



# LATROBE CITY COUNCIL

## MINUTES FOR THE ORDINARY COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL  
AT 6.03 PM ON  
01 OCTOBER 2018

CM522

**PRESENT:**

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

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**1. OPENING PRAYER**

The Mayor read the opening prayer.

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

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

**3. APOLOGIES AND LEAVE OF ABSENCE**

**3.1 LEAVE OF ABSENCE REQUEST**

Cr Dale Harriman left the meeting, the time being 06:07 PM

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Gibson

The Council grants a leave of absence for Cr Harriman for the period commencing 2 November 2018 (or earlier if nomination occurs earlier) to the close of voting for the 2018 Victorian State Election.

**CARRIED UNANIMOUSLY**

Cr Dale Harriman returned to the meeting, the time being 06:08 PM

**4. DECLARATION OF INTERESTS**

Councillor Gibson declared an indirect interest under Section 78 (Close Association) of the *Local Government Act 1989* in respect to Item 17.2 Review of Council Policies.

Councillor Harriman declared a direct under Section 77B of the *Local Government Act 1989* in respect to Item 15.1 Inappropriate Street Tree Removal Replacement Program 2018/2019.

Councillor Harriman declared a direct interest under Section 77B of the *Local Government Act 1989* in respect to Item 17.3 2018-19 Community Grants Program Recommendations.

Councillor Harriman declared an interest, not being a Conflict of Interest under Section 79B of the *Local Government Act 1989* in respect to Item 17.3 2018-19 Community Grants Program Recommendations.

Councillor Howe declared an indirect interest under Section 78 (Close Association) of the *Local Government Act 1989* in respect to Item 17.3 2018-19 Community Grants Program Recommendations.

Deputy Mayor Clancey declared a direct interest under *Section 77B of the Local Government Act 1989* in respect to Item 17.3 2018-19 Community Grants Program Recommendations.

Councillor Middlemiss declared an interest that is not a Conflict of Interest under Section 79B of the *Local Government Act 1989* in respect to Item 17.3 2018-19 Community Grants Program Recommendations.

Mayor White declared an interest that is not a Conflict of Interest under Section 78B (conflicting duties) of the *Local Government Act 1989* in respect to Item 17.4 Recommendations for Community Sponsorship.

Councillor Harriman declared a direct interest under Section 77B of the *Local Government Act 1989* in respect to Item 10.2 Use and Development of Land for Industry (Private Asbestos Disposal).

## **5. ADOPTION OF MINUTES**

### **MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr McFarlane

**That Council confirm the minutes of the Ordinary Council Meeting held on 3 September 2018 and Special Council Meeting held on 24 September 2018.**

**CARRIED UNANIMOUSLY**

## **6. ACKNOWLEDGEMENTS**

### **6.1 RECOGNITION OF ACHIEVEMENT - SASKIA EENJES**

Cr Harriman advised the meeting of the achievements of Saskia Eenjes in netball and congratulated her on her continuing high performances.

### **6.2 RECOGNITION OF EVENT - LATROBE VALLEY EISTEDDFOD**

Cr Clancey advised the meeting of the successful Latrobe Valley Eisteddfod event run throughout September 2018 and congratulated the volunteers and Committee members.

## **7. PUBLIC PARTICIPATION TIME**

### **Public Questions on Notice**

In accordance with the *Council Meeting Policy*, members of the public were able to lodge a question on notice before 12.00 Noon in order for the question to be answered at the meeting.

The questions and responses are listed below.

**1. From: Sharon Flenley**

**Topic: Infrastructure and Public Transport in Glengarry**

**Question:**

What is Council going to do regarding the current infrastructure and public transport in Glengarry. Will we also be getting a police station? Will the lot sizes be an average of 1200 sq m?

**Response:**

Council plans for new, upgraded and replacement of infrastructure across the city and necessary works are included in Council's annual budgets. Examples of recent works include the upgrades to the playground in the township and the development of the netball/tennis pavilion at the Glengarry Recreation Reserve.

Further works are planned as part of the state government funding of recreation facilities including an upgrade to the existing sporting pavilion at the recreation reserve.

Regarding the provision of public transport and Victoria Police facilities Council officers will forward the request for a response to the relevant state government agencies for a reply. Council does advocate for improvements to state facilities on a regular basis in our meeting with the state government.

The average proposed lot size associated with the draft Glengarry East Development plan at this point of time is 889m<sup>2</sup>. The Draft Glengarry East Development will be considered by Council at a future meeting.

**2. From: Merv Geddes**

**Topic: Clean up and restoration of Water Hole Creek**

**Question:** When will the process for the above be activated?

Refer Minutes Future Morwell Project Wed 12 August 2015

**Response:**

Council Officers have contacted Mr Geddes and clarified that he is referring to the removal of the reeds and litter from the waterway.

Council has previously responded to Mr Geddes request to remove reeds from the creek at the Council meeting of 11 April 2016 as follows.

The West Gippsland Waterway Catchment Management Authority's Waterhole Creek Waterway Management Plan provides an excellent summary of the purpose and benefits of instream vegetation including reeds. Mr Geddes has previously indicated that he has a copy of the plan.

The plan outlines that reed removal is not supported however the planting of vegetation along the creek, which has been undertaken in many locations over the past few years, will assist to provide shade for the reeds and therefore reduce their growth.

Regarding litter and shopping trolleys Council Officers regularly undertake cleaning of the creek. Unfortunately the rate at which litter and trolleys is deposited in the creek occurs at a greater rate than Council's ability to remove the litter. Council has however recently arranged for the department of corrections to assist with the task of litter collection and tree planting in a number of waterways in the city including Waterhole Creek.

Regarding the Future Morwell Project reference group meeting minutes the comment regarding waterhole creek was a discussion item only and no action was recommended by the reference group.

### **Public Speakers**

Members of the public who registered before 12.00 noon were invited to speak to an item on the agenda.

The following persons spoke on an item on the agenda:

#### **9.8 Regional Rail Revival Gippsland preferred stabling location on the corner of Minnedale Rd and Princes Hwy Traralgon**

- Mr Rob Stockdale
- Ms Anna Tyben

#### **10.2 Use and Development of Land for Industry (Private Asbestos Disposal)**

- Mr Barry Dungey

##### **Extension of Time**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

That Council grants an extension of time to Mr Dungey.

**CARRIED**

- Ms Wendy Farmer
- Dr Anne Christine Sindt. Dr Anne Christine Sindt also spoke on item 17.1 Authorisation of Council Officer under the Planning and Environment Act 1987 at this time.

Councillor Harriman declared an interest, not being a Conflict of Interest in regards to this item at this time.

- Mr Peter Gibbons

**Extension of Time**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Gibson

That Council grants an extension of time to Mr Gibbons.

**CARRIED**

- Mr Trevor William, President, Local Branch of the Construction Forestry Maritime Mining and Energy Union (CFMMEU)

Cr Harriman advised that he now considers he has a direct interest in this matter, and Cr Dale Harriman left the meeting, the time being 07:06 PM

- Mr Geoff Dyke, Secretary, CFMMEU

- Mr Merv Geddes

Cr Dale Harriman returned to the meeting, the time being 07:19 PM

**14.1 Development of land with 3 dwellings**

- Ms Kerry Colaruso

- Mr Mark Colaruso

- Mr Adrian Terranova

**Extension of Time**

**Moved:** Cr Harriman

**Seconded:** Cr Middlemiss

That Council grants an extension of time to Mr Terranova.

**CARRIED**

- Ms Michelle Bremner

**14.2 Glengarry East Development Plan**

- Mr Eamon McNulty

**Extension of Time**

**Moved:** Cr Middlemiss

**Seconded:** Cr Howe

That Council grants an extension of time to Mr McNulty.

**CARRIED**

- Mr Jim Dimitrious
- Mr Nabil Dehaini

**Extension of Time**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Howe

That Council grants an extension of time to Mr Dehaini.

**CARRIED**

**14.4 Use and Development of the Land as a Warehouse (Amendment to endorsed plans)**

- Mr Rodney Tisdale
- Mr Kenneth Richards
- Mr Jan Noppert

**17.1 Authorisation of Council Officer under the Planning and Environment Act 1987**

- Dr Anne Christine Sindt



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

Date of Council Meeting	Item	Date of Future Council Meeting Report
<b>Chief Executive Office</b>		
13 November 2017	Memorandum of Understanding with the State of Victoria to develop a City Deal	<p><b>19 January 2018</b> A report will be scheduled in 2018</p> <p><b>06 April 2018</b> A further report is scheduled later in 2018.</p> <p><b>20 August 2018</b> No change</p>
11 September 2017	2017/14 Morwell / Hazelwood Mine	<p><b>19 October 2017</b> A further report will be scheduled in 2018</p> <p><b>6 April 2018</b> Councillor workshop held 12/02/2018. External consultants to be engaged to provide advice on market opportunities for brown coal. This process has been initiated. A further report will be presented to Council once that advice is received.</p> <p><b>4 June 2018</b> A report was presented to Council Meeting.</p> <p><b>21 June 2018</b> A report, market opportunities for brown coal due at Councillor Briefing 17 September 2018 and a further report to Council Meeting 1 October 2018.</p> <p><b>20 August 2018</b> No change</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
<b>City Development</b>		
06 November 2013	Latrobe Regional Motorsport Complex	<p><b>2015</b> A briefing report and Council report will be presented in April 2016.</p> <p><b>30 March 2016</b> A briefing report will be presented in May 2016.</p> <p><b>26 May 2016</b> A briefing report will be presented to Councillors at the 30 May 2016 Councillor Briefing.</p> <p><b>30 May 2016</b> A report was presented to the Councillor Briefing on 30 May 2016, and a further report will follow in September.</p> <p><b>20 September 2016</b> A tour of possible sites for the development of a Motorsport Complex will be organised for early in 2017.</p> <p><b>26 April 2017</b> A report to Council is tentatively scheduled for June 2017.</p> <p><b>05 June 2017</b> The report to Council has been rescheduled while the Committee's Terms of Reference are drafted.</p> <p><b>04 October 2017</b> New Terms of Reference have been adopted at the 2 October 2017 Council Meeting. A further report as required by this resolution is not expected to occur until March 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p><b>13 November 2017</b></p> <p>Two EOI's received to conduct feasibility study. Motorsport Complex committee will meet in next two weeks to assess the EOI's</p> <p><b>06 March 2018</b></p> <p>Consultant appointed and feasibility study underway. First report (Situational Analysis) presented on 6 March 2018</p> <p><b>20 July 2018</b></p> <p>A report is anticipated for Council Meeting 1 October 2018.</p>
31 July 2017	<p>International Relations Advisory Committee Recruitment of Community Members</p> <p><i>Confidential under section 89(2)(a) personnel matters</i></p>	<p><b>09 August 2017</b></p> <p>A report will be prepared for Council by 30 September 2017.</p> <p><b>19 October 2017</b></p> <p>Report to be provided at Council Meeting 13 November 2017</p> <p><b>06 December 2017</b></p> <p>A further report will be presented to Council in 2018.</p> <p><b>09 March 2018</b></p> <p>The Community Members of the International Relations Advisory Committee were nominated and adopted in the August Council meeting. Successful and unsuccessful members have been advised.</p> <p><b>05 June 2018</b></p> <p>A report is anticipated in August 2018.</p> <p><b>20 July 2018</b></p> <p>A further report to be presented to Council later in 2018</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p><i>Confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i></p>	<p><b>19 January 2018</b> A report will be scheduled as required.</p> <p><b>08 February 2018</b> A report is anticipated at 05 March 2018 Council Meeting.</p> <p><b>09 March 2018</b> Presentation to occur at a Councillor Briefing on 26 March 2018.</p> <p><b>24 May 2018</b> Workshop has been arranged for 1 June 2018.</p> <p><b>24 July 2018</b> Briefing report has been prepared for 30 July 2018.</p> <p><b>21 August 2018</b> FSS are continuing the due diligence process. They will be in Latrobe City on 24/8 to meet with land owners.</p>
05 February 2018	Signage on Overhead Bridges on Freeway	<p><b>08 February 2018</b> A report is anticipated at 05 March 2018 Council Meeting.</p> <p><b>08 March 2018</b> A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p><b>06 June 2018</b> A further report is due September 2018</p> <p><b>21 August 2018</b> Anticipated report for the September 2018 is re-scheduled for November 2018.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
3 April 2018	Future Use of the Visitor Information Centre Building	<p><b>04 April 2018</b></p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> <p><b>20 July 2018</b></p> <p>No further updates - Update to be provided as the opening of the LCP approaches.</p>
02 July 2018	Use and Development of Land for Industry (Private Asbestos Disposal)	<p><b>02 July 2018</b></p> <p>A further report is scheduled for 2018</p> <p><b>25 July 2018</b></p> <p>A report is scheduled for presentation to Council 6 August 2018</p> <p><b>08 August 2018</b></p> <p>Council have deferred making a decision on this time to allow further time for all parties to fully consider using the asbestos cell at Hazelwood</p>
23 October 2017	<p>Gippsland Logistics Precinct Potential Business Opportunity</p> <p><i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i></p>	<p><b>05 December 2017</b></p> <p>A report will be presented to Council in 2018.</p> <p><b>20 July 2018</b></p> <p>A report will be presented to Council later in 2018</p>
6 August 2018	2018/10 – Animal Management	<p><b>6 August 2018</b></p> <p>A report will be presented to a Council Meeting</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>later in 2018</p> <p><b>13 August 2018</b></p> <p>As of today arrangements have been made for a staff member to prioritise the distribution of blankets to all animals within the pound facility until new cleaning and staff arrangements are in place.</p>
3 September 2018	Amendment C105 to the Latrobe Planning Scheme – Consideration of submissions and request appointment of Planning panel	<p><b>3 September 2018</b></p> <p>A report will be presented to Council later in 2018</p> <p><b>6 September 2018</b></p> <p>A request to appoint a Planning Panel was submitted to the Minister for Planning 5 September 2018.</p> <p>Submitters were been notified of Councils decision 4 September 2018.</p> <p>A mid- year budget request is to prepared.</p> <p>Work with the CFA, relevant agencies and MAV is yet to commence.</p>
3 September 2018	Latrobe Creative Precinct Design Options Update	<p><b>3 September 2018</b></p> <p>A report will be presented to Council later in 2018</p>
<b>Community Services</b>		
04 December 2017	Potential changes to Aged & Disability Services and their impact on Council	<p><b>17 January 2018</b></p> <p>A future report is required in March 2018</p> <p><b>20 June 2018</b></p> <p>Consultant undertaking review and consultation. A briefing will be provided to Council in August. Final report from consultant due December 2018</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
02 July 2018	Moe and District Social Infrastructure Plan Draft Report	<p><b>02 July 2018</b> A further report is scheduled for 2018</p> <p><b>16 August 2018</b> Draft report for Councillors Briefing on 22 October being developed.</p>
<b>Corporate Services</b>		
25 May 2015	MAV Workcare Self Insurance  <i>Confidential under section 89(2)(d) contractual matters</i>	<p><b>14 March 2017</b> A report to Council is scheduled for the end of the current financial year.</p> <p><b>18 July 2017</b> A report will be presented to Council in 2020/2021 Financial Year.</p>
14 September 2015	Long Term Lease Renewal Agreement – Moe Racing Club	<p><b>19 January 2018</b> Still pending finalisation of negotiations with the Moe Racing Club before a final agreement is provided to Council for ratification.</p> <p><b>25 June 2018</b> A report is anticipated to be presented to Council later in 2018.</p> <p><b>17 September 2018</b> A report will be presented to the 03 December 2018 Council Meeting.</p>
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p><b>20 September 2017</b> Pending further discussions before a report is rescheduled for decision.</p> <p><b>27 October 2017</b> Councillor Middlemiss to discuss with resident the possibility of suggesting another name for the</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>original Ashley Avenue, Morwell.</p> <p><b>9 August 2018</b></p> <p>A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p><b>17 September 2018</b></p> <p>A further report will be determined after Councillor speaks with property owner.</p>
02 July 2018	Potential renaming of Yallourn North Recreation Reserve	<p><b>02 July 2018</b></p> <p>A further report is scheduled for 2018</p> <p><b>21 August 2018</b></p> <p>A report is being presented to Council 3 September 2018</p> <p><b>4 September 2018</b></p> <p>Resolution 1 - No action is required.</p> <p>Resolution 2 - Incomplete - An application to Office of Geographic Names is being prepared.</p> <p>Resolution 3 - Complete. The Yallourn North Hall &amp; Recreation Committee, Executors of Alexander and Patricia McGregor's Estate, submitters and DELWP have been advised of Council's decision.</p> <p><b>Complete</b></p>



Date of Council Meeting	Item	Date of Future Council Meeting Report
02 July 2018	Proposed Road Discontinuance- Verey Lane, Morwell	<p><b>02 July 2018</b> A further report is scheduled for 2018</p> <p><b>6 August 2018</b> No change. Deadline for submissions is 13 August 2018.</p> <p><b>3 September 2018</b> A report will be presented to the 03 December 2018 Council Meeting.</p>
6 August 2018	Public Highway Declaration-Miners Way, Morwell	<p><b>6 August 2018</b> A report will be presented to a Council Meeting later in 2018</p> <p><b>9 August 2018</b> The deadline for submissions is 17 September 2018. If submissions are received a further report will be prepared for Council to consider on 3 December 2018.</p>
6 August 2018	Provision of Resources and Support to Councillors Policy Review	<p><b>6 August 2018</b> A report will be presented to a Council Meeting later in 2018</p> <p><b>17 September 2018</b> A further report is scheduled for 22 October 2018 Councillor Briefing</p>
3 September 2018	Proposal to place barriers (gates) on Hagens Track at Hernes Oak and Newborough	<p><b>3 September 2018</b> A further report is scheduled for 2018 if we receive submissions or a negative response from VicRoads.</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
3 September 2018	Council Committee Review	<p><b>3 September 2018</b></p> <p>A further report is scheduled for the 5 November 2018 Council Meeting.</p>
3 September 2018	CEO employment contract renewal options	<p><b>3 September 2018</b></p> <p>A further report is scheduled for 24 September 2018.</p>
<b>Infrastructure &amp; Recreation</b>		
05 March 2018	Suitable Street Tree Planting List 2018	<p><b>05 March 2018</b></p> <p>A further report will be scheduled in 2018.</p> <p><b>23 April 2018</b></p> <p>A briefing report will be prepared for Councillor Briefing 20 August with a Council report for consideration at the 3 September 2018 Council Meeting.</p> <p><b>13 July 2018</b></p> <p>A report is scheduled for Council Meeting in November 2018</p>
03 April 2018	Illegally Dumped Rubbish on HVP Plantations Land	<p><b>5 April 2018</b></p> <p>A further report will be prepared for 22 October 2018 Councillor Briefing.</p>
03 April 2018	2018/05 - MacPherson Road, Moe	<p><b>6 April 2018</b></p> <p>A briefing report will be prepared for 23 July Briefing 1 Session with a final report for decision presented to Council at the 6 August Council Meeting</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p><b>13 June 2018</b></p> <p>Report being reviewed after division check in</p> <p><b>05 July 2018</b></p> <p>A new report is being prepared for the 6 August Council meeting.</p> <p><b>30 July 2018</b></p> <p>A report will be presented at a Council Meeting in June 2019.</p>
<p>03 April 2018</p>	<p>Petition For Change of Speed Limits on Latrobe Road and Old Melbourne Roads</p>	<p><b>6 April 2018</b></p> <p>A briefing report will be prepared for 23 July Briefing 1 Session with a final report for decision presented to Council at the 6 August Council Meeting</p> <p><b>13 June 2018</b></p> <p>Survey period is now open until 30 June 2018</p> <p><b>24 July 2018</b></p> <p>The consultation period is complete and the results are being analysed the week of 23 July. Following the analysis we will prepare a Briefing report for Council, and then correspond directly with VicRoads for both our road (Old Sale Road) and their road (Latrobe Road) and advise the head petitioner.</p> <p><b>21 August 2018</b></p> <p>A report is being presented to Council 3 September 2018.</p>
<p>03 April 2018</p>	<p>Partial closure of Fowler Street Service Road between Vale Street and South Street, Moe</p>	<p><b>6 April 2018</b></p> <p>Consultation is being prepared. A report to formally declare the "partial closure" is scheduled for September 2018</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p><b>17 May 2018</b></p> <p>The preliminary works to declare the road closure is underway. Alternatives are still being explored.</p> <p><b>24 July 2018</b></p> <p>Consultation has been moved to late July to coincide with the new Feedback Loop consultation that will be undertaken at the end of several projects each year.</p> <p><b>31 July 2018</b></p> <p>Complete</p>
02 July 2018	Traralgon Skate Park Petition	<p><b>02 July 2018</b></p> <p>A further report is scheduled for 2018</p>
02 July 2018	Draft Path Asset management Plan for Public Exhibition	<p><b>16 July 2018</b></p> <p>A further report is scheduled for November 2018</p>
6 August 2018	Inappropriate Street Tree Removal Replacement Program-Staff Street Moe	<p><b>6 August 2018</b></p> <p>A report will be presented to Council Meeting 3 September 2018.</p> <p><b>3 September 2018</b></p> <p>A further report is due in 2018</p>
6 August 2018	Community Sporting Infrastructure Funding Scheme	<p><b>6 August 2018</b></p> <p>A report will be presented to a Council Meeting later in 2018</p>
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p><b>3 September 2018</b></p> <p>A report will be presented to a Council Meeting later in 2018</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
3 September 2018	Options to address dust and amenity issues-Black Tank Road, Glengarry, Railway Ave, Glengarry & McPherson Rd, Newborough	<p><b>3 September 2018</b></p> <p>A further report will be presented November 2018</p>

Any proposed timings of reports listed above advised up to 19 September 2018 have been included in the table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

**9.1 2018/13 DEVELOPMENT OF A COUNCIL WOOD VALUE POLICY, TIMBER USAGE STRATEGY AND TIMBER INDUSTRY WORKING PARTY**

**Cr Dale Harriman**

I, Cr Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 01 October 2018:

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Gibson

**That Council:**

- 1. Develops a Wood Value Policy and a Timber Usage Strategy; and**
- 2. Establishes a working party with industry groups to discuss the \$110 million timber development fund, and to promote the Centre of Excellence being established in Latrobe City.**

**CARRIED UNANIMOUSLY**

Signed  
Cr Dale Harriman  
24 September 2018

**Attachments**  
Nil

**9.2 2018/14 NATIVE TIMBER INDUSTRY**

**Cr Dale Harriman**

I, Cr Dale Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 1 October 2018:

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

**That Council:**

- 1. Reaffirms its support of the Victorian forestry, timber and paper industries; and**
- 2. That the Mayor writes to the Premier, relevant State Minister, the Leader of the Opposition and relevant Shadow Minister, indicating Council's disappointment at the recent media report to close the native timber industry and its impact on local mills, Australian Paper and associated small businesses; and**
- 3. That in his letter, the Mayor also indicates Council's strong support for the Victorian forestry, timber and paper industries.**

**CARRIED UNANIMOUSLY**

Signed  
Cr Dale Harriman  
24 September 2018

**Attachments**  
Nil



**9.3 2018/15 ESTABLISHMENT OF INTERMODAL TERMINAL IN SOUTH EAST  
MELBOURNE**

**Cr Graeme Middlemiss**

I, Cr Graeme Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 1 October 2018:

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr McFarlane

**That Council:**

- 1. Writes to the State Minister for Public Transport requesting investigation of provision of an intermodal hub in the South Eastern area of Melbourne adjacent to the Gippsland Rail Line. This terminal to be suitable for the loading and unloading of Bulk and Containerised specialised traffics for Rail transport to and from Gippsland and;**
- 2. That Council offer to assist this process by outlining the specialised traffics available for Rail Transport to and from Gippsland, the case for their movement by Rail, and to introduce the parties associated with these traffics.**

**CARRIED UNANIMOUSLY**

Signed

Cr Graeme Middlemiss

26 September 2018

**Attachments**

Nil

**9.4 2018/16 PLANNING IN RELATION TO THE COAL OVERLAY**

**Cr Graeme Middlemiss**

I, Cr Graeme Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 1 October 2018:

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr McFarlane

**That Council requests that the Mayor write to the appropriate Victorian Ministers seeking immediate removal of Coal and Mining related Development restrictions in the Morwell North area South of Old Melbourne/Old Sale Road.**

**CARRIED UNANIMOUSLY**

Signed  
Cr Graeme Middlemiss  
26 September 2018

**Attachments**  
Nil

**9.5 2018/17 MOTORCYCLE SAFETY INITIATIVE-COLLAPSIBLE CHEVRON ALIGNMENT MARKERS (CAMS)**

**Cr Darren Howe**

I, Cr Darren Howe, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 1 October 2018:

**MOTION**

**Moved:** Cr Howe

**Seconded:** Cr Harriman

**That Council:**

- 1. receive a report in relation to establishing a trial for the use of alternatives to fixed chevron alignment markers signs on high motorcycle usage roads in Latrobe City detailing the following:**
  - a) The number of motorcycle accidents in Latrobe City detailing the types and frequency of accidents**
  - b) The likely number of high speed roads (managed by Council) in Latrobe City where collapsible chevron alignment markers (CAM's) could be located**
  - c) The benefits and disadvantages of trailing alternative CAM's**
  - d) The likely cost of replacing fixed CAM's with a flexible alternative**
  - e) The potential site (or sites) where a trial could be undertaken**
  - f) A summary of reports in relation to trial's undertaken elsewhere in Australia (or overseas) and;**
  - g) Identify any potential external funding sources to implement trial.**

**CARRIED UNANIMOUSLY**

Signed

Cr Darren Howe

26 September 2018

**Attachments**  
Nil

**9.6 2018/18 FEDERATION TRAINING**

**Cr Sharon Gibson**

I, Cr Sharon Gibson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 1 October 2018:

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Law

**That Council:**

- 1. Write to the Minister for Training and Skills the Hon Gayle Tierney MLC, seeking a guarantee that the Federation Training Newborough Campus will remain open for the delivery of training services, given the recent funding announcement of \$35.5 million to upgrade the Morwell campus and;**
- 2. Write to the Chief Executive Officer for Federation Training, seeking clarification of its intention for the future management of the Federation Training Newborough Campus and the role the Newborough Campus will play in providing training services to the community, also stating Council has previously raised this question with Federation Training but without any guarantee having been received.**

**CARRIED UNANIMOUSLY**

Signed

Cr Sharon Gibson

25 September 2018

**Attachments**

Nil

**9.7 2018/19 TRANSPORT CONTINGENCY PLANNING STUDY**

**Cr Graeme Middlemiss**

I, Cr Graeme Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 1 October 2018:

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

**That Council:**

- 1. write to the State Minister for Public Transport requesting that a Transport Contingency Planning Study be undertaken in relation to potential high volume export traffics from Gippsland. In particular Rail Movement to Bulk Export enabled Port/s and;**
- 2. offer to assist this process by outlining the potential Bulk Export Traffics and by introducing the parties associated with these proposed Exports.**

**CARRIED UNANIMOUSLY**

Signed

Cr Graeme Middlemiss

26 September 2018

**Attachments**

Nil

**9.8 2018/20 RAIL STABLING YARD**

**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, 1 October 2018:

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Howe

**That Council:**

- 1. Notes that Regional Rail Revival are currently seeking feedback on four preliminary site options for the establishment of a Gippsland Stabling Facility being:**
  - **Option 1: Expand existing stabling yard at Traralgon station**
  - **Option 2: Gippsland Intermodal Freight Terminal, Morwell**
  - **Option 3: McNairn Road, Traralgon**
  - **Option 4: Minniedale Road, Traralgon East**
- 2. Informs Regional Rail Revival in writing of:**
  - a. Council's preference is for the establishment of the Gippsland Stabling Facility to be located at the Gippsland Intermodal Freight Terminal, Tramway Road, Morwell (option 2);**
  - b. Council's concerns over establishing the Gippsland Stabling Facility east of Minniedale Road, Traralgon East (option 4); and**
  - c. If Council's preferred site is not selected, options for the Gippsland Stabling Facility should be re-considered. A site further east of Traralgon should be explored which:**
    - i. does not impact on the amenity of current or future residents of Traralgon;**
    - ii. is on land which is currently within the Environmental Significance Overlay Schedule 1 or State Resource Overlay; and**
    - iii. is on land which does not affect future long term land supply for the growth of Traralgon.**

**CARRIED UNANIMOUSLY**

Signed

Cr Kellie O'Callaghan  
26 September 2018

**Attachments**  
Nil

**PROCEDURAL MOTION: EXTENSION OF MEETING**

**MOTION**

**Moved:** Cr Harriman  
**Seconded:** Cr Gibson

That Council, in accordance with Clause 11.3 of the Meeting Procedure Local Law, continues the proceedings of the meeting until all items have been dealt with.

**CARRIED UNANIMOUSLY**

**The Council suspended the meeting to take a 10 minute break, to recommence at 9:03pm to continue discussion on all items.**

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



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

**Agenda Item: 10.1**

**Agenda Item: Inappropriate Street Tree Removal Replacement  
Program - Staff Street Moe**

**Sponsor: General Manager, Infrastructure and Recreation**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe  
City.**

**Status: For Decision**

**MOTION**

**Moved: Cr Gibson**

**Seconded: Cr Law**

**That Council:**

- 1. Continue with the planned program to remove the current identified remaining street trees and undertake replacement replanting with suitable tree species;**
- 2. Advise Staff Street Moe residents of Council's decision; and**
- 3. Advises the head petitioners of this decision in relation to the petition**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

On 6 July 2018, Latrobe City Council was presented with a petition (Attachment 1) containing 46 signatures, with the majority of these signatures being from residents of Staff Street. The petition requested that Council not remove the remaining street trees in Staff Street, Moe, which was part of the Inappropriate Street Tree Removal Replacement Program.

Works were put on hold and the petition was tabled at the 6 August 2018 Ordinary Council Meeting, in accordance with Clause 63 of Council's Local Law No. 1.

Council's Arborist has since met with the head petitioner to discuss her issues and concerns about the trees. The head petitioner now understands all the issues these tree species cause within the street. The head petitioner has now stated that she would like to retract the petition; and for Council to continue with the tree removals and replacements as planned (Attachment 2).

Since Council's Arborist met with the head petitioner a number of residents from Staff Street have contacted Council and requested that the trees still be removed and replaced.

Further consultation with the residents of Staff Street Moe has now been completed. Two of Council's Arborist door knocked all the properties in Staff Street. Staff members spoke to the residents or left call cards for the residents to respond.

Summary of resident comments:

- Happy for removals to go ahead
- No objections
- Happy for removals
- Wants trees removed

Summary of consultation results are listed below:

- Total properties – 86
- Total for – 56 (50 signed signatures from door knocked and 6 call backs)
- Total against – 2 and 1 stated (retain if possible, remove if need)
- Total didn't respond – 27 (which is considered to be in favour of works)

The results of the consultation process indicate that the majority of residents are in favour of works going ahead.

If Council continue with the completion of the program, a further letter will be delivered to all properties in Staff Street. The letter will include Council's resolution, timeframes for the remaining tree removals and tree planting replacements.

The cost of removing/replacing the remaining 13 trees has been budgeted for in the 2018/2019 Inappropriate Street Tree Removal Replacement Program.

### **Declaration of Interests:**

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

### **Background:**

The Inappropriate Street Tree Removal Replacement Program was first adopted by Council in 2005/2006. This was to be an approximate 15 year rolling program to complete the tree removals and replacement of street trees as identified in the report. The final stage of the on-going planned program will be completed in the 2018/2019 financial year.

Residents of Staff Street Moe received their first letter on 18 December 2017 (82 letters in total were sent), this included an outline of the program, ten most frequently asked questions, possible replacement tree species, a questionnaire response letter and return envelope.

Council received ten returned letters; eight were in favour for the proposed program, two objections for the proposed program and 72 non returned letters. The consultation letters indicated as follows, '*Please note that if you do not reply to our letter we will determine that you support Latrobe City Council's proposal*'.

Residents of Staff Street Moe received their second letters on 4 April 2018. This letter highlighted that the program will continue due to the results of the consultation being in favour of the program continuing. The letter included timeframes for the tree removals and replacements.

Contractors commenced tree removal works in Staff Street in early July 2018.

A resident of Staff Street has requested the trees to remain and advised they would provide a petition from the residents of Staff Street about the removals.

Council received the petition on the 6 July 2018.

At the 6 August 2018 Ordinary Council Meeting Council resolved the following:

*That Council:*

- 1. In accordance with Clause 63 of the Meeting Procedure Local Law, agrees to lay the petition requesting "We, the undersigned, hereby state that we oppose the cutting down of the healthy trees, in particular, the mature Melaleuca trees, on Staff Street, Moe", on the table until the Ordinary Council Meeting to be held on 6 September 2018; and*
- 2. Advises the head petitioner of this decision in relation to the petition.*

Council's Arborists have discussed the issue of the tree removal with the head petitioner on a number of occasions since the works commenced. The head petitioner now understands all the issues this tree species causes within the street.

The head petitioner has now stated that she would like to retract the petition and for Council to continue with the tree removals and replacements as planned (Attachment 2).

At the 3 September 2018 Ordinary Council Meeting Council resolved the following:

*That Council:*

- 1. A further report be presented to Council at the Ordinary Council Meeting 1 October 2018 with the results of further consultation with the residents of Staff Street; and*
- 2. Advises the head petitioners of this decision in relation to the petition.*

Further consultation with the residents of Staff Street Moe has now been completed. Councils Arborist door knocked all the properties in Staff Street Moe seeking their

level of support. Councils Arborists explained all the current issues and concerns with this tree species.

Summary of consultation results:

- Total properties – 86
- Total supporting removal – 56 (50 signed signatures from door knocked and 6 call backs)
- Total against removal – 2 of which 1 stated (retain if possible, remove if needed)
- Total that didn't respond – 27 (which is considered to be in favour of works)

Attachment 3 provides consultation results including time, date, address, comments and signature of residents.

#### **Reasons for Proposed Resolution:**

The previous resolution was required for Councils Arborist to carry out further consultation with the residents of Staff Street Moe and then report this back to Council.

Council's Arborist completed further consultation with the residents of Staff Street Moe in early September. Door knocked all the properties in Staff Street Moe seeking their level of support and explaining all the current issues and concerns with these tree species.

All the consultation results are recorded in attachment 3. This included time, date, address, any comments and signature of resident, properties where no one was home, call cards were left for them to ring Councils Arborists.

#### **Issues:**

##### *Strategy Implications*

These planned maintenance works are part of Council's overall improvement plan to the city street scapes. Planting the correct tree species in the right location having minimal impact on surrounding infrastructure and contributes to lower maintenance tree management costs into the future.

##### *Communication*

The head petitioner has been notified of the petition process and advised of the intention to lay the petition on the table at the 6 August 2018 Ordinary Council meeting.

The head petitioner also notified that a further report will be presented to the Ordinary Council meeting to be held on 3 September 2018 for Council's consideration of the matter.

The head petitioner was also notified that a further report will be presented to the Ordinary Council meeting to be held on 1 October 2018 for Council's consideration of the matter.

Council's Arborist completed further consultation with the residents of Staff Street Moe in early September. Door knocked all the properties in Staff Street Moe seeking their level of support and explaining all the current issues and concerns with these tree species.

All the consultation results are recorded in attachment 3. This includes time, date, address, any comments and signature of resident. Properties where no one was home, call cards were left for them to ring Councils Arborists.

#### *Financial Implications*

There are no additional financial implications as removal and replacement of the inappropriate street trees in Staff Street, Moe were included in the 2018/2019 budget.

#### *Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Trees root system causing mechanical damages to other infrastructure, e.g. footpath, kerbs, roads, etc.	Almost Certain	Councils ongoing planned infrastructure inspection cycles and ongoing replacement of damaged infrastructure
Structural faults within these tree species, trees or parts of the trees falling, most likely in severe weather events, causing damage to property and/or injuries to persons.	Almost Certain	Councils ongoing planned tree maintenance and inspections to identify any risks

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

#### *Legal and Compliance*

Legal implications would be around slips, trips and falls and/or failing branches. Street tree root systems causing mechanical damage to infrastructure by way of raised or depressed, uneven surfaces.

#### *Community Implications*

This planned program is currently into the thirteenth year removing and replacing approximately 500 street trees per year. The program has mainly been met with positive feedback from the community. The community understand that the program will deliver long term benefits, future cost savings, safer and more aesthetically pleasing street scapes.

There has been some minor negative feedback and Council's Arborist has worked through the issues and concerns with these residents. Some streets in the past proposed works haven't gone ahead. Residents in these streets have petitioned Council for their street trees to be retained and this always meet back to an Ordinary Council Meeting for a final decision. Council continues to maintain these trees to the current Australian Standards and Council continues to fix damages caused to the infrastructure.

*Environmental Implications*

There are minimal environmental impacts whether the trees remain or are removed. Staff Street will still have street trees planted and/or growing in the street.

*Consultation*

Council's Arborist has door knocked Staff Street Moe residents and completed further consultation with residents and the results are included in this report, (Attachment 3).

**Supporting Documents:**

**Attachments**

1. Staff Street Moe Petition (Published Separately) (Confidential)
2. Email from Head Petitioner (Published Separately) (Confidential)
3. September Consultation Door Knock Records (Published Separately) (Confidential)

**Agenda Item: 10.2**

**Agenda Item: Use and Development of Land for Industry (Private Asbestos Disposal)**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Support job creation and industry diversification to enable economic growth in Latrobe City.**

**Status: For Decision**

Councillor Harriman declared a direct interest under Section 77B of the Local Government Act 1989 in respect to this item. Cr Dale Harriman left the meeting, the time being 09:05 PM

**Proposed Resolution:**

**That Council:**

**Issues a Notice of Decision to Grant a Permit for the Use and Development of Land for Industry (Refuse Disposal – Private Asbestos Disposal) and Alteration of Access to a Road Zone Category 1 in the Special Use Zone 1 and Environmental Significance Overlay 1 at 412 Commercial Road, Morwell (Lot 2 on Plan of Subdivision 449983A), with the following conditions:**

**Endorsed Plans Condition:**

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

**Amenity Conditions:**

- 2. The use may operate only between the hours of 7.00am and 6.00pm Monday to Friday, and 7.00am and 5.00pm Saturday, unless with the written consent of the Responsible Authority.**
- 3. No waste materials other than those generated by the demolition works at Lot 2 on Plan of Subdivision 449983A are to be disposed of on the subject site.**
- 4. The use and development 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;

or otherwise, to the satisfaction of the Responsible Authority.

5. All soil stockpiles and areas housing unburied waste materials must be maintained to avoid dust nuisance to any residential area to the satisfaction of the Responsible Authority. Measures to be implemented for the avoidance of dust amenity issues from the site must include:

- a) The provision of watercarts on site to be used to control dust during dry and windy conditions;
- b) Regular watering of unsealed internal haul roads; and
- c) Vegetation of final cap areas as soon as practical as per the landscaping conditions included in this permit.

**Landscaping Conditions:**

- 6. Prior to the commencement of any works, further landscape plans must be submitted to and approved by the Responsible Authority. The plan must be generally consistent with the landscaping plans submitted with the planning permit application, but updated to show landscaping of a similar nature for 'Landfill B (Secondary Cell)' as what is shown for 'Landfill A (Primary Cell)'.
- 7. Within three (3) months of each landfill cell being filled and capped, the component of the landscaping works identified on the endorsed landscaping plan that applies to that landfill cell area must be carried out and completed to the satisfaction of the Responsible Authority.
- 8. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

**Standard Industrial Conditions:**

- 9. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.
- 10. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.

**Engineering Conditions:**

- 11. Before the commencement of any land use hereby permitted, an environmental management plan shall be submitted to and approved by the Responsible Authority. The plan must detail how issues such as erosion prevention, temporary drainage, dust generation and sediment control will be managed for the stockpiling of soil on the site. Details of a contact person/site manager must also be provided, so that this person can be easily contacted should any issues arise.



12. Control measures in accordance with the approved environmental management plan, shall be employed throughout the construction and operation stages of the soil stockpile to the satisfaction of the Responsible Authority. The Responsible Authority must be kept informed in writing of any departures from the environmental management plan. If, in the opinion of the Responsible Authority, the departure from the approved plan is significant then an amended plan must be submitted to and approved by the Responsible Authority. The approved measures must be carried out continually and completed to the satisfaction of the Responsible Authority.

**Environmental Health Conditions:**

13. Prior to the commencement of works an EPA Works Approval is required for the proposal. All site activities must comply with the requirements of the relevant approved Works Approval to the satisfaction of the EPA.
14. The location of the landfill cells is to be GPS marked and recorded on both the EPA and Council waste databases.

**Environmental Planning Condition:**

15. Before works start, a fence must be erected around the tree to be retained on site. This tree is marked and identified in the documentation included in the Application for Planning Permit. This fence will protect the tree by demarcating the tree protection zone and must be erected at a radius of  $12 \times$  the diameter at a height of 1.3 metres to a maximum of 15 metres but no less than 2 metres from the base of the trunk of the tree. The fence must be constructed of star pickets/ chain mesh/ or similar to the satisfaction of the Latrobe City Council. The fence must remain in place until all works are completed to the satisfaction of the Latrobe City Council.
16. Except with the written consent of the Latrobe City Council, within the area of native vegetation to be retained and any tree protection zone associated with the permitted works, the following is prohibited:
- a) vehicular or pedestrian access
  - b) trenching or soil excavation
  - c) storage or dumping of any soils, materials, equipment, vehicles, machinery or waste products
  - d) entry and exit pits for underground services
  - e) any other actions or activities that may result in adverse impacts to retained native vegetation.

**EPA Conditions:**

17. **Effective noise levels from the use of the premises must comply with**
-

the requirements of the *State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1*.

18. All development and use of the premises involving the emission of dust and other air quality indicators must comply with the *State Environment Protection Policy (Air Quality Management)*.
19. Nuisance dust and/or airborne particles must not be discharged beyond the boundaries of the premises.
20. Odours offensive to the senses of human beings must not be discharged, emitted or released beyond the boundaries of the premises.
21. Surface water discharged from the premises must not be contaminated with waste.

**Permit Expiry Condition:**

22. This permit will expire if one of the following circumstances applies:
  - a) The development is not started within two years of the date of this permit;
  - b) The development is not completed and the use has not commenced within four years of the date of this permit;

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may be requested if -

the request for an extension of time is made within 12 months after the permit expires; and

the development or stage started lawfully before the permit expired.

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

**That Council:**

**Issues a Notice of Decision to Refuse to Grant a Permit for the Use and Development of Land for Industry (Refuse Disposal – Private Asbestos Disposal) and Alteration of Access to a Road Zone Category 1 in the Special Use Zone 1 and Environmental Significance Overlay 1 at 412 Commercial Road, Morwell (Lot 2 on Plan of Subdivision 449983A), on the following grounds:**

1. The proposal fails to meet the strategies and objectives contained within Clause 14.03 (Earth and Energy Resources), Clause 21.02

**(Housing and Settlement) and Clause 21.05-4 (Coal Resources) of the Latrobe Planning Scheme;**

- 2. The proposal does not comply with the purpose and decision guidelines of Schedule 1 to Clause 37.01 (Special Use Zone Schedule 1) of the Latrobe Planning Scheme;**
- 3. The proposal does not comply with the purpose and decision guidelines of Schedule 1 to Clause 42.01 (Environmental Significance Overlay Schedule 1) of the Latrobe Planning Scheme; and**
- 4. The proposal does not comply with the decision guidelines of Clause 65 (Decision Guidelines) of the Latrobe Planning Scheme.**

**CARRIED UNANIMOUSLY**

#### **Executive Summary:**

The proposal seeks to use and develop land for industry (refuse disposal – private asbestos disposal) and to alter access to a Road Zone, Category 1.

The asbestos waste to be disposed of on site will be restricted to the materials from the proposed demolition of the Morwell power station within the same allotment.

This planning permit application has been considered at previous ordinary Council meetings as summarised below;

*i. Initially heard at the Ordinary Council Meeting on 7 May 2018;*

where it was resolved that Council defers consideration of the use and development of land for industry (private asbestos disposal) to a future meeting of the Council to allow for other locations to be explored.

*ii. Ordinary Council Meeting on 4 June 2018;*

where it was resolved to reconsider the matter at the next Council meeting in July. This led to an onsite meeting being held on 19 June with HRL Limited to discuss the proposed location of the asbestos disposal facility.

*iii. Ordinary Council Meeting on 2 July 2018;*

where it was resolved to defer making a decision on the planning permit application until the next Ordinary Council Meeting until the applicant seeks support from the appropriate Ministers and written confirmation from Engie as to whether Engie would be prepared to lease or sell land in the vicinity of the proposed Engie Asbestos Materials Landfill for use by HRL as an Asbestos Material Landfill.

Various meetings were held on 12 July 2018 (a teleconference) and 30 July to again discuss options in response to Council's resolution.

The 30 July meeting was attended by relevant Council officers from Council, EBAC, Engie, EPA, DELWP and Cr. Graeme Middlemiss, Cr. Alan McFarlane, and Cr. Darrell White (Mayor).

Discussions at this meeting were considered to be quite positive with all parties open to the consideration of the use of the asbestos cell associated with the proposed demolition of the Hazelwood Power Station, to be also used to store asbestos associated with the Morwell Power Station.

It was noted for this to be achieved a number of issues needed to be worked through including financial, risk, liability and environmental considerations for Engie and EBAC to consider as well as government agencies. It will also require a variation to the status of the Engie licence associated with their approved asbestos landfill site from a private landfill to a commercial landfill licence if they are to take the asbestos waste associated with the Morwell Power Station.

Council also wrote to the appropriate state government Ministers to seek assistance in resolving the matter during the months of July and August.

iv. *The application was last heard at the Ordinary Council Meeting on 6 August 2018:*

where it was resolved to defer making a decision on the planning permit application, to allow further time for all parties to fully consider the use of the approved asbestos landfill cell associated with the proposed demolition of the Hazelwood Power Station, to be also used to landfill asbestos associated with the Morwell Power Station demolition.

Since the meeting on 6 August 2018 further negotiations have taken place between EBAC and Engie and EBAC presented their position to Councillors at a Briefing session on 10 September 2018, where they expressed their desire for the planning permit application to be considered at the next available Council meeting.

It should also be noted that a further objection has been received to the application since the Ordinary Council Meeting on 6 August 2018.

A copy of all objections can be viewed at Attachment 4 to this report.

Officers have considered all the submissions and assessed the proposal against the relevant provisions of the Latrobe Planning Scheme (the Scheme), it is considered that the proposal is generally in accordance with the relevant objectives and decision guidelines of the Scheme.

It is therefore recommended that a Notice of Decision to Grant a Permit be issued.

**Declaration of Interests:**

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

**Background:**

*Summary*

Land: 412 Commercial Road, Morwell, known as Lot 2 on Plan of Subdivision 449983A

Proponent: Energy Brix Australia Corporation Pty Ltd C/- GHD Pty Ltd

Zoning: Special Use Zone, Schedule 1 (SUZ1), Industrial 1 Zone (IN1Z) and abuts a road in the Road Zone, Category 1 (RDZ1)

Overlay Environmental Significance Overlay, Schedule 1 (ESO1), Floodway Overlay (FO) and Land Subject to Inundation Overlay (LSIO)

A Planning Permit is required for:

- The use of land in the SUZ1 for a Section 2 use (industry - refuse disposal) in accordance with Clause 1.0 to the Special Use Zone;
- The construction of a building or construction or carrying out of works in the SUZ1 in accordance with Clause 37.01-4;
- The construction of a building or construction or carrying out of works in the ESO1 in accordance with Clause 42.01-2; and
- The alteration of access to a road in the Road Zone, Category 1, in accordance with Clause 52.29 of the Scheme.

*Proposal*

The application is for the use and development of land for industry (refuse disposal – private asbestos removal) and alteration of access to a Road Zone, Category 1, in the Special Use Zone 1 and Environmental Significance Overlay 1.

This application seeks to accommodate the disposal of asbestos from the Morwell Power Station which is proposed to be demolished. It should be noted that the proposed demolition of the Morwell Power Station is subject to a separate approval process through Heritage Victoria.

The design of the proposed refuse disposal facility sees the creation of five cells that are to collectively accept up to 15,000m<sup>3</sup> of debris from the power station. The construction will be separated into 'Landfill A' and 'Landfill B'. The intent of 'Landfill A' is to contain the 10,000m<sup>3</sup> of asbestos material that is estimated to be generated by the power station demolition. The four cells that make up 'Landfill A' will be combined to be approximately 100 metres long, 40 metres wide and 6 metres deep.

'Landfill B' is proposed to be constructed if more than the initially estimated 10,000m<sup>3</sup> of asbestos material requires disposal. 'Landfill B' will have a capacity to accept 5,000m<sup>3</sup> of waste materials if constructed. This fifth cell is proposed to be 71 metres long, 46 metres wide and 6 metres deep.

Once the cells are full, the waste materials are to be contained below ground level, with the soil cap protruding above ground level. The maximum capped height of the landfill will be 3.5 metres above natural ground level. These cap areas are to be landscaped upon completion of use of each cell so as to avoid erosion issues.

An earthen bund is proposed to be built around the perimeter of the landfill. This perimeter bund will prevent stormwater runoff from surrounding land entering the landfill. The final cap will be tied into this bund. Small earthen bunds would also be built to separate the cells to assist in the segregation of uncontaminated stormwater and leachate during the landfilling of a cell. A leachate collection system would be provided on the base of the landfill.

The outside perimeter of the bunds will be secured by temporary fencing whilst the cells are receiving waste materials. Once the operations are completed these security fences will be removed and replaced with more visually appropriate rural post and wire fencing.

The facility is proposed to operate between the hours of 7.00 am and 6.00 pm Monday to Friday, and 7.00 am and 5.00 pm on Saturdays.

Vehicle movements to and from the site will be via the existing access point to Commercial Road and are estimated to comprise of up to 10 semi-trailers arriving and leaving per month for the 3 month construction phase; up to one semi-trailer arriving and leaving two days per month for the 18 month operational phase; and no truck movements to and from the site upon the completion of the project.

A copy of the development plans are located at Attachment 2 of this report.

#### Subject Land:

The subject site comprises of Lot 2 on Plan of Subdivision 449983A, more commonly known as 412 Commercial Road, Morwell. The land is irregular in shape, with a total site area of 91.07 hectares. The site is located approximately 1 km south of the town centre of Morwell.

Access to the site is provided via an informal internal access road that connects to Commercial Road in the north-western portion of the site. This internal access road extends along a portion of the western site boundary leading to a car parking area and gated entrance to the Morwell Power Station. Native vegetation is scattered along the site boundary.

The land is relatively flat and currently contains a recently decommissioned power station, briquette factories and associated buildings and infrastructure. The balance of the site is largely undeveloped with the exception of a settlement pond collecting stormwater runoff. This settlement pond is located centrally within the site and discharges to Bennetts Creek.



A number of easements are located on site. The proposed works would not be located near the easements.

**Surrounding Land Use:**

To the north of the subject site beyond the Princess Freeway (RDZ1) is the interface of the industrial area with the established residential area of Morwell which is located in the General Residential Zone (GRZ). This interface is approximately 650 metres from the proposed landfill sites. Bennetts Creek which is located in the FO and the LSIO extends along the eastern site boundary. Industrial warehouses in the IN1Z are located further east across Monash Way (RDZ1). Two power stations, the gas fired Jeeralang A and B stations, the unoccupied Hazelwood Power Station and Hazelwood Cooling Pond are all located to the south in the SUZ1

An aerial image showing the context of the site is located at Attachment 3 of this report.

**Reasons for Proposed Resolution:**

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Special Use Zone Schedule 1;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Environmental Significance Overlay Schedule 1;
- Consistent with the 'Purpose' and 'Decision Guidelines' of Clause 52.29 Land Adjacent to a Road Zone, Category 1;
- Consistent with Clause 65 (Decision Guidelines); and
- The objection received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered, while noting that some concerns raised in the objections do not form planning grounds on which the application should be refused.

**Issues:**

*Strategy Implications*

The proposed use and development of the land is considered to align with Council's strategy to implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City. The use and development of the site for the disposal of asbestos will reduce the risk to the surrounding community from potential asbestos contamination by retaining and disposing of hazardous materials on site.

*Communication*

Notification:

The application was advertised pursuant to Sections 52(1)(a) and (d) of the Planning and Environment Act 1987 (the Act), with notices sent to all adjoining and adjacent landowners and occupiers, one notice displayed on site for a minimum of 14 days, and publication of a notice in the Public Notices section of two issues of the Latrobe Valley Express.

At the completion of the advertising period, three submissions were received – one submission of support and two objections.

A copy of the submissions can be viewed at Attachment 4 of this report.

External:

Referrals were provided under Section 55 of the Act to:

- Department of Economic Development, Jobs, Transport and Resources who consented to the granting of a planning permit, with no conditions required.
- Environment Protection Authority who consented to the granting of a planning permit, subject to the inclusion of conditions.
- VicRoads who consented to the granting of a planning permit, with no conditions required.

Notice of the application was given under Section 52 of the Act to:

- Heritage Victoria who consented to the granting of a planning permit, with no conditions required.
- Worksafe Victoria who consented to the granting of a planning permit, with no conditions required.

Internal:

The application was referred to Council's Infrastructure, Environment, Strategic Planning and Health Services teams for consideration. There was no objection to the proposal subject to planning permit conditions from Infrastructure, Environment and Health Services.

*Financial Implications*

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 10 business days with an additional three days required to attend and present at the appeal, resulting in a total of 13 business days. This equates to an estimated financial cost in the order of \$5,200. This cost would be greater if a consultant and any expert witnesses were required to attend on Council's behalf and would likely be in excess of \$21,000.



### *Risk Analysis*

There is a possible likelihood of risk to Council's reputation if the application is not approved due to one objection received from the community. In the event that approval is granted for the demolition of the power station buildings, the disposal of asbestos on site would provide the safest option for the disposal of the asbestos. To manage and limit any potential risk to Council, the recommendation has been considered against the relevant sections of the Latrobe Planning Scheme and advice from relevant referral authorities.

### *Legal and Compliance*

#### **Latrobe Planning Scheme**

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

- Clause 11.10 Gippsland
- Clause 11.10-1 A Diversified Economy
- Clause 13.03-1 Use of Contaminated and Potentially Contaminated Land
- Clause 13.04-1 Noise Abatement
- Clause 13.04-2 Air Quality
- Clause 14.02-2 Water Quality
- Clause 14.03 Resource Exploration and Extraction
- Clause 17.02-2 Design of Industrial Development

##### **Local Planning Policy Framework**

##### **Municipal Strategic Statement (Clause 21)**

- Clause 21.04-5 Mine Fire
- Clause 21.05-2 Water
- Clause 21.05-4 Coal Resources
- Clause 21.07-3 Industry

##### **Zoning**

##### **Special Use Zone, Schedule 1 (Clause 37.01)**

The proposal is considered to be consistent with the purpose and decision guidelines of the SUZ1. This will be further discussed in this report.

Industrial 1 Zone (Clause 33.01)

The need for a planning permit is not triggered under Clause 33.01 as the proposed development is not within the land area zoned Industrial 1. Assessment of the application against this land zoning is therefore not required.

**Overlay**

Environmental Significance Overlay, Schedule 1 (Clause 42.01)

The proposal is considered to be consistent with the decision guidelines at Schedule 1 to the Environmental Significance Overlay. This will be further discussed in this report.

Floodway Overlay (Clause 44.03) and Land Subject to Inundation Overlay (Clause 44.04)

As the proposed development site is located outside the area of the site affected by these overlays, the need for a planning permit is not triggered under this clause and assessment under these provisions of the Scheme is not required.

**Particular Provisions**

Clause 52.10 Uses with Adverse Amenity Potential:

The table to Clause 52.10 specifies that the proposed facility requires a threshold distance of 100 metres from land in a residential zone, land used for a hospital or an education centre or land in a public acquisition overlay to be acquired for a hospital or an education centre. These threshold distances are exceeded with the development site being over 800 metres from a residential zone thereby ensuring that the use will not cause offence or unacceptable risk to the neighbourhood.

Clause 52.29 Land Adjacent to a Road Zone, Category 1:

The proposal is considered to be generally consistent with the provisions of this particular provision as VicRoads is satisfied that the likely increase in vehicle movements to and from the site will not impact on the operation of the road or public safety.

**Decision Guidelines (Clause 65):**

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan. The proposal is considered to be generally consistent with these decision guidelines, as will be discussed later in this report.

**Incorporated Documents (Clause 81):**

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

Strategic direction of the State and Local Planning Policy Frameworks:

The proposal is considered to be generally consistent with the provisions of the relevant clauses under the SPPF and LPPF. The establishment of an on-site refuse disposal facility capable of handling asbestos materials generated from the site will

assist in strengthening the economic resilience of the area as it would provide for the repurposing of the site through the safe demolition of the Morwell power station.

The applicant has demonstrated that the potential offsite amenity impacts from the facility such as air, soil and water contamination are able to be contained. This has been confirmed through referral responses from the relevant authorities including the EPA and internal departments subject to the inclusion of planning permit conditions. It is considered that the facility would be appropriately sited to minimise any off-site amenity impacts to the surrounding environment and the nearby Morwell urban area.

The site is located in the Gippsland Coalfields Policy Area. The establishment of the proposed facility will enable the continued productive use of the land while not unreasonably limiting the ability of the site to be accessed for brown coal resources in the future.

'Purpose' and 'Decision Guidelines' of the Special Use Zone 1:

The purpose of the Special Use Zone 1 is to provide for brown coal mining, electricity generation and non-urban uses that protect brown coal resources. The Decision Guidelines focus on the protection of the brown coal resource, and discouraging uses and developments that are at odds with the exploration of the resource and its processing.

The proposal is considered to be generally consistent with the purpose and decision guidelines of the zone as the proposed use and development would not impact on the ability for future mining of the broader area to occur. The application was referred to DEDJTR who had no objection to the proposal. As such the proposal should not have an effect on the brown coal resources in the area and is an acceptable use and development of the site.

'Purpose' and 'Decision Guidelines' of the Environmental Significance Overlay, Schedule 1:

The overlay provides an 'urban buffer' between urban settlements and coal mining and coal fired power stations. The proposal satisfies the environmental objectives of the overlay as it would allow for the continued economic productive use of the land while not impacting on the coal resource, and will involve a use and development that is compatible with the buffer area.

Council Resolutions:

This planning permit application has been considered at previous ordinary Council meetings as summarised below;

The application was last heard at the Ordinary Council Meeting on 6 August 2018;

where it was resolved to defer making a decision on the planning permit application, to allow further time for all parties to fully consider the use of the approved asbestos landfill cell associated with the proposed demolition of the Hazelwood Power Station, to be also used to landfill asbestos associated with the Morwell Power Station demolition.

Since the meeting on 6 August 2018 further negotiations have taken place between EBAC and Engie and EBAC presented their position to Councillors at a Briefing session on 10 September 2018, where they expressed their desire for the planning permit application to be considered at the next available Council meeting.

It should also be noted that a further objection has been received to the application since the Ordinary Council Meeting on 6 August 2018.

Ordinary Council Meeting on 2 July 2018;

where it was resolved to defer making a decision on the planning permit application until the next Ordinary Council Meeting until the applicant seeks support from the appropriate Ministers and written confirmation from Engie as to whether Engie would be prepared to lease or sell land in the vicinity of the proposed Engie Asbestos Materials Landfill for use by HRL as an Asbestos Material Landfill.

Various meetings were held on 12 July 2018 (a teleconference) and 30 July to again discuss options in response to Council's resolution.

The 30 July meeting was attended by relevant Council officers from Council, EBAC, Engie, EPA, DELWP and Cr. Graeme Middlemiss, Cr. Alan McFarlane, and Cr. Darrell White (Mayor).

Discussions at this meeting were considered to be quite positive with all parties open to the consideration of the use of the asbestos cell associated with the proposed demolition of the Hazelwood Power Station, to be also used to store asbestos associated with the Morwell Power Station.

It was noted for this to be achieved a number of issues needed to be worked through including financial, risk, liability and environmental considerations for Engie and EBAC to consider as well as government agencies. It will also require a variation to the status of the Engie licence associated with their approved asbestos landfill site from a private landfill to a commercial landfill licence if they are to take the asbestos waste associated with the Morwell Power Station.

Council also wrote to the appropriate state government Ministers to seek assistance in resolving the matter

Ordinary Council Meeting on 4 June 2018;

where it was resolved to reconsider the matter at the next Council meeting in July. This led to an onsite meeting being held on 19 June with HRL Limited to discuss the proposed location of the asbestos disposal facility.

Ordinary Council Meeting on 7 May 2018

The application was initially heard at the Ordinary Council Meeting on 7 May 2018, where it was resolved:

- *That Council defers consideration of the use and development of land for industry (private asbestos disposal) to a future meeting of the Council to allow for other locations to be explored.*

In response to Council's resolution the applicant has submitted that the following site options were explored and the table below provides reasons why they were discounted:

<b>Alternate sites</b>	<b>Response</b>
Existing regional facilities	<p>Gippsland Waste and Resource Recovery Group (GWRRG) confirmed that regional facilities do not have capacity to accommodate material;</p> <p>GWRRG expressed concerns with the ability to safely dispose of material at off-site facilities; and</p> <p>Transporting asbestos is the riskiest option.</p>
Shared facility with ENGIE Hazelwood	<p>EPA informed both EBAC and ENGIE that their regulations do not permit one party to dispose of another party's waste without becoming a licensed landfill operator; and</p> <p>Neither EBAC nor ENGIE wished to become a licensed landfill operator due to the extent of regulation and risk involved in these activities.</p>
On-site facility south of the power station buildings	<p>Investigation including drilling of a bore indicated that the environmental design requirements stipulated by the EPA could not be met with groundwater depth of less than one metre below the natural surface.</p>

The response further details that the subject site was selected as a result of groundwater studies, where the groundwater depth approaches 20 metres and the clayey soil are of low permeability. Furthermore, the applicant details that the recommended EPA setback requirements for a landfill to residential area is 200 metres for this type of facility. The proposal landfill is setback approximately 600 metres to a residential zone. Other similar type landfills and their proximity to residential sites are also provided in the report.

In conclusion it is detailed that the responsibility of the landfill owner (and any subsequent landowners) is to ensure the operation, management and rehabilitation of a landfill complies with EPA's regulatory framework requirements and the relevant best practice guidelines. It is the applicant's consideration that the on-site disposal of asbestos provides the safest option for the community and workers as a whole.

A copy of the applicants' response can be viewed at Attachment 1 of this report.

Clause 65 (Decision Guidelines):

The proposal is considered to be generally consistent with the Decision Guidelines at Clause 65.01. The proposal is considered to accord with the relevant provisions of the Scheme, Section 60 of the Act, and the orderly planning of the area.

*Community Implications*

The application has received two submissions in the form of an objection. The issues raised were:

1. Impact on waterways.

Groundwater and nearby waterways will not be contaminated by the proposed landfill. The proposed landfill cells are located approximately 600 metres away from any direct waterways and also significantly above any underlying groundwater catchment levels. The landfill cell will meet all relevant EPA requirements, including depths to groundwater. The design criteria for landfills are set by the EPA who has stringent requirements so as to ensure water quality is not impacted.

2. Exposure of people to asbestos at the site historically.

Whilst the previous activities conducted at the site are not a consideration in the assessment of the application, the applicant has advised that the input and feedback of the Asbestos Council of Victoria (GARDS) has been actively sought throughout the planning application process. GARDS has provided a submission to Council in support of the proposal stating that the proposal is the lowest risk option in removing and disposing of the asbestos from the power station.

3. Lack of consideration of alternative sites.

Alternative options were considered by the planning permit applicant, and details of these investigations were submitted with the planning permit application. The report details that consultation with ENGIE and the EPA occurred to potentially create a single asbestos landfill that would service both site needs. This option was not pursued as:

- EPA regulations do not allow one company to take another companies waste without registering themselves as a waste disposal agent;
- The requirements to achieve this level of licensing are long, expensive and arduous; and
- Both companies did not wish to become licensed waste operators as with it brings potential liabilities.



Hence both companies resolved to dispose of their asbestos waste on their own site.

Furthermore, a further alternative to dispose of the asbestos material off site has been deemed high risk by the applicant and therefore an option not pursued. The option for on-site disposal seeks to minimise the risk associated with handling and disposing of the asbestos material.

4. Inadequate community consultation.

Notification of the proposal was required to be given pursuant to Section 52 of the Act by notifying adjoining owners and occupiers by mail, erecting a sign on the site for 14 days, and publishing a notice in the public notices section of the Latrobe Valley Express for two issues. It is noted that the landowner also conducted its own independent community information session on 29 November 2017. Furthermore, EBAC has a dedicated website which aims to update the community on the status of the project.

5. Lack of sufficient detail provided in the submission of support from the Gippsland Waste and Resource Recovery Group.

The information provided within the submission of support from the Gippsland Waste and Resource Recovery Group has been noted. It provides additional information to be considered as part of the overall application submitted.

6. Proximity of the proposed asbestos landfill to the centre of Morwell.

EPA setback requirements for this type of facility to a residential area is 200 metres, the proposed landfill is setback approximately 600 metres to a residential zone. In addition, a Works Approval for the proposed asbestos landfill has been obtained from the EPA, it is the responsibility of the landfill owner (and any subsequent landowners) to ensure the operation, management and rehabilitation of a landfill complies with EPA's regulatory framework requirements and the relevant best practice guidelines.

*Environmental Implications*

Negative impacts on the environment are considered unlikely, particularly with the Works Approval requirements of the EPA. The authority has the ability to monitor the site and ensure ongoing compliance.

Options

Council has the following options in regard to this application:

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

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

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Attachment 1 - Response to deferral
- 2 [↓](#). Attachment 2 - Development Plans
- 3 [↓](#). Attachment 3 - Site Context
4. Attachment 4 - Submissions (Published Separately) (Confidential)



## 10.2

### Use and Development of Land for Industry (Private Asbestos Disposal)

1	Attachment 1 - Response to deferral .....	61
2	Attachment 2 - Development Plans .....	69
3	Attachment 3 - Site Context .....	85



## Memorandum

16 May 2018

To	Karen Egan, Coordinator Statutory Planning, Latrobe City Council (via email)		
Copy to	Barry Dungey (EBAC), Mark Koller (GHD) (via email)		
From	Alastair McKenzie	Tel	+61 3 8687 8282
Subject	Response to the outcome of Council Meeting for PP2017/24	Job no.	31-35300

Dear Karen

### **Response to the outcome of the Ordinary Council Meeting 07 May 2018 (CM515) for PP2017/242**

We are advised that on 7 May 2018 at the Ordinary Council Meeting, Council made the following resolution:

*That Council defers consideration of the use and development of land for industry (private asbestos disposal) to a future meeting of the Council to allow for other locations to be explored.*

We understand that reference to 'other locations' refers to both on the subject site and other sites, with concerns raised about the proximity of the cells to existing residential development.

This memo responds to Council's request and additionally addresses the following matters:

1. Alternative sites and locations for the asbestos landfill
2. Comparable asbestos landfills in Victoria in relation to residential zoned land
3. Roles and responsibilities of the EPA, WorkSafe and the land owner.
4. Risk of an asbestos disposal cell to the public

#### **1 Alternative sites**

A number of different options were assessed to safely dispose of the asbestos prior to determining the current proposed position in front of the power station buildings along the western property boundary.

#### **Regional facilities**

Gippsland Waste and Resource Recovery Group (GWRRG) confirmed that regional facilities do not have the capacity to accommodate the hazardous material due to the large volumes predicted (approximately 15,000 cubic metres (m<sup>3</sup>)).

In GWRRG's letter of support for the proposed on-site asbestos landfill, GWRRG expressed concerns relating to the ability to safely dispose of the material at off-site facilities.

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Transporting asbestos is the riskiest option as if the truck was involved in an accident during the transportation of the waste, it could create a significant transport and accident risk, and the public could be at risk of being exposed to the hazardous material.

### ***Shared facility with ENGIE Hazelwood***

Discussions were held with the EPA (March 2017) proposing the solution of sharing of an asbestos disposal facility by ENGIE Hazelwood and Energy Brix Australia.

EPA informed both EBAC and ENGIE that their regulations do not permit one party to dispose of another party's waste without becoming a licensed landfill operator. Neither EBAC nor ENGIE wished to become a licensed landfill operator due to the extent of regulation and risk involved in these activities.

### ***On-site facility south of the power station buildings***

Land to the south of the power station was originally considered for the establishment of the landfill. The advantage of this location was the distance to residential zoned land to the north and short haul distance from the demolition site.

This area was subsequently investigated by GHD including the drilling of a bore to classify soil types and identify the groundwater depth to ensure that the landfill would not potentially affect groundwater.

The outcome of the testing indicated that the environmental design requirements stipulated by the EPA could not be met with groundwater depth of less than one metre below the natural surface. Subsequently an alternative higher area was tested north west of the power station buildings which satisfied EPA guidelines.

### ***Proposed location on-site north west of the power station buildings***

The groundwater studies indicated that the preferred location for the landfill is to the north of the existing buildings in a large vacant area where the groundwater depth approaches 20 metres and the clayey soils are of low permeability.

The land on the western edge of the site was also considered, but contains an ash disposal dam which was capped by the SECV in the early 1990s and is not suitable for reuse.

The proposed landfill will be designed, constructed, operated and then rehabilitated in accordance with best practice requirements specified by EPA.

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### 2 Comparable asbestos landfills to residential land

The proposed location of the asbestos landfill is approximately 650m to residential zoned land to the north of the proposed landfill.

The recommended EPA requirements for a landfill to residential development is 200 metres for Type 3 Landfill (asbestos, solid inert waste) and 500 metres for Type 2 Landfill (municipal waste). The proposed asbestos landfill is a Type 3 facility.

A comparison of several operating asbestos landfills to residential areas was conducted to determine how the current proposal compares with other existing established facilities.

The following parameters were used in the assessment:

- The residential zones used were as per the residential zones defined in the planning scheme:
  - Low Density Residential Zone (LDRZ)
  - Mixed Use Zone (MUZ)
  - Township Zone (TZ)
  - Residential Growth Zone (RGZ)
  - General Residential Zone (GRZ)
  - Neighbourhood Residential Zone (NRZ)
- The precise location of asbestos disposal at each facility is unknown. Each distance was measured from within the waste facility not the closest point.
- NB- This listing does not indicate these sites have the capacity to accept the quantity asbestos that EBAC is expected to produce, it only provides reference to several disposal facilities that are actually closer to residential land than that proposed at EBAC.

Refer to Table 1 (below) for the summary of comparable asbestos landfill sites.

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**Table 1** Comparable asbestos landfills to residential zoned land

Facility	Planning Zones	Distance to Residential Zone
<p><b>Grantville Landfill and Transfer Station</b></p> <p><b>Address:</b> 1684 Bass Highway (Access off Stanley Road), Grantville VIC 3984</p> <p><b>Asbestos waste accepted:</b> Residential only</p> <p><b>Distance to residential zone:</b> Less than 300m (Township Zone)</p>		

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Facility	Planning Zones	Distance to Residential Zone
<p><b>Fyansford Waste Disposal &amp; Recycling Centre</b></p> <p><b>Address:</b> 5-103 Hamilton Highway, Fyansford VIC 3221</p> <p><b>Asbestos waste accepted:</b> Residential and commercial</p> <p><b>Distance to residential zone:</b> Less than 200m (General Residential)</p>		

The Grantville Landfill and Transfer Station and Fyansford Waste Disposal & Recycling Centre are licensed asbestos landfills in close proximity to residential zoned land and significantly closer than the proposed asbestos landfill.

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## Memorandum

### 3 Responsibilities of stakeholders

Landfill sites are regulated through the *Environment Protection (EP) Act 1970*, and a range of policies, guidelines and regulatory tools, including licences and remedial notices that outline conditions that a landfill owner/operator must adhere to.

The Environment Protection Authority (EPA), WorkSafe and the land owner all have responsibilities in relation to the management of asbestos landfills, which are discussed below.

#### **EPA**

EPA administers the legislation, policies, best practice guidance, approval and licensing processes for landfills to protect the environment and human health. The disposal of waste asbestos is controlled by the EPA.

In order to ensure that the risks are appropriately quantified and managed, owners of closed landfill sites will be issued with pollution abatement notices that require the gathering of necessary information and data, the development of rehabilitation plans and aftercare management and monitoring programs.

EPA has published a range of guidelines concerning the temporary storage, packaging, transport and disposal of asbestos.

#### **WorkSafe Victoria**

The regulator for the *Occupational Health and Safety Act 2004 (Vic)* and *Occupational Health and Safety Regulations 2017 (Vic)* in Victoria is WorkSafe.

The Occupational Health and Safety (OHS) law requires employers and all other workplace parties to consult and cooperate in the management of workplace risks, in order to protect the health and safety of workers and others who might be at risk from the work.

Asbestos removal must be done by a licensed removalist. WorkSafe has developed a range of compliance Codes to provide guidance to those who have duties under the Occupational Health and Safety Act 2004 (the OHS Act) or the Occupational Health and Safety Regulations 2017 (the Regulations) on how to comply with those duties or obligations.

There are strict safety & training requirements for people who are employed to handle or remove asbestos. These include training, planning and using safe removal methods, the use of protective clothing and equipment, and cleaning and disposing of equipment and waste correctly.

Additional requirements are included in the Compliance Code for Removing Asbestos in workplaces (2008). Through the Code there are a range of protections in place for workers and the surrounding community to ensure that the risk associated with removing the asbestos is minimised.

The removal of the asbestos will be undertaken in accordance with all relevant parts of the Code including WorkSafe notification, preparation of control plans, decontamination units, air monitoring and other matters relevant to large-scale asbestos removal work.

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### Owner

It is the responsibility of the landfill owner (and any subsequent landowners) to ensure the operation, management and rehabilitation of a landfill site complies with EPA's regulatory framework requirements and the relevant best practice guidelines.

### 4 Disposal Cell Risks:

Under asbestos removal/disposal regulations all Class A (friable) and Class B asbestos (i.e. Asbestos sheeting) disposed into asbestos cells must be completely wrapped with two layers of approved plastic wrapping, Class A due to its friable nature must also be placed in either two layers of air tight plastic bags or sealed containers prior to disposal. These regulations ensure no asbestos fibres can be released during the disposal activities.

While not required under the disposal regulations, EBAC has also committed to undertaking background air monitoring in the prevailing wind direction during times of asbestos disposal into the cell. These results will be posted on its web site during demolition (as will be results from its sites asbestos removal activities) to provide an additional level of transparency that all safety procedures and processes are being strictly complied with. It is also noted that the Hazelwood Power site and the Yalloum power have operated asbestos disposal cells on their sites since the early 1970's. EBAC is not aware of public or EPA concerns in regards to the operation of these sites during their approx. 50 years of operation.

In addition to the ongoing discussions with the EPA & Worksafe on the lowest risk options for asbestos disposal, these options have also been discussed with Asbestos Victoria, an organisation that is well aware of the risks of asbestos within the local community. Asbestos Victoria have provided a letter of support to our proposed methodology of onsite disposal as the lowest risk option for asbestos disposal associated with this major removal program.

### 5 Conclusion

It is our firm view that the on-site disposal of asbestos provides the safest option for the community and workers as a whole.

We respectfully request that Council support this application, and trust that the above satisfies any concerns the council may have had in supporting the decision to grant a planning permit.

GHD and EBAC are always available to provide a detailed overview of the asbestos cell design and management procedures in person, if this is deemed necessary.

Regards,

A handwritten signature in blue ink that reads 'A. McKenzie'.

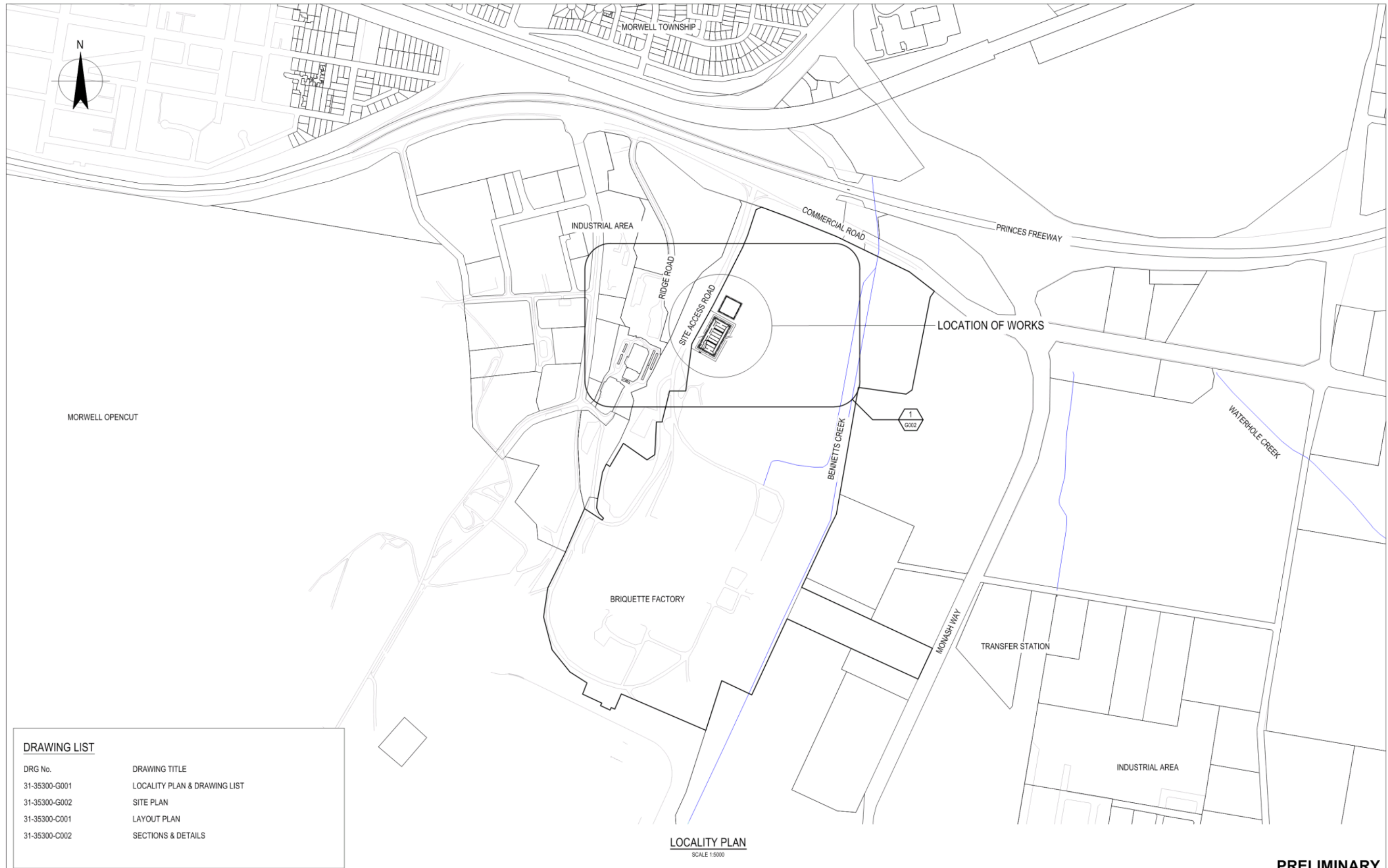
Alastair McKenzie

Senior Planner

3135300-89252/313530002-Response to the outcome of Council Meeting\_GHD

**GHD**  
Level 8 180 Lonsdale Street Melbourne VIC 3000 Australia  
T 61 3 8687 8000 F 61 3 8687 8522 E melmail@ghd.com W www.ghd.com





**PRELIMINARY**

**DRAWING LIST**

DRG No.	DRAWING TITLE
31-35300-G001	LOCALITY PLAN & DRAWING LIST
31-35300-G002	SITE PLAN
31-35300-C001	LAYOUT PLAN
31-35300-C002	SECTIONS & DETAILS

No	Revision	Note: * indicates signatures on original issue of drawing or last revision of drawing	Drawn	Job Manager	Project Director	Date
D	REVISED DRAWING		JR			30/01/18
C	UPDATED LANDFILL LEADERS		JR			16/01/17
B	AMENDED LOCALITY PLAN & ADDITIONAL CELL		JR			17/11/17
A	PRELIMINARY DRAWING ISSUED FOR REVIEW		JR			02/11/17



5 Church St Traralgon VIC 3844 Australia  
 PO Box 1040 Traralgon VIC 3844  
 T 61 3 5136 5800 F 61 3 5136 5888  
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**DO NOT SCALE**

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Drawn	J.ROBERTS	Designer	M. KOLLER
Drafting Check		Design Check	
Approved (Project Director)		Date	
Scale	1:5000	This Drawing must not be used for Construction unless signed as Approved	

Client Project	<b>ENERGY BRIX AUSTRALIA CORPORATION PROPOSED ASBESTOS LANDFILL</b>
Title	<b>LOCALITY PLAN &amp; DRAWING LIST</b>
Original Size	<b>A1</b>
Drawing No:	<b>31-35300-G001</b>
Rev:	<b>D</b>





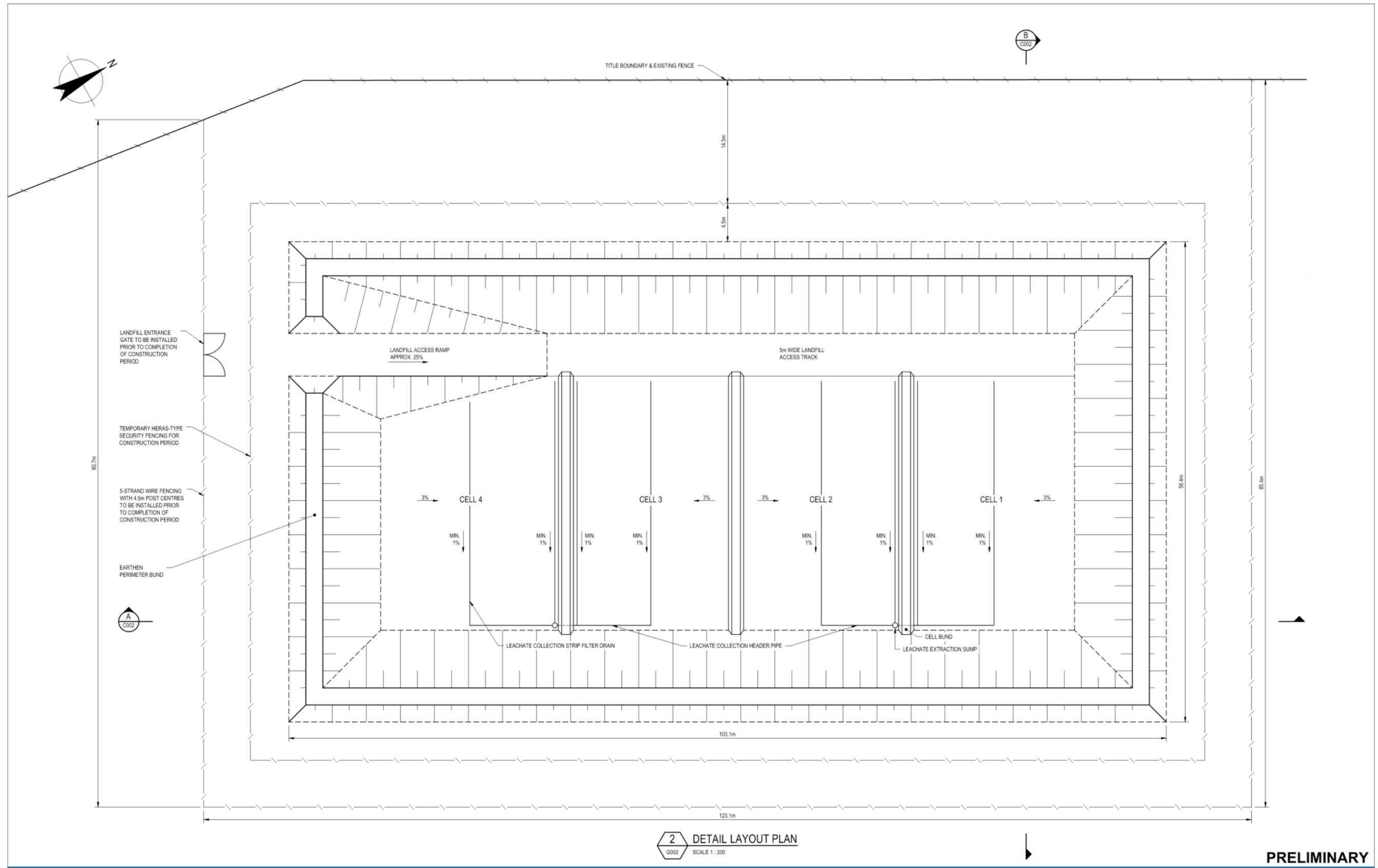
**1** DETAIL SITE PLAN  
G001 SCALE 1: 1000

**PRELIMINARY**

A PRELIMINARY DRAWING ISSUED FOR REVIEW		JR	31/01/18		<p>ENERGY BRIX AUSTRALIA CORPORATION PTY. LTD MARN 074 758 000</p>	<p>5 Church St Traralgon VIC 3844 Australia PO Box 1040 Traralgon VIC 3844 T 61 3 5136 5800 F 61 3 5136 5888 E traralgonmail@ghd.com W www.ghd.com</p>	<p><b>DO NOT SCALE</b></p> <p>Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose.</p>	Drawn J.ROBERTS Drafting Check Approved (Project Director) Date	Designer M. KOLLER Design Check	Client ENERGY BRIX AUSTRALIA CORPORATION Project PROPOSED ASBESTOS LANDFILL Title SITE PLAN	Original Size A1 Drawing No: 31-35300-G002 Rev: A
No	Revision	Note: * indicates signatures on original issue of drawing or last revision of drawing	Drawn					Job Manager	Project Director	Date	Scale 1:1000

Plot Date: 31 January 2018 - 12:45 PM Plotted by: John Roberts Cad File No: G:\3135300\CADD\Drawings\31-35300-G001\_C001.dwg

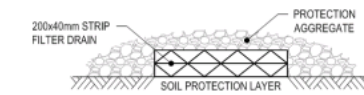
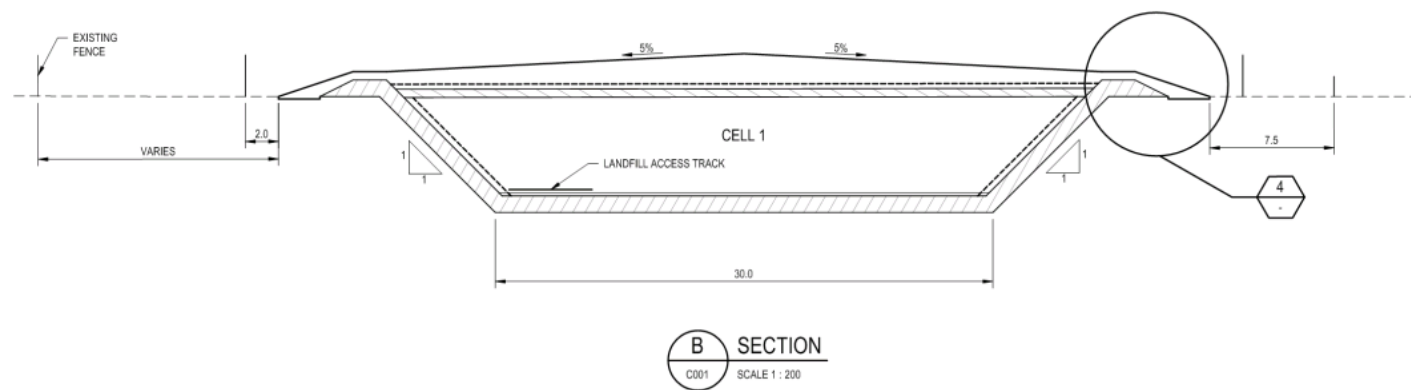
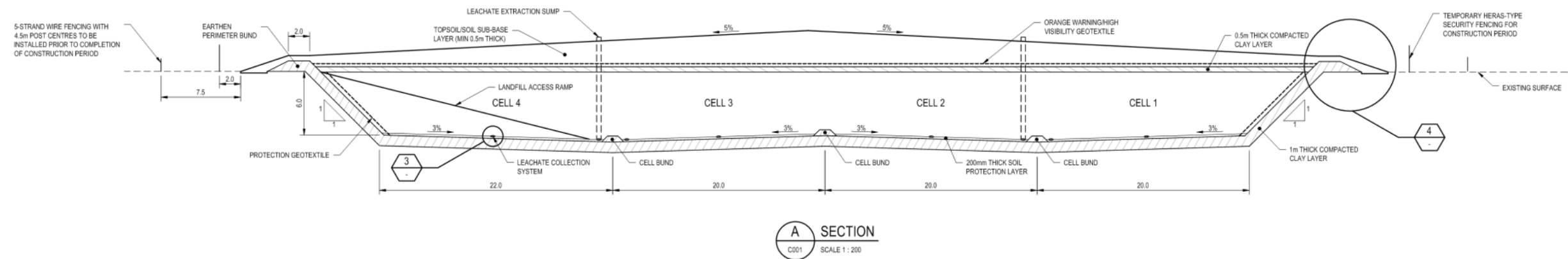




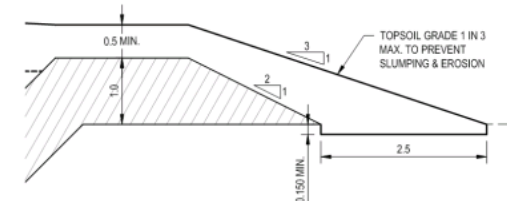
**2** DETAIL LAYOUT PLAN  
G002 SCALE 1 : 200

**PRELIMINARY**

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C	ADDITION OF OVERALL DIMENSIONS	JR	30/01/18																																					
B	UPDATED PROPOSED FENCING PLAN	JR	27/11/17																																					
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Drawing No:	31-35300-C001																																							
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No	Revision	Note: * indicates signatures on original issue of drawing or last revision of drawing	Drawn	Job Manager	Project Director	Date																																		



3 DETAIL LEACHATE COLLECTION SYSTEM  
SCALE 1:5



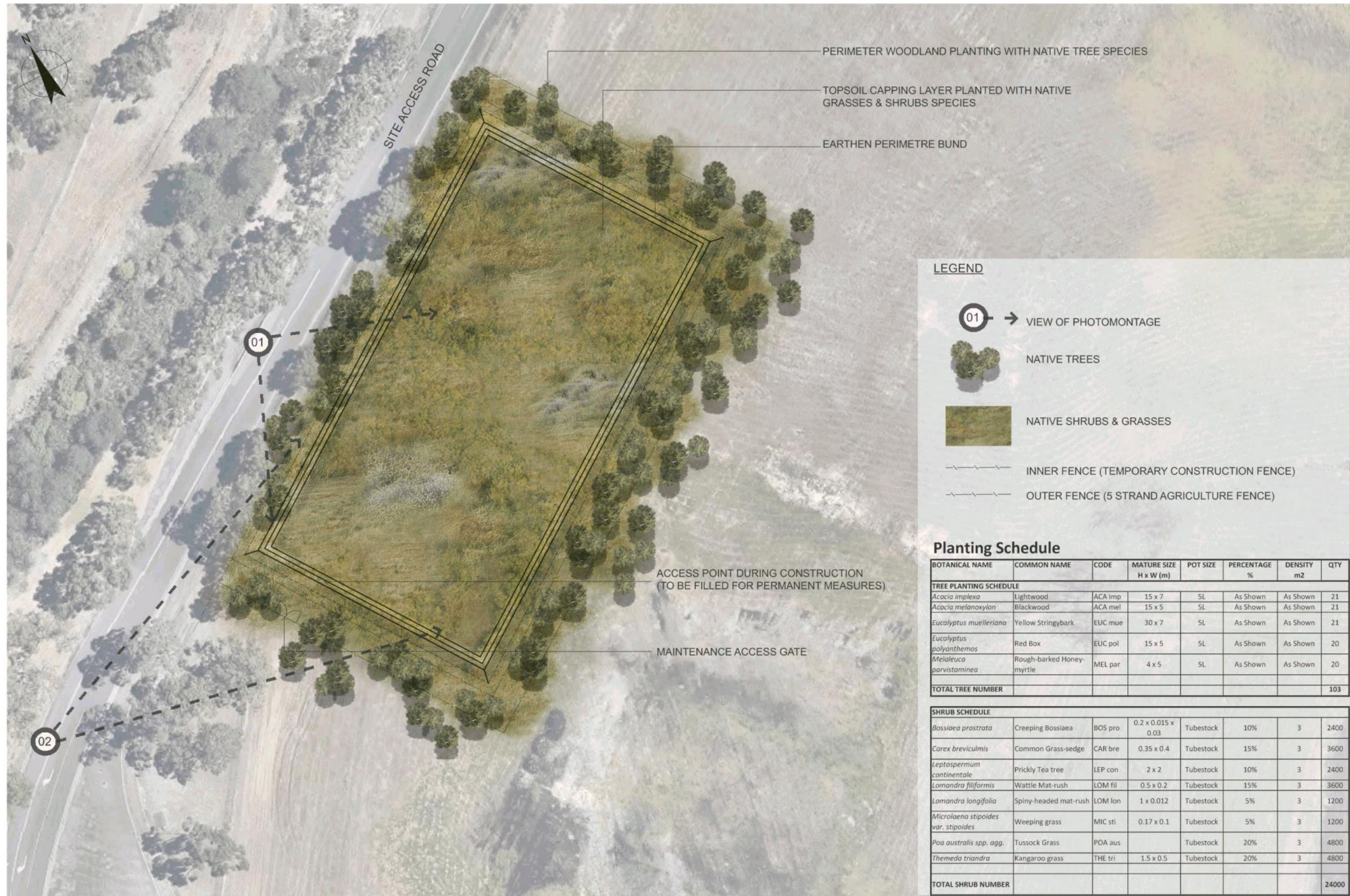
4 DETAIL  
SCALE 1:50

**PRELIMINARY**

C UPDATED DESIGN & ADDITIONAL DETAIL		JR	31/01/18	  5 Church St Traralgon VIC 3844 Australia PO Box 1040 Traralgon VIC 3844 T 61 3 5136 5800 F 61 3 5136 5888 E traralgonmail@ghd.com W www.ghd.com	<b>GHD</b> 5 Church St Traralgon VIC 3844 Australia PO Box 1040 Traralgon VIC 3844 T 61 3 5136 5800 F 61 3 5136 5888 E traralgonmail@ghd.com W www.ghd.com	DO NOT SCALE Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose.	Drawn J.ROBERTS Drafting Check Approved (Project Director) Date	Designer M. KOLLER Design Check	Client ENERGY BRIX AUSTRALIA CORPORATION Project PROPOSED ASBESTOS LANDFILL Title SECTIONS & DETAILS Original Size A1 Drawing No: 31-35300-C002 Rev: C
B UPDATED PROPOSED FENCING PLAN		JR	27/11/17						
A PRELIMINARY DRAWING ISSUED FOR REVIEW		JR	02/11/17						
No	Revision	Note: * indicates signatures on original issue of drawing or last revision of drawing	Drawn	Job Manager	Project Director	Date	Scale	This Drawing must not be used for construction unless signed as Approved	

Plot Date: 31 January 2018 - 12:50 PM Plotted by: John Roberts Cad File No: G:\3135300\CADD\Drawings\31-35300-C002.dwg





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**LEGEND**

- VIEW OF PHOTOMONTAGE
- NATIVE TREES
- NATIVE SHRUBS & GRASSES
- INNER FENCE (TEMPORARY CONSTRUCTION FENCE)
- OUTER FENCE (5 STRAND AGRICULTURE FENCE)

**Planting Schedule**

BOTANICAL NAME	COMMON NAME	CODE	MATURE SIZE H x W (m)	POT SIZE	PERCENTAGE %	DENSITY m2	QTY
<b>TREE PLANTING SCHEDULE</b>							
<i>Acacia implexa</i>	Lightwood	ACA imp	15 x 7	5L	As Shown	As Shown	21
<i>Acacia melanoxylan</i>	Blackwood	ACA mei	15 x 5	5L	As Shown	As Shown	21
<i>Eucalyptus muelleriana</i>	Yellow Stringybark	EUC mue	30 x 7	5L	As Shown	As Shown	21
<i>Eucalyptus polyanthemos</i>	Red Box	EUC pol	15 x 5	5L	As Shown	As Shown	20
<i>Meialeuca parvistaminea</i>	Rough-barked Honey-myrtle	MEL par	4 x 5	5L	As Shown	As Shown	20
<b>TOTAL TREE NUMBER</b>							<b>103</b>

<b>SHRUB SCHEDULE</b>							
<i>Bossiaea prostrata</i>	Creeping Bossiaea	BOS pro	0.2 x 0.015 x 0.03	Tubestock	10%	3	2400
<i>Carex breviculmis</i>	Common Grass-sedge	CAR bre	0.35 x 0.4	Tubestock	15%	3	3600
<i>Leptospermum continentale</i>	Prickly Tea tree	LEP con	2 x 2	Tubestock	10%	3	2400
<i>Lomandra filiformis</i>	Wattle Mat-rush	LOM fil	0.5 x 0.2	Tubestock	15%	3	3600
<i>Lomandra longifolia</i>	Spiny-headed mat-rush	LOM lon	1 x 0.012	Tubestock	5%	3	1200
<i>Microlaena stipoides</i> var. <i>stipoides</i>	Weeping grass	MIC sti	0.17 x 0.1	Tubestock	5%	3	1200
<i>Poa australis</i> spp. <i>agg.</i>	Tussock Grass	POA aus		Tubestock	20%	3	4800
<i>Themeda triandra</i>	Kangaroo grass	THE tri	1.5 x 0.5	Tubestock	20%	3	4800
<b>TOTAL SHRUB NUMBER</b>							<b>24000</b>



PROPOSED ASBESTOS LANDFILL - PLAN AND PLANTING SCHEDULE

date: NOV 2017

job no: 31-35300

drawing: SK001







KEY PLAN



VIEW 01 - EXISTING



VIEW 01 - PROPOSED



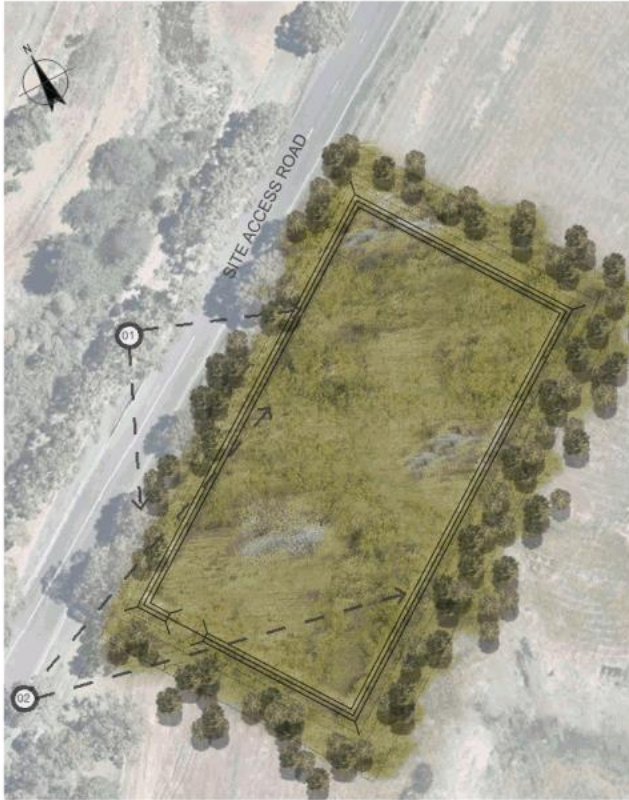
PROPOSED ASBESTOS LANDFILL - PHOTOMONTAGE 01

date: NOV 2017  
job no: 31-35300  
drawing: SK002



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KEY PLAN



VIEW 02 - EXISTING



VIEW 02 - PROPOSED

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PROPOSED ASBESTOS LANDFILL - PHOTOMONTAGE 02

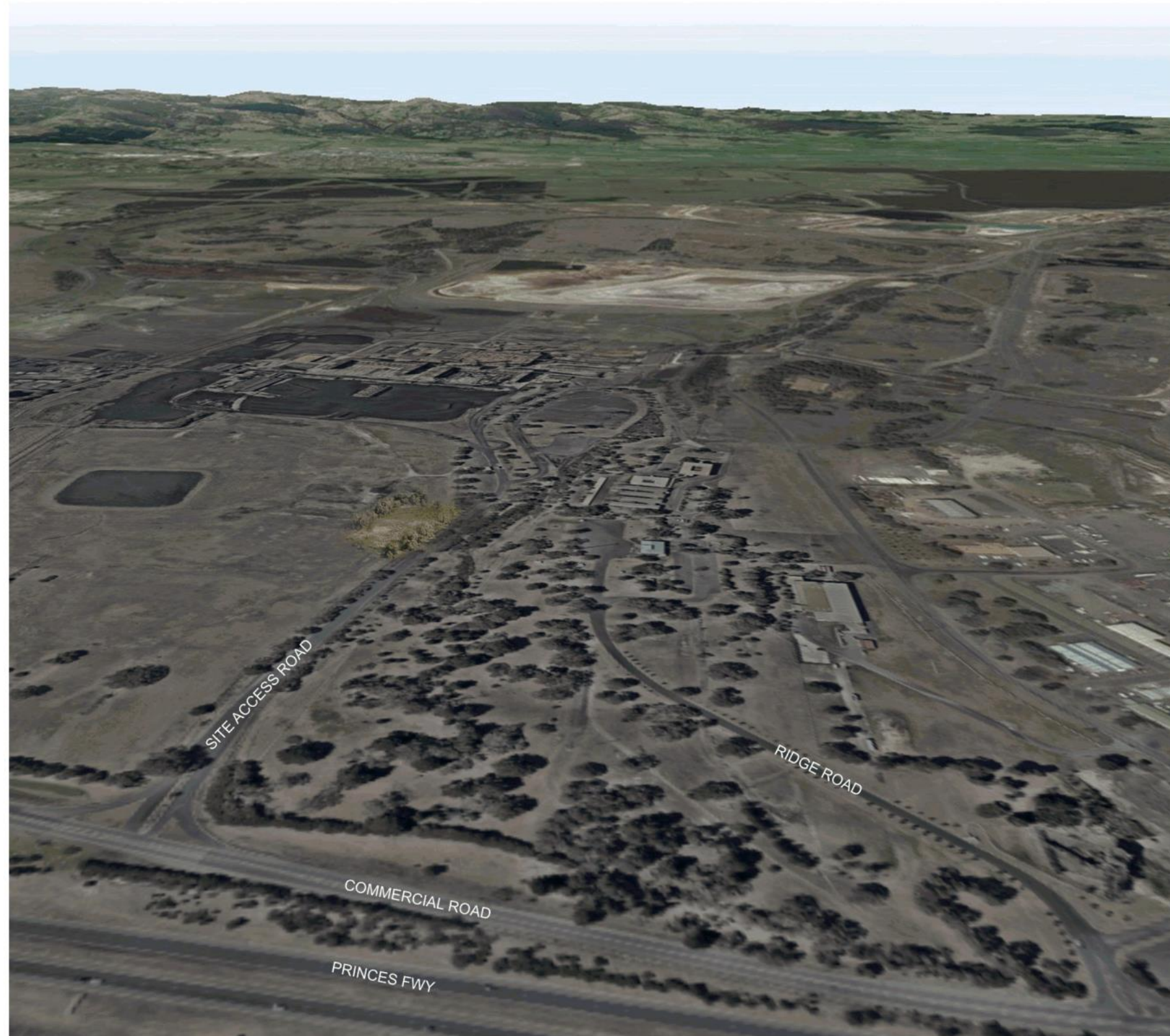
date: NOV 2017  
job no: 31-35300  
drawing: SK003







KEY PLAN



VIEW 03 - AERIAL PHOTOMONTAGE LOOKING SOUTH

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PROPOSED ASBESTOS LANDFILL - AERIAL IMAGE OPTION 01

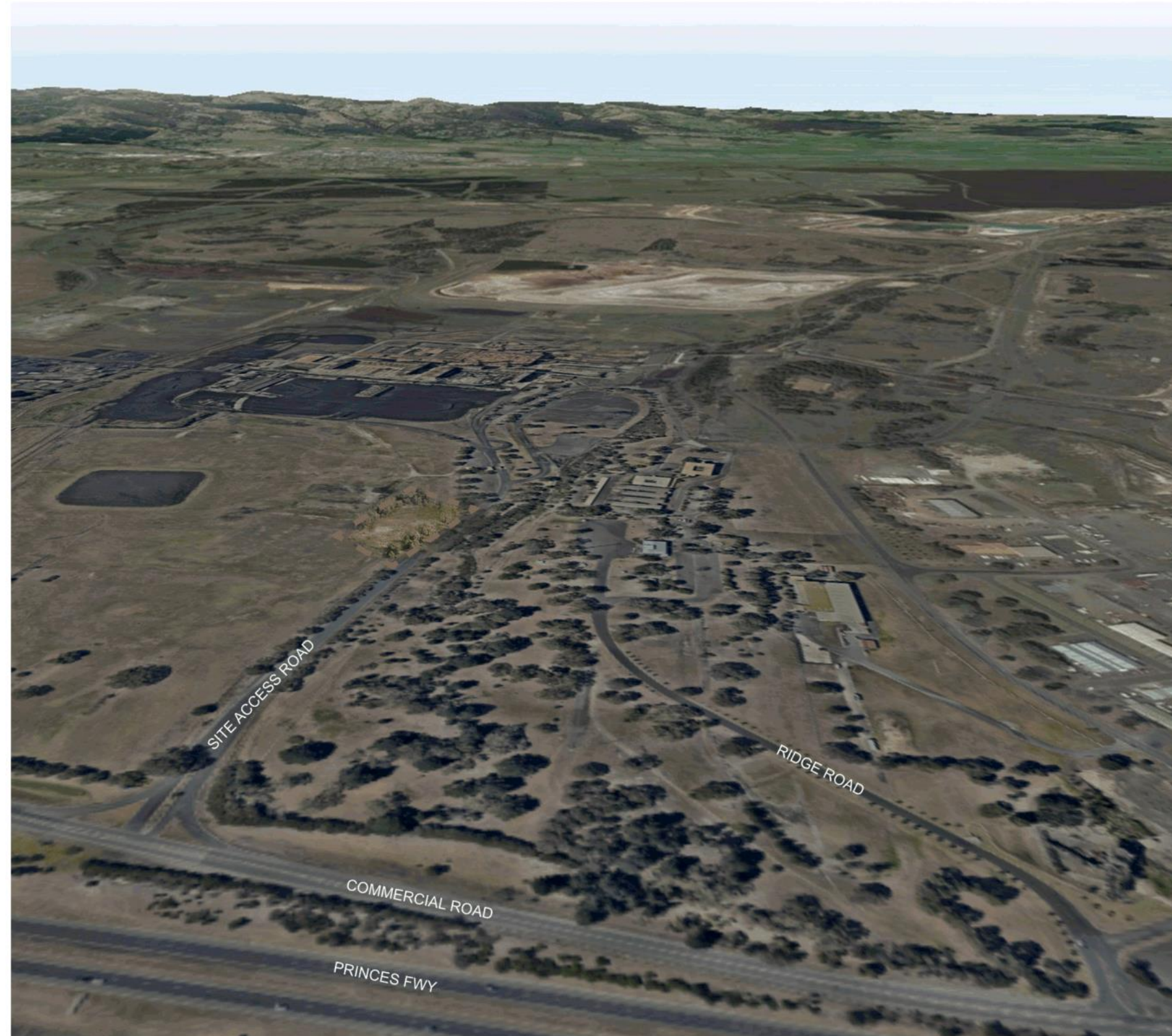
date: NOV 2017  
job no: 31-35300  
drawing: SK004







KEY PLAN



VIEW 03 - AERIAL PHOTOMONTAGE LOOKING SOUTH

www.ghd.com



PROPOSED ASBESTOS LANDFILL - AERIAL IMAGE OPTION 01

date: NOV 2017  
job no: 31-35300  
drawing: SK004A







KEY PLAN



VIEW 04 - AERIAL ZOOM IN DETAIL VIEW

www.ghd.com



PROPOSED ASBESTOS LANDFILL - AERIAL IMAGE OPTION 03

date: NOV 2017  
job no: 31-35300  
drawing: SK005







**LANDSCAPE LOCALITY PLAN**  
SCALE 1:1000

**Drawing List**

Drawing number	Drawing Title
31-35300-L001	COVER SHEET, LOCALITY PLAN AND DRAWING LIST
31-35300-L002	PLANTING SCHEDULE
31-35300-L003	LANDSCAPE PLAN
31-35300-L004	LANDSCAPE SECTIONS
31-35300-L005	LANDSCAPE DETAILS

**PRELIMINARY**

<table border="1"> <tr> <td>No</td> <td>Revision</td> <td>Note: * indicates signatures on original issue of drawing or last revision of drawing</td> <td>Drawn</td> <td>Job Manager</td> <td>Project Director</td> <td>Date</td> </tr> <tr> <td>A</td> <td></td> <td>FOR PLANNING PURPOSES</td> <td>HB</td> <td>MC</td> <td>MK</td> <td></td> </tr> </table>				No	Revision	Note: * indicates signatures on original issue of drawing or last revision of drawing	Drawn	Job Manager	Project Director	Date	A		FOR PLANNING PURPOSES	HB	MC	MK				 <p>Level 8, 180 Londale Street, Melbourne VIC 3000 Australia T 61 3 8687 8000 F 61 3 8687 8111 E mel@mail.ghd.com.au W www.ghd.com</p>	<p><b>DO NOT SCALE</b></p> <p>Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose.</p>	<table border="1"> <tr> <td>Drawn</td> <td>H. BAEK</td> <td>Designer</td> <td>M. COYLE</td> </tr> <tr> <td>Drafting Check</td> <td></td> <td>Design Check</td> <td></td> </tr> <tr> <td>Approved (Project Director)</td> <td></td> <td>Date</td> <td></td> </tr> <tr> <td>Scale</td> <td>1:500</td> <td colspan="2">This Drawing must not be used for Construction unless signed as Approved</td> </tr> </table>	Drawn	H. BAEK	Designer	M. COYLE	Drafting Check		Design Check		Approved (Project Director)		Date		Scale	1:500	This Drawing must not be used for Construction unless signed as Approved		<table border="1"> <tr> <td>Client</td> <td colspan="3">ENERGY BRIX AUSTRALIA CORPORATION</td> </tr> <tr> <td>Project</td> <td colspan="3">PROPOSED ASBESTOS LANDFILL</td> </tr> <tr> <td>Title</td> <td colspan="3">COVER SHEET AND DRAWING LIST</td> </tr> <tr> <td>Original Size</td> <td>A1</td> <td>Drawing No:</td> <td>31-35300-L001</td> </tr> <tr> <td>Rev:</td> <td colspan="3">A</td> </tr> </table>	Client	ENERGY BRIX AUSTRALIA CORPORATION			Project	PROPOSED ASBESTOS LANDFILL			Title	COVER SHEET AND DRAWING LIST			Original Size	A1	Drawing No:	31-35300-L001	Rev:	A		
No	Revision	Note: * indicates signatures on original issue of drawing or last revision of drawing	Drawn	Job Manager	Project Director	Date																																																					
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Rev:	A																																																										

Plot Date: 2 February 2018 - 9:14 AM Plotted by: Helen Baek

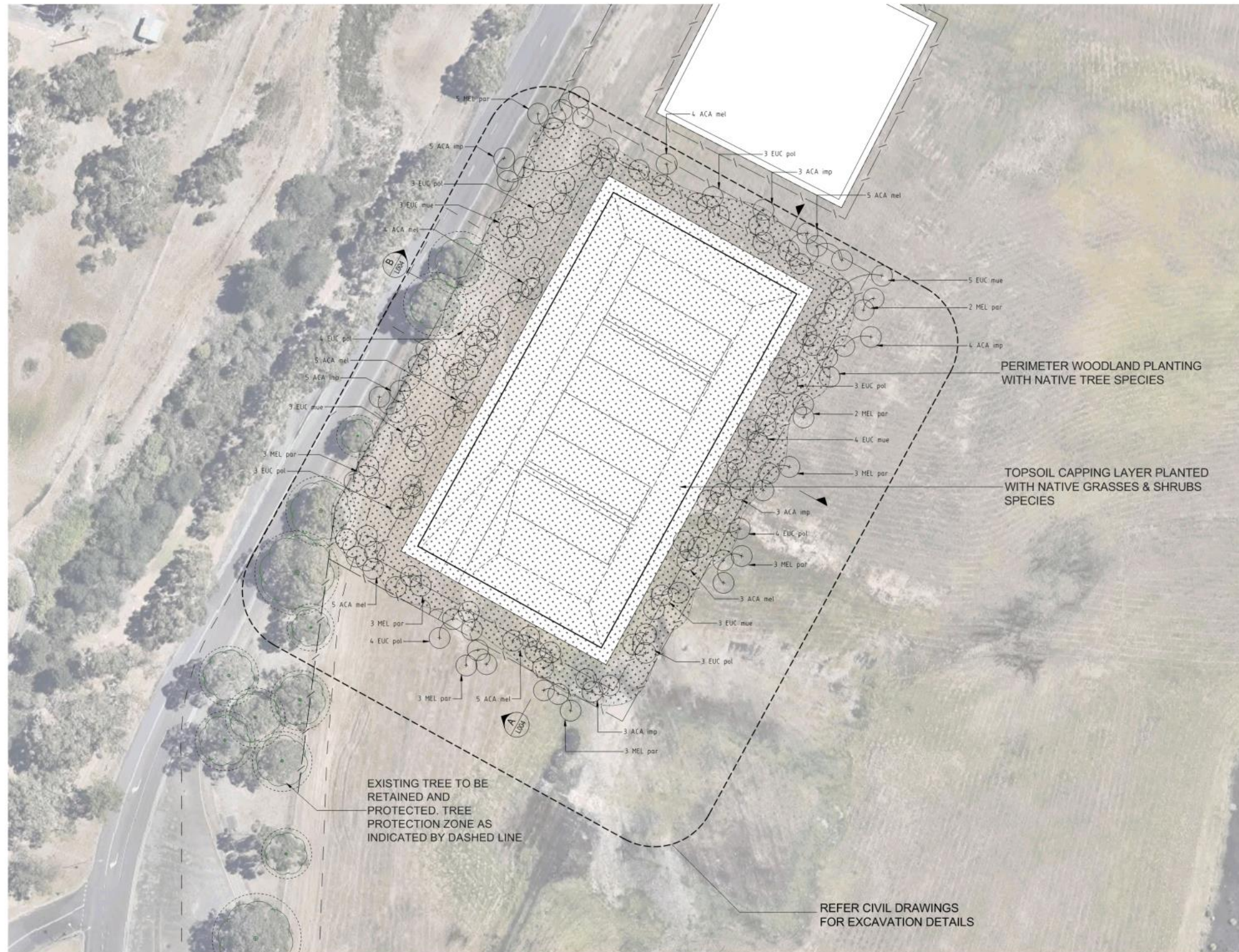
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Planting Schedule							
BOTANICAL NAME	COMMON NAME	CODE	"MATURE SIZE H x W (m)"	POT SIZE	"PERCENTAGE %"	"DENSITY m2"	QTY
<b>TREE PLANTING SCHEDULE</b>							
<i>Acacia implexa</i>	Lightwood	ACA imp	15 x 7	5L	As Shown	As Shown	23
<i>Acacia melanoxylon</i>	Blackwood	ACA mel	15 x 5	5L	As Shown	As Shown	31
<i>Eucalyptus muelleriana</i>	Yellow Stringybark	EUC mue	30 x 7	5L	As Shown	As Shown	18
<i>Eucalyptus polyanthemos</i>	Red Box	EUC pol	15 x 5	5L	As Shown	As Shown	27
<i>Melaleuca parvistaminea</i>	"Rough-barked Honey-Myrtle"	MEL par	4 x 5	5L	As Shown	As Shown	27
<b>TOTAL TREE NUMBER</b>							<b>126</b>
<b>SHRUB SCHEDULE</b>							
<i>Bossiaea prostrata</i>	Creeping Bossiaea	BOS pro	0.2 x 0.3	Tubestock	10%	2	2063
<i>Carex breviculmis</i>	Common Grass-sedge	CAR bre	0.35 x 0.4	Tubestock	15%	2	3095
<i>Leptospermum continentale</i>	Prickly Tea Tree	LEP con	2 x 2	Tubestock	10%	2	2063
<i>Lomandra filiformis</i>	Wattle Mat-rush	LOM fil	0.5 x 0.2	Tubestock	15%	2	3095
<i>Lomandra longifolia</i>	Spiny-headed Mat-rush	LOM lon	1 x 0.5	Tubestock	5%	2	1032
<i>Microlaena stipoides var. stipoides</i>	Weeping grass	MIC sti	0.2 x 0.1	Tubestock	5%	2	1032
<i>Poa australis spp. agg.</i>	Tussock Grass	POA aus	0.4 x 0.2	Tubestock	20%	2	4126
<i>Themeda triandra</i>	Kangaroo grass	THE tri	1.5 x 0.5	Tubestock	20%	2	4126
<b>TOTAL SHRUB NUMBER</b>							<b>20632</b>

**PRELIMINARY**

								<b>DO NOT SCALE</b>		Drawn H.BAEK Designer M.COYLE	Client Project Title
A FOR PLANNING PURPOSES				Drawn HB Job Manager MC Project Director MK	Level 8, 180 Lonsdale Street, Melbourne VIC 3000 Australia T 61 3 8687 8000 F 61 3 8687 8111 E mel@mail@ghd.com.au W www.ghd.com		Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose.		Approved (Project Director) Date	This Drawing must not be used for Construction unless signed as Approved	Original Size <b>A1</b> Drawing No: <b>31-35300-L002</b> Rev: <b>A</b>
No Revision Note: * indicates signatures on original issue of drawing or last revision of drawing				Plot Date: 2 February 2018 - 9:15 AM Plotted by: Helen Beak		Cad File No: G:\3135300\Tech\Urban Design\CAD\Planting Plan v8.dwg					





**1** DETAIL LANDSCAPE PLAN  
SCALE 1:500

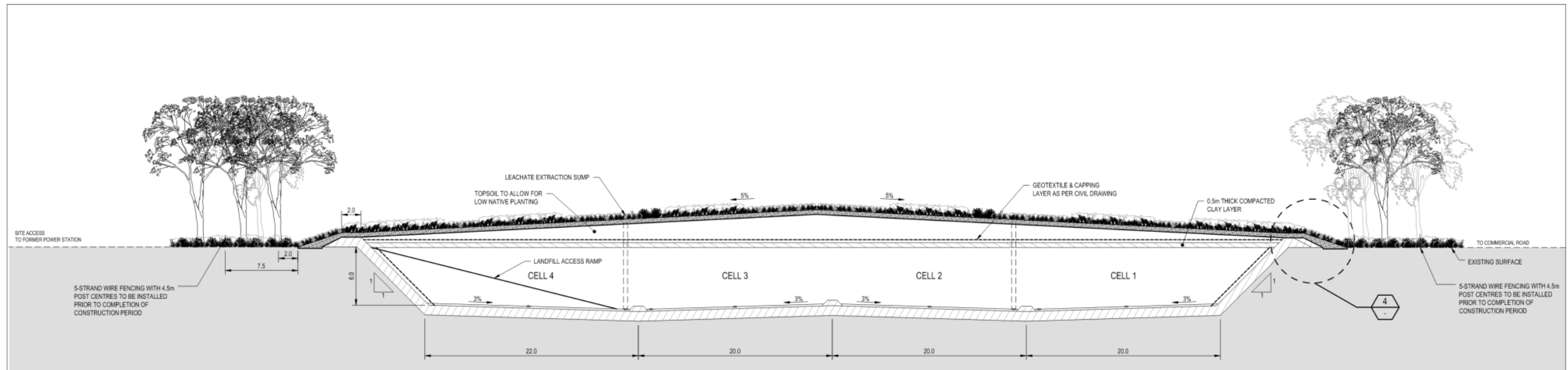
**PRELIMINARY**

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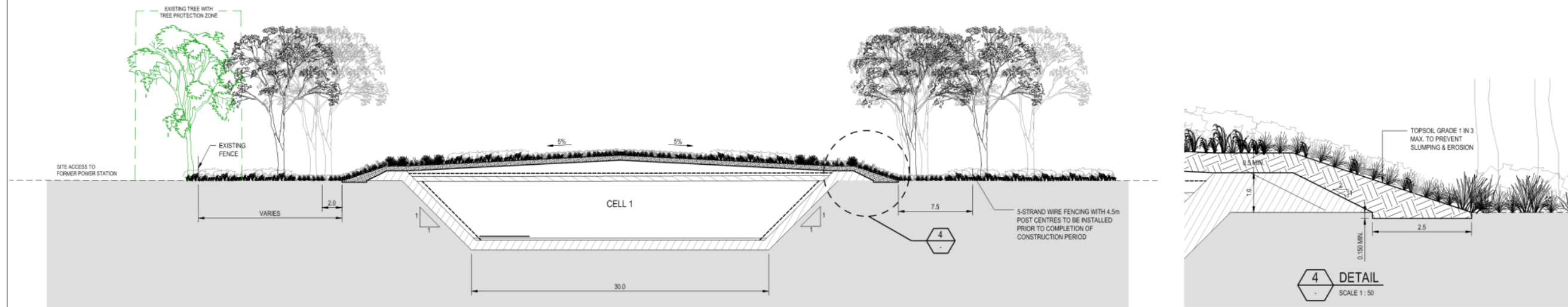
Plot Date: 2 February 2018 - 9:52 AM Plotted by: Helen Baek

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**A SECTION**  
SCALE 1 : 200



**B SECTION**  
SCALE 1 : 200

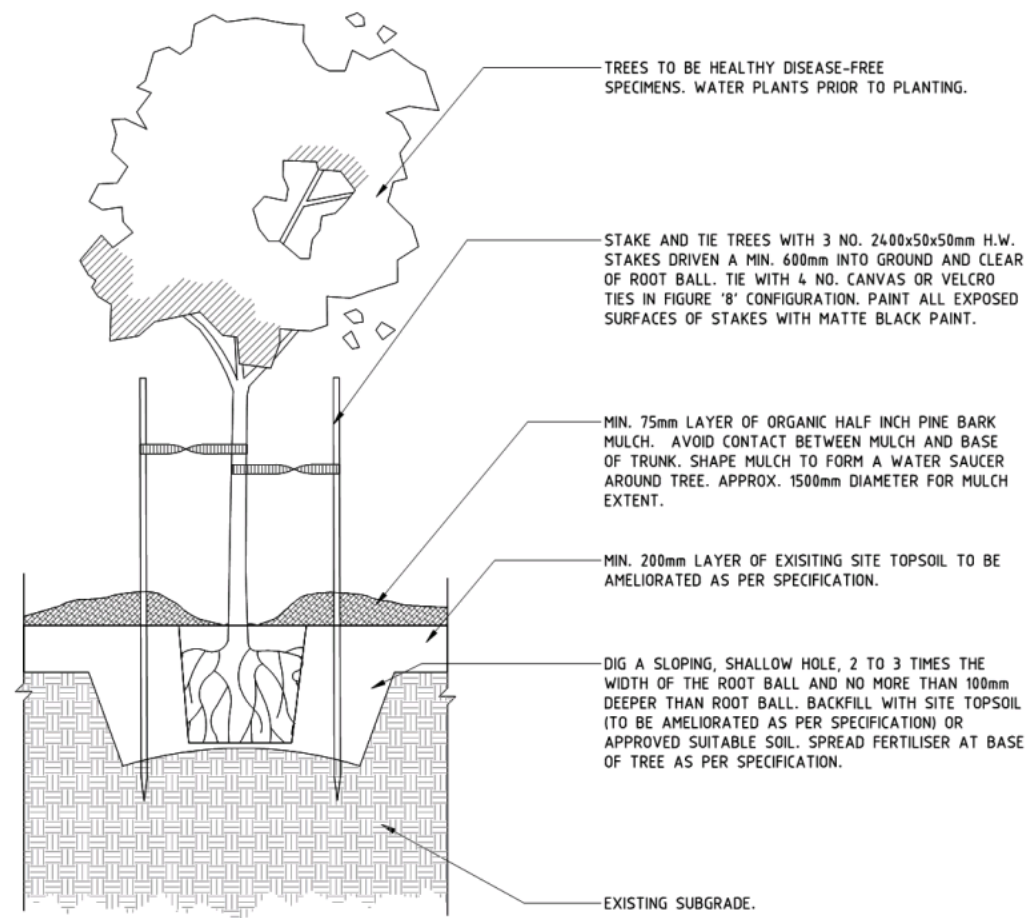
**4 DETAIL**  
SCALE 1 : 50

**PRELIMINARY**

<p><b>A FOR PLANNING PURPOSES</b></p>		<p>HB MC MK</p> <p>Drawn Job Manager Project Director</p>	<p>0 0.5 1.0 1.5 2.0 2.5m</p> <p>SCALE 1:50 AT ORIGINAL SIZE</p>	<p>0 0.05 0.1 0.15 0.2 0.25m</p> <p>SCALE 1:5 AT ORIGINAL SIZE</p>	<p>0 2 4 6 8 10m</p> <p>SCALE 1:200 AT ORIGINAL SIZE</p>	<p>ENERGY BRIX AUSTRALIA CORPORATION PTY LTD A/N 076 128 022</p>	<p>Level 8, 180 Lonsdale Street, Melbourne VIC 3000 Australia T 61 3 8687 9000 F 61 3 8687 8111 E mel@mail@ghd.com.au W www.ghd.com</p>	<p><b>DO NOT SCALE</b></p> <p>Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose.</p>	<p>Drawn H.BAEK Designer M.COYLE</p> <p>Drafting Check Design Check</p> <p>Approved (Project Director) Date</p> <p>Scale AS SHOWN</p>	<p>Client <b>ENERGY BRIX AUSTRALIA CORPORATION</b></p> <p>Project <b>PROPOSED ASBESTOS LANDFILL</b></p> <p>Title <b>LANDSCAPE SECTIONS</b></p> <p>Original Size <b>A1</b> Drawing No: <b>31-35300-L004</b> Rev: <b>A</b></p>
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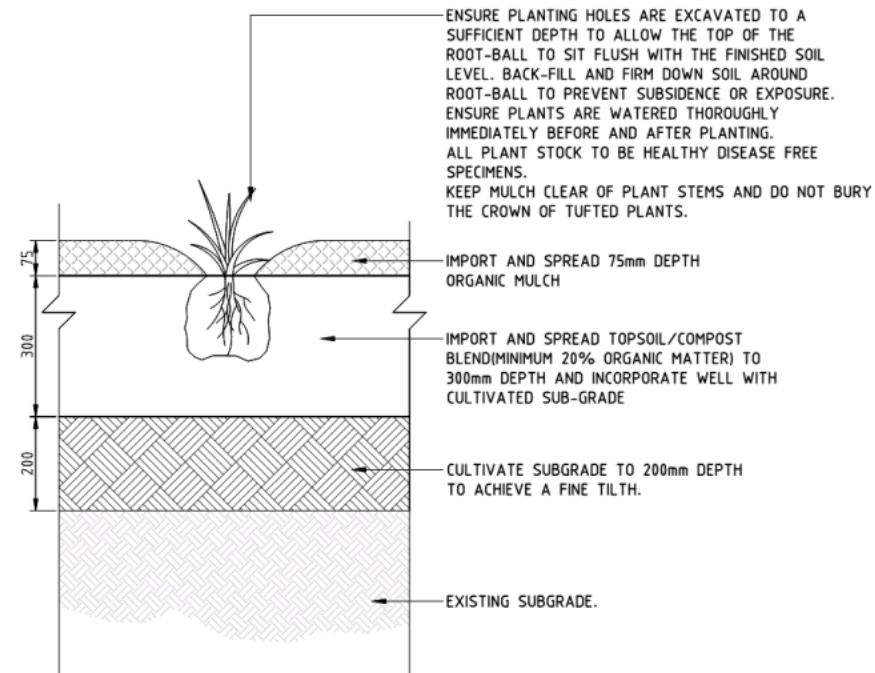
Plot Date: 2 February 2016 - 9:15 AM Plotted by: Helen Baek

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TYPICAL TREE PLANTING DETAIL WITH STAKES

DETAIL 1  
1:20



TYPICAL PLANTING IN ORGANIC MULCH

DETAIL 2  
1:10

PRELIMINARY

<p>0 0.1 0.2 0.3 0.4 0.5m</p> <p>SCALE 1:10 AT ORIGINAL SIZE</p> <p>0 0.2 0.4 0.6 0.8 1.0m</p> <p>SCALE 1:20 AT ORIGINAL SIZE</p>		<p>ENERGY BRIX AUSTRALIA CORPORATION PTY LTD 425-574 784 834</p>	<p>Level 8, 180 Lonsdale Street, Melbourne VIC 3000 Australia T 61 3 8687 8000 F 61 3 8687 8111 E melmsk@ghd.com.au W www.ghd.com</p>	<p><b>DO NOT SCALE</b></p> <p>Conditions of Use: This document may only be used by GHD's client (and any other person who GHD has agreed can use this document) for the purpose for which it was prepared and must not be used by any other person or for any other purpose.</p>	<table border="1"> <tr> <td>Drawn</td> <td>H.BAEK</td> <td>Designer</td> <td>M.COYLE</td> </tr> <tr> <td>Drafting Check</td> <td></td> <td>Design Check</td> <td></td> </tr> <tr> <td>Approved (Project Director)</td> <td colspan="3"></td> </tr> <tr> <td>Date</td> <td colspan="3"></td> </tr> <tr> <td>Scale</td> <td colspan="3">AS SHOWN</td> </tr> </table> <p>This Drawing must not be used for Construction unless signed as Approved</p>	Drawn	H.BAEK	Designer	M.COYLE	Drafting Check		Design Check		Approved (Project Director)				Date				Scale	AS SHOWN			<table border="1"> <tr> <td>Client</td> <td>ENERGY BRIX AUSTRALIA CORPORATION</td> </tr> <tr> <td>Project</td> <td>PROPOSED ASBESTOS LANDFILL</td> </tr> <tr> <td>Title</td> <td>LANDSCAPE DETAILS</td> </tr> <tr> <td>Original Size</td> <td>A1</td> </tr> <tr> <td>Drawing No:</td> <td>31-35300-L005</td> </tr> <tr> <td>Rev:</td> <td>A</td> </tr> </table>	Client	ENERGY BRIX AUSTRALIA CORPORATION	Project	PROPOSED ASBESTOS LANDFILL	Title	LANDSCAPE DETAILS	Original Size	A1	Drawing No:	31-35300-L005	Rev:	A
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**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.

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Site Context

23/04/2018

Scale 1:10000





# **CORRESPONDENCE**

**11. CORRESPONDENCE**

Nil reports

# PRESENTATION OF PETITIONS

**12. PRESENTATION OF PETITIONS**

Nil reports

# **CHIEF EXECUTIVE OFFICE**

**13. CHIEF EXECUTIVE OFFICE**

Nil reports

# **CITY DEVELOPMENT**

## 14. CITY DEVELOPMENT

Agenda Item: 14.1

Agenda Item: Development of land with Three (3) Dwellings

Sponsor: General Manager, City Development

Council Plan Objective: Improve the liveability and connectedness of Latrobe City.

Status: For Decision

Cr Dale Harriman returned to the meeting, the time being 09:07 PM

Proposed Resolution:

That Council:

Issues a Notice of Decision to Grant a Permit, for the Development of the land with three (3) dwellings within the General Residential Zone at 8 Bemm Drive, Morwell Lot 87 on Plan of Subdivision 521413 with the following conditions:

Amended Plans Condition:

1. Prior to the commencement of any works, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted but modified to show:
  - a) Sight triangles at least 50 per cent clear of visual obstructions extending at least 2 metres along the frontage road from the edge of an exit lane and 2.5 metres along the exit lane from the frontage, to provide a clear view of pedestrians on the footpath of the frontage road. The area clear of visual obstructions may include an adjacent entry or exit lane where more than one lane is provided, or adjacent landscaped areas, provided the landscaping in those areas is less than 900 mm in height. Where the sight triangle includes a side boundary fence, a maximum fence height of 900 mm is to be provided within sight triangle. Written agreement to the lower fence height must be provided from each abutting land owner.
  - b) Turning vehicle swept path diagrams, to show how it is proposed that vehicles can enter the land in a forward direction, enter and reverse out of all car spaces in each proposed garage and exit onto



Bemm Drive in a forward direction.

- c) Annotation that the existing side entry pit has a minimum clearance distance of 1.0 metres from the proposed vehicle crossing.
- d) The width of the footpath extension to be 1.5 metres.

**Endorsed Plans Condition:**

- 2. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.

**Construction Management Plan Condition:**

- 3. Prior to the commencement of any works hereby permitted, a Construction Management Plan must be submitted and approved by the Responsible Authority detailing the construction activity proposed. The plans must include, but not limited to:
  - a) Hours of operation.
  - b) Works timetable.
  - c) The method for storage of material.
  - d) Methods of limiting escape of dust and litter from the site.
  - e) Parking and traffic movement of all workers vehicles and construction vehicles.
  - f) Any impacts upon adjacent roads and pedestrian walkways and providing for adequate movement and circulation of vehicles and pedestrians adjacent to the site during the construction phase.
  - g) Access routes for construction vehicles including that no construction traffic is permitted within the tree retention zone identified on the endorsed plans.
  - h) Proposed parking locations for construction vehicles and construction workers' vehicles.
  - i) Temporary fencing works.
  - j) Number of workers expected to work on the site at any time.

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

**Standard Conditions:**

4. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
5. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.
6. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.
7. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.
8. All garbage and other waste material must be stored in an area within the land and set aside for such purpose to the satisfaction of the Responsible Authority.
9. No garbage bin or surplus materials generated by the site may be deposited or stored outside the site and bins must be returned to the garbage storage areas as soon as practicable after garbage collection to the satisfaction of the Responsible Authority.

**Landscaping Conditions:**

10. Prior to the occupancy of the development or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
11. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.

**Engineering Conditions:**

12. Before the commencement of works hereby permitted, a site drainage plan, including levels or contours of the land and all hydraulic computations, must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and an electronic copy in PDF format must be provided. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's Design Guidelines and must provide for the following:
  - a) How the land including all buildings, open space and paved areas will be drained to the legal point of discharge for a 1 in 5 year ARI storm event.
  - b) An underground pipe drainage system conveying stormwater discharge to the legal point of discharge and connecting into

Latrobe City Council's stormwater drainage system.

- c) **The provision of stormwater detention within the site and prior to the point of discharge into Latrobe City Council's drainage system. The stormwater detention system must be designed to ensure that stormwater discharges arising from the proposed development of the land are restricted to pre-development flow rates for all storm events up to and including the 1 in 100 year event. The rate of pre-development stormwater discharge shall be calculated using a coefficient of run-off of 0.4.**
  - d) **No part of any above ground stormwater detention system is to be located within a stormwater drainage easement or a sewerage easement unless with the Responsible Authority's written approval.**
- 13. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.**
- 14. Before an Occupancy Permit is issued for the dwellings hereby permitted, the operator of this permit must complete the following works to the satisfaction of the Responsible Authority including all necessary permits being obtained and inspections undertaken:**
- a) **All drainage works must be constructed in accordance with the site drainage plan approved by the Responsible Authority.**
  - b) **The construction of on-site stormwater detention works in accordance with a site drainage plan approved by the Responsible Authority.**
  - c) **All proposed vehicle crossings must be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.**
  - d) **The areas on the endorsed plans shown for vehicle access to the permitted dwellings and associated buildings and works, must be constructed in accordance with the endorsed plans and be surfaced with concrete, reinforced concrete, brick paving, gravel, crushed rock or hot mix asphalt so as to prevent mud or other debris from being carried onto the road.**
- 15. No vehicle parking shall be permitted to occur in front of the garages of the proposed dwellings.**

**Expiry of Permit:**

- 16. This permit will expire if one of the following circumstances applies:**

- a) The development is not started within two years of the date of this permit; or
- b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may be requested if -

- the request for an extension of time is made within 12 months after the permit expires; and
- the development or stage started lawfully before the permit expired.

**MOTION**

**Moved:** Cr Middlemiss  
**Seconded:** Cr McFarlane

**That Council:**

**Issues a Notice of Decision to Refuse to Grant a Permit for the development of the land with three dwellings within the General Residential Zone at 8 Bemm Drive, Morwell (Lot 87 on Plan of Subdivision 521413T), on the following grounds:**

1. The proposal does not comply with the strategies and objectives contained within the Planning Policy Framework of the Latrobe Planning Scheme;
2. The proposal does not comply with the strategies and objectives contained within the Local Planning Policy Framework of the Latrobe Planning Scheme;
3. The proposal does not comply with the purpose and decision guidelines of Clause 32.08 (General Residential Zone) of the Latrobe Planning Scheme;
4. The proposal does not comply with the design standards of Clause 52.06-9 (Car Parking);
5. The proposal fails to meet the objective of the following relevant standards of ResCode:
  - a) Standard B1 at Clause 55.02-1 (Neighbourhood Character Objectives); and
  - b) Standard B31 at Clause 55.06-1 (Design Detail Objective);

- 6. The proposal does not comply with the decision guidelines of Clause 65 (Decision Guidelines) of the Latrobe Planning Scheme; and**
- 7. The proposal does not comply with the Planning Scheme provisions of the Neighbourhood Residential Zone, Schedule 4 as proposed by Planning Scheme Amendment C105 (Live Work Latrobe).**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

The applicant is seeking to develop a vacant residential allotment at 8 Bemm Drive, Morwell with three dwellings. The site has a total area of 2,019 sqm and is relatively flat. The site is currently located within the General Residential Zone, Schedule 1 and not affected by any overlays.

Following advertising of the application, 14 objections were received.

Having considered the proposal against the relevant provisions of the Latrobe Planning Scheme (the Scheme), the objections submitted and the previous VCAT decision for a five dwelling development at the site, it is considered that the proposal is generally consistent with the relevant objectives and decision guidelines of the Scheme, and the amendments to the Scheme proposed by Amendment C105 Live Work Latrobe.

The proposal is also considered to be consistent with the existing and preferred neighbourhood character and meets the objectives of the relevant standards of Clause 55 of the Scheme.

It is therefore recommended that a Notice of Decision to Grant a Permit, subject to appropriate conditions, be issued.

### **Declaration of Interests:**

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

### **Background:**

#### *Summary*

Land:	8 Bemm Drive, Morwell, known as Lot 87 on Plan of Subdivision 521413T
Proponent:	Community Housing Ltd
Zoning:	General Residential Zone, Schedule 1
Overlay	None affecting the land

A Planning Permit is required for the construction of two or more dwellings on a lot in the General Residential Zone in accordance with Clause 32.08-6 of the Scheme.

### *Proposal*

The application is for the development of three dwellings on a 2,019 sqm lot at 8 Bemm Drive, Morwell.

Proposed dwelling 1 is setback 6 metres from the front boundary of the site. The single storey dwelling is to be of rendered brick construction with a pitched colorbond roof. The four bedroom dwelling will be provided with a double car garage under the roofline. A secluded private open space area in excess of 333 sqm is to be provided for the residents of this dwelling.

Proposed dwelling 2 is located to the north east of proposed Dwelling 1 and will contain three bedrooms. The single storey dwelling will also be of rendered brick construction with a pitched colorbond roof. A double car garage will be provided under the roofline with a secluded private open space area of 261 sqm servicing the site.

Proposed dwelling 3 is located to the north east of proposed Dwelling 2 and will contain three bedrooms. The single storey dwelling is to also be of rendered brick construction with a pitched colorbond roof. A double car garage will be provided under the roofline with a secluded private open space area of 330 sqm being provided for residents of the dwelling.

All dwellings will be accessed via a shared internal access-way with a 3.6 metre wide single crossover provided to Bemm Drive.

A copy of the development plans can be viewed in Attachment 1 of this report.

### *Subject Land*

The subject site is irregular in shape and has a total area of 2,019 sqm. The relatively flat site is vacant and void of any native vegetation or mapped waterways. A 2 metre wide drainage easement extends along the northern boundary of the site and a 5 metre wide drainage easement also extends along the eastern boundary.

A 12 metre wide buffer area extends along the eastern boundary of the site. This buffer is enforced by Covenant PS521413T and requires that no building or room for a habitable purpose can be used in the buffer strip area.

This buffer has been created as a result of the property directly abutting an industrial area to the east. The remaining surrounding land consists of large residential allotments that are generally developed with large single dwellings. An undeveloped linear park is located just over 40 metres to the south of site which is located approximately 800 metres from the nearest neighbourhood retail precinct and over 1.5 km from the commercially zoned precinct that contains Mid Valley Shopping Centre.

A site context plan showing the location of the development can be viewed in Attachment 2 of this report.



**Reasons for Proposed Resolution:**

The proposal is considered to be:

- Consistent with the strategic direction of the Planning Policy Framework and Municipal Planning Statement;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the General Residential Zone, Schedule 1;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the proposed Neighbourhood Residential Zone, Schedule 4. This zone is proposed to be applied to the site upon adoption of Amendment C105 Live Work Latrobe;
- Consistent with the car parking requirements at Clause 52.06 of the Scheme;
- Consistent with the objectives of the relevant standards of ResCode specified at Clause 55 of the Scheme and the altered standards proposed to be imposed upon adoption of Amendment C105 Live Work Latrobe;
- Consistent with Clause 65 (Decision Guidelines);
- The objection(s) received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered and relevant permit conditions addressing these issues will be required.
- The proposal addresses the concerns raised by VCAT when the previous application for a five unit development was refused at the site.

**Issues:**

*Strategy Implications*

The proposed development of the land is considered to align with Council's strategy to implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City. It is considered that the development of the subject site with three dwellings will facilitate appropriate urban growth.

*Communication*

Notification:

The application was advertised pursuant to Sections 52(1)(a) and (d) of the Planning and Environment Act 1987. Notices were sent to all adjoining and adjacent landowners and occupiers and a site notice was displayed on the site frontage for 14 days.

Following advertising of the application, 14 objections were received.

A copy of the objections can be viewed at Attachment 3 of this report, a copy of the Applicants response to those objections can be viewed at Attachment 4 of this report and the location of objectors can be viewed at Attachment 5 of this report.

External:

Clause 66 of the Scheme details that the application is exempt from the referral requirements of Section 55 of the *Planning and Environment Act 1987* (the Act).

Notice of the application was given to Gippsland Water under Section 52(1)(d) of the Act. Notice was given due to the presence of two easements in favour of Gippsland Water on site. No objection was made to the granting of a planning permit.

Internal:

The application was referred internally to Council's Strategic Planning and Engineering Teams.

The Engineering Team provided conditional consent to the granting of a Planning Permit. A number of these conditions will require amendments to the plans, predominantly around a redesign that will allow vehicles to enter and exit the site in a forward motion.

The application was referred to Strategic Planning for comment as the subject site is proposed to be rezoned as part of Amendment C105 Live Work Latrobe. Draft Urban Design Guidelines are to be introduced as an Incorporated Document as part of Live Work Latrobe. Strategic Planning noted that the proposal is in line with the requirements within the guidelines. Though the Neighbourhood Residential Zone, Schedule 4, specifies that lots should not contain more than two dwellings, the size of this allotment has been taken into consideration and the fact that a subdivision could be proposed prior to the development to negate this proposed Planning Scheme requirement. Ultimately the proposal has merit under the proposed planning controls as the proposal of three dwellings at the site will still see a development that meets the design and siting requirements of the Neighbourhood Residential Zone, Schedule 4, and the Draft Urban Design Guidelines.

*Details of Community Consultation following Notification*

No stakeholder meeting was held as it was considered that no resolution to the concerns raised in objections would be found. It should be noted that Council officers contacted the objectors and provided a response to concerns raised in writing which will be discussed later in this report.

*Financial Implications*

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 7 business days with an additional three days required to attend and present at the appeal, totalling 10 business days.



This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$15,000.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
A number of submissions raise concerns regarding negative financial impacts as a result of the development being approved.	2 - Unlikely	The consideration of property value and other financial implications, including property rates is not a planning consideration.
Negative perception of Council not supporting the development	3 - Possible	To manage and limit the potential risk the recommendation has been considered against the relevant sections of both State and Local Planning Policy.

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

**Latrobe Planning Scheme**

**State Planning Policy Framework**

- Clause 15.01-1S – Urban Design
- Clause 15.01-2S – Building Design
- Clause 15.01-5S – Neighbourhood Character
- Clause 16.01-1S – Integrated Housing
- Clause 16.01-2S – Location of Residential Development
- Clause 16.01-3S – Housing Diversity
- Clause 16.01-4S – Housing Affordability

**Municipal Strategic Statement**

- Clause 21.02-1 – Key Issue – Urban Growth
- Clause 21.06-1 – Key Issue – Built Environment
- Clause 21.06-3 – Key Issue – Township Identity
- Clause 21.09-3 – Morwell

- Clause 21.10-3 – Reference Documents

### **Zoning**

The subject site is currently located within the General Residential Zone, Schedule 1. The purpose and decision guidelines of the zone have been considered as part of the assessment of the application, however the purpose and decision guidelines of the Neighbourhood Residential Zone, Schedule 4 and the Draft Urban Design Guidelines proposed to be introduced as part of Amendment C105 have also been considered as part of the assessment process.

Council Planning Officers consider Planning Scheme Amendment (C105) to be seriously entertained, therefore it is considered appropriate to give significant weight to the provisions of the proposed zoning. The proposed development is considered to be generally consistent with the intent of the Neighbourhood Residential Zone, Schedule 4 and the current General Residential 1 zoning.

### **Overlay**

No overlays apply to the subject land.

### **Particular Provisions**

Clause 52.06 Car Parking:

Each dwelling is provided with a double car garage that meets the dimension requirements specified in the Scheme.

Clause 55 Two or More Dwellings on a Lot:

The objectives of the relevant standards of Clause 55 have been considered as part of the assessment of the application. The proposal is considered to be generally consistent with the objectives of the relevant standards of Clause 55 and the altered standards proposed to be imposed upon adoption of Amendment C105 Live Work Latrobe.

**Decision Guidelines** (Clause 65):

Clause 65.01 sets out the decision guidelines to be considered before deciding on an application or plan. Following an assessment against the relevant decision guidelines, the proposal is considered to be generally consistent with the relevant decision guidelines.

**Incorporated Documents** (Clause 81):

Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off-street car parking, Standards Australia 2004. The parking proposed is compliant with the relevant requirements of this incorporated document.

Strategic direction of the Planning Policy Framework:

Considering the proximity of the site to community services and infrastructure whilst factoring in the size of the allotment and the scale and design of development

proposed, the proposal is considered to be generally consistent with the strategies and objectives of the relevant clauses listed under the Planning Policy Framework. This assessment is also true when considering the application with the changes proposed by Amendment C105 Live Work Latrobe in mind.

Strategic direction of the Municipal Planning Statement:

The subject site is within an established residential area with easy access to community services and infrastructure. The proposal provides for single storey development on a relatively flat site that is accessible for people with limited mobility. The design, built form and bulk of the development are respectful of the existing and preferred neighbourhood character of the area. The proposal is therefore considered to be generally consistent with the relevant objectives and strategies listed under the Municipal Planning Statement.

'Purpose' and 'Decision Guidelines' of the General Residential Zone 1:

The zone seeks *"To encourage development that respects the neighbourhood character of the area"* whilst also seeking *"To encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport"*. Though it is noted that the site is not in walkable distance to the nearest activity centre, the site is in close proximity to public transport, educational facilities, public open space and employment (i.e. industry). Whilst the proposed development would provide for a diversity of housing in the area, it is not proposed to do so by impacting on the existing or preferred neighbourhood character of the area. The setbacks, single crossover and single storey construction proposed are consistent with the existing and preferred neighbourhood character of the area.

'Purpose' and 'Decision Guidelines' of the proposed Neighbourhood Residential Zone 4:

The land zoning proposed to be applied to the site by Amendment C105 Live Work Latrobe contains the following objectives:

- *"To reinforce a spacious regional suburban character of existing and new neighbourhoods by providing generous front and side building setbacks and landscaped front setbacks with canopy trees.*
- *To minimise the prominence of buildings within the streetscape by recessing upper levels of buildings and siting garages and carports behind the front façade.*
- *To ensure new development appropriately responds to the Latrobe City Urban Design Guidelines and where adjacent to Heritage Overlay land, the Heritage Victoria Guidelines (as amended)".*

The decision guidelines of the zone require consideration as to:

- *"Whether the development provides for appropriate setbacks and landscaping.*
- *Whether the proposed development or subdivision appropriately responds to the Latrobe City Urban Design Guidelines (as amended)".*

The proposal is considered to be generally consistent with the intent of the proposed land zoning of Amendment C105, as the development is of single storey construction with the dwellings proposed to cover only 28.12% of the site. The front dwelling has a minimum setback of 6 metres with the garage recessed behind the dwelling façade, with all requirements of the proposed Draft Urban Design Guidelines met. It is also noted that the landscaping treatment proposed provides for a generous number of canopy trees within the frontage of the site. Though the proposal seeks to allow the development of more than two dwellings on the allotment, compliance with the Draft Urban Design Guidelines and the existing and preferred neighbourhood character of the area assists in determining that three dwellings are appropriate at this site.

Clause 65 (Decision Guidelines):

The proposal is considered to be generally consistent with the relevant Clause 65.01 decision guidelines.

*Community Implications*

The application has received 14 objections to date. The issues raised relate to:

1. Increase in traffic and impacts on safety of children.

Officer Comment:

The site has the benefit of a single dwelling without the need for a Planning Permit which is estimated to result in eight additional vehicle movements from the site over a 24 hour period. Two additional dwellings will result in 16 additional movements, totalling 24 vehicle movements from the site over a 24 hour period. The increase in 16 vehicle movements is not considered excessive and can be adequately absorbed by the existing road network.

2. Devaluation of surrounding properties.

Officer Comment:

Devaluation of properties is not generally considered a valid ground of objection by the Victorian Civil and Administrative Tribunal.

3. More than one dwelling on a lot is out of character with the area which is comprised of low density residential development with large backyard realms.

Officer Comment:

The character of the area has been considered, particularly against the preferred neighbourhood character that the proposed Neighbourhood Residential Zone, Schedule 4 Zone identifies. The proposal has been considered against the provisions of the proposed land zoning and the associated Draft Urban Design Guidelines that are to be incorporated into the Planning Scheme upon the adoption of Amendment C105 Live Work Latrobe. The dwellings have adequate front and side setbacks with generous back yard realms. The size of the site results in an average of one dwelling per 673m<sup>2</sup>. Therefore, the proposal is not considered to be a high density development.

4. Inadequate car parking for visitors.

Officer Comment:

Clause 52.06 of the Planning Scheme sets out the on-site car parking requirements for land use and development. Each dwelling is provided with the required number of car parking spaces within their allocated garages. The need for additional visitor car parking spaces are only triggered for developments of five or more dwellings on a lot.

5. Issue with rubbish collections as the narrow frontage does not allow space for six bins.

Officer Comment:

A single width vehicle crossover (4 metres wide) is proposed to be provided on the 13.07 metre frontage of the site. This provides for approximately 9 metres of site frontage that is to contain 6 bins. This area is considered adequate.

6. The site is currently used for children to play and the Court Christmas Party.

Officer Comment:

The subject site is not public land and is in private free-hold ownership. This therefore means that unless permission has been granted by the landowner, any occupation of the site for recreation or gatherings is not technically lawful. This is therefore not a valid ground of objection.

7. Residents bought in Bemm Drive based on information that was provided to them that stated that the estate would be comprised of privately owned homes.

Officer Comment:

A vendor is unable to make promises about future ownership or occupation of land. The use and development of land is governed largely by the planning system (i.e. the Planning Scheme). Nothing in the Planning Scheme limits or prohibits residential land from being developed for social or government housing purposes.

8. The dwellings will be neglected in regards to maintenance which has been demonstrated by the lack of maintenance of the land to date.

Officer Comment:

Council are unable to make a decision on an application before them based on past behaviour of landowners in situations such as this. Any concerns about maintenance of properties are to be reported to Council, or the relevant government agency if the land is in government ownership. Therefore this cannot be considered as a valid ground for objection.

9. The site is not appropriately located so as to provide ease of access to services such as schools, retail, health and aboriginal services. The proximity of such services is incorrectly portrayed in the planning application and should be provided for people in social housing.

Officer Comment:

The site is located within the current urban boundary of Morwell within close proximity to public transport stops and community infrastructure. Access to services required by some residents may not be within a distance that is considered walkable. Public transport or personal vehicle transport may need to be relied upon in some circumstances. This is a normal occurrence in a residential setting.

10. The proposal is not dissimilar to the previous application at the site that was refused by Council, and in turn, VCAT. The previous proposal sought to construct five dwellings with a total of nine bedrooms. The current proposal seeks to construct three dwellings that contain a total of ten bedrooms.

Officer Comment:

The previous proposal provided for a higher density of development which was not considered to be appropriate at the site. The current proposal seeks to provide for three dwellings at an average density of one dwelling per 673m<sup>2</sup> of site area. This is a notable difference to the previous proposal. The only consideration Council can have in relation to provision of bedrooms within a development relates to the provision of adequate on-site car parking, which has been provided for in this application. The previous VCAT order issued for the site has been taken into consideration when forming a recommendation on this particular application.

11. Community housing at the site will result in residents feeling unsafe, particularly the residents that were victims of an aggravated burglary in their Bemm Drive home in June 2018.

Officer Comment:

Planning cannot consider matters such as occurrences of crime when considering a planning application for a residential development. Concerns about unlawful behaviour are to be managed by Victoria Police. Actions of future tenants of a residential development cannot be assumed and are not considered a valid planning ground for objection.

12. The owners of the block have had the land for sale for a number of years at an inflated and unrealistic price.

Officer Comment:

As per precedent set at VCAT, this cannot be considered a valid planning ground for objection.

13. The proposed development may result in land use conflicts between the future residents and the existing industrial activities directly to the rear of the site.

Officer Comment:

This matter has been dealt with by the provision of a 12 metre buffer strip along the rear boundary of the site, where the residential and industrial interface is located. The agreement on title prohibits the provision of any habitable rooms in this area. This matter has been previously dealt with under the planning process during the



subdivision of the land and the proposed development is not considered to contravene this restriction.

14. The additional dwellings will increase the levels of noise in the area.

Officer Comment:

Noise to be generated is to be consistent with general noise created by residential activities. Any concerns about excessive noise that does not comply with State regulations is to be managed by the Environmental Protection Authority.

15. The residents will bring social issues with them and result in the street no longer being family friendly.

Officer Comment:

As stated previously, actions and behaviours of future tenants of a residential development cannot be assumed and are not considered a valid planning ground for objection.

### **Options**

Council has the following options in regard to this application:

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

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

### **Supporting Documents:**

Nil

### **Attachments**

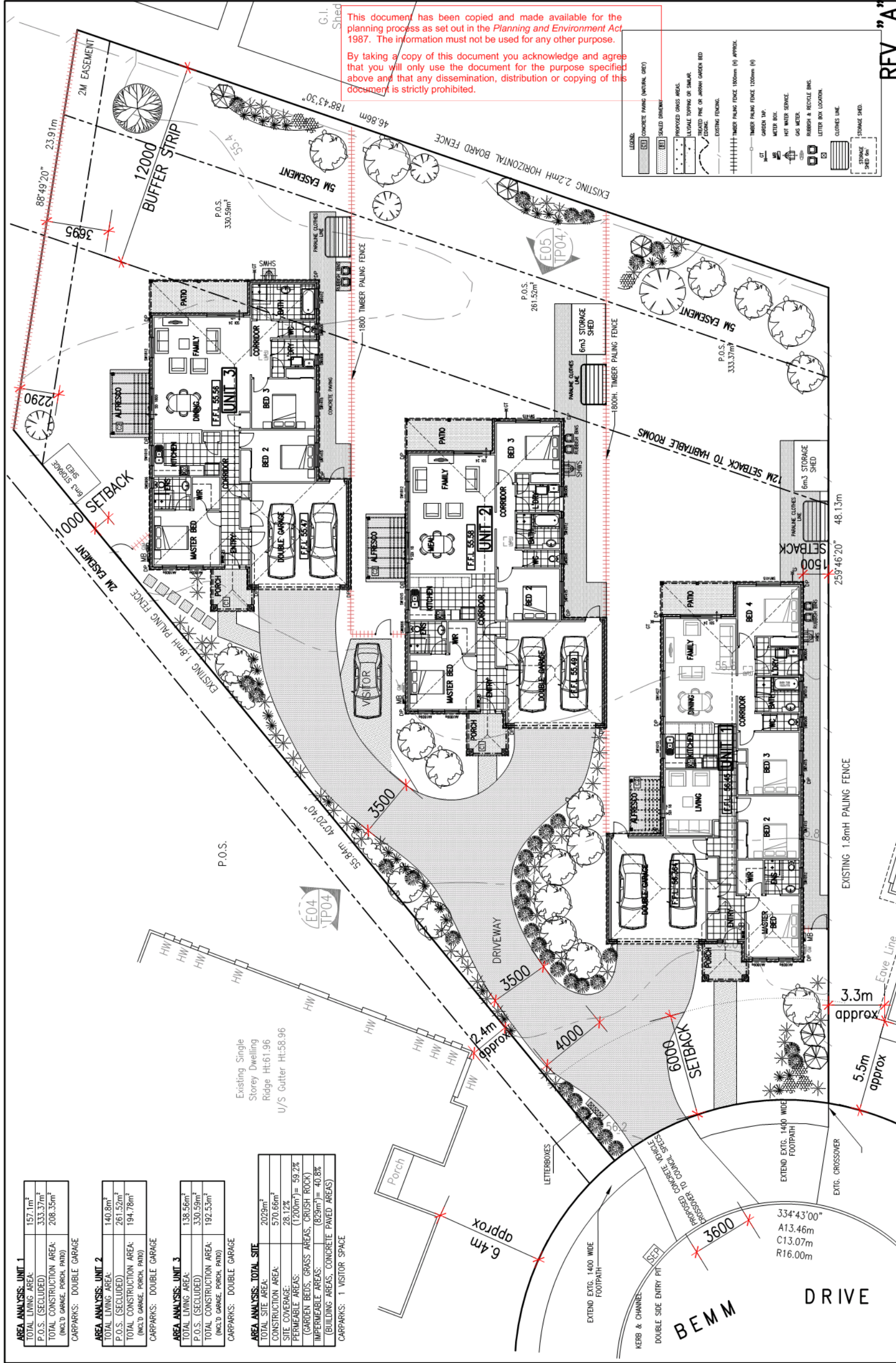
1. Attachment 1: Development Plans
2. Attachment 2: Site Context
3. Attachment 3: Objections (Published Separately) (Confidential)
4. Attachment 4: Response to Objections
5. Attachment 5: Location of Objectors (Published Separately) (Confidential)

## **14.1**

### **Development of land with Three (3) Dwellings**

<b>1</b>	<b>Attachment 1: Development Plans.....</b>	<b>111</b>
<b>2</b>	<b>Attachment 2: Site Context.....</b>	<b>121</b>
<b>4</b>	<b>Attachment 4: Response to Objections.....</b>	<b>123</b>





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**LEGEND**

- CONCRETE PAVING (METRAL GRIT)
- GRAVEL DRIVEWAY
- PROPOSED GRASS AREAS
- ULTIMATE TOPPING OR SIMILAR
- TREATED PINE OR JARROH GARDEN BED EDGING
- EXISTING FENCING
- TIMBER PALING FENCE 1800mm (W) APPROX.
- TIMBER PALING FENCE 1200mm (W)
- GARDEN TAP
- WATER BOX
- HOT WATER SERVICE
- GAS METER
- WASHBASKET & RECYCLE BINS
- LETTER BOX LOCATION
- CLOTHES LINE
- STORAGE SHED
- STORAGE SHED WITH

<b>AREA ANALYSIS- UNIT 1</b>	
TOTAL LIVING AREA:	157.1m <sup>2</sup>
P.O.S. (SECLUDED)	333.37m <sup>2</sup>
TOTAL CONSTRUCTION AREA:	208.35m <sup>2</sup>
CARPARKS: DOUBLE GARAGE	
<b>AREA ANALYSIS- UNIT 2</b>	
TOTAL LIVING AREA:	140.8m <sup>2</sup>
P.O.S. (SECLUDED)	261.52m <sup>2</sup>
TOTAL CONSTRUCTION AREA:	194.78m <sup>2</sup>
CARPARKS: DOUBLE GARAGE	
<b>AREA ANALYSIS- UNIT 3</b>	
TOTAL LIVING AREA:	138.56m <sup>2</sup>
P.O.S. (SECLUDED)	330.59m <sup>2</sup>
TOTAL CONSTRUCTION AREA:	192.53m <sup>2</sup>
CARPARKS: DOUBLE GARAGE	
<b>AREA ANALYSIS- TOTAL SITE</b>	
TOTAL SITE AREA:	2029m <sup>2</sup>
CONSTRUCTION AREA:	570.66m <sup>2</sup>
SITE COVERAGE:	28.12%
PERMEABLE AREAS:	(1200m <sup>2</sup> )= 59.2%
(GARDEN BEDS, GRASS AREAS, CRUSH ROCK)	
IMPERMEABLE AREAS:	(829m <sup>2</sup> )= 40.8%
(BUILDING AREAS, CONCRETE PAVED AREAS)	
CARPARKS: 1 VISITOR SPACE	

**REV "A"**

**TP01**

SCALE 1:200 @ A3

DESIGNED BY: CHL  
DRAWN BY: CHL  
CHECKED BY: CHL

PROJECT NO: —  
JOB NO: —  
DATE: 09/05/18

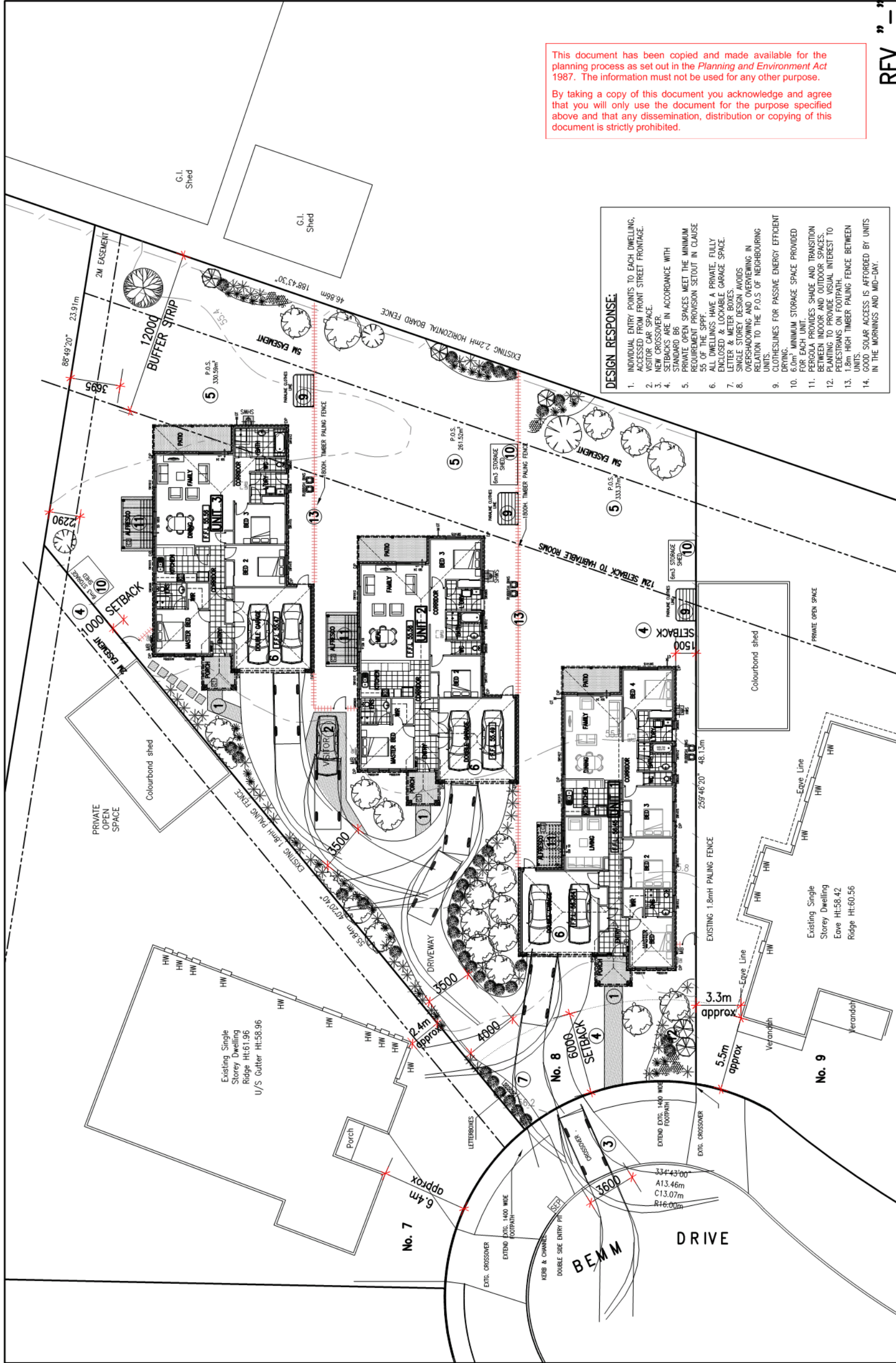
PROJECT: 2 X 3 & 1 X 4 BED DEVELOPMENT  
ADDRESS: 8 BEMM DRIVE MORWELL, VIC 3840  
TITLE: PROPOSED SITE PLAN

REVISIONS  
A 16.05.18 AMENDED TO COMPLY WITH CONDITION 1 OF RTI 2018/66

COMMUNITY HOUSING (VIC) LTD  
ABN 75 112 324 384  
26-28 Prospect Street Box Hill Vic 3128  
Ph 03 9856 0029 Fax 03 9856 0051 www.chi.org.au

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- DESIGN RESPONSE:**
1. INDIVIDUAL ENTRY POINTS TO EACH DWELLING, ACCESSED FROM FRONT STREET FRONTAGE.
  2. VISITOR CAR SPACE.
  3. NEW CROSSOVER.
  4. SETBACKS ARE IN ACCORDANCE WITH REQUIREMENTS.
  5. PRIVATE OPEN SPACES MEET THE MINIMUM REQUIREMENT PROVISION SET OUT IN CLAUSE 55 OF THE SPCC.
  6. ALL DWELLINGS HAVE A PRIVATE FULLY ENCLOSED & LOCKABLE GARAGE SPACE.
  7. LETTER & METER BOVES.
  8. SINGLE STOREY DESIGN AVOIDS OVERSHADOWING AND OVERVIEWING IN RELATION TO THE P.O.S. OF NEIGHBOURING UNITS.
  9. CLOTHESLINES FOR PASSIVE ENERGY EFFICIENT DRYING.
  10. 6.0m<sup>3</sup> MINIMUM STORAGE SPACE PROVIDED FOR EACH UNIT.
  11. PERGOLA PROVIDES SHADE AND TRANSITION BETWEEN INDOOR AND OUTDOOR SPACES.
  12. PLANTING TO PROVIDE VISUAL INTEREST TO PEDESTRIANS ON FOOTPATH.
  13. 1.8m HIGH TIMBER PALING FENCE BETWEEN UNITS.
  14. GOOD SOLAR ACCESS IS AFFORDED BY UNITS IN THE MORNINGS AND MID-DAY.

REV " - "

TP01d

SCALE 1:250 @ A3



DESIGNED BY: CHL	PROJECT NO: -
DRAWN BY: CHL	JOB NO: -
CHECKED BY: CHL	DATE: 09/05/18

PROJECT: 2 X 3 & 1 X 4 BED DEVELOPMENT  
 ADDRESS: 8 BEMM DRIVE MORWELL, VIC 3840  
 TITLE: SITE CONTEXT & VEHICLE ACCESS PLAN

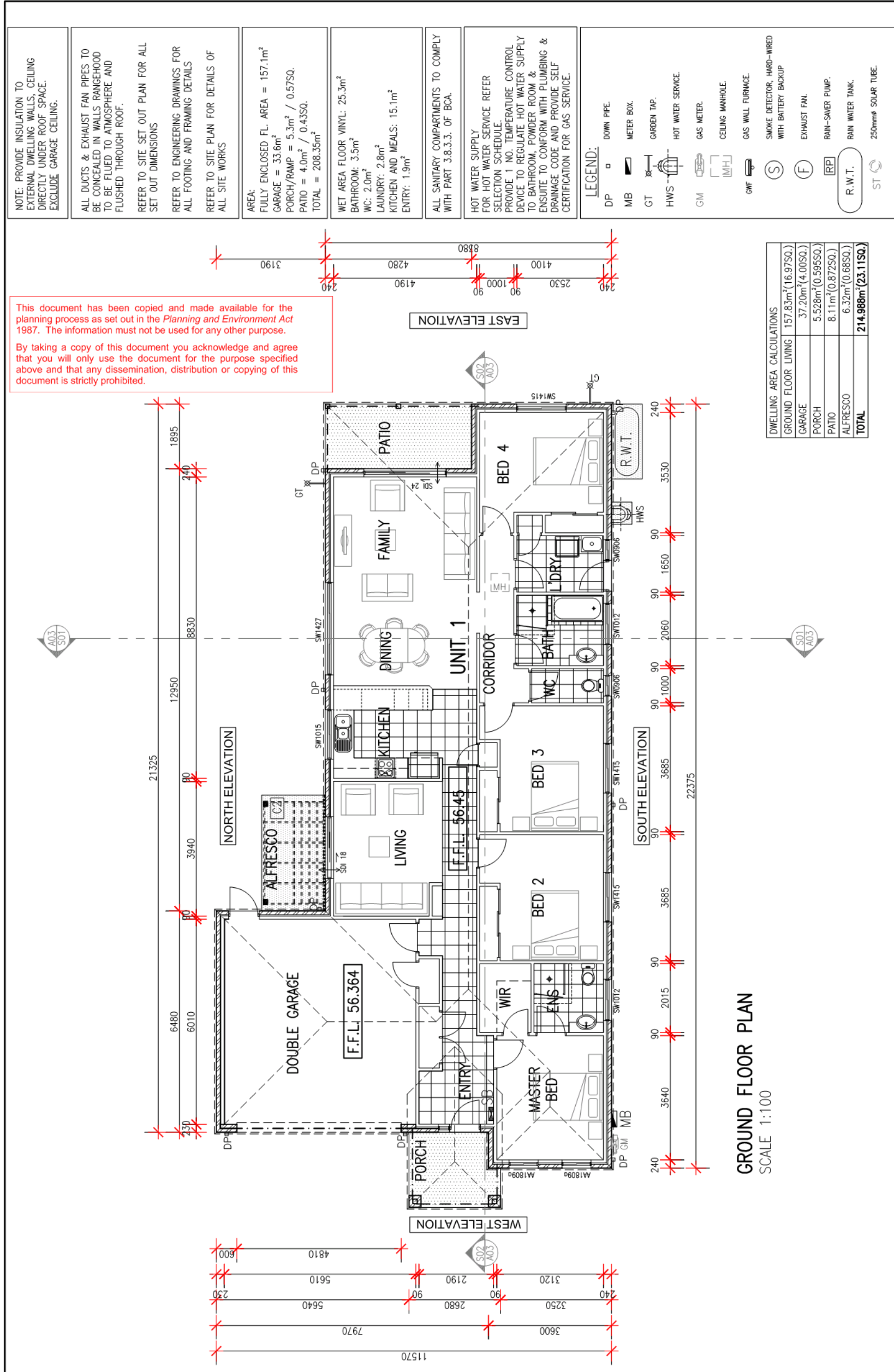
REVISIONS

-	16.05.18	ISSUE TO COMPLY WITH CONDITION 1 OF RFI 2018/66
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**TP02**  
SCALE 1:100 @ A3

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PROJECT NO:  
 JOB NO:  
 DATE: 02/02/17

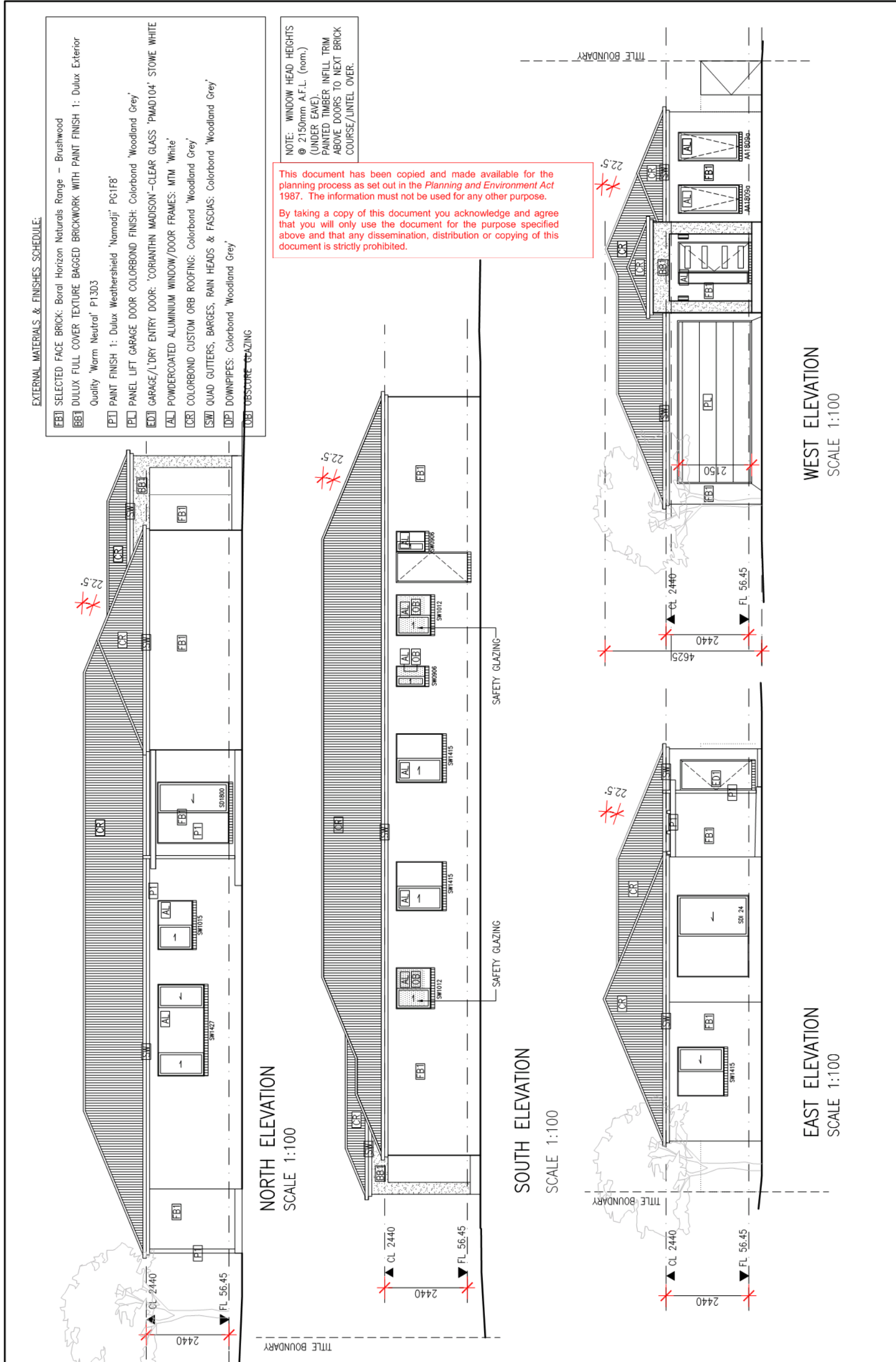
PROJECT: **3 X 3 BED DEVELOPMENT**  
 ADDRESS: **MORWELL, VIC 3840**

TITLE: **UNIT 1 PLAN**

REVISIONS

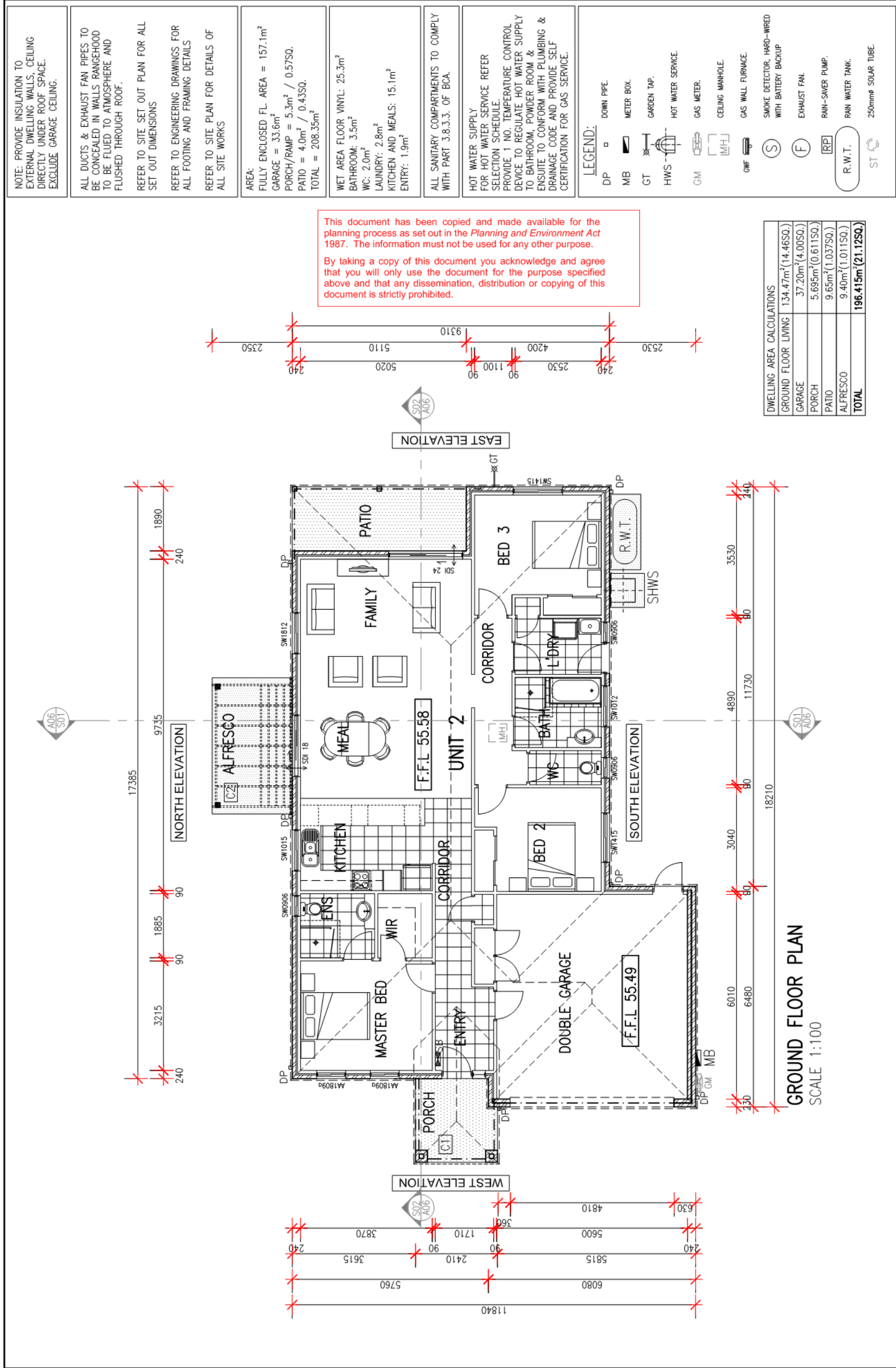
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REVISIONS		TITLE: <b>UNIT 1 ELEVATIONS</b>		SCALE 1:100 @ A3

**TP03**



**TP04**

SCALE 1:100 @ A3

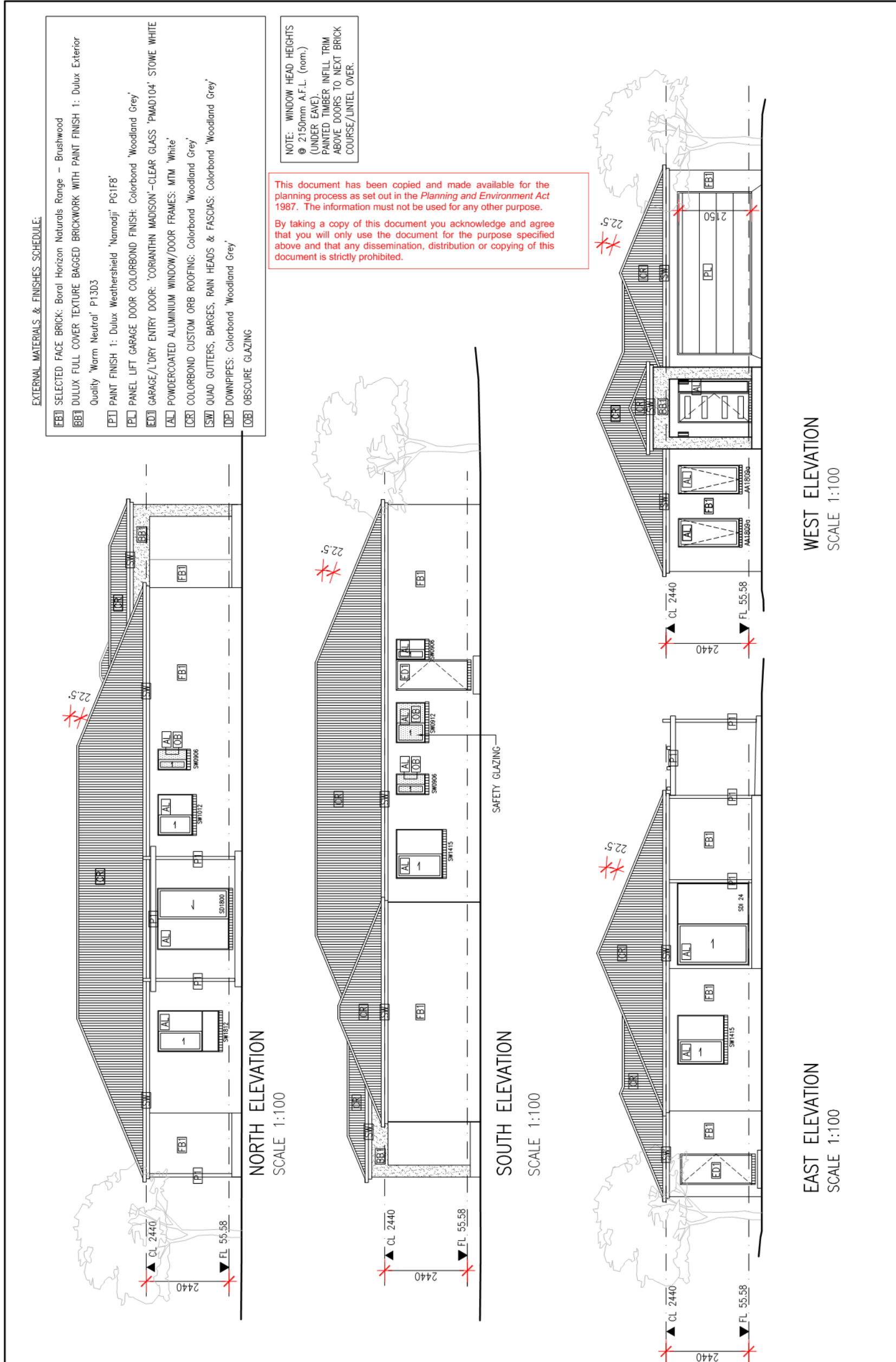
DESIGNED BY: CHL  
DRAWN BY: CHL  
CHECKED BY: CHL

PROJECT NO:  
JOB NO:  
DATE: 02/02/17

PROJECT: 3 X 3 BED DEVELOPMENT  
ADDRESS: MORWELL, VIC 3840  
TITLE: UNIT 2 PLAN

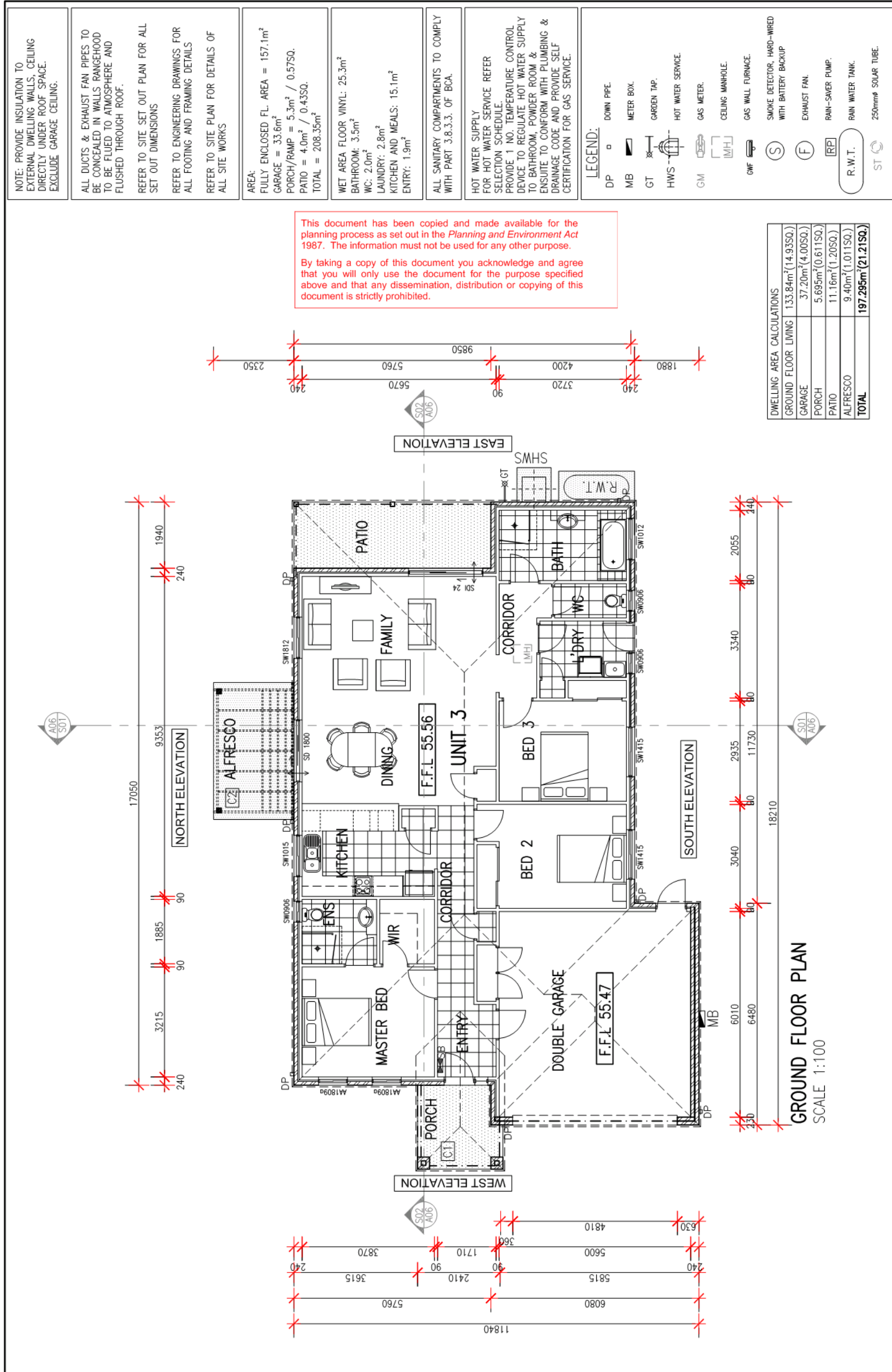
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REVISIONS		TITLE: <b>UNIT 2 ELEVATIONS</b>					





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**TP06**  
 SCALE 1:100 @ A3

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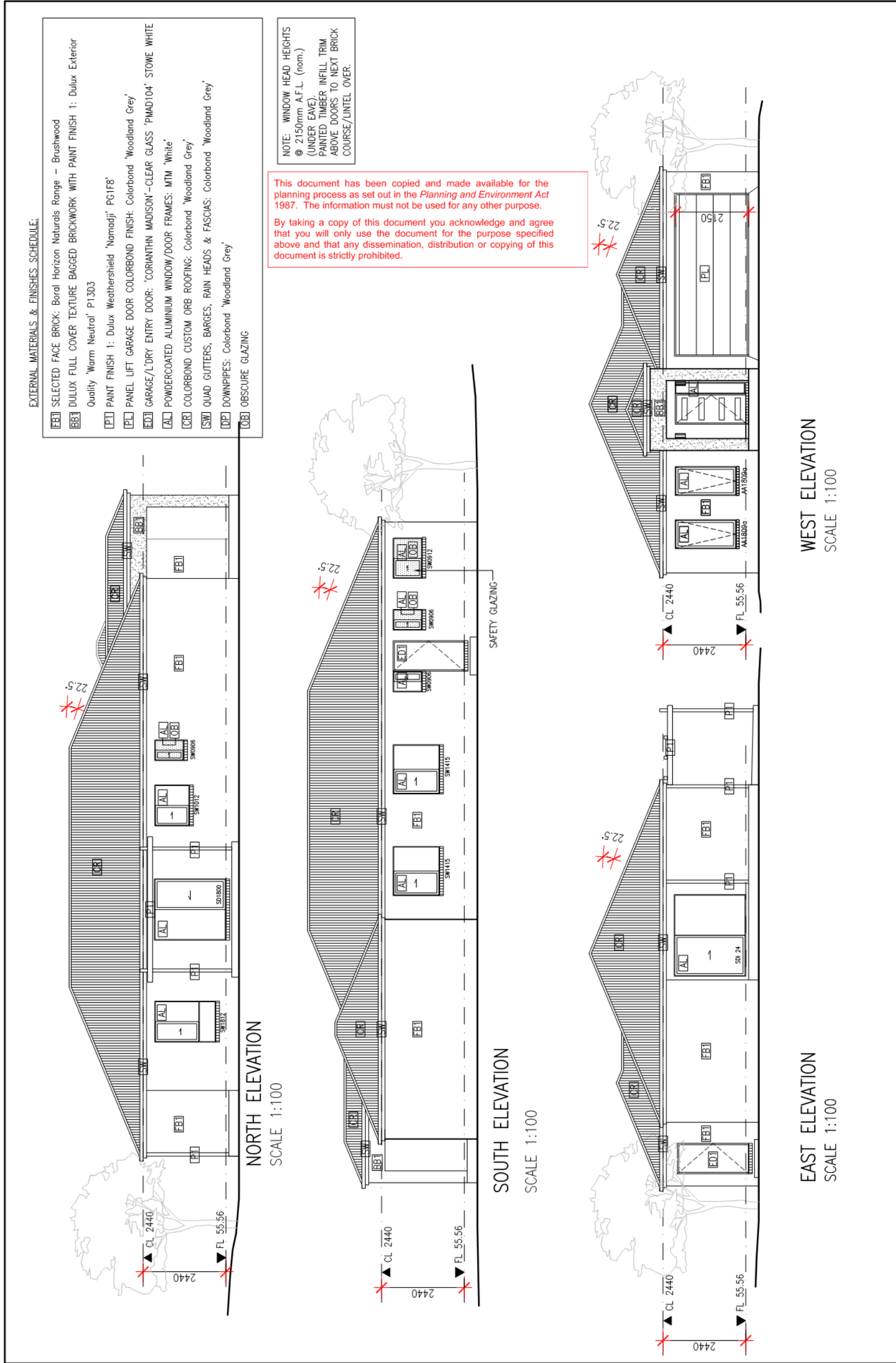
PROJECT NO:  
 JOB NO:  
 DATE: 02/10/12

PROJECT: **3 X 3 BED DEVELOPMENT**  
 ADDRESS: **MORWELL, VIC 3840**  
 TITLE: **UNIT 3 PLAN**

REVISIONS

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- EXTERNAL MATERIALS & FINISHES SCHEDULE:**
- [FB] SELECTED FACE BRICK: Boral Horizon Naturals Range - Brushwood
  - [BB] DULUX FULL COVER TEXTURE BAGGED BRICKWORK WITH PAINT FINISH 1: Dulux Exterior Quality 'Warm Neutral' P1303
  - [PT] PAINT FINISH 1: Dulux Weathershield 'Narnadij' PG1F8
  - [PL] PANEL LIFT GARAGE DOOR COLORBOND FINISH: Colorbond 'Woodland Grey'
  - [ED] GARAGE/L'DRY ENTRY DOOR: 'CORIANATHN MADISON'-CLEAR GLASS 'PMAD104' STONE WHITE
  - [AL] POWDERCOATED ALUMINIUM WINDOW/DOOR FRAMES: MTM 'White'
  - [CR] COLORBOND CUSTOM ORB ROOFING: Colorbond 'Woodland Grey'
  - [SW] QUAD GUTTERS, BARGES, RAIN HEADS & FASCIAS: Colorbond 'Woodland Grey'
  - [DP] DOWNPIPES: Colorbond 'Woodland Grey'
  - [OB] OBSCURE GLAZING

**NOTE: WINDOW HEAD HEIGHTS**  
 @ 2150mm A.F.L. (nom.)  
 (UNDER EAVE)  
 PAINTED TIMBER INFILL TRIM  
 ABOVE DOORS TO NEXT BRICK  
 COURSE/LINTEL OVER.

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<b>TP07</b>	SCALE 1:100 @ A3		
DESIGNED BY: CHL	PROJECT NO:	DRAWN BY: CHL	JOB NO:
CHECKED BY: CHL	DATE: 02/02/17		
PROJECT: 3 X 3 BED DEVELOPMENT ADDRESS: MORWELL, VIC 3840		TITLE: <b>UNIT 3 ELEVATIONS</b>	
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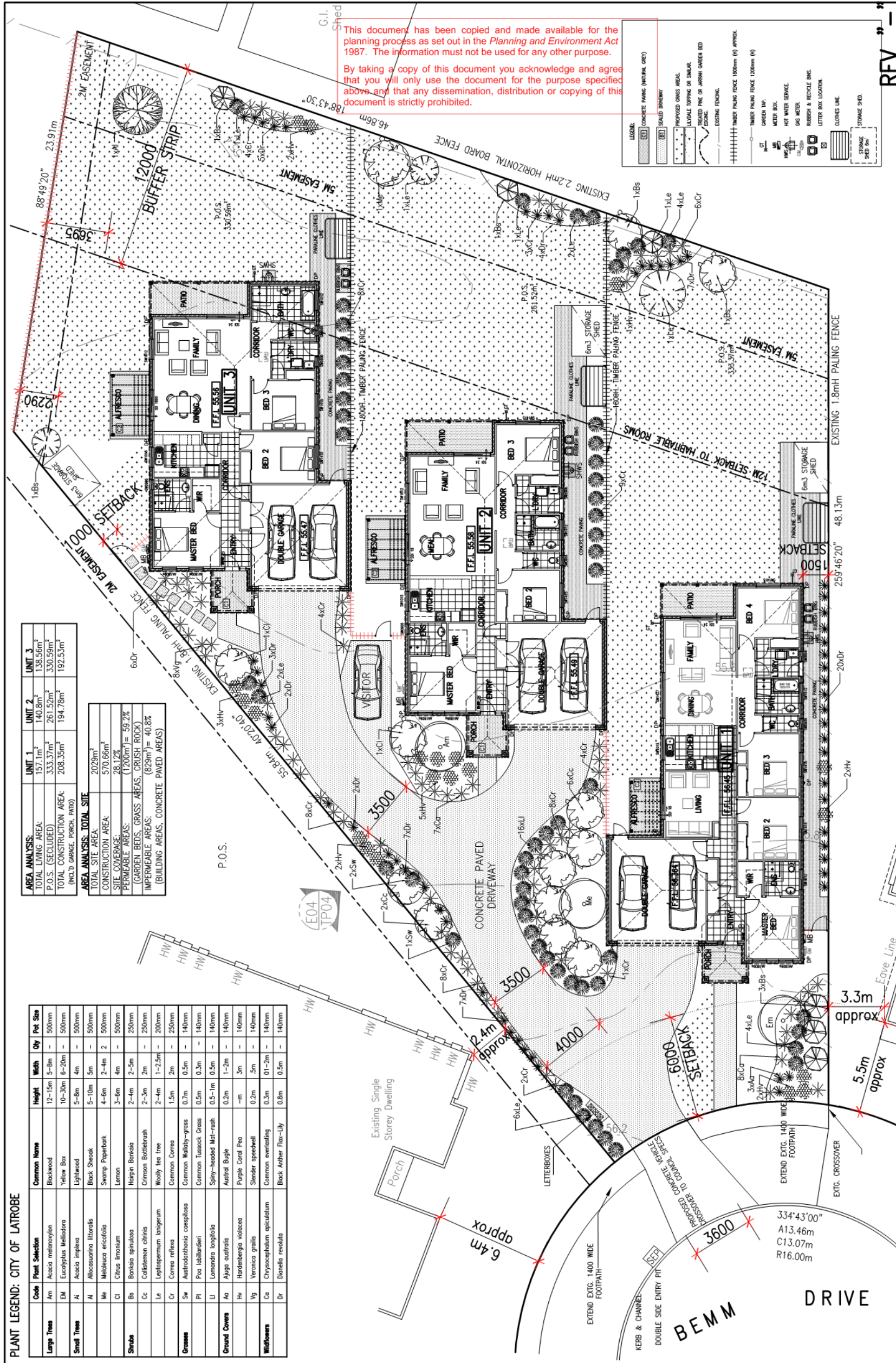
WEST ELEVATION  
SCALE 1:100

EAST ELEVATION  
SCALE 1:100

SOUTH ELEVATION  
SCALE 1:100

NORTH ELEVATION  
SCALE 1:100





AREA ANALYSIS:	UNIT 1	UNIT 2	UNIT 3
TOTAL LIVING AREA:	157.1m <sup>2</sup>	140.8m <sup>2</sup>	138.56m <sup>2</sup>
P.O.S. (SECLUDED):	333.37m <sup>2</sup>	261.52m <sup>2</sup>	330.59m <sup>2</sup>
TOTAL CONSTRUCTION AREA:	208.35m <sup>2</sup>	194.78m <sup>2</sup>	192.53m <sup>2</sup>
(INCLD GARAGE, PORCH, PATIO)			
AREA ANALYSIS: TOTAL SITE	2029m <sup>2</sup>		
TOTAL SITE AREA:	570.06m <sup>2</sup>		
CONSTRUCTION AREA:	28.12%		
SITE COVERAGE:	(1200m <sup>2</sup> ) = 59.2%		
PERMEABLE AREAS:			
(GARDEN BEDS, GRASS AREAS, CRUSH ROCK)			
IMPERMEABLE AREAS:	(879m <sup>2</sup> ) = 40.8%		
(BUILDING AREAS, CONCRETE PAVED AREAS)			

Code	Plant Selection	Common Name	Height	Width	Qty	Pod Size
Lt	Acacia melanocoryn	Blackwood	12-15m	5-8m	-	500mm
Em	Eucalyptus melliodora	Yellow Box	10-30m	6-20m	-	500mm
Al	Acacia imraya	Lightwood	5-8m	4m	-	500mm
Al	Allocasuarina littoralis	Black Sheoak	5-10m	5m	-	500mm
Me	Melaleuca ericifolia	Swamp Paperbark	4-6m	2-4m	2	500mm
Cl	Citrus limonium	Lemon	3-6m	4m	-	500mm
Bt	Banksia spinulosa	Hairy Banksia	2-4m	2-5m	-	250mm
Cc	Callilemon chinensis	Crimson Bottlebrush	2-3m	2m	-	250mm
Le	Lepidospermum longiramus	Woody tea tree	2-4m	1-2.5m	-	200mm
Cr	Correa reflexa	Common Correa	1.5m	2m	-	250mm
Sw	Austroanthus caespitosa	Common Wallaby-grass	0.7m	0.5m	-	140mm
Pl	Poa labillardieri	Common Tussock Grass	0.5m	0.3m	-	140mm
Lu	Lomandra longifolia	Spiny-headed Mat-rush	0.5-1m	0.5m	-	140mm
Ao	Alga australis	Purple Coral Poo	~m	3m	-	140mm
Hv	Hardenbergia violacea	Slender speedwell	0.2m	0.2m	-	140mm
Vg	Veronica gracilis	Common everlasting	0.3m	0.1-2m	-	140mm
Co	Chrysanthemum apiculatum	Black Anther Flax-Lily	0.8m	0.5m	-	140mm
Dr	Dianella revoluta					

PLANT LEGEND: CITY OF LATROBE

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**LEGEND**

- CONCRETE PAVING (NATURAL GREY)
- SEALED DRIVEWAY
- PROPOSED GRASS AREAS
- LIQUID TOPPING OF SIMILAR
- TREATED PINE OR JARROH GARDEN BED EDGING
- EXISTING FENCING
- TIMBER PALING FENCE 1800mm (H) APPROX.
- TIMBER PALING FENCE 1200mm (H)
- GARDEN TAP
- METER BOX
- HOT WATER SERVICE
- GAS METER
- WATER & RECYCLE BINS
- LETTER BOX LOCATION
- CLOTHES LINE
- STORAGE SHED
- STORAGE SHED (6m)

**REV** L01 SCALE 1:200 @ A3

DESIGNED BY: CHL  
DRAWN BY: CHL  
CHECKED BY: CHL

PROJECT NO: —  
JOB NO: —  
DATE: 09/05/18

PROJECT: 2 X 3 & 1 X 4 BED DEVELOPMENT  
ADDRESS: 8 BEMM DRIVE MORWELL, VIC 3840  
TITLE: PROPOSED LANDSCAPE PLAN

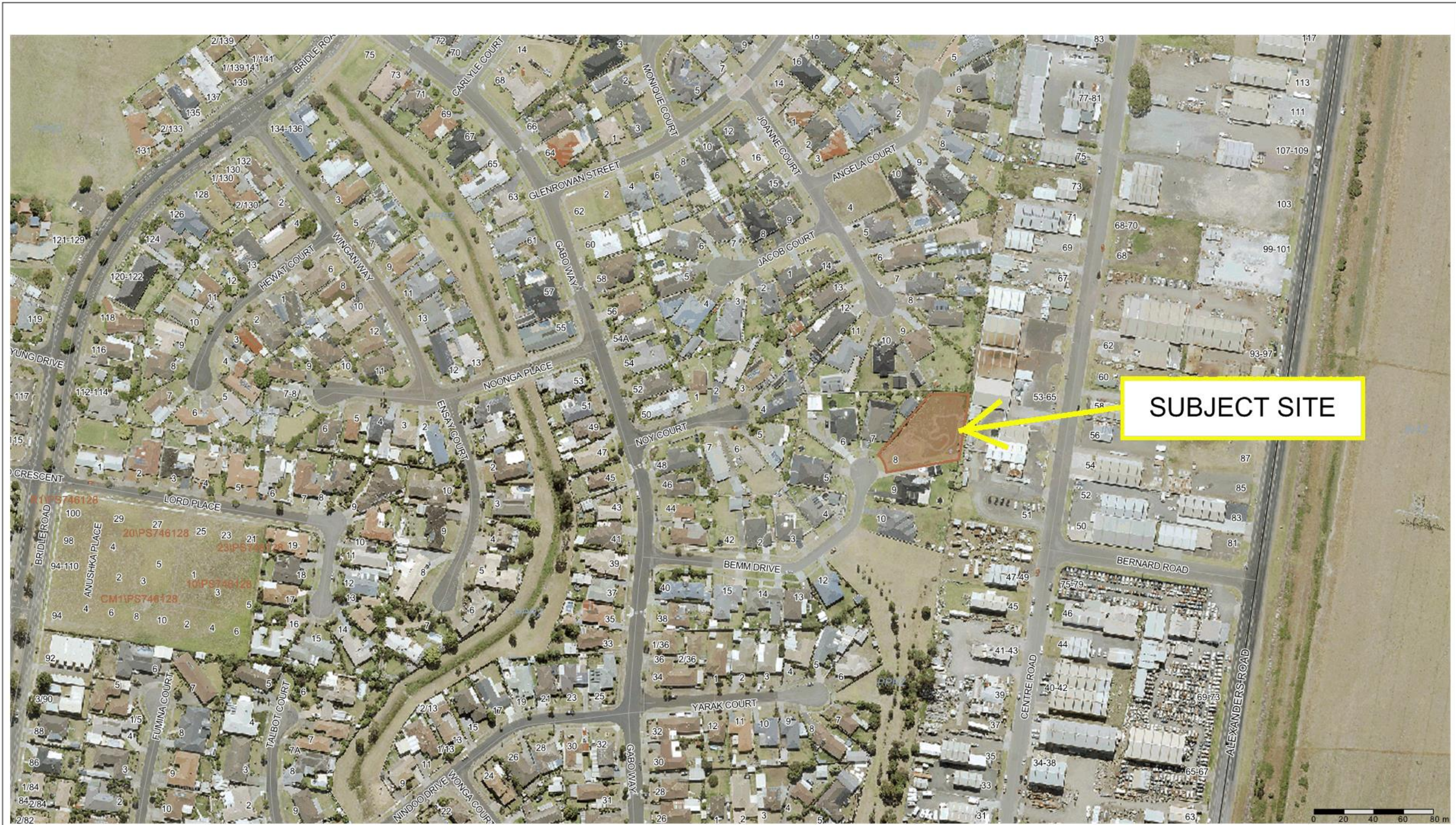
REVISIONS



16.05.18	ISSUE TO COMPLY WITH CONDITION 1 OF RFI 2018/66
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COMMUNITY HOUSING (VIC) LTD  
ABN 75 112 324 384  
26-28 Prospect Street Box Hill Vic 3128  
Ph 03 9856 0029 Fax 03 9856 0051 www.chi.org.au

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COMMUNITY HOUSING  
(VIC) LIMITED

06 July 2018

Latrobe City  
PO Box 264  
Morwell VIC 3840Attn: Jarrod Ruan  
Statutory Planner  
Jarrod.Ruan@latrobe.vic.gov.au**Re: 2018/66- Response to Objectors concerns****Address: 8 Bemm Drive Morwell VIC 3840  
Lot 87 PS 521413****Proposal: Development of 2 x 3 bed + 1 x 4 bed dwellings**

Community Housing (Vic) Ltd (CHVL) is a not-for-profit housing company that provides a range of services related to the provision of affordable housing. This includes project management of new projects through to property and tenancy management. Please visit the CHVL website at [www.chl.org.au](http://www.chl.org.au).

Regarding the objections received to the Planning Application, we would like to forward the following information and responses to objectors.

**1. Neighbourhood character and status of existing properties**

- a. The proposed houses are similar to other houses in Bemm Drive in appearance and due consideration has been given to the architectural blend and balance of design in the neighbourhood.
- b. This is the last vacant Lot in Bemm Drive and will complete the development of the court.

**2. Concerns regarding CHVL maintenance of properties**

- a. CHVL manages a number of properties in the Latrobe Valley and is committed to maintaining them to a high standard. Examples of CHVL design and maintenance of CHVL properties can be viewed in Mountain Grey Circuit Morwell.
- b. There has been a contractor mowing and maintaining this site at regular intervals. Further gardening and weed removal has been referred to the CHVL Morwell office for attention. When the houses are completed, CHVL will undertake maintenance of the properties and common driveway and garden areas facing Bemm Drive.

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### 3. Housing density and property values

- a. This is the largest Lot in Bemm Drive at 2029 sq.m. Many of the other blocks are approx. 800 sq.m.
- b. The density of this development proposal is 1 house to 673 sq.m. This is less than the single house on a lot model, but the private open space provided for each unit is generous and in excess of the requirement under the Planning Scheme.
- c. The shared driveway provides for more space to be freed up for private open space; therefore, we believe that the proposal is not overly dense in this context.
- d. By definition this is not a medium density housing development, and later subdivision is being considered.

### 4. Car access and parking

- a. Under Clause 52.06 of the Planning Scheme, 2 car spaces are required for each 3 or 4-bedroom dwelling. One visitor carpark space is not required up to 5 dwellings so this is in excess of the Planning Scheme requirements.
- b. The shared driveway is a minimum 3.5 meters wide with space provided for a 3-point turn shared between the dwellings. Cars can leave the site in a forward direction.
- c. Each house has a double garage to cater for resident's vehicles.
- d. Visitors to individual units will be able to park in front of the garage doors of each dwelling.
- e. Bemm Drive has relatively low traffic and the added car use resulting from this development will have limited additional impact.

### 5. Access to services in Morwell

- a. The proposed development is located within walking distance of a Mid Valley shopping center and has good access to the Latrobe Valley public transport system.
- b. The properties will have adequate car parking, meeting all the planning requirements to cater for residents that own vehicles.
- c. CHVL will be responsible for tenancy management of the properties after completion and will undertake a tenant selection process that will take into consideration the balance of households as part of the development and within the Court.

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**6. Planning issues and previous VCAT Appeal**

- a. CHL purchased this land in 2009 to build affordable housing to serve the Morwell community.
- b. The initial proposal was for a 5-unit development which was subject to a VCAT appeal in May 2010 and the application was refused.
- c. This proposal, for a 3-unit development, and the type of housing, is more in keeping with the existing neighbourhood character.
- d. The development has been an open and transparent process under the provisions of the Planning Scheme and CHVL welcomes and respects the views of the surrounding residents, and responses to our Planning Application.
- e. However, as the property owner, CHL has a right to develop the site within the constraints of the Planning rules.

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**7. Buffer zone to the East of the site**

- a. There is a 12-meter buffer zone along the East boundary of the site due to the industrial operations adjacent to this boundary. This prohibits habitable rooms within the buffer zone
- b. Part of Unit 3 is built into this buffer zone, but only non-habitable rooms such as the laundry and back verandah. Therefore, unit 3 complies with this restriction.
- c. The buffer zone forms part of the private open space of each unit

**8. Family friendly nature of the court**

- a. CHVL understands that residents value the social environment that has developed in Bemm Drive and will make every effort to minimise inconvenience to residents during and after construction.
- b. Our locally based tenancy management team will select future residents with a view to ensuring compatibility with the existing local community

**9. Bins and waste management**

- a. There is sufficient room on the nature strip for 6 bins, allowing for curb side collection.
- b. However, Council will determine if a private waste management service is required.

Yours Sincerely,

Simon Harvey  
Senior Architect  
Community Housing (Vic) Ltd



**Agenda Item: 14.2**

**Agenda Item: Motorsport and Event Complex Feasibility Study**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Support job creation and industry diversification to enable economic growth in Latrobe City.**

**Status: For Decision**

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

**That Council:**

- 1. Endorse the findings of the Feasibility Study for the establishment of a Motorsport and Event Complex in Latrobe City.**
- 2. Seek funding support from the State Government for the development of a detailed design and business case for the complex.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- The purpose of this report is to present findings of a feasibility study for a Motorsport and Event Complex in Latrobe City and to attain Councils' endorsement of the recommendations included in the report.
- The proposed development of a Motorsport Complex project has a long history, with the first public meeting about the project convened in 1995. Previous proposals have not proceeded for a range of reasons including land availability and funding constraints. In 2017, Council officers were made aware of the proposed closure of Sandown Motorsport Circuit and the uncertain future of Calder Motorsport Complex. Following this advice, it was determined to reactivate the Motorsport Complex Project and the Motorsport Advisory Committee was reinstated by Council.
- Council was successful in its application to the Latrobe Valley Authority (LVA) for \$30,000 to assist in the funding of a feasibility study for a Motorsport Complex in Latrobe City, with Council contributing an additional \$50,000 to the project. Otium Planning Group was appointed to complete the feasibility study.
- Otium Planning Group conducted extensive engagement with potential community user groups and relevant authorities and it was decided that the scope of the project should be extended to support a multi-use facility with the

capacity to accommodate major events. As such, the project title was expanded to the 'Motorsport and Events Complex Feasibility Study.

- A Motorsport and Event Complex are expected to have a significant economic impact on Latrobe City. The project would create valuable jobs during the construction phase and have significant ongoing employment opportunities.
- The Motorsport Advisory Committee supports the recommendations contained in the feasibility study.
- The next phase of the project is to develop a detailed design and a full business case for a Motorsport and Event Complex. Should Council resolve to progress to a detailed design and full business case there would be additional budget requirements. It is estimated the cost for this work would be approximately \$150,000.

#### **Declaration of Interests:**

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

#### **Background:**

The proposed development of a Motorsport Complex project has a long history, with the first public meeting about the project convened in 1995. Between 1995 and 2017 a number of reports and proposals have been developed to establish a motorsport complex in Latrobe City. Potential sites have included; Haunted Hills Road Race Circuits, Hernes Oak and Yallourn Heights.

These previous proposals have not proceeded for a range of reasons including land availability and funding constraints.

In early 2017, council officers became aware of the proposed closure of the Sandown Motorsport Circuit and approached the Confederation of Australian Motor Sport (CAMS) to discuss the potential for a motorsport complex in Latrobe City. The initial advice from CAMS was that the future of the Calder Motorsport Complex was uncertain which would leave two accredited motorsport complexes in Victoria (Phillip Island and Winton) together with a number of smaller circuits and motorcycle circuits.

Following this advice, it was determined to reactivate the Motorsport Complex Project and representatives were sought from CAMS and industry to assist Council. Council allocated \$50,000 to support the development of a feasibility study to establish a complex. A funding submission was submitted to the Latrobe Valley Authority (LVA) for \$30,000 to assist in the funding of this study.

In August 2017, the Motorsport Advisory Committee was reinstated by Council. The membership of this committee was determined to comprise the following representatives;

- Cr Graeme Middlemiss



- Cr Sharon Gibson
- CAMS representative
- Latrobe Valley Authority representative
- Ken Marriott (Industry representative)
- Manager Economic Development
- Council Officer

Councillor Darren Howe requested to join the committee and became a member at the committee meeting on 19 August 2017.

In September 2017, Council was advised that its application to the LVA for funding had been successful.

In December 2017, Otium Planning Group was appointed to complete the feasibility study. The consultants have met regularly with the committee including arranging a visit to the Tailem Bend Motorsport Complex in South Australia.

Otium Planning Group presented the finding of the feasibility study to Council at the Councillor briefing session on 17 September 2018.

#### **Reasons for Proposed Resolution:**

There has been a longstanding aspiration from Council and the community to establish a motorsport complex in Latrobe City. With the proposed closure of Sandown and uncertainty of Calder's future there is latent demand for another motorsport complex in Victoria. In addition, given the current industry, political and economic environment it is considered an appropriate time to investigate the potential for a complex in Latrobe City.

Other Victorian regional councils have had difficulty in securing suitable sites, given the land requirements for such a facility. Latrobe City has a unique advantage given the availability of large parcels of undeveloped land within coal mine buffers and its proximity to Melbourne.

Latrobe City has a reputation for hosting a diverse range of events. The proposed facility will enhance the capability to attract and host large scale cultural and sporting events for the community. In addition, a complex could provide facilities for other sports, such as cycling events and athletics.

A motorsport and event complex is expected to have a significant economic impact on Latrobe City. The project would create valuable jobs during the construction phase and have significant ongoing employment opportunities. Increased visitation to the region will have a major impact on demand for accommodation, food, beverage and retail offerings within Latrobe City.

**Issues:**

*Strategy Implications*

This project aligns with the following components of the Council plan.

Latrobe City Council Plan 2017 - 2021

Objective 1

*Support job creation and industry diversification to enable economic growth in Latrobe City*

Strategy 10

*Promote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation.*

*Communication*

Otium Planning Group has conducted extensive engagement with potential community user groups. The project has also been discussed with Sport and Recreation Victoria and the Latrobe Valley Authority. Preliminary discussions have been held with Councils Events, Planning and Environment teams.

If the feasibility study is endorsed by Council, a media release will be distributed to promote Council's intentions to pursue the project.

It is expected that representatives of the Motorsport Advisory Committee will meet with members of parliament to seek support for the project.

*Financial Implications*

Should Council resolve to progress to a detailed design and full business case, there would be additional budget requirements. It is estimated the cost for this work would be approximately \$150,000.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Additional funding from Council is not available.	3 - possible	Engagement with Manager Finance and Executive Team.
Inability to secure external funding for business case.	3 - possible	Research of funding options.
Land owners do not agree to the sale of the land.	3 - possible	Engage with senior management.
Motorsport complex established in Cardinia.	4 - likely	Monitor.
Community objections to	4 - likely	Good communications

the project.		plan and consultation.
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\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

### *Legal and Compliance*

There are no known legal and compliance issues.

### *Community Implications*

The establishment of an event and motorsport complex is expected to have the following impacts on the community;

- Strengthen existing clubs by providing facilities that are able to attract larger events.
- Provide a venue for driver education and driver safety training.
- Increase visitor economy expenditure.
- Increase the profile and awareness of Latrobe City through telecasting of events.
- Provide a safe venue for vehicle testing.
- Attract large scale sport and cultural events.
- Provide a venue for other community activities eg. Cycling and athletics.
- Create a diverse range of ongoing jobs.
- Noise and traffic conditions could impact neighbouring land owners.

### *Environmental Implications*

Environmental impacts have been considered as part of the site review. All relevant environmental issues would be addressed as part of the business case.

### *Consultation*

Otium Planning Group has undertaken extensive engagement with local motorsport user groups, government authorities and other interested parties to understand demand and requirements of the community. A summary of the engagement conducted is contained in the feasibility study (Attachment 1).

### **Supporting Documents:**

#### **Attachments**

1. Gippsland Motorsport and Events Centre Feasibility Study Final Report (Published Separately) (Confidential)

**Agenda Item: 14.3**

**Agenda Item: Draft Domestic Wastewater Management Plan 2018 for community consultation**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Improve the amenity and accessibility of Council services.**

**Status: For Decision**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Middlemiss

**That Council supports the commencement of the community consultation phase in the development of the 2018 Domestic Wastewater Management Plan.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Under the provisions of the State Environment Protection Policy (Waters of Victoria) Latrobe City Council must prepare and maintain a Domestic Wastewater Management Plan (DWMP). The DWMP was first developed in 2006 and had not previously had a formal review undertaken. Much of the 2006 DWMP is obsolete and actions identified at the time to implement not completed.

Latrobe City Council engaged Decentralised Water Consulting to undertake the 2018 redevelopment of the DWMP.

The draft 2018 DWMP has been prepared to link with and support Council policies and legislative direction.

Failing and poorly managed septic tank systems have the potential to pollute the environment and pose a risk to the public. Wastewater can cause nuisance issues with odour, and flooding of land where wastewater is discharging into neighbouring properties or stormwater systems. The DWMP will support the active management of those systems present within the municipality.

The draft 2018 DWMP will better determine appropriate land development where reticulated sewer is unavailable.

The draft DWMP includes a risk assessment which allows for land capability mapping to ensure future development is sustainable. It reviews old subdivisions and small



developed lots typically with wastewater systems where wastewater cannot be fully contained within the property boundaries; the risks associated with these systems in relation to off-site discharge and contamination of stormwater, waterways and neighbouring properties.

The draft 2018 DWMP outlines a range of actions to improve the management of wastewater systems.

The draft 2018 DWMP must ensure Council actively engages with community members and relevant agencies in the development of the strategies and actions proposed within the Plan. Key sectors to engage include residents of townships which are not connected to reticulated sewer (eg Tyers and Traralgon South); plumbers and drainers involved in the installation and servicing of septic systems; State government agencies and the broader Latrobe City community.

Feedback provided through the community consultation phase will be considered in finalising the recommendations and action items listed in the draft 2018 DWMP in relation to:- managing and approving septic tank wastewater systems in combination with a compliance program to manage those systems present within the municipality; developing an education program for property owners where septic tank wastewater systems are located; identifying possible rectification works for existing failing or poorly managed systems; identifying possible small town wastewater solutions to minimise potential risks to the public and the environment. The draft 2018 DWMP will then be taken back to Council for formal adoption.

#### **Declaration of Interests:**

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

#### **Background:**

Under the provisions of the State Environment Protection Policy (Waters of Victoria) Latrobe City Council must develop and maintain a Domestic Wastewater Management Plan. The current DWMP was first developed in 2006 and has not been actively implemented within Health Services core services or been reviewed since it was first produced.

Part IXB Section 53M of the *Environment Protection Act 1970* (the *Act*) designates Council as the Responsible Authority for the assessing and issuing permits for septic tank systems treating less than 5000 litres per day.

The *Act* also details the responsibilities of property owners in complying with permit conditions when managing their systems in order to minimise the risk to public health and the environment. Under the *Public Health and Wellbeing Act 2008* Council has a duty to remedy, as far as is reasonably possible, all nuisances existing in its municipality. Nuisances may arise from premises, water, refuse, noise or emission or activity.

Council issues septic permits with specific conditions associated with the long term operation and maintenance of those systems. A review of a selection of the permits that have been issued by Latrobe City Council over recent years has identified a number of issues in relation to septic tank systems including:-

- Poorly worded maintenance conditions or conditions that were to be reviewed after the temporary operation of the septic which would then be reassessed for longer term operation.
- Report and consents being issued which approved a site for the use of a septic system but where the property owner/developer failed to apply for a septic permit and the house has been constructed without Council approval for the system.
- Poor data management of septic permits over time means that required monitoring and follow up in relation to system operation has not occurred as required.
- Latrobe City Council has approximately 5400 septic systems present within the municipality, with approximately 340 secondary treatment systems installed. Secondary treatment systems are installed where higher risk site features are present; high risk site features include proximity to waterways or dams; small lot size, poor soil type; steep topography and potential land slip.
- Poorly managed septic tank wastewater systems can be costly to the property owner in repairs and replacement of the septic tank wastewater system.
- A number of systems have been installed which are undersized in relation to current standards and there is the potential for offsite discharge impacting on neighbouring properties.
- A number of systems present allow for grey water to be discharged to the land surface; poorly managed grey water (water from kitchen, laundry and shower fixtures) with associated detergents and soaps will degrade soil quality.
- High levels of nutrients from poorly managed wastewater contributes to algal blooms in dams and waterways, as well as increased weed contamination in affected areas.

Increasing community expectations around public health, environmental sustainability and amenity within their community will see a growing expectation that Latrobe City Council manages sustainable and appropriate development within the municipality.

**Reasons for Proposed Resolution:**

A key component in the preparation of the draft 2018 DWMP is the community consultation phase with community members, agencies and wastewater system installers. This will ensure the implementation of the draft 2018 DWMP recommendations are appropriate and beneficial. Engagement in the plan will further assist Latrobe City to successfully implement key action areas including education

around wastewater management; a compliance program for systems that are installed as well as possible appropriate future development of non-sewered lots.

Support from agencies including the Environment Protection Authority, Gippsland Water and the West Gippsland Catchment Management Authority in developing the direction of the DWMP must also be considered in relation to including realistic wastewater solutions. Water Authorities review Council DWMP recommendations to identify possible areas where the installation of reticulated sewer could be undertaken.

**Issues:**

*Strategy Implications*

Managing wastewater systems to ensure poorly treated effluent does not impact on the lives of those living and working within the municipality, as well as protecting the environment will improve the liveability and connectedness of those working and living within Latrobe City.

A number of Council strategies identify how future development of land within Latrobe City are supported with appropriate wastewater management, including

- Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.
- Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.

*Communication*

Using Latrobe City's Community Consultation Toolkit we propose to run three community engagement meetings – Traralgon South, Tyers and Traralgon. These three key locations will allow for residents in southern areas, northern and central areas of the municipality to attend one of the information sessions.

The information sessions in Tyers and Traralgon South will be held in late afternoon/early evening for approximately two hours. The session for Traralgon will be held during the day where both agency and community members can participate. Issues raised through these sessions will be documented and be used to inform finalisation of the draft DWMP.

Broader community feedback will be further invited through the use of an online survey as well as written submissions on the recommendations within the draft 2018 DWMP.

Engagement will commence upon adoption of the recommendation to undertake community consultation and will take place over October and November 2018.

*Financial Implications*

Previous investigations and engagement with Gippsland Water and the EPA have indicated the viability of a more traditional water authority managed reticulated

sewerage scheme are limited for any towns and areas within Latrobe City at this stage. As such a key component of the draft DWMP looks at alternative funding, delivery and management models that have a realistic chance of achievement, to ensure future unsewered development is safe and sustainable (Planning and Septic Tank Approval Process).

There are a number of other localities where on-site containment can be achieved subject to management of constraints. Some examples include Yallourn North, Glengarry North, Moe South, Hernes Oak and other areas. Constraints include soil, incised watercourses (watercourses formed in through gully erosion) and soils with poor suitability for effluent land application. In addition to this, the LCC's Rural Land Use Strategy (draft) currently identifies a number of areas for potential Rural Living zones for consideration.

The management of the DWMP, including the education and compliance processes associated with the issuing or permit approvals can be undertaken within current budget operations.

Future reviews of the DWMP may identify longer term needs for funding in relation to monitoring of existing systems.

Applications to install or alter septic systems occurs through permit system where the application is assessed for approval or rejection following site visit to ensure compliance with the *Environment Protection Act 1970*.

Property owners and plumbers can be issued an infringement notice for failing to apply for a permit or failing to maintain the septic system as per the permit issued by Council.

For smaller townships, such as Tyers and Traralgon South, where the development of these townships is limited through the reliance on septic tank treatment systems the DWMP will be used by the Water Authorities to identify high priority areas where wastewater solutions or extension of reticulated sewer services is critical, as well as to source State and Federal funding, as well as be used.

#### *Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Offsite discharge into waterways and neighbouring property	5	Implementation of DWMP and introduction of compliance program to ensure systems are being managed in accordance with permit conditions.  Implementation of property owner education program will highlight the risks associated with poorly managed systems both in relation to environment



		and public health; and in relation to possible costs for property owners in relation to rectification works.
Nuisance (odour, amenity) where poorly managed systems present	5	Implementation of DWMP and associated education and compliance programs will identify failing or poorly managed systems and ensure property owners undertake appropriate maintenance or rectification works to minimise the nuisance events.

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

#### *Legal and Compliance*

The *Environment Protection Act 1970* designates Council as the Responsible Authority for the issuing of permits for septic tank systems treating less than 5000 litres per day. It also outlines the responsibilities of property owners in complying with permit conditions to manage septic tank wastewater systems to minimise the risk to public health and the environment. Under the *Public Health and Wellbeing Act 2008* Council has a duty to remedy, as far as is reasonably possible, all nuisances existing in its municipality. Nuisances may arise from premises, water, refuse, noise or emission or activity

Latrobe City should implement an appropriate DWMP to ensure that approved septic tank wastewater systems are being maintained in line with the permit conditions to minimise the risk to public and environmental impacts.

#### *Community Implications*

Improved understanding for property owners where a septic tank wastewater system is located will be gained through the roll out of the education program that forms part of the draft 2018 DWMP.

Improved property development outcomes for landowners where planning and environmental health controls identify appropriate land development within the municipality.

Latrobe City will have more transparent processes in relation to wastewater management and compliance implications for property owners where septic tanks are located.

Identification of properties where mains reticulated sewer or other novel small town wastewater treatment systems may allow for development of land to occur which had previously been restricted due to being located outside of a reticulated sewer district.

#### *Environmental Implications*

Improvement in amenity and public and environmental health standards within the municipality through:-

- Reduction of pollution of land and waterways.
- Reduction of weed growth through the reduction of nitrogen and phosphorous entering land and waterways.
- Reduction in odour emissions from poorly managed septic tank wastewater systems.

#### *Consultation*

Engagement will commence upon adoption of the recommendation to undertake community consultation and will take place over October and November 2018.

Using Latrobe City's Community Consultation Toolkit we propose to run three community engagement meetings – Traralgon South, Tyers and Traralgon. These three key locations will allow for residents in southern areas, northern and central areas of the municipality to attend one of the information sessions.

Issues raised through these sessions will be documented and be used to inform finalisation of the draft 2018 DWMP.

Broader community feedback will be further invited through the use of an online survey as well as written submissions on the recommendations within the draft 2018 DWMP.

#### **Supporting Documents:**

<https://www.epa.vic.gov.au/our-work/publications/publication/2016/july/891-4>

<http://www.mav.asn.au/what-we-do/policy-advocacy/environment-water/on-site-domestic-wastewater-management>

#### **Attachments**

1. [Latrobe City 2018 Domestic Wastewater Management Plan Draft V2](#)

## **14.3**

### **Draft Domestic Wastewater Management Plan 2018 for community consultation**

<b>1</b>	<b>Latrobe City 2018 Domestic Wastewater Management Plan Draft V2 .....</b>	<b>139</b>
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DECENTRALISED WATER CONSULTING

Latrobe City Domestic Wastewater Management Plan

DRAFT V2 Prepared for Latrobe City Council



5/09/2018



## DOCUMENT CONTROL SHEET

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## REVISION / CHECKING HISTORY

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## 1 Introduction

Latrobe City Council ('Council') are responsible for the approval and on-going oversight of on-site wastewater management systems (traditionally described as 'Septic Tanks' and more recently described as 'On-site Systems') within the municipality. On-site systems are the traditional method for managing sewage and other forms of wastewater on properties that are not connected to a Gippsland Water reticulated (or town) sewerage system. They are also the preferred method of wastewater management for new developments in Low Density Residential (4,000 m<sup>2</sup>), Rural Living and Rural land use zonings.

When designed, constructed and operated correctly, on-site systems can provide a safe, cost effective and sustainable wastewater management service. Unfortunately, not all on-site systems meet community expectations in this regard. This can occur due to a variety of factors including;

- Topography, soil and climate constraints (land capability constraints);
- Small lot size associated with older subdivisions;
- Older septic systems that discharge sewage off-site; and
- A lack of management and maintenance.

In some circumstances the impact of failing on-site systems can be significant, particularly with regards to risk to human health. Under the State Environment Protection Policy (Waters of Victoria or 'WOV') Council are required to prepare and implement a Domestic Wastewater Management Plan (DWMP). The SEPP (WOV) requires a DWMP to identify and prioritise wastewater risks in a municipality and develop actions to manage those risks.

### 1.1 Purpose

This is the second revision of the Latrobe City DWMP which coincides with a recent update of the EPA *Code of Practice: On-site Wastewater Management* (2016) and a current review of the SEPP (WOV). In the twelve years since the initial DWMP, there have also been a range of new technologies and approaches to on-site wastewater management.

The primary purpose of this DWMP is to

- identify, assess and manage cumulative risks of onsite domestic wastewater systems discharging waste beyond allotment boundaries;
- engage with the EPA and Gippsland Water to identify existing unsewered allotments which do not retain wastewater on site or are not capable of preventing the discharge of wastewater beyond allotment boundaries, or preventing impacts on groundwater beneficial uses for inclusion in the domestic wastewater management plan; and
- identify, cost, prioritise and evaluate options to—

- provide solutions to prevent discharge of wastewater beyond allotment boundaries;  
and
- provide for the compliance assessment and enforcement of on-site domestic  
wastewater systems in accordance with the plan; and
- where applicable have regard to the Guidelines for Planning Permit Applications in  
Open, Potable Water Supply Catchments and any relevant guidelines authorised by  
the EPA.

DRAFT V2



## 2 What do Residents need to know about this Plan?

- Council are required to prepare a Domestic Wastewater Management Plan (DWMP) under the State Environment Protection Policy (Waters of Victoria). This DWMP must assess domestic wastewater (often referred to as on-site wastewater or septic tank) risks in the municipality and develop prioritised actions to address potential impacts.
  - Specifically, Council are required to identify properties where wastewater is discharging off-site and develop actions to prevent this discharge from occurring.
  - This DWMP includes on-site wastewater hazard mapping that identifies the risk associated with on-site wastewater management on each property based on land capability and lot size.
  - Investigations have also involved an evaluation of existing septic tanks and other on-site systems to identify high risk townships and areas.
  - Tyers and Traralgon South are the two main areas identified as in need of improved or potentially alternative wastewater management strategies.
  - There are a small number of additional isolated lots that may also pose a risk of off-site discharge and should be investigated to confirm.
  - The majority of unsewered areas in Latrobe are moderately well suited to on-site wastewater management subject to meeting the requirements of the EPA Code of Practice for On-site Wastewater Management.
  - Domestic Wastewater Management Planning has included an evaluation of existing and potential future lot sizes in unsewered residential areas in conjunction with the broader (draft) Rural Land Use Strategy.
  - The outcomes suggest that the proposed Rural Living Zone changes contained in the Draft Rural Land Use Strategy are appropriate in the context of domestic wastewater management provided some site specific investigations are completed for any potential future Rural Living zoned land.
  - It is recommended that higher levels of scrutiny are applied to proposed unsewered developments proposing new allotments that are less than one hectare in size. The presence of constraints such as slope, gullies and watercourses can increase risk and limit options on lots below this size.
  - The DWMP proposes a set of "Minimum Standards" for Land Capability Assessment and design information that needs to be submitted with Septic Tank or Planning Permits in unsewered areas classified as high risk.
  - The DWMP also recommends that consideration be given to potential funding mechanisms for increased on-going oversight of on-site wastewater management system compliance.
-

### 3 Background

#### 3.1 Domestic Wastewater Management in Latrobe City

Consideration has been given to the following LCC plans and policies during this DWMP review.

- Latrobe 2026: The Community Vision for Latrobe Valley
- Latrobe City Council Plan 2017-2021
- Strategic Resource Plan 2018 – 2022
- Living Well Latrobe – Municipal Public Health and Wellbeing Plan (2017-2021).

#### 3.2 Victorian Context

The following legislation is relevant to Domestic Wastewater Management in Victoria.

- Local Government Act 1989;
- Environment Protection Act 1970;
- Water Act 1989;
- Safe Drinking Water Act 2003 and Regulation 2005;
- Planning and Environment Act 1987;
- Public Health and Wellbeing Act 2008;
- State Environmental Protection Policy Waters of Victoria;
- State Environmental Protection Policy Groundwater of Victoria;
- Catchment and Land Protection Act 1994; and
- Victorian Building Regulations 2006.

The State Environment Planning Policy (SEPP) *Waters of Victoria* has recently undergone a review and will soon be released. Therefore there is a need to review the domestic wastewater management elements of the SEPP in relation to Latrobe municipality. This review involves a consolidation of the current SEPP (Waters of Victoria) and SEPP (Groundwaters of Victoria).

The design, operation and management of on-site systems are supported by a number of standards and guidelines. Namely:

- EPA Code of Practice – Onsite Wastewater Management, Publication 891.4 (2016);
  - MAV Land Capability Assessment Framework (2014)
  - AS/NZS 1547:2012 Onsite Domestic Wastewater Management;
-

- AS/NZS 3500:2003 Plumbing and Drainage; and
- Guidelines – Planning Permit Applications in Open, Potable Water Supply Catchment Areas (DSE, 2012).

Note: Since July 2016 EPA no longer award a Certificate of Approval to individual on-site wastewater systems. EPA now approves four system types in line with Australian Standards

- AS/NZS 1546.1 Septic tanks
- AS/NZS 1546.2 Waterless composting toilets
- AS/NZS 1546.3 Aerated wastewater treatment systems
- AS/NZS 1546.4 Domestic greywater treatment systems (draft)

Council Officers can only approve the installation of an on-site wastewater system that is certified to comply with the relevant Australian Standard by an accredited conformity assessment body (CAB). As part of a permit application to council, the applicant will need to include a copy of the certificate of conformity from a CAB.

### 3.3 Land Use Planning Context

The Latrobe Planning Scheme is currently under a broadscale review as part of the Live Work Latrobe Planning Scheme Amendment (C105).

Live Work Latrobe strategy is a land use policy aimed at creating greater employment and investment opportunities and ensuring sufficient housing and development for the future of Latrobe. It consists of the following strategies;

- Rural Land Use Strategy
- Housing Strategy
- Industrial and Employment Strategy

Live Work Latrobe strategy is a key strategic planning document which aims to identify where growth will be targeted into the future. This includes growth and development within Rural Living Zone (RLZ) which is key planning zone across Latrobe municipality. LCC are currently in the processing of consolidating the RLZ subdivision minimum lot areas which currently consist of the following;

- Schedule 1 – 4,000m<sup>2</sup>
- Schedule 2 – 1 hectare
- Schedule 3 – 2 hectare
- Schedule 4 – 4 hectare
- Schedule 5 – 5 hectare

- Schedule 6 – 8 hectare

The current intention is to reduce to only three minimum lot sizes (consolidated to Schedules 3, 4, 6) starting at 2 hectare minimum lot area. Schedule 2 (1 hectare) will be incorporated into the Low Density Residential Zone (LDRZ).

Bushfire Management Overlay (BMO) is a constraint across a large proportion of Latrobe municipality, including affecting potential wastewater management areas on unsewered properties. The land capability hazard mapping (discussed in Section 5.2) provides an indication of overall constraints to on-site wastewater management and therefore provide supporting information to be considered in combination with BMO. There is not an Erosion Management Overlay (EMO) for Latrobe municipality, however slope and landslip risk (assessed on a site specific basis) is also a recognised constraint to development that can have a significant influence on the ability to contain on-site.

### 3.4 Integrated Water Management

Integrated Water Management (IWM) aims to provide a holistic and forward thinking approach to all elements of the water cycle (movement of water through its various phases) including wastewater in addition to stormwater, potable / non-potable water supply and local watercourses. The intention is for this approach to be adaptive to temporal changes over the long-term and designed in conjunction with end users (community) with a place based element to design.

The recently developed IWM Framework (DELWP, 2017) is aimed at assisting government agencies and the community in planning and implementation of these IWM concepts / options in the future. This includes the establishment of a number of new Victorian IWM Forums of which Latrobe municipality is part of (Gippsland region).



## 4 Review of 2006 Domestic Wastewater Management Plan

The 2006 DWMP was a more generalised management plan for wastewater management that was developed during early implementation of the SEPP (WoV) provisions requiring Councils to prepare Domestic Wastewater Management Plans. Furthermore, there have been significant changes in the following areas in the ensuing 12 years. On-site and decentralised wastewater management technologies and management approaches.

- Victorian and national guidelines and standards pertaining to on-site wastewater management .
- Victorian and national policy and research into Integrated Water Management and Water Sensitive development.
- The availability of funding through the Victorian Country Towns Water Supply and Sewerage Program has since ceased.

As a result, Council has decided that a wholesale review of the DWMP is warranted. The following table contains a summary of progress in implementation of the Action Plan from the 2006 DWMP.

**Table 1 Implementation Progress for the 2006 DWMP**

Action	Status	Reason
1a Tyers – “Investigate Innovative Waste Disposal Strategies”	Preferred option identified. On hold since 2008	No viable business case or delivery and management model could be identified at the time.
1b Tyers – Community Information and Education Strategy	Completed in 2008-2010	
1c Tyers – Obtain Funding for continued septic tank and environmental monitoring program.	Not pursued further.	Unable to identify a suitable funding source.
2 Development of a septic tank monitoring program for council owned properties	Partially completed.	
3. Review Domestic Wastewater Information Management System	Partially completed. Permit data now imported into system.	Still underway and on-going.
4 Development and review of operational policies and procedures	Partially completed	
5 Development of a septic tank monitoring program for Traralgon South and other priority localities	Not completed	Unable to identify a suitable funding source.
6 Review of Action Plan	Being undertaken as part of DWMP.	
7 Development of a compliance auditing regime	Not completed	Unable to identify a suitable funding source.
8 Evaluation of DWMP	Underway	

## 5 Revised Wastewater Management Risk Assessment

The risk assessment completed in 2006 was a largely qualitative evaluation based on limited available data. Best practice DWMP risk assessment involves a number of more quantitative methods to identify the presence, likelihood and magnitude of any risk factors associated with on-site wastewater management. Council have recently been actively working to review and collate Septic Tank Permit data into their Environmental Health and property databases which has improved issues around data availability.

In addition, the availability of more comprehensive Geographical Information System (GIS) data has also created opportunity for a spatial risk assessment to be undertaken. This includes consideration of cumulative impacts from both existing on-site wastewater systems and potential unsewered subdivisions.

There are two components to the DWMP Risk Assessment. The assessment has been completed using an On-site Containment Framework developed by DWC in conjunction with Yarra Valley Water that applied the legislative and EPA Code of Practice definition and principles for on-site containment in a spatial (GIS) framework.

The first component is the preparation of a land capability hazard or risk map;

- to ensure future development is sustainable;
- to recognise where past development practices prevent safe and sustainable DWM; and
- to identify areas where the environment may be sensitive to DWM impacts and requires special protection.

The second component is an infrastructure based assessment (looking at existing on-site systems);

- to identify risks associated with older, inappropriate DWM technologies or approaches (such as direct off-site discharge);
- to geographically identify areas where there are a high number of off-site discharge or failing systems.

There are some areas in the municipality where both land capability constraints (such as slope, poor soils or proximity to waterways) and the presence of older off-site discharge systems combine to create significant immediate risks and place limits on the feasibility of achieving adequate levels of health and environmental protection with on-site systems. An example is the Tyers township.

The DWM risk assessment process has identified these high risk areas and developed recommended strategies for alternative wastewater management. This can range from traditional reticulated sewerage to improved / managed DWM programs.

### 5.1 Review of Available Data and Information

Data were sourced from both Latrobe City Council and the Victorian Government online data portal for undertaking the onsite hazard mapping for the Latrobe municipality. These data are summarised in the following table.

**Table 2 Summary of Available Data and Sources**

Data	Description	Source
Topographic / Elevation Data	Contours (1 and 2m) and Digital Elevation Model (DEM) points were available for sections of the LGA (no complete coverage available).  Contours and slope grid were created within QGIS based on the Vicmap 10m Digital Terrain Model (DTM) which provides consistent coverage across the entire LGA.	Victorian Government / LCC
Ortho-photography	High resolution ortho-photography tiles for the entire LCC LGA (from Feb 2017).	Latrobe City Council
Soil type (landscape) data	Soil landscape mapping for the Gippsland region (1:100,000 scale).  General soil landscape data also provided by client.	Department of Economic Development, Jobs, Transport and Resources (previously DEPI)  LCC
Watercourses (All)	State-wide watercourse (hydroline) layer – 1:25,000 scale trimmed to LGA.  Used to define both partially vegetated / rehabilitated intermittent drainage lines and permanent watercourses.	Latrobe City Council
Hydroareas (waterbodies)	State-wide waterbodies layer trimmed to LGA.  Used to define farm dams and other larger waterbodies.	
Groundwater bores	Groundwater bore locations and available data (potable / non-potable).	BoM Australian Groundwater Explorer online mapping  ( <a href="http://www.bom.gov.au/water/groundwater/explorer/map.shtml">http://www.bom.gov.au/water/groundwater/explorer/map.shtml</a> )
Planning Overlay	Planning overlay used to isolate Environmental Significant Overlay (ESO), Floodways / Land Subject to Inundation and Bushfire Management Overlay (BMO).	Latrobe City Council
Bio Region Conservation Areas	Bio-conservation vegetation layer used to define environmentally significant vegetation (in combination with ESO layer).  <i>Native Vegetation - Modelled 2005 Ecological Vegetation Classes (with Bioregional Conservation Status) - NV2005_EVCBCS</i> layer utilised.	Victorian Government (online data portal)

Data	Description	Source
PROPERTY_PRIMARY_APPROVED	Cadastral boundaries for current properties across Latrobe LGA.	Latrobe City Council
Stormwater Drainage	Stormwater pipes and pits for LGA.	Latrobe City Council
Erosion Management Overlay (EMO)	Erosion Management Overlay which identifies areas in which a geotechnical assessment is required to ensure landslide is not a risk.  There is no EMO for the LGA and landslide is assessed on a site specific basis.	Latrobe City Council

## 5.2 Land Capability Hazard Mapping

DWC has previously developed an agreed definition of on-site containment as part of the Park Orchards Trial project (on behalf of Yarra Valley Water). This definition took the legal terminology from the SEPP (WoV) "containment of effluent within the boundaries of the allotment and protection of any beneficial uses of groundwater" and translated that initially into measurable hydraulic, nutrient and pathogen performance targets that can be validated through field monitoring and numerical modelling. This work confirmed that an effluent Land Application Area (LAA) that has been sized to the most limiting of a water, nitrogen or phosphorus balance (as per the MAV Land Capability Assessment Framework – 2014) can be considered capable of on-site containment.

As part of this DWMP, DWC has evaluated a range of on-site LAA design scenarios in addition to typical levels of development on unsewered properties to nominate a series of property size ranges that represent increasing levels of on-site containment. The details of this assessment can be found in Appendix A and C. These on-site containment criteria are proposed as a *conservative benchmark* to ensure on-site systems do not pose a risk to human health and the environment with all wastewater contained on-site.

**Table 3 On-site Containment Lot Size Criteria**

Lot Size Criteria	On-site Containment Capacity
<2,000 m <sup>2</sup>	<p><b>Generally not capable of on-site containment:</b> Properties under 2,000 m<sup>2</sup> do not typically have sufficient available area to fit an adequately sized on-site system for a contemporary dwelling (e.g. a 4-5 bedroom house) whilst meeting recommended setback distances to waterways, groundwater bores and other sensitive receiving environments.</p> <p>Partial or full off-site wastewater management is the preferred strategy for these properties (e.g. reticulated sewerage, cluster system or centrally / authority managed on-site systems). Where owner managed on-site systems are the only available option, specialist design will be required along with increased oversight in order to achieve containment.</p>
2,001 m <sup>2</sup> – 3,999 m <sup>2</sup>	<p><b>Detailed Land Capability Assessment required to confirm ability to contain on-site:</b> Properties in this size range are likely to have sufficient available area to fit an adequately sized on-site system for a contemporary dwelling (e.g. 4-5 bedroom house). However, this will be highly dependent on site specific land capability</p>



Lot Size Criteria	On-site Containment Capacity
	<p>constraints and proximity to sensitive receiving environments. A more detailed LCA and design process is likely to be required to ensure full containment in addition to higher level treatment and greater construction and operational oversight.</p> <p>Where possible these properties should be considered for partial or full of-site wastewater management (e.g. reticulated sewerage, cluster system or centrally / authority managed on-site systems). Where owner managed on-site systems are the only available option, increased regulatory oversight is strongly recommended in order to ensure containment.</p>
≥ 4,000 m <sup>2</sup>	<p><b>Generally capable of full on-site containment:</b> Owner managed on-site systems are the appropriate wastewater servicing strategy for most properties of this size (subject to site specific land capability constraints). Cumulative impacts are negligible where EPA setback distances are met.</p>

These definitions relate to the *long-term sustainability* of on-site wastewater management. For properties greater than 2,000 m<sup>2</sup>, consideration must also be given to land capability constraints such as soil characteristics, slope, landslip and proximity to creeks, drains and groundwater bores. To address this, DWC have also completed a GIS based broad scale Land Capability Assessment (LCA) of unsewered properties in the Latrobe municipality.

This LCA is consistent with the EPA CoP (2016) and the MAV Land Capability Assessment Framework (2014) with a detailed methodology provided in Appendix A. Key sources of data and criteria for the mapping are summarised in Table 4.

**Table 4 Guidelines / Standards: On-site Wastewater Risk Framework**

Organisation	Resource	Purpose
Victorian government	SEPP (WoV)	Overarching regulatory performance objectives relating to protection of surface waters.
	SEPP (Groundwater)	Regulatory performance objectives with respect to protection of groundwater beneficial uses.
EPA Victoria	EPA CoP (2016)	Sets out specific means of compliance recognised as "deemed to comply" with the SEPP. Setback distances adopted for Framework.
MAV	Victorian Land Capability Framework (2014)	Documents the state government endorsed land capability hazard framework for on-site wastewater management in Victoria. Used as the basis for the land capability elements of the CSP risk classification.
Standards Australia	AS/NZS 1547:2012 On-site domestic wastewater management	Provides additional design, siting and operational guidance that has been applied within the Framework.

The Draft On-site Wastewater Hazard Map is presented below along with close up maps of key unsewered areas in Latrobe.

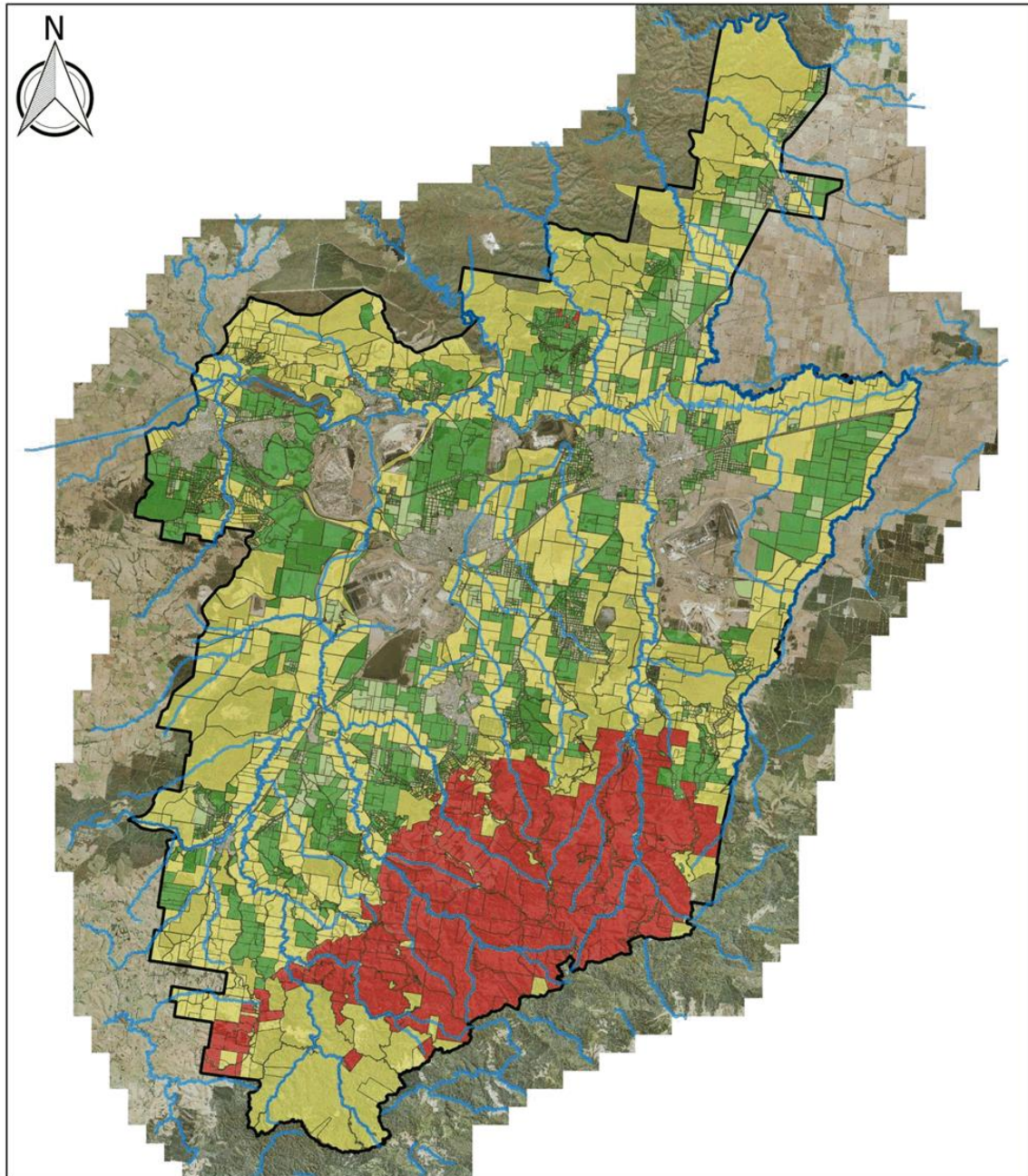
Table 5 presents a breakdown of the hazard class for unsewered lots in Latrobe including properties zoned specifically Rural Living. These numbers are approximate as they include unsewered lots that are currently vacant. As can be seen a large proportion are low to medium hazard both with Rural Living Zone and across the Latrobe municipality.

**Table 5 On-site Hazard Breakdown including Rural Living Zone Only**

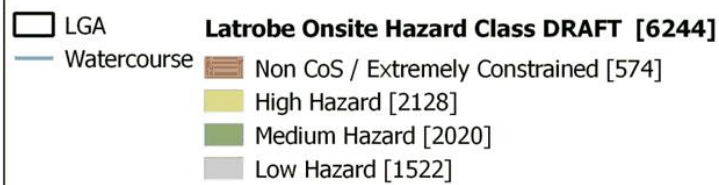
Hazard Class	Latrobe City Area	Occurrence in Rural Living Zone
Low Hazard	1,522 (24%)	708 (29%)
Medium Hazard	2,020 (32%)	1,019 (42%)
High Hazard	2,128 (35%)	641 (26%)
Non CoS / Extremely Constrained	574 (9%)	78 (3%)
<b>Total</b>	<b>6,244</b>	<b>2,446</b>

It can be seen that the majority of the unsewered properties in Latrobe are capable of achieving on-site containment *subject to design, installation and operation of an on-site wastewater management system that meets the EPA CoP*. Approximately one third of properties are likely to be capable of on-site containment but feature one or more significant constraints that may require more detailed LCA, design, installation and operational input. Approximately 10% of properties are extremely constrained and highly unlikely to be capable of safe and sustainable on-site wastewater management in the long-term.

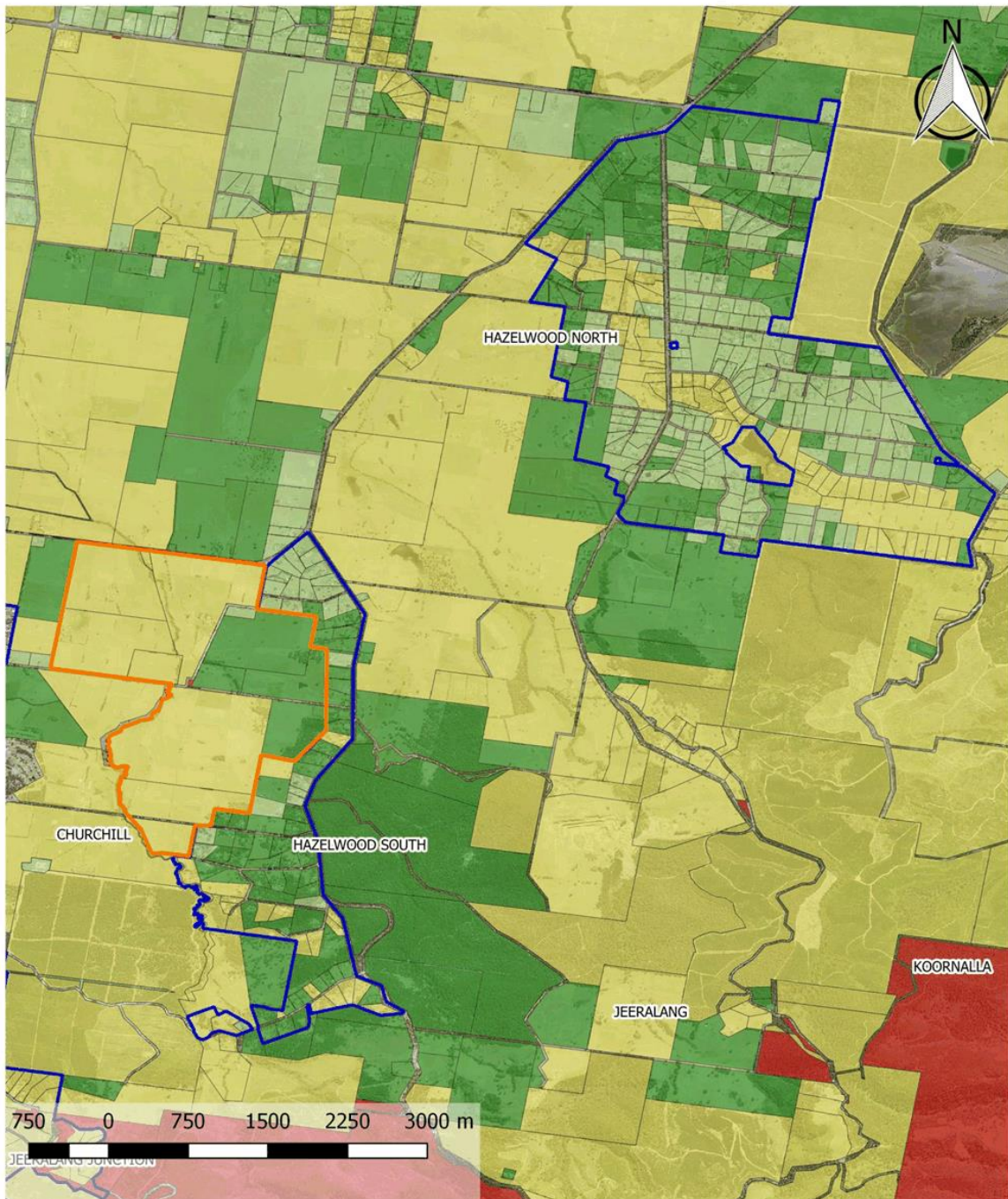
An evaluation of the existing Rural Living Zone land suggest that land capability for on-site wastewater management is not a major issue in these zones. Notwithstanding, the majority of RLZ land does feature one or more constraints to on-site containment with 70% of properties being identified as Medium Hazard to Non-Containment (Non CoS).



**Figure 5-1: Latrobe City On-site Hazard Classification Map DRAFT**







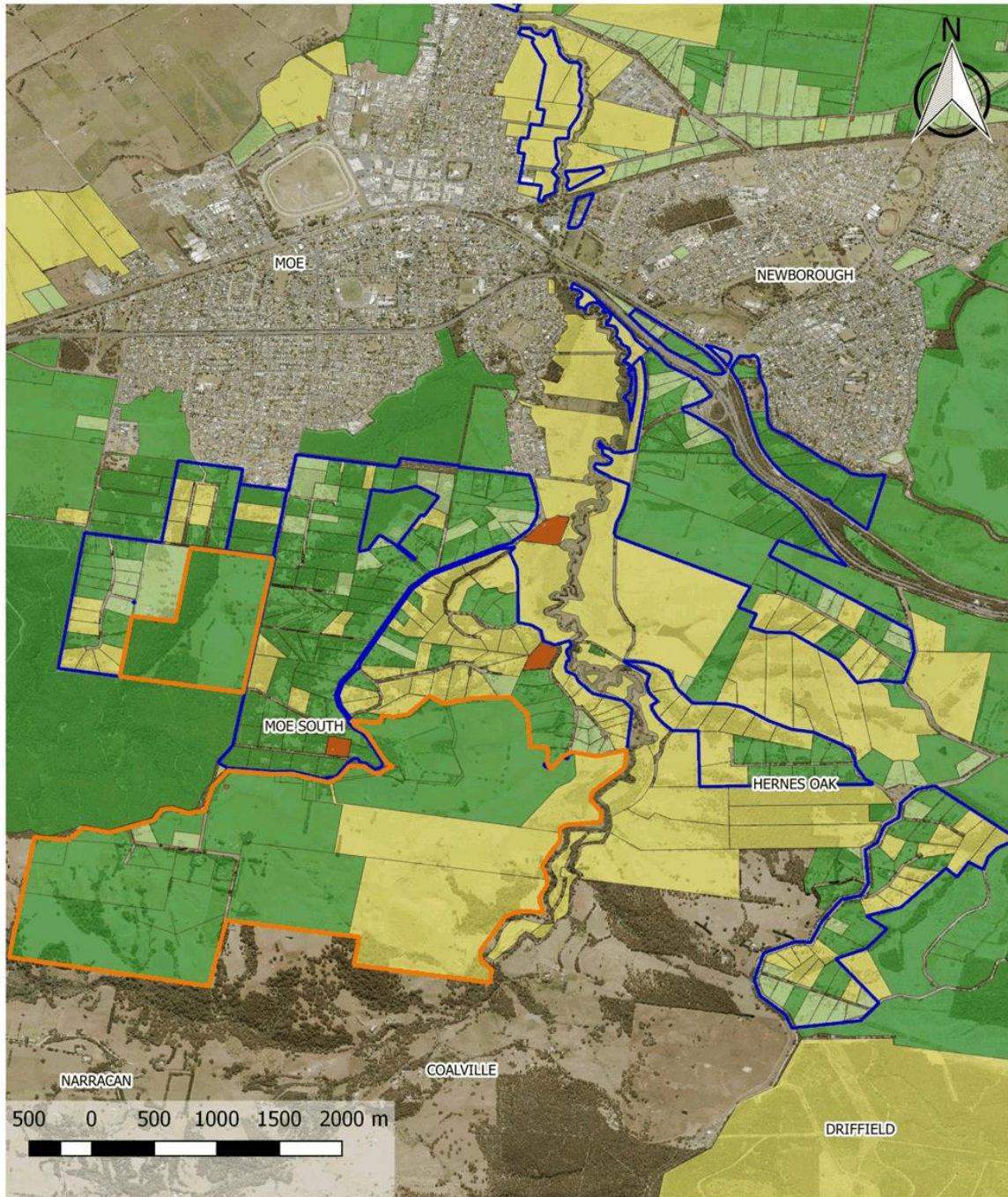
**Figure 5-2 On-Site Wastewater Hazard Focus Area: Hazelwood / Churchill**

**Legend**

- |                                       |                                             |
|---------------------------------------|---------------------------------------------|
| On-Site Hazard Mapping Classification | Existing Rural Living Zone                  |
| Low Hazard                            | Future Rural Living Zone Investigation Area |
| Medium Hazard                         |                                             |
| High Hazard                           |                                             |
| Non CoS/Extremely Constrained         |                                             |







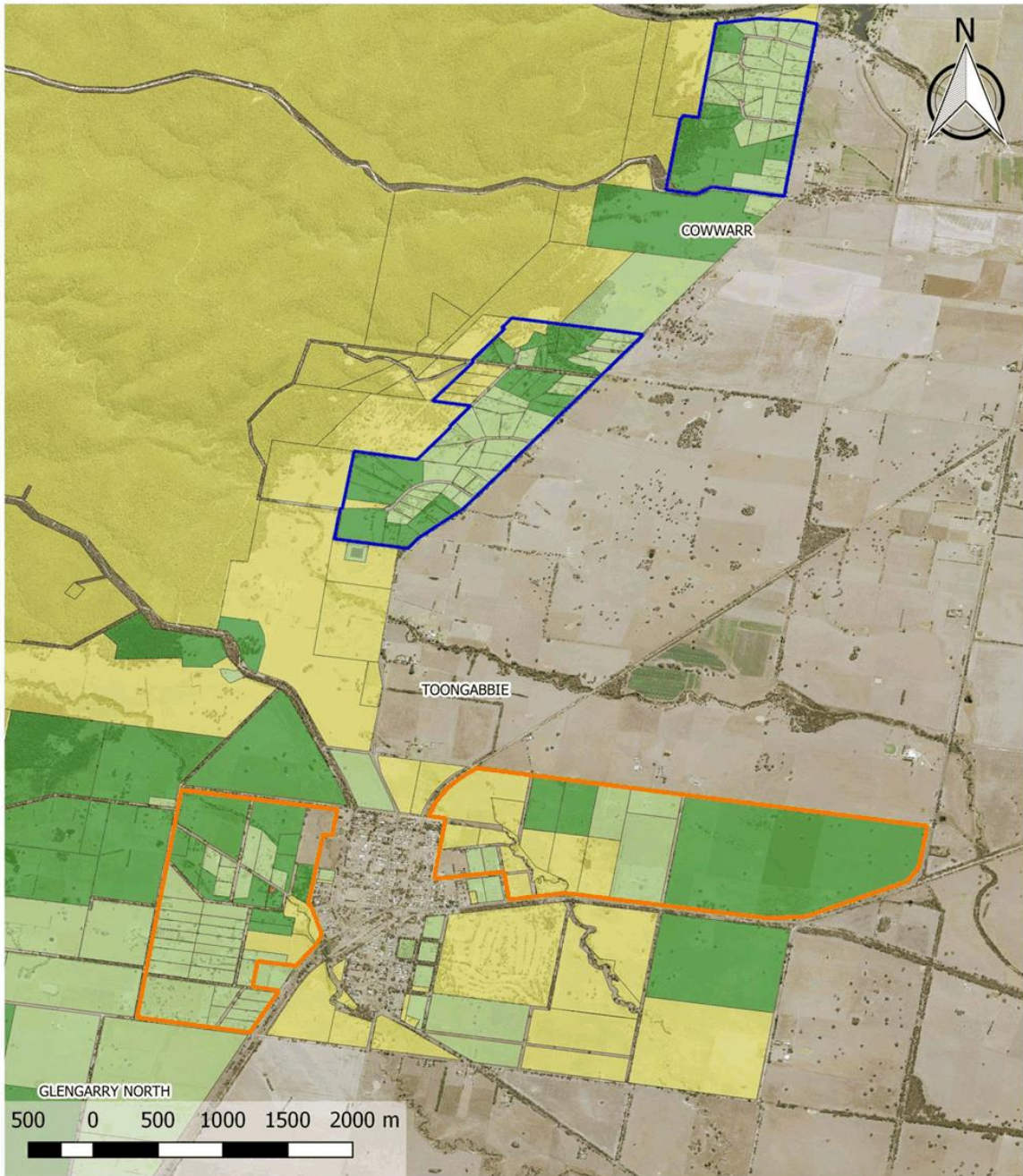
**Figure 5-3 On-Site Wastewater Hazard Focus Area: Moe / Hernes Oak**

Legend

- On-Site Hazard Mapping Classification
- Low Hazard
  - Medium Hazard
  - High Hazard
  - Non CoS/Extremely Constrained
- Existing Rural Living Zone  
 Future Rural Living Zone Investigation Area







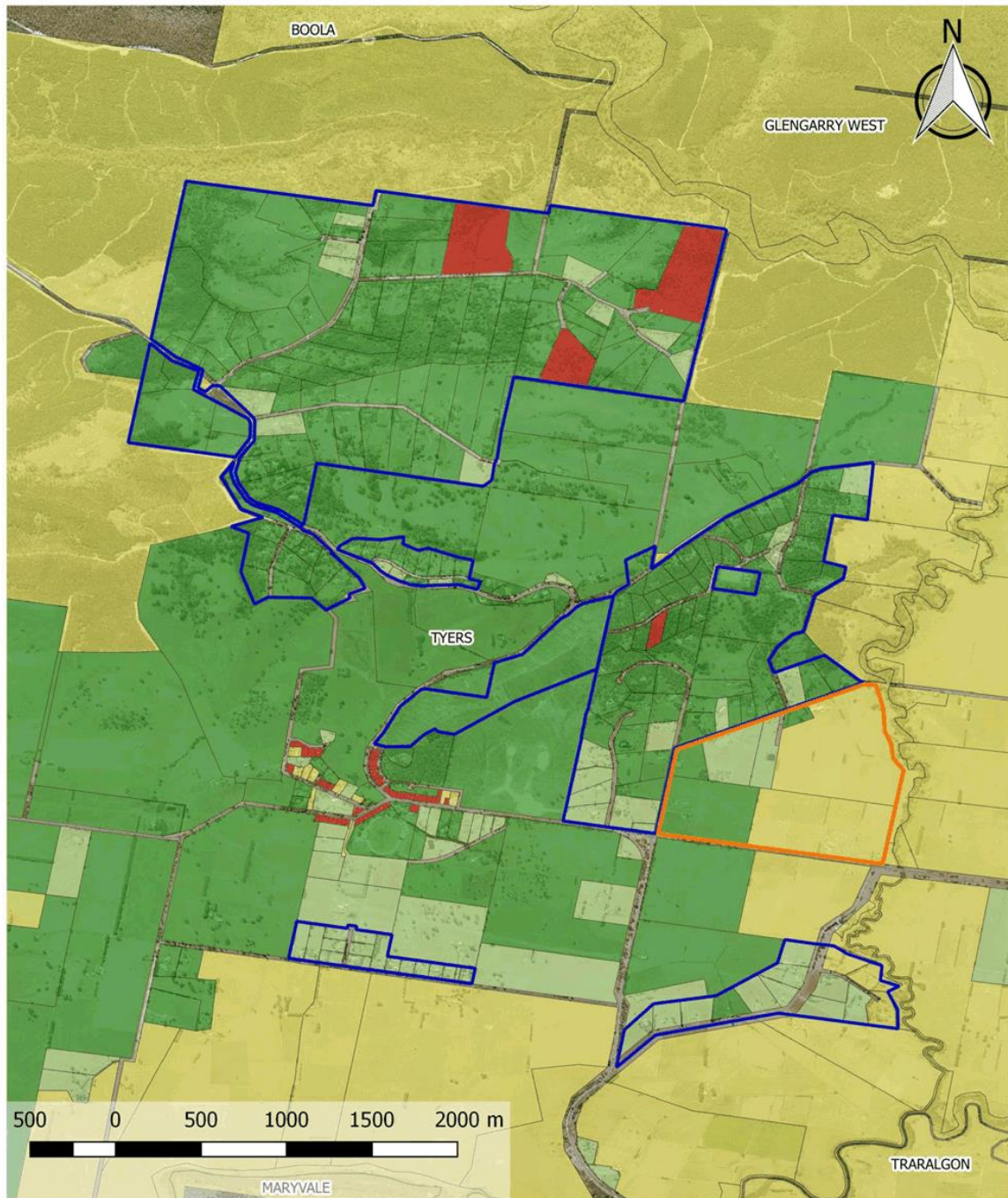
**Figure 5-4 On-Site Wastewater Hazard Focus Area: Toongabbie / Cowwarr**

Legend

- On-Site Hazard Mapping Classification
- Low Hazard
  - Medium Hazard
  - High Hazard
  - Non CoS/Extremely Constrained
- Existing Rural Living Zone
- Future Rural Living Zone Investigation Area







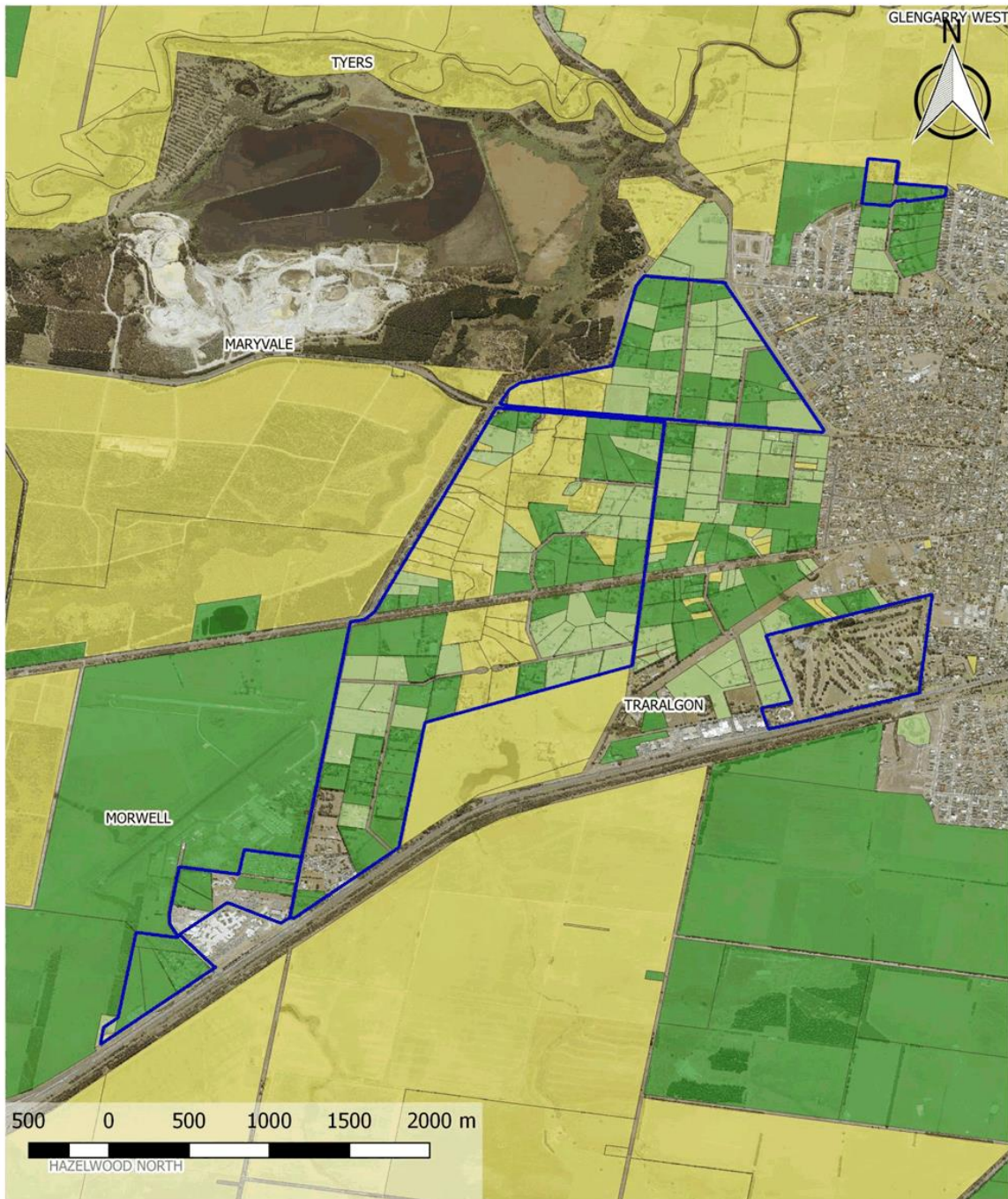
**Figure 5-5 On-Site Wastewater Hazard Focus Area: Tyers**

Legend

- |                                       |                                             |
|---------------------------------------|---------------------------------------------|
| On-Site Hazard Mapping Classification | Existing Rural Living Zone                  |
| Low Hazard                            | Future Rural Living Zone Investigation Area |
| Medium Hazard                         |                                             |
| High Hazard                           |                                             |
| Non CoS/Extremely Constrained         |                                             |







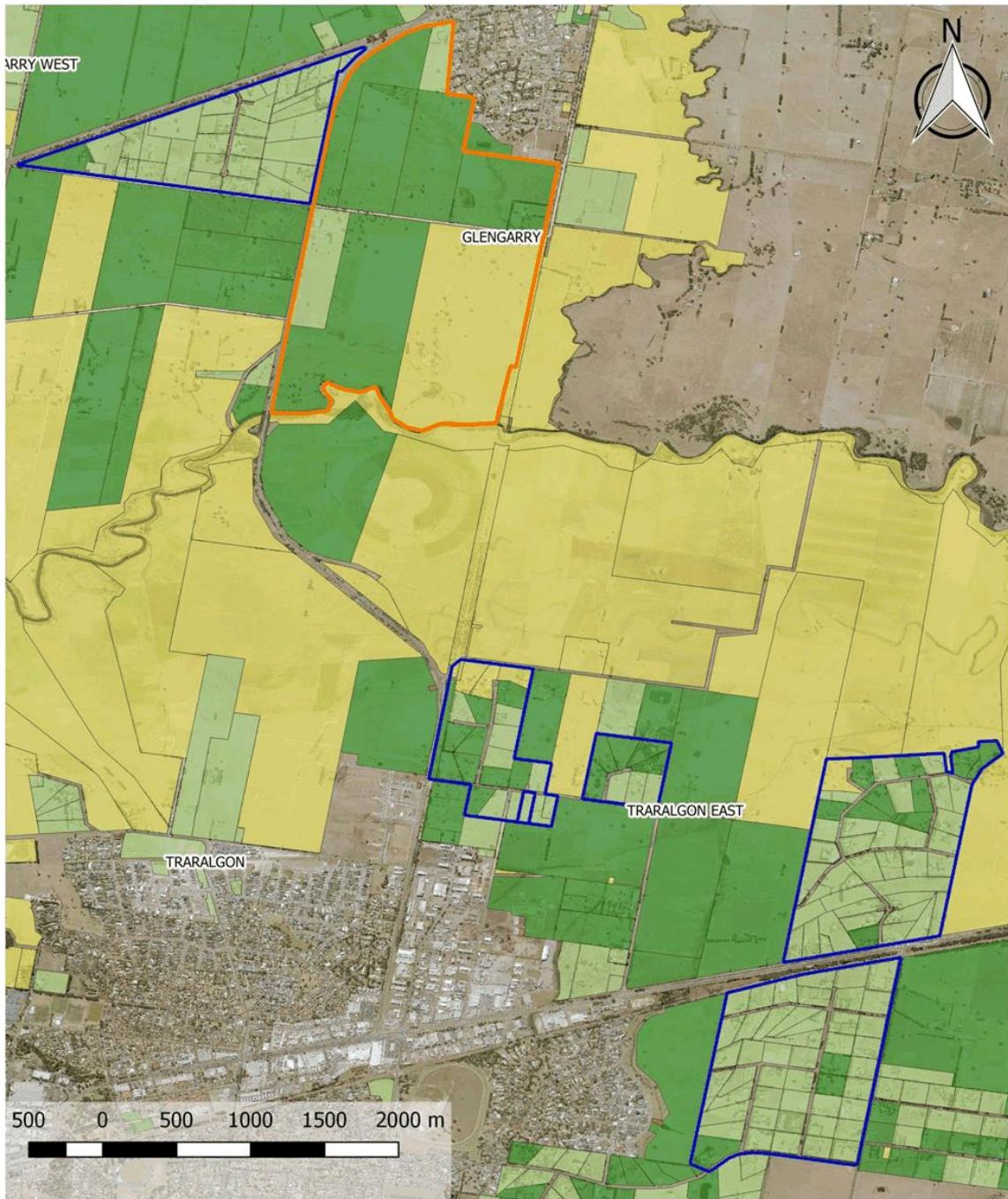
**Figure 5-6 On-Site Wastewater Hazard Focus Area: Traralgon**

**Legend**

- |                                       |                                             |
|---------------------------------------|---------------------------------------------|
| On-Site Hazard Mapping Classification | Existing Rural Living Zone                  |
| Low Hazard                            | Future Rural Living Zone Investigation Area |
| Medium Hazard                         |                                             |
| High Hazard                           |                                             |
| Non CoS/Extremely Constrained         |                                             |







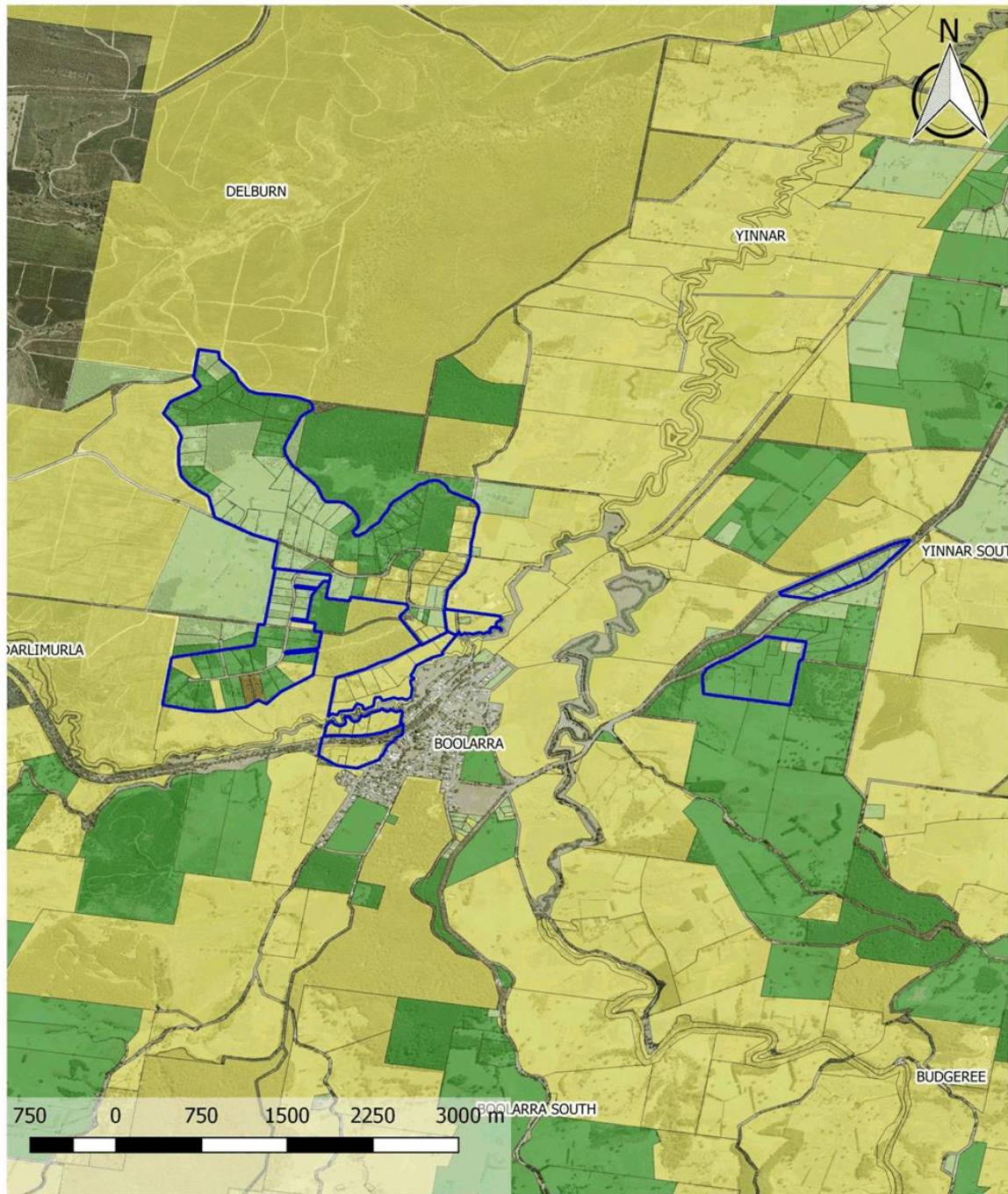
**Figure 5-7 On-Site Wastewater Hazard Area: Traralgon East / Glengarry**

**Legend**

- |                                       |                                             |
|---------------------------------------|---------------------------------------------|
| On-Site Hazard Mapping Classification | Existing Rural Living Zone                  |
| Low Hazard                            | Future Rural Living Zone Investigation Area |
| Medium Hazard                         |                                             |
| High Hazard                           |                                             |
| Non CoS/Extremely Constrained         |                                             |







**Figure 5-8 On-Site Wastewater Hazard Focus Area: Boolarra**

**Legend**

- On-Site Hazard Mapping Classification
- Low Hazard
  - Medium Hazard
  - High Hazard
  - Non CoS/Extremely Constrained
  - Existing Rural Living Zone
  - Future Rural Living Zone Investigation Area











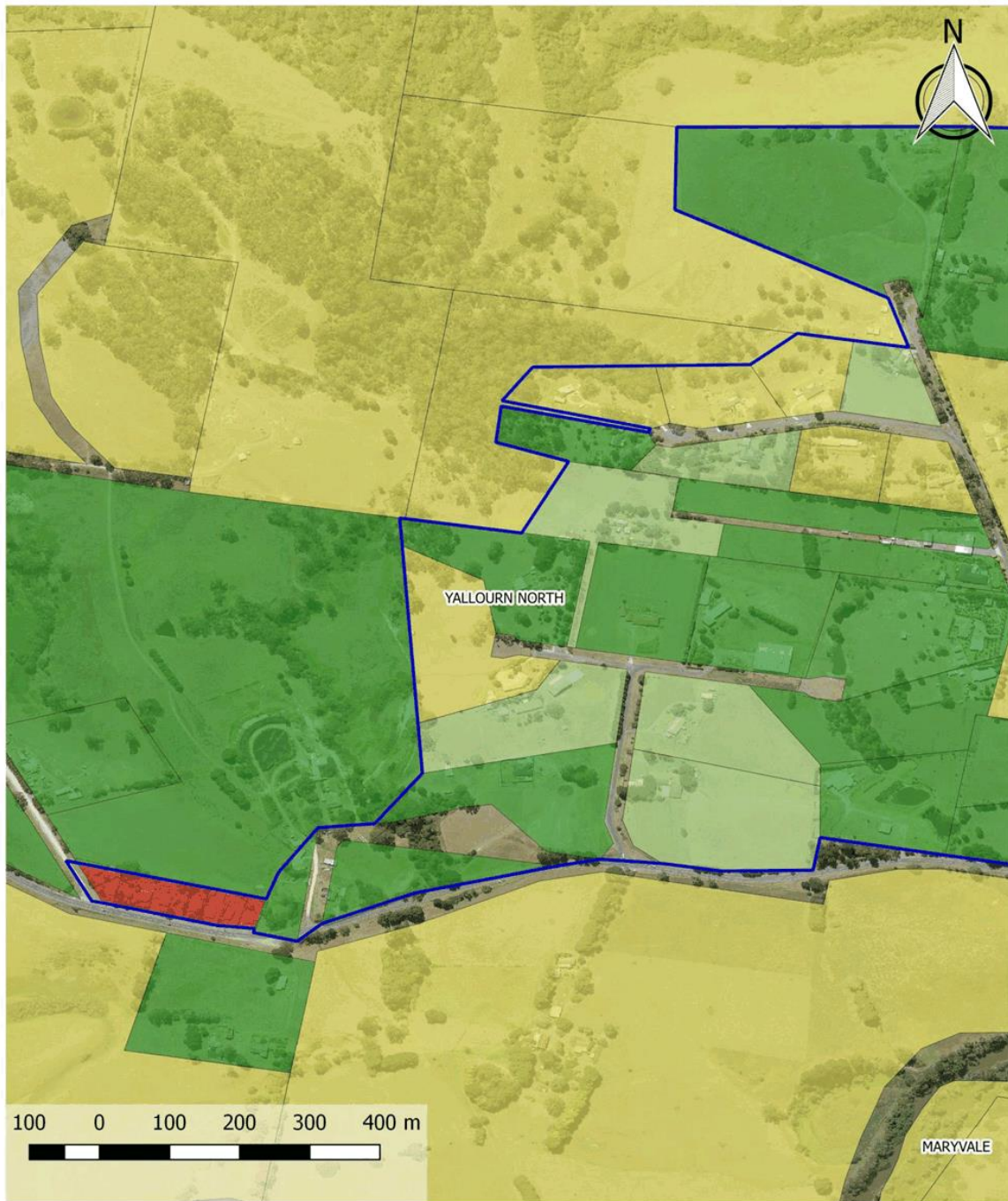


**Figure 5-9 On-Site Hazard Focus Area, Traralgon South**

**Legend**

- |                                                                                                                   |                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| On-Site Hazard Mapping Classification                                                                             |  Existing Rural Living Zone                  |
|  Low Hazard                    |  Future Rural Living Zone Investigation Area |
|  Medium Hazard                 |                                                                                                                                 |
|  High Hazard                   |                                                                                                                                 |
|  Non CoS/Extremely Constrained |                                                                                                                                 |





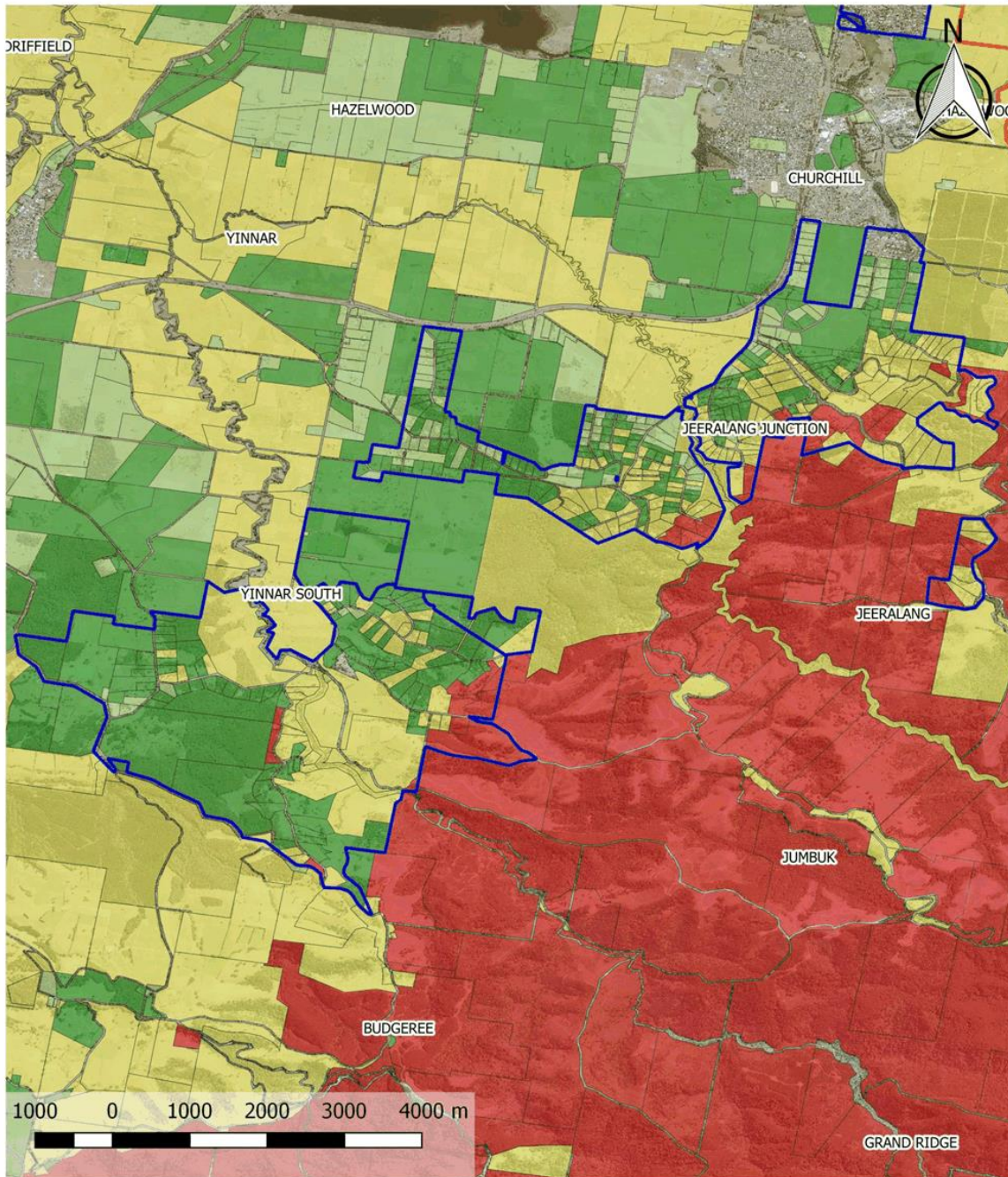
**Figure 5-10 On-Site Hazard Focus Area: Yallourn North**

Legend

- |                                       |                                             |
|---------------------------------------|---------------------------------------------|
| On-Site Hazard Mapping Classification | Existing Rural Living Zone                  |
| Low Hazard                            | Future Rural Living Zone Investigation Area |
| Medium Hazard                         |                                             |
| High Hazard                           |                                             |
| Non CoS/Extremely Constrained         |                                             |













**Figure 5-11 On-Site Wastewater Hazard Focus Area: Yinnar South / Jeeralang Junction**

Legend

- |                                                                                                                   |                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| On-Site Hazard Mapping Classification                                                                             |  Existing Rural Living Zone                  |
|  Low Hazard                    |  Future Rural Living Zone Investigation Area |
|  Medium Hazard                 |                                                                                                                                 |
|  High Hazard                   |                                                                                                                                 |
|  Non CoS/Extremely Constrained |                                                                                                                                 |



### 5.3 On-site Wastewater System (Management) Hazards

DWC are currently undertaking analysis of available data on the type, age and spatial distribution of the various types of on-site wastewater management systems in the Latrobe municipality. Given Council are still in the process of importing permit data into their health and property data management systems, the analysis being undertaken as part of the DWMP process is preliminary only. The final DWMP will include a recommend actions relating to both on-going data collection and analysis.

Of primary interest is the location and number of systems that incorporate some form of off-site discharge. This typically occurs with older 'split' systems where greywater is directed to stormwater drains or older sand filter systems where treated sewage was permitted under EPA guidelines to discharge off-site on properties considered unsuitable for full on-site containment predominantly in the 1980's. Off-site discharge systems should form the focus of Council actions and efforts to understand and manage wastewater risks.

Based on best available data at the time of this DWMP preparation, there are approximately 5,000 on-site systems in the Latrobe Municipality. Table 6 summarises the breakdown of on-site system types in Latrobe. Table 7 and Table 8 summarise on-site system types for some of the key unsewered townships and localities.

**Table 6 Summary of Existing On-site Wastewater Management Systems in Latrobe**

System Types	Number	%
<b>Composting System</b>	19	0.4
<b>Primary Treatment - Trenches/Beds</b>	2,197	43.5
<b>Primary Treatment - Unknown</b>	6	0.1
<b>Sand Filter – Subsurface Irrigation</b>	198	3.9
<b>Sand Filter - Trenches/Beds</b>	40	0.8
<b>Sand Filter - Unknown</b>	3	0.1
<b>Secondary Treatment – Subsurface Irrigation</b>	53	1.0
<b>Secondary Treatment – Surface Irrigation</b>	29	0.6
<b>Secondary Treatment - Trenches/Beds</b>	4	0.1
<b>Secondary Treatment - Unknown</b>	19	0.4
<b>Split System</b>	308	6.1
<b>Unknown</b>	2,179	43.1
<b>Total</b>	<b>5,055</b>	

Table 7 On-site Wastewater Management System Types for Localities

Suburb / Locality	Composting System	Primary Treatment - Trenches/ Beds	Primary Treatment - Unknown	Sand Filter - Subsurface	Sand Filter - Trenches/ Beds	Sand Filter - Unknown	Secondary Treatment - Subsurface	Secondary Treatment - Surface	Secondary Treatment - Trenches/ Beds	Secondary Treatment - Unknown	Split System	Unknown	Total
Boolarra	4	114	1	8	1	0	1	2	0	2	31	187	<b>351</b>
Budgerie	1	18	0	0	0	0	1	0	0	0	7	43	<b>70</b>
Callignee	1	117	0	7	3	0	1	1	0	2	2	42	<b>176</b>
Churchill	0	21	0	1	2	0	1	0	0	0	22	62	<b>109</b>
Cowwarr	0	10	0	2	1	0	0	0	0	0	0	15	<b>28</b>
Darlimurla	0	1	0	0	0	0	0	0	0	0	0	4	<b>5</b>
Driffield	0	15	1	1	1	0	1	0	0	0	1	41	<b>61</b>
Flynn	0	28	0	2	0	0	1	0	0	1	1	22	<b>55</b>
Glengarry	1	53	0	4	0	0	1	0	0	2	1	155	<b>217</b>
Grand Ridge	0	3	0	0	1	0	0	0	0	0	0	11	<b>15</b>
Hazelwood	0	534	1	31	5	0	12	4	0	3	13	216	<b>819</b>
Hernes Oak	0	53	1	1	1	0	1	1	0	1	21	64	<b>144</b>
Jeeralang	0	74	0	9	2	1	1	0	0	0	62	128	<b>277</b>
Jumbuk	0	6	0	0	0	0	0	0	0	0	4	14	<b>24</b>
Koornalla	0	26	0	3	3	0	3	2	0	0	0	8	<b>45</b>
Loy Yang	0	3	0	0	0	0	0	0	0	0	0	8	<b>11</b>
Maryvale	0	4	0	0	0	0	0	0	0	0	0	26	<b>30</b>
Mirboo	1	6	0	1	0	0	0	1	0	0	3	30	<b>42</b>
Moe	0	97	0	5	0	0	0	3	0	1	1	200	<b>307</b>

Suburb / Locality	Composting System	Primary Treatment - Trenches/ Beds	Primary Treatment - Unknown	Sand Filter - Subsurface	Sand Filter - Trenches/ Beds	Sand Filter - Unknown	Secondary Treatment - Subsurface	Secondary Treatment - Surface	Secondary Treatment - Trenches/ Beds	Secondary Treatment - Unknown	Split System	Unknown	Total
<b>Morwell</b>	0	35	0	9	1	0	5	1	1	1	4	84	<b>141</b>
<b>Mount Tassie</b>	0	0	0	0	0	0	0	0	0	0	0	3	<b>3</b>
<b>Narracan</b>	0	0	0	0	0	0	0	0	0	0	0	1	<b>1</b>
<b>Newborough</b>	1	35	0	5	1	0	2	1	0	0	0	88	<b>133</b>
<b>Tanjil South</b>	2	23	0	1	2	0	0	1	0	0	1	66	<b>96</b>
<b>Toongabbie</b>	0	69	0	10	3	0	1	1	0	0	1	112	<b>197</b>
<b>Traralgon</b>	4	164	0	34	2	2	9	1	1	2	14	83	<b>316</b>
<b>Traralgon East</b>	2	148	1	11	0	0	3	3	0	0	7	34	<b>209</b>
<b>Traralgon South</b>	0	159	0	10	4	0	5	2	0	0	0	17	<b>197</b>
<b>Tyers</b>	0	231	0	24	2	0	1	1	1	1	4	66	<b>331</b>
<b>Yallourn</b>	0	53	1	11	2	0	1	2	0	1	26	114	<b>211</b>
<b>Yinnar</b>	2	93	0	8	3	0	2	2	1	2	82	230	<b>425</b>
<b>Unknown</b>	0	4	0	0	0	0	0	0	0	0	0	5	<b>9</b>



Table 8 Percentages of On-site System Type by Locality

Suburb	Composting System	Primary Treatment - Trenches/Beds	Primary Treatment - Unknown	Sand Filter - Subsurface	Sand Filter - Trenches/Beds	Sand Filter - Unknown	Secondary Treatment - Subsurface	Secondary Treatment - Surface	Secondary Treatment - Trenches/Beds	Secondary Treatment - Unknown	Split System	Unknown	% of Total Systems
Boolarra	1%	32%	0%	2%	0%	0%	0%	1%	0%	1%	9%	53%	7%
Budgerie	1%	26%	0%	0%	0%	0%	1%	0%	0%	0%	10%	61%	1%
Callignee	1%	66%	0%	4%	2%	0%	1%	1%	0%	1%	1%	24%	3%
Churchill	0%	19%	0%	1%	2%	0%	1%	0%	0%	0%	20%	57%	2%
Cowwarr	0%	36%	0%	7%	4%	0%	0%	0%	0%	0%	0%	54%	1%
Darlimuria	0%	20%	0%	0%	0%	0%	0%	0%	0%	0%	0%	80%	0%
Driffield	0%	25%	2%	2%	2%	0%	2%	0%	0%	0%	2%	67%	1%
Flynn	0%	51%	0%	4%	0%	0%	2%	0%	0%	2%	2%	40%	1%
Glengarry	0%	24%	0%	2%	0%	0%	0%	0%	0%	1%	0%	71%	4%
Grand Ridge	0%	20%	0%	0%	7%	0%	0%	0%	0%	0%	0%	73%	0%
Hazelwood	0%	65%	0%	4%	1%	0%	1%	0%	0%	0%	2%	26%	16%
Hernes Oak	0%	37%	1%	1%	1%	0%	1%	1%	0%	1%	15%	44%	3%
Jeeralang	0%	27%	0%	3%	1%	0%	0%	0%	0%	0%	22%	46%	5%
Jumbuk	0%	25%	0%	0%	0%	0%	0%	0%	0%	0%	17%	58%	0%
Koornalla	0%	58%	0%	7%	7%	0%	7%	4%	0%	0%	0%	18%	1%
Loy Yang	0%	27%	0%	0%	0%	0%	0%	0%	0%	0%	0%	73%	0%
Maryvale	0%	13%	0%	0%	0%	0%	0%	0%	0%	0%	0%	87%	1%
Mirboo	2%	14%	0%	2%	0%	0%	0%	2%	0%	0%	7%	71%	1%
Moe	0%	32%	0%	2%	0%	0%	0%	1%	0%	0%	0%	65%	6%
Morwell	0%	25%	0%	6%	1%	0%	4%	1	1%	1%	3%	60%	3%

Suburb	Composting System	Primary Treatment - Trenches/Beds	Primary Treatment - Unknown	Sand Filter - Subsurface	Sand Filter - Trenches/Beds	Sand Filter - Unknown	Secondary Treatment - Subsurface	Secondary Treatment - Surface	Secondary Treatment - Trenches/Beds	Secondary Treatment - Unknown	Split System	Unknown	% of Total Systems
Mount Tassie	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%
Narracan	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	100%	0%
Newborough	1%	26%	0%	4%	1%	0%	2%	1%	0%	0%	0%	66%	3%
Tanjil South	2%	24%	0%	1%	2%	0%	0%	1%	0%	0%	1%	69%	2%
Toongabbie	0%	35%	0%	5%	2%	0%	1%	1%	0%	0%	1%	57%	4%
Traralgon	1%	52%	0%	11%	1%	1%	3%	0%	0%	1%	4%	26%	6%
Traralgon East	1%	71%	0%	5%	0%	0%	1%	1%	0%	0%	3%	16%	4%
Traralgon South	0%	81%	0%	5%	2%	0%	3%	1%	0%	0%	0%	9%	4%
Tyers	0%	70%	0%	7%	1%	0%	0%	0%	0%	0%	1%	20%	7%
Yallourn	0%	25%	0%	5%	1%	0%	0%	1%	0%	0%	12%	54%	4%
Yinnar	0%	22%	0%	2%	1%	0%	0%	0%	0%	0%	19%	54%	8%
Unknown	0%	44%	0%	0%	0%	0%	0%	0%	0%	0%	0%	56%	0%

It can be seen that the majority of systems are traditional septic tank and absorption trench systems. More recently new Approvals to Install have included a higher proportion of secondary treatment systems and sand filters. Based on advice from Council, it is understood that a large proportion of Permits entered into the database did not contain sufficient information to classify the type of system (currently classified "Unknown"). These are typically older septic tank systems (mostly more than 30 years old) and are expected to include a reasonable number of split systems with some level of direct off-site discharge.

Existing on-site systems that typically pose a significant risk to human health and the environment are in higher proportions in Tyers, Yinnar and Jeeralang and moderate numbers in Yallourn, Herne's Oak, Churchill and Boolara. The majority are older (i.e. more than 30 years) "split" systems where greywater is typically piped off site via stormwater and only the blackwater is treated by septic tank and applied to land. These systems (especially when located in an area with small allotment sizes) have been shown to pose a significant risk to human health and water quality (BMT WBM, 2016). Implementation of alternative wastewater management solutions should be a priority for these sites.

While more traditional septic tank to absorption trench / bed systems can be a reliable and effective on-site wastewater management option, land capability characteristics in a number of unsewered areas in Latrobe do not favour this approach. Specifically, the combined impact of low permeability soils, climate, topography and presence of intermittent watercourses combine to make both the constructability and operational reliability of septic tank to trench / bed system limited. Comprehensive Land Capability Assessment (LCA) and on-going oversight are therefore critical to their effective performance.

The number and proportion of secondary treatment systems (including sand filters) will continue to grow in Latrobe as existing on-site systems are replaced and new unsewered development occurs. While these technologies are necessary on many sites to meet EPA Code of Practice requirements and overcome land capability constraints, they do inevitably require higher levels of maintenance to ensure effective operation. Scheduled maintenance and three yearly inspections are a condition of approval for secondary treatment systems.

It is recommended that on-site wastewater management system (on-site system) data continue to be refined and developed to enable Council to maintain an active register of higher risk existing on-site systems. Ideally, this should be linked with a spatial (GIS) mapping layer that enables Council to clearly identify hotspot areas that may warrant higher levels of operational oversight. As inspection data for existing systems grow, it can also be incorporated into this database.

This work will also enable operational risk to be overlaid with land capability risk to highlight the areas where the two types of hazard have the potential to create very high risk conditions. The most significant of these areas based on this DWMP Risk Assessment is Tyers with an alternative wastewater management solution essential to meeting regulatory requirements. Traralgon South has

also been identified as facing a combination of land capability and operational (on-site system) risks that require further investigation.

#### 5.4 Unsewered Development and Septic Tank Permit Approvals

DWC have been consulting with Council's Strategic Planning staff to ensure the DWMP adequately aligns with current Planning Scheme and the Live Work Latrobe Strategy. This Strategy includes a number of Rural Living land use zones that are currently proposed as unsewered areas and therefore would depend on owner managed on-site systems for wastewater management.

The DWMP work discussed in Sections 5.2 and 5.3 will inform the development of recommended minimum standards for both subdivision and future Septic Tank Permit applications in relation to;

- Land Capability Assessment (LCA) standards;
- Cumulative impacts in constrained and/or sensitive areas; and
- Potential for deemed to comply rules that could be applied to these Rural Living developments.

DWC have also flagged some areas earmarked for unsewered development where land capability constraints may warrant further investigation prior to any rezoning. The DWMP contains Minimum Standards in Appendix B for LCAs and Septic Tank Permit applications that are risk based and applicable to the on-site wastewater risk classification assigned to each unsewered property in Latrobe. This will provide Council with a consistent framework and clear expectations for applicants to follow when preparing Permit applications for both unsewered subdivision or individual systems. Example Minimum Standards for domestic / non-domestic system and subdivision applications are presented in Appendix B.

##### 5.4.1 Lot Size

**Statistics were developed for allotment size across Latrobe municipality and these are summarised below in**

Table 9. As can be seen the typical lot size across Latrobe City area is large to very large, which is consistent with the low to moderate land capability hazard class identified for a large proportion of properties. DWC consolidated comprehensive minimum lot data (for sustainable on-site system installation) from previous projects undertaken for areas similar to Latrobe (large rural properties). Details of the data are provided in Appendix C.

The extensive data collated / analysed consistently indicates that lot sizes greater than 4,000 m<sup>2</sup> are likely to be capable of fitting a sustainable on-site sewage management system within the allotment assuming aspects such as native vegetation protection can be managed through site specific design and communication between relevant Council staff. This equates to the 10%ile lot size across Latrobe City area and aligns with the low to moderate land capability hazard observed overall as there is typically sufficient useable area to manage these constrained and setbacks (if present).



**Table 9 Latrobe Unsewered Allotment Size Statistics**

Statistics	Approximate Lot Size (hectares)
10%ile	0.4
Median	2.2
Mean	20.2
90%ile	42.2

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## 5.5 Key Outcomes of Risk Assessment

### 5.5.1 Land Capability Hazards

- Land Capability in Latrobe is generally moderately constrained with respect to safe and sustainable on-site wastewater management. However climate, low permeability soils, steep slopes and incised watercourses do pose a greater constraint in specific locations.
- Constraints can typically be managed through;
  - adequate minimum lot size (2ha is a recommended benchmark with 0.4 and 1ha by exception and with consideration of cumulative impacts);
  - increased Land Capability Assessment (LCA) and design detail on constrained properties to support Septic Tank and Planning Permit applications;
  - provision of secondary treatment to enable a wider array of land application options on more constrained lots with respect to soil, slope and watercourses; and
  - adequate maintenance and performance auditing (currently constrained by resources and regulatory powers).

### 5.5.2 Existing On-site Wastewater Management System Risks

There are approximately 5,000 existing OSWMS in the municipality. An initial compilation and cleaning of historical ST Permit data has been undertaken that identifies some gaps in understanding of the nature and condition of systems in Latrobe. Council are continuing to improve the accuracy and completeness of these data.

Understandably, limited information is currently available on older systems which are anecdotally known to include a higher proportion of "split" systems that discharge wastewater off-site. It is recommended that Council undertake investigations to confirm the number and location of all off-site discharge systems in the municipality as a matter of priority. This will ensure resources are directed to the areas of highest risk.

The majority of existing systems in Latrobe are more traditional septic tank (primary treatment) systems that drain to an absorption or Evapo-transpiration / absorption (ETA) trench or bed. This approach remains to reliable option for larger properties (indicatively greater than 1ha) due to the lack of moving parts and reduced reliance on maintenance. However, many of the soils and climate in Latrobe pose challenges to the design and construction of trench / bed systems in accordance with the EPA Code of Practice and *AS1547:2012*. It is recommended that Council consider the development of a clear and consistent set of minimum standards for the design and construction of primary treatment to trench / bed systems to ensure that good quality outcomes are achieved for Council and the property owner. This should include clear guidance on when septic tank to trench / bed systems will be considered and when they are not considered an acceptable long-term solution.

Notwithstanding, the primary risk factor associated with existing on-site systems is consistently the level of management and oversight applied to them on an on-going basis. Almost any on-site system will fail to meet community standards in the absence of an on-going operation, maintenance and monitoring program. Under current legislation, responsibility for operation and maintenance rests with the property owner whilst regulatory oversight rests with Council (for systems <5,000 L/day).

Under the impending revision of the SEPP (WoV), a DWMP is to "provide for the compliance assessment and enforcement of on-site domestic wastewater systems in accordance with the plan." It is recommended that Council investigate opportunities and funding mechanisms and potential legal options for establishment of a more comprehensive operational oversight program for on-site systems.

### 5.5.3 New Unsewered Developments

There have recently been approximately 25-35 new unsewered allotments created per annum in Latrobe which is a relatively modest number compared to other jurisdictions. The Rural Land Use Strategy (Planisphere, 2017) has identified the limited remaining Rural Living Zone land available for further subdivision to be a constraint to new unsewered dwellings.

There are also specific Rural Living Zone areas where slope / land stability and bushfire constraints limit or prevent the ability to meet the EPA Code of Practice with respect to on-site system approval. Land capability hazard mapping indicates that existing Rural Living Zones are moderately suited to unsewered development and diligent LCA and consideration of cumulative impacts is considered important to ensure both land use planning and environmental objectives can be met.

The evaluation of sustainable lot sizes for on-site wastewater management conducted as part of this DWMP support the recommended consolidation and refinement of Rural Living Zone Schedules in the Planning Scheme. While sustainable on-site wastewater management is achievable on lots that are 0.4 - 1ha in size, past experience in Latrobe and other jurisdictions has shown that site specific constraints and a greater reliance on diligent owner management can increase the risk of human health and environmental impact. As such, planning permit applications for new unsewered development proposing lot sizes less than 1 ha should be subject to a higher degree of scrutiny with respect to Land Capability Assessment and potential for cumulative / off-site impacts. They may also warrant a higher level of operational accountability.

DWC have previously applied the concept of "Useable Land" to provide a basis for increased levels of scrutiny and assessment for unsewered development. Useable Land can be defined as:

*total allotment area excluding dams, intermittent and permanent watercourses, wetlands or waterbodies and open stormwater drains and pits in addition to the relevant buffer distances prescribed in the EPA Code of Practice for On-site Wastewater Management.*

Where a proposed allotment can demonstrate 4,000 m<sup>2</sup> of Useable Land Council can be comfortable that the objectives of the SEPP (WoV) will be achieved subject to typical on-site system design, construction and operational practices. Where this cannot be demonstrated, a higher level of assessment detail and Council scrutiny may be warranted. When used in conjunction with the Land Capability Risk Class, Useable Land enables constrained sites in close proximity to receiving environments to be targeted for this higher level of assessment including cases where site constraints render large portions of an allotment unavailable for effluent management.

DWC has also reviewed the Future Rural Living Zone Investigation Zones identified in the Rural Land Use Strategy using the Land Capability Risk Mapping developed as part of the DWMP (refer to Section 5.2 for details - in particular Figures 5-1 to 5-11). It is recommended that the Risk Mapping be used to inform further investigations into land capability and minimum lot sizes for these areas. The Toongabbie, Tyers and Glengarry Investigation Areas are considered to be well suited to future Rural Living development (subject to refinement of the RLZ Schedules as proposed). The Churchill Investigation area is moderately suited and requires consideration of the presence of intermittent and permanent waterways to confirm an appropriate and sustainable minimum lot size. The Moe South Investigation Area features moderate to high constraints to on-site wastewater management. More detailed investigation is recommended should rezoning be progressed.

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#### 5.5.4 Risk Based Prioritisation

The limited availability of data confirming the type, age and condition of on-site systems in Latrobe limits the ability to incorporate Management Hazard into a quantitative prioritisation process. It is recommended that this be completed as data availability and accuracy improves. The final DWMP will include a tool for calculating this order of priority as information is gathered. As an initial prioritisation process, land capability (using the proportion of Non-CoS and High on-site wastewater hazard class to set thresholds) has been used in conjunction with available Septic Tank Permit data and field inspections to group localities into "bands" of priority for inspection and development of alternative wastewater management solutions.

**Table 10 Initial Prioritisation of Domestic Wastewater Risk Management Actions**  
(Final prioritisation may change slightly)

Priority Band	Localities	Key Actions in this DWMP Period
Very High	Tyers, Traralgon South	<p>Inspection ASAP to confirm existing system type and condition.</p> <p>Investigate alternative solutions or pursue rectification.</p> <p>Potential water quality monitoring of impact zones.</p>
High	<p>Isolated Non-containment (Non-CoS) properties and properties &lt;4,000m<sup>2</sup>.</p> <p>Yallourn North</p> <p>Jeeralang / Jeeralang Junction</p> <p>Boolarra</p>	<p>Inspection to confirm existing system type and condition.</p> <p>Seek rectification of failures to maximise containment.</p> <p>Implement finalised Minimum Standards in Appendix B for new Permits.</p>
Medium	<p>Moe South</p> <p>Yinnar South</p> <p>Traralgon (west)</p> <p>Hernes Oak</p> <p>Strzelecki Hills localities</p>	<p>Inspection to confirm existing system type and condition.</p> <p>Implement finalised Minimum Standards in Appendix B for new Permits.</p>
Low	All other localities	<p>Inspect if resources permit.</p> <p>Implement finalised Minimum Standards in Appendix B for new Permits.</p>

These priority bands are considered an indicative guide to risk priority which can be strongly influenced by the age, type and condition of the existing system. A Priority Action has been put forward in Section 6 to investigate options for resourcing an on-going risk based inspection program. As part of this, it is recommended that the quantitative risk prioritisation tool (to be provided in Appendix D of the final DWMP) be used to prioritise inspections based on site specific property characteristics.

The outcomes of the Domestic Wastewater risk assessment (as documented in Section 5) have identified two clear priorities in terms of managing off-site wastewater impact risks in the form of Tyers and Traralgon South. In addition there are some more isolated non containment properties dispersed throughout other areas that should be inspected as a priority to confirm actual on-site system performance. It is estimated that approximately 10-15% of unsewered properties in Latrobe would be failing to contain wastewater on-site or pose a high risk of non-containment. Relative to other council areas, this is a modest number and likely to be strongly influenced by the much lower amount of Low Density Residential Zone (LDRZ) land in the municipality.

The remaining 85-90% of unsewered properties are able to contain on-site subject to adequate on-going management and consideration of site specific land capability constraints. It is recommended that a risk based on-site system inspection program and Minimum Standards are developed for Septic Tank and Planning Permit applications (initial examples of Minimum Standards are provided in Appendix B) to address this.

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## 6 Domestic Wastewater Management Action Plan

The revised risk assessment documented in Section 5 has been used to identify priority areas and properties for improved wastewater management. Where high proportions of properties are at risk of not containing wastewater on-site, priority actions focus on progressing strategies, potential management frameworks and funding models for some form of managed wastewater service. For medium and lower risk areas / properties, actions focus on resourcing and implementing improved levels of oversight for on-site system operation and management.

### 6.1 Priority Actions

The following Actions are the 'highlight' or priority actions that have been identified through the DWMP process.

#### 6.1.1 Review / Re-align an Alternative Wastewater Management Strategy for Tyers

Risks to human health and the environment from off-site discharges in Tyers remain very high and should be considered unacceptable. It remains the highest priority issue with respect to domestic wastewater management in Latrobe. It is understood that previous investigations and initiatives (some of which were completed by DWC's Director when employed by others) were progressed as far as possible with both the EPA and Gippsland Water.

It is recommended that the previous investigations be reviewed and updated to reflect the current state of legislation, technology and potential funding sources. Based on previous engagement with Gippsland Water, a revised business case may be warranted that considers alternative governance structures given the health and environmental risks associated with on-site systems in Tyers are significant and on-going. Appendix C contains an outline of potential alternative wastewater management strategies and management models that may warrant further investigation as part of DWMP implementation.

#### 6.1.2 Traralgon South Wastewater Investigation

The risk assessment documented in Section 5 has identified Traralgon South as another area where the risk of off-site discharge would likely be elevated. This is the result of slightly smaller lot sizes combined with land capability constraints. Given the isolated nature of the community, the viability of connection to the Gippsland Water sewerage network is likely to be low. Initial desktop evaluation as part of the DWMP by DWC indicates that Traralgon South is likely to be well suited to a decentralised solution that may involve partial management on site with excess recycled water managed as a communal facility.

It is recommended that investigations be undertaken in relation to Traralgon South to;

- better understand and quantify the risk posed by existing on-site systems and the sustainability of owner managed on-site systems;

- engage with residents to understand the extent of concern over wastewater management and willingness to participate in a community wastewater solution;
- investigate options for improved wastewater management in Traralgon South and develop a business case for potential access to external funding assistance.

#### 6.1.3 Develop Funding Models for an On-site Wastewater Oversight Program

Of primary importance throughout most of Latrobe's unsewered areas is the need for on-going compliance oversight of on-site systems. The biggest challenge for all Victorian council's is the establishment of a long-term funding mechanism for this oversight and enforcement capability. It is recommended that Council prepare a business case for increased Domestic Wastewater Management oversight that strikes a balance between cost burden on the community, management of risk and fulfilment of Council's legislative obligations. This should include community engagement on both the risks / impacts of on-site systems and seeking feedback on community willingness to pay for improved oversight.

While this business case may not progress to implementation, as a minimum it enables Council to demonstrate it has actively sought to meet its domestic wastewater management obligations under the SEPP (WoV).

Three potential DWMP funding models are currently being considered for Latrobe (noting these are to be finalised as part of DWMP implementation) based on the existing model, an increase in Septic Tank Permit fees or establishment of a Local Law to enable a levy to be charged. There are other, external funding mechanisms that may also be available such as application of a charge associated with septic tank desludging and disposal.

#### 6.1.4 DWM Information Collection and Management

Council have been steadily progressing an information audit of Septic Tank Permit data and importation into both Environmental Health and Property Management Systems. This process is critical to improved management of DWM risks. The DWMP also puts forward some additional options to streamline information collection and management for DWM as new Permit Applications are submitted of system inspection undertaken.

The DWM Hazard Mapping can potentially form the basis for an Area wide information management system for DWM systems. As information is input into Health Manager, it could be also directly updated in a mapping layer on intranet mapping.

#### 6.1.5 Ensuring Future Unsewered Development is Safe and Sustainable

There are a number of other localities where on-site containment can be achieved subject to management of constraints. Some examples include Yallourn North, Glengarry North, Moe South, Hernes Creek and other areas. Constraints include soil, incised watercourses and soils with poor



suitability for effluent land application. In addition to this, the Live, Work, Latrobe Strategy (draft) currently identifies a number of areas for potential Rural Living zoning through a Plan Change.

Section 5.4 and 5.5.3 of this DWMP utilised the DWM Hazard Mapping prepared as part of risk assessment activities to set risk based Minimum Standards for the following (but not limited to) elements of DWM. Indicative examples of these Minimum Standards are provided in Appendix B and will be refined and finalised as part of DWMP implementation.

- Investigation, design and impact assessment requirements for unsewered Planning Permit and Septic Tank Permit applications.
- Triggers for completion of Cumulative Impact Assessments for new unsewered development that considers the impact of land capability of the amount of "useable land" on a site for DWM (as discussed and defined in 5.5.3).
- Additional requirements for non-residential DWM systems approved under the Septic Tank Permit system (<5,000 L/day).
- Policy positions for common challenges / constraints that impact on the ability to contain wastewater on-site (e.g. water supply catchments, land stability, bushfire management, flood risk, vegetation protection overlays)
- Risk based Septic Tank Permit conditions for on-going operational compliance requirements.
- Risk based requirements for designer certification of new DWM systems.

## 6.2 Full Action Plan

At present, resourcing for Domestic Wastewater Management (DWM) obligations is limited primarily to Septic Tank Permit application assessment, response to complaints and addressing high risk on-site system failures that pose an immediate health risk. The following Action Plan has been developed with a view to balancing cost of implementation against Council's DWMP obligations under the SEPP (WoV) and the outcomes of the DWM Risk Assessment documented in Section 5. Implementation of the Action Plan will require resourcing beyond the existing situation. Consequently, investigations into potential long-term funding models is identified as a High Priority Action under the DWMP.

**Table 11 Latrobe Domestic Wastewater Management Action Plan**

Action	Action Steps	Responsibility	Resourcing	Timing
<p><b>Very High Priority</b></p> <p>Review and progress an alternative wastewater management strategy for the Tyers township.</p>	<ol style="list-style-type: none"> <li>Review and refresh previous investigation and business case.</li> <li>Engage with Council, Victorian Agency and Community Stakeholders to identify potential funding and management opportunities.</li> <li>Seek approval for a preferred governance and business case.</li> <li>Develop and implement or mitigate impacts.</li> </ol>	<p>LCC Environmental Health</p> <p>LCC, EPA, Gippsland Water, DELWP</p> <p>LCC Environmental Health</p>	TBC	<p>DWMP Year 1</p> <p>DWMP Year 1</p> <p>DWMP 1-2</p> <p>DWMP Year 3-5?</p>
<p><b>High Priority</b></p> <p>Develop Funding Models for On-site Wastewater Oversight / Compliance Program and Implement</p>	<ol style="list-style-type: none"> <li>Evaluate potential funding models and make recommendation to LCC.</li> <li>Seek approval for funding model.</li> <li>Implementation (prioritised based on Permit Data analysis and risk)</li> </ol>	LCC Environmental Health	<p>No additional</p> <p>Approx. 1 FTE staff + vehicle</p>	<p>DWMP Year 1</p> <p>DWMP Year 1</p> <p>DWMP Year 2</p>
<p><b>High Priority</b></p> <p>Investigate the need for an alternative wastewater servicing strategy for Traralgon South.</p>	<ol style="list-style-type: none"> <li>Conduct a town specific on-site containment risk assessment that builds on DWMP.</li> <li>Engage with the Traralgon South community to determine interest in alternative strategies.</li> <li>Complete an options study in consultation with Gippsland Water and the EPA to confirm a preferred long-term strategy.</li> <li>Prepare Business Case if alternative solution is identified as preferred.</li> </ol>	<p>LCC Environmental Health</p> <p>LCC Environmental Health</p> <p>LCC Environmental Health, Gippsland Water, EPA</p> <p>LCC Environmental Health</p>	TBC	<p>DWMP Year 2</p> <p>DWMP Year 2</p> <p>DWMP Year 3</p> <p>DWMP Year 4-5</p>
<p><b>High Priority</b></p> <p>DWM Information Collection and Management</p>	<ol style="list-style-type: none"> <li>Complete importation and review of existing Septic Tank Permit data.</li> <li>Create a baseline Septic Tank Permit mapping layer.</li> <li>Establish procedure for direct input of all new Permits' data as they are approved.</li> </ol>	<p>LCC Environmental Health</p> <p>LCC Environmental Health / IT</p>	No additional	DWMP Year 1

Action	Action Steps	Responsibility	Resourcing	Timing
<b>Moderate Priority</b> Establish Minimum Standards for Septic Tank and Planning Permit Applications	<ol style="list-style-type: none"> <li>1. Refine and finalise Minimum Standards Tables in Appendix B.</li> <li>2. Conduct Consultant and Installer Information Sessions</li> <li>3. Implement and Update as Required</li> </ol>	DWC  LCC Environmental Health	As part of DWMP  Existing budget	DWMP Finalisation  DWMP Year 1 DWMP Year 1
<b>Moderate Priority</b> Ensure DWMP Risk Assessment Outcomes are incorporated into Live Work Latrobe Strategy	<ol style="list-style-type: none"> <li>1. Finalise DWM Risk Profiling of current and potential future RLZ areas.</li> <li>2. Undertake cumulative impact / minimum lot size assessments to confirm requirements for final proposed RLZ areas.</li> <li>3. Confirm any specific assessment requirements.</li> </ol>	DWC  LCC Environmental Health  LCC Environmental Health	As part of DWMP  TBC	DWMP Finalisation  As per Live Work Latrobe timing
<b>Low Priority</b> DWM Impact Monitoring Program	<ol style="list-style-type: none"> <li>1. Evaluate potential for an on-going water quality monitoring program in high risk areas.</li> </ol>	LCC Environmental Health	TBC	DWMP Year 3
<b>Low Priority</b> DWMP Action Plan Review	<ol style="list-style-type: none"> <li>1. On-going evaluation against Action Plan</li> <li>2. Adapt DWMP Actions as required based on available funding and previous action outcomes.</li> <li>3. Full DWMP Review</li> </ol>	LCC Environmental Health	Existing	Annually Annually  DWMP Year 5

## 7 References

EPA Victoria (2016) Code of Practice for Onsite Wastewater Management. Publication 891.4.

Municipal Association of Victoria (2014) Victorian Land Capability Assessment Framework.

Standards Australia (2012) *AS/NZS1547:2012 On-site domestic wastewater management*. Standards Australia.

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## **Appendix A On-site Containment and Land Capability Risk Assessment Methodology**

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### **A1 Weighted Hazard Score for On-site Containment**

Properties with potential for CoS were classified based on the potential risks and impacts associated with on-going on-site wastewater management. A detailed description of the weighted hazard scoring system is provided in the following tables. There are four Head Criteria used to calculate the CoS Hazard Score. These scores are determined through direct GIS queries and analysis with the land capability hazard calculated using four sub-criteria.

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**A1.1 Primary On-site Containment Hazard Criteria and Risk Framework**

$$CoS\ Hazard = (Land\ capability\ hazard * 0.3) + (LAA: Lot\ Size * 0.4) + (Receiving\ Environment: Proximity * 0.15) + (Receiving\ Environment: Sensitivity * 0.15)$$

Head Criteria	Classification	Hazard	Score	Weight	Description
Land capability hazard	Hazard score <0.95 in Land Capability hazard score	Low	0	30%	Few / minor land capability constraints to on-site wastewater management.
	Hazard score >=0.95 and <2 in Land Capability hazard	Medium	2		Some moderate land capability constraints to on-site sewage with potential to increase failure rates
	Hazard score >=2 in Land Capability hazard score	High	3		Significant land capability constraints which have a high potential to increase failure rates
LAA: Lot Size	Lot size ≥4,000 m <sup>2</sup>	Low	0	40%	Required LAA readily accommodated whilst providing room for development. Lot above minimum planning lot size for sustainable long-term onsite containment.
	Lot size ≥2,000m <sup>2</sup> or <4,000 m <sup>2</sup>	Medium	2		Reduced flexibility in where LAA can go. May limit potential extensions, pools etc.
	Lot size <2,000m <sup>2</sup>	High	3		No flexibility in LAA location. All available area occupied. Development limited
Receiving Environment: Proximity	Property outside of setback area	Low	0	15%	Limited to no proximity risk
	Receiving environment setback intersects boundary	Medium	2		Risk may be elevated, particularly where other constraints exist or COS is marginal
	Receiving environment itself intersects boundary	High	3		High risk - careful design and oversight required as likelihood of impact high in failure event
Receiving Environment: Sensitivity	None present / >setback distance	Low	0	15%	Self-explanatory – acceptable risk
	Stormwater drain				Typical swale drains on street or piped system
	Degraded or cleared intermittent drainage line.				Gully lines with predominantly grass cover and some scattered trees and shrubs.
	Dam (upslope)	Medium	2		Farm dams possibly used for irrigation of edible crops or watering livestock
	Partially vegetated / rehabilitated ephemeral waterways				Some ecosystem value, seeking to not degrade further.
	Open stormwater drains in public places				Adjacent to and within parks, reserves, schools, shops.
	ESO vegetation communities (non-riparian)	High	3		Non-riparian ESO (or bioregion) polygons
	Non-potable groundwater bore				Domestic stock and irrigation bores from available data
	Potable water supply catchment				Protection of human health (priority)
	Potable groundwater bore	Protection of human health (priority)			
Permanent watercourse	Perennial or near perennial streams and rivers.				
ESO (high value) aquatic ecosystems	Riparian polygons of ESOs and bioregions				

ESO = Environmental Significance Overlay; LAA=Land Application Area

### A1.2 Land Capability Hazard Sub-criteria

Land capability hazard score equation is as follows.

$$(Slope\ hazard*0.4)+(Soil\ hazard*0.3)+(Drainage\ Hazard*0.1)+(Climate*0.2)$$

Criteria	Value	Hazard	Score	Weight	Notes
<b>Slope</b>	<10%	Low	0	40%	No impact on design or function
	10-15%	Medium	2		Some constraints to land application, breakout risks
	15-30%	High	3		High risk of design failure or effluent breakout
	>30%	Prohibitive	Prohibitive		Land application prone to failure regardless of management
<b>Soil</b>	<1.5	Low	0	30%	Soil hazard was assessed and calculated as per BMT WBM (2012, 2015a & 2015b).
	1.5-2.5	Medium	2		
	>2.5	High	3		
<b>Climate</b>	≤3 months where RF > PET	Low	0	20%	Monthly average rainfall exceeds potential evapotranspiration only for a small number of months.
	4 to 5 months where RF > PET	Medium	1		Rainfall exceeds potential evapotranspiration for close to half of the year.
	≥6 months where RF > PET	High	2		Rainfall exceeds potential evapotranspiration for half or greater of the year (soils expected to be consistently moist).
<b>Drainage Class</b>	>Mod. well	Low	0	10%	Free draining soils, ridges, upper and mid slopes
	Imperfect	Medium	1		Imperfectly drained soil profiles, lower slopes (footslopes)
	<Poor	High	2		Poorly drained landscapes, depressions, water accumulation, swamps, floodplains



### A1.3 Red flags

The need for a number of “red flags” was identified during groundtruthing and development of the Framework. Red flags represent more significant or extreme conditions associated with a specific criterion that have a significant and in some cases prohibitive impact on the ability to CoS.

**Table 12 CoS Hazard Red Flags**

Occurrence	Outcome	Purpose
Land capability = High	CoS Hazard Class = High automatically assigned.	Avoid significant and extreme (e.g. steep slopes and shallow soils) constraints on large lots that are not close to sensitive environments from being diluted.
Lot size <4,000m <sup>2</sup> = High		As per Table 3 these sites will be highly dependent on site specific land capability constraints and proximity to sensitive receiving environments. A more detailed LCA and design process is likely to be required to ensure full containment in addition to higher level treatment and greater construction and operational oversight.
Receiving environment proximity = High		Capturing otherwise unconstrained lots that either contain or are immediately adjacent to sensitive receiving environments (i.e. if failure occurred there is limited assimilative capacity).
Receiving environment sensitivity = High		As above but capturing the need for greater vigilance where an on-site system is close to a high value or highly sensitive receiving environment (e.g. potable water supply catchment).

## A2 Receiving Environment Analysis

Receiving Environment hazards were assigned the relevant Sensitivity hazard (as defined in 0 above) and applied to each of the unsewered properties within the LGA which contained the individual hazard. A Receiving Environment Proximity hazard of 3 (high) was applied to each property in which the relevant hazard polygon or line intersected the property boundary. If the Receiving Environment (RE) hazard buffer (setback) area intersected the property boundary, a RE Proximity hazard of 2 (medium) was assigned. The flooding and ESO hazard layers were not buffered and therefore were assigned a uniform RE Proximity hazard of 2 (medium). Details of each of the specific RE constraints which were considered are discussed below.

### A2.1 Watercourses

The watercourse layer ('HY\_Watercourse') was found to correlate well with intermittent waterways and drainage lines across the LGA. Therefore, these were buffered by 30 metres (EPA CoP setback distance) and given the appropriate Receiving Environment Sensitivity hazard (Medium). The watercourse layer also correlated well with permanent waterways within the LGA and this was buffered by 60 metres and given an increased RE Sensitivity hazard (High).

### A2.3 Waterbodies

Dams and other waterbodies were mapped within the 'Hydroarea' layer provided by Council. Small waterbodies (e.g. dams) was buffered by 30 metres and assigned a Medium RE Sensitivity hazard whilst larger waterbodies were buffered by 60 metres and assigned a High RE Sensitivity hazard.

### A2.4 Groundwater

Groundwater bore locations were sourced from the Victorian Government online data portal ('NGIS\_Bores'). All bores known to be potable water sources were buffered by 100 metres and assigned with a High RE Sensitivity hazard. There is some uncertainty around currency, accurateness and completeness of groundwater bore data and therefore bores assigned as non-potable or unknown were not included (given the board-scale nature of the mapping).

### A2.5 Environmentally Significant Vegetation

The Council planning overlay was used to extract areas classified specifically as part of the 'Environmental Significant Overlay' (ESO). This was combined with the 'Native Vegetation – Bioregional Conservation' layer obtained from Vic Gov data portal. No buffer was applied to this combined ESO / Bio-conservation region and therefore it assigned a uniform RE Proximity hazard of 2 (medium).

In order to identify high value (Riparian) ESO / Bio-conservation areas, permanent watercourses (with 30m buffer applied) was used to identify these areas and assign a High (3) RE Sensitivity hazard to any properties within this region. All other ESO / Bio-conservation areas were assigned a Medium (2) RE Sensitivity hazard.

### A2.6 Flooding

Flood risk areas were identified via the Council planning overlay to determine properties within the 'Floodway' or 'Land subject to inundation' planning regions. Properties that were within these areas were assigned a medium RE Proximity hazard (and therefore minimum Medium Hazard classification) to flag this potential land capability constraint for installation of a suitably sized on-site wastewater management system.

## A3 Soil Hazard

Soil hazards relevant to on-site wastewater management have been evaluated using the parameters / system documented in the tables below. Initial classification has been based on best available broad scale soil landscape mapping and data. Groundtruthing field verification includes completion of soil investigations across Latrobe at a number of representative locations. The focus was on the key / dominant soil landscapes and areas where there was uncertainty around soil characteristics and/or soil hazard was important for the overall Hazard Class. This also included collection of soil samples for laboratory analysis for a number of key soil landscapes.

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**Table 13 Parameters for Soil Hazard Derivation**

Hazard Type	Parameter	Hazard Class	Description
Depth Hazard	Profile Depth	Low	Greater than 1.5 metres profile depth
		Medium	0.8 – 1.5 metres profile depth
		High	Less than 0.8 metre profile depth
Hydraulic Hazard	Texture	Low	Pedal loam to clay loam soils with mid-range permeability and moderate to free drainage.
	Structure	Medium	Generally imperfectly drained, weakly structured clay loams and light clays or deep, rapidly drained sands (e.g. sand hills).
	Indicative Permeability	High	Generally, shallow, structureless clays and sands in either very rapidly or very poorly drained landscapes.
	Drainage		
Pollution Hazard	Nutrient Retention	Low	Generally, soils with high cation exchange (CEC) and / or phosphorus sorption capacity, no sodicity potential and good organic content in topsoil.
	Sodicity	Medium	Generally, soils with moderate CEC, phosphorus sorption capacity, minor sodicity potential and moderate organic content in topsoil.
	Organic Content	High	Generally, soils with low CEC, phosphorus sorption capacity, sodicity potential and/or limited organic content.

**Table 14 Weighted Average Logic for Soil Hazard Class**

Hazard Score	Hazard Type	Weighting	Calculation
Low=1	Depth	1.5	<b>Final Hazard Class</b> = [(Depth HS x w) + (Hydraulic HS x w) + (Pollution HS x w)] / 3  <b>Weighted average hazard classes</b> 1 – 1.5 = Low Soil Hazard 1.5 – 2.5 = Medium Soil Hazard 2.5 – 3 = High Soil Hazard
Medium=2	Hydraulic	1	
High=3	Pollution	0.5	

#### A4 Slope and Drainage Hazard

Elevation contours (1 and 2 metre) and DEM data points were available for sections of the LGA but no complete data was available from LCC. Therefore contours and slope grid were created within QGIS based on the Vicmap 10m Digital Terrain Model (DTM) available for the entire LGA. This assisted with evaluation of topographical, hydrologic and landscape constraints. The slope grid created from the DTM provided a broad desktop assessment of variability in slope, from which assumptions were evaluated and verified during groundtruthing.

The drainage hazard was inferred from the general soil atlas data layer (provided by LCC) based on identifying board areas in which poor drainage was likely to be a constrain to effluent management.

The High Drainage Hazard areas predominately consisted of low-lying floodplains with incised watercourses present.

#### **A4 Climate Hazard**

A general climate analysis across the LGA was undertaken to provide an assessment of the degree to which climate limits or enhances opportunities for the land application of effluent. The Climate Hazard analysis classifies the Latrobe LGA based on the number of average climate months where rainfall exceeds potential evapo-transpiration (PET).

This provides a general spatial representation of periods where enhanced deep drainage or surface surcharging of effluent is more likely to occur because evapo-transpiration is providing limited or no assistance in assimilating wastewater. Conversely areas (grid cells) with limited or no average months where PET is greater than rainfall generally represent sites with good evapo-transpiration capacity available for effluent assimilation.

The baseline data layers used include;

- 2.5 km<sup>2</sup> grid of mean monthly rainfall (Bureau of Meteorology Climate Atlas)  
[www.bom.gov.au/climate/averages/climatology/gridded-data-info/metadata/md\\_ave\\_rain\\_1961-90.shtml](http://www.bom.gov.au/climate/averages/climatology/gridded-data-info/metadata/md_ave_rain_1961-90.shtml)
- 10 km<sup>2</sup> grid of mean monthly areal Potential Evapo-transpiration (BoM Climate Atlas)

[http://www.bom.gov.au/climate/averages/climatology/gridded-data-info/metadata/md\\_ave\\_et\\_1961-90.shtml](http://www.bom.gov.au/climate/averages/climatology/gridded-data-info/metadata/md_ave_et_1961-90.shtml)

The rainfall and evapotranspiration data for each month were converted from lat/long co-ordinates to an MGA projection and then converted to a 40m grid cell size for consistency.

The final output of the RF minus PET monthly grid analysis was an approximation of excess rainfall for each month of an average statistical year. The results of this were used to determine an appropriate soil climate hazard level for each soil type.

The climate hazard layer was created through classification of grid cells in accordance with the following conditions.

Low hazard:  $\leq 3$  months where  $RF > PET$

Medium hazard: 4 to 5 months where  $RF > PET$

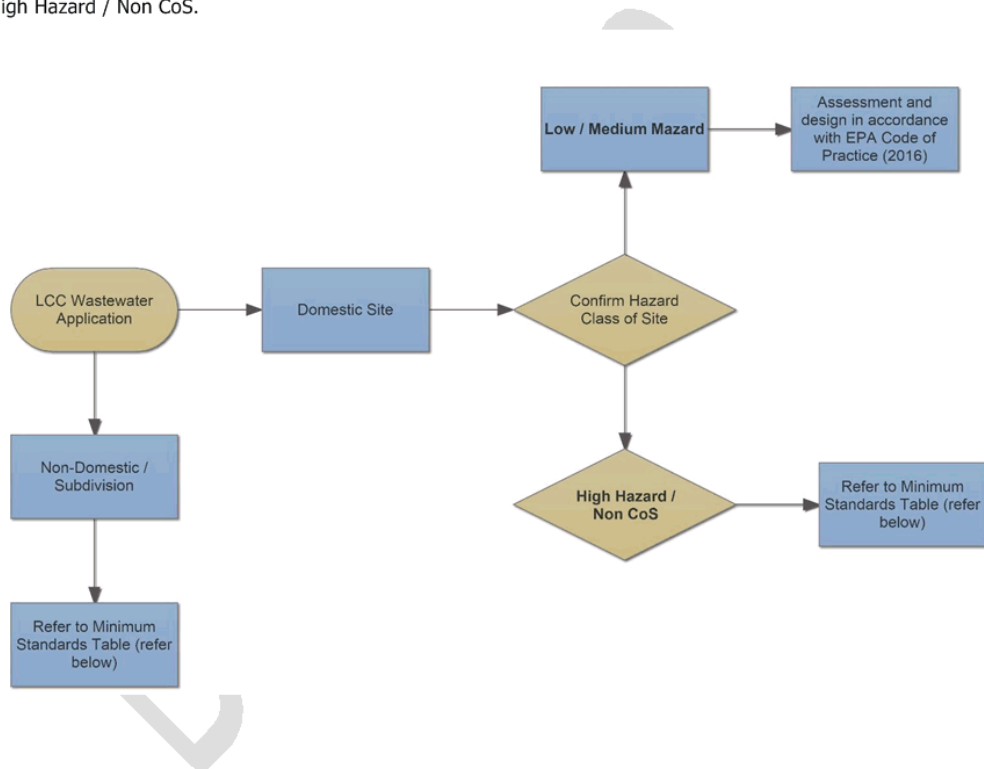
High hazard:  $\geq 6$  months where  $RF > PET$



## Appendix B Minimum Standards – Septic Tank Permits & Subdivision

### Domestic Septic Tank Permit

The flow chart below outlines the pathway for assessing a septic tank permit for a new domestic system or alternation to an existing system. The Minimum Standards for assessment and design are dependent on the Onsite Hazard Class (discussed in Section 5) for the specific unsewered domestic site. An example minimum standards table is presented below in Table 15 for properties mapped as High Hazard / Non CoS.



**Table 15 Minimum Standard for Wastewater Management Reports: High Hazard / Non CoS Lot**

SINGLE ALLOTMENT		
Minimum Standard for Very High Hazard Wastewater Management Reports		
Report Element	Minimum Standard	Nominal Level of Detail
Introduction and Background	<ul style="list-style-type: none"> <li>• Name, contact details and qualifications of author(s).</li> <li>• Site location and owner.</li> <li>• Allotment size (m<sup>2</sup> or ha).</li> <li>• Proposed / existing water supply.</li> <li>• Number of bedrooms and occupants.</li> <li>• Availability of sewer.</li> </ul>	One page of text and tables.
Site and Soil Assessment	<ul style="list-style-type: none"> <li>• Broad overview of locality and landscape characteristics.</li> <li>• Details of the date and time of assessment in addition to statements confirming the methods used to complete the assessment.</li> <li>• Site and soil assessment accordance with MAV Land Capability Assessment Framework (2014), <i>AS/NZS 1547:2012</i> and EPA Code or Practice 2016 (CoP).</li> <li>• Summary of available published soils information for the site.</li> <li>• Detailed explanation of the implications of observed site and soil features for system design and performance.</li> <li>• Assessment of the existing condition of the receiving environment and sensitivity to on-site system impacts. Setbacks to be met as per EPA CoP.</li> </ul>	<ul style="list-style-type: none"> <li>• Paragraph and locality map.</li> <li>• Paragraph or table</li> <li>• Table(s)</li> <li>• 1-2 paragraphs</li> <li>• Table(s)</li> <li>• Up to 1 page of explanation and recommended design elements to overcome constraints.</li> <li>• Up to one page.</li> </ul>
System Selection	<ul style="list-style-type: none"> <li>• Summarise potential treatment and land application systems considered including advantages and limitations.</li> <li>• Preliminary design calculations for a minimum of 2-4 options.</li> <li>• Brief statement justifying selection of treatment and land application system.</li> </ul>	<ul style="list-style-type: none"> <li>• Table.</li> <li>• Summary table.</li> <li>• Paragraph.</li> </ul>
Design	<ul style="list-style-type: none"> <li>• Site specific calculation of design wastewater generation rates in accordance EPA CoP accompanied by water use / wastewater generation data to support design rates for all existing systems upgrades.</li> <li>• Accreditation details for the selected treatment system.</li> <li>• Land Application Area sizing in accordance with EPA CoP;                             <ul style="list-style-type: none"> <li>○ Trench / Bed: most limiting of monthly water balance and annual balance calculations (EPA CoP)</li> <li>○ Surface / Subsurface Irrigation: most limiting of hydraulic sizing equation (<i>AS/NZS 1547:2012</i>) and annual nutrient balance (EPA CoP)</li> </ul> </li> <li>• Hydraulic design calculations for all pressurised pipework (including drip irrigation).</li> <li>• Design drawings of all non-accredited system components.</li> </ul>	<ul style="list-style-type: none"> <li>• Tables and paragraph justifying calculations.</li> <li>• Attach Certificate</li> <li>• Table summarising inputs and assumptions accompanied by a summary table of results.</li> <li>• A4 schematic (not to scale).</li> <li>• A4 schematic (not to scale).</li> </ul>
Site Plan	<ul style="list-style-type: none"> <li>• Nominated Effluent Management Area (EMA) to be clearly shown to ensure construction does not occur over this area at any time;</li> <li>• Survey plan;</li> <li>• Location of tank(s);</li> <li>• Location of boundaries, buildings, swimming pools, paths, groundwater bores, dams and waterways;</li> <li>• Location of primary and reserve disposal areas;</li> <li>• Location of stormwater diversion drains and earth bunds (if applicable);</li> <li>• Setback (buffer) distances to the above features;</li> </ul>	<ul style="list-style-type: none"> <li>• A4 Site Plan (1:500 scale minimum).</li> </ul>

	<ul style="list-style-type: none"><li>• Two metre elevation contours;</li><li>• Location of drainage pipework (centreline).</li></ul>	
Appendices	<ul style="list-style-type: none"><li>• Soil bore logs for all test pits (Permeability test results).</li><li>• Raw laboratory results for soil analysis.</li><li>• All design calculations and assumptions.</li></ul>	N/A

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**Subdivision**

The same Minimum Standards will be required for all new subdivision regardless of Hazard Class. An example table is presented below.

**Table 16 Minimum Standard for Wastewater Management Reports (Subdivision)**

INCREASE IN BUILDING ENTITLEMENTS		
Minimum Standard for Wastewater Management Reports		
Report Element	Minimum Standard	Nominal Level of Detail
Introduction and Background	<ul style="list-style-type: none"> <li>• Name, contact details and qualifications of author(s).</li> <li>• Site location and owner.</li> <li>• Allotment size (m<sup>2</sup> or ha).</li> <li>• Proposed / existing water supply.</li> <li>• Number of new building entitlements.</li> <li>• Availability of sewer.</li> </ul>	One page of text and tables.
Site and Soil Assessment	<ul style="list-style-type: none"> <li>• Broad overview of locality and landscape characteristics.</li> <li>• Details of the date and time of assessment in addition to statements confirming the methods used to complete the assessment.</li> <li>• Site and soil assessment accordance with MAV Land Capability Assessment Framework (2014), <i>AS/NZS 1547:2012</i> and EPA Code of Practice 2016 (CoP).</li> <li>• Detailed review of available published soils information for the site.</li> <li>• Where multiple soil facets are present the site plan should show the approximate boundary between facets.</li> <li>• Detailed explanation of the implications of observed site and soil features for system design and performance.</li> <li>• Assessment of the existing condition of the receiving environment and sensitivity to on-site system impacts. Confirm setbacks are met as per EPA CoP.</li> </ul>	<ul style="list-style-type: none"> <li>• Paragraph and locality map.</li> <li>• Paragraph or table</li> <li>• Table(s)</li> <li>• 1 page</li> <li>• Table(s)</li> <li>• Minimum 3 soil test pits per soil facet.</li> <li>• Up to 1 page of explanation and recommended design elements to overcome constraints.</li> <li>• Up to one page.</li> </ul>
System Selection and Design	<ul style="list-style-type: none"> <li>• Summarise potential treatment and land application systems considered including advantages and limitations.</li> <li>• Brief statement justifying selection of potential treatment and land application systems.</li> <li>• Sizing of land application systems using the most limiting of monthly soil water and annual nutrient balances (EPA Code and <i>AS/NZS 1547:2012</i>).</li> </ul>	<ul style="list-style-type: none"> <li>• Table.</li> <li>• Paragraph.</li> <li>• Table summarising inputs and assumptions accompanied by a summary table of results and paragraph justifying calculations.</li> </ul>
Site Plan	<ul style="list-style-type: none"> <li>• Useable Land to be clearly identified;</li> <li>• Survey plan;</li> <li>• Proposed allotment boundaries, dimensions and area;</li> <li>• Location of existing buildings, swimming pools, paths, groundwater bores, dams and waterways;</li> <li>• Location of exclusion zones (e.g. setback distances and unsuitable site and soil conditions);</li> <li>• Location of EMAs capable of containing LAAs and reserves (where applicable);</li> <li>• Two metre elevation contours; and</li> <li>• Location of existing and proposed drainage pipework (centreline).</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum Site Plan (1:500).</li> </ul>
Off-site Impacts	<ul style="list-style-type: none"> <li>• Confirm Useable Land and if Setbacks are achieved for each new lot (as per EPA CoP).</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 1 page.</li> </ul>



(Where required)	<ul style="list-style-type: none"> <li>○ &gt;4,000m<sup>2</sup> on each new lot and all setbacks achieved – <b>No further works required</b></li> <li>○ &lt;4,000m<sup>2</sup> on a new lot or EPA CoP setbacks cannot be achieved – <b>Site specific Land Capability Assessment required</b> in accordance with MAV (2014) and EPA CoP.</li> </ul> <ul style="list-style-type: none"> <li>• Methodology documenting the basis and source of input data including reference to site specific data and published information to justify use.</li> <li>• Results demonstrating compliance with local water quality objectives and adequate management of health risk as per EPA CoP.</li> <li>• Brief discussion of long-term risks to health and environment and recommended management measures to address impacts.</li> </ul>	<ul style="list-style-type: none"> <li>• 2-4 pages of tables, figures and text.</li> <li>• 1-2 pages of tables, figures and text.</li> <li>• Up to 1 page.</li> </ul>
Appendices	<ul style="list-style-type: none"> <li>• Soil bore logs for all test pits.</li> <li>• Raw laboratory results for soil analysis.</li> <li>• All design calculations and assumptions including screenshots of offsite impact spreadsheets/models (if required).</li> </ul>	N/A

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**Non-domestic System**

The same Minimum Standards will be required for all non-domestic systems regardless of Hazard Class. An example table is presented below.

**Table 17 Minimum Standard for Wastewater Management Reports (Non-Domestic System)**

NON-DOMESTIC SYSTEMS (ADWF <5 kL/day)		
Minimum Standard for Wastewater Management Reports		
Report Element	Minimum Standard	Nominal Level of Detail
Introduction and Background	<ul style="list-style-type: none"> <li>Name, contact details and qualifications of author(s).</li> <li>Site location and owner.</li> <li>Allotment size (m<sup>2</sup> or ha).</li> <li>Proposed / existing water supply.</li> <li>Description of proposed facility (including equivalent persons).</li> <li>Availability of sewer.</li> </ul>	One page of text and tables.
Site and Soil Assessment	<ul style="list-style-type: none"> <li>Broad overview of locality and landscape characteristics.</li> <li>Details of the date and time of assessment in addition to statements confirming the methods used to complete the assessment.</li> <li>Summary of available published soils information for the site.</li> <li>Site and soil assessment accordance with MAV Land Capability Assessment Framework (2014), <i>AS/NZS 1547:2012</i> and EPA Code or Practice 2016 (CoP).</li> <li>Brief and clear explanation of the implications of observed site and soil features for system design and performance.</li> <li>Assessment of the existing condition of the receiving environment and sensitivity to on-site system impacts. Confirm setbacks are met as per EPA CoP.</li> </ul>	<ul style="list-style-type: none"> <li>Paragraph and locality map.</li> <li>Paragraph or table</li> <li>1-2 paragraphs</li> <li>Table(s), minimum 3 soil test pits per soil facet.</li> <li>Bullet point list of recommended design elements to overcome constraints.</li> <li>1-2 paragraphs</li> </ul>
System Selection	<ul style="list-style-type: none"> <li>Summarise potential treatment and land application systems considered including advantages and limitations.</li> <li>Brief statement justifying selection of potential treatment and land application systems.</li> </ul>	<ul style="list-style-type: none"> <li>Table.</li> <li>Paragraph.</li> </ul>
Design	<ul style="list-style-type: none"> <li>Site specific wastewater characterisation based on best available published or local information including consideration of seasonal / monthly variation.</li> <li>Establish site specific design criteria based on typical / published performance.</li> <li>Brief process design outlining rationale, assumed performance and capacity to manage design flows and loads. Process performance should be supported by published data or information that demonstrates the suitability of the process to the site and development.</li> <li>Sizing of land application systems using the most limiting of monthly soil water and annual nutrient balances (EPA Code and <i>AS/NZS 1547:2012</i>).</li> <li>Off-site impacts assessment <b>may be required</b> if setbacks (as per EPA Code and <i>AS/NZS 1547:2012</i>) cannot be achieved – at discretion of Latrobe City Council.</li> <li>Preliminary hydraulic design of collection, treatment and land application components.</li> </ul>	<ul style="list-style-type: none"> <li>Seasonal / monthly time series of flow and loads and 1-2 paragraphs + table justification.</li> <li>Paragraph and bullet points.</li> <li>1-2 pages including supporting tables and figures.</li> <li>Tables summarising inputs, assumptions and results and paragraph justifying calculations.</li> <li>Tables and process schematic.</li> </ul>

Site Plan	<ul style="list-style-type: none"><li>• Location of boundaries, buildings, swimming pools, paths, groundwater bores, dams and waterways;</li><li>• Location / extent of all system components (including any reserve areas);</li><li>• Two metre elevation contours; and</li><li>• Location of existing and proposed drainage pipework (centreline).</li></ul>	<ul style="list-style-type: none"><li>• Minimum Site Plan (1:500).</li></ul>
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## Appendix C Minimum Allotment Size Analysis

A review was undertaken of sustainable minimum allotment sizes for on-site sewage management based on collated data for a number of unsewered regions across Victoria and New South Wales similar to Latrobe LGA. Sustainable minimum lot size was previously considered to allow for typical levels of site development (based on applicable land use zoning) in addition to a conservatively sized land application system (using hydraulic and nutrient balances) and provision of adequate separation distances from sensitive receptors.

The intention of these previous assessments was to establish a conservative lot size (or some other measure) that was considered adequate to provide Council with a high degree of confidence that an effective, safe and sustainable on-site sewage management service can be accommodated (with factors of safety).

### 7.1 Methodology

Based on previous studies and experience, a conservative land area requirement for sustainable on-site sewage management has been calculated by the following procedure. The procedure was applied using rainfall from local stations and gridded potential evapo-transpiration data from Bureau of Meteorology (BoM).

- A design occupancy of 6 persons for a 4 bedroom house (using reticulated water) was adopted to represent the typical design residential development scenario.
- A typical system configuration of secondary treatment and subsurface irrigation was assumed. This scenario also allowed for primary dosed trenches and beds (discussed further below).
- Hydraulic and annual nutrient balance was undertaken based on the above occupancy assuming a Design Loading Rate (DLR) of 3 mm/day (Category 5 – light clays). This DLR was selected on the basis that it strikes an appropriate balance between conservatism and realism.

The outcomes of these water and nutrient balance calculations were then used to examine minimum Effluent Management Areas (EMA) required for the majority of typical sites and dwellings likely to be encountered.

An assessment was then undertaken of a sample of allotments within unsewered zones of the LGA's. Allotments were assessed to determine the capacity to provide available area for sewage management in addition to area occupied by development and separation distances from objects such as;

- building structures;
- driveways and paths;
- swimming pools and other dedicated recreational areas (e.g. tennis courts);



- land occupied by livestock or horses;
- property boundaries; and
- dams, intermittent and permanent watercourses.

The assessment was undertaken through orthophoto investigations and GIS creation of buffers around the abovementioned objects. Statistics on the area of land and proportion of total lot area occupied by each component (inclusive of buffers) were recorded for analysis. The lots assessed were selected to provide a representative sample of typical development in various unsewered areas across the LGA's. The data also consists of ~800 lots in Monbulk in which site specific available area was measured on property.

Statistics obtained from this assessment were analysed to identify any patterns or relationships between lot size, land use zones and area available for effluent LAA's. Multiple scatter plots of lot size and the average area available for effluent management were created. This was completed for a number of allotment size ranges to determine relationships for these allotment ranges that could be applied LGA wide. Data was utilised from many previous assessments across Victoria and New South Wales and provided a consistent relationship.

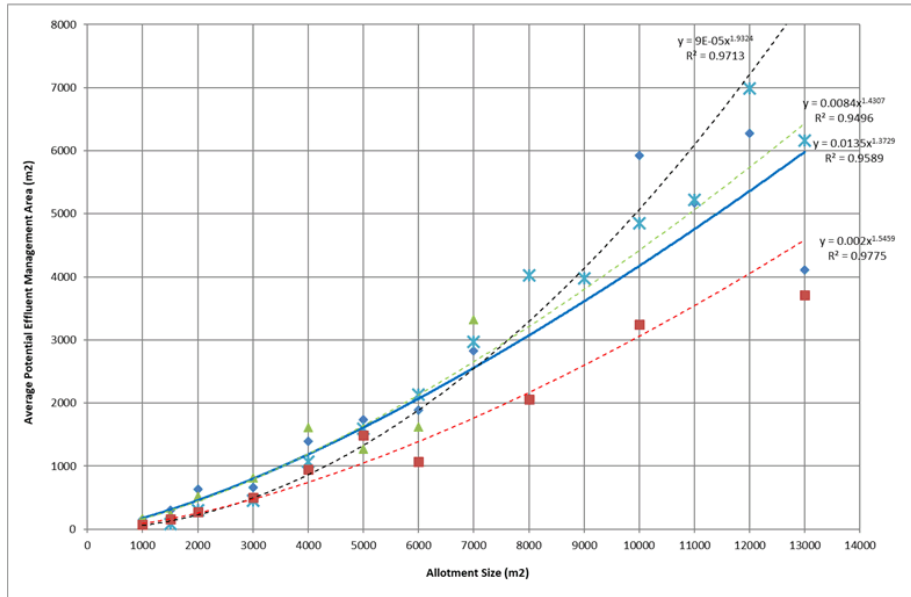
## 7.2 Data Analysis

Based on the outcomes of previous water (checked against annual nutrient balances) balance assessments, an LAA of 650 – 850 m<sup>2</sup> has typically been required. The "design" estimate (outlined in points 1 – 3 above) based on the more conservative climate zone resulted in a minimum land application area of approximately 850 m<sup>2</sup>. Allowing for treatment tanks, required zoning of LAAs and other infrastructure required for an on-site system, a typical Effluent Management Area (EMA) was found to be **~1,000 m<sup>2</sup>**. Primary dosed trenches and beds (which are not always suitable for observed site and soil conditions) occupy approximately half the land area of a secondary dosed irrigation system. However, allowance for a reserve area must be made for primary dosed subsurface systems which results in a comparable land area requirement to that of a secondary dosed irrigation system.

The larger footprint is considered appropriate for planning purposes and allows for situations where issues such as irregular shaped areas and slope limit the proportion of available land that can actually be occupied by a land application system. It is important to note that the outcomes of this minimum allotment size assessment should not be used in a prescriptive or deterministic fashion. Individual applicants should be able to undertake additional site specific investigations to confirm the appropriateness of Council's general minimum lot size for their site.

The relationship between Lot Size and Available Area for Effluent Management for the various areas assessed was compared based on adoption of an average available area approach which was found to be more applicable and more adaptable to the study areas considered. This involved determining

the relationship between average available area and allotment size at allotment size ranges. The figure below contains the results of this consolidated analysis.



**Figure 2 Average Available Area and Allotment Size Evaluation**

The extensive data collated consistently indicates that lot sizes greater than 4,000 m<sup>2</sup> are likely to be capable of fitting a sustainable on-site sewage management system within the allotment assuming aspects such as native vegetation protection can be managed through site specific design and communication between relevant Council staff.

## **Appendix D Site Specific Risk Prioritisation Tool**

To be provided in final DWMP.

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DECENTRALISED WATER CONSULTING

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**Agenda Item: 14.4**

**Agenda Item: Use and Development of the Land as a Warehouse  
(Amendment to endorsed plans)**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Support job creation and industry diversification to  
enable economic growth in Latrobe City.**

**Status: For Decision**

**MOTION**

**Moved: Cr Law**

**Seconded: Cr McFarlane**

**That Council:**

**Issues a Notice of Decision to Amend a Permit for the use and development of the land as a warehouse within the Industrial 3 Zone at 2 Austin Avenue, Moe (Lot 30 on Plan of Subdivision 41805) with the same conditions that applied to Planning Permit 2017/191 which were:**

- 1. The use and development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**
- 2. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**
- 3. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**
- 4. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.**
- 5. Except with the prior written consent of the Responsible Authority, the use authorised by this permit may only operate between the hours of:
  - a) 7:00 am – 8:00 pm Monday to Friday;**
  - b) 8:30 am – 5:00 pm Saturday; and**
  - c) 10.00 am – 1.00 pm Sunday and Public Holidays.****
- 6. Prior to the commencement of any works, a landscape plan must be submitted to and approved by the Responsible Authority. The plan**

**must show:**

- a) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant;**
- b) landscaping and planting along the frontage of the site.**

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

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

**7. Prior to the occupancy of the development or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.**

**8. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority, including that any dead, diseased or damaged plants are to be replaced.**

**9. The use and development 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;**

**or otherwise, to the satisfaction of the Responsible Authority.**

**10. Noise levels emanating from the premises must not exceed those required to be met under State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade), No. N-1.**

**11. Except with the prior written consent of the Responsible Authority, the use of power tools, air compressors, chain or circular saws, impact tools, grinding equipment or other industrial machinery is only permitted to operate during the following business hours:**

- a) 7:00 am – 8:00 pm Monday to Friday; and**

**b) 9.00 am – 5:00 pm Saturday.**

- 12. All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.**
- 13. No goods or packaging materials or machinery shall be stored or left exposed outside the building so as to be visible from any public road or way to the satisfaction of the responsible authority.**
- 14. Any external lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.**
- 15. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.**
- 16. Before the use commences of the building hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority including all necessary permits being obtained and inspections undertaken:**
  - a) The areas shown on the endorsed plans for vehicle access and car parking must be constructed to such levels that they can be used in accordance with the approved plans including surfacing with an all-weather sealed surface, drained, line marking to indicate each car space and all access lanes; and clearly marked to show the direction of traffic along access lanes and roadways.**
  - b) All drainage works must be constructed in accordance with the site drainage plan previously approved by the Responsible Authority.**
  - c) All proposed vehicle crossings must be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.**
- 17. The loading and unloading of goods from vehicles must only be carried out on the land subject to this permit and must not disrupt the circulation and parking of vehicles on the land or adjacent**

roads. Delivery vehicles larger than that nominated on the approved and endorsed parking layout plan shall not be permitted to enter the site.

18. Car spaces, vehicle access lanes and driveways must be kept available for these purposes at all times.

19. The areas set aside for car parking and vehicle access lanes must be maintained in a continuously useable condition to the satisfaction of the Responsible Authority.

20. This permit will expire if one of the following circumstances applies:

- a) The development is not started within two years of the date of this permit;
- b) The development is not completed and the use has not commenced within four years of the date of this permit;

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may be requested if—

- the request for an extension of time is made within 12 months after the permit expires; and
- the development or stage started lawfully before the permit expired.

**For:** Crs White, Middlemiss, McFarlane, Howe, Clancey and Law  
**Against:** Crs O'Callaghan and Harriman  
**Abstained:** Cr Gibson

**CARRIED**

### **MOTION**

**Moved:** Cr Gibson  
**Seconded:** Cr Harriman

That Council requests Council officers to arrange a meeting with the objectors prior to the next Ordinary Council Meeting to discuss the issues that were raised at this Council Meeting.

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

This applicant is seeking retrospective approval for alterations to the endorsed plans approved under Planning Permit 2017/191. The alterations include the addition of a



porch along the Austin Avenue frontage changing the colour of the colorbond wall cladding from 'Pale Eucalypt' to 'Gully'.

A total of six submissions objecting to the application have been received. The objections relate to the following points:

- The proposed colour does not fit in with the pallet of the area.
- Guttering and other features are in another colour too.
- A new permit should have been applied for.
- Concerns with the current conditions of the approved planning permit.

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

#### **Declaration of Interests:**

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

#### **Background:**

##### *Summary*

Land: 2 Austin Avenue, Moe, known as Lot 30 PS 41805

Proponent: J Schembri

Zoning: Industrial 3 Zone

Overlay Nil

A Planning Permit was required and previously granted for:

- The use and development of the land for a warehouse in the Industrial 3 Zone in accordance with Clause 33.03-1 and Clause 33.03-4 of the Scheme.

##### *Proposal*

The applicant seeks retrospective approval to amend the plans endorsed under the planning permit. The endorsed plans noted that the building was to be constructed in the colorbond colour 'Pale Eucalypt' which is a pale green colour. The development as allowed under the permit has been constructed and the wall cladding colour does not match those endorsed under the planning permit. The amendment seeks to allow the wall cladding of the building to remain in colorbond colour 'Gully' and include the construction of a porch along the Austin Avenue frontage. The amended plans also identify a colorbond colour for gutters/flashings etc. being 'Monument' and for garage

doors to be finished in the colour 'Monolith', it should be noted that previous plans endorsed under the permit only nominated a colour for the wall cladding.

Copies of the proposed amended plans are included as Attachment 1 and colour swatches of the proposed colours have been attached in Attachment 2 of this report.

*Subject Land:*

The subject site is regular in shape and is located on the western side of Austin Avenue, Moe and located approximately 10 metres north of the intersection of Austin Avenue and Evelyn Street. The site has a frontage of 17.07 metres and a maximum depth of 41.15 metres, which comprises an overall area of 702.4 sqm. The site is relatively flat and contains the development and majority of associated works associated with Planning Permit 2017/191, albeit in the incorrect colour. The land does not contain any significant vegetation.

*Surrounding Land Use*

The land to the south of the subject site is also located in the Industrial 3 Zone and has been developed with a large single storey building used as a trade supplies premises (carpet sales).

Land located to the north and east of the subject site has been developed with single detached dwellings with associated outbuildings within the General Residential Zone. To the rear (west) of the site is land in the Public Use Zone - Schedule 1 (Service and Utility). Further to the west of the subject site is land zoned and developed for industrial purposes.

A site and context plan is included as Attachment 3 of this report.

*History of Application*

Planning Permit 2017/191 was issued on 5 March 2018. Four submissions objecting to the proposal were lodged, but no appeals were made at VCAT following the issue of the Notice of Decision to Grant a Permit.

Following complaints being lodged by a neighbour that the building was not being constructed in accordance with the colour identified on the endorsed plans; the applicant submitted an application to amend the plans endorsed under their permit on 25 July 2018.

The applicant was directed to advertise the application to amend the plans. Following this advertising period, six submissions in the form of objections were received.

**Reasons for Proposed Resolution:**

The proposal is considered to be:

- Consistent with the strategic direction of the Planning Policy Framework and the Municipal Planning Statement;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Industrial 3 Zone;

- Consistent with Clause 65 (Decision Guidelines); and
- The objections received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered and the objection(s) do not form planning grounds on which the application for a minor amendment should be refused.

**Issues:**

*Strategy Implications*

Strategy 9 of the Council Plan 2017-2021 seeks to “*Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City*”. An objective to achieve this strategy is to “*Improve the liveability and connectedness of Latrobe City*”.

*Planning Scheme Amendment C148*

This planning scheme amendment has made a number of changes to the Latrobe Planning Scheme on 31 July 2018, including changes to the Industrial 3 Zone. It is noted however, that the changes to the zoning have not removed or added any permit triggers related to this application.

*Communication*

Notification:

The application was advertised pursuant to Sections 52(1)(a) and (d) of the *Planning and Environment Act 1987 (Act)*, with notices sent to all adjoining and adjacent landowners and occupiers and a notice was displayed on site for a minimum of 14 days.

Six submissions in the form of written objections have been received.

A copy of the objections can be viewed at Attachment 4 of this report, with a map showing the location of the objection within Attachment 5.

External:

Clause 66 of the Scheme details that the application is exempt from the referral requirements of Section 55 of the *Planning and Environment Act 1987 (the Act)*.

Internal:

The application was referred again to Council Engineering Team who consented to the amendments to the plans, subject to the same permit conditions and notes carrying over to the amended permit issued.

*Details of Community Consultation following Notification:*

No stakeholder meeting was held as it was considered that no resolution to the concerns raised in objections would be found. It should be noted that Council officers contacted the objectors and provided a response to concerns raised in writing which will be discussed later in this report.

*Financial Implications*

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 7 business days with an additional three days required to attend and present at the appeal, totalling 10 business days.

This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$15,000.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
A number of submissions raise concerns regarding the proposed change of cladding colour from 'Pale Eucalypt' to 'Gully'.	2 - Unlikely	The consideration of change of cladding colour from 'Pale Eucalypt' to 'Gully' is considered to be minor and is respectful of the existing neighbourhood character.
Negative perception of Council not supporting the development	3 - Possible	To manage and limit the potential risk the recommendation has been considered against the relevant sections of both State and Local Planning Policy.

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

**Latrobe Planning Scheme**

**Planning Policy Framework**

Clause 15.01-1S – Urban Design

Clause 15.01-2S – Building Design

Clause 15.01-5S – Neighbourhood Character

**Municipal Planning Statement**

Clause 21.06-1 – Key Issue – Built Environment



## **Zoning**

The subject site is currently located within the Industrial 3 Zone. The purpose and decision guidelines of the zone have been considered as part of the assessment of the application.

## **Overlays**

No Overlays affect the subject land.

## **Decision Guidelines (Clause 65):**

Clause 65.01 sets out the decision guidelines to be considered before deciding on an application or plan. Following an assessment against the relevant decision guidelines, the proposal is considered to be generally consistent with the relevant decision guidelines.

### Strategic direction of the Planning Policy Framework and Municipal Planning Statement:

The objective of Clause 15.01-1S Urban Design is *'To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.'*

The objective of Clause 15.01-2S Building Design is *'To achieve building design outcomes that contribute positively to the local context and enhance the public realm.'*

The objective of Clause 15.01-5S Neighbourhood Character is *'To recognise, support and protect neighbourhood character, cultural identity, and sense of place.'*

An objective of Clause 21.06-1 Key Issue – Built Environment is *'To provide a visually attractive urban environment which reflects a high level of civic pride, for community satisfaction and a positive image.'*

The proposed amendment to the endorsed plans is not considered to be at odds with the relevant provisions of the Planning Policy Framework and the Municipal Planning Statement. The colour proposed is a muted tone and is not in visual conflict with the neighbourhood character of the area.

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

Amongst other things, the zone seeks *'To ensure that uses do not affect the safety and amenity of adjacent, more sensitive land uses.'* The change in colour proposed is considered to be a minor change with limited impacts on amenity. It is noted that the proposed colour is muted and that the amendment doesn't seek to reduce the distance between the development and nearby sensitive land uses, or to intensify the land use or hours of operation. The change proposed is considered to be generally consistent with the provisions of the zone.

### *Community Implications*

The application has received six objections to date. The issues raised relate to:

1. The proposed colour does not fit in with the pallet of the area.

Officer Comment:

It is considered that the proposed colours are in keeping with the existing neighbourhood character; with existing development comprising of a mixture of brick, weatherboard and colourbond cladding in a range of colours including; whites, greys, greens and browns. The proposed colours included in the amendment are similar to other colours used in the area and are muted in tone and therefore considered to be an acceptable outcome and apt in the context of the existing neighbourhood character.

2. Guttering and other features are in another colour too.

Officer Comment:

The endorsed plans identify a colour for the wall cladding only, which has been subject to compliance action, resulting in the current application being submitted to Council for consideration. The amended plans have identified colours for gutters; flashings; garage doors etc. which are considered acceptable given the context of the surrounding area.

3. A new permit should have been applied for.

Officer Comment:

4. Pursuant to Section 72(1) of the *Planning and Environment Act 1987* (the Act) a person who is entitled to use or develop land in accordance with a permit may apply to the responsible authority for an amendment to the permit. This allows for the permit applicant to apply to amend a permit which has been issued for the land. The case of *Bestway Group Pty Ltd v Monash CC (Red Dot) [2008] VCAT 860*, adds further clarity as to what can be amended by further defining that 'a reference to a permit includes any plans, drawings or other documents approved under a permit.'

5. Concerns with the current conditions on approved planning permit.

Officer Comment:

The amendments that have been sought relate to the endorsed plans and do not seek to alter the preamble or conditions of the permit. The applicant has the benefit of their existing permit, to which no appeal to VCAT was lodged to contest any of the conditions following the issuing of a Notice of a Decision to Grant a Permit.

### **Option**

Council has the following options in regard to this application:

1. Issue a Notice of Decision to Amend a Permit; or
2. Issue a Notice of Decision to Refuse to Grant an Amendment to a Permit.

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

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Attachment 1 - Amended plans
- 2 [↓](#). Attachment 2 - Proposed colours
- 3 [↓](#). Attachment 3 - Site and Context Plan
4. Attachment 4 - Copies of objections (Published Separately) (Confidential)
5. Attachment 5 - Location of Objectors (Published Separately) (Confidential)

## **14.4**

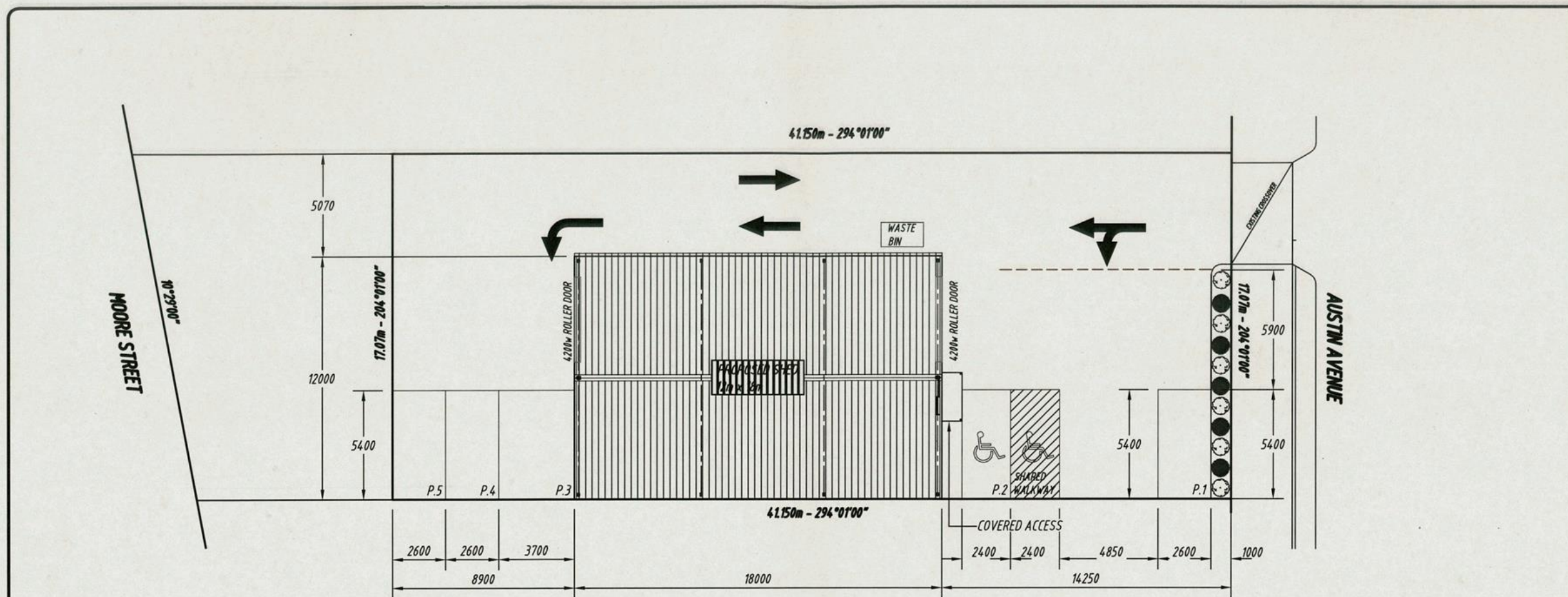
### **Use and Development of the Land as a Warehouse (Amendment to endorsed plans)**

<b>1</b>	<b>Attachment 1 - Amended plans .....</b>	<b>217</b>
<b>2</b>	<b>Attachment 2 - Proposed colours .....</b>	<b>223</b>
<b>3</b>	<b>Attachment 3 - Site and Context Plan .....</b>	<b>225</b>









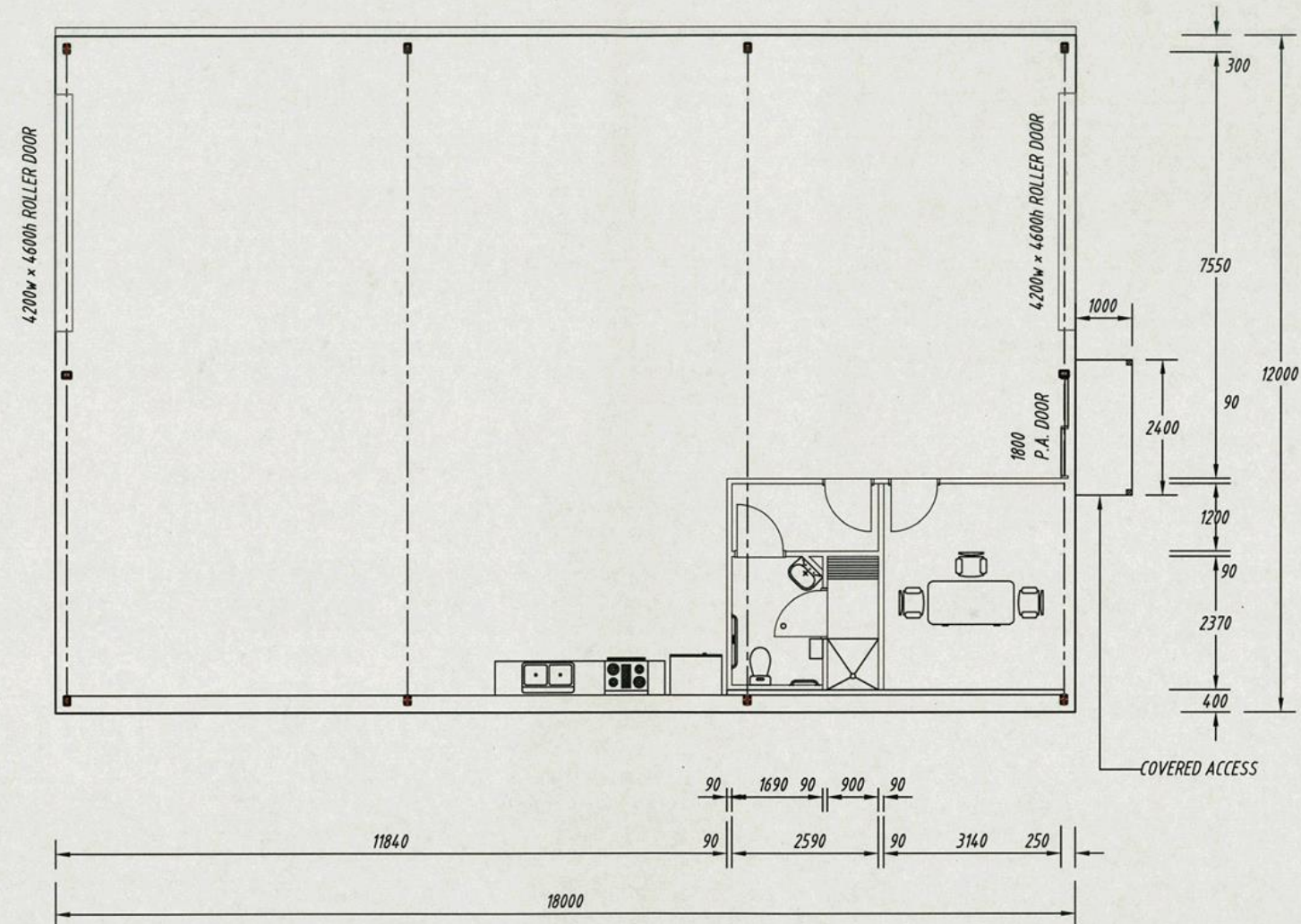
**NOTE:**  
SITE TO BE TREATED WITH ALL WEATHER SEAL

**SITE PLAN**  
SCALE 1:200

CAR PARK REQUIREMENTS	
SITE AREA:-	702.43 m <sup>2</sup>
NEW BUILDING AREA:-	216.00 m <sup>2</sup>
CAR PARKING CALCULATIONS.	
REQUIRED: 15 CARPARKS / 100m <sup>2</sup>	
$(216.0 / 100) \times 1.5 = 3.24$	
TOTAL ADDITIONAL CARPARKS = 4	

CLIENT: <b>JOE SCHEMBRI</b>	PROJECT: PROPOSED WAREHOUSE AT 2 AUSTIN AVENUE, MOE	<b>W.A. MOORE &amp; ASSOCIATES</b> CONSULTING STRUCTURAL/CIVIL ENGINEERS 1 - 3 CHURCH STREET, TRARALGON VIC 3844 FAX: (03) 5174 8199 PHONE: (03) 5174 1921 email: odab@wamoore.com.au	DESIGNED: M. MOORE	DRAWN: K. MANSHAN
	SITE PLAN		DATE: OCTOBER 2017	SCALE: AS SHOWN ON A3
			DRAWING No. <b>17241 - TP1</b>	



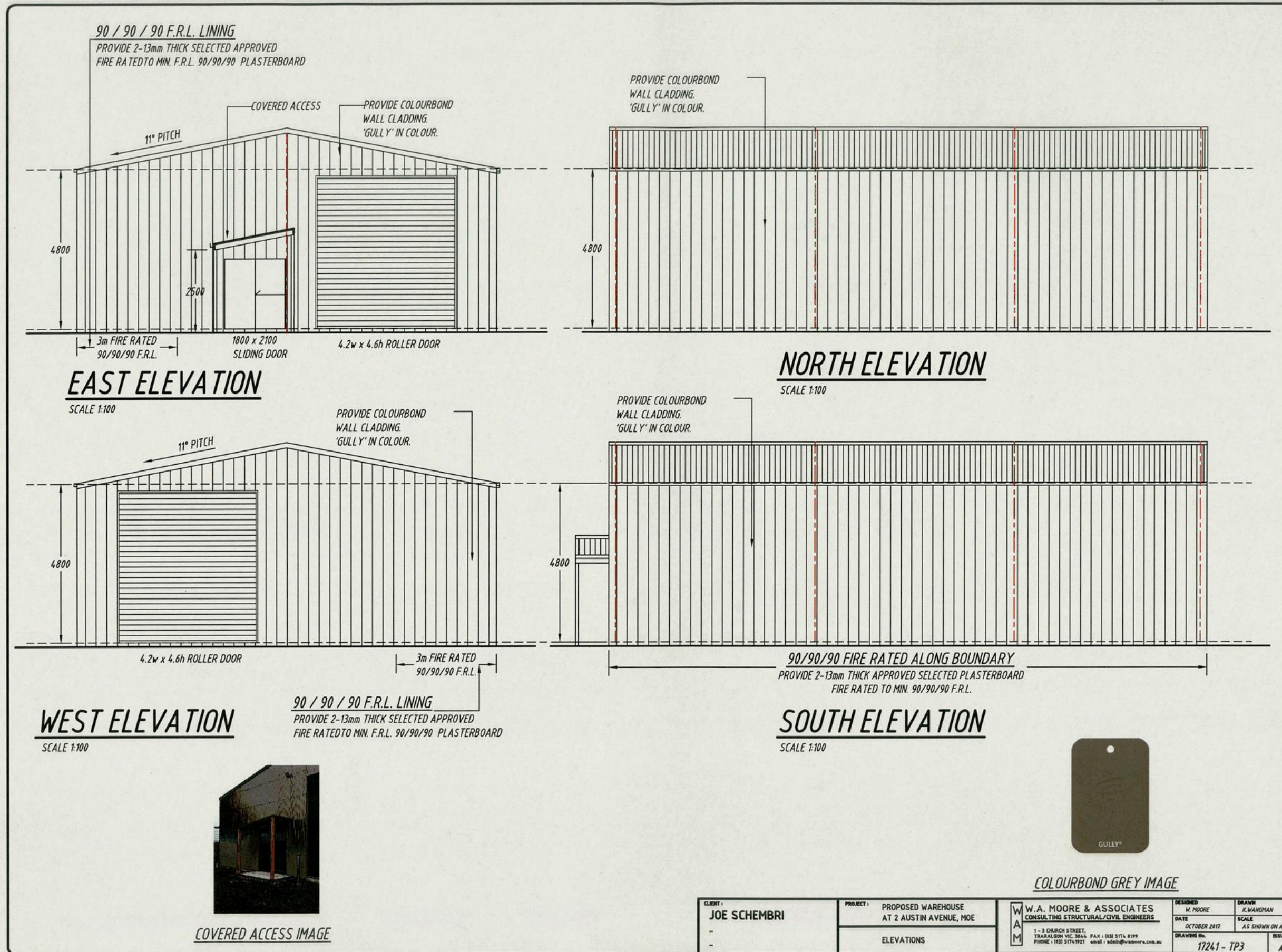


**GROUND FLOOR PLAN**

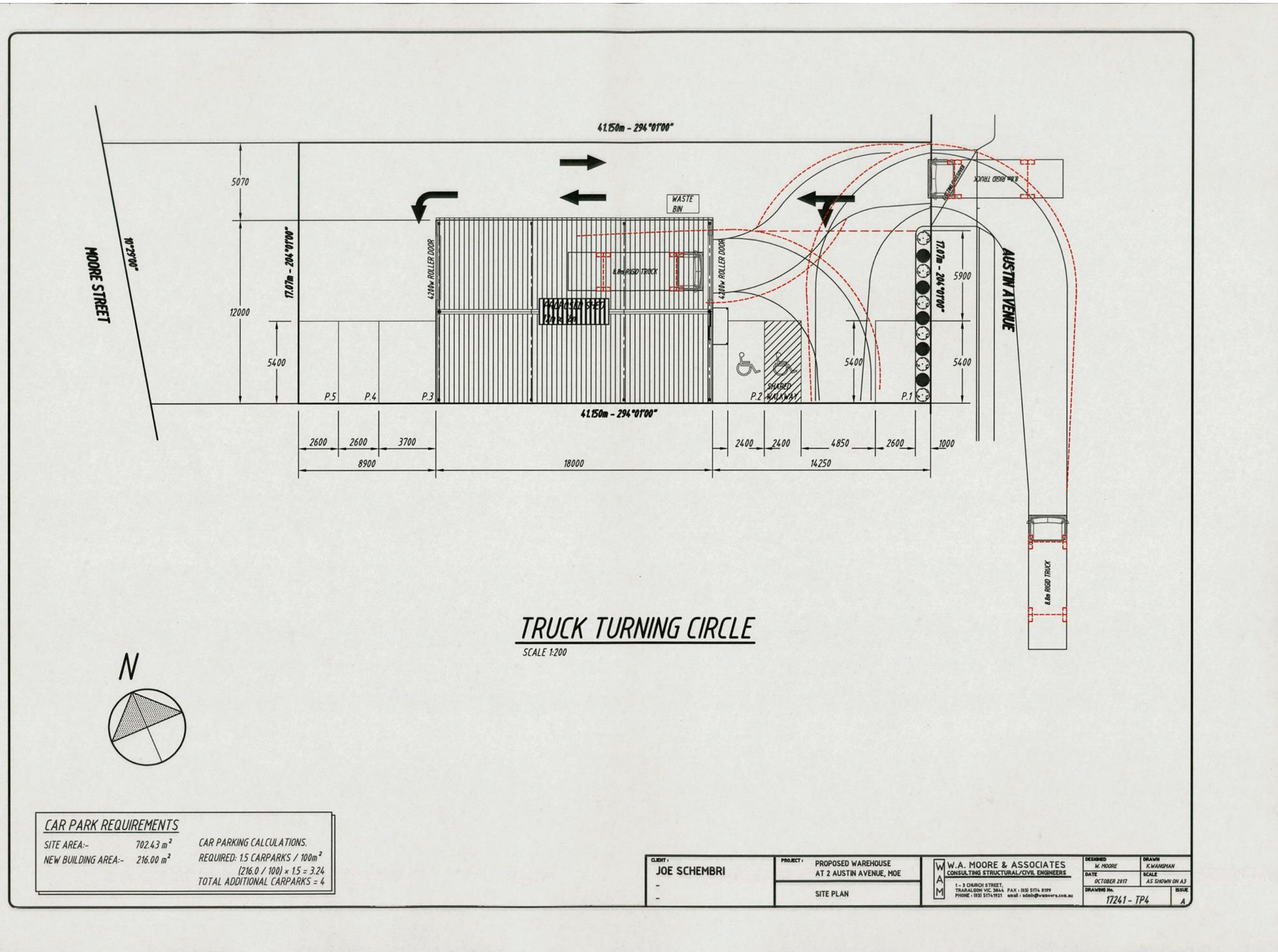
SCALE 1:100

CLIENT: <b>JOE SCHEMBRI</b>	PROJECT: PROPOSED WAREHOUSE AT 2 AUSTIN AVENUE, MOE	W.A. MOORE & ASSOCIATES CONSULTING STRUCTURAL/CIVIL ENGINEERS 1-3 CHURCH STREET, TRARALGON VIC 3844 FAX: (03) 5176 8199 PHONE: (03) 5176 1921 email: info@wamoore.com.au	DESIGNED: M. MOORE	DRAWN: K. WANGHAN
	GROUND FLOOR PLAN		DATE: OCTOBER 2017	SCALE: AS SHOWN ON A3
			DRAWING No: 17241 - TP2	









**TRUCK TURNING CIRCLE**  
SCALE 1:200

CAR PARK REQUIREMENTS	
SITE AREA:-	702.43 m <sup>2</sup>
NEW BUILDING AREA:-	216.00 m <sup>2</sup>
CAR PARKING CALCULATIONS.	
REQUIRED: 15 CARPARKS / 100m <sup>2</sup>	
$(216.0 / 100) \times 15 = 3.24$	
TOTAL ADDITIONAL CARPARKS = 4	

CLIENT: <b>JOE SCHEMBRI</b>	PROJECT:	PROPOSED WAREHOUSE AT 2 AUSTIN AVENUE, MOE	<b>W.A. MOORE &amp; ASSOCIATES</b> CONSULTING STRUCTURAL/CIVIL ENGINEERS 1 - 3 CHURCH STREET, TRARALGON VIC 3844 FAX: (03) 5174 8199 PHONE: (03) 5174 1921 email: edmo@vsnors.com.au	DESIGNED:	M. MOORE	DRAWN:	K. WANGMAN
		SITE PLAN		DATE:	OCTOBER 2017	SCALE:	AS SHOWN ON A3
			DRAWING No:	17241 - TP4			



Image 1 – Pale Eucalyptus – the previously endorsed colour of the wall cladding.



Image 2 – Gully – the proposed colour of the wall cladding.



Image 3 – Monument for the gutters flashing and roller door



Image 4 – Monolith – colours of the garage doors





**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:**  
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.

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.

The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for **Dial Before You Dig**.

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Site and Context Plan

11/09/2018

Scale 1:1500



**Agenda Item: 14.5**

**Agenda Item: Events and Tourism Strategy 2018 - 2022**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

**MOTION**

**Moved:** Cr Clancey

**Seconded:** Cr Howe

**That Council:**

- 1. adopts the Latrobe City Events and Tourism Strategy 2018-2022; and**
- 2. requests the preparation of an Action Plan to progress the Goals and Objectives outlined in the Strategy.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The purpose of this Report is to present the Latrobe City Events and Tourism Strategy 2018-2022 (the Strategy) to Council for adoption.

- The new Strategy (refer Attachment 1) replaces the now expired Events Strategy and Action Plan 2013 – 2017;
- To the extent that the new strategy reflects the synergies that exist between events and tourism, it is now an Events & Tourism Strategy, a collaborative approach which aims to provide a long term competitive advantage for the region;
- The purpose of the strategy is to strengthen Latrobe City Council's profile and position in events and tourism, creating a higher return on investment for the community and industry in Latrobe City;
- The strategy provides a cohesive framework, aligning with Latrobe 2026: The Community Vision for Latrobe Valley; Latrobe City Council's Plan; Economic Development Strategy and the 2016 Arts Strategy and Action Plan;
- The Strategy is also aligned with event strategies for Latrobe Valley Authority, Destination Gippsland and Visit Victoria;



- Community events dominate Latrobe's Events Calendar in numbers and have pride of place within our local communities. While most are small in numbers (less than 500), some community events have developed into significant or major events and will continue to do so into the future;
- Benchmarking with other councils (refer Attachment 2) has shown that other Victorian regional cities invest higher amounts in terms of budget and event attraction allocations (Over \$5 million in other regional cities vs. LCC \$1.4 million);
- Key findings include a desire to develop an iconic, destination attraction for the City, a strong desire to change perceptions and promote Latrobe, a need for consistent branding and increased marketing, particularly in the digital space and a need for a greater number of arts and cultural events to be added to the existing mix;
- Key goals and objectives flowing from the Strategy include:
  - Economic growth (through a sustainable visitor economy);
  - Positive destination profile (to attract visitation and increase liveability);
  - Connectedness (grow civic pride through event development);
  - Increase external visitation (develop major attractions and hallmark events);
  - Increase length of stay and visitor spend; and
  - Increase community participation.

The strategy as returned by the consultants and attached for your reference will still require an element of editing prior to any realise as a public document. An Action Plan will be prepared following adoption of the Strategy with a list of actions to be undertaken, detailed timeframes and costings.

#### **Declaration of Interests:**

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

#### **Background:**

The previous Events Strategy and Action Plan 2013 – 2017 expired last year. Following an open selection process officers appointed a consultant to develop a combined Events and Tourism strategy. The consultant has worked closely with the Coordinator Tourism and the Coordinator Events in its development.

The new Events and Tourism strategy 2018-2022 aligns with Latrobe 2026: The Community Vision for Latrobe Valley; Latrobe City – Council Plan 2017 – 2021; the Economic Development Strategy 2016 – 2020; the Arts Strategy 2018 – 2022; and with the strategic direction of Destination Gippsland and Visit Victoria.

**Reasons for Proposed Resolution:**

The new Strategy provides a targeted approach for the promotion and development of major events and tourism. It presents the long-term key objective of increasing the destination profile; and for Latrobe City to be known as an event destination.

In so doing the new Strategy aligns with Council Plan Objective 3, that being to 'Improve the liveability and connectedness of Latrobe City'. In particular, the Strategy aligns with the Council Plan strategy to 'Promote and rebrand Latrobe City to support economic growth through tourism, community and cultural events and recreation'.

Through this strategic alignment it is hoped to increase the length of stay, the visitor spend and visitor dispersal throughout Latrobe City, for the economic and social benefit of our community.

The Strategy's key themes arising from the consultation process include the need to develop distinct destination experiences, the development of hallmark events and a year-round events calendar, a need to focus on better branding and event marketing (particularly digital media), a requirement to improve packaging and collaboration, and changes to resourcing and governance.

An Action Plan will be developed to progress the goals and objectives outlined above.

**Issues:**

The Strategy proposes to extend the role of the Latrobe Tourism Advisory Committee to include major events selection and funding (as the Latrobe Tourism & Major Events Advisory Committee). This recommendation gels with the earlier recommendations of the Internal Audit in relation to the review of a Major Arts Events Selection Process and will be included as part of the Action Plan.

To facilitate the proposed new Tourism and Major Events Advisory Committee, an event selection and funding framework will be developed as part of the Action Plan and brought back via a future report for Council's consideration.

*Communication*

An Action Plan will be developed to progress the goals and objectives of the new Strategy. The Plan will incorporate consultation undertaken with key stakeholders from the Events and Tourism sectors and the wider community.

It is anticipated that proposals for new major or hallmark events, festivals and a year-round events calendar will require further stakeholder liaison and involvement.

### *Financial Implications*

Benchmarking with other councils (refer Attachment 2) has shown that other Victorian regional cities invest significantly higher amounts in terms of budget and event attraction allocations (over \$5 million in other regional cities vs. LCC \$1.4 million). The new Strategy outlines various goals and objectives, some of which can be completed with existing resources.

Budget allocations associated with actions arising from new initiatives or other more progressive measures is a matter for Council to consider in balancing all services and needs of the community. Certain objectives, such as the development of a major hallmark event for the region, would require a specific resource allocation and external funding.

### *Risk Analysis*

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

### *Legal and Compliance*

There are no specific legal or compliance implications pertaining to the adoption of the new Strategy.

### *Community Implications*

The Strategy's development has involved significant industry and stakeholder consultation in its preparation (see Consultation section below). As detailed above, the adoption of the Strategy and the development of an associated Action Plan will likely involve further community liaison and involvement.

Ideally, successful implementation of the Strategy's goals and objectives should translate to a more positive destination profile, with increased visitation and liveability improvements to the wider municipality.

### *Environmental Implications*

It is not anticipated that adoption of the Strategy will generate any adverse environmental impacts.

### *Consultation*

The development of the new Strategy involved a process of both internal and external consultation with stakeholders:

- Face to face consultation in region (50)
- Participation in the Destination Gippsland's Destination Management Plan workshop in Latrobe City
- Mystery shopping was undertaken as first time visitors travelling to Latrobe City

- As an outside event organiser to potentially bring an event to Latrobe City
- An online survey was conducted and sent to over 320 participants of which over 72 responses were received.

**Supporting Documents:**

Nil

**Attachments**

1. Events Tourism Benchmarking: Local Government Audit - Confidential Document  
(Published Separately) (Confidential)
- 2 [↓](#). Latrobe City Events and Tourism Strategy 2018 - 2022

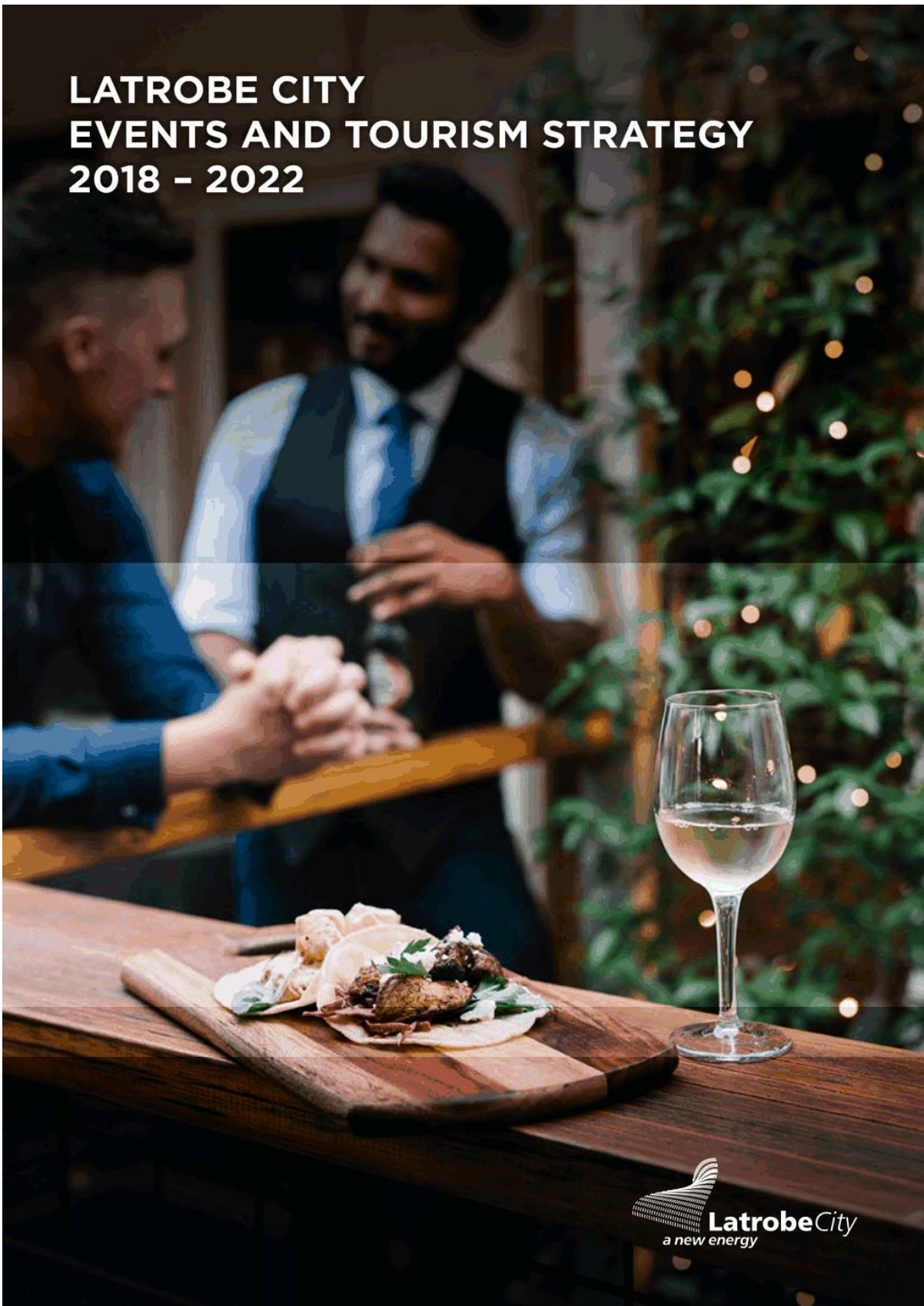


## **14.5**

### **Events and Tourism Strategy 2018 - 2022**

- 2 Latrobe City Events and Tourism Strategy 2018 - 2022 ..... 233**

# LATROBE CITY EVENTS AND TOURISM STRATEGY 2018 – 2022





T

## PURPOSE

**The purpose of this strategy is to strengthen Latrobe City Council's profile and position in events and tourism, creating a higher return on investment for the community and industry in Latrobe City.**

The strategy provides a strategic approach for the development and promotion of major events and tourism. It has the long-term objectives of extending the profile of Latrobe City to be known as an event destination and of developing greater synergies between events and the wider tourism industry.

Increasing the destination's profile as a regional events hub will sit alongside the development of

distinct destination experiences for visitors to our region, and ultimately lead to converting our day-trippers into overnight stays. This will increase visitation, length of stay, visitor spend and visitor dispersal throughout Latrobe City for the economic and social benefit of the community.

Latrobe City is Victoria's only eastern regional city and recognised as the fourth largest major regional centre in Victoria, along with Ballarat, Bendigo and Geelong. Located in southeast Victoria's Gippsland region, Latrobe City is approximately a two-hour drive from the key source market, Melbourne, and is

strategically located to harness the population growth of Melbourne's outer southeast, which experienced the most substantial population growth in Australia during 2016-17.


The strategy provides a cohesive framework aligning with Latrobe 2026: The Community Vision for Latrobe Valley; Latrobe City Council's Plan; Latrobe City Council Economic Development Strategy, and the Latrobe City Council Arts Strategy.

To provide a long-term competitive advantage and coordinated approach, the strategy is also aligned with event strategies for Latrobe Valley Authority, Destination Gippsland and Visit Victoria.




# EXECUTIVE SUMMARY

*within 2 hours by  
car, train or bus  
from Melbourne*

 = approx 160km, 1hr 50min

 = 2hr 8min from Flinders St  
departing hourly

 = 2hr, 4 services per day



## LATROBE CITY VISITOR ECONOMY

### ATTRACTS

**1.1m**  
visitors annually<sup>1</sup>  
(representing 18% of  
Gippsland's visitors)

### GENERATES

**677k**  
visitor nights<sup>1</sup>  
(representing 18.9%  
of Gippsland's  
total visitor nights)

### IT'S WORTH

**1,614** JOBS  
CONTRIBUTING  
**\$123m**  
Representing 5%  
of total employment<sup>2</sup>

## VISITOR PROFILE

### WHY VISITORS COME TO LATROBE<sup>1</sup>

Visiting Friends and  
Relatives (VFR) **44%**  
Holiday **27%**  
Business **24%**

### MAJOR SOURCE MARKETS

Melbourne  
(approx. **44%**)  
Regional Victoria  
(approx. **42%**)  
NSW (approx. **7%**)

### VISITOR INFORMATION SERVICES<sup>3</sup>

**17,716**  
visitor enquiries

### ATTRACTS

**872k**  
day trippers<sup>1</sup>  
(representing **77.5%** of  
visitation and nearly  
a quarter of day trip  
visitors to Greater  
Gippsland Region)

## EVENTS PROFILE

**512**  
COMMUNITY  
EVENTS<sup>4</sup>

Facilitation,  
equipment & permit  
services

### 18 MAJOR EVENTS<sup>4</sup>

Sourced from  
**13 LCC**  
**5 SPORTS MGT**  
**AUSTRALIA**  
**ATTRACTION FEES**  
**\$200,000**

### LCC MAJOR EVENT ECONOMIC IMPACT 2017/18<sup>4</sup>

Direct spend  
**\$8.2m**  
Indirect spend  
**\$4.1m**  
Total economic  
impact **\$12.3m**

### LCC EVENTS RETURN ON INVESTMENT<sup>4</sup>

**\$41**  
/  
**\$1**

## LATROBE VALLEY SPORTS & COMMUNITY INITIATIVE

**\$85m**

Investment by VIC  
Govt. Administered  
by Latrobe Valley  
Authority

Upgrade key local  
infrastructure

Attract major  
sporting events  
and programs





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## LATROBE CITY

**Latrobe City lies in the heart of Gippsland in eastern Victoria within a two-hour drive east of Melbourne, along the Princes Highway (M1).** Victoria's fourth largest city, it has a population of over 74,000 with a diversity of heritage and culture.

Latrobe City is a multicultural community and all cultures are encouraged to be actively involved in presenting and participating in the events and experiences we offer. In particular, there is scope for the local Aboriginal community to be involved in events and tourism initiatives. Input and participation from Aboriginal organisations, individuals and businesses, as well as from members of the diverse cultures within our community, will enrich Latrobe's community and the offering for our visitors.

In addition, improving social participation, volunteering and access to the opportunities provided by tourism and events can

be transformative, change lives and enable all of our community to benefit.

Latrobe City consists of four major urban centres of Traralgon, Morwell, Moe/Newborough and Churchill, together with the townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar.

In recent years the City has attracted major sporting, arts and cultural events, attracting 1.1 million visitors annually and creating 1,614 jobs, representing 5% of total employment!

Latrobe City is a vibrant and diverse community with the capacity to host major events including international, national and state sporting titles, cultural performances, festivals, expos and meetings.

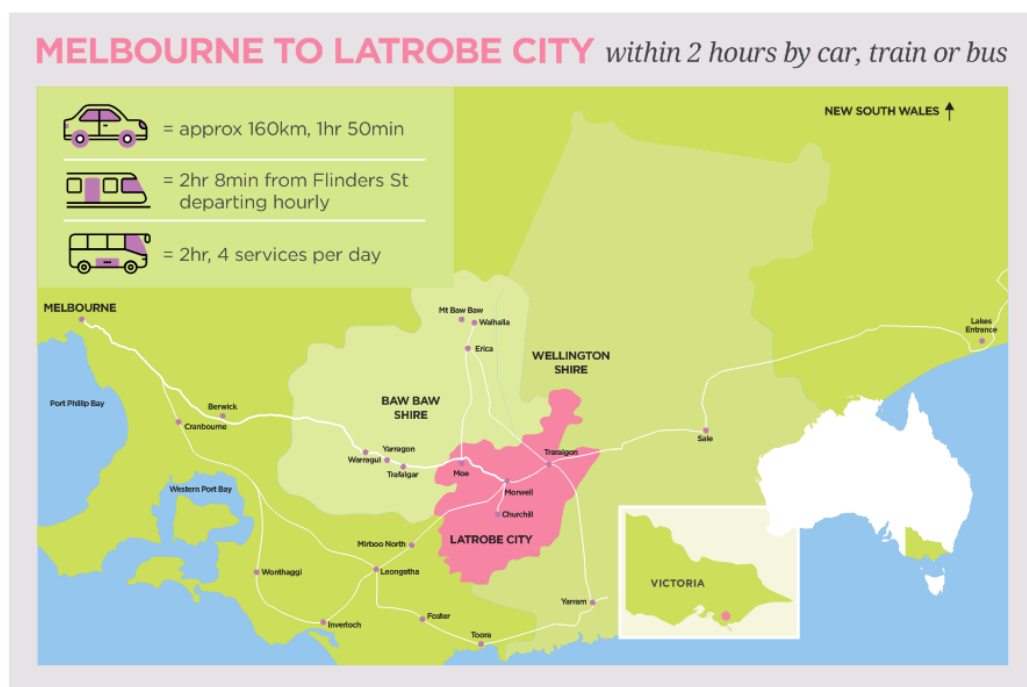
Visitors can experience emerging food, wine and local arts, and get up close and personal to historic

and industrial sites. Nature-based attractions such as Morwell National Park, waterfalls and the Gippsland Plains Rail Trail provide opportunities for cycling, mountain biking, bushwalking and hiking.

Latrobe City is at the foothills of the Strzelecki Ranges within a comfortable driving distance of Mt Baw Baw snowfields, whitewater rivers and coastal parks, including Wilson's Promontory National Park and Gippsland Lakes. Nearby is the Tarra Bulga National Park, a spectacular temperate rainforest that is home to giant mountain ash trees, a suspension bridge over a fern-filled gully and the elusive lyrebird.

As part of the Latrobe Valley and in partnership with the neighbouring shires of Baw Baw and Wellington, Latrobe City offers a central location with accommodation ranging from motels and self-contained apartments to b&b's, cabins and family friendly caravan parks.

© 2016-17 Australian Bureau of Statistics (ABS), Tourism Satellite Account



## STRATEGIC CONTEXT + PARTNERSHIPS

**This strategy provides a cohesive framework to meet visitor and event demands, while providing a long-term, distinctive competitive advantage for Latrobe City through a connected and collaborative approach with strategic tourism, event and regional partners.**

Directly delivering on the objectives outlined in the *Latrobe City Council*

*Plan 2017 - 2021*, the strategy supports job creation and industry diversification to enable economic growth in Latrobe City, improve livability and governance, and grow civic pride through Latrobe City's image as a key regional city.

The strategy aligns with *Latrobe 2026: The Community Vision for Latrobe Valley*, *Latrobe City Council's Plan 2017 - 2021*,

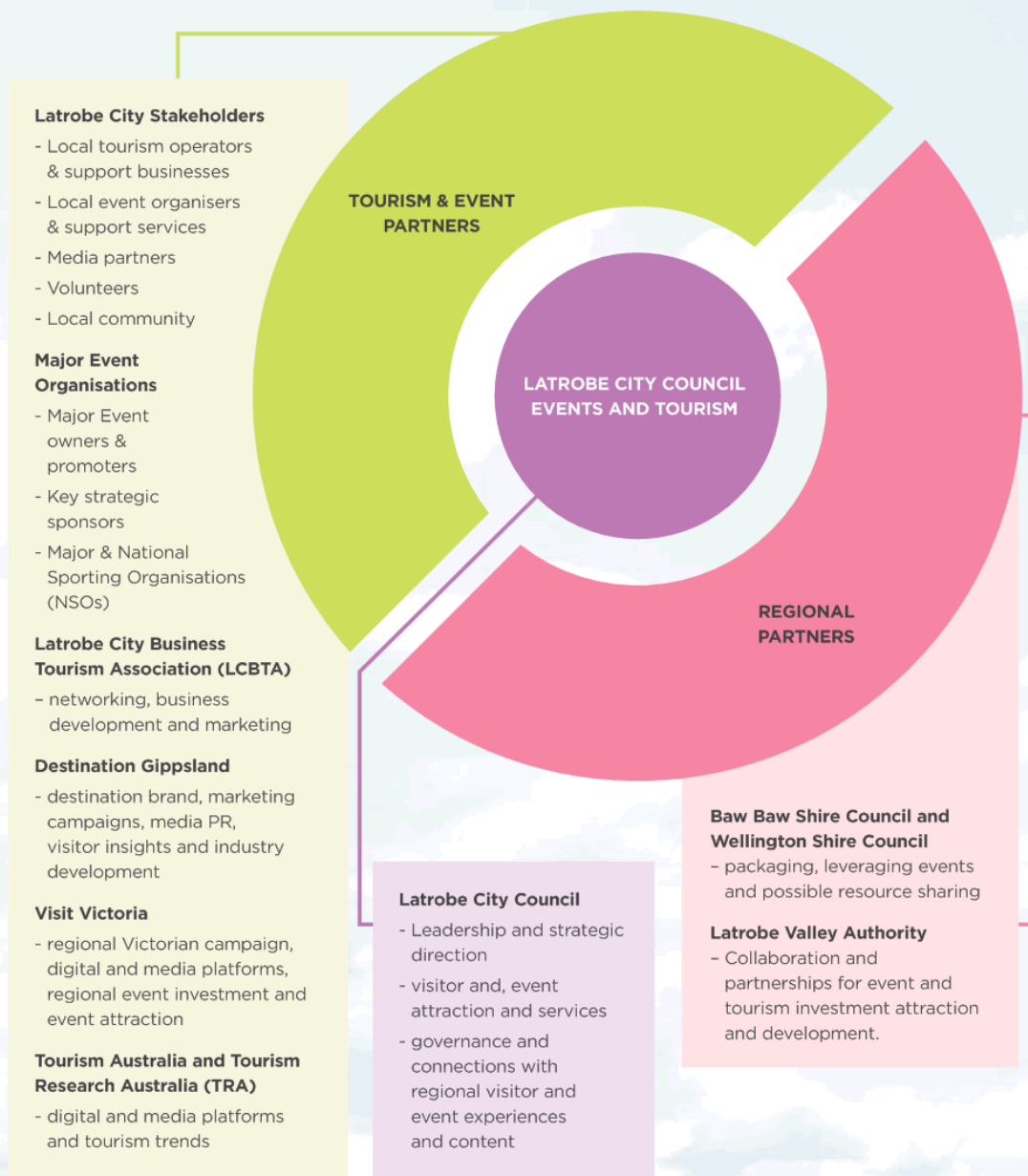
*Latrobe City Council Economic Development Strategy 2016-2020* and *Latrobe City Council Arts Strategy 2016-2021*.

Regionally and state-wide, the strategy aligns with Latrobe Valley Authority (LVA), Destination Gippsland (DG) and Visit Victoria's strategic directions, destination management plans and tourism and event strategies.





## STRATEGIC PARTNERSHIPS + COLLABORATION



## THE VISITOR ECONOMY in Latrobe City

The visitor economy does not occur in isolation as visitor activities contribute to investment and jobs across a range of industry sectors. It combines visitor services including accommodation, transport, tours and attractions with intermediaries and indirect industries such as retail and food production.



## THE VISITOR PROFILE *in Latrobe City*





## EVENTS PROFILE *in Latrobe City*





## TARGET MARKETS

### GEOGRAPHIC SOURCE MARKETS

The primary source markets for the entire Gippsland region are Melbourne (approximately 44%), regional Victoria (42%), and interstate (13% with half from NSW) travelling by car.

Trends for Latrobe City as sourced from enquiries through the Latrobe Visitor Information Centre in

2017/18, with Melbourne (32%), other Victoria (17%), and NSW (7%) being major source markets, with local enquiries (44%).

**Latrobe is strategically located to harness the population growth of Melbourne's outer south-east as a key source market, within less than a two-hour drive.**

#### MAJOR VISITOR SOURCE MARKETS FOR LATROBE

1. Melbourne
2. Regional Victoria
3. NSW

### MARKET SEGMENTATION

#### PRIMARY MARKETS

Primary market segmentations for Latrobe City are identified as:

##### Drive Market

- **short-break** - Melbourne and regional Victoria - particularly leveraging Visit Victoria regional campaigns targeting Melbourne residents.

- **touring** - as part of 1-2 week touring market to Lakes Entrance/snow fields.

- **long-haul** - as part of the Recreational vehicle (RV)/caravan market touring the east coast of Australia.

##### Events Market

- event enthusiasts for specific sports and cultural events.

##### Visiting Friends and Relatives

#### EMERGING MARKETS

The following emerging markets have been identified:

##### Soft Adventure

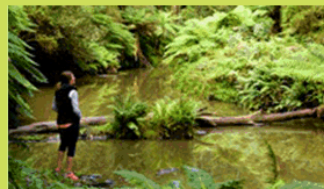
- for example cycling, mountain biking.

##### Education Market

- international students and their visiting friends and relatives.

##### Meetings Incentives Conferences Events (MICE)

- small group conferences and business meetings.



#### International Market

- Asia as a major market identified for Victoria and Australia, with potential based on future development of distinct destination experiences and hallmark events in Latrobe City.

The identification of Latrobe City's primary and emerging markets (e.g. RV long-haul touring market, conference and education markets) and their potential warrant further investigation.



### SEASONALITY

Traditionally, the Visitor Information Centre records the highest level of enquiries in January and March, with peaks in July, August and October. The off-peak months are May, June and November.

The majority of major events are staged in March and August, followed by September, October and November. Winter is generally a low season for events, with few outdoor events and markets staged during winter.

### OCCUPANCY

Due to the discontinuation of the Australian Bureau of Statistics small area occupancy survey, it is challenging to portray accurate occupancy for Latrobe City.

Based on historical data and anecdotal feedback collected during the consultation, occupancy lies somewhere

between 40 - 50%, which is below the state average. Most commercial motels were found to service predominately corporate markets mid-week.

Many accommodation providers experience higher occupancy during school holidays and major events, especially during March.

## ATTRACTIONS

Latrobe has limited purpose-built attractions; however, food, wine and arts experiences are emerging. Nature-based attractions provide opportunities to further attract cycling, mountain biking, Adventure Races (e.g. mountain biking/canoeing), bushwalking and hiking markets.

Visitor attractions within the wider region of the Latrobe Valley, such as the Tarra Bulga National Park, the Grand Strzelecki Track, Walhalla, Mt Baw Baw snowfields, the Gippsland Lakes Coastal Park and Lakes Entrance, highlight the need to continue strengthening partnerships and collaboration.

Collaboration in marketing and media profiling, industry networking and packaging with neighbouring shires will result in growth across the industry.

*Latrobe City has the opportunity to develop experiences that are distinct from those of other cities and locations: which are not easily replicated and provide a long term competitive edge.*

## EVENTS

**Latrobe City's unique selling point for sporting events is its ability to host a diverse range of events from AFL to swimming, from water skiing to roller-blading and archery, with national and international standard sporting facilities.**

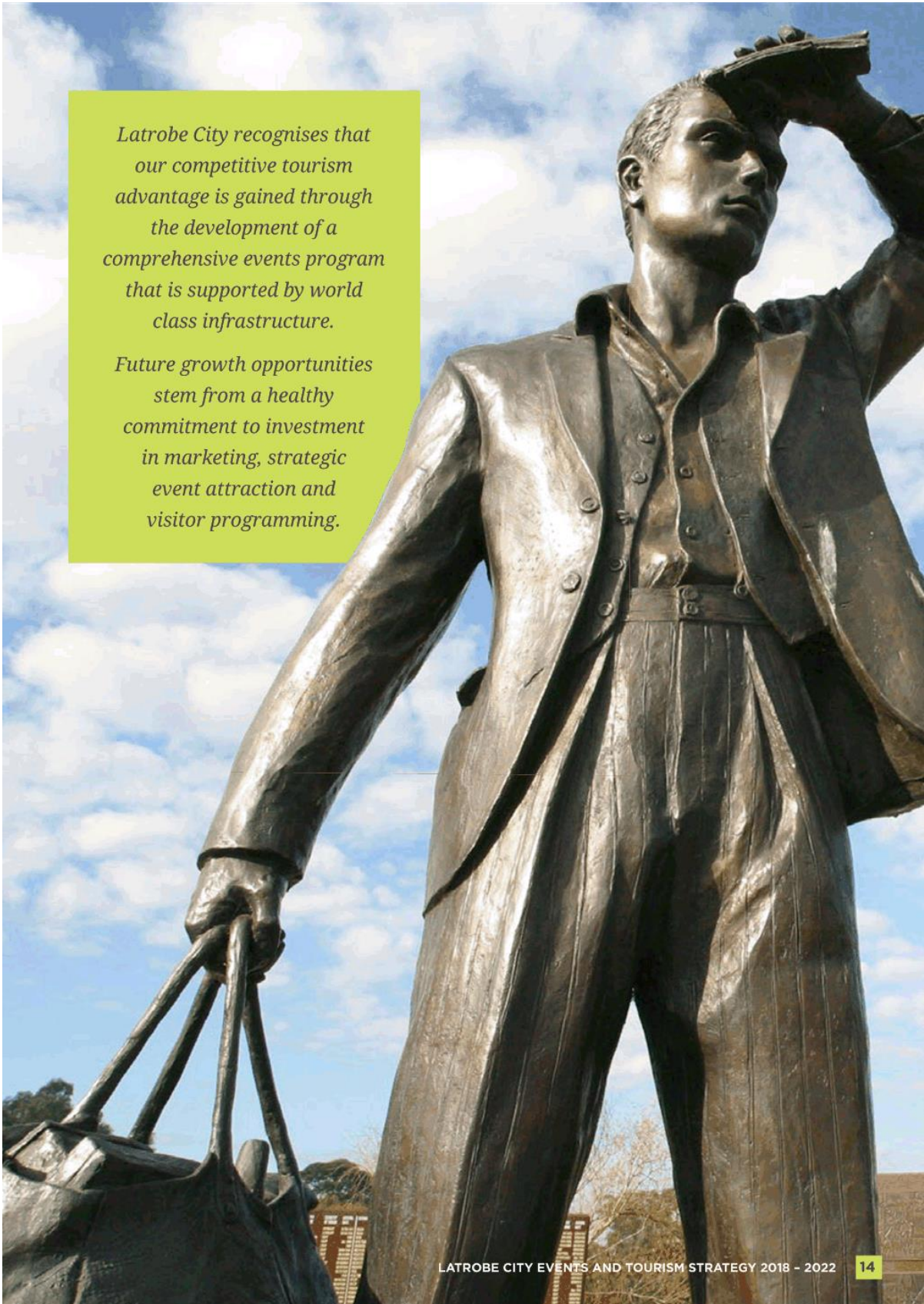
As depicted in the Events Profile, Latrobe City in partnership with Latrobe Valley Authority attracted major sporting events in 2017-18 with further event attraction potential being identified in the emerging arts and cultural event space.

**Sports event potential has been identified in the following areas:**

	Facility Rating	Event Potential
AFL	National	High
Basketball	National	High
Bocce	National	High
Bowls	International	High
Tennis	National/International	High
Soccer	State	High
Volleyball	National	High
Swimming	National/International	High
Archery	National/International	High

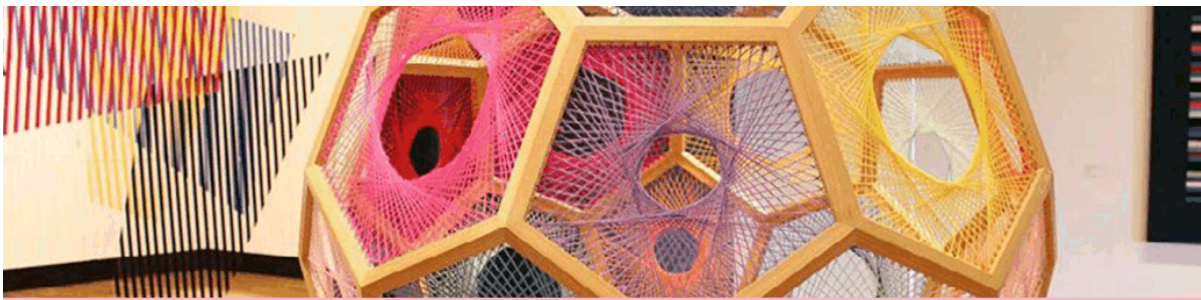
SOURCE: Latrobe City Council Capacity, Capability and Gaps Assessment, Sports Marketing Australia





*Latrobe City recognises that our competitive tourism advantage is gained through the development of a comprehensive events program that is supported by world class infrastructure.*

*Future growth opportunities stem from a healthy commitment to investment in marketing, strategic event attraction and visitor programming.*



## BENCHMARKING

**Latrobe is one of the four regional cities in Victoria. Benchmarking was undertaken with other regional cities; the City of Ballarat, City of Greater Bendigo and City of Greater Geelong. Toowoomba Regional Council was included in the benchmarking to provide an example of a regional interstate non-coastal city within two hours drive of a capital city. Toowoomba has a rich resources and agricultural base.**

**Benchmarking identified the structure, objectives and resourcing of their tourism and event units.**

### TOURISM & EVENT OBJECTIVES

The objectives of events and tourism for each council include:

- Increase visitation to the region.
- Increase length of stay.
- Increase economic benefit.
- Support local event organisers.
- Attract events to the region.
- Provide seed funding and sponsorship.

### TOURISM & EVENT STRUCTURE

Some councils had Tourism & Event units within councils, with some providing tourism services through tourism organisations.

The City of Greater Geelong has the Geelong Major Events Committee.

### EVENT ATTRACTION & SPONSORSHIP

- Councils actively attracted events with significant attraction budgets and dedicated human resources.
- Economic Benefit Calculators are used to assess applications.
- Assessment criteria are aligned to council objectives, and the potential for increased visitation and economic benefit.
- Event acquittal is required for applicants to be eligible for funding the following year.

### DIGITAL MARKETING

Digital marketing is important to the success of tourism and events in the regions, with specialist expertise to be responsible for digital marketing and website updates.

Social media provides a platform to reach a wide audience, encouraging visitation and event attendance. It also provides the ability to create a community of followers.

### EVENT TOURISM

Hosting successful events and being known as an event destination has provided an impetus for repeat visitation.

The demonstrated economic benefits of events are often the catalyst to attract funding to build and invest in infrastructure.

Over time the perception of the benchmarked regions has shifted and they are now known as tourism and event destinations.

A united approach from the tourism and events industry has been instrumental through collaboration with council, local tourism bodies, regional tourism boards and Visit Victoria.

### INDUSTRY TRAINING

Industry training has been integral in uniting the tourism and events industry to work together with a common goal.

### EXTERNAL ORGANISATION

Many councils use Sports Marketing Australia to attract events. The diversity of sporting facilities in Latrobe City provides a competitive advantage.

### OUR NEIGHBOURS

Interviews were also conducted with the neighbouring Wellington and Baw Baw Shire Councils, which identified a willingness to partner for future tourism and event initiatives and the potential sharing of resources.



## OPPORTUNITIES + CHALLENGES

In developing this strategy, extensive consultation was undertaken to create a shared vision and identify opportunities, challenges and key themes. Details of the consultation process and people who provided their time, input and advice into the making of the strategy are detailed on page 28.

The findings from the consultation are summarised as follows:

### CHALLENGES

- Negative stigma, perceptions, stereotypes and general media coverage of our region.
- Tourism and event competition from other regions.
- Latrobe has limited presence in online tourism sites and searches.
- Economic environment/flat retail.
- Closure of significant industrial sites or businesses damages business sentiment.
- Having enough funds to refurbish and innovate to compete with other attractions/regions.
- Government red tape and systems.
- Event return on investment.
- Attracting funding.
- Attracting skilled staff.
- Obtaining sponsorship and volunteers.

*“Perception needs to change,  
and this can take years.  
The challenge is don’t become  
homogenised and do what  
everyone else is doing”*

**Charles Deuchrass,**  
Brand Campaign Lead, Visit Victoria.

### OPPORTUNITIES

- Stop “passing through” traffic and convert daytrippers into overnight stays.
- Perfectly positioned to attract higher visitation from the growth of the population in south-east Melbourne.
- Increase positive share of voice in the media.
- Branding, marketing and promotion.
- Digital marketing and social media, and featuring tourism, arts and events on the website.
- Packaging events, conferences, accommodation and tourism attractions/ experiences with combined ticketing.
- Constantly adapt and evolve event and tourism experiences to changing customer needs and demands.
- Networking with tourism and event operators.
- Year-round calendar of events, including national sporting events to be balanced with touring art exhibitions and cultural events.
- Community events dominate the Annual Events Calendar in numbers and have pride of place within our local communities. Some have potential to develop into significant or major events.
- Creating attractions with a point of difference with a quality of service.
- Activate empty shop fronts with locally produced foods, arts, open studio concept.
- Cutting edge industrial tourism, think Glasgow, Germany and Central Europe.
- Rural tourism experiences based on the dairy and farming industry.
- Incentives to invest in tourism.
- Incentives to create employment in tourism and events for local and young people, including training and career progression.

## LATROBE INTO THE FUTURE *vision, goals + objectives*

“ *To be Victoria's leading light in major events and regional experiences.* ”

### STRATEGIC GOALS

1. Economic Growth.
2. Positive Destination Profile.
3. Community Pride

#### Economic Growth

Long-term industry diversification through a sustainable visitor economy, creating investment and employment.

#### Positive Destination Profile

Increase in profile that attracts outside visitation and events, contributing to the city's liveability.

#### Community Pride

Growth of civic pride and community connectivity through event and tourism development.

## OBJECTIVES

1. Increase Visitation
2. Increase Length of Stay and Visitor Spend
3. Increase Destination Profile
4. Promote Community Connectedness

### Increase Visitation

Through developing major destination attractions, experiences and hallmark events.

By leveraging events as a catalyst for tourism growth through a diverse year-round calendar of events.

### Increase Length of Stay and Visitor Spend

By stopping passing through traffic and convert daytrippers into overnight stays.

Via increased spend through value-adds and the packaging of events and tourism experiences.

### Increase Destination Profile

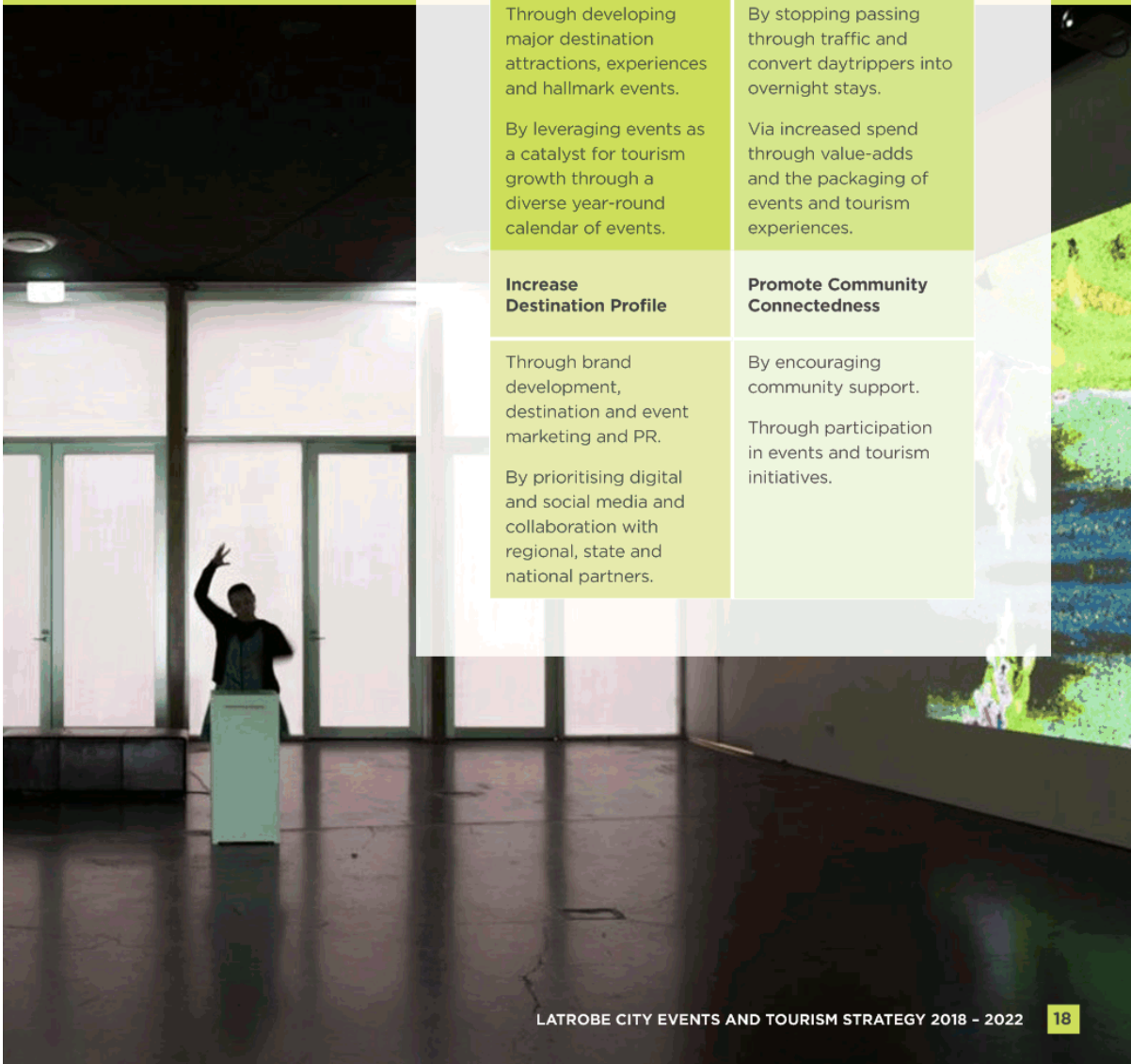
Through brand development, destination and event marketing and PR.

By prioritising digital and social media and collaboration with regional, state and national partners.

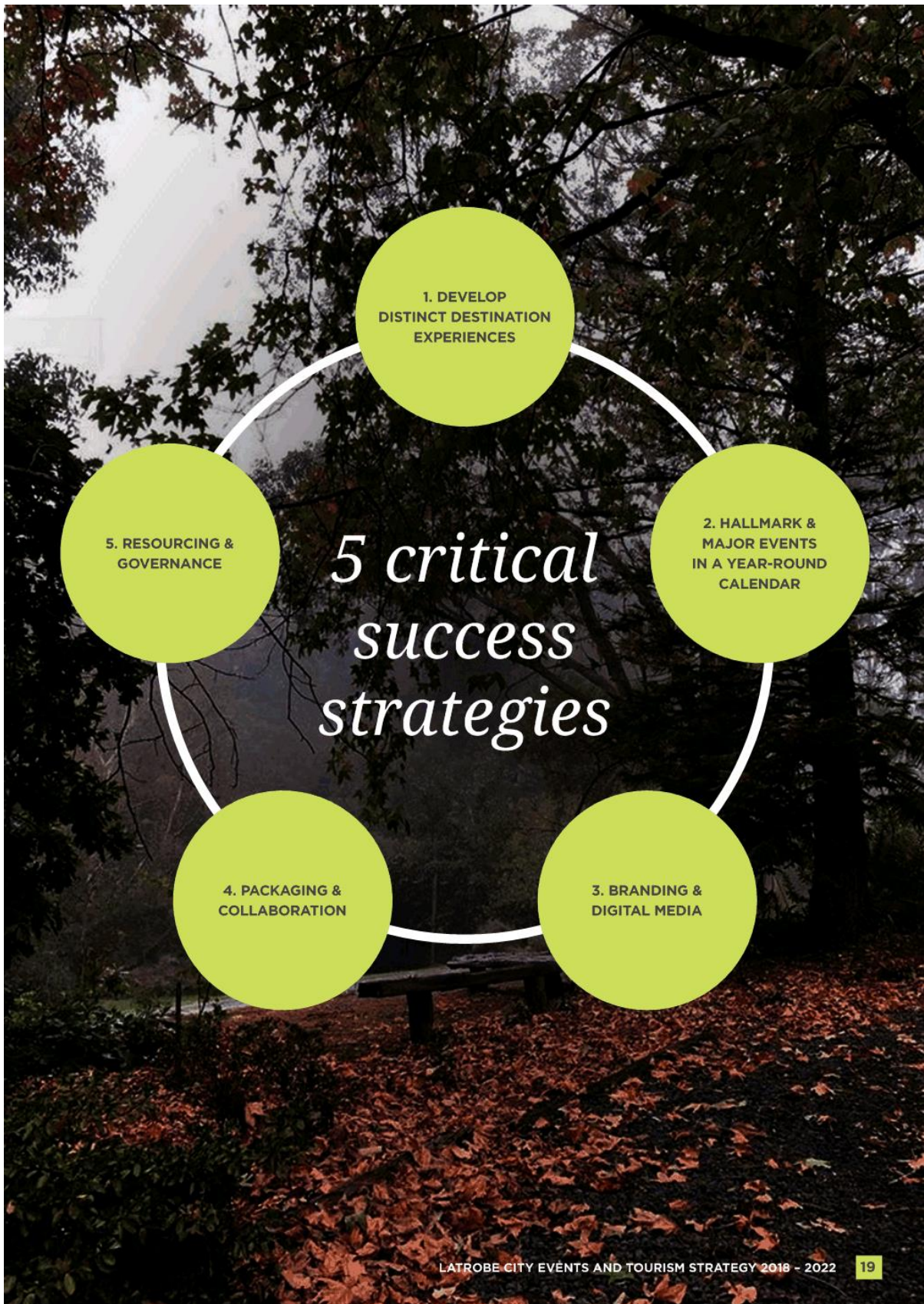
### Promote Community Connectedness

By encouraging community support.

Through participation in events and tourism initiatives.









## 1. DEVELOP DISTINCT DESTINATION EXPERIENCES

**Creating significant and competitive destination experiences that are distinctly Latrobe will be crucial for the long-term success of Latrobe's events, tourism and visitor economy.**

**The following destination opportunities were identified through the consultation process and should be considered as significant, long-term projects.**

### EN MASSE SEASONAL TREE PLANTINGS

Building on timber heritage and the four seasons. This initiative would give visitors four reasons to visit Latrobe (e.g. Spring - cherry blossoms, Summer - roses, Autumn- leaves, Winter-log fires), mass plantings of seasonal trees, including avenues of trees along city entry points, tourist drives and town centres.

The community would be involved in plantings through volunteering and job creation to create connection and community pride. Beautification can include multicultural tree plantings, community story plaques and sculptures, lighting of trees for evening walks/tours, and seasonal opportunities for marketing, seasonal produce and seasonal

events. Mass seasonal tree plantings would provide:

- Year-round attraction with repeat visitation incentives.
- Stop through traffic.
- Long-term development of new target markets, including growing Asian markets.
- Perception shift - fresh air, clean, beautiful destination.
- Community - pride, connectedness and involvement.

### CUTTING EDGE INDUSTRIAL TOURISM

Latrobe's rich industrial heritage and vibrant manufacturing industry provides an opportunity to harness existing infrastructure to create open-air galleries with viewing platforms, cutting-edge industrial public arts projects, sculptures, installations, exhibitions, events, tours of power stations/ locations and evening light tours to encourage overnight stays.

Such initiatives directly support the Latrobe City Council Economic Development Strategy's aim to be the Engineering Capital of Australia.

Cutting edge industry-inspired art incorporated into signage across the city, highways and interpretative signs is recommended.

### GREAT LATROBE PARK

Under this proposal by the Great Latrobe Park project team for the rehabilitation of Hazelwood Open Cut and the establishment of a Great Latrobe Park, the Park would become an iconic attraction, including nature reserves, wetlands, botanic gardens, cafes and restaurants, recreational and educational facilities. An innovative design could reflect the rich industrial history.

The Park could include state-of-the-art purpose built event facilities and amphitheatres for festivals, arts performances and sports.

Examples of successful world-class parks developed in rehabilitated mining and industrial areas include Eden Project (Cornwall, England), Butchart Gardens (Canada), Duisburg Landscape Park (Rhur, Germany), and Crawick Multiverse (Scotland). Australian examples include Sydney Park (St Peters, NSW) and Wilson Park (Berwick, Victoria).

The Great Latrobe Park has the potential to change destination perceptions, attract major visitation and create employment. For example, both the Butchart Gardens and the Eden Project attract over one million visitors per annum, with a core staff of 400 and community volunteers.



*Taking the Jacaranda Festival to the world is working, and the evidence is the influx of Asian tourists arriving in Grafton in regional NSW from late October as the purple blossoms arrive. Festival coordinator Ms Hunt said the festival committee and Clarence Valley Council plan to promote the festival overseas after they scored Hong Kong's U Magazine featuring the region in a multi-page spread on the festival and other attractions. Ms Hunt said the influx of tourists is bringing benefits to the entire Valley.*

*"The accommodation houses are booked out in Grafton so people are booking in Yamba, Maclean and Woolli".* **The Daily Examiner**, Grafton.



### RURAL TOURISM EXPERIENCES

With growing consumer demand to escape the city, and get back to basics, the development of rural tourism product based on the dairy and farming industry presents an opportunity to develop both domestic and international markets.

Rural escapes could include farm stays, with experiences such as hands-on activities like yoghurt/cheese making, in a rural tourism visitor precinct.

“

*“One of the main attractions for Chinese tourists is the clean and green environment. Chinese visitors could be actively engaged in nature conservation activities. As Chinese travellers become more independent, Australia has opportunities to entice a proportion of them “off the beaten track” to engage with local culture and the environment as well as contributing to economic activities outside the main tourist centres.”*

**Professor Susanne Becken and Professor Noel Scott.**  
Institute of Tourism, Griffith University.

”

“

*“In recent years, the Scottish city of Glasgow has become a cultural powerhouse. When the Glasgow International Festival opened its 2016 Festival, director Sarah McCrory presented a thematic group show, inspired by the city’s industrial heritage and its artists’ relationship to manufacturing.*

*The urban shift from heavy industry to the creative industries is a sensitive issue, and by no means one unique to Glasgow, but its self-sufficiency and its inventive, ongoing territorialisation of derelict post-industrial spaces in many ways make it a case apart.*

*McCrory cites benefits such as available studio space, affordability, and a pace of life that allows “more time to develop ideas”, as well as the fact that there’s “still a culture of government funding: it’s not amazing, but perhaps better than the rest of the UK.”*

Story by **Hettie Judah**, The Independent.

”



## 2. HALLMARK & MAJOR EVENTS IN A YEAR-ROUND CALENDAR

**Hallmark and major events will play a pivotal role in the development of destination experiences that are distinctly Latrobe, contributing to the destination profile and community connectedness. All councils benchmarked cited the successful staging of events as a catalyst for tourism growth and repeat visitation.**

### HALLMARK EVENTS

Hallmark and major events can increase destination profile and give the destination and community a genuine competitive advantage where, over time, the event and the destination become inseparable.

Hallmark events can build on Latrobe's sports, nature (adventure sports, cycling) and unique cultural selling points inspired by creative arts and it's industrial and multi-cultural heritage.

The city should aim to secure or develop a hallmark event based on its unique selling points. The Morwell Rose Garden Festival is an event with potential grow to major or hallmark status.

The long-term strategy to develop a hallmark event inspired by the city's unique selling points could provide a lasting legacy for destination positioning and community connectedness. Such an event would need to be innovative, cutting-edge and something not seen or experienced before; something for which Latrobe could become famous.

### LIGHTING UP THE VALLEY

A hallmark light themed program of experiences and events could transform the landscape and industrial assets into a significant iconic event experience for Latrobe City, the region and Victoria.

Such a program would deliver a unique experience generating significant media profiling, and would attract overnight visitation with extensive packaging opportunities.

This idea also builds on Latrobe's 'a new energy' brand and celebrates its rich industrial heritage, its vibrant manufacturing industry, an emerging solar power and renewables industry and its position as the future engineering capital of Australia.

### REINVIGORATING EVENTS

Council will continue to service and facilitate community events through the development of distinctly Latrobe experiences within event programs.

Opportunities will exist to increase community event organiser capacity through a pathway of growth and industry training.

The staging of events, including business events, meetings and conferences in iconic and distinctly Latrobe locations is to be encouraged.

*A hallmark program of events, such as "Lighting up the Valley" could transform the landscape and industrial assets into a signature experience for Latrobe City, the region and Victoria.*

### DIVERSE YEAR-ROUND CALENDAR OF EVENTS

To increase year-round visitation and maximise the return on investment, there needs to be more events in shoulder periods. This could be achieved by balancing the events portfolio through increasing the number of cultural, business and arts events.

### VOLUNTEER PARTICIPATION

Improve participation, particularly by youth, with volunteer opportunities at events, including training, networking and intern opportunities.



*Encouraging events to include dawn, dusk and/or evening experiences within their programming will assist in converting day-trippers to overnight stays.*



### 3. BRANDING & DIGITAL MEDIA

**Creating a positive destination profile is a key driver for the strategy. An events and destination marketing and action plan will deliver consistent messaging and tailored promotion and will address negative perceptions and stereotypes portrayed in media coverage of the region in our key target markets.**

**The opportunity exists for Latrobe to increase its share of voice in the media through positive messaging of events and tourism.**

#### BRAND + DESTINATION MARKETING

We need to recognise that the marketing budget for many regional destinations is often smaller than the annual budget of a major chain hotel or theme park. In the absence of such attractions in Latrobe City, it is imperative we identify and collaborate with tourism and event partners.

A tourism and events sub-brand that links and pays tribute to the parent Latrobe City Council brand should be developed. It should link to its location. For example,

Morwell, Latrobe City, Gippsland, Victoria, Australia.

It is recommended to develop the tourism and event brand to link regionally to Gippsland and Victoria.

Consistent branding and messaging should be carried across all platforms.

Participation in destination campaigns that target the same markets, e.g. Visit Victoria's 2018 "Find Your Happy Space" campaign which encourages more intrastate visitors (particularly Melbournians) to regional Victoria.

#### LATROBE CITY MARKETING STRATEGY

The development of a dedicated tourism and events marketing strategy, clearly identifying target markets, and with a digital focus is recommended.

A marketing strategy centred on the four seasons will provide a strategic approach to communicating events and tourism with quarterly themed campaigns, e.g. Autumn in Latrobe City - what's on with packages and holiday

deals. All creative, development and collateral design should be carried across all marketing, digital and social platforms.

#### DIGITAL DISTRIBUTION

Latrobe event and tourism operators need to increase their digital distribution on tourism booking engines and websites such as TripAdvisor and the Australian Tourism Data Warehouse (ATDW).

Increasing content and compelling images and footage through social media platforms and Media PR units with Destination Gippsland, Visit Victoria and Tourism Australia is essential.

#### DIGITAL + SOCIAL ASSETS

Creation of a digital tourism and events brand toolkit, which can be accessed by the wider tourism and events industry through a tourism and events portal is recommended. To reinforce consistent messaging, the digital toolkit could include brand templates, media releases, hero images and digital footage.







An online image and footage library is required. Ideally this would be undertaken with tourism partners so as to increase the number of Latrobe images within their image libraries.

An events and tourism website ideally with live social media feeds, sign up functionality and e-news updates that include current packages and deals.

Dedicated tourism and event marketing and digital resources are required to address growing consumer demand for online information and to build Latrobe City's digital presence. This will also

contribute to building a stronger, connected community.

### DESTINATION BRANDING OPPORTUNITIES FROM EVENTS

Events provide strong destination branding opportunities including:

- Integrating Latrobe City destination images into event marketing and linking the visitor website and social media channels to event/festival websites.
- Subject to privacy laws, developing a data base of visitors from event online ticketing

systems to provide targeted visitor insights.

- Integrating events into tourism marketing.
- Maximising Latrobe City exposure at events e.g. signage placement, provision of destination images and footage to event organisers for social media and television broadcasts, PR stunts on location (e.g. famous sports stars and artists dining in Latrobe or hiking in Morwell National Park) and incorporating Latrobe City branding on signage, staging, finish lines, competitor bibs and merchandise.

## 4. PACKAGING & COLLABORATION

**Attracting visitors and increasing length of stay and spend can be achieved through value-adds and the packaging of events and tourism experiences.**

**Packages can create a higher conversion rate; making it easier for visitors to purchase with one click or one phone call.**

**The process of developing packages facilitates collaboration across the visitor economy, encouraging networking and referrals.**

### VALUE-ADD PACKAGING

Packaging within tourism businesses (e.g. dinner, bed and breakfast) and events (e.g. VIP experience, back stage pass) can increase profit margins and create new and potentially high end experiences.

### TOURISM + EVENT PACKAGING

Converting event day-trippers with event passes, accommodation and tour packages through online event ticketing systems can encourage overnight stays.

Packaging should include the wider visitor economy, e.g. attractions, tours, dining, beauty therapy, art exhibitions and retail.

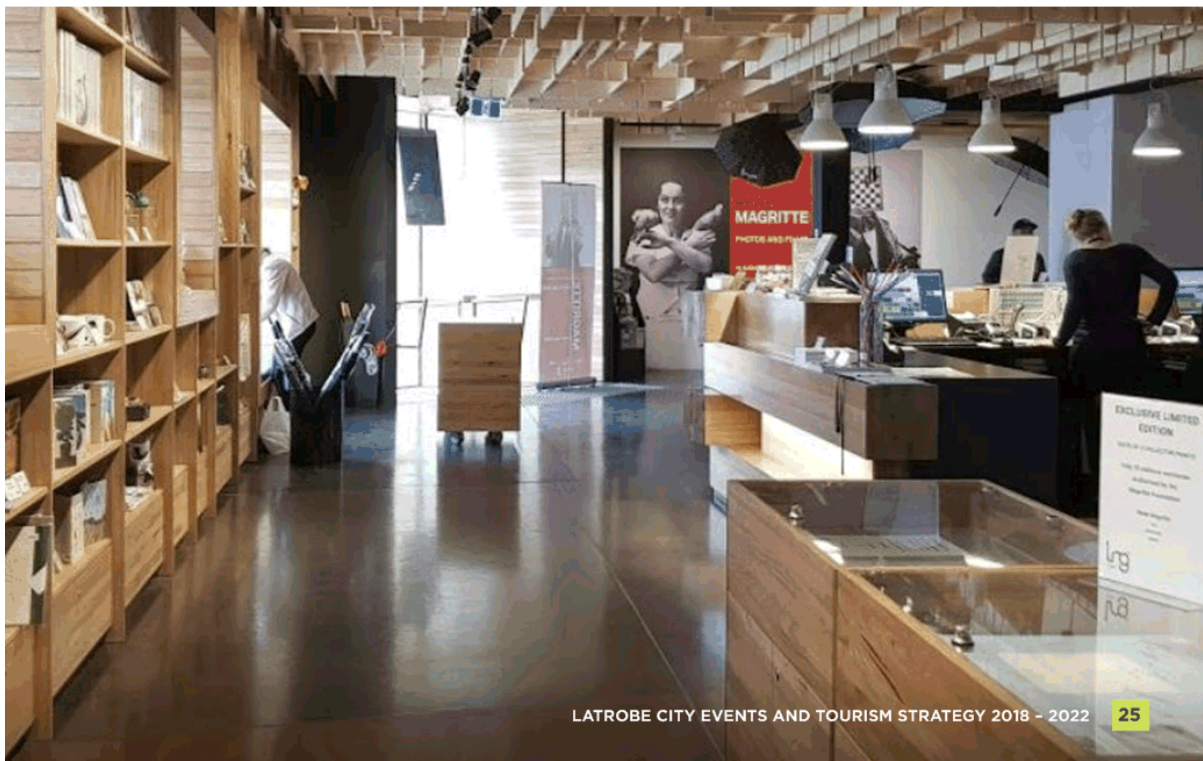
Themed packaging for special interest groups such as cycling/ bushwalking, families, and partner packaging for conferences can provide cost effective targeted marketing.

### REGIONAL PACKAGING

Packaging Latrobe accommodation and tourism services with neighbouring regional experiences, such as a day in the snow, experience the high country on a 4x4 and a ghost tour in Walhalla could help position Latrobe as a hub and spoke destination.

### TRAINING

Training workshops would assist operators in increasing capacity to package attractions and contribute to a united events and tourism industry. Collaboration between event and tourism providers could be facilitated through such workshops.





## 5. RESOURCING & GOVERNANCE

**To successfully grow events and the visitor economy in Latrobe City, critical success factors will include building a corporate culture of collaboration between tourism and events, adequate resourcing and good governance.**

**In findings from the local government event benchmarking and following the trend of the merging of state tourism and event bodies in Victoria (Visit Victoria), New South Wales (Destination NSW) and Queensland (Tourism and Events Queensland) in recent years, it is recommended to create greater alignment between tourism and events within Latrobe City Council by:**

### TOURISM + EVENT UNIT

Combining the Event and Tourism teams within council as one unit within the same department with a common focus and budget, while at the same time growing resourcing to implement the strategy, will build Latrobe City's competitive advantage. This will include developing funding opportunities with strategic partners.

### LATROBE TOURISM & MAJOR EVENTS ADVISORY COMMITTEE

Extending the role of the Latrobe Tourism Advisory Committee to include major events as the Latrobe Tourism & Major Events Advisory Committee, whose terms of reference would also include: providing advice regarding major event funding and making recommendations to council about event sponsorship.

It is recommended the committee seek strategic networks and allow for a skills based board with professional experience in major events. It must be agile in its timing and processes to remain competitive to respond quickly and secure major events.

### PROCESSES

Streamlining the application processes for tourism and event operators, building on the one-stop shop approach to grow Latrobe City Council's reputation as a tourism and event positive council.



## PROCESS + CONSULTATION

The strategy development process included: a desktop audit of reference materials, face-to-face consultation in region, participation in the Destination Gippsland's Destination Management Plan workshop in Latrobe City.

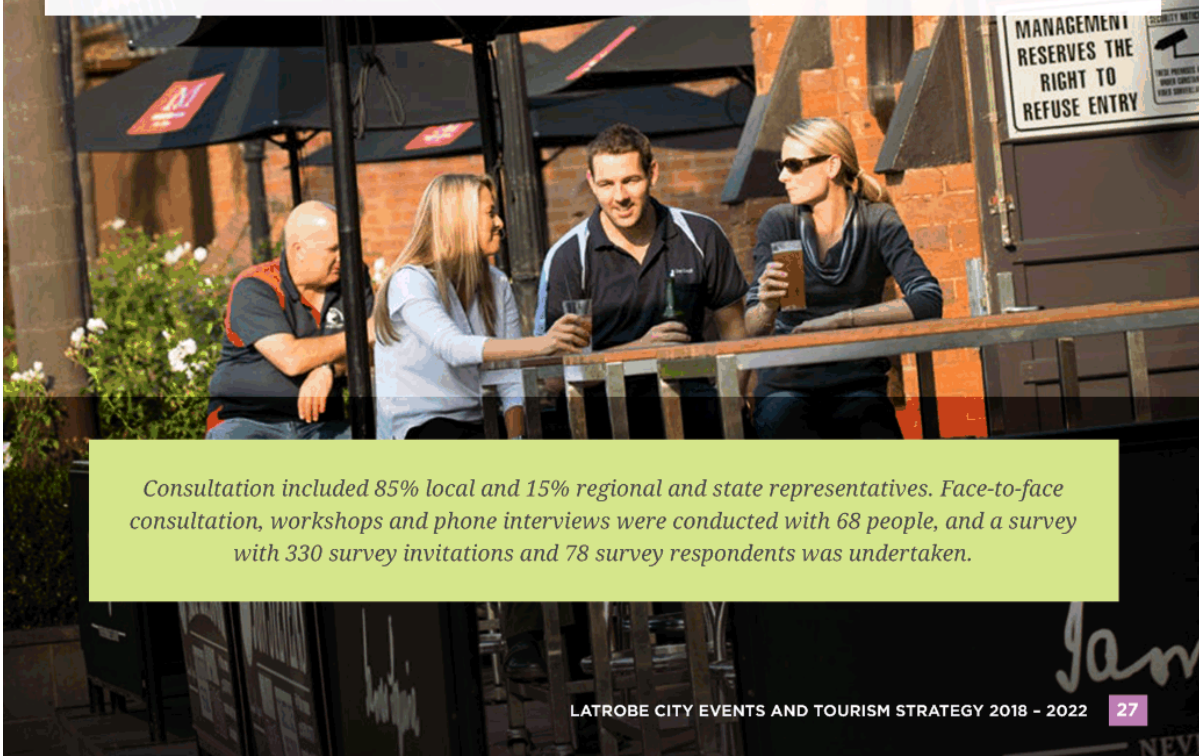
Benchmarking was conducted with the City of Ballarat, City of Greater Bendigo and City of Greater Geelong Bendigo, as well as Toowoomba City Council.

Mystery shopping was undertaken as first-time visitors travelling to Latrobe City, and as an outside event organiser to potentially bring an event to the City.

An online survey was sent to over three hundred (300) Latrobe tourism and event operators and strategic partners were invited to participate in an online survey with seventy-eight (78) respondents.

### LATROBE CITY COUNCIL EVENTS AND TOURISM STRATEGY 2018 - 2022 PROCESS

- 1 **DESKTOP AUDIT**  
April 2018
- 2 **FACE-TO-FACE CONSULTATION**  
7, 8, 30 & 31 May, 2018
- 3 **BENCHMARKING - DESKTOP + PHONE INTERVIEWS**  
June & July, 2018
- 4 **ONLINE SURVEY**  
27 June - 27 July, 2018
- 5 **COUNCILLOR PRESENTATION**  
27 August, 2018
- 6 **EVENTS + TOURISM STRATEGY**  
September - October, 2018
- 7 **ACTION PLAN + BUDGET**  
October - November, 2018



*Consultation included 85% local and 15% regional and state representatives. Face-to-face consultation, workshops and phone interviews were conducted with 68 people, and a survey with 330 survey invitations and 78 survey respondents was undertaken.*



## A SPECIAL THANK YOU

*to the people who gave time, input and advice  
into the making of this strategy*

ORGANISATION	NAME	POSITION
Advanced Morwell	Keith Brownbill	
Baw Baw Shire Council	Mark Kestigian	Executive Manager Communications & Economic Development
City of Ballarat	Heidi Zukauskas	Creative Arts & Events Manager
City of Ballarat	Jeff Johnson	Executive Manager Events and the Arts
City of Greater Bendigo	Terry Karamaloudis	Manager of Tourism and Major Events
City of Greater Geelong	Sharon Cockerell	Coordinator - Event Services Unit Executive Officer - Geelong Major Events
CUSCI	Sam Darrock	Communications Coordinator
Destination Gippsland	Alison Conroy	Marketing Manager
Destination Gippsland	Janine Hayes	Tourism Project Manager
Destination Gippsland	Terry Robinson	Chief Executive Officer
Latrobe Valley Authority	James Fahy	Senior Project Officer
Sport and Recreation	Katie Davidson	
Latrobe Valley Authority	Scott McArle	Snr Program Office Economic Development
Latrobe Valley Authority	Karen Cain	CEO
Latrobe Valley Authority	Rob Collyer	
Latrobe Valley Authority	Sue Mather	Strategic Communication Manager
Latrobe Valley Racing Club Inc	Rod Stephens	
Mountain Top Experience	Ron Camier	
Park Lane Group	Brenan Tibballs	
Power Works	Bruce Loughheed	Vice Chairman
Sports Marketing Australia	Jason Sleeman	National Events Manager
Sports Marketing Australia	Rick Sleeman	Managing Director
Toowoomba Regional Council	Ross Begent	Principal Tourism and Events
Tourism Advisory Committee	Christine Lee	
Tourism Advisory Committee	Jacqui Almack-Onley	

ORGANISATION	NAME	POSITION
Tourism Advisory Committee	Mario Monacella	
Tourism Advisory Committee	Peter Ceeney	Latrobe City Business and Tourism Association
Tourism Advisory Committee	Sophie Morell	
Tourism Greater Geelong and the Bellarine	Tracy Carter	Marketing and Communications Manager
Visit Victoria	Charles Deuchrass	Brand Campaign Lead - Domestic Markets
Visit Victoria	Monique George	Manager Regional Events Fund
Wellington Shire Council	Ashley Smirl	Visitor Economy & Events Coordinator

## REFERENCE MATERIALS

*ABS. Regional Population Growth, Australia, 2016-17*

*Destination Gippsland Strategy Plan 2015-17, Destination Gippsland.*

*Gippsland Tourism Strategic Direction 2013 - 2018, Destination Gippsland.*

*Latrobe City Council Arts Strategy 2016-2021, Latrobe City Council.*

*Latrobe City Council Capacity, Capability and Gaps Assessment, Sports Marketing Australia.*

*Latrobe City Council Economic Development Strategy 2016-2020, Latrobe City Council.*

*Latrobe City Council Plan 2017-2021, Latrobe City Council.*

*Latrobe Events Strategy and Action Plan 2013-17, Latrobe City Council.*

*Victorian Visitor Economy Strategy, Victorian Government Department of Economic Development, Jobs, Transport and Resources 2016.*

*Victoria's 2020 Tourism Strategy, July 2013.*

*The Community Vision for Latrobe Valley 2026.*

*2016-17 Australian Bureau of Statistics (ABS), Tourism Satellite Account*

*National and International Visitor Survey, YE Dec 17, Tourism Research Australia*

*Tourism in Local Government Areas 2016, Latrobe, Tourism Research Australia*

**Agenda Item: 14.6**

**Agenda Item: Hear submissions to the Glengarry East Development Plan**

**Sponsor: General Manager, City Development**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Information**

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Howe

**That Council receives, notes and considers all submissions received in response to the Glengarry East Development Plan (May 2018) prior to formal consideration and response to submissions by Council at the Ordinary Council Meeting to be held Monday 5 November 2018.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report is to present submissions received to Glengarry East Development Plan (GEDP). The draft Glengarry East Development Plan applies to approximately 21 hectares of land situated east of the Glengarry Township. A site context plan is provided at Attachment 1.

The draft GEDP, prepared by Beveridge Williams (the Applicant representing the developer), proposes 132 residential lots and 1 low density lot (encompassing flood prone land that is not included within the drainage reserve). The draft Development Plan map is provided at Attachment 2.

The GEDP was placed on public exhibition on 19 February 2018 and it was originally anticipated that the formal exhibition period would run until 19 March 2018. Due to concerns raised by the community in relation to the proposal, the exhibition period was extended. In response to community concerns, the applicant made changes to the GEDP. On the 16 July 2018 the updated GEDP was placed on public exhibition with the public exhibition period concluding in 13 August 2018.

**Declaration of Interests:**

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

**Background:**

Council as the planning authority and the responsible authority has duties and powers specified by the *Planning and Environment Act 1987* as outlined under Section 12 and 14, including, but not limited to:

- *Provide (ing) sound, strategic and co-ordinated planning of the use and development of land in its area;*
- *to implement the objectives of the planning scheme; and*
- *to comply with this Act and the planning scheme.*

The subject land was identified in 2009 as 'Future Residential' and 'Future Long Term Urban Expansion' in the Council adopted Glengarry Structure Plan with the precinct identified as being '*relatively unencumbered, in close proximity to public open space, main roads and a range of community facilities*'. In 2011, Amendment C24 introduced the Glengarry Structure Plan into the Latrobe Planning Scheme. Subsequently, in 2013 the land was rezoned through Amendment C74 for residential purposes and the Development Plan Overlay – Schedule 5 applied to the land.

Accordingly, the draft GEDP has been prepared in accordance with the requirements of the Development Plan Overlay – Schedule 5 that applies to the subject site and in accordance with the objectives of the Latrobe Planning Scheme.

It is considered that the draft GEDP will provide an additional residential growth front for Glengarry, as identified in Traralgon Growth Areas Review and the Glengarry Structure Plan, at a lot yield that appropriately responds to the existing small town character of Glengarry and Local and State Planning Policy.

**Reasons for Proposed Resolution:**

Objective 6 of Council Plan 2017-2021 is to '*ensure Council operates openly, transparently and responsibly*' with a strategy to '*enhance Council's engagement with the community to better understand the communities priorities.*'

It is considered that providing the community and the applicant a forum where Council can consider submissions prior to consideration of the draft GEDP is consistent with the above objective and strategy of Council Plan 2017-2021.

**Issues:**

*Strategy Implications*

The progression of the draft GEDP aligns with the following objectives and strategies of the Council Plan 2017-2021:

Objectives

- *Ensure Council operates openly, transparently and responsibly.*
- *Improve the liveability and connectedness of Latrobe City*

Strategies



- *Enhance Council's engagement with the community to better understand the communities priorities.*
- *Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City*

### *Communication*

A summary of the activities undertaken during the two exhibition periods is summarised below:

#### February/ March 2018

##### **Notification**

- Direct notification to 29 adjoining property owners and occupiers;
- Direct notification to 23 Glengarry Community Groups/ Businesses;
- Advertised in the Latrobe Valley Express Council Noticeboard on 15 February 2018, 1 March 2018 and 8 March 2018;
- Advertised on Latrobe City Council's Facebook page;
- Hard copy of the development plan available for viewing at Traralgon, Morwell, Moe and Churchill Service Centres, and the Glengarry Post Office; and
- Information available on Latrobe City Council's website, with the option to make an online submission.

##### **Consultation**

- An 'Open House' information session was held from 5.00 pm – 7.00 pm on 27 February 2018 at the Glengarry Preschool which was attended by 19 community members;
- Two one on one meetings were held;
- Two phone enquiries were received;
- Three letters received from Darren Chester, MP on behalf of residents;
- 822 visits to the website page; and
- 24 submissions received.

#### July/ August 2018

##### **Notification**

- Direct notification to submitters, open house attendees and community members who requested to be kept informed;
- Advertised in the Latrobe Valley Express Council Noticeboard on 19 July 2018 and 2 August 2018;
- Advertised on Latrobe City Council's Facebook page;

- Hard copy of the development plan available for viewing at Traralgon, Morwell, Moe and Churchill Service Centres, and the Glengarry Post Office;
- Flyers put up at the Glengarry Post Office, Pharmacy, Supermarket, Pub and Primary School; and
- Information available on Latrobe City Council's website, with the option to make an online submission.

### Consultation

- A community information session was held at 6.00 pm on 7 August 2018 at the Glengarry Hall which was attended by 11 community members. Officers from Latrobe City Council (planning, engineering and environment), Beveridge Williams and the West Gippsland Catchment Management Authority were in attendance to answer questions;
- Two one on one meetings were held;
- No phone enquiries were received;
- Two requests for further information were received via email;
- 221 visits to the website page; and
- 15 submissions received. Of these submitters five made a submission during the initial consultation period in February/ March 2018.

An overview of the number of submissions received during the two consultation periods is provided below:

Consultation Period	Support	Concern	No. of Submitters
February/ March 2018	2	22	<b>24</b>
July/ August 2018	-	15	<b>15*</b>

\* Of these submitters, five made a submission during the initial consultation period.

All submissions received are provided at Attachment 3 and a Summary of Submissions table is provided at Attachment 4.

The key themes that have been identified in the submissions are summarised below. A more detailed response to these themes is provided at Attachment 5.

Theme	Submitter Concerns	Planning Comment
<u>Lot sizes</u> <b>Raised in Submissions:</b> 1,3,4,5,6,7,8,9,10, 11,12,13,14,17,18,	The lots proposed are too small and are not in keeping with the neighbourhood character of Glengarry	The average house lot in the township area north of Cairnbrook Road is 1,235 sqm; with lots ranging in size from 587 sqm to 2,767 sqm.

Theme	Submitter Concerns	Planning Comment
<p>21, 23, 24, 26, 27,28, 29, 30, 31, 32, 33, 34</p>		<p>The GEDP proposes lots ranging in size from approximately 750 sqm to 1,824 sqm with an average lot size of 889 sqm. This is considered appropriate as:</p> <ul style="list-style-type: none"> <li>• The lot sizes are in keeping with the General Residential zoning of the precinct;</li> <li>• The precinct can be adequately serviced and due to its close proximity to the township, it is important to adequately utilise the land; and</li> <li>• It provides a diversity of housing choice within Glengarry.</li> </ul>
<p><u>Lack of social infrastructure</u></p> <p><b>Raised in Submissions:</b> 1,4,5,6,8,9,10,13, 14,17,18,19,20,25, 27,31,33</p>	<p>The infrastructure in Glengarry i.e the Glengarry Preschool and Primary School will be impacted as a result of an increase in population</p>	<p>It is considered that there will not be a significant impact on the current social infrastructure in Glengarry.</p> <p>Advice from the Department of Education and Training is that any increase in population could be accommodated within existing school sites.</p> <p>The Glengarry Preschool is currently not at capacity. The preschool has capacity of 44 children and in 2019 there will be 29 children attending, which includes 12 children that are Glengarry residents.</p>
<p><u>Loss of neighbourhood character</u></p> <p><b>Raised in Submissions:</b> 1,6,9,10,11,12,13, 14,17, 19, 20,</p>	<p>The development of the GEDP will affect the neighbourhood character of Glengarry</p>	<p>The GEDP responds to the existing neighbourhood character by:</p> <ul style="list-style-type: none"> <li>• Proposing larger lots on the western site of the precinct (adjoining Main Street).</li> </ul>

Theme	Submitter Concerns	Planning Comment
21,23,24,28,29,31, 32,33,34		<ul style="list-style-type: none"> <li>• Lots have large frontage widths of at least 20 metres;</li> <li>• Road reserve widths are consistent with the existing residential areas in Glengarry; and</li> <li>• Landscaping of the precinct through street trees and open space areas.</li> </ul>
<p><u>Public Open Space</u></p> <p><b>Raised in Submissions:</b> 4,5,9,21,24,28,29, 30,31,32,33,34</p>	Lack of public open space being provided within the GEDP	<p>The Latrobe Planning Scheme and Latrobe City Council's Public Open Space Strategy requires residential subdivisions to provide 8% of the developable area in unencumbered public open space (land not used for any other purpose than public open space). This can be provided as a land contribution or cash contribution.</p> <p>The GEDP is proposing 2% unencumbered land and a 6% public open space cash contribution – satisfying the 8% public open space requirement.</p> <p>There is also 15% encumbered public open space (drainage reserve) being proposed.</p>
<p><u>Traffic</u></p> <p><b>Raised in Submissions:</b> 1,4,5,8,10,11,13,17, 18,19,20,25,</p>	The GEDP will create a significant disruption to the flow of traffic in the surrounding streets	<p>The traffic report prepared by Beveridge Williams concludes that there is capacity within the existing road networks to accommodate the additional traffic generated by the GEDP, without the need for any upgrades.</p> <p>The traffic report has been reviewed by Latrobe City Council's engineering department and they are satisfied with the report's findings.</p>



Theme	Submitter Concerns	Planning Comment
<p><u>2009 Glengarry Structure Plan Report</u></p> <p><b>Raised in Submissions:</b> 4,5,6,8,9,10,14,16</p>	<p>Inconsistencies between the vision for this precinct in the 2009 Structure Plan and what is being proposed within the GEDP i.e precinct was to be low density</p>	<p>The Small Town Structure Plan Report for Glengarry prepared in 2009 describes area 5 (the GEDP precinct) as a <i>'future residential area'</i>.</p> <p>The report identifies the GEDP precinct as being suitable for future residential development as it's <i>'relatively unencumbered, in close proximity to public open space, main roads and a range of community facilities'</i>.</p> <p>The report identifies other areas within Glengarry (south of Cairnbrook Road) as being suitable for low density.</p>

The response to key themes provided at Attachment 4 was sent to all submitters on 24 August 2018 with an offer to meet one on one with anyone whose concerns hadn't been addressed through the response to key themes. Following receipt of this information, three submitters advised Latrobe City Council that they wish to withdraw their submission, while 11 responded advising that their submission of concern still stands.

Of the 34 submissions received, two are supportive, 29 raise concerns and three have been withdrawn.

No changes have been made to the GEDP following the public exhibition period that concluded in August 2018.

On 10 September 2018, a petition with 56 signatures relating to the GEDP was received (provided at Attachment 6). The petition requests that the average lot size be increased to 1000 sqm and that the required 5% be allocated for public open space instead of the current 2%.

Latrobe City Council's adopted Council Meeting Policy states that for a petition to be accepted and presented to a Council meeting on its own merits, it must meet a number of requirements. One of the requirements is that the petition must *'not relate to a matter under consideration through a current submission/ objection process (e.g through the Planning and Environment Act 1987 or the Local Government Act 1989)'*.

As the petition received relates to the GEDP that is subject to a current submission/ objection process, it does not meet the specified petition criteria and is presented in this report, together with the submissions, for Council's consideration.

*Financial Implications*

Additional resources or financial cost could be incurred should the draft GEDP require determination at Victorian Civil and Administrative Tribunal (VCAT) under Section 149 of the *Planning and Environment Act 1987*. It should be noted that the determination would only be related to a question of law as opposed to merits assessment e.g can Council refuse the draft GEDP after the rezoning of the land went through due process.

The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 7 business days with an additional three days required to attend and present at the appeal, totalling 10 business days.

This equates to a financial cost in the order of \$6,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$15,000.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
A number of submissions raise concerns regarding negative financial and social implications on Glengarry as a result of the draft GEDP being approved	2 - Unlikely	There are multiple factors that influence property value.  The draft GEDP has been referred to relevant agencies and internal departments within Latrobe City Council.  It is considered that there will not be a significant impact on the current and future social infrastructure in Glengarry with relevant agencies monitoring population growth on an ongoing basis.
Negative perception of Council not supporting the development	3 - Possible	To manage and limit the potential risk the recommendation has been considered against the relevant sections of both State and Local Planning Policy.

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

*Legal and Compliance*

The subject land was rezoned for residential purposes in 2013; the current applicant purchased the land on the premise that the future development of the land would achieve a lot yield consistent with Local and State Planning Policy objectives. There is a risk if Latrobe City Council requests that the applicant amends the draft GEDP to

reduce the lot yield and provide an outcome inconsistent with relevant policy, as the rezoning of the land has gone through due process. This may result in legal implications for Latrobe City Council, including the applicant seeking a determination of Councils decision under Section 149 of the *Planning and Environment Act 1987* at VCAT.

*Environmental Implications*

It is considered that environmental impacts of the proposal have been mitigated; a flora and fauna assessment was submitted with the draft GEDP and referred to relevant agencies for consideration and no concerns were raised.

**Supporting Documents:**

Glengarry East Development Plan – Detailed Background Reports & Plans

**Attachments**

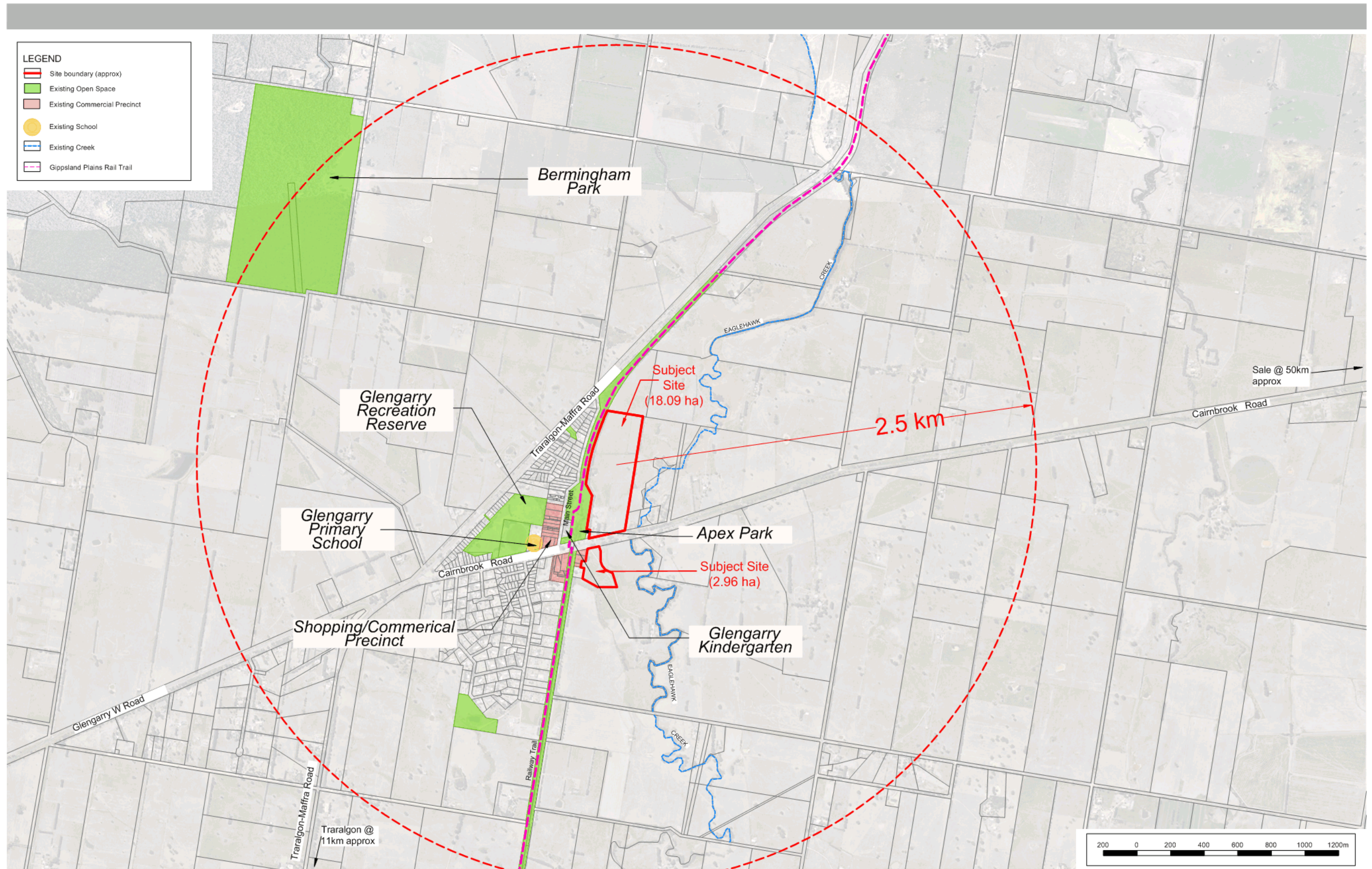
- 1 [↓](#). Site Context Plan
- 2 [↓](#). Glengarry East Development Plan Map
3. Community Submissions (Published Separately) (Confidential)
  - 4 [↓](#). Summary of Submissions Table
  - 5 [↓](#). Response to Key Themes
6. Petition - September 2018 (Published Separately) (Confidential)

## **14.6**

### **Hear submissions to the Glengarry East Development Plan**

<b>1</b>	<b>Site Context Plan .....</b>	<b>273</b>
<b>2</b>	<b>Glengarry East Development Plan Map .....</b>	<b>275</b>
<b>4</b>	<b>Summary of Submissions Table .....</b>	<b>277</b>
<b>5</b>	<b>Response to Key Themes .....</b>	<b>295</b>





Site Context  
 100 & 101 Cairnbrook Road, Glengarry  
 Lurganare Pty Ltd

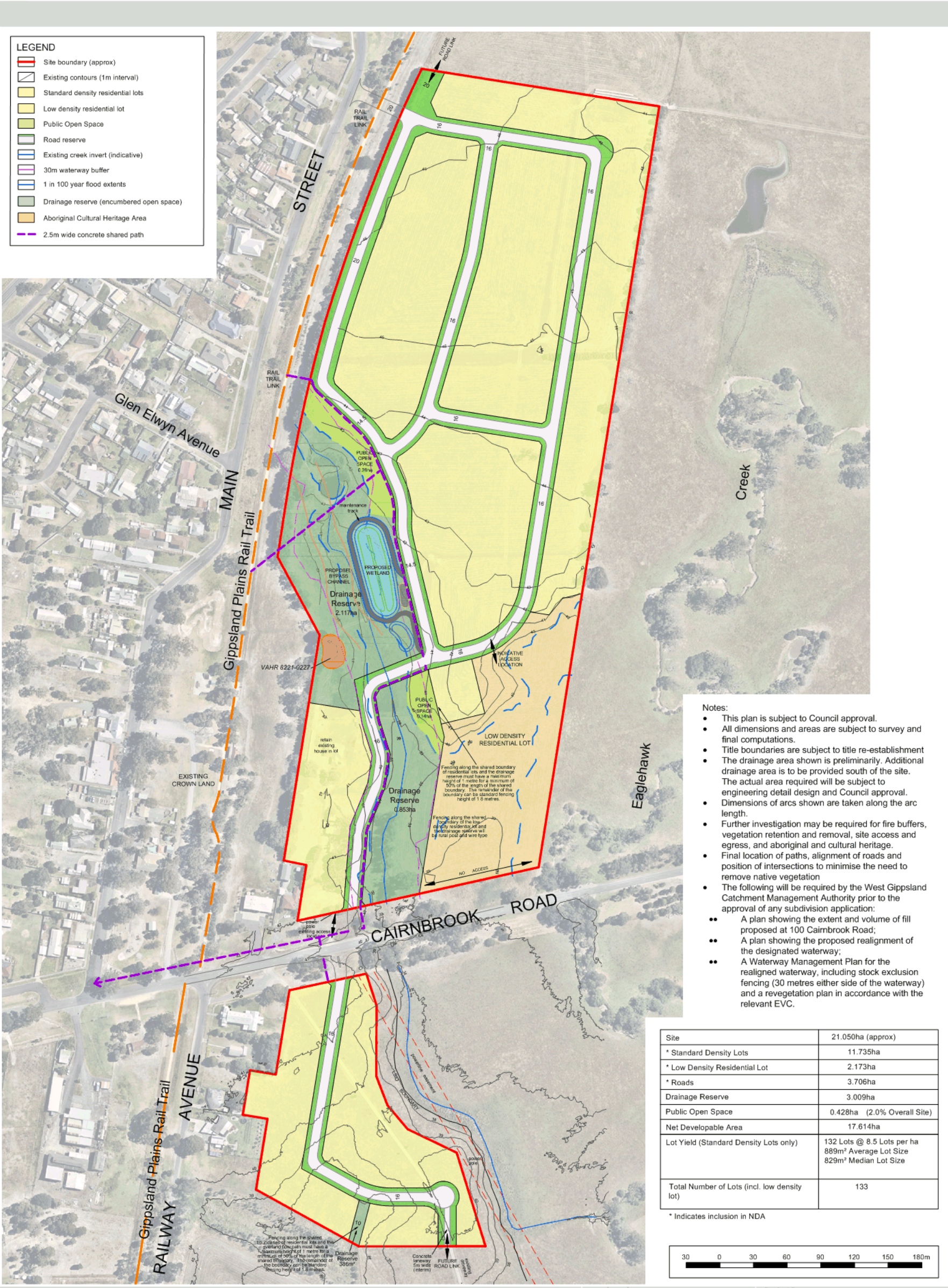
**BW** Beveridge Williams  
 development & environment consultants  
 Melbourne ph : 03 9524 8888  
 www.beveridgewilliams.com.au

Version	Date	Description	Drafted	Approved	Version	Date	Description	Drafted	Approved
1	06.09.2017	Initial Issue			MM	JC			

Date: 06.09.2017  
 Version No: 1  
 Job No: 1600263  
 Scale (A1): 1:10,000  
 (A3): 1:20,000

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Glengarry East Development Plan  
Development Plan  
100 & 101 Cairnbrook Road, Glengarry

**BW** Beveridge Williams  
development & environment consultants

05	19.06.2018	Plan updated as requested by Council
04	07.05.2018	Plan updated as requested by Council
03	02.02.2018	Plan updated as requested by Council
02	11.01.2018	Plan updated as requested by Council
01	20.06.2017	Initial Release

Drafted By: T. GUY  
Checked By: 1600263 DP  
Version No: 05  
Date: 19.06.2018

Scale (A1): N/A  
(A3): 1:3000

Lurganare Pty Ltd

Traralgon ph : 03 5176 0374  
www.beveridgewilliams.com.au

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### Glengarry East Development Plan – Summary of Submissions

In response to community concerns received during the initial community exhibition period, the following changes have been made to the Glengarry East Development Plan:

- one of the two proposed access points onto Main Street was removed and a second access point is now proposed from Cairnbrook Road;
- the medium density site was replaced with standard density;
- the average lot size increased from 777sqm to 889sqm; and
- the lot yield decreased from 140 lots to 133 lots with the density being reduced from 9.9 lots per ha to 8.5 lots per ha.

No changes have been made to the Glengarry East Development Plan following the public exhibition period that concluded in August 2018.

A response to the key themes raised in submissions is provided at **Attachment 7** of this report.

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
1a	Submitter 1 (details requested to be withheld)	Concern	<p>People live out of the town of Traralgon for a reason and to see yet another estate the same as every other is Traralgon will not make it our town anymore.</p> <p>Blocks need to be minimum 1000sqm and no road access from Main Street.</p>	Submission made during initial consultation period (February – March 2018)
1b	Submitter 1 (details requested to be withheld)	Concern	<p>Concerns over the size of the blocks – they need to be 1200sqm. As a long term resident of Glengarry, an influx of people will not be in the community as a wholes best interest. The roads are not suitable for extra residents nor is the parking in town or even the school.</p> <p>Already a high crime rate in Glengarry and there is no police presence.</p> <p>Already pay high rates even though a majority of the town has no street lights or footpaths and now you want us to continue to pay more and get less.</p> <p>Not opposed to the development of the town but against high density development.</p>	Submission made during second consultation period (July – August 2018)

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
1c	<b>Submitter 1</b> (details requested to be withheld)	Concern	Strongly object to the lot sizes – they need to be less dense with an average block size of ½ an acre.	<b>Submission made during second consultation period</b> (July – August 2018)
2	<b>Bruce Fulton</b>	Support	Will allow future growth and development in Glengarry. Blocks are currently very scarce to purchase in the township area and a proposal of this nature will assist families. A kindergarten, school and other infrastructure is available.	<b>Submission made during initial consultation period</b> (February – March 2018)
3	<b>Celeste Kooyoufas</b>	Concern	If blocks were at least 1 acre would probably support it. The current proposal has too smaller blocks for a rural town.	<b>Submission made during initial consultation period</b> (February – March 2018)
4a	<b>Submitter 4</b> (details requested to be withheld)	Concern	<p>Strongly object due to the high density lots that have been proposed as well as where the roads have been proposed to enter the subdivision. Glengarry does not have the public transport or shopping facilities to cope with a large influx in population.</p> <p>Recently moved to Glengarry in the last six months, away from The Avenue in Traralgon. Residents adjoining The Avenue and surrounding streets lost approx. \$85,000 on house values due to the low cost, long unemployed and welfare recipients being put into what we were told would be high end housing. Greatly concerned that this will occur in our beautiful town if lots are proposed to be under an acre.</p> <p>Previous plan (Glengarry Structure Plan) had a roundabout at Glen Elwyn Drive – this would be more appropriate than the planned placement of entrances along Main Street opposite existing housing. Headlights and road noise could be minimised by placing a roundabout at existing intersection. Why isn't access to this subdivision going from Cairnbrook Road?</p> <p>Rare flora and fauna exists in the area that would be greatly impacted by any earth works, not to mention the Rail Trail which is an area all Latrobe residents and visitors enjoy.</p>	<b>Submission made during initial consultation period</b> (February – March 2018)



### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
4b	Submitter 4 (details requested to be withheld)	Concern	Why isn't the development going from Cairnbrook Road where it will least impact the community and rail trail.	Submission made during initial consultation period (February – March 2018)
4c	Submitter 4 (details requested to be withheld)	Concern	<p>Development Plan contradicts the recommendations of Latrobe City Council Report April 2009 (Small Town Structure Plans Boolarra, Glengarry &amp; Tyers):</p> <ul style="list-style-type: none"> <li>• Report stated there would be low density not high density allotments;</li> <li>• Cultural heritage sensitivity areas cover the subdivision area; and</li> <li>• Creeks and wetlands run through where roads are proposed.</li> </ul> <p>Concerned with the proposal due to the following:</p> <ul style="list-style-type: none"> <li>• Increased traffic flow north of Glen Elwyn Avenue;</li> <li>• Increased flooding of driveways;</li> <li>• Size of blocks are too small for a rural town;</li> <li>• Type of people smaller blocks will attract;</li> <li>• Social infrastructure in Glengarry is inadequate with the current Glengarry population;</li> <li>• Width of Main Street north of Glen Elwyn Avenue is far too narrow for turnoff into proposed subdivision;</li> <li>• Rail Trail advised that they would only support one access point – being a roundabout at Glen Elwyn Avenue;</li> <li>• Headlights as people enter and exit the proposed estate;</li> <li>• Inconvenience during construction stage (dust and noise); and</li> <li>• Two of the main drainage points north of houses were not highlighted on the flood or drainage plans.</li> </ul>	Submission made during initial consultation period (February – March 2018)
4d	Submitter 4 (details requested to be withheld)	Concern	Development will ruin the sensitive heritage and rustic nature of Glengarry. Average lot size needs to be increased to around 1000sqm with around 40 smaller blocks for people to retire in and amount of land to be used for Open Space to be brought back to 8%.	Submission made during second consultation period (July – August 2018)

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
5a	Tracey Bland	Concern	<p>Concerns raised by the community at the Open House Session on 27 February 2018 were:</p> <ul style="list-style-type: none"> <li>• The development does not match the structure plan – changes that have been made to the structure plan appear to have had little or no consultation with the community;</li> <li>• There is a conflict of interest in the Eaglehawk Creek Flood Study;</li> <li>• Traffic study doesn't represent current practise ;</li> <li>• Drainage and water management of the development;</li> <li>• Traffic safety not addressed ;</li> <li>• Community lifestyle and character not considered;</li> <li>• Pre-school and Primary School have no capacity to accommodate this development;</li> <li>• Block sizes are out of alignment with the community; and</li> <li>• This is a done deal and as much as the community have concerns, council don't care.</li> </ul>	<p><b>Submission made during initial consultation period</b> (February – March 2018)</p>
5b	Tracey Bland	Concern	<p>Block sizes are too small and the number of lots is too great. The development does not match the town structure plan.</p> <p>The current road system in Glengarry is not suitable for the increased traffic the development would create.</p> <p>Lack of town infrastructure – school and preschool, public transport and commercial development opportunities.</p>	<p><b>Submission made during initial consultation period</b> (February – March 2018)</p>

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
			<p>The land servicing feasibility report states a number of inaccurate statements.</p> <p>The recommendations of the Habitat Assessment and Targeted survey of the Dianella amonea have not taken into consideration the planning process.</p> <p>Proposed access points over the Rail Trail will destroy the function and purpose of the trail.</p>	
5c	<b>Tracey Bland</b>	Concern	<p>Community need to understand if there is any cost to the community or Main Street residents from the road work upgrades required to Main Street due to this development. Oppose any extra costs to residents that benefit the developer by virtue of requiring these works.</p> <p>Oppose north access across Main Street due to its distribution to the Rail Trail; disruption to native vegetation; and extra traffic movement at the corner or Main Street and Traralgon-Maffra Road.</p> <p>The Rail Trail Committee does not support a north crossing as shown in the Development Plan.</p> <p>Disagree with the traffic modelling which states that Main Street and Traralgon Maffra Road will not receive significant extra traffic movements. Disagree with traffic assumptions made in the Traffic Report.</p> <p>Suggest the only access across the Rail Trail should be an emergency access and be at the point of Glen Elwyn Avenue. Do not feel that this option has been investigated although it was suggested at the initial consultation period.</p> <p>Although the average lot size has increased, don't believe this is in alignment with the community expectations of 'larger blocks' which was feedback from the first community consultation period.</p>	<p><b>Submission made during second consultation period</b> (July – August 2018)</p>

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
			What benefits can the community expect from this new development – sporting fields/ playground areas? Unable to see any play/recreation space in this development plan.	
6	Debbie & Trevor McKenney	Concern	<p>Not totally opposed to the proposal but in its current form it is going to severely impact us, our neighbours and the local community in general.</p> <p>Moved to this area of Glengarry because of the lower flow of traffic and the block sizes are larger.</p> <p>Previously the estate entry points were at Glen Elwyn Avenue and off Cairnbrook Road.</p> <p>Latrobe City Council has been misled on some the studies with some important information either left off, false or unknown history.</p> <p>Concerned with the proposal due to the following:</p> <ul style="list-style-type: none"> <li>• Increased traffic flow north of Glen Elwyn Avenue;</li> <li>• Increased flooding of driveways;</li> <li>• Size of blocks are too small for a rural town;</li> <li>• Type of people smaller blocks will attract;</li> <li>• Social infrastructure in Glengarry is inadequate with the current Glengarry population;</li> <li>• Width of Main Street north of Glen Elwyn Avenue is far too narrow for turnoff into proposed subdivision;</li> <li>• Rail Trail advised that they would only support one access point – being a roundabout at Glen Elwyn Avenue;</li> <li>• Headlights as people enter and exit the proposed estate;</li> <li>• Inconvenience during construction stage (dust and noise); and</li> <li>• Two of the main drainage points north of houses were not highlighted on the flood or drainage plans.</li> </ul>	Submission made during initial consultation period (February – March 2018)



### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
7	Tracey Sanchez	Concern	<p>Reject planning for such small residential blocks.</p> <p>Glengarry is known for being a close knit country community – people wanting to move out of the small residential blocks of land, but wanting to stay closer to Traralgon, look for bigger land size. Bigger land size will continue to keep Glengarry rural.</p>	Submission made during initial consultation period (February – March 2018)
8a	Darlene Musgrove	Concern	<p>Strongly object due to:</p> <ul style="list-style-type: none"> <li>• High density lots and the access points to the subdivision;</li> <li>• Neighbours moved from The Strand in Traralgon – property owners lost approximately \$85,000 in house value due to the low cost, long unemployed and welfare recipients being moved into the Estate. Concerned this will happen at Glengarry;</li> <li>• Increased traffic flow north of Glen Elwyn Avenue;</li> <li>• Increased flooding of driveways;</li> <li>• Size of blocks are too small for a rural town;</li> <li>• Type of people smaller blocks will attract;</li> <li>• Social infrastructure in Glengarry is inadequate with the current Glengarry population;</li> <li>• Width of Main Street north of Glen Elwyn Avenue is far too narrow for turnoff into proposed subdivision;</li> <li>• Rail Trail advised that they would only support one access point – being a roundabout at Glen Elwyn Avenue;</li> <li>• Headlights as people enter and exit the proposed estate;</li> <li>• Inconvenience during construction stage (dust and noise); and</li> <li>• Two of the main drainage points north of houses were not highlighted on the flood or drainage plans.</li> </ul>	Submission made during initial consultation period (February – March 2018)

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
8b	<b>Darlene Musgrove</b>	Concern	<p>Development Plan contradicts the recommendations of Latrobe City Council Report April 2009 (Small Town Structure Plans Boolarra, Glengarry &amp; Tyers):</p> <ul style="list-style-type: none"> <li>• Report stated there would be low density not high density allotments;</li> <li>• Cultural heritage sensitivity areas cover the subdivision area; and</li> <li>• Creeks and wetlands run through where roads are proposed.</li> </ul>	<b>Submission made during initial consultation period</b> (February – March 2018)
9a	<b>Julie Laukens</b>	Concern	<p>High density development will completely destroy the rural heritage of Glengarry and will overwhelm the town's infrastructure and services and infringe on sensitive flora and fauna areas.</p> <p>The residents of Glengarry have not been previously consulted regarding such a high density development. Council's 2009 proposal (the Glengarry Structure Plan) was for low density development and did not include the 770sqm blocks detailed in the current plan and the proposed estate exits did not flow onto Main Street.</p> <p>The majority of Glengarry residents choose to live in the town for the quiet, low density, rural lifestyle and the proposed development does not accord with these wishes.</p> <p>Request that council abandon the plan and return to consulting with the residents of Glengarry.</p>	<b>Submission made during initial consultation period</b> (February – March 2018)
9b	<b>Julie Laukens</b>	Concern	<p>Development will irreversibly ruin the sensitive heritage and rustic and nature of Glengarry.</p> <p>Ask that the average lot size be increased to around 1,000sqm and the amount of land to be used for open spaces be brought back to 8%.</p> <p>Understand that the town needs to have smaller blocks for people to retire in – ask that the development should contain around 40 smaller blocks for such purpose while keeping the average size around 1,000sqm.</p>	<b>Submission made during second consultation period</b> (July – August 2018)

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
10a	Peter & Sharon Blizzard	Concern	<p>Not opposed to the development overall however any subdivision that proceeds in Glengarry needs to be in fitting with the towns current structure and feel.</p> <p>This development has appeared to present as one thing however it has now morphed into something that will disrupt our everyday living and impose itself on our small community in a way that will forever change the nature of our small town.</p> <p>Rail Trail is being treated as an inconvenience to be dug up and interrupted by major intersections all because other options are deemed too expensive for the developer to pursue.</p> <p>If the town structure plan of the time had shown the Main Street entrances to the planned development, objections would have been raised about having the land rezoned. If any development is to proceed the entrance needs to be directly opposite Glen Elwyn Avenue, regardless of costs as this is what it best for the town.</p> <p>During the process to have 101 Cairnbrook Road rezoned to residential it additionally brought forward the rezoning of a further section of 101 Cairnbrook Road that has been previously identified in the Structure Plan as 'future long-term urban expansion.'</p> <p>Misinformation and biased reporting has ensured that the Glengarry East Development Plan proposal process has not been transparent and possibly even detriment to the town itself.</p> <p>The Native Vegetation reports prepared by Beveridge Williams are incorrect – mapping is incorrect.</p>	Submission made during initial consultation period (February – March 2018)

**Glengarry East Development Plan – Summary of Submissions**

Submission Number	Name	Support/ Concern	Submission summary	Consultation period where submission was made
			<p>Infrastructure in Glengarry is not equipped to handle the influx of residence that this development would bring. What plans does Latrobe City Council have in relation to infrastructure in conjunction with this development?</p> <p>Strongly disagree with the theory in the traffic report that states that the majority of residence will access and egress the Main Street subdivision via Cairnbrook Road.</p> <p>The average lot size of this development is not in keeping with the present town aesthetic of being a small rural community. Smaller cheaper blocks would attract the wrong demographic into the town and cause discontent within our community.</p> <p>Will there be additional street lighting at the two new proposed intersections and will the developer or Latrobe City Council landscape the area between the development and Main Street? This area north of the southern entrance has been an eyesore for years and no authority will claim responsibility for it.</p> <p>Is there any form of onsite stormwater detention within the drainage reserve or individual lot detention – the existing stormwater can't cope with the existing residences.</p> <p>Why has the largest single drainage structure to the west of the development not been identified in the developers flood study – this line is the main line that feeds the water into the proposed drainage reserve.</p> <p>Any new additions to Glengarry need to come as a staged development in a rural setting, allowing the town to grow with it and adjust to our new normal.</p> <p>There are no additional spaces for new retail or commercial/ industrial businesses and Glengarry would not be able to cater for these new residences.</p>	



### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
10b	Peter Blizzard	Concern	Concern with the landscaping of the main drainage reserve that runs through the development. The Plan looks fantastic and I think it will be a great addition to the town – my concern is with the timing of the completion of these works.	Submission made during initial consultation period (February – March 2018)
11	Kate Armstrong	Concern	<p>In full support of the growing community and as someone who has been looking for land in Glengarry, it is very exciting.</p> <p>Initially the proposal interested me, but I have now become concerned about the average size of the blocks proposed – an average of 777sqm for out of town is very small and puts a divide between the original blocks and the new ones. It would see half a town with plenty of space and other half like a dense housing commission area.</p> <p>Proposal would have a lot more support if the average block size was a minimum of 1200sqm and above – to keep the character of the town just how it is.</p> <p><b><u>Submission has been subsequently withdrawn</u></b></p>	Submission made during initial consultation period (February – March 2018)
12	Submitter 12 (details requested to be withheld)	Concern	<p>Disappointed that the new development consists of small 700-1200sqm residential blocks, similar to development in major towns such as Traralgon.</p> <p>Within Latrobe City there is an abundance of blocks for sale under 1200sqm – why should Glengarry and Latrobe City be further subjected to small residential blocks, in yet another grab for rate money, squeezing in as many lots as possible.</p> <p>The whole purpose of living out of town is the smaller community and engaging in activities on your property that a large block/ acreage lifestyle allows.</p>	Submission made during initial consultation period (February – March 2018)

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
			<p>Was highly anticipating the precinct to be full of large one acre allotments – planned to upgrade current home of 30 years and build my dream home in Glengarry. Unfortunately this will not be happening given the current proposal.</p> <p>Concerned about the impact 138 new properties will have on infrastructure and traffic.</p>	
13	<b>Kelly Giersch</b>	Concern	<p>Concern about the scale of the development for the size and infrastructure available in the town and object to the current proposal.</p> <p>The amount of traffic expected on Main Street and proposed crossings will make the street, intersections and the rail trail dangerous and spoil the rural environment that residents want and love.</p> <p>Any development needs to be performed alongside upgrades to existing facilities and town infrastructure.</p> <p>In principle don't object to the development of Glengarry but do object to taking a quiet little town and ruining it by over populating.</p>	<b>Submission made during initial consultation period</b> (February – March 2018)
14	<b>Trevor &amp; Loraine Bunn</b>	Concern	<p>As residents of Glengarry for 34 years, we are concerned that this high density development will completely destroy the rural heritage of Glengarry and overwhelm the town's infrastructure, services and infringe on sensitive flora and fauna areas.</p> <p>The residents of Glengarry have not been previously consulted regarding such high density development. Council's 2009 proposal (the Glengarry Structure Plan) was for low density development and did not include 770sqm blocks and the proposed estate did not flow onto Main Street.</p> <p>Have no problem with Glengarry growing but keep it the quiet rural setting.</p>	<b>Submission made during initial consultation period</b> (February – March 2018)

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
15	Tony (no last name provided)	Concern	<p>What sort of residents are planned to go in this development?</p> <p>Most Glengarry residents would object to the term '<i>dormitory suburb of Traralgon</i>'.</p>	Submission made during initial consultation period (February – March 2018)
16	Kim Prowd	Concern	<p>Development Plan contradicts the recommendations of Latrobe City Council Report April 2009 (Small Town Structure Plans Boolarra, Glengarry &amp; Tyers):</p> <ul style="list-style-type: none"> <li>• Report stated there would be low density not high density allotments;</li> <li>• Cultural heritage sensitivity areas cover the subdivision area; and</li> <li>• Creeks and wetlands run through where roads are proposed.</li> </ul>	Submission made during initial consultation period (February – March 2018)
17	Jo Spiteri	Concern	<p>Not anti-development but feel very strongly that this should be done in a way that respects the towns heritage and the lifestyle of residents.</p> <p>The Rail Trail has been developed into a major draw card for Glengarry but having this development right next the trail, and having additional crossings on it, will see the beauty of the trail diminished significantly.</p> <p>Large blocks mixed with green spaces would be much more in keeping with the existing settings.</p> <p>Overwhelming concern is the impact a high number of residents will have on the infrastructure and resources of the town.</p> <p>Real concern regarding flood risk and drainage issues as well as the environmental impact on some areas of vegetation.</p> <p><u>Submission has been subsequently withdrawn</u></p>	Submission made during initial consultation period (February – March 2018)

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
18	Ian & Norma King	Concern	<p>What fencing requirements are there on blocks to protect agricultural land?</p> <p>Block sizes are much smaller than the existing average for Glengarry.</p> <p>How will Cairnbrook Road handle the additional traffic with already heavy use, especially by trucks?</p> <p>Where will expansion be available for commercial development and are there plans to increase provision of preschool and primary school services in Glengarry?</p> <p>Concerns regarding the impacts on Eaglehawk Creek and the increase in stormwater.</p>	Submission made during initial consultation period (February – March 2018)
19	Arthur Bland & Irene Hand	Concern	<p>Concerns with the proposed road outlets onto Main Street – this will clog up Main Street to a degree where it will be unsafe for pedestrians.</p> <p>Two crossings at the rail trail are putting users of the trail at an unnecessary risk.</p> <p>Extra traffic at the north end would make it impossible to enter and exit safely.</p> <p>Black Tank Road would also require turning lanes exiting Traralgon – Maffra Road for safety reasons.</p> <p>Have no issues with extra blocks in Glengarry as long at the infrastructure can accommodate the extra residents.</p>	Submission made during initial consultation period (February – March 2018)



### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
20	Geoffrey & Violet Biram	Concern	<p>Concern regarding the impact on the socio-economic profile of the Glengarry community.</p> <p>Concerns regarding the increased traffic loading onto Main Street and Glen Elwyn Avenue.</p> <p>How is the safety of Rail Trail users being addressed with the two vehicle crossings being in close proximity?</p> <p>What is the stormwater management plan for the development and what impact will it have on Main Street flood levels?</p> <p>What provisions are council making for improved public use assets and services?</p> <p><b><u>Submission has been subsequently withdrawn</u></b></p>	Submission made during initial consultation period (February – March 2018)
21	Submitter 21 (details requested to be withheld)	Concern	<p>Would like the size of the blocks to be the same as the majority of the township so the feel isn't lost.</p> <p>Don't want Glengarry to look like Berwick - the most recent housing developments at the top end of Kyne Street and they all have 1 acre blocks.</p>	Submission made during initial consultation period (February – March 2018)
22	Submitter 22 (details requested to be withheld)	Support	<p>Watching the progress of this development with a view of building in Glengarry.</p> <p>This development would be good for the town and for Traralgon as a whole.</p>	Submission made during initial consultation period (February – March 2018)
23	Ben Richardson	Concern	Request minimum size blocks of 1200sqm in order to preserve the heritage of the town.	Submission made during initial consultation period (February – March 2018)

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
24a	Nabil Dehaini	Concern	Request minimum size blocks of 1200 sqm in order to preserve the heritage of the town.	Submission made during initial consultation period (February – March 2018)
24b	Nabil Dehaini	Concern	<p>Development in this form will irreversibly ruin the sensitive heritage and rustic nature of Glengarry.</p> <p>Ask that the average lot size be increased to around 1000sqm and the amount of land used for open spaces be brought back to 8%.</p> <p>Understand that the town needs to have smaller blocks for people to retire in – ask that the development should contain around 40 smaller blocks.</p>	Submission made during second consultation period (July – August 2018)
25	Eva Burton	Concern	<p>Glad to see the block sizes are at least 800sqm – I would not like to see these reduced at all. People buy here (Glengarry) for the larger blocks.</p> <p>133 new residences will impact the small school.</p> <p>Development will have an impact on power supply.</p> <p>Main Street is at capacity and no more businesses can expand – with an influx of families, businesses would probably like to be able to expand.</p>	Submission made during second consultation period (July – August 2018)
26	Submitter 26 (details requested to be withheld)	Concern	<p>Object to the current development plan in relation to the block sizes and the number of blocks being proposed.</p> <p>The Glengarry community are expecting minimum size blocks of 1200sqm.</p>	Submission made during second consultation period (July – August 2018)
27	Submitter 27 (details requested to be withheld)	Concern	<p>Object to the land sizes within the development. The town cannot support many more people coming into town, what will you do to keep residents safe? Crime is already high in Glengarry and with no police in close proximity, it's not right. There is also not enough infrastructure in place.</p>	Submission made during second consultation period (July – August 2018)

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
28	Lenny Hill	Concern	<p>The development in its current form is unsuitable for the Glengarry township and will destroy the heritage and rustic feel of the town.</p> <p>The local primary school and kindergarten would not be able to cope with the influx of numbers that the development would bring.</p> <p>Ask that the developer consider a development structure that has more open spaces and fewer lot sizes with more diversity.</p>	<p><b>Submission made during second consultation period</b> (July – August 2018)</p>
29	Submitter 29 (details requested to be withheld)	Concern	<p>Objects to the proposed size of lots because they are too small and not in keeping with the existing lots in Glengarry.</p> <p>The development lacks public space that is needed in a town like Glengarry – this will affect liveability.</p>	<p><b>Submission made during second consultation period</b> (July – August 2018)</p>
30	Norm Eacott	Concern	<p>Object because 8% of the development is not converted to open space for community use. Recreation and park areas are owned by DELWP with none owned by Latrobe City Council.</p> <p>Lot sizes are too small and don't reflect the feel of the town.</p> <p>Community does not accept the cross over the rail trail onto Main Street. Agreed access was only to be via Cairnbrook Road with no other exit or entry points.</p>	<p><b>Submission made during second consultation period</b> (July – August 2018)</p>
31	Submitter 31 (details requested to be withheld)	Concern	<p>Development in its current form will irreversibly destroy the heritage and rustic small town nature of Glengarry.</p> <p>Ask that the average lot size needs to increase to 1000sqm and the amount of public open space brought up to 8%.</p>	<p><b>Submission made during second consultation period</b> (July – August 2018)</p>

### Glengarry East Development Plan – Summary of Submissions

Submission Number	Name	Support/Concern	Submission summary	Consultation period where submission was made
32	Submitter 32 (details requested to be withheld)	Concern	<p>Development in its current form will irreversibly destroy the heritage and rustic small town nature of Glengarry.</p> <p>Ask that the average lot size needs to increase to 1000sqm and the amount of public open space be brought up to 8%.</p> <p>Great concerns regarding the kindergarten and primary school being over populated if the block sizes remain as they are.</p>	Submission made during second consultation period (July – August 2018)
33	Vanessa Czerniawki	Concern	<p>Development in this form will irreversibly ruin the sensitive heritage and rustic nature of Glengarry.</p> <p>Ask that the average lot size be increased to around 1000sqm and the amount of land used for open spaces be brought back to 8%.</p> <p>Understand that the town needs to have smaller blocks for people to retire in – ask that the development should contain around 40 smaller blocks.</p>	Submission made during second consultation period (July – August 2018)
34	Jess Walker	Concern	<p>Development in this form will irreversibly ruin the sensitive heritage and rustic nature of Glengarry.</p> <p>Ask that the average lot size be increased to around 1000sqm and the amount of land used for open spaces be brought back to 8%.</p> <p>Understand that the town needs to have smaller blocks for people to retire in – ask that the development should contain around 40 smaller blocks.</p>	Submission made during second consultation period (July – August 2018)



A banner with a background of overlapping orange and red geometric shapes. A black horizontal bar across the center contains the text "Glengarry East Development Plan" in white.

## Glengarry East Development Plan

## Response to key themes raised in submissions

### **Social Infrastructure**

ABS census data from 2011 and 2016 shows a decline in the population of Glengarry. The data also shows that Glengarry has an aging population.

Population is a key driver in relation to increases in social infrastructure within towns – if towns do not grow, it makes it difficult to attract new services and investment.

### **Impact on Glengarry Primary School**

Latrobe City Council provided the Glengarry East Development Plan to the Department of Education and Training (DET) for consideration.

*Advice from the DET was that 'any increase in demand for government schools could be accommodated at existing school sites. Each year DET reviews the need for new schools using demographic modelling of population change, enrolment growth and the capacity of existing school. Potential enrolment growth and population change that could result from the future development of this area will be reviewed annually as part of this process to assess the potential impact on the surrounding schools. The DET will continue to work with Latrobe City Council and other relevant stakeholders, to monitor and plan for government schools.'*

### **Impact on Glengarry Preschool**

Advice from Latrobe City Council's Family Services department is that the Glengarry Preschool is currently not at capacity.

The preschool has a capacity of 44 children and in 2019 there will be 29 children attending which includes 12 children that are Glengarry residents. For the 2019 intake, no families who nominated Glengarry as a first preference missed out on accessing the preschool. This was the same in 2018.

In the past five years the Glengarry preschool has only operated at full capacity in 2017 with the Tyers preschool, which is considered to be the next closest, also not currently operating at capacity.

The state government set out guidelines around access to preschool, it is called Priority of Access and it determines how families are allocated places. Latrobe City Council also has a localised special consideration that ensures where possible all families who reside in rural towns have priority access to that service. All remaining applications are then put in a ballot.

Latrobe City Council annually monitors birth rates, population rates and demographic movements to ensure that any increase in population and subsequent demand on infrastructure is appropriately managed.

## **There is a high crime rate in Glengarry and there is no police presence**

The provision of police is a matter for state government consideration.

The Glengarry Community Association has recently adopted the Glengarry & District Community Plan and one of the projects listed for 2018/19 is to increase Police presence within the township.

The plan proposes to do this by:

- Inviting Victoria Police representatives to attend whole town meetings where community safety issues and concerns can be raised;
- Establish a Glengarry & District liaison person with Victoria Police to create an open line of communication; and
- Advocate for increased visibility of Victoria Police at key events and activities within the township.

## **There is nowhere in Glengarry for new businesses to go and existing businesses to expand**

The current businesses along Main Street are zoned Township Zone within the Latrobe Planning Scheme which allows for a range of commercial, industrial and other uses in small towns. The businesses within Main Street are on large blocks and therefore have the opportunity for expansion (subject to obtaining the necessary approvals).

Latrobe City Council is about to commence preparing a Retail Strategy for all towns within Latrobe City. The strategy will undertake an analysis of the current retail sectors and will look at projected population statistics for the next five years to determine the future retail needs for each town. The purpose of the Retail Strategy is to identify any potential future needs of towns, whether there is a requirement for any rezoning's to occur and to identify redevelopment opportunities.

If the report finds that there is a retail shortage in Glengarry, the Retail Strategy will identify potential solutions to address it.

The Glengarry Community Association has recently adopted the Glengarry & District Community Plan and one of the projects listed for 2018/19 is to attract new businesses/services to Glengarry and district.

The plan proposes to do this by establishing a working group to:

- Identify suitable locations and premises for new businesses;
- Identify suitable businesses and services that will add value to a small town community;
- Develop a strategy and/or campaign to attract potential businesses and services; and
- Liaise with key industry stakeholders for support and research to guide strategies.

## No adequate public transport within Glengarry

The provision of public transport is the responsibility of Transport for Victoria. A copy of the draft Glengarry East Development Plan was referred to Transport for Victoria for their consideration so they are aware of the proposal.

The Glengarry Community Association has recently adopted the Glengarry & District Community Plan and one of the projects listed for 2018/19 is to advocate for an increase in public transport services and adequate bus shelters.

The plan proposes to do this by:

- Engaging with Transport authorities regarding increase in public transport services; and
- Identifying areas where there are insufficient bus shelters and seek funding for installation.

## Lack of Public Open Space proposed

Within Glengarry the existing open space/ recreation areas are the Gippsland Plains Rail Trail, Recreation Reserve, Apex Park and the Skate Park. Latrobe City Council contributes financially to all of these assets.

The Latrobe Planning Scheme and Latrobe City Council's Public Open Space Strategy requires greenfield residential subdivisions to provide 8% of the developable area in unencumbered public open space (land not used for any other purpose than public open space) which can be provided as a land contribution or a cash contribution.

The Glengarry East Development Plan is proposing to provide 2% unencumbered land and a 6% cash contribution (satisfying the 8% public open space requirement) as well as providing approximately 15% encumbered public open space (drainage reserve).

Latrobe City Council are not requiring the applicant to provide 8% of unencumbered land for public open space due to the 3 hectares of encumbered public open space being provided through the drainage reserve on 101 Cairnbrook Road. Although the main purpose of the reserve will be for drainage, it will also serve as an area of open space consisting of walking/cycling paths, seating and landscaping. This area will be owned and managed by Latrobe City Council.

Approximately 17% of the overall land area of 101 Cairnbrook Road will be set aside as a reserve and public open space.

## Shortage of car parking in Glengarry

It is anticipated that due to the Glengarry East Development Plan precincts close proximity to Main Street and the connectivity provided through footpaths that many residents will be walking into Main Street, rather than driving. Therefore, it's not expected that the availability of car parking will be greatly affected as a result of the Glengarry East Development Plan.

There are no projects within Latrobe City Council's upcoming capital works program for any additional car parking within Glengarry, but this doesn't mean that it won't occur in the future if there is a need.

Latrobe City Council is currently in the process of undertaking line marking within Main Street to make it clearer what areas are available for parking.

The Glengarry Community Association has recently adopted the Glengarry & District Community Plan and one of the projects listed for 2018/19 is to support the Gippsland Plains Rail Trail in advocating for funding for the large Main Street car park to be sealed and formalised.

### **Glengarry won't cope with a large increase in population**

The development of the Glengarry East Development Plan precinct and the release of lots will occur in stages over a number of years which means that any increase in population will be gradual.

The time for the area to be developed will be largely dependent on the market take up. The proposed order of staging for the Glengarry East Development Plan is:

- Stage 1 – 8 lots
- Stage 1a – 25 lots
- Stage 2 – 18 lots
- Stage 3 – 23 lots
- Stage 4 – 20 lots
- Stage 5 – 20 lots
- Stage 6 – 18 lots

## **Neighbourhood Character**

In response to community feedback the number of proposed lots has changed from 140 lots to 133 lots and the density has changed from 9.9 lots per hectare to 8.5 lots per hectare. The average lot size has also changed from 777m<sup>2</sup> to 889m<sup>2</sup> and the medium density site where smaller lots were encouraged has been removed.

### **Lot sizes are too small for Glengarry**

The average house lot in the township area north of Cairnbrook Road is 1,235m<sup>2</sup>; with lots ranging in size from 587m<sup>2</sup> to 2,767m<sup>2</sup>; with these lots having the ability to be further subdivided incrementally increasing the density of the existing area.

The Glengarry East Development Plan proposes lots ranging in size from approximately 750m<sup>2</sup> to 1,824m<sup>2</sup>. A range in lot sizes is being proposed in order to accommodate a variety of household types and sizes.

The lot sizes proposed within the Glengarry East Development Plan are considered appropriate for the following reasons:

- The lot sizes are in keeping with the General Residential zoning of the precinct;
- The precinct can be adequately serviced and due to its close proximity to the township, it is important to adequately utilise the land; and



- It provides a diversity of housing choice within Glengarry. Through the consultation undertaken in 2015 for Stage 1 of the Live Work Latrobe project and the Glengarry Structure Plan in 2013, feedback from the community was that there was no opportunity to down size within Glengarry.

### Loss of neighbourhood character

State planning policy states that land zoned for general residential purposes should yield an average lot density of 15 dwellings per hectare. In 2011 Council made a resolution of a preferred density of 11 lots per hectare across the municipality.

The land to which the Glengarry East Development Plan applies is zoned for general residential purposes. The proposed lot yield is just over 8 lots per hectare which is considered appropriate from a planning perspective as it takes into consideration the rural character of the town.

The Glengarry East Development Plan responds to the existing neighbourhood character by:

- Proposing larger lots on the western side of the precinct (adjoining Main Street) and then transitioning to the smaller size lots (no lots less than 750m<sup>2</sup>) to the east;
- Lots have large frontage widths of at least 20 metres, allowing future dwellings to be sited so that they can maintain appropriate front and side boundary setbacks;
- Road reserve widths are consistent with the existing residential areas; and
- Proposed landscaping of the precinct through street trees and open space areas.

## 2009 Small Town Structure Plan Report (Glengarry)

### States that the Glengarry East Development Plan precinct would be low density

The Small Town Structure Plan Report prepared in 2009 describes area 5 (the Glengarry East Development Plan precinct) as a 'future residential area' (as shown in table 6 on page 90).

Page 89 of the report identifies the Glengarry East Development Plan Precinct as being suitable for future residential development as it's '*relatively unencumbered, in close proximity to public open space, main roads and a range of community facilities.*'

The report identifies other areas within Glengarry (south of Cairnbrook Road) as being suitable for low density residential development

### The Glengarry East Development Plan precinct is shown in a Cultural Heritage Significance Area

The Small Town Structure Plan Report shows two areas that are identified as being culturally sensitive and states that any development works within these areas would require a Cultural Heritage Management Plan (CHMP) to be prepared. A CHMP is a detailed assessment of areas that are identified as being potentially culturally significant.

A CHMP for 101 Cairnbrook Road has been prepared and approved under the *Aboriginal Heritage Act 2006* with a copy of the Notice of Approval provided in Appendix D of the Glengarry East Development Plan. The CHMP contains specific impact mitigation and long term protection recommendations in relation to the area of significance. This area will be fenced off and excluded from the works area during construction (area shown in the Glengarry East Development Plan as the Aboriginal Cultural Heritage Area). Following completion of works, the area will be retained as open space, with only a small amount of activities permitted (mowing, weed control etc).

Further information can found in section 3.9 of the Glengarry East Development Plan report.

## The Glengarry East Development Plan proposes roads where waterways are shown

The West Gippsland Catchment Management Authority (WGCMA) is the authority responsible for managing flood prone areas and waterways.

The WGCMA have reviewed the Glengarry East Development Plan and have not raised any objection to the location of the proposed roads. The WGCMA will also be involved during the detailed design stage when the exact road alignment is determined.

## Traffic

### Access points

In response to community feedback received in February/March 2018, one of the two access points onto Main Street has been removed and an access point is now proposed from Cairnbrook Road.

The Latrobe Planning Scheme requires housing developments *'to provide direct, safe and easy movement through and between neighbourhoods for pedestrians, cyclists, public transport and other motor vehicles using the neighbourhood street network'*.

Standards to achieve this objective include;

- the provision of safe and efficient road access to all lots for service and emergency vehicles; and
- providing an appropriate level of local traffic dispersal and minimise the provision of court bowls.

The provision of two access points will ensure that the Glengarry East Development Plan will meet the objectives by allowing for safe and efficient access for emergency vehicles and also provide better moveability for people within the subdivision and wider area.

The Glengarry Structure Plan which was introduced into the Latrobe Planning Scheme in 2011 showed a 'proposed east-west road connection' from Glen Elwyn Avenue, across the Gippsland Plains Rail Trail into the Glengarry East Development Plan precinct. In the Glengarry East Development Plan, the location of the east-west connection has moved further north due to the impact of flooding within the area opposite Glen Elwyn Avenue (which was not known when the Structure Plan was finalised) and also to allow for a future connection when the area to the north of the Glengarry East Development Plan precinct is developed.

## Access over the Gippsland Plains Rail Trail

The 2009 Glengarry Structure Plan showed an 'east-west road connection' over the Gippsland Plains Rail Trail to the Glengarry East Development Plan precinct.

The initial Glengarry East Development Plan layout had two access points over the Gippsland Plains Rail Trail. In response to community feedback, the revised plan now shows only one access point over the Rail Trail.

Access across the Rail Trail will be designed with appropriate traffic management and signage in accordance with requirements from the Gippsland Plains Rail Trail Committee, Department of Environment, Land, Water and Planning and Latrobe City Council representatives.

Latrobe City Council has not received any advice from the Rail Trail expressing concerns with the Glengarry East Development Plan proposal.

## Upgrades required to existing roads

Beveridge Williams undertook traffic counts on Thursday, 9 February 2017 and on Thursday, 19 April 2018 between 7.00 am -10.00 am and 3.30 pm – 6.30 pm.

The traffic report states that based on the traffic counts and estimated traffic movements from the proposed development, there is appropriate capacity within the existing road network to accommodate the additional traffic generated by the development.

Latrobe City Council's engineering department are satisfied with the report's findings.

## Other matters

### On-site stormwater detention should be provided within the Glengarry East Development Plan as stormwater will impact Eaglehawk Creek

The West Gippsland Catchment Management Authority who is the floodplain manager and is responsible for managing Eaglehawk Creek has not required any on-site stormwater detention for this development.

This is in part based upon that the stormwater discharge from the development area will have peaked and will be reducing when the peak flood level occurs in the creek during a 1 in 100 year flood. It is therefore expected that the increase in stormwater run-off from the development area will not cause any increase in flood levels along the creek for the 1 in 100 year flood.

As part of the stormwater treatment system tanks will be required on each house lot in the precinct, although they will predominantly be used for treatment they will also provide limited stormwater detention.

## The Glengarry East Development Plan will decrease property values in Glengarry

This is difficult to determine as there are multiple factors that influence property value such as the current market, the size and quality of building construction, property improvements such as pools or landscaping and the land size and location.

### Impacts on Native Vegetation

Prior to preparing the Glengarry East Development Plan, a flora and fauna assessment was completed and followed by a targeted survey of the threatened *Dianella amoena* within the Rail Trail adjacent to the site during its flowering season.

The survey did not reveal any *Dianella amoena* within the area where the proposed northern access across the Rail Trail is to be located, however, there were plants found further to the south. At the time that the northern road connection is required (approximately Stage 4), updated surveys will need to be undertaken to confirm if there are any impacts on this vegetation and the exact location of the road connection can then be finalised.

Measures will be implemented to avoid or minimise any impact on native vegetation. If offsets are required, this will be addressed at the planning permit stage.

## The development underway in Tyers has large one acre blocks and this should be the same in the Glengarry East Development Plan

The Acreage estate in Tyers consists of larger blocks than what is being proposed in the Glengarry East Development Plan because:

- it is zoned Low Density Residential and Rural Living Zone;
- it is affected by the Bushfire Management Overlay;
- the site is constrained by its topography (steep); and
- the lots need to be large enough to contain septic tanks as there are no sewer or water services available.

## The 2013 rezoning process included land identified for 'future long term expansion'

Planning Scheme Amendment C74 rezoned the Glengarry East Precinct to Residential 1 Zone.

The Amendment rezoned the part of 101 Cairnbrook Road that was shown as 'Future Long Term Urban Expansion' in the 2009 Glengarry Structure Plan. The reason this occurred was because when the background reports for Amendment C74 were prepared it was found that additional parts of the land were subject to flooding that was not identified in 2009 when the Structure Plan was finalised. This finding affected the ability for the property to develop as originally anticipated in the Structure Plan and it was therefore decided that to avoid creating a spilt zone and to respond to land supply, the 'Future Long Term Urban Expansion' area would be included in Amendment C74.

This change to the Structure Plan was included in the documentation that was exhibited for Amendment C74 from 7 June 2012 to 16 July 2012.



## **Question taken on notice at 7 August 2018 Community Information Session**

### **Will the 6% public open space cash contribution be spent in Glengarry?**

Latrobe City Council is currently working on a policy relating to the expenditure of public open space contributions. The purpose of the policy is to set out guidelines for how and where public open space contributions will be spent and to ensure that funds collected from a development are spent in the same town. Until a policy is adopted by Council, public open space contributions that are collected will not be spent

# INFRASTRUCTURE AND RECREATION

## **15. INFRASTRUCTURE AND RECREATION**

**Agenda Item: 15.1**

**Agenda Item: Inappropriate Street Tree Removal Replacement Program 2018/2019**

**Sponsor: General Manager, Infrastructure and Recreation**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

Councillor Harriman declared a direct under Section 77B of the *Local Government Act 1989* in respect to this item. Cr Dale Harriman left the meeting, the time being 09:41 PM

### **MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Middlemiss

**That Council:**

- 1. Adopts the list of Inappropriate Street Trees as detailed in attachment 1 for removal and replacement in the 2018/2019 financial year; and**
- 2. Undertakes the proposed works in accordance with the Tree Work Notification Policy Version 1.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

This report has been compiled to review and assess the continuation of the 14th year of the Inappropriate Tree Removal and Replacement Program, as requested by Council.

In 2005 Council adopted the Inappropriate Street Tree Replacement Program. The report identified inappropriate street trees for removal and also suggested replacement species. Since the program was introduced, over 5,500 inappropriate street trees have been removed and replacement trees planted in their place.

Council's resolution in the 2016/2017 financial year was to continue the program as follows.

- 1. Endorses the continuation of the Inappropriate Street Tree Removal and Replacement Program for the final three financial years, 2016/2017, 2017/2018 and 2018/2019; and*

2. *Adopts the list of inappropriate street trees as listed in attachment 2 for removal and replacement in the 2016/2017 financial year; and*
3. *Undertakes the proposed works in accordance with the Tree Work Notification Policy Version 1.*

Some of the benefits of the program comprise of a reduction in customer service requests, a reduction of insurance claims, reducing the risks to the general public, reducing risks of operating around powerlines, and improving financial management within tree maintenance activities.

The Inappropriate Street Tree Removal and Replacement Program has been in place since 2005, it is proposed to continue this program over the next financial year to see the completion of the entire program.

#### **Declaration of Interests:**

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

#### **Background:**

During 1997/1998 Council engaged a consultant to survey all 68,000 urban and parkland trees.

A report on the identification of inappropriate street trees and suggested replacement species was presented to Council and adopted on 17 October 2005. The Council report identified the need for a program to remove and replace inappropriate street trees which until then, had been replaced on an ad hoc basis.

Since the 2005/2006 financial year, Latrobe City Council has been working through the list in a progressive planned program. The program has been largely accepted by the community in a very positive way. Most residents in Latrobe City understand and are accepting of the reasoning behind the program.

Sudden significant reductions of mature trees would not be generally considered as good practice or acceptable to the broader community. However, it is also not favourable practice to retain trees in a position that is clearly unsuitable, putting both people and property at increased risk.

This progressive planned approach and consultation process will continue to seek support from the residents of affected streets and the wider community.

An inappropriate tree may be either:

- Inappropriately located – e.g. either a tall tree species with structural defects or under power lines, or a tree that causes major damage to underground services. It may be affecting other assets or producing excessive fruit or berries.
- A toxic tree containing toxins within the vegetation that have been proven to cause death or major illness to either humans or animals.
- An allergy causing tree that have been proven to cause major health effects by allergic reaction/s in humans.
- A tree species that is susceptible/known to have a major disease outbreak.



- Reducing the amount of customer complaints received by the City and Councillors, in respect to species with a poor reputation for causing problems in urban environments.
- Reducing risks and insurance claims by removing species with poor structural growth habits.
- Reducing risks to Council employees. Powerline pruning of street trees is a high risk task. Replacing trees under powerlines with trees of a manageable size, that also have adequate growth rates to reduce the task of ongoing powerline vegetation clearance. This also assists in staying compliant with Powerline Clearance Code of Practice, Energy Safe regulations and Council electrical line management plan.
- Improving the amenity of the street. Introduction of aesthetically pleasing tree species.
- Improving financial management and long-term budget forecasting. By removing and replacing inappropriate street trees, this reduces the ongoing costs for the community. Eliminating street tree species that have a reputation for causing large amounts of damage to Council infrastructure e.g. Concrete footpaths, kerb and storm water system as well as the annual cost to prune the street trees from power lines.
- Removing the community risk associated with toxic/allergy threat of some tree species.
- Reducing damage and repair costs to infrastructure, including footpath, kerb and channel, storm water and sewerage pipes, and privately owned driveways and fences caused by invasive tree roots.

The initial program undertaken in 2005/2006 addressed the majority of the highest priority trees, including entire streets of toxic/high allergy trees and commenced removal of the large trees under power lines.

The first program featured on site consultation with affected residents and in the majority of cases, there was either overwhelming support for the program, or indifference.

Each year of the program, directly affected residents residing in the street of the proposed works are notified via mail of the potential works. The notification letters comprise of two stages. The first is notification of the identified trees within the program, and the opportunity to provide feedback on either supporting or opposing the program. The second is notification of whether the program will continue within the localised area, as determined by the initial feedback from the first notification stage.

The 2018/2019 proposed work program plans to remove and replace 540 street trees in March and April 2019. Removals and replacements are proposed to take place in Traralgon - 223, Morwell - 104, and Moe/Newborough - 213. (ISTRP 2018-19. List of identified trees, is Attachment 1.)

Tree replacement plantings shortly follow the tree removals in May and June 2019; the replacement tree species selection is sourced from the species list Attachment 2.

The overall costing of the program is budgeted at \$200,000. This comprises of:

- \$100,000 for the tree removal, stump grinding, and nature strip re-instatement,
- \$50,000 for the tree stock purchasing including stakes and tree ties, and
- \$50,000 for tree planting labour and follow-up after care of the newly introduced trees.

**Reasons for Proposed Resolution:**

The reason this program will benefit Latrobe City Council into the future is a reduction in customer service requests leaving resources to be better utilized, a reduction of insurance claims, reducing the risks to the general public, reducing risks of operating around powerlines, and improving financial management within tree maintenance activities.

To reduce the number of customer service request. As well as reduce the damage to council assets and public property associated with these inappropriate trees.

**Issues:**

*Strategy Implications*

No issues have been identified with the introduction of this council program.

*Communication*

Residents located within identified streets, who will be directly affected by the proposed works, are notified by mail of the proposal for trees to be removed within the identified street.

The notification letters comprise of two stages. The first notification letter is of the identified trees within the program, and the opportunity to provide feedback on either supporting or opposing the program. The second notification letter is of whether the program will continue within the localised area, as determined by the initial feedback from the first notification stage.

*Financial Implications*

Proposed planned program works are in recurrent tree crew budgets for 2018/2019.

Improving financial management and long-term budget forecasting and savings. Removing and replacing inappropriate street trees, due to the current climate and rate capping, this will reduce ongoing costs to the community. Eliminating street tree species that have a reputation for causing large amounts of damage to Council infrastructure e.g. Concrete footpaths, kerb and storm water system as well as the annual cost to prune the street trees from power lines.

*Risk Analysis*

All removal and replacement works will be undertaken by external contractors. Risk associated with these works is, the potential for damage to public and private property. All contractors will be supervised by council staff throughout the removal and replacement program with regular onsite audits being undertaken.

*Legal and Compliance*

No legal and compliance issues have been identified with the introduction of this council program.

*Community Implications*

The community implication of this program has the potential to be met with negative responses from the broader community. However in previous years this program has been largely accepted by the community in a very positive way. Most residents in Latrobe City understand and are accepting of the reasoning behind the program.

*Environmental Implications*

The environmental impact is 540 street trees are proposed to be removed. However 540 street trees will also be replanted to replace the trees removed. These newly planted trees will be of better species selection and be more viable into the future.

*Consultation*

Engagement to commence upon adoption of the reports recommendation.

*Other*

Nil

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). ISTRRP List of identified trees.
- 2 [↓](#). ISTRRP 2018-19 Removal & Replacement List
- 3 [↓](#). ISTRRP 2018-19 Photographs of Removal & Replacement tree species.

## **15.1**

### **Inappropriate Street Tree Removal Replacement Program 2018/2019**

<b>1</b>	<b>ISTRRP List of identified trees. ....</b>	<b>311</b>
<b>2</b>	<b>ISTRRP 2018-19 Removal &amp; Replacement List .....</b>	<b>329</b>
<b>3</b>	<b>ISTRRP 2018-19 Photographs of Removal &amp; Replacement tree species.....</b>	<b>343</b>



Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**INAPPROPRIATE STREET TREE REMOVAL & REPLACEMENT  
PROGRAM 2018-2019.**

The following tables present a list of 540 street trees for removal and replacement within the 2018-2019 financial year inappropriate street tree removal & replacement program.

- Morwell – 104
- Traralgon – 223
- Moe/Newborough –213
- Churchill - 00

**MORWELL.**

<b><u>ADDRESS</u></b>	<b><u>SPECIES</u></b>
5 Junier Street	Melaleuca styphelioides
Adjacent 82 Well Street. In Junier Street	Melaleuca styphelioides
55 Vary Street.	Melaleuca styphelioides
57 Vary Street.	Melaleuca styphelioides
75 Vary Street.	Melaleuca styphelioides
83 Vary Street.	Melaleuca styphelioides
85 Vary Street.	Melaleuca styphelioides
109 Vary Street.	Melaleuca styphelioides
Unit 9/127 Vary Street	Melaleuca linarifolia
Unit 20/127 Vary Street	Melaleuca linarifolia
Unit 22/127 Vary Street	Melaleuca linarifolia
Adjacent 12 Symons Street In Vary Street	Melaleuca linarifolia
164 Vary Street.	Melaleuca linarifolia
120 Vary Street.	Melaleuca styphelioides
118 Vary Street.	Melaleuca styphelioides
Adjacent 118 Vary Street. In Turnley Street	Melaleuca linarifolia
114 Vary Street.	Melaleuca styphelioides
112 Vary Street.	Melaleuca styphelioides
106 Vary Street.	Melaleuca styphelioides
104 Vary Street.	Melaleuca styphelioides
98 Vary Street.	Melaleuca styphelioides
92 Vary Street.	Melaleuca styphelioides
90 Vary Street.	Melaleuca styphelioides
Adjacent 96 Crinigan Road In Symons Street	2 X Melaleuca linarifolia
24 Symons Street	Melaleuca linarifolia
22 Symons Street	Melaleuca linarifolia
14 Symons Street	Melaleuca linarifolia
27 Symons Street	Melaleuca linarifolia

Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**MORWELL.**

<b>ADDRESS</b>	<b>SPECIES</b>
2 Keat Court	Melaleuca linarifolia
4 Keat Court	Melaleuca linarifolia
6 Keat Court	Melaleuca linarifolia
8 Keat Court	Melaleuca linarifolia
10 Keat Court	Melaleuca linarifolia
5 O'Grady Street	Melaleuca linarifolia
7 O'Grady Street	Fraxinus angustifolia
Adjacent 25 Burnside Drive In Turnley Street	Melaleuca linarifolia
7 Hopetoun Ave	Melaleuca linarifolia
11 Hopetoun Ave	Melaleuca linarifolia
15 Hopetoun Ave	Melaleuca linarifolia
23a Hopetoun Ave	Melaleuca linarifolia
27 Hopetoun Ave	Melaleuca linarifolia
31 Hopetoun Ave	Melaleuca linarifolia
39 Hopetoun Ave	Melaleuca linarifolia
40 Hopetoun Ave	Melaleuca linarifolia
36 Hopetoun Ave	Melaleuca linarifolia
30 Hopetoun Ave	Melaleuca linarifolia
26 Hopetoun Ave	Melaleuca linarifolia
22 Hopetoun Ave	Melaleuca linarifolia
18 Hopetoun Ave	Melaleuca linarifolia
Adjacent 24 Hopetoun Ave Tree in June Street.	2 x Melaleuca linarifolia
1 June Street	2 x Melaleuca linarifolia
Adjacent 2 Watmor Avenue. Tree in June Street	3 x Melaleuca linarifolia
15 June Street	Melaleuca linarifolia
17 June Street	Melaleuca linarifolia
42 Hopetoun Avenue Tree in Jill Street	Melaleuca armillaris
Adjacent 9 Lanford Street In Polden Cr	Liquidambar stryaciflua
1 Polden Cr	Liquidambar stryaciflua
11 Polden Cr	Liquidambar stryaciflua
15 Polden Cr	Liquidambar stryaciflua
21 Polden Cr	Liquidambar stryaciflua
23 Polden Cr	Liquidambar stryaciflua
25 Polden Cr	Liquidambar stryaciflua
27 Polden Cr	Liquidambar stryaciflua
29 Polden Cr	Liquidambar stryaciflua
31 Polden Cr	Liquidambar stryaciflua
33 Polden Cr	Liquidambar stryaciflua
35 Polden Cr	Liquidambar stryaciflua
32 Polden Cr	2 x Liquidambar stryaciflua

Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**MORWELL.**

<b>ADDRESS</b>	<b>SPECIES</b>
28 Polden Cr	2 X Liquidambar stryaciflua
28 Polden Cr In Driffield Road	Liquidambar stryaciflua
26 Polden Cr	Liquidambar stryaciflua
24 Polden Cr	Liquidambar stryaciflua
20 Polden Cr	Liquidambar stryaciflua
18 Polden Cr	Liquidambar stryaciflua
14 Polden Cr	Liquidambar stryaciflua
12 Polden Cr	Liquidambar stryaciflua
10 Polden Cr	Liquidambar stryaciflua
8 Polden Cr	Liquidambar stryaciflua
6 Polden Cr	Liquidambar stryaciflua
4 Polden Cr	Liquidambar stryaciflua
11 Langford Street In Polden Cr	2 x Liquidambar stryaciflua
Adjacent 25 Driffield Road In Langford Street	2 X Liquidambar stryaciflua
38 Langford Street	Liquidambar stryaciflua
26 Langford Street	Melaleuca linarifolia
24 Langford Street	Melaleuca linarifolia
22 Langford Street	Liquidambar stryaciflua
20 Langford Street	Liquidambar stryaciflua
16 Langford Street	Liquidambar stryaciflua
14 Langford Street	Liquidambar stryaciflua
12 Langford Street	Liquidambar stryaciflua
10 Langford Street	Liquidambar stryaciflua
8 Langford Street	Liquidambar stryaciflua
6 Langford Street	Liquidambar stryaciflua
4 Langford Street	Liquidambar stryaciflua
2 Langford Street	Liquidambar stryaciflua

## Inappropriate Street Tree Removal &amp; Replacement Program 2018-2019.

**TRARALGON.**

<b>ADDRESS</b>	<b>SPECIES</b>
Adjacent 146 Princess Highway In Lafayette Street.	Grevillea robusta
3 Lafayette Street.	Grevillea robusta
13 Lafayette Street.	Grevillea robusta
15 Lafayette Street.	Grevillea robusta
21 Lafayette Street.	Grevillea robusta
25 Lafayette Street.	Grevillea robusta
27 Lafayette Street.	Grevillea robusta
29 Lafayette Street.	Grevillea robusta
31 Lafayette Street.	Grevillea robusta
33 Lafayette Street.	Grevillea robusta
37 Lafayette Street.	Grevillea robusta
39 Lafayette Street.	Grevillea robusta
41 Lafayette Street.	Grevillea robusta
45 Lafayette Street.	Grevillea robusta
51 Lafayette Street.	Grevillea robusta
53 Lafayette Street.	Grevillea robusta
57 Lafayette Street.	Grevillea robusta
59 Lafayette Street.	Grevillea robusta
63 Lafayette Street.	Grevillea robusta
65 Lafayette Street.	Grevillea robusta
69 Lafayette Street.	Grevillea robusta
71 Lafayette Street.	Grevillea robusta
73 Lafayette Street.	Grevillea robusta
Adjacent 113 Kay Street In Lafayette Street.	Grevillea robusta
15 Garibaldi Street	Fraxinus angustifolia
17 Garibaldi Street	Fraxinus angustifolia
19 Garibaldi Street	Fraxinus angustifolia
21 Garibaldi Street	Melaleuca linarifolia
Adjacent 20 Lafayette Street In Garibaldi Street	Prunus blireana
47 Washington St In Garibaldi Street	Fraxinus angustifolia
55 Garibaldi Street	Fraxinus angustifolia
57 Garibaldi Street	Fraxinus angustifolia
Outside Traralgon Sports Stadium In Garibaldi Street	2 X Fraxinus angustifolia
18 Bernard Avenue	Melaleuca styphelioides
19 Garden Grove Outside Latrobe Regional Hospital	6 X Fraxinus angustifolia
11-13 Laurence Grove In front of Wood Park	Melaleuca quinquenervia
17 Laurence Grove	Melaleuca quinquenervia
24 Laurence Grove	Melaleuca quinquenervia
18 Laurence Grove	Melaleuca linarifolia



## Inappropriate Street Tree Removal &amp; Replacement Program 2018-2019.

**TRARALGON.**

<b>ADDRESS</b>	<b>SPECIES</b>
Laurence Grove - Rear of 207 Kay Street	2 x Melaleuca quinquenervia 3 x Melaleuca linarifolia
Adjacent 217 Grey Street In Elizabeth Street	Melaleuca linarifolia
38 Elizabeth Street	Lophostemon confertus
36 Elizabeth Street	Melaleuca linarifolia
34 Elizabeth Street	Lophostemon confertus
30 Elizabeth Street	Melaleuca linarifolia
26 Elizabeth Street	Melaleuca linarifolia
22 Elizabeth Street	Lophostemon confertus
Adjacent 8 Phillip Street In Elizabeth Street	Melaleuca linarifolia
Adjacent 7 Phillip Street In Elizabeth Street	Lophostemon confertus
20 Elizabeth Street	Lophostemon confertus
18 Elizabeth Street	Melaleuca linarifolia
14 Elizabeth Street	Lophostemon confertus
12A Elizabeth Street	Lophostemon confertus
6 Elizabeth Street	Lophostemon confertus
Adjacent 196C Kay Street In Elizabeth Street	Lophostemon confertus
Adjacent 11 Rangeview Drive In Buller Court	Lophostemon confertus
Adjacent 13 Rangeview Drive In Buller Court	Lophostemon confertus
1 Buller Court	Lophostemon confertus
2 Buller Court	Lophostemon confertus
4 Buller Court	Lophostemon confertus
5 Buller Court	2 x Melaleuca linarifolia
7 Meadow Park Drive	Grevillea robusta
Between 11 – 13 Meadow Park Drive	Grevillea robusta
Adjacent 2 Meadow Park Drive In front of Park	Grevillea robusta
21 Meadow Park Drive	Grevillea robusta
25 Meadow Park Drive	Grevillea robusta
41 Meadow Park Drive	Grevillea robusta
Outside St Gabriel's Primary School In Stirling Avenue	4 x Melaleuca styphelioides
Adjacent 43 Meadow Park Drive In Stirling Avenue	2 x Melaleuca styphelioides
2 Stirling Avenue	Melaleuca styphelioides
8 Stirling Avenue	Melaleuca styphelioides
Between 8 – 10 Stirling Avenue	Melaleuca styphelioides
10 Stirling Avenue	Melaleuca styphelioides
14 Stirling Avenue	Melaleuca styphelioides
22 Stirling Avenue	Melaleuca styphelioides

## Inappropriate Street Tree Removal &amp; Replacement Program 2018-2019.

**TRARALGON.**

<b>ADDRESS</b>	<b>SPECIES</b>
26 Stirling Avenue	Melaleuca styphelioides
28 Stirling Avenue	Melaleuca styphelioides
Adjacent 27 Parkwood Way Stirling Avenue	Melaleuca styphelioides
2 Inverness Way	Lophostemon confertus
7 Inverness Way	Lophostemon confertus
5 Inverness Way	Lophostemon confertus
Between 1 – 3 Inverness Way In front of reserve	Lophostemon confertus
Adjacent 17 James Parade In Inverness Way	Lophostemon confertus
Adjacent 1 Patricia Court In Inverness Way	Lophostemon confertus
11 Inverness Way	Lophostemon confertus
Adjacent 53 Gilmour Street In James Parade	Liquidambar stryaciflua
1 James Parade	Liquidambar stryaciflua
9 James Parade	Liquidambar stryaciflua
Adjacent 15 Collins Street Shakespeare Street	Melaleuca styphelioides
42 Shakespeare Street	Robinia pseudoacacia
44 Shakespeare Street	Robinia pseudoacacia
50 Shakespeare Street	Liquidambar stryaciflua
54 Shakespeare Street	Robinia pseudoacacia
72 Shakespeare Street	Melaleuca linarifolia
76 Shakespeare Street	Melaleuca linarifolia
80 Shakespeare Street	Melaleuca linarifolia
84 Shakespeare Street	Melaleuca linarifolia
Outside Traralgon Rec Reserve Shakespeare Street	2 x Melaleuca linarifolia 1 x Grevillea robusta
Adjacent 67 High Street In Shakespeare Street	Melaleuca linarifolia
Adjacent 52 High Street Shakespeare Street	Melaleuca linarifolia
102 Shakespeare Street	Melaleuca linarifolia
104 Shakespeare Street	Melaleuca styphelioides
106 Shakespeare Street	Melaleuca linarifolia
110 Shakespeare Street	Melaleuca linarifolia
112 Shakespeare Street	Melaleuca linarifolia
114 Shakespeare Street	Melaleuca linarifolia
118 Shakespeare Street	Melaleuca styphelioides
120 Shakespeare Street	Grevillea robusta
122 Shakespeare Street	Melaleuca styphelioides
Adjacent 117 Liddiard Road In Shakespeare Street	2 x Melaleuca linarifolia

Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**TRARALGON.**

<b>ADDRESS</b>	<b>SPECIES</b>
Adjacent 9 Mcnair Road In Allen Crescent	Melaleuca linarifolia
39 Allen Crescent	Melaleuca linarifolia
35 Allen Crescent	Melaleuca linarifolia
25 Allen Crescent	Melaleuca linarifolia
21 Allen Crescent	Melaleuca linarifolia
17 Allen Crescent	Melaleuca linarifolia
13 Allen Crescent	Melaleuca linarifolia
7 Allen Crescent	Melaleuca linarifolia
Adjacent 59 Newman Crescent In Lyndon Crescent	Prunus blireana
16 Hyland Street	Prunus blireana
29 Hyland Street	Prunus blireana
Adjacent 9 Allen Street In Hyland Street	Prunus blireana
32 Hyland Street	Prunus blireana
Adjacent 46 Newman Crescent Hyland Street	Prunus blireana
Adjacent 32 Newman Crescent In Riley Street	Prunus blireana
Adjacent 31 Newman Crescent In Riley Street	Prunus blireana
25 Riley Street	Prunus blireana
19 Riley Street	Melaleuca styphelioides
17 Riley Street	Melaleuca linarifolia
Adjacent 26 Allen Crescent In Riley Street	2 x Melaleuca styphelioides
Outside Traralgon Secondary College In Riley Street	1 x Prunus blireana 2 x Melaleuca styphelioides
Adjacent 1 Allen Crescent In Riley Street	Prunus blireana
12 Riley Street	Prunus blireana
Adjacent 34 Hyde Park Road In Charles Street.	Prunus blireana
26 Charles Street	Melaleuca linarifolia
22 Charles Street	Melaleuca styphelioides
1/20 Charles Street	Melaleuca styphelioides
14 Charles Street	Prunus blireana
12 Charles Street	Melaleuca styphelioides
6 Charles Street	Melaleuca styphelioides
6 Charles Street	Prunus blireana
2A Charles Street	Melaleuca styphelioides
59 Hickox Street. In Charles Street	Prunus blireana
7 Charles Street	Prunus blireana

## Inappropriate Street Tree Removal &amp; Replacement Program 2018-2019.

**TRARALGON.**

<b>ADDRESS</b>	<b>SPECIES</b>
Adjacent 50 Francis Street In Charles Street	Prunus blireana
Adjacent 45 Francis Street In Charles Street	Prunus blireana
19 Charles Street	Prunus blireana
Adjacent 36 Hyde Park Road In Charles Street	Prunus blireana
28 Marie Street	Prunus blireana
33 – 39 Francis Street In Marie Street	Prunus blireana
18 Marie Street	Prunus blireana
7 Marie Street	Prunus blireana
33 Hickox Street In Derby Street	Fraxinus angustifolia
12 Bennett Court In Derby Street	Fraxinus angustifolia
12 Bennett Court	Liquidambar stryaciflua
10 Bennett Court	Liquidambar stryaciflua
8 Bennett Court	Liquidambar stryaciflua
4 Bennett Court	Liquidambar stryaciflua
4 Marie Street In Bennett Court	Liquidambar stryaciflua
6 Marie Street In Bennett Court	2 x Liquidambar stryaciflua
Adjacent 13 Elliott Street In Sara Court	Prunus blireana
1 Sara Court	Prunus blireana
2 Sara Court	Prunus blireana
Between 4 & 6 Hugh Court	Prunus blireana
8 Elliott Street	Prunus blireana
15 Elliott Street	Prunus blireana
20 Elliott Street	Prunus blireana
31 Elliott Street	Melaleuca armillaris
1 Roseneath Street	Lophostemon confertus
5 Roseneath Street	Lophostemon confertus
9 Roseneath Street	Lophostemon confertus
11 Roseneath Street	Lophostemon confertus
3/15 Roseneath Street	Lophostemon confertus
17 Roseneath Street	2 x Lophostemon confertus
10 Curran Street	Robinia pseudoacacia
9 Curran Street	Robinia pseudoacacia
12 Curran Street	Robinia pseudoacacia
13 Curran Street	Robinia pseudoacacia
14 Curran Street	Robinia pseudoacacia
16 Curran Street	Robinia pseudoacacia



Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**TRARALGON.**

<b>ADDRESS</b>	<b>SPECIES</b>
18 Curran Street	Robinia pseudoacacia
25 Curran Street	Liquidambar stryaciflua
24 Curran Street	Prunus blireana
29 Curran Street	Prunus blireana
33 Curran Street	Robinia pseudoacacia
30 Curran Street	Prunus blireana
Adjacent 1 Stuart Street In Murphy Crescent	Prunus blireana
8 Murphy Crescent	Prunus blireana
Adjacent 19 Murphy Crescent In Cooper Street	Prunus blireana
4 Cooper Street	Melaleuca linarifolia
4 Taylor Crescent	Grevillea robusta
10 Taylor Crescent	Grevillea robusta
10 – 16 Taylor Crescent In front of park	2 x Grevillea robusta
18 Taylor Crescent	Grevillea robusta
20 Taylor Crescent	Grevillea robusta
26 Taylor Crescent	Grevillea robusta
28 Taylor Crescent	Grevillea robusta
1/121 Hotham Street	Platanus x acerifolia
111 -113 Hotham Street	Platanus x acerifolia

Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**MOE/NEWBOROUGH.**

<b>ADDRESS</b>	<b>SPECIES</b>
2 Law Street	Prunus sp.
3 Law Street	Prunus sp
4 Law Street	Prunus sp
6 Law Street	Prunus sp
7 Law Street	Prunus sp
10 Law Street	Prunus sp
11 Law Street	Prunus sp
18 Law Street	Prunus sp
19 Law Street	Prunus sp
Adjacent 19 Law Street In Balfour Street	Prunus sp
Adjacent 21 Law Street In Balfour Street	2 X Prunus sp
23 Law Street	Prunus sp
26 Law Street	Prunus sp
27 Law Street	Prunus sp
29 Law Street	Prunus sp
30 Law Street	Prunus sp
34 Law Street	2 X Prunus sp
35 Law Street	2 X Prunus sp
1 March Street	Prunus sp
4 March Street	Prunus sp
8 March Street	Prunus sp
17 March Street	Prunus sp
25 March Street	Prunus sp
27 March Street	Prunus sp
29 March Street	Prunus sp
Adjacent 18 March Street In Balfour Street	Fraxinus excelsior 'aurea'
10 Balfour Street.	Prunus blireana
19 Balfour Street.	Prunus blireana
24 Balfour Street.	Prunus blireana
26 Balfour Street.	Prunus blireana
Rear Of Immaculate Heart Of Mary Catholic Primary School. In Balfour Street.	2 X Prunus blireana
Adjacent 20 Law Street In Balfour Street.	Prunus blireana
Adjacent 22 Law Street In Balfour Street.	Prunus blireana
28 Balfour Street	Prunus blireana

## Inappropriate Street Tree Removal &amp; Replacement Program 2018-2019.

**MOE/NEWBOROUGH.**

<b>ADDRESS</b>	<b>SPECIES</b>
Adjacent 1 Belvedere Court In Balfour Street	Prunus blireana
3 Belvedere Court	Prunus blireana
5 Belvedere Court	Prunus blireana
7 Belvedere Court	Prunus blireana
11 Belvedere Court	Prunus blireana
15 Belvedere Court	Prunus blireana
21 Heather Grove	Prunus blireana
1 Leith Street	Betula pendula
3 Leith Street	Betula pendula
5 Leith Street	Betula pendula
6 Leith Street	Betula pendula
11 Leith Street	Betula pendula
14 Leith Street	Betula pendula
Adjacent 14 Leith Street In Williams Street	Prunus blireana
15 Leith Street	Betula pendula
17 Leith Street	Prunus blireana
19 Leith Street	Betula pendula
21 Leith Street	Betula pendula
23 Leith Street	Betula pendula
24 Leith Street	Betula pendula
25 Leith Street	Betula pendula
27 Leith Street	Betula pendula
30 Leith Street	Betula pendula
31 Leith Street	Betula pendula
34 Leith Street	Betula pendula
Adjacent 78 Monash Road In Leith Street	Prunus blireana
Adjacent 23 March Street In Central	Fraxinus excelsior 'aurea'
4 Central Avenue	Fraxinus excelsior 'aurea'
2 Central Avenue	Prunus Blireana
3 Central Avenue	Robinia pseudoacacia
Adjacent Shanahan Parade In Central Avenue	Fraxinus excelsior 'aurea'
Adjacent 19 Murray Road In Tasman	Fraxinus excelsior 'aurea'
Adjacent 6 Balfour Street In Tasman Street	2 X Fraxinus excelsior 'aurea'
2 Rutland Street	Fraxinus excelsior 'aurea'
6 Rutland Street	Fraxinus excelsior 'aurea'
10 Rutland Street	Fraxinus excelsior 'aurea'
Adjacent 31 Koornalla Street In Darlimurla Avenue	Prunus blireana
63 Darlimurla Avenue	Prunus blireana

Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**MOE/NEWBOROUGH.**

<b>ADDRESS</b>	<b>SPECIES</b>
Adjacent 102 Monash Road In Torres	Liquidambar stryaciflua
311 Old Sale Road	Fraxinus angustifolia
313 Old Sale Road	Fraxinus angustifolia
315 Old Sale Road	Fraxinus angustifolia
317 Old Sale Road	Fraxinus angustifolia
319 Old Sale Road	Fraxinus angustifolia
3 Childers Street.	Betula pendula
5 Childers Street.	Betula pendula
9 Childers Street.	Acer negundo
19 Childers Street.	Betula pendula
21 Childers Street.	Betula pendula
1 Merton Court In Dingwoodie Drive	Melaleuca linarifolia
2 Merton Court	Melaleuca linarifolia
4 Merton Court	Melaleuca linarifolia
6 Merton Court	Melaleuca linarifolia
8 Merton Court	Melaleuca linarifolia
10 Merton Court	Melaleuca linarifolia
1/12 Merton Court	Melaleuca linarifolia
13 Merton Court	1 X Melaleuca linarifolia 1 X Prunus Sp In Dingwoodie Drive
1 McDonald Court	Prunus Sp
3 McDonald Court	Prunus Sp
5 McDonald Court	Prunus Sp
7 McDonald Court	Prunus Sp
12 McDonald Court	Prunus Sp
13 McDonald Court	Prunus Sp
1-2 Howitt Court	Prunus Sp
3 Howitt Court	Prunus Sp
Corner of Dinwoodie Drive & Howitt Court. In Dinwoodie Drive	2 X Prunus Sp
14 Crombe Court	Prunus Sp
1 Phelps Court	1 X Prunus sp in Phelps Court 1 X Melaleuca linarifolia in Dingwoodie Drive. 1 X Prunus Sp in Dingwoodie Drive.
3 Phelps Court	Prunus sp
4 Phelps Court	Prunus sp
5 Phelps Court	Prunus sp
6 Phelps Court	Prunus sp
7 Phelps Court	Prunus sp
8 Phelps Court	Melaleuca linarifolia
10 Phelps Court	Melaleuca linarifolia
12 Phelps Court	Melaleuca linarifolia
13 Phelps Court	Melaleuca linarifolia



Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**MOE/NEWBOROUGH**

<b>ADDRESS</b>	<b>SPECIES</b>
14 Phelps Court	Prunus sp
17 Phelps Court	3 x Melaleuca linarifolia
2 Crowe Court	Melaleuca linarifolia
4 Crowe Court	Melaleuca linarifolia
11 Crowe Court	Melaleuca linarifolia
13 Crowe Court	Melaleuca linarifolia
15 Crowe Court	Melaleuca linarifolia
Adjacent Crowe Court In Dinwoodie Drive	1 X Melaleuca linarifolia 1 X Prunus blireana
Corner of Dinwoodie Drive & Narracan Drive. In Dinwoodie Drive	Prunus sp
Dingwoodie Drive Opposite No. 2	Prunus sp
7 Dinwoodie Drive	Prunus blireana
11 Dinwoodie Drive	Prunus sp
19 Dinwoodie Drive	Prunus blireana
23 Dinwoodie Drive	Prunus blireana
35 Dinwoodie Drive	Prunus blireana
41 Dinwoodie Drive	Prunus blireana
45 Dinwoodie Drive	Prunus blireana
49 Dinwoodie Drive	Prunus blireana
65 Dinwoodie Drive	Prunus blireana
73 Dinwoodie Drive	Prunus blireana
Adjacent 12 Cantani Court In Dinwoodie Drive	Prunus sp
62 Dinwoodie Drive	Melaleuca linarifolia
1 Norris Court In Dinwoodie Drive	Melaleuca linarifolia
44 Dinwoodie Drive	Prunus blireana
42 Dinwoodie Drive	Melaleuca linarifolia
38 Dinwoodie Drive	Melaleuca linarifolia
36 Dinwoodie Drive	Prunus blireana
30 Dinwoodie Drive	2 x Melaleuca linarifolia 1 x Prunus blireana
24 Dinwoodie Drive	Melaleuca linarifolia
22 Dinwoodie Drive	Prunus sp
16 Dinwoodie Drive	Melaleuca linarifolia
14 Dinwoodie Drive	1 x Prunus Sp 1 x Melaleuca linarifolia
16 Varcoe Court In Dinwoodie Drive	Prunus Sp
12 Dinwoodie Drive	Melaleuca linarifolia
4-10 Dinwoodie Drive	2 x Melaleuca linarifolia 1 x Prunus sp

Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**MOE/NEWBOROUGH**

<b>ADDRESS</b>	<b>SPECIES</b>
8 Scott Avenue	Fraxinus angustifolia
14 Scott Avenue	Fraxinus angustifolia
15 Scott Avenue	Fraxinus excelsior 'aurea'
24 Scott Avenue	Fraxinus angustifolia
25 Scott Avenue	Prunus blireana
29 Scott Avenue	Prunus blireana
Scott Avenue Opposite No. 53	Fraxinus excelsior 'aurea'
89 Fowler Street	Fraxinus angustifolia
97 Fowler Street	Fraxinus angustifolia
1 Hampton Street In Dwyer Street	Prunus blireana
33 Hampton Street	Prunus blireana
15 Baw Baw Street In Hampton Street	Fraxinus angustifolia
20 Baw Baw Street In Hampton Street	Fraxinus angustifolia
77 Hampton Street	Fraxinus angustifolia
Adjacent 37 Queen Street In Harold Street.	Lophostemon confertus
22 Harold Street.	Lophostemon confertus
18 Harold Street.	Lophostemon confertus
14 Harold Street.	Lophostemon confertus
10 Harold Street.	Quercus palustris
4 Harold Street.	Lophostemon confertus
2 Harold Street.	Lophostemon confertus
Adjacent 72 Wirraway Street In Harold Street.	Lophostemon confertus
Adjacent 112 Wirraway Street In Scorpio Drive.	Melaleuca linarifolia
4 Scorpio Drive.	Melaleuca linarifolia
8 Scorpio Drive.	Melaleuca linarifolia
12 Scorpio Drive.	Melaleuca linarifolia
20 Scorpio Drive.	Melaleuca linarifolia
28 Scorpio Drive.	Melaleuca linarifolia
32 Scorpio Drive.	Melaleuca linarifolia
48 Scorpio Drive.	Melaleuca linarifolia
54 Scorpio Drive.	Melaleuca linarifolia
58 Scorpio Drive.	Melaleuca linarifolia

Inappropriate Street Tree Removal & Replacement Program 2018-2019.

**MOE/NEWBOROUGH**

<b>ADDRESS</b>	<b>SPECIES</b>
71 Lloyd Street	Prunus Sp
87 Lloyd Street	Betula pendula
89 Lloyd Street	Prunus Sp
101 Lloyd Street	Prunus Sp
Outside St Kierans Primary School In Lloyd Street	Prunus Sp
125 Lloyd Street	Prunus Sp
135 Lloyd Street	Prunus Sp
Outside Greenwood Park In Lloyd Street	4 X Prunus Sp
147 Lloyd Street	Prunus Sp
159 Lloyd Street	Prunus Sp
167 Lloyd Street	Prunus Sp
173 Lloyd Street	Prunus Sp
177 Lloyd Street	Prunus Sp
181 Lloyd Street	Prunus Sp
187 Lloyd Street	Prunus Sp
189 Lloyd Street	Prunus Sp

Inappropriate Street Tree Removal & Replacement Program 2018-2019.

<b>TOTAL TREES</b>	
<b>TRARALGON:</b>	Prunus blireana – 39
	Fraxinus angustifolia – 16
	Melaleuca linarifolia – 39
	Melaleuca quinquenervia – 5
	Melaleuca styphelioides – 30
	Melaleuca armillaris -1
	Lophostemon confertus - 28
	Grevillea robusta – 40
	Robinia pseudoacacia – 11
	Liquidambar stryaciflua -12
	Platanus x acerifolia - 2
	<b>TOTAL TREES: 223</b>
<b>MORWELL:</b>	Liquidambar stryaciflua - 42
	Melaleuca styphelioides- 17
	Melaleuca linarifolia - 43
	Melaleuca armillaris - 1
	Fraxinus angustifolia - 1
	<b>TOTAL TREES: 104</b>
<b>MOE/NEWBOROUGH:</b>	Prunus blireana - 38
	Prunus sp -74
	Fraxinus angustifolia -13
	Fraxinus excelsior 'aurea ' - 12
	Robinia pseudoacacia - 1
	Melaleuca linarifolia - 44
	Lophostemon confertus - 7
	Quercus palustris - 1
	Betula pendula - 21
	Liquidambar stryaciflua -1
	Acer negundo - 1
	<b>TOTAL TREES: 213</b>



Inappropriate Street Tree Removal & Replacement Program 2018-2019.

<b>TOTAL TREES COMBINED -</b>	Prunus blireana- 77
	Prunus sp- 74
	Fraxinus angustifolia- 30
	Fraxinus excelsior 'aurea'- 12
	Melaleuca quinquenervia – 5
	Melaleuca linarifolia- 126
	Melaleuca styphelioides- 47
	Melaleuca armillaris- 2
	Betula pendula- 21
	Liquidambar stryaciflua- 55
	Acer negundo- 1
	Robinia pseudoacacia-12
	Lophostemon confertus- 35
	Quercus palustris- 1
	Platanus x acerifolia- 2
	Grevillea robusta – 40
	<b>GRAND TOTAL- 540</b>

## TRARALGON

ADDRESS	CURRENT SPECIES	CURRENT SPECIES COMMON NAME	REPLACEMENT SPECIES	REPLACEMENT SPECIES COMMON NAME
Adjacent 146 Princess Highway In Lafayette Street.	<i>Goreville robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
3 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
13 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
15 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
21 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
25 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
27 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
29 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
31 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
33 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
37 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
39 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
41 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
45 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
51 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
53 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
57 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
59 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
63 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
65 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
69 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
71 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
73 Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
Adjacent 113 Kay Street In Lafayette Street.	<i>Grevillea robusta</i>	Silky Oak	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
15 Garibaldi Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Tristanopsis laurina</i>	Kanooka
17 Garibaldi Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Tristanopsis laurina</i>	Kanooka
19 Garibaldi Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Tristanopsis laurina</i>	Kanooka
21 Garibaldi Street	<i>Melaleuca linariifolia</i>	Snow-In-Summer	<i>Tristanopsis laurina</i>	Kanooka
Adjacent 20 Lafayette Street In Garibaldi Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristanopsis laurina</i>	Kanooka
47 Washington St In Garibaldi Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Tristanopsis laurina</i>	Kanooka
55 Garibaldi Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Tristanopsis laurina</i>	Kanooka
57 Garibaldi Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Tristanopsis laurina</i>	Kanooka
Outside Traralgon Sports Stadium In Garibaldi Street	2 X <i>Fraxinus angustifolia</i>	Dessert Ash	<i>Tristanopsis laurina</i>	Kanooka
18 Bernard Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
19 Garden Grove Outside Latrobe Regional Hospital	6 X <i>Fraxinus angustifolia</i>	Dessert Ash	<i>Acer Rubrum 'Fairview Flame'</i>	Lipstick Maple
11-13 Laurence Grove	<i>Melaleuca quinquanervia</i>	Broad-Leaved Paperbark	<i>Hakea laurina</i>	Discussion Hakea

In front of Wood Park	<i>Melaleuca quinquenervia</i>	Broad-Leaved Paperbark	<i>Hakea laurina</i>	Pincushion Hakea
17 Laurence Grove	<i>Melaleuca quinquenervia</i>	Broad-Leaved Paperbark	<i>Hakea laurina</i>	Pincushion Hakea
24 Laurence Grove	<i>Melaleuca quinquenervia</i>	Broad-Leaved Paperbark	<i>Hakea laurina</i>	Pincushion Hakea
18 Laurence Grove	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Hakea laurina</i>	Pincushion Hakea
Laurence Grove - Rear of 207 Kay Street	2 x <i>Melaleuca quinquenervia</i> 3 x <i>Melaleuca linarifolia</i>	Broad-Leaved Paperbark Snow-In-Summer	<i>Hakea laurina</i>	Pincushion Hakea
Adjacent 217 Grey Street In Elizabeth Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
38 Elizabeth Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Prunus shirotae</i>	Prunus Mt Fuji
36 Elizabeth Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
34 Elizabeth Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Prunus shirotae</i>	Prunus Mt Fuji
30 Elizabeth Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
26 Elizabeth Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
22 Elizabeth Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Prunus shirotae</i>	Prunus Mt Fuji
Adjacent 8 Phillip Street In Elizabeth Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
Adjacent 7 Phillip Street In Elizabeth Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Prunus shirotae</i>	Prunus Mt Fuji
20 Elizabeth Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Prunus shirotae</i>	Prunus Mt Fuji
18 Elizabeth Street	<i>Melaleuca linarifolia</i>	Snow In Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
14 Elizabeth Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Prunus shirotae</i>	Prunus Mt Fuji
12A Elizabeth Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Prunus shirotae</i>	Prunus Mt Fuji
6 Elizabeth Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Prunus shirotae</i>	Prunus Mt Fuji
Adjacent 196C Kay Street In Elizabeth Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Prunus shirotae</i>	Prunus Mt Fuji
Adjacent 11 Rangeview Drive In Buller Court	<i>Lophostemon confertus</i>	Queensland Box	<i>Laburnum x watererii</i>	Golden Chain Tree
Adjacent 13 Rangeview Drive In Buller Court	<i>Lophostemon confertus</i>	Queensland Box	<i>Laburnum x watererii</i>	Golden Chain Tree
1 Buller Court	<i>Lophostemon confertus</i>	Queensland Box	<i>Laburnum x watererii</i>	Golden Chain Tree
2 Buller Court	<i>Lophostemon confertus</i>	Queensland Box	<i>Laburnum x watererii</i>	Golden Chain Tree
4 Buller Court	<i>Lophostemon confertus</i>	Queensland Box	<i>Laburnum x watererii</i>	Golden Chain Tree
5 Buller Court	2 x <i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Laburnum x watererii</i>	Golden Chain Tree
7 Meadow Park Drive	<i>Grevillea robusta</i>	Silky Oak	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
Between 11 – 13 Meadow Park Drive	<i>Grevillea robusta</i>	Silky Oak	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
Adjacent 2 Meadow Park Drive In front of Park	<i>Grevillea robusta</i>	Silky Oak	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
21 Meadow Park Drive	<i>Grevillea robusta</i>	Silky Oak	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
25 Meadow Park Drive	<i>Grevillea robusta</i>	Silky Oak	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
41 Meadow Park Drive	<i>Grevillea robusta</i>	Silky Oak	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
Outside St Gabriel's Primary School In Stirling Avenue	4 x <i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 43 Meadow Park Drive Stirling Avenue	2 x <i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka

2 Stirling Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
8 Stirling Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
Between 8 – 10 Stirling Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
10 Stirling Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
14 Stirling Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
22 Stirling Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
26 Stirling Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
28 Stirling Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 27 Parkwood Way Stirling Avenue	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
2 Inverness Way	<i>Lophostemon confertus</i>	Queensland Box	<i>Tristaniopsis laurina</i>	Kanooka
7 Inverness Way	<i>Lophostemon confertus</i>	Queensland Box	<i>Tristaniopsis laurina</i>	Kanooka
5 Inverness Way	<i>Lophostemon confertus</i>	Queensland Box	<i>Tristaniopsis laurina</i>	Kanooka
Between 1 – 3 Inverness Way In front of reserve	<i>Lophostemon confertus</i>	Queensland Box	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 17 James Pde In Inverness Way	<i>Lophostemon confertus</i>	Queensland Box	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 1 Patricia Court In Inverness Way	<i>Lophostemon confertus</i>	Queensland Box	<i>Tristaniopsis laurina</i>	Kanooka
11 Inverness Way	<i>Lophostemon confertus</i>	Queensland Box	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 53 Gilmour Street In James Pde	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Brachychiton populneus</i>	Kurrajong
1 James Pde	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Brachychiton populneus</i>	Kurrajong
9 James Pde	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Brachychiton populneus</i>	Kurrajong
Adjacent 15 Collins Street Shakespeare Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
42 Shakespeare Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
44 Shakespeare Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
50 Shakespeare Street	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
54 Shakespeare Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
72 Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
76 Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
80 Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
84 Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
Outside Traralgon Rec Reserve In Shakespeare Street	2 x <i>Melaleuca linarifolia</i> 1 x <i>Grevillea robusta</i>	Snow-In-Summer Silky Oak	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
Adjacent 67 High Street In Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
Adjacent 52 High Street Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
102 Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
104 Shakespeare Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
106 Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
110 Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple
112 Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	Autum Blaze Maple



114 Shakespeare Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
118 Shakespeare Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
120 Shakespeare Street	<i>Grevillea robusta</i>	Silky Oak	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
122 Shakespeare Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
Adjacent 117 Liddiard Road In Shakespeare Street	2 x <i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
Adjacent 9 Mcnairn Road In Allen Crescent	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
39 Allen Crescent	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
35 Allen Crescent	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
25 Allen Crescent	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
21 Allen Crescent	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
17 Allen Crescent	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
13 Allen Crescent	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
7 Allen Crescent	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
Adjacent 59 Newman Crescent In Lyndon Crescent	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
16 Hyland Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
29 Hyland Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
Adjacent 9 Allen Street In Hyland Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
32 Hyland Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
Adjacent 46 Newman Crescent Hyland Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
Adjacent 32 Newman Crescent In Riley Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 31 Newman Crescent In Riley Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
25 Riley Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
19 Riley Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
17 Riley Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 26 Allen Crescent In Riley Street	2 x <i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Tristaniopsis laurina</i>	Kanooka
Outside Traralgon Secondary College In Riley Street	1 x <i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 1 Allen Crescent In Riley Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
12 Riley Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 34 Hyde Park Road In Charles Street.	<i>Prunus blireana</i>	Flowering Cherry	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
26 Charles Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
22 Charles Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
1/20 Charles Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
14 Charles Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>

12 Charles Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
6 Charles Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
6 Charles Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
2A Charles Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
59 Hickox Street. In Charles Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
7 Charles Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
Adjacent 50 Francis Street In Charles Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
Adjacent 45 Francis Street In Charles Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
19 Charles Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
Adjacent 36 Hyde Park Road In Charles Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
28 Marie Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
33 – 39 Francis Street In Marie Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
18 Marie Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
7 Marie Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
33 Hickox Street In Derby Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Tristaniopsis laurina</i>	Kanooka
12 Bennett Court In Derby Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Tristaniopsis laurina</i>	Kanooka
12 Bennett Court	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
10 Bennett Court	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
8 Bennett Court	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
4 Bennett Court	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
4 Marie Street In Bennett Court	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
6 Marie Street In Bennett Court	2 x <i>Liquidambar stryaciflua</i>	Sweetgum	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
Adjacent 13 Elliott Street In Sara Court	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
1 Sara Court	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
2 Sara Court	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
Between 4 & 6 Hugh Court	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus shirotae</i>	Prunus Mt Fuji
8 Elliott Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Leptospermum pattersonii</i>	<i>Lemon Scented Ti-tree</i>
15 Elliott Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Leptospermum pattersonii</i>	<i>Lemon Scented Ti-tree</i>
20 Elliott Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Leptospermum pattersonii</i>	<i>Lemon Scented Ti-tree</i>
31 Elliott Street	<i>Melaleuca armillaris</i>	Bracelet Honey Myrtle	<i>Leptospermum pattersonii</i>	<i>Lemon Scented Ti-tree</i>
1 Roseneath Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
5 Roseneath Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
9 Roseneath Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
11 Roseneath Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
3/15 Roseneath Street	<i>Lophostemon confertus</i>	Queensland Box	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>

17 Roseneath Street	2 x <i>Lophostemon confertus</i>	Queensland Box	<i>Acer x Freemanii 'jeffersred'</i>	<i>Autum Blaze Maple</i>
10 Curran Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
9 Curran Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
12 Curran Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
13 Curran Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
14 Curran Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
16 Curran Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
18 Curran Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
25 Curran Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
24 Curran Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
29 Curran Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
33 Curran Street	<i>Robinia pseudoacacia</i>	Black Locust	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
30 Curran Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
Adjacent 1 Stuart Street In Murphy Crescent	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon Citrinus 'Endevour'</i>	<i>Bottlebrush</i>
8 Murphy Crescent	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon Citrinus 'Endevour'</i>	<i>Bottlebrush</i>
Adjacent 19 Murphy Crescent In Cooper Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Hakea laurina</i>	Pincushion Hakea
4 Cooper Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Hakea laurina</i>	Pincushion Hakea
4 Taylor Crescent	<i>Grevillea robusta</i>	Silky Oak	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
10 Taylor Crescent	<i>Grevillea robusta</i>	Silky Oak	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
10 – 16 Taylor Crescent In front of park	2 x <i>Grevillea robusta</i>	Silky Oak	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
18 Taylor Crescent	<i>Grevillea robusta</i>	Silky Oak	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
20 Taylor Crescent	<i>Grevillea robusta</i>	Silky Oak	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
26 Taylor Crescent	<i>Grevillea robusta</i>	Silky Oak	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
28 Taylor Crescent	<i>Grevillea robusta</i>	Silky Oak	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
1/121 Hotham Street	<i>Platanus x acerifolia</i>	London Plane	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>
111 -113 Hotham Street	<i>Platanus x acerifolia</i>	London Plane	<i>Acer Rubrum 'Fairview Flame'</i>	<i>Lipstick Maple</i>

## MOE/NEWBOROUGH

ADDRESS	CURRENT SPECIES	CURRENT SPECIES COMMON NAME	REPLACEMENT SPECIES	REPLACEMENT SPECIES COMMON NAME
2 Law Street	<i>Prunus sp.</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
3 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
4 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
6 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
7 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
10 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
11 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
18 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
19 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
Adjacent 19 Law Street In Balfour Street	<i>Prunus sp</i>	Prunus	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush



Adjacent 21 Law Street In Balfour Street	2 X <i>Prunus sp</i>	Prunus	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
23 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
26 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
27 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
29 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
30 Law Street	<i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
34 Law Street	2 X <i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
35 Law Street	2 X <i>Prunus sp</i>	Prunus	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
1 March Street	<i>Prunus sp</i>	Prunus	<i>Tristaniopsis laurina</i>	Kanooka
4 March Street	<i>Prunus sp</i>	Prunus	<i>Tristaniopsis laurina</i>	Kanooka
8 March Street	<i>Prunus sp</i>	Prunus	<i>Tristaniopsis laurina</i>	Kanooka
17 March Street	<i>Prunus sp</i>	Prunus	<i>Tristaniopsis laurina</i>	Kanooka
25 March Street	<i>Prunus sp</i>	Prunus	<i>Tristaniopsis laurina</i>	Kanooka
27 March Street	<i>Prunus sp</i>	Prunus	<i>Tristaniopsis laurina</i>	Kanooka
29 March Street	<i>Prunus sp</i>	Prunus	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 18 March Street In Balfour Street	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
10 Balfour Street.	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
19 Balfour Street.	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
24 Balfour Street.	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
26 Balfour Street.	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
Rear Of Immaculate Heart Of Mary Catholic Primary School In Balfour Street.	2 X <i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
Adjacent 20 Law Street In Balfour Street.	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
Adjacent 22 Law Street In Balfour Street.	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
28 Balfour Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
Adjacent 1 Belvedere Court In Balfour Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
3 Belvedere Court	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Sioux'</i>	Crepe Myrtle
5 Belvedere Court	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Sioux'</i>	Crepe Myrtle
7 Belvedere Court	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Sioux'</i>	Crepe Myrtle
11 Belvedere Court	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Sioux'</i>	Crepe Myrtle
15 Belvedere Court	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Sioux'</i>	Crepe Myrtle
21 Heather Grove	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Natchez'</i>	Crepe Myrtle
1 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
3 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
5 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
6 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
11 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
14 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
Adjacent 14 Leith Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Prunus Kanzan</i>	Japanese Flowering Cherry



In Williams Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia</i>	Japanese Flowering Cherry
15 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
17 Leith Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
19 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
21 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
23 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
24 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
25 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
27 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
30 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
31 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
34 Leith Street	<i>Betula pendula</i>	Silver Birch	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
Adjacent 78 Monash Road In Leith Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
Adjacent 23 March Street In Central	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Tristaniopsis laurina</i>	Kanooka
4 Central Avenue	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Tristaniopsis laurina</i>	Kanooka
2 Central Avenue	<i>Prunus Blireana</i>	Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
3 Central Avenue	<i>Robinia pseudoacacia</i>	Black Locust	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent Shanahan Parade In Central Avenue	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 19 Murray Road In Tasman	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Callistemon Citrinus 'Endeavour'</i>	Bottlebrush
Adjacent 6 Balfour Street In Tasman Street	2 X <i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Callistemon Citrinus 'Endeavour'</i>	Bottlebrush
2 Rutland Street	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
6 Rutland Street	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
10 Rutland Street	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
Adjacent 31 Koornalla Street In Darlimurla Avenue	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
63 Darlimurla Avenue	<i>Prunus blireana</i>	Flowering Cherry	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
Adjacent 102 Monash Road In Torres	<i>Liquidambar stryaciflua</i>	Sweetgum	<i>Callistemon salignus</i>	White Bottlebrush
311 Old Sale Road	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Acer buergerianum</i>	Trident Maple
313 Old Sale Road	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Acer buergerianum</i>	Trident Maple
315 Old Sale Road	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Acer buergerianum</i>	Trident Maple
317 Old Sale Road	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Acer buergerianum</i>	Trident Maple
319 Old Sale Road	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Acer buergerianum</i>	Trident Maple
3 Childers Street.	<i>Betula pendula</i>	Silver Birch	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
5 Childers Street.	<i>Betula pendula</i>	Silver Birch	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
9 Childers Street.	<i>Acer Negundo</i>	Box Elder	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
19 Childers Street.	<i>Betula pendula</i>	Silver Birch	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
21 Childers Street.	<i>Betula pendula</i>	Silver Birch	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
1 Merton Court In Dingwoodie Drive	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia

2 Merton Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
4 Merton Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
6 Merton Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
8 Merton Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
10 Merton Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
1/12 Merton Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
13 Merton Court	1 X <i>Melaleuca linarifolia</i> 1 X <i>Prunus Sp</i> In Dingwoodie Drive	Snow-In-Summer Flowering Cherry	<i>Tristaniopsis laurina</i>	Kanooka
1 McDonald Court	<i>Prunus Sp</i>	Prunus	<i>Pyrus 'Cleveland Select'</i>	Ornamental Pear
3 McDonald Court	<i>Prunus Sp</i>	Prunus	<i>Pyrus 'Cleveland Select'</i>	Ornamental Pear
5 McDonald Court	<i>Prunus Sp</i>	Prunus	<i>Pyrus 'Cleveland Select'</i>	Ornamental Pear
7 McDonald Court	<i>Prunus Sp</i>	Prunus	<i>Pyrus 'Cleveland Select'</i>	Ornamental Pear
12 McDonald Court	<i>Prunus Sp</i>	Prunus	<i>Pyrus 'Cleveland Select'</i>	Ornamental Pear
13 McDonald Court	<i>Prunus Sp</i>	Prunus	<i>Pyrus 'Cleveland Select'</i>	Ornamental Pear
1-2 Howitt Court	<i>Prunus Sp</i>	Prunus	TBA	
3 Howitt Court	<i>Prunus Sp</i>	Prunus	TBA	
Corner of Dinwoodie Drive & Howitt Court. In Dinwoodie Drive	2 X <i>Prunus Sp</i>	Prunus	TBA	
14 Crombe Court	<i>Prunus Sp</i>	Prunus	TBA	
1 Phelps Court	1 X <i>Prunus sp</i> in Phelps Court 1 X <i>Melaleuca linarifolia</i> in Dingwoodie Drive. 1 X <i>Prunus Sp</i> in Dingwoodie Drive.	Prunus Prunus & Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
3 Phelps Court	<i>Prunus sp</i>	Prunus	<i>Prunus shirotae</i>	Prunus Mt Fuji
4 Phelps Court	<i>Prunus sp</i>	Prunus	<i>Prunus shirotae</i>	Prunus Mt Fuji
5 Phelps Court	<i>Prunus sp</i>	Prunus	<i>Prunus shirotae</i>	Prunus Mt Fuji
6 Phelps Court	<i>Prunus sp</i>	Prunus	<i>Prunus shirotae</i>	Prunus Mt Fuji
7 Phelps Court	<i>Prunus sp</i>	Prunus	<i>Prunus shirotae</i>	Prunus Mt Fuji
8 Phelps Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
10 Phelps Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
12 Phelps Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
13 Phelps Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
14 Phelps Court	<i>Prunus sp</i>	Prunus	<i>Prunus shirotae</i>	Prunus Mt Fuji
17 Phelps Court	3 x <i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus shirotae</i>	Prunus Mt Fuji
2 Crowe Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Malus ioensis 'Plena'</i>	Iowa Crab Apple
4 Crowe Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Malus ioensis 'Plena'</i>	Iowa Crab Apple
11 Crowe Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Malus ioensis 'Plena'</i>	Iowa Crab Apple
13 Crowe Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Malus ioensis 'Plena'</i>	Iowa Crab Apple
15 Crowe Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Malus ioensis 'Plena'</i>	Iowa Crab Apple
Adjacent Crowe Court	1 X <i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Malus ioensis 'Plena'</i>	Iowa Crab Apple
In Dinwoodie Drive	1 X <i>Prunus blireana</i>	Prunus	<i>Magnolia 'Little Gem'</i>	Magnolia
Corner of Dinwoodie Drive & Narracan Drive. In Dinwoodie Drive	<i>Prunus sp</i>	Prunus	<i>Magnolia 'Little Gem'</i>	Magnolia

Dingwoodie Drive Opposite No. 2	<i>Prunus sp</i>	Prunus	<i>Magnolia 'Little Gem'</i>	Magnolia
7 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
11 Dinwoodie Drive	<i>Prunus sp</i>	Prunus	<i>Magnolia 'Little Gem'</i>	Magnolia
19 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
23 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
35 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
41 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
45 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
49 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
65 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
73 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
Adjacent 12 Cantani Court In Dinwoodie Drive	<i>Prunus sp</i>	Prunus	<i>Magnolia 'Little Gem'</i>	Magnolia
62 Dinwoodie Drive	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
1 Norris Court In Dinwoodie Drive	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
44 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
42 Dinwoodie Drive	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
38 Dinwoodie Drive	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
36 Dinwoodie Drive	<i>Prunus blireana</i>	Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
30 Dinwoodie Drive	2 x <i>Melaleuca linarifolia</i> 1 x <i>Prunus blireana</i>	Snow-In-Summer Flowering Cherry	<i>Magnolia 'Little Gem'</i>	Magnolia
24 Dinwoodie Drive	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
22 Dinwoodie Drive	<i>Prunus sp</i>	Prunus	<i>Magnolia 'Little Gem'</i>	Magnolia
16 Dinwoodie Drive	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
14 Dinwoodie Drive	1 x <i>Prunus Sp</i> 1 x <i>Melaleuca linarifolia</i>	Prunus Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
16 Varcoe Court In Dinwoodie Drive	<i>Prunus Sp</i>	Prunus	<i>Magnolia 'Little Gem'</i>	Magnolia
12 Dinwoodie Drive	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
4-10 Dinwoodie Drive	2 x <i>Melaleuca linarifolia</i> 1 x <i>Prunus sp</i>	Snow-In-Summer Prunus	<i>Magnolia 'Little Gem'</i>	Magnolia
8 Scott Avenue	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Pyrus betulaefolia x calleryana</i>	Pyrus 'Edgedell'
14 Scott Avenue	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Pyrus betulaefolia x calleryana</i>	Pyrus 'Edgedell'
15 Scott Avenue	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Pyrus betulaefolia x calleryana</i>	Pyrus 'Edgedell'
24 Scott Avenue	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Pyrus betulaefolia x calleryana</i>	Pyrus 'Edgedell'
25 Scott Avenue	<i>Prunus blireana</i>	Flowering Cherry	<i>Pyrus betulaefolia x calleryana</i>	Pyrus 'Edgedell'
29 Scott Avenue	<i>Prunus blireana</i>	Flowering Cherry	<i>Pyrus betulaefolia x calleryana</i>	Pyrus 'Edgedell'
Scott Avenue Opposite No. 53	<i>Fraxinus excelsior 'aurea'</i>	Golden Ash	<i>Pyrus betulaefolia x calleryana</i>	Pyrus 'Edgedell'
89 Fowler Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
97 Fowler Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
1 Hampton Street In Dwyer Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Pyrus betulaefolia x calleryana</i>	Pyrus 'Edgedell'
33 Hampton Street	<i>Prunus blireana</i>	Flowering Cherry	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
15 Baw Baw Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush



In Hampton Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Callistemon 'Kings Park Special'</i>	<i>Kings Park Bottlebrush</i>
20 Baw Baw Street In Hampton Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Callistemon 'Kings Park Special'</i>	<i>Kings Park Bottlebrush</i>
77 Hampton Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Callistemon 'Kings Park Special'</i>	<i>Kings Park Bottlebrush</i>
Adjacent 37 Queen Street In Harold Street.	<i>Lophostemon confertus</i>	Queensland Box	<i>Hakea laurina</i>	<i>Pincushion Hakea</i>
22 Harold Street.	<i>Lophostemon confertus</i>	Queensland Box	<i>Hakea laurina</i>	<i>Pincushion Hakea</i>
18 Harold Street.	<i>Lophostemon confertus</i>	Queensland Box	<i>Hakea laurina</i>	<i>Pincushion Hakea</i>
14 Harold Street.	<i>Lophostemon confertus</i>	Queensland Box	<i>Hakea laurina</i>	<i>Pincushion Hakea</i>
10 Harold Street.	<i>Quercus palustris</i>	Pin Oak	<i>Hakea laurina</i>	<i>Pincushion Hakea</i>
4 Harold Street.	<i>Lophostemon confertus</i>	Queensland Box	<i>Hakea laurina</i>	<i>Pincushion Hakea</i>
2 Harold Street.	<i>Lophostemon confertus</i>	Queensland Box	<i>Hakea laurina</i>	<i>Pincushion Hakea</i>
Adjacent 72 Wirraway Street In Harold Street.	<i>Lophostemon confertus</i>	Queensland Box	<i>Hakea laurina</i>	<i>Pincushion Hakea</i>
Adjacent 112 Wirraway Street In Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
4 Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
8 Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
12 Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
20 Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
28 Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
32 Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
48 Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
54 Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
58 Scorpio Drive.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Pyrus calleryana</i>	<i>Callery Pear</i>
71 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
87 Lloyd Street	<i>Betula pendula</i>	Silver Birch	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
89 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
101 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
Outside St Kierans Primary School In Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
125 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
135 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
Outside Greenwood Park In Lloyd Street	4 X <i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
147 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
159 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
167 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
173 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
177 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
181 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
187 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>
189 Lloyd Street	<i>Prunus Sp</i>	Prunus	<i>Prunus 'Kanzan'</i>	<i>Japanese Flowering Cherry</i>



**MORWELL**

ADDRESS	CURRENT SPECIES	CURRENT SPECIES COMMON NAME	REPLACEMENT SPECIES	REPLACEMENT SPECIES COMMON NAME
5 Junier Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
Adjacent 82 Well Street. In Junier Street	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Lagerstroemia 'Lipan'</i>	Crepe Myrtle
55 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
57 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
75 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
83 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
85 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
109 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
Unit 9/127 Vary Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
Unit 20/127 Vary Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
Unit 22/127 Vary Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
Adjacent 12 Symons Street In Vary Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
164 Vary Street.	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Magnolia 'Little Gem'</i>	Magnolia
120 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
118 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
Adjacent 118 Vary Street. In Turnley Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
114 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
112 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
106 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
104 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
98 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
92 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
90 Vary Street.	<i>Melaleuca styphelioides</i>	Prickly Paperbark	<i>Magnolia 'Little Gem'</i>	Magnolia
Adjacent 96 Crinigan Road In Symons Street	2 X <i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Callistemon salignus</i>	White Bottlebrush
24 Symons Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Callistemon salignus</i>	White Bottlebrush
22 Symons Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Callistemon salignus</i>	White Bottlebrush
14 Symons Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Callistemon salignus</i>	White Bottlebrush
27 Symons Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Callistemon salignus</i>	White Bottlebrush
2 Keat Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
4 Keat Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
6 Keat Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
8 Keat Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
10 Keat Court	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
5 O'Grady Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Agonis flexuosa 'After Dark'</i>	Black Myrtle
7 O'Grady Street	<i>Fraxinus angustifolia</i>	Dessert Ash	<i>Agonis flexuosa 'After Dark'</i>	Black Myrtle
Adjacent 25 Burnside Drive In Turnley Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Callistemon 'Kings Park Special'</i>	Kings Park Bottlebrush
7 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka

11 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
15 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
23a Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
27 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
31 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
39 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
40 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
36 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
30 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
26 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
22 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
18 Hopetoun Ave	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Tristaniopsis laurina</i>	Kanooka
Adjacent 24 Hopetoun Ave Tree in June Street.	2 x <i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Hakea laurina</i>	Pincushion Hakea
1 June Street	2 x <i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Hakea laurina</i>	Pincushion Hakea
Adjacent 2 Watmor Avenue. Tree in June Street	3 x <i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Hakea laurina</i>	Pincushion Hakea
15 June Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Hakea laurina</i>	Pincushion Hakea
17 June Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Hakea laurina</i>	Pincushion Hakea
42 Hopetoun Avenue Tree in Jill Street	<i>Melaleuca armillaris</i>	Bracelet Honey Myrtle	<i>Callistemon salignus</i>	White Bottlebrush
Adjacent 9 Lanford Street Tree in Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
1 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
11 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
15 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
21 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
23 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
25 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
27 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
29 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
31 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
33 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
35 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
32 Polden Cr	2 x <i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
28 Polden Cr	2 X <i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
28 Polden Cr In Driffield Road	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
26 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
24 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
20 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
18 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
14 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
12 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
10 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple

8 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
6 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
4 Polden Cr	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
11 Langford Street In Polden Cr	2 x <i>Liquidambar styraciflua</i>	Sweetgum	<i>Acer buergerianum</i>	Trident Maple
Adjacent 25 Driffield Road Tree in Langford Street	2 X <i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
38 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
26 Langford Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
24 Langford Street	<i>Melaleuca linarifolia</i>	Snow-In-Summer	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
22 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
20 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
16 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
14 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
12 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
10 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
8 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
6 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
4 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry
2 Langford Street	<i>Liquidambar styraciflua</i>	Sweetgum	<i>Prunus 'Kanzan'</i>	Japanese Flowering Cherry



## **I.S.T.R.R.P 2018 – 2019**

### **Tree Removal Species**



***Melaleuca linarifolia***

**Snow In Summer**



***Melaleuca styphelioides***

**Prickly Paperbark**





*Melaleuca quinquenervia*  
**Broad-Leaved Paperbark**



*Melaleuca armillaris*  
**Bracelet Honey Myrtle**



*Prunus blireana*  
**Flowering Cherry**



*Liquidambar styraciflua*  
**Sweet Gum**



*Quercus palustris*

**Pin Oak**



*Grevillea robusta*

**Silky Oak**



***Lophostemon confertus***

**Queensland Box**



***Fraxinus excelsior* 'Aurea'**

**Golden Ash**





*Fraxinus angustifolia*

**Desert Ash**



*Betula pendula*

**Silver Birch**



***Robinia pseudoacacia***

**Black Locust**



***Acer Negundo***

**Box Elder**



***Platanus X acerifolia***

**London Plane**

## **Tree Replacement Species**



**Leptospermum pattersonii  
(Lemon-scented Tea Tree)**



**Hakea laurina  
(Pincushion Hakea)**





**Tristaniopsis laurina  
(Kanooka)**



**Acer x Freemanii 'jeffersred'  
Autumn Blaze Maple**



**Acer rubrum 'Fairview Flame'**  
**Lipstick Maple**



**Magnolia gradiflora 'Little Gem'**  
**(Magnolia)**



**Prunus shirotae (syn Mt Fuji)  
(Prunus Mt Fuji)**



***Callistemon 'Kings Park Special'*  
(Kings Park Bottlebrush)**





***Callistemon salignus***  
**(White Bottlebrush)**



***Lagerstroemia indica* 'Lipan'**  
**(Crepe Myrtle)**





**Lagerstroemia indica 'Sioux'**  
**(Crepe Myrtle)**



**Lagerstroemia indica 'Natchez'**  
**(Crepe Myrtle)**



***Prunus 'Kanzan'***

**Japanese Flowering Cherry**



***Brachychiton acerifolius***

**Illawarra flame tree**



*Pyrus betulaefolia x calleryana*

**Pyrus 'Edgedell'**



*Pyrus calleryana*

**Callery Pear**





*Laburnum x watererii*  
**Golden Chain Tree**



*Acer buergerianum*  
**Trident Maple**





***Agonis flexuosa 'After Dark'***

**Willow Myrtle**

**Agenda Item: 15.2**

**Agenda Item: Latrobe Leisure Morwell, Stadium Masterplan**

**Sponsor: General Manager, Infrastructure and Recreation**

**Council Plan Objective: Improve the amenity and accessibility of Council services.**

**Status: For Decision**

**Cr Dale Harriman returned to the meeting, the time being 09:42 PM**

**Proposed Resolution:**

**That Council endorse the Latrobe Leisure Morwell Masterplan document as detailed in attachment 2.**

**MOTION**

**Moved: Cr Middlemiss**

**Seconded: Cr McFarlane**

**That Council:**

- 1. Endorse the Latrobe Leisure Morwell, Stadium Masterplan document.**
- 2. Note that to deliver the construction of the Latrobe Leisure Morwell Masterplan, significant external funding would be required from the State or Federal Governments.**
- 3. Note, the costs outlined in the Masterplan document are based on costing from 2018, and will increase significantly over time.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report is to provide Council with information on the development of the Latrobe Leisure Morwell Stadium Masterplan (Attachment 2).

Following Councils endorsement of the 2015 Latrobe Leisure Morwell Conditions Assessment report, the user group at LLM have advocated for an aspirational masterplan document that would support new fully compliant multi-use courts and with additional courts to support greater participation.

Throughout the 2016/17 budget process, Council allocated funding to undertake the Latrobe Leisure Morwell Stadium Masterplan process. As a result of the funding, Council officers engaged Otium Planning Group to undertake the masterplan process at Latrobe Leisure Morwell.

Otium Planning met individually with the Morwell Volleyball Association, Morwell Netball Association, Morwell Basketball Association, Netball Victoria and Basketball Victoria Country, to assist in the development of a potential extension or development of the current LLM Stadium. Each User group had time to raise key concerns and issues regarding the functionality of the current stadium facilities, and outline how they would like the facility to operate better.

The masterplan process reviewed the usage data for the facility, and highlighted that current peak usage rates for the LLM Stadium is at 56.4%. It was reported by stadium user groups through the engagement process, that the reduced participation rates at the stadium has been due to the quality and compliance of the stadium facilities. Competing associations such as Moe Basketball Association and Traralgon Basketball Association are perceived to have better facilities.

There are a total of 15 indoor multi-sports courts spread across four facilities in the Latrobe City Council area that are accessible for community club/association use. The redevelopment of the Traralgon Sports Stadium will increase the court capacity of that facility from 5 courts to 9 which will increase the overall courts in Latrobe City to 19.

Based on discussions with the key stakeholders, court designs (attachment 1) and a component schedule (attachment 2) for the following two options to create a four court indoor stadium at the LLM has been developed:

Option One: New four court fully compliant indoor sports courts,

- Estimated Capital Cost: \$19,000,000

Option Two: Extension of the existing indoor sports court by one new court to create a four court stadium,

- Estimated Capital Cost: \$12,000,000

### **Declaration of Interests:**

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

### **Background:**

In 2015, Latrobe City Council engaged SGL Consulting Group (SGL) to engage with the user groups at Latrobe Leisure Morwell (LLM) to discuss the conditions of the stadium facilities at the facility, it was believed by the user groups and stadium participants that the facilities were not at an acceptable standard. SGL provided a report on the condition of the LLM stadium and rectification works to bring it up to playing standards.

Since 2015, Council officers have undertaken the required rectification works in the LLM Stadium and have completed all key projects through the Leisure Renewal Capital Works Program. The only project that has not been completed through this

program is the “*extension to the seating on courts 2 and 3*”, which can’t be completed due to disability access compliance requirements.

Following Councils endorsement of the 2015 Latrobe Leisure Morwell Conditions Assessment report, the user group at LLM have advocated for an aspirational masterplan document that would support new fully compliant multi-use courts and with additional courts to support greater participation.

Throughout the 2016/17 budget process, Council allocated funding to undertake the Latrobe Leisure Morwell Stadium Masterplan process. As a result of the funding, Council officers engaged Otium Planning Group to undertake the masterplan process at Latrobe Leisure Morwell.

### **Reasons for Proposed Resolution:**

Adopting the aspirational Latrobe Leisure Stadium Masterplan will provide a plan for the development of the stadium facilities to improve the amenity and support increased participation in stadium sports. The masterplan allows for increased court compliance to meet Netball and Basketball guidelines which is something the current facilities do not allow for.

The masterplan provides for two options for the development of the stadium facilities, a new four court fully compliant indoor sports courts, or extension of the existing indoor sports court by one new court to create a four court stadium. Both options will provide for the needs and wishes of the user groups.

### *Communication*

The adoption of the Latrobe Leisure Morwell Stadium Masterplan is a positive step forward for the community and user groups of Morwell and the wider Latrobe City Community. Council officers will communicate with the existing user group at Latrobe Leisure Morwell and the wider Latrobe City Community to provide the information in the masterplan document.

### *Financial Implications*

Based on discussions with the key stakeholders, court designs (attachment 1) and a component schedule (attachment 2) for the following two options to create a four court indoor stadium at the LLM has been developed:

Option One: New four court fully compliant indoor sports courts,

- Estimated Capital Cost: \$19,000,000

Option Two: Extension of the existing indoor sports court by one new court to create a four court stadium,

- Estimated Capital Cost: \$12,000,000

Adopting this masterplan will add another \$19 Million in future funding that Council would need to consider as part of its future investment plan. Considering Councils future financial outlook and the number of competing recreation and open space



plans that require funding, Council will not have the ability to fund this project without significant funding from the State or Federal Government.

For Council to deliver the Latrobe Leisure Morwell Masterplan project, it would be required to be fully funded for it to progress.

#### *Consultation*

Otium Planning met individually with the Morwell Volleyball Association, Morwell Netball Association, Morwell Basketball Association, Netball Victoria and Basketball Victoria Country, to assist in the development of a potential extension or development of the current LLM Stadium.

Each User group had time to raise key concerns and issues regarding the functionality of the current stadium facilities, and outline how they would like the facility to operate better.

#### *Other*

### **User Group Engagement Results**

Based on discussions with the user group and relevant state sporting bodies, the following key issues raised by the user group are outlined as follows,

- There are currently 346 indoor sports participants (basketball, netball and volleyball) making use of the Morwell Indoor Sports courts.
- The local netball and basketball clubs identified an inability to gain access to the required court space during peak operating times (Monday to Friday 4pm – 10pm) for both competition and training.
- The Morwell Netball Club currently does not operate a senior netball competition. The representatives indicated that a new senior competition could be initiated if four quality compliant courts were available.
- During the weekends there is very low usage with significant capacity for both competition and training. Industry trends indicate that low weekend usage is common in regional areas due to competing demands from other sports i.e. football, cricket etc.
- The current three court facility does not currently meet the facility standards for netball (insufficient run off).
- The age and current condition of the current three courts is poor, although recent upgrades have significantly improved the amenity.
- The clubs have requested access to a range of additional support infrastructure to assist with the operations of the domestic competition and tournaments including, administration/operations office, amenities and water fountains.

- There have been ongoing requests for the extension of the spectator seating across both courts 2 and 3.

The masterplan process reviewed the usage data for the facility, and highlighted that current peak usage rates for the LLM Stadium is at 56.4%. It was reported by stadium user groups through the engagement process, that the reduced participation rates at the stadium has been due to the quality and compliance of the stadium facilities. Competing associations such as Moe Basketball Association and Traralgon Basketball Association are perceived to have better facilities.

### **Current Facility Provision**

There are a total of 15 indoor multi-sports courts spread across four facilities in the Latrobe City Council area that are accessible for community club/association use. The redevelopment of the Traralgon Sports Stadium will increase the court capacity of that facility from 5 courts to 9 which will increase the overall courts in Latrobe City to 19.

- Across the majority of venues, there are design, size, condition and/or access constraints that limit their effectiveness as competition venues. Issues identified include:
  - Court sizes and/or run offs are not compliant for netball. Many do not have compliant run-off zones for basketball and are not height or run-off compliant for volleyball
  - Limited court availability at appropriate times for junior players makes club growth difficult
  - Condition of some facilities is poor
  - Heating and cooling is an issue in most venues

The redevelopment of the Traralgon Indoor Stadium will result in the development of an additional four indoor courts at the site creating a nine court facility

Indoor sports facility trends indicate:

- A minimum of 4-courts are required for a venue to be more financially sustainable
- Indoor venues with a size of 3,000m<sup>2</sup>+ have the highest median expense recovery ratio (92%)
- Multi-court venues are more socially viable for parents/referees not having to attend multiple venues
- Attract a vastly higher median number of visits than smaller facilities

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Latrobe Leisure Morwell, Masterplan Layouts
- 2 [↓](#). Latrobe Leisure Morwell, Stadium Masterplan

## **15.2**

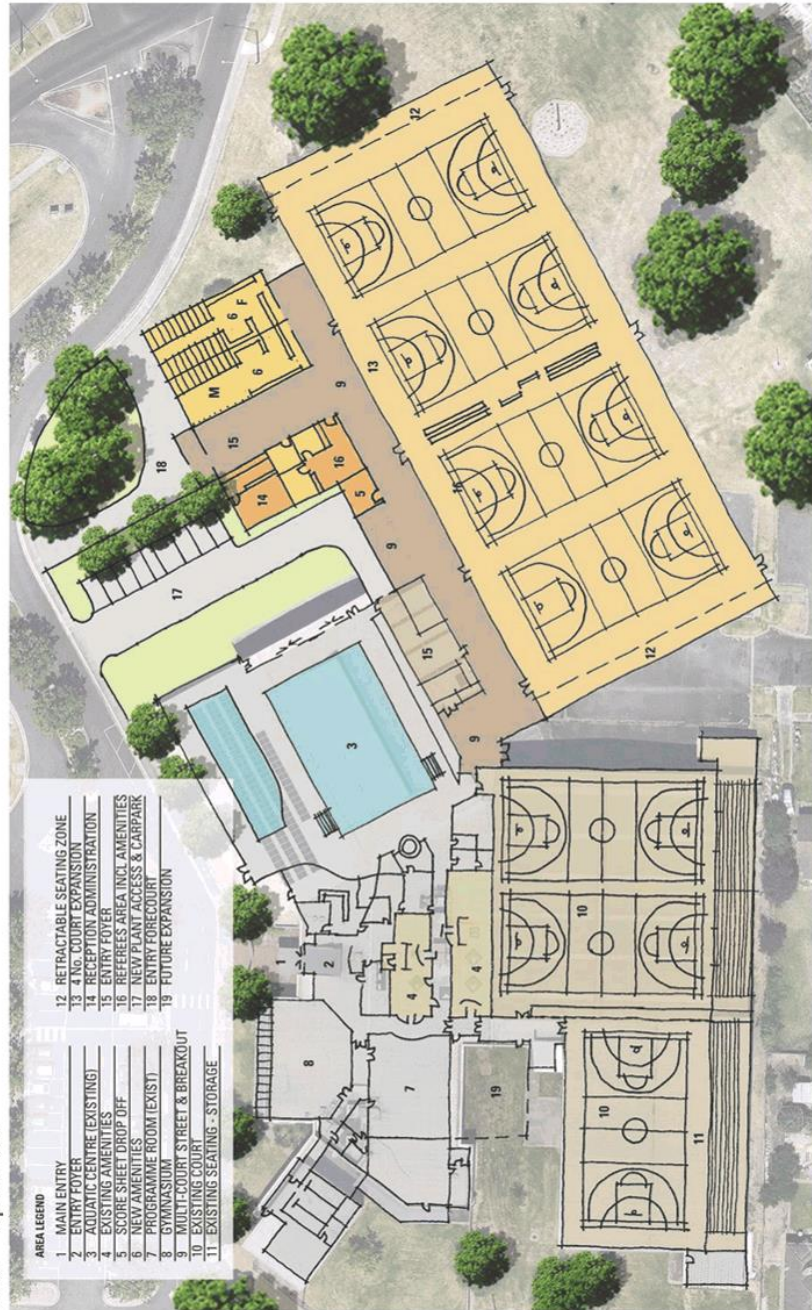
### **Latrobe Leisure Morwell, Stadium Masterplan**

- 1 Latrobe Leisure Morwell, Masterplan Layouts ..... 369**
- 2 Latrobe Leisure Morwell, Stadium Masterplan..... 371**



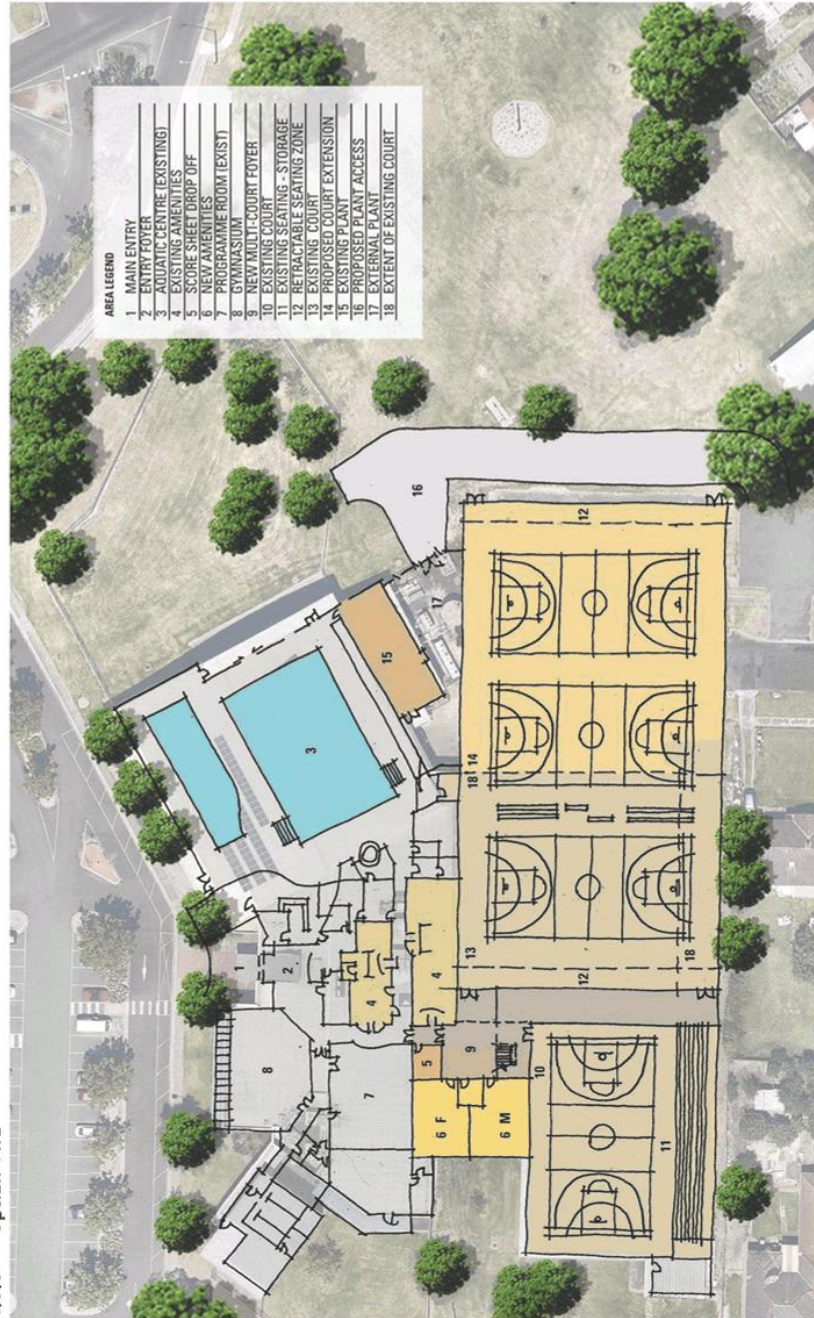


4.3.2 Option One





4.3.3 Option Two







# LATROBE LEISURE MORWELL STADIUM REVITALISATION CONCEPT DESIGN

## DRAFT REPORT



JUNE 2018



Prepared by  
Otium Planning Group Pty Ltd  
Peddle Thorp Architects and Turner and  
Townsend Quantity Surveyors



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### Document History

Document Version	Date	Checked	Distribution	Recipient

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## 1. Introduction

In 2015 the Latrobe City Council commissioned SGL Consulting Group to investigate the condition and use of the Latrobe Morwell Indoor Stadium with the aim of developing a revitalisation plan. The Plan identified a number of opportunities to improve the facility from both an operational/functional perspective and overall amenity improvements.

Over the past three years Council has invested significant funds on implementing a number of the recommendations including:

- Cladding the walls to improve the overall amenity
- Replacing the lighting
- Major repairs to the roof

As part of the review the need for additional indoor sport courts to support the local basketball, netball, volleyball and badminton clubs participation growth was identified as a future opportunity. As a result this report has been undertaken to identify the options for extending the current facility to provide a four-court facility.

The purpose and objective of the indoor stadium revitalisation plan was to therefore:

*“Review the Latrobe Leisure Morwell - Stadium Revitalisation Plans and Car Parking Assessment report and to develop concept plans and an indicative capital cost for the extension of the sports courts.”*

The key tasks were to:

- Review the findings from the SGL report
- Re-engage the key stakeholders to ascertain updated user-group feedback
- Develop a concept design, incorporating user group feedback and input
- Develop cost estimates on concept design

### 1.1 Summary of Indoor Stadium Review

In 2015 SGL consulting Group in collaboration with Etch Architects undertook an assessment of the Morwell Stadium and found the following key issues identified from the site review:

- Current elevated walkway to Court 1 (via court 2+3) appears too low and may be considered a hazard to both the spectator and player. Very close to side of playing areas (if a player is elevated at edge - may impact the walkway).
- Position of data point for scoreboard is in the wrong location - needs to be re-directed.
- Nails protruding from main sports floor in Court 1. Not safe. Should be rectified immediately.
- Wall lights (glazing) painted out. Could cause condensation and heating issues (heat loss). Glazing to be replaced with insulation wall cladding both external and internal.
- Stadium 1 - Not enough padding to goal end of courts 1. Padding should extend the length of the goal zone for netball and not just cater for the basketball key. Insufficient safety run off for both basketball (2.0m) and netball (3.05m) at goal ends.
- Stair access to seating is directly from courts. Not enough pedestrian space to court side - also to cater for safety player/umpire runoff.
- Seating to Court 1 is via elevated walkway from Court 2. Height of tiered seating appears reasonable to BCA, however did not observe any wheel chair dedicated seating zones (compliance to BCA and AS 1428)



- Stadium 2 + 3 - main spectator seating obstructed with existing steel columns. Also seating located at end of courts - not ideal.
- Stadium 1 & Stadium 2 + 3 - main sports lighting too low - may not be meeting current indoor sport lighting codes.
- Courts are multi-line - sometime difficult to determine which court playing on.
- Stadium 2 + 3 - roof leaks in areas. Leaking may be due to expansion joints or construction junction between skylight and main roof sheeting
- Safety run-off zone between courts, columns and seating too narrow. Pedestrian gap between seating and columns non-existent. Padding to wrap around columns and not just playing side
- Seating needs to extend along court 3.
- Timber tiered seating - too steep. May be considered not compliant to current BCA & DDA regulations.
- Safety run-off zone between courts, columns and seating too narrow. Pedestrian gap between seating and columns non-existent. Padding to wrap around columns and not just playing side.
- Not enough padding to goal end of courts 2 + 3. Padding should extend the length of the goal zone for netball and not just cater for the basketball key.
- Insufficient enough safety run-off for both basketball (2.0m) and netball (3.05m). Not compliant to current playing specifications.



## 2. Indoor Sports Courts Review

The Latrobe Leisure Morwell is located at McDonald Street, Morwell. The original facility was built as single basketball court and an outdoor 50 metre pool. The facility was redeveloped approximately 25 years ago to provide two additional indoor courts and an indoor dry health and fitness and aquatic centre.

The Centre now includes the following components.

- Fully equipped gym
- Heated pool
- Toddler pool
- Sauna
- Spa
- Aerobics room
- Stadium - 3 indoor courts
- Café
- Meeting room



Figure 1 Latrobe Leisure Morwell

### 2.1.1 Hours of Operation

The facility is currently open during the following times

Table 1 Operating Hours

Day	Times
Monday to Thursday	6.00 am - 9.30 pm
Friday	6.00 am - 8.00 pm
Saturday and Sunday	9.00 am - 5.00 pm





### 2.1.2 Site Context

The facility is situated within the Sir Norman Brookes Park and is adjacent to the Morwell Secondary College, which borders the facility to the north on Hoyle Street. Residential housing borders the facility on the south, east and west of the site.

There is also a building located at the front of the site that is used by the Latrobe Scuba Club.

## 2.2 Review of Occupancy

A review of the occupancy of the stadium used by associated clubs for training and competition activities has been completed.

Industry accepted trends indicate that peak usage for indoor sports courts is typically between the hours of 4.00pm to 10.00pm (6 hours) Monday to Friday. In regional areas indoor sports courts are not used to the same extent as in metropolitan areas due to the conflict with other outdoor sports, particularly football, cricket and outdoor netball. Some use of the courts is made for training and limited competition however the majority of it occurs across the five weekday evenings. The table on the following page details the current use of the Morwell courts.

The stadium is currently available for use for 276 court hours per week based on the following times.

#### Weekdays (Monday to Friday - 8am to 10pm)

- Off Peak = 120 hours
- Peak = 90 hours

#### Weekends (Saturday and Sunday - 8am to 7pm)

- Saturday = 33 hours
- Sunday = 33 hours

Based on the current schedule the stadium is occupied 57.75 hours per week (peak and off peak), which represents a current total occupancy rate of 20.9% of the total 276 court hours available.

- There is currently no weekday off peak usage this is between the hours of 8.00am to 4.00pm. There is an opportunity to develop programs such as mid week sporting competitions or pre school aged activities i.e. gym programs
- Weekday peak usage accounts for 50.75 hours (56.4%) of total peak use hours. This is between the hours of 4.00pm and 10.00pm (90 hours per week) Monday to Friday.
- Weekend use accounts for 7 hours (10.6%) of total weekend use hours. This is between the hours of 8.00am to 7pm Saturday and Sunday (66 hours per weekend).



Table 2 Morwell Stadium Occupancy Table

TIME-SLOT	MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY			SUNDAY		
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Off-Peak Time																					
8.00am - 9.00am																					
9.00am - 10.00am																					
10.00am - 11.00am																					
11.00am - 12 noon																					
12 noon - 12.30pm																					
12.30pm - 1.00pm																					
1.00pm - 2.00pm																					
2.00pm - 3.00pm																					
3.00pm - 4.00pm																					
Peak Time																					
4.00pm - 5.00pm																					
5.00pm - 6.00pm																					
6.00pm - 7.00pm																					
7.00pm - 8.00pm																					
8.00pm - 9.00pm																					
9.00pm - 9.15pm																					

Key

Basketball		Netball		Rock Up Netball		Junior Badminton	
Train		Class		LRH Badminton			



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### 3. Market Research and Consultation

#### 3.1 Key Stakeholder Consultation

To assist in guiding the potential extension of the indoor sports courts, the following key stakeholders were consulted including:

- Latrobe City Council Councillor
- Morwell Volleyball
- Morwell Netball Association
- Morwell Basketball Association

The following provides a summary of the key issues raised.

##### 3.1.1 Latrobe City Council Councillor

The Morwell Indoor Stadium is an older facility. Discussion with a number of user groups indicated concern about the quality of the facility.

Local clubs are also concerned about the ongoing maintenance of the facility and capacity of the courts to support the ongoing participation growth.

There is a need to ensure the sport courts meet the facility standards both now and into the future.

There is a need to upgrade the grandstand to ensure it spans the length of the two courts.

It was noted that there seemed to be a declining number of people participating in basketball in the local area which may be attributed to the major financial change with many people under financial pressure and hardship. The cost to participate in the activities needs to be kept at a level that is affordable.

There are currently issues with the grandstand including the beams. It would be important when completing concept plans to plan for 20 years and beyond.

The future development of the facility should incorporate an additional indoor court to create a four court facility.

##### 3.1.2 Morwell Volleyball

Morwell Volleyball currently has 12 teams using the Morwell courts, three teams using the Churchill courts and twelve teams using the Moe courts. All teams were amalgamated to create one competition. The association's preference would be to have Churchill as the home base as it is seen as a better venue.

A six court facility would be the preferred model for volleyball as this would enable all teams to compete at the same venue. There is currently nowhere in the Valley that can provide six courts.

The preference for the schools competition is to run all competition at one venue as this would enable better usage of scarce resources and provide for a more efficient competition.

People often play more than one game which would be helped if multiple courts were available. There is however concern for people who will have to travel for competition.

In the past 3 years there has been a significant drop in membership numbers to 120 members (55% females, 45% males).



There are currently only 12 junior members. As an association they are aware they need to develop a base of juniors. There is not currently a junior competition in Morwell. Even if they increase their numbers the association will only need access to 3 volleyball courts on a weekly basis but would like to have access to a six court facility within the region (i.e. Traralgon development).

There is currently a disconnect between the change rooms and the sports courts. There also needs to be access to a first aid room near the courts and tournament rooms in the facility. Some of the social interaction is lost at Morwell due to the set out of the courts.

During tournaments the car park is at capacity and the school is used as overflow car parking.

There are insufficient human resources to run school programs however the association has spoken to Federation University about using students to run the program as a work placement opportunity. There is lack of interschool sport program across the municipality with exception of Moe. Moe runs volleyball competition as part of interschool sport program.

Country Championships require a minimum of six volleyball courts (4 basketball courts would fit 6 volleyball courts), tournament room, referee room and first aid.

### 3.1.3 Morwell Netball Association

The Morwell Netball Association has a current membership of approximately 90 players. All participants are female juniors in the age groups - under 13, 15 and 17.

The senior competition was disbanded three years ago due to a lack of administrators. Seniors players are required to participate in alternate competitions across the Valley. If there were access to four courts at the Morwell facility, the Association would be interested in starting a senior competition.

All of the sports courts at the Morwell Stadium are non-compliant. It is also the only facility in Latrobe where the clubs are required to set up the goal posts for each training and competition use.

The facility is lacking a first aid room and access to water and there is currently no scoreboard or a separate lockable office (for administration and storage).

Car parking is currently a problem during weekdays and tournaments with lack of lighting being a security concern.

The Netball Association currently uses three courts on Tuesday for competition only (court 1: 6.00 - 7.00pm; court 2 and 3: 6.00 - 9.15pm). They currently have no access to indoor facilities for training and are required to train on outdoor courts.

The Association currently use 5 outdoor courts at Morwell Park from 9am - 10am. They struggle with the number of courts and maintaining the cleanliness.

If the Morwell Stadium were redeveloped and extended it would allow access to indoor training. Additional courts would also enable the teams competing in the Football/Netball Leagues to access indoor courts for training.

An extension to the current facility should also include toilet facilities in close proximity, an umpires/officials room and storage facilities.

Given the age and condition of the existing courts it is the opinion of the Association that the existing courts should be replaced with compliant courts.





### 3.1.4 Morwell Basketball Association

The Morwell Basketball Association currently consists of 110 junior players (17 teams) and 98 senior players (14 teams).

The Association has experienced a decline in participation over the last three years and has seen a number of females players move to football. The cost to participate has also had an impact on participation, as has the small population size in Morwell with juniors from other townships unlikely to travel to Morwell to participate in indoor sporting activities.

The following table outlines the current use of the Morwell Stadium by the Morwell Basketball Association.

**Table 3 Morwell Basketball Association - Morwell Stadium Usage**

Day	Time	Event
Monday	Evening	Junior Competition
	5.00 - 8.20pm	2 courts
	5.00 - 6.00pm	1 court
Tuesday	4.30 - 5.30pm	1 court Netball
	4.00 - 7.00pm	2/3 courts Netball
	5.00 - 6.00pm	Basketball
	4.30 - 6.00pm	Basketball
Wednesday		Training
Thursday	6.00 - 9.00pm	2 courts Senior competition
Friday	-	No use
Saturday	-	No use
Sunday		VJBL training

The number one court at the Morwell Stadium is in good condition and would be disappointing if this court was pull down.

There is the potential to remove the wall between the show court and court two to improve the run off.

There is a need to develop at least one additional court at the Morwell Stadium. The other features that should be included are:

- Administration office
- Referees break out area
- Tournament office
- Storage
- First aid room
- Access to water/drinking fountain
- Compliant score board and a shot clock

The facility also requires improved access to courts and spectator areas particularly for older people. The seating capacity of court 3 also needs to be improved.



### 3.2 Review and Benchmarking of Facilities

The following provides a summary of the current provision of indoor courts in the Latrobe area and surrounding region.

#### 3.2.1 Latrobe City Council Indoor Courts

The following table provides a summary of the indoor court provision in Latrobe City.

**Table 4 Latrobe City Council Indoor Court Facilities**

Area	Facility Name	Facilities	Ownership/Management
Morwell	Latrobe Leisure Morwell	<ul style="list-style-type: none"> <li>• Three court stadium</li> <li>• Fully equipped gym</li> <li>• 25m x 8 lane heated pool</li> <li>• Toddler pool</li> <li>• Sauna</li> <li>• Spa</li> <li>• Aerobics room</li> <li>• Boxing room</li> <li>• Café</li> <li>• Meeting room</li> </ul>	Council owned and operated
Moe Newborough	Moe Newborough Leisure Centre	<ul style="list-style-type: none"> <li>• Four multi-purpose courts</li> <li>• Fully equipped gym</li> <li>• 25m x 6 lane heated pool</li> <li>• Sauna</li> <li>• Spa</li> <li>• 1 squash courts</li> <li>• Athletics track</li> <li>• Cycling track</li> </ul>	Council owned and operated
Traralgon	Traralgon Sports Stadium	<ul style="list-style-type: none"> <li>• Five court stadium</li> <li>• Show court with 1044 spectator seats</li> <li>• Four change rooms</li> <li>• Off street parking</li> <li>• Kiosk</li> </ul>	Council owned and operated
Churchill	Churchill Leisure Centre	<ul style="list-style-type: none"> <li>• Three multi-use courts</li> <li>• Fully equipped gym</li> <li>• 25m x 6 lane heated pool</li> <li>• Sauna</li> <li>• 2 Squash Courts</li> <li>• Aerobics and Boxing Room</li> <li>• Function Room</li> </ul>	Council owned and operated

The review indicates that Latrobe City owns and operates four leisure facilities with a total of 15 indoor sports courts.

#### 3.2.2 Regional Area Indoor Courts

A review of indoor stadium facility provision in the following neighbouring municipalities has been completed to identify key issues 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 5 Neighbouring Municipalities Facilities

Municipality	Facility Name	Facilities	Ownership/Management
South Gippsland Shire Council	SG Splash	<ul style="list-style-type: none"> <li>• 2 indoor sports courts</li> <li>• 25m lap pool</li> <li>• Leisure pool</li> <li>• Toddlers pool</li> <li>• Café</li> <li>• Group Fitness</li> </ul>	Council owned, YMCA managed
Baw Baw Shire Council	Bellbird Park Indoor Centre	<ul style="list-style-type: none"> <li>• 2 indoor sports courts</li> <li>• 4 squash courts</li> <li>• Multipurpose room</li> </ul>	Council owned, YMCA managed
	Warragul Leisure Centre	<ul style="list-style-type: none"> <li>• 2 indoor courts</li> <li>• 25m x 6 lane pool</li> <li>• Toddlers pool</li> </ul>	
Wellington Shire Council	Gippsland Regional Sports Complex	<ul style="list-style-type: none"> <li>• 4 indoor sports courts</li> <li>• 12 outdoor courts</li> <li>• Meeting rooms</li> <li>• Conference facilities</li> <li>• Café</li> <li>• Change rooms</li> </ul>	Council owned and managed
	Avon Indoor Recreation Centre (Stratford Primary School)	<ul style="list-style-type: none"> <li>• 1 indoor sport court</li> </ul>	Owned by Department of Education, managed by Committee of Management formed by Wellington Shire Council and Stratford Primary School
	Walpole Stadium (Yarram Secondary College)	<ul style="list-style-type: none"> <li>• 2 indoor sport court</li> </ul>	Department of Education owned and managed
	Rosedale Indoor Stadium (Rosedale Primary School)	<ul style="list-style-type: none"> <li>• 1 indoor sports court</li> <li>• Kitchen facilities</li> <li>• Meeting rooms</li> <li>• Change rooms</li> </ul>	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 border the Latrobe City. Of these facilities half are owned by local government and half are located on land owned by the Department of Education.

### 3.3 Indoor Sports Stadium Trends

The following provides a review of the key sports facilities and participation trends that will impact on future provision of indoor courts in Morwell. Implications from these trends have been considered in completing the overall demand assessment and facility development requirements presented in this report.

#### 3.3.1 Indoor Sporting Facility Trends

##### 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. Examples of this include Ocean Grove Sports Club and Queenscliff Community Sports Club.
- Pursuit of non-sporting uses for indoor facilities: e.g. events, displays, functions.



### Financial Performance Of Indoor Sports Facilities

The following relevant trends in the financial performance of indoor sporting facilities:

- Generally, stadiums with less than three 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.

### 3.3.2 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.

#### 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.

#### Participation

National trends show that there is an overall 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.

#### 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 also an emphasis on ensuring facilities are designed to meet the specific needs of the key user groups i.e. correct runoff and facility standards. 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.

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.



## 4. Summary of Key Issues and Facility Opportunities

As part of establishing an evidence driven Strategic Plan for the provision of indoor sports facilities to service the needs of the Morwell Leisure Centre, a review of the key market factors that would be expected to impact long term stadium requirements has been undertaken.

The significant market factors are:

- Understanding current participation levels and unmet demand across the municipality
- The impact of any trends in indoor sport participation
- Identifying potential regional facility developments such as the Traralgon Stadium
- Projecting the impact of changing demographics on participation
- The functionality and condition of existing facilities

### 4.1.1 Summary of Key Issues

Based on discussions with the local sporting associations and clubs and the relevant state sporting bodies, the following key issues regarding participation in indoor sports have been identified:

- There are currently 346 indoor sports participants (basketball, netball and volleyball) making use of the Morwell Indoor Sports courts
- The local netball and basketball clubs identified an inability to gain access to the required court space during peak operating times (Monday to Friday 4pm - 10pm) for both competition and training
- The Morwell Netball Club currently does not operate a senior netball competition. The representatives indicated that a new senior competition could be initiated if four quality compliant courts were available
- During the weekends there is very low usage with significant capacity for both competition and training. Industry trends indicate that low weekend usage is common in regional areas due to competing demands from other sports i.e. football, cricket etc.
- The current three court facility does not currently meet the facility standards for netball (insufficient run off)
- The age and current condition of the current three courts is poor, although recent upgrades have significantly improved the amenity
- The clubs have requested access to a range of additional support infrastructure to assist with the operations of both the domestic competition and tournaments including, administration/operations office, amenities and water fountains
- There has been ongoing requests for the extension of the spectator seating across both courts 2 and 3

### 4.1.2 Current facility provision

- There are a total of 15 indoor multi-sports courts spread across four facilities in the Latrobe City Council area that are accessible for community club/association use
- Across the majority of venues, there are design, size, condition and/or access constraints that limit their effectiveness as competition venues. Issues identified include:
  - Courts sizes and/or run offs are not compliant for netball. Many do not have compliant run-off zones for basketball and are not height or run-off compliant for volleyball
  - Limited court availability at appropriate times for junior players makes club growth difficult
  - Condition of some facilities is poor



- Heating and cooling is an issue in most venues
- The proposed redevelopment of the Traralgon Indoor Stadium will result in the development of an additional four indoor courts at the site creating an eight court facility
- Indoor sports facility trends indicate:
  - A minimum of 4-courts are required for a venue to be more financially sustainable
  - Indoor venues with a size of 3,000m<sup>2</sup>+ have the highest median expense recovery ratio (92%)<sup>1</sup>
  - Multi-court venues are more socially viable for parents/referees not having to attend multiple venues
  - Attract a vastly higher median number of visits than smaller facilities

#### 4.1.3 Future Facility Provision

Based on discussions with the key stakeholders a component schedule for the following two options to create a four court indoor stadium at the Latrobe Morwell has been developed:

- Option One: New four court fully compliant indoor sports court
- Option Two: Extension of the existing indoor sports court by one new court to create a four court stadium

The table on the following page provides a component schedule for a four court stadium.

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<sup>1</sup> Benchmarking for Australian public aquatic & recreation centres: Operational Management, service quality, satisfaction, loyalty and benefits. Dr Gary Howat. CERM PI Project. Centre for Tourism & Leisure Management. UniSA Business School. University of South Australia



## 4.2 Component Schedule

Activity Area	Facility Component	Target Market	Facility Objectives	Functional Relationships	Other Issues for Consideration	Area Schedules
Indoor Sports Hall Areas	<p><b>Option One</b> Provide for four new indoor sports courts (Compliant for competition netball)</p> <p><b>Option Two</b> Extension of the existing three court facility with one new indoor sports courts (Compliant for competition netball)</p>	Competition/ Training Events	Meet universal design principles as a minimum	<p>Adjacent to spectator areas.</p> <p>Adjacent to amenities block</p> <p>Linkage to food and beverage area</p>	Potential future expansion zone	<p>4 new courts - 15.25m x 30.5m Run-off to netball dimensions 3.05 m unencumbered obstacle free run off zone (4 m clearance between courts) Roof height 8.3m at highest point unencumbered to support elite competition.</p> <p>Provide adequate clearance for scorer's bench and seating between each court (approx. 1.5m)</p> <p>Provide adequate clearance for circulation space between courts (1.5m-1.8m). Provide adequate clearance for wheel chair access.</p> <p>Provide expansion zone and consider noise control in design between sport and recreation/events function and teaching function.</p>
	Spectator Area	Competition Events Casual Spectator	<p>Show court provides seating provision for events - 300 seats</p> <p>Other courts - single row of seating along each court.</p>	Retractable seating along two side of new indoor sports hall	Allow floor loading for temporary seating for show court	Allow space for row of seating around courts areas. The size requirement is captured in the court specifications (approx. 1.5m)
	Control/operations/communication room	Competition Events	Provide single control/security point for competitions and tournaments; and communication room	<p>Direct access and viewing over courts.</p> <p>Provide capacity for multimedia/live streaming of games and AV</p>	<p>Access via courts to submit scoresheets</p> <p>Sliding window Potential link to reception</p>	Room of 10m2 with capacity for 3 to 4 people





Activity Area	Facility Component	Target Market	Facility Objectives	Functional Relationships	Other Issues for Consideration	Area Schedules
	Other support facilities - Storage - Plant rooms	Service areas	Service areas	Storage off main sports hall	Adequate storage area for indoor sports.  Consider storage systems to maximise storage capacity	Storage - 100m <sup>2</sup>  Plant - 300m <sup>2</sup> (to be discussed given current trend to provide evaporative cooling)
Change Room Areas (Serving New Indoor Sports Hall)	Change rooms	Facility users	Provide 2 player change rooms facilities for four courts	Easy access onto Sports courts		2 dedicated change rooms of 80m <sup>2</sup> each.  3 toilets and showers per change area  1 accessible toilet and shower per change area.
	Centre amenities	All customers	Provide modern amenities easily maintained	Adjoining all main activity areas	Fully accessible amenities Baby change provision Service areas	Separate public toilets male/female /accessible each No. to be determined based on event spectator requirements 6. (in line with BCA requirements) Service areas - 20m <sup>2</sup>
	Centre referees control room and change room	Referees	Provide modern amenities easily maintained	Adjoining all main activity areas	Fully accessible amenities	Control/staff room  Change room 20 m <sup>2</sup>  Toilet and shower (could be shared)  Uni-sex amenities/accessible
Front of House Areas	Foyer/Reception/Breakout space/street -corridor	All customers	Provide welcoming entry area that allows users to relax and socialise before entering main activity areas.  Social areas that encourage casual stay and increased secondary spending.	Central access to courts, amenities and other Centre components	Universal Design Way finding Principles  Allowance for vending machine locations  Location of display cases for memorabilia	Reception- 40m <sup>2</sup>



### 4.3 Morwell Indoor Stadium Concept Design

Peddle Thorp Architects has prepared two concept design options based on the draft component schedule.

#### 4.3.1 Capital Cost

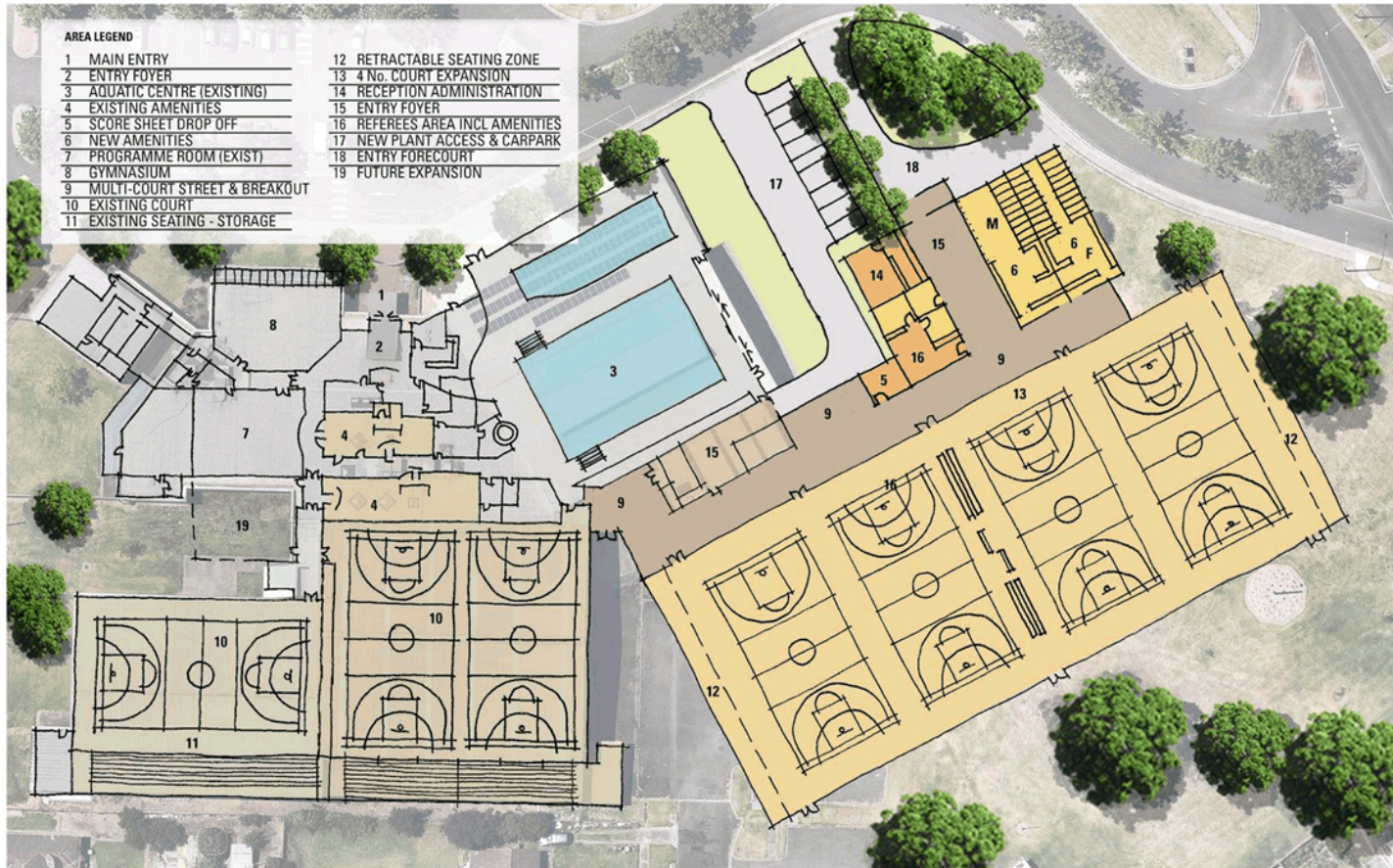
Quantity surveyors Turner and Townsend have prepared a cost plan and capital cost estimate for option one and two.

- Option One: \$18,988,918
- Options Two: \$11,740,673

The full cost plan can be found in **Appendix One**



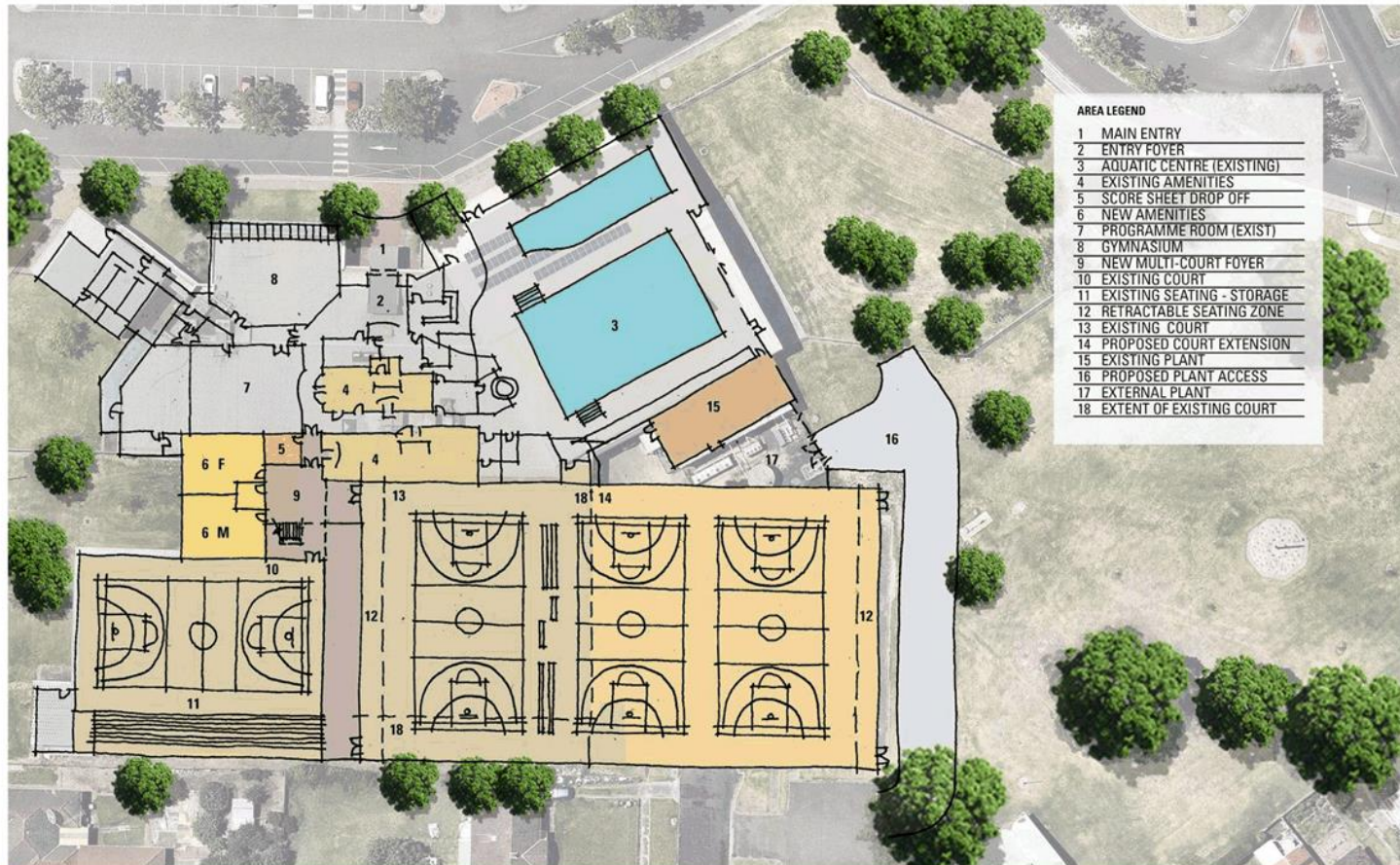
4.3.2 Option One







4.3.3 Option Two







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## 5. Warranties and Disclaimers

The information contained in this report is provided in good faith. While Otium Planning Group has applied their own experience to the task, they have relied upon information supplied to them by other persons and organisations.

We have not conducted an audit of the information provided by others but have accepted it in good faith. Some of the information may have been provided 'commercial in confidence' and as such these venues or sources of information are not specifically identified. Readers should be aware that the preparation of this report may have necessitated projections of the future that are inherently uncertain and that our opinion is based on the underlying representations, assumptions and projections detailed in this report.

There will be differences between projected and actual results, because events and circumstances frequently do not occur as expected and those differences may be material. We do not express an opinion as to whether actual results will approximate projected results, nor can we confirm, underwrite or guarantee the achievability of the projections as it is not possible to substantiate assumptions which are based on future events.

Accordingly, neither Otium Planning Group, nor any member or employee of Otium Planning Group, undertakes responsibility arising in any way whatsoever to any persons other than client in respect of this report, for any errors or omissions herein, arising through negligence or otherwise however caused.



## Appendix One: Capital Cost Estimate

### Option One

**Latrobe City Council**  
**Latrobe Leisure Centre, Morwell**



#### Indicative Cost Plan

QS REF: me  
Date: 16/04/2018

Function	OPTION 1		
	Area m2	Rate \$/m2	Cost \$
<b>Building Works</b>			
Entry Foyer	197	\$ 2,000	\$ 394,000
- extra for airlock	Allow		\$ 90,000
Reception / Administration incl acc wc	129	\$ 2,800	\$ 362,000
Multi court street and breakout	626	\$ 2,000	\$ 1,252,000
Score sheet drop off	28	\$ 2,500	\$ 70,000
Referee	76	\$ 2,600	\$ 198,000
Player change and amenities	324	\$ 2,600	\$ 842,400
Proposed new indoor courts	3582	\$ 1,600	\$ 5,731,200
- strengthen floor for retractable seating	Allow		\$ 389,400
- retractable seating [3000 seats]	Allow		\$ 1,950,000
Basketball / Netball: Special services and equipment - goals, scoreboards, scorer / player benches	Allow		\$ 240,000
Allow for connection of new building to existing	Allow		\$ 100,000
Allowance for plant platforms / rooms	Allow		\$ 200,000
Entrance Canopy	Allow		\$ 60,000
ESD Initiatives	3%		\$ 356,370
<b>Total Building Works</b>	<b>4,962</b>	<b>\$ 2,466</b>	<b>\$ 12,235,370</b>
<b>External Works &amp; Services</b>			
Site Preparation / clear site / sundry demolition	Allow		\$ 74,430
Earthworks	Allow		\$ 298,000
Entry forecourt	246	\$ 360	\$ 88,560
Carpark and new plant access	464	\$ 200	\$ 92,800
Allowance for soft landscaping	Allow		\$ 150,000
Allowance for external services	Allow		\$ 596,000
<b>Total External Works &amp; Services</b>			<b>\$ 1,299,790</b>
Locality Allowance		5%	\$ 676,758
<b>Construction Cost</b>			<b>\$ 14,211,918</b>
Design Contingency		5%	\$ 711,000
Construction Contingency		10%	\$ 1,493,000
<b>Sub Total</b>			<b>\$ 2,204,000</b>
Professional Fee Allowance		8%	\$ 1,314,000
Authority Fees & Charges	Allow		\$ 143,000
- Substation contribution for upgrade	Allow		\$ 100,000
Loose Furniture and Equipment	Allow		\$ 285,000
<b>Sub Total</b>			<b>\$ 1,842,000</b>
Cost Escalation to tender	Allow 12 mths	4% pa	\$ 731,000
<b>Project Total</b>			<b>\$ 18,988,918</b>

#### Exclusions:

GST	Cost Escalation beyond April 2019
Upgrade or provision of authority services infrastructure external to the site	Office Equipment costs
Land, legal, marketing and finance costs	Public Art
Relocation / Decanting Costs	Asbestos & other hazardous materials removal
Staging Costs	Council internal costs
Adverse soil conditions incl. excavation in rock, contaminated soil, soft spot	Stormwater on site retention / detention system
Audio Visual requirements	Active IT and telephone equipment
Blinds, Curtains or Drapes	Planning professional fees and permit fees
Piling or Bored Pier foundations	Works to existing building
Diversion / relocation of existing inground services	No allowance for show court

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Option Two

**Latrobe City Council**  
**Latrobe Leisure Centre, Morwell**



**Indicative Cost Plan**

QS REF: me  
Date: 16/04/2018

Function	OPTION 2		
	Area m2	Rate \$/m2	Cost \$
<b>Building Works</b>			
Multi court foyer - new extension	69	\$ 2,400	\$ 165,600
Multi court foyer - convert existing courts	250	\$ 1,200	\$ 300,000
Score sheet drop off	24	\$ 3,000	\$ 72,000
Player change and amenities	207	\$ 2,800	\$ 579,600
Refurbish existing court incl make good where seating removed	1245	\$ 600	\$ 747,000
Proposed new indoor courts	1594	\$ 1,600	\$ 2,550,400
- strengthen floor for retractable seating	Allow		\$ 194,700
- retractable seating [3000 seats]	Allow		\$ 1,950,000
Basketball / Netball: Special services and equipment - goals, scoreboards, scorer / player benches	Allow		\$ 180,000
Allow for connection of new building to existing	Allow		\$ 250,000
Allowance for plant platforms / rooms	Allow		\$ 150,000
ESD Initiatives	3%		\$ 214,179
<b>Total Building Works</b>	<b>3,389</b>	<b>\$ 2,170</b>	<b>\$ 7,353,479</b>
<b>External Works &amp; Services</b>			
Site Preparation / clear site / sundry demolition	Allow		\$ 28,410
Demolish existing seating zone, east façade for refurb and connect new courts	Allow		\$ 100,000
Demolition to create new court foyer	Allow		\$ 100,000
Demolish part building at end of seating zone to court	Allow		\$ 10,000
Earthworks	Allow		\$ 114,000
New plant access	534	\$ 200	\$ 126,800
Allowance for soft landscaping	Allow		\$ 100,000
Allowance for external services	Allow		\$ 407,000
<b>Total External Works &amp; Services</b>			<b>\$ 986,210</b>
Locality Allowance		5%	\$ 416,984
<b>Construction Cost</b>			<b>\$ 8,756,673</b>
Design Contingency		5%	\$ 438,000
Construction Contingency		10%	\$ 920,000
<b>Sub Total</b>			<b>\$ 1,358,000</b>
Professional Fee Allowance		8%	\$ 810,000
Authority Fees & Charges	Allow		\$ 88,000
- Substation contribution for upgrade	Allow		\$ 100,000
Loose Furniture and Equipment	Allow		\$ 176,000
<b>Sub Total</b>			<b>\$ 1,174,000</b>
Cost Escalation to tender	Allow 12 mths	4% pa	\$ 452,000
<b>Project Total</b>			<b>\$ 11,740,673</b>

**Exclusions:**

GST	Cost Escalation beyond April 2019
Upgrade or provision of authority services infrastructure external to the site	Office Equipment costs
Land, legal, marketing and finance costs	Public Art
Relocation / Decanting Costs	Asbestos & other hazardous materials removal
Staging Costs	Council internal costs
Adverse soil conditions incl. excavation in rock, contaminated soil, soft spot	Stormwater on site retention / detention system
Audio Visual requirements	Active IT and telephone equipment
Blinds, Curtains or Drapes	Planning professional fees and permit fees
Piling or Bored Pier foundations	Works to existing building
Diversion / relocation of existing inground services	No allowance for show court

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# **COMMUNITY SERVICES**



## **16. COMMUNITY SERVICES**

**Agenda Item: 16.1**

**Agenda Item: Cultural Diversity Action Plan Year Four Report**

**Sponsor: General Manager, Community Services**

**Council Plan Objective: Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.**

**Status: For Information**

### **MOTION**

**Moved: Cr Clancey**

**Seconded: Cr Law**

**That Council receives and notes the Latrobe City Cultural Diversity Action Plan 2014 – 2018 Year Four Action Plan (2017 – 2018) Annual Report.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

The purpose of this report is for Council to receive and note the Latrobe City Cultural Diversity Action Plan 2014 – 2018 (the Plan) Year Four Action Plan (2017 – 2018) Annual Report.

The review of the Plan's Year Four actions was undertaken from August to September 2018; information used to inform the review was obtained from departments within Latrobe City Council.

The Annual report was circulated to the Latrobe City Cultural Diversity Advisory Committee at its 22 August 2018 Committee meeting.

The report demonstrates that out of 25 actions in the Plan, 20 actions were completed in year four. One action was not started and four actions did not require reporting for 2017 – 2018.

Council officers are working with the Latrobe City Cultural Diversity Committee to commence the process to develop a new Action Plan for 2018 – 2022.

**Declaration of Interests:**

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

**Background:**

The key purpose of the Cultural Diversity Action Plan is to provide a focus on Latrobe City Council services, information and facilities being inclusive of people from diverse backgrounds.

The first Cultural and Linguistic Diversity Action Plan was adopted by Council in 2004 and revised in 2006 and 2010. The 2014 – 2018 is the third revision of the Plan.

Council has a strong commitment to building an inclusive and cohesive community. The Plan describes Council's commitment to recognising, valuing and supporting cultural and linguistic diversity in Latrobe City and promotes participation of people from culturally diverse communities in community life.

The Plan uses a strategic approach to ensure that Council meets the needs of our diverse Latrobe City community and that cultural and linguistic diverse members of the community have knowledge of, and access to, all services provided by Council.

The Plan has been developed with an emphasis on collaboration with Latrobe City Cultural Diversity Advisory Committee and Latrobe City staff.

An extensive process of engagement with key internal and external stakeholders was undertaken to inform the Plan. It is a whole-of-council approach to the provision of inclusive and culturally appropriate services, programs, resources and facilities.

The Plan detailed a four year action plan based on four objectives that were identified to frame Council's commitment to culturally diverse communities. They are:

1. Equal access to services, resources and facilities for all our residents.
2. Active community consultation and participation.
3. Celebrating and valuing community diversity and cultural expression.
4. Leadership and Advocacy.

The focus of the Plan covered existing Council activities, improvements to Council services and new initiatives including to ensure that images in the Latrobe City Council photo library are representative of the diverse nature of residents in Latrobe City are regularly published, supporting the promotion of Immigration park to residents and visitors and to investigate options for individuals to wear their National costumes at Citizenship ceremonies.

**Reasons for Proposed Resolution:**

The Year Four Action Plan Report is one of a number of ways in which Council's commitment to building an inclusive and cohesive community is clearly demonstrated. Being a signatory to the "Racism. It Stops with me" campaign and a declared Refugee Welcome Zone further reinforce Council's resolve. Latrobe City Council also has well developed relationships with a range of culturally diverse organisations, supports many culturally diverse groups through its grants programs and is a strong promoter of inclusivity in events that take place across the municipality. Building the organisation's understanding of the needs of culturally diverse people and communities and its capacity to respond are clearly reflected in daily operations.

The Latrobe City Cultural Diversity Action Plan 2014 – 2018 provides an opportunity for continuously improving Latrobe City Council services, information and facilities so they are more inclusive and accessible for people from diverse backgrounds. The Plan describes Council's commitment to recognising, valuing and supporting cultural diversity in Latrobe City and promotes participation of people from culturally diverse communities in community life, adopted by Council on 2 March 2015.

A key component of the role of the Latrobe City Cultural Diversity Advisory Committee is to receive and consider reports on the progress of the development and implementation of the Latrobe City Cultural Diversity Action Plan.

The Year Four Action Plan Annual Report demonstrates that out of 25 actions in the Plan, 20 actions were completed in year four. One action was not started and four actions do not require reporting for 2017 – 2018.

Some highlights from the Latrobe City Cultural Diversity Action Plan 2014 – 2018 Year Four (2017 – 2018) Annual report include:

**Equal access to services, resources and facilities for all residents**

- Collaborated with Moe Multicultural Friendship Group to host a static display for Chinese New Year at Moe Library and morning tea with activities including dumpling making demonstrations. Approximately 65 people attended the morning tea.
- Working with the Baw Baw Latrobe Local Learning and Employment Network and Latrobe Community Health Service to investigate potential funding opportunities to deliver a CALD based social enterprise project ie. Pop Up Coffee Cart based at Moe Library.
- Information about the Latrobe City Community Grants Program for 2018/ 2019 was distributed amongst culturally diverse community networks, groups and the wider community. The Grants Officer is working on addressing the issue of capturing feedback from community that are currently not engaged in the grants process.
- 244 New Resident Packs were distributed for the financial year.

### **Active community consultation and participation**

- A Multicultural Emergency Management Forum was held on 6 July 2017 with participation from a wide range of Emergency Management organisations, including some experienced specialists from multifaith/multicultural organisations as well as specialists from Emergency Management organisations who work with culturally diverse groups.

### **Celebrating and valuing community diversity and cultural expression**

- Content for the community features within the Latrobe City Annual Report has been selected with a view to representing and celebrating the diversity that exists within our community. The scope for photography requires this diversity to be reflected in still images.
- Immigration Park was promoted on the tourism website, in the *What to See & Do* brochures, the town maps for Moe, Morwell and Traralgon, the Central Gippsland Official Visitor Guide and when appropriate, by staff.
- Latrobe City Cultural Diversity Advisory Committee members were invited to all Latrobe City Citizenship Ceremonies during the year. Citizenship Ceremony dates were promoted to Committee members at Committee meetings, through the Committee meeting agenda and by email.

### **Leadership and Advocacy**

- The Latrobe City Direct Care Team continued to offer and promote volunteering opportunities within its programs and also on the Latrobe City Council Website to the community including those from culturally diverse backgrounds. Volunteer opportunities were promoted using a multitude of methods and were inclusive of people's diverse backgrounds. Staff awareness of the vast array of diverse backgrounds within Gippsland has increased and sensitive practises are maintained by all staff. Cultural diversity remains a high priority as an ongoing 'business as usual' item for the Direct Care Programs.

The Cultural Diversity Action Plan 2014 – 2018 Year Four Action Plan (2017 – 2018) Annual report has been provided to the Latrobe City Cultural Diversity Advisory Committee. Following Council's endorsement of the report it will be placed on the Latrobe City website.



**Issues:**

*Strategy Implications*

The Plan aligns with the Latrobe City Council Plan 2017 – 2021, Objective 5: ‘provide a connected, engaged and safe community environment, which is improving the wellbeing of all Latrobe City citizens’.

*Communication*

As the identified activities and actions undertaken as part of the Year Four of the Cultural Diversity Action Plan Council have already been completed, there is no intention to undertake any specific communications in relation to this report.

*Financial Implications*

There are no financial implications from noting this report. The activities undertaken by various departments within Latrobe City as part of their commitments to deliver on agreed actions within the Cultural Diversity Action Plan are covered within the respective annual Council budget allocations.

*Risk Analysis*

There are no known or perceived risks with Council noting this report.

Identified risk	Risk likelihood*	Controls to manage risk

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

*Legal and Compliance*

There are no legal and compliance issues from noting this report.

*Community Implications*

The members of the Latrobe City Cultural Diversity Advisory Committee have received a copy of the report. There are no community implications from noting this report.

*Environmental Implications*

There are no environmental implications from noting this report.

*Consultation*

Internal stakeholders provided information to inform this report but there was no community engagement undertaken or required in the development of the report.

*Other*

N/A

**Supporting Documents:**

Latrobe City Cultural Diversity Action Plan, 2014 – 2018.

**Attachments**

1 [↓](#). Cultural Diversity Action Plan 2014 - 2018, Year Four Action Plan (2017 - 2018)  
Annual Report

## **16.1**

### **Cultural Diversity Action Plan Year Four Report**

- 1 Cultural Diversity Action Plan 2014 - 2018, Year Four  
Action Plan (2017 - 2018) Annual Report ..... 405**

# Cultural Diversity Action Plan 2014 - 2018

## YEAR FOUR REPORT - 2017 TO 2018



**English** - To obtain this information in languages other than English, or in other formats (including audio, electronic, Braille or larger print), please contact Latrobe City Council on 1300 367 700.

**Greek** - Για να λάβετε αυτές τις πληροφορίες σε γλώσσες εκτός από τα Αγγλικά, ή σε άλλες μορφές (συμπεριλαμβανομένου ηχητικού, ηλεκτρονικού υλικού, γραφής Braille ή εκτυπώσεις μεγάλων χαρακτήρων), παρακαλείσθε να έρθετε σε επαφή με το Δήμο Πόλης Latrobe στο 1300 367 700.

**Italian** - Per ottenere queste informazioni in lingue diverse dall'inglese, o in altri formati (tra cui audio, elettronico, Braille o con caratteri grandi) si può contattare il Comune di Latrobe al numero 1300 367 700.

**Polish** - W celu uzyskania informacji w języku innym niż angielski lub w innych formatach (włącznie z audio, elektronicznym, Braille'a lub większej czcionki), prosimy skontaktować się z Latrobe City Council pod numerem 1300 367 700.

**Dinka** - Të b̄in l̄ëk yök n̄ë thook kuš̄n cie D̄iŋḡil̄iith, ka n̄ë kul̄r k̄ök (n̄iŋiic kaye piŋ, ye t̄ösu n̄ë tit yiic, k̄ëk ë c̄ör ka k̄ë c̄it̄ ñöt Ked̄it̄ Nyin), alim ba jam kek̄ë Kanthol de Pen ë Latrobe 1300 367 700.

**Nuer** - M̄i goor̄i l̄är eme ke thok mi d̄or̄j m̄i ci la thok liŋliethn̄ä, kie ke duor̄j m̄i d̄or̄j c̄et ke lier̄de ke j̄öw (kie rey kumputerk̄ä, kie ke Bralille kie ke ḡar m̄i d̄jiit̄ elon̄j), yutn̄ä muktap Latrobe City Kancil ik̄ä rey talepon̄ä eme 1300 367 700.





## Why a Cultural Diversity Action Plan

### Introduction

Latrobe City recognises the Gunai Kurnai nation as the traditional custodians of the land, and values their ongoing cultural and community contribution. The City also celebrates and recognises the considerable contributions made by successive generations of migrants and refugees who have chosen to call Latrobe City home. These migrants and refugees have brought a broad range of skills, experiences, language and cultures to our municipality.

Latrobe City has a proud history of welcoming people from diverse backgrounds and cultures into the community. Their arrival has enriched our culture, strengthened our industry, added a diverse range of businesses, and made Latrobe City a more exciting, interesting and vibrant place to live. More than 30% of our community has a cultural heritage that reflects the fact that either they, or one or both of their parents, were born overseas.

Latrobe City has a vibrant social and culturally diverse community comprised of people from many different nations across the world. A total of 9,930 or 13.7% of Latrobe City residents were born overseas and 6.9% of people in Latrobe City speak a language other than English at home. <sup>1</sup>

Council has a strong commitment to building an inclusive, harmonious community that acknowledges diversity, engages and communicates with citizens and nurtures neighbourhoods. The development of the Cultural Diversity Action Plan demonstrates Council's commitment to address the cultural and linguistic barriers facing many of its citizens. Council recognises the need to ensure strategies are in place to capitalise on our proud and diverse multicultural history, while setting the scene for future economic, social and cultural development.

Recognising and valuing cultural diversity within the context of a harmonious community has major social and economic benefits. It creates an environment where all individuals, regardless of their cultural background, can positively contribute to society and play a constructive role in building a strong and vibrant community.

Many of the businesses within Latrobe City have international links as a direct result of our diverse and highly skilled workforce. There has also been considerable economic investment by large-scale international industry within the Latrobe City municipality.

Our Sister City relationships with Takasago in Japan and Taizhou in China are key drivers for economic, educational and cultural exchange. Our cultural diversity is also evident in regular annual high profile cultural celebrations such as our Sister Cities Festival which replaced both the Japanese Day and the Chinese Festival celebrations.

Federation University Australia's Gippsland Campus attracts a small but growing number of international students, as well as a larger number of students recently arrived as migrants, from a diverse range of countries. Many international students are successful in applying to make Australia their home after completing their studies.

The Latrobe City Cultural Diversity Action Plan (the Plan) has been prepared as part of Council's ongoing commitment to the cultural and linguistic diverse population in Latrobe City and outlines a strategic approach to meet the needs of our culturally diverse community. It is important that culturally diverse members of the community have access to culturally relevant and sensitive services provided by Latrobe City in accordance with the Accessible Government Services for all, a revised framework for access and equity reporting.

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<sup>1</sup> Australian Bureau of Statistics 2011 Census results

## Scope and Purpose

This Plan describes Council's commitment to recognising, valuing and supporting cultural diversity within Latrobe City. It is intended to be a long-term Plan that guides and strengthens Council's ability to embrace cultural and linguistic diversity. It is anticipated that this Plan is likely to evolve over time to better align with socio-demographic changes and community priorities.

## Objectives in Detail

In order for this commitment to be put into practice, and to continuously measure our progress, the Plan has four Objectives:

### 1. Equal access to services, resources and facilities for all our residents

All services, resources and facilities for residents will be non-discriminatory and accessible to all members of the community. Council is committed to ensuring that access and equity principles are clearly demonstrated through our service delivery and the provision of facilities for the general community and ensure all members of the community are provided with the opportunities to access culturally relevant and sensitive services, facilities and resources.

### 2. Active community consultation and participation

Every person living, working, studying or visiting the municipality can contribute to the life of the broader community. The range of skills, abilities and experiences provided by community members contribute to the rich diversity and vibrancy of the Latrobe City municipality.

All residents of the municipality will be provided with the opportunity to play an active role in decision making processes. Through community development activities, all community members, regardless of their cultural or linguistic background, will be consulted and engaged on key issues, policies, strategies and actions.

### 3. Celebrating and valuing community diversity and cultural expression

The vibrancy and vitality that is drawn from having a large number of residents who were born outside Australia and bring a diverse mix of skills, cultures, languages and religions to the area is valued and celebrated. The harmony resulting from a multicultural society where there is acceptance and celebration of diversity is also valued.

### 4. Leadership and advocacy

Council must strengthen its capacity as a culturally competent organisation by embedding the philosophy of each Plan Objective into relevant Council Plans and Strategies.

There are a number of Latrobe City corporate strategies and action plans linked closely to this Plan. These include:

- Latrobe 2026, The Vision for Latrobe Valley.
- Council Plan 2013 – 2017.
- Municipal Strategic Statement.
- Municipal Public Health and Wellbeing Plan, 2013 – 2017.
- Community Engagement Plan, 2010 – 2014.
- International Relations Plan, 2011 – 2014.

- Disability Action Plan.
- Positive Ageing Plan, 2009 – 2012.
- Events Strategy and Action Plan, 2013 -2017.
- Municipal Early Years Plan, 2011 – 2015.
- Library Plan, 2011-2017.

Community development and capacity building also requires a conscious intent to look beyond the physical borders of the municipality. Council delivers a broad range of services and facilities but many issues facing local communities are the responsibility of State or Federal Governments.

Council plays a key role in advocating to State and Federal Government on behalf of the Latrobe City community to better inform policy-makers and ensure community needs are considered across all levels of Government. Council also aims to improve community leadership by seeking to build the capacity of community members to advocate for themselves and seek to effect change through community-based programs.

### **Council Plan 2013 - 2017**

The Council Plan 2013 – 2017 outlines Latrobe City Council's vision and direction for the community. It guides Council's decisions making and resource allocation to deliver outcomes and services to the community. The Council Plan is reviewed annually and is a requirement of the Local Government Act 1989.

The Council Plan focuses on five key themes with supporting Objectives, Strategic Directions and Strategies and Plans. Performance Indicators are listed which align to each Strategic Direction to monitor achievements, changes and trends.

The Cultural Diversity Action Plan forms part of the supporting Strategies and Plans and is aligned to theme four:

- **Theme 4**  
Advocacy for & consultation with our community.
- **Objective**  
To ensure effective two-way communication and consultation processes with the community in all that we do.
- **Strategic Direction**  
Actively encourage and support initiatives that promote social inclusion and diversity within our community.

### **Latrobe City Municipal Public Health and Wellbeing Plan 2013 - 2017**

The Plan is closely linked to the Latrobe City Municipal Public Health and Wellbeing Plan 2013 – 2017 (MPHWP) through the key strategic direction of 'Staying Connected'.

The aim of the MPHWP is to build positive health and wellbeing outcomes for all residents who live, learn, work and play in Latrobe City. The key strategic direction of 'Staying Connected' encourages an active, diverse and connected community within Latrobe by ensuring access and equity for all groups in the community.

The strategies and actions within the Plan contribute to achieving this key strategic direction of the MPHWP and supporting our community to live healthy, active and connected lives.



## Latrobe City Cultural Diversity Action Plan 2014 - 2018 Actions

The following actions have been identified as integral to the success of the Latrobe City Council Cultural Diversity Action Plan 2014 - 2018.

### Objective 1: Equal access to services, resources and facilities for all our residents

#### Actions

#### 1.1 Feature cultural diversity in Latrobe City LINK.

Responsibility: Office of the Chief Executive - Community Relations

Measure: One article per year.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

**Action Status:** This action does not require reporting for 2017- 2018 as the Latrobe City LINK publication is no longer produced.

#### 1.2 Investigate and implement programs to targeted groups such as Culturally and Linguistically Diverse community members to support their needs.

Responsibility: Community Liveability - Libraries

Measure: One targeted program delivered per year.

Outcome: Increased usage of library services by culturally diverse communities groups.

When: Annually

**Action update:** Collaborated with Moe Multicultural Friendship Group to host a static display for Chinese New Year at Moe Library and morning tea with activities including dumpling making demonstrations. Approximately 65 people attended the morning tea.

Exploring the possibility of hosting a Multicultural Women's Group at Morwell Library each month.

Working with Baw Baw Latrobe Local Learning and Employment Network and Latrobe Community Health Service to investigate potential funding opportunities to deliver a CALD based social enterprise project ie. Pop up Coffee Cart based at Moe Library.

**Action Status:** COMPLETED FOR 2017 - 2018

#### 1.3 Ensure the Latrobe City website has the line: "If you require this information in languages other than English, or in other formats, please contact Latrobe City on 1300 367 700".

Responsibility: Office of the Chief Executive - Community Relations

Measure: Presence of information on Latrobe City website.

Outcome: Latrobe City publications are more accessible to culturally diverse residents.

When: Annually

**Action Update:** This statement is in place on the Latrobe City website.

**Action Status:** COMPLETED FOR 2017 - 2018

**1.4 Review Departmental email and mail out lists to identify and include culturally diverse interests.**

Responsibility: All Divisions

Measure: Two intranet notices per year requesting that Departments update email and mail out lists.

Outcome: Greater communication with culturally diverse communities.

When: Bi-annually

**Action Update:** Gippsland Multicultural Service provided their updated ethnic community groups list to Latrobe City in November 2017 and June 2018. This list was distributed to Community Development Department team members to update their mailing lists/email distribution lists and was included on the Latrobe City intranet as an announcement for all staff to also update their mailing/distribution lists.

**Action Status:** COMPLETED FOR 2017 - 2018

**1.5 Promote the Latrobe City Community Directory to service providers through Community Development networks.**

Responsibility: Community Liveability - Community Strengthening

Measure: Promotion of Community Directory at Community Groups Forums.

Outcome: Greater communication with culturally diverse communities.

When: Quarterly

**Action Update:**

The Community Directory was promoted at the following community development forums.

- Moe Newborough Community Groups Forum on 4 June 2018, Starting a New Group Workshop and Growing Great Volunteer Teams Workshop on 20 June 2018.
- Events Workshop for Community Groups on 23 May 2018.
- Fundraising Workshop for Community Groups on 16 April 2018.
- Discussions with Community Resilience Officer to include Directory Information in New Residents Booklet March 2018.
- Marketing & Promotion Workshop for Community Groups on 28 February 2018.
- Building Effective Partnerships Workshop on 30 October 2017 and Annual Small Towns Forum on 25 October 2017.
- Advocacy Skills Workshop on 6 September, via email to Community Groups List and information uploaded on Council website.
- Traralgon Community Groups Forum in July 2017.
- Assistance provided to a groups to update details on the directory.

As at July 2018, 182 groups were listed in the Community Group Directory.

As at July 2017, 159 groups were listed in the Community Group Directory.

**Action Status:** COMPLETED FOR 2017 – 2018

**1.6** Promote the Latrobe City Community Grants program and individual assistance available to culturally diverse communities.

Responsibility: Corporate Services – Performance and Innovation

Measure: Promote the annual Community Grants to culturally diverse communities.

Outcome: Strengthen the ability of culturally diverse communities to access Community Grants.

When: Annually

**Action Update:** Information about the Latrobe City Community Grants Program for 2018/ 2019 was distributed amongst culturally diverse community networks, groups and the wider community. The Grants Officer is working on addressing the issue of capturing feedback from community that are currently not engaged in the grants process.

**Action Status:** **COMPLETED FOR 2017 - 2018**

**1.7** Include information for culturally diverse communities in Latrobe City New Residents Packs for distribution through Gippsland Multicultural Services and other appropriate Agencies

Responsibility: Planning and Economic Sustainability – Tourism

Measure: Information is included in New Residents packs and provided to Gippsland Multicultural Services and other appropriate agencies for distribution.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Quarterly

**Action Update:** Information for culturally diverse community members was included in all New Resident Packs. Packs were available on request to the Gippsland Multicultural Services, Council Service Centres and Libraries and other appropriate agencies as follows:

- June 2018 – 18 new resident packs distributed
- May 2018 - 67 new resident packs were distributed. Information was provided to the Community Resilience Officer for a new brochure.
- April 2018 – the new resident pack was updated, four packs were distributed.
- February and March 2018 – 72 new resident packs distributed
- December 2017 – 46 new resident packs distributed
- October 2017 – 11 new resident packs distributed
- September 2017 – 11 new resident packs distributed
- July and August 2017 – 15 new resident packs distributed.

244 New Resident Packs were distributed for the financial year.

**Action Status:** **COMPLETED FOR 2017 - 2018**

## Objective 2: Active community consultation and participation

### Actions

- 2.1 Identify community safety issues relevant to people from culturally diverse backgrounds (evidence based) and consider how these could be incorporated into Latrobe City community safety activities.

Responsibility: Community Liveability - Community Strengthening

Measure: Number of issues identified and incorporated in community safety activities.

Outcome: Positive perceptions of safety for people from culturally diverse backgrounds.

When: Annually

**Action Update:** A Multicultural Emergency Management Forum was held on 6 July 2017 with participation from a wide range of Emergency Management organisations, including some experienced specialists from multifaith/multicultural organisations as well as specialists from Emergency management organisations who work with culturally diverse groups.

**Action Status:** COMPLETED FOR 2017 - 2018

- 2.2 Invite representatives from service providers to a Cultural Diversity Advisory Committee meeting to discuss service needs of culturally diverse communities.

Responsibility: Community Liveability - Community Strengthening

Measure: Services providers identified and invited to attend a Cultural Diversity Advisory Committee Meeting.

Outcome: Increased awareness of service issues for people from culturally diverse backgrounds.

When: Annually

**Action Update:** The new Cultural Diversity Advisory Committee decided that guest speakers were not required at Committee meetings in the initial period of their term.

**Action Status:** COMPLETED FOR 2017 - 2018

- 2.3 Identify culturally specific services and invite participation on the Latrobe City Service Providers Network.

Responsibility: Community Liveability - Community Strengthening

Measure: Culturally specific services identified and invited to attend the Latrobe City Service Providers Network.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

**Action Status:** This action does not require reporting for 2017-2018 as all service providers who are interested in the Network receive regular updates and meeting invitations.



**2.4** Promote community consultations offered by the Victorian Multicultural Commission to gain an understanding of issues facing culturally diverse communities.

Responsibility: Community Liveability - Community Strengthening

Measure: Community consultation sessions promoted.

Outcome: Increased awareness of community consultations and provide a voice to State Government.

When: As they occur.

**Action Update:** Any information received from the Victorian Multicultural Commission (newsletters, events or grants) was sent to the Cultural Diversity Advisory Committee members for their information and interest.

**Action Status:** COMPLETED FOR 2017 - 2018

### Objective 3: Celebrating and valuing community diversity and cultural expression

#### Actions

3.1 Ensure images in the Latrobe City Council photo library are representative of the diverse nature of residents in Latrobe City and are regularly published.

Responsibility: Office of the Chief Executive - Community Relations

Measure: Publications reflect the diverse nature of our community.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

**Action Update:** Content for the community features within the Annual Report has been selected with a view to representing and celebrating the diversity that exists within our community. The scope for photography requires this diversity to be reflected in still images.

**Action Status: COMPLETED FOR 2017 – 2018**

3.2 Develop a list of significant cultural days for culturally diverse communities and place on the Latrobe City website.

Responsibility: Community Liveability - Community Development

Measure: List of significant cultural days for culturally diverse communities is published on the Latrobe City website.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

**Action Status: This action does not require reporting for 2016-2017. A web link to the Calendar of Cultural and Religious Dates available via the Harmony Day page on the Australian Government Department of Home Affairs webpage has been located on the Latrobe City webpage since May 2016.**

3.3 Support National/Cultural days activities at Immigration Park by supplying National Flags when requested.

Responsibility: Planning and Economic Sustainability – Events & International Relations

Measure: National flags displayed on days of cultural significance.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

**Action Update:** The following flags were installed at Immigration Park during the financial year:

- June 2018 – Italian.
- January and February 2018 - Australian, Maltese and Estonian.
- July 2017 - French and South African.

**Action Status: COMPLETED FOR 2017 – 2018**

**3.4** Support the promotion of Immigration Park to the community and visitors.

Responsibility: Planning and Economic Sustainability - Tourism

Measure: Immigration Park is actively promoted to the community and visitors.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

**Action Update:** Immigration Park was promoted on the tourism website, in the *What to See & Do* brochures, the town maps for Moe, Morwell and Traralgon, the Central Gippsland Official Visitor Guide and when appropriate, by staff.

**Action Status:** COMPLETED FOR 2017 - 2018

**3.5** Promotion of Citizenship Ceremonies via Latrobe City Council's Twitter and Facebook accounts to build greater community awareness of our cultural diversity.

Responsibility: Office of the Chief Executive - Community Relations

Measure: Citizenship Ceremonies promoted on Latrobe City social media channels.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: Annually

**Action Update:** Citizenship Ceremonies were promoted through Facebook and an album of images was posted following each ceremony.

**Action Status:** COMPLETED FOR 2017 – 2018

**3.6** Utilise networks to promote Australia Day celebrations.

Responsibility: Planning and Economic Sustainability – Events & International Relations

Measure: Australia Day celebrations promoted to networks.

Outcome: Greater community awareness of our cultural diversity.

When: Annually

**Action Update:** Information provided to the Community Development Department for the 2018 Australia Day Program for distribution through the Cultural Diversity Advisory Committee and their networks.

**Action Status:** COMPLETED FOR 2017 – 2018

**3.7 Cultural Diversity Advisory Committee members are invited to attend Latrobe City Citizenship Ceremonies.**

Responsibility: Community Liveability - Community Strengthening

Measure: Develop roster for Cultural Diversity Advisory Committee members' attendance at Citizenship Ceremonies.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: As they occur.

**Action Update:** Latrobe City Cultural Diversity Advisory Committee members were invited to all Latrobe City Citizenship Ceremonies during the financial year. Citizenship Ceremony dates were promoted to Committee members at Committee meetings, through the Committee meeting agenda and by email.

**Action Status:** **COMPLETED FOR 2017 - 2018**

**3.8 Investigate options for individuals to wear their National costumes at Citizenship Ceremonies.**

Responsibility: Office of the Chief Executive - Mayoral and Council Support

Measure: Candidates are encouraged to wear National costumes at Citizenship Ceremonies.

Outcome: Increased awareness of the diverse cultural nature of the residents of Latrobe City.

When: As they occur

**Action Status:** **This action does not require reporting for 2017-2018 as it is standard practice to encourage individuals to wear their National costumes at Citizenship Ceremonies.**

**3.9 Provide information regarding Australia Day awards to the Cultural Diversity Advisory Committee for distribution to networks.**

Responsibility: Community Liveability - Community Strengthening

Measure: Information provided to Cultural Diversity Advisory Committee members to promote to their networks.

Outcome: Increased awareness of Australia Day Awards and encourage nominations from our culturally diverse communities and residents.

When: Annually

**Action Update:** The information sheet, poster and nomination form was distributed to Latrobe City Cultural Diversity Advisory Committee members at their 30 August 2017 Committee meeting.

**Action Status:** **COMPLETED FOR 2017 – 2018**



## Objective 4: Leadership and advocacy

### Actions

#### 4.1 Promote Latrobe City Social Support volunteer programs to culturally diverse communities.

Responsibility: Community Liveability – Social Support

Measure: Social Support volunteer programs promoted to culturally diverse communities.

Outcome: Increased participation and access by residents from culturally diverse backgrounds in Latrobe City Social Support volunteer programs.

When: Annually

**Action Update:** The Direct Care Team continued to offer and promote volunteering opportunities within its programs and also on the Latrobe City Council Website to the community including those from culturally diverse backgrounds. Volunteer opportunities were promoted using a multitude of methods and were inclusive of people's diverse backgrounds. Staff awareness of the vast array of diverse backgrounds within Gippsland has increased and sensitive practises are maintained by all staff. Cultural diversity remains a high priority as an ongoing 'business as usual' item for the Direct Care Programs.

**Action Status:** COMPLETED FOR 2017 -2018

#### 4.2 Gather information about how other Local Government Authorities in Gippsland are working with culturally diverse communities.

Responsibility: Community Liveability - Community Strengthening

Measure: Information gathered and presented to Cultural Diversity Advisory Committee.

Outcome: The Cultural Diversity Advisory Committee is informed of activities.

When: Annually

**Action Update:** A report has been developed with responses from each of the five Gippsland local governments. The report was presented to the Cultural Diversity Advisory Committee at the 11 November 2017 Committee meeting.

**Action Status:** COMPLETED FOR 2017 – 2018

#### 4.3 Identify opportunities to promote activities of the Latrobe City Cultural Diversity Advisory Committee in the local media.

Responsibility: Community Liveability - Community Strengthening

Measure: Activities promoted through local media.

Outcome: Increased awareness of the activities of the Cultural Diversity Advisory Committee.

When: As appropriate.

**Action Update:** The Cultural Diversity Action Plan Year Three Annual Report was published on the Latrobe City webpage.

**Action Status:** **COMPLETED FOR 2017 - 2018**

**4.4** Develop and deliver a cultural competency training program for Latrobe City staff.

Responsibility: Corporate Strategy - Learning and Development  
Measure: Cultural competency training program developed and delivered.  
Outcome: Council Officers have increased skills in working with culturally diverse clients. Latrobe City has increased skills in understanding and working with diversity. Council officers have the skills and knowledge to embed cultural diversity into plans, strategies and projects.  
When: Annually.

**Action Update:** Cultural Awareness training will be reintroduced with the introduction of the new Learning Management System. A staff Cultural Awareness training session has been scheduled for August 2018.

**Action Status:** **INCOMPLETE FOR 2017-2018**

**4.5** Encourage stronger links between culturally diverse communities and Neighbourhood Houses and Universities of the Third Age.

Responsibility: Community Liveability - Community Strengthening  
Measure: Neighbourhood Houses Coordinators and University of the Third Age representatives invited to a Cultural Diversity Advisory Committee Meeting.  
Outcome: Increased awareness of educational opportunities and mutual support programs for culturally diverse communities.  
When: 2016 – 2017

**Action Update:** The new Cultural Diversity Advisory Committee decided that guest speakers were not required at Committee meetings in the initial period of their term.

**Action Status:** **COMPLETE FOR 2017-2018**

**Agenda Item: 16.2**

**Agenda Item: Moe and District Social Infrastructure Plan**

**Sponsor: General Manager, Community Services**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr Law

**That Council adopts the Moe and District Social Infrastructure Plan.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- A draft Moe and District Social Infrastructure Plan (MDSIP) has been developed over an 18 month period with community input and is being presented to Council for adoption.
- The MDSIP Reference Group supports the content and direction of the draft Plan and recommends its adoption by Council.
- In this context, social infrastructure is the facilities, places and spaces that support community members to live healthy and connected lives, as well as the facilities, programs and services required to enable this to be realised.
- The draft Plan provides a framework to facilitate the efficient and sustainable provision of community services and facilities in Moe and Newborough for the next 20 years. It will inform future work by Latrobe City Council in establishing benchmarks and a potential model for social infrastructure within the other major towns within the municipality. Being strongly evidence based, it will enable council officers to make recommendations to Council when dealing with related matters in this area.
- The project has been guided by a MDSIP Reference Group and an internal Project Assurance Group (PAG). These groups have provided advice and guidance to the consultants on the delivery of the project, specifically on the key elements of the draft reports as well as identifying benchmarks that are relevant to the history, population, geography, socio-economic circumstances and planning contexts unique to the Latrobe City municipality.

- The draft Plan contains recommendations related to the provision of infrastructure, programs and services. The methodology used to determine these are from a combination of an audit of existing services, capacity analysis, identifying current and future benchmarks and community values.
- The adoption of the report is the next step in the process for the development of this significant strategic work that will guide future decision making within Council.

**Declaration of Interests:**

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

**Background:**

At its meeting on Monday 15 December 2014, Council resolved the following:

*That Council:*

*Undertake the development of a Community Infrastructure Plan for Moe in 2015 to identify, develop and secure community infrastructure which meets the needs of the Moe community now and into the future.*

A scope of works was developed and endorsed by Council at its Ordinary Council meeting of 21 March 2016. Following this an invitation to quote process was conducted and suitable consultants were engaged to develop the plan.

Terms of Reference for the Project Reference Group were developed and endorsed by Council for the project and Council subsequently appointed six members to the Moe and District Social Infrastructure Plan Reference Group at its 31 July 2017 Council meeting to oversee the project.

Since its establishment, the Project Reference Group has provided advice and guidance to the consultants on the delivery of the project and specifically on the key elements of the draft report.

An internal Project Assurance Group (PAG) was also established in accordance with the Latrobe City Project Governance Policy.

In developing the MDSIP the intent was to provide a means for assessing existing social infrastructure in a large community (as defined within Latrobe City) and identify key contexts and standards required for future social infrastructure provision.

The plan was developed in five stages being;

1. Inception – preparatory work, detailed development of the engagement strategy, communications, identification and initial collection of background data
2. Our Community Today – review of relevant policies and strategies, mapping of current and planned infrastructure, desktop review of current facilities and services, community engagement, consultation summary



3. Our Community Tomorrow – review of population and demographic forecasts, review of Council’s asset maintenance and renewal program, identification of benchmarks
4. Strategic Directions – preparation of preliminary recommendations based on local values and standards and community engagement, case study analysis, community needs report based on engagement and information analysis
5. Social Infrastructure Plan Report - draft document prepared, delivery models drafted and implementation steps/processes, priorities identified, documented tested through further engagement and report finalised

Consultation and engagement was undertaken with a range of internal and external stakeholders in delivering stages of the project since work commenced in January 2017. Two phases of community engagement were undertaken. Phase one was conducted during April and May 2017 and phase two was conducted during July and August 2018.

Phase one engagement activities included: listening posts, post cards, project webpage, survey and information sheets. The activities conducted and information gathered during the first phase of community engagement are contained in the MDSIP Engagement Summary Report, August 2017.

The key findings from phase one of community engagement were:

- Moe and Newborough residents use a range of services and facilities in the area;
- Moe and Newborough function as a key service hub for surrounding areas (e.g. Yallourn North, Trafalgar, Trafalgar East);
- The library is the most commonly used community facility;
- There is a desire for more general or adaptable facilities that could benefit the entire community; and
- There is a need for local youth services and facilities.

The second phase of community engagement was conducted during July and August 2018 following Council releasing the draft Plan for public consultation. The following engagement activities occurred:

- A MDSIP Reference Group meeting was held on 19 July 2018 to advise members that Council had released the draft Plan for Community engagement and to seek member’s assistance with the promotion of the community consultation period to key stakeholders in Moe and Newborough. Members were also advised of the opportunity for further comment. Hard copies of the information flyer and draft Plan were provided to Reference Group members.
- Hard copies of the information flyer and draft Plan were distributed to Moe/Newborough Leisure and Latrobe City Service Centres and Libraries.
- Hard copies of the information flyer and draft Plan were sent to schools, playgroups, Moe PLACE, pre-schools and churches.

- An email was sent to community groups in Moe/Newborough with the 'Have Your Say' website link.
- An email was sent to people who participated in previous community engagement in 2017 with the 'Have Your Say' website link.
- A Council Noticeboard advertisement was published in the Latrobe Valley Express on 12 July 2018 and a draft media release was developed. There was one post on the Latrobe City Facebook page on 23 July 2018.

In keeping with the scope and parameters of the study, the draft Plan identifies key Policy Directions and a set of Values that underpin the work. These elements are detailed within the draft Plan.

The focus of the Community Infrastructure Model applied is based upon four levels, namely:

1. Neighbourhood (local scale)
2. District (Moe and Newborough)
3. Municipal (Latrobe City area)
4. Regional (the Gippsland Region)

The draft Plan contains recommendations related to the provision of infrastructure, programs and services. The methodology used to determine these are from a combination of a building blocks or steps approach through an audit of existing services, plus; capacity analysis, identifying current and future benchmarks; and community values.

The recommendations are to:

- Periodically review meeting spaces to understand availability and utilisation
- Integrate service planning with asset management across Council
- Develop a local youth space
- Establish Local Information Space in the identified neighbourhoods of Moe and Newborough
- Health care advocacy and promotion of partnerships for service delivery (to implement in line with Council's *Municipal Health and Wellbeing Plan*)
- Investigate potential community transport program
- Explore feasibility for out of hours school care
- Expand local intergenerational program
- Explore computer literacy program at the library
- Create an online community information portal
- Undertake a feasibility study to explore the potential development of a Newborough community hub
- Explore development of a community classroom
- Promote the *Emergency Relief and Client Support Services* pamphlet (containing local information about support services and emergency help) among the community to help build local knowledge about existing services

The details and rationale for these specific recommendations are outlined in the draft Plan.

The MDSIP Reference Group supports the content and direction of the draft Plan and recommends its adoption by Council.

**Reasons for Proposed Resolution:**

The development of the draft Plan has been undertaken over a period of 18 months with community and officer input. The adoption of the report is the next step in the process for the development of this significant strategic work that will guide future decision making within Council.

**Issues:**

*Strategy Implications*

The draft Plan aligns with the Latrobe City Council Plan 2017-2021, Objective 3: 'improve the liveability and connectedness of Latrobe City.' It also aligns with several of the key strategies articulated in the Council Plan - Strategy 7; 'enhance Council's engagement with the community to better understand the community's priorities'; Strategy 14: Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.

*Communication*

The draft Plan has been informed through community engagement and consultation and organisational input. A project reference group and an internal PAG are among the key groups who have guided and supported the work of the consultants in producing the draft Plan.

Following Council adoption of the MDSIP a process will be established to follow up on the recommendations in the report. This will include further communication with members of the Project Reference Group, other community members who have provided input into and comment on the draft Plan and the wider community.

*Financial Implications*

The draft Plan contains a model and framework for the provision and management of social infrastructure in the Moe and Newborough townships and identifies a number of priority areas. This framework for assessing community need establishes benchmarks that will be able to be applied across the other larger towns within Latrobe City. As a consequence, it will provide guidance to future Council decision making and budgets when identifying and assessing social infrastructure needs and building maintenance priorities. The Moe and District Social Infrastructure Plan has a 20 year lifespan. The Table below is provided as a guide to its proposed implementation over the life of the Plan. It is recommended that High priorities will be delivered in years one to three, Medium priorities will be delivered in years four to 10 and Low priorities will be delivered in years 11 to 20.

Action	Priority	Council's Role	Estimated Costing
Periodically review meeting spaces to understand availability and utilisation	High (short term)	Lead	Within existing operational budgets
Integrate service planning with asset management	High (short term)	Lead	Nil
Develop a local youth space	High (short term)	Lead	Dedicated youth space currently provided within the Moe Library
Establish Local Information Space in the identified neighbourhoods of Moe and	High (short term)	Lead	\$50,000
Health care advocacy and promotion of partnerships for service delivery (to implement in line with Council's <i>Municipal Health and Wellbeing Plan</i> )	High (shorter term)	Partner	Within existing operational budget
Investigate potential community transport program	High (shorter term)	Lead	Within existing operational budgets
Explore feasibility for out of hours school care	Medium	Partner	Within existing operational budgets
Expand local intergenerational program	Medium	Partner	Within existing operational budgets
Explore computer literacy program at the library	Medium	Partner	Within existing operational budgets
Create an online community information portal	Medium	Lead	\$80,000
Undertake a feasibility study to explore the potential development of a Newborough community hub	Low (longer term)	Lead	\$100,000
Explore development of a community classroom	Low (longer term)	Partner	Within existing operational budgets
Promote the <i>Emergency Relief and Client Support Services</i> pamphlet (containing local information about support services and emergency help) among the community to help build local knowledge about existing services	Ongoing (currently underway)	Lead	Within existing operational budgets



*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
MDSIP Reference Group members are unaware of the adoption of the Plan and do not champion it.	2	MDSIP Reference Group members are notified of its likely adoption by Council.
Community expectations are raised around the delivery and timing of recommendations	4	Communications during the release of the Plan focus on how the recommendations will be managed.
Potential for other organisations responsible for providing social infrastructure and services to put pressure on Council to lead change and provide assistance	4	Establish a meeting with key organisations and service providers during the consultation period to present the Plan findings

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

*Legal and Compliance*

There are no identified legal and compliance implications as a result of the development of the draft MDSIP.

*Community Implications*

The adoption of the draft Plan is expected by the project Reference Group. To not adopt the draft Plan would impact significantly on Council's credibility and reputation and Council's ability to engage strongly with key stakeholders in the future. The adoption of the draft Plan will also help guide community on Council's focus and commitment to the provision of social infrastructure.

The draft Plan contains recommendations related to the provision of infrastructure, programs and services. The methodology used to determine these are from a combination of a building blocks or steps approach through an audit of existing services, plus; capacity analysis, identifying current and future benchmarks; and community values.

The details and rationale for these specific recommendations are detailed in the draft Plan.

The MDSIP Reference Group supports the content and direction of the draft report and recommends its adoption by Council.

*Environmental Implications*

There are no environmental impacts as a result of the recommendation being adopted.

*Consultation*

Five community members provided feedback during the second phase of community engagement (July to August 2018). This feedback is included as an attachment to this report.

The draft Plan provides strategic direction for the provision of social infrastructure in Moe and Newborough toward the next 20 years. It has established a framework and model for reviewing, assessing and establishing social infrastructure priorities to support the ongoing wellbeing of communities. Being strongly evidence based, it is designed to be a tool to support Council planning and budgeting and will enable council officers to make recommendations to Council when dealing with related matters in this area. Adopting the draft Plan contributes to the authenticity and value of this body of work.

*Other*

N/A

**Supporting Documents:**

Draft Moe and District Social Infrastructure Plan - Phase One Community Engagement, Engagement Summary Report, August 2017.

**Attachments**

- 1 [↓](#). Draft Moe and District Social Infrastructure Plan
- 2 [↓](#). Draft Moe and District Social Infrastructure Plan Feedback Table

## **16.2**

### **Moe and District Social Infrastructure Plan**

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<b>2</b>	<b>Draft Moe and District Social Infrastructure Plan Feedback Table.....</b>	<b>535</b>





## Document Review

This document should be reviewed every four to five years in line with Census data, updated population projections and updated age structure to ensure accurate service levels.

The current version was completed in May 2018, based on data from the 2016 Census (Australian Bureau of Statistics).

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15/05/2018

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VERSION NO.	DATE OF ISSUE	REVISION BY	APPROVED BY
Final Draft	09/05/2018	PH	JMR
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Moe Library (Image courtesy Australian Library and Information Association)

Ethos Urban with Social Fabric: Planning for your People

## Our vision:

‘Moe and Newborough are places where residents of all ages and life stages live safe, healthy, and engaged lives. It is a place where we have access to the affordable, inclusive and accessible social infrastructure, community spaces and opportunities to learn and develop new skills.

We look out for each other and take pride in our community.’

---

Moe and District Social Infrastructure Plan: Project Vision

## Acknowledgement

**The authors of this report would like to acknowledge and thank the communities of Moe and Newborough for their input into the plan. Over 300 people have contributed their lived experience, ideas and aspirations to this plan.**

**We would also like to acknowledge the extensive work and support from the Council Officers and Project Working Group.**

Latrobe City Council | Moe and District Social Infrastructure Plan



*Community Celebration Day, Moe (Image courtesy Latrobe City Council)*



## Executive Summary

Social Infrastructure refers to the facilities, places and spaces that support community members to live healthy and connected lives, such as kindergartens, aged care facilities and community meeting spaces. Some of these places and programs are provided by Council, while others are provided by the non-government / not-for-profit (or profit-for-purpose) sector.

Ethos Urban (formerly Planisphere) were engaged by Latrobe City Council to prepare a Social Infrastructure Plan for Moe and Newborough: the *Moe and District Social Infrastructure Plan*. This plan will guide the provision of local community facilities and services that are provided by Council over the next 20 years.

This Social Infrastructure Plan sets out a long-term framework to guide the efficient and sustainable provision of community services and facilities.

The Social Infrastructure Plan has been prepared considering a range of information, including:

- Population projections
- Social infrastructure benchmarks
- Best practice examples
- Community and stakeholder input.

Over 300 people took part in the first phase of community consultation undertaken between April and May 2017. This consultation sought to understand which facilities and services people use, where and why. The project team asked people what community infrastructure is needed in the future. The team also spoke to Council departments and non-government service providers responsible for the provision of social infrastructure in Moe and Newborough.

This work has required significant input and time from the Council Officers, including the establishment of a Project Working Group which has also achieved other significant benefits including:

- A solid understanding and inventory of all social infrastructure in Moe and Newborough
- List of non-government and not-for profit partners who deliver programs and activities in Moe and Newborough
- The identification of the need for a centralised information system to understand the usage and condition of Council facilities as well as an integrated service planning and asset management process within Council
- A social infrastructure assessment framework that can be adapted to other towns in the municipality.

### Building Blocks Approach

This Social Infrastructure Plan outlines what services and facilities are needed now, and into the future by using four steps, or “Building Blocks”, of analysis.

1. **Audit** of existing services and facilities to see what is currently available in Moe and Newborough, what is provided by Council and what is privately run;

2. **Capacity analysis** to determine whether existing services / facilities can meet projected demand;
3. Identify any new services/facilities triggered through the application of **established benchmarks** (e.g. government standards for service provision); and
4. Use **community values** identified in the project to highlight how a service/facility should be prioritised, including whether a service / facility should be provided before it 'hits' an existing benchmark and to identify local innovative and responsive social infrastructure initiatives

**Key Findings**

Overall, the findings have identified that:

- The study area is likely to experience stable but minimal population growth over time
- Social infrastructure in Moe and Newborough play an important role in servicing the surrounding rural townships, both within and outside Latrobe City
- Moe and Newborough are generally well serviced with a variety of existing infrastructure; however, some facilities are older and not fit-for-purpose and not inclusive of all ages and abilities.

This Social Infrastructure Plan contains the following recommendations for social infrastructure in Moe and Newborough over the next 20 years. The key recommendations relate to the key themes outlined in the following table.

**Key Findings (Themes)**

Council internal processes	New facilities and spaces	Strengthen / increase programs	Further investigate other programs
<ul style="list-style-type: none"> <li>• Periodically review community meeting spaces to understand availability and utilisation</li> <li>• Undertake integrated service planning across Council departments</li> </ul>	<ul style="list-style-type: none"> <li>• Develop a local youth space</li> <li>• Create an online community information portal</li> <li>• Establish local information space</li> <li>• Explore opportunities for a community space in Newborough.</li> </ul>	<ul style="list-style-type: none"> <li>• Expand local intergenerational program</li> <li>• Explore computer literacy program at the library</li> <li>• Advocate for a community transport program.</li> </ul>	<ul style="list-style-type: none"> <li>• Need and desire for out of school hours care</li> <li>• Development of a community classroom</li> <li>• Community transport bus service to increase access to community facilities</li> <li>• Continue to advocate for greater access to health services within the Plan catchment area.</li> </ul>

### Capacity Assessment

The table below presents the capacity and catchment of existing social infrastructure. It is presented along with detailed discussion at **Section 4.3 (Capacity Assessment)** of this report.

The following provides an overview of the existing capacity of existing Council-run services and facilities in Moe and Newborough. It uses a 'traffic light' system.

- **Green** indicates the facility or service can accommodate growth
- **Orange** indicates that the facility or service is nearing capacity and should be monitored over time
- **Red** indicates that the facility or service cannot accommodate any additional growth.

#### Capacity of Existing Council-run Social Infrastructure

FACILITY / SERVICE	CAPACITY	NOTES
Moe Heights Maternal & Child Health Centre	Green	Many preschools in Moe and Newborough are currently operating at capacity under their current models. However, most could accommodate future growth using alternative models for service delivery.
Murray Road Maternal and Child Health Centre		
Moe Early Learning Centre		
Moe Heights Preschool		
Moore Street Preschool		
Murray Road Preschool		
East Newborough Preschool		
Moe District Meals on Wheels Inc.	Orange	Service currently has capacity and can expand on a demand-driven basis. Meals on Wheels in Moe is run from Council facilities, but the service is not delivered by Council.
Moe Senior Citizen Centre		
Newborough Senior Citizen Centre		
Moe Service Centre (within the Frank Bartlett Memorial Library)	Green	Ongoing monitoring is required regarding programming and utilisation of meeting rooms.

Latrobe City Council | Moe and District Social Infrastructure Plan

FACILITY / SERVICE	CAPACITY NOTES	
Moe P.L.A.C.E		The long day care and preschool services offered at Moe P.L.A.C.E. are nearing capacity under their current models. However, the centre has some vacancies across all rooms and could accommodate future growth using alternative models for service delivery.
Save the Children (located in the Old Maternal and Child Health Centre, part of Good Beginnings)		Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
Newborough Public Hall (on Henry White Reserve)		Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
GEST Community Groups Hub - Meeting Room (Former Moe Library)		Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
Moe & District Historical Society		Space is exclusively used by the Moe and District Historical Society and cannot be booked by members of the public.
Newborough Scouts & Guides Buildings/ Halls		Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
Moe Town Hall		Seating capacity is 402.
Moe Scout Hall		Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
Frank Bartlett Memorial Library (Also contains the Moe Service Centre)		Library membership and usership has increased since the new building was opened.



### Existing Social Infrastructure Needs Assessment

The assessment also involved the application of industry benchmarks presented to assist in understanding future demand for social infrastructure in Moe and Newborough.

The following table is presented with additional discussion at **Section 4.4 (Application of Benchmarks)** of this report.

#### Social Infrastructure Needs Assessment

SERVICE AREA	BENCHMARK	EXISTING	2016 REQUIREMENT	2031 REQUIREMENT	Assessment by benchmark
<b>Early Years</b>					
Maternal and Child Health	1 service for every 182 babies	8 sessions (from 3 facilities)	5.45 sessions	5.00 sessions	Sufficient
Preschool	1 30-place preschool room for every 30 (4-year-olds)	10 rooms (Based on model of 44 places)	6.6 rooms	6.06 rooms	Sufficient
Playgroup	1 playgroup per 5,000 residents (uses a general meeting space)	0 Council-run sessions (Not a Council-run service)	3.3 sessions	3.54 sessions	More space required.
Long Day Care	1 place per 6.8 children aged 0-6 years	254 places	199.56 places	191.06 places	Sufficient
Occasional Care	3 places per 1,000 children	0 places at Council facilities	4.13 places	3.90 places	More space required
Outside School Hours Care	150 places for 1000 children (0-6 years)	Data not available	208.3 places	196.8 places	Requires further consideration
<b>Education</b>					
Neighbourhood House	1 per 10,000 residents	1 neighbourhood house (Not Council-run)	1.65 neighbourhood houses	1.77	Sufficient given the role of other providers
Primary School	1 school per 8,000-10,000 residents	5 primary schools	1.65-2.06 primary schools	1.77-2.21	Sufficient

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SERVICE AREA	BENCHMARK	EXISTING	2016 REQUIREMENT	2031 REQUIREMENT	Assessment by benchmark
		(Not a Council-run service)			
Secondary School	1 school per 18,000 residents	3 secondary schools (Not a Council-run service)	0.91 secondary schools	0.98	Sufficient
Special Education	1 school per 60,000 residents	1 special education (Not a Council-run service)	0.27 special schools	0.30	Sufficient
Independent Primary School	1 school per 5,000 households (depending on Catholicity rate)	2 independent primary schools	1.45 independent primary schools	1.58 independent primary schools	Sufficient
Independent Secondary School	1 school per 16,000 households (depending on Catholicity rate – requires three feeder primary schools)	1 independent secondary school (Only Year 9)	0.46 independent secondary schools	0.49 independent secondary schools	Requires further consideration
<b>Seniors</b>					
Seniors groups	1 per 10,000 people (general space)	2 senior citizens centres	1.65 seniors groups	1.77 seniors groups	Sufficient
Planned Activity Group (PAG)	1 per 40,000 – 60,000 people	No Council-run PAG	0.28-0.41 PAGs	0.30-0.44 PAGs	Sufficient given the role of other providers
<b>Library</b>					
Library	1 Library per 30,000-60,000 people	1 library	0.28-0.55 libraries	0.30-0.59 libraries	Sufficient

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SERVICE AREA	BENCHMARK	EXISTING	2016 REQUIREMENT	2031 REQUIREMENT	Assessment by benchmark
<b>General Spaces &amp; Services (Council-run facilities)</b>					
Community Meeting Space	1 x 1-20 people venue per 4,000 people	7 rooms	4.13 rooms	4.42 rooms	Review current provision
	1 x 21-50 people venue per 8,000 people	1 room	2.06 rooms	2.21 rooms	Additional space required
	1 x 51-100 people venue per 8,000 people	1 venue	2.06 venues	2.21 venues	Sufficient given the role of other providers
	1 x 101-200 people venue per 8,000 people	2 venues	2.06 venues	2.21 venues	Sufficient
	1 x 200+ venue per 20,000 people	0 venues	0.83 venues	0.89 venues	Additional space required
Services for young people	1 per 10,000 people	1 service	1.65 services	1.77 services	Additional space required
Youth space	1 per 8,000 people	0 dedicated spaces	2.06 spaces	2.21 spaces	Additional space required
Multi-purpose community centre	1 per 8,000-10,000 people	1 Council-run community centres	1.65-2.06 multi-purpose community centres	1.77-2.21 multi-purpose community centres	Additional space required

**Future Considerations**

This Plan includes a number of recommendations to improve the extent, efficiency and quality of social infrastructure provided across Moe and Newborough and seek to provide Council with a strong evidence base to inform the long-term management of their assets and ensure that the spaces they provide meet the needs of service providers and community expectations.

The future considerations for social infrastructure provision are presented in **Chapter 6 (Social Infrastructure Delivery Model)** of this report.

**General considerations:**

- Periodically Review Meeting Spaces to Understand Availability and Utilisation
  - It is recommended that Council periodically review the use, programming and condition of meeting spaces at Council facilities to assist in prioritising upgrades and improvements. This could be through a survey or similar. Such a program could be developed over the longer-term and by creating partnerships with local user groups to have co-ownership and responsibility over the information-gathering process.
- Undertake Integrated Service Planning across Council
  - A range of Council departments undertake annual service planning to ensure that the range of programs and services provided meet the changing needs of the community. It is recommended that Council develop and implement a process that coordinates this process with asset planning, management and data gathering as above on usage levels to assess demand.

**Future considerations for local areas**

	Local information space	Out of school hours care	Local inter-generational programs	Computer literacy programs (at the library)	Community noticeboard	Community hub feasibility study	Local youth space	Online community information portal	Community classroom	Community transport system
<b>North Moe</b>	✓	✓	✓	✓						
<b>South Moe</b>	✓	✓	✓							
<b>Newborough</b>		✓	✓		✓	✓				
<b>Lake Narracan</b>	Social infrastructure to be provided in future as part of the planning process for this Precinct.									
<b>District</b>							✓	✓	✓	
<b>Municipal</b>	Future provision of facilities/ services at this scale should be determined through a municipal wide plan.									
<b>Regional</b>										✓



### Recommendations

This Draft Social Infrastructure Plan at **Chapter 7 (Conclusion)** of this report contains the recommendations for social infrastructure in Moe and Newborough over the next 20 years.

The key recommendations and their associated level of priority, being high (1-5 years), medium (6 - 10 years) and low (10 or more years) are outlined below. Refer to Chapter 7 regarding details about implementation timeframes, monitoring and review.

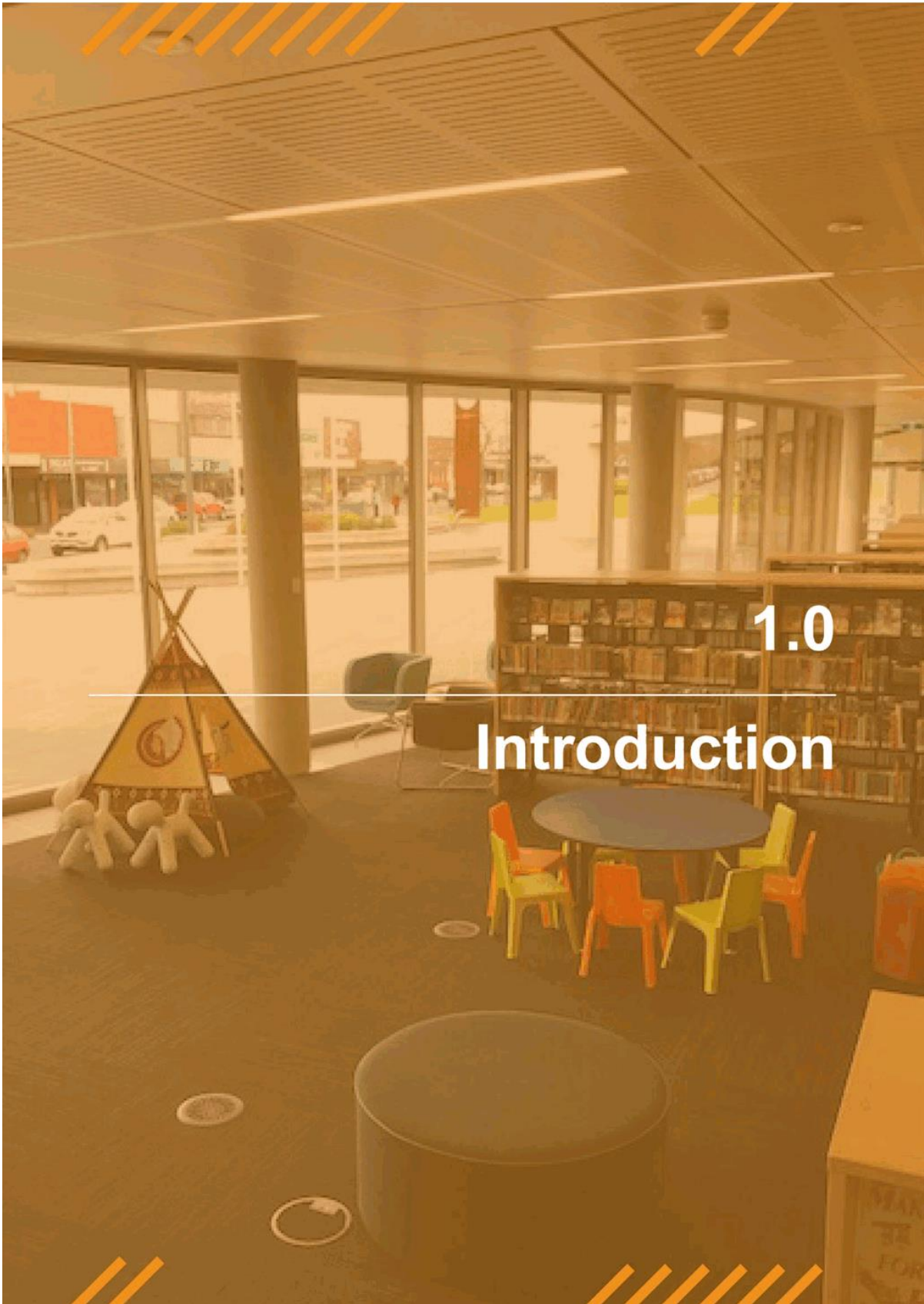
This Plan also advocates that Council continue to investigate and monitor emerging and best practice approaches to community infrastructure delivery. This should include analysis of local, national and international examples and models, further to those presented at Appendix A. This ongoing analysis should seek to inform the development of contemporary and creative options for the future delivery of community infrastructure in Latrobe City, which support integrated and connected service provision, across sectors and ages.

### Summary of Recommendations

Action	Priority	Council's Role	Key Partners
Periodically review meeting spaces to understand availability and utilisation	High (short term)	Lead	Service providers and facility managers
Integrate service planning with asset management across Council	High (short term)	Lead	
Develop a local youth space	High (short term)	Lead	Youth groups; community
Establish Local Information Space in the identified neighbourhoods of Moe and Newborough	High (short term)	Lead	
Health care advocacy and promotion of partnerships for service delivery (to implement in line with Council's <i>Municipal Health and Wellbeing Plan</i> )	High (shorter term)	Partner	Local and regional service providers; other levels of government
Investigate potential community transport program	High (shorter term)	Lead	Transport for Victoria
Explore feasibility for out of hours school care	Medium	Partner	DEET and other schools
Expand local intergenerational program	Medium	Partner	Aged care operators, seniors' groups and early childhood service providers
Explore computer literacy program at the library	Medium	Partner	Library; adult education providers

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Action	Priority	Council's Role	Key Partners
Create an online community information portal	Medium	Lead	
Undertake a feasibility study to explore the potential development of a Newborough community hub	Low (longer term)	Lead	Local service providers and facility managers; community
Explore development of a community classroom	Low (longer term)	Partner	Local universities, education providers
Promote the <i>Emergency Relief and Client Support Services</i> pamphlet (containing local information about support services and emergency help) among the community to help build local knowledge about existing services	Ongoing (currently underway)	Lead	Local service providers and facility managers; community



Moe and Newborough form one of Latrobe City Council's four main towns. They are part of Latrobe's networked Regional City and function as an important residential, retail and service centre for the local population and surrounding settlements.

Moe and Newborough currently contain a broad range of social infrastructure to support the health and wellbeing of residents. This includes health facilities and services, educational facilities and services, support services, general community facilities and meeting spaces and a state of the art Library and Service Centre.

The purpose of this Plan is to provide a framework to facilitate the efficient and sustainable provision of a broad range of social infrastructure in Moe and Newborough over the next 20 years.

#### 1.1.1 What is social infrastructure?

"Social Infrastructure" refers to the facilities, places and spaces that support community members to live healthy and connected lives. This includes social infrastructure that is both publicly (i.e. government) and privately (i.e. non-government, not-for-profit and profit-for-purpose) provided to support community services, programs and activities.

For the purposes of this Plan the infrastructure has been grouped into the following categories and has been considered by life-stage, as relevant (e.g. early childhood, children, young people, adults and older adults):

- **Health facilities and services** (e.g. maternal and child health, medical centres)
- **Educational facilities and services** (e.g. preschools, primary and secondary schools, further education)
- **Support Services** (e.g. aged care facilities, child care)
- **General Facilities and Meeting Spaces**
- **Libraries.**

It is acknowledged that public open space and active recreation facilities are important community assets, however their current and future provision is not addressed as part of this Plan. The endorsed *Public Open Space Strategy* (2013) and *Recreation Needs Analysis* (2017) provide guidance to Council on these matters.

#### 1.1.2 Council's Role in Providing Social Infrastructure

Latrobe City Council has a responsibility to protect, improve and promote the health and wellbeing of its community. Council also has a responsibility to ensure the prudent expenditure of public funds. It is recognised that Latrobe City Council performs a range of roles within the municipality regarding social infrastructure, ranging from direct service provider to planner, advocate and partner.

Some aspects of social infrastructure, such as preschool and maternal and child health care services, are delivered by Council based on requirements set by other levels of government, which set funding and spatial requirements for these services. Other programs, such as adult education



programs run by the library, may be delivered based on recommendations from Council's four year-plan, or provided based on its understanding of services the community may enjoy or find beneficial.

For the purposes of this Plan, social infrastructure facilities include those owned by Latrobe City Council, and services that are delivered by Council. This includes:

- Frank Bartlett Memorial Library and Service Centre (the new buildings)
- Moe P.L.A.C.E.
- Moe Heights Community Hall
- Newborough Public Hall
- Community Groups Hub
- Latrobe-run preschools
- Latrobe-run maternal and child health care services.

Social infrastructure that is the responsibility of other levels of government, the private sector (including not-for-profit and profit-for-purpose), non-government organisations and groups such as primary and secondary schools, school halls, out of school hours care facilities, private (or non-government) long day care, and function centres are not considered as part of this study.

### 1.1.3 Purpose of this Plan

This Plan has a 20-year time horizon and seeks to:

- Provide an integrated framework to assist in the timely and efficient provision of social infrastructure in Moe and Newborough
- Provide guidance to Council in its planning and allocation of funds and resources for social infrastructure
- Provide a basis for advocacy to all tiers of government and other funding bodies for facilities to support the future growth and wellbeing of the people of the area
- Assess the current extent and adequacy of social infrastructure provision in the area
- Assist with developing partnerships between other levels of government, the private and not-for-profit or profit-for-purpose sector as well as community groups to facilitate the governance, management and delivery and/or sharing of facilities.

### 1.1.4 Study Area: Moe and Newborough

Figure 1 (on the following page) presents the area affected by this Plan. It is noted that the Lake Narracan Growth Area is excluded as future social infrastructure required to service this new community is unknown at this point in time.

Due to the networked nature of Latrobe's main townships, residents of Moe and Newborough are likely to access services and facilities outside the study area. Likewise, local facilities are utilised by residents from other areas.



## 1.2 Approach

This Social Infrastructure Plan has been developed over five stages, as outlined below.

Community and stakeholder consultation has provided a vital contribution to this Plan. Community and stakeholder input has been sought to understand local usage patterns and the capacity of existing services and facilities as well as future aspirations and priorities.

A Community Reference Group comprising local residents, business owners and community advocates from Moe and Newborough have also contributed to the development of this Plan.

**Figure 2 – Project Timeline and Methodology**



### 1.3 Policy Context

The following policies, plans and guidelines have been reviewed in preparation of this strategy:

**Table 1 – Policy Context**

<b>State Plans &amp; Policies</b>	Absolutely Everyone: State Disability Plan 2017-2020 Plan Melbourne Refresh 2017 Victoria in Future (VIF) 2016 Gippsland Regional Growth Plan 2014 Change and Disadvantage in the Gippsland Region 2011 Victorian Public Health and Wellbeing Plan 2015-2019
<b>Local Plans &amp; Policies</b>	Latrobe City Council Plan 2017-2021 Latrobe City Municipal Public Health and Wellbeing Plan 2017-2021 Municipal Early Years Plan (MEYP) 2016 – 2020 Children's Services Plan 2013-2017 Latrobe Structure Plans – Moe and Newborough 2015 Public Open Space Strategy Volume 1: Strategy and Recommendations 2013 Live Work Latrobe Consultation Report 2016 Moe Activity Centre Plan Urban Renewal Strategy Implementation Report 2007 Lake Narracan Precinct Structure Plan 2015
<b>Latrobe Planning Scheme</b>	Clause 11 – Settlement Clause 11.07 – Regional Victoria Clause 19.02 – Community Infrastructure Clause 21.02 – Municipal Vision Clause 21.05 – Main Towns Clause 21.08 – Liveability
<b>Other Resources</b>	Guide to Social Infrastructure Planning 2009 Notes from former Moe Early Learning Centre Consultations Moe Commercial Venues 2016* Moe Community Venues 2016* Moe Council Venues 2016*

\*Databases publicly available on the Latrobe City Council website.

#### 1.3.1 Summary of Policy Directions

- The townships of Traralgon, Morwell, Moe and Newborough and Churchill comprise a **networked city**. Collectively, the four towns are the key population centres, employment nodes and service centres for Latrobe and form Gippsland's only Regional City. Moe and Newborough are identified as supporting network towns in the networked city.
- Parts of Moe and Newborough are identified for **residential growth** (e.g. Lake Narracan). Future population growth will be directed according to good planning principles, this includes the provision of social infrastructure and good public transport connectivity.
- As a main town within Latrobe, Moe and Newborough are, and should continue to be, a **key service centre** for the local community and surrounding townships.
- Council is committed to ensuring Latrobe City has **appropriate, affordable and sustainable facilities, services and recreation** to support opportunities for greater participation in sports, recreation, arts, culture and community activities.
- Inclusion of and **access for people with disability to mainstream services**, community-based activities and other government initiatives, **is a shared responsibility**.
- Where possible, facilities and services should be **co-located or clustered** to ensure maximum efficiencies for clients and to respond to best practice service delivery models.



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- Facilities should be **multi-purpose** and cater to a range of ages, life stages, users and enable a range of uses
- There is a need to design facilities and services that are **inclusive and accessible** and incorporate universal design principles. This relates to the physical built form as well as governance models.



2.0

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**Our Community Today,  
Our Community  
Tomorrow**

## 2.1 Overview

The size and demographic make-up of a population influence the type and scale of social infrastructure that is provided.

This section presents the features of the current, and forecast characteristics of the future community profile, for Moe and Newborough in comparison to the municipality. This analysis utilises the ABS Census 2016 data for Moe and Newborough at the 'Urban Centres and Localities' scale and Latrobe City at the 'Local Government Areas' scale. It also draws on population forecasts contained in Victoria in Future (2016).

The analysed data indicates that over the next twenty years:

- The population of Moe and Newborough will be stable
- The area is forecast to experience modest population growth after the year 2021
- The population of Moe and Newborough is ageing; in the future the area will contain a higher proportion of residents aged over 65 and living in lone person households than the Latrobe City average.
- The area currently experiences high levels of socio-economic disadvantage

Population and demographic trends and forecasts should continue to be reviewed during implementation of this Plan to ensure that it remains responsive to the needs of the current community and forecast population.



*Community Celebration Day, Moe (Image courtesy Latrobe City Council)*

## 2.2 Our Community Today

In 2016 the population of Latrobe City was 73,257. At this time, Moe and Newborough had a combined population of 16,500, representing 22.5% of the municipality's total population. Moe was home to approximately 9,600 residents, while Newborough comprised approximately 6,900 people.

Figure 3 - Our Community Today: Quick Stats



Moe and Newborough are characterised by an **older age demographic**. The median age of local residents is higher (44 years) than the municipal average (41 years). Furthermore approximately 21.7% of the local population is aged 65 and over, this same group represents 18.6% of Latrobe's overall population

The majority of households in Moe and Newborough are couple families without children (40.4%) and couple families with children (34.8%). Moe and Newborough contain a **higher proportion of one parent families** (23.6%) compared to Latrobe City (19.9%).

Average **household income in Moe and Newborough is lower** than the municipal average. The local unemployment rate is also higher (10.5%) than the Latrobe City average (7.9%).<sup>1</sup>

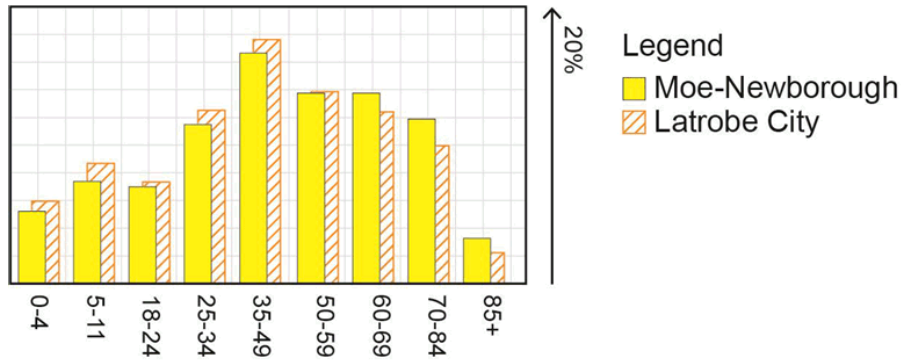
A slightly **higher proportion of the population require assistance with daily tasks** (8.9%) in Moe and Newborough compared to Latrobe City (6.9%).

<sup>1</sup> This is based on 2011 Census data. It is noted that updated data from the 2016 Census in this category has not yet been released.



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**Figure 4 - Current Population Age Structure: Moe and Newborough compared with Latrobe City**



Source: ABS Census Data, 2016.

### 2.3 Our Community Tomorrow

According to *Victoria in Future (2016)* the population of Latrobe City will increase to 81,222 by the year 2031. Moe and Newborough are forecast to house an additional 1,190 residents, with a combined total population of approximately 17,690.

Moe and Newborough are set within a picturesque landscape of rolling hills that showcases the beauty of the Latrobe Valley. The district is connected to other towns in Latrobe City by the train station. Many residents already commute from Moe and Newborough to Morwell, Traralgon and Churchill, as well as further afar to Warragul, Cranbourne, Pakenham and Melbourne to access employment, services and entertainment.

There are a range of factors that are likely to influence the future growth and profile of Moe and Newborough's population. Due to the rising costs of living in places closer to Melbourne, there is potential for Moe and Newborough to undergo higher demand for housing as people seek more affordable housing options that are connected to key employment hubs such as Melbourne, Cranbourne and Pakenham. This could mean that the local population could grow larger than currently forecast. In contrast, the recent and ongoing restructuring of local industries and employers mean the already challenging unemployment rate could worsen before it improves. This could result in a slowing of population growth over the next twenty years.

Given the transitional nature of the area's population it is important that Council continues to monitor population growth and demographic change to ensure the relevance of the Plan's recommendations.

Figure 5 - Our Community Tomorrow: Quick Stats



The population of Moe and Newborough is forecast to decrease slightly between 2011 and 2021. Steady population growth is projected to the year 2031.



Moe and Newborough will continue to be characterised by an **older age demographic**. It is forecast that by the year 2031 approximately 30% of the local population will be aged 65 and over. This same group is forecast to account for 23% of Latrobe's overall population by 2031.

## 2.4 Community Engagement Findings

Community input into this Social Infrastructure Plan occurred from April 2017 to May 2017 branded 'My Community'. Over 300 people took part in this consultation which occurred through a variety of online and face-to-face methods. Refer to the *Engagement Summary Report, 2017* for a detailed explanation of consultation approaches and results.

The following reports key findings from this consultation regarding the current network of social infrastructure and aspirations for the future.

- Social infrastructure in Moe and Newborough services local residents as well as people from surrounding townships;
- The Moe Library and Service Centre and Latrobe Leisure Centre are the most frequently used facilities in the area;
- The most frequent reason for people travelling outside the local area to access facilities and services is because:
  - The service / facility is not available in Moe or Newborough
  - They have a good relationship with the service / facility and are therefore happy to travel;
- The most important factor for people in Moe and Newborough when choosing to visit a service or facility is its proximity to home;
- Cost is also an important factor in selecting a service / facility;
- Participants identified the need for the following additional places and spaces in the future:
  - Youth services and spaces
  - Larger public gathering spaces where the community can come together
  - A variety of facilities and services to support education. This ranged from affordable before- and after- school care to private secondary schools to more tertiary education programs.
  - More support services (e.g. Medicare, Centrelink, retirement facilities)
  - A greater variety of health specialists (e.g. mental health, family violence support)
  - Opportunities for people of different ages and abilities to interact; and
- While beyond the scope of this plan, inadequate public transport was cited frequently as a major concern for respondents.

### 2.4.1 Implications for this Plan

Community and stakeholder consultation provided important insights into *what* and *how* social infrastructure should be delivered in the future. The following summarises the key messages from consultation which have directly informed the community values presented in the following section. These in turn will inform the development and prioritisation of recommendations.

- Social infrastructure should be available locally and be affordable;
- Access to education, training and skills development is important for people of all ages and abilities;
- Youth oriented services and spaces are a significant gap in local social infrastructure;
- Better promotion of existing facilities, services, events and groups in Moe and Newborough is needed; and

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- Ways of using and providing access to technology should be explored.

It is noted that additional engagement with key groups in the local community might be needed to implement key recommendations that affect those groups. For example, the voices of younger people in the local community could be strengthened for any recommendations regarding young people, to ensure the services and facilities are needed, wanted, and co-designed<sup>2</sup> with the end-users of those spaces involved in the process.

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<sup>2</sup> 'Co-design' is a process of participatory design, where the design of a building or space actively involves all stakeholders in the process to help ensure the result meets the end-users' needs and is usable.



## 2.5 Vision

The vision for this Social Infrastructure Plan is:

Moe and Newborough are places where residents of all ages and life stages live safe, healthy, and engaged lives through the provision of affordable, inclusive and accessible social infrastructure.

We have opportunities to learn and develop new skills. We look out for each other and take pride in our community.

## 2.6 Values

The vision (above) and values presented in this section were developed using information collected in the community engagement phase of this project, as well as using interviews with Council staff and service providers, and details from the Council Plan. The values underpin how decisions will be made regarding the delivery and design of facilities in Moe and Newborough in the future. They also inform the types of facilities and services/programs that might be needed and delivered in the local area.

- Provide a range of facilities and spaces which support people of **diverse ages and life stages** to live in and visit Moe and Newborough;
- Support **opportunities for education, training and skills development**;
- Encourage residents to live **healthy and active lifestyles**;
- Ensure social infrastructure is **accessible** in terms of design, location, cost and connection to sustainable transport modes;
- Provide **inclusive and sustainable services and facilities** which respond to community needs and aspirations across different life stages;
- Ensure there are places for people to **formally and informally come together to socialise**;
- Facilitate access to and education in current **technology**;
- Encourage opportunities for **intergenerational** facilities and programs; and
- Promote **community awareness** of local facilities, programs and events through access to information and knowledge sharing.



### 3.1 The Building Blocks Approach

This Social Infrastructure Plan outlines what services and facilities are needed now, and into the future by using four steps, or “Building Blocks”, of analysis.

These steps are summarised throughout this chapter and illustrated below (see Figure 6)

5. **Audit** of existing services and facilities to see what is currently available in Moe and Newborough, what is provided by Council and what is privately run (explained in Section 3.1.2 below);
6. **Capacity analysis** to determine whether existing services / facilities can meet projected demand;
7. Identify any new services/facilities triggered through the application of **established benchmarks** (e.g. government standards for service provision); and
8. Use **community values** identified in the project to highlight how a service/facility should be prioritised, including whether a service / facility should be provided before it ‘hits’ an existing benchmark and to identify local innovative and responsive social infrastructure initiatives.

The outcomes of this analysis approach are presented at Chapter 4 and recommendations for future social infrastructure provision are presented in Chapter 5.



*Community Celebration Day, Moe (Image courtesy Latrobe City Council)*



**Figure 6 – Building Blocks Approach**





### 3.2 Step 1 & 2: Audit & Capacity Assessment Methodology

The first step in the Building Blocks approach is to undertake an audit of existing social services and facilities. The audit used the following approaches to collect baseline data:

- Review of Council's facilities list (e.g. halls, libraries, other public buildings) to identify buildings designed for or used to house social infrastructure services
- Online audit of service sectors linked to social infrastructure, including those delivered by the not-for-profit, profit-for-purpose and private sector
- Discussions with Council staff from the relevant departments and members of the Community Reference Group to identify services offered locally and buildings used for social infrastructure purposes.

After a list of social infrastructure facilities and services was compiled, the list was mapped (with input from Council's *Community Services* and *Infrastructure and Recreation* divisions) to understand the spatial distribution of buildings and services owned and/or run by Council. The following data was then collected for each service/facility, based on information available online, in Council's database or by conducting interviews with staff.

- Facility name and address
- Target demographic
- Primary function/ service offered
- Other function/ service offered
- Current catchment (e.g. only Moe Newborough, or beyond?)
- Capacity
- Waiting list (i.e. is a waiting list maintained if or before the facility is at capacity?)
- Usage patterns (e.g. once a week, every day...)
- Plans for expansion
- Availability of a general meeting space
- Other comments.

The second step was to understand the capacity of a facility or service. The 'capacity' of infrastructure can be conceived in different ways. For example, a facility or service may be:

- *Physically* constrained – there is not enough physical space to accommodate additional participants, for example site limitations.
- *Financially* constrained- Linked to the funding model – the funding provided by external agencies dictates the number of people who can participate
- *Service model* constrained- Fully utilised – the facility/service is fully booked/utilised with no vacancies

It is important to note that capacity of each facility varied, and data available for each facility/service was not always available in the same format. As a result, data for more flexible spaces (i.e. those which can be visited without participating in a specific planned activity) was difficult to collect conclusively.

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Where exact numbers were known (e.g. based on enrolments), the information could be more accurately recorded.

Another factor considered during the service and facility audit was *fit-for-purpose*. This means that a space is designed to accommodate a particular activity. It does not mean the space can't be used for other purposes; rather the most specific needs of a user group can be met (e.g. preschools, which have strict guidelines around design and area requirements).

### 3.3 Step 3: Consideration of Benchmarks

The third step of the Building Blocks approach is to apply relevant benchmarks. It is acknowledged that these benchmarks may evolve over time in line with change to government policy, delivery models, funding mechanisms and community expectations

The benchmarks used for this Plan and associated demand indicators (e.g. population growth) are presented in the table below.

**Table 2 - Community Infrastructure Benchmarks**

SERVICE AREA	BENCHMARK	SOURCE <sup>3</sup>
Maternal and Child Health	1 service for every 182 babies	DEED
Preschool	1 30 place preschool room for every 30 (4-year-olds)	DEED
Playgroup	1 playgroup per 5,000 residents (uses a general meeting space)	DEED
Long Day Care	1 place per 6.8 children aged 0-6 years	DEED
Occasional Care	3 places per 1,000 children	DEED
Outside School Hours Care	150 places per 1,000 children	ASR (2008)
Neighbourhood House	1 per 10,000 residents	ASR (2008)
Primary School	1 school per 8,000-10,000 residents	DET
Secondary School	1 school per 18,000 residents	DET
Special Education	1 school per 60,000 residents	DET
Independent Primary School	1 school per 5,000 households (depending on Catholicity rate)	Catholic Education Office
Independent Secondary School	1 school per 16,000 households (depending on Catholicity rate – requires three feeder primary schools)	Catholic Education Office
Seniors groups	Access to general space	ASR (2008)
Planned Activity Group (PAG)	1 per 40,000 – 60,000 people	ASR (2008)
Library	1 Library per 30,000-60,000 people	ASR (2008)
Community Meeting Space	1 x 1-20 people venue per 4,000 people	ASR (2008)
	1 x 21-50 people venue per 8,000 people	ASR (2008)
	1 x 51-100 people venue per 8,000 people	ASR (2008)
	1 x 101-200 people venue per 8,000 people	ASR (2008)
	1 x 200+ venue per 20,000 people	ASR (2008)
Services for young people	1 per 10,000 people	ASR (2008)
Youth space	1 per 8,000 people	ASR (2008)

<sup>3</sup> Australian Social and Recreation Research Pty Ltd., *Planning for Community Infrastructure in Growth Areas*, April 2008.

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SERVICE AREA	BENCHMARK	SOURCE <sup>3</sup>
Multi-purpose community centre	1 per 8,000-10,000 people	ASR (2008)

This Plan recognises that while benchmarks provide an important role in the funding of services and facilities, there are limitations in relying on institutional and industry benchmarks *alone* in assessing current and future social infrastructure needs. Key issues associated with this approach in the context of Moe and Newborough including:

- The application of benchmarks does not consider the role and catchment of community infrastructure, and in a regional catchment both these towns act as a service centre for nearby towns.
- Benchmarks consider the number of residents as a ratio to the number of facilities, for example 1 school to every 3,000 households. This ratio approach has limited flexibility to consider localised social issues such as income, access to transport, physical and mental ability and English language skills. The results of community consultation indicated the importance of local accessibility, particularly walkability, for the usage of facilities and services. This message was reinforced through consultation with service providers and is an important consideration in the delivery of different services and facilities.
- Benchmarks typically do not consider how spaces can be used for integrated or multiple purposes spaces or changing delivery models.

Ultimately, this plan utilises a hybrid approach for social infrastructure provision. It uses benchmarks as a base, then layers additional social information and community values that are unique to Moe and Newborough to get a better understanding of the local context. In this way, the model provides a framework to recommend ways that Council and service providers can deliver new or reimagine existing, services and facilities, to meet current and future needs of residents and visitors to Moe and Newborough.



### **3.4 Step 4: Community Values**

The fourth step in the Building Blocks approach is to consider the aspirations and values of the local community.

A community vision and values have been developed based on input from the broad community, Community Reference Group and Council Officers. These values provide important qualitative information to contextualise the findings from the community infrastructure audit and application of benchmarks.



4.0

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# Social Infrastructure Needs Assessment

#### 4.1 Overview

This section applies the 'Buildings Block' methodology to the Moe and Newborough communities and recommends a future model to guide social infrastructure delivery in the study area. It presents analysis of:

1. Existing social infrastructure in Moe and Newborough
2. Capacity and catchment of Council-run facilities and services
3. Applies industry benchmarks
4. Contextualises the previous findings in the context of the feedback and values expressed by members of the Moe and Newborough community

The Moe and Newborough area has a stable population, which will grow slightly over the next 20 years. As the population grows slowly, its demographic profile will also change, meaning the large proportion of middle-aged people who currently live in Moe and Newborough will become a large proportion of older people. The phenomenon of an ageing population is familiar to many towns in Latrobe City Council and around Australia. Accordingly, planning for social infrastructure will need to adapt to ensure cities and towns such as Moe and Newborough can continue to support vibrant populations with diverse needs. This change is also being driven by government policies and corresponding community expectations around inclusive communities.



*Moe Access for All Abilities Playground (Image courtesy Latrobe City Council)*

## 4.2 Existing Social Infrastructure

The first step of the Building Blocks approach considered the current supply and range of social infrastructure provided in Moe and Newborough.

Moe and Newborough currently contain a broad range of community facilities and services, this includes general meeting spaces to specialist medical centres. This infrastructure is generally centrally clustered around the Moe and Newborough town centres and Moe Heights. Figure 7 to Figure 10 illustrate the current distribution of community infrastructure across Moe and Newborough.

In summary:

- Existing facilities and services are generally clustered around the Moe and Newborough town centres.
- Services and facilities are currently used by local residents as well as people from surrounding townships, both within and outside Latrobe City.
- Social infrastructure is generally located within walking distance of most residences, acknowledging that some areas are better serviced than others.
- There are some examples of co-located services and facilities across the townships (e.g. Moe P.L.A.C.E).
- Existing social infrastructure varies greatly in age and condition. There are examples of new multi-purpose facilities, while some assets will soon require renewal and improvement to ensure they are fit-for-purpose.
- Meeting spaces are quite dispersed, with some located in older or repurposed facilities such as community halls spread throughout neighbourhoods.
- Some meeting spaces shown on the existing facilities maps over the following pages have been shown separately but are co-located within community hubs, the library, or local halls, to highlight the availability of such spaces.
- Some portions of the population (e.g. early years, school-aged and elderly people) are generally well serviced with support facilities and programs (including outreach and in-home care), while others (e.g. young people, the elderly, and job seekers) are not as well connected to specific services locally.
- The above is particularly the case if a person doesn't hold a drivers' licence (many job seeking and skills building services are provided regionally and most are located in Morwell or Traralgon).
- Recent bus route changes mean people wishing to travel to Traralgon by bus from Newborough now need to travel to Moe first then change buses; adding a layer of difficulty for people who don't drive to get to services outside Moe-Newborough.



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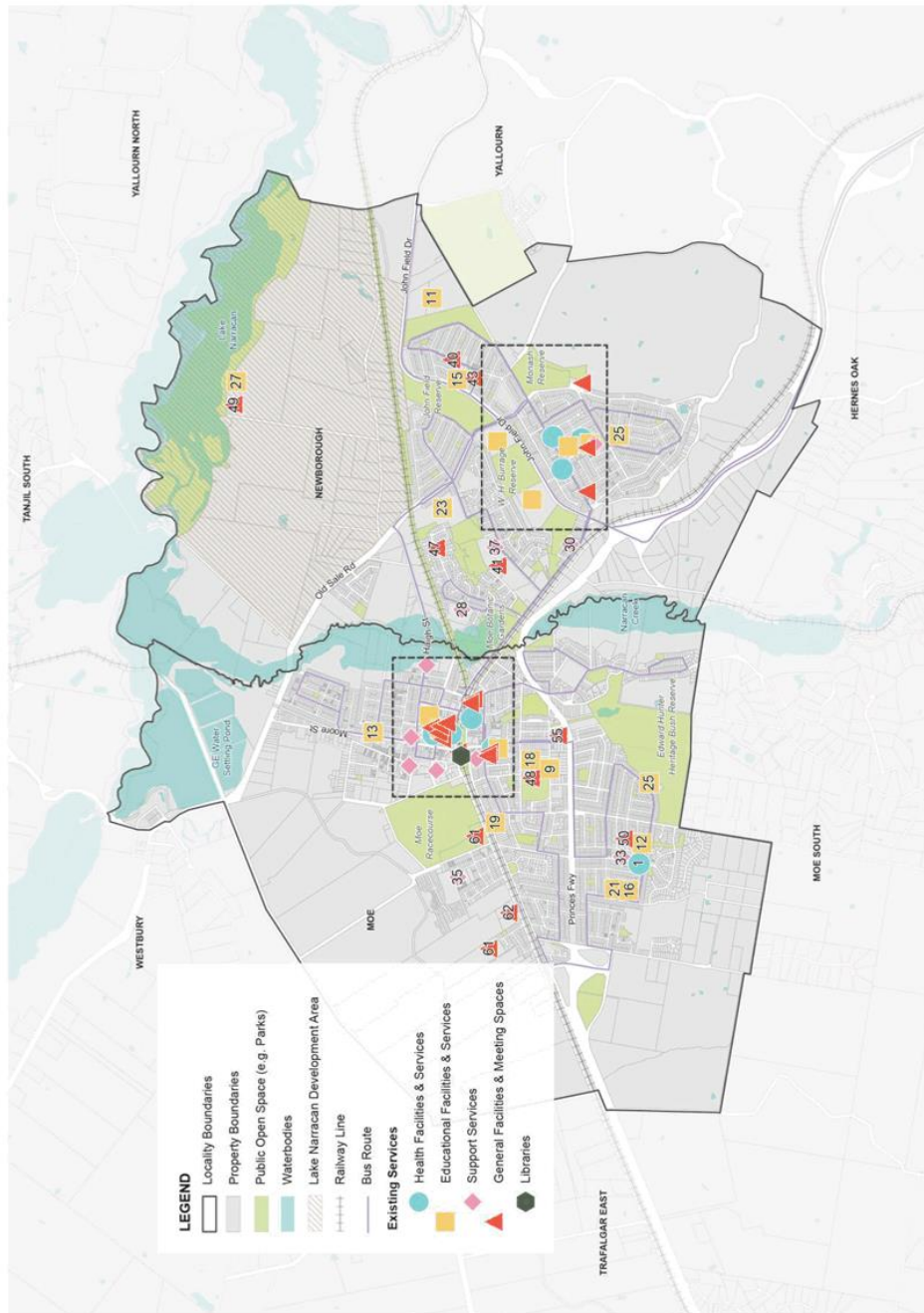


Figure 7 - Distribution of existing facilities and services, as at November 2017

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HEALTH SERVICES & FACILITIES	
1	Maternal & Child Health Centres
2	Murray Road Maternal & Child Health Centre
3	Latrobe Community Health Service
4	Moe Medical Group
5	Central Gippsland Family Practice
6	Tanjil Place Medical
7	Newborough Health
8	Outa Mi Mind

SUPPORT SERVICES	
28	ACSAG Narracan Gardens Nursing Home
29	Bluebird Early Education Centre
30	Little Saints Early Learning Centre
31	Moe Central Child Care & Kindergarten
32	Moe District Meals on Wheels Inc.
33	Good Beginnings Preschool
34	Moe Retirement Village
35	Querencia Latrobe City
36	Moe Community Aged Care Facility (under construction)
37	Latrobe Valley Village
38	Headway Gippsland

EDUCATIONAL FACILITIES	
9	Moe Early Learning Centre
10	Moe Community Group Hub - Education Skills Training (also operates at 57 - Moe Community Group Hub)
11	Federation Training - Yallourn Campus
12	Moe Heights Preschool
13	Moore Street Preschool
14	Murray Road Preschool
15	East Newborough Preschool
16	Moe Neighbourhood House Inc
17	St Mary's Primary School
18	South Street Primary School
19	St Kieran's Primary School
20	Albert Street Primary School
21	Elizabeth Street Primary School
22	Newborough Primary School
23	Lowanna College
24	Lavalla Catholic College - Presentation Campus
25	Baringa Special School
26	Newborough East Primary School
27	Proposed Government School

LIBRARIES	
63	Frank Bartlett Memorial Library

GENERAL FACILITIES	
39	Moe Senior Citizen Centre
40	Newborough Senior Citizen Centre
41	Orana Senior Citizen Centre
42	Moe RSL
43	Yallourn Newborough RSL
44	Moe Service Centre
45	Central West Gippsland PCP
46	High Street Community Hub (Moe Life Skills)
47	Salvation Army Moe Corps & Community Centre
48	Moe P.L.A.C.E
49	Proposed Community Centre
50	Moe Heights Community Hall
51	Newborough Public Hall
52	Community Group Hub - Meeting Room
53	Newborough Gospel Trust
54	Moe & District Historical Society
55	New Life Christian Centre
56	Newborough Scouts & Guides Buildings/Halls
57	Moe Community Group Hub
58	Moe Community Group Hub - Meeting Rooms
59	Moe Town Hall
60	Proposed Community Hub
61	Moe Scout Hall
62	Proposed Community Facility

Figure 8 - Name of existing services and facilities, as at November 2017

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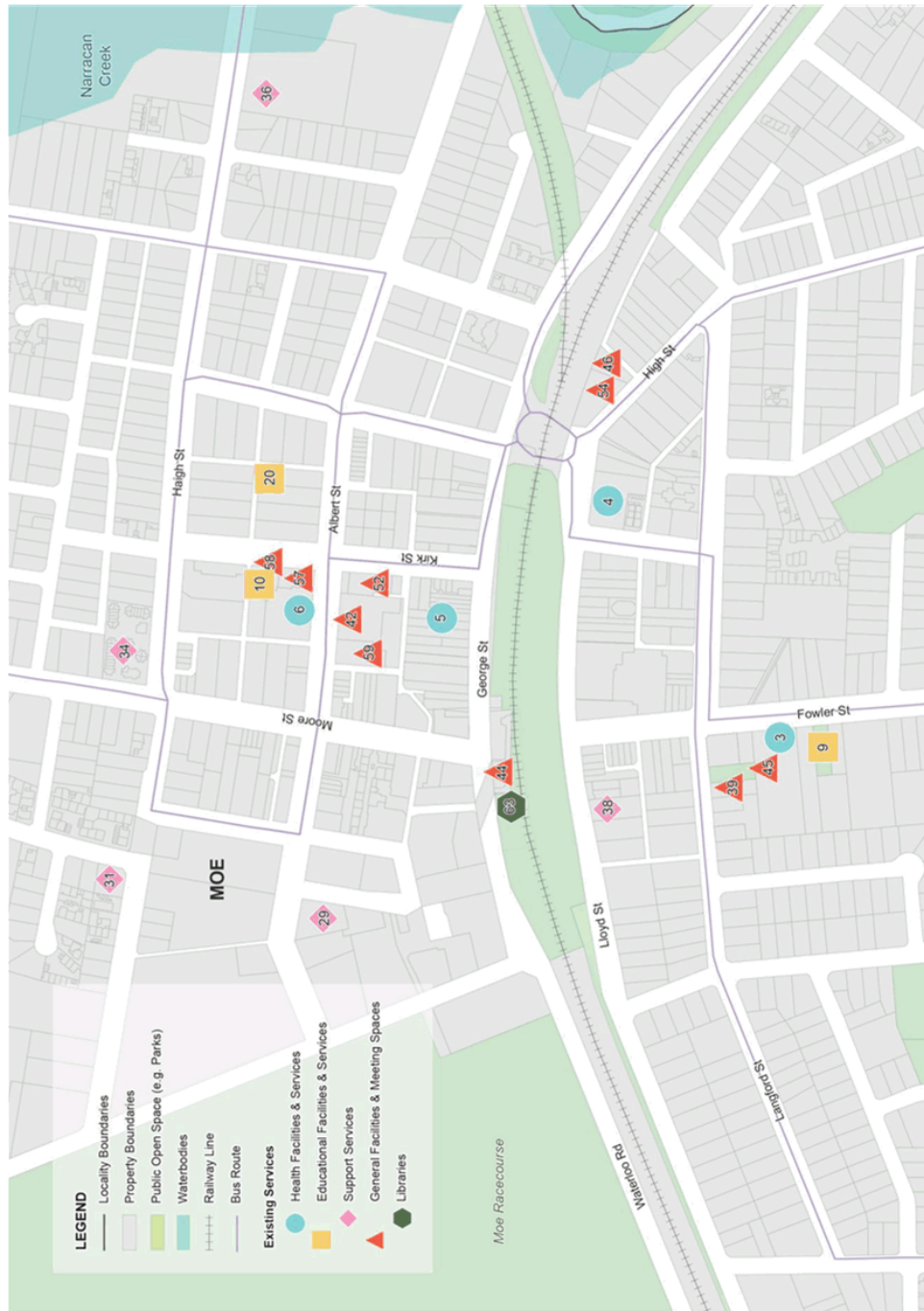


Figure 9 - Facilities in Central Moe, as at November 2017

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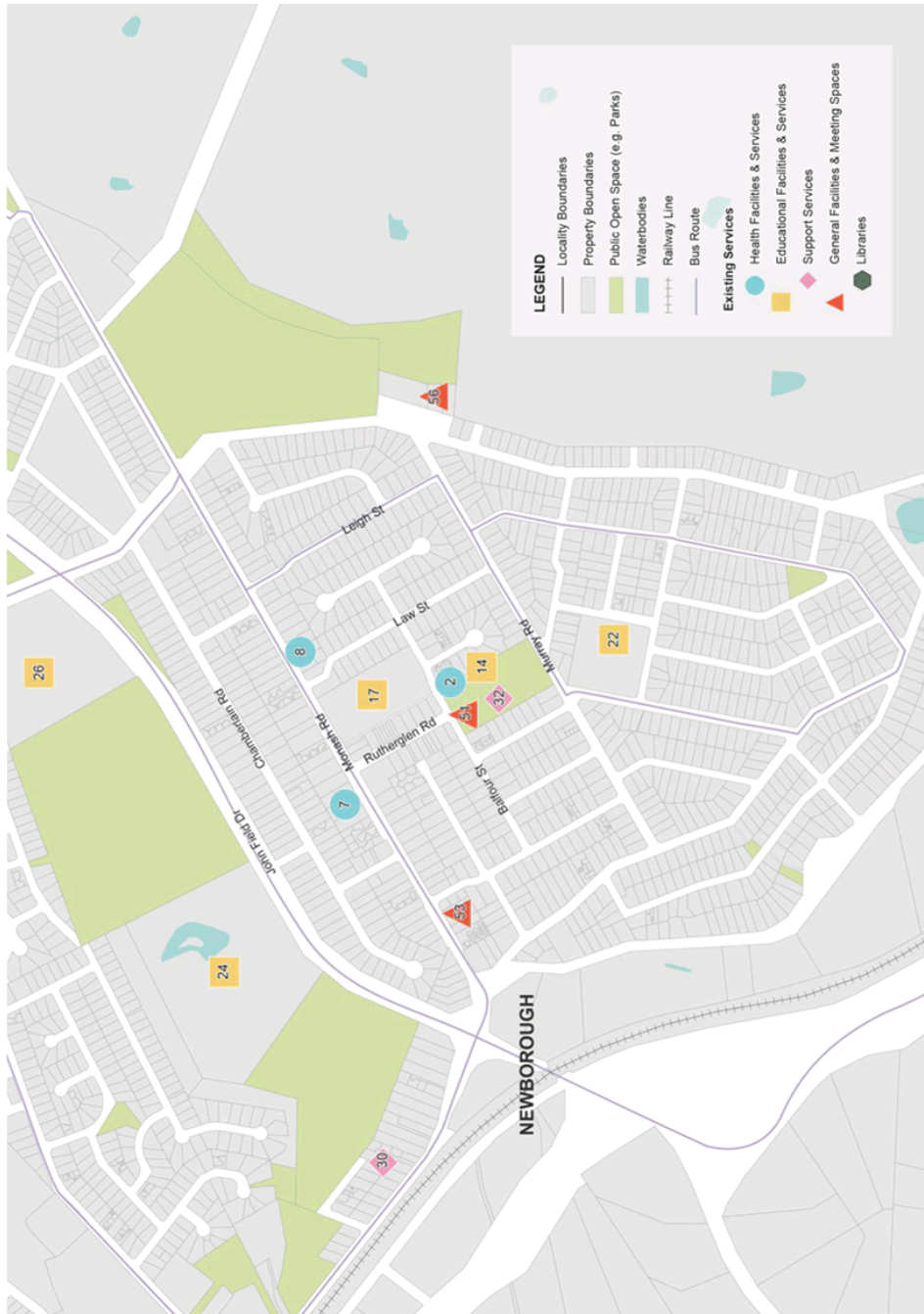


Figure 10 - Facilities in Central Newborough, as at November 2017



### 4.3 Capacity Assessment

The second step of the Building Blocks approach considers the capacity and catchment of existing social infrastructure.

The following provides an overview of the existing capacity of existing Council-run services and facilities in Moe and Newborough. It uses a 'traffic light' system.

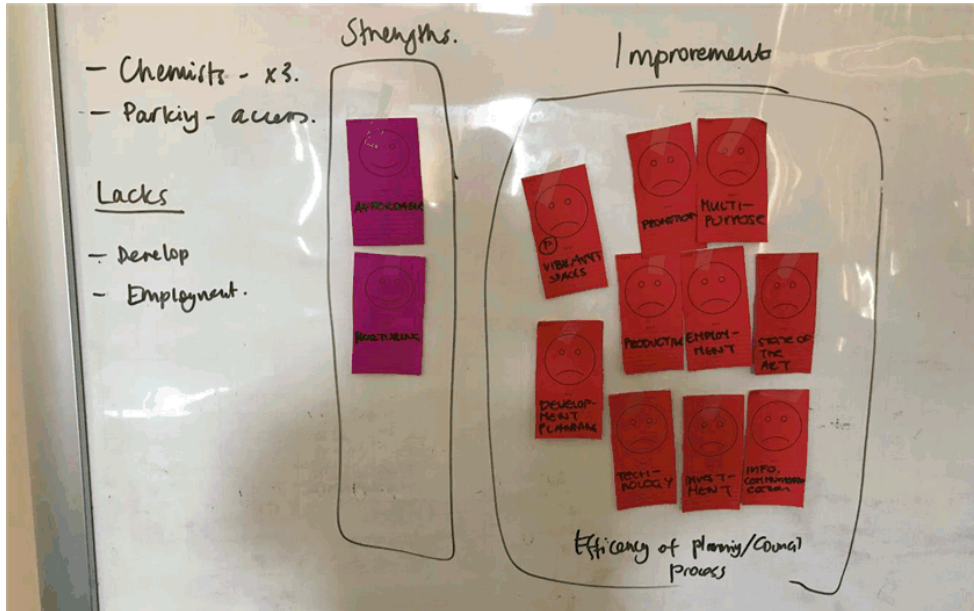
- **Green** indicates the facility or service can accommodate growth
- **Orange** indicates that the facility or service is nearing capacity and should be monitored over time
- **Red** indicates that the facility or service cannot accommodate any additional growth.

**Table 3 - Capacity of Existing Council-run Social Infrastructure**

FACILITY / SERVICE	CAPACITY	NOTES
Moe Heights Maternal & Child Health Centre	Green	Many preschools in Moe and Newborough are currently operating at capacity under their current models. However, most could accommodate future growth using alternative models for service delivery.
Murray Road Maternal and Child Health Centre		
Moe Early Learning Centre		
Moe Heights Preschool		
Moore Street Preschool		
Murray Road Preschool		
East Newborough Preschool		
Moe District Meals on Wheels Inc.	Orange	Service currently has capacity and can expand on a demand-driven basis. Meals on Wheels in Moe is run from Council facilities, but the service is not delivered by Council.
Moe Senior Citizen Centre		
Newborough Senior Citizen Centre		
Moe Service Centre (within the Frank Bartlett Memorial Library)	Green	Ongoing monitoring is required regarding programming and utilisation of meeting rooms.

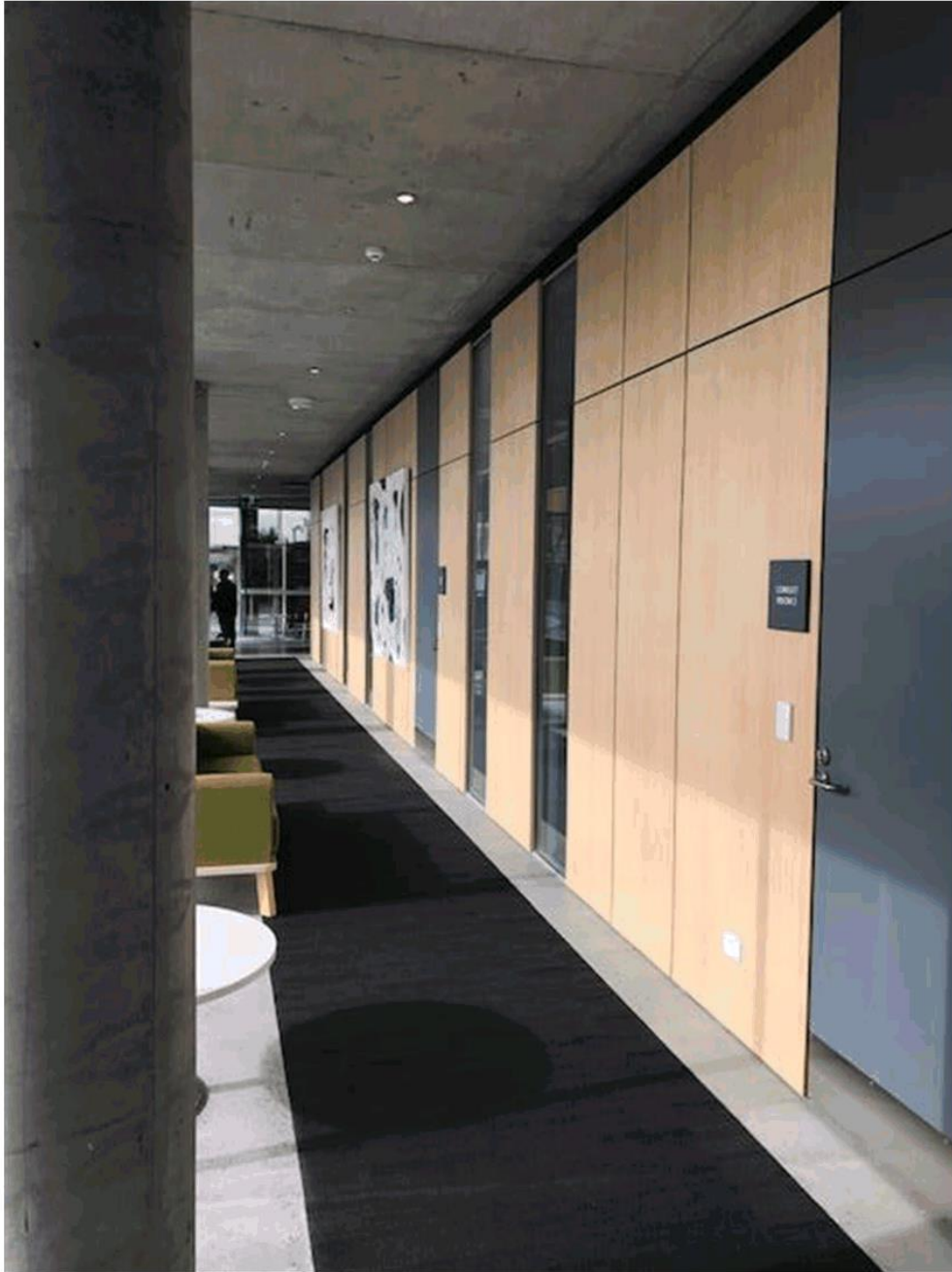
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FACILITY / SERVICE	CAPACITY NOTES	
Moe P.L.A.C.E	Orange	The long day care and preschool services offered at Moe P.L.A.C.E. are nearing capacity under their current models. However, the centre has some vacancies across all rooms and could accommodate future growth using alternative models for service delivery.
Save the Children (located in the Old Maternal and Child Health Centre, part of Good Beginnings)		Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
Newborough Public Hall (on Henry White Reserve)		Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
GEST Community Groups Hub - Meeting Room (Former Moe Library)	Red	Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
Moe & District Historical Society		Space is exclusively used by the Moe and District Historical Society and cannot be booked by members of the public.
Newborough Scouts & Guides Buildings/ Halls	Green	Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
Moe Town Hall		Seating capacity is 402.
Moe Scout Hall		Ongoing monitoring is required regarding programming, utilisation and condition of meeting rooms.
Frank Bartlett Memorial Library (Also contains the Moe Service Centre)		Library membership and usership has increased since the new building was opened.



Discussions about existing Social Infrastructure Provision in Moe and Newborough.

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*Meeting rooms in the Frank Bartlett Memorial Library and Service Centre*



#### 4.4 Application of Benchmarks

The third step applied the industry benchmarks presented in the previous chapter to assist in understanding future demand for social infrastructure in Moe and Newborough.

Key findings from application of benchmarks to the current and forecast population of Moe and Newborough include:

- Moe and Newborough would appear to currently be oversupplied in terms of many aspects of early years' social infrastructure (e.g. preschools, maternal and child health). Consultation with local service providers and the community have emphasized the importance of local and walkable access to these facilities and services.
- Moe and Newborough currently contain more primary and secondary schools than the industry benchmarks would trigger.
- Council currently operate a range of community meeting spaces, there is currently an oversupply of smaller sized meeting rooms (1-20 people venues) than triggered by the industry benchmarks. There would appear to be an undersupply for medium sized (21-50 people and 51-100 people) meeting rooms.
- A dedicated youth space is currently a gap in current provision.

**Table 4 - Social Infrastructure Needs Assessment**

SERVICE AREA	BENCHMARK	EXISTING	2016 REQUIREMENT	2031 REQUIREMENT	Assessment by benchmark
<b>Early Years</b>					
Maternal and Child Health	1 service for every 182 babies	8 sessions (from 3 facilities)	5.45 sessions	5.00 sessions	Sufficient
Preschool	1 30-place preschool room for every 30 (4-year-olds)	10 rooms (Based on model of 44 places)	6.6 rooms	6.06 rooms	Sufficient
Playgroup	1 playgroup per 5,000 residents (uses a general meeting space)	0 Council-run sessions (Not a Council-run service)	3.3 sessions	3.54 sessions	More space required.
Long Day Care	1 place per 6.8 children aged 0-6 years	254 places	199.56 places	191.06 places	Sufficient
Occasional Care	3 places per 1,000 children	0 places at Council facilities	4.13 places	3.90 places	More space required

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SERVICE AREA	BENCHMARK	EXISTING	2016 REQUIREMENT	2031 REQUIREMENT	Assessment by benchmark
Outside School Hours Care	150 places for 1000 children (0-6 years)	Data not available	208.3 places	196.8 places	Requires further consideration
<b>Education</b>					
Neighbourhood House	1 per 10,000 residents	1 neighbourhood house (Not Council-run)	1.65 neighbourhood houses	1.77	Sufficient given the role of other providers
Primary School	1 school per 8,000-10,000 residents	5 primary schools (Not a Council-run service)	1.65-2.06 primary schools	1.77-2.21	Sufficient
Secondary School	1 school per 18,000 residents	3 secondary schools (Not a Council-run service)	0.91 secondary schools	0.98	Sufficient
Special Education	1 school per 60,000 residents	1 special education (Not a Council-run service)	0.27 special schools	0.30	Sufficient
Independent Primary School	1 school per 5,000 households (depending on Catholicity rate)	2 independent primary schools	1.45 independent primary schools	1.58 independent primary schools	Sufficient
Independent Secondary School	1 school per 16,000 households (depending on Catholicity rate – requires three feeder primary schools)	1 independent secondary school (Only Year 9)	0.46 independent secondary schools	0.49 independent secondary schools	Requires further consideration
<b>Seniors</b>					
Seniors groups	1 per 10,000 people (general space)	2 senior citizens centres	1.65 seniors groups	1.77 seniors groups	Sufficient

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SERVICE AREA	BENCHMARK	EXISTING	2016 REQUIREMENT	2031 REQUIREMENT	Assessment by benchmark
Planned Activity Group (PAG)	1 per 40,000 – 60,000 people	No Council-run PAG	0.28-0.41 PAGs	0.30-0.44 PAGs	Sufficient given the role of other providers
<b>Library</b>					
Library	1 Library per 30,000-60,000 people	1 library	0.28-0.55 libraries	0.30-0.59 libraries	Sufficient
<b>General Spaces &amp; Services (Council-run facilities)</b>					
Community Meeting Space	1 x 1-20 people venue per 4,000 people	7 rooms	4.13 rooms	4.42 rooms	Review current provision
	1 x 21-50 people venue per 8,000 people	1 room	2.06 rooms	2.21 rooms	Additional space required
	1 x 51-100 people venue per 8,000 people	1 venue	2.06 venues	2.21 venues	Sufficient given the role of other providers
	1 x 101-200 people venue per 8,000 people	2 venues	2.06 venues	2.21 venues	Sufficient
	1 x 200+ venue per 20,000 people	1 venues	0.83 venues	0.89 venues	Sufficient
Services for young people	1 per 10,000 people	1 service	1.65 services	1.77 services	Additional space required
Youth space	1 per 8,000 people	0 dedicated spaces	2.06 spaces	2.21 spaces	Additional space required
Multi-purpose community centre	1 per 8,000-10,000 people	1 Council-run community centres	1.65-2.06 multi-purpose community centres	1.77-2.21 multi-purpose community centres	Additional space required

#### 4.5 Community Values Analysis

The final step of the Building Blocks approach considers community values and aspirations for social infrastructure. The following re-presents the community values established for Moe and Newborough. These values were prepared based on feedback from the community, Community Reference Group and Council Officers.

- Provide a range of facilities and spaces which support people of **diverse ages and life stages** to live in and visit Moe and Newborough
- Support **opportunities for education, training and skills development**
- Encourage residents to live **healthy and active lifestyles**
- Ensure social infrastructure is **accessible** in terms of design, location, cost and connection to sustainable transport modes
- Provide **inclusive and sustainable services and facilities** which respond to community needs and aspirations across different life stages
- Ensure there are places for people to **formally and informally come together to socialise**
- Facilitate access to and education in current **technology**
- Encourage opportunities for **intergenerational** facilities and programs
- Promote **community awareness** of local facilities, programs and events through access to information and knowledge sharing.

These values have informed the needs analysis (presented in the following section) as well as the Social Infrastructure Delivery Model.

It is recommended that Council continue to monitor these values to ensure that they are still relevant for the local Moe and Newborough communities.



#### 4.6 Summary of Key Findings by Service Area

The following describes the key findings from the social infrastructure audit, capacity analysis and application of benchmarks contextualised with the community values and aspirations articulated by the people of Moe and Newborough.

It discusses emerging future needs for social infrastructure across Moe and Newborough.

##### 4.6.1 Health facilities and services

There are currently three Council-owned and run facilities that offer maternal and child health care services in Moe (Moe Heights and Moe P.L.A.C.E.) and Newborough (Murray Road Maternal and Child Health Centre). Maternal and child health care service requirements are based on the number of babies born each year, and services are delivered for children aged 0-3 years old. Council also offers in-home care as an outreach service.

Based on current provision ratios, existing maternal and child health care services are adequate to meet the current demand. Strong community feedback was received to support continuation of Council's three existing facilities, based on the need for facilities to be local and walkable for people with young children and infants.

##### Distribution and type of health facilities and services

Existing health facilities and services are clustered around the Moe and Newborough town centres except for the Moe Heights Maternal and Child Health Centre. For the most part, these services are located in close proximity to bus services.

It is acknowledged that the study area contains a broad range of health specialists, including physiotherapists, optometrists, pathologists and chiropractors. The capacity analysis contained in this report does not include an audit and capacity assessment of these diverse services. Rather, it has focussed on the general medical facilities supporting the community.

There is currently a strong demand for health facilities. Services are typically used by local residents, as well as people from surrounding townships, located within and outside Latrobe City. Most medical centres are nearing capacity.

Many health services offer outreach (home-based) care, reducing people's need to travel. However, some services operate using a regional model and therefore require residents of Moe and Newborough to travel elsewhere to access particular specialists (e.g. accessing specialists and consultants as the Consulting Suites at Latrobe Regional Hospital or Warragul Hospital).

##### 4.6.2 Educational facilities

There are currently 10 kindergarten rooms provided across five Council-run preschool facilities. Demand for preschool places is calculated based on the number of children aged 4-years-old, annually. Facility design requirements are established by the State government, through the Department of Education and Early Childhood Learning (DEECD).

There is capacity within existing primary and secondary schools to accommodate the likely predicted population growth.

**Distribution and type of education facilities**

Moe and Newborough contain a range of educational facilities, from preschool to secondary school and tertiary education

There are currently enough preschool places to accommodate existing demand. Some sessions are operating at capacity, while others are nearing maximum participant numbers. Many facilities could accommodate additional enrolments if session programming was amended. Like maternal and child health care, preschool location is an important factor for parents of young children; and local, walkable facilities are in demand (i.e. people want to attend the preschool they can walk to).

The capacity of a facility to increase its enrolment numbers is linked to the way sessions are designed to meet the required hours of attendance (e.g. fewer days, longer hours, versus more days, shorter hours). The number of days per session per facility can therefore be altered using programming to accommodate more students – up to the maximum number based on each facility.

There is currently strong demand for educational facilities for the early years age cohort, with most local preschools nearing capacity based on current delivery models and the number of students enrolled. There has been some demand for before and after preschool care, which is currently only provided at Moe P.L.A.C.E.

Seven (7) primary schools and one (1) secondary school operate in the area, all with capacity to accommodate additional students. Further education is provided at the Yallourn Campus of Federation Training, Gippsland Employment Skills Training (GEST), Moe Neighbourhood House and through Life Skills Education Victoria, of which Moe Life Skills is a registered training provider. Educational facilities and services are primarily used by local residents as well as some households from the surrounding townships.

Baringa Special School, due to its specialist nature, has a wide catchment with students from as far as Trafalgar, Traralgon, Glengarry and Toongabbie. This facility is currently operating at capacity, with limited scope to accommodate additional children.

The community have expressed the importance of ensuring that social infrastructure provides opportunities for all members of the population to develop new skills, learn and contribute to society.

**4.6.3 Support services**

There are two childcare facilities in the study area- one managed by Council and one privately run childcare facility.

Council does not currently run any services for older people from its facilities in Moe and Newborough, but provides facilities to be used by community groups (e.g. Moe Senior Citizens' Centre). Other services (e.g. Meals on Wheels) are currently being provided by third parties. Home and Community Care (HACC) services are provided by Council, and these operate as outreach services where staff will visit and assist people in-home.

According to research conducted for this project, there may be a desire for additional spaces designed specifically inclusive of the needs for older people in future. Existing centres like the Moe and Newborough Senior Citizens Centre (owned, but not run, by Council) are located locally, but are not considered fit-for-purpose (e.g. cold in winter, hot in summer).

**Distribution and type of support services**

Support services provided in Moe and Newborough include child care centres, retirement villages and aged care, Meals on Wheels and Headway Gippsland (support for people with acquired brain injuries).

The only facility which is reported to be nearing capacity is the ACSAG Narracan Gardens Nursing Home in Moe. It is noted that a planning permit has recently been issued for the development of a new aged care facility on Albert Street, Moe. The facility is currently under construction and will comprise 144 beds over a single storey building with single and larger rooms. It will offer respite care, opportunities for ageing in place, high-needs care and a separate, secure dementia unit. A new aged care facility, the Moe Community Aged Care Facility, is currently proposed to be open in Moe (c. November 2018), and will have 144 beds.

Moe Neighbourhood House also offers Learn Locals accredited programs. 'Learn Locals' is a pre-accredited training program that provides job training and adult support skills. At present, there are accredited programs being run from the Lowanna College Education facility, Moe Community Groups Hub and High Street Community Hub (Moe Life Skills). Across Moe and Newborough, the Learn Locals program supports many residents and visitors. The overall capacity of the program is unknown due to the number of venues and service providers.

The user catchment for services varies. Most are predominantly used by local residents. However, there are examples where infrastructure is servicing residents from outside the study area.

#### 4.6.4 General facilities and meeting rooms

According to Council's facilities database, a number of general facilities in Moe and Newborough are available for public hire and can be used as general meeting spaces. In addition, facilities like the new Frank Bartlett Memorial Library and Moe P.L.A.C.E. have meeting rooms available for hire.

Based on the existing and forecast population for Moe and Newborough, there may be a need for additional medium sized meeting rooms and an opportunity to evaluate the number of smaller meeting rooms. However, as detailed below, many general facilities and meeting rooms across Moe and Newborough are in older buildings that have limited storage or climate control capacity to create fit-for-purpose experiences as community needs change in the future.

A dedicated youth space has been identified as a gap in the current provision. This finding was reinforced by community consultation that indicated a strong desire for a youth-oriented space in the study area.

#### Distribution and type of general facilities and meeting rooms

Moe and Newborough contain a variety of meeting spaces, community centres and senior citizen centres. It is noted that meeting spaces are available within many of Council's facilities. Typically, Council-owned meeting spaces can take many different forms, including dedicated halls, small to large spaces within multi-purpose community facilities and spaces within higher order community facilities such as libraries, cultural centres, leisure centres and civic centres.

The Moe Service Centre and Library contains several meeting rooms that can host up to 20 people. Among these some multi-purpose rooms can be adjusted to accommodate more people (divider walls removed). There are also informal break-out spaces within the Service Centre and Library that can be used without a booking. The formal meeting spaces can be hired for a fee, and while popular there is still capacity to accommodate more groups within the building's booking program.

The Moe Community Groups Hub (former Moe Library and Service Centre) is currently used by Gippsland Employment Skills and Training (GEST) for adult education. This space also has some meeting rooms available for hire. The Moe Community Groups Hub hosts several community groups and can be hired for a range of occasional activities, including accredited skills training, temporary client services (e.g. NDIS), events and meetings for social interest groups.

There is scope for the new library building to accommodate more users. Partnerships with the new Moe Service Centre and Library through Council ownership means some tenants seeking space at the Moe Community Groups Hub have been successfully accommodated in the new building, if more fit-for-purpose. The Moe Community Groups Hub has space to accommodate more one-off bookings both during the day and in the evenings.

Many spaces across Moe and Newborough accommodate regular meetings from a range of community groups. Some spaces are exclusively used by community groups, such as the Scout Hall in Moe. The old Moe Court House houses the Moe Historic Society and museum, but the facility is not available to hire for other purposes.

Larger meeting spaces (able to accommodate 80+ people) are available in the Monash Soccer Club pavilion, Moe Town Hall, Yallourn Newborough RSL, Moe RSL, Moe Racing Club, Ted Summerton Reserve and Moe P.L.A.C.E.

Access to a dedicated youth space has emerged as a key local need through the assessment process.



#### 4.6.5 Libraries

Moe and Newborough are serviced by the recently constructed Frank Bartlett Memorial Library. The library provides core library services as well as acting as a community space, with meeting rooms and informal break-out spaces available to the community. The spaces are attracting users from local and surrounding area.

##### Distribution and type of libraries

The Frank Bartlett Memorial Library and Moe Service Centre on George Street in Moe was recently built, opening in June 2016.

A range of programs operate out of the library including Storytime, digital literacy training, older adult exercise programs and family tree training workshops. The library also offers free Wi-Fi, study areas and typical library and service centre functions.

The library is a highly valued and well utilised service. Since its redevelopment, visits to the facility have increased by up to 800 visits per week, compared to the former library. There is demand for more programs focused on adult and digital literacy, as well as spaces specifically designed for young people and the elderly, which could be accommodated in the library in the next phase of development.



View from the Moe Library



## 5.1 Overview

The following presents the Moe and Newborough Social Infrastructure Delivery Model. This model seeks to take the benchmarks and standards presented in this document, as well as the aspirations articulated by the community, and provide guidance regarding the spatial distribution and locational attributes of social infrastructure.

The model contains four levels of community infrastructure: Neighbourhood, District, Municipal and Regional. The types of services and facilities delivered at each level differ and cater for different populations or 'catchments'. The different levels of community infrastructure in the Social Infrastructure Delivery Model are described below and Table 5 describes their key attributes.

- **Neighbourhood** - the smallest scale in the Social Infrastructure Delivery Model. It includes local services and facilities that people need to access regularly or those required by families and children. Neighbourhood level social infrastructure is generally located within walking distance of people's homes.
- **District** - generally applies to a town (e.g. Moe or Newborough). Social infrastructure at this scale includes services people need to access less regularly or are accessed by only some members of the community (e.g. youth, older people). District level social infrastructure is a larger scale and used by a wider catchment of residents than the neighbourhood level.
- **Municipal** - comprises purpose-built facilities which service all residents of Latrobe City. Some of these facilities may be located in Moe and Newborough, while others will be in other parts of the municipality.
- **Regional** - includes large state-of-the-art purpose-built facilities such as the Moe Library and Service Centre or Latrobe Performing Arts Centre, which service people from across the Gippsland region.

As highlighted in Table 5, public transport connections between Latrobe's networked cities are critically important for residents to be able to access municipal or regional scale social infrastructure.

Although beyond the scope of this Plan, it is noted that the time of writing, Latrobe City Council is advocating to the State Government to reinstate the bus connection between Newborough and the Latrobe Regional Hospital in Traralgon, which was recently changed. The change has meant residents without a drivers' licence or seeking public transport connections to Traralgon and Morwell, particularly from Newborough, face too many changes and an unreasonable time commitment to use public transport. This concern from the community was raised numerous times during consultation throughout the project.

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**Table 5 - Social Infrastructure Delivery Model Key Attributes**

AREA	SCALE	POPULATION CATCHMENT	ACCESSIBILITY	NOTE
<b>Neighbourhood</b>	<ul style="list-style-type: none"> <li>Local scale</li> </ul>	<ul style="list-style-type: none"> <li>Facilities/services most people need to access regularly</li> <li>Facilities/services needed by families and children</li> </ul>	<ul style="list-style-type: none"> <li>Services and facilities will be within a 400-800m walking distance of homes (5 to 10-minute walk)<sup>4</sup></li> </ul>	<ul style="list-style-type: none"> <li>This Plan considers four neighbourhoods in the district: North Moe, South Moe, Newborough and Lake Narracan</li> </ul>
<b>District</b>	<ul style="list-style-type: none"> <li>May be larger scale than those at the Neighbourhood level</li> </ul>	<ul style="list-style-type: none"> <li>Facilities/services people need to access less regularly</li> <li>Accessed by only some members of the community (e.g. youth or older people)</li> </ul>	<ul style="list-style-type: none"> <li>Moe and Newborough</li> <li>Will be within walking distance for some people,</li> <li>Others may need to drive or use public transport to access</li> </ul>	<ul style="list-style-type: none"> <li>District-level social infrastructure should be provided at a walkable distance where possible, and positioned to take advantage of public transport links</li> </ul>
<b>Municipal</b>	<ul style="list-style-type: none"> <li>Purpose-built facilities to service all residents of Latrobe City</li> </ul>	<ul style="list-style-type: none"> <li>All residents of Latrobe City Council</li> </ul>	<ul style="list-style-type: none"> <li>Some located in Moe and Newborough and some are located within other parts of Latrobe City</li> <li>Most people will need to drive or catch public transport to access</li> </ul>	<ul style="list-style-type: none"> <li>Public transport important – particularly train access and bus services to Morwell and Traralgon</li> </ul>
<b>Regional</b>	<ul style="list-style-type: none"> <li>Large scale, purpose-built facility/service</li> <li>Services people from across the Gippsland region</li> </ul>	<ul style="list-style-type: none"> <li>All residents in Gippsland region</li> </ul>	<ul style="list-style-type: none"> <li>Some may be located in Moe and Newborough and some are located within other parts of the City or the Gippsland region</li> <li>Most people will need to drive or catch public transport to access</li> </ul>	<ul style="list-style-type: none"> <li>Public transport important – particularly train and bus access to Morwell and Traralgon</li> </ul>

<sup>4</sup> The 400-800m comfortable walking distance measurement is taken from the Heart Foundation's *Healthy by Design* distance for access to destinations or land uses. This benchmark recommends having land uses within a walkable distance is intended to allow residents to undertake and fulfil a variety of daily activities and needs (i.e., live, work, play) in their neighbourhood. For more information about the *Healthy by Design* approach, refer to the Heart Foundation's *Healthy by Design* website: [www.healthyactivebydesign.com.au](http://www.healthyactivebydesign.com.au). It is noted that for some users, alternative arrangements such as driving may still be needed to access services at the neighbourhood level. Other design and streetscape considerations are also required to support people of all abilities, where a 400m distance may be too far to walk.



Table 6 presents the services and facilities that should typically be provided at each tier at a minimum. The delivery model is cumulative and therefore the extent and scale of social infrastructure increases from neighbourhood to regional. The model seeks to support walkable, inclusive and active communities, balanced with achieving financially viable facilities and services.

**Table 6 – Social Infrastructure Model**

NEIGHBOURHOOD	DISTRICT	MUNICIPAL	REGIONAL
<b>Expected population for this catchment: 5,000 - 10,000 residents</b>	<b>Expected population for this catchment: 10,000 - 30,000 residents</b>	<b>Expected population for this catchment: 30,000+ residents</b>	<b>Expected population for this catchment: 50,000+ residents</b>
<ul style="list-style-type: none"> <li>• Maternal and Child Health</li> <li>• Preschool</li> <li>• Playgroup</li> <li>• Long day care</li> <li>• Out of school hours care</li> <li>• Primary school</li> <li>• Health services (where feasible)</li> <li>• Local community space</li> <li>• Local notice board</li> </ul>	<ul style="list-style-type: none"> <li>• Health services</li> <li>• Secondary school</li> <li>• Independent primary school (where feasible)</li> <li>• Independent secondary school (where feasible)</li> <li>• Occasional child care</li> <li>• Local youth space</li> <li>• Community space</li> <li>• Neighbourhood house</li> <li>• Education/ employment facilities and services (if feasible)</li> <li>• Residential aged care</li> <li>• Home and community care</li> <li>• Planned Activity Group (PAG) facility</li> </ul>	<ul style="list-style-type: none"> <li>• Higher order community centre</li> <li>• Community based health precinct (providing outreach)</li> <li>• Dedicated youth space</li> <li>• Civic centre</li> <li>• Other independent schools</li> <li>• Medicare and Support Services</li> </ul>	<ul style="list-style-type: none"> <li>• High order performing arts facility</li> <li>• University/ TAFE</li> <li>• Hospital (community-based health services)</li> <li>• Special educational needs school</li> </ul>



This Plan has been prepared during a time of transition and change for Latrobe City. The municipality's economy is restructuring, and the population is changing. New industries are emerging, and the City is seeking to attract new residents of all life stages.

The vision and values presented in the previous chapter articulate the community's aspirations for the type, extent and delivery of services and facilities needed in Moe and Newborough now, and into the future. Community input has also informed the recommendations presented in this Plan.

This section presents analysis and recommendations for social infrastructure provision over the next 20 years which seek to address gaps in existing service provision, respond to future population and demographic change and embed community values.

## 6.1 Overview

The Moe and Newborough area has a stable population, which will grow slightly over the next 20 years. Moe and Newborough are currently well serviced by a range of social infrastructure which performs an important role locally as well as servicing the surrounding residents of the district. Importantly existing social infrastructure is well distributed across the study area, supporting walkable access to key local facilities and services.

As the population of Moe and Newborough grows and changes, it will be important that social infrastructure is able adapt to the evolving needs of the community and emerging delivery models. It will also be important that a range of affordable and accessible programs and spaces are provided across the townships to support the health and wellbeing of residents, foster local identity and encourage social connections.

The Social Infrastructure Delivery Model presented in Chapter 4 has been developed to inform the type, scale and distribution of facilities and services to support planning for the provision of social infrastructure across Moe and Newborough now and in the future. As outlined previously, the model contains four levels with recommended services and facilities that should be provided to support community health, wellbeing and social inclusion. These recommendations are based on existing benchmarks and best practice and are informed by the community values that underpin this plan. The four levels include:

1. Neighbourhood (local scale)
2. District (Moe and Newborough)
3. Municipal (Latrobe City Council area)
4. Regional (the Gippsland region).

This chapter provides an assessment of current and future social infrastructure requirements for Moe and Newborough, applying this model. It provides an analysis of existing community infrastructure,

It is designed to provide recommendations that can be tailored to achieve financially viable outcomes balanced with community needs.

## 6.2 General Recommendations

The following general recommendations are made to improve the extent, efficiency and quality of social infrastructure provided across Moe and Newborough. The following recommendations are aimed at providing Council with a strong evidence base to inform the long-term management of their assets and ensure that the spaces they provide meet the needs of service providers and community expectations.

### Periodically Review Meeting Spaces to Understand Availability and Utilisation

There are a wide range and scale of general meeting rooms that are available for hire. Based on the application of benchmarks, the study area would appear to be oversupplied with meeting spaces. However, more detailed information regarding the programming and use of these spaces is required.

Community feedback throughout this project has highlighted varying fee structures, amenities and rates of use. It is also noted that different leasing arrangements are in place across different spaces and groups. These arrangements can be prohibitive to holding meetings and events. Access to storage has also been frequently cited as an issue for existing community groups, particularly at the Moe Community Groups Hub and by the Moe & District Historical Society.

It is recommended that Council periodically review the use, programming and condition of meeting spaces at Council facilities to assist in prioritising upgrades and improvements. This could be through a survey or similar. Such a program could be developed over the longer-term and by creating partnerships with local user groups to have co-ownership and responsibility over the information-gathering process.

Opportunities to enable collaboration and innovation in many of the halls and meeting spaces around Moe and Newborough should be explored, and could be well supported by providing Wi-Fi connectivity, and improved climate control and acoustics in some facilities.

Over the longer-term there may be benefits in Council providing a centralised booking system for its community meeting spaces.

### Undertake Integrated Service Planning across Council

A range of Council departments undertake annual service planning to ensure that the range of programs and services provided meet the changing needs of the community. It is recommended that Council develop and implement a process that coordinates with asset planning and management.

This could provide information about the utilisation of Council facilities and spaces, analysis of the quality and condition of spaces and any future upgrades required. Likewise, this information would assist Council in determining over time where spaces could be decommissioned or re-purposed.



### 6.3 Neighbourhoods

The neighbourhood level is the smallest scale in the Social Infrastructure Model. It includes local services and facilities that people need to access regularly or those required by families and children. Neighbourhood level social infrastructure is generally located within walking distance of people's homes.

This Plan contains four neighbourhoods: North Moe, South Moe, Newborough and Lake Narracan.

The following sections contain an assessment of current social infrastructure provision and future requirements for each of the four neighbourhoods identified across Moe and Newborough.

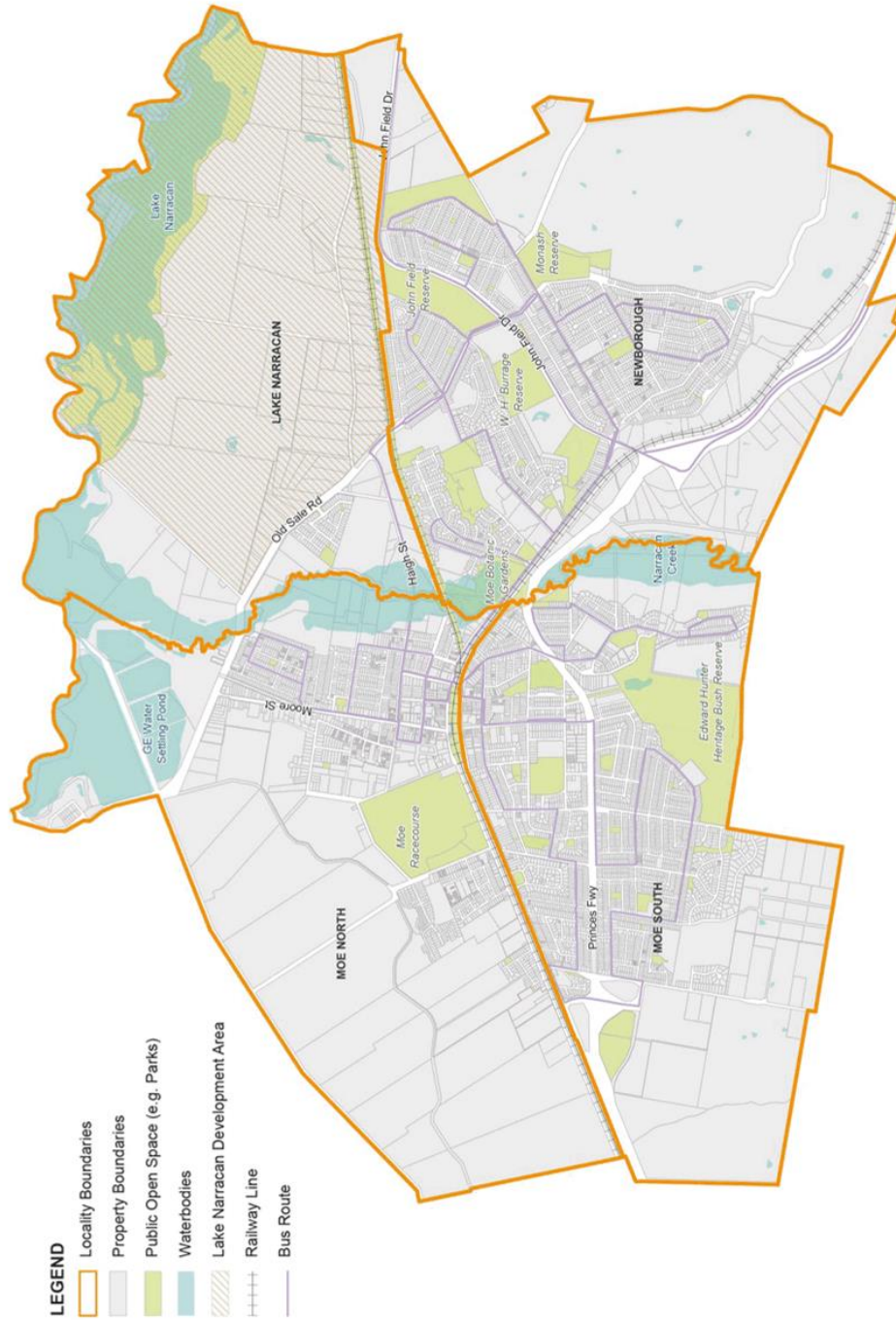
The neighbourhood areas were defined through analysis of physical attributes (e.g. train line, natural features). In addition, each neighbourhood area contains approximately 2000-3500 residential lots and therefore has similar sized populations.

The boundaries of the four neighbourhoods are outlined on the following map (Figure 7).



Moore Street, Moe

Figure 11 – Neighbourhoods



## 6.4 North Moe

The North Moe Neighbourhood is bound by the railway line to the south, Old Sale Road to the north, Narracan Creek to the east and the municipal boundary to the west. The Neighbourhood contains Moe's Town Centre and Train Station. Figure 7 illustrates the extent and distribution of existing social infrastructure provision in the Moe North Neighbourhood.

Residents living close to the town centre have a high level of service through the provision of a wide range of facilities and services. Social infrastructure provision is more limited in the outer-northern and western extents of the neighbourhood, however, the population density towards the edges of the neighbourhood also reduces. It is also noted that there is some industrial and commercial development concentrated in these areas.

### 6.4.1 Current Social Infrastructure

The following table summarises the existing supply and capacity of social infrastructure in the North Moe neighbourhood. Refer to Section 3.3 (Consideration of Benchmarks) and Section 4.4 (Application of Benchmarks) for a detailed assessment of infrastructure against industry benchmarks.

INFRASTRUCTURE	PROVISION	SERVICE PROVIDER	COMMENTS/ FEEDBACK
<b>Maternal and Child Health</b>	✓	Council	<ul style="list-style-type: none"> <li>Services are predominantly operated from Moe Heights Maternal and Child Health Centre (in the South Moe neighbourhood area)</li> <li>Space available for Maternal and Child Health services to be provided within the new Library building (no current demand for services to be moved from existing facility)</li> </ul>
<b>Preschool</b>	✓	Council-run facility: Moore Street Preschool	<ul style="list-style-type: none"> <li>Moore Street Preschool has capacity to accommodate more children in existing sessions</li> <li>There is potential to accommodate more enrolments in the existing facility by changing the current delivery model</li> </ul>
<b>Playgroup</b>	✗	<p>Albert St Primary School currently runs a playgroup (in partnership with Good Beginnings)</p> <p>Koorie Playgroup runs from the Moe Heights Maternal and Child Health Centre</p>	<ul style="list-style-type: none"> <li>Not a Council-run service</li> <li>There are a number of Council-owned meeting spaces available throughout the area that could host this activity</li> </ul>
<b>Long day care</b>	✓	Two Council-run facilities in Moe: Moe Early Learning Centre and Moe Heights	<ul style="list-style-type: none"> <li>Two (2) centres both with capacity to accommodate more children.</li> </ul>
<b>Primary school</b>	✓	Government primary school	<ul style="list-style-type: none"> <li>Albert Street Primary School</li> </ul>

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INFRASTRUCTURE	PROVISION	SERVICE PROVIDER	COMMENTS/ FEEDBACK
<b>Out of school hours care</b>	✓	Privately run facility (non-government)	<ul style="list-style-type: none"> <li>The Bluebird Child Care currently provides an out of school hours care service.</li> <li>Feedback from providers and community surveys has indicated parents often comment that they would like more opportunities for out of hours preschool and school care at their local preschool/school</li> <li>This service is partly provided by a Council-run 'Family Day Care' program</li> </ul>
<b>Health services (where feasible)</b>	✓	Privately (non-government) run facilities (other than Council-run Maternal and Child Health Care, as above)	<ul style="list-style-type: none"> <li>Range of general and specialist health services</li> <li>GP is at capacity and new patients have challenges getting appointments</li> <li>Home and Community Care (HACC) and health services have limited capacity, and some are not taking new appointments</li> <li>It is difficult to attract and retain GPs locally</li> </ul>
<b>Local community space</b>	✓	Council-run general facilities such as the Community Groups Hub Some privately-operated facilities also offer hireable meeting rooms	<ul style="list-style-type: none"> <li>A range of private and Council operated meeting spaces that offer outreach services as well as spaces for hire</li> <li>Moe Community Groups Hub is generally busy during the day, with space for casual bookings available most days and in the evenings</li> </ul>
<b>Local notice board</b>	✓	Council-run at new Library/ Service Centre	<ul style="list-style-type: none"> <li>A noticeboard is currently provided at the Moe Library and Service Centre on George Street, but is not very visible unless specifically visiting the library or service centre</li> </ul>

As highlighted above and illustrated at Figure 8 (below), the North Moe neighbourhood supports a wide range of local-scale services to residents in the area.

The Moore Street Preschool has capacity to accommodate additional students, in existing sessions as well as by modifying the service delivery model within the existing building.

Local GPs, some specialist health services and the local community space provided at the Moe Community Groups Hub (former Moe Library and Service Centre) reported that they have the capacity to accommodate more demand. Based on community feedback, it can be difficult to get appointments with GPs (especially for new patients), while some services are currently at capacity and not accepting new patients. This is a common challenge for regional communities, in attracting and retaining highly skilled and specialised labour.



Other higher order facilities and services available in the neighbourhood include:

- Two (2) Retirement and aged care facilities, with a third currently under construction on Albert/Haigh Streets, including Querencia Latrobe City which has proposed to build independent living units in Mena Street, Moe
- Adult education and skills training as well as a range of other programs, activities and groups are provided at the Moe Community Groups Hub.
- The new Frank Bartlett Memorial Library and Moe Service Centre.

The Frank Bartlett Library opened in 2016 and is a state of the art facility. The space contains consulting rooms, public meeting rooms, a community kitchen and a range of Council services.



*Albert Street Primary School*

#### **6.4.2 Considerations for the Future**

Based on the above and community values this Plan makes the following recommendations for social infrastructure:

##### **Establish Local Information Space**

A key gap in social infrastructure provision in the North Moe neighbourhood is a local information board. A key outcome from consultation, reflected in the community values developed for this Plan, relates to increasing community awareness of local facilities, programs and events to enhance local knowledge, participation and pride in the area.

A noticeboard is currently provided at the Moe Library and Service Centre on George Street, but is not very obvious unless specifically visiting the library or service centre. The noticeboard/information space should be highly visible and frequently updated. There is also potential that such a service could be digitised, enabling live updating via online content – people could then also access that database for more information.

During public consultation, there was strong advocacy from the local community for establishing a local information space at the eastern extent of the library building. This area is currently vacant and highly visible, especially to pedestrians accessing the train station. It is noted that the library is currently seeking a tenant for this space. Therefore, there is potential to establish a temporary pop-up community information resource in this area in the short term, while a longer-term tenant is being sought.

**Explore Out of School Hours Care**

Feedback received from community and stakeholder consultation indicate that families are seeking greater assistance with out of school hours care than in the past, even when one parent is working from home or fulfilling the role of primary carer. It is recommended that Council further explore the demand for this program and potential delivery models.

**Expand Local Intergenerational Program**

The population of Moe and Newborough is forecast to be the oldest of all the towns comprising Latrobe's networked city by 2031. As such there is a need to ensure older residents in Moe and Newborough are engaged and active into the future. This is reflected in the Plan's community value associated with promoting intergenerational facilities and services.

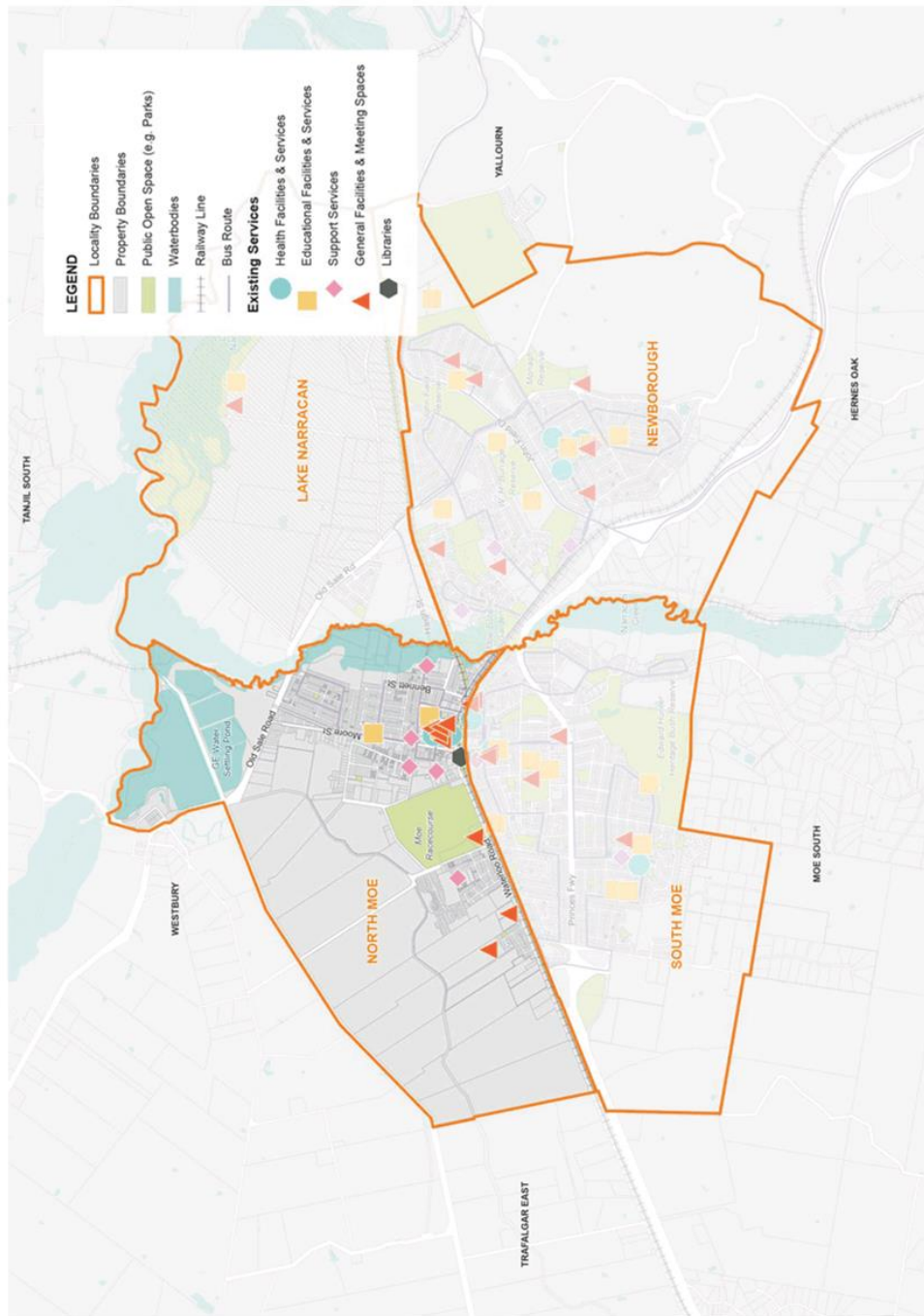
There are early years' services, a primary school and an existing and proposed retirement home and aged care facility clustered around Haigh and Albert Streets. Latrobe Community Health Service (Fowler Street, in the south Moe Neighbourhood) currently works with Albert Street Primary School in North Moe, whereby their clients support the Early Years' Oral Language Program. There is an opportunity to expand this program, capitalising on the proximity and walkability of nearby facilities and services. Suggestions for this program include an intergenerational community garden, arts program or song and story-time.

**Explore Computer Literacy Program at the Library**

A recurrent theme from consultation was the need for local residents to have access and education in technology. It is also understood that there is currently a high demand for digital literacy programs at the Moe Library and Service Centre. Library staff provide the service as part of their roles but there is enough demand for a full-time program to be run.

It is recommended that Council explore potential funding opportunities to deliver a low or no cost program locally. There may also be an opportunity to partner with existing Learn Local service providers who could run an outreach program using the Library's resources or offer the program from the Moe Community Groups Hub or High Street Community Hub. These facilities already provide a range of skills-building programs. Based on community feedback, affordability is a key factor that should be considered as part of any new program development at the library.

Figure 12 – North Moe Local Area, with Facilities as at November 2017



## 6.5 South Moe

The South Moe Neighbourhood is bound by the Edward Hunter Heritage Bushland Reserve to the south, Lloyd Street to the north, Narracan Creek to the east and the municipal boundary to the west. Figure 9 illustrates the extent and distribution of existing social infrastructure provision in the South Moe Neighbourhood.

In this neighbourhood, there are two key clusters of services and facilities; one on the southern side of the train station, towards Langford Street. The other is located around Elizabeth and Margaret Streets.

### 6.5.1 Current Social Infrastructure

The following table summarises the existing supply and capacity of social infrastructure in the South Moe neighbourhood. Refer to Section 3.3 (Consideration of Benchmarks) and Section 4.4 (Application of Benchmarks) for a detailed assessment of infrastructure against industry benchmarks.

INFRASTRUCTURE	PROVISION	SERVICE PROVIDER	COMMENTS/ FEEDBACK
<b>Maternal and Child Health</b>	✓	Council – Moe Heights Maternal and Child Health Care Centre Latrobe Community Health Service and other private GPs	<ul style="list-style-type: none"> <li>Moe Heights Maternal and Child Health Centre services residents across the District</li> <li>Capacity based on annual births – at present no additional demand triggering expansion is anticipated</li> </ul>
<b>Preschool</b>	✓	Council-run facilities	<ul style="list-style-type: none"> <li>Moe Early Learning Centre cannot accommodate additional students under the current delivery model.</li> <li>Moe Heights Preschool has the potential to accommodate more children within existing programs.</li> <li>Both facilities could accommodate greater overall enrolments by varying the current delivery model.</li> </ul>
<b>Playgroup</b>	✓	Playgroup run by St Kieran's Primary School	<ul style="list-style-type: none"> <li>Not a Council-run service.</li> </ul>
<b>Long day care</b>	✓	Council-run facility	<ul style="list-style-type: none"> <li>Moe Early Learning Centre can accommodate additional children.</li> </ul>
<b>Primary school</b>	✓	Privately (non-government) or government-run	<ul style="list-style-type: none"> <li>St Kieran's Primary School, Elizabeth Street Primary School and Moe South Street Primary School.</li> </ul>
<b>Out of school hours care</b>	✓	Privately (non-government) or government-run	<ul style="list-style-type: none"> <li>Moe South Street Primary School offers an out of school hours care program</li> <li>This service is partly provided by a Council-run 'Family Day Care' program</li> </ul>



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INFRASTRUCTURE	PROVISION	SERVICE PROVIDER	COMMENTS/ FEEDBACK
<b>Health services (where feasible)</b>	✓	Privately (non-government) and Council-run	<ul style="list-style-type: none"> <li>Some general and specialist health services available</li> <li>New patients have challenges getting appointments</li> <li>Home and Community Care (HACC) and health services have limited capacity, and some are not taking new appointments</li> <li>It is difficult to attract and retain GPs locally</li> <li>There is currently no GP at the Latrobe Community Health Service (while the after-hours program is provided by local doctors from other local practices)</li> </ul>
<b>Local community space</b>	✓	Some Council-run and hireable facilities in South Moe General facilities and meeting places such as the High St Community Hub (run as profit-for-purpose) also operate in this area	<ul style="list-style-type: none"> <li>Numerous private (i.e. non-government, not-for-profit or profit-for-purpose) and Council operated meeting spaces for hire, all with capacity.</li> </ul>
<b>Local notice board</b>	✗		

South Moe is well serviced by a range of local-scale social infrastructure. An existing gap in provision is in out of school hours care and a community information board. Based on community feedback, it can be difficult to get health care and in-home care appointments with GPs and specialists (especially for new patients), while some services are currently at capacity and not accepting new patients. This is a common challenge for regional communities, in attracting and retaining highly skilled and specialised labour.

The Moe Heights Preschool can accommodate additional children. The preschool program operated through the Moe Early Learning Centre is operating at capacity. There is the potential for these services to accommodate future demand by varying the delivery model in these facilities.

Other higher order facilities and services available in the neighbourhood include:

- Latrobe Community Health Service
- Moe Neighbourhood House
- Baringa Special School
- Moe P.L.A.C.E.
- Life Skills Disability Support and High Street Community Hub.

**6.5.2 Considerations for the Future**

Based on the above, coupled with analysis and community values this Plan makes the following recommendations for social infrastructure:

**Establish Local Information Space**

A key gap in social infrastructure provision in this neighbourhood is a local information board. A key outcome from consultation, reflected in the community values developed for this Plan, relates to increasing community awareness of local facilities, programs and events to enhance local knowledge, participation and pride in the area.

Potential locations for the establishment of this resource are Moe P.L.A.C.E.

**Explore Out of School Hours Care**

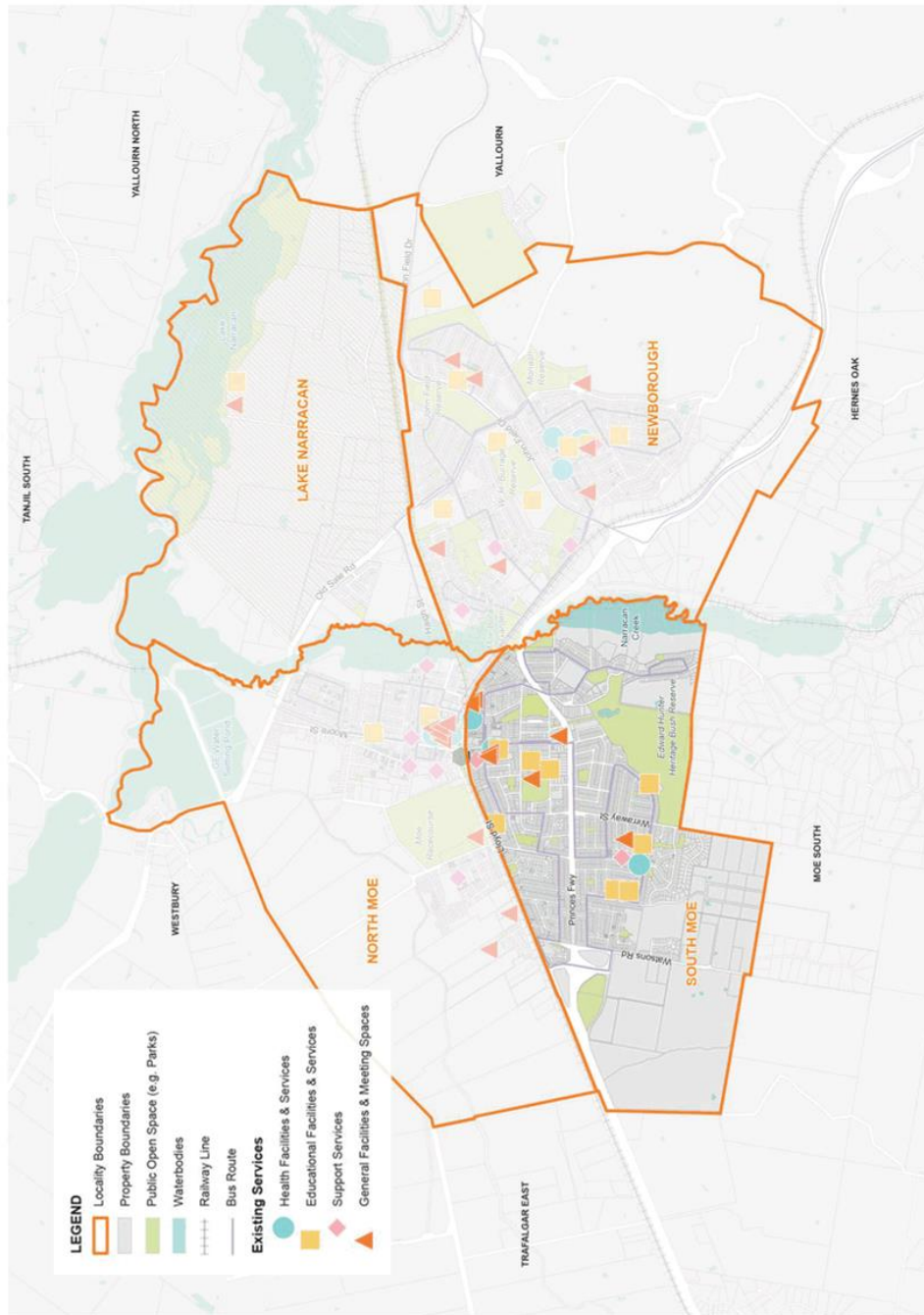
Feedback received from community and stakeholder consultation indicate that families are seeking greater assistance with out of school hours care than in the past, even when one parent is working from home or fulfilling the role of primary carer. It is recommended that Council further explore the demand for this program and potential delivery models.

**Expand Local Intergenerational Program**

The population of Moe and Newborough is forecast to be the oldest of all the towns comprising Latrobe's networked city by 2031. As such there is a need to ensure older residents are engaged and active into the future. This is reflected in the Plan's community values associated with promoting intergenerational facilities and services.

Latrobe Community Health Service (Fowler Street) currently works with Albert Street Primary School (in the northern part of Moe) whereby their clients support the Early Years' Oral Language Program. There is an opportunity to expand this program to this neighbourhood, capitalising on the proximity and walkability of nearby facilities and services. Suggestions for this program include an intergenerational community garden, arts program or song and story-time.

Figure 13 – South Moe Local Area, with Facilities as at November 2017



## 6.6 Newborough

The Newborough Neighbourhood is generally bound by the Railway Line to the north, Haunted Hills Road to the south, Monash Road and Monash Reserve to the east and Narracan Creek to the west. Figure 10 illustrates the extent and distribution of existing social infrastructure provision at Newborough Neighbourhood scale.

This neighbourhood has a central cluster of services and facilities focussed on Rutherglen Road.

### 6.6.1 Current Social Infrastructure

The following table summarises the existing supply and capacity of social infrastructure in the Newborough neighbourhood. Refer to Section 3.3 (Consideration of Benchmarks) and Section 4.4 (Application of Benchmarks) for a detailed assessment of infrastructure against industry benchmarks.

INFRASTRUCTURE	PROVISION	SERVICE PROVIDER	COMMENTS/ FEEDBACK
<b>Maternal and Child Health</b>	✓	Council-run facilities	<ul style="list-style-type: none"> <li>Murray Road Maternal and Child Health Centre</li> </ul>
<b>Preschool</b>	✓	Privately and Council-run facilities	<ul style="list-style-type: none"> <li>Murray Road Kindergarten and East Newborough Preschool are not operating at capacity and could accommodate more children</li> <li>Little Saints Early Learning Centre (privately run) also offers vacation care</li> </ul>
<b>Playgroup</b>	✓	Privately-run (non-government)	<ul style="list-style-type: none"> <li>Privately run program operates from Newborough Primary School</li> <li>Not a Council-run service</li> </ul>
<b>Long day care</b>	✓	Privately provided (e.g. Little Saints Early Learning Centre) (non-government)	<ul style="list-style-type: none"> <li>No Council-run long day care in Newborough</li> </ul>
<b>Primary school</b>	✓	Privately (non-government) or government-run	<ul style="list-style-type: none"> <li>St Mary's School, Elizabeth Street Primary School, Newborough Primary School, Newborough East Primary School</li> </ul>
<b>Out of school hours care</b>	✓	Currently run by Newborough Primary School (Trial)	<ul style="list-style-type: none"> <li>A trial out of school hours care program is currently being provided by Newborough Primary School</li> </ul>
<b>Health services (where feasible)</b>	✓	Privately (non-government) and Council-run	<ul style="list-style-type: none"> <li>Some general and specialist health services available</li> <li>New patients have challenges getting appointments</li> <li>Home and Community Care (HACC) and health services have limited capacity, and some are not taking new appointments</li> <li>It is difficult to attract and retain GPs locally</li> </ul>



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INFRASTRUCTURE	PROVISION	SERVICE PROVIDER	COMMENTS/ FEEDBACK
<b>Local community space</b>	✓	Both privately-owned and Council-run facilities are available for hire in Newborough	<ul style="list-style-type: none"> <li>Numerous private and Council operated meeting spaces for hire</li> <li>Newborough Public Hall is a very popular venue and is often booked by community members</li> </ul>
<b>Local notice board</b>	✓	Noticeboard located on Rutherglen Road but limited visibility	

Newborough is well serviced by a range of local-scale social infrastructure. Based on community feedback, it can be difficult to get health care and in-home care appointments with GPs and specialists (especially for new patients), while some services are currently at capacity and not accepting new patients.

Murray Road Kindergarten and East Newborough Preschool have the capacity to support additional students. There is potential for these facilities to accommodate future growth by varying the current delivery model.

Other higher order facilities and services available in the area include:

- Federation Training, Yallourn Campus
- St Mary's Primary School
- Lowanna College
- Lavalla Catholic College, Presentation Campus (this campus is currently not being used)
- ACSAG Narracan Gardens Nursing Home
- Moe District Meals on Wheels Inc.



*Rutherglen Road, Newborough*

### 6.6.2 Considerations for the Future

Based on the above, coupled with analysis of building condition data and community values this Plan makes the following recommendations for social infrastructure:

#### Improve Community Noticeboard

A community noticeboard is currently displayed on a shop wall on Rutherglen Road, however there may be opportunities to promote local activities in a more prominent way. This could include construction of a new noticeboard in a more visible location or through 'tactical urbanism'<sup>5</sup> around the existing site. There is also potential to engage students from Lowanna College and/or Federation Training in the design and improvement of this space. This could include a public art project, seating area or low-cost gathering space that could feature the noticeboard and community information at its heart.

Improvements to Newborough's community noticeboard is recommended based on feedback received from community members throughout the project. Residents in Moe and Newborough felt there were lots of programs, events and services happening in local facilities but that it was difficult to find good, centralised information.

The community noticeboard is an opportunity to promote these opportunities and enhance local knowledge, participation and pride in the area.

#### Explore Out of School Hours Care

Feedback received from community and stakeholder consultation indicate that families are seeking greater assistance with out of school hours care than in the past, even when one parent is working from home or fulfilling the role of primary carer. Newborough Primary School is trialling an out of hours school care program.

#### Expand Local Intergenerational Program

The population of Moe and Newborough is forecast to be the oldest of all the towns comprising Latrobe's networked city by 2031. As such there is a need to ensure the areas older residents are engaged and active into the future. This is reflected in the Plan's community value associated with promoting intergenerational facilities and services.

Latrobe Community Health Service (Fowler Street) currently works with Albert Street Primary School (in the northern part of Moe) whereby their clients support the Early Years' Oral Language Program.

It is also noted that Café 65 at Narracan Gardens Aged Care Facility is currently run in partnership with Moe Life Skills, with an aim to operate the coffee bar as a training facility and expand training and employment options for participants with disabilities. Participants in Moe Life Skills gain an opportunity to apply skills in a work environment, while residents at Narracan Gardens can form, maintain and extend their social relationships and networks, and remain part of the community through integrating community activities, events and educational programs through the café.<sup>6</sup>

<sup>5</sup> 'Tactical urbanism' refers to low-cost, temporary changes to the built environment that are aimed at improving local neighbourhoods and local gathering spaces.

<sup>6</sup> Moe Life Skills: Information about Café 65 and local stories available from URL: <<https://moelifeskills.com/stories/justin/>>.

There is an opportunity to expand the intergenerational program in this neighbourhood, capitalising on the close proximity of nearby facilities and services. Suggestions for this program include an intergenerational community garden, arts program or song and story-time.

**Explore opportunities for a community space in Newborough**

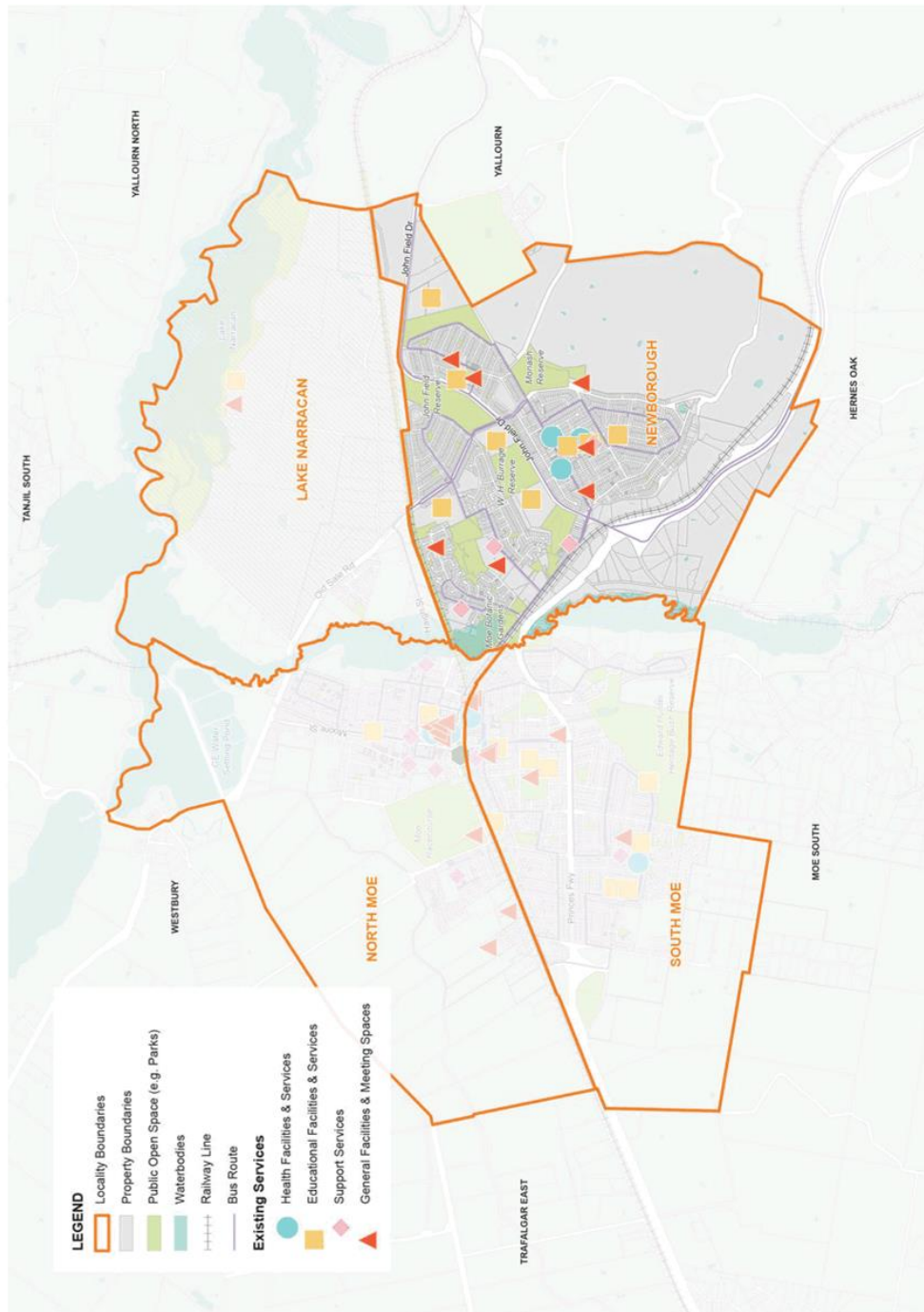
There are a range of community facilities located around Henry White Reserve, near the intersection of Rutherglen Road and Balfour Road. This includes the Murray Road Maternal and Child Health Centre, Murray Road Preschool, Moe and District Meals on Wheels Inc and Newborough Public Hall, each of which is contained in a separate building.

Comments received during project consultation indicated that the Murray Road Preschool and Newborough Public Hall in particular are highly valued facilities that are getting outdated. Furthermore, feedback also indicated that the Newborough Public Hall is a very popular venue and is often booked by community members

In the longer term there is potential to explore opportunities for a community space in Newborough.

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Figure 14 – Newborough Local Area, with Facilities as at November 2017



Ethos Urban with Social Fabric: Planning for your People

80



## 6.7 Lake Narracan

It is noted that the planning for Lake Narracan is being undertaken separately to this Social Infrastructure Plan, and therefore no additional recommendations are being made for the area as part of this Plan. Future social infrastructure to service this new community will be addressed through a separate process.

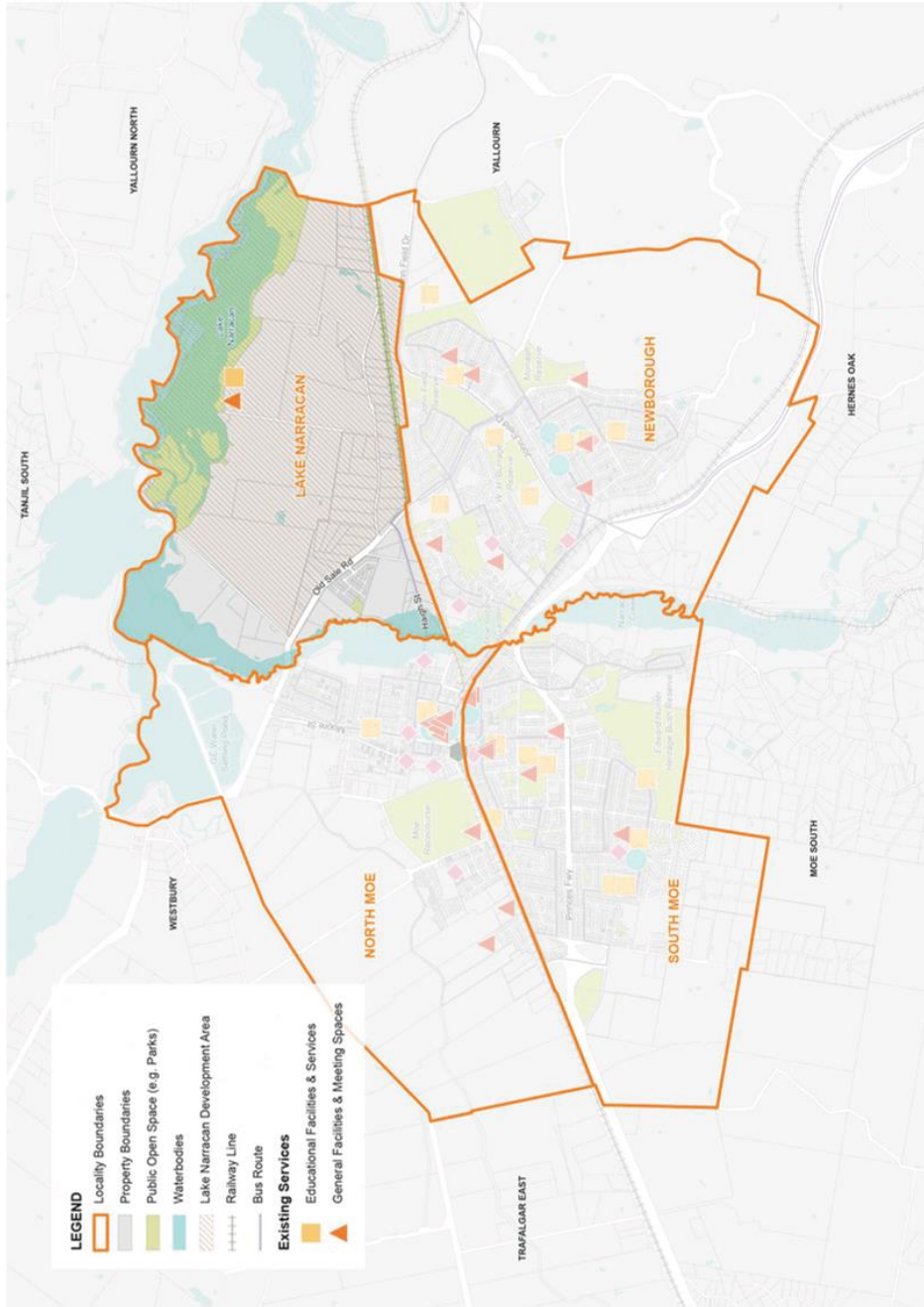
It is projected that the precinct structure plan (planned area) will have approximately 3,723 new lots when fully delivered, and a school and community facilities to service the new population have been proposed throughout the initial planning stages.<sup>7</sup>

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<sup>7</sup> Metropolitan (now Victorian) Planning Authority (2015), *Lake Narracan Precinct Structure Plan*.

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**Figure 15 – Lake Narracan Local Area, with facilities shown as proposed on the existing Precinct Structure Plan (PSP)**



## 6.8 District

This Social Infrastructure Plan includes one district level catchment, comprising the townships of Moe and Newborough. Social infrastructure at this scale generally includes services people need to access less regularly or are accessed by only some members of the community (e.g. youth, older people). District level social infrastructure is a larger scale and used by a wider catchment of residents than the neighbourhood level.

District level social infrastructure will be provided at a walkable distance for some residents, while others may need to drive or use local public / community transport to access it.

### 6.8.1 Current Social Infrastructure Provision

The following table summarises the existing supply and capacity of social infrastructure at the district level. Refer to Section 3.3 and Section 4.4 for a detailed assessment of infrastructure against industry benchmarks.

INFRASTRUCTURE	PROVISION	SERVICE PROVIDER	COMMENTS/ FEEDBACK
Health services	✓	Private and not-for-profit sector	Includes general and specialist health services. <ul style="list-style-type: none"> <li>• Many services are at capacity</li> <li>• Regional health services and specialists are in high demand, and according to community feedback many have long waiting lists</li> </ul>
Secondary school	✓	Government	<ul style="list-style-type: none"> <li>• Lowanna College</li> </ul>
Independent primary school (where feasible)	✓	Private	<ul style="list-style-type: none"> <li>• St Mary's Primary School</li> <li>• St Kieran's Primary School</li> </ul>
Independent secondary school (where feasible)	✗		<ul style="list-style-type: none"> <li>• Lavalla Catholic College has its 'Presentation Campus' in Newborough (currently not operating)</li> </ul>
Occasional child care	✓		
Local youth space	✗		If provided in the future, such service or space could include: <ul style="list-style-type: none"> <li>• Headspace (National Youth Mental Health Foundation)</li> <li>• Ladder (not-for-profit targeting youth homelessness)</li> <li>• Centre for Multicultural Youth (CMY).</li> </ul>
Community space	✓		<ul style="list-style-type: none"> <li>• Moe P.L.A.C.E.</li> <li>• MLS High Street Community Hub</li> <li>• Moe Town Hall - facility is currently underutilised and the layout is not conducive to multipurpose community uses</li> </ul>
Neighbourhood house	✓		<ul style="list-style-type: none"> <li>• Moe Neighbourhood House</li> </ul>

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INFRASTRUCTURE	PROVISION	SERVICE PROVIDER	COMMENTS/ FEEDBACK
<b>Education / employment facilities (if feasible)</b>	✓		<ul style="list-style-type: none"> <li>GEST (Gippsland Employment Skills Training)</li> </ul>
<b>Residential aged care</b>	✓		<ul style="list-style-type: none"> <li>Three aged care facilities, with fourth currently under construction</li> <li>Narracan Gardens Nursing Home is nearing capacity</li> <li>Querencia Latrobe City has proposed to build independent living units in Mena Street, Moe, which would increase the overall offering of residential aged care services in the area</li> <li>Mitchell Grove, a residential estate in the North Moe local area, is currently being developed and includes retirement living ("Mitchell Views"). In future an aged care/retirement village facility will be located adjacent to the estate and there are plans to link this area to central Moe via local community transport services.</li> </ul>
<b>Home and community care</b>	✓		

Moe and Newborough currently contain a broad range of district level social infrastructure, most of which have capacity to accommodate future growth.

The Narracan Gardens Nursing Home is nearing capacity, however there is scope to accommodate future demand in other aged care facilities within the area, noting that a new 144-bed facility currently under construction in Moe.

Many existing general and specialist health providers are nearing capacity and not taking on new patients. A recurrent theme from community consultation was the challenge Latrobe City encounters in attracting and retaining health care professionals.

A significant gap in current social infrastructure provision relates to a meeting and/or gathering space for youth. This was also a key message from community consultation.



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*Newborough East Primary School<sup>8</sup>*

<sup>8</sup>Image source: Newborough East Primary School Facebook Page

### 6.8.2 Considerations for the Future

Based on the above and community values this Plan makes the following recommendations for social infrastructure:

#### Develop a Local Youth Space

The 'youth' population group (aged 10-19 years) currently makes up approximately 12% of the area's population and is forecast to comprise a similar proportion of the community in 2031.

At present, there is a lack of targeted local youth services and spaces to assist and engage young people in Moe and Newborough. This was consistently mentioned in community and stakeholder consultation. Youth Service providers are predominantly located in Morwell. Under this approach it can be difficult for young people without a car to access these spaces and services.

There are a range of opportunities to explore in determining what 'type' of youth space to provide in the district. The Master Plan for the Frank Bartlett Library included the development of a youth-oriented public open space next to the facility, which could be reinvigorated with the help of young people as an action arising from this plan.

Although beyond the scope of this strategy, it was noted during consultation that the existing skate park is in poor condition and not appealing for young people or adults to use. This space is centrally located and well serviced by public transport and retail. There is potential to redevelop this space to appeal to the area's youth.

Consultation should be undertaken with the young people of Moe and Newborough to determine the most appropriate type and location for a local youth space. Considerations need to include ongoing management and operational costs to build sustainability. This group should also be involved in determining the future design and longer-term ownership of any youth space(s). Examples of spaces or services that could be provided locally in the future include: Headspace (National Youth Mental Health Foundation), Ladder (not-for-profit targeting youth homelessness), or the Centre for Multicultural Youth (CMY) and link with the soon to be established State Government funded Youth Space in Morwell.

#### Create an Online Community Information Portal

Access to information emerged as a key message from consultation and initiative of this Plan. Consistent with the community values and in order to complement the neighbourhood level recommendations, it is recommended that an on-line community information portal is established to provide a centralised point of contact regarding local groups, facilities, courses and events.

Based on community feedback, the online information portal could be linked to digital noticeboards placed in key locations throughout the town – responding to the future consideration that local noticeboards be better maintained and located in each local area. Examples of key locations include at the Moe Service Centre and Library (North Moe), at the Elizabeth Street shops (South Moe) and Rutherglen Road (Newborough).

#### Explore Development of a Community Classroom

As highlighted in Case Study 2 (see Appendix A), there are opportunities for Latrobe to run a Community Classroom program within existing facilities, to support opportunities for education, training and skills development. Such a service could be provided in partnership with existing

educational providers (e.g. GEST, Moe Life Skills, Federation University or Federation Training) or new partners to provide such a service i.e. Morwell 3840 Project.

The community has expressed a strong desire for greater opportunities for adult education, training and skills development. The Classroom programs could be designed to respond to different needs in the community, tested in consultation with key groups, for example:

- Short courses,
- Business incubator and skills development
- Courses aimed at supporting parents to work from home/start businesses
- Computer lab and technology skills (e.g. computer literacy and beyond, such as coding or social media workshops).

The Community Classroom could be established within vacant shop fronts in central Moe and Newborough, or share existing facilities such as school computer labs after school hours or on weekends.

It is recommended that a scoping exercise be undertaken with different community groups to establish what key skills people in Moe and Newborough would like to develop in future. This should also consider current Learn Local capability and provision.

## 6.9 Municipal

Municipal scale social infrastructure comprises purpose-built facilities which service all residents of Latrobe City. In the future, some of these facilities may be located in Moe and Newborough, while others will be in other parts of the municipality.

Most people will have to drive to access these types of facilities, but public transport access, particularly to train stations, is important to encourage use by all.

At present Moe and Newborough do not contain any municipal scale social infrastructure. The future provision of such facilities and services should be determined through a municipal wide plan.

Examples of municipal scale social infrastructure include:

- Higher order community centre
- Community based health precinct (providing outreach)
- Youth space
- Civic centre
- Planned Activity Group facility
- Other independent schools.



## 6.10 Regional

Regional scale social infrastructure includes large state-of-the-art purpose-built facilities such as the Moe Library and Service Centre or Latrobe Performing Arts Centre, which service people from across the Gippsland region.

In the long term, some of these facilities may be provided in Moe and Newborough or other parts of Latrobe City, while others might be provided elsewhere in the Gippsland region. Public transport access, particularly by train, is important to connect people to these facilities.

Examples of regional scale social infrastructure include:

- High order performing arts facility
- University/ TAFE
- Hospital (community-based health services)
- Special education school.

At present the Federation Training Yallourn Campus as well as the Baringa Special School are located in Moe and Newborough, which both service a regional catchment.

The Baringa Special School is currently operating at capacity, it educates children aged five to 18 years from across Latrobe as well as surrounding municipalities.

Transport to regional scale infrastructure, particularly the Latrobe Regional Hospital (Traralgon) and Federation University (Churchill) has frequently been cited as an issue by community members in the development of this Plan; specifically, the lack of safe and efficient public transport and connectivity between trains and buses to and from these regional scale facilities.

### 6.10.1 Considerations for the Future

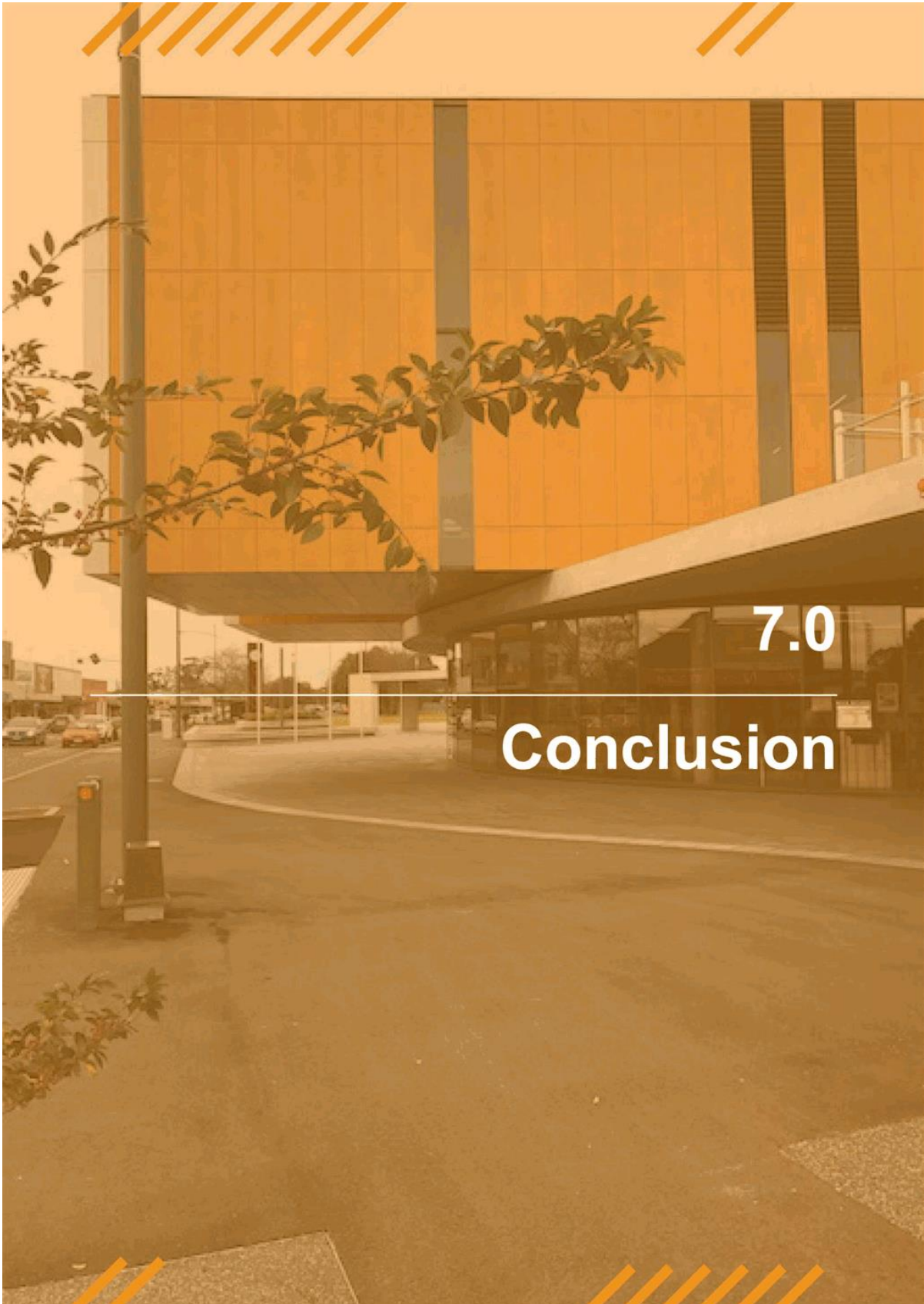
The future provision of regional scale facilities and services should be determined through a City-wide planning study, involving consultation with neighbouring municipalities.

Notwithstanding the following recommendation is made regarding regional scale social infrastructure in Moe and Newborough:

#### Investigate Potential Community Transport Program

Access to regional scale health and educational infrastructure is vital to support the health and vitality of local residents. It is recommended that Council consider working with related services and service providers to identify transport needs and solutions. The focus of this work should consider integrated transport systems to provide more direct and efficient access to/from key facilities and services.

There is potential for this program to be operated in partnership with key service providers / institutions, such as Federation University.



## 7.1 Where to From Here?

This Draft Social Infrastructure Plan includes a range of recommendations to improve and ensure ongoing access to quality social infrastructure across Moe and Newborough over the next 20 years, which are collated below. It is noted that there is likely to be further engagement and investigations required to implement some of these actions, including:

- Targeted consultation with existing service providers and facility operators
- Targeted consultation with particular population groups (e.g. youth)
- Scoping of potential delivery and/or funding partners.

This Plan also advocates that Council continue to investigate and monitor emerging and best practice approaches to community infrastructure delivery. This should include analysis of local, national and international examples and models, further to those presented at Appendix A. This ongoing analysis should seek to inform the development of contemporary and creative options for the future delivery of community infrastructure in Latrobe City, which support integrated and connected service provision, across sectors and ages.

### 7.1.1 Summary of Recommendations

This Draft Social Infrastructure Plan contains the following recommendations for social infrastructure in Moe and Newborough over the next 20 years. The key recommendations and their associated level of priority, being high (1-5 years), medium (6 - 10 years) and low (10 or more years) are outlined below.

Council plays a variety of roles in the delivery of social infrastructure, these include:

- Direct service providers
- Planner
- Advocate
- Partner – through the funding of services / provision of spaces for services, programs or activities to be undertaken by others

Action	Priority	Council's Role	Key Partners
Periodically review community meeting spaces to understand availability and utilisation	High (short term)	Lead	Service providers and facility managers
Integrate service planning with asset management across Council	High (short term)	Lead	
Develop a local youth space	High (short term)	Advocate	Youth groups; community
Establish Local Information Space in the identified neighbourhoods of Moe and Newborough	High (short term)	Lead	
Health care advocacy and promotion of partnerships for service delivery (to implement in	High (shorter term)	Partner	Local and regional service providers;

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Action	Priority	Council's Role	Key Partners
line with Council's <i>Municipal Health and Wellbeing Plan</i> )			other levels of government
Investigate potential community transport program	High (shorter term)	Lead	
Explore feasibility for out of hours school care	Medium	Advocate	DEET and other schools
Expand local intergenerational program	Medium	Partner	Aged care operators, seniors' groups and early childhood service providers
Explore computer literacy program at the library	Medium	Partner	Library; adult education providers
Create an online community information portal	Medium	Lead	
Explore opportunities for a community space in Newborough	Low (longer term)	Lead	Local service providers and facility managers; community
Explore development of a community classroom	Low (longer term)	Partner	Local universities, education providers
Investigate potential community transport program	Low (longer term)	Lead	
Promote the <i>Emergency Relief and Client Support Services</i> pamphlet (containing local information about support services and emergency help) among the community to help build local knowledge about existing services and spaces	Ongoing (currently underway)	Lead	Local service providers and facility managers; community

## 7.2 Implementation and Monitoring

It is recommended that Council review the key assumptions, models and actions of this plan in line with the release of new Census data to ensure they are still relevant and reflect the future needs and aspirations of the local community.

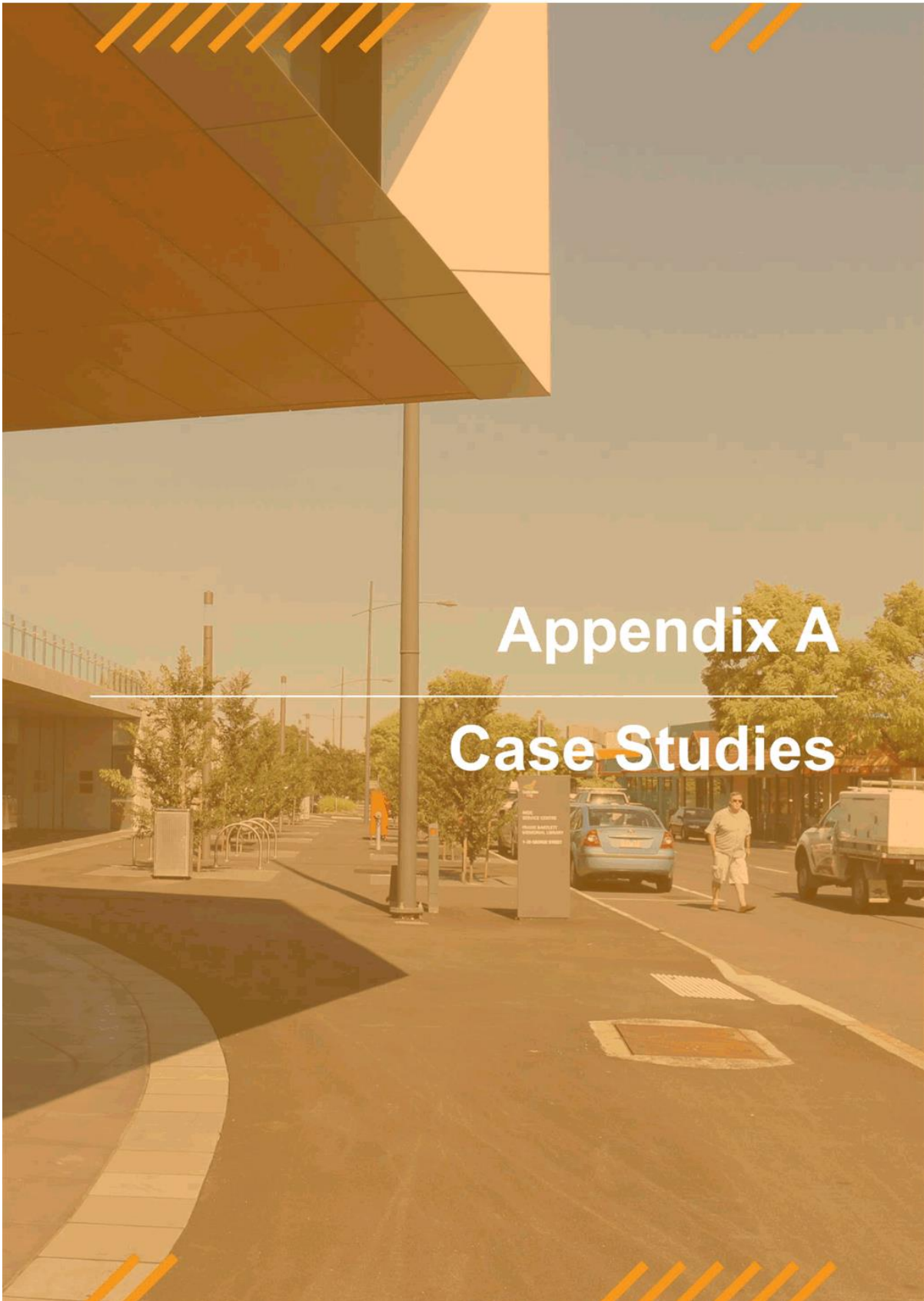


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*Albert Street Primary School*





**CASE STUDY 1: Providence Mount St. Vincent Intergenerational Learning Centre**



The Intergenerational Learning Center (ILC), is located within the Providence Mount St. Vincent Retirement Centre in West Seattle, Washington. The ILC is owned and operated by Providence Health and Services, a private health care provider that combines several organisations under central administration. The centre is based on providing services, support and socialisation between the very old with the very young.

The Providence Mount St. Vincent Retirement Centre caters for people both living independently and needing assisted living services, nursing or in-home care. Uniquely, this facility also contains a licensed child care centre, with space for 125 children (aged between 6 months and 5 years old) which is owned and operated by the retirement home and Providence Health and Services. The centre operates five days a week, from 6am to 6pm and has 38 staff. One of the centre's six classrooms is based on the skilled nursing floor of the retirement home.

The residents and children within the ILC interact via intergenerational programming, with activities ranging from art, music, fun exercise, sing-a-longs and recreational games to small activities and engagement. Each class has six scheduled weekly visits planned with a group of residents.



The centre considers benefits of the program to be:

FOR CHILDREN	FOR OLDER ADULTS	FOR THE COMMUNITY
<ul style="list-style-type: none"> <li>• Variety of role models</li> <li>• Positive and realistic portrayal of aging</li> <li>• Reduces fear of various abilities or disabilities</li> <li>• Reduces fear of older adults</li> <li>• Sees the aging process as normal</li> <li>• Broader perspective of family lives</li> <li>• Opportunity to give and feel needed</li> <li>• Have an adult “playmate” who is not responsible for the child’s behaviour</li> <li>• Broader perspective on change and growth</li> <li>• More knowledge about the elderly</li> <li>• Helps eliminate stereotyping</li> <li>• Young families are introduced to our community of older adults</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to be a role model</li> <li>• Reintegration into family life</li> <li>• Opportunity to give and feel needed</li> <li>• Sense of wonder and humour rekindled</li> <li>• Value renewed for past life experiences</li> <li>• Sense of purpose</li> <li>• Enhanced integration</li> <li>• Reminded of their children and grandchildren when they were little</li> </ul>	<ul style="list-style-type: none"> <li>• Closer ties and friendships within community</li> <li>• Promotes partnerships among different groups/organizations</li> <li>• Breaks down stereotypes and barriers that exist between generations</li> <li>• Enhances traditions and culture of communities</li> <li>• Broadens professional network and enhances career opportunities</li> <li>• Broadens staff understanding of other age groups</li> </ul>

**For more information, visit:**

- About the ILC: <http://washington.providence.org/senior-care/mount-st-vincent/services/child-care/>
- Information about the services offered: <http://washington.providence.org/senior-care/mount-st-vincent/services/child-care/about-child-care/>
- Media stories and videos about the ILC: <http://washington.providence.org/senior-care/mount-st-vincent/services/child-care/media-features/>



### CASE STUDY 2: Yarraville Community Classroom

The Community Classroom is located in Yarraville, Melbourne and is powered by VU Hanger. VU Hanger is Victoria University's Start-up Stimulator and provides students, staff and local business with the expertise and networks of three *Entrepreneurs in Residence* at Victoria University.

The VU Community Classroom is devoted to developing and empowering forward thinkers through access to higher education short courses. The classroom offers a variety of highly practical programs and services to provide learners with information on modern business methodologies.

Example workshops include *SuperMum* which is aimed at mums and delivers the crucial elements needed to grow in the ever-changing business landscape. *SuperSocials* is aimed at any business that wishes to optimise their social media presence. Classes are either a day long or run as a morning (10am – 12pm) or night (6pm-8pm) session.

The Community Classroom considers benefits of their programs to be broad reaching as they accommodate to students, academics, staff members, local business owners as well as people who have no ties to the university of the West.

The classroom has been operating since May 2017 and will run until December 2017.



**For more information, visit:**

<http://www.vuhanger.com/community-classroom/>



**CASE STUDY 3: Ryde (NSW) and Rockhampton (QLD) Online Community Platforms**

Ryde, NSW and Rockhampton, QLD both use an interactive online web platform powered by OpenCities to highlight local facilities, see nearby events, parks, council venues and facilities. Accessible from any device, an interactive platform demonstrates the value that council returns to the community in a highly relevant way. In addition to updated local noticeboards in key places around Moe and Newborough, there is potential for an online platform to complement and enhance the sharing of local information about events, services and programs currently happening across Latrobe.

In Ryde, there is a 'My Neighbourhood' interactive map enables citizens to find services and information that relates specifically to their area. This includes local parks, events, waste collection and details on your local council. The 'Have Your Say' interactive map allows citizens to see all Council projects by neighbourhood, upcoming consultations and annual updates on where citizens 'Special Rate Variation' has helped improve the local area, for example road resurfacing or the installation of fitness equipment in parks.

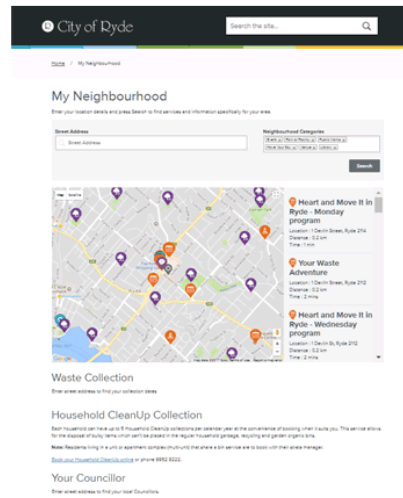
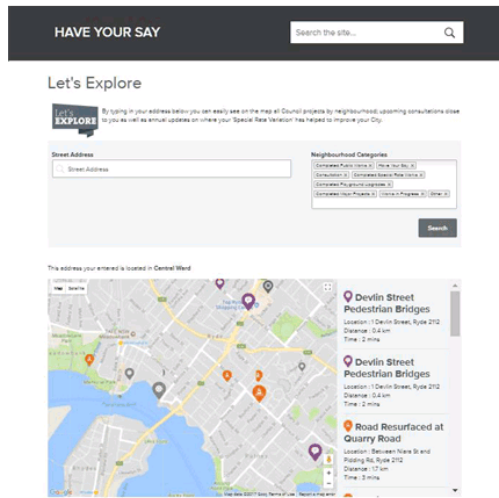
The OpenCities interactive web platform operates similarly in Rockhampton where users can discover what is happening in and around their local area enhancing community engagement. Information on parks and facilities, events and projects and contact details for the local councillor is available. Visitors are also reminded of their weekly general waste collection time.

The interactive platform enhances local knowledge, collates and promotes interconnectivity and opportunities already existing locally, and provides Council with the opportunity to create a valuable, transparent hub for knowledge transfer.

**For more information, visit:**

- <https://www.rockhamptonregion.qld.gov.au/Council-Services/My-Neighbourhood>
- <http://www.ryde.nsw.gov.au/haveyoursay/Lets-Explore>
- <http://www.ryde.nsw.gov.au/System-pages/My-Neighbourhood>
- <http://blog.seamlesscms.com/2015/10/a-modern-engagement-platform/>
- <http://www.opencities.com/>

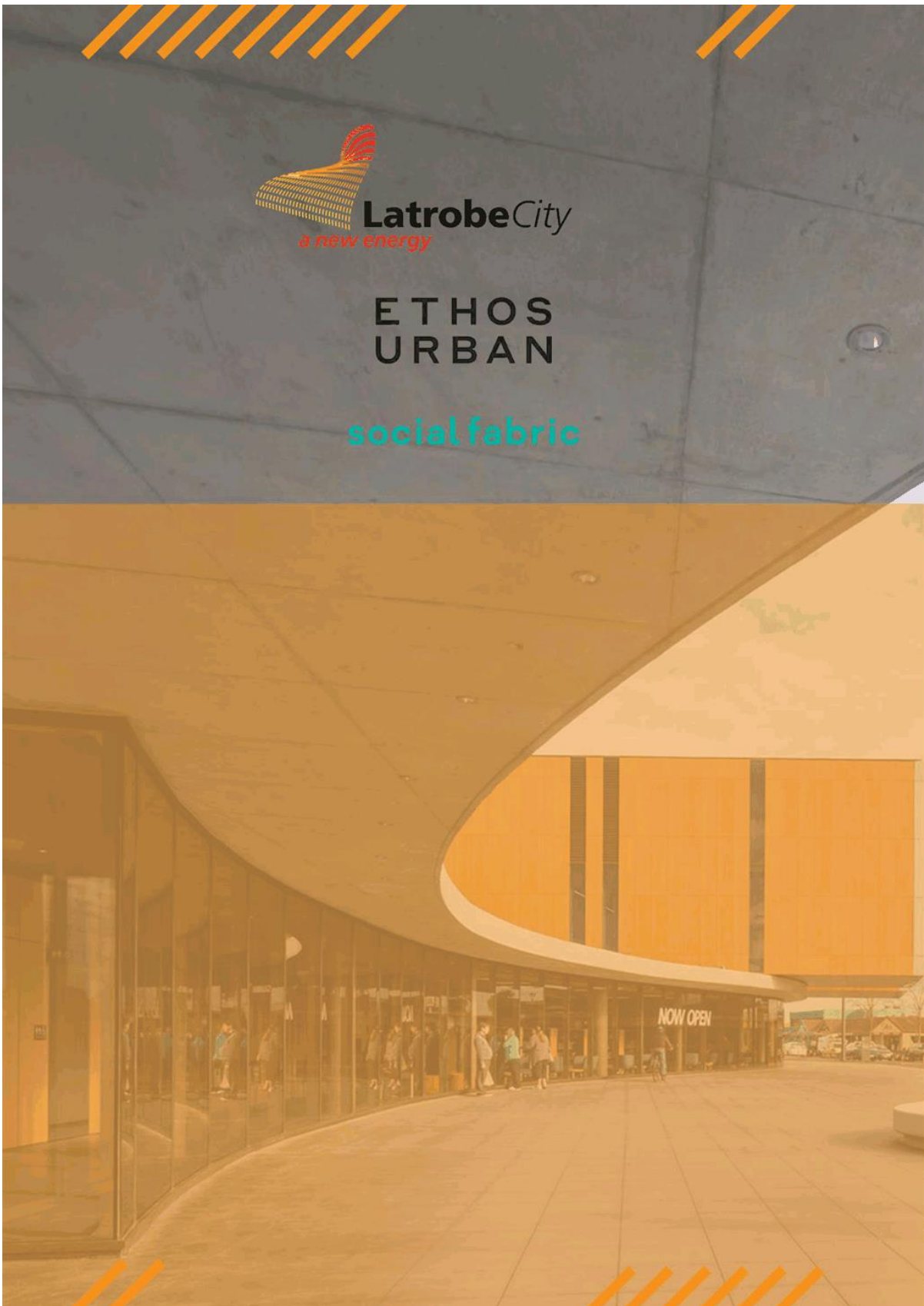
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	First Name	Surname	.	Town	Do the recommendations in the draft Plan reflect community needs for Moe and Newborough?	Do you agree with the priorities allocated to the actions (high, Medium and Low) that have been listed in the recommendations of the draft Plan?
1	Steve	McNeilly		Moe	No	No
2			Please withhold my name from public documents such as Council reports		Yes	Yes
3			Please withhold my name from public documents such as Council reports		No	No
4	Amanda	Ashton		Newborough	Yes	No
5	Wendy	Farmer		Newborough	No	No

Do you have any further comments about the draft Moe and District Social Infrastructure Plan?	Officer Response	Changes to Report
I've read through or scanned the entire document and there is one chart of community spaces that mentions the Salvation Army and New Life Christian Centre. I have read or scanned the entire document and failed to find any mention of the excellent church groups in Moe Newborough (apart from one chart that mentioned the Salvation Army and the New Life Christian Centre in a context of community meeting spaces.) This is an extraordinary oversight in a document that purports to analyse the current and future provision of social infrastructure in the area. Many people would rate one or other church community as their absolute key provider of social interaction. Whilst there are several general mentions of not-for-profit groups, no mention is made of the many and varied social programs currently run by the churches. Nor does the vision statement make any mention of the spiritual needs of community members. I understand that the plan is primarily about determining Council responsibilities but, without taking the work of our local churches into consideration, the Infrastructure Plan is ignoring an important aspect of community life.	It is acknowledged that some churches provide services to the broader community beyond the spiritual. Where facilities ie Halls are available for community use and hire; these can be included in the Latrobe City Community Venues List on the Latrobe City Webpage. As per the summary recommendations on pages 13 and 14 of the report, emergency relief and support services provided by churches and other charitable organisations who are members of ERNLAC are included on the Emergency Relief and Client Support Services brochure.	No
Newborough does need a new community information board, located in a prominent position in Rutherglen Road,	The report supports this, see summary recommendations on page 13 and 14 of the report.	No
Newborough needs a designated space for kids/teens. They shouldn't have to go into Moe to use the skate park, we have ample space in Newborough (like behind the rec centre) to put up an amazing place for teens to hang out. Im sure if you asked the teenagers and parents of Newbrough we would be happy to have a space like that.	The Council adopted Skate and BMX Plan (2009) has identified Moe/Newborough as having a district level skate park. Public Open Space and Recreation is out the scope of this study.	No
The need for after school care within the Newborough area is highly valuable service that would support Newborough as the educational precinct from kinder through to high school. Parents are travelling out of the area to send their school aged children just to access this service.	Newborough Primary School is undertaking is a trial of After School Care. See Page 76 of the report.	No
The draft plan doesn't look at the priority to have stage 2 & 3 completed. The young people in our community need the skate park especially completed. It doesn't look at the asset of the Rotary Botanic Gardens & how it needs to be upgraded & maintained as an attraction & meeting area, I note Rotary Club of Moe has done some great work in the area of the gardens including the rotunda that is used often. I think council need to work with the community more & ask them what is priority, I only came across this have your say after looking for something else, why wasn't it better advertised?	Comment re Stage 2 & 3 of the Moe Activity Centre Plan is noted. Public Open Space and Recreation is out of scope of this study.	No

**Agenda Item: 16.3**

**Agenda Item: Living Well Latrobe - Year One Action & Plan Review**

**Sponsor: General Manager, Community Services**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

**MOTION**

**Moved:** Cr O'Callaghan

**Seconded:** Cr Harriman

**That Council:**

- 1. Adopt the updated Living Well Latrobe, Municipal Public Health and Wellbeing Plan 2017-2021; and**
- 2. Notes the amendments to Living Well Latrobe, Year One Action Plan (2018-2019).**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- At the Ordinary Council meeting on 23 October 2017, Council adopted the LWL Municipal Public Health and Wellbeing Plan 2017-21. The LWL - Year One Action Plan (March 2018 – June 2019) was received and noted by Council on 3 April 2018 at the Ordinary Council meeting.
- The Year One Action Plan has been reviewed and refreshed through further consultation with MPHWP Reference Group, local organisations and Latrobe City program stakeholders following the initial development of the Action Plan.
- The refreshed Year One Action Plan ensures that the focus areas and priorities continue to accurately capture the work of all stakeholders.
- The attached documents' outline the amendments to the Year One Action Plan and provides an updated version of Living Well Latrobe 2017-21.

**Declaration of Interests:**

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

**Background:**

At the Ordinary Council meeting on 23 October 2017, Council adopted Living Well Latrobe 2017-21.

The Living Well Latrobe Year One Action Plan was developed following extensive community and stakeholder engagement which identified a number of key community focus areas for development and action over a four year period. The focus areas are:

- Social and Community Connectedness
- Active Living
- Health and Wellbeing
- Safe in the Community
- Safe at Home
- Lifelong Learning and Opportunities.

'Living Well Latrobe' is intended to be a document which guides health and wellbeing activities are to be undertaken by Council, agencies, service providers, community groups, business industry and community.

The Year One Action Plan aims to align with the priorities of local organisations and agencies in Latrobe City. It is a culmination of discussions and workshops with stakeholders and key organisations to ensure that committed actions are achievable and outlines the implementation of the key priority areas.

**Reasons for Proposed Resolution:**

Section 26 (4) of the Public Health and Wellbeing Act states that: '*A Council must review its municipal public health and wellbeing plan annually and if appropriate amend the plan.*' Whilst there is no legislative requirement to provide annual reviews to Department of Health and Human Services (DHHS), if amendments are made a revised plan is required to be submitted to DHHS, as per Section 26(6) and 27(6) of the Act. Should Council endorse the suggested amendments a report will be submitted to DHHS.



**Issues:**

*Strategy Implications*

The Living Well Latrobe, Year One Action Plan (2018-2019) is aligned with all seven objectives of the Council Plan;

- Support job creation and industry diversification to enable economic growth in Latrobe City
- Encourage improved education and training outcomes in Latrobe City
- Improve the liveability and connectedness of Latrobe City
- Improve the amenity and accessibility of Council services
- Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens
- Ensure Council operates openly, transparently and responsibly
- Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city

*Communication*

Communication of Living Well Latrobe activities will continue to occur through a wide range of media and event activities.

Council and community will receive an annual review reporting on the progress of the 'Living Well Latrobe' Action Plan for June 2019.

*Financial Implications*

Actions to be undertaken by Latrobe City Council will be achieved within existing budget or external funding allocation.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Latrobe City Council and the MPHWP Reference Group are unable to deliver and maintain clear message alignment	2	Reference Group members will be provided with regular updates and feedback opportunities
Community believes that priorities are not been addressed	2	Engagement activities need to be transparent, open to feedback and

		community participation is encouraged
Lack of coordination	2	MPHWP Reference Group participation on the agreed priority actions to be coordinated by Latrobe City with an agreed Lead for each activity
The community and service stakeholders fail to engage with the Living Well Latrobe Action Plan	1	Engagement monitoring, feedback mechanisms promoted, active data to be captured and regular action plan progress reviews to be provided

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

### *Legal and Compliance*

Section 26 (4) of the Public Health and Wellbeing Act states that: 'A Council must review its municipal public health and wellbeing plan annually and if appropriate amend the plan.' While there is no legislative requirement to provide annual reviews to Department of Health and Human Services (DHHS), if amendments are made a revised plan will be submitted to DHHS, as per Section 26(6) and 27(6) of the Act.

### *Community Implications*

The community and service stakeholders are keen to progress actions which are aligned with the key priority areas identified in the Living Well Latrobe Health and Wellbeing Plan 2017-2021. Work will continue in the promotion and progress of these activities.

### *Environmental Implications*

No environmental implications

### *Consultation*

Latrobe City Council will continue to engage with the community by promoting the Living Well Latrobe Health and Wellbeing Plan at identified community events and service or stakeholder locations; support working groups in guiding the delivery of agreed actions with community representation; enabling an ongoing feedback mechanism; and providing an annual progress report to the community.

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Living Well Latrobe Table of Amendments
- 2 [↓](#). Living Well Latrobe, Year One Action Plan 2018-2019
- 3 [↓](#). Living Well Latrobe 2017-2021 Refreshed

## **16.3**

### **Living Well Latrobe - Year One Action & Plan Review**

<b>1</b>	<b>Living Well Latrobe Table of Amendments .....</b>	<b>543</b>
<b>2</b>	<b>Living Well Latrobe, Year One Action Plan 2018-2019 .....</b>	<b>553</b>
<b>3</b>	<b>Living Well Latrobe 2017-2021 Refreshed .....</b>	<b>575</b>

## Living Well Latrobe Health & Wellbeing Plan

### - Year One Action Plan Amendments –

Focus Area	Priority	Action	Lead	Amendment
<b>Social &amp; Community Connectedness</b>	<i>1.2 Support initiatives that reduce feelings of isolation and loneliness – connect neighbours and communities</i>	1.2.4 Support community members to plan/organise gatherings which activate their neighbourhoods/communities e.g. create neighbourhood event packs to support community events	<ul style="list-style-type: none"> <li>Latrobe City Community Resilience</li> </ul>	Re-word: Develop activities and events with a focus on improving health and wellbeing through social engagement at Latrobe city centres and libraries
	<i>1.3 Promote mental wellbeing, talk about ways to support and enhance mental health. Work with our partners to promote services, networks and agencies working in this space</i>	1.3.2 Implement a place based innovative LifeSpan model for suicide prevention strategies. Program to provide training, support and awareness to service providers and community members.	<ul style="list-style-type: none"> <li>Gippsland Primary Health Network</li> <li>Wellways Australia</li> </ul>	Remove Wellways Australia as lead
		1.3.5 Establish an awareness campaign partnership to provide information and clarity around mental health services	<ul style="list-style-type: none"> <li>Latrobe Health Assembly</li> </ul>	Remove
		1.3.6 Development of a Latrobe Mental Health Awareness Strategy – Expression of Interest	<ul style="list-style-type: none"> <li>Latrobe Health Assembly</li> <li>Department of Health and Human</li> </ul>	Replace lead with Lifeline Gippsland who has been engaged to deliver this program. Amend wording to: Development of a Latrobe Mental Health Awareness Strategy



Focus Area	Priority	Action	Lead	Amendment
			Services <ul style="list-style-type: none"> <li>Gippsland Mental Health Alliance</li> </ul>	
	1.3 Greater promotion of events, activities, gatherings and opportunities to connect	1.3.4 Work with organisations to develop a way to provide community with clear information for access to services and support and promotion of events and activities	<ul style="list-style-type: none"> <li>Latrobe Health Assembly</li> </ul>	Latrobe Health Authority has withdrawn from leading this action. Remove, work captured in other action. Correct numbering – should be 1.4
Active Living	2.1 Build environments that create opportunities to move and build physical health	2.1.9 Tracks, Trails and Paths 5 Year Program construct 5 to 6 new paths a year which will link with renewals and upgrades of play spaces	<ul style="list-style-type: none"> <li>Latrobe City Recreation &amp; Infrastructure</li> </ul>	Amend to: 2.1.9 Tracks, Trails and Paths <b>3</b> Year Program construct 5 to 6 new paths a year which will link with renewals and upgrades of play spaces
		2.1.11 Implement a trial site for an off-leash fenced dog park	<ul style="list-style-type: none"> <li>Latrobe City Local Laws</li> </ul>	Add lead: Latrobe City Recreation & Infrastructure  Add in Latrobe City Community Resilience as partner for this action
	2.2 Promote ways to be more active in the home, at work, school and play	2.2.1 Promote and support the Health Champions Latrobe Network to improve the health and wellbeing of the community confidence to move more	<ul style="list-style-type: none"> <li>Latrobe Community Health Service</li> </ul>	Remove, duplicated
		2.2.2 Celebrate and support smaller scale successes and current initiatives e.g. footy mums 'kick about'	<ul style="list-style-type: none"> <li>Latrobe Health Assembly</li> </ul>	Latrobe Health Authority has withdrawn from leading this action. Remove, work captured in other actions
		2.2.3 Communicate activity		

Focus Area	Priority	Action	Lead	Amendment
		guidelines clearly		
		2.2.4 Promote current facilities which support the community to be active		
		2.2.5 Sell benefits of other transport promoting active modes as alternatives such as promotion of bike paths and taking bus/train instead of car		
		2.2.6 Develop new multigenerational activities and support existing – mixed dance classes, family orienteering activities		
		2.2.8 Support physical activity opportunities in the community through the Heart Foundation Walking Groups		
		2.2.7 Create environments that promote active living through the achievement program in schools and workplaces	<ul style="list-style-type: none"> <li>Latrobe Health Assembly</li> </ul>	Amend lead to Latrobe Community Health Service
		2.2.10 Implement 'Make the Move' program to encourage incidental activity in the workplace and gives opportunities for sedentary or isolated workers through social sport and recreation to be active	<ul style="list-style-type: none"> <li>Latrobe Health Assembly</li> <li>GippSport</li> </ul>	Remove Latrobe Health Assembly as lead Amend wording as follows: Implement 'Make the Move' program to encourage incidental activity in the workplace <i>and community</i> and gives opportunities for sedentary or isolated workers <i>and community members</i> through social sport and recreation to be active <i>and activity-based community events</i>
		Support schools to promote	<ul style="list-style-type: none"> <li>Latrobe</li> </ul>	Add in after 2.2.9. Becomes action 2.2.10 and

Focus Area	Priority	Action	Lead	Amendment
		the "Achievement Program" in meeting the physical activity benchmark	Community Health Service	other actions shift down
	2.3 Grow participation in physical activity	2.3.4 Support inclusive participation in sport with particular focus on disability, multicultural and gender equitable	<ul style="list-style-type: none"> <li>Latrobe Health Assembly</li> </ul>	Amend lead to GippSport
		2.3.6 Roll out 'This Girl Can' campaign to encourage and empower women in sport. Promote with activities and events in partnership with organisations and leisure/recreation centres	<ul style="list-style-type: none"> <li>GippSport</li> <li>VicHealth</li> <li>Latrobe Health Assembly</li> </ul>	Remove Latrobe Health Assembly as lead
		2.3.5 Promote enjoyment of sport and increase 'just for fun' opportunities	<ul style="list-style-type: none"> <li>GippSport</li> </ul>	Remove. These will form part of the delivery strategy for 'Make Your Move' & 'Street games'. Doesn't need its own action
		2.3.9 Workshop opportunities for mass participation physical activities and events e.g. fun runs, triathlons, community games etc.		
		2.3.10 Develop a place based pop-up sport model to build engagement and activity	<ul style="list-style-type: none"> <li>GippSport</li> </ul>	Remove. Work captured in other actions
		2.3.11 Strengthen Certified Occupational Therapy Assistance program to support active ageing for over fifty's.	<ul style="list-style-type: none"> <li>Latrobe City Aged &amp; Disability Services</li> </ul>	Remove
		Implement the Latrobe Street	<ul style="list-style-type: none"> <li>GippSport</li> </ul>	Add in as action 2.3.5 shift other actions down

Focus Area	Priority	Action	Lead	Amendment
		Games program to provide opportunities and encourage young people to engage in physical activity		
<b>Health &amp; Wellbeing</b>	<i>3.2 Develop partnerships to address the causes of food insecurity and support local food initiatives</i>	3.2.4 Support settings to provide healthy food options through the Healthy Eating Advisory Service, Healthy Choices Guidelines and Heart Foundation Healthy Oils Program.	<ul style="list-style-type: none"> <li>Latrobe Community Health Service</li> </ul>	Amend to: Support settings to provide healthy food options through the Healthy Choices Guidelines, Heart Foundation Healthy Oils Program, School Canteens and Other Food Services Policy and Menu Planning Guidelines for Early Years Services Correct numbering this priority should be 3.1
		Improve the skills and knowledge of individuals through the implementation of the FOODCents program		Add in after 3.1.4 as action 3.1.5
	3.4 Promote safe sexual relationships across the community	3.4.1 Release social media campaign advertising safe practices	<ul style="list-style-type: none"> <li>Gippsland Women's Health</li> </ul>	Amend wording: Promote the locations of condom vending machines in Gippsland and safe, consensual sex through the Are You Covered campaign.
		3.4.3 Conduct a mapping exercise for reproductive services and identify gaps		Amend wording to: Conduct a mapping exercise for <b>sexual and</b> reproductive services and identify gaps
	3.5 Reduce the harms associated with drugs, smoking and excessive alcohol consumption	3.5.2 Implement Smoke Free Latrobe Initiative, including smoking cessation support	<ul style="list-style-type: none"> <li>Gippsland Alcohol and Drug Service Provider Alliance</li> </ul>	Amend lead to Gippsland Primary Health Network
		3.6.3 Continue to support Alcohol and Other Drug services including family and carer support and youth specific services		
		Support settings to promote a smoke free, alcohol and	<ul style="list-style-type: none"> <li>Latrobe Community</li> </ul>	Add in as action 3.6.4 Correct numbering this should be priority 6.3

Focus Area	Priority	Action	Lead	Amendment
		other drug free environment through the implementation of the achievement program benchmarks	Health Service	
<b>Safe at Home</b>	<i>4.2 Promote a more gender equitable community by developing our workforce, educating the community and building an understanding of the underlying causes of family violence</i>	4.2.3 Support a tailored approach to deliver MATE family violence bystander training and promote in the community by encouraging community hubs to run sessions	<ul style="list-style-type: none"> <li>Gippsland Women's Health</li> </ul>	Amend wording to: 4.3.3 Support a tailored approach <b>to family violence prevention by delivering</b> MATE <b>family violence</b> bystander training and promote in the community by encouraging community hubs to run sessions  Add lead: Latrobe City Community Development
<b>Safe in our Community</b>	<i>5.1 Innovative ways to re-invigorate empty shop fronts and streetscapes</i>	5.1.3 Promote and deliver business mentoring and coaching for new/small business	<ul style="list-style-type: none"> <li>Latrobe City Economic Development</li> </ul>	Remove, duplicated. More appropriate in Lifelong Learning & Opportunities
		5.1.1 Identify and address challenges and barriers to success for new and small businesses	<ul style="list-style-type: none"> <li>Latrobe City Community Resilience</li> </ul>	Remove
		5.1.2 Identify incentives for small businesses to take up empty shop fronts	<ul style="list-style-type: none"> <li>Latrobe City Community Resilience</li> </ul>	Combine actions to become: Develop proposal for shop activation to re-invigorate CBD areas and establish funding income to progress projects
		5.1.5 Partnership with internal stakeholders to develop shop activation projects		
<b>Lifelong Learning &amp; Opportunities</b>	<i>6.1 Pathways to education, training and employment</i>	6.1.1 Information gathering and mapping for gap analysis to identify barriers to learning through all stages of life	<ul style="list-style-type: none"> <li>Local Learning and Employment Network</li> </ul>	Combine and re-word to capture actions: Collaborate with relevant organisations to scope and workshop opportunities to engage with our community to further understand their needs and barriers to learning through all stages of life.
		6.1.2 Scoping exercise to		



Focus Area	Priority	Action	Lead	Amendment	
		identify opportunities and gain clarity		Latrobe City Community Resilience as joint lead with Local Learning and Employment Network	
		6.1.3 Gather relevant organisations to address these barriers and identify possible solutions programs to connect the community with education, training and employment opportunities			
		6.1.4 Engage community to understand their education and training needs			
		6.1.5 Develop a lifelong learning plan which addresses barriers to training and education and identifies ways to support community to access and take up opportunities			Amend to: Develop a lifelong learning plan that encourages and supports a culture of lifelong learning across Latrobe City and which addresses the barriers to learning and identifies ways to support the community to access learning opportunities.
		6.1.7 Develop campaign to communicate and promote pathways information with community			Amend to: Develop campaign to communicate and promote learning opportunities within the community
		Explore funding opportunities to hold workshop with key partners to facilitate the development of a lifelong learning plan		Add. Becomes 6.1.7	
	6.2 Coaching and training for job ready skills in a flexible learning environment	6.2.2 Identify opportunities for skills training that are affordable and flexible and includes interview skills, resume writing, matching	<ul style="list-style-type: none"> <li>Latrobe City Community Resilience</li> <li>Latrobe City</li> </ul>	Latrobe Health Assembly have withdrawn from lead and action	

Focus Area	Priority	Action	Lead	Amendment
		skills with jobs	Libraries	
		6.2.3 Identify and promote services that provide advice and assistance for return to the workforce or following redundancy	<ul style="list-style-type: none"><li>• Latrobe Health Assembly</li></ul>	

\*Amendments will be made to Year One Action Plan numbering to correct errors

## Living Well Latrobe Health and Wellbeing Plan

### - Amendments –

Plan Item	Priority	Amendment
<b>Our Focus...at a glance</b> (Page 5)	See Diagram attached	Amend colours to align with Focus Areas
<b>Social &amp; Community Connectedness</b> (Page 7)	1.3 Promote mental wellbeing, talk about ways to support and enhance mental health. Work with our partners to promote services, networks and agencies working in this space	Move to Health & Wellbeing focus area. Becomes priority 1.3 (becomes 3.2)
<b>Health &amp; Wellbeing</b> (Page 11)	3.3 Be a welcoming and inclusive community for all members including LGBTI, Aboriginal and Torres Strait Islander community, multicultural, youth and people with a disability.	Move to Social & Community Connectedness Becomes priority 3.2 (replace 1.3)
<b>Lifelong Learning and Opportunities</b> (Page 17)	Reduce harm from problem gambling	Move to Health & Wellbeing (becomes 3.6)
<b>Our Promise...next steps</b> (Page 18)	See Diagram attached	Amend colours to align with Focus Areas
<b>Focus Areas</b> (Page 6-17)	<ul style="list-style-type: none"> <li>○ Social &amp; Community Connectedness</li> <li>○ Active Living</li> <li>○ Health &amp; Wellbeing</li> <li>○ Safe at Home</li> <li>○ Safe in the Community</li> <li>○ Lifelong Learning &amp; Opportunities</li> </ul>	Insert Focus Area icon artwork



**LIVING  
WELL  
LATROBE**

Year One Action Plan 2018 - 2019



## INTRODUCTION

The Living Well Latrobe - Municipal Public Health and Wellbeing Plan (MPHWP) 2017-2021 is the result of extensive community-led engagement and consultation in partnership with our service stakeholder colleagues. The Plan aims to provide a healthy, safe, vibrant and connected community.

The Year 1 Action Plan is a supporting document to the Living Well Latrobe MPHWP 2017-2021 - a four year strategic reference guide.

The foundation work identified in the Year 1 Action Plan outlines activities to be undertaken in collaboration with community, external service partners and with colleagues across the Latrobe City organisation for the first period of the 4-year strategic plan. Also, this plan acknowledges the input, priorities and alignment of the activities of our important partner, the Latrobe Health Assembly.

The Living Well Latrobe MPHWP 2017-2021 has six strategic focus areas:

- Social and Community Connectedness
- Active Living
- Health and Wellbeing
- Safe at Home
- Safe in the Community
- Lifelong Learning and Opportunities

The Action Plan identifies priority actions to be delivered in these six focus areas.

The Latrobe City MPHWP Reference Group is an advisory committee to Council with the purpose to inform the development, implementation and review of the Living Well Latrobe MPHWP in conjunction with an evidence-based and community consultation approach.

Each year, an Action Plan will be developed with the guidance and input of the Reference Group. The first Action plan will cover the period to June 2019 and will be reviewed and refreshed as required in July 2018. Subsequent annual reviews will inform the development of the 2019-20 and 2020-21 Action Plans.





Our partners have been working together to identify the priorities of the community. Latrobe City will continue to engage with the community to identify current and emerging needs; develop solutions and progress action priorities. Working Groups will be established to support agreed activities or projects, combining key organisational or service stakeholders and community representation to work through the deliverable actions as set out in the Year One Action Plan with the aim to continue a co-designed approach to activities with the community. These groups will define indicators and measures to review the progress and track achievements.

A Communications Plan will deliver a report to the community on the Action Plan progress to ensure that our community is kept in the loop with what's happening as a result of the Living Well Latrobe Health and Wellbeing Plan and the following action priorities.

We understand how important it is to our community that this plan makes a difference and works towards a better place to live, work and play. We will encourage our partners to work together to address priorities hand-in-hand with our community and continue to generate co-designed activities with our community at the centre.



## HOW WILL WE WORK TOGETHER?





### OUR PROMISE ... next steps



**ACTION PLAN**  
**PROGRESS MONITORING**  
**ANNUAL REVIEW**  
**COMMUNITY INVOLVEMENT**  
**PROMOTE & SHARE**

### WITH ENVIRONMENTS THAT...



### HOW WE KNOW WE ARE MAKING A DIFFERENCE?

- ✓ Health data improves
- ✓ Community are connected, active, happy and healthy
- ✓ Service providers and partners commit to and deliver meaningful services to the community
- ✓ Community will feel listened to and catered for and report positively on changes resulting from the plan

### WE WILL...



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## Living Well Latrobe : Year One Actions

### 1: Social and Community Connectedness: Our community is informed, connected and supportive

Priority	Action	Lead	Partners
1.1 Develop and promote a diverse range of volunteering opportunities so that people can make a difference in their community	1.1.1 Identify a flexible and diverse range of volunteering opportunities which are easy to access and free	Latrobe City Aged & Disability Services (A&DS)	<ul style="list-style-type: none"> <li>○ Local Learning and Employment Networks</li> <li>○ Latrobe Community Health Service</li> <li>○ Victoria Police</li> <li>○ Neighbourhood Houses</li> <li>○ Latrobe City</li> <li>○ Volunteering Victoria</li> </ul>
	1.1.2 Improve channels connecting people in need with offers of support. Create a network for everyday tasks such as gardening, transport, assistance with grocery shopping		
	1.1.3 Simplify volunteering application processes by reviewing current approaches		
	1.1.4 Support Volunteering Vic project – full review of volunteering process and gaps looking at position descriptions, possible centralising of on boarding system, making inductions uniform. 'Volunteering corner' to connect volunteering opportunities with people interested in volunteering		
	1.1.5 Support 'Adopt a grandparent' program; a way of connecting individuals/families with no extended family network with seniors who can coach and support		
	1.1.6 Bring together relevant agencies to consolidate and progress partnership approach		
	1.1.7 Promote and support the Health Champions Latrobe Network to improve the health and wellbeing of the community	Latrobe Community Health Service (A&DS)	
	1.1.8 Identify new ways to connect in person, online, apps/job task walls	○ Latrobe Valley Authority	
	1.1.9 Improve promotion for volunteering opportunities		
1.2 Support initiatives that	1.2.1 Support increased activation of community	Latrobe City	○ Latrobe City



Priority	Action	Lead	Partners
<i>reduce feelings of isolation and loneliness – connect neighbours and communities</i>	centres/neighbourhood houses and common areas	Community Development	<ul style="list-style-type: none"> <li>○ Development</li> <li>○ Latrobe Community Health Service</li> <li>○ Quantum</li> <li>○ Department of Health and Human Services</li> </ul>
	1.2.2 Establish new and support existing neighbourhood community group forums to increase networking, stronger relationships and knowledge of local activities with particular focus on large towns.	Latrobe City Community Development & Community Resilience	
	1.2.3 Support Department of Health and Human Services and other organisations in Revitalisation Projects and community activation i.e. Traralgon East project and Community Centre and Priestly Park.	Department of Health and Human Services  Latrobe City Community Development	
	1.2.4 Develop activities and events with a focus on improving health and wellbeing through social engagement at Latrobe city centres and libraries	Latrobe City Community Resilience	
<i>1.3 Be a welcoming and inclusive community for all</i>	1.3.1 Inclusivity principles for service providers, clubs and organisations- connecting seniors – training on being welcoming & age friendly club/organisation	Latrobe City A&DS	<ul style="list-style-type: none"> <li>○ Latrobe City</li> <li>○ Gippsland Primary Health Network</li> <li>○ LGBTIQ community representatives</li> <li>○ Aboriginal community representatives</li> <li>○ Multicultural, youth and disability representatives</li> <li>○ Community members and clubs</li> </ul>
	1.3.2 Develop welcome packs for new residents which connect them with their neighbourhoods, health facilities, community services, community groups, sports and recreation facilities as well as volunteer opportunities and other people in their community	Latrobe City Community Resilience	
	1.3.3 Develop the Latrobe City Cultural Diversity Action Plan, 2018 – 2022.	Latrobe City Community Development	
	1.3.4 Deliver year one of the Reconciliation Action Plan	Latrobe City Community Development	





Priority	Action	Lead	Partners
	1.3.5 Provide training and support for community groups to increase their knowledge, skills and capacities to run healthy, welcoming and inclusive community groups and clubs.		
	1.3.6 Develop and implement 'Well Together', an inclusion framework to build inclusive communities	Wellways Australia	
1.4 Greater promotion of events, activities, gatherings and opportunities to connect	1.4.1 Review <a href="http://www.latrobe.vic.gov.au">www.latrobe.vic.gov.au</a> website to improve navigation and make more user friendly. Make events and ways for community to connect more prominent and easy to find.	Latrobe City Communications and Customer Relations	<ul style="list-style-type: none"> <li>○ Latrobe City</li> <li>○ Latrobe Health Assembly</li> <li>○ Gippsland Primary Health Network</li> </ul>
	1.4.2 Create a senior specific webpage to connect elderly community members with relevant groups, clubs and information	Latrobe City A&DS	
	1.4.3 Establish a seniors expo to promote services, providers, events etc.	Latrobe City A&DS	



*2: Active Living: An environment and community that cultivate and enjoy active living*

Priority	Action	Lead	Partners
2.1 Build environments that create opportunities to move and build physical health	2.1.1 Investigate opportunities to improve walking tracks, cycle paths, school crossings, resting stations and safety interventions by developing an agreed plan to prioritise funding applications	Latrobe City Recreation & Infrastructure	<ul style="list-style-type: none"> <li>o Latrobe City</li> <li>o Victorian State Government</li> <li>o Vic Roads</li> </ul>
	2.1.2 Implement funded improvements to built environments that support physical health and activity		
	2.1.3 Work with community to understand needs and develop wayfinding tools to encourage people to be more active by taking opportunities to walk in preference to other means of transport		
	2.1.4 Planning of new developments to meet community expectation of open spaces – safety/accessibility/shade/visibility		
	2.1.5 Identify ways to assist Seniors in being active. Review current environment and explore additional facilities such as resting stations, public toilets, visible maps/navigation and crossing times to support seniors physical activity	Latrobe City A&DS	
	2.1.6 Advocate for bus stops to be placed closer to seniors services such as senior citizen clubs and public venues	Latrobe City Recreation & Infrastructure	
	2.1.7 Renewal and upgrade of 14 play spaces in 2018/19 across Latrobe with a total of 60 being completed across 2016-21 as part of the Play Space Improvement Plan 2016 - 2021		
	2.1.8 Implementation of new master plan for Moe Botanic Gardens play space 2018/19		
	2.1.9 Tracks, Trails and Paths 3 Year Program construct 5 to 6 new paths a year which will link with renewals and upgrades of play spaces		



Priority	Action	Lead	Partners
	2.1.10 New management plan for Mathison Park Churchill which will include community volunteer roles		
	2.1.11 Implement a trial site for an off-leash fenced dog park	Latrobe City Local Laws Latrobe City Recreation & Infrastructure	<ul style="list-style-type: none"> <li>Latrobe City Community Resilience</li> </ul>
2.2 Promote ways to be more active in the home, at work, school and play	2.2.1 Create environments that promote active living through the achievement program in schools and workplaces	Latrobe Community Health Service	<ul style="list-style-type: none"> <li>Latrobe City</li> <li>Latrobe Community Health Service</li> <li>Gippsland Primary Health Network</li> <li>Latrobe Health Assembly</li> </ul>
	2.2.2 Support physical activity opportunities in the community through the Heart Foundation Walking Groups		
	2.2.3 Support workplaces to promote the “Achievement Program” in meeting the physical activity benchmarks		
	2.2.4 Support schools to promote the “Achievement Program” in meeting the physical activity benchmark		
	2.2.5 Implement ‘Make the Move’ program to encourage incidental activity in the workplace and community and gives opportunities for sedentary or isolated workers and community members through social sport and recreation to be active and activity-based community events	GippSport	
	2.2.6 Develop an online interactive tool ‘Tracks and Trails’ to increase awareness of current facilities and encourage participation	Latrobe Health Assembly	
	2.2.7 Develop and pilot a bike restoration program with Flexible Learning Options (FLO) school to restore and distribute bikes to local charities and children in need		
2.3 Grow participation in physical activity	2.3.1 Develop a no cost low/ low cost activities guide	Latrobe City Community	<ul style="list-style-type: none"> <li>Latrobe City</li> <li>Victorian Office for</li> </ul>



Priority	Action	Lead	Partners
		Resilience	Women
	2.3.2 Create ways for equipment/uniforms to be more affordable and accessible to all – swaps and recycling of second hand	Latrobe Health Assembly	<ul style="list-style-type: none"> <li>○ Gippsport</li> <li>○ Latrobe</li> <li>○ Latrobe Health Assembly</li> <li>○ Gippsport</li> <li>○ Sport &amp; Recreation Victoria</li> <li>○ Local organisations/clubs</li> <li>○ Gippsland Primary Health Network</li> </ul>
	2.3.3 Increase promotion of sporting opportunities	GippSport	
	2.3.4 Support inclusive participation in sport with particular focus on disability, multicultural and gender equitable		
	2.3.5 Implement the Latrobe Street Games program to provide opportunities and encourage young people to engage in physical activity		
	2.3.5 Roll out 'This Girl Can' campaign to encourage and empower women in sport. Promote with activities and events in partnership with organisations and leisure/recreation centres	GippSport VicHealth	
	2.3.6 Work with clubs/organisations to utilise facilities more effectively to accommodate all users	GippSport	
	2.3.7 Encourage increased use of Latrobe Leisure Centres by running social events and activities which engage broader community participation	Latrobe City and GippSport	





**3: Health and Wellbeing: Our community has a strong sense of wellbeing and are equipped to make healthy choices in an environment that supports wellness**

Priority	Action	Lead	Partners
3.1 Develop partnerships to address the causes of food insecurity and support local food initiatives	3.1.1 To propose a partnership approach for a sustainable kitchen garden project in an education environment to support children, families and the broader community	Latrobe City Community Resilience	<ul style="list-style-type: none"> <li>○ Latrobe City</li> <li>○ Latrobe Community Health Service</li> <li>○ Central West Gippsland Primary Care Partnership</li> <li>○ Latrobe Health Assembly</li> <li>○ Reactivate</li> <li>○ Neighbourhood houses</li> <li>○ Gippswater</li> <li>○ Quantum</li> </ul>
	3.1.2 Develop ways to utilise seniors in the community to share skills and knowledge on healthy eating and growing produce	Latrobe City A&DS	
	3.1.3 Convene a Community Garden Network to build local capacity and understanding of Council's policy and implementation process	Latrobe City Community Development	
	3.1.4 Support settings to provide healthy food options through the Healthy Choices Guidelines, Heart Foundation Healthy Oils Program, School Canteens and Other Food Services Policy and Menu Planning Guidelines for Early Years Services	Latrobe Community Health Service	
	3.1.5 Improve the skills and knowledge of individuals through the implementation of the FOODCents program		
	3.1.6 Continue to develop and identify opportunities for the Latrobe Nutrition Network	Central West Gippsland Primary Care Partnership	





Priority	Action	Lead	Partners
3.2 Promote mental wellbeing, talk about ways to support and enhance mental health. Work with our partners to promote services, networks and agencies working in this space	3.2.1 Develop the mental health stepped care model with community and mental health service providers	Gippsland Primary Health Network	<ul style="list-style-type: none"> <li>○ Latrobe City</li> <li>○ Latrobe Community Health Service</li> <li>○ Quantum</li> <li>○ Department of Health and Human Services</li> <li>○ Headspace</li> <li>○ Wellways Australia</li> <li>○ Gippsland Primary Health Network</li> <li>○ Department of Health and Human Services</li> <li>○ Latrobe Regional Hospital</li> <li>○ Latrobe Health Assembly</li> <li>○</li> </ul>
	3.2.2 Implement a place based innovative LifeSpan model for suicide prevention strategies. Program to provide training, support and awareness to service providers and community members.		
	3.2.3 Continue training & building awareness in the community through Latrobe Regional Hospital training programs i.e. Mental Health First Aid, Teen Mental Health First Aid, Youth Mental Health First Aid & Applied Suicide Intervention Skills Training	Latrobe Regional Hospital	
	3.2.4 Investigate opportunities for Council to enhance collaboration with the Gippsland Mental Health Alliance Network	Latrobe City Community Resilience	
	3.2.5 Development of a Latrobe Mental Health Awareness Strategy	Lifeline Gippsland	
	3.2.6 Link with other councils to support and strengthen collaboration with the mental health service system	Latrobe City Community Resilience	
	3.2.7 Convene a Youth Council Session focused on mental health and wellbeing	Latrobe City Community Development	
	3.2.8 Participate in Gippsland Primary Health Network Suicide Prevention Advisory Group		
	3.2.9 Continue to develop and implement self-management programs for individuals and carers that support wellness and recovery i.e. 'My Recovery' and 'Building a Future'	Wellways Australia	
	3.2.10 Develop and promote Clinical Psychology internships through the Alcohol and Other Drug & Counselling teams at Latrobe Community Health Service as part of the Department of	Latrobe Community Health Service	



Priority	Action	Lead	Partners
	Health and Human Services regional workforce development strategy. This includes providing paid internships to build local sector capacity to 'grow our own'		
3.3 Support Victorian State Government initiatives to improve health outcomes for Aboriginal and Torres Strait Islander community members	3.3.1 First 1000 days program working with Aboriginal and Torres Strait Islander communities to provide culturally informed intervention to address the needs of families and support from pregnancy through to 2 years.	Latrobe City Family Services	<ul style="list-style-type: none"> <li>○ Latrobe City</li> <li>○ Latrobe Community Health Service</li> <li>○ Department of Health and Human Services</li> <li>○ Latrobe Regional Hospital</li> <li>○ Aboriginal Health Service representatives</li> <li>○ Gippsland Primary Health Network</li> </ul>
	3.3.2 Appointment of an Aboriginal families and child health worker to support Maternal and Child Health nurse for antenatal to school age		
	3.3.3 Improved access to cancer screening and immunisations for Aboriginal and Torres Strait Islander people	Gippsland Primary Health Network	
3.4 Promote safe sexual relationships across the community	3.4.1 Promote the locations of condom vending machines in Gippsland and safe, consensual sex through the Are You Covered campaign.	Gippsland Women's Health	<ul style="list-style-type: none"> <li>○ Family Planning Victoria</li> <li>○ Department of Education</li> <li>○ Latrobe Community Health Service</li> <li>○ Latrobe City</li> <li>○ Enabling Women, Gippsland</li> <li>○ Gippsland Primary Health Network</li> </ul>
	3.4.2 Promote condom vending machines	Latrobe City Community Development	
	3.4.3 Conduct a mapping exercise for sexual and reproductive services and identify gaps	Gippsland Women's Health	
	3.4.4 Continue Enabling Women Program	Enabling Women in Gippsland Partnership Group	
	3.4.5 Create school environments that promote safe sexual relationships through the implementation of the Achievement Program	Latrobe Community Health Services	



Priority	Action	Lead	Partners
	3.4.6 Support evidence-based health practice and development of local referral pathways	Gippsland Primary Health Network	
3.5 <i>Reduce the harms associated with drugs, smoking and excessive alcohol consumption</i>	3.5.1 Implement Reducing Alcohol Related Harm policy implementation plan	Latrobe City Community Development	<ul style="list-style-type: none"> <li>○ Latrobe Community Health Service</li> <li>○ Latrobe City</li> <li>○ Gippsland Primary Health Network</li> <li>○ Department of Health and Human Services</li> </ul>
	3.5.2 Implement Smoke Free Latrobe Initiative, including smoking cessation support	Gippsland Primary Health Network	
	3.5.3 Continue to support Alcohol and Other Drug services including family and carer support and youth specific services	Latrobe Community Health Service	
	3.5.4 Support settings to promote a smoke free, alcohol and other drug free environment through the implementation of the achievement program benchmarks	Latrobe Community Health Service	
3.6 <i>Reduce the harms associated problem gambling</i>	3.6.1 Improve community knowledge of the potential harms and risks associated with gambling	Latrobe Community Health Service	<ul style="list-style-type: none"> <li>○ Latrobe Community Health Service</li> <li>○ Latrobe City</li> </ul>
	3.6.2 Support Latrobe settings to become responsible gambling environments and venues		
	3.6.3 Improve awareness of the support services available for people experiencing gambling related harm		





**4: Safe at Home: Our people feel safe in their homes**

Priority	Action	Lead	Partners
4.1 Be vocal supporters and active participants in the eradication of family violence	4.1.1 Provide training and support for other organisations in line with the Gippsland Prevention of Men’s Violence Against Women Strategy	Latrobe City Community Development	<ul style="list-style-type: none"> <li>○ Latrobe City</li> <li>○ Gippsland Women’s Health</li> <li>○ Quantum</li> <li>○ Prevention of Men’s Violence Against Women Steering Group</li> <li>○ Latrobe Community Health Service</li> <li>○ Victoria Police</li> <li>○ Gippsland Women’s Health Family Violence</li> <li>○ Gippsland Centre Against Sexual Assault</li> <li>○ Relationships Australia, Victoria</li> <li>○ GippSport</li> </ul>
	4.1.2 Support local and state wide initiatives to prevent family violence		
	4.1.3 Continue to operate the “Respect and Equality Collective” within Latrobe City Council		
	4.1.4 Continue to increase, support and strengthen the organisations and communities who are taking action to improve gender equality		
	4.1.5 Promote ‘Steering the Right Path: Planning a Family Route for Ageing’ program to raise awareness and provide tools to assist families with ageing family members	Relationships Australia, Victoria	
	4.1.6 Strengthen family violence response through education and training for staff in health and community services	Latrobe Regional Hospital  Gippsland Primary Health Network	
4.2 Promote a more gender equitable community by developing our workforce, educating the community and building an understanding of the underlying causes of family violence	4.2.1 Develop a gender equity resource that can be used as tool in the work place.	Gippsland Women’s Health	<ul style="list-style-type: none"> <li>○ Latrobe City</li> <li>○ Gippsland Women’s Health</li> <li>○ Relationships Australia, Victoria</li> <li>○ Department of Education, Employment and Training</li> <li>○ Gippsland Centre</li> </ul>
	4.2.2 Identify work places that would be willing to take part in a Pilot to review/audit their practices and use Gippsland Women’s Health gender equity resources to implement new policies to encourage a more gender equitable environment	Latrobe City Community Services	
	4.2.3 Support a tailored approach to family violence prevention by delivering MATE bystander training and promote in the community by encouraging community hubs to	Gippsland Women’s Health Latrobe City Community	



Priority	Action	Lead	Partners
	run sessions	Development	Against Sexual Assault
	4.2.4 Respectful relationships training in schools	Department of Education, Employment and Training  Gippsland Centre Against Sexual Assault	
	4.2.5 Develop ways to support and empower women with disabilities in the community i.e. Purple Hearts Women's Group	Relationships Australia, Victoria	
	4.2.6 Develop a Gender Equality Action Plan and bring together key organisations to develop a partnership model to progress approach	Latrobe City Community Services	
4.3 Work with community groups to promote online safety	4.3.1 Conduct Community Safety Forums on online safety, scams and cyber bullying	Latrobe City Community Development	o Latrobe City





**5: Safe in the Community: Our community cultivates respectful relationships and feels safe in their environment**

Priority	Action	Lead	Partners
5.1 Innovative ways to re-invigorate empty shop fronts and street scapes	5.1.1 Develop proposal for shop activation to re-invigorate CBD areas and establish funding income to progress projects	Latrobe City Community Resilience	<ul style="list-style-type: none"> <li>Latrobe City</li> <li>Latrobe Valley Authority</li> </ul>
	5.1.2 Review ways to re-activate CBD areas and rural town centres		
5.2 Address safety needs – pedestrian/roads	5.2.1 Review of township dark spots and investigate online tool to enable community reporting	Latrobe City Recreation & Infrastructure	<ul style="list-style-type: none"> <li>Latrobe City</li> <li>Vic Roads</li> </ul>
	5.2.2 Develop a pedestrian/bicycle strategy		
	5.2.3 Increase bicycle racks in towns		
	5.2.4 Promote local community transport forums as an avenue for feedback		
	5.2.5 Investigate opportunities of an online tool to enable community reporting e.g. GIS map with facility for community to pin comments/images to allow reporting of problem areas – bike paths, walking tracks, dark spots		
	5.2.6 Report issues raised at Small Township Association meetings to relevant Council programs to address	Latrobe City Community Development	
5.3 Respond to public perceptions of safety and support stronger relationships with Police	5.3.1 Support stronger relationships and partnerships between police and the community by conducting Police open days and participating in agreed joint community events.	Victoria Police	<ul style="list-style-type: none"> <li>Victoria Police</li> <li>Latrobe City</li> <li>Community Safety network</li> <li>Council with Liquor Accord Partnership</li> <li>Gippsland Primary Health Network</li> </ul>
	5.3.2 Work with community to re-define perceptions of safety	Latrobe City Community Development and Community Resilience	
	5.3.3 Report and respond to community safety concerns and issues for action using Council systems		
	5.3.4 Make targeted use of the Eye Watch Latrobe Facebook page	Victoria Police	
	5.3.5 Invite Police to actively participate in the Latrobe Youth	Latrobe City Community	



Priority	Action	Lead	Partners
	Network and ongoing liaison	Development	
	5.3.6 Convene two Latrobe Liquor Accord meetings and participate in the Moe, Morwell and Traralgon Liquor Accords		
	5.3.7 Seek funding and install CCTV in high crime and risk areas		



**6: Lifelong Learning and Opportunities: Our community is equipped with the skills to maximise opportunities in an environment that supports lifelong learning**

Priority	Action	Lead	Partners
6.1 Pathways to education, training and employment	6.1.1 Collaborate with relevant organisations to scope and workshop opportunities to engage with our community to further understand their needs and barriers to learning through all stages of life.	Local Learning and Employment Networks  Latrobe City Community Resilience	<ul style="list-style-type: none"> <li>Department of Education and Training</li> <li>Local Learning and Employment Networks</li> <li>Latrobe City</li> </ul>
	6.1.2 Explore funding opportunities for a workshop with key partners to facilitate the development of a lifelong learning plan		
	6.1.3 Develop a lifelong learning plan that encourages and supports a culture of lifelong learning across Latrobe City and which addresses the barriers to learning and identifies ways to support the community to access learning opportunities		
	6.1.4 Form a partnership with key organisations to support community		
	6.1.5 Develop campaign to communicate and promote learning opportunities within the community		
6.2 Coaching and training for job ready skills in a flexible learning environment	6.2.1 Provide support and coaching for new and small business owners	Latrobe City Economic Development	<ul style="list-style-type: none"> <li>Morwell 4 Kids (Berry Street)</li> <li>Latrobe City</li> <li>Local Learning and Employment Networks</li> <li>Latrobe Valley Authority</li> <li>Latrobe Health Assembly</li> </ul>
	6.2.2 Identify opportunities for skills training that are affordable and flexible and includes interview skills, resume writing, matching skills with jobs	Latrobe City Community Resilience	
	6.2.3 Identify and promote services that provide advice and assistance for return to the workforce or following redundancy	Latrobe Valley Authority	
	6.2.4 Identify training needs for those wanting to re-skill/change industries		
	6.2.5 Support the New and Emerging Communities Leadership Program delivered by Leadership Victoria	Latrobe City Community Development	



Priority	Action	Lead	Partners
	6.2.6 Promote financial counselling services within the Emergency Relief Network of Latrobe City and wider community		
	6.2.7 Continue the delivery of Latrobe City's Indigenous Employment Program	Latrobe City Employment Development	
	6.2.8 Develop innovative programs which aim to develop skills and build confidence i.e. Bike restoration program where students receive Certificate 1 Work preparation for restoring bikes for the community and Up-skilling Dental Assistants in Certificate IV Oral Health Assessor	Latrobe Health Assembly	





## HOW WILL WE DELIVER?

**WE PLAN TOGETHER**

Be proactive in discussing upcoming opportunities.  
Work together to plan future initiatives and programs.

**WE SOLVE PROBLEMS TOGETHER**

Work smarter.  
Make sure our priorities complement each other but don't duplicate.

**WE KEEP EACH OTHER IN THE LOOP**

Regularly inform and report on priorities, activities and opportunities.

**WE MAKE IT HAPPEN!**

Work side by side to support each other and discuss key decisions together.





# MUNICIPAL PUBLIC HEALTH AND WELLBEING PLAN *2017-2021*

A HEALTHY, SAFE, VIBRANT AND CONNECTED COMMUNITY





**LATROBE CITY COUNCIL**  
**MUNICIPAL PUBLIC  
HEALTH AND  
WELLBEING PLAN**  
*2017-2021*

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## MESSAGE FROM THE MAYOR

... a new perspective

**This Municipal Public Health and Wellbeing Plan is more than a collection and analysis of data, it is a capture of the thoughts, hopes and aspirations of our community. It is a show of community force, a determined stand to take an active and powerful role in our collective long term health and wellbeing.**



Throughout the development of this document the community has been our source of knowledge, our inspiration and our test of what is and is not empowering.

We have deliberately focused on the strengths of this wonderful community – its spirit, how protective it is of its unique history, how proud it is of its great gifts and assets, its fundamental sense of connectedness and the determination to look after our own.

We also acknowledge the traditional owners of the land, the Braiakaulung people of the Gunaikurnai nation and pay respect to their elders past and present. In the development of this plan we thank our Braiakaulung advisory committee for their guidance and we appreciate the contribution of members

of our aboriginal communities who have assisted and informed the development of this plan.

This Plan is a community plan. It is our blueprint – not just for Council but for our valuable partner agencies and stakeholders, community groups and associations as well as individual community members

In the preparation of this Plan we have also had the privilege of connecting with the Latrobe Valley Health Assembly. Here we have found alignment and synergy to our work and acknowledge the importance of a shared cooperative approach moving forward. The Health Innovation Zone is Australia's first - its establishment provides Council, service providers and the wider community with a unique opportunity to

deliver creative, unconventional, progressive community based approaches to health and wellbeing improvement.

In developing our Plan we thank the State Government for supporting and embracing our community-led approach.

On behalf of Council, I would like to extend my appreciations to those hundreds of community members who participated in the development of this document. Each and every contribution has been enormously valuable in the development of this vision for our community.

By working together to deliver this Plan, by being guided by the wisdom of our community, I am confident that we can create a more healthy, vibrant, safe, connected and resilient community.

# OUR COMMUNITY

... at a glance

## BUILDING ON OUR STRENGTHS...

### OUR OPPORTUNITY

Time of change, people are listening and engaged, a new approach

### OUR HOME

Natural beauty, livable, affordable, accessible, country life, close to city

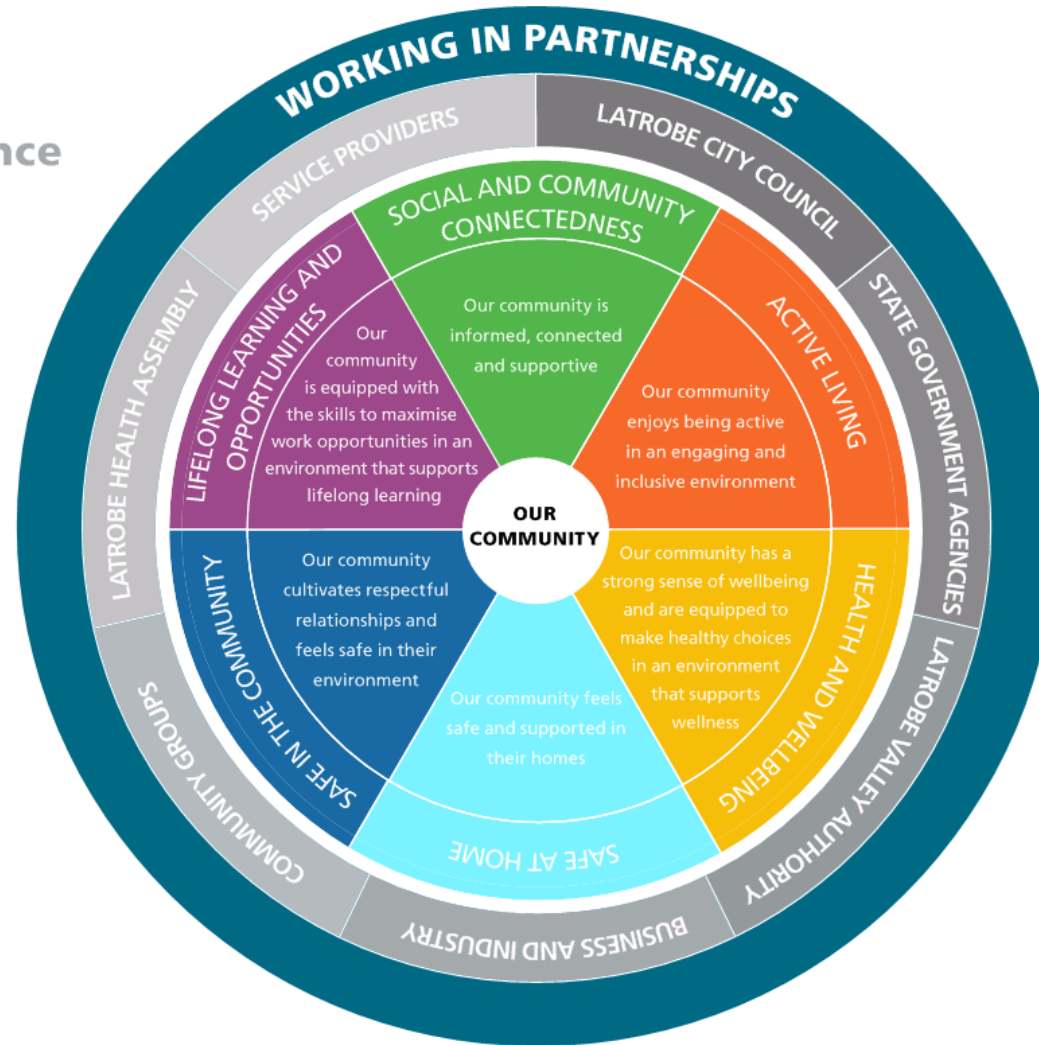
### OUR PEOPLE

Welcoming, resilient, supportive, caring, invested, want change



# OUR FOCUS

... at a glance







## What the community said

welcome packs Aboriginal community  
conversation groups social and economic  
outdoor spaces eyewatch latrobe  
festivals and fairs  
community boards look out for each other  
encouragement of art mental health  
dog walking self esteem  
community events flexible volunteering  
senior citizens networking focus on wellness  
safety access to information young people  
education shared paths  
partnerships neighbourhood houses disability  
puzzle and escape rooms community hubs  
share positive stories LGBTIQ  
social clubs  
healthy relationships multiculturalism  
community transport


## SOCIAL AND COMMUNITY CONNECTEDNESS


Our community is informed, connected and supportive

### WHAT THE STATISTICS SAY

**64%** Have attended a community event

 Almost two-thirds are able to get help from neighbours

 1 in 3 People volunteer in their community

 6/10 rated their community good for support groups



### OUR FOCUS

- Greater promotion of events, activities, gatherings and opportunities to connect
- Encourage neighbourhoods to host events and activities. Work with neighbours and communities to reduce event barriers and red-tape
- Support initiatives that reduce feelings of isolation and loneliness - connect neighbours and communities
- Promote volunteering opportunities across Latrobe City
- Develop a diverse and flexible range of volunteering opportunities so people can make a difference to their community
- Be a welcoming and inclusive community for all members including LGBTI, Aboriginal and Torres Strait Islander community, multicultural, youth, people with a disability



## What the community said


bike paths walking groups  
purpose for activity low cost inclusive  
dances open spaces 'come and try' days  
amenities off leash dog parks  
schools park runs volunteering  
Community gardens water fountains  
rest spots natural beauty  
connect our towns incidental activity  
build on what's working well work together  
create walking destinations flexible options  
social connection active neighbourhoods  
accessibility midnight basketball  
workplaces


## ACTIVE LIVING


An environment and community that cultivate and enjoy active living

### WHAT THE STATISTICS SAY

**58%** Not meeting daily activity guidelines

 More than two-thirds would like to increase their physical activity

 1 in 3 People are a member of a sporting group

 Latrobe residents reported that barriers to engaging in physical activity include time, affordability, ill health, suitable facilities and caring for young children



### OUR FOCUS

- Promote ways to be more active in the home, at work, school and play
- Build environments that create opportunities to move and build physical health
- Invest in infrastructure that provides low cost physical activity that can be used by all members of the community
- Create affordable sporting and physical activity options with Clubs and sporting organisations
- Get the community moving—grow existing active living initiatives, foster new ones and work with the community to create new and exciting physical activity opportunities
- Grow participation in physical activity —women, Aboriginal and Torres Strait Islander community, LGBTI, multicultural community, people with a disability, seniors
- Improve low cost physical activity facilities to promote walking, cycling and use of public transport with an aim to reduce our community's carbon footprint





## What the community said

mental health  
inclusive services  
affordable options  
business  
council facilities  
healthier fast food options  
free water  
drug and alcohol  
sporting clubs  
support with dignity  
reduce the stigma  
service professional retention  
LGBTIQ support  
community leadership  
community based support  
food swaps  
workplaces  
sexual health  
education  
food literacy  
edible landscapes  
healthy kids menus  
community groups  
focus on wellness  
support for families  
crisis support  
gender equity  
empower  
social inclusion  
vulnerable groups  
information packs  
neighbourhood outreach  
farmer's markets  
drug rehabilitation  
schools

## HEALTH AND WELLBEING

Our community has a strong sense of wellbeing and are equipped to make healthy choices in an environment that supports wellness

### WHAT THE STATISTICS SAY



58% of people at increased risk of alcohol related harm on a single occasion



2/10 report being obese



5 in 10 people do not meet dietary guidelines for fruit or vegetable consumption



15% Reported fair or poor health status

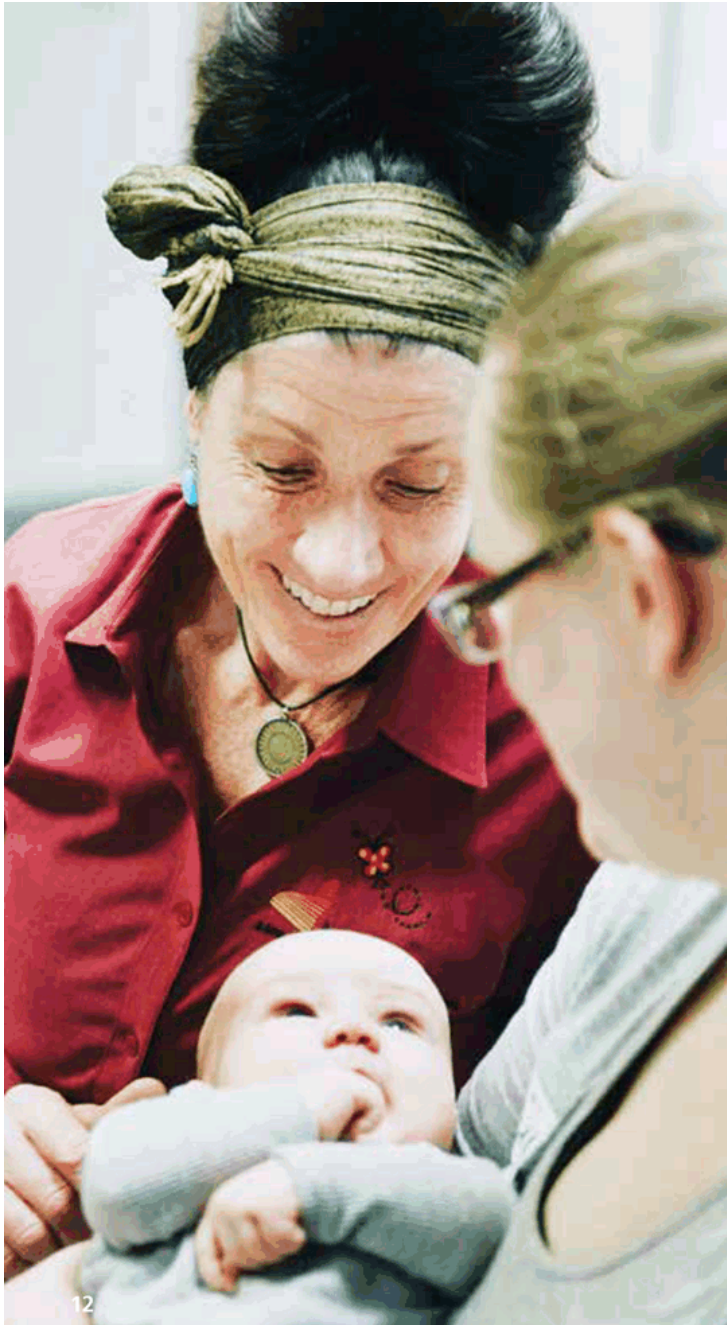


17% are in high psychological distress



### OUR FOCUS

- Increase access, availability, promotion and consumption of healthy food and drink options
- Support local food initiatives such as community gardens and food swaps
- Reduce the harms associated with drugs, smoking and excessive alcohol consumption
- Support families to access information about drug and alcohol rehabilitation services. Advocate for improved alcohol and drug rehabilitation services in local communities
- Work with the community to prevent family violence. Promote respectful and equitable relationships
- Promote safe sexual relationships across the community
- Develop and support partnerships to address the causes of food insecurity with focus on access to healthy food, education around healthy eating and support for local producers
- Support Victorian State Government initiatives to improve health outcomes for Aboriginal and Torres Strait Islander community members
- Promote mental wellbeing, talk about ways to support and enhance mental health. Work with our partners to promote services, networks and agencies working in this space
- Reduce harm from problem gambling



## What the community said

safe in the family unit long-term planning  
culturally diverse support  
online and telephone fraud workplaces  
education children and young people  
support for victim survivors same sex relationships  
elder abuse police  
prevention accessibility  
gender equity address causes  
perpetrators online bullying  
short term contracts affect relationships  
healthy relationships accessibility  
mental health first aid

## SAFE AT HOME

Our people feel safe in their homes

### WHAT THE STATISTICS SAY

33

Family violence incidents per 1000  
*\*compared to state rate of 12*



HELP FROM  
NEIGHBOURS

More than half of people are able to  
get help from neighbours



4/10 people aged over 75 years live  
alone

75%

75% of those affected by family  
violence across Victoria were female



### OUR FOCUS

- Be vocal supporters and active participants in the eradication of family violence
- Promote a more gender equitable community by developing our workforce, educating the community and building an understanding of the underlying causes of family violence
- Work with key partners including state government on implementing “Ending Family Violence—Victoria’s Plan for Change” (10 year plan)
- Work with partners to enable responsive, flexible and culturally appropriate support for those who have been affected by family violence
- Work with community groups to promote online safety





## What the community said

protective services  
**community gatherings** safe open spaces  
respect for women education  
homelessness **police resources**  
diversity outreach programs  
permits for parties **safe transport**  
**mental health aid** additional paths  
prevention **relationship building**  
rehabilitation centres **shared goals**  
anti-violence nightlife transport availability  
hoon reduction **school crossings**  
fall risks Kurnai Young Parents Program  
community gardens  
youth justice **street lights**

## SAFE IN THE COMMUNITY

Our community cultivates respectful relationships and feels safe in their environment

### WHAT THE STATISTICS SAY

**12** Drug usage and possession offences per 1000

 Just over half of people feel safe on the streets alone

**94%** Rated their community as a pleasant environment



### OUR FOCUS

- Support stronger relationships and partnerships between the Police and the community
- Encourage clubs, community groups and services to provide safe, welcoming and inclusive environments for all
- Consider innovative ways to reinvigorate empty shop fronts to add brightness and vibrancy to our street scapes
- Work with the Police and agencies to respond to public perceptions of safety
- Work with neighbourhood centres, houses and hubs to build local connections and support school and neighbourhood renewal projects
- Work creatively to develop initiatives to prevent those in our community from entering or re-entering the criminal justice system and look at ways to support re-entry into the community
- Address pedestrian and transport safety needs—consider pedestrian crossings, bike and walking paths, hoon behaviour, lighting and community prevention activities




## What the community said

harness strengths of the community  
 build confident adults culture matters  
 cost of education / skills development ecological model  
 encourage hope digital literacy  
 food security life skills early years  
 gender equity recognition of experience  
 Home and Community Care  
 managing finances impact of trauma  
 multiple pressures fair pay for young people  
 parents learn through their children mental health  
 men's sheds grandparents as carers  
 match education to employment options  
 value volunteering childhood impacts on later life  
 casualisation of the workforce pathways  
 mentoring learn locals skills for hobbies and interests  
 flexible accessible learning

## LIFELONG LEARNING AND OPPORTUNITIES

Our community is equipped with the skills to maximise opportunities in an environment that supports lifelong learning

### WHAT THE STATISTICS SAY

- 7.8%** Unemployment rate
-  Almost one-third of children developmentally vulnerable in more than 1 area
- \$400** 45% of people have income less than \$400 per week
- 85%** Year 9 students attained national minimum literacy standards  
*\*6% below state rate*



### OUR FOCUS

- Support and promote flexible learner centred initiatives and learning as an opportunity for every member of our community.
- Build positive and supportive pathways into learning.
- Embrace a family centred approach to early years learning which harnesses the talents and interests of children to support school readiness
- Grow, support and promote services and programs which build financial and digital literacy
- Create opportunities to harness hobbies and interests as pathways into learning
- Recognise that employment is an important foundation for health and wellbeing. Support our community to build skills and be job ready
- Create and promote clear local pathways from education and skills training to employment opportunities
- Coaching and training to assist with resume writing, interview skills and career advice for appropriate employment opportunities for all ages throughout all stages of life



# OUR PROMISE

... next steps



**ACTION PLAN**  
**PROGRESS MONITORING**  
**ANNUAL REVIEW**  
**COMMUNITY INVOLVEMENT**  
**PROMOTE & SHARE**

## WITH ENVIRONMENTS THAT...



## WE WILL...



18

## OUR COMMUNITY WILL SAY...



## HOW WE KNOW WE ARE MAKING A DIFFERENCE?

- ✓ Health data improves
- ✓ Community are connected, active, happy and healthy
- ✓ Service providers and partners commit to and deliver meaningful services to the community
- ✓ Community will feel listened to and catered for and report positively on changes resulting from the plan

## APPENDIX 1

Following the Council election in 2016, Latrobe City have implemented the development of a community focused Municipal Public Health and Wellbeing Plan for years 2017-2021.

With this in mind, an extensive community engagement was under taken to collect the community's thoughts and ideas on how to improve the health and wellbeing of the people and understand the best ways to engage with them to ensure this plan is useful; and responds to the way in which they live.

Latrobe City's primary objective was to listen to the community and capture their thoughts on their life, their community and their wellbeing.

Latrobe City Council embarked upon neighbourhood door knock surveys in four townships in Latrobe City. Conversation Cafes were held with the neighbourhoods which were visited to share these results and discuss the themes drawn from this to understand the ideas they have on improving their health and wellbeing. As well as these neighbourhoods, online responses have been received from Tyers, Yallourn North, Yinnar, Boolarra, Newborough, Toongabbie, Glengarry and Traralgon South through online surveys. In addition, a short postcard survey was distributed.

This process generated a wealth of valuable insight into our community which drove the next steps. From these surveys Latrobe City identified a number of key themes, which set the direction for further in-depth discussions.

From the data collated four main workshop themes were identified; social and community connection; feeling safe; active and healthy living and; work and educational opportunities and financial security. These formed the basis for discussions with the MPHWP Reference Group and the Municipal Themed Workshops where community members and representatives from local service providers examined the themes in more depth and explored ideas for how our community can improve their health and wellbeing in these key areas.

In addition people were asked how they would like to be engaged, what a thriving community would look like to them if the plan was successful and what they would like the plan to look like. This input drove out key priorities for development of a community focused Municipal Health and Wellbeing Draft Plan.



## APPENDIX 2

### In context

This section of the plan details how our focus areas align with the Latrobe City Council Plan 2017-2021, the Municipal Strategic Statement, the Victorian Public Health and Wellbeing Plan 2015-19 and the Latrobe Health Assembly priorities to work together towards a happy and healthy Latrobe.

		LATROBE CITY COUNCIL PLAN 2017 - 2021 OBJECTIVES <sup>6</sup>							MUNICIPAL STRATEGY STATEMENT <sup>7</sup>				
		SUPPORT JOB CREATION AND INDUSTRY DIVERSIFICATION TO ENABLE ECONOMIC GROWTH	ENCOURAGE IMPROVED EDUCATION & TRAINING OUTCOMES	IMPROVE THE LIVEABILITY AND CONNECTEDNESS OF LATROBE CITY	IMPROVE THE AMENITY AND ACCESSIBILITY OF COUNCIL SERVICES	PROVIDE CONNECTED, ENGAGED & SAFE COMMUNITY ENVIRONMENT, WHICH IS IMPROVING THE WELLBEING OF ALL CITIZENS	ENSURE COUNCIL OPERATES OPENLY, TRANSPARENTLY AND RESPONSIBLY	GROW THE CIVIC PRIDE OF OUR MUNICIPALITY & SOLIDIFY LATROBE CITY'S IMAGE AS A KEY REGIONAL CITY	NATURAL ENVIRONMENT	BUILT ENVIRONMENT SUSTAINABILITY	MAIN TOWNS	ECONOMIC SUSTAINABILITY	LIVEABILITY
<b>SOCIAL AND COMMUNITY CONNECTEDNESS</b>	Our neighborhoods are informed, connected and supportive			•	•	•		•					•
<b>ACTIVE LIVING</b>	An environment and community that cultivate and enjoy active living			•	•	•		•	•	•			•
<b>HEALTHY LIVING</b>	Our people have the knowledge and opportunities to make healthy choices and access appropriate, responsive supports and services			•	•	•	•	•			•		•
<b>SAFE AT HOME</b>	Our people feel safe in their homes and can access appropriate support and services when needed		•	•	•	•							
<b>SAFE IN OUR COMMUNITY</b>	Our schools, workplaces, environment and community help everyone to feel safe and connected			•	•	•		•			•		•
<b>LIFELONG LEARNING AND OPPORTUNITIES</b>	Our community have the skills, and opportunities to be financially secure	•	•	•	•	•		•				•	

## APPENDIX 2

### In context (continued)

		VICTORIAN PUBLIC HEALTH AND WELLBEING PLAN 2015-19 PRIORITY AREAS <sup>7</sup>							
		HEALTHIER EATING AND ACTIVE LIVING	TOBACCO FREE LIVING	REDUCING HARMFUL ALCOHOL & DRUG USE	IMPROVING MENTAL HEALTH	PREVENTING VIOLENCE & INJURY	IMPROVING SEXUAL & REPRODUCTIVE HEALTH	MAINTAINING HEALTHY ENVIRONMENTS	RESPONDING TO THE IMPACTS OF CLIMATE CHANGE
<b>SOCIAL AND COMMUNITY CONNECTEDNESS</b>	Our neighborhoods are informed, connected and supportive				•	•			•
<b>ACTIVE LIVING</b>	An environment and community that cultivate and enjoy active living	•						•	
<b>HEALTHY LIVING</b>	Our people have the knowledge and opportunities to make healthy choices and access appropriate, responsive supports and services	•	•	•	•	•	•		
<b>SAFE AT HOME</b>	Our people feel safe in their homes and can access appropriate support and services when needed				•	•			
<b>SAFE IN OUR COMMUNITY</b>	Our schools, workplaces, environment and community help everyone to feel safe and connected	•		•	•	•		•	
<b>LIFELONG LEARNING AND OPPORTUNITIES</b>	Our community have the skills, and opportunities to be financially secure	•			•				•



## APPENDIX 2

The establishment of the Latrobe Health Assembly (the Assembly) was a key recommendation from the re-opened Hazelwood Mine Fire Inquiry. It is independent of government and consists of over 40 members of the Latrobe Valley reflecting the diversity of our community.

The Assembly is an important partner in the development and implementation of this plan, and has initially established three working groups

LATROBE HEALTH ASSEMBLY WORKING GROUPS	SOCIAL AND COMMUNITY CONNECTEDNESS	ACTIVE LIVING	HEALTHY LIVING	SAFE AT HOME	SAFE IN OUR COMMUNITY	LIFELONG LEARNING AND OPPORTUNITIES
	Our neighborhoods are informed, connected & supportive	An environment & community that cultivate and enjoy active living	Our people have the knowledge & opportunities to make healthy choices & access appropriate, responsive supports & services	Our people feel safe in their homes & can access appropriate support & services when needed	Our schools, workplaces, environment & community help everyone to feel safe & connected	Our community have the skills, and opportunities to be financially secure
Make the move		•	•			
Education employment and pride of place	•					•
Early childhood, young people and families	•			•		•

## REFERENCES

1. Department of Health and Human Services (2015), Local Government Area Statistical Profiles, Latrobe (C), <https://www2.health.vic.gov.au/about/reporting-planning-data/gis-and-planning-products/geographical-profiles>
2. Latrobe City Council, Public Health and Wellbeing Survey (May 2017)
3. Department of Health and Human Services (2017), Preventative Health Survey 2012-13 – Adult: Companion Document Draft, Part 1: Healthy eating and physical activity behaviours and risk factors
4. Turning Point, Alcohol and other drug statistics, (2015-16 figures) <http://aodstats.org.au/VicLGA/>
5. Crime Statistics Agency, Family Violence Data Portal, Victoria Police Data Tables (2015-16 figures) <https://www.crimestatistics.vic.gov.au/family-violence-data-portal>
6. Latrobe City Council (2017), Latrobe City Council Plan 2017-2021 [http://www.latrobe.vic.gov.au/About\\_Us/Media\\_and\\_Publications/Major\\_Council\\_Publications](http://www.latrobe.vic.gov.au/About_Us/Media_and_Publications/Major_Council_Publications)
7. Latrobe City Council (2017), Latrobe Planning Scheme (Municipal Strategic Statement) <http://planningschemes.dpcd.vic.gov.au/schemes/latrobe>
8. Department of Health, Koolin Balit: Victorian Government strategic directions for Aboriginal Health 2012-2022





# **CORPORATE SERVICES**



## 17. CORPORATE SERVICES

Agenda Item: 17.1

Agenda Item: **Authorisation of Council Officer under the Planning & Environment Act 1987**

Sponsor: **General Manager, Corporate Services**

Council Plan Objective: **Ensure Council operates openly, transparently and responsibly.**

Status: **For Decision**

### **MOTION**

Moved: Cr Harriman

Seconded: Cr McFarlane

**That Council in exercising the powers conferred by Section 224 of the *Local Government Act 1989* and Section 147(4) of the *Planning and Environment Act 1987 (Act)*:**

- 1. Appoints and authorises Danielle Simpson, Coordinator Urban Growth Wayne Saruwaka and Ruth Harper, Environment Sustainability Officers as Authorised Officers for the purposes of the Act and associated regulations; and**
- 2. Delegates and authorises the Chief Executive Officer to sign and seal the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) as presented which comes into force immediately the common seal of Council is affixed.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

By authorising officers, Council is authorising a suitably skilled/qualified officer to undertake the duties required of a particular statutory position. Once a person is authorised by Council, that person has the powers of that statutory position; as distinct from being delegated the powers of the Council.

Authorisations are different from delegations as delegations involve the Council giving its powers to members of staff who then act on behalf of Council. Persons authorised by Council to hold a statutory position are acting as holders of statutory powers; they are not acting as delegates on behalf of the Council. Their powers and responsibilities are different to the powers and responsibilities of the Council.

By authorising Danielle Simpson, Coordinator Urban Growth, Wayne Saruwaka and Ruth Harper, Environment Sustainability Officers for the purposes of administration and enforcement of the *Planning and Environment Act 1987* (Act), this will enable the newly appointed officers to operate and perform her duties with respect to the statutory planning powers and functions of the Council.

**Declaration of Interests:**

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

**Background:**

Council has the power to appoint any person other than a Councillor to be an authorised officer for the purposes of the administration and enforcement on any Act, regulation or local laws which operate with respect to the powers and functions of the Council. A Council must maintain a register that shows the names of all people appointed by it to be authorised officers. Each authorised officer is to be issued with an identity card that contains a photograph and signature of the authorised officer and is signed by the Chief Executive Officer.

In accordance with Section 224 of the *Local Government Act 1989*, an authorised officer has the following powers:

- To demand the name and address of a person who has committed, or who is reasonably suspected by the officer to have committed, an offence under any Act, regulation or local law in respect of which he or she is appointed. In doing so, the officer must inform the person in sufficient detail of the reason for which the demand is made to enable the person to understand the nature of the offence or suspected offence; and
- To enter any land or building in the municipal district at any reasonable time to carry out their duties as an authorised officer.

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

1. *Any reference in this Act to an Authorised officer of a responsible authority of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.*

**Reasons for Proposed Resolution:**

Section 188(2)(c) of the *Planning and Environment Act 1987*, stipulates that Council has *the power of a responsible authority to authorise any officer to carry out a duty or function or to exercise a power.*

**Issues:**

*Strategy Implications*

Council Plan objective, 'to ensure Council operates openly, transparently and responsibly'.

*Communication*

Not Applicable.

*Financial Implications*

There are no financial or resource implications, as this position is within the adopted budget. However, if Council decides not to authorise the nominated officer, it will impede their ability to fully execute their duties.

*Risk Analysis*

If an officer is not authorised by Council under section 224, the officer will be unable to adequately perform their duties, as described in their position description. Further implications to this are as follows:

- Delays in processing decisions on planning applications.
- Development and subdivision projects within the Latrobe City Council having timely delays.
- Risk that developers will become frustrated with delays and appeal to VCAT.
- Planning officers that do not have the appropriate authorisation and delegation are unable to determine planning applications.
- A court or tribunal can declare any planning permit issued by the unauthorised officer invalid.

*Legal & Compliance*

The *Planning and Environment Act 1987* requires direct authorisation from Council to council officers in order to perform certain statutory duties.

By authorising the nominated officer under the *Planning and Environment Act 1987* and under section 224 of the *Local Government Act 1989*, Council will ensure that the nominated officer will be able to perform and fulfil their role as described in their position description.

*Community Implications*

No Community impact.

*Environmental Implications*

No environmental impact.

*Consultation*

There is no engagement required as part of this process.

**Supporting Documents:**

S11A. Instrument of Appointment and Authorisation – Danielle Simpson

S11A. Instrument of Appointment and Authorisation - Wayne Saruwaka

S11A. Instrument of Appointment and Authorisation - Ruth Harper

**Attachments**

- 1 [↓](#). S11A Instrument of Appointment & Authorisation - Ms D Simpson
- 2 [↓](#). S11A Instrument of Appointment & Authorisation - Mr W Saruwaka
- 3 [↓](#). S11A Instrument of Appointment & Authorisation - Ms R Harper



## **17.1**

### **Authorisation of Council Officer under the Planning & Environment Act 1987**

- 1 S11A Instrument of Appointment & Authorisation - Ms D  
Simpson ..... 605**
- 2 S11A Instrument of Appointment & Authorisation - Mr W  
Saruwaka..... 607**
- 3 S11A Instrument of Appointment & Authorisation - Ms R  
Harper ..... 609**

Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and  
Environment Act 1987)*



**Latrobe City Council**

**Instrument of Appointment and Authorisation**  
***(Planning and Environment Act 1987 only)***

**October 2018**

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "**officer**" means -

**Danielle Simpson**

**By this instrument of appointment and authorisation Latrobe City Council -**

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.
3. Any planning application which has received one or more objection(s).

Any planning application recommended for refusal (including planning applications where Council has no discretion for approval).

Any application of strategic significance (at the discretion of the CEO).

Any matter relating to the signing and sealing of Section 173 Agreements.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked;
- (c) that any authority or appointment to the officer referred to in this Instrument is automatically revoked upon that officer ceasing employment with the Council.

This instrument is authorised by a resolution of the Council on 1 October 2018.

The Common Seal of **LATROBE CITY COUNCIL**  
was affixed in accordance with Local Law No. 1  
this    day of                    2018 in the presence of:

---

*Gary Van Driel – Chief Executive Officer*

Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and  
Environment Act 1987)*



**Latrobe City Council**

**Instrument of Appointment and Authorisation**  
***(Planning and Environment Act 1987 only)***

**October 2018**

Authorised Officer: **Wayne Saruwaka**



**Instrument of Appointment and Authorisation  
(*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

**Wayne Saruwaka**

**By this instrument of appointment and authorisation Latrobe City Council -**

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked;
- (c) that any authority or appointment to the officer referred to in this Instrument is automatically revoked upon that officer ceasing employment with the Council.

This instrument is authorised by a resolution of the Council on 1 October 2018.

The Common Seal of **LATROBE CITY COUNCIL**  
was affixed in accordance with Local Law No. 1  
this    day of                    2018 in the presence of:

---

*Gary Van Driel – Chief Executive Officer*

Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and  
Environment Act 1987)*



**Latrobe City Council**

**Instrument of Appointment and Authorisation**  
***(Planning and Environment Act 1987 only)***

**October 2018**

Authorised Officer: **Ruth Harper**

**Instrument of Appointment and Authorisation  
(*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

**Ruth Harper**

**By this instrument of appointment and authorisation Latrobe City Council -**

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked;
- (c) that any authority or appointment to the officer referred to in this Instrument is automatically revoked upon that officer ceasing employment with the Council.

This instrument is authorised by a resolution of the Council on 1 October 2018.

The Common Seal of **LATROBE CITY COUNCIL**  
was affixed in accordance with Local Law No. 1  
this    day of                    2018 in the presence of:

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*Gary Van Driel – Chief Executive Officer*

**Agenda Item: 17.2**

**Agenda Item: Review of Council Policies**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Decision**

**Cr Sharon Gibson left the meeting, the time being 09:51 PM**

**MOTION**

**Moved: Cr O'Callaghan**

**Seconded: Cr Howe**

**That Council:**

- 1. Adopts the following policies with an effective date of 01 October 2018:**
  - a. Youth Policy**
  - b. Civic, Ceremonial Functions and Honours Policy**
  - c. Risk Management Policy**
- 2. Notes that with the adoption of these policies listed, that any previous versions are now rescinded;**
- 3. Makes these policies available to the public on Council's website; and**
- 4. Rescinds the Records and Information Management Policy effective from 01 October 2018 and removes this policy from circulation.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Policies are reviewed regularly to ensure that they remain relevant and consistent with community and legislative expectations, and to lessen any bureaucratic burden from duplication.

The following policies have been reviewed, and are presented for adoption by Council:

- Youth Policy
- Civic, Ceremonial Functions and Honours Policy

- Risk Management Policy

In addition, the *Records and Information Management Policy* has been identified as obsolete or superseded. This is now presented to Council to abolish accordingly.

**Declaration of Interests:**

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

**Background:**

The proposed policy has been considered in accordance with the requirements of the *Charter of Human Rights and Responsibilities Act 2006*.

The Policy Review Table set out below (Table one), lists all policies presented for consideration in this stage, identifying the status assigned to each policy and the revisions made (if any) under the following headings:

Table one: Policy Review Table

<b>Adopted Policy Title</b>	<b>Statutory Review</b>	<b>No change</b>	<b>Title Change</b>	<b>Policy level change</b>	<b>Minor Change(s)</b>	<b>Significant Change(s)</b>	<b>Superseded / Obsolete</b>	<b>New</b>
Youth Policy						X		
Records and Information Management Policy							X	
Civic, Ceremonial Functions and Honours Policy					X			
Risk Management Policy						X		

Youth Policy

- A review of the *Youth Policy* has been undertaken and significant changes proposed in order to provide strong linkages to the Victorian Government Youth Policy.
- The proposed policy (attached) has also had other minor administrative changes (e.g. template updated), and feedback was sought from the Youth Council.



#### Records and Information Management Policy

- A review of the *Records Management Policy* (attached) has identified that it is surplus to requirements as it duplicates another current operational policy that all staff must comply with, as well as records management requirements bestowed on Councillors through the *Councillor Code of Conduct* and *Provision of Resources and Support Policy*.

#### Civic, Ceremonial Functions and Honours Policy

- A review of the *Civic, Ceremonial Functions and Honours Policy* (attached) has made minor changes for consideration.
- The Policy has been updated into the current template, and minor wording changes made (highlighted in red text) to improve clarity.

#### Risk Management Policy

- A review of the *Risk Management Policy* has made some significant changes for consideration.
- The proposal includes a risk response table and risk appetite statement as well as a high level overview of the risk management process.
- The risk appetite statement has been reviewed and updated, following benchmarking against a number of other Victorian, Australian and International local government agencies, consideration of advice from Risk Management Solutions, Jardine Lloyd Thompson, and review and consultation internally.
- Minor changes to the Policy Principles section has also occurred to reflect wording and key principles of the revised Risk Management Standard, ISO 31000:2018 Risk Management Guidelines.
- The draft updated policy was provided to the Audit and Risk Committee at their 30 August 2018 meeting, and their feedback has been incorporated.

#### **Reasons for Proposed Resolution:**

Good governance principles establish that Council should determine its policy position and put in place a periodic review process. Council adopted its Council Policy Development Policy at its meeting held on 29 February 2016. This report is a part of an ongoing program to ensure that all policies are kept relevant and up to date during the term of a Council.

#### **Issues:**

##### *Strategy Implications*

The Policy review program supports the Council Plan objective '*Ensure Council operates openly, transparently and responsibly*'.

### *Communication*

The following is planned for the communication of the decision:

- Policies that are abolished are removed from circulation and key internal stakeholders notified.
- The policies that have been adopted will be placed on Council's website (in a form compliant with disability discrimination requirements). Any implementation or communications plan identified for these policies will be also actioned.

### *Financial Implications*

There are no current financial implications with the adoption or removal of any of the proposed policies. However, the resource implications are positive, in that there is less red tape within Council through maintaining or implementing Council and operational policies.

### *Risk Analysis*

The proposed resolution will improve management of potential risks of staff not being aware of requirements as there will be a reduction of policies requiring maintenance and compliance by officers.

### *Legal and Compliance*

There are no other known legal and compliance issues with the adoption or removal of the policies listed.

### *Community Implications*

There are no further known community implications with the adoption (or removal) of the policies listed.

### *Environmental Implications*

There are no environmental implications with the removal or adoption of these policies.

### *Consultation*

Applicable consultation has occurred within the organisation and with the *Audit and Risk Committee* (where applicable) during each policy review.

### *Other*

Not applicable.

**Supporting Documents:**

[Council Policy Development Policy](#)

[Youth Policy](#) (current)

[Civic, Ceremonial Functions and Honours Policy](#) (current)

[Risk Management Policy](#) (current)

**Attachments**

1 [↓](#). Proposed Youth Policy

2 [↓](#). Proposed Civic, Ceremonial Functions and Honours Policy

3 [↓](#). Proposed Risk Management Policy

4 [↓](#). Records and Information Management Policy (for Abolishment)

## **17.2**

### **Review of Council Policies**

<b>1</b>	<b>Proposed Youth Policy .....</b>	<b>617</b>
<b>2</b>	<b>Proposed Civic, Ceremonial Functions and Honours Policy .....</b>	<b>623</b>
<b>3</b>	<b>Proposed Risk Management Policy .....</b>	<b>631</b>
<b>4</b>	<b>Records and Information Management Policy (for Abolishment).....</b>	<b>637</b>



## Youth Policy

Version 1

Approval Date: (insert date)

Review Date: (insert date)





Youth Policy

**DOCUMENT CONTROL**

Responsible GM	Sara Rhodes Ward	
Division	Community Services	
Last Updated (who & when)	Steve Tong, Manager Community Development	2012
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	(day, month & year)	Update
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No		

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Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Youth Policy

### 1. Background

Young people are central to the future of Latrobe City and make significant contributions to community life. Latrobe City has a strong commitment to the ongoing engagement and support of young people, their ongoing development, health and wellbeing, creating opportunity for future careers and encouraging active engagement in community and participation in civic life. Latrobe City respects and delights in the diversity of young people, including their social, spiritual, education, environmental, cultural, economic, sporting, recreational community and creative pursuits.

### 2. Objectives

This Youth Policy outlines Latrobe City's commitment to young people aged 12 to 25 years. It outlines the focus for the programs, projects and participation of young people across Latrobe City.

### 3. Scope

This policy covers young people as impacted by Council plans, strategies, programs and projects, including volunteer opportunities.

### 4. Principles of Management

This policy recognises and is consistent with the Victorian Government Youth Policy: Building Stronger Youth Engagement in Victoria, June 2016, which identifies a set of guiding principles and three key action areas –

- ❖ Amplifying the voice of Victorian Youth in government priority setting;
- ❖ Increasing youth participation in youth-focused policy, program and service design; and
- ❖ Empowering young people in their own care.

This policy will guide Council decisions and actions within the scope of the policy. It aims to provide hope and opportunity for the voice of young people to be considered and heard, to enable them to make positive and informed decisions and access Council and community services, supports and facilities for their enjoyment and ongoing development as valued community members/citizens. It also encourages consultation and engagement with young people on matters that relate to or are likely to significantly impact on or affect them. The functional areas are:

- **Coordination, Contribution and Support of the Youth Services Sector**

This includes: convening the Latrobe Youth Network, providing letters of support for funding applications to address identified gaps and needs in youth services; supporting new initiatives.

- **Increased Educational and Employment Opportunities**

This includes: Intern programs, work experience placements; provision of training and development opportunities for staff; work preparedness training for young

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Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Youth Policy

people with disabilities; mentor programs; support for local educational institutions and their programs, including infrastructure development; job creation programs for disadvantaged young people.

- **Engagement, Advocacy and Influencing/Impacting Council Decisions**  
This includes: consulting and engagement of Youth Council and other young people when formulating Council strategies and plans; advocating to other levels of government on key issues impacting young people in our community; opportunities for direct discussions with Councillors; and advocacy for increased programs and facilities for young people.
- **Providing Information, Increasing Leadership Capacity, Volunteerism and Civic Participation**  
This includes: The annual Youth Council program; production of the Youth Info Card; building young people’s knowledge of the service system to increase their access; increasing volunteer opportunities across the municipality; participating in civic activities.
- **Access to Safe Places and Experiences**  
This includes: providing appropriate places for young people to gather and connect; providing opportunities for young people to network; building and maintaining infrastructure for young people; International exchanges in areas such as education, music, and sport; special rates for young people to access Latrobe City Services such as recreation and leisure programs; provision of youth focused activities, events and cultural programs; access to youth focused resources at Latrobe City libraries and service centres; providing community grants to support a wide range of community development and recreational opportunities.

### 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 Policies
- Responsibility for the decision to approve this Policy by Council Resolution

#### 5.2. Chief Executive Officer

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

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Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Youth Policy

- Overall responsibility for performance monitoring
- 5.3. General Manager Community Services
- Responsibility for compliance with this policy
  - Responsibility for enforcing accountability
  - Responsibility for providing resources
  - Responsibility for performance monitoring
- 5.4. Manager Community Development
- Develop frameworks and procedures in compliance with this policy
  - Enforce responsibilities to achieve compliance with frameworks and procedures
  - Provide appropriate resources for the execution of the frameworks and procedures
- 5.5. Employees, Contractors and Volunteers
- Participate where required in the development of frameworks and procedures in compliance with this policy.
  - Comply with frameworks and procedures developed to achieve compliance with this policy.

### 6. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

### 7. Definitions

Young people refers to people aged 12 to 25 years, as per the State and Federal Government definitions of youth.

### 8. Related Documents

Latrobe City Council Plan 2017-2021;  
Latrobe City Municipal Public Health and Wellbeing Plan 2017-2021, Living Well Latrobe; Latrobe City Community Access and Inclusion Policy; Latrobe City Volunteer Policy

### 9. Reference Resources

Victorian Government Youth Policy: Building Stronger Youth Engagement in Victoria, June 2016

### 10. Appendices

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Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Civic, Ceremonial Functions and Honours Policy

Version 2

Approval Date: DRAFT  
Review Date: August 2018





## Civic, Ceremonial Functions and Honours Policy

### DOCUMENT CONTROL

Responsible GM	General Manager, Corporate Services	
Division	Corporate Services	
Last Updated (who & when)	Amy Phillips, Coordinator Governance	August 2018
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	17 August 2015	Adoption of Policy
References	Refer to Section 8 and 9 of this policy	
Next Review Date	August 2022	
Published on website	Yes	
Document Reference No	TBA	

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## Civic, Ceremonial Functions and Honours Policy

### 1. Background

Civic, ceremonial functions and awarding of formal honours, fosters relationships with the community and Council. It also recognises and celebrates individual and community achievements, and promotes a proud and harmonious City.

### 2. Objectives

To foster relationships with the community, Latrobe City Council recognises and celebrates individual and community achievements, promoting a proud and harmonious City through hosting civic and ceremonial functions from time to time and bestowing formal honours as the need arises.

### 3. Scope

This policy outlines the civic and ceremonial functions that will be hosted by the Mayor, and the formal honours that can be bestowed by Latrobe City Council.

### 4. Principles of Management

#### Civic and Ceremonial functions

A civic and ceremonial function refers to an official event held for celebratory, ritual or commemorative purposes.

The Mayor may approve civic functions for visiting dignitaries, local residents who are recipients of awards or prizes, exchange students and visitors from other local authorities from Australia and overseas.

Civic and ceremonial functions associated with Council approved events or activities do not require approval by the Mayor.

Civic and ceremonial functions are conducted for a range of purposes including to:

- welcome individuals and groups to Latrobe City to demonstrate hospitality, courtesy, or provide recognition for a milestone or significant event;
- recognise significant achievements of local individuals and/or groups;
- acknowledge the contribution of community groups and organisations;
- further relationships and links with businesses important to the region; and
- welcome dignitaries and community members of our Sister Cities.

In determining whether the Mayor will host a civic or ceremonial function on behalf of Latrobe City Council, the Mayor will take into account the following:

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- That the event has a high profile that will generate a positive image for Latrobe City;
- That the event will benefit Latrobe City;
- That the event may be sponsored by Latrobe City;
- That the cost to hold the civic function is contained within existing budget.

A civic or ceremonial function may be deemed inappropriate where it is auspiced by another Government agency or provides commercial benefit to a private individual or organisation.

The scheduling of civic or ceremonial functions will be determined by the Mayor. The invitation list shall be at the discretion of the Mayor, but is to include all current Councillors.

The Chief Executive Officer shall liaise with the Mayor to determine the format and all other arrangements of functions, receptions and ceremonies.

### Formal honours

Formal honours refer to the awarding of the Key to the City or Freedom of Entry to the City.

Individuals or organisations may apply to Council to receive the Key to the City or Freedom of Entry, or alternatively, the Council may grant these without an application.

### *Key to the City*

The granting of the Key to the City is a symbolic presentation, with no formal entitlements, which represents the highest honour that Council can confer on an individual or group.

Eligibility for an individual or an organisation to receive the Key to the City of Latrobe must demonstrate an outstanding contribution in furthering the ideals of the city or in recognition of outstanding achievement in public and civic life.

As conferring the Key to the City is one of the highest honours Council can bestow on an individual or group, nominations are considered on a case by case basis, with the aim of **no more than** one key per term of office.

The key is presented at an official ceremony by the Mayor. The key can be produced in various formats, but will always include a suitable message indicating when, to whom, and for what reason(s) the key has been presented.

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An application by an individual or group must be made and submitted for consideration for the awarding of the Key to the City. Although, Council may, on its own initiative, award a Key to any eligible person, group or organisation.

Nominations are to be informally discussed by Councillors (e.g. at a Councillor Briefing) or by an Advisory Committee established for this function, ~~prior to any motion being put to Council.~~

The following are the minimum criteria that should be taken into account:

- The nominee has the signed support of two sources. In the case of individuals, relatives are not allowed to nominate a family member. In the case of groups or organisations being nominated, supporters are not allowed to be employees or providers of other paid, contractual services to the group. Rather, supporters should be independent of the group being nominated;
- The nominee is of enduring good character (if an individual) and this can be accounted for by reference checks from at least two independent sources. If a group, then the nominee is a bona fide reputable registered entity;
- Where an achievement or a contribution is being acknowledged, this is independently verifiable, is of a high level and over and above what might ordinarily be expected of a person/group;
- That the contribution made is significantly different and stands out from other valuable contributions;
- There is a close association between the achievement being recognised (or the person/group being acknowledged) and Council's strategic priorities.

The award of the Key to the City will not be made in recognition of length of service, but for depth of impact and enduring value to communities of interest.

Granting of the Key to the City is by a joint decision of the Mayor and Chief Executive Officer.

### *Freedom of Entry*

Eligibility to grant Freedom of Entry requires a military or civilian unit to demonstrate a significant attachment to the City of Latrobe.

The granting of Freedom of Entry is conferred in recognition of a unit's achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in defence of Australia.

Freedom of Entry is the highest honour the City can confer on an Australian military or civilian unit. Once conferred, the Freedom of Entry gives the 'Title, Privilege,

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## Civic, Ceremonial Functions and Honours Policy

Honour and Distinction of marching through the streets of Latrobe City Council on all ceremonial occasions with swords drawn, bayonets fixed, drums beating, bands playing, colours flying and guns in train'.

As granting Freedom of Entry is the highest honour Council can bestow on an Australian military or civilian unit, nominations are considered on a case by case basis.

Nominations are to be informally discussed by Councillors (e.g. at a Councillor Briefing) or by an Advisory Committee of Council established for this function, prior to any motion being put to Council.

The following are the minimum criteria that should be taken into account when considering a nomination:

- The award is restricted to Australian Military or civilian units that have a direct attachment with the City of Latrobe;
- The unit has made a significant contribution to the defence of Australia or made a significant achievement whilst on active service or overseas duty;
- The unit will supply the appropriate documentation to support their nomination.

Initial approval to grant the enduring right of Freedom of Entry is by a formal decision at a meeting of the Council.

The decision for a unit to exercise that right of entry is by a joint decision of the Mayor and Chief Executive Officer.

Costs associated with any street closures and other event logistics will be at the cost of the unit, rather than Council.

### 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

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## Civic, Ceremonial Functions and Honours Policy

- Overall responsibility for providing resources
  - Overall responsibility for performance monitoring
- 5.3. General Managers
- Responsibility for compliance with this policy
  - Responsibility for enforcing accountability
  - Responsibility for providing resources
  - Responsibility for performance monitoring
- 5.4. Managers
- Develop frameworks and procedures in compliance with this policy
  - Enforce responsibilities to achieve compliance with frameworks and procedures
  - Provide appropriate resources for the execution of the frameworks and procedures
- 5.5. Employees, Contractors and Volunteers
- Participate where required in the development of frameworks and procedures in compliance with this policy.
  - Comply with frameworks and procedures developed to achieve compliance with this policy.

### 6. Evaluation and Review

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact.

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

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

### 7. Definitions

**Council**

Means Latrobe City Council, ~~being a body corporate constituted as a municipal Council under the Local~~

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## Civic, Ceremonial Functions and Honours Policy

### *Government Act 1989*

<b>Councillors</b>	Means the individuals holding the office of a member of Latrobe City Council
<b>Council officers</b>	Means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer
<b>Civic and Ceremonial Functions</b>	Refers to an official event held for celebratory, ritual or commemorative purposes.
<b>Key to the City</b>	<p>Is a symbolic presentation, with no formal entitlements, which represents the highest honour that the Council can confer on an individual or group.</p> <p>The Key to the City is traditionally presented at a civic ceremony to acknowledge the contribution an individual or organisation has made in furthering the ideals of the city, or to recognise outstanding achievement, such as in sport or humanitarian work at an international level.</p>
<b>Freedom of Entry to the City</b>	<p>Is a ceremonial honour that is conferred by Latrobe City Council upon a military or civilian unit authorising that unit to march through the streets of Latrobe City Council on all ceremonial occasions with swords drawn, bayonets fixed, drums beating, bands playing, colours flying and guns in train'.</p> <p>It represents the highest honour that Council can confer on a military unit.</p>

### **8. Related Documents**

Not applicable

### **9. Reference Resources**

Not applicable

### **10. Appendices**

Nil

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## Risk Management Policy

Version 8

Approval Date: x August 2018



## Risk Management

### Document Control

Responsible GM	Greg Drumm	
Division	Corporate Services	
Last Updated (who & when)	Manager Finance	2018
DOCUMENT HISTORY		
Authority	Date	Description of change
CEO	30 June 2016	Policy rewrite
CEO	X August 2018	Policy review and update to reflect revised Standard AS/NZS 31000;2018 Risk Management Inclusion of risk response table and appetite statement Inclusion of high level overview of risk assessment process
References	Refer to page 4 of this policy	
Next Review Date	30 June 2020	
Published on website	(Yes)	
Document Reference No		

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## Risk Management

### RISK MANAGEMENT POLICY

#### Background

Latrobe City Council recognises that risk exists in all aspects of its business. Risk management is an integral part of Council's strategic management and planning process and Council is committed to managing risk in order to achieve its vision, mission and services.

#### Objective

To embed risk management into the way we do business and the conduct of all of our operations to achieve our operational and strategic objectives.

#### Scope

This policy applies to the exercise, performance and discharge of all duties, functions and powers of Latrobe City Council.

#### Policy Principles

- Risk management contributes to value creation and protection;
- Risk management is critical to the effective delivery of services and in achieving Council's operational and strategic objectives;
- Council is committed to managing risk in accordance with the process set out in AS/NZS ISO 31000:2018; Risk management guidelines (the Standard);
- Council will integrate risk management into the organisation, and consider risk in all decision making and business planning;
- Every employee, Councillor and other workplace participants are accountable and responsible for managing risk.
- Senior management ensure that risk management is integrated into all organisational activities and demonstrate leadership and commitment.

#### Policy Statement

Latrobe City Council is committed to effectively identifying and managing its organisational risk and will:

- maintain a risk management methodology that is consistent with the Standard; and contributes to sound risk identification and management practices and increases community confidence in Council's overall performance;
- ensure that the consistent and systematic application of risk management results in maximising community outcomes, managing uncertainty, minimising the impact of adverse events and effectively leveraging the benefit of opportunities;
- consistently reinforce risk identification and management as an integral factor to achieving strategic and operational objectives, build and maintain a positive risk culture, protect staff and business assets and safeguard financial sustainability into the future;

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## Risk Management

- understand its risk profile and makes informed decisions on setting risk tolerance levels; and
- maintain a structured risk management framework that guides employees through the risk management process to enable the effective identification, analysis, evaluation, treatment, reporting, monitoring and communication of risk throughout the Council.

### Risk assessment process

The Risk Management operational policy sets out Council's approach to risk management through a common framework, to support the principles of this policy. It sets out the process for risk assessment, including quarterly review of strategic and operational risk registers as well as an annual review incorporated into the business planning process, and details how risks will be assessed and rated. The operational policy identifies responsibilities in relation to risk identification, assessment, control, monitoring, and reporting on risks and risk controls. Generally, strategic risks are assigned to the CEO or relevant general manager, while operational risks are assigned to the relevant manager/s. The Executive Risk Management Committee oversees risk management across the organisation.

### Risk appetite

Risk appetite is defined as the amount and type of risk an organisation is willing to accept in pursuit of its objectives. Council is not averse to accepting risk if a thorough risk assessment has been undertaken and risk mitigation strategies to manage or reduce the risk have been developed, as per required response below.

Unacceptable	Extreme	<b>Requires urgent attention. Report to General Manager / CEO immediately. Cease any activity related to the risk in the meantime.</b> Additional risk control measures required to reduce level of risk. If unable to reduce the risk, requires review by the Executive Risk Management Committee to consider whether to accept or avoid the risk. Where accepted, requires reporting to the Audit & Risk Committee.
	High	Requires review by the Executive Risk Management Committee within one week. Requires reporting to the Audit & Risk Committee. Additional risk control measures required to reduce the risk if possible. Requires close monitoring if risk is to be retained.
Acceptable	Medium	Implement additional controls to reduce the risk where possible and/or cost-benefit analysis shows this is warranted. <i>(If OHS risk, refer to Hazard identification, risk assessment and control management operational procedure)</i>
	Low	Manage, monitor and review by routine procedures.

Further to this, Council recognises that in order to achieve its objectives and capitalise on opportunities, it will accept some level of well managed risk inherent in the following activities:

- Improvements to services;

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## Risk Management

- Improved efficiency of Council operations;
- When short term resistance may be experienced but long term gains are proven.

Council has a very low appetite for risk that may:

- Compromise the safety and wellbeing of staff, children, volunteers, third party agents and members of the community. Council will seek to mitigate these risk as far as reasonably practicable;
- Constitute a breach of Regulation and Legislation. While minor breaches may occur due to human error and/or the complexity of our organisation, acts of fraud, corruption, collusion or theft will not be tolerated.  
Damage Council's reputation or ability to meet our community's expectations.

### Evaluation and Review

This policy will be reviewed on request of Council or in the event of significant change in the Executive Team, significant changes to legislation applicable to the subject matter of the policy or, at a minimum biennially by the Audit & Risk Committee.

### Related Documents

- *Risk Management Plan*
- *Fraud and Corruption Control Policy*
- *Business Continuity Plan*
- *OHS Policy*

### Reference Resources

- *AS/NZS ISO 31000:2018 Risk management - Guidelines.*
- *Local Government Act 1989.*
- *Occupational Health and Safety Act 2004*

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Document Name: **Records and Information Management Policy** 13 POL-1  
Adopted by Council: **20 May 2013**

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### **Policy Goals**

To document the Council's policy position on the accountabilities and responsibilities for the creation, capture, protection, control and management of Latrobe City Council's information assets including data, documents and electronic communication as a full and accurate record of Latrobe City Council's activities.

### **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:-

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

##### **Governance:**

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

##### **Strategic Direction:**

Provide timely, effective and accessible information about Latrobe City Council's activities.

##### **Regulation and Accountability:**

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect peoples' rights, outline obligations and support community values and cohesion.

##### **Strategic Direction:**

Maintain registers and provide public access to information of Latrobe City Council in accordance with the Local Government Act 1989.

##### **Council Plan 2012-2016:**

- Ensure that Latrobe City Council continues to meet the highest standards of financial probity.

- Ensure that all strategic decisions reflect Latrobe City Council's Long Term Financial Plan and Annual Budget.

### Policy Implementation

Latrobe City Council is committed to meeting its responsibilities under the Public Records Act 1973 to ensure the creation and management of authentic, reliable and useable records to support business functions, activities and decision making for as long as those records are required.

This will be achieved through the use of best practice standards, adherence to AS ISO 15489 Records Management and with compliance to the Public Records Act 1973.

This policy applies to all forms of recordkeeping, regardless of format or the system in which they are maintained.

Latrobe City Council is committed to implementing best practice in its activities, systems and procedures regarding records and information management through:

- Establishing appropriate records and information management policies, operational frameworks, procedures, standards and practices;
- Managing information management systems and programs that comply with legislation and Government directives;
- Creating supportive documents and resources to provide proactive staff guidance and assistance;
- Educating that Councillors, all staff and the community of their responsibilities and obligations under legislation and Government directives;

Latrobe City Council's records and information exist across a number of business and recordkeeping systems. Records provide data and information which is evidence of actions and decisions which supports Latrobe City Council's daily functions and operations.

Records and information are utilised to effectively shape policy formulation, inform decision-making, and protect the interests of Latrobe City Council and the rights of Council, Councillors, employees, customers and the community.

In addition, records and information enable Latrobe City Council to deliver services in a consistent, equitable and efficient way.

As a significant part of Latrobe City Council's corporate memory, records enable informed decisions based on precedents and organisational experience.

They support consistency, efficiency and productivity in program delivery, management and administration. Those records kept as archives form part of the State's cultural heritage.

### Scope

This policy applies to Councillors, all employees including casuals, volunteers and contract staff across the whole of the Latrobe City Council. This policy applies to all business divisions of Latrobe City Council.

The policy applies to all Council business records, including electronic and physical hard copy records. This includes records which are created, collected, processed, used, sentenced, stored

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and disposed of in the conduct of official business. This policy applies to all official Council business, including electronic and social media business.

Electronic messages (E-mail) which are relevant to the information gathering, policy formulation or decision making processes of Council are part of the scope of this policy.

#### **Definitions**

##### **Accountability**

The principle that individuals, organisations, and the community are responsible for their actions and may be required to explain them to others.

##### **Appraisal**

The process of evaluating business activities to determine which records need to be captured and how long the records need to be kept, to meet business needs, the requirements of organisational accountability and community expectations.

##### **Archive**

Records identified as having continuing value to an organisation or required as State Archives.

##### **Archives**

Refers to a group (or series) of records determined as having continuing (permanent) value for legal, fiscal and intrinsic reasons. Archives can include physical (paper) based records as well as digital (electronic) records. The term 'records of continuing value' is the preferred term to use when describing archives and means the same as 'archival records'.

##### **Archiving**

A computing term that usually refers to the transfer of non-current electronic data from a live database to another database or backup device such as tape, disk, CD etc. The term "archiving" is frequently misused as referring to the process of transferring records off site for later destruction; however, records that are eventually destroyed are not archives.

##### **Capture**

The process of determining that a record should be made and kept. This includes both records created and received by Latrobe City Council. It involves deciding which documents are captured, which in turn implies decisions about who may have access to those documents and generally how long they are to be retained.

##### **Digital Record Keeping**

The designated digital record keeping system used by Latrobe City Council is Technology One ECM (previously known as DataWorks). Council has branded this system as the Latrobe Content Management System (LCMS).

##### **Disposal**

A range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records.

##### **Electronic Messages**

Communications sent or received via an electronic messaging system. These may be in the form of electronic mail, voice mail or electronic data interchange (EDI) messaging and includes attachments. Messages may be received or sent internally and/or externally.

##### **Electronic Records**



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Records communicated and maintained by means of electronic equipment.

**Ephemeral Records**

Documents that have only short-term value to Latrobe City Council with little or no ongoing administrative, fiscal, legal, evidential, or historical value.

**Evidence**

The information that tends to prove a fact and supports the business activity.

**Indexing**

The process of establishing access points to facilitate retrieval of records and/or information

**Keywords**

The terms used to title files or documents, referring to specific functions, activities or topics which describe the contents of a file or documents and are used for control and retrieval.

**Preservation**

The processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

**Record(s)**

Recorded information in any format, including data in computer systems, created, captured, received and maintained by Latrobe City Council or by an employee in the transaction of business or in conducting the affairs of Latrobe City Council and kept as evidence of such activity.

**Recordkeeping**

The process of making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

**Recordkeeping System**

Approved corporate information systems, which capture, maintain and provide access to records over time.

**Records Management**

The discipline and organisational function of managing records to meet operational business needs, accountability requirements and community expectations.

**Registration**

The act of giving a record a unique identity in a recordkeeping system including the assignation of metadata.

**Retention and Disposal Authority**

PROS 09/05 Retention and Disposal Authority for Records of Local Government Functions is a Public Records Office Victoria (PROV) standard which proscribes which Local Government records are of permanent value and the retention period for those identified as being needed for a temporary time.

**Retention Period**

In relation to a record, means the period for which the record must be kept before it may be destroyed.

**Standards**

Standards play an increasingly important, and widely recognised part in recordkeeping theory and practice. The Public Records Office Victoria issue a number of best practice standards regarding building a recordkeeping framework.

**State Archive**

Records identified as having continuing value to an organisation that are kept as a State Record that the Public Records Office Victoria has control of under the Public Records Act 1973.

**Thesaurus**

An index to information stored in a computer, consisting of a comprehensive list of subjects concerning which information may be retrieved by using the proper key term. Can be used enterprise wide for searching and retrieving information assets.

**Transaction**

The smallest unit of business activity. Use of records are themselves transactions.

**Vital Record(s)**

Records essential for the ongoing business of Latrobe City Council without which Latrobe City Council could not continue to function effectively. The identification and protection of such records is a primary objective of records management and business continuity planning.

Vital records may include records that are needed to:

- Operate during a disaster
- Re-establish Latrobe City Council functions after a disaster: or
- Establish and protect the rights and interests of Latrobe City Council and its' clients.

**Principles****Records Management**

Records management proceeds from the assumption that information is a resource which must be managed if it is to be used effectively; good records management is of key importance to good governance.

Latrobe City Council operates in an accountable and community orientated environment. Council is committed to maintaining a records and information management program that meets its business needs and accountability requirements.

Records are a vital component of Council's ongoing business activities. The effective management and preservation of Council's corporate memory is intrinsic to both the decision making process and productivity within Council.

They exist for a variety of administrative, functional, historical and legal reasons. Their existence protects Council's interests, and the interests of the community Council serves. Records are the major component of the Council's corporate memory and provide evidence of actions and decisions and document Council's transactions.

As a public agency, Council is bound by the requirements and regulations of the Public Records Act 1973, these regulations set out specific practices, which Council must comply with, and be audited against.

Council is committed to meeting all statutory and accountability requirements. There are certain community expectations and cultural obligations associated with recordkeeping practices; Council is committed to managing its records of continuing value and their timely transfer to PROV.

**Electronic Records**

Under the Public Records Act 1973, electronic records generated or received by Latrobe City Council are to be treated as official records. Electronic records, like records in other formats, are subject to legislation such as the Freedom of Information Act 1982 and to legal processes such as

discovery and subpoenas. The records may also be required by Royal Commissions, the Courts, auditors and other people or bodies to whom or which they may be subject.

Council keep and manage their electronic records in compliance with standards approved under the Public Records Act 1973 and with Australian Standard AS ISO 15489 Records Management issued as a code of best practice under the Act. The Government expects the same standards of recordkeeping to apply in the electronic environment as in the paper environment.

Council makes recordkeeping a routine part of business in the electronic environment and has built it into the business processes and tools; this is in line with the Government's objectives for using information management and technology to deliver government services to the people of Victoria.

Electronic records are more accessible and generally have greater value than printed versions of them. Some kinds of electronic records, such as compound documents, cannot be maintained in hard copy form without loss of content or meaning.

Latrobe City Council has identified and documented all electronic recordkeeping systems, including changes made over time, and assigned responsibilities and delegations regarding their development, modification, operation and use.

#### **Electronic messages**

An electronic message is a form of business communication. The sending of an electronic message is a business transaction and therefore a record. Some electronic messages can be identified as ephemeral and therefore only need to be kept for a short time.

As records of Council, electronic messages, like records in other formats, are subject to legislation such as the Freedom of Information Act 1982 and to legal processes such as discovery and subpoenas. The records may also be required by Royal Commissions, the Courts, auditors and other people or bodies to whom or which they may be subject.

#### **Capture and maintenance of electronic messages**

In order to function as a record, electronic messages require the preservation of their structure, context and content.

In order to maintain their value as evidence, electronic messages must be inviolate, that is, they must not be altered or manipulated, for as long as they are retained.

Electronic messages required as evidence of substantive business activity should be captured directly into an electronic recordkeeping system.

Back-up stores of electronic messages within messaging systems and ad-hoc saving of messages to directories are not to be considered as a sufficient recordkeeping system.

Records should be retained for as long as required to meet identified recordkeeping requirements and no longer. Ephemeral messages, therefore, are records which only need to be retained for a short time and may not need to be captured into a recordkeeping system.

As Council is subject to the Public Records Act 1973 it should dispose of electronic messages as records in accordance with official disposal schedules.

Electronic messages should be managed in accordance with sound data management practices.

#### **Electronic messages must be appropriately accessible**

Electronic messages must be readily accessible to meet business and accountability requirements. Electronic messages must be accessible for as long as they are required to be retained.

**Electronic messages must be appropriately protected**

Arrangements for maintaining electronic messages as records should operate in accordance with Government-approved policies, such as those protecting personal or commercially sensitive information from unauthorised disclosure.

**Management of electronic messages as records must be supported by internal operational frameworks, procedures, education and guidelines**

Latrobe City Council corporate operational frameworks, procedures and guidelines will incorporate the following:

- ownership of the messaging system and messages received or sent
- legislation that directly affects recordkeeping and legal processes
- conditions for use of the corporate messaging facilities, including any private use
- responsibilities for management of the messaging system and of electronic messages as records
- capture, management and disposal of electronic messages as records
- security and access requirements.

**Disaster Recovery**

Records and recordkeeping systems will be included in the corporate disaster recovery framework and business continuity plans.

**Responsibility****Council:**

The Public Records Act 1973 requires Council to make and keep full and accurate records as evidence of business activities.

Council is required to implement a records management program based on legislation, standards and codes of best practice.

Council is responsible for the protection, safe custody and return of all State records under its control, ensuring accessibility to all equipment or technology dependant records.

**Senior Officers:**

Under Section 13 of the Public Records Act 1973, the Chief Executive Officer:

- must ensure that full and accurate records of the business of that office are made; and
- is responsible for the establishment of a program of records management within the office in accordance with Standards set by the Keeper of Public Records.

The Chief Executive Officer is responsible for ensuring that policies, operational frameworks, procedures, practices and systems will assist in the support of a workplace culture at Latrobe City Council that supports good records and information management.

The General Manager Organisational Excellence and Manager Information Services are responsible for establishing the framework for records management including longer term strategies and plans, procedures and systems for managing records.

**Managers:**

All managers are responsible for ensuring effective records management within their functional area, ensuring staff are aware of records management policies and procedures, and cultivating a workplace culture that values recordkeeping.

**Information Management (IM) Team:**

The Information Management Coordinator is operationally responsible for the efficient management of Council records (physical and electronic) incorporating sound recordkeeping principles and records management best practice guidelines.

The IM team will assist staff in fulfilling their recordkeeping responsibilities and provide advice and training Council staff. IM staff will monitor and review the implementation process of all records management policies and programs.

The IM team are also responsible for training staff in records and information management, assisting divisions and teams to implement good recordkeeping practices, and maintaining Latrobe City Council permanent records including appropriate archiving.

**Information Technology:**

Information Technology are responsible for ensuring that adequate controls are in place to maintain useable and authentic records within electronic systems, including during any migration or decommissioning of systems.

**Councillors and Council Staff (Incorporates Contractors / Service Providers and volunteers)**

Latrobe City Council Councillors and staff should be aware of recordkeeping requirements that affect the performance of their duties. The Public Records Act 1973 requires public officials to make and keep full and accurate records of their business activities. Contractors and service providers are also required to comply with the Act.

Councillors and staff are accountable for recordkeeping and for compliance with this policy and related policies and procedures, and guidelines. Specific responsibilities include:

1. Creating full and accurate records routinely in the course of work.
2. Creating records of meetings, important telephone discussion routinely in the course of work.
3. Capturing of records into the corporate recordkeeping system as soon as possible following their creation or receipt.
4. Ensuring records are not maintained in 'private' or 'personal' recordkeeping systems.
5. Attaching records to official files as soon as possible after they are created or received.
6. Capturing electronic records e.g. email messages into corporate recordkeeping systems as soon as possible following their creation or receipt.
7. Formally lodging and recording original legal documents or other records considered vital to Latrobe City Council's business.
8. Handling records with care and ensuring they are appropriately stored to ensure they are available for as long as they are needed.
9. Avoiding damage to records by not exposing them to food, water, insects or environmental hazards.
10. Ensuring records are appropriately stored for protection using containers, e.g. approved file covers, archive boxes and storage facilities.
11. Ensuring electronic records are appropriately stored in approved recordkeeping systems, network drives, databases, or devices that are backed up regularly to protect against loss.
12. Protecting sensitive information/records from unauthorised access or disclosure.
13. Securely storing all personal information to safeguard privacy and confidentiality.
14. Only destroying records with regard to the appropriate retention and disposal authority.
15. Not removing documents from official files.
16. Ensuring all internal correspondence, reports, file notes and memorandums etc. that are records are signed and dated and retained in recordkeeping systems.
17. Ensure copies of all outward correspondence, reports, memorandums etc. that are records are signed and dated and retained in recordkeeping systems.
18. Recording file references on outwards correspondence as appropriate.



19. To send only authorised duplicates of original records to respond to subpoenas, FOI requests and other legal demands.
20. To contact the Information Management team for advice on recordkeeping policies and procedures and standards for managing records.

**Authority**

Latrobe City Council individual Job Descriptions, internal operational frameworks and the relevant Council and staff codes of conduct provide the authority to undertake the responsibilities detailed in this policy.

**Accountability**

All staff and Councillors are accountable for complying with this policy and its instructions.

Failure to comply with this policy by a staff member may form part of annual performance appraisal and could lead to disciplinary action in accordance with Latrobe City Council's Employee Code of Conduct.

Any non-compliance with the policy must be reported immediately to the Manager Information Services and the General Manager Organisational Excellence for appropriate investigation and action.

**Monitoring**

Regular and ongoing monitoring of compliance with this policy will occur via annual external audits as commissioned by the audit committee or via the Municipal Association of Victoria audit program.

**Reporting**

The Manager Information Services will ensure that a reporting system is developed to assist Council management in fulfilling its information management compliance obligations.

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.

Charter acknowledgement - for internal auditing purposes only:	
YES / NO Name: _____	Date:        /        / 2013

Signed : \_\_\_\_\_  
*Chief Executive Officer*

Date : 21/05/ 2013.

**Agenda Item: 17.3**

**Agenda Item: 2018-19 Community Grants Program  
Recommendations**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

**Cr Sharon Gibson returned to the meeting, the time being 09:52 PM**

**Proposed Resolution:**

**That Council:**

- 1. Approve 132 applicants in the amounts stated as set out in the *Attachment A - 2018-19 Community Grants Program - Final Recommendations - No Conflicts of Interest* in the Community Development, Community Events and Minor Capital Works categories of the 2018/19 Community Grants Program; and**
- 2. Approve one applicant in the amount stated as set out in the *Attachment B - 2018-19 Community Grants Program - Final Recommendations - Conflict of Interest Application* in the Minor Capital Works category of the 2018/19 Community Grants Program**

**Cr Dale Harriman left the meeting, the time being 09:52 PM**

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

That Council approves the following applicants in the amounts stated as set out in *Attachment A - 2018-19 Community Grants Program - Final Recommendations - No Conflicts of Interest* in the Community Development, Community Events and Minor Capital Works categories of the 2018/19 Community Grants Program:

- 1. E1819022: Lions Club of Traralgon Inc.**
- 2. MCW1819030: Girl Guides Victoria - Burnet Park Camp Auspiced by Girl Guides Association of Victoria**

**CARRIED UNANIMOUSLY**

**Cr Darren Howe left the meeting, the time being 09:54 PM**

**Cr Dale Harriman returned to the meeting, the time being 09:54 PM**

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Gibson

That Council approve the following applicant in the amount stated as set out in *Attachment A - 2018-19 Community Grants Program - Final Recommendations - No Conflicts of Interest* in the Community Development, Community Events and Minor Capital Works categories of the 2018/19 Community Grants Program:

1. MCW1819069: Traralgon West Cricket Club

**CARRIED UNANIMOUSLY**

Cr Darren Howe returned to the meeting, the time being 09:55 PM

Cr Dan Clancey left the meeting, the time being 09:55 PM

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

That Council approve the following applicant in the amount stated as set out in *Attachment B - 2018-19 Community Grants Program - Final Recommendations - Conflict of Interest Application* in the Minor Capital Works category of the 2018/19 Community Grants Program:

1. MCW1819101: Traralgon Neighbourhood Learning House

**CARRIED UNANIMOUSLY**

Cr Dan Clancey returned to the meeting, the time being 09:56 PM

**MOTION**

**Moved:** Cr Gibson

**Seconded:** Cr McFarlane

That Council approve the remaining 129 applicants in the amounts stated as set out in *Attachment A - 2018-19 Community Grants Program - Final Recommendations - No Conflicts of Interest* in the Community Development, Community Events and Minor Capital Works categories of the 2018/19 Community Grants Program, excluding the following grants already approved:

1. E1819022: Lions Club of Traralgon Inc.
2. MCW1819030: Girl Guides Victoria - Burnet Park Camp Auspiced by Girl Guides Association of Victoria
3. MCW1819069: Traralgon West Cricket Club
4. M1819101: Traralgon Neighbourhood Learning House

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- The report presents to Council the funding recommendations for the 2018/19 Community Grants Program for the Community Events, Community Development and Community Minor Capital Works categories.
- Council received 147 applications. 133 applications have been recommended for funding.
- Applications have been reviewed for eligibility and have undergone assessment by staff Subject Matter Expert panels. Assessment was completed in line with the Grant Governance Policy and applications were reviewed using the assessment criteria for each grant program. The assessment process was completed in line with the endorsed Grant Governance Policy. Assessment meetings were held with Councillors, separated by Ward. The assessment panel comments are provided to Councillors to assist in making a final funding decision.
- Following a decision from Council, applicants will be notified of their grant outcome. Successful applicants will be provided an offer of funding and will be asked to enter into a Funding Agreement. Unsuccessful applicants will be provided with feedback and supported to prepare future submissions where possible.
- Applicants who enter into a Funding Agreement will have 12 months to deliver their project and will be required to submit an acquittal after its completion.

**Declaration of Interests:**

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

Individual conflicts of interest were managed during the assessment process. Staff that declared a conflict of interest with an application were not involved in its assessment.

**Background:**

The Community Grants Program represents a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

**Community Development Grants**

Community Development grants are to provide assistance to community groups for a broad range of community development programs, services, and activities.

There is \$30,000 available for the Community Development program in 2018/19. An additional \$20,888.47 will be allocated from the surplus funding available from the Community Minor Capital Works Program and Community Sponsorships budget.

<b>Applications</b>	<b>Number of Applications</b>	<b>Total Funding</b>
<b>Received</b>	23	\$70,708.47

<b>Recommended</b>	20	\$50,888.47
<b>Not Recommended</b>	3	\$9,000.00

### **Community Event Grants**

Assistance to conduct conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation. This could include carnivals, festivals and cultural events.

There is \$36,000 available for the Community Event program in 2018/19. An additional \$50,483.00 will be allocated from the surplus funding available from the Community Minor Capital Works Program.

<b>Applications</b>	<b>Number of Applications</b>	<b>Total Funding</b>
<b>Received</b>	40	\$122,773.00
<b>Recommended</b>	35	\$86,483.00
<b>Not Recommended</b>	5	\$19,540.00

### **Community Minor Capital Works Grants**

Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations, repairs and built in or fixed equipment purchases.

There is \$360,000 available for the Community Minor Capital Works program in 2018/19.

<b>Applications</b>	<b>Number of Applications</b>	<b>Total Funding</b>
<b>Received</b>	84	\$316,275.64
<b>Recommended</b>	78	\$291,924.64
<b>Not Recommended</b>	6	\$15,914.00

### **Recommendations by Ward**

	<b>Amount Applied - Assessed</b>	<b>Recommended Amount</b>
<b>Central</b>	\$154,014.04	\$133,050.04
<b>East</b>	\$187,980.62	\$145,023.62
<b>South</b>	\$51,204.00	\$40,954.00
<b>West</b>	\$116,568.45	\$110,268.45

### **Reasons for Proposed Resolution:**

Applications for the 2018/19 Community Grants Program were accepted from 5 June to the 31 July for all three program categories, Community Events, Community Development and Community Minor Capital Works.

Submitted applications were initially reviewed against the grant program guidelines to ensure eligibility and were assessed in compliance with the Grant Governance Policy. Assessment was completed by Subject Matter Expert assessment panels comprised of staff from across the organisation.



Applications were assessed against a list of criteria that was provided to the applicants in each of the Grant Program Guidelines. The following criteria was used for each program:

- The applicant's capacity of delivering the project (50) – This includes any quotes, budget information and plans in support of the application.
- The benefits the project/s will have for the community (50)

Using the assessment criteria, panel members completed an individual assessment. The individual assessment comments and scoring was collated to provide overall commentary and a total assessment score for each application. These comments and scores formed the basis for discussion and forming of a final recommendation for each application.

In some cases applications have been recommended for Part Funding or had additional funding conditions applied. Funding conditions will be supplementary to the Funding Agreement and compliance will be required to achieve a successful acquittal.

The panel recommendations were then reviewed by Councillors to develop a final recommendation. Ward Councillors attended an assessment meeting with Council Officers, with the ability to change the recommendations.

As a policy requirement, applicants who have an outstanding acquittal will not be able to apply for further funding. Any successful applicants, who have an outstanding acquittal, will have an additional funding condition applied.

**Issues:**

*Strategy Implications*

Latrobe City Council provides financial support to the community that aims to improve liveability. Through the various funding programs, Latrobe City Council provides support to community groups and individuals, which enables them to provide for their communities. By providing support to the community groups. The funding programs enable the community to deliver programs, events and improvements to community facilities.

The provision of funding increases the range of, and access to, quality community recreational, social and cultural activities, programs and services

*Communication*

Following a decision from Council, applicants will be notified of their grant outcome by Friday 10 October 2018. Successful applicants will be provided an offer of funding and will be asked to enter into a Funding Agreement. Unsuccessful applicants will be provided with feedback and supported to prepare future submissions where possible.

A Media Release will be developed, promoting Council's financial contribution to community projects, demonstrating community support.

### *Financial Implications*

If the recommendations are endorsed, 133 applications will be supported with a recommended total value of \$429,296.11. There is sufficient funding in the budget to support all recommended applications. A surplus in the Community Minor Capital Works grant budget and Community Sponsorships Budget will be used to support the oversubscribed recommended applications in the Community Events and Community Development categories.

### *Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Misuse of Council Funding	Unlikely	Acquittal and accountability process as set out in the Grants Governance Policy.

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

The Grants Governance Policy (the Policy) addresses standardised governance arrangements for the conditions and management of Council's outgoing grants.

The Policy assists Councillors and Council employees to achieve consistency in the governance of the grants when developing, assessing, monitoring, acquitting and evaluating applications. Applicants have been assessed in line with the Policy

### *Legal and Compliance*

Applications received as part of the 2018/19 funding round have been received and assessed against the grant program guidelines and Grant Governance Policy.

Assessment has been completed by Subject Matter Expert staff from across the organisation who have formed funding recommendations to be considered by Council.

### *Community Implications*

The objectives of Latrobe City Council Grants Programs are to:

- Encourage cooperation between community groups to ensure that all citizens can benefit from community resources and events;
- Increase the range of, and access to, quality community recreational, social and cultural activities, programs and services;
- Support community development initiatives and socially responsible community activities;
- Give particular consideration to those community groups that can demonstrate the greatest need;

- Encourage and support equity of access to community facilities, programs, and activities for all citizens within Latrobe City, particularly those people who are economically or socially disadvantaged or have disabilities;
- Support those groups that are providing and developing local community services;
- Encourage communities to promote their region through promotional activities; and
- Encourage excellence in recreational, sport and cultural activities.

#### *Environmental Implications*

There are no environmental implications expected as an outcome of providing funding. Some projects support improved environmental sustainability at a minor, local level.

#### *Consultation*

Whilst the community grants program was open, staff were available to provide one on one support to applicants to prepare a submission, with outreach support to each of the library locations. Public information sessions were held in Moe, Morwell and Traralgon to provide applicants with an overview of the program and the requirements for completing a submission.

#### *Other*

Nil

#### **Supporting Documents:**

2018-19 Grant Program Guidelines – Community Development Program

2018-19 Grant Program Guidelines – Community Events Program

2018-19 Grant Program Guidelines – Minor Capital Works Program

Grants Governance Policy

#### **Attachments**

1. Attachment A - 2018-19 Community Grants Program - Final Recommendations - No Conflicts of Interest (Published Separately) (Confidential)
2. Attachment B - 2018-19 Community Grants Program - Final Recommendations - Conflict of Interest Application (Published Separately) (Confidential)

**Agenda Item: 17.4**

**Agenda Item: Recommendations for Community Sponsorship Support**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Improve the liveability and connectedness of Latrobe City.**

**Status: For Decision**

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Gibson

**That Council approve the following sponsorship requests:**

- 1. Latrobe City Energy Basketball for \$20,000.00 for the period of January to December 2018;**
- 2. Gippsland FM (Gippsland Community Radio Society Co-Operative Limited for \$5,000.00 for the period of January to December 2018); and;**
- 3. Gippsland Sports Academy for \$18,000.00 for the period of July 2018 to June 2019.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- The current endorsed process for administering Community Sponsorship involves proposals undergoing assessment at a management level panel with recommendations considered for decision at an ordinary Council meeting.
- On Thursday 24 May 2018 an Assessment Panel (the Panel) Meeting was held to consider funding recommendations for sponsorship requests from the following organisations;
  - Latrobe City Energy Basketball;
  - Gippsland FM (Gippsland Community Radio Society Co-Operative Limited); and
  - Gippsland Sports Academy
- Should these sponsorship requests be endorsed, the organisations will be advised in writing of the outcome and payment will then be processed.

**Declaration of Interests:**

Officers preparing this report have declared they do not have a conflict of interest in this matter under the provisions of the Local Government Act 1989. Conflicts of Interest are requested prior to any application being considered by the Panel.

**Background:**

On Thursday 24 May 2018 an Assessment Panel (the Panel) Meeting was held to consider funding recommendations for sponsorship requests from the organisations outlined below.

The Panel was comprised of Manager Performance and Innovation, Acting Manager Recreation and Manager Community Development.

No other requests for sponsorship were received or were up for renewal. The assessment commentary and recommendations to approve from the Panel are presented to Council.

As previously advised to Council:

- In error, on 4 June 2018 the requesting organisations were issued an outcome notification advising them they were successful in receiving funding and invited to enter into a Funding Agreement; and
- On 22 August 2018 applicants were advised that outcome notifications had been advised in error and applications would require Council approval. No applicant has (as of the date of this report) raised any concern.

Requests for sponsorship have previously been considered based on:

- Under long-standing sponsorship arrangements of the Moe Racing Club, Latrobe Valley Racing Club, Latrobe City Energy Basketball Club, Gippsland Regional Sports Academy. Gippsland FM and GippSport; or
- From other organisations meeting the following criteria:
  - were previously and consecutively considered or supported by the Mayoral and Sponsorship Committee; or
  - fall within the eligibility of a grants program (requests for sponsorship may be more than the funding cap for the program); and
  - have project delivery dates that fall outside of grant program eligibility dates.

**Reasons for Proposed Resolution:**

Sponsorship requests were assessed based on the following criteria:

- The applicant's capacity of delivering the project (20) – This includes any quotes, budget information and plans in support of the application.



- The benefits the project/s will have for the community (20)
- The level of recognition of Latrobe City Council's contribution (10)

During assessment commentary was provided for each application and an assessment score was applied. The total score is an average of the scores provided by each panel member. The commentary and assessment scores were then used to form a recommendation.

The following assessment scores and commentary was attributed to each request to form a recommendation for Council consideration:

### Applications Recommended

- Latrobe City Energy Basketball;
- Gippsland FM (Gippsland Community Radio Society Co-Operative Limited); and
- Gippsland Sports Academy

<b>Latrobe City Energy Basketball</b>		
<b>Amount Applied</b>	<b>Amount Recommended</b>	<b>Sponsorship Timeframe</b>
\$20,000.00	\$20,000 <i>Support for stadium usage costs transferred to Latrobe Leisure</i>	January – December 2018
<b>Assessment Score</b>	42	
<b>Assessment Commentary</b>		
Important for the basketball community. Have provided ongoing support for many years (historic arrangement). The content of the proposal constitutes their core business. Applicant is well recognised, with a history of association with Latrobe City Council. Application supported at similar financial level as previous years. Significant community benefit to members and spectators, although limited broader community benefit.		

<b>Gippsland FM (Gippsland Community Radio Society Co-Operative Limited); and</b>		
<b>Amount Applied</b>	<b>Amount Recommended</b>	<b>Sponsorship Timeframe</b>
\$5,000.00	\$5,000.00	January – December 2018
<b>Assessment Score</b>	49	
<b>Assessment Commentary</b>		
Applicant has demonstrated high capacity to deliver their project – the project represents the organisation's core business. Applicant has provided detailed information that outlines how Latrobe City Council is recognised for providing sponsorship. Long standing relationship with the organisation, supporting Council to deliver messaging to the community.		

*Organisations request to increase the level of sponsorship from \$4,000 to \$5,000 has been supported.*

<b>Gippsland Sports Academy</b>		
<b>Amount Applied</b>	<b>Amount Recommended</b>	<b>Sponsorship Timeframe</b>
\$18,000.00	\$18,000.00 \$17,000 program support & \$1,000 towards awards.	July 2018 - June 2019
<b>Assessment Score</b>	44	
<b>Assessment Commentary</b>		
Support applicants aim to provide quality programs to the community. Sponsorship support enables the Academy to deliver programs to the community at a cost that is more accessible to families. Localises opportunities for the Latrobe City Council. Funding supports the core business of the organisation. Funding provided by five Gippsland Local Government organisations.		

Should these be endorsed, the organisations will be advised in writing of the outcome and payment will then be processed.

**Issues:**

*Strategy Implications*

Latrobe City Council provides financial support to the community that aims to improve liveability. Through the various funding programs, Latrobe City Council provides support to community groups and individuals, which enables them to provide for their communities. By providing support to the community groups. The funding programs enable the community to deliver programs, events and improvements to community facilities.

The provision of funding increases the range of, and access to, quality community recreational, social and cultural activities, programs and services

*Communication*

Following endorsements, applicants will be notified of their outcome via email. Successful applicants will be invited to enter into a Funding Agreement with Council.

*Financial Implications*

In the 2018/19 budget there is sufficient allocation to cover the Community Sponsorship Proposals that have been recommended. If all applications are endorsed in line with the recommendations, \$43,000 will be allocated from the Community Sponsorships budget.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Misuse of Council Funding	Unlikely	Acquittal and accountability process as set out in the Grants Governance Policy.

\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

*Legal and Compliance*

Applications are administered and assessed in line with the Grants Governance Policy.

*Community Implications*

The annual sponsorship program delivers funding for projects that:

- Reflect our community's priorities and vision (as set out in Council and Community Plans);
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community; and
- Contribute to the social, cultural, environmental and economic development of our community.

*Environmental Implications*

There is not expected to be any environmental implications.

*Consultation*

No community consultation has been undertaken to endorse these recommendations.

**Supporting Documents:**

2018/19 Annual Sponsorship Guidelines

**Attachments**  
Nil

**Agenda Item: 17.5**

**Agenda Item: Tabling of 'Assembly of Councillors' Records**

**Sponsor: General Manager, Corporate Services**

**Council Plan Objective: Ensure Council operates openly, transparently and responsibly.**

**Status: For Information**

**MOTION**

**Moved:** Cr McFarlane

**Seconded:** Cr Gibson

**That Council receives and notes the Assembly of Councillors records tabled for the period 14 February 2018 – 17 September 2018.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
14 February 2018	Morwell Town Common Development Plan Project Control Group	<b>Councillors</b> Cr A McFarlane Cr G Middlemiss <b>Officer</b> Simon Clark	No	No
15 August 2018	Lake Narracan User Group Meeting	<b>Councillor</b> Cr S Gibson <b>Officers</b> Shay Ferguson Angie Robertson	No	Nil
22 August 2018	Latrobe City Cultural Diversity Advisory Committee	<b>Councillor</b> Cr D Clancey <b>Officers</b> Steve Tong Teresa Pugliese	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
23 August 2018	Morwell Recreation Reserve Project Reference Group	<b>Councillors</b> Cr A McFarlane Cr G Middlemiss <b>Officers</b> Larry Sengstock Josh Wilson Lauren Dinsdale Steven Piasente	<i>s89 (2)(e) proposed developments</i>	Nil
27 August 2018	Councillor Briefing	<b>Councillors</b> Cr D White Cr D Clancey Cr A McFarlane Cr G Middlemiss Cr D Harriman Cr K O'Callaghan Cr D Howe Cr B Law Cr S Gibson <b>Officers</b> Gary Van Driel Sara Rhodes Ward Steve Piasente Gail Gatt Greg Drumm Brett McCulley Amy Phillips Michael Bloyce Jo De Jong Imelda Dover Matthew Rogers	<i>s89 (2)(d) contractual matters (e) proposed developments (h) prejudice the Council or any person</i>	Cr Harriman-interest not a conflict of interest  Ms Gail Gatt
27 August 2018	Meeting to discuss the future of the Budgerie School with representatives of the Budgerie School	<b>Councillors</b> Cr D White Cr D Clancey Cr A McFarlane Cr K O'Callaghan Cr D Howe <b>Officers</b> Henry Morrison Danielle McKenzie	No	Nil
28 August 2018	Ted Summerton Reserve Project Reference Group	<b>Councillor</b> Cr B Law <b>Officers</b> Larry Sengstock Josh Wilson Lauren Dinsdale	<i>s89 (2)(e) proposed developments</i>	Nil



Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
29 August 2018	Traralgon Sports Stadium Project Reference Group	<b>Councillors</b> Cr D Harriman Cr D Clancey Cr D Howe <b>Officers</b> Larry Sengstock Brian Feltham Bianca James Steven Piasente	<i>s89 (2)(e) proposed developments (h) prejudice the Council or any person</i>	Nil
04 September 2018	Mathison Park Special Committee	<b>Councillor</b> Cr D White <b>Officer</b> Glenn Wearne	No	Nil
05 September 2018	Future Morwell Steering Committee	<b>Councillor</b> Cr G Middlemiss <b>Officers</b> Sarah Rhodes-Ward Belinda Kolek Stuart Simmie	No	Nil
05 September 2018	Tourism Advisory Committee	<b>Councillors</b> Cr G Middlemiss Cr D Howe <b>Officer</b> Imelda Dover	No	Nil
06 September 2018	Morwell and Districts Community Recovery Committee (CRC)	<b>Councillor</b> Cr G Middlemiss <b>Officers</b> Sara Rhodes-Ward Linda Snell Stuart Simmie	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
10 September 2018	Asbestos Disposal Discussion	<b>Councillors</b> Cr D White Cr D Clancey Cr A McFarlane Cr G Middlemiss Cr D Howe Cr K O'Callaghan Cr B Law Cr S Gibson (by phone) <b>Officers</b> Gary Van Driel Gail Gatt Greg Drumm Jody Riordan	s89 (2)(d) <i>contractual matters</i>	Nil
17 September 2018	Gippsland Line Upgrade Project	<b>Councillors</b> Cr D White Cr D Clancey Cr A McFarlane Cr G Middlemiss Cr D Howe Cr K O'Callaghan Cr B Law Cr S Gibson Cr D Harriman <b>Officers</b> Gary Van Driel Steve Piasente Gail Gatt Sara Rhodes-Ward Emma Bertoli	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
17 September 2018	Councillor Briefing	<b>Councillors</b> Cr D White Cr D Clancey Cr A McFarlane Cr G Middlemiss Cr D Harriman Cr K O'Callaghan Cr D Howe Cr B Law Cr S Gibson <b>Officers</b> Gary Van Driel Gail Gatt Sara Rhodes Ward Steve Piasente Greg Drumm Brett McCulley Louise Mckendry	<i>s89 (2)(d) contractual matters (e) proposed developments (h) prejudice the Council or any person</i>	Cr D White

**Declaration of Interests:**

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

**Reasons for Proposed Resolution:**

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states 'The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as is practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting'.

**Attachments**

- 1 [↓](#). Morwell Town Common Development Plan Project Control Group
  - 2 [↓](#). Lake Narracan User Group Meeting
  - 3 [↓](#). Latrobe City Cultural Diversity Advisory Committee
  - 4 [↓](#). Morwell Recreation Reserve Project Reference Group
  - 5 [↓](#). Councillor Briefing
- 6 [↓](#). Meeting to discuss the future of the Budgeree School with representatives of Budgeree community
  - 7 [↓](#). Ted Summerton Reserve Project Reference Group
  - 8 [↓](#). Traralgon Sports Stadium PRG
  - 9 [↓](#). Mathison Park Special Committee
  - 10 [↓](#). Future Morwell Steering Committee
  - 11 [↓](#). Tourism Advisory Committee
- 12 [↓](#). Morwell and Districts Community Recovery Committee (CRC)
  - 13 [↓](#). Asbestos Disposal Discussion
  - 14 [↓](#). Gippsland Line Upgrade Project
  - 15 [↓](#). Councillor Briefing

## 17.5

### Tabling of 'Assembly of Councillors' Records

1	Morwell Town Common Development Plan Project Control Group .....	665
2	Lake Narracan User Group Meeting .....	667
3	Latrobe City Cultural Diversity Advisory Committee .....	669
4	Morwell Recreation Reserve Project Reference Group .....	671
5	Councillor Briefing .....	673
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### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Morwell Town Common Development Plan Project Control Group
<b>Date:</b>	14 February 2018
<b>Time:</b>	5:02 pm
<b>Assembly Location:</b>	KRAUATUNGALOONG ROOM LATROBE CITY COUNCIL CORPORATE HEADQUARTERS COMMERCIAL ROAD, MORWELL

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Simon Clark		
<b>Matters discussed:</b>	<p>The committee spoke about the historical sign project and Simon reported that he would bring some concept design ideas to the next meeting.</p> <p>The meeting discussed the Timber Playground and the recommendation from Ray Hutchison and Associates that an annual maintenance budget of between \$10,000 and \$20,000 be allocated to the playground. Simon to investigate if a budget has been proposed.</p>		
<p>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

Record Completed by: Simon Clark





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Lake Narracan User Group Committee
<b>Date:</b>	Wednesday 15 August 2018
<b>Time:</b>	6.00pm -6.42pm
<b>Assembly Location:</b>	Latrobe Leisure Moe Newborough

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson 6.05pm-6.42pm
<b>Officer/s:</b>	Shay Ferguson, Angie Robertson		
<b>Matters discussed:</b>	Ports & Marine Legislation Amendments Erosion issues around shoreline Lake Narracan Wandering livestock on leased land Submission for approval for shipping container to be located at the Model Aero Club Site Possible site for relocation of the Model Aero Club		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
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None	

**Record Completed by:** Angie Robertson





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Latrobe City Cultural Diversity Advisory Committee
<b>Date:</b>	Wednesday, 22 August 2018
<b>Time:</b>	6.15 pm - 7.16 pm
<b>Assembly Location:</b>	Nambur Wariga Room, LC Headquarters

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Steve Tong Teresa Pugliese		
<b>Matters discussed:</b>	Quorum not reached - discussion instead: Guest Speaker - Farhat Firdous, Strategic Engagement Coordinator Gippsland, Latrobe Community Health Service. Update on Latrobe City Cultural Diversity Action Plan 2018-2022 Coffee Cart Social Enterprise Project Cultural Diversity Action Plan 2014 - 2018 Year Four Draft Annual Report Change of administration support for this Committee		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures: Nil**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
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**Record Completed by:** Teresa Pugliese



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Morwell Recreation Reserve Project Reference Group
<b>Date:</b>	Wednesday 23 August 2018
<b>Time:</b>	5:30pm - 6:45pm
<b>Assembly Location:</b>	Meeting Room, Morwell Croquet Club, Morwell Recreation Reserve – Travers Street, Morwell 3840

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane 5.30pm - 6.45pm	<input checked="" type="checkbox"/> Cr Graeme Middlemiss 5.30pm - 6.45pm	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Lary Sengstock, Josh Wilson, Lauren Dinsdale, Steven Piasente		
<b>Matters discussed:</b>	1. Project Status update 2. Updates on construction of new shared sports pavilion and concept designs of Morwell Recreation Reserve user group facilities upgrades for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures: Nil**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
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**Record Completed by:** Lauren Dinsdale







### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	27 August 2018
<b>Time:</b>	6.04 pm - 9:51pm
<b>Assembly Location:</b>	Nambur Wariga Room, Corporate Headquarters, Commercial Road, Morwell

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss from 6.08pm	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman until 7:40pm	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan from 6.08pm	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Gary Van Driel, Sara Rhodes Ward, Steve Piasente, Gail Gatt, Greg Drumm, Brett McCulley, Amy Phillips, Michael Bloyce (6.04pm-6.49pm), Jo DeJong (6.04pm-6.49pm), Imelda Dover (6.04pm-6.49pm), Matthew Rogers (7.26pm-8.37pm)		
<b>Matters discussed:</b>	Tonights Presentations Future Presentations - Confidential s89(2)(d) contractual matters Notice of Motion Requests Points of Clarification Alternate Motion Requests Mayors Update General Update Transition Briefing - Confidential s89(2)(e) proposed developments Recreation Projects-Update for DELWP and LVA Projects Road Rehabilitation Program-Notification of change to the program Strength-Led Transition 2.0 Victorian Preparedness Framework 2017/18 Financial Results & Accumulated Cash Surplus VicRoads Maintenance		



	Outstanding Issues-Confidential s89(2) (h) prejudice the Council or any person Strategic Issues for Future Briefings
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Harriman - interest not a conflict of interest	No
Ms Gail Gatt	Yes

**Record Completed by:** Amy Phillips





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	To discuss the future of the former Budgeree School with representatives of the Budgeree community, Luke & Leanne Potter
<b>Date:</b>	27 August 2018
<b>Time:</b>	3.00 pm - 4.00 pm
<b>Assembly Location:</b>	Meeting Room 6 Latrobe City Council Corporate Headquarters

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane 3.00 pm	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White 3.00 pm
	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan 3.15 pm	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey 3.00 pm	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Henry Morrison and Danielle McKenzie		
<b>Matters discussed:</b>	The possible future ownership/occupancy arrangements of the former Budgeree School together with funding options. This matter is the subject of past and future Council decisions.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Not applicable	Not applicable

Record Completed by: Danielle McKenzie



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Ted Summerton Reserve Project Reference Group
<b>Date:</b>	Tuesday 28 August 2018
<b>Time:</b>	5:34 pm - 6.28 pm
<b>Assembly Location:</b>	Meeting Room 3, Moe Service Centre, George Street, MOE 3825

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law 5:30 pm - 6:45 pm	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Larry Sengstock, Josh Wilson, Lauren Dinsdale		
<b>Matters discussed:</b>	1. Project Status update 2. Discussion on concept design details of the Ted Summerton Reserve Cricket facility redevelopment for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Nil	N/A

**Record Completed by:** Lauren Dinsdale





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Traralgon Sports Stadium Project Reference Group
<b>Date:</b>	Wednesday 29 August 2018
<b>Time:</b>	5.45 pm - 6.30 pm
<b>Assembly Location:</b>	Macfarlane Burnet Room - Traralgon Service Centre 34-38 Kay Street, Traralgon

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Larry Sengstock, Brian Feltham, Bianca James, Steven Piasente		
<b>Matters discussed:</b>	1. Project Manager Update; Project status update & timelines, project budget, communications plan and Sports Pavilion - Confidential under Section 89(2)(e) Proposed Developments; & (h) any other matter which the Council or Special Committee considers would prejudice Council or any other person 2. Future Meeting Schedule		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input checked="" type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b>			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	No

Record Completed by: Bianca James







### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Mathison Park Advisory Committee
<b>Date:</b>	4 September 2018
<b>Time:</b>	7:10pm
<b>Assembly Location:</b>	Churchill Hub

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Glenn Wearne		
<b>Matters discussed:</b>	Discussed Council decision from September 3 meeting on Mathison Park Advisory Committee becoming a special committee.		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
	No

**Record Completed by:** Glenn Wearne





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Future Morwell Steering Committee
<b>Date:</b>	5 September 2018
<b>Time:</b>	6.00 pm
<b>Assembly Location:</b>	Room 3, Latrobe City Council Headquarters 141 Commercial Road, Morwell

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Sara Rhodes-Ward, Belinda Kolek and Stuart Simmie		
<b>Matters discussed:</b>	Landscape Design presentation for Morwell CBD streetscape construction - for decision Morwell Trader Feedback on parklet design options to support outdoor dining Parklet design for Stage A - For decision Streetscape material style palette and colour select – confirmed Streetscape Construction update Streetscape style palette – for discussion Street lighting – discussion. Further follow up with Lighting consultant required.		
Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i> ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

**Conflict Of Interest Disclosures: Nil**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
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**Record Completed by:** Stuart Simmie



### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Tourism Advisory Committee meeting
<b>Date:</b>	5 September 2018
<b>Time:</b>	5.45 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Head Quarters, Morwell.

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Imelda Dover		
<b>Matters discussed:</b>	Training in tourism for small businesses Events contacts presence on LCC website Progress of LCC Events and Tourism Strategy Destination Gippsland publication, Eat Drink Gippsland		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	N/A

**Record Completed by:** Imelda Dover





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Morwell and Districts Community Recovery Committee (CRC)
<b>Date:</b>	6 September 2018
<b>Time:</b>	4.30 pm
<b>Assembly Location:</b>	Nambur Wariga Room, Latrobe City Council Headquarters Morwell

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input type="checkbox"/> Cr Darren Howe
	<input type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Sara Rhodes-Ward, Linda Snell and Stuart Simmie		
<b>Matters discussed:</b>	<p>Presentation by Fiona Macken, Community Based Emergency Management Coordinator - Country Fire Authority (CFA) and Steve Cameron, Manager - Community Based Emergency Management - Emergency Management Victoria.</p> <p>Discussion re Community Based Emergency Management Planning opportunity for Morwell community.</p> <p>EMV made an undertaking to complete the commitment made by Commissioner Craig Lapsley to deliver a plan for the Morwell community.</p> <p>CRC to discuss what they want to see in the detailed plan with key deliverables and timeline to be outlined and provide to EMV</p> <p>EMV to work on a draft plan and to present this to the CRC</p>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p>			





**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>

**Record Completed by:** Stuart Simmie







### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Asbestos Disposal Discussion
<b>Date:</b>	10 September 2018
<b>Time:</b>	4.30pm
<b>Assembly Location:</b>	Latrobe City Council Headquarters - Nambur Wariga

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson Via phone
<b>Officer/s:</b>	Gail Gatt, Jody Riordan, Gary Van Driel, Greg Drumm		
<b>Matters discussed:</b>	EBA proposal for asbestos disposal, 3 options were presented - Confidential under Section 89(2)(d) contractual matters.		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input checked="" type="checkbox"/> <b>Yes</b>                      <input type="checkbox"/> <b>No</b></p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Gail Gatt





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Gippsland Line Upgrade Project
<b>Date:</b>	Monday 17 September 2018
<b>Time:</b>	4.40 - 5.27 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room

**In Attendance**

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Dale Harriman 5.05 pm arrival	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan 4.42 pm arrival	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Bradley Law	<input checked="" type="checkbox"/> Cr Sharon Gibson
	<b>Officer/s:</b> Gary Van Driel, Steve Piasente, Gail Gatt, Sara Rhodes-Ward, Emma Bertoli		
<b>Matters discussed:</b>	Gippsland Line Upgrade Project: benefits, scope, stabling options, next steps and other project updates.  Project Officers in attendance: Project Director - Arek Wildbrant, Senior Government Relations Advisor - Fiona Ward, Emma Steel and Harvey Dinelli.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Emma Bertoli





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	17 September 2018
<b>Time:</b>	6.00 pm
<b>Assembly Location:</b>	Nambur Wariga Meeting Room, Corporate Headquarters, Morwell

**In Attendance**

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Alan McFarlane	<input checked="" type="checkbox"/> Cr Graeme Middlemiss	<input checked="" type="checkbox"/> Cr Darrell White
	<input checked="" type="checkbox"/> Cr Dale Harriman	<input checked="" type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input checked="" type="checkbox"/> Cr Brad Law	<input checked="" type="checkbox"/> Cr Sharon Gibson Left meeting 6.44 pm
<b>Officer/s:</b>	Gary Van Driel, Gail Gatt, Sara Rhodes-Ward, Steve Piasente, Greg Drumm, Brett McCulley, Louise Mckendry		
<b>Matters discussed:</b>	Tonight's Presentations Future Presentations Mayors' Update General Update Organisational Report Transition Briefing - confidential S89(2) proposed developments Major Project Reference Group Update Gippsland Regional Aquatic Centre and Traralgon Sports Stadium Tender Update Latrobe Creative Precinct Project Update - confidential S89(2) contractual matters Strength Led Transition 2.0 Latrobe Convention Centre Business Case Outcome Draft Glengarry East Development Plan-Consideration of Submissions Events & Tourism Strategy 2018-2022 Anzac Day & Remembrance Day-Traffic Management Expenses		



	<p>Sporting Hall of Fame Selection Panel Appointments</p> <p>New Public Art Policy and Revised Terms of Reference for the LRG Advisory Committee</p> <p>Moe and District Social Infrastructure Plan</p> <p>Recommendations for Community Sponsorship Support</p> <p>Gippswide Kerbside Collective Procurement Project-confidential under S89(2)(d) contractual matters</p> <p>Aged Care Services</p> <p>Latrobe Health Assembly-Strategic Directions and Progress to Date</p> <p>Living Well Latrobe Health and Wellbeing Plan-Year 1 Action Plan Review</p> <p>Morwell North West Development Contribution Plan-Five Year Review Findings</p> <p>Latrobe leisure Morwell Stadium Masterplan</p> <p>Capital Status-2017/18 End of year Status</p> <p>Review of Council Policies</p> <p>Better Approvals Project-Update and Findings</p> <p>Outstanding Issues-confidential under Section 89(2)(h) would prejudice the Council or any other person</p> <p>Strategic Issues for Future Briefings</p>
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr White	No

**Record Completed by:** Louise Mckendry



# **URGENT BUSINESS**



**18. URGENT BUSINESS**

*Business may be admitted to the meeting as urgent business in accordance with clause 26 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and cannot safely or conveniently be deferred until the next Ordinary meeting; or*

# **MEETING CLOSED TO THE PUBLIC**

## **19. MEETING CLOSED TO THE PUBLIC**

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

### **MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr O'Callaghan

**That Council closes this Ordinary Meeting of Council to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:**

- 19.1 LCC-504 Reconstruction of Vincent Road, Morwell**  
**Agenda item 19.1 *LCC-504 Reconstruction of Vincent Road, Morwell* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.2 Presentation of the Audit and Risk Committee Minutes**  
**Agenda item 19.2 *Presentation of the Audit and Risk Committee Minutes* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)**
- 19.3 LCC-507 Design and Construction of Traralgon Sports Stadium**  
**Agenda item 19.3 *LCC-507 Design and Construction of Traralgon Sports Stadium* is designated as confidential as it relates to contractual matters (s89 2d)**
- 19.4 Gippswide Kerbside Collective Procurement Project**  
**Agenda item 19.4 *Gippswide Kerbside Collective Procurement Project* is designated as confidential as it relates to contractual matters (s89 2d)**

- 19.5 Document for Signing and Sealing - Churchill Town Centre Project, Transfer of Land**  
*Agenda item 19.5 Document for Signing and Sealing - Churchill Town Centre Project, Transfer of Land is designated as confidential as it relates to contractual matters (s89 2d)*
- 19.6 Latrobe Creative Precinct Project Update**  
*Agenda item 19.6 Latrobe Creative Precinct Project Update is designated as confidential as it relates to contractual matters (s89 2d)*
- 19.7 LCC-502 Design and Construction of Gippsland Regional Aquatic Centre**  
*Agenda item 19.7 LCC-502 Design and Construction of Gippsland Regional Aquatic Centre is designated as confidential as it relates to contractual matters (s89 2d)*
- 19.8 Sporting Hall of Fame Selection Panel Appointments**  
*Agenda item 19.8 Sporting Hall of Fame Selection Panel Appointments 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)*

**CARRIED UNANIMOUSLY**

The Meeting closed to the public at 9:57pm.

The meeting re-opened to the public at 10:28pm.

There being no further business the meeting was declared closed at 10:28pm.

I certify that these minutes have been confirmed.

Mayor: \_\_\_\_\_

Date: \_\_\_\_\_