental impact on children in the neighbourhood.

Concerns have been raised in regards to the proximity of the brothel from McDonalds. The proposed brothel is in excess of 450 metres of the brothel and located to the rear of existing

- *except in the case of land within the area of the City of Melbourne bounded by Spring, Flinders, Spencer and LaTrobe Streets, whether the land is within 200 metres of a place of worship, hospital, school, education and care service premises, children's services centre or of any other facility or place regularly frequented by children for recreational or cultural activities and, if so, the effect on the community of a brothel being located within that distance of that facility or place;*

The subject site is not on land that is zoned primarily for residential use. In fact, dwellings (other than caretaker's residences) are explicitly prohibited.

Furthermore, the land to the south of the subject site is zoned residential with rear boundaries of residential properties being less than 100 metres of the subject land. However, this distance is not captured by Section 74(1) (b) of the Sex Work Act 1994 because the 'route which reasonably may be used in travelling' exceeds 100 metres.

On this basis, it is concluded that the subject land is not within 100 metres of a dwelling.

The subject site is not within 200 metres of a place of worship, a hospital, a school, kindergarten, a children's service centre or any other facility or place regularly frequented by children for recreation or cultural activities.

- *other land use within the neighbourhood involving similar hours of operation and creating similar amounts of noise or traffic (including pedestrian traffic);*

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The area is characterised by a range of businesses and operations including offices, small scale warehousing, motor vehicle sales, convenience restaurant and trade supplies.

Whilst most of the activity occurring with the uses is during the day, some operations continue late into the evening or during night time hours.

It is considered that there are existing uses within the neighbourhood which would generate similar or greater levels of noise and traffic during the hours that the brothel is proposed to operate.

- *the amenity of the neighbourhood;*

As discussed above, the amenity of the neighbourhood is not about moral or religious objection to a brothel being located in the area or about any potential criminal activity by patrons or staff. None of these are considerations that Council as a Responsible Authority under the auspices of the Planning and Environment Act 1987 could reasonably ascertain.

Amenity impacts such as from noise, light spill and those associated with waste collection and storage could be addressed by conditions and are included in the draft conditions provided. In addition, a patron management plan can be implemented through a condition of any permit issued.

Furthermore, the number of staff and patrons on the premises at any one time will be limited to two (2) sex workers, two (2) patrons and one (1) member of staff (security officer).

On the basis of the above considerations, it is considered that the proposed brothel would not have any detrimental impact on the amenity of the surrounding neighbourhood.

- *the provision of off-street parking;*

As detailed under the 'Particular Provisions' section of this report. The applicant has shown the provision of four (4) car parking spaces for the proposed use, three (3) on the subject land and one (1) within the common property.

Based on the worst case scenario, being one (1) staff member (security officer) and one (1) customer per consulting room, this would generate a maximum car parking demand of five (5) spaces.

It is considered that there is sufficient provision of on-street car parking along Standing Drive, with only one (1) car parking space not being able to be provided for the use on site based on a worst case scenario. Similar to existing operations within the neighbourhood some customers will access the site from Standing Drive and not use the available car parking within on the subject land or within the common property.

- *landscaping of the site;*

There is no proposed additional landscaping as part of the proposal. The applicant seeks to use an existing warehouse within an existing warehouse development with landscaping provided as part of the original development permit.

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- *access to the site;*

Access to the site is via the existing crossover on Standing Drive.

- *the proposed size of the brothel and the number of people that it is proposed will be working in it;*

The brothel will be a small owner - operated business by two (2) sex workers with one support worker (security staff) on site. The applicant has detailed that there will be maximum of two (2) patrons on the site at one time.

- *the proposed method and hours of operation of the brothel.*

The brothel will operate between the hours of 10.00 am to 10.00 pm, seven days a week.

It should be noted that the control of crime and drugs is a police matter and not relevant in the assessment of a planning application. However, if a planning permit is issued, the permit holder will have to comply with all the conditions in the permit.

The subject land cannot be accessed directly from the Princes Highway and the subject site is 400m east of McNairn Road with the surrounding land uses in the area being Industrial/Commercial in nature. McDonalds is located at the corner of Standing Drive and McNairn and the location of the convenience restaurant is not considered detrimental to the application. Similarly the location of other commercial/industrial businesses in the area is not considered detrimental to the proposal given that the warehouse is at the rear unit of 4/40 Standing Drive and is not overly visible from the street. Similarly no signage is proposed along the street frontage and the signage proposed on the building is "444".

As detailed under the Key Points/Issues section of this report the location of the proposed brothel meets the relevant threshold distances set out in Section 74 of the Sex Work Act 1994, to uses which includes schools, hospitals, places of worship, kindergartens, children's services centre or places regularly frequented by children for recreation or cultural activities.

RESPONSE TO SUBMISSIONS

The application received twenty two (22) submissions in the form of objections, which are included as Attachment 4 (confidential). The section below discussed and responds to the issues raised:

1. The proximity to the new McDonalds restaurant, McDonalds, Heart Focus Charity and Ellavale Estate is a concern to myself and others in the community.

As detailed under the Key Issues section of this report the location of the proposed brothel meets the relevant threshold distances set out in Section 74 of the Sex Work Act 1994, which includes schools, hospitals, places of worship, kindergartens, children's services centre or places regularly frequented by children for recreation or cultural activities.

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2. The establishment of a business of this type will devalue property

Devaluation of property is not a relevant consideration in the assessment of a planning application.

3. With a projected increase of traffic into the commercial property in Standing Drive, to 10.00 p.m., security risks to already established properties will be greatly increased.

The subject site is enclosed by industrial cyclone fencing and a gate to the frontage of Standing Drive. It is not considered the proposal will increase security risk to properties in the area. Signage can also be placed on site stating "no money is stored overnight on these premises". It is not considered that the minor level of traffic increase will increase security risks to other commercial properties in the area.

4. It is also noted that no Latrobe City Council notification was received at our property to advise of the proposal.

Prior to conducting notification of this application council reviewed the procedures of other councils for advertising of these sorts of applications.

Due to the buffer between the subject land and residential properties to the south which neither have direct pedestrian or vehicular access to the subject site on Standing Drive, it was not considered a newspaper notice was required as the level of notification required has to be appropriate to the test of material detriment on planning grounds.

The subject land cannot be accessed directly from the Princes Highway and the subject site is approximately 500m east of McNairn Road with the surrounding land uses being Industrial/Commercial in nature.

It was considered as a result that notification to the properties along Standing Drive 100 metres either side of the subject site on both sides of the road, sign on site and placing a notification of the planning application on our website was an appropriate level of notification in this instance.

5. The application for the brothel is for placement within an industrial area, it would still be within 100 metres of a residential area.

As detailed under the Key Issues section of this report the location of the proposed brothel meets the relevant threshold distances set out in Section 74 of the Sex Work Act 1994.

The land to the south of the subject site is zoned residential with rear boundaries of residential properties being less than 100 metres of the subject land. However, this distance is not captured by Section 74(1) (b) of the Sex Work Act 1994 because the '*route which reasonably may be used in travelling*' exceeds 100 metres.

The subject land is in excess of 100 metres from any dwelling.

6. Car parking deficiency

Following further consultation with the applicant and the site plan has been amended and the applicant has shown the provision of four (4) car parking spaces for the proposed use, three (3) on the subject land and one (1) within the common property.

Based on the worst case scenario, being one (1) staff member (security officer) and one (1) customer per consulting room, this would generate a maximum car parking demand of five (5) spaces.

It is considered that there is ample provision of off-street car parking along Standing Drive, with only one (1) car parking space not being able to be provided for the use based on a worst case scenario. Similar to existing operations within the neighbourhood some customers will access the site from Standing Drive and not use the available car parking within on the subject land or within the common property.

7. Pedestrian safety

It is not considered that there will be a significant rise in pedestrian movement if the proposal is permitted. Given that there will be a maximum of two patron's onsite at any one time. As stated previously on street car parking is available and similar to the existing operations on Standing Drive some customers will access the site from Standing Drive.

8. Security and safety at 40 Standing Drive

Council are aware that currently each of the businesses operating from 40 Standing Drive do not trade beyond 5pm in the evening. Council understand the established practice is for the last person to exit the site in the evening locks the cyclone gates when leaving. It is not considered that the proposed operating hours to 10pm is unreasonable and that the cyclone gates can then be shut by operator of the permit. External security lighting can be placed on the proposed premises and a patron management plan can be implemented through a condition of any permit issued.

9. Morality grounds such as; Increasing infidelity; Devaluing women in society; Detrimental impact on society; Our community does not need and does not want a brothel or a red light district; and Degradation of the towns image.

As discussed previously in this report, considerations under the relevant Acts relate to the use of the land for a brothel and the likely impacts on surrounding land. It does not relate to moral or religious views or criminal behaviour.

Council needs to consider the consistency of the application with relevant planning considerations including the Planning and Environment Act 1987, State and Local Planning Framework, the zoning of the land, the particular considerations of Clause 52.46 Brothels of the Latrobe Planning Scheme and The Sex Work Act 1994. The Sex Work Act 1994, Section 73 - *matters to be considered by responsible authority*, specifically outlines matters to be considered in the assessment of such applications due to their sensitive nature. The planning assessment also needs to include relevant objections to the planning permit application. Objections on morality grounds are not considered relevant planning grounds in the assessment of an application.

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10. The proposal is not consistent with relevant planning considerations including zoning, local and state planning policy.

A full assessment of all relevant planning considerations has taken place as part of Council's consideration of the application as detailed within this report.

RISK IMPLICATIONS

Risk has been considered and it is consistent with the Council's Risk Management framework. There is no known risk associated with the approval of this proposal.

FINANCIAL RESOURCES IMPLICATIONS

If Council's decision is appealed at the Victorian Civil and Administrative Tribunal (VCAT) there will be associated cost and staff time required.

OPTIONS

Council has the following options in regard to this application:

1. Issue a Notice of Decision to grant a Planning Permit subject to necessary conditions to address the concerns raised in the objections and to ensure amenity; or
2. Refuse to Grant a Planning Permit

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

CONCLUSION

That Council issues a notice of decision to grant a planning permit for the use of the land for a brothel at No. 4/40 Standing Drive, Traralgon on the following grounds:

- The proposal is consistent with the requirements of the Latrobe Planning Scheme. The proposal is to be located within an established industrial area that already contains a diversity of uses with appropriate buffers to residential land. The changes to the built form are internal and would not prevent the building from reverting to an industrial use should the current proposal cease to operate.
- It is considered that the subject land would allow for the proposed use without affecting the amenity of the area as the brothel will utilise an existing building, which will remain capable of being used for other purposes consistent with the provisions of the zone should the use cease to operate.
- The proposal is consistent with Clause 52.46 - Brothels of the Scheme (Matters set out in Section 73 of the Sex Work Act 1994). The proposal meets the relevant threshold distances contained within Section 74 of the Sex Work Act 1994; therefore there is liberty to exercise discretion about the appropriateness of the proposal.

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The proposal would not form part of a cluster with other brothels and is considered to be appropriately located having regard to the relevant considerations under Section 73 of the Sex Work Act 1994. There is a suitable provision of off-street car parking on the subject land with ample provision of on-street parking within a reasonable distance from the subject site.

It is considered that any associated amenity impacts from the proposal can be effectively dealt with by conditions of any permit issued, including requirements for a management plan, baffling of lighting.

- The proposal is consistent with Clause 65 (Decision Guidelines) of the Scheme.

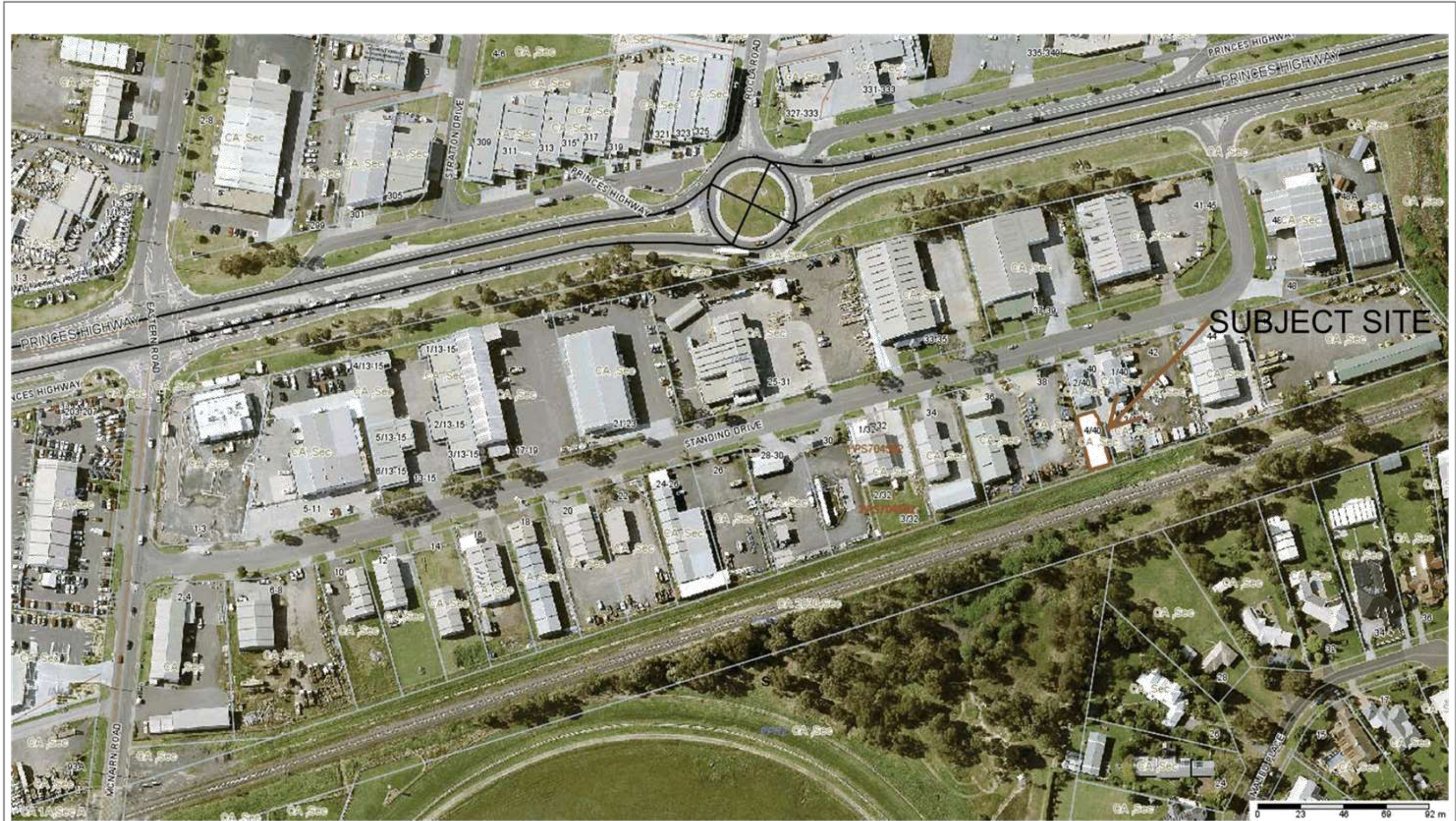
Attachments

1. Attachment 1 - Site Context
2. Attachment 2 - Aerial Image
3. Attachment 3 - Site Plan, Floor Plans and Signage Drawings
4. Attachment 4 - Submissions (Published Separately) (Confidential)

14.1

Planning Permit Application 2015/168 - Use of Land for a Brothel within the Industrial 3 Zone at No. 4/40 Standing Drive, Traralgon

1	Attachment 1 - Site Context.....	67
2	Attachment 2 - Aerial Image.....	69
3	Attachment 3 - Site Plan, Floor Plans and Signage Drawings	71



Note
The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.

Disclaimer:
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Site Context

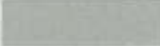


1/02/2016

Scale 1:2000

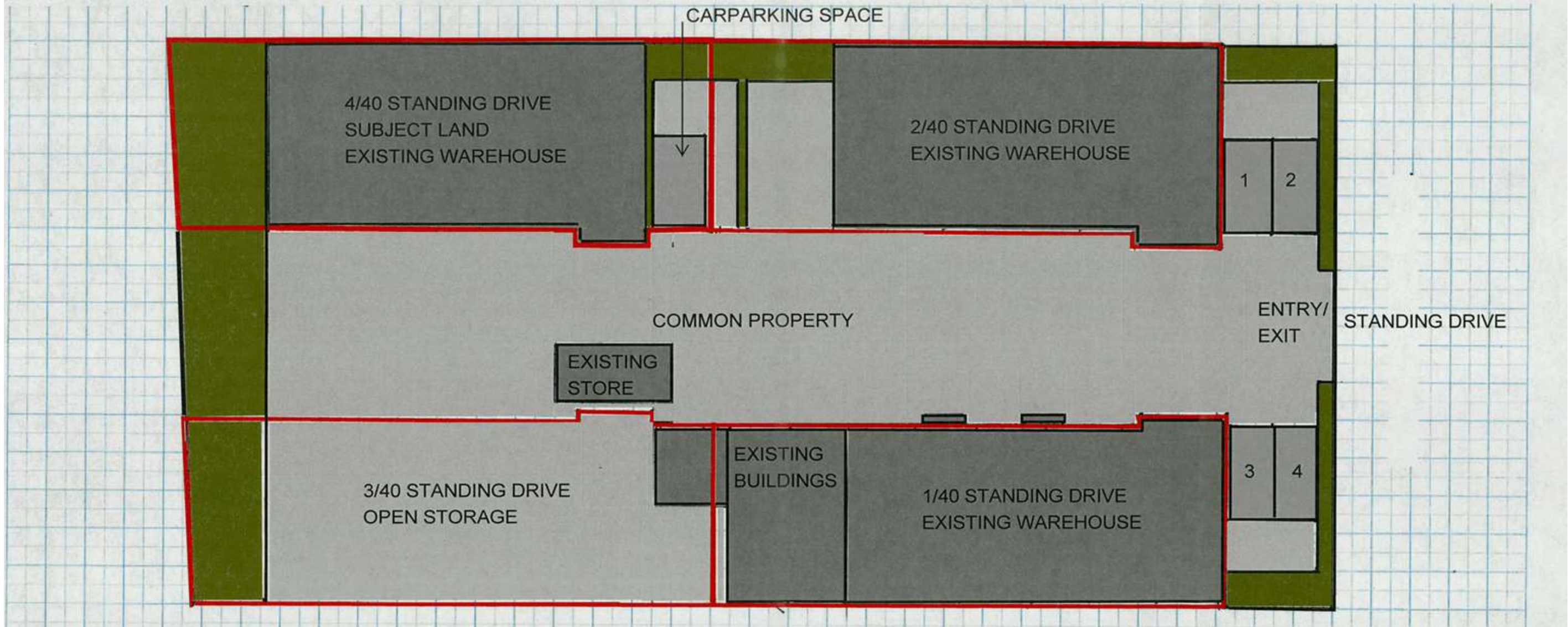




	<p>Note The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p> <p>Disclaimer: The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p> <p>Latrobe City does not guarantee the accuracy or the currency of the information presented on this map and therefore Latrobe City will not be held liable for any loss or damage arising as a result of using this information.</p> <p>The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for Call Before You Dig.</p> <p>The compilation of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.</p>	Aerial Image	1/02/2016	
			1:250	

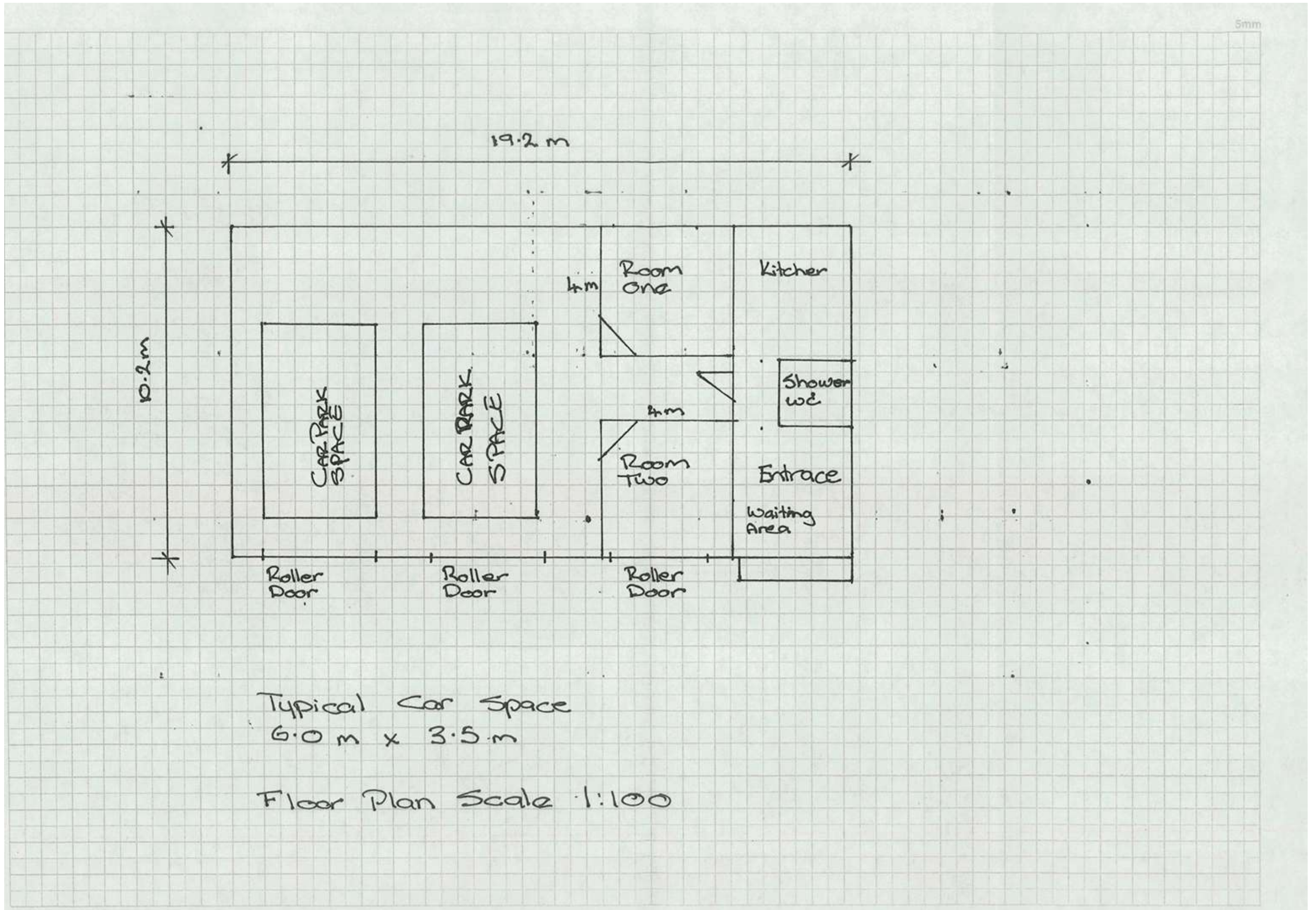
-  SEALED SURFACE
-  EXISTING DEVELOPMENT
-  TITLE BOUNDARIES

1 EXTERNAL CARPARKING SPACE ON SUBJECT LAND
4 CARPARKING SPACES WITHIN COMMON PROPERTY



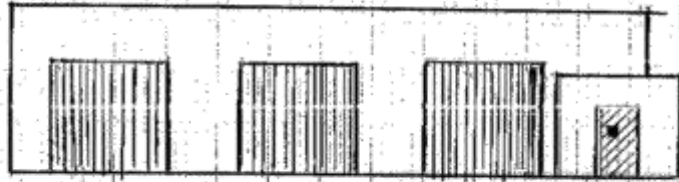
SITE PLAN
SCALE 1:200
4/40 STANDING DRIVE, TRARALGON








Appendix 1C

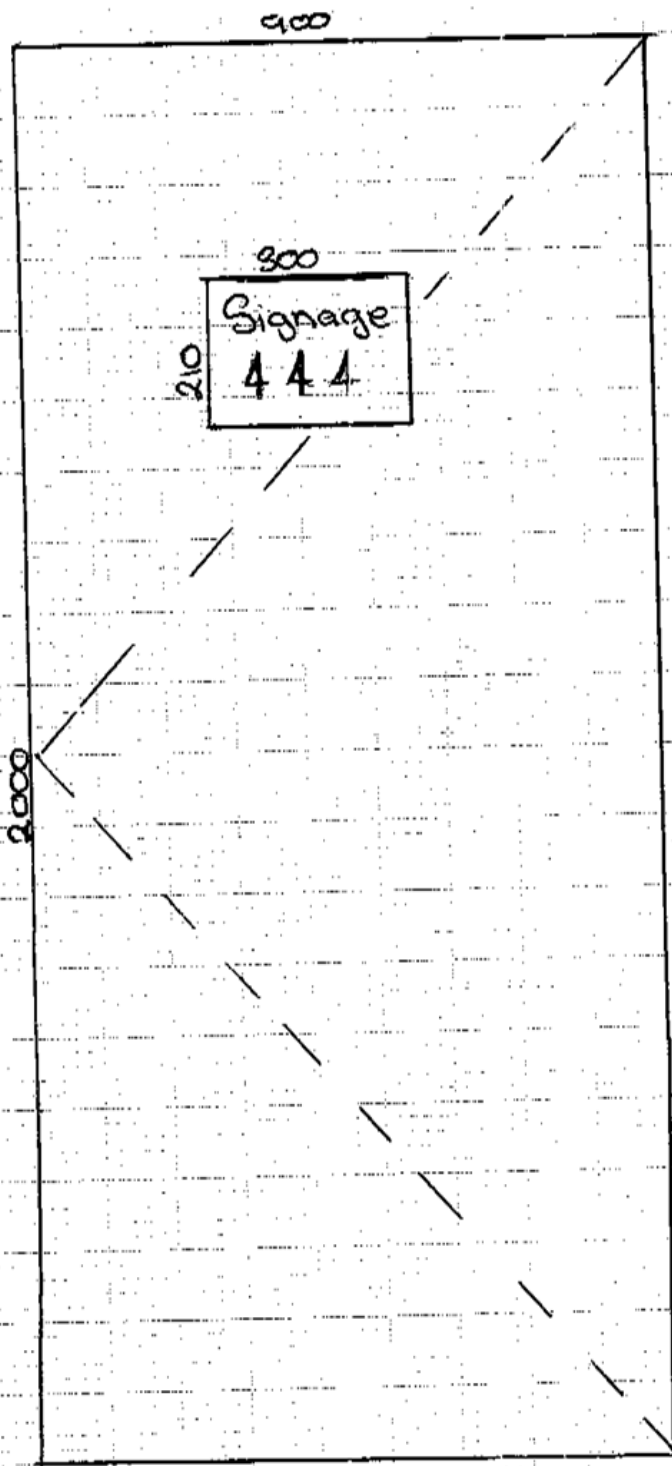
ELEVATION PLAN



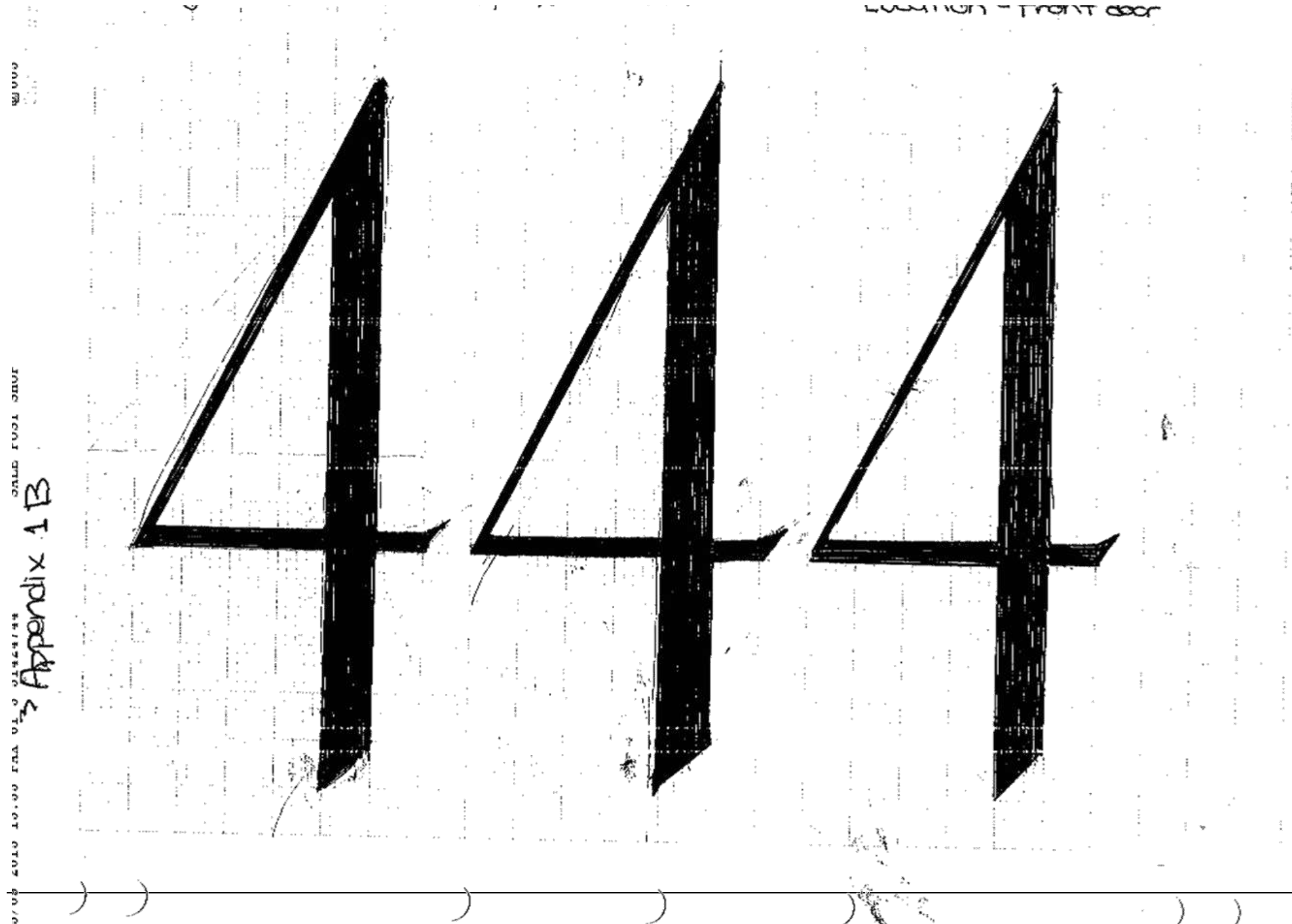
-  ENTRANCE
-  Rollar Door
-  Signage

Appendix 1 D

Front door; location of signage & size.



Scale 1:100



14.2 DRAFT ECONOMIC DEVELOPMENT STRATEGY**General Manager****City Development****For Decision**

Cr Sharon Gibson left the meeting, the time being 07:10 PM

PURPOSE

The purpose of this report is to present to Council the draft Economic Development Strategy 2016-2020 (the Strategy) for the release of the Strategy for public consultation.

EXECUTIVE SUMMARY

The draft Economic Development Strategy (attachment 1) provides a framework for the delivery of the economic development activities of Latrobe City Council for the next four years.

The development of the draft Economic Development Strategy commenced in early 2015. In order to obtain feedback from the community and generate discussion a comprehensive consultation process was undertaken.

At the finalisation of the consultation process the “State of the City” report was prepared and presented to Councillors. The draft strategy was then prepared utilising the “State of the City” report, consultation findings, literature review and internal research.

The draft Strategy seeks to position Latrobe City as the “Engineering Capital of Australia”. The Strategy consists of two focus areas:

1. Positioning Latrobe City as the “Engineering Capital of Australia”. This theme focuses on:
 - Education and Training
 - Branding and Image
 - Investment Attraction
 - Infrastructure
2. Delivering the “Nuts and Bolts”. This area focuses on:
 - Business Development
 - Facilitation
 - Advocacy
 - Internal Processes
 - Strategic Alliance

The draft strategy has now been drafted and was presented to Councillors for release for public consultation.

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

RECOMMENDATION

That Council endorse the draft Economic Development Strategy 2016-2020 for public consultation from Tuesday 1 March 2016 – Wednesday 30 March 2016.

MOTION

Moved: Cr White
Seconded: Cr Gibbons

That Council endorse the draft Economic Development Strategy 2016-2020 for public consultation from Tuesday 1 March 2016 – Wednesday 06 April 2016.

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives:

- *Actively pursue long term economic prosperity for Latrobe City, one of Victoria's four major regional cities.*
- *Actively pursue further diversification of business and industry in the municipality.*
- *Actively pursue and support long term job security and the creation of new employment opportunities in Latrobe City.*

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 1: Job creation and economic sustainability

Strategic Direction – Work in partnership with business, industry and government to create new jobs and investment in Latrobe City.

BACKGROUND

The current Latrobe City Economic Sustainability Strategy was prepared in 2011 and is now considered out of date. In order to develop a new Strategy, an extensive stakeholder consultation process was conducted during April and May 2015. The intent of this process was to encourage businesses, industry and the local community to share their insights and ideas on economic development in Latrobe City.

Following feedback provided, key messages and focus areas for the strategy were then outlined. Some of these included:

- Planning is the most important role of Council in economic development;
- Investing in more resources in strategic planning and focus on developing a clear long-term vision;
- Protecting existing businesses and industries in Latrobe;
- Latrobe's location contributes to its strategic value;
- Latrobe has a diverse economy and skilled workforce;
- The relationship between Council and Federation University could be strengthened; and
- Focus on innovation and new technology in primary industry and professional areas.

The "State of the City" report was compiled following these findings. This report was used to inform the Strategy.

KEY POINTS/ISSUES

The draft Strategy is divided into two themes. Firstly, the strategy seeks to position Latrobe City as the "Engineering Capital of Australia". This theme focuses on:

- Education and Training
- Branding and Image
- Investment Attraction
- Infrastructure

Actions under this theme include Supporting the Development of the Tech School, establishing an Engineering Hall of Fame and Museum and advocating for the establishment of engineering related research and development agencies within the Municipality.

This section also identifies a range of sectors for future investment activities. These are timber engineered products, advanced manufacturing, intensive agriculture, coal and coal derivatives, food manufacturing and health.

The second theme, “Nuts and Bolts” focuses on a range of day to day activities that underpin economic development. These include small to medium enterprise training and development, business events and networking opportunities, trade delegations, marketing, advocacy and the development of strategic alliances.

RISK IMPLICATIONS

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

If there is no economic development strategy it is unlikely that Latrobe City will be able to identify diversification strategies.

FINANCIAL AND RESOURCES IMPLICATIONS

The total budget for the project was \$110,000 comprising \$70,000 from Regional Development Victoria and a Council contribution of \$40,000.

The Strategy identifies amounts for implementation of proposed projects. All amounts will be included in bids during Council budget process over the next four years.

INTERNAL/EXTERNAL CONSULTATION

Details of Community Consultation / Results of Engagement:

An extensive stakeholder consultation process was conducted during April and May 2015 to encourage businesses, industry and local communities to provide feedback and input on economic development in Latrobe City.

The intent of this process was to encourage businesses, industry and the local community to share their insights and ideas on economic development in Latrobe City, which included:

- 22 interviews with local business representatives;
- An industry breakfast held which 50 people attended;
- Advertisements in the Latrobe Valley Express;
- 4,000 emails sent to stakeholder; and
- 3,000 postcards were distributed.

Following this a “State of the City” report was produced. The Strategy has been based around these consultation findings.

OPTIONS

- That Council endorses the draft Economic Development Strategy 2016-2020 for public consultation from 1 March 2016 – 30 March 2016;
- That Council does not endorse the Draft Economic Development Strategy 2016-2020 for public consultation;

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

- That Council seeks further information in relation to the draft Economic Development Strategy 2016-2020.

CONCLUSION

Following consultation, literature review, research and Councillor and Council Officer Feedback the Economic Development Strategy 2016-2020 has now been drafted for release for public consultation.

SUPPORTING DOCUMENTS

“State of the City” document.

Attachments

1. Attachment 1

14.2

Draft Economic Development Strategy

1	Attachment 1	83
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LATROBE CITY COUNCIL | DRAFT ECONOMIC DEVELOPMENT STRATEGY | 2016-2021



This document was published in February 2016 by Latrobe City Council. To obtain this information in languages other than English, or in other formats, please contact Latrobe City Council on 1300 367 700.

[LATROBE CITY COUNCIL](http://latrobe.vic.gov.au)

1300 367 700

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COUNCIL MISSION

To provide the best possible facilities, services, advocacy and leadership for Latrobe City, one of Victoria's four major regional cities.

EXECUTIVE SUMMARY

Latrobe City Council is committed to supporting businesses and industry to start up, grow and prosper. Council is also committed to attracting and developing new industries in the municipality. This will be achieved by a focus on diversification of industry so that there is less reliance on the traditional industries and Latrobe City can move to take advantage of new industry opportunities, such as advanced manufacturing or additive manufacturing industries.

The Latrobe Valley has a history of innovation and a strong work ethic, particularly around the coal extraction and power production industries. A key competitive strength, that is recognised nationally, is the quality of the engineering expertise that exists 'in the valley.' It has been noted on a number of occasions that engineers trained in the Latrobe Valley are often in charge of major engineering projects around Australia. This history and strength of engineering will be the key focus of industry development and attraction actions. There will be a holistic focus on engineering, including a focus on support for education, training, brand development and tourism infrastructure, as well as the industry development and attraction.

The focus of the Economic Development Strategy will position Latrobe City as the Engineering Capital of Australia.

The strategies have been divided into two focus areas; (1) Engineering Capital of Australia and (2) the 'Nuts and Bolts'. Section 1 will focus on the aspirational and diversification strategies to re-position Latrobe City. Section 2 provides strategies for the very important support and expansion of existing businesses and local industry.

Each action contained in the Strategy is practical, achievable, costed and will build a strong, diversified, sustainable community. It will also support higher order strategies and directions, such as the Council Plan and the Gippsland Regional Plan.

INTRODUCTION



COUNCIL COMMITMENT

The Latrobe City municipality faces unique challenges, given the reliance on traditional industries, such as the coal fired power generation sector. Latrobe City Council is committed leading the community to a sustainable future through the diversification and development of industry and businesses located in the municipality. Economic Development is a key priority, reinforced in the Council Plan. The Councillors have committed to support the concepts and strategies as presented in this plan which sets out a blueprint to diversify the economy, whilst retaining a focus on supporting existing businesses to grow and develop.

'ENGINEERING CAPITAL OF AUSTRALIA'

The Latrobe Valley has a long and proud history of engineering excellence. The region has largely been built through strong immigration – these immigrants brought a solid work ethic and capacity for innovation. The technology developed in the Latrobe Valley was leading for its time and the machinery developed to extract coal and generate electricity was replicated in many other areas.

The stand out strength of the region is the engineering knowledge and skills. Testament to this excellence in engineering is that many of the large industrial developments around Australia have Latrobe Valley trained engineers in positions of leadership. Latrobe City Council is going to build on this competitive strength through the economic development strategy by focusing each of the six identified strategic areas to build upon this strength, and ultimately create a strong, resilient and diversified community.

State and Federal Governments have recognised that a focus on Science, Technology, Engineering and Mathematics (STEM) is required to position the economy for the future industries and jobs. Latrobe City Council will align actions within this strategy with State and Federal Government priorities, particularly those that relate to engineering.



LATROBE CITY OVERVIEW

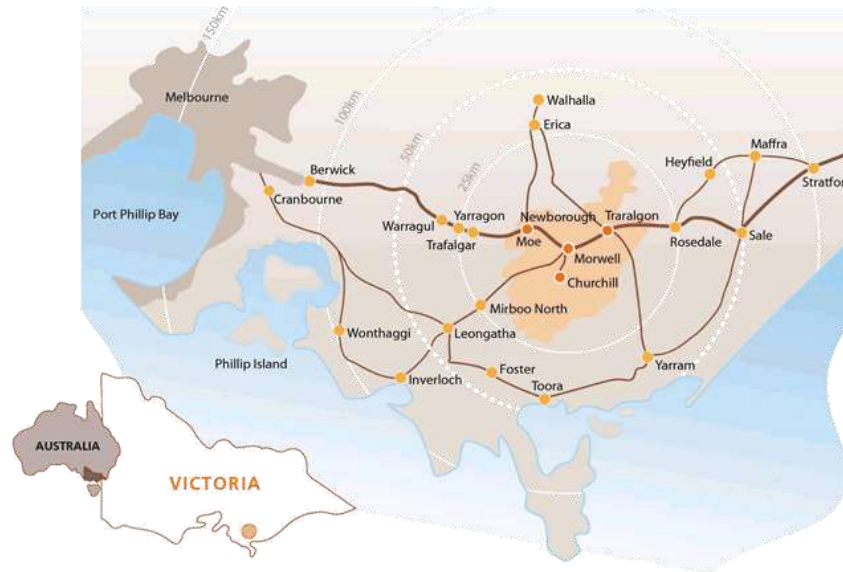
Latrobe City, one of Victoria's four major regional centres, covers 1,422 square kilometres and is located approximately 150 kms east of Melbourne. The municipality consists of four major centres; Moe / Newborough, Morwell, Traralgon and Churchill, and smaller rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar. Access from Melbourne is via a high quality dual lane freeway.

The municipality strengths include access to affordable housing, excellent education facilities including a University, a broad range of retail and entertainment facilities and significant health services providers including a Regional and private hospital. The municipality also boasts a diverse range of sporting facilities that cater for amateurs and professionals alike. Many of these facilities are utilised for activities including AFL pre-season matches and tennis tournaments such as the *AGL Loy Yang Traralgon International Tennis Federation Championships* and the *ATP Challenger*, that attract international players and international water ski championships.

Latrobe City is a vibrant Regional Centre with cultural facilities that include the Latrobe Regional Gallery, a Performing Arts Centre and an eight screen cinema complex. The lifestyle options include access to pristine beaches, National parks and a range of snowfields.

In terms of access to recreational areas, Latrobe City is located:

- 1.5 hours to central Melbourne
- 1 hour to the snow fields;
- 1 hour to the pristine 90 mile beach;
- 1.5 hours to the Gippsland Lakes; and
- Less than an hour to the renowned Tarra Bulga National Park.

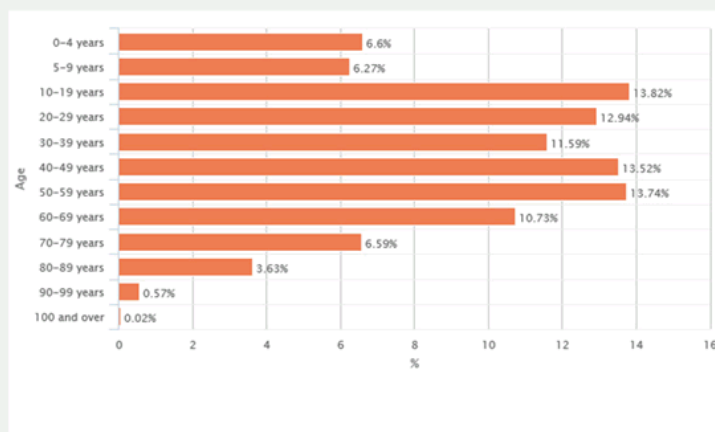


POPULATION & DEMOGRAPHICS

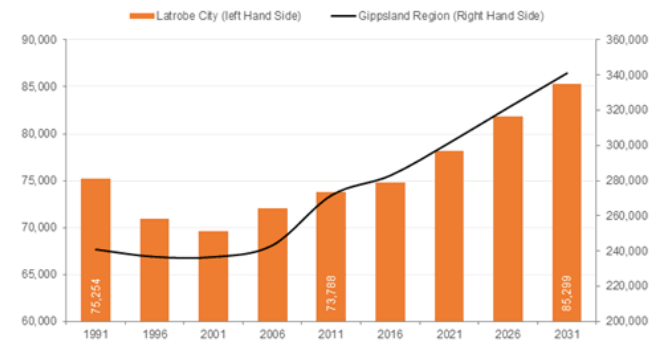
The estimated residential population for Latrobe City in 2014 was 73,653 people. This represents a 1.7% increase from the 72,396 people that were resident in Latrobe on Census Night 2011. The population is spread across the four major towns, seven smaller towns and rural population.

It is estimated that the population will increase by an additional 12,000 residents in Latrobe City by 2031, increasing the population to approximately 86,000 people.

ESTIMATED RESIDENTIAL POPULATION 2014



HISTORIC AND PROJECTED POPULATION GROWTH IN LATROBE CITY AND GIPPSLAND



Source: ABS, 2013; Victoria in Future, 2014

ECONOMY & EMPLOYMENT

The estimated residential population for Latrobe City in 2014 was 73,653 people. This represents a 1.7% increase from the 72,396 people that were resident in Latrobe on Census Night 2011. The population is spread across the four major towns, seven smaller towns and rural population.

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CONTRIBUTION TO GROSS REGIONAL PRODUCT (\$ MILLIONS – 2013)



TOP LOCAL INDUSTRIES BY JOBS (2011)

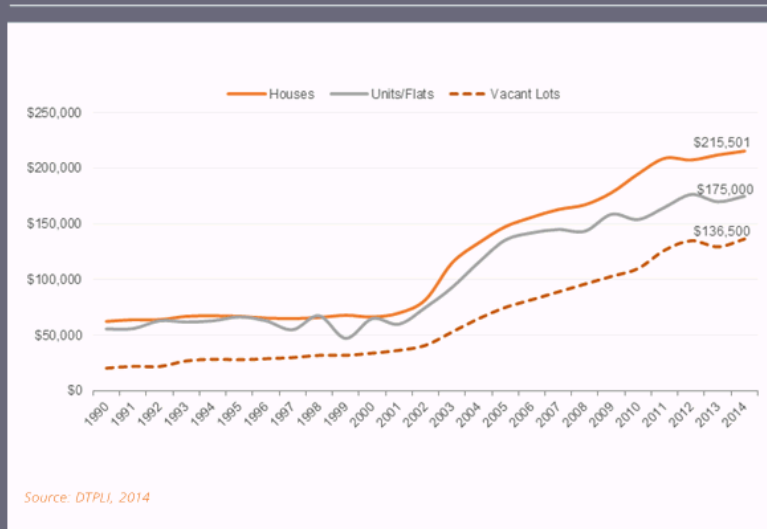


HOUSING

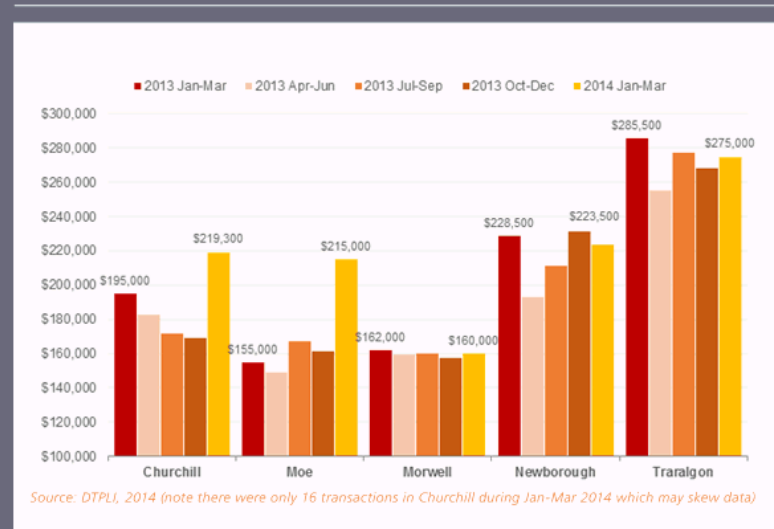
The median house prices in Latrobe City increased from \$212,000 in 2013 to \$215,000 in 2014, a 1.7% increase. Units and land have also increased at a similar rate. Compared to other regions, Latrobe City’s housing remains affordable. Local house prices generally increase in line with the trend across regional cities.

After a slump in the 1990’s housing price increases accelerated, consistent with the national housing market trends. Land supply had increased substantially in recent years. At the end of 2015, the Victorian State Government approved a precinct structure plan for Lake Narracan which could accommodate approximately 3,000 new lots.

LATROBE CITY HOUSING PRICES (1990-2104)



LATROBE CITY MEDIAN HOUSE PRICES, MAJOR SUBURBS (2013/14)





CONTEXT FOR ECONOMIC DEVELOPMENT IN LATROBE CITY

There are a number of areas in which Local Government can play a key role in influencing decisions made by private and public sector investors. For Latrobe City Council, these include:

- Provision of infrastructure – both ‘hard’ (e.g. industrial land, roads, public buildings) and ‘soft’ (e.g. community services). Both directly and indirectly - through partnerships and/or information to enable advocacy for others to provide;
- The provision of analysis to address market opportunities, barriers and failures;
- Leadership and focus on priority opportunities;
- Promotion of Latrobe City as a place of choice to live, work, play and invest;
- Targeted investment documents and investment opportunities;
- Advocacy by Councillors and senior management;
- Advocating for the provision of infrastructure to support industry, e.g. rail, roads, telecommunications;
- Establishment of clear land use planning policy and directions – enabling and encouraging particular land use and developments, e.g. establishing bulky goods precincts, heavy industry zones, preserving aesthetic values of the City, good community planning, which attract new residents and retain existing, ensure place is easy to get around/ transport access.

LATROBE CITY COUNCIL'S ROLE IN ECONOMIC DEVELOPMENT

Latrobe City Council is committed to the economic wellbeing of the businesses and communities within the municipality. Council has charged the Economic Development Unit with responsibility to deliver economic development services and activities.

A key objective of Council's Economic Development Unit is to promote the area as one of tremendous opportunity, to support existing industries and businesses to prosper, cultivate alternative industries and nurture new enterprises. The objective is to increase local profitability and ultimately, create new jobs. If successful, this will result in enhanced liveability for the communities of Latrobe City.

The driving philosophy underpinning the Economic Development Strategy is that viable, environmentally sustainable economic growth takes place through:

- The recognition, protection and promotion of the region's competitive advantages;
- Support of existing industries;
- Innovative approaches to diversification of the economy and the creation of new jobs; and
- Identification and encouragement of new economic opportunities.

The ultimate goal is to achieve lasting economic development across the municipality and the enhancement of economic prosperity, employment, standard of living and quality of life. This should result in:

- Increased population and an increased rate base; and
- Increased/improved services and facilities.

Latrobe City Council is committed to:

- Encouraging job creation, business growth and investment;
- Attracting new business and capital to the region;
- Advocating on behalf of industry and businesses to governments and key industry organisations;
- Providing detailed information and feasibility studies on major regional business opportunities; and
- Facilitating investment in business infrastructure to support industry development

Latrobe City Council can assist businesses, industries and investors with:

- Guidance, advice and support to establish a new business;
- Planning, marketing and budgeting, location and selection of suitable premises and sites;
- Providing introductions to State and Federal Government officials;
- Support and guidance for funding applications through the grants process;
- Providing other business support and incentives on a case-by-case basis;
- Advocating and lobbying to Council, State and Federal Government to support existing businesses, facilitate investment and support economic development of the municipality;
- Being approachable, responsive, as well as leveraging our internal strengths to enable planning approvals in a timely manner and ensure positive outcomes for customers.

DEVELOPING THE STRATEGY

To ensure an informed and robust strategy was developed, a broad program of review and consultation was undertaken in 2015. This included a desktop review of relevant Federal, State and Regional plans and strategies. The Strategy has also been drafted with consideration of Council plans and strategies, including the Council Plan, Municipal Health and Well Being Plan, the Municipal Strategic Statement and a number of industry reviews and development plans.

Council engaged an external consultancy group, Capire Consulting Group, to prepare a 'State of the City Discussion Paper' and undertake a consultation program. This program included:

- Face to face and telephone interviews;
- Industry breakfast;
- Emails to 4,000 stakeholders;
- 3000 postcards promoting the consultation were distributed;
- Advertisements were placed in the Latrobe Valley Express (x3);
- A project website with an online forum and quick poll facility was established.



GUIDING PRINCIPLES & THEORIES

The Latrobe City Economic Development Strategy is guided by several economic development principles and theories that align with the municipality's vision for economic development, and provide guidance for the implementation of the Strategy.

SUPPORT LOCAL VS. ATTRACTION

A 'rule of thumb' for allocation of resources for good economic development is 80:20 – 80 percent of resources should be allocated to supporting and assisting local businesses and industry sectors to grow and 20 percent of resources should be allocated to industry/business attraction. It is well documented that most growth in local communities comes from existing local businesses growing and expanding.

In this Strategy, the ratio will be 65:35 – 65 percent local support and 35 percent industry attraction. This ratio reflects the need for new and diversified industry to offset the retraction of the power generation sector and changes to traditional industries.

CHAMPIONING INNOVATION

This principle supports the need for innovation, research and development initiatives that will build on Latrobe City's competitive advantages and forge new sustainable industries.

WORK WITH THE WILLING

Given limited resources, it is important that the Economic Development Unit work with businesses and industry who are passionate and committed, are willing to embrace change, will take calculated risks and who are searching for new markets and innovative ways to do business. These 'change agents' pave the path to success through collaboration and cooperation and they understand that the fundamental unit of competition has changed from the individual firm to the extended enterprise.

SUSTAINABLE ECONOMIC DEVELOPMENT

This very important principle will ensure that activities to encourage economic development always contributes to, and enhances, Latrobe City's appealing lifestyle attributes and community assets, including the natural environment and cultural, community and historical assets.



COUNCIL PLAN THEMES & STRATEGIC DIRECTIONS



COUNCIL PLAN: THEME ONE JOB CREATION & ECONOMIC SUSTAINABILITY

1

OBJECTIVES:

Actively pursue long term economic prosperity for Latrobe City, one of Victoria's four major regional cities;

Actively pursue further diversification of business and industry in the municipality;

Actively pursue and support long term job security and creation of new employment in Latrobe City

STRATEGIC DIRECTIONS:

- 1.1. Provide incentives and work proactively to attract new businesses and industry to locate in Latrobe City
- 1.2. Assist existing small and medium enterprises to expand and sustain employment opportunities;
- 1.3. Work in partnership with business, industry and government to create new jobs and investment in Latrobe City;
- 1.4. Provide timely and targeted infrastructure to support economic growth and the marketability of Latrobe City to industry and investors;
- 1.5. Promote and support the development and economic return of the tourism and events sector;
- 1.6. Maximise access to Federal and State Government funds for job creation;
- 1.7. Enhance community and business confidence in the future of the local economy;
- 1.8. Facilitate the creation of an Industrial Park and Intermodal Freight Terminal in the municipality;
- 1.9. Promote research and development for new products and processes to exploit the significant coal resources of the Latrobe Valley

**COUNCIL PLAN: THEME
TWO
APPROPRIATE,
AFFORDABLE &
SUSTAINABLE
FACILITIES, SERVICES
& RECREATION**

2

OBJECTIVES:

To promote and support a healthy, active and connected community;

To provide facilities and services that are accessible and meet the needs of our diverse community;

To enhance the visual attractiveness and liveability of Latrobe City.

STRATEGIC DIRECTIONS:

- 2.1 Promote and support more involvement of children in active recreation and sport;
- 2.2 Develop and maintain community infrastructure that meets the needs of our community;
- 2.3 Promote and support opportunities for people to enhance their health and wellbeing;
- 2.4 Encourage and create opportunities for more community participation in sports, recreation, arts, culture and community activities;
- 2.5 Improve and link bicycle paths, footpaths and rail trail networks to encourage physical activity and promote liveability;
- 2.6 Deliver and promote environmentally sustainable waste management services that meet the expectations of the community and industry;
- 2.7 Continue to ensure Latrobe City is clean and tidy through the provision of effective litter control services;
- 2.8 Enhance and develop the physical amenity and visual appearance of Latrobe City;
- 2.9 Continue to maintain and improve access to Latrobe City's parks, reserves and open spaces;
- 2.10 Work collaboratively with our partners to engage and support volunteers in providing services to the community;
- 2.11 Work in partnership with all stakeholders to ensure the provision of quality education and care services to the community.

**COUNCIL PLAN:
THEME THREE –
EFFICIENT, EFFECTIVE
& ACCOUNTABLE
GOVERNANCE**

3

OBJECTIVES:

To achieve the highest standards of financial probity and meet all statutory obligations;

To provide open, transparent and accountable governance;

Work to minimise rate increases for our community;

Effectively manage Council debt to minimise long term cost.

STRATEGIC DIRECTIONS:

- 3.1 Continuously review our policies and processes to increase efficiency and quality of our facilities and services we provide;
- 3.2 Regularly report Council decisions and performance to the community;
- 3.3 Conduct all Council and Committee meetings in strict accordance with the law and in an open and transparent manner;
- 3.4 Increase local procurement of goods and services received by Council where feasible;
- 3.5 Establish and maintain rigorous Council policies that comply with legislation and respond to community expectation;
- 3.6 Increase community awareness and satisfaction with Council's services and facilities;
- 3.7 Continuously improve financial management and reporting;
- 3.8 Continuously improve decision-making structures and processes;
- 3.9 Ensure Latrobe City Council's infrastructure and assets are maintained and managed sustainably.

COUNCIL PLAN: THEME FOUR

ADVOCACY FOR & CONSULTATION WITH OUR COMMUNITY

4

OBJECTIVES:

Strengthen the profile of Latrobe City as one of Victoria's four major regional cities;

Work in partnership with all levels of governments to ensure Latrobe City is well supported and resourced and recognised as one of Victoria's four major regional cities;

To advocate for and support cooperative relationships between the business, industry and community;

To ensure effective two-way communication and consultation processes with the community in all that we do.

STRATEGIC DIRECTIONS:

- 4.1 Advocate for the alignment of local education, training and health services with the needs of businesses, industry and the community;
- 4.2 Strengthen relationships with the Victorian and Australian Governments to ensure Latrobe City is positioned to maximise benefits from regional policy and funding opportunities;
- 4.3 Advocate for the development of a tertiary education strategy for Latrobe City as one of Victoria's four major regional cities;
- 4.4 Encourage new retail initiatives which increase activity in shopping precincts;
- 4.5 Work with relevant agencies to improve the management and maintenance of all roads and roadsides in Latrobe City;
- 4.6 Advocate for appropriate financial return to the community for mining activities associated with Latrobe City's coal resources;
- 4.7 Advocate for and support our partners to improve air and water quality in Latrobe City;
- 4.8 Establish a strong image and brand for Latrobe City as one of Victoria's four major regional cities;
- 4.9 Establish opportunities for volunteers to assist in raising the profile of Latrobe City;
- 4.10 Review Council's Community Engagement Plan to ensure effective community consultation and engagement in all we do;
- 4.11 Work with the community and other key stakeholders to improve community safety and harmony.

**COUNCIL PLAN: THEME
FIVE – PLANNING FOR
THE FUTURE**

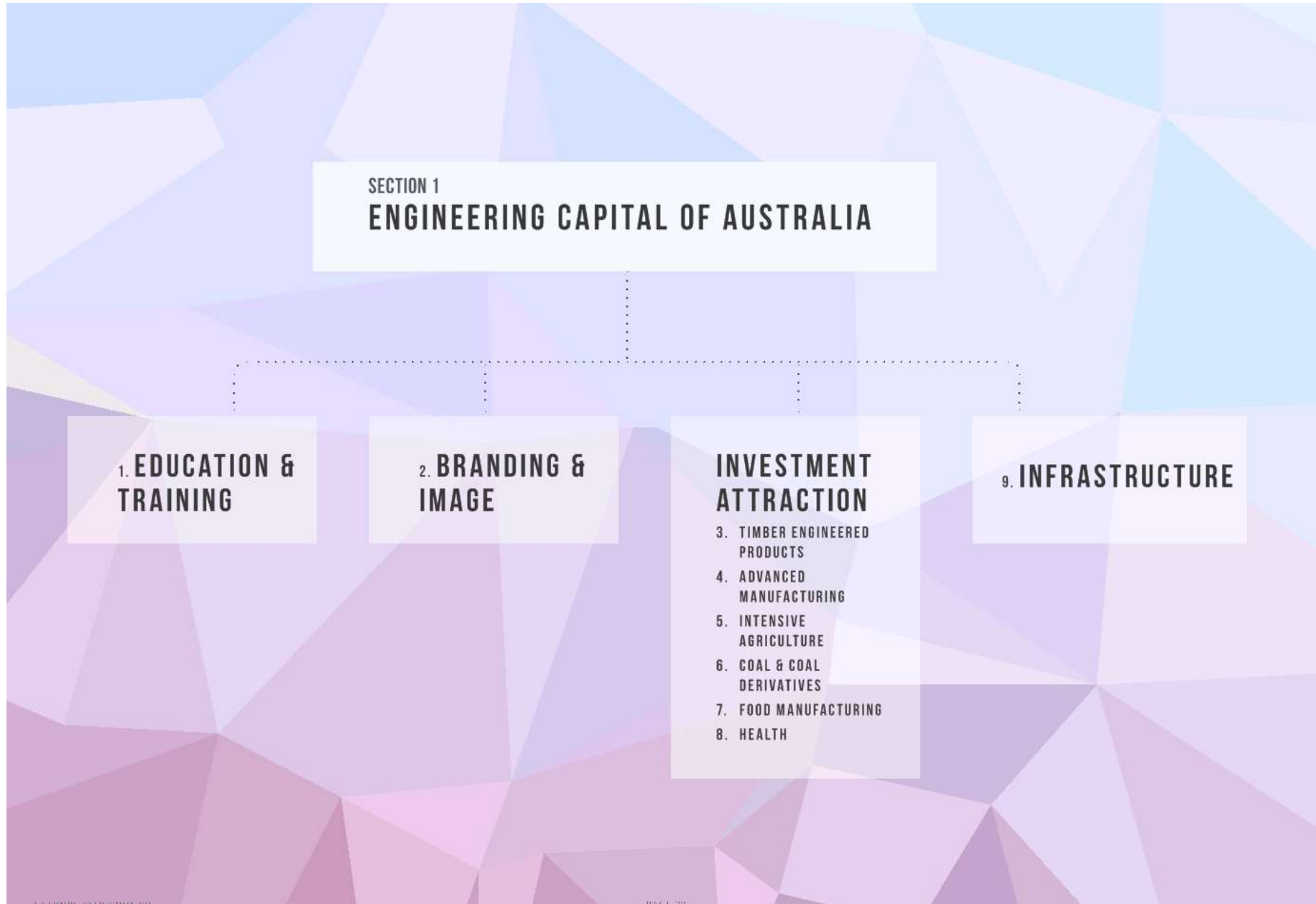


OBJECTIVES:

- To provide a well-planned, connected and liveable community;
- To provide clear and concise policies and directions in all aspects of planning;
- Advocate for planning changes at the state level to reflect regional needs and aspirations;
- To reduce the time taken to process land use and development planning applications.

STRATEGIC DIRECTIONS:

- 5.1 Explore the establishment of a Council planning committee to guide land use planning, development and growth;
- 5.2 Provide efficient and effective planning services and decision making to encourage development and new investment opportunities;
- 5.3 Plan and coordinate the provision of key services and essential infrastructure to support new growth and developments;
- 5.4 Investigate the need for and provide appropriate resources to support land use planning and development of Latrobe City;
- 5.5 Review our policy and guidelines for new residential development in particular lot density, unit development, road widths and emergency vehicle access;
- 5.6 In consultation with the community, review Council’s Municipal Strategic Statement and the Latrobe City Planning Scheme;
- 5.7 Work with stakeholders to maintain and enhance the natural environment and biodiversity of Latrobe City and the region;
- 5.8 Protect and celebrate the cultural heritage and historical character of Latrobe City.



1. EDUCATION & TRAINING

ACTIVITY	STAKEHOLDERS	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
1.1 Establish a working relationship with Federation University					
1.1.1 Organise a regular meeting with Federation University Representatives	E.D.T Federation University	2.11 4.1, 4.3	12 month meeting schedule developed	Q1 2016	O.T.
1.1.2 Establish a framework for supporting the Engineering capacity of the University	E.D.T. Federation University	4.3 2.11, 4.1	Framework completed	Q2 2016	O.T.
1.1.3 Embed the joint promotion of Engineering related programs/courses to Government, students and industry	E.D.T. Federation University	4.3 2.11, 4.1	Promotion plan completed and operational	Q3 2016	O.T.
1.1.4 Organise an annual presentation to Council to update knowledge of University activities and programs	E.D.T. Federation University	2.11 4.1	Annual Presentation	Q2 2016, 2017, 2018, 2019	O.T.
1.2 Assist in the development of the Tech School in Latrobe City					
1.2.1 Continue to participate in the Planning and Governance Group for the Tech School	D.E.&T E.D.T.	4.1 2.11, 4.2	Attend meetings Regular input and participation	2016 – Ongoing till 2018	O.T.
1.2.2 Promote the 'Engineering Centre of Australia' concept to the Planning and Governance Group	E.D.T. D.E.&T	4.1 2.11, 4.2	Present concept to group	Q1 2016	O.T.
1.2.3 Keep Council and E Team informed as to the development of the Tech School	E.D.T.	4.1 2.11, 4.2	Presentations and Briefings as needed	2016 – Ongoing to 2018	O.T.
1.3 Investigate the potential to establish Engineering related research and development agencies in Latrobe City					
1.3.1 Review information and reports in relation to previous organisations that operated R&D facilities in Latrobe City	R.S.	4.2	Review completed	Q3 2016	O.T.
1.3.2 Liaise with appropriate government and agency officials to determine the potential for establishment of R&D facilities in Latrobe City. Initial potential targets include: - CSIRO Coal Research - Timber related research centres - Brown Coal Innovation Australia - Food Manufacturing related	Coal Resources Victoria Wood Products Victoria R.D.V. R.S.	1.9 1.3, 4.2	Identified targets for further investigation. Liaison with appropriate officers. Determined position	Q4 2016 – Q2 2019 To align with Sector Investment Attraction Timeframes	O.T. Budget
1.3.3 Liaise with industry to determine potential for establishment of R&D facilities to complement/assist their sector	R.S. Key Industry Sectors	1.9 1.3, 4.2	Liaison with key industry sector representatives. Minimum of 10 representations	Q4 2016 – Q2 2019 To align with Sector Investment Attraction Timeframes	O.T.
1.3.4 Develop advocacy materials and business cases to establish R&D facilities in Latrobe City	R.S.	1.9 1.3, 4.2	Materials and information produced	Q1 2017 –Q2 2019 To align with Sector Investment Attraction Timeframes	O.T. Marketing materials

Legend: D.E.&T – Department of Education and Training, E.D.T. – Economic Development Team, O.T. – Officer Time, R.D.V. – Regional Development Victoria, R.S. – Regional Strategy

- PAGE 21 -

2. BRANDING & IMAGE

ACTIVITY	STAKEHOLDERS	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
2.1 Develop a concept to establish an Engineering Hall of Fame and Museum					
2.1.1 Prepare a Brief to engage a research specialist to investigate the potential for an Engineers Hall of Fame and Museum. The brief will include: - identification of other halls of fame for sectors, in Australia and internationally; - success factors; - pitfalls and barriers; If determined viable, a concept for an Engineers Hall of Fame in Latrobe City	E.D.T.	5.8 4.8, BUSIN 1.5	Brief prepared Project undertaken and assessed If viable, a plan to develop the hall of fame	Q2 2016 Q3 2016 – Q2 2017 Q3 2017	O.T. Consultancy \$35,000 (Research & Plan)
2.1.2 Work with appropriate Units within Council to advance the concept	E.D.T. Other Units	5.8 4.8, 1.5	Concept converted to design and land requirements	Q4 2017	O.T.
2.1.3 Liaise the funding organisations and philanthropic organisations to determine the potential funding support	E.D.T. R.D.V. Philanthropy	5.8 4.8, 1.5	Funding opportunities identified and submissions prepared.	Q4 2017	O.T.
2.1.4 Implement development plan	E.D.T. Other Units	5.8 4.8, 1.5	Hall of Fame built	Q1 2018 – Q3 2018	O.T. Construction / fitout \$ unknown
2.2 Work with Engineer representative organisations to raise the profile of engineering in Latrobe City					
2.2.1 Work with Engineers Australia and other engineer representative organisations to raise the profile of engineering in Latrobe City. This should include functions, conferences and award ceremonies.	E.D.T. Engineers Australia	1.3 1.7, 4.2	Number of functions and events attracted. A minimum of one bi annual event	Q2 2016 – Q4 2019	O.T. Possible funding support – not quantified
2.2.2 Work with Federation University to conduct the IEEE World Mechatronics Conference in 2017	E.D.T. Events & Tourism Teams Federation University	4.1 1.3, 4.3	Level of support provided to Federation University	Q2 2016 – Q2 2017	O.T. Sponsorship – estimate \$10,000
2.3 Investigate new brand for Latrobe City					
2.3.1 Work with Communication Team to investigate potential for new Latrobe City Brand	Communication Team E.D.T.	1.4 1.6	Investigation completed	Q2 2016	O.T.

Legend: E.D.T. – Economic Development Team, O.T. – Officer Time, R.D.V. – Regional Development Victoria

3. INVESTMENT ATTRACTION

TIMBER ENGINEERED PRODUCTS

ACTIVITY	STAKEHOLDERS	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
3.1 Work with timber industry representative organisations to determine the potential for Timber Engineered Products in Latrobe City					
3.1.1 Maintain regular contact with key industry organisations. As a minimum, this should include: - V.A.F.I. - W.P.V. - F.W.P.A.	E.D.T. V.A.F.I. W.P.V. F.W.P.A.	1.3 4.2, 4.10, 2.11	Number of contacts. Minimum – 2 contacts with each organisation annually	Q2 2016 – Q4 2019	O.T.
3.1.2 Engage an industry specialist to undertake specific research to determine (and quantify) the potential to attract/establish businesses that manufacture timber engineered products. This research should include international opportunities	E.D.T.	1.3 1.6, 1.4	Brief prepared. Industry specialist engaged. Report completed	Q2 2016 Q3 2016 Q2 2017	O.T. Consultancy \$50,000
3.1.3 Implement report findings	E.D.T.	1.3 1.6, 1.4	Recommendations implemented	Q2 2017 – Q2 2018	O.T. Possible implementation cost – not determined
3.1.4 Develop an Industry Capability Profile for Timber Products and Timber Engineered Product businesses, including electronic materials	E.D.T.	1.3 1.6, 1.4, 4.8	Profile prepared	Q1 2017	O.T. Publishing and printing - \$5,000
3.2 Participate in timber related organisations					
3.2.1 Maintain a membership of Timber Towns Victoria	L.C.C.	1.3	Membership	Q1 2016 – Q4 2019	\$3,000 (Annual)
3.2.2 Continue the support and coordination of the Timber Umbrella Group	R.S.	1.3 1.6, 4.8	4 meetings per annum	Q1 2016 – Q4 2019	\$5,000 (Annual)
3.2.3 Attend relevant conferences	R.S.	1.3	Attendances as needed	Q1 2016 – Q4 2019	\$2000 (Annual)

Legend: E.D.T. – Economic Development Team, F.W.P.A. – Forest and Wood Products Australia, O.T. – Officer Time, V.A.F.I. – Victorian Association of Forest Industries, W.P.V. – Wood Products Victoria

4. INVESTMENT ATTRACTION – ADVANCED MANUFACTURING

ACTIVITY	STAKEHOLDERS	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
4.1 Facilitate the Manufacturers Network					
4.1.1 Continue to facilitate the development of the Manufacturers Network for Latrobe City	E.D.T. Latrobe City Manufacturers	1.3 1.2, 1.6	4 meetings per annum	Q1 2016 – Q4 2019	O.T. Meeting Costs
4.1.2 Investigate the potential for establishing a Manufacturers Cluster. Investigation should include: - National and international research on manufacturers clusters; - discussion with RDV as to funding opportunities	E.D.T.	1.3 1.2, 1.6	Research completed. Funding investigated	Q2 2016	O.T.
4.1.3 If determined to have potential, develop cluster model	E.D.T.	1.3 1.2, 1.6	Cluster facilitation	Q2 2016 – Q2 2017	O.T.
4.2 Investigate opportunities to attract/develop advanced manufacturing enterprises in Latrobe City					
4.2.1 Liaise with key industry representatives in Latrobe City to identify gaps and opportunities for new manufacturing industry	E.D.T. Industry representatives	1.3 1.2, 1.6	Regular liaison. Minimum 5 contacts per month	Q1 2016 – Q4 2019	O.T.
4.2.2 Meet with Mahindra Aerospace to identify issues and opportunities	E.D.T.	1.2 1.3, 1.6	Minimum 4 contacts per annum	Q1 2016 – Q4 2019	O.T.
4.2.3 Meet with key manufacturers to identify issues and opportunities. As a minimum, these should include the power generation companies, LION, Australian Paper, Safetech, large steel and timber companies.	E.D.T.	1.2 1.3, 1.6	Minimum 2 contacts per annum	Q1 2016 – Q4 2019	O.T.
4.2.4 Prepare business cases for industry development opportunities when required.	E.D.T.	1.2 1.3, 1.6	Business cases prepared	Q1 2016 – Q4 2019	O.T. Possible funding – not determined
4.2.5 Develop an Industry Capability Profile for manufacturing businesses, including electronic materials	E.D.T.	1.2 1.3, 1.6, 4.8	Profile prepared	Q1 2017	O.T. Publishing and printing - \$5,000

Legend: E.D.T. – Economic Development Team, O.T. – Officer Time

5. INVESTMENT ATTRACTION

INTENSIVE AGRICULTURE

ACTIVITY	STAKEHOLDERS	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
5.1 Work with chicken meat processors to determine the potential for a processing industry in Latrobe City					
5.1.1 Continue to work with Ingham Chickens to identify potential investors in the chicken meat production industry	E.D.T. Ingham Chickens	1.3 1.4, 1.6	Identified potential investors	Q1 2016 – Q4 2016	O.T.
5.1.2 Work with RDV and planners to identify suitable parcels of land for intensive agriculture	E.D.T. F.P. R.D.V.	1.3 1.4, 1.6, 4.2	Completed map of suitable areas for investment in Latrobe City	Q1 2016	O.T.
5.1.3 Liaise with land owners to identify issues/barriers to intensive agriculture development	E.D.T.	1.3 1.4, 1.6	Completed plan of areas suitable for development in Latrobe City	Q1 2016 – Q3 2016	O.T.
5.2 Investigate potential for new intensive agriculture opportunities					
5.2.1 Engage an industry specialist to undertake specific research to determine (and quantify) the potential to attract/establish intensive agriculture businesses. This research should include international opportunities	E.D.T.	1.3 1.4, 1.6	Brief prepared. Industry specialist engaged. Report completed	Q3 2016 Q4 2016 Q3 2017	O.T. Consultancy \$50,000
5.2.2 Implement Intensive Agriculture report findings	E.D.T.	1.3 1.4, 1.6	Recommendations implemented	Q3 2017 – Q3 2018	O.T. Possible implementation cost – not determined
5.2.3 Develop an Industry Capability Profile for Intensive Agriculture and Agriculture support businesses, including electronic materials.	E.D.T.	1.3 1.4, 1.6, 4.8	Profile prepared	Q3 2017	O.T. Publishing and printing - \$5,000
5.3 Maintain relationship with agribusiness organisations and government agencies					
5.3.1 Continue relationship with Agribusiness Gippsland	R.S.	1.3	2 Meetings per annum	Q1 2016 – Q4 2019	O.T. Membership: \$5,000
5.3.2 Establish relationship with appropriate government agency representatives	R.S. Government Agencies	1.3 1.6, 4.2	2 Meetings per annum	Q2 2016 – Q4 2019	O.T.

Legend: E.D.T. – Economic Development Team, O.T. – Officer Time, R.S. – Regional Strategy

6. INVESTMENT ATTRACTION COAL & COAL DERIVATIVES

ACTIVITY	STAKEHOLDERS	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
6.1 Maintain a relationship with appropriate Coal representative organisations and Power Generators					
6.1.1 Continue to meet with Coal Resources Victoria (or equivalent) executive	R.S. Coal Resources Victoria	1.3 1.9, 4.2	4 Meetings per annum	Q1 2016 – Q4 2019	O.T.
6.1.2 Liaise with appropriate coal development organisations (e.g. Brown Coal Innovation Australia) to keep abreast of developments and opportunities	R.S.	1.3 1.6, 1.9, 4.2	Regular reviews and updates	Q1 2016 – Q4 2019	O.T.
6.1.3 Attend appropriate seminars and conferences	R.S.	1.3 1.9	Attendance as needed	Q2 2016 – Q4 2019	Conference \$2,000 (Annual)
6.1.4 Conduct a power generator forum	R.S.	1.3 1.9	1 per annum	Q2 2016 – Q4 2019	Budget: \$1,000
6.2 Support the Gippsland Carbon Transition Committee					
6.2.1 Continue to provide secretariat and organisational support to GCTC	R.S.	1.3	Organisation and conduct of Quarterly meetings	Q1 2016 – Q4 2019	O.T. \$30,000 (Annual)
6.2.2 Conduct a review of the GCTC. The review is to include: - relevance - role - contribution to Latrobe City Council policy - alternative support mechanisms	R.S. Chair - GCTC	1.3	Completed review	Q1 2016	O.T.
6.2.3 Implement recommendations of review	R.S.	1.3	Recommendations implemented	Q2 2016	O.T.
6.3 Support Coal industry initiatives					
6.3.1 Provide support and information to coal project proponents	R.S. E.D.T.	1.3 1.2, 1.6, 1.9, 4.2	Support and/or information provided in a timely manner	Q1 2016 – Q4 2019	O.T.
6.3.2 Develop an Industry Capability Profile for Coal and Coal Derivative businesses, including electronic materials.	E.D.T.	1.3 1.2, 1.6, 1.9, 4.2, 4.8	Profile prepared	Q4 2017	O.T. Publishing and printing - \$5,000

Legend: E.D.T. – Economic Development Team, O.T. – Officer Time, R.S. – Regional Strategy

7. INVESTMENT ATTRACTION

FOOD MANUFACTURING

ACTIVITY	STAKEHOLDERS	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
7.1 Investigate opportunities for food manufacturing businesses to locate in Latrobe City					
7.1.1 Work with RDV Officers to discuss what opportunities exist for establishment/re location of food manufacturers to Latrobe City	E.D.T. R.D.V.	4.2 1.3, 1.6	Meeting/workshop held	Q3 2016	O.T.
7.1.2 Identify target businesses/sectors for further investigation	E.D.T.	4.2 1.3, 1.6	Businesses identified	Q3 2016	O.T.
7.1.3 Prepare targeted marketing materials, approach businesses and determine level of interest	E.D.T.	4.2 1.3, 1.6, 4.8	Businesses approached. Target – 20 initially	Q4 2016 – Q4 2017	O.T. Material production \$2,000
7.1.4 Provide the materials and information to Invest Victoria	E.D.T.	4.2 1.3, 1.6, 4.8	Materials disseminated to Invest Victoria	Q4 2017	O.T.
7.2 Support and utilise State & Federal Government Initiatives					
7.2.1. Continue to support the Invest Gippsland initiative, with its focus on Food and Fibre	E.D.T. R.D.V.	4.2, 5.2, 1.3	Materials imbedded in Council industry promotion documents	Q2 2016	O.T.
7.2.2 Participate in the <i>Invest Gippsland Activation Group</i>	E.D.T. R.D.V.	4.2, 5.2, 1.3	Participation in working group	Q1 2016 – Q1 2017	O.T.
7.2.3 Monitor government programs in relation to food and fibre initiatives	E.D.T.	4.2, 5.2, 1.3	Continuous review of programs	Q1 2016 – Q4 2019	O.T.
7.3 Promote capability of Latrobe City for food manufacturing					
7.3.1 Develop an Industry Capability Profile for Food Manufacturing and support businesses, including electronic materials.	E.D.T.	1.3 4.8	Profile prepared	Q2 2017	O.T. Publishing and printing - \$5,000
7.3.2 Promote capability of Latrobe City to appropriate organisations (e.g. Agribusiness Gippsland)	E.D.T.	1.3 4.8	Capability information disseminated to organisations	Q3 2017 – Q4 2017	O.T.
7.3.3 Approach target large food manufacturing businesses with capability information (e.g. Murray Goulburn)	E.D.T.	1.3 4.8	Capability information disseminated to businesses and companies	Q3 2017 – Q2 2018	O.T.

Legend: E.D.T. – Economic Development Team, O.T. – Officer Time, R.S. – Regional Strategy

8. INVESTMENT ATTRACTION HEALTH

ACTIVITY	STAKEHOLDERS	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
8.1 Participate in and support the Health Innovation Technology Enterprise Centre HITEC)					
8.1.1 Continue to participate in the working group to establish the HITEC	E.D.T. Federation University Dept. of Education Federation Training	1.3 1.6, 4.2, 4.8	Participation and Input as needed	Q1 2016 – Q1 2017	O.T.
8.1.2 Ensure Council is kept informed as to progress	E.D.T.	1.3	Briefing Reports and Councillor Newsletter articles	Q1 2016 – Q1 2017	O.T.
8.2 Support Latrobe Regional Hospital Developments					
8.2.1 Liaise with LRH to determine assistance that Council can provide	E.D.T.	1.3	Schedule for 2 meetings per annum	Q3 2016	O.T.
8.3 Investigate opportunities to attract/develop health technology manufacturing enterprises in Latrobe City					
8.3.1 Engage an industry specialist to undertake specific research to determine (and quantify) the potential to attract/establish health technology businesses. This research should include international opportunities. The research should complement the HITEC	E.D.T. HITEC	1.3 1.6, 4.2	Brief prepared. Industry specialist engaged. Report completed	Q2 2017 Q3 2017 Q2 2018	O.T. Consultancy \$50,000
8.3.2 Implement recommendations	E.D.T. HITEC	1.3 1.6, 4.2	Recommendations implemented	Q2 2018 – Q2 2019	O.T. Possible implementation cost - not determined
8.3.2 Develop an Industry Capability Profile for Health Services and support businesses, including electronic materials.	E.D.T.	1.3 1.6, 4.2, 4.8	Profile prepared	Q2 2017	O.T. Publishing and printing - \$5,000

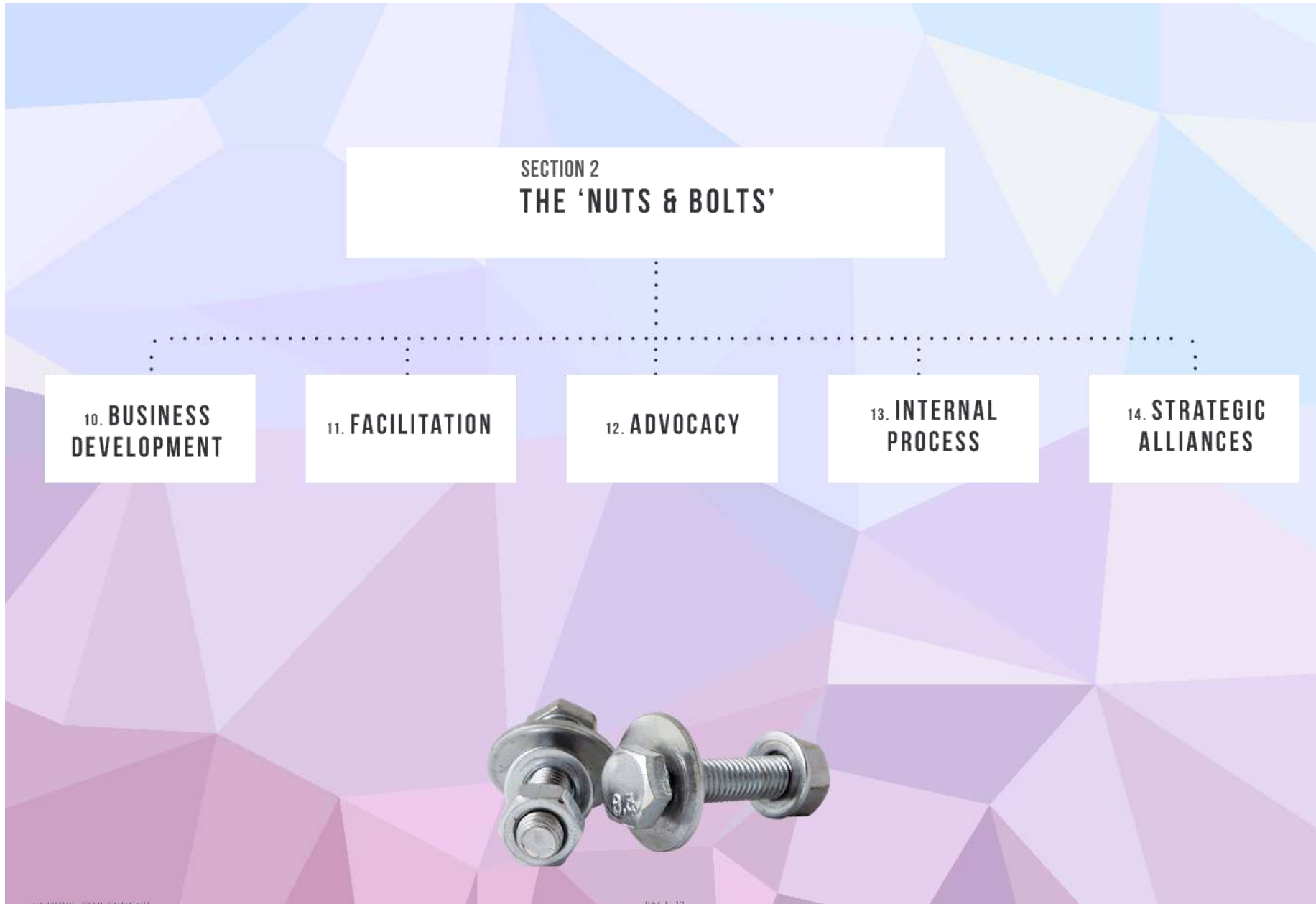
Legend: E.D.T. – Economic Development Team, O.T. – Officer Time

ECONOMIC DEVELOPMENT STRATEGY

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9. INFRASTRUCTURE

ACTIVITY	STAKEHOLDERS	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
9.1 Latrobe Regional Airport					
9.1.1 Continue to pursue employment generating opportunities and aerospace manufacturing at the Latrobe Regional Airport	E.D.T. LRA Tenants	1.3 1.6, 4.2	Level of targeted marketing Level of investment attraction	Q1 2016 – Q4 2019	O.T.
9.1.2 Ensure compliance with relevant regulations as required by CASA's annual inspection report & Obstacle Limitation Survey	E.D.T. CASA	1.3	Timely compliance and reporting	Q1 2016 – Q4 2019	O.T. OLS: \$2,000
9.1.3 Implement the Latrobe Regional Airport Masterplan to effectively develop the airport and facilitate new investment, manufacturing and jobs growth	E.D.T. Infrastructure Unit	4.2 1.3, 1.6	Recommendations implemented	Q1 2016 – Q4 2019	O.T. Planning Scheme Amendment: \$10,000 Panel: \$20,000
9.1.4 Develop the Latrobe Regional Airport Marketing Strategy	E.D.T.	1.3 1.6, 4.2	Marketing strategy completed	Q3 2016	O.T. Consultancy: \$50,000
9.1.5 Implement the recommendation contained in the Marketing Strategy	E.D.T. Consultants	1.3 1.6, 4.2	Recommendations in Marketing Strategy implemented	Q3 2016 – Q4 2019	O.T. Consultancy: \$100,000
9.1.6 Conduct meetings of the Airport Community Committee and report to the Latrobe Regional Airport Board	E.D.T. Airport Community Committee	3.3	12 meetings per annum	Q1 2016 – Q4 2019	O.T.
9.1.7 Manage the airport in accordance with the Deed of Delegation from the Latrobe City Council	E.D.T., Latrobe Regional Airport Board	3.3	Actions in accordance with Deed of Delegation	Q1 2016 – Q4 2019	O.T.
9.2 Gippsland Logistics Precinct					
9.2 Work with the government to secure private sector investment for the establishment of the Gippsland Logistics Precinct. The Precinct will provide railway freight storage and transport services to Latrobe City and the broader Gippsland region	E.D.T. State Government	4.2 1.3, 1.6	Updated precinct plan Private sector briefings	Q2 2016 – Q4 2018	O.T. Accom & Travel: \$2,000
9.3 Supply of Industrial Land					
9.3.1 Work with the Future Planning Unit to ensure there is a supply of suitably zoned industrial land for new/expanded business developments	E.D.T. F.P.	5.4 5.2	Identified supply of appropriately zoned land	By Q3 2016	O.T.
9.3.2 Investigate the potential for a 'special' industrial area – e.g. a high tech manufacturing precinct, special employment zone	E.D.T. F.P.	5.4 5.2	Investigation completed	By Q2 2017	O.T.
9.3.3 Work with the Future Planning Unit to implement the <i>Industrial Land and Employment Strategy</i>	E.D.T. F.P.	5.1 5.2	Strategy implemented	By Q4 2019	O.T.



10. BUSINESS DEVELOPMENT

ACTIVITY	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
10.1 Workshops				
10.1.1 Develop and implement the <i>Latrobe City Business Scholarship Program</i>	1.2	10 participating businesses, identified as high growth potential	1 program annually	\$20,000 Businesses - \$10,000
10.1.2 Develop, promote and deliver industry networking and knowledge sharing events	1.2	6 events across Latrobe City	6 events annually	\$6,000
10.2 Consultation/Engagement				
10.2.1 Provide assistance, information (e.g. funding, statistical) and support to existing small to medium enterprises. Identify opportunities to encourage business development and job creation	1.2	Minimum: 300 Business contacts per annum	Annual	O.T.
10.2.2 Establish and implement a program of meetings with major local companies to gauge business sentiment and opportunities for assistance	1.3	1 visit per large business per annum (Minimum 6 visits)	Annual	O.T.

Legend: O.T. – Officer Time

ACTIVITY	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
10.2.3 Strengthen the relationship between the local development sector and Council by conducting networking forums	1.7	Minimum: 2 per annum	Annual	O.T. Function Room and Budget - \$4,000
10.2.4 Conduct Industry Roundtables. Up to 10 businesses meet with Councillors and senior management for 'closed door' discussions	1.3	4 per annum	Quarterly	O.T. Budget - \$1,000
10.2.5 Conduct Industry Breakfasts	1.7	2 per annum	Bi Annual	O.T. Budget - \$3,000
10.2.6 Provide business development support and advice to the Committee for Moe and Moe Traders Association.	1.2	Attend 4 meetings per annum	Quarterly	O.T.
10.2.7 Provide business development support and advice to Advance Morwell and Morwell Traders Group	1.2	Attend 4 meetings per annum	Quarterly	O.T.
10.2.8 Provide business development support and advice to the Traralgon Chamber of Commerce	1.2	Attend 4 meetings per annum	Quarterly	O.T.
10.2.9 Establish an <i>Economic Development Fund</i> . The fund can be accessed by the Chambers of Commerce for small economic development projects. Must generate economic development activity and be matched \$ for \$	1.2	Fund established and operational	Annual	O.T. Fund \$20,000
10.2.10 Investigate identified opportunities for economic diversification and, where appropriate, prepare business cases to progress projects that will support innovation across business	1.1	Diversification strategies identified – through Economic Development Strategy	Q1 2016 – Q4 2019	O.T.
10.3 Export				
10.3.1 Work with <i>Invest Gippsland Facilitation Group</i> to implement program	1.1	Program supported and implemented	2016	O.T.
10.3.2 Develop a database of existing and potential exporters. Database should include details of product/service, barriers to entry, target countries	1.3	Database Completed Database updated	Q4 2016 Annually	O.T.
10.3.3 Investigate the potential to establish and International Trade Desk. The desk would be based at Latrobe but represent the whole of Gippsland	1.1	Business Case developed	Q4 2016	O.T.

Legend: O.T. – Officer Time

11. FACILITATION

ACTIVITY	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
11.1 Business Support				
11.1.1 Work with the combined Chambers of Commerce to implement their Gift Card program	1.2	Level of support provided Positive feedback	Q1 2016 Q1 2017	O.T. Sponsorship: \$5,000
11.1.2 Conduct Call Centre Forums for established Latrobe City Call Centres	1.3 & 1.7	2 forums per annum	Bi Annual	O.T. Budget - \$2,000
11.1.3 Provide assistance to local businesses to grow and expand through referrals, the provision of statistical and site information and relevant funding opportunities	1.1	Information and assistance provided in a timely manner	Q1 2016 – Q4 2019	O.T.
11.2 Trade Delegations				
11.2.1 Promote Latrobe City to potential investors by facilitation of inbound and outbound delegations and the provision of business development support to inbound firms	1.1	Support and facilitation provided in a timely manner	Q1 2016 – Q4 2019	O.T. Budget: Not determined
11.2.2 Work with Invest Victoria to promote the strengths of Latrobe City to inbound delegations	1.1	Recognition of Latrobe City within Invest Victoria	Q1 2016 – Q4 2019	O.T.
11.3 Regional Promotion				
11.3.1 Design and deliver a large scale event promoting investment opportunity across Latrobe City and Gippsland region	1.7	Event developed and conducted	By Q2 2017	O.T. Event Cost: \$10,000
11.4 Shop Front Premises				
11.4.1 Develop a business case to relocate the economic development unit to a shop front location in Morwell	1.2	Business case completed	Q2 2016	O.T.

Legend: O.T. – Officer Time

12. ADVOCACY

ACTIVITY	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
12.1 Delegations				
12.1.1 Coordinate site visits/meetings on behalf of Latrobe City Council with State/Federal members of Parliament and Senators as required	4.2	Meetings organised professionally and in timely manner	Q1 2016 – Q4 2019	O.T. Budget: Not determined
12.1.2 Coordinate Canberra delegations on behalf of Latrobe City Council with Federal Members of Parliament and Senators	4.2	2 delegations	Annually	O.T. Delegation costs: \$10,000
12.1.3 Coordinate Melbourne delegations on behalf of Latrobe City Council with State Members of Parliament	4.2	2 delegations	Annually	O.T. Delegation costs: \$2,000
12.2 Advocacy Materials				
12.2.1 Develop advocacy materials that identify local opportunities and challenges and supports advocacy initiatives with State and Federal Government	4.2	Advocacy materials produced	By Q2 2016	O.T. Materials: \$5,000
12.3 Submissions				
12.3.1 Prepare reports and submissions on behalf of Latrobe City Council in relation to policy changes that will impact Latrobe City's ability to remain economically sustainable.	4.2	Cogent submissions produced in a timely manner	Q1 2016 – Q4 2019	O.T.
12.3.2 Understand State and Federal Government policy implications for the Gippsland region	4.2	Constant monitor of policy changes/developments	Q1 2016 – Q4 2019	O.T.
12.4 Economic Indicators and Impact Assessments				
12.4.1 Review <i>Economic Indicators Report</i> presenting comparisons of key business decision drivers for Latrobe City and competing regions	1.7	Annual review completed	Annually	O.T.
12.4.2 Develop and promote a <i>Latrobe City Economic Profile</i>	1.7	Profile Completed Updated	Q2 2016 Annually	O.T. Remplan: \$20,000

Legend: O.T. – Officer Time

13.

INTERNAL PROCESSES

ACTIVITY	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
13.1 Investment Facilitation Team				
13.1.1 Develop and initiate <i>Streamlining Business Interaction</i> project simplify applications and internal referrals for new and existing businesses within Latrobe City	1.4	Project Implemented	Q2 2016	O.T.
13.1.2 Promote the <i>Investment Facilitation Team</i> in all investment and economic development marketing materials	1.4	Appropriate information contained in materials	Q1 2016 – Q4 2019	O.T. Marketing Materials: \$2,000
13.2 Media and Communications				
13.2.1 Showcase the local economy through promotional activities including the preparation of media releases and the effective use of social media	1.7	20 media releases per annum Weekly monitor of Linked In Weekly monitor of website	Q1 2016 – Q4 2019	O.T.
13.2.2 Develop and deliver e-newsletter	1.7	12 editions per annum	Q1 2016 – Q4 2019	O.T.
13.2.3 Deliver <i>Business Connect</i> newsletter	1.7	4 editions per annum	Q1 2016 – Q4 2019	O.T.
13.3 Tourism, Arts and Events				
13.3.1 Support the implementation of the Arts Strategy Action plan	1.5	Support as needed	Q1 2016 – Q4 2019	O.T.
13.3.2 Support the implementation of the Events Strategy	1.5	Support as needed	Q1 2016 – Q4 2019	O.T.

Legend: O.T. – Officer Time

14. STRATEGIC ALLIANCES

ACTIVITY	COUNCIL PLAN STRATEGIC DIRECTION ALIGNMENT	PERFORMANCE MEASURE	TIMEFRAME	RESOURCES
14.1 State and Federal Government				
14.1.1 Conduct Latrobe City industry tours for Victorian and Australian Government representatives	1.6	1 tour per annum	Q1 2016 – Q4 2019	O.T. Budget: \$2,000
14.1.2 Actively engage with State and Federal governments to advocate for the interests of Latrobe City, to maximise access to government funding which supports job creation, economic diversification and environmental sustainability	1.4	State and Federal Government awareness and support of Latrobe City	Q1 2016 – Q4 2019	O.T. Budget: \$3,000
14.2 Regional Organisations				
14.2.1 Work in partnership with Gippsland Councils, local agencies, committees and government to actively support the development and delivery of regional strategies and plans	1.3	Regional profile Participation and actions in regional plans	Q1 2016 – Q4 2019	O.T.
14.3 Peak Industry Bodies				
14.3.1 Participate in South East Australia Transport Strategy (SEATS) and contribute information on behalf of Latrobe City	1.3	Attendance at meetings Provision of information in a timely manner	Q1 2016- Q4 2019	O.T. Budegt \$3,000
14.3.2 Participate in Rail Freight Alliance and contribute information on behalf of Latrobe City	1.3	Attendance at meetings Provision of information in a timely manner	Q1 2016 – Q4 2019	O.T. Budget: \$3,000
14.3.3 Liaise with appropriate peak organisations that impact on Latrobe City. These will include: - VECCI - VFF - Agribusiness Gippsland - Committee for Gippsland - Regional Development Australia	1.3	At least one meeting/ communication with each organisation per annum	Q1 2016 – Q4 2019	O.T.

Legend: O.T. – Officer Time

14.3 ECONOMIC DEVELOPMENT ENGAGEMENT PLAN**General Manager****City Development****For Decision****PURPOSE**

The purpose of this report is to provide Council with a progress report on the Economic Development Engagement Plan.

EXECUTIVE SUMMARY

Council has adopted an Economic Development Engagement Plan to improve information sharing and communication with investors and the business community.

The Engagement Plan provides an overview of the activities to be undertaken between Council staff, investors, government and business and industry leaders to support Economic Development in Latrobe City.

In order to track progress towards achievement of the range of initiatives within the Plan, a report outlining work completed during the previous period is prepared on a quarterly basis.

MOTION

Moved: Cr Gibbons
Seconded: Cr Harriman

That Council notes the Economic Development Engagement Plan Quarterly Report.

CARRIED UNANIMOUSLY**DECLARATION OF INTEREST**

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Economy

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

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 1: Job creation and economic sustainability

- Actively pursue long term economic prosperity for Latrobe City, one of Victoria's four major regional cities
- Actively pursue further diversification of business and industry in the municipality
- Actively pursue and support long term job security and the creation of new employment opportunities in Latrobe City

Strategic Direction – Job creation and economic sustainability

- Provide incentives and work proactively to attract new businesses and industry to locate in Latrobe City.
- Assist existing small and medium enterprises to expand and sustain employment opportunities.
- Work in partnership with business, industry and government to create new jobs and investment in Latrobe City.
- Provide timely and targeted infrastructure to support economic growth and the marketability of Latrobe City to industry and investors.
- Promote and support the development and economic return of the tourism and events sector.
- Maximise access to Federal and State Government funds for jobs creation.
- Enhance community and business confidence in the future of the local economy.
- Promote research and development for new products and processes to exploit the significant coal resource of the Latrobe Valley.

BACKGROUND

Council has adopted a range of Key Performance Indicators (KPIs) and targets for the Chief Executive Officer (CEO).

Under the strategic direction of Economic Sustainability, Council has determined a Key Performance Indicator is to “facilitate the economic development of Latrobe City by improving communications between planners, economic development staff and industry, investors, businesses and other relevant stakeholders”. The target milestone for this key performance indicator is to:

‘Develop an engagement plan with Council staff, investors, business and industry leaders to improve information sharing and active communication completed by the end of September 2015’.

At its Ordinary Meeting of 26 October 2015, Council resolved the following:

That Council:

1. *Approves the 2015/16 Economic Development Engagement Plan to improve information sharing and active communication*

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

with Council staff, investors, government, business and industry leaders.

2. *Receives quarterly reports during the 2015/16 financial year on the activities of the Economic Development Engagement Plan, and*
3. *Receives a report in September 2016 detailing the annual results of the Economic Development Engagement Plan.*

This report provides Councillors with an overview of economic development engagement activities from October to December 2015.

KEY POINTS/ISSUES

The Economic Development Engagement Plan Quarterly Report (attachment one) details the range of engagement activities undertaken from October to December.

Highlights for the October to December 2015 period include:

- A significant increase in business contacts for the period. Between October and December the Economic Development team responded to 108 business enquiries compared to 27 for the previous quarter;
- Delivery/facilitation of four business events which were attended by over 60 participants;
- The Lake Narracan Development Plan was gazetted on 18 December 2015;
- Three workshops for the Live, Work Latrobe project were conducted, with over 50 people participating; and
- Delivery of three group sessions and individual business mentoring sessions as part of the Growing Gippsland Business Group Training Program.

The range of engagement points between Council and the business community continues to grow. Council's LinkedIn profile was launched in September and has had 7,897 impressions (views) for the December quarter. In addition, a Manufacturing Network has been established and two successful forums have been held.

Activities planned for this quarter include the commencement of a series of Industry Roundtables, these will be closed door discussions between local businesses and Council to discuss issues and opportunities for business.

In addition, a Call Centre Forum, Developer Forum, Manufacturing Network session, Small Business Training Session and Group Training Program for small businesses are scheduled.

RISK IMPLICATIONS

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

There is not considered to be any risks associated with this report.

FINANCIAL AND RESOURCES IMPLICATIONS

The activities outlined in this report are considered able to be accommodated within the 2015/16 City Development budget with the exception of new activities or projects to be explored. These activities will be the subject of separate reports for Council's consideration if additional budget is required.

INTERNAL/EXTERNAL CONSULTATION*Engagement Method Used:*

Internal departments within Latrobe City, including Economic Development, Regional Strategy, Statutory Planning, Future Planning, Latrobe Regional Airport, Tourism, Infrastructure Planning and Recreation were engaged in the development of this engagement plan. Regular update meetings will be conducted in the delivery of the plan as activities are undertaken and issues arise for consideration.

Details of Community Consultation / Results of Engagement:

This report outlines a plan for engagement with the Latrobe City investor, government and business sectors of the community. Its results will be proactively monitored and reported on periodically to Council

OPTIONS

Council has the following options:

1. Note the Economic Development Engagement Plan Quarterly Report.
2. Seek further information regarding the Economic Development Engagement Plan Quarterly Report.

CONCLUSION

The Economic Development Engagement Plan provides a framework for Council's engagement with industry. The Quarterly Report demonstrates the progress made towards achievement of the range of actions identified within the Engagement Plan.

SUPPORTING DOCUMENTS

Economic Development Engagement Plan

Attachments

1. Economic Development Engagement Plan Quarterly Report

14.3

Economic Development Engagement Plan

- 1 Economic Development Engagement Plan Quarterly Report..... 125**

ECONOMIC DEVELOPMENT ENGAGEMENT PLAN – QUARTERLY REPORT

ACTIVITY	AUDIENCE	FREQUENCY	STATUS
COMMUNICATIONS			
E newsletter – Planning information (e.g. VCAT outcomes, statistics, etc.)	Developers Consultants	Quarterly	The last newsletter was distributed in September to 70 developers and planning consultants. The next newsletter will be finalised in January.
E Newsletter – business information	All businesses in LCC	Monthly	Distributed each month to 1000 subscribers.
Business Connect Magazine	All businesses in LCC	Quarterly	Spring edition completed and distributed to 3,000 subscribers.
Social media business engagement via LinkedIn.com	Opt-in business interaction via social media	Daily/As needed	Program commenced in September 2015. Between October and December there were 4,722 views of the Latrobe City Profile. There has been a total of 7,897 views of the Latrobe City profile to date.
WORKSHOPS/FORUMS			
Developers Forum	Developers Consultants Investors	Quarterly	Forum was held on 9 December 2015. The forum provided an overview of current activities and projects within the City Development Division.
Special Workshops (e.g. MSS)	Developers	As Needed	Not required from October to December.

ECONOMIC DEVELOPMENT ENGAGEMENT PLAN – QUARTERLY REPORT

Project Related Workshops	Developers Investors Consultants	As Needed	Four workshops were held. (Development Contributions and Live Work Latrobe Strategy).
Industry Breakfasts	Businesses Industry Councillors	Six-monthly	To be held in March 2016.
ACTIVITY	AUDIENCE	FREQUENCY	STATUS
Industry Roundtables	Businesses Industry Councillors	Quarterly	To be commenced in line with Economic Development Strategy.
Call Centre Industry Forum	Existing call centre management	Six-monthly	Forum was held on 27 November 2015 at ASIC. Representatives from five local call centres were in attendance. The next Forum is scheduled for 5 February 2016.
ADVOCACY			
Victorian and Australian Government Industry Tours	Relevant Departmental officers	Six-monthly	A tour was held on 3 December 2015. Representatives from Invest Assist, Invest Victoria and Regional Development Victoria attended. The group visited Latrobe Regional Airport, Federation Training, AGL Loy Yang and Lion. The next tour will be held in April 2016.

ECONOMIC DEVELOPMENT ENGAGEMENT PLAN – QUARTERLY REPORT

Canberra Delegations	Federal Parliamentarians	At least six-monthly	Most recent delegation was conducted in June. Next delegation to be in first quarter 2016.
Parliamentarian Briefing Notes	State and Federal Parliamentarians	As Needed	Ongoing.
Securing our Future Publication	State and Federal Parliamentarians	As Needed	To be reviewed in line with Economic Development Strategy.
Submissions	State and Federal Government	As Needed	No action required from October to December.
Site visits and meetings with key businesses and industries	State and Federal Government Parliamentarians	As Needed	From October to December meetings have been conducted with Australian Paper, AGL Loy Yang, Lion foods, Carter Holt Harvey, HY Moe Meats, GippsAero Mahindra, Safetech, Ignite Energy and Latrobe Magnesium, Centrelink Call Centre.
MEETINGS			
Regular meetings (proactive approach to development)	Developers Consultants Investors	Regular (as needs)	From October to December eight developer/consultant meetings were held.
ACTIVITY	AUDIENCE	FREQUENCY	STATUS
MEETINGS (CONTINUED)			
Targeted industry meetings with key stakeholders	Developers Consultants Investors	One per person per year	From October to December six meetings with Government Agencies and referral authorities were held.

ECONOMIC DEVELOPMENT ENGAGEMENT PLAN – QUARTERLY REPORT

Internal Meetings	Economic Development Statutory Planning	Quarterly	Ongoing.
Personal Meetings with large businesses	Large Businesses	Annual	Meetings have been held with AGL Loy Yang, Lion and Australian Paper, GippsAero, Federation University, Federation Training and the Centrelink Call Centre.
Attend Business Associations/Chambers	Small Businesses	Six-monthly	<p>From October to December 2015, officers attended the following Business Group meetings:</p> <p>Morwell Traders – 1 Committee for Moe – 2 Traralgon Chamber – 1</p> <p>Officers have also commenced a monthly meeting with the abovementioned Chambers and the Latrobe City Business Tourism Association. Three meetings were conducted between October – December 2015.</p>
Project Facilitation (e.g. business & Vic Roads)	Businesses Developers	As Needed	Ongoing. Currently providing business development assistance to V&K Engineering and Gilmour Motors. Six meetings were held with VicRoads and Gippsland Water in relation to progressing development plans.

ECONOMIC DEVELOPMENT ENGAGEMENT PLAN – QUARTERLY REPORT

Development Assessment Team (e.g. residential subdivisions)	Infrastructure Development, Recreation, Finance, Statutory Planning, Future Planning and Property	Monthly	Two meetings were held.
Liaison with government departments	Key government departments	Continually	Ongoing. Continual contact with Department of Economic Development, Jobs, Transport and Resources, specifically Regional Development Victoria.
Quarterly Meetings with Government departments (e.g. Vic Roads, Gippsland Water, WGCMA, RDV)	Key government departments Executive & officer level	Quarterly	Four quarterly meetings were held with Vic Roads, Gippsland Water, WGCMA, RDV.
Advisory Committee Meetings (e.g. Gippsland Carbon Transition Committee, Timber Umbrella Group and Industry Forum)	Internal and external Committee Member	Quarterly	The Industry Forum last met in June 2015. A follow up meeting has been held with the Chair. The Timber Umbrella Group met on 26 November. The Gippsland Carbon Transition Committee last met on 19 November.
Education Provider meetings – meetings on specific opportunities including councillor presentations and council engagement	Federation University, Monash University, Federation Training	Six-Monthly or as required	Currently providing assistance and attending meetings related to the Tech School project. Two liaison meetings were also held with Federation University and one with Federation Training.
Airport Meetings	Airport Tenants	Monthly	Monthly meetings have been held with the Airport Community Committee.

ECONOMIC DEVELOPMENT ENGAGEMENT PLAN – QUARTERLY REPORT

DELEGATIONS			
Outbound Trade Delegations	Sister Cities in conjunction with cultural exchanges and business opportunities. Other cities/countries where opportunity presents	At least Annually to take advantage of cultural exchanges and business opportunities.	Sister Cities and trade delegation was conducted in September/October.
ACTIVITY	AUDIENCE	FREQUENCY	STATUS
DELEGATIONS (CONTINUED)			
Inbound Delegations	Sister Cities	Annually	No action was required from October to December.
Inbound Delegations	Other countries	As Needed	Hosted one delegations from China.
PROJECTS			
Develop a program for targeted engagement with Top 20 businesses in collaboration with state government	Top 20 businesses	Project	Commenced.
Deliver “Streamlining Business Interaction” project to simplify applications and internal referrals for new and existing businesses within Latrobe City.	Business investment enquiries/opportunities	Project	Commenced.
Investigate viability of developing a “shop-front” presence for Economic Development to provide better access to small business	Small business enquiries	Project	Commenced.

**14.4 SUBMISSIONS TO STATE GOVERNMENT ADVISORY
COMMITTEES**

General Manager

City Development

For Decision

PURPOSE

The purpose of this report is for Council to consider two submissions to the two State Government Advisory Committees and to seek Council to note the two Submissions.

EXECUTIVE SUMMARY

In late December two discussion papers were released with respect to the Animal Industries Advisory Committee and the Major Hazard Facilities Advisory Committee. Both have relevance to Latrobe City Council as both consider important land use issues. Given their importance submissions have been developed to respond to key concerns and discussion points. Generally both submissions provide in principle support to the State Government Advisory Committee Discussion Papers however, seek further clarification and make suggestions that will benefit the final outcomes of the project.

MOTION

Moved: Cr Middlemiss

Seconded: Cr Harriman

That Council:

1. **Endorse the *Latrobe City Council Submission to Animal Industries Advisory Committee (Discussion Paper)***
2. **Endorse the *Latrobe City Council Submission to Advisory Committee Discussion Paper – Major Hazard Facilities***
3. **Request the Chief Executive Officer to write to the Minister for Planning expressing Latrobe City Council's concerns regarding the timing of the release of the above mentioned Advisory Committee reports and the short timeframe in which submissions were required.**

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

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

Strategic Objectives - Governance

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.

Latrobe City Council Plan 2013 – 2017

Theme and Objectives

Theme 5: Planning for the future

To provide clear and concise policies and directions in all aspects of planning.

Strategic Direction – Planning for the future

Provide efficient and effective planning services and decision making to encourage development and new investment opportunities.

In consultation with the community, review Council's Municipal Strategic Statement and the Latrobe City Planning Scheme.

Legislation

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

BACKGROUND

In late December 2015 the State Government released two discussion papers with respect to two different Advisory Committees consider the following issues:

- Animal Industries; and
- Major Hazard Facilities

Due to the tight timeframes in which submissions were required, 'holding' submissions (Attachments 1 and 2) were prepared and submitted to the respective Advisory Committee.

Both submissions (Attachments 1 and 2) were circulated for comment from Councillors during January and February. The submissions articulate that there may be an addendum to the initial submission if required.

1. Animal Industries Advisory Committee

An Advisory Committee has been appointed by the Minister for Planning to consider how the planning system can support the establishment and expansion of productive, competitive and market-responsive animal industries in Victoria while balancing environmental outcomes and community expectations.

The Advisory Committee is to provide advice to the Minister for Planning and the Minister for Agriculture on:

- The role and function of the planning system in supporting the establishment and expansion of animal industries in the context of changing industry practice to increase production, be competitive and respond to market changes; and
- The adequacy of the definition of 'intensive animal husbandry' in Clause 74 of the Victoria Planning Provisions and all planning schemes having regard to emerging farming systems and practices, incremental changes to existing operations over time and changing consumer preference.

1.1. What are the broad issues?

Livestock production systems are changing. Free range pig and poultry production systems are growing to meet consumer demands, while on the other hand more intensive grazing and production systems are being adopted in the sheep, beef and dairy industries. The trend towards more intensive production systems is likely to continue to meet growing overseas demand for its produce.

All livestock production systems have the potential for off-farm impacts on the environment and community. Community and local resident expectations are changing with more 'non-farming' or hobby farm residents living in farming zones. Tourism-based agricultural enterprises, such as wineries with cellar door sales and restaurants, eco-tourism, and farm stays are taking advantage of Victoria's rural amenity and increasing in number.

The Discussion Paper identifies a number of policy options that could be adopted to manage potential impacts from animal industries while supporting them to grow and be competitive.

2. Major Hazard Facilities

The Minister for Planning has appointed an Advisory Committee under Section 151 of the Planning and Environment Act 1987 to provide advice on how risks and amenity around Major Hazard Facilities (MHF) might be better managed and how the principles for applying land use buffers may be applied to other land uses with adverse amenity potential.

Prior to releasing the discussion paper, some initial consultation was undertaken by the Advisory Committee. Issues raised in initial consultation include:

- The role of planning in identifying buffers around MHF;

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

- Notification of neighbours near MHF;
- The basis for determining appropriate buffers and separation distances;
- Buffers for hazards and amenity; and
- Buffer requirements around high pressure gas and petroleum pipelines.
- Important to identify the paper mill as Latrobe's MHF.

2.1. What are the broad issues?

Planning for Major Hazard Facilities (MHF) is managed in an indirect manner under the Victorian planning system. MHFs are not defined in the Planning and Environment Act 1987, Victoria Planning Provisions (VPP) or any municipal planning scheme. Despite the lack of direct reference to MHF, the planning system refers to community health and safety and the benefit of separation between conflicting land uses in order to further the objectives of planning in Victoria. This is provided for under a performance assessment process that includes triggers for permit applications for both MHF themselves and other forms of surrounding use and development.

In addition to the land use planning system, there is a comprehensive regulatory system for MHF that aims to protect the community and the environment. The key pieces of legislation and other instruments include, the Occupational Health and Safety Regulations 2007, Dangerous Goods Act 1985, Environment Protection Act 1970 and Environment Protection (Scheduled Premises and Exemptions) Regulations 2007.

KEY POINTS/ISSUES

An outline of key issues identified within Submission to the Animal Industries Advisory Committee (Attachment 1) is provided below:

- Supports recommendations to strengthen permit triggers, application requirements and specific definitions.
- The discussion paper does not consider the opportunity for intensive farming industries within the other rural zones (nor the implication of adjustments to the use definitions on other rural zones).
- The discussion paper does not consider that many large farming operations are supported by a composite of smaller land parcels. The opportunity therefore for the further fragmentation of existing large farm operations over time and the incremental reduction in the supply of large farms currently within single ownership is not addressed.
- No discussion of the utilisation of land for intensive agriculture or intensive animal husbandry within large parcels of existing constrained land, such as land located within the State Resource Overlay (SRO) or Environmental Significance Overlay (ESO). Whilst this issue may be more relevant to Latrobe City, it is requested that the Advisory Committee provide recommendations regarding such opportunities.

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

- Intensive agricultural industries may introduce restrictions as to how surrounding land can be used and or developed and that there is a need to understand what opportunities to utilise and develop land located within animal industries buffer distances may be explored and supported.

An outline of key issues identified within Submission to the Major Hazard Facilities (MHF) Advisory Committee (Attachment 2) is provided below:

- The submission suggests that there is a need to address specifically MHF within the Planning Scheme to assist with decision making. It also specifically makes comment with regards to the need for an overlay and risk mapping to assist with decision making and risk identification.
- References the Australian Paper Mill MHF located between Morwell and Traralgon and the presence of coal mines and their associated operations and resources. It is understood that this MHF is one of very few, if not the only, MHF located in a Bushfire Management Overlay.
- Requests that the Advisory Committee consider coal mine buffers and other heavy industrial buffers, including the insertion of clauses in the planning scheme to be broadened to include Earth and Energy Resources (i.e. coal resource and urban interface buffers).
- Notes that there is no clear definition of when a planning permit is required for a new MHF or the expansion of an existing MHF. In some cases there may be no planning permit requirement at all, therefore negating any involvement of land use planning in the decision making process.
- Requests that consideration be given to the relevant Municipal Emergency Management Plan (MEMP) and that this be referred to in the Planning Schemes, and appropriate permit triggers be established to ensure its consideration.

RISK IMPLICATIONS

There is not considered to be any risks associated with providing the State Government with submissions to their Discussion Papers. However, if no submissions are made with regards to these two important issues then there is a risk that Council will be seen as not effectively advocating on behalf of its community.

FINANCIAL AND RESOURCES IMPLICATIONS

There are no additional financial implications for lodging a submission of being party to the Advisory Committees. Both require internal resources regarding staff time and travel. The resourcing allocation has been accommodated within the existing Future Planning budget.

INTERNAL/EXTERNAL CONSULTATION

No external consultation was undertaken as part of this project given the limited timeframes in which the reports had to be prepared. A number of internal departments have provided input into the submissions. The draft submissions were also circulated to Councillors during January and February to review and input.

OPTIONS

Options available to Council are as follows:

1. That Council having considered submissions, endorse the submissions; or,
2. Endorse the submissions and provide additional comments or amendments to the Advisory Committee; or,
3. Decide to not endorse the submissions and withdraw any submissions that have been forwarded.

CONCLUSION

It is important that Council consider and make submissions to the most recent State Government Advisory Committees regarding the Animal Industries Discussion Paper and the Major Hazard Facilities Discussion Paper. A request has been made for a delegate to present these submissions at a future Advisory Committee hearing.

It is also important that Council consider any future reports or findings and are party to any future discussions with respect to both Advisory Committees.

SUPPORTING DOCUMENTS.

NIL

Attachments

1. Submission to the Animal Industries Advisory Committee
2. Submission to the Advisory Committee Discussion Paper - Major Hazard Facilities

14.4

Submissions to State Government Advisory Committees

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Latrobe City Council

Submission to Animal Industries Advisory Committee (Discussion Paper)



25 January 2016



Revision	Date	Written by	Reviewed by
1.0	21 January 2016	N. Misiurka	Helen Crawford
2.0	27 January 2016	N. Misiurka	Gail Gatt
3.0	1 February 2016	N. Misiurka	Jason Pullman



Introduction

On behalf of Latrobe City Council, I welcome the opportunity to make this submission to the Animal Industries Advisory Committee.

This submission is set out in the following three sections:

- Introduction
- General Discussion
- Key Issues and Response to the Advisory Committee Policy Directions

Latrobe City respectfully requests that it be involved in any relevant ongoing discussions and requests a copy of the Advisory Committee report to the Minister for Planning when it becomes available.

It is noted that due to the tight timeframes in which submissions were required, this submission has been prepared by Council Officers and has not been formally endorsed by Council resolution. Council may therefore require the opportunity to provide an addendum to this submission, following a Councillor briefing session to be held 22nd February 2016.

Should the Committee have any questions regarding this submission, please contact myself Jason Pullman, Coordinator Strategic Planning via phone 5128 6151 or email Jason.Pullman@latrobe.vic.gov.au. Alternatively, you may contact Gail Gatt, Manager Future Planning via phone 5128 5446 or email: Gail.Gatt@latrobe.vic.gov.au.

General Discussion

Latrobe City is the principal service centre for Gippsland, and is recognised as one of Victoria's four major regional cities. Land use planning considerations within Latrobe City are often unique, due to the urban and industrialised nature of the city that is situated within a regional setting.

Latrobe City's rural and agricultural land base comprises a mix of niche rural industry, minor traditional agricultural uses, expansive areas of forestry and also provides for long standing rural living opportunities. It is also noted that significant areas of Farming Zoned land across the municipality are encumbered by State Resource Overlays (SRO) or other heavy industry buffers, with the use of this predominantly utilised for grazing.

Due to the comparatively low direct economic contribution of traditional agricultural enterprises currently within Latrobe City, the protection of rural land for agriculture in some parts of the municipality has not previously been a primary concern, as acknowledged by the *Strategic Planning for Gippsland Rural Areas Study* (Municipal Association of Victoria, 2007). The preservation of rural land has therefore occurred more often from the need to retain buffer areas from heavy industry (*coal mines and the Australian Paper Mill*), the preservation of coal reserves and the limited development potential of the floodplain areas and steep topography of the foothills.



Rural living opportunities have consistently been encouraged throughout the settlement history of the municipality and have long established amenity expectations within the community. In this regard, it is important to note that it is the rural living opportunities which have sustained many of the smaller rural settlements in Latrobe City post the 1970's (*Latrobe City Heritage Study 2010, Context Pty Ltd*).

More recently however, the protection of the agricultural land base has been recognised amid the need to diversify the local economy and the opportunities intensive agricultural enterprises may provide.

The competing purposes for agricultural land are therefore expected to present new tensions, particularly regarding the expectation to use and develop smaller allotments within the Farming Zone for intensive agricultural uses which may result in required buffer's extending across adjoining properties (i.e. new farming practices may no longer require the large expanses of land to be viable).

A direct translation to the new rural zones was undertaken during July 2006, introducing the Farming Zone and changes to the Rural Living Zone. Since then, there have been limited drivers to support the implementation of additional rural zones, although community pressure for the creation of additional rural residential living areas remains high, particularly surrounding rural townships.

Latrobe City Council has recently commenced consultation with the local community to inform a number of key land use strategies, including the preparation of a Rural Land Use Strategy for the municipality. A key objective of this strategy is to formally identify appropriate locations for rural living and intensive agricultural uses. The recommendations of the Advisory Committee will therefore be a key consideration in the preparation of this strategy.

Settlement History

It is well understood that mining and heavy industry development have significantly influenced the settlement pattern of Latrobe City, however the impact of historic subdivision policies on the fragmentation of productive agricultural land within city is less obvious or recognised.

The pastoral and selection eras profoundly altered the natural landscape, while government policy to promote intensive land uses continued after the selection acts with the introduction of the *Closer Settlement Act* in 1898.

Under this legislation, the government purchased large estates (usually large pastoral properties) and subdivided them into small allotments that were available for people with limited capital to turn into farms. The scheme aimed to increase rural populations, promote intensive land use and increase agricultural exports. The policy proved to be a failure, mostly because the allotments were too small to become viable farms.

In spite of this, this policy was massively extended as a repatriation measure following the First World War when the government attempted to settle returned soldiers on



farms throughout Victoria. The Hazelwood estate near Churchill in Latrobe City was one of the properties that the Soldier Settlement Board bought and subdivided into small farms for soldier settlers.

This was again experienced following the post-war expansion and industrialization of the Latrobe Valley, whereby rural subdivisions were progressively carved from larger farms commonly within close proximity to smaller settlements for people working within main townships and for the heavy industries.

Rural living choice has provided a valued layer of housing opportunity, consistently encouraged by government policy and increasingly sought after by new arrivals to Latrobe City. The embracing of a rural lifestyle has often meant a revitalisation for small rural towns, their schools, associated clubs, hotels and local agricultural retailers and service providers. This is evidenced in many of the small townships in Latrobe City, where after years of decline, these towns have been sustained by rural living opportunities and the employment opportunities within the main townships. It is believed that this is an important consideration when reviewing the recommendations provided by the committee considering what may-be considered significant changes to the amenity expectations of long standing rural settlements.

More recently, increased land values resulting from the desirability of rural living areas in close proximity to main urban centres and smaller townships, has reduced opportunities for the consolidation of smaller lots with large scale agricultural pursuits.

It is clear that the completion of the Latrobe City Rural Land Use Strategy will provide a key opportunity to establish policy directions that ensure that rural land assets in Latrobe City complements both rural living, whilst meeting its primary rural function and enabling new opportunities for intensive agricultural industries within locations considered appropriate by the community and industry.

In summary, rural land use planning matters in Latrobe City are often unique when compared to other major regional cities, and are not often experienced elsewhere in the state.

KEY ISSUES AND RESPONSE TO THE ADVISORY COMMITTEE POLICY DIRECTIONS:

1. Provide stronger strategic guidance by undertaking regional agricultural land capability assessments and identifying appropriate areas for intensive agriculture in local planning policies.

- This recommendation is supported.
- Such strategies must be undertaken in partnership with local communities, business and industry representatives.
- The quality of the land alone is not an indicator of economic viability of intensive agriculture opportunities, as marginal agricultural land may support intensive agricultural businesses.
- Additional considerations should include proximity to market and labour, transport routes, land value, ownership patterns, infrastructure, climate change impacts / opportunities, availability of water and the provision of necessary amenity buffers.



- Land capability assessment should consider co- location with complimentary uses such as within the State Resource Overlays (SRO). Coal resources place significant constraints on large expanses of land within Latrobe City, and there is a desire to consider allowing more intensive agricultural uses of this land, whilst recognising the purpose of the SRO.
- 2. Strengthen the purpose of the Farming Zone to promote agriculture activity as the priority activity and remove reference to encouraging dwellings as a means of promoting population growth.**
- It is recommended that the existing Farming Zone better articulate the support and evidence required to justify the construction of new dwellings and remove 'as of right' provisions for new dwellings on large lots.
 - The inherent weakness of the current discretionary system of dwellings within the Farming Zone requires applicants to justify construction of a dwelling (a permanent use) with a temporary and often 'as of right' use. Anecdotal evidence suggests that there are few dwellings approved with the justification of a proposed farming use, with the farming use continued in the longer term.
 - Council has had a number of planning permits recently overturned at VCAT related to the use and development of the land for a dwelling in association with an agricultural use. The refusals issued by VCAT have largely been based on the determination that a dwelling was not genuinely required for the agricultural use of the land.
 - The ambiguous nature of the current Farming Zone provisions adds to the frustrations for land owners, and has resulted in the potential for inconsistent decision outcomes. The proximity of the Farming Zone allows a broad range of uses not related to the primary intent of the zone. This has in part, led to a substantial dilution of the functionality of the zone. As recommended by the committee, the identification of appropriate areas for intensive agriculture in local planning policies would also provide clearer direction.
 - To better reflect the 'industrial' nature of new and emerging agricultural practices to be supported, reduce potential land use conflicts, permit and notice requirements, preserve these locations in the longer term and provide clarity to landowners and investors; a new dedicated zone as opposed to a 'one size fits all' approach may be considered. Alternatively, other options may include the establishment of schedules to the Farming Zone, broader utilisation of the Development Plan Overlay and the retrospective application of the Rural Living Zone and Rural Activity Zone to reflect existing settlement patterns.



3. Identify in planning schemes defined buffer distances for different types and scales of intensive animal industries.

- The establishment of buffer distances is supported for certain types of intensive animal husbandry such as piggeries, cattle feedlots and broiler farms where odour and other off-site environmental considerations are necessary. Where new dwellings are proposed to be constructed within these buffers they should be strongly discouraged (the challenge however is being aware of established buffer distances where they are not mapped within planning schemes).
- Defined buffer distances must be consistent with recognised industry standards and consideration must also be given to the role of Clause 52.10 in Victorian Planning Schemes.

4. Require a permit in the farming zones for new dwellings within the buffer distance of Intensive animal operations.

- This recommendation is supported in principle. The practical application of this recommendation is however considered problematic for the following reasons:
 - Existing and future intensive agricultural uses may not be known by either Council and / or landowners (i.e. landowner does not know their use of land is deemed to be 'intensive').
 - This would require mapping available to the community and Council to support investment decisions and planning assessments to be made.
 - This may require notice requirements for the construction of new dwellings to extend beyond adjoining properties.

5. Base the generic definition of intensive animal husbandry on the impacts of the operation.

- This recommendation is supported in principle. Whilst it is acknowledged that permit conditions can be included to regulate operations (i.e. hours of operation), this recommendation is considered problematic however due to the planning system establishing the regulations for the 'use' of land and not the 'operation' (i.e. off-site impacts are either increased or reduced by the operation and practices of individuals whilst the 'use' definition remains the same).
- Monitoring the impacts of intensive animal husbandry is secondary (i.e. secondary to the issuing of a permit and / or determination that no permit was required). A permit may then be required retrospectively where impacts are considered to trigger a permit requirement.
- This recommendation may result in an increased demand upon Local Government planning enforcement resources, which may be required to monitor the impact of operations, to either ensure compliance with an existing planning permit or to determine whether a planning permit is required.



6. Base the requirement for a permit for animal industries on the potential environmental and amenity impacts of the operation derived from an assessment with an online tool.

- An online assessment tool is not supported.
- Site specific issues such as site access, traffic movements, waste disposal, water management, community values or referral agency considerations could not be adequately assessed by an online tool.
- An online assessment tool would be reliant on accurate inputs, which present risks to data reliability.
- Whilst an on-line self-assessment tool is not supported, the exemption for a permit requirement may be supported for an intensive agricultural or intensive animal husbandry operation where the following applied:
 - all required buffers were located within the subject property boundary.
 - the proposed use and development is consistent with a relevant land use strategy (where incorporated or referenced within the local planning scheme).

7. Create specific land use terms for poultry farms (broiler, egg and hatcheries), cattle and sheep feedlots and piggeries and other clearly intensive uses, to avoid reliance on a generic intensive animal husbandry definition where possible.

- This recommendation is supported.
- It is noted that the use tables would need to be revised across all zones.
- It is recommended that standard permit conditions be identified within Victorian Planning Provisions, the relevant code of practice and / or industry standards which align to the new 'use' definitions.
- It is recommended that a definition of 'free range' also be included within planning schemes. It is acknowledged the challenges that this may present for the industry.

8. Strengthen permit triggers, application requirements and referral arrangements for animal industry applications.

- This recommendation is supported. Clear application requirements would support a consistent approach to assessing permit applications, whilst referral authorities may be required to resource new or additional expertise in order to guide the planning permit decision making process.
- Permit triggers, application requirements and referral requirements should be consistent with relevant guidelines, code of practices and industry standards which apply.
- It is recommended that standard permit conditions are also established, consistent with relevant guidelines, codes of practice and industry standards.



9. Limit the 'right to object' in the Farming Zone when standards prescribed for an animal husbandry enterprise type are met.

- In principle this is supported, in principle. However it is considered that permit application notice requirements and the 'right to object' could only be reduced where the buffer distances for the proposed intensive agricultural activity were contained within the property boundary (or properties in single ownership). This is considered appropriate given intensive agricultural uses may prevent other agricultural pursuits on adjoining land due to biosecurity and other industry requirements (*i.e. 5 km buffer distance between broiler farms*).
- Rural living occurs across the municipality and provides a valuable and sought after lifestyle choice. The relative affordability of rural lifestyle areas as opposed to metropolitan Melbourne has attracted many seeking an alternative lifestyle where quality of housing is a key factor. The 'blanket' removal or restriction of long established amenity expectations and notice requirements from members of the community located within the former Rural Zone and now Farming Zone is not supported, where required buffer distances could not be achieved without impacting surrounding properties.
- It is noted that the relevant standards and required buffers must first be consistent with the provisions of the planning scheme and be able to be easily interpreted.
- This matter highlights the need for clear rural strategies to support the retention of large lots within certain locations of the Farming Zone.

10. Clarify when farming operations have existing use rights

- It is considered that the existing use right provisions provided in the Victoria Planning Provisions (VPP) are adequate. In this regard, it is considered that Clause 63.03 be retained (*i.e. "The definition of a term in this scheme, or the amendment of any definition, does not increase or restrict the extent of any existing use right established prior to the inclusion of the definition or amendment"*).

11. Create a single point of contact for all enforcement actions whose role it is to oversee enforcement activities.

- This recommendation is supported.
- There may be the requirement to have a joint enforcement function between relevant authorities and local government, whereby a 'lead' agency is appointed and is jointly supported.

12. Increase the role of the EPA as an enforcement body.

- This recommendation is supported, acknowledging that the relevant codes of practice are commonly within jurisdiction of the EPA to monitor, are technical in nature and



permit conditions are often required by the EPA.

- It is acknowledged that additional resources would need to be provided to the EPA in order to meeting this requirement. Other government departments who have animal industry expertise may also be equipped to assist with enforcement actions.

13. Set clearer prescribed standards and conditions for intensive animal industries in planning schemes using the Codes of Practice approach.

- This recommendation is supported.
- Further, it may be appropriate that the table of uses be amended within the zone(s) to state that as a condition that the specific intensive use "must comply with the code of practice".

14. Develop and maintain a contemporary Code of Practice for all intensively farmed livestock (as a minimum for poultry (broiler, egg and hatchery), piggeries, cattle feedlots, sheep feedlots, and feedlot dairies).

- This recommendation is supported.
- It is recommended that consideration be given to each code of practice being independently reviewed and subsequently incorporated within Planning Schemes.

15. Introduce a fast track process for applications that meet defined standards.

- In principle this recommendation is supported, particularly where a relevant department with animal industry experience has demonstrated its endorsement or support for a proposal (*similar to the extractive industries process in Victoria*).

16. Formally recognise participation in compliant industry assurance programs in the planning process. Some examples include APIQ, NFAS, Chicken Care and Egg Corp Assured.

- It is unclear what level of industry support, participation and governance arrangements are in place for all industry assurance programs. More information is required regarding the implications of this proposal to enable a response (i.e. referrals, requirements for peer reviews of permit applications, independent assessments and certifications).
- It may be appropriate/ beneficial that standard permit conditions be established which align to recognised codes of practice.



Additional comments:

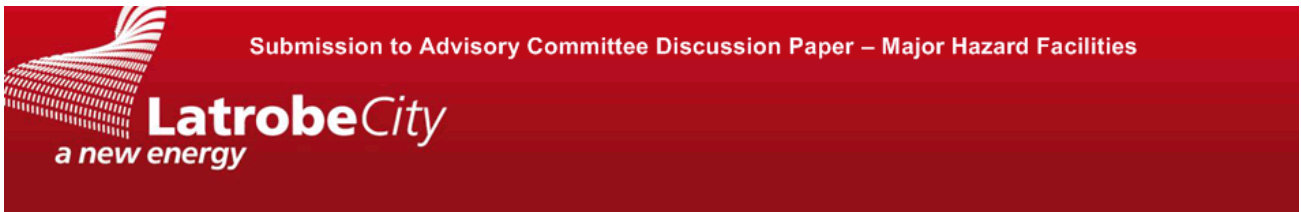
- The discussion paper does not consider the opportunity for intensive farming industries within the other rural zones (nor the implication of adjustments to the use definitions on other rural zones).
- The discussion paper does not consider that many large farming operations are supported by a composite of smaller land parcels. The opportunity therefore for the further fragmentation of existing large farm operations over time and the incremental reduction in the supply of large farms currently within single ownership is not addressed.
- There is no discussion of the utilisation of land for intensive agriculture or intensive animal husbandry within large parcels of existing constrained land, such as land located within the State Resource Overlay (SRO) or Environmental Significance Overlay (ESO). Whilst this issue may be more relevant to Latrobe City, it is requested that the Advisory Committee provide recommendations regarding such opportunities.
- Given intensive agricultural industries may introduce restrictions as to how surrounding land can be used and or developed, there is a need to understand what opportunities to utilise and develop land located within buffer distances may be explored and supported.

Latrobe City Council Submission to Advisory Committee Discussion Paper – Major Hazard Facilities



January 2016





Revision	Date	Written by	Reviewed by
1.0	22 January 2016	J Pullman, D Smith, F Farrand	G Gatt
1.1	28 January	J Pullman, D Smith, F Farrand, L King, G Gatt	J Pullman



Submission to Advisory Committee Discussion Paper – Major Hazard Facilities

1.0 INTRODUCTION

Latrobe City Council wishes to thank the Advisory Committee for the opportunity to make a submission to the Major Hazards Facilities Advisory Committee Discussion Paper.

The issues of applying appropriate land use buffers is of particular interest to Latrobe City Council and the community due to the large presence of industrial development within the municipality. Of particular note is the Australian Paper Mill Major Hazard Facility (MHF) located between Morwell and Traralgon, and the presence of coal mines and their associated operations and resources.

The Australian Paper Mill employs 4200 people directly and indirectly and makes a significant contribution to Victoria's economy. The Australian Paper Mill is Latrobe City's only MHF and is located in one of Victoria's few Industrial 2 Zones. Latrobe City has been working with Australian Paper (AP) and the community to apply an urban amenity (odour) buffer around the Mill as part of the Latrobe C87 Planning Scheme Amendment process.

The three open cut brown coal mines of Hazelwood, Loy Yang and Yallourn supply over 90% of Victoria's power generation needs. The brown coal resource is located in large deposits throughout Latrobe City and adjoining municipalities where urban and coal interface buffers are required.

There are many other industries within Latrobe City that require separation buffers from sensitive uses.

The submission is set out in the following four sections:

- Introduction
- General Discussion
- Key Issues and Advisory Committee Questions
- Conclusion

On behalf of Latrobe City Council, I respectfully request that Council be involved in any relevant ongoing Major Hazards Facilities Advisory Committee discussions and requests a copy of the Advisory Committee report to the Minister for Planning when it becomes available.

It is noted that due to the tight timeframes in which submissions were required, this submission has been prepared by Council Officers and has not been formally endorsed by Council resolution. Council may therefore require the opportunity to provide an addendum to this submission, following a Councillor briefing session to be held 22nd February 2016.

Should the Committee have any questions regarding this submission, please contact myself Jason Pullman, Coordinator Strategic Planning via phone 5128 6151 or email Jason.Pullman@latrobe.vic.gov.au. Alternatively, you may contact Gail Gatt, Manager Future Planning via phone 5128 5446 or email: Gail.Gatt@latrobe.vic.gov.au.



2.0 GENERAL DISCUSSION

The relevance of the MHF Advisory Committee is broader than the implications for Latrobe City Council's only MHF (i.e. AP Mill). This is evident in the second dot point below where the purpose of the Advisory Committee is to consider:

- How risks and amenity around MHFs might be better managed; and
- How the principles for applying land use buffers may be applied to other land uses with adverse amenity.

Therefore, the MHF Advisory Committee consideration appears to be relevant to the coal mine buffers and other industrial buffers that are prominent in Latrobe City.

Clause 14.03 Resource exploration and extraction of the State Planning Policy Framework (SPPF) refers to coal, natural resources, and extractive industries. It identifies the importance of buffers and provides criteria for determining the buffer areas between extractive industries and sensitive land uses. Noting the second element of the purpose of the Advisory Committee, it is disappointing that this clause is not considered in the Major Hazards Facilities Discussion Paper.

It is agreed that coal mine buffers may not be directly MHF relevant, but the MHF Advisory Committee is considering the relationship between MHF and other land use buffers. It is noted that the land use buffers for coal were originally established for the protection of the coal asset, but increasingly coal buffers are also considered appropriate for the protection of residential amenity.

It is suggested that the Advisory Committee consider the 2014 and 2015 Morwell/Hazelwood Mine Fire Enquiry components and the C87 Traralgon Growth Areas Review Planning Panel Report of June 2015 that all consider coal buffer issues around mines near Morwell and Traralgon. The C87 Traralgon Growth Areas Review Planning Panel Report also considers a proposed urban amenity (odour) buffer around the Australian Paper Mill and it is noted that this matter wasn't identified in the Major Hazards Facilities Advisory Committee Discussion Paper as a noteworthy panel report.

It is acknowledged that in relation to industrial buffers and coal buffers, "Earth and Energy Resources" are distinct from "Industry" in the planning scheme, but Earth and Energy Resources can include processing and any activity incidental to this purpose. A planning trigger wouldn't necessarily be required in most instances and issues such as hazard risks and amenity concerns are left to the consideration by The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) with limited involvement by local government in the decision making process. It appears that the consideration of MHF and Industry clauses needs to be broadened to include MHF and Earth and Energy Resources as well.



3.0 KEY ISSUES AND ADVISORY COMMITTEE QUESTIONS

1. Does the planning system effectively address the existence of greenfield MHF or other hazardous industry that poses a risk to the safety of surrounding areas?

No - the Planning Scheme does not facilitate a collaborative approach to the planning of the MHF or other hazardous industry. This is partly because of the reactive approach to planning taken within Local Government, as a direct result of the statutory planning process and Council-driven priorities.

There is no land use definition of an MHF which weakens the emphasis that can be placed on the use and this results in the reliance of interpretation of other legislation outside of planning. There is no clear definition of when a planning permit is required for a new MHF or the expansion of an existing MHF. In some cases there may be no planning permit requirement at all, therefore negating any involvement of land use planning in the decision making process.

To ensure that Local Government is active in the decision making process, there needs to be a statutory requirement for participating in the collaborative approach to planning. The consultation in carrying out the planning of the MHF needs to define which functions of local government are to be consulted, and given the strong link to land use planning – the roles of statutory planning and strategic planning should be clearly identified. Otherwise consultation will generally only occur with Economic Development and Emergency Management sectors of the Local Government.

2. How should planning address areas surrounding existing or proposed MHF or other hazardous industry that poses a risk to the safety of surrounding areas?

The State Planning Policy Framework (SPPF) provides a broad reference to the need for buffer separation distances from industry and sensitive uses. However clause 17.02-2 does not include a policy guideline in relation to MHF regulations. This clause or the SPPF could be further strengthened to better address policy guidance for areas surrounding existing or proposed MHF. Additional SPPF policy guideline documents should be inserted in the relevant SPPF clause.

The Municipal Strategic Statement (MSS) should identify MHF areas and this would provide the direction to then look further for information. Site specific objective, strategies or requirements could also be identified in the MSS.

3. Should there be greater consultation when a new MHF is proposed or changes made that would require changes to its safety assessment? Who should be involved in that consultation?

There is already a high degree of consultation that occurs, however this does not formally involve Local Government. Therefore, greater consultation could occur with the community and stakeholders if a planning permit was required through the public notification process. Whilst there are requirements under other legislation, this paper is looking at the impacts of



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MHF on land use and development and any new or expanding site should therefore be subject to consultation under the Planning Scheme.

Relevant non Local Government agencies, such as the fire service, are engaged in this conversation and are tasked with the role of considering impact and safety of the broader community. The safety assessment is audited annually by Worksafe, and is reviewed formally every three years. Where changes to the safety assessment would increase the extent and/or severity of the impact to the broader community, then it would be appropriate for Local Government to have more involvement in the consultation. It is acknowledged that a balance has to be found between being involved in any and every change to a safety assessment, and being involved in the ones that really matter.

4. Should a definition for MHF be included in planning schemes, and if so, what might a definition, include?

Yes – the definition should be consistent with the definition used in other legislation (e.g. OH&S) or the planning scheme should refer to a definition in other relevant legislation. This would avoid multiple definitions for a MHF that could result in confusion and VCAT challenges.

5. Should MHF emergency plans also be required to consider the effect a major incident would have on a property within the land use planning areas and provide this in information given to the local community?

The MHF emergency plans currently do some of this, and the community consultation group attached to each MHF has access to a large degree of this information. The MHF emergency plans only identify some of the risk situations and are an internal industry process. The planning permit process is also ideally set-up to consider such an effect of a major incident.

Work could be done to provide more transparency on MHF emergency plan risk such as MHF emergency plans being better linked to Municipal Emergency Management Planning and Regional Emergency Management Planning. However there are also challenges linked to terrorism (dealt with by the Victorian Police and Emergency Management Victoria – Critical Infrastructure) as many of the MHFs are designated Critical Infrastructure.

6. Should the Worksafe methodology for Inner and Outer Planning Advisory Areas continue to be the basis for identifying risk areas around MHF and be used for the land use planning system?

Yes – risk mapping relates directly to the type of hazard presented by the site (and these vary for every site). Risk mapping provides clear guidance on the risk areas around a MHF, so it would seem reasonable to apply the same for land use planning. This approach would be consistent with the approach taken for environmental risks, e.g. flooding, bushfire etc. Environmental risk management mapping and community emergency risk assessment processes should be inclusive in the risk management process as risk mapping is only one tool that can be accessed.



However, the risk threshold needs to be well understood so that it can be communicated in a transparent way and defended at VCAT or through a planning panel process. This would provide clear direction for existing and future land use and development affected by the risk mapping of Inner and Outer Planning Advisory Areas.

7. Should risk areas around MHF, through Inner and Outer Planning Advisory Areas, be identified in planning schemes?

Yes – but it might be better to have only one overlay that combines both inner and outer (i.e. those above the threshold to be considered). This would be consistent with the approach taken to bushfire in Victoria – above a certain threshold the Bushfire Management Overlay (planning control applies), below the threshold the Bushfire Prone Area (building control applies) and external to both an integrated approach to bushfire management applies (i.e. joint-agency collaboration).

Another option is to have two schedules to an appropriate overlay that helps to spatially define the Inner and Outer Planning Advisory Areas that is currently defined in the *Worksafe Victoria Major Hazard Facilities Guidance Note*. This would be a similar approach to that recommended by the C87 Traralgon Growth Areas Review Planning Panel Report of June 2015 when considering the urban amenity (odour) buffer around the Maryvale Pulp Mill near Morwell and Traralgon.

Risk areas around a MHF, through Inner and Outer Planning Advisory Areas should also have stronger linkages with Municipal and Regional Emergency Management Plans relating to prevention, response and recovery.

8. Are there other more appropriate mechanisms other than the planning system that could be used to identify risk areas around a MHF that would alert landowners, tenants, permit applicants, facility operators and prospective purchases and other about a MHF and the risk potential?

The planning system doesn't alert tenants about the risk potential and only alerts prospective purchases and landowners if they look at the planning scheme when buying and selling land. If prospective purchasers were to be aware, it would need to be in the Section 32 vendor document similar to land in a bushfire or flood prone area. Notification of any new MHF or expansion of an existing MHF should occur as part of the planning application process. The extent of the notification (e.g. sign on site, notification to adjoining owners, notice in newspaper) would be determined by the Responsible Authority.

In the absence of any specific zone or overlay, integrated emergency management planning should be used (via Emergency Management Victoria) to identify the risk areas, thus showing up in the Municipal Emergency Management Plan (MEMP). The MEMP should be referred to in the Planning Scheme so it can be given relevant consideration. However, it is acknowledged that a planning permit trigger would be needed to give the MEMP any force or effect as part of the planning permit process.

Therefore alongside changes to the SPPF, MSS and the introduction of a new zone or overlay, the MEMP is the missing link that has spatial risk shown that can inform land use



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planning. The MHF in its responsibility for any emergency it causes beyond its boundaries should be held to account to ensure it liaises with those potentially affected prior to any new MHF or expansion of an existing MHF.

9. Should modelled risk areas around MHF be translated into planning schemes, and if so, how could this best be achieved?

Yes – as an overlay or zone and through changes to the SPPF and the MSS (see discussion in the above questions).

However, it should be noted that as technology changes, sometimes the modelled risk area decreases. This is in-line with the aims of industrial manufacturing and processing, i.e. to move towards less dangerous products and processing. Guidance needs to be given as to when the mapping would be changed to align with any reduction in risk. This could be achieved through a Ministerial Direction that links the change in planning scheme control with the OH&S legislation approval changes to any MHF. This would be similar to the general process with changes to Heritage Overlays where Heritage Victoria requires a change and this is considered as a part of a Section 20(4) planning scheme amendment often run by the Minister for Planning that makes a procedural change to the heritage provisions in local planning schemes.

10. Is the treatment of MHF in State policy adequate/appropriate?

The development of an appropriate overlay or zone and changes to the SPPF and the MSS are required (see discussion in the above questions).

It is noted that the Regional Growth Plan for Gippsland does not provide for industry protection like the Great South Coast Regional Growth Plan does. Clause 11.09-9 applies to the Great South Coast Regional Plan and is titled “Integrated Planning” and has strategies to protect industrial activity from sensitive land uses. The Gippsland Regional Plan is not picked up by such a clause, and has no strategies to protect industrial activity from sensitive land uses.

The Integrated Planning clause could be included in all Planning Schemes, and not just sitting at the level of one example of a Regional Growth Plan. This would link to the push toward Integrated Emergency Planning, and other such philosophies of Government.

Given the large presence of industrial development within the municipality, the absence of strong industry protection in the Gippsland Regional Growth Plan may be considered an oversight and may need to be strengthened.

Clause 14.03 (not mentioned in the discussion paper) requires consideration of any relevant SEPP but the wording is not as strong as the wording in clause 17.02-2 and there should be consideration to ensure the same strength in decision making in both clauses.

Clause 18.03-2 of the SPPF attempts to “ensure that the use and intensity of development does not expose people to unacceptable health or safety risks and consequences associated with an existing MHF”. This should be in the broader SPPF and not just in the clause relevant to ports.



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11. Should policy more clearly prioritise the protection of human life in areas around MHF similar to that provided under Bushfire policy?

Yes - (see discussion in the above questions 6 - 8).

12. Could local planning policy play a greater role in managing conflicting land use and sensitive land use near MHF and provide strategic guidance on how such areas are developed?

Yes – but it must be linked with planning permit triggers through zones or overlays, otherwise any new policy in an MSS will be ineffective and not be able to contribute to the decision making process (see discussion in the above questions).

Local planning policy also needs to be clear as to the need and application for a MHF buffer. For example, Latrobe Clause 21.07-4 of the Latrobe MSS refers to a 1km buffer wide area on the western end of the AP Mill site at Maryvale so as to protect the mill from coal operations in the Yallourn Mine as well as providing for future mine expansion. Another urban amenity (odour) buffer of 5 kilometres applies to the AP Mill site due to AP manufacturing paper and paper products. The coal buffer and urban amenity (odour) buffer acts as a defacto MHF buffer, but it is not designed for that purpose. The location of fire risk from plantations in close proximity to MHFs should also be given some further consideration.

13. Should a specific zone be considered and applied to all MHF such as the SUZ or a new zone?

An existing zone in the VPP suite should be used to avoid overcomplicating the Victorian Planning System that was present prior to the introduction of the new format planning schemes. The Special Use Zone (SUZ) could be used with a tailored schedule. The new zone with schedule would clearly identify that there is a risk from a proposed or expanding MHF. This would also need to be linked with changes to the SPPF and MSS and the introduction of reference document and Ministerial Directions etc. In other words, the most appropriate way to address the land use policy void and give due consideration to the risk from a MHF, is to consider providing an integrated approach with differing agencies that uses a package of planning tools for effective implementation.

14. Could or should SUZ or other zone boundaries extend off-site from MHF and Schedules use to allow certain use and development to occur?

No - the SUZ should be limited to the use and development for which the MHF is located. An overlay is the more appropriate mechanism to control development and in this instance - use, if it extends off-site. While it is acknowledged that overlays predominantly control development and not use, the Airport Environs Overlay (ESO) is an example where use is sometimes controlled. Again, the open cut mines in Latrobe are covered by SUZ with overlays applying to off-site coal reserves and coal township buffers. These might be appropriate models to consider.

Any proposed controls that extend off-site would need to consider other existing off-site controls. For example, the Maryville Paper Mill is a MHF and is proposed to have applied a new urban amenity (odour) buffer around the site. Any new MHF zone or overlay would need



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to be drafted so as to ensure it was clear why another zone or overlay was required and existing controls were not able to be updated to suit the MHF.

The interface between existing zones also needs to be considered and how any new zone or overlay may be retrofitted and the subsequent impact on future land use and development at these points.

15. Could any new or modified zone include purposes, permit requirements, decision guidelines that identify and manage sensitive uses?

Yes – through the use of a carefully drafted schedule. Clause 52.10 of planning schemes is not strong enough in this instance as it only sets out permit triggers that are linked to a relevant zone (e.g. Industrial Zone) that has its own purpose, permit triggers and decision guidelines. Again, this may be better set out in an overlay or a tailored zone as then it can be applied more specifically within each local government area.

16. Should zones prohibit intensification of use or should they maintain a discretionary permit process?

There are not many zones in the VPP suite with a purpose of prohibition of intensification. Possibly the Urban Floodway Zone may be an exception. Prohibition may be easier than discretion, but will lock-up (i.e. blight) land and remove most third party appeal rights. If risk to life is a serious consideration then prohibition of intensification could be pursued but only in conjunction with realistic and accurate mapping of the risk. If the risk mapping has a low or medium reliability rating and is not updated regularly, then discretion is more appropriate. The mapping needs to clearly define the hazard, and the risk it poses, so that the mapping is informed mapping and directly links the hazard and the affected.

17. Could or should an existing or new overlay be used to identify risk and manage development on land surrounding a MHF?

Yes - see discussion in the above questions.

Given it is risk to life, a new overlay is probably most appropriate. However, such an overlay would need to control use and development. Therein lies the dilemma between choosing a Zone versus an Overlay. Overlays that may be considered relevant often control an environmental risk, so an ESO may not be directly relevant in this instance. Probably a new overlay specific to a MHF should be identified as there are different risks emanating from such a facility which are not necessarily covered with the existing overlays, and each MHF has its own unique inherent risks.

18. Should both use and development of land around a MHF be managed in an overlay?

Yes - see discussion in the above questions.

The problem with many overlays such as the Bushfire Management Overlay (BMO) for example, is that it doesn't manage use when there is no development. For example, if a large house exists and is used for accommodation (i.e. B&B) or restaurant and if there is no



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works to be carried out then the BMO is not triggered even though there is introduction of non-related occupants with no familiarity of the area.

Any applicable overlay would need to control use and development and this should consider both new facilities and expansion of existing facilities as the potential risk impact may increase.

19. Could an overlay identifying inner and outer hazard areas be applied to identified areas (whether default or modelled)?

See discussion in the above question 7.

20. Is notification of the risk status of land in proximity to a MHF important and how might it be achieved?

Yes – notification of the risk status is important.

If the suggested changes to the VPPs and local planning schemes in this submission are not made then notification to vendors and prospective purchasers will only be achieved through a Section 32 vendors statement. Changes to the Sale of Land Act may be required for vendors to declare if land is affected by MHF risk mapping. This would need to be done in a way that the risk is clearly articulated, for example risk of explosion, risk of noxious gas cloud.

If the suggested changes to the VPPs and local planning schemes in this submission are made then any changes to the planning scheme, such as rezoning or introducing new overlays would be subject to public consultation and should highlight the impacts and risks where these risks will be given relevant consideration.

21. Would it be appropriate or beneficial to include key agencies such as the EPA and Worksafe as referral authorities for permit application lodged with identified risk areas around MHFs?

Yes – however this would depend on whether these areas would trigger a planning permit requirement and whether the referral body was categorised as a Determining or Recommending Referral Authority.

However, there could be potential implications with this where often Determining or Recommending Referral Authority's object to a new use when there is no permit trigger under the overlay for that particular use. Therefore it is important that any new controls consider both use and development permit triggers.

22. Would the use of a zone or overlay provide the mechanism for engaging the EPA and or Worksafe as a referral authority for areas of risk around Major Hazard Facilities?

See discussion in the above question 21.



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23. Should Clause 52.10 be reviewed to provide more than just an advisory role in determining the need for permits for industrial and warehousing uses?

Yes - See discussion in the below question 24.

24. If so what should such a review seek?

Clause 52.10 needs more clarification and could take on a greater role. At the moment the clause is linked to a zone by setting out whether a use requires a planning permit or if a development triggers a referral to the relevant body. However, some of the knowledge required to make such a determination is quite technical and potentially outside the limits of planning expertise. There is a reliance on the permit applicant to provide this information which the planner may have to take on good faith.

Clause 52.10 determines when to refer to Worksafe and this is not easy for a planner as they may not have all the information in front of them. One trigger in this referral would require them to know if the proposal will exceed the fire protection quantity (FPQ) – the FPQ applies to the whole site, not the building as Dangerous Goods regulations work to site boundaries, whereas MHF regulations work to the boundary of the MHF (which could be more than one property parcel). It is hard enough for a building surveyor to consider the extent of dangerous goods storage when issuing a building permit, let alone a planner considering it at planning permit stage. The FPQ can only be determined by the proponent knowing and having designed the maximum quantity of on-site storage and knowing the mix of dangerous goods they plan to hold.

A second issue exists - where there is no planning permit trigger, the fire protection quantity is reached through modification at a later stage – e.g. the owner or operator decides to put in increase storage capacity. The proponent may also have to seek design advice from the fire service once they reach FPQ and there is not a mechanism (other than informal notification) to refer this through the planning scheme, even though this advice might change the siting of buildings, size of buildings, water quantity on site, site access, etc. Planning and dangerous goods regulations do share a common issue that they only relate to the parcel of land on which the proposal exists, even if the operation goes across multiple parcels of land in separate buildings separated by a minimum distance. This issue may be outside the planning process but could be addressed by a new Ministerial Guideline, State Environment Protection Policy or other mechanism.

Clause 52.10 can sometimes be in conflict with the EPA IRAE Guidelines. These two policy documents could be better integrated to provide clearer policy guidance, particularly around MHFs where both documents provide little, if any, guidance on MHFs. Thought may need to be given to whether some of the WorkSafe's Guidance Notes may need to be integrated with the SPPF, Clause 52.10 or the EPA IRAE Guidelines. In most instances, the policy documents in this arena are for guidance only. There may need to be some consideration given to providing more weight to the application and consideration of these guidelines in their current form.

The advice of the EPA is often sought in interpreting Clause 52.10 and EPA is a Determining Referral Authority for Clause 52.10 (as defined by Clause 66.02-7) – given this, they are



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determining the risk to the sensitive use (i.e. is the sensitive use development appropriate), the EPA are not necessarily considering the MHF issues, nor protection of the industry from encroachment.

Under Clause 52.10, a default 5km buffer applies to the MHF AP Mill site between Morwell and Traralgon due to the MHF manufacturing of paper and paper products. This buffer is applied to the AP mill site because of its processing activities and not because of its MHF status. The buffer does not necessarily deal with the MHF hazard directly, and arguably is not the reason for the buffer. Clause 52.10 highlights the issues with Australian Paper as it is not a reverse buffer and really doesn't protect the industry. The issue with the MSS defining a lesser or different sized buffer is problematic, as the modelling was odour modelling and was not the MHF modelling used in AP's MHF Safety Case.

The current policy environment makes it difficult to navigate the planning system relating to clause 52.10, industrial buffers and MHFs. Any revision to Clause 52.10 and other parts of the VPPs will assist in MHF and industrial buffer interpretation and application.

25. Should the EPA IRAE Guidelines be better articulated in the VPP to accord greater weight to separation distances for industry or sensitive use expansion?

Yes - See discussion in the above question 24.

The EPA IRAE Guidelines need to be better integrated with the SPPF and Clause 52.10. This will assist with the application of the Guidelines not only by applicants and the responsible authority but also by the EPA who are often relied upon to interpret the guideline on behalf of the community. The guidelines are often given limited weight until there are objections from the community to an industrial activity or from an industry concerned with encroachment into the buffer by sensitive uses. This results in a retrofit of a buffer to an existing use where conflict is inevitable – see C87 Traralgon Growth Areas Review Planning Panel Report of June 2015 that considered the urban amenity (odour) buffer around the Maryvale Pulp Mill near Morwell and Traralgon.

26. Are the separation distances/buffer distances in Clause 52.10 and the IRAE Guidelines clearly justified and appropriate?

No – most of the buffer distances are derived from historic buffers defined in the 1970s despite the advances in technology that has occurred since that time. The difficulty comes about when environmental modelling is undertaken to justify departing from the buffer distances in the IRAE Guidelines and Clause 52.10. This is something that is permitted under the IRAE Guidelines but can be difficult to justify to landowners affected by the buffer, particularly when the change in buffer is not mapped in the planning scheme.

27. Might a clearer articulation in the planning system of principles around the need for buffers be useful?

Yes - the real issue is not so much in the buffer distances specified in Clause 52.10 or any EPA or Worksafe Guideline. The absence of associated buffer mapping for key industries in the planning scheme creates confusion if policy wording in the scheme or Guidelines is to be



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relied upon alone. It is often difficult to retrofit buffer mapping to an existing key industry that is surrounded by sensitive uses, see South Gippsland C99 Burra Food Amenity Buffer and Latrobe C87 Traralgon Growth Areas Review.

Clarification around a definition of a MHF and the potential impacts of a MHF activity need to be clearly articulated in the planning system.

28. Does the planning system currently allow and/or facilitate appropriate responses to the provision of buffers whilst ensuring the most efficient land use and land value capture outcomes around a MHF and industry?

The answer to this question is specific to an industry and the type of buffer required for that particular industry. In broad terms, there is probably room for further investigation around the type of uses that may be appropriate in buffers around a MHF and industry. Often the application of large buffers result in planning blight where land values may be affected. Further research in this area may be beneficial.

29. Could the 'agent of change' principle be introduced to planning schemes for industry to ensure that the onus on ensuring appropriate buffers rests with the encroaching sensitive use.

Yes – this would apply both ways and is the principle behind section 60 of the Planning and Environment Act 1987 when considering planning permits. The principle should also apply to large expansions of existing uses and not just new uses. It is acknowledged that land use planning case law will have a bearing on the effectiveness of these principles.

30. Should sensitive uses be formally defined in the planning scheme?

Yes – it would provide greater clarity when considering Ministerial Directions, Advisory Notes and the relevant clause of the VPPs and with any new definition of a buffer for a MHF. It would also make the use of the term more understood by bringing the definition into the Planning Scheme, rather than being somewhat removed by only being in a Ministerial Direction.

31. Would a Planning Practice Note for interface planning between industry and sensitive uses be useful?

Yes - the interface between zones / land uses can be highly problematic, so some form of clear guidance would be beneficial. The Practice Note would need to ensure that conflict didn't arise with other established Ministerial Directions, Advisory Notes and the relevant clause of the VPPs. An overhaul of how buffers are treated in the Victorian Planning system would need to be undertaken with a holistic view to making changes to planning schemes where consistency could be achieved.

32. Given there is already a legislative framework for pipeline protection, does the planning system need to include additional provisions?

The Latrobe Planning Scheme already applies a Design and Development Overlay (DDO) over key pipelines and the pipelines are well represented in the MSS through framework and structure plans. This approach may be useful to apply to other municipalities. It is noted that



there appears to be a level of inconsistency of applying appropriate planning provisions to the location of significant pipelines in local Gippsland planning schemes. This often leads to frustration from developers, particularly where adjoining municipalities may have different approaches to providing advice on the same issue.

33. Could a risk based spatial overlay developed for MHF and industry with a specific schedule for pipelines be a potential tool for use in identifying major pipelines in planning schemes.

The approach outlined above in the Latrobe Planning Scheme works well and it is considered that a new schedule may not be warranted because relevant referral responses are required to be obtained during the planning permit application process. However, if risk analysis information was to accompany the DDO, then this information could be useful.

4.0 CONCLUSION

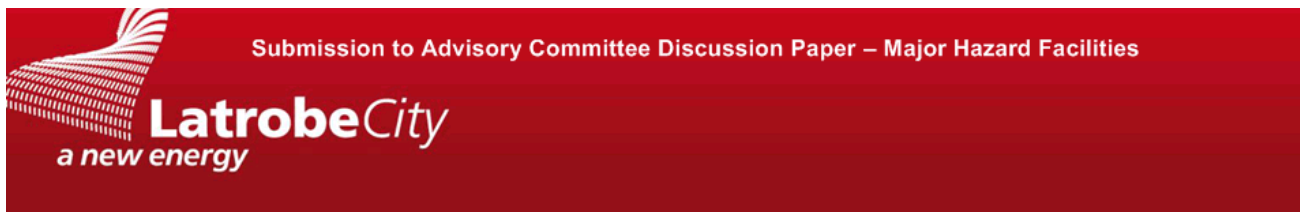
The issues of applying appropriate land use buffers is of particular interest to Latrobe City Council and the community due to the large presence of industrial development within the municipality. Of particular note is the Australian Paper Mill Major Hazard Facility (MHF) located between Morwell and Traralgon and the presence of coal mines and their associated operations and resources. It is understood that this MHF is one of very few, if not the only, MHF located in a Bushfire Management Overlay.

The MHF Advisory Committee consideration appears to be relevant to the coal mine buffers and other industrial buffers and not just MHF buffers. It appears that the consideration of changes or additions to MHF and industry clauses in the planning scheme by the Advisory Committee needs to be broadened to include MHF and Earth and Energy Resources (i.e. coal resource and urban interface buffers).

The MHF Advisory Committee is encouraged to read the C87 Traralgon Growth Areas Review Planning Panel Report of June 2015 that considered the urban amenity (odour) buffer around the Maryvale Pulp Mill near Morwell and Traralgon and the application of the urban coal buffer near Loy Yan open cut coal mine to the south east of Traralgon. The Committee is also encouraged to consider Latrobe Planning Scheme MSS and Design and Development Overlay provisions that apply to key pipelines across Latrobe City.

There is no clear definition of when a planning permit is required for a new MHF or the expansion of an existing MHF. In some cases there may be no planning permit requirement at all, therefore negating any involvement of land use planning in the decision making process. To address this issue, Integrated Planning provisions could be included in all Planning Schemes as this would link to the push toward Integrated Emergency Planning, and other such philosophies of Government. The most appropriate way to address the land use policy void and give due consideration to the risk from a MHF, is to consider providing an integrated approach with differing agencies that uses a package of planning tools for effective implementation.

The relevant Municipal Emergency Management Plan (MEMP) should be referred to in the Planning Scheme so it can be given relevant consideration. However, it is acknowledged that a planning permit trigger would be needed to give the MEMP any force or effect as part



of the planning permit process. Alongside changes to the SPPF, MSS and the introduction of a new zone or overlay, the MEMP is the missing link that has spatial risk shown that can inform land use planning.

The current policy environment makes it difficult to navigate the planning system relating to clause 52.10, industrial buffers and MHFs. Any revision to Clause 52.10 and other parts of the VPPs will assist in MHF and industrial buffer interpretation and application. This should be examined in light of the need for an overhaul of how buffers are treated in the Victorian Planning system and would need to be undertaken with a holistic view to making changes to planning schemes where consistency and transparency in decision making could be achieved.

**14.5 LATROBE REGIONAL AIRPORT QUARTERLY REPORT
DECEMBER 2015**

General Manager

City Development

For Decision

PURPOSE

The purpose of this report is to provide Council with information on the operations of the Latrobe Regional Airport for the quarter ended 31 December 2015.

EXECUTIVE SUMMARY

This report, which is a requirement under the Deed of Delegation, for the quarter ending 31 December 2015 provides an account of the Latrobe Regional Airport's operations and performance against plans and targets identified in the budget, the business plan and Master Plan, and any other significant matters.

All statutory requirements and obligations have been met during the quarter, and the Latrobe Regional Airport continues to provide the Gippsland community with a strategic asset and industrial hub which is operated both safely and securely.

MOTION

Moved: Cr Middlemiss

Seconded: Cr Harriman

That Council receives and notes the report on Airport Operations for the quarter ended 31 December 2015.

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017, in that it provides information on the activities of the Latrobe Regional Airport which achieve the following objectives.

Latrobe 2026: The Community Vision for Latrobe Valley

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

Latrobe City Council Plan 2013 - 2017

Economic Sustainability Objectives

Actively pursue economic prosperity for Latrobe City, one of Victoria's four major regional cities.

Actively pursue further diversification of business and industry in the municipality.

Actively pursue and support long term job security and creation of new employment opportunities in Latrobe City.

Strategic Direction 1– Provide incentives and work proactively to attract new business and industry to locate in Latrobe City.

Strategic Direction 2 – Assist existing small and medium enterprises to expand and sustain employment opportunities.

Strategic Direction 3 – Work in partnership with business, industry and government to create new jobs and investment in Latrobe City.

Service Provision – Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.

Major Initiatives - Implement the Latrobe Regional Airport Master Plan to effectively develop the airport and to facilitate investment and jobs growth.

Strategy – Latrobe Regional Airport Master Plan

Policy - Deed of Delegation

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

BACKGROUND

This report provides information in relation to the performance of the Latrobe Regional Airport against plans and targets identified in the budget, the business plan and the Latrobe Regional Airport Master Plan 2009.

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

KEY POINTS/ISSUES

The significant activities undertaken during the quarter are outlined below.

Master Plan Review 2015

The Latrobe Regional Airport Master Plan 2015 was completed and approved by the Board during the quarter. This was then submitted to Council to receive and resolve to place on public exhibition. The final document included the “N” (noise) contours. The public exhibition and submission period ends on 18 February 2016 following which the Master Plan 2015 and any submissions will be put to Council for adoption and inclusion in the Latrobe Planning Scheme.

Future Government Funding

The Department of Economic Development Jobs, Transport & Resources advised that the Regional Aviation Fund is no longer available. This was the grant fund that Latrobe Regional Airport received \$1.24 million from to assist in our major infrastructure upgrade program.

The Department advised that the Victorian Government has introduced the following funding programs to “*assist Victorian industries to adapt and grow*”.

- \$500 million in strategic investment
- \$500 million in Regional Jobs and Infrastructure Fund
- \$200 Million in Future Industries Fund

There is no longer a fund dedicated to Aviation projects, and therefore any further application for funding that Latrobe Regional Airport might submit, will be in competition with such things as roads, rail, ports etc.

Preparation of a very strong business case will be required if an application to any one of the above initiatives is to be successful.

National Airports Safeguarding Framework (NASF)

The Board sought an explanation of the Victorian Government’s progress towards implementing the National Airports Safeguarding Framework (NASF) guidelines into the State Planning Policy Framework.

NASF Guidelines

The NASF guidelines provide comprehensive information and recommendations relating to six airport safeguarding matters.

The NASF guidelines are:

- Guideline A: Measures for Managing Impacts of Aircraft Noise
- Guideline B: Managing the Risk of Building Generated Windshear and Turbulence at Airports
- Guideline C: Managing the Risk of Wildlife Strikes in the Vicinity of Airports

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- Guideline D: Managing the Risk of Wind Turbine Farms as Physical Obstacles to Air Navigation
- Guideline E: Managing the Risk of Distractions to Pilots from Lighting in the Vicinity of Airports
- Guideline F: Managing the Risk of Intrusions into the Protected Airspace of Airports.

The Board Chairman wrote to the Minister of Planning regarding the National Airports Safeguarding Framework (NASF) and the Victorian Government's commitment to implement the NASF in the State Planning Policy Framework.

The Executive Director of Planning & Building Systems responded in part as follows:

"Victoria is an active participant on the National Airports Safeguarding Advisory Group and remains committed to working with stakeholders to contribute to a clear, shared understanding of the importance of safeguarding Victoria's airports – and communities around them – given their significant economic and social contribution to the state's economy and prosperity."

It is important to note that Victoria agreed to implement the National Airports Safeguarding Framework subject to Guideline A pertaining to noise, and in particular the "N" contours, only being used to better inform strategic planning proposals that would seek to intensify sensitive use, development and activity within an airport's environs."

It appears from recent discussions with an airport consultant that the NASF guidelines will be given some policy consideration/status in the State Planning Policy Framework, but they are likely to remain "guidelines" for the foreseeable future.

Manufacturing For Defence

Latrobe City and Defence Materials Technology Centre (DMTC) jointly conducted a Defence Manufacturing Briefing and Benchmarking workshop on Wednesday 2 December 2015. This event was targeted at manufacturing companies in the Latrobe Valley and wider Gippsland region that have the capacity or are currently considering supplying to the defence industry.

This event was very well supported by local industry and could well be of assistance to local manufacturer wishing to enter the Defence arena and in particular in the area of aircraft component manufacturing.

Official Opening of Airport Infrastructure

On Wednesday 18 November 2015 the Deputy Prime Minister the Hon Warren Truss officially opened the LRA Infrastructure upgrades that have taken place over the last three and a half years.

The Deputy Prime Minister and fellow Parliamentary colleagues both State & Federal were in attendance for the event. All spoke highly of the airport and the Latrobe City in general and the potential opportunities for the future.

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Distinguished guests attending the official opening were Senator Ricky Muir, Darren Chester Federal Member for Gippsland, Hon Warren Truss Deputy Prime Minister, Melina Bath MLC, Latrobe City Mayor Cr Michael Rossiter, and Russell Northe Member for Morwell.

Marketing & Business Strategy Tenders

Invitations to tender for the provision of a Latrobe Regional Airport Marketing & Business Strategy received five (5) genuine submissions. Following the evaluation of these tenders, the project was awarded to Fox Strategic (Paul Fox and Alan King).

Work on the project will commence in January 2016.

Australian Airports Association

The Australian Airports Association continue to produce airport “practice notes” for their members. These practice notes in the past have related to Planning around airports, Safeguarding Airports, Wildlife control and so on.

The latest of these practice notes are Airside Safety and the Small Regional Aerodrome Handbook.

The Small Regional Aerodrome Handbook will be a very valuable reference tool as it sets out all the “grass roots” information that the uninitiated person would need to access on a smaller airport in order to take on the day to day operations.

Federation Training

Following the Board meeting on 7 September 2015, a letter was sent to Federation Training requesting formalisation of the proposal to reserve 2 hectares of land to facilitate a Federation Training Aviation Education Hub at Latrobe Regional Airport.

The General Manager spoke with Federation Training during October, and subsequently a letter of intent has been received confirming their intention to proceed with the development of an Aviation Education Hub at Latrobe Regional Airport.

RISK IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management Plan 2011-2014.

FINANCIAL AND RESOURCES IMPLICATIONS

The Airport was operated in line with the 2015/16 budget allocation as detailed in the finance report attached.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

There is no consultation required as this is the December 2015 Quarterly Report on activities, as required by the Latrobe Regional Airport Deed of Delegation from Council.

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Council has the following options:

1. Receive and note the Latrobe Regional Airport Board December 2015 quarterly report; or
2. Seek further clarification in respect to the Latrobe Regional Airport Board December 2015 quarterly report.

CONCLUSION

The 2015/2016 financial year is progressing to forecast and within budget. The Airport continues to be operated in a secure and safe manner, in accordance with Civil Aviation Safety Authority guidelines and regulations.

SUPPORTING DOCUMENTS

Nil

Attachments

1. LRA December 2015 Quarterly Finance Report

14.5

Latrobe Regional Airport Quarterly Report December 2015

- 1 LRA December 2015 Quarterly Finance Report 175**

Monthly Operating Report

ATROBE REGIONAL AIRPORT DIVISION



Month: December

Comment on Year to Date Result

A favorable balance at the end of the quarter is due to some income being collected before forecast and some consultancy costs being delayed due to later commencement date.

Comment of Full Year Forecast

End of year is expected to be in line with forecast.

	Year to Date			Full Year Forecast		
	Actual	Budget	Variance (Fav)/Unfav	Forecast	Budget	Variance (Fav)/Unfav
Net Results by Cost Centre						
Latrobe Regional Airport Management	(35,179)	(13,728)	(21,451)	222,289	222,287	
Latrobe Regional Airport - LANDSIDE	(208,952)	(176,313)	(32,639)	(361,582)	(361,161)	(421)
Latrobe Regional Airport - AIRSIDE	6,321	4,692	1,629	27,363	27,363	
Latrobe Regional Airport - General Mainte	52,856	55,231	(2,376)	111,932	111,511	421
Net Result	(184,954)	(130,118)	(54,837)	2	0	
Net Results by Account Group						
Income:						
Grants	0	0	0	(6,000)	(6,000)	
Other	(24,924)	(10,374)	(14,550)	(33,191)	(30,742)	(2,449)
Residence	(6,440)	(6,470)	30	(12,886)	(13,000)	114
Commercial	(196,848)	(202,452)	5,604	(408,339)	(412,076)	3,737
Trading / Light Commercial	(35,783)	(31,133)	(4,650)	(57,898)	(53,500)	(4,398)
Recreational / Non-Trading	(44,457)	(16,309)	(28,148)	(44,403)	(33,076)	(11,327)
Community Group/Service	(150)	(150)	0	(150)	(150)	
Lease / Agistment	(11,085)	(11,178)	93	(22,545)	(22,545)	
Transfer from Reserve	(134,301)	(134,301)	0	(134,301)	(134,301)	
Total Income	(453,988)	(412,367)	(41,621)	(719,713)	(705,390)	(14,323)
Expenditure:						
Salaries Wages & Oncosts	99,502	99,106	396	205,604	204,901	703
Other Employee Costs	7,872	10,991	(3,119)	15,482	15,591	(109)
Materials & Contracts	66,856	77,503	(10,647)	309,176	295,598	13,578
Internal Charge Costs	94,803	94,650	153	189,453	189,300	153
Total Expenditure	269,033	282,250	(13,217)	719,715	705,390	14,325
Net Result - Recurrent	(184,955)	(130,117)	(54,839)	2	0	

INFRASTRUCTURE AND RECREATION

15. INFRASTRUCTURE AND RECREATION

15.1 CATTERICK CRESCENT RESERVE MASTER PLAN

GENERAL MANAGER

Infrastructure and Recreation

For Decision

PURPOSE

The purpose of this report is to present the submissions received on the draft Catterick Crescent Reserve master plan during the community consultation process and seek consideration of the plan for adoption by Council.

EXECUTIVE SUMMARY

The Catterick Crescent master plan was identified for completion as part of the 2014/15 business planning process.

The purpose of this report is to present the submissions received during the public exhibition period for the draft Catterick Crescent master plan and seek Council's endorsement of the final master plan.

The final master plan reflects the feedback and submissions provided during the initial community engagement activities and the public exhibition period.

The recommendations in the final master plan will be included in a larger review to be undertaken in 2015/16 of Latrobe City Councils Recreation & Open Space Strategies and plans to ensure that priority projects are identified in the four year Strategic Resource Plan and the Long Term Financial Plan.

RECOMMENDATION

That Council:

1. Having considered the submissions received, and participation data provided, adopts the Catterick Crescent Reserve Master Plan.
2. Refers the recommendations from the final Catterick Crescent Reserve master plan to the Recreation Needs Assessment to be undertaken during 2016/17 and;
3. Requests the Mayor write to those persons who made written submission to thank them for their feedback and notify them of Council's decision.

Cr Sharon Gibson returned to the meeting, the time being 07:27 PM.

MOTION

Moved: Cr Kam
Seconded: Cr Harriman

That Council:

1. **Having considered the submissions received, and participation data provided, approves in principle the Catterick Crescent Reserve Master Plan.**
2. **Considers the recommendations from the final Catterick Crescent Reserve master plan, and identifies the priority of work to be undertaken, as part of the development of the Recreation Needs Assessment to be undertaken during 2016/17 and;**
3. **Requests the Mayor write to those persons who made written submission to thank them for their feedback and notify them of Council's decision.**

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - Recreation

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: affordable and sustainable facilities, services and recreation

Strategic Direction – Develop and maintain community infrastructure that meets the needs of our community.

BACKGROUND

The Catterick Crescent Reserve master plan was identified for completion as part of the 2014/15 business planning process. Additional funding for the project was provided from Regional Development Victoria's Putting Locals First funding program.

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The master plan review process will establish clear direction for the future planning, provision, enhancement and improvements of sport and community infrastructure at Catterick Crescent Reserve.

This master plan commenced in August 2014 with SGL Consultants appointed to complete the Catterick Crescent Reserve, Maryvale Reserve master plans, as well as the review of the Moe Outdoor Recreation Plan. The projects have been undertaken as a single project due to the similarities and synchronicity between the projects and budgetary savings.

The draft master plan for Catterick Reserve includes:

- Catterick Crescent oval, and
- Traralgon Sports Stadium

The recommendations in the draft Catterick Crescent Reserve master plan were developed with regard to the results from an analysis of the demographics and sports participation rate, current recreation provision in Latrobe City, condition assessments and stakeholder consultation.

At the 13 April 2015 Ordinary Council meeting, Council resolved:

1. *That Council releases the draft Moe Outdoor Recreation Plan, Catterick Crescent master plan and the Maryvale Reserve master plan for community consultation for a period of 4 weeks from Tuesday 14 April 2015 to Friday 15 May 2015.*
2. *That a further report be presented to Council with the results of the community consultation process.*

The Catterick Crescent Reserve draft master plan has been developed following extensive consultation with both adjoining residents to the reserve, user groups from Catterick Crescent reserve and the Traralgon Sports Stadium user groups and stakeholders.

The Traralgon Stadium Usage Assessment 2012 undertaken for the Traralgon Sports Stadium identified the need for a minimum two additional courts for the current users. The draft master plan has responded to the recommendations of this report.

Submissions and feedback provided during the public exhibition period have indicated that there is widespread support for the master plan at Catterick Crescent Reserve. The following issues were raised in the submissions that have resulted in changes to the master plan.

A total of seven submissions were received in relation to Catterick Crescent Reserve Traralgon. Table 1 provides a snapshot of each submission, the matters raised and the officer response.

Table 1

	Stakeholder	Submission	Officer response
1	Leigh Fabris Traralgon Imperials Cricket Club	Does not believe that the cricket club should be in a shared pavilion with basketball	Noted and incorporated into plan.
		Would like to see bench seating along	Noted and incorporated into plan.

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	Stakeholder	Submission	Officer response
		<p>the fence line</p> <p>There is a need to access the clubrooms by car for both emergency access and drop off/pick up of goods.</p> <p>The location of the new cricket nets is an issue as they're south west facing, distant from the club rooms and require a power supply for bowling machine.</p> <p>Storage area would require a roller door.</p>	<p>Noted and incorporated into plan.</p> <p>Noted, plan has been amended.</p> <p>Will be addressed at detailed design phase.</p>
2	Wayne Morley Imperials Cricket Club Junior Coordinator	Change location of nets as they cannot face south west.	Noted and incorporated into plan.
3	Ralph Edgar Local resident – Garibaldi Street	Objection to an exit going onto Garibaldi Street. Believes it will be a hazard for residents as well as a nuisance with headlights lighting up residential properties.	Noted. The master plan has been amended to remove the vehicle exit point at Garibaldi Street.
4	Sharon Royal TABBA President	<p>All courts in new area should be full size to enable tendering for major events</p> <p>Sufficient room for score benches and seating</p> <p>Court to remain named after Fran Hammond</p> <p>T birds logo on a court</p> <p>Access for portable seating?</p> <p>Toilets appear to be accessed from function room not passage way. If this is the case, more toilets need to be made available in the change rooms.</p> <p>Will Traralgon Amateur Basketball Association</p>	<p>This will be considered when the project is funded and detailed design is undertaken for the project.</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p> <p>As above</p>

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	Stakeholder	Submission	Officer response
		<p>still have office/merchandise shop or storage area?</p> <p>Will there be ability to keep trophy cabinets etc?</p> <p>Kiosk appears smaller-will menu be the same?</p> <p>Is the costing of this plan in a Council budget?</p> <p>What will the impact be on current users?</p> <p>Will there be air conditioning?</p>	<p>As above</p> <p>As above</p> <p>Master plans are developed to identify opportunities for upgrades/improvements to reserves. There is no commitment of funding to any of these projects identified in the master plan. However Council will be reviewing all plans and strategies to ensure that they align with Council's long term financial plan.</p> <p>If funding is secured for the project there will be an impact of stakeholders of the stadium. Council will undertake planning to minimise this disruption as much as possible.</p> <p>This component of the building design will be investigated at detailed design stage.</p>
5	Joanne Campbell Local Resident	<p>Believes that money should be spent on Traralgon Pool instead of Catterick Crescent master plan.</p> <p>Concerns regarding the traffic around Catterick/Kosciusko area</p>	<p>Noted.</p> <p>Reserve car parking has been addressed in the master plan, however general traffic conditions on Catterick Crescent and Kosciusko Street is outside the scope of the Catterick Crescent Reserve master plan.</p>
6	Rohan O'Neill General Manager Game & Market Development Cricket Victoria	<p>Supports the vision for new multi-use community and sporting infrastructure at Catterick Crescent Reserve</p> <p>Is developing a plan for</p>	<p>Noted</p> <p>Noted</p>

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	Stakeholder	Submission	Officer response
		<p>a regional cricket hub to be based at Catterick Crescent to provide for playing, training, events, administration and community programs in Latrobe City.</p> <p>Advises that the State Government has recently committed \$10 million of funding for the development of community cricket facilities and programs in Victoria.</p> <p>Would like the inclusion of a meeting space or office in the Cricket pavilion to host meetings, regional forums etc.</p> <p>Would like a multi-use indoor cricket facility (shared with other sports) to be included in the design for the stadium.</p> <p>Cricket Victoria support the development of a regional cricket hub at Catterick Crescent Reserve and have offered to provide assistance to Latrobe City Council in the next stage of development, including the provision of cricket facility design.</p>	<p>Noted</p> <p>Noted. When a design for the pavilion is undertaken, Cricket Victoria will be included in the engagement activities to ensure that these requirements are included.</p> <p>Noted. When a design for the stadium is undertaken, Cricket Victoria will be included in the engagement activities to ensure that these requirements are included.</p> <p>Noted.</p>
7	Wayne Bird Basketball Victoria	<p>Supports development at Catterick Crescent and believes it will be positive for the region.</p> <p>Would like to see the future stadium design cater for high ball sports such as volleyball, netball and badminton.</p>	<p>Noted.</p> <p>Noted. The stadium design will ensure that the court designs are multi-purpose.</p>

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The following themes have been identified in the feedback and submission provided during the public exhibition period.

Cricket Pavilion

The Traralgon Imperials Cricket Club provided feedback that they did not want the pavilion to be included in the footprint of the stadium. They have asked that this pavilion be a stand-alone building for use by cricket and junior football. This feedback has been reflected in the final master plan, with the building being stand-alone, with vehicular access.

Cricket Nets

The Traralgon Imperials Cricket Club provided feedback that the alignment of the cricket nets was not safe due to the angle of the sun. The master plan has been changed to show the nets align north/south alignment.

Car parking entry/exit

A submitter indicated their objection to an exit point from the car park out to Garibaldi Street. The master plan has been altered to reflect the original and existing entry/exit point at Catterick Crescent.

General design requirements for the stadium

The Traralgon Amateur Basketball Association provided a submission, highlighting a number of design requirements. This is not relevant to a master plan. These issues will be addressed when design is undertaken for the stadium.

The draft Catterick Crescent Reserve master plan was presented to the Ordinary Council meeting held on the 11 June 2015. At this meeting Council resolved the following:

RECOMMENDATION

That Council:

1. *Having considered the submissions received, adopts the Catterick Crescent Reserve Master Plan*
2. *Includes the recommendations in the final Catterick Crescent Reserve master plan in the review of Latrobe City Councils Recreation and Open Space strategies and plans to be undertaken during 2015/16 and;*
3. *Requests the Mayor write to those persons who made written submissions to thank them for their feedback and notify them of Council's decision.*

ALTERNATE MOTION

That Council defers the decision on this matter until a report can be returned detailing user group numbers and increases or decreases of said numbers over a six year period.

Moved: Cr Harriman

Seconded: Cr Kam

That the Alternate Motion be adopted.

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CARRIED UNANIMOUSLY

KEY POINTS/ISSUES

Council officers immediately contacted all user groups from both Catterick Crescent Reserve and the Traralgon Sports Stadium requesting that they provide participation data/statistics for the past 6 years.

The following tables provide details of the responses received from the following user groups:

- Traralgon Amateur Basketball Association
- Ladies Badminton
- Veterans Badminton
- Traralgon Soft Tennis & Walking group
- Cumberland Park Junior Football Club
- Traralgon Imperials Cricket Club

The data provided from user groups/stakeholders of Catterick Crescent Reserve is presented separately, with the Traralgon Sports Stadium user groups as one table, and the Traralgon Imperials Cricket Club and the Cumberland Park Junior Football Club in the other table.

Table 1. Traralgon Sports Stadium user group statistics

Stakeholder	Competition	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Traralgon Badminton Club	All	8	8	8	8	8	8
Traralgon Amateur Basketball Association	Senior Male/Female	459	419	368	633	342	397
	Junior Male/Female	699	742	1015	995	1005	1191
	Squad	0	143	141	138	147	181
	Tournament Juniors	572	555	589	660	673	866
	Tournament Seniors	71	53	55	71	53	0
Ladies Badminton		25	24	27	17	19	17
Traralgon Soft Tennis & Walking Group		58	58	58	58	58	58
Netball Competition*	All	384	384	384	384	384	384

*The Netball competition is administered by the Traralgon Sports Stadium administration. Teams pay for team sheets. The competition is programmed for each Thursday night (6 – 9.30 pm)

Analysis of data

The participation data provided by the stakeholders of the user groups of Traralgon Sports Stadium is self-reported data, collected from each club's membership information. The data provided by the clubs relates

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only to individual registrations/memberships and not to the number of competitions a player participates in.

During the past 6 years, participation in Badminton and the Soft Tennis & Walking group has been consistent with 8 and 58 members respectively.

Ladies Badminton has experienced a small decline in participation from 25 participants in 2009/10 to 17 participants in 2014/15.

The netball competition is administered by Latrobe Leisure staff at the Traralgon Sports Stadium and teams pay for team sheets, with two seasons each year. The winter season attracts approximately 16 teams and the summer competition attracts approximately 32 teams. The competition is played each Thursday evening from 6 pm to 9.30 pm. This arrangement has remained consistent for the past 6 years.

The Traralgon Amateur Basketball Association has seen a significant shift in the participation of basketball in the past 6 years. Whilst participation in senior competition has remained consistent, with a slight decrease in participation, junior competitions, squad and tournaments participation numbers have increased markedly. Junior participation data has risen from 699 participants in 2009/10 to 1191 participants in 2014/15. This data is consistent with previous studies undertaken by Latrobe City, including the Traralgon Stadium Usage Assessment, completed in 2012.

Table 2. Catterick Crescent Reserve user group statistics

Stakeholder	Competition	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Traralgon Imperials Cricket Club	Senior Male	74	72	57	74	74	72
	Senior Female	1	1	0	0	0	0
	Junior Male	27	27	26	45	45	48
	Junior Female	0	0	0	3	2	2
	Social Members	20	20	20	20	20	20
	Partners/Parents	30	30	30	30	30	30
	Coaches/Support Staff	10	10	10	10	10	10
Cumberland Park Junior Football Club	Male players	78	85	93	59	44	41
	Female players	0	5	5	2	10	5

The participation data provided by the stakeholders of the Catterick Crescent Reserve is self-reported data, collected from each club's membership information.

During the past 6 years, participation in cricket at the reserve has been stable for senior players, social members, parents and volunteers. The cricket club experienced an increase in junior players in 2011/12 with a 50% increase in male participation and a small increase in female players.

The Cumberland Park Junior Football Club has experienced a marked decline in participation during the past 6 years. Participation has declined

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by almost 40% from the peak number is 2011/12 of 98 participants to 2014/15 with 46 participants. This data is supported by the AFL Gippsland's *State of the Region report 2014*, which details player registrations for all AFL clubs in Gippsland, including the membership data from the Traralgon and District Junior Football League.

This decline in membership is in stark contrast to other clubs in the Traralgon & District Junior Football League, particularly the Traralgon based clubs.

Table 3 below provides the membership data for all clubs affiliated with the Traralgon & District Junior Football League since 2012. There are eight Traralgon based clubs which include:

- City Juniors
- Combined Saints
- Cumberland Park
- Pax Hill
- Police Boys
- Southside
- TEDAS
- West End

All Traralgon based clubs, except Cumberland Park has seen an increase in participation since 2012.

Anecdotally, the Cumberland Park Junior Football Club has indicated to officers that the lack of facilities and the quality of facilities at Catterick Crescent is a deterrent to participation in junior football.

Table 3 AFL Gippsland STATE OF THE REGIONAL REPORT 2014

	2012	2013	2014
Boolarra	10	10	-
City Juniors	18	82	-
Churchill	73	81	108
Combined Saints	71	37	107
Cumberland Park	42	37	53
Glengarry	67	92	97
Pax Hill	60	70	98
Police Boys	63	65	79
Southside	69	77	86
TEDAS	78	79	98
West End	56	59	91

More broadly, Roy Morgan Research recently released the Top 20 sports played in Australian by children and adults over the age of 6 years. Combining data for the year to December 2014 from the Single Source survey of Australians aged 14+ and the Young Australians survey of kids 6 – 13 shows that overall 1 in 7 Australians regularly go swimming (14.4%) while nearly 1 in 9 go cycling (10.8%) and 1 in 12 play soccer (8.2%).

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Table 4 is a list of the top 20 sports played in Australia by children/adults 6 years+.

Despite an overall growing preference for participation in informal (non-club based) physical activities, basketball, cricket and netball are amongst the top 10 physical activities in Australia for adults and children.

The ongoing popularity of these sports will continue to drive strong demand for access to appropriate facilities.

Based upon the strong membership data of the Traralgon Amateur Basketball Association of approximately 1000 registered players, this represents an organised participation rate of approximately 4% of the total Traralgon population, which exceeds the Victorian adult average of 3.4% for organised basketball participation and 1.4% for club-based participation.

Table 4 Top 20 sports played in Australia

	Age 6-13	(000)s	%	Age 14+	(000)s	%	Total 6+	(000)s	%
1	Swimming	1198	48.8%	Swimming	1949	10.1%	Swimming	3147	14.4%
2	Soccer	1194	48.7%	Cycling	1419	7.3%	Cycling	2343	10.8%
3	Cycling	924	37.7%	Hiking/Bushwalking	847	4.4%	Soccer	1790	8.2%
4	Athletics/Track & Field	778	31.7%	Aerobics	623	3.2%	Dancing	1303	6.0%
5	Basketball	748	30.5%	Soccer	596	3.1%	Basketball	1088	5.0%
6	Dancing	743	30.3%	Dancing	560	2.9%	Hiking/Bushwalking	1079	5.0%
7	Cricket	631	15.7%	Tennis	471	2.4%	Tennis	961	4.4%
8	Netball	503	20.5%	Netball	343	1.8%	Cricket	959	4.4%
9	Tennis	490	20.0%	Basketball	340	1.8%	Athletics/Track & Field	874	4.0%
10	Gymnastics	444	18.1%	Cricket	328	1.7%	Netball	846	3.9%
11	Australian Rules	438	17.9%	Martial Arts	242	1.3%	Aerobics	698	3.2%
12	Hiking/Bushwalking	232	9.5%	Body Surfing	231	1.2%	Australian Rules	622	2.9%
13	Rugby League	229	2.3%	Surfing	211	1.1%	Gymnastics	569	2.6%
14	Softball	218	8.9%	Australian Rules	184	1.0%	Martial Arts	457	2.1%
15	Martial Arts	215	8.8%	Volleyball	133	0.7%	Rugby League	339	1.6%
16	Volleyball	189	7.7%	Gymnastics	125	0.6%	Body Surfing	335	1.5%
17	Baseball	165	6.7%	Horse Riding	122	0.6%	Surfing	330	1.5%
18	Field Hockey	144	5.9%	Rugby Union	113	0.6%	Volleyball	322	1.5%
19	Roller Blading/skating	127	5.2%	Rugby League	110	0.6%	Softball	271	1.2%
20	Horse Riding	119	4.9%	Field Hockey	103	0.5%	Field Hockey	247	1.1%

Sources: Roy Morgan Single Source (Australia), January 2014 – December 2014, sample n = 15,944 Australians age 14+
Roy Morgan Young Australians Survey, January 2014 – December 2014, sample n = 2404 Australian aged 6 - 13

The population trends indicate that between 2006 and 2011 the population of Traralgon increased from 21,696 people to 23,837 people. This equates to an approximate growth of 9.9%. Nearly 7 out of 10 (68.3%) of Traralgon residents are aged in their most active years of 0 – 49 years.

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The population of Traralgon is expected to grow by approximately 11,000 people over the next 21 years, accounting for more than half of the total growth expected across Latrobe City. Growth of this magnitude will contribute to greater demand for sports participation opportunities, over and above that which already exists.

The existing public court provision ratio in Traralgon is approximately 1 court per 5,000 people. This is proving inadequate to service existing levels of demand. Industry benchmarks suggest 1 court per 10,000 people in metropolitan areas. There are no benchmarks for rural or regional areas. Therefore based on current provision, usage and benchmarks, it is foreseeable that two additional courts may be required in order to address additional demand generated by the expected population growth of 11,000 people over the next 20 years.

The participation data provided by the user groups and stakeholders of the Catterick Crescent Reserve are well used and the demand for indoor courts is exceeding current capacity.

Whilst there has been a decrease in participation in junior football, participation in cricket has remained constant.

Participation at the sport stadium has increased, with junior basketball, squad and tournaments increasing by approximately 40% during the past 6 years.

RISK IMPLICATIONS

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

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

The risks to Council, related to this report, are

- The impacts of maintaining inadequate public facilities and infrastructure.
- Council's ability to finance and deliver the projects identified in the plans.

FINANCIAL AND RESOURCES IMPLICATIONS

Funds have been allocated in the 2014/15 budget year to enable the completion of the Catterick Crescent Reserve master plan. Additional funding has been provided by Regional Development Victoria for the Catterick Crescent Reserve master.

A range of recommendations are included in the final master plan. These recommendations will be included as part a larger review of Council's adopted Recreation and Open Space strategies and master plans.

The Recreation Needs Assessment will be undertaken during 2016/17. This review will inform the planning for the four year Strategic Resource Plan and the Ten year Long Term financial plan.

INTERNAL/EXTERNAL CONSULTATION

The following community meetings/workshops were advertised in the Latrobe Valley Express and the Latrobe City website in order to reach a wider audience:

- Traralgon Service Centre (Catterick Crescent Reserve master plan) – 30 participants

In addition two community meetings for local community members and adjoining residents were provided to encourage feedback and to talk about how they would like to see the Catterick Crescent Reserve improved. A total of 15 local residents attended these sessions.

Survey

A survey to gather more feedback from residents and user groups was available on the Latrobe City Council website and all workshop attendees were encouraged both in person and with a follow up email to complete it.

The survey was advertised in the Latrobe Valley Express from September 2015 until 9 November 2014.

The draft master plans were presented to Councillors at an Information and Discussion session on 30 March 2015. The feedback from this session will be collated and provided to consultants for review with all other submissions and feedback that will be provided during the public exhibition period.

Details of Community Consultation / Results of Engagement:

All feedback from the workshops, surveys and feedback was collated and provided to the consultants. All attendees of the workshops were emailed immediately following the workshop to encourage them to provide any further feedback in relation to the master plans.

A draft master plan for Catterick Crescent Reserve was developed following the engagement activities.

The draft master plan was available to view on line on Council's website, www.latrobe.vic.gov.au or at the following Latrobe City Council Service Centres:

- Latrobe City Corporate Headquarters, 141 Commercial Road Morwell
- Traralgon Service Centre, Kay Street Traralgon

One on one interviews were offered between 14 April 2015 to 15 May 2015 to all interested stakeholders and community members who wish to meet and discuss the recommendations contained in the draft master plans.

Council officers met with the Traralgon Imperials Cricket Club to discuss the draft master plan.

In addition, letters and emails will be sent to all stakeholders involved from the original engagement activities to advise of the release of the draft master plans for community consultation and advise that written

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

submission will be considered prior to Councils consideration of the final master plans.

A Public Notice will be placed in Council's noticeboard in the Latrobe Valley Express providing information about engagement activities until Monday 11 May 2015.

A total of seven submissions were received.

OPTIONS

Council has the following options available:

1. Adopt the final Catterick Crescent Reserve master plan.
2. Not adopt the final Catterick Crescent Reserve master plan.

CONCLUSION

The Catterick Crescent master plan was identified for completion as part of the 2014/15 business planning process.

The final master plan reflects the aspirations, feedback and submissions provided during the initial community engagement activities and the public exhibition period.

The recommendations in the final master plan will be included in a larger review to be undertaken in 2016/17, the Recreation Needs Assessment to ensure that priority projects are identified in the four year Strategic Resource Plan and the Ten Year Long Term Financial Plan.

SUPPORTING DOCUMENTS

Nil

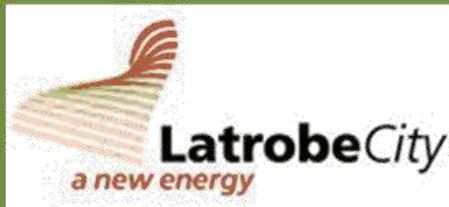
Attachments

1. Catterick Crescent Reserve master plan

15.1

Catterick Crescent Reserve master plan

- 1 Catterick Crescent Reserve master plan 193**



CATTERICK CRESCENT RESERVE MASTER PLAN

Draft Report

June 2015



Prepared by SGL Consulting Group Australia Pty Ltd in conjunction with
Etch Architects and Turner Townsend Quantity Surveyors



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APPENDIX TWO:	SUMMARY OF PREVIOUS DOCUMENTS
APPENDIX THREE:	COMMUNITY SURVEY COMMENTS
APPENDIX FOUR:	SITE REPORT



1 Background Information

1.1 Introduction

The Catterick Crescent Reserve is a district standard reserve owned and managed by Latrobe City Council.

The Catterick Crescent Reserve is situated in the western aspect of Traralgon. The reserve is approximately 500 metres south from the Kay Street shared pathway, which provides a direct link to the Traralgon CBD. It is surrounded by existing residential development on its eastern, southern and northern side, and adjoins a busy public primary school, Kosciusko Street Primary School on the western side of the reserve.

Latrobe Council has identified that the infrastructure at the reserve is aged and many facilities no longer meet the requirements of the users, both in amenity and functionality. The indoor stadium usage has been increasing and some areas don't meet current standards, which has put pressure on existing facilities. As a result there is need for a critical review of the precinct, accessibility and shared use to ensure the venue is able to cater in the future for the wide and varied users.

SGL Consulting Group Australia Pty Ltd (SGL) was commissioned to complete the project in August 2014.

1.1.1 Master Plan Study Documents

The Catterick Crescent Reserve Master Plan includes:

- Section One: Background Information.
- Section Two: Key Project Findings
- Section Three: Site Plan
- Section Four: Master Plan and Strategic Direction
- Appendices: Supporting Information

1.2 Project Purpose

The Catterick Crescent Master Plan project has been set up to deliver a long term Plan for Catterick Crescent Reserve with a focus on the critical elements of:

- Engagement
- Infrastructure requirements
- Facility design
- Leadership
- Governance
- Investment required to deliver integrated and well co-ordinated community, sporting and recreational infrastructure.

1.3 Scope of Work

The aim of the Catterick Crescent Reserve Master Plan was to establish a clear direction for the future planning and development of the facilities contained within the reserve, including the indoor Traralgon Sports Stadium.

1.3.1 Project Objectives

The objectives of the project were:

- Review and analyse the immediate and future needs for improved and/or additional community/recreation facilities and associated conveniences (i.e. car parking, courts, spectator viewing, club facilities, landscaping, public amenities, pathways and play spaces, seating, BBQ, Shade structures etc.) over the next 10 years in consultation with local residents and the Traralgon community.
- Evaluate the opportunity for optimum usage of facilities on a shared/reciprocal basis in consideration of projected population growth and expected increase in community/recreational participation.
- Assess spatial capacity of the precinct, and location and function of facilities to achieve optimum usage taking account of existing and future facilities based on the findings of the needs analysis.
- Investigate and recommend an appropriate management structure that ensures equitable access, usage and proportional funding be provided to all users on a sustainable basis.
- Review and recommend appropriate revenue streams, including fees and charges for the Traralgon Sports Stadium.
- Determine desired access, movement patterns and strategic parking nodes, both within and external, but adjacent to the respective study areas, especially the interface with the Kosciusko Street Primary School.
- Adopting the principles of Universal Design in all aspects of the project, including future infrastructure development and management models.
- Detail prioritised actions, specified timelines, and list of possible funding sources for realistic implementation of the final recommendations
- Infrastructure recommendations should recognise where appropriate State and National sporting standards and guidelines.

1.4 Catterick Crescent Reserve Facilities

Catterick Crescent Reserve comprises the following main facilities:

- Traralgon Sports Stadium (5 indoor courts)
- Oval for cricket/football
- Pavilion for cricket/football
- Cricket nets
- Storage sheds
- Car parks

The following diagrams list the Location Plan and Site Plan for the Catterick Crescent Reserve



Figure 1.1 Catterick Crescent Reserve Location Plan

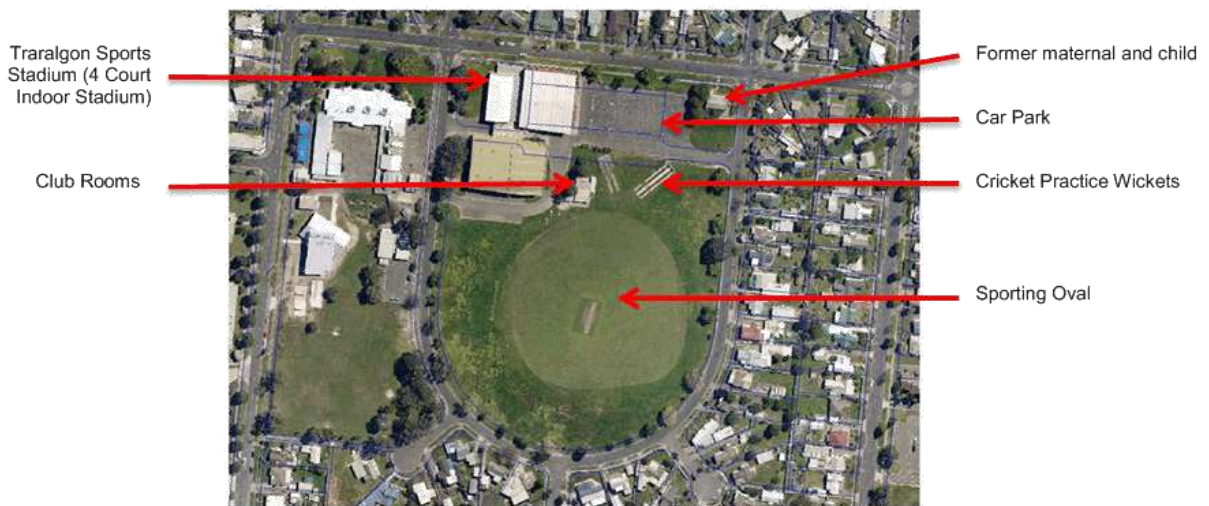


Figure 1.2 Catterick Crescent Reserve Site Plan

1.4.1 Tenant Clubs and Organisations Usage Review

The Catterick Crescent Reserve is home to the following clubs and organisations.

Outdoor sporting reserve:

- Traralgon Central Cricket Club
- Cumberland Park Junior Football Club
- Traralgon Junior Football League
- Traralgon District Cricket Association
- Traralgon Imperial Cricket Club

Indoor stadium:

- Traralgon Amateur Basketball Association
- Traralgon Midweek Basketball
- Latrobe City Energy (Basketball)
- Latrobe Valley Badminton Association
- Traralgon Badminton Club
- Soft Tennis and Walking Group



2 Key Project Findings

2.1 Introduction

This section summarises the key project findings and forms the basis for the future master plan. The information should be read in association with the detailed information provided in the Appendices.

This section provides a summary of:

- Demographic Profile
- Strategic Context
- Community Consultation
- Benchmarking of Indoor Stadium
- Sports Facility Trends

2.2 Project Area Population Trends

The following section summarises the key population and demographic characteristics and trends likely to impact future participation in sport and recreation within the Latrobe City area. The population and demographic profiles are based wherever possible on the 2011 ABS Census data and has been sourced from .id, an online company that analyses ABS Census data.

2.3 Latrobe Demographic Review – Impact on Sporting Facilities and Services

Latrobe City is a regional municipality located 150km east of Melbourne. The main towns are Traralgon (population 23,837), Moe Newborough (population 15,686), Morwell (population 14,006) and Churchill (population 4,944).

The following provides a snap shot of the current demographic and population characteristics. A detailed demographic review is provided in **Appendix One**.



Figure 2.2 Map of Traralgon

2.4.1 Population

The population trends indicate that between 2006 and 2011 the population of Traralgon increased from 21,696 people to 23,837 people. This equates to an approximate growth of 9.9%.

2.4.2 Age Profile

Nearly 7 out of 10 (68.3%) residents are aged in their most active years of 0 – 49 years. This indicates that the current pressure and demands being placed on Council to provide a range of leisure activities and facilities to meet the needs of residents will continue.

2.4.3 Employee Profile

In 2011 approximately 10,924 people living in Traralgon were employed, of which 62% worked full-time and 31% part time. There is a large representation of people living in Traralgon are employed in health care and social assistance, retail trade, manufacturing and construction.

2.4.4 Vehicle Ownership

A review of the vehicle ownership indicates that the majority of residents own one or more vehicles (89.1%) indicating most people have the ability to independently access sport and leisure activities.

However there are still a number of residents (10.9%) that are reliant on public or non-motorized forms of transport. The location and ease of access to facilities is therefore a key element to support access and participation.

2.5 Strategic Document and Policy Review

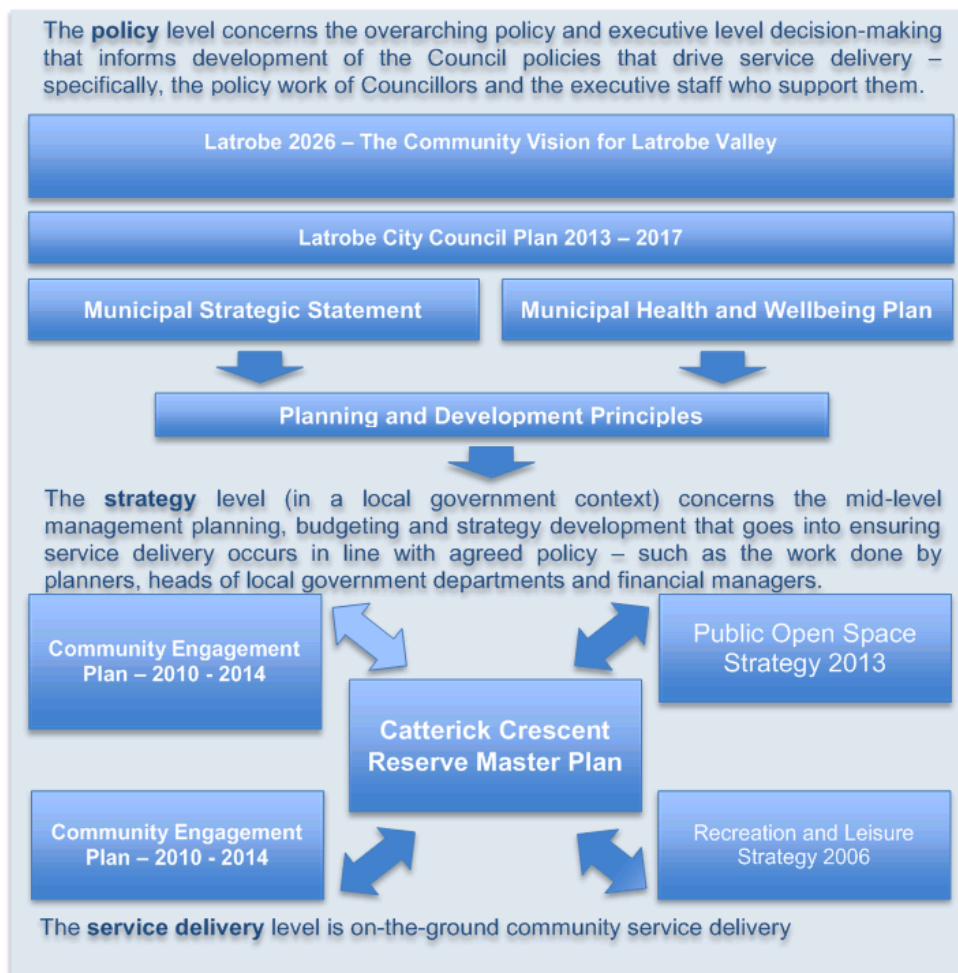
Council has a number of service planning and strategic documents that are relevant to the planning and delivery of sporting and leisure facilities in Latrobe.

Establishing and understanding the role of Catterick Crescent Reserve in relationship with Council's other key strategies and plans across the organisation, will ensure the master plan for the site is consistent with these adopted policies and plans of Council.

The Council Plan 2013 – 2017, the municipal strategic statement and the Municipal Health and Wellbeing Plan 2013 – 2017 articulate Council's vision and the overarching framework used to make key decisions and deliver service priorities.

Council works strategically at multiple levels and across different sectors, addressing 'big picture' policy issues, management planning and strategy development, and community-level service issues.

The following provides a summary of the key issues identified within these strategic documents that will impact on the development of the Catterick Crescent Master Plan.



The following provides a summary of the key strategic documents and the relationship to the Catterick Crescent and future use and development of the reserve. **Appendix Two** provides details of each document.

2.5.1 Council Plan 2013 – 2017

The Council Plan identifies five themes and supporting objectives, which provide the framework for strategic directions, and supporting strategies and plans which define what Council will achieve.

Theme 2 of the Council Plan is particularly relevant to this Master Plan, which relates to appropriate, affordable and sustainable facilities, services and recreation. The strategic directions of this theme are:

- To promote and support a healthy, active and connected community;
- To provide facilities and services that are accessible and meet the needs of our diverse community; and
- To enhance the visual attractiveness and liveability of Latrobe City.

The development of a master plan for Catterick Crescent Reserve will assist Council to deliver on the strategic directions outlined in the Council Plan. These include:

- Promoting and supporting more involvement of children in active recreation and sport;
- Develop and maintain community infrastructure that meets the needs of the community;
- Promotion and support of opportunities for people to enhance their health and wellbeing;
- Promoting and supporting opportunities for more community participation in sports, recreation, arts, culture and community activities;
- Enhancement and development of the physical amenity and visual appearance of Latrobe City; and
- Continuing to maintain and improve access to Latrobe City's parks, reserves and open spaces.

Achievement of the strategic directions outlined will be monitored via the number of reserve users, the community's satisfaction with recreation facilities and annual health and wellbeing community indicators.

2.5.2 Latrobe 2026 – The Community Vision for Latrobe Valley

The aim of this document is to identify current strengths and issues that can be built upon or improved to achieve the Community Vision by 2026. Three broad concepts were identified by the Latrobe Community including:

- Sustainability;
- Liveability; and
- Leadership.

A further nine objectives were identified, one of these being "Recreation". High satisfaction levels with recreation and sporting options and facilities were identified.

A major aspiration is for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

Participation in sport and recreation is firmly embedded in the local culture with the majority of residents supporting or directly participating in some form of activity. Team based sports continue to be favoured by children, particularly Australian Rules football, netball, tennis, and soccer that continues to rise in popularity. The implementation of 'Access for All Abilities' facilities is becoming more widespread allowing the inclusion of residents from a range of cultures, ages and abilities.

Clearly positioned as the sporting hub of Gippsland, Latrobe Valley will continue to develop first-rate facilities in support of emerging and growing recreational pursuits across the region.

2.5.3 Latrobe City Council Community Engagement Plan – 2010 – 2014

The recommendations of the Latrobe City Council Community Engagement Plan have been incorporated into the development of the Catterick Crescent Reserve Master Plan to ensure better outcomes focused on the needs and aspirations of the community.

In accordance with the engagement plan, all policies, strategies, plans and projects that will impact on the community must be made available for public viewing and comment for a minimum of four weeks. This will be adhered to and the report provided to Council will include advice as to how community consultation has informed the recommendation.

The process undertaken provided face-to-face opportunities for the community to engage with project. Opportunities for engagement were achieved via focus group workshops, face-to-face meetings, community surveys and telephone meetings.

2.5.4 Public Open Space Strategy 2013

Open Space is defined by Council as publically accessible land that is set aside for recreation, leisure, sport, conservation and/or associated environmental and urban design functions.

The Open Space Strategy demand assessment confirmed that the majority of existing residential areas are generally well serviced and have adequate access to open space facilities. However, consistent with the community-identified priorities, the quality and appeal of many of the existing sites could be significantly improved.

The Open Space Strategy recommends the development of site-specific master plans to guide the future use and development of Catterick Crescent Reserve.

2.5.5 Healthy Urban Design Good Practice Guidelines – 2008

The Healthy Urban Design Good Practice Guideline applies to residential developments, however, the principles can be applied to Council when designing open spaces and path networks.

The Healthy Urban Design Good Practice Guidelines encourages:

- Open space to incorporate a range of shade, shelter, seating and signage opportunities;
- Community spaces or buildings that incorporate a variety of uses; and
- Avoiding opportunities for concealment and entrapment along paths and in community spaces.

2.5.6 Recreation and Leisure Strategy 2006

The Recreation and Leisure Strategy was completed in 2006 with six strategic objectives. The objectives relevant to the Catterick Crescent Reserve Master Plan include:

1. Provision of diverse, financially sustainable recreation and leisure facilities and opportunities
 - Facilitate increased passive recreational use of selected major sports reserves by providing informal recreation facilities (e.g. Paths, seats, plantings, BBQ/picnic areas, playgrounds).
2. Provide and promote well used and relevant recreation facilities and settings
 - Establish accessible, safe and appealing recreation and leisure facilities and spaces for people with a disability;
 - Investigate the feasibility of utilizing and existing indoor stadium(s) as a supervised venue for young people to "drop-in" to engage in informal sporting activities for a specified period after school or on weekends;
 - Ensure affordable options for participating in recreation activities are available (e.g. provision of free recreation facilities in selected parks and open space areas, such as basketball half courts, Tennis rebound walls, linear bike paths and golf practice cages; and
 - Ensure key recreation facilities are safe and secure for older adults (security lighting, car park provision, access into and around facilities).
3. Consolidate recreation and sports facility provision and use
 - Re-use or remove unused sporting facilities;
 - Encourage clubs utilizing separate clubrooms on the same reserve to consolidate into one building; and
 - Investigate the feasibility of establishing new sports fields to create multiple playing fields for the same sport code.

2.5.7 Review of Traralgon Outdoor Recreation Plan 2014

The Traralgon Outdoor Recreation Plan review was designed to establish clear direction for the future planning, provision and enhancement of sport and community infrastructure across several of Traralgon's key recreation reserves including Catterick Crescent Reserve.

The Plan identified priority development opportunities for Catterick Crescent Reserve. These included:

- Demolish dysfunctional sporting pavilion and provide new multipurpose facility;
- Pending completion of Catterick Crescent Reserve Master Plan, extend basketball stadium to allow for the construction of two additional multi-purpose indoor courts;
- Increase social amenity infrastructure throughout reserve (e.g. playgrounds);
- Review site traffic management/car parking requirements and provide additional on-site car parking; and
- Partial road closure between reserve and school oval to improve overall site connectivity.

A number of the above recommendations have been investigated further and incorporated into the Catterick Crescent Reserve Master Plan after further consultation with key stakeholders and reserve users.

2.5.8 State Sporting Associations

The State Sporting Association requirements and standards (where available) were reviewed and information collected through interviews with peak bodies and desk based research for the following:

- Australian rules football – including *AFL Preferred Facility Guidelines for State, Regional and Local Facilities* (Australian Football League, August 2012).
- Cricket
- *Community Sporting Facility Lighting Guide for Australian rules football, Football (Soccer) and Netball* (Sport and Recreation Victorian 2012).

The relevant documents provide specific requirements including recommended sizes and should be utilised when designing new or upgrading existing facilities.

2.5.9 Environmentally Sustainable Design Universal Design Principles and Healthy by Design

In accordance with the project brief environmentally sustainable design and universal design principles are to be incorporated. These are also requirements of some Government grants with Sport and Recreation Victoria Major Facilities requiring at least 20% of the grant amount to be allocated to components that will improve environmental sustainability.

The ESD principles are optimise size / existing structure potential, optimise energy use, protect and conserve water, use environmentally preferable products, enhance indoor environmental quality and optimise operational and maintenance practices. These need to be incorporated into the design and development of infrastructure for the Catterick Crescent Reserve Master Plan.

Universal Design¹ is a concept that aims to “simplify life for everyone by making the programs, service and the built environment more usable by more people.” The framework for creating solutions is:

- Equitable use (Be Fair)
- Flexibility in use (Be Included)
- Simple and intuitive use (Be Smart)
- Perceptible information (Be Independent)
- Tolerance for error (Be Safe)
- Low physical effort (Be Active)
- Size and space for approach and use (Be Comfortable).

¹ Source: Michael Walker, Universal Design, PLA Conference, Geelong, May 2014.

The *Healthy by Design: a planners' guide to environments of active living* (Heart Foundation, 2004) provides guidance in "designing walkable and ultimately more liveable communities" with the aim of facilitating healthy places for people to live, work and visit. Advice related to the planning of walking and cycling routes, local destinations, accessible open spaces for recreation and leisure and approaches to design of seating, signage, lighting and fencing to encourage active living has been considered in the development of the Catterick Crescent Reserve Master Plan.

2.6 Community Consultations

This section summarises the key findings identified through the study's market research and consultation and includes:

- Key stakeholders and reserve tenant workshop
- Internal Focus Group
- Councillor discussion
- Community survey
- Interviews with State Sporting Associations

2.6.1 Key Stakeholder Focus Group Workshop

A meeting was held with the key stakeholders and tenants of the reserve on the 16th of September 2014. The groups and organisations that were represented at the workshop included:

- Traralgon Amateur Basketball Association
- Latrobe City Energy (Basketball)
- Midweek Basketball
- Latrobe Valley Veterans Badminton Association
- Traralgon Imperial Cricket Club
- Cumberland Park Junior Football Club
- Traralgon Soft Tennis and Walking Group

The following provides a summary of key issues under common themes identified by the tenants:

Indoor Stadium

There is an undersupply of indoor courts. The Association believe an increase of 3 indoor courts to provide a total of 7 courts at the site is required.

Lack of crèche/ child minding facilities has an impact on the ability of the midweek ladies program to operate. The number of teams has decreased from 12 to 7 due to the lack of facilities.

There is a need for an improved café/social area to encourage groups to use the food and beverage facilities.

The Basketball Association would like the opportunity to create a home base. This would include the ability to display memorabilia.

Outdoor sporting reserve

The size of the oval is insufficient and too narrow. Due to the size of the oval it is only used for U10 to U12 Football three times per winter season.

The size of the oval needs to be increased which would allow the Club to use the facility for U11 to U15's.

A second synthetic wicket on the school ground would be well used by the cricket club.

Training Lights

There is a need to provide sufficient training lights around the reserve to enable the training load to be spread across the oval to help protect the asset and assist with security.

Clubrooms

There is a need to upgrade the clubrooms. The existing clubrooms are in a poor condition and need to be replaced. New clubrooms could be integrated as part of a stadium redevelopment.

The umpires do not like to make use of the ground due to lack of facilities.

There is a need for a social area to accommodate approximately 80 people.

Playground /Social Facilities

A playground located in close proximity to the clubrooms would be well used.

A half court basketball/netball would be well used by clubs and local residents.

Practice Cricket Wickets

The retractable practice cricket wicket nets are well used and prevent vandalism.

The practice wickets could be relocated to an alternate location.

Support Infrastructure

A low level fence around the oval would stop the vandalism that occurs on the reserve on a regular basis.

There is a need to provide sufficient rubbish bins around the reserve.

General

The cricket club find it difficult to retain players due to the poor quality of the facilities. The clubrooms are not in a condition to encourage wives and girlfriends to socialise at the club.

The junior football club have decreased participation significantly. It is anticipated that a redevelopment of the oval would attract players back to the club.

Given the large number of young boys in the area there is a low number participating in football. A number of the boys have moved to basketball or soccer.

2.6.2 Internal Focus Group Workshop

A meeting was held with Council Officers across a range of departments to identify key issues and needs that should be considered in the development of the master plans. The following provides a summary of the discussion.

Car Parking

At present the capacity for car parking at Catterick Crescent Reserve is insufficient to cater to the demand caused by the sporting facilities on the Reserve. The indoor stadium has an official seating capacity of 1052, which is significantly more than can be catered for. At present people use the oval as an alternative source of parking which causes issues to the playing surface. The Traralgon Imperial Cricket is concerned with the potential impact this will have on the cricket wickets.

Indoor Courts

There is currently no Netball compliant courts located at Catterick Crescent Reserve. Churchill currently has three compliant courts however does not have the necessary support facilities such as seating and amenities. It does however currently host the Eastern State League competition. Court 5 is currently only used by the Under 14 basketball competition and badminton due to non-compliance. Domestic netball is currently played at the facility however they would like to obtain a license to play state level competition.

The point was raised about the possibility to demolish court 5 and replace it with 2 compliant courts in its location plus an additional court elsewhere on the site. If redevelopment were to occur, there would need to be sufficient access to the courts for future maintenance such as light changes.

Stadium Facilities

A number of points were raised regarding the facilities that could potentially be included or changed in any future redevelopment. It was identified that the current Pavilion required demolition and replacement and could potentially be connected to the stadium to aid use by multiple users. To aid with traffic flow within the stadium it is best that there is only one entrance/exit to the building. Operationally, one bank of seats for a court is preferred as it minimizes the number of unused seating with people preferring not to sit behind score boards or players benches.

Any future events that utilised the stadium would require areas such as conference facilities, storage and multiple purpose rooms.

Traffic Control/Fencing

There are a number of areas that require improvements when it comes to the traffic flow of the reserve and the fencing of the area. Previously the idea of having a fence around the reserve was discussed, and while the sporting clubs were in favour of this idea, the residents were opposed. It was raised that an appropriate alternative would be to install parking barriers that would prevent the parking on the ovals and hoons, help with the formalization of the oval and allow for potential advertising while still ensuring the reserve was a community asset and available to the residents. Additionally it was suggested that a formal entry to the car park could be developed off Gariboldi Street.

Cricket

The cricket club that is located at Catterick Crescent Reserve are open to the idea of relocating the cricket nets. The site currently has a Category B turf bench.

Future Use

Latrobe would like to host events in the future that make use of multiple facilities in the region. Councillors have in the past promised change to the area by 2015/2016 to the user groups however have never promised the funds.

2.6.3 Councillors Workshop

A meeting was held with two Councillors to identify key issues and needs that should be considered when developing the master plans. The following provides a summary of the discussion.

- Costs go up over time, so would it be better to plan further in the future?
- Car parking is a major issue at the reserve
- Catterick is the most utilized stadium in the area
- Nothing in the area should be single use. Everything needs to be multi use
- Could potentially take the middle grandstand out of the building
- If you call the stadium a 'regional facility' are there any specific requirements?
- If you want to attract state/national competitions, what are the different requirements compared to local use?
- Badminton is a growing sport in the area

- The Imperials Cricket Club requires new clubrooms. These could be incorporated into the Stadium buildings, then if the cricket clubs stops using the facilities the space could be absorbed into the stadium use.
- Residents have expressed concerns over the cricket nets getting too close to houses
- The road currently acts as a drag square so anything that would prevent this would be appreciated
- While residents are opposed to a fence around the reserve, they may not understand the concept of what type of fence is proposed. They may believe it would be a fence around the whole reserve rather than a fence around the oval
- A school turning circle wouldn't work in the afternoons because people would park their cars in the area waiting for kids to come out
- It would be interesting to see where the complaints have come from with regards to the car lights shining into houses. One side might complain less and therefore may be better to have the entrance moved

2.6.4 Interviews with State Sports Associations

The following state sporting associations were consulted in relation to this project:

2.6.4.1 Basketball Victoria

A discussion was held with Basketball Victoria's Manager – Facilities & Government Relations. The following provides a summary of the key issues:

- Basketball Victoria is familiar with the current facility at Catterick Crescent and the proposed plan is a much-needed upgrade not only for the facility but also importantly for the sport of basketball in the region. In spite of local politics within the sport, Traralgon is the main basketball centre in Latrobe and this development will be of great benefit. To have a six court facility with quality facilities will be an attraction for major regional events.
- Recent research has shown there is significant local economic benefit derived from major country events held in other regions. Latrobe City has been the beneficiary in the past and this facility will enhance the prospects in the future.
- There has long been a need for the Associations in Latrobe to be more cohesive in their planning for the sport. Local differences have not allowed the sport of basketball to achieve the level of participation that could exist in the region as a whole. There is need for some refurbishment at other centres, however it is more about how the sport is organised in the region and the co-operation between the respective associations.
- Basketball Victoria would fully support the facility being a multi-purpose facility used by a range of indoor sporting codes such as volleyball, netball and badminton

2.6.4.2 Cricket Victoria

Cricket Victoria fully supports the vision of Latrobe City Council for new multi-use community and sporting facilities at Catterick Crescent Reserve (CCR),

Cricket Victoria congratulate Council on its initiative in developing the plan, which has the potential to deliver broad benefit to the regional community,

Cricket Victoria have consulted closely with both the TICC and the Traralgon District Cricket Association (TOCA) and believe that the proposed redevelopment also offers a major opportunity to establish a regional hub for cricket serving the 75,000 residents of the Latrobe Valley,

The establishment of regional hubs providing playing, training, events, administrative and community program delivery capacity is identified as a key priority in Cricket Victoria's current statewide facility development plan, Common Ground,

The release of the plan in November 2014 has been followed by an unprecedented state budget commitment by the Andrews Government of \$10 million in funding over four years to community cricket facility and program development

In order to facilitate the establishment of a regional cricket hub at CCR, we would welcome the consideration of a number of additional elements for inclusion within the planned development. These include:

- The provision of meeting/office space area for Cricket Victoria and Traralgon District Cricket Association staff. The Association has no current venue capable of hosting meetings or regional forums. Meeting and office space would also provide capacity for the regular presence of Cricket Victoria and TDCA staff, assisting with community cricket development in the region.
- A multi-use indoor cricket facility (shared with other sports).
- A regional hub located at CCR would also offer significantly expanded capacity for the delivery of cricket in the community programs in the Latrobe Valley. These would include: SEDA sports education programs. These programs engage, educate and empower young people as they transition from school to employment or further study.

Cricket Victoria would support the development of a regional cricket hub at CCR, including the potential for complementary investment.

Cricket Victoria also offered assistance to Latrobe City Council in the next stage of development, including the provision of successful examples of cricket facility design.

2.7 Residents Surveys

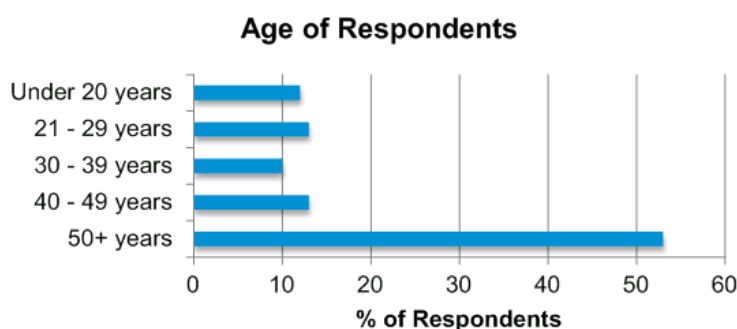
This section summarises the key findings from the User Surveys conducted during October and November 2014.

A total of 63 surveys were completed by users of the Catterick Crescent Indoor Stadium and Reserve providing information on:

- Respondent profile
- Current and future use of the Centre and Reserve

The following provides a summary of the key issues identified. A copy of the written comments is detailed in **Appendix 3** of this report.

Of the residents that completed the survey, two thirds (66.7%) of respondents were male with 33.3% female. More than half (53%) of respondents were aged over 50 years old, 13% aged 21 – 29 years or 40 – 49 years, 12% were aged under 20 years of age and 10% 30 – 39 years of age.



The most common household structure of respondents was single person households (42%), followed by couple only households (33%), couples with children living at home (18%) and sole parents living with children at home and group households (both 4%).

Of the 63 people who completed the survey, sixty per cent (60%) had utilized the Catterick Crescent Reserve in the preceding 2 years. The most common level of usage was more than once a week (29% of respondents), followed by weekly and a few times per year (both 23%), and fortnightly and monthly (14% and 11% respectively).

Respondents used the reserve for the following activities:

- Walking the dog 46% of respondents
- Cricket 30% of respondents
- Spectating/socializing 32% of respondents
- Enjoying the environment 27% of respondents
- Australian Rules Football 24% of respondents
- Relaxation/Contemplation 24% of respondents
- Jogging 22% of respondents
- Basketball 5% of respondents
- School activities 5% of respondents

Nearly 3 out of every 4 respondents (73%) walk to the reserve, while 22% drive and 5% utilize a bike as the mode of transport.

When asked to rate the importance of certain features of the site the following answers were supplied:

Table 2.1 Ratings of Importance of Certain Features at the Reserve

	Very Important	Moderately Important	Not Important
Sporting fields	68%	15%	18%
Clubrooms/Pavilion	39%	29%	32%
Indoor Sports Courts	39%	29%	32%
Cricket Practice Wickets	40%	20%	40%
Pathways	61%	29%	11%
Playground	34%	41%	13%
Car Parks	38%	38%	31%
BBQ's/Picnic Areas	39%	35%	26%
Shade/shelters	50%	41%	9%
Seats	58%	30%	12%
Public Toilets	67%	21%	12%

Respondents rated the majority of key features/facilities available at the reserve as very important to them sporting fields, clubrooms/pavilion, indoor sports courts, pathways, BBQs/picnic areas,

shade/shelters, seats and public toilets were identified as very important by the majority of respondents. Playgrounds were identified as moderately important, while both cricket practice wickets and car parks were split between 2 answer choices (very important and not important, and very important and moderately important respectively).

Respondents were also asked to identify the standard/quality of the existing facilities located at the site on a 3-point rating scale.

Table 2.2 Ratings of the Standard/Quality of Existing Features at the Reserve

	Good	Satisfactory	Poor
Sporting fields	47%	41%	13%
Clubrooms/Pavilion	4%	42%	54%
Indoor Sports Courts	56%	32%	12%
Cricket Practice Wickets	19%	59%	22%
Pathways	7%	33%	59%
Playground	7%	11%	81%
Car parks	15%	48%	37%
BBQs/picnic areas	7%	14%	79%
Shade/shelters	3%	14%	83%
Seats	0%	17%	83%
Public Toilets	3%	13%	84%

Generally the quality of the facilities was rated as poor with two rated as satisfactory and two as good. The majority of people perceive the standard/quality of the clubrooms/pavilion, pathways, playground, BBQs/picnic areas, shade/shelter, seats and public toilets as of poor standard. The cricket practice wickets and car parks were rated as satisfactory while the sporting fields and indoor sports courts were rated as of a good standard.

The main reasons that respondents identified as having caused them to not use the reserve were:

- Lack of BBQ's, seating, shade 42% of respondents
- Facilities do not suit needs 38% of respondents
- Not interested 25% of respondents
- Lack of walking paths 25% of respondents
- Health problems 17% of respondents
- Too far away 8% of respondents
- Feel unsafe in the reserve 8% of respondents
- Lack of playground 4% of respondents

Other reasons that were provided include the fact that the respondent was relatively new to the area and had yet to visit the site. Two respondents also identified that they were unaware that the reserve existed.

Both users and non-users of the reserve were asked to identify any facilities or features that would encourage them to make greater use of the reserve. The following features were acknowledged:

- More shade/shelter 33% of respondents
- More seating 33% of respondents
- More walking paths 29% of respondents
- A playground 28% of respondents
- BBQ/picnic facilities 28% of respondents
- Additional planting and landscaping 26% of respondents
- Improved lighting 21% of respondents

- Improved community facilities 21% of respondents
- Improved clubrooms 19% of respondents
- Improved maintenance generally 17% of respondents

2.8 Review and Benchmarking of Facilities

The following provides a summary of the current provision of indoor courts in the Latrobe area and surrounding region.

2.8.1 Latrobe City Indoor Courts

The following table provides a summary of the indoor court provision in Latrobe City.

Table 2.3 Latrobe City Indoor Court Facilities

Area	Facility Name	Facilities	Ownership/Management
Morwell	Latrobe Leisure Morwell	<ul style="list-style-type: none"> • 3 court stadium • Fully equipped gym • Heated pool • Toddler pool • Sauna • Spa • Aerobics room • Café • Meeting room 	Council owned and operated
Moe Newborough	Moe Newborough Leisure Centre	<ul style="list-style-type: none"> • Four multi-purpose courts • Fully equipped gym • Heated pool • Sauna • Spa • Squash courts • Athletics track • Cycling track 	Council owned and operated
Traralgon	Traralgon Sports Stadium	<ul style="list-style-type: none"> • Five court stadium • Show court with 1044 spectator seats • Four change rooms • Off street parking • Kiosk 	Council owned and operated
Churchill	Churchill Leisure Centre	<ul style="list-style-type: none"> • Three multi-use courts • Fully equipped gym • Heated pool • Sauna • 2 Squash Courts • Aerobics and Boxing Room • Function Room 	Council owned and operated

The review indicates that Latrobe City owns and operates four leisure facilities with a total of 15 indoor sports courts.

2.8.2 Regional Area Indoor Courts

A review of indoor stadium facility provision in the following neighbouring municipalities has been completed to identify key issue or facility developments that impact facilities in the Latrobe City Council. The neighbouring municipalities included:

- South Gippsland Shire Council
- Baw Baw Shire Council
- Wellington Shire Council

Table 2.4 Neighbouring Municipalities Indoor Court Facilities

Municipality	Facility Name	Facilities	Ownership/Management
South Gippsland Shire Council	SG Splash	2 indoor sports courts 25m lap pool Leisure pool Toddlers pool Café Group Fitness	Council owned, YMCA managed
Baw Baw Shire Council	Bellbird Park Indoor Centre	2 indoor sports courts 4 squash courts Multipurpose room	Council owned, YMCA managed
Wellington Shire Council	Gippsland Regional Sports Complex	4 indoor sports courts 12 outdoor courts Meeting rooms Conference facilities Café Change rooms	Council owned and managed
	Avon Indoor Recreation Centre (Stratford Primary School)	1 indoor sport court	Owned by Department of Education, managed by Committee of Management formed by Wellington Shire Council and Stratford Primary School
	Walpole Stadium (Yarram Secondary College)	2 indoor sport court	Department of Education owned and managed
	Rosedale Indoor Stadium (Rosedale Primary School)	1 indoor sports court Kitchen facilities Meeting rooms Change rooms	Department of Education owned and managed

The review indicates that there is a total of 6 sporting facilities providing 12 indoor sports courts within municipalities that boarder the Latrobe City. Of these facilities local government owns half and half are located on land owned by the Department of Education.

2.9 Summary of Key Issues and Future needs

The key issues identified during the consultations are:

- **Old and dated infrastructure:** age and condition of many of the facilities is a significant issue; number of key facilities need upgrading including Football / Cricket Club Rooms (age and condition), and indoor stadium.
- **Quality:** The quality of the current infrastructure is poor and in need of replacement
- **Design:** Poor layout for some key facilities, size of oval, change rooms and amenities, lack of umpires change rooms, location of lights and practice cricket wickets, functionality of indoor stadium with some courts (netball) non-compliant run offs.
- **Accessibility:** Number of facilities not accessible; only one compliant accessible toilet; lack of pathways.
- **Social:** Lack of social space in clubrooms, kiosk and kitchen equipment in clubrooms is old and need to upgrade to continue to meet ongoing regulation changes.
- **Ovals:** Size of oval too small for majority of teams. Oval often vandalised due to lack of security fence. Opportunity to develop additional oval at school site.
- **Recreation Facilities and Amenities:** Condition of public toilets (old, unclean, out dated); no compliant accessible toilet, lack of amenities and poor quality; lack of social features i.e. tables, chairs, playgrounds, pathways
- **Access/Egress:** Need for improved access egress into the site for the key user groups.
- **Traffic Management, Car Parking and Access:** Need for additional car park to accommodate additional indoor stadium use, provide improved drop off/ pick up area for school and reduce traffic management issues due to "circuit" around site.
- **Participation:** maintaining participation given population base. Need to attract players back to football and cricket clubs. Indoor stadium participation increasing – need for additional courts to meet demands

2.10 Sports Facilities Trends

The following provides a review of the key sports facilities and participation trends that may impact on the master plans. Implications from these trends have been considered in completing the overall demand assessment and facility development requirements presented later in this report.

2.10.1 Indoor Sporting Facility Trends

(i) Indoor Recreation Facility Management Trends

A number of common indoor facility management trends have been observed in recent times, including:

- A general shift (back) to in house Council management.
- Limited choice in professional non-government indoor facility management service providers.
- Incorporation of commercial facility components into the overall service mix, e.g. retail outlets, health services and café facilities.
- Establishment of community Boards of Management/Committees to oversee the operation of indoor facilities.
- Pursuit of non-sporting uses for indoor facilities: e.g. events, displays, functions etc.

(ii) Financial Performance of Indoor Sports Facilities

The following relevant trends in the financial performance of indoor sporting facilities:

- Generally, stadiums with less than three to four courts have a lower income generating capacity and lower likelihood of being financially viable.
- Facilities that are designed and operated to be “multi-use” are generally operated at higher levels of usage capacity and financial performance than single sport/specialist facilities.
- Large regional facilities with four or more courts that are centrally located in large catchment areas, with a low level of external competition, in prominent positions have a greater chance of being financially viable.
- Larger centralised facilities are more efficient in terms of both competition coordination and financial sustainability.
- Successful indoor sporting associations have access to a larger multi court facility (4 or more courts) for competition and a range of smaller facilities (i.e. schools) for training.

2.10.2 General Recreation and Sports Trends

The study's key findings combined with the consultant team's previous leisure research experience, current industry trends and latest research findings indicate the following trends may impact upon the Study area.

1 Factors Affecting Recreation Participation and Facility Provision

Current trends that affect the sport and recreation industry are being driven by several wider trends in Australian society being:

- A gradual ageing of the population as life expectancy increases, birth rates stay low and the baby boomers grow older. Therefore, an increase in masters/seniors programs is being experienced by a number of sports.
- Broad mix of different times when people participate in leisure, as demands on people's time continues to increase and work practices change.

- Increased variety of leisure options means change in traditional participation
- Constraints on Government spending together with a new degree of entrepreneurs in the Australian economy.

2 Participation

There is a slow reduction in participation in competitive and traditional sports, with people becoming increasingly unwilling to commit themselves to play 'for a whole season' or available to play and train a number of days a week.

Due to daily time constraints, people are cutting back their leisure and recreation activities and are more demanding about those that remain. To remain viable, the quality of facilities and services will have to continually improve.

There will be a greater demand in the future for indoor facilities (available all year/every day) and higher quality outdoor playing surfaces.

With increased age longevity and larger numbers of fit, healthy older people, the demand for exercise, and for conveniently located facilities, is expected to increase.

Because of their reliance on young players, many sports will grow more slowly than the adult population as a whole.

With new technologies and commercial interests investing in leisure, a wide range of activities, particularly those targeting teenagers, will continue to undergo cyclic popularity.

Sports clubs dependent on voluntary labour and support will be required to provide greater incentives and better management to attract volunteers. The cost to sports clubs of equipping, insuring and managing players and administering games is expected to continue to increase.

3 Facility Trends

With ongoing Government economic constraints and limited capital and operational budgets, many new sports facilities may have to be joint venture arrangements between private and public sectors and sports clubs.

The reduction in commitment to curriculum based school sports in State Government Schools will have impacts on the local availability of school sports facilities while also discouraging public sector investment in new facilities at these sites.

Due to restricted rate and other revenue bases, local Councils may have to encourage greater private investment in leisure facilities and services. This may be achieved by a mix of rate concessions, payback loans, management rights in return for investment, provision of land and planning concessions.

Facility provision is changing from single-purpose to multi-purpose. However there is an emphasis on ensuring facilities are designed to meet the specific needs of the key user groups. A great deal of infrastructure expenditure is now being directed to the development of larger public and private complexes providing aquatic, health, fitness and indoor sports facilities because of the higher utilisation which can be achieved. There is less emphasis on the development of traditional single purpose outdoor sports facilities.

More flexible designs are being created and there is a growing expectation that facilities will need to be renovated/upgraded on a periodic basis. There is a realisation that facilities have a "customer interest life-span" which is much less than the facility life span.

The planning process for new facilities has improved significantly with the conduct of effective feasibility studies being the norm. These studies have generally included management/marketing/financial plans with demand projections based on sophisticated survey data.

There has been considerable improvement in the management of leisure facilities, with increased expectations of managers to produce better financial outcomes and generate higher attendance. Public sector facility managers now need higher skill levels, face broader roles, need access to better training and professional networks and improved financial reporting systems.

As competition increases there will be an increased emphasis on programming and target marketing based on adopting consumer driven strategies and performance evaluation techniques. This indicates a greater resourcing of local area planning, knowing who your customers are and how to attract them.



3 Site Review

3.1 Introduction

Project architects Etch completed a site review of Catterick Crescent Reserve on the 29th of October 2014. The following provides a summary of the key issues identified. A detailed review is provided in **Appendix Three**.

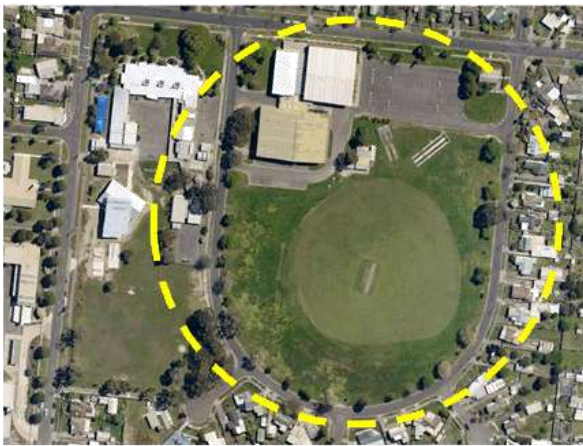


Figure 3.1 Catterick Crescent Reserve source Google maps

3.1.1 Senior Sports Oval, Cricket Pavilion & Cricket Nets

- Overall the sports pavilion is in a fair condition (externally). No internal inspection was undertaken on the day, as building was not accessible.
- Amenities would need to be reviewed so to be complaint, and to current BCA/ DDA requirements.
- Turf wicket to main oval appears to be in a reasonable condition with minor wear and tear.
- Wicket appears to support 5 pitches.
- 2x lots of Cricket nets – old (10yr +) with minimal to no synthetic grass with chain wire fencing. Other nets appear recent (2 years) with soft netting (lockable) and full synthetic pitches (2x)



Turf wicket appears in a reasonable condition. Wicket appears to support



no / minimal synthetic grass with chain wire fencing



nets appear recent (2 yrs?) with soft netting (lockable) and full synthetic pitches (2x)



Oval turf in reasonable condition.



Overall the sports pavilion is in a fair condition

3.1.2 Junior Sports Oval

- The junior cricket ground appear in a poor to fair condition. Appears to be ‘tired’ and not managed.
- Boundary line would overlap with senior oval



Junior Cricket oval – synthetic pitch in poor condition.



Junior ground overlaps with senior oval



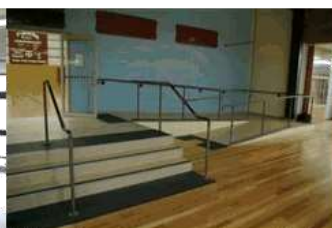
3.1.3 Indoor Stadium

Main Entry/Control

- Main entry, control / reception counter. Counter not catering for wheel chair access by patron/ player.
- Stair and ramp access to main show court - not compliant to current BCA/ DDA standards.
- Handrails and tactile tiles not to code. Grade of ramp has not been measured at time of inspection.



Main entry, control / reception counter. Counter not catering for wheel chair access by patron/ player.



Stair and ramp access not compliant to current BCA/ DDA standards. Handrails and tactile tiles not to code. Grade of ramp has not been measured at time of inspection.



Main show court – multi-line clash. 2 courts over show court (centrally located).

Show Court

- Court multi-line clash. 2 courts over show court (centrally located).
- Telescopic seating appears in a reasonable condition.
- A mixture of wall mounted and ceiling mounted basketball backboards.

- Note no signage to competition change rooms.
- No safety run-off space for both netball and basketball. Hall ideal for badminton only.

Multi-purpose sports hall.

- Circulation between edge of court to plat seating appears sufficient (max. of 2.0m)
- Stair access to courts seating areas not compliant to current BCA/ DDA standards. Handrails and tactile tiles not to code.
- Seating plats appear too narrow and too high. Balustrade not compliant – appears to be less than 1.0m in height. Also can be climbable.
- Courts multi-line not clear. Also safety run-off for both netball and basketball not to sports specifications (3.05m for netball & 2.0m for basketball).
- Seating plats to eastern court appear too narrow and too high. Main circulation path (centre) should be provided a handrail to minimise any fall risk. Balustrade to edge not compliant – appears to be less than 1.0m in height. Also can be climbable.



Seating plats appear too narrow and too high. Main circulation path (centre) should be provided a handrail to minimise any fall risk. Balustrade to edge not compliant – appears to be less than 1.0m in height. Also can be climbable.



Courts multi-line not clear. Also safety run-off for both netball and basketball not to sports specifications (3.05m for netball & 2.0m for basketball).



Safety run-off for both netball and basketball not to sports specifications.

Kiosk

- Counter appears reasonable.
- Kiosk – main cooking area appears not to current BCA requirements. Joinery units under fryers appear a potential fire hazard and Main exhaust appears reasonable with height and overhang from wall.

Change rooms

- General sports change rooms appear in a fair condition.
- Accessible amenity – not complaint to current BCA / DDA requirements. No backrest to pan.
- Accessible amenity – not complaint to current BCA / DDA requirements. Mirror not angled, no shelf unit and basin within door landing circulation.
- General amenity appears in a fair condition. Appears 'tired'.

3.1.4 External Area

- Main entry to stadium. No designated drop off zone or accessible parking within 20.0m of entry.
- Existing stadium (southern courts) appears in a reasonable condition. Evidence of wear and tear at close inspection.
- Existing show court exterior. Sub floor venting is restrictive due to levels of landscaping and entry path.

- Loading bay – no protection to car parking light tower if vehicle is reversing.
- Junction of existing multi-purpose building with show court.
- Existing multi-purpose hall with community meeting rooms – overall in fair



Main entry to stadium. No designated drop off zone or accessible parking within 20.0m of entry.



Existing stadium (southern courts) appears in a reasonable condition. Evidence of wear and tear at close inspection.



Existing show court exterior. Sub floor venting is restrictive due to levels of landscaping and entry path.

3.1.5 Surrounding Conditions

- Main car parking in a fair condition – no apparent kerbing or storm water collection.
- Accessible car spaces are at distance from main entry.
- Site is restricted along boundaries with service authority easements. All easements will need to be located including in ground services before any redevelopment works are to proceed.
- External fire services ‘may’ require upgrading as part of any sports reserve redevelopment.

Photos



Main car parking in a fair condition – no apparent kerbing or storm water collection. Accessible car spaces are at distance from main entry.



Site is restricted along boundaries with service authority easements. All easements will need to be located including in ground services before any redevelopment works are to proceed.



External fire services ‘may’ require upgrading as part of any sports reserve redevelopment.



4 Master Plan Strategic Direction

4.1 Introduction

This section brings together the study's findings under a recommended Master Plan for Catterick Crescent. This study has been guided by the:

- Project objectives
- Latrobe Open Space Strategy
- Peak bodies requirements and standards (where available)
- Results from the extensive consultation with key stakeholders, community members and tenant user groups.

4.2 Master Plan Vision, Principles and Framework

Councils Public Open Space Strategy 2013 identified the following vision for the provision of public open space. The vision was drawn from the consultation and sought to capture the community and stakeholder aspirations for open space provision, management and development in Latrobe City:

Latrobe City will plan, provide and manage a diverse range of attractive, appealing and sustainable public open space facilities that are welcoming, accessible, and enhance the character of individual townships or neighbourhoods.

The key priorities for identified for the open space included the following themes:

- Linkages and connections (including those used for active transport).
- Physical accessibility.
- Sustainability – standards, maintenance and acquisition.
- Increase activation and appeal of existing spaces.
- Way-finding signage.
- Enhance what we already have.
- Improve service / maintenance levels.
- Improve public toilets.
- Promote / market what we have.
- Additional car parking.
- Enhance planning provisions within the Planning Scheme and local planning policy.

Based on the above the following principles and strategic framework has been developed to guide the Catterick Crescent Reserve Master Plan process:

a) Principles:

- Increased opportunities and participation for all;
- A diverse range of open space, sport and recreation choices;
- Great places for people to recreate;

- Building the health and wellbeing of the Traralgon community;
- Responsive to identified open space, sport and recreation needs of the community;
- Inspiring and empowering people to recreate; and
- Delivering economic outcomes for the community through sport and recreation.

b) Strategy Framework:

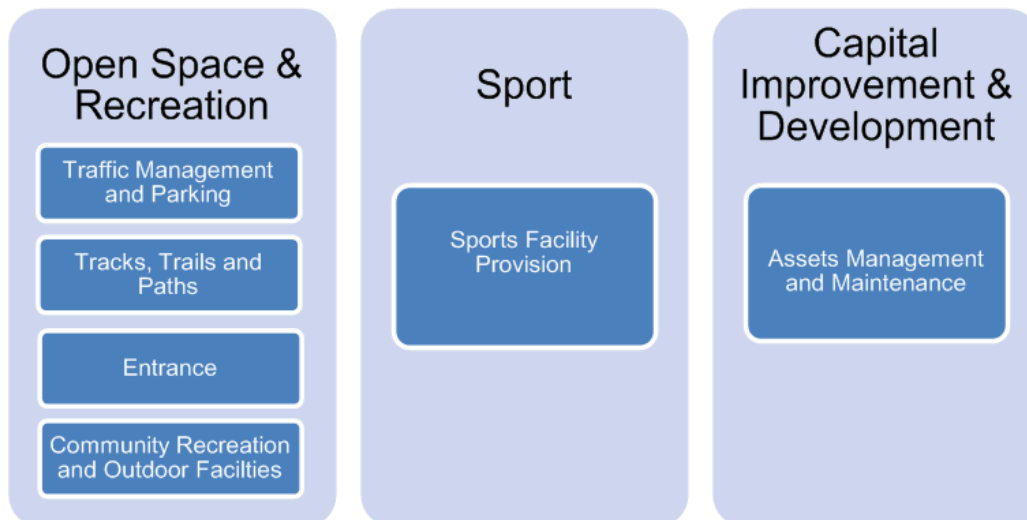
- **Facilities:** What we will do to provide safe, liveable, sustainable and usable assets to improve opportunities for residents to participate in active and healthy lifestyles.
- **Programs:** What we will do to provide safe, accessible and usable programs to improve opportunities for residents to participate in active and healthy lifestyles.
- **Services:** What we will do to provide safe, accessible and usable services to improve opportunities for residents to participate in active and healthy lifestyles

This is presented in the following graphic that links together the key strategy areas.



4.2.1 Facilities Development Framework

The proposed Catterick Crescent Reserve Master Plan facilities framework is based on the key areas of Open Space and Recreation, Sport and Capital Improvement and Development as listed in the graphic below.



4.3 Catterick Crescent Reserve Component Schedule and Master Plan

Based on the study's key findings a detailed facility component brief for future development and direction of Catterick Crescent reserve to achieve the vision and design principles developed. The component brief was divided the following zones:

- Playing Fields
- Indoor Stadium
- Club Room Facilities
- Car parking Access and Egress
- Community / Unstructured Recreation Facilities
- General

The following provides a summary of the key directions identified for the reserve within the draft master plan.

4.3.1 Indoor Stadium

Extend and redevelop the existing Traralgon Indoor Stadium to provide a five court facility with associated support infrastructure such as change rooms to cater for a range of indoor sports including basketball, netball, badminton as primary sports as well as table tennis and volleyball.

The redevelopment of the indoor stadium to include the refurbishment of the show court area to reflect team seating and score bench to the northern side and spectator seating to the southern side

Refurbish the smaller court to provide administration and meeting room areas.

4.3.2 Sports Grounds

Re condition the oval to suit the needs of cricket and Australian Rules football including the provision of the turf cricket wicket.

Recondition the school sports oval to provide a junior playing field to cater for junior AFL, cricket and school use. A synthetic cricket wicket and improved drainage to be provided as part of redevelopment of the area.

4.3.3 New Club Rooms

Demolish of existing and development of new clubrooms to cater for AFL and cricket. Clubrooms to include change rooms, canteen/kiosk, social areas, storage and administration.

Public amenities for use by casual users of the reserve to be integrated as part of club rooms.

4.3.4 Cricket Practice Wickets

Provide new synthetic practice cricket wickets pitches with safety netting. This should include the provision of a storage solution as part of the new netting development.

4.3.5 Unstructured Recreation Opportunities

Provide a range of facilities to support unstructured recreation opportunities around the site including new playground, new half court basketball/netball area, shelters and barbeques, tables and seating.

Provide integrated pathway around the site to encourage informal walking/jogging activities.

4.3.6 Car Park and Traffic Management

Upgrade existing car park (by approximately 52 car spaces) adjacent to indoor stadium to cater for the expanded indoor stadium and the sporting oval.

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.

Develop new car parking area to cater for the new clubroom and adjoining school drop off – pick up area (approximately 39 car spaces).

4.3.7 General

Provide new 500mm fence around oval perimeter to protect oval from vandalism.

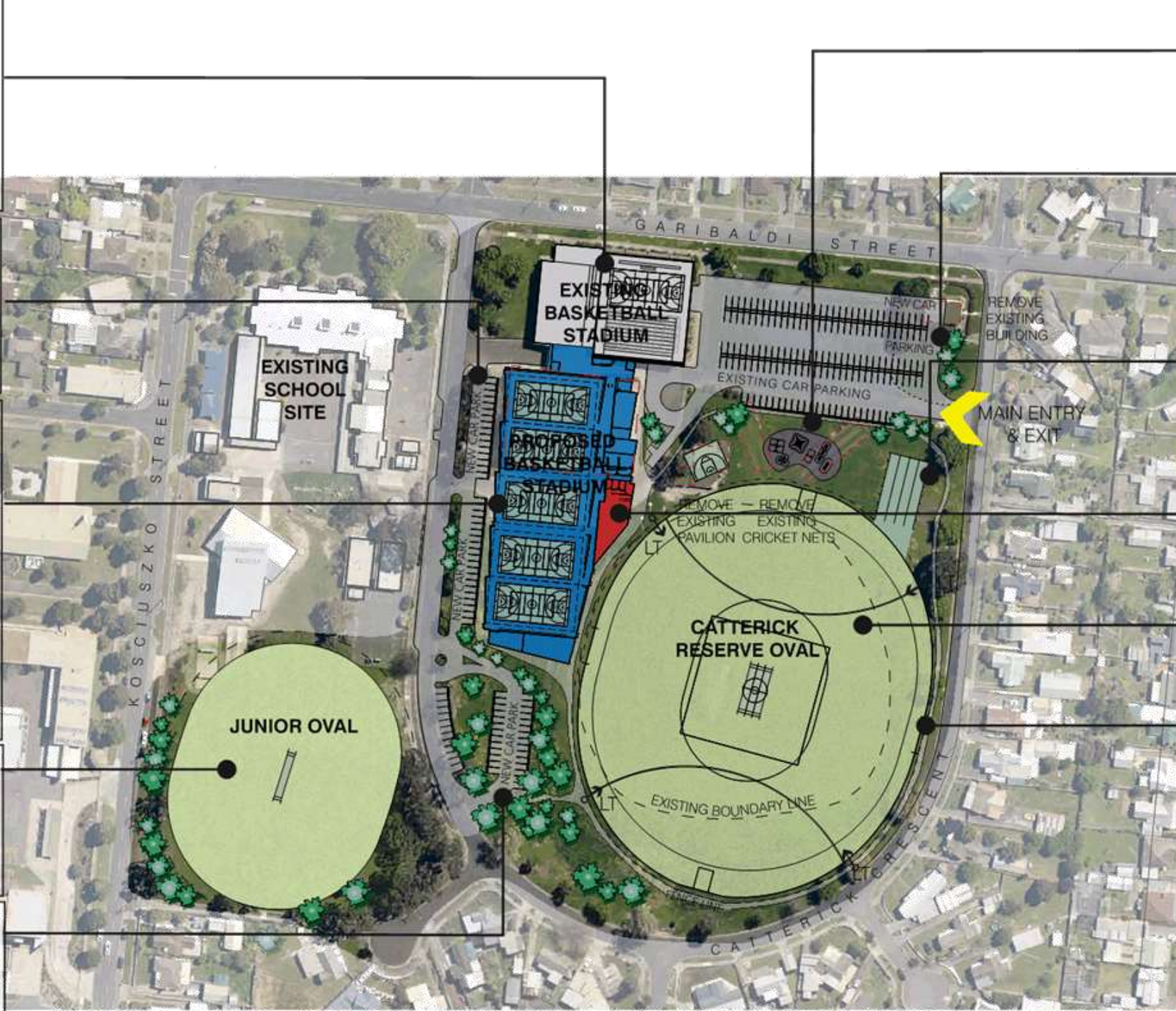
Consider improved drainage works to oval.

Develop detailed landscape plan for site to include indigenous species.

Based on the above key directions the project architects have developed a Master Plan for Catterick Crescent Reserve. The plans on the following pages details:

- Site Master Plan
- Layout plan for the Indoor Stadium
- 3D Site Perspective – Artists Impression

- EXISTING INDOOR COURTS**
 - Re-model show court and spectator seating to reflect team seating / scoring to northern side only and seating to southern side only
 - Height of telescopic seating to be confirmed
 - Refurbish smaller court to provide administration area
- NEW CAR PARK**
 - New car parking to cater for stadium and adjoining school (drop-off and pick-up) with approximately 40 car spaces
 - Allow for pedestrian access and speed humps to reduce speed
- REDEVELOP INDOOR STADIUM + PAVILION**
 - Extend existing stadium with 5x court stadium to cater for netball/basketball/badminton as primary sports as well as table tennis and volleyball
 - Extension to provide new:
 - Entry/control area,
 - Administration offices
 - Change rooms
 - Family change
 - AFL/cricket pavilion
 - Store for indoor/outdoor facilities
- JUNIOR SPORTS FIELD**
 - Re-conditioned school sports field to cater for junior AFL and cricket
 - Synthetic wicket
 - Drainage to be installed
- NEW CAR PARK**
 - Improved traffic management for school drop-off and pick-up
 - New car parking to cater for sports pavilion and adjoining school (drop-off + pick-up) with approximately 39 car spaces



- NEW PLAY SPACE**
 - Provide new accessible playground
 - New half court for bball
 - Shelters and bbq area to be provided around reserve
- NEW DRIVEWAY + PARKING**
 - Providing new car parking to cater for stadium and oval
 - Provide 52 additional car spaces to existing car park
- NEW CRICKET NETS**
 - Provide new synthetic cricket pitches with safety netting
 - Provide equipment storage solutions as part of new netting development
- NEW SPORTS PAVILION**
 - Construct new pavilion to cater for AFL and cricket
 - Pavilion to include change rooms, canteen/kiosk, social areas, storage, and admin
 - Public amenities to be integrated as part of the pavilion
- RE-CONDITIONED OVAL**
 - Re-align existing oval to suit cricket and AFL (170x140m) with turf wicket
 - Provide new drainage
 - Upgrade training lights
- FENCING**
 - Provide new 500mm high fencing to oval
- LEGEND**
 - LT LIGHT TOWER
 - FENCELINE
 - NEW VEGETATION
 - NEW BUILDING
 - NEW/UPGRADE GROUNDS
- GENERAL NOTES**
 - Consider re-size/re-aligning sports ground to suit standards
 - Consider drainage works to grounds
 - Consider landscape plan for precinct to include indigenous species
 - Social amenities to be installed through precinct (such as seating, pathways)



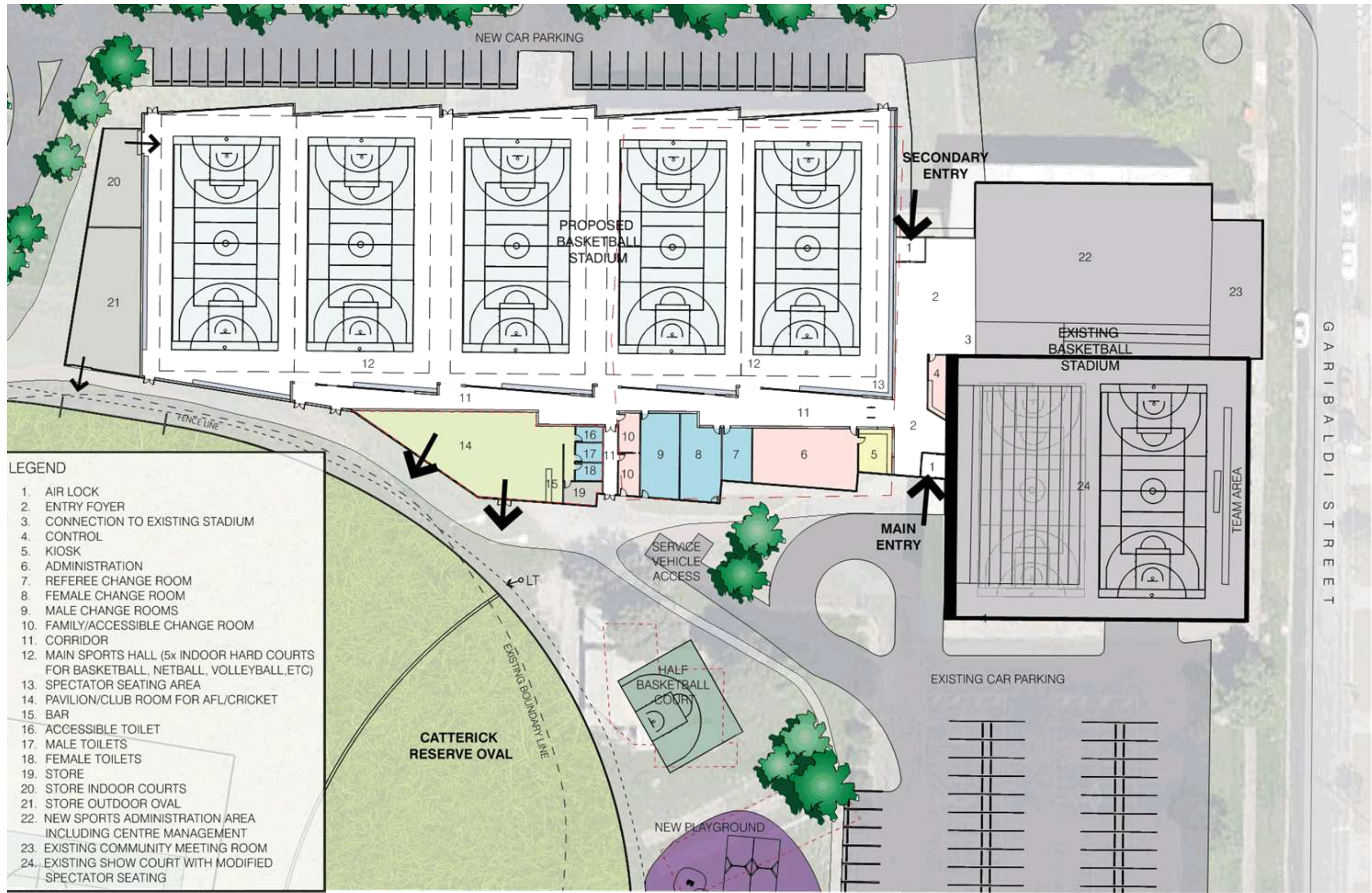
Preliminary Site Plan
Latrobe City Council
 Catterick Crescent Reserve Master Plan



PRELIMINARY ISSUE
 Job Number: EJ0900 Dwg No: SK-01
 Scale: 1:2000 @ A3 Revision: P.6
 Date: 22.05.2015 SDS



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- LEGEND**
1. AIR LOCK
 2. ENTRY FOYER
 3. CONNECTION TO EXISTING STADIUM
 4. CONTROL
 5. KIOSK
 6. ADMINISTRATION
 7. REFEREE CHANGE ROOM
 8. FEMALE CHANGE ROOM
 9. MALE CHANGE ROOMS
 10. FAMILY/ACCESSIBLE CHANGE ROOM
 11. CORRIDOR
 12. MAIN SPORTS HALL (5x INDOOR HARD COURTS FOR BASKETBALL, NETBALL, VOLLEYBALL, ETC)
 13. SPECTATOR SEATING AREA
 14. PAVILION/CLUB ROOM FOR AFL/CRICKET
 15. BAR
 16. ACCESSIBLE TOILET
 17. MALE TOILETS
 18. FEMALE TOILETS
 19. STORE
 20. STORE INDOOR COURTS
 21. STORE OUTDOOR OVAL
 22. NEW SPORTS ADMINISTRATION AREA INCLUDING CENTRE MANAGEMENT
 23. EXISTING COMMUNITY MEETING ROOM
 24. EXISTING SHOW COURT WITH MODIFIED SPECTATOR SEATING



Preliminary Floor Plan
Latrobe City Council
 Catterick Crescent Reserve Master Plan



PRELIMINARY ISSUE

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3D Site Perspective - Artistic Impression
Latrobe City Council
Catterick Crescent Reserve Master Plan



PRELIMINARY ISSUE

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4.4 Future Funding Development Opportunities

Sport and community facility industry history shows there are limited alternative funding opportunities for Council to attract funding to assist with developing sport and leisure facilities. Facility funding sources usually involve:

- Council Funding
- State and/or Federal Government Grants
- Commercial Investment
- Commercial Fundraising
- Community Fundraising and User Group / Contributions
- Developer Contribution Schemes.

Traditionally, a combination of Council funding with Government Grants and some limited community fundraising has occurred for the majority of sport and leisure facilities in Australia.

In larger areas with greater commercial opportunities, there has been some commercial investment in return for rights to manage / operate facilities (\$1M to \$2M investment in return for longer-term management agreements). There also has been a number of Councils look at commercial fundraising. This appears to have been more successful in New Zealand than Australia.

A review of potential facility and program / activity funding is summarised in the following table.

Table 4.1 Summary Potential Key Funding Opportunities

Funding Program	Grant Amount	Details
Community Facility Funding Program – Major Facilities	Maximum \$650,000. Funding ratio SRV \$1:\$1 local.	Available to develop or upgrade major sport and recreation facilities with the objective <i>“To enable the development of major community sport and recreation facilities that are high-quality, accessible, innovative, effectively managed, sustainable and well-used.”</i> ² Assessment includes how project responds to identified community needs and issues and is strategically supported by local or regional plans and/or state sporting associations/peak bodies planning and addresses a gap in regional/sub regional provision of facilities.
Community Facility Funding Program – Minor Facilities	Maximum grant amount up to \$100,000 for any one project (where the total project cost is up to \$500,000 exc GST). Funding ratio SRV \$2:\$1 local.	Available for community groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities with the types of projects that might be funded including accessible change facilities, shared paths and trails, sports lighting, play spaces, youth recreation facilities and multi-use recreation / meeting spaces.
Community Facility Funding Program – Soccer Facilities	Grants of up to \$100,000 Funding ratio SRV \$2:\$1 local.	Available for local soccer clubs working with local government, to upgrade existing or develop new facilities to maximise participation opportunities in soccer. Priority given to the development of soccer facilities in communities with no or inadequate soccer facilities.
Country Football Netball Program	Eligible Councils are able to receive up to \$100,000 per financial year comprising one larger or up to three smaller projects. Funding ratio of SRV \$2:\$1 local.	Assists grassroots Country Football and Netball Clubs, Associations and Umpiring Organisations to develop facilities such as unisex change room facilities and amenities, multi-purpose meeting spaces, development or upgrading of playing surfaces or lighting, etc.
Regional Growth Fund – Putting Locals First Improved Local Infrastructure	Funding ratio of RDV \$3:\$1 other for grants up to \$300,000 Projects between \$300,000 and \$500,000 at a ratio of RDV \$1:\$1 other.	Types of projects include upgrading open space, building or upgrading shared community facilities (e.g. meeting places), pathway projects connecting communities and attracting visitors (e.g. walking tracks).
Local Facilities for Local Clubs	Match funding for club and community contribution (cash and in-kind) up to \$50,000 for projects up to \$150,000.	Types of projects that might be funded include outdoor sport surfaces and sports lighting, play spaces, multi-purpose spaces (e.g. courts), youth recreation spaces and outdoor fitness stations.

² 2015-2016 Community Facility Funding Program Guidelines, Department of Transport, Planning and Local Infrastructure, March 2014.

Funding Program	Grant Amount	Details
Country Action Grant Scheme	Grants up to \$5,000	Initiatives that <i>increase the skills of coaches, officials and managers and improve the accessibility and operational capacity of community sport and recreation organisations in rural and regional Victoria</i> . Three types including increasing community participation by provision of accessible sport and active recreation opportunities.
Foundation for Rural and Regional Renewal - Small Grants for Rural Communities Program	Grants up to \$5,000	Projects contributing to social and community welfare, economic, environmental, health, education or cultural development of communities in small rural, regional and remote locations.
National Stronger Regions Fund	Between \$20,000 and \$10 million to meet up to half the project cost.	Funding for priority infrastructure projects that support economic growth and sustainability of regions, particularly disadvantaged regions. Projects which may be supported include community centres or signature multi-purpose sporting facilities that generate significant long-term economic and social benefits and or support leadership in local communities. Local sporting facility upgrades or expansions or single sport facilities are unlikely to be supported.

4.5 Implementation and Indicative Capital Cost Plan

The following tables details the proposed Master Plans Implementation Plan that responds to the priority areas and recommends objectives and actions.

The implementation plan includes:

- Activity Area
- Recommended Actions/Strategies
- Estimated cost
- Priority
- Potential Funding
- Responsibility

The recommended actions have been prioritised as:

- Short Term 1-3 Years;
- Medium Term 4-7 Years; and
- Long Term 8-10 Years.

The Strategy's Action Plan will be reviewed in years 3 and 7 to determine the success of its implementation and any amendments to the proposed future actions.

Table 4.2 Catterick Crescent Reserve Master Plan Components Schedule

ACTIVITY AREA	RECOMMENDATIONS	ESTIMATED COST	PRIORITY	POTENTIAL FUNDING	RESPONSIBILITY/ PARTNERSHIPS
Playing facilities					
Junior Sports Field	<ul style="list-style-type: none"> Re-conditioned school sports field to cater for junior AFL and Cricket Synthetic wicket Drainage to be installed 	\$420,000	Medium	Department of Education and Training	DET LCC
New Cricket nets	<ul style="list-style-type: none"> Provide new synthetic cricket pitches with safety netting Provide equipment storage solutions as part of new netting development 	\$180,000	Short	SRV Community Facility Funding Program	LCC CV AFL VIC Tenant Clubs
Half-court basketball	<ul style="list-style-type: none"> Provide half-court basketball court 	\$50,000	Short	-	LCC
Re-conditioned oval	<ul style="list-style-type: none"> Re-align existing oval to suit cricket and AFL (170x140m) with turf wicket Provide new drainage Upgrade training lights 	\$990,000	Short	SRV Community Facility Funding Program	LCC CV AFL VIC Tenant Clubs
Fencing	<ul style="list-style-type: none"> Provide new 500mm high fencing to oval 	\$80,000	Short	-	LCC
Indoor Stadium Redevelopment					
Existing indoor courts	<ul style="list-style-type: none"> Re-model show court and spectator seating to reflect team seating/scoring to northern side only and seating to southern side only Height of telescopic seating to be confirmed Refurbish smaller court to provide administration area 	\$1,700,000	Medium	SRV Community Facility Funding Program	LCC BV Tenant Clubs
New indoor stadium and pavilion	<ul style="list-style-type: none"> Extend existing stadium with 5x court stadium to cater for netball/basketball/badminton as primary sports as well as table tennis and volleyball Extension to provide new; <ul style="list-style-type: none"> Entry/control area, Administration offices Change rooms Family change AFL/Cricket pavilion Store for indoor/outdoor facilities 	\$8,400,000	Medium	SRV Community Facility Funding Program National Stronger Regions	LCC BV NV Tenant Clubs
Club Facilities					
New sports pavilion	<ul style="list-style-type: none"> Construct new pavilion to cater for AFL and cricket (separated from the stadium) Pavilion to include change rooms, canteen/kiosk, social areas, storage, and admin Public amenities to be integrated as part of the pavilion 	\$1.2M - \$1.5M	Medium	SRV State Government Cricket Program	LCC CV AFL VIC Tenant Clubs
Car parking and access					
New car park along the west side of precinct	<ul style="list-style-type: none"> New car parking to cater for stadium and adjoining school (drop-off and pick-up) with approximately 35 car spaces Allow for pedestrian access and speed humps to reduce speed 	\$240,000	Medium	-	LCC

ACTIVITY AREA	RECOMMENDATIONS	ESTIMATED COST	PRIORITY	POTENTIAL FUNDING	RESPONSIBILITY/ PARTNERSHIPS
New car park in south west corner of precinct	<ul style="list-style-type: none"> Improved traffic management for school drop-offset and pick-up New car parking to cater for sports pavilion and adjoining school (drop-off + pick-up) with approximately 40 car spaces 	\$270,000	Medium	-	DET LCC
New driveway and parking north of the reserve	<ul style="list-style-type: none"> Upgrade existing car park and provide additional new car parking with turnaround access to the new pavilion for deliveries and emergency vehicles. Entry and exit off Catterick Crescent. 	\$390,000	Medium	-	LCC
Community Facilities					
New play space	<ul style="list-style-type: none"> Provide new accessible playground New half court for basketball Shelters and barbeque area to be provided around reserve 	\$300,000	Short	SRV Community Facility Funding Program Local Facility for Local Club	LCC
General Notes					
	<ul style="list-style-type: none"> Consider re-size/re-aligning sports ground to suit standards Consider drainage works to grounds Consider landscape plan for precinct to include indigenous species Social amenities to be installed through precinct (such as seating, pathways) 				

Cost Exclusions:

- GST
- Contingency, Professional Fees, Authority Fees & Charges
- Demolition or site clearance unless specifically stated
- FF&E
- Latent conditions
- Adverse soil conditions including rock, soft spots, contaminated soil
- Removal of hazardous materials incl asbestos
- Staging costs
- Relocation / Decanting costs
- Cost Escalation beyond May 2015
- Public art
- Works to other features on the Reserves not specifically noted in the schedule above
- Unknown in ground services
- Council internal costs

Responsibility Key:

LCC	Latrobe City Council
DET	Department of Education and Training
CV	Cricket Victoria
BV	Basketball Victoria
SRV	Sport and Recreation Victoria
NV	Netball Victoria
AFL VIC	AFL Victoria

Appendix One: Latrobe City Demographic Review and Traralgon Demographic Review

LATROBE CITY

Demographic Profile and Population Trends

The following section of the report reviews the demographic profile of the Latrobe City Council area based on information obtained from .id, an online based website who complete demographic analysis along with the Latrobe City Council website.

The population trends indicate that between 2006 and 2011 the population of the Latrobe City Council area increased from 69,329 people to 72,402 people. This equates to an approximate growth of 4.4% of the population (3,073 residents).

Age Group Population Profile

The age profile of residents in 2011 (ABS) compared to Regional Victoria and the 2006 Census data was estimated as follows:

Population Age Profile of Latrobe City

Five year age groups (years)	2011			2006			Change 2006 to 2011
	Number	%	Regional VIC	Number	%	Regional VIC	
0 to 4	4,782	6.6	6.3	4,297	6.2	6.0	+485
5 to 9	4,539	6.3	6.2	4,757	6.9	6.8	-218
10 to 14	4,780	6.6	6.7	5,356	7.7	7.5	-576
15 to 19	5,213	7.2	6.8	5,188	7.5	7.0	+25
20 to 24	4,878	6.7	5.5	4,592	6.6	5.5	+286
25 to 29	4,491	6.2	5.2	3,740	5.4	4.9	+751
30 to 34	4,079	5.6	5.2	4,101	5.9	5.8	-22
35 to 39	4,304	5.9	6.1	4,562	6.6	6.6	-258
40 to 44	4,687	6.5	6.7	5,061	7.3	7.1	-374
45 to 49	5,098	7.0	7.0	5,156	7.4	7.4	-58
50 to 54	5,127	7.1	7.1	4,953	7.1	7.1	+174
55 to 59	4,814	6.6	6.9	4,366	6.3	6.7	+448
60 to 64	4,404	6.1	6.6	3,446	5.0	5.4	+958
65 to 69	3,366	4.6	5.2	2,810	4.1	4.6	+556
70 to 74	2,731	3.8	4.1	2,310	3.3	3.8	+421
75 to 79	2,061	2.8	3.2	2,070	3.0	3.4	-9
80 to 84	1,650	2.3	2.6	1,521	2.2	2.5	+129
85 and over	1,398	1.9	2.3	1,043	1.5	2.0	+355
Total	72,402	100.0	100.0	69,329	100.0	100.0	+3,073

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

An analysis of the five-year age groups between the Latrobe area and Regional Victoria, Latrobe's age group segmentation is fairly consistent with the figures found in the rest of Regional Victoria. Latrobe has a higher proportion of people in the younger age groups (under 15 years) and a lower proportion of residents in the older age groups (65+ years) when compared to Regional Victoria.

Overall, Latrobe has 19.5% of the population between the ages of 0 and 15 compared to 19.2% for Regional Victoria, while Latrobe only has 15.4% of the population aged over 65 years compared to 17.4% for Regional Victoria.

The major differences between the age group structure of Benalla and Regional Victoria were:

- A larger percentage of people aged 20 to 24 years (6.7% compared to 5.5%)
- A larger percentage of people aged 25 to 29 years (6.2% compared to 5.2%)
- A smaller percentage of people aged 65 to 69 years (4.6% compared to 5.4%)
- A smaller percentage of people aged 60 to 64 years (6.1% compared to 6.6%)

Between 2006 and 2011 the population of Latrobe grew by 3,073 people (4.4%). The age groups that experienced the largest changes were:

- 60 to 64 years (+958 people)
- 28 to 29 years (+751 people)
- 10 to 14 years (-576 people)
- 65 to 69 years (+556 people)

Gender Population Profile

The following table details the gender comparison of Latrobe City residents in 2011 compared to 2006 and Regional Victoria.

Latrobe Resident Population

Latrobe City	2011			2006			Change 2006 to 2011
	Number	%	Regional VIC	Number	%	Regional VIC	
Population (excluding O/S visitors)	72,402	100.0	100.0	69,329	100.0	100.0	+3,073
Males	35,369	48.9	49.1	33,872	48.9	49.2	+1,497
Females	37,033	51.1	50.9	35,457	51.1	50.8	+1,576

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

There are slightly more females than males within the Latrobe City population (51.1% compared to 48.9%) which is consistent with the rest of the rest of the Regional Victorian population. There was no change in the ratio of males to females between 2006 and 2011.

Country of Birth

The percentage of the population born overseas and the diversity in their country of origin can give an indication of how diverse the population is within the community.

An analysis of the country of birth data for the Latrobe area shows that there is a low level of diversity with a relatively small percentage of the population born overseas. Of the residents that were born overseas the majority of them were born in the United Kingdom.

The table below details the country of birth of residents in 2011 and 2006 as well as being compared against Regional Victoria trends.

Most Common Countries of Birth

	2011			2006			Change 2006 to 2011
	Number	%	Regional VIC	Number	%	Regional VIC	
United Kingdom	3,112	4.3	3.5	3,194	4.6	3.5	-82
Netherlands	784	1.1	0.6	841	1.2	0.6	-57
Italy	716	1.0	0.6	752	1.1	0.7	-36
New Zealand	654	0.9	1.0	520	0.8	0.9	+134
Germany	552	0.8	0.5	574	0.8	0.5	-22

Malta	407	0.6	0.1	449	0.6	0.1	-42
Philippines	361	0.5	0.3	288	0.4	0.2	+73
China	270	0.4	0.2	124	0.2	0.1	+146
India	252	0.3	0.4	100	0.1	0.2	+152
Sudan	198	0.3	0.1	0	0.0	0.0	+198
South Africa	134	0.2	0.2	90	0.1	0.2	+44
Ireland	132	0.2	0.2	139	0.2	0.1	-7
Greece	132	0.2	0.1	135	0.2	0.1	-3
Poland	129	0.2	0.1	161	0.2	0.1	-32
Malaysia	113	0.2	0.1	97	0.1	0.1	+16
United States of America	112	0.2	0.2	101	0.1	0.2	+11
Cyprus	100	0.1	0.0	100	0.1	0.0	0
Croatia	97	0.1	0.2	112	0.2	0.2	-15
Serbia / Montenegro (fmr Yugoslavia)	96	0.1	0.1	118	0.2	0.2	-22
Canada	93	0.1	0.1	79	0.1	0.1	+14
Sri Lanka	77	0.1	0.1	44	0.1	0.1	+33

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

The table below identifies the countries of birth of the residents of the Latrobe area and identifies whether they are from English or non-English speaking countries.

Countries of Birth Main Language in Latrobe

Latrobe City Birthplace	2011			2006			Change 2006 to 2011
	Number	%	Regional VIC	Number	%	Regional VIC	
Total Overseas born	9,930	13.7	10.6	9,141	13.2	10.1	+789
Non-English speaking backgrounds	5,693	7.9	5.5	5,018	7.2	5.2	+675
Main English speaking countries	4,237	5.9	5.1	4,123	5.9	4.9	+114
Australia	58,318	80.5	84.3	55,853	80.6	84.3	+2,465
Not Stated	4,152	5.7	5.0	4,333	6.3	5.6	-181
Total Population	72,400	100.0	100.0	69,327	100.0	100.0	+3,073

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

While low, the share of the population born overseas in the Latrobe City was higher than that found in Regional Victoria (13.7% compared to 10.6%). The percentage from non-English speaking backgrounds in the Latrobe area was also higher at 7.9% compared to 5.5% in Regional Victoria.

Languages Spoken at Home

The Latrobe City area has a slightly lower percentage of residents that speak only English (88.5%) when compared to Regional Victoria (90.4%)

The top five languages other than English spoken within the Latrobe City area in 2011 are:

- Italian
- Greek
- Dutch
- Mandarin
- Maltese

Residents Income Levels

The table below presents the personal weekly income levels of Latrobe City residents:

Weekly Individual Gross Income Levels for the Latrobe area

Weekly income	2011		
	Number	%	Regional VIC
Negative Income/ Nil income	4,302	7.4	6.6
\$1-\$199	4,768	8.2	8.0
\$200-\$299	7,666	13.2	12.5
\$300-\$399	7,454	12.8	12.5
\$400-\$599	7,525	12.9	14.1
\$600-\$799	5,661	9.7	11.5
\$800-\$999	4,005	6.9	8.1
\$1000-\$1249	3,836	6.6	7.1
\$1250-\$1499	2,493	4.3	4.3
\$1500-\$1999	3,061	5.3	4.4
\$2000 or more	2,759	4.7	3.1
Not stated	4,763	8.2	7.7
Total persons aged 15+	58,293	100.0	100.0

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2011

Analysis of the individual weekly income of residents in the Latrobe area compared to Regional Victoria in 2011 shows that there is a higher proportion of the population earning a low income (less than \$400 per week) and a higher proportion earning a high income (\$1,500 per week or more).

Overall 34.2% of the Latrobe population earn less than \$400 per week compared to 33.0% for Regional Victoria, while 10.0% earn a high income (\$1,500 or more per week) compared to 7.5% for Regional Victoria.

The major differences between the Latrobe and Regional Victoria's individual incomes are:

- A larger percentage of people earning \$2000 or more (4.7% compared to 3.1%)
- A larger percentage of people earning \$1500 - \$1999 (5.3% compared to 4.4%)
- A smaller percentage of people earning \$600 - \$799 (9.7% compared to 11.5%)
- A smaller percentage of people earning \$800 - \$799 (6.9% compared to 8.1%)

Vehicle Ownership

The number of vehicles per household by residents is detailed in the below table:

Latrobe City Vehicle Ownership

Number of cars	2011		
	Number	%	Regional VIC
No motor vehicles	2,471	5.7	6.4
1 motor vehicle	10,101	26.8	33.0
2 motor vehicles	9,845	39.6	36.1
3 or more motor vehicles	4,679	21.8	18.4
Not stated	2,015	6.2	6.1
Total households	29,111	100.0	100.0

Source: Australian Bureau of Statistics, Census of Population and Housing 2011

A household's ownership of vehicles can be used as an indicator of an individual's ability to independently assess leisure facilities without the reliance on public transport or utilizing other modes of transport.

A review of the vehicle ownership in the Latrobe City indicates that the majority of residents, 88.2%, own one or more vehicles indicating ability to independently access leisure activities.

Future Population Predictions

It is expected that the population within the towns in the Latrobe City region will increase 26.17% from 73,594 in 2011 to 92,855 in 2036. The towns that are likely to experience the greatest change in population numbers between 2011 and 2036 are Traralgon (40.35% increase) and Moe (28.67% increase). The Rural North East area is also predicted to increase by 32.09% by 2036.

The table below gives an indication of the increase in population numbers in the major townships in the Latrobe City area between 2011 and 2036:

Projected Population in 2036 in the major Town in the Latrobe City Council

Latrobe City Council Area's	Forecast Year						Change between 2011 and 2036	
	2011	2016	2021	2026	2031	2036	Number	Avg. annual % change
Latrobe City	73,594	77,243	81,246	85,104	88,979	92,855	19,261	1.05
Churchill	5,008	5,044	5,144	5,293	5,459	5,643	635	0.51
Moe - Moe South	9,448	9,903	10,419	10,958	11,550	12,157	2,709	1.15
Morwell	14,205	14,559	15,076	15,418	15,796	16,123	1,918	0.54
Newborough	6,956	7,327	7,613	7,932	8,190	8,436	1,480	0.85
Rural North	3,105	3,128	3,206	3,295	3,362	3,429	324	0.42
Rural North East	2,147	2,200	2,357	2,519	2,683	2,836	689	1.28
Rural South East	3,500	3,655	3,674	3,772	3,891	4,008	508	0.58
Rural South West	3,187	3,232	3,342	3,476	3,577	3,678	491	0.62
Traralgon - Traralgon East	26,038	28,195	30,415	32,441	34,471	36,545	10,507	1.61

Source: forecast.id, from the Estimated Resident Population from ABS

The figures for the projected populations are slightly higher than that data collected during the census as it takes into account the population that may have been missed by the census and the population that were overseas at the time of the census.

The following table highlights the likely change in the population age profiles between 2011 and 2031.

Latrobe City Council Future Population Age Profile

Age Group	2011	2016	2021	2026	2031	Change 2011 to 2031
0-4	4,829	4,793	4,905	4,951	4,929	100
5-9	4,601	4,893	4,988	5,124	5,193	592
10-14	4,804	4,546	4,972	5,090	5,247	443
15-19	5,323	4,774	4,718	5,182	5,324	1
20-24	5,244	4,900	4,789	4,810	5,282	38
25-29	4,804	4,797	4,899	4,823	4,879	75
30-34	4,181	4,748	5,039	5,165	5,095	914
35-39	4,372	4,231	4,867	5,180	5,307	935
40-44	4,757	4,381	4,367	5,042	5,372	615
45-49	5,105	4,666	4,365	4,370	5,059	-46
50-54	5,213	5,044	4,675	4,393	4,409	-804
55-59	4,862	5,062	4,959	4,618	4,354	-508
60-64	4,423	4,771	5,067	5,003	4,696	273
65-69	3,422	4,192	4,667	5,007	4,980	1,558

Age Group	2011	2016	2021	2026	2031	Change 2011 to 2031
70-74	2,751	3,238	4,023	4,516	4,880	2,129
75-79	2,081	2,461	2,932	3,679	4,172	2,091
80-84	1,656	1,659	2,021	2,449	3,101	1,445
85 and over	1,360	1,611	1,962	2,428	3,019	1,659
Total	73,788	74,767	78,215	81,830	85,299	11,511

Source: Victoria in Future 2014

It is expected that there will be a number of changes to the distribution of the population across the age groups between 2011 and 2031. The age group that is expected to experience the largest decline in percentage is the 50 to 54 year age group that is expected to decrease from 7.1% to 5.2%

The age group that is expected to increase the most is the 75 to 79 year age group, which is expected to grow from 2.8% to 4.9% of the total population from 2011 to 2031.

TRARALGON

Demographic Profile and Population Trends

The following section of the report reviews the demographics information for the Traralgon area within the Latrobe City Council region.

The population of Traralgon in 2011 was 23,837 people, which accounts for 31.2% of the total Latrobe population. This was increase from 21,696 residents in 2006, an approximate growth of 9.9%.

Age Group Population Profile

The age profile of residents in 2011 according to the ABS Census compared to Latrobe is estimated below:

Population Age Profile of Traralgon

	2011		
	Number	%	Latrobe %
0-4 years	1,728	7.3%	6.6%
5-9 years	1,615	6.8%	6.3%
10-19 years	3,089	13.0%	13.8%
20-29 years	3,510	14.7%	12.9%
30-39 years	3,156	13.2%	11.6%
40-49 years	3,168	13.3%	13.5%
50-59 years	2,912	12.2%	13.7%
60-69 years	2,245	9.4%	10.7%
70-79 years	1,467	6.2%	6.6%
80-89 years	813	3.4%	3.6%
90-99 years	134	0.6%	0.6%
100 and over		0.0%	0.0%
Total	23,837	100.0%	100.0%

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

An analysis of the breakdown of the population into age brackets for Traralgon and Latrobe show that there is a slight difference in the breakdown of the population between the two areas. Traralgon has a higher proportion of people in the younger age groups (under 19 years) and a lower proportion of people in the older age groups (70+ years) when compared to Latrobe.

Overall, Traralgon has 27.1% of the population aged between 0 and 19 compared to 26.7% for Latrobe, while Traralgon only has 10.2% aged over 70 years compared to 10.8% for Latrobe.

The major differences between the age group structure of Traralgon and Latrobe were:

- A larger percentage of people aged 20 to 29 years (14.7% compared to 12.9%)
- A larger percentage of people aged 30 to 39 years (13.2% compared to 11.6%)
- A smaller percentage of people aged 50 to 59 years (12.2% compared to 13.7%)
- A smaller percentage of people aged 60 to 69 years (9.4% compared to 10.7%)

Country of Birth

The percentage of a population born overseas and the diversity of their country of origin can give an indication of how diverse the population is within the community.

An analysis of the country of birth data for Traralgon shows that there is a low level of diversity with a relatively small percentage of the population born overseas. Of the residents that were born overseas the majority of them were born in England.

The table below details the country of birth for residents in Traralgon in 2011 and compares it to the greater Latrobe area.

Most Common Countries of Birth - Traralgon

	2011		
	Number	%	Latrobe %
Australia	19,348	81.2%	80.6%
England	606	2.5%	3.1%
Netherlands	211	0.9%	1.1%
Italy	178	0.8%	1.0%
Scotland	224	0.9%	1.0%
New Zealand	272	1.1%	0.9%
Germany	118	0.5%	0.8%
Malta	33	0.1%	0.6%
Philippines	118	0.5%	0.5%
China	60	0.3%	0.4%
India	149	0.6%	0.3%
Sudan	19	0.1%	0.2%
Ireland	62	0.3%	0.2%
Greece	50	0.2%	0.2%
Total	23,837	100.0	100.0

Languages Spoken at Home

The Traralgon area has a slightly higher percentage of residents that speak another language compared to Latrobe with 11.97% of the population speaking another language (compared to 11.54% for Latrobe).

The top five languages other than English spoken within the Traralgon area in 2011 are:

- Italian
- Greek
- Dutch
- Mandarin
- Dinka

Residents Income Levels

The table on the following page identifies the personal weekly income of residents in Traralgon.

Weekly Individual Gross Income Levels of Traralgon

Weekly Income	2011		
	Number	%	Latrobe %
Negative income	90	0.4%	0.4%
Nil income	1,247	5.2%	5.5%
\$1-\$199	1,366	5.7%	6.6%
\$200-\$299	2,070	8.7%	10.6%
\$300-\$399	2,092	8.8%	10.3%
\$400-\$599	2,317	9.7%	10.4%
\$600-\$799	1,865	7.8%	7.8%
\$800-\$999	1,447	6.1%	5.5%
\$1,000-\$1,249	1,538	6.5%	5.3%
\$1,250-\$1,499	1,018	4.3%	3.5%
\$1,500-\$1,999	1,210	5.1%	4.2%
\$2,000 or more	1,085	4.6%	3.8%
Not stated	1,624	6.8%	6.6%
Not applicable	4,866	20.4%	19.5%
Total	23,835	100.0	100.0

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2011

Analysis of the individual weekly incomes of residents in Traralgon and Latrobe shows that there is a lower proportion of the population earning a low income (less than \$400 per week) and a higher proportion earning a high income (\$1,500 per week or more) in Traralgon when compared to Latrobe.

Overall, 23.2% of the Traralgon population earn less than \$400 per week compared to 27.5% for the Latrobe region, while 9.5% earn a high income (\$1,500 per week or more) compared to 8.0% for Latrobe.

The major differences between the Traralgon and Latrobe individual incomes are:

- A larger percentage of people earning \$1000 - \$1249 (6.5% compared to 5.3%)
- A larger percentage of people earning \$1500 - \$1999 (5.1% compared to 4.2%)
- A smaller percentage of people earning \$200 - \$299 (8.7% compared to 10.6%)
- A smaller percentage of people earning \$300 - \$399 (8.8% compared to 10.3%)

Vehicle Ownership

The number of vehicles per household is detailed in the table below:

Vehicle Ownership - Traralgon

	2011		
	People	%	Latrobe %
None	1,053	4.5%	5.5%
1 motor vehicle	6,149	26.1%	26.1%
2 motor vehicles	10,045	42.6%	38.6%
3 motor vehicles	2,864	12.1%	14.0%
4 or more motor vehicles	1,329	5.6%	7.3%
Not stated	1,447	6.1%	6.0%
Not applicable	713	3.0%	2.5%
Total	23,600	100.0	100.0

Source: Australian Bureau of Statistics, Census of Population and Housing 2011

The number of cars that a household own can be used as an indicator to their ability to access leisure facilities independently without having to rely on public transport or utilizing other modes of transport.

A review of the vehicle ownership in Traralgon shows that the majority of households have access to at least one car (86.39%) with 68.62 of these owning one or two cars.

Appendix Two: Summary of Previous Documents

Name of Report/Document	Summary of Key Issues
<p>Latrobe City Council Plan 2013 – 2017</p>	<p>Five Key Themes:</p> <ol style="list-style-type: none"> 1. Job Creation & Economic Sustainability 2. Appropriate, affordable & sustainable facilities. Services & recreation 3. Efficient, effective & accountable governance 4. Advocacy for & consultation with our community 5. Planning for the future <p><u>Theme 2</u></p> <p><i>Objectives:</i></p> <ol style="list-style-type: none"> 1. To promote and support a healthy, active and connected community 2. To provide facilities and services that are accessible and meet the needs of our diverse community <p><i>Strategic Direction:</i></p> <ol style="list-style-type: none"> 1. Promote and support more involvement of children in active recreation and sport 2. Develop and maintain community infrastructure that meets the needs of our community 3. Promote and support opportunities for more community participation in sports, recreation, arts, culture and community activities 4. Improve and link bicycle paths, footpaths and rail trail networks to encourage physical activity and promote liveability 5. Continue to maintain and improve access to Latrobe City's parks, reserves and open spaces <p><i>Indicators:</i></p> <ol style="list-style-type: none"> 1. Number of visitors and memberships for Latrobe City Councils' leisure facilities, stadiums and reserves annually <p>Latrobe City Council's satisfaction rating for recreational facilities in the annual Local Government Community Satisfaction Survey</p>
<p>Latrobe 2026 – The Community Vision for Latrobe Valley</p>	<p>The Latrobe 2026 report identifies nine key objectives – economy, natural environment, built environment, our community, culture, recreation, governance and partnerships, and regulation and accountability.</p> <p>A major aspiration is for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.</p> <p>Walking is recognised as one of the most popular forms of exercise for adults, while team sports are favoured by children; particularly AFL, netball, tennis and soccer. The implementation of "Access for All Abilities" facilities is increasing allowing for the inclusion of residents from a wide range of cultures, ages and abilities.</p> <p>Strengthening the capacity of sport and recreation clubs and organisations and seeking to improve the quality of local facilities will ensure greater opportunities to participate. .</p>
<p>Public Open Space Strategy 2013</p>	<p>Out of the consultation a number of themes were developed:</p> <p><u>Theme 2: Enhance what we already have.</u></p> <p>The desire to improve and enhance what the community current has including:</p> <ul style="list-style-type: none"> • Improve the appeal of existing sites • Upgrade/replace ageing infrastructure • Improve linkages and connections • Improve physical access and mobility • Provide/upgrade public toilets, playgrounds and gathering spaces • Improve maintenance standards and consistency <p><u>Theme 4: Activation</u></p> <p>There is a strong desire to encourage more use and appreciation of what the community already has.</p> <ul style="list-style-type: none"> • Enhance design (walkability, maintenance, landscaping, appeal) • Safety (lighting, physical access) • Core infrastructure including paths, seating, drinking taps, fitness stations, way finding signage and interpretive information

Name of Report/Document	Summary of Key Issues
	<p>Key priorities that came out of the consultation process for the provision of open spaces include:</p> <ul style="list-style-type: none"> • Linkages and connections • Physical accessibility • Sustainability standards, maintenance, acquisition • Increased activation and appeal of existing spaces • Way finding signage • Improve what we already have first • Improve public toilets • Additional car parking <p><u>Recommendations:</u></p> <p>The following recommendations apply to all aspects of open space within the Latrobe region:</p> <ul style="list-style-type: none"> • Consider opportunities to improve the appeal of existing spaces for young people and families, including the instillation of multi-use half-court areas, park seating, drinking taps, shade/shelter, public toilets and informal gathering spaces where appropriate • Ensure future planning and reserve improvements consider opportunities to integrate community gathering spaces and infrastructure that supports social interaction • Increase instillation of outdoor fitness stations and exercise equipment at selected 'District' reserves across the city • Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc. <p>The following recommendations apply to Morwell:</p> <ul style="list-style-type: none"> • Ensure future open space outlined in the Morwell North West Development Plan provides attractive and appealing linear linkages connecting Toners Lane Reserve and Maryvale Reserve • Develop site specific Master Plans to guide the future use and development of Maryvale Reserve including integrating the reserve with the new residential subdivisions to the north and proposed wetlands <p>The following recommendations apply to Traralgon:</p> <ul style="list-style-type: none"> • Identify preferred sites for upgrade of existing reserves to District standard venues. Options could include Catterick Crescent Reserve • Develop site specific Master Plan to guide the future use and development of Catterick Crescent Reserve <p>The following recommendations apply to Moe Newborough:</p> <ul style="list-style-type: none"> • Develop site specific Master Plans to guide the future use and development of the Northern Reserve and Moe Botanical Gardens • Explore opportunities for establishing an Advisory Committee for the Moe Botanical Gardens and establish a master plan to guide future development of the precinct
<p>Latrobe City Council Community Engagement Plan – 2010 - 2014</p>	<p>A review of the Community Engagement Policy and Strategy 2005 found that face to face engagement is the preferred method of engagement with the local community while community members are most engaged with Council when the topic is of direct interest to them.</p> <p>Council's Community Engagement Objectives:</p> <ol style="list-style-type: none"> 1. To maintain an effective and ongoing dialog with community by both informing and listening 2. To consult the community in policy development, planning and project delivery 3. To involve the community in matters that directly affects them in a specific location or in the delivery of a Council service 4. To collaborate with and empower the community to deliver selected services on behalf of Council 5. Ensure the community understands how their input has influenced Council 6. To continue to develop and improve Latrobe City Council's community engagement capacity <p>In accordance with the engagement plan, all policies, strategies, plans and projects that will impact on the community must be made available for public viewing and comment for a minimum of four weeks. Ensure that reports provided to Council include advice as to how community consultation has informed the recommendation.</p>

Name of Report/Document	Summary of Key Issues
Healthy Urban Design Guidelines – 2008	<p>Endeavour to provide face-to-face opportunities for the community to engage with policy, strategy, plan or project development. This may include engagement via advisory committees, focus groups and workshops.</p> <p>The Healthy Urban Design Good Practice Guidelines encourages:</p> <ul style="list-style-type: none"> • Open space to incorporate a range of shade, shelter, seating and signage opportunities • Community spaces or buildings that incorporate a variety of uses • Avoiding opportunities for concealment and entrapment along paths and in community spaces <p><u>Open Spaces and Path Networks</u></p> <p>Does the proposed design reflect the Urban Design Guideline principles by answering the following questions:</p> <ul style="list-style-type: none"> • Does landscaping delineate routes and destinations? • Are tracks safe and attractive (where relevant)? • Do footpaths incorporate lighting, calmed traffic and crossing points (where relevant)? • Is frequent and accessible seating and shelter available? • Is shade provided using the most appropriate trees or shade structures? • Is shade provided over paths and rest stops? • Do shade structures avoid obstructing access or sight lines? • Are sightlines clear • Are boundaries between public and private spaces clearly delineated? • Are vandal-proof finishes incorporated into fencing, seating and signage? • Does all open space have Continual Accessible Paths of Travel? • Have AS 1428 standards been addressed (where relevant)? • Is street furniture and equipment accessible for mobility aid users? • Are clear sightlines maintained at intersections and crossings? • Are safe paths and crossings provided along frequently used pedestrian/cycle paths including approaches to key destinations (where relevant)? • Are conflict points between paths and vehicular traffic minimized (where relevant)?
Recreation and Leisure Strategy 2006	<p>The following strategic objectives were listed in the Recreation and Leisure Strategy:</p> <ol style="list-style-type: none"> 1. Provide a diversity of financially sustainable recreation and leisure facilities and opportunities <ul style="list-style-type: none"> • Facilitate increased passive recreational use of selected major sports reserves by providing informal recreation facilities (e.g. Paths, seats, plantings, BBQ/picnic areas, playgrounds) 2. Provide and promote well used and relevant recreation facilities and settings <ul style="list-style-type: none"> • Establish accessible, safe and appealing recreation and leisure facilities and spaces for people with a disability • Investigate the feasibility of utilizing an existing indoor stadium(s) as a supervised venue for young people to "drop-in" to engage in informal sporting activities for a specified period after school or on weekends • Ensure affordable options for participating in recreation activities are available (e.g. provision of free recreation facilities in selected parks and open space areas, such as basketball half courts, Tennis rebound walls, linear bike paths and golf practice cages • Ensure key recreation facilities are safe and secure for older adults (security lighting, car park provision, access into and around facilities) 3. Consolidate recreation and sports facility provision and use <ul style="list-style-type: none"> • Re-use or remove unused sporting facilities • Encourage clubs utilizing separate clubrooms on the same reserve to consolidate into one building • Investigate the feasibility of establishing new sports fields to create multiple playing fields for the same sport code
Review of Traralgon Outdoor Recreation Plan 2014	<ol style="list-style-type: none"> 1. Future Facility Development <ol style="list-style-type: none"> 1.1. Replace redundant and functionally obsolete buildings/amenities with facilities that meet shared sport, community and education objectives 1.2. The provision of recreation and leisure facilities shall maximize shared usage and flexibility to meet changing community needs and aspirations 1.3. Encouragement of clubs utilizing separate clubrooms on the same reserve to consolidate into one building

Name of Report/Document	Summary of Key Issues
	<p>2. Accessibility</p> <p>2.1. Ensure recreation reserves and supporting facilities are accessible, safe and appealing for people with a disability</p> <p>2.2. Ensure recreation reserves and supporting facilities are safe and secure for older adults (security lighting, car park provision, access into and around facility)</p> <p>2.3. Improve vehicle entry/egress and car parking provision at recreation reserves and open spaces to meet expected day-to-day usage and sporting/community event requirements</p> <p>2.4. Provision of walking paths/tracks/trails that allow for both recreational opportunities and destination based routes</p> <p>3. Community Infrastructure and Social Amenity</p> <p>3.1. Facilitate increased passive recreation use of sporting reserves by providing informal recreation facilities (e.g. paths, seats, and plantings. BBQ/picnic areas, playgrounds)</p> <p>4. Sports Field Provision and Suitability</p> <p>4.1. Continue to develop first-rate reserve and supporting facilities/amenities that provide for emerging and high demand sports such as Australian Rules Football, Soccer and Netball</p> <p>4.2. Continue to ensure high levels of playing field provision and conditions are maintained to meet levels of training/competition requirements (e.g. lighting)</p> <p>4.3. Encourage shared use of sporting reserves, training facilities, building and amenities</p> <p>4.4. Maintain dedicated playing field areas, ensure they are appropriately sized and dimensioned and maximize their use and flexibility for configuration and usage by additional sports or activities</p> <p>4.5. Minimize (where not required) Reserve fencing to allow for greater flexibility and shared usage</p> <p><u>Catterick Crescent Reserve</u> Priority Development Opportunities</p> <ul style="list-style-type: none"> • Demolish dysfunctional sporting pavilion and provide new multipurpose facility • Pending completion of Catterick Crescent Reserve Master Plan, extend basketball stadium to allow for the construction of two additional multi-purpose indoor courts • Increase social amenity infrastructure throughout reserve (e.g. playgrounds) • Review site traffic management/car parking requirements and provide additional on-site car parking • Partial road closure between reserve and school oval to improve overall site connectivity <p>Recommendations:</p> <p><i>High Priority</i></p> <ol style="list-style-type: none"> 1. Demolish existing non-compliant ad dysfunctional sporting pavilion and construct new community multipurpose facility in close proximity to indoor stadium to provide linkage between indoor and outdoor facilities. 2. Extend existing basketball stadium to allow for the construction of 2 additional multipurpose courts <p><i>Medium Priority</i></p> <ol style="list-style-type: none"> 1. Partial closure of Catterick Crescent between neighbouring Mt Kosciuszko and main oval to improve connectivity between 2 sites 2. Demolish aged maternal health building to allow car park expansion and increased reserve car parking capacity 3. Improve formal path network throughout and around reserve/indoor stadium area to improve site connectivity, accessibility and pedestrian movement 4. Re-lining of car parking spaces and inclusion of car park security lighting 5. Removal of existing 4 cricket nets. 3 new cricket nets to be relocated to the North East of the reserve with consideration given to extended netting/fencing to furthest east net to prevent balls threatening pedestrians/vehicles and neighbouring residential properties 6. Upgrade reserve sports field floodlighting in accordance with Australia Standards for AFL training activities (50 lux) 7. Improve provision of formalized sporting activity through the realignment and consolidation of informal and underutilized 'junior oval'. Upgrade reserve drainage to increase carrying capacity of the ground 8. Relocate existing synthetic cricket pitch to neighbouring Mt Kosciuszko Primary School sporting oval and develop MOU between school and Council regarding shared usage and maintenance works 9. Provide high safety fencing/netting behind goals

Name of Report/Document	Summary of Key Issues
	<p>10. Increase informal reserve recreation opportunities through the provision of spectator/community amenity including seating, shade/shelter, play space and public BBQ facilities</p> <p><i>Low Priority</i></p> <ol style="list-style-type: none">1. Instillation of a low vehicular barrier surrounding the reserve perimeter to minimize vehicular entry2. Increase car park amenities through additional tree planting to provide shade and reduce visual harshness3. Increase tree planting throughout the reserve and improve landscaping

Appendix Three: Community Survey Comments

	Comments
1	In relation to the use of the Traralgon Sports Stadium, individual meetings should be conducted with the other stakeholders apart from TABA. I understand that TABA have had a meeting with the consultants and the other users have not had the same opportunity to put forward their views and opinions.
2	I would like to see the road joining Catterick Crescent Reserve and Kosciusko Street Primary school blocked off and made to join onto the school which would make a safer and more user friendly oval for cricket and footy.
3	<p>The Catterick Cres oval was given to the Traralgon community by Australian paper on the 1950's</p> <p>2 cricket clubs used this facility initially and Imperials CC have been a tenant for over 60 years. Facilities for cricket are not adequate for Juniors or male and female players.</p> <p>Change Rooms are an essential priority.</p> <p>Ground reshaping and drainage is the next priority</p> <p>The road way between oval and school should be closed to enable a 2nd ground to be established</p> <p>more trees and shrubs around perimeter is need to provide shade and limit balls ending outside oval</p> <p>Oval and facilities need to cater for Junior football as well</p>
4	Every town has council indoor pool and gym why has Traralgon not have these facilities and could the reserve be used for this to give all residents use of the area
5	How did this get ahead of the swimming pool in Traralgon, the swimming pool is in greater need of upgrade, pool only gets used 2.5 months in the year,
6	Very under utilised area of land. We really need a decent playground in this area for the kids to play in. As a member of the Imperials cricket club, i would love to see us get some half decent clubrooms as well.
7	<p>This Facility has suffered from a Total Lack of Funding over an Extended Period By Council.</p> <p>It is Impossible to Encourage Usage if the Facilities are Neglected due to Lack of Funding!</p> <p>Our Council is Not Focused on This Facility and has Dropped The Ball !</p> <p>Ratepayers & Users have been badly Let-Down Over a Very Long time and Deserve to have An Equal</p> <p>Amount of Funding Spent on This Asset.</p> <p>"If You Build It, They Will Come."</p>

Appendix Four: Site Report

Site:	001 – Catterick Crescent Reserve & Latrobe Stadium	Date visited:	Wednesday the 29 th of October 2014
Project:	Catterick Reserve	Project No:	EJ-0900
Client:	Latrobe City Council	Representative:	-
Investigation undertaken by:	Sean Stone	Fax/ Email:	seanstone@etcharch.com.au
Copies to:	Kate Maddock - SGL	Fax/ Email:	
Weather Conditions:	Overcast	Issue:	P1

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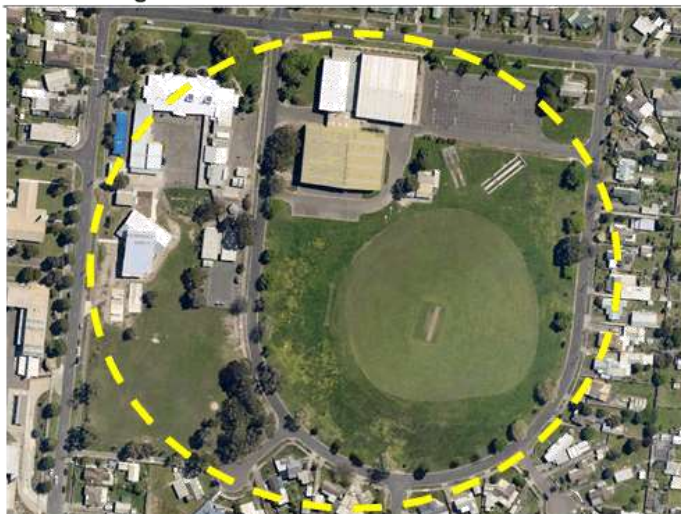
This Site Investigation Report is based on the Reference material provided from the Client (listed below), and a physical 'visual' inspection only of the nominated site. Any assumptions noted within this report are based on evidence of similar projects – in reference to the Aged of the Facility, its condition, site conditions and nature of its construction. Etch Architectural Solutions Pty Ltd will not make any assumptions to any elements relating to the nominated site which can't be observed (i.e. underground) or relating to any building service which the company is not specialised to undertake (such as any electrical review).

Reference documents



(Which can be read in conjunction to this report)

1. National Construction Code Series – Volume 1. Building Code of Australia 2014- Class 2 to Class 9 buildings
2. Australian Standard 1428.1-2009: Design for access and mobility - General requirements for access - New building work
3. Disability (Access to Premises – Buildings) Standards 2010;
4. Australian Standard AS1428.2 (1992) - 'Design for Access and mobility Part 2: Enhanced and additional requirements—Buildings and facilities
- 5.







Site Investigation:



Source: Google.
Aerial map of Catterick Crescent Reserve and adjoining stadium provided for information purposes.

Room Name: Junior Sports Oval							
General visual condition <i>(see definitions below)</i>	Poor		Fair	X	Reasonable		Good
Comments: <ul style="list-style-type: none"> The junior cricket ground appear in a poor to fair condition. Appears to be 'tired' and not managed. Boundary line would overlap with senior oval 							
Photos							
							
Junior Cricket oval – synthetic pitch in poor condition. Doesn't appear it has been used?	Junior ground overlaps with senior oval						

Room Name: Senior Sports Oval, Cricket Pavilion & Cricket Nets							
General visual condition <i>(see definitions below)</i>	Poor		Fair		Reasonable	X	Good
Comments: <ul style="list-style-type: none"> Overall the sports pavilion is in a fair condition (externally). No internal inspection was undertaken on the day as building was not accessible. Amenities would need to be reviewed so to be complaint, and to current BCA/ DDA requirements. Turf wicket to main oval appears to be in a reasonable condition with minor wear and tear. Wicket appears to support 5 pitches. 2x lots of Cricket nets – old (10yr +) with minimal to no synthetic grass with chain wire fencing. Other nets appear recent (2 yrs?) with soft netting (lockable) and full synthetic pitches (2x) 							
Photos							
							
Turf wicket appears in a reasonable condition. Wicket appears to support 3 pitches.	no / minimal synthetic grass with chain wire fencing	nets appear recent (2 yrs?) with soft netting (lockable) and full synthetic pitches (2x)					
							
Oval turf in reasonable condition.	Overall the sports pavilion is in a fair condition						

Room Name: Latrobe Stadium (indoor Basketball stadium)						
General visual condition <i>(see definitions below)</i>	Poor	Fair	X	Reasonable	Good	
<p>Comments:</p> <ul style="list-style-type: none"> • Main entry, control / reception counter. Counter not catering for wheel chair access by patron/ player. • Stair and ramp access to main show court - not compliant to current BCA/ DDA standards. • Handrails and tactile tiles not to code. Grade of ramp has not been measured at time of inspection. • Main show court – court multi-line clash. 2 courts over show court (centrally located). • Main show court - Telescopic seating appears in a reasonable condition. • Main show court - A mixture of wall mounted and ceiling mounted basketball backboards. • Main show court. Note no signage to competition change rooms. • Multi-purpose hall. No safety run-off space for both netball and basketball. Hall ideal for badminton only. • Multi-purpose hall. Circulation between edge of court to plat seating appears sufficient (max. of 2.0m) • Kiosk Counter appears reasonable. • Kiosk – main cooking area appears not to current BCA requirements. Joinery units under fryers appear a potential fire hazard and Main exhaust appears reasonable with height and overhang from wall. • Stair access to additional courts seating areas not compliant to current BCA/ DDA standards. Handrails and tactile tiles not to code. • Additional Courts. Seating plats appear too narrow and too high. Balustrade not compliant – appears to be less than 1.0m in height. Also can be climbable. • Additional Courts. Courts multi-line not clear. Also safety run-off for both netball and basketball not to sports specifications (3.05m for netball & 2.0m for basketball). • Additional Courts. Seating plats to eastern court appear too narrow and too high. Main circulation path (centre) should be provided a handrail to minimise any fall risk. Balustrade to edge not compliant – appears to be less than 1.0m in height. Also can be climbable. • General sports change rooms appear in a fair condition. • Accessible amenity – not complaint to current BCA / DDA requirements. No backrest to pan. • Accessible amenity – not complaint to current BCA / DDA requirements. Mirror not angled, no shelf unit and basin within door landing circulation. • General amenity appears in a fair condition. Appears 'tired'. 						
Photos						
						
Main entry, control / reception counter. Counter not catering for wheel chair access by patron/ player.	Stair and ramp access not compliant to current BCA/ DDA standards. Handrails and tactile tiles not to code. Grade of ramp has not been measured at time of inspection.	Main show court – multi-line clash. 2 courts over show court (centrally located).				
						
Telescopic seating appears in a reasonable condition.	A mixture of wall mounted and ceiling mounted basketball backboards. Note no signage to competition change rooms.	Multi-purpose hall. No safety run-off space for both netball and basketball. Hall ideal for badminton only.				

<p>Circulation between edge of court to plat seating appears sufficient (max. of 2.0m)</p>	<p>Kiosk Counter appears reasonable.</p>	<p>Kiosk – main cooking area appears not to current BCA requirements. Joinery units under fryers appear a potential fire hazard and Main exhaust appears reasonable with height and overhang from wall.</p>
<p>Seating plats appear too narrow and too high. Main circulation path (centre) should be provided a handrail to minimise any fall risk. Balustrade to edge not compliant – appears to be less than 1.0m in height. Also can be climbable.</p>	<p>Courts multi-line not clear. Also safety run-off for both netball and basketball not to sports specifications (3.05m for netball & 2.0m for basketball).</p>	<p>Safety run-off for both netball and basketball not to sports specifications.</p>
<p>Stair access to additional courts seating areas not compliant to current BCA/ DDA standards. Handrails and tactile indicators not to code.</p>	<p>Stair access from additional courts seating areas not compliant to current BCA/ DDA standards. Handrails and tactile indicators not to code.</p>	<p>Seating plats appear too narrow and too high. Balustrade not compliant – appears to be less than 1.0m in height. Also can be climbable.</p>
<p>General sports change rooms appear in a fair condition.</p>	<p>Main circulation hall to change rooms is too narrow (less than 1350mm), not ideal for 2-way traffic and flooring in poor condition. Potential trip hazards evident.</p>	<p>Safety run-off for both netball and basketball not to sports specifications along the sides of the courts as well as the ends (3.05m for netball & 2.0m for basketball).</p>



Accessible amenity – not complaint to current BCA / DDA requirements. No backrest to pan.

Accessible amenity – not complaint to current BCA / DDA requirements. Mirror not angled, no shelf unit and basin within door landing circulation.

General amenity appears in a fair condition. Appears 'tired'.

Room Name: Latrobe Stadium – external works						
General visual condition <i>(see definitions below)</i>	Poor	Fair	Reasonable	Good	X	
Comments: <ul style="list-style-type: none"> • Main entry to stadium. No designated drop off zone or accessible parking within 20.0m of entry. • Existing stadium (southern courts) appears in a reasonable condition. Evidence of wear and tear at close inspection. • Existing show court exterior. Sub floor venting is restrictive due to levels of landscaping and entry path. • Loading bay – no protection to car parking light tower if vehicle is reversing. • Junction of existing multi-purpose building with show court. • Existing multi-purpose hall with community meeting rooms – overall in fair condition. 						
Photos						
Main entry to stadium. No designated drop off zone or accessible parking within 20.0m of entry.	Existing stadium (southern courts) appears in a reasonable condition. Evidence of wear and tear at close inspection.	Existing show court exterior. Sub floor venting is restrictive due to levels of landscaping and entry path.				
Loading bay – no protection to car parking light tower if vehicle is reversing.	Junction of existing multi-purpose building with show court.	Existing multi-purpose hall with community meeting rooms – overall in fair condition.				



Room Name: Surrounding conditions						
General visual condition <i>(see definitions below)</i>	Poor	Fair	Reasonable	X	Good	
Comments: <ul style="list-style-type: none"> • Main car parking in a fair condition – no apparent kerbing or storm water collection. • Accessible car spaces are at distance from main entry. • Site is restricted along boundaries with service authority easements. All easements will need to be located including in ground services before any redevelopment works are to proceed. • External fire services 'may' require upgrading as part of any sports reserve redevelopment. 						
Photos						
Main car parking in a fair condition – no apparent kerbing or storm water collection. Accessible car spaces are at distance from main entry.	Site is restricted along boundaries with service authority easements. All easements will need to be located including in ground services before any redevelopment works are to proceed.	External fire services 'may' require upgrading as part of any sports reserve redevelopment.				

Document History:
Version – P1 - 23rd February 2015

15.2 MARYVALE RESERVE MASTER PLAN

General Manager

Infrastructure and Recreation

For Decision

PURPOSE

The purpose of this report is to present the submissions and participation data received for the draft Maryvale Reserve master plan and seek Council's consideration of the plan for adoption by Council.

EXECUTIVE SUMMARY

The Maryvale Reserve master plan was identified for completion as part of the 2014/15 business planning process.

The purpose of this report is to present the submissions received during the public exhibition period for the draft Maryvale Reserve master plan and seek Council's endorsement of the final master plan.

The final master plan reflects the feedback and submissions provided during the initial community engagement activities and the public exhibition period.

The recommendations in the final master plan will be included in a larger review to be undertaken in 2015/16 of Latrobe City Councils Recreation & Open Space Strategies and plans to ensure that priority projects are identified in the four year Strategic Resource Plan and the Long Term Financial Plan.

RECOMMENDATION

That Council:

1. Having considered the submissions received, and participation data provided, endorses the Maryvale Reserve Master Plan.
2. Refers the recommendations in the final Maryvale Reserve master plan to the Recreation Needs Assessment to be undertaken during 2016/17; and
3. Requests the Mayor write to those persons who made written submission to thank them for their feedback and notify them of Council's decision.

MOTION**Moved:** Cr Middlemiss**Seconded:** Cr Harriman**That Council:**

1. **Having considered the submissions received, and participation data provided, approves in principle the Maryvale Reserve Master Plan.**
2. **Refers the recommendations in the final Maryvale Reserve master plan to the Recreation Needs Assessment to be undertaken during 2016/17; and**
3. **Requests the Mayor write to those persons who made written submission to thank them for their feedback and notify them of Council's decision.**

CARRIED UNANIMOUSLY**DECLARATION OF INTEREST**

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley***Strategic Objectives - Recreation***

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

Latrobe City Council Plan 2013 - 2017**Theme and Objectives**

Theme 2: affordable and sustainable facilities, services and recreation

Strategic Direction – Develop and maintain community infrastructure that meets the needs of our community.

BACKGROUND

The Maryvale Reserve master plan was identified for completion as part of the 2014/15 business planning process. Additional funding for the project was provided through Regional Development Victoria's Putting Locals First funding program.

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

The master plan review process will establish clear direction for the future planning, provision, enhancement and improvements of sport and community infrastructure at key recreation locations across Latrobe City.

This master plan commenced in August 2014 with SGL Consultants appointed to complete the Catterick Crescent Reserve, Maryvale Reserve master plans, as well as the review of the Moe Outdoor Recreation Plan. The projects have been undertaken as a single project due to the similarities and synchronicity between the projects and budgetary savings.

The draft recreation master plan comprised a master plan for Maryvale Reserve.

The recommendations in draft master plan were developed with regard to the results from an analysis of the demographics and sports participation rate, current recreation provision in Latrobe City, condition assessments and stakeholder consultation.

At the 13 April 2015 Ordinary Council meeting, Council resolved:

1. *That Council releases the draft Moe Outdoor Recreation Plan, Catterick Crescent master plan and the Maryvale Reserve master plan for community consultation for a period of 4 weeks from Tuesday 14 April 2015 to Friday 15 May 2015.*
2. *That a further report be presented to Council with the results of the community consultation process.*

The Maryvale Reserve master plan has been developed following extensive consultation with both adjoining and nearby residents and user groups and stakeholders of the reserve.

Submissions and feedback provided during the public exhibition period have indicated that there is support for most of the master plan recommendations at Maryvale Reserve; however a number of issues were raised in the submissions that have resulted in changes to the master plan.

A total of eleven submissions were received in relation to the Maryvale Reserve master plan. Table 2 provides a snapshot of each submission, the matters raised and the officer response.

Table 2

	Stakeholder	Submission	Officer response
1	Tim Pianta Latrobe Valley Umpires Association	Maltese Club shown at old toilet block on plan	Noted and final plan will be amended to show correct location
2	Paul Fotheringham Gippsland Gladiators Gridiron Club	Extend gridiron club to accommodate additional showers for women's and junior showers as well as some space to accommodate away teams	Noted. Gridiron club will be consulted regarding their requirements during the detailed design phase of their facilities.
3	Nick Torrieri	Would like to see	Engagement

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

	Stakeholder	Submission	Officer response
	Local resident	grounds used for under 8 soccer, as a back up ground for soccer when others are waterlogged and for women's soccer when other grounds are in use.	activities undertaken during the development of the draft master plan for the site have not identified a need for soccer facilities for the site.
4	Graeme Freshwater Latrobe Cricket Club life member	Concerns over funding and believes that if Morwell Rec Reserve gets taken over by Gippsland Power that Maryvale should be developed as the main Cricket Reserve for Morwell.	Gippsland Power is a user group at Morwell Recreation Reserve. The Morwell Recreation Reserve Precinct Master Plan developed for the site in 2014 clearly identifies that the Morwell Cricket Club will continue to be an important user group at the reserve into the future.
5	Anthony Bloomfield Latrobe Cricket Club	<p>Concern that Peter Siddle oval has decreased in size. This needs to accommodate a turf bench of 6 pitches. The surface needs shaping & resurfacing.</p> <p>Junior oval has reduced in size also. This may be an issue as senior lower grade also use this field.</p> <p>Would prefer playground located closer to the entrance or where old nets are located.</p> <p>Drainage of 2 secondary ovals may be necessary.</p> <p>Maltese & Pigeon club have been drawn incorrectly.</p> <p>Strong support for indoor facility, would like further input if it comes to fruition.</p>	<p>Noted. Plan has been amended to show a senior oval at the current size and the second junior that was proposed be removed.</p> <p>Noted. Plan has been changed to show original size junior oval, and secondary oval removed.</p> <p>Noted however the location was selected to support children attending cricket games.</p> <p>Noted, improve drainage to oval 1.</p> <p>Noted and amended.</p> <p>Noted however there is limited support for the facility, especially by local and adjoining residents and it will not be constructed.</p>

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

	Stakeholder	Submission	Officer response
		<p>Current storage shed should be demolished to allow for more car parking. Would like to know storage capacity of new complex.</p> <p>Running/walking track surface should be conducive to running and have less impact than concrete. Lighting should also be incorporated.</p> <p>Parking at west end may not be enough. Initial discussions indicated a need for approx.. 80.</p> <p>New entrance is critical due to safety. Needs a roundabout or to be relocated.</p>	<p>As above.</p> <p>Noted.</p> <p>Noted however this is not supported due to the limited seasonal use the space receives.</p> <p>A roundabout is not supported by traffic engineers. Alternative solutions will be investigated at detailed design.</p>
6	Ray French Local resident	<p>Not supportive of the proposed plan as it seems to support structured sports rather than passive use.</p> <p>The former rec plan for the site identified the space as an overflow for cricket, not a cricket precinct.</p> <p>Doesn't believe we should provide facilities for grid iron as the sport is in its infancy.</p> <p>Does not see the need for a 'sports/training facility' and believes money would be better spent upgrading existing facilities, not building new ones.</p>	<p>Maryvale Recreation Reserve is an active reserve therefore provision of facilities for both structured and passive use is necessary.</p> <p>Noted.</p> <p>Noted. Any facility will be developed as a multi-use facility ensuring that regardless of current user group, the facility can be used by all sporting codes.</p> <p>Noted.</p>

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

	Stakeholder	Submission	Officer response
		<p>Any fencing around cricket ovals will create a barrier to the public</p> <p>The proposed location of the complex creates a demarcation of the site and will involve removal of vegetation and passive space – not supported.</p> <p>Senior cricket oval accommodation on the Grant St will cause disruption to residents due to lighting, noise and a higher likelihood of balls going into houses.</p> <p>The views for all Grant St residents will be significantly impacted if complex is built and traffic will impact them as well.</p> <p>The plan will diminish property values.</p> <p>Senior cricket facilities should be shifted to north west corner. Existing facilities could be renovated and could be co-located with Maltese club.</p> <p>Does not believe Morwell needs another sporting precinct.</p>	<p>Noted. There are a number of fencing treatments that could be constructed which ensure access for pedestrians but deter vehicular access. Noted.</p> <p>This is an existing oval with no significant changes. There will be no changes to the current arrangements.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. Co-location of those two user groups is not supported by stakeholders.</p> <p>Maryvale Reserve is an existing active sporting reserve. It has provided active sporting opportunities for over 40 years, including the previous home of Falcons Soccer Club and Morwell Hockey Club.</p>
7	Peter Quinn Morwell Urban Fire Brigade	NOTE: Submission accompanied by a new map of the area with what the Urban Fire Brigade propose	

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

	Stakeholder	Submission	Officer response
		<p>for the site.</p> <p>Install new marshal track on west side, 4m from judges box. It could be used as a road way and closed only during training and competitions.</p> <p>More carpark on east side of new pavilion.</p> <p>Would like some fire brigade facilities in the new pavilion</p> <p>Upgrade toilet block on south end of grid iron building.</p> <p>Light tower for grid iron pitch to cover competition track.</p> <p>Portable seating stands constructed for use by all users.</p> <p>Use of grid iron pitch for a competition roll on area.</p> <p>Require vehicle access to grid iron pitch as well as south & north end of track and judges box.</p>	<p>Noted and incorporated into plan.</p> <p>The pavilion depicted on the draft plan has not received community support. It will be removed from the master plan, therefore car parks will be removed. As above.</p> <p>Noted and incorporated into plan.</p> <p>Noted and incorporated into plan.</p> <p>Noted, however any portable seating will be at the cost of the current user groups.</p> <p>Noted.</p> <p>Noted. Access will be provided.</p>
9	Jennifer Van den Ham Local resident	Objection to proposed new pavilion and if it is to be built, relocate near football club.	Noted. Pavilion has been removed from the plan.
10	Nathan & Sarah Burney Local Residents	<p>Believes that development of the pavilion will detract from the aesthetics of the park as well as the value of their home.</p> <p>Does not want to see any more trees removed.</p>	<p>Noted.</p> <p>Noted. There is no intention to remove trees.</p>

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	Stakeholder	Submission	Officer response
11	Nathan Burney Local Resident, head petitioner	Does not support the location of the proposed pavilion due to the impact on property value and environmental impacts such as tree loss.	Noted.

The following themes have been identified in the feedback and submission provided during the public exhibition period.

Active sports infrastructure

A submission was received indicating that there was more emphasis being placed upon structured sports rather than passive recreation use of the reserve. The submitter has indicated that they did not support the multi-use pavilion or the construction of a pavilion for Grid Iron as it is only a newly emerging sport.

Maryvale Reserve is and has historically been home of many active sports during the past 40 years. In the past both soccer (Falcons Soccer Club originally) and hockey have been played at the reserve, along with more recently cricket, grid iron and training for football and soccer umpires.

Careful consideration has been given to balancing the use by formal sporting codes and advocating and encouraging infrastructure for passive recreation. An extensive network of walking/cycling paths have been included in the master plan to ensure its future connectivity to both residential areas, and the proposed 'super school site' on Holmes Road. Two play spaces have been included, along with community infrastructure (seats, shelters etc.) to encourage passive use of the facility.

Any newly constructed facilities at the reserve will be design for multi-use, so as to ensure its future use and relevance regardless of who the user group may be.

New Marshal track for the Morwell Fire Brigade

A submission was provided from the Morwell Urban Fire Brigade. The club has requested an additional marshal track to be constructed south west of the existing track. The master plan has been changed to reflect this.

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Multi-use training pavilion

There were a number of submissions that have strongly objected to the proposed multi-use training facility. Adjoining residents and community members have not supported this facility due to its perceived imposing size and obstruction of views in the reserve.

Although the resident cricket club, Latrobe Cricket Club is supportive of the facility, Cricket Victoria has indicated in their submission to the Catterick Crescent Reserve master plan that future cricket development facilities will be developed at Catterick Crescent Reserve, not Maryvale Reserve.

In light of these submissions and feedback, the pavilion will be removed from the final master plan.

The draft Maryvale Reserve master plan was presented to the Ordinary Council meeting held on the 11 June 2015. At this meeting Council resolved the following:

RECOMMENDATION

That Council:

1. *Having considered the submissions received, adopts the Maryvale Reserve master plan.*
2. *Includes the recommendations in the final Maryvale Reserve master plan in the review of Latrobe City Councils Recreation and Open Space strategies and plans to be undertaken during 2015/16 and;*
3. *Requests the Mayor write to those persons who made written submissions to thank them for their feedback and notify them of Council's decision.*

ALTERNATE MOTION

That Council defers the decision on this matter until a report can be returned detailing user group numbers and increases or decreases of said numbers over a six year period.

Moved: Cr Sindt

Seconded: Cr Harriman

That the Alternate Motion be adopted.

For the Motion

Councillors Sindt, Kam, Harriman and Gibbons

Against the Motion

Councillors Gibson, White, O'Callaghan and Middlemiss

The Mayor confirmed the Motion was carried on the casting vote of the Mayor.

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KEY POINTS/ISSUES

Council officers immediately contacted all user groups from Maryvale Reserve requesting that they provide participation data/statistics for the past 6 years.

The following table provides details of the responses received from the following user groups:

- Latrobe Cricket Club
- Latrobe Valley Umpires Association
- Latrobe Valley Maltese Club
- Gippsland Gladiators Grid Iron Club
- Morwell Pigeon Club
- Morwell Urban Fire Brigade

Stakeholder	Competition	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15
Latrobe Valley Umpires	Senior Male	72	69	71	68	65	64
	Senior Female	3	4	4	4	5	4
	Junior Male	13	13	13	13	41	57
	Junior Female	4	4	5	3	9	10
Latrobe Valley Maltese Club	Male	98	100	102	97	81	84
	Female	89	91	93	88	75	78
Latrobe Cricket Club	Senior Male	76	75	62	44	49	67
	Senior Female	0	0	0	0	0	0
	Junior Male	50	52	63	70	62	68
	Junior Female	0	0	0	0	2	4
Morwell Urban Fire Brigade	All members	55	55	55	55	55	55
Morwell Pigeon Club	All members	6	6	6	6	6	6
Gippsland Gladiators Grid Iron Club	Senior mens	43	35	35	35	30	45
	Senior womens	-	-	-	-	-	25
	Juniors	-	-	-	-	-	25

Analysis of data

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The participation data provided by the user groups of Maryvale Reserve is self-reported data, collected from each club's membership information.

The Latrobe Valley Umpires Association is a large user group of Maryvale Reserve. The association provides umpires to all the major AFL competitions in the Latrobe Valley, including the Gippsland Latrobe League, Mid Gippsland League, North Gippsland League, Traralgon & District Junior Football League and the Central Gippsland Junior Football League.

The association trains at Maryvale Reserve and the Traralgon West Sporting Complex on a twice weekly basis at both venues.

Whilst the senior umpire ranks has seen consistent participation during the past 5 years, junior males and junior female participation has witnessed significant increases in the past two years. Male junior umpires have increased from 13 participants in 2011/12 to 57 participants in the 2014/15 season. Female junior umpires have increased from 3 participants in 2012/13 to 10 participants in 2014/15.

The Latrobe Valley Maltese Club is a social club for members of the Maltese community in the local area. Members meet each Sunday at the clubrooms at Maryvale Reserve. The Maltese club have a lease with Latrobe City Council for their building, which is fully maintained by the club.

Whilst membership has declined during the past five years, numbers remain strong with approximately 160 members participating in a range of social activities.

The Latrobe Cricket Club is a long term resident user group of Maryvale Reserve. The club has strong participation in both senior competition with 67 players during 2014/15 and junior competition with 72 participants in 2014/15.

Whilst there is no female senior participation, in the 2014/15 junior participation increased to four members. This could be reflective of the lack of female friendly facilities at the reserve.

The data provided by the Latrobe Cricket Club is supported by the release of the 2013-14 National Cricket Census, which shows 1.106 million Australians, participated in cricket during 2013-14.

The huge growth in national participation since 2010-11, which equates to around 255,000 additional cricketers in Australia, is largely attributed to a strong focus on making cricket more accessible for players of all ages, genders and cultural backgrounds across the country.

Victoria remains Australia's largest cricket state. There has been an overall 15% increase in season 2013-14 to rise to 327,290 participants state-wide.

The Morwell Urban Fire Brigade has a long history at Maryvale Reserve, recently celebrating its 50 year anniversary in 2015. The club has strong links to the local community, encouraging young people to learn the skills of volunteer fire fighting.

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The club has provided participation data that reflects strong and consistent participation. The club has averaged 55 members each year for the past five years. It hosts an annual event each January and regularly participates in fire brigade competitions locally and across regional Victoria.

The Morwell Pigeon Club is also a long standing user group of Maryvale Reserve. The club has a small membership of 6 members, who use their club rooms to organise pigeons for events all over Victoria and Australia. The clubrooms are used to collect and organise birds for their races.

The Gippsland Gladiators Grid Iron Club is the newest user group to Maryvale Reserve commencing playing in 2010. The club has continued to have strong interest and growth in the sport, with 2014/15 seeing the introduction of an all-female team and junior team. The club now has approximately 100 players, with 25 female players and 25 junior players. The team plays at Maryvale Reserve every second Saturday during the winter season.

RISK IMPLICATIONS

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

The risks to Council, related to this report, are

- The impacts of maintaining inadequate public facilities and infrastructure.
- Council's ability to finance and deliver the projects identified in the plans.

FINANCIAL AND RESOURCES IMPLICATIONS

Funds have been allocated in the 2014/15 budget year to enable the completion of the Maryvale Reserve master plan. Additional funding has been provided by Regional Development Victoria for the Maryvale Reserve master plan.

A range of recommendations are included in the final master plan.

These recommendations will be included as part a larger review of Council's adopted Recreation and Open Space strategies and master plans. This review, to be undertaken during 2015/16 will incorporate the following:

- A comprehensive review of all adopted recreation plans and strategies;
- Determining the status of each plans or strategy's recommendations;
- Evaluating participation/registration data for each sport category in Latrobe City;
- Determine and evaluate future trends for each sport category;
- Determine and evaluate future demographic data in Latrobe City;

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The review of these strategies and plans will inform the development or inclusion of projects in the 4 year Strategic Resource Plan and the long term financial plan.

INTERNAL/EXTERNAL CONSULTATION

The following community meetings/workshops were advertised in the Latrobe Valley Express and the Latrobe City website in order to reach a wider audience:

- Maryvale Reserve (Maryvale Reserve master plan) – 20 participants

In addition two community meetings for local community members and adjoining residents to provide feedback and talk about how they would like to see the reserves improved. A total of 10 residents attended these meetings.

Survey

A survey to gather more feedback from residents and user groups was available on the Latrobe City Council website and all workshop attendees were encouraged both in person and with a follow up email to complete it.

The survey was advertised in the Latrobe Valley Express from September 2015 until 9 November 2014.

The draft master plans were presented to Councillors at an Information and Discussion session on 30 March 2015. The feedback from this session will be collated and provided to consultants for review with all other submissions and feedback that will be provided during the public exhibition period.

Details of Community Consultation / Results of Engagement:

All feedback from the workshops, surveys and feedback was collated and provided to the consultants. All attendees of the workshops were emailed immediately following the workshop to encourage them to provide any further feedback in relation to the master plans.

A draft master plan was developed for Maryvale Reserve.

The draft plan was available to view on line on Council's website, www.latrobe.vic.gov.au or at the following Latrobe City Council Service Centres:

- Latrobe City Corporate Headquarters, 141 Commercial Road Morwell

One on one interviews were offered between 14 April 2015 to 15 May 2015 to all interested stakeholders and community members who wish to meet and discuss the recommendations contained in the draft master plans.

In addition, letters and emails will be sent to all stakeholders involved from the original engagement activities to advise of the release of the draft master plans for community consultation and advise that written submission will be considered prior to Councils consideration of the final master plans.

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A Public Notice will be placed in Council's noticeboard in the Latrobe Valley Express providing information about engagement activities until Monday 11 May 2015.

A total of 11 submissions were received.

OPTIONS

Council has the following options available:

1. Adopt the final Maryvale Reserve master plan.
2. Not adopt the final Maryvale Reserve master plan.

CONCLUSION

The Maryvale Reserve master plan was identified for completion as part of the 2014/15 business planning process.

The final master plan reflects the aspirations, feedback and submissions provided during the initial community engagement activities and the public exhibition period.

The recommendations in the final master plan will be included in a larger review to be undertaken in 2015/16 of Latrobe City Councils Recreation & Open Space Strategies and plans to ensure that priority projects are identified in the four year Strategic Resource Plan and the Long Term Financial Plan.

SUPPORTING DOCUMENTS**Attachments**

1. Maryvale Reserve master plan

15.2

Maryvale Reserve Master Plan

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Maryvale Reserve Master Plan Draft Report May 2015



Prepared by SGL Consulting Group Australia Pty Ltd in conjunction with
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Appendices

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APPENDIX TWO:	COMMUNITY SURVEY COMMENTS
APPENDIX THREE:	LATROBE CITY DEMOGRAPHIC REVIEW
APPENDIX FOUR:	MORWELL DEMOGRAPHIC REVIEW



1.1 Introduction

Maryvale Reserve is a district standard reserve owned and managed by Latrobe City Council.

Maryvale Reserve is situated in the northern aspect of Morwell, nestled amongst existing residential areas and adjoining the newly developing Heritage Boulevard subdivision. It is surrounded by existing residential development on three sides of the reserve, and is approximately 300 metres from the proposed Morwell Super Primary School, which is to be developed by the Education department on the old Morwell High School site in McDonald Street Morwell. It is proposed that this 'super school' will incorporate students from the existing Commercial Road Primary School, Crinigan Road Primary School and Tobruk Street Primary School in the near future.

Community infrastructure contained within the reserve includes the Morwell Fire Brigade pavilion and running track, the Maltese Club building and the Morwell Pigeon Club building. Recreation infrastructure includes 2 ovals used predominantly for cricket and football by the Latrobe Cricket Club and the Latrobe Valley Umpires Association. An old hockey/soccer pitch situated in the middle of the reserve is currently used by Gippsland Gladiators for Gridiron.

On the eastern side of the reserve, there is an established plantation of eucalypts. There are no pathway and trails, no seating of shade structures and no play spaces.

Latrobe City Council has identified that some of the infrastructure at the reserve has aged and some facilities no longer meet the requirements of the users, both in amenity and functionality. The active sports grounds service the tenant clubs needs however there may be a need to develop an additional ground to cater for increased growth in the future. Consideration will need to be given to unstructured recreation facilities for use by the general community including play spaces, picnic facilities, paths and connections to the adjoining housing development and soon to be developed primary "super school".

SGL Consulting Group Australia Pty Ltd (SGL) was commissioned to complete the project in August 2014.

1.1.1 Master Plan Study Documents

The Maryvale Reserve Master Plan includes:

- Section One: Background Information.
- Section Two: Key Project Findings
- Section Three: Site Plan
- Section Four: Master Plan and Strategic Direction
- Appendices: Supporting Information

1.2 Project Purpose

The Maryvale Reserve Master Plan project has been set up to deliver a long term plan for Maryvale Reserve with a focus on the critical elements of:

- Engagement
- Infrastructure requirements
- Facility design
- Leadership
- Governance
- Investment required to deliver integrated and well co-ordinated community, sporting and recreational infrastructure.

1.3 Scope of Work

The aim of the Maryvale Reserve Master Plan was to establish a clear direction for the future planning and development of the facilities contained within the reserve.

1.3.1 Project Objectives

The primary project objectives were as follows:

1. Review and analyse the immediate and future needs for improved and/or additional community/recreation facilities and associated conveniences over the next 10 years in consultation with local and adjoining residents and the Morwell community;
2. Evaluate the opportunity for optimum usage of facilities on a shared/reciprocal basis in consideration of projected population growth and expected increase in community/recreation/school participation;
3. Assess spatial capacity of the precinct, and location and function of facilities to achieve optimum usage taking account of existing and future facilities based on the findings of the needs analysis;
4. Investigate and recommend an appropriate management structure that ensures equitable access, usage and proportional funding is provided to all users on a sustainable basis;
5. Determine desired access, movement patterns and strategic parking nodes, both within and external, but adjacent to the respective study areas, especially the interface with the adjoining public open space in Heritage Boulevard and the potential 'super school' site in McDonald Street Morwell;
6. Adopt the principles of Universal Design in all aspects of the project, including future infrastructure development and management models;
7. Detail prioritised actions, specific timelines, and list of possible funding sources for realistic implementation of the final recommendations;
8. Infrastructure recommendations should recognise where appropriate State and National sporting standards and guidelines.

1.4 Maryvale Reserve Facilities

Maryvale Reserve comprises the following main facilities:

- Two sports grounds including 1 senior cricket oval and 1 junior cricket oval;
- Sports pavilion servicing the Cricket Club and Football Umpires;
- Old toilet block which is now used as a cricket club storage;
- Practice cricket nets;
- A gridiron pitch (previously hockey/soccer);
- Gridiron club rooms;

- Fire Brigade running track and marshalling track;
- Fire Brigade kiosk and storage shed;
- Fire Brigade judges tower;
- Maltese Club facilities; and
- Pigeon Club building.

The following photographs outline the Location Plan and Site Plan for the Maryvale Reserve:



Figure 1.1 Maryvale Reserve Location Plan



Figure 1.2 Maryvale Reserve Site Plan

1.4.1 Tenant Clubs and Organisations Usage Review

The following clubs and associations use Maryvale Reserve:

- Maltese Club
- Morwell Pigeon Club
- Morwell Fire Brigade

- Latrobe Cricket Club
- Latrobe Valley Umpires Association
- Gippsland Gladiators Gridiron Football Club



2.1 Introduction

This section summarises the key project findings and forms the basis for the future master plan. The information should be read in association with the detailed information provided in the Appendices.

This section provides a summary of:

- Demographic Profile
- Strategic Context
- Community Consultation
- Sports Facility Trends

2.2 Project Area Population Trends

The following section summarises the key population and demographic characteristics and trends likely to impact future participation in sport and recreation within the Latrobe City area. The population and demographic profiles are based wherever possible on the 2011 ABS Census data and has been sourced from .id, an online company that analyses ABS Census data.

This section provides a demographic analysis of Latrobe City and Maryvale.

2.3 Latrobe Demographic Review – Impact on Sporting Facilities and Services

Latrobe City is a regional municipality located 150km east of Melbourne. The main towns are Traralgon (population 23,837), Moe Newborough (population 15,686), Morwell (population 14,006) and Churchill (population 4,944).

The following provides a snap shot of the current demographic and population characteristics. A detailed demographic review is provided in **Appendix Three**.



Figure 2.1 Map of Latrobe City

2.3.1 Population

The population trends indicate that between 2006 and 2011 the population of the Latrobe City Council area increased from 69,329 people to 72,402 people. This equates to an approximate growth of 4.4%. Latrobe is predicted to grow by 19,261 residents, reaching 92,855 people by 2036.

2.3.2 Age Profile

The population profile of Latrobe is aging, reflecting a nationwide trend of more people aged over 65 years living within regional centres by 2036. However over 6 out of 10 people (64.6%) are aged in their most active years of 0 to 49 years. This indicates that the current pressure and demands being placed on Council to provide a range of leisure activities and facilities to meet the needs of residents will continue.

2.3.3 Employee Profile

In 2011 approximately 30,253 people living in Latrobe City were employed, of which 59% worked full-time and 33% part time. There is a large representation of people living in the Latrobe area employed in health care and social assistance, retail trade, construction and manufacturing.

2.3.4 Vehicle Ownership

A review of vehicle ownership indicates that the majority of residents own one or more vehicles (88.2%) indicating that most people have the ability to independently access sport and leisure activities.

However there are still some residents (11.8%) that are reliant on public transport or non-motorized transport (such as walking or bike riding) to access services and facilities. The location and ease of access to facilities is therefore a key element to support access and participation.

2.4 Morwell Demographic Review – Impact on Sporting Facilities and Services

The following provides a snap shot of the current demographic and population characteristics of Morwell. A detailed demographic review is provided in **Appendix Four**.



Figure 2.2 Map of Morwell

2.4.1 Population

The population trends indicate that between 2006 and 2011 the population of Morwell increased from 13,766 people to 14,006 people. This equates to an approximate growth of 1.7%.

2.4.2 Age Profile

Just over 6 out of 10 (62.3%) residents are aged in their most active years of 0 – 49 years. This indicates that the current pressure and demands being placed on Council to provide a range of leisure activities and facilities to meet the needs of residents will continue.

2.4.3 Employee Profile

In 2011 approximately 4,844 people living in Morwell were employed, of which 57.7% worked full-time and 34.7% part time. There is a large representation of people living in Morwell are employed in retail trade, health care and social assistance, manufacturing and accommodation and food services.

2.4.4 Vehicle Ownership

A review of the vehicle ownership indicates that the majority of residents own one or more vehicles (82.4%) indicating most people have the ability to independently access sport and leisure activities.

However there are still a number of residents (17.6%) that are reliant on public or non-motorized forms of transport. The location and ease of access to facilities is therefore a key element to support access and participation.

2.5 Strategic Document and Policy Review

Council has a number of service planning and strategic documents that are relevant to the planning and delivery of sporting and leisure facilities in Latrobe.

Establishing and understanding the Master Plans relationship with Council's other key strategies and plans across the organisation, will ensure the Master Plan is consistent with these adopted policies and plans of Council.

The Council Plan 2013 – 2017, the municipal strategic statement and the Municipal Health and Wellbeing Plan 2013 – 2017 articulate Council's vision and the overarching framework used to make

key decisions and deliver service priorities.

Council will work strategically at multiple levels and across different sectors, addressing 'big picture' policy issues, management planning and strategy development, and community-level service issues.

The following provides a summary of the key issues identified within these strategic documents that will impact on the development of the Maryvale Reserve Master Plan.



The following provides a summary of the key strategic documents

2.5.1 Latrobe 2026 – The Community Vision for Latrobe Valley

The aim of this document is to identify current strengths and issues that can be built upon or improved to achieve the Community Vision by 2026. Three broad concepts were identified by the Latrobe Community including:

- Sustainability;
- Liveability; and
- Leadership.

A further nine objectives were identified, one of these being "Recreation". High satisfaction levels with recreation and sporting options and facilities were identified.

A major aspiration is for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

Participation in sport and recreation is firmly embedded in the local culture with the majority of residents supporting or directly participating in some form of activity. Team based sports continue to be favoured by children, particularly Australian Rules football, netball, tennis, and soccer that continues to rise in popularity. The implementation of 'Access for All Abilities' facilities is becoming more widespread allowing the inclusion of residents from a range of cultures, ages and abilities.

Clearly positioned as the sporting hub of Gippsland, Latrobe Valley will continue to develop first-rate facilities in support of emerging and growing recreational pursuits across the region.

2.5.2 Council Plan 2013 – 2017

The Council Plan identifies five themes and supporting objectives which provide the framework for strategic directions and supporting strategies and plans that define what Council will achieve.

Theme 2 of the Council Plan is particularly relevant to this master plan, which relates to appropriate, affordable and sustainable facilities, services and recreation. The strategic directions of this theme are:

- To promote and support a healthy, active and connected community;
- To provide facilities and services that are accessible and meet the needs of our diverse community; and
- To enhance the visual attractiveness and liveability of Latrobe City.

The development of a master plan for Maryvale Reserve will assist Council to deliver on the strategic directions outlined in the Council Plan. These include:

- Promoting and supporting more involvement of children in active recreation and sport;
- Develop and maintain community infrastructure that meets the needs of the community;
- Promotion and support of opportunities for people to enhance their health and well being;
- Promoting and supporting opportunities for more community participation in sports, recreation, arts, culture and community activities;
- Enhancement and development of the physical amenity and visual appearance of Latrobe City; and
- Continuing to maintain and improve access to Latrobe City's parks, reserves and open spaces.

Achievement of the strategic directions outlined will be monitored via the number of reserve users, the community's satisfaction with recreation facilities and annual health and wellbeing community indicators.

2.5.3 Public Open Space Strategy 2013

Open Space is defined by Council as publically accessible land that is set aside for recreation, leisure, sport, conservation and/or associated environmental and urban design functions.

The Open Space Strategy demand assessment confirmed that the majority of existing residential areas are generally well serviced and have adequate access to open space facilities. However, consistent with the community-identified priorities, the quality and appeal of many of the existing sites could be significantly improved.

The Open Space Strategy recommends the development of site specific master plans to guide the future use and development of Maryvale Reserve including the integration of the reserve with the new residential subdivision and wetlands (Heritage Boulevard estate).

2.5.4 Recreation and Leisure Strategy 2006

The Recreation and Leisure Strategy was completed in 2006 with six strategic objectives. The objectives relevant to the Maryvale Reserve Master Plan include:

1. Provision of diverse, financially sustainable recreation and leisure facilities and opportunities
 - Facilitate increased passive recreational use of selected major sports reserves by providing informal recreation facilities (e.g. paths, seats, plantings, BBQ/picnic areas, playgrounds).
2. Provide and promote well used and relevant recreation facilities and settings
 - Establish accessible, safe and appealing recreation and leisure facilities and spaces for people with a disability;
 - Investigate the feasibility of utilizing an existing indoor stadium(s) as a supervised venue for young people to “drop-in” to engage in informal sporting activities for a specified period after school or on weekends;
 - Ensure affordable options for participating in recreation activities are available (e.g. provision of free recreation facilities in selected parks and open space areas, such as basketball half courts, tennis rebound walls, linear bike paths and golf practice cages; and
 - Ensure key recreation facilities are safe and secure for older adults (security lighting, car park provision, access into and around facilities).
3. Consolidate recreation and sports facility provision and use
 - Re-use or remove unused sporting facilities;
 - Encourage clubs utilizing separate clubrooms on the same reserve to consolidate into one building; and
 - Investigate the feasibility of establishing new sports fields to create multiple playing fields for the same sport code.

2.5.5 Morwell North Development Plan 2010

The Morwell North West Development Plan is a tool used to help manage an area of land that is controlled by multiple owners and an integrated development outcome is required.

The Maryvale Reserve is a key asset located within a walkable catchment of most new residents. The key opportunities for Maryvale Reserve include improving connections from the surrounding housing developments and community infrastructure to the reserve and the provision of passive surveillance through interface development.

The Development Plan recommends clearly defined on and off street paths that link to the reserve to maximize its use and enjoyment. Opportunities for medium density housing surrounding the reserve would activate this area and provide surveillance for users.

It was recommended that Council re-think the landscape treatment at the northern boundary of Maryvale Reserve. At the time of the study this interface consisted of established non-indigenous trees that did not serve any functional purpose. It was suggested that Council were open to the idea of replacing these trees with a planting scheme of native trees of height and coverage that will help create a positive interface.

2.5.6 Review of Morwell Outdoor Recreation Plan 2014

The Morwell Outdoor Recreation Plan review was designed to establish clear direction for the future planning, provision and enhancement of sport and community infrastructure across several of Morwell’s key recreation reserves including Maryvale Reserve.

The Plan identified priority development opportunities for Maryvale Reserve. These included:

- Address drainage issues by installing a drainage swale along the northern boundary of site. Repair fence in consultation with the neighbouring land owner
- Improve signage at reserve entrance and remove/relocate existing advertising signage, which is currently in direct line of sight at Henry Street
- Install low level perimeter fence along the southern boundary of the reserve (Grant St) and improve the amenity of the boundary and adjacent residential streetscape by plating trees
- Improve surface of access roads, install lighting in car parks, improve definition of car park areas and reduce extent of vehicular access near fire brigade training track
- Investigate potential for Umpires Clubrooms to become a multi use facility and accommodate the Junior Jockey Association. Provide disability access and consolidate public toilets into the clubroom facility
- Investigate the potential use of the old rugby change rooms to cater for the pigeon club (and demolish existing pigeon club facility)
- Improve the surface of the hockey ground by levelling the existing mounds
- Undertake minor repair to safety rail/perimeter fence around fire brigade track. Install underground water tank
- Enable sporting grounds to be used as an overflow training venue for other clubs/sports as required.

A number of the above recommendations have been investigated further and incorporated into the Maryvale Reserve Master Plan after further consultation with key stakeholders and reserve users.

2.5.7 State Sporting Associations

The State Sporting Association requirements and standards (where available) were reviewed and information collected through interviews with peak bodies and desk based research for the following:

- Cricket
- Gridiron

The relevant documents provide specific requirements including recommended sizes and should be utilised when designing new or upgrading existing facilities.

2.5.8 Latrobe City Council Community Engagement Plan – 2010 – 2014

The recommendations of the Latrobe City Council Community Engagement Plan have been incorporated into the development of the Maryvale Reserve Master Plan to ensure better outcomes focused on the needs and aspirations of the community.

In accordance with the engagement plan, all policies, strategies, plans and projects that will impact on the community must be made available for public viewing and comment for a minimum of four weeks. This will be adhered to and the report provided to Council will include advice as to how community consultation has informed the recommendation.

The process undertaken provided face-to-face opportunities for the community to engage with project. Opportunities for engagement were achieved via focus group workshops, meetings, community surveys and telephone meetings.

2.5.9 Healthy Urban Design Good Practice Guidelines – 2008

The Healthy Urban Design Good Practice Guideline applies to residential developments; however, the principles can be applied to Council when designing open spaces and path networks.

The Healthy Urban Design Good Practice Guidelines encourages:

- Open space to incorporate a range of shade, shelter, seating and signage opportunities;

- Community spaces or buildings that incorporate a variety of uses; and
- Avoiding opportunities for concealment and entrapment along paths and in community spaces.

2.5.10 Environmentally Sustainable Design, Universal Design Principles and Healthy by Design

In accordance with the project brief environmentally sustainable design and universal design principles are to be incorporated. These are also requirements of some Government grants with Sport and Recreation Victoria Major Facilities requiring at least 20% of the grant amount to be allocated to components that will improve environmental sustainability.

The ESD principles are optimise size / existing structure potential, optimise energy use, protect and conserve water, use environmentally preferable products, enhance indoor environmental quality and optimise operational and maintenance practices. These need to be incorporated into the design and development of infrastructure for the Maryvale Master Plan.

Universal Design¹ is a concept that aims to “simplify life for everyone by making the programs, service and the built environment more usable by more people.” The framework for creating solutions is:

- Equitable use (Be Fair)
- Flexibility in use (Be Included)
- Simple and intuitive use (Be Smart)
- Perceptible information (Be Independent)
- Tolerance for error (Be Safe)
- Low physical effort (Be Active)
- Size and space for approach and use (Be Comfortable).

The *Healthy by Design: a planners' guide to environments of active living* (Heart Foundation, 2004) provides guidance in “designing walkable and ultimately more liveable communities” with the aim of facilitating healthy places for people to live, work and visit. Advice related to the planning of walking and cycling routes, local destinations, accessible open spaces for recreation and leisure and approaches to design of seating, signage, lighting and fencing to encourage active living has been considered in the development of the Maryvale Master Plan

2.6 Community Consultations

This section summarises the key findings identified through the study's market research and consultation and includes:

- Key stakeholders and reserve tenant workshop;
- Internal focus group workshop;
- Councillor discussion;
- Residents survey;
- Interviews with State Sporting Associations; and
- Community wide consultation.

2.6.1 Key Stakeholder and Reserve Tenant Workshop

A meeting was held with the key stakeholders and tenants of the reserve on the 14th October 2014. The groups and organisations that were represented at the workshop included:

- Morwell Pigeon Club

¹ Source: Michael Walker, Universal Design, PLA Conference, Geelong, May 2014.

- Latrobe Cricket Club
- Latrobe Valley Umpires Association
- Gippsland Gladiators Gridiron Association

The Morwell Urban Fire Brigade and the Maltese Club were not represented at the meeting however, a follow up phone interview was conducted with these groups after the workshop.

The following provides a summary of key issues identified by the tenants:

Club Facility Requirements

- Pigeon Club facility requires an additional carport attached to the existing shed to enable pigeon truck access via a roller door. 9mx9m is required.
- Kitchenette for food preparation and tea and coffee making as part of the upgrade to the Pigeon Club is desirable.
- The gridiron pavilion does not meet the needs of the gridiron club or the Fire Brigade. A minimum of two change rooms with showers and toilets is required, along with clubrooms, canteen/food preparation and storage. The Fire Brigade requires access to toilets.
- The Cricket/Football Umpires Pavilion is a shared facility used by the Cricket Club during the summer season and Football Umpires during the winter season. The Cricket Club propose a redevelopment to the existing pavilion to include bar, kitchen and social facilities on the first floor and change rooms, canteen, storage, meeting rooms on the ground floor.
- Require female umpire change rooms.
- DDA compliant amenities.
- Expand the footprint of the Maltese Club building to provide increased space for activities and upgrade kitchen.
- Consider connection of the Maltese Club to the sewer.

Parking and Access/Egress to and from the Reserve

Henry St Car Park -

- Clearly line mark parking areas and times to ensure that parking does not occur in front of facilities in use.
- Accessible parking required in all existing and proposed parking areas.

Grant Street Car Park –

- Formalise car park. This car park is currently grass and dirt with a minor amount of gravel but has never been formalized.
- Increase the size of this car park if possible. Up to 300 attendees at Gridiron games up to 5 times per year.

Access and Egress –

- Entry off Henry Street is dangerous and needs further consideration.
- Bus parking/drop off is required in both car parks.

Unstructured Community Facilities

- BBQ's, picnic tables and shelters.
- Propose children's playground near gridiron pitch.

- Running track around the entire site including fitness stations and solar lighting.
- Public toilets.
- Walking paths to connect Heritage Blvd and the new super school to the reserve.

Sports Grounds and Playing Surfaces

- The gridiron field requires improved drainage to ensure a harder surface.
- Gridiron would favor an all weather surface (synthetic field).
- Field fencing around gridiron field is required including 7m exclusion zone around field as required by sport.
- Shade, seating and BBQ facilities required around sports grounds for spectators.
- Irrigation required for cricket ground.
- Fence required to stop balls going into the wetlands from the junior oval. Consider moving the junior oval slightly (10m) to south to reduce balls being hit into wetlands.
- Plan for the growth of another junior cricket oval.
- Consider drainage between the junior and senior cricket grounds. This area gets very boggy.
- Peter Siddle oval to be moved 20m east including the centre wicket area, dome, drain and reseed, install irrigation.
- Fencing around Peter Siddle oval.
- Level and improve the surface of the 2nd junior oval initially with a long-term plan of a synthetic surface.

Sports Facilities

- Cricket training nets are 14 years old and need replacing. These could be developed in the North West corner (soft netting with a fixed back fence)
- Old cricket nets can be removed (near the rectangle field).
- Upgrade the marshaling track (to the size of a basketball court) with water access and relevant plugs.
- Relocate the judge's box to the Marshaling Track.
- Upgrade the surface of the fire track to include curb and channel and new hydrants.
- Peter Siddle Cricket Centre of Excellence (indoor training facility). Approximate size 35m x 15m could be located where current nets are located.

Sports Ground Lighting

- The Gridiron field has 2 light towers providing approximately 30% cover. Additional lighting on cricket groundside is required to spread the wear and tear when training and allow for night games.
- Improve lighting of cricket ground for night games and umpire training.

General Reserve

- Reserve fencing would enable clubs to charge a gate-taking fee.
- Security lighting is generally pretty good however, could consider solar lighting.

- Integrate the reserve with the adjoining estate (Heritage Bvd).
- Pathways through and around the facility are required to minimise damage to the centre wicket.
- Improve reserve signage for vehicle and pedestrian traffic including the signage of all facilities and buildings.

2.6.2 Internal Focus Group Workshop

A meeting was held with Council Officers across a range of departments to identify key issues and needs that should be considered in the development of the master plans. The following provides a summary of the discussion.

Pavilion

The existing pavilion whilst salvageable would most likely require demolition. There are a number of sporting clubs located at the Reserve with the potential to share facilities including Cricket and Gridiron. The Gridiron club would like access to a pavilion with the Old Rugby pavilion requiring demolition.

Playing Facilities

There are a number of key issues when it comes to the playing surfaces and facilities at Maryvale Reserve. In its current state the Gridiron pitch is in a terrible condition with insufficient lighting. It is expected that the Gridiron association will establish a summer junior competition in the next 3-5 years, as this is a requirement of their license with Gridiron Victoria.

There was some discussion regarding the potential of installing a synthetic surface where the current gridiron pitch is located and the concern that it may lead to ownership and one club. It was also comment about the short lifespan and the costs associated. However a multiuse synthetic surface was identified as an option that could be looked into.

There are currently two sets of cricket nets at Maryvale Reserve with the newer nets regularly being used, however the old set are ready to be demolished. There are significant issues with regards to drainage on the small cricket oval.

Additional Uses of Reserve

The Pigeon Club that current make use of the site require a shed that has truck access. Other uses may include the addition of a turf oval next to the smaller cricket oval however this would impact on the ability to host events on the site that require large open spaces without restrictive fencing.

Connection with the Community

Currently the reserve lacks easy connections with the local residents with barriers between the reserve and the newly developed estate. Ideally an increase in passive space linking the two areas would be developed to facilitate community use.

2.6.3 Councillor Workshop

A meeting was held with two Councillors to identify key issues and needs that should be considered when developing the master plans. The following provides a summary of the discussion.

- If the sports that use the reserve include 1 winter and 1 summer then they would be able to share the pavilion building
- The potential for a turf farm at the reserve is a good idea however the question regarding necessary security was raised.

2.6.4 Residents Surveys

This section summarises the key findings from the Residents Surveys conducted during October and November 2014.

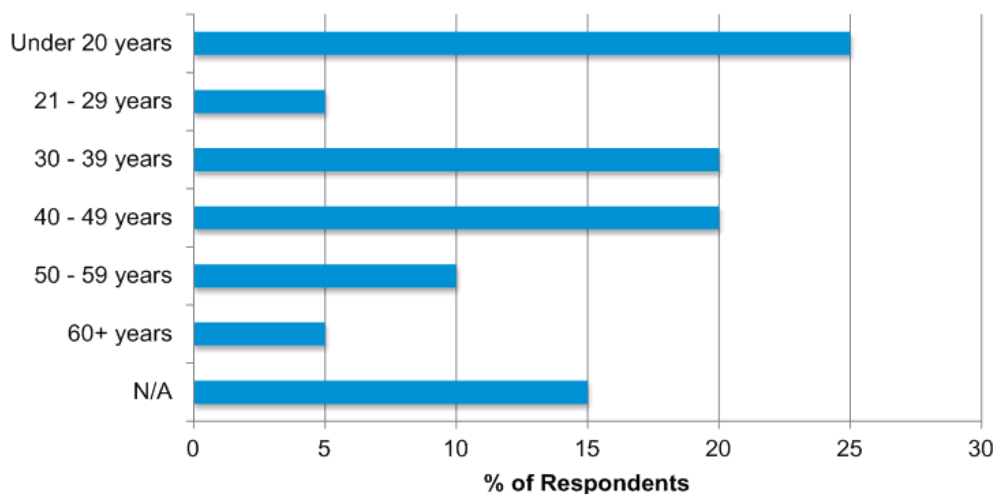
A total of 20 surveys were completed by residents regarding the Maryvale Reserve providing information on:

- Respondent profile
- Current and future use of the Reserve

The following provides a summary of the key issues identified. A copy of the written comments is detailed in **Appendix Two** of this report.

Of the residents that responded to the survey, there was an even split between males and females (50%, 50%). A quarter of the respondents (25%) were aged under 20 years old, with 20% falling into the 30 – 39 years and 40 – 49 years age brackets.

Age of Respondents



The most common household structures of respondents were couple only households and couples living with children (both 33%). Twenty two per cent (22%) of respondents living in single person household's and 11% in group style households.

Of the twenty people surveyed, 10 (50%) had used the Maryvale Reserve in the previous 2 years. Weekly and a few times a year were the most common usage levels for Maryvale Reserve (37.5% each), while more than once a week and monthly were also common (12.5%).

Respondents used the Reserve for the following activities:

- Enjoying the environment 50% of respondents
- Relaxation/contemplation 38% of respondents
- Jogging 25% of respondents
- Walking the dog 25% of respondents
- Informal play 25% of respondents

Half of the respondents chose to walk to the reserve (50%), with other common modes of transport including driving (20%), bike (20%) and running (10%).

When asked the rate the importance of certain features of the site the following answers were supplied:

Table 2.1 Ratings of Importance of Current Facilities

	Very Important	Moderately	Not Important
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		Important	
Sporting fields	67%	33%	0%
Clubrooms/Pavilion	50%	17%	33%
Cricket Practice Wickets	33%	67%	0%
Pathways	71%	29%	0%
Playground	63%	13%	25%
Car Parks	83%	17%	0%
BBQ's/Picnic Areas	57%	29%	14%
Shade/shelters	86%	14%	0%
Seats	100%	0%	0%
Public Toilets	86%	14%	0%

Respondents were also asked to identify the standard/quality of the existing facilities located at the site on a 3-point rating scale.

Table 2.2 Ratings of Standard/Quality of Current Facilities

	Good	Satisfactory	Poor
Sporting fields	83%	17%	0%
Clubrooms/Pavilion	33%	50%	17%
Cricket Practice Wickets	60%	20%	20%
Car parks	43%	43%	14%
Shade/shelters	14%	71%	14%
Seats	14%	29%	57%
Public Toilets	17%	50%	33%

Generally the quality of the facilities was rated as good or satisfactory. The majority of people rated the sporting fields, cricket practice wickets and car parks as good, while the majority of respondents rated the clubrooms/pavilion, shade/shelters and public toilets as satisfactory.

The key reasons that respondents identified as causing them to not use the reserve were:

- Too far away 40% of respondents
- Facilities do not suit needs 20% of respondents
- Lack of walking paths 20% of respondents
- Do not feel welcome at the reserve 20% of respondents
- Lack of playground 10% of respondents
- Not interested 10% of respondents
- Lack of BBQ's, seating, shade 10% of respondents

Other reason provided included the fact the reserve was too boggy in winter, there was a lack of advertising and that they were unaware that it existed.

Both users and non users of the reserve were asked to identify any facilities or features that would encourage them to make greater use of the reserve. The following features were mentioned:

- Provision of play equipment 47% of respondents
- Walking paths 47% of respondents
- More seating 35% of respondents
- Improved lighting 35% of respondents
- Provision of BBQ/picnic facilities 29% of respondents
- Improved car parking 24% of respondents
- More shade/shelter 24% of respondents

- Additional planting and landscaping 18% of respondents
- Provision of disability access 12% of respondents
- Improved maintenance generally 12% of respondents
- Improved surfaces on playing fields 12% of respondents
- Improved clubrooms 12% of respondents
- Improved cricket practice wickets 6% of respondents
- Improved linkage with new housing estate 6% of respondents
- Better signage 6% of respondents

2.6.5 Community Wide Consultation

The key issues identified during the consultations were:

- **Old And Dated Infrastructure:** the Gridiron pavilion needs to be redeveloped to include additional change facilities for women, juniors and away teams as well as Fire Brigade facilities. The existing cricket storage shed could be demolished and used for parking if additional facilities were built with storage.
- **Playing Facilities:** The sports grounds could be used for Under 8 soccer and women's soccer as a back up ground. The senior cricket oval needs shaping and resurfacing and requires additional drainage. Fencing around sports fields should not prevent the public utilising the grounds when not in play. The Fire Brigade requires a new marshalling track.
- **Accessibility:** All buildings and toilets require accessibility upgrades to meet standards.
- **Social:** Portable seating is required for all users.
- **Unstructured Recreation Facilities and Amenities:** A small playground is required to cater for cricket families. Running/walking paths should be granitic sand and lit.
- **Access/Egress:** Alternative solutions to the main entry need to be further considered to improve safety. Vehicle access to the gridiron pitch, Fire Brigade track and judges box is required.

2.7 Summary of Key Issues and Future Needs

The key issues identified during the consultations were:

- **Old And Dated Infrastructure:** the age and condition of many facilities is a significant issue. A number of key facilities need upgrading including Cricket Club/Umpires pavilion, Maltese Clubrooms, Pigeon Clubrooms and the Gridiron Pavilion.
- **Design:** poor layout for some key facilities, size of ovals (both cricket ovals are over sized), change rooms and amenities, lack of umpires female change rooms and location of practice cricket wickets.
- **Accessibility:** All facilities are not accessible. There is a lack of connecting, accessible pathways from Heritage Boulevard and other housing estates and proposed new community facilities such as the primary super school.
- **Social:** Lack of kiosk/kitchen facilities in clubrooms for Pigeon and Gridiron Clubs.
- **Unstructured Recreation Facilities and Amenities:** there are no play space facilities or social features such as tables, chairs, playgrounds and pathways. There is a lack of compliant, accessible toilets, outdoor fitness equipment along lit, connected pathways.

- **Access/Egress:** Need for improved access egress to and from the site for the key user groups off Henry Street. Opportunity to create additional formalised parking for Gridiron and Fire Brigade use.
- **Traffic Management, Car Parking and Access:** Need to formalise the existing car parks with line marked bays and accessible parking bays. Bus drop off and turn around facilities are lacking in both car parks.

2.8 Sports Facilities Trends

The following provides a review of the key sports facilities and participation trends that may impact on the master plans. Implications from these trends have been considered in completing the overall demand assessment and facility development requirements presented later in this report.

2.8.1 General Recreation and Sports Trends

The study's key findings combined with the consultant team's previous leisure research experience, current industry trends and latest research findings indicate the following trends may impact upon the Study area.

(i) Factors Affecting Recreation Participation and Facility Provision

Current trends that affect the sport and recreation industry are being driven by several wider trends in Australian society being:

- A gradual ageing of the population as life expectancy increases, birth rates stay low and the baby boomers grow older. Therefore, an increase in masters/seniors programs is being experienced by a number of sports.
- Broad mix of different times when people participate in leisure, as demands on people's time continues to increase and work practices change.
- Increased variety of leisure options means change in traditional participation
- Constraints on Government spending together with a new degree of entrepreneurs in the Australian economy.

(ii) Participation

There is a slow reduction in participation in competitive and traditional sports, with people becoming increasingly unwilling to commit themselves to play 'for a whole season' or available to play and train a number of days a week.

Due to daily time constraints, people are cutting back their leisure and recreation activities and are more demanding about those that remain. To remain viable, the quality of facilities and services will have to continually improve.

There will be a greater demand in the future for indoor facilities (available all year/every day) and higher quality outdoor playing surfaces.

With increased age longevity and larger numbers of fit, healthy older people, the demand for exercise, and for conveniently located facilities, is expected to increase.

Because of their reliance on young players, many sports will grow more slowly than the adult population as a whole.

With new technologies and commercial interests investing in leisure, a wide range of activities, particularly those targeting teenagers, will continue to undergo cyclic popularity.

Sports clubs dependent on voluntary labour and support will be required to provide greater incentives and better management to attract volunteers. The cost to sports clubs of equipping, insuring and managing players and administering games is expected to continue to increase.

(iii) Facility Trends

With ongoing Government economic constraints and limited capital and operational budgets, many new sports facilities may have to be joint venture arrangements between private and public sectors and sports clubs.

The reduction in commitment to curriculum based school sports in State Government Schools will have impacts on the local availability of school sports facilities while also discouraging public sector investment in new facilities at these sites.

Due to restricted rate and other revenue bases, local Councils may have to encourage greater private investment in leisure facilities and services. A mix of rate concessions, payback loans, management rights in return for investment, provision of land and planning concessions may achieve this.

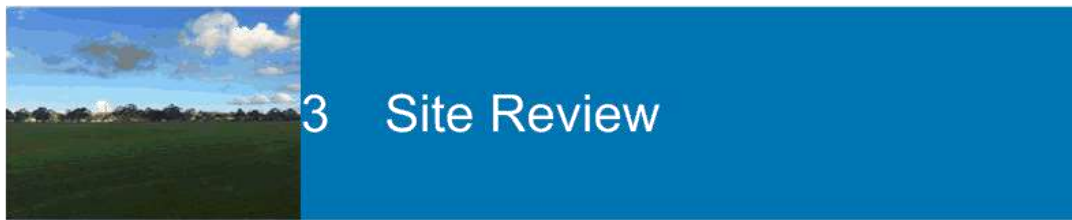
Facility provision is changing from single-purpose to multi-purpose. However there is an emphasis on ensuring facilities are designed to meet the specific needs of the key user groups. A great deal of infrastructure expenditure is now being directed to the development of larger public and private complexes providing aquatic, health, fitness and indoor sports facilities because of the higher utilisation which can be achieved. There is less emphasis on the development of traditional single purpose outdoor sports facilities.

More flexible designs are being created and there is a growing expectation that facilities will need to be renovated/upgraded on a periodic basis. There is a realisation that facilities have a "customer interest life-span" which is much less than the facility life-span.

The planning process for new facilities has improved significantly with the conduct of effective feasibility studies being the norm. These studies have generally included management/marketing/financial plans with demand projections based on sophisticated survey data.

There has been considerable improvement in the management of leisure facilities, with increased expectations of managers to produce better financial outcomes and generate higher attendance. Public sector facility managers now need higher skill levels, face broader roles, need access to better training and professional networks and improved financial reporting systems.

As competition increases there will be an increased emphasis on programming and target marketing based on adopting consumer driven strategies and performance evaluation techniques. This indicates a greater resourcing of local area planning, knowing who are your customers and how to attract them. summarised below.



3.1 Introduction

A site review of Maryvale Reserve on the 29th of October 2014. The following provides a summary of the key issues identified.



Figure 3.1 Maryvale Reserve source Google maps

3.1.1 Senior Sports Oval, Cricket/Umpires Pavilion & Cricket Nets

- Overall, the sports pavilion is in a good condition (externally). No internal inspection was undertaken on the day as building was not accessible.
- Amenities would need to be reviewed so to be complaint, and to current BCA/ DDA requirements.
- Turf wicket to main oval appears to be in good condition.
- Wicket appears to support 6 pitches.
- Practice cricket nets – old (10yr +) with synthetic grass with chain wire fencing.
- The ground is larger than a standard senior cricket ground.



Turf wicket appears in a good condition.



3 Practice Nets with synthetic grass with chain wire fencing. Wickets aged and in need of replacement



Oval turf in good condition



Overall the sports pavilion is in a good condition. Opportunity to refurbish and construct second storey.



View of sports pavilion from the car park. Car parking recently sealed. Need to delineated car parking spaces

3.1.2 Junior Sports Oval

- The junior cricket ground appears in good condition.
- The ground is larger than a standard junior cricket ground.

3.1.3 Gridiron Pitch and Clubrooms

- The gridiron pitch appears to be in good condition.
- The gridiron pavilion appears to be in poor condition. No internal inspection was undertaken on the day as building was not accessible.
- Amenities would need to be reviewed so to be compliant, and to current BCA/ DDA requirements.



Gridiron pitch.



Gridiron pavilion is aged and does not service the needs to the users

3.1.4 Fire Brigade Track and Club Facilities

- The fire brigade track could be upgraded to include curb and channel.
- The existing buildings (judges box, storage facility, kiosk and storage) appear to be in good condition and meet the needs of the fire brigade. However, toilets in the gridiron pavilion (used by the fire brigade) are in poor condition.



Marshalling track



Judges box (with storage underneath)



Fire Brigade training track



Fire Brigade storage shed and kiosk

3.1.5 Maltese Club

- The Maltese Club building appears to be in good condition. No internal inspection was undertaken on the day as the building was not accessible.
- Amenities would need to be reviewed so to be compliant, and to current BCA/ DDA requirements.



Front entrance to the Maltese Club



Maltese Club building

3.1.6 Pigeon Club

- The Pigeon Club appears to be in poor condition. No internal inspection was undertaken on the day as the building was not accessible.
- Amenities would need to be reviewed so to be compliant, and to current BCA/ DDA requirements.



Pigeon Club building. Aged facility needing refurbishment

3.1.7 Car Parking

- The Henry Street carpark is an unmarked, asphalt surface with lighting.
- The car park is in good condition however, there are no marked accessible bays or bus parking.



Henry Street Car Park with lighting and drainage



Cricket store room within the car park area. Aged facility



View of car park towards the Maltese Club.



4.2 Introduction

This section brings together the study's findings under a recommended Master Plan for Maryvale Reserve. This study has been guided by the:

- Project objectives
- Latrobe Open Space Strategy
- Peak bodies requirements and standards (where available)
- Results from the extensive consultation with key stakeholders, community members and tenant user groups.

4.3 Master Plan Vision, Principles and Framework

Councils Public Open Space Strategy 2013 identified the following vision for the provision of public open space. The vision was drawn from the consultation and sought to capture the community and stakeholder aspirations for open space provision, management and development in Latrobe City:

Latrobe City will plan, provide and manage a diverse range of attractive, appealing and sustainable public open space facilities that are welcoming, accessible, and enhance the character of individual townships or neighbourhoods.

The key priorities for identified for the open space included the following themes:

- Linkages and connections (including those used for active transport);
- Physical accessibility;
- Sustainability – standards, maintenance and acquisition;
- Increase activation and appeal of existing spaces;
- Way-finding signage;
- Enhance what we already have;
- Improve service / maintenance levels;
- Improve public toilets;
- Promote / market what we have;
- Additional car parking; and
- Enhance planning provisions within the Planning Scheme and local planning policy.

Based on the above the following principles and strategic framework has been developed to guide the Maryvale Reserve Master Plan process:

a) *Principles:*

- Increased opportunities and participation for all;
- A diverse range of open space, sport and recreation choices;

- Great places for people to recreate;
- Building the health and wellbeing of the Morwell community;
- Responsive to identified open space, sport and recreation needs of the community;
- Inspiring and empowering people to recreate; and
- Delivering economic outcomes for the community through sport and recreation.

b) *Strategy Framework:*

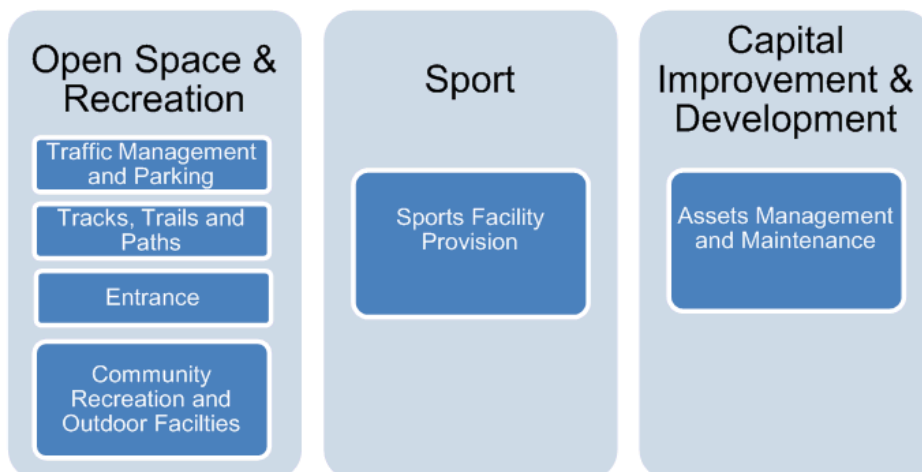
- **Facilities:** What we will do to provide safe, liveable, sustainable and usable assets to improve opportunities for residents to participate in active and healthy lifestyles.
- **Programs:** What we will do to provide safe, accessible and usable programs to improve opportunities for residents to participate in active and healthy lifestyles.
- **Services:** What we will do to provide safe, accessible and usable services to improve opportunities for residents to participate in active and healthy lifestyles

This is presented in the following graphic that links together the key strategy areas.



4.3.1 Facilities Development Framework

The proposed Maryvale Reserve Master Plan facilities framework is based on the key areas of Open Space and Recreation, Sport and Capital Improvement and Development as listed in the graphic below.



4.4 Maryvale Reserve Component Schedule and Master Plan

Based on the study's key findings a detailed facility component brief for future development and direction of Maryvale Reserve to achieve the vision and design principles developed. The component brief was divided the following zones:

- Club Facility Requirements
- Parking, Access and Egress
- Community / Unstructured Recreation Facilities
- Sports Grounds / Facilities
- General

The following provides a summary of the key directions identified for the reserve within the draft master plan.

Club Facilities

Upgrade the existing Cricket/Football Umpires pavilion to include a second storey for function space, kitchen, bar, store and amenities. Meeting and training facilities would remain on the first level with the kiosk, change rooms and umpires rooms.

Increase the size of the Maltese Club to provide additional program space, upgrade the kitchen and connect to the sewer.

Increase the size of the Pigeon Club building by adding a carport with roller door and provide kitchenette.

Upgrade the Gridiron Pavilion to include 4 change rooms, social area, storage and toilets.

Sports Grounds

Upgrade the Gridiron pitch to include surface upgrades, drainage, a fence around the ground, spectator seating, shade and a BBQ.

Improve the senior cricket ground by installing irrigation and improved drainage between the senior and junior ovals.

Provide a high fence at the back on the junior ovals to prevent stray balls entering the wetlands.

Parking and Access

Further investigate a safer entry and exit off Henry Street. Ensure adequate bus parking in both car parks and bus turnaround space. Formalise parking in both car parks with marked bays and accessible bays.

Unstructured Recreation Opportunities

Provide two playgrounds within the reserve, a medium sized playground in the north east corner and a small playground in front of the Cricket/Umpires pavilion. Provide park furniture including BBQ's, shelter, picnic tables and chairs and public amenities. Fitness stations to be provided along connecting pathways, which are accessible and well lit. Improve way finding and signage around the site.

General

Demolish the old cricket nets and relocate to the north west corner of the reserve. Provide upgraded Fire Brigade facilities including marshalling track and existing surface upgrades. Provide additional training lights on the gridiron pitch and senior cricket ground.

Based on the above key directions the project architect has developed a Master Plan for Maryvale Reserve. The plan is shown on the following page.



Preliminary Site Plan
Latrobe City Council
 Maryvale Reserve Master Plan



PRELIMINARY ISSUE
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4.5 Future Funding Development Opportunities

Sport and community facility industry history shows there are limited alternative funding opportunities for Council to attract funding to assist with developing sport and leisure facilities. Facility funding sources usually involve:

- Council Funding
- State and/or Federal Government Grants
- Commercial Investment
- Commercial Fundraising
- Community Fundraising and User Group / Contributions
- Developer Contribution Schemes.

Traditionally, a combination of Council funding with Government Grants and some limited community fundraising has occurred for the majority of sport and leisure facilities in Australia.

In larger areas with greater commercial opportunities, there has been some commercial investment in return for rights to manage / operate facilities (\$1M to \$2M investment in return for longer-term management agreements). There also has been a number of Councils look at commercial fundraising. This appears to have been more successful in New Zealand than Australia.

A review of potential facility and program / activity funding is summarised in the following table.

Table 4.1 Summary Potential Key Funding Opportunities

Funding Program	Grant Amount	Details
Community Facility Funding Program – Major Facilities	Maximum \$650,000. Funding ratio SRV \$1:\$1 local.	Available to develop or upgrade major sport and recreation facilities with the objective <i>“To enable the development of major community sport and recreation facilities that are high-quality, accessible, innovative, effectively managed, sustainable and well-used.”</i> ² Assessment includes how project responds to identified community needs and issues and is strategically supported by local or regional plans and/or state sporting associations/peak bodies planning and addresses a gap in regional/sub regional provision of facilities.
Community Facility Funding Program – Minor Facilities	Maximum grant amount up to \$100,000 for any one project (where the total project cost is up to \$500,000 exc GST). Funding ratio SRV \$2:\$1 local.	Available for community groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities with the types of projects that might be funded including accessible change facilities, shared paths and trails, sports lighting, play spaces, youth recreation facilities and multi-use recreation / meeting spaces.
Community Facility Funding Program – Soccer Facilities	Grants of up to \$100,000 Funding ratio SRV \$2:\$1 local.	Available for local soccer clubs working with local government, to upgrade existing or develop new facilities to maximise participation opportunities in soccer. Priority given to the development of soccer facilities in communities with no or inadequate soccer facilities.
Country Football Netball Program	Eligible Councils are able to receive up to \$100,000 per financial year comprising one larger or up to three smaller projects. Funding ratio of SRV \$2:\$1 local.	Assists grassroots Country Football and Netball Clubs, Associations and Umpiring Organisations to develop facilities such as unisex change room facilities and amenities, multi-purpose meeting spaces, development or upgrading of playing surfaces or lighting, etc.
Regional Growth Fund – Putting Locals First Improved Local Infrastructure	Funding ratio of RDV \$3:\$1 other for grants up to \$300,000 Projects between \$300,000 and \$500,000 at a ratio of RDV \$1:\$1 other.	Types of projects include upgrading open space, building or upgrading shared community facilities (e.g. meeting places), pathway projects connecting communities and attracting visitors (e.g. walking tracks).
Local Facilities for Local	Match funding for club and	Types of projects that might be funded include outdoor sport

² 2015-2016 Community Facility Funding Program Guidelines, Department of Transport, Planning and Local Infrastructure, March 2014.

Funding Program	Grant Amount	Details
Clubs	community contribution (cash and in-kind) up to \$50,000 for projects up to \$150,000.	surfaces and sports lighting, play spaces, multi-purpose spaces (e.g. courts), youth recreation spaces and outdoor fitness stations.
Country Action Grant Scheme	Grants up to \$5,000	Initiatives that <i>increase the skills of coaches, officials and managers and improve the accessibility and operational capacity of community sport and recreation organisations in rural and regional Victoria</i> . Three types including increasing community participation by provision of accessible sport and active recreation opportunities.
Foundation for Rural and Regional Renewal - Small Grants for Rural Communities Program	Grants up to \$5,000	Projects contributing to social and community welfare, economic, environmental, health, education or cultural development of communities in small rural, regional and remote locations.
National Stronger Regions Fund	Between \$20,000 and \$10 million to meet up to half the project cost.	Funding for priority infrastructure projects that support economic growth and sustainability of regions, particularly disadvantaged regions. Projects which may be supported include community centres or signature multi-purpose sporting facilities that generate significant long term economic and social benefits and or support leadership in local communities. Local sporting facility upgrades or expansions or single sport facilities are unlikely to be supported.

4.6 Implementation and Indicative Capital Cost Plan

The following tables details the proposed Master Plans Implementation Plan that responds to the priority areas and recommends objectives and actions.

The implementation plan includes:

- Activity Area
- Recommended Actions/Strategies
- Estimated cost
- Priority
- Potential Funding
- Responsibility

The recommended actions have been prioritised as:

- Short Term 1-3 Years;
- Medium Term 4-7 Years; and
- Long Term 8-10 Years.

The Strategy's Action Plan will be reviewed in years 3 and 7 to determine the success of its implementation and any amendments to the proposed future actions.

Table 4.2 Maryvale Reserve Master Plan Implementation Plan

ACTIVITY AREA	RECOMMENDATIONS	ESTIMATED COST	PRIORITY	POTENTIAL FUNDING	RESPONSIBILITY/ PARTNERSHIPS
Club Facility Requirements					
Existing Sporting Pavilion Upgrade	<ul style="list-style-type: none"> 1st aid room Additional storage internal and external Meeting and training rooms on level 1 Kiosk on level 1 Female umpire change rooms Function space and bar for 70-80 people including bar, kitchen, store and amenities 	\$1,300,000 - \$1,500,000	Short Short Short Short Long	Community Facility Funding Program Community Funding	LCC SRV Tenant Clubs AFL Victoria Tenant Clubs
3Gridiron Club Pavilion	<ul style="list-style-type: none"> Redevelop this pavilion to include minimum of 2 change rooms (showers, change, toilets), social area and storage. Use existing footprint of the building. 	\$300,000-\$500,000	Medium	CFFP State Govt. Women's Change Rooms Program	LCC SRV Tenant Clubs
Maltese Club	<ul style="list-style-type: none"> Connect to sewer Increase footprint of the building for additional activity space Upgrade the kitchen 	\$300,000	Medium	Community Fundraising	LCC Tenant Clubs
Pigeon Club	<ul style="list-style-type: none"> Add additional space for kitchenette 9m x 9m Provide an undercover shed for loading pigeons onto the truck (a shed with a roller door) 	\$250,000	Medium	Community Fundraising	LCC Tenant Clubs
Parking, Access and Egress					
Henry Street Carpark (West)	<ul style="list-style-type: none"> Provide bus parking and turnaround Formalise existing space by sealing and line marking Provide 6 accessible parking bays near Maltese Club building 	\$90,000	Short	-	LCC
Grant Street Carpark (East)	<ul style="list-style-type: none"> Formalise car park (sealed and marked) and consider bus turnaround 	\$260,000	Medium	-	LCC
Reserve Access at Henry Street	<ul style="list-style-type: none"> Entry treatment – investigate entry and egress at Grant Street Further investigation into design treatments required prior to cost estimate being established. 	Excluded (design required)	Short	-	LCC
Community Unstructured Recreation Facilities					

ACTIVITY AREA	RECOMMENDATIONS	ESTIMATED COST	PRIORITY	POTENTIAL FUNDING	RESPONSIBILITY/ PARTNERSHIPS
Passive Recreation Facilities	<ul style="list-style-type: none"> • Medium sized playground in north east corner • Park furniture including bbq's, picnic tables, seating, bins etc • Smaller playground in front of the existing pavilion • Connecting pathways through out the site (granitic sand) • Solar lighting of car parks, trails and facilities • Improve branding, way finding and traffic management • Improved signage around the site • Public amenities for passive recreation area in north east corner of the reserve 	\$250,000 \$100,000 \$65,000 Included in tracks \$60,000 \$15,000 \$5,000 \$200,000	Short	Community Facility Funding Program Community Safety Fund (lighting)	SRV Department of Justice and Regulation LCC
Walking and Running Tracks	<ul style="list-style-type: none"> • Connecting paths throughout the site • Granitic sand • Solar lighting 	\$100,000	Short	As above	
Fitness Stations	<ul style="list-style-type: none"> • 6 fitness stations 	\$20,000	Short	As above	
Sports Grounds / Facilities					
Rectangle Field	<ul style="list-style-type: none"> • Improve drainage and surface upgrades • Fence around ground • Spectator seating, shade and BBQ 	\$375,000	Short	Community Facilities Funding Program	SRV LCC
Senior Cricket Ground	<ul style="list-style-type: none"> • Drainage between junior and senior ground • Install irrigation 	\$300,000	Short	State Government Cricket Program	LCC SRV Tenant Clubs
Practice Nets	<ul style="list-style-type: none"> • Demolish existing and relocate in north west corner of the reserve (with retractable and lockable cabinets) 4 rows. 	\$150,000	Short	State Government Cricket Program	SRV LCC Tenant Clubs
Fire Track	<ul style="list-style-type: none"> • Provide a new marshaling track west of the judges box (approximate size of a basketball court with water access and plugs) • Upgrade main fire track surface to curb and channel 	\$60,000 \$75,000	Medium	-	LCC Tenant Clubs
Junior Cricket Ground No 1	<ul style="list-style-type: none"> • High back fence to prevent lost balls 	\$60,000	Short	-	LCC Tenant Clubs
General					

ACTIVITY AREA	RECOMMENDATIONS	ESTIMATED COST	PRIORITY	POTENTIAL FUNDING	RESPONSIBILITY/ PARTNERSHIPS
Sports Ground Lighting	<ul style="list-style-type: none"> Provide additional training lighting on the gridiron field including lighting to look over the fire brigade track. Upgrade lighting on senior cricket ground for night games 	\$200,000	Medium	Community Facilities Funding Program State Government Cricket Program	LCC SRV Tenant Clubs

Cost Exclusions:

- GST
- Contingency, Professional Fees, Authority Fees & Charges
- Demolition or site clearance unless specifically stated
- FF&E
- Latent conditions
- Adverse soil conditions including rock, soft spots, contaminated soil
- Removal of hazardous materials incl asbestos
- Staging costs
- Relocation / Decanting costs
- Cost Escalation beyond May 2015
- Public art
- Works to other features on the Reserves not specifically noted in the schedule above
- Unknown in ground services
- Council internal costs

Responsibility Key:

LCC	Latrobe City Council
DET	Department of Education and Training
CV	Cricket Victoria
BV	Basketball Victoria
SRV	Sport and Recreation Victoria
NV	Netball Victoria
AFL VIC	AFL Victoria

Appendix One: Summary of Relevant Literature

Name of Report/Document	Summary of Key Issues
Latrobe City Council Plan 2013 – 2017	<p>Five Key Themes:</p> <ol style="list-style-type: none"> 1. Job Creation & Economic Sustainability 2. Appropriate, affordable & sustainable facilities. Services & recreation 3. Efficient, effective & accountable governance 4. Advocacy for & consultation with our community 5. Planning for the future <p><u>Theme 2</u> <i>Objectives:</i></p> <ol style="list-style-type: none"> 1. To promote and support a healthy, active and connected community 2. To provide facilities and services that are accessible and meet the needs of our diverse community <p><i>Strategic Direction:</i></p> <ol style="list-style-type: none"> 1. Promote and support more involvement of children in active recreation and sport 2. Develop and maintain community infrastructure that meets the needs of our community 3. Promote and support opportunities for more community participation in sports, recreation, arts, culture and community activities 4. Improve and link bicycle paths, footpaths and rail trail networks to encourage physical activity and promote liveability 5. Continue to maintain and improve access to Latrobe City's parks, reserves and open spaces <p><i>Indicators:</i></p> <ol style="list-style-type: none"> 1. Number of visitors and memberships for Latrobe City Councils' leisure facilities, stadiums and reserves annually <p>Latrobe City Council's satisfaction rating for recreational facilities in the annual Local Government Community Satisfaction Survey</p>
Latrobe 2026 – The Community Vision for Latrobe Valley	<p>The Latrobe 2026 report identifies nine key objectives – economy, natural environment, built environment, our community, culture, recreation, governance and partnerships, and regulation and accountability.</p> <p>A major aspiration is for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.</p> <p>Walking is recognised as one of the most popular forms of exercise for adults, while team sports are favoured by children; particularly AFL, netball, tennis and soccer. The implementation of "Access for All Abilities" facilities is increasing allowing for the inclusion of residents from a wide range of cultures, ages and abilities.</p> <p>Strengthening the capacity of sport and recreation clubs and organisations and seeking to improve the quality of local facilities will ensure greater opportunities to participate. .</p>
Public Open Space Strategy 2013	<p>Out of the consultation a number of themes were developed: <u>Theme 2: Enhance what we already have.</u> The desire to improve and enhance what the community current has including:</p> <ul style="list-style-type: none"> • Improve the appeal of existing sites • Upgrade/replace ageing infrastructure • Improve linkages and connections • Improve physical access and mobility • Provide/upgrade public toilets, playgrounds and gathering spaces • Improve maintenance standards and consistency <p><u>Theme 4: Activation</u> There is a strong desire to encourage more use and appreciation of what the community already has.</p> <ul style="list-style-type: none"> • Enhance design (walkability, maintenance, landscaping, appeal) • Safety (lighting, physical access) • Core infrastructure including paths, seating, drinking taps, fitness stations, way finding signage and interpretive information <p>Key priorities that came out of the consultation process for the provision of open spaces include:</p> <ul style="list-style-type: none"> • Linkages and connections • Physical accessibility • Sustainability standards, maintenance, acquisition

Name of Report/Document	Summary of Key Issues
	<ul style="list-style-type: none"> • Increased activation and appeal of existing spaces • Way finding signage • Improve what we already have first • Improve public toilets • Additional car parking <p><u>Recommendations:</u> The following recommendations apply to all aspects of open space within the Latrobe region:</p> <ul style="list-style-type: none"> • Consider opportunities to improve the appeal of existing spaces for young people and families, including the instillation of multi-use half-court areas, park seating, drinking taps, shade/shelter, public toilets and informal gathering spaces where appropriate • Ensure future planning and reserve improvements consider opportunities to integrate community gathering spaces and infrastructure that supports social interaction • Increase instillation of outdoor fitness stations and exercise equipment at selected 'District' reserves across the city • Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc. <p>The following recommendations apply to Morwell:</p> <ul style="list-style-type: none"> • Ensure future open space outlined in the Morwell North West Development Plan provides attractive and appealing linear linkages connecting Toners Lane Reserve and Maryvale Reserve • Develop site specific Master Plans to guide the future use and development of Maryvale Reserve including integrating the reserve with the new residential subdivisions to the north and proposed wetlands <p>The following recommendations apply to Traralgon:</p> <ul style="list-style-type: none"> • Identify preferred sites for upgrade of existing reserves to District standard venues. Options could include Catterick Crescent Reserve • Develop site specific Master Plan to guide the future use and development of Catterick Crescent Reserve <p>The following recommendations apply to Moe Newborough:</p> <ul style="list-style-type: none"> • Develop site specific Master Plans to guide the future use and development of the Northern Reserve and Moe Botanical Gardens • Explore opportunities for establishing an Advisory Committee for the Moe Botanical Gardens and establish a master plan to guide future development of the precinct
<p>Latrobe City Council Community Engagement Plan – 2010 - 2014</p>	<p>A review of the Community Engagement Policy and Strategy 2005 found that face to face engagement is the preferred method of engagement with the local community while community members are most engaged with Council when the topic is of direct interest to them.</p> <p>Council's Community Engagement Objectives:</p> <ol style="list-style-type: none"> 1. To maintain an effective and ongoing dialog with community by both informing and listening 2. To consult the community in policy development, planning and project delivery 3. To involve the community in matters that directly affects them in a specific location or in the delivery of a Council service 4. To collaborate with and empower the community to deliver selected services on behalf of Council 5. Ensure the community understands how their input has influenced Council 6. To continue to develop and improve Latrobe City Council's community engagement capacity <p>In accordance with the engagement plan, all policies, strategies, plans and projects that will impact on the community must be made available for public viewing and comment for a minimum of four weeks.</p> <p>Ensure that reports provided to Council include advice as to how community consultation has informed the recommendation.</p> <p>Endeavour to provide face to face opportunities for the community to engage with policy, strategy, plan or project development. This may include engagement via advisory committees, focus groups and workshops.</p>
<p>Healthy Urban</p>	<p>The Healthy Urban Design Good Practice Guidelines encourages:</p>

Name of Report/Document	Summary of Key Issues
Design Guidelines – 2008	<ul style="list-style-type: none"> • Open space to incorporate a range of shade, shelter, seating and signage opportunities • Community spaces or buildings that incorporate a variety of uses • Avoiding opportunities for concealment and entrapment along paths and in community spaces <p><u>Open Spaces and Path Networks</u></p> <p>Does the proposed design reflect the Urban Design Guideline principles by answering the following questions:</p> <ul style="list-style-type: none"> • Does landscaping delineate routes and destinations? • Are tracks safe and attractive (where relevant)? • Do footpaths incorporate lighting, calmed traffic and crossing points (where relevant)? • Is frequent and accessible seating and shelter available? • Is shade provided using the most appropriate trees or shade structures? • Is shade provided over paths and rest stops? • Do shade structures avoid obstructing access or sight lines? • Are sightlines clear • Are boundaries between public and private spaces clearly delineated? • Are vandal-proof finishes incorporated into fencing, seating and signage? • Does all open space have Continual Accessible Paths of Travel? • Have AS 1428 standards been addressed (where relevant)? • Is street furniture and equipment accessible for mobility aid users? • Are clear sightlines maintained at intersections and crossings? • Are safe paths and crossings provided along frequently used pedestrian/cycle paths including approaches to key destinations (where relevant)? • Are conflict points between paths and vehicular traffic minimized (where relevant)?
Recreation and Leisure Strategy 2006	<p>The following strategic objectives were listed in the Recreation and Leisure Strategy:</p> <ol style="list-style-type: none"> 1. Provide a diversity of financially sustainable recreation and leisure facilities and opportunities <ul style="list-style-type: none"> • Facilitate increased passive recreational use of selected major sports reserves by providing informal recreation facilities (e.g. Paths, seats, plantings, BBQ/picnic areas, playgrounds) 2. Provide and promote well used and relevant recreation facilities and settings <ul style="list-style-type: none"> • Establish accessible, safe and appealing recreation and leisure facilities and spaces for people with a disability • Investigate the feasibility of utilizing and existing indoor stadium(s) as a supervised venue for young people to “drop-in” to engage in informal sporting activities for a specified period after school or on weekends • Ensure affordable options for participating in recreation activities are available (e.g. provision of free recreation facilities in selected parks and open space areas, such as basketball half courts, Tennis rebound walls, linear bike paths and golf practice cages • Ensure key recreation facilities are safe and secure for older adults (security lighting, car park provision, access into and around facilities) 3. Consolidate recreation and sports facility provision and use <ul style="list-style-type: none"> • Re-use or remove unused sporting facilities • Encourage clubs utilizing separate clubrooms on the same reserve to consolidate into one building • Investigate the feasibility of establishing new sports fields to create multiple playing fields for the same sport code
Review of Traralgon Outdoor Recreation Plan 2014	<ol style="list-style-type: none"> 1. Future Facility Development <ol style="list-style-type: none"> 1.1. Replace redundant and functionally obsolete buildings/amenities with facilities that meet shared sport, community and education objectives 1.2. The provision of recreation and leisure facilities shall maximize shared usage and flexibility to meet changing community needs and aspirations 1.3. Encouragement of clubs utilizing separate clubrooms on the same reserve to consolidate into one building 2. Accessibility <ol style="list-style-type: none"> 2.1. Ensure recreation reserves and supporting facilities are accessible, safe and appealing for people with a disability 2.2. Ensure recreation reserves and supporting facilities are safe and secure for older adults (security lighting, car park provision, access into and around facility) 2.3. Improve vehicle entry/egress and car parking provision at recreation reserves and open spaces to meet expected day-to-day usage and sporting/community event requirements 2.4. Provision of walking paths/tracks/trails that allow for both recreational opportunities and destination based routes

Name of Report/Document	Summary of Key Issues
	<p>3. Community Infrastructure and Social Amenity</p> <p>3.1. Facilitate increased passive recreation use of sporting reserves by providing informal recreation facilities (e.g. paths, seats, and plantings. BBQ/picnic areas, playgrounds)</p> <p>4. Sports Field Provision and Suitability</p> <p>4.1. Continue to develop first-rate reserve and supporting facilities/amenities that provide for emerging and high demand sports such as Australian Rules Football, Soccer and Netball</p> <p>4.2. Continue to ensure high levels of playing field provision and conditions are maintained to meet levels of training/competition requirements (e.g. lighting)</p> <p>4.3. Encourage shared use of sporting reserves, training facilities, building and amenities</p> <p>4.4. Maintain dedicated playing field areas, ensure they are appropriately sized and dimensioned and maximize their use and flexibility for configuration and usage by additional sports or activities</p> <p>4.5. Minimize (where not required) Reserve fencing to allow for greater flexibility and shared usage</p> <p>Catterick Crescent Reserve</p> <p>Priority Development Opportunities</p> <ul style="list-style-type: none"> • Demolish dysfunctional sporting pavilion and provide new multipurpose facility • Pending completion of Catterick Crescent Reserve Master Plan, extend basketball stadium to allow for the construction of two additional multi-purpose indoor courts • Increase social amenity infrastructure throughout reserve (e.g. playgrounds) • Review site traffic management/car parking requirements and provide additional on-site car parking • Partial road closure between reserve and school oval to improve overall site connectivity <p>Recommendations:</p> <p><i>High Priority</i></p> <ol style="list-style-type: none"> 1. Demolish existing non-compliant and dysfunctional sporting pavilion and construct new community multipurpose facility in close proximity to indoor stadium to provide linkage between indoor and outdoor facilities. 2. Extend existing basketball stadium to allow for the construction of 2 additional multipurpose courts <p><i>Medium Priority</i></p> <ol style="list-style-type: none"> 1. Partial closure of Catterick Crescent between neighbouring Mt Kosciuszko and main oval to improve connectivity between 2 sites 2. Demolish aged maternal health building to allow car park expansion and increased reserve car parking capacity 3. Improve formal path network throughout and around reserve/indoor stadium area to improve site connectivity, accessibility and pedestrian movement 4. Re-lining of car parking spaces and inclusion of car park security lighting 5. Removal of existing 4 cricket nets. 3 new cricket nets to be relocated to the North East of the reserve with consideration given to extended netting/fencing to furthest east net to prevent balls threatening pedestrians/vehicles and neighbouring residential properties 6. Upgrade reserve sports field floodlighting in accordance with Australia Standards for AFL training activities (50 lux) 7. Improve provision of formalized sporting activity through the realignment and consolidation of informal and underutilized 'junior oval'. Upgrade reserve drainage to increase carrying capacity of the ground 8. Relocate existing synthetic cricket pitch to neighbouring Mt Kosciuszko Primary School sporting oval and develop MOU between school and Council regarding shared usage and maintenance works 9. Provide high safety fencing/netting behind goals 10. Increase informal reserve recreation opportunities through the provision of spectator/community amenity including seating, shade/shelter, play space and public BBQ facilities <p><i>Low Priority</i></p> <ol style="list-style-type: none"> 1. Instillation of a low vehicular barrier surrounding the reserve perimeter to minimize vehicular entry 2. Increase car park amenities through additional tree planting to provide shade and reduce visual harshness 3. Increase tree planting throughout the reserve and improve landscaping

Appendix Two: Community Survey Comments

Monash Reserve	
1	Drainage
2	Just need to improve it a lot more
3	Advertise and hold events

Appendix Three: Latrobe City Demographic Review

Demographic Profile and Population Trends

The following section of the report reviews the demographic profile of the Latrobe City Council area based on information obtained from .id, an online based website who complete demographic analysis along with the Latrobe City Council website.

The population trends indicate that between 2006 and 2011 the population of the Latrobe City Council area increased from 69,329 people to 72,402 people. This equates to an approximate growth of 4.4% of the population (3,073 residents).

Age Group Population Profile

The age profile of residents in 2011 (ABS) compared to Regional Victoria and the 2006 Census data was estimated as follows:

Population Age Profile of Latrobe City

Five year age groups (years)	2011			2006			Change 2006 to 2011
	Number	%	Regional VIC	Number	%	Regional VIC	
0 to 4	4,782	6.6	6.3	4,297	6.2	6.0	+485
5 to 9	4,539	6.3	6.2	4,757	6.9	6.8	-218
10 to 14	4,780	6.6	6.7	5,356	7.7	7.5	-576
15 to 19	5,213	7.2	6.8	5,188	7.5	7.0	+25
20 to 24	4,878	6.7	5.5	4,592	6.6	5.5	+286
25 to 29	4,491	6.2	5.2	3,740	5.4	4.9	+751
30 to 34	4,079	5.6	5.2	4,101	5.9	5.8	-22
35 to 39	4,304	5.9	6.1	4,562	6.6	6.6	-258
40 to 44	4,687	6.5	6.7	5,061	7.3	7.1	-374
45 to 49	5,098	7.0	7.0	5,156	7.4	7.4	-58
50 to 54	5,127	7.1	7.1	4,953	7.1	7.1	+174
55 to 59	4,814	6.6	6.9	4,366	6.3	6.7	+448
60 to 64	4,404	6.1	6.6	3,446	5.0	5.4	+958
65 to 69	3,366	4.6	5.2	2,810	4.1	4.6	+556
70 to 74	2,731	3.8	4.1	2,310	3.3	3.8	+421
75 to 79	2,061	2.8	3.2	2,070	3.0	3.4	-9
80 to 84	1,650	2.3	2.6	1,521	2.2	2.5	+129
85 and over	1,398	1.9	2.3	1,043	1.5	2.0	+355
Total	72,402	100.0	100.0	69,329	100.0	100.0	+3,073

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

An analysis of the five year age groups between the Latrobe area and Regional Victoria, Latrobe's age group segmentation is fairly consistent with the figures found in the rest of Regional Victoria. Latrobe has a higher proportion of people in the younger age groups (under 15 years) and a lower proportion of residents in the older age groups (65+ years) when compared to Regional Victoria.

Overall, Latrobe has 19.5% of the population between the ages of 0 and 15 compared to 19.2% for Regional Victoria, while Latrobe only has 15.4% of the population aged over 65 years compared to 17.4% for Regional Victoria.

The major differences between the age group structure of Benalla and Regional Victoria were:

- A larger percentage of people aged 20 to 24 years (6.7% compared to 5.5%)
- A larger percentage of people aged 25 to 29 years (6.2% compared to 5.2%)
- A smaller percentage of people aged 65 to 69 years (4.6% compared to 5.4%)
- A smaller percentage of people aged 60 to 64 years (6.1% compared to 6.6%)

Between 2006 and 2011 the population of Latrobe grew by 3,073 people (4.4%). The age groups that experienced the largest changes were:

- 60 to 64 years (+958 people)
- 28 to 29 years (+751 people)
- 10 to 14 years (-576 people)
- 65 to 69 years (+556 people)

Gender Population Profile

The following table details the gender comparison of Latrobe City residents in 2011 compared to 2006 and Regional Victoria.

Latrobe Resident Population

Latrobe City	2011			2006			Change 2006 to 2011
	Number	%	Regional VIC	Number	%	Regional VIC	
Population (excluding O/S visitors)	72,402	100.0	100.0	69,329	100.0	100.0	+3,073
Males	35,369	48.9	49.1	33,872	48.9	49.2	+1,497
Females	37,033	51.1	50.9	35,457	51.1	50.8	+1,576

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

There are slightly more females than males within the Latrobe City population (51.1% compared to 48.9%) which is consistent with the rest of the rest of the Regional Victorian population. There was no change in the ratio of males to females between 2006 and 2011.

Country of Birth

The percentage of the population born overseas and the diversity in their country of origin can give an indication of how diverse the population is within the community.

An analysis of the country of birth data for the Latrobe area shows that there is a low level of diversity with a relatively small percentage of the population born overseas. Of the residents that were born overseas the majority of them were born in the United Kingdom.

The table below details the country of birth of residents in 2011 and 2006 as well as being compared against Regional Victoria trends.

Most Common Countries of Birth

Latrobe City Country of birth	2011			2006			Change 2006 to 2011
	Number	%	Regional VIC	Number	%	Regional VIC	
United Kingdom	3,112	4.3	3.5	3,194	4.6	3.5	-82
Netherlands	784	1.1	0.6	841	1.2	0.6	-57
Italy	716	1.0	0.6	752	1.1	0.7	-36
New Zealand	654	0.9	1.0	520	0.8	0.9	+134
Germany	552	0.8	0.5	574	0.8	0.5	-22
Malta	407	0.6	0.1	449	0.6	0.1	-42
Philippines	361	0.5	0.3	288	0.4	0.2	+73
China	270	0.4	0.2	124	0.2	0.1	+146
India	252	0.3	0.4	100	0.1	0.2	+152
Sudan	198	0.3	0.1	0	0.0	0.0	+198
South Africa	134	0.2	0.2	90	0.1	0.2	+44

Ireland	132	0.2	0.2	139	0.2	0.1	-7
Greece	132	0.2	0.1	135	0.2	0.1	-3
Poland	129	0.2	0.1	161	0.2	0.1	-32
Malaysia	113	0.2	0.1	97	0.1	0.1	+16
United States of America	112	0.2	0.2	101	0.1	0.2	+11
Cyprus	100	0.1	0.0	100	0.1	0.0	0
Croatia	97	0.1	0.2	112	0.2	0.2	-15
Serbia / Montenegro (fmr Yugoslavia)	96	0.1	0.1	118	0.2	0.2	-22
Canada	93	0.1	0.1	79	0.1	0.1	+14
Sri Lanka	77	0.1	0.1	44	0.1	0.1	+33

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

The table below identifies the countries of birth of the residents of the Latrobe area and identifies whether they are from English or non-English speaking countries.

Countries of Birth Main Language

Latrobe City Birthplace	2011			2006			Change 2006 to 2011
	Number	%	Regional VIC	Number	%	Regional VIC	
Total Overseas born	9,930	13.7	10.6	9,141	13.2	10.1	+789
Non-English speaking backgrounds	5,693	7.9	5.5	5,018	7.2	5.2	+675
Main English speaking countries	4,237	5.9	5.1	4,123	5.9	4.9	+114
Australia	58,318	80.5	84.3	55,853	80.6	84.3	+2,465
Not Stated	4,152	5.7	5.0	4,333	6.3	5.6	-181
Total Population	72,400	100.0	100.0	69,327	100.0	100.0	+3,073

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

While low, the share of the population born overseas in the Latrobe City was higher than that found in Regional Victoria (13.7% compared to 10.6%). The percentage from non-English speaking backgrounds in the Latrobe area was also higher at 7.9% compared to 5.5% in Regional Victoria.

Languages Spoken at Home

The Latrobe City area has a slightly lower percentage of residents that speak only English (88.5%) when compared to Regional Victoria (90.4%)

The top five languages other than English spoken within the Latrobe City area in 2011 are:

- Italian
- Greek
- Dutch
- Mandarin
- Maltese

Residents Income Levels

The table below presents the personal weekly income levels of Latrobe City residents:

Weekly Individual Gross Income Levels for the Latrobe area

Weekly income	2011		
	Number	%	Regional VIC
Negative Income/ Nil income	4,302	7.4	6.6
\$1-\$199	4,768	8.2	8.0

\$200-\$299	7,666	13.2	12.5
\$300-\$399	7,454	12.8	12.5
\$400-\$599	7,525	12.9	14.1
\$600-\$799	5,661	9.7	11.5
\$800-\$999	4,005	6.9	8.1
\$1000-\$1249	3,836	6.6	7.1
\$1250-\$1499	2,493	4.3	4.3
\$1500-\$1999	3,061	5.3	4.4
\$2000 or more	2,759	4.7	3.1
Not stated	4,763	8.2	7.7
Total persons aged 15+	58,293	100.0	100.0

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2011

Analysis of the individual weekly income of residents in the Latrobe area compared to Regional Victoria in 2011 shows that there is a higher proportion of the population earning a low income (less than \$400 per week) and a higher proportion earning a high income (\$1,500 per week or more).

Overall 34.2% of the Latrobe population earn less than \$400 per week compared to 33.0% for Regional Victoria, while 10.0% earn a high income (\$1,500 or more per week) compared to 7.5% for Regional Victoria.

The major differences between the Latrobe and Regional Victoria's individual incomes are:

- A larger percentage of people earning \$2000 or more (4.7% compared to 3.1%)
- A larger percentage of people earning \$1500 - \$1999 (5.3% compared to 4.4%)
- A smaller percentage of people earning \$600 - \$799 (9.7% compared to 11.5%)
- A smaller percentage of people earning \$800 - \$799 (6.9% compared to 8.1%)

Vehicle Ownership

The number of vehicles per household by residents is detailed in the below table:

Vehicle Ownership

Number of cars	2011		
	Number	%	Regional VIC
No motor vehicles	2,471	5.7	6.4
1 motor vehicle	10,101	26.8	33.0
2 motor vehicles	9,845	39.6	36.1
3 or more motor vehicles	4,679	21.8	18.4
Not stated	2,015	6.2	6.1
Total households	29,111	100.0	100.0

Source: Australian Bureau of Statistics, Census of Population and Housing 2011

A household's ownership of vehicles can be used as an indicator of an individual's ability to independently assess leisure facilities without the reliance on public transport or utilizing other modes of transport.

A review of the vehicle ownership in the Latrobe City indicates that the majority of residents, 88.2%, own one or more vehicles indicating ability to independently access leisure activities.

Future Population Predictions

It is expected that the population within the towns in the Latrobe City region will increase 26.17% from 73,594 in 2011 to 92,855 in 2036. The towns that are likely to experience the greatest change in population numbers between 2011 and 2036 are Traralgon (40.35% increase) and Moe (28.67% increase). The Rural North East area is also predicted to increase by 32.09% by 2036.

The table below gives an indication of the increase in population numbers in the major townships in the Latrobe City area between 2011 and 2036:

Projected Population in 2036 in the major Town in the Latrobe City Council

Latrobe City Council Area's	Forecast Year						Change between 2011 and 2036	
	2011	2016	2021	2026	2031	2036	Number	Avg. annual % change
Latrobe City	73,594	77,243	81,246	85,104	88,979	92,855	19,261	1.05
Churchill	5,008	5,044	5,144	5,293	5,459	5,643	635	0.51
Moe - Moe South	9,448	9,903	10,419	10,958	11,550	12,157	2,709	1.15
Morwell	14,205	14,559	15,076	15,418	15,796	16,123	1,918	0.54
Newborough	6,956	7,327	7,613	7,932	8,190	8,436	1,480	0.85
Rural North	3,105	3,128	3,206	3,295	3,362	3,429	324	0.42
Rural North East	2,147	2,200	2,357	2,519	2,683	2,836	689	1.28
Rural South East	3,500	3,655	3,674	3,772	3,891	4,008	508	0.58
Rural South West	3,187	3,232	3,342	3,476	3,577	3,678	491	0.62
Traralgon - Traralgon East	26,038	28,195	30,415	32,441	34,471	36,545	10,507	1.61

Source: forecast.id, from the Estimated Resident Population from ABS

The figures for the projected populations are slightly higher than that data collected during the census as it takes into account the population that may have been missed by the census and the population that were overseas at the time of the census.

The following table highlights the likely change in the population age profiles between 2011 and 2031.

Latrobe City Council Future Population Age Profile

Age Group	2011	2016	2021	2026	2031	Change 2011 to 2031
0-4	4,829	4,793	4,905	4,951	4,929	100
5-9	4,601	4,893	4,988	5,124	5,193	592
10-14	4,804	4,546	4,972	5,090	5,247	443
15-19	5,323	4,774	4,718	5,182	5,324	1
20-24	5,244	4,900	4,789	4,810	5,282	38
25-29	4,804	4,797	4,899	4,823	4,879	75
30-34	4,181	4,748	5,039	5,165	5,095	914
35-39	4,372	4,231	4,867	5,180	5,307	935
40-44	4,757	4,381	4,367	5,042	5,372	615
45-49	5,105	4,666	4,365	4,370	5,059	-46
50-54	5,213	5,044	4,675	4,393	4,409	-804
55-59	4,862	5,062	4,959	4,618	4,354	-508
60-64	4,423	4,771	5,067	5,003	4,696	273
65-69	3,422	4,192	4,667	5,007	4,980	1,558
70-74	2,751	3,238	4,023	4,516	4,880	2,129
75-79	2,081	2,461	2,932	3,679	4,172	2,091
80-84	1,656	1,659	2,021	2,449	3,101	1,445
85 and over	1,360	1,611	1,962	2,428	3,019	1,659
Total	73,788	74,767	78,215	81,830	85,299	11,511

Source: Victoria in Future 2014

It is expected that there will be a number of changes to the distribution of the population across the age groups between 2011 and 2031. The age group that is expected to experience the largest decline in percentage is the 50 to 54 year age group that is expected to decrease from 7.1% to 5.2%

The age group that is expected to increase the most is the 75 to 79 year age group, which is expected to grow from 2.8% to 4.9% of the total population from 2011 to 2031.

Appendix Four: Morwell Demographic Review

Demographic Profile and Population Trends

The following section of the report reviews the demographics information for the Morwell area within the Latrobe City Council region.

The population of Morwell in 2011 was 14,006 people, which accounts for 18.9% of the total Latrobe population. This was increase from 13,766 residents in 2006, an approximate growth of 1.7%.

Age Group Population Profile

The age profile of residents in 2011 according to the ABS Census compared to Latrobe is estimated below:

Population Age Profile of Morwell

	2011		
	Number	%	Latrobe %
0-4 years	923	6.6%	6.6%
5-9 years	808	5.8%	6.3%
10-19 years	1,822	13.0%	13.8%
20-29 years	1,891	13.5%	12.9%
30-39 years	1,473	10.5%	11.6%
40-49 years	1,805	12.9%	13.5%
50-59 years	1,742	12.4%	13.7%
60-69 years	1,560	11.1%	10.7%
70-79 years	1,163	8.3%	6.6%
80-89 years	685	4.9%	3.6%
90-99 years	128	0.9%	0.6%
100 and over	6	0.0%	0.0%
Total	14,006	100.0%	100.0%

Source: Australian Bureau of Statistics, Census of Population and Housing 2006 and 2011

An analysis of the break down of the population into age brackets for Morwell and Latrobe show that there is a slight difference in the breakdown of the population between the two areas. Morwell has a lower proportion of people in the younger age groups (under 19 years) and a higher proportion of people in the older age groups (70+ years) when compared to Latrobe.

Overall, Morwell only has 25.4% of the population aged between 0 and 19 compared to 26.7% for Latrobe, while Morwell has 14.1% aged over 70 years compared to 10.8% for Latrobe.

The major differences between the age group structure of Morwell and Latrobe were:

- A larger percentage of people aged 70 to 79 years (8.3% compared to 6.6%)
- A larger percentage of people aged 80 to 89 years (4.9% compared to 3.6%)
- A smaller percentage of people aged 50 to 59 years (12.4% compared to 13.7%)
- A smaller percentage of people aged 30 to 39 years (10.5% compared to 11.6%)

Country of Birth

The percentage of a population born overseas and the diversity of their country of origin can give an indication of how diverse the population is within the community.

An analysis of the country of birth data for Morwell shows that there is a low level of diversity with a relatively small percentage of the population born overseas. Of the residents that were born overseas the majority of them were born in England.

The table below details the country of birth for residents in Morwell in 2011 and compares it to the greater Latrobe area.

Most Common Countries of Birth - Morwell

	2011		
	Number	%	Latrobe %
Australia	10,644	76.0%	80.6%
England	418	3.0%	3.1%
Italy	399	2.9%	1.0%
Malta	145	1.0%	0.6%
Scotland	140	1.0%	1.0%
Netherlands	129	0.9%	1.1%
Germany	127	0.9%	0.8%
New Zealand	113	0.8%	0.9%
Philippines	98	0.7%	0.5%
Sudan	95	0.7%	0.2%
India	48	0.3%	0.3%
Greece	46	0.3%	0.2%
China (excludes SARs and Taiwan)	35	0.3%	0.4%
Ireland	22	0.2%	0.2%
Total	14,006	100.0	100.0

Languages Spoken at Home

The Morwell area has a higher percentage of residents that speak another language compared to Latrobe with 16.65% of the population speaking another language (compared to 11.54% for Latrobe).

The top five languages other than English spoken within the Morwell area in 2011 are:

- Italian
- Greek
- Arabic
- Maltese
- German

Residents Income Levels

The table below identifies the personal weekly income of residents in Morwell.

Weekly Individual Gross Income Levels of Morwell

	2011		
	Number	%	Latrobe %
Negative income	61	0.5%	0.5%
Nil income	635	5.6%	6.8%
\$1-\$199	982	8.6%	8.2%
\$200-\$299	1,897	16.6%	13.1%
\$300-\$399	1,717	15.0%	12.8%
\$400-\$599	1,552	13.6%	12.9%
\$600-\$799	1,145	10.0%	9.7%
\$800-\$999	720	6.3%	6.9%
\$1,000-\$1,249	565	5.0%	6.6%
\$1,250-\$1,499	326	2.9%	4.3%
\$1,500-\$1,999	388	3.4%	5.3%

\$2,000 or more	316	2.8%	4.7%
Not stated	1,111	9.7%	8.2%
Total	11,415	100.0	100.0

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2011

Analysis of the individual weekly incomes of residents in Morwell and Latrobe shows that there is a higher proportion of the population earning a low income (less than \$400 per week) and a lower proportion earning a high income (\$1,500 per week or more) in Morwell when compared to Latrobe.

Overall, 45.8% of the Morwell population earn less than \$400 per week compared to 40.9% for the Latrobe region, while 6.2% earn a high income (\$1,500 per week or more) compared to 10.0% for Latrobe.

The major differences between the Morwell and Latrobe individual incomes are:

- A larger percentage of people earning \$200 - \$299 (16.6% compared to 13.1%)
- A larger percentage of people earning \$300 - \$399 (15.0% compared to 12.8%)
- A smaller percentage of people earning \$1500 - \$1999 (3.4% compared to 5.3%)
- A smaller percentage of people earning \$2000 or more (2.8% compared to 4.7%)

Vehicle Ownership

The number of vehicles per household is detailed in the table below:

Vehicle Ownership - Morwell

	2011		
	People	%	Latrobe %
None	1,290	9.6%	5.7%
1 motor vehicle	4,516	33.6%	26.8%
2 motor vehicles	4,473	33.3%	39.6%
3 motor vehicles	1,471	10.9%	14.3%
4 or more motor vehicles	609	4.5%	7.5%
Not stated	1,081	8.0%	6.2%
Total	13,440	100.0	100.0

Source: Australian Bureau of Statistics, Census of Population and Housing 2011

The number of cars that a household own can be used as an indicator to their ability to access leisure facilities independently without having to rely on public transport or utilizing other modes of transport.

A review of the vehicle ownership in Morwell shows that the majority of households have access to at least one car (82.3%).

15.3 PLAYGROUND IMPROVEMENT IMPLEMENTATION PLAN**General Manager****Infrastructure and Recreation****For Decision****PURPOSE**

The purpose of this report is to seek Council feedback in relation to a re-allocation of funds allocated to the Playground Improvement Implementation Plan 2015/16 actions.

EXECUTIVE SUMMARY

There is currently \$135,000 in capital funding allocated to the Playground Improvement Implementation Plan year 5 actions for the 15/16 financial year.

The actions identified for year five are found to be inappropriate and somewhat dated, not reflective of current practices in play provision or the needs of our community and Council officers are seeking to have funds reallocated to reflect current public expectations around play provision.

RECOMMENDATION

That Council approves 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.

MOTION**Moved:** Cr Gibson**Seconded:** Cr White**That Council:**

- 1. 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.**
- 2. Communicate this decision to the community including providing signage at each park of the planned works.**

CARRIED UNANIMOUSLY**DECLARATION OF INTEREST**

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives - Recreation

In 20206 Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: affordable and sustainable facilities, services and recreation

Strategic Direction –

Develop and maintain community infrastructure that meets the needs of the community

Promote and support opportunities for people to enhance their health and wellbeing

Enhance and develop the physical amenity and physical appearance of Latrobe City

Continue to maintain and improve access to Latrobe City's parks, reserves and open spaces.

BACKGROUND

The Playground Improvement Implementation Plan is a list of programmed works with a capital budget allocation on an annual basis. The recommendations are based on the Latrobe City Playground Strategy 2005-2021, a document that is currently under review.

The implementation plan is currently in its final year (year 5) and identifies the following works as a priority for the 15/16 financial year:

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PARK & LOCATION	ACTION	AMOUNT
Northern Reserve Collins Street, Morwell	Purchase and install mixed age playground, double swing, see-saw, 2 x spring riders	\$32,000.00
Watsons Park, Heesom Crescent, Churchill	Purchase and install large combo unit, see-saw, double swing	\$30,000.00
Morwell Town Common Elgin Street, Morwell	Upgrades to timber structures	\$21,000.00
Apex Park, Waterloo Road, Moe	Purchase and install theme play pirate ship	\$30,000.00
Jack Harrison Park, Quail Court, Traralgon	Removal	\$4,000.00
Marshall Street Reserve, Marshall Street, Yallourn North	Removal	\$3,000.00
Various – to be determined	Shade sail replacement and repairs	\$15,000.00
Total		\$135,000.00

KEY POINTS/ISSUES

The draft Latrobe City Play Space Strategy provides some alternative recommendations to what is identified in Year 5 of the Playground Improvement Implementation Plan and given the age of the Playground Strategy and that it is currently under review, officers are requesting that the budget be re-allocated to reflect what is proposed in the below table:

PARK & LOCATION	ACTION	AMOUNT
Northern Reserve Collins Street, Morwell	<ul style="list-style-type: none"> • Install pedestrian path to allow accessibility to seating and play space from car park • Install picnic table • Install 2 x park benches • Relocate bin to appropriate location • Remove flying fox, 2 x rockers, junior swings & see-saw • Install Quad Swing Set, new rocker, see-saw and climbing 	\$42,000.00

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PARK & LOCATION	ACTION	AMOUNT
	<ul style="list-style-type: none"> net • Plant additional trees for shade, place logs and basic plantings to rear of space for nature play 	
Watsons Park, Heesom Crescent, Churchill	<ul style="list-style-type: none"> • Remove equipment north of path, consolidating all equipment south of path utilising existing shade from trees • Install timber multi-age play unit, double swing frame, rocker and spinner • Use logs and simple plantings at edge of space for informal seating/balance beams/nature play opportunity • Arrange for a bin to be located at the site 	\$37,000.00
Morwell Town Common Elgin Street, Morwell	<ul style="list-style-type: none"> • Upgrades to timber structures 	\$21,000.00
Apex Park, Waterloo Road, Moe	<ul style="list-style-type: none"> • Appoint play designers to create a play space plan for the whole Waterloo road play precinct, creating a more connected space for the future. Plan to include consultation. 	\$15,000.00
Jack Harrison Park, Quail Court, Traralgon	<ul style="list-style-type: none"> • Replace old gravel paths with concrete pedestrian paths • Remove scrubby shrub like vegetation that may facilitate unsocial behaviour • Additional tree planting throughout the entire reserve for both shade and aesthetic value – particularly over the play space. • Remove all equipment • Install new double swings, spinner, seating and rocker • Relocate bin to more 	\$12,000.00

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PARK & LOCATION	ACTION	AMOUNT
	appropriate location	
Marshall Street Reserve, Marshall Street, Yallourn North	<ul style="list-style-type: none"> • Remove treated pine fort • Consolidate existing equipment • Paint treated pine barriers same colour as equipment • Eradicate grass at rear of playground, shift all play space back when relocating, incorporate some rocks or logs at front of playground to add interest - possibly using paint to help create more interest • Plant small group of trees at front of block for afternoon shade and a forest type play area • Install additional piece of play equipment - spinner 	\$6,500.00
Various – to be determined	Shade sail repair at Tyers Play Space	\$1,500.00
TOTAL		\$135,000

The proposed changes to the implementation plan reflect feedback that has been received from the public during the public exhibition period for the Draft Play Space Strategy. A great deal of comments requested improved social infrastructure, more interesting types of equipment and nature play provision.

All sites have been individually assessed with a view to a more holistic park design, accommodating all users, rather than just the equipment replacement focus that the previous implementation plan held.

The current Implementation Plan has identified two playgrounds for removal in year 5 of the plan. This is based on playgrounds being made obsolete if there is more than one playground within a 500m radius. This guideline is now found to be inappropriate due to constraints such as major roads and steep hills that can detract people from going to the other nearest playgrounds. It is now proposed that we keep these two playgrounds, reallocating funds in the allocated budget to ensure we can accommodate upgrades at the sites identified in the plan.

Apex Park in Waterloo Road Moe has \$30,000 allocated to it for a pirate ship. The recently endorsed Moe/Newborough Outdoor Recreation Plan identifies the need for an investigation of Apex Park in relation to its proximity to both the Moe Access All Abilities (AAA) Play Space and the Lions Park Playground. The consultants that have been assisting with the

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review of the Latrobe City Play Space Strategy have summarised that the whole park (Apex, AAA & Lions) is a destination play space but could be much improved by preparing a play precinct master plan that integrates the areas so that able bodied and less able children can play alongside one another across the whole park. It is proposed that in the reallocation of these funds that this type of plan is prepared.

Council officers have contacted Moe Apex Club and they have advised that they are in support of the reallocation of funds and the development of a master plan.

Council Officers have also identified, through the development of the draft 16/17 budget, that funding should be increased to playground renewal and upgrades. There may be potential in the 16/17 budget to fund additional works.

The reduction in funding for shade sail repairs will be met through existing recurrent budgets. In relation to replacement funding for shade sails the strategy of providing alternative shade through the provision of trees will reduce the need to install and replace shade sails into the future.

RISK IMPLICATIONS

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework. There is not considered to be any risks associated with this report.

FINANCIAL AND RESOURCES IMPLICATIONS

The alternative actions recommended for year 15/16 of the Playground Improvement Implementation Plan can be accommodated within the existing budget.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

There have been discussions with the current president of Moe Apex Club suggesting the alternative action of creating a play precinct master plan for the Moe Apex Park site. The president raised the topic for discussion at a Moe Apex Club meeting in November 2015 and the club were supportive of the idea.

OPTIONS

The following options are available to Council:

1. Approve the alternative actions presented for the 15/16 Playground Improvement Implementation Plan
2. Not approve the alternative actions presented for the 15/16 Playground Improvement Implementation Plan

CONCLUSION

The Playground Improvement Implementation Plan actions for 15/16 are based on the Latrobe City Playground Strategy which is currently under

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review. The alternative actions recommended in this report are more aligned with what is being developed in the new Play Space Strategy, based on a great deal of community feedback received.

These alternative recommendations are an opportunity to start providing play spaces that the community have been asking for.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Revised Year 5 Actions - Playground Improvement Implementation Plan

15.3

Playground Improvement Implementation Plan

- 1 Revised Year 5 Actions - Playground Improvement
Implementation Plan..... 331**

PARK & LOCATION	ACTION	AMOUNT
Northern Reserve Collins Street, Morwell	<p>Install pedestrian path to allow accessibility to seating and play space from car park</p> <p>Install picnic table</p> <p>Install 2 x park benches</p> <p>Relocate bin to appropriate location</p> <p>Remove flying fox, 2 x rockers, junior swings & see-saw</p> <p>Install Quad Swing Set, new rocker, see-saw and climbing net</p> <p>Plant additional trees for shade, place logs and basic plantings to rear of space for nature play</p>	\$42,000.00
Watsons Park, Heesom Crescent, Churchill	<p>Remove equipment north of path, consolidating all equipment south of path utilising existing shade from trees</p> <p>Install timber multi-age play unit, double swing frame, rocker and spinner</p> <p>Use logs and simple plantings at edge of space for informal seating/balance beams/nature play opportunity</p> <p>Arrange for a bin to be located at the site</p>	\$37,000.00
Morwell Town Common Elgin Street, Morwell	Upgrades to timber structures	\$21,000.00
Apex Park, Waterloo Road, Moe	Appoint play designers to create a play space plan for the whole Waterloo road play precinct, creating a more connected space for the future. Plan to include consultation.	\$15,000.00
Jack Harrison Park, Quail Court, Traralgon	<p>Replace old gravel paths with concrete pedestrian paths</p> <p>Remove scrubby shrub like vegetation that may facilitate unsocial behaviour</p> <p>Additional tree planting throughout the entire reserve for both shade and aesthetic value – particularly over the play space.</p> <p>Remove all equipment</p> <p>Install new double swings, spinner, seating and rocker</p> <p>Relocate bin to more appropriate location</p>	\$12,000.00

PARK & LOCATION	ACTION	AMOUNT
<p>Marshall Street Reserve, Marshall Street, Yallourn North</p>	<p>Remove treated pine fort</p> <p>Consolidate existing equipment</p> <p>Paint treated pine barriers same colour as equipment</p> <p>Eradicate grass at rear of playground, shift all play space back when relocating, incorporate some rocks or logs at front of playground to add interest - possibly using paint to help create more interest</p> <p>Plant small group of trees at front of block for afternoon shade and a forest type play area</p> <p>Install additional piece of play equipment - spinner</p>	<p>\$6,500.00</p>
<p>Various – to be determined</p>	<p>Shade sail repair at Tyers Play Space</p>	<p>\$1,500.00</p>
	<p>TOTAL</p>	<p>\$135,000</p>

**15.4 DRAINAGE EASEMENT CREATION MONTANE PARK ESTATE,
NEWBOROUGH**

General Manager

Infrastructure and Recreation

For Decision

PURPOSE

The purpose of this report is to provide Council with an update on the stormwater drainage negotiations at Montane Park Estate, Newborough, and to recommend that Council resolve its intention to compulsorily acquire a drainage easement to address the flooding issues.

EXECUTIVE SUMMARY

Stormwater runoff from the farmland to the south of Montane Park Estate floods residential properties on the estate. To address this, an open drain is required to intercept the overland flow until the farm land is redeveloped.

Discussions with the landowner to this point have failed to find a negotiated solution to construct the open drain, and there is no other option available to address the drainage issues at this location. Under section 187 of the *Local Government Act 1989*, Council may purchase or compulsorily acquire any land which is, or may be, required by Council for, or in connection with, or incidental to, the performance of its function or exercise of its powers. Under the *Land Acquisition and Compensation Act 1986*, Council has the power to acquire this land as an acquiring authority.

The farm land is zoned for future residential development however until that time the properties along the south boundary of the Montane Estate are subject to overland flow and flooding during significant rain events.

It is therefore recommended that Council begins the process of compulsorily acquiring a 10 metre wide drainage easement along the southern boundary of Montane Park estate, utilising the provisions of the *Land Acquisition and Compensation Act 1986*.

MOTION

Moved: Cr Gibson
Seconded: Cr Gibbons

That Council:

1. Resolves that it intends to acquire an interest in part of the property in Bowmans Road, Newborough, being part of the land identified as CP169052 contained in C.O.T Volume 9974 Folio 189;
2. Serve a *Notice of Intention to Acquire an Interest in Land* in accordance with sections 8(1) and 8(2) of the *Land Acquisition and Compensation Act*;
3. Advise the responsible authority in accordance with section 9 of the *Land Acquisition and Compensation Act 1986*;
4. Lodge a Notice with the *Registrar of Titles* in accordance with sections 8(3)(b) and 10(1) of the *Land Acquisition and Compensation Act*.

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

*Latrobe 2026: The Community Vision for Latrobe Valley**Strategic Objectives – Built Environment*

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

Community Outcome – Built Environment

Ensure public infrastructure is maintained in accordance with community aspirations.

*Latrobe City Council Plan 2013 - 2017**Theme and Objectives*

Theme 2: Appropriate, affordable and sustainable facilities, services and recreation

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Strategic Direction – Develop and maintain community infrastructure that meets the needs of our community

Theme 4: Advocacy for and consultation with our community

Theme 5: Planning for the future

Strategic Direction – Built Environment

Ensure Public infrastructure is maintained in accordance with community aspirations

Service Provision – Infrastructure Maintenance

Provide maintenance services for Latrobe City's road, drainage, signage, footpath and tree networks.

BACKGROUND

This area is situated on the south side of Old Sale Road to the east of Narracan Creek (see Attachment 1) and has experienced issues with overland stormwater entering properties within the estate from adjacent farmland. A drainage investigation was undertaken in 2012.

At the Ordinary Meeting on 16 July 2012, it was resolved:

1. *That Council notes the drainage investigation conducted for the Austin Avenue area, Moe, and for the Montane Park estate, Newborough.*
2. *That Council authorise the Chief Executive Officer to negotiate an agreement with the owner of the land to the south of Montane Park estate for the construction of a cut off drain to prevent overland water flows into the Montane Park estate.*
3. *That Council refer the cost of drainage works within the Austin Avenue area to the Capital Works Program for consideration in the 2013/2014 Council budget process.*
4. *That the residents in Montane Park estate potentially affected by flooding due to overland stormwater flows from the adjacent farm land be advised in writing of Council's decision on this matter.*
5. *That a letter be forwarded to all residents in the Austin Avenue area informing them of Council's decision once contact has been made with the owner of the land to the south of Montane Park estate.*

Negotiations with the owner of the land to the south of Montane Park estate, as per resolution item 2 above, have so far failed to find an agreement for the construction of the cut off drain.

As the risk of flooding of residential properties including the buildings remains and there are no other practical options available to address the drainage issues, Administration recommend that an easement be acquired over the land under the Land Acquisition and Compensation Act 1986 so a cut-off drain can be constructed.

KEY POINTS/ISSUES

The only efficient solution available to Council to alleviate the overland storm water issue is to construct an open drain along the south boundary of the Montane Park development (refer Attachment 1). The drain will intercept the overland storm water flows and prevent these waters from entering residential properties on the Montane Park estate.

The farmland to the south of the estate is currently zoned for residential development. Development of the farmland may be undertaken in a manner so as to address the flooding issue through the construction of appropriate drainage systems within any future subdivision, thereby preventing overland flows into the Montane Park estate.

The owner of the farmland has given no time frame for the developing the land.

The subject land is adjacent Bowmans Road, Newborough, being part of the land identified as CP169052 contained in C.O.T Volume 9974, Folio 189.

To facilitate this solution, Council entered into negotiations with the adjoining landowner to construct the drain. These discussions failed to find a solution agreeable to both parties.

In the longer term when the land is subdivided for residential development, this surface drain would be removed and replaced by an underground pipe system.

Given the potential development of the land would alleviate the flooding issues, previous negotiations with the neighbouring landowner have focussed on a lease of the land for the construction of the drain. The property owner has indicated that they are reluctant to enter into such a lease.

Therefore Council Officers recommend that Council resolve to proceed with the Compulsory Acquisition process to enable Council to create the cut-off drain to address the flooding issues until the adjacent property is developed.

RISK IMPLICATIONS

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

This report assists in addressing the risk of residential properties being flooded within the Montane Park estate, by constructing an open drain within a drainage easement.

FINANCIAL AND RESOURCES IMPLICATIONS

While there little to no financial and resource implications arising from Council's intention to acquire the land, once Council goes through the necessary steps required to get to the point of acquiring the land, and resolves that it has acquired it, the *Land Acquisition and Compensation Regulations 1998* would require Council to compensate the landowner for:

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1. The value of the land. As this is assessed independently following the resolution of Council's intention to acquire the land, this cost cannot be determined at this time.
2. Compensation due to disturbance or an amount for the decrease in value of land which is still owned and which is connected with the acquired land. Again this cost cannot be determined at this time.
3. Any reasonable expenses, such as obtaining the help of a solicitor, valuer or professional adviser, which are paid by the affected landowner. This cost may be in the order of \$5,000 to \$10,000.

In addition to this, should Council acquire the land for the drain to be constructed, the estimated construction cost of the drain is approximately \$50,000. This is not a complex project and the cost can be accommodated within Councils annual budget allocation for emergency drainage works, which includes funds for small scale drainage projects.

Council has allocated \$50,000 in the 2015/16 budget for the acquisition of an easement. Therefore depending on the value of the land and associated costs Council may need to allocate additional funding for the easement acquisition.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

There have been a number of discussions with the property owner of the farmland to the south of the estate regarding the drainage issue, drain construction and easement. The property owner has indicated that they do not want the easement or open drain on their property.

Updates have also been provided to the residents of Montane Park estate potentially affected by the flooding.

OPTIONS

The following options are available to Council:

1. Begin the process to compulsorily acquire the land to create an easement to construct a cut off drain to prevent overland flows entering Montane Park estate.
2. Continue to attempt to negotiate an agreement with the landowner.
3. Take no further action on this matter.

CONCLUSION

The farm land to the south of Montane Park estate is currently zoned for residential development in the future. When this occurs, it will resolve the flooding issues currently being experienced in Montane Park estate.

As the development of the farm land may not occur for some years, the construction of a cut off drain is an appropriate measure to address flooding concerns.

Negotiation with the farmland owner to construct the drain has failed to find a mutually agreeable solution.

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Council can acquire the required drainage easement along the southern boundary of the farmland to construct the drain by utilising the provisions of the *Land Acquisition and Compensation Act 1986*, and it is recommended that the process for this acquisition commence so the drainage issues can be addressed.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Montane Park development

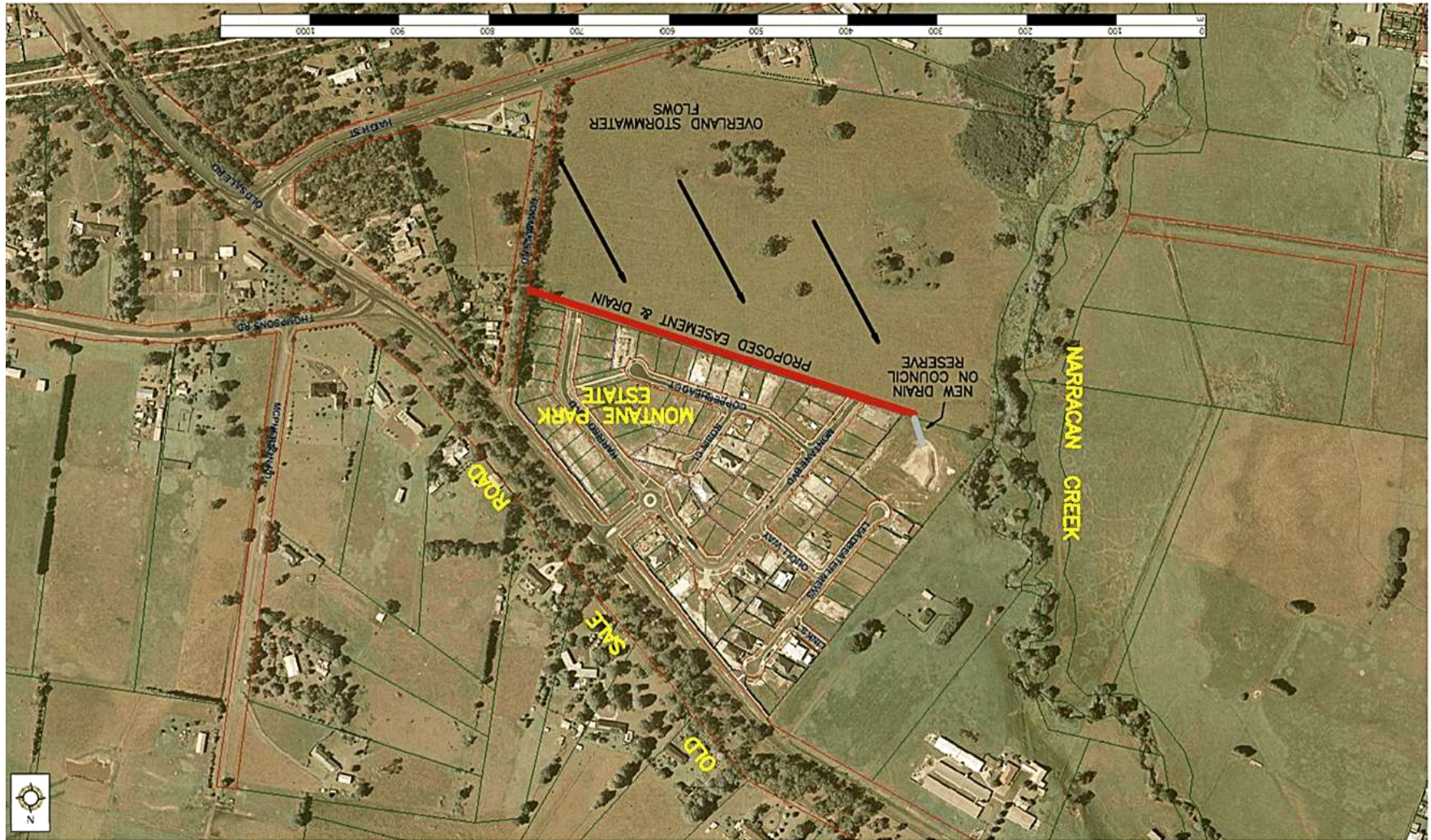
15.4

Drainage Easement Creation Montane Park Estate, Newborough

1	Montane Park development	341
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MONTANE PARK ESTATE, NEWBOROUGH
DRAINAGE ISSUES



ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

15.5 COMMUNITY GRANTS PROJECT MCW151600015 - SECURITY SURVEILLANCE

General Manager

Infrastructure and Recreation

For Decision

PURPOSE

The purpose of this report is to present to Council the community grant application submitted by Gippsland Immigration Park Inc. for project number MCW151600015, the project being: *Security Connection - video surveillance system at Kernot Hall.*

EXECUTIVE SUMMARY

The 2015/16 Community Grants Program was approved by Council at the Ordinary Council Meeting held on 26 October 2015, which also included the approval of the application from Gippsland Immigration Park Inc. for project number MCW151600015 for security connection - video surveillance system.

As the application submitted by Gippsland Immigration Park Inc. is for surveillance equipment; and in accordance with Latrobe City Council's Policy: *'Electronic Surveillance Policy 11 POL-4'* (attachment 1) a separate resolution of Council is required.

The original application for the Security Connection - video surveillance system at Kernot Hall as submitted by Gippsland Immigration Park Inc. is included as attachment 2.

MOTION

Moved: Cr Middlemiss

Seconded: Cr Sindt

That Council:

1. **Resolve to approve the application from Gippsland Immigration Park Inc. for Project MCW151600015 for surveillance equipment, provided that the group complies with Council's *'Electronic Surveillance Policy 11 POL-4'*.**
2. **Write to Gippsland Immigration Park Inc. advising the group of Council's resolution and to provide the group with a copy of Council's *'Electronic Surveillance Policy 11 POL-4'*.**
3. **In accordance with Council's Policy only the Chief Executive Officer will be responsible for authorising the viewing of all security footage when incidents occur including referring any matters to Victoria Police.**

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objective – Recreation

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

Strategic Objective – Culture

In 2026, Latrobe Valley celebrates the diversity of the heritage and cultures that shape our community, with activities and facilities that support the cultural viability of the region.

Strategic Objective – Community

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

Latrobe City Council Plan 2013 - 2017

Themes and Objectives

Theme 1: Job creation and economic sustainability

Theme 2: affordable and sustainable facilities, services and recreation

Theme 3: Efficient, effective and accountable governance

Theme 4: Advocacy for and consultation with our community

Theme 5: Planning for the future

Strategic Direction:

- Promote and support more involvement of children in active recreation and sport.
- Develop and maintain community infrastructure that meets the needs of our community.
- Promote and support opportunities for people to enhance their health and wellbeing.
- Encourage and create opportunities for more community participation in sports, recreation, arts, culture and community activities.

BACKGROUND

Community grants are allocated to programs, activities/events, or facilities that will assist in the ongoing development or maintenance of the

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

recreational, social and cultural needs of the citizens of Latrobe City, thus contributing to the overall development of the municipality.

As surveillance equipment has not been requested by a community group within our Community Grants Program in the past, advice received from Latrobe City Council's Governance Team is that the application from Gippsland Immigration Park Inc. be further discussed and resolved by Council in a separate report, in addition to the 2015/16 Community Grants Program Report.

The application MCW151600015 submitted by Gippsland Immigration Park Inc. was approved at the Ordinary Council Meeting on 26 October 2015 subject to a further resolution of Council, in accordance with Council's *'Electronic Surveillance Policy 11 POL-4'*. The group has since been advised of Council's decision.

A set of video surveillance cameras was previously installed along the heritage walk, as a security measure to safeguard the panels.

The 2015/16 community grant application submitted by Gippsland Immigration Park Inc. is for the wireless connection to a computer which monitors the surveillance footage and is stored in the tech office inside Kernot Hall.

KEY POINTS/ISSUES

The following extract from Council's *'Electronic Surveillance Policy 11 POL-4'* in regards to electronic surveillance, needs to be adhered to by Gippsland Immigration Park Inc. in regards to the 2015/16 community grant allocated to group.

'Latrobe City has developed an electronic surveillance policy as a strategy to minimise and address the incidence of unlawful activity on Council owned or controlled property.

The policy has been developed as a strategy in the interests of contributing to public safety and/or the protection of Council assets. The Council will ensure that the implementation of electronic surveillance does not intrude unreasonably into the privacy of citizens who are not under suspicion.

Electronic surveillance will be implemented only when Council has substantial grounds to believe that unlawful activity is being undertaken and will only target areas in which unlawful conduct is likely to be recorded.

The policy only relates to fixed and/or concealed electronic surveillance devices and includes the use of any electronically operated device such as video, film, electronically operated remote controlled cameras, tape recorders, computers, telephones and telephone bugging devices used expressly for the purpose of surveillance.

No electronic surveillance is to be undertaken without a resolution of the Council. As a general principle the Council will only authorise the use of electronic surveillance when all other reasonable measures have proved ineffective in solving the problem or unlawful activity. The operators of any electronic surveillance system authorised by the Council are accountable for their conduct to the Council.

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

In addition:

- *Electronic surveillance may be conducted only for the purpose of protecting the public against an identified risk to the security or safety of property, assets, or members of the public.*
- *Electronic surveillance will be limited in scope, targeting only areas in which unlawful conduct is likely to be recorded.*
- *Electronic surveillance may be conducted only for a limited time period, such as until the perpetrator of the unlawful activity is identified.*

Strict controls will exist over the operation of the system, including authorisation of who may receive and view tapes, secure storage and erasure of recordings. Such authorisation may only be given by the Chief Executive Officer of the Council. Proper records must be maintained of the electronic surveillance operation, including documentation of the final resolution of the problem. If electronic surveillance is conducted in an area accessed by citizens, a sign shall be installed in the area informing citizens of the conduct of electronic surveillance.

Exclusions:

1. *This policy does not apply to the use of speed cameras or police radar devices implemented for Victoria Police.*
2. *The use of fixed lens video cameras in automatic teller machines is excluded from this policy.*
3. *Cash collection points (cashiers and teller terminals) operated by the Council are exempt from this policy.*
4. *Use of cameras for the purpose of monitoring the health and safety of employees working in isolation are excluded from this policy.'*

RISK IMPLICATIONS

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

This project could potentially be identified as a risk in regards to the control of ensuring community confidence with the storage of the recordings from the surveillance equipment, if Gippsland Immigration Park does not comply with Council's '*Electronic Surveillance Policy 11 POL-4*'.

FINANCIAL AND RESOURCES IMPLICATIONS

The 2015/16 budget allocations for the Community Grants Program are:

Grant Category	Budget
Minor Capital Works	\$360,000.00
Community Development	\$30,000.00
Events	\$25,000.00
Community Venue Hire	\$20,000.00
TOTAL	\$435,000.00

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

Gippsland Immigration Park has been awarded \$1,450 towards their project number MCW151600015 for electronic surveillance equipment.

Gippsland Immigration Park Inc. will need to cover all additional costs associated with locating any surveillance equipment in Kernot Hall.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

Details of Community Consultation / Results of Engagement:

For the 2015/16 Community Grants Program an extensive advertisement program was undertaken, with advertisements placed in the Latrobe Valley Express, WIN Television and Latrobe City Council's Facebook page.

OPTIONS

1. That Council resolve to allow Gippsland Immigration Park Inc. to install the surveillance equipment at Kernot Hall, in accordance with Council's *'Electronic Surveillance Policy 11 POL-4'* at no additional cost to Council.
2. That Council resolve to *not* allow Gippsland Immigration Park to install the surveillance equipment at Kernot Hall and that the \$1,450 allocated to the group for project number MCW151600015 be rescinded and the funding returned to the Minor Capital Works funding pool, to be utilised in the additional round of small equipment grants to open early in 2016.

CONCLUSION

If Council resolves to allow Gippsland Immigration Park to install the electronic surveillance equipment at Kernot Hall, the group must abide by Council's *'Electronic Surveillance Policy 11 POL-4'*, with particular emphasis placed on the following sections of the policy:

- *Council will ensure that the implementation of electronic surveillance does not intrude unreasonably into the privacy of citizens who are not under suspicion.*
- *Strict controls will exist over the operation of the system, including authorisation of who may receive and view tapes, secure storage and erasure of recordings.*
- *Proper records must be maintained of the electronic surveillance operation, including documentation of the final resolution of the problem.*
- *If electronic surveillance is conducted in an area accessed by citizens, a sign shall be installed in the area informing citizens of the conduct of electronic surveillance.*

In accordance with Council's only the Chief Executive Officer will be responsible for authorising the viewing all security footage when incidents occur.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Latrobe City Council's Electronic Surveillance Policy 11 POL-4
2. 2015/16 Community Grant Application from Gippsland Immigration Park Inc.

15.5

Community Grants Project MCW151600015 - Security Surveillance

- | | | |
|----------|--|------------|
| 1 | Latrobe City Council's Electronic Surveillance Policy 11
POL-4 | 349 |
| 2 | 2015/16 Community Grant Application from Gippsland
Immigration Park Inc. | 351 |

Document Name: **Electronic Surveillance Policy**

11 POL-4

Adopted by Council: **7 February 2011**

Policy Goals

Latrobe City has developed an electronic surveillance policy as a strategy to minimise and address the incidence of unlawful activity on Council owned or controlled property. The policy has been developed as a strategy in the interests of contributing to public safety and/or the protection of Council assets. The Council will ensure that the implementation of electronic surveillance does not intrude unreasonably into the privacy of citizens who are not under suspicion. Electronic surveillance will be implemented only when Council has substantial grounds to believe that unlawful activity is being undertaken and will only target areas in which unlawful conduct is likely to be recorded.

The policy only relates to fixed and/or concealed electronic surveillance devices and includes the use of any electronically operated device such as video, film, electronically operated remote controlled cameras, tape recorders, computers, telephones and telephone bugging devices used expressly for the purpose of surveillance.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Regulation and Accountability

Latrobe 2026:

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

Council Plan:

- Ensure that Latrobe City Council meets all relevant legislative obligations and is positioned to respond to legislative change in a manner which inspires community confidence.

Governance

Latrobe 2026:

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.

Council Plan:

- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.

Policy Implementation

No electronic surveillance is to be undertaken without a resolution of the Council. As a general principle the Council will only authorise the use of electronic surveillance when all other reasonable measures have proved ineffective in solving the problem or unlawful activity. The operators of any electronic surveillance system authorised by the Council are accountable for their conduct to the Council. In addition:

- Electronic surveillance may be conducted only for the purpose of protecting the public against an identified risk to the security or safety of property, assets, or members of the public.
- Electronic surveillance will be limited in scope, targeting only areas in which unlawful conduct is likely to be recorded.
- Electronic surveillance may be conducted only for a limited time period, such as until the perpetrator of the unlawful activity is identified.

Strict controls will exist over the operation of the system, including authorisation of who may receive and view tapes, secure storage and erasure of recordings. Such authorisation may only be given by the Chief Executive Officer of the Council. Proper records must be maintained of the electronic surveillance operation, including documentation of the final resolution of the problem.

If electronic surveillance is conducted in an area accessed by citizens, a sign shall be installed in the area informing citizens of the conduct of electronic surveillance.

Exclusions:

1. This policy does not apply to the use of speed cameras or police radar devices implemented for Victoria Police.
2. The use of fixed lens video cameras in automatic teller machines is excluded from this policy.
3. Cash collection points (cashiers and teller terminals) operated by the Council are exempt from this policy.
4. Use of cameras for the purpose of monitoring the health and safety of employees working in isolation are excluded from this policy.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 08/02/2011.

2015/16 Minor Capital Works

2015/16 Minor Capital Works Application

Application MCW151600015 from Gippsland Immigration Park Inc

IF YOUR GROUP DOES NOT HAVE AN AUSTRALIAN BUSINESS NUMBER, OR IS NOT INCORPORATED; OR IS NOT ABLE TO APPOINT AN INCORPORATED ORGANISATION TO AUSPICE THIS GRANT APPLICATION - DO NOT PROCEED WITH THIS APPLICATION - YOUR GROUP IS NOT ELIGIBLE TO APPLY FOR A COMMUNITY GRANT.

Refer to the Australian Taxation Office for further information about registering for an [Australian Business Number](#)

Do you acknowledge that your group must have either: an Australian Business Number; be incorporated; or appoint a incorporated group or organisation to AUSPICE your grant - to be eligible for a Latrobe City Council Community Grant? *

Yes

REMEMBER TO PRESS THE 'SAVE PROGRESS' TAB BEFORE GOING TO THE NEXT PAGE

WHEN YOU PRESS THE 'SAVE PROGRESS' TAB - YOU ARE AUTOMATICALLY TAKEN TO THE TOP OF THE PAGE YOU ARE WORKING ON.

PRESS THE 'NEXT PAGE' TAB TO PROCEED TO THE NEXT PAGE.

PRESS THE 'SAVE AND CLOSE' TAB TO EXIT THE APPLICATION.

YOU CAN LOG BACK IN AT ANY TIME TO CONTINUE YOUR APPLICATION.

GROUP INFORMATION

* indicates a required field.

PROVIDE INFORMATION ABOUT YOUR GROUP

Group name *	Gippsland Immigration Park Inc Use title case here e.g. Latrobe City Council
Group contact person *	Mr Graham Goulding Please use tital case e.g. John Smith
What is your position title in the group *	Secretary
Group postal address - where all correspondence will be sent. *	4467 Old Sale Road Westbury VIC 3825 Australia Use Title Case when typing the address and CAPITAL LETTERS for Suburb e.g. MELBOURNE
Location where your group conducts most of its activities *	Princes Way / Kernot Hall Morwell TAS 3840 Do not enter a post office box number here
Indicate the Ward where the project is taking place *	Central Ward Refer to the link below for information about Latrobe City WARDS
	Map of Latrobe Valley with WARD structure
Telephone number - landline	(03) 5127 2447

2015/16 Minor Capital Works**2015/16 Minor Capital Works Application**

Application MCW151600015 from Gippsland Immigration Park Inc

- * If not applicable - enter 0000 0000
- Mobile phone number *** 0427 088 362
- Email address *** goulding@vic.australis.com.au
- Website address** www.gippslandimmigrationpark.com.au
If applicable
- Does your group have a bank account *** Yes
Your group must have a bank account for Council to transfer the grant funds to - if this application is successful
- Has your group submitted any other applications in this round? *** This is the only application

ABN DETAILS**Enter your group's Australian Business Number ***

28 248 304 786

Information from the Australian Business Register	
ABN	28 248 304 786
Entity name	Gippsland Immigration Park Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	3825 VIC
<i>Information current as at 12:00am today</i>	

Must be an ABN

Your group name on this application must be the same as the Organisation Name in the ABN box above. DO THEY MATCH? *

Yes

INCORPORATION

Incorporated Groups/Organisations have gone through the legal process of becoming incorporated and have their constitution registered with Consumer Affairs Victoria.

Is your group Incorporated? * Yes

What is your group's Incorporation Number? * A0051536T

AUSPICE (Not Applicable)

This section has been disabled because of your response to question: "Does your group require an Auspice?" on page 2

2015/16 Minor Capital Works

2015/16 Minor Capital Works Application

Application MCW151600015 from Gippsland Immigration Park Inc

If your group does not have:

1. An Australian Business Number
2. An Incorporation Number, or
3. A bank account

You may appoint an Incorporated organisation to AUSPICE your group. You are required to obtain a signed declaration from the appointed Auspice to manage this grant or your group's behalf.

If this application is successful, the grant funding will be paid to the Auspice, to manage the grant funding on your group's behalf.

Auspice ABN *

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN

Auspice Position *

CEO, Manager etc.

Auspice Postal Address *

Must be an Australian post code

Auspice Office Phone
Number *

Must be an Australian phone number

Provide copy of the written
consent from your Auspice *

No files have been uploaded

PROJECT INFORMATION

* indicates a required field.

PRIORITY 1 PROJECT

If more than one project is being proposed in this grant application, list them in order of priority.

Note: the maximum amount of funding per group in a financial year is \$5,000 - therefore the total amount requested should not exceed \$5,000.

Is your Priority 1 project a NEW project or a continuation of an existing project? *

This is a NEW project

2015/16 Minor Capital Works

2015/16 Minor Capital Works Application

Application MCW151600015 from Gippsland Immigration Park Inc

Priority 1 - Brief description of project *

Security Connection - Linking Gippsland Heritage Walk video surveillance to Kernot Hall security system.

Must be no more than 50 words

Priority 1 - Provide further details about the project *

As a security measure to safeguard the panels along the Gippsland Heritage Walk, a set of video surveillance cameras have been installed along the walk. As the Kernot Hall security system is monitored more closely than the walk, in discussion with Council staff, it was agreed that a connection between the two systems would enable Council staff to monitor the walk as well as Gippsland Immigration Park members. This would enhance the ability to respond to any damage to the works along the walk.

Must be no more than 300 words

Priority 1 - Provide details of the group's 'need' for this project *

As a project that has cost more than \$200,000 there is a strong desire to see the Heritage Walk remain in excellent condition. This will ensure that the walk continues to be well received and attract positive comments. It will also enable the Park members to quickly respond to any vandalism along the walk and organise any necessary repairs.

This question forms part of the selection criteria

Priority 1 - Expected start date of project *

21/09/2015

Must be a date

Priority 1 - Expected completion date of project *

27/11/2015

Must be a date

PRIORITY 2 PROJECT (Not Applicable)

This section has been disabled because of your response to question: "How many projects are you applying for in this application?" on page 2

Is your Priority 2 project a NEW project or a continuation of an existing project? ***Priority 2 - Brief description of project *****Priority 2 - Provide further details about the project ***

Must be no more than 300 words

Priority 2 - Provide details of the group's 'need' for this project *

This question forms part of the selection criteria

Priority 2 - Expected start date *

Must be a date

Priority 2 - Expected completion date *

Must be a date

PRIORITY 3 PROJECT (Not Applicable)

This section has been disabled because of your response to question: "How many projects are you applying for in this application?" on page 2

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Estimate the number of people likely to benefit from the proposed project/s *

Very difficult to estimate but in the 100s.

This question forms part of the selection criteria

Social inclusiveness - outline how your group and the proposed project/s meets the needs of people with a disability, the aged, families and youth. *

As a security measure, it would enhance the sense of safety for all of these groups.

This question forms part of the selection criteria

Is the proposed projects in partnership with any other groups? *

Yes

Name of other group/s in partnership with this project.

This project would be completed in partnership with Latrobe City.

If applicable

SHARED FACILITIES (Not Applicable)

This section has been disabled because of your response to question: "Does your group share a facility with other user groups" on page 2

Does your group share a facility with other user groups? *

Will the proposed project/s impact other user groups in any way? *

If the proposed project/s does impact other user groups - provide details here. *

Written approval from all the other user groups in support of your group's project is required, if the project impacts or them in any way. *

No files have been uploaded

Attach copy/s of written approval from other user groups here. Failure to do so may result in the application being declined

FINANCIAL INFORMATION

*** indicates a required field.**

IN THIS SECTION INCLUDE HOW MUCH YOUR GROUP IS REQUESTING FOR THE PROPOSED PROJECT/S, FOR EACH PROJECT IN ORDER OF PRIORITY.

A group can apply in multiple categories within our Community Grants Program however; the combined amount requested overall should not exceed \$5,000.

\$5,000 is the maximum amount that you can ask for in the Minor Capital Works Category.

Priority 1 - Requested Amount *

\$1,450.00

Must be a dollar amount

Priority 2 - Requested Amount (if applicable)

\$

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Must be a dollar amount

Priority 3 - Requested Amount (if applicable)

\$

Must be a dollar amount

What is total amount requested from Council in this application? *

\$1,450.00

Must be a dollar amount

If the full amount requested from Council is NOT granted, will your group still proceed with the project/s? *

Yes

If you answered 'No' to the previous question, please provide details here.

INCOME SOURCE

Provide further information in this section regarding your group's contribution, other grants or fundraising activities that will support the proposed project.

COUNCIL WILL NOT FULLY FUND PROJECTS - IT IS EXPECTED THAT GROUPS CONTRIBUTE TO THEIR PROPOSED PROJECTS**What is the total cost of the proposed project/s? ***

\$1,700.00

Must be a dollar amount

How is your group contributing to the proposed project/s? *

Contribution less than the requested amount from Council

This question forms part of the selection criteria

What is your group's cash contribution towards the proposed project? *

\$250.00

It is expected that groups also contribute to the project. Enter 0 if your group is not contributing funds

If your group is providing in-kind support, provide details i.e. skills, qualified trades etc.

No - not applicable

For example trade or non trade qualified

Estimate the value of in-kind support

\$

Non qualified \$15 per hour / Qualified \$45 per hour

Provide details of fundraising activities carried out by your group to support this project

Not applicable

Up to 50 words

What is the total amount your group has raised through fundraising activities

\$

Must be a dollar amount - enter 0 if none

Has your group sourced other grants from local/regional departments? If yes, enter the amount here.

\$

Must be a dollar amount - enter 0 if none

Provide details of any other grants or funding your group has sourced to support the proposed project.

2015/16 Minor Capital Works**2015/16 Minor Capital Works Application**

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Not applicable

IN THE NEXT SECTION, DESCRIBE HOW THE COST OF THE PROJECT WAS DETERMINED.

*Quotes from qualified 'registered' businesses or tradesperson must be sought and copies attached to this application.**Applications will not be considered unless quotes are supplied.***ITEMS OF EQUIPMENT AND/OR PROPOSED WORKS TO BE LISTED AND COSTED SEPARATELY**

Quotes must be supplied for each item and correctly labelled e.g. if the expenditure item (project) is for purchase of a mower, then name the uploaded file as 'quote for mower'.

IF QUOTES ARE NOT PROVIDED HERE - THIS APPLICATION MAY BE DEEMED AS INELIGIBLE.

Hint: you can either scan your quotes or take a photo with your mobile phone and upload below.

Expenditure *	\$	Attach copy of quotes to support the expenditure of each item *
Cable installation	\$1,700.00	<ul style="list-style-type: none"> GIPPSLAND IMMIGRATION PARK 10401 Security.pdf 108.9 kB
	\$	No files have been uploaded
	\$	No files have been uploaded
	\$	No files have been uploaded
	\$1,700.00	

QUOTES**Did you attach a quote/s in the table above, in support of this application? ***

Yes

This question forms part of the selection criteria

Are you aware that if you do NOT provide a quote from a registered business or tradesperson in support of this application, the application will be considered ineligible? *

Yes

Latrobe City Council staff will NOT contact you to enquire why the quote/s to support your application, have not been provided.

PROVIDE DETAILS OF PREVIOUS FUNDING RECEIVED FROM LATROBE CITY COUNCIL**Did your group receive a community grant in 2014/15? ***

Yes

If your group received a grant in 2014/15, what was the total of that grant? *

\$4,270.00

Enter zero if not applicable

Has your group submitted an 'Accountability Report' for all previous Latrobe City Council community grants received? *

Yes

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If unknown, contact the Grants Officer on 5128 5664 or email Carol.Bolding@latrobe.vic.gov.au

Are you aware that your group will NOT be considered for a future Latrobe City Council community grant, unless an acquittal (with attached receipts/invoices) has been provided for all previous grants, regardless of how long ago that grant/s was awarded to your group? *

Yes

Does your group receive any other type of financial assistance from Latrobe City Council? For example, low cost or rent free premises, annual maintenance assistance etc *

Yes

Provide details of other assistance.

The Council undertakes maintenance works at Gippsland Immigration Park. In the past 12 months the Council has contributed funds for the installation of electricity, lighting and security.

If you answered YES to the previous question - describe the type of support received from Latrobe City Council

Total amount of other assistance

\$10,000.00

If applicable

PROJECT PLANNING FOR BUILDING, RENOVATION, CONSTRUCTION PROJECTS

* indicates a required field.

COMPLETE THIS SECTION FOR BUILDING, CONSTRUCTION AND RENOVATION PROJECTS

Does your project require a permit and/or approval?

- *Building Permits are required for most building works including extensions, alterations, verandahs, roofed pergolas, carports, garages, sheds, restumps, swimming pools, spas and some fences.*

Refer to our website for further information about [permits](#)

Does your project require a PERMIT? *

No

List the key tasks required to complete the proposed project. *

Install the cabling from the security camera base at the Deck in Immigration Park to a transmitter on the roof which links with Kernot Hall security where a receiver will be installed and a computer to receive the information..

Must be no more than 300 words

Who will be carrying out the works for the proposed project? *

Contractor

Name of person carrying out the works *

Mr Neil Kitchenn

STAGE OF YOUR PROJECT

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Are the concept plans/project outcomes prepared? *

Yes

Provide details of the concept plans

As per the attached quote.

Upload copy of concept plans here

No files have been uploaded

Are the detailed designs for specification completed? *

Other: As per the attached quote.

Provide details of the design specifications

See quote.

Upload copy of design specifications here

No files have been uploaded

Include any other information if required

Upload any other plans or drawings that will support your application

No files have been uploaded

LAND OWNER APPROVAL - FOR SITE SPECIFIC, ON-GROUND PROJECTS

*** indicates a required field.**

This section has been disabled because of your response to question: "Does your project require 'Land Owner' approval?" on page 2

COMPLETE THIS SECTION IF THE LAND WHERE THE PROPOSED PROJECT IS TAKING PLACE, IS NOT OWNED BY YOUR GROUP OR OWNED/MANAGED BY LATROBE CITY COUNCIL.

Name of the land owner where the proposed project is to occur *

If land is owned by an organisation - provide details here *

Location of land where the proposed project will take place *

Land owner's postal address *

Land owner's phone number *

Land owner's email address *

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Land owner's written permission required - attach a scanned copy of the signed letter *

No files have been uploaded

FEEDBACK

* indicates a required field.

TO ASSIST US TO CONTINUOUSLY IMPROVE OUR COMMUNITY GRANTS PROGRAM, IT WOULD BE USEFUL AND APPRECIATED IF YOU COULD CONFIRM THE FOLLOWING DETAILS:

How did you hear about our Community Grants Program *

Local paper advertisements

Are the Guidelines & Information for our Community Grants Program easy to understand? *

Yes

If NO, please indicate how the Guidelines could be improved.

Is our online application form easy to use? *

Yes

If NO, please indicate how our online application form could be improved.

How long did it take you to complete your online application? *

Two hours

If you answered 'more than one day', and would like to provide feedback, please do so here

Any other comments?

APPLICANT'S DECLARATION

* indicates a required field.

Latrobe City Council respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the Trustees'/Directors' powers, functions and purposes. It may also be used by the Trustees/Directors and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery.

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I certify that all details supplied in this application and in any attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of my organisation/group. *

Yes

Do you declare that you have read the Guidelines and Information for applicants in relation to this application form? *

Yes

Do you declare that you will contact Latrobe City Council immediately if any information provided in this application changes or is incorrect? *

Yes

Do you declare that if you need to change any personal details in the application, you will contact Latrobe City Council? *

Yes

Personal details such as: contact person, address of group, phone numbers etc.

Do you understand that the information in this application will be used in accordance with relevant legislation and declare that all the information is correct to the best of my knowledge? *

Yes

Do you declare that you have been authorised by the applicant group to prepare and submit this grant application to Latrobe City Council? *

Yes

Do you declare that you are authorised to complete this application and have read and understood the declaration and privacy statement above? *

Yes

Do you declare that the information included in this application is true and correct and that your group will abide by all of the conditions set out in the Community Grants Program Guidelines & Information? *

Yes

Do you declare that if this application is successful, your group will retain all invoices/receipts as supporting documentation and complete an acquittal for this application? *

Yes

Authorised person's name. *

Mr Graham Goulding

Position held in Group *

Secretary

Date of declaration. *

24/07/2015

Must be a date

SUBMITTING YOUR APPLICATION

How to 'Submit' your application

- Press the 'Save Progress' tab then press the 'Next Page' tab until the 'SUBMIT' tab is visible (*either at the top or bottom of the screen*).

2015/16 Minor Capital Works

2015/16 Minor Capital Works Application

Application MCW151600015 from Gippsland Immigration Park Inc

- If the SUBMIT tab is visible but not active - this means that you have not answered a required question or questions.
 - These questions will be highlighted (in pink) within the application. Go back and complete these questions. 'SAVE Progress', press 'Next Page' until the 'Submit' tab is again visible, then 'SUBMIT' your application.
 - When you click on the 'SUBMIT' tab, your application will be lodged with Latrobe City Council.
 - You will be taken back to the 'submissions' page and you will receive an automated email (*with a PDF version of your application attached*) to confirm the application has been submitted.
-
- If you do NOT receive a confirmation email, please contact our Community Grants Officer on 5128 5664.
-
- To view your application – press on the 'My Submissions' tab or 'Log Out' to exit the community grants application section.
 - Once you 'SUBMIT' your application, no further changes can be made to the application.
 - You can view your application at any time by logging back in to your group's account and pressing on the 'My Submissions' tab.
 - If you wish to print your application, press on 'Download PDF' tab and print.

COMMUNITY SERVICES

16. COMMUNITY SERVICES

**16.1 MORWELL AND DISTRICTS COMMUNITY RECOVERY
COMMITTEE DOORKNOCK REPORT - MORWELL EAST**

General Manager

Community Services

For Information

PURPOSE

The purpose of this report is to provide to Council for information the Morwell and Districts Community Recovery Committee's Doorknock Summary Report – a check in on the health, resilience and social cohesion of a site in Morwell East within the mine fire impacted community.

EXECUTIVE SUMMARY

The Morwell and Districts Community Recovery Committee (Committee) is an independent community committee originally formed during the Hazelwood Mine Fire by the State Government. All Committee members are volunteers. Council works with the Committee in recovery by arrangement with the State to support recovery and resilience activities.

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services has funded Latrobe City Council to deliver a Community Resilience program to the Morwell community. The program's focus is to seek guidance from the Committee and work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience. The plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan.

The Community Resilience team has undertaken an audit of all the projects, services, activities and initiatives in the Morwell district which have commenced, been developed or funded as a result of or in connection to the Hazelwood Mine Fire, or which align with the six strategic objectives of the Municipal Public Health and Wellbeing Plan 2013-2017 as identified below:

- Being Active
- Eating Well
- Protecting Our Health
- Staying Connected
- Feeling Safe
- Skills for Healthy Communities

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

In addition to this work, the Committee has sought to gather from the mine fire impacted community their views, thoughts and suggestions for improving health. Considering the size of the Morwell community, it was determined that this work would start at a neighbourhood level. The first neighbourhood identified for this piece of work was a pilot area which covers the neighbourhood bounded by Commercial Road, Driffield Road, Princes Freeway and Hazelwood Road, now known as the Rose Garden neighbourhood.

This report focuses on the second chosen neighbourhood – Morwell East, an area between Maryvale Road, Well Street, Crinigan Road, Junier/Vary Streets and along Waterhole Creek to Morwell Park Primary School.

MOTION

Moved: Cr Middlemiss
Seconded: Cr Sindt

That Council receives and notes the Morwell and Districts Community Recovery Committee Morwell East Doorknock Report – a check in on the health, resilience and social cohesion of a site within the mine fire impacted community.

Moved: Cr Harriman
Seconded: Cr White

That Council grants an extension of speaking time for Cr Middlemiss.

CARRIED UNANIMOUSLY

THE MOTION WAS PUT AND CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Our Community

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

Latrobe City Council Plan 2013 - 2017

Theme and Objectives

Theme 2: affordable and sustainable facilities, services and recreation

Strategic Direction – Promote and support opportunities for people to enhance their health and wellbeing.

BACKGROUND

The neighbourhood survey was undertaken in partnership with Berry Street (Gippsland) as part of their commitment to Latrobe Valley under the “Making Morwell a Good Childhood Place” initiative to actively engage families, business and community leaders to build on the strengths and capacities of the community. This partnership provided a collaborative approach to deliver enhanced outcomes and positively transform the community.

Berry Street provided staff resourcing to assist with each stage of the resilience planning approach, including the development of an agreed survey to include access to vocational pathways and education; access and utilisation of maternal and child and preschool services; local job opportunities and aspirations; and neighbourhood transience.

All 824 households within the ‘footprint’ area were provided the opportunity to participate in the survey. One hundred and sixty-one completed surveys were received; 80 completed face-to-face and 81 returned by mail.

Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan.

The survey sought to create a positive future orientation for residents – focusing on how the community could become healthier, more resilient and connected as opposed to focusing on past events and the challenges people experienced during that time.

The Morwell and Districts Community Recovery Committee have endorsed the Survey Response Summary Report for Morwell East and requested that a copy of the doorknock report be provided to Council for information.

KEY POINTS/ISSUES

A summary of findings show that residents remain optimistic about the future of their neighbourhood. Many have a strong connection to the area with established social and community networks.

- 80% of comments relate to the area being quiet, friendly, with good neighbours.
- 53% enjoy the familiarity of the area, and its proximity to work, family and friends.

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

- 55% of people surveyed plan to stay in the area for at least 10 years.
- 81% state that they were comfortable in asking their neighbours for help which demonstrated strong social cohesion.
- 83% of residents stated that they felt “safe” or “very safe” during the day. The results did show a high personal safety rating during the day and night, although there was some hesitancy for being out alone after dark.
- Walking was identified as a key opportunity to enhance physical activity with 62% of residents in the site regularly walking.
- 74% identified access to the internet with a growing use of social media technology.
- In discussing what residents believed were the elements having a negative effect on their neighbourhood, 17% indicated environmental concerns relating to recent bushfire activity, the local power stations and quality of the air.
- 47% of comments centred on traffic issues including speeding and ‘hooning’ drivers (particularly down the hilly streets).
- 37% cited a lack of care around untidy private and public rental properties having a detrimental impact on the street-scape.
- 32% were concerned about undesirable neighbours in their area, safety and security, and a loss of community spirit.
- 13% outlined concerns about a shortage of services, fewer opportunities and limited access to shops.
- Job opportunities for young people were a significant neighbourhood concern.
- On a positive note, 9% of people stated they had no negative issues to report.
- Of those surveyed, 44% were aware of the Morwell and Districts Community Recovery Committee.
- Of those who were familiar with the committee some recall seeing information in the local newspaper, while others have heard of the committee, but are unsure of their achievements.
- There was interest in attending a neighbourhood event to hear the results of the survey, with 55% indicating they would like to attend such an event.

RISK IMPLICATIONS

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

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

There is not considered to be any risks associated with this report.

FINANCIAL AND RESOURCES IMPLICATIONS

This report is an information document for Council and does not have any financial and resource implications.

INTERNAL/EXTERNAL CONSULTATION

Engagement Method Used:

This report relates to the following specific objectives within the Community Engagement Strategy and Action Plan 2015-2019:

- create opportunities for community members to be involved and have a say in matters of interest that may affect them;
- assist the community to understand how their input may have been used to influence the final decision; and
- develop and maintain an effective feedback process throughout all aspects of the community engagement process.

In line with the IAP2 Spectrum, the level of engagement appropriate for this project included: Inform; Consult; and Involve;

The next phase involving the development of a Neighbourhood Resilience Plan will utilise the collaboration and empowerment stages of the public participation spectrum.

Details of Community Consultation / Results of Engagement:

This report on the Survey Summary Response for Morwell East is based on the survey undertaken by Latrobe City Council and Berry Street staff in the designated area in November 2015. Tools used included doorknocking for face-to-face interviews and letter box dropping for survey completion and return by mail. These tools ensured that all 824 households in the area were provided the opportunity to participate. The return rate was 20%, comprising 50% face-to-face and 50% by mail.

OPTIONS

Council can receive and note the Morwell and Districts Community Recovery Committee Morwell East Doorknock Report.

CONCLUSION

Community Recovery Committee representatives have met with the neighbourhood working group to discuss these survey results at two facilitated workshops. These workshops have identified and prioritised actions for their "Morwell East Resilience Plan" to support enhanced health, wellbeing, resilience, social cohesion and opportunities.

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

It is anticipated that the work of the Committee will be more broadly shared and where possible replicated at a neighbourhood level in other areas to identify place based actions.

SUPPORTING DOCUMENTS

Nil.

Attachments

1. Morwell East Survey Summary Report

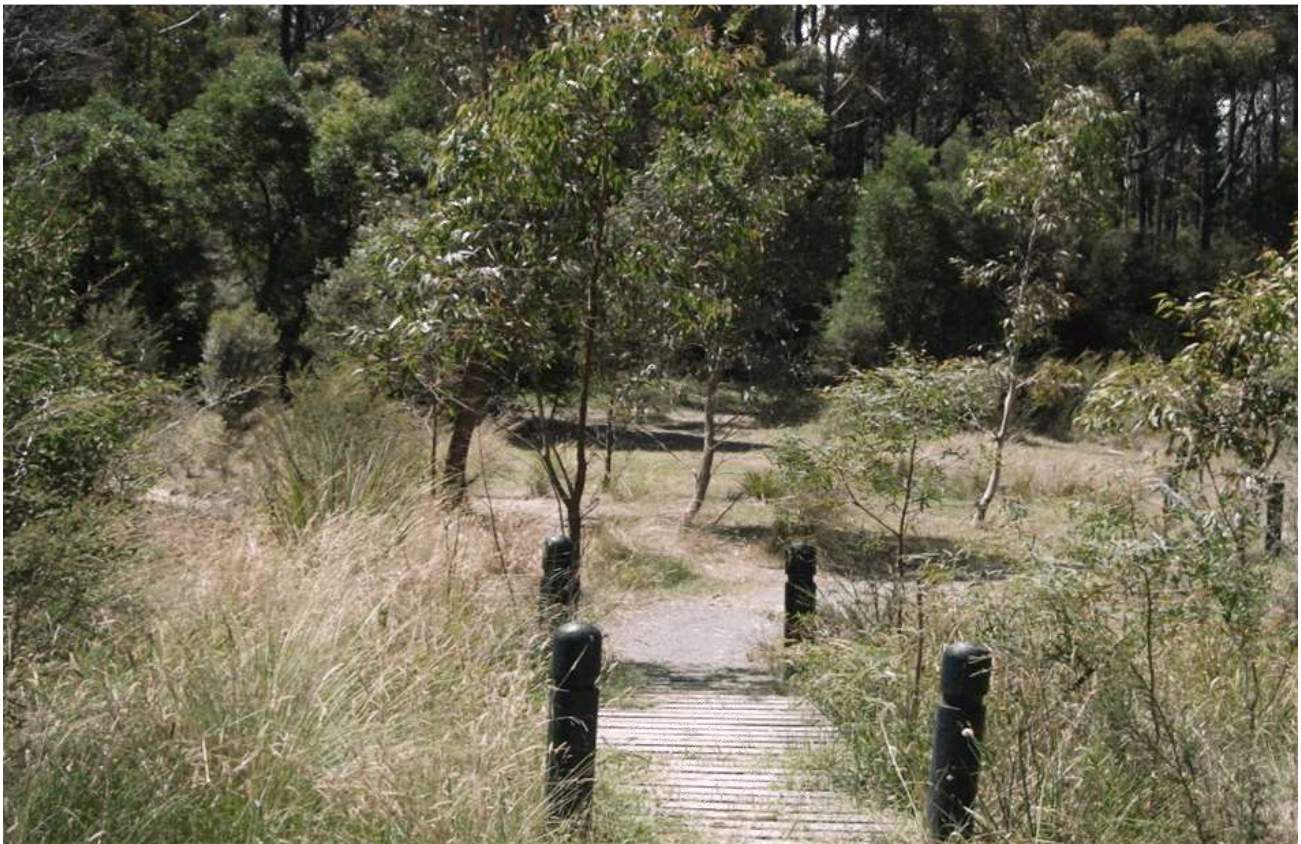
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Morwell and Districts Community Recovery Committee Doorknock Report - Morwell East

1	Morwell East Survey Summary Report	371
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Survey Response Summary

Post Morwell Mine Fire Doorknock
Morwell East Area November 2015





Cover photo: Crinigan Bushland Reserve; (<https://www.facebook.com/CriniganRoadBushMorwell>)

Background

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services funded Latrobe City Council to deliver a Community Resilience program to the Morwell community, with work activities endorsed by the Morwell and Districts Community Recovery Committee. The program's focus is to work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience. The plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan.

Given the expanse of Morwell, it was decided to break the town into 'natural' neighbourhoods and focus on one area at a time. The work began in the area now known as the Rose Garden neighbourhood, which is bounded by Commercial Road, Driffield Road, Princes Freeway and Hazelwood Road. This report focuses on the second chosen neighbourhood – Morwell East, an area between Maryvale Road, Well Street, Crinigan Road, Junier/Vary Streets, and along Waterhole Creek to Morwell Park primary school (please refer to 'footprint' map below).

The Resilience Plan for this area will be community-led and result from survey outcomes, a community feedback session, and working group meetings; it will encompass actions which align with the six strategic objectives of the Municipal Public Health and Wellbeing Plan 2013-2017 identified below:

- Being Active
- Eating Well
- Protecting Our Health
- Staying Connected
- Feeling Safe
- Skills for Healthy Communities

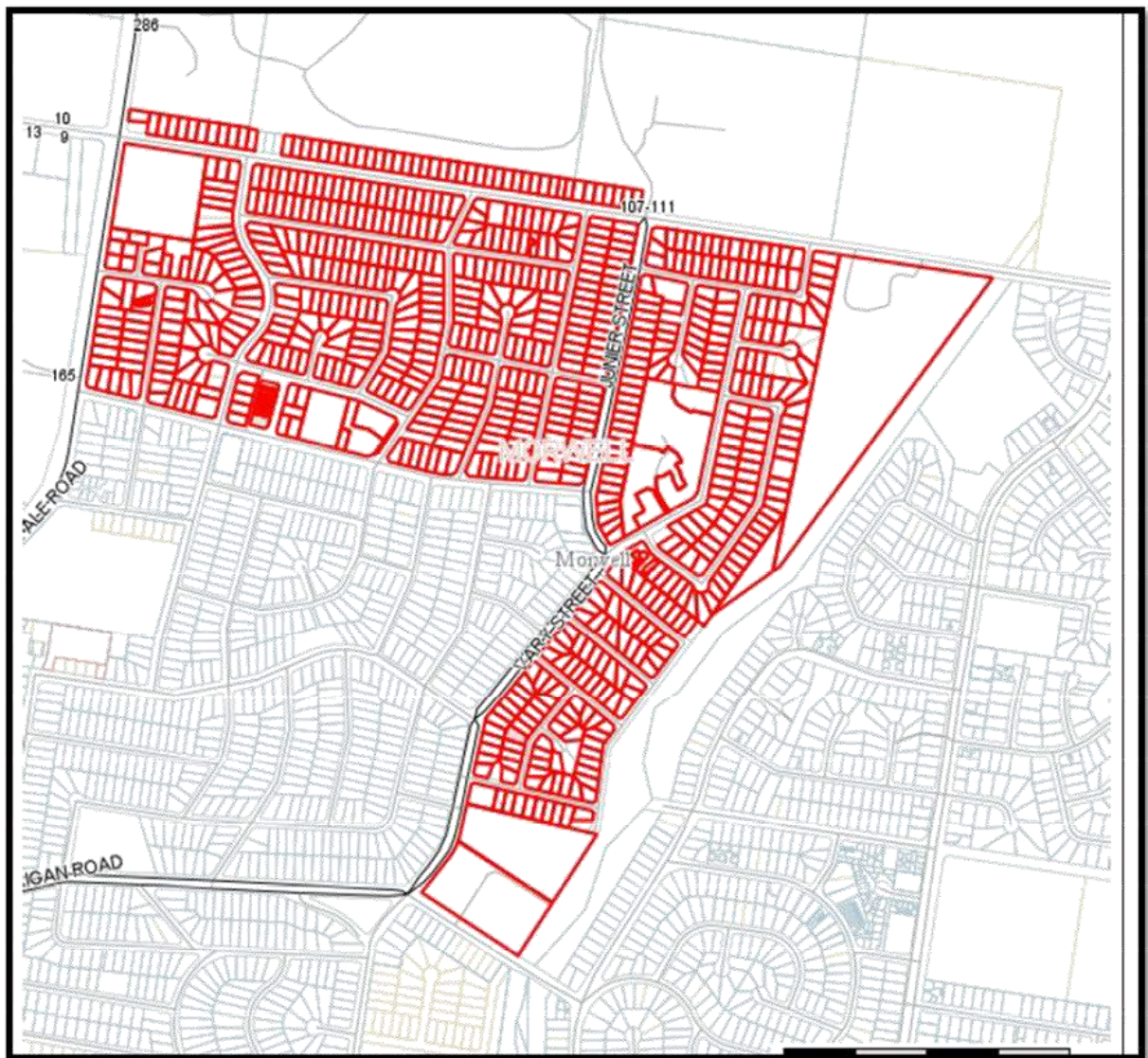
Berry Street (Gippsland) is progressing its vision for Morwell under the "A Good Childhood Place" project by consulting and actively engaging families, business and community leaders to build on the strengths and capacities of the community. This initiative of Berry Street is aligned with the resilience planning of Latrobe City, so a partnership arrangement was developed to provide a collaborative approach, and enhance the potential to deliver outcomes and positively transform the community.

Berry Street committed to providing staff resourcing to assist with each stage of the resilience planning approach, including the development of an agreed survey. Survey



content designed by Berry Street includes: access to vocational pathways and education; access and utilisation of maternal and child and preschool services; local job opportunities and aspirations; and neighbourhood transience. A comprehensive collection of direct information, reflections and input from the community has been most valuable in identifying needs, strengths and opportunities to build a more resilient community.

Map of “footprint” area in Morwell East



824 households in total



Methodology

The survey was undertaken by staff from Latrobe City Council's Community Resilience Team and Berry Street Gippsland between Sunday 25 October and Friday 13 November 2015. All 824 households within the "footprint" area were provided the opportunity to participate in the survey with a letter and survey left in the letterbox of those who did not respond to the doorknock. The breakdown of the 161 completed surveys was as follows:

- 80 surveys were completed face-to-face,
- 81 returned via mail.

The doorknock approach is considered an excellent way to engage with the community to seek genuine views of residents, as well as checking in on residents' health and wellbeing following the Hazelwood Mine Fire and assisting them to connect directly with Latrobe City Council.

Residents were predominantly very welcoming, open and honest with their responses, whether inviting staff into their homes, or answering questions on the doorstep. This high level of openness indicates a level of trust of Council as well as the sincerity of people to provide responses when consulted and having their voices heard.

Posters were displayed in local shops, Elizabeth Wilmot Preschool, Morwell East Senior Citizen Centre, and the Morwell Neighbourhood House advising the local community of the upcoming door knock. The work was also advertised across media such as Latrobe Valley Express, Latrobe City Council website, and WIN News.

Survey Responses

The views expressed in this report are those of the participants and do not necessarily reflect the views of the Latrobe City Council.

Neighbourhood

Residents were asked to list at least three things about *living in their neighbourhood* they liked most and least. Comments reflected that the neighbourhood was once a place where children played in the street and everyone knew their neighbours, with many people lamenting a move away from this type of community. It is worth noting this is a similar response received from people in the Rose Garden (pilot) neighbourhood and is likely reflective of communities across Victoria and Australia.

Residents surveyed in the 'footprint' area comprised a mix of long-term residents, many moving into their new homes as Morwell was expanded into the area during the 1950's and 1960's, some who moved to the area in the 1990's when the demise of the State

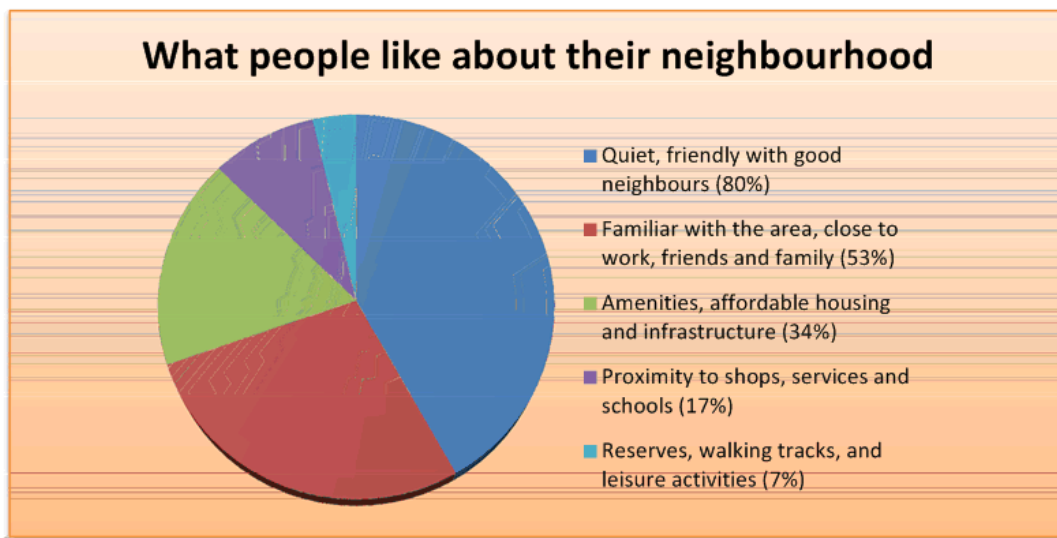


Electricity Commission resulted in access to affordable housing, and people who have recently moved to the area.

Positives

Many residents have lived in the area for decades and have a great relationship with their neighbours:¹

1. 80% of comments relate to the area being quiet, friendly, with good neighbours
2. 53% enjoy the familiarity of the area, and its proximity to work, family and friends
3. 34% value the available amenities such as public transport, affordable housing and infrastructure
4. 17% suggested they like the proximity to shops, services, and schools
5. 7% rated the reserves, walking tracks and leisure activities as what they like about their neighbourhood



Responses demonstrated that the negative perceptions of this part of Morwell are in contrast to the positive thoughts and experiences of the people living in the neighbourhood.

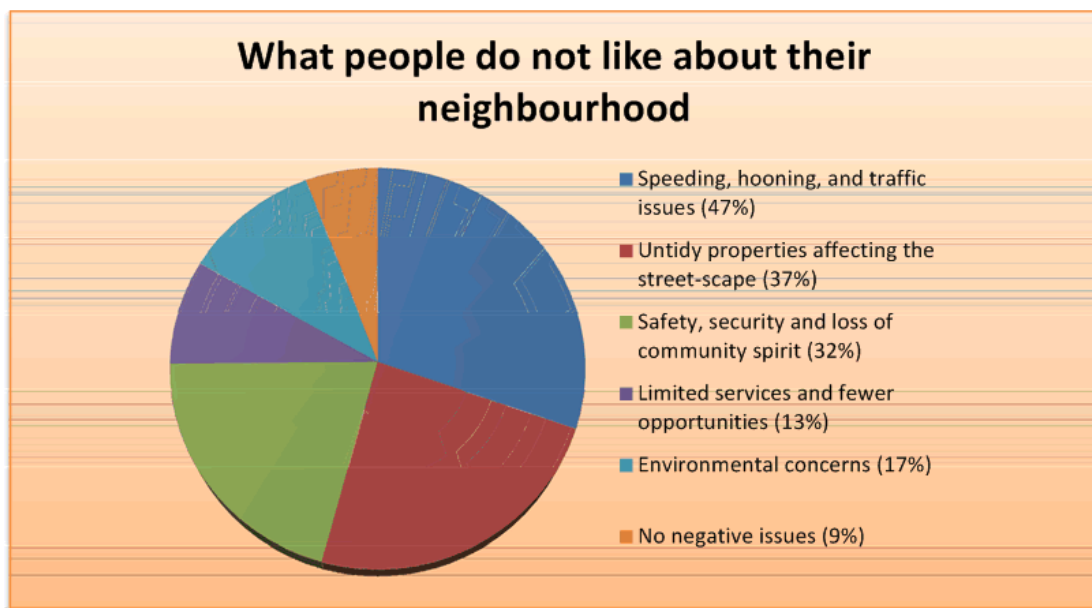
¹ Multiple answers permitted



Negatives

There were distinct themes on what was perceived to have a negative effect on the respondents' neighbourhood:

1. 47% of comments centred around traffic issues including speeding and 'hooning' drivers (particularly down the hilly streets)
2. 37% cited a lack of care around untidy private and public rental properties having a detrimental impact on the street-scape
3. 32% were concerned about undesirable neighbours in their area, safety and security, and a loss of community spirit
4. 13% outlined concerns about a shortage of services, fewer opportunities and limited access to shops
5. 17% of respondents indicated environmental concerns relating to recent bushfire activity, the local power stations, and concerns about air quality
6. On a positive note, 9% of people stated they had *no negative issues to report*.





Neighbourhood Rating

Survey participants were asked to rate their neighbourhood as a place to live, with 46% rating it as “good”, 26% as “excellent”, 20% as “average” and only 7% as “poor.”² Overall, this is a very positive response with 72% of residents answering in the top two categories indicating a community happy living in their neighbourhood.

“It’s nice and quiet”

“We’re very happy here”

“...we hope it continues to be as good as it has been over the past 52 years we have lived here...”

Seventy-two percent (72%) of surveyed residents rated their neighbourhood as ‘good’ or ‘excellent’

Awareness of local services

Respondents were asked how well they know the location of local services such as maternal and child health centres, preschools and schools, including an option of ‘not applicable.’ Many of the respondents answered ‘not applicable’ which was indicative of a retired cohort of people residing in the area. ‘Strong’ and ‘good’ knowledge of local services featured, with few answers in the ‘fair’ or ‘not sure’ categories.

Maternal and Child Health Centre	34% strong/good	47% not applicable
Preschool	58% strong/good	30% not applicable
Primary school	80% strong/good	16% not applicable
Secondary school	73% strong/good	18% not applicable
Further training/skills	54% strong/good	18% not applicable
Morwell Neighbourhood House	69% strong/good	14% not sure
University	68% strong/good	18% not applicable

Neighbourhood Stability

Two survey questions were included to determine neighbourhood stability and whether a perception that people in the area are transient is accurate.

The majority of respondents (51%) believe people tend to stay in the neighbourhood, with 32% believing people tend to move. The remainder of respondents were unsure.

² NB: Not everyone responding to the survey answered every question resulting in some percentages not adding up to 100%



Respondents were then asked how long they plan to stay in the area, with the majority (55%) stating 'over 10 years'; 20% planning to stay in the area '1-5 years'; 17% 'unsure'; and 4% planning to stay '5-10 years'.

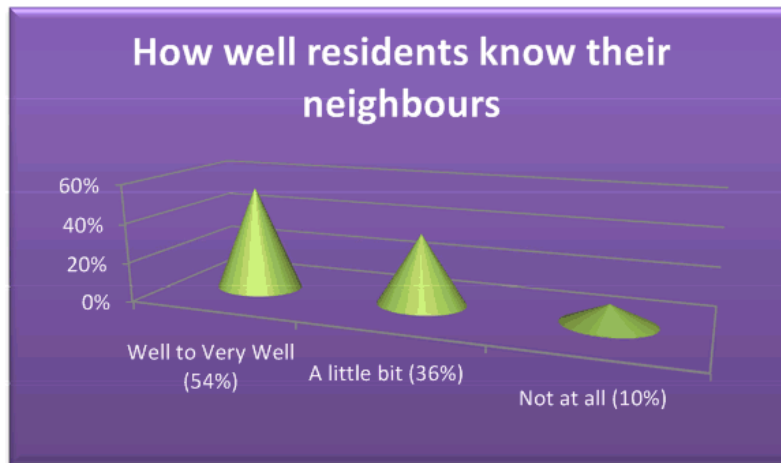
While 32% of respondents believe people tend to move on in their area, 55% of people surveyed plan to stay in the area for 'over 10 years'.

Safety and Wellbeing

The next series of questions addressed residents' connectivity to family, friends and neighbours, as well as perceptions of safety.

Asked to rate on a scale of 1 – 10 (with 10 being very well) on *how well you know your neighbours*:

1. 54% responded with 'well to very well' (7 and above)
2. 36% responded with 'a little bit' (between 4 and 6)
3. 10% responded with 'not at all' (between 1 and 3)

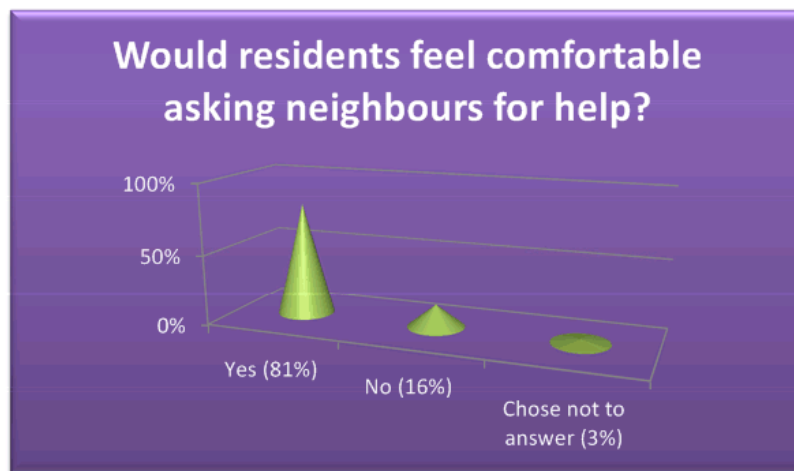


Many reported knowing their immediate neighbours, and having done so for a long period. Due to the changing nature of private rentals in the community, familiarity with neighbours proves more difficult, resulting in over one-third of people only knowing their neighbours 'a little bit'.



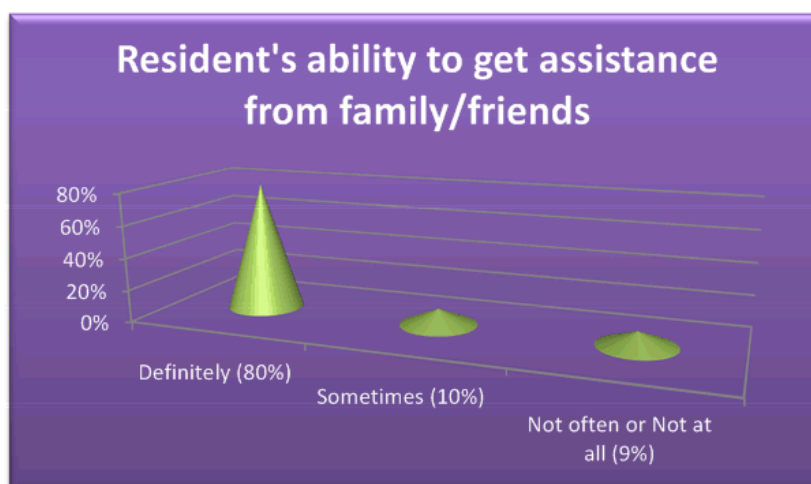
On the question of whether the respondent is *comfortable asking your neighbours for help*:

1. 81% stated 'yes'
2. 16% stated 'no' (with being new to the neighbourhood, living next door to changing rentals or preferring to keep to themselves the main reasons for this response)
3. 3% of people chose not to answer this question



When queried on whether respondents were able to *get help from friends & family when needed?*

1. 80% responded 'definitely'
2. 10% responded 'sometimes'
3. 9% responded 'not at all' or 'not often'





The next question related to whether *you & your neighbours look out for each other?* The example provided to people was if they needed to leave their home, would they ask their neighbours to collect mail, mow lawns, or feed pets.

1. 67% responded 'definitely'
2. 32% stated 'not at all', 'not often', 'sometimes' or 'didn't know' if this was something they would ask of their neighbours.

The large majority of people know their neighbours, would ask for assistance and have friends/family in the area they can rely on. This indicates excellent connectedness within the area.

Survey respondents were then asked *how safe they felt out and about in their neighbourhood both during the day and after dark.*

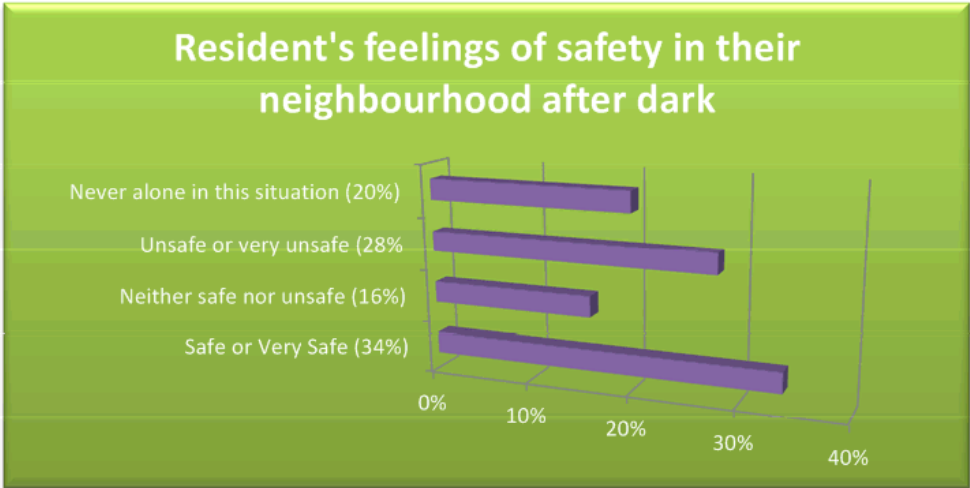
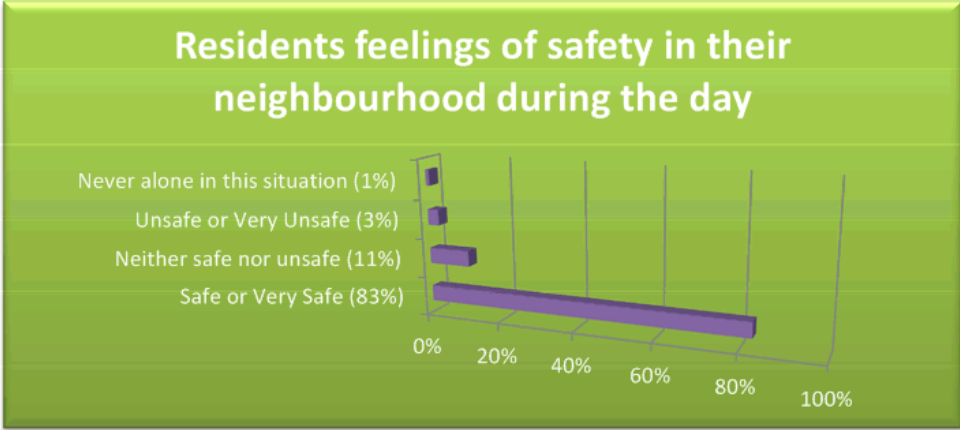
During the day:

1. 83% stated they felt 'safe' or 'very safe'
2. 11% reported a neutral response feeling 'neither safe or unsafe'
3. 3% explained they felt 'unsafe' or 'very unsafe'
4. 1% indicated 'never (being) alone in this situation'

After dark:

1. 34% stated they felt 'safe' or 'very safe'
2. 16% reported a neutral response feeling 'neither safe' or 'unsafe'
3. 28% explained they felt 'unsafe' or 'very unsafe'
4. 20% indicated 'never (being) alone in this situation'

Results show a high personal safety rating within the neighbourhood both during the day and after dark.



Following advice from the CFA, a question was included asking respondents whether they have a household emergency plan (in the event of a bushfire, house fire, flood, earthquake etc.):

- 1. 38% responded 'yes'
- 2. 60% indicated 'no'

The safety and wellbeing section of the survey concluded by asking residents for ideas on how they could feel safer. Many of the responses related to bushfire safety – possibly because the question was asked immediately after discussions about emergency plans. Themes arose around improving street lighting, increasing police visibility, reducing speeding/hooning drivers, and installing CCTV.

Interestingly, 12% of people who responded to this question indicated they had no suggestions to improve safety in the neighbourhood because they already feel safe (“no ideas – feel safe in my area. Always felt safe in this neighbourhood”).



12% of respondents had no suggestions to improve safety in the neighbourhood because they already feel safe.

"Need lights on this side of the creek, other side has them but they are very (sic) needed here. More lights in the park".

"Place more responsible people here – mix and match – not all housing commission".

"Get rid of undesirables. More patrols by police. You hear of people dealing drugs; prescription and not".

"...more education of children to respect others and their property".

Physical Activity

Residents were asked on a scale of 1 – 10 (with 10 being very active) *how physically active are you:*

1. 57% reported they felt 'active' to 'very active' (between 7 and 10 on the scale)
2. 29% stated they were 'a bit active' (between 4 and 6 on the scale)
3. 13% were 'not at all' active (between 1 and 3 on the scale), mostly due to a range of chronic health issues or being frail/aged

Popular activities included walking (62%), gardening (23%), organised exercise classes (17%), organised sporting activities (7%), and household chores (6%). Other reported activities included cycling, swimming, and running.

Residents were asked to offer their suggestions on how to encourage others to be more physically active which included the following:

- Walking groups
- Higher use of the reserves and parks (i.e. Crinigan Bushland Reserve, Waterhole Creek)
- Increased promotion of activities already in the area
- Increase in street lighting to improve safety



“Toilet at Mera Park so people can get out and stay out. A male/female single toilet available during the daylight hours”.

“Open up areas for motor bikes – a closed off track like Traralgon South for casual riding. Gives the kids somewhere – push their bikes out of the residential area”.

“When Crinigan Road Primary School is relocated the area should be retained for recreation and not converted to housing”.

“Put exercise stations in parks. Only see those in more affluent areas”.

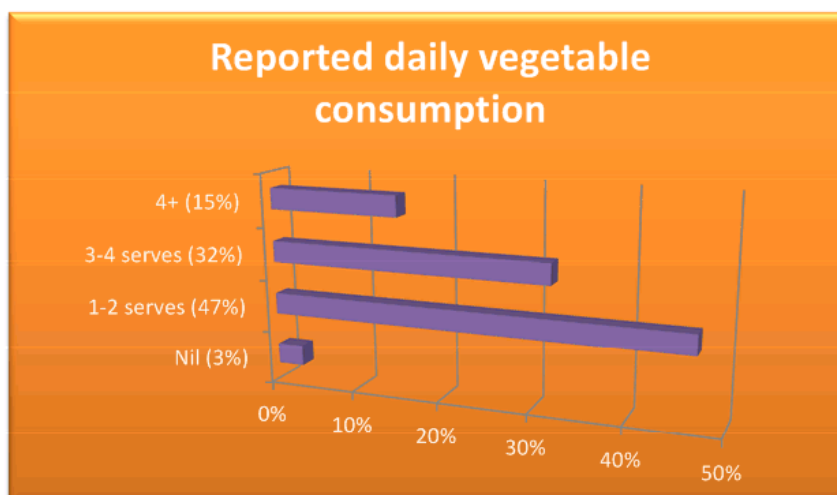
Healthy Eating

This section of the survey asked questions relating to diet and access to nutritious food.

Using a serving size of *½ cup of cooked vegetables or 1 cup of salad vegetables* as a benchmark, residents were asked about their daily vegetable consumption:

- 1. Nil serves of vegetables 3%
- 2. 1-2 serves of vegetables 47%
- 3. 3-4 serves of vegetables 32%
- 4. 4+ serves of vegetables 15%

Daily consumption of vegetables is fairly low in surveyed respondents, and does not meet Australian Government dietary guidelines for adults.

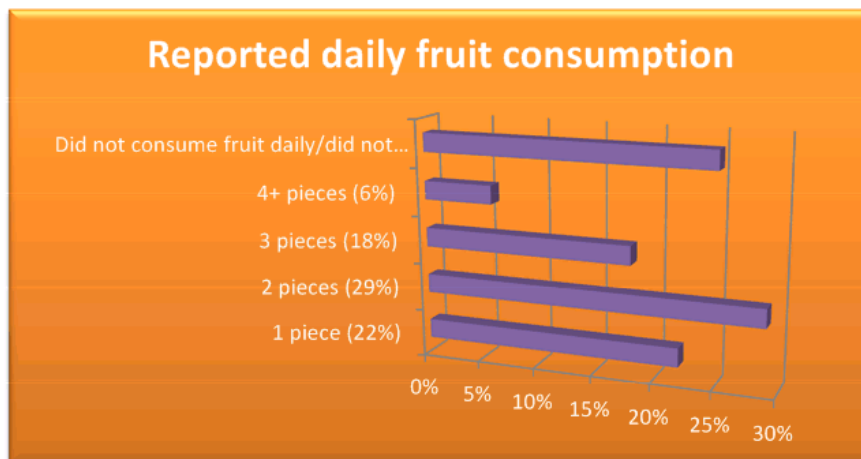




Similarly, the next question was based on measuring the consumption of the number of serves of fruit (a serve is considered one medium piece of fruit or two small pieces, or a cup of diced fruit) and is reported as follows:

- 1. 1 piece per day 22%
- 2. 2 pieces per day 29%
- 3. 3 pieces per day 18%
- 4. 4 or more pieces per day 6%
- 5. Residents who did not consume fruit on a daily basis, did not know their consumption or did not comment 25%

Again, daily consumption of fruit did not meet Australian Government dietary guidelines for adults of five (5) serves of vegetables and two (2) serves of fruit.



It is clear from the survey findings the majority of participants in the survey did not consume the amount of fruits and vegetables recommended for enhanced health. Source: <https://www.nhmrc.gov.au/files/nhmrc/publications/attachments/n31.pdf>

Respondents were then asked, on a scale of 1-10 (with 10 being very easy), how easy it is to access nutritious food:

- 1. 78% found it 'very easy' (between 7-10 on the scale)
- 2. 14% stated it is 'easy' (between 4-6 on the scale)
- 3. 5% indicated it is 'difficult' (between 1-3 on the scale)



Accessing nutritious food is made more difficult when transport, limited incomes and cost of fruit and vegetables are taken into consideration.

While the majority of participants find it very easy to access nutritious food, a significant number of respondents commented on the high cost of fruits and vegetables, especially when transport to/from local shops and limited incomes are taken into account.

Education on the benefits of healthy eating, and the cost effectiveness of home cooking versus take-away were suggested as ways to address low consumption of fruits and vegetables. Also, the establishment of a community garden to inform and teach the skills for people to grow their own produce was an identified theme. Many believe involving children to provide good role models on nutrition was a worthy idea.

“Natural diet – fresh food is more education as a family. There was limited access. Today’s family access more take-away. Education and promotion”.

“Fruit truck like years ago. You can pick from the truck. People get to know each other (more friendly) – makes people feel safer”.

“Involve kids – school is really good at this healthy choices. Go through kids to get the adults”.

“I can’t speak for the neighbourhood. Fruit these days is not anywhere as tasty as it was 50 years ago. No Jonathon apples, no juicy oranges, other fruits hard and rot”.

Vocational Pathways and Employment

Questions around vocational pathways and employment were asked in the survey as part of the partnership with Berry Street, enabling them to gather information about skills training, accredited and pre-accredited courses, and ways to improve access to education and training.

Participants were asked *do you know how to gain information about skills and training:*

1. 61% indicated 'yes'
2. 9% indicated 'no'
3. 14% of respondents were 'unsure'



A significant number of surveys returned via mail did not respond to this question. Respondents were then asked *would you like to know about pre-accredited and accredited training/courses available in your area*

1. 23% indicated 'yes'
2. 53% indicated 'no'
3. 8% of respondents were 'unsure'

A significant number of surveys returned via mail did not respond to this question.

The high number of people indicating no interest in pre-accredited and accredited courses is possibly a result of the high number of retired people in the respondents.

The final question in this section asked people *what do you think could improve access to education and training for local people* with four options available³:

A better range of options	47%
Know where short course are delivered	55%
Having schooling to assist to go to TAFE	41%
Know more about accessible career options	39%

Local Jobs – Opportunities and Aspirations

Resulting from the partnership with Berry Street, residents were asked questions around the perceived availability of job opportunities in the area, and how they would categorise their own employment.

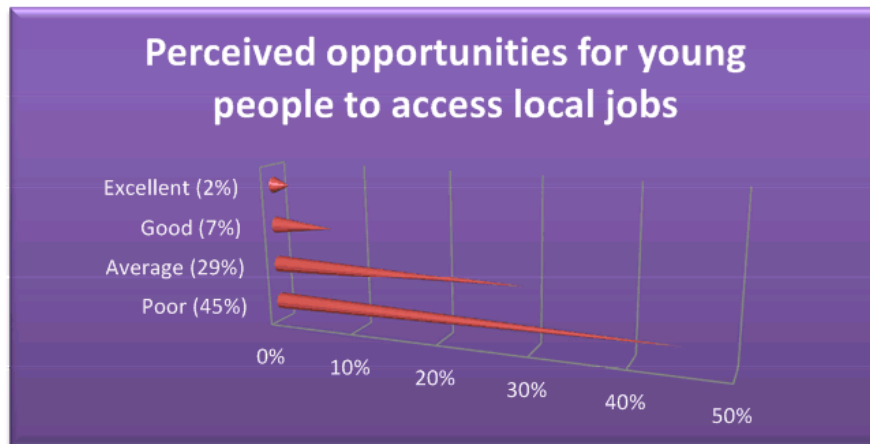
When asked *how would you rate your knowledge of local job service agencies*:

1. Only 9% responded 'excellent'
2. 24% stated their knowledge to be 'good'
3. Similarly, 23% indicated their knowledge to be 'average'
4. While 27% reported their knowledge is 'poor'

When asked *how would you rate the opportunities available for young people to access jobs in our local area*:

1. 45% reported opportunities as 'poor'
2. 29% stated opportunities to be 'average'
3. 7% indicated opportunities to be 'good'
4. Only 2% believed opportunities to be 'excellent'

³ Multiple answers permitted



Respondent's perceptions around available job opportunities for young people often came from personal experience where they know, or have heard of, a young person who has been unable to secure a job. It was not unusual to hear people respond to this question by making comment about the jobs being available but the young people lacking the skills and determination to access those jobs.

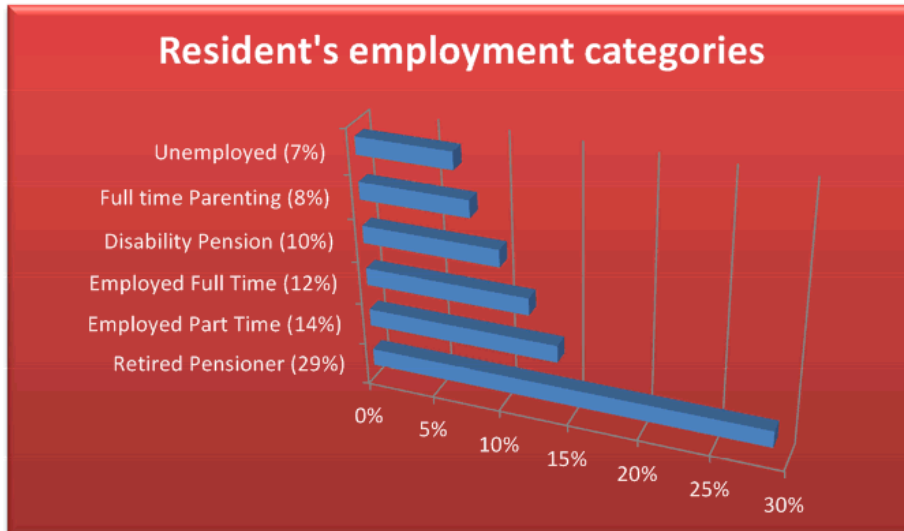
Job opportunities for young people are a significant neighbourhood concern.

The following question aimed to dispel the myth that high level unemployment exists in Morwell East.

What category describes your own employment?

'Retired pensioner' rated most highly with 29% of respondents, followed by 'employed part time' (14%) and 'employed full time' (12%). Ten-percent of people reported being on a 'disability pension', 8% listed 'full-time parenting', with only 7% indicating they are 'unemployed'.

Other employment categories included 'self-employed' (4%), 'voluntary work' (3%), 'carer' (3%), and 'studying' (2%).



When preparing to survey the Morwell East area, a general perception prevailed that the area has a very high level of unemployment; the question asking people to categorise their own employment was aimed at confirming or dispelling this perception. Clearly, the majority of respondents in the area are in the older age range and finished their formal working life.

It should be noted that surveying was conducted on a Sunday (25 October) as well as weekdays, enabling contact with people who might otherwise be at work during the week, and that 50% of the surveys were returned by mail, allowing everyone in the area the opportunity to participate.

The negative perceptions of Morwell East, including high unemployment, criminal behaviours and disengagement, are held externally and are not reflective of the survey results.



Finally in this section, people were asked *what are your future employment aspirations:*

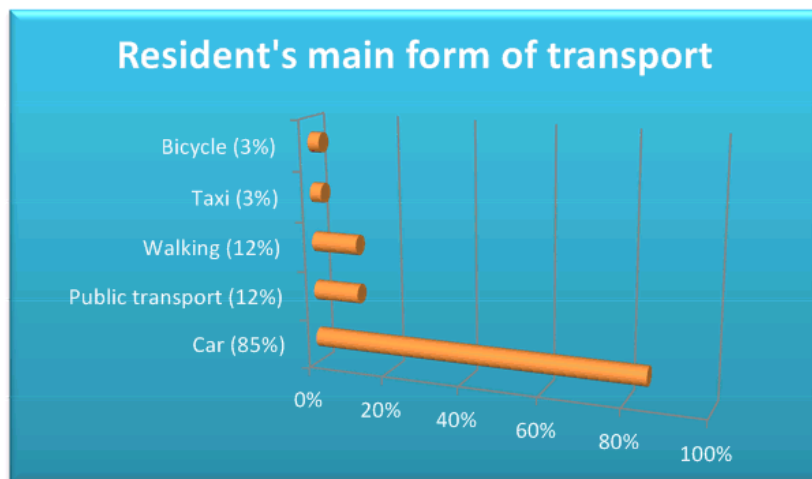
- | | |
|--|-----|
| 1. Current job/career is satisfying | 25% |
| 2. Would like training in my career choice | 12% |
| 3. Work more in the future | 22% |
| 4. Work less in the future | 23% |

Access

The following questions relate to how respondents access services, and how they would like to receive information.

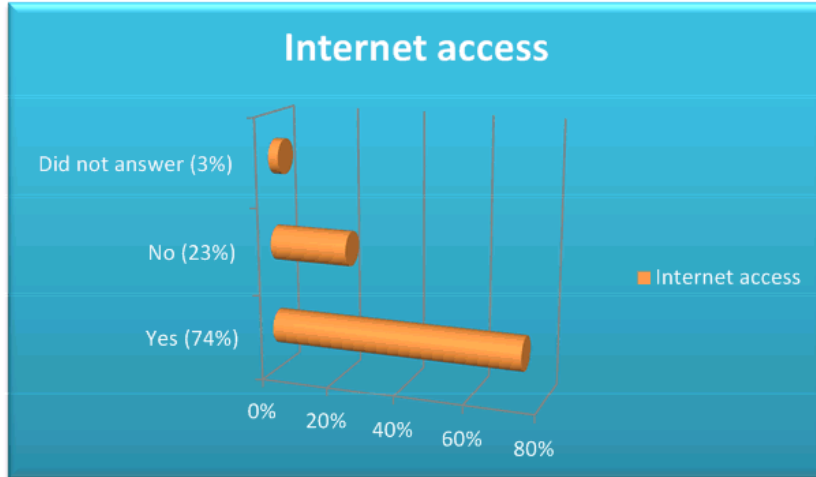
When asked *what is your main form of current transport:*

1. The vast majority (85%) drive a car
2. Public transport users make up 12% of respondents
3. 12% of people chose walking
4. 3% utilise taxis as their main form of transport, and
5. 3% of people ride a bicycle



Do you have access to the internet?

74% of respondents have access to the internet, while 23% of respondents do not. Three percent of people surveyed did not answer.



As a follow up question, residents were then asked what type of device they use to connect to the internet (multiple answers were allowed):

- 1. Laptop 39%
- 2. Smartphone 29%
- 3. Desktop 26%
- 4. Tablet 17%
- 5. Smart TV 5%

Researchers often use access to the internet as an indicator of disadvantage, with ABS data only being available from 2011. Given advances in technology, and whether access to internet is a useful indicator of disadvantage, the questions around internet access were added to the survey. The results clearly show the majority of people have internet access, and on a wide variety of devices.

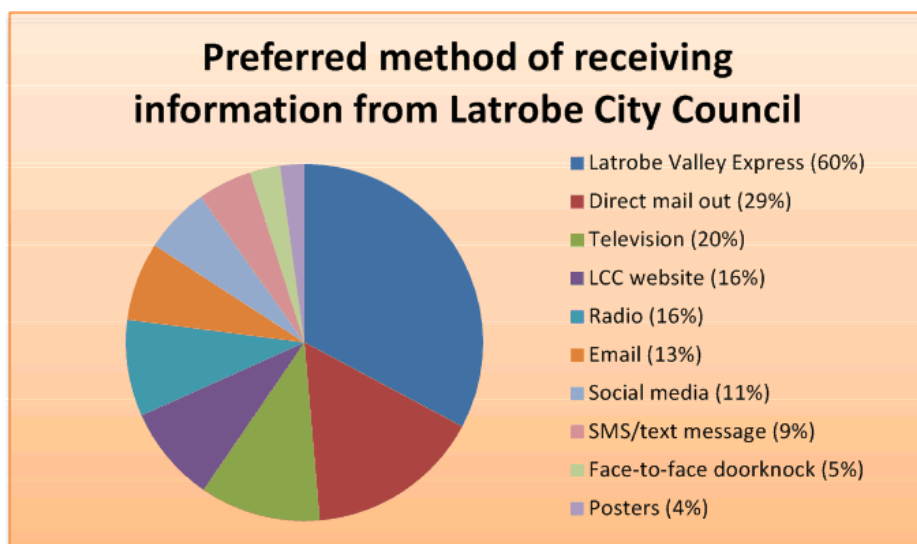
Internet access, often used by researchers to determine disadvantage, is higher than envisaged due to smart phone technology.



Latrobe City Council Communications Team are in the process of determining the most appropriate methods of providing information to the general public, and added a question to the survey to ask *how do you prefer to receive general information from Latrobe City Council (such as road closures, events, immunisation, other activities)*:

Residents in the area prefer reading about council information in the Latrobe Valley Express (60%), while 29% would like to be advised via mail to their letterbox and 20% would be happy to receive council information via the television.

Website (16%), radio (16%) and email (13%) made up the next three preferred categories, with social media (11%), SMS/text message (9%), face to face via doorknock (5%) and posters (4%) completing the responses.



While newspaper and direct mail out achieved very high responses, Latrobe City Council has the opportunity to provide a broader communication strategy including emerging use of social media and internet based information provision. Considering the needs of the younger population will allow Latrobe City Council to communicate with a wider group of residents.

With such large numbers of people having internet access, there is an opportunity for council to grow and strengthen its online and social media presence and develop a broader communication strategy.



Community Participation

The final part of the survey queried resident’s participation in community events, connection to groups and clubs, volunteerism and who they feel represents them in the community. Awareness of the Morwell and Districts Community Recovery Committee was also examined.

Have you attended a local community event in the last month (like a church fete, farmers market, school concert, craft exhibition)?

- | | |
|------------------------------|-----|
| 1. Yes | 53% |
| 2. No | 44% |
| 3. Don't know/did not answer | 3% |

Do you help out a local group as a volunteer?

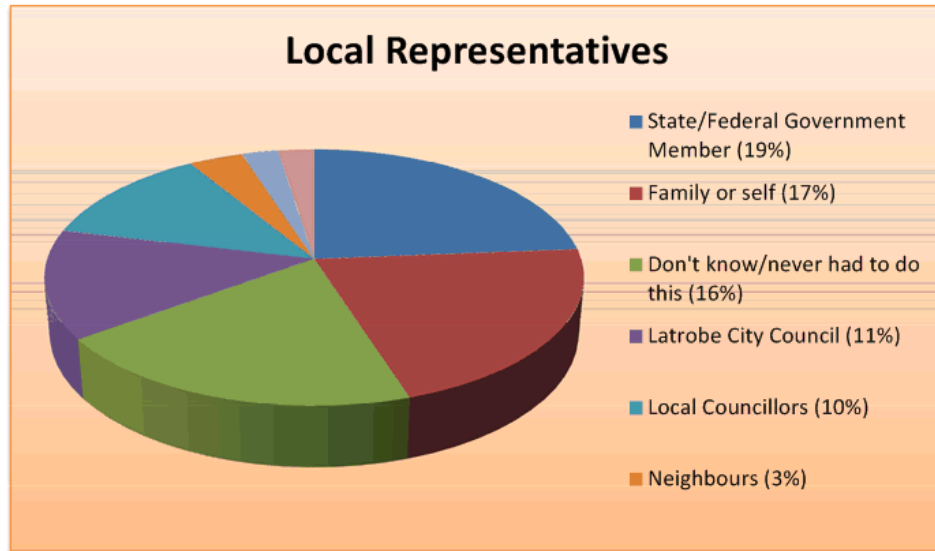
- | | |
|------------------------------|-----|
| 1. No, not at all | 53% |
| 2. Yes | 29% |
| 3. Sometimes | 12% |
| 4. Not often | 3% |
| 5. Don't know/did not answer | 3% |

Attendance at local community events is mixed, and volunteerism is low. A regular comment regarding volunteering was that people used to volunteer but stopped due to age or declining health. Community groups, action groups, sporting, school and church groups were all mentioned as places people volunteer.

Residents were asked to reflect on *who represents (you) in the community* which interviewers described as who residents would go to if they require assistance or advocacy to resolve an issue. The highest response saw residents seeking out representatives of State and Federal government as their first priority. Other identified community representatives include:

- | | |
|------------------------------------|-----|
| 1. State/Federal member | 19% |
| 2. Family or themselves | 17% |
| 3. Don't know/never had to do this | 16% |
| 4. Latrobe City Council | 11% |
| 5. Local Councillor | 10% |
| 6. Neighbours | 3% |
| 7. No one | 2% |
| 8. GP, health clinic | 2% |

Other community members and groups were mentioned by one or two respondents: Neighbourhood Watch, police, unions, church groups, Department of Justice, Salvation Army, Smith Family, financial counsellor, Mind Australia, and Tracie Lund.



Latrobe City Council and local councillors combined show the highest representative rate on behalf of the neighbourhood.

Awareness of the Morwell and Districts Community Recovery Committee was mixed, with residents responding:

- | | |
|--------------------|-----|
| 1. Yes | 44% |
| 2. No | 52% |
| 3. Did not respond | 4% |

Of those who were familiar with the committee some recall seeing information in the local newspaper, while others have heard of the committee, but are unsure of their achievements.

The conclusion of the survey included space for people to provide any further thoughts or comments on health, safety and wellbeing in the neighbourhood, with many using this opportunity to discuss experiences during the Hazelwood Mine Fire. Listed below is a selection of themes and comments:



Mine Fire

'(it) affected tourism in the Valley. Couldn't put the washing out'.

'...husband became ill on the day of the fire...health never recovered...collapsed July 2015 of kidney failure'.

'GDF Suez didn't communicate well and inform the community. EPA needed to be more communicative and informing to the community'.

'...need to spend more money on preventative maintenance so mine fire situation doesn't happen again'.

Safety

'Get rid of hoons and cats so our wildlife are safer'.

'Satisfied with this area. A few instances of night time petty crime. More police patrols would be deterrents'.

'The police presence around Beattie Crescent is very good. No complaints on that. They attend any disturbance quickly'.

Planning and Infrastructure

'Morwell was once a thriving town. Poor planning ie location of Mid Valley in regard to town centre a great example of stupidity...now it's a dumping ground for don't work/won't work bludgers and ferals'.

'Ambulance and police services are good. Good home help from Council. Lots of people move from Morwell to Traralgon. Few people whinge about everything'.

'More rubbish bins (i.e. at bus stops). Constantly collect rubbish walking our dog – need bins especially Maryvale Road. Perhaps would use them if they were there. I have been told by Council years ago that people will put household rubbish in them'.

'No crossovers – square kerb (Roberts Street)...needs constant wheel alignment done...resident's drive-way access is a major issue'.

Some happy and contented residents

'Hope it continues to be as good as it has been over the past 52 years we have lived here'.

'As older members of the community, we have seen the best and worst of Morwell. A lot of griping that goes on does more harm than good for our community'.



And an interesting suggestion

'Rename some of the areas, e.g. Beattie Crescent, to another name to change the old legacies. Suggest maybe Koori names. The names are not intrinsic of the way the areas are now but the perception is still there because of the names'.

Summary

The chosen footprint area described as Morwell East is often perceived as being home to low income households from the lowest socio-economic section of Morwell. While the area does have a significant number of public housing properties, residents are able to boast strong community pride and connection to their homes and to each other. The results show a community comprised of a vast range of people from all backgrounds and experiences, many of whom are retired people who have lived, worked and raised their children in the area for decades.

Many remember a time when the community spirit was high, children played in the streets, and everyone knew their neighbours, and lament that this is no longer the case. It is likely this would be a common response across the board as communities ebb and flow with the changing nature of longer hours spent at work and commuting, changes to the way people spend their leisure time, and technology allowing us to conduct business without requiring face-to-face interaction.

Respondents in this community speak openly about their mistrust of State government and how they felt they were taken advantage of during the Hazelwood Mine Fire as a group who would not 'create waves'. They are also a community who warmly welcomed Latrobe City and Berry Street representatives into their homes, sometimes providing them with plants, fruit and jam, and always being frank and honest in their discussions.

Many residents of the area are concerned by the amount of speeding and hoon driving, particularly on hilly streets such as Crinigan Road and Well Street; reporting such incidents as drivers ignoring roundabouts and 'stop' or 'give way' signs, deliberately increasing speed when the roads are wet, and accidents where drivers have driven through fences into private yards.

One of the enduring themes from this survey and from the pilot survey conducted in the Rose Garden neighbourhood is the need to have negative perceptions of Morwell challenged. People are proud of where they live, and mostly feel connected to their community, but are frustrated by continuing ideas that Morwell is a rough area full of 'dead-beat' people who are only living here for the affordable housing. A campaign to present the positive attributes of Morwell would go a long way to addressing these inaccurate ideas.



The community has provided Latrobe City Council with a multitude of ideas and suggestions on improving their neighbourhood to increase resilience, health and wellbeing. The Community Resilience Team is working directly with the residents to support and develop their local leaders, help to progress their own ideas on how to reinvigorate and strengthen their community and to restore pride and aspiration in a community led approach.

Report prepared by

Andrea Smith
Community Resilience Officer
Latrobe City Council
December 2015

Endorsed by

Stuart Simmie
Coordinator Community Resilience
Latrobe City Council
January 2016

**16.2 COMMUNITY RECOVERY COMMITTEE ROSE GARDEN
NEIGHBOURHOOD PLAN****General Manager****Community Services****For Decision****PURPOSE**

The purpose of this report is to provide to Council for information the Community Recovery Committee's Rose Garden Neighbourhood Plan – a community health, wellbeing and resilience plan.

EXECUTIVE SUMMARY

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services has funded Latrobe City Council to deliver a Community Resilience program to the Morwell community. The program's focus is to work directly with the community of Morwell to develop a plan to enhance community health, wellbeing and resilience. The Plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan.

On the 14 September Council received the Rose Garden Community's doorknock report. This report noted that a survey was provided to 373 homes, with 71 responses either received in person by Latrobe City Council Staff or returned by post.

Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan.

The survey sought to create a positive future orientation for residents – focusing on how the community could become healthier, more resilient and connected as opposed to focusing on past events and the challenges people experienced during that time.

The survey data has been considered at two neighbourhood workshops. These workshops sought to identify and prioritise actions to support enhanced health, wellbeing, resilience and social cohesion for the trial site.

The draft Rose Garden Neighbourhood Plan has been given approval by the neighbourhood committee and the Community Recovery Committee.

The Community Recovery Committee is an independent community committee originally formed during the Hazelwood Mine Fire by the State Government. All Committee members are volunteers. Council works with the Committee in recovery by arrangement with the State to support recovery and resilience activities.

MOTION**Moved:** Cr Middlemiss**Seconded:** Cr Harriman**That Council:**

1. **Receives the Community Recovery Committee Rose Garden Neighbourhood Plan – a community health, wellbeing and resilience plan.**
2. **Acknowledge the work of the Rose Garden Neighbourhood community in developing this plan.**

CARRIED UNANIMOUSLY**DECLARATION OF INTEREST**

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

CONCLUSION

The Community Recovery Committee are community volunteers working to support enhanced community outcomes following the Hazelwood Mine Fire.

The committee are positioning their work within the legislative framework for whole of municipality health and wellbeing via the Municipal Public Health and Wellbeing Plan.

SUPPORTING DOCUMENTS

Nil

Attachments

1. Rose Garden Neighbourhood Plan

16.2

Community Recovery Committee Rose Garden Neighbourhood Plan

1	Rose Garden Neighbourhood Plan	401
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Rose Garden Neighbourhood Resilience Plan 2015-2016

Acknowledgements

This plan was prepared by the Latrobe City Council Community Resilience Team, Stuart Simmie, Linda Bulner, Christine Body and Andrea Smith, along with Liza Gelt and Christina Arnold of Cube Group consultancy.

<http://cubegroup.com.au/>

Council acknowledges the support and guidance of the Morwell and Districts Community Recovery Committee, and the members of the Rose Garden Neighbourhood Working Group whose input into the plan has been creative, inspiring, and invaluable:

Lynton Azlin	Colin McCowan
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Felicity Field	Marg Smith
Marika Gacs	Dianne Spindler
Jeff Hicks	Suzanne and Brian Thomson
Trevor and Carol Huffer	Jo Todd
Marion Ibrahim	
Marilyn Ingram	
Judith O'Neill	

November 2015



Foreword

A resilient community is one that is connected, able to come together during times of difficulty and capable of working together on collective or common purposes designed to enhance the overall strength of the community. A resilient community is able to bounce back from events – be they emergency, traumas, social or economic events.

It is a flexible model that provides a means of understanding how a community's positive response to change can be encouraged and reinforced, as it shifts attention to capacity in the context of change rather than focusing solely, and unproductively, on a community's vulnerabilities (Kelly, 2004). Community resilience and working with communities to enhance resilience is undertaken in partnership with the community. It is a strengths based approach where the inherent strengths and values of a community are celebrated, highlighted and lauded as achievements which are unique to the collective and individual talents of the residents of the neighbourhoods within which they exist.

These bespoke strengths become the resources and adaptive capacity of a community to overcome problems and challenges that may come from change - conversely they are also the resources which can be leverage to enhance opportunities and grow common strengths (Maquire and Cartwright, 2008)

Resilience is an issue that concerns everyone, and Latrobe City Council is passionate about supporting a strengths based approach to community resilience. The development of the Rose Garden Neighbourhood Resilience Plan demonstrates Council's commitment to supporting communities and neighbourhoods to work together to build and deliver plans which enhance individual and neighbourhood resilience. This approach supports stronger localised connections providing a framework through which residents are able to be well supported and resourced to face crisis events with endurance and look to the future with hope.

All neighbourhoods have inherent strength. The Rose Garden Neighbourhood has strong social cohesion. During its work, Council identified that 93% of residents who participated in its survey process said that they could ask a neighbour for help. This connectedness suggests that the Rose Garden Neighbourhood already has strength, however, there are many opportunities for improving health, wellbeing and perceptions of safety and the plan will continue to build on the community's strengths to improve the neighbourhood for all residents. Resilience is about people working together to create a community that is healthy, inclusive, and vibrant.

The Plan, created by the community, captures their aspirations for future action in their community, action which they believe will enhance and respond to identified health and wellbeing priority issues and concerns. The development of the plan was community-led, with Council enabling residents in the pilot area, subsequently known as the Rose Garden Neighbourhood, to determine their own priorities and suggest actions for moving forward.



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Council's role is one of listening, supporting and facilitation, working in partnership with the community and service providers to improve and maintain health and wellbeing of the community. Council will facilitate and support the community to deliver the actions contained in this plan.

The community's time and experience has helped create a plan that will make a difference to the residents in the Rose Garden Neighbourhood of Morwell, and has assisted Latrobe City to transform its approach to emergency recovery leveraging a strengths based approach through the framework of the Municipal Public Health and Wellbeing Plan.



Executive Summary

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services funded Latrobe City Council to deliver a Community Resilience program to the Morwell community. The program's focus is to work directly with the community to enhance health, safety, wellbeing and social connectedness.

The Morwell and Districts Community Recovery Committee is an independent community committee originally formed during the Hazelwood Mine Fire by the State Government. Latrobe City Council is working with the Committee in recovery by arrangement with the State to support recovery and resilience activities.

Given Morwell is a large and diverse rural town; a decision was made to begin working at a neighbourhood level, and then replicate the learnings to other parts of the town. The Rose Garden Neighbourhood Resilience Plan was developed to identify issues and opportunities within the community that were then progressed to deliver a series of actions to assist enhancing health, safety, wellbeing and connectedness. The plan provides a strategic direction to Council and the community to address local-level matters, and is closely linked to *Latrobe 2026*: "in 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership".

The consultation process identified a number of potential initiatives which were prioritised into the following initiatives:

- Creation of a fenced, all-access, off-leash dog park
- Further development of local walking tracks
- Development of community kitchens and gardens
- Enhancement of the Morwell Fifty-Mile Farmer's Market
- Advocacy for a freeway sound barrier to cover the area from Wallace Street to B460
- Visible increase in police presence
- Revitalisation of the shopping strip and CBD
- Inclusion of more music and arts events, and enhanced promotion and awareness of these events
- Improvement of street lighting
- Increased safety at the train station
- Development of community activities to promote connectedness such as craft sessions
- Expansion of employment opportunities and job training

The Rose Garden Neighbourhood Resilience Plan outlines priorities and action plans to address and improve health, wellbeing, safety and resilience.





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Overview

What is resilience?

Broadly, the term 'resilience' refers to the ability to spring back quickly from setbacks or adversities and respond to a potentially disruptive situation in order to prevent it from becoming a crisis – being elastic, having the ability to react to potential crisis and enabling a speedy recovery when issues arise.

More specifically, 'Resilience is the adaptive capacity to "bounce back" from challenging situations or events and respond positively to change. However, it is more than overcoming adversity – it is also the capacity to plan positively for the future. Resilience applies to both individuals and communities'. (Federation University, Centre of Research for Resilience Communities, [Coalmine Fire Initial Impact on Community Health and Wellbeing Project Summary Report](#), February 2015)

Characteristics of a resilient community

A number of studies show that a resilient community has characteristics which help it recover faster and with greater understanding from significant events within their community. A resilient community is one where¹:

- People function well while under stress
- People successfully adapt to the current conditions
- Residents have self-reliance
- People understand the risks that may affect them and others in the community
- Emergency management plans are resilience-based, to build broad resilience within communities over time

¹ Council of Australian Governments, *National Strategy for Disaster Resilience: Building our nation's resilience to disasters*, February 2011 <https://www.coag.gov.au/node/81>

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- Following a crisis event, a satisfactory range of functioning is restored quickly
- People have taken steps to anticipate crisis events and to protect themselves, their assets and their livelihoods
- People understand the mechanisms and processes through which recovery assistance may be available

The aim of this plan is to enhance the resilience of the Morwell Rose Garden Neighbourhood to meet these points.

The need for this plan

The Morwell community has experienced a series of challenging economic and environmental events over recent decades which have impacted on the town². These include examples such as privatisation of the State Electricity Commission (SEC) in the mid-1990s resulting in a reduction of employment opportunities and migration of industrial skills from people in the area; and closure of the Princes Freeway between Morwell and the Hazelwood Open Cut mine from February to September 2011, with diversion of traffic through Morwell via the former Princes Highway.

Arguably the most unique event Morwell residents have experienced occurred when a local bushfire spread into the Hazelwood Open Cut Mine on 9 February 2014, causing a coal fire which continued to burn for 45 days, spreading thick ash and smoke across the town and region. Despite this, Morwell residents have demonstrated their resilience by seeking to strengthen their community and to progress a positive vision for the future. It has been recognised that a healthy and connected community creates a resilient community, so the focus is to work directly with the Morwell community to empower residents to improve their health, wellbeing and social connectedness.

Following the 2014 Hazelwood Mine Fire, the Department of Health and Human Services has funded Latrobe City Council to deliver a Community Resilience program to the Morwell community. The program's focus is to work directly with the community of Morwell to develop a plan to enhance health, wellbeing and resilience. The plan will largely reflect the current health and wellbeing priorities identified in Latrobe City Council's Municipal Public Health and Wellbeing Plan, and will align with its six strategic objectives.

² Please refer to Appendix Three: Emergency Management History

Strategic objectives and outcomes of the Municipal Public Health and Wellbeing Plan

<p>Being Active</p>	<p>Promote and support a healthy, active and connected community</p>	<ol style="list-style-type: none"> 1. Increase participation in physical activity, recreation and leisure 2. Increase the commitment of workplaces to strategically plan active environments for workers
<p>Eating Well</p>	<p>Increase healthy eating and access to affordable nutritious food</p>	<p>Increase understanding of and opportunities for healthy eating</p> <p>Build the capacity of workplaces and food retails premises and restaurants to provide healthy food choices</p>
<p>Protecting our Health</p>	<p>Promote and support healthy environments and positive public health</p>	<ol style="list-style-type: none"> 3. Reduce the rates of smoking 4. Increase the number of smoke free environments 5. Reduce excessive alcohol consumption 6. Minimise harm associated with misuse of alcohol 7. Maintain or increase the rates of immunisation 8. Improve the awareness and knowledge of safe sexual practices for young people 9. Minimise the harmful use of drugs
<p>Staying Connected</p>	<p>Promote and support an active, diverse and connected community</p>	<p>Improve awareness and knowledge of mental health and wellbeing in the community</p> <p>Support activities and events that build community and social networks</p> <p>Ensure access and equity for all groups in the community</p>

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Feeling Safe	Promote and advocate for a safe and diverse environment	<p>Increase safety perceptions among the community</p> <p>Reduce the incidence of family violence in the community</p> <p>Maintain or improve the safety of public facilities and amenities</p> <p>Reduce the incidence of childhood injury</p>
Skills for Healthy Communities	Recognise and harness the skills of Latrobe City residents and organisations for the advancement our economy and community	<p>Build the capacity of organisations and community groups to deliver health and wellbeing outcomes</p> <p>Increase opportunities for residents to participate in community action and volunteering</p>

Development of the plan

With Morwell having an estimated population of 14,347 (Australian Bureau of Statistics 2012, "Morwell: Region Data Summary"), it was decided that a pilot project would be established at a neighbourhood level, still recognising the whole of Morwell was affected in a variety of ways. The selected pilot neighbourhood area was that bounded by Commercial Road, Driffield Road, Hazelwood Road, and the Princes Freeway.

A doorknock was completed in the neighbourhood to survey residents. The survey was provided to 373 homes, with 71 responses received either in person by Latrobe City Council staff or returned by post; a 19% response rate. Residents were asked a series of questions based on the six strategic objectives of the Municipal Public Health and Wellbeing Plan. The survey sought to create a positive future orientation for residents, focusing on how the community could become healthier, more resilient, and connected, as opposed to focusing on past events and challenges.



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The plan identifies the views, thoughts and suggestions from people within the community affected by the mine fire on creating greater health and wellbeing for themselves as individuals, family, neighbourhood and the larger Morwell community.

Identifying key priorities and formulating the action plan

Following analysis of the survey results, a series of workshops were held with residents of the neighbourhood on 9 September, 14 September and 24 September 2015 to report survey findings, and to identify and prioritise actions to support development of the plan. Opportunities to improve health and wellbeing within the community were identified through the survey and the workshops as part of the consultation process. A draft plan was prepared using this community-led information and presented to the community for endorsement.

Reporting on the plan

It is vital that the progress of the actions set out in the plan is fed back to the neighbourhood to ensure they are engaged and included in their own community-led plan. Service sector organisations are also a key part of the plan and will kept apprised of progress.

Every action within the plan has been allocated measures to monitor progress and mark completion. These include timeframes, responsibility/ownership of the action, and performance indicators. These measures will be continually monitored and their progress reported to the community, Latrobe City Council, the Morwell and Districts Community Recovery Committee, and other stakeholders. Leaders from within the neighbourhood have formed a Working Group to oversee the actions within the plan, with Community Resilience Team members as project managers for each initiative. Quarterly meetings will be held with the Working Group to manage the project. Where program funding does not allow for the Community Resilience Team to continue in this role, initiatives will be allocated to other teams within Council.

Evaluation of the plan

The Community Resilience plan will become a sub-plan of the Latrobe City Municipal Public Health and Wellbeing Plan 2013-2017 which enables it to be monitored and reviewed as part of Council's regular review cycle. Evaluation of the plan will include community input to the effectiveness of the implemented actions and any change required to priorities.



Map of the initial neighbourhood



Priority Areas for Action

Analysis of community consultation resulted in the following priority areas for action, each within a strategic direction from the Municipal Public Health and Wellbeing Plan.

Strategic Direction 1: Being Active

Goal: Promote and support a healthy, active and connected community.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATOR	STATUS
1.1 Fenced, off-leash dog park with seating and shade	<ol style="list-style-type: none"> 1. Investigate possibility of constructing a dog park within the pilot area including a fenced off area, seating and shade 2. Determine potential site for the park 3. Determine costings for the park 4. Recommend the park also includes hygiene stations and water fountains 5. Advocate with Latrobe City Council for inclusion of the park in budget allocations 	December 2015	<p>Latrobe City Council Local Laws</p> <p>Local Community Members</p>	<ul style="list-style-type: none"> • Development of a fenced, off-leash dog park within the pilot area • Regular utilisation of the park by people in the area and from other parts of the district who travel to use the park 	Existing off-leash parks are being reviewed to ensure they meet standards

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INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATOR	STATUS
1.2 More/improved walking paths and bike tracks	1. Advocate for increased public seating, particularly in Commercial Road, and drinking fountains	November 2015	Latrobe City Council Recreational Liveability	<ul style="list-style-type: none"> • Increase in public seating • Development of walking circuit on North side of railway line • Community members working with Healthy Together Latrobe to identify former walking paths to develop GPS data • Heart Foundation Walking Group established • Promotion of the walking path on the North side of the railway line will be considered within Latrobe City Council's review of the Tracks, Trails and Paths Strategy • Investigation into the former walking track from Eric Lubcke reserve north to the Driffield Road park has identified the need to utilise a section of private land. The initiative will be considered as part of the Future Morwell Urban Revitalisation Plan 	Heart Foundation Walking Group in Rose Garden area established. Approximately members; walkers gather twice per week for their choice of long or short walks Awaiting response from Future Morwell and the Tracks, Trails and Paths Strategy
	2. Promote a walking path on the North side of the railway line to complete the circuit from the South side of the railway line (Alexandra Park) ending at the McDonald Street overpass	December 2015	Local Community Members Local Service Clubs (i.e. Rotary, Lions) to assist with clearing existing pathways, along with Work for the Dole recipients		
	3. Identify former walking tracks in the pilot area and reinvigorate them	June 2016			
	4. Work closely with Latrobe Community Health Service to develop a Heart Foundation Walking Group in the neighbourhood	September 2015	Local Community Member as walking group leader		

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Strategic Direction 2: Eating Well

Goal: Increase healthy eating and access to affordable, nutritious food.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
2.1 Community kitchens	1. Identify preferred cooking classes (i.e. single people, children, school holidays, food from many cultures etc.)	October 2015	Local Community Members	<ul style="list-style-type: none"> A variety of cooking classes is available A minimum of six and maximum of 10 people attend each class Residents utilising the kitchen for events other than cooking classes Participants have completed appropriate food safety and preparation training 	
	2. Advocate with key stakeholders to determine a suitable location – either existing or new	October 2015	Latrobe Community Health Service		
	3. Advertise cooking classes to encourage attendance preparation training	February 2016	Healthy Together Latrobe (Latrobe City Council)		
	4. Develop terms of reference and timetable for usage of the facility	February 2016	Gippsland Multicultural Services		
	5. Appropriate food handling and preparation training	February 2016			

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INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
2.2 Community gardens	<ol style="list-style-type: none"> 1. Identify experienced gardeners willing to teach other people their skills 2. Identify residents interested in working in a community garden and being part of an ongoing committee 3. Identify a potential location (such as former caravan park land at the southern end of Maryvale Crescent) 4. Develop a committee to implement and run the program 5. Establish a community garden in a suitable location 	June 2016	<p>Local Community Members</p> <p>Latrobe City Council (Healthy Together Latrobe)</p> <p>Potential partnerships with garden suppliers and other gardening groups</p> <p>Future Morwell</p>	<ul style="list-style-type: none"> • Community garden committee established • Gardeners identified and engaged • Garden established in suitable location 	
2.3 Farmers markets	<ol style="list-style-type: none"> 1. Consult with organisers of Morwell Farmer's Market to identify potential areas for assistance 2. Provide help, where possible, to enhance the appeal of the market and maintain it as a regular Morwell event 	November 2015	<p>Reactivate Latrobe Valley</p> <p>Morwell Rotary Club</p> <p>Local Community Members</p>	<ul style="list-style-type: none"> • Ongoing success of a vibrant farmer's market in Morwell • Increase in attendance • Increase in stall holders • Utilisation of the market for service clubs to promote their activities 	

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Strategic Direction 3: Protecting our Health

Goal: Promote and support healthy environments and positive public health.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
3.1 Freeway sound barrier	<ol style="list-style-type: none"> Advocate with VicRoads to initiate a study to determine if the area between the southern end of Hazelwood Road and the interchange with B460 qualifies for the erection of a sound barrier Advocate with VicRoads for the replanting of vegetation lost to the Hernes Oak bushfire to mitigate high levels of noise 	February 2016	<p>Latrobe City Council</p> <p>Local Community Members</p> <p>VicRoads</p>	<ul style="list-style-type: none"> Erection of sound barrier Revegetation of area/s between housing and the freeway Measurable reduction in noise levels 	
3.2 Increase police presence	Liaise with Victoria Police to determine the current policing activities in the community, with a view to expanding visibility of police within the neighbourhood	October 2015	<p>Victoria Police, Morwell Community Liaison Officer</p> <p>Latrobe City Council Community Resilience Team</p>	<p>Liaison meeting with Victoria Police held to provide relevant information to the neighbourhood</p> <p>Response from Victoria Police to request for increased presence in the neighbourhood</p>	

Strategic Direction 4: Staying Connected

Goal: Promote and support an active, diverse and connected community.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
4.1 Revitalise the shopping strip and CBD	1. Work closely with identified groups (Future Morwell, Advance Morwell, Reactivate Latrobe Valley etc.) to implement existing strategies for revitalising the Morwell CBD	Ongoing	Future Morwell Advance Morwell Reactivate Latrobe Valley	Increase in businesses opening in Morwell CBD Increase in number of people utilising the CBD	
	2. Investigate the potential of creating a community hub on the site of the current Commercial Road Primary School (once it is absorbed into the Morwell "super school")	July 2016	Local Community Members Business Owners Latrobe City Council Economic Development	Inclusion of Morwell in listing of RV-friendly towns Feasibility study completed for community hub	
	3. Further develop the idea of Morwell becoming an RV-friendly town https://www.cmca.net.au/services/rv-friendly	December 2015	Latrobe City Council Tourism and Events		
	4. Identify groups/volunteers to maintain planter boxes in the CBD	TBD			

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INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
4.2 More music and arts events	<ol style="list-style-type: none"> Identify strategies to further develop the following activities: <ul style="list-style-type: none"> Street busking on weekends Open air cinema at the Town Common Use the former Village cinema in Buckley Street to screen films from the Latrobe Valley Film Society Schools showcasing their art work, music performances and street drama in the CBD Open garden events Service clubs to run regular community barbecues 	March 2016	Local Community Members Latrobe City Council Tourism and Events Latrobe Valley Film Society Service clubs Schools	<ul style="list-style-type: none"> At least three of these events are planned and implemented <i>on a regular basis</i> Measurable attendance at a minimum of three of these events Feedback from attendees 	
4.3 Better communication and promotion of events	<ol style="list-style-type: none"> Investigate the cost of erecting and maintaining a community noticeboard in the CBD to advertise upcoming events Enhance usage of the Latrobe City Council events and Facebook website pages Establish a connection with local schools to promote activities and events in the local area via student newsletters 	December 2015	Latrobe City Council Recreational Liveability Latrobe City Council Events School	<ul style="list-style-type: none"> Assemblage and usage of community noticeboard in the CBD Increased number of "hits" on Latrobe City Council events website and Facebook page 	

Strategic Direction 5: Feeling Safe

Goal: Promote and advocate for a safe and diverse environment.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
5.1 Improve street lighting	<ol style="list-style-type: none"> 1. Advocate to increase street lighting in pilot area 2. Influence pruning of trees which are blocking street lighting 3. Advocate for timely replacement of globes/outages 	November 2015	<p>Local Community Members</p> <p>Latrobe City Council Infrastructure Development</p> <p>Latrobe City Council Community Infrastructure & Recreation</p>	<ul style="list-style-type: none"> • Increase in street lighting • Regular pruning of vegetation blocking lighting • Timely replacement of globes when required • Increase in people feeling comfortable walking at night 	
5.3 Make the train station safer	<ol style="list-style-type: none"> 1. Advocate for a number of two-hour parking areas around the station to be extended to all-day parking 2. Influence Victoria Police to allocate extra Public Service Officers (PSO) to improve safety 	December 2015	<p>Local Community Members</p> <p>Latrobe City Council Local Laws</p>	<ul style="list-style-type: none"> • Increase in people feeling safe around the station due to all-day parking nearby • Additional Public Service Officers at Morwell station 	

Strategic Direction 6: Skills for Healthy Communities

Goal: Recognise and harness the skills of Latrobe Valley residents and organisations for the advancement of our economy and community.

INITIATIVE	ACTIONS	TIMEFRAME	RESPONSIBILITY	PERFORMANCE INDICATORS	STATUS
6.1 Craft sessions and groups	1. Determine level of interest in group/sessions	September 2015	Local Community Members	<ul style="list-style-type: none"> Development of an ongoing craft group/session Minimum of six people attending each session Feedback/survey of attendees 	
	2. Investigate potential auspice agencies for craft group/sessions	October 2015	Latrobe City Council Potential auspice agencies (e.g. U3A)		
	3. Determine possible sites for craft group/sessions	October 2015			
	4. Arrange group schedule	January 2016			
6.2 Employment opportunities and job training	<ol style="list-style-type: none"> Promote advancement of resident Lorraine Bull's proposal for creation of prefabricated energy efficient buildings Negotiate with relevant organisations, companies and government departments who may be interested in the proposal Investigate possible funding sources 	March 2016	Latrobe City Council Economic Development Local businesses Government departments	<ul style="list-style-type: none"> Buy-in from parties interested in furthering the concept Progression toward development of the project 	

Timeframes

Initiative	Timeframes											
	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	
Development of Heart Foundation Walking Group	■											
Improve street lighting	■											
Craft group: 1. Determine level of interest in the group	■											
Community kitchen: 1. Identify preferred cooking classes, and 2. Determine a suitable location		■										
Increase police presence		■										
Craft group: 2. Investigate potential auspice, and 3. Determine possible sites		■										
Walking paths: 1. Advocate for increased public seating and drinking fountains	■	■	■									
Enhance 50-Mile Farmer’s Market			■									
Actions related to development of dog park	■	■	■	■								
Walking paths: 2. Promote development of walking path on north side of railway line	■	■	■	■								
Development of Morwell as RV-friendly town				■								



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Initiative	Timeframes										
	Sep 2015	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016
Promotion of Morwell events			■	■							
Improve safety at train station		■	■	■							
Craft group: 4. Arrange group schedule					■						
Community kitchen: 4. Develop terms of reference, and 5. Train in appropriate food handling				■	■	■					
Advocate for freeway sound barrier	■	■	■	■	■	■					
Strategies for music and art events			■	■	■	■	■				
Development of employment opportunities							■				
Completion of revitalised walking track	■	■	■	■	■	■	■	■	■	■	
Completion of community garden	■	■	■	■	■	■	■	■	■	■	
Investigate potential of turning former Commercial Road PS in community hub					■	■	■	■	■	■	■



Appendix One

Further Ideas, Strategies and Suggestions

The following are ideas, strategies and suggestions raised by the community during the consultation phases that were not yet prioritised for action. They are listed here as a record of the powerful thoughts of the community when consulted on their needs and wants.

Being Active

- Increase in the number of dog walking hygiene stations, including disposable bags and rubbish bins
- Rest stations and seating to encourage people to walk around the area, enabling them to rest when needed
- Ensure there is physical access to all programs and activities to include people with mobility issues
- Encourage people using mobility scooters to (a) undertake some form of driver education/training and (b) travel at walking pace when on footpaths
- Combination of walking program and diet classes – combine with cancer fundraiser as community challenge
- Turn the Hazelwood open cut into a lake and create a tourist attraction. Promote Morwell as a tourist destination close to oceans, forests, mountains and the city
- Promote active lifestyles and programs

Eating Well

- Hold indoor markets during inclement weather
- Hold night markets in warmer weather
- Sell produce from the community garden and wares from the craft group at local markets
- Teach abundance at community garden, enabling people to swap produce
- Try a “moon gardening” seminar to increase interest in alternative gardening
- Develop a food bank/soup kitchen to feed people two nights per week



- Have vegetable gardens in schools to encourage healthy eating
- Enable supermarkets and shops to donate leftover fruit and vegetables for distribution

Protecting our Health

- Plan for the transition away from coal
- Require GDF Suez to clay cap unused northern batters of the mine to reduce dust in southern Morwell
- Reduce smoking close to businesses in Commercial Road such as the hotel and bank where the concentration of pedestrians is dense
- Advocate for earlier closing times for hotels/pubs/bars to reduce alcohol-related violence and poor behaviour such as smashing bottles on footpaths
- Ensure plans are implemented to reduce coal dust in the air
- Improve storm water drainage which is limited in some streets of the pilot area leading to flooded yards following rain
- Reduce drug and alcohol use in the area
- Advocate for mine rehabilitation and an improvement to air quality

Staying Connected

- Continue with economic development to encourage businesses and industries to invest in the area
- Encourage more business investment in Morwell – “something to replace Spotlight”, “somewhere to buy a dress”, “somewhere to buy a bucket without having to go to Bunnings”.
- Encourage cafes to open on weekends; people often travel to Traralgon for coffee and meals
- Investigate the possibility of a community bus to transport people between Aldi and Coles, with most people needing to shop at both, but with both stores such a distance from each other
- Relocate the Morwell Neighbourhood House to the CBD enabling community groups to utilise it at a reasonable rate
- Develop a meet-and-greet strategy for new residents (including rental tenants) including a booklet of local services, clubs, and other activities, and how to become involved in the community. Volunteer information could also be included, and distribution could be the responsibility of real estate agents. Perhaps even regular/monthly afternoon/morning teas for new residents
- Promote “Neighbourhood Day” where people are encouraged to hold a street party
- Encourage better utilisation of local spaces such as RSL, church halls, senior citizens centres; ask groups for a small fee to cover the costs of hire and beverages
- Upgrade the Morwell football oval facilities, including the netball courts and toilets

- Develop a “Buy Local” campaign to encourage people to spend their money in the CBD

Feeling Safe

- Develop a strategy where graffiti is removed immediately, with a perceived outcome that perpetrators would get tired of defacing buildings/walls/fences etc.
- Erect a set of traffic lights, or a traffic island, at the western end of Commercial Road to assist with crossing from the residential side to the bus stop. Another option would be to reduce the speed limit in that area
- Modify fencing at Morwell Town Common playground to enable ‘line-of-sight’ when supervising children
- Enact Council’s original plan to reduce speed in Elgin Street by narrowing the street and implementing traffic calming devices (speed humps)
- Encourage revitalisation of the Commercial Road Caravan Park which backs onto Sinclair Avenue enabling a more attractive site

Skills for Healthy Communities

- Develop an information centre similar to the former citizen’s advice bureau
- Explore programs for young people after school where older people could teach skills such as carpentry to keep young people occupied and learning
- Develop a program where senior citizens are matched with young people in “pop-up” classrooms to exchange knowledge and remove possible barriers between generations. Young people could teach technology skills to older people (such as computers, emailing, internet etc.) while the older people could teach the young people “lost” skills such as carpentry, knitting, crochet etc.
- Hold a world food fair where Morwell people from various nationalities come together to cook and share traditional food
- Invite the Salvation Army and other denominations to have a larger presence in the community to support the pastoral care of residents
- Promote health education

Appendix Two

Evaluation

Evaluation of the initiatives within the plan will be an ongoing process involving the following questions:

- Have the actions within each initiative been met?
- To what extent have the outcomes been achieved?
- Were there any variations from the original idea? If so, why?
- Were there any unintended outcomes?
- What worked well, and what needs improvement?
- What lessons have been learned?

An evaluation document will be prepared by the relevant team within Council and supported by the Rose Garden Neighbourhood Working Group to assess the efficacy of each initiative. The Working Group will then have the opportunity to prioritise the ideas, suggestions and strategies that were not included in the initial plan, or develop new ideas, and initiate a new action plan to meet these needs.

As a sub-plan of Council's *Municipal Public Health and Wellbeing Plan 2013-2017*, this document will be reviewed annually to determine if it is meeting the needs of the neighbourhood and their chosen priorities.

Appendix Three

Emergency Management History

Latrobe City has a long history of experiencing environmental challenges with varying degrees of severity and impact as summarised below:

- Road Accidents 1997, 2008
- Fire 1939, 1944, 1962, 1968, 1978, 1982, 1983, 2001, 2005, 2006/07, 2009 Delburn & Churchill (Black Saturday), 2013 Aberfeldy, 2014 (Hernes Oak/Driffield and Hazelwood Mine Fires)
- Floods 1978, 1993, 1995, 2007, 2010, 2011, 2013
- Explosions Church St 1990, ESSO Longford Gas Plant 1998
- Gas Pipeline Rupture Moe 1997
- Pollution 2010 (Kernot Lake)
- Chemical Spills, Morwell 1998
- Mine Incidents 2007, 2008
- Mine Collapse and Freeway Closure Morwell 2011
- Landslips 2011 (Piggery Rd), 2012 (Summerfield Track), 2014 (Latrobe Road)
- Storm Events (High Winds) 2014

Appendix Four

Lessons Learned

The following are lessons that have been learnt throughout the project:

Door-knocking

- Amazing and honest results are achieved when surveys are conducted face-to-face
- Door-knocking is weather-dependent – timeframes may need to be adjusted accordingly
- Promote and inform the community about your work beforehand; and provide opportunity for follow-up communication
- Clearly identify yourselves to residents when visiting their neighbourhoods and follow required Occupation, Health and Safety practices
- Wear comfortable shoes, and be prepared to be invited into people's homes as well as conducting business on the doorstep or at the letterbox – go with what makes people most comfortable

Community Workshops

- A community led approach where people are consulted about their wants and needs (as opposed to decisions being made on their behalf based on statistics) yields excellent responses
- Provide feedback to the community - people appreciate being kept informed, and knowing what their information is being used for
- Consult with people in their own community (i.e. locally), and recognise the diversity of community groups that need to be engaged for informed guidance.
- Listen to, and accept, all ideas – don't pre-judge
- Where funds permit, employ a consulting group to facilitate the workshops
- When arranging workshops, remain flexible and work within the community's needs
- Have relevant referral information available (e.g. emergency relief and counselling services). Consultations may raise personal concerns and issues for people; be aware of this and have strategies in place



Staffing

- A personable and engaging approach is required from all staff. This assists in eliciting honest responses from the community, and helps build relationships with the residents
- Be frank and open with people – honesty is appreciated

Other

- It is critically important to provide clarity around spheres of influence – be clear with people about what can and can't be achieved
- Ensure to follow through with commitments, and if an issue requires clarity, research the answer/s and feedback to residents
- Advertising workshops and other gatherings through direct letterbox drops - along with a reminder for events – had a positive effect on increasing RSVP numbers

And finally:

Never underestimate the wisdom of the people in providing amazing suggestions and solutions

CORPORATE SERVICES

17. CORPORATE SERVICES

**17.1 CONTRACT VARIATIONS AND CONTRACTS AWARDED BY THE
CHIEF EXECUTIVE OFFICER REPORT FOR THE PERIOD 1
OCTOBER 2015 TO 31 DECEMBER 2015**

GENERAL MANAGER

Corporate Services

For Information

PURPOSE

The purpose of this report is to provide Council with a summary of all contract variations by approving delegate and contracts awarded by the Chief Executive Officer under delegation for the period 1 October 2015 to 31 December 2015.

EXECUTIVE SUMMARY

Policy – Procurement Policy 15 POL-8

2.12 Contract Management

Contract variations are reported to Council on a quarterly basis.

All contract variations by approving delegate and contracts awarded by the Chief Executive Officer under delegation are detailed in the attachment.

MOTION

Moved: Cr Harriman

Seconded: Cr Gibson

That Council receives and notes this report on contract variations by approving delegate and contracts awarded by the Chief Executive Officer during the period 1 October 2015 to 31 December 2015.

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

Attachments

1. Contract Variation Details and Contracts Awarded by the Chief Executive Officer

17.1

Contract Variations and Contracts Awarded by the Chief Executive Officer Report for the period 1 October 2015 to 31 December 2015

- 1 Contract Variation Details and Contracts Awarded by the
Cheif Executive Officer 435**

Contract No. and Title:		LCC-177 Moe Rail Precinct Revitalisation Project - Stage 1						
Contractor:		Building Engineering Pty Ltd						
Date Contract Awarded:		11/08/2014	Contract Awarded by:		Council	Original Contract Value:		\$11,990,080.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Previous value of variations to date	Total value of variations	Total variation % of original contract value	Revised contract value
25	Blinding concrete (Part 2)	26/10/2015	CEO	\$45,538.35	\$117,214.47	\$162,752.82	0.38%	\$12,152,832.82
26	Rain water sensor to lift pit	26/10/2015	CEO	\$935.00	\$162,752.82	\$163,687.82	0.01%	\$12,153,767.82
27	Framing to Y1a and Y4a	16/12/2015	CEO	\$2,302.96	\$163,687.82	\$165,990.78	0.02%	\$12,156,070.78
28	Additional footing to North West external staircase	16/12/2015	CEO	\$8,459.00	\$165,990.78	\$174,449.78	0.07%	\$12,164,529.78
29	Alternative C1 to C3 supplier and deletion of C4	16/12/2015	CEO	-\$9,645.63	\$174,449.78	\$164,804.15	-0.08%	\$12,154,884.15
30	Revised lift ventilation location	16/12/2015	CEO	\$877.80	\$164,804.15	\$165,681.95	0.01%	\$12,155,761.95
31	Cost saving for select grade timber flooring	23/12/2015	CEO	-\$11,000.00	\$165,681.95	\$154,681.95	-0.09%	\$12,144,761.95

Contract No. and Title:		LCC-212 Latrobe City Hyland Highway Landfill - Construction of Landfill Cell 4						
Contractor:		RTL Mining and Earthworks Pty Ltd						
Date Contract Awarded:		21/11/2014	Contract Awarded by:		Council	Original Contract Value:		\$1,586,375.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Previous value of variations to date	Total value of variations	Total variation % of original contract value	Revised contract value
5	Increase the height of landfill cell 4 southern wall between 0-2m along the length	26/10/2015	CEO	\$38,000.00	\$44,826.78	\$82,826.78	2.40%	\$1,669,201.78

Contract No. and Title:		LCC-259 Drainage Augmentation at Moe-Walhalla Road, Moe						
Contractor:		ACE Earthmoving Pty Ltd						
Date Contract Awarded:		2/03/2015	Contract Awarded by:		Council	Original Contract Value:		\$500,699.35
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Previous value of variations to date	Total value of variations	Total variation % of original contract value	Revised contract value
4	Asphalt driveway for property #31 Moe-Walhalla Road at Moe	14/10/2015	CEO	\$9,330.00	\$22,196.46	\$31,526.46	1.86%	\$532,225.81

Contract No. and Title:		LCC-273 Provision of consultancy for a Financial Sustainability Review and Fees and Charges Review						
Contractor:		CT Management Group						
Date Contract Awarded:		14/09/2015	Contract Awarded by:		Council	Original Contract Value:		\$200,700.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Previous value of variations to date	Total value of variations	Total variation % of original contract value	Revised contract value
1	Additional to contract scope to include Councillor interviews	22/12/2015	GM	\$6,300.00	\$0.00	\$6,300.00	3.14%	\$207,000.00

Contract No. and Title:		LCC-277 Rehabilitation of the Service Road North Bridge over Wirraway Street at Moe						
Contractor:		Mad Cat Constructions (Vic) Pty Ltd						
Date Contract Awarded:		3/08/2015	Contract Awarded by:		CEO	Original Contract Value:		\$101,010.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Previous value of variations to date	Total value of variations	Total variation % of original contract value	Revised contract value
1	Variable message board hire	24/11/2015	Manager	\$1,920.00	\$0.00	\$1,920.00	1.90%	\$102,930.00
2	Ground penetrating radar	24/11/2015	Manager	\$1,200.00	\$1,920.00	\$3,120.00	1.19%	\$104,130.00
3	Additional concrete cores holes	24/11/2015	Manager	\$3,850.00	\$3,120.00	\$6,970.00	3.81%	\$107,980.00
4	Alterations to concrete path	24/11/2015	Manager	\$2,300.00	\$6,970.00	\$9,270.00	2.28%	\$110,280.00

Contract No. and Title:		LCC-279 Construction of a Sport Pavillion at Harold Preston Reserve						
Contractor:		Walton Constructions Pty Ltd						
Date Contract Awarded:		17/08/2015	Contract Awarded by:		Council	Original Contract Value:		\$339,910.00
Contract variation no.	Variation description	Date variation approved	Variation approved by	Variation amount	Previous value of variations to date	Total value of variations	Total variation % of original contract value	Revised contract value
1	Hot dip galvanising of 6 veranda columns	19/10/2015	CEO	\$198.00	\$0.00	\$198.00	0.06%	\$340,108.00
2	New water meter assembly	14/10/2015	CEO	\$1,190.00	\$198.00	\$1,388.00	0.35%	\$341,298.00
3	Repairs to sprinkler water main	19/10/2015	CEO	\$1,976.00	\$1,388.00	\$3,364.00	0.58%	\$343,274.00
4	Grout fill cores and bond beams	26/10/2015	CEO	\$693.00	\$3,364.00	\$4,057.00	0.20%	\$343,967.00

**CONTRACTS AWARDED BY THE CEO UNDER DELEGATION
FROM 1 OCTOBER 2015 TO 31 DECEMBER 2015**

Contract Number and Title:	Contractor:	Date Awarded:	Contract Amount or Schedule of Rates (SOR)
LCC-297 Provision of Irrigation Infrastructure Landfill Operations	Valley pumps and irrigation Systems	10/12/2015	SOR
LCC-299 Traffic/Pedestrian safety Educator	First Track Adventures Pty Ltd	13/11/2015	\$20,000.00
LCC-284 Sampling and Quality Testing of Groundwater, Surface Water, Leachate and Treated Water at Landfills	LogiCamms Consulting Pty Ltd T/As Monarc Environmental	22/12/2015	SOR
LCC-298 Latrobe City Council Hard Court Surfaces Audit	ZMH Consulting Pty Ltd	23/12/2015	\$23,400.00

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

17.2 PRESENTATION OF THE PROPOSED COUNCIL POLICY DEVELOPMENT POLICY FOR ADOPTION

General Manager

Corporate Services

For Decision

PURPOSE

The purpose of this report is to present to Council the proposed Council Policy Development Policy for adoption.

EXECUTIVE SUMMARY

The Council Policy Development Policy (Policy) was last revised in 2011. The Policy (attached) has been revised to increase clarity in the process for the creation and implementation of council policy.

MOTION

Moved: Cr Gibbons
Seconded: Cr Middlemiss

That Council:

- 1. Adopts the Council Policy Development Policy with an effective date of 1 March 2016;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now rescinded; and**
- 3. Makes this Policy available to the public on Council's website.**

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objective - Governance

Latrobe City Council Plan 2013 - 2017

Theme

Theme 3: Efficient, effective and accountable governance

BACKGROUND

The Council Policy Development Policy and associated policy template were last revised in 2011. There has been general recognition that a review and revision is required. There is also feedback and recognition of the benefits associated with incorporating document and version control features and the concept of 'benchmarking' against other councils.

KEY POINTS/ISSUES

The proposed Policy has been designed to improve the content, consistency and implementation of council policy. This Policy describes objectives, scope and principles of management applicable to new policy development or existing policy review.

The objectives of this policy include:

- Compliance with set procedures;
- Policy development in response to future requirements;
- Policy provides guidance to Latrobe City Council and to the CEO in the performance of the CEO Functions; and
- Policy does not provide improper direction and influence in accordance with the *Local Government Act 1989*.

The scope of application of this policy includes:

- New or existing Council policies;
- Council Policies developed to further the purpose, objectives, role or functions of Latrobe City Council; and
- All Council policy reviews.

The principles of management address:

- How the need for a new Council policy is identified,
- Development and approval of a new Council policy, and
- Implementation and review processes.

Accountabilities and responsibilities are described and the performance reporting details measurable criteria to evaluate compliance with this proposed Policy, including policies overdue for review and time taken to complete non-scheduled policy reviews.

The new template was utilised in the update of this policy.

RISK IMPLICATIONS

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

There is not considered to be any significant risks associated with this report.

FINANCIAL AND RESOURCES IMPLICATIONS

If the proposed Policy is adopted, officers will be able to recommence the Council policy review program which has been on hold whilst officers have been reviewing the Policy.

There are no other significant financial or resource implications.

INTERNAL/EXTERNAL CONSULTATION

Internal consultation as well as engagement with Councillors has been undertaken. Benchmarking has also occurred on Council policy management practices within other local government municipalities.

OPTIONS

Council has the following options:

1. To adopt the proposed Policy; or
2. To adopt the proposed Policy with amendments; or
3. To not adopt the proposed Policy.

CONCLUSION

This report identifies changes proposed to clarify the process for council policy creation and implementation which is contained within the proposed Policy.

SUPPORTING DOCUMENTS

- Council Policy Template
- Council Policy Development Policy (11-POL-5)

Attachments

1. Proposed Council Policy Development Policy

17.2

Presentation of the Proposed Council Policy Development Policy for Adoption

- 1 Proposed Council Policy Development Policy..... 447**



Council Policy Development Policy

Version 8

Approval Date: (insert date)

Review Date: (insert date)



Council Policy Development

DOCUMENT CONTROL

Responsible GM	Sarah Cumming	
Division	Corporate Services	
Last Updated (who & when)	Peter Mangan Manager Governance	February 2016
DOCUMENT HISTORY		
Authority	Date	Description of change
Executive Management Team	22 Sep 2015	Revision of content and development of new template
Council	7 Feb 2011	Minor change to timeframes for review
References	Refer to Sections 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No		

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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Council Policy Development

1. Background

Council Policy development has a key role to play in the good governance of Latrobe City Council and supports the objectives and functions of a Council described in the *Local Government Act 1989*.

Council Policy sets the broad parameters for guiding and setting the boundaries to influence the actions and operations of Latrobe City Council. Council Policies are designed to provide clear, unambiguous guidelines and to provide continuity and a consistent point of accountability for Latrobe City Council.

2. Objectives

- 2.1. Policy-making will follow set procedures to ensure the efficacy of the process and the overall policy structure.
- 2.2. Generally, policies will be developed in response to potential future use or in advance of an event rather than in response to an event, crisis or problem.
- 2.3. Policies will support and be consistent with the current Latrobe City Council Plan and other strategic plans.
- 2.4. Policies will provide the broad parameters for guiding and setting the boundaries to influence the actions and operations of Latrobe City Council.
- 2.5. Policies will not provide directions in relation to the exercise of powers as prohibited of Councillors by s.76E of the *Local Government Act 1989*, specifically:
 - In the exercise of a delegated power, performance of a delegated duty or function;
 - In the exercise of a power or performance of a duty or function by an authorised officer;
 - In the exercise of a power or the performance of a duty or function in an office or position held under another Act; and
 - Advice provided to Council or a special committee.

3. Scope

- 3.1. This policy applies to the development of new Council policies or the review of existing Council policies.
- 3.2. This policy applies to Council policy developed to achieve or further the purpose, objectives, role, or functions of Latrobe City Council in accordance with Part 1A of the *Local Government Act 1989*, including:
 - Providing for peace, order and good government of the municipal district;
 - Achieving the best outcomes for the local community having regard for long term effects of decisions;

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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Council Policy Development

- Facilitating the promotion of social, economic and environmental viability and sustainability, efficient and effective use of resources in accordance with Best Value Principles, improvement of the overall quality of life for people in the local community, promotion of business and employment opportunities, provision of accessible and equitable services and facilities, equitable imposition of rates and charges and transparency and accountability in Council decision making.
- Providing leadership and good governance including taking diversity of needs into account, establishing strategic objectives and monitoring their achievement, maintaining Council viability by resource management, advocating local community interests, acting as a responsible partner by taking account of the needs of other communities and fostering community cohesion and participation in civic life.
- Undertaking the functions of Council including advocating and promoting proposals in the best interests of the community, planning and providing services and facilities, providing and maintaining community infrastructure, undertaking strategic and land use planning, raising revenue, making and enforcing local laws.

4. Principles of Management

4.1. Identification of need for a new Council Policy

The Council, the Chief Executive Officer or Council Officers may identify a need for a new Council policy. The identification may arise from the purpose, objectives, role, or functions of Latrobe City Council, the Strategic Objectives, Strategic Risks, legal requirements or identified changes in the external or internal environment.

Major policy decisions will not be made by the Council during the election period for a local government general election unless in accordance with the exemption described in s.93A of the *Local Government Act 1989*.

4.2. Development of new Council Policy

The CEO will assign responsibility for the development of a new Council Policy to a Division and General Manager (or multiple Divisions and General Managers) depending on the nature of the policy.

The responsible General Manager will develop the Council policy having regard for best practice within the subject matter of the policy including undertaking a review of analogous policies in place in other Councils.

A new Council Policy will be developed using the Council Policy Template, having regard for the guidance information provided within this template. All parts of the Council Policy Template should be completed. The notation 'not applicable' should be used where the part is identified as not relevant to the policy in question.

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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Council Policy Development

4.3. Approval of a Council Policy

A Council policy must be approved by Council in the form of a Council Resolution.

4.4. Implementation of a Policy

The responsible General Manager will implement the Council policy into the day-to-day operations of the Council. A plan for the implementation of the policy should be prepared and the actions, required to complete the implementation, documented and assigned to appropriate persons.

The implementation plan may require the creation of Operational Policies or modifications to existing operational policies to apply the Council policy in operation. The responsible General Manager will determine whether additional Guidelines or Procedures are required to support the Council Policy and will be responsible for their creation and implementation.

All Council Policies will be made available for inspection by the public on the Latrobe City Council website and internally for staff on the intranet.

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

5.2. Chief Executive Officer

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

5.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

5.4. Manager

- Develop guidance and procedures in compliance with this policy

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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Council Policy Development

- Enforce responsibilities to achieve compliance with guidance and procedures
- Provide appropriate resources for the execution of the guidance and procedures

5.5. Employees, Contractors and Volunteers

- Participate where required in the development of guidance and procedures in compliance with this policy.
- Comply with guidance and procedures developed to achieve compliance with this policy.

6. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

The responsible General Manager will review, and if necessary revise, the policy.

Review of a Policy created prior to the approval of this Policy will require the update of the Policy to the new template.

The policy will be approved in accordance with Section 4.3 and implemented in accordance with Section 4.4 of this Policy.

7. Definitions

Not Applicable

8. Related Documents

- 8.1. Latrobe City Council Plan
- 8.2. Council Policy Template

9. Reference Resources

Local Government Act 1989

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Responsible Division	Corporate Services	Approved Date	(day, month, Year)	Review Date	(month & year)
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**17.3 PRESENTATION OF THE PROPOSED PROVISION OF
RESOURCES AND SUPPORT TO COUNCILLORS POLICY FOR
ADOPTION**

General Manager

Corporate Services

For Decision

PURPOSE

The purpose of this report is to present to Council the Proposed Provision of Resources and Support to Councillors Policy (Policy) for adoption.

EXECUTIVE SUMMARY

The Provision of Resources and Support to Councillors Policy has been the subject of a major review in order to improve transparency and clarity for Councillors and the community into what provisions are available.

The proposed Policy has been rewritten to improve clarity, with a number of changes recommended, including provisions that are in practice but were not documented within the current Policy.

In order to improve transparency to the community, the reporting of expenses will change. Councillor expenses will be published on the Council's website in a summary format. This will be done at a minimum at the end of each financial year.

The proposed Policy is set to be reviewed in six months' time to ensure that there is an opportunity for further refinement of the Policy as the proposed Policy is being implemented.

MOTION

Moved: Cr Harriman

Seconded: Cr White

That Council:

- 1. Adopts the Proposed Provision of Resources and Support to Councillors Policy with an effective date of 1 March 2016;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now rescinded; and**
- 3. Makes this Policy available to the public on Council's website.**

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

Councillors do not have a conflict of interest when considering a policy in relation to the reimbursement of expenses (Section 79C of the *Local Government Act 1989*).

STRATEGIC FRAMEWORK

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2013-2017.

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objective - Governance

Latrobe City Council Plan 2013 - 2017

Theme

Theme 3: Efficient, effective and accountable governance

BACKGROUND

The review of the *Provision of Resources and Support to Councillors Policy* (Policy) commenced in March 2015.

A number of areas were identified within the current policy as requiring significant changes.

In the time since an additional three briefings have been held with Councillors in order to improve the clarity within the Policy.

Changes proposed are proposed in order to improve transparency and governance arrangements for Councillors, and to align with the Local Government Performance Reporting Framework with which councils must comply.

KEY POINTS/ISSUES

A number of amendments have been made to the Policy since it was adopted in June 2015. The following amendments are proposed:

General formatting of the policy	The Policy has been reconfigured to a newer template. In addition, the proposed policy has been reconfigured and numbered to create different sections and clauses, as well as the inclusion of new sections to improve clarity. Changes have also been made in relation to position titles within the draft policy.
Definitions	Inclusion of a new section of common terms contained within the proposed policy.
Duties of a Councillor	Removal of 'duties of a councillor' as a separate section, and inclusion of this in the definitions section.
Allowances	Clarification that allowances are paid monthly and inclusion of suspension requirements.

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

Superannuation guarantee	Inclusion of the Superannuation guarantee requirements (as required by legislation) for Councillors.
Responsibilities and accountabilities	<p>The inclusion of this section is provided to clarify requirements for all claims to be on the relevant form and appropriate receipts and invoices to be attached within specific time frames.</p> <p>In addition, it provides that claims for expenses are to be no older than six months, and should be received within 60 days of the cost being incurred.</p>
Reporting requirements	<p>A significant change to the way reporting occurs on Councillor expenses is proposed in order to improve transparency.</p> <p>The expenses will no longer be a quarterly report to the Confidential section of a Council meeting.</p> <p>Instead, the expenses will be published to the public as a summary on Council's website, as well as published within the annual report in line with requirements in the <i>Local Government (Planning and Reporting) Regulations 2014</i>.</p>
Councillors with disabilities	The proposed policy provides for Council to make appropriate provisions for Councillors who have a disability.
Travel expenses	<p>Further clarification is provided within the proposed policy, and now has the inclusion of Cabcharge and other travel expenses.</p> <p>Cabcharge are assigned to individual Councillors and the section clarifies that they are not be transferred to another individual for use. This is due to how they are charged, however, does not prevent Councillors travelling together (in order to achieve this, both Councillors names must be on the request form when requesting a Cabcharge to ensure charges are accounted for correctly).</p> <p>Changes to the reimbursement rate will now be in line with taxation rather than the Victorian Local Authorities Award.</p>

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

<p>Carer and Childcare provisions</p>	<p>The proposed policy provides for provisions relating to carers rather than just child care.</p> <p>The provisions have been revised to provide further clarity as to the reimbursement provisions and amounts, as well as provide for informal childcare arrangements.</p>
<p>Meetings, Conferences and Functions</p>	<p>Clarification in relation to when Council will meet the cost of Councillors attending an event, or when it will only be the Mayor or his/her representative is provided for within the proposed policy.</p> <p>Also clarified is that the Council will not assist with costs to attend a political function.</p> <p>In addition, clarification has been provided as to when it is reasonable (in relation to costs) for Council to meet the cost of Councillors attending community, charity or civic functions and events. It is proposed that Council will meet the costs where it is under \$100 per person including GST. Examples of these could be for charity, community fundraisers, mayoral balls (from other municipalities) or similar events.</p> <p>Training requirements and provisions are contained within Section 7. Professional Development.</p>
<p>Legal Costs</p>	<p>The inclusion of clarification on the coverage of legal costs.</p>
<p>Resource Provisions – meeting rooms</p>	<p>Provisions are put in place to provide Councillors with meeting space at Council Headquarters as well as an office for the Mayor.</p> <p>Officers have commenced initial investigations into the feasibility of having dedicated office space within each ward for Councillors to access; however, this has not yet been achieved. Instead, the provision which is currently in place, (which provides for space to be booked on an as needs and availability basis) is included within the policy at this time.</p> <p>Council officers will continue to investigate the feasibility for the next review of the Policy.</p>

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

Provision of office equipment	Provisions have been updated to reflect the current IT equipment that is provided. Councillors may elect to be provided with various office equipment, including a tablet or laptop. In addition, there is now proposed to have a provision for all equipment to be returned to Council at the end of a Councillor's term, upon retirement, resignation or suspension.
Professional Development	Clarification and examples given as to when costs are or are not part of the individual professional and personal development budgets per councillor.
Purchasing Card for the Mayor	Inclusion of the provisions of a purchasing card for the Mayor (which has been in place in practice), which will require approval by the Chief Executive Officer of any expenditure.
Vehicle for Mayor	Details updated to reflect the current motor vehicle operational framework.

RISK IMPLICATIONS

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

There is not considered to be any risks associated with this report

FINANCIAL AND RESOURCES IMPLICATIONS

The policy provides for a number of resources and support to be provided to Councillors. The ones proposed within the policy are able to be accommodated within current budget allocations.

In addition, improvements in transparency to the community of costs will be made by publishing details on Councils website and removing the requirement to have quarterly reporting to a confidential meeting of Council.

INTERNAL/EXTERNAL CONSULTATION

Internal consultation as well as engagement with Councillors has been undertaken over the last twelve months. Benchmarking has also occurred on policies within other local government municipalities.

It is also proposed that this policy is reviewed in six months rather than the usual twelve – three years to ensure that the proposed Policy is delivering on the intent to improve transparency and clarity.

OPTIONS

Council has the following options:

1. To adopt the proposed policy; or

2. To not adopt the proposed policy.

CONCLUSION

The proposed policy aims to provide for greater transparency of expenses and reimbursements for councillors to the community, and aligns with new reporting of local councils under the Local Government Performance Reporting Framework.

SUPPORTING DOCUMENTS

- Current Provision of Resources and Support to Councillors Policy 12 POL-6
- The Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources – April 2008
- Proposed Provision of Resources and Support to Councillors Policy (with tracked changes)

Attachments

1. Proposed Provision of Resources and Support to Councillors Policy

17.3

Presentation of the Proposed Provision of Resources and Support to Councillors Policy for Adoption

- 1 Proposed Provision of Resources and Support to
Councillors Policy 461**



Provision of Resources and Support to Councillors Policy

DRAFT

Version Number	DRAFT Version 1.3 15-POL-1
Approval Authority	Council
Date of Last Review	February 2016
Next Review due	August 2016
Superseded Documents	<i>Provision of Resources and Support to Councillors Policy 12 POL-6</i>
Responsible Area	Corporate Services, Governance
Legislative References	<i>Local Government Act 1989 Local Government (Planning and Reporting) Regulations 2014</i>
Related Policies	Councillor Code of Conduct
Other Associated Documents	<ul style="list-style-type: none"> • Council Delegates and Committees Instrument • The Victorian Government's Policy Statement on Local Government Mayoral and Councillor Allowances and Resources – April 2008

Provision of Resources and Support to Councillors Policy

Policy Goals

The Provision of Resources and Support to Councillors Policy is designed to:-

- clearly set out the level of resources Latrobe City Council will provide to any person who is elected to Council; and
- provide mutual accountability between elected Councillors.

Latrobe City Council will provide elected Councillors with a range of resources and support to enable them to effectively carry out their role. The resources provided to Councillors are outlined in this policy.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley:

Regulation and Accountability	<i>In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.</i>
Governance	<i>In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.</i>

This policy relates to the following Strategic Objectives as outlined in the Council Plan 2013-2017:

Efficient, Effective & Accountable Governance	<i>To achieve the highest standards of financial probity and meet all statutory obligations.</i>
	<i>To provide open, transparent and accountable governance.</i>

Definitions

Act	In the context of this policy, means the <i>Local Government Act 1989</i>
Council	Means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.

Provision of Resources and Support to Councillors Policy

Council officer	Means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Councillor(s)	Means the individuals holding the office of a member of Latrobe City Council
Expenses	Costs incurred by Councillors in performing their duties as a Councillor
Formal study	Training and education provided by a recognised training or tertiary education provider that leads to a formal qualification.
Duties of a Councillor	<p>Duties of a Councillor means ‘duties performed by a Councillor that are necessary or appropriate for purposes of achieving the objectives of a Council’ having regard to any relevant Act, regulation, Ministerial guidelines or Council policies’.</p> <p>In this Policy duties are defined as:</p> <ul style="list-style-type: none"> • Attendance at Ordinary and Special Council Meetings and Councillor Briefing sessions; • Attendance at civic or ceremonial functions convened by the Council or Mayor; • Attendance at meetings scheduled by Council, the Mayor, Chief Executive Officer or delegate; • Attendance at meetings, or to participate in delegations or deputations to which the Councillor has been appointed as a representative by Council; • Attendance at meetings, functions or other official roles attended as a representative of, and under delegation by, the Council or Mayor; • Attendance at meetings of community groups, organisations and statutory authorities to which the Councillor has been appointed as the Council delegate or is authorised by Council; • Attendance at inspections of a street, property or areas within Latrobe City (or to discuss with any persons) any matter affecting or affected by the Council, and/or to attend to carry out activities in the capacity of a Councillor;

Provision of Resources and Support to Councillors Policy

and

- Attendance at planning mediation meetings.

Reasonable use In the context of this policy, means the standard of private use that a reasonable person would expect to be fair and appropriate.

1. Policy Implementation

- 1.1. Section 75(1) of the *Local Government Act 1989* states:
- 1.2. A Council must reimburse a Councillor for expenses if the Councillor –
 - 1.2.1. applies in writing to the Council for reimbursement of expenses; and
 - 1.2.2. establishes in the application to Council that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing duties of a Councillor.

2. Allowance Provisions

2.1. Councillors' and Mayors Allowance

- 2.1.1. An allowance is made available pursuant to sections 74 and 74B of the *Local Government Act 1989* to Councillors and the Mayor.
- 2.1.2. The level of the allowance will be determined within the statutory limits each year by Council.
- 2.1.3. This allowance is paid to meet the general out-of-pocket expenses of Councillors incurred while carrying out their responsibilities.
- 2.1.4. There are no additional allowances for the position of Deputy Mayor, nor will the position of Mayor attract a Councillor allowance on top of the Mayoral allowance.
- 2.1.5. Council notes that the Minister for Local Government is required to review the allowance ranges and limits annually, and if an adjustment factor is set, Council must pass on that adjustment.
- 2.1.6. Allowances shall be paid on a monthly basis, (and no more than a month in advance), provided that upon a Councillor ceasing to hold office, being suspended or pending an election, payment shall be withheld until such time as the Councillor is elected or reinstated.

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- 2.1.7. Payment will be made by electronic funds transfer to the account specified by the Councillor.

2.2. Superannuation Guarantee Contribution

- 2.2.1. Council will ensure that an amount equivalent to the Superannuation Guarantee Contribution will be paid to Councillors with the Councillor Allowance.

3. Responsibility and Accountability

3.1. Reimbursement of Expense Requirements

- 3.1.1. All claims for reimbursement must be made on the relevant form i.e. travel form, petty cash form. Councillors must provide original receipts and tax invoices (credit card receipts will not be accepted) to support reimbursement of expenses and complete documentation in support of a claim for reimbursement. Only those expenses explicitly covered in this policy will be reimbursed.
- 3.1.2. Requests for reimbursement should be received within sixty days of the cost being incurred.
- 3.1.3. Claims for expenses six months or older will not be reimbursed.
- 3.1.4. Reimbursements will be paid by electronic funds transfer within 30 days of receipt of a correctly completed claim form.
- 3.1.5. All claims for reimbursement of expenses must be finalised at least one month prior to a Council election. One month grace will be given post-election for Councillors seeking re-election who are not successful. At the expiry of the one month grace period claims will no longer be accepted.

3.2. Advance Payment Requirements

- 3.2.1. Any advance payment made for the cost of a service associated with a civic duty must be reconciled within one month of receiving such payment and receipts supplied as verification.

3.3. Reimbursement of Non-Council related expenditure

- 3.3.1. Any reimbursement required to Council for non-Council related expenditure shall be made within sixty days of the cost being incurred or account being received.

Provision of Resources and Support to Councillors Policy

3.4. Reporting of Expenses to the Public

- 3.4.1. Councillors will be provided with monthly reports on their Councillor Expenses and Professional Development costs. These reports must be certified by Councillors prior to the publication of expenses on Council's website. Councillors will generally be provided 14 days to review a report and seek clarification where required.
- 3.4.2. As a minimum, a summary of Councillor Expenses as at the end of each financial year will be published on the Council's website.
- 3.4.3. Council will also publish details of expenses and entitlements in accordance with requirements under *the Local Government (Planning and Reporting) Regulations 2014* in its Annual Report.

3.5. Exclusions

- 3.5.1. Any costs arising from a breach of road, traffic, parking or other regulations or laws will not be reimbursed or funded in any way by Council.
- 3.5.2. If a Councillor does not claim a particular expense, this cannot be offset against a claim for any additional amount of another expense.
- 3.5.3. Expenses incurred which are not directly related to the official Council duties of a Councillor cannot be included in the calculation of a claim of reimbursement.
- 3.5.4. Council will not provide reimbursements for immediate family members/associates in relation to attendance at conferences, seminars, training or planning sessions.
- 3.5.5. Reimbursement of any expense not included in this policy will require approval by the Chief Executive Officer.

4. Support Provisions

4.1. Councillors with Disabilities

- 4.1.1. For any Councillor with a disability, Council will provide reasonable additional facilities and support in order to allow that Councillor to perform their civic duties.

Provision of Resources and Support to Councillors Policy

4.2. Travelling

4.2.1. Private Vehicle Use

- 4.2.1.1. Councillors are entitled to reimbursement for expenses incurred in the use of their own private vehicle for Council purposes. Any expenses arising from a breach of road, traffic parking or other regulations or laws or for damage or loss of a vehicle will not be reimbursed or funded by Council.
- 4.2.1.2. Reasonable travel expenses include travel to and from Council Meetings, Councillor Briefings or other activities directly related to Council Business. Travel claims will be from the Councillors notified place of normal residence.
- 4.2.1.3. Council does not accept responsibility for reimbursement for:
 - 4.2.1.3.1. Travel from work or other locations where the kilometres claimed are greater than what would be claimed from the notified place of normal residence.
 - 4.2.1.3.2. Meetings arranged outside the Latrobe City municipality that would not form part of a Councillor's normal role.
- 4.2.1.4. The rate of reimbursement of motor vehicle expenses shall be based on the rates set out in the Australian Taxation Act for reimbursement or employees' use of vehicles for business purposes.

4.2.2. Public transport

- 4.2.2.1. Councillors shall have access to a Council supplied Myki card on request to enable travel on trains, trams, and buses within and outside the municipality for council business journeys.
- 4.2.2.2. Councillors with personal Myki cards can submit a claim for specific trips undertaken for Council business. An account statement must be provided with the claim for reimbursement.

4.2.3. Use of taxis

- 4.2.3.1. Councillors may request Cabcharge vouchers for use for travel purposes to undertake their duties.

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- 4.2.3.2. Cabcharge vouchers are to be used by the Councillor only and must not be provided to any other individual for use.
- 4.2.3.3. Councillors should retain information which will assist in the verification of nature of Council business, date, time and cost of transactions.
- 4.2.3.4. Councillors who incur taxi costs without use of a Cabcharge voucher may make a claim for reimbursement. Receipts must be provided with the claim for reimbursement.
- 4.2.4. Interstate and Overseas Travel
 - 4.2.4.1. Approval of overseas travel requires a formal resolution of Council. All interstate travel proposed to be undertaken by a Councillor during the course of their duties is to be approved by the Mayor and the Chief Executive Officer prior to departure. All interstate travel proposed to be undertaken by the Mayor during the course of their duties is to be approved by the Chief Executive Officer prior to departure.
 - 4.2.4.2. A '*Request to travel interstate or overseas*' form is to be completed and approved by the Mayor or Chief Executive Officer prior to departure. This form is to be provided to the Governance division for inclusion in Council's Public Registers.
 - 4.2.4.3. When Councillors are required to travel interstate, the mode of transport is to be determined by the Chief Executive Officer based on the most cost and time effective form of transport. Where travel is by air, economy class will be standard.
 - 4.2.4.4. Councillors travelling overseas are responsible for ensuring that they have a current passport and obtain any required visas. Visa requirements will be specified by the Council's travel agent. Costs of the visa can be paid or reimbursed by the Council.
- 4.2.5. Accommodation
 - 4.2.5.1. Councillors can stay in reasonable accommodation appropriate to the area travelled to and the nature of the visit. As a guide, four star accommodation is considered appropriate.

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- 4.2.5.2. Standard rooms will be used, except in special circumstances which may require the need for a suite. Councillors may accept room upgrades to suites or executive floor rooms if the upgrade is at no additional cost to the Council.

4.3. Carer Expenses

- 4.3.1. The Council will reimburse the cost of necessary expenses for childcare up to and including the age of 16 years and the care of elderly, disabled and/or sick immediate family members of Councillors that resides with the Councillor, while a Councillor is undertaking a Councillor duty.

4.3.2. General Reimbursement Provisions

The reimbursement of costs will be made:

- 4.3.2.1. subject to the provision of tax invoices together with receipts submitted; or
- 4.3.2.2. in the case of informal arrangements, a statement of hours, costs, dates, times and purposes for which the care was provided. Councillors should include a statement as to why the care was needed on each occasion;

Costs are not eligible for reimbursement if:

- 4.3.2.3. paid to a person who is immediate family (e.g. partner, mother/father, sister/brother or sister in-law/brother in law, relatives and/or children) or
- 4.3.2.4. who normally or regularly lives with the councillor, except where a live-in (professional) helper such as a nanny is required to work extra time at extra expense because of the Councillors duties.

4.3.3. Additional Child Care Expenses Provisions

The reimbursement of Child Care expenses are also subject to the following:

- 4.3.3.1. The hourly rate of reimbursement for child care expenses will be up to a maximum equivalent to the current Council fees applicable in the Council budget (listed under Childrens Services) on a per child basis.

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4.3.4. Additional Carer Expenses Provisions

The reimbursement of carer expenses are subject to the following:

- 4.3.4.1. The hourly rate of reimbursement for other carer expenses will be up to a maximum equivalent to the current Council fees applicable in the Council budget (listed under Direct Care).

4.4. Meetings, Conferences and Functions

- 4.4.1. Councillors shall have the opportunity of participating in a range of conferences, functions, training courses, conferences, seminars and similar activities.

4.4.2. Appointed Council Committee Representation (Council Delegate) Meetings and Conferences

- 4.4.2.1. Council resolves which Councillors will provide representation on a number of specific organisations or committees.
- 4.4.2.2. For these organisations and committees, the nominated Councillors (or their substitute if required) are considered Council representatives at regular meetings or any special events, such as an annual conference (if required to attend on behalf of Council).
- 4.4.2.3. Under Section 75A of the Act Council will meet any necessary reasonable expenditure required for such attendances by the delegated or substitute Councillor.

4.4.3. Presenter at a conference

Councillors may receive invitations to speak at a conference in their capacity as a Councillor. In some cases, conference organisers may waive or cover registration fees for participation.

4.4.4. Community, Charity or Civic Functions and Events

- 4.4.4.1. Council will meet the cost of Councillor(s) attending community, charity or civic functions and events to which Councillors have been invited, if the costs are considered reasonable (under \$100 per person inc. GST) and there is sufficient budget available.
- 4.4.4.2. In circumstances where the Mayor has been invited to a function or event and is unable to attend, the Mayor is able to delegate to an appropriate Councillor of his/her choice.

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4.4.4.3. For any other community, charity or civic function or event where Council is required to be represented, and the cost exceeds \$100 inc. GST per ticket, Council will meet the cost of only the Mayor or his/her representative to attend. If other Councillors wish to attend to support the event, they will be required to make their own contribution to attend.

4.4.5. Political functions

Where a Councillor attends a political party fundraising event for which payment is required, the cost is to be borne by the individual Councillor.

4.5. Other Expenses

4.5.1. Councillors will be reimbursed for necessary out-of-pocket expenses incurred while performing duties as a Councillor in accordance with S75 of the Act and where the expenditure is necessary for and consistent with the achievement of the current Council Plan goals and objectives.

Section 75 of the Act states:

75 Reimbursement of expenses of Councillors

(1) A Council must reimburse a Councillor for expenses if the Councillor—

(a) applies in writing to the Council for reimbursement of expenses; and

(b) establishes in the application to Council that the expenses were reasonable bona fide Councillor out-of-pocket expenses incurred while performing duties as a Councillor.

(2) In this section, duties as a Councillor means duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.

4.6. Legal Costs

4.6.1. Other than by specific Council resolution or in accordance with a Council policy, any legal expenses incurred by a Councillor shall be the responsibility of that Councillor.

Provision of Resources and Support to Councillors Policy

5. Resource Provisions

5.1. Administrative Support for Councillors

- 5.1.1. Administrative support will be made available for Councillors to assist them with calendar management and in responding to correspondence, enquiries and requests for service as part of their official duties as a Councillor.
- 5.1.2. Council business papers, personal mail and other Council information will be couriered to Councillors' places of residence, placed in Councillors' communication boxes or forwarded by electronic mail, as may be arranged with individual Councillors, weekly or as required.

5.2. Office / Meeting Room

- 5.2.1. Councillors are provided with an office/meeting room (known as the Councillor Lounge) that may be used at any time. Councillors meeting with external parties are to advise the Mayoral and Council Support Team to ensure the meeting room is not being used by other Councillors. The Councillors Lounge includes a computer connection to Latrobe City Council's computer system.
- 5.2.2. A Councillor elected to the position of Mayor will be provided with an office within the Latrobe City Council Corporate Headquarters.
- 5.2.3. Other Council shared meeting space in the Traralgon Service Centre, Moe Service Centre and Churchill Hub may be utilised by Councillors on an as needs and availability basis, by booking through the Mayoral and Council support team.

5.3. Building Access

- 5.3.1. Each Councillor will receive a swipe card allowing access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub from Monday – Friday 7.00 am – 11.00 pm.
- 5.3.2. If this swipe card is lost or stolen the Councillor must report this to the Mayoral and Council Support team as soon as possible to put in place all preventative measures.
- 5.3.3. The Mayor will be provided access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub 24 hours a day, 7 days a week.

Provision of Resources and Support to Councillors Policy

5.4. Provision of Office Equipment and Stationery

- 5.4.1. Councillors may request to be provided with any or all of the following office equipment to assist in performing their official Council duties:
 - 5.4.1.1. A laptop computer, appropriate software and accessories
 - 5.4.1.2. A tablet (e.g. iPad), with wifi and cellular capabilities
 - 5.4.1.3. A multi-function device (combined printer, scanner and fax machine) connected to a second (dedicated) telephone connection at their place of residence or other arrangements as approved by the Chief Executive Officer.
 - 5.4.1.4. Mobile 'smart' telephone with the capacity to receive and send emails and manage calendar e.g. iPhone
- 5.4.2. Councillors will be provided an email account managed through Latrobe City Council. Councillors email address will be part of the domain name: Latrobe.vic.gov.au.
- 5.4.3. Council will take into consideration improvements in technology when updating the standard equipment on offer to ensure that the equipment provided meets the needs of the Council and is in line with the intent of this policy.
- 5.4.4. The Council will meet the line rental and call costs of the dedicated telephone connection used for official Council duties. The Council will also meet the fixed charge and call costs of the mobile telephone and an internet connection used by a Councillor for official Council duties. The direct costs of any private use of these facilities should be reimbursed to Council.
- 5.4.5. The Council shall, upon request, provide Councillors with standard stationery held or obtained generally for the organisation's requirements. The stationery may include, but not necessarily be limited to, paper, business cards, writing implements, diaries, writing pad/books, memory sticks, envelopes and the like.
- 5.4.6. Council's letterhead stationery is only available for official Council business and may only be used by Councillors for official Council business.
- 5.4.7. Each Councillor will be supplied with an official Latrobe City Council name badge for use while on Council business.

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- 5.4.8. All equipment remains the property of the Council and must be returned at the end of a Councillor's term of office or upon retirement, resignation or suspension of the Councillor.

6. Information Technology

6.1. Support and Training

- 6.1.1. The IT team will provide familiarisation training for Councillors in relation to using IT systems provided by Latrobe City Council as part of induction for new Councillors and on a case by case basis (ad hoc requests) as required.
- 6.1.2. The IT team will update software on Latrobe City Council laptops and tablets when required. Councillors will be required to bring the laptop or tablet into HQ for these scheduled maintenances.
- 6.1.3. IT support can be initiated via the Mayoral and Council Support team through the helpdesk.

6.2. Information Technology and Information Management Security

- 6.2.1. Councillors must adhere to all relevant policies and operational frameworks in the use of the above equipment.

6.3. Network connection control

- 6.3.1. Office equipment issued by Latrobe City Council may only be connected to third party computers/networks with the approval of the General Manager Corporate Services.

7. Professional Development

- 7.1. Latrobe City Council is committed to ensuring that all Councillors are provided with access to development and training opportunities necessary to enable them to perform their duties and responsibilities as Councillors.

7.2. Councillor Development and Training

- 7.2.1. The participation in a range of one-off or short-term training courses, seminars and activities specific to Councillors will be made available. These may be provided internally, or by professional bodies such as the MAV or VLGA (for example, Councillor induction training or conflict of interest training).

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- 7.2.2. These training courses and seminars are excluded from the Individual Professional and Personal Development allocations (refer to 7.3 Individual Professional and Personal Development) to Councillors (however, may still be reportable expenses under the Local Government Reporting Framework).

7.3. Individual Professional and Personal Development

- 7.3.1. In addition to the corporate training and development needs of Councillors, individual Councillors may have specific requirements to enable them to maximise their potential in serving the Latrobe City community. Many courses, conferences, seminars and workshops are available and can provide benefit to individual Councillors. Many specific opportunities cannot be identified in advance and each Councillor may have different developmental needs.
- 7.3.2. Each Councillor is allocated \$2,500 (inclusive of travel, meals and accommodation if required) on an annual calendar year basis for personal development where such development is considered to be in the interest of the Latrobe City community. This allocation is not transferable to another Councillor. Councillors can elect to roll over unused funds from one year to another, up to the cumulative total due for that year, not exceeding the amount of \$10,000 in the fourth year. (That is, \$2500 for year one, up to \$5000 in year two, \$7500 in year 3 and \$10,000 in year 4). In order for a Councillor to spend more than one years allocation (\$2,500) on one personal development activity, the Councillor must first submit a development plan to Council for approval.
- 7.3.3. Should a Councillor identify or wish to pursue a professional/personal development program or course that exceeds the allocation available to the Councillor the matter must be referred to Council for a decision. In considering this matter, Council will take into consideration the merits of the program or activity in accordance with the overall parameters set by this policy.

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- 7.3.4. Developmental programs that qualify for this expenditure must relate to the areas of:
- 7.3.4.1. local government activity, or
 - 7.3.4.2. leadership, or
 - 7.3.4.3. governance in the context of the role of Councillor, or
 - 7.3.4.4. enhance the personal skills of the individual to undertake the role,
- 7.3.5. Programs that qualify may be in the form of:
- 7.3.5.1. Specific workshops, seminars and conferences (for example, the Company Director's Course run by the Australian Institute of Company Directors or MAV Councillors Development Weekend or knowledge centre courses);
 - 7.3.5.2. TAFE level, undergraduate or post graduate studies (for example, Diploma of Local Government or the Graduate Diploma of Management under auspice by the MAV);
 - 7.3.5.3. Short courses, and study tours that relate to the areas of local government activity, leadership, governance in the context of the role of Councillor, or enhance the personal skills of the individual to contribute to the good governance of Latrobe City.
- 7.3.6. Where practical the course will be held in Victoria.
- 7.3.7. Regardless of the overall cost, Councillors must seek formal approval from Council for any course that involves interstate or overseas travel.
- 7.3.8. Arrangements associated with Councillors professional/personal development attendance (including registration, air or train travel and accommodation) will be organised through the Mayoral and Council Support team.

8. Specific Provisions for the Mayor

8.1. Professional/Personal Development for the Mayor / Deputy Mayor

- 8.1.1. The Mayor will be entitled to attend the following additional professional/personal development activities whilst in the role as Mayor:

Provision of Resources and Support to Councillors Policy

8.1.1.1. The Municipal Association Victoria (MAV) Mayoral Program or the Victorian Local Governance Association Mayoral Weekend

8.1.2. The Mayor and Deputy Mayor will be entitled to attend the following additional professional/personal development activities whilst in the role as Mayor/Deputy Mayor:

8.1.2.1. Media Training (organised through the Mayoral and Council Support team with an appropriate training provider)

8.1.2.2. Municipal Association Victoria MAV Mastering Public Speaking and Presenting training.

8.1.3. These training courses and seminars are excluded from the Individual Professional and Personal Development allocations (refer to 7.3 Individual Professional and Personal Development) for the Mayor and Deputy Mayor (however, may still be reportable expenses under the Local Government Reporting Framework).

8.2. Provision of a Purchasing Card for the Mayor

8.2.1. The Mayor may be provided with a Purchasing Card with a transaction and monthly limit set at no more than \$10,000 for use while discharging the functions of the office.

8.2.2. Use of a Purchasing Card will be in accordance with the terms of the Purchasing Card Agreement, as well as Council's Purchasing Card and Procurement Policies.

8.2.3. Monthly Purchasing Card Statements must be submitted with the appropriate tax invoices/receipts and quotes/exemption forms to the Chief Executive Officer for approval.

8.3. Vehicle for Mayor

In accordance with the Motor Vehicle operational framework, the following provisions will apply:

8.3.1. Where the Council provides a vehicle, the following specification will apply:

Position	Vehicle
Mayor	Ford G6E, Holden Calais (or up to equivalent standard/value, whilst considering Council's commitment to reduce overall vehicle emission)

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- 8.3.2. By approval of Council the provision of an upgraded alternate vehicle may occur in certain circumstances.
- 8.3.3. The Council may alter the vehicle specifications to meet the requirements of the position to the equivalent standard/value of a Ford G6E or Holden Calais as relevant.
- 8.3.4. Preference will be given to Australian manufactured vehicles and alternative fuelled vehicles.
- 8.3.5. Fuel cards will be made available for all Council-owned vehicles, enabling the purchase of fuels and oils only. The current odometer reading must be provided at point of sale.
- 8.3.6. The Mayor must immediately report cases of lost or stolen fuel cards to the General Manager Corporate Services.

8.4. Conditions of Use

- 8.4.1. It will be the responsibility of the Mayor to maintain the vehicle in a clean and tidy condition and to the satisfaction of the Council.
- 8.4.2. Council owned vehicles are made available on the following conditions:
 - 8.4.2.1. (a) Vehicle to be accommodated off street.
 - 8.4.2.2. (b) Mayor to maintain vehicle in clean and tidy condition at all times.
 - 8.4.2.3. (c) The Mayor who has approved use of the vehicle pursuant to this policy will be responsible to check oil, water, tyre pressure, temperature of engine, etc. to ensure such are maintained in accordance with manufacturer's stated specification range.
 - 8.4.2.4. (d) To assist in providing a safe working environment, cigarette smoking or smoking of tobacco products is strictly prohibited at all times in any Latrobe City Council owned vehicle by any driver or occupant of such vehicle. A No Smoking Policy has been adopted by Council;
 - 8.4.2.5. (e) The Mayor must ensure that the vehicle is presented to the Council's vehicle maintenance provider for the manufacturer's stated maintenance when required, and that any fault or warranty issue is drawn to the attention of the appropriate person or organisation.

Provision of Resources and Support to Councillors Policy

- 8.4.2.6. (f) The Mayor must ensure that any damage to the vehicle is reported to the General Manager Corporate Services for assessment, regardless of how minor the damage is.

8.5. Traffic Infringements / Compliance with Traffic Laws

- 8.5.1. Drivers of Latrobe City Council owned vehicles are required to observe traffic laws, including regulations and by-laws relating to parking restrictions.
- 8.5.2. Any person to whom this policy relates, who is found guilty of an offence resulting in loss of licence, will no longer be entitled to drive the allocated Latrobe City Council owned vehicle.
- 8.5.3. Any fines or charges imposed for breach of traffic legislation or Regulation including contravention of Latrobe City Council's Local Laws or Parking Infringements MUST be paid in full by the driver of the vehicle at the time the incident occurred.

8.6. Tolls and E-Tags

- 8.6.1. The Latrobe City Council Mayoral vehicle will be fitted with a Citylink E-tag. Should the vehicle travel on Citylink without an E-tag, the driver must notify the General Manager Corporate Services as soon as possible to arrange for the vehicles details to be provided to Citylink.

8.7. Motor Vehicle Insurance Claims

- 8.7.1. 7.3.4.1A person to whom this Policy relates in charge or using a Latrobe City Council owned vehicle that is involved in an accident or incident giving rise to a possible claim must:
- 8.7.1.1. Immediately or as soon as is reasonably practical, notify the General Manager Corporate Services so that Latrobe City Council's Insurer receives adequate and appropriate advice of a claim or possible claim.
- 8.7.1.2. Refrain from admitting liability in any matter as this will enable Council's Insurer to assess and consider an appropriate non-prejudiced response.
- 8.7.1.3. Where the incident or accident results in the Mayor or user of the vehicle at the time being found to be at fault or responsible, or the insurer admits liability in regard to the incident, the following will apply for each and every calendar year commencing 1 July 1998:
- 8.7.1.4. In the case of a first incident no action will be taken.

Provision of Resources and Support to Councillors Policy

- 8.7.1.5. If there is a second incident by the Mayor within any continuous 12 month period, the Council will pay the cost of an appropriate and approved Driver Education Program.
- 8.7.1.6. If there is a third incident within any 12 month period, the General Manager Corporate Services will prepare a report for the Chief Executive Officer on the circumstances relating to the incident. The Chief Executive Officer will review the use of the vehicle. The decision by the Chief Executive Officer is final.
- 8.7.2. 7.3.4.2 Driver Under 25 Years of Age (Non-Employee)
- Where a Latrobe City Council owned vehicle is being used outside of normal working hours, but legally in terms of right-of-use, by any person under the age of 25 years and the vehicle is involved in an accident causing damage to the Latrobe City Council owned vehicle, an excess amount of \$1,000 must be paid to the Council where the driver at the time of the incident is determined by due process to be legally liable and the Council's insurer, subsequent to proper inquiry and process, admits liability in respect to such incident.
- 8.7.3. 7.3.4.3 The Mayor or person to whom this Policy relates to is involved in an offence or incident where damage occurs to Latrobe City Council property (i.e. the vehicle) and Latrobe City Council's insurer is not prepared to pay costs, will, in addition to Clause 7.3.4.2, reimburse the Council to a maximum amount of \$5,000 to cover insurance excess, and must enter into a formal agreement with Latrobe City Council's Insurer or approved repairer to meet the cost of repair when the cost of repair is greater than the insurance claim excess.
- 8.7.4. 7.3.4.4 Latrobe City Council will not be responsible for any loss, damage, liability and / or compensation for damage and / or injury caused while the motor vehicle is:
- 8.7.4.1. Being driven by or is in charge of any person under the influence of alcohol or drugs to such an extent as to be incapable of having proper control or has a blood alcohol level exceeding the prescribed limit.
- 8.7.4.2. Being used in an unsafe or unroadworthy condition unless such a condition could not reasonably be detected by the driver.

Provision of Resources and Support to Councillors Policy

8.7.4.3. Being driven by a driver who is not duly authorised under all relevant Laws, By-laws and Regulations.

8.7.4.4. Being driven by a person not authorised to use the vehicle.

8.8. Replacement of Vehicles / Motor Vehicle Disposal

8.8.1. The mayoral vehicle changeover may occur annually (at the discretion of the incoming Mayor).

8.8.2. The General Manager Corporate Services will coordinate the replacement and disposal of Latrobe City Council owned motor vehicles.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____

Date :

Chief Executive Officer

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

17.1 ASSEMBLIES OF COUNCILLORS

General Manager

Corporate Services

For Decision

PURPOSE

The purpose of this report is to present to Council the Assembly of Councillor forms submitted since the Ordinary Council Meeting held on 08 February 2016.

EXECUTIVE SUMMARY

The following Assemblies of Councillors took place:

Date	Assembly Details	In Attendance	Confidential	Conflicts of Interest Declared
11 January 2016	Tourism Advisory Board Meeting	Councillors: Cr Sindt, Cr White Officers: Linda Brock, Michael Bloyce	No	Nil
13 January 2016	Latrobe Performing Arts Centre Project Reference Group	Councillors: Cr Sindt, Cr Gibbons, Cr Harriman Officers: Phil Stone, Michael Bloyce, Emma Lewis, Libby Langford	No	Nil
27 January 2016	Confidential Councillor Briefing	Councillors: Cr Sindt, Cr Gibbons, Cr Harriman, Cr Kam, Cr White, Cr Rossiter, Cr Gibson Officers: Gary Van Driel, Sarah Cumming, Steve Piasente, Phil Stone, Peter Mangan, Amy Phillips, Michael Bloyce, Emma Lewis, Kathleen Roberts, Natalie Tanner, Luke McGrath, Fiona Farrand	Confidential under section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person	General Manager Corporate Services

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

28 January 2016	Latrobe Performing Arts Centre Project Reference Group	Councillors: Cr Sindt, Cr Gibbons, Cr Harriman Officers: Phil Stone, Michael Bloyce, Emma Lewis, Luke McGrath	No	Nil
01 February 2016	Public Presentations – Berry Street	Councillors: Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr White, Cr Rossiter, Officers: Gary Van Driel, Steve Piasente, Peter Mangan, Amy Phillips, Phil Stone	No	Nil
02 December 2016	Tourism Advisory Board Meeting	Councillors: Cr Sindt, Cr White Officers: Linda Brock, Michael Bloyce	No	Nil
01 February 2016	Confidential Councillor Briefing	Councillors: Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr White, Cr Rossiter, Cr Gibson Officers: Gary Van Driel, Steve Piasente, Phil Stone, Sara Rhodes-Ward, Sarah Cumming, Peter Mangan, Amy Phillips, Bruce Connolly	Confidential under section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person	Nil
01 February 2016	Briefing – Urban Amenity Buffer	Councillors: Cr Middlemiss, Cr Gibbons, Cr Kam, Cr White, Cr Rossiter, Cr Gibson Officers: Gary Van Driel, Gail Gatt, Vige Satkunarajah, Jason Pullman, Danielle Simpson, Phil Stone, Amy Phillips	Confidential under section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person	Nil

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

04 February 2016	2016/17 Budget Workshop 1	Councillors: Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr Kam, Cr White, Cr Rossiter, Cr Gibson Officers: Angelo Saridis, Steve Piasente, Gary Van Driel, Sara Rhodes-Ward, Sarah Cumming, Phil Stone, Matthew Rogers Presentations by Michael Bloyce and Mark Themann	Confidential under section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person	Cr Kam
09 February 2016	2016/17 Budget Workshop 2	Councillors: Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr Kam, Cr White, Cr Rossiter, Cr Gibson Officers: Gary Van Driel, Phil Stone, Steve Piasente, Anglo Saridis, Matthew Rogers, Sara Rhodes-Ward, Sarah Cumming	Confidential under section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person	Cr Kam
08 February 2016	Early Years Reference Committee Meeting	Councillors: Cr Sindt, Cr O'Callaghan Officers: Kate Kerlake, Carole Ayes	No	Nil
09 February 2016	Churchill & District Community Hub Joint User / Advisory Committee meeting	Councillors: Cr White Officers: Kate Kerlake, Carole Ayes	No	Nil
09 February 2016	Churchill & District Community Hub Advisory Committee	Councillors: Cr White Officers: Kate Kerlake, Carole Ayes	No	Nil

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

10 February 2016	Morwell Town Common Development Plan Project Control Group	Councillors: Cr Middlemiss Officers: Simon Clark	No	Nil
11 February 2016	2016/17 Budget Workshop 3	Councillors: Cr Sindt, Cr Middlemiss, Cr Gibbons, Cr Harriman, Cr Kam, Cr White, Cr Rossiter, Cr Gibson Officers: Gary Van Driel, Phil Stone, Steven Piasente, Sara Rhodes-Ward, Sarah Cumming, Angelo Saridis, Matthew Rogers	Confidential under section 89(2)(h) any other matter which the Council or Special Committee considers would prejudice the Council or any person	Cr Kam Cr White

MOTION

Moved: Cr Gibson
Seconded: Cr Harriman

That Council receives and notes the Assemblies of Councillors records submitted which have been held within the period 11 January 2016 to 10 February 2016.

CARRIED UNANIMOUSLY

DECLARATION OF INTEREST

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

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)****Attachments**

1. Tourism Advisory Board Meeting 11 January 2016
2. Latrobe Performing Arts Centre Project Reference Group 13 January 2016
3. Confidential Councillor Briefing 27 January 2016
4. Latrobe Performing Arts Centre Project Reference Group 28 January 2016
5. Public Presentations – Berry Street 02 February 2016
6. Tourism Advisory Board Meeting 02 February 2016
7. Confidential Councillor Briefing 02 February 2016
8. Urban Amenity Buffer Briefing 02 February 2016
9. 2016 -17 Budget Workshop 1 04 February 2016
10. 2016-17 Budget Workshop 2 09 February 2016
11. Early Years Reference Committee 08 February 2016
12. Churchill & Community Hub Joint User / Advisory Committee 09 February 2016
13. Churchill & District Community Hub Advisory Committee 09 February 2016
14. Morwell Town Common Development Plan Project Control Group 10 February 2016
15. 2016/17 Budget Workshop 11 February 2016

17.4

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14	Morwell Town Common Development Plan Project Control Group 10 February 2016	521
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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Tourism Advisory Board Meeting
Date:	11 January 2016
Time:	10.00am
Assembly Location:	(e.g: Town Hall, TOWN, No. xx ADDRESS, Latrobe City Council Offices). Krauatungaloong - Public Meeting Room, Head Quarters Morwell

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Linda Brock, Michael Bloyce,		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Hazelwood Pondage proposed waste water sewerage treatment		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			

Completed by: Linda Brock, Tourism Coordinator, 11.01.2016



Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: *Written Record to be made by Council staff member*):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

Please note: an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: **Conflict of Interest**):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Latrobe Performing Arts Centre Project Reference Group
Date:	13.01.2016
Time:	4:30pm – 6:00pm
Assembly Location:	Macfarlane Burnet room, Latrobe City Council Traralgon Service Centre

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman (by phone)	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Phil Stone, Michael Bloyce, Emma Lewis and Libby Langford.		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Latrobe Performing Arts Centre - Business Case - Functional Concept Design		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



Completed by: *Michael Bloyce, Manager Arts and Events, 22.12.2015*

Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: *Written Record to be made by Council staff member*):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

Please note: an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: *Conflict of Interest*):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Confidential Councillor Briefing
Date:	27 January 2016
Time:	6.00pm – 9.58pm
Assembly Location:	Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson (via phone)
Officer/s:	Gary Van Driel, Sarah Cumming, Steve Piasente, Phil Stone, Peter Mangan, Amy Phillips, Michael Bloyce (6pm-9.00pm), Emma Lewis (6pm-7pm), Kathleen Roberts (6pm-7pm), Natalie Tanner (6pm-7pm), Luke McGrath (6pm-7.25pm), Fiona Farrand (7pm-7.25pm)		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> • LPAC Project • Planning Permit Application 2015/133 for Hazelwood Pondage Amenities and Wastewater Upgrade • Future Presentations • Matters Arising from Presentations • Upcoming Significant Items • Outstanding Issues • New Issues • Mayor update • Planning and Economic Development Engagement Plan Quarterly Report • Latrobe Performing Arts Centre Business Case and Functional Design Concept Consultancy/Funding Application Development • Playground Improvement Implementation Plan • Design of Female Friendly Modular Change Facilities - Nominations for the Working Group • Review of the Provision of Resources and Support to Councillors Policy • Councillor discussion with CEO 		
Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
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	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Sarah Cumming		
Times that Officers / Councillors left/returned to the room:	Sarah Cumming: left 7.45pm, returned 7.57pm		

Completed by: Amy Phillips, Coordinator Governance, 27/01/2016

Assembly of Councillors Record Explanation / Guide Notes
Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

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- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: Conflict of Interest):



Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Latrobe Performing Arts Centre Project Reference Group
Date:	28.01.2016
Time:	3:30pm – 5:15pm
Assembly Location:	Town Hall, Latrobe Performing Arts Centre

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Phil Stone, Michael Bloyce, Emma Lewis and Luke McGrath		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Latrobe Performing Arts Centre - Business Case - Functional Concept Design		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



Completed by: *Michael Bloyce, Manager Arts and Events, 22.12.2015*

Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: *Written Record to be made by Council staff member*):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

*Effectively it is probable, that **any** meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.*

Please note: an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: *Conflict of Interest*):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Public Presentations – Berry Street
Date:	01 February 2016
Time:	5.10pm – 5.40pm
Assembly Location:	Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt (from 5.34pm)	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Steve Piasente, Peter Mangan, Amy Phillips, Phil Stone (from 5.34pm)		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> • Berry Street School/education model 		
Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



Completed by: Amy Phillips, Coordinator Governance, 1/2/2016

Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

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- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: Conflict of Interest):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Tourism Advisory Board Meeting
Date:	2 December 2015
Time:	5.30pm
Assembly Location:	(e.g: Town Hall, <i>TOWN</i> , No. xx <i>ADDRESS</i> , Latrobe City Council Offices). Meeting Room 4, HQ Morwell

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Linda Brock, Michael Bloyce,		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Hazelwood Pondage proposed sewerage treatment Terms of Reference and membership		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			

Completed by: Linda Brock, Tourism Coordinator, 2.12.15



Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: *Written Record to be made by Council staff member*):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
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- meetings with residents, developers, other clients of Council, consultations;
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Please note: an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
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- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: **Conflict of Interest**):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

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- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Confidential Councillor Briefing
Date:	01 February 2016
Time:	6pm – 9.07pm
Assembly Location:	Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Steve Piasente, Phil Stone, Sara Rhodes-Ward, Sarah Cumming, Peter Mangan, Amy Phillips, Bruce Connolly (6pm-8.50pm)		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> • Public presentations • Tonight's presentations • Future presentations • Matters arising from presentations • Review of the council meeting agenda for the 8 February 2016 • Mayor update • Chief Executive officer update • Economic Development Strategy • Kay Street elms • Outstanding issues • New issues • Councillor and CEO only discussion 		
Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			



Times that Officers / Councillors left/returned to the room:	
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Completed by: Amy Phillips, Coordinator Governance, 1/2/2016

Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

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- the matters considered;
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2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

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Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
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providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

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- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: Conflict of Interest):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

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considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for Explanation/Guide Notes}.

Assembly details:	Briefing – Urban Amenity Buffer
Date:	01 February 2016
Time:	4.00pm-5.00pm
Assembly Location:	Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson (until 4.25pm)
Officer/s:	Gary Van Driel, Gail Gatt, Vige Satkunarajah, Jason Pullman, Danielle Simpson, Phil Stone, Amy Phillips		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ul style="list-style-type: none"> • Discussion with Australian Paper and EPA on matters concerning the Urban Amenity Buffer 		
Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



Completed by: Amy Phillips, Coordinator Governance, 1/2/2016

Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	2016/17 Budget Workshop 1
Date:	4/2/2016
Time:	5.15 pm to 8.35 pm
Assembly Location:	Latrobe City Council Corporate Headquarters

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam (by phone)
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Angelo Saridis, Steve Piasente, Gary Van Driel, Sara Rhodes-Ward, Sarah Cumming, Phil Stone, Matthew Rogers Presentations by Michael Bloyce and Mark Themann		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Draft 2016/17 Budget		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input checked="" type="checkbox"/> Yes 2016/17 Draft Budget <input type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:	Cr Kam muted during discussion on Moe CBD approximate duration of 3 minutes during the meeting 7.47 pm to 7.50 pm		



Completed by: *Matthew Rogers, Manager Finance*

Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: *Written Record to be made by Council staff member*):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

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- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: *Conflict of Interest*):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

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- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	2016/17 Budget Workshop 2
Date:	09 February 2016
Time:	Start: 9.08am Finish: 12:10pm
Assembly Location:	Nambur Wariga Room, Latrobe City Council Headquarters, 141 Commercial Road Morwell.

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons (from 9:10am)
	<input checked="" type="checkbox"/> Cr Dale Harriman (from 11.37am)	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam (from 9:18am)
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Phil Stone, Steve Piasente, Anglo Saridis, Matthew Rogers, Sara Rhodes-Ward (from 11:15am), Sarah Cumming		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Draft 2016/17 Budget		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:	Cr Kam left the room between 11:24am and 11:27am during discussion on the Moe Traffic Study relating to the rail precinct.		

Completed by: Matthew Rogers, Manager Fiance, 09/02/2016



Assembly of Councillors Record Explanation / Guide Notes
Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

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- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
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"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

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- on site inspections, generally meetings re: any matters;
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- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

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- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: Conflict of Interest):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

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Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Early Years Reference Committee meeting
Date:	Monday 8 February 2016
Time:	1.00pm to 2.50pm
Assembly Location:	(e.g: Town Hall, <i>TOWN</i> , No. xx <i>ADDRESS</i> , Latrobe City Council Offices). Meeting Room 6, Headquarters, Latrobe City Council

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Kate Kerslake – a/g Manager Family Services Carole Ayres – EA Community Services (admin support)		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Early Years Summit rescheduled date Protected Behaviours Training sessions Early Years Educator membership on EYRC Municipal Early Years Plan Morwell Super School development update Streamlining/Team around the Child pilot Early Start program update Best Start – Children's Expo update		
Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



Completed by: Kate Kerslake, a/g Manager Family Services 10.02.16

Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

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Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

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Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

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Assembly of Councillors Record

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Assembly details:	Churchill & District Community Hub Joint User/Advisory Committee meeting.
Date:	Tuesday 9 February, 2016
Time:	4.00pm to 4.58pm
Assembly Location:	(e.g: Town Hall, <i>TOWN</i> , No. xx <i>ADDRESS</i> , Latrobe City Council Offices). Meeting room, Community Hub, Philip Parade, Churchill

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Kate Kerslake (as Executive Officer representative) Carole Ayres (Secretariat Support)		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Energy audit template CDCA member not member of forum Fire drill Change of library hours trial Quotes for operable doors in library Male causing angst at Hub Churchill Festival update Parkrun update on Hub usage		
Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



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Completed by: *Kate Kerlake, a/g Mgr Family Services*

Assembly of Councillors Record Explanation / Guide Notes
Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

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Assembly of Councillors Record

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Assembly details:	Churchill & District Community Hub Advisory Committee
Date:	Tuesday 9 February, 2016
Time:	5.03pm to 5.38pm
Assembly Location:	(e.g: Town Hall, <i>TOWN</i> , No. xx <i>ADDRESS</i> , Latrobe City Council Offices). Meeting Room, Hub, Philip Parade, Churchill

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Kate Kerslake – a/g Mgr Family Services Carole Ayres – EA Community Services (Secretariat Support)		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	MOU between LCC & Churchill Neighbourhood Centre as auspicing body for Community Garden Churchill Town Hall usage data (Y1 action from Strategic plan) Library – change of hours discussion Churchill Festival update Parkrun update Display of community event award		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



Completed by: Kate Kerslake, a/g Mgr Family Services, 10/02/16

Assembly of Councillors Record Explanation / Guide Notes

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Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	Morwell Town Common Development Plan Project Control Group
Date:	10 February 2016
Time:	5:07pm
Assembly Location:	BRATAUALOONG ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

IN ATTENDANCE

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:	Simon Clark – Coordinator Recreation Liaison		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	<ol style="list-style-type: none"> 1. Keith stated that the Rotary Club of Morwell had informed him that they would not be pursuing the Liberty Swing project. After much discussion and investigation the common Committee resolved not to pursue the installation of a Liberty Swing at the AAA Playground due to the close proximity of the Newman Park swing and the relatively low usage of that unit. The Committee also resolved to undertake further investigations into the possible inclusion of a unique piece of AAA equipment into the playground. The Committee is to inform Tom Shanahan of its decision and thank him for his interest in the Morwell Town Common. 2. Simon informed the meeting that an advertisement had been placed into Council's Noticeboard in The Express newspaper requesting any photos for the historical sign project. Simon has been approached by two residents and will present that information to the Committee at a later date. At which time the Committee will decide when to engage the Graphic Designer. 3. Simon stated that the recommendations for the expenditure of the \$21,000 maintenance budget at the playground were part of a Council report being presented on 28 February. Therefore works will not commence until after that report has been considered. 4. The Committee discussed the review of the existing 2004 Morwell Town Common Development Plan and decided to undertake a planning meeting in the Nambur Wariga Room as part of the April meeting. Cr Middlemiss recommended that the planning meeting could consider if the current plan is completed or not and discuss the Committee member's views on a possible future plan and the direction of the Committee. Max believes the Committee still has a role in the community however may need a review of the membership and direction. 		



Confidential/ Not confidential	<i>Are the matters considered confidential under the Local Government Act?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Sandy Kam
	<input type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:			



Completed by: Simon Clark, Coordinator Recreation Liaison

Assembly of Councillors Record Explanation / Guide Notes

Required pursuant to the Local Government Act 1989 as amended.

1. Section 80A requirements (re: Written Record to be made by Council staff member):

Amendments to the Local Government Act 1989 (Section 80A), operative from 2 December 2008 now stipulate:

"At an assembly of Councillors, the Chief Executive Officer must ensure that a written record is kept of:

- the names of all Councillors and members of Council staff attending;
- the matters considered;
- any conflict of interest disclosures made by a Councillor attending under subsection (3);
- whether a Councillor who has disclosed a conflict of interest as required by subsection (3) leaves the assembly."

The above required information is:

- to be reported to an Ordinary meeting of the Council; and
- incorporated in the minutes of that Ordinary meeting.

2. Section 76AA definition:

"**Assembly of Councillors** (however titled, e.g: meeting / inspection / consultation etc) is a meeting of an advisory committee of the Council, if at least one Councillor is present, or a planned or scheduled meeting of at least half of the Councillors and one member of staff which considers matters that are intended or likely to be;

- The subject of a decision of the Council; or
- Subject to the exercise of a function, duty or power of the Council that has been delegated to a person or committee.

Brief Explanation:

Some examples of an *Assembly of Councillors* will include:

- Councillor Briefings;
- on site inspections, generally meetings re: any matters;
- meetings with residents, developers, other clients of Council, consultations;
- meetings with local organisations, Government Departments, statutory authorities (e.g. VicRoads, etc);

providing **at least 5 Councillors and 1 Council staff member are present** and the matter/s considered are intended **or likely to be** subject of a future decision by the Council **OR** an officer decision under delegated authority.

Effectively it is probable, that any meeting of at least 5 Councillors and 1 Council staff member will come under the new requirements as the assembly will in most cases be considering a matter which will come before Council or be the subject of a delegated officer's decision at some later time. If you require further clarification, please call the Manager Council Operations – Legal Counsel.

Please note: an Advisory Committee meeting requires only one Councillor to be in attendance. An advisory committee is defined as any committee established by the Council, other than a special committee, that provides advice to:

- the Council; or
- a special committee; or
- a member of Council staff who has been delegated a power, duty or function of the Council under section 98.

3. Section 80A and 80B requirements (re: Conflict of Interest):

Councillors and officers attending an Assembly of Councillors must disclose any conflict of interest.

Section 80A(3)

"If a Councillor attending an Assembly of Councillors knows, or would reasonably be expected to know, that a matter being considered by the assembly is a matter that, were the matter to be considered and decided by Council, the Councillor would have to disclose a conflict of interest under section 79, the Councillor must disclose either:

- (a) immediately before the matter in relation to the conflict is considered; or
- (b) if the Councillor realises that he/she has a conflict of interest after consideration of the matter has begun, as soon as the Councillor becomes aware of the conflict of interest, leave the assembly whilst the matter is being considered by the assembly."

Section 80B

A member of Council staff who has a conflict of interest (direct or indirect) in a matter in which they have a delegated power, duty or function must:

- not exercise the power or discharge the duty or function;
- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.



Assembly of Councillors Record

This form **MUST** be completed by the attending Council officer and returned **IMMEDIATELY** to the Council Operations Team for filing. {see over for *Explanation/Guide Notes*}.

Assembly details:	2016/17 Budget Workshop 3
Date:	11 February 2016
Time:	Start: 5:00pm Finish: 09:20pm
Assembly Location:	Nambur Wariga Room, Latrobe City Council Headquarters, 141 Commercial Road Morwell

IN ATTENDANCE

Councillors:	<input checked="" type="checkbox"/> Cr Christine Sindt	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Peter Gibbons (from 9:10am)
	<input checked="" type="checkbox"/> Cr Dale Harriman (from 11:37am)	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam (from 9:18am)
	<input checked="" type="checkbox"/> Cr Darrell White	<input checked="" type="checkbox"/> Cr Michael Rossiter	<input checked="" type="checkbox"/> Cr Sharon Gibson
Officer/s:	Gary Van Driel, Phil Stone, Steven Piasente, Sara Rhodes-Ward, Sarah Cumming, Angelo Saridis, Matthew Rogers,		
Matter/s and main topic/s discussed: <i>Provide dot points only, not the minutes of the meeting</i>	Draft 2016/17 Budget		
Confidential/ Not confidential	Are the matters considered confidential under the Local Government Act? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

CONFLICT OF INTEREST DISCLOSURES: (refer to page 2)

Councillors:	<input type="checkbox"/> Cr Christine Sindt	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Peter Gibbons
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Sandy Kam
	<input checked="" type="checkbox"/> Cr Darrell White	<input type="checkbox"/> Cr Michael Rossiter	<input type="checkbox"/> Cr Sharon Gibson
Officer/s:			
Times that Officers / Councillors left/returned to the room:	Cr White left the room at 6.58pm and returned at 7:12pm during discussions on Cultural & Recreational Lands rates. Cr Kam left the room at 8.34pm and returned at 8.37pm during discussions regarding Moe Town Centre.		

Completed by: Matthew Rogers, Manager Finance, 11/02/2016



Assembly of Councillors Record Explanation / Guide Notes
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1. Section 80A requirements (re: Written Record to be made by Council staff member):

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- disclose the type of interest and nature of interest to the in writing to the Chief Executive Officer as soon as he/she becomes aware of the conflict of interest. In the instance of the Chief Executive Officer having a pecuniary interest, disclosure in writing shall be made to the Mayor.

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)****17.5 CONFIDENTIAL ITEMS**

General Manager

Corporate Services

For Decision

MOTION

Moved: Cr Gibson
Seconded: Cr Gibbons

That Council confirms that:

1. All matters contained and discussed (including presentations, excerpts, reports and discussions) at the Councillor Briefings held 15 and 22 February 2016 are considered confidential until so determined otherwise by resolution of Council for the reason that:
 - a. The items were discussed at a meeting closed to the public;
 - b. The Council has not passed a resolution that the information is not confidential; and
 - c. The items are confidential pursuant to section 89(2)(h) (any other matter which the Council or special committee considers would prejudice the Council or any person) of the *Local Government Act 1989*; and
2. All matters marked 'Not Confidential' contained and discussed (including presentations, excerpts, reports and discussions) at the Councillor Briefings held 15 and 22 February 2016 be considered items that are not confidential to the public until so determined otherwise by resolution of Council; and
3. All information, documents, reports, memorandums, correspondence, emails, and like provided to Councillors between the dates 08 February 2016 and 28 February 2016 (inclusive) and designated by the Chief Executive Officer as confidential, remain confidential pursuant to section 77(2)(b) of the *Local Government Act 1989*.

CARRIED UNANIMOUSLY**DECLARATION OF INTEREST**

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

Attachments
Nil

URGENT BUSINESS

18. URGENT BUSINESS

18.1 INCLUSION OF URGENT BUSINESS

MOTION

Moved: Cr Middlemiss
Seconded: Cr Gibson

That Council admits, in accordance with the Meeting Procedure Local Law Clause 26 the following item of business as it cannot safely or conveniently be deferred until the next Ordinary meeting:

18.2 Delivering Victorian Infrastructure (Port of Melbourne Lease Transaction) Bill 2015

CARRIED UNANIMOUSLY

18.2 DELIVERING VICTORIAN INFRASTRUCTURE (PORT OF MELBOURNE LEASE TRANSACTION) BILL 2015

MOTION

Moved: Cr Middlemiss
Seconded: Cr Gibbons

That Council write to the State Government, State Opposition, all members of Parliament, Victorian Councils, Gippsland Local Government Network and Rail Freight Alliance advising Council's opposition to proposed amendments to the Delivering Victorian Infrastructure (Port of Melbourne Lease Transaction) Bill 2015. In particular, the proposed amendments to:

- 1. Transfer the onus of undertaking the Rail Shuttle Project to the new Port Owner and the Government giving them eight years to undertake the project; and**
- 2. Amending the location of the Port Rail Shuttle to only mean a rail terminal 'on or near the vicinity of the port' which is connected to rail terminals outside the port.**

COUNCIL MOTION

Moved: Cr Harriman
Seconded: Cr Gibson

That Council grants an extension of speaking time for Cr Middlemiss.

**CARRIED UNANIMOUSLY
THE MOTION WAS PUT AND CARRIED UNANIMOUSLY**

MEETING CLOSED TO THE PUBLIC

ORDINARY COUNCIL MEETING MINUTES 29 FEBRUARY 2016 (CM478)

19. MEETING CLOSED TO THE PUBLIC

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

MOTION

Moved: Cr Gibbons
Seconded: Cr Rossiter

That the Ordinary Meeting of Council closes this meeting to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:

19.1 CONFIDENTIAL ITEMS HELD OVER

Agenda item 19.1 *Confidential Items Held Over* 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 PROPOSED SALE AND RELOCATION OF MOE DEPOT

Agenda item 19.2 *Proposed Sale and Relocation of Moe Depot* is designated as confidential as it relates to proposed developments (s89 2e)

19.3 KITCHEN RELOCATION OPTIONS STAR HOTEL, TRARALGON

Agenda item 19.3 *Kitchen Relocation Options Star Hotel, Traralgon* is designated as confidential as it relates to contractual matters (s89 2d)

CARRIED UNANIMOUSLY

**ORDINARY COUNCIL MEETING MINUTES
29 FEBRUARY 2016 (CM478)**

The Meeting closed to the public at 8.17 pm

The meeting re-opened to the public at 9:03 PM

**There being no further business the meeting was declared closed at
9:03 PM**

I certify that these minutes have been confirmed.

Mayor: _____

Date: _____